



# Request for Quote

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

CREATION DATE : 13-OCT-20  
 BID NUMBER: 7609816  
 TITLE: DCAMM FACILITIES LIFE SAFETY FIRE  
 ALARM/SPRINKLER MAINT. AND REPAIR  
 BLANKET START : 01-DEC-20  
 BLANKET END : 30-NOV-24  
 BID CLOSING DATE AND TIME:06-NOV-2020 10:00:00

BUYER: Cadoret, David  
 PHONE #: 401-574-8131

**B**  
**I**  
**L**  
**L**  
**T**  
**O**  
 DOA CONTROLLER  
 ONE CAPITOL HILL, 4TH FLOOR  
 SMITH ST  
 PROVIDENCE, RI 02908  
 US

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**P**  
**T**  
**O**  
 DOA-DCAMM  
 1 CAPITOL HILL  
 2ND FLOOR  
 PROVIDENCE, RI 02908-5853  
 US

Requisition Number: 1677045

Line	Description	Quantity	Unit	Unit Price	Total
1	INSPECTION & TESTING OF LIFE SAFETY, SPRINKLER & FIRE ALARM SYSTEMS AGENCY AS PER ATTACHED SPECIFICATIONS	1.00	Each		

Requisition  
 Line  
 Requisition  
 Line  
 Requisition  
 Line

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



# Division of Purchases

One Capitol Hill | Providence, RI 02908 | (401) 574-8100  
Nancy R. McIntyre, State Purchasing Agent

## ADDITIONAL INFORMATION BID 7609816

**BID OPENING DATE AND TIME: 11/6/2020 AT 10AM**

Due to current health crises, both the pre-bid conference and the bid opening will be done remotely through the ZOOM app.  
The pre-bid conference will be non-mandatory.

Instructions on how to access both follow below:

### **REMOTE NON-MANDATORY PRE-BID CONFERENCE INSTRUCTIONS:**

Division of Purchases is inviting you to a scheduled Zoom meeting.

Topic: 7609816

Time: Oct 26, 2020 11:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83968554507?pwd=ZVVKdisxRXNMTWxZTzNsaFBuMnFldz09>

Meeting ID: 839 6855 4507

Passcode: 398633

One tap mobile

+13017158592,,83968554507#,,,,,0#,,398633# US (Germantown)

+13126266799,,83968554507#,,,,,0#,,398633# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

833 548 0282 US Toll-free

877 853 5247 US Toll-free

888 788 0099 US Toll-free

833 548 0276 US Toll-free

Meeting ID: 839 6855 4507

Passcode: 398633

Find your local number: <https://us02web.zoom.us/j/kcJEocAniF>



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## COVID-19 EMERGENCY PROTOCOL FOR BID OPENINGS

Vendors and the public are advised that due to Covid-19 emergency social distancing requirements bid openings at the Division of Purchases shall be conducted via live streaming on the ZOOM website/application. Vendors and the public shall not be permitted to enter the Division of Purchases to attend bid openings. Vendors and the public who attend bid openings via live streaming shall be required to identify themselves and a record of all such attendees shall be maintained by the Division of Purchases. Vendor bid proposals shall be opened and read aloud at the date and time listed herein. The results of bid solicitations requiring a public copy for public works projects shall be posted on the Division of Purchases website as soon as possible after the bid opening. For RFP solicitations only vendor names shall be read aloud at the opening.

Vendors and the public are further advised that visitor access to the Powers Building at One Capitol Hill, Providence, RI requires pre-screening at the entrance to the building. In accordance with the Governor's Executive Order(s) and Department of Health emergency regulations all visitors to the Powers Building must wear a cloth mask which covers the nose and mouth. Vendors delivering bid proposals to the Division of Purchases should allow sufficient time for the pre-screening process. The Division of Purchases assumes no responsibility for delays caused by the screening process or any other reason. Vendors are solely responsible for on time delivery of bid proposals. The Division of Purchases shall not accept late bids for any reason.

Division of Purchases is inviting you to a scheduled Zoom meeting.

Topic: 7609816

Time: Nov 6, 2020 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82053102204?pwd=VUR4UXJJM2R6bDZmMHNFVU1oUGpuZz09>

Meeting ID: 820 5310 2204

Passcode: 504224

One tap mobile

+13017158592,,82053102204#,,,,,0#,,504224# US (Germantown)

+13126266799,,82053102204#,,,,,0#,,504224# US (Chicago)

Dial by your location

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+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)



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833 548 0276 US Toll-free

833 548 0282 US Toll-free

877 853 5247 US Toll-free

888 788 0099 US Toll-free

Meeting ID: 820 5310 2204

Passcode: 504224

Find your local number: <https://us02web.zoom.us/j/82053102204>

**RFQ#7609816**

**TITLE: RI DCAMM - 4 YEAR SERVICE CONTRACT  
FOR THE TESTING AND MAINTENANCE  
OF LIFE SAFETY SYSTEMS**

**Submission Deadline: 11/6/2020 AT 10AM (Eastern Time)**

**PRE-BID/ PROPOSAL CONFERENCE:**

**MANDATORY: NO**

If YES, any Vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

**DATE: 10/26/2020 AT 11am (see instructions how to access in sheets entitled ADDITIONAL INFORMATION**

**LOCATION: Remote through ZOOM app.....see instructions**

Questions concerning this solicitation must be received by the Division of Purchases at [doa.purquestions14@purchasing.ri.gov](mailto:doa.purquestions14@purchasing.ri.gov) no later than 10/28/2020 at 5pm (EST). Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFQ# on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**BID SURETY BOND REQUIRED: Not Applicable**

**PAYMENT AND PERFORMANCE BOND REQUIRED: Not Applicable**

David A. Cadoret- Chief Buyer

**Note to Applicants:**

PART 1 - Proposals received without a completed RIVIP Bidder Certification Cover Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM**

## **Table of Contents**

<b>SECTION 1. INTRODUCTION.....</b>	<b>3</b>
<b>Instructions and Notifications to Offerors .....</b>	<b>3</b>
<b>SECTION 2. BACKGROUND .....</b>	<b>6</b>
<b>SECTION 3: SCOPE OF WORK AND REQUIREMENTS .....</b>	<b>7</b>
<b>SECTION 4: PROPOSAL .....</b>	<b>9</b>
<b>B. Cost Proposal.....</b>	<b>9</b>
<b>SECTION 5: QUESTIONS.....</b>	<b>10</b>
<b>SECTION 6. PROPOSAL CONTENTS.....</b>	<b>10</b>
<b>SECTION 7. PROPOSAL SUBMISSION.....</b>	<b>101</b>
<b>SECTION 8. CONCLUDING STATEMENT.....</b>	<b>11</b>
<b>PRICING and ACKNOWLEDGEMENT .....</b>	<b>12</b>
<b>ATTACHMENT A- BID FORM .....</b>	<b>13</b>

## SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Administration, Division of Capital Asset Management & Maintenance (DCAMM), is soliciting proposals from qualified firms to provide Maintenance and Testing for its Life Safety Equipment (Fire Alarm, Sprinkler and Suppressions Systems) for its facilities, in accordance with the terms of this Request for Quotes ("RFQ") and the State's General Conditions of Purchase, which may be obtained at the Division of Purchases' website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

The initial contract period will begin approximately December 1, 2020 for four years. Contracts may be renewed for up to two additional 12-month periods based on vendor performance and the availability of funds.

This is a Request for Quotes, not a Request for Proposals. Due to the length of the bid there will be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, other than to name those offerors who have submitted proposals.

### **Instructions and Notifications to Offerors**

PART 1 - Potential vendors are advised to review all sections of this RFQ carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

PART 2 - All costs associated with developing or submitting a proposal in response to this RFQ shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFQ is cancelled or continued.

PART 3 - Proposals are considered to be irrevocable for a period of not less than 180 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

PART 4 - All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.

PART 5 - It is intended that an award pursuant to this RFQ will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

PART 6 - The purchase of goods and/or services under an award made pursuant to this RFQ will be contingent on the availability of appropriated funds.

PART 7 - Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFQ may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

Any information submitted in response to this RFQ that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the Division of Purchases may release records marked confidential by a vendor upon a public records request if the State determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.

PART 8 - 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.

PART 9 - By submission of proposals in response to this RFQ vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFQ, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an "Affirmative Action Policy Statement."

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written "Affirmative Action Plan" prior to issuance of a purchase order.

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.
- b. Vendors further agree, where applicable, to complete the "Contract Compliance Report" (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the "Certificate of Compliance" (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a "Monthly Utilization Report" (<http://odeo.ri.gov/documents/monthly-employment-utilization-report-form.xlsx>) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact Vilma Peguero at the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at [ODEO.EOO@doa.ri.gov](mailto:ODEO.EOO@doa.ri.gov).



11. In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).
  
12. In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a "DisBE")(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, "Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects". As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled "MBE, WBE and/or DisBE Plan Form", which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor's Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at [www.gcd.ri.gov](http://www.gcd.ri.gov).

For further information, visit the Office of Diversity, Equity & Opportunity's website, at <http://odeo.ri.gov/> and see R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email [Dorinda.Keene@doa.ri.gov](mailto:Dorinda.Keene@doa.ri.gov).

**THE REST OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK**

## SECTION 2. BACKGROUND

The objective of this service agreement is to ensure constant and proper operation of fire detection, alarm and suppression systems for the protection of lives and property, in accordance with applicable federal, state, local and NFPA rules, regulations, standards and codes and manufacturer's procedures. Anything necessary to achieve this objective should be considered as required in these specifications. Service provided will include testing, inspection, maintenance, repairs, and emergency response and Rhode Island fire code required modifications.

All work will be performed in compliance with NFPA, manufacturer and authorities having jurisdiction requirements by qualified personnel properly licensed to perform such work in Rhode Island for named systems and components in various state owned and/or operated facilities. Copy(s) of license(s) will be provided to agency prior to work commencing. During the performance of this service, any state property damaged or altered will be restored at no additional expense to the state.

The state reserves the right to add locations to this agreement. Successful vendors for this agreement will be requested to submit pricing under the conditions of the agreement for the additional locations(s). Award will be based on pricing.

PLEASE NOTE: The location and scope of service varies from section to section. Service agreement periods are stated in the specific sections.

### 2.1 REFERENCES

- A. The testing and maintenance shall comply with the RI State Fire Marshal Requirements and all life safety equipment equipment and accessories shall be installed in accordance with all applicable national, state, provincial, regional and local codes and standards, including, but not limited to the most current issue of the following publications, including all amendments thereto of the issue that is current on the date of the contract award. Where conflicts exist between the Specifications & Contract Documents and the referenced publications, local codes shall govern. All equipment shall be U.L. listed or meet U.L. requirements for its intended use. Applicable requirements of the following publications shall apply to the work under this specification as if fully written herein.
1. Federal, State, and Local codes, regulations and ordinances
  2. NFPA 1: Fire Code
  3. NFPA 13: Standard for the installation of Sprinkler Systems
  4. NFPA 25: Standard for Testing, Maintenance of Water Based Protection Systems
  5. NFPA 101: Life Safety Code
  6. NFPA 70: National Fire Protection Association
  7. NFPA 72: National Fire Alarm Code
  8. NFPA 730: Guide for Premises Security
  9. National Electric Code (NEC), latest edition
  10. Applicable Building Code, latest editions
  11. Occupational Health and Safety Act (OSHA)
  12. Americans with Disabilities Act (ADA)

13. Local Governing Authorities Having Jurisdiction
14. Underwriters Laboratories (UL) Applicable Standards for Safety
15. Underwriters Laboratories (UL) Applicable Standards for Proprietary Security Systems
16. National, State, Provincial, Regional and Municipal Building Codes and all other Authorities having Jurisdiction
17. Institute of Electrical and Electronics Engineers (IEEE) Applicable Standards
18. Telecommunications Industry Association (TIA) Applicable Standards

## **SECTION 3: SCOPE OF WORK AND REQUIREMENTS**

### **3.1 SCOPE OF WORK**

#### **TESTING AND INSPECTIONS:**

The vendor will supply all labor and material required for testing and inspection of subject systems. Tests and inspections will be performed in a timely manner and consistent with historical occurrences. **THE VENDOR SHALL BE REQUIRED TO PROVIDE ONE WEEK NOTIFICATION TO THE BUILDING MANAGER PRIOR TO SCHEDULING TESTING.** Detailed test report(s) will be forwarded to agency within thirty (30) days of inspection. Work will be performed during normal work hours, Monday through Friday (excluding holidays) between the hours of 8:00 am and 4:00 pm. Water discharged during drain tests will be controlled and conveyed to a storm drain or something appropriate to receive the volume of water. The vendor will immediately report to the agency, upon discovery, any system problems which may compromise the operation and reliability of the system tested and provides a written labor and material proposal to correct same (see proposals and invoices below for specifics). The proposal will be submitted within 48 hours of problem identification and work will be started within 48 hours of approval to proceed. If system operation has been compromised, it will be treated as an emergency repair. System problems identified during test and inspection which do not compromise the operation or reliability of the system will be reported on the test reports. Proposals for corrective action will be submitted with the test and inspection reports. **\* SMOKE SENSITIVITY TESTING WILL BE REQUIRED IN ALL HOSPITAL & BOARD AND CARE FACILITIES. THE TESTING AND CONTINUAL MONITORING OF ALL AUDIO VISUALS WILL ALSO BE REQUIRED. RESULTS OF THE TESTING SHALL BE FORWARDED ALONG WITH QUATERLY TEST RESULTS IN A FORMAT THAT IS ACCEPTABLE TO THE RHODE ISLAND DEPARTMENT OF ADMINISTRATION AND THE JOINT COMMISION OF HOSPITALS AED TESTING**

#### **AED Testing**

**Maintain and test the AED according to manufacturer's guidelines. Test the AED at least biannually and after each use. Inspect all AEDs on the premises at least every 90 days for potential issues related to the operability of the device such as dead batteries or blinking lights.**

- 1. Powers Building Capitol Hill, Providence - 5 Units**
- 2. Virk Building, Pastore Campus, Cranston - 5 Units**
- 3. Stedman Government Center, Wakefield - 2 Units**

### 3.2 DESCRIPTION OF WORK

#### 1. General Requirements

- a. The Contractor shall perform a survey of the facility to verify field conditions.
- b. Furnish all labor, materials, tools, equipment, and services for a complete security system as indicated and in accordance with provisions of the contract documents.
- c. Although such work is not specifically indicated, furnish and install all supplementary or miscellaneous items, and devices incidental to or necessary for a complete and comprehensive test in the event that work is required the contractor shall be required to provide sound, secure and complete installation.
- d. All system devices and components included that are to be installed shall be compatible with the existing systems.
- e. Units of the same type of equipment will be products of a single manufacturer. All material and equipment will be new and currently in production. Each major component of equipment will have the manufacturer's model and serial number in a conspicuous place.
- f. Contract Drawings.

### 3.3 QUALITY ASSURANCE

- a. Manufacturer Qualifications: ISO 9001:2008 certified company.
- b. Installer Qualifications: Minimum 2 years-experience installing similar equipment and manufacturer's certification is recommended.
- c. **A ONE WEEK ADVANCED NOTIFICATION TO THE OCCUPANTS AND BUILDING MANAGER MUST BE GIVING PRIOR TO TESTING- NAME OF MANAGMENT SHALL BE GIVEN AT THE TIME OF AWARD**
- d. **CODE CHANGES AND EQUIPMENT RECAL:**  
The Contractor will inform agency of any code changes upon adoption by the state of Rhode Island and equipment recalls. Upon direction of the agency, the vendor will provide written proposals for work required to make system compliant or replace recalled equipment.
- e. **PROPOSALS AND INVOICES:**  
All proposals will state the number of hours, hourly labor rate, material cost and markup % from cost for materials, according to conditions of this agreement and will be inclusive of all work, direct or indirect. When sub-contractors are to be utilized, this will be noted on the proposal. The use of subcontractors will be limited and require approval from agency. Sub-contractor labor and material will be billed at cost plus 6%. Invoices will be structured in the same manner as the proposals and will be presented with supporting documents (job tickets, material slips, subcontractors' invoices, etc.). No charges other than parts & labor on the job – no travel, no fuel, no mileage, no miscellaneous charges, no portal-to-portal.

F. **Other Requirements:**

**NO PAYMENTS WILL BE PROCESSED UNLESS THE FOLLOWING REQUIREMENTS ARE COMPLETE.**

1. UNIFORM TEST REPORT IS SIGNED BY INDIVIDUAL BUILDING MANAGER OR THEIR DESIGNEE. IF THE BUILDING MANAGER CAN NOT BE LOCATED THE TESTING COMPANY IS TO CONTACT JONATHAN DEPAULT AT 1(401) 222-8217
2. THE APPROPRIATE TEST REPORTS ARE COMPLETED AND SIGNED BY THE TESTING AGENCY. SIGNATURE SHALL INCLUDE ALL CONTACT INFORMATION AND LICENSE #
3. THE CORRECT DATA IS FILLED OUT ON THE TOP PORTION OF THE (UTR) UNIFORM FIRE ALARM TEST REPORT AND SPRINKLER TEST SHEET (BUILDING ADDRESS, PROTECTED PREMISES, MASTER BOX I.D. # ETC.)
4. IMPAIRMENTS FOUND ARE LISTED CLEARLY AND EXACT LOCATION IS MARKED. THE STATE OF RHODE ISLAND RESERVES THE RIGHT TO REPAIR THE FIRE ALARM SYSTEM WITH ITS OWN ELECTRICIAN(S). THIS REPAIR OR MAINTENANCE WORK SHALL BE DECIDED ON A CASE BY CASE DECISION.
5. THE BILL IS NOT TO SUBMITTED FOR PAYMENT UNLESS THE ENTIRE SECTION OR GROUP IS COMPLETED ON THE UTR. IF THIS CANNOT BE OBTAINED PAYMENT WILL NOT BE PROCESSED. ALL EXCEPTIONS SHALL BE FORWARDED IN WRITING TO JONATHAN DEPAULT OR HIS DESIGNEE. PAYMENT WILL BE PROCESSED AFTER WRITTEN RESPONSE FROM THE STATE OF RHODE ISLAND DEPARTMENT OF ADMINISTRATION IS ATTACHED TO THE AMMENDED REQUEST FOR PAYMENT.
6. ALL EXCEPTIONS, ALTERNATES, CHANGE ORDERS OR VARIANCES FROM PROTOCOL NEEDS TO BE PRE-APPROVED BY DCAMM-( JONATHAN DEPAULT OR HIS DEIGNEE) PRIOR TO WORK IS COMPLETED. **NO PAYMENTS CAN BE PROCESSED WITHOUT A PURCHASE ORDER NUMBER ISSUED BY THE RI DIVISION OF PURCHASES OR WRITTEN CONFIRMATION TO PROCEED AS AN EMERGANCY THAT IS ISSUED BY RI DIVISION OF PURCHASES.**

**SECTION 4: PROPOSAL**

**A. Cost Proposal**

Vendors shall complete attached bid form in its entirety.

## SECTION 5. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at [doa.purquestions14@purchasing.ri.gov](mailto:doa.purquestions14@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. No other contact with State parties is permitted. Please reference **RFQ #7609816** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

## SECTION 6. PROPOSAL CONTENTS

PART 1 - Proposals shall include the following:

- a. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). *Do not include any copies in the Technical or Cost proposals.*
- b. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at <http://www.purchasing.ri.gov/rivip/publicdocuments/fw9.pdf>. *Do not include any copies in the Technical or Cost proposals.*
- c. One (1) Electronic copy on a CD-R
- d. Cost Proposal – Bid forms attached to this bid.

1.1 Formatting of proposal response contents should consist of the following:

Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:

- Vendor's name
- RFQ #
- RFQ Title
- Proposal type (e.g., technical proposal or cost proposal)
- If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of '1 of 3' on first CD-R, '2 of 3' on second CD-R, '3 of 3' on third CD-R).

Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase's inability to open or read a CD-R may be grounds for rejection of a Vendor's proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it "non-responsive". USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

## SECTION 7. PROPOSAL SUBMISSION

Interested vendors must submit proposals to provide the goods and/or services covered by this RFQ on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked "RFQ# 7609816 to:

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

NOTE: Proposals received after the above-referenced due date and time shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock is in the reception area of the Division of Purchases.

## SECTION 8. CONCLUDING STATEMENTS

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State's best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Division of Purchases.

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

**PRICING and ACKNOWLEDGEMENT**  
**RI DCAMM Life Safety Testing RFQ #7609816**

Firm Name:
Address: Street and Number City/Town Zip Code
Telephone: Cell Phone:
Email:
Principal Contact:



**ATTACHMENT A-BID FORM**  
**RFQ#7609816**  
**RI DCAMM - 4 YEAR SERVICE CONTRACT**  
**FOR THE TESTING AND MAINTENANCE**  
**OF LIFE SAFETY SYSTEMS (Including AED Testing)**

**FIXED FEE: For All Life Safety Testing for Four Years-(2020 through 2024)**

\$   ,    ,    .

Numeric

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Written

Allowance for Test Header at RI Department of Administration:

\$   ,  1 5 ,  0 0 0 .  0 0

Numeric

Fifteen Thousand Dollars

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Written

**FIXED FEE (Including Test Header)**

\$   ,    ,    .

Numeric

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Written

Authorized Signature

**I have read the above SPECIFICATIONS and as a qualified recipient of this proposal and agree to the terms and conditions of the State of Rhode Island, Division of Purchases and the terms and conditions of RFQ solicitation number (#7609816) for the Testing and Maintenance of DCAMM's Life Safety Systems**

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Authorized Signature and Date

**Contract Terms and Conditions**

**Table of Contents**

Terms and Conditions.....II  
  BID STANDARD TERMS AND CONDITIONS .....II  
    TERMS AND CONDITIONS FOR THIS BID .....II  
    READING VENDOR NAMES ONLY .....II  
    AWARD .....II  
    MULTI YEAR AWARD .....II  
    DELIVERY PER AGENCY .....II  
    RIVIP INFO - BID SUBMISSION REQUIREMENTS .....II  
    LICENSE REQUIREMENTS .....III  
    INSURANCE REQUIREMENTS .....III

**Terms and Conditions**

**BID STANDARD TERMS AND CONDITIONS**

**TERMS AND CONDITIONS FOR THIS BID**

**READING VENDOR NAMES ONLY**

DUE TO LENGTH OF BID AND TIME CONSTRAINTS, THE STATE WILL ONLY ACKNOWLEDGE RECEIPT AND READ THE NAMES OF VENDORS SUBMITTING PROPOSALS. NO EXAMINATION OF DOCUMENTS OR PRESENTATION OF INFORMATION CONTAINED IN PROPOSALS WILL BE MADE AVAILABLE AT THE BID OPENING; HOWEVER, INSTRUCTIONS TO OBTAIN THE TABULATION OR SUMMARY OF BID RESPONSES WILL BE MADE AVAILABLE AT THE RI DIVISION OF PURCHASES WEBSITE AT WWW.PURCHASING.RI.GOV

**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.

**DELIVERY PER AGENCY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

**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.**

**LICENSE REQUIREMENTS**

VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. A COPY OF LICENSE/PERMIT SHOULD BE SUBMITTED WITH THIS BID. IN ADDITION TO THESE LICENSE REQUIREMENTS, BIDDER, BY SUBMISSION OF THIS BID, CERTIFIES THAT ANY/ALL WORK RELATED TO THIS BID, AND ANY SUBSEQUENT AWARD WHICH REQUIRES A RHODE ISLAND LICENSE(S), SHALL BE PERFORMED BY AN INDIVIDUAL(S) HOLDING A VALID RHODE ISLAND LICENSE.

**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.