



Solicitation Information

23 April 2012

RFP #7449650

TITLE: Movement of Lab Equipment and Supplies to the New College of Pharmacy

Submission Deadline: 23 May 2012 @ 11:00 AM (Eastern Time)

Pre Bid Conference: No

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.ri.gov and must be received no later than 2 May 12 @ 12:00 Noon (EDT). Please reference the RFP # on all correspondence and send questions in a *Microsoft Word format*. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

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Assistant Director for Special Projects

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION I – INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS:

The Rhode Island Department of Administration/Division of Purchases, on behalf of The University of Rhode Island is soliciting proposals for the move of laboratory equipment and supplies for the College of Pharmacy from qualified OFFERERS, and in accordance with the terms of this Request for Quotations and the State's General Conditions of Purchase, which is available at www.purchasing.ri.gov.

To access the State's General Conditions of Purchase, enter our website (www.purchasing.ri.gov), click on Rules and Regulations. Once the Rules and Regulations are displayed, double click on Appendix A, which contains the State's General Conditions of Purchase.

The scope of work is described herein.

Potential Offerers are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

The state reserves the right to award to one or more offerer. The State also reserves the right to award this project based on pricing alone.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offerer. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted is to be considered fixed, unless otherwise indicated herein. The Project must be in accordance with those prevailing wages on file at the RI Department of Labor.

Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at time of opening for any cause will be determined to be late and will not be considered. The "Official" time clock is in the reception area of the Division of Purchases.

It is intended that an award pursuant to this request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontractors are permitted, provided that their use is clearly indicated in the OFFERER's proposal, and that the subcontractor(s) proposed to be used are identified in the proposal.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the selected vendor(s).*

Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this RFP will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.

The State of Rhode Island has a goal of ten percent (10%) participation by MBE's in all State Procurements. For information, visit the website <http://www.mbe.ri.gov> . To speak with an MBE Officer, call (401) 574-8670

SECTION II – BACKGROUND AND PURPOSE

INTENT:

To select a specialist laboratory moving company to move the lab equipment and supplies from the current spaces occupied by The University of Rhode Island, College of Pharmacy into their new building.

Procurement of this service is being sought in order to ensure:

1. That sensitive lab equipment and supplies are handled appropriately
2. All appropriate safety measures for handling lab equipment and supplies are taken
3. Equipment is packed and moved in containers/moving carts which are appropriate for the equipment
4. The move is appropriately resourced in order to minimize the downtime for the faculty who are being moved
5. Project management services are available to the college/university team managing the move from people who have proven experience in conducting a move of this nature

SPECIFIC REQUIREMENTS:**The Offerer:**

1. Must have the capacity to provide the moving materials, boxes/crates, packing materials
2. Must have own staff trained in moving lab equipment and instrumentation
3. Must have a health & safety program in place
4. Must have equipment that is appropriate for handling and moving sensitive instrumentation
5. Must utilize air-ride trucks for the move of lab equipment
6. Must have trucks equipped with lift gates. It is essential that freezers, refrigerators and sensitive equipment not be tipped during relocation.
7. Must have insurance of at least \$1,000,000 per truck load of equipment being moved

GENERAL DESCRIPTION:

Successful offerer will provide the owner with services to relocate the College of Pharmacy lab spaces from their current locations to their new locations in the new pharmacy building within the Kingston, RI campus. These services include the provision of packing materials prior to the move and the actual move of lab equipment and supplies.

SECTION III - GENERAL SCOPE OF WORK TO BE PERFORMED:

Successful offerer will provide the owner with moving services for approximately 25,000 square feet of lab space from the current spaces the College of Pharmacy occupies to its new building on the Kingston, RI campus.

Walkthrough and inventory:

- A mandatory walkthrough and inventory of spaces will establish the full scope of the move. All offerers should be prepared to make inventory of all equipment/supplies to be moved at the walkthrough. Subsequent site visits are not allowed.
- A list of the spaces to be included in the move will be provided at the walkthrough. This list will also include information on the destination of the items in each space in the new building.
- Items that will be excluded from the scope of the move will be identified during the walkthrough.
- Chemicals and biological materials will be excluded from the scope of the move.
- All lab tables from the Analytical Instrumentation Lab to be included as part of the lab equipment.
- The mandatory walkthrough will not only include a tour of the existing College of Pharmacy, but will also include the new College of Pharmacy building. The walkthrough is currently scheduled for four (4) to six (6) hour duration.

Equipment/supplies move:

- The offerer will provide all necessary supplies for packing items that need to be packed prior to the move. The supplies can be provided on a rental basis if this is deemed appropriate by the offerer.
- The users (College of Pharmacy) will be responsible for packing and unpacking items that need to be boxed for the move with the exception of any items identified in the walkthrough that need special crating.
- All lab equipment and supplies must be moved in/on packing materials / moving carts that are appropriate for the nature of the items being moved.
- Vehicles used to move lab equipment must be air ride with powered lift gates. There is no loading dock at any of our current facilities. The new building has a scissor lift.

Schedule:

- The move should be conducted in a maximum of a 4 week period commencing in the 3rd week of July 2012 (date contingent on the construction schedule, will be confirmed with the selected offerer).
- An elevator as determined by The University will be made available to the offerer during the installation of lab equipment/supplies.
- The offerer will have access to the new building four days each week, the fifth working day will be made available to the company moving office equipment and content to allow the offices associated with the labs to be moved shortly before or after the lab.
- The offerer must be flexible in coordinating with the other groups involved in the move: the general contractor, the company moving the chemicals and the company moving the office equipment.

Building protection:

- The offerer must provide building and floor protection at the new building.
- The description of the building protection plan should be included within the work plan section of the offerer's response.

PROJECT KEY COMPONENTS

The work will be completed in a timely manner, with appropriate procedures followed for the safe handling of lab equipment and supplies. In many cases the equipment is expensive and sensitive and poor handling could result in damage to the equipment which would have significant impact financially and on the research programs of the faculty being moved.

SECTION IV - PROPOSAL SUBMISSION

Questions, in **Microsoft Word Format**, concerning this solicitation, may be e-mailed to the Division of Purchases at questions@purchasing.ri.gov no later than the date & Time indicated on page 1 of this solicitation. Please reference the RFQ # on all correspondence.

Responses to questions received, if any, will be provided, as an Addendum to this RFQ, and posted on the Rhode Island Division of Purchases website at www.purchasing.ri.gov. It is the responsibility of all interested parties to download this additional information. *If technical assistance is required to download, call the Help desk at (401) 574-8100.*

Responses to this solicitation to provide the required services must be received by the Division of Purchases **on or before the date & time indicated on page one of this document.**

Responses (a clearly marked original plus five copies should be mailed or hand-delivered in a sealed envelope marked “RFP #7449650: Movement of Lab Equipment and Supplies” to

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The “official” time clock is located in the reception area for the Division of Purchases. **(Please be advised that FedEx/UPS do not always arrive by 10:30 am, you would be smart to send your submission to arrive at least one day early)**

RESPONSE CONTENTS

Responses should include the following:

- A completed and signed three-page RIVIP generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov)
- A completed and signed W-9 Form downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov
- A separate, signed and sealed, Cost Proposal reflecting the fee structure proposed for this scope of service **(Phase II, for applicants that are “short-listed”)**
- A *separate* Technical Proposal describing the background, qualifications, and experience with and for similar programs, as well as the work plan or approach proposed for this requirement.

- *In addition* to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CD or thumb drive; neither of which is returnable).. Only 1 electronic copy is requested.

EVALUATION CRITERIA

Responses will be evaluated in two parts. Part one will require the technical submission and will be evaluated on the following criteria:

The Technical Proposal must contain the following sections:

A. Executive Summary

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability.

B. Offeror's Organization and Staffing

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, curricula vitae or statements of prior experience and qualification).

C. Work Plan/Approach Proposed

This section shall describe the offeror's understanding of the University's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed and a work plan for accomplishing the results proposed. The description of approach shall discuss and justify the approach proposed to be taken for each task, and the technical issues that will or maybe confronted at each stage on the project. The work plan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each.

D. A comprehensive description of the solution being proposed which addresses the specific requirements outlined in this RFP.

E. Previous Experience and Background, including the following information:

1. A comprehensive listing of at least 5 projects undertaken and/or similar clients (lab relocations of at least 20,000 square feet of lab space) served, including a brief description of the projects;
2. A description of the business background of the offeror (and all subcontractors proposed), including a description of their financial position.

- F. The offerer's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration, and/or a subcontracting plan which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. Questions concerning this requirement should be address to Charles Newton, M.B.E. Officer, at (401) 574-8253.

SECTION V - EVALUATION AND SELECTION

The University will commission a Technical Review Committee, which will evaluate and score all proposals, using the following criteria:

The following table should agree with the Evaluation Criteria. Please modify one or both to match.

Criteria	Possible Points
Executive summary (Section A above)	5
Offerer's organization & staffing (Section B above)	10
Meets requirements (Section D & F above)	15
Quality of the Work plan; Suitability of Approach/ Methodology Project (Section C above)	25
Previous Experience and Background (Section E above)	20
Total Possible Technical Points	75 Points*
Cost [calculated as the lowest responsive cost proposal dived by this cost proposal multiplied by 25 (points)]	25 Points
Total Possible Points	100 Points

***All OFFERERS must receive a minimum score of 55 points on the technical submission. Offers not scoring at least 55 points will not be considered further.**

A Technical Review Sub-Committee will review all submissions. After review, one or more offerers may be invited to present to the sub-committee and answer questions.

Again, if done in two phases, please insert direction here.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all proposals submitted and to waive any informality in any vendor's proposal. The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The ranked findings and selection recommendation will be submitted to the State Purchasing Agent for final selection consideration.

END