

Request for Quote

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

BUYER: Melillo, Charlotte A
 PHONE #: 401-574-8110

CREATION DATE : 06-JUN-13
 BID NUMBER: 7472364
 TITLE: SHUTTLE SERVICES 9/3/13 - 5/12/14 - RHODE ISLAND COLLEGE
 BLANKET START : 03-SEP-13
 BLANKET END : 12-MAY-15
 BID CLOSING DATE AND TIME: 27-JUN-2013 10:30:00

**B
I
L
L
T
O**
 RIC SPECIAL INSTRUCTIONS
 SEE BELOW
 SEE BELOW, RI N/A
 US

**S
H
I
P
T
O**
 RIC-PURCHASING
 600 MOUNT PLEASANT AVENUE
 PROVIDENCE, RI 02908
 US

Requisition Number: 1315490

Line	Description	Quantity	Unit	Unit Price	Total
1	9/3/13 - 5/12/14 WITH STATES OPTION TO RENEW FOR AN ADDITIONAL YEAR. SHUTTLE SERVICES FOR RHODE ISLAND COLLEGE 1 HANDICAP ACCESSIBLE VAN THAT CARRIES NO LESS THAN 15 PASSENGERS AS PER ATTACHED SPECIFICATIONS EMAIL QUESTIONS REGARDING THIS BID TO: charlotte.melillo@purchasing.ri.gov VENDOR MUST PROVIDE THE MAKE/MODEL (YEAR) AND TYPE OF SHUTTLE AS WELL AS THE REGISTRATION NUMBER AND STATE THAT THE VEHICLE IS REGISTERED ON THE ATTACHED SHEET WHICH MUST BE RETURNED WITH YOUR BID. * 9/3/13 - 5/12/14 - SHUTTLE SERVICES - RHODE ISLAND COLLEGE - 1 HANDICAP ACCESSIBLE VAN THAT CARRIES NO LESS THAN 15 PASSENGERS AS PER ATTACHED SPECIFICATIONS	1.00	DAY		

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

SHUTTLE SERVICE SPECIFICATIONS

CONTRACT PERIOD: SEPTEMBER 3, 2013 – MAY 12, 2014

WITH AN OPTION TO RENEW FOR ONE (1) YEAR.

The successful vendor will be responsible for safely shuttling students around a determined campus loop at RIC beginning at 7:30 AM at The Keefe Transportation Center, making a total of 10 stops in a 30 minute cycle. The vendor will be required to utilize (1) vehicle that carries no less 15 passengers. The van used must meet RI Handicap Accessibility standards. Drivers must be ADA trained and provide proof of training with the bid proposal if applicable per law.

The successful vendor must provide a vehicle that meets all current and applicable Rhode Island rules, regulations, and laws. The vehicle is to be in good condition and must at all times allow for loading from the sidewalk. The vehicle must be no older than 5 model years old. Maintenance records must be made available for inspection at the request of the Director of Public Safety and Campus Police. These requests will only be made for cause. This vehicle will be required to be clearly recognizable and have a placard in the front window that contains the words "RIC SHUTTLE", making it visible to the public. It will be the responsibility of the successful vendor to ensure that the operator of this shuttle possess a valid Rhode Island Chauffeur's license and/or any other permits that may be required by the State of Rhode Island. Proof of liability insurance is required. Additionally, it will be the responsibility of the successful vendor to ensure that all of their employees that will have contact with members of the college community will have been thoroughly screened to include, but not be limited to, criminal background and drug tests.

The successful vendor will furnish their drivers with two-way radios or cell phones to communicate with the RIC Campus Police officers on duty as well as between the vans. The frequency will be furnished by RIC Campus Police. Programming of the radios will be at the cost of the vendor awarded the bid.

The vehicle that will be utilized will include GPS/Vehicle Tracking hardware to allow patrons to utilize a Mobile App for real time shuttle information and tracking.

This service will be for the period of **September 3, 2013 – May 12, 2014** excluding holidays, winter break, and spring break per Rhode Island College's academic calendar attached. The hours of operation are from 7:30 AM to 10:00 PM Monday through Thursday during the academic year as well as from 7:30 AM to 12:30 PM (Afternoon) on Fridays. Transportation off campus pickup/drop off to local market/pharmacy within 1

mile of the campus during the final hour of shuttle service Monday – Thursday (schedule permitting). It will be the vendor's employee's responsibility to physically check in with RIC Campus Police at the beginning and end of each shift. These drivers will be in uniform which will clearly identify them as an employee of the company winning this bid.

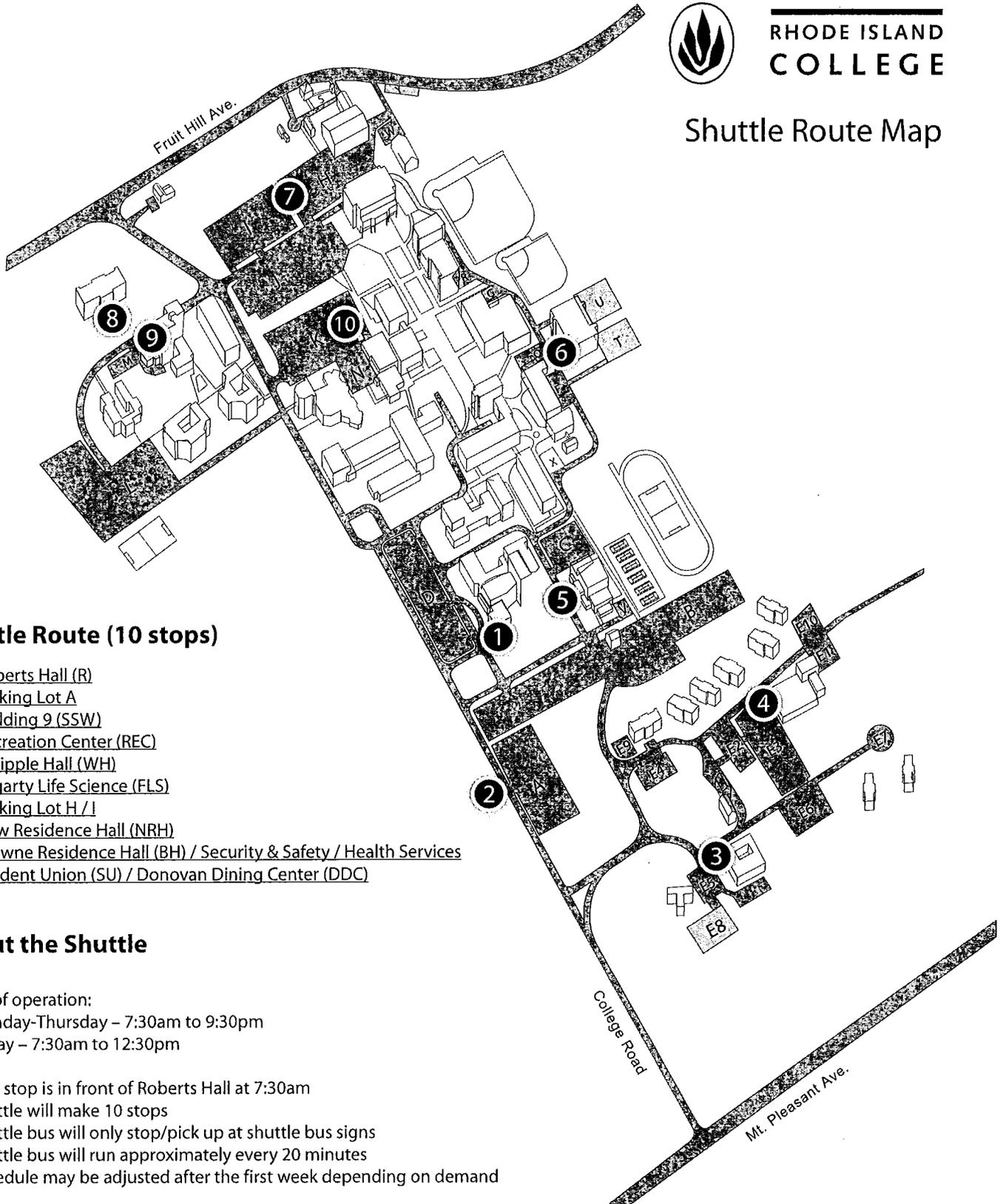
PROPOSAL AMOUNT: \$ _____ UNIT PRICE PER DAY PER VEHICLE –
(1 VEHICLE NEEDED PER DAY)

**PLEASE PROVIDE THE MAKE/MODEL AND TYPE OF SHUTTLE AS WELL AS THE
REGISTRATION # AND STATE THAT THE VEHICLE IS REGISTERED.**

PLEASE RETURN THIS WITH YOUR BID



Shuttle Route Map



Shuttle Route (10 stops)

- 1 Roberts Hall (R)
- 2 Parking Lot A
- 3 Building 9 (SSW)
- 4 Recreation Center (REC)
- 5 Whipple Hall (WH)
- 6 Fogarty Life Science (FLS)
- 7 Parking Lot H / I
- 8 New Residence Hall (NRH)
- 9 Browne Residence Hall (BH) / Security & Safety / Health Services
- 10 Student Union (SU) / Donovan Dining Center (DDC)

About the Shuttle

Hours of operation:

- Monday-Thursday – 7:30am to 9:30pm
- Friday – 7:30am to 12:30pm

- First stop is in front of Roberts Hall at 7:30am
- Shuttle will make 10 stops
- Shuttle bus will only stop/pick up at shuttle bus signs
- Shuttle bus will run approximately every 20 minutes
- Schedule may be adjusted after the first week depending on demand



RHODE ISLAND COLLEGE

A-Z RICconnect Employment Online Services Web Mail

ABOUT RIC ACADEMICS ADMISSIONS ALUMNI & DONORS ATHLETICS & RECREATION CAMPUS LIFE LIBRARY PERFORMING & FINE ARTS

ACADEMICS

Academic Calendar

2013-2014

Majors & Programs

Graduate Degrees & Certificates

Catalog, Course Bulletin, & Publications

Faculty Directory

General Education

Initiatives & Partnerships

Schools, Departments & Programs

Special Academic Programs

[RIC > Academics](#)

Academic Calendar

This calendar shows academic events of note for the college campus. Please visit the [administrative calendar](#) for administrative information.

[View the Academic Calendar for 2013-2014](#)

EARLY SPRING 2013

December

31 Monday Early Spring classes begin

January

1 Tuesday New Year's Day (college closed)

SPRING SEMESTER 2013

January

7 Monday New student orientation begins

9 Wednesday Spring registration begins for nondegree students

18 Friday Spring waiver registration for disabled veterans, National Guard (STEP Program), senior citizens, and students with unemployment waivers. Early Spring classes end

21 Monday Martin Luther King Day (college closed, library closed)

22 Tuesday Spring classes begin

February

4 Monday Last day to add classes

25 Monday Summer registration begins for degree candidates

March

4 Monday Summer registration begins for nondegree students

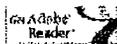
8 Friday Midsemester grades need to be submitted over the next two weeks

11 Monday Spring recess begins

18 Monday Classes resume

29	Friday	Last day to withdraw from classes
April		
1	Monday	Fall registration begins for degree candidates
May		
1	Wednesday	Cap and Gown Convocation
4	Saturday	Emergency Make Up Day (if needed and so designated by administration)
6	Monday	Spring semester classes end
7	Tuesday	Final examinations begin
13	Monday	Final examinations end
14	Tuesday	Graduating senior grades due by noon
15	Wednesday	Remaining grades due by noon
16	Thursday	Graduate Commencement
17	Friday	Summer Session I waiver registration for disabled veterans, National Guard (STEP Program), senior citizens, and students with unemployment waivers
18	Saturday	Undergraduate Commencement
20	Monday	Summer Session I begins
27	Monday	Memorial Day (college closed, library closed)
June		
28	Friday	Summer Session I ends; Session II waiver registration for disabled veterans, National Guard (STEP Program), senior citizens, and students with unemployment waivers
July		
1	Monday	Summer Session II begins
4	Thursday	Independence Day (college closed, library closed)
August		
9	Friday	Summer Session II ends
12	Monday	Victory Day (college closed, library closed)

Revised August 15, 2012 NOTE: Calendar subject to change



This page contains content in PDF format. You must have the [Adobe Acrobat Reader](#) to view this content, [click here](#) to download it for free.

Page last updated: Jan. 25, 2013

Contract Terms and Conditions

Table of Contents

Terms and Conditions.....VI
 BID STANDARD TERMS AND CONDITIONSVI
 TERMS AND CONDITIONS FOR THIS BIDVI
 PURCHASE AGREEMENT BIDVI
 AUTHORIZATION AND RELEASEVI
 INSURANCE REQUIREMENTSVI
 MULTI YEAR AWARDVI
 RIVIP INFO - BID SUBMISSION REQUIREMENTSVII
 LICENSE REQUIREMENTSVII

Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

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.

AUTHORIZATION AND RELEASE

In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency. A Direct Purchase Order (DPO) shall be created by the agency listing the items ordered, using the pricing and format set forth in the Master Blanket. All pricing shall be as described in the Master Blanket and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected in Master Blanket.

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.

MULTI YEAR AWARD

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.

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.

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.