



Solicitation Information
3/17/2020

RFP# 7602837

Capitol Hill Complex Landscaping

Submission Deadline: 4/27/2020 AT 2PM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE:

MANDATORY: YES

If YES, any Vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

DATE: TO BE DETERMINED

**LOCATION: DEPT OF ADMINISTRATION, 1 CAPITOL HILL, PROVIDENCE, RI-
PURCHASING BID ROOM**

Questions concerning this solicitation must be received by the Division of Purchases at doa.purquestions14@purchasing.ri.gov no later than to be determined AT 5PM (EST). Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

BID SURETY BOND REQUIRED: NO

PAYMENT AND PERFORMANCE BOND REQUIRED: Yes

David A. Cadoret, Chief Buyer

Note to Applicants:

- Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov
- Proposals received without a completed RIVIP Bidder Certification Cover Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM

Table of Contents

SECTION 1. INTRODUCTION..... 3
 Instructions and Notifications to Offerors3

SECTION 2. BACKGROUND 6
 See comment.....6

SECTION 3: SCOPE OF WORK AND REQUIREMENTS 6
 Specific Activities / Tasks6

SECTION 4: PROPOSAL 9
 A. Technical Proposal.....9
 B. Cost Proposal.....9
 C. ISBE Proposal10

SECTION 5: EVALUATION AND SELECTION 10

SECTION 6. QUESTIONS 12

SECTION 7. PROPOSAL CONTENTS..... 12

SECTION 8. PROPOSAL SUBMISSION..... 13

SECTION 9. CONCLUDING STATEMENTS 14

**APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR
DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM 15**

SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Administration/Division of Capital Asset Management and Maintenance, is soliciting proposals from qualified firms to provide landscaping services for the Capitol Hill Complex (One, Two, Three Capitol Hill, Chapin Health Lab, Francis St. Parking Lot), the Old State House Cranston Street Armory, State House, Station Park (bordered by Francis St., Gaspee St., American Express Plaza), and Arrigan Center (start date for this location will be 1/1/21) in accordance with the terms of this Request for Proposals ("RFP") and the State's General Conditions of Purchase, which may be obtained at the Division of Purchases' website at www.purchasing.ri.gov.

The initial contract period will begin approximately June 1, 2020 and last for three years (ending 12/31/22). Contracts may be renewed for up to two additional 12-month periods based on vendor performance and the availability of funds.

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, other than to name those offerors who have submitted proposals.

Instructions and Notifications to Offerors

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFP is cancelled or continued.
4. Proposals are considered to be irrevocable for a period of not less than 180 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.
6. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.
8. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.

Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the Division of Purchases may release records marked confidential by a vendor upon a public records request if the State determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.

9. 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 RFP.
10. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an "Affirmative Action Policy Statement."

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written "Affirmative Action Plan" prior to issuance of a purchase order.

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.
- b. Vendors further agree, where applicable, to complete the "Contract Compliance Report" (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the "Certificate of Compliance" (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an

Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a "Monthly Utilization Report" (<http://odeo.ri.gov/documents/monthly-employment-utilization-report-form.xlsx>) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact Vilma Peguero at the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at ODEO.EOO@doa.ri.gov.

11. In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).
12. In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a "DisBE")(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, "Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects". As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled "MBE, WBE and/or DisBE Plan Form", which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor's Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at www.gcd.ri.gov.

For further information, visit the Office of Diversity, Equity & Opportunity's website, at <http://odeo.ri.gov/> and see R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email Dorinda.Keene@doa.ri.gov

Payment and Performance Bond - The successful vendor must furnish a 100% payment and performance bond from a surety licensed to conduct business in the State of Rhode Island upon the tentative award of the contract pursuant to this solicitation. One-year renewable bonds will be accepted

SECTION 2. BACKGROUND

The State of Rhode Island through the Division of Capital Asset Management and Maintenance (DCAMM) is soliciting bids for landscaping services for the Capitol Hill Campus. The contract will run for 3 Landscaping Seasons (April – December) starting in 2020 and concluding in December 2022. Plus, two one-year extension options. Apart from the Arrigan Center which will Start in 2021 and cover both 2021 & 2022.

Addresses for all locations covered:

Capitol Complex - Capitol Complex is defined as One, Two, and Three Capitol Hill, Chapin Health Lab and Francis St. Parking Lot

Old State House - 150 Benefit Street Providence, RI

Cranston Street Armory - 118 Parade Street/123 Dexter Street Providence, RI

Stephen Hopkins House - 15 Hopkins Street Providence, RI

State House - 82 Smith St., Providence, RI

Station Park - Bordered by Francis St, Gaspee St, American Express Plz, Providence, RI

Arrigan Center - 249 Blackstone Blvd, Providence, RI

SECTION 3: SCOPE OF WORK AND REQUIREMENTS

SCOPE OF WORK:

Spring & Fall Clean Up:

All locations include a fall and spring clean-up that includes:

1. Removal of leaves, debris, trash and litter.
2. Trimming and pruning of all bushes, small trees and scrubs around the property and fences.
3. All sidewalks are to be edged including around sign posts and curbing.
4. All rock beds (Capitol Hill Complex) are to be treated with weed killer as needed to prevent weed growth.
5. Spring clean up shall include complete removal and disposal of all invasive weeds, vines, unwanted brush and small trees throughout complex. Specifically included are all utility vaults and enclosures, areaways, electrical transformer pad enclosures, generator enclosures and the DOT west basement walkway to the atrium.
6. Blow down, sweep and vacuum up all sand, dirt, leaves and debris from all walkways, driveways, stairs, city sidewalks, entryways, courtyards and non-grass areas including specifically the east plaza at DOA and the entire Plaza and terrace areas surrounding the State House.
7. Spring Cleanup must be completed by May 31st unless otherwise directed by DCAMM.
8. Fall Cleanup at all properties shall be scheduled for late November and include complete cleanup of each of the facilities including all leaves, sticks, trash, debris or other deleterious matter. Cleanup must be completed by December 31st, unless otherwise directed by DCAMM.

SPECIFIC REQUIREMENTS:

1. State House:

1. All lawn clippings to be bagged at each cutting.
2. Garden of Hero's memorial is included in this contract including weekly weeding, cleaning and maintenance.
3. Spring cleanup includes initial cleaning of entire area.
4. Installation of new mulch (min. 4" - 6") for the Garden of Heroes.
5. Installation of new stone dust (min. 2") over entire area presently covered by stone dust; Garden of Heroes & East Driveway
6. Weekly weeding, cleaning and maintenance at each cutting of the State House lawn.

2. Arrigan Center:

1. All lawn clippings to be bagged at each cutting.
2. Weekly weeding, cleaning and maintenance at each cutting of the lawn.
3. Spring Clean Up to include trimming of tree branches around the building. As well as trimming of large bushes in the lower lot which have become overgrown. Also, any tree branches downed by winter storms will be removed.
4. Spring & Fall Clean up to include cleaning of all building gutters.
5. Spring Clean Up to include removal of ivy which is growing adjacent to the side entrance of the building.

3. Campus Wide:

1. Weekly weeding of all planting beds, walkways, sidewalks, drives and non-lawn surfaces within the city curb line surrounding the complex. The complex is bounded by Smith Street, Park Street, Orms Street and State Street.
2. All lawn clippings from every cutting shall be bagged and disposed of offsite in an approved manner.
3. Spring Cleanup shall include trimming, shaping and when necessary removal in of all existing hedges, brush, vines and small trees throughout the complex. Specifically included are the trees/ screening shrubs, and brush within the property lines surrounding the Chapin Health Lab. Removal of these trees, shrubs, vines and brush must be completed as part of first Spring Clean-up.
4. Francis St Parking Lot shall include weekly cutting of grass as well as cleanup of all trash debris and rubbish in planting beds and hard surface walkways, within the curb line surrounding the entire parking lot area and bounded by the fence line of the Credit Union on the northern side of the property. This contract includes removal of all weeds, vines, trash, debris and unwanted growth on or around the northerly fence line.

Additional Information:

Weekly Cutting and Maintenance:

Shall include cleaning and weed removal of all planting beds at all properties included in this contract as well as cleaning and blow down of all walkways, sidewalks, stairways and non-lawn surfaces at all properties. Litter, trash and debris pickup and disposal shall also be included in the weekly cutting and maintenance work at all properties. Cutting must be performed on week days, unless otherwise directed by DCAMM. Vendor is to maintain and provide weekly services to any additional planting made as part of the allowances of this contract.

Experience Requirements:

All vendors submitting proposals must have five (5) years minimum experience with commercial and/or government accounts. Five references should be submitted with your bid proposal. Previous track record will be considered as part of the evaluation requirement (30%).

Equipment List & Staffing List Requirement:

All vendors submitting proposals must provide a detailed list of landscaping equipment. Equipment list will be considered as part of the grading requirement. As well as a list of full-time experienced landscaping staff.

Sprinklers:

One Capitol Hill, Providence, and The Rhode Island State House, and Station Park have a sprinkler system which is maintained by DCAMM. All other locations do not have in-ground sprinkler systems.

Payment:

Contractor is to submit invoice on a monthly basis with any required backup attached. The Vendor will be responsible for all costs associated with postage, client invoices and other related forms and/or correspondence.

Bid Breakdown:

When submitting your cost proposal price should be broken down by location using the quantities listed in Attachment A. The allowances noted below should be added to your cost proposal and identified as such in the proposal.

Additional Allowances:

Below is a list of allowances that DCAMM may decide to engage in as part of this contract. Successful vendor will be required to provide original invoices from their suppliers for all materials provided under any allowance related to this contract.

1. The successful vendor shall include a yearly allowance of (\$7,500.00, Seven Thousand Five Hundred Dollars) for planting of flowers or other ornamental plantings around the complex which will be selected by the owner. This work will include furnishing of the selected plants, delivery to the facility, digging, soil enrichment materials, fertilizers, mulch, labor, clean up and spoils disposal. The successful vendor will provide a written price to the owner with a detailed cost breakdown including an allowable gross markup (of 10% ten percent) for the selected plants. If accepted by

the owner, the cost of these plantings shall be paid for with this allowance.

2. The successful vendor shall include a yearly allowance of (\$7,500.00, Seven Thousand Five Hundred Dollars) for lawn repairs to include loaming, raking, seeding and fertilizing/replacing damaged lawn areas throughout the Capitol Hill Complex and the State House. After identification of the affected areas the successful vendor will provide a written price to the owner with a detailed cost breakdown including an allowable gross markup (of 10% ten percent) for the selected areas complete. If accepted by the owner, the cost of these repairs shall be paid for with this allowance.
3. The successful vendor shall include an allowance of (\$5,000.00 Five Thousand Dollars) for removal and replacement of additional shrubs and trees through the campus. This does not include any removal or replacement of shrubs, and trees previous detailed in this solicitation. After selection of the appropriate plants the successful vendor will provide a written price to the owner with a detailed cost breakdown including an allowable gross markup (of 10% ten percent) for the selected plants. If accepted by the owner, the cost of these repairs shall be paid for with this allowance.
4. The successful vendor shall include a yearly planting allowance of (\$5,000.00 Five Thousand Dollars) for the Arrigan Center; starting in 2021. This allowance directly relates to planting of perennial flowers near the side entrance and replacement of the south east bed against the building to mimic the bed in the rear of the building. Vendor will provide proposal layouts to be approved by DCAMM. If accepted by the owner, the cost of these plantings shall be paid for with this allowance.

Insurance:

The Vendor must have sufficient insurance coverage and/or be bonded.

SECTION 4: PROPOSAL

A. Technical Proposal

Narrative and format: The proposal should address specifically each of the following elements:

Experience Requirements:

All vendors submitting proposals should have five (5) years minimum experience with commercial and/or government accounts. Five references should be submitted with your bid proposal. Previous track record will be considered as part of the evaluation requirement (30%).

Equipment List & Staffing List Requirement:

All vendors submitting proposals should provide a detailed list of landscaping equipment. Equipment list will be considered as part of the grading requirement.

As well as a list of full-time experienced landscaping staff. Staffing and Equipment will be considered as part of the evaluation requirement (20%).

B. Cost Proposal

Detailed Budget and Budget Narrative:

Provide a proposal cost proposal to include the following: Perform all services identified in the scope of work, based on the quantities in Attachment A

C. ISBE Proposal

See Appendix A for information and the MBE, WBE, and/or Disability Business Enterprise Participation Plan form(s). Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

SECTION 5: EVALUATION AND SELECTION

Proposals shall be reviewed by a technical evaluation committee (“TEC”) comprised of staff from State agencies. The TEC first shall consider technical proposals.

Technical proposals must receive a minimum of 60 (85.7%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 60 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

Technical proposals scoring 60 points or higher will have the cost proposals evaluated and assigned up to a maximum of 30 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

The Division of Purchases reserves the right to select the vendor(s) or firm(s) (“vendor”) that it deems to be most qualified to provide the goods and/or services as specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

Proposals shall be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications	20 Points
Capability, Capacity, and Qualifications of the Offeror	30 Points
Work Plan	10 Points
Approach Proposed	10 Points

Points	Total Possible Technical	70 Points
Cost proposal*		30 Points
	Total Possible Evaluation Points	100 Points
ISBE Participation**		6 Bonus Points
Points	Total Possible	106 Points

***Cost Proposal Evaluation:**

The vendor with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other vendors shall be awarded cost points based upon the following formula:

$$(\text{lowest cost proposal} / \text{vendor's cost proposal}) \times \text{available points}$$

For example: If the vendor with the lowest cost proposal (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly costs and service fees and the total points available are thirty (30), Vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 \times 30 = 19.5$$

****ISBE Participation Evaluation:**

a. Calculation of ISBE Participation Rate

1. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for non-ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE vendor's total contract price that will be subcontracted to ISBEs by the non-ISBE vendor's total contract price. For example if the non-ISBE's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the non-ISBE's ISBE participation rate would be 12%.
2. ISBE Participation Rate for ISBE Vendors. The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total contract price. For example if the ISBE vendor's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the ISBE vendor's ISBE participation rate would be 20%.

b. Points for ISBE Participation Rate:

The vendor with the highest ISBE participation rate shall receive the maximum ISBE participation points. All other vendors shall receive ISBE participation points by applying the following formula:

$$(\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate}) \times \text{Maximum ISBE participation points}$$

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive $(12\% \div 20\%) \times 6$ which equals 3.6 points.

General Evaluation:

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the TEC to clarify statements made in the proposal.

SECTION 6. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at doa.purquestions14@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. No other contact with State parties is permitted. Please reference **RFP # 7602837** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

SECTION 7. PROPOSAL CONTENTS

A. Proposals shall include the following:

1. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at www.purchasing.ri.gov. *Do not include any copies in the Technical or Cost proposals.*
2. One 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](#). *Do not include any copies in the Technical or Cost proposals.*
3. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
4. Technical Proposal - describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The technical proposal is limited to six (6) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request).
 - a. One (1) Electronic copy on a CD-R, marked "Technical Proposal - Original".

- b. One (1) printed paper copy, marked "Technical Proposal -Original" and signed.
 - c. Four (4) printed paper copies
5. Cost Proposal - A separate, signed and sealed cost proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
- a. One (1) Electronic copy on a CD-R, marked "Cost Proposal -Original".
 - b. One (1) printed paper copy, marked "Cost Proposal -Original" and signed.
 - c. Four (4) printed paper copies

B. Formatting of proposal response contents should consist of the following:

- A. Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:**
- a. Vendor's name
 - b. RFP #
 - c. RFP Title
 - d. Proposal type (e.g., technical proposal or cost proposal)
 - e. If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of '1 of 3' on first CD-R, '2 of 3' on second CD-R, '3 of 3' on third CD-R).

Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase's inability to open or read a CD-R may be grounds for rejection of a Vendor's proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it "non-responsive". USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

B. Formatting of written documents and printed copies:

- a. For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1" margins on white 8.5"x 11" paper using a font of 12 point Calibri or 12 point Times New Roman.
- b. All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor's name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
- c. The cost proposal shall be typed using the formatting provided on the provided template.
- d. Printed copies are to be only bound with removable binder clips.

SECTION 8. PROPOSAL SUBMISSION

Interested vendors must submit proposals to provide the goods and/or services covered by this RFP on or before the date and time listed on the cover page of this solicitation. Responses received

after this date and time, as registered by the official time clock in the reception area of the Division of Purchases, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked "RFP# 7602837" to:

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

NOTE: Proposals received after the above-referenced due date and time shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock is in the reception area of the Division of Purchases.

SECTION 9. CONCLUDING STATEMENTS

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State's best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Division of Purchases.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded for this RFP. The State's General Conditions of Purchases can be found at the following URL: <https://rules.sos.ri.gov/regulations/part/220-30-00-13>

APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM

A. Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

B. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
DEPARTMENT OF ADMINISTRATION
ONE CAPITOL HILL
PROVIDENCE, RHODE ISLAND 02908**

MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN

Bidder's Name: _____

Bidder's Address: _____

Point of Contact: _____

Telephone: _____

Email: _____

Solicitation No.: _____

Project Name: _____

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:	_____		
Type of RI Certification:	<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> Disability Business Enterprise
Address:	_____		
Point of Contact:	_____		
Telephone:	_____		
Email:	_____		
Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:	_____		
Total Contract Value (\$):		Subcontract Value (\$):	ISBE Participation Rate (%):
Anticipated Date of Performance:	_____		

I certify under penalty of perjury that the forgoing statements are true and correct.

Prime Contractor/Vendor Signature	Title	Date
_____	_____	_____
Subcontractor/Supplier Signature	Title	Date
_____	_____	_____



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 7602837

GRASS CUTTING AND GROUNDS MAINTENANCE FOR VARIOUS STATE BUILDINGS

BID CLOSING DATE AND TIME: 4/27/2020 AT 2PM

ADDITIONAL INFORMATION

This is a Request for Proposals and not a Request for Quotes. There will be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, other than to name those offerors who have submitted proposals.

Bid bond is not required. However, payment and performance bonds will be required of the successful vendor. One-year renewable bonds will be accepted.

Pricing proposals will be based on the Scope of Work in the bid documents and quantities in Attachment A. Proposals should be broken down by each location.

Your bid should include the following allowances and be identified on a separate line in your proposal (additional information is in the bid under the paragraph labeled ADDITIONAL ALLOWANCES):

1. Yearly allowance of \$7,500.00 (Seven Thousand Five Hundred Dollars) for planting of flowers or other ornamental plantings around the complex which will be selected by the owner.
2. Yearly allowance of \$7,500.00 (Seven Thousand Five Hundred Dollars) for lawn repairs to include loaming, raking, seeding and fertilizing/replacing damaged lawn areas throughout the Capitol Hill Complex and the State House.
3. \$5,000.00 (Five Thousand Dollars) for removal and replacement of additional shrubs and trees through the campus. This does not include any removal or replacement of shrubs, and trees previous detailed in this solicitation.
4. Yearly planting allowance of \$5,000.00 (Five Thousand Dollars) for the Arrigan Center; starting in 2021.

Due to the current pandemic situation the pre-bid and the on-line question period will be scheduled, and posted, as an addendum at a later date.

ATTACHMENT A-RFP 7602837	
CLOSING DATE AND TIME: 4/13/2020 AT 2PM	
GRASS CUTTING/LANDSCAPING/MAINTENANCE AS PER SPECIFICATIONS	
INCLUDES CAPITOL HILL COMPLEX, OLD STATE HOUSE	
CRANSTON ST ARMORY, STATION PARK, STATE HOUSE	
ARRIGAN CENTER (STARTING 1/1/21)	
PROPOSAL SHOULD BE BASED ON FOLLOWING QUANTITIES	
DESCRIPTION	QUANTITY
CAPITOL COMPLEX CUT GRASS, BAG CLIPPINGS, WEEKLY WEEDING, CLEANING & MAINTENANCE FY20-23	126
OLD STATE HOUSE CUT GRASS, BAG CLIPPINGS, WEEKLY WEEDING, CLEANING & MAINTENANCE FY20-23	126
CRANSTON STREET ARMORY CUT GRASS, BAG CLIPPINGS, WEEKLY WEEDING, CLEANING & MAINTENANCE FY20-23	126
STEPHEN HOPKINS HOUSE CUT GRASS, BAG CLIPPINGS, WEEKLY WEEDING, CLEANING & MAINTENANCE FY20-23	126
STATE HOUSE CUT GRASS, BAG CLIPPINGS, WEEKLY WEEDING, CLEANING & MAINTENANCE FY20-23	126
STATION PARK CUT GRASS, BAG CLIPPINGS, WEEKLY WEEDING, CLEANING & MAINTENANCE FY20-23	126
ARRIGAN CENTER CUT GRASS, BAG CLIPPINGS, WEEKLY WEEDING, CLEANING & MAINTENANCE FY21-23	84
CAPITOL COMPLEX FALL CLEAN-UP FY20-FY23	3
OLD STATE HOUSE FALL CLEAN-UP FY20-FY23	3
CRANSTON STREET ARMORY FALL CLEAN-UP FY20-FY23	3
STEPHEN HOPKINS HOUSE FALL CLEAN-UP FY20-FY23	3
STATE HOUSE FALL CLEAN-UP FY20-FY23	3
STATION PARK FALL CLEAN-UP FY20-FY23	3
ARRIGAN CENTER FALL CLEAN-UP FY21-FY23	3
CAPITOL COMPLEX SPRING CLEAN-UP FY20-FY23	3
OLD STATE HOUSE SPRING CLEAN-UP FY20-FY23	3
CRANSTON STREET ARMORY SPRING CLEAN-UP FY20-FY23	3
STEPHEN HOPKINS HOUSE SPRING CLEAN-UP FY20-FY23	3
STATE HOUSE SPRING CLEAN-UP FY20-FY23	3
STATION PARK SPRING CLEAN-UP FY20-FY23	3
ARRIGAN CENTER SPRING CLEAN-UP FY21-FY23	2
STATE HOUSE GARDEN OF HEROES INSTALL NEW MULCH FY20-FY23	3
STATE HOUSE GARDEN OF HEROES & EAST DRIVEWAY INSTALLATION OF NEW STONE DUST NEW MULCH FY20-FY23	3

Contract Terms and Conditions

Table of Contents

Terms and Conditions..... XIII
 BID STANDARD TERMS AND CONDITIONSXIII
 TERMS AND CONDITIONS FOR THIS BIDXIII
 SURETY REQUIREMENTSXIII
 INSURANCE REQUIREMENTSXIII
 RIVIP INFO - BID SUBMISSION REQUIREMENTSXIII
 DELIVERY PER AGENCYXIV
 AWARDXIV

Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

SURETY REQUIREMENTS

BIDDER IS REQUIRED TO PROVIDE A BID SURETY IN THE FORM OF A BID BOND, OR A CERTIFIED CHECK PAYABLE TO THE STATE OF RHODE ISLAND, IN THE AMOUNT OF A SUM NOT LESS THAN FIVE PERCENT (5%) OF THE BID PRICE. BID SURETY MUST BE ATTACHED TO THE BID FORM. THE SUCCESSFUL BIDDER WILL ALSO BE REQUIRED TO FURNISH PERFORMANCE AND LABOR AND PAYMENT BONDS AT TIME OF TENTATIVE CONTRACT AWARD.

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.

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.