



# Request for Quote

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

CREATION DATE : 16-APR-15  
BID NUMBER: 7549449,1  
TITLE: RHODE ISLAND STATE POLICE VEHICLE  
LETTERING - DPS

BUYER: McGurn, Cheryl A  
PHONE #: N/A

BLANKET START : 01-JUN-15  
BLANKET END : 31-MAY-18  
BID CLOSING DATE AND TIME: 23-APR-2015 11:30:00

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ONE CAPITOL HILL, 4TH FLOOR  
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PROVIDENCE, RI 02908  
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DPS STATE POLICE HEADQUARTERS  
311 DANIELSON PIKE  
NORTH SCITUATE, RI 02857  
US

Requisition Number: 1405810

Note to Bidders: Vehicle lettering for the period of 6/1/2015 - 5/31/2018 for the RI State Police.

Per the attached specifications.

The state reserves the right to request BCI's from any or all employees of the awarded vendor. BCI's conducted will be at the expense of the awarded vendor.

Questions concerning this solicitation may be emailed to Cheryl.mcgurn@purchasing.ri.gov no later than 4/13/2015 AT 3:00 PM (ET). Questions should be submitted in a Microsoft word attachment. Please reference the RFQ # on all correspondence. Questions received if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Amendment Description: SEE ATTACHED ADDENDUM #1 - QUESTIONS AND ANSWERS

Line	Description	Quantity	Unit	Unit Price	Total
1	APA-11070 6/1/2015 - 5/31/2018 HOOD - PER THE ATTACHED SPECIFICATIONS	200.00	Each		
2	APA-11070 6/1/2015 - 5/31/2018 FRONT FENDER - PER THE ATTACHED SPECIFICATIONS	200.00	Each		
3	APA-11070 6/1/2015 - 5/31/2018 DOORS - PER THE ATTACHED SPECIFICATIONS	300.00	Each		
4	APA-11070 6/1/2015 - 5/31/2018 REAR QUARTER - PER ATTACHED SPECIFICATIONS	200.00	Each		
5	APA-11070 6/1/2015 - 5/31/2018 TRUNK - PER ATTACHED SPECIFICATIONS	100.00	Each		
6	APA-11070 6/1/2015 - 5/31/2018 ENTIRE VEHICLE - PER ATTACHED SPECIFICATIONS	100.00	Each		
7	APA-11070 6/1/2015 - 5/31/2018 INSTALLATION OF AMERICAN FLAG DECAL - PER ATTACHED SPECIFICATIONS	100.00	Each		
8	APA-11070 6/1/2015 - 5/31/2018 INSTALLATION OF K-9 DECAL - PER ATTACHED SPECIFICATIONS	75.00	Each		
9	APA-11070 6/1/2015 - 5/31/2018 INSTALLATION OF RI STATE POLICE SHIELD - PER ATTACHED SPECIFICATIONS	100.00	Each		
10	APA-11070 6/1/2015 - 5/31/2018 PER UNIT REMOVAL OF ALL LETTERING AND DECALS FROM VEHICLES WITH MACHINE - PER ATTACHED SPECIFICATIONS	50.00	Each		

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



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Amendment Description: SEE ATTACHED ADDENDUM #1 - QUESTIONS AND ANSWERS

Line	Description	Quantity	Unit	Unit Price	Total
11	APA-11070 6/1/2015 - 5/31/2018 PER UNIT REMOVAL OF ALLETTERRING AND DECALS FROM VEHICLES MANUALLY - PER ATTACHED SPECFICATIONS	50.00	Each		
12	APA-11070 6/1/2015 - 5/31/2018 TAILGATE OF TAHOE/EXPLORER - PER ATTACHED SPECFICATIONS	50.00	Each		

Delivery: \_\_\_\_\_

Terms of Payment: \_\_\_\_\_

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**Contract Terms and Conditions**

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**Terms and Conditions**

**BID STANDARD TERMS AND CONDITIONS**

**TERMS AND CONDITIONS FOR THIS BID**

**TERMS AND CONDITIONS OF PRICING AGREEMENT**

**SCOPE AND LIMITATIONS - This Agreement covers requirements as described herein, ordered by State agencies during the Agreement Period. No additional or alternative requirements are covered, unless added to the Agreement by formal amendment by the State Purchasing Agent or his designee.**

Under State Purchasing Law, 37-2-54, no purchase or contract shall be binding on the state or any agency thereof unless approved by the department [of administration] or made under general regulations which the chief purchasing officer may prescribe. Under State Purchasing Regulation 8.2.1.1.2, any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the Office of Purchases may be disregarded and shall not be binding on the state.

**PRODUCT ACCEPTANCE** - All merchandise offered or otherwise provided shall be new, of prime manufacture, and of first quality unless otherwise specified by the State. The State reserves the right to reject all nonconforming goods, and to cause their return for credit or replacement, at the State's option.

- a) Failure by the state to discover latent defect(s) or concealed damage or non-conformance shall not foreclose the State's right to subsequently reject the goods in question.
- b) Formal or informal acceptance by the State of non-conforming goods shall not constitute a precedent for successive receipts or procurements.

Where the vendor fails to cure the defect promptly or replace the goods, the State reserves the right to cancel the Release, contract with a different vendor, and to invoice the original vendor for any differential in price over the original contract price.

**ORDER AUTHORIZATION AND RELEASE AGAINST PRICING AGREEMENT**

**In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency.**

**State Agencies shall request release as follows: All releases shall reference the Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein.**

A Department Purchase Order (DPO) listing the items ordered shall be created by the agency. The agency may mail or fax a copy of the order to the Vendor. In some cases the agency may request delivery by telephone, but must provide the Vendor with a DPO Order Number reference for billing purposes. Vendors are encouraged to require written orders to assure payments are processed accurately and promptly.

**DELIVERY** If this is an MPA, Vendor will obtain "ship to" information from each participating agency. This information will be contained in the DPO. APA delivery information will be contained in the Notice of Award.

**PRICING** - All pricing shall be as described herein, and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected herein.

**INVOICING** All invoices shall reference the DPO Order Number(s), Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein. If this is an MPA, Vendor will obtain "bill to" information from each participating agency. This information will be contained in the DPO. APA billing information will be contained in the Notice of Award.

**PAYMENT** - Invoices for items not received, not priced according to contract or for work not yet performed will not be honored. No payment will be processed to any vendor for whom there is no IRS W-9 on file with the State Controller.

**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.

**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.

**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.

**RIVIP INFO - BID SUBMISSION REQUIREMENTS**

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

MAILING ADDRESS FOR BID PROPOSALS ISSUED BY THE STATE OF RHODE ISLAND, DIVISION OF PURCHASES

All Bid Proposals must be submitted by mail or hand delivered to:

- State of Rhode Island
- Department of Administration
- Division of Purchases, Second floor
- One Capitol Hill
- Providence, RI 02908-5855

**DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:**

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.

**PURCHASE AGREEMENT BID**

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

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

**DELIVERY PER AGENCY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.



State of Rhode Island  
Department of Administration / Division of Purchases  
One Capitol Hill, Providence, Rhode Island 02908-5855  
Tel: (401) 222-2142 Fax: (401) 222-6387

## ADDENDUM # 1

RFQ# 7549449

**BID TITLE: RI STATE POLICE VEHICLE LETTERING - DPS**  
**SUBMISSION DEADLINE: 4/23/2015**

**VENDOR QUESTIONS WITH STATE OF RHODE ISLAND RESPONSES: NO FURTHER QUESTIONS WILL BE ANSWERED.**

### **Bid solicitation Number – 7549449 Question and Answers**

*Q: What are the locations, (towns and cities) required to travel to for installation of decals?*

**a. All State Police barracks throughout the State to include: Scituate, Portsmouth, Hope Valley, Lincoln and Wickford. Also, numerous auto body shops statewide which are certified to perform auto body work on cruisers.**

*Q: Does the Rhode Island State Police Department or the State of Rhode Island provide electronic vector files or print files for either cut vinyl or digital print format applications? Electronic files are needed in AI, EPS, PDF or PSD format.*

**a. No, we do not provide any electronic vector files or print files. The vendor can view a cruiser at one of the barracks and will have to produce their own file.**

*Q: Are the American flag and Rhode Island State Police door shield decals done with cut layered vinyl or single application digital prints?*

**a. Digital print on 3M reflective.**

4/15/2015

*Q: What is the required front used for the lettering? Standard Bold Condensed is not a font name only a description of a font type? (Font name samples are: Arial, Helvetica, Futura...etc.)*

**a. Block Gothic RR Bold condensed. The installer can also view an existing cruiser to match our existing lettering.**

*Q: All descriptions for (State Police) and (Rhode Island) lettering give decal height only. What are the required lengths for each application on the fenders hood, doors, rear quarter, trunk and tailgates?*

**a. Will have to view a cruiser to determine each application.**

*Q: Regarding line items 10 and 11: Is it necessary to remove existing decals by machine or can quote consist of bid for hand removal only? I have equipment to do removal either way but many times prefer to manually remove decals.*

**a. It is not necessary to remove the decals by machine. It can be done by hand as long as the decals are satisfactorily removed and approved by the RI State Police Fleet Administrator.**

*Q: Are decal removals being done for vehicles being retired from fleet or for re-lettering applications?*

**a. Decal removals are being done for retired vehicles as well as for re-lettering purposes.**

*Q: Are templates provided for specific locations of decals or are the placements of decals at the discretion of the installer? (Obviously keeping it uniform on all identical vehicle makes and models.)*

**a. Templates are not provided. It will be at the discretion of the installer. Again, the installer will have the opportunity to view an existing cruiser for reference.**

*Q: Does the certificate of insurance for general liability, automobile and worker's compensation need to be submitted with the bid proposal.*

**a. Yes, certificate of insurance for general liability, automobile and worker's compensation needs to be submitted with the bid proposal.**

*Q: Do quoted line item prices include installation for entire vehicle lettering jobs or do prices also reflect partial decal repairs due to damage other than normal wear and tear (ie. Accident repairs?)*

**a. We require quoted line item price to include installation for entire vehicle lettering jobs (brand new cruisers). We also require line item pricing to reflect partial decal repairs due to damage, i.e. accidents (right front fender, rear left fender, etc.)**