

# Request for Quote

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

BUYER: Cadoret, David  
PHONE #: N/A

CREATION DATE : 20-SEP-12  
BID NUMBER: 7458100  
TITLE: ELECTRONIC PROGRAMMABLE LOGIC  
CONTROLLER FOR JOHN MORAN FACILITY-DOC  
  
BID CLOSING DATE AND TIME:07-NOV-2012 10:00:00

**B**  
**I**  
**L**  
**L**  
**L**  
**T**  
**O**  
DOA CONTROLLER  
ONE CAPITOL HILL, 4TH FLOOR  
SMITH ST  
PROVIDENCE, RI 02908  
US

**S**  
**H**  
**I**  
**P**  
**T**  
**O**  
DOC CDC WAREHOUSE  
ATTN: (SEE 'ATTN' line in PO)  
25 POWER ROAD  
CRANSTON, RI 02920  
US

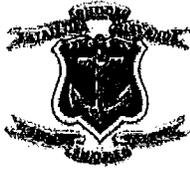
Requisition Number: 1274122  
Note to Bidders: THERE WILL BE A MANDATORY PREBID CONFERENCE 10-17-12, 10AM:  
MAXIMUM SECURITY PRISON  
FACILITIES AND MAINTENANCE  
1375 PONTIAC AVE  
CRANSTON, RI  
2ND FLOOR CONFERENCE ROOM

Line	Description	Quantity	Unit	Unit Price	Total
1	NEW ELECTRONIC PLC & TOUCHSCREEN CONTROL SYSTEM AT JOHN MORAN FACILITY ( MEDIUM) AS PER BID SPECS OR EQUAL	1.00	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



# Request for Quote

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

CREATION DATE : 20-SEP-12  
BID NUMBER: 7458100  
TITLE: ELECTRONIC PROGRAMMABLE LOGIC  
CONTROLLER FOR JOHN MORAN FACILITY-DOC  
  
BID CLOSING DATE AND TIME:07-NOV-2012 10:00:00

BUYER: Cadoret, David  
PHONE #: N/A

B  
I  
L  
L  
T  
O  
DOA CONTROLLER  
ONE CAPITOL HILL, 4TH FLOOR  
SMITH ST  
PROVIDENCE, RI 02908  
US

S  
H  
I  
P  
T  
O  
DOC CDC WAREHOUSE  
ATTN: (SEE 'ATTN' line in PO)  
25 POWER ROAD  
CRANSTON, RI 02920  
US

Requisition Number: 1274122  
Note to Bidders: THERE WILL BE A MANDATORY PREBID CONFERENCE  
OCTOBER 17, 2012 10:00 am MAXIMUM SECURITY PRISON  
FACILITIES AND MAINTENANCE  
1375 PONTIAC AVE  
CRANSTON, RI  
2ND FLOOR CONFERENCE ROOM

Line	Description	Quantity	Unit	Unit Price	Total
1	NEW ELECTRONIC PLC & TOUCHSCREEN CONTROL SYSTEM AT JOHN MORAN FACILITY ( MEDIUM) AS PER BID SPECS OR EQUAL	1.00	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



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

David Cadoret  
401-574-8131  
David.Cadoret@purchasing.ri.gov  
Purchasing website: www.purchasing.ri.gov

**ADDITIONAL INFORMATION- BID 7458100**

**MANDATORY PRE BID WILL BE HELD 10/17/12, 10AM AT:**

**MAXIMUM SECURITY PRISON/FACILITIES AND MAINTENANCE  
1375 PONTIAC AVE., 2<sup>ND</sup> FLOOR CONFERENCE ROOM  
CRANSTON, RI**

**CELL PHONES ARE NOT PERMITTED IN SECURED AREAS.**

**IN SPECIFICATIONS, WHERE IT STATES "NO OTHER MANUFACTURERS WILL BE ALLOWED" OR "NO EQUALS WILL BE ALLOWED" REPLACE WITH THE WORDS "OR EQUAL."**

**IN SPECIFICATIONS, WHERE IT STATES "THE BIDDER MUST HAVE AN ESTABLISHED LOCAL OFFICE WITHIN TWENTY (20) MILES OF THE SITE", REPLACE WITH THE WORDS "AWARDED VENDOR MUST BE ABLE TO RESPOND TO SITE IN ONE (1) HOUR OR LESS."**

**VENDOR SHOULD PROVIDE A COPY OF APPROPRIATE RHODE ISLAND LICENSE(S) WITH BID SUBMITTAL. NOT DOING SO MAY RESULT IN BID BEING DISQUALIFIED.**

**THIS THIRD-PARTY LINK [WWW.WDOL.GOV/DBA\\_ASPX#0](http://WWW.WDOL.GOV/DBA_ASPX#0) IS PROVIDED AS A COURTESY TO POTENTIAL VENDORS FOR GUIDANCE PURPOSES ONLY. THE DIVISION OF PURCHASES IS NOT RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION CONTAINED ON THIS WEBSITE OR ANY THIRD-PARTY WEBSITE. ANY AND ALL VENDORS SUBMITTING PROPOSALS IN RESPONSE TO THIS SOLICITATION BEAR THE SOLE RESPONSIBILITY AND BURDEN TO SUBMIT PROPOSALS THAT ARE BASED ON ACCURATE INFORMATION AND ARE IN COMPLIANCE WITH LAW**



State of Rhode Island Department of Administration  
Division of Purchases

REVISED  
December 13, 2011

NOTICE TO CONTRACTORS  
AND VENDORS BIDDING  
ON PUBLIC WORKS PROJECTS

Effective **January 1, 2012** all Public Works related project proposals exceeding Seven Hundred Fifty Thousand (\$750,000) dollars are required to include a "public copy." All agency contract solicitations, requests for proposals, invitations for bids, etc. shall state that any bid or proposal that exceeds Seven Hundred Fifty Thousand (\$750,000) dollars must include a copy to be available for public inspection upon the opening of the bids. Any bid or proposal in excess of Seven Hundred Fifty Thousand (\$750,000) dollars which does not include a copy for public inspection shall be deemed to be non-responsive. Additionally, proposals submitted for a Master Price Agreement, when the total amount potentially may exceed Seven Hundred Fifty Thousand (\$750,000) and the solicitation expressly requires any or all vendors to submit a public copy, must include a copy to be available for public inspection

For further information, please see R.I. Gen. Laws Section 37-2-18(j) and State Procurement Regulations at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). This requirement applies to all public works projects (vertical and horizontal) exceeding Seven Hundred Fifty Thousand (\$750,000) dollars and any combination of base bid plus all alternates.

In accordance to the State Procurement Regulations that will become effective January 2, 2012 the following conditions are required:

- 1 All bid proposals shall be opened publicly and read aloud.
2. Each bid, together with the name of the bidder, shall be recorded and an abstract made available "immediately" for public inspection.

3. Copy of the redacted bid proposal shall be available for public inspection by the close of the business the day the subject bid(s) and/or contract(s) is opened by the Division of Purchases.
4. The burden to identify and withhold from the public copy that is released at the bid opening any trade secrets, commercial or financial information, or other information the bidder deems not subject to public disclosure pursuant to Chapter 38-2, the Access to Public Records Act, shall rest solely and exclusively with the bidder submitting the bid proposal.
5. At the time that a proposal is submitted, a bidder must submit a redacted copy of the bid proposal in a PDF (Portable Document File) file format on a read only CD-R Media Disk (hereinafter referred to as a "CD"). Vendors are required to provide all documents submitted in response to the bid solicitation on the CD.
  - a. The acceptable media is a CD-R. Media that is read/writable (CD RW) will not be accepted.
  - b. Only readable, not writeable media is acceptable
  - c. Vendor is responsible for supplying their own CD-R media.
  - d. Vendor is responsible for the integrity of the CD.
6. Failure of the bidder to submit a public copy on a readable CD, as required by RIGL 37-2-18 as amended, shall result in the disqualification of said bid.
7. CD must be enclosed in a protective cover and the protective cover clearly labeled with the following:
  - a. Marked "Public Copy"
  - b. Title of Solicitation as it appears on the RIVIP cover letter
  - c. Name of Company and Vendor ID as it appears on the RIVIP cover letter
  - d. Bid Response Number as it appears on the RIVIP cover letter.
  - e. Date of Bid as it appears on the RIVIP cover letter.
8. Bid response on CD-R to be in a PDF (Portable Document Format)
  - a. One PDF file will be on the CD-R. File to meet the following requirements:
    - i. Only one file will contain all documents in response to the bid. If you have more than one document for the response, the documents must be concatenated or merged into one PDF document. Failure to submit only one PDF file may result in disqualification of bid.
    - ii. File should be named in the following manner:
      1. BidNumber\_DateofBid\_VendorName\_VendorID.pdf. Where:
        1. Bid Number is the bid number for which the response is for as it appears on the RIVIP cover sheet.
        2. Dateofbid is date of bid using the format (mm-dd-yyyy).
        3. VendorName is the name of the vendor as one word – no spaces or punctuation.
        4. Vendor ID as it appears on the RIVIP vendor cover sheet.

**Note: you must use underscores in separating the fields. Do not use underscores anywhere else in the filename other than to separate the fields.**

**Example: 1234567\_06-01-2011\_Vendor1\_9876.pdf**

9 Purchasing staff will officially conclude the bid opening and all loaded proposals will be posted to the Purchasing web site. All proposals will be available immediately after bid opening [www.purchasing.ri.gov](http://www.purchasing.ri.gov) .

For technical assistance, contact the Division of Purchases office at 574-8100.

**RHODE ISLAND DEPARTMENT OF CORRECTIONS  
POLICY AND PROCEDURE**

	<b>POLICY NUMBER:</b> 9.40-3 DOC	<b>EFFECTIVE DATE:</b> 05/22/06	PAGE 1 OF 8
	<b>SUPERCEDES:</b> 9.40-2 DOC	<b>DIRECTOR:</b> <i>Ashtel T. Wall II</i>	
<b>SECTION:</b> SECURITY AND CONTROL		<b>SUBJECT:</b> PROCEDURES FOR CONTRACTORS AT INSTITUTIONAL FACILITIES	
<b>AUTHORITY:</b> Rhode Island General Laws (RIGL) § 42-56-10(22), Powers of the director			
<b>REFERENCES:</b> RIDOC policy #'s 3.14-1 DOC, Code of Ethics; 4.03-1 DOC, Orientation and Entrance-Level Training for Non-Correctional Officer Employees; 7.01 DOC, Accountability and Procedures for the Utilization of Community Agencies, Volunteers, Interns, and/or Employees of Outside Public and Private Organizations; 9.18-1 DOC, Introduction of Unauthorized Items Into the Adult Correctional Institutions; 9.23-1 DOC, Access to ACI Facilities by Staff and Persons Providing Services to RIDOC; 10.35-1 DOC, Maintenance On-Call Procedures; 9.24-1 DOC, Entry/Exit to Secure Facilities			
<b>INMATE ACCESS THROUGH LAW LIBRARY?</b>		X NO	
<b>SPANISH TRANSLATION?</b>		X NO	

**I. PURPOSE:**

To delineate the rules, regulations and procedures that must be followed by all vendors contracted through the Facilities and Maintenance Unit (herein after referred to as "contractors") who provide services to the Rhode Island Department of Corrections (RIDOC) in its institutional facilities.

**II. POLICY:**

It is imperative that all contractors providing services in RIDOC's institutional facilities fully understand and adhere to the rules, regulations and procedures as directed by the

Department, to include the Department's Code of Ethics and Conduct (policy 3.14-1 DOC, or a successive policy). Failure to adhere to these rules and regulations may result in a delay of payment or non-payment of invoices, and/or suspension of the contractor's/vendor's rights to provide continuing services to RIDOC.

Departmental contract managers are responsible for the dissemination of this policy to all appropriate contractors and to ensure that such fully understand these rules and regulations. Contractors are, in turn, responsible for disseminating this policy to appropriate employees and subcontractors.

III. PROCEDURES:

A. Definition

For the purposes of this policy, a contractor is defined as any individual or organization other than employees of the RIDOC who have been contracted by the State (or sub-contracted to a contractor of the State) to provide services or goods to the RIDOC and who are required to enter secure areas of a correctional institution.

B. Orientation Program

1. If a contractor is to provide services which bring its workers into regular contact with inmates, such contractor or contractor's employees may be required to participate in an orientation program conducted by RIDOC's Training Academy in consultation with the appropriate administrator.
2. RIDOC contract managers should consult with the Assistant Director of Institutions and Operations or designee if there is question as to the appropriateness of this training for a contractor or employees of the contractor.
3. If an orientation is needed, it is the responsibility of the contract manager to arrange a session with the Training Academy.
4. Schedule of training can be obtained from the Training Academy.

C. ID Requirement

1. Contractors who are required to perform services within institutional facilities must obtain security clearance consistent with policy 9.23-1 DOC, or a successive policy.
2. A Photo Identification Card/ Access to Facilities Application Form is submitted to the contract manager, who, in turn, processes the application with RIDOC's Records and Identification Unit. (See policy # 9.23-1 DOC, or a successive policy, for application form.)
3. Upon completion of service and/or expiration of contract, or upon the expiration date of the badge, identification badges must be returned to the contract manager. The contract manager then notifies the Assistant Director of Institutions and Operations or designee so that the vendor's employees' information maintained in applicable RIDOC databases may be updated.

For those contractors who are not issued ID badges, the contract manager, upon completion of service and/or expiration of contract, notifies the Assistant Director of Institutions and Operations or designee so that the vendor's employees' information maintained in applicable RIDOC databases may be updated.

D. Scheduling of Work

1. Work scheduled is either:
  - a. In accordance with the provisions set forth in the contract; or
  - b. As scheduled by the contract manager prior to the commencement of work.
2. No work is performed on Saturdays, Sundays, or holidays, unless authorized by the contract manager.
3. The Facilities and Maintenance Office staff call/fax a request for service repairs.
4. Vendor calls the Facilities and Maintenance Office to schedule service repairs and establish work day and time. Every effort is made to schedule service calls between the hours of 7:30 a.m. and 3:00 p.m.

5. Vendor employees report to the Facilities and Maintenance Office to sign-in the appropriate logbook and contact the facility in need of service.

**NOTE:** Regardless of pre-scheduling, the Warden, Deputy Warden, or Shift Commander of the facility may, at any time, prohibit entry into a facility when deemed necessary for security purposes. The Shift Commander **MUST** contact the facility administrator before making this decision.

6. Vendor reports to the facility and makes the necessary repairs. Vendor has the work order slip signed by a RIDOC staff member (e.g., maintenance personnel, steward, fire safety technician, or correctional officer escorting the vendor).
7. Vendor leaves the facility and reports back to the Facilities and Maintenance Office to sign-out of logbook, relay any necessary information, and present signed service slip.

**NOTE:** All invoices noting hours worked must coincide with the sign in/out hours in the aforementioned log book.

8. If it is necessary for service calls to be extended beyond 4:00 p.m., vendor staff call the Facilities and Maintenance Office from within the facility where service is being performed and leave a voice mail message including: departing day, date, time, facility location and extension from which s/he is calling.

**E. Security of Tools, Equipment and Material**

**1. General Requirements**

- a. All tools must be contained in locked toolboxes or containers.
- b. Attached to each tool box/container is a list of the entire inventory within the container.
- c. This inventory is inspected by a Correctional Officer at the beginning and end of each workday.
- d. Any lost or missing tools or inventory are reported immediately to the Shift Commander who, in turn, notifies the facility Warden, who notifies the Assistant Director of Institutions and Operations

or designee. It is understood that the cost of the replacement of tools and materials is the responsibility of the contractor.

2. Rules Specific to Building Maintenance and Repair Contractors

- a. Tools such as ladders, ropes, insulating material, and cutting tools are removed from the work area and locked up off site at the end of the workday.
- b. Other building materials considered by the Warden or designee (such as the Security Specialists) to represent a security risk to the facility and which are moveable are stored outside the facility wall at the completion of each day.
- c. The bulk of all construction material is stored outside the facility walls in areas assigned for that purpose. The contractor transports material into the facility as required.
- d. All scrap, waste material, and debris are removed from within the facility walls at the completion of the workday.
- e. Tubular staging, if used, remains within the walls if it is fully assembled and secure. No sections or parts of sections remain within the walls at the end of the workday. On buildings where there is an escape risk, the Warden or designee may require the top sections of the staging to be removed at the end of each workday.
- f. The Warden or designee, through the Facilities and Maintenance Supervisor, requires prior notification for use of a power-activated device on site and/or toxic/caustic chemicals and the proper ventilation of same. The number of chargers brought on site must be accounted for, and the location of the devices must be documented. If the device must be on site, the firing mechanism must be removed and stored separately in the facility's Main Control Center.

F. Conduct of Contractor and Contractor's Employees

1. The contractor shall communicate all necessary policies, rules, and regulations to his/her employees.

2. Contractors shall not have any illegal drugs or alcohol on their persons.
3. Unopened and sealed containers of alcohol are permitted in vehicles only, consistent with 3.14-1 DOC, Code of Ethics, or a successive policy.
4. Contractors must notify the facility's Shift Commander when they are in possession of prescription medication.
5. Contractors are not allowed admittance into any facility if it is known that they have consumed alcoholic beverages while outside the correctional property during the workday.
6. Contractors shall not have weapons of any sort on their persons or in their vehicles.
7. Contractors must park in designated parking areas and must lock all vehicles.
8. Contractors shall have no contact with inmates, except where such contact is a provision of the contract. When an inmate has initiated inappropriate contact with any contractor, such contact shall be reported to the Correctional Officer in charge.
9. Vehicles and personal property of the contractors are subject to search when deemed necessary for security purposes.
10. No contractor convicted of a felony is allowed to work in the facilities without the express permission of the RIDOC Director, Assistant Director of Institutions and Operations or designees following consultation with the facility's Warden or Deputy Warden.
11. Contractors shall not bring into the facilities any items not required for the execution of the respective responsibilities and not approved by the contract manager.
12. Contractors are permitted to perform only the work authorized by the contract manager or his/her express designee. The contractors may not accept direction as to the scope of work, the nature of the work, or changes to the work from any other person.

13. Upon entry, all persons other than uniformed facility staff are required to produce proper identification (picture I.D.) and surrender it to the Main Control Center or Vehicle Trap Officer. The Main Control Center or Vehicle Trap Officer issues a facility I.D. badge and retains the person's personal I.D. The process reverses when exiting the facility. Persons not possessing proper identification are denied admittance/access.

G. Vendor Request Form (Facility Maintenance/Repair/Construction Only)

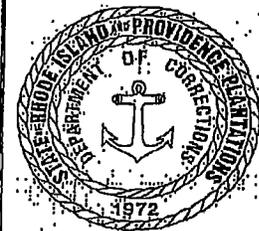
1. For normal work needs, a vendor job request form (Attachment 1) is forwarded to the vendor via fax by the Facilities and Maintenance Office (Note: The fax may be preceded by a phone call to the vendor).
  - a. The request describes work to be performed, location, equipment identification, and RIDOC job number.
  - b. The vendor provides only those services described on the vendor request form.
  - c. The RIDOC Job # listed on this form must be cited on all invoices.
2. Prior to the performance of any work, the vendor contacts the Facilities and Maintenance Office, where arrangements are made with the facility, and vendor is given further instructions. NOTE: ADMITTANCE INTO THE FACILITY IS NOT ALLOWED UNLESS THE RIDOC FACILITIES AND MAINTENANCE UNIT IS FIRST CONTACTED.

H. Vendor Emergency Service (Facility Maintenance/Repair/Construction Only)

1. The vendor must provide a 24-hour service number.
2. The vendor is contacted by telephone outside of normal work hours. Emergency service is authorized by designated RIDOC Facilities and Maintenance Unit superintendents or their designees.
3. The vendor is given location and description of work to be performed, and is issued a temporary work order number by the Maintenance Superintendents. Notice must also be given to the Shift Commander by Facilities and Maintenance of who, when and for what purpose the vendor is coming.

4. The vendor reports to the Main Control Center of the facility where work is to be performed. Upon arrival, appropriate facility staff perform applicable background checks.
5. Prior to starting work, vendor employees must call the Facilities and Maintenance Office from within the facility and leave a voice mail message stating the day, date, time, facility location and extension from which s/he is calling.
6. As required, a Correctional Officer is assigned to log tool inventory and to provide escort.
7. The vendor performs only work which is described by the Facilities and Maintenance Superintendent or designee.
8. Upon completion of work, the vendor obtains signature of a RIDOC staff member who escorted him/her or the Shift Commander on said vendor's work order. Vendor then calls the Facilities and Maintenance Office and leaves a voice mail message stating time of completion as well as facility and extension from which s/he is calling.
9. On the first working day following emergency call in, Facilities and Maintenance Office staff fax a follow-up work order/vendor job request to the vendor. The RIDOC Job # listed on this form must be cited on all invoices.

**RHODE ISLAND DEPARTMENT OF CORRECTIONS  
POLICY AND PROCEDURE**



<b>POLICY NUMBER:</b> 8.08-1 DOC	<b>EFFECTIVE DATE:</b> 02/19/07	<b>PAGE 1 OF 4</b>
-------------------------------------	------------------------------------	--------------------

<b>SUPERCEDES:</b> 8.08-1 DOC	<b>DIRECTOR:</b> <i>Robert T. Walt</i>	<small>Please use BLUE ink.</small>
----------------------------------	---	-------------------------------------

<b>SECTION:</b> PHYSICAL PLANT ENVIRONMENTAL CONDITIONS	<b>SUBJECT:</b> SMOKING AND TOBACCO REGULATIONS
---	---

**AUTHORITY:** Rhode Island General Laws (RIGL) §42-56-10(22), Powers of the director; § 23-20.10-1 et seq., Public Health and Workplace Safety Act; Executive Order 91-40

**REFERENCES:** U.S. Department of Health and Human Services. *Reducing Tobacco Use: A Report of the Surgeon General*. Atlanta, Georgia: U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2000; Fire Safety in Correctional Facilities (NFPA study); NCCHC standards J-48, Use of Tobacco Products; P-50, Smoke-Free Environment; RIDOC policy 11.01-4 DOC, Code of Inmate Discipline; 24.03-2 DOC, Visits

<b>INMATE ACCESS THROUGH LAW LIBRARY?</b>	<b>X YES</b>
<b>AVAILABLE IN SPANISH?</b>	<b>X YES</b>

**I. PURPOSE:**

Tobacco use, particularly smoking, remains the number one cause of preventable disease and death in the United States. Involuntary exposure to environmental tobacco smoke (ETS) remains a common, serious public health hazard that is entirely preventable by adopting and enforcing policies. Smoking bans are the most effective method for reducing ETS exposure and are the only way to completely eliminate ETS exposure. Beyond eliminating ETS exposure among nonsmokers, smoking bans have additional benefits, including improved fire safety, reduced smoking intensity, potential cost savings to employers by way of lower healthcare and building maintenance costs and higher employee productivity due to reduced absenteeism. In addition, all tobacco products (including chewing tobacco) have an adverse effect on

health, sanitation, and the condition of the physical plant. Optimal protection of nonsmokers and smokers, therefore, requires a smoke-free environment.

Given correctional facilities' unique settings, the national trend of correctional jurisdictions adopting total smoking bans within their prison systems and that ETS exposure remains a common public health hazard that is entirely preventable, the Rhode Island Department of Corrections (RIDOC) intends to eliminate the problems and risks associated with exposure to tobacco and ETS to staff, inmates, visitors, contractors, and property under the control of RIDOC by implementing a total ban on the use of tobacco products within its facilities.

## II. POLICY:

All use of tobacco products and their accessories, including but not limited to pipes, cigarettes, cigarette papers, chewing tobacco, cigars, matches and lighters, is prohibited within any and all buildings, vehicles, and property under the control of the RIDOC.

## III. PROCEDURES:

### A. Definition

RIDOC employees include, but are not necessarily limited to administrators, medical professionals, correctional and superior officers, non-uniformed personnel, contract employees, contractors, volunteers, students, and interns.

### B. RIDOC Staff

1. The USE of tobacco products and/or accessories is prohibited within any building, vehicle, and/or property under the control of the RIDOC.
2. In addition, RIDOC employees as defined in item III.A. are prohibited from having tobacco products and/or accessories in their POSSESSION when they are supervising or have custody of inmates.
  - a. Staff who work in any prison facility or "out building" (e.g., Industry shop) must deposit any/all tobacco products and/or accessories in their lockers PRIOR TO assuming their posts.

- b. Staff who enter/visit any prison facility or "out building" (e.g., to tour the facility, to attend a meeting, to conduct an audit, etc.) may not have any tobacco products or accessories in their possession.
3. Smoking by RIDOC employees shall only be permitted during authorized breaks in designated "outside smoking areas" at least fifty (50) feet away from building entrances and windows.
4. Facility and building administrators or their designees will designate one outside smoking area per building.

NOTE: Inmate recreational areas shall not be considered outside smoking areas.

5. Facility and building administrators or their designees shall also ensure that adequate refuse containers are available to smokers in close proximity to outdoor smoking areas. Facility and building administrators ensure that such containers shall be emptied on a regular basis. Smokers shall destroy or render unusable their discarded tobacco products and accessories prior to discarding them.
6. RIDOC employees having custody of or supervising inmates (e.g., off-grounds work crews) shall not smoke or use tobacco-related products while on duty in the presence of inmates.
7. Violations of this policy may result in disciplinary action up to and including termination.

C. Inmates

1. No tobacco products shall be stocked or sold by the Inmate Commissary.
2. Smoking and/or the use/possession of tobacco-related products by inmates is prohibited.
3. Passing, receiving and/or possessing tobacco and/or tobacco-related products (Category 1 contraband) is a Class 2 offense. Discipline shall be administered consistent with policy 11.01-4 DOC, Code of Inmate Discipline, or a successive policy.

4. Upon commitment to the Intake Service Center (ISC) (men) or the Gloria DiSandro McDonald building (women), RIDOC staff shall search for and dispose of any tobacco and/or tobacco-related products. These items are considered non-durable products and are subject to spoilage and, therefore, shall be destroyed.

NOTE: Information regarding the "Smoking and Tobacco Regulations" policy will be included in inmate handbooks and outlined during inmate orientation.

D. Visitors

1. Wardens or designees will ensure that signs are posted in each facility lobby in English and Spanish stating that visitors are prohibited from bringing any tobacco-related items into the facility. Visitors shall secure all tobacco-related items in lockers located in facility lobbies.
2. Any visitor refusing to comply with the "Smoking and Tobacco Regulations" policy shall be denied visiting privileges. (See policy 24.03-2 DOC, Visits, or a successive policy.)

June 1, 2012

Bid specification requirements for new Electronic PLC system at John Moran facility

1. Project Scope

- a. The project consists of replacing the existing electronic door control system with a new electronic door control and touchscreen control system as manufactured by Montgomery Technologies Incorporated (MTI). No other manufactures will be allowed.
- b. The new system will communicate on a new dedicated copper/fiber security network. Provide new fiber/copper patch panels, fiber/copper cabling, patch cords, power over ethernet edge switches, and power over ethernet core switches as required for a complete and operational system and as shown on drawing SEC1.0.
- c. The new system will include, but not be limited to, new PLC equipment, PLC cabinets, relays, lighting control boards, punchdown blocks, new equipment consoles, new equipment cabinets and racks, touchscreen control stations, graphic control panels, edge and core network switches, servers, workstations, UPS units, IP video and touchscreen control software, fiber and copper cabling, installation, programming, testing and training.
- d. The existing system consists of approximately 750 doors. The bidder shall verify actual quantity of points. Provide two relays per door.
- e. Maintain all door interlock schedules as they currently exist.
- f. The new touchscreens, touchscreen CPUs, and UPS units shall be mounted in new equipment consoles.
- g. The new touchscreens located in the main control center shall have the ability to remotely disable each individual touchscreen control panel.
- h. Integrate existing lighting controls into new touchscreen for each Mod.
- i. The existing wiring for each controlled and monitored door shall be reused.
- j. Provide new LCD and CPU mounting equipment for Central Control.
- k. The new system shall be installed in a manner to minimize downtime. A detailed phasing and installation plan shall be provided and approved by the owner prior to installation.
- l. The bidder is responsible to verify and survey existing conditions.
- m. The bidder is responsible to provide electronic graphic maps as required for each new touchscreen.
- n. Provide new IP video and recording software as manufactured by Genetec. No equals will be allowed.
- o. Provide new 120 volt circuits and receptacles for touchscreen control stations as required.
- p. Provide eight (8) hours of operator training. In addition to the operator training, a technician shall be on site for a full day (8 hours) the first day the new system is online.

2. Definitions.

- a. 'Provide' shall mean to both furnish and install.
- b. 'PoE' - Power over Ethernet.
- c. 'UPS' - Uninterruptable Power Supply.
- d. 'PLC' - Programmable Logic Controller.

3. Bid Submittal Requirements

- a. In addition to what is required by the State of Rhode Island, the bidder shall provide the following information at the time of bid submission. Failure to provide the information may result in a bid disqualification.

- i. The Project bid form filled out in its entirety.
  - ii. A certificate or letter from MTI stating that the bidder is an authorized and certified dealer of MTI products and systems. The bidder must be manufactured certified prior to the bid date. Failure to provide this information will result in bid rejection.
  - iii. Provide references from three (3) MTI projects similar in size and scope. Reference material shall include:
    1. Project/Customer Name and address.
    2. Project/Customer contact.
    3. Project/Customer phone number.
  - iv. A certificate or letter from Genetec stating that the bidder is an authorized and certified dealer of Genetec products and systems. The bidder must be manufactured certified prior to the bid date. Failure to provide this information will result in bid rejection.
  - v. Provide references from three (3) Genetec projects similar in size and scope. Reference material shall include:
    1. Project/Customer Name and address.
    2. Project/Customer contact.
    3. Project/Customer phone number.
  - vi. A current RCDD certificate from an active employee of the bidding company.
4. Post Bid Submittals
  - a. Prior to installation and ordering of equipment, the bidder shall provide a detailed project submission for approval inclusive of:
    - i. Point-to-point wiring diagrams showing wire type and locations of all new equipment.
    - ii. Product data sheets.
    - iii. Theory of operation.
5. Qualifications
  - a. The System, as described below, must be provided by a single Systems Integrator who is a MTI certified dealer. The bidder shall be MTI certified at the time of bid.
  - b. The IP Video System, as described below, must be provided by a single Systems Integrator who is a MTI certified dealer. The bidder shall be MTI certified at the time of bid.
  - c. The bidder must have an established local office within twenty (20) miles of the site.
6. Alternates
  - a. Alternate 1
    - i. Provide 42" LCD touchscreen monitors for the main Central Control Center in lieu of 24" monitors.
  - b. Alternate 2
    - i. Provide Genetec Omnicast Enterprise IP Video management and recording software, model GSC-Om-E-GSC. No equals will be allowed.
    - ii. Provide one hundred twenty-eight (128) IP Video camera licenses. Provide 128 Genetec Omnicast, model GSC-Om-E-1C. No equals will be allowed.
    - iii. Provide one hundred twenty-eight (128) IP Video camera failover licenses. Provide 128 Genetec Omnicast, model GSC-Om-E-1FC. No equals will be allowed.
    - iv. Provide two (2) Genetec Omnicast client licenses.
    - v. Provide one rack mounted (1) IP Video Directory server with Genetec Omnicast Enterprise. Provide Dell R210 or equal. Equals will be measured against the performance of the specified product. The directory server shall have the following specifications.

1. Windows Server 2008 R2 SP1 OS with 5 cal.
  2. Intel Xeon, X3430, 2.4GHZ 8M cache processor or better.
  3. 4GB, 1333MHZ memory or better.
  4. SAS 6iR SAS internal RAID1 adapter controller.
  5. DVD-ROM drive
  6. 10/100/1000 NIC card
  - vi. Provide a Software Maintenance Agreement (SMA) from Genetec for a period of one year which will include all updates, patches and upgrades.
  - vii. Install new Genetec software on the new Directory server and all corresponding Archiver servers. Coordinate with the owner on schedule and labeling.
  - viii. Provide eight (8) hours of end user training.
  - c. Alternate 3
    - i. Provide all necessary equipment, wiring, installation and programming to interface the existing lighting system in each Mod with the new PLC system. Control of the lighting circuits shall be accomplished via the new touchscreen. Provide individually icons on each touchscreen as required. Remove the existing light controls in the control room of each Mod once complete.
  - d. Alternate 4
    - i. Provide a three (3) year extended warranty and preventative maintenance program on the entire door control, network electronics and new IP video software servers/system. The warranty shall be inclusive of all equipment, labor and manufacture software maintenance agreements (SMA) for the time period stated.
7. Warranty
- a. Provide a one year warranty on parts and labor.
  - b. The bidding contractor shall respond to warranty calls within 24 hours of when the call was placed.
8. Work by owner:
- a. Removal of existing countertops and millwork.
  - b. New countertops and millwork.
9. Manufactures
- a. The manufacture of the Electronic Door and Touchscreen Control system is MTI. No other manufactures will be allowed.
  - b. The manufacture of the IP Video Recording and Management software is Genetec. No other manufactures will be allowed.
10. Products
- a. PLC Door Control and Auxiliary Control Equipment
    - i. Provide new PLC door control equipment including, but not limited to, embedded controllers, data link converters, door control boards, lighting control boards, high powered relays, punch down blocks, etc.
    - ii. Provide equipment as manufactured by MTI.
  - b. Touchscreen Control stations
    - i. Provide rack mounted touchscreen control stations with 24" LCD monitors. The touchscreens shall be mounted into new equipment cabinets as specified herein. Provide mounting hardware as required.
    - ii. Provide rack mounted touchscreen control stations with 42" LCD monitors for Central Control. The touchscreens shall be mounted onto millwork and new countertops. Provide new racks and support brackets for new touchscreen and touchscreen CPU.
    - iii. All new touchshreen CPU units shall be rack mountable.
    - iv. Match new graphics package with existing hard wired panels.

- c. Graphic Control Panels
  - i. Provide new graphic control panels for each Mod.
  - ii. The new panels shall be the same size as the existing and be located in the same area.
  - iii. Provide same graphic overlays as existing.
- d. Network Equipment
  - i. Core Switch
    - 1. Provide a layer 3, core network switch for all edge switches. The switch shall be configured to support twenty (20) PoE 10/100/1000 ports and twelve (12) fiber SFP ports. Each fiber port shall support 1000GB.
    - 2. The switch shall be rack mounted in the main security closet.
    - 3. The switch shall support redundant power supplies.
    - 4. Provide HP 5400 series or approved equal. Provide fiber GBIC cards as required to support each IDF and/or security closet as shown on drawing SEC1.0 and as required.
  - ii. Edge switch
    - 1. Provide a 24-port PoE, rack mounted, network switch for each area as shown on drawing SEC1.0 and as required.
    - 2. Provide a fiber GBIC card for each edge switch.
    - 3. Provide HP 2600 series or approved equal.
- e. UPS units
  - i. Provide UPS units for the new door control system as specified herein. Each UPS shall be sized to support the equipment as specified herein for a minimum of 20 minutes.
  - ii. Rack mounted UPS units shall be provided for all new network switches, PLC network equipment and touchscreen CPU equipment.
  - iii. Material
    - 1. Each UPS shall have the following specifications.
    - 2. Up to .8 power factor (in watts)
    - 3. Independent battery pack chargers
    - 4. Simultaneous RS-232, USB and SNMP communications
    - 5. Monitoring and control software capable
    - 6. Front panel display with status indicators
    - 7. Hot swappable batteries
  - iv. Provide Minuteman Endeavor ED series or approved equal.
- f. Auxiliary power supplies
  - i. Provide auxiliary power supplies and cabinets as required for a complete and operational system. Provide Altronix or equal.
- g. Equipment Consoles and Cabinets
  - i. Provide new equipment consoles and racks for touchscreens, CPU's, UPS units, network switches, patch panels and PLC equipment. Provide equipment as manufactured by Middle Atlantic or equal.
  - ii. Provide new cabinets as required for PLC equipment and electronics. Provide Hoffman or equal.
- h. Equipment Mounts
  - i. Provide equipment mounts and brackets for new touchscreen monitors and CPU units in the main control center. Provide equipment as manufactured by Ergotron or equal.
- i. Fiber Cable, Connectors and Patch Panels/Cords
  - i. Provide multimode fiber optic cable as shown on the drawings and as required between buildings. Provide, at a minimum, 12 strands of 62.5/125. Cable shall

be terminated and tested in accordance with these specifications. Provide Superior Essex cable or approved equal.

- ii. Provide fiber optic modular connectors/couplings. The connectors shall be NRTL listed and TIA/EIA compliant, type "SC" terminations. Connectors and couplings shall be able to withstand at least a minimum of 2000 mating cycles without any transmission degradation. Maximum optical loss budget shall not exceed .75 dB per termination and 1.5 dB per mated pair. The connectors and couplings shall be compatible with the installed fiber optics and made by the same manufacturer.
- iii. Provide fiber optic patch panels for each room. The panels shall be capable of terminating 12 pair (24 strands) of a fiber optic cable.
- iv. Provide fiber patch cords for each network switch as required. Provide NRTL certified EIA/TIA 492AAAA, EIA/TIA 568B Series standard performance tested patch cables as required for a complete operational system. Patch cables shall be factory pre-connectorized, two strand, "SC" type connectors, tight buffer. Patch cables connectors shall be provided by the same manufacturers as the fiber optic connectors and couplings. Patch cords shall match the fiber optic system installed, multimode 62.5/125 micron.
- j. UTP Cable and Patch panels/cords
  - i. Data cable shall meet or exceed the approved TIA/EIA-568-B.2-1 Category 6 Unshielded Twisted Pair (UTP) cable standard for 24AWG four pair Category 6 cable. Provide Superior Essex or equal.
  - ii. Provide Category 6 data patch panels for each room. The patch panels shall be cable of terminating 24 ports.
  - iii. Provide Category 6 data patch cords for each touchscreen CPU, programming workstation, server and network switch.
- k. PLC system cabling
  - i. Provide cable as required by the manufacture.
- l. Electrical Outlets and Requirements
  - i. Provide new duplex electrical outlets for each new equipment console.
  - ii. Provide 120 volt power for new touchscreen CPU and UPS units.
- m. Programming and Configuration Workstation
  - i. Provide a new computer workstation with 20" LCD monitor for all programming and configuration software of the new system. Provide Dell T3500 series workstation or equal. The workstation shall have the following specifications.
    - 1. Windows 7 Professional OS.
    - 2. Quad Core Intel Xeon, 3.0 GHZ processor or better.
    - 3. 4GB, 1333MHZ memory or better.
    - 4. 10/100/1000 NIC card.
    - 5. CD and DVR RW drive.
    - 6. Mouse and keyboard.

#### 11. Spare Equipment

- a. Provide (3) spare locking/dry contact interface boards.
- b. Provide (1) spare lighting control board.
- c. Provide (1) spare embedded controller.
- d. Provide (1) spare data loop converter.
- e. Provide (1) spare 24" touchscreen monitor and one touchscreen computer.
- f. Provide (2) spare 12 VDC power supplies for the data loop converter.
- g. Provide (2) spare edge network switch fiber SFP cards.
- h. Provide (1) spare edge switch.

#### 12. Installation

- a. The systems shall be installed per the manufactures recommendations. The bidder must be certified by MTI.
- b. Rhode Island prevailing wage rates are required.
- c. System backbone shall be installed as shown on drawing SEC1.0.
- d. Fiber:
  - i. During installation of the optical fiber cable segments into the conduit system, special care shall be taken to avoid damage to the cable. While under pulling tension, the cable shall not be bent into a curve with a radius of less than twenty (20) times the cable diameter. Pulling tension shall not exceed manufacturer's recommended maximum tensile load. Contractor shall utilize a winch with tension control or a "break-away" link designed to break away at or below the recommended maximum tension. Provide a minimum 6 foot service loop for new fiber.
- e. Provide appropriate licenses as required by the State of Rhode Island.
- f. Provide conduit, sleeves, and coring as required. Firestop all sleeves and penetrations.
- g. Provide a project schedule prior to installation.
- h. Coordinate with owner on exact locations of new cabinets, consoles and Touchscreens prior to installation.



Bid sheet for the new Electronic PLC and Touchscreen Control System at the John Moran Facility.

This form must be completely filled out and submitted with your bid. Failure to do so will result in rejection of bid.

**Name of Bidder**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Bid Amount**

Total Base Bid Cost (numbers): \_\_\_\_\_

Total Base Bid Cost (words): \_\_\_\_\_

Add Alternate 1 Cost (numbers): \_\_\_\_\_

Add Alternate 1 Cost (words): \_\_\_\_\_

Add Alternate 2 Cost (numbers): \_\_\_\_\_

Add Alternate 2 Cost (words): \_\_\_\_\_

Add Alternate 3 Cost (numbers): \_\_\_\_\_

Add Alternate 3 Cost (words): \_\_\_\_\_

Add Alternate 4 Cost (numbers): \_\_\_\_\_

Add Alternate 4 Cost (words): \_\_\_\_\_

REQUEST FOR QUOTE #7458100

**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.

**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.

**DELIVERY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

**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.

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.

### 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.

NOTE: IF THIS 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 & OMISSION) - \$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 OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. \*VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.

**PABID**

- (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 MANUFACTURE'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, AWARD 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 LIST, MAY, AT THE STATE'S SOLE OPTION, BE REJECTED AS BEING NON-RESPONSIVE TO THE INTENT OF THIS REQUEST.

OF A PARTICULAR BID. KEEP IN MIND THAT OVERTIME RATES, DISCOUNTS, AND OTHER MISCELLANEOUS PRICE-RELATED ITEMS ARE REQUIRED FOR INFORMATIONAL PURPOSES ONLY. OVERTIME RATE IS TO BE PAID IN ACCORDANCE WITH THE PROVISIONS OF THE RI DEPARTMENT OF LABOR AND TRAINING, EMPLOYER HANDBOOK. EMPLOYEES ARE TO BE COMPENSATED AT TIME AND ONE-HALF THE APPLICABLE PREVAILING WAGE RATE. OVERTIME RATES EXCEEDING ONE AND ONE HALF TIMES THE REGULAR HOURLY RATES FOR MONDAY THROUGH SATURDAY AND EXCEEDING TWO TIMES THE REGULAR RATE FOR SUNDAYS AND HOLIDAYS MAY BE GROUNDS FOR DISQUALIFICATION OF THE BID.

**CHARGES**

NO CHARGES OTHER THAN PARTS AND LABOR ON THE JOB - NO TRAVEL, NO MILEAGE, NO MISCELLANEOUS CHARGES, NO PORTAL TO PORTAL.

AWARDS EXTENDING BEYOND JUNE 30TH 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

**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.

REQUEST FOR QUOTE #7458100

**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.

**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.

**DELIVERY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

**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.

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.

### **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.

NOTE: IF THIS 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 & OMISSION) - \$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 OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. \*VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.

**PABID**

- (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 MANUFACTURE'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, AWARD 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 LIST, MAY, AT THE STATE'S SOLE OPTION, BE REJECTED AS BEING NON-RESPONSIVE TO THE INTENT OF THIS REQUEST.

OF A PARTICULAR BID. KEEP IN MIND THAT OVERTIME RATES, DISCOUNTS, AND OTHER MISCELLANEOUS PRICE-RELATED ITEMS ARE REQUIRED FOR INFORMATIONAL PURPOSES ONLY. OVERTIME RATE IS TO BE PAID IN ACCORDANCE WITH THE PROVISIONS OF THE RI DEPARTMENT OF LABOR AND TRAINING, EMPLOYER HANDBOOK. EMPLOYEES ARE TO BE COMPENSATED AT TIME AND ONE-HALF THE APPLICABLE PREVAILING WAGE RATE. OVERTIME RATES EXCEEDING ONE AND ONE HALF TIMES THE REGULAR HOURLY RATES FOR MONDAY THROUGH SATURDAY AND EXCEEDING TWO TIMES THE REGULAR RATE FOR SUNDAYS AND HOLIDAYS MAY BE GROUNDS FOR DISQUALIFICATION OF THE BID.

**CHARGES**

NO CHARGES OTHER THAN PARTS AND LABOR ON THE JOB - NO TRAVEL, NO MILEAGE, NO MISCELLANEOUS CHARGES, NO PORTAL TO PORTAL.

AWARDS EXTENDING BEYOND JUNE 30TH 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**

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 R120030001. 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-MATERIAL BASIS, ie., AN HOURLY RATE, ANY OR ALL BIDS SUBMITTED IN AN AMOUNT LESS THAN THE PREVAILING RATE IN EFFECT FOR WORK COVERED BY THIS REQUEST AS OF THE DATE OF BID ISSUANCE SHALL BE REJECTED BY THE DIVISION OF PURCHASES.

**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.

**BOND**

NO BID SURETY REQUIRED TO BE SUBMITTED WITH BID. HOWEVER, THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FURNISH PERFORMANCE AND LABOR AND PAYMENT BONDS AT TIME OF TENTATIVE CONTRACT AWARD.