



Request for Quote

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

CREATION DATE : 24-OCT-16
BID NUMBER: 7551082
TITLE: Statwide Courier Service, DOH

BLANKET START : 01-JAN-17
BLANKET END : 31-DEC-19
BID CLOSING DATE AND TIME:15-NOV-2016 11:30:00

BUYER: Ohara 2nd, John F
PHONE #: 401-574-8125

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DOA CONTROLLER
ONE CAPITOL HILL, 4TH FLOOR
SMITH ST
PROVIDENCE, RI 02908
US

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DOH HEALTH LABORATORIES
50 ORMS STREET
PROVIDENCE, RI 02904
US

Requisition Number: 1484279

Line	Description	Quantity	Unit	Unit Price	Total
1	Blanket Requirement: January 1, 2017 - December 31, 2019. Questions concerning this solicitation must be received by the Division of Purchases at: john.cowell@purchasing.ri.gov no later than November 7, 2016 at 5:00 PM (ET). Questions should be submitted in a Microsoft Word attachment. Please reference the RFQ#7551082 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. APA-8288 1/01/2017 - 12/31/2017 STATEWIDE COURIER SERVICE TO PICK-UP AND DELIVER CLINICAL SPECIMENS TO THE STATE HEALTH LAB	30,000.00	Each		
2	APA-8288 1/01/2018 - 12/31/2018 STATEWIDE COURIER SERVICE TO PICK-UP AND DELIVER CLINICAL SPECIMENS TO THE STATE HEALTH LAB	30,000.00	Each		
3	APA-8288 1/01/2019 - 12/31/2019 STATEWIDE COURIER SERVICE TO PICK-UP AND DELIVER CLINICAL SPECIMENS TO THE STATE HEALTH LAB	30,000.00	Each		

Delivery: _____

Terms of Payment: _____

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

State Health Laboratory
Courier Service
Guidance

State-wide courier service is utilized to pick-up and deliver clinical specimens to the State Health Laboratory, located at 50 Orms Street, Providence, Rhode Island. Specimens must be delivered to the Health Laboratory by 2:30PM on the day retrieved. Specimen temperatures during transport must not exceed 80 degrees F. or drop below 60 degrees F. In an effort to reduce the risk of receiving specimens that are unacceptable for testing purposes, specimens must be transported in insulated containers (e.g. coolers) with an operable thermometer to record the temperature within the container. Once emptied, the insulated containers are to be returned by the courier service to the individual pick-up sites within a reasonable time period for re-use.

The Health Laboratory may make adjustments to the courier schedule during the contract period, including the addition and/or deletion of pick-up sites. The Health Laboratory may alter pick-up/delivery times as needed, to accommodate specific testing requirements, particularly during the holiday season. Influenza testing pick-up sites will vary according to season and the anticipated scope of an outbreak.

Existing courier service pick-up/delivery sites/days are identified on the attached schedule provided by the State Health Laboratory (please see attached).

Proposed vendor rate should be per pick-up/delivery (i.e. run) to the State Laboratory.

The selected vendor shall insure training of courier personnel on topics, including but not limited to, universal precautions and blood borne pathogens. The vendor shall also provide documentation of such training to the Health Laboratory upon request.

Note: In accordance with the Rhode Island Department of Health Confidentiality Policy and the R.I.G.L 38-2, the State Health Laboratory recognizes an individual's right to privacy and to the confidentiality of personal identifiable information. All persons (including vendors, contractors temporary staff, etc.) who have access to Health Laboratory records, whether printed, electronic or other, have a legal obligation to keep confidential all information not deemed to be public. The vendor agrees to abide by this policy set forth by the Health Department.

Courier List

Name of Health Center	M	T	W	T	F
Central HC 239 Cranston St. Providence, RI 02907 444-0580 Contact: Dorothy Williams	X	X	X	X	X
Chad Brown HC 285A Chad Brown St. Providence, RI 02908 274-6339 Contact: Diane Pacheco	X	X	X	X	X
Chafee HC One Warren Way Providence, RI 02905 444-0530	X	X	X	X	X
East Bay Family HC 100 Bullocks Pt. Rd. East Providence, RI 02915 437-1008 Liz Carlos	X	X		X	X

Courier List

Name of Health Center	M	T	W	T	F
No. West Community Health 36 The Bridgeway Pascoag, RI 02829 Harmony, RI 586-7661 Contact: Beverly McGuire/ Peter Bancroft	X		X		X
Family Health Services- Coventry 191 MacArthur Blvd. Coventry, RI 02816 828-5335 Contact: Donna Conway	X	X	X	X	X
Family Health Services- Cranston 1090 Cranston St. Cranston, RI 02920 943-1981 Contact: Pat Johnson	X	X	X	X	X

Courier List

Name of Health Center	M	T	W	T	F
Olneyville HC 100 Curtis St. Providence, RI 02906 444-0540 Contact: Elizabeth Salvatore	X	X	X	X	X
Westerly Hospital 25 Wells St. Westerly, RI	X	X	X	X	X
Planned Parenthood 111 Point St. Providence, RI 02903 421-9620	X	X	X	X	X
Tri-town HC 1126 Hartford Ave. Johnston, RI 02919 351-2750 Contact: Lilia Erikham	X	X	X	X	X

Name of Health Center	M	T	W	T	F
ALLEN BERRY 202 Prairie Ave Providence, RI 02905 444-0570 Contact: S. Shanley/ P. Stafford	X	X	X	X	X
Chad Nevola 120 Dudley Street Providence, RI 02905 273-9555 Contact: Sue Dobras			X		
Harborside Campus 1 Washington Ave Providence, RI 02905				X	
Downcity Campus 8 Abbott Park Place Providence, RI 02903					X
Capitol Hill HC 40 Candace St Providence, RI 02907 444-0550 Contact: Mary Jane Byers	X	X	X	X	X

Contract Terms and Conditions

Table of Contents

Terms and Conditions.....VII
 BID STANDARD TERMS AND CONDITIONSVII
 TERMS AND CONDITIONS FOR THIS BIDVII
 RIVIP INFO - BID SUBMISSION REQUIREMENTSVII
 PURCHASE AGREEMENT BIDVII
 MULTI YEAR AWARDVIII
 INSURANCE REQUIREMENTSVIII
 LICENSE REQUIREMENTSVIII
 HOURS - BIDDING PURPOSESVIII
 DELIVERY PER AGENCYVIII

Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

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.

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

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.

HOURS - BIDDING PURPOSES

HOURS INDICATED ARE ESTIMATED QUANTITIES FOR BIDDING PURPOSES ONLY.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.