



Request for Quote

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

BUYER: Mosca, Gary
 PHONE #: 401-574-8124

CREATION DATE : 01-JUN-16
 BID NUMBER: 7550671
 TITLE: TENT, TABLE, CHAIR RENTAL FOR PRESIDENTIAL EVENT
 BLANKET START : 15-JUL-16
 BLANKET END : 30-SEP-16
 BID CLOSING DATE AND TIME:30-JUN-2016 10:00:00

**B
I
L
L
T
O**
 CCRI CONTROLLER'S OFFICE
 ACCOUNTS PAYABLE
 400 EAST AVENUE
 WARWICK, RI 02886
 US

**S
H
I
P
T
O**
 CCRI KNIGHT CAMPUS
 400 EAST AVE
 WARWICK, RI 02886-1807
 US

Requisition Number: 1461160

Note to Bidders: QUESTIONS about this solicitation must be emailed and received by the Division of Purchases at doa.purquestions3@purchasing.ri.gov no later than June 14, 2016, 4:00 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 as an addendum to this solicitation.

| Line | Description | Quantity | Unit | Unit Price | Total |
|------|--|----------|------|------------|-------|
| 1 | 50'x110' POLE TENT - WHITE, including string lighting throughout | 1.00 | Each | | |
| 2 | TENT FLOOR 48'X104' SOLID FLOORING. | 1.00 | Each | | |
| 3 | WHITE WOOD GARDEN CHAIRS | 500.00 | Each | | |
| 4 | 60" ROUND TABLE(S) | 50.00 | Each | | |

Delivery: _____

Terms of Payment: _____

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



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

Solicitation #7550671

Tent, Tables, Chair rental for Community College of Rhode Island Presidents' Inauguration Event.

Scope / Bidding Specification Requirements:

The Community College of Rhode Island (CCRI) is seeking bids to furnish a tent along with rental related services for the presidents' inauguration celebration. Quotations shall itemize all costs. The College shall have the right to cancel any or all of this contract within 30 days of the event.

Set up location is the Community College of Rhode Island Presidents' Estate, 400 East Avenue, Warwick Rhode Island 02886. (Right of estate), Pool Side.

Specifications:

Furnish and install one 50' x 110' pole tent, white with a 48' x 104' floor, flooring to be solid. Tent to have window side walls, string lighting throughout. Vendor shall also provide quantity (50) 60" round tables with white wood garden chairs, quantity (500) – 10 chairs per table.

Tent to be setup on 9/13/16 during CCRI business hours – 8:00am to 4:00pm and taken down on 9/16/16 during the same business hours.

1. Tent shall be clean, colorful, bright and in excellent condition. Fabric is to be free from punctures and tears and impervious to rain.
2. Interior poles are to have rain tight caps installed over the tops. All stakes, if used, must have protective caps and all stake holes filled upon removal with a filler of the same material in which the stake was placed.
3. Tent will have window walls around the entire perimeter.
4. All guy ropes are to be sufficiently taut to ensure that lifting does not occur in the event of high winds and the tent shall have sixty mile per hour (60mph) wind load capacity. The contractor will supply in writing a maximum wind velocity that the manufacturer and installer feel is safe for use of the tent.
5. The contractor will provide guidance on how to proceed in the event of a lightning storm.
6. Upon completion of installation, the tent is to be inspected by a representative of the College and the installation foreman.
7. The College will supply necessary outlets to accommodate the lighting.
8. The contractor will meet all current State and Federal fire safety codes for tent use and will pull any necessary state or local permits and licenses.
9. The contract will contact Dig Safe prior to setup.

10. The contract must take care in driving on sidewalks, grass areas, etc. Any damage will be billed back to the contractor. The contractor is also responsible for any damage caused by company vehicles or personnel.
11. The contractor will supply fire extinguishers as directed by the fire code NFPA1 25.2.5.
12. The contractor will provide flame resistant certificate or a notarized letter confirming tent complies with NFPA 701 standards.
13. The contractor will supply exit signs for openings that will be used as exits and emergency lighting.
14. Requirements – tents must be attractive, clean, leak free, flame retardant with certificate. Quotes must include setup and breakdown. Company must be able to respond in the case of an emergency.

The Division of Purchases on behalf of Community College of Rhode Island strongly suggests all interest vendors perform a site visit inspection to the desired location of tent set up. Please contact Mr. Michael Archetto @ 401-825-1177 for assistance.

NOTE: QUESTIONS about this solicitation must be emailed and received by the Division of Purchases at doa.purquestions3@purchasing.ri.gov no later than **June 14, 2016, 4:00 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 as an addendum to this solicitation.

End.

Contract Terms and Conditions

Table of Contents

Terms and Conditions.....VII

 BID STANDARD TERMS AND CONDITIONSVII

 TERMS AND CONDITIONS FOR THIS BIDVII

 INSPECTION REQUIREMENTSVII

 INSURANCE REQUIREMENTSVII

 LICENSE REQUIREMENTSVII

 RIVIP INFO - BID SUBMISSION REQUIREMENTSVII

 PURCHASE AGREEMENT BIDVIII

 DELIVERY PER AGENCYVIII

 FISCAL YEAR - AWARD EXTENDING PAST FISCAL YR ENDVIII

 BID ALL ITEMSVIII

Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

INSPECTION REQUIREMENTS

BIDDERS ARE RESPONSIBLE FOR INSPECTION OF EQUIPMENT AND/OR LOCATION, TAKING MEASUREMENTS* WHEN REQUIRED, AND MAKING THEMSELVES AWARE OF THE TOTAL REQUIREMENT BEFORE SUBMITTING A BID. *MEASUREMENTS PROVIDED WITH ANY BID ARE FOR REFERENCE PURPOSES AND ARE NOT GUARANTEED TO BE COMPLETELY ACCURATE.

INSURANCE REQUIREMENTS

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

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

LICENSE REQUIREMENTS

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

RIVIP INFO - BID SUBMISSION REQUIREMENTS

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

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

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

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

DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:

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

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

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

FISCAL YEAR - AWARD EXTENDING PAST FISCAL YR END

AWARDS EXTENDING BEYOND JUNE 30TH ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

BID ALL ITEMS

BIDDERS MUST BID ALL ITEMS TO BE CONSIDERED. AWARD WILL BE BASED ON TOTAL LOW.