

# The Regents of the University of California

## *REQUEST FOR PROPOSAL (RFP)*

### *FOR*

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## *UC System-wide Disaster Relief Services*

***RFP# 002364-Mar2021***

***Date Issued: 3/17/2021***



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It is the Supplier's responsibility to read the entire document, any addendums and to comply with all requirements listed herein. Any addenda to this Request for Proposal will be directed to all participating Suppliers. It is the Suppliers responsibility to watch their e-mail for any addendums, notices, or changes to the RFP or process.

**Issued By:** The Regents of the University of California

**RFP Administrator:** Reynaldo Cano-Boza, Sr. Commodity Manager  
System-wide Procurement Services  
Strategic Sourcing  
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The information contained in this Request for Proposal (RFP) is confidential and proprietary to the University of California and is to be used by the recipient solely for the purpose of responding to this RFP.

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# SECTION I: UNIVERSITY OF CALIFORNIA OVERVIEW

## A) Background

The University of California (“UC”), one of the largest and most acclaimed institutions of higher learning in the world, is dedicated to excellence in teaching, research, health care and public service. It is a public institution with annual resources of over \$34 billion and encompasses ten campuses, six medical schools and five medical centers, four law schools and a statewide Division of Agriculture and Natural Resources. The University is also involved in the operation and management of three national laboratories for the U.S. Department of Energy.

System-wide management of the University of California is assigned to the Office of the President based in Oakland, California. Its divisions oversee UC’s academic mission, budget, external relations, legal matters, and business and financial activities (including the UC Office of the Chief Investments Officer). The University is governed by a Board of Regents consisting of 26 members, 18 of whom are appointed by the Governor for 12-year overlapping terms.

Website: <https://www.universityofcalifornia.edu/>

Established: 1868

Fiscal Year: 07.01.XX - 06.30.XX

**Official incorporated entity:** The Regents of the University of California

## B) Disaster Relief Services Summary

The purpose of this Request for Proposal (“RFP”) is to invite qualified proposers to prepare and submit proposals to furnish Disaster Relief Services to the University of California, Office of the President (“University”), and OMNIA Partners Participating Public Agencies in accordance with the requirements set forth in this RFP.

The overall objective of the RFP is to select a national Proposer(s) to assist University in establishing the most cost-effective and efficient procurement program for Disaster Relief Services while maintaining high standards of quality and service. With that intent, the University is interested in evaluating the costs and benefits of several alternative methods for acquisition of these services for all University of California locations and OMNIA Partners Participating Public Agencies.

University has partnered with OMNIA Partners to make the resultant agreement a national cooperative agreement which public agencies, across the country, will be able to utilize.

Proposer agrees to make available the services to any UC location upon the terms, conditions, and pricing set forth in an agreement awarded in response to Proposer’s proposal.

The current estimated annual spend of UC Disaster Relief services is **\$2,000,000.00**

The above figure is provided as an estimate only to assist Bidders in preparing proposals. The figure provided is indicative of the potential business volume and the complexity of the account. ***However, the University does not and cannot guarantee any specific quantities or business volume during the agreement period or any extensions thereto.***

Currently, most UC locations have a Small Business Program in place for purchasing products and services from small and local businesses. The University will continue purchasing through its current Small Business Programs and these efforts are coordinated at the location level.

Most of the location's central receiving docks can accommodate 45 ft. or larger delivery trucks; buildings without loading docks can accommodate 30-ft. and smaller delivery trucks.

## **SECTION II: INTRODUCTION TO THE REQUEST FOR PROPOSAL**

The University of California is seeking proposals for Disaster Relief Services. This RFP will not include the reconstruction or construction of a facility because it is only to bring the area a safe state. For example, a flooding situation where a facility is safe to use but does not include reconstruction or new construction.

Contractors may need to respond to events and losses where services are needed for the immediate and initial response to emergency situations such as, but not limited to, water damage, fire damage, vandalism cleanup, biohazard cleanup, sewage decontamination, deodorization, wind damage, and/or water damage during a disaster or non-disaster situation. Due to the scope, Offerors should provide specific details about the services and products offered in their proposal.

The resulting awarded contract will consist of one term of five (5) years with the University's option to renew five, one-year extensions after the term is successfully completed (10 years total). The successful Supplier(s) shall be required to meet the requirements listed within this solicitation.

### National Contract

The University of California, as the Principal Procurement Agency, defined in ATTACHMENT F, has partnered with OMNIA Partners, Public Sector ("OMNIA Partners") to make the resultant contract (also known as the "Master Agreement" in materials distributed by OMNIA Partners) from this solicitation available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit ("Public Agencies"), through OMNIA Partners' cooperative purchasing program. The University of California is acting as the contracting agency for any other Public Agency that elects to utilize the resulting Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with OMNIA Partners (a "Participating Public Agency") and by using the Master Agreement, any such Participating Public Agency agrees that it is registered with OMNIA Partners, whether pursuant to the terms of a Master Intergovernmental Cooperative Purchasing Agreement, a form of which is attached hereto on ATTCHMENT F, or as otherwise agreed to. ATTACHMENT F contains additional information about OMNIA Partners and the cooperative purchasing program.

OMNIA Partners is the largest and most experienced purchasing organization for public and private sector procurement. Through the economies of scale created by OMNIA Partners public sector subsidiaries and affiliates, National IPA and U.S. Communities, our participants now have access to more competitively solicited and publicly awarded cooperative agreements. The lead agency contracting process continues to be the foundation on which we are founded. OMNIA Partners is proud to offer more value and resources to state and local government, higher education, K-12 education and non-profits.

OMNIA Partners provides shared services and supply chain optimization to government, education and the private sector. With corporate, pricing and sales commitments from the Supplier, OMNIA Partners provides marketing and administrative support for the Supplier that directly promotes the Supplier's products and services to Participating Public Agencies through multiple channels, each designed to promote specific products and services to Public Agencies on a national basis. Participating Public Agencies benefit from pricing based on aggregate spend and the convenience of a contract that has already been advertised and publicly competed. The Supplier benefits from a contract that generally allows Participating Public Agencies to directly purchase goods and services without the Supplier's need to respond to additional competitive solicitations. As such, the Supplier must be able to accommodate a nationwide demand for services and to fulfill obligations as a nationwide Supplier and respond to the OMNIA Partners documents (Exhibit A, B, F, G).

Due to increasing equipment needs and growing campus populations, the University anticipates spending approximately \$10M over the potential total Master Agreement term for cardio and strength training equipment. While no minimum volume is guaranteed to the Supplier, the estimated annual volume of fitness equipment purchased under the Master Agreement through OMNIA Partners is approximately \$100M. This projection is based on the current annual volumes among the University of California, other Participating Public Agencies anticipated to utilize the resulting Master Agreement to be made available to them through OMNIA Partners, and volume growth into other Public Agencies through a coordinated marketing approach between the Supplier and OMNIA Partners.

All products and services are subject to review and approval by the University.

### **SECTION III: PROPOSAL EVALUATION METHODOLOGY**

Responsive Proposals will be evaluated using a Best Value method. Best Value means the most advantageous balance of price/cost, quality, service performance and other elements, as defined by the University. University evaluators will determine the Proposal's value by scoring the Proposals based on a uniform set of weighted evaluation criteria. Each Proposal's Best Value score will be the average of all evaluators' total scores awarded for the Proposal. The University will have determined the Maximum Possible Price Score prior to the Proposal due date. The Proposal with the Maximum Possible Price Score will be considered the lowest responsive Proposal.

All other responsive Proposals will receive a proportion of the Maximum Possible Price Score equal to the quotient of the lowest Proposal's cost divided by that Proposal's cost. Each Proposal's Price Score will be added to that Proposal's Quality Point Score to get that

Proposal's Total Score. The Proposal with the highest Total Score will be considered the "Best Value". The Proposal with the next highest Total Score will be considered the second Best Value, and so on. The University will then determine if the Supplier submitting the Best Value Proposal is responsible. The apparent RFP winner(s) will be the responsible Supplier(s) submitting the Best Value Proposal. The University's selection may be made on the basis of the initial Proposals or the University may elect to negotiate with Suppliers who are selected as finalists. The Evaluation Team may utilize Supplier's Oral Presentations, software demonstrations, additional material information, or References from the Supplier and others to come to a determination of award(s).

The University reserves the right to make evaluation decisions at its sole discretion. In performing its review of proposals, the University reserves the right to obtain and use in its evaluation any independently derived information including, but not limited to, financial reports and secondary customer references.

### **Right to Cancel/Modify**

The University reserves the right to change any aspect of, terminate, or delay this RFP, the RFP process and/or the program outlined within this RFP at any time. Notice shall be provided in a timely manner thereafter. The University may award the contract without further discussion or may enter into negotiations with the apparent RFP winner. Should the apparent RFP winner fail to accept the award, the University may determine that that Supplier has abandoned its Proposal. The University may then enter into negotiations with the responsible Supplier submitting the second Best Value Proposal. If that Supplier fails to accept the award, the University may determine that that Supplier has abandoned its Proposal and enter into negotiations with the responsible Supplier submitting the third Best Value Proposal and so on to each successive responsible Best Value Supplier until an award is made and accepted. The University may also conduct concurrent negotiations with responsible Suppliers for the purpose of altering or otherwise changing the conditions, terms and price of the proposed contract unless prohibited. Suppliers shall be accorded fair and equal treatment in conducting negotiations and there shall be no disclosure of any information derived from proposals submitted by competing Suppliers.

### **Right to Make No Award**

The University reserves the right to reject all Proposals and to make no award. Unless stated otherwise in this RFP, the University reserves the right to make multiple awards or to award items separately or in the aggregate as the interests of University may appear.

### **Evaluation Criteria**

Qualification measurements may include, but are not limited to the following:

Questionnaire Weighting

<b>Section</b>	<b>Weight</b>
Company Profile	9%
Corporate Responsibility Sustainability	16%
Capabilities	27%
Value	17%
National Program	7%
Pricing	25%
Corporate Responsibility Sustainability	16%

### **Proposal Acceptance**

Proposal must be complete and comply with all specifications and legal requirements set in this Request for Proposal.

The University reserves the right to reject any submittals which are:

- Incomplete or non-responsive
- Late (late proposals are immediately rejected)

If, at any time, it is found that a person, firm or corporation in their response to this RFP, or to which an Agreement has been awarded, has colluded with any other party or parties, the University reserves the right to reject the proposal(s) and/or terminate any Agreement(s) so awarded and all parties involved in the collusion shall be liable to the University for all loss or damages which the University may have suffered.

## SECTION IV: RFP SCHEDULE

Event	*Date
RFP Issue Date	3/17/2021 at 3:00PM PST
Supplier RFP Zoom Call Email Reynaldo.Cano-Boza@ucop.edu for details	4/7/2021 at 9:00AM PST
Supplier RFP Questions Deadline in CalUsource	4/14/2021 by 5:00PM PST
UC Response to Supplier Questions (distributed to all Suppliers without attribution on CalUsource)	4/22/2021
RFP Responses Due	5/5/2021 by 5:00PM PST
Anticipated Award Date	6/15/2021
Anticipated Start Date	7/1/2021

*\*The University does not guarantee the above schedule and reserves the right to modify this schedule at its discretion. \*\*\*\*Please mark off calendars\*\*\*\**

\*\*The UC reserves the right to conduct interviews with some or all of the Supplier's at any point during the evaluation process. While presentations are anticipated for this project, the UC may determine interviews are not necessary. In the event interviews or presentations are conducted, information provided during the interview/presentation process shall be taken into consideration when evaluating the stated criteria. The UC shall not reimburse the Supplier for the costs associated with the interview process.

## SECTION V: SUPPLIER REQUIREMENTS

The requirements shown below are essential to the UC for proposal consideration. Supplier's failure to provide or be in compliance with any one or more of the following requirements will negatively impact the evaluation of Suppliers proposal and may result in disqualification. All required documents must be accepted before Suppliers can submit proposals on the CalUsource platform.

- a) Attachment A - Pricing Template
- b) The University of California Terms and Conditions of Purchase, dated 2/27/20, as referenced in *Guidelines to this RFP*, will be incorporated into any Agreement that may result from this RFP.
- c) Attachment C - UC Required Supplier Information (see CalUsource)
- d) Attachment D - Supplier Bidding Guide for CalUsource
- e) Attachment G – Scope of Services for National Cooperative



- f) All proposals shall remain available for UC acceptance for a minimum of 180 days following the RFP close date.
- g) No late proposals will be accepted. Any proposals received after the specified deadline for submission shall result in automatic disqualification.

## SECTION VI: GENERAL INFORMATION

### A. Issuing Office and Communications Regarding the RFP

This RFP, and any subsequent addenda to it, is being issued by the System-wide Procurement Services Department on behalf of The University of California Office of the President. The System-wide Procurement Services Department is the sole point of contact regarding all procurement and contractual matters relating to the requirements described in this RFP. System-wide Procurement Services is also the only office authorized to change, modify, clarify, etc., the specifications, terms, and conditions of this RFP and any Agreements(s) awarded as a result of this RFP.

Any requests for clarification concerning this RFP must be submitted via the CalUsource platform, under the Discussion Forum icon .

The submission of RFP response, pricing proposal and attachments must be submitted via the CalUsource e-Sourcing application, as further detailed in the “*Instructions for Submitting Proposals*” below.

Suppliers are advised that failure to adhere to the above communications requirements may result in disqualification.

### B. Supplier RFP Zoom Call

Suppliers are welcome to join a **Supplier RFP Zoom call hosted on Wednesday, April 7<sup>th</sup>, 2021, at 9:00am PST**. Please email [Reynaldo.Cano-Boza@ucop.edu](mailto:Reynaldo.Cano-Boza@ucop.edu) for details and a log in link. This call will review the function of the CalUsource platform and how to submit proposals.

### C. Instructions for Submitting Proposals

Proposals in response to this RFP must be submitted online using the CalUsource e-Sourcing application **no later than May 5th, 2021 at 5:00 p.m. (PST)**.

Please review the [CalUsource Resource Guide](#) for any questions regarding operation of the RFP platform and submitting proposals.

**Suppliers are to complete the questionnaire sections directly in the CalUsource e-Sourcing application.**

**\*\*\*\*CalUsource requires significant time for accurate data entry. Suppliers are encouraged to review the Resource Guide and familiarize themselves with the process of responding, leaving adequate time to submit the proposal. General information and support are available by email: [support@ucprocure.zendesk.com](mailto:support@ucprocure.zendesk.com); or, for CalUsource**

**technical issues, contact GEP Support: 1-732-428-1578 or [support@gep.com](mailto:support@gep.com). Please identify yourself as registering in the University of California network.\*\*\*\***

Suppliers must provide a complete, straightforward, concise response to all prerequisites, questions and information in the RFP as detailed. **Do not reference previous answers as the submission for questions (i.e. “Please see response to question 5a”).** Submission of a proposal via the CalUsource e-Sourcing application confirms Supplier’s understanding and acceptance of all requirements, terms, and conditions of the RFP.


Supplier must not provide superfluous materials such as marketing materials or website links in response to, or in lieu of, specific responses to the questions herein, and may be disqualified for providing superfluous materials.

#### **D. Addenda to the Request for Proposal**

Any changes, additions, or deletions to this RFP will be in the form of written Addenda issued by the University of California via email or the CalUsource e-Sourcing application. The University will not be responsible for failure of any prospective Supplier to receive such Addenda. All Addenda so issued shall become part of this RFP.

#### **E. Supplier Questions**

An opportunity to submit questions will be allowed up to **5pm (PT), April 14th, 2021.**

**Note:** All Supplier questions will be shared with all RFP participants, without attribution, on the CalUsource platform under the Discussion Forum icon . Email responses will not be provided.

#### **F. Proposal Acceptance**

The proposal must be completed and submitted via the CalUsource e-Sourcing application on the forms provided or in the format indicated herein.

All documents submitted to the UC on behalf of this RFP will become the exclusive property of the UC system and will not be returned.

#### **G. Proposal Format**

Proposals should demonstrate a clear understanding of the Scope of Services and contain a comprehensive discussion of how the Supplier will fulfill the requirements of the Scope of Services, including a discussion of the important features and Supplier attributes, highlighting any aspects, which separate it from its competitors. The UC reserves the right to make additional investigations as it deems necessary to establish the competence and financial stability of any Supplier submitting a proposal. Additionally, to comprehensively evaluate the proposals received, the UC may seek additional information or clarification from one or more of the Suppliers. Experience with the UC and entities that evaluation committee members represent may be taken into consideration when evaluating qualifications and experiences. The proposal should be submitted using the appropriate response templates provided on CalUsource:

1. Company Profile Information Questions
2. Corporate Responsibility/Sustainability Questions
3. Capabilities
4. Value-Add
5. National Program
6. Pricing

**H. Proposal Preparation Costs**

Supplier will bear all costs incurred in the preparation and submission of the Proposal and related documentation, including Supplier's presentation to UC. If Supplier is apparent awardee, Supplier will bear its own costs in negotiating and finalizing an agreement with the University.

**I. Agreement Term**

It is anticipated that the initial term of any Agreement awarded pursuant to this RFP will be for a period of five (5) years. UC may, at its option, extend or renew the Agreement for five additional one-year periods on the same terms and conditions. As previously stated, the successful Supplier(s) shall also have the right to enter local "service" agreements with Participating Public Agencies accessing the contract through OMNIA Partners, so long as the effective date of such agreement is prior to the expiration of the Contract. All local agreements may have a full potential term (any combination of initial and renewal periods) not to exceed ten (10) years. Any purchase orders executed against this Master Agreement during the effective term may survive beyond the expiration of the Master Agreement as established and agreed to by both parties.

**Employee Background Check**

A background check is required for all employees providing any services to University of California. Any occurrence found during background check is to be provided to UC or participating agency for review prior to work commencement.

## SECTION VII: SCOPE OF SERVICES

<b>Building &amp; Site Stabilization</b>
Water Mitigation
Board-up
Temporary Roofing
Thermal Imaging & Moisture Mapping
Dehumidification & Moisture Control
Fire, Smoke, Water Damage Response (Clean Up)
Odor Control
Emergency Power/Lighting
Temporary Air Conditioning and Cooling Towers
Temporary Barriers
Portable Toilets, Showers, Hand-washing Stations, & Laundry Facilities
Fuel Tankers

<b>Bio-Hazard Services</b>
Trauma Cleaning
Chemical Clean-up & Storage

### **VALUE-ADD SERVICES & BALANCE OF LINE PRICING**

Although the University of California is seeking proposals for Disaster Relief which does not include reconstruction or construction, an Offeror may provide their complete line of products and services for Disaster Relief Services, ATTACHMENT G. Participating Public Agencies and UC campuses have the ability to utilize the national cooperative contract and/or value add services at their convenience.

ATTACHMENT G and Value Add Services are not limited to:

<b>Facility Designation Services</b>
Catastrophe & Mini CAT Management
Contingency Plan Implementation
Mobile Command Centers
Storm Tracking & Resource Allocation
Immediate Site Inspections & Estimates
Advanced Equipment and Resources Staging
Temporary buildings, shelters, CAT-Tent Communities

<b>Environmental Services</b>
Engineering controls/Consulting
Professional Licensed Testing
Mold Remediation
Bacteria and Virus Remediation
Asbestos & Lead-based Paint Abatement

<b>Content Restoration</b>
Electronics & Telecommunications
Equipment Restoration
Machinery/Industrial Equipment Restoration
Hard Drive Data Retrieval
Document/Vital Records Restoration
Media Recovery
Fine Art & Instrument Restoration
Complete Pack-out, Shipping, & Storage
Contents Inventory Management

**I. Pricing:**

The successful Supplier(s) shall provide a complete set of pricing information for the services under the Disaster Relief. See Attachment A – Pricing Template.

Bidders are required to submit UC rates for Northern and Southern California as well as the Competitive Coefficient Multiplier (CCM). The CCM represents a number within an example range of 0.00 to 1.20.

The CCM can be utilized for projects requiring prevailing wage for participating public agencies within or outside of California. CCM can be defined as the costs not included within prevailing wage base rate or fringe benefits (i.e. mobilization, staffing levels, profit margins, contingencies for the labor, inflation).

Attachment A - Pricing Template						
Northern California UC Rate includes UCSF, UCD, UCB, UCSC, UCM and other northern UC locations.						
Southern California UC Rate includes UCSB, UCLA, UCI, UCR, UCSD and other southern UC locations.						
Competitive Coefficient Multiplier (CCM): The CCM can be utilized for projects requiring prevailing wage for participating public agencies within or outside of California. CCM can be defined as the costs not included within prevailing wage base rate or fringe benefits (i.e. mobilization, staffing levels, profit margins, contingencies for the labor, inflation).						
DISASTER RELIEF SERVICES	NORTHERN CALIFORNIA UC RATE	NORTHERN CALIFORNIA OVERTIME UC RATE	SOUTHERN CALIFORNIA UC RATE	SOUTHERN CALIFORNIA OVERTIME UC RATE	COMPETITIVE COEFFICIENT MULTIPLIER	UOM
<i>Labor Science Example</i>	\$ 70.00	\$ 105.00	\$60.00	\$90.00	1.05	/hr

Material pricing can be uploaded in CalUsource as part of the RFP submission.

**NOTE: SUPPLIERS ARE REQUIRED TO USE ATTACHED DOCUMENTS IN CALUSOURCE TO SUBMIT THEIR PRICING/DISCOUNT PROPOSAL.**

Federal Funding Pricing: Due to products and services potentially being used in response to an emergency or disaster recovery situation in which federal funding may be utilized. Proposers should provide alternative pricing (for emergency or Disaster Response/recovery situations with potential federal funding) that does not include cost plus a percentage of cost or pricing based on time and materials; if time and materials is necessary, a ceiling price that the contract exceeds at its own risk will be needed. When products and services provided in a situation where an agency is eligible for federal funding, Proposer is subject to and must comply with all federal requirements applicable to the funding including, but not limited to the FEMA Special Conditions section located in the Federal Funds Certifications Exhibit F.

Special Offers/Promotions

In addition to decreasing prices for the balance of the Contract term due to a change in market conditions, Contractor may conduct sales promotions involving price reductions for

a specified lesser period. Contractor may offer Participating Agencies competitive pricing which is lower than the not-to-exceed price set forth herein at any time during the Contract term and such lower pricing shall not be applied as a global price reduction under the Contract.

#### Product Offering/Balance of Line Pricing

Pricing for complete product offering/balance of line items will be determined by a percentage discount off retail. The pricing percentage discount offered must be entered in the Pricing section of the Supplier's response.

## **SECTION VIII: QUESTIONNAIRE(S)**

Refer to the CalUsource e-Sourcing application to complete the Questionnaire section(s) of the proposal.

There are five (5) questionnaire's that need to be completed in total.

- a. Company Profile
- b. Corporate Responsibility/Sustainability
- c. Capabilities
- d. Value Add
- e. National Cooperative Contract Program

All questions must be answered as part of the proposal. If the response requires an attachment (do not submit sales brochures), add the attachments in the question directly or the Attachment Section of the CalUsource eSourcing tool and reference the question number in the title of the document.

Suppliers shall respond to the aforementioned questionnaires in order to be considered for evaluation. Failure to answer the following questions could result in disqualification.

## **SECTION IX: ATTACHMENTS**

1. Disaster Relief Services RFP 2021.03.18
2. Attachment A - Pricing Template
3. Attachment B - Terms and Conditions 2-27-20
4. Attachment C - UC Required Supplier Information (see CalUsource)
5. Attachment D - Supplier Bidding Guide for CalUsource
6. Attachment E – Sustainable Practices Policy
7. Attachment G – Scope of Services for National Cooperative
8. Omnia Partners – Cover Page
9. Omnia Partners - Exhibit A - Response for National Cooperative Contract
10. Omnia Partners - Exhibit B – Administration Agreement Example
11. Omnia Partners - Exhibits C – Master Intergovernmental Cooperative Purchasing Agreement Example
12. Omnia Partners - Exhibit D – Principal Procurement Agency Certificate Example
13. Omnia Partners - Exhibit E – Contract Sales Reporting Template
14. Omnia Partners - Exhibit F – Federal Funds Certifications Form
15. Omnia Partners - Exhibit G – New Jersey Compliance Form
16. Omnia Partners - Exhibit H – Advertising Compliance Requirement