

Request for Quote

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

CREATION DATE : 03-DEC-15
 BID NUMBER: 7550084,1
 TITLE: On and Off-Site Shredding Services, MPA-401

BLANKET START : 01-JAN-16
 BLANKET END : 31-DEC-16
 BID CLOSING DATE AND TIME: 17-DEC-2015 11:30:00

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

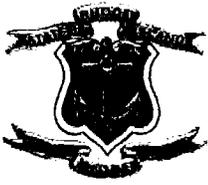
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Requisition Number:
 Amendment Description: Addendum Number One

Line	Description	Quantity	Unit	Unit Price	Total
	Addendum Number One: Please respond using the revised Request for Quote "7550084,1". There have been changes made to several of the items. See the questions and answers provided for on Addendum #1. Note: All vendors responding to the within solicitation must complete a prompt payment discount "PPD" form as part of this master price agreement solicitation. The PPD form is attached hereto. Blanket Requirement: 1/1/16 - 12/31/16 with option to renew for (1) additional year at the sole discretion of the state. The following Fiscal Year (FY) periods cover: FY16 = 1/1/16-6/30/16 FY17 = 7/1/16-12/31/16.				
1	FY 16 On-Site Shredding of Confidential material for URI, RIC and CCRI per the attached specifications. (Containers are to have a 150 LB capacity)	80,000.00	Pound		
2	FY 17 On-Site Shredding of Confidential material for URI, RIC and CCRI per the attached specifications. (Containers are to have a 150 LB capacity)	80,000.00	Pound		
3	FY 16 On-Site Shredding of Confidential material for all State agencies, municipalities and quasi public agencies. (64 gallon containers, 200-250 LB capacity and boxes 15"x10"x24")	20,000.00	Pound		
4	FY 17 On-Site Shredding of Confidential material for all State agencies, municipalities and quasi public agencies. (64 gallon containers, 200-250 LB capacity and boxes 15"x10"x24")	20,000.00	Pound		
5	FY 16 Pickup and Disposal of pre-shredded material -when removed in conjunction with regularly scheduled pickup.	1.00	Pound		
6	FY 17 Pickup and Disposal of pre-shredded material -when removed in conjunction with regularly scheduled pickup.	1.00	Pound		
7	FY 16 On-site services - Locked Console box - shredding and removal of confidential materials per 150 lb. container 1st container	195.00	Container		

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer



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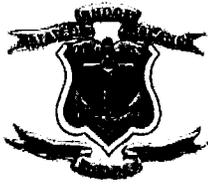
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8	FY 17 On-site services - Locked Console box - shredding and removal of confidential materials per 150 lb. container 1st container	195.00	Container		
9	FY 16 On-site services - Locked Console box - shredding and removal of confidential materials per 150 lb. container each additional container	385.00	Container		
10	FY 17 On-site services - Locked Console box - shredding and removal of confidential materials per 150 lb. container each additional container	385.00	Container		
11	FY 16 On-site services - shredding and removal of confidential materials per 64 gallon (200-250 lb) container 1st container	45.00	Container		
12	FY 17 On-site services - shredding and removal of confidential materials per 64 gallon (200-250 lb) container 1st container	45.00	Container		
13	FY 16 On-site services - shredding and removal of confidential materials per 64 gallon (200-250 lb) container each additional container	82.00	Container		
14	FY 17 On-site services - shredding and removal of confidential materials per 64 gallon (200-250 lb) container each additional container	82.00	Container		
15	FY 16 OFF-SITE SHREDDING TO INCLUDE PICKUP, TAKE AWAY AND A CERTIFICATION OF DESTRUCTION.	1.00	Pound		
16	FY 17 OFF-SITE SHREDDING TO INCLUDE PICKUP, TAKE AWAY AND A CERTIFICATION OF DESTRUCTION.	1.00	Pound		
17	FY 16 OFF-SITE LOCKED CONSOLE BOX - FIRST LOCKED BOX AT LOCATION - 150 LB. CAPACITY	75.00	Container		
18	FY 17 OFF-SITE LOCKED CONSOLE BOX - FIRST LOCKED BOX AT LOCATION - 150 LB. CAPACITY	75.00	Container		
19	FY 16 OFF-SITE LOCKED CONSOLE BOX - EACH ADDITIONAL LEASED CONSOLE BOX PER LOCATION - 150 LB. CAPACITY	100.00	Container		
20	FY 17 OFF-SITE LOCKED CONSOLE BOX - EACH ADDITIONAL LEASED CONSOLE BOX PER LOCATION - 150 LB. CAPACITY	100.00	Container		
21	FY 16 SHREDDING - OFF-SITE INCLUDING PICKUP, TAKE AWAY, CERTIFICATE OF DESTRUCTION, FIRST LOCKED 64 GALLON BIN EACH LOCATION.	375.00	Container		

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Line	Description	Quantity	Unit	Unit Price	Total
	ESTIMATED WEIGHT 200-250 LBS.				
22	FY 17 SHREDDING - OFF-SITE INCLUDING PICKUP, TAKE AWAY, CERTIFICATE OF DESTRUCTION, FIRST LOCKED 64 GALLON BIN EACH LOCATION. ESTIMATED WEIGHT 200-250 LBS.	375.00	Container		
23	FY 16 SHREDDING - OFF SITE INCLUDING PICKUP, TAKE AWAY, CERTIFICATION OF DESTRUCTION, EACH ADDITIONAL LOCKED 64 GALLON BIN EACH LOCATION. ESTIMATED WEIGHT 200-250 LBS.	750.00	Container		
24	FY 17 SHREDDING - OFF SITE INCLUDING PICKUP, TAKE AWAY, CERTIFICATION OF DESTRUCTION, EACH ADDITIONAL LOCKED 64 GALLON BIN EACH LOCATION. ESTIMATED WEIGHT 200-250 LBS.	750.00	Container		
25	FY 16 ON-SITE SHREDDING OF MATERIAL IN BANKER'S BOX (15" x 10" x 24"). PRICE DOES NOT INCLUDE BOXES. STATE SUPPLIED BOXES WILL BE RETURNED.	500.00	Each		
26	FY 17 ON-SITE SHREDDING OF MATERIAL IN BANKER'S BOX (15" x 10" x 24"). PRICE DOES NOT INCLUDE BOXES. STATE SUPPLIED BOXES WILL BE RETURNED.	500.00	Each		
27	FY 16 PICKUP AND DISPOSAL OF PRE-SHREDDED MATERIAL - WHEN REMOVED IN CONJUNCTION WITH REGULARLY SCHEDULED PICKUP IN BAGS	97.00	Each		
28	FY 17 PICKUP AND DISPOSAL OF PRE-SHREDDED MATERIAL - WHEN REMOVED IN CONJUNCTION WITH REGULARLY SCHEDULED PICKUP IN BAGS	97.00	Each		
29	FY 16 OFF-SITE SERVICES - SHREDDING AND REMOVAL OF TOBACCO PER 64 GALLON (200-250 LB.) PER CONTAINER.	1.00	Container		
31	FY 17 OFF-SITE SERVICES - SHREDDING AND REMOVAL OF TOBACCO PER 64 GALLON (200-250 LB.) PER CONTAINER.	1.00	Container		
32	FY 16 ON-SITE SHREDDING SERVICES 90 GALLON CONTAINER	1.00	Container		
33	FY 17 ON-SITE SHREDDING SERVICES 90 GALLON CONTAINER	1.00	Container		
34	FY 16 ON-SITE SHREDDING SERVICES 65 GALLON	1.00	Container		

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Line	Description	Quantity	Unit	Unit Price	Total
	CONTAINER				
35	FY 17 ON-SITE SHREDDING SERVICES 65 GALLON CONTAINER	1.00	Container		

Delivery: _____

Terms of Payment: _____

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**State of Rhode Island
Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Tel: (401) 574-8100 Fax: (401) 574-8387**

***Questions concerning this solicitation must be received by the Division of Purchases at: john.cowell@purchasing.ri.gov no later than December 9, 2015 at 5:00 PM (ET). Questions should be submitted in a Microsoft Word attachment. Please reference the RFQ #7550084 correspondence.

Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.***

This Solicitation for ONSITE and OFFSITE SERVICES is designed to meet the needs of University of Rhode Island, Rhode Island College, Community College of Rhode Island and all State agencies, municipalities and quasi-public agencies as requested.

Provide document destruction services, for the State of Rhode Island at various locations throughout the State. Vendor must provide containers to store confidential material securely. All on-site destruction of documents must be witnessed by an authorized State employee. Company must provide acceptable written certification of destruction to the agency.

Hard copy document destruction should utilize cross cut shredders which produce particles that are 1x5 millimeters in size (or smaller), or pulverized/disintegrate paper materials using disintegrator devices.

Destruction is defined as a state in which material cannot be reassembled and used in an appropriate manner in violation of the law.

Vendor will ensure the security containers are to be serviced by uniformed, bonded, professional drivers who will have proper ID visible.



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

**Request for On-Site Document Shredding Services
and Offsite Document Shredding Services**

Provide document destruction services for the State of Rhode Island, all State agencies, at various locations throughout the State, detailed requirements covering State Colleges including addresses are attached. Vendor must provide the requesting agency with containers to store confidential material securely. Containers must be locked and slotted on top to provide access for letter sized documents in stacks up to an inch in thickness. Containers must have the ability to be opened, by authorized agency staff, to allow for dumping of bulk lots of paper into the security container.

Unless otherwise stated, all destruction of documents must occur onsite and be witnessed by an authorized employee. Company must provide acceptable written certification of documentation destruction.

Vendor will provide a brief description of the company's qualifications including the number of years in business and experience in providing shredding services at the level requested.

Membership in national trade associations such as NAID should be indicated and provide proof of mobile certification levels.

Vendor will insure the security containers are to be serviced by uniformed, bonded, professional drivers who will have proper ID visible.

Shredded materials must be transported back to the vendor's facilities in a locked container. Vendor must immediately notify the agency of any breaches in security.

Shredding procedures of confidential documents and materials must follow applicable IRS and HIPPA requirements for the proper destruction of confidential documents.

Destruction is defined as a state in which material cannot be reassembled and used in an inappropriate manner in violation of law.

Pickup must be provided on a periodic/as needed basis and occur during standard business hours. Vendor must coordinate schedule of service dates and estimated time of arrival with the requesting agency.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

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Providence, RI 02908-5855

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There will be No Charges for the bins provided.

Vendor will provide monthly invoicing detailing the dates of service and the number of security containers by size or pounds removed, as requested and location that were serviced during the month.

Some of the locations are in multi floor buildings. Elevator service is available at these locations. Some locations may require the vendor's employee to go through a security screening area.

Volume levels of items requiring destruction will periodically change at most locations. Vendor must have the ability to provide additional security bins within five (5) business days of request. Vendor must have the capacity to handle up to a 100% temporary increase in shredding volume at any location.



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SHREDDING SERVICES FOR RHODE ISLAND COLLEGE
600 Mt. Pleasant Ave.
Providence, RI 02908

Shredding Services as follows:

House Six (6) 150 lb. capacity containers with locks holding confidential information to be destroyed at the following locations.

1. MIS Department
2. Admissions Department
3. Financial Aid Department
4. Human Resources
5. CEP
6. Feinstein School of Education

Special shredding pickup requests may be requested for departments not mentioned above.

Coordinate pickup every two (2) weeks with appointed agency contact.

Shredding will be on-site followed by removal.

No rental fee for bins/containers.

Vendor is required to submit a certificate of destruction upon request.



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SHREDDING SERVICES FOR THE COMMUNITY COLLEGE OF RHODE ISLAND

There are four (4) locations requiring pickup services:

1. Liston Campus, One Hilton St, Providence, RI 02905-2304
2. Newport County Campus, One John H. Chafee Blvd., Newport, RI 02840
3. Flanagan Campus, 1762 Loulsqulsset Pike, Lincoln, RI 02865-4585
4. Knight Campus, 400 East Ave., Warwick, RI 02886-1807

Shredding Services as follows:

Special shredding pickup requests may be requested from departments not listed above.

Coordinate pickup every two (2) weeks with appointed agency contact.

Shredding will be on-site followed by removal.

No rental fee for bins/containers.

Vendor is required to submit a certificate of destruction upon request.



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University of Rhode Island
Specifications for Shredding of Confidential Material

Vendor shall provide Asset Disposition and Risk Management Services for the following Assets:

Confidential Documents at the following locations:

The University of Rhode Island Central Receiving warehouse in Kingston and at the College of Continuing Education on the Providence campus at 80 Washington Street.

The successful vendor must provide URI with Three (3) 150 lb. containers to store confidential material securely. Containers must have locks and have the ability to be opened, by authorized URI staff, to allow for dumping of bulk lots of paper into the security container.

Unless otherwise stated, all destruction of documents must occur on-site and be witnessed by an employee of URI. Vendor must provide acceptable written certification of document destruction.

Hard copy document destruction should utilize cross cut shredders which produce particles that are 1 x 5 millimeters in size (or smaller), or pulverized /disintegrate paper materials using disintegrator devices. Destruction is defined as a state in which material cannot be reassembled and used in an inappropriate manner in violation of the law.

Vendor will ensure the security containers are to be serviced by uniformed, bonded, professional drivers who will have proper ID visible.

There will be no rental fee for the locked containers.

Shredded materials must be transported back to the vendor's facilities in a locked container. Vendor must immediately notify the University of Rhode Island of any breaches of security.

Pick up shall be at least twice per month.

Additional Special Shredding pickups may be requested, as needed.

THE FOLLOWING REQUIREMENTS ARE FOR THE LAST (4) ITEMS OF THIS BID.

While these (4) lines of the Bid Document are designed to accommodate the Department of Human Services when awarded, they may be utilized by any State agency requiring this type of service.

Request for onsite DOCUMENT SHREDDING SERVICES

Provide document destruction services, for the State of Rhode Island, Department of Human Services at various locations throughout the state. Vendor must provide DHS with containers to store confidential material securely. Containers must be locked and slotted on top to provide access for letter sized documents in stacks up to inch in thickness. Containers must have the ability to be opened, by authorized DHS staff, to allow for dumping of bulk lots of paper into the security container.

Unless otherwise stated, all destruction of documents must occur on-site and be witnessed by an employee of DHS. Company must provide acceptable written certification of documentation destruction.

Vendor will provide a brief description of the company's qualifications including the number of years in business and experience in providing shredding services at the level DHS is requesting. Membership in national trade associations such as NAID should be indicated.

Vendor will insure the security containers are to be serviced by uniformed, bonded, professional drivers who will have proper ID visible.

Shredded materials must be transported back to the vendor's facilities in a locked container. Vendor must immediately notify the Department of Human Services of any breaches in security.

On-site shredding procedures of confidential documents and materials must follow applicable IRS and HIPPA requirements for the proper destruction of confidential documents. Destruction is defined as a state in which material cannot be reassembled and used in an inappropriate manner in violation of law.

Services must be provided on a monthly basis and occur during the standard business hours of the Department of Human Services. Vendor must provide DHS with annual schedule of service dates and estimated time of arrival at each location. Vendor will not charge any additional rental fees for the security containers.

Vendor will provide monthly invoicing detailing the dates of service and the number of security containers by size and location that were serviced during the month.

Some of the DHS locations are in multi floor buildings. Elevator service is available at these locations. Some locations may require the vendor's employee to go through a security screening area.

Volume levels of items requiring destruction will periodically change at most locations. Vendor must have the ability to provide additional security bins within five business days of request. Vendor must have the capacity to handle up to a 100% temporary increase in shredding volume at any location. Historically, the volume will temporarily increase during the months of June and July. In some instances, such as those that occur when a DHS office moves to another location, the amount of items requiring destruction may increase several fold. In the event this occurs,

DHS will contact the vendor and work out a mutually agreeable approach to handle the added volume.

The current number of Department of Human sites which must be serviced every month and the anticipated monthly volumes at each site are listed below. As cited above, these numbers are subject to change.

DHS Locations requiring service	90-96 GALLON	82-86 GALLON
Louis Pasteur Bldg, 57 Howard Ave, CRANSTON RI 02920	5	
Benjamin Rush Bldg, 55 Howard Ave, Cranston, RI 02920	2	1
Hazard Bldg, 74 West Rd, Cranston, RI 02920,	5	
Providence Regional Family Center, 206 Elmwood Avenue, Providence, RI 02907	6	
Woonsocket DHS Family Center, 450 Clinton ST, Woonsocket, RI 02895	2	
Pawtucket DHS Family Center, 24 Commerce Street, Pawtucket, RI 02860	2	1
Newport Regional Family Center, 110 Enterprise Center, Middletown, RI 02842	1	
South County Family Center (Stedman Center), 4808 Tower Hill Rd., Suite G1, Wakefield, RI 02879	2	
RI Department of Administration, North Grumman Unit, 2 Capitol Hill, Providence, RI	2	
Warwick Family Center, 195 Buttonwoods Avenue, Warwick, RI 02886	1	1

PRICING: Vendor must bid a MONTHLY price for ONSITE DESTRUCTION SERVICES based upon the two container sizes.

- 1.) Price of servicing each Ninety to ninety-six (90-96) gallon container
- 2.) Price of servicing each Sixty-two to sixty-five (62-65) gallon container

Locations and volume of materials are subject to change due to the possibility of relocation of offices, closing of offices, changes in business practices or consolidation of operating units. DHS will provide reasonable notice to the vendor should any of any changes.

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)

Three empty boxes for Social Security No. (SSN)

Two empty boxes for Employer ID No. (EIN)

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

For State Use Only:

IRS _____ RI SOS _____ FED _____ Other _____
RI Supplier # _____ Approved _____
Date Entered _____ Entered By _____

Prompt Payment Discount Form
(Invoice discounts for receiving fast payments)

Note: All vendors doing business with the State of Rhode Island must complete a Prompt Payment Discount (PPD) form as part of this Master Price Agreement solicitation.

Bidder Name: _____

RFQ/RFP Bid Solicitation Number: _____

Prompt Payment Discounts ("PPD"): Vendors benefit from PPD by increased, usable cash flow as a result of fast and efficient payments for commodities or services rendered. While Bidders/Contractors have flexibility in determining the actual % discount(s) offered to the State, the discount(s) must be identified in 10 days or more for Payment Issuance Date. The State may use the prompt pay discounts submitted as a basis for selection and may negotiate discounts as deemed in the best interest of the State.

All discounts offered will be automatically deducted from payment when the issue date is within the specified number of days listed below and in accordance with the State's Prompt Payment Law. Payment days will be measured **from** the date goods are received and accepted/performance was completed OR the date an invoice is received by the Office of the DOA Controller, whichever is later **to** the date the payment is issued via ACH or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a vendor.

Enter the Prompt Payment Discount percentage (%) off the invoice payment, for the available payment issue dates listed below. Note: Vendors are allowed up to three different prompt payment options. Example prompt payment options are:

- 5% - 10 Days
- 3% - 20 Days
- 1% - 25 Days

Discount %	Payment Issue Date Within
%	10 Days
%	15 Days
%	20 Days
%	25 Days
By checking this box, we certify that we will not offer any Prompt Payment Discounts	
<input type="checkbox"/>	

ACH Payments/Supplier Portal: Vendors are highly encouraged to enroll for ACH payments. This payment method will increase the prompt pay benefit since funds are paid directly to designated bank accounts, thus eliminating the delay of check clearance policies and traditional mail lead time. The form required for ACH enrollment can be found at <http://controller.admin.ri.gov/Forms/Index.php>.

The State also highly encourages Vendors to use the RIFANS Supplier Portal which includes the functionality to electronically submit invoices against open Purchase Orders. This efficient invoicing method eliminates handling time, mailing expenses, and will further expedite the payment process. Information on the portal can be found at <http://controller.admin.ri.gov/Supplier/Isup/Index.php>.

We will sign up for ACH payment. (please circle response)	Yes	No
We will utilize the State's Supplier Portal to electronically submit invoices. (please circle response)	Yes	No

Signature _____ Date _____

All procurements requiring PPD shall include the following language:

Prompt Payment Discounts (“PPD”)

The Department of Administration’s (“Department”) goal in establishing the PPD program is to provide an opportunity for expedited payment to vendors, while reducing the cost to the State through vendor discounts. State agencies are encouraged to utilize vendors that offer cash discounts, along with competitive pricing, when selecting services or goods from master price agreements. In addition, the Department seeks to promote prompt payment through the use of electronic funds transfer (“EFT”) through the ACH system.

Prompt Payment Discount Form

All vendors submitting proposals in response to designated master price agreement solicitations must submit the attached PPD form in order to participate in the PPD program.

Nothing herein prevents the State Purchasing Agent or designee from negotiating lower pricing or greater discounts and/or waiving technicalities related to PPDs in the best interests of the State.

Contract Terms and Conditions

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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.

FISCAL YEAR - AWARD EXTENDING PAST FISCAL YR END

AWARDS EXTENDING BEYOND JUNE 30TH 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.

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.

QUARTERLY REPORTS

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

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).

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.



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

December 3, 2015

ADDENDUM NUMBER ONE

RFQ # 7550084,1

TITLE: On and Off-Site Shredding Services, MPA-401

Closing Date and Time: 12/17/15 at 11:30 AM

Per the issuance of this ADDENDUM # (1), (2) pages, including this cover sheet.

Specification Change /Addition / Clarifications

Questions and Answers received for this Solicitation:

1. Q. What additional terms and conditions not listed in the RFQ are applicable to this agreement for the successful bidder?
 - A. In addition to the Terms and Conditions included in the Request for Quote you must indicate "Y" for question number (8) on the Certification Cover Form. You may view the Rules and Regulations of the State on the Division of Purchases website home page: www.purchasing.ri.gov

2. Q. There are two pricing formats listed; per pound and per container. Shall pricing be submitted in both formats in order to be considered for award, or is it acceptable to submit pricing for either format?
 - A. Pricing must be submitted in both formats.



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3. Q. This RFQ is “designed to meet the needs of The University of RI, Rhode Island College, Community College of RI and all state agencies, municipalities, and quasi-public agencies as requested”. Is there a list of the potential service locations for the aforementioned which has not been included in the RFQ. These additional locations may have a substantial impact on the discounted pricing offered to the state.
 - A. There is no list available. This is a Master Price Agreement which can be used by any Statewide agency or Municipality. This no current listing of potential locations available.

4. Q. The 1 x 5 mm shred size requirement will require the critical material to be shredded multiple times. The NAID AAA Certified shred size for cross-cut shredding is a maximum of 5/8” x 2.5” How much flexibility is there to the aforementioned 1 x 5 mm shred size requirement?
 - A. The size requirements or the alternatives have been requested by the end users and must be complied with.