



# Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
 ONE CAPITOL HILL  
 PROVIDENCE RI 02908

BUYER: Ohara 2nd, John F  
 PHONE #: 401-574-8125

CREATION DATE : 22-JUN-10  
 BID NUMBER: 7406669  
 TITLE: Elevator Maintenance & Repair DOA  
 BLANKET START : 01-AUG-10  
 BLANKET END : 31-JUL-13  
 BID CLOSING DATE AND TIME: 22-JUL-2010 11:00:00

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 DOA CONTROLLER  
 ONE CAPITOL HILL, 4TH FLOOR  
 SMITH ST  
 PROVIDENCE, RI 02908  
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 DOA CENTRAL SERVICES  
 ONE CAPITOL HILL, 2ND FLOOR  
 SMITH ST  
 PROVIDENCE, RI 02908  
 US

Requisition Number: 1179510

Line	Description	Quantity	Unit	Unit Price	Total
1	Blanket Requirement August 1 2010 - July 31 2013  Contact Person: Artie Jochmann (401) 222-1285 DUE TO LENGTH OF BID AND TIME CONSTRAINTS, THE STATE WILL ONLY ACKNOWLEDGE RECEIPT AND READ THE NAMES OF VENDORS SUBMITTING PROPOSALS. NO EXAMINATION OF DOCUMENTS OR PRESENTATION OF INFORMATION CONTAINED IN PROPOSALS WILL BE MADE AVAILABLE AT THE BID OPENING; HOWEVER, INSTRUCTIONS TO OBTAIN THE TABULATION OR SUMMARY OF BID RESPONSES WILL BE MADE AVAILABLE AT THE RI DIVISION OF PURCHASES WEBSITE AT WWW PURCHASING RI GOV  APA-747 - RATE FOR MONTHLY SERVICE PASSENGER - 8/1/10 - 6/30/11	11 00	Month		
2	APA-747 - RATE FOR MONTHLY SERVICE PASSENGER 8/1/11 - 6/30/12	12 00	Month		
3	APA-747 - RATE FOR MONTHLY SERVICE PASSENGER 8/1/12 - 6/30/13	12 00	Month		
4	APA-747 - RATE FOR MONTHLY SERVICE PASSENGER 8/1/13 - 7/31/13	1 00	Month		
5	APA-747 - RATE PER HR ON SITE WORK NOT COVERED BY MONTHLY SERVICE 8/1/10 - 6/30/11	16 00	Hour		
6	APA-747 - RATE PER HR ON SITE WORK NOT COVERED BY MONTHLY SERVICE 8/1/11 - 6/30/12	20 00	Hour		
7	APA-747 - RATE PER HR ON SITE WORK NOT COVERED BY MONTHLY SERVICE 8/1/12 - 6/30/13	20 00	Hour		
8	APA-747 - RATE PER HR ON SITE WORK NOT COVERED BY MONTHLY SERVICE 8/1/13 - 7/31/13	4 00	Hour		
9	APA-747 - OVERTIME RATE PER HR ON SITE WORK NOT COVERED BY MONTHLY SERVICE 8/1/10 - 6/30/11	6 00	Hour		
10	APA-747 - OVERTIME RATE PER HR ON SITE WORK NOT COVERED BY MONTHLY SERVICE 8/1/11 - 6/30/12	10 00	Hour		

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**PROVIDENCE, RI 02908**  
**US**

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11	APA-747 - OVERTIME RATE PER HR ON SITE WORK NOT COVERED BY MONTHLY SERVICE 8/1/12 - 6/30/13	10 00	Hour		
12	APA-747 - OVERTIME RATE PER HR ON SITE WORK NOT COVERED BY MONTHLY SERVICE 8/1/13 - 7/31/13	4 00	Hour		
13	APA-747 - HELPER RATE PER HR ON SITE WORK NOT COVERED BY MONTHLY SERVICE 8/1/10 - 6/30/11	16 00	Hour		
14	APA-747 - HELPER RATE PER HR ON SITE WORK NOT COVERED BY MONTHLY SERVICE 8/1/11 - 6/30/12	20 00	Hour		
15	APA-747 - HELPER RATE PER HR ON SITE WORK NOT COVERED BY MONTHLY SERVICE 8/1/12 - 6/30/13	20 00	Hour		
16	APA-747 - HELPER RATE PER HR ON SITE WORK NOT COVERED BY MONTHLY SERVICE 8/1/13 - 7/31/13	4 00	Hour		
17	APA-747 - O.T. HELPER RATE PER HR ON SITE WORK NOT COVERED BY MONTHLY SERVICE 8/1/10 - 6/30/11	6 00	Hour		
18	APA-747 - O.T. HELPER RATE PER HR ON SITE WORK NOT COVERED BY MONTHLY SERVICE 8/1/11 - 6/30/12	10 00	Hour		
19	APA-747 - O.T. HELPER RATE PER HR ON SITE WORK NOT COVERED BY MONTHLY SERVICE 7/1/12 - 6/30/13	10 00	Hour		
20	APA-747 - O.T. HELPER RATE PER HR ON SITE WORK NOT COVERED BY MONTHLY SERVICE 8/1/13 - 7/31/13	4 00	Hour		
21	APA-747 - RATE FOR MONTHLY SERVICE FREIGHT 8/1/10 - 6/30/11	11 00	Month		
22	APA-747 - RATE FOR MONTHLY SERVICE FREIGHT 8/1/11 - 6/30/12	12 00	Month		
23	APA-747 - RATE FOR MONTHLY SERVICE FREIGHT 8/1/12 - 6/30/13	12 00	Month		
24	APA-747 - RATE FOR MONTHLY SERVICE FREIGHT 8/1/13 - 7/31/13	1 00	Month		
25	APA-747 - ANNUAL TEST FY11	2 00	Each		

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Line	Description	Quantity	Unit	Unit Price	Total
26	APA-747 - 8/1/10 - 7/31/13 - ANNUAL TEST FY12	2 00	Each		
27	APA-747 - 8/1/10 - 7/31/13 - ANNUAL TEST FY13 Parts at Manufacturer's List Price Less _____%	2 00	Each		

Delivery: \_\_\_\_\_

Terms of Payment: \_\_\_\_\_

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## Specifications for Elevator Maintenance

### I. General Requirements

- A. The Contractor shall be responsible for insuring that all work performed as scheduled maintenance or under separate order, not included in the maintenance service monthly cost as a result of inspection recommendations, is completed in compliance with chapter 23-33 of the General Laws of the State of Rhode Island as Amended, and The National elevator Code Section 8.6 ASME A17.1 must be complied within its entirety. He shall also pay for all permit fees required.
- B. If, at any time during the contract period, the Rhode Island Department of Labor, Division of Occupational Safety determines that the completed work has not been done in compliance with previously cited portions of Rhode Island Law, the Contractor shall correct the work to insure compliance, at no additional cost to the Department of Administration/Division of Central Services.
- C. Emergency Service
  - 1. The Contractor shall provide emergency call back service at any hour, at no additional cost over and above the monthly cost. This is a full service maintenance contract to include all emergencies and intervening services call in the monthly cost. This service shall consist of a prompt response to a request for services and such adjustments and/or repairs as may be required to restore the elevator to safe and satisfactory operation. Response times shall be: 1 hours during regular business hours; 2 hours during non-business hours; 20 minutes for entrapments; and 30 minutes to aid those with disabilities.
  - 2. Call back service shall be initiated by the Division of Central Services Office of Property Management during regular business hours or the Capitol Police during non-business hours. Service request from other sources must be verified before responding. The Contractor will respond immediately, regardless of the origin of the call, if someone is trapped in an elevator.
  - 3. The Contractor may invoice on a time and material basis, for authorized call backs in which the service requirement results from vandalism, negligence, abuse or misuse of the elevator by persons other than the Contractor, his agents or employees, or damages resulting from a cause other than normal wear and tear.

4. Invoices for billable call back service as required and described in paragraph 3 must include the date and time of the call and the name of the authorized caller. Also included shall be a copy of the technician's time sheet or service report clearly showing the time of arrival and departure, the nature of the service problem and its resolution, materials used, and a statement of the operation status of the elevator. It shall be the Contractor's responsibility to insure that his employees and agents maintain sufficient records to provide the Authority with all documentation required by this paragraph.
- D. Contractor personnel working in state building sign in and out at the Building Manager's office.

## II. Scope of Service

- A. During regularly schedule maintenance the following services will be performed as required and/or as may be dictated by monthly inspections and the national Elevator Code Section 8.6 ASME A17-1 must be complied with in its entirety.
1. Clean the elevator machine, including motor and brake; control equipment including controller, selector, hoist way and car operating devices' safety equipment including car safeties, over speed governor, safety linkages, releasing devices, interlock and automatic door protective devices; door operator equipment including linkage, drive motor, speed reduction units and electro-mechanical or motor operated cam devices. In addition, contractor will brush down and vacuum the hoist way, divider beams, door hangers, car top and bottom, and doorsills (beyond opening). Elevator pits shall be kept clean and dry. Water or other liquids shall be pumped out.
  2. Lubricate bearings, gear reduction unit, selector, governor, tension frame, sheaves, hoist ropes, cam equipment, door operator, hangers, interlocks, safety and door operator linkages, roller guides and guide rails.
  3. Adjust associated equipment and devices including the following, providing the adjustment can be performed by the examiner as part of examiner's normal routine:
    - Operating switches and relays on the following: controller, selector, brake, governor, leveling device, car safety systems, door operator system including door protective device, car and hall button operating stations, and the hoist way and pit.
    - Mechanical and electro-mechanical devices (not requiring disassembly for adjustments) including brake, machine, safety

shoe and door operator linkages, hangers, interlocks, pit equipment, cams and rollers, roller guides and guide shoes.

4. Provide Parts and Supplies as Follows:

Lubricating oils and greases; cleaning materials; operating switch and relay components (including metal and carbon contacts, insulators, springs, connectors, holders, arc deflectors and barriers, and distance pieces); motor brushes, special lamps for cars and hall signal fixtures; and fuses (Except main line disconnect).

B. Parts, Inventory and Wiring Diagrams: Contractor will, during the term of this contract, maintain for the performance of routine preventive maintenance, either in each elevator machine room or as part of their inventory, a supply of frequently used replacement parts and lubricants selected by Contractor to meet the specific requirements of the units. Any parts replaced under this contract will be with new parts, manufactured or selected by Contractor or with parts refurbished to Contractor's standards. All replacement parts will be furnished by Contractor in exchange for the parts replaced. Contractor further agrees to maintain a supply of replacement parts in their local parts warehouse, available for express delivery in case of emergencies. Contractor, during the term of the contract must, obtain and maintain all original wiring diagrams for the units.

C. Safety Tests

1. Rhode Island General Law requires that car safety and speed governor devices be tested annually in the presence of a State Elevator Inspector or other authorized inspectors. The elevator Contractor shall schedule all tests to be completed no later than the last working day in May of each year.
2. Three-year full load safety test shall be performed on all hydraulic elevators and a five-year full load safety test shall be performed on all cable elevators in accordance with Rhode Island General Law.
- 2A. Hydraulic elevators must be maintained according to new regulations pertaining to underground cylinders.
3. The State Building and Grounds Coordinator shall be notified, by letter, when the testing date is established.
4. The Contractor shall furnish all necessary labor, tools, and weights required for the test. All necessary retests, as may be required by the State Elevator Inspector, will be made at no cost to the Division of Central Services.

### III. Reports

- A. Service Personnel shall leave a written copy of a report of the condition of the elevators, which he has inspected, with the Building Manager when he signs out at the end of each monthly inspection.
- B. The State Buildings & Grounds Coordinator shall be immediately notified by service personnel of any elevator found in to be in unsafe operating condition. This notification shall be confirmed in a special report. The Contractor shall, within seven (7) calendar days, submit a report to the State Buildings and Grounds coordinator advising him of the problem, cost to repair, shutdown time, and if parts are required, the elapsed time required to obtain the parts.

### IV. Vendor Requirements

- A. Bidders must visit the agency to review the work required and the equipment to be serviced.
- B. Vendors must ask questions and satisfy themselves that they fully understand this requirement. After the bids are opened, there will be no opportunity to change your bid price or negotiate the terms because of a misunderstanding of this requirement.
- C. Any objection to the specifications must be filed in writing with the Purchasing Agent at least 96 hours before the bid opening. This equipment is and has been, under a maintenance service type contract.
- D. Three successive one year contracts annually renewable at the discretion of the State. Termination may be affected by the State based upon determining factors such as unsatisfactory performance of the determination by the State to discontinue the service, or to revise the scope and need of the type of service; also, management-owner determinations that may preclude the need for service and subject to availability of funds. Termination will be effective thirty (30) days after notification by the State to discontinue service.

## Contract Terms and Conditions

### Table of Contents

Terms and Conditions.....	XII
BID STANDARD TERMS AND CONDITIONS .....	XII
TERMS AND CONDITIONS FOR THIS BID .....	XII
RIVIP INFO - BID SUBMISSION REQUIREMENTS .....	XII
PURCHASE AGREEMENT BID .....	XII
READING VENDOR NAMES ONLY .....	XII
MULTI YEAR AWARD .....	XII
WAGE REQUIREMENTS .....	XII
WORK ORDER LIMITATIONS .....	XIII
INSPECTION REQUIREMENTS .....	XIII
INSURANCE REQUIREMENTS .....	XIII
LICENSE REQUIREMENTS .....	XIII

## **Terms and Conditions**

### **BID STANDARD TERMS AND CONDITIONS**

### **TERMS AND CONDITIONS FOR THIS BID**

#### **RIVIP INFO - BID SUBMISSION REQUIREMENTS**

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#### **PURCHASE AGREEMENT BID**

**BIDDING** (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordered during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F O B destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. **ORDERING** (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

#### **READING VENDOR NAMES ONLY**

DUE TO LENGTH OF BID AND TIME CONSTRAINTS, THE STATE WILL ONLY ACKNOWLEDGE RECEIPT AND READ THE NAMES OF VENDORS SUBMITTING PROPOSALS. NO EXAMINATION OF DOCUMENTS OR PRESENTATION OF INFORMATION CONTAINED IN PROPOSALS WILL BE MADE AVAILABLE AT THE BID OPENING; HOWEVER, INSTRUCTIONS TO OBTAIN THE TABULATION OR SUMMARY OF BID RESPONSES WILL BE MADE AVAILABLE AT THE RI DIVISION OF PURCHASES WEBSITE AT WWW.PURCHASING.RI.GOV

#### **MULTI YEAR AWARD**

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

#### **WAGE REQUIREMENTS**

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 CRAFT, MECHANIC, TEAMSTER, OR TYPE OF WORKMAN NEEDED TO EXECUTE THIS WORK IS A REQUIREMENT FOR BOTH CONTRACTORS AND SUBCONTRACTORS. THE PREVAILING WAGE TABLE MAY BE OBTAINED AT THE RI DIVISION OF PURCHASES HOME PAGE BY INTERNET at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us). SELECT "INFORMATION" AND THEN SELECT "PREVAILING WAGE TABLE". THE STATE OF RHODE ISLAND USES THE GENERAL DECISION NUMBER RI20100001 PRINTING THE ENTIRE DOCUMENT AVERAGES APPROXIMATELY ONE MINUTE PER PAGE - YOU MAY WANT TO PRINT ONLY THE PAGES APPLICABLE TO YOUR BID BIDDERS NOTE: IN THE 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 EFFECT FOR THE WORK COVERED BY THIS REQUEST AS OF THE DATE OF BID ISSUANCE SHALL BE REJECTED BY THE DIVISION OF PURCHASES

#### **WORK ORDER LIMITATIONS**

IN NO EVENT WILL ANY INDIVIDUAL WORK ORDER EXCEED \$5,000.00 WITHOUT PRIOR APPROVAL OF THE OFFICE OF PURCHASES

#### **INSPECTION REQUIREMENTS**

BIDDERS ARE RESPONSIBLE FOR INSPECTION OF EQUIPMENT AND/OR LOCATION, TAKING MEASUREMENTS\* WHEN REQUIRED, AND MAKING THEMSELVES AWARE OF THE TOTAL REQUIREMENT BEFORE SUBMITTING A BID. \*MEASUREMENTS PROVIDED WITH ANY BID ARE FOR REFERENCE PURPOSES AND ARE NOT GUARANTEED TO BE COMPLETELY ACCURATE

#### **INSURANCE REQUIREMENTS**

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: \* PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER \* BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. \* SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION. \* ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER \* VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION

#### **LICENSE REQUIREMENTS**

VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. A COPY OF LICENSE/PERMIT

SHOULD BE SUBMITTED WITH THIS BID. IN ADDITION TO THESE LICENSE REQUIREMENTS, BIDDER, BY SUBMISSION OF THIS BID, CERTIFIES THAT ANY/ALL WORK RELATED TO THIS BID, AND ANY SUBSEQUENT AWARD WHICH REQUIRES A RHODE ISLAND LICENSE(S), SHALL BE PERFORMED BY AN INDIVIDUAL(S) HOLDING A VALID RHODE ISLAND LICENSE