**STATE OF MAINE**

**Department of Administrative and Financial Services**

*Bureau of Real Estate Management*



**RFP# 201906099**

**Pre-Qualified Vendor List for Property Management Services**

|  |  |
| --- | --- |
| **RFP Coordinator** | *All communication regarding this RFP must be made through the RFP Coordinator identified below*.  **Contact Information:** [Proposals@maine.gov](mailto:Proposals@maine.gov) |
| **Submitted Questions** | *Questions regarding this RFP can be submitted at any time while this RFP is open. All questions must be submitted, by e-mail, to the address identified above. Please include* ***“RFP#201906099”*** *in the subject line of your email.* |
| **Open Enrollment** | *Proposals will be accepted at any time after the release of this RFP. Proposals must be submitted electronically to* [Proposals@maine.gov](mailto:Proposals@maine.gov)*. Please include* **“RFP# 201906099 Proposal Submission”** *in the subject line of your email/electronic submission.* |

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# **PUBLIC NOTICE**

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**State of Maine**

**Department of Administrative and Financial Services**

**RFP# 201906099**

**Pre-Qualified Vendor List for Property Management Services**

The State of Maine is seeking proposals for property management services for nine (9) regions covering the entire State and Springfield, MA (Big-E).

A copy of the RFP, as well as the Question & Answer Summary and all amendments related to this RFP, can be obtained at the following website: <https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps>

Proposals must be submitted to the State of Maine Division of Procurement Services, via e-mail, to the following email address: [Proposals@maine.gov](mailto:Proposals@maine.gov). Proposals will be opened at the Burton M. Cross Office Building, 111 Sewall Street - 4th Floor, Augusta, Maine on the next business day after they are received. Proposals not submitted to the Division of Procurement Services’ aforementioned email address will not be considered for list placement.

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\***

**RFP DEFINITIONS/ACRONYMS**

The following terms and acronyms shall have the meaning indicated below as referenced in this RFP:

|  |  |
| --- | --- |
| Term/Acronym | Definition |
| **Department** | Department of Administrative and Financial Services |
| **PQVL** | Pre-Qualified Vendor List |
| **RFP** | Request for Proposal |
| **State** | State of Maine |

**State of Maine - Department of Administrative and Financial Services**

*Bureau of Real Estate Management*

**RFP# 201906099**

**Pre-Qualified Vendor List for Property Management Services**

# **PART I INTRODUCTION**

## A. Purpose and Background

The Department of Administrative and Financial Services, Bureau of Real Estate Management, (Department) is seeking proposals to add to an established Pre-Qualified Vendor List (PQVL) for Property Management Services as defined in this Request for Proposals (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the Provider(s) will be selected and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Respondent(s).

The State of Maine, Department of Administrative and Financial Services, is seeking proposals for full service property management services to include waste disposal, elevator maintenance, pest mitigation, fire suppression testing/inspection, fire extinguishers, winter storm (plowing and hand shoveling), electrical, sprinkler system, Commercial Building Restoration, HVAC, handyperson, plumbing, lawncare/landscaping, roofing, water, air quality, and custodial services. The Department is seeking services for nine (9) regions for multiple full-service property maintenance companies. The regions are:

* Region 1 (York)
* Region 2 (Cumberland)
* Region 3 (Western)
* Region 4 (Mid Coast)
* Region 5 (Central)
* Region 6 (Penquis)
* Region 7 (Downeast)
* Region 8 (Aroostook)
* Region 9 (Springfield, MA – Big-E)

The State of Maine owns over 1,200 structures statewide that could potentially use the above-mentioned services. This RFP will assist and streamline procurement process for executive branch agencies completing property management at State owned facilities statewide.

***Please Note: Anyone who was accepted to the Pre-Qualified Vendor List resulting from RFP 201809185 does NOT have to apply for this RFP. The existing list that was created from that RFP is serving as the basis for this RFP, and all successful Vendors from RFP 201809185 will be immediately added to the new list resulting from this current RFP***.

## B. General Provisions

1. All contact with the State regarding this RFP must be made through the aforementioned RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding this RFP. Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.
2. Issuance of this RFP does not commit the Department to issue an award or to pay expenses incurred by a Respondent in the preparation of a response to this RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
3. All proposals should adhere to the instructions and format requirements outlined in this RFP and all written supplements and amendments (such as the Summary of Questions and Answers), issued by the Department. Proposals are to follow the format and respond to all questions and instructions specified below in the “Proposal Submission Requirements” section of this RFP.
4. Respondents shall take careful note that in evaluating a proposal submitted in response to this RFP, the Department will consider materials provided in the proposal, information obtained through interviews/presentations (if any), and internal Departmental information of previous contract history with the Respondent (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating a Respondent’s experience and capabilities.
5. The proposal shall be signed by a person authorized to legally bind the Respondent.
6. The RFP and the selected Respondent’s proposal, including all appendices or attachments, shall be the basis for the final contract, as determined by the Department.
7. Following announcement of an award decision, all submissions in response to this RFP will be considered public records available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) (1 M.R.S. §§ 401 et seq.).[Maine Freedom of Access Act](http://www.mainelegislature.org/legis/statutes/1/title1sec401.html)
8. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to this RFP.
9. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the Respondent’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

## C. Eligibility to Submit Bids

All qualified parties are invited to submit responses to this Request for Proposals. Minimum qualifications for each of the services solicited in this RFP are shown below. Specific qualifications may also be provided for each mini-bid.

Elevator Maintenance

Must have all applicable licensing and 3 years’ experience in the State of Maine.

Pest Mitigation

Must have all applicable licensing and 3 years’ experience in the State of Maine.

Fire Suppression Testing/Inspection

Must have all applicable licensing and 3 years’ experience in the State of Maine.

Fire Extinguishers

Must have all applicable licensing and 3 years’ experience in the State of Maine

Electrical

Must have all applicable licensing and 3 years’ experience in the State of Maine.

Sprinkler System

Must have all applicable licensing and a Responsible Managing Supervisor License.

Heating, Ventilation, Air Conditioning (HVAC)

Must have all applicable licensing and 3 years’ experience in the State of Maine

Plumbing

Must have all applicable licensing and 3 years’ experience in the State of Maine.

Roofing

Must have all applicable licensing and 3 years’ experience in the State of Maine.

Air Quality

Must have all applicable licensing and 3 years’ experience in the State of Maine.

## D. Pre-Qualified Vendor List Term

This RFP offers an open enrollment for new Vendors to be included on the Pre-Qualified Vendor List. Once selected, pre-qualified vendors do not need to reapply. Proposals will be accepted from Respondents on an ongoing basis (i.e release of the RFP). All proposals submitted during the open enrollment will be evaluated and Respondent’s will be notified of a decision of acceptance or non-acceptance to the PQVL within 30 days of receipt of their submission.

## E. Mini-Bid Process and Awards

The Department will notify all pre-qualified vendors based on capability (“capability” is defined as those vendors who provide the required services in the region in need) when specific services are needed. Each capable vendor on the pre-qualified list will be given a description of the particular services needed and asked to respond within 2 business days providing a project-specific cost proposal and their availability to provide services. The Department will then select one vendor based on vendor availability and proposed cost.

**Please note, the cost proposed under this RFP process will form the foundation of each Respondent’s future “mini-bid” responses – that is, a Respondent may not propose rates in the “mini-bid” that are above what is proposed in response to this RFP process (but a Respondent may propose a rate lower, if it so chooses).**

**The resulting PQVL will be used as a tool for the Departments, however** **each Department reserves the right to select vendors from the PQVL without using the mini-bid process for emergencies, for projects less than $5,000 and if only one vendor is capable of providing the required services in the region in need. At the discretion of the Department, large projects and/or projects with unique needs not covered within the RFP may be released and awarded through project specific RFPs. Vendors for those projects will not be selected from the PQVL, rather through a separate RFP or other procurement process based on their specific needs/timelines.**

**PART II SCOPE OF SERVICES TO BE PROVIDED**

The Department is seeking the following Property Management Services for eight (8) regions located within the State of Maine.

These services are separated out into the following categories and include but are not limited to the duties and skills listed that may be required by successful Respondents:

**Waste Disposal**:

The Vendor will install and service lockable dumpster(s) as needed, on site.

**Elevator Maintenance**:

* The Vendor will ensure all elevators are maintained “Inspection-ready” at all times.
  + Provide required service for electric and hydraulic Bi-weekly, Monthly, Quarterly, Semi-Annually and Annually.
  + Dumbwaiters; Monthly & Quarterly
  + All required quarterly Chairlifts maintenance.
* The Vendor will furnish all materials, labor, supervision, tools, supplies and equipment to provide maintenance and repair services for elevators, vertical lifts, chair lifts, and dumbwaiters
* The Vendor will conduct all inspections, adjustments, tests, and install replacement parts, regardless of the age of units, to ensure continuous use at their established capacity and efficiency for their intended purpose.
* The Vendor shall be responsible for any spillage of hydraulic fluids related to the operation of units including cleanup and disposal of the liquid solution.
* State licensure required.

**Pest Mitigation**

* The Vendor will furnish all supervision, labor, materials, applications, treatments and equipment necessary to accomplish the monitoring, management and pest removal components of the program.
* The Vendor shall provide quarterly inspections to provide proper identification, management and treatment of pests consistent with the IPM principles to include keeping pests below tolerable levels and to preventing infestations.
* Specific recordkeeping and reporting protocols are required.
* Vendor is required to be knowledgeable of current State of Maine policy and procedures for Integrated Pest Management.
* All of Vendor’s employees who may provide services under this Contract must be licensed and certified by the Maine Department of Agriculture, Board of Pesticide Control to apply pesticides.

**Fire Suppression Testing/Inspection**

The Vendor will furnish all supervision, labor and materials to perform the following inspection of building fire suppression equipment:

* Annual test(s) and inspection(s) to include, but not be limited to: control panel, batteries, LCD annunciator, digital dialer, manual station, ION/photo smoke detector, heat detector, horn strobe, elevator recall, smoke detector sensitivity, water flow switch, supervisory switch. Monitoring account: Fire annual monitoring (2 lines minimum). State licensure required.

**Fire Extinguishers**

Yearly inspections, replacement or refilling of Fire Extinguishers (when needed). State licensure required.

**Winter Storm (Plowing, Hand Shoveling, Sanding, Salting)**

Provide for rapid ice and snow removal from roadway, parking lot, steps, walkways, doorways, sidewalks, including salting and sanding as needed. Salt and sand must be supplied by the contractor. All equipment and materials must be provided by Vendor.

**Electrical**

Electrical services on an as needed basis to include any work required by a State licensed electrician.

**Sprinkler System**

Meet all testing requirements to meet the functionality of the automatic sprinkler system

* All system checks
  + Quarterly
  + Semi-annual
  + Annual
* To include:
* Wet and dry systems
* Preaction/deluge systems

Upon completion of required checks, a report will be required. State licensure required.

**Commercial Building Restoration**

Provide for rapid clean-up and restoration from damages resulting from an emergency. State licensure may be required.

**Heating, Ventilation, Air Conditioning (HVAC)**

To provide HVAC services to buildings identified by the agency. Work will include Annual PM, labor and mark-up on parts. State licensure required.

**Handyperson**

Provide services that include general maintenance and repair of equipment, and non-code electrical and plumbing services. Work involves the performance of a wide variety of mechanical tasks including the repair and installation of some heating and cooling equipment, and overall maintenance of buildings.

* 1. General maintenance plumbing, electrical and carpentry as needed.
  2. Perform general replacement, upkeep, and repair of heating, plumbing, and electrical fixtures or equipment such as clearing clogged drains, replacing external fixtures and similar tasks to maintain current systems.
  3. Repair electrical wiring, fixtures and motors to maintain electrical systems and equipment, including changing light bulbs.
  4. Repair, maintain, and alter masonry, walls, and woodwork in buildings to ensure structural stability and meet tenant requirements.
  5. Clean, maintain, and service hand tools, machines, equipment, and work areas to comply with safety standards, prolong equipment life, and maintain equipment availability.
  6. Touch up paint on the exterior and interior of building as requested.
  7. Sheetrocking
  8. Painting

**Plumbing**

Provide plumbing services to buildings identified by the agency. Work will include labor and mark-up on parts. State licensure required.

**Lawncare/Landscaping**

Provide mowing, weed-whacking, leaf raking, general landscape and sand/grass clipping clean-up.

**Roofing**

Provide roofing services to include replacement of asphalt shingles, ice and water shield, EPDM patchwork on ballasted and unballasted roofs State licensure may be required.

**Septic/Sewer**

Provide septic/sewer service to include but not limited to:

* Septic tank cleaning, pumping and trucking
* Pressure washing pump stations
* Sewer line jetting
* Grease trap cleaning
* Sewer pipe thawing
* General sewer line/manhole repair.

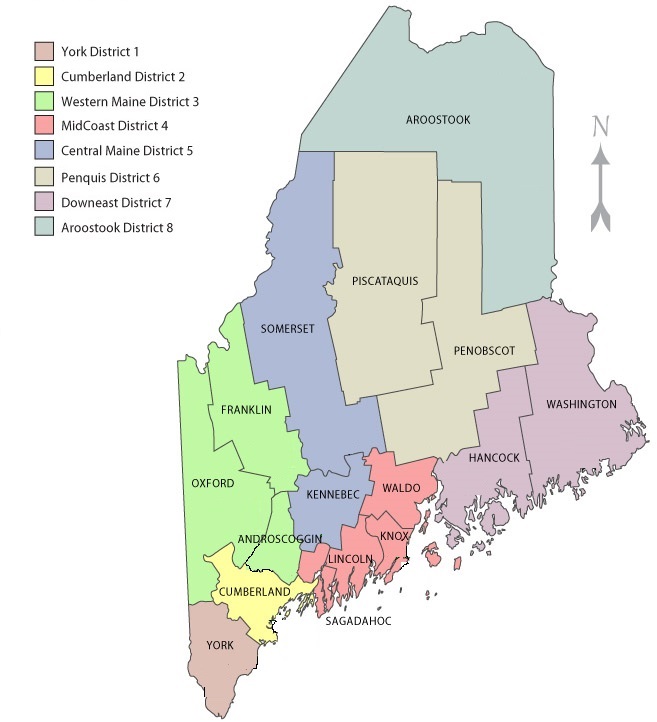
**Bottled Water**:

To provide delivery, servicing or replacement and monthly rentals of water coolers, in addition to scheduled delivery of bottled water containers and exchange any faulty water bottles.

**Air Quality**:

Perform testing, results reporting, remedy recommendations. State licensure required.

The following map displays the eight (8) regions Property Management Services are being sought for (Springfield, MA is not shown):



Respondents are encouraged to submit proposals for all Property Management Services and Regions they are qualified and willing to service. Directions on how Respondents are to format their proposal is provided in PART IV.

# **PART III KEY RFP EVENTS**

## Questions

**1. General Instructions**

a. It is the responsibility of all Respondents and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.

b. Respondents and other interested parties should use **Appendix E** – Submitted Questions Form – for submission of questions.

c. The Submitted Questions Form must be submitted by e-mail to the email address identified on the cover page of this RFP.

d. Submitted Questions must include the RFP Number and Title in the subject line of the e-mail. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.

**2. Question & Answer Summary:** Responses to all questions will be compiled in writing and posted on the following website: [Division of Procurement Services' RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to this website to obtain a copy of the Question & Answer Summary. Only those answers issued in writing on this website will be considered binding.

## Amendments

All amendments released in regard to this RFP will also be posted on the following website: [Division of Procurement Services' RFP Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/rfps). It is the responsibility of all interested parties to go to this website to obtain amendments. Only those amendments posted on this website are considered binding.

## Submitting the Proposal

1. **Proposals Due:** Proposals will be accepted at any time after the release of this RFP while the RFP is open.
2. **Delivery Instructions:** Proposals are to be submitted to the State of Maine Division of Procurement Services, via email, to the email address provided on the RFP Cover Page ([Proposals@maine.gov](mailto:Proposals@maine.gov)).
3. Only proposals received by email will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
4. Respondents are to insert the following into the subject line of their email submission:

“**RFP# 201906099 Proposal Submission**”

1. Respondent’s proposals are to be sent as one document. PDF is preferred but other formats, such as MS Word, will be accepted.
2. Respondent’s proposals must include (in order below):

* Proposal Cover Page (**Appendix A**)
* Debarment, Performance and Non-Collusion Certification (**Appendix B**)
* Organization Qualifications and Experience (**Appendix C** and all related/required attachments)
* Proposed Services (and all related/required attachments)
* Cost Proposal (**Appendix D** and all related/required attachments

# **PART IV PROPOSAL SUBMISSION REQUIREMENTS**

This section contains instructions for Respondents to use in preparing their proposals. The Respondent’s proposal must follow the outline used below, including the numbering and section and sub-section headings as they appear here. Failure to use the outline specified in this section, or to respond to all questions and instructions throughout this document, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team for this RFP, has sole discretion to determine whether a variance from the RFP specifications should result in either disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in this RFP will, at best, be considered minimally responsive. The Department seeks detailed yet succinct responses that demonstrate the Respondent’s experience and ability to perform the requirements specified throughout this document.

## Proposal Format

* 1. All pages of a Respondent’s proposal should be numbered consecutively beginning with number 1 on the first page of the narrative (this does not include the cover page or table of contents pages) through to the end, including all forms and attachments. For clarity, the Respondent’s name should appear on every page, including Attachments. Each Attachment must reference the section or subsection number to which it corresponds.
  2. The Respondent is asked to be brief and concise in responding to the RFP questions and instructions.
  3. The Respondent may not provide additional attachments beyond those specified in the RFP for the purpose of extending their response. Additional materials not requested will not be considered part of the proposal and will not be evaluated.
  4. Include any forms provided in the submission package or reproduce those forms as closely as possible. All information should be presented in the same order and format as described in the RFP.
  5. It is the responsibility of the Respondent to provide all information requested in the RFP package at the time of submission. Failure to provide information requested in this RFP may, at the discretion of the Department’s evaluation review team, result in a lower rating for the incomplete sections and may result in the proposal being disqualified for consideration.
  6. The Respondent should complete and submit the “Proposal Cover Page” provided in **Appendix A** of this RFP and provide it with the Respondent’s proposal. It is important that the cover page show the specific information requested, including Respondent address(es) and other details listed. Respondents are to clearly mark the Property Management Service(s) they are proposing to provide, as well as the region(s) they propose to serve. The proposal cover page shall be dated and signed by a person authorized to enter into contracts on behalf of the Respondent.
  7. The Respondent should complete and submit the “Debarment, Performance and Non-Collusion Certification Form” provided in **Appendix B** of this RFP. Failure to provide this certification may result in the disqualification of the Respondent’s proposal, at the discretion of the Department.

## 

## Proposal Contents

**Section I   Organization Qualifications and Experience**

1. **Overview of the Organization**

The Respondent is to complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in this RFP. The Respondent is also to include three examples, within the last five (5) years, which demonstrate their experience and expertise in performing these services as well as highlighting the Respondent’s stated qualifications and skills.

1. **Subcontractors**

If subcontractors are to be used, provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors’ organizational capacity and qualifications.

1. **Litigation**

Attach a list of all current litigation in which the Respondent is named and a list of all closed cases that have closed within the past five (5) years in which Respondent paid the claimant either as part of a settlement or by decree.  For each, list the entity bringing suit, the complaint, the accusation, amount, and outcome.  If no litigation will be included, write “none” on submitted attachment.

1. **Licensure/Certification**

Property Management companies, if proposing to provide those services, must submit required licensure for the following disciplines annually:

* Air Quality
* Electrical
* Elevator inspectors and mechanics
* Fire Extinguishers
* Fire Suppression Testing/Inspection
* Heating, ventilation, air conditioning (propane, oil and natural gas technicians)
* Plumbing
* Pest Mitigation
* Sprinkler System

1. **Certificate of Insurance**

Provide a certificate of insurance on a standard Acord form (or the equivalent) evidencing the Respondent’s general liability, professional liability and any other relevant liability insurance policies that might be associated with the proposed services.

**Section II Proposed Services**

**1. Services to be Provided**

Discuss the Scope of Services referenced above in Part II of this RFP and what the Respondent will offer. Give particular attention to describing the methods and resources you will use and how you will accomplish the tasks involved. Also, describe how you will ensure expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, clearly identify the work each will perform.

**Section III Cost Proposal**

1. **General Instructions**

The Respondent must submit a current rate sheet. Rate sheets must provide a listing of all the typical fixed and hourly rates for all services and the positions expected to be involved in the services provided as well as all other expected expenses.

# **PART V PROPOSAL EVALUATION AND SELECTION**

Evaluation of the submitted proposals shall be accomplished as follows:

## Evaluation Process - General Information

* + - 1. An evaluation team, comprised of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP, and in accordance with the most advantageous financial and economic impart considerations (where applicable) for the State.
      2. Officials responsible for making decisions on the selection of a contractor shall ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure that any resulting contract is awarded to the Respondent whose proposal provides the best value to the State of Maine.
      3. The Department reserves the right to communicate and/or schedule interviews/presentations with Respondents if needed to obtain clarification of information contained in the proposals received, and the Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations. Interviews/presentations are not required, and changes to proposals will not be permitted during any interview/presentation process. Therefore, Respondents should submit proposals that present their rates and other requested information as clearly and completely as possible.

## Determination Process

Submittals will be reviewed and, if the minimum qualifications are met for a specific service, Respondent will be notified of said acceptance to the Pre-Qualified Vendor List. If the minimum qualifications are not met, the Respondent will be notified of the reason for not qualifying

Minimum requirements include:

* Providing required signed Debarment Form (**Appendix B** of this RFP);
* Providing Qualifications and Experience Form (**Appendix C** of this RFP)
* Demonstrating the minimum requirements listed in Part I C, Eligibility to Submit Bids;
* Providing documentation of any applicable licensure or any specific credentials per Part IV, B Section I 2.a;
* Providing requested Certificate of Insurance per Part IV, B Section I 2.b; and
* Providing requested Rate Sheet per Part IV, B Section II.

## Selection and Award

**1.** The final decision regarding the award of the contract will be made by representatives of the Department subject to approval by the State Procurement Review Committee.

**2.** Notification of contractor selection or non-selection will be made in writing by the Department.

**3.** Issuance of this RFP in no way constitutes a commitment by the State of Maine to award a contract, to pay costs incurred in the preparation of a response to this request, or to pay costs incurred in procuring or contracting for services, supplies, physical space, personnel or any other costs incurred by the Bidder.

**4.** The Department reserves the right to reject any and all proposals or to make multiple awards.

**5.**   Selection to be included on the PQVL is not a guarantee of work.

**6.** Updated documentation pertaining to Certification of Insurance, Certification/Licensure, and Rates will be required to be submitted to the RFP Coordinator by all Providers on the PQVL on an annual basis for insurance, certifications and licensure, and biennial (every two year) basis for rate sheets.

## Appeal of Contract Awards

Any person aggrieved by the award decision that results from this RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in 5 MRSA § 1825-E and 18-554 Code of Maine Rules, Chapter 120 (found here: [Chapter 120](https://www.maine.gov/dafs/bbm/procurementservices/policies-procedures/chapter-120)).  The appeal must be in writing and filed with the Director of the Bureau of General Services, 9 State House Station, Augusta, Maine, 04333-0009 within 15 calendar days of receipt of notification of contract award.

Since this RFP results in a PQVL, the appeal procedures mentioned above are available upon the original determination of that vendor list. The appeal procedures will not be available during subsequent competitive procedures involving only the PQVL participants if cost is the sole determining factor.

1. **Removal from Pre-Qualified Vendors List**

The Department may remove a pre-qualified vendor from the PQVL at any time, upon giving 30 days’ written notice to the pre-qualified vendor, if the Department determines that during the pre-qualification term:

* 1. The pre-qualified vendor failed or refused to perform its contractual obligations,
  2. The pre-qualified vendor’s performance was unsatisfactory including, but not limited to, the quality and timeliness of services provided,
  3. The pre-qualified vendor no longer has the ability to perform the services specified in this RFP, or
  4. The pre-qualified vendor is continually “unresponsive” to providing any feedback to the Department’s mini-bid solicitations.

# **PART VI LIST OF RFP APPENDICES AND RELATED DOCUMENTS**

1. **Appendix A** – Proposal Cover Page
2. **Appendix B** – Debarment, Performance and Non-Collusion Certification
3. **Appendix C** – Qualifications and Experience Form
4. **Appendix D** – Cost Proposal Form
5. **Appendix E** –Submitted Question Form

**APPENDIX A**

**State of Maine**

**Department of Administrative and Financial Services**

**PROPOSAL COVER PAGE**

**RFP# 201906099**

**Pre-Qualified Vendor List for Property Management Services**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organization Name:** | |  | | |
| **Chief Executive - Name/Title:** | |  | | |
| **Tel:** |  | | **E-mail:** |  |
| **Headquarters Street Address:** | |  | | |
| **Headquarters City/State/Zip:** | |  | | |
| ***(Provide information requested below if different from above)*** | | | | |
| **Lead Point of Contact for Proposal - Name/Title:** | | |  | |
| **Tel:** |  | | **E-mail:** |  |
| **Headquarters Street Address:** | |  | | |
| **Headquarters City/State/Zip:** | |  | | |

* This proposal and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
* No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Respondent’s proposal.
* No attempt has been made, or will be made, by the Respondent to induce any other person or firm to submit or not to submit a proposal.
* The above-named organization is the legal entity entering into the resulting agreement with the Department should they be awarded the contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX B**

**State of Maine**

**Department of Administrative and Financial Services**

**DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION**

**RFP# 201906099**

**Pre-Qualified Vendor List for Property Management Services**

|  |  |
| --- | --- |
| **Organization Name:** |  |

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:*

1. *Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
2. *Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
   1. *Fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, State or local government transaction or contract.*
   2. *Violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
   3. *Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*
   4. *Have not within a three (3) year period preceding this proposal had one or more Federal, State or local government transactions terminated for cause or default*.
3. *Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above-mentioned entities understand and agree that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.*

**Failure to provide this certification may result in the disqualification of the Respondent’s proposal, at the discretion of the Department.**

|  |  |
| --- | --- |
| Name (Print): | Title: |
| Authorized Signature: | Date: |

**APPENDIX C**

**State of Maine**

**Department of Administrative and Financial Services**

## QUALIFICATIONS & EXPERIENCE FORM

**RFP# 201906099**

**Pre-Qualified Vendor List for Property Management Services**

|  |  |
| --- | --- |
| **Organization Name:** |  |

|  |
| --- |
| **Present a brief statement of qualifications, including any applicable licensure and/or certification. Describe the history of the Respondent’s organization, especially regarding skills pertinent to the specific work required by the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities. You may expand this form and use additional pages to provide this information.** |
|  |

**APPENDIX C (continued)**

|  |
| --- |
| **Provide a description of projects that occurred within the past five years which reflect experience and expertise needed in performing the functions described in the “Scope of Services” portion of this RFP. For each of the project examples provided, a contact person from the client organization involved should be listed, along with that person’s telephone number and email address. Please note that contract history with the State of Maine, whether positive or negative, may be considered in rating proposals even if not provided by the Respondent.**  *If the Respondent has not provided similar services, note this, and describe experience with projects that highlight the Respondent’s general capabilities.* |

|  |  |
| --- | --- |
| **Project One** | |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** | |
|  | |

|  |  |
| --- | --- |
| **Project Two** | |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** | |
|  | |

**APPENDIX C (continued)**

|  |  |
| --- | --- |
| **Project Three** | |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Brief Description of Project** | |
|  | |

**APPENDIX D**

**State of Maine**

**Department of Administrative and Financial Services**

**COST PROPOSAL FORM**

**RFP# 201906099**

**Pre-Qualified Vendor List for Property Management Services**

|  |  |
| --- | --- |
| **Organization Name:** |  |

Respondents are to provide the rates/fees for all the services they are proposing to provide. The rates in **bold** will be used in the cost proposal evaluation as stated in PART V, B, 3 of this RFP.

|  |  |
| --- | --- |
| **Service** | **Fees** |
| Waste Disposal | **4 Yard Dumpster/Month: $\_\_\_\_\_\_\_\_** **10 Yard Dumpster/Month: $\_\_\_\_\_\_\_\_** |
| Elevator Maintenance | **Monthly Rate: $\_\_\_\_\_\_\_\_** |
| Pest Mitigation | **Monthly Rate: $\_\_\_\_\_\_\_\_** |
| Fire Suppression Testing/Inspection | **Annual Rate Test: $\_\_\_\_\_\_\_\_** Yearly Monitoring: $\_\_\_\_\_\_\_\_ |
| Fire Extinguishers | **Hourly Rate: $\_\_\_\_\_\_\_\_** Unit prices on Hydrostatic Test: 5lb: $\_\_\_\_\_\_\_\_ Class K 6 L: $\_\_\_\_\_\_\_\_ 10lb: $\_\_\_\_\_\_\_\_ 12lb: $\_\_\_\_\_\_\_\_ |
| Winter Storm (Plowing, Hand Shoveling/Sand/Salting) | **Hourly Rate for Truck & Plow with Sander: $\_\_\_\_\_\_\_\_** Hourly Rate for Hand Shoveling/Salting/Sanding: $\_\_\_\_\_\_\_\_ Hourly Rate for Snow Blower: $\_\_\_\_\_\_\_\_ |
| Electrical | **Hourly Rate: $\_\_\_\_\_\_\_\_** |
| Sprinkler System | **Yearly Cost: $\_\_\_\_\_\_\_\_** |
| Commercial Building Restoration | **Linear Foot Cost: $\_\_\_\_\_\_\_\_ Square Foot Cost: $\_\_\_\_\_\_\_\_** |
| Heating, Ventilation, Air Condition (HVAC) | **Hourly Rate: $\_\_\_\_\_\_\_\_** Mark-Up Parts/Materials: $\_\_\_\_\_\_\_\_ |
| Handyman | **Hourly Rate: $\_\_\_\_\_\_\_\_** Mark-Up Parts/Materials: $\_\_\_\_\_\_\_\_ |
| Plumbing | **Hourly Rate: $\_\_\_\_\_\_\_\_** Mark-Up Parts/Materials: $\_\_\_\_\_\_\_\_ |
| Lawncare/Landscaping | **Hourly Rate: $\_\_\_\_\_\_\_\_** Mark-Up Parts/Materials: $\_\_\_\_\_\_\_\_ |
| Roofing | **Hourly Rate: $\_\_\_\_\_\_\_\_** Mark-Up Parts/Materials: $\_\_\_\_\_\_\_\_ |
| Septic/Sewer | **Hourly Rate: $\_\_\_\_\_\_\_\_**  Septic Tank Pump Out per 1,000 gallons: $\_\_\_\_\_\_\_\_  Grease Trap Pump Out per 500 gallons: $\_\_\_\_\_\_\_\_ |
| Custodial | **Hourly Rate: $\_\_\_\_\_\_\_\_** |
| Air Quality | **Hourly Rate: $\_\_\_\_\_\_\_\_** |
| Bottled Water | **Per 5 Gallon Bottle: $\_\_\_\_\_\_\_\_\_\_**  **Per Cooler: $\_\_\_\_\_\_\_\_\_**  **Per Hot/Cold Cooler: $\_\_\_\_\_\_\_\_\_\_** |

**APPENDIX E**

**State of Maine**

**Department of Administrative and Financial Services**

**SUBMITTED QUESTIONS FORM**

**RFP# 201906099**

**Pre-Qualified Vendor List for Property Management Services**

|  |  |
| --- | --- |
| **Organization Name:** |  |

|  |  |
| --- | --- |
| **RFP Section & Page Number** | **Question** |
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*\* If a question is not related to any section of the RFP, State “N/A” under “RFP Section & Page Number”.*

*\*\* Add additional rows, if necessary.*