

May 20, 2016

**FAILURE TO COMPLY WITH ANY OF THE REQUIREMENTS OF THIS
SEALED BID MAY RESULT IN DISQUALIFICATION**

SUBJECT: The Rhode Island Lottery is seeking bids for: **CLEANING OF AIR DUCTS.**
Please forward sealed bids to:

Rhode Island Lottery
1425 Pontiac Avenue
Cranston, RI 02920
Attention: Gerald S. Aubin
Director
BID 16-09A
P.O. #8559

BASIC REQUIREMENTS, BUT NOT LIMITED TO:

- Containment
- Particulate Collection
- Controlling Odors
- Air-Volume Control Devices
- Service Openings
- Ceiling section (tiles)
- Air distribution devices (registers, grilles & diffusers)
- Middle air handling unit connected to condenser outside
- VAV, Dual duct boxes, blowers and exhaust fans

Clean and sanitize middle air handling unit, internal surfaces, components,
condensate collectors/drains

Put operative drainage system in place prior to beginning “wash down”
procedures

Create service openings as needed for cleaning inaccessible areas

Mechanically clean and sanitize all duct systems to remove all visible
contaminants

Clean all areas, as work is completed

Provide a post-project report outlining details of the project

BUILDING PLANS: Available for review upon request

IMPORTANT: Site visit **REQUIRED** – please call for an appointment

INSURANCE: Copy of insurance certificate including Workers’ Comp is required upon
Bid Award

QUESTIONS: Please contact Sandi Conroy or Dan Sarro at 401-463-6500

BIDS DUE: JUNE 8, 2016 by 11:00 AM

**NOTE: PLEASE USE THE ENCLOSED RETURN LABEL ON ENVELOPE
DO NOT FAX**

**INTERNET VENDORS: VENDORS WHO USE THE INTERNET TO DOWNLOAD BID
INFORMATION MUST INCLUDE THE BID NUMBER ON THE
ENVELOPE, SUBMITTED IN HARD COPY, BY BID DEADLINE
DO NOT FAX**

VENDOR NAME: _____

IMPORTANT

It is the policy of the Rhode Island Lottery to accept the quantity ordered only. The vendor is responsible for any overage.

The Rhode Island Lottery reserves the right not to award a Bid based solely on cost, but may award a Bid based on a combination of quality of product, services, and experience of the vendor.

All proposals are submitted at the vendor's sole risk and expense. The Rhode Island Lottery shall not be responsible for any costs or expenses incurred by a vendor in submitting a response.

All vendors must include, with their bid, confirmation that they have registered as a State vendor on the State Purchasing website – www.purchasing.ri.gov

The Rhode Island Lottery reserves the right, without liability, to reject any and all proposals at any point prior to the award of a Bid contract.

Before the Lottery makes an award to the apparent successful bidder, that bidder may be required to submit a pre-production sample within _____ of the request. Failure to timely submit a required pre-production sample that is satisfactory to the Lottery could result in bidder not receiving the award.

Prior to the final award of a bid a successful out-of-state vendor (s) providing **services** will be required to file an Application for Certificate of Authority as a Business Corporation/Foreign Business Corporation at the RI Secretary of State's website – www.sos.ri.gov and must remain a member in good standing. This will require an initial filing fee as well as yearly filing.

Foreign corporations, LLC's and LLP's are required to register and be in good standing with their home state's Secretary of State. In addition, if travel to and services are to be provided in Rhode Island, they must register with the Rhode Island Secretary of State.

Prior to the final award of a bid a successful vendor must complete and return a W-9 form which will be supplied by the Rhode Island Lottery.

Government/Non-Profits are required to register and be in good standing with their home state's Secretary of State.

RI corporations, LLC's, LLP's and non-profits are required to register and be in good standing with the RI Secretary of State.

CHECKLIST

- ✓ Insurance Certificate including Worker's Compensation must be submitted upon Bid Award
- ✓ Please include three (3) references with names, addresses and telephone numbers
- ✓ **Include confirmation that vendor has registered as a State vendor at www.purchasing.ri.gov**
- ✓ **Successful out-of-state vendor providing services MUST file a Certificate of Authority at www.sos.ri.gov and provide confirmation**