



**Solicitation Information
May 05, 2014**

RFP# 7548714

TITLE: Fine Arts Moving Services for Rhode Island State Colonial Charter

Submission Deadline: June 03, 2014 @ 2:00PM (Eastern Time)

Questions concerning this solicitation must be received by the Division of Purchases at rfp.questions@purchasing.ri.gov no later than **May 15, 2014 @ 5:00PM (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# 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: NO

BOND REQUIRED: NO

BUYER:
Daniel W. Majcher, Esq.
Assistant Director, Special Projects

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

Note to Applicants:

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

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Office of the Governor and the Office of the Secretary of State), is soliciting proposals from qualified firms to provide packaging and transportation/shipping services for the Rhode Island State Colonial Charter (RI Charter), an extremely rare, valuable historical document, in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at www.purchasing.ri.us.

The initial contract period will begin approximately May 15, 2014. Services will be needed for four (4) separate transfers, based on the following estimated schedule:

1. May 15-May 30, 2014: Approximately 75 miles, from Rhode Island State House to Conservation Facility;
2. On or about July 15-August 1, 2014: Approximately 75 miles, from Conservation Facility to Rhode Island State Archives;
3. On or about December 1, 2014: Within 25 miles, from Rhode Island State Archives to State Facility or Rhode Island State House; and
4. On or about December 15, 2014: Within 25 miles, from Rhode Island State Facility to Rhode Island State House*
(*this is an optional/as-needed move, depending on if document is delivered from State Archives directly to State House)

This request for services is subject to the execution of additional engagements related to the Colonial Charter, at the sole discretion of the State of Rhode Island. Additionally, this schedule is tentative and subject to change at the discretion of the State of Rhode Island. All transfer services including packing, transport, delivery, and unpacking of the RI Charter.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. 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 RFP will be rejected as being non-responsive.

3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. 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.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 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 to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.
13. In accordance with Title 7, Chapter 1.2 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 successful vendor(s).

14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website www.mbe.ri.gov

SECTION 2: SCOPE OF WORK

Specific Requirements

The offeror must possess extensive prior experience, for a minimum of at least three (3) years, in transportation and shipping of rare/valuable documents, artifacts, or works of art. The offeror must be a bonded, insured moving company.

General Scope of Work

Services to provide packing and transport of RI Charter for four (4) separate moves occurring over a period of 7 months as described below. The offeror will construct a specialized, purpose built crate for the sole purpose of packing and transporting the RI Charter. The specialized crate shall become the possession of the State.

Specific Activities / Tasks

1. Construction of a specialized, purpose built crate for transportation of RI Charter
 - RI Charter will need to be crated & packed in a purpose-built container at the RI State House
 - The document must be packaged and crated in a weatherproof crate, and Offeror must ensure that document will be protected from any adverse weather conditions during all phases of transport, including: packing, loading, and unpacking of the document at each of the pick-up or delivery locations
 - The specialized, purpose-built crate shall become the possession of the State
2. Packing of Colonial Charter in a specialize fine-art shipping crate for transportation:
 - Prior to crating, document will need to be wrapped in glassine or tissue paper and wrapped a second time in a more rigid material (i.e. non-acid paper or cardboard)
 - A honeycomb display board shall be placed over the front of the document prior to crating but after first and second wrapping
3. Crate should have a vapor-barrier on the inside and document will be cushioned with foam and filled with packing peanuts to prevent any movement of the document within the crate

4. Transportation of RI Charter in specialized crate for transport, according to the following approximate schedule:
 - May 15-May 30, 2014: Approximately 75 miles, from Rhode Island State House to Conservation Facility;
 - Document mounting and measurements: Mounted in an acid-free window mat by string-mounting to a ragboard-faced honeycomb panel with basswood perimeter and aluminum-skin back, measuring approximately : 79" length x 38" width x 1" depth
 - On or about July 15-August 1, 2014: Approximately 75 miles, from Conservation Facility to Rhode Island State Archives;
 - Document will be un-mounted and comprise three un-matted sections measuring: #1 - approximately 24 1/2" x 31", #2 - approximately 21" x 31", #3 - approximately 25 3/4" x 31". Conservation Facility will wrap sections for crating and transportation
 - Offerer shall, if necessary, construct a new crate, or set of crates, subject to the same specifications as referenced above, to transport the document according to its new dimensions
 - On or about December 1, 2014: Within 25 miles, from Rhode Island State Archives to State Facility or Rhode Island State House; and
 - On or about December 15, 2014: Within 25 miles, from Rhode Island State Facility to Rhode Island State House
 - (*this is an optional/as-needed move, depending on if document is delivered from State Archives directly to State House)
 - All transportation will occur under Rhode Island State Police escort
 - Transportation includes packing, loading, unloading and unpacking, during which document must remain completely protect from any adverse weather conditions.

Minimum Qualifications

- Must be a bonded, insured moving company with direct experience transporting historic/rare antiquities, documents, or art
- Must be direct pick-up and delivery, with no overnight shipping or storage at shipping facility
- Must be only item on the truck, and delivery location must be only stop for the truck
- Must be transported in a climate-controlled truck with a hydraulic lift
- State personnel will oversee handling, transfer, and delivery, and will ride in cab during transport

SECTION 3: TECHNICAL PROPOSAL

Narrative and format: The separate technical proposal should address specifically each of

the required elements:

1. Capability, Capacity, and Qualifications of the Offeror - Please provide a detailed description of the Offeror's experience as a fine arts transport company, including experience in transporting rare, valuable historical documents. A list of three (3) relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided. A list of previous similar engagements and descriptions of services provided must also be provided.
2. Work plan - Please describe in detail, the framework within which the requested packaging and transport services will be performed. The following elements must be included: 1) methods used to safely and securely package the RI Charter 2) methods for loading the document into the transport vehicle, 3) specifications of vehicle to be used in each of the requested transports 4) methods used to minimize risk of damage to the document while in transit; and 5) methods used to unpack the document at each facility.
3. Offeror shall provide a statement of Level of Effort, including the estimated amount of time necessary to complete the project. Level of Effort Statement shall include number of staff performing servings and estimated travel times for each of the four (4) transports.
4. Offeror shall provide an affirmative statement that it will meet the requirements of this RFP.

SECTION 4: COST PROPOSAL

Detailed Budget and Budget Narrative:

Quotes for four (4) separate moves, each requiring crating and transport are being sought in this proposal. Provide a proposal for fees charged for the packing and transport services outlined in this proposal. Offeror shall use the attached Cost Worksheet to submit cost proposal.

SECTION 5: EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Team comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 40 (85.7%) out of a maximum of 50 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 40 technical points or higher will be evaluated for cost and assigned up to a maximum of 50 points in cost category, bringing the potential maximum score to 100 points.

The Office of the Governor and Office of the Secretary of State reserve the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Capability and, Capacity of the Offeror	25 Points
Qualifications of the Offeror	
Availability for providing services in accordance with project schedule	25 Points
Total Possible Technical Points	50 Points
Cost Score	50 Points
Total Possible Points	100 Points

*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$4,500 and Vendor B bids \$7,500 for monthly cost and service fee and the total points available are Fifty (50), vendor B's cost points are calculated as follows:

$$\$4,500 / \$7,500 * 50 = 30 \text{ Points}$$

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked clarifying questions by the technical review team.

SECTION 6: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at rfp.questions@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation.

Please reference **RFP # 7548714** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to 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. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties regarding this engagement will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked "**RFP# 7548714**" 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 those not presented to 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 in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed four-page R.I.V.I.P 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 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
3. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to six (6) pages, not including items #1 and #2 above..
4. **A separate, signed and sealed Cost Proposal**, using the attached cost worksheet, reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

CONCLUDING STATEMENTS

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 proposals, and to award in its best interest.

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 may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>

APPENDIX 1

COST PROPOSAL WORKSHEET

TOTAL COST:			
Itemized Expenses			
Item		Cost	
Move #1			
Move #2			
Move #3			
Move #4			
Purpose-Built Crate			
Insurance & Bonding			
Misc. Costs (Please specify):			
Vendor Itemized Labor Costs:			
TITLE	LOE (# Hours)	Hourly Rate	TOTAL Labor Cost