

SECTION 00010

SOLITICATION INFORMATION



Solicitation Information

RFQ # 7461286

Date: March 11, 2013

Title: Ladd Center Phase I
Hazardous Materials Mitigation, Demolition, and Site Restoration
of the Higgins Building, Howe Building, Greene Building, and Riverfield
Building

Joseph P. Ladd Center, Exeter, Rhode Island

Closing Date and Time: April 1, 2013 at 10:30 AM Local Prevailing Time

Questions concerning this solicitation may be e-mailed to the Division of Purchases to bidinfo@purchasing.ri.gov no later than March 21, 2013 at 12:00 PM Local Prevailing Time as time stamped by the server. Please clearly reference the Project Title and RFQ number on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

KEY INFORMATION

Closing Date and Time:	April 1, 2013 at 10:30 AM
Bid Security Required:	YES – Five Percent (5%)
Mandatory Pre-Bid Conference:	YES
Date and Time:	March 18, 2013 at 9:30 AM Local Prevailing Time

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Location:	Rhode Island Department of Administration One Capitol Hill, Providence RI 02908 Second Floor Conference Room B
Bond Required:	YES
Prevailing Wage Project:	YES
MBE Requirement:	10% Goal
NOTE: General Questions may be submitted no later than <u>March 21, 2013 at 12:00 PM</u> Local Prevailing Time by E-mail to <u>bidinfo@purchasing.ri.gov</u> .	
Plans and Specifications:	
Available online on the Rhode Island, Division of Purchases website at <u>www.purchasing.ri.gov</u>	

a. SCOPE OF WORK

- A. Furnish all labor, materials, equipment, and incidentals required and complete the Hazardous Waste Mitigation, Building Demolition, and Site Restoration - Demolition of the Higgins Building (Building #15), Howe Building (Building #22), Greene Building (Building #17), and Riverfield Building (Building #19) complete and ready for operation in its entirety as shown in the Drawings and specified herein.
- B. The work includes completion of the following major elements as further described in the Contract Documents.
1. Demolition and asbestos and lead abatement of existing structures at Higgins Building;
 2. Demolition and asbestos and lead abatement of existing structures at Howe Building;
 3. Demolition and asbestos, PCB bulk product waste, and lead abatement of existing structures at the Greene Building;
 4. Demolition and asbestos and lead abatement of existing structures at Riverfield Building;
 5. Demolition, asbestos abatement, leads abatement, and hazardous waste abatement to include all aspects of proper disposal according to applicable local, state, and Federal regulations.
 6. Existing utility protection during demolition activities at the site as shown on the plans;
 7. Temporary Site Facilities: Utility relocations, fences, security, grading, erosion control, traffic control, etc.

8. Surface Restoration: Grade to match existing, work to also include loaming and seeding, as shown in drawings.
9. Other miscellaneous tasks contained in the Contract Documents.

NOTE: Complete details of the scope of work are available in a download on the Rhode Island, Division of Purchases website at www.purchasing.ri.gov (labeled with the issue date of this Solicitation Information document), which includes the Project Drawings and the Project Manual.

Potential Bidders are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

The intent of this Request for Quote is to identify and award the project to qualified General Contractors that are interested in providing the services necessary to complete the scope of work with quality and within the prescribed time frame.

SPECIAL NOTE:

The following documentation will be required within seven (7) calendar days of the tentative letter of award. The project cannot commence until a purchase order is issued which is your "Notice to Proceed." **Failure to provide the required information within seven (7) days from the date of the tentative letter of award may result in disqualification of contract award and the next lowest bidder will be solicited.**

Performance Bond and a Labor and Payment Bond in the amount equal to 100% of the contract award **from a firm authorized to conduct business in the State of Rhode Island.**

Liability and Property Damage and Workers Compensation in accordance with statutory requirements and other additional insurance as may be specified. The Certificate of Insurance must name the State of Rhode Island as Certificate Holder and as an "Additional Insured."

Auto liability coverage in the amount of one million dollars (\$1,000,000).

Environmental Impairment (AKA Pollution Control) – one million dollars (\$1,000,000) or 5% of face amount of contract, whichever is greater.

Rhode Island Equal Employment Opportunity Compliance Certificate & Agreement. For further information, call (401) 222-3090.

A completed "Minority Business Enterprise Plan." For further information, call (401) 574-8253 or visit the MBE website at www.mbe.ri.gov .

RIGL 37-13-3.1 State public works contract apprenticeship requirements, states: "(a)

Notwithstanding any laws to the contrary, all general contractors and subcontractors who perform work on any public works contract awarded by the state after passage of this act and valued at one million dollars (\$1,000,000) or more shall employ apprentices required for the performance of the awarded contract. The number of apprentices shall comply with the apprentice to journeyman ratio for each trade approved by the Apprenticeship Council of the Department of Labor and Training.”

Please provide evidence of compliance with this law.

Please note that Vendors/Bidders must register online on the Rhode Island, Division of Purchases website at www.purchasing.ri.gov.

Lorraine Hynes
Administrator of Purchasing

NOTE TO OFFERERS:

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

THIS PAGE IS NOT the BIDDER CERTIFICATION FORM

SECTION 1 – INSTRUCTION AND NOTIFICATIONS TO OFFERERS:

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Administration, Division of Capital Projects and Property Management, is soliciting proposals for General Contractors, from qualified respondents, and in accordance with the terms of this Request for Quote (RFQ) and the State's General Conditions of Purchase, which is available at www.purchasing.ri.gov.

To access the State's General Conditions of Purchase, enter our website, click on RIVIP, then click on General Information, and then click on Rules and Regulations. Once the Rules and Regulations are displayed, scroll to the bottom of the page and double click on Appendix A, which contains the State's General Conditions of Purchase.

Once Bidders have satisfied the requirements of the Division of Purchases bidders can gain access to the bid documents as prescribed in the "Instructions to Bidders" AIA Document A701. Bidders are encouraged to monitor the Division of Purchases website regularly as all official notifications of Addendum are posted there.

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 Request will be rejected as being nonresponsive.

The State reserves the right to award one or more respondent. The State also reserves the right to award this project based on cost alone.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its contents shall be borne by the offerer. The State assumes no responsibilities of these costs.

Proposals are considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted is to be considered fixed, unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and may not be considered.

It is intended that an award pursuant to this request will be made to a General Contractor, who will assume responsibility for all aspects of the Work. Joint venture and cooperative proposals will be considered. Subcontractors are permitted, provided that their use is clearly indicated in the Respondent's proposal, and that the subcontractor(s) proposed to be used are identified in the proposal.

Additionally, provide one (1) full copy of the Entire Bid Submittal clearly marked **COPY**, in a three ring binder and five (5) copies of any page of the bid documents including the bid form that has been altered to provide bid values, unit costs, signatures, acknowledgements and other information provided in areas to be filled in by the bidder clearly marked "**Partial Copy.**" Contractors are encouraged to submit full sets of copies.

The State reserves the right to make an award or to reject any or all proposals based on what it considered to be in its best interest.

In accordance with Title 7, Chapter 1.1 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 selected vendor(s).*

Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Quote will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

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 RFQ.

The respondent should be aware of the State's Minority Business Enterprise (MBE) requirement for this project is Ten (10%) participation goal by MBE's. The Contractor shall review and assign MBE percentages to each trade participating in this project. For further information, contact the MBE Administrator, at (401) 574-8253 or visit the website at <http://www.mbe.ri.gov>

Questions, in **Microsoft Word Format**, concerning this solicitation, may be e-mailed to the Division of Purchases to bidinfo@purchasing.ri.gov no later than the Date and Time indicated on page one (1) of this solicitation. Please reference the RFQ number on all correspondence.

Responses to questions received, if any, will be provided, as an addendum to this RFQ, and posted to the Rhode Island, Division of Purchases website at (www.purchasing.ri.gov). It is the responsibility of all interested respondents to the download this additional information. If technical assistance is required to download, call the Help Desk at (401) 222-3766.

Proposals to provide the required services must be received by the Division of Purchases **on or before the Closing Date and Time**. Responses (**a clearly marked original plus copies** as

defined previously in this document should be mailed or hand-delivered in sealed envelopes as delineated below, which are clearly marked with the RFQ number to:

By Courier or Mail:

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

Proposals received after the **Closing Date and Time** will not be considered. Proposals must be presented to the Purchasing Receptionist for check-in and time stamp prior to the bid opening date and time. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and may not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The "official" time clock is located in the reception area for the Division of Purchases. **(Please be advised that Fed-Ex/UPS and other carrier do not always arrive by the designated time so you are encourage to send your submission to arrive at least one business day early)**

RESPONSE CONTENTS

Responses must include the following:

- A completed and signed four-page RIVIP generated bidder certification cover sheet (downloaded from the Rhode Island, Division of Purchases website).
- A statement of experience describing the Offeror's Bidder's background, qualification, and experience with similar projects and all information described elsewhere in this solicitation
- A completed and signed W-9 Form downloaded from the Rhode Island, Division of Purchases website at www.purchasing.ri.gov by clicking on Vendor Information, then RIVIP, then General Information, and then Standard Forms.

SECTION 2 – SCOPE OF WORK

The Scope of Work is listed on Page 2 of this Solicitation Information, Document 00010.

Complete details of the scope of work are available in a download on the Rhode Island, Division of Purchases website at www.purchasing.ri.gov (labeled with the issue date of this Solicitation Information document), which includes the Project Drawings and the Project Manual.

Potential Offerers are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

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The intent of this Request for Quote is to identify and award the project to qualified General Contractors that are interested in providing the services necessary to complete the scope of work with quality and within the prescribed time frame.

PROPOSAL SUBMISSION

A **Pre-bid Conference and Site Visit**, for the purpose of clarifying the scope and intent of this requirement, will be held as noted in the “Key Information” section near the beginning of this Solicitation Information document.

Persons requesting the services of an interpreter for the hearing impaired may obtain those services by calling 401-222-5300 forty-eight (48) hours in advance of the pre-bid conference.

A summary of this meeting will be issued, as an addendum, and posted on Rhode Island, Division of Purchases website.

Interested bidders may **submit proposals** to provide the services covered by this Request on or before **the Closing Date and Time**. Proposals received after this time and date will not be considered.

Proposals must include the following:

1. An RIVIP generated bidder certification cover sheet (downloaded from the Rhode Island, Division of Purchases website).
2. All information and criteria requested as part of the bid package and bid form.
3. Oral, telephonic, facsimile, or other electronically transmitted bids will not be considered. Bids must be hand delivered or mailed, and the Bidder assumes full responsibility for the timely delivery at the location designated for the receipt of Bids.

Respondents are required to submit an original document (**Clearly marked as “ORIGINAL”**) and copies as prescribed previously in this document.

END OF SECTION

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**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**

**Solicitation Information
RFQ # 7461286**

RIVIP INFO - BID SUBMISSION REQUIREMENTS

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. 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.

PURCHASE AGREEMENT BID

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.

INSPECTION REQUIREMENTS

BIDDERS ARE RESPONSIBLE FOR INSPECTION OF EQUIPMENT AND/OR LOCATION, TAKING MEASUREMENTS* WHEN REQUIRED, AND MAKING THEMSELVES AWARE OF THE TOTAL REQUIREMENT BEFORE SUBMITTING A BID. *MEASUREMENTS PROVIDED WITH ANY BID ARE FOR REFERENCE PURPOSES AND ARE NOT GUARANTEED TO BE COMPLETELY ACCURATE.



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WAGE REQUIREMENTS

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. SELECT "INFORMATION" AND THEN SELECT "PREVAILING WAGE TABLE". THE STATE OF RHODE ISLAND USES THE GENERAL DECISION NUMBER RI20100001. 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-MATERIALS BASIS, i.e., AN HOURLY RATE, ANY OR ALL BIDS SUBMITTED IN AN AMOUNT LESS THAN THE PREVAILING RATE IN EFFECT FOR THE WORK COVERED BY THIS REQUEST AS OF THE DATE OF BID ISSUANCE SHALL BE REJECTED BY THE DIVISION OF PURCHASES.

THIS THIRD-PARTY LINK 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.



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INSURANCE REQUIREMENTS

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.



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LICENSE REQUIREMENTS

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.

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.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

FISCAL YEAR - AWARD EXTENDING PAST FISCAL YR END

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.



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VENDOR SPECIFICATIONS

ALL VENDORS MUST INCLUDE SPECIFICATIONS WITH BID PROPOSAL (EVEN THOSE BIDDING BRAND SPECIFIED). FAILURE TO SUBMIT SPECIFICATIONS WITH BID PROPOSAL MAY RESULT IN DISQUALIFICATION OF BID. ITEMS IN CATALOGS MUST BE CLEARLY MARKED AND PAGES TABBED.

NOTICE TO VENDORS

Effective **January 1, 2013** all *public works project* related bids or proposals exceeding **Five Hundred Thousand (\$500,000) dollars** are required to include a “public copy.” All agency contract solicitations and 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, please see R. I. Gen. Laws §37-2-18(j)..



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REVISED
December 11, 2012

NOTICE TO CONTRACTORS
AND VENDORS BIDDING
ON PUBLIC WORKS PROJECTS

Effective **January 1, 2013** all Public Works related project proposals exceeding Five Hundred Thousand (\$500,000) 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 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. Additionally, proposals submitted for a Master Price Agreement, when the total amount potentially may exceed Five Hundred Thousand (\$500,000) 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, see R.I. Gen. Laws Section 37-2-18(j) and State Procurement Regulations at www.purchasing.ri.gov. This requirement applies to all public works projects (vertical and horizontal) exceeding Five Hundred Thousand (\$500,000) dollars and any combination of base bid plus all alternates.



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In accordance to the State Procurement Regulations 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.



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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