



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
DIVISION OF PURCHASES
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CONTRACT USER GUIDE
ELECTRICAL/ELECTRONIC MAINTENANCE AND REPAIR
MASTER PRICE AGREEMENT (“MPA”) #41
BID SOLICITATION #7550642
CONTRACT TERM 9/1/2016 – 8/31/2017
THERE ARE NO RENEWAL OPTIONS AVAILABLE FOR THIS MPA

Work specifications:

Contractor will provide electrical service, including labor and equipment, for all State agencies, facilities buildings owned or occupied by the State of Rhode Island including but not limited to all State Educational Facilities as needed. Service will include all testing, scheduled maintenance, emergency repairs and other work necessary on the State’s electrical primary and secondary distribution systems not to exceed 600V for low to medium voltage or any systems in excess of 600V for high voltage.

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).

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 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:

Lump Sum Fixed Fee	Vendor provides a total fixed price for the project. The agency is responsible to provide written scope for the project.
Three written quotes.	
Work Order Limit up to \$10,000 ¹⁾ . Agency releases against PO	
Work Order Limit over \$10,000 but not to exceed \$30,000	
The agency then forwards the following documentation to the Division of Purchases and requests that a purchase order be issued: <ol style="list-style-type: none"> 1. A Zero Dollar Requisition to include Project Amount. 2. Copy of Each Quote Received 3. Minority Business Enterprise Certificate or Waiver from MBE Office 4. 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 Low Voltage	
Work Order Limit is not to exceed \$50,000 for High Voltage	
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.	

Vendor Requirements:

- Vendors must be able to make preliminary assessments of the electrical problems based upon the telephone communications with the User Agency.
- Failure to arrive at the User Agency location without a qualified licensed electrician may be considered an unacceptable service call. Vendors shall not charge for an unacceptable service call and the User Agency shall not be required to pay for an unacceptable service call.
- Vendors must receive prior approval from the User Agency and the Division of Purchases to perform any and all projects including additional repairs and services that are not part of the initial service call. Failure to receive prior approval may constitute unauthorized repair or service, and Vendors shall not be compensated for such services. In addition Vendors shall be held accountable for any unauthorized services and responsible for compensating the User Agency if any damage occurs.
- Vendors shall be responsible for cleaning the work area after the Project is completed, this includes removal of all package material, sweeping the area of debris, removing all debris (if applicable) and leaving the work area in a safe condition.
- For Time and Materials projects the User Agency must be advised and must approve if more than (1) person is necessary on the project.
- Vendors shall be required to complete User Agency “time-in/time-out” logs. All Projects related work is to be coordinated through designated User Agency personnel. In addition, a suitable Vendor work order form shall be maintained

by the User Agency documenting Vendor personnel on the Project site, together with start and completion times. The Vendor representatives must sign the work order form and retain a copy for his/her files. Work order forms shall be used for verifying billable hours and should be attached to the invoice.

- All Vendors personnel shall dress appropriately with clear identification of the employee's name.
- Emergency Calls - A two (2) hour response time is expected. The Vendors' response staff should be the individual or individuals most familiar with the distribution system.
- Service Calls – Contractor must respond by phone within one (1) hour and establish a mutually agreed arrival time at the agency.
- Vendors shall receive a copy of the User Agency's electrical distribution schematic and shall be required to maintain said schematic throughout the duration of the Project.
- Travel time shall not be an allowable expense. All billable time is for on-site services.
- Vendors shall be responsible for supplying all equipment needed to complete Projects.

See next page for vendor listing.

ELECTRIC / ELECTRONIC MAINTENANCE, REPAIR
MASTER PRICE AGREEMENT #41
BID SOLICITATION # 7550642 ONE YEAR TERM OF 9/1/2016 to 8/31/2017
VENDORS LISTED IN NO PARTICULAR ORDER

PO Number
Firm/Address
Telephone/Contact/Email

3478303
Pajan Services Inc., 16 Penrose Street, North Providence, RI
401-230-5635, William Salisbury wss32599@gmail.com
Emergency Contact: 401-230-5635

3478300
Elco Electric Service Corporation, 948 Pontiac Ave. Cranston RI
401-946-2000, Ken Reuter elcoelectric@ymail.com
Emergency Contact: 401-946-2000

3478301
Alpha Electrical Vendors Inc., 300 Wampanoag Trail East Providence RI,
401-434-0227, Philip Freshman pfreshman@alph-electrical.com
Emergency Contact:
Al Folco: 401-413-3757
Phil Freshman: 401-230-3761

3478301
Nolin Electric Inc., 62A Danielson Pike PO Box 947 North Scituate RI
401-647-5478, Jeff Nolin jeff@nolineelectric.net
Emergency Contact: 401-480-3220

3478357
E.W. Audet & Sons Inc., 169 Bay Street, Providence RI
401-467-3510, John Osowa Jr. jack@ewaudet.com
Emergency Contact: Jeff Audet 401-639-2060

3478343
Robert F. Audet, 2883 South County Trail, East Greenwich RI
401-884-3310, John Miguel estimating@rfaudet.com

3478302
C & K Electrical Company, PO Box 41478, Providence RI
401-331-3909, Robert Kelman rob@ckelectricri.com
Emergency Contact:
Andy Therien cell: 401-286-2699
Rob Kelman cell: 401-301-4882
Bob VanHowe cell: 401-286-8644

3478305

Kelly Electric, 125 Iroquois Rd., Cumberland RI

508-815-6517, Ryan Kelly ryankelly227@yahoo.com

Emergency Contact: 401-333-3838

Division of Purchases contact:

Gary P. Mosca

Chief Buyer

Gary.Mosca@purchasing.ri.gov