Request for Quote

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

CREATION DATE : 11-SEP-15
BID NUMBER: 7549886
TITLE: Shuttle Service, URI

BLANKET START : 01-NOV-15
BLANKET END : 31-AUG-18
BID CLOSING DATE AND TIME:06-OCT-2015 11:30:00

BUYER: Ohara 2nd, John F
PHONE #: 401-574-8125

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

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

Requistion Number: 1426749

Line	Description	Quantity	Unit	Unit Price	Total
1	Blanket Requirement: November 1, 2015 - August 31, 2018 11/1/15-6/30/16 Shuttle Service; Bid UNIT PRICE for a price per hour, per vehicle. The TOTAL PRICE will be the Unit Price X the number of hours listed (which for this period is 7 hours a day for 124 days X 2 vehicles).	1,736.00	Hour		
2	7/1/16-6/30/17 Shuttle Service; Bid a UNIT PRICE for a price per hour, per vehicle. The TOTAL PRICE will be the Unit Price X the number of hours listed (which for this period is 7 hours a day for 170 days X 2 vehicles).	2,380.00	Hour		
3	7/1/17-6/30/18 Shuttle Service; Bid a UNIT PRICE for a price per hour, per vehicle. The TOTAL PRICE will be the Unit Price X the number of hours listed (which for this period is 7 hours a day for 170 days X 2 vehicles).	2,380.00	Hour		
4	7/1/18-8/31/18 Shuttle Service; Bid a UNIT PRICE for a price per hour, per vehicle. The TOTAL PRICE will be the Unit Price X the number of hours listed (which for this period is 7 hours a day for 16 days X 2 vehicles). Ship to/Responsible Dept.: URI Public Safety 44 Lower College Road Kingston, RI 02881 Vehicle Information: Indicate Size of Vehicle. _____Passenger. Indicate Age of Vehicle. _____Model years old. _____Model years old.	224.00	Hour		

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

JOB REQUIREMENTS OF SHUTTLE SECURITY

The successful vendor will be responsible for safely transporting students, staff, and faculty to and from the Convention Center parking garages and the URI Providence Campus at 80 Washington Street. The vendor will be required to utilize two (2) ADA compliant vehicles that carry seven (7) or more passengers per vehicle. The vehicles will make continuous rounds between the URI Providence Campus and the Convention Center parking garages. After 7pm any student, staff or faculty wishing to be transported from the URI Providence campus to either the bus stop near Kennedy Plaza or the Providence Amtrack station will be accommodated.

The successful vendor must provide vehicles that meet all current and applicable Rhode Island rules, regulations, and laws. All vehicles are to be in good condition and must at all times allow for loading from the sidewalk utilizing a step attached to the vehicle if necessary. Loading of vehicles requires that our students, faculty, and staff are to be loaded and unloaded from the sidewalk, and not from the street or traffic side of the vehicle. Certainly this would not prohibit a vehicle that has doors on the driver's side, it would just restrict the use of those doors. This is a matter of safety.

The vehicle must be no older than seven (7) model years while servicing the university. The use of a 2008 year vehicle in 2015 would be OK to start, but the following year it would not be acceptable.

Maintenance records must be made available for inspection at the request of the University Police Lieutenant assigned as the Public Safety Commander of the Providence Campus. These requests will only be made for cause.

The vehicles used must be clearly marked with the words "URI PROVIDENCE CAMPUS SHUTTLE" making it visible from multiple directions. The lettering should be of adequate size to be visible day or night.

It will be the responsibility of the successful vendor to ensure that the operators of these shuttles possess a valid Rhode Island Chauffeur's license and/or any other permits that may be required by the State of Rhode Island. Out of state operators licenses are acceptable provided they are of the same classification. Additionally it will be the responsibility of the successful vendor to ensure that all of their employees who will have contact with members of the university community have been thoroughly screened to include, but not limited to, a criminal background and drug tests.

The vendor will be required, at the vendor's expense, to ensure that their officers can communicate with the university's security personnel and between shuttle vehicles. Cell phones will be acceptable for this function.

The hours of operation are from 3:30 p.m. to 10:30 p.m. Monday through Thursday during the academic year. This will include the fall semester (September – December), J-term (January), spring semester (January – May), summer sessions (May – July), and various Fridays due to make-up of class time due to inclement weather or holidays. The exact dates are available on the URI website under the "Academic Calendar" or may be obtained from the Commander of Public Safety at URI's Providence Campus. One security officer will be assigned to each vehicle. It will be the vendor's responsibility to physically sign-in with URI Security at the beginning and end of each shift. The personnel assigned to drive the shuttles will be in a uniform which will clearly identify them as an employee of the company winning the bid.

The invoices will be required to list the hours and dates of service NTE 7.0 hours each vehicle each day without prior approval from Lt. in charge of the Providence Campus Office of Public Safety.

Alternate:

There may be time when the shuttle service will be requested for special URI events. The vendor will agree to the same rate of pay for these events. This is to be done with an Advice of Change to the Purchase Order with the department's funding source.

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

RIVIP INFO - BID SUBMISSION REQUIREMENTS

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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 Administrtion
- 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.

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.

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.

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.

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