



Attention Firms

**If you are downloading the RFP from the website,
continue to monitor the website for addenda.
Failure to incorporate any addenda into your
submittal may cause your submittal to be
considered non-responsive.**

Thank you.

OREGON STATE UNIVERSITY

REQUEST FOR PROPOSAL

RFP # 192665

Campus Automatic Entry Systems On Call Service and Repairs Contract

ISSUE DATE: March 19, 2018

RFP CLOSING (DUE) DATE: April 9, 2018, 2:00 p.m., Pacific Time

NO LATE RESPONSES WILL BE ACCEPTED

CONTRACT ADMINISTRATOR:

Brooke Davison, Construction Contract Officer
Construction Contract Administration
Oregon State University
644 SW 13th Ave
Corvallis, OR 97333
Phone: (541) 737-7342
Email: brooke.davison@oregonstate.edu

SOLICITATION / SELECTION PROTESTS:

Construction Contracts Manager
Hanna Emerson
Construction Contract Administration
Oregon State University
644 SW 13th Ave
Corvallis, OR 97333
Phone: (541) 737-7694
FAX: (541) 737-5546
Email: hanna.emerson@oregonstate.edu

Introduction:

Oregon State University (OSU) seeks proposals from firms specializing in automatic door entry systems (Contractor) to provide small repairs urgent in nature, including troubleshooting, installation, repair, replacement of failed components and support services for necessary component adjustments for various automatic door entry systems managed by Facilities Services throughout OSU's Corvallis campus. OSU Facilities Services provides support for approximately 180 buildings on the Corvallis campus, equating in over six (6) million square feet and more than 300 automatic entry systems campus wide. Types of door operators Facilities Services maintain include LCN, BESAM, INGHAM ABLE, Horton, NABCO, Dorma and Stanley.

Historically, the automatic door entry systems on call and repair contract (previously known as Job Order Contract) has been used by Facilities Services to install, repair, support and service door entry systems throughout the Corvallis campus. From February 2016 through July 2017, sixteen (16) projects were executed totaling more than \$20,000.00, not inclusive of door entry systems for major capital projects.

OSU intends to issue a Public Improvement Contract not-to-exceed \$75,000.00 for a term of three (3) years, with potential of three (1) additional one (1) year extensions thereafter for a potential total contract term of six (6) years.

Individual scopes of work, with the exception of service calls, will require a cost proposal and be subject to approval by the OSU Facilities Services Electrical Manager. Cost proposal for work other than service calls shall be submitted and approved by the OSU Facilities Services Electrical Manager prior to Work commencing. Costs for service calls shall be invoiced at the labor cost provided with your firm's response to this RFP. If a service call results in additional charges, a cost proposal for the additional work shall be submitted and approved by the OSU Facilities Services Electrical Manager prior to Work commencing.

Description of Services Sought:

The successful proposer will provide small repairs urgent in nature, including troubleshooting, installation, repair, replacement of failed components and support services for necessary component adjustments for various automatic door entry systems projects in accordance with the Americans with Disabilities Act (ADA) on the Corvallis campus.

For each project with the exception of service calls, the successful proposer will:

- Meet with project management staff and/or a third party consultant hired by OSU to understand size, schedule and budget of each project, and provide estimates and schedules prior to commencing work.
- Maintain the project schedule and communicate directly with the OSU project manager.
- Notification of Notice to Proceed will be issued by OSU Facilities Services Electrical Manager.
- Project costs will not include:
 - Parking

- Travel expenses for individuals traveling to the jobsite

Service calls, OSU will contact the successful proposer and request service. If the service call requires additional labor and or materials, above and beyond what is available at the time of the service call, the proposer shall leave the jobsite in a safe and secure state and proceed with the above project criteria.

Prevailing Wages

In compliance with Oregon Prevailing Wage Law, the following is incorporated into this RFP:

The Contractor and all sub-contractors shall comply with the provisions of ORS 279C.800 through 279C.870, relative to Prevailing Wage Rates. This RFP and the resulting contract are subject to the following BOLI wage rate requirements, which are incorporated herein by reference:

- January 1, 2018 PWR Apprenticeship Rates
- January 1, 2018 Prevailing Wage Rates for Public Works Contracts in Oregon
- January 1, 2016 Definitions of Covered Occupations for Public Works Contracts in Oregon

These BOLI wage rates are available on line at:

http://www.boli.state.or.us/BOLI/WHD/PWR/pwr_state.shtml

Prior to execution of a contract, the Contractor shall file with the Construction Contractor's Board, and maintain in full force and effect, the separate public works bond required by Oregon Laws 2005, Chapter 350 and OAR 839-025-015, unless otherwise exempt under those provisions. The Contractor shall also include in every subcontract a provision requiring the Sub-Contractor to have a public works bond filed with the Construction Contractor's Board before starting services, unless otherwise exempt, and shall verify that the Sub-Contractor has filed a public works bond before permitting any Sub-Contractor performing services to start Work.

Minimum Qualifications

In order to qualify as a Responsive Proposer, the Proposer needs to meet the minimum qualifications below.

- Licensed by the Oregon Construction Contractor's Board
- All work will be provided by certified DORMA and LCN professionals.
- Call back response time of one (1) hour when service call is made On-site response time of two (2) hours from received service call, branch or technician must be located within two (2) hours of Corvallis.
- Proposer must have ten (10) years experience with automatic door opening systems
- Technicians must have at least five (5) years experience working with automatic door opening systems
- New installations require a two (2) year warranty for parts and labor
- Workmanship for all work performed require a one year warranty

Preferred Qualifications

OSU will award additional points for Proposers able to meet the preferred qualifications below.

- A history of working in a higher education environment
- Experience with working in occupied spaces
- Certified MWBE, ESB or DBE by the State of Oregon Office for Business Inclusion and Diversity

Selection Process:

This RFP and the selection process will be conducted pursuant to the terms of this RFP and the OSU Standard 580-063-0030, relating to the selection and retention of contractors for construction related services.

Compensation:

Compensation will generally be on a time and materials (plus allowable mark up) basis for services at the time services are requested with a not-to-exceed aggregate value of \$75,000.00. Hourly rates, service call charges and allowable mark up rates shall be provided by proposer as required by the following section of this RFP. Those rates will be included in resulting contract. OSU will select one (1) firm to provide services and proposers are advised that OSU will not guarantee that any work or any specific volume of work will be awarded to a successful proposer.

Response Requirements/Evaluation Criteria:

Indicate in writing the following information about your firm's ability and desire to perform this work. Proposals will be rated based upon the weight assigned to each item as noted in the parenthesis at the end of each statement below.

1. Provide a brief description of your firm and how long the company has been in business. Include an organizational chart or a description of your business model; describe your experience and your current long term contracts. Indicate the size of your company, including ownership, laborers on full time staff, laborers on part time staff, and administrative personnel. (Weight: 10)
2. **OSU requires a call back response time of one (1) hour and an on-site response time of two (2) hours.** Describe how your firm can meet this requirement and your experience with projects with aggressive schedules and your capabilities to perform the services sought. (Weight: 30)
3. Identify the personnel in your firm who would be assigned to this project/contract and describe their specific experience with projects in higher education facilities – use specific examples and include their role and responsibilities in the project. Provide proof of required certifications as stated in the Minimum Qualifications above. (Weight: 20)

4. Provide schedule of charges (including labor costs and material mark up percentage) for all services that will remain effective for the Agreement Term. The schedule of charges must include an hourly rate for each position/title that may provide Services to OSU (no ranges will be accepted) and material mark up percentage for materials that may be provided under the Agreement. The schedule of charges may be negotiated at OSU's sole discretion during the term of the Agreement and modifications will be reflected in an Amendment specific to a Work Unit. Modifications to the schedule of charges will only be effective for Work Units for which they were specifically negotiated. Schedule of charges shall be inclusive of all labor costs and material mark up required to perform installation, repair and services described in this RFP. (Weight: 20)

5. Provide sample warranty for parts and service. (Weight: 5)

6. Workforce Diversity Plan

Provide a description and identification of Minority Business Enterprise (MBE), Women Business Enterprise (WBE) or Emerging Small Business (ESB) certifications for the Proposer and a description of the Proposer's nondiscrimination practices. Provide any historical information on MBE, WBE or ESB Joint Ventures, subcontracting or mentoring plan, and utilization history for projects completed within the past three (3) years.

Provide a narrative description of your current workforce diversity program/plan, and the plan for obtaining subcontracting and consulting diversity for this project. Include a description of the outreach program or plan, including a schedule of events and specific steps that will be taken to maximize broad based and inclusive participation and the plan to provide mentoring, technical or other business development services to subcontractors needing or requesting such services.

The successful proposer shall perform the work and the contract with respect to diversity according to the means and methods described in its workforce plan described in the response, unless changes are requested and approved in writing in advance by OSU or are required by applicable laws, ordinances, codes, regulations, rules or standards. (Weight: 10)

7. Provide detailed information about how your firm meets the preferred qualifications listed above. (Weight:15)

References:

Provide current contact information for references for each of the *key personnel* you propose for this Project. The references must represent at least one of each of the following: owners and contractors. These references must relate to projects of a size, scope and/or complexity comparable to this Project. The references identified must have had direct contact with your team member.

In addition, provide current contact information for three owners and three contractors to be used as references for your firm for *this Project*. Do not include any references of OSU personnel.

OSU may check with these references or other references associated with past work of your firm.

Selection Procedure and Timetable:

The selection procedure described below will be used to evaluate the capabilities of interested firms to provide the professional services to OSU for this project.

March 19, 2018	Issue RFP
April 9, 2018	RFP response due at 2:00 pm, Pacific Time
April 17, 2018	Estimated Notice of Intent to Award
May 8, 2018	Estimated Contract Execution

Evaluation Process:

OSU will utilize this RFP process to obtain information to enable selection of the most qualified proposer through evaluation of:

- a. The proposers' responses to evaluation criteria above;
- b. The results of discussions with the proposers' references and others.

The written response to this RFP is the only step in the selection of a firm for the Automatic Door Entry Systems On Call and Repairs Contract. The responses to this RFP will be evaluated by the selection committee, which will be comprised of representatives from OSU who score proposals, and other university personnel who serve as advisors but do not score proposals.

Each criterion in the first step of the evaluation process has been assigned a weight between five (5) and thirty (30). Each member of the selection committee will rate each firm in criterion (1) through six (6) above between one (1) and five (5) (five being the highest), and multiply that number by the weight assigned to the criterion. Each member of the selection committee will rate criterion seven (7) above between zero (0) and five (5) (five being the highest), and multiply that number by the weight assigned to that criterion. The selection committee members will then total the weighted score from all of the criteria to obtain the total score. The result of this total score will be used to rank all proposers. The top ranked firm will be deemed the Apparent Successful Proposer.

If, during the discussion, the selection committee determines the university has no recent experience working with your firm, or if the consolidated ranking indicates a tie, the committee will check the references provided by the proposer as required above of this RFP. Information obtained from references may alter the committee's final ranking of firms. Any alteration of final ranking will be based on committee's understanding of how well each firm can meet the needs of the Project and University.

Financial Evaluation:

OSU reserves the right to investigate and evaluate, at any time prior to award and execution of the contract, the submitting firm's financial responsibility to perform the anticipated contract. Submission of a signed response will constitute approval for OSU to obtain any credit report information OSU deems necessary to conduct the evaluation. OSU will notify the firms, in writing, of any other documentation required, which may include, but need not be limited to: recent profit-and-loss history; current balance statements; assets-to-liabilities ratio, including number and amount of secured versus unsecured creditor claims; availability of short and long-term financing; bonding capacity and credit information. Failure to promptly provide this information may result in rejection of the submission.

OSU may postpone the award or execution of a contract or selection of finalists in order to complete its investigation and evaluation. Failure of a firm to demonstrate financial responsibility may render it non-responsible and constitute grounds for response rejection.

Submission:

Submit, via email, your written response in a PDF format, to be received by the closing date and time listed in this document to:

Brooke.Davison@oregonstate.edu

Your response must be contained in a document **not to exceed five (5)**, including pictures, charts, graphs, tables and text the proposer deems appropriate to be part of OSU's review of your proposal. Resumes of key individuals proposed to be involved in this project are exempted from the five (5)-page limit and may be **appended to the end of your response**. No other supplemental information to the five (5)-page response will be allowed. Appended resumes of the proposed key individuals, along with a transmittal letter, table of contents, front and back covers, and blank section/numerical dividers, etc., will not be counted in the five (5)-page limit.

Present information in the same order as the Response Requirements/Evaluation Criteria section above and include references required by the References section above. Your response must follow the format outlined above and **be signed by an officer of your firm with the authority to commit the firm. Make sure to include contact information *including email* for communication purposes**. The response must be submitted in a soft-bound (no three-ring binders) formatted with page size of **8 ½ x 11 inches**. The basic text information of the response should be presented in standard business font size, and reasonable (no less than one-inch) margins.

OSU may reject any submittal not in compliance with all applicable OSU bidding procedures and requirements, and may cancel this solicitation or reject for good cause, all responses upon a finding by OSU that it is in the public interest to do so.

Note that throughout this procurement, OSU will not accept responses or queries that require OSU to pay the cost of production or delivery.

OSU is an AA/EEO employer.

Telephone or facsimile responses will not be accepted.

Proposals received after the closing date and time will not be considered.

Questions:

All questions and contacts with OSU regarding any information in this RFP must be addressed either in writing, fax, or email to Brooke Davison at the address or email listed in this document no later than March 28, 2018 at 4:00 p.m. If you are unclear about any information contained in this document, you are urged to submit those questions for formal clarification.

Solicitation Protests:

Proposers may submit a written request for change or protest of particular solicitation provisions and specifications and contract terms and conditions (including comments on any specifications that a firm believes limits competition) to Hanna Emerson, Construction Contracts Manager at the address, email or fax listed in this document. Such requests for change and protests shall be received no later than March 24, 2018, at 5:00 p.m. Such requests for change and protests shall include the reasons for the request and any proposed changes to the solicitation provisions and specifications and contract terms and conditions.

Change or Modification:

Any change or modification to the specifications or the procurement process will be in the form of an addendum to the RFP and will be made available to all firms by publication on the OSU Bid and Business Opportunity web site (<https://bid.oregonstate.edu>). It is the responsibility of each firm to visit the website and download any addenda to this RFP. No information received in any manner different than as described herein shall serve to change the RFP in any way, regardless of the source of the information.

Selection Protests:

Any proposer to this RFP who claims to have been adversely affected or aggrieved by the selection of a competing proposer will have three days after notification of that selection to submit a written protest of the selection to Hanna Emerson, Construction Contracts Manager at 644 SW 13th Ave., Corvallis, OR 97333. Any such protests must be received by Ms. Emerson no later than three days after the selection has been made.

Proprietary Information:

OSU will retain this RFP and one copy of each original response received, together with copies of all documents pertaining to the award of a contract. These documents will be made a part of a file or record, which shall be open to public inspection after OSU has announced its intent to award a contract. If a response contains any information that is considered a trade secret under

ORS 192.501(2), you must mark each trade secret with the following legend: **“This data constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”**

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance.”

Therefore, non-disclosure of documents or any portion of a document submitted as part of a response may depend upon official or judicial determination made pursuant to the Public Records Law.

In order to facilitate public inspection of the non-confidential portion of the response, material designated as confidential shall accompany the response, but shall be readily separable from it. Prices, makes, model or catalog numbers of items offered, scheduled delivery dates, and terms of payment shall be publicly available regardless of any designation to the contrary. Any response marked as a trade secret in its entirety shall be considered non-responsive and shall be rejected.

Project Termination:

OSU is seeking to award a contract to a firm for the provision of automatic door entry systems installation, repair and support services; however, OSU reserves the right to terminate the Project or contract during any phase in the Project.

Additional Requirements:

By submission of the proposal, the undersigned hereby certifies under penalty of perjury that the undersigned is authorized to act on behalf of firm, and, that the firm, as part of its response, has not discriminated against minority, women or emerging small business enterprises in obtaining any required subcontracts.

Insurance Provisions:

During the term of the resulting contract, the successful proposer will be required to maintain in full force, at its own expense, from insurance companies authorized to transact the business of insurance in the state of Oregon, each insurance coverage/policy as set forth in the attached Public Improvement Contract.

Enclosures:

OSU Public Improvement Contract
OSU General Conditions for Public Improvement Contracts June 30, 2017
OSU Supplemental General Conditions for Construction Related Services