Request for Quote

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

CREATION DATE : 26-FEB-14
BID NUMBER: 7548522
TITLE: MOVING SERVICES - DHS

BLANKET START : 01-JUL-14
BLANKET END : 30-JUN-17
BID CLOSING DATE AND TIME: 14-APR-2014 10:00:00

BUYER: Mosca, Gary
PHONE #: 401-574-8124

BILL TO
DOA CONTROLLER
ONE CAPITOL HILL, 4TH FLOOR
SMITH ST
PROVIDENCE, RI 02908
US

SHIP TO
DHS-ORS SERVICES FOR THE BLIND
40 FOUNTAIN ST, 3RD FLOOR
PROVIDENCE, RI 02903-1898
US

Requistion Number: 1357485

Note to Bidders: Questions concerning this solicitation may be emailed to gary.mosca@purchasing.ri.gov no later than 3/25/14 @ 3:00 PM (ET). Questions should be submitted in a Microsoft word attachment. Please reference the RFQ # on all correspondence. Questions received if any, will be posted on the internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Line	Description	Quantity	Unit	Unit Price	Total
1	NOTICE TO VENDORS: Blanket Requirements: 7/1/14 - 6/30/17, with an option to renew for one (1) additional year. Moving Services for the Blind and Visually Impaired Business Enterprises Program per the attached specifications. 7/1/2014-6/30/2015 WORK CREW HOURLY RATE ON SITE (consisting of one truck and two people)	1.00	Hour		
2	7/1/2015-6/30/2016 WORK CREW HOURLY RATE ON SITE (consisting of one truck and two people)	1.00	Hour		
3	7/1/2016-6/30/2017 WORK CREW HOURLY RATE ON SITE (consisting of one truck and two people)	1.00	Hour		
4	7/1/2014-6/30/2015 HELPER - ON SITE HOURLY RATE	1.00	Hour		
5	7/1/2015-6/30/2016 HELPER - ON SITE HOURLY RATE	1.00	Hour		
6	7/1/2016-6/30/2017 HELPER - ON SITE HOURLY RATE	1.00	Hour		
10	7/1/2014-6/30/2015 WORK CREW HOURLY RATE ON SITE (consisting of one truck and three people)	1.00	Hour		
11	7/1/2015-6/30/2016 WORK CREW HOURLY RATE ON SITE (consisting of one truck and three people)	1.00	Hour		
12	7/1/2016-6/30/2017 WORK CREW HOURLY RATE ON SITE (consisting of one truck and three people) Line Note to Bidder(s): 7/1/14-6/30/2017 ADDITIONAL MATERIALS (BOWES, TAPE, ETC.) AT MANUFACTURER'S LIST PRICE LESS _____%	1.00	Hour		

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 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

Bid # 7548522

Moving Services for the Blind and Visually Impaired Business Enterprise Program

Solicitation Requirements:

Blanket Dates: 7/1/14 – 6/30/17, with an option to renew for one (1) additional year.

Introduction:

Rhode Island Services for the Blind through the Business Enterprise Program (BEP) request a Multi-Year Contract to provide mover services used by the BEP from location to location as specified and needed per the bid specifications.

- Items moved include commercial restaurant equipment and supplies. These may include, but are not limited to refrigerators, toasters, microwaves, convection microwaves, kiosks, vending machines, and product.
- Materials maybe transported from the Services for the Blind and Visually Impaired warehouse to and from vending facilities throughout the State and/or from vending facility to vending facility or from supplier to facility. Travel time will be included as billable but mileage will not be included.
- Movers must notify agency prior to scheduled move with date and start time. A BEP staff member must accompany mover to the warehouse at all times and must be coordinated with BEP staff prior to the move.
- The Business Enterprise Program's experience has been that a typical move would include a crew of two workers and a truck. Trucks should be of sufficient size and with hydraulic lift gate. Bids should be based upon this. Loads may vary from work order to work order. Larger moves may require another worker. The Bid shall include a separate "AS ON" amount for an extra worker. When an extra worker is needed, justification of this need should accompany the bill/report.
- Occasional packing, equipment modifications, door removal, etc. may be required at some sites. This will be billed at the moving rate. Additional supplies (i.e. boxes, tape) will be billed as separate items at cost. Responses to work order from BEP should be within 5 working days of the call.

- A work order commences when the crew leaves the movers place of business and ends at the trucks arrival back at the mover's place of business.
- Current facility locations are listed on the bid. Throughout the contract some facilities may be added and some may be closed.

****NOTICE TO VENDORS:**

- Personal vehicles for transportation to job sites are not considered additional trucks.
- Contractor will be expected to utilize appropriate transportation and moving equipment such as dollies, hand trucks, moving straps, so as to reduce possible equipment or collateral damage.
- Contractor must carry a full set of tools at all times (including cordless drills) for the fabrication and dismantling of equipment, and door removals.
- Hours are considered 7:30 am - 4:00 pm.
- Delivery or services as requested by agency.

Vendor Facilities list ATTACHED.

End Document

SERVICES FOR THE BLIND AND VISUALLY IMPAIRED
BUSINESS ENTERPRISE PROGRAM
VENDING FACILITIES LIST
As of Feb 2014

14 – **Providence City Hall (vending only)**
25 Dorrance Street
Providence, RI 02903
Mon – Fri 7:00am – 4:00pm

43 – **Cannon Building**
3 Capital Hill
Providence, RI 02903
(401) 632-9709 (cell)
Mon – Fri 6:30am – 3:30pm

51 – **Kent County Courthouse**
222 Quaker Lane
West Warwick, RI 02893
(401) 822 – 6854
Mon – Fri 8:00am – 3:00pm

54 – **Garrahy Complex**
One Dorrance Street
Providence, RI 02903
(401) 222 – 6750
Mon – Fri 7:00am – 3:00pm

55 – **Federal Center, Box 17**
380 Westminster Street
Providence, RI 02903
(401) 272 – 3814
Mon – Fri 6:30am – 3:30pm

57 – **Licht Building**
250 Benefit Street
Providence, RI 02903
(401) 222 – 2586
Mon – Fri 8:00am – 4:00pm

62 – **D C Y F**
101 Friendship Street
Providence, RI 02903
(401) 273 – 0145
Mon – Fri 7:00am – 3:00pm

63 – **Dept of Administration**
One Capitol Hill
Providence, RI 02908
(401) 454 – 3363
Mon – Fri 7:00am – 3:00pm

64 – **Vocational Rehabilitation**
40 Fountain Street
Providence, RI 02903
(401) 331 – 9520
Mon – Fri 7:30am – 3:30pm

66 – **Dept. of Motor Vehicles**
600 New London Avenue
Cranston, RI 02920
(401) 462-5835
Mon – Fri 8:00am – 3:00pm

67 – **Naval Undersea Warfare Center**
1176 Howell Street, 1320
Newport, RI 02841 – 1708
(401) 847 – 0276
Mon – Fri 6:30am – 3:30pm

68 – **Shepard Building**
80 Washington Street
Providence, RI 02903
(401) 272 – 4528
Mon – Thu 7:30am – 9:00pm
Fri – 7:30am – 3:00 pm
Sat – 7:30am – 1:00pm

74 - **Naval Undersea Warfare Center-**
closed pending reassignment of a vendor
1176 Howell Street, 1351
Newport, RI 02841 – 1708
(401) 849 – 1258
Mon – Fri 7:00am – 3:00pm

76 – **Center General Complex**
Dept. of Labor & Training
1511 Pontiac Avenue
Cranston, RI 02920
(401) 943 – 1659
Mon – Fri 7:30am – 3:30pm

*** - SBVI Warehouse**
Pastore Complex, Cranston
RI

**** - SBVI Office**
40 Fountain Street
Providence, RI 02903
(401) 222 - 2300

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

RIVIP INFO - BID SUBMISSION REQUIREMENTS

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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 Administrtion
- 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.

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.

CHARGES PERMITTED

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

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.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

AWARD

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.