



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration

DIVISION OF PURCHASES

One Capitol Hill, 2nd floor
Providence, RI 02908

TEL: (401) 574-8100

FAX: (401) 574-8387

TDD: (401) 574-8228

Website: www.purchasing.ri.gov

REQUEST FOR QUOTE (RFQ) – BID# 7550667

AUDIO VISUAL MEDIA REPAIRS – URI

SUBMISSION DEADLINE: 06/22/2016 at 11:00 AM (EST)

PRE-BID CONFERENCE: NO
 YES _____

Mandatory: NO
 YES: Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory pre-bid conference. The representative must register at the pre-bid conference and disclose the identity of the vendor whom he/she represents. Because attendance at the pre-bid conference is mandatory, a vendor's failure to attend and register at the pre-bid conference shall result in disqualification of the vendor's bid proposal as non-responsive to the solicitation.

Buyer Name: Sharon Louro

Title: Buyer I

QUESTIONS concerning this solicitation must be received by the Division of Purchases at (sharon.louro@purchasing.ri.gov) no later than Friday June 10, 2016 @ 04:00PM (ET). Questions should be submitted in a *Microsoft Word attachment*. Please reference the bid number (RFQ Bid # 7550114) on all correspondence. Questions received, if any, will be posted on the Rhode Island Division of Purchases website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: NO

BOND REQUIRED: NO

DISK BASED BID: NO
 YES: See attached Disk Based Bidding Information

NOTE TO VENDORS:

Vendors must register on-line at the Rhode Island Division of Purchases website at www.purchasing.ri.gov. Offers received without the completed four-page Rhode Island Vendor Information Program (RIVIP) Generated Bidder Certification Cover Form attached may result in disqualification.

THIS IS NOT A BIDDER CERTIFICATION FORM



Audio Visual Media Repairs – URI

SPECIFICATIONS FOR BID #7550667

State of Rhode Island Division of Purchasing on behalf of the University of Rhode Island is seeking competitive proposals for Audio Visual Media Repairs in accordance with the following specifications.

1. Opening Date: 06/22/2016 at 11:00AM EST
2. Blanket Requirement Dates: 7/1/16 – 6/30/2017
with option to renew for 2 additional 12 month periods.
3. Vendors are required to download the electronic worksheet provided. Within the worksheet the following tabs will need to be filled out by the vendor.
 - a) Attachment A - Vendors shall fill in the fields in yellow to indicate the level of service provided.
 - b) Attachment B - Vendors shall fill in the fields in yellow to indicate hourly rate.
 - c) Attachment C- Vendors shall fill in the fields in yellow to indicate MSRP discount for each equipment.
4. The State reserves the right to award to one or multiple vendors based on cost.
5. Bidders must submit a hard copy of the bid form along with the RIVIP three – page Bidder Certification Cover Form.
6. An Electronic Based File is attached that includes an Excel Spreadsheet for submission of vendor quotes for this solicitation. No USB drives will be accepted.
7. Submission instruction is as follows:
 - a. Please submit a DISC copy of your quotes in the same excel format provided.
 - b. Bidders are instructed to submit pricing ONLY in excel on the Electronic Based Excel File. Please do not print the Sample Spread Sheet(s) and manually enter pricing.
 - c. Once Disc Based File is completed submit an electronic version in Excel on a disc. Also submit a printed signed hard copy of your Excel spread sheet.



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8. **To summarize:** Bidders will be submitting a disc (CD) copy of quotes in Excel format plus a hard (paper) copy of Excel Request for Quote. **No USB drives accepted.**
9. All bid proposals must be submitted by mail or hand delivered to:
 - o State of Rhode Island
Department of Administration
Division of Purchases, Second floor
One Capitol Hill
Providence, RI 02908-5855
10. **QUESTIONS** about this solicitation must be emailed and received by the Division of Purchases at Sharon.Louro@purchasing.ri.gov no later than **Friday June 10, 2016, 4:00PM, 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 as an addendum to this solicitation.
11. **GROUP PURCHASING ORGANIZATIONS (GPO):**
The University of Rhode Island is a member of the following:
 - a) Educational & Institutional Cooperative Purchasing (E&I)
 - b) Provista
12. No charges other than parts and labor on the job –no travel, no mileage, no miscellaneous charges, no portal to portal, no minimum consultation fee per job. All labor fees to reflect actual work performed.
13. Hourly rate for field service to include, but not limited to:
14. Emergency repairs
15. Alignment of equipment
16. Installation of equipment
17. Enhancing, securing and/or replacing equipment
18. The Vendor shall also provide copies of any edited code for electronic and mechanical multimedia components in auditoriums and/or classrooms, such as onsite program/reprogram and/or repair/replacement/enhancement of:
 - o Bose or JBL sound systems
 - o Epson projection equipment
 - o Wolfvision document cameras
 - o Extron



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- Shure / Sennheiser microphone systems
- Sony, Samsung, and NEC equipment
- Crestron devices such as matrices, control panels and integration with other systems
- Crowne or Biamp audio equipment
- Crestron AirMedia wireless presentation systems
- PolyCom / Tandberg Teleconferencing Equipment or other classroom capture systems
- Assisted Listening Systems
- Component devices, such as
 - Sound systems
 - Electric/manual screens
 - Document cameras (digital)
 - LCD projectors and flatscreens
 - Video playback/record equipment
 - Routers and switches
 - Cables and adapters (CAT6, HDMI, VGA, DVI, etc)

19. All Vendors must have factory-authorized technicians and certified programmers for the equipment listed above. This equipment may be located at either Kingston or Providence Campuses.

20. Vendor will provide proof of being current in the following:

- a) Compliance with Rhode Island State licensing requirements for low-voltage equipment work.
- b) ICIA (International Communications Industries Association, Inc.) certified member company.
- c) A Crestron authorized dealer—*maintenance and programming not to be subcontracted.*
- d) Crestron-certified DM-E and DMC-T service techs.
- e) CTS (Certified Technical Specialist) to perform all service-related work.
- f) Molex-certified service techs for installing/working with CAT6 cabling.

TERMS AND CONDITIONS

AWARD

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

INSURANCE REQUIREMENTS

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

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

LICENSE

VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. A COPY OF LICENSE/PERMIT SHOULD BE SUBMITTED WITH THIS BID. IN ADDITION TO THESE LICENSE REQUIREMENTS, BIDDER, BY SUBMISSION OF THIS BID,

CERTIFIES THAT ANY/ALL WORK RELATED TO THIS BID, AND ANY SUBSEQUENT AWARD WHICH REQUIRES A RHODE ISLAND LICENSE(S), SHALL BE PERFORMED BY AN INDIVIDUAL(S) HOLDING A VALID RHODE ISLAND LICENSE.

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.

PURCHASE AGREEMENT BID

BIDDING (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. **ORDERING** (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

Mailing Address for Bid Proposals issued by the State of Rhode Island, Division of Purchases:

All Bid Proposals must be submitted to the following address:

State of Rhode Island
Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908

RIVIP INFO - BID SUBMISSION REQUIREMENTS

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

MAILING ADDRESS FOR BID PROPOSALS ISSUED BY THE STATE OF RHODE ISLAND, DIVISION OF PURCHASES

All Bid Proposals must be submitted by mail or hand delivered to:

- State of Rhode Island
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One Capitol Hill
Providence, RI 02908-5855

DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:

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