



INVITATION TO BID

SOLICITATION TITLE: FRESHWATER BOAT RAMP INSTALLATION AND REMOVAL OF FLOATS AND GANGWAYS
SOLICITATION NUMBER: 7597610
BID PROPOSAL SUBMISSION DEADLINE: November 20, 2018 at **2:00 PM**

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: No Prebid
Date:
Time:

QUESTIONS about this solicitation must be emailed and received by the Division of Purchases at katherine.missell@purchasing.ri.gov no later than Friday, November 09, 2018, 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 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.

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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. 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), complete, and submit a Bidder Certification Cover Form with each bid proposal.

Solicitation Date: Tuesday, October 30, 2018
Project Description: INSTALLATION AND REMOVAL OF FLOATS AND GANGWAYS
Project Location: 4 locations Worden Pond, Indian Lake, Watchaug Pond & Echo Lake
Completion Time: TBD
User Agency: Department of Environmental Management
Awarding Authority: The State of Rhode Island Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill, Providence, RI 02908-5855

Design Agent:

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 [Click here to enter a date.](#) 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.

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.*

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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: Katherine Missell, Title: Chief Buyer

RIDEM Freshwater Floating Dock Removal & Installation Contract

Scope of Work

The scope of work includes the removal, repair, and installation of floats and gangways at four (4) locations for a period of two (2) years beginning with removal fall, 2018 and ending with removal fall, 2020.

Locations and materials included:

1. **Worden Pond Boat Launch** – located on Wordens Pond Road in South Kingstown, RI.

Quantity	Size (ft.)	Description
1	6x20	Float
1	24	Aluminum Gangway

2. **Indian Pond Boat Launch** – located on Indian Trail South in South Kingstown, RI.

Quantity	Size (ft.)	Description
1	6x20	Float

3. **Watchaug Pond Boat Launch** – located off Sanctuary Road in Charlestown, RI.

Quantity	Size (ft.)	Description
1	6x20	Float

4. **Echo Lake Boat Ramp** – located off Jackson Schoolhouse Road in Glocester, RI.

Quantity	Size (ft.)	Description
1	6x20	Float

Note:

The Echo Lake boat ramp is currently under construction, so removal 2018 and installation of the floats spring of 2019 will not be required.

Removal:

Floatation condition shall be evaluated by contractor annually prior to removal, any issues shall be photo documented and reported to RIDEM.

All boat ramp floating docks shall be removed each season by December 15 but not before December 1.

All materials shall be stored in parking area adjacent to the boat ramp as directed by RIDEM. Boat ramp access route shall remain unobstructed for public use after float removal.

The floats shall be lifted and moved by fully supporting the weight of the floats with a minimum of two (2) straps, cradles, or other means. The contractor shall be liable for any damages to the floats resulting from improper handling.

Material shall be stored on level ground and floats stacked not more than two (2) high. All pile hoops, cover plates, and other hardware shall be removed, boxed and/or cataloged per site, and delivered to RIDEM Division of Fish and Wildlife, 277 Great Neck Road, West Kingston, RI 02892 for winter storage.

Installation:

Each season the boat ramp floating docks shall be installed by April 10 but no earlier than April 1.

The floats shall be lifted and moved by fully supporting the weight of the floats with a minimum of two (2) straps, cradles, or other means. The contractor shall be liable for any damages to the floats resulting from improper handling.

All bolts on cover plates, pile hoops, and hinges shall be securely installed in the same location from which they were removed the previous season. The contractor shall arrange pickup of hardware with the RIDEM Division of Fish and Wildlife at 277 Great Neck Road, West Kingston, RI 02892 prior to installation.

Routine Maintenance:

After the floats are removed and while they are being installed each year the contractor shall inspect each float for damage, wear and tear, decay, rot, missing parts, etc. and report findings to RIDEM.

Immediately after fall removal, the floating docks shall be cleaned of all marine life by power washing. The floating docks and surrounding area shall be left clean and free of debris.

Each spring, at least one week prior to installation, the contractor shall apply one coat of clear Thompson's Waterseal (or approved equal) to all sides of the pressure treated lumber. This application shall be done in the presence of a RIDEM employee. No waterseal product shall be applied to the composite decking. In addition, any rust that appears on the galvanized connections shall be removed and the metal touched up with cold galvanizing.

Additional Maintenance Work:

Damage to the floating dock components including associated hardware is to be expected. As stated above, the contractor shall inspect the condition of each float and report findings to RIDEM as soon as issues are identified. Upon receipt of the report, RIDEM will inspect the said damages for verification and upon approval will solicit a proposal to complete the repairs. The

submitted proposals shall be broken down by time, equipment, and material costs based on the hourly rates established in the bid proposal. Proposals will be evaluated by RIDEM and, upon approval, billed off the base bid price according to the following allowances:

Item	Hourly Rate	No. of Hours	Total
Man Hours	_____	200	_____
Equipment			<u>3,000</u>
Materials			<u>7,000</u>

Total fee for Additional Maintenance: _____

Additional Maintenance Work shall include but not be limited to:

- Repair or replacement of worn or missing hardware.
- Repair or replacement of deteriorated or broken timber, including composite decking, stringers, posts, and skids.
- Repair or replacement of float drums.

Additional Maintenance Work shall not include any work listed herein under the "Removal", "Installation", or "Routine Maintenance" sections.

Base Bid Price:

The base bid price shall include all labor, equipment, materials, and incidentals required to perform the work outlined in each of the above "Removal", "Installation", "Routine Maintenance", and "Additional Maintenance Work" sections at all locations listed above. Bidders shall be sure to include the hourly rate for labor and total allowance for additional maintenance work in the submitted proposal and as part of the base bid price. Pricing shall be provided in the attached bid form.

BID FORM #7597610

Solicitation: RIDEM Freshwater Floating Dock Removal & Installation Contract

To: The State of Rhode Island Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill, Providence, RI 02908-5855

Bidder: _____
Legal name of entity

Address (street/city/state/zip)

Contact name Contact email

Contact telephone Contact fax

1. BASE BID PRICE

The Bidder submits this bid proposal to perform all of the work (including labor and materials) described in the solicitation for this Base Bid Price (*including the costs for all Allowances, Bonds, and Addenda*):

\$ _____
(base bid price *in figures* printed electronically, typed, or handwritten legibly in ink)

(base bid price *in words* printed electronically, typed, or handwritten legibly in ink)

2. BASE BID BREAKDOWN:

ITEM 1. Removal of Floats: This item shall include all labor, equipment, materials and incidentals required under the scope of work to remove floating docks at all of the listed locations and perform the associated routine maintenance listed in the scope of work. Unit cost shall indicate cost per year to remove all floating docks in the contract:

<u>Unit</u>	<u>Quantity</u>	<u>Unit Bid Price</u>
Year	2	\$ _____
TOTAL PRICE:		\$ _____
	(Price in Words)	(Price in Numbers)

ITEM 2. Installation of Floats: This item shall include all labor, equipment, materials and incidentals required under the scope of work to install floating docks at all of the listed locations and perform the associated routine maintenance listed in the scope of work. Unit cost shall indicate cost per year to install all floating docks in the contract:

<u>Unit</u>	<u>Quantity</u>	<u>Unit Bid Price</u>
Year	2	\$ _____
TOTAL PRICE:		\$ _____
	(Price in Words)	(Price in Numbers)

ITEM 3. Additional Maintenance Work: This item shall include all labor, equipment, materials in the quantities and allowances listed in the scope of work to perform additional maintenance work identified by the contractor and approved by the owner in writing.

<u>Unit</u>	<u>Quantity</u>	<u>Unit Bid Price</u>
Man Hours	200	\$ _____
Equipment	N/A	\$ 3,000
Materials	N/A	\$ 7,000
TOTAL PRICE:		\$ _____
	_____ (Price in Words)	_____ (Price in Numbers)

NOTE: The sum of the price of all 3 Base Bid Breakdown Items should equal the Total Proposed Base Bid Price and shall include all work required in the Contract Documents. In case of a conflict the Proposed Base Bid Price shall govern.

This bid proposal is irrevocable for 60 days from the bid proposal submission deadline.

If the Bidder is determined to be the successful bidder pursuant to this solicitation, the Bidder will promptly: (i) comply with each of the requirements of the Tentative Letter of Award; and (ii) commence and diligently pursue the work upon issuance and receipt of the purchase order from the State and authorization from the user agency.

The person signing below certifies that he or she has been duly authorized to execute and submit this bid proposal on behalf of the Bidder.

Date: _____

BIDDER

Name of Bidder

Signature in ink

Printed name and title of person signing on behalf of Bidder

Bidder's Contractor Registration Number

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

AWARD

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.

CAMPAIGN FINANCE COMPLIANCE

CAMPAIGN FINANCE: In accordance with RI General Law 17-27-2, Every person or business entity providing goods or services of \$5,000 or more, and has in the preceding 24 months, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, or candidate for general office, any member, or candidate for general assembly, or political party, is required to electronically file an affidavit regarding political contributions at:

<https://secure.ricampaignfinance.com/RhodeIslandCF/Public/VendorAffidavit.aspx>

ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions For Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov.

DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.

For all Purchase Orders issued on behalf of the University of Rhode Island, Community College of Rhode Island, and Rhode Island College, vendors will receive a confirming order from the respective entity prior to proceeding.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

INSURANCE REQUIREMENTS

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR

VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: * PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. * BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. * SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION. * ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. * VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.

LICENSE NUMBER

In compliance with the requirements of Rhode Island General Law, Section 5-65-23, my Rhode Island license number for the work to be performed by this firm as prime contractor is:

LICENSE NUMBER: _____

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.

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)

--	--

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

For State Use Only:	
IRS ___ RI SOS ___ FED ___ Other _____	
RI Supplier # _____ Approved _____	
Date Entered _____ Entered By _____	