Solicitation Information
2/19/2013

RFQ #7461252
TITLE: 2013-CE-058 RI GATEWAY SIGNING

Submission Deadline: 3/13/13 1:00 p.m. (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE:	**YES**
Mandatory:	**NO**
Location:	**RHODE ISLAND DEPARTMENT OF TRANSPORTATION 2CAPITOL HILL – TRAFFIC MGT. CTR. - CONFERENCE RM\ PROVIDENCE, RI**
Date:	**2/27/13**
Time:	**9:00 A.M.**
SURETY REQUIRED:	**YES**
BOND REQUIRED:	**YES**

Lisa Hill
Lisa Hill
Chief Buyer - DOT

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

NOTE TO VENDORS:

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

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

State of Rhode Island and Providence Plantations
Department of Transportation

Notice to Contractors
Special Provisions
Proposal
Contract Agreement
Contract Bond

for the Performance of

Rhode Island Contract Number: 2013-CE-058

Rhode Island Federal-Aid\State-Aid Project Numbers: **NHP-SIGN(017)**

Project: **Rhode Island Gateways**

Limits: **Statewide**

City/Town:

County:

Submitted By: _____

Address: _____

_____

_____

Name of Surety: _____

Total Bid: _____

(BIDDER MUST FILL IN ALL ABOVE SPACES)

The basis of award of the Contract will be the total bid for all quantities of work in the proposal subject to review and correction as provided for in the Rhode Island Department of Transportation Standard Specifications for Road and Bridge Construction and Standard Details.

NOTE: The State of Rhode Island Standard Specifications for Road and Bridge Construction and Standard Details consists of the following:

- The Rhode Island Standard Specifications for Road and Bridge Construction, Amended December 2010, with all revisions.
- The Rhode Island Standard Details, 1998 Edition, with all revisions.
- The Rhode Island Bridge Standard Details, 2010 Edition, with all revisions.
- The Division of Purchases Procurement Regulations Adopted December 2010.

*** Refer to Section 12.102.05 PREPARATION OF PROPOSAL of the STATE OF RHODE ISLAND PROCUREMENT REGULATIONS regarding the use of Quest Lite software for bid preparation.**

The above documents may be obtained at the Rhode Island Department of Transportation, Contracts and Specifications Office, upon request.

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION - DIVISION OF PURCHASES

NOTICE TO HIGHWAY AND BRIDGE CONTRACTORS

Sealed Proposals addressed to the State Purchasing Agent, Rhode Island Department of Administration, Division of Purchases, One Capitol Hill, Providence, Rhode Island 02903, will be opened and read in public on March 13, 2013 at 1:00PM. All bidders MUST register online at www.purchasing.ri.gov. A Bidder Certification Cover Sheet MUST accompany each bid. Bid item description and quantities estimated for this project will also be available online. Should you need assistance in registering or downloading a bid, call (401) 222-3766. Failure to comply will result in mandatory disqualification per Item 4 of Section 12.102.12 of the Division of Purchases Procurement Regulations Adopted December 2010 and RI General Law 37-2-17 which references the RI Vendor Information Program (RIVIP).

DESCRIPTION: R.I. Contract No. 2013-CE-058, R.I. Federal Aid Project Nos. NHP-SIGN(017) is for the Welcome to Rhode Island Gateway Signing Contract. The gateway sign locations are Interstate 95 Northbound near the Connecticut State Line in the Town of Hopkinton, County of Washington; Route 24 Southbound near the Massachusetts State Line in the Town of Tiverton, County of Newport; Airport Connector Road (Westbound) at T.F. Green Airport in the City of Warwick, County of Kent; Interstate 195 near the Massachusetts State Line in the City of East Providence, Interstate 95 Southbound near the Massachusetts State Line in the City of Pawtucket, Interstate 295 Southbound near the Massachusetts State Line in the Town of Cumberland, and Route 146 Southbound near the Massachusetts State Line in the Town of North Smithfield, County of Providence, Rhode Island. The work in the contract shall include, but not be limited to installation of erosion controls, clearing and grubbing, removal and disposal of existing welcome signs and posts, construction of gateway monument signs and foundations, loading, transporting, and placing granite block from State stockpiles, loaming and seeding, temporary construction signs and devices, mobilization, maintenance and protection of traffic, and all other incidentals, complete, in place and accepted as necessary to complete the work of this contract to the satisfaction of the Engineer.

The Contractor will not be required to meet a Disadvantaged Business Enterprise (DBE) goal for the project.

Computer Disks for competitive bidding for the above described work will be furnished by the Department of Transportation, Division of Administrative Services, Contracts & Specifications Office, Room 108, Two Capitol Hill, Providence, Rhode Island, 02903, Tel.Number (401) 222-2495. The Plans, Specifications and Special Provisions may also be examined on or after February 20, 2013 every weekday except holidays between the hours of 8:00 AM and 4:00 PM.

The Bid Package consists of a single compact disk (CD) containing the following items: Construction Plans, Standard Specifications for Road and Bridge Construction, Compilations of Approved Specifications, Required Contract Provisions for Federal-Aid Construction Contracts, RI Division of Purchases Procurement Regulations, General Provisions, Rhode Island Standard Details, Rhode Island Bridge Standard Details, Federal Wage Rates, Contract-Specific General Provisions, Job-Specific Specifications, Distribution of Quantities, Appendices (if applicable), Quest Lite bid file, Quest Lite installation software and a Quest Lite User Manual. Only complete bid packages will be issued.

Propsective Bidders are hereby notified that all questions pertaining to this Contract must be submitted to the Department of Transportation in writing through its website at http://www.dot.ri.gov/contracting/bids/ by accessing the Questions & Answers Menu located within the "Contracting", then "Contract Opportunities" link. Responses to the submitted questions will also be posted under this link. PHONE CALLS WILL NOT BE ACCEPTED.

For help with RIDOT's Quest Lite bid preparation software, please contact the Contracts & Specifications Office, Room 108, Two Capitol Hill, Providence, Rhode Island, 02903, Tel. Number (401)-222-2495 or e-mail Quest@dot.ri.gov.

Please also note that all Bidding Documents required to be submitted and in fact submitted to the Purchasing Agent as part of a bid will be considered returned to the State and need not be returned to RIDOT.

A bid bond payable to the State of Rhode Island, in the amount of 5% of the total or gross sum of the bid must be furnished by each bidder. The Proposal Guaranty will be furnished by surety companies authorized/licensed to do business in the State of Rhode Island. The State reserves the right to retain the surety of all bidders until the successful bidder enters into the Contract or until such time as the award or cancellation of the Contract is announced at which point Sureties will be returned to all bidders by the State of Rhode Island. A performance bond of one hundred (100) percent of the contract price with a satisfactory surety company will be required of the successful bidder. All surety companies must be listed with The Department of the Treasury, Fiscal Services, Circular 570, (Latest Revision published by the Federal Register). The Department of Transportation reserves the right to reject any or all bids.

Required Contract Provisions - The attention of prospective bidders is called to the fact that this project is to be bid upon and the contract executed subject to all applicable federal laws and regulations for carrying out the provisions of the Federal-Aid Highway program..

Wages of labor on Federal -Aid Highway Projects - the prevailing rate of wages for laborers and mechanics employed by contractors or subcontractors on the initial construction of highway projects on the Federal - Aid Highway System, authorized under the Federal Highway Act of 1968, shall be paid wages at rates not less than those prevailing on the same type of work on similar construction in the immediate locality as determined by the United States Secretary of Labor, in accordance with the Act of August 30, 1935, known as the Davis - Bacon Act, under Decision Nos. 1 through 6 as applicable.

Prevailing wage rates and Davis - Bacon Wage Determination Reference Materials are available online at www.purchasing.ri.gov. It is advisable to print only the pages applicable to this bid; the rates active on the Rhode Island Vendor Information Program's bid solicitation date for this project are applicable for the duration of the contract resulting from this bid.

Work Hours Act of 1962 - This contract is subject to Work Hours Act of 1962, Public Law 87-581 and implementing regulations.

Pre-Bid Conference - A Pre-Bid Conference will be held in Providence, Rhode Island, at The RIDOT Traffic Management Center Conference Room on February 27, 2013 at 9:00AM, for the purpose of reviewing construction problems and/or operations concerning the project. Individuals requesting interpreter services for the hearing impaired must notify 401-222-4971 (T.D.D.) a minimum of at least three (3) business days, seventy-two (72) hours prior to the conference date.

SPECIAL NOTE

ANY REFERENCE TO THE RHODE ISLAND DEPARTMENT OF PUBLIC WORKS OR THE DIRECTOR OF PUBLIC WORKS SHOULD BE REVISED TO THE RHODE ISLAND DEPARTMENT OF TRANSPORTATION AND THE DIRECTOR OF TRANSPORTATION RESPECTIVELY.

NOTICE TO ALL BIDDERS

The Rhode Island Department of Transportation, in accordance with Title VI of the Civil Rights Act of 1964, 42 U.S.C. §§ 2000d - 2000d-4 and 49 C.F.R. Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation - Effectuation of Title VI of the Civil Rights Act of 1964, issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, Disadvantaged Business Enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, sex, national origin, age, or disability in consideration for an award.

To report bid rigging activities call: **1-800-424-9071**

The U.S. Department of Transportation (DOT) operates the above toll-free hotline Monday through Friday, 8:00 a.m. to 5:00 p.m. eastern time. Anyone with knowledge of possible bid rigging, bidder collusion, or other fraudulent activities should use the hotline to report such activities.

The hotline is part of the DOT's continuing effort to identify, and investigate highway construction contract fraud and abuse and is operated under the direction of the DOT Inspector General. All information will be treated confidentially and caller anonymity will be respected.

Item List

Date: 2/14/2013

Estimate Name - ADV
Project Name - Rhode Island Gateways
R.I. Contract No. - 2013-CE-058
FAP Nos. - NHP-SIGN(017)

Seq No.	Item Code	Description	Quantity	UM
001	201.0321	CLEARING AND GRUBBING	470.00	SY
002	201.0601	REMOVE AND DISPOSE GROUND MOUNTED SIGNS	8.00	EACH
003	201.0604	REMOVE AND DISPOSE GROUND MOUNTED SIGN POSTS	8.00	EACH
004	201.0605	REMOVE AND DISPOSE GROUND MOUNTED SIGN BASES	7.00	EACH
005	206.9901	COMPOST FILTER SOCK	225.00	LF
006	901.9901	REMOVE AND RESET GUARDRAIL FOR VARIOUS CONSTRUCTION ACTIVITIES	3.00	EACH
007	911.9901	LOAD, HAUL & PLACE GRANITE STONES FROM STATE STOCKPILES	5.00	EACH
008	922.0100	TEMPORARY CONSTRUCTION SIGNS STANDARD 29.1.0 AND 27.1.1	569.00	SF
009	923.0200	FLUORESCENT TRAFFIC CONES STANDARD 26.1.0	210.00	EACH
010	928.0800	TRUCK MOUNTED ATTENUATOR WITH TRUCK MOUNTED FLASHING ARROW BOARD	70.00	PDAY
011	929.0110	FIELD OFFICE	16.00	PMO
012	936.0110	MOBILIZATION	1.00	LS
013	937.0200	MAINTENANCE AND MOVEMENT TRAFFIC PROTECTION	1.00	LS
014	L01.0102	LOAM BORROW 4 INCHES DEEP	2,985.00	SY
015	L02.0101	GENERAL HIGHWAY SEEDING (TYPE 1)	2,985.00	SY
016	L02.0103	TEMPORARY SEEDING (TYPE 3)	2,985.00	SY
S017	L06.9901	BETULA NIGRA 'HERITAGE', 2-2.5" CAL., B&B	1.00	EACH
S018	L06.9902	LIQUIDAMBAR STYRACIFLUM, 2-2.5" CAL., B&B	4.00	EACH
S019	L06.9903	PINUS STROBUS, 6-7', B&B	8.00	EACH
020	L08.0109	TREE TRIMMING	10.00	MHRS
021	T15.9901	SIGN SUPPORTS AND FOUNDATIONS FOR 12'-0" GATEWAY SIGNS	5.00	EACH
022	T15.9902	SIGN SUPPORT AND FOUNDATIONS FOR 9'-0" GATEWAY SIGNS	2.00	EACH

RHODE ISLAND DEPARTMENT OF TRANSPORTATION

* *THIS IS A DISK-BASED BID* *

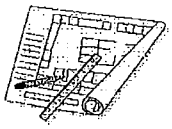
ELECTRONIC BIDDING PROCEDURE NOTICE

ALL BID OFFERS MUST BE PREPARED USING THE QUEST LITE BID PREPARATION SOFTWARE PACKAGE

Bidders MUST register in person at the RIDOT Contract Administration office to obtain the necessary Bidder Registration and Digital ID codes for the Quest Lite software.

RIDOT Provides:

CD

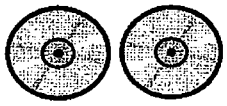


Plans (on CD)

Contract Documents (on CD)

DOQ Report (on CD)

Bidder Must Submit:



2 High-Density Compact Disks (CDs) w/Quest Lite Bid "zip" file**

Completed & Signed Proposal (Hard Copy)

Surety (Bid Bond)

Bid Surety (Hard Copy)

RIVIP Certification Form

Completed & Signed (Hard Copy)

Contact the Contracts & Specifications Office at 222-2495 to request technical assistance on issues directly related to the Quest Lite software
Office Hours: 8:00 AM – 4:00 PM

****Refer to the RIDOA "Notice to Contractors" for additional information on the "Public Copy" submission requirements.**

NO BID OFFER WILL BE CONSIDERED

UNLESS ACCOMPANIED BY A COMPACT DISK (CD)

CONTAINING THE BID PROPOSAL FILE

GENERATED BY THE QUEST LITE BID PREPARATION SOFTWARE

Failure to comply will result in a mandatory disqualification per Section 12.102.07 of the RI Dept of Administration Division of Purchases Procurement Regulations

Revision 02/25/11

Rhode Island Department of Transportation (RIDOT)

Notice to Contractors

THIS IS A DISK-BASED BID

Bid offers will be accepted ***only on a CD generated by RIDOT-supplied software called Quest Lite; each CD must be accompanied by a hard copy signed offer printed from the software and submitted at the Bid Opening***. Minimum computer hardware and operating system requirements are listed here. ***Training is strongly recommended for all new bidders and others unfamiliar with these procedures. SEE BELOW.***

CONTACT: **RIDOT CONTRACTS & SPECIFICATIONS**
Rm. 108, Two Capitol Hill, Providence, RI 02903
Phone: **401-222-2495**
Hours: **Mon – Fri, 8:00AM – 4:00PM**

1. **Required Registration Codes for Each Bidder.**
Registration Codes for RIDOT software are necessary to install and use the software; a firm only needs to register once to acquire secure, unique bidder identification codes to be used with all RIDOT disk-based construction project bids **Bidders must retain these codes for future use.**

2. **The required Quest Lite installation software and all applicable Contract Documents are provided on a CD-ROM.**
The Contract Documents include the RI DOA Division of Purchases Procurement Regulations, RI Standard Specifications, Amended December 2010 and all revisions, the RI Standard Details for Highway and Bridge Construction, Bridge Standard Details, General Provisions, Special Provisions, Distribution of Quantities and Engineering Plans, and all other applicable documents

3. **Minimum Computer Hardware and Operating System Requirements.**
   - Windows XP SP2 w/Pentium IV processor
   - CD-ROM Drive, Floppy Drive, Printer & 15" Monitor (17" recommended)
   - 20GB Hard Disk with 1GB free (40 GB with 5 GB free recommended)
   - 512 MB RAM (1 GB recommended)
   - 32 MB Video Card (64 MB SVGA recommended)
   - Internet Explorer 6 0 SP 2

4. **Addenda, when necessary, are available on Purchases' RIVIP website.**
at: http://www.purchasing.ri.gov/RIVIP/BidSearch.asp
RIDOT will make all necessary addenda available at Purchases' web site It is the plan-holders responsibility to poll the RIVIP to keep up-to-date on addenda.

5. **Training may be requested up to three days prior to the Bid Opening.**
Training is provided on request Arrangements must be made through the RIDOT Contracts & Specifications Office at least three (3) days prior to the Bid Opening of the project

6. **Technical Support.**
Assistance is available upon request by contacting the Contracts & Specifications office during work hours or emailing Quest@dot.ri.gov.

01/25/2011

NOTICE TO HIGHWAY AND BRIDGE CONTRACTORS

Rhode Island Department of Transportation (RIDOT)
Contracts and Specifications

ELECTRONIC BIDDING PROCEDURES
QUEST LITE UPGRADE

Effective January 1, 2011, bid offers for all RIDOT Contracts requiring the use of the Department's Quest Lite bid preparation software **MUST** be prepared using **Quest Lite Version 040408 (2.8.4)**. Failure to comply with this requirement could result in the disqualification of your bid offer.

Full installation and upgrade-only software packages, including installation directions, for Quest Lite Version **040408 (2.8.4)** will be provided on the Project Advertising CD's, which are available to prospective bidders through the Contracts and Specifications office on or after the scheduled project advertising date.

Contractors presently using Quest Lite Version 040407 (2.8.3) need only install the upgrade package to complete the conversion, **UNLESS** a previous upgrade installation was used to upgrade from 2.8.2 to 2.8.3, in which case these installations must be removed and the full installation performed. Earlier versions (2.8.2 or lower) will require the full installation in all instances.

For technical assistance, contact the Contracts and Specifications office at 222-2495.

01/21/11

QUEST LITE VERSION 4.4.8 (2.8.4)

UPGRADE & FULL INSTALLATION

All bid offers prepared using the Department of Transportation's Quest Lite software must use the Quest Lite Version 040408 (2.8.4). If there is no Quest Lite installation, than the full installation must be completed. For earlier versions of Quest Lite, either the upgrade or full installation will be required to be completed. Both versions (upgrade and full installation) are provided on this project CD.

Before proceeding with any installations, note the following:

1. All users must register with the Department of Transportation in order to use Quest Lite. At the time of registration, users are provided with a set of unique company ID codes (Site Code, Bidder Code and company Short Name). Users **MUST RETAIN** these codes for future use.

2. Many users who currently have Quest Lite installed will only require the installation of the upgrade version. To determine if the upgrade installation is sufficient, the present version of the Quest Lite installation must be determined. This is accomplished in Quest Lite by clicking on Help/About. If the present version is 040407 (2.8.3) then the upgrade installation is sufficient **unless** an upgrade version has been previously used to upgrade version 2.8.2 to 2.8.3.

3. For earlier installations (versions below 2.8.3, and if an upgrade has been previously installed to upgrade to version 2.8.3), the full installation of Quest Lite is required. (Note: if the full installation is required, the upgrade installation does not need to be performed after the full installation is completed.)

4. To determine if an upgrade version of Quest Lite version is present, it is generally easiest to use the "Add or Remove Programs" function from the Control Panel to view the Quest Lite installations. Should both an installation and an upgrade version be installed, both programs must be removed using the "Remove" function and the new version 2.8.4 installed.

5. It is recommended that users consult the Quest Lite User Manual provided on this CD prior to attempting the installation of the upgrade or full program installation.

6. After completing the installation of the upgrade or full installation, it is recommended that a test bid be submitted to the Department to ensure the program is functioning correctly and that the Quest Lite bid files can be correctly imported into the Department's Quest program. Test bids may be submitted on a CD to the Contracts office in Room 109 of the RIDOT Headquarters, or by e-mail to Quest@dot.ri.gov.

Installation Instructions – Upgrade Version

Upgrade Quest Lite only if the current installed version is 2.8 3, and a previous upgrade has not been installed.

1. Close Quest Lite before attempting the installation.
2. Using the project CD, double-click on the "Upgrade Only" option provided on the Start page.
3. When prompted for a password, enter "ridot".
4. Follow the instructions provided in the installation wizard to complete the installation.
5. When executing Quest Lite for the first time after installing the upgrade, users may be prompted to enter their company bidder codes.

Installation Instructions – Complete Installation

A complete Installation of the software is required only if Quest Lite is:

1. Not installed on the computer/laptop; or
2. The installed version of Quest Lite is older than 2 8.3, i.e. 2.8.2 or under; or
3. The 2.8 3 upgrade version of Quest Lite is installed.

If any of 1 through 3 above apply, follow these instructions:

1. If a Quest Lite version 2.8.2 or older, or a 2.8.3 upgrade are currently installed,
   a. Close Quest Lite.
   b. Remove all the existing installation(s) of Quest Lite. To accomplish this, follow the instructions provided on pages 19 – 25 of the Quest Lite User Manual provided with this project CD. Follow the installation removal directions for the operating system in use on the machine.
2. Using the project CD, double-click on the "Complete Installation" option provided on the Start page.
3. When prompted for a password, enter "ridot".
4. Follow the instructions provided in the installation wizard to complete the installation.
5. When executing Quest Lite for the first time after completing the installation, the user will be prompted to enter the company bidder codes provided by the Department. Once this information is entered, the installation process will be complete.

For technical assistance, contact the Contracts & Specifications office at 222-2495.

State of Rhode Island Department of Administration
Division of Purchases

RHODE ISLAND DEPARTMENT OF TRANSPORTATION

REVISED
December 11, 2012

NOTICE TO HIGHWAY AND BRIDGE CONTRACTORS
BIDDING ON PUBLIC WORKS PROJECTS

Effective **January 1, 2013** all Public Works related project proposals exceeding Five Hundred Thousand ($500,000) are required to include a "public copy". All agency contract solicitations, invitations for bids, etc. shall state that any bid or proposal that exceeds Five Hundred Thousand ($500,000) dollars must include a copy to be available for public inspection upon the opening of the bids. Any bid or proposal in excess of Five Hundred Thousand ($500,000) dollars which does not include a copy for public inspection shall be deemed to be non-responsive. For further information see R.I. Gen. Laws § 37-2-18(j) and the State Procurement Regulations at www.purchasing.ri.gov. Regulation Section 5.13 entitled "Bids Governing Highway and Bridge Construction Projects" applies to all Department of Transportation public works projects exceeding Five Hundred Thousand ($500,000) dollars and any combination of base bid plus all alternates.

Effective immediately all Rhode Island Department of Transportation Highway and Bridge contractors submitting proposals to the Division of Purchases shall submit a duplicate original of a vendor's Quest Lite compatible electronic copy on a readable compact disc, which shall satisfy the statutory "public copy" requirement for Public Works related projects.

The following conditions are required:

5.13 BIDS GOVERNING HIGHWAY AND BRIDGE CONTRUCTION PROJECTS

5.13.1 All proposals submitted in response to Rhode Island Department of Transportation solicitations for FHWA funded highway or bridge construction project shall include duplicate original compact disks (CD).

5.13.2 All bid proposals shall be opened publicly.

5.13.3 The Division of Purchases shall acknowledge, in the purchasing bid room, the submission by each bidder of both a paper copy of its proposal together with duplicate (2) copies of the

proposal on electronic compact disks (CD) which shall be compatible with software required the Rhode Island Department of Transportation pursuant to Section 12 of these regulations.

5.13.4 If the software program utilized by the Rhode Island Department of Transportation in accordance with Section 12 of these regulations is inoperable during the bid opening, then the Division of Purchases may read the bid price from the submitted hard copy and make the electronic version available for public inspection when the software program is online and properly functioning. Alternatively, the Purchasing Agent or his or her designee may document all proposals received and continue a bid opening for a date and time when the software is online and functioning. An addendum shall be posted for public viewing on the Rhode Island Vendor Information Program indicating the date and time for continuation of the bid opening.

5.13.5 All bids received at the initial bid opening shall be securely held within the Division of Purchases and no additional proposals, documents, or amendments thereto will be accepted by the Division of Purchases. The Division of Purchases shall not modify or amend a solicitation once bid opening has commenced.

5.13.6 An abstract copy of all responsive bid proposals which includes itemized pricing and total summary shall be posted for public viewing on the Rhode Island Vendor Information Program by the close of business on the day of bid opening.

NOTE: Contractor's must follow all instructions relating to Electronic bidding procedures Quest Lite Upgrade which are defined in the "Notice to Highway and Bridge Contractors" amended January 1, 2011.

NOTE: Failure to submit a duplicate original electronic file in high density (HD) compacted disk (CD) generated from the Quest Lite software marked "public copy", as required by R.I.Gen. Laws § 37-2-18(j), as amended, shall result in the disqualification of said bid.

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