



State of Rhode Island, Department of Administration  
Division of Purchases  
One Capitol Hill  
Providence, Rhode Island 02908  
www.purchasing.ri.gov 401-574-8100

## INVITATION TO BID

**SOLICITATION TITLE:** Security System Improvements at RITS  
**SOLICITATION NUMBER:** 7565482  
**BID PROPOSAL SUBMISSION DEADLINE:** October 16, 2017 at 11:00 AM

### PREBID CONFERENCE

☐ NONMANDATORY

☒ **MANDATORY** → Bidder must attend the mandatory prebid conference. The bidder's representative must register with the Division of Purchases at the mandatory prebid conference and identify the bidder he or she represents.

**Location:** Youth Assessment Center  
45 Cherry Hill Road  
Cranston, Rhode Island 02920

**Date:** Monday, October 02, 2017  
**Time:** 10:00 AM

**QUESTIONS** about this solicitation must be emailed and received by the Division of Purchases at max.righer@purchasing.ri.gov no later than Wednesday, October 04, 2017, 5:00 PM, in a Microsoft Word attachment with the corresponding solicitation number. Questions, if any, and responses will be posted on the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) as an addendum to this solicitation

**BID BOND REQUIRED:** ☐ NO  
☒ YES

**PAYMENT AND PERFORMANCE BOND REQUIRED:** ☐ NO  
☒ YES

**SPECIFICATIONS AND PLANS:** ☒ NO  
☐ YES → See Electronic Solicitation Bidding Information.  
Click on the online active "D" link in the "info" column.

**Continued onto next page**



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**RIVIP REGISTRATION:** Bidders must be registered vendors through the online Division of Purchases Rhode Island Vendor Information Program at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). To register or update information, click on "Vendor Center," then "Vendor Information" from the dropdown menu on the left.

**BIDDER CERTIFICATION COVER FORM:** Bidders must download (obtainable at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)), complete, and submit a Bidder Certification Cover Form with each bid proposal.

The State of Rhode Island through its, Department of Administration, Division of Purchases, is soliciting bid proposals to perform the work described in the plans and specifications dated 2017 For the Project in accordance with this solicitation.

Bidders are invited to submit bid proposals to the Division of Purchases by the bid proposal submission deadline.

This solicitation contains, and is subject to the terms and conditions of, the Invitation to Bid, Instructions to Bidders, Bid Preparation Checklist (with applicable forms), Agreement, General Conditions, any Supplemental Conditions, Specifications and Plans, Bidder Certification Cover Form, and Bid Form. The solicitation is available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

The award of the contract pursuant to this solicitation will be made to the responsive and responsible bidder with the lowest bid price. *The Division of Purchases reserves the right to waive any technicalities in the bid proposals, accept or reject any bid proposal, award a contract in the best interest of the State, or revoke any solicitation.*

**Continued onto next page**



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## **INVITATION TO BID**

### **Electronic Solicitation Bidding Information**

#### **Downloading and Accessing Additional Electronic Solicitation Files**

Accessing electronic files on the purchasing website will require Adobe viewer. All bid solicitations that include a "D" in the "Info" column will require WinZip 8.1 software. The WinZip file may contain one or more files. These files may require additional software such as Microsoft Office.

Specifications that have a file for download are marked with a "D" in the "Info" field of the bid search results page located on the Purchasing website. The "D" will indicate an active link to the WinZip file until the bid reaches its opening date. Clicking on the active "D" link will allow you to open or save the WinZip file associated with the bid. Opening the WinZip file will offer you the option of saving to your local computer.

Once saved, you can open the WinZip file and view the files. The individual files can be saved to your computer in a location such as "Desktop" or "My Documents".

**Buyer Name: Max Righter, Title: Buyer II**



State of Rhode Island Department of Administration  
Division of Purchases

REVISED  
November 20, 2013

**NOTICE TO VENDORS**

Each bid proposal for a *public works project* must include a "public copy" to be available for public inspection upon the opening of bids. **Bid proposals that do not include a copy for public inspection will be deemed nonresponsive.**

The public copy must be submitted in .pdf (portable document file) format on a **read-only** CD-R media disc. The disc must include ***all of the documents*** submitted in response to the solicitation concatenated or merged into one file. The file must be named in the following manner:

BidNumber\_DateofBid\_VendorName\_VendorID.pdf

The Bidder Certification Cover Form contains all of the information for the file name. The date of bid must appear as mm-dd-yyyy. The vendor name must appear as one word, with no spaces or punctuation. Underscores must separate the fields.

***Example:*** 7543210\_11-08-2013\_OceanStateCompanyInc\_9867.pdf

The public copy disc must be separately enclosed in a protective cover clearly marked "Public Copy" and include the following information (all available from the Bidder Certification Cover Form): (1) title of solicitation; (2) name of bidder and RIVIP vendor ID number; (3) bid number; and (4) date of bid.

The public copy may redact any trade secrets or commercial or financial information which is of a privileged or confidential nature pursuant to the "Access to Public Records Act," R. I. Gen. Laws §§ 38-2-1 *et seq.*

For further information on how to comply with this statutory requirement, see R. I. Gen. Laws §§ 37-2-18(b) and (j). Also see Procurement Regulation 5.11 accessible at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)



# Request for Quote

Page 1 of 1

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

**CREATION DATE :** 18-SEP-17

**BID NUMBER:** 7565482

**TITLE:** Security System Improvements at RITS

**BID CLOSING DATE AND TIME:** 16-OCT-2017 11:00:00

**BUYER:** Righter, Max W  
**PHONE #:** 401-574-8179

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**DOA CONTROLLER**  
**ONE CAPITOL HILL, 4TH FLOOR**  
**SMITH ST**  
**PROVIDENCE, RI 02908**  
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**DCYF JUVENILE CORRECTIONAL SVC**  
**57 POWER ROAD**  
**CRANSTON, RI 02920**  
**US**

**Requisition Number: 1526755**

Line	Description	Quantity	Unit	Unit Price	Total
1	UPGRADE EXISTING INTEGRATED PLC DOOR CONTROL, INTERCOM, ACCESS CONTROL AND CCTV SYSTEM AT YAC AND YCD FACILITIES WITH NEW - PER ATTACHED SPECS	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



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**Bid Specifications**  
**Solicitation # 7565482**  
*Security System Improvements at RITS*

**Project Scope**

1. Upgrade the existing integrated PLC door control, intercom, access control and CCTV system at both the YAC and YDC facilities with new.
2. It is the intent of these specifications that the selected firm is a certified and authorized dealer of all products and systems specified herein who can self-perform all service and maintenance throughout the warranty period and beyond with their own manpower.
3. It is the intent of these specifications that the selected firm is experienced in providing and maintaining PLC and HMI systems. See qualifications section.
4. The bidder must be local and have an established office within (90) miles of the site.
5. The two facilities are connected via single-mode fiber optic cable. The contractor shall provide a new fiber security network with core and edge network switches at each facility for a fully functional system.
6. Provide new PLC cabinets, PLC servers, PLC controllers, I/O points and door control workstations as required to support all existing doors and intercom stations. Include all costs associated with integration of the IP Video system. Include capacity for 400 doors with proposal.
7. Expand on the existing Unified IP Video Recording and Access Control/Security Management system as manufactured by Genetec to incorporate additional functionality and additional systems as specified herein. Provide new primary servers, failover servers, Enterprise video software, access control software, access control panels, reader boards, input/output boards, workstations, monitors, encoders, networking equipment, and cabling as required to support all existing cameras and readers. Provide new cable for devices and as required. Provide all material and labor associated with integration and cross-tripping of PLC system to maintain the existing functionality.
8. Provide Genetec Federation licensing between the two facilities.
9. Provide IP Video system failover licensing and hardware so that if a single server fails, all cameras recording to such server will automatically record to multiple dedicated standby servers.
10. Provide a new Security Intercommunication system consisting of SIP communications server, software, intercom control equipment, wiring and intercom stations. Provide all material and labor associated with integration to the door control and Unified Security system. Include system capacity for 150 intercom stations.
11. The new system will communicate on a new dedicated copper/fiber security network. Provide new fiber/copper patch panels, fiber/copper cabling, patch cords, Power over



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Ethernet edge switches, and Power over Ethernet core switches to support all servers, video workstations, door control workstations, PLC cabinets/nodes, access control panels, encoders, and IP cameras at each building as required for a complete and operational system. New core switches shall be provided for each network closet and Mod.

12. Provide a (3) year Genetec/MTI software maintenance plan on the complete Unified Security system including all software updates and software upgrades.
13. Provide a (3) year service and preventative maintenance plan on the entire Security package including, but not limited to; 24/7/365 phone support; response time of 4 hours for emergency calls, 24 hours response time for non-emergency calls, quarterly preventative maintenance plan, and annual system software upgrades of the Unified Security platform.
14. Provide (40) hours of operator and administrative end user training to all staff for the Unified security system.
15. Maintain all door interlock schedules as they currently exist.
16. The bidder is responsible to provide all costs associated with SDK integration between the PLC, Video, and Security Communication systems.
17. The new Unified Security system shall be installed in a manner to minimize downtime. A detailed phasing and installation plan shall be provided and approved by the owner prior to installation.
18. The bidder is responsible to verify and survey existing conditions and incorporate all existing doors, intercom stations, card readers, door position switches, cameras, keyboards, monitors and security devices into the new system.
19. The bidder is responsible to provide new, custom electronic graphic maps as required for each existing touchscreen control station. The new maps shall closely resemble the existing prior to system fabrication, submit graphics to owner for approval.
20. Once the new system is operational, all existing security equipment shall be removed in its entirety and given to the owner for disposal.

**Definitions:**

1. 'Provide' shall mean both furnish and install.
2. 'PoE' – Power over Ethernet.
3. 'UPS' – Uninterruptable Power Supply.
4. 'PLC' – Programmable Logic Controller.
5. 'SMA' – Software Maintenance Agreement.



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### **Bid Submittal Requirements:**

In addition to what is required by the State of Rhode Island, the bidder shall provide the following information at the time of bid submission. Failure to provide the information may result in a bid disqualification.

1. The Project bid form filled out in its entirety.
2. A certificate or letter from Genetec stating that the bidder is an authorized and certified dealer of Genetec products and systems. The bidder must be manufactured certified a minimum of five (5) years prior to the bid date. Failure to provide this information will result in bid rejection.
3. The bidder should provide references from three (3) Genetec projects similar in size and scope. Reference material shall include:
  - a. Project name.
  - b. End user name.
  - c. End user address.
  - d. End user phone number.
  - e. End user email address.
4. Due to the nature and complexity of this project, the bidder shall be a Unified Elite partner. Provide Unified Elite documentation with the bid response.
5. A certificate or letter from the manufacture of the PLC and HMI systems stating that the bidder is an authorized and certified dealer of its products and systems. The bidder must be manufactured certified a minimum of five (5) years prior to the bid date. Failure to provide this information will result in bid rejection.
6. The bidder should provide references from three (3) PLC system projects similar in size and scope. Reference material shall include:
  - a. Project name.
  - b. End user name.
  - c. End user address.
  - d. End user phone number.
  - e. End user email address.
7. A current RCDD certificate from an active employee of bidding company.

### **Post-Bid Submittals:**

Prior to award, and at the discretion of the Owner, provide a detailed Project submittal inclusive of the following for review and approval.

1. Bill of Material with manufacture, model number and quantities of each piece of equipment being provided.
2. Point-to-point wiring diagrams showing wire type and locations of all new equipment.





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3. Product data sheets of each new piece of equipment.
4. Theory of operation.
5. Graphic displays of EACH graphic PLC control station.
6. Overview of 3-year Service and Preventative Maintenance Plan.

**As Built Documentation:**

1. Provide as built diagrams showing locations of all new and existing Security systems/equipment as specified herein.
2. This shall be provided in both pdf format and in AutoCAD format.

**Qualifications:**

1. The Systems as described herein must be provided, installed and maintained by a single Systems Integrator.
2. The Systems Integrator must provide documentation that they have experience in furnishing and installing PLC systems for correctional facilities.
3. The System Integrator shall be manufactured certified by the Systems specified herein. Provide certification letter with bid response.
4. The Systems Integrator must have a minimum of ten (10) trained technicians from their local office on the Unified Security System.
5. The bidder must have an established local office within ninety (90) miles of the site.

**Warranty, Service, Preventative Maintenance and SMA Program:**

1. Provide a (1) year warranty on all new equipment and systems.
2. Provide a (3) year preventative maintenance program and service agreement on the entire Unified Security system.
3. Provide a 3-year Genetec software maintenance agreement on all new and existing Genetec products and systems.
4. Provide a 3-year software maintenance agreement on the new HMI software.
5. The bidding contractor shall respond to warranty calls within eight (8) hours of when the call was placed.
6. The bidding contractor shall provide a quarterly preventative maintenance plan.

**Work by Others:**

1. Removal of existing countertops and millwork.
2. New countertops and millwork.
3. Underground conduits/ductbank/pull boxes.
4. All doors and corresponding door hardware.



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### **Manufactures:**

1. This is an extension of the existing Genetec Security Center system. Provide additional licensing to support access control, security communication system and integration with PLC system.
2. The basis of design for the Programmable Logic Control and HMI system is Montgomery Technologies Incorporated (MTI).

### **Products:**

1. Genetec Primary Directory Server
  - a. Reuse existing.
2. Genetec Failover Directory Server
  - a. Provide a rack mounted failover directory server. Provide UPS for each server as specified herein. Each Federation server shall have the following specifications.
    - i. Windows Server 2012 R2 OS with 5 calcs.
    - ii. Intel® E3-1240 v5 processor
    - iii. 16GB RAM.
    - iv. (2) 1TB 7200RPM SAS mirrored hard drives in a RAID1 configuration
    - v. DVD-ROM drive
    - vi. 10/100/1000 NIC card
    - vii. Gold level support with 3-year warranty and support plan.
    - viii. Redundant power supplies.
    - ix. Provide Dell R230 or approved equal.
3. Genetec Access Control Server
  - a. Provide a rack mounted access control server. Provide UPS for each server as specified herein. Each Federation server shall have the following specifications.
    - i. Windows Server 2012 R2 OS with 5 calcs.
    - ii. Intel® E3-1240 v5 processor
    - iii. 16GB RAM.
    - iv. (2) 1TB 7200RPM SAS mirrored hard drives in a RAID1 configuration
    - v. DVD-ROM drive
    - vi. 10/100/1000 NIC card
    - vii. Gold level support with 3-year warranty and support plan.
    - viii. Redundant power supplies.
    - ix. Provide Dell R230 or approved equal.
4. Genetec Federation Server
  - a. Provide a rack mounted Federation server. Provide UPS for each server as specified herein. Each Federation server shall have the following specifications.
    - i. Windows Server 2012 R2 OS with 5 calcs.



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- ii. Intel® E3-1240 v5 processor
- iii. 16GB RAM.
- iv. (2) 1TB 7200RPM SAS mirrored hard drives in a RAID1 configuration
- v. DVD-ROM drive
- vi. 10/100/1000 NIC card
- vii. Gold level support with 3-year warranty and support plan.
- viii. Redundant power supplies.
- ix. Provide Dell R230 or approved equal.

**5. SIP Communications Server**

- a. Provide a rack mounted Communications server. Provide UPS for each server as specified herein. Each Federation server shall have the following specifications.
  - i. Windows Server 2012 R2 OS with 5 calcs.
  - ii. Intel® E3-1240 v5 processor
  - iii. 16GB RAM.
  - iv. (2) 1TB 7200RPM SAS mirrored hard drives in a RAID1 configuration
  - v. DVD-ROM drive
  - vi. 10/100/1000 NIC card
  - vii. Gold level support with 3-year warranty and support plan.
  - viii. Redundant power supplies.
  - ix. Provide Dell R230 or approved equal.

**6. Genetec Primary Archive Servers**

- a. Provide rack mounted IP Video Storage Archiver servers. Provide UPS for each server. Each server shall have the following specifications.
  - i. Windows Server 2012 R2 OS with 5 calcs.
  - ii. Intel® Xeon® E5-2620 v3 2.4GHz,15M Cache
  - iii. 16GB RAM.
  - iv. RAID 1+RAID 5 RAID Configuration with RAID controller
  - v. (2) 300GB mirrored hard drives in a RAID1 configuration for OS
  - vi. Storage drives as required per storage parameters (see below). All long term storage drives shall be configured as RAID5.
  - vii. DVD-ROM drive
  - viii. 10/100/1000 NIC card
  - ix. Redundant power supplies.
  - x. Gold level support with 3-year warranty and service plan.
  - xi. Provide Dell R730 or equal. Provide quantity as required to support parameters as shown below.
- b. Provide quantity of servers and storage as required to support the storage of 175 cameras at the following storage parameters.
  - i. 30 frames per camera.



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- ii. 24/7/365 full time recording
  - iii. 2MP resolution
  - iv. 30 days of storage.
  - v. Provide calculation as part of the submittal package.
- 7. Genetec Failover Archive Servers
  - a. Provide rack mounted IP Video Storage Failover Archiver servers. Provide UPS for each server. Each server shall have the following specifications.
    - i. Windows Server 2012 R2 OS with 5 calcs.
    - ii. Intel® Xeon® E5-2620 v3 2.4GHz,15M Cache
    - iii. 16GB RAM.
    - iv. RAID 1+RAID 5 RAID Configuration with RAID controller
    - v. (2) 300GB mirrored hard drives in a RAID1 configuration for OS
    - vi. Storage drives as required per storage parameters (see below). All long-term storage drives shall be configured as RAID5.
    - vii. DVD-ROM drive
    - viii. 10/100/1000 NIC card
    - ix. Redundant power supplies.
    - x. Gold level support with 3-year warranty and service plan.
    - xi. Provide Dell R730 or equal. Provide quantity as required to support parameters as shown below.
  - b. Provide quantity of servers and storage as required to support the storage of 175 cameras at the following storage parameters.
    - i. 30 frames per camera.
    - ii. 24/7/365 full time recording
    - iii. 2MP resolution
    - iv. 30 days of storage.
    - v. Provide calculation as part of the submittal package.
- 8. PLC System HMI server
  - a. Provide a rack mounted HMI system server. Provide UPS for each server as specified herein. Each Federation server shall have the following specifications.
    - i. Windows Server 2012 R2 OS with 5 calcs.
    - ii. Intel® E3-1240 v5 processor
    - iii. 16GB RAM.
    - iv. (2) 1TB 7200RPM SAS mirrored hard drives in a RAID1 configuration
    - v. DVD-ROM drive
    - vi. 10/100/1000 NIC card
    - vii. Gold level support with 3-year warranty and support plan.
    - viii. Redundant power supplies.
    - ix. Provide Dell R230 or approved equal



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**9. KVM Switch**

- a. Provide a rack mounted KVM switch to configure and manage all servers.
- b. Provide with KVM extender.
- c. Provide a 17" LCD monitor.
- d. The workstation shall have a USB port.
- e. Provide one (1) Eclipse ER2-17B-USB or approved equal.

**10. Unified Security Control Workstations and Monitors**

- a. Provide new Genetec security control workstations at all existing housing units and control centers. Provide dual stations in the primary control center. The workstation will be used to view video, door control, access control and intercom activity as well as providing full administrative functionality. The workstation shall have the following specifications.
  - i. Windows 7 Professional OS, 64-BIT.
  - ii. Core i7-6700, 4.0 GHZ processor or better.
  - iii. 8GB RAM.
  - iv. 128 GB Primary drive with 500 GB secondary drive
  - v. nVidia Quadro K620 2GB video card
  - vi. 10/100/1000 NIC card.
  - vii. USB drive.
  - viii. 16x DVD/RW drive.
  - ix. Mouse and keyboard.
  - x. Gold level support with 3-year warranty.
  - xi. Provide workstation configuration details to the owner upon request.
  - xii. Provide Dell Precision T3620 XCTO series workstations or equal.
  - xiii. Provide a minimum of twelve (12).
  - xiv. Provide with UPS.
- b. The Systems Integrator shall coordinate with the owner on access rights and viewing privileges.
- c. Provide 24" LCD displays and mounting brackets for each workstation, unless noted below.
- d. Provide 55" LCD in MCC with wall mounting hardware.

**11. Unified Security software**

- a. Provide (1) Genetec Security Center Omnicast Enterprise IP Video management software, model GSC-Base and GSC-Om-E, which is upgraded from Genetec Standard.
- b. Provide (1) Genetec Failover Directory per system, Model GSC-1FOD.
- c. Provide (1) Genetec Active Directory Integration per system, Model GSC-1AD-USCH.
- d. Provide (175) Genetec camera licenses for all cameras and encoders, model



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**GSC-OM-E-1C.**

- e. Provide (175) Genetec failover licenses for each camera, GSC-OM-E-1FC.
- f. Provide a Genetec client licenses for each new workstation, model GSC-1U, plus 5 spare.
- g. Provide (1) Genetec Federation license per system, model GSC-1Om4FED.
- h. Provide (1) Genetec Sipelia, Communication software module, GSC-Sipelia Base.
- i. Provide (150) Genetec Sipelia standard device licenses, model GSC-Sipelia-1SIP-STD.
- j. Provide (150) Genetec Sipelia advanced device licenses, model GSC-Sipelia-1SIP-ADV.
- k. Provide (6) Genetec Sipelia, Communication trunk module, GSC-Sipelia-1Trunk.
- l. Provide (1) Genetec Synergis access control enterprise software, model GSC-Sy- E.
- m. Provide (1) Genetec Data import tool, model GSC-Sy-E-IMP.
- n. Provide (1) Genetec Global Cardholder Management tool, model GSC-Sy-E-1GCHM.
- o. Provide (60) Genetec reader connection per new and existing card reader, model GSC-Sy-E-1R.
- p. Provide (1) Genetec Threat Level management, model GSC-THREATLEVELS.
- q. Provide (1) Genetec SDK site license, model OM-E-1STS. Provide all costs to integrate with PLC system.
- r. Provide a 3-year Software Maintenance Agreement (SMA) for all following devices; (175) ADV-CAM-E-3Y; (1) ADV-1SCFED-3Y; (150) ADV-SIP-A-3Y;(60) ADV-RDR-E-3Y.

**12. PLC HMI Software**

- a. The software shall consist of a human machine interface (HMI) system with support for supervisory and process control, real-time data acquisition, alarm and event management, historical data collection, report generation, local or remote telemetry communications to PLC's, and internet/intranet access. The software shall be easy-to-use, with an object-oriented graphics development environment and have an open architecture, which utilizes the latest in Windows 7 Professional client/server networking technology.
- b. This section describes the various user interface functions of the SCADA system in the runtime mode. The software shall be licensed to support any of the hardware levels of user interface in any combination as follows:
  - i. Server, workstation or desktop PC running the latest version of Microsoft Windows.



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c. Runtime Security:

- i. The runtime software shall include a security system under Windows security to enable various operator tasks based on the user level and password. Access to all displays and to all command functions shall be based on the operator's security level to protect against unauthorized use. After initial creation, only an assigned user with proper authorization or the system administrator shall modify the password.
- ii. The security system shall be capable of disabling access to all Microsoft Windows controls (file menu, close, minimize, etc.) and keyboard commands (Ctrl-ESC, Alt-Tab, and Ctrl-Alt-Del).

d. Logging Operator Actions:

- i. All operator actions shall be logged to an event logger. The event logger shall keep track of each new operator log-on, log-off or device control.
- ii. Each event log shall record the date, time, operator logged in and the type of action taken.

e. Alarm Management Functions:

- i. Alarms shall be detected and reported by an Alarm Manager Service. The Alarm Manager Service shall support no less than forty (40) simultaneous alarm client displays.
- ii. It shall be possible for the operator to filter the alarm display based on priority level, groups or process area. In distributed network systems, alarms shall be viewed and acknowledged from any workstation and the information shall be distributed to all clients. The name of the operator and the node acknowledging the alarm shall be capable of being displayed in the Alarm Summary.
- iii. The alarm display shall support up to eight different combinations of colors based on the priority of the alarm and whether it is acknowledged or unacknowledged.
- iv. The system shall provide a method of notifying the user when a new alarm has occurred.
- v. The operator shall be able to select and acknowledge alarms individually, by group or area. The operator shall also be able to acknowledge only those alarms visible in the display, only those selected, only the most recent alarm or all alarms in the system. The alarm display shall allow alarms to be selected by clicking on them with the mouse at runtime.
- vi. The operator shall be able to select an alarm from the alarm summary display and the system shall switch to the corresponding screen as to the particular section of the control system where the alarm originated.
- vii. It shall be possible to inform the operator of an alarm condition via an





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audible tone, a pop-up display, or any combination of animation types on the screen.

viii. Alarms shall be logged to the Genetec access control server.

ix. Alarms may be printed to a locally connected or network printer from the SMS.

f. Provide MTI ProVision and Genetec IP Video/Intercom Integration. Provide all programming costs as required to allow for camera call-up with intercom system.

g. Provide new graphic map drawings of each area for review and approval.

#### 13. PLC Door Control, Intercom and Auxiliary Control Equipment

a. Provide new PLC door control equipment including, but not limited to, embedded controllers, data link converters, door control boards, lighting control boards, auxiliary control boards, high powered relays, intercom control boards, amplifiers, punch down blocks, etc.

b. Provide quantity of door, lighting, intercom, and auxiliary control boards to support existing functionality as required.

c. All new equipment shall be mounted in cabinets.

d. Include input/output boards as required to support 500 points.

e. Include intercom control boards as required to support 150 intercom stations.

f. Provide equipment as manufactured by MTI or approved equal.

#### 14. Security Network Equipment

##### a. Core Switch

i. Layer 3, core network switch for all edge switches. The switch shall be configured to support twenty (20) PoE 10/100/1000 ports and twelve (12) fiber SFP ports. Each fiber port shall support 1000GB.

ii. The switch shall support redundant power supplies.

iii. Provide HP 5400 series or approved equal. Provide fiber GBIC cards as required to support each edge switch and each building and incoming switches at the remote facility.

##### b. Edge switch

i. Provide a 24-port PoE, rack mounted, network switch for each building and for each floor/closet.

ii. Provide fiber GBIC card for each edge switch.

iii. Provide HP 2900 series or approved equal.

#### 15. UPS units

a. Provide UPS units for each new piece of equipment as specified herein. Each UPS shall be sized to support the equipment as specified herein for a minimum of 10 minutes.

b. Rack mounted UPS units shall be provided for all new network switches,





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servers, and exchanges.

c. Floor mounted UPS units shall be provided for all security workstations.

d. Material

i. Each UPS shall have the following specifications.

ii. Up to .8 power factor (in watts)

iii. Independent battery pack chargers

iv. Simultaneous RS-232, USB and SNMP communications

v. Monitoring and control software capable

vi. Front panel display with status indicators

vii. Hot swappable batteries

e. Provide Minuteman Endeavor ED series or approved equal.

**16. Video Encoders**

a. Provide encoders for all existing analog cameras.

b. Encoders shall come in both 4 point and 6 point blades.

c. Each channel shall support D1 resolution at 30 frames per second.

d. Supports network and power redundancy.

e. Provide ports to support 150 analog cameras.

f. Provide Axis Q7406 blades with Q7900 rack kits.

**17. Intercom Station Interface Module**

a. Supports analog intercom station equipment.

b. Supports 8ohm speakers.

c. PoE IEEE 802.3af standard, Class 0 compliant.

d. Provide Zenitel TKIS-2 or approved equal. Provide with surface mount enclosure mounted above each door.

e. Provide (1) per intercom station. Include 150 point capacity.

f. Provide new intercom station and network cabling as required.

**18. Intercom Exchange**

a. Supports up to 24 channels of analog audio.

b. Compatible with Cat 5e/6 or 2-pair twisted field cabling.

c. Built in paging amplifier of 25 watts total per exchange.

d. Supports 2 global audio channels.

e. Provide Rauland Telecenter U TCC series exchange units or approved equal.

**19. Security Communication Console**

a. Provides two-way communication with all remote SIP intercom stations.

b. Provides a unique identification of where the call was placed from.

c. Includes a LCD display.

d. Includes a speakerphone.

e. Includes a minimum of (4) soft programmable key buttons.

f. Includes dial pad.



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- g. Provide Rauland Telecenter U TCC2000 series control consoles or approved equal. Provide quantity as required per door control station, a minimum of (6). Provide new cabling as required.
- 20. Access Control/Door Control Panels
  - a. General
    - i. Provide quantity of access control panels to support all existing doors inclusive of card readers, door contacts, lock position switches, request to exit devices, and electric locking devices.
    - ii. The control panels include but no limited to card reader modules, input modules, output modules, power supply, harnesses, and batteries. Provide quantities as required to support all access control doors, alarm points and output points as required for a complete working system. Each module card shall be neatly installed in a locked wall cabinet.
    - iii. Provide a tamper alarm for each panel which shall report to the access control software.
    - iv. Provide Hoffman enclosures or approved equal.
  - b. Features
    - i. Stores a complete access control and configuration database for up to 32 Reader Interfaces (up to 64 doors) and 44,000 cardholders with expansion capability up to 250,000 cardholders.
    - ii. The access control system interfaces with combinations of devices with a maximum of: 32 Door/Reader interfaces (up to 64 doors/readers) or 32 input monitor interfaces 9 (up to 512 monitor points) or 32 output control interfaces (up to 384 control relays)
    - iii. Reports supervised inputs/alarms with 255 priorities.
    - iv. Includes an HTTP API, Windows® DLL API, and direct communication API.
    - v. Allows local connection of a laptop computer for diagnostics and configuration.
    - vi. Connects to the host and other devices on a TCP/IP network.
    - vii. Receives and processes real time commands from the host software application.
    - viii. Reports all activity to the host.
    - ix. Controls and communicates with all connected devices.
    - x. Buffers offline transactions and uploads to the host when communication is restored.
    - xi. UL 294 and UL 1076 recognized component.
    - xii. Provide a minimum of 8-doors per panel.
    - xiii. Provide a minimum of 8 spare input points per panel.



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- xiv. Provide a minimum of 8 spare output points per panel.
- xv. Provide battery back-up per panel.
- xvi. Provide with internal power supply
- xvii. Provide with NEMA rated lockable cabinet equal to Hoffman.
- xviii. Provide Genetec Sy series control panels with Cloudlink and V100, V200 and V300 modules to support all existing card readers, input points and output points.

**21. Door Locking Mechanisms**

- a. Re-use existing. Devices must be compatible with new Unified Security System

**22. Card Readers**

- a. Multiclass contactless combination proximity and smart card readers as required.
- b. Each reader shall operate on either 125kHz HID and 13.56MHz iClass frequencies.
- c. The reader shall have a Weigand output.
- d. The readers shall have both an audio and visual notification for access granted and access denied.
- e. The reader shall be suitable for indoor and outdoor applications.
- f. The reader shall operate up to 500ft on 22AWG cable.
- g. Provide HID SE RP40 MultiClass readers or approved equal.

**23. Door Lock Power supply**

- a. Furnish and install power supplies for all electric locking devices as required.
- b. Power Supplies may power multiple doors. Contractor shall confirm Door Hardware power requirements, arrangement and operation, and account for distances, voltages drops, and inrush requirements.
- c. 8 or 16 outputs, individually programmable for: Fail safe, Fail secure, Form "C" relay contact, Constant voltage for auxiliary devices, Fire Alarm Interface (FAI), Negative or open collector trip, Positive trip, Isolated trip.
- d. Each output shall be fuse protected.
- e. Provide coordination with door hardware contractor on proper current draws.
- f. Power supply shall be UL Listed.
- g. Provide Altronix AL1024ULXB, 10 Amp 24 VDC Power Supply with two (2) 12VDC/12AH sealed gel type batteries and 3.6 Amp battery charger.

**24. Door/lock Switches**

- a. Re-use existing. Devices must be compatible with new Unified Security System.

**25. Network Based I/O Module**

- a. The module shall be capable of providing 8 fully configurable digital I/O ports.
- b. The module shall be PoE powered.
- c. The module shall be capable of audio.



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- d. Provide quantity of Axis P8221 modules per door/door contact/intercom device and cross connect to each point on the system.
- 26. Rack Mount Power Strip
  - a. Provide for to support each new and existing piece of rack equipment.
  - b. Provide with 8-outlets.
  - c. Provide 20-amp version.
  - d. Provide Middle Atlantic PD series or approved equal.
- 27. Auxiliary and Lock power supplies
  - a. Provide auxiliary UL listed power supplies and cabinets as required for a complete and operational system. Provide 24 volt for all new locks and 12-volt for all REX sensors and auxiliary devices. Provide with battery backup.
  - b. Provide Altronix or approved equal.
- 28. Equipment Racks and Cabinets
  - a. Provide 4-post equipment rack cabinets for each building.
  - b. Racks are required to house all new network switches, patch panels, encoders, servers, UPS units, etc.
  - c. Provide Hubbell model H2S8042 or approved equal.
- 29. PLC Enclosures
  - a. Provide surface mounted equipment enclosures for all new PLC, intercom and access control equipment.
  - b. Each cabinet shall have a lockable door with tamper switch. Tamper switch shall be wired and connected to the Unified security platform.
- 30. Equipment Mounts
  - a. Provide wall/ceiling monitor mounts as required for each new workstation.
  - b. Provide equipment as manufactured by Ergotron or approved equal.
- 31. Network and Fiber Backbone Cabling, Connectors and Patch Panels/Cords
  - a. Multimode fiber optic cable between all new and existing closets to support all network infrastructure as required. Cable shall be terminated and tested in accordance with these specifications. Provide Superior Essex cable or equal.
  - b. Provide fiber optic modular connectors/couplings as required. The connectors shall be NRTL listed and TIA/EIA compliant, type "SC" terminations. Connectors and couplings shall be able to withstand at least a minimum of 2000 mating cycles without any transmission degradation. Maximum optical loss budget shall not exceed .75 dB per termination and 1.5 dB per mated pair. The connectors and couplings shall be compatible with the installed fiber optics and made by the same manufacturer.
  - c. Provide fiber optic patch panels at the end of each fiber run as required. The panels shall be capable of terminating 12 pair (24 strands) of a fiber optic cable.
  - d. Provide fiber patch cords for each network switch as required. Provide NRTL



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certified EIA/TIA 492AAAA, EIA/TIA 568B Series standard performance tested patch cables as required for a complete operational system. Patch cables shall be factory pre-connectorized, two strand, "SC" type connectors, tight buffer. Patch cables connectors shall be provided by the same manufacturers as the fiber optic connectors and couplings. Patch cords shall match the fiber optic system installed, multimode 62.5/125 micron.

- e. A minimum of 2-strands is required.

**32. UTP Cable and Patch panels/cords**

- a. Data cable shall meet or exceed the approved TIA/EIA-568-B.2-1 Category 6 Unshielded Twisted Pair (UTP) cable standard for 24AWG four pair Category 6 cable. Provide Superior Essex or equal.
- b. Provide Category 6 data patch panels for each room. The patch panels shall be cable of terminating 24 ports.
- c. Provide Category 6 data patch cords for each workstation, camera, access control panel, programming workstation, server and network switch. Provide 15% spare.

**33. Intercom and Access Control system cabling**

- a. Provide plenum rated cable as required by the manufacture.

**34. Electrical Outlets and Requirements**

- a. Provide new duplex electrical outlets for each new equipment rack/console as required.
- b. Provide 120-volt power for new workstation CPU/monitor and UPS units as required.

**35. Programming and Configuration Workstation**

- a. Provide a new rack mountable computer workstation with 22" LCD monitor for all programming and configuration software of the new system. The workstation shall have the following specifications.
  - i. Windows 7 Professional OS.
  - ii. Quad Core Intel Xeon, 3.0 GHZ processor or better.
  - iii. 8GB, 1333MHZ memory or better.
  - iv. 10/100/1000 NIC card.
  - v. CD and DVR RW drive.
  - vi. Mouse and keyboard.
  - vii. Provide Dell Precision T3620 XCTO series workstations or equal.  
Provide with UPS.

**Spare Equipment:**

- 1. Provide (1) spare edge network switch, each with (1) fiber SFP cards.
- 2. Provide (10) spare V200 modules.
- 3. Provide (10) spare V300 modules.



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4. Provide (2) spare Genetec Cloud link controllers, model SY-Cloudlink.
5. Provide (10) spare SIP compliant VoIP intercom modules.
6. Provide (2) spare MTI 91695 Embedded controller.

**Installation:**

1. The systems shall be installed per the manufactures recommendations.
2. Rhode Island prevailing wage rates are required.
3. Fiber:
  - a. During installation of the optical fiber cable segments into the conduit system, special care shall be taken to avoid damage to the cable. While under pulling tension, the cable shall not be bent into a curve with a radius of less than twenty (20) times the cable diameter. Pulling tension shall not exceed manufacturer's recommended maximum tensile load. Contractor shall utilize a winch with tension control or a "break-away" link designed to break away at or below the recommended maximum tension. Provide a minimum 6 foot service loop for new fiber.
4. Provide plenum rated category 6 cabling for all new workstations, servers, encoders, access control panels, PLC cabinets, and VoIP intercom modules as required. Provide multi-mode fiber optic cable for network switch infrastructure as required.
5. All exposed cable must be installed in EMT, less equipment closets.
6. Provide 120-volt sources/receptacles as required for all new equipment.
7. Provide appropriate licenses as required by the State of Rhode Island.
8. Provide conduit, sleeves, and coring as required. Firestop all sleeves and penetrations.
9. Provide a project schedule prior to installation for review and comment.
10. Coordinate with owner on exact locations of all new equipment prior to installation. Failure to do so can result in the contractor moving the device to the correct location at no expense to the owner.



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**DIVISION OF PURCHASES  
INSTRUCTIONS TO BIDDERS  
PUBLIC WORKS CONSTRUCTION (PWC)**

**Compliance with Instructions to Bidders**

These Instructions to Bidders contain terms and conditions that will govern the preparation and submission of a bid proposal and any contract awarded pursuant to this solicitation.

Bidders must comply with each and every requirement of these Instructions to Bidders. Any failure to comply with any requirement may result in the determination of a nonresponsive bid proposal and/or the rejection of the bid proposal.

**Priority of Terms and Conditions**

The terms and conditions in these Instructions to Bidders *supersede* any and all inconsistent or conflicting terms and conditions in any other provision of any other document in this solicitation or in the bid proposal and govern this solicitation, the bid proposal, and any contract awarded pursuant to this solicitation.

**Offer to Contract**

Bid proposals constitute an offer to contract with the State of Rhode Island through the Department of Administration Division of Purchases on the terms and conditions contained in the solicitation, the laws of the State of Rhode Island, including all procurement statutes and regulations (available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)), and applicable federal and local law, all of which are incorporated into this solicitation and any contract awarded pursuant to this solicitation by this reference.



## **Comprehensive Review and Inspection**

The bidder is responsible for carefully reviewing all of the requirements of this solicitation, inspecting the project location, including checking and/or verifying measurements, site conditions, any limitations, and other details, prior to preparing and submitting its bid proposal. Failure to submit a complete bid proposal may result in rejection of the bid proposal. Claims for additional costs or time resulting from the bidder's failure to inspect and/or verify will not be considered.

## **Addenda**

Responses to questions from bidders, interpretations of plans and specifications, changes prior to the bid proposal submission deadline, approvals of any substitutions, and supplemental instructions and terms will be posted as addenda on the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov), and all addenda become incorporated into this solicitation upon posting. Bidders are responsible for checking the website to determine the issuance of any addenda. No addenda will be posted within the 5-day period preceding the bid proposal submission deadline except for an addendum withdrawing the solicitation or extending the bid proposal submission deadline.

## **Prebid Conference**

At the discretion of the State Purchasing Agent, a prebid conference - mandatory or nonmandatory - may be held. Bidders must attend a mandatory prebid conference and are encouraged to attend a nonmandatory prebid conference. The bidder's representative must register with the Division of Purchases at a mandatory prebid conference and identify the bidder he or she represents.

## **Costs**

The bidder is responsible for all costs and expenses to develop and submit a bid proposal in response to this solicitation.

## **Preparation of Bid Proposal**

Bid proposals must be made on the Bid Form included in the solicitation and in accordance with the instructions in this solicitation. All applicable blanks must be completed in a legible manner, printed electronically, typed, or handwritten in ink, and amounts must be expressed in both words and figures. In the event of any contradictory terms, handwritten terms prevail over printed or typed terms, and words prevail over figures. Signatures must be in ink. No additional provisions, conditions, or limitations may be made by the bidder, and any erasures and/or corrections must be initialed in ink by the person signing on behalf of the bidder.

This solicitation contains a Bid Preparation Checklist to assist the bidder in preparing a bid proposal for submission.



## **Submission of Bid Proposal**

Each bid proposal (a complete package, with the signed Bidder Certification Cover Form, signed Bid Form, Bid Surety, IRS Form W-9, signed General Contractor Apprenticeship Certification, if applicable, and public copy CD-R media disk) 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  
One Capitol Hill, Second Floor  
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.

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

## **Bid Price**

The bidder must submit a Base Bid Price on the Bid Form to perform all of the work specified in the solicitation, including the cost of the bonds and any allowances and addenda. The costs of alternates shall not be included in the calculation of the Base Bid Price. The bidder shall separately provide the cost for each alternate listed in the Bid Form. The cost for each alternate must be designated as an addition to, or subtraction from, the Base Bid Price. Alternates will be selected, if any, by the Division of Purchases in the order of priority listed in the Bid Form.

## **Bidder Certification Cover Form**

The bidder must download, complete, sign, and submit the Bidder Certification Cover Form for this solicitation as the first document with each bid proposal. The Bidder Certification Cover Form is downloadable with the solicitation from the Division of Purchases website by logging in as a RIVIP vendor and clicking on the applicable "Bid Number."

## **Public Copy**

Bid proposals submitted in response to this solicitation are public records pursuant to the Rhode Island "Access to Public Records Act," R. I. Gen. Laws §§ 38-2-1 et seq. Each bid proposal must include a "public copy" to be available for public inspection upon the opening of bids. Bidders may redact in the public copy any trade secrets or commercial or financial information which is of a privileged or confidential nature pursuant to the Access to Public Records Act.

The public copy must be submitted in .pdf (portable document file) format on a **read-only** CD-R media disk. The disk must include **all of the documents** submitted in response to the solicitation concatenated or merged into one file.

The public copy disk must be separately enclosed in a protective cover clearly marked "Public Copy" and include the following information: (1) Solicitation Title; (2) name of bidder and RIVIP vendor ID number; (3) Solicitation Number; and (4) bid proposal submission deadline.

The .pdf file must be named in the following manner:

SolicitationNumber\_Bid Proposal Submission Deadline\_BidderName\_VendorID.pdf

The bid proposal submission deadline must appear as mm-dd-yyyy. The bidder name must appear as one word, with no spaces or punctuation. Underscores must separate the fields.

***Example:*** 7543210\_11-08-2013\_OceanStateCompanyInc\_9867.pdf

The public copy of each bid proposal will be posted on the Division of Purchases website. .

*For Rhode Island Department of Transportation highway and bridge projects, in addition to the Quest Lite compatible electronic copy and one hard copy, the bidder must also include a duplicate original of the Quest Lite compatible electronic copy on a **read-only** CD-R media disk as the "public copy."*

## **Contractors Registration**

The bidder must have and maintain a valid certificate of registration issued by the Contractors' Registration Board throughout the term of the contract awarded pursuant to this solicitation and ensure that its subcontractors, unless exempt from registration, also obtain and maintain valid certificates of registration.

## **Subcontractors**

The bidder must demonstrate that it is able to perform a substantial portion of the work using its own workforce. Any bidder that does not maintain a permanent workforce and/or proposes to perform a disproportionate amount of the work through one or more subcontractors will be considered unqualified. The successful bidder must establish to the satisfaction of the State Purchasing Agent the reliability and responsibility of any subcontractors proposed to perform any work pursuant to this solicitation.

## **Taxes**

The State of Rhode Island is exempt from federal excise taxes and state and municipal sales and use taxes. The bidder shall not include such taxes in any prices in the bid proposal.

## **Bid Surety**

Bidders must furnish, with their bid proposals, either a bid bond from a surety licensed to conduct business in the State of Rhode Island or a certified check payable to the State of Rhode Island in the amount of five (5%) percent of the bid proposal. (*Bidders for Rhode Island Department of Transportation highway and bridge projects must furnish, with their bid proposals, a bid bond from a surety licensed to conduct business in the State of Rhode Island. Certified checks are not permitted for these projects.*) An attorney-in-fact who executes a bond on behalf of the surety must provide a certified current copy of the power of attorney. A successful bidder who fails to submit the additional documentation required by the tentative letter of award and/or fails to commence and pursue the work in accordance with the contract awarded pursuant to this solicitation may forfeit, at the discretion of the State Purchasing Agent, the full amount of the bid surety as liquidated damages. The State will retain the bid surety of all bidders until the earliest of: (i) the issuance of the Purchase Order; (ii) the 61<sup>st</sup> day following the bid proposal submission deadline; or (iii) the rejection of all bid proposals.

## **Divestiture of Investments in Iran Requirement**

No bidder 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 bidder submitting a bid proposal or entering into a renewal of a contract is required to certify that the bidder does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws § 37-2.5-3.

### **Domestic Steel**

Any steel products required by the plans and specifications in this solicitation must be formed, extruded, forged, cast, fabricated, or otherwise processed from steel made in the United States.

### **Withdrawal**

A bidder may withdraw its bid proposal at any time prior to the bid proposal submission deadline. Bid proposals are irrevocable for a period of 60 days following the bid proposal submission deadline.

### **Reservation of Rights**

The Division of Purchases reserves the right, at any time, for any reason, in its sole discretion, to: (i) revoke, suspend, or terminate this solicitation; (ii) accept or reject any and all bid proposals, in whole or in part; (iii) waive any technical defects, irregularities, or omissions in any bid proposals; and/or (iv) terminate any contract awarded pursuant to this solicitation, with or without cause.

### **Award**

The State Purchasing Agent, in his or her sole discretion, will award the contract pursuant to this solicitation to the responsive and responsible bidder who submits the lowest responsive and responsible bid proposal. The State Purchasing Agent may determine, in his or her sole discretion, the low bid proposal on the basis of the amount of the Base Bid Price plus the alternates selected in accordance with the Bid Form. The successful bidder will receive a tentative letter of award from the Division of Purchases with instructions for the bidder to submit further documentation. The successful bidder shall be authorized to commence work only upon the issuance of the Purchase Order by the Division of Purchases and, in addition, an authorization from the user agency. The issuance of the Purchase Order and the continuation of any contract awarded pursuant to this solicitation is contingent upon the availability of funds.

### **Payment and Performance Bonds**

The successful bidder must furnish a 100% payment and performance bond from a surety licensed to conduct business in the State of Rhode Island upon the tentative award of the contract pursuant to this solicitation.

## **Prevailing Wages**

### ***For contracts priced under \$1 Million***

The successful bidder and its subcontractors must pay their workers at the applicable prevailing wage rates (adjusted every July 1) for the various trades on a weekly basis, pay their workers one and one-half times the applicable prevailing wage rates for each hour worked in excess of 8 hours in any one day or 40 hours in any one week, and submit certified weekly payroll forms on a monthly basis to the user agency. Prevailing wage posters and rate schedules, available at the Rhode Island Department of Labor and Training website at [www.dlt.ri.gov](http://www.dlt.ri.gov), must be posted at the project site.

### ***For contracts priced \$1 Million or More***

The successful bidder and its subcontractors must pay their workers at the applicable prevailing wage rates (adjusted every July 1) for the various trades on a weekly basis, pay their workers one and one-half times the applicable prevailing wage rates for each hour worked in excess of 8 hours in any one day or 40 hours in any one week, submit certified weekly payroll forms on a monthly basis to the user agency, and maintain a certified prevailing wage daily log at the project site. Prevailing wage posters and rate schedules, available at the Rhode Island Department of Labor and Training website at [www.dlt.ri.gov](http://www.dlt.ri.gov), must be posted at the project site.

## **Apprenticeship**

if the value of the project pursuant to this solicitation is at least \$1 Million (including all alternates), the successful bidder must employ apprentices on this project (in accordance with the apprentice to journeyperson ratio for each trade approved by the State Apprenticeship Council. The bidder must complete, sign, and submit the General Contractor Apprenticeship Certification Form, included in the solicitation, with the bid proposal.

The successful bidder will also be required to complete, sign, and submit the General Contractor Apprenticeship Re-Certification and Certification Form following receipt of the tentative letter of award, and, in addition, each subcontractor must complete, sign, and submit to the successful bidder the Subcontractor Apprenticeship Certification Form prior to the commencement of any work on the project pursuant to this solicitation.

Specific information about apprentice occupations and apprenticeship requirements is available on the Rhode Island Department of Labor and Training website at [www.dlt.ri.gov/apprenticeship](http://www.dlt.ri.gov/apprenticeship).

### **Occupational Safety**

The successful bidder must ensure (if the total contract price is at least \$100,000) that all employees at the project site possess a card issued by the United States Department of Labor certifying successful completion of an OSHA ten (10) hour construction safety program.

### **Hazardous Substances**

The successful bidder must submit a chemical identification list to the Rhode Island Department of Labor and Training upon receipt of a Purchase Order from the Division of Purchases prior to performance of the contract awarded pursuant to this solicitation and make available to all employees a list of any hazardous substances that may present a risk of exposure.

### **Substitutions**

Any proposal in response to a request for substitutions in this solicitation must include the detailed information necessary for a comprehensive evaluation, including (without limitation) the name of the material or equipment of the proposed substitution and a complete description of the proposed substitution, with drawings and performance and test data. Products specified in this solicitation establish a standard of quality, performance, dimension, function, and appearance. Proposed substitutions must meet the standard and will not be considered without the prior written approval of the Division of Purchases. All substitution approvals will be posted, as addenda to the solicitation on the Division of Purchases website.

### **Licenses**

The successful bidder and anyone performing any work on the contract awarded pursuant to this solicitation must possess all of the licenses required by any federal, state, or local law to perform such work.

## **Insurance**

The successful bidder must submit a copy of an endorsement and a certificate of insurance that references the solicitation number and names the State of Rhode Island as “certificate holder” and as “additional insured” upon the issuance of the tentative letter of award, on an annual basis during the term of the contract awarded pursuant to this solicitation, and from time to time upon request. The certificate of insurance must state that 30 days’ advance notice of cancellation, nonrenewal, or material change in coverage (referencing the solicitation number) will be sent to: Rhode Island Department of Administration, Division of Purchases, One Capitol Hill, Providence, Rhode Island 02908-5855, fax # 401-574-8387, and provide evidence of the following specific types and amounts of insurance:

<b><u>Type of Insurance</u></b>	<b><u>Amount of Coverage</u></b>
Comprehensive General Liability	\$1 Million each occurrence (inclusive of both bodily injury and property damage)_  \$1 Million products and completed operations aggregate  \$1 Million general aggregate

*Comprehensive General Liability coverage shall include:*

- Independent contractors
- Contractual (including construction “hold harmless” and other types of contracts or agreements in effect for insured operations)
- Completed operations
- Personal injury (with employee exclusion deleted)

### Automobile Liability

Combined Single Limit	\$1 Million each occurrence
Bodily injury, property damage, including nonowned and/or hired vehicles and equipment	

### Workers Compensation

Coverage B	\$100,000
Environmental Impairment (“pollution control”)	\$1 Million or 5% of contract amount, whichever is greater
Builder’s Risk	Contract amount

All insurance required by this solicitation, whether through a policy or an endorsement, shall include: (i) a waiver of subrogation, waiving any right the insurance company may have to recover against the State of Rhode Island; and (ii) a provision that the bidder's insurance coverage shall be primary in relation to any insurance, self-insurance, or self-retention maintained by the State of Rhode Island, and any insurance, self-insurance, or self-retention maintained by the State of Rhode Island shall be in excess of the bidder's insurance.

*The State Purchasing Agent reserves the right to accept alternate forms and plans of insurance and/or to require additional or more extensive coverage.*

### **Minority Business Enterprises**

The Division of Purchases reserves the right to give additional consideration to bid proposals submitted by minority/women business enterprises certified by the Division of Purchases, Minority Business Office ("MBEs") provided that any such bid proposal is fully responsive to the terms and conditions of this solicitation, and the bid price is determined, in the discretion of the Division of Purchases, to be within a competitive range.

Any bidder who does not intend to perform all of the work with its own forces shall recruit and engage MBEs to perform at least 10% of the dollar value of the contract awarded pursuant to this solicitation. To reach that goal, the bidder may allocate up to 60% of its costs for materials and supplies obtained from MBE dealers or 100% of its costs for materials and supplies obtained from MBE manufacturers.

The successful bidder must submit a plan to meet this requirement for approval by the Division of Purchases, Minority Business Enterprise Compliance Office within the 21-day period following the tentative letter of award, identifying all MBEs, and must also demonstrate its good faith best efforts to meet these MBE goals. Information about this requirement and a directory of MBEs certified in Rhode Island is available at [www.mbe.ri.gov](http://www.mbe.ri.gov) or (401) 574-8670.

### **Equal Opportunity**

The successful bidder must demonstrate a commitment to equal opportunity and submit an affirmative action plan for review by the Rhode Island Department of Administration State Equal Opportunity Office within the 21-day period following the tentative letter of award. Information about this requirement is available at [www.diversity.ri.gov/eeo/eoophagehome.htm](http://www.diversity.ri.gov/eeo/eoophagehome.htm) or (401) 222-3090.

### **Drug-Free Workplace**

The successful bidder shall comply, and require that its employees comply, with the State of Rhode Island Drug Free Workplace policy and provide a certificate of compliance within the 21-day period following the tentative letter of award.



### **Sprinkler Impairment**

The successful bidder must comply with the requirements of the State of Rhode Island's insurance carrier for sprinkler impairment and hot work, accessible at the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

### **Foreign Corporations**

No foreign corporation or limited liability company may transact business in the State of Rhode Island until it shall have obtained a Certificate of Authority from the Rhode Island Secretary of State, and no foreign limited partnership may transact business in the State of Rhode Island until it shall have obtained a Certificate of Registration from the Rhode Island Secretary of State. The successful bidder, if a corporation or limited liability company, will be required to provide a Good Standing Certificate, and if a limited partnership, will be required to provide a Letter of Legal Existence, issued by the Rhode Island Secretary of State within the 21-day period following the tentative letter of award.

### **Campaign Finance**

The successful bidder who has contributed, within the 24 months preceding the contract award, an aggregate amount of more than \$250.00 within a calendar year to any Rhode Island general officer, candidate for general office, any member of the general assembly, or any Rhode Island political party, must file a "Vendor Affidavit" with the State of Rhode Island Board of Elections. Information about "Vendor Affidavits" and electronic filing is available at [www.elections.ri.gov](http://www.elections.ri.gov) or Board of Elections, Campaign Finance, (401) 222-2056.

### **Binding Contract**

The form of agreement the successful bidder will be required to execute is included in the solicitation. A binding contract between the State of Rhode Island and the successful bidder will be formed by the issuance of a Purchase Order from the Division of Purchases, *and only by the issuance of a Purchase Order, and only to the extent of available funds*. The binding contract will incorporate and be subject to the terms and conditions of the solicitation, including the Invitation to Bid, the Instructions to Bidders, the General Conditions, any Supplemental Conditions, the Plans and Specifications, the Bid Preparation Checklist, the Bid Form, the Bidder Certification Cover Form, the Agreement, and also the Purchase Order. The successful bidder shall be authorized to commence work only upon the issuance of the Purchase Order and, in addition, an authorization from the user agency.

### **Compliance with Terms of Contract**

Failure of the successful bidder to comply with the terms and conditions of any contract awarded pursuant to this solicitation may result in nonpayment, suspension or termination of the contract, suspension or debarment of the bidder, or any other necessary or appropriate remedy.

**Contract Terms and Conditions**

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## **Terms and Conditions**

### **BID STANDARD TERMS AND CONDITIONS**

#### **TERMS AND CONDITIONS FOR THIS BID**

#### **INSURANCE REQUIREMENTS (ADDITIONAL)**

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 "SHIP 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.

#### **LICENSE REQUIREMENTS (COPY OF LICENSE/PERMIT NOT REQUIRED)**

VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. 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.

#### **Mandatory Pre-Bid Conference**

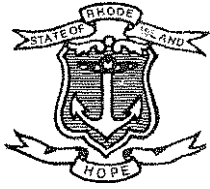
Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory pre-bid conference. The representative must register at the pre-bid conference and disclose the identity of the vendor whom he/she represents. Because attendance at the pre-bid conference is mandatory, a vendor's failure to attend and register at the pre-bid conference shall result in disqualification of the vendor's bid proposal as non-responsive to the solicitation.

#### **RIVIP INFO - ADDITIONAL BID SUBMISSION REQS - 1**

This offer may not be considered unless Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

#### **WAGE REQUIREMENTS - ADDITIONAL**

VENDOR IS ADVISED THAT ALL PROVISIONS OF TITLE 37 CHAPTER 13 OF THE GENERAL LAWS OF RHODE ISLAND APPLY TO THE WORK COVERED BY THIS REQUEST, AND THAT PAYMENT OF THE GENERAL PREVAILING RATE OF PER DIEM WAGES AND THE GENERAL PREVAILING RATE FOR REGULAR, OVERTIME, AND OTHER WORKING CONDITIONS EXISTING IN THE LOCALITY FOR EACH CRAFT, MECHANIC, TEAMSTER, OR TYPE OF WORKMAN NEEDED TO EXECUTE THIS WORK IS A REQUIREMENT FOR BOTH CONTRACTORS AND SUBCONTRACTORS.



Lincoln D. Chafee  
Governor  
Charles J. Fogarty  
Director

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

## Department of Labor and Training

Center General Complex  
1511 Pontiac Avenue  
Cranston, RI 02920-4407

TTY:

Via RI Relay 711

### STATE CONTRACT ADDENDUM

#### RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING

#### PREVAILING WAGE REQUIREMENTS (37-13-1 ET SEQ.)

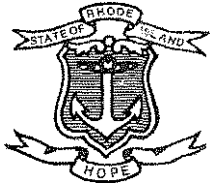
The prevailing wage requirements are generally set forth in RIGL 37-13-1 et seq. These requirements refer to the prevailing rate of pay for regular, holiday, and overtime wages to be paid to each craftsmen, mechanic, teamster, laborer, or other type of worker performing work on public works projects when state or municipal funds exceed one thousand dollars (\$1,000).

All Prevailing Wage Contractors and Subcontractors are required to:

1. Submit to the Awarding Authority a list of the contractor's subcontractors for any part or all of the prevailing wage work in accordance with RIGL § 37-13-4;
2. Pay all prevailing wage employees at least once per week and in accordance with RIGL §37-13-7 (see Appendix B attached);
3. Post the prevailing wage rate scale and the Department of Labor and Training's prevailing wage poster in a prominent and easily accessible place on the work site in accordance with RIGL §37-13-11; posters may be downloaded at [www.dlt.ri.gov/pw/Posters.htm](http://www.dlt.ri.gov/pw/Posters.htm) or obtained from the Department of Labor and Training, Center General Complex, 1511 Pontiac Avenue, Cranston, Rhode Island;
4. Access the Department of Labor and Training website, at [www.dlt.ri.gov](http://www.dlt.ri.gov) on or before July 1st of each year, until such time as the contract is completed, to ascertain the current prevailing wage rates and the amount of payment or contributions for each covered prevailing wage employee and make any necessary adjustments to the covered employee's prevailing wage rates effective July 1st of each year in compliance with RIGL §37-13-8;
5. Attach a copy of this CONTRACT ADDENDUM and its attachments as a binding obligation to any and all contracts between the contractor and any

*An Equal Opportunity Employer/Program./Auxiliary aids and services are available upon request to individuals with disabilities.*

TTY via RI Relay 711



Lincoln D. Chafee  
Governor  
Charles J. Fogarty  
Director

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Labor and Training

Center General Complex  
1511 Pontiac Avenue  
Cranston, RI 02920-4407

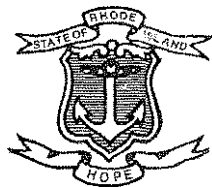
Telephone; (401) 462-8000  
TTY; Via RI Relay 711

subcontractors and their assignees for prevailing wage work performed pursuant to this contract;

6. Provide for the payment of overtime for prevailing wage employees who work in excess of eight (8) hours in any one day or forty (40) hours in any one week as provided by RIGL §37-13-10;
7. Maintain accurate prevailing wage employee payroll records on a Rhode Island Certified Weekly Payroll form available for download at [www.dlt.ri.gov/pw.forms/htm](http://www.dlt.ri.gov/pw.forms/htm), as required by RIGL §37-13-13, and make those records available to the Department of Labor and Training upon request;
8. Furnish the fully executed RI Certified Weekly Payroll Form to the awarding authority on a monthly basis for all work completed in the preceding month.
9. For general or primary contracts one million dollars (\$1,000,000) or more, shall maintain on the work site a fully executed RI Certified Prevailing Wage Daily Log listing the contractor's employees employed each day on the public works site; the RI Certified Prevailing Wage Daily Log shall be available for inspection on the public works site at all times; this rule shall not apply to road, highway, or bridge public works projects. Where applicable, furnish both the Rhode Island Certified Prevailing Wage Daily Log together with the Rhode Island Weekly Certified Payroll to the awarding authority.
10. Assure that all covered prevailing wage employees on construction projects with a total project cost of one hundred thousand dollars (\$100,000) or more has a OSHA ten (10) hour construction safety certification in compliance with RIGL § 37-23-1;
11. Employ apprentices for the performance of the awarded contract when the contract is valued at one million dollars (\$1,000,000) or more, and comply with the apprentice to journeyman ratio for each trade approved by the apprenticeship council of the Department of Labor and Training in compliance with RIGL §37-13-3.1;
12. Assure that all prevailing wage employees who perform work which requires a Rhode Island trade license possess the appropriate Rhode Island trade license in compliance with Rhode Island law; and

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TTY via Rf Relay 711



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

## Department of Labor and Training

Center General Complex  
151I Pontiac Avenue  
Cranston, RI 02920-4407

Telephone: (401) 462-8000  
TTY: Via RI Relay 711

Lincoln D. Chafee  
Governor

Charles J. Fogarty  
Director

13. Comply with all applicable provisions of RIGL §37-13-1, et. seq;

Any questions or concerns regarding this CONTRACT ADDENDUM should be addressed to the contractor or subcontractor's attorney. Additional Prevailing Wage information may be obtained from the Department of Labor and Training at [www.dlt.ri.gov/pw](http://www.dlt.ri.gov/pw).

### CERTIFICATION

I hereby certify that I have reviewed this CONTRACT ADDENDUM and understand my obligations as stated above.

By: \_\_\_\_\_

Title: \_\_\_\_\_

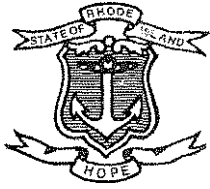
Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

*An Equal Opportunity Employer/Program, /Auxiliary aids and services are available upon request to individuals with disabilities.*

*TTY via RI Relay 711*



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

## Department of Labor and Training

Center General Complex  
1511 Pontiac Avenue  
Cranston, RI 02920-4407

Telephone: (401) 462-8000

### APPENDIX A

# TITLE 37

## Public Property and Works

### CHAPTER 37-13

#### Labor and Payment of Debts by Contractors

#### SECTION 37-13-5

**§ 37-13-5 Payment for trucking or materials furnished - Withholding of sums due.** -A contractor or subcontractor on public works authorized by a proper authority shall pay any obligation or charge for trucking and material which have been furnished for the use of the contractor or subcontractor, in connection with the public works being performed by him or her, within ninety (90) days after the obligation or charge is incurred or the trucking service has been performed or the material has been delivered to the site of the work, whichever is later. When it is brought to the notice of the proper authority in a city or town, or the proper authority in the state having supervision of the contract, that the obligation or charge has not been paid by the contractor or subcontractor, the proper authority may deduct and hold for a period not exceeding sixty (60) days, from sums of money due to the contractor or subcontractor, the equivalent amount of such sums certified by a trucker or materialman creditor as due him or her, as provided in this section, and which the proper authority determines is reasonable for trucking performed or materials furnished for the public works.

**APPENDIX B**

**TITLE 37**  
**Public Property and Works**

**CHAPTER 37-13**  
**Labor and Payment of Debts by Contractors**

**SECTION 37-13-7**

**§ 37-13-7 Specification in contract of amount and frequency of payment of wages.**

-(a) Every call for bids for every contract in excess of one thousand dollars (\$1,000), to which the state of Rhode Island or any political subdivision thereof or any public agency or quasi-public agency is a party, for construction, alteration, and/or repair, including painting and decorating, of public buildings or public works of the state of Rhode Island or any political subdivision thereof, or any public agency or quasi-public agency and which requires or involves the employment of employees, shall contain a provision stating the minimum wages to be paid various types of employees which shall be based upon the wages that will be determined by the director of labor and training to be prevailing for the corresponding types of employees employed on projects of a character similar to the contract work in the city, town, village, or other appropriate political subdivision of the state of Rhode Island in which the work is to be performed. Every contract shall contain a stipulation that the contractor or his or her subcontractor shall pay all the employees employed directly upon the site of the work, unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account, the full amounts accrued at time of payment computed at wage rates not less than those stated in the call for bids, regardless of any contractual relationships which may be alleged to exist between the contractor or subcontractor and the employees, and that the scale of wages to be paid shall be posted by the contractor in a prominent and easily accessible place at the site of the work; and the further stipulation that there may be withheld from the contractor so much of the accrued payments as may be considered necessary to pay to the employees employed by the contractor, or any subcontractor on the work, the difference between the rates of wages required by the contract to be paid the employees on the work and the rates of wages received by the employees and not refunded to the contractor, subcontractors, or their agents.

(b) The terms "wages", "scale of wages", "wage rates", "minimum wages", and "prevailing wages" shall include:

- (1) The basic hourly rate of pay; and
- (2) ) The amount of:



(A) The rate of contribution made by a contractor or subcontractor to a trustee or to a third person pursuant to a fund, plan, or program; and

(B) The rate of costs to the contractor or subcontractor which may be reasonably anticipated in providing benefits to employees pursuant to an enforceable commitment to carry out a financially responsible plan or program which was communicated in writing to the employees affected, for medical or hospital care, pensions on retirement or death, compensation for injuries or illness resulting from occupational activity, or insurance to provide any of the foregoing, for unemployment benefits, life insurance, disability and sickness insurance, or accident insurance, for vacation and holiday pay, for defraying costs of apprenticeship or other similar programs, or for other bona fide fringe benefits, but only where the contractor or subcontractor is not required by other federal, state, or local law to provide any of the benefits; provided, that the obligation of a contractor or subcontractor to make payment in accordance with the prevailing wage determinations of the director of labor and training insofar as this chapter of this title and other acts incorporating this chapter of this title by reference are concerned may be discharged by the making of payments in cash, by the making of contributions of a type referred to in subsection (b)(2), or by the assumption of an enforceable commitment to bear the costs of a plan or program of a type referred to in this subdivision, or any combination thereof, where the aggregate of any payments, contributions, and costs is not less than the rate of pay described in subsection (b)(1) plus the amount referred to in subsection (b)(2).

(c) The term "employees", as used in this section, shall include employees of contractors or subcontractors performing jobs on various types of public works including mechanics, apprentices, teamsters, chauffeurs, and laborers engaged in the transportation of gravel or fill to the site of public works, the removal and/or delivery of gravel or fill or ready-mix concrete, sand, bituminous stone, or asphalt flowable fill from the site of public works, or the transportation or removal of gravel or fill from one location to another on the site of public works, and the employment of the employees shall be subject to the provisions of subsections (a) and (b).

(d) The terms "public agency" and "quasi-public agency" shall include, but not be limited to, the Rhode Island industrial recreational building authority, the Rhode Island economic development corporation, the Rhode Island airport corporation, the Rhode Island industrial facilities corporation, the Rhode Island refunding bond authority, the Rhode Island housing and mortgage finance corporation, the Rhode Island resource recovery corporation, the Rhode Island public transit authority, the Rhode Island student loan authority, the water resources board corporate, the Rhode Island health and education building corporation, the Rhode Island higher education assistance authority, the Rhode Island turnpike and bridge authority, the Narragansett Bay water quality management district commission, Rhode Island telecommunications authority, the convention center authority, the board of governors for higher education, the board of regents for elementary and secondary education, the capital center commission, the housing resources commission, the Quonset Point-Davisville management corporation, the Rhode Island children's crusade for higher education, the Rhode Island depositors economic protection corporation, the Rhode Island lottery commission, the Rhode Island

partnership for science and technology, the Rhode Island public building authority, and the Rhode Island underground storage tank board.



State of Rhode Island  
Division of Purchases

Public Works  
Bid Preparation Checklist

**Date:** 9/19/2017

**Bid#:** 7565482

**Title:** Security System Improvements at RITS

**This checklist is provided to assist the bidder in preparing a bid proposal for submission. It is not a substitute for a thorough review of the Instruction to Bidders nor a comprehensive list of all bid proposal requirements. Each bidder is responsible to review the Instructions to Bidders and to comply with all requirements of the Solicitation.**

**Bid Proposal Package:**

- ☒ RIVIP Bidder Certification Cover Form (completed) signed in ink
- ☒ Bid Form
  - All applicable blank spaces on the Bid Form have been completed
  - All Addenda have been acknowledged
  - Bid price printed legibly in ink (in both words and figures that match where specified)
  - Erasures or corrections have been initialed by person signing the Bid Form
  - Bid Form is signed in ink
- ☒ Bid Surety
  - Bid bond or certified check (for DOT projects, bid bond only)
  - Bid surety is five percent of the bid total (or such other specified amount)
  - Bid Bond is signed by the bidder and surety
  - Power of Attorney is attached to the Bid Bond showing the name of person who signed the surety bond
- ☒ Public Copy of bid proposal in pdf format on a read-only CD-R media disk
- ☐ General Contractor Apprenticeship Certification Form "2013-14" (for projects \$1,000,000 and greater) required at time of bid proposal submission

*Note: General Contractor Apprenticeship Re-Certification and Certification Form "2013-16" and Subcontractor Apprenticeship Certification Form "2013-15" are not required at time of bid proposal submission deadline.*

- ☒ Applicable professional licenses (as specified in the Solicitation)
- ☐ Rhode Island Contractor Registration Board No.
- ☒ All bid proposal documents in a sealed envelope with the specific Solicitation #, Solicitation title, and the bid proposal submission deadline marked in the upper left hand corner of the envelope
- ☒ Each bid proposal submitted in a separate sealed envelope
- ☒ Completed Form W-9
- ☐ Other \_\_\_\_\_

**Buyer Name:** Max Righter

**Contact Information:** P: 401-574-8179  
E: max.righter@purchasing.ri.gov

STATE OF RHODE ISLAND  
FORM W-9 PAYER'S REQUEST FOR TAXPAYER  
IDENTIFICATION NUMBER AND CERTIFICATION



THE IRS REQUIRES THAT YOU FURNISH YOUR TAXPAYER IDENTIFICATION NUMBER TO US. FAILURE TO PROVIDE THIS INFORMATION CAN RESULT IN A \$50 PENALTY BY THE IRS. IF YOU ARE AN INDIVIDUAL, PLEASE PROVIDE US WITH YOUR SOCIAL SECURITY NUMBER (SSN) IN THE SPACE INDICATED BELOW. IF YOU ARE A COMPANY OR A CORPORATION, PLEASE PROVIDE US WITH YOUR EMPLOYER IDENTIFICATION NUMBER (EIN) WHERE INDICATED.

**Taxpayer Identification Number (T.I.N.)**

Enter your taxpayer identification number in the appropriate box. For most individuals, this is your social security number.

**Social Security No. (SSN)**

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**Employer ID No. (EIN)**

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**NAME**

**ADDRESS**

**CITY, STATE AND ZIP CODE**

**PAYMENT REMITTANCE ADDRESS, IF DIFFERENT FROM THE ADDRESS ABOVE**

**ADDRESS**

**CITY, STATE AND ZIP CODE**

**CERTIFICATION:** Under penalties of perjury, I certify that:

- (1) The number shown on this form is my correct Taxpayer Identification Number (or I am waiting for a number to be issued to me), **and**
- (2) I am not subject to backup withholding because either: (A) I am exempt from backup withholding, or (B) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (C) the IRS has notified me that I am no longer subject to backup withholding.
- (3) I am a U.S. citizen or other U.S. person (as defined by the IRS).

**Certification Instructions** -- You must cross out item (2) above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item (2) does not apply.

**Please sign here and provide title, date and telephone number:**

**SIGNATURE** \_\_\_\_\_ **TITLE** \_\_\_\_\_ **DATE** \_\_\_\_\_ **TEL NO** \_\_\_\_\_  
*Original Signature Required (Digital Signature Not Acceptable)*

**BUSINESS DESIGNATION:**

*Please Check One:* Individual ☐ Corporation ☐ Trust/Estate ☐ Government/Nonprofit Corporation ☐  
Partnership ☐ Medical Services Corporation ☐ Legal Services Corporation ☐  
LLC Tax Classification: Single Member (Individual) ☐ Partnership ☐ Corporation ☐

**TIPS:**

**NAME:** Be sure to enter your full and correct legal name as shown on your income tax return for the SSN or EIN provided.

**ADDRESS, CITY, STATE AND ZIP CODE:** If you operate a business at more than one location, adhere to the following:

- 1) Same EIN with more than one location -- attach a list of location addresses with remittance address for each location and indicate to which location the year-end tax information return should be mailed.
- 2) Different EIN for each different location -- submit a completed W-9 form for each EIN and location. (One year-end tax information return will be reported for each EIN and remittance address.)

**Mail Completed Form To:**  
**Supplier Coordinator**  
**Purchasing Department**  
**One Capitol Hill, 2nd Floor**  
**Providence RI 02908**

**Or Email To:** [doa.pursuppliercoordinator@purchasing.ri.gov](mailto:doa.pursuppliercoordinator@purchasing.ri.gov)

For State Use Only:

IRS \_\_\_\_\_ RI SOS \_\_\_\_\_ FED \_\_\_\_\_ Other \_\_\_\_\_

RI Supplier # \_\_\_\_\_ Approved \_\_\_\_\_

Date Entered \_\_\_\_\_ Entered By \_\_\_\_\_