



INVITATION TO BID

SOLICITATION TITLE: On-Site Shredding Services, MPA-401
SOLICITATION NUMBER: 7548854
BID PROPOSAL SUBMISSION DEADLINE: July 22, 2014 at 11:00 AM

PREBID CONFERENCE

NONMANDATORY

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:

Date:

Time: Choose an item.

QUESTIONS about this solicitation must be emailed and received by the Division of Purchases at john.cowell@purchasing.ri.gov no later than Monday, July 14, 2014, 5:00 PM, in a Microsoft Word attachment with the corresponding solicitation number. Questions, if any, and responses will be posted on the Division of Purchases website at www.purchasing.ri.gov as an addendum to this solicitation

BID BOND REQUIRED: NO
 YES

PAYMENT AND PERFORMANCE BOND REQUIRED: NO
 YES

SPECIFICATIONS AND PLANS: NO
 YES → See Electronic Solicitation Bidding Information.
Click on the online active "D" link in the "info" column.

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RIVIP REGISTRATION: Bidders must be registered vendors through the online Division of Purchases Rhode Island Vendor Information Program at 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), complete, and submit a Bidder Certification Cover Form with each bid proposal.

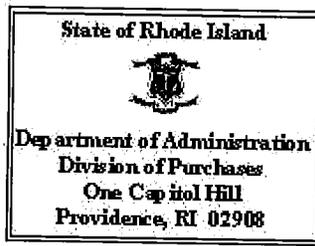
The State of Rhode Island through its, Department of Administration, Division of Purchases, is soliciting bid proposals to perform the work described in the plans and specifications dated June 26, 2014 For the Project in accordance with this solicitation.

Bidders are invited to submit bid proposals to the Division of Purchases by the bid proposal submission deadline.

This solicitation contains, and is subject to the terms and conditions of, the Invitation to Bid, Instructions to Bidders, Bid Preparation Checklist (with applicable forms), Agreement, General Conditions, any Supplemental Conditions, Specifications and Plans, Bidder Certification Cover Form, and Bid Form. The solicitation is available at www.purchasing.ri.gov.

The award of the contract pursuant to this solicitation will be made to the responsive and responsible bidder with the lowest bid price. *The Division of Purchases reserves the right to waive any technicalities in the bid proposals, accept or reject any bid proposal, award a contract in the best interest of the State, or revoke any solicitation.*

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INVITATION TO BID

Electronic Solicitation Bidding Information

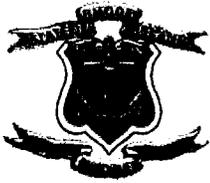
Downloading and Accessing Additional Electronic Solicitation Files

Accessing electronic files on the purchasing website will require Adobe viewer. All bid solicitations that include 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.

Specifications 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".

Buyer Name: John Cowell, Title: Buyer II



Request for Quote

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

CREATION DATE : 26-JUN-14
 BID NUMBER: 7548854
 TITLE: On-Site Shredding Services, MPA-401
 BLANKET START : 01-AUG-14
 BLANKET END : 31-JUL-15
 BID CLOSING DATE AND TIME: 22-JUL-2014 11:00:00

BUYER: Cowell Jr, John A
 PHONE #: 401-574-8114

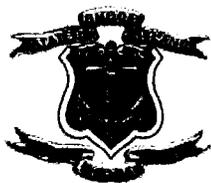
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Requisition Number:

Line	Description	Quantity	Unit	Unit Price	Total
	<p>Blanket Requirement: August 1, 2014 - July 31, 2015.</p> <p>***Questions concerning this solicitation must be received by the Division of Purchases at: john.cowell@purchasing.ri.gov no later than July 14, 2014 at 5:00 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.***</p> <p>This Solicitation for ONSITE SERVICES is designed to meet the needs of University of Rhode Island, Rhode Island College, Community College of Rhode Island and all State agencies, municipalities and quasi public agencies as requested.</p> <p>Provide document destruction services, for the State of Rhode Island at various locations throughout the State. Vendor must provide containers to store confidential material securely. All destruction of documents must occur on-site and be witnessed by an authorized State employee. Company must provide acceptable written certification of destruction to the agency.</p> <p>Hard copy document destruction should utilize cross cut shredders which produce particles that are 1x5 millimeters in size (or smaller), or pulverized/disintegrate paper materials using disintegrator devices.</p> <p>Destruction is defined as a state in which material cannot be reassembled and used in an appropriate manner in violation of the law.</p> <p>Vendor will ensure the security containers are to be serviced by uniformed, bonded, professional drivers who will have proper ID visible.</p>				

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



Request for Quote

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

BUYER: Cowell Jr, John A
 PHONE #: 401-574-8114

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Requisition Number:

Line	Description	Quantity	Unit	Unit Price	Total
1	Membership in a national trade associations such National Association for Information Destruction Inc. (NAID) or the International Organization for Standardization (ISO) should be indicated. 8/1/14 - 7/31/15 On-Site Shredding of Confidential material for URI, RIC and CCRI per the attached specifications. (Containers are to have a 150 LB capacity)	160,000.00	Pound		
2	8/1/14 - 7/31/15 On-Site Shredding of Confidential material for all State agencies, municipalities and quasi public agencies. (64 gallon containers, 200-250 LB capacity and boxes 15"x10"x24")	40,000.00	Pound		
3	8/31/14 - 7/31/15 Pickup and Disposal of pre-shredded material -when removed in conjunction with regularly scheduled pickup.	1.00	Pound		
4	8/31/14 - 7/31/15 On-site services - Locked Console box - shredding and removal of confidential materials per 150 lb. container 1st container	390.00	Container		
5	8/31/14 - 7/31/15 On-site services - Locked Console box - shredding and removal of confidential materials per 150 lb. container each additional container	770.00	Container		
6	8/31/14 - 7/31/15 On-site services - shredding and removal of confidential materials per 64 gallon (200-250 lb) container 1st container	90.00	Container		
7	8/31/14 - 7/31/15 On-site services - shredding and removal of confidential materials per 64 gallon (200-250 lb) container each additional container	164.00	Container		

Delivery: _____

Terms of Payment: _____

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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

Request for On-Site Document Shredding Services

Provide document destruction services for the State of Rhode Island, all State agencies, at various locations throughout the State, detailed requirements covering State Colleges including addresses are attached. Vendor must provide the requesting agency with containers to store confidential material securely. Containers must be locked and slotted on top to provide access for letter sized documents in stacks up to an inch in thickness. Containers must have the ability to be opened, by authorized agency staff, to allow for dumping of bulk lots of paper into the security container.

Unless otherwise stated, all destruction of documents must occur onsite and be witnessed by an authorized employee. Company must provide acceptable written certification of documentation destruction.

Vendor will provide a brief description of the company's qualifications including the number of years in business and experience in providing shredding services at the level requested.

Membership in national trade associations such as NAID should be indicated and provide proof of mobile certification levels.

Vendor will insure the security containers are to be serviced by uniformed, bonded, professional drivers who will have proper ID visible.

Shredded materials must be transported back to the vendor's facilities in a locked container. Vendor must immediately notify the agency of any breaches in security.

Shredding procedures of confidential documents and materials must follow applicable IRS and HIPPA requirements for the proper destruction of confidential documents.

Destruction is defined as a state in which material cannot be reassembled and used in an inappropriate manner in violation of law.

Pickup must be provided on a periodic/as needed basis and occur during standard business hours. Vendor must coordinate schedule of service dates and estimated time of arrival with the requesting agency.



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There will be No Charges for the bins provided.

Vendor will provide monthly invoicing detailing the dates of service and the number of security containers by size or pounds removed, as requested and location that were serviced during the month.

Some of the locations are in multi floor buildings. Elevator service is available at these locations. Some locations may require the vendor's employee to go through a security screening area.

Volume levels of items requiring destruction will periodically change at most locations. Vendor must have the ability to provide additional security bins within five (5) business days of request. Vendor must have the capacity to handle up to a 100% temporary increase in shredding volume at any location.



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Website: www.purchasing.ri.gov

SHREDDING SERVICES FOR RHODE ISLAND COLLEGE
600 Mt. Pleasant Ave.
Providence, RI 02908

Shredding Services as follows:

House Six (6) 150 lb. capacity containers with locks holding confidential information to be destroyed at the following locations.

1. MIS Department
2. Admissions Department
3. Financial Aid Department
4. Human Resources
5. CEP
6. Feinstein School of Education

Special shredding pickup requests may be requested for departments not mentioned above.

Coordinate pickup every two (2) weeks with appointed agency contact.

Shredding will be on-site followed by removal.

No rental fee for bins/containers.

Vendor is required to submit a certificate of destruction upon request.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

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

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Website: www.purchasing.ri.gov

SHREDDING SERVICES FOR THE COMMUNITY COLLEGE OF RHODE ISLAND

There are four (4) locations requiring pickup services:

1. Liston Campus, One Hilton St., Providence, RI 02905-2304
2. Newport County Campus, One John H. Chafee Blvd., Newport, RI 02840
3. Flanagan Campus, 1762 Louisquisset Pike, Lincoln, RI 02865-4585
4. Knight Campus, 400 East Ave., Warwick, RI 02886-1807

Shredding Services as follows:

Special shredding pickup requests may be requested from departments not listed above.

Coordinate pickup every two (2) weeks with appointed agency contact.

Shredding will be on-site followed by removal.

No rental fee for bins/containers.

Vendor is required to submit a certificate of destruction upon request.



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University of Rhode Island
Specifications for Shredding of Confidential Material

Vendor shall provide Asset Disposition and Risk Management Services for the following Assets:

Confidential Documents at the following locations:

The University of Rhode Island Central Receiving warehouse in Kingston and at the College of Continuing Education on the Providence campus at 80 Washington Street.

The successful vendor must provide URI with Three (3) 150 lb. containers to store confidential material securely. Containers must have locks and have the ability to be opened, by authorized URI staff, to allow for dumping of bulk lots of paper into the security container.

Unless otherwise stated, all destruction of documents must occur on-site and be witnessed by an employee of URI. Vendor must provide acceptable written certification of document destruction.

Hard copy document destruction should utilize cross cut shredders which produce particles that are 1 x 5 millimeters in size (or smaller), or pulverized /disintegrate paper materials using disintegrator devices. Destruction is defined as a state in which material cannot be reassembled and used in an inappropriate manner in violation of the law.

Vendor will ensure the security containers are to be serviced by uniformed, bonded, professional drivers who will have proper ID visible.

There will be no rental fee for the locked containers.

Shredded materials must be transported back to the vendor's facilities in a locked container. Vendor must immediately notify the University of Rhode Island of any breaches of security.

Pick up shall be at least twice per month.

Additional Special Shredding pickups may be requested, as needed.



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**DIVISION OF PURCHASES
INSTRUCTIONS TO BIDDERS
PUBLIC WORKS SERVICES (PWS)**

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), 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. 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 journey person ratio for each trade approved by the State Apprenticeship Council. Specific information is available at 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.

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.

Domestic Steel

Any steel products required by the plans and specifications in this solicitation must be fabricated or processed from steel made in the United States.

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:

<u>Type of Insurance</u>	<u>Amount of Coverage</u>
Comprehensive General Liability	
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)	
Automobile Liability	
Combined Single Limit	\$1 Million each occurrence
Bodily injury, property damage, including non owned and/or hired vehicles and equipment	
Workers Compensation	
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, 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 and are encouraged to attend a nonmandatory 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.

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, 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, 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.



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

Additional Terms and Conditions for Bid 7548854

RIVIP

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.

MPABIDAWD

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

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

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Website: www.purchasing.ri.gov

REPORTS - The Vendor agrees to provide the State with quarterly reports describing activity against this Price Agreement. If this is a Master Price Agreement, such reports shall include usage by municipalities, quasi-public agencies, schools, etc. All reports shall contain the following data: (1) Billing volume in dollars and (2) quantity shipped for each line item in the price agreement. When there are no line items in the price agreement, vendor shall report volume by catalog order numbers, with a brief description of each order number. Reports must be submitted to the RI Division of Purchases to the attention BUYER named in this notice, identifying the Agreement number and the Reporting Period. Quarterly reports shall be due 45 calendar days after the end of each quarter. Failure to submit required reports shall be considered a breach of the contractor's obligations and may be considered, at the discretion of the State Purchasing Agent, sufficient cause for the termination of the agreement and other outstanding agreements and orders, and possible suspension from participation in additional State procurements.

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

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 \$60 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)

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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 <input type="checkbox"/> | Medical Services Corporation <input type="checkbox"/> | Government/Nonprofit Corporation <input type="checkbox"/> |
| Partnership <input type="checkbox"/> | Corporation <input type="checkbox"/> | Trust/Estate <input type="checkbox"/> |
| | | Legal Services Corporation <input type="checkbox"/> |

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



State of Rhode Island
Division of Purchases

Public Works
Bid Preparation Checklist

Date: 7/8/2014

Bid#: 7548854

Title: On-Site Shredding – MPA-401 (Certificate of Destruction is Required)

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 nor a comprehensive list of all bid proposal 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) signed in ink
- Bid Form
 - All applicable blank spaces on the Bid Form have been completed
 - All Addenda have been acknowledged
 - Bid price printed legibly in ink (in both words and figures that match where specified)
 - Erasures or corrections have been initialed by person signing the Bid Form
 - 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
- General Contractor Apprenticeship Certification Form "2013-14" (for projects \$1,000,000 and greater) required at time of bid proposal submission

Note: General Contractor Apprenticeship Re-Certification and Certification Form "2013-16" and Subcontractor Apprenticeship Certification Form "2013-15" are not required at time of bid proposal submission deadline.

- Applicable professional licenses (as specified in the Solicitation)
- Rhode Island Contractor Registration Board No.
- All bid proposal documents in a sealed envelope with the specific Solicitation #, Solicitation title, and the bid proposal submission deadline marked in the upper left hand corner of the envelope
- Each bid proposal submitted in a separate sealed envelope
- Completed Form W-9
- Other _____

Buyer Name: John F. O'Hara II

Contact Information: 401-574-8125