



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
DIVISION OF PURCHASES
One Capitol Hill
Providence, RI 02908-5855

Tel: (401) 574-8100
Fax: (401) 574-8387
Website: www.purchasing.ri.gov

CONTRACT USER GUIDE
HEATING, VENTILATION AND AIR CONDITIONING SERVICES AND REPAIR
MASTER PRICE AGREEMENT (“MPA”) #136
BID SOLICITATION # 7549957
CONTRACT TERM 1/2/2016 – 2/28/2017

BACKGROUND:

The Work will entail the installation and modification of miscellaneous HVAC maintenance, repair and installation projects as well as 24-hour emergency service call response. Task orders will be issued by user agencies. Some of the required services (“Projects”) may be for routinely scheduled maintenance and repair and other services may be in response to emergency situations.

Services shall be provided by Contractors on an “as needed, when requested” basis.

The prices/rates provided in this Master Price Agreement (MPA) represent the maximum price/rate that may be charged by Contractors to User Agencies. The User Agencies reserves the right to negotiate a lower price/rate from one or more of the MPA Contractors or request lump sum fixed fee quotes based on specific requirements or quantities or acquire a time and materials method for specific projects.

WHO CAN USE THIS CONTRACT:

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

STATE AGENCY REQUIREMENTS, WORK ORDER CAPS and T&C ITEMS:

- Acquire prior written approval from the Division of Purchases for any project anticipated to exceed \$ 30,000.00.

Attached is a partial copy of the contracts terms and conditions. It outlines many of the specifications of the bid (10 pages).

STATE AGENCY SPECIAL INSTRUCTION:

Agency information:

1. The prices/rates provided in this MPA represent the maximum price/rate that may be charged by Vendors. The unit pricing includes regular time, overtime, holiday, emergency hours and minimum hours charged per emergency call.
2. All labor billed as person hours, or as part of equipment operation hours, shall be



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compensated at Rhode Island prevailing wage rates.

3. No engagements for multiple sites shall be negotiated; each site requires a separate quotation and engagement.
4. No Vendor shall provide services or begin work unless and until a purchase order has been issued for the respective project and received by Vendor. A Vendor will not be entitled to any payment for services rendered or work completed outside of this policy.
5. Agencies should be familiar with the requirements including maintaining vendor “time-in/time-out” logs and verifying billable hours against the logs.
6. State agencies are required to comply with the following procedures and spending limits of purchase as described in the four categories in the table below:



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Lump Sum Fixed Fee	Vendor provides a total fixed price for the project. The agency is responsible to provide written scope for the project.
<u>Three written quotes.</u>	
<u>Work Order Limit up to \$10,000¹⁾. Agency releases against PO</u>	
<u>Work Order Limit over \$10,000 but not to exceed \$30,000</u>	
<p><u>The agency then forwards the following documentation to the Division of Purchases and requests that a purchase order be issued:</u></p> <ol style="list-style-type: none"> <u>1. A Zero Dollar Requisition to include Project Amount.</u> <u>2. Copy of Each Quote Received</u> <u>3. Minority Business Enterprise Certificate or Waiver from MBE Office</u> Certificates of insurance in accordance with the MPA Bid Solicitation. When commercial general liability is required, ensure that the Agency is the Certificate Holder and Both the Agency and the State of Rhode Island are Additional Insured. 	
Time and Materials	Projects that lack clear scope of work. Typically used for emergency improvements. Agency required to perform intense supervision. Pricing is based on rates for time and materials.
Work Order Limit is not to exceed \$30,000	
For hourly rates. Agency releases against purchase order for services not to exceed \$10,000 ¹⁾ .	
¹⁾ For Agency releases, should a change order be necessary, Agency must submit a RIFANS change order requisition and reference the original release number. RIFANS electronic change order process is not permitted.	

**AGENCIES SHOULD BE AWARE OF THE FOLLOWING CONDITIONS;
 CONTAINED IN THE ORIGINAL SOLICITATION:**

Section 4: General Requirements describes how the (3) Labor Rate Tiers are to be utilized in the State’s best interest.

VENDOR AWARDS CONTACT INFORMATION:

Purchase Order # 3448163
Vendor Name: JMB Mechanical Inc.
New Accounts
Contact Name: Jodie Bellucci
Tel: 401-944-7500
Email: jodie@jmbmechanical.com



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Purchase Order # 3448539

Vendor Name: Delta Mechanical Contractors LLC

New Accounts

Contact Name: Bruce Bookbinder
Tel: 401-737-3500
Email: j.bookbinder@deltamechllc.com

Purchase Order # 3448543

Vendor Name: Nexgen Mechanical Inc.

New Accounts

Contact Name: David McCurry
Tel: 401-921-3211
Email: David@nexgenmechanical.com

Purchase Order # 3448573

Vendor Name: Sarra Corporation

New Accounts

Contact Name: Frank Sarra
Tel: 401-942-1050
Email: frank@sarraengineering.com

Purchase Order # 3448579

Vendor Name: Automatic Temperature Controls Inc.

New Accounts

Contact Name: Amanda Mahon
Tel: 401-946-5780
Email: amahon@autotempcontrols.com

Purchase Order # 3448610

Vendor Name: ENE Systems Inc.

New Accounts

Contact Name: Patricia Clapp
Tel: 781-828-6770
Email: pclapp@enesystems.com

Purchase Order # 3448612

Vendor Name: Arden Engineering Constructors LLC

New Accounts

Contact Name: Jeffery Potter
Tel: 401-727-3500
Email: jpotter@ardeneng.com



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Purchase Order # 3448613

Vendor Name: Carrier Corporation

New Accounts

Contact Name: Dan Perry
Tel: 781-774-6350
Email: dan.perry@carrier.utc.com

Purchase Order # 3448614

Vendor Name: National Glass & Gate Service

New Accounts

Contact Name: Don Britton
Tel: 401-333-4800
Email: dbritton@nggservices.com

DIVISION OF PURCHASES CONTACT:

Name: John F. O'Hara II
Title: Chief Buyer
Tel: 401-874-8125
Email: john.ohara@purchasing.ri.gov