



REQUEST FOR QUOTE (RFQ) – BID# 7537387

MOVING DEPARTMENT OF HUMAN SERVICES OFFICES, PAWTUCKET RI

SUBMISSION DEADLINE: Friday, December 13, 2013 at 11:30 AM (ET)

PRE-BID CONFERENCE:

NO
 YES **Tuesday, December 03, 2013 at 1:30 PM (ET)**

Mandatory:

NO
 YES

Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory pre-bid conference. The representative must register at the pre-bid conference and disclose the identity of the vendor whom he/she represents. Because attendance at the pre-bid conference is mandatory, a vendor's failure to attend and register at the pre-bid conference shall result in disqualification of the vendor's bid proposal as non-responsive to the solicitation.

Location:

DHS
24 Commerce Street
Pawtucket, Rhode Island

Buyer Name:

Thomas Bovis

Title:

Interdepartmental Project Manager

QUESTIONS concerning this solicitation must be received by the Division of Purchases at (questions@purchasing.ri.gov) no later than (Wednesday, December 04, 2013, 4:00 PM (ET)). Questions should be submitted in a *Microsoft Word attachment*. Please reference the bid number (Bid #7537387) on all correspondence. Questions received, if any, will be posted on the Rhode Island Division of Purchases website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED:

NO

BOND REQUIRED:

NO

PUBLIC COPY (R.I. Gen. Law 37-2-18(j)): 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.

DISK BASED BID:

NO
 YES: See attached Disk Based Bidding Information

NOTE TO VENDORS:

Vendors must register on-line at the Rhode Island Division of Purchases website at www.purchasing.ri.gov. Offers received without the completed four-page Rhode Island Vendor Information Program (RIVIP) Generated Bidder Certification Cover Form attached may result in disqualification.

THIS IS NOT A BIDDER CERTIFICATION FORM



Disk Based Bidding Information

File Format

All disk based bid files are ZIP files that you can open using the WinZip 8.1 software. The ZIP file will contain one or more files based on the type of Bid/RPF.

Downloading the Disk Based Bid

Bids that have a file for download are marked with a "D" in the Info field of the bid search results. The "D" will be an active link to the WinZip file until the bid reaches its opening date. Clicking on the active "D" link will allow you to open or save the ZIP file associated with the bid. Opening the WinZip file will download a copy to your computer's temporary directory.

Opening the Disk Based Bid

Once downloaded, you can open the ZIP file with WinZip and view the Microsoft Office files contained within the WinZip file. Immediately save (extract) the individual files to an appropriate directory on your computer, such as "Desktop" or "My Documents".

FOR THE DEPARTMENT OF TRANSPORTATION AND OTHER SPECIFIC PROJECTS:

Completing the Disk Based Bid

Once the Microsoft Office files are properly saved, open the individual files and enter the required information in the appropriate fields. Save each file again to capture the new information you entered.

Submitting the Disk Based Bid

Save the completed files to a CD or diskette. Label the CD or diskette with the Bid/RFP number and bidder's name (company name, not contract name). Submit as instructed in the Bid or RFP solicitation document.

REQUEST FOR QUOTES # 7537387
SOLICITED FROM COMMERCIAL (BONDED AND INSURED) MOVERS

DEPARTMENT OF HUMAN SERVICES
MOVE FROM: 24 COMMERCE STEEET, PAWTUCKET (Existing Office)
MOVE TO: 249 ROOSEVELT AVENUE, PAWTUCKET (New Office)
(Attached aerial photogeraph)

INTRODUCTION

- a) The Rhode Island Department of Administration, Division of Purchases, on behalf of the Department of Human Services are soliciting proposals from qualified moving companies to provide relocation services as described elsewhere herein, and in accordance with the terms of this Request and the State's General Conditions of Purchase (available at www.purchasing.ri.gov).

NOTIFICATIONS TO OFFERORS:

- a) Potential Respondents are advised to review this RFQ carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- b) In order to submit a proposal, Respondents must properly register with the State of Rhode Island. For information of registering, please see the Division's website at www.purchasing.ri.gov and under the heading "Vendor Registration Information".
- c) All proposals shall include the Respondent's FEIN or Tax Identification number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
- d) 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 RFQ will be rejected as being non-responsive.
- e) All costs associated with developing or submitting a proposal in response to this RFQ, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- f) Proposals misdirected to other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered. The official time clock is located in the reception area of the Division of Purchases, 2nd floor, One Capitol Hill, Providence, RI.

- i) In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State (401/222-3040) www.sos.ri.gov. However, this is a requirement only for successful bidder (s).
- j) Respondents are advised that all documents and materials submitted to the Division of Purchases for consideration in response to this solicitation shall be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- k) Respondents should be aware of all applicable MBE requirements, as set forth in R. I. Gen. Law § 37-14.1-1, *et seq.* The State's goal is for a minimum ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or charles.newton@doa.ri.gov, Visit the website <http://www.mbe.ri.gov/>
- l) Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFQ.
- m) Equal Employment Opportunity-R. I. Gen. Laws § 28-5.1 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 in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail raymond1@gw.doa.state.ri.us
- n) Subcontractors are permitted for this project, provided that the identity of the proposed subcontractor(s) and scope of the subcontractor's services are clearly stated in the Respondent's proposal.
- o) Questions concerning this solicitation may be e-mailed to the Division of Purchases in accordance with the terms and conditions expressed on the cover page of this solicitation. All questions received by the Division of Purchases shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases' website for updated solicitation information and addenda.
- p) The Division of Purchases reserves the right to accept or reject any or all proposals submitted in response to this solicitation, to waive minor irregularities, or to negotiate with any Respondents, as necessary, to serve the best interests of the State.

SCOPE OF WORK

The successful bidder will move the items below from **24 Commerce Street, Pawtucket** (existing DHS office location) to **249 Roosevelt Avenue, Pawtucket** (new DHS office).

Bids must will be in a lump sum and submitted on the attached Fee Proposal Form.

NOTE 1: All of the following items will be clearly tagged with a location destination code that corresponds with the new floor plan that will be provided to the mover.

- Sixty five (65) Computers & Monitors (bagged or boxed)
- Sixty five (65) Phone sets
- Twenty five (25) Desks
- Two hundred ninety-two (292) chairs
- Thirty eight (38) Tables
- Three hundred thirty eight (338) empty file cabinets
- Approximately One Thousand Five Hundred (1,500) boxes filled with files
- Eighty one (81) Freestanding bookshelves and cabinets
- Four (4) Coat racks

NOTE 2: A floor plan of the new office location will be provided to the successful bidder with clearly identified location destination codes for all of the above-referenced labeled items.

NOTE 3: The successful bidder must secure any local permits required for street closure.

NOTE 4: The successful bidder must take take all necessary precautions so as not to cause damage to the leased premises at both of the above-referenced locations.

PROPOSED WORK SCHEDULE

Work Must Not Commence Before: **12/23/2013 @ 8:30 a.m.**
*(No Work To Be Performed On 12/25/2013 – Holiday)
Work Must Be Completed By: **12/26/2013 @ 4:30 p.m.**

