



Request for Quote

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

CREATION DATE : 03-OCT-14
BID NUMBER: 7549052
TITLE: DMV INFORMATION DESK AT NEW DMV BUILDING

BLANKET START : 01-NOV-14
BLANKET END : 30-JUN-15
BID CLOSING DATE AND TIME:30-OCT-2014 10:00:00

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

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

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DOA CENTRAL BUSINESS OFFICE
ADMINISTRATIVE SERVICES
ONE CAPITOL HILL, 4TH FLOOR
PROVIDENCE, RI 02908
US

Requisition Number: 1388910

Note to Bidders: Questions concerning this solicitation may be emailed to doa.purquestions3@purchasing.ri.gov no later than 10/16/14 @ 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	INFORMATION DESK AT NEW DMV BUILDING Per attached specifications.	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 PURCHASING
One Capitol Hill
Providence, R.I. 02908-5850
(401) 574-8100 FAX 574-8387

**RFQ for Casework – RI Division of Motor Vehicles – Information Desk
Cranston, Rhode Island**

Building Address:

600 New London Ave
Pastore Campus
Cranston, RI 02920

Introduction:

The newly renovated Rhode Island Division of Motor Vehicles in Cranston was originally constructed in 1970 as the State's Department of Human Services. The three story building experiences an extremely high daily traffic flow. Consequently, during the building's recent renovation, the building's designer paid particular attention to managing the volume of customers the building sees on a daily basis. To further assist in eliminating crowding and confusion, the Rhode Island Department of Motor Vehicles has requested the addition of an information desk at the main entrance located on the north side of the building.

This new information desk will take the place of a greeter's podium which does not currently meet the needs of the DMV. The new desk was designed to suit a particular location in proximity to the front entrance with materials intended to complement the existing interior finishes in the space. It will serve as an information area with a DMV representative stationed between the public elevator and a 12' wide sloped walkway. To comply with the Americans with Disabilities Act (ADA) requirements, the desk will have an upper and lower counter to better accommodate a wide variety of patrons.

The State of Rhode Island, Division of Purchasing is seeking quotes from qualified contractors to provide construction administration services pertaining to the construction of the information desk.

Vendors should note that the timely completion and quality craftsmanship of this project is of paramount importance to the State. Project completion to be **60 days** after issuance of Purchase Order. Bidders must include a signed copy of this form with their proposal submission as acknowledgement to terms of completion.

Company Name (print)

Signature of Authorized Representative

Printed Name of Authorized Representative

Failure to submit acknowledgement of completion may deem bid non-responsive.



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***RFQ for Casework – RI Division of Motor Vehicles – Information Desk
Cranston, Rhode Island***

Part 1. GENERAL

1.1 REFERENCES

- C. AWI/AWMAC Quality Standards Illustrated (QSI), current edition

1.2. QUALITY ASSURANCE

- A. Perform work in accordance with Premium Grade quality.
- B. Work in this section shall comply with the specified Grade(s) of Work and Section (s) of the current edition of the AWI/AWMAC Quality Standards Illustrated.

1.3. QUALIFICATIONS

- A. Contractors and their personnel engaged in the work shall be able to demonstrate successful experience with work of comparable extent, complexity and quality to that shown and specified.
- B. Manufacturers who are members in good standing of the Architectural Woodwork Institute (AWI) or the Architectural Woodwork Manufacturers Association of Canada (AWMAC) and are familiar with this standard.

Part 2. PRODUCTS

2.1. MANUFACTURERS

Manufacturers who are members in good standing of the Architectural Woodwork Institute (AWI) or the Architectural Woodwork Manufacturers Association of Canada (AWMAC) and are familiar with this standard.

2.2. PANEL PRODUCTS

- A. Core material for veneered or laminated components, shall conform to QSI standards.
- B. 3/4" Black Melamine
- C. Plyboo, Amber Edge Grain – match existing in grain, stain, and thickness
- D. Formica's Brushed Aluminum 605 or approved equal.
- E. 3/8" 3-Form's Varia Eco-resin "Hint Straightup" aloe
- F. 1/4" Black Laminate



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2.3. FABRICATION

- A. Fabricate to Premium Quality Standards.
- B. Shop prepare and identify components of assemblies for matching during site assembly.
- C. Cabinet shelf thickness and/or construction to accommodate exceptional client requirements such as long spans or anticipated heavy loading here.
- D. Grain direction and matching criteria if other than AWI/AWMAC Standards.

2.5. FINISHING REQUIREMENTS

- A. Sand work smooth and set exposed nails [and screws].
 - For opaque finishes, apply wood filler in exposed nail [and screw] indentations and sand smooth.
 - For transparent finishes, use wax or burn-in filler which blends with surrounding color and sheen, often after stain and before final top coat.
- B. When combining wood and laminates or other specialty products, careful consideration must be given to finishing specifications.

Part 3. EXECUTION

3.1. EXAMINATION

- A. Verify adequacy of backing and support framing.

Pricing:

Vendors are required to provide pricing in the following format:

1. Provide a lump-sum price for all the work described with solicitation #7549052

Delivery: Delivery cost to be included in total bid price.

Attachments:

5. Dimensioned desk drawings
6. Preliminary Sketchup renderings of desk
7. Specifications
8. Finish Schedule



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The following services will be required of the chosen vendor:

1. Full shop drawings and specifications for the complete scope of work involved in the construction and inside delivery of the information desk in the north lobby of Rhode Island Division of Motor Vehicles.
2. Provide product data samples prior to desk construction.
3. Upon approval of shop drawings, furnish and deliver, inside the north lobby of the DMV, one new information desk per the plans and specifications provided and the approved shop drawings.
4. Provide warranty including labor, materials, and workmanship for one (1) year minimum.

SUBMITTALS

- A. Shop drawings:
 - Submit two copies; one of which will be returned with reviewed notations prior to commencement of work under this section.
 - Indicate plans and elevations, materials, surface grain directions, profiles, assembly methods, joint details, fastening methods, accessories, hardware, and compliance with specified fire-retardant treatments, preservative treatments, and schedule of finishes.
- B. Finish samples:
 - When appropriate, submit one or more samples of veneer-on-substrate, 200 x 250 mm [8 x 10"] illustrating expected range of component finish color and/or grain.
 - The sample shall bear identification of the project, owner, general contractor, and woodwork manufacturer, items to which the finish applies and the system utilized to attain the finish.

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

INSPECTION REQUIREMENTS

BIDDERS ARE RESPONSIBLE FOR INSPECTION OF EQUIPMENT AND/OR LOCATION, TAKING MEASUREMENTS* WHEN REQUIRED, AND MAKING THEMSELVES AWARE OF THE TOTAL REQUIREMENT BEFORE SUBMITTING A BID. *MEASUREMENTS PROVIDED WITH ANY BID ARE FOR REFERENCE PURPOSES AND ARE NOT GUARANTEED TO BE COMPLETELY ACCURATE.

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.

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.

PURCHASE AGREEMENT BID

BIDDING (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordered during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. **ORDERING** (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

FISCAL YEAR - AWARD EXTENDING PAST FISCAL YR END

AWARDS EXTENDING BEYOND JUNE 30TH 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.

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.

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.