



Solicitation Information
28 June 06

RFP #B06488

TITLE: Disaster Recovery Services

Submission Deadline: 24 July 06 @ 10:45 AM (EDT)

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than **7 July 06 @ 12:00 Noon (EDT)**. Questions should be in a **Microsoft Word** format. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: Yes

Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems

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

NOTE TO VENDORS:

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

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

The Rhode Island Department of Administration, Office of Purchases, on behalf of the Department of Administration, requests proposals for the clean up and remediation of buildings, furnishings, papers and equipment in the aftermath of a manmade or natural incident. This solicitation, and subsequent award, is governed by the State's General Conditions of Purchase, which is available at www.purchasing.ri.gov

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

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

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

The state reserves the right to award to one or more offerors.

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

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considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

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

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

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

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

The State of Rhode Island has a goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, visit the web site www.rimbe.org. To speak with an M.B.E. Officer, call (401) 222-6253.

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

TOPIC AREAS FOR SERVICES COVERED BY THIS REQUEST INCLUDE, BUT ARE NOT LIMITED TO:

- . Cleanup and restoration of buildings and contents damaged by smoke, water and mold. Restoration for purposes of this submission is to be defined as all work necessary to safely reoccupy a building or space within a building. Included in this definition is the removal or cleaning of contaminated ceilings, carpet, wall coverings and underlying surfaces, cleaning of HVAC systems, computers and other contaminated office equipment, papers and supplies.
- A requirement for a successful bid is the access that the restoration company has to a certified Industrial Hygienist either on staff or retainer who will be available to offer analysis both pre-loss and post restoration on environmental contaminants that must be remediated.

Any award resulting from this Request will be subject to the State's General Conditions of Purchase, which is available from the Internet at: www.purchasing.ri.gov, as well as the terms of this Request.

Qualifications of the individual:

- Demonstrate technical expertise of the company, its principals and its supervisors through at least three references, preferably two of who are in the Public Sector.

Technical Expertise

- Documentation on remediation methodologies used showing the record of its success.
- Full explanation of restoration services provided (i.e. smoke, water, mold etc.)
- Demonstrate knowledge of the needs of governmental entities post accident affecting the State agency ability to operate.
- Twenty-four hour service availability.
- Proximity of Restoration service to Rhode Island State Governmental Buildings.
- Show firm's ability to clean up buildings while operations continue in unaffected parts of the building.
- Documentation on internal staff training as it relates to OSHA and Hazardous Materials Programs.
- Ability of Company to handle large entity or multiple location incidents at the same time.
- Demonstrate the company's ability to scope projects as to what may be saved. Explain if the company is able to provide electronics restoration services and or document/media restoration.

- Independent testing, industrial hygiene and/or lab services used to show that a building is safe for re-occupancy.
- Demonstrate company's ability to quickly assemble a suitable work team to provide rapid response to an emergency.
- Show company's ability to stabilize building's environment and assist in relocation efforts of undamaged materials to unaffected areas of a building or off-site locations.
- Explain both cleaning, disinfecting techniques used and any odor control practices.
- Explain if HVAC and Mechanical Systems cleaning and deodorizing services are provided.
- Provide information on corrosion control measures used.
- Explain methods of controlled demolition and disposal of surfaces that will not respond to restoration efforts.
- Provide charges for services provided using commonly understood terminology with unit cost/ square foot to clean, dry, deodorize sanitize and apply antimicrobial applications for various building surfaces, equipment, furnishings supplies and paper products.
- Provide costs during normal business hours, off-hours, weekends and holidays.
- List equipment/technology that is owned or licensed to the company that may be used in a disaster.
- List equipment available to company that may not be owned by it. Explain arrangement for use of non-owned equipment, the location of this equipment and the length of time until equipment is available on-site. If supplemental staff is needed to operate this equipment explain any agreements your company may have with other restoration providers.

Questions concerning this solicitation may be e-mailed to the Division of Purchases at questions@purchasing.state.ri.us no later than the Date and Time listed on page one of this solicitation.. Please reference the RFP, as listed on page one of this solicitation, on all correspondence. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. Responses to questions received, if any, will be provided, as an Addendum to this RFP, and posted on the following web site www.purchasing.ri.gov. It is the responsibility of all interested offerors to download the information. *If technical assistance is required to download, call the Help desk at (401) 222-2142, ext. 134.*

Letters of Interest to provide the services covered by this Request must be received by the Division of Purchases on or before the Date and Time to be listed on page one. Responses (an original plus three (3) copies) should be mailed or hand-delivered in a sealed envelope marked "RFP B06488: Disaster Recovery Services " to:

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

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed to the Division of Purchases will not be considered. The “official” time clock is located in the reception area for the Division of Purchases.

RESPONSE CONTENTS

Responses must include the following:

- A completed and signed three-page R.I.V.I.P generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>,
- A statement of experience describing the Vendor’s background, qualification, and experience with and for similar projects, and all information described earlier in this solicitation.
- A signed, sealed, and separate cost proposal (inclusive of unit costs per square foot) for this project.
- A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov

EVALUATION CRITERIA

Responses will be evaluated using the following criteria:

Capability (background) and qualifications are clearly demonstrated [50%];

Experience in similar projects undertaken [20%];

A clear understanding of the State’s Requirements and the results intended and desired under this contract demonstrated by the offeror [10 %];

Cost [20%].

Proposals must score a minimum of 50 out of 90 technical points before the cost proposal will be opened and evaluation. Responses scoring less than 50 technical points will be dropped from further consideration.

Notwithstanding the above, the State reserves the right to accept or reject any or all offerors, to award on the basis of cost alone, and to act in its best interest. The State also reserves the right to make one or more awards as a result of this solicitation and to act in its own best interest.

The Technical Review / Evaluation Committee will present written findings, including the results of all evaluations, to the State Purchasing Agent, or his designee , who will make the final award decision.

END