



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration  
DIVISION OF PURCHASES  
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Providence, RI 02908-5855

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**October 10, 2019**  
**ADDENDUM NUMBER ONE**  
**RFQ # 7599782**

**TITLE: SNOW PLOWING/REMOVAL/SANDING SERVICES FOR RICLAS GROUP HOMES,  
WAREHOUSES, DAY SITES AND PARKS**

**Closing Date and Time: 10/21/19 AT 10:00AM**

**Per the issuance of this ADDENDUM #1 (8 pages) the following is noted:**

This addendum posts revised bid sheets for each zone.

This addendum changes start of snow services from 1" to 4". Revised Scope of Work is attached to this addendum.

This addendum answers questions sent in on line and accepted until 10/9/19 at 5pm.

1. Will you allow another round of questions before the closing?  
**A. No**
2. Will you extend the closing date so that there is time for additional questions once we get responses to this round of questions?  
**A. No**
3. In the evaluation process are you tabulating all three years to factor into the equation for winning contractor?  
**A. Yes. All three years will be used in the tabulation. Services identified as "if requested" will not be used.**
4. Will you require a disk with a copy of the numbers?  
**A. No**
5. Page 4 of 5 – terms include all employees being "OSHA Certified w/certificate" but OSHA does not certify anyone. Please clarify what you are requiring? OSHA provides training and you get a card for attending – will an OSHA10 card be enough?  
**A. Yes**
6. The bid scope of work requires servicing of door exits and walkways as indicated on the maps but walkways and door exits cannot be plowed as they should be shoveled. In the past, the homes took care of clearing walkways and door exits. Are you expecting the winning vendor to shovel? If so, what are the shoveling requirements?  
**A. Yes. Shovel or snow blow requirements are the same as for the driveways**



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7. Are you really asking that the winning bid vendor run operations AS NEEDED? I.e. are you really requiring that all driveways, door exits, and walkways have no more than 1" of snow accumulation at all times throughout a storm? This seems like very high expectations – is this the intent? If so, then this could be very costly as pricing would need to accommodate that requirement. Here is an example that could result in keeping equipment, material and labor on each property throughout the duration of a storm: If the storm is expected to be a 10 inch accumulation storm at a rate of 1" per hour and it takes 45 minutes to service the property for each inch, then the vendor will likely need to keep a plow truck with material and labor on the property the whole storm i.e. 10 hours

***A. Note above that services will start at the 4-inch mark. Based on that throughout the "EVENT "Snow should not exceed 4" before returning and plowing/sand/salt again this process should repeat until the event is over and driveways, walk way etc.. are down to pavement.***

8. The scope of work states contractors are to apply sand and salt to all areas where "snow was removal" – do you really mean after each time snow is plowed?

***A. Yes***

9. If there is a storm which requires plowing 5 times in order to keep the accumulation to no more than 1" of accumulation and you want sand and salt applied each time snow is removed, do you really want sand and salt applied 5 times? Re: the scope of work mentions the application of sand/salt is to be done after every time snow removal is done.

***A. See question #7 response***

10. Can you confirm that only areas within the blue lines on each map is the area to be serviced? And if so, what happens if home personnel request additional work? What will be the process to service the additional area and how will we get paid? For example, if a particular group home wants an additional area plowed to provide additional parking and it is outside the blue area, then what is the process and how will we get paid?

***A. ONLY BLUE LINES.. there is NO additional service. The only time you will need to talk to the home's personnel is to have your dated service slips signed PER Visit.***



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11. If the vendor has a signed service slip of completion for servicing a storm, and then there is melting and refreezing on any part of the property thus requiring additional sand/salt application, then what is the process to make a return trip and how will we get paid for the additional serving?
- A. Request for additional service is only to come from Steve Denoyelle, Carl Hyllested, or Ken Lantagne and as noted in the bid specifications must be in written form (email, text, fax etc). A line has been added to the bid form to account for additional clean-up work and sanding.***
12. If vendor has a signed service slip for completed work at the end of a storm, and the next day it starts blowing and drifting, then what is the process to make a return trip and how would the vendor get paid for a return trip?
- A. See #11 above.***
13. Some areas within the blue lines are grass areas and you are requiring contractor to repair damages done during a season. However, plow machines and sand/salt product are not standard for grass surfaces as there is little to no control over damages to ground/grass. Could you please include an exclusion to the vendors responsibility for damages to grass areas from plows and sand/salt product applied to the grass.
- A. Grass areas are not to be plowed or have sand/salt applied. Plow damage will need to be fixed by the vendor at the end of the season. It is understandable the some of the grass areas near the pavement may incur some damage due to the chemicals applied.***
14. If removal and/or relocation is required for a storm at any home, then are we able to invoice for the hours of equipment transportation to and from the location (i.e. portal to portal) in addition to invoicing for the hours spent on site doing the removal and/or relocation?
- A. No. Portal to portal charges should be included on the hourly rate lines.***
15. Shouldn't there be a line item for staking the properties?
- A. No, as the scope of work states the vendor needs to go and stake out the properties prior to snow plowing season.***
16. Shouldn't there be a line item for inspecting the properties and preparing a damage report to the state? Shouldn't the state already have a list of property damage per location that they should supply to each bidder?
- A. No, we do not have a list. The scope of work states the vendor needs to go and stake out the properties prior to snow plowing. If there is damage you can bring it to our attention.***
17. Will homes provide bathrooms and rest areas for laborers should they need to be on site for long extended hours for storms that may require significant on-site presence?
- A. No***



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18. Do you have to have signed service slips in order to get paid?  
**A. Yes**
19. Will group home personnel be awake and available to sign service slips at all hours of the day and night?  
**A. Yes**
20. What will be the process to get paid if the home personnel is non-responsive in signing a service slip? In the past, personnel would not always be awake at the time of service.  
**A. There should be staff awake 24/7. If any difficulty encountered vendors will contact one of the three people identified in question 11 and the matter will be resolved.**
21. Who are the contact people and contact information for each location?  
**A. That will be distributed to the awarded vendor for each zone at time of purchase order creation.**
22. If a group home is closed, i.e. not in current use, who will sign the service slip?  
**A. All homes will be open. If that changes the vendors will be notified.**
23. Do homes have photocopy machines so they can copy the signed service slip since you are requiring a copy to be left on site AND a copy to be sent with the invoice for payment?  
**A. No. Vendor will provide multi part form;**  
**1. leave signed copy at the home**  
**2. Vendor keeps a copy of signed copy**  
**3. Signed copy sent in with the invoice**
24. What is the process to submit signed service slips along with the invoice to get paid? Is the Accounts Payable RIFAN system set up to upload service slips in addition to invoices?  
**A. Yes, RIFANS allows document uploads. The process is, when the invoices come in, we confirm that the invoice and signed slip/slip # match-up with the homes. If they do invoice will be processed. If they don't you will be contacted in order to follow the proper process.**

**NOTE:** Vendors are only to take direction from the three (3) state employees identified in question 11 above. Any difference of opinion between group home personnel and vendor's employees should be brought to the attention of the three (3) state employees.

Pricing for any additional services not in this bid package will be negotiated between the vendor the State Agency.



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**BID 7599782**

**Snow Plowing/Removal/Sanding Services for RICLAS Group Homes, Warehouses, Day Sites and Parks  
Additional Information**

**Bid Closing Date and Time: 10/21/19 at 10am**

**SCOPE OF WORK (revised 10/10/19)**

**RICLAS GROUP HOME'S  
SNOW REMOVAL**

Provide snowplowing service to RICLAS group homes, warehouses, day sites and parks.

- **Contractors will commence snow plowing operations at any and all times of the day to ensure that the group homes are accessible 24 hours a day 7 days a week.**
  - Contractor is responsible for marking/staking each home prior to each plowing season to prevent plow damaging lawn/sidewalks, and curbing. If damage is found while the Vendor is staking the property, the Vendor shall be responsible for notifying the Contact Manager in writing. The State of RI will reject any claim that the area was damaged before snow plowing commenced if the claim was not made before the first storm.
  - Contractor will be responsible to repair and all damage done during snow removal
  - Contractors will start plowing sites automatically on storm/event 4" of snow or more
  - Contractor will run snowplowing operations **AS NEEDED** to ensure All driveway, doors exits, and walkway indicated on area maps will have no more than 4" of snow accumulation allowing the homes to be accessible and usable 24/7
  - Contractors will apply **sand and salt** to all areas were snow was removal to ensure they are kept clear of snow and ice hazards every time snow removal occurs.

**NOTE: Dated service slips will be signed by RICLAS personnel and left at each site per visit to indicate service and services performed. A copy of slip is to be sent with monthly invoice to agency.**

ATTACHMENT A-BID FORM #7599782 (REVISED 10/10/19)			
SNOW PLOWING/REMOVAL/SANDING SERVICES FOR RICLAS GROUP HOMES, WAREHOUSES, DAY SITE AND PARKS			
ZONE 1 (225 COOLIDGE AVE, WOONSOCKET, 599 OAKLAWN AVE, CRANSTON, 551 PUTNAM PIKE, SMITHFIELD			
123 SCITUATE AVE, JOHNSTON)			
VENDOR NAME			
		ESTIMATED	PRICE
		EVENTS	PER
			EVENT
			TOTAL
FY 20	SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS UP TO 12"	28	
FY 21	SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS UP TO 12"	28	
FY 22	SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS UP TO 12"	28	
FY 20	SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS 12.1" TO 24"	7	
FY 21	SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS 12.1" TO 24"	7	
FY 22	SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS 12.1" TO 24"	7	
FY 20	SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS OVER 24.1"	2	
FY 21	SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS OVER 24.1"	2	
FY 22	SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS OVER 24.1"	2	
			PER
			HOUR
FY 20	REMOVAL OF SNOW FROM PROPERTY IF REQUESTED (SEE NOTE IN SPECIFICATIONS)	1	
FY 21	REMOVAL OF SNOW FROM PROPERTY IF REQUESTED (SEE NOTE IN SPECIFICATIONS)	1	
FY 22	REMOVAL OF SNOW FROM PROPERTY IF REQUESTED (SEE NOTE IN SPECIFICATIONS)	1	
FY 20	RELOCATION OF SNOW ON PROPERTY IF REQUESTED (SEE NOTE IN SPECIFICATIONS)	1	
FY 21	RELOCATION OF SNOW ON PROPERTY IF REQUESTED (SEE NOTE IN SPECIFICATIONS)	1	
FY 22	RELOCATION OF SNOW ON PROPERTY IF REQUESTED (SEE NOTE IN SPECIFICATIONS)	1	
FY 20	ADDITIONAL PLOWING IF REQUESTED (SEE NOTE IN SPECIFICATIONS) ASSUME 1 TRUCK	1	
FY 21	ADDITIONAL PLOWING IF REQUESTED (SEE NOTE IN SPECIFICATIONS) ASSUME 1 TRUCK	1	
FY 22	ADDITIONAL PLOWING IF REQUESTED (SEE NOTE IN SPECIFICATIONS) ASSUME 1 TRUCK	1	
			PER
			APPLICATION
FY 20	ADDITIONAL SANDING/SALTING IF REQUESTED (SEE NOTE IN SPECIFICATIONS)	1	
FY 21	ADDITIONAL SANDING/SALTING IF REQUESTED (SEE NOTE IN SPECIFICATIONS)	1	
FY 22	ADDITIONAL SANDING/SALTING IF REQUESTED (SEE NOTE IN SPECIFICATIONS)	1	

ATTACHMENT B-BID FORM #7599782 (REVISED 10/10/19)			
SNOW PLOWING/REMOVAL/SANDING SERVICES FOR RICLAS GROUP HOMES, WAREHOUSES, DAY SITE AND PARKS			
ZONE 2 (265 HALLVILLE RD, EXETER; 317 HATCHERY RD, NORTH KINGSTOWN; 384 HENRY BROWN RD, WEST GREENWICH			
136 LANTERN LANE, EXETER; 204 STATION ST, COVENTRY; 586 STONY LANE, NORTH KINGSTOWN;			
15 VETERAN'S PLACE, EXETER; 1 WHITMAN RD, COVENTRY; 80 WILLIAMS RD, EXETER)			
VENDOR NAME _____			
			PRICE
		ESTIMATED	PER
		EVENTS	EVENT
			TOTAL
FY 20	SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS UP TO 12"	28	
FY 21	SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS UP TO 12"	28	
FY 22	SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS UP TO 12"	28	
FY 20	SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS 12.1" TO 24"	7	
FY 21	SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS 12.1" TO 24"	7	
FY 22	SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS 12.1" TO 24"	7	
FY 20	SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS OVER 24.1"	2	
FY 21	SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS OVER 24.1"	2	
FY 22	SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS OVER 24.1"	2	
			PER
			HOUR
FY 20	REMOVAL OF SNOW FROM PROPERTY IF REQUESTED (SEE NOTE IN SPECIFICATIONS)	1	
FY 21	REMOVAL OF SNOW FROM PROPERTY IF REQUESTED (SEE NOTE IN SPECIFICATIONS)	1	
FY 22	REMOVAL OF SNOW FROM PROPERTY IF REQUESTED (SEE NOTE IN SPECIFICATIONS)	1	
FY 20	RELOCATION OF SNOW ON PROPERTY IF REQUESTED (SEE NOTE IN SPECIFICATIONS)	1	
FY 21	RELOCATION OF SNOW ON PROPERTY IF REQUESTED (SEE NOTE IN SPECIFICATIONS)	1	
FY 22	RELOCATION OF SNOW ON PROPERTY IF REQUESTED (SEE NOTE IN SPECIFICATIONS)	1	
FY 20	ADDITIONAL PLOWING IF REQUESTED (SEE NOTE IN SPECIFICATIONS) ASSUME 1 TRUCK	1	
FY 21	ADDITIONAL PLOWING IF REQUESTED (SEE NOTE IN SPECIFICATIONS) ASSUME 1 TRUCK	1	
FY 22	ADDITIONAL PLOWING IF REQUESTED (SEE NOTE IN SPECIFICATIONS) ASSUME 1 TRUCK	1	
			PER
			APPLICATION
FY 20	ADDITIONAL SANDING/SALTING IF REQUESTED (SEE NOTE IN SPECIFICATIONS)	1	
FY 21	ADDITIONAL SANDING/SALTING IF REQUESTED (SEE NOTE IN SPECIFICATIONS)	1	
FY 22	ADDITIONAL SANDING/SALTING IF REQUESTED (SEE NOTE IN SPECIFICATIONS)	1	

ATTACHMENT C-BID FORM #7599782 (REVISED 10/10/19)				
SNOW PLOWING/REMOVAL/SANDING SERVICES FOR RICLAS GROUP HOMES, WAREHOUSES, DAY SITE AND PARKS				
ZONE 3 (1230 BROADROCK RD, WAKEFIELD; 87 CAROLINA BACK RD, CHARLESTOWN; 65 HIGHVIEW AVE, HOPE VALLEY				
61 KG RANCH RD, RICHMOND; 122 KENYON HILL TRAIL, RICHMOND; 8 KENYON SCHOOL RD, RICHMOND				
24 PASTORE LANE, CHARLESTOWN; 794 SHANNOCK RD, PEACE DALE; 4661 SOUTH COUNTY TRAIL, CHARLESTOWN				
141 SPRING ST, HOPE VALLEY; 100 STONEHENGE RD, PEACE DALE; 65 WEST INDEPENDENCE WAY, KINGSTON				
9 WOOD RD, RICHMOND)				
VENDOR NAME _____				
			PRICE	
		ESTIMATED	PER	
		EVENTS	EVENT	TOTAL
FY 20	SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS UP TO 12"	28		
FY 21	SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS UP TO 12"	28		
FY 22	SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS UP TO 12"	28		
FY 20	SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS 12.1" TO 24"	7		
FY 21	SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS 12.1" TO 24"	7		
FY 22	SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS 12.1" TO 24"	7		
FY 20	SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS OVER 24.1"	2		
FY 21	SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS OVER 24.1"	2		
FY 22	SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS OVER 24.1"	2		
			PER	
			HOUR	
FY 20	REMOVAL OF SNOW FROM PROPERTY IF REQUESTED (SEE NOTE IN SPECIFICATIONS)	1		
FY 21	REMOVAL OF SNOW FROM PROPERTY IF REQUESTED (SEE NOTE IN SPECIFICATIONS)	1		
FY 22	REMOVAL OF SNOW FROM PROPERTY IF REQUESTED (SEE NOTE IN SPECIFICATIONS)	1		
FY 20	RELOCATION OF SNOW ON PROPERTY IF REQUESTED (SEE NOTE IN SPECIFICATIONS)	1		
FY 21	RELOCATION OF SNOW ON PROPERTY IF REQUESTED (SEE NOTE IN SPECIFICATIONS)	1		
FY 22	RELOCATION OF SNOW ON PROPERTY IF REQUESTED (SEE NOTE IN SPECIFICATIONS)	1		
FY 20	ADDITIONAL PLOWING IF REQUESTED (SEE NOTE IN SPECIFICATIONS) ASSUME 1 TRUCK	1		
FY 21	ADDITIONAL PLOWING IF REQUESTED (SEE NOTE IN SPECIFICATIONS) ASSUME 1 TRUCK	1		
FY 22	ADDITIONAL PLOWING IF REQUESTED (SEE NOTE IN SPECIFICATIONS) ASSUME 1 TRUCK	1		
			PER	
			APPLICATION	
FY 20	ADDITIONAL SANDING/SALTING IF REQUESTED (SEE NOTE IN SPECIFICATIONS)	1		
FY 21	ADDITIONAL SANDING/SALTING IF REQUESTED (SEE NOTE IN SPECIFICATIONS)	1		
FY 22	ADDITIONAL SANDING/SALTING IF REQUESTED (SEE NOTE IN SPECIFICATIONS)	1		