

Rhode Island Commerce Corporation

Request for Proposals For Portable (trailer) Restrooms and Related Services for the 2015 Volvo Ocean Race Stopover Newport

Title: Portable Restrooms and related services for the 2015 Volvo Ocean Race Stopover Newport

Submission Deadline: Monday, December 29, 2014 at 2:00PM.

Pre-Submission Conference:

There will be a required pre-submission conference to be held on Thursday, December 11, 2014 at 9:30am at the offices of Sail Newport at Ft. Adams State Park, Newport, RI.

Questions related to the RFP and the scope of work will be answered at the Pre-submission conference. Responses to other questions will be posted on the CommerceRI website no later than December 19, 2014.

Section 1: Introduction

The Rhode Island Commerce Corporation (CommerceRI) is soliciting proposals from qualified firms to assist SailNewport, DEM and Commerce RI by providing portable (trailer) restrooms and related services at Ft. Adams State Park Newport, RI from approximately April 20 –May 21, 2015. This is a Request for Proposal.

Section 2: Background

In 2013, Sail Newport with support from the State of Rhode Island was awarded the opportunity to host the North American Stopover for the 2014-15 Volvo Ocean race (VOR) at Ft. Adams State Park in Newport. The public aspect of this event will be held at Ft. Adams State Park in Newport, RI from May 5, 2015 through May 17th. Over the twelve day event, it is expected that approx. 50,000 people may visit the event village. Seven international teams will compete in 65 foot monohulls. The Rhode Island Commerce Corporation (Commerce RI), the Rhode Island Department of Environmental Management (DEM), the Rhode Island Department of Administration (RIDOA) and SailNewport will be undertaking the various operational activities required to ensure a successful event for both participants and spectators is realized.

Section 3: Scope of Work

Items & Quantities Needed

Portable (trailer) restrooms are needed with the following capacities and dates:

Qty	Description	Dates	Location
1	Minimum of 4 stalls, one vanity for Ladies; 2 stalls, 3 urinals, one vanity for Men + ADA trailer.	May 13 – 17, 2015	Hospitality Area
1	Minimum of 4 stalls, one vanity for Ladies; 2 stalls, 3 urinals, one vanity for Men.	April 28 – May 21, 2015	Media Center
1	Minimum of 2 stalls, one vanity for Ladies; 1 stall, 3 urinals, one vanity for Men.	April 28 – May 21, 2015	Team Bases

Specifics Required

1. Use of non-formaldehyde chemical which is environmentally safe
2. Servicing and cleaning on a daily basis (prior to 10am or after 8pm)
3. Non-scheduled emergency servicing/cleaning
4. Attendant onsite 10am-8pm daily

Please note: One of the Volvo Ocean Race Team sponsors is providing all paper and hygiene products for portable restrooms. They will want to work with the successful vendor to install new (at their cost) paper towel dispensers, toilet paper dispensers and the products that will be refreshed during the event.

Section 4: Response Specifics

1. Proposal Submission
 - a. Please describe the team’s experience providing services to support events of this scope and type in Rhode Island.
 - b. Description of how you plan to staff the event.
 - c. A list of recent references from clients/customers.
 - d. Indicate who would be the primary contact for the project and include their resume.
 - e. Pricing for traditional, mid-level and top of the line portable trailer restrooms for purposes of price comparison.
 - f. A detailed budget breakdown, a total cost, and an hourly for proving staffing for events.
2. Insurance: Bidders must submit a current Certificate of Insurance for evaluation of coverage provided. Requests for additional insurance may be made by the RI Commerce Corp. of the selected Firm. Bidders must also supply evidence for their ability to provide workers comp insurance.

Section 5: Notifications

1. Equal Employment Opportunity (RIGL 28-5.1) – 28-5.1-1 Declaration of policy – (a)Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where the State dollar is spent, in employment, public services,

grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.

2. In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the RI Secretary of State (401-222-3040). This is a requirement only of the successful bidder.
3. The offeror should be aware of the State's MBE requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov.
4. Commerce RI reserves the right to negotiate with the lowest qualified Bidder.
5. Reimbursement for expenses for travel, lodging, meals are not allowed.
6. Reimbursement for the purchase of equipment is not allowed.
7. Responses shall be concisely written and the response letter shall be signed by an authorized signing officer of the respondent, and shall indicate name, title, and contact information.

Section 6: Evaluation and rating of RFP's

The submitted RFP's will be reviewed and rated based on the following criteria:

1. Experience with similar projects and Capacity to delivery services 40%
2. Quality of proposal (Clearly written, addresses all requested areas for the RFP) 10%
3. Total Price and optional hourly rate for evening events 50%

Deadline for submissions:

Bids shall contain six printed copies and one electronic copy and must be in a sealed envelope clearly marked with project title. All sealed bids must be delivered to the Commerce RI to be stamped "received" no later than **2:00 PM on Monday, December 29, 2014** at the following address:

Rhode Island Commerce Corporation
Attn: Portable Restrooms and Related Services RFP
315 Iron Horse Way, Suite 101
Providence, RI 02908

All documents submitted in response to this bid proposal are public pursuant to Chapter 38-2 and will be available for public inspection upon opening of the bids. **All sealed bids will be opened on Monday, December 29, 2014 at 4:00PM at the offices of the Commerce RI at the address above.** The burden to identify and withhold from the public copy that is released at the bid opening any trade secrets, commercial or financial information, or other information the bidder deems not subject to public disclosure pursuant to chapter 38-2, the Access to Public Records Act, shall rest with the bidder submitting the bid proposal.

Final contract will not be awarded at the opening of the bids.