

INVITATION TO BID

SOLICITATION TITLE: MPA 568 (CR-90) MAINTAIN & SERVICE GRINDER/AUGER
SEWAGE HANDLING EQUIPMENT

SOLICITATION NUMBER: 7598830

BID PROPOSAL SUBMISSION DEADLINE: June 21, 2019 at 10:00 AM

QUESTIONS about this solicitation must be emailed and received by the Division of Purchases at doa.purquestions14@purchasing.ri.gov no later than Friday, June 14, 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.

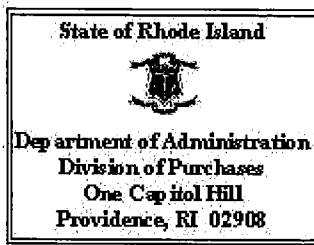
The State of Rhode Island through its, Department of Administration, Division of Purchases, is soliciting bid proposals to perform the work described in the plans and specifications dated June 6, 2019 For the Project in accordance with this solicitation.

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: David A. Cadoret, Title: Chief Buyer



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.ridop.ri.gov

ADDITIONAL INFORMATION

BID 7598830

**MPA 568 (CR-90) MAINTAIN & SERVICE GRINDER/AUGER SEWAGE HANDLING
EQUIPMENT**

BID CLOSING DATE AND TIME: 6/21/19 AT 10AM

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 licensed contractors in accordance with the terms of this request for quotation ("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.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFQ carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. All costs associated with developing or submitting a proposal in response to this RFQ, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
3. Proposals are considered to be irrevocable for a period of not less than 60 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
4. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
5. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
6. It is intended that an award pursuant to this RFQ will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and

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cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

7. All proposals should include the vendor's FEIN or Social Security number as evidenced by an IRS Form W9, downloadable from the Division's website at www.purchasing.ri.gov.
8. The purchase of services under an award made pursuant to this RFQ will be contingent on the availability of funds.
9. Vendors are advised that all materials submitted to the Division for consideration in response to this RFQ shall be subject to the Rhode Island "Access to Public Records Act", R. I. Gen. Laws § 38-2-1, et seq. shall be without exception, and shall be available for public inspection upon request once an award has been made.
10. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFQ.
11. "Equal Employment Opportunity Act", R.I. Gen. Laws § 28-5.1-1 provides as follows: (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.
12. In accordance with R.I. Gen. Laws § 7-1.2-140, no foreign corporation, (a corporation without a Rhode Island business address), shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
13. Vendors must comply with the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website www.mbe.ri.gov

EQUIPMENT, MATERIALS AND WORKMANSHIP

1. Contractors shall ensure that they are qualified and experienced and have the necessary resources for the successful completion of a Project.
2. All equipment, materials and labor utilized and all workmanship shall comply with all current codes, standards, regulations and statutes pertaining to the work/services required for a project.

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3. Contractors shall guarantee all workmanship and parts furnished and installed under this RFQ against defect for (12) months after completion. Equipment provided with manufacturer's extended warranties shall extend this duration in accordance with manufacturer's terms and conditions. Defects will be repaired or replaced by Contractors at no expense to the User agency.
4. Contractors must supply all relevant warranty information and documentation to the user Agency upon Project completion.
5. All equipment, parts and/or supplies must be new and of the highest quality.

INSPECTION OF WORK

1. All Projects related work/services shall be subject to inspection and approved by the User agency.
2. Acceptance or rejection of the Project shall be made as promptly as practical, but failure to accept or reject the Project shall not relieve the Contractor from responsibility for the Project related work/services.
3. User Agencies shall not be deemed to have accepted the Project by virtue of a partial or full payment for it.

DAMAGE AND DEFECTS

1. Contractors shall use due care so that no persons are injured, or no property damaged during a Project. Contractors shall be solely responsible for all loss, damages, costs and expenses in respect of any injury to persons, damage of property, or infringement of the rights of others incurred in the performance of the Project related work/service or caused in any other manner whatsoever by the Contractor or their employees.
2. User Agencies may repair the loss or damage to property caused by a Contractor during the Project. Contractors shall reimburse User Agencies for any and all costs associated with loss or damage caused by Contractor. Where, in the opinion of the User Agency, it is not practical or desirable to repair the loss or damage the User Agency may estimate the cost of the loss or damage and deduct such estimated amount from the amount owing to the Contractor for the Project.
3. Contractors shall preserve and protect the rights of the User Agency with respect to any work/services performed under sub-contract and incorporate the terms and conditions of this RFQ Contract into all sub-contracts as necessary to preserve the rights of the State and User Agencies under this RFQ. The Contractor shall be fully responsible to the State and User Agencies for acts and omissions of sub-

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contractors and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by Contractors.

PROPOSAL SUBMISSION

Responses should be mailed or hand-delivered in a sealed envelope marked "RFQ#7598830" MPA 568 (CR-90) MAINTAIN & SERVICE GRINDER/AUGER SEWAGE HANDLING EQUIPMENT
BID CLOSING DATE AND TIME: 6/21/19 AT 10AM 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.

RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed three-page R.I.V.I.P generated Bidder Certification Cover Form which may be downloaded from www.purchasing.ri.gov.
2. A completed and signed Form W-9 included in this bid package.
3. The Bid Form.

CONCLUDING STATEMENTS

Notwithstanding the above, the Division reserves the right to accept or reject any or all proposals, and to award in its best interest.

The Division's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the MPA contract award pursuant to this RFQ.

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

By submitting a bid for this solicitation, it is assumed the vendor (if awarded) has the capacity to respond to all inquiries from user agencies. In the event, there is repeated evidence that a vendor is non-responsive to the needs of a user agency, the Division of Purchases may cancel that vendor's purchase order.

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CONTINUOUS RECRUITMENT INSTRUCTIONS

The State of Rhode Island reserves the right to re-open the Continuous Recruitment (CR) during the term of the contract if it is determined to be in the best interest of the State. After the initial selection process under this CR, the State may allow bidders an opportunity to submit proposals at a time specified by the State during the contract term. Proposals (responses to the CR) will be reviewed and evaluated and additional vendors may be added to the pre-qualified list upon completion of the qualification and evaluation process outlined in this CR and selection by the State. Contracts awarded as a result of the reopening will run concurrently with other awarded contracts under CR 90 and will be subject to the same terms and conditions.

Proposals may be submitted after the initial submission deadline beginning 7/1/19.

Proposals received after the initial submission will be reviewed as per below:

Proposals received from 7/1/19 to 9/30/19 at 5pm will be reviewed beginning 10/1/19.
Proposals received from 10/1/19 to 12/31/19 at 5pm will be reviewed beginning 1/1/20.
Proposals received from 1/1/20 to 6/30/20 at 5pm will be reviewed beginning 7/1/20.
Proposals received from 7/1/20 to 12/31/20 at 5pm will be reviewed beginning 1/1/21
Proposals received from 1/1/21 to 6/30/21 at 5pm will be reviewed beginning 7/1/21.

No further proposals will be accepted after 6/30/2021 at 5pm.

Responses received after the initial submission deadline (6/21/19 at 10:00am) and submitted beginning 7/1/19, should be submitted in a sealed envelope. On the envelope, should be marked "RFQ#7598830" MPA 568 (CR-90) MAINTAIN & SERVICE GRINDER/AUGER SEWAGE HANDLING EQUIPMENT to:

RI Department of Administration, Division of Purchases
One Capitol Hill, Second Floor, Rm 201
Providence, RI 02908
Attn: David A. Cadoret

	A	B	C	D	E
1	BID FORM #7598830-MPA 568 (CR-90) MAINTAIN & SERVICE GRINDER/AUGER SEWAGE HANDLING EQUIPMENT				
2	BID CLOSING DATE AND TIME: 6/21/19 AT 10AM				
3	VENDORS MUST BID ALL LINES				
4	AS PER ATTACHED BID SPECIFICATIONS				
5	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
6	7/1/19 TO 6/30/20 COMPLETE INSPECTION OF SEWAGE GRINDER AND AUGER SCREEN OPERTION	2	SEMI ANNUAL		
7	7/1/20 TO 6/30/21 COMPLETE INSPECTION OF SEWAGE GRINDER AND AUGER SCREEN OPERTION	2	SEMI ANNUAL		
8	7/1/21 TO 6/30/22 COMPLETE INSPECTION OF SEWAGE GRINDER AND AUGER SCREEN OPERTION	2	SEMI ANNUAL		
9	7/1/19 TO 6/30/20 INPSECT PRIMARY AND SECONDARY SETTLLING TANK EQUIPMENT	1	EACH		
10	7/1/20 TO 6/30/21 INPSECT PRIMARY AND SECONDARY SETTLLING TANK EQUIPMENT	1	EACH		
11	7/1/21 TO 6/30/22 INPSECT PRIMARY AND SECONDARY SETTLLING TANK EQUIPMENT	1	EACH		
12	7/1/19 TO 6/30/20 HOURLY LABOR RATE ON SITE-MECHANICAL	1	HOUR		
13	7/1/20 TO 6/30/21 HOURLY LABOR RATE ON SITE-MECHANICAL	1	HOUR		
14	7/1/21 TO 6/30/22 HOURLY LABOR RATE ON SITE-MECHANICAL	1	HOUR		
15	7/1/19 TO 6/30/20 OVERTIME HOURLY RATE ON SITE-MECHANICAL	1	HOUR		
16	7/1/20 TO 6/30/21 OVERTIME HOURLY RATE ON SITE-MECHANICAL	1	HOUR		
17	7/1/21 TO 6/30/22 OVERTIME HOURLY RATE ON SITE-MECHANICAL	1	HOUR		
18	7/1/19 TO 6/30/20 HOURLY LABOR RATE ON SITE-ELECTRICAL	1	HOUR		
19	7/1/20 TO 6/30/21 HOURLY LABOR RATE ON SITE-ELECTRICAL	1	HOUR		
20	7/1/21 TO 6/30/22 HOURLY LABOR RATE ON SITE-ELECTRICAL	1	HOUR		
21	7/1/19 TO 6/30/20 OVERTIME HOURLY RATE ON SITE-ELECTRICAL	1	HOUR		
22	7/1/20 TO 6/30/21 OVERTIME HOURLY RATE ON SITE-ELECTRICAL	1	HOUR		
23	7/1/21 TO 6/30/22 OVERTIME HOURLY RATE ON SITE-ELECTRICAL	1	HOUR		
24	7/1/19 TO 6/30/22 MATERIALS AT MANUFACTURER'S PRICE LESS % DISCOUNT	1	PERCENT		

Mechanical scope for Waste Water Treatment Facility, Water Treatment Facility, and sewage processing systems.

This MPA is for mechanical repair and/or maintenance for mechanical equipment housed or attached to State facilities that produces water or processes sewage or effluent in any form, to include:

Sewage, effluent and debris Auger/Grinder pits or facilities

Sewage, effluent and debris auger facilities

Drinking Water facilities

Drinking Water filtration facilities

Waste water treatment facilities and equipment

Drinking water distribution system structures/equipment

Wastewater collection system structures/equipment

Located anywhere within the State of Rhode Island, including but not limited to the following major campuses

Capitol Hill, Providence

Vets Home, Bristol Zambarano Campus, Pascoag

Pastore Complex, Cranston

Examples of components that may fail, need repair, or require maintenance include

Control systems	Valves
Paddle wheels	Settling tanks
Pumps	Motors
Digesters	Strainers
Grinders	Augers
Diverter gates	

The contractor will also need to conduct established PM on this equipment or PM on demand. See attached.

SPECIFICATIONS FOR AN AGENCY PRICE AGREEMENT TO MAINTAIN & SERVICE GRINDER/AUGER SEWAGE HANDLING EQUIPMENT

SCOPE OF SERVICES:

TO MAINTAIN AND SERVICE ALL EQUIPMENT AND COMPONENTS IDENTIFIED IN ACCORDANCE WITH MANUFACTURER RECOMMENDATIONS AND REQUIREMENTS. TECH MUST REVIEW ATTACHED 10 PAGE MAINTENANCE INFORMATION UNDERSTANDING THE FREQUENCY OF INSPECTIONS ARE BASED ON NORMAL OPERATION/USAGE AND SHOULD BE ADJUSTED BASED ON THE USAGE AND OPERATIONAL ENVIRONMENT. MORE FREQUENT INSPECTIONS ARE ENCOURAGED IF THE EQUIPMENT IS OPERATING IN A HARSH ENVIRONMENT. PLEASE CONSULT O&M MANUAL ON FILE IN FACILITIES OFFICE.

1. Visit the Pastore Center Campus located in Cranston, RI on a semi-annual basis (every six months) to systemically check and operate all electrical, control, and mechanical equipment associated with the sewage grinders, augers and auger screens.
2. Visit the Zambarano Campus located in Pascoag, RI once per year to inspect the chains links, pins and paddles in the primary and secondary settling tanks.
3. Maintain and service all Pastore Center/DOC grinder/auger equipment and components as identified in accordance with manufacturer recommendations and requirements.
4. Maintain and service all Zambarano WWTF equipment and components as identified in accordance with manufacturer recommendations and requirements.
5. Prepare and submit letter reports to the owner summarizing the inspections of the grinders, augers and settling tank chains including field notes, deficiencies if any, quote to repair and estimated completion date.
6. Provide 24-hour on-call service for the Zambarano waste water treatment plant equipment and the Pastore Center sewage grinders and augers on an as requested basis. All repair maintenance, if necessary, will be performed at a time plus expense basis.

PROCEDURE:

Pastore Center Grinder/Auger Units Semi-Annual Inspection:

1. Inspect cutters on the grinders to ensure the waste debris is shredding into small pieces.
2. Inspect the augers to ensure that it is carrying the shredded debris up the auger and to its waste container destination.
3. Inspect the auger nylon brushes for wear so that they are keeping the flow screen cleaned. This component is attached to the auger base.
4. Inspect motors on the grinders, such as motor temperature and sound.
5. Inspect bearings on the grinders by vibration and sound.
6. Inspect gear box for augers by temperature and sound.
7. Inspect that there is good sewer flow and no obstructions in the sewer trough system.
8. Inspect that the auger nylon brushes flow screening cleaning mode, the auger stops for 2 seconds, runs in reverse for approximately 6 seconds and returns to forward motion.
9. Inspect other equipment such as lighting, water lines, electric heating units and over all any other unordinary conditions that might exist pertaining to the building.
10. Inspect electrical components at the control panel located outside the building such as; takes readings of voltage and amperage for the grinders and augers when the units are in the running mode.
11. Vendor to submit a report of their findings and a quote if necessary for repairs needed.

Building Locations of Sewer Auger Grinders:

1. Pontiac Avenue across from Waste Management.
2. Pontiac Avenue at the R.I. Lottery.

In Ground Sewer Grinder Locations:

1. Maximum Security East side of prison wall. ACI
2. Entrance to High Security off Power Road, ACI
3. South end against security fence at the Intake Center. ACI

Other

The O & M Manual can be located at the Division of Capital Asset Management & Maintenance Facilities Office at:

19 Foster Road
Cranston, R.I.
02920

REPAIRS AND CORRECTIONS THAT ARE MADE DURING THE INSPECTION WILL BE NOTED ON THE VENDOR REPORT. IF ANY COMPONENTS/SYSTEM DEVICES CANNOT BE CORRECTED AT THE TIME OF INSPECTION, VENDOR MUST ALERT DCAMM FACILITIES WHO WILL CREATE CORRECTIVE MAINTENANCE WORK ORDER(S) PRIOR TO THE END OF THE FACILITY STAFF'S SHIFT. THE CORRECTIVE MAINTENANCE WORK ORDER WILL INDICATE THE ACTION LEVEL AS BEING EMERGENCY, HIGH, MEDIUM OR LOW DESIGNATION.

VENDOR MUST SUBMIT A COPY OF THE FIELD INSPECTION REPORT TO DCAMM FACILITIES OFFICE PRIOR TO LEAVING THE FACILITY.

NOTE: DCAMM STAFF MUST REPORT AND DOCUMENT ALL DEFICIENCIES NOT RESOLVED AT THE TIME OF INSPECTION AND/OR TESTING VIA THE WORK ORDER SYSTEM PRIOR TO THE END OF THE FACILITY STAFF'S SHIFT.

ATTACHMENTS:

List of Zambarano WWTF Equipment

SECTION 6

MODEL 40000 MACHO MONSTER
CHANNEL CONFIGURATION

MAINTENANCE INFORMATION

6.1 GENERAL

This section defines grinder maintenance actions/guidelines, problem analysis, tools, lubricants, and parts and drawing information. Please contact the JWC Environmental[®] customer service department as defined in Section 1 or, contact your local service representative if you have any questions on the maintenance information.

6.2 MAINTENANCE

The following paragraphs define grinder maintenance tasks. (See Table 6-1 for a summary of these tasks.)

TABLE 6-1. MAINTENANCE REQUIREMENTS

MAINTENANCE OPERATION ^A	FREQUENCY ^B	LUBRICANT ^C	COMMENTS
Cutter Wear	Not Applicable	Not Applicable	See Paragraph 6.2.4
Cutter Stack Tightness	D	Not Applicable	See Paragraph 6.2.5
Inspect Fasteners	12 Months	Not Applicable	See Paragraph 6.2.6
Inspect seals and bearings	12 Months	Petrolon Sllok 50MPG	See Paragraph 6.2.7
Grease gears	E	Cato-Mystic JT-6 HI Temp	See Paragraph 6.5.3

^A Thirty (30) minutes minimum/sixty (60) minutes maximum for each of the tasks identified unless otherwise noted.
^B Time periods are based on normal operation usage and, should be adjusted by the individual grinder users based on their usage and operational environment. More frequent inspections are encouraged if the grinder is operating in a harsh environment.
^C See this section for a list of recommended lubricants and alternates.
^D Task to be performed on a regular basis. Scheduling is established by the user based on users own unique resources and operating/installation environment.
^E Gears are greased once a year or during reassembly whichever occurs first.

6.2.1 PARTS/TOOLS/MATERIALS

NO special parts, tools, and/or materials are required in the performance of the maintenance tasks described in this section.

6.2.2 MAINTENANCE GUIDELINES

The following guidelines should be observed during maintenance.

WARNING: AVOID SERIOUS INJURY FROM ACCIDENTAL POWER APPLICATION, VERIFY AND ASSURE POWER TO THE CONTROLLER IS LOCKED OUT AND TAGGED.

- A. ISOLATE FLOW THROUGH THE PIPE LINE AS REQUIRED TO AVOID INJURY AND/OR DAMAGE FROM FLOW PRESSURES AND/OR INFLUENT.
- B. AVOID SERIOUS INJURY FROM ACCIDENTAL POWER APPLICATION, OPEN, LOCKOUT, AND TAG POWER TO THE CONTROLLER.
- C. DISCONNECT AND TAG THE DRIVE ASSEMBLY POWER LINES AND COMPONENTS AS DESCRIBED IN THE DRIVE ASSEMBLY OPERATING AND MAINTENANCE MANUAL/INSTRUCTION.
- D. USE EXTREME CARE WHEN USING ANY SOLVENT. HEALTH HAZARDS EXIST DUE TO RISK OF FIRE AND/OR EXPLOSION.
- E. WEAR EYE PROTECTION, COMPLY WITH ALL OSHA AND OTHER LOCAL/GOVERNMENT MAXIMUM AIR PRESSURE AND AIR PRESSURE USE REQUIREMENTS.
- F. Steam clean and disinfect ALL parts except the drive assembly, seal assemblies, and bearings.
- G. Clean ALL gasket surfaces of ALL gasket material before installing a new gasket.
- H. Clean end housing bores thoroughly with solvent (MEK, Acetone or equivalent). Replace the housing if the bores are scored, pitted, or other damage is identified.
- I. Replace seal assemblies indicating excessive wear.
- J. Replace parts that are cracked or that indicate excessive wear.
- K. Mating surfaces of the top and bottom seal assemblies of both the drive and driven side shaft assemblies must be clean and polished. If the mating surfaces of ANY seal assembly are NOT clean and polished replace the complete seal assembly.
- L. Clean ALL shaft assembly bearings and replace if wear is indicated. Sealed bearings CAN NOT be regreased. Replace bearings if damaged or signs of wear are identified.

6.2.3 PREPARATION FOR MAINTENANCE

Prepare the grinder for maintenance as follows when defined for the maintenance action:

- A. Remove grinder from the installation as described in Section 3.
- B. Verify grinder has been positioned on a four inch tall wooden block base or equivalent and, IS NOT resting on the slide rails.
- C. Remove drive assembly, if defined as part of the maintenance action, as described in the applicable drive assembly manual. If drive assembly is NOT being removed verify drive assembly power and control lines are, as necessary, covered/plugged to prevent damage and contamination.
- D. Hose out cutting chamber thoroughly and disinfect. DO NOT steam clean and or disinfect the drive assembly, bearings, and/or seal assemblies.

6.2.4 CUTTER WEAR

Cutter wear is determined when the grinder can NO longer reduce solids without excessive jamming.

6.2.5 CUTTER STACK TIGHTNESS

Cutter stack tightness is normally checked every six (6) months, however, when down stream particle size is observed to be greater than normal or an increase in unit vibration is detected the cutter stack should be inspected and tightened as described in the following paragraphs.

6.2.5.1 QUICK CHECK INSPECTION

Perform the following cutter stack inspection with the Muffin Monster installed in the line

NOTE: Item reference numbers refer to Item callouts on Figure 4-1.

- A. **ISOLATE FLOW THROUGH THE CHANNEL AS REQUIRED TO AVOID INJURY AND/OR DAMAGE FROM FLOW PRESSURES AND/OR INFLUENT.**
- B. **OPEN, LOCKED OUT, AND TAG POWER TO THE CONTROLLER.**
- C. **DISCONNECT AND TAG INPUT POWER TO THE DRIVE ASSEMBLY AS DEFINED IN THE DRIVE ASSEMBLY OPERATION AND MAINTENANCE MANUAL**
- D. Insert long, heavy duty screwdriver firmly between a pair of adjacent cutters on the drive shaft and apply vertical pressure (parallel to shaft). If ANY play or movement is detected proceed to Step E. If NO play or movement is detected repeat the inspection using a pair of adjacent cutters on the driven shaft. If there is still NO play or movement proceed to Step F.
- E. Remove the grinder from the channel as described in Section 3 and proceed to Paragraph 6.2.5.2 and perform the "Detail Cutter Stack Tightness Inspection."
- F. Connect drive assembly input power leads, remove power lockouts, and resume flow through the channel.
- G. Complete ALL required customer/user inspection and records/forms.

6.2.5.2 DETAIL CUTTER STACK INSPECTION

The following cutter stack inspection is performed when the grinder has been removed from the installation.

NOTE: Item reference numbers refer to Item callouts on Figure 4-1 and 4-2.

- A. Verify the grinder has been removed from the installation as described in Section 3.
- B. Remove socket head cap screws (14), bottom cover (23), and bottom cover gasket (15).
- C. Verify bottom cover (23) and bottom end housing (21) interfacing surfaces are clean of ALL bottom cover gasket (15) material.
- D. Loosen, but **DO NOT** remove, side rail socket head cap screws (19). Side rail socket head cap screws (19) are loosened to allow free movement of the bottom end housing (21) while the drive and driven shafts jam nuts (41) are tightened to the 120 ft. lb (167 Nm) torque requirement.
- E. Loosen, but **DO NOT** remove, the drive (38) and driven (39) shaft jam nuts (41).
- F. Apply "Loctite" (adhesive/sealant) to ALL exposed drive (38) and driven (39) shaft threads.
- G. Tighten the drive shaft (38) jam nut (41) to 120 ft. lb (160 Nm) of torque.
- H. Repeat Steps F and G for the driven shaft (39).

6.2.5.2 DETAIL CUTTER STACK INSPECTION (Cont'd)

- I. Insert long, heavy duty screwdriver firmly between a pair of adjacent cutters on the drive shaft (38) and apply vertical pressure (parallel to shaft). If ANY play or movement is detected, repeat Steps F through I. If NO play or movement is detected repeat the inspection using a pair of adjacent cutters on the driven shaft. If the stack is still loose, cutters and spacers are undersized and replacement is required. (Refer to Section 4 for the applicable disassembly instructions and to Section 5 for the applicable assembly instructions.) If tightness of the cutter stack is verified proceed to Step J.
- J. Tighten side rail socket head cap screws (26) assuring each side rail (25) is flush with the bottom and top end housings (19).
- K. Install bottom cover (23) with NEW bottom cover gasket (15) and secure with socket head cap screws (14).
- L. Complete ALL required customer/user inspection and records/forms.
- M. Install the grinder as described in Section 2.

6.2.6 FASTENERS INSPECTION

Although the grinder has a minimum of vibration, inspect the fasteners every three (3) calendar months and tighten as necessary.

6.2.7 SEAL ASSEMBLY INSPECTION

Inspect seal assembly every twelve (12) calendar months, or 8760 operating hours as defined in Paragraphs 6.2.7.1 and 6.2.7.2. When completed install the grinder, connect the drive assembly, verify ALL fittings are secure and, perform the checkout defined in applicable Controller manual.

6.2.7.1 BOTTOM BEARINGS AND SEALS

Perform an inspection of the bearings and seals in the bottom housing as described in the following procedure.

NOTE: Disassembly of the bearing and/or seal cartridge is **NOT APPLICABLE**. The bearing and seal cartridge are supplied as a factory assembled component. Any attempt to repair the bearing and/or seal cartridge or any of its components (bearing and/or seal assembly) will degrade its operational effectiveness. **DO NOT ATTEMPT TO GREASE THE BEARING AND/OR SEAL CARTRIDGE. THE BEARING AND SEAL CARTRIDGE CAN NOT BE GREASED. REPLACE IF DAMAGED OR WEARING IS OBSERVED.**

NOTE: Item reference numbers refer to item callouts on Figure 4-2.

- A. Prepare the grinder for seal inspections as defined in Paragraph 6.2.3.
- B. Remove socket head cap screws (14) from bottom cover (23).
- C. Remove bottom cover (23) and bottom cover gasket (15).
- D. Remove old gasket (15) material from the bottom cover (23)/bottom end housing (21) gasket mating surfaces.
- E. Inspect inside of bottom end housing (21) for contaminants. If ANY contaminants are found, the bearings and seals have worn and must be replaced. (Refer to Sections 4 and 5 for end housing disassembly and assembly instructions.) Proceed to Step F if NO contaminants are found.

6.2.7.1 BOTTOM BEARINGS AND SEALS (Cont'd)

- F. Verify bottom cover (23)/bottom end housing (21) mating surfaces are clean of ALL gasket (15) material.
- G. Install bottom cover (23) with new bottom cover gasket (15) on the bottom end housing (21).
- H. Secure bottom cover (23) with socket head cap screws (14). Tighten cap screws (14).
- I. Complete ALL required customer/user inspection records and forms.

6.2.7.2 TOP BEARINGS AND SEALS

Perform an inspection of the bearings and seals in the top housing as described in the following procedure.

NOTE: Disassembly of the bearing and/or seal cartridge is **NOT APPLICABLE**. The bearing and seal cartridge are supplied as a factory assembled component. Any attempt to repair the bearing and/or seal cartridge or any of its components (bearing and/or seal assembly) will degrade its operational effectiveness. **DO NOT ATTEMPT TO REPAIR OR GREASE THE BEARING AND/OR SEAL CARTRIDGE. THE BEARING AND SEAL CARTRIDGE CAN NOT BE GREASED. REPLACE IF DAMAGED OR WEARING IS OBSERVED.**

NOTE: Item reference numbers refer to item callouts on Figures 4-1 and 4-2.

- A. Prepare the grinder for seal inspections as defined in Paragraph 6.2.3.
- B. Remove the drive assembly as described in the applicable drive assembly Operation and Maintenance/Instruction manual.
- C. Remove socket head cap screws (14) and lock washers (13) securing the top cover (12) to the top end housing (17).
- D. Remove top cover (12) and top cover gasket (15).
- E. Remove ALL old gasket (15) material from the top cover (12)/top end housing (17) mating surfaces.
- F. Inspect inside of top end housing (17) for contaminants. If ANY contaminants are found, the bearings and seals are worn and must be replaced. (Refer to Sections 4 and 5 for end housing disassembly and assembly instructions.) Proceed to Step G if NO contaminants are found.
- G. Verify top cover (12) and top end housing (17) mating surfaces are clean of ALL gasket material.
- H. Install a NEW top cover gasket (15).
- I. Secure top cover (16) to the top end housing (19) using lock washers (15) and socket head cap screws (14).
- J. Install the drive assembly as described in the applicable drive assembly Operation and Maintenance/Instruction manual.
- K. Complete ALL required customer/user inspection records and forms.

6.2.8 PAINTED SURFACE MAINTENANCE

The extent and detail associated with maintaining scratched or otherwise damaged painted equipment surfaces is dependent upon the severity of the operational environment, materials processed by the equipment, and the users individual maintenance requirements.

6.2.8.1 MATERIALS

The following materials are required for maintaining the equipment painted surfaces:

- A. Green Synthetic primary or equivalent.
- B. Cleaning and disinfectant agents. (User option as defined by user facility material requirements.)
- C. Paint thinner. (User option as defined by user need to reduce consistency of the paint to a level suitable for application.)
- D. Applicators (paint brush, paint sprayer). (User Option as defined by area to be covered and local user requirements.)
- E. Top coat paint. (User option. NOT required at time of equipment assembly and delivery.)

6.2.8.2 PROCEDURE

The following procedure outlines the instructions and procedures to be followed when "touch-up" of scratched or otherwise damaged painted equipment surfaces.

- A. Remove the grinder from the installation as described in Section 3.
- B. Steam clean and disinfect ALL parts except the drive assembly and seal assemblies.
- C. Inspect the grinder for areas requiring clean-up prior to touch-up paint application.

NOTE: All areas requiring touch-up paint should be clean, dry, and free of all surface oils, dirt, loose rust, and/or paint chips.

WARNING: FLAMMABLE VAPORS MAY FORM EXPLOSIVE MIXTURE WITH AIR. PERFORM ALL SURFACE PREPARATION AND PAINTING IN A WELL VENTILATED NO SMOKING AREA THAT IS IN COMPLIANCE WITH ALL APPLICABLE SAFETY REGULATIONS. AVOID PROLONGED EXPOSURE TO VAPORS. USE AN AIR RESPIRATOR/AIR MASK AND CHEMICAL SAFETY GOGGLES/FACE SHIELD.

- D. Clean all areas identified in Step C by scraping, scrubbing, and/or wire brush. Sterilize, disinfect, and air dry the cleaned surfaces areas.
- E. Apply the number of primer coats defined by the user and as determined by operational and environmental conditions and materials to be processed. Allow to dry for the period defined by the manufacturer of the primer.
- F. Assemble the grinder as necessary and install as defined in Section 2.

6.3 PROBLEM ANALYSIS

The grinder is designed to operate smoothly and quietly. If ANY excessive noise or temperature rise is noted, stop operation, and inspect the unit. Please contact our Customer Service Department as defined in Section 1 or, contact your local service representative if you have ANY questions or require any clarifications on grinder servicing. See Table 6-2 for grinder potential problems and possible solutions. Refer to the Controller, Drive Assembly, and applicable options manual for potential Controller, drive assembly, and/or options related problems and possible solutions.

TABLE 6-2. PROBLEM ANALYSIS

Potential Problem	Possible Solution
Drive Assembly NOT operating properly.	Refer to the applicable drive assembly Operation and Maintenance Manual/Instruction
	Inspect cutters for burrs.
	Check side rail and cutters for evidence that off-center cutter is hitting side rail.
Grinder making noise.	Check for broken cutter or spacer.
	Inspect top and bottom seals for ANY indication of seal failure. Contamination found in the end housing indicates that the seals and bearings have worn and must be replaced.
	Check the drive and driven shaft for ANY indication of a bent or broken shaft.
Driven shaft not turning.	Check for broken/missing driven shaft gear key.
	Check for broken driven shaft.
	Check drive assembly for any signs of damage or irregular drive shaft movement. Replace if required.
Drive and driven shaft not turning.	Check drive shaft coupling key. Replace if broken/missing.
	Check drive shaft gear key. Replace gear key if broken/missing.
	Check for broken drive shaft.
	Check for broken drive shaft below the gear.
Grinder shaft bobbing up and down.	Check drive and driven shaft jam nuts. If loose tighten as necessary.
	Inspect seal cartridges. Contamination found in the end housing indicates that the seals and bearings have worn and must be replaced.
	Inspect retaining rings. If broken replace. If NOT in groove inspect the ring for damage. Replace if ring is damaged.
Seal failure.	Inspect seal cartridges for wear. If obvious signs of damage, excessive wear, or the mating surfaces show signs of dullness replace parts indicating wear (i.e. Races, Seal Wedge, O-rings).
	Inspect cutters and spacers for wear. If worn thin replace.
	Inspect cutters or spacers for obvious signs of damage. Replace as required.
Hole worn through side rail.	Inspect bearing. Contamination found in the end housing indicates that the seals and bearings have worn and must be replaced.
	Check the drive and driven shaft for ANY indication of a bent or broken shaft.

6.4 TOOLS

Table 6-3 identifies the tools required to support the maintenance, assembly, and disassembly of the grinder. ALL normal grinder service and maintenance can be accomplished with these tools. NO special tools are required. Refer to the grinder configuration related equipment manuals/instructions for the tools required to support the related units.

TABLE 6-3. TOOL LIST

SIZE ^A	DESCRIPTION	QTY	SIZE ^A	DESCRIPTION	QTY
5-7/16 in. (140 mm)	Pliers, Needle Nose	1	7/16	Hex Bit, 3/8 in. Square Drive	1
1 lb (0.5 kg)	Hammer, Ball Peen	1	5/16	Socket, 3/8 in. Square Drive	1
3/8 in.	Wrench, Open End Box	1	3/8	Socket, 3/8 in. Square Drive	1
5/8 in.	Wrench, Open End Box	1	7/16	Socket, 3/8 in. Square Drive	1
7/8 in.	Wrench, Open End Box	1	3	Extension, 3/8 in. Square Drive	1
7 in. Spread	Gear Puller, 6 in. (9000 N) Capacity	1	3/8	Ratchet, 3/8 in. Square Drive	1
8 in. (200 mm)	Wrench, Adjustable, 1 in. Opening	1	1-1/2	Socket, 3/4 in. Square Drive	1
5/16 in.	Hex Bit, 3/8 in. Square Drive	1	0-150 ft. lb (0-200 Nm)	Torque Wrench, 3/4 in. Square Drive	1
3/8 in.	Hex Bit, 3/8 in. Square Drive	1	1/8	Wrench, Allen	1
1-1/2 in.	Scraper, Gasket	1	0.108 in. Tip Diameter	Pliers, Snap Ring	1

^A All sizes are in inches unless otherwise specified.

6.5 LUBRICATION

The following paragraph identifies the lubricants recommended for the grinder. Please refer to Sections 4 and 5 for grinder component lubrication requirements, guidelines, and procedures. Please contact the JWC Environmental[®] Customer Service Department as defined in Section 1 or contact your local service representative if you have ANY questions on lubrication requirements, guidelines, or the lubricants recommended.

6.5.1 LUBRICANTS

Table 6-4 lists the lubricants recommended for the grinder.

6.5.2 LUBRICATION GUIDELINES

The grinder drive and driven gears (Items 21 and 22, Figure 4-2) are greased once a year or as part of grinder assembly after disassembly process whichever occurs first and is not considered a routine maintenance activity.

NOTE: DO NOT ATTEMPT TO REPAIR OR GREASE THE BEARING AND/OR SEAL CARTRIDGE. THE BEARING AND SEAL CARTRIDGE CAN NOT BE GREASED. REPLACE IF DAMAGED OR WEARING IS OBSERVED.

6.5.3 GREASE GEARS

Greasing the grinder gears (Items 26 and 27, Figure 4-1) is performed as part of the grinder assembly process described in Section 5.

TABLE 6-4. RECOMMENDED LUBRICANTS

MANUFACTURER	GREASE
RECOMMENDED GREASES FOR GEARS ^{AE}	
N.L.G.I. GRADE NUMBER: 1 (Approx. 1.0 lb/0.5 kg)	
Cato Oil and Grease Co. ^C	Cato-Mystic JT-6 Hi-Temp. ^B
Chevron Oil Co. ^D	Industrial Grease
Lubrication Division of Fiske Brothers Refining Co. ^D	Lubriplate 930-AA
Gulf Oil Co. ^D	Gulfgen
Mobil Oil Co. ^D	Mobil Temp No. 1
RECOMMENDED GREASES FOR SEALS ^A	
N.L.G.I. GRADE NUMBER: 1 (Light Coating)	
Petrolon, INC. ^C	Slick 50 MPG ^B
RECOMMENDED LUBRICANT/PROTECTANT FOR GENERAL ASSEMBLY	
Zep-45 Manufacturing Company ^C	Zep-45 ^B Aerosol Lubricant
WD-40 Company ^C	WD-40 ^B Aerosol Lubricant
Slide Products, Inc. ^C	Slide No-Rust Preventive Lubricant
^A Avoid using mixtures of different greases. Mixtures of different soap base greases vary in properties such as dropping point, consistency, and leakiness. When standard grease types DO NOT meet your requirements, consult your grease manufacturer. ^B O.E.M. (Original Equipment Manufacturer) ^C Material Safety Data Sheets are available from JWCE [®] for lubricants used by JWCE [®] in the assembly and/or maintenance of JWCE [®] products. ^D Recommended alternate. If user elects to use this alternate the user should contact the lubricant manufacturer/supplier for a current copy of the Material Data Sheet. ^E Greased once a year or as part of unit assembly after disassembly process whichever occurs first. Is NOT considered a routine maintenance activity.	

6.6 PARTS INFORMATION

The parts list included as part of the Parts Information Section of this manual lists the parts applicable to the grinder and identifies replaceable parts. Factory **DOES NOT** recommend the stocking of parts as spares but recommends the user refer to our "FREE LABOR POLICY" for an alternative to the stocking of parts which MAY or MAY NOT be used. Refer to the Controller, applicable drive assembly manual, and any option Maintenance Instruction for parts information related to the installed grinder system.

6.7 DRAWINGS

Drawings applicable to the grinder are included as an integral part of this manual. Refer to the manuals and instructions related to the installed configuration for the drawings related to the equipment used to control/support the operation of the grinder.

**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)

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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

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

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

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.

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/received 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.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

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.

MPA 1% ADMINISTRATIVE FEE

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.