# Request for Quote

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

**CREATION DATE :** 03-MAR-16
**BID NUMBER:** 7550368
**TITLE:** GENERATOR MAINTENANCE (QUARTERLY AND ANNUAL) FOR NATIONAL GUARD LOCATIONS

**BLANKET START** : 01-JUL-16
**BLANKET END** : 30-JUN-19
**BID CLOSING DATE AND TIME:**04-APR-2016 10:00:00

BUYER: Cadoret, David
PHONE #: N/A

**BILL TO**
**DOA CONTROLLER**
**ONE CAPITOL HILL, 4TH FLOOR**
**SMITH ST**
**PROVIDENCE, RI 02908**
**US**

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

**Requistion Number:**

Note to Bidders: Questions concerning this solicitation may be e-mailed to the Division of Purchases at doa.purbidinfo@purchasing.ri.gov no later than March 18, 2016 at 5pm (EST). Please reference the RFQ number on all correspondence. Questions should be submitted in a Microsoft word attachment. Answers to questions received, if any, will be posted on the internet as an addendum to this solicitation (www.purchasing.ri.gov). It is the responsibility of all interested parties to download this information.

| Line | Description | Quantity | Unit | Unit Price | Total |
|---|---|---|---|---|---|
| 1 | FY 17 QUARTERLY MAINTENANCE ON GENERATORS AS PER ATTACHED SPECIFICATIONS. | 4.00 | Quarter | | |
| 2 | FY 18 QUARTERLY MAINTENANCE ON GENERATORS AS PER ATTACHED SPECIFICATIONS. | 4.00 | Quarter | | |
| 3 | FY 19 QUARTERLY MAINTENANCE ON GENERATORS AS PER ATTACHED SPECIFICATIONS. | 4.00 | Quarter | | |
| 4 | FY 17 ANNUAL MAINTENANCE ON GENERATORS AS PER ATTACHED SPECIFICATIONS. | 1.00 | Year | | |
| 5 | FY 18 ANNUAL MAINTENANCE ON GENERATORS AS PER ATTACHED SPECIFICATIONS. | 1.00 | Year | | |
| 6 | FY 19 ANNUAL MAINTENANCE ON GENERATORS AS PER ATTACHED SPECIFICATIONS. | 1.00 | Year | | |
| 7 | 7/1/16 – 6/30/19 MATERIALS AND PARTS PERCENTAGE DISCOUNT FROM MANUFACTURER'S LIST PRICE_____ | 1.00 | Each | | |

Delivery: _____

Terms of Payment: _____

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

# BID 7550368
# Quarterly and yearly generator maintenance

## STATEMENT OF WORK

**SCOPE:** inspect and maintain proper working functionality for existing generators

**LOCATION:**

| | | | | | | |
|---|---|---|---|---|---|---|
| Bristol | 470 Metacom Avenue, Bristol | | | **Diesel** | **60KW** | **Generac** |
| Schofield Armory Cranston | 705 New London Avenue, Cranston | | | **Diesel** | **175KW** | **Superior** |
| Middletown Armory | 106 Airport Access Road, Middletown | | | **Diesel** | **60KW** | **Generac** |
| Readiness Center/AASF #1 | 129 Airport St., North Kingstown | | | **Diesel** | **60KW** | **Generac** |
| (AMC) Armory of Mounted Commands | 1051 North Main Street, Providence | | | **Diesel** | **350KW** | **Generac** |
| Warren | 104 Market Street, Warren | | | **Diesel** | **60KW** | **Generac** |
| | | | | | | |

**WORK TO BE ACCOMPLISHED:**

**Quarterly Maintenance** Schedule.

x Check engine coolant level.
x Check engine oil level.
x Check the battery charger.
x Inspect the enclosure.
x Check the battery electrolyte level and specific gravity.
x Check battery cables and connections.
x Inspect drive belts.(replace if needed, at additional cost)
x Inspect the coolant heater.
x Check coolant lines and connections.
x Check for oil leaks and inspect lubrication system hoses and connectors.
x Check for fuel leaks and inspect fuel system hoses and connectors.(replace if needed, at additional cost)
x Inspect the exhaust system, muffler and exhaust pipe.
x Check and clean air cleaner units.
x Inspect air induction piping and connections.
x Inspect the DC electrical system, control panel and accessories.
x Inspect the AC wiring and accessories.

**Annual Maintenance** Schedule.

- x Change oil and filter.
- x Change the fuel filter.
- x Change the air filter.
- x Clean the crankcase breather.
- x Change spark plugs.
- x Check coolant concentration.
- x Flush the cooling system (as needed, at additional cost).
- x Perform annual 2 hour load bank test.
- x Obtain fuel sample from sub-base tank (diesel-fueled units only).
- x Remove water from fuel tank (diesel-fueled units only, as needed at additional cost).

**SITE MANAGEMENT:** If this project initials any construction methods that will hinder any work or traffic activities, all necessary precautions to elevate any hazards or confusion will be provided by the contractor such as signs, alternate routes, equipment, personnel etc. At no extra expense to the owner.

**SAFETY:** The area where the work is to be performed is in use at all times, therefore, the contractor will protect his work to minimize any danger to the personnel and equipment that are assigned to those areas.

**WORKMANSHIIP:** All work shall be neat, trim, straight, and secure and finished in all details. Any existing work that is damaged will be repaired at no additional cost to the state.

**NOTIFICATION:** The construction Supervisor's office shall be notified when work is to begin and shall be kept informed of the contractor's work schedule through the completion of the project, including daily reports to keep track of day to day progress.

**APPROVAL OF MATERIAL:** Only Manufactures approved parts, filters, and oil will be used

**ACCESS TO RECORDS:** Access to contractor's records, documents or banks must be provided to duly authorized representatives of the State, National Guard Bureau and the Comptroller General for the purpose of making audit examination of excerpts and transactions.

**FINAL ACCEPTANCE:** the owner will inspect all work prior to the final acceptance and note any deficiencies found so the contractor can rework them at additional cost to the state or federal government.

**All vendor employees/representatives must be cleared through a BCI check before being authorized to work on the premises. All BCI's to be performed at the vendor's expense.**
**As these locations are all military facilities it will be necessary for the awarded vendor to coordinate their visits with the agency representative.**

## Contract Terms and Conditions

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## Terms and Conditions

**PURCHASE ORDER STANDARD TERMS AND CONDITIONS**

**TERMS AND CONDITIONS FOR THIS PURCHASE ORDER**

**INSURANCE REQUIREMENTS**

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: * PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - $1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. * BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. * SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF $5 MILLION. * ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - $1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. * VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF $1 MILLION.

**LICENSE REQUIREMENTS**

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

**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 Administrtion
- Division of Purchases, Second floor
- One Capitol Hill

- Providence, RI 02908-5855

**DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:**

**No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.**

**DELIVERY PER AGENCY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

**MULTI YEAR AWARD**

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

**CHARGES PERMITTED**

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

**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.