



Request for Quote

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

CREATION DATE : 12-NOV-14
 BID NUMBER: 7549134
 TITLE: CHAIR RENTALS FOR URI COMMENCEMENTS
 BLANKET START : 01-MAY-15
 BLANKET END : 31-MAY-17
 BID CLOSING DATE AND TIME: 04-DEC-2014 11:30:00

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

**B
I
L
L
T
O**
 URI ACCOUNTS PAYABLE
 CARLOTTI ADMINISTRATION BLDG
 75 LOWER COLLEGE ROAD, SUITE 1
 KINGSTON, RI 02881
 US

**S
H
I
P
T
O**
 URI SPECIAL INSTRUCTIONS
 SEE BELOW
 SEE BELOW, RI N/A
 US

Requisition Number: 1390139

Line	Description	Quantity	Unit	Unit Price	Total
	<p>Questions concerning this solicitation must be received by the Division of Purchases at:</p> <p>DOApurbidinfo@purchasing.ri.gov no later than November 25, 2014, at 5:00 PM (ET). Questions should be submitted in a Microsoft Word attachment. Please reference the RFQ#7549134 on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation.</p> <p>It is the responsibility of all interested parties to download this information.</p>				
1	May 2015 URI Commencement Chair Rental per the attached specifications	20,855.00	Each		
2	May 2016 URI Commencement Chair Rental per the attached specifications	20,855.00	Each		
3	May 2017 URI Commencement Chair Rental per the attached specifications	20,855.00	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

URI Commencement Chair Rental Specifications

The Vendor shall provide, deliver, set-up and cable-tie (where required by state fire regulations) 20,855 **vinyl chairs** for the University's Commencement exercises for calendar years 2015, 2016 and 2017. The number of chairs may vary from year to year; any significant change in the number will be provided to the Vendor by January 31 of the Commencement year.

The resulting contract will be for a period of three (3) years with the option to renew for two (2) additional one-year periods. The successful company will hold prices firm for the first three years and the price for each renewal year may not be increased more than three percent (3%). Confirmation of pricing will be obtained prior to executing any extensions beyond the initial 3-year period.

The Vendor shall provide clean, fully serviceable chairs in like-new condition for Commencement exercises. Dirty, faded, stained, rusty and/or broken/twisted chairs will not be accepted by the University. All chairs must have caps on the chair legs.

The University will supply the Vendor with individual site numbers prior to delivery and set-up on Friday and Saturday. The primary contact for the Vendor will be the Assistant Director of Facilities Services, Custodial Services Department.

The chairs shall be delivered and set up as specified below to three primary locations:

- (1) Mackal Field House/Keaney Gymnasium (inside)
- (2) The Main Quadrangle (outside).
- (3) Pharmacy Quadrangle (outside)

The University shall retain the right to apportion chairs to other locations to meet its needs, including - but not limited to - the possibility of smaller chair setups in Swan Hall, Edwards Auditorium and Fine Arts. The Vendor shall conduct an accurate chair count at all sites to verify that all chairs have been delivered as required herein.

The University shall enter verified totals on a University-provided chair checklist, and will request that the Vendor's representative attest to the accuracy of the count by signing the checklist. The checklist will specify the number of chairs delivered by site, and specify that all chairs have been cable-tied as required by state fire regulations.

The Vendor shall exercise care not to drive heavy vehicles (including delivery trucks, pallet trucks and/or lifts) on grassy areas, including - but not restricted to - the Main Quadrangle. No delivery trucks, pallet trucks or lifts may be driven on brick sidewalks on the Main Quadrangle or elsewhere on campus.

The University shall not be held responsible for any missing or damaged chairs.

All chairs shall be delivered clean and fully functional. The Vendor shall use schematics and instructions provided by the University to set up all delivered chairs. The schematics will indicate how a given location is to be set up.

For any given setup, the chairs in that setup must be the same color. Hence, for the Main Quadrangle, all chairs must be the same color; for the Keaney setup, all chairs must be the same color; and for the Mackal setup, all chairs must be the same color, etc.

The Vendor must provide an onsite supervisor at all times during the set up to ensure that the integrity of the rows and spacing is maintained. Under no circumstance will the University accept responsibility for supervising the delivery, set up or breakdown of chairs, nor will the University incur any cost if it requires the Vendor to dismantle and re-do improperly spaced rows.

The Vendor is responsible for unloading, set up, cable-tying, breakdown (including removal and disposal of cable ties), and reloading of all chairs.

State regulations pertaining to chair set ups are subject to change. The Vendor is responsible at all times to adhere to current federal and state regulations.

The following is the state fire regulation (as of February 2014) that pertains to secured seating:

12.7.9.1 secured seating.

12.7.9.1.1. Seats in assembly occupancies accommodating more than 200 persons shall be securely fastened to the floor, except where fastened together in groups of not less than three as permitted by 12.7.9.1.2 and 12.7.9.2

Main Quadrangle area

The schematics will contain the precise layout for the chairs by section, to include but not limited to (1) 50th class seating (2) disability seating (3) VIP seating (4) undergraduate seating and (5) general seating. Schematics will also be provided for smaller satellite locations, if any.

Commencement exercises on the Main Quadrangle take place on Sunday as specified below

Sunday, May 17, 2015

Sunday, May 23, 2016

Sunday, May 21, 2017

The Vendor shall commence and complete chair deliveries/set ups to the Main Quadrangle on the Friday and Saturday before the main Commencement ceremonies (which take place on Sunday).

The Friday/Saturday set up days are as follows:

Friday, May 16, 2015 **and** Saturday, May 17, 2015

Friday, May 22, 2016 **and** Saturday, May 23, 2016

Friday, May 20, 2017 **and** Saturday, May 21, 2017

The chair set up must be completed no later than 10 pm on the Saturday before Sunday Commencement ceremonies.

All chairs will be counted/verified by the Vendor and the University. The count must be completed on Saturday before the Vendor leaves for the day. The University and Vendor must attest to the accuracy of the count at the completion of the set up on Saturday.

The Vendor may begin removing the chairs on the Main Quadrangle following the main Commencement ceremonies on Sunday afternoon. Chair removal may commence at approximately 5:00 pm, **but authority to begin removing chairs must be obtained by the Vendor from the Assistant Director of Facilities, Custodial Services Department.** Chair removal will be completed no later than Monday following Commencement.

Vehicles may not drive on the lawn in the Main Quadrangle or elsewhere. Forklifts may be used on the lawn **only by prior arrangement with the University**, and only if the vehicles have balloon tires that will not harm the grass.

Trailers/trucks must be removed on Saturday from the Main Quadrangle after completion of the Saturday set-up. If approved by the University, trailers may be parked on University premises in advance of commencement exercises to enhance the effectiveness of the chair set up. In this circumstance, the University shall specify the exact date when the trailers may be brought in, and will provide a designated parking area.

1. General standards:

The standard employed in setting up chairs on the Main Quadrangle is as follows:

Painted or chalked lines are provided by the University for use by the Vendor in accurately setting up chairs on the main quadrangle.

The Main Quadrangle chair setup is laid out by URI's Facilities Services Department. Painted lines are employed to delineate the exterior contour of major sections. Lines are not painted within these sections, which means that a successful set up in a given section

begins with perfect placement and spacing of the first row of chairs at the head of that section.

The first row of chairs in each section must be placed carefully within the painted lines at the head of that section, such that the front legs of the chairs in the first row almost touch the inside of the painted line that begins the section. The two chairs at either end of the first row must also be placed within the painted lines on each side of that section. All subsequent chairs in a given section must be evenly spaced (see next paragraph for additional chair-spacing requirements). The rows must be gently curved from one end to the other and chairs on each side of the row must be just inside the painted or chalked lines.

Once the first row of chairs in any given section is in place, the next row must be placed carefully behind it such that the gentle curve is maintained from side to side. The distance between the back leg of the first row and front leg of the second row is exactly equivalent to one chair. (That is, there should be space for one whole row of "imaginary" chairs to fit between the two rows if that "imaginary" row were inserted between the first and the second rows.)

If the University determines that the chair set up is not balanced in any respect; or that spaces between rows are not satisfactory; and/or that the curve of the chair rows is not properly maintained, the University shall direct the Vendor to undo any row that does not meet its requirements (and all the rows behind it), and start over where the set up error occurs.

It is crucial that the Vendor assign an onsite supervisor capable of ensuring that the chair set up proceeds in an effective and orderly manner.

2. 50th class seating and disability seating

The Vendor shall follow the schematic provided by the University for setting up the 50th class seating and disability seating.

The 50th class seating and disability seating share one large section on the northwest corner of the Main Quad around which pipe and drape is set up by another vendor. This large section is split into two smaller sections by a rope that extends from side to side directly behind the last row in 50th class seating. This rope is set up by the URI rope crew on either Saturday afternoon or early Sunday morning.

Approximately 55 chairs make up the 50th class seating, though this number fluctuates from year to year.

Disability seating includes both standard seating and seating for wheel chairs. The standard employed herein is as follows, and is subject to change:

The disability seating section includes both seating for a prescribed number of wheel chairs along with upwards of 700 vinyl chairs for non-accessible seating. Wheel chairs and non-accessible seating within this section will be interspersed. The University will provide a schematic for this area, and will advise the Vendor if there are any changes to this set up.

3. VIP seating

Approximately 300 chairs are set aside for VIP guests in a section on the southwest corner of the Main Quad. Once the chairs in this section have been set up, URI will extend a rope from one side of the section to the other behind the last row of VIP chairs. Chairs on the back side of this rope are designated as general seating.

4. Undergraduate seating

The number of undergraduate seats varies from year to year, but is approximately 2900-3000. Once these seats have been set up, ropes are extended from one side to the other of the undergraduate seating section at the rear of the seating sections. The ropes (and a large, vacant buffer zone behind the ropes) serve to separate undergraduate seating in the front from general seating in the rear.

5. General seating

Approximately 11,600 general seating chairs are set up in sections behind the undergraduate and VIP seating sections. Once the rows of general seating chairs reach the far eastern end of the Main Quad (where flag poles are erected in a line from south to north), no further chairs will be set up. Instead, the Vendor shall leave the remainder of the chairs folded and stacked in groups of 50, distributed from south to north on the east side of the flag poles, according to instructions provided by the Assistant Director of Facilities, Custodial Services Department.

A. Mackal Field House / Keaney Gym

The schematics will contain the precise layout of the following sections (but not limited to): (1) disability seating (2) undergraduate seating and (3) general seating.

The University POC for the Mackal Field House / Keaney Gym will be the Director of Recreation.

Commencement exercises in Mackal Field House/Keaney Gym take place on Sunday as specified below:

Sunday, May 17, 2015
Sunday, May 23, 2016
Sunday, May 21, 2016

The chairs designated for Mackal Field House/Keaney Gym shall be delivered beginning no later than 9:00 am on the following dates:

Friday, May 15, 2015

Friday, May 21, 2016

Friday, May 19, 2017

It is anticipated that **5200 (taken from the total allotment of 20,885 chairs) clean, like-new vinyl folding chairs** shall be delivered to Mackal Field House/Keaney Gym. Chairs shall be unloaded from the truck no later than 9 am on Friday. Unless otherwise requested, chairs shall be loaded/unloaded through large overhead doors located at the rear of Mackal Field House.

The University **requests** that all chairs delivered to Mackal Field House/Keaney Gym be the same color. If this is not possible, the University **requires** that the chairs used in Mackal Field House be the same color, and that chairs used in Keaney Gym be the same color.

The Vendor is responsible for unloading, set up, cable-tying, breakdown (including removal and disposal of cable ties), and loading of all chairs.

Of these anticipated **5200 chairs**, it is anticipated that **4200** chairs shall be set up in **Mackal Field House**, and that **1000** chairs shall be set up in **Keaney Gym**. All chairs shall be cable-tied pursuant to state fire regulations.

All chairs will be counted/verified by the University on Friday following the completion of the setup.

The Vendor shall remove the chairs set up in Mackal Field House/Keaney Gym no later than **10 pm** on the following dates:

Sunday, May 17, 2015

Sunday, May 23, 2016

Sunday, May 21, 2017

The Vendor shall ensure that the truck(s) used for the breakdown do not block vehicular traffic in any way behind or around the Athletic Complex, both on the day of the setup and the day of the breakdown.

One week prior to the set-up, the Vendor shall request a gate pass from the Assistant Director of Facilities Services, Custodial Services Department, to ensure that the Vendor's truck(s) can pass through the gates behind the athletic complex for both set up and breakdown.

1. General standards:

The standard employed in setting up chairs in Mackal Field House/Keaney Gym is as follows:

Chalked lines are provided by the University for use by the Vendor in accurately setting up chairs.

The chalk lines are laid out by URI's Facilities Services Department prior to the Friday set up. Chalked lines are employed to delineate the exterior contours of major sections. Typically, lines are not chalked within these sections, which means that a successful set up in a given section begins with perfect placement and spacing of the first row of chairs at the head of that section.

The first row of chairs in each section must be placed carefully within the chalked lines at the head of that section, such that the front legs of the chairs in the first row almost touch the inside of the chalked line that begins the section. The two chairs at either end of the first row must also be placed within the chalked lines on each side of that section. All subsequent chairs in a given section must be evenly spaced.

If the University determines that the chair set up is not balanced in any respect; or that spaces between rows are not satisfactory; and/or that the curve (if any) of the chair rows is not properly maintained, the University shall direct the Vendor to undo any row that does not meet its requirements (and all the rows behind it), and start over where the set-up error occurs.

It is crucial that the Vendor assign an onsite supervisor capable of ensuring that the chair set up proceeds in an effective and orderly manner.

2. Disability seating

The Vendor shall follow the schematic provided by the University for setting up the disability seating.

Disability seating includes both standard seating and seating for wheel chairs.

The Vendor will be notified in advance of Commencement if there are any changes to the setup schematic.

B. Miscellaneous chairs

From year to year, and time to time, the University may require the Vendor to provide and set up chairs to building interiors in Swan Hall, Edwards Hall, Fine Arts (and/or other buildings) for use in Commencement exercise, or to other locations (interior or exterior) to meet the University's needs.

These chairs will be drawn from the total allotment of chairs (20,855) provided by the Vendor. The University shall provide instructions to the Vendor on where, how and when these miscellaneous chairs are to be set up.

Contract Terms and Conditions

Table of Contents

Terms and Conditions.....VII
 BID STANDARD TERMS AND CONDITIONSVII
 TERMS AND CONDITIONS FOR THIS BIDVII
 INSURANCE REQUIREMENTSVII
 DELIVERY PER AGENCYVII
 MULTI YEAR AWARDVII
 PURCHASE AGREEMENT BIDVII
 RIVIP INFO - BID SUBMISSION REQUIREMENTSVIII

Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

INSURANCE REQUIREMENTS

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: * PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. * BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. * SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION. * ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. * VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

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.

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.

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.