



Request for Quote

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

BUYER: Righter, Maxwell W
 PHONE #: 401-574-8179

CREATION DATE : 10-SEP-18
 BID NUMBER: 7596675
 TITLE: Water Treatment
 BLANKET START : 01-OCT-18
 BLANKET END : 30-JUN-22
 BID CLOSING DATE AND TIME: 10-OCT-2018 10:30:00

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 DOA CONTROLLER
 ONE CAPITOL HILL, 4TH FLOOR
 SMITH ST
 PROVIDENCE, RI 02908
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 DOC FACILITIES & MAINTENANCE
 10 GARVEY ROAD
 CRANSTON, RI 02920
 US

Requisition Number: 1553304

Note to Bidders: QUESTIONS concerning this solicitation must be emailed and received by the Division of Purchases at Max.Righter@purchasing.ri.gov no later than Monday, September 24th, 2018 at 5:00 pm, in a Microsoft Word attachment with the corresponding solicitation number. Questions, if any, and responses will be posted to the Division of Purchases website at www.purchasing.ri.gov as an addendum to this solicitation.

There will be a MANDATORY pre-bid held on Friday, September 21st, 2018 at 10:00 am. Vendors must be present and sign in to have their proposals considered.

Line	Description	Quantity	Unit	Unit Price	Total
1	FY19 COMPLETE DISINFECTING OF COOLING TOWERS AT TIME OF SPRING STARTUP, PRECEDED BY A CHEMICAL FLUSHING WIHT A BIO-DISPERSANT TO LOOSEN AND REMOVE ALL DIRT / DEBRIS	1.00	Each		
2	FY20 COMPLETE DISINFECTING OF COOLING TOWERS AT TIME OF SPRING STARTUP, PRECEDED BY A CHEMICAL FLUSHING WIHT A BIO-DISPERSANT TO LOOSEN AND REMOVE ALL DIRT / DEBRIS	1.00	Each		
3	FY21 COMPLETE DISINFECTING OF COOLING TOWERS AT TIME OF SPRING STARTUP, PRECEDED BY A CHEMICAL FLUSHING WIHT A BIO-DISPERSANT TO LOOSEN AND REMOVE ALL DIRT / DEBRIS	1.00	Each		
4	FY22 COMPLETE DISINFECTING OF COOLING TOWERS AT TIME OF SPRING STARTUP, PRECEDED BY A CHEMICAL FLUSHING WIHT A BIO-DISPERSANT TO LOOSEN AND REMOVE ALL DIRT / DEBRIS	1.00	Each		
5	FY19 CONTRACT TO INCLUDE ALL COSTS OF CHEMICAL INJECTION/PUMP UNITS AND FLUSHING SYSTEMS	1.00	Each		
6	FY20 CONTRACT TO INCLUDE ALL COSTS OF CHEMICAL INJECTION/PUMP UNITS AND FLUSHING SYSTEMS	1.00	Each		
7	FY21 CONTRACT TO INCLUDE ALL COSTS OF CHEMICAL INJECTION/PUMP UNITS AND FLUSHING SYSTEMS	1.00	Each		
8	FY22 CONTRACT TO INCLUDE ALL COSTS OF CHEMICAL INJECTION/PUMP UNITS AND FLUSHING SYSTEMS	1.00	Each		
9	FY19 VENDOR WILL TAKE A MONTHLY CULTURE AND PROVIDE A WRITTEN REPORT TO THE FACILITIES & MAINTENANCE OFFICE AS PART OF THE USUAL MONTHLY SERVICE	1.00	Each		
10	FY20 VENDOR WILL TAKE A MONTHLY CULTURE AND PROVIDE A WRITTEN REPORT TO THE FACILITIES & MAINTENANCE OFFICE AS PART OF THE USUAL MONTHLY SERVICE	1.00	Each		

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11	FY21 VENDOR WILL TAKE A MONTHLY CULTURE AND PROVIDE A WRITTEN REPORT TO THE FACILITIES & MAINTENANCE OFFICE AS PART OF THE USUAL MONTHLY SERVICE	1.00	Each		
12	FY22 VENDOR WILL TAKE A MONTHLY CULTURE AND PROVIDE A WRITTEN REPORT TO THE FACILITIES & MAINTENANCE OFFICE AS PART OF THE USUAL MONTHLY SERVICE	1.00	Each		
13	FY19 VENDOR TO CONTRACT AN INDEPENDENT CERTIFIED LABORATORY TO CONDUCT BI-WEEKLY (MAY-SEPT) TESTING FOR SPECIFIC ANALYSIS FOR LEGIONNAIRES BACILLUS, REPORT TO FACILITIES & MAINTENANCE OFFICE, BI-WEEKLY	1.00	Each		
14	FY20 VENDOR TO CONTRACT AN INDEPENDENT CERTIFIED LABORATORY TO CONDUCT BI-WEEKLY (MAY-SEPT) TESTING FOR SPECIFIC ANALYSIS FOR LEGIONNAIRES BACILLUS, REPORT TO FACILITIES & MAINTENANCE OFFICE, BI-WEEKLY	1.00	Each		
15	FY21 VENDOR TO CONTRACT AN INDEPENDENT CERTIFIED LABORATORY TO CONDUCT BI-WEEKLY (MAY-SEPT) TESTING FOR SPECIFIC ANALYSIS FOR LEGIONNAIRES BACILLUS, REPORT TO FACILITIES & MAINTENANCE OFFICE, BI-WEEKLY	1.00	Each		
16	FY22 VENDOR TO CONTRACT AN INDEPENDENT CERTIFIED LABORATORY TO CONDUCT BI-WEEKLY (MAY-SEPT) TESTING FOR SPECIFIC ANALYSIS FOR LEGIONNAIRES BACILLUS, REPORT TO FACILITIES & MAINTENANCE OFFICE, BI-WEEKLY	1.00	Each		
17	FY19 COST OF ITEMIZED TREATMENT SUCH AS: MID SEASON STERILIZATION	1.00	Each		
18	FY20 COST OF ITEMIZED TREATMENT SUCH AS: MID SEASON STERILIZATION	1.00	Each		
19	FY21 COST OF ITEMIZED TREATMENT SUCH AS: MID SEASON STERILIZATION	1.00	Each		

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Line	Description	Quantity	Unit	Unit Price	Total
20	FY22 COST OF ITEMIZED TREATMENT SUCH AS: MID SEASON STERILIZATION	1.00	Each		
21	FY19 COST OF ITEMIZED TREATMENT SUCH AS: GLYCOL (HEAT TRANSFER FLUIDS) TESTING, PER SERVICE	1.00	Each		
22	FY20 COST OF ITEMIZED TREATMENT SUCH AS: GLYCOL (HEAT TRANSFER FLUIDS) TESTING, PER SERVICE	1.00	Each		
23	FY21 COST OF ITEMIZED TREATMENT SUCH AS: GLYCOL (HEAT TRANSFER FLUIDS) TESTING, PER SERVICE	1.00	Each		
24	FY22 COST OF ITEMIZED TREATMENT SUCH AS: GLYCOL (HEAT TRANSFER FLUIDS) TESTING, PER SERVICE FY19-FY22 PARTS AT MANUFACTURER'S LIST PRICE LESS: _____ %	1.00	Each		

Delivery: _____

Terms of Payment: _____

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Bid Specifications
Solicitation # 7596675
Water Treatment – Department of Corrections

Blanket Requirements: 10/01/2018 - 06/30/2022
Delivery as requested

Prebid:

There will be a **MANDATORY** pre-bid held on Friday, September 21st, 2018 at 10:00 am. Vendors must be present and sign in to have their proposals considered.

Specifications

The Department of Corrections is seeking quotes for a water treatment program for cooling tower systems, hot and chilled water treatment for buildings located at the DOC.

Deliverables: Chemicals, chemical pumps, coupon racks and corrosion coupons, water meters for make-up and blowdown, glycol testing for freeze protection.

RIDOC Responsibilities: Access to the D.O.C buildings and Cooling Towers

Contractor Responsibilities: Winning contractor must supply names, and copies of State issued i.d for processing of contractor badges.

Security Requirement: Employees of contractors who must gain entrance into correctional facilities are subject to police record checks; the Department of Corrections retains the right to refuse entrance to contractor employees with felony convictions. Access to correctional facilities also requires adherence to rigid security rules as far as property search, contact with inmates, etc.

Systems Included within the D.O.C. Campus to be Treated:

1. 2 Ea. Glycol loops
2. Intake Service Center-South
 - a. Open Recirculating System
 - b. Chilled Water System
 - c. Hot Water System
3. Intake Service Center- North
 - a. Open recirculating System
 - b. Chilled Water System
 - c. Hot Water System
4. High Security
 - a. Open Recirculating System
 - b. Chilled Water System
 - c. Hot Water Heating System
5. Minimum Security
 - a. Closed Recirculating System (to include glycol level)
6. Maximum Security
 - a. Heating System
 - b. Boiler Treatment
7. Woman's Facility, New GM
 - a. Closed recirculating system (to include glycol level)



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- b. **Open recirculating system**
- 8. **Reintegration Center**
 - a. **Open recirculating system**
 - b. **Chilled Water System**
 - c. **Hot Water System**

Scope of Work:

1. Staff Qualifications

Staff to be experienced in the field of Commercial/Industrial Water Treatment. ISO 9000 preferred, In-house laboratory preferred.

2. Work Plan

Work shall be performed so not to inconvenience the building occupants. Work in all buildings shall be performed between the hours of 8:00am-3:00pm, Monday through Friday. Work shall not be completed on weekends when the Department of Corrections (D.O.C.) has no one on duty to inspect the contractors work. Arrangements to gain access to a secured area will be made by the company representative along with the Superintendent of the facility. The Contractor shall not permit his/her vehicle to use reserved parking spaces.

3. Water Treatment Services:

Services for the cooling tower systems, hot and chilled water treatment shall consist of, but not limited to an annual cleaning and flushing of accumulated scale, debris, mud, dirt, algae, slime, bio-film, and other foreign materials. Insure freeze protection and testing as well as testing and treatment of circulating systems. Once per year from November- April. On-site testing and treatment to be performed monthly on cooling towers and chilled water systems from May-November.

The Contractor shall not be responsible for the replacement of treatment of chemicals lost due to the failure to perform required services or for shutdown of the system by the D.O.C.

4. Biological Contamination program:

As mandated by the RI Department of Health and by the Center for Disease Control, vendor shall take monthly (bio dip slides) and provide written report to the Facilities and Maintenance Office. Vendor to contract an independent CDC Elite Laboratory to conduct monthly testing (May-September) for the specific analysis for Legionnaires Bacillus. The test water must be taken from the cooling tower sump. The report from the Independent Lab must be provided to the Associate Director of Facilities and the Environmental Health Coordinator within 20 days of the test. Legionella sampling must be sent to a CDC Elite independent laboratory, separate from the vendors' company.

5. Treatment Program:

The successful bidder shall submit to the Associate Director of Maintenance and the Environmental Health Coordinator a program outlining the procedure he/she proposes to follow in accomplishing the work specified herein and obtain his approval, prior to commencement of service.

The program shall state (1) the amount, type, methods of feeding and controlling of chemicals to be used and (2) the number of method of controlling the concentration to be maintained in the circulated water. Shipping/handling, Safety Data Sheets, and storage instructions shall be furnished with the program outline. Record keeping forms and frequency of entry system analysis readings. Contractor to provide training of chemical controlling and feed equipment, to include SDS information and emergency response and required planned maintenance by Correctional Staff.



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State of RI- Department of Corrections Specifications- Water Treatment Program:

6. Treatment Control and Monitoring:

The contractor shall monitor the water treatment and insure treatment levels are at acceptable levels at all times throughout the duration of the contract. Analysis reports shall be submitted electronically to the Associate Director of Maintenance, facility Superintendent, and Environmental Health Coordinator within (7) days of the sampling. When additional chemicals are added to the system, the system will be retested within (30) days of the treatment to insure proper chemical levels in all systems and subject to D.O.C. monitoring.

7. Initial Cleaning:

Initial seasonal cleaning and sanitizing of each of these systems shall be accomplished utilizing a chemical detergent and de-foaming agent specifically formulated to remove rust, scale, and debris from the cooling towers and associated system. The chemical detergent shall possess no mercury, arsenic, cadmium, or chromates. It shall be biodegradable, non-flammable and shall possess no offensive odor. The de-foaming agent shall be in accordance with the manufacturer's directions and recommendations. Initial cleaning and disinfecting shall be completed each year during the Month of May, All cooling towers must be operational no later than May 15th of each year. Disinfecting will be accomplished using an authorized product accepted by the EPA and conforming to State and City Regulations. All services will be scheduled through the Facilities and Maintenance Office and the facility Superintendent.

8. Initial Treatment:

Initial cooling tower treatment shall be by the addition of a scale and corrosion-inhibiting chemical of a scale or corrosion-inhibiting chemical specifically formulated for this purpose. This treatment chemical shall be non-flammable, water-based material containing corrosion and scale inhibiting compounds and having no offensive odor. It shall contain no phosphates, caustic soda, chromates, inorganic alkaline salts, said materials lead, mercury, arsenic, or dye. It shall be safe for use on ferrous metals, copper, bronze, and aluminum. It shall be completely compatible with the commonly used algaecide and fungicides. Initial treatment shall be completed each year in accordance with the treatment plan.

9. Chemical Control System:

The Contractor shall provide and install in each of the cooling tower systems chemical metering pumps, a data logging cooling tower controller, a corrosion coupon rack with a minimum of two positions, a solenoid type bleed valve with a wye strainer to insure proper operation of the chemical control system. The pumps and associated chemical feed system shall be monitored and adjusted at least monthly, more frequently when necessary, to insure proper delivery of treatment chemicals. These pumps shall remain the property of the contractor, and shall be repaired or replaced as necessary by the contractor and shall be removed by the contractor at the termination of the contract. These pumps shall be completely compatible with the treatment chemicals and recommended by the manufacturer of the chemicals.

Chemical feed pumps shall be Walchem EWB Series (No Substitutes)

Conductivity controller shall be Walchem WCT600 Series (No substitutes)

Water meters shall be Walchem WFM Series (No substitutes)

10. Recirculating Water Testing:

The contractor shall test the recirculation water from each cooling tower system, and hot and chilled water system treated at least once per month, or more frequently when necessary to insure proper



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treatment, pH, conductivity, treatment chemical residuals, and other substances used for the treatment that present a pollution hazard when present above a certain level. Substances that present a pollution problem include, but are not limited to: chromium, copper, and phenols. Chemical tests shall be done in accordance with industry standard methods. Analysis reports shall be presented to the Maintenance Supervisor or his appointee within seven (7) days in electronic format.

11. Makeup Water Testing:

The contractor shall be required to obtain an analysis of the makeup water at quarterly intervals to obtain comparisons between the samples. Reports shall be presented to the Facilities and Maintenance Office. The Contractor will be required to obtain and analysis of this water with the respect to the following: pH, P alkalinity, MO alkalinity, total hardness, non-carbonate, carbonate, sulfate, chlorides, nitrate, iron, manganese, silica, fluoride, and chloride residual.

12. Sample Test:

Scale and Corrosion tests shall be in accordance with the latest edition ASTM, 02688, Method s, "Standard Methods of Test for Correct Water". Coupons shall be installed in the cooling tower systems as is depicted in ASTM, 02688. The coupons shall be installed at the beginning of the contract and replaced every 90 days. The coupons shall be prepared and tested by a qualified laboratory. The laboratory report shall be presented to the Associate Director of Maintenance and the Environmental Health Coordinator for each coupon and shall include the scale analysis of corrosion rate in mils per year (mpy) and a verbal description based upon ASTM, 02688.

13. Required Laboratory Facilities:

The water treatment contractor shall ensure the availability of a water-testing laboratory acceptable to the Associate Director of Maintenance to perform all work. The Contractor shall submit evidence of the arrangement within five (5) days after contract award. The maintenance department reserves the right to periodically collect and submit samples of the circulating water to an independent laboratory for analysis to check on the Contractors performance of the work.

14. Chemicals:

The Contractor shall furnish all chemicals used in the treatment of water, prevention of scale and corrosion, and elimination of biological growth. This shall include tower cleaning and lay up chemicals. This does not include glycol which will be purchased separately. All chemicals shall be the type that are available commercially, and for use in this type of application. Where applicable, each substance should bear an EPA label stating approval for use of the product for the specified purpose. Each chemical feed controlling station will have the respective SDS sheets laminated on site. A copy will be maintained in the D.O.C. Facilities and Maintenance Office and upgraded as needed.

15. Scale and Corrosion Prevention Chemicals:

The following limitation shall be satisfied in the absence of applicable regulations. Copper shall not exceed 1.0 mg/L, chlorine residual shall not exceed 5 mg/L and the pH shall be between 6.0 and 9.0 in bleed-off water from the cooling towers.

16. Algaecides:

Algaecides used shall be registered with the Environmental Protection Agency under the Federal Insecticide, Fungicide and Rodenticide Act, as amended (7U.S.E.136 (ET seg0) specifically for use in cooling towers. The algaecide shall be used as specified on its label. Before any algaecide is used, the Contractor shall furnish the Associate Director of Facilities and Maintenance a specimen label with the products registration number, application instructions, and SDS Sheets.



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17. Environmental Protection:

The treatment program shall be such that bleed-off water and other discharges from the cooling tower system will be suitable for discharge directly into the natural drainage system without any detrimental impact upon the receiving streams quality or violating any applicable Federal, State, or local pollution abatement regulation or law. The bleed-off water will be tested for copper and other metals per DEM limits.

18. Treatment:

The treatment shall not cause deterioration of wood, plastic, or metal components of the cooling towers, chilled/hot water systems.

19. Equipment:

All equipment in this program for the feeding of chemicals into the system shall be furnished, installed, and maintained by the contractor. The equipment shall consist of data logging cooling tower controllers, solenoid valves (bleed-offs), chemical feed pumps, coupon racks, and by-pass feeders for closed loops. Water meters and filter-feeders are not in this agreement, and if needed will be purchased and installed separately.

20. Automatic Bleed-Off and Chemical Feed Control:

Automatic bleed-off and chemical feed controls shall consist of a data logging cooling tower controller which controls both the bleed-off and chemical feed of the cooling tower system. The bleed-off shall be controlled to maintain the proper concentration ratio for the system, in regulation with all applicable laws. The chemical feed shall be properly controlled so that the correct amount of chemicals are automatically fed to replace those lost through bleed-off, evaporation, due to leakage, and repairs.

21. Pumps:

Pumps shall have the capacity that is compatible with the chemical feed requirements of the individual cooling tower and hot/chilled water systems served. Adjustments necessary to accomplish the capacity control shall be simple and positive. The pump shall be of non-corrosive construction and shall have an internal checking device or shall be provided with an externally mounted non-corrosive check valve. The pump shall be capable of discharging against a pressure of not less than 1-1/2 times the line pressure at the point of connection. Contractor shall maintain the pumps and associated equipment.

22. Pump Operation:

The pump operation shall be controlled by an automatic adjustment, which will proportionate the chemical feed at the feed rate in accordance with the bleed-off rate. In addition, a manual switch shall be provided to allow control of the pump independent of the feeding regulator.

23. Chemical Storage, Handling, and Delivery:

Chemical DUAL CONTAINMENT tanks shall be constructed of non-corrosive material and be cylindrical in shape. The tank shall have sufficient capacity to require recharging only once per 3 months during normal operation. The charging concentration chosen shall be such as to prevent deterioration of the chemical solution during the three month period and prevent concentration of ingredients in the chemical solution. For closed loops, lay-ups and clean ups the provision of chemicals in 5, 15, 30, or 55 gallon drums or pails is acceptable. The vendor must remove or dispose of at their own expense any empty chemical containers they have supplied. The cooling tower chemicals must be contained in dual containment mini bulk tanks. The filling of these mini bulk tanks must be accomplished by a two person delivery team from a vendor owned company chemical



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delivery vehicle, licensed and approved for chemical storage and delivery. The vendor must have a distribution hub within 60 miles of Cranston Rhode Island to ensure availability and timely delivery of stock.

24. Reports:

A chemical and bacteriological investigation report of each system shall be submitted annually to the Associate Director of Facilities, Superintendent of the facility, and the Environmental Health Coordinator. The Contractor shall log in and out on each visit to the job site within the Facilities and Maintenance Office. The monthly service report shall be presented to the Associate Director within seven (7) days, this report shall include chemical usage, piping system condition, major equipment condition, and water treatment control equipment, recent and proposed upgrades. All reports MUST be submitted in electronic format. A quarterly review of the reports must be conducted with the Associate Director of Facilities, the Environmental Health Coordinator and Maintenance to review previous reports and make recommendations for improvements or changes to the program.

25. Cooling Tower Lay-Up:

Each Cooling Tower will be shut down during the off season and therefore will require a lay-up protocol. A nitrite type corrosion inhibitor is specified: Air-Con TLI (No-Substitutes)



26. Testing Parameters:

The analysis will include, but is not limited to the following:

- Closed Loop Systems: Sodium Nitrite-500-1000 mg/l as NaNO₃ (Inhibitor N) (No Substitutes)
- Condenser Water Systems: pH 7.5-9.2
- TDS: 500-1500 ppm
- Polymer/ Phosphonate: 15-25 ppm as sodium polyacrylate (Air Con CXT 400) (No Substitutes).
- Continuous low level halogenation at .8 mg/l to 1.0 mg/l as total chlorine
- Bio-Counts must not exceed 10,000 CFU/ml at any time.

Legionella must be non-detectable at all times, Legionella tests must be taken in from the cooling tower sumps not the chemical controller station. Testing will be conducted once a month May-September. The testing must be conducted by an independent CDC Elite Lab. The Independent Lab's COC and Report must be presented in electronic format to the Associate Director of Facilities and Maintenance as well as the Environmental Health Coordinator.

RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE

	POLICY NUMBER: 8.08-2 DOC	EFFECTIVE DATE: 04/28/14	PAGE 1 OF 4
	SUPERCEDES: 8.08-1 DOC	DIRECTOR: Please use BLUE ink. 	
SECTION: PHYSICAL PLANT ENVIRONMENTAL CONDITIONS		SUBJECT: SMOKING AND TOBACCO REGULATIONS	
AUTHORITY: Rhode Island General Laws (RIGL) § 42-56-10(22), Powers of the director; § 23-20.10-1 et seq., Public Health and Workplace Safety Act; Executive Order 91-40			
REFERENCES: U.S. Department of Health and Human Services. <i>How Tobacco Smoke Causes Disease: The Biology and Behavioral Basis for Smoking-Attributable Disease</i> , Public Health Service, Office of the Surgeon General, 2010; Fire Safety in Correctional Facilities (NFPA study); NCCHC standards J-48, Use of Tobacco Products; P-50, Smoke-Free Environment; RIDOC policy 9.14-6 DOC, Detecting and Confiscating Contraband on or in the Possession of Inmates/Detainees (Including Frisk, Strip and Body Cavity Searches) or in Inmate Transport Vehicles; 9.18-4 DOC, Introduction of Unauthorized Items into the Adult Correctional Institutions; 11.01-6DOC, Code of Inmate Discipline; 24.03-4 DOC, Visits			
INMATE/PUBLIC ACCESS?		X YES	
AVAILABLE IN SPANISH?		X YES	

I. PURPOSE:

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

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

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

II POLICY:

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

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

III. PROCEDURES:

A. Applicability

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

B. RIDOC Staff

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

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

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

C. Inmates

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

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

D. Visitors

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

CELL PHONE POLICY:

CELL PHONES ARE NOT PERMITTED IN SECURED AREA.

APPROVAL FOR WORK

VENDOR IS REQUIRED TO HAVE A VALID PURCHASE ORDER PRIOR TO PERFORMING WORKING ON THE
DOC FACILITY

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

CHARGES PERMITTED

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

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.

MBE PARTICIPATION

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") in the performance of State procurements and projects. Any vendor issued a tentative award, shall submit an MBE plan utilizing the forms provided by Office of Diversity, Equity and Opportunity (ODEO) within 5 business days of the date of the tentative award notice.

Completed MBE forms are to be sent to Rhode Island Department of Administration, Office of Diversity, Equity and Opportunity (ODEO), Minority Business Enterprise Compliance Office at One Capitol Hill, 3rd Floor, Providence, Rhode Island 02908. For further information and forms, contact Dorinda Keene at (401) 574-8670 or dorinda.keene@doa.ri.gov or visit the Office of Diversity, Equity and Opportunity website at <http://odeo.ri.gov/>.

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.

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

PURCHASE AGREEMENT BID

BIDDING (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. **ORDERING** (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

Mailing Address for Bid Proposals issued by the State of Rhode Island, Division of Purchases:

All Bid Proposals must be submitted to the following address:

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

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.