



**Solicitation
Information**

Bid # Continuous Recruitment: CR-2

TITLE: Constable Services (MPA #259)

**OPENING DATE AND TIME: Continuous Recruitment (CR #2) CLOSING ON
– 6/30/2017 @ 4:00 P.M.**

PRE-BID/PROPOSAL CONFERENCE: NO

SURETY REQUIRED: NO

BOND REQUIRED: YES (CONSTABLE BOND)

New Vendors must register on-line at the State Purchasing Website at
www.purchasing.state.ri.gov.

NOTE TO VENDOR:

No offer will be considered that is not accompanied by a completed and signed Bidder
Certification Cover Form.

Cheryl McGurn
Buyer 11
Division of Purchasing

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

CONSTABLE SERVICES:

The Executive Office of Health & Human Services, Department of Human Services-Office of Child Support Services is seeking to expand a list of licensed constables interested in performing personal service of process for various child support matters, or other matters where constable services are needed, in accordance with the terms of this solicitation and the State's General Conditions of Purchase, which is available on the internet at www.purchasing.state.ri.us. This solicitation will be used to expand Price Agreement #259, CR (Continuous Recruitment) #2 which expired on 12/31/2016. All constables who desire to be included on this existing list must meet the entire bid criteria listed below. The current contract will remain active for a period ending 12/31/2016.

The Agency Price Agreements that will be established as a result of this solicitation will be from 1/1/2017 – 12/31/2019. At which time, at the sole discretion of the State of Rhode Island and Office of Child Support Enforcement, will renew for a one (1) year period.

ACCEPTANCE CRITERIA:

All constables seeking to be placed on the agency's list of vendors for the performance of personal service of process should meet all of the following criteria:

1. Constable must hold a current Constable's License issued by the Chief Judge of the Rhode Island District Court to serve Civil Process and be fully authorized for service of process by the Chief Judges of the District and Family Courts of Rhode Island. This license must be maintained during the term of service.
2. Constable must possess evidence of an active Performance Bond (Constable bond) payable to the RI district Court with sufficient sureties in the sum of \$5,000.00 (five thousand dollars) for the faithful performance of duties, or as otherwise required for licensing. This bond must be maintained during the term of service.
3. Constable must possess a valid License to operate a motor vehicle and operate vehicles in the performance of their constable duty that are properly registered by the appropriate issuing state authority. This motor vehicle license must be maintained during the term of service.
4. Constable must not be personally delinquent in any child support obligations or delinquent in any personal financial obligations to the State of Rhode Island. This provision must be maintained during the term of service.
5. Constable must be licensed NOTARY PUBLIC in the State of Rhode Island and be willing to perform the services of a Notary Public as may be required by the Child Support Enforcement agency, at no further charge to the agency or any plaintiff/defendant associated with an assignment issued by the agency. This license must be maintained during the term of service.

as listed below.

7. Constable agrees to be willing to perform personal service of process (including the alternate legal service known as Tacking) on persons living, working or located in any and all geographical areas of the State of Rhode Island, if called upon to do so by the Office of Child Support Services.
8. Constable must be capable of performing a minimum number of services as prescribed by the agency. Constable must state in their bid the maximum number of personal services that they are capable of performing monthly.
9. Constable agrees to accept a fixed \$45.00 payment for each successful service of a package of forms upon a defendant, plaintiff or other third party for any and all legal forms required to be served personally upon these individuals at the time of assignment, as required by the specifics of the child support case's legal process of other documents prepared by the Office of Child Support Services that are returned to the agency timely and in a manner that renders them completed and legally acceptable and ready for referral to RI Family Court. The \$45.00 fee for services will be in existence for the term of this contract. Constable agrees to invoice the Office of Child Support Services monthly for successful services only.
10. Constable must be reachable at all times by telephone or by beeper or answering machine 24 hours per day, Monday -Saturday and be available for performing the duties of a constable for the Office of Child Support Services from 7:00 a.m. –9:00 p.m., Monday –Saturday.
11. Constable must be willing to testify in RI Family court hearings when called upon regarding their personal service of legal process on individuals and entities in the case without further financial charge to the agency.
12. Constable agrees to give the agency a 30 day written notice of his/her intent to terminate the offer of their services under this contract and further agrees to perform such services during this 30 day period should the agency require them.
13. Constable agrees to comply with all federal and state confidentiality laws regarding the use of and security of child support information and agrees to sign a statement that they understand these laws and will abide by these laws upon their employment by the Office of Child Support Services.
14. Constable agrees to abide by any agency policies or time requirements surrounding any service of process, and further accepts and acknowledges that the agency may, at any time, reduce or increase the number of services required and assign the constable to provide service of process to any part of the State.

Responses (an original plus one copy) should be mailed or hand-delivered in a sealed envelope **clearly** marked in the lower left hand corner - "CR-2: Constable Services". No faxed proposals will be accepted. Once again, send a total of **TWO** responses to:

**Rhode Island Department of Administration Division of
Purchases, 2nd Floor
One Capitol Hill Providence, RI 02908-
5855**

RESPONSE CONTENTS:

Responses must include the following:

1. A completed and signed R.I.V.I. P. generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at <http://www.purchasing.state.ri.us>).

2. Evidence of a current Constable' License (acceptance criteria #1)

Evidence of an active performance bond / constable bond (acceptance criteria #2) Evidence of a

Notary Public License (acceptance criteria #5)

3. A completed and signed Taxpayer Identification Number Form (W-9), which is attached and available from the Purchase website at www.purchasing.state.ri.us .

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)

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

For State Use Only:	
IRS ___ RI SOS ___ FED ___ Other _____	
RI Supplier # _____ Approved _____	
Date Entered _____ Entered By _____	