



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](http://www.purchasing.ri.gov)

June 17, 2015

**ADDENDUM NUMBER ONE**

**RFQ # 7549650**

**TITLE: Burlingame State Campground Recreation Center Concession Services**

**Closing Date and Time: 6/25/15 at 1:30 PM**

**Per the issuance of this ADDENDUM #1 (11 pages) the following is noted:**

This addendum posts sign in sheet from pre-bid conference.

This addendum posts handout distributed by the buyer at the pre bid conference.

This addendum posts copy of electric bill.

As noted by buyer at pre bid:

-This is a mandatory pre bid conference

-Only those vendors on the sign in sheet will be allowed to submit proposals.

The company name you sign in with has to be the same name that the bid is submitted under.

-Bid bond is required. This can be in the form of 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 a sum not less than five (5%) of the bid price. Bid surety must be attached to the bid form. Failure to do so will result in your bid being deemed non-responsive. This cannot be waived.

-Performance bond is not required.

-I will mention some sections as they pertain to purchasing procedures and DEM will handle scope of work.

-Please note Section 1., item M Insurance Requirements. All necessary insurance certificates must be on file with Purchasing before any Purchase Order is processed.

-Please note Section 1. Item F. Proposal Submission. Clearly details how and where to submit bid proposals.

-SECTION 1., item E RESPONSE CONTENTS

Responses shall include the following in a sealed envelope:

1. One completed and signed three-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

2. One completed and signed W-9 Form downloaded from the RI Division of Purchases at <http://www.purchasing.ri.gov/bidinfo/geninfo/standard.aspx>, or accessed by clicking on Bidding Information, then General Information and then Standard Forms.

3. Attachment B, Bid Proposal. **MINIMUM BID OF 2,500 PER YEAR (THIS IS A CHANGE FROM ORIGINAL BID POSTING) THE FORM HAS BEEN CHANGED IN THIS ADDENDUM. THIS FORM SHOULD BE SUBMITTED WITH YOUR BID.**

4. Business Summary. Instructions attached as to what the State requires in the Business Summary. The requirements are outlined in Attachment A.



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**ADDENDUM NUMBER ONE**  
**RFQ # 7549650**

**TITLE: Burlingame State Campground Recreation Center Concession Services**

**-SECTION 9. EVALUATION PROCESS**

A. Proposals must be submitted to state of Rhode Island division of purchasing and must completely address all of the requirements contained in this RFQ in order to be deemed responsive.

B. Proposals that fail to address all of the requirements contained in this RFQ will be rejected without further evaluation.

C. Qualified proposals will be evaluated by the selection committee according to the following criteria:

1. Bid proposal
2. Financial good standing with the state.
3. Business summary
4. Experience managing food and beverage concession service.
5. Also required to be registered with the secretary of State (can be done after the fact but before award is completed).

Buyer handed out a sample packet of what needed to be submitted (copy attached).

Notes from pre bid conference:

-All the machines are owned by a private concessionaire. The awarded vendor is responsible to negotiate with that concessionaire.

-Hours can be flexible to accommodate the best needs of the campers. This must be approved by the agency.

-There is NO Smoking within 150' of the building.

If two bids should be received with the exact same pricing the award will be made to the vendor who submitted their bid the earliest. This will be determined by time and date stamp when received by the Division of Purchases.



State of Rhode Island  
Division of Purchases  
One Capitol Hill  
Providence, RI 02908

**"MANDATORY" PRE-BID CONFERENCE SIGN IN SHEET**

Mandatory Pre-bid Conference: Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory pre-bid conference. The representative must register at the pre-bid conference and disclose the identity of the vendor whom he/she represents. Because attendance at the pre-bid conference is mandatory, a vendor's failure to attend and register at the pre-bid conference shall result in disqualification of the vendor's bid proposal as non-responsive to the solicitation.

BID NUMBER:	7549650
BID TITLE:	BURLINGAME STATE CAMPGROUND RECREATION CENTER CONCESSION
PRE-BID DATE AND TIME:	6/15/15 AT 1:30PM

Purchasing Representative:	DCADORET
Mandatory Pre-bid START TIME:	1:30
Mandatory Pre-bid END TIME:	1:40

COMPANY NAME	COMPANY REPRESENTATIVE	ADDRESS	CONTACT E-MAIL	CONTACT PHONE NUMBER	CONTACT FAX NUMBER	PROPOSAL SUBMITTED (For Purchasing Use Only)
1. Steve Paganin	And Garrit					
2. Dem Parks Rec	Chris Simeone					
3. Lambsoning LLC	Randolf C Lamb	Charleston RI 100 Lewis Trl	RCLamb@hotmai.com	401-525-0880		
4. Turnbert & Assoc	Doug Turnber	Westons 7 Torrey Fern	TurnbergL@verizon.net	401-914-6584		
5. WP Management Group	Cameron May	P.O. Box 448 Hope Valley RI 02832	Cameron@campbrosdy.com	954-655-6259		
6. Rose Lamb	Rose Mary Lamb	100 Lewis Trail	rmlamb10@gmail.com	401.533.2215		
7. DEM	Alan Cornellio					
8. DEM Parks Rec	William M. Feld					
9. DEM Parks	Robert Casquette					
10.						
11.						
12.						
13.						
14.						
15.						

State of Rhode Island and Providence Plantations  
Department of Administration  
Division of Purchases

**RIVIP BIDDER CERTIFICATION COVER FORM**

**SECTION 1 - BIDDER INFORMATION**

*Bidder must be registered as a vendor on the RIVIP system at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) to submit a bid proposal.*

Solicitation Number: \_\_\_\_\_  
Solicitation Title: \_\_\_\_\_  
Bid Proposal Submission  
Deadline: \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_  
Bidder Name: \_\_\_\_\_  
RIVIP Vendor ID#: \_\_\_\_\_  
Bidder Email: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Contact Name and Title: \_\_\_\_\_  
Contact Email: \_\_\_\_\_

*SAMPLE*

**SECTION 2 —DISCLOSURES**

**Bidders must respond to every statement. Bid proposals submitted without a complete response may be deemed nonresponsive.**

*Indicate "Y" (Yes) or "N" (No) for Disclosures 1-4, and if "Yes," provide details below. Complete Disclosure 5. If the Bidder is publicly held, the Bidder may provide owner information about only those stockholders, members, partners, or other owners that hold at least 10% of the record or beneficial equity interests of the Bidder.*

- \_\_\_\_ 1. State whether the Bidder, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder or any parent, subsidiary, or affiliate has been subject to suspension or debarment by any federal, state, or municipal governmental authority, or the subject of criminal prosecution, or convicted of a criminal offense within the previous 5 years. If "Yes," provide details below.
- \_\_\_\_ 2. State whether the Bidder, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder or any parent, subsidiary, or affiliate has had any contracts with a federal, state, or municipal governmental authority terminated for any reason within the previous 5 years. If "Yes," provide details below.
- \_\_\_\_ 3. State whether the Bidder, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder or any parent, subsidiary, or affiliate has been fined more than \$5000 for violation(s) of any Rhode Island environmental law(s) by the Rhode Island Department of Environmental Management within the previous 5 years. If "Yes," provide details below.

- \_\_\_ 4. State whether any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder is serving or has served within the past two calendar years as either an appointed or elected official of any state governmental authority or quasi-public corporation, including without limitation, any entity created as a legislative body or public or state agency by the general assembly or constitution of this state.
- \_\_\_ 5. List each officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder, and each intermediate parent company and the ultimate parent company of the Bidder. For each individual, provide his or her name, business address, principal occupation, position with the Bidder, and the percentage of ownership, if any, he or she holds in the Bidder, and each intermediate parent company and the ultimate parent company of the Bidder.

Disclosure details (continue on additional sheet if necessary):

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### SECTION 3 —CERTIFICATIONS

**Bidders must respond to every statement. Bid proposals submitted without a complete response may be deemed nonresponsive.**

Indicate "Y" (Yes) or "N" (No), and if "No," provide details below.

**THE BIDDER CERTIFIES THAT:**

- \_\_\_ 1. The Bidder will immediately disclose, in writing, to the State Purchasing Agent any potential conflict of interest which may occur during the term of any contract awarded pursuant to this solicitation.
- \_\_\_ 2. The Bidder possesses all licenses and anyone who will perform any work will possess all licenses required by applicable federal, state, and local law necessary to perform the requirements of any contract awarded pursuant to this solicitation and will maintain all required licenses during the term of any contract awarded pursuant to this solicitation. In the event that any required license shall lapse or be restricted or suspended, the Bidder shall immediately notify the State Purchasing Agent in writing.
- \_\_\_ 3. The Bidder will maintain all required insurance during the term of any contract pursuant to this solicitation. In the event that any required insurance shall lapse or be canceled, the Bidder will immediately notify the State Purchasing Agent in writing.
- \_\_\_ 4. The Bidder understands that falsification of any information in this bid proposal or failure to notify the State Purchasing Agent of any changes in any disclosures or certifications in this Bidder Certification may be grounds for suspension, debarment, and/or prosecution for fraud.
- \_\_\_ 5. The Bidder has not paid and will not pay any bonus, commission, fee, gratuity, or other remuneration to any employee or official of the State of Rhode Island or any subdivision of the State of Rhode Island or other governmental authority for the purpose of obtaining an award of a contract pursuant to this solicitation. The Bidder further certifies that no bonus, commission, fee, gratuity, or other remuneration has been or will be received from any third party or paid to any third party contingent on the award of a contract pursuant to this solicitation.
- \_\_\_ 6. This bid proposal is not a collusive bid proposal. Neither the Bidder, nor any of its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents has in any way colluded, conspired, or agreed, directly or indirectly, with any other bidder or person to submit a collusive bid proposal in response to the solicitation or to refrain from submitting a bid proposal in response to the solicitation, or has in any manner, directly or indirectly, sought by agreement or collusion or other communication with any other bidder or person to fix the price or prices in the bid proposal or the bid proposal of any other bidder, or to fix any overhead, profit, or cost component of the bid price in the bid proposal or the bid proposal of any other bidder, or to secure through any collusion, conspiracy, or unlawful agreement any advantage against the State of Rhode Island or any person with an interest in the contract awarded pursuant to this solicitation. The bid price in the bid proposal is fair and proper and is not tainted by any collusion, conspiracy, or unlawful agreement on the part of the Bidder, its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents.
- \_\_\_ 7. The Bidder: (i) is not identified on the General Treasurer's list created pursuant to R.I. Gen. Laws § 37-2.5-3 as a person or entity engaging in investment activities in Iran described in § 37-2.5-2(b); and (ii) is not engaging in any such investment activities in Iran.
- \_\_\_ 8. The Bidder will comply with all of the laws that are incorporated into and/or applicable to any contract with the State of Rhode Island.



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)

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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 awaiting 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.

Mall to: Supplier Coordinator, One Capitol Hill, Providence, RI 02908

**REVISED 6/17/15  
SUBMIT WITH YOUR BID**

**ATTACHMENT B  
BID PROPOSAL**

CONCESSIONAIRE NAME: \_\_\_\_\_

- A. The CONCESSIONAIRE proposes a yearly BID PROPOSAL as total compensation for operating the **BURLINGAME STATE CAMPGROUND RECREATION CENTER CONCESSION SERVICES** on behalf of the DIVISION.
- B. A minimum annual bid of **\$5,000.00** is required by the CONCESSIONAIRE.

Year	Bid Proposed by the Vendor (Indicate Amount in Dollars)
2015	
2016	
Two (2) Year Total	

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name and Title of Authorized Signature: \_\_\_\_\_

**ATTACHMENT A**  
**REQUIRED PROPOSAL SUBMISSION INFORMATION**

**A. BUSINESS SUMMARY**

1. Name, address, telephone number, fax number and email address of firm.
2. Name, address, telephone number and email address of the individual(s) with the authority to negotiate and contractually bind the company.
3. State the name of the firm, under which it is incorporated and/or doing business. Also, include the number and qualifications and experience of staff to be employed under the AGREEMENT.
4. Provide a narrative of the history of your firm, including date of inception, scope of business activity, experience with related business ventures and your knowledge and experience pertaining to Rhode Island State law and regulations regarding operation and management of camp store concessions. A minimum of three (3) years' experience is required.
5. Within the last five (5) years has your organization, its officers, partners, employees, shareholders or principals been a party in any litigation or other legal proceedings as a defendant relating to the services provided by your entity? If so, provide an explanation and indicate the current status or disposition of any such situation.
6. State whether the firm, its officers, partners, principals, agents or employees, that are expected to perform services under this RFQ, have been disciplined, admonished, warned, have been convicted of any criminal or unlawful activity, other than a misdemeanor or had any license, registration, charter, certification or any similar authorization to engage in food, beverage or alcohol sales and service, revoked or suspended.
7. Has the firm been in bankruptcy, reorganization or receivership in the last five (5) years? If so, please explain current status.
8. Please identify any conflicts or potential conflicts of interest that your firm may have in providing concession services at a state facility.
9. State whether the firm, its officers, partners, principals, agents or employees, that are expected to perform services under this RFQ, have within the last five (5) years, been awarded a contract by the STATE. If yes, please explain current status.

10. Please state whether, as of the date of the proposal, the firm, its officers, partners, principles, agents or employees, is in arrears to the STATE for any debts whatsoever (including, but not limited to back taxes).
11. Please provide a minimum of three (3) references to demonstrate the bidder's experience.

B. CONCESSIONS PLAN SUMMARY

1. Provide an operations and management plan to address the following subjects:
  - a. Staffing information; including position descriptions, work schedules, total amount of staff assigned and seasonal schedules for the concession services.
  - b. Timeline and schedule for setting up concessions operations.
  - c. Equipment you will provide for the operation and management of the REC CENTER concession services.
  - d. A list of proposed games and pricing.

REMAINDER OF THE PAGE INTENTIONALLY LEFT BLANK

Department of Environmental Management  
State of Rhode Island  
Division of Parks and Recreation

Name: Burlingame Campstore  
S&H Inc. (Howard Bentley)  
75 Burlingame Park  
Charlestown RI 02813

Date: 3/3/2014

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Invoice#	Description	Location:	Amount Charged
4942	2013 Electric Usage for the Recreational Hall - 17,431 KWH @ 0.1209 (Based on National Grid Rate)	Burlingame	\$2,107.41

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Total Due: \$2,107.41