



Request for Quote

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

CREATION DATE : 26-JUL-16
 BID NUMBER: 7550819
 TITLE: MOVING SERVICES - RHODE ISLAND COLLEGE
 BLANKET START : 01-SEP-16
 BLANKET END : 30-JUN-19
 BID CLOSING DATE AND TIME: 22-AUG-2016 10:00:00

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

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 RIC-PURCHASING
 600 MOUNT PLEASANT AVENUE
 PROVIDENCE, RI 02908
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 RIC SPECIAL INSTRUCTIONS
 SEE BELOW
 SEE BELOW, RI N/A
 US

Requisition Number: 1470448

Note to Bidders: QUESTIONS about this solicitation must be emailed and received by the Division of Purchases at doa.purquestions3@purchasing.ri.gov no later than August 3, 2016, 5:00 PM, in a Microsoft Word attachment with the corresponding solicitation number. Questions, if any, and responses will be posted on the Division of Purchases website at www.purchasing.ri.gov as an addendum to this solicitation

Line	Description	Quantity	Unit	Unit Price	Total
1	<p>Moving Services for Rhode Island College, per the attached specifications.</p> <p>Blanket/Contract Dates: 9/1/16 – 6/30/19</p> <p>Please find attached the following documents: Pricing Spread Sheet (Attachment A) Vendor Inquiry Form (Attachment B)</p> <p>NOTICE TO VENDORS: Bidders are required to complete and submit with their proposal Attachment A and Attachment B.</p> <p>A minimum of two (2) references are required upon submittal of this bid.</p> <p>Failure to submit any documents required may deem bid non-responsive.</p> <p>Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.</p> <p>NOTE: Bidder must be a licensed Commercial Moving Company with the Rhode Island Public Utilities Commission.</p> <p>9/1/16 - 6/30/19 Moving Services for Rhode Island College per the attached specifications. NOTE: "Unit" on Request for Quote Form should be "Total", not "Hour".</p>	1.00	Hour		

Delivery: _____

Terms of Payment: _____

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

ATTACHMENT "A"					
Solicitation 7550819					
Moving Services - Rhode Island College					
Bidders must complete & submit Pricing Sheet (Attachment "A") with their proposal.					
DO NOT ATTACH QUOTES. QUOTATIONS SUBMITTED WITH BID RESPONSES WILL NOT BE CONSIDERED.					
BLANKET REQUIREMENTS: 9/1/2016 - 6/30/19					
MOVING SERVICES PER ATTACHED SPECIFICATIONS					
DELIVERY AS REQUESTED					
ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	TOTAL
1	Moving 9/1/2016-6/30/2017 Crew rate per hour	120	hr		
2	Moving 7/1/2017-6/30/2018 Crew rate per hour	120	hr		
3	Moving 7/1/2018-6/30/2019 Crew rate per hour	120	hr		
4	Moving 9/1/2016-6/30/2017 Crew overtime rate per hour	50	hr		
5	Moving 7/1/2017-6/30/2018 Crew overtime rate per hour	50	hr		
6	Moving 7/1/2018-6/30/2019 Crew overtime rate per hour	50	hr		
7	Moving 9/1/2016-6/30/2017 Charge for additional man when required; rate per man/per hour	25	hr		
8	Moving 7/1/2017-6/30/2018 Charge for additional man when required; rate per man/per hour	25	hr		
9	Moving 7/1/2018-6/30/2019 Charge for additional man when required; rate per man/per hour	25	hr		
10	Moving 9/1/2016-6/30/2017 Charge for additional man when required; overtime rate per man/per hour	25	hr		
11	Moving 7/1/2017-6/30/2018 Charge for additional man when required; overtime rate per man/per hour	25	hr		
12	Moving 7/1/2018-6/30/2019 Charge for additional man when required; overtime rate per man/per hour	25	hr		
13	Moving 9/1/2016-6/30/2017 Rate per additional truck if needed per hour	1	hr		
14	Moving 7/1/2017-6/30/2018 Rate per additional truck if needed per hour	1	hr		
15	Moving 7/1/2018-6/30/2019 Rate per additional truck if needed per hour	1	hr		
Note: Hours are estimates only					

Solicitation 7550819
Rhode Island College Moving Specifications
Contract/Blanket Dates: 9/1/16 – 6/30/19

DESCRIPTION:

Rhode Island College is looking for an experienced moving company with a minimum of 5 years' experience. This scope of work consists of a multiyear service contract for the moving and/or disposal of equipment and furniture. Some of the work may involve moving heavy, dirty, irregularly shaped, and/or delicate equipment. Some buildings are without air conditioning or elevators. All services primarily take place on the campus of Rhode Island College. Assigned work will be generated from the Department of Facilities and Operations. Therefore, the moving vendor will report to the Physical Plant Building to receive instructions for work to be performed.

STAFF & EQUIPMENT REQUIRED ON WORKSITE:

One crew will consist of (1) Forman, and (2) men/women and (1) truck per specifications.

- For every three (3) men/women, one (1) person must be a foreman, and he/she must carry a cell phone.
- The contractor shall carry a minimum of four (4) wheeled moving dollies.
- The contractor shall carry a minimum of four (4) hand trucks.
- The contractor shall carry a full set of tools including a cordless drill for the fabrication and dismantling of furniture, equipment, partitions and door removal.
- The contractor shall carry fifty (50) moving blankets.
- Vendor truck inventory must include a 24 foot box truck with a heavy duty hydraulic lift gate. The vendor must also have the ability to obtain a 24 foot box truck or greater with a heavy duty hydraulic lift gate that has a minimum of 4,000 lb. capacity.
- Any damage to the equipment or property is the responsibility of the movers.
- Movers must have the physical ability to lift and carry items that sometimes weigh in excess of 50 pounds.

Please be advised that smoking is prohibited in all buildings on the Rhode Island College campus.

CREW AVAILABILITY:

Rhode Island College is in operation at all times throughout the year (24/7). Some of the work will be on short term notice and on an urgent basis. Due to emergencies, changes of scheduled work may change during an assigned task and the mover must be able to adapt to changing assignments.

- The nature of our operation is dictated by the schedule of the college. However, most of our planned moves take place Monday-Friday from 8AM-4PM.
- Infrequently, moves may take place nights, weekends and holidays.
- A typical moving crew size will be a three (3) person crew. Additional crew members may be requested due to scope of work and time allotted.

DESCRIPTION OF WORK TO BE PERFORMED

A. Small & Large Moves

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

B. Emergencies

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

C. Large Equipment/Material Deliveries

- This would consist of delivering large shipments (i.e., items on crates and pallets).

D. Other

- This would consist of delivering and setting up for specific events, moving surplus furniture, disposal of damaged furniture and/or equipment in designated dumpsters on campus, etc.

OTHER INFORMATION

- A minimum of two (2) references are required upon submittal of bid.
- The awarded vendor is required to do a criminal background check on each of their employees- it must be a national one, including sex offenders. Any employee with a violation shall be excluded from working at the college.

NOTE: Bidder must be a licensed Commercial Moving Company with the Rhode Island Public Utilities Commission.

End.

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

PURCHASE AGREEMENT BID

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

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

All Bid Proposals must be submitted to the following address:

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

MULTI YEAR AWARD

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

INSURANCE REQUIREMENTS

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

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

LICENSE REQUIREMENTS

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

RIVIP INFO - BID SUBMISSION REQUIREMENTS

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

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

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

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

DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:

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

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

AWARD

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