**STATE OF MAINE**

**Department of Administrative and Financial Services**

Safety and Environmental Services

**RFP# 202502016**

**Pre-Qualified Vendor List for Mitigation of Building Damage and Remediation of Environmental Contamination, Emergency and Routine Response**

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| **RFP Coordinator** | **NAME:** | Barbara Wilk |
| **TITLE:** | OHS Compliance Assistance Specialist |
| **EMAIL:** | Barbara.wilk@maine.gov |
| *All communication regarding the RFP must be made through the RFP Coordinator.* |

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| --- | --- |
| **Initial Submitted Questions Due Date** | May 12, 2025, no later than 11:59 p.m., local time |
| *See Part III of the RFP for more information on Submitted Questions.* |

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| --- | --- | --- |
| **Initial Proposal Submission Deadline** | **DATE:** | May 26, 2025, no later than 11:59 p.m., local time. |
| **TO:** | Proposals@maine.gov |
| *Proposals must be received electronically by the Office of State Procurement Services by the date and time listed above.* |

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| --- | --- | --- |
| **Enrollment Deadline** | **BASIS:** | Semi-annual |
| **DUE:** | 1st business day of April and October, no later than 11:59 p.m., local time |
| **TO:** | Proposals@maine.gov |
| *After the initial proposal submission deadline, proposals may be submitted according to the deadline established above while the RFP is active. Proposals must be received electronically by the Office of State Procurement Services by the date and time listed above.* |

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**PUBLIC NOTICE**

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**State of Maine**

**Department of Administrative and Financial Services**

**RFP# 202502016**

**Pre-Qualified Vendor List for Mitigation of Building Damage and Remediation of Environmental Contamination, Emergency and Routine Response**

The State of Maine is seeking proposals to be considered for inclusion on a Pre-Qualified Vendor List for Contractors to provide services including any construction, remediation, mitigation, and cleaning activity done for the purpose of biohazard cleaning and sanitation, water-damage response and mitigation, mold/microbial remediation, fire and smoke damage restoration, abatement of asbestos-containing building materials and abatement of lead-based paint.

A copy of the RFP and all related documents may obtained at the following website: <http://www.maine.gov/dafs/bbm/procurementservices/vendors/pqvls>

Proposals must be submitted to the State of Maine Office of State Procurement Services, via e-mail, to the following email address: Proposals@maine.gov. Proposal submissions must be submitted no later than 11:59 pm, local time, on May 26, 2025. Proposals will be opened the following business day.

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**RFP TERMS/ACRONYMS with DEFINITIONS**

The following terms and acronyms, as referenced in the RFP, have the meanings indicated below:

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| --- | --- |
| **Term/Acronym** | **Definition** |
| **ACAC** | American Council for Accredited Certification |
| **ACBM** | Asbestos-Containing Building Material |
| **ANSI** | American National Standards Institute |
| **BSR** | Board of Standards Review |
| **CDC** | Center for Disease Control |
| **COI** | Certificate of Liability Insurance |
| **Department** | Department of Administrative and Financial Services |
| **DEP** | Department of Environmental Protection |
| **EPA** | Environmental Protection Agency |
| **IICRC** | Institute of Inspection Cleaning and Restoration Certification |
| **LBP** | Lead-Based Paint |
| **NESHAP** | National Emission Standards for Hazardous Air Pollutants |
| **OSHA** | Occupational Safety and Health Administration |
| **RFP** | Request for Proposals |
| **SDS** | Safety Data Sheets |
| **SOM** | State of Maine |
| **VOC** | Volatile Organic Compounds |

**State of Maine**

**Department of Administrative and Financial Services**

Safety and Environmental Services

**RFP# 202502016**

**Pre-Qualified Vendor List for Mitigation of Building Damage and Remediation of Environmental Contamination, Emergency and Routine Response**

**PART I INTRODUCTION**

1. **Purpose and Background**

The Department of Administrative and Financial Services (Department) is seeking services for mitigation of building damage and remediation of environmental contamination, emergency, and routine response as defined in this Request for Proposals (RFP) document. This document provides instructions for submitting proposals, the procedure and criteria by which the awarded Bidder will be selected, and the contractual terms which will govern the relationship between the State of Maine (State) and the awarded Bidder.

1. **General Provisions**
	1. From the time the RFP is issued until award notification is made, all contact with the State regarding the RFP must be made through the RFP Coordinator. No other person/ State employee is empowered to make binding statements regarding the RFP. Violation of this provision may lead to disqualification from the bidding process, at the State’s discretion.
	2. Issuance of the 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 the RFP. This includes attendance at personal interviews or other meetings and software or system demonstrations, where applicable.
	3. All proposals must adhere to the instructions and format requirements outlined in the 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 the RFP.
	4. Bidders will take careful note that in evaluating a proposal submitted in response to the 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 must be signed by a person authorized to legally bind the Bidder and must 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 awarded Bidder’s proposal, including all appendices or attachments, will 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 public records, available for public inspection pursuant to the State of Maine Freedom of Access Act (FOAA) ([1 M.R.S. § 401](http://www.mainelegislature.org/legis/statutes/1/title1sec401.html) et seq.). State contracts and information related to contracts, including bid submissions, are generally public records per FOAA.
	8. In the event that a Bidder believes any information that it submits in response to this RFP is confidential, it must mark that information accordingly, and include citation to legal authority in support of the Bidder’s claim of confidentiality. In the event that the Department receives a FOAA request that includes submissions marked as confidential, the Department shall evaluate the information and any legal authority from the Bidder to determine whether the information is an exception to FOAA’s definition of public record. If the Department determines to release information that a Bidder has marked confidential, it shall provide advance notice to the Bidder to allow for them to seek legal relief.
	9. The Department, at its sole discretion, reserves the right to recognize and waive minor informalities and irregularities found in proposals received in response to the RFP.
	10. All applicable laws, whether or not herein contained, are included by this reference. It is the Bidder’s responsibility to determine the applicability and requirements of any such laws and to abide by them.
	11. The State of Maine Office of State 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.
2. **Eligibility to Submit Bids**

Bidders must have all appropriate licenses, certifications, and training required to perform the relevant work in the State of Maine (SOM). This includes appropriate training and compliance with all applicable Occupational Safety and Health Administration (OSHA) standards and guidelines, compliance with all Federal and SOM laws and regulations relevant to the work performed, and all required SOM and local licensing and permitting.

1. **Pre-Qualified Vendor List Term**

The Department is seeking a cost-efficient proposal(s) to provide services, as defined in this RFP, for the anticipated Pre-Qualified Vendor List (PQVL) period defined in the table below. Please note that the dates below are estimated and may be adjusted, as necessary, in order to comply with all procedural requirements associated with this RFP process. Utilization of a PQVL for will begin once the RFP process has been finalized.

The term of the anticipated PQVL, resulting from this RFP, is defined as follows:

|  |  |  |
| --- | --- | --- |
| **Period** | **Start Date** | **End Date** |
| Period of Performance | September 1, 2025 | Termination of RFP |

This RFP offers an open enrollment for new vendors to be included on the PQVL. Once selected, vendors do not need to reapply during an open enrollment.  Proposals will be accepted from vendors not currently on the PQVL as long as this RFP is active and will be evaluated by the Department using the same process and criteria as the initial proposals received.

1. **Mini-Bid Process and Awards**

Once the pre-qualified list is established, the Department will notify all pre-qualified vendors when specific services are needed. Each vendor on the PQVL will be given a description of the particular services needed and asked to respond within a specific timeframe with information on how that vendor proposes to provide the particular services, along with the project-specific cost proposal for those services. Vendors should respond to each mini-bid with their proposal or provide a “no-bid” as a response. The Department will then select one vendor based on the project-specific cost proposal submitted during the “mini-bid” process of those pre-qualified vendors who can meet the specific service requirements.

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). The Department also retains the discretion to issue new RFPs for specific projects. Providers for those projects will not be selected from the PQVL, but rather through the separate RFP or other procurement process based on the Department’s specific needs/timelines.

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

Any work developed by an awarded Contractor will be owned by the State. Contractors must supply the equipment/tools to perform the services.Vendors are encouraged to submit proposals to perform any or all of the **service types** listed below. A separate proposal must be submitted for each service type.

1. **Service types**
	1. **Biohazard Cleaning and Sanitization**

Biohazard cleaning and sanitization includes the cleanup of any area that has been contaminated by human, animal or plant pathogens, biological fluids, septic / sewage wastes or any biologically contaminated substance that is dangerous to people or the environment. These contaminants include but are not limited to: infectious diseases, COVID-19 or similar viruses, human or animal wastes and biological fluids including potential bloodborne pathogens).

* + - 1. The use of disinfectants and biocides (or any chemical treatment with intended biocidal effect) requires licensing by the Maine State Pesticide Board. Contractor shall only utilize EPA registered cleaners and chemicals. Contractor must follow current federal and state CDC guidance for selection and use of the proper disinfectants and cleaning products, and the proper method for the type of incident and/or contaminant.
			2. All work for trauma and crime scene cleaning shall be done in accordance with ANSI/IICRC S540 Standard for Trauma and Crime Scene Cleanup. Contractor shall have onsite at all times at least one experienced (2 or more years) employee certified through the IICRC as a Trauma and Crime Scene Technician (TCST), or similar exam-based certification.
			3. All biohazard cleaning and sanitization work other than for trauma and crime scene cleanup, requires that Contractor demonstrate knowledge of disinfection practices. This may be met through exam-based certification where the body of knowledge includes significant coverage of disinfection practices, including surface preparation and contact time. Contractors must have onsite at all times, at least one certified, experienced (2 or more years) employee. Certifications may include:
				1. IICRC: Applied Microbial Remediation Technician (AMRT), Mold Remediation Specialist (MRS)
				2. ACAC: Council-certified Microbial Remediator (CMR), Council-certified Microbial Remediation Supervisor (CMRS), Council-certified Environmental Infection Control Remediator (CEICR), Council-certified Environmental Infection Control Supervisor (CEICS)
	1. **Water-Damage Response and Mitigation**Water-damage response and mitigation services are primarily emergency response in nature and include drying of water-impacted building materials in a timely manner to prevent growth of mold and bacteria. Contractor shall assess the areas and materials impacted by water and establish a zone of drying in the affected area(s), including removal of building materials as needed to affect drying, periodic monitoring of moisture and humidity levels, and all other actions required to fully dry impacted materials. All drying actions must be conducted according to ANSI/IICRC S500 Standard for Professional Water Damage Restoration and/or IICRC S550 Standard for Professional Water Damage Restoration of Commercial Structures, as appropriate.
		+ 1. Contractors performing water-damage restoration and mitigation services must carry certification by IICRC as a firm.
			2. Contractors must have onsite at all times, at least one experienced (2 or more years) employee with any one of the following certifications from ACAC or IICRC, or similar exam-based certification:
				1. ACAC Council-certified Structural Drying Supervisor (CSDS),
				2. ACAC Council-certified Structural Drying Remediator (CSDR)
				3. IICRC Commercial Drying Specialist (CDS)
				4. IICRC Applied Structural Drying Technician (ASD)
				5. IICRC Water Restoration Technician (WRT)
	2. **Mold and Microbial Remediation**

Mold and microbial remediation includes removal or cleaning of building materials or contents contaminated by mold and/or bacteria due to water damage or any moisture issue.

* + - 1. All activities shall be done in accordance with ANSI/IICRC S520 Standard for Professional Mold Remediation. The Contractor shall establish an appropriate zone of remediation to include isolation via physical barrier and/or engineering controls where deemed appropriate and/or necessary to protect building occupants and prevent cross-contamination of unaffected areas. Chemical treatments may be used only to enhance or affect cleaning. Unless specified in the scope of remediation, the application of biocides is prohibited. If SOM approves biocide application, the Contractor must be licensed as described under biohazard cleaning and sanitization.
			2. Affected areas shall be returned to Condition-1 as defined in the ANSI/IICRC S520 Standard and may be verified through an assessment by a certified, independent consultant provided or approved by SOM. Failure to meet the consultant’s criteria or for work that clearly does not meet the ANSI/IICRC S520 Standard will require the Contractor to perform additional work, at their expense, to meet the Standard and pass the clearance assessment.
			3. Contractors performing mold and microbial remediation must carry certification by IICRC as a firm.
			4. Contractors must have onsite at all times, at least one experienced (2 or more years) employee with any one of the following certifications from ACAC or IICRC, or similar exam-based certification:
				1. IICRC Applied Microbial Remediation Technician (AMRT),
				2. IICRC Mold Remediation Specialist (MRS),
				3. ACAC Council-certified Microbial Remediator (CMR), or
				4. ACAC Council-certified Microbial Remediation Supervisor (CMRS).
	1. **Fire and Smoke Damage Restoration**Fire and smoke damage restoration includes removal of damaged building materials, cleaning of surfaces to remove fire remnants including soot, smoke stains, etc., and removal of residual odors.
		+ 1. All activities shall be done in accordance with BSR­/IICRC S700 Standard for Professional Fire and Smoke Damage Restoration.
			2. Contractors must have onsite, at all times, at least one experienced (2 or more years) employee with any one of the following certifications from ACAC or IICRC, or a similar exam-based certification:
				1. ACAC council-certified Fire and Smoke Damage Technician (CFST), or
				2. IICRC Fire and Smoke Restoration Technician (FSRT).
	2. **Abatement of Asbestos-Containing Building Materials**
		1. Removal of ACBM shall be in compliance with, the National Emissions Standards for Hazardous Air Pollutants (NESHAP) Title 40 C.F.R. § 61 ([eCFR :: 40 CFR Part 61 -- National Emission Standards for Hazardous Air Pollutants](https://www.ecfr.gov/current/title-40/chapter-I/subchapter-C/part-61)), all applicable OSHA regulations regarding protection of employees from exposure to asbestos, and Maine Department Environmental Protection (DEP), Code of Maine Rules 06-096, Chapter 425 Asbestos Management Regulations ([Rule Chapters for the Maine Department of Environmental Protection](https://www1.maine.gov/sos/cec/rules/06/chaps06.htm)).
		2. The Contractor shall have an active license for asbestos abatement from the SOM DEP, and all involved employees shall have the required certification.
	3. **Abatement of Lead-Based Paint**
		1. Removal of LBP shall be in compliance with the US Environmental Protection Agency (EPA) Title 40 C.F.R. § 745 ([eCFR :: 40 CFR Part 745 -- Lead-Based Paint Poisoning Prevention in Certain Residential Structures](https://www.ecfr.gov/current/title-40/chapter-I/subchapter-R/part-745)), all applicable OSHA regulations regarding protection of employees from exposure to lead, and Maine DEP, Code of Maine Rules 06-096, Chapter 424 ([Rule Chapters for the Maine Department of Environmental Protection](https://www1.maine.gov/sos/cec/rules/06/chaps06.htm)), Lead Management Regulations.
		2. Contractor shall have an active license for lead-paint abatement from the SOM DEP, and all involved employees shall have the required certification.
1. **Response times**
	1. Contractors shall state the Maine counties where they can provide those services or State-wide, if all counties. The Contractor may indicate their maximum response times for each Maine county where they can provide service.
	2. Emergency response times should be within 4 hours from the initial notification of the need for service and acceptance by the Contractor and shall be no later than 6 hours from said notice and acceptance. The Contractor may include areas they wish to service but cannot meet the emergency response times. If not specified, it will be assumed that the Contractor will meet the required emergency response times for areas where they can provide service.
2. **Safety Data Sheets**

For projects involving the use of cleaning chemicals and biocides, the Contractor shall provide to SOM, Globally Harmonized Safety Data Sheets (SDS) for all cleaners and chemicals to be used in the facility before the process begins. To the extent possible, only “green” or low-toxicity, low-volatile organic compound (VOC) chemicals shall be used.

1. **Requirements for Regulated Activities**

In addition to the general requirements to provide copies of relevant licenses, certifications and training records for Master Agreement application and renewal, for all projects involving lead-based paint, asbestos containing building materials, and bloodborne-pathogen biohazard cleaning, Contractor shall provide a Closeout Package at the completion of the project, which shall contain copies of relevant licenses and individual certifications for all individuals involved, where required or applicable. The package shall also contain documentation of the proper disposal, including transport (if regulated), for all non-hazardous and hazardous waste. Failure to maintain required licenses and certifications, and to dispose of waste properly, may result in regulatory action and possible withholding or denial of payment by SOM.

1. **Background Checks**

All Contractor personnel used for these services must clear a background check that minimally proves they have never been convicted of a felony, burglary, or history of domestic violence. All costs associated with background checks may be the responsibility of the Contractor. The Contractor should pre-approve minimally ten (10) people who can pass stringent background checks, including fingerprinting. Any Contractor personnel sent to the worksite must be on the pre-approved list. Personnel not pre-approved will not be allowed into the facility.

NOTE: Each State of Maine facility performs different work, approved background checks in one State facility does not qualify as passing this facility’s background check. Provider personnel must receive an approved background check for each individual facility.

1. **Confidentiality Policy**

Contractor shall have a company policy for ensuring all State of Maine information is kept confidential. At no point will Contractor employees discuss with anyone the work being performed, address, name or any other information for the customers, nor will lock box codes or key locations be disclosed, unless approved by SOM. Contractor employees are not allowed in secure areas when a member of SOM and/or Contractor management is not present. The Contractor will protect the State of Maine from the use of social media by their employees in a manner that jeopardizes confidentiality of SOM information. Contractor employees are not to discuss proprietary information, or information about customer, on any social media website, even if the conversations are not considered private. The Contractor may be required to have employees sign a Non-Disclosure Confidentiality document.

1. **Quotes / Cost Estimates**

The Contractor shall furnish a cost estimate for all services before any service is provided, except for emergency services. In the case of emergency services, a cost estimate shall be provided immediately once the situation has been stabilized or when requested by SOM prior to continuance of work. The SOM does not intend to pay mileage, fuel costs, or other travel associated expenses. If these costs are to be charged, they must be in the cost estimate provided and must be agreed to in writing by SOM before service is provided.

1. **Costs**

Costs may be based on the use of standardized software such as Xactimate, or on a Time & Materials basis, whichever provides the lower cost. A detailed breakout of costs must be provided, and in the case of Time & Materials estimating, the labor rates and breakout of material costs must be specified. Any multipliers for after-hours, weekend, or holiday work must be clearly noted. Cost estimates provided by Contractor will be reviewed by SOM based on historical costs for similar work and will be compared to cost estimates from other Contractors with SOM Master Agreements. A Contractor’s cost estimate must be approved by SOM prior to the start of any work, and any cost increases that develop during the course of the work must be justified in writing by Contractor and approved by SOM.

**PART III KEY RFP EVENTS**

1. **Questions**
	1. **General Instructions:** It is the responsibility of all Bidders and other interested parties to examine the entire RFP and to seek clarification, in writing, if they do not understand any information or instructions.
		1. Bidders and other interested parties should use **Appendix E** (Submitted Questions Form) for submission of questions. If used, the form is to be submitted as a WORD document.
		2. Questions must be submitted, by e-mail, and received by the RFP Coordinator identified on the cover page of the RFP as soon as possible but no later than the date and time specified on the RFP cover page.
		3. The RFP Number and Title must be included in the subject line of the e-mail containing the submitted questions. The Department assumes no liability for assuring accurate/complete/on time e-mail transmission and receipt.
	2. **Question & Answer Summary:** Responses to all questions received by the Initial Submitted Questions Due Date will be compiled in writing and posted on the following website no later than seven (7) calendar days prior to the Initial Proposal Due Date: [Office of State Procurement Services PQVL Page](https://www.maine.gov/dafs/bbm/procurementservices/vendors/pqvls).

All other questions received following the Initial Submitted Questions Due Date will be addressed by updating the Q&A Summary no later than seven (7) calendar days prior to the next enrollment deadline.

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.

1. **Amendments**

All amendments released in regard to the RFP will also be posted on the following website: [Office of State Procurement Services PQVL 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 amendments. Only those amendments posted on this website are considered binding.

1. **Proposal Submission**
	1. **Proposals Due:** Proposals must be received no later than 11:59 p.m. local time, on the date listed on the cover page of the RFP.
		1. Any e-mails containing original proposal submissions or any additional or revised proposal files, received after the initial 11:59 p.m. deadline, will be held until the next enrollment period.
	2. **Delivery Instructions:** E-mail proposal submissions must be submitted to the Office of State Procurement Services at Proposals@maine.gov.
		1. Only proposal submissions received by e-mail will be considered. The Department assumes no liability for assuring accurate/complete e-mail transmission and receipt.
			1. Proposal submission e-mails that are successfully received by the proposals@maine.gov inbox will receive an automatic reply stating as such.
		2. E-mails containing links to file sharing sites or online file repositories will not be accepted as submissions. Only e-mail proposal submissions that have the actual requested files attached will be accepted.
		3. Encrypted e-mails received which require opening attachments and logging into a proprietary system will not be accepted as submissions. Bidders should work with their Information Technology team to ensure that the proposal submission will not be encrypted due to any security settings.
		4. File size limits are 25MB per e-mail. Bidders may submit files separately across multiple e-mails, as necessary, due to file size concerns. All e-mails and files must be received by the due date and time listed above.
	3. **Submission Format:**
		1. Bidders are to insert the following into the subject line of their e-mail proposal submission: **“RFP# 202502016 Proposal Submission – [Bidder’s Name]”**
2. Bidder’s proposal submissions must be sent as one combined document. PDF format is preferred. Other formats, such as MS Word, will be accepted.
3. Bidder’s proposals must include (in the order below):
* **Appendix A** (Proposal Cover Page)
* **Appendix B** (Responsible Bidder Certification)
* All required documentation to demonstrate meeting the eligibility requirements stated in Part I, C of the RFP.
* **Appendix C** (Qualifications and Experience Form) and all related/required attachments
* Copy of applicable licensure or any specific credentials
* Certificate of Insurance
* Company Rate Sheet(s)

**PART IV PROPOSAL SUBMISSION REQUIREMENTS**

This section contains instructions for Bidders to use in preparing their proposals. The Department seeks detailed yet succinct responses that demonstrate the Bidder’s qualifications, experience, and ability to perform the requirements specified throughout the RFP.

The Bidder’s proposal must follow the outline used below, including the numbering, section, and sub-section headings. Failure to use the outline specified in PART IV, or failure to respond to all questions and instructions throughout the RFP, may result in the proposal being disqualified as non-responsive or receiving a reduced score. The Department, and its evaluation team, has sole discretion to determine whether a variance from the RFP specifications will result either in disqualification or reduction in scoring of a proposal. Rephrasing of the content provided in the RFP will, at best, be considered minimally responsive.

Bidders are not to 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. Include any forms provided in the submission package or reproduce those forms as closely as possible. All information must be presented in the same order and format as described in the RFP.

**Proposal Format and Contents**

**Section I Preliminary Information**

* 1. **Proposal Cover Page**

Bidders must complete **Appendix A** (Proposal Cover Page). It is critical that the cover page show the specific information requested, including Bidder address(es) and other details listed. The Proposal Cover Page must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

* 1. **Responsible Bidder Certification**

Bidders must complete **Appendix B** (Responsible Bidder Certification). The Responsible Bidder Certification must be dated and signed by a person authorized to enter into contracts on behalf of the Bidder.

* 1. **Eligibility Requirements**

Bidders must provide documentation to demonstrate meeting eligibility requirements stated in PART I, C. of the RFP.

**Section II Organization Qualifications and Experience**

* 1. **Overview of the Organization**

Bidders must complete **Appendix C** (Qualifications and Experience Form) describing their qualifications and skills to provide the requested services in the RFP. Bidders must include three (3) examples of projects which demonstrate their experience and expertise in performing these services as well as highlighting the Bidder’s stated qualifications and skills.

* 1. **Subcontractors**

If subcontractors are to be used, Bidders must 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**

Bidders must provide an organizational chart. Each position must be identified by position title and corresponding to the personnel job descriptions.

* 1. **Litigation**

Bidders must attach a list of all current litigation in which the Bidder is named and a list of all closed cases that have closed within the past five (5) years in which the 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.

* 1. **Licensure/Certification**

Bidders must provide documentation of all applicable licensure/certification and specific credentials required to provide the proposed services of the RFP. This documentation includes:

|  |  |
| --- | --- |
| **Service Type** | **Required Certifications** |
| IICRC Firm Certification | IICRC Firm certification in applicable remediation service type |
| Biohazard Cleaning and Sanitation | IICRC Trauma and Crime Scene Technician (TCST) |
| SOM Pesticide Applicator License |
| Water Damage Response and Mitigation | ACAC CSDS: council-certified Structural Drying Supervisor (CSDS) |
| ACAC CSDR: council-certified Structural Drying Remediator (CSDR) |
| IICRC Commercial Drying Specialist (CDS) |
| IICRC Applied Structural Drying Technician (ASD) |
| IICRC Water Restoration Technician (WRT) |
| Mold and Microbial Remediation | IICRC Applied Microbial Remediation Technician (AMRT) |
| IICRC Mold Remediation Specialist (MRS) |
| ACAC Council-certified Microbial Remediator (CMR) |
| ACAC Council-certified Microbial Remediation Supervisor (CMRS) |
| Fire and Smoke Damage Restoration | ACAC Council-certified Fire and Smoke Damage Technician (CFST) |
| ACAC Council-certified Fire and Smoke Damage Consultant (CFSC) |
| IICRC Fire and Smoke Damage Restoration Technician (FSRT) |
| IICRC Master Fire and Smoke Restorer (MFSR) |
| Abatement of Asbestos Containing Building Materials | Applicable SOM DEP License(s) and Certification(s) |
| Abatement of Lead-Based Paint | Applicable SOM DEP License(s) and Certification(s) |

* 1. **Certificate of Insurance**

Bidders must 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 III Proposed Services**

* 1. **Services to be Provided**

Bidders must discuss the Scope of Services referenced above in Part II of the RFP and what the Bidder will offer, including a description of the methods and resources the Bidder will use and how each task involved will be accomplished. Bidders must also describe how the expectations and/or desired outcomes as a result of these services will be achieved. If subcontractors are involved, Bidders must clearly identify the work each will perform.

**Section IV Cost Proposal**

* 1. **General Instructions**
		1. Bidders must submit a current rate sheet in an excel format.
			1. 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. Bidders must address all requirements from Part II Scope of Services associated with their proposed Service Type.
			2. Material costs should include PPE suits, respirators, cartridges, boxes for disposal, air scrubbers, plaster sheeting, containment devices, and any other tools and supplies directed by the job.
		2. The cost proposal must include the costs necessary for the Bidder to fully comply with the contract terms, conditions, and RFP requirements.
		3. No costs related to the preparation of the proposal for the RFP, or to the negotiation of the contract with the Department, may be included in the proposal. Only costs to be incurred after the contract effective date that are specifically related to the implementation or operation of contracted services may be included.

**PART V PROPOSAL EVALUATION AND SELECTION**

Evaluation of the submitted proposals will be accomplished as follows:

1. **Evaluation Process – General Information**
	1. An evaluation team, composed of qualified reviewers, will judge the merits of the proposals received in accordance with the criteria defined in the RFP.
	2. Officials responsible for making decisions on the award selection will 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 the contract is awarded to the Bidder 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 Bidders, if needed, to obtain clarification of information contained in the proposals received. The Department may revise the scores assigned in the initial evaluation to reflect those communications and/or interviews/presentations.
	4. Changes to proposals, including updating or adding information, will not be permitted during any portion of the evaluation process. Therefore, Bidders must submit proposals that present their rates and other requested information as clearly and completely as possible.
2. **Scoring Weights and Process**
	1. **Scoring Weights:** Proposal scores will be based on a 100-point scale and will measure the degree to which each proposal meets the following criteria:

|  |  |  |
| --- | --- | --- |
| **Section I.** | **Preliminary Information**Proposal materials to be evaluated in this section: all elements addressed in Part IV, Section I of the RFP. | **No Points – Eligibility Requirements** |
| **Section II.** | **Organization Qualifications and Experience** Proposal materials to be evaluated in this section: all elements addressed above in Part IV, Section II of the RFP. | **50 points** |
| **Section III.** | **Proposed Services** Proposal materials to be evaluated in this section: all elements addressed above in Part IV, Section III of the RFP. | **25 points** |
| **Section IV.** | **Cost Proposal** Proposal materials to be evaluated in this section:all elements addressed above in Part IV, Section IV of the RFP. | **25 points** |

* 1. **Scoring Process:** For proposals that demonstrate meeting the eligibility requirements in Section I, if applicable, the evaluation team will use a consensus approach to evaluate and score Sections II, III and IV above. Members of the evaluation team will not score those sections individually but, instead, will arrive at a consensus as to assignment of points for each of those sections.
	2. **Negotiations:** The Department reserves the right to negotiate with the awarded Bidder to finalize a contract. Such negotiations may not significantly vary the content, nature or requirements of the proposal or the Department’s Request for Proposal to an extent that may affect the price of goods or services requested. The Department reserves the right to terminate contract negotiations with an awarded Bidder who submits a proposed contract significantly different from the proposal they submitted in response to the advertised RFP. In the event that an acceptable contract cannot be negotiated with the highest ranked Bidder, the Department may withdraw its award and negotiate with the next-highest ranked Bidder, and so on, until an acceptable contract has been finalized. Alternatively, the Department may cancel the RFP, at its sole discretion.
1. **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 conditional award selection or non-selection will be made in writing by the Department.
	3. Issuance of the 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 the RFP, 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. Selected vendors must submit updated documentation pertaining to Certification of Insurance, Certification/Licensure, and Rates to the RFP Coordinator on an semi-annual basis.
2. **Appeal of Contract Awards**

Any person aggrieved by the award decision that results from the RFP may appeal the decision to the Director of the Bureau of General Services in the manner prescribed in [5 M.R.S.A. § 1825-E](http://www.mainelegislature.org/legis/statutes/5/title5sec1825-E.html) and [18-554 Code of Maine Rules 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 conditional contract award.

Since this RFP results in a PQVL, the appeal procedures mentioned above are available upon the original determination of that vendor list only. 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 Vendor 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.
1. **Contract Document**

If the Department chooses to at the time of selection, the selected vendors may be required to execute a State of Maine Service Contract or Master Agreement with appropriate riders as determined by the Department. Alternatively, the Department may choose to wait until a specific project has been awarded through the mini-bid process to enter into a contractual relationship with the selected vendor(s).

The complete set of standard State of Maine Service Contract documents, along with other forms and contract documents commonly used by the State, may be found on the Office of State Procurement Services’ website at the following link: [Office of State Procurement Services Forms Page](https://www.maine.gov/dafs/bbm/procurementservices/forms)

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

**Appendix A** – Proposal Cover Page

**Appendix B** – Responsible Bidder Certification

**Appendix C** – Qualifications and Experience Form

**Appendix D** – Submitted Questions Form

**APPENDIX A**

**State of Maine**

**Department of Administrative and Financial Services**

**PROPOSAL COVER PAGE**

**RFP# 202502016**

**Pre-Qualified Vendor List for Mitigation of Building Damage and Remediation of Environmental Contamination, Emergency and Routine Response**

|  |  |
| --- | --- |
| **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:** |  |
| **Service Type (check only one)** | [ ]  Biohazard Cleaning & Sanitation [ ]  Water-Damage Response & Mitigation[ ]  Mold & Microbial Remediation[ ]  Fire & Smoke Damage Restoration [ ]  Abatement of Asbestos-Containing Building Materials[ ]  Abatement of Lead-Based Paint |

* 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**

**RESPONSIBLE BIDDER CERTIFICATION**

**RFP# 202502016**

**Pre-Qualified Vendor List for Mitigation of Building Damage and Remediation of Environmental Contamination, Emergency and Routine Response**

|  |  |
| --- | --- |
| **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.*
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*.
5. *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.*
6. *Is not a foreign adversary business entity (*[*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies)*).*
7. *Is not on the list of prohibited companies (*[*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies)*) or does not obtain or purchase any information or communications technology or services included on the list of prohibited information and communications technology and services* [*https://www.maine.gov/oit/prohibited-technologies*](https://www.maine.gov/oit/prohibited-technologies) *(Title 5 §2030-B).*

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

**APPENDIX C**

**State of Maine**

**Department of Financial and Administrative Services**

## QUALIFICATIONS & EXPERIENCE FORM

**RFP# 202502016**

**Pre-Qualified Vendor List for Mitigation of Building Damage and Remediation of Environmental Contamination, Emergency and Routine Response**

|  |  |
| --- | --- |
| **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. You may expand this form and use additional pages to provide this information.** |
|  |

|  |
| --- |
| **Provide a description of projects that occurred within the past five (5) years which reflect experience and expertise needed in performing the functions described in Part II – Scope of Services to be Provided of the RFP. Contract history with the State of Maine, whether positive or negative, may be considered in evaluating proposals even if not provided by the Bidder.***If the Bidder has not provided similar services, note this, and describe experience with projects that highlight the Bidder’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** |
|  |

|  |
| --- |
| **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**

**SUBMITTED QUESTIONS FORM**

**RFP# 202502016**

**Pre-Qualified Vendor List for Mitigation of Building Damage and Remediation of Environmental Contamination, Emergency and Routine Response**

This form should be used by Bidders when submitting written questions to the RFP Coordinator as defined in Part III of the RFP.

If a question is not related to any section of the RFP, enter “N/A” under the RFP Section & Page Number. Add additional rows as necessary.

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

|  |  |
| --- | --- |
| **RFP Section & Page Number** | **Question** |
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