



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 : 20-JUN-16
 BID NUMBER: 7550730
 TITLE: MOVING SERVICES FOR THE UNIVERSITY OF RHODE ISLAND
 BLANKET START : 15-JUL-16
 BLANKET END : 30-JUN-19
 BID CLOSING DATE AND TIME: 07-JUL-2016 10:30:00

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 URI ACCOUNTS PAYABLE
 CARLOTTI ADMINISTRATION BLDG
 75 LOWER COLLEGE ROAD, SUITE 1
 KINGSTON, RI 02881
 US

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O**
 URI SPECIAL INSTRUCTIONS
 SEE BELOW
 SEE BELOW, RI N/A
 US

Requisition Number: 1465218

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 Friday, June 24, 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 as an addendum to this solicitation.

Line	Description	Quantity	Unit	Unit Price	Total
1	<p>Moving Services for the University of Rhode Island, per attached specifications.</p> <p>Blanket/Contract Dates: 7/15/16 – 6/30/19, with an option to renew for two (1) year increments.</p> <p>Please find attached the following attached documents:</p> <p>Scope of work/University Moving Specifications Pricing Spread Sheet (Attachment A) Vendor Inquiry Form (Attachment B)</p> <p>NOTICE TO VENDORS: *Bidders are required to complete and submit with their proposal Attachment A and Attachment B.</p> <p>* A minimum of two (2) references are required upon submittal of this bid.</p> <p>Failure to submit any documents required may deem bid non-responsive.</p> <p>7/15/16 - 6/30/19 Moving Services for URI per the attached specifications.</p>	1.00	Total		

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 #7550730

**BLANKET REQUIREMENTS FOR 7/15/16 – 6/30/19
UNIVERSITY MOVING SPECIFICATIONS**

DESCRIPTION

The University of Rhode Island is looking for an experienced moving company with a minimum of (5) years' experience. This scope of work consists of a multiyear service contract for the moving and disposal of equipment and furniture. Some of the work may involve moving heavy, dirty, irregularly shaped, and/or delicate equipment. Some buildings are without air conditioning or elevators. All services primarily take place at the University of Rhode Island Kingston campus; however, they may also take place at East Farm, Peckham Farm, Alton Jones Campus, CCE Campus and Narragansett Bay Campus on an as needed basis. Assigned work will be generated from Property & Support Services (Central Receiving Department) or the Office of Capital Projects (Campus Planning & Design, Facilities). Therefore, the moving vendor will report to the Central Receiving Warehouse Supervisor or the Administrator for Capital Projects depending on the daily work schedule.

Charges are to be made on a time and equipment basis. One crew will consist of (1) foreman, (2) men/women and (1) truck. The truck must be a 24ft box truck with a heavy duty hydraulic lift gate that has a 5,000 lb. capacity. Any additional men/women will not be considered part of a crew unless we request a second truck with a hydraulic lift gate. Personal vehicles for transportation to job sites are not considered additional trucks.

STAFF & EQUIPMENT REQUIRED ON WORKSITE

- For every three (3) men/women, one (1) person must be a foreman, and he/she must carry a cell phone.
- There must be a minimum number of (1) cell phone per foreman accessible at all times.
- The contractor must carry four (4) to six (6) wheel moving dollies.
- The contractor must carry a minimum of four (4) convertible 2-in-1 aluminum hand trucks.
- The contractor must carry a full set of tools at all times, including two (2) cordless drills, for the fabrication and dismantling of furniture, partitions and door removals.
- The contractor must carry fifty (50) moving blankets, two (2) large J-bars, and one (1) small J-bar.
- The vendor is required to have a professional uniform with an easily identifiable vendor name on it.
- The truck must be a 24ft box truck with a heavy duty hydraulic lift gate that has a 5,000 lb. capacity.
- The operator of the truck must have a valid CDL license.
- Any damage to the equipment or property is the responsibility of the movers.
- Movers must have the physical ability to lift and carry items that sometimes weigh in excess of 50lbs

Please be advised that smoking is prohibited in all buildings on the University campus. Smoking is also prohibited outside on the University campus, with the exception of designated smoking locations.

CREW AVAILABILITY

The University is in operation at all times throughout the year (24/7). Some of the work will be on short term notice and on an urgent basis. At times, the movers may be asked to leave a project and be assigned another task due to an emergency or urgent notification to the Property & Support Services Central Receiving department or the Office of Capital Projects. It is imperative that the successful bidder be able to fulfill these special requirements.

- The nature of our operation is dictated by the schedule of the University. However, most of our planned moves take place Monday-Friday from 7:30 – 3:30.
- Some moves may take place nights, weekends and holidays.
- On a typical day, the level of service required would be a minimum of: one crew consisting of (1) foreman and (2) men/women, (3) additional men/women and (1) truck

GENERAL RESPONSIBILITIES OF FOREMAN AND STAFF

- Each morning the foreman reviews daily work orders with the URI Central Receiving Warehouse Supervisor or reports to the Administrator for Capital Projects.
- The foreman calculates quotes on special projects to move furniture and equipment within the University and submits it to the Central Receiving Warehouse Supervisor or Administrator for Capital Projects. These quotes will be provided on an as needed basis and will be used as estimates only.

WORKING HOURS AND INVOICING

- Standard hours of operation are from 7:30 to 3:30 Monday through Friday and approximately 10 Saturdays per year, if needed.
- The vendor can expect a minimum of 24 to 40 hours of work per week.
- The foreman submits the invoices to the URI Central Receiving Warehouse Supervisor or the Administrator for Capital Projects for review and approval.
- Payments will be authorized upon submission of invoices to the receiving agency. Invoices are expected weekly, and payments will be made on a monthly basis.

DESCRIPTION OF WORK TO BE PERFORMED

SECTION A: Central Receiving Warehouse

B. SMALL MOVES

This would consist of rearranging a department within itself or moving entire offices from one room to another or from one floor to another.

C. EMERGENCIES

This would consist of moving or disposing equipment due to emergencies such as frozen pipes, roof leaks, flooding, abatements, etc.

D. LARGE EQUIPMENT/MATERIAL DELIVERIES

This would consist of delivering large shipments (i.e., items on crates and pallets) received at Central Receiving to locations within the University.

E. SPECIAL EVENTS

This would consist of delivering various items (i.e., tables, chairs, podiums, ferns, etc.) for special events at specific dates and times including, but not limited to: URI Commencement, Balloon Festival, Special Olympics, Welcome Days (April), Open House (October & November), Road Races, Award Ceremonies (i.e., ROTC & Nursing), Film Festivals, Alumni Events, Athletic Events (i.e., football and swim meets), Summer Camps, Master Gardner Events.

D. OTHER

Other work to be performed include: pickup of E-waste, equipment and furniture disposals; disposal of damaged furniture and equipment in designated dumpsters; and delivery of surplus furniture from the Central Receiving warehouse to locations within the University.

SECTION B: Office of Capital Projects

A. LARGE MOVES

This would consist of moving entire departments or buildings (i.e., renovations, new building construction). Some of these departments or buildings could contain hundreds of rooms with several thousand pieces of equipment.

B. SMALL MOVES

This would consist of rearranging a department within itself or moving entire offices from one room to another or from one floor to another.

C. EMERGENCIES

This would consist of moving or disposing equipment due to emergencies such as frozen pipes, roof leaks, flooding, abatements, etc.

OTHER INFORMATION

- **A minimum of two (2) references are required upon submittal of this bid.**
- **The awarded vendor is required to do a criminal background check on each of their employees – it must be a national one, including sex offenders. Any employee with a violation should be excluded from working at the University.**
- **Section A (Central Receiving Warehouse) of the specification is to be awarded to one vendor.**
- **Section B (Office of Capital Projects) of the specification is to be awarded to one or more vendors.**

End.

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
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GROUP PURCHASING ORGANIZATIONS (GPO):

THE UNIVERSITY OF RHODE ISLAND IS A MEMBER OF THE FOLLOWING:

- 1) Educational & Institutional Cooperative Purchasing (E&I)
- 2) Provista

COMPLETE AND SUBMIT WITH PROPOSAL

IF THIS IS A MULTI-YEAR BID/CONTRACT. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE UNIVERSITY. TERMINATION MAY BE EFFECTED BY THE UNIVERSITY BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE UNIVERSITY 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 AND SUBJECT TO AVAILABILITY OF FUNDS.

DELIVERY AS REQUESTED

DO NOT ATTACH QUOTES. QUOTATIONS SUBMITTED WITH BID RESPONSES WILL NOT BE CONSIDERED.

BLANKET REQUIREMENTS: 7/15/2016 - 6/30/19 With an option to renew for two (1) year increments

MOVING SERVICES PER ATTACHED SPECIFICATIONS

SECTION A: Section A of the contract to be awarded to one vendor

Central Receiving Warehouse

1	Moving 7/1/2016-6/30/2017 Crew rate per hour	2000	hr	\$ _____/hr	\$ _____
2	Moving 7/1/2017-6/30/2018 Crew rate per hour	2000	hr	\$ _____/hr	\$ _____
3	Moving 7/1/2018-6/30/2019 Crew rate per hour	2000	hr	\$ _____/hr	\$ _____
4	Moving 7/1/2016-6/30/2017 Crew overtime rate per hour	20	hr	\$ _____/hr	\$ _____
5	Moving 7/1/2017-6/30/2018 Crew overtime rate per hour	20	hr	\$ _____/hr	\$ _____
6	Moving 7/1/2018-6/30/2019 Crew overtime rate per hour	20	hr	\$ _____/hr	\$ _____
7	Moving 7/1/2016-6/30/2017 Charge for additional man when required; rate per man/per hour	2000	hr	\$ _____/hr	\$ _____
8	Moving 7/1/2017-6/30/2018 Charge for additional man when required; rate per man/per hour	2000	hr	\$ _____/hr	\$ _____
9	Moving 7/1/2018-6/30/2019 Charge for additional man when required; rate per man/per hour	2000	hr	\$ _____/hr	\$ _____
10	Moving 7/1/2016-6/30/2017 Charge for additional man when required; overtime rate per man/per hour	20	hr	\$ _____/hr	\$ _____
11	Moving 7/1/2017-6/30/2018 Charge for additional man when required; overtime rate per man/per hour	20	hr	\$ _____/hr	\$ _____
12	Moving 7/1/2018-6/30/2019 Charge for additional man when required; overtime rate per man/per hour	20	hr	\$ _____/hr	\$ _____
13	Moving 7/1/2016-6/30/2017 Rate per additional truck if needed per hour	1	hr	\$ _____/hr	\$ _____
14	Moving 7/1/2017-6/30/2018 Rate per additional truck if needed per hour	1	hr	\$ _____/hr	\$ _____
15	Moving 7/1/2018-6/30/2019 Rate per additional truck if needed per hour	1	hr	\$ _____/hr	\$ _____

Note: Hours are estimates only

SECTION B: Section B of the contract to be awarded to one or more vendors

Office of Captial Projects

16	Moving 7/1/2016-6/30/2017 Crew rate per hour	500	hr	\$ _____/hr	\$ _____
17	Moving 7/1/2017-6/30/2018 Crew rate per hour	500	hr	\$ _____/hr	\$ _____
18	Moving 7/1/2018-6/30/2019 Crew rate per hour	500	hr	\$ _____/hr	\$ _____
19	Moving 7/1/2016-6/30/2017 Crew overtime rate per hour	60	hr	\$ _____/hr	\$ _____
20	Moving 7/1/2017-6/30/2018 Crew overtime rate per hour	60	hr	\$ _____/hr	\$ _____
21	Moving 7/1/2018-6/30/2019 Crew overtime rate per hour	60	hr	\$ _____/hr	\$ _____
22	Moving 7/1/2016-6/30/2017 Charge for additional man when required; rate per man/per hour	500	hr	\$ _____/hr	\$ _____
23	Moving 7/1/2017-6/30/2018 Charge for additional man when required; rate per man/per hour	500	hr	\$ _____/hr	\$ _____
24	Moving 7/1/2018-6/30/2019 Charge for additional man when required; rate per man/per hour	500	hr	\$ _____/hr	\$ _____
25	Moving 7/1/2016-6/30/2017 Charge for additional man when required; overtime rate per man/per hour	60	hr	\$ _____/hr	\$ _____
26	Moving 7/1/2017-6/30/2018 Charge for additional man when required; overtime rate per man/per hour	60	hr	\$ _____/hr	\$ _____
27	Moving 7/1/2018-6/30/2019 Charge for additional man when required; overtime rate per man/per hour	60	hr	\$ _____/hr	\$ _____
28	Moving 7/1/2016-6/30/2017 Rate per additional truck if needed per hour	1	hr	\$ _____/hr	\$ _____
29	Moving 7/1/2017-6/30/2018 Rate per additional truck if needed per hour	1	hr	\$ _____/hr	\$ _____
30	Moving 7/1/2018-6/30/2019 Rate per additional truck if needed per hour	1	hr	\$ _____/hr	\$ _____

Note: Hours are estimates only

Vendor Inquiry Form - Complete and Submit with proposal.

SOLICITATION #7550730

Please provide us with the information requested below.

Business information:	Total #
Years in business	_____
Laborers	_____
Employees w/CDL Licenses	_____

Truck Inventory (w/liftgate):

Truck Size	Year	Make	Model	Liftgate weight
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

(please continue on back page if needed.)

Please list 2 references:

Company name: _____	Company name: _____
Contact person: _____	Contact person: _____
Address: _____	Address: _____
_____	_____
Phone: _____	Phone: _____



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 7550730

Instructions for Bid Submission

For vendor convenience 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.

Submission instruction is as follows:

Please submit a DISC copy of your quotes in the same excel format provided.

Bidders are suggested to submit pricing in excel on the Electronic Based Excel File.

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.

To summarize: Bidders may submitting a disc (CD) copy of quotes in Excel format plus a hard (paper) copy of Excel Request for Quote. No USB drives accepted.

A bidder may choose not to submit a disc based file. If so please complete Price Sheet in ink, clearly and legible and submit hard copy with proposal.

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 three-page Rhode Island Vendor Information Program (RIVIP) Generated Bidder Certification Cover Form attached may result in disqualification.

Contract Terms and Conditions

Table of Contents

Terms and Conditions.....VI
 BID STANDARD TERMS AND CONDITIONSVI
 TERMS AND CONDITIONS FOR THIS BIDVI
 PURCHASE AGREEMENT BIDVI
 MULTI YEAR AWARDVI
 INSURANCE REQUIREMENTSVI
 LICENSE REQUIREMENTSVII
 RIVIP INFO - BID SUBMISSION REQUIREMENTSVII
 DELIVERY PER AGENCYVII
 AWARDVII

Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

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

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.

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.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

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.