



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

March 21, 2019
ADDENDUM NUMBER ONE
RFQ # 7598680

TITLE: GOLF CART RENTAL AND RETAIL CONCESSION-GODDARD PARK

Closing Date and Time: 3/28/19 AT 1:30 PM

Per the issuance of this ADDENDUM #1 (9 pages) the following is noted:

This addendum posts sign in sheet from mandatory pre-bid conference held 3/19/19 at 1pm.
This addendum posts buyer's introductory remarks.
This addendum posts hand out given to all attendees at the pre-bid conference.
This addendum posts notes/clarifications from pre-bid conference.
This addendum answers question set in on line.

As noted by buyer:

-The packet I am handing out includes my opening remarks, and an example of the bidder certification form.

-I will go over a couple of highlights pertaining to the bid process and the folks from dem will go over some things pertaining to the scope of work. I recommend that you study the bid thoroughly, paying close attention to what is required to be submitted with your bid.

-This is a mandatory pre-bid conference. Bids will only be considered from those vendors who have signed in on the sign in sheet. The company name you list should be the same one that will be on the bidder certification form.

-Questions are being accepted on line until 3/20/19 at 5pm. The address and instructions how to submit those questions is on page 1 of the bid. Do not wait until the last minute to submit questions as the state has a number of security processes in place which might delay delivery of the email.

-Bid surety (also called bid bond) is required. Bidder will be required to provide a bid surety in the form of a bid bond, or a certified check payable to the state of Rhode Island. It must be submitted with your bid. This is 5% of your total bid price. For example, if your bid is 54,000 the bid bond should be 2,700 dollars. If this bond is not submitted with the bid, your bid will be deemed not responsive and not considered.

-Performance bond will not be required.

-Bidders must have 3-5 years of experience. That applies to the name of the company submitting a bid.

-The initial contract period will be 3 years beginning 4/1/19.

-A minimum of 23 golf carts is required. There should be 1 ADA accessible cart



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-Food and other beverages are not allowed to be sold under this concession. There is a separate bid being posted for this service.

-Frozen beverages are not allowed to be sold under this concession as there is already a contract in place for that service.

-The Department of Administration, on behalf of the Department of Environmental Management, Division of Parks and Recreation, can institute new fees or increase fees at any time. No adjustment in the concessionaire's bid amount will be made for reduction in sales that may be affected by this increase.

-Attachment A is the bid proposal form. Make sure you follow all of the instructions outlined. In addition to what is outlined there you will need to submit a three-page bidder certification form. Make sure section 3 ownership closure is filled in.

-All submittals should be legible, typed preferably or in ink and signed where required.

-The awarded vendor will need to be registered with the RI Sec of State prior to award being made, unless an individual. Do not have to be registered to submit a bid.

-New this year will be a requirement of the awarded vendor to submit a \$500 security deposit which will be kept and deposited by the agency. If the vendor complies with all requirements as far as cleaning the premises at the end of the contract it will be returned without interest. If not, it will be kept by the agency to cover clean-up costs.

-Historical revenue is shown on page 20 of the bid form.

-Minimum bid per year is 18,000.

-If we receive two or more bids with the same amount the award will be made to the bidder who submits his or her bid first as determined by the date and time stamp in the Division of Purchases.

Notes/clarifications from pre-bid conference:

There is a separate area for DEM collection of golf fees and the vendor's area to rent golf carts.

Retail concession includes push carts, golf balls, etc.

There were an estimated 30,000 rounds of golf in 2018.

No electric carts. Gas only.

Area that vendor will have for their concession will be cleaned up by the agency.

Concession hours are 7am to sunset as identified in bid specifications.

There will be a separate bid for a food truck(s) posted at a later date.



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Question submitted on line:

Q. Do we know for certain if the golf course fees to play have been actually been increased from last season. I feel that if they are increased as much as I heard yesterday at the pre-bid this is not even worth bidding on the golf cart rental and retail concessions especially with the loss of selling water and chips and other munchies

A. The golf course fee increase is included in a Parks fee increase regulation proposal currently being evaluated. Golf course fee increases are possible for this season. Existing and proposed chart below:

Golf	Weekday	All Users	Goddard Park	\$12	\$15
Golf	Weekday	Age 65 & Older	Goddard Park	\$6	\$10
Golf	Weekday	Age 12 & Under	Goddard Park	\$6	\$10
Golf	Weekend/Holiday	All Users	Goddard Park	\$14	\$20
Golf	Weekend/Holiday	Age 65 & Older	Goddard Park	\$7	\$12
Golf	Weekend/Holiday	Age 12 & Under	Goddard Park	\$7	\$12



"MANDATORY" PRE-BID CONFERENCE SIGN IN SHEET

Mandatory Pre-bid Conference: Any vendor who intends to submit a bid proposal in response to this solicitation must have its representative attend this mandatory prebid conference, sign, and complete all required information on this Sign-In Sheet. Failure to comply with this requirement will result in the rejection of any bid proposal.

BID NUMBER: 7598680
 BID TITLE: GOLF CART RENTAL AND RETAIL CONCESSION-GODDARD PARK
 PRE-BID DATE AND TIME: 3/19/ AT 1PM

Purchasing Representative:
DCADORET
 Mandatory Pre-bid START TIME: **1:10**
 Mandatory Pre-bid END TIME: **1:30**

COMPANY NAME	COMPANY REPRESENTATIVE	SIGNATURE	ADDRESS	CONTACT E-MAIL	CONTACT PHONE NUMBER
1 STATE PURCHASING	DAVID A. CADORET		1 CAPITOL HILL, PROVIDENCE, RI 02908	david_cadoret@purchasing.ri.gov	401-574-8131
2 Fire & Water	Jonathan Kumberson				
3 Anchor Parks	Craig Tiffin				
4 Fire & Water	Ben Wood				
5 HIRENTALS	OTU CRUELF				
6 DEM	MEKE BENVINDES				
7 DEM PARKS	William Mitchell				
8 DEM PARKS	ROSE MONTENE				
9 DEM PARKS	Andrew A. McLaughlin				
10 DEM PARKS	Jennifer Cjwan				
11					
12					
13					
14					
15					
16					
17					
18					
19					

HAND OUT

7598680-GOLF CART RENTAL AND RETAIL CONCESSIONS

THE PACKET I AM HANDING OUT INCLUDES MY OPENING REMARKS, AND AN EXAMPLE OF THE BIDDER CERTIFICATION FORM.

I WILL GO OVER A COUPLE OF HIGHLIGHTS PERTAINING TO THE BID PROCESS AND THE FOLKS FROM DEM WILL GO OVER SOME THINGS PERTAINING TO THE SCOPE OF WORK. I RECOMMEND THAT YOU STUDY THE BID THOROUGHLY, PAYING CLOSE ATTENTION TO WHAT IS REQUIRED TO BE SUBMITTED WITH YOUR BID.

THIS IS A MANDATORY PRE-BID CONFERENCE. BIDS WILL ONLY BE CONSIDERED FROM THOSE VENDORS WHO HAVE SIGNED IN ON THE SIGN IN SHEET. THE COMPANY NAME YOU LIST SHOULD BE THE SAME ONE THAT WILL BE ON THE BIDDER CERTIFICATION FORM.

QUESTIONS ARE BEING ACCEPTED ON LINE UNTIL 3/20/19 AT 5PM. THE ADDRESS AND INSTRUCTIONS HOW TO SUBMIT THOSE QUESTIONS IS ON PAGE 1 OF THE BID. DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT A QUESTIONS AS THE STATE HAS A NUMBER OF SECURITY PROCESSES IN PLACE WHICH MIGHT DELAY DELIVERY OF THE EMAIL.

BID SURETY (ALSO CALLED BID BOND) IS REQUIRED. BIDDER WILL BE REQUIRED TO PROVIDE A BID SURETY IN THE FORM OF A BID BOND, OR A CERTIFIED CHECK PAYABLE TO THE STATE OF RHODE ISLAND. IT MUST BE SUBMITTED WITH YOUR BID. THIS IS 5% OF YOUR TOTAL BID PRICE. FOR EXAMPLE, IF YOUR BID IS 54,000 THE BID BOND SHOULD BE 2,700 DOLLARS. IF THIS BOND IS NOT SUBMITTED WITH THE BID, YOUR BID WILL BE DEEMED NOT RESPONSIVE AND NOT CONSIDERED.

PERFORMANCE BOND WILL NOT BE REQUIRED.

BIDDERS MUST HAVE 3-5 YEARS OF EXPERIENCE. THAT APPLIES TO THE NAME OF THE COMPANY SUBMITTING A BID.

THE INITIAL CONTRACT PERIOD WILL BE 3 YEARS BEGINNING 4/1/19.

A MINIMUM OF 23 GOLF CARTS IS REQUIRED. THERE SHOULD BE 1 ADA ACCESSIBLE CART

FOOD AND OTHER BEVERAGES ARE NOT ALLOWED TO BE SOLD UNDER THIS CONCESSION. THERE IS A SEPARATE BID-BEING POSTED FOR THIS SERVICE.

FROZEN BEVERAGES ARE NOT ALLOWED TO BE SOLD UNDER THIS CONCESSIONS AS THERE IS ALREADY A CONTRACT IN PLACE FOR THAT SERVICE.

THE DEPARTMENT OF ADMINISTRATION, ON BEHALF OF THE DEPARTMENT OF ENVIRONMENTAL MANAGEMENT, DIVISION OF PARKS AND RECREATION, CAN INSTITUTE NEW FEES OR INCREASE FEES AT

Hand out

ANY TIME. NO ADJUSTMENT IN THE CONCESSIONAIRE'S BID AMOUNT WILL BE MADE FOR REDUCTION IN SALES THAT MAY BE AFFECTED BY THIS INCREASE.

ATTACHMENT A IS THE BID PROPOSAL FORM. MAKE SURE YOU FOLLOW ALL OF THE INSTRUCTIONS OUTLINED. IN ADDITION TO WHAT IS OUTLINED THERE YOU WILL NEED TO SUBMIT A THREE PAGE BIDDER CERTIFICATION FORM. MAKE SURE SECTION 3 OWNERSHIP CLOSURE IS FILLED IN.

ALL SUBMITTALS SHOULD BE LEGIBLE, TYPED PREFERABLY OR IN INK AND SIGNED WHERE REQUIRED.

THE AWARDED VENDOR WILL NEED TO BE REGISTERED WITH THE RI SEC OF STATE PRIOR TO AWARD BEING MADE, UNLESS AN INDIVIDUAL. DO NOT HAVE TO BE REGISTERED TO SUBMIT A BID.

NEW THIS YEAR WILL BE A REQUIREMENT OF THE AWARDED VENDOR TO SUBMIT A \$500 SECURITY DEPOSIT WHICH WILL BE KEPT AND DEPOSITED BY THE AGENCY. IF THE VENDOR COMPLIES WITH ALL REQUIREMENTS AS FAR AS CLEANING THE PREMISES AT THE END OF THE CONTRACT IT WILL BE RETURNED WITHOUT INTEREST. IF NOT, IT WILL BE KEPT BY THE AGENCY TO COVER CLEAN UP COSTS.

HISTORICAL REVENUE IS SHOWN ON PAGE 20 OF THE BID FORM.

MINIMUM BID PER YEAR IS 18,000.

IF WE RECEIVE TWO OR MORE BIDS WITH THE SAME AMOUNT THE AWARD WILL BE MADE TO THE BIDDER WHO SUBMITS HIS OR HER BID FIRST AS DETERMINED BY THE DATE AND TIME STAMP IN THE DIVISION OF PURCHASES.

Hand out

State of Rhode Island and Providence Plantations
Department of Administration
Division of Purchases

RIVIP BIDDER CERTIFICATION COVER FORM
SECTION 1 - BIDDER INFORMATION

Bidder must be registered as a vendor on the RIVIP system at www.purchasing.ri.gov to submit a bid proposal.

Solicitation Number:

Solicitation Title:

Bid Proposal Submission
Deadline Date & Time:

RIVIP Vendor ID #:

Bidder Name:

Address:

SAMPLE

Telephone:

Fax:

Contact Name:

Contact Title:

Contact Email:

SECTION 2 - DISCLOSURES

Bidders must respond to every statement. Bid proposals submitted without a complete response may be deemed nonresponsive.

Indicate "Y" (Yes) or "N" (No) for Disclosures 1-4, and if "Yes," provide details below

1. State whether the Bidder, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder or any parent, subsidiary, or affiliate has been subject to suspension or debarment by any federal, state, or municipal governmental authority, or the subject of criminal prosecution, or convicted of a criminal offense within the previous 5 years. If "Yes," provide details below.
2. State whether the Bidder, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder or any parent, subsidiary, or affiliate has had any contracts with a federal, state, or municipal governmental authority terminated for any reason within the previous 5 years. If "Yes," provide details below.
3. State whether the Bidder, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder or any parent, subsidiary, or affiliate has been fined more than \$5000 for violation(s) of any Rhode Island environmental law(s) by the Rhode Island Department of Environmental Management within the previous 5 years. If "Yes," provide details below.
4. State whether any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder is serving or has served within the past two calendar years as either an appointed or elected official of any state governmental authority or quasi-public corporation, including without limitation, any entity created as a legislative body or public or state agency by the general assembly or constitution of this state.

1/10 04

Disclosure details (continue on additional sheet if necessary):

SECTION 3 - OWNERSHIP DISCLOSURE

Bidders must provide all relevant information. Bid proposals submitted without a complete response may be deemed nonresponsive.

If the Bidder is publicly held, the Bidder may provide owner information about only those stockholders, members, partners, or other owners that hold at least 10% of the record or beneficial equity interests of the Bidder; otherwise, complete ownership disclosure is required.

List each officer, director, manager, stockholder, member, partner, or other owner or principle of the Bidder, and each intermediate parent company and the ultimate parent company of the Bidder. For each individual, provide his or her name, business address, principal occupation, position with the Bidder, and the percentage of ownership, if any, he or she holds in the Bidder, and each intermediate parent company and the ultimate parent company of the bidder.

SAMPLE

SECTION 4 - CERTIFICATIONS

Bidders must respond to every statement. Bid proposals submitted without a complete response may be deemed nonresponsive.

Indicate "Y" (Yes) or "N" (No), and if "No," provide details below.

THE BIDDER CERTIFIES THAT:

- 1. The Bidder will immediately disclose, in writing, to the State Purchasing Agent any potential conflict of interest which may occur during the term of any contract awarded pursuant to this solicitation.
- 2. The Bidder possesses all licenses and anyone who will perform any work will possess all licenses required by applicable federal, state, and local law necessary to perform the requirements of any contract awarded pursuant to this solicitation and will maintain all required licenses during the term of any contract awarded pursuant to this solicitation. In the event that any required license shall lapse or be restricted or suspended, the Bidder shall immediately notify the State Purchasing Agent in writing.
- 3. The Bidder will maintain all required insurance during the term of any contract pursuant to this solicitation. In the event that any required insurance shall lapse or be canceled, the Bidder will immediately notify the State Purchasing Agent in writing.
- 4. The Bidder understands that falsification of any information in this bid proposal or failure to notify the State Purchasing Agent of any changes in any disclosures or certifications in this Bidder Certification may be grounds for suspension, debarment, and/or prosecution for fraud.
- 5. The Bidder has not paid and will not pay any bonus, commission, fee, gratuity, or other remuneration to any employee or official of the State of Rhode Island or any subdivision of the State of Rhode Island or other governmental authority for the purpose of obtaining an award of a contract pursuant to this solicitation. The Bidder further certifies that no bonus, commission, fee, gratuity, or other remuneration has been or will be received from any third party or paid to any third party contingent on the award of a contract pursuant to this solicitation.

