



Request for Quote

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

CREATION DATE : 14-FEB-20
BID NUMBER: 7602785
TITLE: GROUND MAINTENANCE FOR ALL RICLAS GROUP HOMES

BLANKET START : 01-APR-20
BLANKET END : 30-NOV-22
BID CLOSING DATE AND TIME:18-MAR-2020 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
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RI COMMUNITY LIVING & SUPPORT
SIMPSON HALL, 3RD FLOOR
6 HARRINGTON RD
CRANSTON, RI 02920-3080
US

Requistion Number: 1628349

Line	Description	Quantity	Unit	Unit Price	Total
1	GROUND MAINTENANCE FOR ALL RICLAS GROUP HOMES- LOCATION: STATEWIDE AS PER ATTACHED SPECIFICATIONS	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

BID 7602785
Ground Maintenance for all RICLAS Group Homes
Closing date and time: 3/18/2020 at 10am
Additional Information

Questions concerning this solicitation may be e-mailed to the Division of Purchases at doa.purquestions14@purchasing.ri.gov no later than March 6, 2020 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.

The terms of this contract will be from 4/1/2020 to 11/30/2022, with actual work being performed from the second week in April to the second week in November during each calendar year of the contract.

Attached to this bid posting in PDF format:

Attachment A (bid form) (also in EXCEL format)

ALL lines must be bid

For each location, vendors will submit a total price for the services described as Item 1 and a total price for services described as Item 2.

There are three total pages in Attachment A (one for each calendar year of service).

Attachment B (contact information form and equipment information)

All vehicle information, as well as landscape equipment, should be included on this form.

Attachment C (mandatory site visit form)

Vendors are not required to have this form signed by group home personnel.

A form, for each location, MUST be submitted with your bid.

By signing and submitting this form the vendor verifies that it has conducted an inspection of the sites, and fully understands what is required to be done at each location.

Maps of all group homes indicating areas where work is to be done.

It is the intent of the State to award this contract to one (1) vendor. It will be awarded to the vendor who is total low for all services for all three (3) years.

Required to be submitted:

3 page bidder certification form (generated after logging in to the website) (only in paper form)

Attachment A (3 pages) in paper form as well as on a CD disc (flash drives not acceptable)

Attachment B (only in paper form)

Attachment C (only in paper form) One for each location.

BID 7602785

GROUND MAINTENANCE FOR ALL RICLAS GROUP HOMES

CLOSING DATE AND TIME: 3/18/2020 AT 10AM

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

Item 1

- **Yard clean-up twice (2) a year (2nd week of April) (2nd week of November)**
 - Clean gutters
 - Power wash house
 - Shape, prune and cut back all shrubs, bushes, and trees
 - Removal of all falling branches, limbs, leaves and all other landscape debris
 - Weed & Mulch all beds (Min. 3" of mulch) (Applies to Spring clean-up only)

 - Fix and repair all grass damaged by plowing (Applies to Spring clean-up only)

Item 2

- **Cut lawns twice a month (2nd week of April trough the 2nd week November)**
 - Mowing lawns -vendor will use bagger when cutting,
 - Edging- -all sidewalks and driveways will be edged
 - edging shall clearly define areas between grass, mulched and hard services
 - Bag and remove all clippings and other landscaping waste with each visit
 - Sweep or blow down sidewalk and driveways after cutting

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.

❖ **Vendor terms and guideline**

- Minimum of 5 years in business
- All employees are OSHA Certified w/ certificate
- 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 DCAMM
- Emergency cell # of working Project manager /Supervisor will be issued to DCAMM

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.

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/received 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.

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.