

## **Request for Proposals Courier and Package Delivery Services**

### **INTRODUCTION**

Through this Request for Proposals (together with all attachments hereto, this “RFP”), Rhode Island Housing seeks proposals from qualified firms to provide daily courier and package delivery services between Rhode Island Housing’s Providence and Warwick, Rhode Island offices. Rhode Island Housing anticipates the need for such services starting on or about June 1, 2016.

### **INSTRUCTIONS**

One original and two copies of your proposal should be submitted to Rhode Island Housing, 44 Washington Street, Providence, R.I. 02903-1721, Attn: Guy V. Pirolli, Real Estate Manager. Proposals should be concise and include all required attachments and information. Proposals must be presented on business letterhead, and contain a cover sheet setting forth the name and address of the respondent, the due date for responses, and “RFP – Courier and Package Delivery Services.”

Proposals must be received no later than **5:00 p.m. on, Friday, May 27, 2016**. Proposals received after the due date will not be considered.

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract(s). Accordingly, any information included in the proposal that the respondent believes to be proprietary or confidential should be clearly identified as such.

### **SCOPE OF WORK**

The project will include twice daily pick-up and delivery of documents and other material between Rhode Island Housing’s offices in Providence and Warwick, Rhode Island, Monday through Friday, as more particularly described below. Rhode Island Housing’s Providence office is located at 44 Washington Street, Providence, R.I. 02903 (“Providence Office”). Rhode Island Housing’s Warwick office is located at 43 Jefferson Boulevard, Warwick, R.I. 02888 (“Warwick Office”). Pick-up and delivery shall be made at the respective reception desks of the Providence and Warwick Offices.

The successful respondent will be required to pick-up, transport, and deliver in a secure manner approximately two (2) standard size security tote bags containing USPS mail, inter-office correspondence, accounts receivable and accounts payable items, communication logs, customer information, and other business documents and material. Rhode Island Housing may have the occasional need for pick-up, transport, and delivery of items or

quantities other than those described above, such as additional security totes, bankers boxes, books, files, envelopes, packets, or parcels.

Because of the business sensitivity of the documents and materials intended to be handled, the successful respondent will be obligated to take all commercially reasonable security precautions, and provide evidence of insurance or bond coverage satisfactory to Rhode Island Housing.

Every weekday on which Rhode Island Housing is open for business, the selected respondent will pick up the above-described materials from the Providence Office between 8:30 AM and 9:30 AM and make delivery to the Warwick Office no later than 10:30 AM. The selected respondent will also pick up materials from the Warwick Office between 1:30 PM and 3:00 PM and make delivery to the Providence Office no later than 4:00 PM.

Security tote bags will be locked and all materials will be signed out in accordance with Rhode Island Housing protocol prior to the selected vendor taking possession for transportation. Upon arrival at the delivery location, Rhode Island Housing staff will accept delivery and validate contents. Due to the time sensitive nature of Rhode Island Housing's business, the successful respondent will be responsible for completing the transportation portion of the scope of work without interruption. Sign-out/sign-in logs will be reconciled by Rhode Island Housing staff to monitor the successful respondent's performance with respect to timely delivery.

### **ITEMS TO BE INCLUDED WITH YOUR PROPOSAL**

#### A. General Firm Information

Provide a brief description of your firm, including the following information:

1. Name of the principal(s) of the firm
2. Name, telephone number and email address of a representative of the firm authorized to discuss your proposal
3. Address of all offices of the firm
4. Number of employees of the firm

#### B. Experience and Resources

1. Describe your firm and its capabilities. In particular, support your capacity to provide the services described in the Scope of Work. Mention any relevant business licensure, certifications, registrations, and type of insurance or bond coverage. Describe your firm's experience handling sensitive business documents, consumer information, and/or financial instruments. Include a description of your firm's security practices, in terms of staffing and providing secure transport and delivery services.

2. Indicate which principals and associates from your firm would be involved in providing services to Rhode Island Housing. Provide appropriate background information for each such person and identify his or her responsibilities.
3. Please provide a detailed list of references (including a contact name and telephone number) for organizations or businesses for whom you have performed similar work within the past three years.
4. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of any individual's status as a member of the board of directors of any organization likely to interact with Rhode Island Housing.
5. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or investigations, to which your firm or any of its principals, partners, associates, subcontractors or support staff was a party, that has been settled within the past two (2) years.
6. Describe how your firm will handle actual and or potential conflicts of interest.

C. Fee Structure

The cost of services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

1. Please provide a cost proposal for the Scope of Work. Without limiting the foregoing, include all costs for pick-up, transportation, and delivery services, taxes, and any other costs or fees that may be incurred in the performance of the Scope of Work. Cost proposals may be presented on a daily, monthly, annual, or other basis.
2. Provide an itemized breakdown of billing rates and hourly costs for any services that may be requested in addition to the services previously described.
3. Please provide any other fee information applicable to the engagement that has not been previously covered that you wish to bring to the attention of Rhode Island Housing.

D. Miscellaneous

1. Rhode Island Housing encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm's affirmative action program and activities. Include the number and percentage of members of federally and State-protected classes

who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on Rhode Island Housing's engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification.

2. Discuss any topics not covered in this Request for Proposals that you would like to bring to Rhode Island Housing's attention.

E. Certifications

1. Rhode Island Housing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as Rhode Island Housing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party.
2. Does any Rhode Island "Major State Decision-maker," as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, "Major State Decision-maker" means:

(i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the

positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.

3. Please include a letter from your president, chairman or CEO certifying that (i) no member of your firm has made inquiries or contacts with respect to this Request for Proposals other than in an email or written communication to **Guy V. Pirolli, [gpirolli@rhodeislandhousing.org](mailto:gpirolli@rhodeislandhousing.org)** seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after **Friday, May 27, 2016**, (iii) all information in your proposal is true and correct to the best of her/his knowledge, (iv) no member of your firm gave anything of monetary value or promise of future employment to a Rhode Island Housing employee or Commissioner, or a relative of the same, based on any understanding that such person’s action or judgment will be influenced and (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors

## **EVALUATION AND SELECTION**

A selection committee consisting of Rhode Island Housing employees (the “Committee”) will review all proposals and make a determination based on the following factors:

- Professional capacity to undertake the Scope of Work
- Cost
- Ability to perform work within time constraints
- Recommendations by references
- Firm minority status and affirmative action program or activities
- Other pertinent information submitted

Rhode Island Housing may invite one or more finalists to make presentations. In its sole discretion, Rhode Island Housing may negotiate with one or more respondents to submit more detailed proposals on specific projects. Rhode Island Housing’s objective is to award the proposal to one respondent, but Rhode Island Housing reserves the right to make awards to multiple respondents if such arrangement is in the best interests of the agency. Respondent is responsible for all costs of preparation of the proposal, including making any presentations necessary to the process. Rhode Island Housing assumes no responsibility or liability for costs associated with responding to this RFP.

By this Request for Proposals, Rhode Island Housing has not committed to undertaking the work set forth. Rhode Island Housing reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or

more respondents. Rhode Island Housing reserves the right to make those decisions after receipt of responses. Rhode Island Housing's decision on these matters is final.

Please direct all inquiries seeking clarification on the Scope of Work by email to: Guy V. Pirolli at [gpirolli@rhodeislandhousing.org](mailto:gpirolli@rhodeislandhousing.org).