



Request for Quote

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

CREATION DATE : 09-MAY-14
BID NUMBER: 7548744
TITLE: MEETING SPACE, FOOD AND AUDIO VISUAL
EQUIPMENT IN THE PROVIDENCE COUNTY ARE- DOH

BID CLOSING DATE AND TIME:12-JUN-2014 10:30:00

BUYER: McGurn, Cheryl A
PHONE #: N/A

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

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DOH WIC PROGRAM
THREE CAPITOL HILL
PROVIDENCE, RI 02908-5097
US

Requisition Number: 1355937

Note to Bidders: BID A TOTAL PRICE PER THE ATTACHED SPECIFICATIONS.

COMPLETE VENDOR COMPLIANCE FORM AND RETURN WITH BID SOLICITATION.

INDICATE IF HOTEL ACCOMMODATIONS ARE AVAILABLE FOR THE REQUESTED DATES. HOTEL ACCOMMODATIONS ARE ONLY FOR SPACE AVAILABILITY.

BID PRICE INCLUDES ALL SERVICE CHARGES - FOOD & BEVERAGE SNACKS, VALET PARKING, CONFERENCE ROOMS.

RHODE ISLAND IS TAX EXEMPT - FOOD BEVERAGES, AUDIO VISUAL, SNACKS, VALET PARKING, CONFERENCE ROOMS.

Line	Description	Quantity	Unit	Unit Price	Total
1	Meeting Space, Food and Audio Visual Equipment for Quality Improvement Training in the Providence County Area - DOH	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



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration

DIVISION OF PURCHASES

One Capitol Hill, 2nd floor
Providence, RI 02908-5855

TEL: (401) 574-8100

FAX: (401) 574-8387

TDD: (401) 574-8228

Website: www.purchasing.ri.gov

Specifications for North Carolina's Public Health Foundation Continuous Quality Improvement Training for Contacted Home Visitors

Meeting Space, Food and Audio Visual Equipment

- **One full day overview training (July 28, 2014) – Event time 7:00 am – 5:00 pm**
 - 100 participants
 - 12 hour day (including set-up and break-down)
 - Meeting space
 - Breakout rooms
 - Audio-visual equipment
 - Projector
 - Screen
 - Microphones
 - AV cart/table with power cords
 - Laptop connection
 - Food
 - Full Breakfast
 - Snack
 - Lunch
 - Snack
 - Parking/Valet

- **Three full day workshop (July 29-31, 2014) Event time 7:00 am – 5:00 pm**
 - 60 participants
 - 12 hour days (including set-up and break-down)
 - Meeting space
 - Breakout rooms
 - Audio-visual equipment
 - Projector
 - Screen
 - Microphones
 - AV cart/table with power cords
 - Laptop connection
 - Food
 - Full Breakfast
 - Snack
 - Lunch
 - Snack
 - Parking/Valet

- **Three full day workshop (September 22-24, 2014) Event Time 7:00 am – 5:00 pm**
 - 60 participants
 - 12 hour days (including set-up and break-down)
 - Meeting space
 - Breakout rooms
 - Audio-visual equipment
 - Projector
 - Screen
 - Microphones
 - AV cart/table with power cords

- Laptop connection
- Food
 - Full Breakfast
 - Snack
 - Lunch
 - Snack
- Parking/Valet

DESCRIPTION: VENDOR COMPLIANCE FORM

**PUBLIC HEALTH FOUNDATION CONTINUOUS QUALITY IMPROVEMENT
TRAINING FOR CONTACTED HOME VISITORS. MEETING SPACE, FOOD AND
AUDIO VISUAL EQUIPMENT.**

Quantity:	TOTAL COST FOR MEETING SPACE, FOOD AND AUDIO VISUAL EQUIPMENT ONLY.			
Department:	DEPARTMENT OF HEALTH			
Division:	EARLY CHILDHOOD SCREENING – RACE TO THE TOP EARLY LEARNING CHALLENGE			
RI-FANS Requisition Number:		1355937 - 7548744		

STANDARD FEATURES	FOR VENDOR USE ONLY TO INDICATE COMPLIANCE	
	Yes/No	COMMENTS)
JULY 28, 2014		
ONE FULL DAY OVERVIEW TRAINING		
100 Participants		
12 hour day (including set-up and break-down).		
MEETING SPACE		
Breakout rooms		
AUDIO VISUAL EQUIPMENT		
Projector		
Screen		
Microphones		
AV-Cart/Table with power cords		
LAPTOP CONNECTION		
FOOD		
Full Breakfast		
Snack		
Lunch		
Snack		
Parking/Valet		
JULY 29-31, 2014		
THREE FULL DAY WORKSHIP		
60 Participants		
12 hour day (including set-up and break-down)		
MEETING SPACE		
Breakout rooms		
AUDIO VISUAL EQUIPMENT		
Projector		
Screen		
Microphones		
AV cart/table with power cords		

STANDARD FEATURES	FOR VENDOR USE ONLY TO INDICATE COMPLIANCE	
	Yes/No	COMMENTS)
LAPTOP CONNECTION		
FOOD		
Full Breakfast		
Snack		
Lunch		
Snack		
PARKING/VALET		
SEPTEMBER 22-24, 2014		
THREE FULL DAY WORKSHOP		
60 Participants		
12 hour days (including set-up and break-down		
MEETING SPACE		
Breakout Rooms		
AUDIO-VISUAL EQUIPMENT		
Projector		
Screen		
Microphones		
AV Cart/Table with Power Cords		
LAPTOP CONNECTION		
FOOD		
Full Breakfast		
Snack		
Lunch		
Snack		
*INDICATE IF HOTEL ACCOMMODATIONS ARE AVAILABLE FOR THE INDICATED/FOLLOWING DATES: HOTEL ACCOMMODATIONS ARE NOT TO BE PART OF TOTAL BID PRICE. BID TOTAL PRICE IS FOR MEETING SPACE, FOOD AND AUDIO VISUAL EQUIPMENT ONLY.		
July 28, 2014 – Hotel accommodations for 1 person.		
July 29-31, 2014 – Hotel accommodations for 3 people		
September 22-24, 2014 – Hotel accommodations for 3 people		
*INCLUDE EXAMPLE OF FOOD PACKAGE FOR REQUESTED BREAKFAST, LUNCH AND SNACKS REQUESTED ON BID SOLICIATION		

Contract Terms and Conditions

Table of Contents

Terms and Conditions.....VI
 BID STANDARD TERMS AND CONDITIONSVI
 TERMS AND CONDITIONS FOR THIS BIDVI
 DELIVERY PER AGENCYVI
 RIVIP INFO - BID SUBMISSION REQUIREMENTSVI
 DELIVERY PER AGENCYVI
 RIVIP INFO - BID SUBMISSION REQUIREMENTSVI

Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

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 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.

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