

**State of Vermont**  
**BGS Financial Services**  
109 State Street  
Montpelier, VT 05609-3001

Tel: 802-828-2211

**REQUEST FOR INFORMATION (RFI)**  
**"EQUIPMENT RENTAL SERVICES"**

**The State of VERMONT**  
**OFFICE OF PURCHASING & CONTRACTING**  
In conjunction with



**Date of Issue:** May 4, 2017

**Questions due by:** May 11, 2017

**Questions & Answers Posted:** May 18, 2017

**Responses Due:** May 26, 2017

The State of Vermont, Office of Purchasing & Contracting is requesting Requests For Information (RFI) for Equipment Rental Services in furtherance of the NASPO ValuePoint Cooperative Purchasing Program. The purpose of this RFI is intended to establish a Request for Proposal (RFP) on the various types of Equipment Rentals for all Participating States.

## **RFI DESIGNATED CONTACT**

All requests, questions, or other communications about this RFI shall be made in writing to the State of Vermont. Address all communications to the person listed below; communications made to other State of Vermont personnel or attempting to ask questions by phone or in person will not be allowed or recognized as valid. Vendors should rely only on written statements issued by the RFI designated contact.

Submission to: Brian Berini  
Office of Purchasing and Contracting  
109 State St.  
Montpelier, Vermont 05609-3001  
or  
brian.berini@vermont.gov

To ensure that written requests are received and answered in a timely manner, electronic mail (e-mail) correspondence is acceptable, but other forms of delivery, such as postal and courier services can also be used.

## **CONTACT WITH STATE EMPLOYEE**

Direct contact with State of Vermont employees other than the State of Vermont Designated Contact regarding this RFI is expressly prohibited without prior consent. Vendors directly contacting State of Vermont employees risk elimination of their response from further consideration.

## **RFI OBLIGATION**

The RFI is a request for information only. There will be no contract awarded as a result of this RFI. Nothing in the materials vendors provide as a response to this RFI nor the State's remarks or responses to any individual vendor, will be considered binding for a future contract.

## **RFI QUESTION AND ANSWER PROCESS**

The State of Vermont will allow written requests for clarification of the RFI. All RFI questions shall be received no later than **May 11, 2017 @ 3:00PM**. All questions will be consolidated into a single set of responses and posted on the State's website at <http://bgs.vermont.gov/purchasing/bids> by May 18, 2017 @ 3:00PM. Vendor names will be removed from questions in the responses released.

## **PURPOSE / BACKGROUND**

The purpose of this RFI is to provide the State of Vermont with information regarding vendor interest and capabilities providing Equipment Rental Services. The State of Vermont invites vendors to submit their capabilities and interests relative to this Request for Information (RFI). The State of Vermont may

reference this material as indicative of industry capabilities and in the event the State of Vermont issues a Request for Proposal (RFP), the State may use this material to facilitate the development of the RFP or the establishment of standards and policies.

The Department of Administration, Division of Buildings & General Services is leading a multi-state procurement effort to develop a nationwide contract for Equipment Rental Services that will be available to all state and local government entities. This procurement is being conducted in partnership with the National Association of State Procurement Officials (NASPO) through their procurement organization NASPO ValuePoint.

The State of Vermont is seeking information regarding rental services around the equipment categories outlined below. Vendors should designate the category of equipment they provide rental equipment for in their response.

Category	YES/ NO	Category	YES/ NO
Aerial Work Platforms		Generators	
Air Compressors and Air Tools		Heaters	
Air Handlers and Chillers		Lawn & Landscape, Chippers, Brush Cutters	
Arrow Boards and Traffic Control		Lawn & Landscape, Other	
Compaction, Tampers, Rollers, Rammers		Light Towers	
Concrete & Masonry Tools		Mobile Offices	
Containment Products, Boom		Pumps, Hoses and Accessories	
Dump Trucks		Pressure Washers	
Earthmoving Equipment, Backhoe		Scaffolding	
Earthmoving Equip, Dozer		Storage Containers	
Earthmoving Equip, Excavators		Tanker Trucks	
Earthmoving Equip, Mini Excavator		Tanks, Frac, Poly, Stainless Steel	
Earthmoving Equip, Skid Steer Loader		Telehandlers	
Earthmoving Equip, Track Loader		Tools, Power and Hand	
Earthmoving Equip, Sweeper		Trench, Boxes and Shoring	
Earthmoving Equip, Tractors		Vacuum Trucks	
Earthmoving Equip, Trencher		Water Treatment, Filtration Systems	
Earthmoving Equip, Wheel Loaders		Water Trucks, Trailers	
Forklifts & Material Handling		Welders	
Other:			

In your response to this RFI, we would like you to respond to each item below separately.

1. Would there be a better way of depicting the equipment categories?
2. Please identify your company's service coverage areas.
3. Please describe your company's ability to respond in emergency. This should include delivery times, charges, process for after-hours contacts, service areas, ability to mobilize multiple pieces of equipment, etc.
4. Please describe any training programs offered for rental equipment.
5. Who is responsible for service and maintenance of long term rentals? Please describe procedures for repair or replacement of rental equipment that becomes inoperable during the rental period.
6. Please explain how/what you base your rental rates on?

7. How do you intend on bidding (e.g. by manufacturer, hour, month, etc.)?
8. How would the pricing structure look like? By the hour, week, month, etc.?
9. Can your pricing be based off broad category (e.g. heavy equipment, forklifts, etc.) or must you rate-out by the particular piece of equipment? What are the best practices?
10. Would you intend on bidding per region, state, etc.?
11. Does your cost include transportation cost to provide the equipment to the delivery location?
12. Will the State have the option to pick-up equipment? If so, how will this be presented?  
Discount percentage off the price?
13. Would Insurance to be part of the pricing? What are best practices.
14. Generally, most allowable commercial construction equipment rental hours are 8 hours a day, 40-hours per week, and 179 hours per month. Would there be any "excess" hour costs as well? What are the best practices?

## **COVER LETTER**

Each response will have a cover letter on the letterhead of the company or organization submitting the response. The cover letter must briefly summarize the Vendor's ability to provide the services specified in the RFI. The cover letter must also identify a contact person which includes a phone number an email address.

## **DESCRIPTION OF SERVICES AND QUALIFICATIONS**

Each response must contain a detailed description of how the Vendor could provide the goods and services outlined in this RFI. This part of the response may also include descriptions of any enhancements or additional services or qualifications the Vendor will provide that are not mentioned in this RFI.

**Submission Instructions – Proposals will be due on dates and times as provided in the RFI document. The bids may be delivered, faxed, or emailed as follows based on the closing date identified in the RFI Document.** All times stated shall be Eastern Time. Any proposal or modification received after the time and date stated on the RFI Documents shall be rejected.

Email: If email submission, responses to be submitted by email to [brian.berini@vermont.gov](mailto:brian.berini@vermont.gov). Submit one response electronically by the due date provided in the RFI Document.

All responses must have a signature either by signature affixed thereto, either by manually signing the document, prior to scanning it and uploading it with your submission, or affixing it electronically.

Fax: If fax submission, responses to be submitted by fax to: 802/828-2222

If a FAX RFI is submitted, Bidders are cautioned that it is their responsibility to originate the message in sufficient time to insure receipt by the Office of Purchasing & Contracting prior to the time of the RFI opening. All pages must be printed and in the possession of the division prior to the date and time of the RFI opening or the RFI will not be considered. FAXED bidders are cautioned that RFIs submitted by the FAX method may be compromised prior to the time of the sealed RFI opening. FAXED information is accessible when transmitted and confidentiality cannot be guaranteed. State reserves the right to reject a faxed RFI if it appears that the faxed RFI is incomplete or portions of the faxed RFI are illegible.

Delivered: If a delivered submission, response to be submitted as follows: All RFIs must be sealed and must be addressed to the State of Vermont, Office of Purchasing & Contracting, 109 State St - Montpelier, VT 05609-3001. RFI ENVELOPES MUST BE CLEARLY MARKED.

State of Vermont, Department of Buildings & General Services  
Office of Purchasing and Contracting  
109 State Street  
Montpelier, Vermont 05609-3001  
Attn: Brian Berini / EQUIPMENT RENTAL RFI

U.S. MAIL: Bidders are cautioned that it is their responsibility to originate the mailing of bids in sufficient time to ensure bids are received and time stamped by the Office of Purchasing & Contracting prior to the time of the RFI opening.

**EXPRESS DELIVERY:** If RFIs are being sent via an express delivery service, be certain that the RFP designation is clearly shown on the outside of the delivery envelope or box. Express delivery packages will not be considered received by the State until the express delivery package has been received and time stamped by the Office of Purchasing & Contracting.

**HAND DELIVERY:** Hand carried RFIs shall be delivered to a representative of the Division prior to the bid opening.

**SECURITY PROCEDURES:** Please be advised extra time will be needed when visiting and/or delivery information to 109 State Street. All individuals must present a valid government issued photo ID when entering the facility.

If you have questions, please contact Brian Berini at: [brian.berini@vermont.gov](mailto:brian.berini@vermont.gov) / 802-828-2217

We look forward to your reply.

Sincerely,

Brian J. Berini  
Commodities procurement Administrator  
BGS Financial Operations  
Office of Purchasing & Contracting  
109 State St.  
Montpelier, VT 05609-3001  
**Phone:** (802) 828-2217  
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