



State of Arkansas
 OFFICE OF STATE PROCUREMENT
 1509 West Seventh Street, Room 300
 Little Rock, Arkansas 72201-4222

QUALIFIED VENDOR LIST
Validity Date: April 3, 2016 – April 2, 2017

DATE: April 1, 2016

SUBJECT: **2nd Renewal - SP-14-0087 Emergency Restoration Service (ERS)**

Introduction

This non-mandatory Qualified Vendor List (QVL) is issued by the Office of State Procurement (OSP) for the Arkansas Insurance Department (AID) to establish a pool of qualified vendors for Emergency Restoration Services (ERS). The intent of this QVL is to mitigate damage to State properties in the event of an unexpected loss and/or damage to State properties by shortening the time required to contract with vendors to obtain ERS.

ERS **does not** include permanent repair or replacement of any damage(s) sustained to a building or structure. ERS includes any service to secure and/or preserve a building or structure from sustaining further damage as a result of a loss due to a sudden and accidental event.

NOTE: Always contact Risk Management FIRST at 501-371-2690 and then Arkansas Building Authority (ABA) at 501-682-5574 to ensure adherence to all policies, rules and guidelines.

Whenever ABA is referenced within this document, it refers only to those agencies within its oversight.

Qualified Vendor List (QVL)

For more information on the qualified vendors or additional contact information, please click on the vendor of your choice below. **See “QVL Capabilities” and “Agency’s Instructions” listed on page 2 and 3 prior to contracting with any vendor on the QVL.**

Company	Office Phone	Cell Phone
All-Clean USA Restoration	Toll Free 866-360-3473	901-634-4564
Belfor Property Restoration	Toll Free 800.856.3333	214-683-4242
Metro Disaster Specialists	Toll Free 855-638-7679	501-758-2845
Servpro Commercial	651-451-0200	

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QVL Capabilities

Vendors on the QVL have the ability to provide the services needed for the **immediate and initial** ERS response to any emergency situations including, but not limited to:

1. Water intrusion and water damage
2. Flood
3. Earth movement
4. Wind damage
5. Hail damage
6. Fire damage
7. Smoke damage
8. Hazardous Waste Site
9. Vandalism cleanup and board up
10. Biohazard cleanup
11. Crime scene cleanup
12. Sewage decontamination
13. Deodorization
14. Mold remediation (**See agency instructions #5(c) below**)
15. Debris removal
16. Removal and restoration of historical artifacts
17. Animal infestations
18. Soft content removal
19. Hard content removal
20. Document reclamation
21. Electronic equipment restoration
22. Cleaning content
23. Offsite storage facility
24. HIPAA (Health Insurance Portability and Accountability) compliance
25. Handling, retrieving, removal, and restoration of vital records (i.e., paper, photo, database, magnetic tape)
26. Emergency repair to buildings (**See agency instructions #5(d) below**)

NOTE: Public Works Laws requires a bidding process for any work exceeding \$20,000 regardless of being under ABA's oversight.

Agency's Instructions

When an agency requires ERS utilizing the State's QVL the following actions should occur:

1. All State agencies participating in the Arkansas Multi Agency Insurance Trust (AMAIT) property program **must** notify Risk Management of the situation and/or emergency.

Agency Contact: Risk Management Division
Agency Phone: 501-371-2690
Agency Fax: 501-371-2842
Agency Email: insurance.risk.management@arkansas.gov

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2. Pursuant to the State of Arkansas Procurement Laws and Rules, R1:19-11-233 (b), an agency **must** obtain advance approval from the State Procurement Director of OSP, the head of a procurement agency, or a designee of either officer prior to any emergency procurement.
 - a. Where time or circumstance does not permit prior approval, approval **must** be obtained at the earliest practical date.
3. Pursuant to R1:19-11-233 (a), if the situation is **not** critical, the state agency **must**, at a minimum, receive three (3) competitive bids.
4. A representative from the agency should use the non-mandatory State's QVL to contact and provide information needed to deploy the **initial and immediate** ERS efforts. This is not applicable to long-term restoration projects.

Items 5 and 6 are important notes to State agencies within ABA's oversight.

5. While the restoration companies listed within this document are qualified to provide restoration services, this document **does not** authorize any vendor(s) to perform repairs to facilities, buildings, roads, parking lots, etc., that exceed \$20,000 per Public Works Law §22-9-203.
 - a. Agencies within ABA should make every effort to contact the ABA Construction Section (501-682-5574) whenever a need for an emergency repair arises.
 - i. The Construction Section will guide these agencies on the emergency contracting processes for repairs or permanent improvements that exceed \$20,000 pursuant to the Public Works laws and ABA rules.
 - b. Public Works law (§22-9-101) requires licensed engineers for engineering projects (exceeding \$25,000) and licensed architects for architectural projects (exceeding \$100,000).
 - i. The ABA Design Review Section (501-682-5544) will guide those agencies within its oversight on the design professional selection process.
 - c. Clarification to State agencies of the ERS RFQ, Section 2.1, item 14 Mold Remediation:
 - i. This type of remediation is to collect moisture to prevent mold growth; NOT the removal of mold growth. Contact ABA for removal of mold growth issues. The ABA Construction Section (501-682-5574).
 - ii. Removal of mold growth, which exceeds \$20,000, requires the Public Works Laws methods of contracting for all State entities.
 - d. Clarification to State agencies of the ERS RFQ Section 2.1, item 26 Emergency Repairs to the Building:
 - i. Contact ABA whenever emergency repairs exceed \$5,000. Repairs \$5,000 and under may be performed under this QVL without ABA involvement.

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6. ALL OWNER AGENCIES ARE STRONGLY ENCOURAGED TO HAVE ON-CALL DESIGN PROFESSIONALS UNDER CONTRACT AT ALL TIMES IN ORDER TO RAPIDLY ENGAGE EMERGENCY DESIGN/CONSULTANT SERVICES. Agencies within ABA's oversight should contact the ABA Design Review Section (501-682-5544) for questions/concerns or to begin the process for on-call design/consultant services.
7. Contact Paul Coulter should you have any question regarding the QVL or how to purchase from the QVL.

OSP Buyer: Paul Coulter
Phone: 501 683-0084
Email: paul.coulter@dfa.arkansas.gov

8. Agency **shall** be required to work with the adjuster and vendor during the initial and immediate projects as well as any follow-on services as required.
9. Agencies should complete a Vendor Performance Report at the end of the restoration project.
10. Agency **will** remain in contact with Risk Management and ABA regarding any important updates.

QVL Updates

Vendors on the QVL **shall** be qualified for one (1) year beginning April 3, 2014 through April 2, 2015. The QVL will be reviewed annually and upon mutual agreement vendors will be requalified annually for up to six (6) one (1) year periods or a portion thereof.

- **Annual Requalification**
QVL has been reviewed and extended thru April 2, 2017.