

**MINNESOTA STATE COLLEGES AND UNIVERSITIES**  
**Minnesota State University Moorhead**

**RFP Response Form**  
**for**  
**Boiler Services**

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

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

- 1. Hourly rate for work requested on an as-needed basis during normal business hours     \$ \_\_\_\_\_
- 2. Hourly rate for work requested on an on call/emergency basis     \$ \_\_\_\_\_
- 3. Response time for work requested on an as-needed basis during normal business hours     \_\_\_\_\_ Hours
- 4. Response time for work requested on an on call/emergency basis.     \_\_\_\_\_ Hours
- 5. Travel costs
  - a. Mobilization charge     \$ \_\_\_\_\_
  - b. Mileage rate     \$ \_\_\_\_\_
  - c. Per diem charges     \$ \_\_\_\_\_

6. Qualifications of the vendor. Indicate the name of the individuals who will act as contacts for Minnesota State University Moorhead. Provide qualifications and background as a separate attachment.

\_\_\_\_\_

\_\_\_\_\_

7. Provide at least two (2) business references. Include contact information.

\_\_\_\_\_

\_\_\_\_\_

8. Preference to Target Group \_\_\_\_\_

9. Veteran-Owned Preference \_\_\_\_\_

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 by an authorized representative of the vendor.

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Name of Person Authorized to Submit this Proposal: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_