



## INVITATION TO BID

**SOLICITATION TITLE:** MPA 107- Plastering Repair General and Ornamental  
**SOLICITATION NUMBER:** 7597646  
**BID PROPOSAL SUBMISSION DEADLINE:** December 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:  
Date:  
Time:

**QUESTIONS** about this solicitation must be emailed and received by the Division of Purchases at [katherine.missell@purchasing.ri.gov](mailto:katherine.missell@purchasing.ri.gov) no later than Friday, December 07, 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](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 [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](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.*

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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**

## MPA 107 Plastering – Solicitation # 7597646

Effective dates February 1, 2019 to January 31, 2022

With (2) 1-year options to renew at the sole discretion of the State

### Scope of Work:

MPA 107 plastering is requesting bids for both plastering general and plastering historic Ornamental.

1. Furnish all labor, materials and equipment necessary to accomplish all types of plastering repairs, to include, but not limited to, plaster replacement (sub-coat), finish plaster coating, imperial plaster work, wire lathe replacement and sheet rock replacement.
2. Furnish all labor, materials and equipment necessary to accomplish all types of plastering repairs for Historic Ornamental Plaster repairs (see description below)

The state will accept bids from vendors who provide either or services. Please bid on which ever service your company has the ability to do work on.

All bidders must be registered with the Contractors' Registration and Licensing Board and registered with the Secretary of State to do business in the State of Rhode Island.

Prevailing rate does apply to this bid. The title for the statewide prevailing wage rate for this work is PLAS0040-003 building construction plasterer.

Materials to be provided at cost plus the following (applicable) fee for overhead, pickup and delivery. No additional charges will be acceptable.

\$0-500	NO FEE
\$501-750	\$75.00
\$751-1000	\$96.00
\$1001-1500	\$125.00
\$1501-2500	\$180.00
\$2501-5000	\$300.00
\$5001-7500	\$438.00
Over-\$7501.	\$525.00

Hourly rates to reflect the net cost of labor. **No additional charge for travel, mileage, etc. will be permitted.**

Agency may request price estimate before start of work. Vendors cannot Charge amounts greater than the negotiated award amount from the MPA.

- If you are bidding on Historic Ornamental Plastering please provide along with your bid package at the minimum of three examples where you have performed similar work in the past. Including name of project, a brief description of the work and pictures if available.

See below for the qualifications for historic plastering

## Historic Ornamental Plaster:

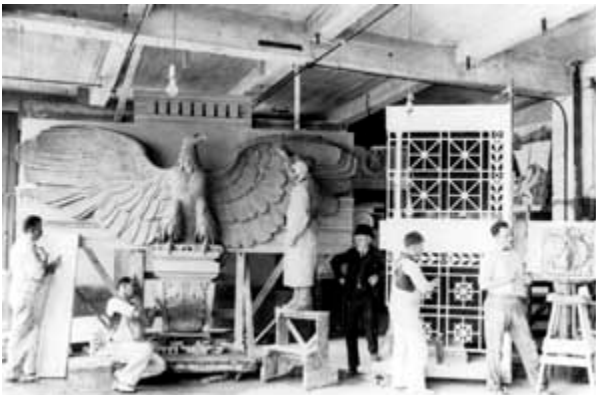
***Qualified contractors and sub-contractors should have demonstrated relevant experience working with monumental historic buildings of a similar age, specifically those of the late 19th Century and early 20th Century. Civic buildings such as state and federal courthouses, state houses in other states, city and town halls, churches, and historic hotels and mansions could be considered relevant comparable buildings. Contractors must be highly proficient in the repair and replication of ornamental plaster. Provide a minimum of 3 comparable projects completed by the bidder. Comparable work must be demonstrated with before and after photographs, a description of the project scope, a date that the work was completed, and a current project contact for reference. Comparables must have been completed within a period of no more than 5 years of the bid date of the current project.***

**Article demonstrating what determines historic plastering and types of repairs necessary to complete:**

## Preserving Historic Ornamental Plaster

From the time America struggled for a new identity as a constitutional republic—and well into the 20th century—its architecture and its decorative detailing remained firmly rooted in the European classicism of Palladio, Wren, and Mansart. Together with skilled masons and carpenters, ornamental plasterers saw their inherited trade flourish from the mid-18th century until the Depression years of the 1930s. During this two hundred year period, as the Georgian and Federal styles yielded to the revivals—Greek, Rococo, Gothic, Renaissance, and Spanish—decorative plaster reflected each style, resulting in the wide variety of ornamentation that survives. The traditional methods of producing and installing interior decorative plaster were brought from Europe to this country intact and its practice remains virtually unchanged to this day.

Like flat walls and ceilings, historic ornamental plaster is made of gypsum and lime which are stable and durable materials. An extremely versatile material, plaster can be modeled, cast, incised, colored, stamped, or stencilled. However, as an integral part of the building system it is subject to the typical problems of water intrusion, structural movement, vibration and insensitive alterations, both incrementally and from adaptive use projects.



Ornamental plaster studios employed a variety of personnel, including sculptors who modelled in clay; casters who made production units; and finishers who cleaned the casts. Photo: Courtesy, M. Earle Felber.

This Preservation Brief has been prepared to assist property owners, architects, contractors, and Federal agency managers in identifying the causes of ornamental plaster failure, specifying repair and replacement techniques and engaging qualified professionals to do the work. The scope of this Brief is limited to the repair and restoration of existing ornamental plaster; certain forms of decorative plaster such as scagliola, composition ornament, and artificial Caen Stone are not addressed, nor is the design and installation of ornamental plasterwork in new construction. Finally, guidance on using substitute materials to match the historic appearance of ornamental plasterwork—a

legitimate option within the Secretary of Interior's Standards for the Treatment of Historic Properties—is not discussed here, but will be the subject of another Brief on interiors.

## The Ornamental Plaster Trade

### Shop Personnel

As builders and architects were hired by an increasingly affluent clientele, ornamental plaster shops developed from the single artisan operations of the 18th century into the complex establishments of the early 20th century. American plaster studios employed immigrant and, later, native craftsmen. Plasterers' guilds were in existence in Philadelphia in the 1790s. In 1864, a plasterers' union was organized in the United States with members from the British Isles whose work there had been limited to palaces and churches. English and European craftsmen came to America where the demand for their skills had increased by the decade, offering them the unparalleled opportunity to open their own shops. Over the years, plaster elements became so popular in decorating interior spaces that a major industry was established. By the 1880s, catalogs were available from which property owners could select ornamentation for their splendid new buildings.

### Methods of Production

Historically, ornamental plasterwork has been produced in two ways: it would be run in place (or on a bench) at the site; or cast in molds in a workshop. Plain plaster molding without surface ornamentation was usually created directly on the wall, or run on a flat surface such as a plasterer's workbench and attached to the wall after it set. Ornament such as coffering for ceilings, centers for light fixtures (medallions), brackets, dentils, or columns were cast in hide glue (gelatin) or plaster molds in an offsite shop, often in more than one piece, then assembled and installed in the building.



Mitering a plain-run cornice requires great dexterity using the miter rod. Photo: Old-House Journal.

### Decorative Plaster Forms—Cornices, Medallions, Coffers

Three decorative plaster forms in particular—the cornice, the ceiling medallion, and the coffered ceiling—historically comprised much of the ornamental plasterers' business. These forms appear individually or in combination from the 18th to 20th century, irrespective of stylistic changes.

For example, an elaborate parlor **cornice** consisted of plain moldings made of gypsum and lime run atop temporary lattice strips around the room. Tooling for plain-run moldings called for a sheet metal template of the molding profile mounted on a wooden "horse". Mitering was accomplished using a plaster and lime putty gauge (mix) tooled with miter rods at the joints. Decorative "enrichments" such as leaves, egg and dart moldings, and bead and reel units were cast in the shop and applied to the plain runs using plaster as an adhesive. Painting,

glazing, and even gilding followed. Large houses often had plain run cornices on the upper floors which were not used for entertaining; modest houses also boasted cornice work without cast enrichment.



This parlor medallion and pendant drops shown in a mid-19th century house in Annapolis, Maryland, were originally ordered from a catalog. Photo: M.E. Warren.

Among the most dramatic of ornamental plaster forms is the parlor **ceiling medallion**. Vernacular houses often used plain-run concentric circles from which lighting fixtures descended, usually hung from a wrought iron hook embedded in the central ceiling joist. More elaborate medallions were composed of shop-cast pieces, such as acanthus foliage often alternating with anthemias or other decorative designs. Medallions usually related stylistically to the cornice ornament found in the room and could be created with or without a plain-run surround. Of particular importance to the art of ornamental plaster was the mid-19th century double parlor plan. Architects often specified matching medallions of robust proportions and ornamentation. Later, in 20th century American Colonial Revival architecture, architects called for Federal style ceiling medallions. Some of the more successful were graceful one-piece units, utilizing classical motifs such as garlands and swags, and in their simplicity, reminiscent of Adamesque designs of the 1760s.

Yet another significant decorative form is the **coffered ceiling**. Coffering units were cast in the shop or onsite, then installed with hanging wires to form the ceiling. Ceiling design varied from period to period as to depth, panel shape, and ornamental complexity. Not always flat, coffering is seen inside domes, within barrel vaults and groin ceilings, along overhead ribs and soffits. Rosettes are usually centered in the panels and often enrich the intersections of elaborate stiles bordering the panels. Flat ceiling coffers are generally identical in reflected plan; on domed or barrel ceilings, coffers differ from course to course so as to appear identical from various sight lines. The finish treatment of a coffered ceiling frequently exhibits the height of the painter's craft.



The elaborate coffered ceiling was designed for the Willard Hotel in Washington, D.C. (1902-04) by Henry Janeway Hardenbergh. It was restored as part of a rehabilitation project in the 1980s. Photo: Carol M. Highsmith.

Foremost examples of ceiling coffering include the United States Capitol, and Washington DC's Union Station. As a popular decorative form with inherent acoustical benefits, the coffered ceiling is seen across the United States in many large public spaces such as theaters, courthouses, railroad stations, and hotels.

Unfortunately, these supposedly enduring decorative forms created by ornamental plaster tradesmen are subjected to the ravages of both nature and man and, consequently, seldom remain as originally designed. Minor changes of taste are perhaps the least injurious to plasterwork. Considerably greater damage and deterioration are caused by radical changes in building use and poor maintenance practices. Fortunately, in most cases, the form, detailing, and finish of historic ornamental plaster can be recaptured through careful repair and restoration.

## Causes of Ornamental Plaster Damage

### Ornamental Plaster Substrate

For flat plaster walls and ceilings, as well as decorative forms, the system to attach interior plaster to walls and ceilings primarily consisted of 1/4" x 1-1/4" wooden lathing strips nailed 3/8" apart against studs and joists. First a scratch coat consisting of sand, lime, and cattle hair was troweled on the lath and pressed through the slots so as to slump over and form "keys." Next, a brown coat was applied to establish flat and plumb surfaces. The earliest plasterwork consisted of two coats of lime and sand plaster; later in the 19th century, a third or finish coat was applied that consisted of both lime and gypsum. Decorative units were generally attached to the substrate using plaster as an adhesive.

### Signs of Failure

Failure of the substrate is more typical than failure of the plaster ornament itself. Among the reasons for deterioration, structural movement and water intrusion are the most deleterious. Buildings move and settle, causing deflection and delamination which result in stress cracking. These cracks often begin at the corners of windows and doors and extend upward at acute angles. Roof or plumbing leaks make finishes discolor and peel and cause efflorescence, especially on plain-run or enriched cornices. Unheated buildings with water intrusion are subject to freeze-thaw cycles which ultimately result in base coat and ornamental plaster failure.



Structural settling has caused this ceiling to deflect. A structural engineer will shore-up the ceiling from below and re-attach the sagging ceiling plaster with the joists above. Photo: NPS files.

In addition, keying and adhesive properties may be further jeopardized by weak original mixes that were improperly applied. Substrate failure typically results from faulty lathing or rusty lath nails, causing ceilings to fall. In the 20th century, vibration from heavy vehicular traffic, nearby blasting, and even repeated sonic booms may contribute to damaging ornamental plaster. Inadequate support in an original



design may also be to blame when particularly heavy units have simply broken off over time. Finally, new mechanical systems, suspended ceilings and partition walls insensitively installed in adaptive use projects, show little regard for the inspired decorations of earlier periods.



Settlement caused stress cracking through both flat wall and ornamental plaster. Repairs to the cornice molding involve chamfering the stress cracks to a "V groove," and patching with a mixture of gypsum and lime. Photo: Jack E. Boucher, HABS, NPS.

## Repairing and Replacing

Plaster failure is a matter of degree. For example, top coat failure can be repaired by applying a new finish coat over a sound early substrate. Also, if cracking or loss of all three coats has occurred and is not combined with major structural failure, it can be repaired much like flat wall plaster. For ornamental plaster, however, repair beyond patching is often equivalent to targeted replacement of entire lengths or portions of run-in-place and cast ornamentation. Pieces that are deteriorated or damaged beyond plain patching must be removed and replaced with new pieces that exactly match the existing historic plaster. For this reason, partial restoration is often a more accurate term than repair. But whichever term is used, it is not recommended that repair of ornamental plaster be undertaken at any level by property owners; it is a craft requiring years of training and experience. A qualified professional should always be called in to make an inventory of ornamental plaster enrichments and to identify those details which are repairable onsite and which should be removed for repair or remanufacture in the shop.

## Immediate Action

Once the cause and extent of damage have been determined, treatments such as shoring, stabilization, and limited demolition can begin, preparatory to repairing or restoring historic ornamental plaster.



Where this ceiling was suffering from structural failure, the first step was to shore it up from below. Then, toggle bolts (seen here) were used to re-attach the plaster molding to the ceiling joists. Finally, the ceiling was patched, prior to restoring significant finishes. Photo: NPS files.

First, roof or plumbing leaks must be repaired to eliminate the problem of water intrusion. General structural repairs should be undertaken to arrest building movement, which weakens the base coat plasters to which the ornamental enrichments are attached. Ornamental plaster deflection should be corrected by shoring from below followed by re-anchoring.

Testing for poor adhesion of base coat to lath or ornament to base coat, should be conducted to reduce further loss of enrichment. Adaptive use intrusions should be carefully removed to protect the existing decorative plasterwork.

Code-required fire suppression systems should be evaluated at this time. Modern building codes may require heat/smoke/flame detectors and automatic sprinkler systems of various types and applications. Fire suppression systems as well as all mechanical systems (HVAC, plumbing and electrical) systems should be designed so that they accomplish their purpose with minimal impact on the decorative plaster. Plumbing for an automatic sprinkler system, for example, can be run above new and existing coffering so that the sprinkler heads barely protrude from the rosette centers in the coffered design. Access should be provided for future system maintenance or repair.

## **A 20th Century Shop Tour—Personnel, Materials, and Processes**

Before discussing how decorative forms such as cornices, medallions, and ceiling coffers are repaired onsite and in the shop by ornamental plasterers, the "shop tour" explains traditional casting processes used in conjunction with updated materials. A shop tour can be exciting, but confusing to the layman without some explanation of modeling, molding, and casting activities. For a prospective client, a visit to the plaster studio or site can be of value in choosing a qualified plastering contractor.

### **Shop and Personnel**

Generally, a highly functional shop should look well organized—that is, not in disarray with remnants of past projects lying about to impede current production. Old molds may be in abundance, but hanging from the wall or otherwise "on file." Machinery (saws and drill presses) and hand tools should appear well maintained. In short, one might evaluate such a studio as one does an auto mechanic's shop: does it inspire confidence? This is the time to look around and ask questions. What is the shop's past project work experience? Is the firm mostly involved in new construction work or total reconstruction? More important than the way the shop looks, is the personnel sufficiently experienced in making repairs to historic decorative plaster? What about training and apprenticeships? How did the staff learn the trade? The more that is known about the total operation the better.



This plaster studio is well organized, with ample work space. Note the plaster casts hanging neatly on the wall. Photo: Berry and Homer, Philadelphia.

## **Molding Rubber**

Familiarity with contemporary molding rubbers is desirable. There are several formulations currently on the market. In the past, flexible molds were made with hide glue melted in a double boiler and poured over plaster originals which had been prepared with an appropriate parting agent. Of the newer rubbers, latex (painted on the model coat by coat) is time consuming and has little dimensional accuracy; polysulfide distorts under pressure; and silicone is needlessly expensive. Urethane rubber, with a 30-durometer hardness, is the current choice. Urethanes are manufactured as pourable liquids and as thixotropic pastes so that they can be used on vertical or overhead surfaces. The paste is especially useful for onsite impressions of existing ornament; the liquid is best used in the shop much as hide glue or gelatin was historically. Urethane rubber has the ability to reproduce detail as fine as a fingerprint and does not degrade during most ornamental plaster projects. No flexible molding material lasts forever, so spare casts should be maintained for future remolding.

## **Molding Plaster**

Molding plaster will also be in evidence; it is the product most similar to that used historically. This plaster is finely ground to accept the detail of the rubber molds, not so hard as to prohibit tooling, and combines readily with finish lime. High-strength plaster is available in varying densities, some with added components for specific purposes. Most shops maintain these varieties, but use molding plaster for typical work.

## **Sheet Metal Templates**

The contractor's familiarity with sheet metal is critical. Accurate template blades are required to reproduce both straight and curved sections of moldings. The blades must be carefully cut, filed, and sanded in order to form exact reproductive units. A tour of a sizeable shop will include observation of running techniques and the results of this activity should be much in evidence. Regardless of size, these runs should be smooth and true when made by qualified craftsmen.

## **Models**

Models, whether of capitals, cornices, medallions or cartouches, are made as whole units or in parts depending on project demands. Completeness, accurate dimensions, and attention to historic styles are essential ingredients of successful models. Each part of a model has a name, i.e., dentil, guilloche, rinceau or bolection molding, modillion, egg and dart, and the designers and restorers of these ornaments should know their names. Failure to identify these parts correctly should be of concern to a prospective client.

## Molds

Molds are "negative forms" produced from completed models. Simple flood molds require a separator or barrier coat over the original and a surrounding fence to prevent the liquid rubber from leaking out. Larger or more complicated molds are made in pieces or with a layer of rubber supported by a plaster shell or mother mold attached to a wooden or metal frame. Following completion of a successful mold, the original model is discarded because it is now possible for it to be accurately reproduced.

## Casting the Molds

Casting operations should appear clean and efficient. A skillful caster's output can be voluminous and often looks effortless as it is being produced. Raw materials are close at hand, molds are rarely without curing plaster in them, production is stored so as not to warp while it is still wet and each cycle, from mixing to pouring, setting, and demolding is accomplished so as not to waste time or break plaster casts. A good caster generally obviates the need for a finishing department.

Two other aspects should be noted. Shipping facilities are critical to move the product to the restoration site safely. Drawing and design space should be separate from the production floor. In summary, the modern ornamental plaster shop inevitably looks quite different from that pictured earlier in this Preservation Brief, but, with the exception of contemporary tools and materials, the operations are the same. The following sections discuss how repairs are made by today's plaster tradesmen.

## Repairing Historic Ornamental Plaster

### Cornice

A plain run or ornamented plaster cornice which has undergone damage or severe deterioration can often be repaired. Footage which is beyond repair should be identified and be carefully demolished to expose the underlying structure beneath to which the molding was secured. To replace the missing lengths, the first step is to obtain a cross-section, or profile, through the cornice from finish ceiling to finish wall lines. This is best accomplished using one of these methods:

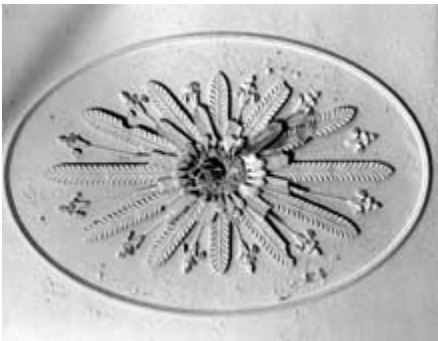
1. A section through the cornice may be determined by sawing through the molding, inserting a sheet metal blank in the slot and tracing the profile directly on the template. This is considerably more accurate than the profile gauge, but will require repointing the saw kerf; alternatively, the cut may be made on one of the deteriorated pieces, provided it was removed as an intact unit.
2. The section may be obtained by making a thixotropic rubber impression of the molding, casting the result in fresh plaster and sawing through the cast to transfer the cross-section to a sheet metal template.

With the section determined, it is drawn onto 22-gauge galvanized sheet metal, cut with tin snips and carefully filed to the line. The template is checked periodically against the original profile to assure a perfect match. With the template blade finally complete, it is nailed to stock and slipper, ready for running the replacement footage.

Short lengths of new cornice are best run on a bench using gypsum and lime; the reproduction molding should be somewhat longer than the required length. The new footage is cut and fit in place to match the existing cornice, then securely countersunk-screwed to studs, joists and/or blocking. The resulting joints are pointed with flat mitering rods, flush with adjacent members.

Longer lengths of cornice may be run in place, much as they were historically. Care should be taken that the position of the running mold engages with the existing work at either end of the run. Yet another method is to bench run the cornice to five or six feet, make a rubber mold of the model, and precast the replacement parts either at the site or in the shop.

If the damaged cornice is ornamented, samples of the enrichment should be removed, making sure that whole original units are obtained. This is a difficult process, since these units were stuck into plain-run recesses called "sinkages" using plaster as an adhesive. In order to insert a flat chisel behind the ornament to break the bond, some units may have to be sacrificed. Sacrifice should be minimal. The excised enrichment should then be removed to the shop for rubber molding and casting either with or without the paint buildup, depending on the demands of the project. Whereas molding with several layers of paint make it hard to discern new casts from originals, paint-stripped molding reveals the remarkable talents of the period model-makers. As noted, contemporary rubber materials have "fingerprint detail" capability. Modern casts are then applied to the new or original runs, again using plaster as an adhesive.



Ceiling medallions may need repair or replacement, such as this elliptical medallion from Rockland, Fairmont Park, Philadelphia. An impression was taken of the existing plaster, then new plaster elements were cast. Photo: David Flaharty.

## Ceiling Medallion

Ceiling medallions are often in greater jeopardy than cornices because the joist-lath-base-coat support system is susceptible to deflection and the force of gravity. The problems of ceiling failure are more frequent in the centers of parlors because circular-run and shop-cast ornament is often quite heavy and was not historically attached with any additional mechanical fasteners such as bolts and screws.

If the lath or keys have failed, plaster ceiling ornament may be saved, in whole or in part, by removing floor boards above, then drilling and injecting each lath with an elastic acrylic or epoxy material to reattach plaster to lath, and lath to the joists. This is a recently developed procedure which should only be undertaken by experienced professionals. The consolidation and reattachment process has been used successfully in period structures with dramatic results when important plaster and painted surfaces would otherwise have been lost.

Historic lighting fixtures often hung from elaborate ceiling medallions. When these fixtures were later converted to gas and electrical service, the central ornamental plaster canopies were sometimes damaged by insensitive tradesmen. More recent adaptive use projects may have caused additional damage.

Damaged ceiling medallions can be repaired by carefully removing representative plaster ornamentation, molding and recasting in the shop and replacing the new enrichments so that they align perfectly with the original pattern. Polyvinyl acetate bonding agents are applied to the background and ornament so that the adhesive plaster grips tightly. Alternatively, a severely damaged medallion can be replaced using the fragments as physical documentation to cast a visually accurate replacement.

Sections of plain-run circular molding may also be repaired by determining a section through the run and the radius from molding to pivot point. As with cornices, the run should be made on a bench to a length greater than required, then cut and fit in place. Circular run sections

are installed using plaster adhesives on bonded surfaces or modern construction adhesives after referring to manufacturers' instructions as to whether the adhesive is recommended for use on wet or dry materials. Coarse-threaded, galvanized screws are often countersunk to aid the bond; if possible, the screws should be inserted at points that will ultimately be covered with cast enrichments.

Ceiling medallions frequently appear in matching double parlors. It is not unusual for one ceiling to fail while its mate remains undamaged. The flat plastered ceiling over the location of the missing medallion often has a "ghost," confirming that a ceiling medallion once ornamented the parlor. The missing medallion may be remanufactured by securing a section, dimensions, and samples of cast enrichments from the surviving ornament and accurately following the original procedure. The ceiling on which the new work is to be set should be examined for its soundness and, if necessary, relathed (with self-furring metal lath) and plastered. The pivot point for a circular run is screwed into a wooden block, force-fit into the center electrical box, and removed after the run is completed.

After 1850, particularly in the South, ceiling medallions were often designed with cast ornament only; no plain-run surround was used. Repair of such medallions proceeds as described above but without bordering molding.

An important point needs to be made about adding ceiling medallions (or any other kind of ornamental plaster element) when there is a lack of historical evidence. If there is no ghost mark or other documentation, indicating a medallion once existed, then the room should remain unornamented as it was historically. Adding conjectural ornamentation of any type or material (i.e., shop-cast or glass fiber reinforced plaster or polystyrene foam substitutes) can create a false sense of historical development contrary to the preservation principles stated in *The Secretary of the Interior's Standards for the Treatment of Historic Properties*. However, if there is clear indication that a ceiling medallion once existed, but there is inadequate documentation for its replacement, a medallion compatible with the room's historic character may be considered. Professional advice should be sought.

## Coffered Ceiling



The Yiddish Arts Theater, New York City, c. 1920s. The concrete roof of this building had collapsed, damaging portions of the existing Moorish style coffered ceiling. The square coffer unit was easily identifiable and was removed to a casting shop for reproduction. Photo: David Flaharty.

Like cornices and medallions, coffered ceilings suffer from poor maintenance practices and structural problems; however, these individually cast ceiling units are particularly vulnerable when a building is being rehabilitated and great care is not taken in executing the work. In the most serious of cases, portions of a roof can collapse, dropping heavy debris through the hanging coffering panels, and demolishing large portions of the ornamentation.

But even this level of damage can usually be remedied by restoration professionals. Immediate action calls for shoring the areas adjacent to the damage, and inspecting the hanging apparatus for unforeseen detachment and deflection. New channel iron is used to stabilize the existing coffers and ties reinforced, as necessary. An intact coffering unit is then identified and carefully removed to a casting shop for molding and casting. When rehung, the units are painted to match the historic coffering.

Coffered ceilings appear with plain run or enriched cornices. In most cases it is recommended that the cornice be repaired first in order to achieve straight and level moldings. Then the damaged coffers should be replaced with the matching new coffers and the joints between pointed. Access from above is critical.

## Finding and Evaluating a Contractor

When ornamental plaster damage or deterioration has been identified, the historic property owner, architect, or developer should secure the services of a reputable restoration contractor before proceeding further. It is clear as more and more projects are undertaken, that there is a wide disparity of skills within the trade today. This is partly due to the introduction of gypsum board as a substitute for traditional plastering. As gypsum board became popular after World War II, plasterers saw the demand for their skills decline. Plastering techniques were forgotten because they were often not passed down within shops and families. However, ornamental plaster studios have seen a resurgence in demand for their services in the last decade, particularly as more historic buildings are rehabilitated.



These Greek Revival columns (Gaineswood, Demopolis, Alabama, c. 1842-60) were drawn from Minard Lafever's *Beauties of Modern Architecture* of 1835. This bold new style began in New York City and quickly spread south and west. Photo: HABS Collection, NPS.

Locating an experienced contractor who is suitable for your particular project is the goal. First, many professional preservation organizations can provide references for suitable restoration contractors. Local plasterers' unions should also be able to identify contractors with experience in ornamental plaster restoration projects. Architects with preservation and restoration project experience may recommend contractors they feel have done a good job for them in the past. Museums with period rooms have engaged craftsmen to assemble the backgrounds for display of antique furniture and decorative arts. Finally, historical societies, either national, state, or municipally organized, may have funded projects which repaired and restored ornamental plaster.

Once several contractors have been identified, their specific abilities need to be evaluated. Prospective contractors should be invited to visit the job site to see and define the scope of work; written proposals, including prices, from all bidders, are essential for comparison. References should be provided and investigated. An outside consultant may be engaged, or an informal adviser designated to aid in evaluating the experience and proposals of the bidders. To get a total picture, a completed project should ideally be visited by the prospective client with the contractor present to answer questions which often arise.

Finally, although this may not always be achievable, the bidder's studio may be visited, preferably on a normal working day (see *A 20th Century Shop Tour*, above.) Alternatively, the bidder may be visited while working onsite. Some ornamental plasterers simply do not have shops. They prefer to cast onsite, adhering the casts while the plaster is wet, and coordinating the job closely with the architect, who inspects each unit as it is cast and before it is installed.



# Request for Quote

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

BUYER: Missell, Katherine S  
 PHONE #: 401-574-8114

CREATION DATE : 20-NOV-18  
 BID NUMBER: 7597646  
 TITLE: MPA 107- Plastering Repair General and Ornamental  
 BLANKET START : 01-FEB-19  
 BLANKET END : 31-JAN-22  
 BID CLOSING DATE AND TIME:20-DEC-2018 02:00:00

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**Requisition Number:**

Line	Description	Quantity	Unit	Unit Price	Total
1	<p>Blanket requirements 2/1/2019 - 1/31/2022 with (2) one year options to renew.            Renewal of this Master Price Agreement is at the sole discretion of the state. Vendors Agree to maintain Pricing for the option year(s).            In No Event will any individual work order exceed \$30,000.00 without prior approval of the office of purchases.            Questions can be submitted to Katherine.missell@purchasing.ri.gov no later than December 7, 2018 by 4:00 PM.            Please see attached scope of work for all clarifications to this bid.</p> <p>FOR ALL BID LINES:MATERIALS TO BE PROVIDED AT COST PLUS THE FOLLOWING (APPLICABLE) FEE FOR OVERHEAD, PICKUP AND DELIVERY.            NO ADDITIONAL CHARGES WILL BE ACCEPTABLE.            \$0-500 NO FEE            \$501-750 \$75.00            \$751-1000 \$96.00            \$1001-1500 \$125.00            \$1501-2500 \$180.00            \$2501-5000 \$300.00            \$5001-7500 \$438.00            Over-\$7501. \$525.00</p> <p>HOURLY RATES TO REFLECT THE NET COST OF LABOR. NO ADDITIONAL CHARGE FOR TRAVEL, MILEAGE, ETC. WILL BE PERMITTED.            AGENCY MAY REQUEST PRICE ESTIMATE BEFORE START OF WORK.</p> <p>MPA-107 2/1/2019 - 1/31/2020 Labor Rate per hour on site.</p>	1.00	Hour		
2	MPA-107 2/1/2019 - 1/31/2020 Labor Rate per hour on site for Ornamental Plaster Repair	1.00	Hour		
3	MPA-107 2/1/2020 - 1/31/2021 Labor Rate per hour on site	1.00	Hour		

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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STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
 ONE CAPITOL HILL  
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**Requisition Number:**

Line	Description	Quantity	Unit	Unit Price	Total
4	MPA-107 2/1/2020 - 1/31/2021 Labor Rate per hour on site for Ornamental Plaster Repair	1.00	Hour		
5	MPA-107 2/1/2021 - 1/31/2022 Labor Rate per hour on site	1.00	Hour		
6	MPA-107 2/1/2021 - 1/31/2022 Labor Rate per hour on site for Ornamental Plaster Repair	1.00	Hour		

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

**Contract Terms and Conditions**

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## **Terms and Conditions**

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

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

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

### **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](http://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.

### **HOURLY RATE SPECIFICS**

BIDDERS ARE ADVISED THE AWARD WILL BE BASED ON EITHER REGULAR, STRAIGHT-TIME HOURLY RATES OR A PERIODIC RATE SUCH AS 500 HOURS, MONTHLY OR ANNUALLY, DEPENDING ON THE SPECIFIC REQUIREMENTS OF A PARTICULAR BID. KEEP IN MIND THAT OVERTIME RATES, DISCOUNTS, AND OTHER MISCELLANEOUS PRICE-RELATED ITEMS ARE REQUIRED FOR INFORMATIONAL PURPOSES ONLY. OVERTIME RATE IS TO BE PAID IN ACCORDANCE WITH THE PROVISIONS OF THE RI DEPARTMENT OF LABOR AND TRAINING, EMPLOYER HANDBOOK. EMPLOYEES ARE TO BE COMPENSATED AT TIME AND ONE-HALF THE APPLICABLE PREVAILING WAGE RATE. OVERTIME RATES EXCEEDING ONE AND ONE HALF TIMES THE REGULAR HOURLY RATES FOR MONDAY THROUGH SATURDAY AND EXCEEDING TWO TIMES THE REGULAR RATE FOR SUNDAYS AND HOLIDAYS MAY BE GROUNDS FOR DISQUALIFICATION OF THE 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.

### **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](mailto: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.

### **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.**

**WAGE REQUIREMENTS**

BIDDERS ARE 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. THE PREVAILING WAGE TABLE MAY BE OBTAINED AT THE RI DIVISION OF PURCHASES HOME PAGE BY INTERNET at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). SELECT "BIDDING INFORMATION", THEN "GENERAL INFORMATION", AND THEN SELECT "PREVAILING WAGE TABLES". PRINTING THE ENTIRE DOCUMENT AVERAGES APPROXIMATELY ONE MINUTE PER PAGE - YOU MAY WANT TO PRINT ONLY THE PAGES APPLICABLE TO YOUR BID. BIDDERS NOTE: IN THE EVENT THIS BID SPECIFIES PRICE OFFERS ON A TIME-AND-MATERIALS BASIS, i.e., AN HOURLY RATE, ANY OR ALL BIDS SUBMITTED IN AN AMOUNT LESS THAN THE PREVAILING RATE IN EFFECT FOR THE WORK COVERED BY THIS REQUEST AS OF THE DATE OF BID ISSUANCE SHALL BE REJECTED BY THE DIVISION OF PURCHASES.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration  
DIVISION OF PURCHASES  
One Capitol Hill  
Providence, RI 02908-5855

Tel: (401) 574-8100  
Fax: (401) 574-8387  
Website: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**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 journeyman 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/eo/eoophagehome.htm](http://www.diversity.ri.gov/eo/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.

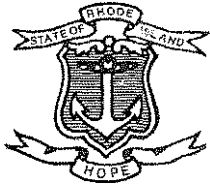
## **Binding Contract**

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.





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

Lincoln D. Chafee  
Governor

Charles J. Fogarty  
Director

### STATE CONTRACT ADDENDUM

#### RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING

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

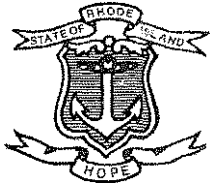
The prevailing wage requirements are generally set forth in RIGL 37-13-1 et seq. These requirements refer to the prevailing rate of pay for regular, holiday, and overtime wages to be paid to each craftsmen, mechanic, teamster, laborer, or other type of worker performing work on public works projects 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) .poster/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



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

Lincoln D. Chafee  
Governor

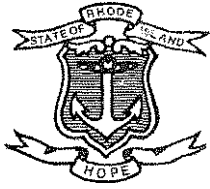
Charles J. Fogarty  
Director

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.

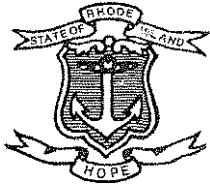
By: \_\_\_\_\_

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

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1511 Pontiac Avenue

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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 AND PROVIDENCE PLANTATIONS

Department of Administration  
DIVISION OF PURCHASES  
One Capitol Hill  
Providence, RI 02908-5855

Tel: (401) 574-8100  
Fax: (401) 574-8387  
Website: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**State of Rhode Island  
Procurement Regulations**

**Section 1 – General Provisions**

**Public Works Definition:**

Purchasing Rules and Regulations § 1.3.18 “Public Works” shall mean any work which consists of grading, clearing, demolition, improvement, completion, repair, remodeling, alteration, or construction of any public road, highway, bridge, or any portion thereof, or of any public building, structure, or facility, or any portion thereof, including but not limited to heavy construction. Public works shall not include the supply of goods, materials, products, professional services, or maintenance services except as a required element of a solicitation for the aforementioned work.





State of Rhode Island  
Division of Purchases

Public Works  
Bid Preparation Checklist

**Date: 11/20/2018**

**Bid#: 7597646**

**Title: MPA 107- Plastering Repair General and Ornamental**

**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: Katherine Missell**

**Contact Information:** [katherinemissell@purchasing.ri.gov](mailto:katherinemissell@purchasing.ri.gov) 401-574-8114

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)**

--	--	--

**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](mailto:doa.pursuppliercoordinator@purchasing.ri.gov)

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