



REQUEST FOR QUALIFICATIONS:

**PROPERTY EMERGENCY CLEANUP
REMEDICATION AND RESTORATION SERVICES
VENDOR**

Issued by
the
**Garden State Municipal Joint
Insurance Fund**

Date Issued: October 9th, 2019

**Responses Due by: 2 PM, October
25th, 2019**

REQUEST FOR QUALIFICATIONS:

EMERGENCY CLEANUP AND RESTORATION SERVICES VENDOR

I. PURPOSE AND INTENT

Through this Request for Qualifications (RFQ), the Garden State Municipal Joint Insurance fund (hereinafter the “Fund”) seeks to engage PROPERTY EMERGENCY CLEANUP, REMEDIATION AND RESTORATION SERVICES VENDOR(S) for the 2020 Fund Year.

II. SUBMISSIONS

Submit (a) one original paper copy, clearly marked as the “ORIGINAL” and (b) an *electronic copy in Word format on a Flash Drive* and (c) three full, complete and exact paper copies. The proposal must be addressed to:

Garden State Municipal JIF
ATTN: Madeline Delgado Executive Assistant
900 Route Nine North, Suite. 503
Woodbridge, NJ 07095

The submissions must be received by: **2:00 pm on October 25th, 2019**

Faxed or E-Mailed submissions will not be accepted.

Any inquiry concerning this RFQ should be directed in writing to:

Madeline Delgado, Executive Assistant
Garden State Municipal Joint Insurance Fund
900 Route Nine North, Suite 503
Woodbridge, NJ 07095-1003

All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et. seq. The Fund will not be responsible for any costs associated with the oral or written and/or presentation of the submissions. The Fund reserves the right to reject any and all submissions, with or without cause, and waive any irregularities or informalities in the submissions. The Fund further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all submissions are rejected, the Fund reserves the right to re-solicit submissions.

III. GENERAL INFORMATION ON THE FUNCTIONS OF THE FUND

The Fund is organized pursuant to N.J.S.A. 40A: 10-36 to provide property/casualty insurance to its member local units. The Fund also provides its members with a comprehensive risk control and claims management program. The Fund is controlled by Board of Fund Commissioners that annually elects an executive committee. The Fund is regulated by the Department of Banking and Insurance and the Department of Community affairs.

All prospective vendors must meet the following minimum qualifications:

1. The respondents shall have experience and the capacity to deliver the services requested under this RFQ.
2. The respondents shall possess experience and knowledge of regulations of the Local Public Contracts Law, the New Jersey Office of Emergency Management and the Federal Emergency Management Agency, including experience in documenting work for FEMA reimbursement. Respondents shall list at least three references describing work it has done for New Jersey government agencies and the services it has provided in responses to FEMA declared disasters and/or locally declared emergencies (such as sewer back-ups, water damage or fire damage).
3. Respondents agree that they will only provide such services they are qualified to perform and when that work requires a separate state license, that the vendor or subcontractor will possess the necessary license.
4. The vendor shall maintain general liability, automobile liability, and Workers' Compensation Insurance in amounts consistent with industry standards for the work being performed, the insurance companies must be licensed to do business in the State of New Jersey and be in compliance with any and all applicable requirements of the State of New Jersey.

IV. CONTRACT PROVISIONS

This RFQ is for vendors to provide the following services on an emergency basis. Vendors may provide any or all of the requested services:

- Water and fire/smoke-related damage recovery/remediation to buildings, including but not limited to water extraction, mold remediation, interior cleaning, inventory, and relocation if necessary.
 - Demolition of unsafe structures
 - Construction activities and adherence to state construction codes
 - Emergency power supply, if necessary, to complete emergency service
 - Hazardous material containment/recovery/remediation (when it is result of a covered loss)
 - Securing damaged/unsafe facilities, including but not limited to board-ups, debris removal and disposal
 - Video & still photographic record of affected areas prior to and after operations
- A. When services are offered, contractors and subcontractors are required to charge labor rates and follow laws and regulations pursuant to NJ Laws on Prevailing Wage Rates on Construction-Related Public Works Projects, (N.J.S.A. 34: 11-56.25 et seq.). The Contractor is fully responsible for compliance and shall hold the FUND and its members harmless from any allegations of non-compliance.
- Refer to NJ Department of Labor and Workforce Development information at: <http://lwd.dol.state.nj.us/labor/wagehour/regperm/public>
- B. When work does not fall under Prevailing Wage laws, proposers shall submit "all-inclusive" hourly wage rates for any non-prevailing wage work.
- C. All services shall be provided in accordance with all relevant industry standards and regulatory requirements and by licensed or certified workers as required by law.
- D. When operating in response to a FEMA-declared disaster, proposer agrees to keep the FEMA required documentation, comply with FEMA requirements and submit billing in a manner consistent with FEMA reimbursement requirements.

V. PROPOSAL REQUIREMENTS

In its submission, the vendor must include the following:

- A. Contact Information: The name and address of the vendor, the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the submission.
- B. An executive summary of not more than two pages identifying and substantiating why the vendor is best qualified to provide the requested services.

- C. A description of the vendor's experience in performing services of the type described in this RFP. Specifically identify client size and specific examples of similarities with the scope of services required under this RFP.
- D. A description of resources of the vendor (i.e., background, location, experience, staff resources, financial resources, other resources, etc.).
- E. A schedule of billing rates, fees, and charges for services to be provided.
- F. The location of the office, if other than the vendor's main office, at which the vendor proposes to perform services required under this RFP. Describe your presence in New Jersey.
- G. Provide references including the contact names, titles and phone numbers.
- H. In its proposal, the vendor must identify any existing or potential conflicts of interest and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Fund.

VI. INTERVIEW

The Fund reserves the right to interview any or all of the vendors submitting their qualifications. Although interviews may take place, the submission should be comprehensive and complete on its face. The Fund reserves the right to request clarifying information subsequent to the submission.

VII. SELECTION PROCESS

All submissions will be reviewed to determine responsiveness. Non-responsive submissions will be rejected without evaluation. For vendors that satisfy the minimum requirements, the Fund will evaluate submissions based on the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

- A. The vendor's general approach to providing the services required under this RFQ.
- B. The vendor's documented experience in successfully completing large projects involving public entities addressed by this RFQ.