



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

SOLICITATION INFORMATION
August 19, 2019

RFQ #7598929

TITLE: FOOD – KITCHEN SMALLWARES - DOC

SUBMISSION DEADLINE: SEPTEMBER 16, 2019 10:00 AM (Eastern Time)

PRE-BID CONFERENCE: **X NO**
 YES _____

Buyer Name: Robert DeAngelis
Title: Senior Buyer

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at doa.purquestions15@purchasing.ri.gov no later than **AUGUST 30, 2019 5:00 PM (Eastern Time)**. Please reference the **RFQ #7598929** on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

Vendors must register on-line at the State Purchasing Website at www.ridop.ri.gov.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS:

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Department of Corrections is seeking quotes from companies to supply food service equipment.

This solicitation, and subsequent award, is governed by the State's General Conditions of Purchase, which is available at www.ridop.ri.gov.

Potential Offerers are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

All costs associated with developing or submitting a quote in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.

Quotes are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted is to be considered fixed, unless otherwise indicated herein.

Quotes misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered.).

Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Quote will be considered to be public record, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

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 .

The offeror should be aware of the State's Minority Business Enterprise (MBE) requirements which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information contact the MBE Administrator at (401) 222-6253 or visit the website at <http://www.rimbe.org> . Awards resulting from this Request will be subject to the State's General Conditions of Purchase, which are available through the Internet at www.ridop.ri.gov.

Questions, in **Microsoft Word Format**, concerning this solicitation, may be e-mailed to the Division of Purchases at doa.purquestions15@purchasing.ri.gov no later than the date & time indicated on page 1 of this solicitation. Please reference **RFQ #7598929** on all correspondence.

Responses to questions received, if any, will be provided, as an Addendum to this RFQ, and posted on the Rhode Island Division of Purchases website at www.ridop.ri.gov It is the responsibility of all interested OFFERERS to download this additional information. *If technical assistance is required to download, call the Help desk at (401) 222-2142, ext. 134.*

Requests for Quotes to provide the required goods must be received by the Division of Purchases **on or before SEPTEMBER 16, 2019 10:00 AM (EDT)**. Responses should be mailed or hand-delivered in a sealed envelope marked “**RFQ # 7598929**” to:

RI Department of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Quotes received after the above-referenced due date and time will not be considered. Quotes misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Quotes faxed, or emailed, to the Division of Purchases will not be considered. The “official” time clock is located in the reception area for the Division of Purchases. **(Please be advised that FedEx/UPS do not always arrive by 10:30 am, you would be smart to send your submission to arrive at least one day early)**

RESPONSE CONTENTS

Responses must include the following:

A completed and signed three-page RIVIP generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at www.ridop.ri.gov).

A completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at /documents/Forms/Misc Forms/13_RI Version of IRS W-9 Form.docx.

A completed Request for Quote form with unit price and total completed.

A completed Specifications form with exact match or alternate substitution indicated.



Request for Quote

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

BUYER: DeAngelis, Robert
 PHONE #: 401-574-8110

CREATION DATE : 19-AUG-19
 BID NUMBER: 7598929
 TITLE: NLH - BBV - FOOD - KITCHEN SMALLWARES - DOC
 BID CLOSING DATE AND TIME: 16-SEP-2019 10:00:00

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 DOA CONTROLLER
 ONE CAPITOL HILL, 4TH FLOOR
 SMITH ST
 PROVIDENCE, RI 02908
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 DOC CDC WAREHOUSE
 ATTN: (SEE 'ATTN' line in PO)
 25 POWER ROAD
 CRANSTON, RI 02920
 US

Requisition Number: 1626203

Line	Description	Quantity	Unit	Unit Price	Total
1	HAIR NET - PER ATTACHED SPECIFICATIONS	72.00	Case		
2	BEARD NET - PER ATTACHED SPECIFICATIONS	12.00	Case		
3	OVEN THERMOMETER - PER ATTACHED SPECIFICATIONS	12.00	Each		
4	REFRIG/FREEZER THERMOMETER - PER ATTACHED SPECIFICATIONS	12.00	Each		
5	POCKET THERMOMETER - PER ATTACHED SPECIFICATIONS	24.00	Each		
6	GLASS DISHWASHER RACK - PER ATTACHED SPECIFICATIONS	36.00	Each		
7	DISHWASHER RACK, PEG/COMBINATION - PER ATTACHED SPECIFICATIONS	24.00	Each		
8	FLATWARE DISHWASHER RACK - PER ATTACHED SPECIFICATIONS	24.00	Each		
9	DISHWASHER RACK ACCESSORIES- PER ATTACHED SPECIFICATIONS	18.00	Each		
10	KNIFE SHARPENER - PER ATTACHED SPECIFICATIONS	12.00	Each		
11	SCOOP - PER ATTACHED SPECIFICATIONS	12.00	Each		
12	DISHWASHING / CLEANING GLOVES - PER ATTACHED SPECIFICATIONS	24.00	Pair		
13	OVEN MITT - PER ATTACHED SPECIFICATIONS	36.00	Each		

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



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 ONE CAPITOL HILL, 4TH FLOOR
 SMITH ST
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 DOC CDC WAREHOUSE
 ATTN: (SEE 'ATTN' line in PO)
 25 POWER ROAD
 CRANSTON, RI 02920
 US

Requisition Number: 1626203

Line	Description	Quantity	Unit	Unit Price	Total
14	FRY BASKET - PER ATTACHED SPECIFICATIONS	24.00	Each		
15	BATTER DISPENSER - PER ATTACHED SPECIFICATIONS	10.00	Each		
16	STRAINER, CHINA CAP / CHINOIS, BOUILLON - PER ATTACHED SPECIFICATIONS	12.00	Each		
17	VEGETABLE PEELER - PER ATTACHED SPECIFICATIONS	36.00	Each		
18	MEASURING CUP - PER ATTACHED SPECIFICATIONS	18.00	Each		
19	BRUSH, VALVE & FITTINGS - PER ATTACHED SPECIFICATIONS	12.00	Each		
20	DISPOSABLE THERMOMETER- PER ATTACHED SPECIFICATIONS	60.00	Package		
21	TEST STRIPS, KROWNE PH - PER ATTACHED SPECIFICATIONS	20.00	Each		
22	TEST STRIPS, KROWNE CHLORINE - PER ATTACHED SPECIFICATIONS	20.00	Each		
23	COMPARTMENT TRAY COVER - PER ATTACHED SPECIFICATIONS	24.00	Case		
24	COMPARTMENT TRAY - PER ATTACHED SPECIFICATIONS	24.00	Case		
25	PORTION CONTROL SPOON / LADLE, 2 OZ SOLID - PER ATTACHED SPECIFICATIONS	18.00	Each		
26	PORTION CONTROL SPOON / LADLE, 4 OZ SOLID - PER ATTACHED SPECIFICATIONS	18.00	Each		
27	PORTION CONTROL SPOON / LADLE, 6 OZ SOLID - PER ATTACHED SPECIFICATIONS	18.00	Each		

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 DOC CDC WAREHOUSE
 ATTN: (SEE 'ATTN' line in PO)
 25 POWER ROAD
 CRANSTON, RI 02920
 US

Requisition Number: 1626203

Line	Description	Quantity	Unit	Unit Price	Total
28	PORTION CONTROL SPOON / LADLE, 8 OZ SOLID - PER ATTACHED SPECIFICATIONS	18.00	Each		
29	PORTION CONTROL SPOON / LADLE, 10 OZ SOLID - PER ATTACHED SPECIFICATIONS	18.00	Each		
30	PORTION CONTROL SPOON / LADLE, 12 OZ SOLID - PER ATTACHED SPECIFICATIONS	18.00	Each		
31	PORTION CONTROL SPOON / LADLE, 2 OZ PERFORATED - PER ATTACHED SPECIFICATIONS	18.00	Each		
32	PORTION CONTROL SPOON / LADLE, 4 OZ PERFORATED - PER ATTACHED SPECIFICATIONS	18.00	Each		
33	PORTION CONTROL SPOON / LADLE, 6 OZ PERFORATED - PER ATTACHED SPECIFICATIONS	18.00	Each		
34	PORTION CONTROL SPOON / LADLE, 8 OZ PERFORATED - PER ATTACHED SPECIFICATIONS	18.00	Each		
35	PORTION CONTROL SPOON / LADLE, 10 OZ PERFORATED - PER ATTACHED SPECIFICATIONS	18.00	Each		
36	PORTION CONTROL SPOON / LADLE, 12 OZ PERFORATED - PER ATTACHED SPECIFICATIONS	18.00	Each		
37	FORK, SPAGHETTI / PASTA GRABBER - PER ATTACHED SPECIFICATIONS	18.00	Each		
38	LETTUCE CRISPER PORTION CONTROL SPOON / LADLE, 2 OZ PERFORATED - PER ATTACHED SPECIFICATIONS	8.00	Each		

Delivery: _____

Terms of Payment: _____

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Specifications – Exact Match

Yes/No

Alternate Substitution - Please Specify

1. Hair Net – Tomlinson Industries-Bouffant Style Hair Net, 21”, packed 1000 per case
2. Beard Net – Tomlinson Industries, packed 1000 per case
3. Oven Thermometer – Temperature Range 40 degrees to 500 degrees F, 2” dia. dial face, HACCP, NSF (Qty Break=12 each)
4. Refrigerator/Freezer Thermometer – Temperature Range -20 degrees to 70 degrees F, 2” dia. dial face, hanging hook and standing panel (built-in), HACCP, NSF (Qty Break=12 each)
5. Pocket Thermometer – Pocket Test Thermometer, dial-type with 5” stem, 1” diameter dial, .40” diameter shaft, temperature range 0 to 220 degrees F, +/-2 degrees F temperature accuracy, includes adjustment tool and pocket clip, red protective sheath with antimicrobial additive, bi-metal, NSF (carded) (36 master carton) (Cooper)
6. Glass Dishwater Rack – Opticlean Dishwasher Glass Rack, 36-compartments (2-15/16” x 2-15/16”) with (1) extender, full-size, holds glasses up to 2-11/16” in diameter inside height of 5”, double-wall construction, quick draining, positive stacking, four-way tracking, comfort curve handles all 4 sides, polypropylene, textured finish, blue, NSF
7. Dishwasher Rack, Peg / Combination – Opticlean All Purpose Plate/Tray Peg Rack, full size, 2-1/4”H standard pegs, inside height of 3-1/4”, plate locks, double-wall construction, quick draining, comfort curve handles on all 4 sides, polypropylene, blue, NSF
8. Flatware Dishwasher Rack – Opticlean Dishwasher Combination/Flatware Rack, full-size, 19-7/8” x 19-7/8” x 4”, inside height of 3-1/4”, open bottom, quick drying bottom grid, comfort curve handles, double wall

construction, polypropylene, textured finish, blue, NSF

9. Dishwasher Rack Accessories – Opiclean Hold Down Grid, 17-7/8" L x 17-7/8" W, secure snap-on, fits full-size glass/dish racks, vinyl coated wire, blue, NSF
10. Knife Sharpener – Accusharp GrillSharp Grill Tool Sharpener, 5-5/8" x 2-3/8" x 5/8", sharpens grill scrapers, spatulas & pizza cutters, tungsten carbide sharpener, blue polypropylene finger guard, orange plastic body
11. Scoop – 38 oz., aluminum (hand wash only)
12. Dishwashing / Cleaning Gloves – Dishwashing Pot/Sink Glove, 18", one size, elbow length, rough grip, protects to 185 degrees F, oil & chemical resistant, cotton interlock lining, PVC, CE
13. Oven Mitt – BestGrip Oven Mitt, 17", temperature range: up to 500 degrees F (260 degrees C) for 60 seconds, conventional style, non-slip neoprene material, Webguard protection, integrated magnet, rinse or wipe clean, tan
14. Fry Basket – twin, 13-1/4" x 6-1/2" x 6" H, rectangular, front hook, nickel plated (replacement basket for Cecilware, Keating, Pitco, Southbend, Vulcan Hart & Wolf Fryers)
15. Batter Dispenser – Pancake Dispenser, 6-1/2" L x 6-1/2" W x 12-4/5" H, (8) portion settings (1/2 oz. – 8 oz.), 10-gauge aluminum body (Qty Break = 3 each)
16. Strainer, China Cap / Chinois / Bouillon – China Cap Strainer, 12", fine, welded handle, 18/8 stainless steel
17. Vegetable Peeler – Peller, 7-1/2", stainless steel straight blade, soft grip handle, dishwasher safe, black, NSF (Qty Break = 12 each)

18. Measuring Cup – Camwear Measuring Cup, 2 qt., molded handle, dishwasher safe, polycarbonate, clear, NSF
19. Brush, Valve & Fittings – Sparta Spectrum Fitting Brush, 15" long x 2" dia., straight, galvanized wire with plastic handle, stiff polyester bristles, white
20. Disposable Thermometer – Temperature Sensor, TempRite Stick-On Adhesive Dishwasher Labels, 180 degrees F (82 degrees C), +/- degrees F accuracy (24 labels per pack)
21. Test Strips – Krowne pH Test Strips – 50 Strips per Bottle
22. Test Strips – Krowne Chlorine Test Strips – 100 Strips
23. Compartment Tray Cover – Lid, for meal delivery tray, 8-15/16" x 10-13/16" x 9/16", co-polymer, white
24. Compartment Tray – Meal Delivery Tray, 4-compartment, 8-15/16" x 10-3/4" x 2-5/8", textured surface, dishwasher safe, co-polymer, brown
25. Portion Control Spoon / Ladle – 2 oz solid nylon spoodle, heat resistant up to 475 F, gold (Must be made with FDA approved materials)
26. Portion Control Spoon / Ladle – 4 oz solid nylon spoodle, heat resistant up to 475 F, dark green (Must be made with FDA approved materials)
27. Portion Control Spoon / Ladle – 6 oz solid nylon spoodle, heat resistant up to 475 F, brown (Must be made with FDA approved materials)
28. Portion Control Spoon / Ladle – 8 oz solid nylon spoodle, heat resistant up to 475 F, black (Must be made with FDA approved materials)

29. Portion Control Spoon / Ladle – 10 oz solid nylon spoodle, heat resistant up to 475 F, orange (Must be made with FDA approved materials)
30. Portion Control Spoon / Ladle – 12 oz solid nylon spoodle, heat resistant up to 475 F, blue (Must be made with FDA approved materials)
31. Portion Control Spoon / Ladle – 2 oz perforated nylon spoodle, heat resistant up to 475 F, gold (Must be made with FDA approved materials)
32. Portion Control Spoon / Ladle – 4 oz perforated nylon spoodle, heat resistant up to 475 F, dark green (Must be made with FDA approved materials)
33. Portion Control Spoon / Ladle – 6 oz perforated nylon spoodle, heat resistant up to 475 F, brown (Must be made with FDA approved materials)
34. Portion Control Spoon / Ladle – 8 oz perforated nylon spoodle, heat resistant up to 475 F, black (Must be made with FDA approved materials)
35. Portion Control Spoon / Ladle – 10 oz perforated nylon spoodle, heat resistant up to 475 F, orange (Must be made with FDA approved materials)
36. Portion Control Spoon / Ladle – 12 oz perforated nylon spoodle, heat resistant up to 475 F, blue (Must be made with FDA approved materials)
37. Fork, Spaghetti / Paste Grabber - Pasta Fork, 12" O.A.L., heat resistant up to 410 degrees F (210 degrees C), BPA free, nylon, black
38. Lettuce Crisper – Brute GreenKeeper Container, with lid, 25 ' diameter x 38-1/2"H, with dolly built-in reservoir, seamless construction, white, FDA, HACCP

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

AWARD

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

CAMPAIGN FINANCE COMPLIANCE

CAMPAIGN FINANCE: In accordance with RI General Law 17-27-2, Every person or business entity providing goods or services of \$5,000 or more, and has in the preceding 24 months, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, or candidate for general office, any member, or candidate for general assembly, or political party, is required to electronically file an affidavit regarding political contributions at:

<https://secure.ricampaignfinance.com/RhodeIslandCF/Public/VendorAffidavit.aspx>

ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions For Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov.

DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.

For all Purchase Orders issued on behalf of the University of Rhode Island, Community College of Rhode Island, and Rhode Island College, vendors will receive a confirming order from the respective entity prior to proceeding.

MASTER PRICE AGREEMENT CONTRACT ADMINISTRATIVE FEE

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

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

DELIVERY - CENTRAL DISTRIBUTION CTR - DOC

DELIVERY INSTRUCTIONS: CENTRAL DISTRIBUTION CENTER DEPT. OF CORRECTIONS 25

POWER ROAD, CRANSTON, RI 02920 (PHONE 462-4022) Delivery only 7:00 AM to 2:00 PM, Monday through Friday, with shipping slip showing Purchase Order Number and Item Number of State Purchase Order. Any merchandise to be delivered must be on 48" x 40" pallets. If pallets are in good condition, we will exchange them, but only this size pallet. Any merchandise being delivered on other size pallets must be stripped by the trucker and put on our size pallets (48" x 40"). Unsealed packages not accepted. ALL CASES MUST BE BAR-CODED.

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.

NON-COMPLIANCE - SPECIFICATION

THE PRODUCT(S) PROVIDED BY VENDORS WILL BE SUBJECT TO RANDOM TESTING. IF THE PRODUCT DOES NOT MEET SPECIFICATION, THE VENDOR WILL BE RESPONSIBLE FOR ADMINISTRATIVE COSTS, LAB TESTING AND PERSONNEL COSTS. NON-COMPLIANCE OF THE PRODUCT TO THE BID SPECIFICATION WILL RESULT IN THE REVOCATION OF THE CONTRACT/PURCHASE ORDER.

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.

VENDOR SPECIFICATIONS

ALL VENDORS MUST INCLUDE SPECIFICATIONS WITH BID PROPOSAL (EVEN THOSE BIDDING BRAND SPECIFIED). FAILURE TO SUBMIT SPECIFICATIONS WITH BID PROPOSAL MAY RESULT IN DISQUALIFICATION OF BID. ITEMS IN CATALOGS MUST BE CLEARLY MARKED AND PAGES TABBED.