MINNESOTA STATE COLLEGES AND UNIVERSITIES

Minnesota State University Moorhead

REQUEST FOR PROPOSAL (RFP)

FOR

Fire and Water Damage Cleanup & Restoration
October 2022

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FOR Fire and Water Damage Cleanup & Restoration

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Notice

This Request for Proposal (RFP) does not obligate the Minnesota State Colleges and Universities 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. Minnesota State reserves the right to reject a proposal if required information is not provided or is not organized as directed.

Minnesota State University Moorhead also reserves the right to waive minor informalities and 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.

Any decision to cancel or reject any and all proposals is in Minnesota State’s sole discretion. Minnesota State also reserves the right to change the evaluation criteria or any other provision in this RFP by posting notice of the change(s) on the Vendors and Suppliers at Minnesota State page. Vendors should check the site daily for updates (e.g. amendments, responses to questions) and are expected to review information on the site carefully before submitting a final proposal. Such changes or updates above constitutes written notice to each Vendor.

Definitions

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

Minnesota State: 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 (MSUM)

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 as the successful responder(s) responsible to execute the terms of a contract.

Targeted Group Business (TGB): A business that is at least 51% owned, by a woman, racial minority, or person with substantial physical disability.

Minority-Owned Business Enterprise (MBE): Independent business which is at least 51% owned and operated by one or more minority group member (citizen of the United States or permanent resident who is Black, Hispanic, Asian, or American Indian).

Women-Owned Business Enterprise (WBE): Independent business which is at least 51% owned and operated by one or more women.

Economically Disadvantaged (ED) Business and Individuals: Independent business or persons must be located in an Economically Disadvantaged Area in Minnesota as defined by Minnesota Department of Administration.

Veteran-Owned Business Enterprise (VO): Independent business which is at least 51% owned by a veteran or service-disabled veteran as determined by the Minnesota Department of Veterans Affairs.

About Minnesota State and

Minnesota State University Moorhead

Minnesota State Colleges and Universities is the third-largest system of state colleges and universities in the United States. It comprises 33 state colleges and universities with 54 campuses located in 47 Minnesota communities. Minnesota State serves approximately 350,000+ plus students each year. Minnesota State employs more than 15,000+ dedicated faculty and staff focused on student success. Minnesota State is an independent state entity that is governed by a 15-member Board of Trustees. For more information about the colleges and universities of Minnesota State, please view its website at www.minnstate.edu.

Minnesota State University Moorhead (MSUM) has been a cornerstone of activity in northwestern Minnesota since its founding as a State Teachers College in 1885. MSUM serves as a tremendous resource and asset to the Fargo-Moorhead area, a thriving community of more than 200,000 people.

With more than 6,000 students, faculty and staff, MSUM is the institution of choice for students from the region, other states and countries. MSUM is dedicated to providing students with a solid academic foundation, which is further defined in our mission.

Minnesota State University Moorhead is a caring community promising all students the opportunity to discover their passions, the rigor to develop intellectually and the versatility to shape a changing world.
The academic programs at MSUM are founded upon a common liberal studies experience and emphasize developing the unique talents of each student. Minnesota State University Moorhead:

- provides baccalaureate-level programs in the liberal arts, natural and social sciences, teacher education, business and technology, the fine arts, and professional areas;
- provides selected graduate programs in response to regional needs;
- encourages scholarly and creative endeavors that promote a commitment between faculty and students according to their disciplines;
- supports continued professional development;
- and, as always, promotes excellence in learning.

Minnesota State University Moorhead enhances the quality of life in the region with the professional, cultural, and recreational services offered by its students, faculty, and staff.

**Authority**

This RFP is undertaken by Minnesota State University Moorhead (hereinafter “Minnesota State”) pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws. Minnesota State will select the Vendor(s) whose proposal(s), and oral presentation(s) if requested, demonstrate in its sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost-effective manner. Minnesota State reserves the right to accept or reject proposals, in whole or in part, and to negotiate separately as necessary to serve the best interests of Minnesota State. This RFP does not obligate Minnesota State 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.

**Project Overview**

Minnesota State University Moorhead is requesting proposals for fire, water, and mold restoration services for a contract term of three years with the option to renew for an additional two years. The purpose of this RFP is to obtain pricing, procedure, and service work information from interested vendors.

**Technical/Functional Requirements**

The selected vendor is to provide emergency and non-emergency fire, water, and storm damage restoration, mold remediation, and commercial steam cleaning services for the University.

The vendor must be able to remove and dispose of various damaged items according to Federal, State, and local laws and regulations.

The vendor must be able to clean damaged areas according to Federal, State, local laws and regulations.
The vendor must outline any duties or functions they intend to subcontract. The University may award multiple contracts based on vendor’s ability to satisfy RFP requirements. Vendors must have an MSUM parking permit if not operating a lettered vehicle. Vendors are responsible for all University parking tickets.

Technicians must abide by MSUM Key and Card policy.

Vendor must be able to provide 24-hour emergency services

**RFP Information Contact**

An authorized representative of Minnesota State for purposes of responding to inquiries about the RFP is:

- **Name:** Mitchell Hogue
- **Title:** Building Maintenance Supervisor
- **Address:** 1104 7th Avenue South, Moorhead, MN 56563
- **Telephone:** 218.477.4025
- **E-mail address:** mitchell.hogue@mnstate.edu

Other persons are **not** authorized to discuss RFP requirements before the proposal submission deadline and Minnesota State shall not be bound by and vendors may not rely on information regarding RFP requirements obtained from non-authorized persons. Questions must include the name of the questioner and his/her telephone number, fax number and/or e-mail address. Anonymous inquiries will not be answered.

**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 and the Vendor.

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

**Minnesota State’s RFP Terms and Conditions**

This RFP includes and incorporates RFP Terms and Conditions. Vendors should be aware of the terms and conditions in preparing responses to this RFP. Much of the language reflected in any resulting contract with Minnesota State is required by statute. If you take exception to any of the language in the terms and conditions, you must indicate those exceptions in your response to the RFP; certain exceptions may result in your proposal being disqualified from further review.
and evaluation. Only those exceptions indicated in your response to the RFP will be available for discussion or negotiation.

**Authorized Signature**

The proposal must be completed and signed in the firm's name or corporate name of the Vendor and must be fully signed by an authorized representative of the Vendor. Proof of authority of the person signing must accompany the response.

**Selection and Implementation Timeline**

<table>
<thead>
<tr>
<th>Key Dates</th>
<th>Timeline</th>
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<tbody>
<tr>
<td>Monday, October 10, 2022</td>
<td>Publishes RFP notice on MinnState.edu</td>
</tr>
<tr>
<td>Monday, October 17, 2022</td>
<td>Deadline for Vendors to submit clarifying questions</td>
</tr>
<tr>
<td>Monday, October 24, 2022</td>
<td>Deadline to publish responses to RFP questions</td>
</tr>
<tr>
<td>Friday, October 28, 2022</td>
<td>Deadline for RFP proposal submissions</td>
</tr>
<tr>
<td>Wednesday, November 2, 2022</td>
<td>Vendor(s) selected and notified</td>
</tr>
<tr>
<td>Friday, November 18, 2022</td>
<td>Deadline for executing contract</td>
</tr>
</tbody>
</table>

MINNESOTA STATE reserves the right to not award a contract. The dates noted above are estimates, but are reasonable for the purposes of presenting deadlines.

**Contract Term**

MINNESOTA STATE desires to enter into a contract with the successful Vendor(s) effective immediately or on the date the last recognized signature is obtained, whichever occurs later. The length of such contract(s) will be three years with the option to renew for an additional two years. If MINNESOTA STATE and Vendor are unable to negotiate and sign a contract by November 18, 2022, then MINNESOTA STATE reserves the right to seek an alternative Vendor(s).

**Proposal Deadline**

Submitted proposals must be received at the following address not later than 2:30 p.m. CT, Friday, October 28, 2022:

- **Institution:** Minnesota State University Moorhead
- **Name:** Mitchell Hogue
- **Title:** Building Maintenance Supervisor
- **Mailing Address:** 1107 7th Avenue South, Moorhead, MN 56563
Email: mitchell.hogue@mnstate.edu

Format of Proposals and Submission

The responder should email its RFP response as a PDF. Attachment limits are 50MB. If file sizes are too large, please create multiple smaller files and email them separately. Hyperlinks to submissions in the cloud storage will not be accepted. Proposals received after the proposal deadline date and time will not be considered. MSUM email receipt time stamp will be used for consideration, not the senders. Fax responses will not be considered.

This RFP as well as any submitted questions and answers will be posted as a link to: http://minnstate.edu/vendors/index.html. It is the responder’s responsibility to check the site on a regular basis.

Proposal Content

Vendors must submit the following information:

1. **Adherence to MINNESOTA STATE Terms and Conditions:** A statement of the objectives, goals, and tasks to show or demonstrate the vendor's view and understanding of the nature of the contract.

2. **Work Plan:** Vendor will submit a work plan outlining hours of operation, procedure for communicating work order or service requests, and response times. The work plan should include an outline for requesting both emergency and non-emergency service requests.

3. **Qualifications of Vendor and its Personnel:** An outline of the vendor's background and experience with examples of similar work done by the vendor and a list of personnel who will conduct the project, detailing their training, and work experience. Resumes or other information about project personnel should not, if possible, contain personal telephone numbers, home addresses or home email addresses. If it is necessary to include personal contact information, please clearly indicate in the proposal that personal contact information is being provided.

4. **Cost/Value:** Vendors are to identify for each of the three contract years a pricing structure. The pricing structure for the duration of the contract must outline travel costs, administrative fees, etc. if they are to be used. Please differentiate costs between emergency and non-emergency service calls, costs based on type of service offered, or cost per hour.
Terms of Payment

Payment shall be made by MINNESOTA STATE promptly after Vendor’s presentation of invoices for services performed and acceptance of such services by MINNESOTA STATE’S authorized representative. All services provided by the Vendor pursuant to the resulting contract shall be performed to the satisfaction of MINNESOTA STATE, as determined at the sole discretion of its authorized representative, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. The Vendor shall not receive payment for work found by MINNESOTA STATE to be unsatisfactory or performed in violation of any applicable federal, state or local law, ordinance, rule or regulation.

Required Documents and Forms

1. Affidavit of Non-Collusion. All vendors must complete the Affidavit of Non-Collusion and submit it with the response.

2. Conflicts of Interest. 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 is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

3. Workforce Certificate. For all contracts estimated to be in excess of $100,000, vendors are required to complete the Minnesota Department of Human Rights Workforce Certificate Form and submit your certification with the response (including extension options).

4. Equal Pay Certification. For all businesses with 40 or more employees and a contract is estimated to be in excess of $500,000, responders are required to complete the Minnesota Department of Human Rights Equal Pay Certificate Form or claim exemption prior to contract execution. Submit your certification with the response (including extension options).

5. Supplier Diversity Program. If applicable, eligible certified diverse suppliers will receive preference in the evaluation of its proposal as outlined below. Submit your certification with the response. Supplier Diversity Form.

6. Preference for Small TG/ ED/ VO Businesses and Individuals. If applicable, eligible certified TG/ED/VO businesses will receive preference points in the evaluation of its proposal as outlined below. Submit your certification with the response. Vendors may apply for certification through the Minnesota Small Business Certification Portal.
Selection Process

The selection process includes the Housing and Residential Life Building Maintenance Supervisor, Assistant Director for Operations Student Union, and Assistant Director Housing and Residential Life. This group will evaluate the proposals and make the final decision.

RFP Evaluation Factors

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

<table>
<thead>
<tr>
<th>No.</th>
<th>Evaluation Factors</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Adherence to MINNESOTA STATE Terms and Conditions</td>
<td>10%</td>
</tr>
<tr>
<td>2.</td>
<td>Work Plan</td>
<td>30%</td>
</tr>
<tr>
<td>3.</td>
<td>Price</td>
<td>35%</td>
</tr>
<tr>
<td>4.</td>
<td>Qualifications of Vendor and its personnel</td>
<td>10%</td>
</tr>
<tr>
<td>5.</td>
<td>Completeness, thoroughness and detail of response as reflected by the proposal’s discussion and coverage of all elements of work listed above</td>
<td>5%</td>
</tr>
<tr>
<td>6.</td>
<td>Supplier Diversity Program: if applicable, respondent is a certified TGB and/or respondent commits to sub-contracting 10% or more of the value of the contract to a certified TGB</td>
<td>10%</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td>100%</td>
</tr>
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</table>

MINNESOTA STATE reserves the right to name a date which all responding Vendors will be invited to present demonstrations or participate in an interview.

MINNESOTA STATE 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.

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.

Supplier Diversity

In accordance with Board Policy 5.14, Minnesota State is committed to enhance and optimize business and contracting opportunities that promotes economic growth and prosperity of the student bodies and the communities we serve. Minnesota State created the Supplier Diversity program to foster partnerships with historically under-utilized businesses and ensure that diverse suppliers are given equal opportunities to provide goods and services system-wide. Eligible
diverse suppliers are encouraged to complete the Supplier Diversity Form that will be used to confirm eligibility and award points based on their status and/or commitment to meeting the stated diversity goal for the specific project.

Preferecne to Small TG/ED/VO:

In accordance with Minnesota Rules, part 1230.1810 and Minn. Stat. §§ 16C.16, the basis of award is that of a certified prime TG, ED, and VO business or individual will receive a six percent (6%) preference. Preferences are not cumulative; the total percentage of preference granted on a contract may not exceed the highest percentage of preference allowed for that contract. The points are applied to the final cost of the evaluation of the project submitted by non-TG/ED/VO. Eligible, verified, small businesses currently listed in the Directory of Certified TG/ED/VO are eligible for the preference points.

Vendors interested in becoming certified should refer to the Office of Equity in Procurement with the State of Minnesota.