

State of Minnesota

Department of Labor & Industry



REQUEST FOR PROPOSAL

Electrical Inspection Services for multiple inspection areas

Date Posted: November 21, 2023

- Responses must be received not later than 5:00PM Central Time, December 13, 2023
- Late responses will not be considered

Minnesota's Commitment to Diversity and Inclusion

The State of Minnesota is committed to diversity and inclusion in its public procurement process. The goal is to ensure that those providing goods and services to the State are representative of our Minnesota communities and include businesses owned by minorities, women, veterans, and those with substantial physical disabilities. Creating broader opportunities for historically under-represented groups provides for additional options and greater competition in the marketplace, creates stronger relationships and engagement within our communities, and fosters economic development and equality.

To further this commitment, the Department of Administration operates a program for Minnesota-based small businesses owned by minorities, women, veterans, and those with substantial physical disabilities. For additional information on this program, or to determine eligibility, please call 651-296-2600 or go to [the Office of Equity in Procurement home page, at www.mn.gov/admin/oep](http://www.mn.gov/admin/oep).

SPECIAL NOTICE: This is a request for proposal. It does not obligate the State of Minnesota to award a contract or complete the proposed program, and the State reserves the right to cancel this solicitation if it is considered in its best interest.

This Solicitation requires proposals to be submitted through the SWIFT Supplier Portal. Please note the security changes below that may impact responders from submitting a timely response.

SWIFT SUPPLIER PORTAL SECURITY CHANGES

There are new security measures that the Minnesota Management and Budget implemented on October 16, 2022. It is a new multi-factor authentication (MFA) to enhance the security of the [State of Minnesota Supplier Portal](#). MFA is an authentication method that requires bidders and suppliers provide two verification factors to log into the SWIFT Supplier Portal. The goal of MFA is to create a layered defense that makes it more difficult for unauthorized system access to occur.

For information about these changes, please refer to the [SWIFT Supplier Portal Multi-Factor Authentication FAQ](#) document.

If you have not done so already, please make sure to log into the SWIFT Supplier Portal as soon as possible to get this authentication set up early so there are no issues when submitting a response to an RFP.

You are strongly encouraged to set your MFA during business hours of 8:00 A.M. to 4:00 P.M., Central Time, Monday through Friday. You may experience delay setting your MFA after hours.

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Solicitation Attachments

- Attachment A: Technical Proposal
- Attachment B: Cost Proposal
- Attachment C: Responder Declarations
- Attachment D: Exceptions to State's Standard Terms and Conditions
- Attachment E: References Form (submit 3 references)
- Attachment F: Responder Forms (if applicable)
 - Veterans Preference Form
 - Workforce/ Equal Pay Declaration Page
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Sample Contract

- Exhibit A: Contract Terms
- Exhibit B: Insurance Requirements

SECTION 1 – INSTRUCTIONS TO RESPONDERS

Steps for
Completing Your
Response

Follow the steps below to complete your response to this Solicitation:

- Step 1: Read the solicitation documents and ask questions, if any
- Step 2: Write your response
- Step 3: Submit your response

Incomplete
Submittals

A response must be submitted along with any required additional documents. Incomplete responses that materially deviate from the required format and content may be rejected.

STEP 1 – READ THE SOLICITATION DOCUMENT & ASK QUESTIONS, IF ANY

How to Ask
Questions

The contact person for questions is:

Robin Geiger, Contract Administrator
Department of Labor & Industry
robin.geiger@state.mn.us

Questions should be emailed to the contact person by December 4, 2023

Other personnel are not authorized to answer questions regarding this Solicitation.

STEP 2 – WRITE YOUR RESPONSE

The Vendor Response section is in Section 4. Prepare a written response and supply all requested content. Responses should address the requested information and documents detailed in Section 4. **DO NOT INCLUDE** Non-Public/Trade Secret data (as defined by Minn. Stat. § 13.37).

Review, sign, and include the Responder Declarations with your response.

STEP 3 – SUBMIT YOUR RESPONSE

Where to Send
Your Response

All responses to this solicitation (termed an “Event” within SWIFT) must be submitted through SWIFT using the Supplier portal (<https://mn.gov/supplier>). Training and documentation on how to submit your response is available through the Supplier portal link above. Fax, e-mail, and printed responses will not be accepted or considered. All costs incurred in responding to this solicitation will be borne by the responder.

Late responses will not be considered. Responses received after End Date above will not be considered, even if errors or delays were caused by issues outside of responders’ control. If you need assistance, please contact the SWIFT Vendor Assistance Helpline at 651-201-8100, Option 1, and then Option 1.

By submitting a response, your company is making a binding legal offer for the period of time set forth below in Section 6, Conditions of Offer.

SECTION 2 – SUMMARY OF SCOPE

1. Procurement Overview and Goals.

The Department of Labor and Industry (State) is seeking proposals to provide electrical inspection service as required by Minnesota Statutes Section 326B.36, subdivision 1, for the specific State electrical inspection areas as defined in the District Area Report attached in Attachment B, page 2. The primary purpose of the electrical inspection service is to verify compliance of installed electrical wiring to the standards identified in Minnesota Statutes Section 326B.35.

Additionally, inspection service providers are required to enforce electrical licensing and inspection provisions of Minnesota Statutes Sections 326B.31 through 326B.399 and Minnesota Rules Chapter 3800 and 3801.

In accordance with Minnesota Statutes Section 326B.36, subdivision 3, all individuals providing inspection service must be licensed as a master electrician or journey-worker and must provide bond in the amount of \$1,000.00.

Proposals are being solicited to provide electrical inspection service beginning January 22, 2024 and extending through June 30, 2025. This Request for Proposals (RFP) will result in multiple award contracts, one contract in each District Area, to the highest scoring responder(s). Responders may propose to work in one or more District Areas. Separate evaluations will take place for each District Area. Responses to this RFP will also be held for one year for the purpose of fulfilling additional inspection services (if necessary) or replacing a contract awarded to a Contractor who fails to perform to the State's satisfaction.

Goals

- 1) To ensure that all electrical installations are inspected for compliance with The National Electrical Code and Minnesota Rules Chapter 3800 and 3801.
- 2) To ensure that all electrical installations are performed in compliance with the licensing and inspection requirements of Minnesota Statutes Section 326B.33 and Minnesota Rules Chapters 3800 and 3801.
- 3) To complete inspections of electrical installations in a timely manner.
- 4) To ensure that a record of inspections is completed for each installation.

2. Sample Tasks and Deliverables.

- Communications/Scheduling: Contract electrical inspection service providers (Contractor) will provide a mechanism for installers of electrical wiring to schedule inspections and to receive answers to electrical code questions specific to installations within the contract inspection area.
- Inspection Service: Contractor will provide inspection service in the contracted inspection area that result in timely inspections. In the event inspections cannot be performed in a timely manner, the Contractor will notify the State electrical area representative.
- Procedure: Contractor will perform inspections upon request of the installer when a Request for Electrical Inspection has been filed with the Department of Labor and Industry.
- Thoroughness: Contractor will verify that all electrical wiring installed under a Request for Electrical Inspection is in compliance with the applicable standards identified in Minnesota Statutes Section 326B.35 and the requirements of Minnesota Rules Chapter 3801.
- Evidence of Inspection. Within 48 hours of performing inspection service Contractor will make notation in the Department of Labor and Industry inspection database (iMS) identifying the date the inspection was performed. Contractor will place inspection stickers at the job site as evidence of completed or partially completed inspections. The inspection sticker will be completed with the permit number, date of inspection,

type of inspection (rough-in, service, bonding, air conditioner, furnace, lower level, machine, final, etc.), number and type of circuits and signed by the electrical inspector. For the purpose of providing uniform and consistent evidence to owners, installers, other crafts, and other inspection authorities, inspection stickers will be placed as follows:

- Dwellings:

- Rough-in and in-progress inspections: At least one inspection sticker will be placed in the switch box nearest the main entry to a dwelling unit or portion of a dwelling unit where the wiring is installed.
- Service inspections: Inspection stickers will be placed in the interior of service equipment for separate service inspections.
- Final inspections: Inspection stickers for final inspections will be placed on the service equipment and each panelboard. In finished areas the inspection sticker will be placed behind a panel door or inside the panelboard to protect the sticker from physical damage or from being obliterated.

- Other than dwellings:

- Rough-in and in-progress inspections: Inspection stickers will be placed in a switchbox nearest the area that each separate inspection is made and in or on the service equipment or panelboard that serves that area.
- Service inspections: Inspection stickers will be placed on the exterior of indoor/protected equipment and on the interior of outdoor/nonprotected equipment.
- Final inspections: Inspection stickers will be placed on the service equipment and/or panelboard that supplies the area inspected.
- One-time or single-circuit/device inspections: Inspection stickers will be placed at the first overcurrent device or disconnecting means from which the circuit is extended.

- Documentation and Notification Requirements for Installations not in Code Compliance

- Inspection reports: Contractor will identify installations not in compliance with the National Electrical Code or Minnesota Rules on an Inspection Report form along with a brief description of the violation and the reference section number and provide the report to the installer. In addition, the Contractor will enter the data into the iMS database. In accordance with Minnesota Statutes Section 326B.36 Contractor will allow reasonable opportunity from the date of the inspection for correction of violations. Contractor will provide the Inspection Report to the installer of the electrical wiring and forward a copy to the district electrical area representative, in accordance with the notation in the electronic record.
- Correction Orders: Contractor will forward a complete report to the State electrical area representative when an installer fails or refuses to make corrections identified in an inspection report. The Department of Labor and Industry will proceed to have the installation brought into compliance in accordance with the procedures identified in Minnesota Statutes Section 326B.36 and Minnesota Rules Chapter 3801.
- Hazardous installations: Contractor will, upon recognition of an installation that seriously and

proximately endangers human life and property in accordance with Minnesota Statutes Section 326B.36 and Minnesota Rules Chapter 3801.3670, immediately notify the Department of Labor and Industry and the serving utility.

- Approved equipment: Contractor will provide a written report to the Department of Labor and Industry identifying the location, equipment and approval information where equipment that is listed and labeled or otherwise approved is subsequently identified by CONTRACTOR as being in non-compliance with applicable standards.
- Equipment approval: Contractor will report in writing to the installer, owner, and Department of Labor and Industry all equipment that does not meet Minnesota Rules 3801.3620, Subpart 1 or Subpart 3 (A), (B), (C) or (E).

Note: Only those forms provided or specifically approved by the State, including computer generated forms, will be used when providing notice of non-code compliant installations.

- Contractor Equipment and Materials

- Equipment: Contractor is responsible for providing all equipment and tools necessary to perform a thorough inspection including but not limited to personal protection equipment in accordance with NFPA 70E. Contractor is responsible for providing and arranging necessary transportation to complete inspections.
- Materials. Inspection report forms, expiration forms and inspection stickers are specifically developed forms provided by the State. Contractor is responsible for providing other materials necessary to provide complete inspection service and meet the provisions of the Contract.

SECTION 3 – PROPOSAL INSTRUCTIONS AND ADDITIONAL INFORMATION

1. Anticipated Contract Term.

The term of this contract is anticipated to begin January 22, 2024, and extending through June 30, 2025, with the option to extend up to an additional year.

2. Question and Answer Instructions.

Prospective responders who have any questions regarding this solicitation may contact:

Robin Geiger, Contract Administrator
Department of Labor & Industry
robin.geiger@state.mn.us

All questions should be submitted no later than the date and time listed in Section 1, Instructions to Responders. The State is not obligated to answer questions submitted after the question due date and time.

Only personnel listed above are authorized to discuss this solicitation with responders. Contact regarding this solicitation with any personnel not listed above could result in disqualification. This provision is not intended to prevent responders from seeking guidance from state procurement assistance programs regarding general procurement questions.

If a Responder discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in the solicitation, please immediately notify the contact person detailed above in writing of such error and request modification or clarification of the document.

SECTION 4 – VENDOR RESPONSE

Please submit the following information:

1. Technical Proposal. Please complete and submit “Attachment A: Technical Proposal” attached to this solicitation. Responder should detail his/her qualifications, experience, approach to project, and references as detailed in the attachment. Additional pages may be used in addition to Attachment A
2. Cost Proposal. Please complete and submit “Attachment B: Cost Proposal” attached to this solicitation.
3. Mandatory Requirements:
 1. Responder must provide a valid Electrical Master or Journey-worker license in its proposal.
 2. Proposal must include an affirmative statement from Responder that Responder will provide a bond in the amount of \$1,000.00 upon contract award.
4. Submit all requested documentation, including, but not limited to, the following documents*:
 1. Attachment A: Technical Proposal
 2. Attachment B: Cost Proposal
 3. Attachment C: Responder Declarations
 4. Attachment D: Exceptions to State's Standard Terms and Conditions
 5. Attachment E: Reference Forms (submit 3 reference forms)
 6. Attachment F: Responder Forms (if applicable)
 1. Veterans Preference Form
 2. Workforce/Equal Pay Declaration Page

*See the “RFP Attachments” file to complete documents necessary for your response.

DO NOT INCLUDE Non-Public/Trade Secret data (as defined by Minn. Stat. § 13.37).

SECTION 5 – EVALUATION PROCEDURE AND CRITERIA

The State will conduct an evaluation of responses to this Solicitation. The evaluations will be conducted using a two-tier scoring methodology described below.

1. TIER 1

1.1 Phase 1 - Responsiveness and Pass/Fail Requirements. The purpose of this phase is to determine if each response complies with mandatory requirements. The State will first review each proposal for responsiveness to determine if the Responder satisfies all mandatory requirements. The State will evaluate these requirements on a pass/fail basis.

Mandatory Requirements. The following will be considered on a pass/fail basis:

- Proposal must be received by the due date and time specified in this RFP.
- Responder must provide a valid Electrical Master or Journey-worker license in its proposal.
- Proposal must include an affirmative statement from Responder that Responder will provide a bond in the amount of \$1,000.00 upon contract award.

1.2 Phase 2 - Evaluate Responses. Only responses found to have met Phase I criteria will be considered in Phase II.

In Tier 1, responses will be rated as follows:

The factors and weighting on which responses will be judged are:

- | | |
|--------------------------------------|---------------------------------------------|
| 1. Qualifications | 450 points |
| 2. Approach to Project | 450 points |
| 3. Cost Proposal | <u>100 points</u> |
| | 1000 points |
| 4. Preference Points (if applicable) | 120 points (in addition to 1,000 available) |

Preferences points are described under Solicitation Terms and will be applied to the total score after points have been awarded. Each Responders' total score in Tier 1 will consist of the technical score, cost score, and preference points, if applicable.

1.3 Phase 3: Shortlist. Each Responder will be ranked based on each Responder's Tier 1 total score. The State will shortlist the highest scoring Responders by determining the natural break in Responders' scores. Only the highest scoring Responders in Tier 1 will advance to Tier 2.

2. TIER 2

2.1 Phase 1 - Evaluate Responders. All Responders' scores will be re-set to zero prior to beginning Tier 2.

In Tier 2, Responders will be rated as follows:

The factors and weighting on which responses will be judged are:

- | | |
|--------------------------------------|---------------------------------------------|
| 1. Interviews | 500 points |
| 2. Reference Check | 100 points |
| 3. Cost Detail | <u>400 points</u> |
| | 1000 points |
| 4. Preference Points (if applicable) | 120 points (in addition to 1,000 available) |

Preferences points are described under Solicitation Terms and will be applied to the total score after points have been awarded. Each Responders' total score in Tier 2 will consist of the technical score, cost score, and preference points, if applicable.

2.2 Phase 2 - Select Finalist(s). The State will make its selection based on best value, as determined by this evaluation process. Each Responder will be ranked based on each Responder's Tier 2 total score. The State will begin negotiating with the highest scoring Responder(s) in Tier 2. The State reserves the right to pursue negotiations on any exception taken to the State's standard terms and conditions. In the event that negotiated terms cannot be reached, the State reserves the right to terminate negotiations and begin negotiating with the next highest scoring responder(s). If the State anticipates multiple awards, the State reserves the right to negotiate with more than one Responder.

It is anticipated that the evaluation and selection will be completed by December 22, 2023.

SECTION 6 – SOLICITATION TERMS

1. Competition in Responding

The State desires open and fair competition. Questions from responders regarding any of the requirements of the Solicitation must be submitted in writing to the Solicitation Administrator listed in the Solicitation before the due date and time. If changes are made the State will issue an addendum.

Any evidence of collusion among responders in any form designed to defeat competitive responses will be reported to the Minnesota Attorney General for investigation and appropriate action.

2. Addenda to the Solicitation

Changes to the Solicitation will be made by addendum with notification and posted in the same manner as the original Solicitation. Any addenda issued will become part of the Solicitation.

3. Data Security - Foreign Outsourcing of Work is Prohibited

All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all levels.

4. Joint Ventures

The State allows joint ventures among groups of responders when responding to the solicitation. However, one responder must submit a response on behalf of all the others in the group. The responder that submits the response will be considered legally responsible for the response (and the contract, if awarded).

5. Withdrawing Response

A responder may withdraw its response prior to the due date and time of the Solicitation. For solicitations in the SWIFT Supplier Portal, a responder may withdraw its response from the SWIFT Supplier Portal. For solicitations done any other way, a responder may withdraw its response by notifying the Solicitation Administrator in writing of the desire to withdraw.

After the due date and time of this Solicitation, a responder may withdraw a response only upon showing that an obvious error exists in the response. The showing and request for withdrawal must be made in writing to Solicitation Administrator within a reasonable time and prior to the State's detrimental reliance on the response.

6. Rights Reserved

The State reserves the right to:

- Reject any and all responses received;
- Waive or modify any informalities, irregularities, or inconsistencies in the responses received;
- Negotiate with the highest scoring Responder[s];
- Terminate negotiations and select the next response providing the best value for the State;
- Consider documented past performance resulting from a State contract may be considered in the evaluation process;
- Short list the highest scoring Responders;
- Require Responders to conduct presentations, demonstrations, or submit samples;
- Interview key personnel or references;
- Request a best and final offer from one or more Responders;
- The State reserves the right to request additional information ; and
- The State reserves the right to use estimated usage or scenarios for the purpose of conducting pricing evaluations. The State reserves the right to modify scenarios, and to request or add additional scenarios for the evaluation.

7. Samples and Demonstrations

Upon request, Responders are to provide samples to the State at no charge. Except for those destroyed or mutilated in testing, the State will return samples if requested and at the Responder's expense. All costs to conduct and associated with a demonstration will be the sole responsibility of the Responder.

8. Responses are Nonpublic during Evaluation Process

All materials submitted in response to this Solicitation will become property of the State. During the evaluation process, all information concerning the responses submitted will remain private or nonpublic and will not be disclosed to anyone whose official duties do not require such knowledge. Responses are private or nonpublic data until the completion of the evaluation process as defined by Minn. Stat. § 13.591. The completion of the evaluation process is defined as the State having completed negotiating a contract with the selected responder. The State will notify all responders in writing of the evaluation results.

9. Trade Secret Information

9.1 Responders must not submit as part of their response trade secret material, as defined by Minn. Stat. § 13.37.

9.2 In the event trade secret data are submitted, Responder must defend any action seeking release of data it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments awarded against the State in favor of the party requesting the data, and any and all costs connected with that defense.

9.3 The State does not consider cost or prices to be trade secret material, as defined by Minn. Stat. § 13.37.

9.4 A responder may present and discuss trade secret information during an interview or demonstration with the State, if applicable.

10. Conditions of Offer

Unless otherwise approved in writing by the State, Responder's cost proposal and all terms offered in its response that pertain to the completion of professional and technical services and general services will remain firm for 180 days, until they are accepted or rejected by the State, or they are changed by further negotiations with the State prior to contract execution.

11. Award

Any award that may result from this solicitation will be based upon the total accumulated points as established in the solicitation. The State reserves the right to award this solicitation to a single Responder, or to multiple Responders, whichever is in the best interest of the State, providing each Responder is in compliance with all terms and conditions of the solicitation. The State reserves the right to accept all or part of an offer, to reject all offers, to cancel the solicitation, or to re-issue the solicitation, whichever is in the best interest of the State.

12. Requirements Prior to Contract Execution

Prior to contract execution, a responder receiving a contract award must comply with any submittal requests. A submittal request may include, but is not limited to, a Certificate of Insurance.

13. Targeted Group, Economically Disadvantaged Business, Veteran-Owned and Individual Preference

Unless a greater preference is applicable and allowed by law, in accordance with Minn. Stat. § 16C.16, businesses that are eligible and certified by the State as targeted group (TG) businesses, economically disadvantaged (ED) businesses, and veteran-owned businesses will receive points equal to 12% percent of the total points available as preference.

For TG/ED/VO certification and eligibility information visit [the Office of Equity in Procurement website at https://mn.gov/admin/business/vendor-info/oep/](https://mn.gov/admin/business/vendor-info/oep/) or call the Division's Helpline at 651.296.2600.

14. Reciprocity

State shall comply with Minn. Stat. § 16C.06, subd. 7, as that applies to a non-resident vendor. This paragraph does not apply for any project in which federal funds are expended.