



Solicitation Information
February 13, 2019

RFP# 7598619

TITLE: Moving Services College of Engineering

Submission Deadline: Thursday March 7, 2019 at 11:00 AM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE:

MANDATORY: YES

If YES, any Vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

DATE: Wednesday February 20, 2019 at 9:00 AM

LOCATION: (A walk thru will be conducted following the meeting, hard hats are required)

URI

**210 Flagg Road, LG Conference Room
Kingston, RI 02881,**

Questions concerning this solicitation must be received by the Division of Purchases at Thomas.bovis@purchasing.ri.gov no later than 2/25/2019, **by 5:00 PM**. 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 Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

BID SURETY BOND REQUIRED (5%): YES

PAYMENT AND PERFORMANCE BOND REQUIRED: YES

Thomas Bovis, Interdepartmental Project Manager

Note to Applicants:

- Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov
- Proposals received without a completed RIVIP Bidder Certification Cover Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM

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SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the University of Rhode Island, is soliciting proposals from qualified firms to provide for the relocation of scientific instrumentation and equipment, laboratory support equipment, offices, and classrooms from their current locations to the new College of Engineering building and Bliss Hall, in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at www.purchasing.ri.gov.

The initial contract period will begin with the execution of the Purchase order (approximately March 30, 2019) and last for one year.

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, 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 RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFP is cancelled or continued.
4. Proposals are considered to be irrevocable for a period of not less than 180 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 in the proposal.
6. 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. 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.
7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.

8. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the Division of Purchases may release records marked confidential by a vendor upon a public records request if the State determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.

9. 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.
10. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an “Affirmative Action Policy Statement.”

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written “Affirmative Action Plan” prior to issuance of a purchase order.

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.
- b. Vendors further agree, where applicable, to complete the “Contract Compliance Report” (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the “Certificate of Compliance” (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a “Monthly Utilization Report” (<http://odeo.ri.gov/documents/monthly-employment->

[utilization-report-form.xlsx](#)) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact Vilma Peguero at the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at ODEO.EOO@doa.ri.gov.

11. In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).
12. In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor’s Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at www.gcd.ri.gov.

For further information, visit the Office of Diversity, Equity & Opportunity’s website, at <http://odeo.ri.gov/> and see R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email Dorinda.Keene@doa.ri.gov

13. Bid Surety Bond – Vendors responding to this RFP must furnish, with their bid proposals, either a bid bond from a surety licensed to conduct business in the State of Rhode Island or a certified check payable to the State of Rhode Island in the amount of five (5%) percent of the vendor’s cost proposal. (*Vendors for Rhode Island Department of Transportation highway and bridge projects must furnish, with their bid proposals, a bid bond from a surety licensed to conduct business in the State of Rhode Island. Certified checks are not permitted for these projects.*) An attorney-in-fact who executes a bond on behalf of the surety must provide a certified current copy of the power of attorney. A successful vendor who fails to submit the additional documentation required by the tentative letter of award and/or fails to commence and pursue the work in accordance with the contract awarded pursuant to this solicitation may forfeit, at the discretion of the State Purchasing Agent, the

full amount of the bid surety as liquidated damages. The State will retain the bid surety of all vendors until the earliest of: (i) the issuance of the Purchase Order; (ii) the 61st day following the proposal submission deadline; or (iii) the rejection of all proposals.

14. Payment and Performance Bond - The successful vendor must furnish a 100% payment and performance bond from a surety licensed to conduct business in the State of Rhode Island upon the tentative award of the contract pursuant to this solicitation.

SECTION 2. BACKGROUND

The University of Rhode Island is currently building a new 186,000 square feet College of Engineering building and constructing a new 15,000 square feet addition as well as completely renovating the existing 39,000 square feet Bliss Hall. Relocation services are being requested to move the College of Engineering, currently in swing space on Campus and in lease space in West Kingston, RI in the Schneider Electric facility.

INTENT:

To select a moving company to move the University of Rhode Island College of Engineering from its current locations into their new and renovated buildings.

These services include the following:

- Provide packing materials and crates for the moves
 - When delivered, delivery tickets must be signed by a URI representative
 - When removed from the site, pick up tickets must be signed by a URI representative
- Provide relocation of selected furniture
- Relocate selected shop equipment (See Appendix “B”)
- Relocate scientific equipment. See the attached Appendix “B” -
 - Provide Pre-move functionality testing and reports
 - Disassembly (as required) and relocation
 - Reassembly
 - Post move calibration, functionality testing, and reports
- Relocate large lab equipment. Include any rigging or specialty move support required. See Appendix “B”
- Relocate small table top lab equipment – see Appendix “B”.
- Move crates and boxes packed by the University staff.
- Pack and Relocate and move computers and peripheral equipment. Provide keyboard bags, etc for computers.
- Pack and relocate 3d printers.
- Move copy machines (including preparation and unwrapping)

The relocation efforts will take place in two phases:

Phase 1: The new College of Engineering project is due to be ready for move starting the week of July 22, 2019. Moves must be completed by August 16, 2018. The sequence of moves shall start with labs and end with offices. Smooth sets shall occur between August 19 and August 30, 2019. Crates shall be picked up between September 23 and 27, 2019.

In this Phase, the program at the University lease space in Schneider Electric shall relocate to Pastore Hall, Morrill Hall, or the new College of Engineering.

Select furniture shall be moved from Schneider Electric lease space to temporary storage either Pastore Hall, Morrill Hall, or the new College of Engineering.

Phase 2: Bliss Hall is due to be ready for move in by Mid-November 2019. Moves shall occur between December 23, 2019 and January 10, 2020. Smooth sets shall occur between January 13 and January 17, 2020. Crates shall be picked up between February 18 and February 21, 2020.

Some groups shall move from Pastore Hall, Morrill Hall, and / or the new College of Engineering to Bliss during this time. Furniture temporarily stored shall be moved to Bliss.

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

General Scope of Work

Services to provide for the relocation of scientific instrumentation and equipment, laboratory support equipment, offices, files, miscellaneous building contents, furniture, and classrooms from their current locations in the central part of the Kingston Campus, and Schneider Electric at 132 Fairgrounds Road, West Kingston, to the new College of Engineering building and Bliss Hall.

The current locations on campus includes Pastore Hall; Pastore Annex; Morrill Hall; Memorial Union; and 95 Upper College Road, International Engineering Program building at 67 Upper College Road, Avedisian Hall, Kirk Hall, Ranger Hall.

The College of Engineering consists of the Dean's Department as well as:

- Department of Chemical Engineering
- Department of Civil and Environmental Engineering
- Department of Electrical, Computer and Biomedical Engineering
- Department of Mechanical, Industrial and Systems
- Other Miscellaneous College of Engineering Programs

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

1. That sensitive lab equipment, instrumentation, and supplies are handled appropriately.
2. All appropriate safety measures are implemented for handling lab equipment, instrumentation and supplies.

3. Equipment, instrumentation, and supplies are packed and moved in containers/moving carts which are appropriate for the materials being relocated.
4. All miscellaneous office and lab contents are relocated.
5. The relocation process is appropriately resourced in order to minimize the downtime for the faculty/researchers who are being relocated.
6. Project management services are available to the department/university team managing the relocation process from people who have proven experience in conducting a relocation of this size and nature.

Specific Activities / Tasks

The Offeror:

1. Must have the capacity to provide the moving materials, boxes/crates, packing materials.
2. Must have a health & safety program in place.
3. Research equipment and instrumentation:
 - a. Must have (or hire sub consultants) trained personnel to breakdown and reinstall specified equipment
 - b. Must have own staff (or hire sub consultants) trained in moving laboratory equipment and instrumentation
 - c. Must have (or hire sub consultants) equipment that is appropriate for handling and moving sensitive equipment and instrumentation.
4. Chemicals:
 - a. It is the intent that the University will coordinate the packing and moving of all chemicals, as well as any needed decontamination. However, the Offeror must coordinate with the University and their vendor on the timing of the move and the moving of potential chemical storage cabinets.
5. Laboratories – teaching and research:
 - a. It is the intent of this Project for the University to pack and unpack the teaching and research laboratory and stockroom supplies (glassware, etc.) in packing materials (boxes and crates) provided by the Offeror.
 - b. The Offeror must have trained personnel to move the packed laboratory and stockroom supplies.
 - c. The Offeror must have equipment and vehicles that are appropriate for handling and moving teaching lab equipment and supplies.
6. Must utilize air-ride trucks for the move of lab equipment.
7. Must have trucks equipped with lift gates. It is essential that freezers, refrigerators and sensitive equipment not be tipped during relocation.
8. In addition to the insurance requirements included within the DIVISION OF PURCHASES INSTRUCTIONS TO BIDDERS, the Offeror must include insurance of at least \$1,000,000 per truck load of **equipment** being moved.

General Scope of Work to be Performed:

Successful offeror will provide the University with relocation services for approximately **29,700 square feet of teaching (13,900 SF) and research laboratory (15,800 SF)** program from the current spaces that the College of Engineering occupies to its new building on the Kingston Campus.

- In Phase 1:
 - Approximately 13,000 sf of transitional space shall be moved from Schneider Electric to temporary space in Pastore Hall and Morrill Hall.
 - Approximately 32,000 sf of space will be relocated from Schneider Electric to the New College of Engineering. A few items shall be moved into Kirk Hall.
 - Approximately 4 labs shall be relocated from Avedisian Hall to the New College of Engineering
 - 1 Lab shall be moved from the Ground Floor of Kirk Hall to the first floor of the New College of Engineering.
- In Phase 2:
 - Approximately three offices shall be moved from the International Engineering Program offices to Bliss Hall
 - The transitional spaces in Pastore-Morrill shall be moved to their final locations in Bliss Hall.
 - Relocate miscellaneous office furniture, classroom furniture from 95 Upper College Road, the Memorial Union, Pastore Morrill, and Ranger Hall to Bliss Hall

1. Walkthrough and inventory:

- a. A mandatory pre-bid conference, walkthrough and inventory of spaces will establish the full scope of the move. The pre-bid conference is established in the Invitation to Bid. All Offerors should be prepared to make inventory of all equipment/supplies to be moved at the walkthrough. **A list of major existing equipment is made available for reference in Appendix "B"**. A second walk through may be scheduled based on requests.
- b. The mandatory walkthrough will not only include a tour of the existing swing spaces on and off campus, but will also include the new College of Engineering and Bliss Hall buildings now under construction. The walkthrough is currently scheduled for a four (4) to six (6) hour duration.
 - 1. **Vendors attending the walk through should bring appropriate PPE including work boots, hard hats, safety glasses, and safety vests.**

2. Equipment/supplies move:

- a. The Offeror 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 Offeror.
- b. The users (College of Engineering) will be responsible for packing and unpacking loose items in or on file cabinets, storage cabinets, lab benches, desks, work benches, casework, book cases, and the like which need to be

packed for the move.

- c. 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.
- d. Vehicles used to move lab equipment must be air ride with powered lift gates. There is no loading dock at any of the facilities

3. Schedule and Time Restrictions:

- a. See Section 2 for the dates of the moves.
- b. Work shall be generally performed during normal business working hours, Monday through Friday, 7:00 AM to 4:00 PM, unless otherwise noted.
- c. Night and weekend work is allowed with prior approval by the University.
- d. In general moves shall be when school is not in session. However, workers are expected to limit, noise, shouting, and the like as much as possible.
- e. Offeror is responsible to maintain clean and safe environment to allow building occupancy following each work day.

4. Use of Site and Premises:

a. Existing Building – Pastore Hall:

1. 3-story laboratory building located at 51 Lower College Road. Includes approximately 23,200 square feet of teaching lab and research lab program space throughout the building.
2. PHASE 1 Move out: Approximately 22,000 SF;
3. PHASE 1 Move in: Approximately 13,000 sf
4. PHASE 2 Move out: Approximately 14,000 SF
5. Access to the building via the northwest door on Lower College Road/walkway. This building does not include a loading dock.
6. The building includes a single elevator located adjacent to the northwest entry door. The Offeror will be required to coordinate usage of the elevator with the Owner's Representative due to the other activities in the building. The elevator is rated at 5,000 lbs. with an inside platform dimension size of 9'-0" x 5'-8".

b. Existing Building – Pastore Annex:

1. Single story laboratory building located on the north side of Pastore Hall. Includes approximately 2,300 square feet of teaching lab program space.
2. PHASE 1: 2,300 SF;
3. Access to the building via main door on Lower College Road/walkway.
4. Coordinate all access to the building with the Owner's Representative. Include all costs of this coordination in the Base bid.

c. Existing Building – Morrill Hall:

1. 4-story laboratory building located at 45 Lower College Road and is physically connected to the southeast wing of Pastore Hall. Includes approximately 830 square feet of research lab program space on Level 1 and approximately 3,320 square feet of teaching lab (1,660 SF) and research lab (1,660 SF) program space on Level 3.

2. PHASE 1: Approximately 4,150 SF; PHASE 2: 0 SF
 3. Access to the building via the northwest door on Lower College Road/walkway. This building does not include a loading dock in the single story laboratory building located on the north side of Pastore Hall. Access to the building via main door on Lower College Road/walkway.
 4. The building includes a single elevator located adjacent to the northwest entry door on Level 1 (grade). The Offeror will be required to coordinate usage of the elevator with the Owner's Representative due to the other activities in the building. The elevator is rated at 3,000 lbs. with an inside platform dimension size of 5'-1" x 4'-8".
- d. Memorial Union, Lower College Road:
1. Approximately 800 SF of University Classroom
 2. PHASE 1: 0 SF; PHASE 2: 800 SF
- e. 95 Upper College Road:
1. Approximately 3,000 SF of University Classroom
 2. PHASE 1: 0 SF; PHASE 2: 3,000 SF
- f. Schneider Electric:
1. The College of Engineering is currently occupying 43,000 SF in Schneider Electric's location at 132 Fairgrounds Road, West Kingston.
 2. PHASE 1: 43,000 SF; PHASE 2: 0 SF
 3. Note that 13,000 SF is located on a second floor at Schneider, and all moving material will need to be moved down a set of stairs.
 4. Access to the building shall be primarily through the main entry double doors. There is a loading dock on the North side of the building that may be used for heavy or larger items. Use of the loading dock must be coordinated with Schneider Electric Facilities. Schneider may require movers to wear PPE in this area.
- g. Avedisian (Pharmacy) Building:
1. Currently faculty have research laboratories in the Avedisian Hall. The equipment will be moved to the new College of Engineering as part of PHASE 1.
 2. Access is through the loading area off Greenhouse Road. There is no loading dock.
- h. IEP House Building:
1. Currently two- three faculty offices in the IEP Building. They shall be moved to Bliss as part of PHASE 2. Access is from the parking area East of the building.
- i. New Building – New College of Engineering Building PHASE 1:
1. Access to the building via the roll up service door located on the East side of the building. The service door is accessible from East Alumni Road. It does NOT have a dock or leveler. Access to the ground floor may be through the double doors at the North West Corner of the building at that level of the building. Access is from East Alumni Avenue.
 2. The building includes a service elevator adjacent to the loading area and two passenger elevators at the west end of the building. The Offeror will

be limited to usage of the service elevator. The service elevator is rated at 10,000 lbs. with an inside platform dimension size of 11'-0" x 8'-0" and an inside height of 9' 7". Entrances are 8'-8" high. The passenger elevators are NOT available for general use.

j. **Bliss Hall PHASE 2:**

1. Access to the building via the North or West ground floor doors of the building. There is no loading dock. To unload, trucks may park on Lippitt Road or on the walk way next to Lippitt Hall.
2. The building includes a single elevator located adjacent to the north entry door on Level 1 (grade). The Offeror will be required to coordinate usage of the elevator with the Owner's Representative due to the other activities in the building. The elevator is rated at 3,500 lbs. with an inside platform dimension size of 7'-0" x 6'-3".

5. Building protection:

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

6. Coordinate all deliveries and access to the building with the Owner's Representative. Include all costs of this coordination in the Base.

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.

1. Communication with the University Staff before and during and after moves is critical. The Offeror must facilitate at least 2 pre-move meetings per Phase with the University Staff. The Offeror shall be available for questions daily for questions from the University.
2. For specified equipment the Offeror shall include the cost of technicians to pretest, decommission, prepare for moves, commission, post move test, recalibration as required, and documentation of all efforts.
3. Timing is critical. The college must be operational for the start of the academic year.
4. A smooth set of the buildings will be required.
5. The Vendor must have sufficient property and liability insurance coverage and/or be bonded.

SECTION 4: PROPOSAL

A. Technical Proposal

Narrative and format: The proposal should address specifically each of the following elements:

1. **Staff Qualifications** – Provide project Manager’s resumes and describe qualifications and experience of the Project Manager who will be involved in this project, including their experience.
2. **Capability, Capacity, and Qualifications of the Offeror** - Please provide a detailed description of the Vendor’s experience as mover of similar projects. Provide a list of the 3rd party technicians and specialty movers / riggers to be used.
3. **Work Plan** - the Offeror shall provide a brief work plan describing the following:
 - a. Pre-move coordination and planning efforts
 - b. Communications plans with the University and staff to be moved
 - c. Building protection to be provided
 - d. Special Equipment management and technicians to be utilized
 - e. Crate inventory control
 - f. Smooth Set Approach
 - g. Other subjects that show the advantage of the Offeror

B. Cost Proposal

The Cost Proposal should include the Offeror’s lump sum price for the work, and include the cost break down included in the bid form.

See the attached bid form.

C. ISBE Proposal

See Appendix A for information and the MBE, WBE, and/or Disability Business Enterprise Participation Plan form(s). Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

SECTION 5: EVALUATION AND SELECTION

Proposals shall be reviewed by a technical evaluation committee (“TEC”) comprised of staff from State agencies. The TEC first shall consider technical proposals.

Technical proposals must receive a minimum of 50 (83%) out of a maximum of 60 points to advance to the cost evaluation phase. Any technical proposals scoring less than 50 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

Technical proposals scoring 50 points or higher will have the cost proposals evaluated and assigned up to a maximum of 40 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

The Division of Purchases reserves the right to select the vendor(s) or firm(s) (“vendor”) that it deems to be most qualified to provide the goods and/or services as

specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

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

Criteria	Possible Points
Staff Qualifications	15 Points
Capability, Capacity, and Qualifications of the Offeror	15 Points
Work Plan	30 Points
Total Possible Technical Points	60 Points
Cost proposal*	40 Points
Total Possible Evaluation Points	100 Points
ISBE Participation**	6 Bonus Points
Total Possible Points	106 Points

***Cost Proposal Evaluation:**

The vendor with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other vendors shall be awarded cost points based upon the following formula:

$$(\text{lowest cost proposal} / \text{vendor's cost proposal}) \times \text{available points}$$

For example: If the vendor with the lowest cost proposal (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly costs and service fees and the total points available are thirty (30), Vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 \times 30 = 19.5$$

****ISBE Participation Evaluation:**

a. Calculation of ISBE Participation Rate

1. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for non-ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE vendor's total contract price that will be subcontracted to ISBEs by the non-ISBE vendor's total contract price. For example if the non-ISBE's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the non-ISBE's ISBE participation rate would be 12%.

2. ISBE Participation Rate for ISBE Vendors. The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total contract price. For example if the ISBE vendor's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the ISBE vendor's ISBE participation rate would be 20%.

b. Points for ISBE Participation Rate:

The vendor with the highest ISBE participation rate shall receive the maximum ISBE participation points. All other vendors shall receive ISBE participation points by applying the following formula:

$$\begin{aligned} & (\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate} \\ & \quad \times \text{Maximum ISBE participation points}) \end{aligned}$$

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive $(12\% \div 20\%) \times 6$ which equals 3.6 points.

General Evaluation:

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the TEC to clarify statements made in the proposal.

SECTION 6. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at Thomas.bovis@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. No other contact with State parties is permitted. Please reference **RFP # 7598619** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

SECTION 7. PROPOSAL CONTENTS

A. Proposals shall include the following:

1. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at www.purchasing.ri.gov. *Do not include any copies in the Technical or Cost proposals.*
2. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at

<http://www.purchasing.ri.gov/rivip/publicdocuments/fw9.pdf>. Do not include any copies in the Technical or Cost proposals.

3. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. Do not include any copies in the Technical or Cost proposals.
 4. 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 (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request).
 - a. One (1) Electronic copy on a CD-R, marked "Technical Proposal - Original".
 - b. One (1) printed paper copy, marked "Technical Proposal -Original" and signed.
 - c. Four (4) printed paper copies
 5. Cost Proposal - A separate, signed and sealed cost proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
 - a. One (1) Electronic copy on a CD-R, marked "Cost Proposal -Original".
 - b. One (1) printed paper copy, marked "Cost Proposal -Original" and signed.
 - c. Four (4) printed paper copies
- B. Formatting of proposal response contents should consist of the following:**
- A. Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:
 - a. Vendor's name
 - b. RFP #
 - c. RFP Title
 - d. Proposal type (e.g., technical proposal or cost proposal)
 - e. If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of '1 of 3' on first CD-R, '2 of 3' on second CD-R, '3 of 3' on third CD-R).
- Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase's inability to open or read a CD-R may be grounds for rejection of a Vendor's proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it "non-responsive". USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.
- B. Formatting of written documents and printed copies:**

- a. For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1” margins on white 8.5”x 11” paper using a font of 12 point Calibri or 12 point Times New Roman.
- b. All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor’s name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
- c. The cost proposal shall be typed using the formatting provided on the provided template.
- d. Printed copies are to be only bound with removable binder clips.

SECTION 8. PROPOSAL SUBMISSION

Interested vendors must submit proposals to provide the goods and/or services covered by this RFP 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, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7598619**” 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 shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock is in the reception area of the Division of Purchases.

SECTION 9. CONCLUDING STATEMENTS

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State’s 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.

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Division of Purchases.

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

APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM

A. Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

B. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION
ONE CAPITOL HILL
PROVIDENCE, RHODE ISLAND 02908**

MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN

Bidder's Name:

Bidder's Address:

Point of Contact:

Telephone:

Email:

Solicitation No.:

Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:

Type of RI Certification: MBE WBE Disability Business Enterprise

Address:

Point of Contact:

Telephone:

Email:

Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:

Total Contract Value (\$):

Subcontract Value (\$):

ISBE Participation Rate (%):

Anticipated Date of Performance:

I certify under penalty of perjury that the forgoing statements are true and correct.

Prime Contractor/Vendor Signature

Title

Date

Subcontractor/Supplier Signature

Title

Date

Solicitation #7598619:

Solicitation Title: UNIVERSITY OF RHODE ISLAND COLLEGE OF ENGINEERING MOVE SERVICES

BID FORM

To: The Department of Administration, Division of Purchases
One Capitol Hill, Providence, RI 02908

Project: UNIVERSITY OF RHODE ISLAND COLLEGE OF ENGINEERING MOVE
SERVICES

Bidder:

Legal name of entity

Address

Contact name Contact email

Contact telephone Contact fax

1. BASE BID PRICE

The Bidder submits this bid proposal to perform all of the work (including labor and materials) as described in the solicitation for this Base Bid Price, (including the costs for all Allowances, Bonds, and Addenda):

PHASE 1 MOVE SERVICES

\$

(Bid Price *in figures* printed electronically, typed, or handwritten legibly in ink)

PHASE 2 MOVE SERVICES

\$

(Bid Price *in figures* printed electronically, typed, or handwritten legibly in ink)

Solicitation #7598619:

Solicitation Title: UNIVERSITY OF RHODE ISLAND COLLEGE OF ENGINEERING MOVE SERVICES

COMBINED PHASE 1 AND PHASE 2 MOVE SERVICES

\$

(Total Bid Price *in figures* printed electronically, typed, or handwritten legibly in ink)

- **ALLOWANCES**

The Base Bid Price ***includes*** the costs for the following Allowances:

1. Additional crew time **\$15,000.00**

Total Allowances: **\$15,000.00**

- **BONDS**

The Base Bid Price ***includes*** the costs for all 5% Bid Bond and the Payment and Performance Bonds required by the solicitation.

- **ADDENDA**

The Bidder has examined the entire solicitation (including the following Addenda), and the Base Bid Price ***includes*** the costs of any modifications required by the Addenda.

All Addenda must be acknowledged.

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Addendum No. _____, dated _____

Solicitation #7598619:

Solicitation Title: **UNIVERSITY OF RHODE ISLAND COLLEGE OF ENGINEERING MOVE SERVICES**

2. ALTERNATES *(Additions to Base Bid Price)*

The Bidder offers to: (i) perform the work described in these Alternates as selected by the State in the order of priority specified below, based on the availability of funds and the best interest of the State; and (ii) increase the Base Bid Price by the amount set forth below for each Alternate selected.

No Alternates

3. UNIT PRICES

The Bidder submits these predetermined Unit Prices as the Basis for any change orders approved in advance by the State. These Unit Prices include **all** costs, including labor, materials, services, regulatory compliance, overhead, and profit.

DESCRIPTION OF SERVICES	CONTRACTORS UNIT COST
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Unit Price No. 1	Provide a truck with a lift gate, driver, and 2 crew members													
	Daily Rate Per Eight (8) Hours	\$												
	One Half Day Rate [Four (4) Hours]	\$												

Unit Price No. 2	Provide a truck with a lift gate, driver, and 3 crew members													
	Daily Rate Per Eight (8) Hours	\$												
	One Half Day Rate [Four (4) Hours]	\$												

Unit Price No. 3	Provide a rigging crew including a driver, an appropriate truck, equipment, and 3 crew members													
	Daily Rate Per Eight (8) Hours	\$												
	One Half Day Rate [Four (4) Hours]	\$												

Solicitation #7598619:

Solicitation Title: UNIVERSITY OF RHODE ISLAND COLLEGE OF ENGINEERING MOVE SERVICES

4. CONTRACT TIME

The Bidder offers to perform the work in accordance with the timeline specified in the Request for Proposals

The Final Completion date for Work shall be within **400** calendar days of the Purchase Order from the Division of Purchases.

5. LIQUIDATED DAMAGES

The successful bidder awarded a contract pursuant to this solicitation shall be liable for and pay the State, as liquidated damages and not as a penalty, the following amount for ***each*** calendar day of delay beyond the date for substantial completion, as determined in the sole discretion of the State: **No Liquidated Damages Apply**

BID FORM SIGNATURE(S)

This bid proposal is irrevocable for 60 days from the bid proposal submission deadline.

If the Bidder is determined to be the successful bidder pursuant to this solicitation, the bidder will promptly: (i) comply with each of the requirements of the Tentative Letter of Award; and (ii) commence and diligently pursue the work upon issuance and receipt of the purchase order from the State and authorization from the user agency.

The person signing below certifies that he or she has been duly authorized to execute and submit this bid proposal on behalf of the Bidder.

BIDDER _____

Date: _____

Name of Bidder

Signature in ink

Printed name and title of person signing on behalf of Bidder

Bidder's Contractor Registration Number