



## INVITATION TO BID

**SOLICITATION TITLE:** Carpet Installation Project – Community College of Rhode Island  
**SOLICITATION NUMBER:** 7550748  
**BID PROPOSAL SUBMISSION DEADLINE:** July 28, 2016 at 10:30 AM

### PREBID CONFERENCE

NON-MANDATORY

MANDATORY —————> Bidder must attend the mandatory pre-bid 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:** Community College of Rhode Island, Warwick Campus, 400 East Avenue, Warwick RI 02886. Report to Room 2328 (Second Floor).

**Date:** Thursday, July 14, 2016

**Time:** 8:00 AM

**QUESTIONS** about this solicitation must be emailed and received by the Division of Purchases at [doa.purquestions3@purchasing.ri.gov](mailto:doa.purquestions3@purchasing.ri.gov) no later than Monday, July 18, 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:** (See Attached)

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.

**Solicitation Date:** Tuesday, July 05, 2016  
**Project Description:** New carpet installation in various rooms at the Warwick campus of the Community College of Rhode Island  
**Project Location:** 400 East Avenue, Warwick RI 02886  
**Completion Time:** To be announced at pre-bid conference  
**User Agency:** Community College of Rhode Island  
**Awarding Authority:** The State of Rhode Island Department of Administration  
Division of Purchases, 2<sup>nd</sup> Floor  
One Capitol Hill, Providence, RI 02908-5855

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 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: Gary P. Mosca, Title: Senior 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)

Solicitation #: 7550748

Solicitation Title: Carpet Installation Project – Community College of Rhode Island

**BID FORM**

To: The State of Rhode Island Department of Administration  
Division of Purchases, 2<sup>nd</sup> Floor  
One Capitol Hill, Providence, RI 02908-5855

Bidder:

\_\_\_\_\_  
Legal name of entity

\_\_\_\_\_  
Address (street/city/state/zip)

\_\_\_\_\_  
Contact name                      Contact email

\_\_\_\_\_  
Contact telephone                  Contact fax

**1. BASE BID PRICE**

The Bidder submits this bid proposal to perform all of the work (including labor and materials) described in the solicitation for this Base Bid Price (*including the costs for all Allowances, Bonds, and Addenda*):

\$ \_\_\_\_\_  
(base bid price *in figures* printed electronically, typed, or handwritten legibly in ink)

\_\_\_\_\_  
(base bid price *in words* printed electronically, typed, or handwritten legibly in ink)

- **Allowances: No allowances apply**

- **Bonds**

The Base Bid Price ***includes*** the costs for all Bid and Payment and Performance Bonds required by the solicitation.

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Solicitation Title: Carpet Installation Project – Community College of Rhode Island

- **Addenda**

The Bidder has examined the entire solicitation (including the following Addenda), and the Base Bid Price ***includes*** the costs of any modifications required by the Addenda.

*All Addenda must be acknowledged.*

Addendum No. 1 dated: \_\_\_\_\_

Addendum No. 2 dated: \_\_\_\_\_

Addendum No. 3 dated: \_\_\_\_\_

2. **ALTERNATES** (*Additions/Subtractions* to Base Bid Price): **No alternates apply.**

The Bidder offers to: (i) perform the work described in these Alternates as selected by the State in the order of priority specified below, based on the availability of funds and the best interest of the State; and (ii) increase or reduce the Base Bid Price by the amount set forth below for each Alternate selected.

3. **UNIT PRICES**: **No unit prices apply**

The Bidder submits these predetermined Unit Prices as the basis for any change orders approved in advance by the State. These Unit Prices include ***all*** costs, including labor, materials, services, regulatory compliance, overhead, and profit.

Solicitation #: 7550748

Solicitation Title: Carpet Installation Project – Community College of Rhode Island

**4. CONTRACT TIME**

The Bidder offers to perform the work in accordance with the timeline specified below:

- Start of construction: Per issuance of CCRI PO
- Final completion: August 31, 2016

**5. LIQUIDATED DAMAGES**

The successful bidder awarded a contract pursuant to this solicitation shall be liable for and pay the State, as liquidated damages and not as a penalty, the following amount for each calendar day of delay beyond the date for substantial completion, as determined in the sole discretion of the State: \$ N/A.

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**This bid proposal is irrevocable for 60 days from the bid proposal submission deadline.**

**If the Bidder is determined to be the successful bidder pursuant to this solicitation, the Bidder will promptly: (i) comply with each of the requirements of the Tentative Letter of Award; and (ii) commence and diligently pursue the work upon issuance and receipt of the purchase order from the State and authorization from the user agency.**

**The person signing below certifies that he or she has been duly authorized to execute and submit this bid proposal on behalf of the Bidder.**

**BIDDER**

Solicitation #: 7550748

Solicitation Title: Carpet Installation Project – Community College of Rhode Island

Date: \_\_\_\_\_

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature in ink

\_\_\_\_\_  
Printed name and title of person signing on behalf of Bidder  
#

\_\_\_\_\_  
Bidder's Contractor Registration Number



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)

**Solicitation # 7550748**

**Carpet Installation Project – Community College of Rhode Island**

State of Rhode Island Division of Purchases on behalf of the Community College of Rhode Island (CCRI) is seeking competitive proposals for carpet installation for various located within the Knight (Warwick) Campus located at 400 East Avenue, Warwick RI 02886, in accordance with the terms of this solicitation and the Division's General Conditions of Purchase, which may be obtained at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) .

**Scope of Work/Specifications:**

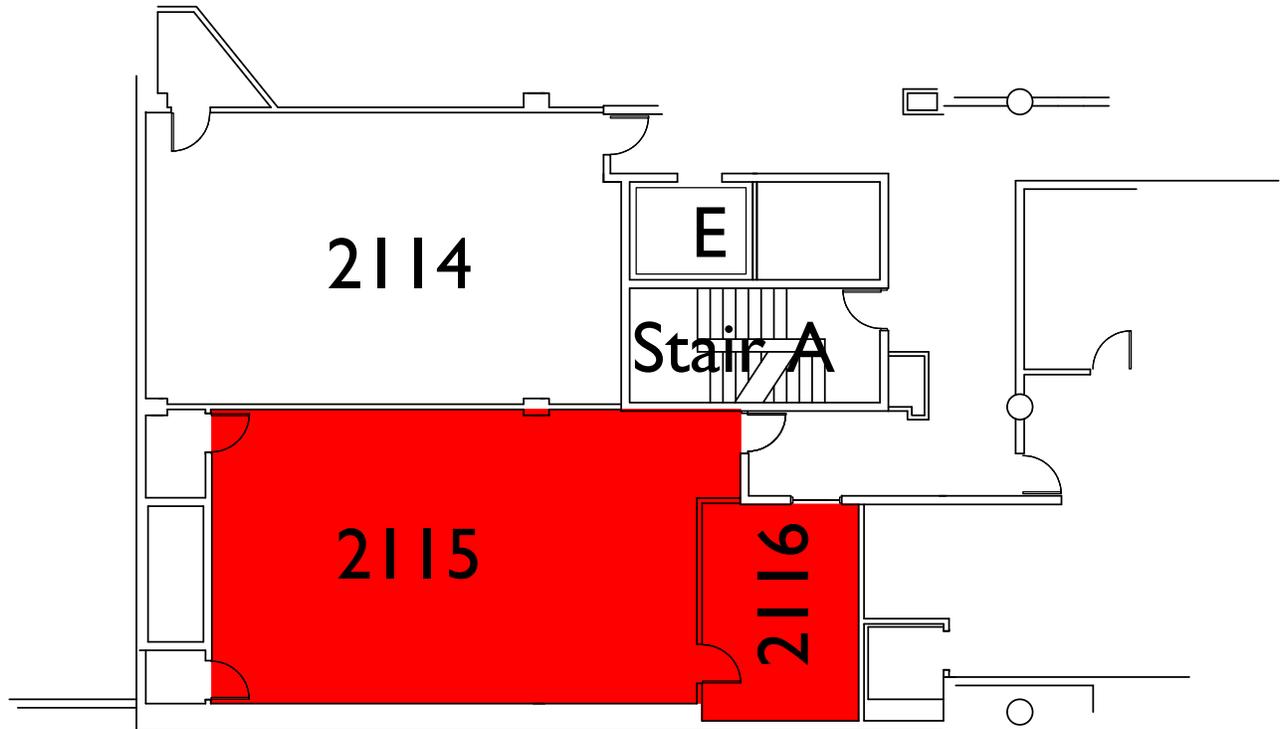
1. Furnish all labor, materials and equipment necessary for the proper installation of specified carpet in the listed rooms at *Warwick* campus of the Community College of Rhode Island (CCRI).
2. Vendor is responsible for accuracy and final field measurements.
3. Reference attached drawings for installation locations.
4. Vendor to provide CCRI with MSDS for all materials including carpeting and chemicals (including adhesives) for review and approval prior to start of project.
5. Vendor to use only low voc / low odor chemicals including carpet adhesives.
6. Upon issuance of CCRI purchase order installation dates to be confirmed and scheduled in advance with CCRI physical plant. Date of completion is per the bid documents.
7. All work will be scheduled to ensure the least amount of disruption to the operations of the affected departments.
8. CCRI responsible for removal and replacement of all furnishings.
9. Vendor responsible for removal and proper disposal off-site of all resulting debris.
10. If required, vendor is responsible for providing dumpster for debris removal. Location of dumpster to be approved by CCRI physical plant.

11. During and at completion of project, vendor must maintain a clean, safe and acceptable environment.
12. Vendor must devote adequate labor force and materials to expedite project in a timely manner. Once installation starts, work to be continuous until completion with no delays.
13. Before starting work, all contractor workers and subs are required to obtain and submit a current (within 30 days) BCI and state-approved picture id. CCRI reserves the right to deny campus access to any worker based on information provided on the submitted BCI.
14. All onsite workers are to be OSHA 10 certified. Copies of this certification along with driver licenses are required on the first day of work.
15. Vendor to remove and dispose of existing floor covering including wall base.
16. Vendor to prepare sub-floor per carpet Manufacturer's specifications.
17. Vendor to furnish and install new carpeting (Cemented direct with approved proper adhesives where applicable) **per manufacturer's specifications**, new wall base and new thresholds where applicable.
18. There is to be a minimum five (5) year warranty on installation (including labor) and a lifetime warranty on materials.

Upon completion project will be inspected and accepted by CCRI physical plant director or designee.

End.

Community College  
Of  
Rhode Island  
Warwick  
Knight Campus

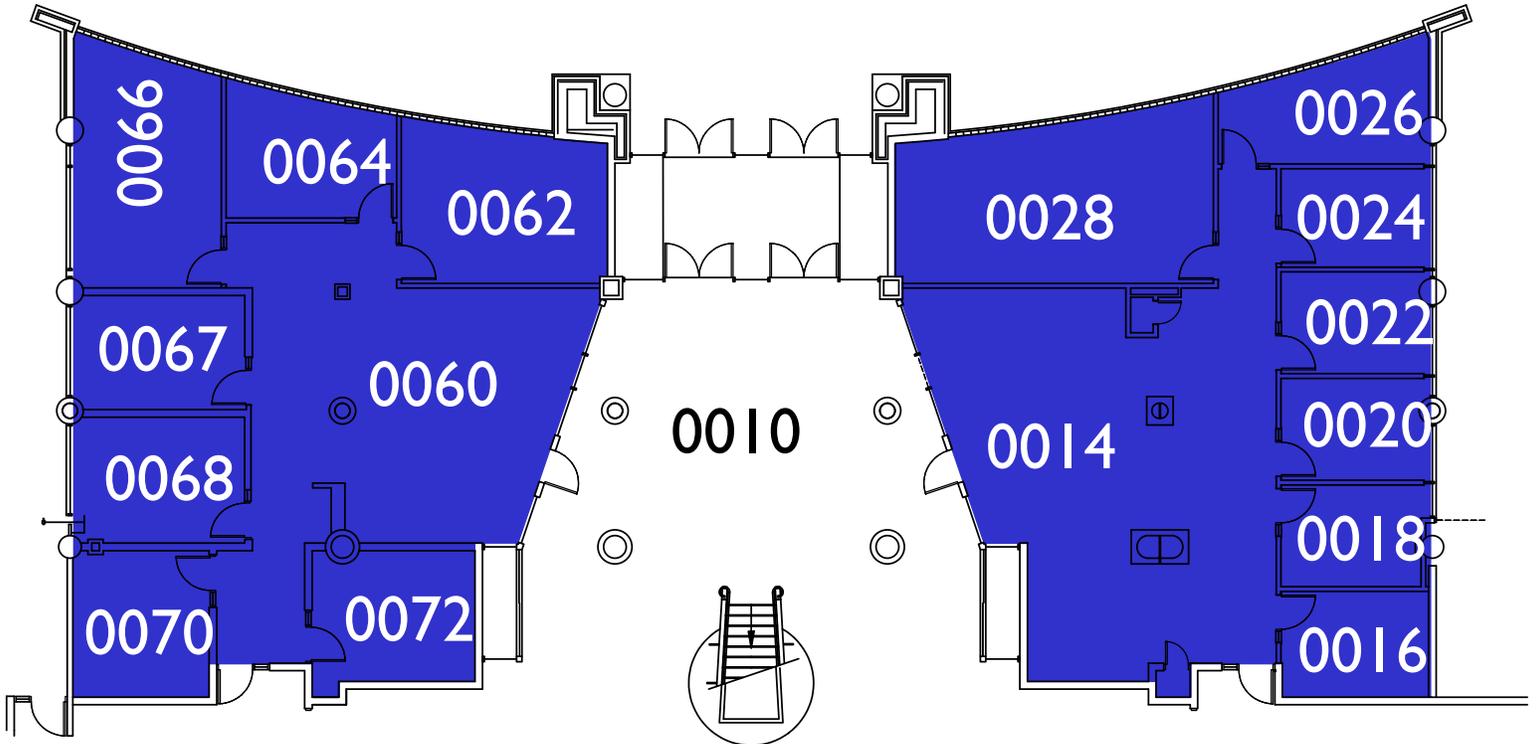


Second Floor Rooms:  
2115 and 2116

Approx. Sq. Feet: 1047

Carpeting: C&A Tandus  
Style: Crayon #01957  
Color: Razzmatazz #48012

Community College  
Of  
Rhode Island  
Warwick  
Knight Campus



Ground Floor Rooms:  
0060-0072 and 0014-0028

Approx. Sq. Feet: 4488

Carpeting: C&A Tandus  
Style: Crayon #01957  
Color: Outside The Line #48005



## **POWERBOND® ETHOS™ RS® INSTALLATION & FLOOR PREPARATION INSTRUCTIONS**

### **General Notes**

These installation instructions are general and are not intended to be applicable for all sub-floor conditions. If you have any questions concerning the proper installation (or use) of any Tandus Flooring products, please contact Tandus Flooring's Installation Services at 800-241-4902, ext 2129, 2023, or 2670. All products should be inspected for dye lot, style, color, size, quality and shipping damage prior to installation and should not be installed if any irregularities are observed. Specific instructions for pattern matching are located at the bottom of the second page. **It is solely the responsibility of the installation contractor to insure that the sub-floor is properly prepared prior to installation.**

### **Installer Certification**

Tandus Flooring requires that all installers be certified prior to performing the installation of Powerbond products on actual jobsites. Contact your local Tandus Flooring Representative for more information on installer certification.

### **Site Requirements**

Tandus Flooring Powerbond products are intended for indoor installations on dry, properly prepared sub-floors. The product is not intended for installation on walls, ramps, outdoors, or on wet surfaces. **Tandus Flooring is not responsible for product failure of any kind if these floor preparation and installation instructions are not adhered to. Only installation materials approved by Tandus Flooring should be used. Be certain to read and adhere to the shelf life and freeze-thaw stability information that is printed on the label of the installation materials.**

### **Storage**

**ethos™** roll goods **MUST** be stored in a controlled climate at a temperature between 70°-90°F, and a relative humidity below 65%. **ethos™** rolls should be stored by standing the roll on its end, making sure the plastic wrap is secured tightly around the roll or lying side by side. **DO NOT STACK.**

### **Moisture & pH**

Excessive moisture and/or high pH on any sub-floor, especially concrete, can cause product failure. For all Tandus Flooring products, the maximum allowable moisture vapor emission rate (MVER) from the sub-floor is 5.0 pounds, as tested according to ASTM F-1869-04 (Std. Test method for measuring Moisture Emission Rate of Concrete). The required pH range is 9.0 or less as tested according to ASTM F-710-05. The In-Situ/RH (relative humidity) requirement on concrete is not to exceed 80% as tested according to ASTM F-2170-02 (Std. Test method for measuring Relative Humidity in Concrete). When using Powerbond ethos, Tandus requires that at least 1 MVER and 2 RH tests be performed on the initial 1000 sq ft of each project. In addition, a minimum of one test, alternating between MVER and RH, per 1000 sq ft is required for the balance of the project. **When In-Situ RH testing has been eliminated from the test protocol, the Maximum Allowable MVER will revert to 3lbs/24hr/1,000 sq ft.** Refer to our Technical Services Bulletin "Moisture and pH Testing of Tandus Flooring Products" for specific instructions on test methods, ambient conditions, and other requirements.

**Note that moisture vapor emission testing, relative humidity, and pH testing indicate the moisture level and pH of the concrete sub-floor at the time of installation. These tests do not provide static results and both moisture and pH can increase over time. Tandus Flooring is not responsible for product failure as a result of changes to sub floor conditions, including increases in moisture and pH levels, post installation. Experience has shown that more accurate and representative MVER, RH and pH testing results can be achieved when the HVAC systems is functioning 24/7 for two weeks prior to installation and the indoor air quality has acclimated to occupancy conditions. In cases where the flooring substrate is light weight concrete, or is a Gypsum based leveling compound used as a topcoat over existing concrete, MVER results are not an accurate means of evaluating the conditions of the flooring substrate; therefore, RH will be the only recognized moisture test method.**

### **PH Testing**

Preparing the surface of a concrete slab for pH testing requires the following attention to detail. Make sure the concrete surface is adequately cleaned of any adhesives, primers, curing compounds, surface contaminants, etc. Exercise care not to over clean the surface of the concrete removing the thin layer of carbonation. This can result in higher non-responsive pH readings. Slightly wet the concrete sub floor surface with a small amount of distilled water and allow the water to stand for one minute. Apply pH test paper to the wet concrete surface and allow the pH test paper to remain in contact with the wet area for one minute. The pH test paper will change color depending on the pH of the wetted surface and a color scale is provided with the pH test papers for comparison. Note: pH test paper commonly supplied in MVER test kits only measures up to a pH of 12 accurately.

*Installation of Tandus Flooring products on sub-floor conditions that exceed the specifications and limitations provided in this document will void the applicable limited warranties. Tandus Flooring does not represent or make any express or implied warranties that Tandus Flooring floor covering products will or will not affect, prevent or cure any other moisture or alkalinity-related issues that may arise because of the moisture and alkalinity levels found in the concrete. Tandus Flooring expressly disclaims such express or implied representations or warranties.*

### **Temperature & Humidity**

The temperature of the interior environment, including the sub floor should be no lower than 65°F and no higher than 90°F at least 72 hours prior to, during and after the installation. All Tandus Flooring products and installation materials should be stored between 65°F and 90°F for at least 48 hours prior to installation. Relative humidity should not exceed 65% as it will retard primer and adhesive set times. **If the above temperature/moisture/pH requirements are not met, bubbles and ridges will increase.** Back rolling **ethos™** prior to installation, and steaming after the **ethos™** is installed, will relax and flatten any remaining bubbles and ridges.

### **Floor Inspection**

The sub-floor must be structurally sound and dry prior to installation. Any curing chemicals, sealers, finishers or other chemical treatments used on sub floors must be chemically and physically compatible with the Tandus Flooring backing and adhesive systems, or they must be removed or skim coated with a Portland cement based product. Chemically abated floors or the use of chemical adhesive removers prior to the application of Tandus Flooring backing and adhesive systems can result in product or installation failures and are not recommended nor warranted. If you have questions concerning the compatibility of specific chemicals with Tandus Flooring backing and adhesive systems please contact the Tandus Flooring Field Technical Service Department at 800-241-4902 ext 2129, 2023, or 2670.

### **Floor Debris Cleaning**

Clean the sub-floor of all excess concrete spots, solid debris or paint spots using suitable scraping methods. Completely remove all wax, dirt, grease, paints or old adhesives (especially cutback or emulsion). DO NOT use solvents or any other chemical adhesive removers to clean the sub-floor. DO NOT use an oil-based or silicone based sweeping compound. Contact Tandus Flooring for specific floor preparation guidelines including installation over cutback or information on general purpose adhesive.

### **Floor Patching and Leveling**

All sub-floors should be level. Concrete sub-floors should be troweled smooth and should conform to the standard specifications as recommended by the Portland Cement Association. The floor should be flat to within 1/8" in 10 feet. Cracks, holes and depressions can be filled using Portland Cement/Latex fortified patching material. Do not install over loose tile (VAT, VCT or other loose existing flooring substrates).

### **Floor Cleaning**

Sweep and vacuum the floor after patching and debris removal. Do not use an oil, wax, or silicone based sweeping compound. Make sure all perimeter areas are clean. Smooth, nonporous floors should be damp mopped prior to product installation.

### **Floor Priming (General)**

All porous, gritty, chalky and dusty surfaces should be primed using Tandu's Flooring's C-36E Floor Primer. All patched areas must be fully primed. Primer can be applied using a paint roller. Allow the primer to dry completely. Primer turns light blue and will not transfer to the touch when dry. **Surfaces that are nonporous; such as but not limited to, VCT, terrazzo, sheet vinyl, etc., do not require primer. These surfaces must be cleaned as noted above.**

When old adhesives other than cutback or emulsion adhesives, have been removed, use Tandu's Flooring's C-56 Premium Floor Primer. This is not a substitute for removal of old adhesive and proper floor debris cleaning, but a safeguard for problems caused by small amounts of old residual adhesive.

Where existing, non-asbestos containing cutback adhesive is present, remove the old cutback to the substrate. A licensed asbestos contractor in accordance with state and federal requirements should perform removal of asbestos containing cut back adhesive. After removal of the cutback adhesive, prime the sub floor using Tandu's Flooring's premium Floor Primer which is only intended to cover small amounts of old cutback adhesives that may interfere with adhesion of the new floor covering. After the floor has dried completely, install following the Tandu's Flooring installation procedures.

### **Installation**

Determine the lay direction of the carpet based on building design and installation efficiencies. Seams should run towards the light source.

- 1) Check the squareness of the area to be covered. Place (snap) a white chalk line in the center of the room in the lay direction.
- 2) Roll out the **ethos**<sup>TM</sup> RS face up with the arrows printed on the back pointing in the same direction.
- 3) Lay the first breadth of carpet with the edge on the chalk line. Allow the ends and edges of carpet (as needed) to run up the wall a minimum of 2" for later trimming. Roll out the second breadth of carpet with the common edge overlapping the first breadth of carpet a minimum of 2" for straight cut, or 3" for serpentine cut. Dry-lay the entire area
- 4) On the first seam only, working with two breadths of carpet, fold back one-third of each breadth of carpet (lengthwise) exposing the chalk line. Stand on the carpet to prevent shifting, while folding back. This procedure is referred to a "1/3 - 1/3 start". This procedure sets up all remaining seams in either direction for the "1/3 - 2/3" installation system.
- 5) Start at the end of the carpet breadth; remove and properly dispose of the protective liner from 1/3 of the 6' roll.
- 6) Starting from the center of the first breadth of carpet, feed it onto the sub-floor in a continuous, rolling manner. The edge of the carpet should end up on the chalk line, if not the material moved, and should be corrected.
- 7) Feed the second breadth of carpet onto the floor. Make sure the overlap onto the first breadth is maintained.
- 8) Roll both breadths of carpet using a 100-pound roller starting from the center of the breadth and rolling straight to the seam.
- 9) Adjust the Tandu's Flooring double cut knife blade to cut through both pieces of **ethos**<sup>TM</sup> RS and lightly touch the floor. Only one sharp utility blade is required to successfully complete this procedure.
- 10) Determine the pile lay direction of the carpet, and cut in the "smooth" direction. Using firm pressure on the knife-body, cut through both breadths of carpet in one fluid, continuous motion. Double cut down the middle of the 2" overlap for a straight cut. For a serpentine cut overlap 3", cut the carpet in a slight wave pattern with an 18-24" repeat in the wave. Do not allow the knife to track off the top or bottom piece of carpet. Use a utility knife to double cut the ends of the seam.
- 11) Remove top and bottom strips.
- 12) Hold back one edge of **ethos**<sup>TM</sup> RS and apply a thin bead approximately 1/8" wide of Tandu's Flooring C-XL seam sealer to the backing edge only, where it comes in contact with the sub-floor. Seam sealer is only required on one side of the carpet.
- 13) Make up the seam starting at the center of the seamed line. Use a sliding/folding motion to push the second breadth of carpet into the seam and seam weld. Avoid pushing the carpet straight down into the seam weld as this may push the seam weld away from the seam and result in seam failure. Do not get any seam weld in the face of the carpet.
- 14) When installing Powerbond Ethos seams should be overlapped as specified and double cut immediately as each breath is consecutively laid into place. Seams should never be overlapped and exposed to foot traffic if the plastic liner has been removed at the overlap. If the carpet has to remain overlapped for longer periods, a strip of the plastic release liner should be left affixed on the back of the overlap to assure that the RS adhesive does not contact the face of the adjoining breadth of carpet.
- 15) As needed, use a clean, white, dry absorbent cloth and water to clean up any excess seam sealer. Seam sealer must be cleaned up immediately.
- 16) Roll the completed seam using a carpet tractor, and clip any loose yarns to complete the seam. Roll the entire area with a 100 pound roller to set the **ethos**<sup>TM</sup> RS into the primer.
- 17) C-XL water based seam sealer is approved for use in all California Air Quality Management Districts.

**The above methods are necessary to complete all required lengthwise, butt, or end seams.**

### **Other**

For installation over substrates not mentioned here, information on exposed edges, air pockets, repairs, more detailed installation instructions, and/or other installation information, please contact Tandu's Flooring's Installation Services at 800-241-4902, ext. 2129, 2625, 2023, or 2670.

### **Proper Procedures for Installation of Patterned Carpeting**

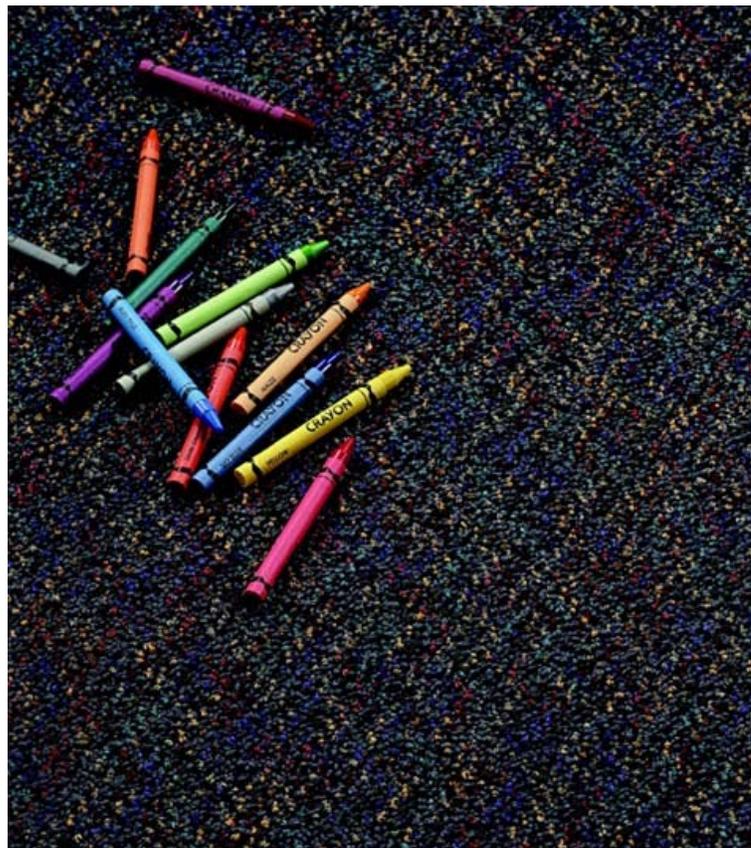
Pattern carpets, like any pattern textile product, cannot be manufactured so that patterns will match perfectly when installed in multiple breadths. Tandu's Flooring manufacturing processes are carefully controlled and will provide for an acceptable pattern match if proper installation techniques and procedures are used. Proper pattern matching is the responsibility of the installer, and should be considered when preparing proposals and quotations. Minor pattern adjustments during installation are possible and should be expected. **Key points on pattern carpet installations are:** (1) Never mix dye lots. (2) Always install pattern carpet in roll number sequence. (3) Rooms with multiple breadths of carpet always require that the best possible match be achieved. (4) Unrolling the carpet and allowing it to condition in the areas to be installed 24 hours prior to installation will facilitate installation and pattern adjustments.

Proper matching procedures are as follows: (1) The proper installation "direction" of the carpet should be designated prior to installation based on building design and material utilization efficiencies. (2) Unroll the first breadth of carpet to the proper length, allowing 2 to 3 inches overlap at each end for fitting into the walls. (3) Unroll the second breadth of the carpet overlapping factory edges with the first breadth by a minimum of 2" (use a straight or serpentine cut) (4) Visually match the second breadth to the first, both horizontally and diagonally, by shifting lengthwise as required. (4) Always work the pattern from the center of the cut breadth of carpet towards the ends of each cut piece. (6) For longer cuts the pattern will vary more from center to end. Patterns may have to be adjusted to fit by using a butt seam. While a "perfect" pattern match cannot be guaranteed, exercising care and utilizing proper techniques can obtain acceptable results.

Crayon 01957

Coordinate Group 3

Browse By Style



Color Specs Coordinates Virtual View ecoScorecard Warranties

Sort By: Name Number

- ADD TO CART Atomic Fizz
- ADD TO CART Blizzard Blue
- ADD TO CART Bonfire
- ADD TO CART Fireflies
- ADD TO CART Goldfish Bowl
- ADD TO CART Green Submarine
- ADD TO CART **Outside The Lines**
- ADD TO CART Precious Metal
- ADD TO CART Razzmatazz
- ADD TO CART Screamin' Green
- ADD TO CART Tidal Wave
- ADD TO CART Treasure Chest

**EXPRESS** - Ships in 10 Business Days. Hybrid Resilient/Modular: 25 -1500 sq yd; (Plexus Colours II minimum 5 sq yd); Broadloom: up to 1000 sq yd

**PRIORITY EXPRESS** - Ships in 2 Business Days. Hybrid Resilient/Modular: 25-750 sq yd; Broadloom: up to 1000 sq yd

Platform:

Installation:

MONOLITHIC HYBRID RESILIENT



Crayon 01957

Coordinate Group 3

Browse By Style



Color Specs Coordinates Virtual View ecoScorecard Warranties

Sort By: Name Number

- ADD TO CART Atomic Fizz
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**EXPRESS** - Ships in 10 Business Days. Hybrid Resilient/Modular: 25 -1500 sq yd; (Plexus Colours II minimum 5 sq yd); Broadloom: up to 1000 sq yd

**PRIORITY EXPRESS** - Ships in 2 Business Days. Hybrid Resilient/Modular: 25-750 sq yd; Broadloom: up to 1000 sq yd

Platform:

Installation:

MONOLITHIC HYBRID RESILIENT



Crayon 01957

Coordinate Group 3

Browse By Style



Color Specs Coordinates Virtual View ecoScorecard Warranties

Sort By: **Name** Number

- |  |   |   |  |
|--|---|---|--|
| ADD TO CART<br><br>Atomic Fizz   | ADD TO CART<br><br>Blizzard Blue   | ADD TO CART<br><br>Bonfire           | ADD TO CART<br><br>Fireflies      |
| ADD TO CART<br><br>Goldfish Bowl | ADD TO CART<br><br>Green Submarine | ADD TO CART<br><br>Outside The Lines | ADD TO CART<br><br>Precious Metal |
| ADD TO CART<br><br>Razzmatazz    | ADD TO CART<br><br>Screamin' Green | ADD TO CART<br><br>Tidal Wave        | ADD TO CART<br><br>Treasure Chest |

**EXPRESS** - Ships in 10 Business Days. Hybrid Resilient/Modular: 25 -1500 sq yd; (Plexus Colours II minimum 5 sq yd); Broadloom: up to 1000 sq yd

**PRIORITY EXPRESS** - Ships in 2 Business Days. Hybrid Resilient/Modular: 25-750 sq yd; Broadloom: up to 1000 sq yd

Platform:

Installation:

MONOLITHIC    HYBRID RESILIENT



| Face Construction         | Imperial                          | Metric          |
|---------------------------|-----------------------------------|-----------------|
| Construction              | Level Loop                        |                 |
| Face Weight               | 18 oz/sq yd                       | 610.2 g/sq m    |
| Gauge                     | 1/13                              | 50.4 rows/10 cm |
| Stitches per Inch         | 8.5                               | 33.5 pu/10 cm   |
| Pile Height Average       | 0.117 inch                        | 3.0 mm          |
| Fiber System              | Dy nex SD® Nylon/Dynex® Nylon     |                 |
| Dye Method                | 60% Solution Dyed / 40% Yarn Dyed |                 |
| Soil/Stain Protection     | Ensure                            | 9.9 Kilotex     |
| Primary Tufting Substrate | Synthetic Non-Woven               |                 |
| Pattern Match             | N/A                               |                 |

**Third Party Environmental Certifications**

| Product   | Recycled Content       |                     | NSF 140                  |
|---|------------------------|---------------------|--------------------------|
|   | Overall                | Post-Consumer       |                          |
| Certified ER3® Modular                              | 45-65%                 | 13%                 | Platinum                 |
| Certified <a href="#">Powerbond® ethos® Cushion</a> | <a href="#">37-61%</a> | <a href="#">37%</a> | <a href="#">Platinum</a> |
| Certified Powerbond® ER3® Cushion                   | 40-60%                 | 14%                 | Platinum                 |
| Certified ethos® Modular                            | 26-50%                 | 19%                 | Platinum                 |
| Certified Powerbond® Cushion                        | 7-29%                  | 7%                  | Gold                     |
| Certified Flex-Aire® Cushion Modular                | 20-39%                 | 4%                  | Gold                     |
| Certified Powerbond® Medfloor®                      | 7-29%                  | 7%                  |                          |

\*\*Recycled content certified by SCS and varies by product style.

**Product Testing/Information**

|                          |  |
|--------------------------|--|
| Antimicrobial Chemicals  | No antimicrobials (EPA Registered pesticides) added to product (ASTM E2471-05) |
| Electrostatic Propensity | 2.0 kV (AATCC 134); Permanent Conductive Fiber                                 |
| Surface Flammability     | Passes CPSC FF 1-70 (ASTM D-2859)  |
| Flooring Radiant Panel   | Class 1 (mean average CRF: 0.45 w/sq cm or higher) (ASTM E-648)                |
| Smoke Generation         | Less than 450 (ASTM E-662)   |

**Installation Methods**

|                            |   |
|----------------------------|---|
| Peel and Stick             | RS Adhesive System - Full Coverage Peel & Stick   |
| <a href="#">Wet Spread</a> | <a href="#">Backing specific Tandus Adhesives</a> |
| Installation Method        | Monolithic  |

**Product Notes**

- Specifications are subject to nominal manufacturing variances. Material supply and/or manufacturing processes may necessitate changes without notice. Colors may vary slightly from dye lot to dye lot.
- U.S. Patent numbers: 4,849,297; 4,49,267; 5,728,741; 5,855,981; 5,914,353; 6,406,574
- The use of chair pads under roller caster chairs may be required in order to maintain full limited warranty coverage. Please refer to the applicable limited warranty verbiage for specific requirements. In all cases, chair pads are recommended for optimum textural performance. Absent the use of chair pads, more intensive maintenance will be required for areas in direct contact with chair caster traffic, and some degree of appearance change is to be expected.

See limited warranty for details. Limited warranty and maintenance information may be accessed at [www.tandus.com/limitedwarranty](http://www.tandus.com/limitedwarranty) and [www.tandus.com/maintenance](http://www.tandus.com/maintenance) or by dialing 800-248-2878

IMPERIAL

METRIC

TEST METHOD

**Warranty: 25 year non-prorated limited warranty against excessive surface wear, static, delamination, edge ravel, zippering & backing resiliency loss.**

**Powerbond ethos® Cushion**

|                                    |  |                   |                      |               |
|------------------------------------|--|-------------------|----------------------|---------------|
| Total Product Recycled Content     | 42.3%                                    | Pre-Consumer: 0%  | Post-Consumer: 42.3% | SCS Certified |
| Third Party Certification NSF-140  | Platinum                                 |                   |                      | SCS Certified |
| Product Size                       | 6 ft.                                    |                   | 1.8 m                |               |
| Cushion                            | 76% Recycled Content Closed Cell Cushion |                   |                      |               |
| Heterogeneous Construction         | No Delamination per ASTM D-3936          |                   |                      |               |
| Cushion Density                    | 32                                       | lbs/cu ft         | 513                  | kg/cu m       |
| Cushion Thickness                  | 0.100                                    | inch              | 2.5                  | mm            |
| Total Weight                       | 86.6                                     | oz/sq yd +/-5%    | 2937                 | g/sq m        |
| Compression Set                    | Max. 10%                                 |                   |                      | ASTM D-3574   |
| Compression Deflection             | 29                                       | lbs/sq inch @ 25% | 2039                 | g/sq cm       |
| CRI Green Label Plus Certification | GLP8320                                  |                   |                      |               |

**Powerbond ER3® Cushion**

|                                    |  |                          |                      |               |
|------------------------------------|--|--------------------------|----------------------|---------------|
| Total Product Recycled Content     | 45.2%                                    | Pre-Consumer: 29.2%      | Post-Consumer: 16.0% | SCS Certified |
| Third Party Certification NSF-140  | Platinum                                 |                          |                      | SCS Certified |
| Product Size                       | 6 ft.                                    |                          | 1.8 m                |               |
| Cushion                            | 98% Recycled Content Closed Cell Cushion |                          |                      |               |
| Heterogeneous Construction         | No Delamination per ASTM D-3936          |                          |                      |               |
| Cushion Density                    | 28.5                                     | lbs/cu ft                | 457                  | kg/cu m       |
| Cushion Thickness                  | 0.125                                    | inch                     | 3.2                  | mm            |
| Total Weight                       | 104.6                                    | oz/sq yd +/-5%           | 3547                 | g/sq m        |
| Compression Set                    | Max. 10%                                 |                          |                      | ASTM D-3574   |
| Compression Deflection             | 7 Min.                                   | 25 max lbs/sq inch @ 25% | 492                  | 1758 g/sq cm  |
| CRI Green Label Plus Certification | GLP8030                                  |                          |                      |               |

**Powerbond Cushion**

|                                    |                                 |                          |                     |               |
|------------------------------------|---------------------------------|--------------------------|---------------------|---------------|
| Total Product Recycled Content     | 8.2%                            | Pre-Consumer: 0%         | Post-Consumer: 8.2% | SCS Certified |
| Third Party Certification NSF-140  | Gold                            |                          |                     | SCS Certified |
| Product Size                       | 6 ft.                           |                          | 1.8 m               |               |
| Cushion                            | Closed Cell Cushion             |                          |                     |               |
| Heterogeneous Construction         | No Delamination per ASTM D-3936 |                          |                     |               |
| Cushion Weight                     | 35.5                            | oz/sq yd                 | 1203                | g/sq m        |
| Cushion Density                    | 18.5                            | lbs/cu ft                | 296                 | kg/cu m       |
| Cushion Thickness                  | 0.156                           | inch                     | 4.0                 | mm            |
| Total Weight with RS / Non-RS      | 81.0                            | 78.7 oz/sq yd +/-5%      | 2747                | 2669 g/sq m   |
| Compression Set                    | Max. 10%                        |                          |                     | ASTM D-3574   |
| Compression Deflection             | 7 Min.                          | 25 max lbs/sq inch @ 25% | 492                 | 1758 g/sq cm  |
| CRI Green Label Plus Certification | GLP9744                         |                          |                     |               |

**Powerbond Medfloor®**

|                                    |                                 |                     |                     |               |
|------------------------------------|---------------------------------|---------------------|---------------------|---------------|
| Total Product Recycled Content     | 8.4%                            | Pre-Consumer: 0%    | Post-Consumer: 8.4% | SCS Certified |
| Product Size                       | 6 ft.                           |                     | 1.8 m               |               |
| Cushion                            | Medfloor                        |                     |                     |               |
| Heterogeneous Construction         | No Delamination per ASTM D-3936 |                     |                     |               |
| Cushion Weight                     | 37                              | oz/sq yd            | 1254                | g/sq m        |
| Cushion Density                    | 36                              | lbs/cu ft           | 577                 | kg/cu m       |
| Cushion Thickness                  | 0.085                           | inch                | 2.2                 | mm            |
| Total Weight with RS / Non-RS      | 82.9                            | 80.2 oz/sq yd +/-5% | 2812                | 2720 g/sq m   |
| Compression Set                    | Max. 10%                        |                     |                     | ASTM D-3574   |
| Compression Deflection             | 29                              | lbs/sq inch @ 25%   | 2039                | g/sq cm       |
| CRI Green Label Plus Certification | GLP9744                         |                     |                     |               |



**POWERBOND® ethos CUSHION  
25 YEAR LIMITED WARRANTY**

Powerbond ethos Cushion styles with nylon face fiber are covered by a limited warranty issued by Tandus Flooring against excessive surface wear, edge ravel, zipping, resiliency loss of backing, and delamination of the secondary backing from the primary backing containing the face fiber for a non-prorated period of twenty-five (25) years from the date of manufacturer's invoice. Tandus Flooring Powerbond products must be installed in accordance with the appropriate Powerbond Installation & Floor Preparation Instructions and must be maintained in accordance with Tandus Flooring care and maintenance guidelines. The use of Tandus Flooring primers, adhesives, and seam sealers or approved alternatives is required. Failure to conform to these requirements will result in loss of limited warranty coverage.

Moisture and pH testing requirements and limitations are defined in the Tandus Flooring Powerbond Installation & Floor Preparation Instructions for each Powerbond product. Product or installation failure due to moisture or pH levels in excess of the limits set forth in these instructions is specifically excluded from limited warranty coverage.

Chair pads are not required, but are recommended for optimum textural performance. Absent the use of chair pads, more intensive maintenance will be required for areas in direct contact with chair caster traffic, and some degree of appearance change is to be expected. More intensive maintenance will also be required for product installed on stairs, and some degree of appearance change is to be expected.

Soiling visibility is affected by colors and patterns. Information on optimizing your selection can be found at [www.tandus.com/color&pattern](http://www.tandus.com/color&pattern). **Appearance retention is not covered by this limited warranty.**

Excessive surface wear means more than fifteen percent (15%) loss of pile fiber weight measured before and after use.

Resiliency loss means more than ten percent (10%) loss of backing resiliency calculated using average thickness measurements of the backing of the carpet before and after use. Since resiliency recovery is not immediate and may be influenced by temperature and other conditions, thickness must be measured only after a 72-hour conditioning period.

Powerbond products also carry a limited warranty against excessive static electricity during this fifteen (15) year period only when installed and maintained in accordance with Tandus Flooring approved procedures. Excessive static electricity means more than 3.0 kilovolts at a relative humidity of 20% and a room temperature of 70 degrees Fahrenheit.

If these products fail to perform as described in this limited warranty, the affected area will be repaired to meet the applicable Tandus Flooring limited warranty provisions. If repair is not commercially practical or possible, Tandus Flooring may, at its sole discretion, replace the affected area or refund the original Tandus Flooring invoice cost for the affected area. If repair or replacement is required, Tandus Flooring reserves the right to utilize an independent qualified labor provider or Tandus Flooring Field Technical personnel. Replacement will be made with a product of comparable cost from the current Tandus Flooring running line of products.

This limited warranty does not cover pile shading, pile crushing, tears, burns, cuts, pilling, matting, damage due to improper installation, improper use, improper maintenance, installation over irregular surfaces, point loads in excess of 150 pounds per square inch or any other damage not expressly covered above and is subject to the applicable Tandus Flooring product tolerances, which are available upon request. **This limited warranty does not cover damage resulting from improper installation or maintenance.** Liability of Tandus Flooring is limited to the actual repair or replacement of the affected area and does not cover incidental or consequential damages. Tandus Flooring is not responsible for any expenses incurred for removal of furniture, partitioning, temporary walls or other fixtures on or around the affected area of the carpet.

All Tandus Flooring Limited Warranty and Maintenance Information can be accessed at [www.tandus.com/limitedwarranty](http://www.tandus.com/limitedwarranty) and [www.tandus.com/maintenance](http://www.tandus.com/maintenance) or by dialing 800-248-2878.

**THE BUYER AND/OR END USER IS SOLELY RESPONSIBLE FOR THE SUITABILITY OF THE MERCHANDISE SELECTED FOR A PARTICULAR APPLICATION. TANDUS FLOORING SHALL NOT BE RESPONSIBLE FOR THE REPAIR OR REPLACEMENT OF ANY PRODUCTS DAMAGED AS A RESULT OF FORCE MAJEURE, INCLUDING BUT NOT LIMITED TO FIRE, FLOOD, OR OTHER CATASTROPHE, ACTS OF GOD, OR ANY CAUSE BEYOND THE CONTROL OF TANDUS FLOORING.**

**ALL IMPLIED WARRANTIES WHICH MAY ARISE BY LAW, IMPLICATION OF LAW OR APPLICATION OF COURSE OF DEALING OR USAGE OF TRADE INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY DISCLAIMED AND EXCLUDED. ANY ORAL STATEMENTS ABOUT THE MERCHANDISE DESCRIBED HEREIN ARE NOT WARRANTIES, SHOULD NOT BE RELIED UPON BY THE BUYER, DO NOT FORM ANY PART OF THE BASIS OF THE BARGAIN, AND ARE NOT PART OF THIS OR ANY OTHER LIMITED WARRANTY. NO AGENT, DISTRIBUTOR OR REPRESENTATIVE OF TANDUS FLOORING, EXCEPT AN OFFICER OF TANDUS FLOORING, SHALL HAVE AUTHORITY TO AGREE TO ANY TERM, CONDITION OR PROVISION INCONSISTENT HERewith OR NOT CONTAINED HEREIN.**

Invoice No. \_\_\_\_\_ Company Installed \_\_\_\_\_  
Product(s) \_\_\_\_\_ Color \_\_\_\_\_  
Project Name \_\_\_\_\_ Total Square Yards \_\_\_\_\_  
Project Address \_\_\_\_\_  
Specific Areas Surfaced \_\_\_\_\_  
Date Installation Began \_\_\_\_\_ Date Installation Completed \_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

Sworn to and subscribed before me,  
This \_\_\_\_\_ day of \_\_\_\_\_ 2009



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 CONSTRUCTION (PWC)**

**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.

## **Comprehensive Review and Inspection**

The bidder is responsible for carefully reviewing all of the requirements of this solicitation, inspecting the project location, including checking and/or verifying measurements, site conditions, any limitations, and other details, prior to preparing and submitting its bid proposal. Failure to submit a complete bid proposal may result in rejection of the bid proposal. Claims for additional costs or time resulting from the bidder's failure to inspect and/or verify will not be considered.

## **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.

## **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 Bid Form included in the solicitation and in accordance with the instructions in this solicitation. All applicable blanks must be completed in a legible manner, printed electronically, typed, or handwritten in ink, and amounts must be expressed in both words and figures. 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 Bid Form, Bid Surety, IRS Form W-9, signed General Contractor Apprenticeship Certification, if applicable, 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 "Bid Proposal Submission Deadline" marked in the upper left-hand corner of the envelope.

*The bid proposal must be delivered (via mail, messenger service, or personal delivery) to the Division of Purchases and date-stamped receipted 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.

## **Bid Price**

The bidder must submit a Base Bid Price on the Bid Form to perform all of the work specified in the solicitation, including the cost of the bonds and any allowances and addenda. The costs of alternates shall not be included in the calculation of the Base Bid Price. The bidder shall separately provide the cost for each alternate listed in the Bid Form. The cost for each alternate must be designated as an addition to, or subtraction from, the Base Bid Price. Alternates will be selected, if any, by the Division of Purchases in the order of priority listed in the Bid Form.

## **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. 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.

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.

*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 Bid Form. The successful bidder will receive a tentative letter of award from the Division of Purchases with instructions for the bidder to submit further documentation. The successful bidder shall be authorized to commence work only upon the issuance of the Purchase Order by the Division of Purchases 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.

**Payment and Performance Bonds**

The successful bidder must furnish a 100% payment and performance bond from a surety licensed to conduct business in the State of Rhode Island upon the tentative award of the contract pursuant to this solicitation.

## **Prevailing Wages**

### ***For contracts priced under \$1 Million***

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.

### ***For contracts priced \$1 Million or More***

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, submit certified weekly payroll forms on a monthly basis to the user agency, and maintain a certified prevailing wage daily log at the project site. 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.

## **Apprenticeship**

if the value of the project pursuant to this solicitation is at least \$1 Million (including all alternates), the successful bidder must employ apprentices on this project (in accordance with the apprentice to journeyman ratio for each trade approved by the State Apprenticeship Council. The bidder must complete, sign, and submit the General Contractor Apprenticeship Certification Form, included in the solicitation, with the bid proposal.

The successful bidder will also be required to complete, sign, and submit the General Contractor Apprenticeship Re-Certification and Certification Form following receipt of the tentative letter of award, and, in addition, each subcontractor must complete, sign, and submit to the successful bidder the Subcontractor Apprenticeship Certification Form prior to the commencement of any work on the project pursuant to this solicitation.

Specific information about apprentice occupations and apprenticeship requirements is available on the Rhode Island Department of Labor and Training website at [www.dlt.ri.gov/apprenticeship](http://www.dlt.ri.gov/apprenticeship).

### **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 this 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 work 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 copy of an endorsement and 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 30 days' advance notice of cancellation, nonrenewal, or material change in coverage (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 | \$1 Million each occurrence (inclusive of both bodily injury and property damage)_<br><br>\$1 Million products and completed operations aggregate<br><br>\$1 Million general aggregate |

*Comprehensive General Liability coverage shall include:*

- 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 |
| Builder's Risk                                 | Contract amount  |

All insurance required by this solicitation, whether through a policy or an endorsement, shall include: (i) a waiver of subrogation, waiving any right the insurance company may have to recover against the State of Rhode Island; and (ii) a provision that the bidder's insurance coverage shall be primary in relation to any insurance, self-insurance, or self-retention maintained by the State of Rhode Island, and any insurance, self-insurance, or self-retention maintained by the State of Rhode Island shall be in excess of the bidder's insurance.

*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/eo/eoepagehome.htm](http://www.diversity.ri.gov/eo/eoepagehome.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).

### **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**

The form of agreement the successful bidder will be required to execute is included in the solicitation. 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 General Conditions, any Supplemental Conditions, the Plans and Specifications, the Bid Preparation Checklist, the Bid Form, the Bidder Certification Cover Form, the Agreement, 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.)

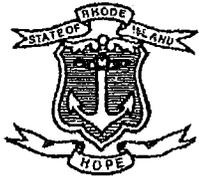
The prevailing wage requirements are generally set forth in RIGL 37-13-1 et seq. These requirements refer to the prevailing rate of pay for regular, holiday, and overtime wages to be paid to each craftsmen, mechanic, teamster, laborer, or other type of worker performing work on public works projects 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) .poster/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

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TTY via Rf Relay 711



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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  
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)

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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 \_\_\_\_\_



State of Rhode Island  
Division of Purchases

Public Works  
Bid Preparation Checklist

**Date:** 7/5/2016

**Bid#:** 7550748

**Title:** Carpet Installation Project – Community College of Rhode Island

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: Gary P. Mosca, Senior Buyer**

**Contact Information: PH: 401-574-8124 E-Mail: [gary.mosca@purchasing.ri.gov](mailto:gary.mosca@purchasing.ri.gov)**