



Request for Quote

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

CREATION DATE : 04-NOV-19
BID NUMBER: 7599832
TITLE: SNOW PLOWING SERVICES FOR NATIONAL
 GUARD ZONE 2- BY REQUEST ONLY

BLANKET START : 01-DEC-19
BLANKET END : 30-JUN-22
BID CLOSING DATE AND TIME:20-NOV-2019 10:00:00

BUYER: Cadoret, David
PHONE #: 401-574-8131

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 DOA CONTROLLER
 ONE CAPITOL HILL, 4TH FLOOR
 SMITH ST
 PROVIDENCE, RI 02908
 US

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 MS SPECIAL INSTRUCTIONS
 SEE BELOW
 SEE BELOW, RI N/A
 US

Requistion Number: 1634527

Line	Description	Quantity	Unit	Unit Price	Total
1	FY20-FY22. Zone 2: Coventry, AMC, Camp Street Armory, Warwick Armory, Warwick FMS. Snowplowing/sanding services per attached specifications. IF REQUESTED	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



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

SPECIFICATIONS

**BID 7599832-SNOWPLOWING SERVICES FOR NATIONAL GUARD-ZONE 2
COVENTRY, AMC, CAMP STREET ARMORY, WARWICK ARMORY, WARWICK FMS
CLOSING DATE AND TIME: 11/20/19 AT 10AM**

This bid is specifically for the location identified as Zone 2 and includes the Coventry, AMC, Camp Street Armory, Warwick Amory and Warwick FMS locations. There will be no pre-bid conference for this solicitation. Vendors can utilize the attached maps to determine pricing.

All services at this location are "if Requested" only by the agency. This request must be in writing (i.e. text message, email, etc.). Any bill submitted for a request only item, without evidence of written authorization, will not be paid. No exceptions. The names of personnel who will be responsible for making such a request will be distributed to the awarded vendor when the purchase order is issued.

Questions concerning this solicitation may be e-mailed to the Division of Purchases at doa.purquestions14@purchasing.ri.gov no later than November 13, 2019 at 5pm. Please reference the RFQ number on all correspondence. Questions should be submitted in a Microsoft word attachment. Answers to questions received, if any, will be posted on the internet as an addendum to this solicitation (www.ridop.ri.gov). It is the responsibility of all interested parties to download this information.

This bid will be one of four issued for various National Guard locations. Bid proposals for each individual bid MUST be submitted in separate envelopes and addressed according the instructions identified in the bid clause.

Lines to be used in the bid tabulation are indicated by the word EVALUATION on bid form. Bidders who are not consistent in their bid pricing will be deemed not responsible. This will apply to FY20, FY 21, and FY22 years. For example:

Vendor bids \$500 per event for this line:

FY 20 SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS
UP TO 12"

Then bids \$750 per event for this line:

FY 20 SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS
12.1" TO 24"

Then bids \$250 per event for this line:

FY 20 SNOW PLOWING/SANDING PER EVENT AS PER ATTACHED SPECIFICATIONS
OVER 24.1"

That vendor will be deemed not responsible.



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In addition to the normal insurance requirements, vendors and their sub-contractors, are required to submit a rider specifically for snow plowing. Rider will be requested from awarded vendor at time of tentative letter of award. Awarded vendor will be responsible for making sure any sub-contractors have the correct insurance.

For the purposes of this bid:

FY 20 represents the time period from 12/1/19 to 6/30/20.

FY 21 represents the time period from 7/1/20 to 6/30/21.

FY 22 represents the time period from 7/1/21 to 6/30/22.

Quantities shown are estimates only, strictly for bidding purposes. Verification for snow fall will be determined by using www.accuweather.com for each specific town.

"Plowing" refers to the clearing of a location by movement and/or piling of snow at the same location.

"Removal of snow from premises" refers to the loading of plowed snow onto trucks and dumping at another location.

"Relocation of snow on premises" refers to the relocating of plowed snow to a different area within that agency's premises.

"Event" refers to a 12-hour time period which will commence when snow/ice begins. An event that has a break, or long pause, in-between storm bands, this will be considered to be the same event if it is within the 12-hour block from the initial snowfall response by vendor. If snowfall precipitation extends beyond the 12th hour, then this will be considered a second event.

-Contractors will commence snow plowing operations when requested by agency.

-Contractor is responsible for marking/staking (and maintaining stakes) each location prior to each plowing season to prevent plow damaging lawn/sidewalks, and curbing. One stake every 50' feet (straightaways) or in tighter groupings around curves and features; fire hydrants, islands, sidewalk curbs, etc.)

A separate line has been added for staking the property and will be used in the evaluation process. By adding a separate line, you will get paid whether your services are used (in by request areas) or not. At the end of the season vendor can bill for staking services (only if not called in at all for the season). Vendors will not be back charged for damage caused by State vehicles in by request areas.



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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 apply sand and salt to all areas at the end of the event. Additional sanding/salting may be requested only by agency authorized personnel.

Vendor terms and guideline

- Minimum of 5 years in business as per Secretary of State website.
- All employees are to be OSHA trained and possess an OSHA10 card.
- A working Project manager /Supervisor will be designated with a full understanding of all job tasks, property locations and scheduling information to be able to communicate with the National Guard.
- Emergency cell# of working Project manager /Supervisor will be issued to National Guard.

ADDITIONAL INFORMATION

- Vendors are not required to submit their pricing on a disc.
- There are no sidewalks/entryways included in this bid. This is strictly for plowing.
- If removal or relocation is requested there will be no transportation/portal to portal charge. That cost should be included in the hourly rate line.
- Vendors will have the use of bathroom facilities at the location.

Coventry (570 Schoolhouse Rd):

- Area in yellow will be plowed and salt/sanded by vendor.
- Access is by an operator. Contractor will be given an a contractor code.

AMC-Camp St Armory (330 Camp St):

- Vendor responsible for plowing, sanding and salting.
- Areas are not secured.



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Warwick Armory-Warwick FMS (541 Airport Rd):

- Vendor responsible for plowing/salting sanding in yellow area.
- Vendor only responsible to salt/sand in blue area (agency will plow).
- Area in yellow is not secured. Blue area is accessed by an operator. Vendor will be given contractor code.

Items required to be submitted:

3 page bidder certification form (make sure Section 3-Ownership Disclosure is filled in). Bid form Attachment A.

Attachment B (Contact and Equipment Information)

Attachment C (form acknowledges penalties for late submission of invoices)

Maps of areas are attached to this bid in PDF format.

Only those lines that are being evaluated will be read at the opening.

Vendors must bid all lines.



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ATTACHMENT B

CONTACT INFORMATION

COMPANY NAME: _____
 CONTACT PERSON: _____ PHONE _____
 ALTERNATE PERSON: _____ PHONE _____
 EMERGENCY TELEPHONE: _____
 CELL PHONE: _____
 PAGER: _____
 FAX: _____
 EMAIL ADDRESS: _____
 YEARS IN BUSINESS _____

EQUIPMENT INFORMATION

(LIST ALL EQUIPMENT TO BE USED AND INCLUDE REG # AND STATE)

<u>MAKE</u>	<u>MODEL</u>	<u>TYPE</u>	<u>REG # AND STATE</u>
EXAMPLE FORD	F250	4 X 4	12345 RI
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



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EQUIPMENT INFORMATION

(LIST ALL EQUIPMENT TO BE USED AND INCLUDE REG # AND STATE)

<u>MAKE</u>	<u>MODEL</u>	<u>TYPE</u>	<u>REG # AND STATE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**ATTACH ADDITIONAL SHEETS IF NECESSARY
 AWARDS MAY NOT BE MADE TO VENDORS WHO FAIL TO INCLUDE THIS
 INFORMATION.
 EQUIPMENT INFORMATION WILL BE VERIFIED WITH THE RI DMV. THE STATE OF
 RI ALSO REQUIRES THAT VEHICLES PROVIDED MUST BE CURRENTLY INSPECTED
 AND MUST MAINTAIN THIS STATUS THROUGHOUT THE TERM OF THIS
 AGREEMENT.**



State of Rhode Island
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ATTACHMENT C

Invoices received after 30 days from event will be subject to a penalty as outlined below:

- Received after 30 days vendor will be subject to a 10% deduction from their invoice(s).
- Received after 60 days vendor will be subject to a 20% deduction from their invoice(s).
- Received after 90 days vendor will be subject to a 30% deduction from their invoice(s).
- Received after 120 days vendor will be subject to a 40% deduction from their invoice(s).
- Received after 180 days vendor will be subject to a 50% deduction from their invoice(s).

Invoices received after 180 days will be subject to review and approval by Accounts and Controls.

By signing below vendor acknowledges that is has read, understands and accepts the terms and conditions set forth in this Attachment D.

This form should be submitted prior to the issuance of a purchase order.

Company Name

Authorized Signature

Date

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/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.

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.

BID ALL ITEMS

BIDDERS MUST BID ALL ITEMS TO BE CONSIDERED. AWARD WILL BE BASED ON TOTAL LOW.