



# Request for Quote

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

CREATION DATE : 09-DEC-13  
BID NUMBER: 7538374,1  
TITLE: STATEWIDE COURIER SERVICE  
  
BLANKET START : 01-JAN-14  
BLANKET END : 31-DEC-16  
BID CLOSING DATE AND TIME:20-DEC-2013 11:15:00

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

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DOA CONTROLLER  
ONE CAPITOL HILL, 4TH FLOOR  
SMITH ST  
PROVIDENCE, RI 02908  
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DOH HEALTH LABORATORIES  
50 ORMS STREET  
PROVIDENCE, RI 02904  
US

Requisition Number: 1346718  
Amendment Description: AMENDMENT #1 - QUANTITY CHANGED FROM 128,000 TO 17,000

Line	Description	Quantity	Unit	Unit Price	Total
1	APA-8288 1/1/14-12/31/16 STATEWIDE COURIER SERVICE TO PICK-UP AND DELIVER CLINICAL SPECIMENS TO THE STATE HEALTH LABORATORY PER SPECIFICATIONS.	17,000.00	Each		

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

## State Health Laboratory Courier Service

Statewide courier service is utilized to pick-up and deliver clinical specimens to and from the State Health Laboratory. Specimens must be delivered to the Health Lab by 2:30PM on the day of receipt. Specimen temperatures during transport must not exceed 80 degrees F. or drop below 60 degrees F. In an effort to reduce the risk of receiving specimens that are unacceptable for testing purposes, specimens must be transported in insulated containers (e.g. coolers) with an operable thermometer to record the temperature within the container.

The Health Laboratory may make adjustments to the courier schedule during the contract period, including the addition and/or deletion of pick-up sites. The Health Lab, as needed, may alter pick-up/delivery times, particularly during the holiday season. Influenza pick-up sites will vary according to season and scope of outbreak.

Statewide courier service pick-up/delivery sites are identified on the attached schedule provided by the State Health Laboratory (see attached).

Training of courier personnel shall be provided by the vendor, including but not necessarily limited to blood borne pathogen (BBP) training. The vendor shall provide documentation of such training to the Health Lab upon request.

In accordance with the Rhode Island Department of Health Confidentiality Policy and the R.I.G.L. 38-2, the State Health Laboratory recognizes an individual's right to privacy and to the confidentiality of personal identifiable information. All persons (including vendors, contractors temporary staff, etc.) who have access to Health Laboratory records, whether printed, electronic or other, have a legal obligation to keep confidential all information not deemed to be public. The vendor agrees to abide by this policy set forth by the Health Department.

Note: Quantity of 17,000 represents the estimated number of courier stops during a twenty six (26) month period.

### Courier List

NAME OF FACILITY	M	T	W	TH	F	S
ALLEN BERRY 202 Prairie Ave Providence, RI 02905 444-0570 Contact: S. Shanley/ P. Stafford	X	X	X	X		X
Bayside Family HC 308 Callahan Rd North Kingston, RI 02852 295-9706 or 295-9707 Contact: Charlotte Taylor		X	X	X	X	X
Blackstone Valley Community HLTH CTR/ C.F. 9 Chestnut St. Central Falls, RI 02863	X	X	X	X	X	X
Blackstone Valley Community HLTH CTR/ Pawt. 42 Park Place Pawtucket, RI 02860	X	X	X	X	X	X
Capitol Hill HC 40 Candace St Providence, RI 02907 444-0550 Contact: Mary Jane Byers	X	X	X	X	X	X

### Courier List

Name of Facility/Center	M	T	W	Th	F	S
Central HC 239 Cranston St Providence, RI 02907 444-0580 Contact: Dorothy Williams	X	X	X	X	X	X
Chad Brown HC 285A Chad Brown St Providence, RI 02908 274-6339 Contact: Diane Pacheco	X	X	X	X	X	X
Chafee HC One Warren Way Providence, RI 02905	X	X	X	X	X	X
CODAC II 347 Huntington Ave. Providence, RI 02909 942-1450 Contact: Susan Maratta			X			X
East Bay Family HC 100 Bullocks Pt. Rd. East Providence, RI 02915 437-1008 Liz Carlos	X	X		X	X	X

### Courier List

Site Name	M	T	W	Th	F	S
Everett C. Wilcox 226 Buttonwoods Warwick, RI 02886			X	X	X	
Family Health Services- Coventry 191 MacArthur Blvd. Coventry, RI 02816 828-5335 Contact: Donna Conway	X		X	X	X	X
Family Health Services- Cranston 1090 Cranston St Cranston, RI 02920 943-1981 Contact: Pat Johnson	X		X	X	X	X
Health Center of South County 1 River St Wakefield, RI 02879 783-0523 Contact: Ann Spearman	X			X		X
No. West Community Health 36 The Bridgeway Pascoag, RI 02829 Mailing Address: 234 Putnam Pike Harmony, RI 586-7661 Contact: Beverly McGuire/ Peter Bancroft	X			X		X

### Courier List

	M	T	W	Th	F
Olneyville HC 100 Curtis St. Providence, RI 02906 444-0540 Contact: Elizabeth Salvatore	X	X	X	X	X
Planned Parenthood 111 Point St. Providence, RI 02940 421-9620	X		X		X
Planned Parenthood Express 183 Angell St. Providence, RI 02940	X	X	X	X	X
RI Training School 300 New London Ave- A Bldg. Cranston, RI 02920 464-1923 or 4642445 Contact: Steve Katz	X		X		X
South County Hospital 100 Kenyon Ave. Wakefield, RI 02890 782-8020 Contact: Joyce Pearson	X	X	X	X	X

### Courier List

Name of Facility	M	T	W	Th	F
Thundermist HC 383 Arnold St. Woonsocket, RI 02895 767-4100 Contact: Carolyn Cohen/ Deborah Metaxix	X	X	X	X	X
Thundermist HC 1219 Main St. West Warwick, RI 02893 615-2800	X	X	X	X	X
Crossroads RI (Traveler's Aid) 160 Broad St. Providence, RI 02903 521-2255		X			X
Tri-town HC 1126 Hartford Ave. Johnston, RI 02919 351-2750 Contact: Lilia Erikham	X	X	X	X	X
Visiting Nurses Health Services 21 Chapel St. Newport, RI 02840 682-2100 Contact: Jean Anderson		X			X

### Courier List

NAME OF HEALTH CENTER	M	T	W	T	F
Warwick- WIC Program 205 Buttonwoods Ave. Warwick, RI 732-4660 ext. 321 Contact: Rose		X			X
West Bay Community Action 53 Providence St West Warwick, RI 02893	X			X	
West Warwick Middle School Factory St West Warwick, RI 02893		X		X	X
Whitmarsh House 21 Peace St. (rear door) Providence, RI 458-4302 Contact: Frank Tedino	X	X	X	X	X
Westerly Hospital 25 Wells St Westerly, RI	X	X	X	X	X

**Contract Terms and Conditions**

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**Terms and Conditions**

**BID STANDARD TERMS AND CONDITIONS**

**TERMS AND CONDITIONS FOR THIS BID**

**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.

**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.

**RIVIP INFO - BID SUBMISSION REQUIREMENTS**

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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.

**MAILING ADDRESS FOR BID PROPOSALS ISSUED BY THE STATE OF RHODE ISLAND,  
DIVISION OF PURCHASES**

All Bid Proposals must be submitted by mail or hand delivered to:

- State of Rhode Island
- Department of Administration
- Division of Purchases, Second floor
- One Capitol Hill
- Providence, RI 02908-5855

**DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:**

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.

**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 ordered 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.

**DELIVERY PER AGENCY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.