



Request for Quote

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

BUYER: Mosca, Gary
 PHONE #: 401-574-8124

CREATION DATE : 11-JUN-19
 BID NUMBER: 7598846
 TITLE: MAINTENANCE & SUPPORT DIRECT DIGITAL
 CONTROLS AUTOMATION SYSTEMS - CCRI
 BLANKET START : 01-JUL-19
 BLANKET END : 30-JUN-22
 BID CLOSING DATE AND TIME:08-JUL-2019 10:30:00

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 CCRI CONTROLLER'S OFFICE
 ACCOUNTS PAYABLE
 400 EAST AVENUE
 WARWICK, RI 02886
 US

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 CCRI KNIGHT CAMPUS
 400 EAST AVE
 WARWICK, RI 02886-1807
 US

Requisition Number: 1613088

Note to Bidders: QUESTIONS about this solicitation must be emailed and received by the Division of Purchases at doa.purquestions3@purchasing.ri.gov no later than Monday, June 21, 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.ridop.ri.gov as an addendum to this solicitation

Line	Description	Quantity	Unit	Unit Price	Total
1	<p>Comprehensive Maintenance and Support Existing Direct Digital Controls Automation Systems for all Community College of Rhode Island Campus Locations – Per attached specifications.</p> <p>Contract/Blanket Period: 7/11/9 – 6/30/22</p> <p>NOTE: Bidders are responsible for inspecting site location(s) and making themselves familiar with environment. Any bidder interested in visiting Control Systems may contact Mr. David Snow Facilities Manager, to schedule an appointment. Please note, during visit no questions will be entertained, ALL questions MUST be submitted to the Division of Purchases as indicted with solicitation.</p> <p>Mr. Snow contact information: Office: 401-333-7155 Cell: 401-290-7854</p> <p>FY-19 FY20 Comprehensive Maintenance and Support Existing Direct Digital Controls Automation Systems for all Community College of Rhode Island Campus Locations – Per attached specifications</p>	1.00	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

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

INSPECTION REQUIREMENTS

BIDDERS ARE RESPONSIBLE FOR INSPECTION OF EQUIPMENT AND/OR LOCATION, TAKING MEASUREMENTS* WHEN REQUIRED, AND MAKING THEMSELVES AWARE OF THE TOTAL REQUIREMENT BEFORE SUBMITTING A BID. *MEASUREMENTS PROVIDED WITH ANY BID ARE FOR REFERENCE PURPOSES AND ARE NOT GUARANTEED TO BE COMPLETELY ACCURATE.

INSURANCE REQUIREMENTS

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

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

LICENSE REQUIREMENTS

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

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.

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

HOURS - BIDDING PURPOSES

HOURS INDICATED ARE ESTIMATED QUANTITIES FOR BIDDING PURPOSES ONLY.

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.

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

Specifications for Submitting a Bid Proposal

Solicitation #7598846

Comprehensive Maintenance and Existing Direct Digital Controls Automation Systems – Community College of Rhode Island

The Division of Purchases, on behalf of the Community College of Rhode Island is seeking proposals for the above titled solicitation.

The follow are instructions for submitting a proposal.

- 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.
- Submit a hard copy of the Bid Form (excel pricing sheet) and electronic copy along with the RIVIP three (3) page Bidder Certification Cover Form.

Submission instruction is as follows:

- Please submit a DISC copy of your quotes in the same excel format provided.
- Bidders are instructed to submit pricing in excel on the Electronic Based Excel File. Please do not print the Sample Spread Sheet(s) and manually enter pricing.
- Once Disc Based File is completed submit an electronic version in Excel on a disc.
- Also submit a printed hard copy of your Excel spread sheet.

To Summarize:

Bidders will be submitting a disc (CD) copy of quotes in Excel format plus a hard (paper) copy of Excel Request for Quote.

Note: 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 (www.ridop.ri.gov).



SOLICITATION 7598846

**Comprehensive Maintenance and Support Existing Direct Digital Controls Automation Systems –
Community College of Rhode Island.**

BLANKET REQUIREMENTS: 7/1/19 - 6/30/22

FISCAL YEAR BREAKDOWN:

FY20: 7/1/19 - 6/30/20

FY21: 7/1/20 - 6/30/21

FY22: 7/1/21 - 6/30/22

NOTICE TO VENDORS:

The award of the contract pursuant to this solicitation will be made to the responsive and responsible bidder meeting all requirements specified within solicitation 7598846 and offers the lowest bid price on total low for quarterly maintenance/support per specifications.

Hourly Service Rates, Overtime hourly rates and percentage discounts will be informational only.

During evaluation if learned hourly service rates are unbalanced or exceed industry standards from the apparent low bidder for quarterly maintenance/support services, the State reserves the right to negotiate rates prior to making final award recommendation.

The Division of Purchases reserves the right to award in whole, by location, make multiple awards, or, award a contract in the best interest of the State.

All rights are reserved by the Division of Purchases to waive any technicalities in the bid proposals, accept or reject any/all bid proposals, or revoke this solicitation.



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

**Comprehensive Maintenance and Service Support for
Existing Direct Digital Controls Automation Systems
Community College of Rhode Island.**

SOLICITATION # 7598846

- A. Under this scope of work, the vendor will be responsible for providing a comprehensive maintenance and service support program of various existing direct digital controls (DDC) maintained under the Community College of Rhode Island (CCRI) TRIDIUM Building Management System (BMS) listed herein.
- B. Vendors are encouraged to visit the CCRI campuses during the BID period to confirm the various systems including but not limit to HVAC, lighting, boilers, chillers, and Geothermal. It is the responsibility of the vendor to confirm all equipment and systems that are covered under this service agreement. Please see attachment A for a list of control equipment by campus.
- C. The successful vendor shall not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required with this specification, because of failure to investigate the conditions or become acquainted with all the information concerning the services to be performed.
- D. It is the intention of this specification to establish and define those services that are to be performed, as well as to determine the capability and experience of the service company desiring to provide such service. The intent is to secure one BMS controls service company to maintain all systems.
- E. The contract will be awarded to the vendor who meets all qualifications and requirements and offers the lowest cost proposal per solicitation specifications. Failure to meet the minimum requirements may deem proposal non-responsive. The state at its sole discretion, shall reserve the right to make one or multiple awards for this requirement or award in its best interest.
- F. Prior to contract award the state reserves the right for a representative from CCRI to conduct an inspection prior to award of the apparent low bidder's facility, personnel, and equipment to Verify the bidder's qualifications to enter into the referenced comprehensive maintenance and support contract and fully fulfill the terms and requirements.

SCOPE OF WORK

- A. Preventative Maintenance (PM) shall be provided by the vendor on all CCRI equipment and associated devices related to the automatic temperature control systems; TRIDIUM BMS automation systems as outlined within the specifications and equipment listed herein.
- B. The successful vendor shall provide quarterly visits for scheduled preventative maintenance, including but not limited to calibration, adjustments, routine inspection/system diagnostic and accurate recording of services performed on CCRI BMS automation systems. The following minimum tasks shall be provided during the preventative maintenance visits including but not limited to:
1. OPERATOR WORKSTATIONS AND ASSOCIATED DEVICES
 - a. Visually inspect and clean all hardware of dust and debris
 - b. Run virus protection
 - c. Run diagnostic program to check pc operation
 - d. Verify printer interface
 2. NETWORK FIELD PANELS
 - a. Visually inspect LEDs, fuses, cables, and connectors.
 - b. Check and Verify proper power levels
 - c. Clean and tighten all electrical termination points
 - d. Verify intake filter clean and replace as required
 3. Unit controllers
 - a. Check sequence of mechanical equipment operation to insure optimum system efficiency
 - b. Check outdoor, duct, immersion and space temperature sensor accuracy's
 - c. Check duct static pressure transmitter accuracy
 - d. Verify current switch status feedback
 - e. Verify temperature low limit safeties
 - f. Verify damper, inlet guide vanes or frequency drive operations
 - g. Verify hot water and chilled water valve operations
 - h. Verify thermostat programmed functions
 - i. Verify fan and pump controls
 - j. Check and Verify proper power levels at controls panels
 - k. Clean and tighten all electrical termination points
 - l. Clean and/or calibrate all devices as required.
 4. Application software and verification services
 - a. Verify operation of remote telecommunication data link to remote site.
 - b. Sequence verification and database backup
 - c. Update device data base to current operating standards
 - d. Verify operation of monitoring screen
 - e. Verify set-up and operation of console devices
 - f. Verify set-up of user's passwords and privilege levels
 - g. Verify system database and modifications

5. Software backup services
 - a. Device database back-up of system database to hard disk systems
 - b. Provide routine disk file management
 - c. Back-up graphical system database
- C. Integrated base controllers packaged with unit equipment such as RTUs, AHUs, chillers etc. are utilized throughout CCRI. These devices are being monitored by and communicated with the TRIDIUM Niagara BMS control system; The service vendor will review the operation of these devices via the workstation and identify the functionality of these systems.
- D. The successful bidder shall provide twenty-four (24) hours per year of remote phone support for CCRI's direct digital control system. Included in the above hours the successful bidder shall also assist CCRI by remotely accessing the systems and assist managing daily operational issues as required.
- E. Normal business hours are defined herein as 7:00am to 3:30pm Monday through Friday.

ADDITIONAL SERVICE
REPAIR SERVICES/REPLACEMENT COMPONENTS

- A. Note: These additional services shall apply to the direct digital controls systems listed herein. CCRI is aware that additional cost may arise and the successful bidder may be asked to perform additional work. CCRI shall reimburse the successful bidder for additional costs to the extent such additional costs have been specifically approved in advance in writing by CCRI as follows:
 1. CCRI shall be responsible for the cost of any additional labor, materials, AND REPLACEMENT components to repair any malfunction. Any replacement parts shall be new and shall be an exact duplication of the part being replaced. No substitution of the original equipment for the designated manufacturer model, type, or size shall be allowed unless approved in advance in writing by CCRI. All repair calls shall be made with personnel regularly employed by the contractor unless approved in advance by CCRI. This may include manufacturer authorized reps and/or technicians.
 2. Unless otherwise authorized by CCRI all repair calls shall be responded to within two (2) hours of the time the original call was placed.
 3. Once repairs are started, they shall continue without interruption until completed
 4. No repairs and/or additional work not included in this agreement shall be accomplished without the written authorization of the CCRI.

VENDOR REQUIREMENTS

- A. The importance of maintaining and repairing all items of the systems and equipment at satisfactory performance levels, requires that such maintenance and repair be performed by a responsible and eligible VENDOR who has satisfactorily, or better maintained and repaired, on a regular basis, such other systems and equipment under other contracts of the same comprehensive, scope, sophistication, service specifications as well as provide the degree of maintenance and repair required herein.
- B. The service company shall furnish all personnel, parts, materials, test equipment, tools and services in conformance with the terms and conditions as outlines below.
- C. The VENDOR shall maintain all items of the direct digital control system's at "original design performance" (ODP) level which requires, that such maintenance be performed by a VENDOR who has for a period of not less than five (5) years, prior to this bid, performed satisfactorily in the installation and maintenance of the BMS direct digital controls outlined herein.
- D. The VENDOR will be given reasonable access to the facilities to inspect control components prior to submitting a bid.
- E. If, in the opinion of, CCRI, the preventative maintenance program is not being properly executed by the service person regularly assigned by the contractor, CCRI may request, and the contractor shall agree, to assign a different skilled service person to implement the program.
- F. The service person shall, on each service visit, sign in at the start of the visit and out at the end of the visit in a log book which will be kept in an office(s) to be designated by CCRI.
- G. When making a scheduled preventative maintenance visit, the service person shall prepare in duplicate a "work report" which is to be written in a legible manner. The work report will show the time of arrival and departure, the hours spent on the job, and any adjustments made or deficiencies noted for each system serviced. This report shall be left with the person signing it.
- H. In the event that the service technician, and or HVAC mechanic when accomplishing the preventative maintenance visit or responding to the service call, finds evident misuse or damage to the equipment, they shall immediately and personally contact CCRI within a period of seven (7) calendar days, giving CCRI full details of the matter. These details shall include the date of and extent of damage, plus costs to repair the damage. The letter shall include the name of the service person who reported the damage and the name of the person that was shown the damage and (date and time) that person viewed the damage.
- I. To insure efficiency of implementing this comprehensive program the successful VENDOR shall assign a lead HVAC mechanic and a lead direct digital controls technician who will be knowledgeable of the building layouts and manage the program.
- J. The successful VENDOR shall be regularly engaged in the maintenance, and repair of the TRIDIUM Niagara direct digital controls system including but not limited to ensuring that CCRI is notified of required system upgrades.
- K. The successful VENDOR must be available for service and system support 24 hours per day. As such they must have a 24 hour per day manned telephone number and on call service technician and mechanic available. All service and system support calls must be responded to within two (2) hours.

- L. The successful vendor shall provide all service vehicles, an inventory of replacement parts and components and any necessary tools and equipment to properly service and repair the equipment covered by this purchase agreement. This includes but is not limited to all temperature sensors, controllers, actuators, and automation logic boards for any CCRI system.
- M. The successful vendor shall employ or at the minimum utilize a sub-contractor with the following licenses and certifications:
 - 1. Certified Energy Manager (CEM)
 - 2. TRIDIUM Niagara Open Protocol AX Certification
- N. The successful vendor shall employ a certified CEM or utilize a sub-contractor that will be available to meet with CCRI to review current system usage and equipment efficiencies. CEM to offer recommendations for changes to usage and/or configuration in order to reduce CCRI energy consumption and to assist in determining improvements to the BMS.
- O. The successful bidder Vendor shall have a minimum of eight (8) automation specialist factory trained and certified in TRIDIUM Niagara controls systems. This represents a minimum of two (2) technicians per CCRI campus locations. Vendor/Bidder is not required to bid all four (4) CCRI locations. For every location bid vendor is required to have a minimum of two (2) automatic specialist factory trained and certified in Tridium Niagara Controls System.
- P. The successful Vendor shall be a signatory to a license agreement for all proprietary software for the Niagara software platform.
- Q. VENDOR – must provide Background Criminal Investigation (BCI) checks for all service technicians assigned to CCRI. A copy of a Rhode Island approved picture ID must also be provided with the BCI document. This information will remain on file at the CCRI College Police office. CCRI retains the right to deny access to its properties based on the information provided by the BCI. The BCI must be renewed annually.
- R. Vendor to provide current copies of OSHA 10 certification training cards for all technicians assigned to CCRI.
- S. **Vendor required to furnish the following at time of tentative award.**
 - 1. Four (4) references of other projects similar in scope and size to this project which will serve to illustrate the ability of their firm to act as the primary contractor to accomplish a comprehensive maintenance and support program in accordance with these specifications.
 - 2. Provide at least four (4) Niagara AX reference projects utilizing Honeywell controls and employ a minimum of eight (8) full time certified Niagara specialists for CCRI, which will serve to illustrate the ability of their firm to act as the primary contractor in any installations and maintenance requirements in utilizing the open and integrated Niagara ax platform.
 - 3. Vendor – and its technicians must be licensed to perform these services per Rhode Island Department of Labor and Training (RIDLT) regulations and must provide copies of all required licensing for all technicians assigned to CCRI

CONCLUDING STATEMENT: *FAILURE TO MEET ANY OF THE REQUIREMENTS WITHIN THE BID SPECIFICATIONS MAY DEEM VENDORS BID PROPOSAL NON-RESPONSIVE.*

END.