



OEV – AGENCY SOLICITATION SPECIFICATIONS

TITLE: MPA 397 OE DISASTER RECOVERY SERVICES

SECTION A. BACKGROUND

MPA 397 Open Enrollment providing Disaster Recovery Services and Restoration Services in all aspects of recovery and reconstruction due to a disaster situation.

SECTION B: SCOPE OF WORK AND REQUIREMENTS

Offerors will be required to provide services for the various types of disaster situations but not limited to disasters such as floods, hurricanes, tornadoes or earthquakes, hazardous material spills, infrastructure failure, bio-terrorism, and disastrous IT bugs or failed change implementations.

The Contractor shall perform all services in a professional and workman like manner and in compliance with all applicable laws, ordinances, rules, regulations, and permits.

Contractor shall bear all of its own operating costs and is responsible for all permit, license fees, and maintenance of its own and subcontractor's trucks, and equipment to keep such property in condition and manner adequate to accomplish contracted services.

The Contractor shall provide expertise, technical guidance and consultation before, during and after the disaster event. The Contractor shall provide administrative support for contracted operations, on-site management staff to work with State staff, and field supervisors, operators, drivers, laborers along with appropriate vehicles, equipment, housing, hand tools and all other incidentals to ensure a successful recovery operation. Only the highest quality of workmanship will be acceptable. Services, equipment, and/or workmanship not conforming to the intent of the awarded contract or meeting the approval of the State may be rejected.

Response Time

Contractor shall provide a contact number that must be attended twenty-four (24) hours a day, seven (7) days a week, with qualified personnel to handle trouble reports from Participating Public Agencies.

When emergency calls are received through a third party answering service, the Contractor must respond telephonically or in person to the Agency regarding its emergency within one (1) hour of the Agency's initial notification.

The Contractor must be on site within twelve (12) hours of the Agency's initial notification to determine the scope of work involved. If a declared emergency vendors are must be on site within four (4) hours.

Contractor must provide a written scope of work to the Agency within 24 hours of assessing the site.

Contractor must offer twenty-four hour available service.

Staffing:

The Contractor must maintain the personnel and resources necessary to manage, staff, and perform the work as described.

The Contractor shall comply with all wage and hours of employment regulations pursuant to Federal, State laws and any applicable statutes.

All employees of the Contractor shall be paid by the Contractor and they shall not be considered employees of the State.

Contractor shall provide proof and results of background checks at the Contractors expense when required by a State Agency.

Bonding Capability:

Contractor may be required to provide proof of bonding ability from a surety bond company authorized to do business in the State of Rhode Island. Each State Agency will determine when a project requires a Payment and/or Performance Bond and Contractor must provide such bond(s) to the Agency in its sole discretion.

Pricing Format:

Each Agency reserves the right to request time and material pricing or pricing that is software-based. Therefore, Provider must have the ability to determine pricing by using Xactimate® software.

When using this software to determine pricing, the Profit markup must not be more than 10% and Overhead markup must not be more than 10%

Xactimate® estimating software was selected as it provides the industry base level standard for estimation of quantities of hours and job titles, supplies and ancillary services required for disaster recovery contracts. Vendor participation in Xactimate® provides the state of Rhode Island with consistent and competitive pricing to all agencies requesting services.

It has been determined that some, but not all, disaster recovery services involve activities that constitute public works in Rhode Island General Laws 37-13-1. Therefore, all contracts awarded under the CR shall require the use of state prevailing wage scales.

Work Safety: The Contractor shall provide and enforce a safe work environment as prescribed in the Occupational Safety and Health Act of 1970, as amended. The Contractor will provide such safety equipment, training and supervision as may be

required by the State and/or other governmental regulations. The Contractor shall ensure that its subcontracts contain a similar safety provision.

Mobilization Services: This includes, but is not limited to, catastrophe (CAT) and mini CAT management, contingency plan implementation, mobile command centers, storm tracking and resource allocation, immediate site inspections and estimates, advanced equipment and resources staging.

Building and Site Stabilization Services: This includes, but is not limited to, water mitigation, board-up, temporary roofing, thermal imaging and moisture mapping, dehumidification and moisture control, fire, smoke, wind, hail, earth movement and water damage restoration, odor control, emergency power and lighting, temporary air conditioning and cooling towers, security fencing, portable toilets, pressure washing, and any other building and site stabilization services offered by Provider.

Content Restoration Services: This includes, but is not limited to, electronics and telecommunications equipment restoration, machinery and industrial equipment restoration, hard drive data retrieval, document and vital records restoration, media recovery, art, complete pack-out, shipping and storage, contents inventory management and any other content restoration services offered by Provider.

Environmental Services: This includes, but is not limited to, engineering controls and consulting, professional, licensed testing, mold remediation, bacteria and virus remediation, asbestos and lead-based paint abatement and any other environmental services offered by Provider.

Emergency Construction Services: This includes, but is not limited to, project management, consulting, fixed-cost estimates, complete interior and exterior renovations such as painting, carpentry, floor covering (carpet, tile, VCT, laminate, etc.), finished hardwood, and drywall, demolition and site cleanup, engineering, roofing, complete interior and exterior renovations, electrical, plumbing and HVAC and any other emergency construction services offered by Provider.

Contractor's ownership of debris - All debris, including regulated hazardous waste, shall become the property of Contractor for removal and lawful disposal. The debris will consist of, but not be limited to vegetative, construction and demolition, contaminated construction and demolition, white goods and household solid waste.

Contractor's disposal of debris - Unless otherwise directed by the State, the Contractor shall be responsible for determining and executing the method and manner for lawful disposal of all eligible debris, including regulated hazardous waste. The primary location of the reduction and disposal sites shall be determined by the State in consultation with the Contractor. Other sites may be utilized as directed and/or approved by the State.

Security of debris during hauling – The Contractor shall be responsible for the security of debris on/in each vehicle or piece of equipment utilized to haul debris. Prior to leaving the loading sites, the Contractor shall ensure that each load is secure and trimmed so that no debris extends horizontally beyond the bed of the equipment

in any direction. All loose debris shall be reasonably compacted and secured during transport in accordance with RIDOT guidelines. Equipment utilized during the performance of the contract shall comply with government regulations and meet the disposal landfill's requirements for equipment. Contractor is responsible for ensuring that equipment and trucks are not overloaded for transporting.

Hazardous and industrial wastes – The Contractor shall set aside and reasonably protect all hazardous or industrial materials encountered during debris removal operations for collection and disposal in accordance with Contractor's Hazardous and Industrial Materials Cleanup and Disposal Plan. Contractor will build, operate and maintain a Hazardous Waste and Industrial Material Storage area until proper disposal of such waste is feasible. Contractor may use the subcontracting services of a firm specializing in the management and disposal of such materials and waste.

Reports - Contractor shall submit periodic, written reports to the State as requested or required, detailing the progress of debris removal and disposal. These reports may include, but are not limited to: Daily Reports, Weekly Summaries, and Final Project Closeout.

The Contractor shall supply at its own expense all equipment and resources necessary to fulfill the obligation of this contract which include but are not limited to the following:

- an office as a base (s) of operations
- travel expenses
- field equipment
- transportation
- computers/cell phones/telephones/digital cameras
- copiers/scanners/fax machines
- office supplies
- maintenance of all office machines and vehicles

List equipment/technology that is owned or licensed to the company that may be used in a disaster.

Explain arrangement for use of non-owned equipment, the location of this equipment and length of time until equipment is available on-site.

If supplemental staff is needed to operate this equipment explain any agreements your company may have with the other restoration providers.

Contractors must be able to understand and identify asbestos hazards when providing services to the State and establish an asbestos abatement plan to remove contains asbestos areas if needed.

Remediation and restoration of building and contents damaged by smoke, water and mold.

Restoration for purposes to safety reoccupy a building or space within a building. Additionally, the definition of restoration will include, but not limited to: removal or cleaning of contaminated ceilings, carpet, wall coverings and underlying surfaces,

cleaning of HVAC systems, computers and other contaminated office equipment, papers and supplies.

All work performed including but not limited to post event documentation and compliance must be in accordance with Institute of Inspection Cleaning and Restoration (IICRC).

Contractor and subcontractor(s) must possess IICRC certification for type of work being performed.

Contractor must be able to provide dry standards for building damaged by water detailed by day during the drying process. The State reserves the right to ask Contractor to demonstrate the dry standard record keeping system prior to award.

Commit to using only Green Products and Solutions and provide MSDS sheets for all materials to the agency before introducing products to facility.

Use commonly understood terminology for charges of services provided with unit cost/square foot to clean, dry, deodorize, sanitize and apply antimicrobial applications for various building surfaces, equipment, furnishings, and supplier and paper products. Documentation of all pre and post remediation events, including pictures.

SECTION C: PROPOSAL

1. Proposal - Vendor Qualification | Assessment |

Narrative and format: Vendor responses must address specifically each of the following elements:

- A. Qualifications & Experience:** Contractor shall provide information on its historical background and experience on emergency recovery projects.
- B. Organization Chart:** Please provide a description of your organization's related experience and capabilities.
- C. Locations:** Provide a listing of your company's office locations. If you subcontract services to another provider(s), please indicate the subcontractor and distinguish them on the listing
- D. Licensing: Submit copy of Rhode Island Contractor registration |**

SECTION D: EVALUATION AND SELECTION - SOLICITATION SPECIFIC

Proposals shall be reviewed by the Division of Purchases on a "Pass/Fail" basis. All criteria must receive a "Pass" determination for a vendor's potential inclusion on the resulting OE MPA's qualified vendor list. Any criteria with a "Fail" determination will not be reviewed further and the vendor will be dropped from consideration.

Proposals shall be reviewed and scored based upon the following criteria:

Criteria	Pass/Fail
Qualifications & Experience	Pass/Fail
Organization Chart	Pass/Fail
Locations	Pass/Fail
Licensing	Pass/Fail
Overall Pass/Fail	Pass/Fail

NOTE: See the “Requirements” tab of this solicitation for additional information on the evaluation and selection process in the “OE Standard Specifications-Vendor Qualification Assessment” section.