MINNESOTA STATE COLLEGES AND UNIVERSITIES

BEMIDJI STATE UNIVERSITY

REQUEST FOR PROPOSAL (RFP) FOR WELLNESS CENTER RACQUETBALL COURT(S) REMODEL
May 3, 2021

REQUEST FOR PROPOSAL (RFP)

FOR WELLNESS CENTER RACQUETBALL COURT(s) REMODEL

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Notice

This Request for Proposal (RFP) does not obligate the Board of Trustees of the Minnesota State Colleges and Universities (Minnesota State) Bemidji State University to award a contract or complete the proposed project and each reserves the right to cancel this RFP if it is considered to be in its best interest. Proposals must be clear and concise. Proposals that are difficult to follow or that do not conform to the RFP format or binding specifications may be rejected. Responding Vendors must include the required information called for in this RFP. Minnesota State reserves the right to reject a proposal if required information is not provided or is not organized as directed.

Bemidji State University also reserves the right to waive minor informalities and reserves the right to:

1. Reject any and all proposals received in response to this RFP;
2. Select a proposal for contract negotiation other than the one with the lowest cost;
3. Negotiate any aspect of the proposal with any Vendor;
4. Terminate negotiations and select the next most responsive Vendor for contract negotiations;
5. Terminate negotiations and prepare and release a new RFP;
6. Terminate negotiations and take such action as deemed appropriate.

Any decision to cancel or reject any and all proposals is in Minnesota State’s sole discretion. Minnesota State also reserves the right to change the evaluation criteria or any other provision in this RFP by posting notice of the change(s) on the Vendors and Suppliers at Minnesota State page. Vendors should check the site daily for updates (e.g. amendments, responses to questions) and are expected to review information on the site carefully before submitting a final proposal. Such changes or updates above constitutes written notice to each Vendor.

Definitions

Wherever and whenever the following words or their pronouns occur in this proposal, they shall have the meaning given here:

Minnesota State: State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities on behalf of Bemidji State University.

School: Bemidji State University

System Office: The central system office of Minnesota State Colleges and Universities located at Wells Fargo Place, 30 7th Street East, Suite 350, St. Paul, Minnesota 55101.
Vendor: The firm selected by Bemidji State University as the successful responder(s) responsible to execute the terms of a contract.

Targeted Group Business (TGB): A business that is at least 51% owned and operated by a woman or person of color.

Minority-Owned Business Enterprise (MBE): Independent business which is at least 51% owned and operated by one or more minority group member (citizen of the United States or permanent resident who is Black, Hispanic, Asian, or American Indian).

Women-Owned Business Enterprise (WBE): Independent business which is at least 51% owned and operated by one or more women.

Please note, for TGB consideration, Minnesota State recognizes certification from at least one the following certifying agencies:

- State of Minnesota – Department of Administration
- Central (CERT) Certification Program
- North Central Minority Supplier Development Council
- Women’s Business Development Center

Economically Disadvantaged (ED) Business and Individuals: Independent business or persons which is at least 51% owned and operated by economically disadvantaged.

Veteran-Owned Business Enterprise (VO): Independent business which is at least 51% owned and operated by one or more veteran.

About Minnesota State and Bemidji State University

Minnesota State Colleges and Universities is the third-largest system of state colleges and universities in the United States. It comprises 37 state colleges and universities with 54 campuses located in 47 Minnesota communities. Minnesota State serves approximately 350,000+ plus students each year. Minnesota State employs more than 15,900+ dedicated faculty and staff focused on student success. Minnesota State is an independent state entity that is governed by a 15-member Board of Trustees. For more information about the colleges and universities of Minnesota State, please view its website at www.minnstate.edu.

Authority

This RFP is undertaken by Bemidji State University pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws. Bemidji State University
will select the Vendor(s) whose proposal(s), and oral presentation(s) if requested, demonstrate in its sole opinion, the clear capability to best fulfill the purposes of this RFP in a cost-effective manner. Bemidji State University reserves the right to accept or reject proposals, in whole or in part, and to negotiate separately as necessary to serve the best interests of Bemidji State University. This RFP does not obligate Bemidji State University to award a contract or complete the proposed project and it reserves the right to cancel this RFP if it is considered to be in its best interest.

**Project Overview**

Bemidji State University is requesting proposals to rewall three racquetball courts housed in the Gillett Wellness Center. Bemidji State University is requesting proposals from vendors to construct new playing surfaces for three racquetball courts, excluding the ceiling and wood floors of all three courts. 12 walls are in need of new playing surfaces.

**RFP Information Contact**

Bemidji State University’s authorized representative for purposes of responding to inquiries about the RFP is:

- **Name:** Ron Beckstrom  
- **Title:** Director of Business Services  
- **Address:** 1500 Birchmont Drive NE #5 Bemidji, MN 56601  
- **Telephone:** 218-755-2743  
- **E-mail address:** ronald.beckstrom@bemidjistate.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and Bemidji State University shall not be bound by and vendors may not rely on information regarding RFP requirements obtained from non-authorized persons. Questions must include the name of the questioner and his/her telephone number, fax number and/or e-mail address. Anonymous inquiries will not be answered.

**Duration of Offer**

All proposal responses must indicate they are valid for a minimum of [one hundred eighty (180) calendar days] from the date of the proposal opening unless extended by mutual written agreement between Bemidji State University and the Vendor.

Prices and terms of the proposal as stated must be valid for the length of the resulting contract.
Minnesota State’s RFP Terms and Conditions

This RFP includes and incorporates Minnesota State’s RFP Terms and Conditions. Vendors should be aware of Minnesota State’s RFP terms and conditions in preparing responses to this RFP. Much of the language reflected in any resulting contract with Minnesota State is required by statute. If you take exception to any of the language in the terms and conditions, you must indicate those exceptions in your response to the RFP; certain exceptions may result in your proposal being disqualified from further review and evaluation. Only those exceptions indicated in your response to the RFP will be available for discussion or negotiation.

Authorized Signature

The proposal must be completed and signed in the firm's name or corporate name of the Vendor and must be fully signed by an authorized representative of the Vendor. Proof of authority of the person signing must accompany the response.

Selection and Implementation Timeline

<table>
<thead>
<tr>
<th>Key Dates</th>
<th>Timeline</th>
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</thead>
<tbody>
<tr>
<td>May 3, 2021</td>
<td>Publishes RFP notice in State Register</td>
</tr>
<tr>
<td>May 10 – May 18, 2021</td>
<td>Timeline allowed for vendors to arrange site visit</td>
</tr>
<tr>
<td>May 21, 2021</td>
<td>Deadline for Vendors to submit clarifying questions</td>
</tr>
<tr>
<td>May 28, 2021</td>
<td>Deadline to publish responses to RFP questions</td>
</tr>
<tr>
<td>June 4, 2021</td>
<td>Deadline for RFP proposal submissions</td>
</tr>
<tr>
<td>June 11, 2021</td>
<td>Vendor(s) selected and notified</td>
</tr>
<tr>
<td>June 21, 2021</td>
<td>Contract to be executed</td>
</tr>
</tbody>
</table>

May 21, 2021 is the deadline for vendors with questions. Those are to be submitted via email to BSU’s Director of Business Services Ron Beckstrom Ronald.Beckstrom@bemidjistate.edu.

Bemidji State University reserves the right to not award a contract. The dates noted above are estimates, but are reasonable for the purposes of presenting deadlines.

Contract Term

Bemidji State University desires to enter into a contract with the successful Vendor(s) effective June 21, 2021 or on the date the last recognized signature is obtained, whichever occurs later. The length of such contract(s) will be six months. If Bemidji State University and Vendor are unable to negotiate and sign a contract by June 21, 2021 then Bemidji State University reserves the right to seek an alternative Vendor(s).
Proposal Deadline

Submitted proposals must be received at the following address not later than 4:00 p.m. CT on Friday, June 4, 2021.

Institution: Bemidji State University
Name: Duane Biehn
Title: Associate Director of Campus Recreation
Mailing Address: 1500 Birchmont Drive NE #29 Bemidji, MN 56601

Format of Proposals and Submission

Responses must be submitted via email in Microsoft Word or Adobe PDF format. Attachment limits are 64 MB. If file sizes are too large, please create multiple smaller files and email them separately. Hyperlinks to submissions in cloud storage will not be accepted. All pages must be numbered and font size no smaller than 10 point. Bemidji State University’s email receipt time stamp will be used for consideration, not the senders. Please send emails to BSU’s Director of Business Services Ron Beckstrom Ronald.Beckstrom@bemidjistate.edu.

Proposals received after the Proposal Deadline date and time will not be considered. Fax responses will not be considered. Proposals made in pencil will be rejected. Alterations in cost figures used to determine the lowest priced proposal will be rejected unless initialed in ink by the person responsible for or authorized to make decisions as to price quoted. The use of “white out” is considered an alteration.

Proposal Content

Vendor proposal to include a detailed description process including specific materials utilized to rewall all side and front/back walls for three racquetball courts (courts 125, 126 and 127; see specifications from Attachment A pages 12-14) totaling 12 walls (excluding the ceiling and wood floors). Vendor proposal to include the replacement of current doors with new flush mounted glass entry doors on the back walls for each court for a total three doors. Proposal also to include wallaby kits for each court. All back walls of each court have viewing windows; proposals are to include the construction of the playing surfaces around the viewing windows of each court. Wood floors to be flush with new constructed walls, vendors are required to use necessary precautions during construction not to damage wood floors.

Vendors must submit the following information:
1. Adherence to Minnesota State Terms and Conditions: A statement of the objectives, goals, and tasks to show or demonstrate the vendor's view and understanding of the nature of the contract.

2. Work Plan: A description of the deliverables to be provided by the vendor along with a detailed work plan that identifies the major tasks to be accomplished and be used as a scheduling and managing tool, as well as the basis for invoicing.

3. Qualifications of Vendor and its Personnel: An outline of the vendor's background and experience with examples of similar work done by the vendor and a list of personnel who will conduct the project, detailing their training, and work experience. Resumes or other information about project personnel should not, if possible, contain personal telephone numbers, home addresses or home email addresses. If it is necessary to include personal contact information, please clearly indicate in the proposal that personal contact information is being provided.

Terms of Payment

Payment shall be made by Bemidji State University promptly after Vendor’s presentation of invoices for services performed and acceptance of such services by Bemidji State University’s authorized representative. All services provided by the Vendor pursuant to the resulting contract shall be performed to the satisfaction of Bemidji State University, as determined at the sole discretion of its authorized representative, and in accordance with all applicable federal, state and local laws, ordinances, rules and regulations. The Vendor shall not receive payment for work found by Bemidji State University to be unsatisfactory or performed in violation of any applicable federal, state or local law, ordinance, rule or regulation.

Required Documents and Forms

1. Affidavit of Non-Collusion. Each Vendor must complete the [Affidavit of Non-Collusion](#) and attach it with the response.

2. Conflicts of Interest. Vendor must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

3. Minnesota Department of Human Rights Workforce – [Affirmative Action Certification](#) (if proposal exceeds $100,000, including extension options).

4. Minnesota Department of Human Rights [Equal Pay Certificate Form](#) (if proposal exceeds $500,000, including extension options)

5. [Veterans Preference Form](#) (if applicable).
6. **Targeted Business Inclusion Form:** Respondent must provide certification(s) that at least 51% of the business is owned and operated by a woman or minority.

## Selection Process

The selection process includes Duane Biehn - Associate Director of Campus Recreation, Travis Barnes – Director of Facilities, Ron Beckstrom – Director of Business Services, Rich Moen – Building Maintenance Supervisor. This group will evaluate the proposals and make the final decision.

## RFP Evaluation Factors

The following factors and their identified weight will be used by Bemidji State University to evaluate the responses:

<table>
<thead>
<tr>
<th>No.</th>
<th>Evaluation Factors</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Adherence to Minnesota State Terms and Conditions</td>
<td>10%</td>
</tr>
<tr>
<td>2.</td>
<td>Work Plan</td>
<td>15%</td>
</tr>
<tr>
<td>3.</td>
<td>Price [OR Price in relation to level of service to be provided]</td>
<td>35%</td>
</tr>
<tr>
<td>4.</td>
<td>Qualifications of Vendor and its personnel (experience of personnel who are committed to work on the contract will be given greater weight than that of the company)</td>
<td>15%</td>
</tr>
<tr>
<td>5.</td>
<td>Completeness, thoroughness and detail of response as reflected by the proposal’s discussion and coverage of all elements of work listed above</td>
<td>15%</td>
</tr>
<tr>
<td>6.</td>
<td>Targeted Business Inclusion; respondent is a certified TGB and/or respondent commits to sub-contracting 10% or more of the value of the contract to a certified TGB</td>
<td>10%</td>
</tr>
</tbody>
</table>

| Total | 100% |

7. Preference to Economically Disadvantaged Business and Individuals, if applicable*. 6%

8. Preference to Service Disabled / Veteran-Owned Business and Individuals, if applicable*. 6%

*Preferences are to be applied by adding 6% to the final cost proposal submitted by non-TGB/ED/VO respondents.

Bemidji State University reserves the right to name a date which all responding Vendors will be invited to present demonstrations or participate in an interview.

Bemidji State University does not agree to reach a decision by any certain date although it is hoped the evaluation and selection will be completed by the date identified in the Selection and Implementation Timeline.
A proposal may be rejected if it is determined that a Vendor’s ability to work with the existing infrastructure will be too limited or difficult to manage.

**Supplier Diversity**

Pursuant to policy 5.14 and Minn. Stat. 16C.16, Minnesota State Colleges & Universities is committed to taking affirmative action to ensure that minority-owned (MBEs) and women-owned (WBEs) businesses are given equal opportunity to provide their goods & services to Minnesota State. Targeted Business inclusion is a part of the criteria for this request for proposal to facilitate Minnesota State’s fulfillment of this commitment.

For all goods & services contracts estimated to be in excess of $50,000, all responding Vendors are required to complete the attached Targeted Business Inclusion Form and attach hard copies of TGBs certificates verifying that the Vendor is certified by one of the certifying agencies recognized by Minnesota State (see acceptable certifications in the definitions section of this RFP). Vendors are **not** required to include TGBs in their bid response; however, it should be noted that TGB inclusion is ten percent (10%) of the total proposal criteria.

For all construction contracts estimated to be in excess of $100,000, all responding contractors are required to complete Attachment A-1 First Tier Subcontractors List and attach hard copies of TGBs certificates verifying that the identified subcontractors are currently certified by one of the certifying agencies recognized by Minnesota State (see acceptable certifications in the definitions section of this RFP).

Prime contractors are responsible for identifying certified TGBs who are willing and able to perform on the contract as sub-contractors. If TGBs are not available to perform as subcontractors, the responding contractor must show that they have made a good faith effort to partner with TGBs. Failure to achieve sub-contracting levels committed to at the time of bid (non-compliance) or delinquent reporting to Minnesota State will result in penalties including but not limited to disqualification from future request for proposals, financial penalties, or termination of contract.

**ED/VO Preferences:**

For information regarding certification, contact the OEP at 651-201-2402 or you may reach the Helpline by e-mail at procurement.equity@state.mn.us. For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

**Economically Disadvantaged (ED) Business and Individuals**

In accordance with Minnesota Rules, part 1230.1810, subpart B certified Economically Disadvantaged (ED) Businesses submitting proposals as prime contractors shall receive the equivalent of a six percent (6%) preference in the evaluation of their proposal. Eligible
ED businesses must be currently certified by the Minnesota Department of Administration’s Office of Equity in Procurement (OEP) prior to the solicitation opening date and time.

**Veteran-Owned (VO)**

In accordance with Minn. Stat. § 16C.16, subd. 6a, (a) Except when mandated by the federal government as a condition of receiving federal funds, the commissioner shall award up to a six percent (6%) preference, but no less than the percentage awarded to any other group under this section on state procurement to certified small businesses that are majority-owned and operated by veterans.
Attachment A