



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

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

TEL: (401) 574-8100
FAX: (401) 574-8387
TDD: (401) 574-8228
Website: www.ridop.ri.gov

INVITATION TO BID

SOLICITATION TITLE: MPA #215 / CR #87 – Radon Measurements
SOLICITATION NUMBER: 7598637
BID PROPOSAL SUBMISSION DEADLINE: June 11, 2019 at 11:30 AM

PREBID CONFERENCE

There will be no prebid conference held for this solicitation.

QUESTIONS about this solicitation must be emailed and received by the Division of Purchases at Max.Rightier@purchasing.ri.gov no later than Tuesday, May 28, 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.

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, 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(s) 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.*

Buyer Name: Max Righter, Title: Senior Buyer



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Bid Specifications
Solicitation # 7598637
MPA # 215 / CR# 87 - Radon Measurements

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SECTION 1: INTRODUCTION

The State of Rhode Island (the "State"), by and through its Division of Purchases (the "Division") on behalf of all State agencies ("User Agencies"), solicits Master Price Agreement ("MPA") proposals from ("Vendors") which have experience, licenses, certificates and qualifications for radon measurements in state occupied buildings, in accordance with the terms of this request for proposals ("RFQ") and the Division's General Conditions of Purchase, which may be obtained at www.purchasing.ri.gov. If awarded, the term of the MPA contract shall commence on or about **July 1, 2019 and expire June 30, 2022, with two (2) one-year options to renew**, unless terminated, cancelled, by the Division.

SECTION 2: CONTINUOUS RECRUITMENT

Proposals may be submitted from initial submission deadline until June 30th, 2021 at 11:00 am. Proposals received after the initial submission deadline will be reviewed at the end of each calendar quarter beginning October 1st, 2019:

- Proposals received after the initial deadline to 9/30/2019 will be reviewed after 10/1/2019.
- Proposals received from 10/1/2019 to 12/31/2019 will be reviewed after 1/1/2020.
- Proposals received from 1/1/2020 to 3/31/2020 will be reviewed after 4/1/2020.
- Proposals received from 4/1/2020 to 6/30/2019 will be reviewed after 7/1/2020.
- Proposals received from 7/1/2020 to 9/30/2020 will be reviewed after 10/1/2020.
- Proposals received from 10/1/2020 to 12/31/2020 will be reviewed after 1/1/2021.
- Proposals received from 1/1/2021 to 3/31/2021 will be reviewed after 4/1/2021.
- Proposals received from 4/1/2021 to 6/30/2021 will be reviewed after 7/1/2021.

Vendors that have submitted proposals that have been found to be qualified will be added to the recruitment list. Contracts awarded as a result will run concurrently with other awarded contracts under CR# 87 and will be subject to the same terms and conditions.

SECTION 3: BACKGROUND

The work will entail short term radon measurement in state occupied buildings with possible follow up long term measurements under a MPA. Due to the possible need to conduct many radon measurements in state occupied buildings within the short time period prescribed by the Rhode Island Department of Health under measurement protocols for radon in air, multiple radon measurement businesses certified by the Rhode Island Department of Health who submit responsive and responsible offers under this solicitation may be listed on the state MPA in ascending order from lowest bid price.

Services shall be provided by Vendors on an "as needed, when requested" basis. This request for proposals does not guarantee that the State will utilize any contractor for a minimum/maximum amount of time or for a minimum/maximum dollar value over the term of the MPA contract.



The prices/rates provided in this MPA represent the maximum price/rate that may be charged by Vendors to User Agencies. The User Agencies reserve the right to negotiate a lower price/rate from one or more of the MPA Vendors or request lump sum fixed fee quotes based on specific requirements or quantities or acquire a time and materials method for specific projects.

SECTION 4: SCOPE OF WORK

General Scope of Work

- 4.1 Radon measurements must follow measurement protocols as directed in part C of the Rhode Island Rules and Regulations for Radon Control (or most current regulation).
- 4.2 All radon measurements must be performed by a radon measurement consultant who is employed by a radon measurement business, and they must both be certified by the State of Rhode Island. Radon analysis or readings must be performed by a State certified radon analytical service.
- 4.3 Measurements will be taken in each habitable room, ground level and below, except for rest rooms, closets, or shower areas.
- 4.4 For rooms greater than 2,000 square feet, at least one (1) measurement shall be taken for each 2,000 square feet or portion thereof.
- 4.5 Measurement must be taken only with measurement devices approved by the EPA and Department of Health.
- 4.6 Measurement devices must remain undisturbed during the measurement period or the reading shall be declared invalid and require new measurement.
- 4.7 Short term measurements shall be conducted during the months of October through March excluding weekends and holidays.
- 4.8 Short term measurements shall be left in place for a minimum of forty-eight (48) hours in closed building conditions. Routine entrances and exits are allowed.
- 4.9 User Agency may request follow-up testing as a result of short term measurements received. Vendor is not to automatically begin follow-up testing.
- 4.10 Follow-up tests for short term test results greater than or equal to 4 pCi/L (0.02 WL) but less than 20 pCi/L (0.1 WL) require the testing device to be exposed for a minimum of one hundred and twenty (120) days and no more than one (1) year. If follow-up testing is desired by the User Agency, testing must begin within three (3) months after receiving the short term results.
- 4.11 Follow-up tests for short term test results greater than or equal to 20 pCi/L (0.1 WL) but less than 100 pCi/L (0.5 WL) require the testing device to be exposed for a minimum of thirty (30) days but no longer than ninety (90) days. If follow-up testing is desired by the User Agency, testing must begin within twenty (20) calendar days after receiving the short term results.



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- 4.12** Follow-up tests for short term results greater than or equal to 100 pCi/L (0.5 WL) require the testing device to be exposed for a minimum of ten (10) days but no longer than forty-five (45) days. If follow-up testing is desired by the User Agency, testing must begin within ten (10) calendar days after receiving the short term results.

SECTION 5: GENERAL REQUIREMENTS

- 5.1** Vendor (owner of company) is responsible to comply with certification requirements for this type of service. A copy of the current certification must be submitted with this bid.
- 5.2** Vendors must comply with all local, State, and Federal laws, rules, and regulations for licensed personnel; possess a valid Rhode Island license; and must be registered with the Rhode Island Secretary of the State Corporations Division.
- 5.3** Mileage or portal-to-portal shall not be charged by the vendor or allowed by the agency.
- 5.4** Vendor Response Requirements:
- a.** Vendors responding to an agency request for short term radon requirements shall be required to provide services within two (2) working days following the agency request.
 - b.** Vendors shall provide a written report of measurement results within thirty (30) calendar days from the date of retrieval of measurement devices.
- 5.5** Vendors shall invoice the User Agency within 30 days of a completed service call at the rates agreed to in the MPA contract. The User Agency shall make payment in accordance with the "Prompt Payment Act" R. I. Gen. Laws § 42-11.1-1 *et seq.*
- 5.6** Based on applicable security laws, regulations, and policies, User Agencies have the right to require the Contractors to comply with a range of additional requirements or standard operation procedures. Contractors must comply with such security requirements at no additional charge to the User Agencies. User Agencies shall have the right to request background criminal investigations (BCIs) from any and all Contractor officers, directors, and employees at no additional charge to the User Agency.
- 5.7** Vendors shall ensure that employees are knowledgeable of all the requirements of this RFQ. Contractors shall be responsible for instructing employees in safety measures considered appropriate.

SECTION 6: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at Max.Richter@purchasing.ri.gov no later than the date and time indicated on page one of this



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solicitation. Please reference the RFQ # on all correspondence. Questions should be submitted as a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Division of Purchases website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. No other contact with State parties is permitted. Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses should be mailed or hand-delivered in a sealed envelope marked "RFQ# 7598637" to:

**RI Dept. of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908-5855**

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

Disc Based Bid Form:

For vendor convenience, an Electronic Based File is attached that includes an Excel Spreadsheet for submission of vendor quotes for this solicitation. No USB drives will be accepted.

Submission Instruction is as Follows:

Please submit a DISC copy of your quotes in the same excel format provided. Bidders are suggested to submit pricing in excel on the Electronic Based Excel File. Once Disc Based File is completed submit an electronic version in Excel on a disc. Also submit a printed signed hard copy of your Excel spread sheet.

To summarize: Bidders may be submitting a disc (CD) copy of quotes in Excel format plus a hard (paper) copy of Excel Request for Quote. No USB drives accepted. A bidder may choose not to submit a disc-based file. If so please complete Price Sheet in ink, clearly and legible and submit hard copy with proposal.

Response Contents:

Responses should include the following:

1. A completed and signed R.I.V.I.P generated Bidder Certification Cover Form which may be downloaded from www.purchasing.ri.gov.
2. A completed and signed IRS Form W-9 which may be downloaded from: www.purchasing.ri.gov.



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3. Price Sheet (hard copy) / Disc Based (CD) excel price sheet
4. Copy of current licensure

SECTION 7: EVALUATION AND SELECTION

The State reserves the right to award this contract to multiple vendors. If multiple awards are made, the State shall reserve the right to require price quotation from multiple vendors prior to the award of the work.


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, at its sole option, may elect to require presentation(s) by vendors in consideration for the award. An award will not be made to a contractor who is neither qualified nor equipped to undertake and complete required work within a specified time.

Failure to submit any required document or information may deem bid non-responsive.

Notwithstanding the above, the State reserves the right not to accept or reject any or all proposals, and to award in its best interest.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the CR. 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>

**** Please submit pricing on included Excel Spreadsheet ****

 <p>State of Rhode Island Division of Purchases DEPARTMENT OF ADMINISTRATION</p>	<p>Helpful Tips: -Vendor data entry areas are shaded yellow</p>
<p>BID SHEET #7598637 MPA #215 / CR # 87 - Radon Measurements OPENING DATE 6/11/2019 at 11:30 am (EST)</p>	<p>The Rhode Island Department of Administration/Division of Purchases is soliciting quotes from qualified vendors which have experience, licenses, certificates and qualifications for radon measurements in state occupied buildings.</p>

Vendor Name:	
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Line	Item Description	Unit	Unit Price 7/1/2019 - 6/30/2022	Unit Price (Option Year) 7/1/2022 - 6/30/2023	Unit Price (Option Year) 7/1/2023 - 6/30/2024
1	48+ Hour Short Term Testing. Building with 1-5 areas to be tested. Bid a price per each device.	Each			
2	48+ Hour Short Term Testing. Building with 6-20 areas to be tested. Bid a price per each device.	Each			
3	48+ Hour Short Term Testing. Building with 21-50 areas to be tested. Bid a price per each device.	Each			
4	48+ Hour Short Term Testing. Building with greater than 50 areas to be tested. Bid a price per each device.	Each			
5	120 to 360 Day Follow-Up Testing. Building with 1-5 areas to be tested. Bid a price per each device.	Each			
6	120 to 360 Day Follow-Up Testing. Building with 6-20 areas to be tested. Bid a price per each device.	Each			
7	120 to 360 Day Follow-Up Testing. Building with 21-50 areas to be tested. Bid a price per each device.	Each			
8	120 to 360 Day Follow-Up Testing. Building with greater than 50 areas to be tested. Bid a price per each device.	Each			
9	30 to 90 Day Follow-Up Testing. Building with 1-5 areas to be tested. Bid a price per each device.	Each			
10	30 to 90 Day Follow-Up Testing. Building with 6-20 areas to be tested. Bid a price per each device.	Each			
11	30 to 90 Day Follow-Up Testing. Building with 21-50 areas to be tested. Bid a price per each device.	Each			
12	30 to 90 Day Follow-Up Testing. Building with greater than 50 areas to be tested. Bid a price per each device.	Each			
13	10 to 45 Day Follow-Up Testing. Building with 1-5 areas to be tested. Bid a price per each device.	Each			
14	10 to 45 Day Follow-Up Testing. Building with 6-20 areas to be tested. Bid a price per each device.	Each			
15	10 to 45 Day Follow-Up Testing. Building with 21-50 areas to be tested. Bid a price per each device.	Each			
16	10 to 45 Day Follow-Up Testing. Building with greater than 50 areas to be tested. Bid a price per each device.	Each			
17	Hourly rate for additional related professional services which may be required by the agency on a limited basis.	Hour			

Contract Terms and Conditions

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BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

AWARD

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

INSURANCE REQUIREMENTS (ADDITIONAL)

ANNUAL RENEWAL INSURANCE CERTIFICATES FOR WORKERS' COMPENSATION, PUBLIC LIABILITY, PROPERTY DAMAGE INSURANCE, AUTO INSURANCE, PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS), BUILDER'S RISK INSURANCE, SCHOOL BUSING AUTO LIABILITY, ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL), VESSEL OPERATION (MARINE OR AIRCRAFT) PROTECTION & INDEMNITY, ETC., MUST BE SUBMITTED TO THE SPECIFIC AGENCY IDENTIFIED IN THE "SHIP TO" SECTION OF THE PURCHASE ORDER. CERTIFICATES ARE ANNUALLY DUE PRIOR TO THE BEGINNING OF ANY CONTRACT PERIOD BEYOND THE INITIAL TWELVE-MONTH PERIOD OF A CONTRACT. FAILURE TO PROVIDE ANNUAL INSURANCE CERTIFICATION MAY BE GROUNDS FOR CANCELLATION.

LICENSE REQUIREMENTS (COPY OF LICENSE/PERMIT NOT REQUIRED)

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

MPA BID AWARD (STATEWIDE APPLICABILITY)

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

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.

PURCHASE AGREEMENT BID

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

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

All Bid Proposals must be submitted to the following address:

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

RIVIP INFO - ADDITIONAL BID SUBMISSION REQS - 1

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

READING VENDOR NAMES ONLY

DUE TO LENGTH OF BID AND TIME CONSTRAINTS, THE STATE WILL ONLY ACKNOWLEDGE RECEIPT AND READ THE NAMES OF VENDORS SUBMITTING PROPOSALS. NO EXAMINATION OF DOCUMENTS OR PRESENTATION OF INFORMATION CONTAINED IN PROPOSALS WILL BE MADE AVAILABLE AT THE BID OPENING; HOWEVER, INSTRUCTIONS TO OBTAIN THE TABULATION OR SUMMARY OF BID RESPONSES WILL BE MADE AVAILABLE AT THE RI DIVISION OF PURCHASES WEBSITE AT WWW.PURCHASING.RI.GOV

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.

MASTER PRICE AGREEMENT CONTRACT ADMINISTRATIVE FEE

In 2017 the General Assembly amended the "State Purchases Act", R. I. Gen. Laws § 37-2-12 (b) to authorize the Chief Purchasing Officer to establish, charge and collect from vendors listed on master price agreements ("MPA") a contract administrative fee not to exceed one percent (1%) of the total value of the annual spend against their MPA contracts. All contract administrative fees collected from MPA vendors shall be deposited into a restricted receipt account which shall be used for the purposes of implementing and maintaining an online eProcurement system and other costs related to State procurement. In accordance with this legislative initiative the Division of Purchases is upgrading the State procurement system through the purchase and installation of an eProcurement system.

The contract administrative fee shall be applicable to all purchase orders issued relative to State MPA contracts. Therefore, effective January 1, 2020 all MPA contracts shall be assessed the 1% contract administrative fee.