



Rhode Island Airport Corporation

August 25, 2014

INVITATION FOR BID NO. 25577 OPERATE AND MAINTAIN THE ODOR CONTROL SYSTEM T. F. GREEN AIRPORT

INTRODUCTION

The Rhode Island Airport Corporation (RIAC) is seeking bids for the **operations and maintenance of the Odor Control System at T. F. Green Airport**. Contract award shall be for a one-year period (Beginning October 1, 2014) with two additional one-year extensions at RIAC's discretion.

RIAC reserves the right to waive any irregularities and to reject any and all bids on any basis without disclosing the reason. RIAC will be the sole judge in determining as equivalent products.

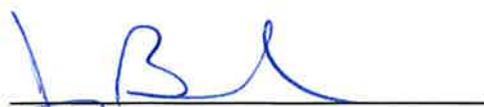
Sealed bids will be received at: Rhode Island Airport Corporation, Attention: Office of Procurement, 3rd Floor, T. F. Green Airport, 2000 Post Road, Warwick RI 02886-1533.

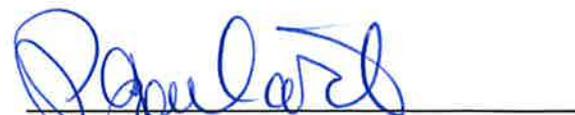
Due date for bids is no later than 10:00 AM (Local Time), September 9, 2014, at which time they will be publicly opened. Bids must be in a sealed envelope clearly marked "**INVITATION FOR BID NO. 25577: OPERATE AND MAINTAIN THE ODOR CONTROL SYSTEM AT T. F. GREEN AIRPORT**". RIAC will not accept late bids under any circumstances. All costs incurred in connection with responding to this Invitation for Bids (IFB) shall be borne by the bidder.

All Questions related to this IFB should be sent to: procurement@pvdairport.com no later than September 3, 2014. RIAC will respond to all questions raised by this date by September 4, 2014 via an addendum that will be posted on RIAC's website (www.pvdairport.com/corporate/procurement) and the State of Rhode Island Division of purchasing website. (www.purchasing.ri.gov).

The successful bidder must hold the bid price for ninety days from bid opening date, and may not withdraw their bid for at least thirty days after the time and date set for the receipt of bids. RIAC is tax exempt and a certificate will be supplied as required.

Procedures respecting bids and the selection of Contractors shall be in conformity with Title 37, Chapter 2 of the General Laws of the State of Rhode Island and RIAC procurement rules.


Jay Brodin
Manager Environmental Programs


Jeffrey Goulart
Manager of Finance and Administration

SCOPE

The selected firm shall be responsible for odor control system start up, shut down, providing odor control agent, and providing maintenance and repairs as necessary. Odor control agent specifications and system components are described below.

The selected firm shall prepare the system for the operating period of November 1 through April 30. System start up shall be scheduled with RIAC prior to November 1 and shall include replacing nozzles, filters (six (6) of each type) and misting system components as required. The selected firm shall also shut down system at end of odor season (April 30 unless otherwise requested by RIAC) and store components. This shall include management of remaining odor control agent including removal, storage, or proper disposal as necessary.

RIAC reserves the right to modify the system's operating schedule based on seasonal variations.

The selected firm shall also provide such service at the site on an on-call basis within twenty-four (24) hours of authorization to proceed during the entire Contract Period. This shall include providing any materials/equipment or making any adjustments necessary to effectively control odors at the subject site.

The selected firm shall provide RIAC a report documenting service visits, system performance, seasonal operating schedules and any mutually agreed modifications.

All site visits shall include, but are not limited to:

- Inspect odor control system including:
 - Inspect LMC distribution system
 - Refill pump oil level as required.
 - Replace 10 and 5-micron filters as necessary.
 - Inspect all fittings, couplings and connections.
- Refill and maintenance of odor control agent.
- System check of all alarm limits, timers, cut-offs, etc.
- Inspect all piping, fittings and nozzles to ensure they are serviceable, not plugged and remain clear of external obstructions. Replace/repair as necessary.
- Inspect chemical feed distribution system including:
 - High pressure feed tubing and associated heat tracing cable.
 - In-duct chemical feed network and associated nozzles.
 - Replacement of piping and nozzles within drain piping as required.
- Verification of system settings, and performance.
- Check and verify operation of building heating system and heat tracing.

Selected firm shall ensure compliance with appropriate federal, state, and local requirements. In particular, work conducted in the conduit shall be considered as Confined Space. As such, the selected firm shall ensure personnel are appropriately trained, confined space entry procedures are followed and documented, and appropriate protective/safety measures are employed.

Odor Control Agent. The selected firm shall provide sufficient quantities of an odor control agent for the operating period of November 1 through April 30. They shall provide, for RIAC review and approval, a Material Safety Data Sheet and sufficient documentation (technical data sheet) to demonstrate the selected odor control agent meets the following criteria:

- Odor control agent shall function as an atmospheric (or air phase) odor neutralizer. The product must be capable of reducing both the dilution-to-threshold odor levels and the Butanol intensity as measured through odor panel testing. The agent shall work through the process of counteraction using interference reactions that occur in a vapor state with a reaction time of three seconds or less.
- Odor control agent shall be a water-based surfactant formulation designed to control malodorous gasses generated from decomposition of storm water runoff containing propylene glycol-based deicing fluids. It shall have a non-descript odor, and shall not be a masking agent nor depend on a cover-up scent for odor elimination. It shall not be toxic, corrosive, hazardous, flammable or irritating.
- Odor control agent shall have a minimum stable shelf life of one year. The selected firm shall furnish and install one (1) container for startup and initial operation, and additional containers as needed for replenishment.
- For bidding purposes assume that the selected firm will provide two (2) – five (5) gallon containers of concentrate or two (2) - 55 gallon drums of product during the operating period. For bidding purposes assume one container provided on system start up (November) with the other delivered in February. Actual delivery dates may vary dependent upon seasonal demand and residual fluid at the end of the previous year.

Odor Control System Specifications. The current system is designed to use vapor phase counteractants with a contact time of less than three seconds. The control unit automatically meters and mixes odor control agent and water to the dilutions specified and approved, and controls the rate of water delivered to the mist nozzles. The system includes the following components and features:

Components:

- Stainless steel stand.
- Stand-mounted pulley pump, supplied TEFC motor with 800 PSI, .25 GPM, 1/4 HP, a manual motor starter with fused protection, an adjustable pressure regulator, by-pass loop to increase or decrease system pressure, low water pressure cutoff and a thermally protected high temperature by-pass loop.
- 120' - 3/8" high pressure chemical feed tubing with ten (10) .012 nozzles.
- 150' - 3/8" high pressure manifold tubing to run from storage building to concrete drain pipe.
- Mounting hardware to attach required length of chemical feed tubing to run from storage building to concrete drain pipe.
- Six watt per foot heat tracing tape with insulative covering and complete distribution network outside enclosed building.
- Water filter with 10 and 5 micron filtration.
- Water pressure regulator.
- 150' – 1¼" Schedule 40 PVC conduit from storage building to concrete drain pipe to house manifold and any other feed lines.
- Plastic fifty-five gallon water/product mixture tank.

Features:

- Switches, controls, wiring and other components needed for a complete and operational system.
- The outlet from the pump is bypassed to the inlet of the pump to allow for a portion of the pump capacity to be recirculated for the purpose of regulating the outlet pressure. This is accomplished with a spring loaded valve with a manual adjustment.
- The system is capable of pressurizing a water source of 30-80 PSI to an operating pressure of 800 PSI. The outlet line is equipped with a 0-2000 PSI glycerin filled pressure gauge.
- The inlet water line has a pressure switch that is normally open. This switch is wired in series with the pump contactor, such that the pump will not start in the absence of water pressure. If the water pressure at the inlet of the pump should drop below a preset level during operation, the pump shuts down and does not restart until the system is reset.
- A NEMA 4X control panel is furnished and installed with an on/off switch and run light.
- The diluted chemical solution is injected into the pressurized water stream using a venturi pump. The pump features a variable injection ratio control that provides dilution ratios from 1:50 up to 1:500. The venturi pump can handle water flows from .1 up to 11 gallons per minute.
- The 3/8" manifold lines have a thermoplastic core and sheath with synthetic fiber reinforcement and an ultra violet resistant polyurethane cover. They are capable of handling fluids up to 150° F.
- The fog line is 3/8" high-pressure nylon tubing designed for use with high pressure Slip-Lok fittings. The line has a standard operating pressure of 800 PSI, a maximum operating pressure of 900 PSI, and a minimum burst pressure of 1000 PSI. It has a minimum bend radius of 8 inches, and capable of handling fluids up to 150° F.
- Exposed metal surfaces of equipment and accessories specified herein (except stainless steel) are shop primed and finish coated.
- High pressure chemical feed tubing installed inside 60" concrete drain pipe is suspended from top of pipe interior by pipe clamp hardware constructed from chemical resistant polyamide PA12 material. Clamp hardware is secured with anchor bolts to pipe interior.
- Heat trace tape is self-regulating, rated at 6 watts per foot and securely enveloped with insulative covering.

RIAC shall provide:

- Water, potable, continuous at 45 psi
- Electrical, continuous @120V, 1, 60 Hz
- Odor Control Agent distribution system
- Heated storage building
- Access to facility

Professional Services Agreement (PSA)

RIAC's standard PSA is attached hereto and incorporated herein by this reference. RIAC expects the bidder to execute this form of PSA. Any exceptions to the terms of the PSA **must** be noted in the bid form provided. RIAC reserves the right to accept, reject or modify any exceptions noted.

The term of the Professional Services Agreement (PSA) will be for one year with two one year renewals at the sole discretion of RIAC. RIAC reserves the right to terminate the contract with thirty days notice at any time for convenience or cause.

IFB No. 25577
OPERATE AND MAINTAIN THE ODOR CONTROL SYSTEM
AT T. F. GREEN AIRPORT

RESPONSE FORM

Responses are **due no later than 10:00 AM (local) September 9, 2014**, Attention: Office of Procurement, Rhode Island Airport Corporation, 3rd Floor, 2000 Post Road, Warwick, RI 02886. Vendors may copy/scan these pages to facilitate completing the information, but must return response in this format/order.

The undersigned, on behalf of the bidder, certifies that: This offer is made without previous understanding, agreement or connection with any person, firm, or corporation entering a bid on the same project; is in all respects fair and without collusion or fraud. The person whose signature appears below is legally empowered to bind the company in whose name the bid is entered. They have read the entire document and understand all provisions. If accepted by RIAC this bid is guaranteed as written and amended and will be implemented as stated.

Firm Name _____

Contact _____

Signature _____ Title _____

Address _____ City/State _____ Zip _____

Phone _____ Fax _____ Hours _____

Taxpayer I.D. Number _____

Company Web Site Address _____ E-Mail _____

General Nature Of Business _____

Type or Organization (check one):

Sole Proprietorship _____ Partnership _____ Incorporated _____ Public Corporation _____
Private Corporation _____

Minority Business Enterprise _____ Woman-Owned Business Enterprise _____
Small Business Enterprise _____

Manufacturer _____ Distributor _____ Retail _____ Dealer _____ Service _____

Number Of Locations _____ Number Of Persons Employed _____

We Acknowledge Receipt Of These Addenda: No. _____, Dated _____; No. _____, Dated _____

Has any person, firm, or corporation entering a proposal on the project been disbarred or suspended by the State of Rhode Island. If so indicate dates and explanation for such.

ALL vendors interested in responding MUST provide the following requested information in this format. Additional information may be included on accompanying sheets if necessary.

1. Any additional information necessary to assist RIAC in evaluating your bid may be listed here.

2. Provide references from at least (3) companies, which have received the proposed or similar services.

a. Name of Facility, Group, Organization or Firm _____
 Address _____ Contact Person _____
 Phone Number _____

b. Name of Facility, Group, Organization or Firm _____
 Address _____ Contact Person _____
 Phone Number _____

c. Name of Facility, Group, Organization or Firm _____
 Address _____ Contact Person _____
 Phone Number _____

3. List any deviations from the SPECIFICATIONS and MANDATORY REQUIREMENTS section in this document. An explanation must be provided below and documentation provided to verify compliance with the minimum specifications on a similar or equivalent basis.

ITEM NO.	REASON FOR DEVIATION, DESCRIPTION OF REPLACEMENT COMPONENT, AND/OR EXPLANATION

4. Pricing Information (please print clearly)

COST PROPOSAL FORM

MAINTAIN AND OPERATE ODOR CONTROL SYSTEM
T. F. GREEN AIRPORT - WARWICK, RHODE ISLAND

1. Operate annually Odor Control System during the period from November 1 through April 30, inclusive, for each year of the Contract Period. Specifically, this requires start up (prior to November 1) and shut down (April 30 unless otherwise requested by RIAC), labor, material (nozzles and hoses etc.), guarantees and appurtenances thereto required to fully satisfy the requirements of the Contract Documents, ANNUAL LUMP SUM of:

_____ (\$ _____)
(Use words) (Figures)

2. Perform any required repairs, modifications or service on the Odor Control System, EXCLUDING any additional Odor Control Agent required, on an "as-needed" basis, beyond those described above, as requested by RIAC in writing , during the contract period. The presented cost is for labor only. Materials not specifically mentioned in the contract may be billed at cost. The selected firm proposes to provide the above services for a Unit Price FOR EACH SERVICE DAY PROVIDED of:

_____ (\$ _____)
(Use words) (Figures)

3. Provide Odor Control Agent as specified for the Contract Period. Provide price per unit, assume a total of two (2) – five (5) gallon containers of concentrate or two (2) - 55 gallon drums of product for each season. The selected firm proposes to provide above services for a Unit Price FOR UNIT OF ODOR CONTROL AGENT of:

_____ (\$ _____)
(Use words) (Figures)

5. Exceptions to Professional Services Agreement

I, _____, of _____
(Name) (Title) (Company)

certify that on I have no exceptions to the Professional Services Agreement as presented for work associated with IFB No. 25577 "OPERATE AND MAINTAIN THE ODOR CONTROL SYSTEM AT T. F. GREEN AIRPORT"

SIGNATURE OF BIDDER

DATE

OR

I, _____, of _____
(Name) (Title) (Company)

request the following exceptions to the Professional Services Agreement as presented for work associated with IFB No. 25577 "OPERATE AND MAINTAIN THE ODOR CONTROL SYSTEM AT T. F. GREEN AIRPORT"

SIGNATURE OF BIDDER

DATE

"NO BID" RESPONSE FORM

To submit a "No Bid" response for this project, this form must be completed for your company to remain on our bidders list for commodities/services referenced. If you do not respond your name may be removed from this bidders list.

Note: Please show the solicitation number on the outside of the envelope.

Please check statement(s) applicable to your "No Bid" response –

- Specifications are restrictive; i.e. geared toward one brand or manufacturer only (explain below).
- Specifications are ambiguous (explain below).
- We are unable to meet specifications.
- Insufficient time to respond to the solicitation.
- Our schedule would not permit us to perform.
- We are unable to meet bond requirements.
- We are unable to meet insurance requirements.
- We do not offer this product or service.
- Remove us from your vendor list for this commodity/service.
- Other (specify below).

Comments:

Company Name (as registered with the IRS)

Authorized Signature

Correspondence Address

Printed Name

City, State, Zip

Title

Date

Telephone/Fax /

Terms and Conditions

In submitting a response to this Invitation for Bids, vendors hereby understand the following:

1. All project participants, consultants, engineers, and contractors, must comply with all applicable federal, state laws and RIAC rules and regulations pertaining to contracts entered into by governmental agencies, including non-discriminating employment. Contracts entered into on the basis of submitted bids are revocable if contrary to law.
2. Alternate bids (two or more bids submitted) will be considered for award. RIAC reserves the right to make the final determination of actual equivalency or suitability of such bids with respect to requirements outlined herein.
3. The bids submitted, and any further information acquired through interviews, will become, and are to be considered, a part of the final completed contract. If there is any variance or conflict, the bid specifications, conditions, and requirements shall control.
4. Prices offered may not be withdrawn for a period of ninety days immediately following the opening of this Bid. Prices MUST also be free of federal, state and local taxes unless otherwise imposed by a governmental body, and applicable to the material on the bid.
5. Bidder MUST return the original attached Response Form as noted previously on the bid due date.
6. Envelopes containing responses must be sealed and marked on the lower left-hand corner with the firm name and address bid number, date, and time.
7. RIAC interprets the term "lowest responsible bidder" as requiring RIAC to: (a) choose between the kinds of materials, goods, wares, or services subject to the bid, and (b) determine which bid is most suitable for its intended use or purpose. RIAC can consider, among other factors, such things as labor cost, service and parts availability, availability of materials and supplies, and maintenance costs of items upon which bids are received. RIAC can determine any differences or variations in the quality or character of the material, goods, wares, or services performed or provided by the respective bidders.
8. All requested information must be supplied. If you cannot respond to any part of this request, state the reason you cannot respond. You may provide supplemental information, if necessary, to assist RIAC in analyzing your bid.
9. A purchase order and/or contractual agreement constitutes RIAC's offer to the service provider upon the terms and conditions stated herein, and shall become binding meeting the terms set forth herein when it is accepted by acknowledgment or performance.
10. After award, if the successful bidder/supplier refuses or fails to make deliveries of the materials and or services within the times specified in the Invitation for Bids, purchase order, or contractual agreement, RIAC may, by written notice, terminate the contract OR purchase order.
11. The supplier shall hold and save RIAC, The State of Rhode Island, and its officers, agents, servants/employees harmless from liability of any patented or unpatented invention, process, article, or appliance manufactured, or used in the performance of the contract, including its use by RIAC.

12. Payment of the seller's invoices is subject to adjustment.
13. The Bidder agrees that:
 - a. He/she shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, national origin, ancestry, or physical handicap;
 - b. In all solicitations or advertisements for employees, he/she shall include the phrase, 'Equal Opportunity Employer,' or a similar phrase;
 - c. If he/she fails to comply, he shall be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by RIAC;
 - d. If he/she is found guilty of discrimination under a decision, he/she shall be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by RIAC; and,
 - e. He/she shall include the provisions of subsections (a) through (d) inclusively of this paragraph in every subcontract or purchase order so that such provision will be binding upon such subcontractor or vendor.
14. RIAC shall retain the right to reject any and/or all bids received, and responses to this and/or related documents, if determined to be non-responsive in any form, or if determined to be in the best interest of RIAC.
15. The firm responding to this bid proposes to furnish all materials, labor, supplies, equipment and incidentals necessary to provide the equipment/materials/services described herein in accordance with the, Addenda, Contract, Bonds, Insurance, Plans, Specifications, Mandatory Requirements and Conditions.
16. If a response to this Invitation for Bids is accepted, the Bidder agrees to execute and deliver to RIAC a contract in accordance with the Contract Documents (if applicable) within ten days of notice of the award to the Bidder. The Bidder agrees that the surety/deposit given concurrently herewith shall become the property of RIAC in the event the Bidder fails to execute and deliver such contract within the specified time. In the further event of such failure, the Bidder shall be liable for RIAC's actual damages that exceed the amount of the surety.
17. It shall be understood that time is of the essence in the bidder performance. The bidder agrees that RIAC's damages would be difficult or impossible to predict in the event of a default in the performance hereof; and it is therefore agreed that if the bidder defaults in the performance of the Contract Documents, the bidder shall be liable for payment of the sums stipulated in the Contract Documents as liquidated damages, and not as a penalty.
18. The bidder hereby certifies that he/she has carefully examined all of the documents for the project, has carefully and thoroughly reviewed this Invitation for Bids, that he/she has inspected the location of the project (if applicable), and understands the nature and scope of the work to be done; and that this bid is based upon the terms, specifications, requirements, and conditions of the Invitation for Bids and documents. The Bidder further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.

19. All products/services and related equipment proposed and/or affected by acquisitions or purchases made as a result of the response to this document shall be compliant with existing RIAC hardware, software, and applications where applicable. Verification must be provided in the response to this document.
20. The Bidder certifies that this proposal is submitted without collusion, fraud or misrepresentation as to other Bidders, so that all bids for the project will result from free, open and competitive bidding among all vendors.
21. It shall be understood that any bid and any/all referencing information submitted in response to this Invitation for Bids shall become the property of RIAC, and will not be returned. RIAC will use discretion with regards to disclosure of proprietary information contained in any response, but can not guarantee that information will not be made public. As a governmental entity, RIAC is subject to making records available for disclosure after Board approval of the recommendation.
22. RIAC will not be responsible for any expenses incurred by any vendor in the development of a response to this Invitation for Bids. Further, RIAC shall reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended vendor even if RIAC has formally accepted a recommendation.
23. RIAC will accept responses transmitted via facsimile unless stated to the contrary within this document. Bids must be received prior to the time and dates listed to be considered responsive. RIAC will not "accept" late responses and will return them to the sender. Further, RIAC will NOT: (1) guarantee security of the document received; (2) be held responsible for bids which are NOT legible (and may choose to reject such responses); and, (3) guarantee that the receiving facsimile machine will accept transmission or that phone lines are functioning and available for transmission. Submitting a response via facsimile does NOT relieve the Bidder of: (1) responsibilities stated in the document (such as attendance at a mandatory pre-proposal conference); (2) providing non-paper informational items which must be returned with the response (diskettes, large drawings, photographs, models, etc.); and, (3) providing original copies of bid sureties (bonds, certificates of insurance, etc.)
24. By submission of a response, the Bidder agrees that at the time of submittal, he/she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Bidder's services, or (2) benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department or bureau, or committee sanctioned by and/or governed by RIAC. Bidders shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that RIAC, at the discretion of the Purchasing Director in consultation with RIAC Counselor, may reject their bid.
25. Campaign Finance Compliance - Every person or business entity providing goods or services at a cost of \$5,000 cumulated value is required to file an affidavit regarding political campaign contributions with the RI State Board of Elections even if no reportable contributions have been made. (RI General Law 17-27) Forms obtained at Board of Elections, Campaign Finance Division, 50 Branch Avenue, Providence, RI 02904 (401-222-2056).

26. Major State Decision-Maker - Does any Rhode Island "Major State Decision-Maker", as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, "Major State Decision-Maker" means:

- (i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in R.I.G.L § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of president, senior vice president, general counsel, director, executive director, deputy director, assistant director, executive counsel or chief of staff;
- (ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;
- (iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator,

If your answer is "Yes", please identify the Major State Decision-Maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §36-14-16, 17 and 18.