



## INVITATION TO BID

**SOLICITATION TITLE:** Elevator Maintenance & Repairs, URI  
**SOLICITATION NUMBER:** 7550044  
**BID PROPOSAL SUBMISSION DEADLINE:** December 4, 2015 at 11:30 AM

### PREBID CONFERENCE

NONMANDATORY

MANDATORY → Bidder must attend the mandatory prebid conference. The bidder's representative must register with the Division of Purchases at the mandatory prebid conference and identify the bidder he or she represents.

Location: NO PRE-BID CONFERENCE

Date:

Time: Choose an item.

**QUESTIONS** about this solicitation must be emailed and received by the Division of Purchases at : [doa.purconstruction@purchasing.ri.gov](mailto:doa.purconstruction@purchasing.ri.gov) no later than Tuesday, November 24, 2015, 5:00 PM, in a Microsoft Word attachment with the corresponding solicitation number. Questions, if any, and responses will be posted on the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) as an addendum to this solicitation

**BID BOND REQUIRED:**  NO  
 YES

**PAYMENT AND PERFORMANCE BOND REQUIRED:**  NO  
 YES

**SPECIFICATIONS AND PLANS:**  NO  
 YES → See Electronic Solicitation Bidding Information.  
Click on the online active "D" link in the "info" column.

**Continued onto next page**



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**SOLICITATION NUMBER:** 7550044  
**BID PROPOSAL SUBMISSION DEADLINE:** December 4, 2015 at 11:30 AM

**RIVIP REGISTRATION:** Bidders must be registered vendors through the online Division of Purchases Rhode Island Vendor Information Program at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). To register or update information, click on "Vendor Center," then "Vendor Information" from the dropdown menu on the left.

**BIDDER CERTIFICATION COVER FORM:** Bidders must download (obtainable at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)), complete, and submit a Bidder Certification Cover Form with each bid proposal.

The State of Rhode Island through its, Department of Administration, Division of Purchases, is soliciting bid proposals to perform the work described in the plans and specifications dated attached For the Project in accordance with this solicitation.

Bidders are invited to submit bid proposals to the Division of Purchases by the bid proposal submission deadline.

This solicitation contains, and is subject to the terms and conditions of, the Invitation to Bid, Instructions to Bidders, Bid Preparation Checklist (with applicable forms), Agreement, General Conditions, any Supplemental Conditions, Specifications and Plans, Bidder Certification Cover Form, and Bid Form. The solicitation is available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

The award of the contract pursuant to this solicitation will be made to the responsive and responsible bidder with the lowest bid price. *The Division of Purchases reserves the right to waive any technicalities in the bid proposals, accept or reject any bid proposal, award a contract in the best interest of the State, or revoke any solicitation.*

**Continued onto next page**



## INVITATION TO BID

### Electronic Solicitation Bidding Information

#### **Downloading and Accessing Additional Electronic Solicitation Files**

Accessing electronic files on the purchasing website will require Adobe viewer. All bid solicitations that include a "D" in the "Info" column will require WinZip 8.1 software. The WinZip file may contain one or more files. These files may require additional software such as Microsoft Office.

Specifications that have a file for download are marked with a "D" in the "Info" field of the bid search results page located on the Purchasing website. The "D" will indicate an active link to the WinZip file until the bid reaches its opening date. Clicking on the active "D" link will allow you to open or save the WinZip file associated with the bid. Opening the WinZip file will offer you the option of saving to your local computer.

Once saved, you can open the WinZip file and view the files. The individual files can be saved to your computer in a location such as "Desktop" or "My Documents".

**Buyer Name: John F. O'Hara II, Title: Chief Buyer**



State of Rhode Island Department of Administration  
Division of Purchases

REVISED  
November 20, 2013

**NOTICE TO VENDORS**

Each bid proposal for a *public works project* must include a "public copy" to be available for public inspection upon the opening of bids. **Bid proposals that do not include a copy for public inspection will be deemed nonresponsive.**

The public copy must be submitted in .pdf (portable document file) format on a *read-only* CD-R media disc. The disc must include *all of the documents* submitted in response to the solicitation concatenated or merged into one file. The file must be named in the following manner:

BidNumber\_DateofBid\_VendorName\_VendorID.pdf

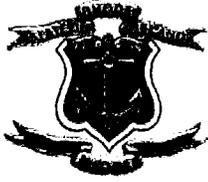
The Bidder Certification Cover Form contains all of the information for the file name. The date of bid must appear as mm-dd-yyyy. The vendor name must appear as one word, with no spaces or punctuation. Underscores must separate the fields.

*Example:* 7543210\_11-08-2013\_OceanStateCompanyInc\_9867.pdf

The public copy disc must be separately enclosed in a protective cover clearly marked "Public Copy" and include the following information (all available from the Bidder Certification Cover Form): (1) title of solicitation; (2) name of bidder and RIVIP vendor ID number; (3) bid number; and (4) date of bid.

The public copy may redact any trade secrets or commercial or financial information which is of a privileged or confidential nature pursuant to the "Access to Public Records Act," R. I. Gen. Laws §§ 38-2-1 *et seq.*

For further information on how to comply with this statutory requirement, see R. I. Gen. Laws §§ 37-2-18(b) and (j). Also see Procurement Regulation 5.11 accessible at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)



# Request for Quote

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

CREATION DATE : 10-NOV-15  
BID NUMBER: 7550044  
TITLE: Elevator Maintenance & Repairs, URI,  
  
BLANKET START : 01-JAN-16  
BLANKET END : 31-DEC-18  
BID CLOSING DATE AND TIME:04-DEC-2015 11:30:00

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

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URI OFFICE OF CAPITAL PROJECTS  
SHERMAN BLDG  
523 PLAINS RD  
KINGSTON, RI 02881  
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URI OFFICE OF CAPITAL PROJECTS  
SHERMAN BLDG  
523 PLAINS RD  
KINGSTON, RI 02881  
US

Requisition Number: 1429778

Line	Description	Quantity	Unit	Unit Price	Total
1	Blanket Requirement: January 1, 2016 - December 31, 2018 1/1/16-12/31/18 Elevator Maintenance per the attached for all four University of Rhode Island Campuses. NOTE: VENDORS DO NOT NEED TO ENTER PRICING ON THIS PAGE. ONLY SUBMIT YOUR PRICING ON THE ATTACHED SPREADSHEETS.	1.00	Total		

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

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
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**GROUP PURCHASING ORGANIZATIONS (GPO):**

**THE UNIVERSITY OF RHODE ISLAND IS A MEMBER OF THE FOLLOWING:**

- 1) Educational & Institutional Cooperative Purchasing (E&I)
- 2) Provista

IF THIS IS A MULTI-YEAR BID/CONTRACT. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE UNIVERSITY. TERMINATION MAY BE EFFECTED BY THE UNIVERSITY BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE UNIVERSITY 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 AND SUBJECT TO AVAILABILITY OF FUNDS.

**DELIVERY AS REQUESTED****BLANKET REQUIREMENTS 01/01/16 - 12/31/18**

This is a full maintenance contract to include systematic maintenance, inspection, parts and all safety tests on the list of sixty (66) elevators and nine (9) wheel-chair lifts located in various buildings on the Kingston, Narragansett Bay Campus, Alton Jones Campus of the University of Rhode Island and CCE-Providence Campus.

**Extent of Coverage**

Regularly and systematically examine, adjust, lubricate, and whenever required as the result of wear and tear of normal elevator usage repair or replace the equipment using trained personnel directly employed and supervised by you to maintain the equipment in operating condition.

Furnish all labor, parts, tools, specialized testing equipment, computerized diagnostic equipment, lubricants, cleaning compounds and cleaning equipment.

After the annual and other elevator inspections all routine and contract required repairs and service shall be completed within 15 working days and the proper notice sent to the State of Rhode Island, and The University of Rhode Island.

All State of Rhode Island elevator laws and regulations shall be met under this contract.

This service contract shall cover all maintenance and normal wear and tear repairs as part of the base bid and shall not be billable. Student damage shall be a billable item under this contract.

A minimum of 2 hours of maintenance per month per unit is required to properly maintain the listed equipment. Log books and maintenance charts are to be supplied and maintained in each machine room for each elevator. The log books and charts will become the property of the University.

Relamp all signals as required during regular examinations only.

Periodically examine and test the hydraulic system and/or governor, safeties, and buffers on the equipment as outlined in American National Standard Safety Code for elevators and wheelchair lifts. A.N.S.I. A17.1 and Rhode Island state elevator F Code 2.50L current editions of the date of this agreement is submitted.

The annual safety test is to be included and scheduled with the proper authorities. The test will be performed on a date chosen by the authorities, in addition, the five-year full load safety test shall be performed in accordance with Rhode Island General Law. The contractor shall furnish all necessary labor, tools and weights for the test. All necessary retests, as may be required by the state elevator inspector, will be made at no cost to the University of Rhode Island.

**Hours of Service**

All service work is to be performed during the regular work day (8:00am and 5:00pm). A two (2) hour response time is required for routine service calls. All service work shall be accomplished during normal working hours unless authorized by the assistant director Facilities Services or his/her appointed representative.

This agreement is to include emergency service callbacks as required. An emergency

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
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call shall be defined as one in which personnel are trapped inside an elevator car or hoist way or any other condition that presents an immediate danger to personnel or threatens damage to the University or State assets. A one (1) hour response time is required for an emergency call back twenty-four (24) hours a day, seven (7) days a week. After receiving a request for emergency service, the work shall be prosecuted continuously until the emergency situation is resolved. After resolving the emergency condition, work completion may be processed during normal working hours.  
Emergency call back as a result of vandalism is to be billed on a time and material basis.

The contractor shall, within five (5) days after the award, provide means for the University to contact the contractor twenty-four (24) hours a day during the contract period to provide the required service to the elevators and chair lifts.

The contractor will punch in/out on the time clock provided at the operations Control Center located in the Sherman Building.

**Although the University is requesting pricing per unit, it is the University's intention that service, for all of the elevators and chair lifts, is performed by a single contractor, or to award by campus, whichever is in the best interest of the University.**

The following pricing is for the period 1/1/16 - 6/30/16

	<u>BUILDING</u>	<u>MAKE</u>				
<b>URI Kingston Campus:</b>						
1	210 Flagg Road	Thyssen	6	Month	\$ _____	\$ _____
2	Alumni Center	Otis	6	Month	\$ _____	\$ _____
3	Ballentine	RI Elevator	6	Month	\$ _____	\$ _____
4	Barlow	Otis	6	Month	\$ _____	\$ _____
5	Bliss	2500# Freight	6	Month	\$ _____	\$ _____
6	Browning	Otis	6	Month	\$ _____	\$ _____
7	Butterfield	Thyssen	6	Month	\$ _____	\$ _____
8	Carlotti	Otis	6	Month	\$ _____	\$ _____
9	CBLS #1 - Center for Biological Sciences	Otis	6	Month	\$ _____	\$ _____
10	CBLS #2 - Center for Biological Sciences	Otis	6	Month	\$ _____	\$ _____
11	Chafee #1	Dover	6	Month	\$ _____	\$ _____
12	Chafee #2	Dover	6	Month	\$ _____	\$ _____
13	Coastal Institute	Otis	6	Month	\$ _____	\$ _____
14	COP-1 - College of Pharmacy	Otis	6	Month	\$ _____	\$ _____
15	COP-2 - College of Pharmacy	Otis	6	Month	\$ _____	\$ _____
16	CPRC - Cancer Prevention Research Center	Otis	6	Month	\$ _____	\$ _____
17	Crawford	Payne	6	Month	\$ _____	\$ _____
18	East Hall	Otis	6	Month	\$ _____	\$ _____
19	Eddy #1	Otis	6	Month	\$ _____	\$ _____
20	Eddy #2	Otis	6	Month	\$ _____	\$ _____
21	Fascitelli Fitness Center	Otis	6	Month	\$ _____	\$ _____
22	Fine Arts #1	Payne	6	Month	\$ _____	\$ _____
23	Fine Arts #2	Otis	6	Month	\$ _____	\$ _____
24	Fogarty	Otis	6	Month	\$ _____	\$ _____
25	Garrahy	Otis	6	Month	\$ _____	\$ _____
26	Green Hall	Thyssen/Krupp	6	Month	\$ _____	\$ _____
27	Hillside Hall - 1	Kone	6	Month	\$ _____	\$ _____
28	Hillside Hall - 2	Kone	6	Month	\$ _____	\$ _____
29	Hope Common's Dining #1	Otis	6	Month	\$ _____	\$ _____
30	Hope Common's Dining #2	Otis	6	Month	\$ _____	\$ _____
31	Kelly Annex	Payne	6	Month	\$ _____	\$ _____
32	Kirk	Otis	6	Month	\$ _____	\$ _____
33	Library #1	Bay State	6	Month	\$ _____	\$ _____
34	Library #2	Payne	6	Month	\$ _____	\$ _____
35	Lippitt Hall	Otis	6	Month	\$ _____	\$ _____
36	Marrow	Otis	6	Month	\$ _____	\$ _____
37	Morrill	Otis	6	Month	\$ _____	\$ _____
38	Memorial Union Pass	Payne	6	Month	\$ _____	\$ _____
39	Memorial Union Freight	Payne	6	Month	\$ _____	\$ _____
40	Multicultural	Thyssen	6	Month	\$ _____	\$ _____
41	Pastore	RI Elevator	6	Month	\$ _____	\$ _____
42	Peck	Otis	6	Month	\$ _____	\$ _____
43	Potter	Payne	6	Month	\$ _____	\$ _____

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
44	Quinn	Payne	6	Month	\$ _____
45	Ranger	Payne	6	Month	\$ _____
46	Rodman Hall	Otis	6	Month	\$ _____
47	Roosevelt	RI Elevator	6	Month	\$ _____
48	Swan Hall (Independence)	Payne	6	Month	\$ _____
49	Tootell	Otis	6	Month	\$ _____
50	Tyler	Otis	6	Month	\$ _____
51	Weldin	Otis	6	Month	\$ _____
52	Wiley #1	Otis	6	Month	\$ _____
53	Wiley #2	Otis	6	Month	\$ _____
54	White #1	Payne	6	Month	\$ _____
55	White #2	Payne	6	Month	\$ _____
56	Woodward	Payne	6	Month	\$ _____
	<b>CHAIRLIFTS</b>	<b>MAKE</b>			
57	Bressler	Garventa Genesis Lift	6	Month	\$ _____
58	Chafee	Porch - Lift	6	Month	\$ _____
59	Edwards	Wheel-O-Vator	6	Month	\$ _____
60	Swan Hall (Independence) Auditorium - Chair Lift	Carrier	6	Month	\$ _____
61	Tootell (Pool)	Porch - Lift	6	Month	\$ _____
62	Washburn	Wheel-O-Vator	6	Month	\$ _____
	<b>BUILDING</b>	<b>MAKE</b>			
	<b>URI Providence Campus (80 Washington Street, Providence):</b>				
63	CCE Elevator 1	Thyssen	6	Month	\$ _____
64	CCE Elevator 2	Thyssen	6	Month	\$ _____
65	CCE Elevator 3	Thyssen	6	Month	\$ _____
66	CCE Elevator 4	Thyssen	6	Month	\$ _____
	<b>CHAIRLIFTS</b>	<b>MAKE</b>			
67	CCE-Providence	Porch - Lift	6	Month	\$ _____
	<b>Narragansett Bay Campus (Narragansett, RI):</b>				
68	Coastal Institute	Schindler	6	Month	\$ _____
69	Horn	Otis	6	Month	\$ _____
70	OSEC (Ocean Science & Exploration Ctr)	Otis	6	Month	\$ _____
71	Watkins	Otis	6	Month	\$ _____
72	CACS (Center for Atmospheric Chemistry Studies)	Otis	6	Month	\$ _____
	<b>CHAIRLIFTS</b>	<b>MAKE</b>			
73	NBC Middleton Lab	Porch - Lift	6	Month	\$ _____
	<b>W. Alton Jones (West Greenwich, RI):</b>				
74	Sycamore Lodge	Payne	6	Month	\$ _____
	<b>CHAIRLIFTS</b>	<b>MAKE</b>			
75	WAJ Env Ed Center	Porch - Lift	6	Month	\$ _____
76	FY '16 (1/1/16 - 6/30/16)				
	Rate per Hour for Authorized Call Back		20	HR	\$ _____
	Overtime Rate per Hour on Site		10	HR	\$ _____

The following pricing is for the period 7/1/16-6/30/17

	<b>BUILDING</b>	<b>MAKE</b>			
	<b>URI Kingston Campus:</b>				
77	210 Flagg Road	Thyssen	12	Month	\$ _____
78	Alumni Center	Otis	12	Month	\$ _____
79	Ballentine	RI Elevator	12	Month	\$ _____
80	Barlow	Otis	12	Month	\$ _____
81	Bliss	2500# Freight	12	Month	\$ _____
82	Browning	Otis	12	Month	\$ _____
83	Butterfield	Thyssen	12	Month	\$ _____
84	Carlotti	Otis	12	Month	\$ _____
85	CBLS #1 - Center for Biological Sciences	Otis	12	Month	\$ _____
86	CBLS #2 - Center for Biological Sciences	Otis	12	Month	\$ _____
87	Chafee #1	Dover	12	Month	\$ _____
88	Chafee #2	Dover	12	Month	\$ _____
89	Coastal Institute	Otis	12	Month	\$ _____
90	COP-1 - College of Pharmacy	Otis	12	Month	\$ _____
91	COP-2 - College of Pharmacy	Otis	12	Month	\$ _____

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
92	CPRC - Cancer Prevention Research Center	12	Month	\$	\$
93	Crawford	12	Month	\$	\$
94	East Hall	12	Month	\$	\$
95	Eddy #1	12	Month	\$	\$
96	Eddy #2	12	Month	\$	\$
97	Fascitelli Fitness Center	12	Month	\$	\$
98	Fine Arts #1	12	Month	\$	\$
99	Fine Arts #2	12	Month	\$	\$
100	Fogarty	12	Month	\$	\$
101	Garrahy	12	Month	\$	\$
102	Green Hall	12	Month	\$	\$
103	Hillside Hall - 1	12	Month	\$	\$
104	Hillside Hall - 2	12	Month	\$	\$
105	Hope Common's Dining #1	12	Month	\$	\$
106	Hope Common's Dining #2	12	Month	\$	\$
107	Kelly Annex	12	Month	\$	\$
108	Kirk	12	Month	\$	\$
109	Library #1	12	Month	\$	\$
110	Library #2	12	Month	\$	\$
111	Lippitt Hall	12	Month	\$	\$
112	Morrow	12	Month	\$	\$
113	Morrill	12	Month	\$	\$
114	Memorial Union Pass	12	Month	\$	\$
115	Memorial Union Freight	12	Month	\$	\$
116	Multicultural	12	Month	\$	\$
117	Pastore	12	Month	\$	\$
118	Peck	12	Month	\$	\$
119	Potter	12	Month	\$	\$
120	Quinn	12	Month	\$	\$
121	Ranger	12	Month	\$	\$
122	Rodman Hall	12	Month	\$	\$
123	Roosevelt	12	Month	\$	\$
124	Swan Hall (Independence)	12	Month	\$	\$
125	Tootell	12	Month	\$	\$
126	Tyler	12	Month	\$	\$
127	Weldin	12	Month	\$	\$
128	Wiley #1	12	Month	\$	\$
129	Wiley #2	12	Month	\$	\$
130	White #1	12	Month	\$	\$
131	White #2	12	Month	\$	\$
132	Woodward	12	Month	\$	\$
	<b>CHAIRLIFTS</b>				
	<b>MAKE</b>				
133	Bressler	12	Month	\$	\$
134	Chafee	12	Month	\$	\$
135	Edwards	12	Month	\$	\$
136	Swan Hall (Independence) Auditorium - Chair Lift	12	Month	\$	\$
137	Tootell (Pool)	12	Month	\$	\$
138	Washburn	12	Month	\$	\$
	<b>BUILDING</b>				
	<b>MAKE</b>				
	<b>URI Providence Campus (80 Washington Street, Providence):</b>				
139	CCE Elevator 1	12	Month	\$	\$
140	CCE Elevator 2	12	Month	\$	\$
141	CCE Elevator 3	12	Month	\$	\$
142	CCE Elevator 4	12	Month	\$	\$
	<b>CHAIRLIFTS</b>				
	<b>MAKE</b>				
143	CCE-Providence	12	Month	\$	\$
	<b>Narragansett Bay Campus (Narragansett, RI):</b>				
144	Coastal Institute	12	Month	\$	\$
145	Horn	12	Month	\$	\$
146	OSEC (Ocean Science & Exploration Ctr)	12	Month	\$	\$
147	Watkins	12	Month	\$	\$
148	CACS (Center for Atmospheric Chemistry Studies)	12	Month	\$	\$
	<b>CHAIRLIFTS</b>				
	<b>MAKE</b>				
149	NBC Middleton Lab	12	Month	\$	\$

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
<b>W. Alton Jones (West Greenwich, RI):</b>					
150	Sycamore Lodge <b>CHAIRLIFTS</b>	Payne <b>MAKE</b>	12	Month \$	\$
151	WAJ Env Ed Center	Porch - Lift	12	Month \$	\$
152	<u>FY '17 (7/1/16 - 6/30/17)</u> Rate per Hour for Authorized Call Back		20	HR \$	\$
	Overtime Rate per Hour on Site		10	HR \$	\$

**The following pricing is for the period 7/1/17-6/30/18**

	<u>BUILDING</u>	<u>MAKE</u>			
<b>URI Kingston Campus:</b>					
153	210 Flagg Road	Thyssen	12	Month \$	\$
154	Alumni Center	Otis	12	Month \$	\$
155	Ballentine	RI Elevator	12	Month \$	\$
156	Barlow	Otis	12	Month \$	\$
157	Bliss	2500# Freight	12	Month \$	\$
158	Browning	Otis	12	Month \$	\$
159	Butterfield	Thyssen	12	Month \$	\$
160	Carlotti	Otis	12	Month \$	\$
161	CBLs #1 - Center for Biological Sciences	Otis	12	Month \$	\$
162	CBLs #2 - Center for Biological Sciences	Otis	12	Month \$	\$
163	Chafee #1	Dover	12	Month \$	\$
164	Chafee #2	Dover	12	Month \$	\$
165	Coastal Institute	Otis	12	Month \$	\$
166	COP-1 - College of Pharmacy	Otis	12	Month \$	\$
167	COP-2 - College of Pharmacy	Otis	12	Month \$	\$
168	CPRC - Cancer Prevention Research Center	Otis	12	Month \$	\$
169	Crawford	Payne	12	Month \$	\$
170	East Hall	Otis	12	Month \$	\$
171	Eddy #1	Otis	12	Month \$	\$
172	Eddy #2	Otis	12	Month \$	\$
173	Fascitelli Fitness Center	Otis	12	Month \$	\$
174	Fine Arts #1	Payne	12	Month \$	\$
175	Fine Arts #2	Otis	12	Month \$	\$
176	Fogarty	Otis	12	Month \$	\$
177	Garrahy	Otis	12	Month \$	\$
178	Green Hall	Thyssen/Krupp	12	Month \$	\$
179	Hillside Hall - 1	Kone	12	Month \$	\$
180	Hillside Hall - 2	Kone	12	Month \$	\$
181	Hope Common's Dining #1	Otis	12	Month \$	\$
182	Hope Common's Dining #2	Otis	12	Month \$	\$
183	Kelly Annex	Payne	12	Month \$	\$
184	Kirk	Otis	12	Month \$	\$
185	Library #1	Bay State	12	Month \$	\$
186	Library #2	Payne	12	Month \$	\$
187	Lippitt Hall	Otis	12	Month \$	\$
188	Marrow	Otis	12	Month \$	\$
189	Morrill	Otis	12	Month \$	\$
190	Memorial Union Pass	Payne	12	Month \$	\$
191	Memorial Union Freight	Payne	12	Month \$	\$
192	Multicultural	Thyssen	12	Month \$	\$
193	Pastore	RI Elevator	12	Month \$	\$
194	Peck	Otis	12	Month \$	\$
195	Potter	Payne	12	Month \$	\$
196	Quinn	Payne	12	Month \$	\$
197	Ranger	Payne	12	Month \$	\$
198	Rodman Hall	Otis	12	Month \$	\$
199	Roosevelt	RI Elevator	12	Month \$	\$
200	Swan Hall (Independence)	Payne	12	Month \$	\$
201	Tootell	Otis	12	Month \$	\$
202	Tyler	Otis	12	Month \$	\$
203	Weldin	Otis	12	Month \$	\$
204	Wiley #1	Otis	12	Month \$	\$
205	Wiley #2	Otis	12	Month \$	\$
206	White #1	Payne	12	Month \$	\$

ATTACHMENT "A"

ITEM NO.	DESCRIPTION		QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
207	White #2	Payne	12	Month	\$ _____	\$ _____
208	Woodward	Payne	12	Month	\$ _____	\$ _____
	<b><u>CHAIRLIFTS</u></b>	<b><u>MAKE</u></b>				
209	Bressler	Garventa Genesis Lift	12	Month	\$ _____	\$ _____
210	Chafee	Porch - Lift	12	Month	\$ _____	\$ _____
211	Edwards	Wheel-O-Vator	12	Month	\$ _____	\$ _____
212	Swan Hall (Independence) Auditorium - Chair Lift	Carrier	12	Month	\$ _____	\$ _____
213	Tootell (Pool)	Porch - Lift	12	Month	\$ _____	\$ _____
214	Washburn	Wheel-O-Vator	12	Month	\$ _____	\$ _____
	<b><u>BUILDING</u></b>	<b><u>MAKE</u></b>				
	<b>URI Providence Campus (80 Washington Street, Providence):</b>					
215	CCE Elevator 1	Thyssen	12	Month	\$ _____	\$ _____
216	CCE Elevator 2	Thyssen	12	Month	\$ _____	\$ _____
217	CCE Elevator 3	Thyssen	12	Month	\$ _____	\$ _____
218	CCE Elevator 4	Thyssen	12	Month	\$ _____	\$ _____
	<b><u>CHAIRLIFTS</u></b>	<b><u>MAKE</u></b>				
219	CCE-Providence	Porch - Lift	12	Month	\$ _____	\$ _____
	<b>Narragansett Bay Campus (Narragansett, RI):</b>					
220	Coastal Institute	Schindler	12	Month	\$ _____	\$ _____
220	Horn	Otis	12	Month	\$ _____	\$ _____
220	OSEC (Ocean Science & Exploration Ctr)	Otis	12	Month	\$ _____	\$ _____
220	Watkins	Otis	12	Month	\$ _____	\$ _____
220	CACS (Center for Atmospheric Chemistry Studies)	Otis	12	Month	\$ _____	\$ _____
	<b><u>CHAIRLIFTS</u></b>	<b><u>MAKE</u></b>				
221	NBC Middleton Lab	Porch - Lift	12	Month	\$ _____	\$ _____
	<b>W. Alton Jones (West Greenwich, RI):</b>					
222	Sycamore Lodge	Payne	12	Month	\$ _____	\$ _____
	<b><u>CHAIRLIFTS</u></b>	<b><u>MAKE</u></b>				
223	WAJ Env Ed Center	Porch - Lift	12	Month	\$ _____	\$ _____
224	<b><u>FY '18 (7/1/17 - 6/30/18)</u></b>					
	Rate per Hour for Authorized Call Back		20	HR	\$ _____	\$ _____
	Overtime Rate per Hour on Site		10	HR	\$ _____	\$ _____

**The following pricing is for the period 7/1/18 - 12/31/18**

	<b><u>BUILDING</u></b>	<b><u>MAKE</u></b>				
	<b>URI Kingston Campus:</b>					
225	210 Flagg Road	Thyssen	6	Month	\$ _____	\$ _____
226	Alumni Center	Otis	6	Month	\$ _____	\$ _____
227	Ballentine	Ri Elevator	6	Month	\$ _____	\$ _____
228	Barlow	Otis	6	Month	\$ _____	\$ _____
229	Bliss	2500# Freight	6	Month	\$ _____	\$ _____
230	Browning	Otis	6	Month	\$ _____	\$ _____
231	Butterfield	Thyssen	6	Month	\$ _____	\$ _____
232	Carlotti	Otis	6	Month	\$ _____	\$ _____
233	CBLS #1 - Center for Biological Sciences	Otis	6	Month	\$ _____	\$ _____
234	CBLS #2 - Center for Biological Sciences	Otis	6	Month	\$ _____	\$ _____
235	Chafee #1	Dover	6	Month	\$ _____	\$ _____
236	Chafee #2	Dover	6	Month	\$ _____	\$ _____
237	Coastal Institute	Otis	6	Month	\$ _____	\$ _____
238	COP-1 - College of Pharmacy	Otis	6	Month	\$ _____	\$ _____
239	COP-2 - College of Pharmacy	Otis	6	Month	\$ _____	\$ _____
240	CPRC - Cancer Prevention Research Center	Otis	6	Month	\$ _____	\$ _____
241	Crawford	Payne	6	Month	\$ _____	\$ _____
242	East Hall	Otis	6	Month	\$ _____	\$ _____
243	Eddy #1	Otis	6	Month	\$ _____	\$ _____
244	Eddy #2	Otis	6	Month	\$ _____	\$ _____
245	Fascitelli Fitness Center	Otis	6	Month	\$ _____	\$ _____
246	Fine Arts #1	Payne	6	Month	\$ _____	\$ _____
247	Fine Arts #2	Otis	6	Month	\$ _____	\$ _____
248	Fogarty	Otis	6	Month	\$ _____	\$ _____
249	Garrahy	Otis	6	Month	\$ _____	\$ _____
250	Green Hall	Thyssen/Krupp	6	Month	\$ _____	\$ _____

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
251	Hillside Hall - 1	Kone	6	Month \$	\$
252	Hillside Hall - 2	Kone	6	Month \$	\$
253	Hope Common's Dining #1	Otis	6	Month \$	\$
254	Hope Common's Dining #2	Otis	6	Month \$	\$
255	Kelly Annex	Payne	6	Month \$	\$
256	Kirk	Otis	6	Month \$	\$
257	Library #1	Bay State	6	Month \$	\$
258	Library #2	Payne	6	Month \$	\$
259	Lippitt Hall	Otis	6	Month \$	\$
260	Morrow	Otis	6	Month \$	\$
261	Morrill	Otis	6	Month \$	\$
262	Memorial Union Pass	Payne	6	Month \$	\$
263	Memorial Union Freight	Payne	6	Month \$	\$
264	Multicultural	Thyssen	6	Month \$	\$
265	Pastore	RI Elevator	6	Month \$	\$
266	Peck	Otis	6	Month \$	\$
267	Potter	Payne	6	Month \$	\$
268	Quinn	Payne	6	Month \$	\$
269	Ranger	Payne	6	Month \$	\$
270	Rodman Hall	Otis	6	Month \$	\$
271	Roosevelt	RI Elevator	6	Month \$	\$
272	Swan Hall (Independence)	Payne	6	Month \$	\$
273	Tootell	Otis	6	Month \$	\$
274	Tyler	Otis	6	Month \$	\$
275	Weldin	Otis	6	Month \$	\$
276	Wiley #1	Otis	6	Month \$	\$
277	Wiley #2	Otis	6	Month \$	\$
278	White #1	Payne	6	Month \$	\$
279	White #2	Payne	6	Month \$	\$
280	Woodward	Payne	6	Month \$	\$
	<b><u>CHAIRLIFTS</u></b>	<b>MAKE</b>			
281	Bressler	Garventa Genisis Lift	6	Month \$	\$
282	Chafee	Porch - Lift	6	Month \$	\$
283	Edwards	Wheel-O-Vator	6	Month \$	\$
284	Swan Hall (Independence) Auditorium - Chair Lift	Carrier	6	Month \$	\$
285	Tootell (Pool)	Porch - Lift	6	Month \$	\$
286	Washburn	Wheel-O-Vator	6	Month \$	\$
	<b><u>BUILDING</u></b>	<b>MAKE</b>			
	<b>URI Providence Campus (80 Washington Street, Providence):</b>				
287	CCE Elevator 1	Thyssen	6	Month \$	\$
288	CCE Elevator 2	Thyssen	6	Month \$	\$
289	CCE Elevator 3	Thyssen	6	Month \$	\$
290	CCE Elevator 4	Thyssen	6	Month \$	\$
	<b><u>CHAIRLIFTS</u></b>	<b>MAKE</b>			
291	CCE-Providence	Porch - Lift	6	Month \$	\$
	<b>Narragansett Bay Campus (Narragansett, RI):</b>				
292	Coastal Institute	Schindler	6	Month \$	\$
293	Horn	Otis	6	Month \$	\$
294	OSEC (Ocean Science & Exploration Ctr)	Otis	6	Month \$	\$
295	Watkins	Otis	6	Month \$	\$
296	CACS (Center for Atmospheric Chemistry Studies)	Otis	6	Month \$	\$
	<b><u>CHAIRLIFTS</u></b>	<b>MAKE</b>			
297	NBC Middleton Lab	Porch - Lift	6	Month \$	\$
	<b>W. Alton Jones (West Greenwich, RI):</b>				
298	Sycamore Lodge	Payne	6	Month \$	\$
	<b><u>CHAIRLIFTS</u></b>	<b>MAKE</b>			
299	WAJ Env Ed Center	Porch - Lift	6	Month \$	\$
300	<b>FY '18 (7/1/18 - 12/31/18)</b>				
	Rate per Hour for Authorized Call Back		20	HR \$	\$
	Overtime Rate per Hour on Site		10	HR \$	\$

(APPLICABLE) FEE FOR OVERHEAD, PICKUP AND DELIVERY. NO ADDITIONAL CHARGES WILL BE ACCEPTABLE.

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
	\$0-\$500 No Fee				
	\$501-\$750			\$75.00	
	\$751-\$1000			\$96.00	
	\$1001-\$1500			\$125.00	
	\$1501-\$2500			\$180.00	
	\$2501-\$5000			\$300.00	
	\$5001-\$7500			\$438.00	
	Over \$7501			\$525.00	

NO MILEAGE ALLOWANCE

HOURS WHICH OVERTIME RATES APPLY TO: 5:00 PM TO 8:00 AM MONDAY THRU FRIDAY, WEEKENDS AND HOLIDAYS

The University may make a pre-award survey of the low conforming bidder to determine whether such bidder is qualified and capable of performing the contract.

The pre-award survey will involve examination of the bidder's technical status and understanding of the contract requirements. The bidder shall be required to provide in writing for the pre-award survey. The requested information shall be forwarded within three days of the request. Failure to provide the requested information, or a determination, after review of the information, of the bidder's non-responsibility, may result in bid rejection.

Identification of the contractor's personnel and management to be used on this contract.

The contractors technical and management plans for performing the required services.

Description of contractors facilities and equipment.

Summary of the contractor's experience in performing work of the type required by this specification.

Other work presently under contract.

Prior contracts for similar work, and the names and addresses of individual with the organization issuing the contract who may be contacted for information concerning the contractor's performance.

Contractor's quality control plan for this contract.

A listing of the elevator mechanics performing the actual work of maintenance and repair services, along with the mechanics qualifications which shall include but not limited to copies of licenses and permits requires to perform work on the elevators and chair lifts specified under this contract. In addition, the elevator mechanic must have satisfactorily performed no less than two (2) consecutive years of elevator maintenance and repair. The experience demonstrated cannot occur earlier than 1995. For each elevator mechanic, include a detailed summary of licensing, certification, and experience.

OPERATIONAL PROCEDURES

- All vendors will report to the Sherman Building, 523 Plains Rd., between the of 7:30am and 4:00pm (ph.# 401-874-4060). Vendors will check in at the Maintenance Control Center (MCC) and sign out a key packet. Picture ID will be required at time of sign out as well as the service tech's contact phone number.
- Vendor will fill out a time card with company name, technician name, job location with URI work order number, punch in/out at the Sherman Building time clock. Only hours on the timecard will be paid.
- Vendor will notify requesting Facilities Supervisor of arrival. Vendor will contact requesting Supervisor upon completion of work and leave a detailed field service slip with Supervisor describing work performed, parts used and any remaining action necessary. URI work order# must be on service slip and hours on field service slip must match timecard. Key packet will be turned daily
- No parking on any grassy surfaces, handicap spots, fire lanes or on sidewalks. Service vehicles must have appropriate signage/labeling.
- Vendor will send (2) service technician unless prior arrangements have been made with University Management.

KEY PACKETS

- Key packets are available in the Control Center for vendor use only. They are signed out and returned daily. No exceptions.
- Keys lost or misplaced are the sole responsibility of the vendor affected. The vendor will assume all costs associated with any and all lost keys.
- Key packs in use after 4:00pm will need to be called in to the Control Center (ph.# 401-874-4060) and explained as to why the keys will be late. Late keys will be returned to the mail slot outside the Control Center daily. No keys will be held outside of working hours without management authorization.

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
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PROPER ATTIRE

- On site technicians are to be properly attired. No tank tops, sleeveless shirts, hats with anything other than vendor company logo will be allowed. Shirts will contain company logo, or a company identification badge shall be clearly displayed and be available for inspection at any time.
- No sunglasses will be worn inside any building.
- Pants will be properly secured at the waist.
- Safety Shoes are required
- No smoking in or within 50 feet of any University Of Rhode Island building.



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)

**DIVISION OF PURCHASES  
INSTRUCTIONS TO BIDDERS  
PUBLIC WORKS SERVICES (PWS)**

**Compliance with Instructions to Bidders**

These Instructions to Bidders contain terms and conditions that will govern the preparation and submission of a bid proposal and any contract awarded pursuant to this solicitation.

Bidders must comply with each and every requirement of these Instructions to Bidders. Any failure to comply with any requirement may result in the determination of a nonresponsive bid proposal and/or the rejection of the bid proposal.

**Priority of Terms and Conditions**

The terms and conditions in these Instructions to Bidders *supersede* any and all inconsistent or conflicting terms and conditions in any other provision of any other document in this solicitation or in the bid proposal and govern this solicitation, the bid proposal, and any contract awarded pursuant to this solicitation.

**Offer to Contract**

Bid proposals constitute an offer to contract with the State of Rhode Island through the Department of Administration Division of Purchases on the terms and conditions contained in the solicitation, the laws of the State of Rhode Island, including all procurement statutes and regulations (available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)), and applicable federal and local law, all of which are incorporated into this solicitation and any contract awarded pursuant to this solicitation by this reference.

## **Addenda**

Responses to questions from bidders, interpretations of plans and specifications, changes prior to the bid proposal submission deadline, approvals of any substitutions, and supplemental instructions and terms will be posted as addenda on the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov), and all addenda become incorporated into this solicitation upon posting. Bidders are responsible for checking the website to determine the issuance of any addenda. No addenda will be posted within the 5-day period preceding the bid proposal submission deadline except for an addendum withdrawing the solicitation or extending the bid proposal submission deadline.

## **Inspection**

The bidder is responsible for carefully reviewing all of the requirements of this solicitation, inspecting the project location, including checking and/or verifying site conditions, any limitations, and other details, prior to preparing and submitting its bid proposal. Claims for additional costs or time resulting from the bidder's failure to inspect and/or verify will not be considered.

## **Prebid Conference**

At the discretion of the State Purchasing Agent, a prebid conference - mandatory or nonmandatory - may be held. Bidders must attend a mandatory prebid conference and are encouraged to attend a nonmandatory prebid conference. The bidder's representative must register with the Division of Purchases at a mandatory prebid conference and identify the bidder he or she represents.

## **Costs**

The bidder is responsible for all costs and expenses to develop and submit a bid proposal in response to this solicitation.

## **Preparation of Bid Proposal**

Bid proposals must be made on the Request for Quote included in the solicitation. The bidder must complete the Unit Price and Total columns for each item listed and include specifications (including specifications where the solicitation requires a particular brand) in a legible manner, printed electronically, typed, or handwritten in ink. Items in catalogs must be clearly marked and pages tabbed. In the event of any contradictory terms, handwritten terms prevail over printed or typed terms, and words prevail over figures. Signatures must be in ink. No additional provisions, conditions, or limitations may be made by the bidder, and any erasures and/or corrections must be initialed in ink by the person signing on behalf of the bidder.

This solicitation contains a Bid Preparation Checklist to assist the bidder in preparing a bid proposal for submission.

## **Submission of Bid Proposal**

Each bid proposal (a complete package, with the signed Bidder Certification Cover Form, signed Request for Quote, Bid Surety, IRS Form W-9, and public copy CD-R media disk) must be submitted in a *separate sealed envelope* with the bidder's name and address and the specific "Solicitation Number," "Solicitation Title," and the "Submission Deadline" marked in the upper left-hand corner of the envelope.

*The bid proposal must be delivered to the Division of Purchases (via mail, messenger service, or personal delivery by the bidder) by the date and time specified for the bid proposal submission deadline.* Bidders should mail bid proposals sufficiently in advance of the bid proposal submission deadline to ensure timely delivery to the Division of Purchases or, when delivering a bid proposal in person or by messenger, should allow additional time for parking and clearance through security checkpoints. Bid proposals must be addressed to:

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

Bid proposals that are not received by the Division of Purchases by the bid proposal submission deadline for whatever reason will be deemed late and will not be considered. The submission time will be determined by the time clock in the Division of Purchases. Postmarks will not be considered proof of timely submission.

At the bid proposal submission deadline, bid proposals will be opened and read aloud in public.

## **Charges**

Bid proposals shall include only materials, parts, and labor in the Unit Price and Total. Travel, mileage, or other miscellaneous charges shall not be included in the Unit Price or Total.

## **Bidder Certification Cover Form**

The bidder must download, complete, sign, and submit the Bidder Certification Cover Form for this solicitation as the first document with each bid proposal. The Bidder Certification Cover Form is downloadable with the solicitation from the Division of Purchases website by logging in as a RIVIP vendor and clicking on the applicable "Bid Number."

## **Public Copy**

Bid proposals submitted in response to this solicitation are public records pursuant to the Rhode Island "Access to Public Records Act," R. I. Gen. Laws §§ 38-2-1 *et seq.* Each bid proposal must include a "public copy" to be available for public inspection upon the opening of bids. The public copy must be submitted in .pdf (portable document file) format on a **read-only** CD-R media disk. The disk must include **all of the documents** submitted in response to the solicitation concatenated or merged into one file.

The public copy disk must be separately enclosed in a protective cover clearly marked "Public Copy" and include the following information: (1) Solicitation Title; (2) name of bidder and RIVIP vendor ID number; (3) Solicitation Number; and (4) bid proposal submission deadline.

The .pdf file must be named in the following manner:

SolicitationNumber\_Bid Proposal Submission Deadline\_BidderName\_VendorID.pdf

The bid proposal submission deadline must appear as mm-dd-yyyy. The bidder name must appear as one word, with no spaces or punctuation. Underscores must separate the fields.

**Example:** 7543210\_11-08-2013\_OceanStateCompanyInc\_9867.pdf

The public copy of each bid proposal will be posted on the Division of Purchases website. Bidders may redact in the public copy any trade secrets or commercial or financial information which is of a privileged or confidential nature pursuant to the Access to Public Records Act.

*For Rhode Island Department of Transportation highway and bridge projects, in addition to the Quest Lite compatible electronic copy and one hard copy, the bidder must also include a duplicate original of the Quest Lite compatible electronic copy on a **read-only** CD-R media disk as the "public copy."*

## **Contractors Registration**

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.

### **Subcontractors**

The bidder must demonstrate that it is able to perform a substantial portion of the work using its own workforce. Any bidder that does not maintain a permanent workforce and/or proposes to perform a disproportionate amount of the work through one or more subcontractors will be considered unqualified. The successful bidder must establish to the satisfaction of the State Purchasing Agent the reliability and responsibility of any subcontractors proposed to perform any work pursuant to this solicitation.

### **Taxes**

The State of Rhode Island is exempt from federal excise taxes and state and municipal sales and use taxes. The bidder shall not include such taxes in any prices in the bid proposal.

### **Bid Surety**

Bidders must furnish, with their bid proposals, either 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 five (5%) percent of the bid proposal. (*Bidders for Rhode Island Department of Transportation highway and bridge projects must furnish, with their bid proposals, a bid bond from a surety licensed to conduct business in the State of Rhode Island. Certified checks are not permitted for these projects.*) An attorney-in-fact who executes a bond on behalf of the surety must provide a certified current copy of the power of attorney. A successful bidder who fails to submit the additional documentation required by the tentative letter of award and/or fails to commence and pursue the work in accordance with the contract awarded pursuant to this solicitation may forfeit, at the discretion of the State Purchasing Agent, the full amount of the bid surety as liquidated damages. The State will retain the bid surety of all bidders until the earliest of: (i) the issuance of the Purchase Order; (ii) the 61<sup>st</sup> day following the bid proposal submission deadline; or (iii) the rejection of all bid proposals.

### **Divestiture of Investments in Iran Requirement**

No bidder 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 bidder submitting a bid proposal or entering into a renewal of a contract is required to certify that the bidder does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws § 37-2.5-3.

### **Domestic Steel**

Any steel products required by the plans and specifications in this solicitation must be formed, extruded, forged, cast, fabricated, or otherwise processed from steel made in the United States.

### **Withdrawal**

A bidder may withdraw its bid proposal at any time prior to the bid proposal submission deadline. Bid proposals are irrevocable for a period of 60 days following the bid proposal submission deadline.

### **Reservation of Rights**

The Division of Purchases reserves the right, at any time, for any reason, in its sole discretion, to: (i) revoke, suspend, or terminate this solicitation; (ii) accept or reject any and all bid proposals, in whole or in part; (iii) waive any technical defects, irregularities, or omissions in any bid proposals; and/or (iv) terminate any contract awarded pursuant to this solicitation, with or without cause.

### **Award**

The State Purchasing Agent, in his or her sole discretion, will award the contract pursuant to this solicitation to the responsive and responsible bidder who submits the lowest responsive and responsible bid proposal. The State Purchasing Agent may determine, in his or her sole discretion, the low bid proposal on the basis of the amount of the Base Bid Price plus the alternates selected in accordance with the Request for Quote. The successful bidder will receive a tentative letter of award from the Division of Purchases with instructions for the bidder to submit further documentation. A binding contract, to the extent of available funds, between the State of Rhode Island and the successful bidder will be formed by the issuance, *and only by the issuance*, of a Purchase Order from the Division of Purchases. The successful bidder shall be authorized to commence work only upon the issuance of the Purchase Order and, in addition, an authorization from the user agency. The issuance of the Purchase Order and the continuation of any contract awarded pursuant to this solicitation is contingent upon the availability of funds.

### **Prevailing Wages**

The successful bidder and its subcontractors must pay their workers at the applicable prevailing wage rates (adjusted every July 1) for the various trades on a weekly basis, pay their workers one and one-half times the applicable prevailing wage rates for each hour worked in excess of 8 hours in any one day or 40 hours in any one week, and submit certified weekly payroll forms on a monthly basis to the user agency. Prevailing wage posters and rate schedules, available at the Rhode Island Department of Labor and Training website at [www.dlt.ri.gov](http://www.dlt.ri.gov), must be posted at the project site.

### **Occupational Safety**

The successful bidder must ensure (if the total contract price is at least \$100,000) that all employees at the project site possess a card issued by the United States Department of Labor certifying successful completion of an OSHA ten (10) hour construction safety program.

### **Hazardous Substances**

The successful bidder must submit a chemical identification list to the Rhode Island Department of Labor and Training upon receipt of a Purchase Order from the Division of Purchases prior to performance of the contract awarded pursuant to this solicitation and make available to all employees a list of any hazardous substances that may present a risk of exposure.

### **Substitutions**

Any proposal in response to a request for substitutions in the solicitation must include the detailed information necessary for a comprehensive evaluation, including (without limitation) the name of the material or equipment of the proposed substitution and a complete description of the proposed substitution, with drawings and performance and test data. Products specified in this solicitation establish a standard of quality, performance, dimension, function, and appearance. Proposed substitutions must meet the standard and will not be considered without the prior written approval of the Division of Purchases. All substitution approvals will be posted, as addenda to the solicitation on the Division of Purchases website.

### **Licenses**

The successful bidder and anyone performing any services on the contract awarded pursuant to this solicitation must possess all of the licenses required by any federal, state, or local law to perform such work.

## Insurance

The successful bidder must submit a certificate of insurance that references the solicitation number and names the State of Rhode Island as "certificate holder" and as "additional insured" upon the issuance of the tentative letter of award, on an annual basis during the term of the contract awarded pursuant to this solicitation, and from time to time upon request. The certificate of insurance must state that 20 days' advance notice of cancellation (referencing the solicitation number) will be sent to: Rhode Island Department of Administration, Division of Purchases, One Capitol Hill, Providence, Rhode Island 02908-5855, fax # 401-574-8387, and provide evidence of the following specific types and amounts of insurance:

<u>Type of Insurance</u>	<u>Amount of Coverage</u>
Comprehensive General Liability	
Bodily injury	\$1 Million each occurrence \$1 Million annual aggregate
Property damage	\$500,000 each occurrence \$500,000 annual aggregate
Independent contractors Contractual (including construction "hold harmless" and other types of Contracts or agreements in effect for insured operations) Completed operations Personal injury (with employee exclusion deleted)	
Automobile Liability	
Combined Single Limit	\$1 Million each occurrence
Bodily injury, property damage, including nonowned and/or hired vehicles and equipment	
Workers Compensation	
Coverage B	\$100,000
Environmental Impairment ("pollution control")	\$1 Million or 5% of contract amount, whichever is greater

*The State Purchasing Agent reserves the right to accept alternate forms and plans of insurance and/or to require additional or more extensive coverage.*

### **Minority Business Enterprises**

The Division of Purchases reserves the right to give additional consideration to bid proposals submitted by minority/women business enterprises certified by the Division of Purchases, Minority Business Office ("MBEs") provided that any such bid proposal is fully responsive to the terms and conditions of this solicitation, and the bid price is determined, in the discretion of the Division of Purchases, to be within a competitive range.

Any bidder who does not intend to perform all of the work with its own forces shall recruit and engage MBEs to perform at least 10% of the dollar value of the contract awarded pursuant to this solicitation. To reach that goal, the bidder may allocate up to 60% of its costs for materials and supplies obtained from MBE dealers or 100% of its costs for materials and supplies obtained from MBE manufacturers.

The successful bidder must submit a plan to meet this requirement for approval by the Division of Purchases, Minority Business Enterprise Compliance Office within the 21-day period following the tentative letter of award, identifying all MBEs, and must also demonstrate its good faith best efforts to meet these MBE goals. Information about this requirement and a directory of MBEs certified in Rhode Island is available at [www.mbe.ri.gov](http://www.mbe.ri.gov) or (401) 574-8670.

### **Equal Opportunity**

The successful bidder must demonstrate a commitment to equal opportunity and submit an affirmative action plan for review by the Rhode Island Department of Administration State Equal Opportunity Office) within the 21-day period following the tentative letter of award. Information about this requirement is available at [www.diversity.ri.gov/eo/eoopagehome.htm](http://www.diversity.ri.gov/eo/eoopagehome.htm) or (401) 222-3090.

### **Drug-Free Workplace**

The successful bidder shall comply, and require that its employees comply, with the State of Rhode Island Drug Free Workplace policy and provide a certificate of compliance within the 21-day period following the tentative letter of award.

### **Sprinkler Impairment**

The successful bidder must comply with the requirements of the State of Rhode Island's insurance carrier for sprinkler impairment and hot work, accessible at the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

**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**

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.**

**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.

**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.

**CHARGES PERMITTED**

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

**DELIVERY PER AGENCY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

### **Foreign Corporations**

No foreign corporation or limited liability company may transact business in the State of Rhode Island until it shall have obtained a Certificate of Authority from the Rhode Island Secretary of State, and no foreign limited partnership may transact business in the State of Rhode Island until it shall have obtained a Certificate of Registration from the Rhode Island Secretary of State. The successful bidder, if a corporation or limited liability company, will be required to provide a Good Standing Certificate, and if a limited partnership, will be required to provide a Letter of Legal Existence, issued by the Rhode Island Secretary of State within the 21-day period following the tentative letter of award.

### **Campaign Finance**

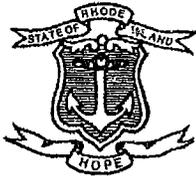
The successful bidder who has contributed, within the 24 months preceding the contract award, an aggregate amount of more than \$250.00 within a calendar year to any Rhode Island general officer, candidate for general office, any member of the general assembly, or any Rhode Island political party, must file a "Vendor Affidavit" with the State of Rhode Island Board of Elections. Information about "Vendor Affidavits" and electronic filing is available at [www.elections.ri.gov](http://www.elections.ri.gov) or Board of Elections, Campaign Finance, (401) 222-2056.

### **Binding Contract**

A binding contract between the State of Rhode Island and the successful bidder will be formed by the issuance of a Purchase Order from the Division of Purchases, *and only by the issuance of a Purchase Order, and only to the extent of available funds.* The binding contract will incorporate and be subject to the terms and conditions of the solicitation, including the Invitation to Bid, the Instructions to Bidders, the Bid Preparation Checklist, the Request for Quote, the Bidder Certification Cover Form, the Agreement (if applicable to this solicitation), and also the Purchase Order. The successful bidder shall be authorized to commence work only upon the issuance of the Purchase Order and, in addition, an authorization from the user agency.

### **Compliance with Terms of Contract**

Failure of the successful bidder to comply with the terms and conditions of any contract awarded pursuant to this solicitation may result in nonpayment, suspension or termination of the contract, suspension or debarment of the bidder, or any other necessary or appropriate remedy.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Labor and Training

Center General Complex

1511 Pontiac Avenue  
Cranston, RI 02920-4407

TTY: Via RI Relay 711

Lincoln D. Chafee  
Governor  
Charles J. Fogarty  
Director

**STATE CONTRACT ADDENDUM**

**RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING**

**PREVAILING WAGE REQUIREMENTS  
(37-13-1 ET SEQ.)**

The prevailing wage requirements are generally set forth in RIGL 37-13-1 et seq. These requirements refer to the prevailing rate of pay for regular, holiday, and overtime wages to be paid to each craftsmen, mechanic, teamster, laborer, or other type of worker performing work on public works projects when state or municipal funds exceed one thousand dollars (\$1,000).

All Prevailing Wage Contractors and Subcontractors are required to:

1. Submit to the Awarding Authority a list of the contractor's subcontractors for any part or all of the prevailing wage work in accordance with RIGL § 37-13-4;
2. Pay all prevailing wage employees at least once per week and in accordance with RIGL §37-13-7 (see Appendix B attached);
3. Post the prevailing wage rate scale and the Department of Labor and Training's prevailing wage poster in a prominent and easily accessible place on the work site in accordance with RIGL §37-13-11; posters may be downloaded at [www.dlt.ri.gov/pw/Posters.htm](http://www.dlt.ri.gov/pw/Posters.htm) .poster/htm or obtained from the Department of Labor and Training, Center General Complex, 1511 Pontiac Avenue, Cranston, Rhode Island;
4. Access the Department of Labor and Training website, at [www.dlt.ri.gov](http://www.dlt.ri.gov) on or before July 1st of each year, until such time as the contract is completed, to ascertain the current prevailing wage rates and the amount of payment or contributions for each covered prevailing wage employee and make any necessary adjustments to the covered employee's prevailing wage rates effective July 1st of each year in compliance with RIGL §37-13-8;
5. Attach a copy of this CONTRACT ADDENDUM and its attachments as a binding obligation to any and all contracts between the contractor and any

*An Equal Opportunity Employer/Program./Auxiliary aids and services are available upon request to individuals with disabilities.*

TTY via RI Relay 711



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

## Department of Labor and Training

Center General Complex  
1511 Pontiac Avenue  
Cranston, RI 02920-4407

Telephone; (401) 462-8000  
TTY; Via RI Relay 711

Lincoln D. Chafee  
Governor  
Charles J. Fogarty  
Director

subcontractors and their assignees for prevailing wage work performed pursuant to this contract;

6. Provide for the payment of overtime for prevailing wage employees who work in excess of eight (8) hours in any one day or forty (40) hours in any one week as provided by RIGL §37-13-10;
7. Maintain accurate prevailing wage employee payroll records on a Rhode Island Certified Weekly Payroll form available for download at [www.dlt.ri.gov/pw.forms/htm](http://www.dlt.ri.gov/pw.forms/htm), as required by RIGL §37-13-13, and make those records available to the Department of Labor and Training upon request;
8. Furnish the fully executed RI Certified Weekly Payroll Form to the awarding authority on a monthly basis for all work completed in the preceding month.
9. For general or primary contracts one million dollars (\$1,000,000) or more, shall maintain on the work site a fully executed RI Certified Prevailing Wage Daily Log listing the contractor's employees employed each day on the public works site; the RI Certified Prevailing Wage Daily Log shall be available for inspection on the public works site at all times; this rule shall not apply to road, highway, or bridge public works projects. Where applicable, furnish both the Rhode Island Certified Prevailing Wage Daily Log together with the Rhode Island Weekly Certified Payroll to the awarding authority.
10. Assure that all covered prevailing wage employees on construction projects with a total project cost of one hundred thousand dollars (\$100,000) or more has a OSHA ten (10) hour construction safety certification in compliance with RIGL § 37-23-1;
11. Employ apprentices for the performance of the awarded contract when the contract is valued at one million dollars (\$1,000,000) or more, and comply with the apprentice to journeyman ratio for each trade approved by the apprenticeship council of the Department of Labor and Training in compliance with RIGL §37-13-3.1;
12. Assure that all prevailing wage employees who perform work which requires a Rhode Island trade license possess the appropriate Rhode Island trade license in compliance with Rhode Island law; and

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TTY via Rf Relay 711



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13. Comply with all applicable provisions of RIGL §37-13-1, et. seq;

Any questions or concerns regarding this CONTRACT ADDENDUM should be addressed to the contractor or subcontractor's attorney. Additional Prevailing Wage information may be obtained from the Department of Labor and Training at [www.dlt.ri.gov/pw](http://www.dlt.ri.gov/pw).

**CERTIFICATION**

I hereby certify that I have reviewed this CONTRACT ADDENDUM and understand my obligations as stated above.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn before me this \_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

*An Equal Opportunity Employer/Program, /Auxiliary aids and services are available upon request to individuals with disabilities.*

*TTY via RI Relay 711*



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APPENDIX A

**TITLE 37**  
**Public Property and Works**  
**CHAPTER 37-13**  
**Labor and Payment of Debts by Contractors**  
**SECTION 37-13-5**

**§37-13-5 Payment for trucking or materials furnished - Withholding of sums due.** -A contractor or subcontractor on public works authorized by a proper authority shall pay any obligation or charge for trucking and material which have been furnished for the use of the contractor or subcontractor, in connection with the public works being performed by him or her, within ninety (90) days after the obligation or charge is incurred or the trucking service has been performed or the material has been delivered to the site of the work, whichever is later. When it is brought to the notice of the proper authority in a city or town, or the proper authority in the state having supervision of the contract, that the obligation or charge has not been paid by the contractor or subcontractor, the proper authority may deduct and hold for a period not exceeding sixty (60) days, from sums of money due to the contractor or subcontractor, the equivalent amount of such sums certified by a trucker or materialman creditor as due him or her, as provided in this section, and which the proper authority determines is reasonable for trucking performed or materials furnished for the public works.

**APPENDIX B**

**TITLE 37**

**Public Property and Works**

**CHAPTER 37-13**

**Labor and Payment of Debts by Contractors**

**SECTION 37-13-7**

**§ 37-13-7 Specification in contract of amount and frequency of payment of wages.**

-(a) Every call for bids for every contract in excess of one thousand dollars (\$1,000), to which the state of Rhode Island or any political subdivision thereof or any public agency or quasi-public agency is a party, for construction, alteration, and/or repair, including painting and decorating, of public buildings or public works of the state of Rhode Island or any political subdivision thereof, or any public agency or quasi-public agency and which requires or involves the employment of employees, shall contain a provision stating the minimum wages to be paid various types of employees which shall be based upon the wages that will be determined by the director of labor and training to be prevailing for the corresponding types of employees employed on projects of a character similar to the contract work in the city, town, village, or other appropriate political subdivision of the state of Rhode Island in which the work is to be performed. Every contract shall contain a stipulation that the contractor or his or her subcontractor shall pay all the employees employed directly upon the site of the work, unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account, the full amounts accrued at time of payment computed at wage rates not less than those stated in the call for bids, regardless of any contractual relationships which may be alleged to exist between the contractor or subcontractor and the employees, and that the scale of wages to be paid shall be posted by the contractor in a prominent and easily accessible place at the site of the work; and the further stipulation that there may be withheld from the contractor so much of the accrued payments as may be considered necessary to pay to the employees employed by the contractor, or any subcontractor on the work, the difference between the rates of wages required by the contract to be paid the employees on the work and the rates of wages received by the employees and not refunded to the contractor, subcontractors, or their agents.

(b) The terms "wages", "scale of wages", "wage rates", "minimum wages", and "prevailing wages" shall include:

- (1) The basic hourly rate of pay; and
- (2) ) The amount of:

(A) The rate of contribution made by a contractor or subcontractor to a trustee or to a third person pursuant to a fund, plan, or program; and

(B) The rate of costs to the contractor or subcontractor which may be reasonably anticipated in providing benefits to employees pursuant to an enforceable commitment to carry out a financially responsible plan or program which was communicated in writing to the employees affected, for medical or hospital care, pensions on retirement or death, compensation for injuries or illness resulting from occupational activity, or insurance to provide any of the foregoing, for unemployment benefits, life insurance, disability and sickness insurance, or accident insurance, for vacation and holiday pay, for defraying costs of apprenticeship or other similar programs, or for other bona fide fringe benefits, but only where the contractor or subcontractor is not required by other federal, state, or local law to provide any of the benefits; provided, that the obligation of a contractor or subcontractor to make payment in accordance with the prevailing wage determinations of the director of labor and training insofar as this chapter of this title and other acts incorporating this chapter of this title by reference are concerned may be discharged by the making of payments in cash, by the making of contributions of a type referred to in subsection (b)(2), or by the assumption of an enforceable commitment to bear the costs of a plan or program of a type referred to in this subdivision, or any combination thereof, where the aggregate of any payments, contributions, and costs is not less than the rate of pay described in subsection (b)(1) plus the amount referred to in subsection (b)(2).

(c) The term "employees", as used in this section, shall include employees of contractors or subcontractors performing jobs on various types of public works including mechanics, apprentices, teamsters, chauffeurs, and laborers engaged in the transportation of gravel or fill to the site of public works, the removal and/or delivery of gravel or fill or ready-mix concrete, sand, bituminous stone, or asphalt flowable fill from the site of public works, or the transportation or removal of gravel or fill from one location to another on the site of public works, and the employment of the employees shall be subject to the provisions of subsections (a) and (b).

(d) The terms "public agency" and "quasi-public agency" shall include, but not be limited to, the Rhode Island industrial recreational building authority, the Rhode Island economic development corporation, the Rhode Island airport corporation, the Rhode Island industrial facilities corporation, the Rhode Island refunding bond authority, the Rhode Island housing and mortgage finance corporation, the Rhode Island resource recovery corporation, the Rhode Island public transit authority, the Rhode Island student loan authority, the water resources board corporate, the Rhode Island health and education building corporation, the Rhode Island higher education assistance authority, the Rhode Island turnpike and bridge authority, the Narragansett Bay water quality management district commission, Rhode Island telecommunications authority, the convention center authority, the board of governors for higher education, the board of regents for elementary and secondary education, the capital center commission, the housing resources commission, the Quonset Point-Davisville management corporation, the Rhode Island children's crusade for higher education, the Rhode Island depositors economic protection corporation, the Rhode Island lottery commission, the Rhode Island

partnership for science and technology, the Rhode Island public building authority, and the Rhode Island underground storage tank board.



State of Rhode Island  
Division of Purchases

Public Works  
Bid Preparation Checklist

Date: 11/12/2015

Bid#: 7550044

Title: Elevator Maintenance & Repairs, URI

This checklist is provided to assist the bidder in preparing a bid proposal for submission. It is **not** a substitute for a thorough review of the Instruction to Bidders nor a comprehensive list of all bid proposal requirements. Each bidder is responsible to review the Instructions to Bidders and to comply with all requirements of the Solicitation.

**Bid Proposal Package:**

- RIVIP Bidder Certification Cover Form (completed) signed in ink
- Bid Form
  - All applicable blank spaces on the Bid Form have been completed
  - All Addenda have been acknowledged
  - Bid price printed legibly in ink (in both words and figures that match where specified)
  - Erasures or corrections have been initialed by person signing the Bid Form
  - Bid Form is signed in ink
- Bid Surety
  - Bid bond or certified check (for DOT projects, bid bond only)
  - Bid surety is five percent of the bid total (or such other specified amount)
  - Bid Bond is signed by the bidder and surety
  - Power of Attorney is attached to the Bid Bond showing the name of person who signed the surety bond
- Public Copy of bid proposal in pdf format on a read-only CD-R media disk
- General Contractor Apprenticeship Certification Form "2013-14" (for projects \$1,000,000 and greater) required at time of bid proposal submission

*Note: General Contractor Apprenticeship Re-Certification and Certification Form "2013-16" and Subcontractor Apprenticeship Certification Form "2013-15" are not required at time of bid proposal submission deadline.*

- Applicable professional licenses (as specified in the Solicitation)
- Rhode Island Contractor Registration Board No.
- All bid proposal documents in a sealed envelope with the specific Solicitation #, Solicitation title, and the bid proposal submission deadline marked in the upper left hand corner of the envelope
- Each bid proposal submitted in a separate sealed envelope
- Completed Form W-9
- Other \_\_\_\_\_

**Buyer Name: John F. O'Hara II**

**Contact Information: 401-574-8125**

STATE OF RHODE ISLAND  
FORM W-9 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)

SSN input boxes

EIN input boxes

NAME

ADDRESS

CITY, STATE AND ZIP CODE

PAYMENT REMITTANCE ADDRESS, IF DIFFERENT FROM THE ADDRESS ABOVE

ADDRESS

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 waiting for a number to be issued to me), and
(2) I am not subject to backup withholding because either: (A) I am exempt from backup withholding, or (B) 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 (C) the IRS has notified me that I am no longer subject to backup withholding.
(3) I am a U.S. citizen or other U.S. person (as defined by the IRS).

**Certification Instructions** -- You must cross out item (2) above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item (2) does not apply.

Please sign here and provide title, date and telephone number:

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_ DATE \_\_\_\_\_ TEL NO \_\_\_\_\_
Original Signature Required (Digital Signature Not Acceptable)

**BUSINESS DESIGNATION:**

- Please Check One: Individual [ ] Corporation [ ] Trust/Estate [ ] Government/Nonprofit Corporation [ ]
Partnership [ ] Medical Services Corporation [ ] Legal Services Corporation [ ]
LLC Tax Classification: Single Member (Individual) [ ] Partnership [ ] Corporation [ ]

**TIPS:**

- NAME: Be sure to enter your full and correct legal name as shown on your income tax return for the SSN or EIN provided.
ADDRESS, CITY, STATE AND ZIP CODE: If you operate a business at more than one location, adhere to the following:
1) Same EIN 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 EIN for each different location -- submit a completed W-9 form for each EIN and location. (One year-end tax information return will be reported for each EIN and remittance address.)

Mail Completed Form To:
Supplier Coordinator
Purchasing Department
One Capitol Hill, 2nd Floor
Providence RI 02908

Or Email To: [doa.pursuppliercoordinator@purchasing.ri.gov](mailto:doa.pursuppliercoordinator@purchasing.ri.gov)

For State Use Only:
IRS \_\_\_ RI SOS \_\_\_ FED \_\_\_ Other \_\_\_
RI Supplier # \_\_\_\_\_ Approved \_\_\_\_\_
Date Entered \_\_\_\_\_ Entered By \_\_\_\_\_