

**Solicitation Information
February 6, 2018**

MPA 226/CR-65 / Solicitation #7585506

TITLE: Small Engine Equipment Repairs

Initial Submission Deadline: March 5, 2018 @ 10:00 AM (ET)

Contract Term: May 1, 2018 – April 30, 2021

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at doa.purquestions3@purchasing.ri.gov no later than **February 14, 2018 @ 4:00 PM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# 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

**Gary P. Mosca
Chief Buyer**

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

Introduction and Conditions

The Rhode Island Department of Administration (“Department”), Division of Purchases (“Division”) seeks, on behalf of the Executive Branch agencies of the State of Rhode Island, along with potential participation at their own discretion from the Legislative and Judicial branches, quasi-public agencies, municipalities (cities, towns and school districts), seeks to retain one or more vendors to participate on a Master Continuous Recruitment (CR) list to provide Small Engine Repairs, Shop Services, and Diagnostic Services in all parts of the State.

The intent is to obtain the most cost-effective services for the State while maximizing the quality and level of service. The State is seeking qualified contractors to provide labor, materials, services, skills, supervision and necessary tools and equipment to ensure the equipment in both working order and the buildings properly heated and/or cooled. Qualified companies must have the capability to perform and complete the services in all respects in accordance with the solicitation documents.

If awarded, the term of the CR contract shall commence on or about May 1, 2018 and expire April 31, 2021 with the option to renew for one (1) twelve month period unless terminated, cancelled, by the Division. It is anticipated that a contract agreement will be awarded to multiple vendors.

This solicitation is being conducted under the State’s Continuous Recruitment (CR) process. A Continuous Recruitment, is not an invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

Bidders will be selected based upon their fulfillment of the minimum qualifications listed in this Continuous Recruitment (CR), any added value features, the completion of all Required Forms as listed in this CR that contracting with the Bidders will provide the “best value” to the State of Rhode Island.

Proposals may be submitted from initial submission deadline (March 5, 2018 @ 10:00am) until February 28, 2019 at 10:00 am.

✦ **Contract Term: *May 1, 2018 to April 30, 2021***

Fiscal Year Breakdown:

FY-19: 5/1/18 – 6/30/19

FY-20: 5/1/19 – 6/30/20

FY-21: 5/1/20 – 4/30/21

The State of Rhode Island reserves the right to re-open the Continuous Recruitment (CR) during the term of the contract if it is determined to be in the best interest of the State. After the initial selection process under this CR, the State may allow bidders an opportunity to submit proposals at a time specified by the State during the contract term. Proposals (responses to the CR) will be reviewed and evaluated and additional vendors may be added to the pre-qualified list upon completion of the qualification and evaluation process outlined in this CR and selection by the State. Contracts awarded as a result of the reopening will run concurrently with other awarded contracts under CR 65 and will be subject to the same terms and conditions.

CR-65 vendors may be utilized by any State agency. In addition, CR-65 vendors may be utilized by quasi-public agencies, Rhode Island municipalities, and the Legislative and Judicial branches of State government at their own discretion. Placement of vendors on a CR-65 is no guarantee of future business. All ordering and billing shall be between the vendor and the user agency. Services are sought on an "as-needed" basis. Once need has been determined, utilization by the user agency will be based on a number of factors, including, but not limited to price, expertise, and availability.

It is anticipated that a price agreement will be awarded to multiple vendors.

The term of this CR will be for three (3) years. This work will be done on behalf of programs and projects associated with any of the State's agencies, including municipalities, as described elsewhere herein, and in accordance with the terms of this request and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases' homepage by Internet at <http://www.purchasing.ri.gov>.

It is envisioned that a price agreement will be awarded to one or more vendors. The specific scope of work will be determined by the needs of the using agency, as with any CR, a using agency would create its own release / direct purchase order specifying the items, quantities and pricing ordered, and would thus be responsible to finance the required services. No Vendor shall provide services or begin work unless and until a valid Purchase Order approved by the Agency has been issued and received by Vendor. A Vendor will not be entitled to any payment for services rendered or work completed outside of this policy... **There is no guarantee of any level of spending activity to a vendor or vendors selected for this CR.**

Any contract award(s) resulting from this solicitation shall be subject to the State Purchases Act, R. I. Gen. Laws § 37-2-1, *et seq.*, the Procurement Regulations and the General Conditions of Purchase, which are available at www.purchasing.ri.gov, as well as the terms of this solicitation.

CR's can be utilized by any State Agency, and as a requirement of this solicitation, will also be made available to quasi-public organizations, Rhode Island municipalities, school districts, and the Legislative and Judicial Branches of Rhode Island government at their own discretion. The same offers, terms and conditions of service shall be offered to these organizations. Placement of a qualified firm(s) on a CR is no guarantee of usage. Services are sought on an "as-needed" basis.

I. General Requirements:

The intent of this contract is to establish relationships with vendors that can provide a full spectrum of services consisting of small engine repairs, shop services and diagnostic services. In addition, vendors must provide services required for the proper functioning of the engine equipment according to standard industry practices and usage for the best value.

Descriptions are indicated for each line item for the required time period service required.

NOTE: Only NEW, OEM parts of fully compatible equivalents will be accepted.

REBUILT parts are NOT acceptable.

For Line Item #1 only the following pertains.

The diagnostic fee shall be charged to identify if the small engine equipment is repairable or if it needs to be replaced. If the equipment is repairable the diagnostic fee is NOT to be charged separately, it is to become part of the repair charges. Should the equipment be non-repairable then the vendor may charge for diagnostic fee.

II. Parts at Manufacture's List Price Less %Discount:

Cite applicable parts discount for the following manufactures, fully disclose pricing policy. Use additional sheets if necessary.

Echo _____ %
McCullough _____ %
Homelite _____ %
Stihl _____ %
IDC/Ryobi _____ %
Sensation _____ %
John Deere _____ %
Kut Kwik _____ %
Essex _____ %
Husqvarna _____ %
Graco _____ %
Smith _____ %
Enco _____ %

In addition, provide percentage (%) discount for miscellaneous or unspecified parts _____ %

Award(s) will be made to the vendors that offer the best value to the State. The State may determine that an offer is unacceptable if the pricing offered is significantly unbalanced.

III. Proposal Submission:

Proposals to provide the services set forth in this solicitation must be received by the Division of Purchases on or before the date(s) and time(s) indicated on the cover page of this solicitation.

Responses (a clearly labeled original copy), mailed or hand-delivered in a sealed envelope marked with the Bid number to:

**Rhode Island Department of Administration, Division of Purchases
One Capitol Hill, Second Floor, Room 201
Providence, Rhode Island 02908-5855**

Reminder: Proposals misdirected to locations other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time(s) of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered. The "official" time clock is located in the reception area of the Division of Purchases, 2nd floor, One Capitol Hill, Providence, Rhode Island.

IV. Additional Requirements to solicitation:

NOTICE TO BIDDERS: All vendors responding to the within solicitation must complete the **ATTACHED** prompt payment discount "PPD" form as part of this continuous recruitment agreement solicitation.

This solicitation has the following bidder fees:

Statewide Contract Administrative Fee - Notice: The Division of Purchases shall soon implement a new, state-of-the art, eProcurement system which will streamline public procurement in Rhode Island. In conjunction with implementation of the eProcurement system the Division of Purchases anticipates that the "State Purchases Act", R. I. Gen. Laws § 37-2-12 shall be amended to authorize the Chief Purchasing Officer to establish, charge and collect from State contractors listed on master price agreements a statewide contract administrative fee not to exceed one percent (1%) of the total value of the annual spend against a contract awarded to a state contractor. All statewide contract administrative fees collected shall be deposited into a restricted receipt account which shall be used for the purposes of implementing technology for the submission and processing of bids, online bidder registration, bid notification, and other costs related to State procurement. If/when the Division of Purchases receives statutory authority to assess a statewide contract administrative fee, it shall be applicable to any bidders who receive a purchase order relative to the within solicitation during the entire term of the MPA contract.

RESPONSE CONTENTS

Responses shall include the following:

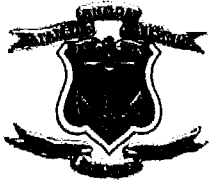
1. One completed and signed three-page R.I.V.I.P generated bidder certification cover sheet downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. One completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
3. PPD Form (attached)
4. Request for Quote Price Sheet

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to accept or reject any or all proposals, and to award in its best interest.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the CR. The State's General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>

End.



Request for Quote

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

CREATION DATE : 18-JAN-18
 BID NUMBER: 7585506
 TITLE: SMALL ENGINE EQUIPMENT REPAIRS - CR 65/MPA 226
 BLANKET START : 01-MAY-18
 BLANKET END : 30-APR-21
 BID CLOSING DATE AND TIME: 05-MAR-2018 10:00:00

BUYER: Mosca, Gary
 PHONE #: 401-574-8124

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Requisition Number:

Line	Description	Quantity	Unit	Unit Price	Total
1	CR 65/MPA 226: FY19 SMALL ENGINE EQUIPMENT REPAIRS SHOP SERVICES AND DIAGNOSTIC FEE, STRAIGHT TIME LABOR RATE. BID RATE PER HOUR	300.00	Hour		
2	CR 65/MPA 226: FY20 SMALL ENGINE EQUIPMENT REPAIRS SHOP SERVICES AND DIAGNOSTIC FEE, STRAIGHT TIME LABOR RATE. BID RATE PER HOUR	300.00	Hour		
3	CR 65/MPA 226: FY21 SMALL ENGINE EQUIPMENT REPAIRS SHOP SERVICES AND DIAGNOSTIC FEE, STRAIGHT TIME LABOR RATE. BID RATE PER HOUR	300.00	Hour		
4	CR 65/MPA 226: FY19 SHOP SERVICE OVERTIME RATE. BID RATE PER HOUR	20.00	Hour		
5	CR 65/MPA 226: FY20 SHOP SERVICE OVERTIME RATE. BID RATE PER HOUR	20.00	Hour		
6	CR 65/MPA 226: FY21 SHOP SERVICE OVERTIME RATE. BID RATE PER HOUR	20.00	Hour		
7	CR 65/MPA 226: FY19 ROAD SERVICE RATE STRAIGHT TIME ON SITE. BID RATE PER HOUR.	20.00	Hour		
8	CR 65/MPA 226: FY20 ROAD SERVICE RATE STRAIGHT TIME ON SITE. BID RATE PER HOUR.	20.00	Hour		
9	CR 65/MPA 226: FY21 ROAD SERVICE RATE STRAIGHT TIME ON SITE. BID RATE PER HOUR	20.00	Hour		
10	CR 65/MPA 226: FY19 ROAD SERVICE OVERTIME RATE ON SITE. BID RATE PER HOUR.	20.00	Hour		
11	CR 65/MPA 226: FY20 ROAD SERVICE OVERTIME RATE ON SITE. BID RATE PER HOUR.	20.00	Hour		
12	CR 65/MPA 226: FY21 ROAD SERVICE OVERTIME RATE ON SITE. BID RATE PER HOUR.	20.00	Hour		

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

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

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.

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 should be attached to the front of the offer. Each bid proposal must be submitted in a separate sealed envelope with the bidder's name and address and the specific "Solicitation Number," "Solicitation Title," and the "Bid Proposal Submission Deadline" marked in the upper left-hand corner of the envelope.

The bid proposal must be delivered (via mail, messenger service, or personal delivery) to the Division of Purchases and date-stamped/receipted by the date and time specified for the bid proposal submission deadline. Bidders should mail bid proposals sufficiently in advance of the bid proposal submission deadline to ensure timely delivery to the Division of Purchases or, when delivering a bid proposal in person or by messenger, should allow additional time for parking and clearance through security checkpoints. Bid proposals must be addressed to:

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

Bid proposals that are not received by the Division of Purchases by the bid proposal submission deadline for whatever reason will be deemed late and will not be considered. The submission time will be determined by the time clock in the Division of Purchases. Postmarks will not be considered proof of timely submission.

Bid proposals in electronic format are not accepted at this time.

At the bid proposal submission deadline, bid proposals will be opened and read aloud in public.

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.

CHARGES PERMITTED

NO CHARGES OTHER THAN PARTS AND LABOR ON THE JOB - NO TRAVEL, NO MILEAGE, NO MISCELLANEOUS CHARGES, NO PORTAL TO PORTAL.

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

HOURS - BIDDING PURPOSES

HOURS INDICATED ARE ESTIMATED QUANTITIES FOR BIDDING PURPOSES ONLY.

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.

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.

MPA 1% ADMIN FEE

Statewide Contract Administrative Fee - Notice: The Division of Purchases shall soon implement a new, state-of-the art, eProcurement system which will streamline public procurement in Rhode Island. In conjunction with implementation of the eProcurement system the Division of Purchases anticipates that the "State Purchases Act", R. I. Gen. Laws § 37-2-12 shall be amended to authorize the Chief Purchasing Officer to establish, charge and collect from State contractors listed on master price agreements a statewide contract administrative fee not to exceed one percent (1%) of the total value of the annual spend against a contract awarded to a state contractor. All statewide contract administrative fees collected shall be deposited into a restricted receipt account which shall be used for the purposes of implementing technology for the submission and processing of bids, online bidder registration, bid notification, and other costs related to State procurement. If/when the Division of Purchases receives statutory authority to assess a statewide contract administrative fee, it shall be applicable to any bidders who receive a purchase order relative to the within solicitation during the entire term of the MPA contract.

MPA BID AWARD (STATEWIDE APPLICABILITY)

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).

All procurements requiring PPD shall include the following language:

Prompt Payment Discounts (“PPD”)

The Department of Administration’s (“Department”) goal in establishing the PPD program is to provide an opportunity for expedited payment to vendors, while reducing the cost to the State through vendor discounts. State agencies are encouraged to utilize vendors that offer cash discounts, along with competitive pricing, when selecting services or goods from master price agreements. In addition, the Department seeks to promote prompt payment through the use of electronic funds transfer (“EFT”) through the ACH system.

Prompt Payment Discount Form

All vendors submitting proposals in response to designated master price agreement solicitations must submit the attached PPD form in order to participate in the PPD program.

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.

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

Note: All vendors doing business with the State of Rhode Island 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. 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.

Enter the Prompt Payment Discount percentage (%) off the invoice payment, for the available payment issue dates listed below. Note: Vendors are allowed up to three different prompt payment options. Example prompt payment options are:

- 5% - 10 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"/>	

ACH Payments/Supplier Portal: Vendors are highly encouraged to enroll for ACH payments. This payment method will increase the prompt pay benefit since funds are paid directly to designated bank accounts, thus eliminating the delay of check clearance policies and traditional mail lead time. The form required for ACH enrollment can be found at <http://controller.admin.ri.gov/Forms/index.php>.

The State also highly encourages Vendors to use the RIFANS Supplier Portal which includes the functionality to electronically submit invoices against open Purchase Orders. This efficient invoicing method eliminates handling time, mailing expenses, and will further expedite the payment process. Information on the portal can be found at <http://controller.admin.ri.gov/iSupplier/isup/index.php>.

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 _____



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 _____