



**Solicitation Information  
August 28, 2020**

**RFP# 7608805**

**TITLE: Moving Services Alternate Hospital Site “A”, Rhode Island Convention Center, 1 Sabin St., Providence, RI**

**Submission Deadline: Friday September 18, 2020 at 10:00 AM**

**PRE-BID/ PROPOSAL CONFERENCE: YES**

**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: Friday September 4, 2020 at 10 AM**

**LOCATION: Rhode Island Convention Center , One Sabin Street, Providence, RI (Main Lobby)**

Questions concerning this solicitation must be received by the Division of Purchases at [Thomas.bovis@purchasing.ri.gov](mailto:Thomas.bovis@purchasing.ri.gov) no later than **9/10/2020 at 4 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](http://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 Division of Capital Asset Management and Maintenance on behalf of the Executive Office of Health and Human Services is soliciting proposals from qualified firms to provide relocation services of hospital furniture and medical equipment 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](http://www.purchasing.ri.gov).

The initial contract period will begin approximately September 15, 2020 for a period of 120 days.

Vendors are to note that the Mandatory Pre-Bid walk-through will be conducted pursuant to the authority conferred under R.I. Gen. Laws § 23-1-1, 23-1-17, and 42-35-2.10 and to current Executive Orders enacted for the purpose of establishing certain criteria for safe activity by and at covered entities in Rhode Island during the COVID-19 state of emergency in the interest of the public health; if these directives are modified prior to the Mandatory Pre-Bid walk-through, then the most current requirement will apply. This requirement includes Vendors wearing a cloth face covering as a protective article that covers the wearer’s mouth and nose, social distancing which is defined as staying at least six (6) feet (two (2) meters) from people outside the same household and not attending the Mandatory Pre-Bid walk-through if sick or answering yes to screening questions concerning exposure and illness.

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](mailto: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](http://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](mailto:Dorinda.Keene@doa.ri.gov)

13. Vendors must submit a completed Minority Business Enterprise “MBE” Plan (attached) in the separate, sealed envelope with the MBE, WBE and/or DisBE Plan Form, as part of the proposal. Requirements of this solicitation include State of Rhode Island General Laws § 37-14.1-6, et seq. The State’s goal is for a minimum ten percent (10%) participation by MBE/WBE in all State procurements.

14. Security: The selected Vendor for the project, and sub-consultants who will spend time on site during the move shall: Complete a criminal history check, performed through the Rhode Island State Police (RISP). The selected Vendor is required to furnish a list of all persons who will be performing work under the Contract and shall designate which persons will be performing work at the project site. Such list shall include the full name and date of birth of each person listed. As deemed necessary, the State reserves the right to request that any listed individuals, provide a State issued Driver’s License; State issued Identification Card or Passport. Further, the Vendor shall provide the State with updates to such list throughout the duration of the project to include any new employees or agents who will be performing work under the Contract. The State, at its discretion may decide that anyone with a criminal history will not be allowed to work at the project site.

Pursuant to the above, the Vendor shall not utilize any employees who are not included on the above-referenced list. Further, the Vendor shall immediately remove any employee, sub-consultant or agent performing services under the Contract if it becomes known to the Vendor that such person may pose a potential security threat or danger. The Vendor’s failure to comply with the requirements, shall be considered a material breach of the Contract, upon where the Contract may be terminated, at the sole discretion of the State, without any further compensation to Vendor.

15. 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.

16. 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 State of Rhode Island currently has Furniture, Fixtures and Equipment (FF & E), located at the Rhode Island Convention Center, 1 Sabin St, Providence, RI. Moving Services are being requested to relocate furniture to a building located at 100 Sockanosett Cross Road, Cranston, RI.

## **SECTION 3: SCOPE OF WORK AND REQUIREMENTS**

### **Scope of Work**

1. The State of Rhode Island is soliciting proposals for moving services for a COVID-19 Field Hospital Site. The Hospital Site has not been used.
2. All movers shall have a minimum of four successful similar projects in the last four years of similar sized projects. Included in this proposal is an inventory to provide a scope of the volume of work.
3. This work includes the following site:  
Site A located at The Rhode Island Convention Center, 1 Sabin Street, Providence, RI 02903.

#### **Site A: This site is a four-event process.**

##### **Event 1, Remove from Walls and Pipe Rails (Existing Pipe Rails to Remain):**

Items to be removed from walls and pipe rails:

- 11, Humane, Board 24x72 -HR: Humane Transboard, 24"x72"
  - 31, Mirror, 24x60: Mirror 24in W X 60in H Channel-frame
  - 33, Board, Compression Spine: Compression Board Ultra Vue 18 Universal
  - 34, Curtain, Mesh, 106": Simplicity Mesh Curtains, 132"
  - 35, Curtain, Mesh, 93": Simplicity Mesh Curtains, 93"
  - 42, Hook, IV: Iv Hook - Pivoting
  - 57, Rings, Curtain: 2-1/2 In I.d Hinged Snap Ring: These shall be bagged and boxed.
- Exception: Pipe Rails: Will be removed by the General Contractor, not the Move Contractor.

All items with multiple parts will be bagged before boxing. Bags could be sandwich, quart or gallon plastic bags provided by the Move Contractor. All boxes will have a label applied with the Inventories item number.

##### **Event 2, Packing:**

Proposals shall include packing items that will fit in a 2 cubic foot box. These items are as follows:

- 12, Monitor, Cardiac Im50 -Edan: Cardiac Monitor - Edan Im50 Patient Monitor
- 13, Monitor, Cardiac Im60 - Edan: Cardiac Monitor - Edan Im60 Touch Patient Monitorim60 Touch
- 14, Bipap w/ Humidifier-Drive Medical: Bipap With Heated Humidifier
- 15, Defib, R Series (000) - Zoll: R Series Plus Defib W/expan Pack& Onestep Pacing
- 17, Thermometer, Temporal: Thermometer Temporal Scanner
- 17.1, Thermometer, Temporal: Thermometer Temporal Scanner
- 19, Mattress Cover, Vinyl: Dry Defender Zippered Vinyl
- 20, Charger Desk W/hndls And Heads: Welch Allyn 3.5 V Halogen HPX Diagnostic Set
- 23, Suction, Portable: Portable Suction – Placed on Wire Racks and Stretch Wrapped
- 34, Curtain, Mesh, 106": Simplicity Mesh Curtains, 132"
- 35, Curtain, Mesh, 93": Simplicity Mesh Curtains, 93"
- 36, Stethoscope, Standard: Stethoscopes-Assorted Colors – Currently on Cart, will be stretch wrapped
- 40, Flowmeter

- 41, Cover, Mattress: Mattress Cover, 5 sided
- 42, Hook, IV: Iv Hook - Pivoting
- 43, Straps, Compression Board: Disposable Straps For Board
- 46, Charger, Battery: Vscan Extend Charger External Battery Ea
- 47, Tray, Medication Prep: Medication Prep Tray 11x12
- 56, Hamper, Linen Bag: 25" Beige Cotton Hamper Bag W/drawstring
- 57, Rings, Curtain: 2-1/2 In I.d Hinged Snap Ring
- 67, Clocks
- 68, Bells
- 72, Pillows (packed in garbage bags provided by the Move Contractor)
- 73, Linen Mattress Covers

44, Floor Lamps: Lamp Shades will be packed in boxes, 1box per lamp. Lamps will not be reassembled at the warehouse. Lamps will be protected with blankets during the move.

**Event 3, Staging:**

All items to be moved, shall be staged with like items and counted to confirm the inventory counts. The counting will be done by the Move Contractor and the Move Manager.

Mattresses will stand vertically on the walls.

The beds will be disassembled, folded and palettized by others. You will need a palette jack for moving this item.

**Event 4, Move:**

All items will be moved and staged at the new location with like items. Items will be organized using the Inventories item numbers. A floor plan will be provided for recommended locations. Final placement will be organized with like items clustered. All items will be counted once placed in the new location by the Move Contractor and the Move Manager.

**PROJECT KEY COMPONENTS:**

- A. It is the responsibility of the bidder to review the spaces and materials to be moved. The bidder is responsible to estimate quantities of materials and labor required to complete the all tasked as indicated in the RFP.
- B. The Owner reserves the right to contact any and all references to obtain information pertaining to the firms’ performance on past moves, including but not limited to: execution of the move according to the move plan and the requirements of the RFP and contract for moving services; timely start and completion of the move; ability to work with each site, construction and Owner personnel; ability to adjust to unanticipated circumstances; the quality of the work, with particular emphasis on the placement of materials, shelving, and furnishings in proper locations; the ability of the Contractor to conduct its operations without damage to the materials and furnishings being moved and the facilities being moved out of and into; and the propensity of the moving company to address and repair any damages.
- C. Moving Supplies:
  - 1. The Move Contractor (Contractor) shall provide moving supplies to include approved



plastic bags, boxes, hampers, pallet jacks and stretch wrap.

2. The Owner shall own the boxes, labels and packing materials upon completion of move. Use of the hampers and pallet jacks are for the move only. Any un-used materials may be returned to Contractor and credited to the Owner.
  3. Boxes: Provide a 2 to 2.2 cubic foot self-closing box. Four hundred (400) boxes shall be provided for the Site A.
  4. Lamp Shade Boxes: Provide 534 boxes for lamp shades. These are assorted types, so the boxes will need to accommodate the largest shade.
  5. Bubble Wrap: Provide 5 rolls of bubble wrap will be provided for project. Provide an equivalent to ½", 24"x 250' Perf @ 12.
  6. Stretch Wrap: Provide two rolls for the project. Provide an equivalent to 17" x 1467' 30G 4/CS Prestretch.
  7. Labels: Once all like items are sorted and organized, labels shall be attached to the group on a letter paper and painter tape shall be used to attach this single label to the group. (400) mover labels will be provided for all 2 cubic foot boxes.
  8. Plastic Bags: Sealable plastic bags will be provided for small part containment.
  9. All supply material shall be delivered when the Move Contractor arrive at the site.
  10. Additional supplies may be requested as necessary. Provide a line item cost for the additional supplies.
- D. Move Date: The move shall occur within (5) days of the receipt of the purchase order. All dates are speculative. The Owner may change these dates and provide a 5-day deployment notification for these moves.
- E. Supplemental Move Data: See Attachment A.
- F. Scope of Services: The Contractor will furnish all supervision, labor, materials, equipment, and supplies, including moving, moving equipment, padding, and crating necessary to perform all services described in the contract, in an orderly, timely and efficient manner. Such equipment includes, but is not limited to, pallet jacks, dollies, cartons, carriers, move carts, trucks, etc. Scope will include the following:
1. Removal, packaging, moving, re-shelving and integration of all materials, and furnishings and equipment for this site.
  2. Development of a plan for efficient and careful move of all contents in coordination with Peregrine Group Management team.
  3. The Contractor is responsible for all supervision, labor, materials, equipment, and supplies to perform all services contemplated under the RFP in a workmanlike manner and in a timely fashion.

4. The Contractor may not use any of the Owner's equipment or personnel.
5. The Contractor is to devise an efficient, thorough schedule for the phases of the move, in consultation with and to the satisfaction of the Owner's Move Manager.
6. Moving boxes will be labeled by Move Contractor. The Contractor shall transport and deliver the boxes and cartons to their designated locations. Like items will be placed in boxes. No boxes will contain more than one typical item.
7. Contractor will provide boxes, crates, labels and other necessary supplies and equipment to facilitate the move.
8. Contractor will move boxes and pallets to the new location as indicated on the move plan. Contractor shall provide move carts and all other necessary equipment.
9. Contractor will provide status reports and alert the Owner's Project Manager and move coordinator to all move issues and problems.
10. Contractor will keep premises free from accumulation of waste materials or rubbish caused by operations on a daily basis. Contractor will provide all refuse containers required to remove his waste material and rubbish from the site. Immediately upon completion of the work Contractor shall remove his tools, equipment, machinery and surplus packaging materials to the Owner's satisfaction. The Contractor shall leave all premises in perfect condition insofar as affected by the work. If the Contractor fails to fully comply with these provisions the Owner may cause cleanup to be done and the cost thereof shall be charged to the Contractor by withholding the amount from final payment.

**OTHER DETAILS:**

- A. The Contractor is responsible for cleaning up after themselves.
- B. The Contractor is to assure that its on-site staff and equipment will not be assigned to other clients or projects while the various stages of the move is in progress.
- C. All official communication is to flow through the Owner's Move Manager. They will coordinate as necessary with other team members; serve as the final authority for the resolution of problems arising in the move sequence, materials handling procedures, and staff behavior. The Owner's Project Manager's Move Manager is responsible for inspection and approval of the work, performing a final inspection, in consultation with Owner's staff, upon completion of the project prior to final payment. In the absence of the Owner's Project Manager another construction team member will be appointed acting move coordinator.
- D. Right to Halt Work: The Owner reserves the right to call for a change in the Contractor's procedures or the stoppage of work if, for example (but not limited to) materials are being located incorrectly, a staff member of the Contractor's team is behaving in an objectionable manner, or materials are being handled poorly. It is the Contractor's obligation to resolve the problem to the satisfaction of the Owner's Project Manager and Move Manager.
- E. The Owner reserves the right to contact any and all references to obtain information pertaining to the firms' performance on past moves, including but not limited to: execution of the move according to the move plan and the requirements of the RFP and contract for moving services; timely start and completion of the move; ability to work with facility, construction and Owner personnel; ability to adjust to unanticipated circumstances; the quality of the work, with particular emphasis on the placement of materials, shelving, and furnishings in proper

locations; the ability of the Contractor to conduct its operations without damage to the materials and furnishings being moved and the facilities being moved out of and into; and the propensity of the moving company to address and repair any damages.

- F. Contractor's Staff: The Contractor will designate a project manager with overall responsibility for the move and for communication with the Owner's Move Manager. The project manager shall be on site at all times. If the project manager must leave the site, the Contractor will appoint another competent supervisor and will notify the Owner's Project Manager in advance. The Contractor will provide the Owner's Project Manager with information about the Contractor's staff, including required competencies for employment and the number of staff involved.
- G. Smoking is prohibited on anywhere on site. Food is restricted to outside areas, though water in spill-proof containers are acceptable at the entrance to the building.

### **COORDINATION OF WORK WITH OTHER AGENTS**

- A. If any other contractor or Owner's staff are performing project-related tasks on-site, the Owner's Project Manager and the Contractor will cooperate to coordinate the moving tasks and schedule.
- B. The Contractor will coordinate plans for parking the Contractor's vehicles with the Owner's Project Manager.
- C. Off-loading Trucks: The Contractor cannot use dollies inside either building that have been rolled on the concrete or asphalt. This means the contractor must provide Masonite or an equivalent material underneath dollies used outside of the building. This will prevent pebbles from scratching the floors.
- D. Move boxes and products shall be not be placed on furniture or casework. All material must be placed on the floors.
- E. Quantities are estimated to give the move a sense of scope. All quantities are estimates only. These quantities may change during the counting process.

## **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 resume and describe qualifications and experience of the Project Manager who will be involved in the project.
2. **Capability, Capacity, and Qualifications of the Offeror:** Provide a detailed description of the Vendor's experience as a mover of similar size successful projects in the last four (4) years. Provide a list of 3<sup>rd</sup> party technicians and any specialty movers 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 plan with the Owner’s Program Manager, Owner’s Move Manager, the State of Rhode Island, and the Rhode Island Convention Center.
- c. Building protection to be provided.
- d. Special Equipment management and technicians to be utilized.
- e. Inventory control.
- f. Other subjects that show the advantage of the Offeror.

**B. Cost Proposal**

The Cost Proposal shall include the Offeror’s lump sum price for the work, and include the cost break down for Unit Prices included on 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	15 Points

Offeror	
Work Plan	30 Points
<b>Points</b>	<b>Total Possible Technical 60 Points</b>
Cost proposal*	40 Points
	<b>Total Possible Evaluation Points 100 Points</b>
ISBE Participation**	6 Bonus Points
<b>Points</b>	<b>Total Possible 106 Points</b>

**\*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](mailto: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 # 7608805** 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](http://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 [/documents/Forms/Misc Forms/13\\_RI Version of IRS W-9 Form.docx](#). *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# 7608805**” 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://rules.sos.ri.gov/regulations/part/220-30-00-13>



## **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 # :7608805**

**Solicitation Title: Moving Services Alternate Hospital Site "A", Rhode Island Convention Center, 1 Sabin St., Providence, RI**

**BID FORM**

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

Project: **Moving Services Alternate Hospital Site "A", Rhode Island Convention Center**

Bidder:

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Legal name of entity

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Address

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Contact name	Contact email
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Contact telephone	Contact fax
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**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)**:

\$

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

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(Base Bid Price *in words* electronically, typed, or handwritten legibly in ink)

• **ALLOWANCES**

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

**Allowance No. 1:**  
**Additional Truck, Driver Time, Crew Time and Packing Materials: \$25,000.00**

Solicitation # :7608805

Solicitation Title: Moving Services Alternate Hospital Site "A", Rhode Island Convention Center, 1 Sabin St., Providence, RI

Total Allowances:

\$25,000.00

• **BONDS**

The Base Bid Price includes the costs for all Bid and 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 \_\_\_\_\_

**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
<b>Unit Price No. 1</b>	Provide a truck with a lift gate, driver and 2 crew members.	
	Daily Rate Per Eight (8) Hours	\$ , .

**Solicitation # :7608805**

**Solicitation Title: Moving Services Alternate Hospital Site “A”, Rhode Island Convention Center, 1 Sabin St., Providence, RI**

One Half Day Rate Four (4) Hours	\$				,					.	
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	DESCRIPTION OF SERVICES	CONTRACTORS UNIT COST									
<b>Unit Price No. 2</b>	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	\$				,					.

	DESCRIPTION OF SERVICES	CONTRACTORS UNIT COST									
<b>Unit Price No. 3</b>	Provide Stretch Wrap Cost per roll.	\$				,					.

#### 4. **CONTRACT TIME**

The Bidder offers to perform the work in accordance with the timeline specified below:

The Final Completion date for Work shall be within 120 days 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.**

**Solicitation # :7608805**

**Solicitation Title: Moving Services Alternate Hospital Site "A", Rhode Island Convention Center, 1 Sabin St., Providence, RI**

## **BID FORM SIGNATURE(S)**

This bid proposal is irrevocable for 120 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