**STATE OF MAINE**

**Department of Administrative and Financial Services**



**RFP# 202006096**

**Pre-Qualified Vendor List for**

**Plexiglass Barriers and Installation Services**

|  |  |
| --- | --- |
| **RFP Communications** | *All communication regarding this RFP must be made through the email address identified below*.**Contact Information:** 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# 202006096 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**. Please include “***RFP# 202006096 Proposal Submission – [Vendor’s Name]***”**in the subject line of your email/electronic submission.* |

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1. **Purpose**

The Department of Administrative and Financial Services (Department) is seeking proposals to establish a Pre-Qualified Vendor List (PQVL) to provide Plexiglass Barriers and Installation Services. The creation of this PQVL is in response to COVID-19. 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.

## 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.

## Mini-Bid Process and Awards

The Department will notify all pre-qualified vendors when specific services are needed. Each vendor on the pre-qualified list will be given a description of the 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.

The resulting PQVL will be used as a tool for the Department, however, the Department reserves the right to select vendors from the PQVL without using the mini-bid process for emergencies. 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.

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.

## 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). 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.

##

## Proposal Submission

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).

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# 202006096 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** and all related/required attachments such as copies of certifications, licensure, certificate of insurance, etc.)
6. PRIOR PROJECTS FORM (**Appendix D**)
7. VENDOR LIST of OFFERED MATERIALS, SERVICES and RATES\*

***\*****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.*

## 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 F. 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, copies of all relevant licensure, certification, and specific credentials, and a copy of a valid certificate of insurance.
		3. Confirmation of a completed PRIOR PROJECTS FORM (**Appendix D**) which demonstrates experience and expertise needed in performing the services in this RFP.
		4. Confirmation of an included VENDOR LIST of OFFERED MATERIALS, SERVICES and RATES demonstrating a vendor’s capacity to provide the services and materials likely required for specific future projects.

*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.

**APPENDIX A**

**State of Maine**

**Department of Administrative and Financial Services**

**PROPOSAL COVER PAGE**

**RFP# 202006096**

**Pre-Qualified Vendor List for**

**Plexiglass Barriers and Installation Services**

|  |  |
| --- | --- |
| **Vendor’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:** |  |

* 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 Vendor’s proposal.
* No attempt has been made, or will be made, by the Vendor 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# 202006096**

**Pre-Qualified Vendor List for**

**Plexiglass Barriers and Installation Services**

|  |  |
| --- | --- |
| **Vendor’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 Vendor’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# 202006096**

**Pre-Qualified Vendor List for**

**Plexiglass Barriers and Installation Services**

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

|  |
| --- |
| **Present a brief statement of qualifications. Describe the history of the organization, especially regarding skills pertinent to the specific services of the RFP and any special or unique characteristics of the organization which would make it especially qualified to perform the required work activities.** |
|  |
| **List all current litigation in which the Vendor is named, and list all closed cases that have closed within the past five (5) years in which the Vendor 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”.** |
|  |
| **Vendors are to provide documentation of:*** + - **Any applicable licensure/certification and any specific credentials required to provide the services of this RFP (both for the organization and employees).**
		- **A certificate of insurance on a standard Acord form (or the equivalent) evidencing the Vendor’s general liability, professional liability and any other relevant liability insurance policies that might be associated with these services.**
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**APPENDIX D**

**State of Maine**

**Department of Administrative and Financial Services**

**PRIOR PROJECTS FORM**

**RFP# 202006096**

**Pre-Qualified Vendor List for**

**Plexiglass Barriers and Installation Services**

Provide the information requested below on three projects that occurred within the past five years which demonstrates experience and expertise needed in performing the services in this RFP.

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

|  |
| --- |
| **Project Two** |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Project Start and End Dates:** |  |
| **Brief Description of Project** |
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| --- |
| **Project Three** |
| **Client Name:** |  |
| **Client Contact Person:** |  |
| **Telephone:** |  |
| **E-Mail:** |  |
| **Project Start and End Dates:** |  |
| **Brief Description of Project** |
|  |