



# Request for Quote

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

**CREATION DATE :** 23-APR-12  
**BID NUMBER:** 7449654  
**TITLE:** LANDSCAPING SERVICES-GW CAMPGROUND  
 AND PULASKI STATE PARK

**BLANKET START :** 01-MAY-12  
**BLANKET END :** 30-NOV-15  
**BID CLOSING DATE AND TIME:** 03-MAY-2012 02:00:00

**BUYER:** Cadoret David  
**PHONE #:** N/A

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**DOA CONTROLLER**  
**ONE CAPITOL HILL, 4TH FLOOR**  
**SMITH ST**  
**PROVIDENCE, RI 02908**  
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**DEM DIV OF PARKS AND RECREATION**  
**2321 HARTFORD AVENUE**  
**JOHNSTON, RI 02919**  
**US**

**Requisition Number:**

Note to Bidders: THERE WILL BE A MANDATORY PRE-BID CONFERENCE:  
 MONDAY 4/30/12 AT 9:00 AM  
 GW CAMPGROUND AND PULASKI STATE PARK

MEET AT THE ENTRANCE TO PULASKI STATE PARK  
 151 PULASKI RD . CHEPACHET RI

Line	Description	Quantity	Unit	Unit Price	Total
1	5/1/12-6/30/12 GW CAMPGROUND AND PULASKI STATE PARK LANDSCAPING SERVICES AS OUTLINED IN BID SPECIFICATIONS	8 00	Each		
2	7/1/12-6/30/13 GW CAMPGROUND AND PULASKI STATE PARK LANDSCAPING SERVICES AS OUTLINED IN BID SPECIFICATIONS	26 00	Each		
3	7/1/13-6/30/14 GW CAMPGROUND AND PULASKI STATE PARK LANDSCAPING SERVICES AS OUTLINED IN BID SPECIFICATIONS	26 00	Each		
4	7/1/14-6/30/15 GW CAMPGROUND AND PULASKI STATE PARK LANDSCAPING SERVICES AS OUTLINED IN BID SPECIFICATIONS	26 00	Each		
5	7/1/15-11/30/15 GW CAMPGROUND AND PULASKI STATE PARK LANDSCAPING SERVICES AS OUTLINED IN BID SPECIFICATIONS	15 00	Each		

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

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

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer.

**Pulaski Memorial State Park  
George Washington Campground  
Chepachet, RI 02814**

**Landscaping Specifications  
April 1, 2012 to November 30<sup>th</sup> 2015**

- 1 This five year contract is for the professional lawn care maintenance of Pulaski Memorial State Park and George Washington Campground, Chepachet, RI 02814. The two parks have **approximately [4] Four acres** of lawn area to be cut and trimmed each week. This work must be performed as per the weekly schedule set and confirmed by the Regional Park Manager and the contractor. The work outlined in this contract is intended to provide a professional estate lawn care product and must be completed each week prior to the weekend. The extent and quality of the work must meet the approval of the Chief of the Division of Parks and Recreation and or his authorized representative
- 2 It shall be the purpose and intent of this contract to have each area and all its facilities maintained in accordance with the highest standards of cleanliness, turf management and horticultural practices. The contractor shall provide all tools, supplies and labor required for proper maintenance
- 3 It is expected that each contractor shall become thoroughly familiar with the area, its boundaries, and its facilities and to develop a personal pride in the proper appearance and operational excellence of the area and facilities within this contract. [The Division Representative will outline the entire area in detail at the scheduled pre bid conference on site]
- 4 Within the first ten days of the period covered by this contract each year, all areas in the vicinity of picnic tables, fireplaces, restrooms, shelters, parking areas and all turf areas showing an accumulation of leaves, winter killed weeds and general trash are to be raked clean of all such material. The only areas not to be raked [cans, papers, debris to be picked up] are those impassable to patrons because of dense underbrush or swamp conditions
- 5 Grass is to be cut to a height of 3" by means of reel or rotary type mower. Such equipment is to be kept sharp and in proper adjustment at all times in order to assure smooth and even mowing without skips and scalping. Limited or total lack of growth of predominant grass species caused by seasonal drought or for any other reasons will not relieve the contractor from performing all the work necessary for the cutting of concentrated or isolated weed growth to a height of 2 inches. All areas where terrain does not permit the use of standard mowing equipment [steep slopes, between rock outcroppings, around guard rail post, along curbing and fence lines, around trees, sign posts etc ] are to be kept trimmed with hand shears or grass whips. The use of powered trimmers, electric or gasoline is permitted providing proper caution is exercised to prevent bark damage to desirable plant material selected to continue active growth. Any and all selected plant material including trees damaged by mechanical trimmers, mowers, tractors, tools or other equipment used by the contractor is to be replaced in size and variety by the contractor at his/her expense and at no cost to the State of RI

- 6 The contractor must remove all equipment used for the operation of this contract on a daily basis; contractor's equipment is not to be stored on State Property throughout the term of this contract
- 7 The use of chemical growth retarders, herbicides, soil sterilants, etc will be permitted only after the contractor has requested in writing, permission for such use declaring the specific area involved, identification of plant material and or structure in immediate vicinity distance to nearest waterway, chemical to be used, type of equipment, rate of application and name of responsible person holding a RI Pesticide Applicator License No chemical is to be applied until the contractor has received authorization to proceed in writing from the Chief of the Division of Parks and Recreation In the event permission is granted, the chemically treated area is to be limited to that narrow ground surface strip not conveniently mowable with conventional cutting equipment, approximately 2" to 3" in width
- 8 The Division of Parks and Recreation reserves the right to use quantities of foam, seed and fertilizer within any area at any time during the period covered by this contract Such work is not to alter the contractor's bid price in any way provided that the area to be treated is an improvement of existing conditions and not an addition to the total square footage considered in the original bid
- 9 The Division of Parks and Recreation reserves the right to make any additional reasonable rules and regulations regarding procedures to be followed by the contractor which shall be in the best interest of the State of Rhode Island and of the general public. Any discrepancies or omissions not in the specifications must be brought to the attention of the Chief of the Division of Parks and Recreation before bid is submitted
- 10 In the event of sickness or short vacation leaves, the contractor shall notify the Division immediately and in advance when and where possible with the understanding that the contractor shall provide a responsible person as a substitute to perform the work as specified by the contract
- 11 The contractor cannot sublet, or reassign the contract without the written approval of the Chief of the Division of Parks and Recreation and the Division of Purchases
- 12 The contractor shall save the State harmless from, or on account of, any loss, cost, and injury to person, or damage to property, arising out of the operations under this contract
- 13 It shall be specifically understood between the contractor and the Division of Parks and Recreation that this contract may be canceled and terminated by the Division whenever the contractual services are not provided to the satisfaction of the Chief of the Division of Parks and Recreation or his authorized representative

- 14 **Cutting Requirements:** Yearly Landscaping Contract not to exceed twenty-six [26] total weekly cuttings starting in April and terminating in November of each season, Weekly cuts from mid April through August 31 and bi-weekly cuts [first and third weeks] in September and October with one final cut in the first week of November
- 15 Contractor to invoice the State on a monthly basis and invoice must be a numbered system developed by the contractor. Weekly work sheets documenting the Park Name, Location, Hours, approximate number of acres and work performed must be signed by a DEM Parks and Recreation supervising representative for payment. Invoices without the weekly supporting signed documentation will not be paid.
- 16 The Dem Division of Parks and Recreation will be responsible for the daily litter control in this park throughout the term of this contract, however this does not release the contractor from the responsibility of removing litter when required prior to mowing to avoid unsightly shredded litter.
- 17 The contractor is responsible to provide the lawn service in a manner to direct grass clippings away from paths, walkways, driveways, roads, parking areas, ornamental beds, buildings etc. and if required must remove by hand or power equipment as necessary during each cut.
- 18 The contractor is to supply professional mowing equipment designed and suitable for the acreage specified within the contract and to provide sufficient staff to provide the lawn service on a weekly basis so as the entire facility is cut and trimmed to the specifications in a reasonable timeframe without evidence of heavy grass clippings throughout the property.
- 19 **Cutting Conditions:** George Washington Campground is a popular 52 site campground. The contractor is required to operate all equipment in a manner to avoid damage to patron's campers, screens, tents, vehicles, personal belongings. Quiet hours in the campground are to be respected and the contractor is encouraged to perform the responsibilities of this contract when activities in the campground are at a minimum. Any damage caused by the contractor's employees will be the sole responsibility of the contractor to make restitution directly to the patron.

20 Insurance Requirements: The contractor shall provide within fifteen days after award, to the Division of Parks & Recreation a certificate of insurance as evidence of existing insurance as listed below naming the State of Rhode Island, Division of Parks & Recreation as additionally insured. Contractor shall carry employer's liability insurance and protect and defend the State of Rhode Island from all suits and claims. The contractor shall keep the State of Rhode Island from or on account of any loss, cost, injury or damage to State property or other property/persons arising out of the operations under this contract. Comprehensive General Liability Insurance of \$500,000 per person, \$1,000,000 per accident and \$100,000.00 per property damage along with Workmen's Compensation Insurance in accordance with Rhode Island laws.

**END**

**Contract Terms and Conditions**

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## **Terms and Conditions**

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

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

#### **INSURANCE REQUIREMENTS (ADDITIONAL)**

ANNUAL RENEWAL INSURANCE CERTIFICATES FOR WORKERS' COMPENSATION, PUBLIC LIABILITY, PROPERTY DAMAGE INSURANCE, AUTO INSURANCE, PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS), BUILDER'S RISK INSURANCE, SCHOOL BUSING AUTO LIABILITY, ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL), VESSEL OPERATION (MARINE OR AIRCRAFT) PROTECTION & INDEMNITY, ETC., MUST BE SUBMITTED TO THE SPECIFIC AGENCY IDENTIFIED IN THE "BILL TO" SECTION OF THE PURCHASE ORDER. CERTIFICATES ARE ANNUALLY DUE PRIOR TO THE BEGINNING OF ANY CONTRACT PERIOD BEYOND THE INITIAL TWELVE-MONTH PERIOD OF A CONTRACT FAILURE TO PROVIDE ANNUAL INSURANCE CERTIFICATION MAY BE GROUNDS FOR CANCELLATION.

#### **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.

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

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#### **VENDOR SPECIFICATIONS**

ALL VENDORS MUST INCLUDE SPECIFICATIONS WITH BID PROPOSAL (EVEN THOSE BIDDING BRAND SPECIFIED). FAILURE TO SUBMIT SPECIFICATIONS WITH BID PROPOSAL MAY RESULT IN DISQUALIFICATION OF BID. ITEMS IN CATALOGS MUST BE CLEARLY MARKED AND PAGES TABBED.

#### **AWARD**

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.

#### **DELIVERY PER AGENCY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.