



Request for Quote

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

CREATION DATE : 28-SEP-12
BID NUMBER: 7458129
TITLE: COURIER SERVICE - ATTORNEY GENERAL

BLANKET START : 01-DEC-12
BLANKET END : 30-NOV-15
BID CLOSING DATE AND TIME:29-OCT-2012 11:15:00

BUYER: Cowell Jr, John A
PHONE #: 401-574-8114

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ATTORNEY GENERAL
150 SOUTH MAIN STREET
PROVIDENCE, RI 02903
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ATTORNEY GENERAL
150 SOUTH MAIN STREET
PROVIDENCE, RI 02903
US

Requisition Number: 1284808

Line	Description	Quantity	Unit	Unit Price	Total
1	12/1/12 - 6/30/13 - PRICE PER EACH PICKUP AND DELIVERY	303.00	Each		
2	7/1/13 - 6/30/14 - PRICE PER EACH PICKUP AND DELIVERY	520.00	Each		
3	7/1/14 - 11/30/15 - PRICE PER EACH PICKUP AND DELIVERY	737.00	Each		
4	PRICE FOR MAIL BAG THAT CAN BE TAGGED AND SEALED WITH LOCATION INFORMATION	4.00	Each		
5	12/1/12 - 6/30/13 - PRICE PER POUND OVER 100 POUNDS	2,917.00	Pound		
6	7/1/13 - 6/30/14 - PRICE PER POUND OVER 100 POUNDS	5,000.00	Pound		
7	7/1/14 - 11/30/15 - PRICE PER POUND OVER 100 POUNDS	7,083.00	Pound		

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

COURIER SERVICE SPECIFICATIONS

Mail Courier Service – 2 times a week (Tuesday and Friday).

- Vendor must pick up 3 designated labeled mail bags at Department of Attorney General at 150 South Main Street Providence RI prior to 9:00am
- Vendor to proceed to the following locations:
 - Kent County Attorney General's Office, 222 Quaker Lane, West Warwick RI. (Kent County Courthouse)

Washington County Attorney General's Office, 4800 Tower Hill Road Wakefield RI (J. Howard McGrath Judicial Complex)

Newport County Attorney General's Office, 45 Washington Square Newport RI (Florence Murray Judicial Complex)

- Vendor will remove mail from the appropriate mailbag, leave mail with an Attorney General employee, and place designated mail back into the bag to be returned to the Office of Attorney General.
- After the 3 locations have been delivered, all 3 bags must be returned to the Office of Attorney General at 150 South Main Street, Providence RI prior to 3:00pm
- One pick up and one delivery per location for a total of 5 pick up and delivery's per day
- Vendor must provide list of all employees that will be handling the Attorney General's mail
- Any employee handling the Attorney General's mail will need to clear a background check conducted by the Office of Attorney General
- Courier employees must be uniformed and carry appropriate identification when in the possession of the Attorney General's mail
- If and when a State Holiday falls on one of these days vendor will discuss with agency rep an alternative day for service.

1. Price per each pickup and delivery
2. Price per pound over 100 pounds
3. Price for mail bag that can be tagged and sealed with location information

Courier service must maintain automobile accident cargo insurance liability and employee dishonesty forgery and alteration, theft, disappear, and destruct of at least the minimum of \$10,000. Vendor must assign an official contact person for the purpose of this agreement. Vendor must be licensed by the Public Utilities Commission to operate Statewide during the period of this agreement. Vendor must have bonded drivers.

REQUEST FOR QUOTE #7458129

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 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.

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.

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.

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.