



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

**QUALIFIED VENDOR LISTING**

DATE: April 3, 2014

SUBJECT: **SP-14-0087 Emergency Restoration Service**

**Introduction**

This non-mandatory Qualified Vendors 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. The intent of this QVL is to mitigate the 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 services.

**List Updates**

Vendors on the list 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 will be reissued annually for six (6) one (1) year periods or a portion thereof.

**Qualified Vendors List**

For more information on the qualified vendors or additional contact information, please click on the vendor of your choice.

**NOTE: Always contact Risk Management FIRST at 501-371-2690**

Company	Office Phone	Additional Contact Numbers
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	Toll Free 800-737-8776	

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**Agency's Instructions**

When an agency requires restoration services utilizing the State's QVL the following actions **will** occur:

1. Agency **must** contact Risk Management to notify them of the situation and/or emergency.

Agency Contact:	Risk Management Division
Agency Phone:	501-371-2690
Agency Fax:	501-371-2842
Agency Email:	<a href="mailto:insurance.risk.managerment@arkansas.gov">insurance.risk.managerment@arkansas.gov</a>

2. Pursuant to the State of Arkansas Procurement Laws and Rules, R1:19-11-233 (b), an agency **must** obtain advance approval by the State Procurement Director of OSP, the head of a procurement agency, or a designee of either officer.

- 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** an emergency, the state agency **must**, at a minimum, receive three (3) competitive bids **unless** the emergency is critical. The quotation abstract **must** show the names of at least three (3) firms contacted in attempting to obtain competition.

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 restoration efforts.

5. 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:	<a href="mailto:paul.coulter@dfa.arkansas.gov">paul.coulter@dfa.arkansas.gov</a>

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