



Attention Firms

If you are downloading the RFQ 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 QUALIFICATIONS

RFQ # 195286

Master Contract for Floor Coverings

ISSUE DATE: November 19, 2018

RFQ CLOSING (DUE) DATE: December 3, 2018, 2:30 p.m., Pacific Time

NO LATE RESPONSES WILL BE ACCEPTED

CONTRACT ADMINISTRATOR:

Brooke Davison, Construction Contract Officer
Construction Contract Administration
Oregon State University
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Corvallis, OR 97333
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SOLICITATION / SELECTION PROTESTS:

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

Introduction:

Oregon State University seeks qualification statements from flooring contractors to provide various flooring types from a variety of manufactures and installation services. OSU recently had two flooring master contracts in effect; both expired November 1, 2018.

Historically, flooring contracts have been heavily used by OSU due to an aggressive price discount structure. Since 2014, OSU has issued approximately 300 master contract supplements for nearly \$2,150,000, averaging \$7,700 per project, not inclusive of flooring for major capital projects.

Description of Services Sought:

The successful respondent(s) will provide labor and a variety of flooring materials for various flooring projects on the campus of Oregon State University. Services will include coordination with the project coordinator from individual departments as well as coordination with project managers from the office of Design and Construction as needed.

Services to be included within the flooring contractors' scope may generally include but is not limited to:

- Carpet Tile Installation
- Carpet Installation
- Rubber Toe base Installation
- Skim Coating
- Removal of existing floor
- Marmoleum installation
- Sub-Floor Installation
- Walk off Mat Installation
- Epoxy Flooring Installation
- Vinyl Flooring Installation
- All work will be provided by fully licensed and bonded professionals.

Historically, OSU has utilized the following manufacturers on campus:

- Altro
- Armstrong
- Azrock
- Dal Tile Ceramic
- Flexco
- Forbo/Marmoleum
- Interface
- Mohawk
- Nora

- Roppe
- Tarkett
- Johnsonite
- Shaw Contract Group
- Shaw Hardsurface

OSU encourages the use of the above products; however, OSU will consider other manufacturers of similar floor coverings not represented in the above list.

For each project, the successful respondent(s) 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/quotations and schedules prior to commencing work.
- Maintain the project schedule and communicate directly with the OSU project manager.
- All work will be provided by firms possessing a valid and current Construction Contractor's Board (CCB) license with a commercial endorsement.
- Some projects may require payment and performance bonds.
- Project costs will not include:
 - Parking;
 - Travel expenses for individuals traveling to the jobsite.

Selection Process:

This RFQ and the selection process will be conducted pursuant to the terms of this RFQ and the OSU standards and policies, relating to the selection and retention of contractors.

Prevailing Wages

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

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

- October 1, 2018 PWR Apprenticeship Rates
- July 1, 2018 Prevailing Wage Rates for Public Works Contracts in Oregon
- October 1, 2018 Amendment to Prevailing Wage Rates for Public Works Contracts in Oregon
- July 1, 2018 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.

Compensation:

Compensation will generally be based on a total "lump sum" amount for services at the time services are requested using a combination of the specific flooring product price structure, hourly installation rates and incidental floor precreation materials.

Flooring product price structure shall be based on the Manufacturer's List Price (MLP) and shall be inclusive of any shipping and handling charges to any OSU location. Shipping charges associated with quick ship request shall be paid by OSU department.

MLP means the current manufacturers' list price published by the manufacturer. Contractor shall provide Owner with an electronic copy (in a software, format and electronic medium approve by Owner) of the current published MLP on which the Contract or Contract amendments are based including the following information:

1. Manufacturer Part Number
2. Contractor Part Number, if applicable
3. Product Description
4. Manufacturers' List Price

Current published MLP shall be provided by the Contractor upon execution of the Master Contract or as requested by the Owner.

Floor product pricing shall be calculated as:

$$\text{MLP} - (\text{MLP} \times \text{Discount \%}) = \text{Owner Price}$$

Installation services shall be billed at the hourly rate indicated in Exhibit 1 of the Master Contract for Floor Coverings.

Materials used for flooring preparation (e.g. underlayment requirements, floor leveling compound, sealant...), shall be billed at Contractors' actual cost.

OSU may select two (2) to four (4) firms to provide services and respondents are advised that OSU will not guarantee that any work or any specific volume of work will be awarded to a successful respondent.

Response Requirements/Evaluation Criteria:

The following questions constitute the evaluation criteria for the selection committee to score

responses. Respond to each criteria in numerical order. For ease in scoring the responses, provide tabs keyed to each of the following criteria numbers. Indicate in writing the following information about your firm's ability and desire to perform this work.

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. List the top five (5) categories of flooring coverings sold and installed within your firm. Indicate the size of your company, including ownership, laborers on full time staff, laborers on part time staff, and administrative personnel. (Weight: 10)
2. Provide a proposed response time required for a typical project, including how much notification will your company need prior to project start up and how much coordination time will be required by your company prior to project start up. Describe 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 flooring projects in higher education facilities – use specific examples and include their role and responsibilities in the project. Indicate each key person's knowledge of local subcontractors and suppliers, or how you would go about obtaining that knowledge. (Weight: 20)
4. Identify the manufacturers your firm is an authorized dealer and/or installer for. Include the number of years you have been an authorized dealer for each manufacturer. Provide proposed discount structure for all manufacturers your firm is interested in providing to OSU, that you are an authorized dealer and/or installation for. (Weight: 30)
5. Provide installation hourly labor rate. Rate to include applicable BOLI Prevailing Wage Rates as indicated above. (Weight: 10)
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 respondent and a description of the respondent'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 respondent 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)

References:

In addition to responding to the evaluation criteria above, provide current contact information for three owners 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.

November 19, 2018	Issue RFQ
December 3, 2018, 2:30 pm Local Time	RFQ response due
December 14, 2018	Estimated Notice of Intent to Award
December 20, 2018	Estimated Contract Execution

Evaluation Process:

OSU will utilize this RFQ process to obtain information to enable selection of the most qualified respondent(s) through evaluation of:

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

The written response to this RFQ is the only step in the selection of two (2) to four (4) flooring firms for the Master Contract for Floor Coverings. The responses to this RFQ will be evaluated by the selection committee, which will be comprised of representatives from OSU who score qualification statements, and other university personnel who serve as advisors but do not score qualifications statements. On the basis of this evaluation, the selection committee will make its best efforts to limit the field of finalists to at least two (2), but not more than four (4), firms to be selected for final consideration and further investigation of references.

Each criterion in the first step of the evaluation process has been assigned a weight between ten (10) and thirty (30). Each member of the selection committee will rate each firm in each criterion between one (1) and five (5) (five being the highest), and multiply that number by the weight assigned to the 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 respondents. The top ranked two (2) to four (4) firms may be deemed the Apparent Successful Respondents.

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 respondent as required above of this RFQ. 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.

Responsibility Evaluation:

OSU reserves the right to investigate each respondent's responsibility in accordance with OSU standards and policies, and will consider information obtained from any source as part of its evaluation, at any time prior to execution of a contract. Submission of a signed qualification response constitutes the respondent's approval for OSU to obtain any information OSU deems necessary to conduct the evaluation including, but not limited to, credit reports and information discovered during reference checks.

Financial Information: OSU will notify respondents, in writing, of any financial documentation required, which may include 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.

OSU may postpone the award or execution of a contract in order to complete its investigation and evaluation. Failure to promptly provide complete information requested will render the qualification response nonresponsive. Failure of a respondent to demonstrate responsibility will render it non-responsible and constitute grounds for qualification response rejection.

Submission:

Submit **one (1)** copy of your written response, along with an electronic version on a thumb drive, to be received by the closing date and time listed in this document to:

Brooke Davison
Oregon State University
644 SW 13th Ave.
Corvallis OR 97333

Your response must be contained in a document **not to exceed five (5) single sided pages**, including pictures, charts, graphs, tables and text the respondent deems appropriate to be part of OSU's review of your response. 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) format with page size of 8 ½ x 11 inches. No fold-outs may be included. 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, facsimile, or electronically transmitted responses will not be accepted.

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

Questions:

All questions and contacts with OSU regarding any information in this RFQ must be addressed via email to Brooke Davison at the address or email listed in this document no later than November 23, 2018 at 5:00 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:

Respondents 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 or email listed in this document. Such requests for change and protests shall be received no later than November 23, 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 RFQ 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 RFQ. No information received in any

manner different than as described herein shall serve to change the RFQ in any way, regardless of the source of the information.

Selection Protests:

Any respondent to this RFQ who claims to have been adversely affected or aggrieved by the selection of a competing respondent 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 RFQ 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 192.345(2), you must mark each trade secret with the following legend: **“This data constitutes a trade secret under ORS 192.345(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 or contract(s) to a floor covering firm(s); however, OSU reserves the right to terminate the Project or contract(s) during any phase in the Project.

Additional Requirements:

By submission of the response, 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 respondents 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 Master Contract for Construction Related Services.

Enclosures:

OSU Master Contract for Floor Coverings
OSU General Conditions for Master Contract for Construction Related Services

End of RFQ