COLORADO MOUNTAIN JUNIOR COLLEGE DISTRICT

Request for Proposal
Number #616-14
Rebranding Initiative

Due:
August 22, 2014, 2:00 PM

Buyer:
Steve Boyd
Purchasing Department
802 Grand Avenue
Glenwood Springs, CO 81601
sboyd@coloradomtn.edu
COLORADO MOUNTAIN JUNIOR COLLEGE DISTRICT
REQUEST FOR PROPOSAL #616-14
REBRANDING INITIATIVE PROJECT

SECTION I: INTRODUCTION

Colorado Mountain Junior College District (“CMC”) is a statutory junior college district established in 1967, and includes three residential campuses, eight commuter campuses, a Distance Learning program and administrative offices. The District covers all or part of thirteen counties in Colorado, encompassing 12,000 square miles. Please visit our website at www.coloradomtn.edu for more information about our college.

Colorado Mountain College is seeking a partner to develop a comprehensive, research-based integrated brand strategy and implementation for the institution.

Our Opportunity
We believe that Colorado Mountain College is positioned to substantially strengthen its market position, and that a well-defined, distinctive brand is key to this growth. CMC serves an area the size of Maryland with campuses in or near some of Colorado’s most famous resorts. Our location, combined with the current brand equity of Colorado tourism, low tuition and high quality instruction, positions CMC uniquely in the marketplace. In addition to those who have never heard of us, we have an opportunity to sharpen and refine the CMC brand locally. We enjoy a local participation rate many times the state and national average. The college has strong and loyal local support. But because our brand locally is not focused or consistent, we are losing potential brand equity. We believe that this can be changed to help position CMC with local students as a quality choice for education, as well as strengthening our local referral network. The rebranding project will reposition the college as a vital community resource as we approach our 50th anniversary in 2017.

Colorado Mountain College Vision:
We aspire to be the most inclusive and innovative student-centered college in the nation, elevating the economic, social, cultural, and environmental vitality of our beautiful Rocky Mountain communities.

Colorado Mountain College Mission:
CMC offers a dynamic and innovative teaching and learning experience serving a diverse population in a student-centered, inclusive, and personalized learning environment. Through a comprehensive array of programs and courses of study, CMC provides high-quality education that is affordable and accessible, helping all students meet their individual educational goals. CMC measures its success through student success.

See more at: http://coloradomtn.edu/about-cmc/vision_mission_values/

The objectives of the effort are to

- Create a strong brand that clearly articulates CMC’s unique position in the market
- Increase measured, positive perception of the quality of CMC and its offerings
- Position CMC as a regional and national leader in higher education
- Capitalize on the Colorado brand to build equity for the CMC brand outside the CMC service area.
• Create internal adoption of a strong, unified brand that is deployed consistently across all college locations, divisions, enterprises and media
• Align CMC brand with the 2014-18 strategic plan
• Increase enrollments from all market segments
• Prepare a strong brand foundation for our 50th anniversary celebration

1. General Requirements
   a. Visit CMC locations in person for research and reporting multiple times during the course of the contract.
   b. Conduct internal and external audience research of brand strength, awareness, and position.
   c. Provide strategic advice, guidance, and recommendations regarding effective overall branding for marketing and communications at CMC.
   d. Develop an integrated brand and messaging based on CMC strategic plan, vision, mission and values.
   e. Integrate branding into all CMC communications and media including: advertising, publications, electronic media, video, public relations, promotions, stationery and internal communication templates.
   f. Brand launch and adoption strategy

2. Research
   a. Conduct qualitative and quantitative research and utilize existing data to develop strategies for rebranding CMC.
   b. Determine strength of current brand
   c. Determine how CMC is currently perceived by key audiences:
      i. current and prospective students
      ii. ethnic minorities and first generation students
      iii. CMC employees
      iv. community stakeholders
      v. donors
      vi. alumni
   d. Use research insights to recommend overall brand strategy, student lifecycle communications strategy, internal & external brand communication strategy, and public relations strategy.
   e. Use research insights to recommend overall brand strategy for fundraising efforts
   f. Test proposed rebranding with key audiences
   g. Analysis of change in brand awareness, strength and adoption within 6-12 months of public brand launch.

3. Brand Development & Implementation
   a. Based on research, develop overall brand for CMC that will resonate with identified major audiences locally, statewide and out of state.
      Brand solution will include, but will not be limited to:
      i. brand platform
      ii. brand value proposition & promise
      iii. brand positioning statements for key audiences
      iv. brand message, including tagline.
      v. brand mark (logo), if it is determined that the current logo needs to be replaced or updated.
      vi. tagline, typography and color palette
b. Review current media and identify opportunities for increased consistency (CMC staff will assist in conducting an inventory of current brand placement). Develop working templates of brand visuals as they would appear on internal and external web properties.

c. Work with CMC staff to apply consistent branding for the coloradomtn.edu website, including color, graphics and (as necessary) page templates. Does not include restructuring the information architecture.

d. Also review and apply consistent branding for: social media, video titles and lower thirds (comps only), promotional emails, printed collateral, class schedules, print ads, online ads, out of home (OOH) ads, stationery, internal documents, employee email, promotional email, soft goods, promotional items, exterior signage, vehicles and other items identified in an inventory of current brand implementation.

e. Create solutions to integrate, or redevelop sub-brands (e.g., Isaacson School, CMC Foundation) and brand extensions (e.g., academic programs, campuses, sustainability) in internal and external communications,

f. Identify and recommend new strategies to increase brand awareness

g. Recommend strategies for integrating brand messaging into public relations.

h. Develop brand standards manual and style guide including:
   a. Color palette, typography and design elements
   b. General photo and video direction to support brand message
   c. Social media direction to support brand message (visual and written)

i. Develop brand roll-out and launch strategy, to be implemented by CMC staff, beginning with internal adoption/buy-in, followed by external launch.

j. Develop strategy for ongoing evaluation of brand position and strength

k. Conduct research and evaluation of brand position and strength within 6-12 months of public brand launch.

**Deliverables:**

a. Original brand research (incorporating any existing research) with report of results presented as written and in-person (2a-d above)

b. Brand solution as described in (3b-e)

  c. Written recommendations for strategies & tactics to increase brand awareness (3f,g)

  d. Brand standards manual (3h)

  e. Written roll-out and adoption strategies & tactics (3i)

  f. Written strategy for ongoing evaluation of brand position and strength. (3j)

  g. Evaluate brand following rollout (3k)

**Required for proposals:**

1. Provide a detailed description of Contractor’s ability and experience in providing marketing, branding, research, strategy and other related services.

2. Describe Contractor’s proven success and expertise in marketing, messaging development, branding and rebranding.

3. Provide details on the experience and capability of the organization to include the following:

   a. The size of the organization

   b. The number of years in business and the ability provide the services requested

   c. Include experience or resumes of key personnel who would be involved in this project, identifying their assigned role, and demonstrating their qualifications and experience.
d. Provide address of office where key personnel who will be providing services work.
e. If subcontractors are to be used (and have been identified at this time), identify qualifications and prior related experience of the subcontractor and subcontractor personnel. Annotate experience subcontractor has working on similar projects.

4. Provide a current and past client list for the last three years that includes all work done for higher educational institutions.

5. At least three client references for which similar work has been performed

6. The Contractor must demonstrate expertise in the following areas:
   a. Writing and messaging capabilities
   b. Visual communication
   c. Creative capabilities
   d. Rebranding large or complex organizations
   e. Technical capabilities to ensure responsiveness and prompt reaction or to make proactive changes as needed
   f. Providing research or recommending a means to identify the most effective ways to reach a target audience
   g. Performance of previous work performed
   h. Provide a minimum of five samples of previous work on similar projects including, but not limited to samples of branding, collateral materials, marketing and advertising or any other creative work that would clearly demonstrate your capabilities. Examples of previous work with institutions of higher education is desired.

7. Billing method and rates for additional work requested outside the scope of the contract.

Other considerations
Travel time and mileage to and from meetings at Colorado Mountain College will be at the Contractor’s expense (or should be included in the price of your proposal). Work is to commence no later than October 22, 2014.

Budget
The Colorado Mountain College Marketing Department estimates the cost of this project will be $140,000 to $200,000. Our selection committee recognizes that you are an expert in this area and CMC will consider all proposals, at any price level, and select the best value for the college. That selection may or may not be the lowest price. We welcome any thoughts about project cost and budget.

Proposal Content
The information provided herein is intended to assist proposers to respond properly to this RFP. CMC believes that this RFP provides interested proposers with sufficient information to submit proposals that meet minimum requirements. However, it is not intended to limit a proposal’s content or to exclude any relevant or essential data therefore. Proposers are encouraged to include additional information that will substantiate their service capabilities, product quality, and support commitment. Any exceptions or alternate offerings to this request must be addressed by the proposer in their proposal. CMC reserves the sole right to determine what is considered to be “equivalent” or “equal”. CMC also reserves the right to request samples for testing and evaluation.
SECTION II: TIMELINE

a. **TIMELINE MODIFICATION.** CMC reserves the right to modify this timeline at any time. Any changes will be posted to the CMC Purchasing Department’s website as soon as the information is available. All times are Mountain Standard Time (MST).

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SECTION III: INSTRUCTIONS TO PROPOSERS

a. This Proposal is expected to be competitive with numerous vendors participating. CMC endeavors to provide a uniform distribution of information to vendors and conduct a fair selection process. We ask that you please follow these instructions carefully. Any submittal that does not meet the requirements set forth in this document and any Addendums will not be considered by the Selection Committee.

b. All information related to this Proposal will be posted in the “Bids, RFP’s…” section of the Purchasing Office’s website at www.coloradomtn.edu/Purchasing. Please click on “Bids, RFP’s…” and find this solicitation. This location will hold the most current and accurate documentation available for this project. Please look to this link for answers to your questions.

c. Proposers should carefully read the information contained herein, and in any addendums, and submit a complete proposal to all requirements and questions as directed.

d. Questions regarding this RFP should be directed to Steve Boyd via email at sboyd@coloradomtn.edu. CMC will attempt to answer all relevant questions submitted to this email address. Answers may be delivered via subsequent addendums and/or posted to the College purchasing website. All such addenda issued by CMC prior to the time that proposals are received shall be considered part of the RFP, and the proposer shall be required to consider and acknowledge receipt of such in its proposal. It shall be the proposer’s responsibility to monitor the website on a regular basis for any changes, addenda. Inquiries seeking information that is already posted on the College website will not be answered. Only those inquiries that CMC replies to which are made by formal written addenda shall be binding. Oral and other types of interpretations or clarifications will be without legal effect.

e. To promote sustainability and a fair RFP process, CMC utilizes the Rocky Mountain E-Purchasing System to generate awareness and collect responses. Therefore, http://www.rockymountainbidsystem.com/default.asp will serve as the ONLY way to submit a qualified response. Proposers must have an existing Rocky Mountain E-Purchasing System account or may establish one (currently) free of charge. Please be sure to allow time for technical difficulties in submitting responses. CMC will only consider submittals that have been placed successfully with the Rocky Mountain E-Purchasing System PRIOR TO CLOSING; there are no exceptions to this. Proposers may contact the Rocky Mountain E-Purchasing System staff directly or the Buyer via email if you are experiencing difficulty. CMC also encourages feedback on your Rocky Mountain E-Purchasing System experience. Please note that the CMC Purchasing website will contain all information related to this project. Updates and other information may or may not be posted to the Rocky Mountain E-Purchasing System, The CMC Purchasing website listed above is the official venue for information.

f. Along with your RFP, please submit a certificate of liability insurance per the attached requirements (Exhibit A) for evidence only. If your proposal is successful and a contract awarded, an authorized certificate of insurance will be required with all endorsements at that time.

g. Please do not contact any member of CMC’s staff (other than Buyer), faculty or Selection Committee directly regarding this proposal. Any attempt to do so will result in your firm’s disqualification at the discretion of the Purchasing Manager.

h. CMC makes no guarantee that an award will be made as a result of this RFP, and reserves the right to accept or reject any or all proposals, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFP or resulting contract when deemed to
be in CMC's best interest. Representations made within the proposal will be binding on proposer. Failure to comply with the requirements contained within this RFP may result in the rejection of your proposal.

i. Proposer understands and agrees that this RFP is issued predicated on anticipated requirements for this project and that CMC has made no representation, written or oral, that any such requirements be furnished under a contract arising from this RFP. Furthermore, proposer recognizes and understands that any cost borne by the proposer which arises from proposer’s performance hereunder shall be at the sole risk and responsibility of proposer.

SECTION IV: SELECTION CRITERIA

The Selection Committee for this project will evaluate proposals to identify the best value for CMC and the proposal that is most advantageous to CMC. Specifically, the Selection Committee will select the successful proposer based on the following criteria in no order of importance:

A. Overall quality of response and services/products proposed
B. Company qualifications, experience and demonstration of technical and management competence
C. Pricing
D. References and reputation
E. Service capability including evaluation of past performances and number and scope of any conditions included in the proposal

Criteria may be modified in subsequent Addendums. CMC is not bound to accept the lowest price proposal if that proposal is not in the best interest of CMC as determined by CMC. Submission of a proposal indicates proposer’s acceptance of the evaluation technique and proposer’s recognition that some subjective judgments must be made by CMC during the selection process.

SECTION V: TERMS & CONDITIONS

a. SUBMITTAL INSTRUCTIONS. All submittals must adhere to the instructions provided above to be considered by the Selection Committee.

b. COPIES. No electronic or paper copies of submittals are required or accepted other than your post to Rocky Mountain E-Purchasing System.

c. PROPRIETARY INFORMATION. Proposals and any other information submitted by proposer in response to this RFP shall become the property of CMC. CMC considers all information, documentation and other materials requested to be submitted in response to this RFP to be of a non-confidential and/or non-proprietary nature, and therefore, subject to public disclosure under the Colorado Open Records Act. If you are submitting any information you consider proprietary, please clearly mark it “Proprietary Information.” If the Purchasing Manager concurs, this information may not be considered public information. At the discretion of the Purchasing Manager, submittal information may be posted to the College Purchasing website upon award. Please do not submit anything that you do not want posted publicly without clear indication to our Purchasing Department. Notwithstanding the prior statement, the Purchasing Manager may make your entire submittal public information at his or her discretion.

d. SIGNATURE BLOCK. All proposals must be signed by an authorized agent of your firm. Any firm or individual submitting a signed proposal shall be deemed to have read and understood all the terms, conditions, and requirements of this Request for Proposal.
e. **REFUSAL.** CMC reserves the right to refuse any and/or all proposals, or any part thereof.

f. **WITHDRAW PROPOSAL.** You may withdraw your proposal at any time prior to the date and time set for closing.

g. **DISCUSSIONS/NEGOTIATIONS.** CMC reserves the right to contact any proposer for clarification of information submitted; CMC reserves the right to conduct discussions with Proposers, to accept or not accept revisions of Proposals, and to negotiate any point in the proposal or the subsequent contract at the sole discretion of the Purchasing Manager. During this discussion period, CMC will not disclose any information regarding Proposal submittals other than (in some cases) the number of qualified proposals the College received and the name of the Proposer.

h. **AWARD.** Awards shall be made to any or all responsible proposers whose submittals are determined to be advantageous to CMC based on the evaluation factors described above. Price, although a consideration, will not be the sole determining factor. CMC reserves the right to ask for the “Best and Final Offer” from any or all Proposers.

i. **PRE-AWARD PRESENTATIONS.** The College reserves the right to require presentations from the highest-ranking proposers, in which they may be asked to provide additional information and answer questions from the Selection Committee.

j. **CONTRACT.** The successful proposer is expected to enter into a standard contract with the College that will include, at a minimum, the College’s standard terms and conditions (Exhibit B) attached to all purchase orders. CMC may choose to add additional terms to this contract.

k. **INDEMNIFICATION.** Successful Proposers shall indemnify and save CMC harmless from any and all claims, demands, suits, and actions which may arise from errors or omissions caused by the Proposer in conjunction with its contractual obligations including, but not limited to, obligations for the preparation of any and all documents required by CMC in conjunction therewith, and shall defend all suits, in the name of CMC when applicable, and shall pay all costs and judgments which may issue thereon.

l. **INSURANCE.** Successful Proposers shall have their insurance company send the CMC Department of Risk Management a currently in-force Certificate of Liability Insurance per the attached Exhibit A.

m. **ILLEGAL ALIENS.** By submitting a proposal, a Proposer certifies pursuant to C.R.S. § 8-17.5-102(1) that, at the time of proposal submission, it does not knowingly employ or contract with an illegal alien and that the contractor has participated or attempted to participate in the Basic Pilot Program that is administered by the United States Department of Homeland Security in order to verify that it does not employ any illegal aliens.

n. **LIMITATION OF MULTIPLE-FISCAL YEAR OBLIGATIONS.** All financial obligations of CMC under a contract resulting from this proposal subsequent to the fiscal year in which signed are contingent upon funds for this purpose being appropriated, budgeted, and otherwise made available by the CMC Board of Trustees. This contract shall not be deemed to create any multiple-fiscal year direct or indirect debt or other financial obligation whatsoever for purposes of Section 20(4) (b) of the State Constitution (Amendment 1).
SECTION VI: WARRANTIES, REPRESENTATIONS AND ACKNOWLEDGEMENTS OF PROPOSER

a. SIGNING A FALSE STATEMENT MAY VOID THE SUBMITTED PROPOSAL OR ANY AGREEMENTS OR OTHER CONTRACTUAL ARRANGEMENTS WHICH MAY RESULT FROM THE SUBMISSION OF PROPOSER’S PROPOSAL, AND THE PROPOSER MAY BE REMOVED FROM ALL PROPOSER LISTS AT CMC. A FALSE CERTIFICATION SHALL BE DEEMED A MATERIAL BREACH OF CONTRACT AND, AT CMC’S OPTION, MAY RESULT IN TERMINATION OF ANY RESULTING CONTRACT OR PURCHASE ORDER.

b. By signature hereon, proposer acknowledges and agrees that (1) this RFP is a solicitation for proposal and is not a contract or an offer to contract and (2) the submission of a proposal by proposer in response to this RFP will not create a contract between CMC and proposer.

c. By signature hereon, proposer offers and agrees to furnish to CMC the products and/or services more particularly described in its proposal, at the at the prices quoted in the proposal, and to comply with all terms, conditions and requirements set forth in the RFP documents and contained herein.

d. By signature hereon, Respondent represents and warrants that (1) proposer is a reputable company regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFP; (2) proposer has the necessary experience, knowledge, abilities, skills, and resources to satisfactorily perform the terms, conditions and requirements of the RFP; (3) proposer is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances; (4) proposer understands the requirements and specifications set forth in this RFP and the terms and conditions set forth; and (5) all statements, information and representations prepared and submitted in response to this RFP are current, complete, true and accurate. Proposer acknowledges that CMC will rely on such statements, information and representations in selecting the successful proposer. If selected by CMC as the successful proposer, proposer will notify CMC immediately of any material change in any matters with regard to which proposer has made a statement or representation or provided information.

e. By signature hereon, proposer signifies his compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.
SECTION VII: SIGNATURE BLOCK

Note: Please return this page with your proposal.

The undersigned, an authorized agent of his/her company, hereby certifies:

( ) the receipt of _______ addendums,

( ) that the proposal is valid until ___________________________ (date).

_________________________________  _____________________________
Company Name     Authorized Signature

_________________________________  _____________________________
Mailing Address     Printed Name

_________________________________  _____________________________
City, State, Zip Code     Title

_________________________________  _____________________________
Federal Employer ID Number     Phone Number

_________________________________  _____________________________
Type of Entity (S-Corp, LLC, etc?)     Official EMAIL Address

_________________________________  _____________________________
Web Site, if available     Solicitation Number (from cover page)
COLORADO MOUNTAIN COLLEGE INSURANCE REQUIREMENTS

Exhibit A
In accordance with the policies and procedures of Colorado Mountain Junior College, all vendors/companies providing products or services to/for CMC must maintain the following insurance and limits for the duration of the contract:

**Coverage Minimum Required Limits**

**Commercial Gen Liability (CGL)**

$1,000,000 Occurrence//$2,000,000 aggregate

$2,000,000 Products/Completed Operations aggregate. The vendor/company shall maintain CGL coverage for itself and all additional insureds for the duration of the services performed for CMC and maintain Completed Operations coverage required herein in full force and effect until one year after vendor/company’s work has been completed. CMC shall be listed as an additional insured*, including without limitation for Ongoing Operations and Products and Completed Operations. The insurance shall include a provision that such insurance afforded by the policy for the benefit of the additional insureds shall be primary and non-contributory to any insurance or self-insurance maintained by the additional insureds. In addition, a Waiver of Subrogation shall be issued in favor of CMC.

**Automobile Liability**

$1,000,000 Combined Single Limit

Covering the use, operation and maintenance of any automobiles, trucks, trailers or other vehicles owned, scheduled, hired, or non-owned by vendor/company providing bodily injury, including death, and property damage coverage. CMC shall be listed as an additional insured* and a Waiver of Subrogation shall be issued in favor of CMC. The insurance shall provide a provision that such insurance afforded by the policy for the benefit of the additional insureds shall be primary and non-contributory to any insurance maintained by the additional insureds.

**Workers’ Compensation Statutory Limits (100,000/$500,000/$100,000)**

The Workers’ Compensation and Employer’s Liability Insurance policy for the vendor/company shall contain a waiver of subrogation in favor of CMC. CMC requires that insurance carriers be licensed to conduct business in the state of Colorado and a minimum A.M. Best Rating of A-.

An original Certificate of Liability Insurance must be issued from your agent or carrier at least (5) working days prior to commencing work.

**Certificate Holder:** Colorado Mountain Junior College District
Risk Management Dept.
802 Grand Avenue
Glenwood Springs, CO 81601

*Additional Insureds:* Colorado Mountain Junior College District and its affiliates

**Note:** Additional coverage may be required dependent upon the nature and scope of services provided and/or work performed. Any deviation from these requirements must be discussed with and approved by CMC Risk Management prior to work commencing.

Please direct questions to: gpedrick@coloradomtn.edu Phone: 970-947-8375 Fax: 970-384-8507
**Purchase Order Terms & Conditions**

1. **Offer/Acceptance**
   If you have submitted a bid/quote/proposal to us this Purchase Order is an acceptance of your offer. If you have not submitted a bid/quote/proposal to us, this Purchase Order is an offer to buy, subject to your acceptance, which must be demonstrated by your written acknowledgement or fulfillment of the specifications in this Purchase Order. To the extent there is any inconsistency between this Purchase Order and your offer or any other agreement, the terms of this Purchase Order shall control. Except as expressly provided herein, this Purchase Order supersedes all prior communications, oral and written.

2. **Acknowledgement**
   Vendor acknowledges that all terms as to quantity, quality, price, time of delivery and other specifications are material elements of this Purchase Order and must be strictly complied with.

3. **Quality**
   The vendor agrees to furnish the products and/or services in strict accordance with the specifications and at the price set forth for each item. None of the terms or specifications stated in this Purchase Order may be added to, modified, superseded or otherwise altered except in writing, signed by an authorized representative of the Colorado Mountain College (the “College”) Purchasing Department or Executive Office and sent by the College to vendor. Each shipment received by the College from vendor shall be deemed to be only upon the terms contained in this Purchase Order, notwithstanding any terms that may be contained in any acknowledgement, invoice form, or other act or document of vendor and notwithstanding College’s act of accepting or paying for any shipment or similar act of College.

4. **Termination Prior to Performance**
   Purchase Orders may be terminated from time to time before delivery for the convenience of the College. College also reserves all rights under the Uniform Commercial Code Article 2-609 regarding insecurity of vendor’s ability to perform.

5. **Termination After Contract Formation or Performance**
   a. Failure of Vendor to Deliver. In the event that vendor fails to deliver or perform as and when promised, the College reserves the right to cancel its order, or any part thereof, without prejudice to its other rights, and vendor agrees that the College may retain all or part of any shipment so made, and may charge vendor with any loss or expense sustained as a result of such failure to deliver or perform as promised. Time is of the essence.

   b. Unless otherwise agreed in writing, in addition to the rights and remedies governing the transaction of goods in the Uniform Commercial Code (UCC), the Purchasing Manager may terminate this Purchase Order in whole or in part, for the convenience of the College. The Purchasing Manager shall give written notice of the termination to the vendor specifying the part of the Purchase Order terminated and when termination becomes effective. Upon receipt of the notice of termination, the vendor shall incur no further obligations except to the extent necessary to mitigate costs of performance. Upon such termination, the College shall pay vendor for all delivered and accepted goods, supplies and services but shall not be liable for any undelivered or unaccepted goods, supplies and services that were previously anticipated under this Purchase Order.

6. **Delivery/Inspection/Acceptance**
   a. Unless otherwise specified in the solicitation or in this order, delivery shall be F.O.B. destination. Please advise Purchasing Manager immediately if you cannot guarantee the complete shipment will arrive on your promised delivery date noted on the Purchase Order. The title and risk of loss of the goods shall not pass to the College until the College actually receives the goods. All risk of transportation and all related charges shall be the responsibility of vendor.

   c. The College shall have the right to inspect and test the goods at delivery before accepting them. If the College elects to inspect or test, successful completion of such inspection and testing shall be a prerequisite to the College’s acceptance. Payment shall not constitute acceptance.

   d. The College shall notify the vendor promptly of any damaged goods or goods not in conformity with the terms of this Purchase Order. If any goods are not in conformance with this Purchase Order the College may (1) retain all or any portion of the goods delivered under this Purchase Order and return, at vendor’s sole cost and expense, those goods not retained- all without waiver of any claim the College may have for vendor’s breach including, without limitation, the right to damages and the right to cancel this Purchase Order, (2) rescind this Purchase Order as to such non-conforming goods and the College shall receive a full refund, (3) accept such nonconforming goods at an equitable reduction in price, or (4) reject the nonconforming goods and require delivery of suitable replacements. A breach of this Purchase Order by vendor may, in the College’s sole discretion, constitute a breach by vendor of any other Purchase Order between vendor and the College entitling the College, in addition to any other remedies it may have, to cancel such other Purchase Order.

7. **Pricing**
   a. Prices may not be increased for any reason whatsoever, without the College’s express written consent. If price is omitted on the Purchase Order, vendor’s price will be the lowest prevailing market price.

   b. The College will not be charged for postage, packing, or other charges unless specifically set forth on the face of this Purchase Order.

8. **Payment**
Payment will only be made upon submission of an acceptable invoice dated after the date of the Purchase Order. Invoices for Blanket Purchase Orders shall be delivered prior to the ending date if indicated. Payment periods will start from the date of receipt of acceptable invoice or from date of receipt of acceptable merchandise at destination by authorized College agent, whichever is later.

9. Taxes (State Tax Exemption Number 98-00796) (FEIN Number 84-0567768)
The College is a statutory junior college district in the State of Colorado and is exempt from all Federal taxes under Chapter 32 of the Internal Revenue Code and from all City and State taxes and use taxes.

10. Intellectual Property
All research data, plans, documents and the like relating to or arising from this Agreement are property of the College unless otherwise specified in the Scope of Work. Any reuse without prior written authorization is prohibited. All users of College technology are expected to use those resources in a responsible, ethical, efficient and professional manner consistent with all applicable laws, including FERPA, and College policies and procedures.

11. Warranty
Vendor warrants that the goods covered by this Purchase Order are of excellent quality, are safe and fit for their intended purposes, and that such goods and their purchase and use by the College will not infringe upon or violate any patent, copyright, trademark, service mark or other right. Additionally, all provisions and remedies of the Colorado UCC relating to both implied and express warranties are herewith referred to and made a part of this Purchase Order (including that the goods are free from defects in title, workmanship and material, free from defects in design, and of merchantable quality suitable for the purposes of the College). Further, vendor shall deliver to the College at the time of delivery of goods all applicable manufacturer warranties, and other express warranties applicable to such goods. Any vendor providing services shall perform all services in a good and workmanlike manner, to the reasonable satisfaction of the College. Vendor agrees, at its own expense, to diligently correct any work and replace any goods or materials deemed unsatisfactory by the College.

12. Jurisdiction
This Purchase Order shall be construed in accordance with the laws of the State of Colorado. In the event any dispute arises hereunder, the venue for any legal proceedings shall be in Garfield County, Colorado, and vendor hereby submits and agrees to the jurisdiction of the courts therein. The Colorado UCC shall apply to the interpretation and application of this Purchase Order to the extent consistent with the terms herein set forth.

13. Compliance with Laws
Vendor at its expense shall comply with all applicable Federal and State laws, rules, regulations, orders and ordinances from time to time in effect regarding the sale of goods or services under this Purchase Order; and upon reasonable request, vendor at its expense will execute and furnish to the College appropriate written certifications of compliance. The vendor is responsible for obtaining any and all licenses and permits required for the performance of this Purchase Order. Where applicable, such compliance shall include but not be limited to the Colorado Anti-Discrimination Act of 1957, as amended; the Rehabilitation Act of 1973, as amended; the Code of Federal Regulations provisions regarding equal employment opportunity, affirmative action, employment for disabled veterans and veterans of the Vietnam era, and employment of the handicapped; the Anti-Kickback Act of 1986; the Americans with Disabilities Act; and, with all rules, regulations and orders issued thereunder; and FERPA.

14. Independent Contractor
The vendor shall perform its duties hereunder as an independent contractor and not as an employee. Neither the vendor nor any agent or employee of the vendor shall be or shall be deemed to be an agent or employee of the College. Vendor shall pay when due all required employment taxes and income tax withholding including all Federal and State income tax and local head tax on any monies paid pursuant to this Purchase Order. Vendor acknowledges that the vendor and its employees are not entitled to unemployment or workmen’s compensation insurance benefits from College and that College does not pay for or otherwise provide such coverage. Vendor shall have no authorization, express or implied, to bind the College to any agreements, liability, or understanding except as expressly set forth herein. Vendor shall be solely responsible for the acts and omissions of Vendor, its employees, and agents.

15. Assignment
Neither party to this Purchase Order may assign any portion of this agreement without the prior written consent of the other party.

16. Fund Availability
All financial obligations of the College subsequent to the fiscal year, ending June 30, are contingent upon funds for this purpose being appropriated, budgeted, and otherwise made available by the College Board of Trustees. This Purchase Order shall not be deemed to create any multiple-fiscal year direct or indirect debt or other financial obligation whatsoever for purposes of Section 20(4)(b) of Article X of the State Constitution (Amendment 1).

17. Exclusivity - It is expressly understood that this Purchase Order does not grant vendor an exclusive privilege to furnish to the College any or all of the type of products and services, which are the subject of this Purchase Order, which the College may require. The College expressly reserves the right to contract with others for the purchase of products and services comparable or identical to the products and services that are the subject of this Purchase Order.

18. Indemnification
Vendor will indemnify, defend and hold the College harmless from and pay for any loss, damage, judgment, cost or expense (including without limitation, legal fees and court costs) arising out of (i) any actual or alleged death of or injury to any person, any actual or alleged damage to or destruction of any property, or any other actual or alleged damage or loss whatsoever, resulting or alleged to result in whole or in part from any actual or alleged defect in any goods or services covered by this Purchase Order, whether latent or patent and including, without limitation, any actual or alleged failure by such services and goods or the manufacture, possession, use or sale thereof to comply with any law, rule, regulation,
ordinance or order; and (ii) any breach by vendor contained in this Purchase Order. Vendor shall be solely responsible for any and all losses, damages, injuries, or expenses, include consequential damages, incurred by vendor in connection with its performance pursuant to this Purchase Order. The College shall not be liable for and shall not indemnify vendor for any such losses, damages, injuries, or expenses.

19. Insurance
In accordance with the policies and procedures of Colorado Mountain Junior College District, all vendors and service providers must maintain certain insurance and specified limits for the duration of the contract. Vendor represents it carries currently in-force liability insurance as shown in Exhibit A. Unless otherwise specified and to the extent permitted by law, vendor may self-insure for the liability insurance requirements specified but will be asked to provide documentation of self-insured status as approved by the State Insurance Board. It is expressly understood and agreed that, if the vendor does self-insure for the insurance requirements, the vendor must bear all risk of loss for any loss which would otherwise be covered by insurance policies, and the self-insurance program must comply with at least the insurance requirements as stipulated above. Vendor may not self-insure if this Purchase Order is for construction, renovation or remodeling, results from a College Request for Proposal, if Vendor is using its equipment on College property, or at the discretion of the College Purchasing Manager.

20. Rights and Remedies
The rights and remedies of the College under this Purchase Order are cumulative and not exclusive of any rights or remedies to which the College is entitled by law. The exercise by the College of any right or remedy under this Purchase Order or under applicable law will not preclude the College from exercising any other right or remedy under this Purchase Order or to which the College is entitled by law.

21. UCC
Except as otherwise agreed, the Uniform Commercial Code shall govern in the case of transactions in goods. In the case of services, if the vendor refuses or fails to timely perform any of the provisions of this Purchase Order, with such diligence as will ensure its completion within the time specified in this Purchase Order, the Purchasing Manager may notify the vendor in writing of the non-performance, and if not promptly corrected within the time specified, such officer may terminate the vendor's right to proceed with the Purchase Order or such part of the Purchase Order as to which there has been delay or a failure to properly perform. The vendor shall continue performance of the Purchase Order to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services elsewhere. Payment for completed services performed and accepted shall be at the Purchase Order price.

22. Terms
The terms “the College”, “we” and “us” shall refer to Colorado Mountain Junior College District, the purchaser identified on the front side of this Purchase Order. The terms “vendor” and “you” shall refer to the vendor identified on the front of this Purchase Order.

23. Miscellaneous
a. The invalidity or unenforceability of any provision of this Purchase Order under any present or future law, rule, regulation or ordinance will not affect any other provision of this Purchase Order, and the remaining provisions of this Purchase Order shall continue with the same force and effect as if such invalid or unenforceable provision had not been inserted in this Purchase Order.

b. No term or condition of this Purchase Order shall be construed or interpreted as a waiver, express or implied, of any of the immunities, rights, benefits, protection, or other provisions for the parties, of the Colorado Governmental Immunity Act, CRS-24-10-101 et seq. the Federal Tort Claims Act, 28 U.S.C. 2671 et seq. as applicable, as now or hereafter amended.

c. All goods delivered and labor performed under this Purchase Order shall be free of all liens and, if the College requests, a formal release of all liens shall be delivered to the College.

d. No revision of this Purchase Order shall be valid unless made in writing and signed by a duly authorized representative of the parties.