



## INVITATION TO BID

**SOLICITATION TITLE:** Replacement Doors, Frames, Hardware - DOC  
**SOLICITATION NUMBER:** 7550583  
**BID PROPOSAL SUBMISSION DEADLINE:** June 3, 2016 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: There is NO Pre-Bid Conference for this Bid.

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 Monday, May 23, 2016, 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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**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 : 05-MAY-16  
 BID NUMBER: 7550583  
 TITLE: Replacement Doors, Frames, Hardware, DOC  
 BLANKET START : 01-JUL-16  
 BLANKET END : 30-JUN-19  
 BID CLOSING DATE AND TIME:03-JUN-2016 11:30:00

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

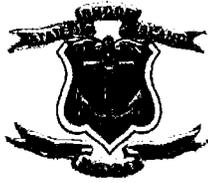
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 SMITH ST  
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 DOC FACILITIES & MAINTENANCE  
 10 GARVEY ROAD  
 CRANSTON, RI 02920  
 US

Requisition Number: 1457469

Line	Description	Quantity	Unit	Unit Price	Total
1	<p>Blanket Requirement: July 1, 2016 - June 30, 2019.</p> <p>Must have a valid Purchase Order prior to performing any work - No Exceptions - without Purchasing approval.</p> <p>DUE TO LENGTH OF BID AND TIME CONSTRAINTS, THE STATE WILL ONLY ACKNOWLEDGE RECEIPT AND READ THE NAMES OF VENDORS SUBMITTING PROPOSALS. NO EXAMINATION OF DOCUMENTS OR PRESENTATION OF INFORMATION CONTAINED IN PROPOSALS WILL BE MADE AVAILABLE AT THE BID OPENING; HOWEVER, INSTRUCTIONS TO OBTAIN THE TABULATION OR SUMMARY OF BID RESPONSES WILL BE MADE AVAILABLE AT THE RI DIVISION OF PURCHASES WEBSITE AT WWW.PURCHASING.RI.GOV</p> <p>APA-12148 (7/1/2016 - 6/30/2019) ***DO NOT COMPLETE THIS LINE ITEM.***</p>	1.00	Each		
2	<p>APA-12148 FY17 (7/1/16 - 6/30/17) STEEL CRAFT, STEEL RIBBED REINFORCED 14 GAUGE 3'-6" X 7'-2" X 2" DOOR W/100 SQUARE IN. OF GLASS W/FIRE LITE GLASS (CERAMIC) PREP FOR FOLGER ADAMS MOGUL 9300 LOCK AND CLOSER REINFORCEMENT, PART #ULB BF 144.</p>	1.00	Each		
3	<p>APA-12148 FY17 (7/1/16-6/30/17) STEEL CRAFT, WELDED FRAME, 14 GAUGE 3'-6" X 7'-2" X 7 -3/4" 2" HEAD, GALVANIZED, BITUMINOUS COATED, PUNCH AND DIMPLED, AND CLOSER REINFORCED, PART #ULB F 144.</p>	1.00	Each		
4	<p>APA-12148 FY17 (7/1/16-6/30/17) STEEL CRAFT, KNOCK DOWN FRAME, 16 GAUGE 3'-6" X 7'-2" X 7-3/4" 2" HEAD, GALVANIZED, REINFORCE FOR CONTINUOUS HINGE PART #DW164</p>	1.00	Each		
5	<p>APA-12148 FY17 (7/1/16-6/30/17) STANLEY, HEAVY DUTY STAINLESS STEEL 5" X 4-1.2" NRP 32D HINGE PART #FBB199</p>	1.00	Each		
6	<p>APA-12148 FY17 (7/1/16-6/30/17) LCN, SUPER SMOOTHEE DOOR CLOSER PART #4041-EDA-TBTRX-ALUM</p>	1.00	Each		

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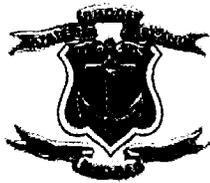
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 CRANSTON, RI 02920  
 US

Requisition Number: 1457469

Line	Description	Quantity	Unit	Unit Price	Total
7	APA-12148 FY17 (7/1/16-6/30/17) ACROVYN DOOR, 90 MINUTE FIRE RATED, 3'-6" X 7'-2" X 1-3/4" W/100 SQ. IN. OF GLASS, FIRE LITE GLASS (CERAMIC) PREP FOR FOLGER ADAMS MOGUL 9300 LOCK, BLOCKED FOR CLOSER ( FINISH TO BE SELECTED)	1.00	Each		
8	APA-12148 FY17 (7/1/16-6/30/17) 90 MINUTE FIRE RATED SOLID WOOD CORE DOORS SIZED 3'-0" X 7'-2" TO 4'-0" X 7'-2" W/100 SQ IN OF GLASS. (FIRE LITE GLASS)PREFORATED FOR HINGE AND LOCK	1.00	Each		
9	APA-12148 FY17 (7/1/16-6/30/17) MARKAR, CONTINUOUS HINGE 7' 0" PART #HG-306 SS.	1.00	Each		
10	APA-12148 FY17 (7/1/16 - 6/30/17) REGULAR LABOR RATE PER HOUR - FABRICATOR	1.00	Hour		
11	APA-12148 FY17 (7/1/16 - 6/30/17) OVERTIME LABOR RATE PER HOUR - FABRICATOR	1.00	Hour		
12	APA-12148 FY17 (7/1/16 - 6/30/17) REGULAR LABOR RATE PER HOUR - APPRENTICE	1.00	Hour		
13	APA-12148 FY17 (7/1/16 - 6/30/17) OVERTIME LABOR RATE PER HOUR - APPRENTICE	1.00	Hour		
14	APA-12148 FY17 (7/1/16 - 6/30/17) REGULAR LABOR RATE PER HOUR - INSTALLER	1.00	Hour		
15	APA-12148 FY17 (7/1/16 - 6/30/17) OVERTIME LABOR RATE PER HOUR - INSTALLER	1.00	Hour		
16	APA-12148 FY17 (7/1/16 - 6/30/17) REGULAR LABOR RATE PER HOUR - GENERAL LABOR	1.00	Hour		
17	APA-12148 FY17 (7/1/16 - 6/30/17) OVERTIME LABOR RATE PER HOUR - GENERAL LABOR	1.00	Hour		
18	APA-12148 FY17 (7/1/16 - 6/30/17) REGULAR LABOR RATE PER HOUR - WELDER	1.00	Hour		
19	APA-12148 FY17 (7/1/16 - 6/30/17) OVERTIME LABOR RATE PER HOUR - WELDER	1.00	Hour		
20	APA-12148 FY17 (7/1/16 - 6/30/17) REGULAR LABOR	1.00	Hour		

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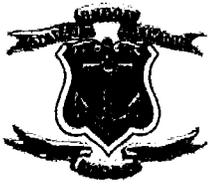
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Line	Description	Quantity	Unit	Unit Price	Total
	RATE PER HOUR - WELDING FABRICATOR				
21	APA-12148 FY17 (7/1/16 - 6/30/17) OVERTIME LABOR RATE PER HOUR - WELDING FABRICATOR	1.00	Hour		
22	APA-12148 FY18 (7/1/17 - 6/30/18) STEEL CRAFT, STEEL RIBBED REINFORCED 14 GAUGE 3'-6" X 7'-2" X 2" DOOR W/100 SQUARE IN. OF GLASS W/FIRE LITE GLASS (CERAMIC) PREP FOR FOLGER ADAMS MOGUL 9300 LOCK AND CLOSER REINFORCEMENT, PART #ULB BF 144.	1.00	Each		
23	APA-12148 FY19 (7/1/18 - 6/30/19) STEEL CRAFT, STEEL RIBBED REINFORCED 14 GAUGE 3'-6" X 7'-2" X 2" DOOR W/100 SQUARE IN. OF GLASS W/FIRE LITE GLASS (CERAMIC) PREP FOR FOLGER ADAMS MOGUL 9300 LOCK AND CLOSER REINFORCEMENT, PART #ULB BF 144.	1.00	Each		
24	APA-12148 FY18 (7/1/17-6/30/18) STEEL CRAFT, WELDED FRAME, 14 GAUGE 3'-6" X 7'-2" X 7'-3/4" 2" HEAD, GALVANIZED, BITUMINOUS COATED, PUNCH AND DIMPLED, AND CLOSER REINFORCED, PART #ULB F 144.	1.00	Each		
25	APA-12148 FY19 (7/1/18-6/30/19) STEEL CRAFT, WELDED FRAME, 14 GAUGE 3'-6" X 7'-2" X 7'-3/4" 2" HEAD, GALVANIZED, BITUMINOUS COATED, PUNCH AND DIMPLED, AND CLOSER REINFORCED, PART #ULB F 144.	1.00	Each		
26	APA-12148 FY18 (7/1/17-6/30/18) STEEL CRAFT, KNOCK DOWN FRAME, 16 GAUGE 3'-6" X 7'-2" X 7'-3/4" 2" HEAD, GALVANIZED, REINFORCE FOR CONTINUOUS HINGE PART #DW164	1.00	Each		
27	APA-12148 FY19 (7/1/18-6/30/19) STEEL CRAFT, KNOCK DOWN FRAME, 16 GAUGE 3'-6" X 7'-2" X 7'-3/4" 2" HEAD, GALVANIZED, REINFORCE FOR CONTINUOUS HINGE PART #DW164	1.00	Each		
28	APA-12148 FY18 (7/1/17-6/30/18) STANLEY, HEAVY DUTY STAINLESS STEEL 5" X 4-1.2" NRP 32D HINGE PART #FBB199	1.00	Each		
29	APA-12148 FY19 (7/1/18-6/30/19) STANLEY, HEAVY DUTY STAINLESS STEEL 5" X 4-1.2" NRP 32D HINGE PART #FBB199	1.00	Each		
30	APA-12148 FY18 (7/1/17-6/30/18) LCN, SUPER SMOOTHIE DOOR CLOSER PART	1.00	Each		

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Requisition Number: 1457469

Line	Description	Quantity	Unit	Unit Price	Total
	#4041-EDA-TBTRX-ALUM				
31	APA-12148 FY19 (7/1/18-6/30/19) LCN, SUPER SMOOTH DOOR CLOSER PART #4041-EDA-TBTRX-ALUM	1.00	Each		
32	APA-12148 FY18 (7/1/17-6/30/18) ACROVYN DOOR, 90 MINUTE FIRE RATED, 3'-6" X 7'-2" X 1-3/4" W/100 SQ. IN. OF GLASS, FIRE LITE GLASS (CERAMIC) PREP FOR FOLGER ADAMS MOGUL 9300 LOCK, BLOCKED FOR CLOSER ( FINISH TO BE SELECTED)	1.00	Each		
33	APA-12148 FY19 (7/1/18-6/30/19) ACROVYN DOOR, 90 MINUTE FIRE RATED, 3'-6" X 7'-2" X 1-3/4" W/100 SQ. IN. OF GLASS, FIRE LITE GLASS (CERAMIC) PREP FOR FOLGER ADAMS MOGUL 9300 LOCK, BLOCKED FOR CLOSER ( FINISH TO BE SELECTED)	1.00	Each		
34	APA-12148 FY18 (7/1/17-6/30/18) 90 MINUTE FIRE RATED SOLID WOOD CORE DOORS SIZED 3'-0" X 7'-2" TO 4'-0" X 7'-2" W/100 SQ IN OF GLASS. (FIRE LITE GLASS)PREFORATED FOR HINGE AND LOCK	1.00	Each		
35	APA-12148 FY19 (7/1/18-6/30/19) 90 MINUTE FIRE RATED SOLID WOOD CORE DOORS SIZED 3'-0" X 7'-2" TO 4'-0" X 7'-2" W/100 SQ IN OF GLASS. (FIRE LITE GLASS)PREFORATED FOR HINGE AND LOCK	1.00	Each		
36	APA-12148 FY18 (7/1/17-6/30/18) MARKAR, CONTINUOUS HINGE 7' 0" PART #HG-306 SS.	1.00	Each		
37	APA-12148 FY19 (7/1/18-6/30/19) MARKAR, CONTINUOUS HINGE 7' 0" PART #HG-306 SS.	1.00	Each		
38	APA-12148 FY18 (7/1/17 - 6/30/18) REGULAR LABOR RATE PER HOUR - FABRICATOR	1.00	Hour		
39	APA-12148 FY19 (7/1/18 - 6/30/19) REGULAR LABOR RATE PER HOUR - FABRICATOR	1.00	Hour		
40	APA-12148 FY18 (7/1/17 - 6/30/18) OVERTIME LABOR RATE PER HOUR - FABRICATOR	1.00	Hour		
41	APA-12148 FY19 (7/1/18 - 6/30/19) OVERTIME LABOR RATE PER HOUR - FABRICATOR	1.00	Hour		
42	APA-12148 FY18 (7/1/17 - 6/30/18) REGULAR LABOR	1.00	Hour		

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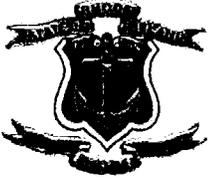
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43	APA-12148 FY19 (7/1/18 - 6/30/19) REGULAR LABOR RATE PER HOUR - APPRENTICE	1.00	Hour		
44	APA-12148 FY18 (7/1/17 - 6/30/18) OVERTIME LABOR RATE PER HOUR - APPRENTICE	1.00	Hour		
45	APA-12148 FY19 (7/1/18 - 6/30/19) OVERTIME LABOR RATE PER HOUR - APPRENTICE	1.00	Hour		
46	APA-12148 FY18 (7/1/17 - 6/30/18) REGULAR LABOR RATE PER HOUR - INSTALLER	1.00	Hour		
47	APA-12148 FY19 (7/1/18 - 6/30/19) REGULAR LABOR RATE PER HOUR - INSTALLER	1.00	Hour		
48	APA-12148 FY18 (7/1/17 - 6/30/18) OVERTIME LABOR RATE PER HOUR - INSTALLER	1.00	Hour		
49	APA-12148 FY19 (7/1/18 - 6/30/19) OVERTIME LABOR RATE PER HOUR - INSTALLER	1.00	Hour		
50	APA-12148 FY18 (7/1/17 - 6/30/18) REGULAR LABOR RATE PER HOUR - GENERAL LABOR	1.00	Hour		
51	APA-12148 FY18 (7/1/17 - 6/30/18) REGULAR LABOR RATE PER HOUR - WELDER	1.00	Hour		
52	APA-12148 FY19 (7/1/18 - 6/30/19) REGULAR LABOR RATE PER HOUR - WELDER	1.00	Hour		
53	APA-12148 FY18 (7/1/17 - 6/30/18) OVERTIME LABOR RATE PER HOUR - WELDER	1.00	Hour		
54	APA-12148 FY19 (7/1/18 - 6/30/19) OVERTIME LABOR RATE PER HOUR - WELDER	1.00	Hour		
55	APA-12148 FY18 (7/1/17 - 6/30/18) REGULAR LABOR RATE PER HOUR - WELDING FABRICATOR	1.00	Hour		
56	APA-12148 FY19 (7/1/18 - 6/30/19) REGULAR LABOR	1.00	Hour		

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57	APA-12148 FY18 (7/1/17 - 6/30/18) OVERTIME LABOR RATE PER HOUR - WELDING FABRICATOR	1.00	Hour		
58	APA-12148 FY19 (7/1/18 - 6/30/19) OVERTIME LABOR RATE PER HOUR - WELDING FABRICATOR	1.00	Hour		
59	APA-12148 FY19 (7/1/18 - 6/30/19) REGULAR LABOR RATE PER HOUR - GENERAL LABOR	1.00	Hour		
60	APA-12148 FY18 (7/1/17 - 6/30/18) OVERTIME LABOR RATE PER HOUR - GENERAL LABOR	1.00	Hour		
61	APA-12148 FY19 (7/1/18 - 6/30/19) OVERTIME LABOR RATE PER HOUR - GENERAL LABOR  Hardware, Materials at Manufacturer's List Price Less _____%. (Discount applied must be shown on all invoices). Cost plus is not acceptable.	1.00	Hour		

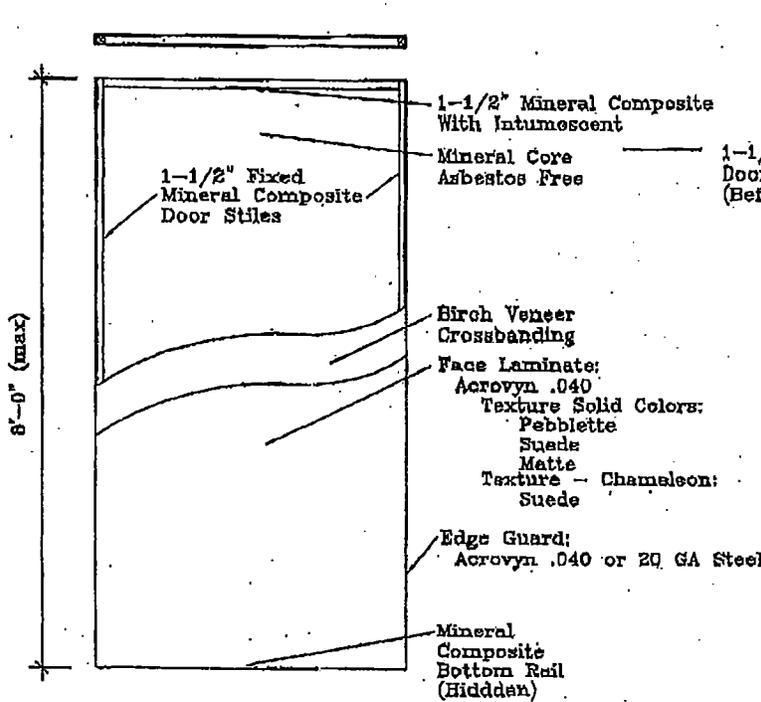
Delivery: \_\_\_\_\_

Terms of Payment: \_\_\_\_\_

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

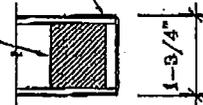
**Acrovyn Doors System (90 Minute Fire Rated - Category A)**

250Deg F at 30min.  
 UBC 7-2, UL-10C 1998, CAN4S104 1995 & NFPA 252 1999  
 Door Installation: NFPA 80  
 WDMA I.S.1A-04:



Acrovyn .040 or 20 GA Steel Edge Guard

1-1/8" Fixed Door Stile (Before Trimming)

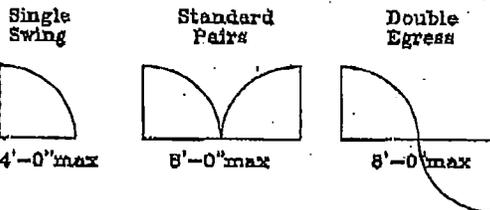


**Door Stile Detail**

**Notes:**

- >> 5" Top and Bottom Rails Available.
- >> 5" x 10" Lock Blocks Available
- >> 10" Center Rail
- >> 5" x 10" Corner Blocks Available
- >> Vision Panels Available. (min 5-1/2" from edge / openings)
- >> Labeled Glass 100 sq in (12"W or 33"H)
- >> Standard Bevel: 1/8" in 2"
- >> Face Assembly Adhesive: Type 1
- >> Core Assembly Adhesive: Type 2
- >> 16" High Stainless Steel Kick Plate Available

**Door Details**



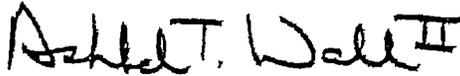
**Door Configuration / Max Size**

PROJECT:	SCALE: N.T.S.	DATE:
CUSTOMER:	SUB. BY:	SHT
LOCATION:	JOB NO:	PROPERTY IS/IS NOT THE CHARGE OF CONTRACTOR

**C/S Group**  
 Construction Specialties, Inc - C/S Construction Specialties company - Manufacturing / Sales Locations

U.S.A. - Tel:(800) 416-8588/Fax:(800) 848-4888/info@c-sgroup.com	Hong Kong - Tel:+852-2388-0817/Fax:+852-2398-0830/compsec@c-sgroup.com.hk
Canada - Tel:(905) 874-3811/Fax:(905) 874-8341/canada@c-sgroup.com	Taiwan - Tel:+886-2-2712-8120/Fax:+886-2-2715-8821/compsec@c-sgroup.com.tw
England - Tel:+44-1-298-811800/Fax:+44-1-298-399444/info@cs-group.co.uk	Australia - Tel:+61-2-9540-5400/Fax:+61-2-9540-5253/sales@cs-group.com.au
France - Tel:+33-232-848400/Fax:+33-232-848421/compsec-france.fr	New Zealand - Tel:+64-4-537-9169/Fax:+64-4-538-8947/info@c-sgroup.co.nz
Singapore - Tel:+65-4-276-4278/Fax:+65-3-278-7687/compsec@signal.com.sg	U.A.E. - Tel:+971-4-331-2187/Fax:+971-4-331-5023/c_sgroup@emirates.net.ae
Malaysia - Tel:+60-3-886-96287/Fax:+60-3-886-96287/compsec@cs-group.com.my	Uruguay - Tel:+598-2-525-0128/Fax:+598-2-525-5489/c-sgroup@adinet.com.uy

**RHODE ISLAND DEPARTMENT OF CORRECTIONS  
POLICY AND PROCEDURE**

	POLICY NUMBER: 8.08A DOC	EFFECTIVE DATE: 02/03/03	PAGE 1 OF 4
	REPEALS: 1.01.07-2 8.08 DOC	DIRECTOR: <span style="float: right;">Please use BLUE ink.</span> 	
SECTION: PHYSICAL PLANT ENVIRONMENTAL CONDITIONS		SUBJECT: SMOKING AND TOBACCO REGULATIONS	
AUTHORITY: Rhode Island General Laws (RIGL) § 42-56-10(22), Powers of the director; § 23-20.7 et seq., Workplace Smoking Pollution Control Act; Executive Order 91-40			
REFERENCES: U.S. Department of Health and Human Services, <i>Reducing Tobacco Use: A Report of the Surgeon General</i> , Atlanta, Georgia; U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Chronic Disease Prevention and Health Promotion, Office on Smoking and Health, 2000; Fire Safety in Correctional Facilities (NFPA study); NCCCHC standards J-48, Use of Tobacco Products; P-50, Smoke-Free Environment; RIDOC policy 11.01-3 DOC, Code of Inmate Discipline; 24.03-2 DOC, Visits			
INMATE ACCESS THROUGH LAW LIBRARY?		X YES	
AVAILABLE IN SPANISH?		X YES	

**I. PURPOSE:**

Tobacco use, particularly smoking, remains the number one cause of preventable disease and death in the United States. Involuntary exposure to environmental tobacco smoke (ETS) remains a common, serious public health hazard that is entirely preventable by adopting and enforcing policies. Smoking bans are the most effective method for reducing ETS exposure and are the only way to completely eliminate ETS exposure. Beyond eliminating ETS exposure among nonsmokers, smoking bans have additional benefits, including improved fire safety, reduced smoking intensity, potential cost savings to employers by way of lower healthcare and building maintenance costs and higher employee productivity due to reduced absenteeism. In addition, all tobacco products (including chewing tobacco) have an adverse effect on

health, sanitation, and the condition of the physical plant. Optimal protection of nonsmokers and smokers, therefore, requires a smoke-free environment.

Given correctional facilities' unique settings, the national trend of correctional jurisdictions adopting total smoking bans within their prison systems and that EIS exposure remains a common public health hazard that is entirely preventable, the Rhode Island Department of Corrections (RIDOC) intends to eliminate the problems and risks associated with exposure to tobacco and EIS to staff, inmates, visitors, contractors, and property under the control of RIDOC by implementing a total ban on the use of tobacco products within its facilities.

## II. POLICY:

All use of tobacco products and their accessories, including but not limited to pipes, cigarettes, cigarette papers, chewing tobacco, cigars, matches and lighters, is prohibited within any and all buildings, vehicles, and property under the control of the RIDOC.

## III. PROCEDURES:

### A. Definition

RIDOC employees include, but are not necessarily limited to administrators, medical professionals, correctional and superior officers, non-uniformed personnel, contract employees, contractors, volunteers, students, and interns.

### B. RIDOC Staff

1. The USE of tobacco products and/or accessories is prohibited within any building, vehicle, and/or property under the control of the RIDOC.
2. In addition, RIDOC employees as defined in item III.A. are prohibited from having tobacco products and/or accessories in their POSSESSION when they are supervising or have custody of inmates.
  - a. Staff who work in any prison facility, Maintenance garage(s), Correctional Industries warehouse(s), the Central Distribution Center, and/or any other building(s) subsequently designated by the Corrections Director must deposit any/all tobacco products and/or accessories in areas designated by facility Wardens,

building Administrators, or their designees PRIOR TO assuming their posts/duties.

- b. Staff who enter/visit any prison facility, Maintenance garage(s), Correctional Industries warehouse(s), the Central Distribution Center, and/or any other building(s) subsequently designated by the Corrections Director (e.g., to tour the facility, attend a meeting, conduct an audit, etc.) may not have any tobacco products or accessories in their POSSESSION.
3. Smoking by RIDOC employees shall only be permitted during authorized breaks in designated "outside smoking areas" at least fifty (50) feet away from building entrances and windows.
4. Facility and building administrators or their designees will designate one outside smoking area per building.  
  
NOTE: Inmate recreational areas shall not be considered outside smoking areas.
5. Facility and building administrators or their designees shall also ensure that adequate refuse containers are available to smokers in close proximity to outdoor smoking areas. Facility and building administrators ensure that such containers shall be emptied on a regular basis. Smokers shall destroy or render unusable their discarded tobacco products and accessories prior to discarding them.
6. RIDOC employees having custody of or supervising inmates (e.g., off-grounds work crews) shall not smoke or use tobacco-related products while on duty in the presence of inmates.
7. Violations of this policy may result in disciplinary action up to and including termination.

C. Inmates

1. No tobacco products shall be stocked or sold by the Inmate Commissary.
2. Smoking and/or the use/possession of tobacco-related products by inmates are prohibited.

3. Passing, receiving and/or possessing tobacco and/or tobacco-related products (Category 1 contraband) is a Class 2 offense. Discipline shall be administered consistent with policy 11.01-3 DOC, Code of Inmate Discipline, or a successive policy.
4. Upon an inmate's commitment to the Intake Service Center (ISC) (men) or the Gloria DiSandro McDonald building (women), RIDOC staff shall search for and dispose of any tobacco and/or tobacco-related products. These items are considered non-durable products and are subject to spoilage and, therefore, shall be destroyed.

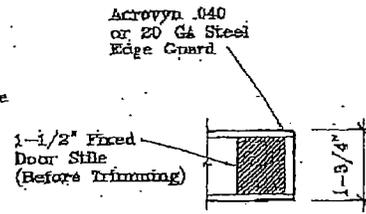
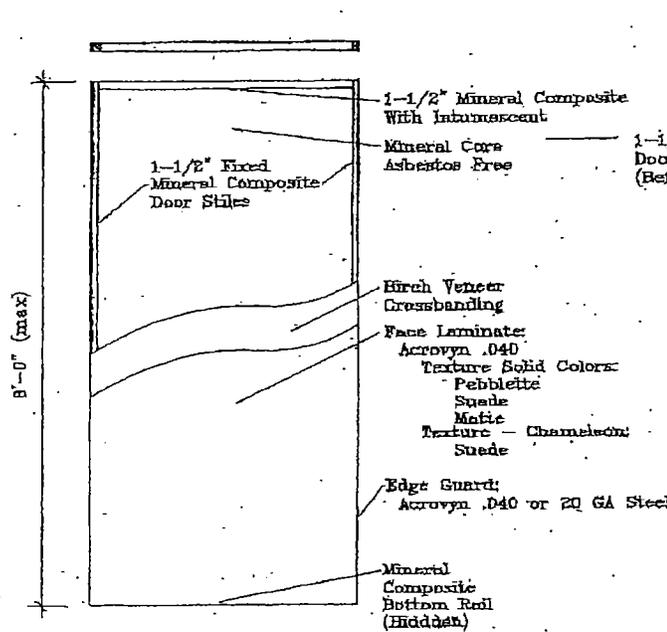
NOTE: Information regarding the "Smoking and Tobacco Regulations" policy will be included in inmate handbooks and outlined during inmate orientation.

D. Visitors

1. Wardens or designees will ensure that signs are posted in each facility lobby in English and Spanish stating that visitors are prohibited from bringing any tobacco-related items into the facility. Visitors shall secure all tobacco-related items in lockers located in facility lobbies.
2. Any visitor refusing to comply with the "Smoking and Tobacco Regulations" policy shall be denied visiting privileges. (See policy 24.03-2 DOC, Visits, or a successive policy.)

**Acrovyn Doors System (90 Minute Fire Rated - Category A)**

250Deg F at 30min.  
 IBC 7-2, UL-10C 1998, CAN4S104 1995 & NFPA 252 1999  
 Door Installation: NFPA 80  
 WDMA IS.1A-04:

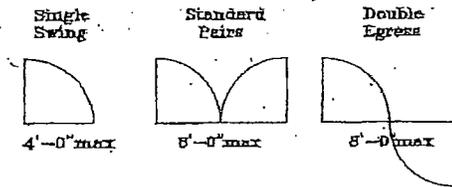


**Door Stile Detail**

**Notes:**

- >> 5" Top and Bottom Rails Available.
- >> 5" x 10" Lock Blocks Available
- >> 10" Center Rail
- >> 5" x 10" Corner Blocks Available
- >> Vision Panels Available. (min 5-1/2" from edge / openings)
- >> Labeled Glass 100 sq in (12"W or 35"H)
- >> Standard Bevel: 1/8" in 2"
- >> Focis Assembly Adhesive: Type 1
- >> Core Assembly Adhesive: Type 2
- >> 15" High Stainless Steel Kick Plate Available

**Door Details**



**Door Configuration / Max Size**

PROJECT:	SCALE: N.T.S.	DATE:
CUSTOMER:	SUB BY:	SMT
LOCATION:	JOB NO:	REVISIONS AND DATE BY COMMENTS

C/S Group  
 Construction Specialties, Inc. - C/S Construction Specialties Company - Manufacturing / Sales Locations  
 U.S.A. - Tel: (800) 410-0588/Fax: (609) 848-4000/usa@csgrp.com  
 Canada - Tel: (905) 374-3811/Fax: (905) 374-3811/canada@csgrp.com  
 England - Tel: 44-1-225-81000/Fax: 44-1-225-31044/uk@csgrp.com  
 France - Tel: 33-1-68-84010/Fax: 33-1-68-84011/france@csgrp.com  
 Singapore - Tel: 65-4-275-6271/Fax: 65-4-275-7557/singapore@csgrp.com  
 Malaysia - Tel: 603-2-305-0121/Fax: 603-2-305-0121/malaysia@csgrp.com  
 New Zealand - Tel: 64-4-231-3187/Fax: 64-4-231-3187/nz@csgrp.com  
 U.A.E. - Tel: 971-4-221-3187/Fax: 971-4-221-3187/uae@csgrp.com  
 Australia - Tel: 61-2-8040-8400/Fax: 61-2-8040-8400/australia@csgrp.com  
 India - Tel: 91-2-2858-1158/Fax: 91-2-2858-1158/india@csgrp.com  
 Hong Kong - Tel: 852-2211-8888/Fax: 852-2211-8888/hongkong@csgrp.com

**RHODE ISLAND DEPARTMENT OF CORRECTIONS  
POLICY AND PROCEDURE**

	<b>POLICY NUMBER:</b> 9.40-3 DOC	<b>EFFECTIVE DATE:</b> 05/22/06	PAGE 1 OF 8
	<b>SUPERCEDES:</b> 9.40-2 DOC	<b>DIRECTOR:</b> <i>Richard T. Wall II</i>	
<b>SECTION:</b> SECURITY AND CONTROL		<b>SUBJECT:</b> PROCEDURES FOR CONTRACTORS AT INSTITUTIONAL FACILITIES	
<b>AUTHORITY:</b> Rhode Island General Laws (RIGL) § 42-56-10(22), Powers of the director			
<b>REFERENCES:</b> RIDOC policy #'s 3.14-1 DOC, Code of Ethics; 4.03-1 DOC, Orientation and Entrance-Level Training for Non-Correctional Officer Employees; 7.01 DOC, Accountability and Procedures for the Utilization of Community Agencies, Volunteers, Interns, and/or Employees of Outside Public and Private Organizations; 9.18-1 DOC, Introduction of Unauthorized Items Into the Adult Correctional Institutions; 9.23-1 DOC, Access to ACI Facilities by Staff and Persons Providing Services to RIDOC; 10.35-1 DOC, Maintenance On-Call Procedures; 9.24-1 DOC, Entry/Exit to Secure Facilities			
<b>INMATE ACCESS THROUGH LAW LIBRARY?</b>		X NO	
<b>SPANISH TRANSLATION?</b>		X NO	

**I. PURPOSE:**

To delineate the rules, regulations and procedures that must be followed by all vendors contracted through the Facilities and Maintenance Unit (herein after referred to as "contractors") who provide services to the Rhode Island Department of Corrections (RIDOC) in its institutional facilities.

**II. POLICY:**

It is imperative that all contractors providing services in RIDOC's institutional facilities fully understand and adhere to the rules, regulations and procedures as directed by the

Department, to include the Department's Code of Ethics and Conduct (policy 3.14-1 DOC, or a successive policy). Failure to adhere to these rules and regulations may result in a delay of payment or non-payment of invoices, and/or suspension of the contractor's/vendor's rights to provide continuing services to RIDOC.

Departmental contract managers are responsible for the dissemination of this policy to all appropriate contractors and to ensure that such fully understand these rules and regulations. Contractors are, in turn, responsible for disseminating this policy to appropriate employees and subcontractors.

### III. PROCEDURES:

#### A. Definition

For the purposes of this policy, a contractor is defined as any individual or organization other than employees of the RIDOC who have been contracted by the State (or sub-contracted to a contractor of the State) to provide services or goods to the RIDOC and who are required to enter secure areas of a correctional institution.

#### B. Orientation Program

1. If a contractor is to provide services which bring its workers into regular contact with inmates, such contractor or contractor's employees may be required to participate in an orientation program conducted by RIDOC's Training Academy in consultation with the appropriate administrator.
2. RIDOC contract managers should consult with the Assistant Director of Institutions and Operations or designee if there is question as to the appropriateness of this training for a contractor or employees of the contractor.
3. If an orientation is needed, it is the responsibility of the contract manager to arrange a session with the Training Academy.
4. Schedule of training can be obtained from the Training Academy.

C. ID Requirement

1. Contractors who are required to perform services within institutional facilities must obtain security clearance consistent with policy 9.23-1 DOC, or a successive policy.
2. A Photo Identification Card/Access to Facilities Application Form is submitted to the contract manager, who, in turn, processes the application with RIDOC's Records and Identification Unit. (See policy # 9.23-1 DOC, or a successive policy, for application form.)
3. Upon completion of service and/or expiration of contract, or upon the expiration date of the badge, identification badges must be returned to the contract manager. The contract manager then notifies the Assistant Director of Institutions and Operations or designee so that the vendor's employees' information maintained in applicable RIDOC databases may be updated.

For those contractors who are not issued ID badges, the contract manager, upon completion of service and/or expiration of contract, notifies the Assistant Director of Institutions and Operations or designee so that the vendor's employees' information maintained in applicable RIDOC databases may be updated.

D. Scheduling of Work

1. Work scheduled is either
  - a. In accordance with the provisions set forth in the contract; or
  - b. As scheduled by the contract manager prior to the commencement of work.
2. No work is performed on Saturdays, Sundays, or holidays, unless authorized by the contract manager.
3. The Facilities and Maintenance Office staff call/fax a request for service repairs.
4. Vendor calls the Facilities and Maintenance Office to schedule service repairs and establish work day and time. Every effort is made to schedule service calls between the hours of 7:30 a.m. and 3:00 p.m.

5. Vendor employees report to the Facilities and Maintenance Office to sign in the appropriate logbook and contact the facility in need of service.

NOTE: Regardless of pre-scheduling, the Warden, Deputy Warden, or Shift Commander of the facility may, at any time, prohibit entry into a facility when deemed necessary for security purposes. The Shift Commander MUST contact the facility administrator before making this decision.

6. Vendor reports to the facility and makes the necessary repairs. Vendor has the work order slip signed by a RIDOC staff member (e.g., maintenance personnel, steward, fire safety technician, or correctional officer escorting the vendor).
7. Vendor leaves the facility and reports back to the Facilities and Maintenance Office to sign-out of logbook, relay any necessary information, and present signed service slip.

NOTE: All invoices noting hours worked must coincide with the sign in/out hours in the aforementioned log book.

8. If it is necessary for service calls to be extended beyond 4:00 p.m., vendor staff call the Facilities and Maintenance Office from within the facility where service is being performed and leave a voice mail message including: departing day, date, time, facility location and extension from which s/he is calling.

R Security of Tools, Equipment and Material

1. General Requirements

- a. All tools must be contained in locked toolboxes or containers.
- b. Attached to each tool box/container is a list of the entire inventory within the container.
- c. This inventory is inspected by a Correctional Officer at the beginning and end of each workday.
- d. Any lost or missing tools or inventory are reported immediately to the Shift Commander who, in turn, notifies the facility Warden, who notifies the Assistant Director of Institutions and Operations

or designee. It is understood that the cost of the replacement of tools and materials is the responsibility of the contractor.

2. Rules Specific to Building Maintenance and Repair Contractors

- a. Tools such as ladders, ropes, insulating material, and cutting tools are removed from the work area and locked up off site at the end of the workday.
- b. Other building materials considered by the Warden or designee (such as the Security Specialists) to represent a security risk to the facility and which are moveable are stored outside the facility wall at the completion of each day.
- c. The bulk of all construction material is stored outside the facility walls in areas assigned for that purpose. The contractor transports material into the facility as required.
- d. All scrap, waste material, and debris are removed from within the facility walls at the completion of the workday.
- e. Tubular staging, if used, remains within the walls if it is fully assembled and secure. No sections or parts of sections remain within the walls at the end of the workday. On buildings where there is an escape risk, the Warden or designee may require the top sections of the staging to be removed at the end of each workday.
- f. The Warden or designee, through the Facilities and Maintenance Supervisor, requires prior notification for use of a power-activated device on site and/or toxic/caustic chemicals and the proper ventilation of same. The number of chargers brought on site must be accounted for, and the location of the devices must be documented. If the device must be on site, the firing mechanism must be removed and stored separately in the facility's Main Control Center.

F. Conduct of Contractor and Contractor's Employees

1. The contractor shall communicate all necessary policies, rules, and regulations to his/her employees.

2. Contractors shall not have any illegal drugs or alcohol on their persons.
3. Unopened and sealed containers of alcohol are permitted in vehicles only, consistent with 3.14-1 DOC, Code of Ethics, or a successive policy.
4. Contractors must notify the facility's Shift Commander when they are in possession of prescription medication.
5. Contractors are not allowed admittance into any facility if it is known that they have consumed alcoholic beverages while outside the correctional property during the workday.
6. Contractors shall not have weapons of any sort on their persons or in their vehicles.
7. Contractors must park in designated parking areas and must lock all vehicles.
8. Contractors shall have no contact with inmates, except where such contact is a provision of the contract. When an inmate has initiated inappropriate contact with any contractor, such contact shall be reported to the Correctional Officer in charge.
9. Vehicles and personal property of the contractors are subject to search when deemed necessary for security purposes.
10. No contractor convicted of a felony is allowed to work in the facilities without the express permission of the RIDOC Director, Assistant Director of Institutions and Operations or designees following consultation with the facility's Warden or Deputy Warden.
11. Contractors shall not bring into the facilities any items not required for the execution of the respective responsibilities and not approved by the contract manager.
12. Contractors are permitted to perform only the work authorized by the contract manager or his/her express designee. The contractors may not accept direction as to the scope of work, the nature of the work, or changes to the work from any other person.

13. Upon entry, all persons other than uniformed facility staff are required to produce proper identification (picture ID.) and surrender it to the Main Control Center or Vehicle Trap Officer. The Main Control Center or Vehicle Trap Officer issues a facility ID. badge and retains the person's personal ID. The process reverses when exiting the facility. Persons not possessing proper identification are denied admittance/access.

G. Vendor Request Form (Facility Maintenance/Repair/Construction Only)

1. For normal work needs, a vendor job request form (Attachment 1) is forwarded to the vendor via fax by the Facilities and Maintenance Office (Note: The fax may be preceded by a phone call to the vendor).
  - a. The request describes work to be performed, location, equipment identification, and RIDOC job number.
  - b. The vendor provides only those services described on the vendor request form.
  - c. The RIDOC Job # listed on this form must be cited on all invoices.
2. Prior to the performance of any work, the vendor contacts the Facilities and Maintenance Office, where arrangements are made with the facility, and vendor is given further instructions. NOTE: ADMITTANCE INTO THE FACILITY IS NOT ALLOWED UNLESS THE RIDOC FACILITIES AND MAINTENANCE UNIT IS FIRST CONTACTED.

H. Vendor Emergency Service (Facility Maintenance/Repair/Construction Only)

1. The vendor must provide a 24-hour service number.
2. The vendor is contacted by telephone outside of normal work hours. Emergency service is authorized by designated RIDOC Facilities and Maintenance Unit superintendents or their designees.
3. The vendor is given location and description of work to be performed, and is issued a temporary work order number by the Maintenance Superintendents. Notice must also be given to the Shift Commander by Facilities and Maintenance of who, when and for what purpose the vendor is coming.

4. The vendor reports to the Main Control Center of the facility where work is to be performed. Upon arrival, appropriate facility staff perform applicable background checks.
5. Prior to starting work, vendor employees must call the Facilities and Maintenance Office from within the facility and leave a voice mail message stating the day, date, time, facility location and extension from which s/he is calling.
6. As required, a Correctional Officer is assigned to log tool inventory and to provide escort.
7. The vendor performs only work which is described by the Facilities and Maintenance Superintendent or designee.
8. Upon completion of work, the vendor obtains signature of a RIDOC staff member who escorted him/her or the Shift Commander on said vendor's work order. Vendor then calls the Facilities and Maintenance Office and leaves a voice mail message stating time of completion as well as facility and extension from which s/he is calling.
9. On the first working day following emergency call in, Facilities and Maintenance Office staff fax a follow-up work order/vendor job request to the vendor. The RIDOC Job # listed on this form must be cited on all invoices.

Rhode Island Department of Corrections  
POLICY UNIT

TO: RIDOC Employees

VIA: Ellen Evans Alexander, Assistant Director  
Administration

FROM: Ann J. Fortin, Chief/Program Development  
Administration

DATE: January 8, 2003

SUBJECT: 8.08A DOC; Smoking and Tobacco Regulations; 02/03/03

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The enclosed policy, effective 02/03/03, repeals policy #'s 1.01.07-2 and 8.08 DOC (originally scheduled to take effect on 02/03/03).

This policy revision resulted from comments made during the 12/23/02 monthly Managers' meeting and discussions that took place afterward.

Some of you already received policy #8.08 DOC. Please disregard it and destroy any hard copies in your possession.

This version (8.08A DOC) more accurately reflects RIDOC's original intent with respect to achieving a smoke-free environment. Its language is intended to provide clear guidelines for RIDOC staff and better equip those RIDOC managers and administrators tasked with its enforcement. It attempts to distinguish between:

- prison facilities and other areas employing large numbers of inmates and administrative areas/offices;
- incarcerated individuals (inmates) and other offenders; and
- staff assigned to work in prison facilities, Maintenance garage(s), the Central Distribution Center, Correctional Industries warehouse(s) and those who visit such facilities.

Clarifications include:

- The USE of tobacco products and/or accessories is prohibited within any building, vehicle, and/or property under the control of the RIDOC.

8.08A DOC; Smoking and Tobacco Regulations

Effective 02/03/2006

Page 2 of 3

- In addition, RIDOC employees and persons providing services to the RIDOC are prohibited from having tobacco products and/or accessories in their POSSESSION when they are supervising or have custody of inmates.
- Staff who work in any prison facility, Maintenance garage(s), Correctional Industries warehouse(s), the Central Distribution Center, and/or any other building(s) subsequently designated by the Corrections Director must deposit any/all tobacco products and/or accessories in areas designated by facility Wardens, building Administrators, or their designees PRIOR TO assuming their posts/duties.
- Staff who enter/visit any prison facility, Maintenance garage(s), Correctional Industries warehouse(s), the Central Distribution Center, and/or any other building(s) subsequently designated by the Corrections Director (e.g., to tour the facility, attend a meeting, conduct an audit, etc.) may not have any tobacco products or accessories in their POSSESSION.

The following provisions from section III, Procedures, are as they appeared in policy 8.08 DOC (with the exception of adding "or designees" to several items and replacing references to "offenders" with "inmates"):

- Smoking by RIDOC employees (as defined in IIIA.) shall only be permitted during authorized breaks in designated "outside smoking areas" at least fifty (50) feet away from building entrances and windows.
- Facility and building administrators or their designees will designate one outside smoking area per building.
  - o Inmate recreational areas shall not be considered outside smoking areas.
- Facility and building administrators or their designees shall also ensure that adequate refuse containers are available to smokers in close proximity to outdoor smoking areas.
- RIDOC employees having custody of or supervising inmates (e.g., off-grounds work crews) shall not smoke or use tobacco-related products while on duty in the presence of inmates.
- Violations of this policy by RIDOC employees may result in disciplinary action up to and including termination.
- No tobacco products shall be stocked or sold by the Inmate Commissary.

8.08A DOC; Smoking and Tobacco Regulations

Effective 02/03/2003

Page 3 of 3

- Smoking and/or the use/possession of tobacco-related products by inmates are prohibited.
- Passing, receiving and/or possessing tobacco and/or tobacco-related products (Category 1 contraband) is a Class 2 offense.
- Inmates who violate this policy shall be subject to disciplinary action consistent with policy 11.01-3 DOC, Code of Inmate Discipline, or a successive policy.
- Upon an inmate's commitment to the Intake Service Center (ISC) (men) or the Gloria DiSandro McDonald building (women), RIDOC staff shall search for and dispose of any tobacco and/or tobacco-related products. These items are considered non-durable products and are subject to spoilage and, therefore, shall be destroyed.
- Wardens or designees will ensure that signs are posted in each facility lobby in English and Spanish stating that visitors are prohibited from bringing any tobacco-related items into the facility.
- Any visitor refusing to comply with this policy shall be denied visiting privileges.

This policy IS approved for inmate/public access.

AJF/gah  
Enclosure

Distribution:  
Assistant Directors  
Managers  
R. McCutcheon  
On-Line Policy Manual

RHODE ISLAND DEPARTMENT OF CORRECTIONS  
 FACILITIES & MAINTENANCE UNIT  
 VENDOR JOB REQUEST  
 TELEPHONE: 401-462-3066 FAX: 401-462-1465

9.40-3 DOC  
 Attachment 1  
 Page 1 of 1

DOC JOB #

DATE:	SECURITY	REQUESTED BY:	
TIME:		TELEPHONE:	
EQUIPMENT LOCATION:			
EQUIP. DESCRIPTION:	MAKE	MODEL:	SERIAL #:
DESCRIPTION OF PROBLEM:			
VENDOR:		TELEPHONE #:	FAX #:
(Check One): <i>Office Use Only</i>		M.P.A. #:	A.P.A. #:
<input type="checkbox"/> Lack of Staff <input type="checkbox"/> Inability to Perform Work			AMT. BILLED DATE:
Comments:			
<p>NOTE: Vendors will not be allowed access into the facilities without proper notification through the Facilities &amp; Maint. Office. In most cases, work should be scheduled at least one day before the work order. All vendor work order slips and invoices are to indicate above D.O.C. Job Number. Omitting this number could delay in the processing of payment.</p> <p>Work Order Submitted By: <u>    LIN    </u></p>			
C:\mydocuments\vendor\job request			



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:

<b><u>Type of Insurance</u></b>	<b><u>Amount of Coverage</u></b>
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/eoo/eoopagehome.htm](http://www.diversity.ri.gov/eoo/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**

**PURCHASE AGREEMENT AWARD**

THIS IS A NOTICE OF AWARD, NOT AN ORDER. Any quantity reference in the agreement or in the bid preceding it are estimates only and do not represent a commitment on the part of the state to any level of billing activity, other than for quantities or volumes specifically released during the term. No action is to be taken except as specifically authorized, as described herein under AUTHORIZATION AND RELEASE. ENTIRE AGREEMENT - This NOTICE OF AWARD, with all attachments, and any release(s) against it shall be subject to: (1) the specifications, terms and conditions set forth in the Request/Bid Number cited herein, (2) the General Terms and Conditions of Contracts for the State of Rhode Island and (3) all provisions of, and the Rules and Regulations promulgated pursuant to, Title 37, Chapter 2 of the General Laws of the State of Rhode Island. This NOTICE shall constitute the entire agreement between the State of Rhode Island and the Vendor. No assignment of rights or responsibility will be permitted except with the express written permission of the State Purchasing Agent or his designee. CANCELLATION, TERMINATION and EXTENSION - This Price Agreement shall automatically terminate as of the date(s) described under CONTRACT PERIOD unless this Price Agreement is altered by formal amendment by the State Purchasing Agent or his designee upon mutual agreement between the State and the Vendor.

**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.

**WORK ORDER LIMITATIONS**

IN NO EVENT WILL ANY INDIVIDUAL WORK ORDER EXCEED \$5,000.00 WITHOUT PRIOR APPROVAL OF THE OFFICE OF PURCHASES.

**READING VENDOR NAMES ONLY**

DUE TO LENGTH OF BID AND TIME CONSTRAINTS, THE STATE WILL ONLY ACKNOWLEDGE RECEIPT AND READ THE NAMES OF VENDORS SUBMITTING PROPOSALS. NO EXAMINATION OF DOCUMENTS OR PRESENTATION OF INFORMATION CONTAINED IN PROPOSALS WILL BE MADE AVAILABLE AT THE BID OPENING; HOWEVER, INSTRUCTIONS TO OBTAIN THE TABULATION OR SUMMARY OF BID RESPONSES WILL BE MADE AVAILABLE AT THE RI DIVISION OF PURCHASES WEBSITE AT WWW.PURCHASING.RI.GOV

### **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) 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

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

TTY via Rf 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

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*



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

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:** 5/6/2016

**Bid#:** 7550583

**Title:** Replacement Doors, Frames, Hardware, DOC

**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)

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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 _____