



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration

DIVISION OF PURCHASES

One Capitol Hill, 2nd floor

Providence, RI 02908

TEL: (401) 574-8100

FAX: (401) 574-8387

Website: www.purchasing.ri.gov

REQUEST FOR QUOTE (RFQ) – BID# 7550940

**EXTRACURRICULAR AND AFTER SCHOOL BUS TRANSPORTATION - RIDE -
WILLIAM M. DAVIES CAREER AND TECH HS**

SUBMISSION DEADLINE: 10/06/2016 at 10:00 AM (EST)

PRE-BID CONFERENCE:

NO

YES _____

Buyer Name: Sharon Louro

Title: Buyer I

QUESTIONS concerning this solicitation must be received by the Division of Purchases at (sharon.louro@purchasing.ri.gov) no later than **Friday September 23, 2016 @ 10:00 AM EST**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the **RFQ Bid # 7550940** on all correspondence. Questions received, if any, will be posted on the Rhode Island Division of Purchases website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

NOTE TO VENDORS:

Vendors must register on-line at the Rhode Island Division of Purchases website at www.purchasing.ri.gov.

Offers received without the completed three-page Rhode Island Vendor Information Program (RIVIP) Generated Bidder Certification Cover Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM



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The Division of Purchasing, on behalf of RIDE –William M. Davies Career and Technical High School, is soliciting for Extracurricular and After School Bus Transportation

- Contract Period 01/01/2017 - 12/31/2020
- Vendors are required to complete the Bid Form.
- It should be noted that all pricing should be quoted on a flat fee “per bus” basis, unless specifically noted as “price for each additional hour” for each hour over a stipulated time duration.
- All items within the bid form must be bid on in order to be considered.
- In order to appropriately size the bid carefully read the bid specifications listed on pages 3 and 4 to get a good understanding what needs to be included.
- Bidders must submit a hard copy of the bid form along with the RIVIP three – page Bidder Certification Cover Form.
- An Electronic Based File is attached that includes an Excel Spreadsheet for submission of the vendor bid form for this solicitation. No USB drives will be accepted.
- Submission instruction is as follows:
 - Please submit a **DISC (CD) copy** of your bid form in the same excel format provided.
 - Bidders are instructed to submit pricing **ONLY** in excel on the Electronic Based Excel File. Please do not print the Sample Spread Sheet(s) and manually enter pricing.
 - Once Disc Based File is completed submit an electronic version in Excel on a disc (CD). Also submit a **printed signed hard copy** of your Excel spread sheet with your bid submission.



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Bid Specifications:

- **Summer Programs (when applicable):** Pickup along the routes of Davies' sending districts and transport to and from Davies for approximately three-five weeks for miscellaneous summer programs when applicable.
- **Sports "Away Games":** Pickup at Davies School for transportation to and from other Rhode Island High School locations according to team "away game" (or scrimmage) schedules. Generally one bus required and bus usually remains with team during the weekday afternoon, evening, or Saturday events.
- **Extracurricular:** Curriculum-coordinated field trips on an as needed basis, buses required to transport students from Davies to Rhode Island or out-of-state southern New England locations on specific field trips. Generally one bus per each trip, unless otherwise specified.
- **Technical Off-Site Training:** Transportation to training/co-op sites during the school day. Generally these trips will be scheduled to leave Davies after 8:00 a.m. and returning prior to 2:00 p.m. The need is often for only a portion of the day.
- **3:45 Academic Recovery:** Pickup at Davies School in front of the school at 3:45 and delivering students to sending districts' major bus stops according to attached list on Tuesday, Wednesday, and Thursday. Estimated that 2-3 buses are needed for this program at 3:45 p.m. on each day the Academic Recovery Program is in session.
- **4:45 Detention (and Sports) Bus:** Pickup at Davies School at 4:45 as needed and delivering students to sending districts' major bus stops according to attached list on Tuesday, Wednesday and Thursday when Davies is in-between sports seasons (i.e. no sports) and all days Monday through Friday when Davies is in sports season. Generally 1-2 buses required for the 4:45 run.
- **5:45 & 6:30 Late Sports Buses:** Pickup at Davies School at 5:45 p.m. and/or 6:30 p.m. (based upon the particular sports season) on weekdays when school sports are in session to provide transportation for all student athletes. One bus is needed at these timeframes. Delivery to sending districts' major bus stops according to attached list.



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List of Stops for Detention, After-School Activities, Sports, and Extracurricular Late Bus Runs

Note: Stops are needed at those locations for which students are on the bus on any given day, and routes should adjusted according to students' needs along the basic routes as outlined below:

Smithfield	<ul style="list-style-type: none"> • East Smithfield Library • Douglas Pike (Rte 7) @ Douglas Lumber • Rte 5 @ Smithfield High School
Lincoln	<ul style="list-style-type: none"> • Twin River Road & Steeple Lane • Lincoln High School • Lonsdale and Front Street • Smithfield Avenue and Walker Street • Northern Elementary
North Providence	<ul style="list-style-type: none"> • Charles Street & Mineral Spring Avenue • Lexington Avenue & Mineral Spring Avenue • Centerdale • North Providence High School
Pawtucket	<ul style="list-style-type: none"> • Slater Junior High School • Shea High School • Tolman High School • Jenks Junior High School • Newport Avenue & Armistice Boulevard • Newport Avenue & Columbus Avenue • Central Avenue & Newport • Cottage Street @ Curtis McCabe School
Central Falls	<ul style="list-style-type: none"> • Burger King @ Lonsdale Avenue • Dexter Street & Hunt Street • V.F.W. @ Hunt Street • Central Falls High School
Providence	<ul style="list-style-type: none"> • Kennedy Plaza

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

AWARD

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

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

INSURANCE REQUIREMENTS

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

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

LICENSE 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.

MULTI YEAR AWARD

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL

FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

PURCHASE AGREEMENT BID

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

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

All Bid Proposals must be submitted to the following address:

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

RIVIP INFO - BID SUBMISSION REQUIREMENTS

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

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

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

- State of Rhode Island
- 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.

BID ALL ITEMS

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