**STATE OF MAINE**

**Department of Administrative and Financial Services**



**RFP# 202007117**

**Pre-Qualified Vendor List for**

**Less-Than-Truckload Freight Services**

|  |  |
| --- | --- |
| **RFP Coordinator** | *All communication, including questions and proposal submission, regarding this RFP must be made using the email address below.*  **Contact Information:** [Proposals@maine.gov](mailto:Proposals@maine.gov) |
| **Submitted Questions Due** | *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# 202007117 Question**”*in the subject line of your email.* |
| **Proposal Submission/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# 202007117 Proposal Submission – [Vendor’s Name]***”**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# 202007117**

**Pre-Qualified Vendor List for Less-Than-Truckload Freight Services**

The State of Maine is seeking proposals to be considered for inclusion on a Pre-Qualified Vendor List for Less-than-Truckload Freight Services throughout the State of Maine.

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: <http://www.maine.gov/dafs/bbm/procurementservices/vendors/pqvls>

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.

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

**RFP# 202007117**

**Pre-Qualified Vendor List for Less-Than-Truckload Freight Services**

# **PART I INTRODUCTION**

## A. Purpose and Background

The Department of Administrative and Financial Services (Department) is seeking proposals to establish a Pre-Qualified Vendor List (PQVL) to provide Less-than-Truckload (LTL) Freight Services from centralized State warehouses to various locations throughout the entire State of Maine. The services requested in this RFP will be used by various state agencies to distribute Personal Protective Equipment (PPE) to locations such as schools and medical facilities. The establishment of this PQVL will help ensure vendors are made aware of opportunities to provide these services to the State while also providing the State with the resources to obtain these services in a timely and efficient manner.

## B. General Provisions

1. From the time this RFP is issued until award notification is made, 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 Bidder 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. Bidders 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 Bidder (if any). The Department also reserves the right to consider other reliable references and publicly available information in evaluating a Bidder’s experience and capabilities.
5. The proposal shall be signed by a person authorized to legally bind the Bidder and shall contain a statement that the proposal and the pricing contained therein will remain valid and binding for a period of 180 days from the date and time of the bid opening.
6. The RFP and the selected Bidder’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.).

<http://www.mainelegislature.org/legis/statutes/1/title1sec401.html>

1. 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.
2. The State of Maine Division of Procurement Services reserves the right to authorize other Departments to use the contract(s) resulting from this RFP, if it is deemed to be beneficial for the State to do so.
3. All applicable laws, whether or not herein contained, shall be included by this reference. It shall be the Bidder’s responsibility to determine the applicability and requirements of any such laws and to abide by them.

## Eligibility to Submit Bids

Bidders seeking placement on the Pre-Qualified Vendor’s List must have the ability to perform freight delivery throughout the entire state of Maine.

## Pre-Qualified Vendor List Term

This RFP offers an open enrollment for 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 vendors on an ongoing basis (i.e. after release of the RFP). All proposals submitted during the open enrollment will be evaluated and vendors will be notified of a decision of acceptance or non-acceptance to the PQVL within 30 calendar days of receipt of their submission.

## E.  Mini-Bid Process and Awards

The Department will notify all pre-qualified vendors when these freight services are needed. Each vendor on the pre-qualified list will be given a description of the services and asked to provide a project-specific cost and their availability to provide services. The Department will then select one vendor based on vendor availability and proposed cost. The Department reserves the right to select vendors from the pre-qualification list without using the mini-bid process for emergencies (if the need arises).

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, or
  3. The pre-qualified vendor no longer has the ability to perform the services specified in this RFP.
  4. The pre-qualified vendor is continually “unresponsive” to the Department’s mini-bid solicitations.

**PART II SCOPE OF SERVICES**

1. Deliveries will be made to approximately 270 locations throughout the State of Maine. The exact location for each delivery will be provided to vendors during the mini-bid process once the resulting Pre-Qualified Vendor List from this RFP is active.
2. Freight services are expected to be required for a 6-8-month period, beginning August 2020. However, services may be required beyond that date, if necessary. It is expected that three (3) deliveries per location for the expected period will be required to fulfill all necessary demand for product.
3. Product will primarily be on standard size (40" by 48") pallets no taller than 7’ and shrink wrapped. Less than 2,000lbs per pallet. Some product to be delivered will have a flammable 3 hazard rating. Possibility for non-palletized product freight services is to be expected. All delivery locations are not guaranteed to have a loading dock; therefore, some deliveries may require the use of a lift-gate enabled vehicle.
4. If awarded a mini-bid/project, Vendors are required to pick up product at centralized State of Maine warehouse(s) in the Augusta, ME area within two (2) days of award. The Department will accept two forms of delivery to the final destination.
   1. Direct delivery from State warehouse to desired location, final delivery no later than seven (7) calendar days from award of the mini-bid.
   2. Distribution of product to the Vendor’s own regional warehouses, for distribution to final destinations when logistical requirements permit. For this option, the Department requires that delivery to the final destination(s) not take more than seven (7) calendar days from award of the min-bid.

1. It is expected that expedited/emergency deliveries may be required (24 hours from pick up to final delivery).
2. Vendor capabilities required to provide these services include the ability to:
   1. Deliver to locations statewide in Maine;
   2. Transport palletized and non-palletized product;
   3. Transport flammable/hazardous material;
   4. Provide expedited deliveries;
   5. Utilize delivery vehicles with lift-gates;
   6. Provide box, semi/trailer trucks, as required.

**PART III KEY RFP EVENTS**

## Questions

## It is the responsibility of all interested vendors to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions. Submitted questions must be submitted by e-mail to the email address identified on the cover page of this RFP ([Proposals@maine.gov](mailto:Proposals@maine.gov)). 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.

Question & Answer Summary: Responses to all questions will be compiled in writing and posted on the following website: [Division of Procurement Services PQVL RFP web page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/pqvls) . 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.

## Submitting the Proposal

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)).

1. Only proposals received by email will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
2. Vendors are to insert the following into the subject line of their email submission:

“**RFP# 202007117 Proposal Submission – [Vendor’s Name]**”

1. Vendor’s proposals are to be sent as one document. PDF is preferred but other formats, such as MS Word, will be accepted.
2. Vendor’s proposals must include (in order below):
3. PROPOSAL COVER PAGE (**Appendix A**)
4. DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION (**Appendix B**)
5. QUALIFICATIONS & EXPERIENCE FORM (**Appendix C**) along with information on Subcontractors, Organizational Chart, Litigation, Licensure/Certification, Certificate of Insurance.
6. CAPABILITY FORM (**Appendix D**)
7. RATE SHEET

***\*****Vendors are to include, in their proposal submission, what they offer in terms of materials and services and the associated costs for them. This information is for evaluation purposes only. Vendors are to provide this information in the format of their choosing.*

# **PART IV PROPOSAL SUBMISSION REQUIREMENTS**

## Proposal Format

* 1. It is the responsibility of the Bidder 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.
  2. The Bidder should complete and submit the “Proposal Cover Page” provided in **Appendix A** of this RFP and provide it with the Bidder’s proposal. It is important that the cover page show the specific information requested, including Bidder address(es) and other details listed. The proposal cover page shall be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.
  3. The Bidder 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 Bidder’s proposal, at the discretion of the Department.

## 

## Proposal Contents

**Section I   Organization Qualifications and Experience**

1. **Overview of the Organization**

Bidders are to complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in this RFP. The Bidder is also to complete the table with a “yes” or “no” mark next to each service necessary for completion of expected deliveries.

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. **Organizational Chart**

Provide an organizational chart of the bidder’s organization.  Each position must be identified by position title and include a corresponding job description.

1. **Litigation**

Attach a list of all current litigation (including damage claims) in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which Bidder 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.

Include a description of the claims process in which the Bidder’s organization follows.

1. **Licensure/Certification**

Provide documentation of any applicable licensure/certification or any specific credentials required to provide the proposed services. This is to include any MC#, DOT and safety ratings, and claims records.

1. **Certificate of Insurance**

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

**Section II Scope of Services**

1. **Bidder’s Capabilities**

Bidders are to complete **Appendix D** (Capability Form) to demonstrate their capacity to provide the services of this RFP.

**Section III Cost Proposal**

1. **Rate Sheet**

Bidders 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 (hazardous material, expedited services, etc. as described in the Scope of Services).

# **PART V PROPOSAL EVALUATION AND SELECTION**

Evaluation of the submitted proposals shall be accomplished as follows:

## Evaluation Process

An evaluation team, comprised of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP.

Officials responsible for making decisions on the selection for inclusion on the PQVL shall ensure that the selection process accords equal opportunity and appropriate consideration to all who are capable of meeting the service specifications. The goals of the evaluation process are to ensure fairness and objectivity in review of the proposals and to ensure only qualified vendors are placed on the PQVL for future project consideration.

The Department reserves the right to communicate with vendors, if needed, to obtain clarification of information contained in the proposals received. Communication, however, is not required. Therefore, vendors should submit proposals that present the requested information in PART IV above (Proposal Submission) as clearly and completely as possible.

The evaluation process to determine selection or non-selection to the PQVL will include:

* + 1. Confirmation of a signed PROPOSAL COVER PAGE (**Appendix A**) and DEBARMENT, PERFORMANCE and NON-COLLUSION CERTIFICATION (**Appendix B**).
    2. Confirmation of a completed QUALIFICATIONS & EXPERIENCE FORM (**Appendix C**) that demonstrates qualifications and special or unique characteristics to provide the requested services and relevant information pertaining to all remaining items listed in Part IV, B., Section I.
    3. Confirmation of a completed CAPABILITY FORM (**Appendix D**) providing information as to the vendors capability to provided services as stated in the RFP.
    4. Confirmation of current Vendor’s Rate Sheet.

*Disclaimer: Contract history between the State of Maine and a vendor, if any, will be factored in the evaluation and may result in disqualification if a vendor failed to meet any of its previous contractual obligations with the state.*

## Selection

1. Notification of vendor selection or non-selection to the PQVL will be made in writing by the Department.
2. 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 vendor.
3. The Department reserves the right to reject any and all proposals.
4. Selection to be included on the PQVL is not a guarantee of work.
5. Updated documentation pertaining to Certification of Insurance, Certification/Licensure, and Rates may be required to be submitted by all vendors on the PQVL on an annual basis.

## 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 selection or non-selection to the PQVL. The appeal procedures will not be available during subsequent competitive procedures (i.e. Mini-Bids) involving only the PQVL participants if cost and availability are the sole determining factors.

# 

**PART VII 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 – Capability Form

**APPENDIX A**

**State of Maine**

**Department of Administrative and Financial Services**

**PROPOSAL COVER PAGE**

**RFP# 202007117**

**Pre-Qualified Vendor List for Less-Than-Truckload Freight Services**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Bidder’s 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 Bidder’s proposal.
* No attempt has been made, or will be made, by the Bidder 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# 202007117**

**Pre-Qualified Vendor List for Less-Than-Truckload Freight Services**

|  |  |
| --- | --- |
| **Bidder’s 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 Bidder’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# 202007117**

**Pre-Qualified Vendor List for Less-Than-Truckload Freight Services**

|  |  |
| --- | --- |
| **Bidder’s Organization Name:** |  |

|  |
| --- |
| **Present a brief statement of qualifications. Describe the history of the Bidder’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. Particular items to include are a description and size of fleet and how the Bidder will ensure delivery times outlined in Part II of this RFP will be upheld.** |
|  |

**APPENDIX D**

**State of Maine**

**Department of Administrative and Financial Services**

## CAPABILITY FORM

**RFP# 202007117**

**Pre-Qualified Vendor List for Less-Than-Truckload Freight Services**

Complete the table below with a check or mark under “yes” or “no” as each capability applies to your organization. Each capability required is explained further in Part II of this RFP. A “no” answer does not disqualify an organization from participating in the Pre-Qualified Vendor List that will result from this RFP.

|  |  |  |
| --- | --- | --- |
| **Capability for Delivery of Product:** | **Yes** | **No** |
| Deliver to locations statewide in Maine   * + - Includes product pick-up in Augusta, ME area with delivery to destination no later than seven (7) calendar days from award. |  |  |
| Life-Gate   * + - For delivery locations without a loading dock. |  |  |
| Delivery vehicle fleet includes: |  | |
| * + - Box Trucks |  |  |
| * + - Semi/Trailer Trucks |  |  |
| Expedited Deliveries   * + - 24 hours from pick up to final delivery. |  |  |
| Non-Palletized Product |  |  |
| Palletized Product   * + - Primarily on standard size (40" by 48") pallets no taller than 7’ and shrink wrapped. Less than 2,000lbs per pallet. |  |  |
| Flammable/Hazardous Material   * + - Some product to be delivered will have a flammable 3 hazard rating. |  |  |