

Request for Quote

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

CREATION DATE : 24-AUG-15
 BID NUMBER: 7549835
 TITLE: HEAVY EQUIPMENT MAINTENANCE & REPAIR
 MPA #91

BLANKET START : 01-SEP-15
 BLANKET END : 31-AUG-17
 BID CLOSING DATE AND TIME: 14-SEP-2015 10:30:00

BUYER: Hill, Lisa
 PHONE #: 401-574-8118

**B
I
L
L

T
O**
 MASTER PRICE AGREEMENT
 SEE BELOW
 RELEASE AGAINST, RI MPA
 US

**S
H
I
P

T
O**
 MASTER PRICE AGREEMENT
 SEE BELOW
 RELEASE AGAINST, RI MPA
 US

Requisition Number:

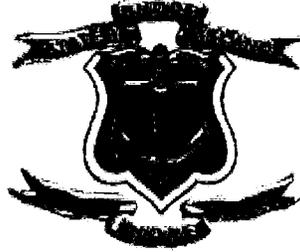
| Line | Description | Quantity | Unit | Unit Price | Total |
|------|--|----------|------|------------|-------|
| 1 | WHILE VEHICLE IS IN TRANSIT DURING PICK-UP AND DELIVERY SERVICES, VENDOR ASSUMES FULL RESPONSIBILITY AND LIABILITY INCLUDING BODILY INJURY AND/OR PROPERTY DAMAGE. MPA-91 9/1/15 - 8/31/17 - HOURLY SHOP RATE | 500.00 | Hour | | |
| 2 | MPA-91 9/1/15 - 8/31/17 - HOURLY ROAD RATE | 700.00 | Hour | | |
| 3 | MPA-91 9/1/15 - 8/31/17 - HOURLY OVERTIME SHOP RATE | 90.00 | Hour | | |
| 4 | MPA-91 9/1/15 - 8/31/17 - OVERTIME ROAD RATE | 180.00 | Hour | | |
| 5 | MPA-91 9/1/15 - 8/31/17 - FLAT RATE FOR PICK-UP/DELIVERY TO AND FROM ANY STATE FACILITY. THIS RATE SHALL APPLY FOR PICK-UP/DELIVERY FROM ANY POINT IN RHODE ISLAND, EXCEPT BLOCK ISLAND | 125.00 | 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

**HEAVY EQUIPMENT MAINTENANCE AND REPAIR
MPA 91**



**STATE OF RHODE ISLAND
DIVISION OF PURCHASES
BID NO. 7549835**

The Rhode Island Division of Purchases, on behalf of the State Fleet Operations and Department of Transportation (RIDOT) Maintenance Division is soliciting proposals from qualified firms to provide preventative maintenance, general maintenance, inspection, and repair services for a fleet of heavy equipment including, but not limited to, front end loaders, mowing tractors, backhoes, skid steer loaders, bobcat excavators, trailers/towable equipment, etc. which are owned primarily by RIDOT). There is currently approximately 73 pieces of equipment that will require service on a regular basis. Other state agencies will be included as needed.

Each awarded firm must agree to provide all services in a professional and workmanlike manner in accordance with manufacturer's specifications, applicable regulations, industry standards and best practices.

CONTRACT PERIOD:

Initial term of the contract is 24 months, with an option to renew for an additional twelve month period.

INSURANCE:

In accordance with General Conditions of Purchase (ITEM 31), an insurance certificate for Workers' Compensation, Public Liability, Property Damage Insurance Auto Insurance, etc. must be submitted by the successful bidder (s) to the Division of Purchases prior to award. Annual renewal certificates must be submitted. Failure to do so may be grounds for cancellation of the award.

HEAVY EQUIPMENT MAINTENANCE AND REPAIR

MPA 91

PUBLIC OPENING:

1. Offers received in response to this request will be opened and bidder's name read publicly at the date and time specified.
2. Depending on the number of responses, the State may elect not to read prices.

BID REQUIREMENTS:

All bids must be accompanied by the three-page bidder certification cover form, completed Request for Quote (downloaded from www.purchasing.ri.gov), BID SUMMARY. Failure to provide these documents may result in disqualification of offer.

Offerers may submit any additional descriptive information regarding their ability to provide the services requested.

HEAVY EQUIPMENT MAINTENANCE AND REPAIR

MPA 91

CONTRACT AWARD:

The State will make every effort to award within sixty (60) days of the date indicated for opening to offerers who are determined to represent the lowest overall cost to the State on the basis of their responsiveness to the requirements of this Request and the State's satisfaction with demonstrated performance. 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.

EVALUATION OF OFFERS:

The evaluation of offers will be based on a comparative determination of the extent to which each offerer's submission meets the goals, intent, and requirements set forth herein.

Criteria to be considered are:

1. Bidder's qualifications for the services offered. Preference will be afforded to firms with demonstrated fleet experience.
2. Bidder's capacity to minimize equipment downtime (availability of in-stock or readily available parts, priority of State's work orders, etc.
3. Cost
4. Where applicable, State's previous level of satisfaction with individual bidders on the quality, quantity, documentation and cost of their completed work orders for the State; completeness and reliability of services rendered (frequency of necessary rework, corrective follow-up, product replacement; effective approach to resolution of problems).

The State reserves the right to conduct a pre-award survey of site facilities of any offerer and/or to conduct interviews with offerers to obtain additional or supplementary information to assist in the evaluation of offers, or to verify information provided in response to the bid.

LOGISTICS:

Location assignments attached to this bid document are current at the time of this solicitation and may change during the term of this contract.

Preventive maintenance/inspections at DOT facilities may generally be performed during normal weekday business hours (7:00 a.m. to 3:00 p.m.), with prior coordination with the Maintenance Division Superintendent. Minor repairs may also be requested to take place at the DOT facility location where equipment is assigned.

HEAVY EQUIPMENT MAINTENANCE AND REPAIR

MPA 91

SERVICE/REPAIR:

1. All Preventive Maintenance (PM) Services, repair services, general maintenance services and inspections must be conducted within manufacturer's specifications, industry standards, applicable regulations, and industry best practices.
2. Upon receipt of each particular vehicle/equipment asset, it is the selected firm's responsibility to review and indicate required repair services. A minimum level of service is expected when equipment is assigned to an awarded firm in which test drive/operation/inspection must be conducted to ensure equipment and all functions are operating properly and safely before return to service. This includes, but is not limited to, the functioning of all lights, brakes, safety interlocks, structural components, engine (and related), transmission (and related), steering components, wear components (suspension, kingpins, bushings, pins, tie-rods, etc.), linkages, tires, wheels (and related), chassis, mounts, hoses, belts, wipers, safety devices and all other critical components and safety requirements.
3. Report in writing all specific inspection findings and operating deficiencies, with itemized estimated replacement and/or repair costs where recommended.
4. Parts/Fluids. Parts acceptable for use on fleet cited are limited to new or remanufactured parts; used parts are not acceptable. The State may request to inspect any or all replaced parts at any time prior to acceptance of the completed work order. Therefore vendors must not dispose of any replaced parts until acceptance of the completed work order. Fluids acceptable for use on the fleet cited are limited to manufacturer's recommended or approved equal.

PREVENTIVE MAINTENANCE INSPECTION AND RELATED SERVICES:

Preventive Maintenance and inspection, and related services will be on a schedule to be coordinated by the Fleet Manager and performed as follows:

- ❖ Front End Loaders - Every six months, or at intervals of 250 operating hours, whichever is sooner.
- ❖ Tractors and Backhoes - Intervals of 250 operating hours; minimum annually, prior to start of spring operations.
- ❖ Skid Loaders - Intervals of 250 operating hours.

HEAVY EQUIPMENT MAINTENANCE AND REPAIR

MPA 91

REPAIRS

Before conducting any repairs or services an itemized labor and parts estimate is to be provided to the DOT Superintendent of Maintenance, or the appropriate Fleet Manager. UNDER NO CIRCUMSTANCES is repair work to be initiated without prior acceptance of the estimate by the State as evidenced by the issuance of a work order authorization number. The State reserves the right to obtain alternate repair estimates from more than one contract vendor any given work order.

Should emergency conditions exist (e.g. adverse weather forecasted), the State reserves the right to authorize repairs at alternate qualified vendors should this be necessary to ensure timely availability of equipment. Any repair work completed without prior approval is the sole responsibility of the vendor; unauthorized invoices will be returned.

PREVENTIVE MAINTENANCE AND REPAIRS: CONDITIONS AND RESTRICTIONS

It is the State's intent that all work will be conducted at the DOT Facility and Stockpile locations or where the equipment is assigned. Road service or more substantial repairs may necessitate transporting the equipment to the vendor's location. Should circumstances warrant service at the vendor's location, transport will be arranged by the State. The State, only when unable to supply sufficient manpower to arrange transport, will require vendor-supplied pick-up and delivery; vendor will be solely responsible for all liabilities, including bodily injury and property damage during transport. If the vendor subcontracts pick up and delivery, it is the vendor's responsibility to ensure subcontractor has required insurance (See cost proposal).

Each agency will coordinate with successful bidder(s) to establish a target preventive maintenance schedule for each vehicle at its currently assigned location. Some changes in equipment locations from the assignments listed in this bid document will likely occur during the contract period. Successful bidder must establish and maintain a log that shows the preventive maintenance and repair history of each unit by MAKE, MODEL, AND S/IN. FAILURE TO MAINTAIN PROPER EQUIPMENT LOG COULD SUBJECT CONTRACT TO CANCELLATION.

No subcontracting of preventive maintenance and repair services is acceptable without prior approval. Should extraordinary circumstances warrant the acceptance of subcontracted services, a written request fully disclosing these circumstances is to be forwarded to the appropriate Fleet Manager.

HEAVY EQUIPMENT MAINTENANCE AND REPAIR

MPA 91

INVOICE AND PAYMENT TERMS

Invoicing for EACH DOT authorized WORK ORDER must be submitted in DUPLICATE (original and one copy) to:

Mr. Richard Dowding
Fleet Management Officer
DOT/Maintenance
360 Lincoln Avenue
Warwick, RI 02888

Invoices not submitted in duplicate will be returned for resubmission.

Faxed invoices are not acceptable.

All other invoices, or orders placed by other State agencies, should be mailed to the appropriate agency ordering the work.

Each invoice must clearly designate the following:

- ✓ Vehicle Make, Model #/S/IN
- ✓ Vehicle registration number
- ✓ State issued Work Order Authorization number
- ✓ Unit cost for all preventive maintenance services completed
- ✓ Itemized charges for repair work labor hours and rates
- ✓ Identification and charges for parts
- ✓ Pick-up/Delivery fee
- ✓ Hours of service (Time and Date IN and OUT)

Invoices must clearly indicate which category labor rate is for shop, road, or facility and must show number of hours for each operation.

No "Miscellaneous" or "Supplies" charges will be accepted. Any invoices including such shall be returned.

Arrangements for payment will be processed in accordance with established Department of Administration-State Fleet Operations procedures. DOT Maintenance Division will forward invoice and authorization documents to State Fleet once services rendered under each work order have been inspected for quality and completeness and are satisfactorily accepted.

**HEAVY EQUIPMENT MAINTENANCE AND REPAIR
MPA 91**

TECHNICAL PROPOSAL

THIS MUST BE COMPLETED AND SUBMITTED WITH BID

General Information:

Years in Business: _____ Total Number of Employees _____

1. BIDDERS FULL NAME AND ADDRESS

2. DESCRIPTION OF MOBILE EQUIPMENT:

| Type | Use | How Equipped |
|-------|-------|--------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

3. LOCATION(S) OF SERVICE FACILITY:

| Address | # Service Bays | # Service Personnel |
|---------|----------------|---------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |

HEAVY EQUIPMENT MAINTENANCE AND REPAIR MPA 91

4. SERVICE AVAILABILITY (CHECK ALL THAT APPLY)

- () Weekdays ____am to ____pm
() Weekends
() After Hours ____am to ____pm
() Holidays

(Note: for PM services and minor repairs, AT DOT FACILITIES available service hours are 7:00 a.m. to 3:00 p.m. weekdays.

5. SERVICE CAPACITY

For PM Services and minor repairs AT DOT facilities location:

Number of Vehicles that can be worked on simultaneously i.e. within a single day _____

For major repairs AT VENDOR's facility location:

Number of vehicles that can be worked on simultaneously, i.e. within a single day _____

WORK LOAD

Specify number of worked orders completed in a typical week (from all sources:

_____ Work Orders Weekly

Specify number of hours/days required to formulate repair estimate:

_____ Hours _____ Days

Specify number of hours/days required to complete work order once authorized:

Enter number and circle as appropriate:

**HEAVY EQUIPMENT MAINTENANCE AND REPAIR
MPA 91**

_____ Hours

_____ Days

6. **SERVICE RADIUS:** _____

7. **DIAGNOSTIC AND TEST EQUIPEMENT (Be specific by type and quantity):**

8. **RHODE ISLAND OFFICIAL INSPECTION STATION:**

() YES, LICENSE NO. _____

() NO

9. **WARRANTY ON PARTS AND WORKMANSHIP:** _____

Note: Unless exception and limitations are specifically noted and agreed to by the State, the State will assume that all warranties are full and unconditional, and cover a period of not less than twelve months from the date of service/installation.

10. All bidders must indicate what procedures are followed regarding disposal of accumulated waste oils, fuels, antifreeze, etc. PLEASE BE SPECIFIC.

11. All bidders must indicate what procedures are followed during washing/steam cleaning of equipment as it relates to the oils, greases, fuels, etc. that are washed onto to ground. PLEASE BE SPECIFIC.

HEAVY EQUIPMENT MAINTENANCE AND REPAIR MPA 91

12. Include with proposal a copy of a sample log page showing preventive maintenance and repair history.

ADDITIONAL INFORMATION:

Additional information which would prove useful in the evaluation process is invited. This may include, but is not limited, to the following:

- Specific skills, certifications and/or licensure held by employees of an offer to perform specialized analysis or repair;
- Method(s) employed to schedule work;
- Method(s) employed to inspect work;
- Method(s) employed to control and procure parts inventory;
- Approximate average of parts inventory
- Listing of major specialized equipment not described elsewhere herein;
- Provisions for rework or corrective work

**QUESTIONS CONCERNING THIS SOLICITATION MAY BE ADDRESSED TO LISA HILL AT
LISA.HILL@PURCHASING.RI.GOV NO LATER THAN SEPTEMBER 8, 2015 AT 12:00 P.M.**

HEAVY EQUIPMENT MAINTENANCE AND REPAIR
MPA 91

Contract Terms and Conditions

Table of Contents

Terms and Conditions.....VII
 BID STANDARD TERMS AND CONDITIONSVII
 TERMS AND CONDITIONS FOR THIS BIDVII
 INSURANCE REQUIREMENTSVII
 RIVIP INFO - BID SUBMISSION REQUIREMENTSVII
 PURCHASE AGREEMENT BIDVIII
 DELIVERY PER AGENCYVIII
 MULTI YEAR AWARDVIII
 MPA BID AWARD (STATEWIDE APPLICABILITY)VIII

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.

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 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.

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.

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.

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).