



Request for Quote

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

BUYER: Ward, Alyssa J
PHONE #: 401-574-8472

CREATION DATE : 29-APR-19
BID NUMBER: 7598776
TITLE: FOOD MIXER & PROCESSOR - DOC

BID CLOSING DATE AND TIME:20-MAY-2019 02:00:00

**B
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DOC CDC WAREHOUSE
ATTN: (SEE 'ATTN' line in PO)
25 POWER ROAD
CRANSTON, RI 02920
US

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

Requisition Number: 1607719

Note to Bidders: NO SUBSTITUTIONS TO MAKE AND MODEL REFERENCED IN SPECIFICATIONS. All questions regarding this solicitation must be forwarded to doa.purquestions7@purchasing.ri.gov no later than May 9th at 3:30pm.

Line	Description	Quantity	Unit	Unit Price	Total
1	PLANETARY MIXER - HOBART HL600-1, PER ATTACHED SPECIFICATIONS NO SUBSTITUTIONS TO MAKE AND MODEL REFERENCED IN SPECIFICATIONS	1.00	Each		
2	FOOD PROCESSOR, BENCHTOP / COUNTERTOP - HOBART FP350-1, PER ATTACHED SPECIFICATIONS NO SUBSTITUTIONS TO MAKE AND MODEL REFERENCED IN SPECIFICATIONS	1.00	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

SOLICITATION NUMBER: 7598776

VENDOR: _____

**SPECIFICATIONS:
FOOD PROCESSOR, BENCHTOP / COUNTERTOP
HOBART FP350-1**

1 EACH: FOOD PROCESSOR – UNIT ONLY, ANGLED CONTINUOUS FEED DESIGN, FULL-SIZE HOPPER, 26LB PER/MIN PRODUCTION CAP., 430 RPM, STAINLESS STEEL CUTTING SURFACES, PLANETARY GEAR TRANSMISSION, TRIPLE SAFETY INTERLOCKS, ALUMINUM HOUSING, RUBBER FEET, 120/60/1, 1 HP, UL, NSF, DIMENSIONS 29.31 (H) X 13.44 (W) X 21.88 (D)

1 EACH: STANDARD WARRANTY – 1 YEAR PARTS, LABOR & TRAVEL TIME DURING NORMAL WORKING HOURS WITHIN THE USA

1 EACH: 3SLICE-3/8-SS 3/8" SLICING PLATE (10MM), STAINLESS STEEL

1 EACH: 35SFLC-5/16 5/16" SOFT SLICING PLATE (8MM)

1 EACH: 3JUL-3/8-SS 3/8" JULIENNE PLATE (10MM), STAINLESS STEEL

1 EACH: 3SHRED-7/32-SS 7/32" SHREDDER PLATE (6MM), STAINLESS

1 EACH: S35DICE-3/4 3/4" DICER PLATE (20MM), STAINLESS STEEL (FOR USE WITH 3-10MM SLICER PLATE)

1 EACH: INSTALLATION TO INCLUDE WIRING NEW UNIT TO THE CORRECT EXISTING UTILITIES WITHIN SIX FEET OF THE MACHINE. FACILITY WILL REMOVE EXISTING UNIT, RECEIVE, UNCRATE AND SET NEW UNIT INTO PLACE (NO MODIFICATIONS TO THE BUILDINGS UTILITIES ARE INCLUDED)

1 EACH: FREIGHT TO INCLUDE STANDARD DOCK TO DOCK SHIPPING (NO LIFT GATE OR INSIDE DELIVERY INCLUDED)

SOLICITATION NUMBER: 7598776

VENDOR: _____

**SPECIFICATIONS:
PLANETARY MIXER
HOBART HL600-1**

1 EACH: 220V-60-3PH, LEGACY PLANETARY MIXER 2.7 HP, 60 QUART CAPACITY, 94) FIXED SPEEDS, GEAR-DRIVEN TRANSMISSION, 20-MINUTE SMARTTIMER, #12 TAPER ATTACHMENT HUB, POWER BOWL LIFT, STAINLESS STEEL BOWL GUARD

1 EACH: STANDARD WARRANTY – 1 YEAR PARTS, LABOR & TRAVEL TIME DURING NORMAL WORKING HOURS WITHIN THE USA

1 EACH: BOWL-HL60 LEGACY MIXER BOWL, 60 QUART, STAINLESS STEEL

1 EACH: BBEATER-HL60 LEGACY MIXER 60 QT. "B" FLAT BEATER, ALUMINUM

1 EACH: CWHIP-HL60 60 QUART "C" WHIP

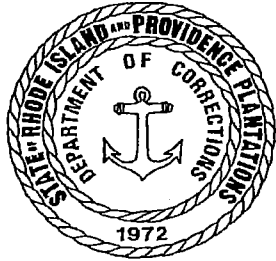
1 EACH: EXTEND-SST60G LEGACY MIXER BOWL EXTENSION RING, 60 QUART, STAINLESS STEEL

1 EACH: NEW AGE 98736 MIXING BOWL DOLLY, 24-3/4" X 24-3/4" X 30-3/8" H, ALUMINUM CONSTRUCTION, ACCOMODATES (60) QUART BOWL, 18-1/4" RING DIAMETER, (2) SWIVEL (#C450) & (2) SWIVEL/BRAKE (#C455) CASTERS, NSF, MADE IN USA

1 EACH: INSTALLATION-HOBART LABOR/TO INCLUDE WIRING NEW UNIT TO THE CORRECT EXISTING UTILITIES WITHIN SIX FEET OF THE MACHINE. FACILITY WILL REMOVE EXISTING UNIT, RECEIVE, UNCRATE AND SET NEW UNIT INTO PLACE (NO MODIFICATIONS TO THE BUILDINGS UTILITIES ARE INCLUDED)

1 EACH: HOBART FREIGHT TO INCLUDE STANDARD DOCK TO DOCK SHIPPING (NO LIFT GATE OR INSIDE DELIVERY INCLUDED)

RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE



POLICY NUMBER:
9.18-6 DOC

EFFECTIVE DATE:
02/23/15

PAGE 1 OF 5

SUPERCEDES:
9.18-5 DOC

DIRECTOR: Please use BLUE ink.
Arthur T. Wall II

SECTION:
SECURITY AND CONTROL

SUBJECT:
INTRODUCTION OF UNAUTHORIZED ITEMS INTO THE ADULT CORRECTIONAL INSTITUTIONS

AUTHORITY: Rhode Island General Laws (RIGL) § 42-56-10 (22), Powers of the director

REFERENCES: ACA standards 4-4192, Control of contraband; 4-4503, Visitor registration; RIDOC policy #'s 3.10 DOC, Drug Free Workplace: Substance Abuse; 3.14-2 DOC, Code of Ethics and Conduct; 7.01-1 DOC, Accountability And Procedures for the Utilization of Community Agencies, Volunteers, Interns, and/or Employees of Outside Public or Private Organizations; 13.02-4 DOC, Access to Institutional Facilities by Attorneys and Their Agents; Rhode Island General Laws (RIGL) § 11-25-8, Conveyance to prisoner instruments for escape; § 11-25-14, Conveyance of unauthorized articles to or from institutions; § 11-25-10, Conveyance of intoxicants to prisoner

INMATE / PUBLIC ACCESS? YES

AVAILABLE IN SPANISH? NO

I. PURPOSE:

To provide guidance for all administrators, supervisors, and staff of the Rhode Island Department of Corrections (RIDOC) concerning the introduction of unauthorized items into Adult Correctional Institutions' (ACI's) facilities by employees, volunteers, visitors and/or vendors, contractors, contract employees, program providers and/or any other individual/entity. Individuals found bringing unauthorized and/or illegal items into ACI facilities are subject to disciplinary action and/or prosecution under applicable laws.

II. POLICY:

Unauthorized items shall not be brought beyond the Main Control Center or secure perimeter of any ACI facility.

III. PROCEDURES:

- A. In the context of this policy, ACI facilities include all custody facilities.
- B. Unauthorized items are generally defined as those items that are determined to present a risk to the security of a facility, or to the safety of staff or inmates, and therefore are not approved by the manager of each facility for introduction into that facility. Items listed below are not allowed beyond the Main Control Center without the express consent of the Warden or Deputy Warden.

The following are examples of unauthorized items. However, this list may not be all inclusive:

1. Radios
2. Television sets
3. Cellular telephones, smartphones (including but not limited to Blackberry, Android, and iPhones), watch phones with wireless capabilities and any other device that facilitates wireless communication (i.e., Bluetooth headsets).
 - a. RIDOC Inspectors, Investigators (SIU) and/or members of the Rhode Island State Police (RISP) who enter a facility with a state-issued cellular telephone are exempt from this prohibition.
 - b. During a Level II or Level III incident RIDOC responders may obtain permission to bring cellular telephones and wireless devices into an affected facility. This permission can only be granted by the Warden of the affected facility or on-site Incident Commander.
 - c. If a cellular telephone/wireless device is brought into a facility pursuant to III. B. 3. a. or if permission is granted pursuant to III. B. 3. b., a Main Control Center Officer must visually inspect the telephone/device, record the identity of the person with the telephone/device, the telephone number, and the time in and out. In the event that a telephone/device is reported missing within a

facility, the Logistics Chief or the Shift Commander is to be contacted immediately (actual contact, not a voice message) so the telecommunications carrier can be contacted and the telephone/device service can be remotely shut down.

4. Portable multimedia devices capable of playing or recording any audio or video format, and capable of storing and playing digital media such as audio, video, images, documents, etc.
 - a. This includes but is not limited to laptops and tablet devices such as iPads or other brands, music devices such as iPods or other brands, and e-Books readers such as Kindles or other brands and tape/video recorders.
 - b. There shall be an exception for any RIDOC staff member using a state-owned laptop, and program providers or contractors using their own laptops to perform authorized duties or work. Only the Assistant Director for Institutions and Operations may grant this exception.
 - c. There shall be an exception for any RIDOC staff member using a state-owned tape/video recorder, and program providers or contractors using their own tape/video recorder to perform authorized duties or work. The Warden may grant this exception.

NOTE: It shall be the responsibility of the unit manager, contract/program manager or RIDOC point of contact to obtain the exception and notify the facility manager in writing, i.e., e-mail detailing the granted exception.

- d. Some items listed above may be authorized items for attorneys and their agents and are covered in 13.02-4 DOC, Access to Institutional Facilities by Attorneys and their Agents, or a successive policy.
5. Cameras/camera phones
6. Data storage devices that have not been authorized by RIDOC Management Information Systems (MIS) - this includes but is not limited to USB flash memory storage devices and external hard drives.

NOTE: Authorized devices may be obtained or approved for purchase from RIDOC MIS.

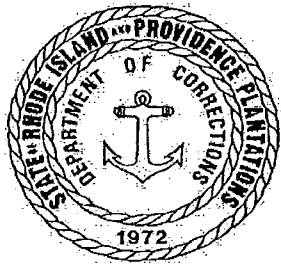
7. Reading material which is not job-related and has not been approved by the Deputy Warden.
8. Weapons of any kind, including pen knives.
9. Drugs, prescription or non-prescription, unless they are for personal use by an individual covered by this policy.
10. Illegal drugs and paraphernalia associated with illegal drugs
11. Alcoholic beverages
12. Tobacco products, including E-cigarettes and their components,
13. Matches, butane or other gas operated lighters, torches and flammable aerosols (e.g., hair spray)
14. Tape, rope or string of any kind (including dental floss)
15. Playing cards and games (including computer games)
16. Tools (other than Maintenance or state-owned)
17. Personal security equipment (including, but not limited to, handcuffs and/or cuff keys and canisters which dispense Oleoresin Capsicum (OC) and/or chemical agents)
18. Civilian clothing in secure areas (limited to locker room)
19. Global Positioning System devices - or any other device which provides information on an exact location or which tracks the movement of a vehicle or person (including, but not limited to, Garmin Nuvi or TomTom brand devices)
20. Any other battery operated or electronic devices.

C. Prescription Medication

1. The presence or consumption of controlled substances is prohibited unless they are being taken pursuant to a valid medical prescription and the side effects of the medication will not prevent an individual from performing any job function.

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2. Employees, volunteers, and/or vendors, contractors, contract employees, and program providers and/or other staff members who work in a secure area or in proximity to the inmate population and has in his/her possession any prescription medication must take steps to assure that these substances are stored in such a way that they are not accessible to the inmate population. Officers working a weapons post may not be in the possession of a weapon while under the influence of any medication that impairs judgment.
 3. The Rhode Island Medical Marijuana Act at RIGL § 21-28.6-7 specifically prohibits :
 - (a) "any person to undertake any task under the influence of marijuana, when doing so would constitute negligence or professional malpractice."
 - (b) the smoking of marijuana "in a correctional facility; or public place."
 4. Staff members, who require prescription medication to be in their possession, are to store said medication in its original container and limit the quantity to a 2-day supply.
 5. In the event a staff member is held over in excess of two (2) days, s/he must inform the Shift Commander regarding the need to replenish the supply of prescription medication.
- E. All personnel should refrain from introducing large amounts of cash into any correctional facility.
- F. It is the Shift Commander's/Supervisor's responsibility to ensure all attorneys' and their agents' receptacles (briefcases, pocketbooks, handbags, purses, backpacks, etc.) going into visiting rooms of the facilities are inspected for unauthorized items (in keeping with language from policy 13.02-4 DOC, Access to Institutional Facilities by Attorneys and their Agents, or a successive policy, regarding the policy's reference to "one receptacle - briefcase, pocketbook, handbag, purse, backpack, etc.").
- G. Within 60 days of the issuance of this policy, facility specific procedures shall be created to address any areas outside the secure perimeter to which inmates have access. Procedures shall be submitted to the Assistant Director for Institutions and Operations.

RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE



POLICY NUMBER:
8.08-2 DOC

EFFECTIVE DATE:
04/28/14

PAGE 1 OF 4

SUPERCEDES:
8.08-1 DOC

DIRECTOR:

Please use BLUE ink.

Richard T. Wolf II

SECTION:
PHYSICAL PLANT
ENVIRONMENTAL CONDITIONS

SUBJECT:
SMOKING AND TOBACCO
REGULATIONS

AUTHORITY: Rhode Island General Laws (RIGL) § 42-56-10(22), Powers of the director; § 23-20.10-1 et seq., Public Health and Workplace Safety Act; Executive Order 91-40

REFERENCES: U.S. Department of Health and Human Services. *How Tobacco Smoke Causes Disease: The Biology and Behavioral Basis for Smoking-Attributable Disease*, Public Health Service, Office of the Surgeon General, 2010; Fire Safety in Correctional Facilities (NFPA study); NCCHC standards J-48, Use of Tobacco Products; P-50, Smoke-Free Environment; RIDOC policy 9.14-6 DOC, Detecting and Confiscating Contraband on or in the Possession of Inmates/Detainees (Including Frisk, Strip and Body Cavity Searches) or in Inmate Transport Vehicles; 9.18-4 DOC, Introduction of Unauthorized Items into the Adult Correctional Institutions; 11.01-6DOC, Code of Inmate Discipline; 24.03-4 DOC, Visits

INMATE/PUBLIC ACCESS? X YES

AVAILABLE IN SPANISH? X YES

I. PURPOSE:

Tobacco use, particularly smoking, remains the number one cause of preventable disease and death in the United States. Involuntary exposure to environmental tobacco smoke (ETS) remains a common, serious public health hazard that is entirely preventable by adopting and enforcing policies. Smoking bans are the most effective method for reducing ETS exposure and are the only way to completely eliminate ETS exposure. Beyond eliminating ETS exposure among nonsmokers, smoking bans have additional benefits, including improved fire safety, reduced smoking intensity, potential cost savings to employers by way of lower healthcare and building

maintenance costs and higher employee productivity due to reduced absenteeism. In addition, all tobacco products (including chewing tobacco) have an adverse effect on health, sanitation, and the condition of the physical plant. Optimal protection of nonsmokers and smokers, therefore, requires a smoke-free environment.

Given correctional facilities' unique settings, the national trend of correctional jurisdictions adopting total smoking bans within their prison systems and that ETS exposure remains a common public health hazard that is entirely preventable, the Rhode Island Department of Corrections (RIDOC) intends to eliminate the problems and risks associated with exposure to tobacco and ETS to staff, inmates, visitors, contractors, and property under the control of RIDOC by implementing a total ban on the use of tobacco products within its facilities.

II POLICY:

All possession and use of tobacco products and their accessories, including but not limited to pipes, cigarettes, cigarette papers, chewing tobacco, cigars, matches and lighters, is prohibited within any and all buildings, vehicles, and property under the control of the RIDOC. (See, 9.18-4 DOC, Introduction of Unauthorized Items into the Adult Correctional Institutions, or a successive policy.)

In addition, electronic cigarettes (e-cigarettes) are also prohibited within any and all RIDOC buildings, vehicles and property.

III. PROCEDURES:

A. Applicability

This policy applies to, but is not necessarily limited to, RIDOC administrators, medical professionals, correctional and superior officers, non-uniformed personnel, contract employees, contractors, volunteers, students, and interns.

B. RIDOC Staff

1. The USE of tobacco products and/or accessories, e-cigarettes and their components is prohibited within any building, vehicle, and/or property under the control of the RIDOC.

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2. In addition, RIDOC employees as defined in item III.A. are prohibited from having tobacco products and/or accessories, e-cigarettes and their components in their POSSESSION when they are supervising or have custody of inmates.
 - a. Staff who work in any prison facility or "out building" (e.g., Industry shop) must deposit any/all tobacco products and/or accessories, e-cigarettes and their components in their lockers PRIOR TO assuming their posts.
 - b. Staff who enter/visit any prison facility or "out building" (e.g., to tour the facility, to attend a meeting, to conduct an audit, etc.) may not have any tobacco products, accessories, e-cigarettes and their components in their possession.
 3. Smoking by RIDOC employees shall only be permitted during authorized breaks in designated "outside smoking areas" at least fifty (50) feet away from building entrances and windows.
 4. Facility and building administrators or their designees will designate one outside smoking area per building.

NOTE: Inmate recreational areas shall not be considered outside smoking areas.
 5. Facility and building administrators or their designees shall also ensure that adequate refuse containers are available to smokers in close proximity to outdoor smoking areas. Facility and building administrators ensure that such containers shall be emptied on a regular basis. Smokers shall destroy or render unusable their discarded tobacco products and accessories prior to discarding them.
 6. RIDOC employees having custody of or supervising inmates (e.g., off-grounds work crews) shall not smoke, use tobacco-related products, or e-cigarettes and their components while on duty in the presence of inmates.
 7. Violations of this policy may result in disciplinary action up to and including termination.

C. Inmates

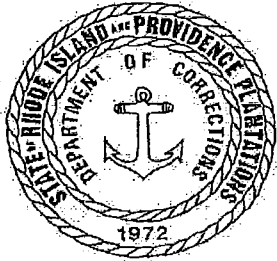
1. No tobacco products, e-cigarettes and their components shall be stocked or sold by the Inmate Commissary.
2. Smoking, the use/possession of tobacco-related products, or e-cigarettes and their components by inmates is prohibited.
3. Passing, receiving and/or possessing tobacco, tobacco-related products, or e-cigarettes and their components (Category 1 contraband) is a Class 2 offense. Discipline shall be administered consistent with policy 11.01-6 DOC, Code of Inmate Discipline, or a successive policy.
4. Upon commitment to the Intake Service Center (ISC) (men) or the Gloria DiSandro McDonald building (women), RIDOC staff shall search for and dispose of any tobacco, tobacco-related products, or e-cigarettes and their components. These items shall be destroyed.

NOTE: Information regarding the "Smoking and Tobacco Regulations" policy will be included in inmate handbooks and outlined during inmate orientation.

D. Visitors

1. Wardens or designees will ensure that signs in English and Spanish are posted outside each facility stating that visitors are prohibited from bringing any tobacco-related items into the facility. Visitors shall secure all tobacco-related items in lockers located in facility lobbies.
2. Any visitor refusing to comply with the "Smoking and Tobacco Regulations" policy shall be denied visiting privileges. (See policy 24.03-4 DOC, Visits, or a successive policy.)

RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE



POLICY NUMBER: 9.40-5 DOC	EFFECTIVE DATE: 10/27/14	PAGE 1 OF 8
SUPERCEDES: 9.40-4 DOC	DIRECTOR: <i>Richard T. Wall</i>	

SECTION: SECURITY AND CONTROL	SUBJECT: PROCEDURES FOR CONTRACTORS AT INSTITUTIONAL FACILITIES
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AUTHORITY: Rhode Island General Laws (RIGL) § 42-56-10(22), Powers of the director; (RIGL) § 38-2-2(4)(b) Public Records Act

REFERENCES: RIGL § 38-2-2(4)(b); RIDOC policies 2.22 Procedures for Monitoring Compliance of Subcontractors with USDOJ Civil Rights Regulations; 3.14-2 DOC, Code of Ethics; 4.03-3 DOC, Orientation and Entrance-Level Training for Non-Correctional Officer Employees; 7.01-2 DOC, Accountability and Procedures for the Utilization of Community Agencies, Volunteers, Interns, and/or Employees of Outside Public and Private Organizations; 9.18-4 DOC, Introduction of Unauthorized Items Into the Adult Correctional Institutions; 9.23-2 DOC, Access to ACI Facilities by Staff and Persons Providing Services to RIDOC; 9.24-3 DOC, Entry to/Exit from to Secure Facilities; 10.35-2 DOC, Maintenance On-Call Procedures; DOJ Final PREA Standards 115.6 Definitions; 115.32 Volunteer and Contractor Training, 115.77 Corrective action for Contractors and Volunteers

INMATE/PUBLIC ACCESS?	X YES
SPANISH TRANSLATION?	X NO

I. PURPOSE:

To delineate the rules, regulations and procedures that must be followed by all contractors who provide services to the Rhode Island Department of Corrections (RIDOC) in its institutional facilities.

II. POLICY:

It is imperative that all contractors providing services in RIDOC's institutional facilities fully understand and adhere to the rules, regulations and procedures as directed by the

Department, to include the Department's Code of Ethics and Conduct (policy 3.14-2 DOC, or a successive policy). Failure to adhere to these rules and regulations may result in a delay of payment or non-payment of invoices, suspension of the contractor's or contractor's representative authorization to provide continuing services, and/or termination of the contract with RIDOC.

Departmental contract managers are responsible for the dissemination of this policy to all appropriate contractors and to ensure that contractors fully understand these rules and regulations. Contractors are, in turn, responsible for disseminating this policy to appropriate employees and subcontractors.

III. PROCEDURES:

A. Definition

For the purposes of this policy, a contractor is defined as any individual, organization, business, or program provider other than RIDOC employees who have been contracted by the State (or sub-contracted to a contractor of the State), or who are otherwise compensated to provide goods or services to RIDOC and who are required to enter secure areas of a correctional institution.

B. Orientation Program

1. If a contractor is to provide services which bring its workers into regular contact with inmates, such contractor or contractor's employees may be required to participate in an orientation program conducted by RIDOC's Training Academy in consultation with the appropriate administrator.

NOTE: This training shall include instruction that RIDOC has a zero-tolerance policy regarding sexual abuse and sexual harassment of inmates as well as other duties and responsibilities mandated by the Prison Rape Elimination Act Standards.

2. RIDOC contract managers should consult with the Assistant Director of Institutions and Operations or designee if there is a question as to the appropriateness of this training for a contractor or employees of the contractor.

NOTE: Any contractor who is exempted from NEO training shall be notified in writing by the RIDOC Contract Manager that RIDOC has a zero-tolerance policy regarding sexual abuse and sexual

harassment of inmates as well as other duties and responsibilities mandated by the Prison Rape Elimination Act Standards.

3. If an orientation is needed, it is the responsibility of the contract manager to arrange a session with the Training Academy.
4. A schedule of training can be obtained from the Training Academy.

C. ID Requirement

1. Contractors who are required to perform services within institutional facilities must obtain security clearances consistent with policy 9.23-2 DOC, Access to ACI Facilities by Staff and Persons Providing Services to RIDOC, or a successive policy.
2. A Photo Identification Card/Access to Facilities Application Form is submitted to the contract manager, who, in turn, processes the application with RIDOC's Identification Unit. (See policy # 9.23-2 DOC, Access to ACI Facilities by Staff and Persons Providing Services to RIDOC, or a successive policy, for application form.)
3. Upon completion of service and/or expiration of contract, or upon the expiration date of the badge, identification badges must be returned to the contract manager. The contract manager then notifies the Assistant Director of Institutions and Operations or designee so that the contractor's employees' information maintained in applicable RIDOC databases may be updated.

For those contractors who are not issued ID badges, the contract manager, upon completion of service and/or expiration of contract, notifies the Assistant Director of Institutions and Operations or designee so that the contractor's employees' information maintained in applicable RIDOC databases may be updated.

D. Work Hours

1. General - Contractor work hours are scheduled either:
 - a. In accordance with the provisions set forth in the contract; or

- b. As scheduled by the contract manager prior to the commencement of work.
- c. No work is performed on Saturdays, Sundays, or holidays, unless authorized by the contract manager.

2. Facilities and Maintenance - Staff calls/faxes a request for service repairs.

- a. Contractor calls the Facilities and Maintenance Office to schedule service repairs and establish work day and time. Every effort is made to schedule service calls between the hours of 7:30 a.m. and 3:00 p.m.
- b. Contractor employees report to the Facilities and Maintenance Office to sign-in the appropriate logbook and contact the facility in need of service.

NOTE: Regardless of pre-scheduling, the Warden, Deputy Warden, or Shift Commander of the facility may, at any time, prohibit entry into a facility when deemed necessary for security purposes. The Shift Commander **MUST** contact the facility administrator before making this decision.

- c. Contractor reports to the facility and makes the necessary repairs. Contractor has the work order slip signed by a RIDOC staff member (e.g., maintenance personnel, steward, fire safety technician, or correctional officer escorting the contractor).
- d. Contractor leaves the facility and reports back to the Facilities and Maintenance Office to sign-out of logbook, relay any necessary information, and present signed service slip.

NOTE: All invoices noting hours worked must coincide with the sign-in/out hours in the aforementioned log book.

- e. If it is necessary for service calls to be extended beyond 4:00 p.m., contractor staff call the Facilities and Maintenance Office from within the facility where service is being performed and leave a voice mail message including departing day, date, time, facility location and extension from which s/he is calling.
- f. Sign-in/sign-out procedures:

Any contractor required to enter a RIDOC facility which houses inmates must abide by facility sign-in and sign-out requirements.

E. Security of Tools, Equipment and Toxic/Caustic Materials

It is the responsibility of all contract managers to provide contractors with instructions regarding the security of tools, equipment and toxic/caustic materials.

F. Conduct of Contractor and Contractor's Employees

1. The contractor shall communicate all necessary policies, rules, and regulations to his/her employees and subcontractors.
2. Contractors shall not have any illegal drugs, legally prescribed medical marijuana or alcohol on their persons.
3. Unopened and sealed containers of alcohol are permitted in vehicles only, consistent with 3.14-2 DOC, Code of Ethics, or a successive policy.
4. A contractor who works in a secure area or in proximity to the inmate population and has in his/her possession prescription medication must take steps to assure that these substances are stored in such a way that they are not accessible to the inmate population.

NOTE: The Rhode Island Medical Marijuana Act at RIGL § 21-28.6-7 specifically states that it does not permit:

- (a) "any person to undertake any task under the influence of marijuana, when doing so would constitute negligence or professional malpractice."
 - (b) the smoking of marijuana "in a correctional facility; or public place."
5. Contractors are not allowed admittance into any facility if it is known that they have consumed alcoholic beverages while outside the correctional property during the workday.
 6. Contractors shall not have weapons of any sort on their persons or in their vehicles.

7. Contractors must park in designated parking areas and must lock all vehicles.
8. All contractors entering ACI facilities shall exercise professional discretion with regard to their clothing. The Shift Commander shall have the final authority as to whether the attire of any contractor is inappropriate and/or poses a risk to the security or order of the facility and if that contractor shall be barred from entering a facility.
9. Contractors shall have no contact with inmates, except where such contact is a provision of the contract. When an inmate or a contractor has initiated inappropriate contact, such contact shall be immediately reported by the inmate or the contractor, or by the person having such knowledge, to the Correctional Officer in charge.
10. Any contractor who engages in sexual abuse of an inmate shall be prohibited from contact with inmates and shall be reported to law enforcement agencies, unless the activity was clearly not criminal, and to relevant licensing authorities.
11. All contractors shall have in place instructions for their employees on the procedure to follow if they are exposed to an infectious disease.

NOTE: In addition to any contract employer/employee instructions, any contract employee who is exposed to an infectious disease while working in a RIDOC facility shall immediately notify the supervising/escort Correctional Officer who will immediately notify the Shift Commander.

12. Vehicles and personal property of the contractors are subject to search when deemed necessary for security purposes.
13. No contractor convicted of a felony is allowed to work in the facilities without the express permission of RIDOC's Director, Assistant Director of Institutions and Operations or designees following consultation with the facility's Warden or Deputy Warden.
14. Contractors shall not bring into the facilities any items not required for the execution of their respective responsibilities and not approved by the contract manager.

All contractors are required to follow the procedures set forth in section III.A. of RIDOC policy 9.18-4 DOC, Introduction of Unauthorized Items into the Adult Correctional Institutions, or a successive policy. Any special circumstances which require an exception from these procedures must be approved by the facility Warden or designee. Contract managers shall facilitate these exceptions.

It is the responsibility of the contract manager to distribute a copy of policy 9.18-4 DOC, Introduction of Unauthorized Items into the Adult Correctional Institutions, or a successive policy, to all contractors.

15. Contractors are permitted to perform only the work authorized by the contract manager or his/her express designee. They may not accept direction as to the scope of work, the nature of the work, or changes to the work from any other person.
16. Upon entry into a RIDOC facility, all persons other than uniformed facility staff are required to produce proper identification (picture I.D.) and surrender it to the Main Control Center or Vehicle Trap Officer. The Main Control Center or Vehicle Trap Officer issues a facility I.D. badge and retains the person's personal I.D. The process reverses when exiting the facility. Persons not possessing proper identification are denied admittance/access.

G. Contractor Emergency Service (Facility Maintenance/Repair/Construction Only)

1. The contractor must provide a 24-hour service number.
2. The contractor is contacted by telephone outside of normal work hours. Emergency service is authorized by designated RIDOC Facilities and Maintenance Unit superintendents or their designees.
3. The contractor is given the location and description of work to be performed, and is issued a temporary work order number by the Maintenance Superintendents. Facilities and Maintenance must give notice to the Shift Commander of who the contractor is sending, when s/he will arrive and for what purpose.

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4. The contractor reports to the Main Control Center of the facility where work is to be performed. Upon arrival, appropriate facility staff performs applicable background checks.
 5. Prior to starting work, contractor employees must call the Facilities and Maintenance Office from within the facility and leave a voice mail message stating the day, date, time, facility location and extension from which s/he is calling.
 6. As required, a Correctional Officer is assigned to log tool inventory and to provide escort.
 7. The contractor performs only work which is described by the Facilities and Maintenance Superintendent or designee.
 8. Upon completion of work, the contractor obtains signature of a RIDOC staff member who escorted him/her or the Shift Commander on said contractor's work order. Contractor then calls the Facilities and Maintenance Office and leaves a voice mail message stating time of completion as well as facility and extension from which s/he is calling.

INSURANCE2

ANNUAL RENEWAL INSURANCE CERTIFICATES FOR WORKERS' COMPENSATION, PUBLIC LIABILITY, PROPERTY DAMAGE INSURANCE, AUTO INSURANCE, PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS), BUILDER'S RISK INSURANCE, SCHOOL BUSING AUTO LIABILITY, ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL), VESSEL OPERATION (MARINE OR AIRCRAFT) PROTECTION & INDEMNITY, ETC., MUST BE SUBMITTED TO THE SPECIFIC AGENCY IDENTIFIED IN THE "BILL TO" SECTION OF THE PURCHASE ORDER. CERTIFICATES ARE ANNUALLY DUE PRIOR TO THE BEGINNING OF ANY CONTRACT PERIOD BEYOND THE INITIAL TWELVE-MONTH PERIOD OF A CONTRACT. FAILURE TO PROVIDE ANNUAL INSURANCE CERTIFICATION MAY BE GROUNDS FOR CANCELLATION

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

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
 DELIVERY PER AGENCYVIII
 VENDOR SPECIFICATIONSVIII

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 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.

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

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

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.