



**Solicitation Information
December 5, 2012**

Letter of Interest # 7458338

TITLE: CONSTABLE SERVICES, BODY ATTACHMENTS

Submission Deadline: January 4, 2013 @ 10:00 AM (EST)

PRE-BID CONFERENCE: NO

SURETY REQUIRED: NO

BOND REQUIRED: NO

David J. Francis
Interdepartmental Project Manager

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Note to Applicants:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1: INTRODUCTION

Constable Services- Executions of Writs of Body Attachments for Child Support Enforcement

The Department of Administration/Division of Purchases, on behalf of the Department of Human Services/ Child Support Enforcement Office is seeking to establish a list of licensed constables interested in executing Writs of Body Attachments ordered by the Rhode Island Family Court against individuals involved in the cases of Child Support Enforcement Office. These services must be performed in accordance with the terms of this solicitation and the State's General Condition of Purchase, which is available on the internet at <http://www.purchasing.ri.gov/> . This solicitation will be used to establish a Master Price Agreement established list of eligible constables that will remain active for a period of 1/15/13-12/31/17. All constables who desire to be included on this list must meet all of the bid criteria listed below at the time the list is established. The Child Support Enforcement Office reserves the right to give preference to those constables who have worked for the agency in the past in their selection from this new listing. These services are designed to supplement the Division of Human Services' use of State Rhode Island Sheriffs who are allowed to serve these writs by state law.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this LOI carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this LOI will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this LOI, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.

7. It is intended that an award pursuant to this LOI will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this LOI will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this LOI will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this LOI.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or contact charles.newton@doa.ri.gov.

SECTION 2: Acceptance Criteria

All constables seeking to be placed on the agency's list of eligible to execute Writs of Body Attachments must meet the following criteria:

1. Constable must hold a current Constable License issued by the Chief Judge of the Rhode Island District Court with authority to execute Writs of Body Attachments and be fully authorized by the Chief Judges of the District and Family Court of Rhode Island;
2. Constable selected from the list of eligibles must comply with any and all agency instructions regarding the performance of duties and the associated paperwork requirements of the agency; and
3. The Child Support Enforcement agency reserves the right to terminate the use of any constable and further delete such constable from the list of eligibles for just cause upon immediate notice to the constable. Just cause includes, but is not limited to:
 - Dishonorable service;
 - Malfeasance; and
 - Nonfeasance.

SECTION 3: LOI Information Required From Bidders

In addition following information must be submitted to the Division of Purchasing in response to this bid:

1. Constable's full name;
2. Full residence address (Street #, Street name, City/Town, State, & Zip Code);
3. Full business address (If different from full residence);
4. All personal and business telephone numbers where the constable can be reached at any time of the day; and
5. Completed and signed IRS form W-9 (attached)

All bidders who respond to this request will be assumed by the State of Rhode Island as willing and able to meet all Bid Criteria and all of the General Policies and Conditions of Employment, as detailed herein.

Interested offerors may submit proposals to provide the services covered by this LOI on or before the date and time listed on the page one (1) of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered. Faxed proposals will not be considered.

Responses (an original plus four (1) copies) should be mailed or hand-delivered in a sealed envelope marked "LOI # 7458338 Constable Services, Body Attachments" to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered.

RESPONSE CONTENTS

In addition to those specifications requested herein, responses must also include the following:

1. A completed and signed three-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. A completed and signed IRS form W-9 –Payer’s Request for Taxpayer Identification Number and Certification (attached).
3. Copy of a current Rhode Island Constables License (Acceptance Criteria #1).

State of Rhode Island
PAYER'S REQUEST FOR TAXPAYER
IDENTIFICATION NUMBER AND CERTIFICATION

THE IRS REQUIRES THAT YOU FURNISH YOUR TAXPAYER IDENTIFICATION NUMBER TO US. FAILURE TO PROVIDE THIS INFORMATION CAN RESULT IN A \$50 PENALTY BY THE IRS. IF YOU ARE AN INDIVIDUAL, PLEASE PROVIDE US WITH YOUR SOCIAL SECURITY NUMBER (SSN) IN THE SPACE INDICATED BELOW. IF YOU ARE A COMPANY OR A CORPORATION, PLEASE PROVIDE US WITH YOUR EMPLOYER IDENTIFICATION NUMBER (EIN) WHERE INDICATED.

Taxpayer Identification Number (T.I.N.)

Enter your taxpayer identification number in the appropriate box. For most individuals, this is your social security number.

Social Security No. (SSN)

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Employer ID No. (EIN)

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NAME _____

ADDRESS _____

(REMITTANCE ADDRESS, IF DIFFERENT) _____

CITY, STATE AND ZIP CODE _____

CERTIFICATION: Under penalties of perjury, I certify that:

- (1) The number shown on this form is my correct Taxpayer Identification Number (or I am waiting for a number to be issued to me), and
- (2) I am not subject to backup withholding because either: (A) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (B) the IRS has notified me that I am no longer subject to backup withholding.

Certification Instructions -- You must cross out item (2) above if you have been notified by the IRS that you are subject to backup withholding because of under-reporting interest or dividends on your tax return. However, if after being notified by IRS that you were subject to backup withholding you received another notification from IRS that you are no longer subject to backup withholding, do not cross out item (2).

PLEASE SIGN HERE

SIGNATURE _____ TITLE _____ DATE _____ TEL NO. _____

BUSINESS DESIGNATION:

- Please Check One: Individual Medical Services Corporation Government/Nonprofit Corporation
Partnership Corporation Trust/Estate Legal Services Corporation

NAME: Be sure to enter your full and correct name as listed in the IRS file for you or your business.

ADDRESS, CITY, STATE AND ZIP CODE: Enter your primary business address and remittance address if different from your primary address). If you operate a business at more than one location, adhere to the following:

- 1) Same T.I.N. with more than one location -- attach a list of location addresses with remittance address for each location and indicate to which location the year-end tax information return should be mailed.
- 2) Different T.I.N. for each different location -- submit a completed W-9 form for each T.I.N. and location. (One year-end tax information return will be reported for each T.I.N. and remittance address.)

CERTIFICATION -- Sign the certification, enter your title, date, and your telephone number (including area code and extension).

BUSINESS TYPE CHECK-OFF -- Check the appropriate box for the type of business ownership.

Mail to: Supplier Coordinator, One Capitol Hill, Providence, RI 02908