



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
November 20, 2019

RFQ# 7599838

TITLE: MILK, MILK PRODUCTS & ICE CREAM - MPA 70

SUBMISSION DEADLINE: DECEMBER 18, 2019 @ 2:00 PM (Eastern Time)

PRE-BID CONFERENCE: X NO
YES

Robert DeAngelis, Senior Buyer

Questions concerning this solicitation may be e-mailed to the Division of Purchases at doa.purquestions15@purchasing.ri.gov no later than **DECEMBER 1, 2019 5:00 PM (Eastern Time)**. Please reference the **RFQ #7599838** 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

Robert DeAngelis
Senior Buyer

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, is soliciting quotes from qualified bidders to provide pricing for milk, milk products and ice cream in accordance with the terms of State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases website at: <http://www.ridop.ri.gov> .
This solicitation is for a one year (February 1, 2020 – January 31, 2021).

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considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.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 #7599838** 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 DECEMBER 18, 2019 2:00 PM (EDT)**. Responses should be mailed or hand-delivered in a sealed envelope marked “**RFQ # 7599838**” 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)**

BID SPECIFICATIONS

TESTS:

All items delivered under the contracts awarded must be in strict accordance with the specifications herein. Each delivery will be subject to tests by the State of RI, Dept. of Health.

CONTAINERS:

All containers shall be polyethylene lined waxed paper cartons unless otherwise specified. All containers of either type shall meet with the approval of the state of RI Dept. of Health.

All containers must be color coded to differentiate between unflavored, flavored and low-fat fortified milk, and coded for shelf-life of a minimum of five days before expiration.

TEMPERATURE:

The temperature of the milk, etc., must, at no time, exceed 45 degrees F.

ELIGIBLE DAIRIES:

Bids will be considered only from dairies who have been rated by the Dept. of Health for conformance to Federal Standards (U.S. Public Health Service) prior to time of bid opening.

Certificates attesting to the existence of such policy issued by the Department of Health in duplicate are to be delivered to the Division of Purchases before an award will be made.

THE FOLLOWING SPECIFICATIONS WILL APPLY TO ALL ITEMS:

Homogenized Milk – Not less than 3.25%BF

Skim Milk – Not more than .5%BF

Low Fat Milk – Not less than .5%BF
Not more than 2.5%BF

Buttermilk – Not less than 1.5%BF

Heavy Cream – Not less than 36%BF

Chocolate & Coffee Low Fat Milk – 1%BF or less

Cream Half & Half – Not less than 10%BF

Sour Cream – Not less than 18 ½ %BF

All Purpose Cream – Not less than 30%BF

Cottage Cheese – Not less than 4.25%BF

Cream Cheese – Not less than 21%BF

FRESH MILK NOTE:

Bids will be based on the Class I Price of the Market Administrator – Boston Regional Marketing Area – Zone 21

Price may increase or decrease monthly.

Where applicable, beside each item on this bid, a price to be used for the size containers specified must be inserted for price comparison.

Deliveries will be made as requested by agencies unless otherwise noted.

All unused quantities will automatically be cancelled at the end of the contract period.

Equipment and maintenance will be provided by the successful dairy where specified.

All suppliers are requested to coordinate deliveries with agencies and familiarize their drivers with the details to avoid disagreements during the term of the agreement.

METHOD AND FORMULA FOR DETERMINING PRICE CHANGES FOR MILK:

Per Quart: $.0215 \times \text{Inc/Sept Class 1 per cwt per quarts Inc/Sept}$

Per Half Gallon: Same as quart formula multiply by two (2)

Per Half Pint: Same as quart formula but must be divided by four (4)

Increase or decrease of Class I milk per cwt is computed by using the Base Class I rate in relation to the current Class I rate for increase or decrease.

All vouchers must show the unit price increase or decrease applicable for billing period.

Example: May Billing Period
 ½ Gallon – Increase
 ½ Pint – Increase

BASE CLASS I RATE – September 2019 - \$21.30

We believe that, with your assistance and cooperation, there will be no interruption of the billing process and payments should be assured.

Failure of vendor to deliver quantities requested, and on dates specified, will be deemed cause for contract cancellation. Agency will supply 24-hour notice of requirements and delivery dates.

All bidders must specify the dairy which will be supplying them milk for the requirements of the State of RI

In the event your dairy or supplier loses its rating during the contract period, the contract will be cancelled.

LIABILITY:

The supplier will hold the State of RI free of any damages resulting from consumption of products delivered under this contract when such damages are attributed to foreign materials or other defects in products delivered by the supplier.

INVOICING:

Vendor(s) are to issue a single invoice per purchase order to each Contract User on a monthly basis for products delivered to the State. Invoices shall be itemized as follows:

- i. Date of Invoice
- ii. Invoice Number
- iii. Order Number
- iv. Purchase Order Number
- v. Date of Delivery
- vi. Contract User Name
- vii. Agency/Entity Name
- viii. Line Item Requirements for each product ordered:
 - a. Product Description
 - b. Quantity Purchased
 - c. Unit of Measure
 - d. Unit Price
 - f. Extended Price (Quantity x Price)
- ix. Delivery Location
- x. Invoice Total

All invoices will be reconciled by the ordering entity with the packing slip and completed order, any discrepancies or lack of a clear audit trail can cause a delay in processing and issuance of related payment.

DELIVERIES:

The following is the list of delivery locations for this bid.

- Eleanor Slater Hospital - Zambarano Unit, 2090 Wallum Lake Rd., Pascoag, RI 02859 (1 Delivery Point)
- Eleanor Slater Hospital - Regan Building, 3 Regan Ct. and Adolph Meyer Bldg., 111 Howard Ave., Cranston, RI 02920 (2 delivery points)
- Adult Correctional Institution, 1375 Pontiac Ave., Cranston, RI 02920 (6 delivery points)
- RI Training School, 57 Power Rd., Cranston, RI 02920 (1 delivery point)

- RI Veteran's Home, 480 Metacom Ave., Bristol, RI 02809 (1 delivery point)

HEALTH CERTIFICATIONS:

- Food Processor License** - Vendor shall have or acquire the appropriate Food Processor License issued by the Rhode Island Department of Health. Additional information can be found at <http://health.ri.gov/licenses/detail.php?id=254> or call 401-222-5960. If the vendor's facility is out-of-state, the vendor shall have their state's equivalent version of the Rhode Island Department of Health's Food Processor License in place. A copy of the vendor's applicable Food Processor License must be provided with proposal submission.
- Health Department Inspection Report** - The most recent health department inspection report of the Vendor by the Rhode Island Department of Health. If the vendor's facility is out-of-state, the vendor shall have their state's equivalent version of the Rhode Island Department of Health's inspection report. A copy of the most recent inspection report must be provided with proposal submission.
- Food Safety Managers Certification** - The Vendor shall provide a copy(s) of certification of all staff who are certified as Food Safety Managers by the Rhode Island Department of Health. If the vendor's facility is out-of-state, the vendor shall have their state's equivalent version of the Rhode Island Department of Health's Food Safety Manager Certification. Copies of the Food Safety Managers certifications(s) must be provided with proposal submission.
- Inspection(s) requirement** - The awarded vendors may be subject to inspection by the Rhode Island Health Department and Environmental Health coordinators during the course of the contract. The Vendor is expected to cooperate with the inspectors and the related process. Any negative finding(s) that has potential corrective action are expected to be addressed by the vendor within the timeframes the inspectors set in order to maintain the award. If a negative finding cannot be resolved or is extreme in nature where an individual's well-being is in jeopardy, the award may be subject to immediate termination.
- Subcontractor Requirements** - If applicable, the Prime Vendor is to supply a list names and addresses of subcontractor(s) they intend to use to support the potential contract with the State. The State requires that the Prime Vendor supply copies of the same health certifications as they do for themselves for each of their subcontractor(s). Subcontractors may also be subject to inspections.

Subcontractor(s) - Joint venture and cooperative proposals will not be considered however the Vendor is permitted to use subcontractors. All requirements of this solicitation are applicable to all subcontractors and it is the Vendor's responsibility to manage all facets of this solicitation with any subcontractor(s) they hire. It is the Vendor's responsibility to ensure subcontractor(s) are paid according to local and federal regulations as well as demonstrating insurance coverage for any subcontractor engaged on the State's account. The vendor shall identify and disclose any known subcontractors at time of proposal. If the vendor hires a subcontractor after the award, the vendor shall notify the State within five (5) business days and submit all their identifying information and health certifications.

RESPONSE CONTENTS

The State reserves the right to deem a Bidder non-responsive if any of the required documentation received does not satisfactorily meet the requirements.

The State reserves the right to award on an overall total low basis or a total low basis per grouping for quotes meeting all minimum requirements of the line items and required documents as outlined in this bid specification. The state also reserves the right to award to a single bidder or multiple bidders.

All bidders responding to the within solicitation must complete and submit in paper copy as part of this Master Price Agreement “MPA” solicitation as per the instruction below.

Responses must include the following in their bid package:

- 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 printed, hard (paper) copy, of the Rhode Island Department of Health or out-of-state equivalent certifications of the following:
 1. Food Processor License
 2. Health Department Inspection Report
 3. Food Safety Managers Certifications



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 : 06-NOV-19
 BID NUMBER: 7599838
 TITLE: MILK, MILK PRODUCTS, ICE CREAM - MPA70
 BID CLOSING DATE AND TIME: 18-DEC-2019 02:00:00

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Requisition Number:

Note to Bidders: Quantities included on the bid form are estimates only.

Line	Description	Quantity	Unit	Unit Price	Total
1	WHOLE MILK, HOMOGENIZED - 1/4 PT.	67,500.00	Each		
2	WHOLE MILK, HOMOGENIZED - 1/2 PT.	50.00	Each		
3	WHOLE MILK, HOMOGENIZED - 1/2 GAL.	350.00	Each		
4	WHOLE MILK, HOMOGENIZED - BULK - 20 QT./5 GAL.	150.00	Each		
5	1% LOW FAT MILK, HOMOGENIZED 1/4 PT.	167,000.00	Each		
6	1% LOW FAT MILK, HOMOGENIZED 1/2 PT. SLIM LINE CARTON	1,905,000.00	Each		
7	1% LOW FAT MILK, HOMOGENIZED 1/2 GAL.	2,100.00	Each		
8	2% LOW FAT MILK, HOMOGENIZED 1/4 PT.	158,000.00	Each		
9	2% LOW FAT MILK, HOMOGENIZED 1/2 GAL.	34,000.00	Each		
10	SKIM MILK, HOMOGENIZED 1/4 PT.	34,000.00	Each		
11	SKIM MILK, HOMOGENIZED 1/2 PT.	80,000.00	Each		
12	SKIM MILK, HOMOGENIZED 1/2 GAL.	50.00	Each		
13	SKIM MILK, HOMOGENIZED - BULK - 20 QT./5 GAL.	100.00	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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Requisition Number:

Note to Bidders: Quantities included on the bid form are estimates only.

Line	Description	Quantity	Unit	Unit Price	Total
14	LACTAID LACTOSE FREE MILK 1/4 PT.	15,000.00	Each		
15	LACTAID LACTOSE FREE FAT FREE MILK 1/2 PT.	35,000.00	Each		
16	LACTAID LACTOSE FREE WHOLE MILK QUART	800.00	Each		
17	LACTAID LACTOSE FREE WHOLE MILK 1/2 GAL.	25.00	Each		
18	CHOCOLATE MILK, LOW FAT 1/2 PT. SLIM LINE CARTON	30,000.00	Each		
19	COFFEE MILK, LOW FAT 1/2 PT. SLIM LINE CARTON	29,000.00	Each		
20	HALF & HALF INDIVIDUAL CREAMERS 3/8 OZ. 400/BX.	180.00	Box		
21	HALF & HALF FAT FREE QUART	25.00	Each		
22	HALF & HALF 1/2 GAL.	240.00	Each		
23	HEAVY CREAM QUART	25.00	Each		
24	LITE CREAM QUART	550.00	Each		
25	BUTTERMILK QUART	25.00	Each		
26	PASSOVER KOSHER 1% FAT FREE MILK QUART	25.00	Each		
27	SOY MILK, CHOCOLATE, STRAWBERRY, VANILLA 1/2 GAL.	25.00	Each		

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Requisition Number:

Note to Bidders: Quantities included on the bid form are estimates only.

Line	Description	Quantity	Unit	Unit Price	Total
28	COTTAGE CHEESE, CONTAINER 1 LB.	650.00	Each		
29	COTTAGE CHEESE, LOW FAT, CONTAINER 1 LB.	25.00	Each		
30	COTTAGE CHEESE, CONTAINER 5 LB.	25.00	Each		
31	COTTAGE CHEESE, LOW FAT, CONTAINER 5 LB.	25.00	Each		
32	RICOTTA CHEESE, CONTAINER 5 LB.	25.00	Each		
33	RICOTTA CHEESE, 15 OZ.	25.00	Each		
34	CREAM CHEESE, INDIVIDUAL 1 OZ. 100/BOX	75.00	Box		
35	CREAM CHEESE, LOW FAT, INDIVIDUAL 1 OZ. 100/BOX	20.00	Box		
36	CREAM CHEESE, CONTAINER 3 LB.	25.00	Each		
37	YOGURT, LIGHT ASSORTED FLAVORS 6 OZ.	18,000.00	Each		
38	YOGURT, LIGHT ASSORTED FLAVORS 4 OZ.	25.00	Each		
39	YOGURT, LOW FAT, PLAIN AND ASSORTED FLAVORS QUART	25.00	Each		
40	YOGURT, FAT FREE, PLAIN AND ASSORTED FLAVORS QUART	350.00	Each		
41	YOGURT, FAT FREE, SUGAR FREE 100 CALORIES ASSORTED FLAVORS 6 OZ.	25.00	Each		

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Line	Description	Quantity	Unit	Unit Price	Total
42	YOGURT, REGULAR, PLAIN AND ASSORTED FLAVORS 6 OZ.	23,150.00	Each		
43	YOGURT, REGULAR, PLAIN AND ASSORTED FLAVORS 4 OZ.	8,000.00	Each		
44	EGG NOG QUART	25.00	Each		
45	EGG NOG 1/2 GAL.	25.00	Each		
47	SOUR CREAM, INDIVIDUAL 1 OZ. 100/BX	25.00	Box		
48	SOUR CREAM, CONTAINER 1 LB.	300.00	Each		
49	SOUR CREAM, CONTAINER 5 LB.	250.00	Each		
50	SOUR CREAM, LOW FAT, CONTAINER 1 LB.	25.00	Each		
51	HOOD CUP CHOCOLATE ICE CREAM CUP 6 OZ.	300.00	Each		
52	SHERBET CUP, ASSORTED FLAVORS 4 OZ.	3,600.00	Each		
53	POPSICLES, ASSORTED FLAVORS, TWIN POPS	25.00	Each		
54	POPSICLES, SUGAR FREE, ASSORTED FLAVORS, 3 OZ.	650.00	Each		
55	ICE CREAM, ASSORTED FLAVORS, CONTAINER, 1/2 GAL.	25.00	Each		
56	ICE CREAM, ASSORTED FLAVORS, CONTAINER, 3 GAL.	25.00	Each		

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Line	Description	Quantity	Unit	Unit Price	Total
57	ITALIAN ICE, ASSORTED FLAVORS 6 OZ.	550.00	Each		
58	ICE CREAM SANDWICHES 3 OZ	825.00	Each		
59	SUNDAE CUPS, CHOCOLATE OR STRAWBERRY 6 OZ.	100.00	Each		
60	HOOD FUDGE BAR ON A STICK 3 OZ	180.00	Each		
61	HOOD FUDGE BAR ON A STICK SUGAR FREE 3 OZ	300.00	Each		
62	NUTTY ICE CREAM DRUMSTICKS 3 OZ.	25.00	Each		
63	FROZEN YOGURT, FAT FREE, ASSORTED FLAVORS 4 OZ.	2,500.00	Each		
64	ICE CREAM CUP, DIET SUGAR FREE ASSORTED FLAVORS 4 OZ.	2,150.00	Each		
65	ICE CREAM, ROUND DECORATED FOR VARIOUS MAJOR HOLIDAYS, ROYAL BANQUET OR EQUAL 4 OZ	2,800.00	Each		
66	LACTAID ICE CREAM CUPS 4 OZ.	750.00	Each		
67	ICE CREAM CUPS , CHOCOLATE, COFFEE, STRAWBERRY, VANILLA 4 OZ	19,600.00	Each		
68	CHOCOLATE ECLAIR BAR 4 OZ.	25.00	Each		
69	WATER ICE CUP, ALL STAR DAIRY, RASBERRY/ORANGE 4 OZ.	275.00	Each		

Delivery: _____

Terms of Payment: _____

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Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

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.

MPA BID AWARD (STATEWIDE APPLICABILITY)

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

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 PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

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.

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.