



# Request for Quote

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

CREATION DATE : 11-FEB-15  
BID NUMBER: 7549339  
TITLE: RESTROOM TRAILERS AND PORTABLE TOILETS  
FOR URI COMMENCEMENT  
  
BLANKET START : 01-MAY-15  
BLANKET END : 31-MAY-17  
BID CLOSING DATE AND TIME:04-MAR-2015 11:30:00

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

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URI ACCOUNTS PAYABLE  
CARLOTTI ADMINISTRATION BLDG  
75 LOWER COLLEGE ROAD, SUITE 1  
KINGSTON, RI 02881  
US

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URI SPECIAL INSTRUCTIONS  
SEE BELOW  
SEE BELOW, RI N/A  
US

Requisition Number: 1401240

Line	Description	Quantity	Unit	Unit Price	Total
1	5/1/15-5/31/17 Restroom Trailers and Portable toilets for URI Commencement per the attached bid specifications. Blanket Requirements: 5/1/15-5/31/17	1.00	Total		

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

**Questions concerning this solicitation must be received by the Division of Purchases at:**

**[doa.purbidinfo@purchasing.ri.gov](mailto:doa.purbidinfo@purchasing.ri.gov) no later than February 25, 2015 at 5:00 PM (ET). Questions should be submitted in a Microsoft Word attachment. Please reference the RFQ # 7549339 on all correspondence. Questions received, if any, will be posted as an addendum to this solicitation.**

**It is the responsibility of all interested parties to download this information.**

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY UOM	TOTAL PRICE
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**GROUP PURCHASING ORGANIZATIONS (GPO):**

**THE UNIVERSITY OF RHODE ISLAND IS A MEMBER OF THE FOLLOWING:**

- 1) Educational & Institutional Cooperative Purchasing (E&I)
- 2) Provista

IF THIS IS A MULTI-YEAR BID/CONTRACT. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE UNIVERSITY. TERMINATION MAY BE EFFECTED BY THE UNIVERSITY BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE UNIVERSITY 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 AND SUBJECT TO AVAILABILITY OF FUNDS.

DELIVERY AS REQUESTED

**BLANKET REQUIREMENTS: 5/1/15-5/30/17**

**COMMENCEMENT RESTROOM TRAILERS/PORTABLE RESTROOMS RENTAL**

THE VENDOR SHALL PROVIDE AND DELIVER PORTABLE RESTROOM TRAILERS AND HANDICAP ACCESSIBLE PORTABLE RESTROOMS (SOMETIMES REFERRED TO AS PORTAJOHNS) TO LOCATIONS TO BE DETERMINED BY THE UNIVERSITY OF RHODE ISLAND ("AGENCY") ON THE KINGSTON CAMPUS OF THE UNIVERSITY OF RHODE ISLAND. EACH RESTROOM TRAILER MUST PROVIDE WOMENS AND MENS STALL, URINALS AND A SINK.

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%).

COMMENCEMENT EXERCISES TAKE PLACE ON SUNDAY AS SPECIFIED BELOW:

- SUNDAY, MAY 17, 2015
- SUNDAY, MAY 23, 2016
- SUNDAY, MAY 21, 2017

THE VENDOR SHALL DELIVER THE RESTROOM TRAILERS AND PORTABLE ACCESSIBLE RESTROOMS THURSDAY OR FRIDAY BEFORE THE MAIN COMMENCEMENT CEREMONIES ON SUNDAY. THE AGENCY WILL COORDINATE WITH THE VENDOR TO PROVIDE A PARKING LOT WHERE THE TRAILERS AND PORTABLE ACCESSIBLE RESTROOMS CAN BE PRE-STAGED WHILE THE ACTUAL SET-UP OF ALL THE TRAILERS AND PORTABLE ACCESSIBLE RESTROOMS IS COMPLETED.

THE FRIDAY/SATURDAY SET UP DAYS ARE AS FOLLOWS:

- FRIDAY, MAY 15, 2015 AND SATURDAY, MAY 16, 2015
- FRIDAY, MAY 21, 2016 AND SATURDAY, MAY 22, 2016
- FRIDAY, MAY 19, 2017 AND SATURDAY, MAY 20, 2017

THE AGENCY WILL DETERMINE WHERE THE TRAILERS AND PORTABLE RESTROOMS ARE TO BE LOCATED AND ADVISE THE VENDOR IN A TIMELY MANNER PRIOR TO COMMENCEMENT. ONCE SET IN PLACE, THERE IS NO EXPECTATION THAT RESTROOM TRAILERS WILL BE MOVED. IN THE UNLIKELY EVENT THAT THE AGENCY REQUESTS THAT A RESTROOM TRAILER AND/OR ASSOCIATED PORTABLE RESTROOM BE MOVED ONCE THEY HAVE BEEN PERMANENTLY SITED, THE VENDOR MAY INVOICE THE AGENCY FOR THE UNIT PRICE PROVIDED IN THIS CONTRACT TO COVER THE RELOCATION.

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THE CUSTODIAL SERVICES DEPARTMENT IS CHARGED WITH MANAGEMENT OF ALL MATTERS RELATING TO THIS CONTRACT.

IT IS PRESUMED THAT ONE HANDICAP ACCESSIBLE PORTABLE RESTROOM WILL BE LOCATED AT EVERY SITE WHERE A RESTROOM TRAILER IS LOCATED.

PROVISIONALLY, THE TRAILERS AND ASSOCIATED ACCESSIBLE PORTABLE RESTROOMS ARE DESIGNATED TO BE SITUATED AS FOLLOWS: THE PARKING LOT NEAREST TO EAST HALL ON UPPER COLLEGE ROAD; NEAR BALLENTINE POND; THE SMALL PARKING LOT BETWEEN SWAN HALL AND EDWARDS HALL; THE NORTH QUADRANGLE (NEAR COLLEGE OF PHARMACY), AND THE ATHLETIC COMPLEX (IN BOTH THE FRONT AND BACK OF MACKAL FIELD HOUSE/KEANEY GYMNASIUM). LOCATIONS ARE SUBJECT TO CHANGE TO CONFORM TO THE NEEDS OF THE AGENCY.

THE AGENCY REQUIRES UP TO 5 HANDICAP ACCESSIBLE PORTABLE RESTROOMS AT LOCATIONS AROUND CAMPUS. THE AGENCY MAY ADD A VERY LIMITED NUMBER OF STANDARD PORTABLE RESTROOMS (2-3) TO MEET ITS CUSTOMERS' NEEDS.

1 THE TOTAL REQUIRED NUMBER OF RESTROOM TRAILER STALLS AND URINALS IS ESTIMATED TO BE AS FOLLOWS:  
**WOMENS STALLS: 26**  
**MENS STALLS: 13**  
**URINALS: 30**  
**(TOTAL UNIT PRICE FOR THE COMBINATION OF TRAILERS REQUIRED TO SATISFY THE ESTIMATED REQUIRED NUMBER OF 26 WOMENS STALLS, 13 MENS STALLS AND 30 URINALS)**

1A	May 2015	TOT	\$ _____
1B	May 2016	TOT	\$ _____
1C	May 2017	TOT	\$ _____

2 THE TOTAL REQUIRED NUMBER OF HANDICAP ACCESSIBLE PORTABLE RESTROOMS IS ESTIMATED AS FOLLOWS:  
 HANDICAP-ACCESSIBLE PORTABLE RESTROOMS: 5  
**(UNIT PRICE FOR 1-5 HANDICAP-ACCESSIBLE PORTABLE RESTROOMS)**

2A	May 2015	TOT	\$ _____
2B	May 2016	TOT	\$ _____
2C	May 2017	TOT	\$ _____

3 IN ADDITION TO THIS REQUIRED ESTIMATED MIX OF 26 WOMENS STALLS, 13 MENS STALLS AND 30 URINALS, AND 5 HANDICAP-ACCESSIBLE PORTABLE RESTROOMS, THE AGENCY REQUESTS BIDS ON THE FOLLOWING ADDITIONAL RESTROOM TRAILER STALLS/URINALS, AND ACCESSIBLE PORTABLE RESTROOMS, WHICH THE AGENCY MAY OR MAY NOT REQUEST OF THE VENDOR TO MEET UNFORESEEN CHANGES IN THE AGENCY REQUIREMENTS:

2 WOMENS STALLS, 1 MENS STALL AND 3 URINALS **(UNIT PRICE FOR THIS COMBINATION OF 3 STALLS AND 3 URINALS)**

3A	May 2015	TOT	\$ _____
3B	May 2016	TOT	\$ _____
3C	May 2017	TOT	\$ _____

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4	1-5 ADDITIONAL ACCESSIBLE PORTABLE RESTROOMS (UNIT PRICE FOR 1-5 ADDITIONAL PORTABLE RESTROOMS)			
4A	May 2015	TOT		\$ _____
4B	May 2016	TOT		\$ _____
4C	May 2017	TOT		\$ _____

THE AGENCY ALSO REQUESTS BIDS ON 1-10 STANDARD, NON-ACCESSIBLE PORTABLE RESTROOMS, BUT THERE IS NO EXPLICIT EXPECTATION OR INDICATION THAT THESE STANDARD PORTABLE RESTROOMS WILL BE REQUIRED BY THE AGENCY FOR THE TERM OF THIS CONTRACT.

5	STANDARD PORTABLE RESTROOMS: 1-10. (UNIT PRICE FOR 1-10 STANDARD PORTABLE RESTROOMS)			
5A	May 2015	TOT		\$ _____
5B	May 2016	TOT		\$ _____
5C	May 2017	TOT		\$ _____

6	THE VENDOR SHALL SPECIFY THE UNIT PRICE FOR PROVIDING EMERGENCY PUMPING OF RESTROOM TRAILER WASTE IF REQUIRED. (UNIT PRICE FOR EMERGENCY PUMPING OF ONE RESTROOM TRAILER)			
6A	May 2015	TOT		\$ _____
6B	May 2016	TOT		\$ _____
6C	May 2017	TOT		\$ _____

7	THE VENDOR SHALL PROVIDE THE UNIT PRICE FOR PROVIDING WATER TANKS FOR ANY TRAILER THAT CANNOT BE CONNECTED TO AN AGENCY-PROVIDED WATER SUPPLY. THE VENDOR WILL BE RESPONSIBLE FOR FILLING THE TANKS WITH WATER, AND WILL BE RESPONSIBLE FOR COMPLYING WITH THE STATE OF RHODE ISLAND DEPARTMENT OF HEALTH REGULATIONS. SIGNS SHALL BE POSTED INSIDE EACH RESTROOM TRAILER SPECIFYING THAT THE WATER IS NOT SAFE FOR CONSUMPTION. (UNIT PRICE FOR PROVIDING ONE RESTROOM TRAILER WATER TANK)			
7A	May 2015	TOT		\$ _____
7B	May 2016	TOT		\$ _____
7C	May 2017	TOT		\$ _____

LOCATIONS OF TRAILERS AND PORTABLE RESTROOMS MAY CHANGE TO SUIT THE NEEDS OF THE AGENCY. THE EXACT LOCATIONS WILL BE DETERMINED BY A REPRESENTATIVE OF THE CUSTODIAL SERVICES DEPARTMENT. IN THE UNLIKELY EVENT THAT THE AGENCY REQUESTS THAT THE VENDOR RELOCATE A RESTROOM TRAILER AND ASSOCIATED ACCESSIBLE RESTROOM, THE VENDOR MAY INVOICE THE AGENCY FOR RELOCATION.

8	UNIT PRICE TO RELOCATE A RESTROOM TRAILER AND ITS ASSOCIATED ACCESSIBLE PORTABLE RESTROOM.	1	EA	\$ _____
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THE RESTROOM TRAILERS WILL BE INSTALLED LEVEL, CLEAN AND PROPERLY STOCKED WITH ROLL PAPER TOWEL, TOILET PAPER AND HAND SOAP SUFFICIENT THROUGH THE END OF COMMENCEMENT EXERCISES ON SUNDAY AFTERNOON TO MEET THE NEEDS OF AN ESTIMATED CROWD OF 17,000 (PLUS/MINUS) GUESTS. A BACK-UP SUPPLY OF ROLL PAPER TOWEL, TOILET PAPER AND HAND SOAP MUST BE SUPPLIED TO THE AGENCY UPON REQUEST FOR ALL THE RESTROOM TRAILERS.

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THE ACCESSIBLE PORTABLE RESTROOMS WILL BE INSTALLED LEVEL, CLEAN AND PROPERLY STOCK WITH TOILET PAPER AND HAND SANITIZER. A BACKUP SUPPLY OF TOILET PAPER AND HAND SANITIZER MUST BE SUPPLIED TO THE AGENCY UPON REQUEST.

THE AGENCY SHALL DETERMINE THE REQUIRED AMOUNT OF BACKUP STOCK IN COORDINATION WITH THE VENDOR.

THE AGENCY WILL PROVIDE ELECTRICAL POWER AND A CONTINUOUS WATER SOURCE TO THE RESTROOM TRAILERS. IT IS UNDERSTOOD THAT THE AGENCY WILL PROVIDE HOSE AND ASSOCIATED CONNECTIONS FOR THE LENGTHS OVER FIFTY (50) FEET. (THE VENDOR WILL BE REQUIRED TO PROVIDE HOSE AND ASSOCIATED CONNECTIONS FOR LENGTHS UP TO FIFTY (50) FEET).

THE VENDOR SHALL BE REQUIRED TO PUNCH IN AT THE CUSTODIAL SERVICES OFFICE UPON ARRIVAL, AND PUNCH OUT WHEN LEAVING THE CAMPUS.

THE VENDOR SHALL PROVIDE TO THE AGENCY THE FOLLOWING CONTACT INFORMATION:

- 1) VENDOR EMAIL ADDRESS
- 2) MOBILE TELEPHONE NUMBER(S) FOR THE SITE SUPERVISOR(S) AND SET UP CREW.

**Contract Terms and Conditions**

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**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.

**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.

Mailing Address for Bid Proposals issued by the State of Rhode Island, Division of Purchases:

All Bid Proposals must be submitted to the following address:

State of Rhode Island  
Department of Administration  
Division of Purchases, 2nd Floor  
One Capitol Hill  
Providence, RI 02908

**VENDOR SPECIFICATIONS**

ALL VENDORS MUST INCLUDE SPECIFICATIONS WITH BID PROPOSAL (EVEN THOSE BIDDING BRAND SPECIFIED). FAILURE TO SUBMIT SPECIFICATIONS WITH BID PROPOSAL MAY RESULT IN DISQUALIFICATION OF BID. ITEMS IN CATALOGS MUST BE CLEARLY MARKED AND PAGES TABBED.

**DELIVERY PER AGENCY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

**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.**

**AWARD**

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.