MINNESOTA STATE COLLEGES AND UNIVERSITIES

Minnesota State University Moorhead

REQUEST FOR PROPOSAL (RFP)
FOR
Elevator Maintenance and Testing Services

April 1, 2019

SPECIAL NOTE: This Request for Proposal (RFP) does not obligate the Minnesota State Colleges and Universities (Minnesota State) system, its Board of Trustees or Minnesota State University Moorhead to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest. Proposals must be clear and concise. Proposals that are difficult to follow or that do not conform to the RFP format or binding specifications may be rejected. Responding vendors must include the required information called for in this RFP. MnSCU reserves the right to reject a proposal if required information is not provided or is not organized as directed. MnSCU also reserves the right to change the evaluation criteria or any other provision in this RFP by posting notice of the change(s) on http://www.minnstate.edu/vendors/index.html. For this RFP, posting on the captioned web site above constitutes written notification to each vendor. Vendors should check the site daily and are expected to review information on the site carefully before submitting a final proposal.
February 2019

REQUEST FOR PROPOSAL (RFP)
FOR
Elevator Maintenance and Testing Services

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Section I. General Information

Background

Minnesota State Colleges and Universities is the fifth-largest system of higher education in the United States. It is comprised of 31 two-year and four-year state colleges and universities with 54 campuses located in 47 Minnesota communities. The System serves approximately 430,000 students each year. The Minnesota State Colleges and Universities is an independent state entity that is governed by a 15 member Board of Trustees. The law creating the system was passed by the Minnesota Legislature in 1991 and went into effect July 1, 1995. The law merged the state's community colleges, technical colleges and state universities into one system, other than the University of Minnesota campuses. For more information about Minnesota State Colleges and Universities, please view its website at www.mnscu.edu.

Nature of RFP

Minnesota State University Moorhead is requesting proposals for maintenance, repairs and testing services of elevators and lifts throughout our campus. This RFP is undertaken by Minnesota State University Moorhead pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws.

General Selection Criteria

Accordingly, Minnesota State University Moorhead shall select the vendor(s) whose proposal(s), and oral presentation(s) if requested, demonstrate in Minnesota State University Moorhead’s sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost effective manner. Minnesota State University Moorhead reserves the right to accept or reject proposals, in whole or in part, and to negotiate separately as necessary in order to serve the best interests of Minnesota State University Moorhead. This RFP shall not obligate the Minnesota State University Moorhead to award a contract or complete the proposed project and it reserves the right to cancel this RFP if it is considered to be in its best interest.

Selection Process

The selection process includes representatives from the Physical Plant, Housing and Residential Life, Student Wellness Center and the Comstock Memorial Union. This group will evaluate the proposals and make the final decision.

Selection and Implementation Timeline

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, April 1st</td>
<td>Publish RFP notice</td>
</tr>
<tr>
<td>Tuesday, April 9th</td>
<td>Conduct pre-award vendor conference</td>
</tr>
<tr>
<td>Thursday, April 18th</td>
<td>Deadline for RFP proposal submissions</td>
</tr>
<tr>
<td>Friday, April 19th</td>
<td>Review RFP proposals</td>
</tr>
<tr>
<td>Tuesday, April 23rd</td>
<td>Complete selection process</td>
</tr>
<tr>
<td>Wednesday, May 3, 2019</td>
<td>Anticipated Award of Contract</td>
</tr>
</tbody>
</table>

Minnesota State University Moorhead does not agree to reach a decision by any certain date although it is hoped the evaluation and selection will be completed by the date identified in the Selection and Implementation Timeline above.

A proposal may be rejected if it is determined that a vendor’s ability to work with the existing infrastructure will be too limited or difficult to manage.
**Contract Term**

Minnesota State University Moorhead desires to enter into a contract with the successful vendor(s) effective **June 1st, 2019**. The length of such contract(s) shall be 5 YEARS. If Minnesota State University Moorhead and the vendor are unable to negotiate and sign a contract by **July 1st, 2019**, then Minnesota State University Moorhead reserves the right to seek an alternative vendor(s).

**Parties to the Contract**

Parties to this contract shall be the “State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of Minnesota State University Moorhead and the successful vendor(s).

**Contract Termination**

The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, may cancel the contract(s) upon 30 days written notice, with or without cause.

**Definitions**

Wherever and whenever the following words or their pronouns occur in this proposal, they shall have the meaning given here:

MnSCU: State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of Minnesota State University Moorhead.

School: Minnesota State University Moorhead

System Office: The central system office of Minnesota State Colleges and Universities located at Wells Fargo Place, 30 7th Street East, Suite 350, St. Paul, Minnesota 55101.

Vendor: The firm selected by Minnesota State University Moorhead as the successful responder(s) responsible to execute the terms of a contract.

**Applicable Law**

A contract entered into as a result of this RFP shall be governed and interpreted under the laws of the State of Minnesota.

**Contract Assignment**

A contract or any part hereof entered into as a result of this RFP shall not be assigned, sublet, or transferred directly or indirectly without prior written consent of Minnesota State University Moorhead.

**Entire Agreement**

A written contract and any modifications or addenda thereto, executed in writing by both parties constitutes the entire agreement of the parties to the contract. All previous communications between the parties, whether oral or written, with reference to the subject matter of this contract are void and
superseded. The resulting contract may be amended at a future date in writing by mutual agreement of the parties.

**Deviations and Exceptions**

Deviations from and exceptions to terms, conditions, specifications or the manner of this RFP shall be described fully on the vendor's letterhead stationery, signed and attached to the proposal submittal page(s) where relevant. In the absence of such statement the vendor shall be deemed to have accepted all such terms, conditions, specifications and the manner of the RFP. A vendor's failure to raise an issue related to the terms, conditions, specifications or manner of this RFP prior to the proposal submission deadline in the manner described shall constitute a full and final waiver of that vendor's right to raise the issue later in any action or proceeding relating to this RFP.

**Pre-award Vendors Conference**

Minnesota State University Moorhead will hold a pre-award vendors site walkthrough on **Tuesday, April 9th from 9:30 am to 11:30 am CT** at the MSUM campus, Maintenance Building, 709 17th Street South, Moorhead, Minnesota. It is recommended all potential or interested responders attend the walkthrough. Please register your attendance in advance by sending an email notification to Brian Oxton at oxton@mnstate.edu.

**Duration of Offer**

All proposal responses must indicate they are valid for a minimum of one hundred eighty (180) calendar days from the date of the proposal opening unless extended by mutual written agreement between Minnesota State University Moorhead and the vendor.

Prices and terms of the proposal as stated must be valid for the length of the resulting contract.

**Authorized Signature**

The proposal must be completed and signed in the firm's name or corporate name of the vendor, and must be fully and properly executed and signed in blue or black ink by an authorized representative of the vendor. Proof of authority of the person signing must accompany the response.

**Proposal Rejection and Waiver of Informalities**

This RFP does not obligate the Minnesota State Colleges and Universities (MnSCU) system, its Board of Trustees or Minnesota State University Moorhead to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest. Minnesota State University Moorhead also reserves the right to waive minor informalities and, notwithstanding anything to the contrary, reserves the right to:

1. reject any and all proposals received in response to this RFP;
2. select a proposal for contract negotiation other than the one with the lowest cost;
3. negotiate any aspect of the proposal with any vendor;
4. terminate negotiations and select the next most responsive vendor for contract negotiations;
5. terminate negotiations and prepare and release a new RFP;
6. terminate negotiations and take such action as deemed appropriate.
Section II. Parties to the RFP

Minnesota State University Moorhead

Section III. Vendor Requirements

Summary

Vendor shall provide maintenance and testing for **ALL** campus elevators and lifts indicated on attachment Exhibit A. All elevators will be maintained on monthly basis with the lifts on a biannually basis. All elevators will be required to have their annual Category 1 tests completed by their due date and also all lifts to have their Category 1 tests done by their due date. Category 5 full load testing will be done through a separate bid process.

Contractor Effort Required

The Contractor must take all steps and measures to provide a minimum elevator operational availability of 98% and maintenance of the elevator plant to maximize the life expectancy of the elevator plant in accordance with the latest edition of American Society of Mechanical Engineers (ASME) A17.1 –Safety Code for Elevators and Escalators. Throughout this document this standard may be referred to as “the Code” or “A17.1”. The contractor must assume responsibility for maintenance upon commencement of maintenance contract.

The Contractor must provide qualified elevator mechanics, work crews, and supervisory personnel in such numbers, places, and times as may be required to fully meet the contract requirements.

Scope

1. Elevator contractor will be required to inspect, clean and lubricate elevator so that all elevators will be serviced on a monthly basis that will include:

   - Controller
   - Machine/Power Unit
   - Governors, Sheaves and Ropes
   - Car Safeties
   - Cab, Platform and Rollers or Guides
   - Car Doors and Operator
   - Hoistway Doors, Rollers, Tracks, Closures, Gibs and Sills
   - Interlocks and Pickup Assemblies
   - Guide Rails, Joints and Anchoring System
   - Pit Equipment, Buffers, Sheaves, Hydraulic Lines and Seals, Hydraulic Cylinders
   - Monthly Fire Service Testing

2. Maintenance Records will be kept in accordance with A17.1 and Minnesota Building Code

   - All Records will be kept in the equipment room
   - **Electronic records will be accepted as long as hard copies are also posted in the equipment rooms as noted herein.**
   - Records will be kept neat and orderly
   - All record will be left on site for future use if there is a change in contractors
   - Records of all callbacks and repairs will be kept in equipment room (signed and dated)
3. Perform Annual Testing of Elevators
   - All testing will be done in accordance with the most current A17.1 and the Minnesota Building Code 1307
   - Before testing, Contractor will be required to contact the AHJ (Elevator Inspector)
   - All testing will be witnessed or performed by QEI certified personnel.
   - Category Test Forms: One copy is to be left in maintenance records in equipment room and one copy will be brought to the MSUM Physical Plant.
   - All test forms will be signed and dated by the elevator personnel that performed the testing
   - Testing of emergency phone will be done by MSUM staff in accordance with A17.1

4. Communication
   - Contractor should check-in with MSUM designee upon arrival to notify them of location and nature of work. After hours, Contractor should check-in with MSUM Public Safety at 218-477-2449.
   - Contractor will be required to communicate and report to facilities management on all finding through maintenance in a timely manner
   - If the contractor finds an issues with an elevator that is a danger to the public, it must be taken out of service and reported immediately to facility management.

5. Safety Devices
   - Anyone caught rendering safety devices inoperative will terminate contract with such Contractor effective immediately.
   - If a safety device is found to not be in working order, elevator will be taken out of service and reported to the MSUM Physical Plant. Elevator will then not be placed back into service until elevator safety device is repaired and tested in accordance with A17.1

6. Repairs
   - All elevators in need of repairs will be reported to the MSUM Physical Plant.
   - The list of findings must be in detail, to assure elevator is repaired in accordance with elevator code
   - MSUM will have the right to put out for bid, all repairs to the elevator(s)
   - It will be the responsibility of the elevator contractor to check with the Authority Having Jurisdiction (AHJ) to assure all testing and or required permits are taken out for the listed repair

7. Quality Control Program
   - The Contractor must perform to the standards as contained in this Scope of Work Document and utilize a comprehensive quality control program to assure that the contract requirements are provided as specified. This must include a maintenance control program specified in the latest edition of ASME 17.1; at no additional cost to the MSUM.
   - Annually, the Contractor must survey the elevator units to verify that they conform to the specifications and the other provisions of this Scope of Work Document. At the conclusion of the survey, the Contractor will provide the MSUM representative a copy of the equipment survey report and performance evaluation for each individual unit covered by this contract. The report must indicate all repairs and upgrades as well as general condition and cleanliness of each unit. This report must be verified and signed by QEI certified personnel.
   - In keeping with environmental protection as well as Code requirements, the contractor must immediately notify MSUM in writing (email is acceptable) of any indication of underground oil seepage which may be attributed to a leaking underground hydraulic cylinder.
8. Equipment Changes

- The Contractor must not change or alter the existing elevator equipment or any electrical circuits, safety mechanisms, wiring, or controls outside of the contractual terms and conditions without written authorization from MSUM. If MSUM authorizes changes, the Contractor must develop and/or make appropriate revisions to the elevator drawings and/or specifications and a copy to be provided to MSUM. All improvements and/or changes must be documented by the Contractor during the term of this contract and must become and remain the property of MSUM. If applicable, Contractor must provide updated as-built drawings within 30 calendar days of the completion of major repair work.

Information Contact

Minnesota State University Moorhead’s agent for purposes of responding to inquiries about the RFP is:

Name: David Leonard  
Title: Physical Plant Director  
Address: 709 17th Street South, Moorhead, MN 56563  
Telephone: 218-477-4444  
E-mail address: david.leonard@mnstate.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and Minnesota State University Moorhead shall not be bound by and responders may not rely on information regarding RFP requirements obtained from non-authorized persons. Questions must include the questioner’s name, telephone number, and e-mail address. Anonymous inquiries will not be answered.

Section IV. Response Evaluation

Proposers should submit their proposals in accordance with Section VI. RFP Responses on the attached RFP Response Form.

The following criteria and their identified weight will be used by Minnesota State University Moorhead to evaluate the responses:

1. An expressed understanding for the services requested in the proposal (10%)
2. Yearly lump sum costs for all routine inspection, maintenance and testing services as described in the proposal (25%)
3. An hourly rate for work requested on an as-needed basis during normal business hours (15%)
4. An hourly rate for work requested on an on call/emergency basis (5%)
5. A response time for work requested on an as-needed basis during normal business hours (15%)
6. A response time for work requested on an on call/emergency basis (10%)
7. Qualifications of the vendor. Include qualifications and background of the individuals who will act as contacts for Minnesota State University Moorhead (20%)
In some instances, an interview will also be part of the evaluation process. Minnesota State University Moorhead reserves the right to name a date at which all responding vendors will be invited to present demonstrations or participate in an interview.

Minnesota State University Moorhead does not agree to reach a decision by any certain date although it is hoped the evaluation and selection will be completed by the date identified in the Selection and Implementation Timeline above.

A proposal may be rejected if it is determined that a vendor’s ability to work with the existing infrastructure will be too limited or difficult to manage.

**Section V. Additional RFP Response and General Contract Requirements**

**Notice to Vendors and Contractors**

As a condition of this contract, CONTRACTOR is required by Minn. Stat. §270C.65 to provide a social security number, a federal tax identification number or Minnesota tax identification number. This information may be used in the enforcement of federal and state tax laws. These numbers will be available to federal and state tax authorities and state personnel involved in approving the contract and the payment of state obligations. Supplying these numbers could result in action to require CONTRACTOR to file state tax returns and pay delinquent state tax liabilities. This contract will not be approved unless these numbers are provided.

If you are an independent contractor, Minn. Stat. §256.998 requires the state to report your name, address and social security number to the New Hire Reporting Center of the Minnesota Department of Human Services unless your contract is for less than two months in duration with gross earnings of less than $250.00 per month. This information may be used by state or local child support enforcement authorities in the enforcement of state and federal child support laws.

**Problem Resolution Process**

A formal problem resolution process will be established in the contract to address issues raised by either Minnesota State University Moorhead or the vendor.

**Affidavit of Non-Collusion**

All responding vendors are required to complete the Affidavit of Non-Collusion form and submit it with the response.

**Human Rights Requirements**

For all contracts estimated to be in excess of $100,000 all responding vendors are required to complete the Human Rights Certification Information and Affirmative Action Data Page and submit it with the response. As required by Minnesota Rule 5000.3600, "It is hereby agreed between the parties that Minnesota Statutes §363A.36 and Minnesota Rule 5000.3600 are incorporated into any contract between these parties based upon this specification or any modification of it. Copies of Minnesota Statutes §363A.36 and Minnesota Rules 5000.3400 - 5000.3600 are available from the Minnesota Bookstore, 660 Olive Street, St. Paul, MN 55155.” All responding vendors shall comply with the applicable provisions of the Minnesota Affirmative Action law, Minnesota Statutes §363.A36. Failure to comply shall be grounds for rejection.
Preference to Targeted Group and Economically Disadvantaged Business and Individuals

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by e-mail at mmd.help.line@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

Veteran-Owned Preference

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent preference, but no less than the percentage awarded to any other group under this section on state procurement to certified small businesses that are majority-owned and operated by veterans.

In accordance with Minn. Stat. § 16C.19 (d), a veteran-owned small business, the principal place of business of which is in Minnesota, is certified if it has been verified by the United States Department of Veterans Affairs as being either a veteran-owned small business or a service disabled veteran-owned small business, in accordance with Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

To receive a preference, the veteran-owned small business must meet the statutory requirements above by the solicitation due date and time.

If you are claiming the veteran-owned preference, attach documentation, sign and return the Veteran-Owned Preference Form with your response to the solicitation. Only eligible veteran-owned small businesses that meet the statutory requirements and provide adequate documentation will be given the preference.

Insurance Requirements

A. The selected vendor will be required to submit an ACORD Certificate of Insurance to Minnesota State University Moorhead’s authorized representative prior to execution of the contract. The selected vendor shall not commence work under the contract until they have obtained all the insurance described below and Minnesota State has approved evidence of such insurance. Vendor shall maintain such insurance in force and effect throughout the term of the contract.

B. The selected vendor will be required to maintain and furnish satisfactory evidence of the following:

1. Workers' Compensation Insurance. The vendor must provide workers’ compensation insurance for all its employees and, in case any work is subcontracted, the vendor will require the subcontractor to provide workers’ compensation insurance in accordance with the statutory requirements of the State of Minnesota, including Coverage B, Employer’s Liability, at limits not less than $100,000.00 bodily injury by disease per employee; $500,000.00 bodily injury by disease aggregate; and $100,000.00 bodily injury by accident.
2. Commercial General Liability. The vendor will be required to maintain a comprehensive commercial general liability insurance (CGL) policy protecting it from bodily injury claims and property damage claims which may arise from operations under the contract whether the operations are by the vendor or by a subcontractor or by anyone directly or indirectly employed under the contract. The minimum insurance amounts will be:

$2,000,000.00 per occurrence
$2,000,000.00 annual aggregate
$2,000,000.00 annual aggregate – Products/Completed Operations

In addition, the following coverages must be included:

- Premises and Operations Bodily Injury and Property Damage
- Personal and Advertising Injury
- Products and Completed Operations Liability
- Blanket Contractual Liability

Name the following as Additional Insureds:
- Board of Trustees of the Minnesota State Colleges and Universities
- Minnesota State University Moorhead

3. Commercial Automobile Liability. The vendor will be required to maintain insurance protecting it from bodily injury claims and property damage claims which may arise from operations of vehicles under the contract whether such operations were by the vendor, a subcontractor or by anyone directly or indirectly employed under the contract. The minimum insurance amounts will be:

$2,000,000.00 per occurrence Combined Single Limit (CSL)

In addition, the following coverages should be included:

4. Errors and Omissions (E & O) Insurance. The vendor will be required to maintain insurance protecting it from claims the vendor may become legally obligated to pay resulting from any actual or alleged negligent act, error or omission related to the vendor’s professional services required under this contract. The minimum insurance amounts will be:

$2,000,000.00 per occurrence
$2,000,000.00 annual aggregate

Any deductible will be the sole responsibility of the vendor and may not exceed $50,000 without the written approval of Minnesota State. If the vendor desires authority from Minnesota State to have a deductible in a higher amount, the vendor shall so request in writing, specifying the amount of the desired deductible and providing financial documentation by submitting the most current audited financial statements so that Minnesota State can ascertain the ability of the vendor to cover the deductible from its own resources.

The retroactive or prior acts date of such coverage shall not be after the effective date of this contract and vendor shall maintain such insurance for a period of at least three (3) years, following completion of the work. If such insurance is discontinued, extended reporting period coverage must be obtained by vendor to fulfill this requirement.
Additional Insurance Conditions:

- Vendor’s policy(ies) shall be primary insurance to any other valid and collectible insurance available to Minnesota State with respect to any claim arising out of vendor’s performance under this contract;
- If vendor receives a cancellation notice from an insurance carrier affording coverage herein, vendor agrees to notify Minnesota State within five (5) business days with a copy of the cancellation notice, unless vendor’s policy(ies) contain a provision that coverage afforded under the policy(ies) will not be cancelled without at least thirty (30) days advance written notice to Minnesota State;
- Vendor is responsible for payment of contract related insurance premiums and deductibles;
- If vendor is self-insured, a Certificate of Self-Insurance must be attached;
- Vendor’s policy(ies) shall include legal defense fees in addition to its liability policy limits, with the exception of B.4 above;
- Vendor shall obtain insurance policy(ies) from insurance company(ies) having an “AM BEST” rating of A- (minus); Financial Size Category (FSC) VII or better, and authorized to do business in the State of Minnesota; and
- An Umbrella or Excess Liability insurance policy may be used to supplement the vendor’s policy limits to satisfy the full policy limits required by the contract.

C. Minnesota State University Moorhead reserves the right to immediately terminate the contract if the vendor is not in compliance with the insurance requirements and retains all rights to pursue any legal remedies against the vendor. All insurance policies must be available for inspection by Minnesota State University Moorhead and copies of policies must be submitted to Minnesota State University Moorhead's authorized representative upon written request.

State Audit

The books, records, documents and accounting practices and procedures of the vendor relevant to the contract(s) must be available for audit purposes to Minnesota State and the Legislative Auditor’s Office for six (6) years after the termination/expiration of the contract.

Minnesota Government Data Practices Act

The requirements of Minnesota Statutes § 13.05, subd. 11 apply to the contract. The vendor must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by Minnesota State, its schools and the System Office in accordance with the contract and as it applies to all data created, gathered, generated or acquired in accordance with the contract. All materials submitted in response to this RFP will become property of the State of Minnesota and will become public record after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when Minnesota State has completed negotiating the contract with the selected vendor. If the vendor submits information in response to this RFP that it believes to be trade secret materials as defined by the Minnesota Government Data Practices Act, the vendor must:

- mark clearly all trade secret materials in its response at the time the response is submitted;
- include a statement with its response justifying the trade secret designation for each item;
- defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State of Minnesota, Minnesota State, its agents and employees, from any judgments or damages awarded against the State or Minnesota State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives Minnesota State’s award of a contract. In submitting a response to this RFP, the
responder agrees this indemnification survives as long as the trade secret materials are in possession of Minnesota State.

Minnesota State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

**Conflict of Interest**

The vendor must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that it is contemplated in this Request for Proposal. The list should indicate the names of the entity, the relationship, and a discussion of the conflict.

**Organizational Conflicts of Interest**

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances that could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice, or the vendor’s objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the respective school’s chief financial officer or the System Office’s Business Manager that must include a description of the action which the vendor has taken or proposes to take to avoid or mitigate such conflicts. If an organizational conflict of interest is determined to exist, the school or System Office may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to the contracting officer, the school or System Office may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms “contract,” “contractor,” and “contracting officer” modified appropriately to preserve Minnesota State’s rights.

**Physical and Data Security**

The vendor is required to recognize that on the performance of the contract the vendor will become a holder of and have access to private data on individuals and nonpublic data as defined in the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13; and other applicable laws.

In performance of the contract, the vendor agrees it will comply with all applicable state, federal and local laws and regulations, including but not limited to the laws under Minnesota Statute Chapters 13 relating to confidentiality of information received as a result of the contract. The vendor agrees that it, its officers, employees and agents will be bound by the above confidentiality laws and that it will establish procedures for safeguarding the information.

The vendor agrees to notify its officers, employees and agents of the requirements of confidentiality and of the possible penalties imposed by violation of these laws. The vendor agrees that neither it, nor its officers, employees or agents will disclose or make public any information received by the vendor on behalf of Minnesota State and Minnesota State University Moorhead.

The vendor shall recognize Minnesota State’s sole and exclusive right to control the use of this information. The vendor further agrees it shall make no use of any of the described information, for either internal or external purposes, other than that which is directly related to the performance of the contract.

The vendor agrees to indemnify and hold harmless the State of Minnesota, Minnesota State and Minnesota State University Moorhead from any and all liabilities and claims resulting from the
unauthorized disclosure by the vendor, its officers, employees or agents of any information required to be held confidential under the provisions of the contract. The vendor must return all source data to the “Authorized Representative” to be identified in the contract.

Section VI. RFP Responses

Submission

Sealed proposals must be received at the following address not later than Thursday, April 18, 2019 at 2:00pm CST.

Institution: Minnesota State University Moorhead
Name: David Leonard
Title: Physical Plant Director
Mailing Address: 1104 7th Avenue South, Moorhead, MN 56563
Physical Address: 709 17th Street South, Moorhead, MN 56563
Telephone: 218-477-4444

The responder shall submit 4 copies of its RFP response using the RFP Response form included with this RFP and attaching additional materials as needed to meet the submittal criteria noted in Section IV. Response Evaluation.

Proposals are to be sealed in mailing envelopes or packages with the responder’s name and address clearly written on the outside. Proof of authority of the person signing must accompany the response.

Proposals received after this date and time will be returned to the responder unopened.

Fax and e-mail responses will not be considered.

Proposals made in pencil will be rejected. Alterations in cost figures used to determine the lowest priced proposal will be rejected unless initialed in ink by the person responsible for or authorized to make decisions as to price quoted. The use of “white out” is considered an alteration.

The remainder of this page was intentionally left blank
STATE OF MINNESOTA
AFFIDAVIT OF NON-COLLUSION

I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation);

2. That the attached proposal submitted in response to the ________________________ Request for Proposal has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment or services described in the Request for Proposal, designed to limit fair and open competition;

3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals; and

4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Responder’s Firm Name: __________________________________________

Authorized Signature: _____________________________________________

Date: __________________________________________________________

Subscribed and sworn to me this ________ day of __________

Notary Public: _________________________________________

My commission expires: ________________________________
NOTICE TO CONTRACTORS
AFFIRMATIVE ACTION
CERTIFICATION OF COMPLIANCE

It is hereby agreed between the parties that Minnesota State will require that affirmative action requirements be met by contractors in relation to Minnesota Statutes §363A.36 and Minnesota Rules, 5000.3400 to 5000.3600. Failure by a contractor to implement an affirmative action plan or make a good faith effort shall result in revocation of its certificate or revocation of the contract (Minnesota Statutes §363A.36, subdivisions 3 and 4).

Under the Minnesota Human Rights Act, §363A.36, businesses or firms entering into a contract over $100,000 which have more than forty (40) full-time employees within the state of Minnesota on a single working day during the previous twelve (12) months, or businesses or firms employing more than forty (40) full-time employees on a single working day during the previous twelve (12) months in a state in which its primary place of business is domiciled and that primary place of business is outside of the State of Minnesota but within the United States, must have submitted an affirmative action plan that was received by the Commissioner of Human Rights for approval prior to the date and time the responses are due. A contract over $100,000 will not be executed unless the firm or business having more than forty (40) full-time employees, either within or outside the State of Minnesota, has received a certificate of compliance signifying it has an affirmative action plan approved by the Commissioner of Human Rights. The Certificate is valid for four (4) years. For additional information, contact the Department of Human Rights, Freeman Building, 625 Robert Street North, Saint Paul, MN 55155.

Effective July 1, 2003. The Minnesota Department of Human Rights is authorized to charge a $150.00 fee for each Certificate of Compliance issued. A business or firm must submit its affirmative action plan along with a cashier's check or money order in the amount of $150.00 to the Minnesota Department of Human Rights or you may contact the Department for additional information at the Compliance Services Unit, Freeman Building, 625 Robert Street North, Saint Paul MN 55155.
State Of Minnesota – Affirmative Action Certification

If your response to this solicitation is or could be in excess of $100,000, complete the information requested below to determine whether you are subject to the Minnesota Human Rights Act (Minnesota Statutes 363A.36) certification requirement, and to provide documentation of compliance if necessary. It is your sole responsibility to provide this information and—if required—to apply for Human Rights certification prior to the due date of the bid or proposal and to obtain Human Rights certification prior to the execution of the contract. The State of Minnesota is under no obligation to delay proceeding with a contract until a company receives Human Rights certification.

BOX A – For companies which have employed more than 40 full-time employees within Minnesota on any single working day during the previous 12 months. All other companies proceed to BOX B.

Your response will be rejected unless your business:

- has a current Certificate of Compliance issued by the Minnesota Department of Human Rights (MDHR) —or—
- has submitted an affirmative action plan to the MDHR, which the Department received prior to the date the responses are due.

Check one of the following statements if you have employed more than 40 full-time employees in Minnesota on any single working day during the previous 12 months:

- We have a current Certificate of Compliance issued by the MDHR. Proceed to BOX C. Include a copy of your certificate with your response.
- We do not have a current Certificate of Compliance. However, we submitted an Affirmative Action Plan to the MDHR for approval, which the Department received on __________________ (date). Proceed to BOX C.
- We do not have a Certificate of Compliance, nor has the MDHR received an Affirmative Action Plan from our company. We acknowledge that our response will be rejected. Proceed to BOX C. Contact the Minnesota Department of Human Rights for assistance. (See below for contact information.)

Please note: Certificates of Compliance must be issued by the Minnesota Department of Human Rights. Affirmative Action Plans approved by the Federal government, a county, or a municipality must still be received, reviewed, and approved by the Minnesota Department of Human Rights before a certificate can be issued.

BOX B – For those companies not described in BOX A

Check below.

- We have not employed more than 40 full-time employees on any single working day in Minnesota within the previous 12 months. Proceed to BOX C.

BOX C – For all companies

By signing this statement, you certify that the information provided is accurate and that you are authorized to sign on behalf of the responder. You also certify that you are in compliance with federal affirmative action requirements that may apply to your company. (These requirements are generally triggered only by participating as a prime or subcontractor on federal projects or contracts. Contractors are alerted to these requirements by the federal government.)

Name of Company: _____________________________ Date _____________________________

Authorized Signature: ____________________________ Telephone number: ____________________________

Printed Name: ____________________________ Title: ____________________________

For assistance with this form, contact:
Minnesota Department of Human Rights, Compliance & Community Relations
Freeman Building, 625 Robert Street North, Saint Paul, MN 55155
Phone: 651-296-5663 Toll Free: 800-657-3704
Fax: 651-296-9042 TTY: 651-296-1283
Web: mn.gov/mdhr
Email: compliance.mndh@state.mn.us

Affirmative Action Certification Page, Revised 6/11 – MDHR
MINNESOTA STATE COLLEGES AND UNIVERSITIES
NOTICE TO VENDORS

AFFIRMATIVE ACTION CERTIFICATION OF COMPLIANCE

The amended Minnesota Human Rights Act (Minnesota Statutes §363A.36) divides the contract compliance program into two categories. Both categories apply to any contracts for goods or services in excess of $100,000.

The first category applies to businesses that have had more than 40 full-time employees within Minnesota on a single working day during the previous 12 months. The businesses in this category must have submitted an affirmative action plan to the Commissioner of the Department of Human Rights prior to the due date and time of the response and must have received a Certificate of Compliance prior to execution of the contract or agreement.

The secondary category applies to businesses that have had more than 40 full-time employees on a single working day in the previous 12 months in the state in which its primary place of business is domiciled. The businesses in this category must certify to Minnesota State that it is in compliance with federal affirmative action requirements before execution of the contract. For further information, contact the Department of Human Rights, Compliance Services Unit, 625 Robert Street North, Saint Paul MN 55155; Voice: 651-296-5663; Toll Free: 800-657-3704; TTY: 651-296-1283.

Minnesota State is under no obligation to delay the award or the execution of a contract until a vendor has completed the Human Rights certification process. It is the sole responsibility of the vendor to apply for and obtain a Human Rights certificate prior to contract execution.

It is hereby agreed between the parties that Minnesota State will require affirmative action requirements be met by vendors in relation to Minnesota Statutes §363A.36 and Minnesota Rules, 5000.3400 to 5000.3600.

Under the Minnesota Human Rights Act, §363A.36, subdivision 1, no department or agency of the state shall execute an order in excess of $100,000 with any business within the State of Minnesota having more than 40 full-time employees in a single working day during the previous 12 months unless the firm or business has an affirmative action plan for the employment of minority persons, women, and the disabled that has been approved the Commissioner of Human Rights. Receipt of a Certificate of Compliance issued by the Commissioner shall signify that a firm or business has an affirmative action plan approved by the Commissioner.

Failure by the vendor to implement an affirmative action plan or make a good faith effort shall result in revocation of its certificate or revocation of the order (Minnesota Statutes §363A.36, subdivisions 3 and 4). A certificate is valid for a period of four (4) years.

DISABLED INDIVIDUAL CLAUSE

A. A vendor shall not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The vendor agrees to take disabled individuals without discrimination based on their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection of training, including apprenticeship.
B. The vendor agrees to comply with the rules and relevant order of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

C. In the event of a vendor’s noncompliance with the requirements of this clause, actions for noncompliance may be taken by the Minnesota Department of Human Rights pursuant to the Minnesota Human Rights Act.

D. The vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Commissioner of the Minnesota Department of Human Rights. Such notices shall state the vendor obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment and the rights of applicants and employees.

E. The vendor shall notify each labor union or representative of workers with which it has a collective bargaining agreement or other order understanding, that the vendor is bound by the terms of Minnesota Statutes §363A.36 of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled individuals.

It is hereby agreed between the parties that Minnesota Statutes §363A.36 and Minnesota Rules 5000.3400 to 5000.3600 are incorporated into any order of Minnesota Statutes §363A.36 and Minnesota Rules, 5000.3400 to 5000.3600 are available from Minnesota Bookstore, 660 Olive Street, St. Paul, Minnesota 55155.

By signing this statement the vendor certifies that the information provided is accurate.

NAME OF COMPANY: ______________________________________________

AUTHORIZED SIGNATURE: _________________________________________

TITLE: ____________________________________________________________

DATE: ____________________________________________________________

Revised 1/22/09
Minnesota Department of Human Rights
ATTN: Contract Compliance
Freeman Building
625 Robert Street North
Saint Paul, MN 55155
(Or Send to: compliance.MDHR@state.mn.us.)
Equal Pay Certificate Application

- We are in compliance with Title VII of the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Minnesota Human Rights Act, and the Minnesota Equal Pay Act for Equal Work Law.
- The average compensation for female employees is not consistently below the average compensation for male employees, taking into account mitigating factors, within each of the major job categories in your EEO-1 report. If you are not required to file an EEO-1 report, taking into account mitigating factors, the average compensation for female employees is not consistently below the average compensation for male employees within your organization.
- We make hiring, retention and promotion decisions without regard to gender, nor do we limit employees based on gender to certain job classifications.
- We promptly correct wage and benefit disparities.
- We evaluate wages and benefits (annually) (two year period) (other, please specify) to ensure compliance with the above identified laws.
- In determining our employee compensation we use: (check below)
  ___ Market pricing approach
  ___ State prevailing wage or union contract requirements
  ___ Performance pay system
  ___ An internal analysis
  ___ Other method (please specify) ________________________________

Enclosed is our application fee of $150, made payable to the “Minnesota Department of Human Rights.”

In signing below, I affirm that I am the Board Chairperson or Chief Executive Officer and that the above information to the best of my understanding is accurate and complete.

__________________________  ____________________________  ________________
Signature                  Print Name                  Date

__________________________  ____________________________
Business Name              Business Address

MnSCU RFP Template-OGC Revised December 9, 2014
STATE OF MINNESOTA
VETERAN-OWNED PREFERENCE FORM

In accordance with Minn. Stat. §16C.16, subd. 6a, the Minnesota State may award up to a 6% preference in the amount bid on state procurement to certified small businesses that are majority owned and operated by veterans.

Veteran-Owned Preference Requirements - See Minn. Stat. §16C.19(d):

1. Principal place of business is in Minnesota.

and

2. The United States Department of Veterans Affairs verifies the business as being a veteran-owned small business under Public Law 109-461 and Code of Federal Regulations, title 38, part 74.

Statutory requirements and appropriate documentation must be met by the solicitation response due date and time to be awarded the veteran-owned preference. The preference applies only to the first $500,000 of a solicitation response.

Claim the Preference

By signing below I confirm that:

My company is claiming the veteran-owned preference afforded by Minn. Stat. § 16C.16, subd. 6a. by making this claim, I verify that:

• My company’s principal place of business is in Minnesota; and
• The United States Department of Veteran’s Affairs verifies my company as being a veteran-owned small business. (Supported By Attached Documentation)

Name of Company: _____________________________ Date: __________________________

Authorized Signature: _____________________________ Telephone: __________________________

Printed Name: _____________________________ Title: __________________________

Attach documentation, sign, and return this form with your solicitation response to claim the veteran-owned preference.
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<th>STATE ID #</th>
<th>Serial #</th>
<th>Stops</th>
<th>Jack/Drive</th>
<th>Capacity</th>
<th>Door Type</th>
<th>Manufacturer</th>
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</table>
MINNESOTA STATE COLLEGES AND UNIVERSITIES
Minnesota State University Moorhead

REQUEST FOR PROPOSAL (RFP)
for
Elevator Maintenance and Testing Services

RFP Response Form

Proposers should submit this form as part of their proposals in accordance with Section VI. RFP Responses.

1. Vendor shall express understanding for the services requested in the proposal as a separate attachment.

2. A lump sum yearly cost for all routine inspection, maintenance and testing services as described in the proposal for each of the areas noted on Exhibit A - MSUM Elevators list. Please note delayed start dates for many of the CMU and all of the Housing elevators. Please factor these reduced timeframes into the first years’ service costs accordingly.

<table>
<thead>
<tr>
<th>Area</th>
<th>Line #s noted on Exhibit A</th>
<th>June 1, 2019 – May 31, 2020</th>
<th>June 1, 2020 – May 31, 2021</th>
<th>June 1, 2021 – May 31, 2022</th>
<th>June 1, 2022 – May 31, 2023</th>
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<td>Wellness Center</td>
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<td>CMU</td>
<td>Lines 27-31</td>
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<td>Housing &amp; Residential Life</td>
<td>Lines 32-40</td>
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<td>Totals</td>
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Total Amount for all Areas for All Years in Written form: ________________________

Dollars ($__________________)

3. Hourly rate for work requested on an as-needed basis during normal business hours $_______

4. Hourly rate for work requested on an on call/emergency basis $_______

5. Response time for work requested on an as-needed basis during normal business hours _____ Hours

6. Response time for work requested on an on call/emergency basis _____ Hours

7. Vendor shall submit qualifications of company and individuals who will act as contacts for Minnesota State University Moorhead as a separate attachment.
The proposal must be completed and signed in the firm's name or corporate name of the vendor, and must be fully and properly executed and signed in blue or black ink by an authorized representative of the vendor. Proof of authority of the person signing must accompany the response.

Vendor Name:  _____________________________________

Vendor Address:  _____________________________________

Vendor Contact:  _____________________________________

Vendor Signature:  ______________________________  Date:  ______________________________