



**SOLICITATION TITLE: DUCT CLEANING-BLDGS 68,69,70,71,72,73-PASTORE COMPLEX**  
**SOLICITATION NUMBER: 7548400**

**BID SUBMISSION DEADLINE: February 7, 2014 at 10:00 AM**

**PREBID CONFERENCE:**  NO  
 YES - NONMANDATORY  
 YES – MANDATORY: Bidder must attend the mandatory prebid conference. The bidder’s representative must register with the Division of Purchases at the mandatory prebid conference and identify the bidder he or she represents.

**Location:** Department of Labor and Training, Bldg #73, 1511 Pontiac Avenue, Cranston, RI  
Meeting will be in cafeteria to right of information booth

**Date:** January 28, 2014

**Time:** 9:00 AM

**Buyer Name:** David A. Cadoret

**Title:** Chief Buyer

**QUESTIONS** concerning this solicitation must be received by the Division of Purchases at ([bidinfo@purchasing.ri.gov](mailto:bidinfo@purchasing.ri.gov)) no later than **5:00 PM, January 30, 2014**, Questions should be submitted in a *Microsoft Word attachment*. Please reference the solicitation number (7548400) 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.

**BID BOND REQUIRED:**  YES  
 NO

**PAYMENT AND PERFORMANCE BOND REQUIRED:**  YES  
 NO

**RIVIP REGISTRATION:** Bidders must be registered vendors through the online Division of Purchases Rhode Island Vendor Information Program at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). To register or update information, click on “Vendor Center,” then “Vendor Information” from the dropdown menu on the left.

**BIDDER CERTIFICATION COVER FORM:** Bidders must download (obtainable at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)), complete, and submit a Bidder Certification Cover Form with each bid proposal.



## **Electronic Solicitation Bidding Information**

### **Downloading and Accessing Electronic Files**

Accessing electronic files on the purchasing website will require Adobe viewer. All bids denoted with a "D" in the "Info" column will require WinZip 8.1 software. The WinZip file may contain one or more files. These files may require additional software such as Microsoft Office.

Bids that have a file for download are marked with a "D" in the "Info" field of the bid search results page located on the Purchasing website. The "D" will indicate 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 WinZip file associated with the bid. Opening the WinZip file will offer you the option of saving to your local computer.

Once saved, you can open the WinZip file and view the files. The individual files can be saved to your computer in a location such as "Desktop" or "My Documents".



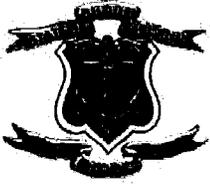
STATE OF RHODE ISLAND  
DEPARTMENT OF ADMINISTRATION  
DIVISION OF PURCHASES

**NOTICE TO VENDORS**

*Public Works Projects*

Each bid proposal for a *public works project* must include a "public copy" to be available for public inspection upon the opening of bids. **Bid proposals that do not include a copy for public inspection will be deemed nonresponsive.**

For further information on how to comply with this statutory requirement, see R. I. Gen. Laws §§ 37-2-18(b) and (j). Also see Procurement Regulation 5.11, and in addition, for highway and bridge projects, also see Procurement Regulation 5.13, accessible at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).



# Request for Quote

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

CREATION DATE : 14-JAN-14  
BID NUMBER: 7548400  
TITLE: DUCT CLEANING-BLDGS  
68,69,70,71,72,73-PASTORE COMPLEX  
  
BLANKET START : 01-FEB-14  
BLANKET END : 31-JAN-15  
BID CLOSING DATE AND TIME:07-FEB-2014 10:00:00

BUYER: Cadoret, David  
PHONE #: N/A

B  
I  
L  
L  
L  
T  
O  
DOA CONTROLLER  
ONE CAPITOL HILL, 4TH FLOOR  
SMITH ST  
PROVIDENCE, RI 02908  
US

S  
H  
I  
P  
T  
O  
DLT BUSINESS AFFAIRS UNIT  
BUILDING #73  
1511 PONTIAC AVE  
CRANSTON, RI 02920  
US

Requisition Number: 1346360

Line	Description	Quantity	Unit	Unit Price	Total
1	CLEANING DUCTWORK,VENTS,DIFFUSER,REGISTERS,GRILLES,AI R CONVEYANCY SYS,AIR HANDLIERS,COILS,AC EQUIP,UNIT HEATERS,VAV BOXES ANY OTHER HVAC EQUIP THROUGHOUT THE CENTER GENERAL COMPLEX, CRANSTON #68,#69, #70, #71,#72 & #73	1.00	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



SOLICITATION NUMBER 7548400

DUCT CLEANING-BLDGS 68,69,70,71,72,73-PASTORE COMPLEX

SCOPE OF WORK:

Supply all labor, materials, tools, equipment, supplies and miscellaneous items as may be required for the removal of visual debris and contamination from all Ductwork, vents, diffusers, registers, grilles, air conveyance systems, air handlers, coils, air conditioning equipment, unit heaters, VAV boxes and any other equipment related to any of the HVAC equipment throughout the Center General complex consisting of Buildings #68, #69, #70, #71, #72 and #73.

This complex of building houses a number of state agencies, primarily the Rhode Island Department of Labor and Training's Administrative offices, which are generally occupied from the hours of 7:00 a.m. to 5:00 p.m., Monday through Friday. Some operations run a twenty four hour seven day a week schedule but these are a small percentage of the work force and generally confined to one area within one building. These offices provide essential services to the people of the State of Rhode Island and cannot be relocated or unduly disrupted during normal operating hours. Therefore, the successful contractor shall be required to perform this work during off hours and weekends. The contractor shall be required to provide the owner with a detailed work plan and schedule of planned cleaning operations to allow the facilities division to coordinate any notifications to the administrators and staff in the buildings.

CLEANING PROCESS

Site Preparation:

*Lock-Out/Tag-Out:*

1. The Exhaust Fans will be locked out by the Contractors Service Coordinator and the Owners Representative.

*Protective Covering:*

2. Cover all machinery, office equipment, furniture, floors and other components with plastic or drop cloths where the work is being performed. All areas shall be thoroughly cleaned prior to the completion of each work shift.



SOLICITATION NUMBER 7548400

DUCT CLEANING-BLDGS 68,69,70,71,72,73-PASTORE COMPLEX

Preliminary Site Cleaning and Gaining Access to the Ductwork:

*Registers:*

3. Remove all registers, vents, grilles and diffusers as required.
4. Vacuum and/or hand wash all registers, vents, grills and diffusers as required.

*Drop Ceiling:*

5. The drop ceiling shall be removed where required in order to gain access to the duct system. The contractor shall remove any drop ceilings required to complete this work and shall furnish, deliver and reinstall any damaged or broken ceiling tiles at the end of each shift or workday.

*Insulation:*

6. Exterior insulation shall be removed where required, by cutting with a razor blade to gain access to the ductwork. Any insulation disturbed or removed during completion of this work shall be properly repaired to a neat clean functional condition or replaced in its entirety.

*Access Ports:*

7. Access ports may be cut in the ductwork where necessary. Access ports shall be cut to an appropriate size to accommodate the particular project needs and the size of the ductwork requiring access. Access ports shall be installed in strict adherence with industry standards. These include:
  - National Fire Protection Association (NFPA)
  - North American Insulation Manufacturers Association (NAIMA) Duct construction Standards.
  - National Air Duct Cleaners Association (NADCA)
  - Sheet Metal and Air Conditioning Contractors Association (SMACNA) Duct Construction Standards.
  - Underwriters Laboratories, Inc. (UL).



SOLICITATION NUMBER 7548400

DUCT CLEANING-BLDGS 68,69,70,71,72,73-PASTORE COMPLEX

*Access Ports:*

- a. Shall be planned and located such that the entire system can be reached effectively.
- b. Shall be sized and positioned to ensure total source removal as well as visual inspection of the interior of ductwork and equipment.

*Use of Agitation Devices:*

The choice of agitation devices will be determined based upon:

- a. The debris present within the system (i.e. dust).
- b. The type of material used in the construction of the ductwork to be cleaned (i.e. fiberglass lining).
- c. The use of this equipment shall not be allowed to damage any equipment or ductwork.

*Industrial Brushes (If Applicable):*

8. Industrial brushes may be used to brush the interior of the system.
  - a. Various types of hard and soft bristle brushes may be used depending upon the need and make-up of the interior surface of the ductwork, dimensions of the ductwork and the overall conditions encountered.

*Compressed Air Washing (If Applicable):*

9. Air Compression may be used to:
  - a. Loosen dust and dirt build-up within the ductwork.
  - b. As required, side runs shall be locked off during cleaning of main runs.
  - c. Side runs shall be cleaned separately as required.



SOLICITATION NUMBER 7548400

DUCT CLEANING-BLDGS 68,69,70,71,72,73-PASTORE COMPLEX

**Vacuum Collection:**

The successful contractor shall use equipment with H.E.P.A. (high efficiency particulate arrestance) filtration only. The choice of vacuum collection unit will be determined based upon:

- a. The debris present within the system (i.e. dust).
- b. The type of material used in the construction of the ductwork to be cleaned (i.e. fiberglass lining).
- c. The material that the ductwork is made from (i.e. 24 gauge metal).
- d. The dimensions of the ductwork.
- e. The accessibility of the ductwork (i.e. drop ceiling).

**High Powered H.E.P.A. (2500 CFM - 5000 CFM):**

10. Negative pressure shall be used with brushing and high compressed air throughout the exhaust system.
  - a. The negative pressure air machine shall produce, at a minimum, 25 00 CFM at 5" of static pressure and shall have the capability of producing 5,000 CFM at 4" of static pressure.
  - b. The vacuum shall have a pre-screen leading into a bag filter. After the bag filter the airflow shall pass through the H.E.P.A. filter prior to exhausting.

**H.E.P.A. Vacuums (Portable Units):**

11. Industrial H.E.P.A. - Filter Vacuums.
  - a. Shall provide agitation and vacuum collection principles into one operation to prevent debris from becoming airborne.
  - b. Shall remove contaminants – (i.e. dust, dirt, lint, mold spores), and any other potential contaminants that may be present in the air ventilation system.



SOLICITATION NUMBER 7548400

DUCT CLEANING-BLDGS 68,69,70,71,72,73-PASTORE COMPLEX

Sanitizing - To Control Microbial Contamination:

12. The ductwork shall be sanitized as required with either Oxine (AD), an Enviro-Con or an approved equal sanitizing / cleaning product.

Variable Air Volume Boxes (VAV) (If Applicable):

13. If an access panel door is not available, the VAV boxes shall be accessed by making access ports.
  - a. Access ports shall be located to allow entire interior to be reached
  - b. Loose wires and cables shall be secured.
  - c. The VAV box shall be HEPA vacuumed as described above.
  - d. If interior insulation is present within the unit, the its condition shall be evaluated after it has been successfully HEPA vacuumed. Any damaged insulation shall be repaired or replaced as required.

Reheat Coils (If Applicable):

14. If an access panel is not available, the reheat coil shall be reached by making access ports.
  - a. Access ports shall be located to allow entire interior to be reached
  - b. Fins will be HEPA vacuumed or brushed as required to loosen debris.
  - c. EPA approved coil cleaner shall be applied as needed, and rinsed with water.
  - d. Condensate drain shall be cleaned and cleared.
  - e. Any damaged fins or insulation shall be repaired or replaced as required.

Air Handling Unit (AHU) (If Applicable):

15. The main AHU's shall be cleaned.
  - a. HEPA vacuuming, brushing, scraping and hand wiping shall be employed to thoroughly clean the interior surfaces of the units, including the plenum.
  - b. Condensing coils shall be cleaned by HEPA Vacuuming and/or applying coil cleaner.



SOLICITATION NUMBER 7548400  
DUCT CLEANING-BLDGS 68,69,70,71,72,73-PASTORE COMPLEX

- c. Interior filter racks shall be cleaned by HEPA vacuuming and (if required) wire brushing and hand wiping.
- d. Blower chamber and blades shall be cleaned by HEPA vacuuming, wire brushing and hand wiping.
- e. Dampers and louvers shall be cleaned by HEPA vacuuming and (if required) wire brushing and hand wiping.
- f. The AHU shall be sanitized as required. Please refer to Section 12 of the document.
- g. Any damaged fins, rust or deteriorated insulation shall be repaired or replaced as required.

Post Cleaning:

*Inspection:*

- 16. A thorough inspection of the work shall be done by the owners representative and the contractors service coordinator.

*Removable Plates or Doors:*

- 17. All access ports shall be covered with removable airtight plates or doors in strict accordance with industry standards. Please refer to Access Ports Section 7 of this document for standards.

*Access Plates or Doors:*

- a. For the future maintenance of the system all access ports shall be closed in using an approved access door. The contractor shall provide a schedule of all access ports along with an as-built drawing of each building showing clearly where each access point is located and the size of the access port.
- b. The system shall be resealed airtight.



SOLICITATION NUMBER 7548400

DUCT CLEANING-BLDGS 68,69,70,71,72,73-PASTORE COMPLEX

*Installation Requirements:*

- a. Access ports installed into the system shall not diminish the structural, thermal or functional integrity of the ductwork.
- b. Access ports shall be closed in an airtight manner.
- c. Access ports shall not hinder, restrict or alter the airflow within the duct.
- d. Access covers shall be classified for flammability and smoke spread if the cover material is exposed to the internal air stream. These materials shall be classified as having a flame spread ratio of 25 or below without evidence of continued progressive combustion and a smoke-developed rating of 50 or below, as determined by UL # 723.
- e. Metals used to close access ports shall be resistant to atmospheric corrosion and shall not be used in combinations that will cause galvanic action, which might deteriorate any part of the system formed from such material.
- f. All materials used shall be suitable for continuous exposure to temperature and humidity conditions within the system.
- g. All tapes used shall meet the requirements of UL-#181A and be properly labeled as such.
- h. All access ports shall comply with applicable UL and NFPA standards, as well as local and state codes.

*Characteristics of Access Ports Covers:*

- a. Metal panels used for closing of access ports shall be of like gauge or heavier.
- b. Metal panels used for closing of access ports shall be mechanically fastened (screwed) every 4" on center.



SOLICITATION NUMBER 7548400  
DUCT CLEANING-BLDGS 68,69,70,71,72,73-PASTORE COMPLEX

- c. Metal panels used for closing of access ports shall be sealed by aluminum taping. If required, gasketing or mastic materials shall be used in lieu of, or in addition to, aluminum taping.

*Reinstall Registers and Drop Ceiling:*

18. Reinstallation of registers and drop ceiling shall leave the occupied space in a clean manner.
  - a. On completion of work, the clean registers, vents, grilles and diffusers shall be reinstalled in their original position and orientation.
  - b. Ceiling tiles shall be placed back in their original position. Broken ceiling tiles shall be replaced at no additional cost to the owner.

*Clean-Up:*

19. Clean up shall consist of removal of protective covering, sweeping and mopping of floors, vacuuming of all carpeting, and wiping down of all surrounding hard surfaces on which dust may accumulate.

*Final Inspection:*

20. A walk through inspection of the service area with the owner's representative and the contractor's service coordinator shall be conducted as each building is completed. The purpose of this walk through shall be to ensure that all equipment and finished systems have been placed back into the original position and the work has been completed to the satisfaction of the owner.

*System Balancing:*

21. After completion of the cleaning of all of the equipment and air conveyance devices in each building the contractor shall have each and every individual system properly balanced by a certified air balancing company. Contractor shall provide a final detailed air balancing report on each system throughout the complex.



SOLICITATION NUMBER 7548400

DUCT CLEANING-BLDGS 68,69,70,71,72,73-PASTORE COMPLEX

**Filtration:**

22. Contractor shall provide assistance to the owner's representative responsible for changing out the air filters in each system throughout the complex. Owners representative shall furnish deliver and install the filters in each location after the systems have been cleaned and purged of any residual dust or debris by the contractor.

**Plans Provided for Convenience:**

Plans are provided along with this solicitation for the convenience of the bidders and to assist all bidders in field verifying for themselves the number of units, location of units, quantity, size, line and location of ductwork, registers, grilles and diffusers as well as the number and location of all VAV boxes. Contractor must verify the exact conditions in the field and will be required to clean all air conveyance devices and related equipment currently in place throughout the complex whether or not shown or identified on the attached plans.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration  
DIVISION OF PURCHASES  
One Capitol Hill  
Providence, RI 02908-5855

Tel: (401) 574-8100  
Fax: (401) 574-8387  
Website: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

## **DIVISION OF PURCHASES PUBLIC WORKS BID CLAUSES**

### **Offer to Contract**

All bid proposals are subject to and constitute an offer to contract with the State of Rhode Island through the Division of Purchases on the terms and conditions contained in this solicitation, any addenda, applicable federal and municipal law, and the laws of the State of Rhode Island, including all procurement statutes and regulations (available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)), all of which are incorporated by this reference into any contract awarded pursuant to this solicitation.

**The terms and conditions in these Division of Purchases Public Works Bid Clauses supersede any and all inconsistent or conflicting terms and conditions in any other provision of any other document in this solicitation and shall govern this solicitation and the award of any contract pursuant to this solicitation.**

### **Noncompliance**

Bidders must comply with all requirements. Any failure to comply may result, at the discretion of the State Purchasing Agent, in the disqualification of the bid proposal.

Failure of the successful bidder to comply with the terms and conditions of the contract awarded pursuant to this solicitation may result in nonpayment, termination of the contract, suspension or debarment of the bidder, or any other necessary or appropriate remedy in the sole discretion of the State Purchasing Agent.

## **Addenda**

Bidders are responsible for checking for addenda, all of which become incorporated into this solicitation upon posting on the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). No addenda will be posted within the 5-day period preceding the submission date for bid proposals.

## **Apprenticeship**

The successful bidder must employ apprentices on this project (if the value of the project is at least \$1 Million) in accordance with the apprentice to journeyman ratio for each trade approved by the State Apprenticeship Council. Specific information is available at [www.dlt.ri.gov/apprenticeship](http://www.dlt.ri.gov/apprenticeship).

## **Award**

The State Purchasing Agent, in his or her sole discretion, will award the contract pursuant to this solicitation to the responsive and responsible bidder who submits the lowest responsive and responsible bid. A binding contract between the State of Rhode Island and the successful bidder will be formed only by the issuance of a Purchase Order by the Division of Purchases.

## **Bid Proposal Submission**

Each bid proposal (a complete package, with the signed Bidder Certification Cover Form) must be submitted in a *separate sealed envelope* with the specific "Bid Number" and the "Submission Date and Time" marked in the upper left-hand corner of the envelope.

The bid proposal must be delivered to the Division of Purchases (via mail or messenger service) by the date and time specified for the submission of bid proposals. Bidders should allow at least one hour additional time for parking and clearance through security checkpoints when delivering a bid proposal in person or by messenger. Bids must be addressed to:

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

Bid proposals that are not present in the Division of Purchases at the date and time specified for the submission of bid proposals for whatever reason will be deemed late and will not be considered. The submission time will be determined by the time clock in the Division of Purchases. Postmarks will not be considered proof of timely submission.

### **Bid Surety**

Bidders must furnish, with their bid proposals, either a bid bond from a surety licensed to conduct business in the State of Rhode Island or a certified check payable to the State of Rhode Island in the amount of five (5%) percent of the bid proposal.

### **Contractors Registration**

The bidder must have and maintain a valid certificate of registration issued by the Contractors' Registration Board throughout the term of the contract awarded pursuant to this solicitation and ensure that its subcontractors, unless exempt from registration, also obtain and maintain valid certificates of registration.

### **Divestiture of Investments in Iran Requirement**

No bidder 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 bidder submitting a bid proposal or entering into a renewal of a contract is required to certify that the bidder does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws § 37-2.5-3.

### **Equal Opportunity**

The successful bidder must demonstrate a commitment to equal opportunity and submit an affirmative action plan for review by the State Equal Opportunity Office.

### **Foreign Corporations**

No foreign corporation may transact business in the State of Rhode Island until it shall have obtained a Certificate of Authority from the Rhode Island Secretary of State. The successful bidder will be required to provide a Good Standing Certificate issued by the Rhode Island Secretary of State within the 10-day period following the tentative letter of award.

### **Inspection**

The bidder is responsible for carefully reviewing all of the requirements of this solicitation, inspecting the project site, including (without limitation) checking and/or verifying measurements, site conditions, any limitations, and other details, prior to preparing and submitting its bid proposal.

**Insurance**

The successful bidder must submit a certificate of insurance that references the solicitation number and names the State of Rhode Island as "certificate holder" and as "additional insured" upon the issuance of the tentative letter of award, on an annual basis during the term of the contract awarded pursuant to this solicitation, and from time to time upon request. The certificate of insurance must state that 20 days' advance notice of cancellation will be sent to: Rhode Island Department of Administration, Division of Purchases, One Capitol Hill, Providence, Rhode Island 02908-5855, fax # 401-574-8387, and provide evidence of the following specific types and amounts of insurance:

<b><u>Type of Insurance</u></b>	<b><u>Amount of Coverage</u></b>
<b>Comprehensive General Liability</b>	
Bodily injury	\$1 Million each occurrence \$1 Million annual aggregate
Property damage	\$500,000 each occurrence \$500,000 annual aggregate
Independent contractors Contractual (including construction "hold harmless" and other types of Contracts or agreements in effect for insured operations) Completed operations Personal injury (with employee exclusion deleted)	
<b>Automobile Liability</b>	
Combined Single Limit	\$1 Million each occurrence
Bodily injury, property damage, including non owned and/or hired vehicles and equipment	
<b>Workers Compensation</b>	
Coverage B	\$100,000

The State Purchasing Agent reserves the right to accept alternate forms and plans of insurance and/or to required additional or more extensive coverage.

## **Licenses**

The successful bidder and anyone performing any work on the contract awarded pursuant to this solicitation must possess all of the licenses required by any governmental authority to perform such work.

## **Minority Business Enterprises**

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](mailto:charles.newton@doa.ri.gov), Visit the website <http://www.mbe.ri.gov/>

## **Occupational Safety**

The successful bidder must ensure (if the total project cost is at least \$100,000) that all employees at the project site possess a card issued by the United States Department of Labor certifying successful completion of an OSHA ten (10) hour construction safety program.

## **Payment and Performance Bonds**

The successful bidder must furnish a 100% payment and performance bond from a surety licensed to conduct business in the State of Rhode Island upon the tentative award of the contract.

## **Prebid Conference**

Bidders must attend a mandatory prebid conference. The bidder's representative must register with the Division of Purchases at the mandatory prebid conference and identify the bidder he or she represents.

## **Public Copy**

Each bid proposal must include a "public copy" to be available for public inspection upon the opening of bids. For further information on how to comply with this statutory requirement, see R. I. Gen. Laws § 37-2-18(b), Procurement Regulation 5.11, and in addition, for highway and bridge projects, also see Procurement Regulation 5.13, accessible at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

### **Reservation of Rights**

The Division of Purchases reserves the right to revoke, suspend, or terminate this solicitation at any time in its sole discretion.

### **Subcontractors**

The bidder must demonstrate that it is able to perform a substantial portion of the work using its own workforce. Any bidder that does not maintain a permanent workforce and/or proposes to perform a disproportionate amount of the work through one or more subcontractors will be considered unqualified. The Division of Purchases reserves the right to reject any such bid proposal.

### **Substitutions**

Products specified in this solicitation establish a standard of quality, performance, dimension, function, and appearance. Proposed substitutions must meet the standard and will not be considered without the prior written approval of the Division of Purchases. A request for substitution must include the detailed information necessary for a comprehensive evaluation.

### **Taxes**

The State of Rhode Island is exempt from federal excise taxes and state sales and use taxes. The bidder shall not include such taxes in any prices in the bid proposal.

### **Termination**

The Division of Purchases reserves the right to terminate any contract awarded pursuant to this solicitation at any time, for any reason, with or without cause.

## **Wages**

### ***For contracts that total less than \$1 Million***

The successful bidder and its subcontractors must pay their workers at the applicable prevailing wage rates (for the various trades) on a weekly basis, pay one and one-half times the applicable prevailing wage rates to any worker who works more than 40 hours in any one week or more than 8 hours in any one day, and submit certified weekly payroll forms on a monthly basis to the agency. Prevailing wage posters and rate schedules, available at the Rhode Island Department of Labor and Training website at [www.dlt.ri.gov](http://www.dlt.ri.gov), must be posted at the project site.

### ***For contracts that may total \$1 Million or Greater***

The successful bidder and its subcontractors must pay their workers at the applicable prevailing wage rates for the various trades on a weekly basis, pay one and one-half times the applicable prevailing wage rates to any worker who works more than 40 hours in any one week or more than 8 hours in any one day, submit certified weekly payroll forms on a monthly basis to the agency, and maintain (for contracts totaling \$1 Million or more) a certified prevailing wage daily log at the project site. Prevailing wage posters and rate schedules, available at the Rhode Island Department of Labor and Training website at [www.dlt.ri.gov](http://www.dlt.ri.gov), must be posted at the project site.

## **Withdrawal**

Bid proposals are irrevocable for a period of 60 days following the due date for their submission.

**Contract Terms and Conditions**

**Table of Contents**

Terms and Conditions..... II  
    BID STANDARD TERMS AND CONDITIONS .....II  
    TERMS AND CONDITIONS FOR THIS BID .....II  
    RIVIP INFO - BID SUBMISSION REQUIREMENTS .....II  
    CHARGES PERMITTED .....II  
    DELIVERY PER AGENCY .....II

**Terms and Conditions**

**BID STANDARD TERMS AND CONDITIONS**

**TERMS AND CONDITIONS FOR THIS BID**

**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.

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.

**CHARGES PERMITTED**

NO CHARGES OTHER THAN PARTS AND LABOR ON THE JOB - NO TRAVEL, NO MILEAGE,  
NO MISCELLANEOUS CHARGES, NO PORTAL TO PORTAL.

**DELIVERY PER AGENCY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.



**RI Department of Labor and Training  
Workforce Regulation and Safety Division  
Professional Regulation - Prevailing Wage**

**General Contractor Apprenticeship Certification Form**

This form **MUST** be completed and submitted at the time of bidding and is available on the Department of Labor and Training's Website at [www.dlt.ri.gov](http://www.dlt.ri.gov), under Workforce Regulation and Safety, Prevailing Wage, Publications and Forms.

**Bid/RFP Number:** \_\_\_\_\_

**Bid/RFP Title:** \_\_\_\_\_

**RIVIP Vendor ID#:** \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Contact Person and Title:** \_\_\_\_\_

\_\_\_\_\_  
(Company Name & Address) (hereafter "bidder") hereby certifies that bidder meets the general contractor apprenticeship requirements of R. I. Gen. Laws § 37- 13- 3.1 because bidder meets one of the following qualifications (check):

- A.  Bidder sponsors a current and duly approved Rhode Island Department of Labor and Training Apprenticeship Program and currently employs at least one apprentice per trade/occupation, who will obtain "on the job training" experience in the apprentice's trade by performing on the contract (attach apprenticeship program standards and apprenticeship agreement);
  
- B.  Bidder sponsors a current and duly registered Rhode Island Department of Labor and Training reciprocal apprenticeship program pursuant to R. I. Gen. Laws § 28-45-16 and currently employs at least one apprentice per trade/occupation, who will obtain "on the job training" experience in the apprentice's trade by performing work on the contract (attach apprenticeship program standards, apprenticeship agreement and Rhode Island Department of Labor and Training Reciprocal Apprenticeship Program Approval);

- C. \_\_\_\_\_ Bidder has entered into a current collective bargaining agreement with a duly approved Rhode Island Department of Labor and Training Apprenticeship Program sponsor and, pursuant to the terms of the collective bargaining agreement, will employ at least one apprentice per trade/occupation, who will obtain "on the job training" experience in the apprentice's trade by performing work on the contract (attach relevant section of collective bargaining agreement and signature page);
- D. \_\_\_\_\_ Bidder has entered into a current labor agreement with a duly approved Rhode Island Department of Labor and Training Apprenticeship Program sponsor and, pursuant to the terms of the labor agreement, will employ at least one apprentice per trade/occupation, who will obtain "on the job training" experience in the apprentice's trade by performing work on the contract (attach relevant section of labor agreement and signature page);
- E. \_\_\_\_\_ Bidder will not perform work on the awarded contract except through subcontractors (non performance);
- F. \_\_\_\_\_ Bidder has received approval from the Rhode Island Department of Labor and Training that it satisfies the general contractor requirements of R. I. Gen. Laws §37-13-3.1 for purposes of a particular bid (attach Rhode Island Department of Labor and Training correspondence).

\_\_\_\_\_  
Printed Name and Title of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Representative



**RI Department of Labor and Training**  
**Workforce Regulation and Safety Division**  
**Professional Regulation • Prevailing Wage**

Subcontractor Apprenticeship Certification Form

This form **MUST** be completed and submitted to the General Contractor **BEFORE** any work commences on the project. This form is available on the Department of Labor and Training's website at [www.dlt.ri.gov](http://www.dlt.ri.gov), Workforce Regulation and Safety, Prevailing Wage, Publications and Forms.

**Bid/RFP Number:** \_\_\_\_\_

Bid/RFP Title: \_\_\_\_\_

RIVIP Vendor ID#: \_\_\_\_\_

Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

\_\_\_\_\_ (Company Name & Address) (hereafter "subcontractor") hereby certifies that it meets the apprenticeship requirements of R. I. Gen. Laws §37-13-3.1 because subcontractor meets one of the following qualifications (check):

- A.  Subcontractor sponsors a current and duly approved Rhode Island Department of Labor and Training Apprenticeship Program and currently employs at least one apprentice per trade/occupation, who will obtain "on the job training" experience in the apprentice's trade by performing on the contract (attach apprenticeship program standards and apprenticeship agreement);
  
- B.  Subcontractor sponsors a current and duly registered Rhode Island Department of Labor and Training reciprocal apprenticeship program pursuant to R. I. Gen. Laws § 28-45-16 and currently employs at least one apprentice per trade/occupation, who will obtain "on the job training" experience in the apprentice's trade by performing work on the contract (attach apprenticeship program standards, apprenticeship agreement and Rhode Island Department of Labor and Training Reciprocal Apprenticeship program Approval);

- C. \_\_\_\_\_ Subcontractor has entered into a current collective bargaining agreement with a duly approved Rhode Island Department of Labor and Training Apprenticeship Program sponsor and, pursuant to the terms of the collective bargaining agreement, will employ at least one apprentice per trade/occupation, who will obtain "on the job training" experience in the apprentice's trade by performing work on the contract (attach relevant section of collective bargaining agreement and signature page);
- D. \_\_\_\_\_ Subcontractor has entered into a current labor agreement with a duly approved Rhode Island Department of Labor and Training Apprenticeship Program sponsor and, pursuant to the terms of the labor agreement, will employ at least one apprentice per trade/ occupation, who will obtain "on the job training" experience in the apprentice's trade by performing work on the contract (attach relevant section of labor agreement and signature page);
- E. \_\_\_\_\_ Subcontractor will not perform work on the awarded contract except through subcontractors (non performance);
- F. \_\_\_\_\_ Subcontractor has received approval from the Rhode Island Department of Labor and Training that it satisfies the subcontractor requirements of R. I. Gen. Laws §37-13-3.1 for purposes of a particular bid (attach Rhode Island Department of Labor and Training correspondence).

\_\_\_\_\_(Company Name & Address) (hereafter "Subcontractor") hereby certifies that its subcontractor(s) meet the apprenticeship requirements of R. I. Gen. Laws § 37-13 -3.1.

\_\_\_\_\_  
Printed Name and Title of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Representative



**RI Department of Labor and Training**  
**Workforce Regulation and Safety Division**  
**Professional Regulation - Prevailing Wage**

General Contractor Apprenticeship Re-  
Certification and Certification Form

This form MUST be completed and submitted at the time the contract is awarded and is available on the Department of Labor and Training's website at [www.dlt.ri.gov](http://www.dlt.ri.gov), Workforce Regulation and Safety, Prevailing Wage, Publications and Forms.

**Bid/RFP Number:** \_\_\_\_\_

**Bid/RFP Title:** \_\_\_\_\_

**RIVIP Vendor ID#:** \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Contact Person and Title:** \_\_\_\_\_

Part A

\_\_\_\_\_(Company Name & Address) (hereafter "General Contractor") hereby re-certifies that it meets the apprenticeship requirements of R. I. Gen. Laws § 37-13-3.1 because General Contractor meets one of the following qualifications (check):

- A.  General Contractor sponsors a current and duly approved Rhode Island Department of Labor and Training Apprenticeship Program and currently employs at least one apprentice per trade/occupation, who will obtain "on the job training" experience in the apprentice's trade by performing on the contract (attach apprenticeship program standards and apprenticeship agreement);
  
- B.  General Contractor sponsors a current and duly registered Rhode Island Department of Labor and Training reciprocal apprenticeship program pursuant to R. I. Gen. Laws § 28-45-16 and currently employs at least one apprentice per trade/occupation, who will obtain "on the job training" experience in the apprentice's trade by performing work on the contract (attach apprenticeship program standards, apprenticeship agreement and Rhode Island Department of Labor and Training Reciprocal Apprenticeship Program Approval);

- C. \_\_\_\_\_ General Contractor has entered into a current collective bargaining agreement with a duly approved Rhode Island Department of Labor and Training Apprenticeship Program sponsor and, pursuant to the terms of the collective bargaining agreement, will employ at least one apprentice per trade/occupation, who will obtain "on the job training" experience in the apprentice's trade by performing work on the contract (attach relevant section of collective bargaining agreement and signature page);
- D. \_\_\_\_\_ General Contractor has entered into a current labor agreement with a duly approved Rhode Island Department of Labor and Training Apprenticeship Program sponsor and, pursuant to the terms of the labor agreement, will employ at least one apprentice per trade/occupation, who will obtain "on the job training" experience in the apprentice's trade by performing work on the contract (attach relevant section of labor agreement and signature page);
- E. \_\_\_\_\_ General Contractor will not perform work on the awarded contract except through subcontractors (non performance);
- F. \_\_\_\_\_ General Contractor has received approval from the Rhode Island Department of Labor and Training that it satisfies the general contractor requirements of RIGL §37-13-3.1 for purposes of a particular bid (attach Rhode Island Department of Labor and Training correspondence).

\_\_\_\_\_(Company Name & Address) (hereafter "General Contractor") hereby certifies that its subcontractor(s) meet the apprenticeship requirements under R. I. Gen. Laws § 37-13-3.1.

\_\_\_\_\_  
Printed Name and Title of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Authorized Representative



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Labor and Training

Center General Complex

1511 Pontiac Avenue  
Cranston, RI 02920-4407

TTY: Via RI Relay 711

Lincoln D. Chafee  
Governor

Charles J. Fogarty  
Director

**STATE CONTRACT ADDENDUM**

**RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING**

**PREVAILING WAGE REQUIREMENTS  
(37-13-1 ET SEQ.)**

The prevailing wage requirements are generally set forth in RIGL 37-13-1 et seq. These requirements refer to the prevailing rate of pay for regular, holiday, and overtime wages to be paid to each craftsmen, mechanic, teamster, laborer, or other type of worker performing work on public works projects when state or municipal funds exceed one thousand dollars (\$1,000).

All Prevailing Wage Contractors and Subcontractors are required to:

1. Submit to the Awarding Authority a list of the contractor's subcontractors for any part or all of the prevailing wage work in accordance with RIGL § 37-13-4;
2. Pay all prevailing wage employees at least once per week and in accordance with RIGL §37-13-7 (see Appendix B attached);
3. Post the prevailing wage rate scale and the Department of Labor and Training's prevailing wage poster in a prominent and easily accessible place on the work site in accordance with RIGL §37-13-11; posters may be downloaded at [www.dlt.ri.gov/pw/Posters.htm](http://www.dlt.ri.gov/pw/Posters.htm) or obtained from the Department of Labor and Training, Center General Complex, 1511 Pontiac Avenue, Cranston, Rhode Island;
4. Access the Department of Labor and Training website, at [www.dlt.ri.gov](http://www.dlt.ri.gov) on or before July 1st of each year, until such time as the contract is completed, to ascertain the current prevailing wage rates and the amount of payment or contributions for each covered prevailing wage employee and make any necessary adjustments to the covered employee's prevailing wage rates effective July 1st of each year in compliance with RIGL §37-13-8;
5. Attach a copy of this CONTRACT ADDENDUM and its attachments as a binding obligation to any and all contracts between the contractor and any

*An Equal Opportunity Employer/Program./Auxiliary aids and services are available upon request to individuals with disabilities.*

TTY via RI Relay 711



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Labor and Training

Center General Complex  
1511 Pontiac Avenue  
Cranston, RI 02920-4407

Telephone; (401) 462-8000  
TTY; Via RI Relay 711

Lincoln D. Chafee  
Governor  
Charles J. Fogarty  
Director

subcontractors and their assignees for prevailing wage work performed pursuant to this contract;

6. Provide for the payment of overtime for prevailing wage employees who work in excess of eight (8) hours in any one day or forty (40) hours in any one week as provided by RIGL §37-13-10;
7. Maintain accurate prevailing wage employee payroll records on a Rhode Island Certified Weekly Payroll form available for download at [www.dlt.ri.gov/pw.forms/htm](http://www.dlt.ri.gov/pw.forms/htm), as required by RIGL §37-13-13, and make those records available to the Department of Labor and Training upon request;
8. Furnish the fully executed RI Certified Weekly Payroll Form to the awarding authority on a monthly basis for all work completed in the preceding month.
9. For general or primary contracts one million dollars (\$1,000,000) or more, shall maintain on the work site a fully executed RI Certified Prevailing Wage Daily Log listing the contractor's employees employed each day on the public works site; the RI Certified Prevailing Wage Daily Log shall be available for inspection on the public works site at all times; this rule shall not apply to road, highway, or bridge public works projects. Where applicable, furnish both the Rhode Island Certified Prevailing Wage Daily Log together with the Rhode Island Weekly Certified Payroll to the awarding authority.
10. Assure that all covered prevailing wage employees on construction projects with a total project cost of one hundred thousand dollars (\$100,000) or more has a OSHA ten (10) hour construction safety certification in compliance with RIGL § 37-23-1;
11. Employ apprentices for the performance of the awarded contract when the contract is valued at one million dollars (\$1,000,000) or more, and comply with the apprentice to journeyman ratio for each trade approved by the apprenticeship council of the Department of Labor and Training in compliance with RIGL §37-13-3.1;
12. Assure that all prevailing wage employees who perform work which requires a Rhode Island trade license possess the appropriate Rhode Island trade license in compliance with Rhode Island law; and

*An Equal Opportunity Employer/Program. / Auxiliary aids and services are available upon request to individuals with disabilities.*

TTY via Rf Relay 711



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Labor and Training

Center General Complex  
1511 Pontiac Avenue  
Cranston, RI 02920-4407

Telephone: (401) 462-8000  
TTY: Via RI Relay 711

Lincoln D. Chafee  
Governor  
Charles J. Fogarty  
Director

13. Comply with all applicable provisions of RIGL §37-13-1, et. seq;

Any questions or concerns regarding this CONTRACT ADDENDUM should be addressed to the contractor or subcontractor's attorney. Additional Prevailing Wage information may be obtained from the Department of Labor and Training at [www.dlt.ri.gov/pw](http://www.dlt.ri.gov/pw).

**CERTIFICATION**

I hereby certify that I have reviewed this CONTRACT ADDENDUM and understand my obligations as stated above.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn before me this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

*An Equal Opportunity Employer/Program, /Auxiliary aids and services are available upon request to individuals with disabilities.*

*TTY via RI Relay 711*



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Labor and Training

Center General Complex  
1511 Pontiac Avenue  
Cranston, RI 02920-4407

Telephone: (401) 462-8000

APPENDIX A

**TITLE 37**

**Public Property and Works**

**CHAPTER 37-13**

**Labor and Payment of Debts by Contractors**

**SECTION 37-13-5**

**§ 37-13-5 Payment for trucking or materials furnished – Withholding of sums due.** -A contractor or subcontractor on public works authorized by a proper authority shall pay any obligation or charge for trucking and material which have been furnished for the use of the contractor or subcontractor, in connection with the public works being performed by him or her, within ninety (90) days after the obligation or charge is incurred or the trucking service has been performed or the material has been delivered to the site of the work, whichever is later. When it is brought to the notice of the proper authority in a city or town, or the proper authority in the state having supervision of the contract, that the obligation or charge has not been paid by the contractor or subcontractor, the proper authority may deduct and hold for a period not exceeding sixty (60) days, from sums of money due to the contractor or subcontractor, the equivalent amount of such sums certified by a trucker or materialman creditor as due him or her, as provided in this section, and which the proper authority determines is reasonable for trucking performed or materials furnished for the public works.

APPENDIX B

**TITLE 37**

**Public Property and Works**

**CHAPTER 37-13**

**Labor and Payment of Debts by Contractors**

**SECTION 37-13-7**

**§ 37-13-7 Specification in contract of amount and frequency of payment of wages.**

(a) Every call for bids for every contract in excess of one thousand dollars (\$1,000), to which the state of Rhode Island or any political subdivision thereof or any public agency or quasi-public agency is a party, for construction, alteration, and/or repair, including painting and decorating, of public buildings or public works of the state of Rhode Island or any political subdivision thereof, or any public agency or quasi-public agency and which requires or involves the employment of employees, shall contain a provision stating the minimum wages to be paid various types of employees which shall be based upon the wages that will be determined by the director of labor and training to be prevailing for the corresponding types of employees employed on projects of a character similar to the contract work in the city, town, village, or other appropriate political subdivision of the state of Rhode Island in which the work is to be performed. Every contract shall contain a stipulation that the contractor or his or her subcontractor shall pay all the employees employed directly upon the site of the work, unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account, the full amounts accrued at time of payment computed at wage rates not less than those stated in the call for bids, regardless of any contractual relationships which may be alleged to exist between the contractor or subcontractor and the employees, and that the scale of wages to be paid shall be posted by the contractor in a prominent and easily accessible place at the site of the work; and the further stipulation that there may be withheld from the contractor so much of the accrued payments as may be considered necessary to pay to the employees employed by the contractor, or any subcontractor on the work, the difference between the rates of wages required by the contract to be paid the employees on the work and the rates of wages received by the employees and not refunded to the contractor, subcontractors, or their agents.

(b) The terms "wages", "scale of wages", "wage rates", "minimum wages", and "prevailing wages" shall include:

- (1) The basic hourly rate of pay; and
- (2) The amount of:

(A) The rate of contribution made by a contractor or subcontractor to a trustee or to a third person pursuant to a fund, plan, or program; and

(B) The rate of costs to the contractor or subcontractor which may be reasonably anticipated in providing benefits to employees pursuant to an enforceable commitment to carry out a financially responsible plan or program which was communicated in writing to the employees affected, for medical or hospital care, pensions on retirement or death, compensation for injuries or illness resulting from occupational activity, or insurance to provide any of the foregoing, for unemployment benefits, life insurance, disability and sickness insurance, or accident insurance, for vacation and holiday pay, for defraying costs of apprenticeship or other similar programs, or for other bona fide fringe benefits, but only where the contractor or subcontractor is not required by other federal, state, or local law to provide any of the benefits; provided, that the obligation of a contractor or subcontractor to make payment in accordance with the prevailing wage determinations of the director of labor and training insofar as this chapter of this title and other acts incorporating this chapter of this title by reference are concerned may be discharged by the making of payments in cash, by the making of contributions of a type referred to in subsection (b)(2), or by the assumption of an enforceable commitment to bear the costs of a plan or program of a type referred to in this subdivision, or any combination thereof, where the aggregate of any payments, contributions, and costs is not less than the rate of pay described in subsection (b)(1) plus the amount referred to in subsection (b)(2).

(c) The term "employees", as used in this section, shall include employees of contractors or subcontractors performing jobs on various types of public works including mechanics, apprentices, teamsters, chauffeurs, and laborers engaged in the transportation of gravel or fill to the site of public works, the removal and/or delivery of gravel or fill or ready-mix concrete, sand, bituminous stone, or asphalt flowable fill from the site of public works, or the transportation or removal of gravel or fill from one location to another on the site of public works, and the employment of the employees shall be subject to the provisions of subsections (a) and (b).

(d) The terms "public agency" and "quasi-public agency" shall include, but not be limited to, the Rhode Island industrial recreational building authority, the Rhode Island economic development corporation, the Rhode Island airport corporation, the Rhode Island industrial facilities corporation, the Rhode Island refunding bond authority, the Rhode Island housing and mortgage finance corporation, the Rhode Island resource recovery corporation, the Rhode Island public transit authority, the Rhode Island student loan authority, the water resources board corporate, the Rhode Island health and education building corporation, the Rhode Island higher education assistance authority, the Rhode Island turnpike and bridge authority, the Narragansett Bay water quality management district commission, Rhode Island telecommunications authority, the convention center authority, the board of governors for higher education, the board of regents for elementary and secondary education, the capital center commission, the housing resources commission, the Quonset Point-Davisville management corporation, the Rhode Island children's crusade for higher education, the Rhode Island depositors economic protection corporation, the Rhode Island lottery commission, the Rhode Island

partnership for science and technology, the Rhode Island public building authority, and the Rhode Island underground storage tank board.



State of Rhode Island  
Division of Purchases

Public Works  
Bid Preparation Checklist

**Date:** 1/14/2014

**Bid#:** 7548400

**Title:** DUCT CLEANING-BLDGS 68,69,70,71,72,73-PASTORE COMPLEX

This checklist is provided to assist the bidder in preparing a bid proposal for submission. It is not a substitute for a thorough review of the Instruction to Bidders in the Project Manual nor a comprehensive list of all bid requirements. Each bidder is responsible to review the Instructions to Bidders and to comply with all requirements of the Solicitation.

**Bid Proposal Package:**

- RIVIP Bidder Certification Cover Form (completed and signed)
- Bid Form
  - All applicable blank spaces on the Bid Form have been completed
  - All Addenda have been acknowledged
  - Bid amount printed legibly in ink in both words and figures that match when applicable
  - Erasures or corrections have been initialed by person signing the bid proposal
  - Bid Form is signed in ink
- Bid Surety
  - Bid bond or certified check (for DOT projects, bid bond only)
  - Bid surety is five percent of the bid total (or such other specified amount)
  - Bid Bond is signed by the bidder and surety
  - Power of Attorney is attached to the Bid Bond showing the name of person who signed the surety bond
- Public Copy of bid proposal in pdf format on a read-only CD-R media disk (R.I. Gen. Laws § 37-2-18 (b))
- General Contractor Apprenticeship Certification Form "2013-14" (for projects greater than \$1,000,000) (R.I. Gen. Laws § 37-13-3.1). *Note: General Contractor Apprenticeship Re-Certification and Certification "2013-15" and Subcontractor Apprenticeship Certification Form "2013-16" are not required at time of bid.*
- Applicable professional licenses (as specified in the bid)

- Rhode Island Contractor Registration Board No.
- All bid proposal documents in a sealed envelope with the specific bid #, bid title, and the opening date and time (as provided in the bid) marked in the upper left hand corner of the envelope.
- Each bid proposal submitted in a separate sealed envelope.
- Completed Form W-9
- Other \_\_\_\_\_

**Bid Delivery:**

Bid proposals misdirected to other State locations or otherwise not in the State of Rhode Island, Division of Purchases, One Capitol Hill, Second Floor, Providence, RI 02908-5855 at the time of opening (as reflected on the time clock in the Division of Purchases) for whatever reason will be deemed to be late and will not be considered. Postmarks will not be considered proof of timely submission.

**Buyer Name:** David A. Cadoret

**Contact Information:** David A. Cadoret, Chief Buyer Department of Administration Division of Purchasing One Capitol Hill Providence, RI. 02908 Phone - 401-574-8131 email david.cadoret@purchasing.ri.gov

State of Rhode Island  
PAYER'S REQUEST FOR TAXPAYER  
IDENTIFICATION NUMBER AND CERTIFICATION

THE IRS REQUIRES THAT YOU FURNISH YOUR TAXPAYER IDENTIFICATION NUMBER TO US. FAILURE TO PROVIDE THIS INFORMATION CAN RESULT IN A \$50 PENALTY BY THE IRS. IF YOU ARE AN INDIVIDUAL, PLEASE PROVIDE US WITH YOUR SOCIAL SECURITY NUMBER (SSN) IN THE SPACE INDICATED BELOW. IF YOU ARE A COMPANY OR A CORPORATION, PLEASE PROVIDE US WITH YOUR EMPLOYER IDENTIFICATION NUMBER (EIN) WHERE INDICATED.

**Taxpayer Identification Number (T.I.N.)**

Enter your taxpayer identification number in the appropriate box. For most individuals, this is your social security number.

**Social Security No. (SSN)**

**Employer ID No. (EIN)**

--	--	--

--	--

**NAME** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**(REMITTANCE ADDRESS, IF DIFFERENT)** \_\_\_\_\_

**CITY, STATE AND ZIP CODE** \_\_\_\_\_

**CERTIFICATION:** Under penalties of perjury, I certify that:

- (1) The number shown on this form is my correct Taxpayer Identification Number (or I am waiting for a number to be issued to me), and
- (2) I am not subject to backup withholding because either: (A) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (B) the IRS has notified me that I am no longer subject to backup withholding.

**Certification Instructions** -- You must cross out item (2) above if you have been notified by the IRS that you are subject to backup withholding because of under-reporting interest or dividends on your tax return. However, if after being notified by IRS that you were subject to backup withholding you received another notification from IRS that you are no longer subject to backup withholding, do not cross out item (2).

**PLEASE SIGN HERE**

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_ TEL NO. \_\_\_\_\_

**BUSINESS DESIGNATION:**

- Please Check One: Individual  Medical Services Corporation  Government/Nonprofit Corporation   
Partnership  Corporation  Trust/Estate  Legal Services Corporation

**NAME:** Be sure to enter your full and correct name as listed in the IRS file for you or your business.

**ADDRESS, CITY, STATE AND ZIP CODE:** Enter your primary business address and remittance address if different from your primary address). If you operate a business at more than one location, adhere to the following:

- 1) Same T.I.N. with more than one location -- attach a list of location addresses with remittance address for each location and indicate to which location the year-end tax information return should be mailed.
- 2) Different T.I.N. for each different location -- submit a completed W-9 form for each T.I.N. and location. (One year-end tax information return will be reported for each T.I.N. and remittance address.)

**CERTIFICATION** -- Sign the certification, enter your title, date, and your telephone number (including area code and extension).

**BUSINESS TYPE CHECK-OFF** -- Check the appropriate box for the type of business ownership.

Mail to: Supplier Coordinator, One Capitol Hill, Providence, RI 02908