



# Request for Quote

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

**CREATION DATE :** 02-OCT-12  
**BID NUMBER:** 7458147  
**TITLE:** CLEANING & REMOVAL OF GREASE & SEWAGE - DOC  
**BLANKET START :** 01-FEB-13  
**BLANKET END :** 01-JAN-16  
**BID CLOSING DATE AND TIME:** 01-NOV-2012 10:15:00

**BUYER:** Gill, Raymond E Jr  
**PHONE #:** 401-574-8466

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**DOA CONTROLLER**  
**ONE CAPITOL HILL, 4TH FLOOR**  
**SMITH ST**  
**PROVIDENCE, RI 02908**  
**US**

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**DOC CDC WAREHOUSE**  
**ATTN: (SEE 'ATTN' line in PO)**  
**25 POWER ROAD**  
**CRANSTON, RI 02920**  
**US**

**Requisition Number: 1284106**  
**Note to Bidders: BLANKET REQUIREMENTS:**  
 2/1/13 - 6/30/16

WITH OPTION TO RENEW FOR TWO ADDITIONAL YEARS

CELL PHONES ARE NOT PERMITTED IN SECURE AREAS OF DOC FACILITIES. ONE PAGE SPECIFICATION AND FOUR PAGES OF DOC POLICY ATTACHED.

Line	Description	Quantity	Unit	Unit Price	Total
1	2/1/13 - 6/30/13 CLEANING AND REMOVAL OF GREASE PER 1,000 GALLONS	1.00	Thousand		
2	2/1/13 - 6/30/13 CLEANING AND REMOVAL OF SEWERAGE PER 1,000 GALLONS	1.00	Thousand		
3	7/1/13 - 6/30/14 CLEANING AND REMOVAL OF GREASE PER 1,000 GALLONS	1.00	Thousand		
4	7/1/13 - 6/30/14 CLEANING AND REMOVAL OF SEWERAGE PER 1,000 GALLONS	1.00	Thousand		
5	7/1/14 - 6/30/15 CLEANING AND REMOVAL OF GREASE PER 1,000 GALLONS	1.00	Thousand		
6	7/1/14 - 6/30/15 CLEANING AND REMOVAL OF SEWERAGE PER 1,000 GALLONS	1.00	Thousand		
7	7/1/15 - 1/31/16 CLEANING AND REMOVAL OF GREASE PER 1,000 GALLONS	1.00	Thousand		
8	7/1/15 - 1/31/16 CLEANING AND REMOVAL OF SEWERAGE PER 1,000 GALLONS	1.00	Thousand		

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

## SPECIFICATION FOR GREASE REMOVAL FOR FACILITIES AT THE R.I. DOC

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Price per 1000 gallons of grease disposed of at an approved site – manifest to be provided to the R.I. DOC for each site being disposed.

**Sewer Manholes** – Various locations at the R.I. DOC grounds and buildings. Price per 1000 gals of sewage pumped and disposed of at an approved site. Manifest of quantity to be provided to the R.I. DOC.

**Cooking Oils – Kitchen areas at the R.I. DOC** – Vendor to provide collection containers at each kitchen as required. Size and number of containers will be sized for the facility cooking grease use and be collected on a monthly basis.

All collections of cooking grease from the supplied containers will be quantified (manifested) for amount removed.

Collection vendor will be responsible to deliver back to the State of Rhode Island a blended B-5 bio-diesel product (known as tolling) for use in over the road vehicles or diesel power generation equipment at the discretion of the State.

The vendor will provide back to the State a tolled B-5 bio-diesel product at (5%) below wholesale diesel fuel price. In the equivalent of 25% of tolled product mixed at a B-5 blend.

GREASE TANKS located at:

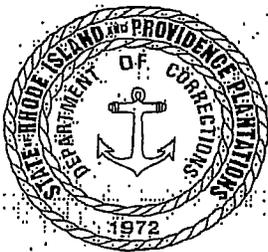
- |                           |                       |
|---------------------------|-----------------------|
| • PRICE FACILITY -        | 10,000 GAL            |
| • HIGH SECURITY-          | 4,000 GAL             |
| • MINIMUM SECURITY -      | 9,000 GAL             |
| • INTAKE SERVICE CENTER - | 10,000 GAL            |
| • MAXIMUM SECURITY -      | 10,000 GAL            |
| • MEDIUM SECURITY -       | 4,000 GAL             |
| • REINTEGRATION CENTER -  | 10,000 GAL            |
| • WOMEN'S GM -            | 50 GAL                |
|                           | (Inside kitchen area) |

WAIT TIME - "Wait time" bidders are advised that entry and exit of a secured building of the DOC will result in an average wait time of one-half hour for each exit or entry.

REQUIREMENTS - Emergency and quarterly cleaning and removal of grease/sewage from various manholes underground throughout the grounds on the Department of Corrections complex.

Company to respond within two (2) hours of emergency service request.

## 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> <div style="text-align: right; font-size: small;">Please use BLUE ink.</div> 	
<b>SECTION:</b> PHYSICAL PLANT ENVIRONMENTAL CONDITIONS		<b>SUBJECT:</b> SMOKING AND TOBACCO REGULATIONS	
<b>AUTHORITY:</b> Rhode Island General Laws (RIGL) § 42-56-10(22), Powers of the director; § 23-20.10-1 <i>et seq.</i> , Public Health and Workplace Safety Act; Executive Order 91-40			
<b>REFERENCES:</b> U.S. Department of Health and Human Services. <i>Reducing Tobacco Use: A Report of the Surgeon General</i> . 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); NCCCHC 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.)

REQUEST FOR QUOTE #7458147

**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.

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## **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.

**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.