



MINNESOTA STATE

MINNESOTA STATE COLLEGES AND UNIVERSITIES

Minneapolis Community and Technical College

**REQUEST FOR PROPOSAL (RFP)
FOR
Vertical Transportation Maintenance Agreement**

November 23, 2021

REQUEST FOR PROPOSAL (RFP)

Vertical Transportation Maintenance Agreement

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Notice

This Request for Proposal (RFP) does not obligate the Minnesota State Colleges and Universities system, its Board of Trustees or Minneapolis Community and Technical College 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 Contractors 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.

Minneapolis Community and Technical College 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 Contractor;
4. Terminate negotiations and select the next most responsive Contractor 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 [Contractors and Suppliers at Minnesota State page](#). Contractors 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 Contractor.

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 Minneapolis Community and Technical College.

School: Minneapolis Community and Technical College.

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.

Contractor: The firm selected by Minnesota State 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.

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 Minneapolis Community and Technical College

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.

Minneapolis Community and Technical College is a public 2-year college located in the heart of downtown Minneapolis. The College enrolls nearly 10,000 credit students annually and is an active partner in initiatives designed to strengthen the social, economic and cultural vitality of the Twin Cities metropolitan area.

Authority

This RFP is undertaken by Minneapolis Community and Technical College (hereinafter “MINNESOTA STATE”) pursuant to the authority contained in provisions of Minnesota Statutes § 136F.581 and other applicable laws. MINNESOTA STATE will select the Contractor(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. MINNESOTA STATE 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 MINNESOTA STATE. This RFP does not obligate

Minnesota State 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

The State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Minneapolis Community and Technical College intends to retain an elevator contractor for a Vertical Transportation Maintenance Agreement to service a quantity of 23 elevators. Services shall include all labor, transportation, supplies, materials, parts, tools, scaffolding, machinery, hoists, employee safety equipment, equipment, lubricants, supervision, and all other work and materials expressly required under this agreement or reasonably inferred whether or not expressly stated herein. See attached “Contractor’s Duties VTMA” document for complete technical requirements and duties.

RFP Information Contact

MINNESOTA STATE’S authorized representative for purposes of responding to inquiries about the RFP is:

James Splett, Building Maintenance Supervisor
Minneapolis Community Technical College
1501 Hennepin Avenue
Minneapolis, Minnesota 55403
james.splett@minneapolis.edu

Other persons are not authorized to discuss RFP requirements before the proposal submission deadline and MINNESOTA STATE shall not be bound by and contractors 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, and e-mail address. Anonymous inquiries will not be answered.

Duration of Offer

All proposal responses must indicate they are valid for a minimum of sixty (60) calendar days from the date of the proposal opening unless extended by mutual written agreement between MINNESOTA STATE and the Contractor.

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. Contractors 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 Contractor and must be fully signed by an authorized representative of the Contractor. Proof of authority of the person signing must accompany the response.

Mandatory Pre-proposal Contractors Conference

A mandatory Pre-Proposal Conference and walk through will be held at 10:00 AM, Tuesday, December 7, 2021, **Technology Building, Room T1400**, Minneapolis Community and Technical College, 1501 Hennepin Ave, Minneapolis MN 55403. The engineer and College representatives will review the procedures, documents and conditions with interested Contractor's and answer questions.

All questions related to scope, terms and conditions need to be submitted in writing to James Splett, james.splett@minneapolis.edu no later than 10:00 AM, December 9, 2021. All questions, responses to questions and or addenda will be emailed to attendees of pre-proposal meeting no later than December 10, 2021.

Selection and Implementation Timeline

Key Dates	Timeline
November 23, 2021	RFP notice posted
December 07, 2021 at 10:00AM	Mandatory pre-proposal conference and walk through
December 09, 2021 at 10:00AM	Deadline for contractors to submit clarifying questions
December 10, 2021	Deadline to publish responses to RFP questions
December 13, 2021 by 3:00PM	Deadline for RFP proposal submissions
December 17, 2021	Contractor selected and notified
January 01, 2022	Contract start date

MINNESOTA STATE 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

MINNESOTA STATE desires to enter into a contract with the successful Contractor(s) effective January 1, 2022, or on the date the last recognized signature is obtained, whichever occurs

later. The length of such contract(s) will be three years. If MINNESOTA STATE and Contractor are unable to negotiate and sign a contract by December 24, 2021, then MINNESOTA STATE reserves the right to seek an alternative Contractor(s).

Proposal Deadline

Submitted proposals must be received via email to james.splett@minneapolis.edu not later 3:00PM (CST) on December 13, 2021.

Format of Proposals and Submission

Responses must be submitted via email in Microsoft Word or Adobe PDF format. Attachment limits are 10 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. MINNESOTA STATE'S email receipt time stamp will be used for consideration, not the senders.

Proposals received after the Proposal Deadline date and time will not be considered. Fax, mail, and couriered responses will not be considered.

Proposal Content

Contractors 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 contractor's view and understanding of the nature of the contract. Refer to *Minnesota State Maintenance Contract Form 034*, and *Contractor's Duties* document.
2. **Proposed Maintenance Control Program:** A description of the means and methods and detailed work plan that identifies the major tasks to be accomplished.
3. **Qualifications of Contractor and its Personnel:** An outline of the contractor's background and experience with examples of similar work done by the contractor and a list of personnel who will conduct the maintenance, detailing their training, and work experience. Resumes or other information about assigned 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.
4. **Pricing and Rates:** Provide the information requested in the *Proposal Pricing and Rates Form*.

Terms of Payment

Payment shall be made by MINNESOTA STATE promptly after Contractor's presentation of invoices for services performed and acceptance of such services by MINNESOTA STATE'S authorized representative. All services provided by the Contractor pursuant to the resulting contract shall be performed to the satisfaction of MINNESOTA STATE, 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 Contractor shall not receive payment for work found by MINNESOTA STATE 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. **All** contractors must complete the [Affidavit of Non-Collusion](#) and submit it with the response.
2. Conflicts of Interest. Contractor 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. Workforce Certificate. For all contracts estimated to be in **excess of \$100,000**, contractors are required to complete the Minnesota Department of Human Rights [Workforce Certificate Form](#) and submit your certification with the response (including extension options).
4. Equal Pay Certification. For all businesses with **40 or more employees** and a contract is estimated to be in **excess of \$500,000**, responders are required to complete the Minnesota Department of Human Rights [Equal Pay Certificate Form](#) or claim exemption prior to contract execution. Submit your certification with the response (including extension options).
5. Targeted Group Businesses (TGBs). If applicable, eligible certified TGBs businesses will receive preference in the evaluation of its proposal as outlined below. Submit your certification with the response. [Targeted Business Inclusion Form](#)
6. Economically Disadvantaged (ED)/ Veteran-Owned (VO) Businesses and Individuals Preference. If applicable, eligible certified ED/VO businesses will receive preference in the evaluation of its proposal as outlined below. Submit your certification with the response. Contractors may apply for certification through the [Minnesota Small Business Certification Portal](#).

Selection Process

The selection process includes Roger Broz, Facilities Director, James Splett, Building Maintenance Supervisor, and Scott Ayotte, Consultant from Lerch Bates. 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 Minnesota State to evaluate the responses:

No.	Evaluation Factors	Weight
1.	Adherence to MINNESOTA STATE Terms and Conditions	5%
2.	Proposed Maintenance Control Program	25%
3.	Pricing and Rates	35%
4.	Qualifications of Contractor and its personnel (experience of personnel who are committed to work on the contract will be given greater weight than that of the company)	25%
5.	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	10%
	Total	100%
6.	Preference to TG/ED/VO Business and Individuals, if applicable*	6%

Minnesota State reserves the right to name a date which any or all responding Contractor(s) will be invited to present demonstrations or participate in an interview.

Minnesota State 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.

All costs incurred in responding to this RFP will be borne by the Contractor.

Supplier Diversity

Pursuant to policy 5.14 and Minn. Stat. 16C.16, MINNESOTA STATE 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 Group Business (TGB) inclusion is a part of the criteria for this RFP to facilitate MINNESOTA STATE'S fulfillment of this commitment.

For all goods & services contracts estimated to be in excess of \$50,000, all responding Contractors are required to complete the attached [Targeted Business Inclusion Form](#) and attach hard copies of TGBs certificates verifying that the Contractor is certified by one of the certifying agencies recognized by MINNESOTA STATE. Contractors 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.

Minnesota State recognizes certifications 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](#)

ED/VO Preferences:

[Register](#) to become certificated or 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.

Targeted Group (TG)

In accordance with Minnesota Rules, part 1230.1810, certified Targeted Group (TG) Businesses submitting proposals as prime vendors shall receive the equivalent of a six percent (6%) preference in the evaluation of their proposal. Eligible TG 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.

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.