

INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS:

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Office Of The Attorney General is seeking quotes from security service companies to supply armed security personnel for The Office of Attorney General buildings located at 150/180 South Main Street, Providence, RI. This is for a two (2) year contract with an option to renew for an additional year.

This solicitation, and subsequent award, is governed by the State's General Conditions of Purchase, which is available at www.ridop.ri.gov.

Potential Offerers are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

All costs associated with developing or submitting a quote in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.

Quotes are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted is to be considered fixed, unless otherwise indicated herein.

Quotes misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered.

It is intended that an award pursuant to this request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative quotes will not be considered, but subcontractors are permitted, provided that their use is clearly indicated in the OFFERER's quote, and that the subcontractor(s) proposed to be used are identified in the proposal.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the selected vendor(s).*

Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Quote will be considered to be public record, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFQ .

The offeror should be aware of the State's Minority Business Enterprise (MBE) requirements which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information contact the MBE Administrator at (401) 222-6253 or visit the website at <http://www.rimbe.org> . Awards resulting from this Request will be subject to the State's General Conditions of Purchase, which are available through the Internet at www.ridop.ri.gov.

Questions, in **Microsoft Word Format**, concerning this solicitation, may be e-mailed to the Division of Purchases at Robert.DeAngelis@purchasing.ri.gov no later than the date & time indicated on page 1 of this solicitation. Please reference **RFQ #7598764** on all correspondence.

Responses to questions received, if any, will be provided, as an Addendum to this RFQ, and posted on the Rhode Island Division of Purchases website at www.ridop.ri.gov It is the responsibility of all interested OFFERERS to download this additional information. *If technical assistance is required to download, call the Help desk at (401) 222-2142, ext. 134.*

Requests for Quotes to provide the required goods must be received by the Division of Purchases **on or before MAY 22, 2019 10:00 AM (EDT)**. Responses should be mailed or hand-delivered in a sealed envelope marked "**RFQ # 7598764**" to:

By Courier:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

By Mail:

RI Department of Administration
Division of Purchases
P. O. Box 6528
Providence, RI 02940-6528

NOTE: Quotes received after the above-referenced due date and time will not be considered. Quotes misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Quotes faxed, or emailed, to the Division of Purchases will not be considered. The "official" time clock is located in the reception area for the Division of Purchases. **(Please be advised that FedEx/UPS do not always arrive by 10:30 am, you would be smart to send your submission to arrive at least one day early)**

RESPONSE CONTENTS

Responses must include the following:

A completed and signed three-page RIVIP generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at www.ridop.ri.gov).

A statement of experience describing the Offeror's background, qualifications, experience with similar services, training, implementation, reports and all information required elsewhere in the Scope of Work.

A completed and signed W-9 Form downloaded from the RI Division of Purchases Internet home page at www.ridop.ri.gov.

A completed Request For Quote form with unit price and total completed.

Armed Security Guard Scope of Work

A. Background Information

The Office of Attorney General (OAG) is seeking quotes from security service companies to supply armed security personnel for OAG buildings located at 150/180 South Main Street, Providence, RI, per the schedule listed in the "Schedule" section below. This is for a two (2) year contract with an option to renew for an additional year.

B. General Duties Required

Security personnel will be posted inside the entrance of the Office of the Attorney General at 150 South Main Street. A guard duty station will be provided with a desk area and chair inside the foyer area of the main entrance to 150 South Main Street. Security Personnel will be responsible for screening all non-employee visitors to the OAG complex. Visitors at 180 south Main street will be directed to 150 South Main Street by a receptionist. Security personnel will be responsible for working in conjunction with AOG employees, stationed at the reception area, to verify that all visitors have a confirmed appointment with AOG personnel; insuring that any individuals passing from the non-secured lobby area to the secured area of the building have employee credentials or a properly displayed visitors badge; screening all visitors through a metal detector installed adjacent to the guard's duty station; escorting any visitors for 180 South Main Street to that building once they have been screened at 150 South Main; responding to any individuals who exhibit suspicious or disorderly behavior; coordinating with Providence Police Department to respond to any threats to the OAG; periodic perimeter sweeps of the buildings to ensure all points of entry are secured; other duties as needed.

C. Schedule

The AG will require continuous security personnel for the following shift: Monday through Friday between the hours of 8:00am and 6:00pm, for all regularly scheduled State of Rhode Island workdays.

D. Relief and Lunch Breaks

The Selected Vendor shall ensure continuous coverage while working at the AG's office and is responsible for complying with all applicable federal, state and local laws regarding breaks and relief. The costs to cover relief and breaks must be included in the offered price as they will not be itemized and paid for separately by the OAG.

E. General Qualifications

1. The Selected Vendor must possess the following minimum characteristics to be considered for a contract award:

- a pool of approved employees that can provide armed security services at 150/180 South Main Street, Providence, RI.
- a minimum employment of seventy-five (75) people.

- compliance with and maintaining security is one of the most important aspects of the OAG, therefore, the Selected Vendor must employ security personnel with qualifications meeting certain minimum standards.

2. All security personnel must pass a "fit for duty" physical examination that includes, but is not limited to, the following tests:

- appropriate height/weight proportions.
- upper and lower body strength test.
- the ability to sustain physical activity.
- the ability to run at a reasonable rate for an intermediate distance without becoming fatigued.
- a visual acuity test.

3. Vendor Requirements

Vendors must also perform national criminal history background checks on all their security personnel through fingerprint verification, to confirm that all personnel are free from felony and misdemeanor convictions. All security personnel must also have appropriate customer service training. Vendors must detail in their bids the complete evaluation/selection process for their personnel, from initial application to all criminal background checks and testing performed. All details and results of the required physical examinations must also be included in the bid response. Upon award, the selected Vendor must be prepared to provide documentation of its employees' authorization to carry firearms.

4. Personnel Training and Development

Vendors must provide a detailed overview of all forms of training provided to their employees. This overview should include, but not be limited to, initial training and development, on-the-job training, use of force training, and continual training provided to all its employees. This list must be detailed and must include the topics covered and the number of hours of training provided.

5. Personnel Retention

Due to the traditionally high turnover rates inherent in the security services industry, Vendors must indicate what their historical and current turnover rates are. Vendors must also provide an overview of steps they take to address and minimize turnover rates.

6. Start-Up Implementation and Transition Plan

Vendors must detail how they will implement start-up of operations if they are chosen as the successful bidder. Details must be provided regarding transition planning and implementation. In addition, Vendors must indicate the exact amount of time needed from notification of award to the assumption of operations.

7. Company History and Organization

Vendors must detail their company history, which should include but not be limited to the number of years in continuous operation, the number of employees, locations and equipment owned by the company, a complete list of services offered, identification of the management team, etc.

8. Management Approach

A company's management team is a critical part of any organization. Vendors must provide an outline of their management approaches and/or management practices that add value for their customers.

9. Supervision Overview

Supervision of employees is a key factor in any security operation. Vendors must include an overview of their supervision structures and how supervision of their employees in the field will be accomplished under this contract.

10. Value-Added Features

Vendors may describe any items or characteristics that are not part of this Scope of Work section that they would offer as part of the contract, and that would add value for the OAG.

F. Reporting

The selected Vendor may be required to submit a report concerning any significant activity which has occurred at the OAG complex. These reports must be in a standard format that has been approved by the OAG. Vendors must submit with their bids, sample copies of incident reporting forms.



Request for Quote

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

BUYER: DeAngelis, Robert
 PHONE #: 401-574-8110

CREATION DATE : 24-APR-19
 BID NUMBER: 7598764
 TITLE: ARMED SECURITY GUARD SERVICES AT 150 SOUTH MAIN ST. PROVIDENCE, RI - AG
 BID CLOSING DATE AND TIME: 22-MAY-2019 10:00:00

**B
I
L
L
T
O**
 ATTORNEY GENERAL
 150 SOUTH MAIN STREET
 PROVIDENCE, RI 02903
 US

**S
H
I
P
T
O**
 ATTORNEY GENERAL
 150 SOUTH MAIN STREET
 PROVIDENCE, RI 02903
 US

Requisition Number:

Note to Bidders: This is for a two (2) year contract with an option to renew for an additional year.

Line	Description	Quantity	Unit	Unit Price	Total
1	7/1/2019 - 6/30/2020 ARMED SECURITY GUARD SERVICES AT 150 SOUTH MAIN ST. PROVIDENCE, RI Line Note to Bidders: Bid is based on an estimated 2510 hours per year. Unit Price is for each hour. Total is 2510 estimated hours at the hourly rate.	2,510.00	Hour		
2	7/1/2020 - 6/30/2021 ARMED SECURITY GUARD SERVICES AT 150 SOUTH MAIN ST. PROVIDENCE, RI Line Note to Bidders: Bid is based on an estimated 2510 hours per year. Unit Price is for each hour. Total is 2510 estimated hours at the hourly rate.	2,510.00	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

Table of Contents

Terms and Conditions.....II
 BID STANDARD TERMS AND CONDITIONSII
 TERMS AND CONDITIONS FOR THIS BIDII
 CAMPAIGN FINANCE COMPLIANCEII
 DELIVERY PER AGENCYII
 INSURANCE REQUIREMENTSII
 MULTI YEAR AWARDIII
 RIVIP INFO - BID SUBMISSION REQUIREMENTSIII
 VENDOR SPECIFICATIONSIII
 HOURS - BIDDING PURPOSESIII

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.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

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.

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.

VENDOR SPECIFICATIONS

ALL VENDORS MUST INCLUDE SPECIFICATIONS WITH BID PROPOSAL (EVEN THOSE BIDDING BRAND SPECIFIED). FAILURE TO SUBMIT SPECIFICATIONS WITH BID PROPOSAL MAY RESULT IN DISQUALIFICATION OF BID. ITEMS IN CATALOGS MUST BE CLEARLY MARKED AND PAGES TABBED.

HOURS - BIDDING PURPOSES

HOURS INDICATED ARE ESTIMATED QUANTITIES FOR BIDDING PURPOSES ONLY.