



INVITATION TO BID

SOLICITATION TITLE: PARKING LOT BARRIER GATE REPLACEMENT, SYSTEMATIC SERVICE, TESTING & PREVENTATIVE MAINTENANCE
SOLICITATION NUMBER: 7598552
BID PROPOSAL SUBMISSION DEADLINE: February 6, 2019 at **10:00 AM**

PREBID CONFERENCE

NONMANDATORY

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

Location: No prebid required

Date:

Time: AM

QUESTIONS about this solicitation must be emailed and received by the Division of Purchases at katherine.missell@purchasing.ri.gov no later than Tuesday, January 22, 2019, 5:00 PM, in a Microsoft Word attachment with the corresponding solicitation number. Questions, if any, and responses will be posted on the Division of Purchases website at www.purchasing.ri.gov as an addendum to this solicitation

BID BOND REQUIRED: NO
 YES

PAYMENT AND PERFORMANCE BOND REQUIRED: NO
 YES

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

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. To register or update information, click on "Vendor Center," then "Vendor Information" from the dropdown menu on the left.

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

The State of Rhode Island through its, Department of Administration, Division of Purchases, is soliciting bid proposals to perform the work described in the plans and specifications dated [Click here to enter a date](#). For the Project in accordance with this solicitation.

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

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

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

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INVITATION TO BID

Electronic Solicitation Bidding Information

Downloading and Accessing Additional Electronic Solicitation Files

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

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

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

Buyer Name: Katherine Missell, Title: Chief Buyer

PARKING LOT BARRIER GATE REPLACEMENT, SYSTEMATIC SERVICE, TESTING & PREVENTATIVE MAINTENANCE

RFQ # 7598552

Remove and dispose of 18 older model parking lot barrier gates to begin work 5/1/2019

Two Year Contract Maintenance/Service Contract 7/1/2019 – 7/1/2021,

Option for Two (2) additional one-year Maintenance Contracts

The Rhode Island Department of Administration/Division of Capital Asset Management and Maintenance (DCAMM) is soliciting a proposal to provide:

1. MAINTENANCE FOR 23 PARKING LOT BARRIER GATES AT THE CAPITOL HILL COMPLEX AND 2 BARRIER GATES AT THE HOWARD AVENUE PARKING LOT ON PASTORE CENTER FOR A TWO-YEAR CONTRACT WITH OPTION TO RENEW FOR (2) ADDITIONAL ONE YEAR CONTRACTS.
2. TO REMOVE AND DISPOSE OF 18 OLDER MODEL PARKING LOT BARRIER GATES, AND FURNISH AND INSTALL REPLACEMENT GATES AT THOSE LOCATIONS AT THE CAPITOL HILL COMPLEX

in accordance with the terms of this document and the State's General Conditions of Purchase, which may be obtained at the Division of Purchases' website at www.purchasing.ri.gov.

The contract period will begin approximately April 1, 2019 for the barrier removal and replacement and July 1, 2019 for Maintenance/Service Contract for 2 years (2019-2021) with one-year renewal options for each of years 2022 and 2023. Emergency services rates shall be carried over into this contract period with one-year renewal options for years 2022 and 2023.

Requirements:

- **The vendor must be certified by each manufacturer**
- Provide 24-hour, 7-days per week installation, service and repair to vehicle barrier gates.
- Service and repairs originating from tenant agencies shall be reviewed by DCAMM. All invoices and Service Technician Reports will be signed by the DCAMM facility management representative and/or the DCAMM Security Specialist or his/her designee where service work is performed.
- Vendor on site response will be performed within two (2) hours of initial call for emergency requests. On site response, will be performed within thirty-six (36) hours of initial request for non-emergencies.

Vehicle Barrier Gate System Specification pricing requirements:

Barrier Gate Replacement

1. Of the 23 existing barrier gates, 18 will be removed, disposed of and replaced with modern, energy saving barriers with extensive functions, specifically designed for demanding tasks in parking management systems. See attached overhead view and photos of site locations.
2. The replacement barrier-gates should meet the following specifications:
 - Casing - should be corrosion protected, consisting of a robust design with access to the drive unit from both sides.

- Drive Unit –
 - High torque drive, maintenance free
 - Brushless DC motor, maintenance free
 - Energy efficient
 - Longevity – 10+ years
 - Compact motor, motor control and gear unit
 - Fast response time
 - Non-contact reversing mechanism
 - Adjustable opening and closing speeds
- Control Unit –
 - Serial communication with the control terminal
 - Integrated three loop detectors
 - LCD display and four operating keys
 - Multiple configuration options
 - Modular design for network operation (connect to existing S2 Access Control System for local and remote operation)
 - Monitor the control barrier via Windows-PC
 - Ultrasonic sensor
 - Key switch
 - Fire brigade switch
 - Ability to program remotely or locally
 - Configurable options in case of power outage:
 - Barrier opens automatically after power outage
 - Barrier remains closed and locked
 - Barrier remains closed and unlocked
- Barrier Arm –
 - Reflective barrier arm length 2.7 meters or fit to entry width
 - Alarm messaging in case of displaced or broken barrier arm
- Operational Temperature Parameters –
 - Operate in -22 degrees Fahrenheit to +122 degrees Fahrenheit.
- Preformed Loop (If replacement is required) –
 - Existing loops may be exposed or frayed due to years of use and eroding pavement conditions. Identify and replace loops where required.

Data Network Connectivity

1. Vendor will coordinate data network connection requirements through DCAMM Security with the Rhode Island Division of Information Technology (DoIT).
 - a. DoIT will order data circuits where needed.
 - b. DoIT will coordinate with network provider.
 - c. DoIT will get quotes for router/switch for each location (if needed).
 - d. DoIT will provide IP addressing information (if needed).
2. Vendor will identify bandwidth requirements, if any, for each site.
3. The winning vendor must submit a network design and network diagrams for both the local area network (LAN) and wide area network (WAN) for this project.

Guaranty

All work performed, and all material and equipment furnished under this contract shall be free from defects and shall remain so for a period of at least one (1) year from the date of acceptance. The full cost of maintenance, labor and materials required to correct any defect during this one- year period shall be included in the submittal bid.

Preventative Maintenance and Service

- MULTI-YEAR YEARLY VEHICLE BARRIER GATE PREVENTATIVE MAINTENANCE, INSPECTION AND WARRANTY UPDATE (2-year contract + 1-year + 1-year)
- SERVICE TECHNICIAN - STANDARD SERVICE, INSTALLATION AND REPAIR HOURLY RATE
- SERVICE TECHNICIAN - EMERGENCY SERVICE, INSTALLATION AND REPAIR HOURLY RATE
- PARTS (10% ABOVE WHOLESALE)

PROPOSAL REQUIREMENTS:

Part 1 – GENERAL BID SUBMITTAL REQUIREMENTS:

1-02 Vendor will include with all bid quotations completion of factory certified training on all Vehicle barrier gate systems;

- A certificate or letter from ELKA Barriers stating the bidder is an authorized and certified dealer of ELKA products and systems.
- A certificate or letter from DESIGNA stating the bidder is an authorized and certified dealer of DESIGNA products and systems.
- A certificate or letter from

1-03 Vendor agrees to provide labor, replacement and incidental parts to correct defective equipment which may be present to ensure vehicle barrier gate systems are returned to normal operational status.

Part 2 – EMERGENCY SERVICE AND REPAIR:

2-01 Any Vehicle Barrier Gate System failure that negatively impacts the operational capability of the facility and/or poses high risk of injury to employees shall be deemed an emergency. On site response will be performed within two (2) hours of initial call for emergencies.

2-02 The vendor is responsible for costs of diagnosing Vehicle Barrier Gate System issues, removing inoperable equipment, repairing and reinstalling repaired or replaced equipment, and ensuring systems and/or access are returned to normal operations.

2-03 The vendor will maintain for emergency service dispatching, the necessary tools, service equipment and basic inventory necessary to fully diagnose system issues and perform the necessary system repairs.

2-04 When systems cannot be restored immediately, due to component failure, vendor will provide a plan for approval within 24-hours, including estimated necessary additional parts and equipment with delivery times and

installation schedule to complete repairs and restore system to operational status. This plan will include covered and uncovered expenses.

Part 3 - STANDARD SERVICE AND REPAIR:

- 3-01 Provide routine maintenance and repairs to all security systems.
- 3-02 On site response will be performed within thirty-six (36) hours of initial call for non-emergencies.
- 3-03 The vendor is responsible for costs of diagnosing system issues, removing inoperable equipment, repairing and reinstalling repaired or replaced equipment, and ensuring systems are returned to normal operations.

Part 4 – YEARLY SECURITY SYSTEMS PREVENTATIVE MAINTENANCE INSPECTION:

4.01 A plan for once every twelve (12) months, provide a comprehensive inspection of all Vehicle Barrier Systems to include performance testing, calibrations, operational testing of security components and general overall condition of Security Systems. Inspections, testing, and system updates shall be scheduled in writing 72-hours in advance and a notification of request sent to DCAMM Facilities Management and/or the DCAMM Security Specialist or his/her designee where service work is performed. Specifics as follows:

Vehicle Barrier Gate Systems:

- Check each stanchion casing to ensure they are corrosion free, intact and there is no damage resulting from snowplow or normal vehicle traffic activity that will impair operations or compromise system operations and functionality
- Check each drive unit to ensure the motor and motor gear is functioning properly and that the opening and closing speeds are meet product specifications.
- Check each control unit and unit sensors to ensure they are fully functional.
- Check each barrier arm to confirm they are intact and fully functional.

Part 5 – SEMI-ANNUAL VEHICLE BARRIER GATE SYSTEM PREVENTATIVE MAINTENANCE

INSPECTION

5.01 A plan for once every six (6) months, provide inspection, performance testing, calibrations, operational testing of vehicle barrier gate system components and general overall condition of Security System.

Security Systems and Equipment Cumulative Database

- A cumulative database record shall be maintained for each Vehicle Barrier Gate listing components by location, serial numbers, model type, model number, and if applicable, IP address, and status notation.
- The complete updated Database shall be provided on a semi-annual basis to DCAMM and client agency for review and reference.

Part 6 – WARRANTY AGREEMENT LEVELS

6-01 Vendor will provide overnight shipping of failed, repaired or replaced components and equipment to and from manufacturer's stocking points, or repair facilities. The quote will be included in the contract award.

6-02 Vendor will provide a select list of components and equipment spares, which will be permanently available to repair system issues, the quote will not be included in the award of contract.

6-03 Vendor is responsible for determining the type and amount of equipment necessary to properly respond to system failures.

Part 7 – SOFTWARE UPGRADES

7-01 If applicable, include annual software upgrades on all control units to the most current version.

RESPONSE CONTENTS

Responses shall include the following:

1. R.I.V.I.P generated 'Vendor Certification Cover Sheet' - One (1) completed and signed original printed paper copy of this form. (The form is available for download from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.)
2. W-9 (Rhode Island version) - One (1) completed and signed original printed paper copy of this form. (The form is available for download from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.)
3. Prompt Payment Discount Form (PPD) - One (1) completed and signed original printed paper copy of this form.
4. A separate, signed and sealed Cost Proposal – A separate, signed and sealed Cost Proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
 - a. One (1) printed Paper copy, marked "Cost Proposal -Original" and signed.
 - b. Plus One (1) additional printed Paper copy

SECTION 8. CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest. Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award. If a Vendor is selected for an award, no work is to commence until a Purchase Order is issued.

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

Solicitation #:7598552

**Solicitation Title: PARKING LOT BARRIER GATE REPLACEMENT,
SYSTEMATIC SERVICE, TESTING & PREVENTATIVE
MAINTENANCE**

BID FORM

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

Bidder:

Legal name of entity

Address (street/city/state/zip)

Contact name Contact email

Contact telephone Contact fax

1. BASE BID PRICE: Includes Barrier Gate Replacement, removal and Maintenance Contract for 2 years.

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

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

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

• **Allowances**

The Base Bid Price ***includes*** the costs for the following Allowances:

No. 1: Unforeseen Conditions/Network Enhancements \$15,000.00

Total Allowances: \$ 15,000.00

Solicitation #:7598552

Solicitation Title: **PARKING LOT BARRIER GATE REPLACEMENT,
SYSTEMATIC SERVICE, TESTING & PREVENTATIVE
MAINTENANCE**

- **Addenda**

The Bidder has examined the entire solicitation (including the following Addenda), and the Base Bid Price ***includes*** the costs of any modifications required by the Addenda.

All Addenda must be acknowledged.

Addendum No. 1 dated: _____

Addendum No. 2 dated: _____

Addendum No. 3 dated: _____

Addendum No. 4 dated: _____

Addendum No. 5 dated: _____

Addendum No. 6 dated: _____

2. ALTERNATES (Additions/Subtractions to Base Bid Price)

The Bidder offers to: (i) perform the work described in these Alternates as selected by the State in the order of priority specified below, based on the availability of funds and the best interest of the State; and (ii) increase or reduce the Base Bid Price by the amount set forth below for each Alternate selected.

Check "Add" or "Subtract."

____ Add ____ Subtract Alternate No. 1: ____ NONE _____

Solicitation #:7598552

Solicitation Title: **PARKING LOT BARRIER GATE REPLACEMENT,
SYSTEMATIC SERVICE, TESTING & PREVENTATIVE
MAINTENANCE**

3. UNIT PRICES

The Bidder submits these predetermined Unit Prices as the basis for any change orders approved in advance by the State. These Unit Prices include **all** costs, including labor, materials, services, regulatory compliance, overhead, and profit.

Unit Price No. 1: Replacement cost and removal cost of 18 barriers \$ _____

Unit Price No. 2: multi-year yearly vehicle barrier gate preventative maintenance, inspection and warranty update (2-year contract) \$ _____

Unit Price No. 3: optional year 3 maintenance contract \$ _____

Unit Price No. 4: optional year 3 maintenance contract \$ _____

Unit Price No. 5: Service technician - standard service, installation and repair hourly rate

2-year contract price per year \$ _____

optional year 3 \$ _____

optional year 4 \$ _____

Unit Price No. 6: Service technician - Emergency service, installation and repair hourly rate

2-year contract price per year \$ _____

optional year 3 \$ _____

optional year 4 \$ _____

Unit Price No. 7: Parts 10% above wholesale – YES or NO _____

Solicitation #:7598552

Solicitation Title: **PARKING LOT BARRIER GATE REPLACEMENT,
SYSTEMATIC SERVICE, TESTING & PREVENTATIVE
MAINTENANCE**

4. CONTRACT TIME

The Bidder offers to perform the work in accordance with the timeline specified below:

- Start of construction: 5/1/ 2019 for barrier replacement
7/1/2019 – 6/30/21 two year maintenance contract
- Substantial completion: 7/1/2019 for Barrier completion
- Final completion: 6/30/21

5. LIQUIDATED DAMAGES

The successful bidder awarded a contract pursuant to this solicitation shall be liable for and pay the State, as liquidated damages and not as a penalty, the following amount for each calendar day of delay beyond the date for substantial completion, as determined in the sole discretion of the State: \$_____.

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

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

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

Solicitation #:7598552

Solicitation Title: **PARKING LOT BARRIER GATE REPLACEMENT,
SYSTEMATIC SERVICE, TESTING & PREVENTATIVE
MAINTENANCE**

BIDDER

Date: _____

Name of Bidder

Signature in ink

Printed name and title of person signing on behalf of Bidder
#

Bidder's Contractor Registration Number

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

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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.

DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:

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

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

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

QUOTES - FIRM 60 DAYS

QUOTE MUST BE HELD FIRM FOR PERIOD OF 60 DAYS.

INSURANCE REQUIREMENTS

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

AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

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

LICENSE REQUIREMENTS

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

MBE PARTICIPATION

In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a "DisBE") in the performance of State procurements and projects. Any vendor issued a tentative award, shall submit an MBE plan utilizing the forms provided by Office of Diversity, Equity and Opportunity (ODEO) within 5 business days of the date of the tentative award notice.

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

PPD - PROMPT PAYMENT DISCOUNT CLAUSE

NOTE: All vendors responding to the within solicitation must complete the attached prompt payment discount "PPD" form as part of this master price agreement solicitation.

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.

Prompt Payment Discount Form
(Invoice discounts for receiving fast payments)

Note: All vendors doing business with the State of Rhode Island must complete a Prompt Payment Discount ("PPD") form as part of this Master Price Agreement solicitation.

Bidder Name: _____

RFQ/RFP Bid Solicitation Number: _____

Prompt Payment Discounts ("PPD"): Vendors benefit from PPD by increased, usable cash flow as a result of fast and efficient payments for commodities or services rendered. While Bidders/Contractors have flexibility in determining the actual % discount(s) offered to the State, the discount(s) must be identified in 10 days or more for Payment Issuance Date. The State may use the prompt pay discounts submitted as a basis for selection and may negotiate discounts as deemed in the best interest of the State.

All discounts offered will be automatically deducted from payment when the issue date is within the specified number of days listed below and in accordance with the State's Prompt Payment Law. Payment days will be measured **from** the date goods are received and accepted/performance was completed OR the date an invoice is received by the Office of the DOA Controller, whichever is later **to** the date the payment is issued via ACH or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a vendor.

Enter the Prompt Payment Discount percentage (%) off the invoice payment, for the available payment issue dates listed below. Note: Vendors are allowed up to three different prompt payment options. Example prompt payment options are:

- 5% - 10 Days
- 3% - 20 Days
- 1% - 25 Days

Discount %	Payment Issue Date Within
%	10 Days
%	15 Days
%	20 Days
%	25 Days
By checking this box, we certify that we will not offer any Prompt Payment Discounts	
<input type="checkbox"/>	

ACH Payments/Supplier Portal: Vendors are highly encouraged to enroll for ACH payments. This payment method will increase the prompt pay benefit since funds are paid directly to designated bank accounts, thus eliminating the delay of check clearance policies and traditional mail lead time. The form required for ACH enrollment can be found at <http://controller.admin.ri.gov/Forms/index.php>.

The State also highly encourages Vendors to use the RIFANS Supplier Portal which includes the functionality to electronically submit invoices against open Purchase Orders. This efficient invoicing method eliminates handling time, mailing expenses, and will further expedite the payment process. Information on the portal can be found at <http://controller.admin.ri.gov/iSupplier/isup/index.php>.

We will sign up for ACH payment. (please circle response)	Yes	No
We will utilize the State's Supplier Portal to electronically submit invoices. (please circle response)	Yes	No

Signature _____ Date _____

All procurements requiring PPD shall include the following language:

Prompt Payment Discounts (“PPD”)

The Department of Administration’s (“Department”) goal in establishing the PPD program is to provide an opportunity for expedited payment to vendors, while reducing the cost to the State through vendor discounts. State agencies are encouraged to utilize vendors that offer cash discounts, along with competitive pricing, when selecting services or goods from master price agreements. In addition, the Department seeks to promote prompt payment through the use of electronic funds transfer (“EFT”) through the ACH system.

Prompt Payment Discount Form

All vendors submitting proposals in response to designated master price agreement solicitations must submit the attached PPD form in order to participate in the PPD program.

Nothing herein prevents the State Purchasing Agent or designee from negotiating lower pricing or greater discounts and/or waiving technicalities related to PPDs in the best interests of the State.