# Request for Quote

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

**CREATION DATE :** 21-AUG-12
**BID NUMBER:** 7457988
**TITLE:** CCRI DRIVER RETRAINING PROGRAM

**BLANKET START :** 01-SEP-12
**BLANKET END :** 31-AUG-15
**BID CLOSING DATE AND TIME:** 11-SEP-2012 10:00:00

BUYER: Melillo, Charlotte A
PHONE #: 401-574-8110

**BILL TO**
**CCRI CONTROLLER'S OFFICE**
**ACCOUNTS PAYABLE**
**400 EAST AVENUE**
**WARWICK, RI 02886**
**US**

**SHIP TO**
**CCRI KNIGHT CAMPUS**
**400 EAST AVE**
**WARWICK, RI 02886-1807**
**US**

**Requistion Number:**

| Line | Description | Quantity | Unit | Unit Price | Total |
|---|---|---|---|---|---|
| 1 | 9/1/12 - 8/31/15<br>CCRI DRIVER RETRAINING PROGRAM PER ATTACHED SPECIFICATIONS.<br>9/1/12 - 6/30/13 CCRI DRIVER RETRAINING PROGRAM PER ATTACHED SPECIFICATIONS | 1.00 | Job | | |
| 2 | 7/1/13 - 6/31/14 CCRI DRIVER RETRAINING PROGRAM PER ATTACHED SPECIFICATIONS | 1.00 | Job | | |
| 3 | 7/1/14 - 8/31/15 CCRI DRIVER RETRAINING PROGRAM PER ATTACHED SPECIFICATIONS | 1.00 | Job | | |

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

SPECIFICATIONS:

1. SCOPE OF SERVICES:
   TO PROVIDE 3 HOURS OF CLASSROOM AND 6 HOURS OF IN CAR TRAINING FOR A CCRI DRIVER RETRAINING PROGRAM

2. REQUIRED TO WRITE ACCURATE, OBJECTIVE REPORTS THAT COMMENT ASSESSING EACH INDIVIDUAL ON THE 6 TOPICS LISTED IN THE CLOSED COURSE COMPONENT BELOW -INTERVIEW WITH PROGRAM DIRECTOR.
RIDMV LICENSED COMMERCIAL DRIVING SCHOOL/ ORGANIZATION/COMPANY IN GOOD STANDING -MINIMUM 3 YEARS EXPERIENCE CONDUCTING CLASSROOM AND IN CAR, BEHIND THE WHEEL TRAINING FOR ADULTS. –

EXPERIENCED IN THE APPLICATION OF LEARNER CENTERED TEACHING PRINCIPLES (BASED ON THE THEORIES OF "ACTIVE LEARNING")

PROVIDE DOCUMENTATION OF A TRAINING OR EDUCATION COURSE BASED ON ACTIVE LEARINING PRINCIPLES (PRIMARY INSTRUCTOR). –

VALID RI DRIVER'S LICENSE (ALL DRIVERS INVOLVED IN THE PROGRAM). -CURRENTLY FREE OF TRAFFIC VIOLATIONS FOR 3 YEARS (ALL DRIVERS INVOLVED IN THE PROGRAM). –

EXPERIENCE IN ASSESSING AND EVALUATING INDIVIDUAL DRIVERS IN ON ROAD DRIVING SKILLS (MINIMUM 3 YEARS EXPERIENCE).

MINIMUM 2-MILE LONG, CLOSED COURSE DRIVING AREA

FLEET OF AT LEAST 2 CARS, REGISTERED, VALID RI INSPECTION STICKER, AND PROPERLY INSURED

3. TO PROVIDE THE FOLLOWING SERVICES:
CLASSROOM TOPICS - 3 HOURS CONSISTING OF - HUMAN FACTORS: PERCEPTION, REACTION, AND AVOIDANCE

ENVIRONMENTAL FACTORS: HAZARDS, ROAD CONDITIONS AGE/CULTURE, TIME OF DAY, WEATHER/SEASON

VEHICLE DYNAMICS: SCIENCE OF MOVEMENT, VEHICLE CONTROL, LAWS OF PHYSICS, ABS/NON ABS, TIRES, VEHICLE EQUIPMENT, SAFETY COMPONENTS. CLOSED COURSE TOPICS - 4 HOURS CONSISTING OF - STEERING - BRAKING AND TURNING - SKID AVOIDANCE - VEHICLE DYNAMICS - VISION AND LINE OF SIGHT - CRITICAL ROLE OF TIRES ON ROAD TOPICS - 2 HOURS CONSISTING OF - MEASURE THE APPLICATION OF THE CLASSROOM AND CLOSED COURSE TOPICS (IN CAR OBSERVATION). –
WRITE INDIVIDUAL STUDENT PERFORMANCE EVALUATION (FORM TO BE PROVIDED). .

ESTIMATE 100 STUDENTS ANNUALLY.

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**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 ordering 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.

**MULTI YEAR**

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.

**INSURANCE**

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.

**LICENSE**

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.

**RIVIP**

IT IS THE VENDOR'S RESPONSIBILITY TO CHECK AND DOWNLOAD ANY AND ALL ADDENDA FROM RIVIP. THIS OFFER MAY NOT BE CONSIDERED UNLESS A SIGNED RIVIP GENERATED BIDDER CERTIFICATION COVER FORM IS ATTACHED AND THE UNIT PRICE COLUMN IS COMPLETE. THE SIGNED CERTIFICATION COVER FORM MUST BE ATTACHED TO THE FRONT OF THE OFFER. WHEN DELIVERING OFFERS IN PERSON TO ONE CAPITOL HILL, VENDORS ARE ADVISED TO ALLOW AT LEAST ONE HOUR ADDITIONAL TIME FOR CLEARANCE THROUGH SECURITY CHECKPOINTS.

THIS OFFER MAY NOT BE CONSIDERED UNLESS 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. WHEN DELIVERED OFFERS ON PERSON TO ONE CAPITOL HILL, VENDORS ARE ADVISED TO ALLOW AT LEAST ONE HOUR ADDITIONAL TIME FOR CLEARANCE THROUGH SECURITY CHECKPOINTS.

**DELIVERY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.