State of Rhode Island

Department of Administration
Division of Purchases
One Capitol Hill
Providence, RI 02908

INVITATION TO BID

SOLICITATION TITLE: **Ladd Carpentry Shop Roof Replacement and Repair**
SOLICITATION NUMBER: **7549128**
BID PROPOSAL SUBMISSION DEADLINE: **December 12, 2014 at 10:00 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: Ladd Carpentry Shop, 64 Quonset Drive, Exeter, RI 02822
Date: Tuesday, November 25, 2014
Time: 10:00 AM

QUESTIONS about this solicitation must be emailed and received by the Division of Purchases at doa.purbidinfo@purchasing.ri.gov no later than Friday, November 28, 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.

Solicitation Date:	Friday, November 14, 2014
Project Description:	Ladd Carpentry Shop Roof Replacement and Repair
Project Location:	64 Quonset Dr, Exeter, RI
Completion Time:	TBD
User Agency:	Department of Administration, Division of Facilities Management
Awarding Authority:	The State of Rhode Island Department of Administration Division of Purchases, 2nd Floor One Capitol Hill, Providence, RI 02908-5855
Design Agent:	Dept. of Administration, Facilities Management One Capitol Hill Providence, RI 02908

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 1, 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

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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: David A. Cadoret, 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 §§ 37-2-18(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

CREATION DATE : 07-NOV-14
BID NUMBER: 7549128
TITLE: LADD CARPENTRY SHOP ROOF REPLACEMENT AND REPAIR

BLANKET START : 01-JAN-15
BLANKET END : 30-JUN-15
BID CLOSING DATE AND TIME: 12-DEC-2014 10:00:00

BUYER: Cadoret, David
PHONE #: N/A

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

SHIP TO
DOA CENTRAL SERVICES
ONE CAPITOL HILL, 2ND FLOOR
SMITH ST
PROVIDENCE, RI 02908
US

Requistion Number: 1392582

Line	Description	Quantity	Unit	Unit Price	Total
1	LADD CARPENTRY SHOP ROOF REPLACEMENT & REPAIR AS 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

BID 7549128
LADD CARPENTRY SHOP ROOF REPLACEMENT AND REPAIR

Submittals

General:

Description:

A. Work Included: Make submittal required by the Contract Documents, and revise and resubmit as necessary to establish compliance with the specified requirements.

B. Related Work
   a. Documents affecting work of this section include, but are not necessarily limited to. General Conditions, Supplementary Conditions.
   b. Individual requirements for submittals also may be described in pertinent sections of these specifications.

C. Work Not Included:
   a. Un-required submittals will not be reviewed by the Owner's Representative.
   b. The Contractor may be required to provide drawings.

Quality Assurance:

A. Coordination of submittals:
   a. Prior to each submittal, carefully review and coordinate all aspects of each item being submitted.
   b. Verify that each item and the submittal for it conform in all respects with the specified requirements.
   c. By affixing the Contractor's signature to each submittal, certify that this coordination has been performed.

B. "Or Equal":
   a. Where the phase " or equal", or equal as approved by the Owner's Representative, occurs in the Contract Documents, do not assume that the materials, equipment's, or methods will be approved as equal unless the item has been specifically so approved for this work by the Owner's Representative.
   b. The decision of the Owner Representative shall be final.

Submittals:
   A. Make Submittals of shop drawings, samples, substitution requests, and other items in accordance with the provision of this section.

Contractor's Responsibilities:
   A. Its it the responsibility of the Contractor to check all dimensions and details on shop drawings, before submission to the Owner's Representative, and reject same if necessary, and only forward to the Owner's Representative, shop drawings which is reasonably certain fulfill the requirements of the Contract Documents and the work.
      a. Resulting costs for failure to do so shall be borne solely by the Contractor.

B. The review of shop drawings by the Owner's Representative shall be general only, in character and not mean dimensions on drawings have been checked, and will in no way, relieve the Contractor of the responsibility for proper fitting and construction of the work, nor from the necessity of furnishing materials or doing the work required by the drawings and/or specifications, which may not be indicated on the shop drawings when reviewed.
C. All shop drawings shall be checked by the Contractor, and must bear his stamp of review and approval and signature, drawings submitted without this signed stamp of review and approval will not be considered and/or accepted.
D. Submit copies of manufacturer's descriptive data including catalog sheets of materials.
E. Contractor is fully responsible for obtaining and distributing prints of shop drawings as necessary after, as well as before final approval.
F. Designated person in Contactor's office shall be responsible for coordinating submission and distribution of submittals and notify the Owner's Representative in writing within fifteen (15) calendar days after Award of Contract.
G. Meet with the Owner's Representative within fifteen (15) calendar days after date of Purchase Order to review procedure for submission and distribution of submittals and format of Submittal Schedule.
H. Verify:
    a. Field Measurements.
    b. Field Construction Criteria
I. Contractor's responsibility for errors and omissions in submittals is not relieved by the Owner's Representative review of submittals.
J. Contractor's responsibility for deviations in submittals from requirements of Contract Documents is not relieved by the Owner's Representative review of submittals unless the Owner's Representative gives written acceptance of specific deviations.
K. Notify the Owner's Representative in writing at time of submission of deviations in submittals from requirements of Contract Documents.
L. Begin no work which requires submittals until return of submittals with the Owner's Representative stamp and initials or signature indicating review.
M. Submit to the Owner's Representative (whether or not requested) for review and color selection. The Contractor shall not assume that the Owner's Representative has certain color samples on file.

Products

Schedule of Materials:

A. Within fifteen (15) calendar days after the Award of Contract, the Contractor shall submit to the Owner's Representative a schedule of all materials specified for the work which is likely to cause delay due to the unavailability, extended delivery dates, or any other reason.
B. The schedule shall contain the list of materials, the name of the supplier or suppliers that the Contractor contacted in attempting to purchase the material, the projected delivery dates and the reason for the anticipated delay.
C. The Contractor shall assume full responsibility for additional costs incurred due to delay attributed to unavailability, insufficient time for delivery and/or installation of material or performance of work, unless he has conformed with Paragraphs A and B above, except as noted in Paragraph D below. No extension of construction schedule time will be allowed.
D. Delays in delivery of material caused by factors beyond the Contractor's control and occurring after the time stipulated in Paragraph A above, shall not be deemed to be the responsibility of the Contractor.

Shop Drawings, Project Data and Samples

A.. General:

1. Within ten (10) calendar days after Award of Contract, submit to the Owner's Representative, shop drawings, project data and samples required by specification sections.
2. Number of Submittals:
   a. Submit five (5) copies to the Owner's Representative.

B. Shop Drawings:

1. Original drawings, prepared by Contractor, supplier or distributor, which illustrate some portion of the work.

C. Project Data:

1. Manufacturer's catalog sheets, brochures, diagrams, schedules, performance charts illustrations and other standard descriptive data.

Schedule of Values

A. Within two (2) weeks of Award of Contract, submit a detailed Schedule of Values of the project by technical specification section, and coordinated with the Progress Schedule.
B. Include all cash allowances as line items.

Execution

Identification of Submittals:

A. Consecutively number the submittals.
   a. When material is resubmitted for any reason, transmit under a new letter of transmittal and with a new transmittals number.
   b. On re-submittals, cite the original submittal number for reference.
B. Accompany each submittal with a letter of transmittal showing all information required for identification and checking.
C. On at least the first page of each submittal, and elsewhere as required for positive identification, show the submittal number in which the item was included.

Product Handling

Quality Assurance:

A. Include within the Contractors quality assurance program, such procedures as are required to assure full protection of work and materials.

Manufacturers' Recommendations:

A. Except as otherwise approved by the Owner's Representative, determine and comply with manufacturers' recommendations on product handling, storage, and protection.

Packaging:

A. Deliver products to the job site in the manufacturer's original container, with labels intact and legible.
   a. Maintain packaged materials with seals unbroken and labels until time of use.
   b. Promptly remove damaged material and unsuitable items from the job site, and promptly replace with materials meeting the specified requirements, at no additional costs to the Owner.

B. The Owner's Representative may reject as non-complying such materials and products that do not bear identification satisfactory to the Owner's Representative as to the manufacturer, grade, quality, and other pertinent information.

Repairs and Replacements:

A. In the event of damage, promptly make replacements and repairs to the approval of the A/E and at no additional costs to the owner.
B. Additional time required to secure replacements and to make repairs will not be considered by the Owner's Representative to justify an extension in the Contract Time of Completion.

Transportation:

A. Transport all materials on legally approved conveyances as required or recommended by the respective manufacturer or supplier.
B. Remove from the site any material or item of equipment damaged during the transportation or handling process, and immediately replace at no additional cost to the Owner.

Storage:

A. Store all materials as recommended by the respective manufacturer or supplier, including the following minimum requirements.
    a. Upon receipt of such materials and equipment, check, distribute, store, and safeguard, in a clean, dry and ventilated location.
    b. Elevate off ground, items which can be stored in exterior locations, and completely cover with approved tarpaulins. Protect against the elements at all times.
    c. Replace any material or item of equipment damaged, due to inadequate storage protection, and immediately replace at no additional cost to the owner.

Asphalt Shingles

Description:

A. Provide all labor, materials, equipment and services required to complete the asphalt roof shingle work as shown and specified herein and on the drawings.

Quality Assurance:

A. The Contractor shall be a Certainteed Master Applicator.

Submittals:

A. Manufacturer's Literature
B. Two Full Size Shingles
C. Certificate of U.L. Class A
D. Certificate of Wind Resistance
E. Ice & Water Shield Sample -12"sq.
F. Color board for range of colors for asphalt shingles.

Product Delivery, Storage and Handling:

A. Deliver to site in manufacturer's original packaging.
B. Store in areas protected from damaged or weather. Support on wood pallets off direct contact with

ground.

Products:

A. Manufacturer:
   a. Certainteed or equal approved in writing, by the Owner's Representative.

Material:

A. Asphalt Shingles:
   a. Certainteed "Independence" Shingle.
   b. Fiber glass composition.
   c. 300lbs. per square.
   d. Dimensional tolerance + - 1/6".
   e. UL Class A Fire Resistance
   f. UL Wind Resistance Self Sealing (ASTM D 3161).
   g. ASTM D3462 (Tear Strength)
   h. Conforms to IBC building code requirements.
   i. Conforms to CSA Standard A1235-M90.
B. Nails:
   a. 12 gauge hot galvanized steel 1 ½" long or as recommended by this roofing manufacturer if requirements are more stringent.
C. Roofing Underlayment:
   a. Select asphalt-impregnated fiberglass-reinforced felt roofing underlayment as manufactured by Certainteed, or equal.
   b. Provide Submittal and Sample.
   c. See requirements for ice/water shield. Show details on drawings, including starter course, rakes and valleys.
D. Metal Drip:
   a. Roll-formed 0.40 pre-finished aluminum.
E. Bituminous Plastic Cement:
   a. FS SS-C-153B- Type 1
F. Ice/Water Shield:
   a. W.R. Grace Ice and Water Shield, as manufactured by W.R. Grace Construction, 62 Whittemore Ave, Cambridge, MA 02140, to be installed over the entire wood substrate.

Application:

A. Nail metal drip edge along eaves and all over roof edges.
B. Lap felt ^' over hips and ridges.
C. Fasten underlayment to deck with nails 12" o.c. along edges.
D. Nail metal at rake.
E. Apply flashing around all openings, vents, etc…
F. Snap Chalk lines parallel to rake of roof.
   a. 5-1/2", 11-1/2", 17-1/2", 23-1/2", 29-1/2", and 35-1/2".
G. Horizontal lines 10" apart.
H. First Course:
   a. Full Shingle align to 35-1/2" chalk line.
I. Second Course:
   a. Cut 6" off outside edge and align with 29-1/2" chalk line.

J. Third Course:
   a. Cut 12" off outside edge and align with 23-1/2" chalk line.
K. Succeeding Course – Up to and including 6th row:
   a. Repeat pattern and cut 6" off each succeeding row.
L. 7th row – Start with full shingle.
M. Place one nail 1' from each end of shingle and one 12" from each end, for a total of 6 nails each strip. All nails placed 5-5/8" above butt edge, just below Scal-O-Mastic Strip.

Adjust and Clean Up

A. Replace damaged shingles.
B. Remove excess shingles and debris from project site.

Sheet Metal Flashing

Description:

A. Work included: Provide new metal flashing and sheet metal where it currently exists and where not specifically described in other sections of these Specifications but required to prevent penetration of water through exterior shell of the building.
B. Contractor is strongly advised to field verify existing roof surfaces and building façade conditions and become familiar with the scope of work during the bidding procedures. The Owner's Representative will attend all inspections. Contractor shall notify the Owner's Representative, prior to submitting bi, of obvious errors, or omissions that may exist on the drawings herein.
C. New roofing and new roof accessories shall be installed in compliance with current roofing specifications and details.

Quality Assurance:

A. Use adequate numbers of skilled workmen who are thoroughly trained and experienced in the necessary crafts and who are completely familiar with the specified requirements and the methods need for proper performance of the work of this section.
B. In addition to complying with pertinent codes and regulations, comply with pertinent recommendations contained in current edition of "Architectural Sheet Metal Manual" published by the Sheet Metal and Air Conditioning Contractors Nation Association (SMACNA)
C. Standard commercial items may be used for flashing, trim, reglets, and similar purposes provided such items meet or exceed the quality standards specified. Provide one new copy of the most current edition of "SMACNA" manual to the Owner along with submittals.

Materials and Gauges:

A. Where sheet metal is required and no material or gauge is indicated on the drawings, provide the highest quality and gauge commensurate with the referenced standards.

Aluminum: (when and where specified)

A. Aluminum flashing shall be at leaset .040, duranodic finish unless otherwise directed.
B. Exposed, standard gutters and downspouts shall be seamless, without joints between runs, and formed of min. .040 manufacturer's coated metal, when specified on the drawings.

Damaged Roofing Materials:

A. Remove existing wood blocking, plywood, and nailers, provide new to accommodate new roofing assembly.
B. Provide new pressure-treated wood blocking as shown on the drawings and as required for a complete and proper job.
C. Provide new insulation per code on all flat roofs.
D. Remove masking on trim flashings immediately after installation.
E. Hem all rea edges on flashing.
F. Dispose of excess materials and debris from the job site.
G. Leave all metal clean and free from fringes, marks, grease and stains.
H. Thoroughly clan and touch up any areas scarred during installation with touch up paint approved by manufacturer. Only minor scratches and fastener heads shall be touched up; any other damaged materials shall be replaced.

Nails, Rivets, and Fasteners:

A. Use Compatible fastening materials.
B. Use only soft iron rivet having rust-resistive coating, galvanized nails, and cadium plated screws and washers in connection with galvanized iron and steel.
C. Use compatible fastening materials. Use only hoy dipped galvanized metal, copper or stainless steel fasteners where used in conjunction with preservative treated wood.

Sealants:

A. Compatible with roof materials.

Pitch Pocket: (if applicable)

A. Two-piece, 20-ounce per sq. ft. lead-coated copper sleeves:
    a. Sleeve collar, full height of vent stack, with minimum 8 inch base flange.
    b. "Doughnut" shaped cap, with minimum 1 inch outside sleeve overlap, and 1 inch interior downward return.
B. Fabricate in conformance with SMACNA Manual Plate 66, Figure R and with the above.

Masonry Wall Counter-Flashings:

A. Fabricate similar to metal trim, and use lead to for all counter wall flashing.

Galvanized Iron:

A. Provide sheet metal or sheet iron of a standard brand of open-hearth copper bearing steel, copper molybdenum iron, or pure iron sheets.
B. Zinc Coating:
    a. Where galvanizing is required, provide zinc coating by hot dip galvanized to all surfaces.
C. Remove all existing roof curbs, fans, etc...

Surface Conditions:

A. Examine the areas and conditions under which work of this section will be performed. Correct conditions detrimental to timely and proper completion of the work. Do not proceed until unsatisfactory conditions are corrected.
B. Verify that vents through roof are solidly set, and nailing strips located to details included in the

SMACNA Manual.

C. Verify that roofing termination and base flashings are in place, sealed and secure.

Installation of Meal Trim, Vent Counter Flashings, and Pitch Pockets:

A. Conform to drawings details in SMACNA Manual.
B. Secure metal trim in pace using concealed fasteners.
C. Match existing flashing and counter flashing – Remove and dispose existing where directed or where existing at masonry areas to be restored. Seal metal joints watertight.
D. Fit metal trim tight in place. Make corners square, surfaces true and straight in places and lines accurate to profiles.
E. Cap flashing, lap base flashing minimum of 4" with bottom edge folded to provide spring action to hold bottom tightly against base.
F. Lock Strips: Continous.
G. Provide flashing at all cases where thru wall flashing is required.
H. Turn exposed edges back ½".

Workmanship:

A. Form sheet metal accurately and to the dimensions and shapes required, finishing molded and broken surfaces with true, sharp and straight lines and angles and, where intercepting other members, coping to an accurate fit and soldering securely.
B. Form, fabricate and install sheet metal so as to adequately provide for expansion and contraction in finished work.
C. Weatherproofing:
    a. Finish watertight and weathertight where so required.
    b. Make lock seam work flat and true to line, sweating full of solder.
    c. Make lock seams and lap seams, when soldered, at least ½" wide.
    d. Where lap seams are not soldered, lap according to pitch, but in no case less than 3".
    e. Make flat and alp seams in the direction of flow.
D. Joints:
    a. Join parts with rivets or sheet metal screws where necessary for strength and stiffness.
    b. Provide suitable watertight expansion joints for runs more than 40'-0", except where closer spacing is indicated on the drawings or required for a complete and proper installation.
E. Nailing:
    a. Whenever possible, secure metal by means of clips or cleats, without nailing through the exterior metal.
    b. In general, space nails, rivets, and screws not more than 8" apart and , where exposed to the weather, use lead washers.
    c. For nailing into concrete, use drilled plug holes and plugs.

Tests:

A. Upon request of the Owner, demonstrate by hose or standing water that the flashing and sheet metal are completely watertight. Do so at no additional cost to the owner.

EPDM Membrane:

A. The mechanically fastened roofing system incorporates 45, 60 and 70 mil Sure-Tough reinforced EPDM membrane. An acceptable insulation is mechanically fastened with the appropriate Carlisle

Fastener and 2" or 2-3/8" diameter Fastening Plates (Polymer Plates require over steel deck), or Fastening Bars at 6" minimum to 12" maximum along the center of the membrane splice. Adjoining sheets of EPDM membrane are spliced together using Factory-Applied Tape (FAT) and Primers or 6" SecreTape and Primer. Field membrane sheets are either 8' or 10' wide depending upon wind load requirements, building height and type of roof deck. At the roof perimeter, a heavier fastener density is required utilizing 4-1/2" wide sheets or 9" wide Pressure –Sensitive RUSS (Reinforced Universal Securement Strip). The maximum roof slope of this roofing system is 18" in one horizontal foot. This roofing system can also be specified over an existing standing seam, flat seam or corrugated metal roof with the membrane secured to the structural purlins. Refer to the appropriate specification for Metal Retrofit System.

Quality Assurance:

A. This roofing system must be installed by a Carlisle Authorized Roofing Applicator in compliance with shop drawings as approved by Carlisle Syn Tec.
B. Upon request, an inspection shall be conducted by a Field Service Representative of Carlisle to ascertain that the membrane roofing system has been installed according to Carlisle's published specifications and details applicable at the time of bid. This inspection is to determine whether a warranty shall be issued. It is not intended as a final inspection for the benefit of the owner.
C. For specific code approvals achieved with this system, refer to Carlisle's EPDM Code Approval Guide, FM Approvals or UL Fire Resistance Directory for Roofing Materials and Systems.

Submittals:

A. To ensure compliance with Carlisle's warranty requirements, the following projects should be forwarded to Carlisle for review prior to installation, preferably prior to bid.

    a. Air pressurized buildings, canopies, and buildings with large openings, cold storage buildings or freezer facilities, adhered roofing system projects over 100' in height or projects where the EPDM is expected to come in direct contact with petroleum-based products, waste products (i.e., grease, oil, animal fats, etc) and other chemicals.

B. Shop drawings must be submitted to Carlisle by the Carlisle Authorized Roofing Applicator along with a completely executed Notice of Award (Page 1 of Carlisle's Request For Warranty form) for approval. Approved shop drawings are required for inspection of the roof and on projects where on-site technical assistance is requested.

General Design Considerations:

A. It is the responsibility of the building owner or his/her designated representative to verify structural load limitation. In addition, a core cut maybe taken to verify weight of existing components when the roofing system is to be specified on an existing facility.
B. On new construction projects, especially in cold climate regions, moisture generated due to the construction process could adversely impact various components within the roofing assembly if not addressed. (Refer to Spec Supplemental G-01-11 "Construction Generated Moisture" included in the Carlisle Technical Manual or SPRI Advisory Bulleting included in the Design Reference DR-03-11 "Construction Generated Moisture").
C. Caution: If left unaddressed, collected moisture could weaken insulation boards and facers resulting in a blow-off or increase the probability of mold growth.

Vapor Retarders:

A. Carlisle does not require a vapor retarder for the protection of the membrane; however, it should be considered by the specifier for the protection of the roofing assembly (i.e. primarily insulation, underlayment and adhesives). The following criteria should be considered by the specifier:
B. Use of a vapor retarder to protect insulation and reduce moisture accumulation within an insulated roofing assembly, should be investigated by the specifier.
C. In the generally temperate climate of the United States, during the winter months, water vapor flows upward from a heated, more humid interior toward a colder, drier exterior. Vapor retarders are more commonly required in northern climates than in southern regions, where downward vapor pressure may be expected and the roofing membrane itself becomes the vapor retarder.

Product Delivery and Storage:

A. Deliver materials to job site in original, unopened containers labeled with the manufacturer's name, brand name and installation instructions.
B. Job site storage temperatures in excess of 90□□F may affect shelf life of curable materials (i.e., uncured flashing, adhesives, sealants, primers, SecurTape, Pourable Sealer and Pressure-Sensitive Flashings).
C. liquid adhesives and sealants are exposed to lower temperatures, restore to a minimum of 60□□F before use. Do not store adhesive containers with opened lids due to loss of solvent, which will occur from flash off.

Job Conditions:

A. Refer to Carlisle Technical Manual for applicable project specific Job Conditions.

Products:

A. The components of this roofing system are to be products of Carlisle or accepted by Carlisle as compatible. The installation, performance or integrity of products by others, when selected by the specifier and accepted by Carlisle, is not the responsibility of Carlisle and is expressly disclaimed by the Carlisle Warranty.
B. MEMBRANE
    a. Sure-Tough Reinforced EPDM Membranes: Cured reinforced EPDM (Ethylene, Propylene, Diene Terpolymer) compounded elastomer and is available only in black. 45, 60, or 75-mil thick Sure-Tough Reinforced EPDM membrane is available in sizes referenced in Table below. Reinforced membrane with polyester fabric conforms to ASTM D4637, Type II (reinforced). All sheets referenced in table are available with 3" or 6" Factory Applied SecurTAPE (FAT)
    45 and 60-mil membranes are available in widths of 4-1/2', used as perimeter membrane sheets, and 8' or 10', used as field membrane sheets. When greater puncture or wind uplift resistance is desired, 10' wide 75-mil Sure-Tough Reinforced, may be specified.
C. Related Materials:
    Substrate Preparation:
        a.On retrofit-recover projects, cut and remove wet insulation, as identified by the specifier, and fill all voids created by such removal with new insulation so that it is relatively flush.
        b. For all projects, substrate must be even without noticeable high spots or depressions and free of accumulated water, ice or snow. Clear substrate of debris and foreign material. Fresh bitumen based roof cement must be removed or concealed.

D. Installation:

a. Refer to the applicable Material Safety Data Sheets and Technical Data Bulletins for cautions and warnings.
b. Insulation Attachment
c. Carlisle FAST Adhesive may be specified for insulation securement in full spray or beads with spacing as outlined in the Carlisle Technical Manual.
d. Carlisle Fasteners may be used, when specified, to secure Carlisle Insulation at the specified density outlined in the Carlisle Technical Manual.

E. Membrane Placement and Attachment:
a. A minimum of one 4-1/2' wide perimeter membrane sheet or 9" wide Pressure-Sensitive RUSS (positioned beneath the field sheets) shall be installed at the perimeter of each roof level and 8' or 10' wide sheets shall be installed over the field of the roof.
b. . Membrane shall be mechanically fastened with the appropriate Carlisle Fasteners and Polymer Seam Plates (required for steel decks) or Seam Fastening Plates spaced 6" minimum to 12" maximum on center, depending on project criteria, within the membrane splice. Refer to the "Design Criteria" section for the required number of perimeter membrane sheets, width of field sheets and required fastener spacing.
c. As an option to the use of Fastening Plates, Sure-Seal Fastening Bars or Sure-Tite bars may be used for membrane securement in conjunction with HP-X Fasteners or Sure-Tite Fasteners.
d. Overlap adjacent EPDM membrane sheets a minimum of 6 inches at fastener locations (along the length of the membrane sheet) and 3" at end roll sections (the width of the membrane).
e. Membrane Splicing With SecurTAPE (membrane is available with Factory-Applied Tape).
i. Apply Sure-Seal Primer to the splice area. When tape is not Factory-Applied, position SecurTAPE onto bottom membrane sheet with the edge of the release film along a line marked 1/2" out from the top sheet. Press tape onto sheet using hand pressure, overlapping tape roll ends a minimum of 1". Remove the release film and press top sheet onto tape using hand pressure. Roll the splice with a 2" wide steel roller or Carlisle's Stand-Up Seam Roller.
ii. Install a Pressure-Sensitive T-Joint Cover or a 6" wide section of Pressure-Sensitive Elastoform Flashing over all field splice intersections. The use of Lap Sealant with tape splices is optional except at tape overlaps and cut edges of reinforced membrane.
iii. Additional Membrane Securement
iv. EPDM membrane must be secured at the perimeter of each roof level, roof section, expansion joint, curb, skylight, interior wall, penthouse, etc., at any angle change which exceeds 2" in one horizontal foot, and at all penetrations in accordance with Carlisle's details published with Carlisle's specifications.
v. Additional membrane securement may be provided by Pressure-Sensitive RUSS□, Polymer Seam Plates (required for steel decks) or Seam Fastening Plates.
vi. Membrane Flashing
vii. Refer to Carlisle Technical Manual for membrane flashing.

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 CONSTRUCTION (PWC)

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.

Comprehensive Review and Inspection

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

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.

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 Bid Form included in the solicitation and in accordance with the instructions in this solicitation. All applicable blanks must be completed in a legible manner, printed electronically, typed, or handwritten in ink, and amounts must be expressed in both words and figures. 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 Bid Form, Bid Surety, IRS Form W-9, signed General Contractor Apprenticeship Certification, if applicable, 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 "Bid Proposal Submission Deadline" marked in the upper left-hand corner of the envelope.

The bid proposal must be delivered (via mail, messenger service, or personal delivery) to the Division of Purchases and date-stamped receipted 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.

Bid Price

The bidder must submit a Base Bid Price on the Bid Form to perform all of the work specified in the solicitation, including the cost of the bonds and any allowances and addenda. The costs of alternates shall not be included in the calculation of the Base Bid Price. The bidder shall separately provide the cost for each alternate listed in the Bid Form. The cost for each alternate must be designated as an addition to, or subtraction from, the Base Bid Price. Alternates will be selected, if any, by the Division of Purchases in the order of priority listed in the Bid Form.

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. Bidders may redact in the pubic 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.

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. .

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 Bid Form. The successful bidder will receive a tentative letter of award from the Division of Purchases with instructions for the bidder to submit further documentation. The successful bidder shall be authorized to commence work only upon the issuance of the Purchase Order by the Division of Purchases 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.

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 pursuant to this solicitation.

Prevailing Wages

For contracts priced under $1 Million

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.

For contracts priced $1 Million or More

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, submit certified weekly payroll forms on a monthly basis to the user agency, and maintain 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.

Apprenticeship

if the value of the project pursuant to this solicitation is at least $1 Million (including all alternates), the successful bidder must employ apprentices on this project (in accordance with the apprentice to journeyperson ratio for each trade approved by the State Apprenticeship Council. The bidder must complete, sign, and submit the General Contractor Apprenticeship Certification Form, included in the solicitation, with the bid proposal.

The successful bidder will also be required to complete, sign, and submit the General Contractor Apprenticeship Re-Certification and Certification Form following receipt of the tentative letter of award, and, in addition, each subcontractor must complete, sign, and submit to the successful bidder the Subcontractor Apprenticeship Certification Form prior to the commencement of any work on the project pursuant to this solicitation.

Specific information about apprentice occupations and apprenticeship requirements is available on the Rhode Island Department of Labor and Training website at www.dlt.ri.gov/apprenticeship.

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 this 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 work 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 copy of an endorsement and 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 30 days' advance notice of cancellation, nonrenewal, or material change in coverage (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:

Type of Insurance	Amount of Coverage
Comprehensive General Liability	$1 Million each occurrence (inclusive of both bodily injury and property damage)_
	$1 Million products and completed operations aggregate
	$1 Million general aggregate

Comprehensive General Liability coverage shall include:

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
Builder's Risk	Contract amount

All insurance required by this solicitation, whether through a policy or an endorsement, shall include: (i) a waiver of subrogation, waiving any right the insurance company may have to recover against the State of Rhode Island; and (ii) a provision that the bidder's insurance coverage shall be primary in relation to any insurance, self-insurance, or self-retention maintained by the State of Rhode Island, and any insurance, self-insurance, or self-retention maintained by the State of Rhode island shall be in excess of the bidder's insurance.

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/eeo/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

The form of agreement the successful bidder will be required to execute is included in the solicitation. 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 General Conditions, any Supplemental Conditions, the Plans and Specifications, the Bid Preparation Checklist, the Bid Form, the Bidder Certification Cover Form, the Agreement, 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.

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 Ist 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

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 journeyperson 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

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

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Lincoln D. Chafee
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Director

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:_____

An Equal Opportunity Employer/Program, /Auxiliary aids and services are available upon request to individuals with disabilities.
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

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.

APPRENDIX 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: **11/14/2014**

Bid#: **7549128**

Title: Ladd Carpentry Shop Roof Replacement and Repair

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: David A. Cadoret

Contact Information: doa.purbidinfo@purchasing.ri.gov

Form W-9 (Rev. 3/7/11)

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 $50 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