



# Request for Quote

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

**CREATION DATE :** 25-FEB-19  
**BID NUMBER:** 7598649  
**TITLE:** MEMORIAL DAY TENT RENTAL-VETERAN'S CEMETERY  
  
**BLANKET START :** 01-APR-19  
**BLANKET END :** 30-JUN-19  
**BID CLOSING DATE AND TIME:**22-MAR-2019 10:30:00

**BUYER:** Cadoret, David  
**PHONE #:** 401-574-8131

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DOA CONTROLLER  
ONE CAPITOL HILL, 4TH FLOOR  
SMITH ST  
PROVIDENCE, RI 02908  
US

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DHS VETERANS CEMETERY  
301 SOUTH COUNTY TRAIL  
EXETER, RI 02822-9712  
US

**Requisition Number: 1596603**

Note to Bidders: Questions concerning this solicitation may be e-mailed to the Division of Purchases at [doa.purbidinfo@purchasing.ri.gov](mailto:doa.purbidinfo@purchasing.ri.gov) no later than March 12, 2019 at 5pm. Please reference the RFQ number on all correspondence. Questions should be submitted in a Microsoft word attachment. Answers to questions received, if any, will be posted on the internet as an addendum to this solicitation ([www.purchasing.ri.gov](http://www.purchasing.ri.gov)). It is the responsibility of all interested parties to download this information.

Line	Description	Quantity	Unit	Unit Price	Total
1	80X100 Tent with sidewalls. No substitution on size.	1.00	Each		
2	Fire Extinguishers	4.00	Each		
3	16'x20' Carpeted Stage with stage skirt	1.00	Each		
4	Stage Stairs with rails	1.00	Each		
5	Handicap Stage Ramp	1.00	Each		
6	No Smoking Signs	4.00	Each		
7	Banquet Table 30"x96"	2.00	Each		

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

**Bid Specifications**  
**Solicitation #7598649**

**Bid Closing Date and Time: 3/22/19 at 10:30AM**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [doa.purbidinfo@purchasing.ri.gov](mailto:doa.purbidinfo@purchasing.ri.gov) no later than March 12, 2019, 2018 at 5pm. Please reference the RFQ number on all correspondence. Questions should be submitted in a Microsoft word attachment. Answers to questions received, if any, will be posted on the internet as an addendum to this solicitation ([www.purchasing.ri.gov](http://www.purchasing.ri.gov)). It is the responsibility of all interested parties to download this information.

**Memorial Day Tent, Table, Stage, and other requirement Supplies for RI Office of Veterans Affairs Memorial Day Ceremony**

**Scope / Bidding Specification Requirements**

RI Office of Veterans Affairs is seeking bids to furnish a Tent, tables and other equipment as well as providing set-up and break-down services for the Memorial Day Ceremony at the Rhode Island Veterans Memorial Cemetery. All costs must be included on the bid form. Vendors must bid all lines. Set up location will be near the Memorial Wall located in the center of the Cemetery. The supervisor of crew setting up the tent is required to check in at the Administration Building located at the front of the Cemetery for instructions and guidance before any work is started.

**Specifications:**

Furnish and install: (1) Tent 80x100 including Side Walls, (4) Fire Extinguishers, (4) No Smoking Signs, (2) Banquet Table 30"x96", (1) Carpeted Stage 16'x20' with stage skirt, (1) Stage Stairs with rails, (1) Handicap Stage Ramp. Delivery and set up will be on Friday May 24, 2019, set up must be completed by 4:00pm. Day of event is Monday May 27, 2019. Take down will be on Tuesday May 28, 2019.

All equipment/items furnished shall be delivered clean and fully functional. The Vendor shall use schematics and instructions provided by the Cemetery Staff to set up equipment/items. The Vendor shall conduct an accurate equipment/item count to verify that all equipment/items have been delivered as per specifications.

The Vendor must provide an onsite supervisor at all times during the setup to ensure that the integrity of the setup is maintained. Under no circumstance will the Cemetery Staff accept responsibility for supervising the delivery, setup or breakdown of the equipment/items. There is an implicit understanding, however, that the Cemetery Staff and the Vendor shall work together closely to avoid any costly errors stemming from improperly setup tents.

1. Tent fabric is to be free from punctures and tears and impervious to rain.
2. Tent and side wall fabric is to be clean and in excellent condition.
3. Interior poles are to have rain tight caps installed over the tops. All stakes, if used, must have protective caps and all stake holes must be filled upon removal with a filler of the same material in which the stake was placed.
4. Each tent shall have clear side panels provided for all four tent walls
5. All guy ropes are to be sufficiently taut to ensure that lifting does not occur in the event of high winds and the tent shall have sixty mile per hour (60 mph) wind load capacity. The contractor must specify in writing a maximum wind velocity that the manufacturer and installer feel is safe for the use of the tent.
6. The contractor shall provide, clean, fully serviceable tables in good condition for Memorial Day Ceremony. Dirty, rusty and or broken tables will not be accepted by the Cemetery Staff. The tables shall be delivered and set-up in the designated tent area. Diagram will be provided.
7. The contractor shall also provide guidance on how to proceed in the event of a lightning storm.
8. The contractor must take care in driving on sidewalks and grassy areas. Any damage will be billed back to the contractor. The contractor is also responsible for any damage caused by company vehicles or personnel.
9. Upon completion of the installation, the tent is to be inspected by a representative of the Rhode Island Veterans Memorial Cemetery.
10. The contractor must meet all current State and Federal Fire safety codes for tent use.
11. The contractor must contact Dig Safe prior to setup if required.
12. The contractor must supply fire extinguishers as directed by the fire code NFPA1 25.2.5.
13. The contractor shall provide a flame resistance certificate or a notarized letter confirming tent complies with NFPA 701 standards.
14. The contractor shall provide exit signs for all tents with sides accordingly and emergency lighting will be provided for all tents over 1200 square feet.
15. The contractor must be willing to provide a Certificate of Insurance in compliance to the Rhode Island Veterans Memorial Cemetery.
16. The contractor must be able to respond in the case of an emergency.
17. Stage paneling is to be one inch thick or greater.
18. The winning bidder will be required to be registered with the RI Secretary of State before a purchase order can be processed. Bidder does not have to be registered at time of bid submittal.
19. Vendors must bid all lines. If item is to be included on a no charge basis, N/C or incl. is an acceptable entry in the unit price column. If unit price column is left blank or "zero" or 0 inserted bid will be deemed non-responsive.

**Contract Terms and Conditions**

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**Terms and Conditions**

**BID STANDARD TERMS AND CONDITIONS**

**TERMS AND CONDITIONS FOR THIS BID**

**FISCAL YEAR - AWARD EXTENDING PAST FISCAL YR END**

AWARDS EXTENDING BEYOND JUNE 30TH 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.

**BID ALL ITEMS**

BIDDERS MUST BID ALL ITEMS TO BE CONSIDERED. AWARD WILL BE BASED ON TOTAL LOW.

**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.

**DELIVERY PER AGENCY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

**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.

**LICENSE NUMBER**

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

LICENSE NUMBER: \_\_\_\_\_

**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.