Solicitation Information
14 December 2012

Request for Proposals #7458372

Title: JOHN O. PASTORE CENTER ENERGY FACILITY OPERATION AND MAINTENANCE

Submission Deadline: 29 January 2013 @ 10:00 AM (Eastern Daylight Time)

PRE-BID/ PROPOSAL CONFERENCE: Yes Date: 11 January 2013 Time: 10:00 AM **Mandatory : YES** **Location: Conference Room in the Power Plant on Power Road , Pastore Center, Cranston.**

Questions concerning this solicitation must be received by the Division of Purchases at bidinfo@purchasing.ri.gov no later than **15 January 2013 @ 12:00 Noon (ET)** .Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: Yes **BOND REQUIRED: Yes**

David Cadoret, Buyer

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 RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO PROPOSERS:

The Rhode Island Department of Administration/Division of Purchases, is soliciting proposals to operate and maintain the energy facility located at the John O. Pastore Center, from qualified vendors in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase.

This solicitation, and subsequent award, is governed by the State's General Conditions of Purchase, which is available at www.purchasing.ri.gov

The scope of work is described herein and includes the attached OPERATION AND MAINTENANCE AGREEMENT (Agreement).

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

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.

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 respondent. 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.

The State reserves the right to unconditionally accept or reject any and all proposals.

Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and may not be considered.

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. No assignment of the Agreement by the prime contractors shall be permitted.

Evaluation of proposals will be based upon the criteria as set forth herein.

Persons or firms practicing Architectural and/or Engineering Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws. A copy of the current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform the work must be included behind the front page of each copy of 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 Request for Proposal 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 respondent should be aware of the State's Minority Business Enterprise (MBE) requirements, which addresses the State's ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator, at (401) 574-8253 or visit the website at http://www.mbe.ri.gov

Equal Employment Opportunity (RIGL 28-5.1) § 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email raymondl@gw.doa.state.ri.us

Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

RIGL 37-13-3.1 State public works contract apprenticeship requirements. * (a) Notwithstanding any laws to the contrary, all general contractors and subcontractors who perform work on any public works contract awarded by the state after passage of this act and valued at one million dollars ($1,000,000) or more shall employ apprentices required for the performance of the awarded contract. The number of apprentices shall comply with the apprentice to journeyman ratio for each trade approved by the apprenticeship council of the department of labor and training.

Pre-Proposal Questions and Pre-Proposal Meeting:

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

A mandatory pre-bid meeting will be held in accordance with the terms and conditions expressed on page 1 of this solicitation.

Responses to questions received, if any, will be discussed at the pre-proposal meeting and provided, as an Addendum to this RFP on the Rhode Island Division of Purchases website at (www.purchasing.ri.gov) It is the responsibility of all interested respondents to download this additional information. *If technical assistance is required to download, call the Help desk at (401) 222-3766*

Submission Requirements

Responses, an original proposal plus four (4) copies, including Standard Form 330 (available on the Purchasing Website on the Standard Forms page), as well as other details including personnel, experience, and qualifications data, should be mailed or hand-delivered in a sealed envelope marked **"RFP # 7458372 – JOHN O. PASTORE CENTER ENERGY FACILITY OPERATION AND MAINTENACE PROJECT"** 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 may 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 of the Division of Purchases

Proposals should include the following (*Proposal Elements):*

At a minimum, proposals shall contain the following elements:

1. 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
2. A completed and signed W-9 Form downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov by clicking on RIVIP, then General Information and then Standard Forms.
3. A transmittal letter signed by a person authorized to bind the proposing firm. The letter shall clearly state the name of the company submitting the Proposal and the name, address and phone number of the Proposer's designated contact person. A fax number and e-mail address for the contact person shall also be included. The Proposer's designated contact person is the individual who shall be the main point of contact for the State to communicate with regarding this procurement. The letter shall clearly state that the company is familiar with the rights, obligations and payment terms set forth in the RFP and accepts them.
4. A Qualifications and Experience section that sets forth the qualifications and experience of the firm in performing the requested services. This section shall include an organization chart of the firm and show where this project would fit into the organization. Project references for at least three similar projects shall be provided.
5. An Operation and Management Plan section shall clearly present how the Proposer intends to manage and operate the Facility. All aspects of the operation and maintenance shall be addressed. The Proposer shall clearly present its understanding of the Facility and shall identify what it feels are the most critical aspects of management and operation. The discussion shall present what management systems the Proposer intends to implement to ensure that priorities are properly established, support services provided and work completed in a timely manner. This section shall also address sampling and laboratory procedures and quality control/quality assurance measures that will be implemented.

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6. A section setting forth the staffing plan for this project shall be included along with resumes of existing on-staff personnel that would be responsible for this project and a narrative of each individuals responsibilities, as well as resumes of the proposed on-site manager of the Facility and as many other resumes of on-site personnel as possible. The Proposer shall clearly describe how staff will be deployed to ensure the reliable operation of the Facility. The plan shall include organization charts as well as descriptions of what the requirements and duties are for the various job classifications. Furthermore, the organization charts shall indicate which positions will be full-time (40 hours a week) and which will be part-time (less than 40 hours a week) and which positions will be at the Facility and which will be off-site. The skills required for each position shall be described.

7. A transition plan, including a hiring and training plan shall also be included describing how additional staff will be screened, hired and trained.

8. An operation, maintenance and management approach stating how the firm will supply the required services.

9. Qualification statement for the firm or team, including, but not necessarily limited to:

   a. The experience of the firm or, for a team, the experience of each team member in the operation and maintenance of cogeneration power plants and other energy generation projects.

   b. The experience of key firm or team members in the operation and maintenance of cogeneration and other energy generation projects.

   c. An organizational chart for the project team indicating the name of the team member, the team reporting structure and a narrative describing the responsibility of the team member.

   d. Financial information demonstrating the capability of the firm or team to complete the project successfully. Audited financial statements are not required for this proposal.

   e. Other information at the discretion of the proposer that will demonstrate the firm or team's ability to meet the State's goals for this project.

10. The proposed Initial Fixed Cost (as defined in the Agreement). **THIS SHOULD BE IN A SEPARATE SEALED ENVELOPE WITHIN THE BID SUBMITTAL AND LABELED AS SUCH.**

11. A project schedule including all major activities from notice to proceed to project operation and maintenance.

12. Bidder is required to provide a bid surety in the form of a bid bond, or a certified check payable to the STATE OF RHODE ISLAND in the amount of a sum not less than five percent (5%) of the bid price. Bid surety must be attached to the bid form. The successful bidder will also be required to furnish performance and labor and payment bonds at time of tentative contract award.

In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CDROM). Microsoft Word / Excel OR PDF format is preferable. Only one (1) electronic copy is requested. This CD should be included in the proposal marked "ORIGINAL".

Evaluation of Proposals

The proposals will be ranked considering the following criteria: ***REVIEW CRITERIA AND WEIGHTING FACTORS***

20%	Qualifications of the Vendor to operate and maintain the Facility.
10%	Operation and Maintenance Plan.
10%	Staffing Plan and Staff Qualifications.
10%	Transition Plan.
50%	Initial Fixed Cost.

A Selection Committee will evaluate submitted proposals on the basis of the above criteria items. Proposers may be invited to appear before the Committee for in-person presentations. The Committee will then make a recommendation for final selection to the Rhode Island State Purchasing Agent, or her designee, who will make the final award decision.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

Responses 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 responses submitted and to waive any informalities in any vendor's submission

The selected service provider must be qualified and listed on MPA # 436 prior to the time of award. Interested parties not qualified under MPA 436 may apply for a qualifications review under Continuous Recruitment # 23 (CR-23).

The selected service provider shall be required to execute the Agreement attached to this RFP.

SECTION 2 – PROJECT DESCRIPTION

The Facility is described in Exhibit 1 to the Agreement. The obligations of the selected service provider and DOA are described in the Agreement, including all Exhibits attached thereto.

SECTION 3 – DRAWINGS, EQUIPMENT SPECIFICATIONS, OPERATION AND MAINTENANCE DATA

SECTION 4 – OPERATION AND MAINTENANCE AGREEMENT

The Operation and Maintenance Agreement (Agreement) is attached hereto (including all Exhibits) and incorporated into this RFP.

THE INFORMATION IDENTIFIED IN SECTIONS 3 & 4 APPEAR IN THE BIDDER'S LIBRARY, RELEASED WITH THIS SOLICITATION. THAT INFORMATION IS POSTED, AND ACCESSIBLE, AS DISK BASED.

Disk Based Bidding Information

File Format
All disk based bid files are ZIP files that you can open using the **WinZip 8.1** software. The ZIP file will contain one or more files based on the type of Bid/RPF.

Downloading the Disk Based Bid Information
Bids that have a file for download are marked with a "D" in the Info field of the bid search results. The "D" will be an active link to the WinZip file until the bid reaches its opening date. Clicking on the active "D" link will allow you to open or save the ZIP file associated with the bid. Opening the WinZip file will download a copy to your computer's temporary directory.

Opening the Disk Based Bid Information
Once downloaded, you can open the ZIP file with Winzip and view the Microsoft Office files contained within the WinZip file. Immediately save (extract) the individual files to an appropriate directory on your computer, such as "Desktop" or "My Documents".

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