



INVITATION TO BID

SOLICITATION TITLE: HVAC Maintenance & Repairs, DCYF
SOLICITATION NUMBER: 7549089
BID PROPOSAL SUBMISSION DEADLINE: November 24, 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: Youth Development Center, 57 Power Road, Cranston, RI 02920 Meet in the Front Lobby

Date: Thursday, November 13, 2014

Time: 9:00 AM

QUESTIONS about this solicitation must be emailed and received by the Division of Purchases at DOA.purconstruction@purchasing.ri.gov no later than Friday, November 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.

Continued onto next page



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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 October 23, 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.*

Continued onto next page



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 F. O'Hara II, Title: Chief Buyer



State of Rhode Island Department of Administration
Division of Purchases

REVISED
November 20, 2013

NOTICE TO VENDORS

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.**

The public copy must be submitted in .pdf (portable document file) format on a *read-only* CD-R media disc. The disc must include *all of the documents* submitted in response to the solicitation concatenated or merged into one file. The file must be named in the following manner:

BidNumber_DateofBid_VendorName_VendorID.pdf

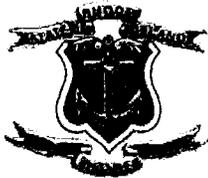
The Bidder Certification Cover Form contains all of the information for the file name. The date of bid must appear as mm-dd-yyyy. The vendor name must appear as one word, with no spaces or punctuation. Underscores must separate the fields.

Example: 7543210_11-08-2013_OceanStateCompanyInc_9867.pdf

The public copy disc must be separately enclosed in a protective cover clearly marked "Public Copy" and include the following information (all available from the Bidder Certification Cover Form): (1) title of solicitation; (2) name of bidder and RIVIP vendor ID number; (3) bid number; and (4) date of bid.

The public copy may redact any trade secrets or commercial or financial information which is of a privileged or confidential nature pursuant to the "Access to Public Records Act," R. I. Gen. Laws §§ 38-2-1 *et seq.*

For further information on how to comply with this statutory requirement, see R. I. Gen. Laws §§ 37-18(b) and (j). Also see Procurement Regulation 5.11 accessible at www.purchasing.ri.gov



Request for Quote

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

BUYER: Ohara 2nd, John F
 PHONE #: 401-574-8125

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

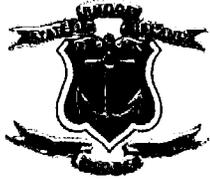
CREATION DATE : 21-OCT-14
 BID NUMBER: 7549089
 TITLE: HVAC Maintenance & Repairs, DCYF
 BLANKET START : 01-DEC-14
 BLANKET END : 30-NOV-19
 BID CLOSING DATE AND TIME: 24-NOV-2014 11:00:00

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 DCYF JUVENILE CORRECTIONAL SVC
 300 NEW LONDON AVE
 CRANSTON, RI 02920
 US

Requisition Number: 1388932

Line	Description	Quantity	Unit	Unit Price	Total
	Blanket Requirement: December 1, 2014 - November 30, 2019 There will be a Mandatory Pre-Bid Conference held. Please visit our website: www.purchasing.ri.gov for the Date, Time and Location. Or see page one (1) of this Invitation to Bid.				
1	APA-7553 12/1/14-6/30/15 DCYF; BID: RITS; 5 YEAR HVAC MAINTENANCE AND REPAIR CONTRACT FOR YAC AND YDC. COST/YEAR BOTH YAC & YDC	1.00	Each		
2	APA-7553 7/1/15-6/30/16 DCYF; RITS; 5 YEAR HVAC MAINTENANCE AND REPAIR CONTRACT FOR YAC AND YDC. COST/YEAR BOTH YAC & YDC	1.00	Each		
3	APA-7553 7/1/16-6/30-17 DCYF; RITS; 5 YEAR HVAC MAINTENANCE AND REPAIR CONTRACT FOR YAC AND YDC. COST/YEAR BOTH YAC & YDC	1.00	Each		
4	APA-7553 7/1/17-6/30/18 DCYF; RITS; 5 YEAR HVAC MAINTENANCE AND REPAIR CONTRACT FOR YAC AND YDC. COST/YEAR BOTH YAC & YDC	1.00	Each		
5	APA-7553 7/1/18-6/30/19 DCYF; RITS; 5 YEAR HVAC MAINTENANCE AND REPAIR CONTRACT FOR YAC AND YDC. COST/YEAR BOTH YAC & YDC	1.00	Each		
6	APA-7553 7/1/19-11/30/19 DCYF; RITS; 5 YEAR HVAC MAINTENANCE AND REPAIR CONTRACT FOR YAC AND YDC. COST/YEAR BOTH YAC & YDC	1.00	Each		
7	APA-7553 12/1/14-6/30/15 DCYF; RITS; Water Treatment for cooling season YAC and YDC each year. Cost/Year both YAC & YDC	1.00	Each		
8	APA-7553 7/1/15-6/30/16 DCYF; RITS; Water Treatment for cooling season YAC and YDC each year. Cost/Year both YAC & YDC	1.00	Year		
9	APA-7553 7/1/16-6/30/17 DCYF; RITS; Water Treatment for cooling season YAC and YDC each year. Cost/Year both YAC & YDC	1.00	Year		
10	APA-7553 7/1/17-6/30/18 DCYF; RITS; Water Treatment for cooling season YAC and YDC each year. Cost/Year both YAC & YDC	1.00	Year		
11	APA-7553 7/1/18-6/30/19 DCYF; RITS; Water Treatment for	1.00	Year		

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: Ohara 2nd, John F
 PHONE #: 401-574-8125

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 DCYF JUVENILE CORRECTIONAL SVC
 300 NEW LONDON AVE
 CRANSTON, RI 02920
 US

Requisition Number: 1388932

Line	Description	Quantity	Unit	Unit Price	Total
	cooling season YAC and YDC each year. Cost/Year both YAC & YDC				
12	APA-7553 7/1/19-11/30/19 DCYF;RITS;Water Treatment for cooling season YAC and YDC each year. Cost/Year both YAC & YDC	1.00	Year		
13	APA-7553 12/1/14-6/30/15 DCYF;RITS;Water Treatment for the Hot Water Loop-Heating Season YAC and YDC each year. Cost/Year both YAC & YDC	1.00	Year		
14	APA-7553 7/1/15-6/30/16 DCYF;RITS;Water Treatment for the Hot Water Loop-Heating Season YAC and YDC each year. Cost/Year both YAC & YDC	1.00	Year		
15	APA-7553 7/1/16-6/30/17 DCYF;RITS;Water Treatment for the Hot Water Loop-Heating Season YAC and YDC each year. Cost/Year both YAC & YDC	1.00	Year		
16	APA-7553 7/1/17-6/30/18 DCYF;RITS;Water Treatment for the Hot Water Loop-Heating Season YAC and YDC each year. Cost/Year both YAC & YDC	1.00	Year		
17	APA-7553 7/1/18-6/30/19 DCYF;RITS;Water Treatment for the Hot Water Loop-Heating Season YAC and YDC each year. Cost/Year both YAC & YDC	1.00	Year		
18	APA-7553 7/1/19-11/30/19 DCYF;RITS;Water Treatment for the Hot Water Loop-Heating Season YAC and YDC each year. Cost/Year both YAC & YDC	1.00	Year		
19	APA-7553 12/1/14-6/30/15 DCYF;RITS; Emergency Services for non-contract repairs. Rate per hour.	1.00	Hour		
20	APA-7553 7/1/15-6/30/16 DCYF;RITS; Emergency Services for non-contract repairs. Rate per hour.	1.00	Hour		
21	APA-7553 7/1/16-6/30/17 DCYF;RITS; Emergency Services for non-contract repairs. Rate per hour	1.00	Hour		
22	APA-7553 7/1/17-6/30/18 DCYF;RITS; Emergency Services for non-contract repairs. Rate per hour	1.00	Hour		
23	APA-7553 7/1/18-6/30/19 DCYF;RITS; Emergency Services for non-contract repairs. Rate per hour	1.00	Hour		
24	APA-7553 7/1/19-11/30/19 DCYF;RITS; Emergency Services for non-contract repairs. Rate per hour	1.00	Hour		

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Delivery: _____

Terms of Payment: _____

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SECTION I - PURPOSE

The purpose and intent of this Invitation for Bid is to establish a five-year fixed price contract for maintenance, inspection and on-call repair service for the HVAC systems at the Youth Assessment Center and the Youth Development Center buildings at the Rhode Island, Department of Children Youth and Families, Training School.

A Mandatory Pre-Bid Meeting will be held at the Youth Assessment Center (YAC) and at xx on xx, ~~2009~~.

SECTION II - Equipment and Locations

Both the YAC and YDC are brand new state-of-the art, juvenile correctional facilities that have recently been completed. Occupancy of both buildings will be in January and February of 2009. Both buildings are located on the State of Rhode Island's Pastore Campus in Cranston Rhode Island

Youth Assessment Center - 45 Cherrydale Court, Cranston, RI

The YAC is a 27,000 square foot combination residential/educational facility designed to house up to 52 residents. Air conditioning and ventilation is provided using 3 York Air Handling Units, 1 Baltimore Aircoil Cooling tower and 1 York Chiller. The system is controlled via Johnson Controls software and hardware. How water converters convert steam provided by the Pastore Complex to provide heat.

The following is a detailed listing of the HVAC equipment located at the YAC that will be covered under this contract.

Customer Tag #	Equipment Description	Size
FCU-LG / 0001	Fan Coil Units - Fan Coil Unit - Wall Mounted	>7.5T
FCU-LG / 0002	Fan Coil Units - Fan Coil Unit - Wall Mounted	>7.5T
EF-SML / 0005	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
EF-SML / 0001	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
EF-SML / 0002	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
EF-SML / 0004	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
EF-SML / 0006	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
EF-SML / 0007	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
EF-SML / 0008	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
EF-SML / 0009	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
EF-SML / 0010	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
EF-SML / 0011	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
EF-SML / 0012	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
EF-SML / 0013	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
EF-SML / 0014	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
EF-SML / 0015	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
EF-SML / 0016	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
EF-SML / 0003	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
FCU-LG / 0001	Fan Coil Units - Fan Coil Unit - Wall Mounted	>7.5T
FCU-LG / 0002	Fan Coil Units - Fan Coil Unit - Wall Mounted	>7.5T
EF-SML / 0005	Fans - Exhaust Fan - Ceiling Mounted	0-5HP

VMA-BAS / 0032	Controls - DDC - Field Controllers - JCI Field Controllers	VMA Controller
VMA-BAS / 0033	Controls - DDC - Field Controllers - JCI Field Controllers	VMA Controller
VMA-BAS / 0034	Controls - DDC - Field Controllers - JCI Field Controllers	VMA Controller
HEX-ALL / 0001	Misc Mech Equip - Heat Exchanger - Heat Exchanger	All
HEX-ALL / 0002	Misc Mech Equip - Heat Exchanger - Heat Exchanger	All
PUMP-SML / 0001	Pumps - Pump - Chilled Water	<10HP
PUMP-SML / 0002	Pumps - Pump - Chilled Water	<10HP
PUMP-SML / 0005	Pumps - Pump - Chilled Water	<10HP
PUMP-SML / 0006	Pumps - Pump - Chilled Water	<10HP
WHTR-MED / 0001	Water Heaters - Water Heater - Gas	150-300GAL
MTR-SML / 0001	Motors - Motor - Electric	0-7.5HP
MTR-SML / 0002	Motors - Motor - Electric	0-7.5HP
MTR-SML / 0003	Motors - Motor - Electric	0-7.5HP
PUMP-SML / 0005	Pumps - Pump - Circulating	<10HP
PUMP-SML / 0006	Pumps - Pump - Circulating	<10HP
PUMP-SML / 0007	Pumps - Pump - Condenser Water	<10HP
PUMP-SML / 0008	Pumps - Pump - Condenser Water	<10HP
CHLR-AB-S / 0001	Absorbers - Absorbers - Absorption Machines	<=2500 Tons
CTWR-MED / 0001	Cooling Towers - Cooling Tower - With	76-250T
AHU-MED / 0001	Air Handling Units - Mixed Air - Variable Volume	10-40HP
AHU-MED / 0002	Air Handling Units - Mixed Air - Variable Volume	10-40HP
AHU-MED / 0003	Air Handling Units - Mixed Air - Variable Volume	10-40HP
NAE-BAS / 0001	Controls - DDC - Software - JCI Software	Network Automation Engine
MS-NAE45SW-SCS / 0001	Controls - DDC - Software - JCI Software	NAE 45 S/W Subscription
DX9100-BAS / 0001	Controls - DDC - Field Controllers - JCI Field Controllers	DX-9100 Controller
DX9100-BAS / 0002	Controls - DDC - Field Controllers - JCI Field Controllers	DX-9100 Controller
DX9100-BAS / 0003	Controls - DDC - Field Controllers - JCI Field Controllers	DX-9100 Controller
CRU-SML / 0001	Computer Room Units - Computer Room Unit - Through Wall	0-15T

Youth Development Center -- 57 Power Road, Cranston, RI

The YDC is a 100,000 square foot facility that houses four residential pods with a capacity of 96 residents, a dental and medical clinic, a school, administrative offices, and a full cafeteria and kitchen that serves the entire RIIS. Air conditioning and ventilation is provided using eleven (11) York Air Handling Units, 1 Baltimore Aircoil Cooling tower and 1 York Chiller. The system is controlled via Johnson Controls software and hardware. How water converters convert steam provided by the Pastore Complex to provide heat.

The following is a detailed listing of the HVAC equipment located at the YDC that will be covered under this contract.

Customer Tag #	Equipment Description	Size
VMA-BAS / 0029	Controls - DDC - Field Controllers - JCI Field Controllers	VMA Controller
VMA-BAS / 0036	Controls - DDC - Field Controllers - JCI Field Controllers	VMA Controller
VMA-BAS / 0035	Controls - DDC - Field Controllers - JCI Field Controllers	VMA Controller
VMA-BAS / 0034	Controls - DDC - Field Controllers - JCI Field Controllers	VMA Controller
VMA-BAS / 0033	Controls - DDC - Field Controllers - JCI Field Controllers	VMA Controller
VMA-BAS / 0032	Controls - DDC - Field Controllers - JCI Field Controllers	VMA Controller
VMA-BAS / 0037	Controls - DDC - Field Controllers - JCI Field Controllers	VMA Controller
VMA-BAS / 0030	Controls - DDC - Field Controllers - JCI Field Controllers	VMA Controller
VMA-BAS / 0041	Controls - DDC - Field Controllers - JCI Field Controllers	VMA Controller
VMA-BAS / 0028	Controls - DDC - Field Controllers - JCI Field Controllers	VMA Controller

BF-SML / 0001	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
BF-SML / 0002	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
BF-SML / 0003	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
BF-SML / 0004	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
BF-SML / 0005	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
BF-SML / 0006	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
BF-SML / 0007	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
BF-SML / 0008	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
BF-SML / 0009	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
BF-SML / 0010	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
BF-SML / 0011	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
BF-SML / 0012	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
BF-SML / 0013	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
BF-SML / 0014	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
BF-SML / 0015	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
BF-SML / 0016	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
BF-SML / 0017	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
BF-SML / 0018	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
BF-SML / 0019	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
BF-SML / 0020	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
BF-SML / 0021	Fans - Exhaust Fan - Ceiling Mounted	0-5HP
CHLR-AB-L / 0001	Absorbers - Absorbers - Absorption Machines	>2250 Tons
CIWR-LG / 0001	Cooling Towers - Cooling Tower - With	>250T
MSEA-BAS / 0001	Controls - DDC - Operator Work Station - JCI Operator W/S	MSEA Work Station
DX9100-BAS / 0001	Controls - DDC - Field Controllers - JCI Field Controllers	DX-9100 Controller
DX9100-BAS / 0002	Controls - DDC - Field Controllers - JCI Field Controllers	DX-9100 Controller
DX9100-BAS / 0003	Controls - DDC - Field Controllers - JCI Field Controllers	DX-9100 Controller
DX9100-BAS / 0004	Controls - DDC - Field Controllers - JCI Field Controllers	DX-9100 Controller
DX9100-BAS / 0005	Controls - DDC - Field Controllers - JCI Field Controllers	DX-9100 Controller
DX9100-BAS / 0006	Controls - DDC - Field Controllers - JCI Field Controllers	DX-9100 Controller
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DX9100-BAS / 0009	Controls - DDC - Field Controllers - JCI Field Controllers	DX-9100 Controller
DX9100-BAS / 0010	Controls - DDC - Field Controllers - JCI Field Controllers	DX-9100 Controller
DX9100-BAS / 0011	Controls - DDC - Field Controllers - JCI Field Controllers	DX-9100 Controller
DX9100-BAS / 0012	Controls - DDC - Field Controllers - JCI Field Controllers	DX-9100 Controller
VMA-BAS / 0001	Controls - DDC - field Controllers - JCI Field Controllers	VMA Controller
VMA-BAS / 0002	Controls - DDC - field Controllers - JCI Field Controllers	VMA Controller
VMA-BAS / 0003	Controls - DDC - field Controllers - JCI Field Controllers	VMA Controller
VMA-BAS / 0004	Controls - DDC - field Controllers - JCI Field Controllers	VMA Controller
VMA-BAS / 0005	Controls - DDC - field Controllers - JCI Field Controllers	VMA Controller
VMA-BAS / 0006	Controls - DDC - field Controllers - JCI Field Controllers	VMA Controller

SECTION III - HVAC QUARTERLY AND ANNUAL MAINTENANCE REQUIREMENTS

All tasks are to be completed four times per year with the exception of the shutdown and startup of the cooling towers, which are to be performed one time per year.

All filters are to be replaced four times a year. *Pleated*

Any equipment, filters, belts, plugs, etc. required are to be provided at no additional cost to the State.

Absorbers, Absorption Machines

Check with the DCYF Buildings and Grounds Coordinator for operational deficiencies.

Check for tube fouling.

Check generator heat source for proper operation (direct fired, hot water or steam)

Check for proper solution and refrigerant levels.

Check accuracy of instrumentation.

Check for proper jacket temperatures of pumps (if applicable).

Check for proper operation of purge pump.

Check for proper amp draw of pumps. Determine ultimate Vacuum.

Check for unusual noises, vibration and wear. Report recommendations.

Check overall condition of unit.

Clean area around equipment.

Complete any required maintenance checklists, report observations to the DCYF Buildings and Grounds Coordinator

Air Handling Units – Mixed Air - Variable

Check with the DCYF Buildings and Grounds Coordinator for operational deficiencies.

Check belt(s).

Check coil conditions.

Check condensate pan and drain (if accessible).

Check filter condition.

Visually inspect damper(s).

Check for proper fan operation.

Check for unusual noises, vibration and wear. Report recommendations.

Check overall condition of unit.

Clean area around equipment.

Complete any required maintenance checklists, report observations to the DCYF Buildings and Grounds Coordinator.

Replace air filters four times per Year

Computer Room Units

Check with the DCYF Buildings and Grounds Coordinator for operational deficiencies.

Check humidifier operation,

Check humidifier water and pan.

Replace humidifier canister (customer provided).

Clean condensate pan

Check temperatures and pressures.
Check unit charge.
Perform refrigerant leak check.
Check motor operation. Lubricate as required.
Check and tighten electrical connections.
Check contactor(s)
Check operating controls.
Check safeties.
Check water make-up valve for leaks.
Check for proper fan rotation.
Change and align belt(s).
Check coil conditions.
Check filter(s).
Clean condensate pan and drain (if accessible)
Clean humidifier pan (if applicable)
Check overall condition of unit.
Clean area around equipment.
Complete any required maintenance checklists, report observations to the DCYF Buildings and Grounds Coordinator.

Replace air filters four times per Year

Field Controllers -- VMA Controllers

Check with the DCYF Buildings and Grounds Coordinator for operational deficiencies.
Check communication status of all points.
Check for any overrides.
Check for alarms.
Clean area around equipment.
Complete any required maintenance checklists, report observations to the DCYF Buildings and Grounds Coordinator.

Controls -- Software and Network Controllers

Check with the DCYF Buildings and Grounds Coordinator for operational deficiencies.
Upgrade software to latest revision.
Clean area around equipment.
Complete any required maintenance checklists, report observations to the DCYF Buildings and Grounds Coordinator.

Cooling Towers

Cleaning

Check with the DCYF Buildings and Grounds Coordinator for operational deficiencies.

Drain tower/basin.

Remove soot and debris.

Clean basin.

Fill tower/basin.

Clean area around equipment.

Complete any required maintenance checklists, report observations to the DCYF Buildings and Grounds Coordinator.

Startup

Check with the DCYF Buildings and Grounds Coordinator for operational deficiencies.

Check spray nozzles and distribution trough.

Check sump and basin.

Clean strainer (if applicable).

Check tower fill.

Fill tower.

Check starter.

Check electrical connections.

Check float valve shutoff.

Check drive system and lubricate.

Check fan condition.

Check for proper condenser water flow.

Start the cooling tower.

Check fan rotation.

Check temperature controller.

Check operation of chemical feed.

Clean area around equipment.

Complete any required maintenance checklists, report observations to the DCYF Buildings and Grounds Coordinator.

Maintenance/Inspection

Check with the DCYF Buildings and Grounds Coordinator for operational deficiencies.

Check sump and basin.

Check make up water valve _

Check temperature controller.

Check operation of bypass valve.
Check condenser water flow.
Check operation of spray nozzles.
Check condition of eliminators.
Check drive system.
Check belt(s) (if applicable).
Check fan condition and rotation.
Check for unusual noise and vibration.
Check overall condition of unit.
Clean area around equipment.
Complete any required maintenance checklists, report observations to the DCYF Buildings and Grounds Coordinator.

Fan Coil Units

Check with the DCYF Buildings and Grounds Coordinator for operational deficiencies.
Check belt(s) (if applicable)
Check coil conditions.
Check condensate pan and drain (if accessible).
Check filter condition.
Check for proper fan operation.
Check for unusual noises, vibration and wear. Report recommendations.
Check overall condition of unit.
Clean area around equipment.
Complete any required maintenance checklists, report observations to the DCYF Buildings and Grounds Coordinator.

Exhaust Fans

Check rain guard.
Check and tighten electrical connections.
Check with the DCYF Buildings and Grounds Coordinator for operational deficiencies.
Clean area around equipment.
Complete any required maintenance checklists, report observations to the DCYF Buildings and Grounds Coordinator.
Inspect starter.
Lubricate as required.
Motor operating amps.
Check belt guard.
Check belt(s).
Check drive condition.
Check electrical contacts.
Check fan and blade(s).
Check for proper rotation.

Heat Exchangers

Check with the DCYF Buildings and Grounds Coordinator for operational deficiencies.

Check operating and safety controls, adjust as needed.

Inspect for system leaks

Inspect structural elements and mounting points for vibration, corrosion, damage and secureness. (Document any problems/corrections)

Check for fouling.

Confirm system flow.

Clean area around equipment.

Complete any required maintenance checklists, report observations to the DCYF Buildings and Grounds Coordinator.

Radiant Heat Units

Check with the DCYF Buildings and Grounds Coordinator for operational deficiencies

Check for leaks.

Check for unusual noise or vibration.

Clean area around equipment.

Complete any required maintenance checklists, report observations to the DCYF Buildings and Grounds Coordinator.

Unit Heaters

Check with the DCYF Buildings and Grounds Coordinator for operational deficiencies.

Cycle thermostat and check for proper operation.

Check fan operation.

Check for unusual noise or vibration.

Clean area around equipment.

Complete any required maintenance checklists, report observations to the DCYF Buildings and Grounds Coordinator.

Electric Motors

Check motor air intake.

Check with the DCYF Buildings and Grounds Coordinator for operational deficiencies.

Clean area around equipment.

Complete any required maintenance checklists, report observations to the DCYF Buildings and Grounds Coordinator.

Visually check alignment.

Check belt(s).

Check drive condition.
Check drive coupling.

Chilled Water Pumps

Check with the DCYF Buildings and Grounds Coordinator for operational deficiencies.
Check for leaks.
Check pressures.
Visually inspect coupling.
Check for unusual noise and vibration.
Clean area around equipment.
Complete any required maintenance checklists, report observations to the DCYF Buildings and Grounds Coordinator.

Circulating Pumps

Check with the DCYF Buildings and Grounds Coordinator for operational deficiencies.
Check for leaks.
Check pressures.
Visually inspect coupling.
Check for unusual noise and vibration.
Clean area around equipment.
Complete any required maintenance checklists, report observations to the DCYF Buildings and Grounds Coordinator.

Water Condenser Pumps

Check with the DCYF Buildings and Grounds Coordinator for operational deficiencies.
Check for leaks.
Check pressures.
Visually inspect coupling.
Check for unusual noise and vibration.
Clean area around equipment.
Complete any required maintenance checklists, report observations to the DCYF Buildings and Grounds Coordinator.

Hot Water Pumps

Check with the DCYF Buildings and Grounds Coordinator for operational deficiencies.
Check for leaks.
Check pressures.
Visually inspect coupling.

Check for unusual noise and vibration.
Clean area around equipment.
Complete any required maintenance checklists, report observations to the DCYF Buildings and Grounds Coordinator.

Water Heaters

Check with the DCYF Buildings and Grounds Coordinator for operational deficiencies.
Check temperature.
Check condition of relief valve.
Check for leaks.
Visually inspect flame.
Check for unusual noise or vibration.
Clean area around equipment.
Complete any required maintenance checklists, report observations to the DCYF Buildings and Grounds Coordinator.

SECTION IV - SCOPE OF WORK/SPECIFICATIONS

This contract shall cover the preventive maintenance, bi-annual inspections and on call service of the Rhode Island Training Schools complete Heating and Air Conditioning Systems and all components as specified for the buildings listed in Section II.

For each cooling system, the Contractor shall provide one (1) comprehensive inspection prior to the beginning of the cooling season, to include conversion from heat to air conditioning, on or around April 1, and for each heating system the Contractor shall provide one (1) comprehensive inspection prior to the beginning of the heating season, to include conversion from air conditioning to heat, on or around October 1, and perform the "HVAC QUARTERLY AND ANNUAL MAINTENANCE REQUIREMENTS" included in Section III.

The preventive maintenance portion of this contract is to cover necessary labor and materials to inspect and perform preventive maintenance on equipment in accordance with manufacturer specifications. Bid price for monthly and bi-annual inspections will include the cost of supplying and replacing consumables to include filters, belts, lubricants, and chemicals.

The maintenance portion of this contract is to cover necessary labor and materials to repair any equipment during the term of the contract. The successful bidder may and is expected to take maximize any initial manufactures warranties on the installed equipment.

SECTION V - WORK HOURS - ON CALL HOURS

The Rhode Island Training School is a residential correctional facility that is operational 24 hours a day, seven days a week. The successful bidder is required to provide 24 hour coverage, 365 days per year.

2 Hours

For On Call Service, the Contractor shall have qualified service personnel on the job site no later than ~~24~~ hours from the time that the call for ~~non-emergency or non-critical service~~ is received. The Contractor shall provide DCYF with a contact person and number that can be reached on a continuous 24-hour per day, 365-day per year basis. In the event of a system failure, the Contractor shall provide "on call" repair service within ~~eight~~ (2) hours of being called. If the faulty system requires emergency service work, ("emergency" being as defined in the sole discretion of the State), Contractor shall respond on site within two (2) hours of receiving the call.

SECTION VI - WORK REQUIREMENTS

All services shall be performed by service technicians who are qualified through factory or other training to work on the specified makes and types of equipment to be repaired/serviced and are directly employed and supervised by the Contractor. The State requires consistent personnel to conduct inspections and repair work for each building. Each employee must have at least five (5) years experience in this field, or be directly supervised by an employee who meets these qualifications.

SECTION VII - BACKGROUND CHECKS

All contractor personnel are subject to criminal background checks. No contractor personnel will be allowed on site without prior clearance by the facility manger.

SECTION VIII - MATERIALS AND WORKMANSHIP

Only manufacturer's approved replacement parts shall be used and Contractor shall maintain an inventory of consumable parts at its place of business to service this contract in a satisfactory manner or have such parts readily available. Consumables shall include but not be limited to oils, belts and filters.

The contractor shall guarantee all parts and workmanship for a period of thirty (30) days or the manufacturer's warranty period, whichever is longer.

Contractor will be responsible for damage or loss of equipment when removed from the State location for repairs.

The Contractor shall keep a maintenance record card on each piece of equipment. This record shall contain our property control number, manufacturer's make and model number and manufacturer's serial number. All calls shall be posted to this record and include the nature of the work performed. This record shall be available for inspection at all times during regular hours by personnel from State.

The Contractor shall attempt to complete the work during any one call to prevent or reduce call backs or follow-up work.

WATER TREATMENT SPECS DCYF / Juvenile Correctional Services

Youth Assessment Center Bldg # 045 & Youth Development Center Bldg # 023
Pastore Center 57 Power Road Cranston, RI 02920

Agency Coordinator
Joseph Costanzo Facilities and Operations
Phone 401 462 7245 Fax 401 462 1374

Blanket Requirements ~~10/1/14 - 6/30/18~~ ^{10/1/14 - 6/30/19}

Vendor shall provide a water treatment program for cooling systems, supply all necessary treatment chemicals as required, monitor effectiveness by monthly sampling and testing, results to be forwarded to DCYF Facilities Officer, treatment program shall control microbiological growth, scaling, corrosion and airborne contaminants

AND HW LOOP



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

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

Compliance with Instructions to Bidders

These Instructions to Bidders contain terms and conditions that will govern the preparation and submission of a bid proposal and any contract awarded pursuant to this solicitation.

Bidders must comply with each and every requirement of these Instructions to Bidders. Any failure to comply with any requirement may result in the determination of a nonresponsive bid proposal and/or the rejection of the bid proposal.

Priority of Terms and Conditions

The terms and conditions in these Instructions to Bidders *supersede* any and all inconsistent or conflicting terms and conditions in any other provision of any other document in this solicitation or in the bid proposal and govern this solicitation, the bid proposal, and any contract awarded pursuant to this solicitation.

Offer to Contract

Bid proposals constitute an offer to contract with the State of Rhode Island through the Department of Administration Division of Purchases on the terms and conditions contained in the solicitation, the laws of the State of Rhode Island, including all procurement statutes and regulations (available at www.purchasing.ri.gov), and applicable federal and local law, all of which are incorporated into this solicitation and any contract awarded pursuant to this solicitation by this reference.

Addenda

Responses to questions from bidders, interpretations of plans and specifications, changes prior to the bid proposal submission deadline, approvals of any substitutions, and supplemental instructions and terms will be posted as addenda on the Division of Purchases website at www.purchasing.ri.gov, and all addenda become incorporated into this solicitation upon posting. Bidders are responsible for checking the website to determine the issuance of any addenda. No addenda will be posted within the 5-day period preceding the bid proposal submission deadline except for an addendum withdrawing the solicitation or extending the bid proposal submission deadline.

Inspection

The bidder is responsible for carefully reviewing all of the requirements of this solicitation, inspecting the project location, including checking and/or verifying site conditions, any limitations, and other details, prior to preparing and submitting its bid proposal. Claims for additional costs or time resulting from the bidder's failure to inspect and/or verify will not be considered.

Prebid Conference

At the discretion of the State Purchasing Agent, a prebid conference - mandatory or nonmandatory - may be held. 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 a mandatory prebid conference and identify the bidder he or she represents.

Costs

The bidder is responsible for all costs and expenses to develop and submit a bid proposal in response to this solicitation.

Preparation of Bid Proposal

Bid proposals must be made on the Request for Quote included in the solicitation. The bidder must complete the Unit Price and Total columns for each item listed and include specifications (including specifications where the solicitation requires a particular brand) in a legible manner, printed electronically, typed, or handwritten in ink. Items in catalogs must be clearly marked and pages tabbed. In the event of any contradictory terms, handwritten terms prevail over printed or typed terms, and words prevail over figures. Signatures must be in ink. No additional provisions, conditions, or limitations may be made by the bidder, and any erasures and/or corrections must be initialed in ink by the person signing on behalf of the bidder.

This solicitation contains a Bid Preparation Checklist to assist the bidder in preparing a bid proposal for submission.

Submission of Bid Proposal

Each bid proposal (a complete package, with the signed Bidder Certification Cover Form, signed Request for Quote, Bid Surety, IRS Form W-9, and public copy CD-R media disk) must be submitted in a *separate sealed envelope* with the bidder's name and address and the specific "Solicitation Number," "Solicitation Title," and the "Submission Deadline" marked in the upper left-hand corner of the envelope.

The bid proposal must be delivered to the Division of Purchases (via mail, messenger service, or personal delivery by the bidder) by the date and time specified for the bid proposal submission deadline. Bidders should mail bid proposals sufficiently in advance of the bid proposal submission deadline to ensure timely delivery to the Division of Purchases or, when delivering a bid proposal in person or by messenger, should allow additional time for parking and clearance through security checkpoints. Bid proposals 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 received by the Division of Purchases by the bid proposal submission deadline 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.

At the bid proposal submission deadline, bid proposals will be opened and read aloud in public.

Charges

Bid proposals shall include only materials, parts, and labor in the Unit Price and Total. Travel, mileage, or other miscellaneous charges shall not be included in the Unit Price or Total.

Bidder Certification Cover Form

The bidder must download, complete, sign, and submit the Bidder Certification Cover Form for this solicitation as the first document with each bid proposal. The Bidder Certification Cover Form is downloadable with the solicitation from the Division of Purchases website by logging in as a RIVIP vendor and clicking on the applicable "Bid Number."

Public Copy

Bid proposals submitted in response to this solicitation are public records pursuant to the Rhode Island "Access to Public Records Act," R. I. Gen. Laws §§ 38-2-1 *et seq.* Each bid proposal must include a "public copy" to be available for public inspection upon the opening of bids. The public copy must be submitted in .pdf (portable document file) format on a **read-only** CD-R media disk. The disk must include **all of the documents** submitted in response to the solicitation concatenated or merged into one file.

The public copy disk must be separately enclosed in a protective cover clearly marked "Public Copy" and include the following information: (1) Solicitation Title; (2) name of bidder and RIVIP vendor ID number; (3) Solicitation Number; and (4) bid proposal submission deadline.

The .pdf file must be named in the following manner:

SolicitationNumber_Bid Proposal Submission Deadline_BidderName_VendorID.pdf

The bid proposal submission deadline must appear as mm-dd-yyyy. The bidder name must appear as one word, with no spaces or punctuation. Underscores must separate the fields.

Example: 7543210_11-08-2013_OceanStateCompanyInc_9867.pdf

The public copy of each bid proposal will be posted on the Division of Purchases website. Bidders may redact in the public copy any trade secrets or commercial or financial information which is of a privileged or confidential nature pursuant to the Access to Public Records Act.

*For Rhode Island Department of Transportation highway and bridge projects, in addition to the Quest Lite compatible electronic copy and one hard copy, the bidder must also include a duplicate original of the Quest Lite compatible electronic copy on a **read-only** CD-R media disk as the "public copy."*

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.

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 successful bidder must establish to the satisfaction of the State Purchasing Agent the reliability and responsibility of any subcontractors proposed to perform any work pursuant to this solicitation.

Taxes

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

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. (*Bidders for Rhode Island Department of Transportation highway and bridge projects must furnish, with their bid proposals, a bid bond from a surety licensed to conduct business in the State of Rhode Island. Certified checks are not permitted for these projects.*) An attorney-in-fact who executes a bond on behalf of the surety must provide a certified current copy of the power of attorney. A successful bidder who fails to submit the additional documentation required by the tentative letter of award and/or fails to commence and pursue the work in accordance with the contract awarded pursuant to this solicitation may forfeit, at the discretion of the State Purchasing Agent, the full amount of the bid surety as liquidated damages. The State will retain the bid surety of all bidders until the earliest of: (i) the issuance of the Purchase Order; (ii) the 61st day following the bid proposal submission deadline; or (iii) the rejection of all bid proposals.

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 formed, extruded, forged, cast, fabricated, or otherwise processed from steel made in the United States.

Withdrawal

A bidder may withdraw its bid proposal at any time prior to the bid proposal submission deadline. Bid proposals are irrevocable for a period of 60 days following the bid proposal submission deadline.

Reservation of Rights

The Division of Purchases reserves the right, at any time, for any reason, in its sole discretion, to: (i) revoke, suspend, or terminate this solicitation; (ii) accept or reject any and all bid proposals, in whole or in part; (iii) waive any technical defects, irregularities, or omissions in any bid proposals; and/or (iv) terminate any contract awarded pursuant to this solicitation, with or without cause.

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 proposal. The State Purchasing Agent may determine, in his or her sole discretion, the low bid proposal on the basis of the amount of the Base Bid Price plus the alternates selected in accordance with the Request for Quote. The successful bidder will receive a tentative letter of award from the Division of Purchases with instructions for the bidder to submit further documentation. A binding contract, to the extent of available funds, between the State of Rhode Island and the successful bidder will be formed by the issuance, *and only by the issuance*, of a Purchase Order from the Division of Purchases. The successful bidder shall be authorized to commence work only upon the issuance of the Purchase Order and, in addition, an authorization from the user agency. The issuance of the Purchase Order and the continuation of any contract awarded pursuant to this solicitation is contingent upon the availability of funds.

Prevailing Wages

The successful bidder and its subcontractors must pay their workers at the applicable prevailing wage rates (adjusted every July 1) for the various trades on a weekly basis, pay their workers one and one-half times the applicable prevailing wage rates for each hour worked in excess of 8 hours in any one day or 40 hours in any one week, and submit certified weekly payroll forms on a monthly basis to the user 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.

Occupational Safety

The successful bidder must ensure (if the total contract price 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.

Hazardous Substances

The successful bidder must submit a chemical identification list to the Rhode Island Department of Labor and Training upon receipt of a Purchase Order from the Division of Purchases prior to performance of the contract awarded pursuant to this solicitation and make available to all employees a list of any hazardous substances that may present a risk of exposure.

Substitutions

Any proposal in response to a request for substitutions in the solicitation must include the detailed information necessary for a comprehensive evaluation, including (without limitation) the name of the material or equipment of the proposed substitution and a complete description of the proposed substitution, with drawings and performance and test data. 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. All substitution approvals will be posted, as addenda to the solicitation on the Division of Purchases website.

Licenses

The successful bidder and anyone performing any services on the contract awarded pursuant to this solicitation must possess all of the licenses required by any federal, state, or local law to perform such work.

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 (referencing the solicitation number) 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 nonowned and/or hired vehicles and equipment	
Workers Compensation	
Coverage B	\$100,000
Environmental Impairment ("pollution control")	\$1 Million or 5% of contract amount, whichever is greater

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

Minority Business Enterprises

The Division of Purchases reserves the right to give additional consideration to bid proposals submitted by minority/women business enterprises certified by the Division of Purchases, Minority Business Office ("MBEs") provided that any such bid proposal is fully responsive to the terms and conditions of this solicitation, and the bid price is determined, in the discretion of the Division of Purchases, to be within a competitive range.

Any bidder who does not intend to perform all of the work with its own forces shall recruit and engage MBEs to perform at least 10% of the dollar value of the contract awarded pursuant to this solicitation. To reach that goal, the bidder may allocate up to 60% of its costs for materials and supplies obtained from MBE dealers or 100% of its costs for materials and supplies obtained from MBE manufacturers.

The successful bidder must submit a plan to meet this requirement for approval by the Division of Purchases, Minority Business Enterprise Compliance Office within the 21-day period following the tentative letter of award, identifying all MBEs, and must also demonstrate its good faith best efforts to meet these MBE goals. Information about this requirement and a directory of MBEs certified in Rhode Island is available at www.mbe.ri.gov or (401) 574-8670.

Equal Opportunity

The successful bidder must demonstrate a commitment to equal opportunity and submit an affirmative action plan for review by the Rhode Island Department of Administration State Equal Opportunity Office) within the 21-day period following the tentative letter of award. Information about this requirement is available at www.diversity.ri.gov/eo/eoopagehome.htm or (401) 222-3090.

Drug-Free Workplace

The successful bidder shall comply, and require that its employees comply, with the State of Rhode Island Drug Free Workplace policy and provide a certificate of compliance within the 21-day period following the tentative letter of award.

Sprinkler Impairment

The successful bidder must comply with the requirements of the State of Rhode Island's insurance carrier for sprinkler impairment and hot work, accessible at the Division of Purchases website at www.purchasing.ri.gov.

Foreign Corporations

No foreign corporation or limited liability company 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, and no foreign limited partnership may transact business in the State of Rhode Island until it shall have obtained a Certificate of Registration from the Rhode Island Secretary of State. The successful bidder, if a corporation or limited liability company, will be required to provide a Good Standing Certificate, and if a limited partnership, will be required to provide a Letter of Legal Existence, issued by the Rhode Island Secretary of State within the 21-day period following the tentative letter of award.

Campaign Finance

The successful bidder who has contributed, within the 24 months preceding the contract award, an aggregate amount of more than \$250.00 within a calendar year to any Rhode Island general officer, candidate for general office, any member of the general assembly, or any Rhode Island political party, must file a "Vendor Affidavit" with the State of Rhode Island Board of Elections. Information about "Vendor Affidavits" and electronic filing is available at www.elections.ri.gov or Board of Elections, Campaign Finance, (401) 222-2056.

Binding Contract

A binding contract between the State of Rhode Island and the successful bidder will be formed by the issuance of a Purchase Order from the Division of Purchases, *and only by the issuance of a Purchase Order, and only to the extent of available funds.* The binding contract will incorporate and be subject to the terms and conditions of the solicitation, including the Invitation to Bid, the Instructions to Bidders, the Bid Preparation Checklist, the Request for Quote, the Bidder Certification Cover Form, the Agreement (if applicable to this solicitation), and also the Purchase Order. The successful bidder shall be authorized to commence work only upon the issuance of the Purchase Order and, in addition, an authorization from the user agency.

Compliance with Terms of Contract

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

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

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.

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.

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 ordering 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.

CHARGES PERMITTED

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

WORK ORDER LIMITATIONS

IN NO EVENT WILL ANY INDIVIDUAL WORK ORDER EXCEED \$5,000.00 WITHOUT PRIOR APPROVAL OF THE OFFICE OF PURCHASES.



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.)**

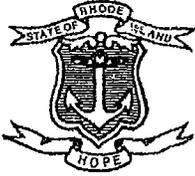
The prevailing wage requirements are generally set forth in RIGL 37-13-1 et seq. These requirements refer to the prevailing rate of pay for regular, holiday, and overtime wages to be paid to each craftsmen, mechanic, teamster, laborer, or other type of worker performing work on public works projects 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 .poster/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 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

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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, 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 journey person 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

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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.

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: _____

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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: 10/23/2014

Bid#: 7549089

Title: HVAC Maintenance & Repairs, DCYF

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

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)

--	--	--	--

--	--

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