



Request for Quote

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

CREATION DATE : 23-JUN-15
BID NUMBER: 7549694
TITLE: LOCKSMITH SERVICES - MPA #331

BLANKET START : 01-OCT-15
BLANKET END : 30-SEP-18
BID CLOSING DATE AND TIME: 11-AUG-2015 10:00:00

BUYER: Mosca, Gary
PHONE #: 401-574-8124

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Requisition Number:

Note to Bidders: Questions concerning this solicitation may be emailed to gary.mosca@purchasing.ri.gov no later than 7/20/15 @ 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.

Line	Description	Quantity	Unit	Unit Price	Total
1	MPA-331 10/1/2015 - 9/30/2016: REGULAR HOURLY RATE FOR LOCKSMITH ONLY (NO HELPER) ON SITE	165.00	Hour		
2	MPA-331 10/1/2015 - 9/30/2016: OVERTIME HOURLY RATE FOR LOCKSMITH ONLY (NO HELPER) ON SITE	10.00	Hour		
3	MPA-331 10/1/2015 - 9/30/2016: HOURLY RATE FOR A HELPER (ADDITIONAL COST) ON THE JOB, ON SITE, IF AUTHORIZED BY THE AGENCY	5.00	Hour		
4	MPA-331 10/1/2015 - 9/30/2016: OVERTIME HOURLY RATE FOR A HELPER (ADDITIONAL COST) ON THE JOB, ON SITE, IF AUTHORIZED BY THE AGENCY	5.00	Hour		
5	MPA-331 10/1/2016 - 9/30-2017: REGULAR HOURLY RATE FOR LOCKSMITH ONLY (NO HELPER) ON SITE	165.00	Hour		
6	MPA-331 10/1/2016 - 9/30/2017: OVERTIME HOURLY RATE FOR LOCKSMITH ONLY (NO HELPER) ON SITE	10.00	Hour		
7	MPA-331 10/1/2016 - 9/30/2017: HOURLY RATE FOR A HELPER (ADDITIONAL COST) ON THE JOB, ON SITE, IF AUTHORIZED BY THE AGENCY	5.00	Hour		
8	MPA-331 10/1/2016 - 9/30/2017: OVERTIME HOURLY RATE FOR A HELPER (ADDITIONAL COST) ON THE JOB, ON SITE, IF AUTHORIZED BY THE AGENCY	5.00	Hour		
9	MPA-331 10/1/2017 - 9/30-2018: REGULAR HOURLY RATE FOR LOCKSMITH ONLY (NO HELPER) ON SITE	165.00	Hour		
10	MPA-331 10/1/2017 - 9/30/2018: OVERTIME HOURLY RATE FOR LOCKSMITH ONLY (NO HELPER) ON SITE	10.00	Hour		
11	MPA-331 10/1/2017 - 9/30/2018: HOURLY RATE FOR A HELPER (ADDITIONAL COST) ON THE JOB, ON SITE, IF AUTHORIZED BY THE AGENCY	5.00	Hour		
12	MPA-331 10/1/2017 - 9/30/2018: OVERTIME HOURLY RATE FOR A HELPER (ADDITIONAL COST) ON THE JOB, ON SITE, IF AUTHORIZED BY THE AGENCY	5.00	Hour		
13	MPA-331 10/1/2015 - 9/30/2016: EMERGENCY CALL RESPONSE HOURLY RATE	1.00	Hour		

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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Line	Description	Quantity	Unit	Unit Price	Total
14	MPA-331 10/1/16 - 9/30/17: EMERGENCY CALL RESPONSE HOURLY RATE	1.00	Hour		
15	MPA-331 10/1/17 - 9/30/18: EMERGENCY CALL RESPONSE HOURLY RATE PROVIDE PERCENTAGE DISCOUNT FOR PARTS OFF MANUFACTURES LIST PRICE _____ %	1.00	Hour		

Delivery: _____

Terms of Payment: _____

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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

Solicitation No. 7549694

Locksmith Services – MPA 331

PURPOSE AND INTENT:

This Request for Quote (RFQ) is issued by the Division of Purchases (Division) on behalf of the State's Using Agencies. The purpose of this RFQ is to solicit bid proposals for Locksmith Services and parts.

The Work will entail the repair, maintenance and installation of various locking systems and associated hardware projects as well as 24-hour emergency service call response. Task orders will be issued by user agencies. Some of the required services ("Projects") may be for routinely scheduled maintenance and repair and other services may be in response to emergency situations.

Services shall be provided by Contractors on an "as needed, when requested" basis. This request for quote does not guarantee that the State will utilize any contractor for a minimum/maximum amount of time or for a minimum/maximum dollar value over the term of the MPA contract.

The prices/rates provided in this Master Price Agreement (MPA) represent the maximum price/rate that may be charged by Contractors to User Agencies. The User Agencies reserves the right to negotiate a lower price/rate from one or more of the MPA Contractors or request lump sum fixed fee quotes based on specific requirements.

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.

DURATION OF CONTRACT: If awarded, the term of the MPA contract shall commence on or about October 1, 2015 and expire September 30, 2018 unless terminated, cancelled, by the Division.

DESCRIPTION OF WORK:

Contractor will provide locksmith services, including labor and equipment, for all State agencies, facilities buildings owned or occupied by the State of Rhode Island including all State Educational Facilities as needed.

Services include but are not limited to the following:

- Troubleshooting, maintenance, repair and replacement and installation of locks/keys
- Repair, replace, re-key cylinders as requested

- Maintain and covert when requested all interior and exterior door locks, padlocks, safes, deadbolt and alarm systems keys
- Repair and change codes or replace push button locks
- Cut all keys as requested by the User Agency
 - Replacement by the Contractor, at no extra charge, of any copy of a key that fails to operate the respective lock.
- Perform maintenance and repairs on door locks, crash-bars, files, desks, padlocks, latches and other related items.
- Re-keying master keying and rebuilding cylinders.

PARTS:

Bidders must be able to supply locking hardware and associated parts in conjunction with a repair or otherwise needed by the User Agency.

HOURS OF WORK:

Regular hourly rate: Monday-Friday

Overtime hourly rate: Monday-Friday, Saturday, Sundays and State Legal Holidays.

Emergency call response hourly rate

Emergency services: Contractors shall maintain a twenty-four (24) hour capability with sufficient manpower, equipment and vehicles to assure emergency repair response and a two (2) hour response time is expected for emergency service.

Service calls – Contractor must respond by phone within one (1) hour and establish a mutually agreed arrival time at the User Agency.

The User Agency must be advised and must approve if more than (1) person is necessary on the project. Contractor must not send two (2) people as a matter of routine. If more than one person is necessary, hourly rates to reflect the net cost of labor.

Travel time shall not be an allowable expense. All billable time is for on-site services unless approved in writing by the User Agency.

PREVENTATIVE MAINTENANCE:

All preventative maintenance will be performed during regular working hours only. The contractor will provide a written report to the Using Agency as to the condition of the locks (hardware) and/or door closures of which PM was performed, along with recommendations for any necessary repair(s).

WARRANTY:

Contractors shall guarantee all workmanship and parts furnished and installed under this RFQ against defect for (12) months after completion. Equipment provided with manufacturer's extended warranties shall extend this duration in accordance with manufacturer's terms and conditions. Defects will be repaired or replaced by Contractors at no expense to the User agency.

Contractors must supply all relevant warranty information and documentation to the user Agency upon Project completion.

If the Using Agency provides the parts/locking hardware to the repair contractor for installation, any defects in the parts will be the responsibility of the Using Agency. However, if repairs provided by the contractor are deemed to be unsatisfactory as determined by the Using Agency, the contractor will have seven (7) working days to rectify the problem at no additional cost to the State

CONTRACTOR SERVICES:

Supply all necessary tools, equipment, and replacement parts to perform repairs or diagnose the problems. Such supplies, materials and parts shall be of the highest quality and the cost of such shall be billed as reflected in the bid document.

Contractors shall be responsible for properly disposing of any materials removed or replaced. In addition, any areas disturbed or damaged must be restored to their original condition.

Contractors shall be required to complete User Agency "time-in/time-out logs. All Project related work is to be coordinated through designated User Agency personnel. In addition, a suitable Contractor work order form shall be maintained by the User Agency documenting Contractor personnel on the Project site, together with start and completion times. The Contractor representatives must sign the work order form and retain a copy for his/her files. Work order forms shall be used for verifying billable hours.

All Contractors personnel shall dress appropriately with clear identification of the employee's name.

PRICE AND RELATED FACTORS:

Award(s) will be made to the bidders that offer the best value to the State. Therefore, the contractor should ensure that their initial submission to this solicitation is that which they consider to offer the best value to the State. The State may determine that an offer is unacceptable if the pricing offered is significantly unbalanced.

Contractors shall submit an itemized proposal to User Agencies which include the various components of work/services for a Projects segregated by labor, materials and equipment in a format satisfactory to User Agencies. Contractors may charge a one (1) hour minimum fee for service calls which do not exceed sixty (60) minutes. The Owner shall be entitled to any and all material or trade discounts (off list prices) that the vendor receives. Material quotes or invoices shall provide the discounted rate.

The State reserves the right to make multiple awards.

No individual Project shall exceed the maximum cost of five thousand dollars (\$5,000) for any service/project. A minimum of three (3) written quotes will be required form user agency. The Contractor shall submit a properly itemized proposal covering the requested Work. This proposal shall be itemized to include the various components of work and shall be segregated by labor, materials and equipment in a format satisfactory to the User Agency. Any amount in excess of the maximum dollar amount must be reviewed and receive authorized by the Division. The Division reserves the right to solicit quotes from all Contractors for any project regardless of its estimated value. Contractors must conduct a no cost site inspection and issue a no cost written price quote for any project at the request of the User Agency. The quotation shall be provided within three (3) business days of the original request, and shall include a detailed summary in accordance with the MPA contract rates. The User Agencies shall be under no obligation to pay for Work done without prior approval and the State may at its sole option request alternative quotations.

RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed three-page R.I.V.I.P generated Bidder Certification Cover Form which may be downloaded from www.purchasing.ri.gov.
2. Request for Quote form completed with pricing for described services.
3. A completed and signed IRS Form W-9 which may be downloaded from: www.purchasing.ri.gov.

CONCLUDING STATEMENTS

The Division's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the MPA contract award pursuant to this RFQ.

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

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 ordered 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.

MPA BID AWARD (STATEWIDE APPLICABILITY)

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

QUARTERLY REPORTS

REPORTS - The Vendor agrees to provide the State with quarterly reports describing activity against this Price Agreement. If this is a Master Price Agreement, such reports shall include usage by municipalities, quasi-public agencies, schools, etc. All reports shall contain the following data: (1) Billing volume in dollars and (2) quantity shipped for each line item in the price agreement. When there are no line items in the price agreement, vendor shall report volume by catalog order numbers, with a brief description of each order number. Reports must be submitted to the RI Division of Purchases to the attention BUYER named in this notice, identifying the Agreement number and the Reporting Period. Quarterly reports shall be due 45 calendar days after the end of each quarter. Failure to submit required reports shall be considered a breach of the contractor's obligations and may be considered, at the discretion of the State Purchasing Agent, sufficient cause for the termination of the agreement and other outstanding agreements and orders, and possible suspension from participation in additional State procurements.

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.

WAGE REQUIREMENTS

BIDDERS ARE ADVISED THAT ALL PROVISIONS OF TITLE 37 CHAPTER 13 OF THE GENERAL LAWS OF RHODE ISLAND APPLY TO THE WORK COVERED BY THIS REQUEST, AND THAT PAYMENT OF THE GENERAL PREVAILING RATE OF PER DIEM WAGES AND THE GENERAL

PREVAILING RATE FOR REGULAR, OVERTIME, AND OTHER WORKING CONDITIONS EXISTING IN THE LOCALITY FOR EACH CRAFT, MECHANIC, TEAMSTER, OR TYPE OF WORKMAN NEEDED TO EXECUTE THIS WORK IS A REQUIREMENT FOR BOTH CONTRACTORS AND SUBCONTRACTORS. THE PREVAILING WAGE TABLE MAY BE OBTAINED AT THE RI DIVISION OF PURCHASES HOME PAGE BY INTERNET at www.purchasing.state.ri.us. SELECT "INFORMATION" AND THEN SELECT "PREVAILING WAGE TABLE". THE STATE OF RHODE ISLAND USES THE GENERAL DECISION NUMBER RI20070001. PRINTING THE ENTIRE DOCUMENT AVERAGES APPROXIMATELY ONE MINUTE PER PAGE - YOU MAY WANT TO PRINT ONLY THE PAGES APPLICABLE TO YOUR BID. BIDDERS NOTE: IN THE EVENT THIS BID SPECIFIES PRICE OFFERS ON A TIME-AND-MATERIALS BASIS, i.e., AN HOURLY RATE, ANY OR ALL BIDS SUBMITTED IN AN AMOUNT LESS THAN THE PREVAILING RATE IN EFFECT FOR THE WORK COVERED BY THIS REQUEST AS OF THE DATE OF BID ISSUANCE SHALL BE REJECTED BY THE DIVISION OF PURCHASES.

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.

LICENSE REQUIREMENTS

VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. A COPY OF LICENSE/PERMIT SHOULD BE SUBMITTED WITH THIS BID. IN ADDITION TO THESE LICENSE REQUIREMENTS, BIDDER, BY SUBMISSION OF THIS BID, CERTIFIES THAT ANY/ALL WORK RELATED TO THIS BID, AND ANY SUBSEQUENT AWARD WHICH REQUIRES A RHODE ISLAND LICENSE(S), SHALL BE PERFORMED BY AN INDIVIDUAL(S) HOLDING A VALID RHODE ISLAND LICENSE.

HOURLY RATE SPECIFICS

BIDDERS ARE ADVISED THE AWARD WILL BE BASED ON EITHER REGULAR, STRAIGHT-TIME HOURLY RATES OR A PERIODIC RATE SUCH AS 500 HOURS, MONTHLY OR ANNUALLY, DEPENDING ON THE SPECIFIC REQUIREMENTS OF A PARTICULAR BID. KEEP IN MIND THAT OVERTIME RATES, DISCOUNTS, AND OTHER MISCELLANEOUS PRICE-RELATED ITEMS ARE REQUIRED FOR INFORMATIONAL PURPOSES ONLY. OVERTIME RATE IS TO BE PAID IN ACCORDANCE WITH THE PROVISIONS OF THE RI DEPARTMENT OF LABOR AND TRAINING, EMPLOYER HANDBOOK. EMPLOYEES ARE TO BE COMPENSATED AT TIME AND ONE-HALF THE APPLICABLE PREVAILING WAGE RATE. OVERTIME RATES

EXCEEDING ONE AND ONE HALF TIMES THE REGULAR HOURLY RATES FOR MONDAY THROUGH SATURDAY AND EXCEEDING TWO TIMES THE REGULAR RATE FOR SUNDAYS AND HOLIDAYS MAY BE GROUNDS FOR DISQUALIFICATION OF THE BID.

HOURS - BIDDING PURPOSES

HOURS INDICATED ARE ESTIMATED QUANTITIES FOR BIDDING PURPOSES ONLY.

WORK ORDER LIMITATIONS

IN NO EVENT WILL ANY INDIVIDUAL WORK ORDER EXCEED \$5,000.00 WITHOUT PRIOR APPROVAL OF THE OFFICE OF PURCHASES.

CHARGES PERMITTED

NO CHARGES OTHER THAN PARTS AND LABOR ON THE JOB - NO TRAVEL, NO MILEAGE, NO MISCELLANEOUS CHARGES, NO PORTAL TO PORTAL.

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.

SERVICES - AGENCY REQUIREMENTS

SERVICES FOR STATE AGENCIES ARE ON A "24-HOUR CALL - 7 DAYS/WEEK" BASIS AND AS MAY BE REQUIRED. ONLY FIXED HOURLY FLAT RATES AS INDICATED IN THIS NOTICE WILL BE ALLOWED AS QUOTED, AND WILL INCLUDE ADMINISTRATIVE AND GENERAL EXPENSES, INCLUDING PROFIT ALLOWANCE, OVERHEAD, TRAVEL, TRANSPORTATION, ADMINISTRATIVE, ETC. PAYMENT FOR SERVICES WILL BE MADE BASED UPON INVOICES SUBMITTED THAT MUST SHOW THE NUMBER OF HOURS WORKED AT THE QUOTED FLAT HOURLY RATE, PLUS COST OF MATERIALS APPROVED BY THE AGENCY. SERVICEMEN AND/OR TRADESMEN MUST CHECK WITH THE AGENCY PRIOR TO START OF WORK AND UPON COMPLETION FOR TIME VERIFICATION. THE DEPARTMENT RESERVES THE RIGHT TO WAIVE ANY INFORMALITY AND TO REJECT ANY OR ALL PROPOSALS; THEREFORE, BIDDERS WILL BE CONSIDERED FOR AWARD ON THE BASIS OF BID PRICE, PERFORMANCE, PAST RECORD, EXPERIENCE, ORGANIZATION, EQUIPMENT AND CAPABILITY TO PERFORM THE SERVICES AND SERVICES TO MORE THAN ONE AGENCY SIMULTANEOUSLY. AN AWARD WILL NOT BE MADE TO A CONTRACTOR WHO IS NOT QUALIFIED AND NOT EQUIPPED TO UNDERTAKE AND COMPLETE THE WORK WITHIN THE SPECIFIED TIME, OR WHO HAS PROVIDED UNSATISFACTORY WORK UNDER ANY OTHER STATE CONTRACTS.

THE STATE RESERVES THE RIGHT TO MAKE MULTIPLE AWARDS IN THE BEST INTEREST OF THE STATE. VERY IMPORTANT NOTICE - SERVICE CALLS - THE AGENCY REQUESTING THE SERVICE CALL MUST EXPLAIN THE BASIC PROBLEM TO THE VENDOR. DEPENDING

ON THE EXTENT AND NATURE OF THE CALL, THE VENDOR MAY NEED TO SEND ONE (1) SERVICEMAN. IF NECESSARY, THE VENDOR MUST ADVISE THE AGENCY AND EXPLAIN, IN ADVANCE, WHY A HELPER IS NEEDED. THE VENDOR MUST NOT SEND TWO (2) PEOPLE AS A MATTER OF ROUTINE. THE AGENCY MUST BE ADVISED AND MUST APPROVE, IN ADVANCE, IF MORE THAN ONE PERSON IS NECESSARY, HOURLY RATES TO REFLECT THE NET COST OF LABOR. NO ADDITIONAL CHARGE FOR TRAVEL, MILEAGE, ETC. WILL BE PERMITTED. IN NO EVENT WILL ANY INDIVIDUAL WORK ORDER EXCEED \$5,000.00 WITHOUT PRIOR APPROVAL OF THE OFFICE OF PURCHASES.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.