



**Solicitation Information
October 3, 2016**

RFQ# 7550981

TITLE: MPA 296 - Security Guard Services (Unarmed)

Submission Deadline: Thursday, October 28th, 2016 at 11:30 am (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at max.righter@purchasing.ri.gov no later than **October 13, 2016 (ET) at 5:00 pm (EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFQ# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: NO

BOND REQUIRED: NO

Max Righter
Buyer 1

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM



Specifications for RFQ# 7550981

MPA-296 - Security Guard Services (Unarmed)

1. Bid an hourly price; per shift, per guard.
2. Selected vendors must maintain worker's compensation and liability insurance in accordance with the State's General Conditions of Purchase available at www.purchasing.ri.gov
3. Vendors **must** submit attached two-page Prompt Payment Discount Form, even if no discount is offered.
4. The state reserves the right to select up to four awardees (of the lowest responsive, responsible bidders) for this MPA. Award will be based upon total low. Award selection is no guarantee of income.
5. Contract term is to be 11/1/2016 – 10/31/2018, with two additional (1) year increments at the sole discretion of the State. Option year pricing is for informational purposes only and will not be considered as part of the evaluation.
6. Vendors must sign in and out as required by agency.
7. No miscellaneous charges, no travel, no mileage, no portal-to-portal, etc.
8. State will not automatically pay for a second person, such as an apprentice, etc.
9. Any special equipment or situations that will incur costs not already included in the MPA must be approved in advance
10. Vendor should bear in mind that overlapping and/or combining of requirements may be necessary to prevent delays and provide for a more responsive workflow.
11. The historical contract value, from 1/1/2011 to present, is approximately \$5,040,000. Historical expenditures are no guarantee of future spending patterns
12. The state may, at its option, require individuals projected to perform security services, be subjected to a BCI check. This background check will be paid by the security company. The state, for any reason, reserves the right to reject individuals performing, or scheduled to perform, security services under this MPA.
13. Lines 19, 20, and 21 are agency specific patrol vehicles and refer to the Pastore Complex and Zambarano Hospital.



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
TDD: (401) 574-8228
Website: www.purchasing.ri.gov

- a. Pastore Complex Specifications
 - i. One (1) car is required for the complex.
 - ii. Mobile patrol of four (4) buildings and eight (8) parking lots.
 - iii. Approximately 26 miles a day
 - iv. Around the clock patrol required, 24/7
 - b. Zabbarano Hospital Specifications
 - i. One (1) car is required for the hospital
 - ii. Mobile patrol of eight (8) buildings
 - iii. Approximately 30 miles a day
 - iv. Patrol Requirements:
 1. Monday through Friday- 1st and 2nd shift
 2. Weekends- all three shifts, 24 hour patrol.
 - c. Daily rate is to be inclusive of the vehicle and all associated costs only. The driver will be paid at the hourly guard rate.
 - d. Patrol cars are to be company lettered marked vehicles.
 - e. Patrol cars are locked in to these specific sites and are to remain there 24/7.
14. Lines 22, 23, and 24 are for patrol vehicles for all other state agencies to use.
- a. Hourly rate is to be inclusive of car and all related expenses.
 - i. Mileage will be paid for through line items 25, 26, and 27, for the appropriate time periods.
 - b. The driver will be paid at the appropriate hourly guard rate.



Request for Quote

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

BUYER: Righter, Max W
 PHONE #: 401-574-8179

CREATION DATE : 23-SEP-16
 BID NUMBER: 7550981
 TITLE: MPA 296- Security Guard Services (Unarmed)
 BID CLOSING DATE AND TIME: 28-OCT-2016 11:30:00

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Requisition Number:

Note to Bidders: Questions concerning this solicitation must be emailed and received by the Division of Purchases at max.righter@purchasing.ri.gov no later than Thursday, October 13, 2016, 5:00 pm in a Microsoft Word attachment with the corresponding solicitation number. Questions, if any, and responses will be posted to the Division of Purchases website at www.purchasing.ri.gov as an addendum to this solicitation.

Bids must be placed in accordance with attached two-page bid specification sheet.

Line	Description	Quantity	Unit	Unit Price	Total
1	MPA-296 - 11/1/2016 to 10/31/2018- 7:30am - 4:00pm Bid an hourly rate per shift - ONE guard, non-specific to agency - MONDAY THROUGH FRIDAY -NO HOLIDAY	1.00	Hour		
2	MPA-296 - 11/1/2016 to 10/31/2018- 7:30am - 4:00pm Bid an hourly rate per shift - ONE guard, non-specific to agency- HOLIDAY AND WEEKENDS	1.00	Hour		
3	MPA-296 - 11/1/2016 to 10/31/2018- 4:00pm - 12:00am Bid an hourly rate per shift - ONE guard, non-specific to agency- MONDAY THROUGH FRIDAY - NO HOLIDAY	1.00	Hour		
4	MPA-296 - 11/1/2016 to 10/31/2018- 4:00pm - 12:00am Bid an hourly rate per shift - ONE guard, non-specific to agency- HOLIDAY AND WEEKENDS	1.00	Hour		
5	MPA-296 - 11/1/2016 to 10/31/2018- 12:00am - 7:30am Bid an hourly rate per shift - ONE guard, non-specific to agency- MONDAY THROUGH FRIDAY - NO HOLIDAY	1.00	Hour		
6	MPA-296 - 11/1/2016 to 10/31/2018- 12:00am - 7:30am Bid an hourly rate per shift - ONE guard, non-specific to agency- HOLIDAYS AND WEEKENDS	1.00	Hour		
7	MPA-296 - 11/1/2018 to 10/31/2019- 7:30am - 4:00pm OPTION YEAR - Bid an hourly rate per shift - ONE guard, non-specific to agency- MONDAY THROUGH FRIDAY - NO HOLIDAY	1.00	Hour		
8	MPA-296 - 11/1/2018 to 10/31/2019- 7:30am - 4:00pm OPTION YEAR - Bid an hourly rate per shift - ONE guard, non-specific to agency- HOLIDAYS AND WEEKENDS	1.00	Hour		
9	MPA-296 - 11/1/2018 to 10/31/2019- 4:00pm - 12:00am OPTION YEAR - Bid an hourly rate per shift - ONE guard, non-specific to agency- MONDAY THROUGH FRIDAY - NO HOLIDAY	1.00	Hour		
10	MPA-296 - 11/1/2018 to 10/31/2019- 4:00pm - 12:00am Bid an hourly rate per shift - ONE guard, non-specific to agency- HOLIDAYS AND WEEKENDS	1.00	Hour		
11	MPA-296 - 11/1/2018 to 10/31/2019- 12:00am - 7:30am OPTION YEAR - Bid an hourly rate per shift - ONE guard, non-specific to agency- MONDAY THROUGH FRIDAY - NO HOLIDAY	1.00	Hour		

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



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12	MPA-296 - 11/1/2018 to 10/31/2019- 12:00am - 7:30am OPTION YEAR - Bid an hourly rate per shift - ONE guard, non-specific to agency- HOLIDAYS AND WEEKENDS	1.00	Hour		
13	MPA-296 - 11/1/2019 to 10/31/2020- 7:30am - 4:00pm OPTION YEAR - Bid an hourly rate per shift - ONE guard, non-specific to agency- MONDAY THROUGH FRIDAY - NO HOLIDAY	1.00	Hour		
14	MPA-296 - 11/1/2019 to 10/31/2020- 7:30am - 4:00pm OPTION YEAR - Bid an hourly rate per shift - ONE guard, non-specific to agency- HOLIDAYS AND WEEKENDS	1.00	Hour		
15	MPA-296 - 11/1/2019 to 10/31/2020- 4:00pm - 12:00am OPTION YEAR - Bid an hourly rate per shift - ONE guard, non-specific to agency- MONDAY THROUGH FRIDAY - NO HOLIDAY	1.00	Hour		
16	MPA-296 - 11/1/2019 to 10/31/2020- 4:00pm - 12:00am OPTION YEAR - Bid an hourly rate per shift - ONE guard, non-specific to agency- HOLIDAYS AND WEEKENDS	1.00	Hour		
17	MPA-296 - 11/1/2019 to 10/31/2020- 12:00am - 7:30am OPTION YEAR - Bid an hourly rate per shift - ONE guard, non-specific to agency- MONDAY THROUGH FRIDAY - NO HOLIDAY	1.00	Hour		
18	MPA-296 - 11/1/2019 to 10/31/2020- 12:00am - 7:30am OPTION YEAR - Bid an hourly rate per shift - ONE guard, non-specific to agency- HOLIDAYS AND WEEKENDS	1.00	Hour		
19	MPA-296 - 11/1/2016 to 10/31/2018 Bid a cost per vehicle per day to provide marked patrol vehicle(s) -Pastore & Zambarano - Cost to be all inclusive: gas, insurance, mileage, etc.	1.00	Day		
20	MPA-296 11/1/2018 to 10/31/2019 - OPTION YEAR Bid a cost per vehicle per day to provide marked patrol vehicle(s) -Pastore and Zambarano - Cost to be all inclusive: gas, insurance, mileage, etc.	1.00	Day		
21	MPA-296 11/1/2019 to 10/31/2020 - OPTION YEAR Bid a	1.00	Day		

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Line	Description	Quantity	Unit	Unit Price	Total
	cost per vehicle per day to provide marked patrol vehicle(s) -Pastore and Zambarano - Cost to be all inclusive: gas, insurance, mileage, etc.				
22	MPA-296 11/1/2016 to 10/31/2018 Bid an hourly rate to provide a marked patrol vehicle, non specific to agency (mileage will be additional)	1.00	Hour		
23	MPA-296 11/1/2018 to 10/31/2019 - OPTION YEAR Bid an hourly rate to provide a marked patrol vehicle, non specific to agency (mileage will be additional)	1.00	Hour		
24	MPA-296 11/1/2019 to 10/31/2020 - OPTION YEAR Bid an hourly rate to provide a marked patrol vehicle, non specific to agency (mileage will be additional)	1.00	Hour		
25	MPA-296 11/1/2016 to 10/31/2018 Bid a cost per mile for vehicle referenced in line item 22	1.00	Mile		
26	MPA-296 11/1/2018 to 10/31/2019 - OPTION YEAR Bid a cost per mile for vehicle referenced in line item 23	1.00	Mile		
27	MPA-296 11/1/2019 to 10/31/2020 - OPTION YEAR Bid a cost per mile for vehicle referenced in line item 24	1.00	Mile		

Delivery: _____

Terms of Payment: _____

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Prompt Payment Discount Form
(Invoice discounts for receiving fast payments)

Note: All vendors responding to the within solicitation must complete a Prompt Payment Discount ("PPD") form as part of this Master Price Agreement solicitation.

Bidder Name: _____

RFQ/RFP Bid Solicitation Number: _____

Prompt Payment Discounts ("PPD"). Vendors benefit from PPD by increased, usable cash flow as a result of fast and efficient payments for commodities or services rendered. ACH payments increase the prompt pay benefit by ensuring that funds are paid directly to their designated bank accounts, thus eliminating the delay of check clearance policies and traditional mail lead time (additional form required for ACH enrollment can be found at <http://controller.admin.ri.gov/Forms/index.php>). Vendors are highly encouraged to enroll and will receive consideration for enrollment.

The State benefits because contractors reduce the cost of products and services through the applied discount. While Bidders/Contractors have flexibility in determining the actual % discount(s) offered to the State, the discount(s) must be identified in 10 days or more for Payment Issuance Date. The State may use the prompt pay discounts submitted as a basis for selection and may negotiate discounts as deemed in the best interest of the State.

All discounts offered will be automatically deducted from payment when the issue date is within the specified number of days listed below and in accordance with the State's Prompt Payment Law. Payment days will be measured **from** the date goods are received and accepted/performance was completed OR the date an invoice is received by the Office of the DOA Controller, whichever is later **to** the date the payment is issued via ACH or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a vendor.

The State encourages Vendors to use the RIFANS Supplier Portal which has the functionality to electronically submit invoices against open Purchase Orders. This eliminates mailing and handling time and will increase the payment cycle especially for those suppliers who offer Prompt Payment Discounts.

Enter the Prompt Payment Discount percentage (%) off the invoice payment, for each of the payment issue dates listed, if the payment is issued within the specified Payment Issue days. For example:

- 5% - 10 Days
- 4% - 15 Days
- 3% - 20 Days
- 1% - 25 Days

Discount %	Payment Issue Date Within	
%	10 Days	
%	15 Days	
%	20 Days	
%	25 Days	
By checking this box, we certify that we will not offer any Prompt Payment Discounts		<input type="checkbox"/>
We will sign up for ACH payment. (please circle response)		Yes No
We will utilize the State's Supplier Portal to electronically submit invoices. (please circle response)		Yes No

Signature _____

Date _____

All solicitations requiring PPD shall include the following language:

Prompt Payment Discounts (“PPD”)

The goal of the Department of Administration (“Department”) is to provide an opportunity for expedited payment for State of Rhode Island (“State”) vendors, while also reducing the cost to the State through discounts. State agencies are encouraged to utilize vendors that offer cash discounts, along with competitive pricing, when selecting services or goods from a Master Price Agreement. Additionally, it is the policy of the Department to promote prompt payment through the use of “Electronic Funds Transfer” (“EFT”) through ACH and highly encourages vendors to sign up for EFT.

Prompt Payment Discount Form

All vendors shall submit the attached PPD form in order to receive consideration for discounts and signing up for Automated Clearing House (ACH) payment related to the State of Rhode Island’s PPD initiative.

Nothing herein prevents the State Purchasing Agent or designee from negotiating lower pricing or greater discounts and/or waiving technicalities related to PPDs in the best interests of the State.

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

CAMPAIGN FINANCE COMPLIANCE

CAMPAIGN FINANCE: In accordance with RI General Law 17-27-2, Every person or business entity providing goods or services of \$5,000 or more, and has in the preceding 24 months, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, or candidate for general office, any member, or candidate for general assembly, or political party, is required to electronically file an affidavit regarding political contributions at:

<https://secure.ricampaignfinance.com/RhodeIslandCF/Public/VendorAffidavit.aspx>

ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions For Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov.

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.

For all Purchase Orders issued on behalf of the University of Rhode Island, Community College of Rhode Island, and Rhode Island College, vendors will receive a confirming order from the respective entity prior to proceeding.

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.

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 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

PPD - PROMPT PAYMENT DISCOUNT CLAUSE

NOTE: All vendors responding to the within solicitation must complete the attached prompt payment discount "PPD" form as part of this master price agreement solicitation.

QUARTERLY REPORTS

REPORTS - The Vendor agrees to provide the State with quarterly reports describing activity against this Price Agreement. If this is a Master Price Agreement, such reports shall include usage by municipalities, quasi-public agencies, schools, etc. All reports shall contain the following data: (1) Billing volume in dollars and (2) quantity shipped for each line item in the price agreement. When there are no line items in the price agreement, vendor shall report volume by catalog order numbers, with a brief description of each order number. Reports must be submitted to the RI Division of Purchases to the attention BUYER named in this notice, identifying the Agreement number and the Reporting Period. Quarterly reports shall be due 45 calendar days after the end of each quarter. Failure to submit required reports shall be considered a breach of the contractor's obligations and may be considered, at the discretion of the State Purchasing Agent, sufficient cause for the termination of the agreement and other outstanding agreements and orders, and possible suspension from participation in additional State procurements.

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.

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.

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.