RHODE ISLAND COLLEGE

**PURCHASING DEPARTMENT**
600 Mt. Pleasant Avenue, Building #5
Providence, Rhode Island 02908
Phone: 401-456-8047 Fax: 401-456-8528

## SOLICITATION INFORMATION

**RFQ# 101112**
**TITLE: TEMPORARY SHUTTLE SERVICES - RIC**

**CLOSING DATE AND TIME:**
**PROPOSALS TO BE RECEIVED AT R.I.C.'S PURCHASING DEPARTMENT: 10/25/12 9:00 AM**

**PRE-BID/PROPOSAL CONFERENCE** **NO** DATE: TIME**:**
LOCATION:

**SURETY REQUIRED:** **BOND REQUIRED:**

BE SURE ALL INFORMATION SHOWN BELOW IS CORRECT.
FEDERAL EMPLOER IDENTIFICATION NUMBER MUST BE INCLUDED.

COMPANY NAME: _____ FEIN: _____

STREET AND NUMBER: _____

CITY, STATE & ZIP CODE: _____

**THIS BID/PROPOSAL WILL NOT BE HONORED IF NOT COMPLETED and SIGNED by the offeror.**
**Rhode Island College Bidder Certification Form**

_____ _____
Print Name and Title Telephone Number/Facsimile Number

_____ _____ _____
Signature Date Company F.E.I.N.

THIS BID WILL NOT BE HONORED UNLESS SIGNED
Rhode Island College is an affirmative action and equal opportunity employer.

Rhode Island College Bidder Certification Form/Contract Offer

**NOTICE TO VENDORS**
**ALL OFFERS ARE SUBJECT TO THE REQUIREMENTS, PROVISIONS AND PROCEDURES CONTAINED IN THIS CERTIFICATION FORM/CONTRACT OFFER. Offerors are expected to read, sign and comply with all requirements. Failure to do so may be grounds for disqualification of the offer contained herein.**

**Effective January 1, 2012** all public works projects related bids or proposals exceeding SEVEN HUNDRED FIFTY THOUSAND ($750,000) dollars are required to include a "public copy". All agency contract solicitations, requests for proposals, invitations for bids, etc. shall state that any bid or proposal that exceeds SEVEN HUNDRED FIFTY THOUSAND ($750,000) dollars must include a copy to be available for public inspection upon the opening of the bids. Any bid or proposal that exceeds SEVEN HUNDRED FIFTY THOUSAND ($750,000) dollars which does not include a copy for public inspection shall be deemed to be non-responsive. Additionally, proposals submitted for a Master Price Agreement, when the total amount potentially may exceed SEVEN HUNDRED FIFTY THOUSAND ($750,000) dollars and the solicitation expressly requires any or all vendors to submit a public copy, must include a copy to be available for pubic inspection. For further information, please see RI Gen Laws §37-2-18(j) and State of RI Procurement Regulations at http://purchasing.ri.gov/rulesandregulations/rulesandregulations.aspx. Please see Question #11 below for further instructions regarding RIDOT Highway and Bridge construction projects.

## Rules for Submitting Offers

This Certification Form/Contract Offer must be attached in its entirety to the front of the offer and shall be considered an integral part of each offer made by a vendor to enter into a contract with Rhode Island College. As such, submittal of the entire Bidder Certification Form/Contract Offer, signed by a duly authorized representative of the offeror attesting that he/she (1) has read and agrees to comply with the requirements set forth herein and (2) to the accuracy of the information provided and the offer extended, is a mandatory part of any contract award.

**Each bid/offer must be submitted in a separate sealed envelope delivered to the Rhode Island College Purchasing Office by the time and date specified for the opening of responses. IF ATTACHMENTS ARE REQUIRED, BE SURE THEY ARE INCLUDED IN PACKAGE!!! (e.g., Bid Sureties, Special Licenses, Samples, Specifications that Differ From Solicitation).**

## Other Provisions and Procedures

**RIVIP SOLICITATIONS**. To assure maximum access opportunities for users, public bid/RFP notices shall be posted on the Rhode Island Division of Purchases Website (http;//www.purchasing.ri.gov/) for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due. Except when access to the Web Site has been severely curtailed and it is determined by the Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored. When the result of an Internet solicitation is unsuccessful, Rhode Island College will cancel the original solicitation and resolicit the original offer directly from vendors.

**PRICING.** Offers are irrevocable for sixty (60) days from the opening date (or such other extended period set forth in the solicitation), and may not be withdrawn, except with the express permission of the College Purchasing Agent. All pricing will be considered to be firm and fixed unless otherwise indicated. Rhode Island College is exempt from Federal excise taxes and State Sales and Use Taxes. Such taxes shall not be included in the bid price. Prices quoted are FOB DESTINATION.

**DELIVERY AND PRODUCT QUALTIY**. All offers must define delivery dates for all items; if no delivery date is specified, it is assumed that immediate delivery from stock will be made. The contractor will be responsible for delivery of materials in first class condition. Rejected materials will be at the vendor's expense.

**SPECIFICATIONS:** Unless specified "no substitute," product offerings equivalent in quality and performance will be considered (at the sole option of the College) on the condition that the offer is accompanied by detailed product specifications. Offers which fail to include alternate specifications may be deemed nonresponsive.

**PREVAILING WAGE and OSHA and APPRENTICESHIP.** The provisions of the State labor laws and OSHA Safety Training, including but not limited to Rhode Island General Laws 37-13-1 et seq. and 28-20-1 et seq., shall apply for all public works contracts. Prevailing wage rates are posted in the information section of the RIVIP. The RI Department of Labor and Training should be contacted for regulatory requirements.

Apprenticeship Rhode Island general Laws 37-13-3 1 requires all general contractors and subcontractors who perform work on any public works contract awarded by the state valued at one million dollars ($1,000,000) or more shall employ apprentices required for the performance of the awarded contract. The number of apprentices shall comply with the apprentice to journeyman ratio for each trade approved by the apprenticeship council of the department of labor and training.

In addition to executing this certification, the general contractor shall be responsible for requiring that all subcontractors on the awarded project certify their compliance with R.I. Gen. Laws §37-13-3.1 prior to allowing the subcontractor to commence work on the awarded project. The general contractor shall be responsible for submitting the subcontractors' compliance certification to Rhode Island College Purchasing Office after the contracts are finalized between the contractor and subcontractor.

**PUBLIC RECORDS.** Offerors are advised that all materials submitted to the College for consideration in response to this solicitation will be considered without exception to be Public Records pursuant to Title 38 Chapter 2 of the Rhode Island General laws, and will be released for inspection immediately upon request once an award has been made. Offerors are encouraged to attend public bid/RFP

openings to obtain information; however, bid/RFP response summaries may be reviewed after award(s) have been made by visiting at Rhode Island College Mondays through Fridays between 8:30 am – 3:30 pm. – telephone requests for bid results will not be honored. Award will be made to the responsive and responsible offeror quoting the lowest net price in accordance with specifications, for any individual item(s), for major groupings of items, or for all items listed, at the College's sole option.

**BID SURETY**: Where bid surety is required, bidder must furnish a bid bond or certified check for 5% of the bid total with the bid, or for such other amount as may be specified. Bids submitted without a required bid surety will not be considered.

**VENDOR AUTHORIZATION TO PROCEED**: When a purchase order, change order, contract/agreement or contract/agreement amendment is issued by Rhode Island College, no claim for payment for services rendered or goods delivered contrary to or in excess of the contract terms and scope shall be considered unless the vendor has obtained a written change order or contract amendment issued Rhode Island College Purchasing Office PRIOR to delivery.

Any offer, whether in response to a solicitation for proposals or bids, or made without a solicitation, which is accepted in the form of an order OR pricing agreement made in writing by Rhode Island College Purchasing Office, shall be considered a binding contract.

**REGULATIONS, GENERAL TERMS AND CONDITIONS GOVERNING STATE AND BOARD OF GOVERNORS FOR HIGHER EDUCATION CONTRACTS**. This solicitation is issued in accordance with the specific requirements described herein, and the State's Purchasing Laws and Regulations and other applicable State laws, including the Board of Governors for Higher Education General Terms and Conditions of Purchase, The regulations, general terms and Conditions are incorporated into all Rhode Island College contracts and can be viewed at: http: www.ribghe.org/procurementregs113006.pdf and www.purchasing.ri.gov.

**ARRA SUPPLEMENTAL TERMS AND CONDITIONS:** For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.LNo. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental terms and Conditions for Contracts and Sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Publ.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov.

**EQUAL EMPLOYMENT OPPORTUNITY**: State Equal Employment Opportunity compliance certificate and agreement procedures will apply to all awards for supplies or services valued at $10,000 and more. Minority Business Enterprise policies and procedures, including subcontracting opportunities as described in Title 37 Chapter 14.1 of the Rhode Island General Laws, also apply. In accordance with the Title 7 Chapter 1.1-99 of the Rhode Island General Laws, foreign corporations (a corporation established other than in Rhode Island) must be qualified to transact business in this state.

**PERFORMANCE BONDS**: Where indicated, successful bidder mush furnish a 100% performance bond and labor and payment bond for contracts subject to Title 37 Chapters 12 and 13 of the Rhode Island General Laws. All bonds must be furnished by a surety company authorized to conduct business in the State of Rhode Island. Performance bonds must be submitted within 10 calendar days of the issuance of a tentative notice of award.

**DEFAULT:** After an award has been made, failure to meet all requirements of the solicitation for an offer may result in a determination of default.

SPRINKLER IMPARIMENT AND HOT WORK: The contractor agrees to comply with the practices of the State's insurance carrier for sprinkler impairment and hot work. Prior to performing any work, the Contractor shall obtain the necessary information for compliance from the Risk Management Office at the Department of Administration or the agency for which work will be performed.

**ALL CONTRACT AWARDS ARE SUBJECT TO THE FOLLOWING DISCLOSURES & CERTIFICATION.**
Offerors must respond to every disclosure statement. A person authorized to enter into contracts must sign the offer and attest to the accuracy of all statements. Incomplete certification forms are grounds for disqualification of offer.

Indicate Yes (Y) or No (N):

___1 Has your firm (or any principal) been subject to the following findings by the Federal government, State of Rhode Island or any other jurisdiction? Suspension, Debarment, Indictment, Criminal Conviction. CIRCLE APPROPRIATE ITEMS (S).

___2 Has your firm (or any principal) been fined more than $5000 for a single violation by the Rhode Island Department of Environmental Management for violation of Rhode island Wetlands law?

___3 I/we certify that I/we will immediately disclose, in writing, to the college Purchasing Agent any potential conflict of interest which may occur during the course of the engagement authorized pursuant to this contract.

___4 I/we acknowledge that, in accordance with (1) RIGL Section 37-2-54(C) "no purchase or contract shall be binding on the state or any agency thereof unless approved by the Department [of Administration] or made under general regulations which the chief Purchasing Officer may prescribed," and (2) RIGL section 37-2-7(16) which identifies the Board of Governors for Higher Education as a public agency and gives binding contractual authority to the college Purchasing Agent.

___5 I/we certify that all of the vendor information provided is correct and complete.

___6 I/we certify that I or my firm possesses all licenses required by Federal and State law and regulation as they pertain to the requirements of the solicitation and offer made herein and shall maintain such required license(s) during the entire course of the contract resulting from the offer contained herein and, should my/our license lapse or be suspended, I/we shall immediately inform the Rhode Island College Purchasing Agent in writing of such circumstance.

___7 I/we certify that I/we will maintain required insurance during the entire course of the contract resulting from the offer contained herein and, should my/our insurance lapse or be suspended, I/we shall immediately inform the Rhode Island College Purchasing Agent in writing of such circumstance.

___8 I/we certify that I/we understand that falsification of any information herein or failure to notify the Rhode Island College Purchasing Agent as certified herein may be grounds for suspension, debarment and/or prosecution for perjury.

___9 I/we acknowledge that the provisions and procedures set forth in this form apply to any offer contained herein.

__10 I/we acknowledge that I/we understand the State Purchasing Laws (37-2 of the General Laws of Rhode Island) and Purchasing Regulations and General terms and Conditions at the Rhode Island Division of Purchases (www.purchasing.ri.gov) apply as the governing conditions for any contract or purchase order I/we may receive from the State of Rhode Island, including the offer contained herein.

___11 **NEW REVISED REQUIREMENT-IMPORTANT!!! I/we hereby acknowledge that I/we understand that effective January 1, 2012 all public works related project bids or proposals exceeding SEVEN HUNDRED FIFTY THOUSAND ($750,000) dollars, inclusive of all proposed alternates, must include a "public copy" as required by RI Gen Laws § 37-2-18(j) and the State Procurement Regulations. It is further understood that any bid or proposal in excess of SEVEN HUNDRED FIFTY THOUSAND ($750,000) dollars which does not include a copy for public inspection shall be deemed to be non-responsive.**

**For further information, please see R.I Gen. Laws § 37-2-18(j) and specific instructions at www.purchasing.ri.gov .**

IF YOU HAVE ANSWERED "YES" TO QUESTIONS #1 OR 2 OR IF YOUR ARE UNABLE TO CERTIFY YES TO QUESTIONS #3-11 THE FOREGOING, PROVIDE DETAILS/EXPLANATION BELOW AND/OR IN AN ATTACHED STATEMENT. INCOMPLETE CERTIFICATION FORMS SHALL BE GROUNDS FOR DISQUALIFICATION OF OFFER.

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**Signature below commits vendor to the attached offer and certifies (1) that the offer reflects all solicitation amendments (2) that the above statements and information are accurate (3) that vendor understands and has complied with the requirements set forth herein**

_____ Date: _____

Vendor's Signature (Person authorized to enter into contracts; signature must be in ink)
(If Applicable)

_____ _____

Print Name and Title of Company official signing offer Telephone Number

**RETURN OF BID INVITATION - Bids must be mailed/delivered to RHODE ISLAND COLLEGE PURCHASING DEPARTMENT, BUILDING #5 in a sealed envelope furnished, by the time and date specified for the opening of responses. Bids misdirected to other locations or which are not present at the time of opening for whatever cause will be considered to be late, and will be returned unopened. For the purposes of this requirement the official time and date shall be that of the date/time stamp in the reception area.**

Failure to complete form as instructed may be grounds for "Disqualification".

orm W-9 (Rev. 3/7/11)

# State of Rhode Island
## PAYER'S REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION

**THE IRS REQUIRES THAT YOU FURNISH YOUR TAXPAYER IDENTIFICATION NUMBER TO US. FAILURE TO PROVIDE THIS INFORMATION CAN RESULT IN A $50 PENALTY BY THE IRS. IF YOU ARE AN INDIVIDUAL, PLEASE PROVIDE US WITH YOUR SOCIAL SECURITY NUMBER (SSN) IN THE SPACE INDICATED BELOW. IF YOU ARE A COMPANY OR A CORPORATION, PLEASE PROVIDE US WITH YOUR EMPLOYER IDENTIFICATION NUMBER (EIN) WHERE INDICATED.**

**Taxpayer Identification Number (T.I.N.)**

Enter your taxpayer identification number in the appropriate box. For most individuals, this is your social security number.

**Social Security No. (SSN)** | | | **Employer ID No. (EIN)** | |

**NAME** _____

**ADDRESS** _____

**(REMITTANCE ADDRESS, IF DIFFERENT)** _____

**CITY, STATE AND ZIP CODE** _____

**CERTIFICATION:** Under penalties of perjury, I certify that:

(1) The number shown on this form is my correct Taxpayer Identification Number (or I am waiting for a number to be issued to me), **and**
(2) I am not subject to backup withholding because either: (A) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (B) the IRS has notified me that I am no longer subject to backup withholding.

**Certification Instructions** -- You must cross out item (2) above if you have been notified by the IRS that you are subject to backup withholding because of under-reporting interest or dividends on your tax return. However, if after being notified by IRS that you were subject to backup withholding you received another notification from IRS that you are no longer subject to backup withholding, do not cross out item (2).

**PLEASE SIGN HERE**

SIGNATURE _____ TITLE _____ DATE _____ TEL NO. _____

BUSINESS DESIGNATION:

Please Check One: Individual ☐ Medical Services Corporation ☐ Government/Nonprofit Corporation ☐
Partnership ☐ Corporation ☐ Trust/Estate ☐ Legal Services Corporation ☐

**NAME:** Be sure to enter your full and correct name as listed in the IRS file for you or your business.

ADDRESS, CITY, STATE AND ZIP CODE: Enter your primary business address and remittance address if different from your primary address). If you operate a business at more than one location, adhere to the following:

1) Same T.I.N. with more than one location -- attach a list of location addresses with remittance address for each location and indicate to which location the year-end tax information return should be mailed.
2) Different T.I.N. for each different location -- submit a completed W-9 form for each T.I.N. and location. (One year-end tax information return will be reported for each T.I.N. and remittance address.)

**CERTIFICATION** -- Sign the certification, enter your title, date, and your telephone number (including area code and extension).

**BUSINESS TYPE CHECK-OFF** -- Check the appropriate box for the type of business ownership.

Mail to: Rhode Island College, Purchasing Department, Building #5
600 Mt. Pleasant Avenue, Providence, RI 02908

BIDDERS ARE ADVISED THAT ALL PROVISIONS OF TITLE 37 CHAPTER 13 OF THE GENERAL LAWS OF RHODE ISLAND APPLY TO THE WORK COVERED BY THIS REQUEST, AND THAT PAYMENT OF THE GENERAL PREVAILING RATE OF PER DIEM WAGES AND THE GENERAL PREVAILING RATE FOR REGULAR, OVERTIME, AND OTHER WORKING CONDITIONS EXISTING IN THE LOCALITY FOR EACH CRAFTSMEN, MECHANIC, TEAMSTER, LABORER, OR OTHER TYPE OF WORKER PERFORMING WORK ON PUBLIC PROJECTS WHEN STATE OR MUNICIPAL FUNDS EXCEED ONE THOUSAND DOLLARS ($1,000). THE PREVAILING WAGE TABLE MAY BE OBTAINED AT THE RI DIVISION OF PURCHASES HOME PAGE BY INTERNET AT WWW.PURCHASING.RI.GOV SELECT “INFORMATION” AND THEN SELECT “PREVAILING WAGE TABLE” OR PLEASE GO TO WWW.DLT.RI.GOV TO ASCERTAIN THE CURRENT PREVAILING WAGE RATES.

THE STATE OF RHODE ISLAND USES THE GENERAL DECISION MEMBER RI20100001. PRINT ONLY THE PAGES THAT APPLICABLE TO YOUR BID. BIDDERS NOTE: IN TH E EVENT THIS BID SPECIFIES PRICE OFFERS ON A TIME AND MATERIALS BASIS, I.E., AN HOURLY RATE, ANY OR ALL BIDS SUBMITTED IN AN AMOUNT LESS THAN THE PREVAILING RATE IN EFFET FOR THE WORK COVERED BY THIS REQUEST AS OF THE DATE OF BID ISSUANCE SHALL BE REJECTED BY THE COLLEGE.

# RHODE ISLAND COLLEGE

## Temporary Shuttle Services

### SPECIFICATIONS

The successful vendor will be responsible for safely shuttling students around a to be determined campus loop at RIC. The vendor will be required to utilize (1) vehicle that carries no less 15 passengers. The vehicle will make continuous rounds. The van used must meet RI Handicap Accessibility standards.

The successful vendor must provide a vehicle that meets all current and applicable Rhode Island rules, regulations, and laws. The vehicle is to be in good condition and must at all times allow for loading from the sidewalk. The vehicle must be no older than 7 model years old. Maintenance records must be made available for inspection at the request of the Director of Public Safety and Campus Police. These requests will only be made for cause. This vehicle will be required to be clearly recognizable and have a placard in the front window that contains the words "RIC SHUTTLE", making it visible to the public. It will be the responsibility of the successful vendor to ensure that the operator of this shuttle possess a valid Rhode Island Chauffeur's license and/or any other permits that may be required by the State of Rhode Island. Proof of liability insurance is required. Additionally, it will be the responsibility of the successful vendor to ensure that all of their employees that will have contact with members of the college community will have been thoroughly screened to include, but not be limited to, criminal background and drug tests.

The successful vendor will furnish their drivers with two-way radios or cell phones to communicate with the RIC Campus Police officers on duty as well as between the vans. The frequency will be furnished by RIC Campus Police. Programming of the radios will be at the cost of the vendor awarded the bid.

This service will be for a **trial period** of **November 5 – December 13** excluding holidays. The hours of operation are from 7:30AM to 9:30 PM Monday through Thursday during the academic year as well as from 7:30 AM to 12:30 PM on Fridays. It will be the vendor's employee's responsibility to physically check in with RIC Campus Police at the beginning and end of each shift. These drivers will be in uniform which will clearly identify them as an employee of the company winning this bid.

PROPOSAL AMOUNT: $_____ UNIT PRICE PER DAY PER VEHICLE –
(1 VEHICLE NEEDED PER DAY)

**PLEASE PROVIDE THE MAKE/MODEL AND TYPE OF SHUTTLE AS WELL AS THE REGISTRATION # AND STATE THAT THE VEHICLE IS REGISTERED.**