

BID SOLICITATION



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

BID NUMBER: B04526
TITLE: GUARD & SECURITY SVCS -MPA 296
BID OPENING DATE AND TIME:
12/15/2004 10:45 AM

BUYER: JEROME MOYNIHAN
 PHONE #: (401) 222 - 2142 ext. 119
 BLANKET PERIOD: 1/1/05 - 12/31/07

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 MASTER PRICE AGREEMENT
 RELEASE AGAINST RI MPA**

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 MASTER PRICE AGREEMENT
 RELEASE AGAINST RI MPA**

Requisition Number(s): MPA #296

Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>BLANKET REQUIREMENTS: 1/1/05 - 12/31/07 MPA #296</p> <p>BIDDING</p> <p>(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.</p> <p>(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.</p> <p>(c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost.</p> <p>(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.</p> <p>ORDERING</p> <p>(a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period.</p> <p>(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.</p>				

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.

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RIVIP VENDOR ID#: _____

TERMS OF PAYMENT: _____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).</p> <p>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.</p> <p>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.</p>				

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Requisition Number(s): MPA #296

Item	Class-Item	Quantity	Unit	Unit Price	Total
	SELECTED VENDOR MUST MAINTAIN WORKER'S COMP AND LIABILITY INSURANCE IN ACCORDANCE WITH STATE'S GENERAL CONDITIONS OF PURCHASE AVAILABLE AT WWW.PURCHASING.RI.GOV.				
1.0	990-46 BID A PRICE PER SHIFT ONE GUARD MONDAY THRU FRIDAY 7:30 AM - 4:00 PM NO HOLIDAY	1.00	SHIFT		
2.0	990-46 BID A PRICE PER SHIFT ONE GUARD MONDAY THRU FRIDAY 7:30 AM - 4:00 PM HOLIDAY AND WEEKENDS	1.00	SHIFT		
3.0	990-46 BID A PRICE PER SHIFT ONE GUARD MONDAY THRU FRIDAY 4:00 - 12:00 MIDNIGHT NO HOLIDAY	1.00	SHIFT		
4.0	990-46 BID A PRICE PER SHIFT ONE GUARD MONDAY THRU FRIDAY 4:00 - 12:00 MIDNIGHT HOLIDAY AND WEEKENDS	1.00	SHIFT		

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.

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Item	Class-Item	Quantity	Unit	Unit Price	Total
5.0	990-46 BID A PRICE PER SHIFT ONE GUARD MONDAY THRU FRIDAY 12:00 MIDNIGHT - 7:30 AM NO HOLIDAY	1.00	SHIFT		
6.0	990-46 BID A PRICE PER SHIFT ONE GUARD MONDAY THRU FRIDAY 12:00 MIDNIGHT - 7:30 AM HOLIDAY AND WEEKENDS	1.00	SHIFT		
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.					

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.

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	<p>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:</p> <ul style="list-style-type: none"> * 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. <p>DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.</p>				
				TOTAL:	_____

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.

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NOTICE

THERE MAY BE ADDITIONAL ADDENDA TO THIS BID/RFP AT ANY TIME BEFORE THE OPENING DATE AND TIME.

THE DIVISION OF PURCHASES WILL NOT BE NOTIFYING BY MAIL OF ANY SUCH ADDENDA.

IT IS THE VENDOR'S RESPONSIBILITY TO CHECK AND DOWNLOAD ANY AND ALL ADDENDA.

AN ADDENDUM TO A BID/RFP IS LISTED AS THE BID NUMBER WITH AN "A" AND THE NUMBER OF THE ADDENDUM FOLLOWING; FOR EXAMPLE, **3025A1** INDICATES ADDENDUM #1 HAS BEEN ISSUED FOR BID 3025. **3025A2** INDICATES ADDENDUM #2 HAS BEEN ISSUED.

YOU MUST CLICK ON ALL OF THESE LISTINGS TO GET THE COMPLETE PACKAGE.

IF NOT BIDDING ON ANY ITEM, DO NOT RESPOND, IN ANY WAY, TO THE DIVISION OF PURCHASES.

DISCLAIMER

While the State of Rhode Island intends to maintain continuous access to this Website, from time to time access to information and/or documents may be interrupted or prevented either because of site problems, user problems or Internet problems. Not all access difficulties can be resolved by the State of Rhode Island since some access failures may be due to the type of computer or communication equipment and services employed by the Website User. However, it is the State's policy to provide a Help Desk (401) 222-2142 ext. 134 during regular business hours to assist Users in identifying and overcoming access problems.

To assure maximum access opportunities for Users, solicitations shall be posted on the RIVIP for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due. Vendors are cautioned that the competitive nature of their offers could be affected if their submissions do not include all amendments. For this reason, vendors are advised to revisit all solicitations to which they intend to respond five days prior to the due dates. If access to solicitations on the Website has been severely curtailed, it shall be the policy of the State to extend the due date of affected solicitations.

In some cases (e.g., road construction) copies of plans and specifications which cannot be offered on-line are issued with a requirement for a refundable deposit. In such instances, in addition to announcements provided on the RIVIP, vendors on the known lists of plans and specifications depositors will receive direct notification of amendments.

Except when access to the Website has been severely curtailed and it is determined by the Rhode Island State Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored.

When the result of an Internet solicitation of registered vendors is unsuccessful (no offers, one offer which exceeds the estimated cost) the State of Rhode Island will cancel the original solicitation and resolicit the original offer directly from vendors. The Purchasing Agent reserves the right to solicit offers from unregistered vendors as well as registered vendors.

BID INSTRUCTIONS / SPECIFICATIONS

BID #B04526

MPA #296

COMMODITY: SECURITY GUARD SERVICES

AGREEMENT PERIOD: 1/1/05 - 12/31/07

DELIVERY AS REQUESTED BY AGENCY.

Ordering

Agencies will submit individual orders for the various items and various quantities as may be required during the agreement period.

Scope

This bid covers the requirements of all State Agencies. This will be delivered and billed at the single, firm, awarded price quoted regardless of the quantities ordered.

Bidding

(a) Bids must be submitted on the attached bid quotation request forms, indicating brand and parts number of item offered. Bidders must submit detailed cuts and specs on items offered as equivalent to brands requested. Bidders must be able to submit samples if requested.

(b) 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.

(c) Bid price is net F.O.B. any point in the State of Rhode Island and shall include inside delivery.

(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.

Quantities

Quantities, if any, are estimated only. It is understood and agreed that the agreement shall cover the actual quantities ordering during the period.

Taxes

The State of Rhode Island is exempt from payment of Federal Excise Taxes and R. I. Sales and Use Taxes. Such taxes shall not be included in the bid price.

Award

Award will be made to bidder quoting the lowest net price in accordance with specifications, for any individual item(s), for major groupings of items, or for all items listed, at the State's sole option.

Delivery

(a) All items to be delivered free of all charges.

(b) The contractor will be responsible for delivery of materials in first class condition. Rejected materials will be at vendor's expense.

BID INSTRUCTIONS / SPECIFICATIONS

Exception

Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices on any extra large requirements for delivery to a destination.

Municipality Clause

Contractor will furnish all items quoted herein to any city, town or other governmental subdivision at the same price and terms as quoted to the State of Rhode Island. All ordering and billing to be between contractor and governmental unit involved.

Yes _____ No _____

Quarterly Reports

Successful bidder will submit in writing to the Purchasing Division quarterly reports showing bid number and total quantities drawn against specific items by the State Agencies. Failure to submit such reports shall be considered to be a breach of the contractor's obligations under the resultant agreement(s), and sufficient cause for the termination of the agreement, and all other outstanding agreements, purchase orders, and contracts, and suspension from participation in all State procurements for a period of up to two (2) years, at the discretion of the State's Purchasing Agent.

Reports should be forwarded to the Buyer at the Division of Purchases., One Capitol Hill, Providence, RI 02908.

BID INSTRUCTIONS / SPECIFICATIONS

ATTACHMENT "B" (continued)

NOTICE

- 1) Vendors are requested to sign in and out.
- 2) No miscellaneous charges, no travel, no mileage, no portal-to-portal, etc.
- 3) No individual work order may exceed \$5,000 without prior written approval of the State Division of Purchases.
- 4) Overtime and Holiday rates will be paid as follows:
 - (a) After 4:30 PM and prior to 8:00 AM, Monday through Friday
 - (b) Saturdays, Sundays and any day that is a legal holiday when State Offices are closed.
- 5) State will not automatically pay for a 2nd person, such as an apprentice, etc. Vendor must get approval in writing in advance, or at the time the job starts or the State may elect to pay only for one service person.
- 6) Any special equipment or situations that will incur costs not already included in MPA must be approved in advance.
- 7) Vendor(s) should be aware that documentation verifying the accuracy of parts prices and labor charges may be required periodically as part of normal auditing procedures.
- 8) 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.
- 9) Special requirements such as location, impending storms, vendor workload, etc., may also necessitate a one-time or temporary change from actual award.
- 10) Also bear in mind that the State reserves the right to solicit prices on any extraordinary repairs.
- 11) Should any of the above items (8, 9, or 10) transpire, it should not be misinterpreted to be a permanent change from the award or an attempt to circumvent the proper implementation of the award(s).