



**Solicitation Information**  
**2/17/2021**

**RFP #7611851**

**TITLE: State Agency Relocation and Furniture Reconfiguration Services**

**Submission Deadline: March 5, 2021 @ 10:00 AM (Eastern Time)**

**PRE-BID/ PROPOSAL CONFERENCE: YES**  
**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: February 23, 2021 @ 9:00 AM**

**LOCATION: Multiple Sites: Start at 1 Capitol Hill, Providence, RI (Powers Building) Report to Security Desk. Other locations to follow.**

Questions concerning this solicitation must be received by the Division of Purchases at [doa.purquestions3@purchasing.ri.gov](mailto:doa.purquestions3@purchasing.ri.gov) no later than **2/24/2021 @ 5:00 PM (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: YES**

**PAYMENT AND PERFORMANCE BOND REQUIRED: YES**

**Gary P. Mosca, Chief Buyer**

**Note to Applicants:**

1. Vendors must register in RIVIP at the Division of Purchases' website at <https://www.purchasing.ri.gov/RIVIP/VendorRegistration.aspx>.
1. Proposals received without a completed RIVIP Vendor Certification Cover Form attached may result in disqualification.

**THIS PAGE IS NOT A RIVIP VENDOR CERTIFICATION COVER FORM**

## **COVID-19 EMERGENCY PROTOCOL FOR BID OPENINGS**

Vendors and the public are advised that due to Covid-19 emergency social distancing requirements bid openings at the Division of Purchases shall be conducted via live streaming on the ZOOM website/application. Vendors and the public shall not be permitted to enter the Division of Purchases to attend bid openings. Vendors and the public who attend bid openings via live streaming shall be required to identify themselves and a record of all such attendees shall be maintained by the Division of Purchases. Vendor bid proposals shall be opened and read aloud at the date and time listed herein. The results of bid solicitations requiring a public copy for public works projects shall be posted on the Division of Purchases website as soon as possible after the bid opening. For RFP solicitations only vendor names shall be read aloud at the opening.

Vendors and the public are further advised that visitor access to the Powers Building at One Capitol Hill, Providence, RI requires pre-screening at the entrance to the building. In accordance with the Governor's Executive Order(s) and Department of Health emergency regulations all visitors to the Powers Building must wear a cloth mask which covers the nose and mouth. Vendors delivering bid proposals to the Division of Purchases should allow sufficient time for the pre-screening process. The Division of Purchases assumes no responsibility for delays caused by the screening process or any other reason. Vendors are solely responsible for on time delivery of bid proposals. The Division of Purchases shall not accept late bids for any reason.

### **BID OPENING ZOOM INFORMATION**

Division of Purchases is inviting you to a scheduled Zoom meeting for the bid opening.

Division of Purchases is inviting you to a scheduled Zoom meeting.

Topic: 7611851

Time: Mar 5, 2021 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83526396212?pwd=eDZBOFc0QWl3Q2hKY3ozcW1NdzRaQT09>

Meeting ID: 835 2639 6212

Passcode: 717613

One tap mobile

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+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

833 548 0276 US Toll-free

833 548 0282 US Toll-free

877 853 5247 US Toll-free

888 788 0099 US Toll-free  
Meeting ID: 835 2639 6212  
Passcode: 717613  
Find your local number: <https://us02web.zoom.us/j/kcEwKLNjRR>

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## SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Division of Capital Asset Management and Maintenance (DCAMM), is soliciting proposals from qualified firms to provide relocation services of office furniture, workstation cubicles (disassembly and assembly with reconfiguration is included), office contents, IT Equipment contents 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.ridop.ri.gov](http://www.ridop.ri.gov).

The initial contract period will begin approximately 03/15/2021 for one year.

Vendors are to note that the Mandatory Pre-Bid walk-through will be conducted pursuant to the authority conferred under R.I. Gen. Laws § 23-1-1, 23-1-17, and 42-35-2.10 and to current Executive Orders enacted for the purpose of establishing certain criteria for safe activity by and at covered entities in Rhode Island during the COVID-19 state of emergency in the interest of the public health; if these directives are modified prior to the Mandatory Pre-Bid walk-through, then the most current requirement will apply. This requirement includes Vendors wearing a cloth face covering as a protective article that covers the wearer’s mouth and nose, social distancing which is defined as staying at least six (6) feet (two (2) meters) from people outside the same household and not attending the Mandatory Pre-Bid walk-through if sick or answering yes to screening questions concerning exposure and illness.

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 vendors who have submitted proposals.

### **Instructions and Notifications to Vendors**

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 vendors/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-compliancereport.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 further information, contact the Rhode Island Equal Employment Opportunity Office via e-mail at [odeo.eeo@doa.ri.gov](mailto:odeo.eeo@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](http://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](mailto:Dorinda.Keene@doa.ri.gov)

13. **Insurance Requirements** – In accordance with this solicitation, or as outlined in Section 13.19 of the General Conditions of Purchase, found at <https://rules.sos.ri.gov/regulations/part/220-30-00-13> and General Conditions - Addendum A found at <https://www.ridop.ri.gov/documents/general-conditions-addendum-a.pdf>, the following insurance coverage shall be required of the awarded vendor(s):

***General Requirements:***

- 13a) ☒ Liability - combined single limit of \$1,000,000 per occurrence, \$1,000,000 general aggregate and \$1,000,000 products/completed operations aggregate.
- 13b) ☒ Workers compensation - \$100,000 each accident, \$100,000 disease or policy limit and \$100,000 each employee.
- 13c) ☒ Automobile liability - \$1,000,000 each occurrence combined single limit.
- 13d) ☐ Crime - \$500,000 per occurrence or 50% of contract amount, whichever is greater.

***Professional Services:***

- 13e) ☐ Professional liability (“errors and omissions”) - \$2,000,000 per occurrence, \$2,000,000 annual aggregate.
- 13f) ☐ Environmental/Pollution Liability when past, present or future hazard is possible - \$1,000,000 per occurrence and \$2,000,000 aggregate.
- 13g) ☐ Working with Children, Elderly or Disabled Persons – Physical Abuse and Molestation Liability Insurance - \$1 Million per occurrence.

***Information Technology and/or Cyber/Privacy:***

- 13h) ☐ Technology Errors and Omissions - Combined single limit per occurrence shall not be less than \$5,000,000. Annual aggregate limit shall not be less than \$5,000,000.
- 13i) ☐ Information Technology Cyber/Privacy – minimum limits of \$5,000,000 per occurrence and \$5,000,000 annual aggregate. If Contract Party provides:
  - a) ☐ key back office services Contract Party shall have a minimum limit of \$10,000,000 per occurrence and \$10,000,000 annual aggregate;
  - b) ☐ if Contract Party has access to Protected Health Information as defined in HIPAA and its implementing regulations, Personal Information as defined in in R.I. Gen. Laws § 11-49.3-1, et seq., or as otherwise defined in the Contract (together Confidential Information”), Contract Party shall have as a minimum the per occurrence, per annual aggregate, the total rounded product of projected number of persons data multiplied by \$25 per person breach response expense per occurrence; but no less than \$5,000,000 per occurrence, per annual aggregate; or,
  - c) ☐ if the Contract Party provides or has access to mission critical services, network architecture and/or the totality of confidential data \$20,000,000 per occurrence and in the annual aggregate.



**Other:**

Specify insurance type and minimum coverage required, e.g. builder's risk insurance, vessel operation (marine or aircraft):

13j) ☐ Other - Specify insurance type and minimum coverage required

1. Bid Surety Bond – Vendors responding to this RFP must furnish, with their bid proposals, either a bid bond from a surety licensed to conduct business in the State of Rhode Island or a certified check payable to the State of Rhode Island in the amount of five (5%) percent of the vendor's cost proposal. *(Vendors for Rhode Island Department of Transportation highway and bridge projects must furnish, with their bid proposals, a bid bond from a surety licensed to conduct business in the State of Rhode Island. Certified checks are not permitted for these projects.)* An attorney-in-fact who executes a bond on behalf of the surety must provide a certified current copy of the power of attorney. A successful vendor who fails to submit the additional documentation required by the tentative letter of award and/or fails to commence and pursue the work in accordance with the contract awarded pursuant to this solicitation may forfeit, at the discretion of the State Purchasing Agent, the full amount of the bid surety as liquidated damages. The State will retain the bid surety of all vendors until the earliest of: (i) the issuance of the Purchase Order; (ii) the 61st day following the proposal submission deadline; or (iii) the rejection of all proposals.

**SUBMIT WITH TECHNICAL PROPOSAL**

2. 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.

## **SECTION 2: BACKGROUND**

State of Rhode Island DCAMM is working with state agencies in their space utilization efforts.

The client Agency has transitioned to a partial remote service operating model. As a result of this transition, the client Agency is reducing its real estate footprint by closing and consolidating several satellite offices. This relocation project requires a 90 -day timeline to maximize savings and efficiency and primarily requires the moving staff and the assembling/disassembling of work station cubicles. The attachments will provide information on the scope of the project.

## **SECTION 3: SCOPE OF WORK AND REQUIREMENTS**

### **Scope of Work**

The State of Rhode Island is soliciting proposals for relocation and furniture disassembly & assembly services for a State agency, currently located in Providence, RI. These services will need to be provided for multiple locations; please see details below.

### **Furniture Disassembly and Assembly Services Scope of Work :**

ORIGIN LOCATION #1: 206 Elmwood Avenue Providence, RI

1. Disassembly of workstation Partitions: 236 Workstations, 46 office furniture (please see Attachment A. **Please show unit price for workstation disassembly and assembly per workstation on the bid form (attached).**
2. Transport 130 workstations to 1 Capital Hill Providence, RI (Powers building) 2<sup>nd</sup> floor (in order assemble the furniture according to the attached floor plan, please see Attachment B)
3. Transport 12 workstations to 40 Fountain St. Providence, RI 3<sup>rd</sup> floor (Please Attachment C)
4. Transport remaining furniture parts and partitions to DCAMM storage warehouse in Cranston, RI (location is within 10 miles to Cranston, RI)
5. Allow additional time in the proposal for furniture labeling, please share labeling system with the Owner's project manager.
6. Allow additional time for capturing remaining inventory.
7. ALTERNATE 1: Remaining FF&E apart from the furniture parts will be taken out of the premises. Please review the scope/contents during the walkthrough.
8. Disassembly will be executed in phases, please write up your work plan to accommodate the most cost effective solution.

DESTINATION LOCATION #1: 1 Capital Hill Providence, RI (Powers Building) 2<sup>nd</sup> Floor

1. Disassembly of 73 cubicles (please see Attachment D)
2. Disposal of 73 cubicle partitions to landfill (desk surfaces, pedestals and connecting parts, brackets etc. will be kept as needed to be used for the assembly)
3. Installing 124 workstations with the furniture pieces coming from Elmwood, following the floor plan (please see Attachment B)
4. ALTERNATE 2- Labor: Powers Building workstation desk surfaces may be used if necessary, in this case surface cutting will be required.to adjust 6x6 size shown on the floor plan
5. Additional parts (connectors, brackets etc.) would be purchased if necessary (Bidders : third party invoice is required for payment)

DESTINATION LOCATION #2: 40 Fountain St. Providence, RI 3<sup>rd</sup> floor

1. ALTERNATE 3 - Installing 12 workstations that moved from Elmwood furniture to Fountain St. 3<sup>rd</sup> floor according to the floor plan, please see attachment D
2. ALTERNATE 4 - Removing conference room tables from 3<sup>rd</sup> floor into Storage location provided by DCAMM-15 miles distance.

### **Relocation Scope of Work:**

1. ORIGIN LOCATION #1 : 206 Elmwood Av. Providence, RI
  - a. Move 124 headcount & Office and IT contents (boxes, bins, file cabinets)-  
Destination: Powers 2<sup>nd</sup> floor  
This move is planned in phases, after completion of building out the workstations that would receive the headcount.  
Please include pricing for 2 full days of relocation within base bid price.
  - b. Move 22 headcount -Destination: 40 Fountain St. 3<sup>rd</sup> floor Providence, RI
2. ALTERNATE 5 – ORIGIN LOCATION #2: 195 Buttonwood Av. Warwick, RI
  - a. Move 10 headcount -Destination: 249 Roosevelt Av. Pawtucket, RI
3. ALTERNATE 6 – ORIGIN LOCATION #3: 25 Howard Av. Cranston, RI
  - a. Move 10 headcount -Destination: Powers 2<sup>nd</sup> floor

## **PROJECT KEY COMPONENTS**

- A. It is the responsibility of the Contractor to review the spaces and materials to be moved. The Contractor is responsible to estimate quantities of materials and labor required to complete the all tasked as indicated in the RFP.
- B. The Owner reserves the right to contact any and all references to obtain information pertaining to the firms' performance on past moves, including but not limited to: execution of the move according to the move plan and the requirements of the RFP and contract for moving services; timely start and completion of the move; ability to work with each site, construction and Owner personnel; ability to adjust to unanticipated circumstances; the quality of the work, with particular emphasis on the placement of materials, shelving, and furnishings in proper locations; the ability of the Contractor to conduct its operations without damage to the materials and furnishings being moved and the facilities being moved out of and into; and the propensity of the moving company to address and repair any damages.
- C. Moving Supplies:
1. The Move Contractor (Contractor) shall provide moving supplies to include approved plastic bags, boxes, hampers, pallet jacks and stretch wrap Please add 1000 boxes, and material pricing, and delivery cost of the materials to bid form. We will need this delivered ASAP, right after award.
  2. The work outlined in this RFP will be executed during the week, during regular business hours, (Monday – Friday 8AM – 5 PM) occasional Saturday work, and after hours might be required. Please put hourly rates on the bid form for overtime, Saturday and regular hourly rate.
  3. The Owner shall own the boxes, labels and packing materials upon completion of move. Use of the hampers and pallet jacks are for the move only. Any un-used materials may be returned to Contractor and credited to the Owner.
  4. Boxes: Provide a 2 to 2.2 cubic foot self-closing box.
  5. Labels: mover labels will be provided for all 2 cubic foot boxes.
  6. Additional supplies may be requested as necessary. Prior to award the successful vendor will provide a detailed cost list for the additional supplies.
- D. Start of Work: The work shall start immediately after the award with authorization to proceed. **Please see attachment E**, project timeline. All dates are speculative. The Owner may change these dates and provide a 5-day deployment notification for these moves and services or cancel any planned date with a 24-hour notice.
- Contractor is responsible to coordinate an initial meeting with the owner's representative to create a detailed work plan immediately after receipt of authorization to proceed. Failing to do so would disqualify the Contractor.
- E. Scope of Services: The Contractor will furnish all supervision, labor, materials, equipment, and supplies, including moving, moving equipment, padding, and crating necessary to perform all services described in the contract, in an orderly, timely and efficient manner. Such

equipment includes, but is not limited to, pallet jacks, dollies, cartons, carriers, move carts, trucks, etc. Scope will include the following:

1. Contractor is to devise an efficient, thorough schedule for the phases of the move and furniture disassembly and assembly phases in consultation with and to the satisfaction of the Owner's Move Manager.
2. Removal, packaging, moving, re-shelving and integration of all materials, and furnishings and equipment for this site.
3. Contractor is responsible for all supervision, labor, materials, equipment, and supplies to perform all services contemplated under the RFP in a workmanlike manner and in a timely fashion.
4. Contractor may not use any of the Owner's equipment or personnel.
5. Moving boxes will be labeled by client Agency staff. The Contractor shall transport and deliver the boxes and furniture to their designated locations.
6. Contractor will provide boxes, crates, labels and other necessary supplies and equipment to facilitate the moves.
7. The staff will pack and unpack. The Contractor will load, transport, unload and place as indicated on the move plan. Contractor shall provide move carts and all other necessary equipment identified in the pre-bid inspection
8. Contractor will provide status reports and alert the Owner's Project Manager and move coordinator to all move issues and problems.
9. Contractor will keep premises free from accumulation of waste materials or rubbish caused by operations on a daily basis. Contractor will provide all refuse containers required to remove his waste material and rubbish from the site. Immediately upon completion of the work Contractor shall remove his tools, equipment, machinery and surplus packaging materials to the Owner's satisfaction. The Contractor shall leave all premises in perfect condition insofar as affected by the work. If the Contractor fails to fully comply with these provisions the Owner may cause cleanup to be done and the cost thereof shall be charged to the Contractor by withholding the amount from final payment.

#### F. Building Protection

1. The Contractor shall provide protection against damage to stairways, elevators, walls, floors, door, frames, etc., during the course of the work at both the origin(s) and destination(s) unless there is agreement that such protection is not needed.
2. The Contractor shall be responsible for any damage created as a result of their work. Such damage will be identified during a post-move inspection with Owner's Project Manager, The Contractor's contract sum will be reduced as appropriate and equitable. Such adjustment shall be affected whether or not final payment has been made.

3. Describe the methods for ensuring protection of the inventory when disassembling, removing, moving, placing and reassembling. Provide estimates of the type, amount and cost of protective materials needed as requested in the Bid Form.

#### G. Loading

Computer carts or commercial bins will be used for all IT equipment.

Each component of IT equipment will be blanket-wrapped, placed in a computer cart or bin and shrink -wrapped or placed in protective monitor cover before being loaded on a moving truck.

A truck of sufficient size and an adequate number of movers must be available to move the IT equipment, other equipment, and furniture.

#### H. Unloading

1. All inventories will be delivered to the room/area indicated on the moving label.
2. Packing boxes should only be placed on the floor in the work area or office assigned at the new location.
3. All moving labels should be facing out so the boxes can be checked for accuracy.

#### I. Billing Documentation

The names of all individuals being billed by the moving company will be listed on the bills of lading and accounted for by the supervisor. The contractor and Owner's Project Manager will review the bills of lading before the beginning of the move.

#### J. Access & Egress

There is a freight elevator and dock at the Powers Building.

There may be freight elevators at other locations, it is Contractor's responsibility to investigate and suggest best means of access and egress at all locations mentioned in this RFP.

#### L. Safety

All bidders shall be responsible for compliance with OSHA, ANSI, and all other federal, state, and local laws and regulations pertaining to safety during the completion of their work.

**OTHER DETAILS:**

- A. The Contractor is responsible for cleaning up after themselves.
- B. The Contractor is to assure that its on-site staff and equipment will not be assigned to other clients or projects while the various stages of the move is in progress.
- C. All official communication is to flow through the Owner's Move Manager. They will coordinate as necessary with other team members; serve as the final authority for the resolution of problems arising in the move sequence, materials handling procedures, and staff behavior. The Owner's Project Manager's Move Manager is responsible for inspection and approval of the work, performing a final inspection, in consultation with Owner's staff, upon completion of the project prior to final payment. In the absence of the Owner's Project Manager another team member will be appointed acting move coordinator.
- D. Right to Halt Work: The Owner reserves the right to call for a change in the Contractor's procedures or the stoppage of work if, for example (but not limited to) materials are being located incorrectly, a staff member of the Contractor's team is behaving in an objectionable manner, or materials are being handled poorly. It is the Contractor's obligation to resolve the problem to the satisfaction of the Owner's Project Manager and Move Manager.
- E. The Owner reserves the right to contact any and all references to obtain information pertaining to the firms' performance on past moves, including but not limited to: execution of the move according to the move plan and the requirements of the RFP and contract for moving services; timely start and completion of the move; ability to work with facility, construction and Owner personnel; ability to adjust to unanticipated circumstances; the quality of the work, with particular emphasis on the placement of materials, shelving, and furnishings in proper locations; the ability of the Contractor to conduct its operations without damage to the materials and furnishings being moved and the facilities being moved out of and into; and the propensity of the moving company to address and repair any damages.
- F. Contractor's Staff: The Contractor will designate a project manager with overall responsibility for the move and for communication with the Owner's Move Manager. The project manager shall be on site at all times. If the project manager must leave the site, the Contractor will appoint another competent supervisor and will notify the Owner's Project Manager in advance. The Contractor will provide the Owner's Project Manager with information about the Contractor's staff, including required competencies for employment and the number of staff involved.
- G. Smoking is prohibited on anywhere on site. Food is restricted to outside areas, though water in spill-proof containers are acceptable at the entrance to the building.

**COORDINATION OF WORK WITH OTHER AGENTS**

- A. If any other contractor or Owner's staff are performing project-related tasks on-site, the Owner's Project Manager and the Contractor will cooperate to coordinate the moving tasks and schedule.
- B. The Contractor will coordinate plans for parking the Contractor's vehicles with the Owner's Project Manager.
- C. Off-loading Trucks: The Contractor cannot use dollies inside either building that have been rolled on the concrete or asphalt. This means the contractor must provide Masonite or an equivalent material underneath dollies used outside of the building. This will prevent pebbles from scratching the floors.

- D. Move boxes and products shall be not be placed on furniture or casework. All material must be placed on the floors.
- E. Quantities are estimated to give the move a sense of scope. All quantities are estimates only. These quantities may change during the counting process.

## SECTION 4: PROPOSAL

### A. Technical Proposal

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

1. **Staff Qualifications:** Provide Project Manager's resume and describe qualifications and experience of the Project Manager who will be involved in the project.
2. **Capability, Capacity, and Qualifications of the Offeror:** Provide a detailed description of the Vendor's experience as a mover of similar size successful projects in the last four (4) years. Provide a list of 3<sup>rd</sup> party technicians and any specialty movers to be used.
3. **Work Plan:** The Offeror shall provide a brief work plan describing the following:
  - a. Pre-move coordination and planning efforts
  - b. Communications plan with the Owner's Program Manager, Owner's Move Manager
  - c. Building protection to be provided.
  - d. Special Equipment management and technicians to be utilized.
  - e. Inventory control.
  - f. Provide what type of protection supplies would be used for monitors and IT equipment and furniture. All supply material shall be delivered when the Move Contractor arrive at the site.
  - g. List your firm's current workload and how it may impact your ability to handle this project.
4. **References** – Please send at least 3 references with similar works; share project name, date, scope of work, reference contact information and their title, and role on the project.

### B. Cost Proposal

The Cost Proposal shall include the Offeror's lump sum price for the work, and include the cost break down for Unit Prices and ALTERNATES included on the bid form.

See the attached bid form

### C. ISBE Proposal

See Appendix A for information and the MBE, WBE and/or Disability Business Enterprise Participation Plan form(s). Vendors are required to complete, sign and submit these form(s) with their overall proposal in a sealed envelope. Please complete separate form(s) for each MBE, WBE and/or Disability Business Enterprise subcontractor 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. Technical proposals scoring less than 60 points shall not have the accompanying cost or ISBE participation proposals opened or evaluated; such proposals shall not receive further consideration.

Technical proposals scoring 60 points or higher shall have the cost proposals evaluated and assigned up to a maximum of 30 points bringing the total potential evaluation score to 100 points. As total possible evaluation points are determined, vendor 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	15 Points
Capability, Capacity, and Qualifications of the Vendor	25 Points
Work Plan	25 Points
References	5 Points
<b>Total Possible Technical Points</b>	<b>70 Points</b>
Cost proposal*	30 Points
<b>Total Possible Evaluation Points</b>	<b>100 Points</b>



ISBE Participation**	6 Bonus Points
<b>Total Possible Points</b>	<b>106 Points</b>

**\*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.purquestions3@purchasing.ri.gov](mailto:doa.purquestions3@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 # 7611851** 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

9. Proposals shall include the following:

- a. One completed and signed RIVIP Vendor Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at [www.ridop.ri.gov](http://www.ridop.ri.gov). *Do not include any copies in the Technical or Cost proposals.*
- b. 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/vendor to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
- c. 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".
  - a. One (1) printed paper copy, marked "Technical Proposal -Original" and signed.
  - b. Four (4) printed paper copies
- d. 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.

- e. One (1) Electronic copy on a CD-R, marked “Cost Proposal - Original”.
- F. One (1) printed paper copy, marked “Cost Proposal -Original” and signed.
- f. Four (4) printed paper copies

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

1. Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:
  - Vendor’s name
  - RFP #
  - RFP Title
  - Proposal type (e.g., technical proposal or cost proposal)
  - 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.

2. 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) If the solicitation includes a proposal template for vendor use, it shall be typed using the formatting provided in the 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# 7611851**” 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 shall be the contractual terms and conditions between the parties upon issuance of a Purchase Order by the Division of Purchases. The State’s General Conditions of Purchase can be found at <https://rules.sos.ri.gov/regulations/part/220-30-00-13> and addenda can be found at <https://ridop.ri.gov/rules-regulations/>.

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

### **1. 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.

### **2. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:**

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Vendors 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.

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

Vendor's Name:

Vendor'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: ☐ MBE ☐ WBE ☐ 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  
DEPARTMENT OF ADMINISTRATION  
ONE CAPITOL HILL  
PROVIDENCE, RHODE ISLAND 02908**



### Acknowledgement Statement:

RFP 7611851

**Titled: State Agency Relocation and Furniture Reconfiguration Services**

Complete and submit this form with vendors technical proposal. Failure to submit may deem proposal non-responsive.

1. **ACKNOWLEDGEMENT:** I certify that I have read and agree to abide by all terms and conditions of this solicitation and that I am authorized to sign for the Proposer. Contractor will commit to follow the strict timeline outlined for this project and will commit to allocate required resources to complete the project during the required timeline and increase resources as necessary. In addition, the mover understands and is in compliance with the outlined scope of work, laws, codes, regulations, agencies, and municipalities having jurisdiction over the work to be performed

Proposer: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, And Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

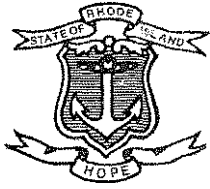
Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed / Typed: \_\_\_\_\_

Title: \_\_\_\_\_





Lincoln D. Chafee  
Governor  
Charles J. Fogarty  
Director

STATE OF RHODE ISLAND

## Department of Labor and Training

Center General Complex  
1511 Pontiac Avenue  
Cranston, RI 02920-4407

TTY:

Via RI Relay 711

### STATE CONTRACT ADDENDUM

#### RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING

#### PREVAILING WAGE REQUIREMENTS (37-13-1 ET SEQ.)

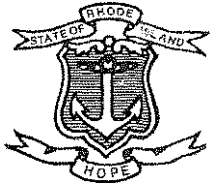
The prevailing wage requirements are generally set forth in RIGL 37-13-1 et seq. These requirements refer to the prevailing rate of pay for regular, holiday, and overtime wages to be paid to each craftsmen, mechanic, teamster, laborer, or other type of worker performing work on public works projects when state or municipal funds exceed one thousand dollars (\$1,000).

All Prevailing Wage Contractors and Subcontractors are required to:

1. Submit to the Awarding Authority a list of the contractor's subcontractors for any part or all of the prevailing wage work in accordance with RIGL § 37-13-4;
2. Pay all prevailing wage employees at least once per week and in accordance with RIGL §37-13-7 (see Appendix B attached);
3. Post the prevailing wage rate scale and the Department of Labor and Training's prevailing wage poster in a prominent and easily accessible place on the work site in accordance with RIGL §37-13-11; posters may be downloaded at [www.dlt.ri.gov/pw/Posters.htm](http://www.dlt.ri.gov/pw/Posters.htm) or obtained from the Department of Labor and Training, Center General Complex, 1511 Pontiac Avenue, Cranston, Rhode Island;
4. Access the Department of Labor and Training website, at [www.dlt.ri.gov](http://www.dlt.ri.gov) on or before July 1st of each year, until such time as the contract is completed, to ascertain the current prevailing wage rates and the amount of payment or contributions for each covered prevailing wage employee and make any necessary adjustments to the covered employee's prevailing wage rates effective July 1st of each year in compliance with RIGL §37-13-8;
5. Attach a copy of this CONTRACT ADDENDUM and its attachments as a binding obligation to any and all contracts between the contractor and any

*An Equal Opportunity Employer/Program./Auxiliary aids and services are available upon request to individuals with disabilities.*

TTY via RI Relay 711



Lincoln D. Chafee  
Governor

Charles J. Fogarty  
Director

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Labor and Training

Center General Complex  
1511 Pontiac Avenue  
Cranston, RI 02920-4407

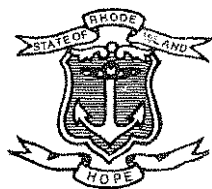
Telephone; (401) 462-8000  
TTY; Via RI Relay 711

subcontractors and their assignees for prevailing wage work performed pursuant to this contract;

6. Provide for the payment of overtime for prevailing wage employees who work in excess of eight (8) hours in any one day or forty (40) hours in any one week as provided by RIGL §37-13-10;
7. Maintain accurate prevailing wage employee payroll records on a Rhode Island Certified Weekly Payroll form available for download at [www.dlt.ri.gov/pw.forms/htm](http://www.dlt.ri.gov/pw.forms/htm), as required by RIGL §37-13-13, and make those records available to the Department of Labor and Training upon request;
8. Furnish the fully executed RI Certified Weekly Payroll Form to the awarding authority on a monthly basis for all work completed in the preceding month.
9. For general or primary contracts one million dollars (\$1,000,000) or more, shall maintain on the work site a fully executed RI Certified Prevailing Wage Daily Log listing the contractor's employees employed each day on the public works site; the RI Certified Prevailing Wage Daily Log shall be available for inspection on the public works site at all times; this rule shall not apply to road, highway, or bridge public works projects. Where applicable, furnish both the Rhode Island Certified Prevailing Wage Daily Log together with the Rhode Island Weekly Certified Payroll to the awarding authority.
10. Assure that all covered prevailing wage employees on construction projects with a total project cost of one hundred thousand dollars (\$100,000) or more has a OSHA ten (10) hour construction safety certification in compliance with RIGL § 37-23-1;
11. Employ apprentices for the performance of the awarded contract when the contract is valued at one million dollars (\$1,000,000) or more, and comply with the apprentice to journey person ratio for each trade approved by the apprenticeship council of the Department of Labor and Training in compliance with RIGL §37-13-3.1;
12. Assure that all prevailing wage employees who perform work which requires a Rhode Island trade license possess the appropriate Rhode Island trade license in compliance with Rhode Island law; and

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TTY via RI Relay 711



STATE OF RHODE ISLAND

## Department of Labor and Training

Center General Complex  
151I Pontiac Avenue  
Cranston, RI 02920-4407

Telephone: (401) 462-8000  
TTY: Via RI Relay 711

Lincoln D. Chafee  
Governor

Charles J. Fogarty  
Director

13. Comply with all applicable provisions of RIGL §37-13-1, et. seq;

Any questions or concerns regarding this CONTRACT ADDENDUM should be addressed to the contractor or subcontractor's attorney. Additional Prevailing Wage information may be obtained from the Department of Labor and Training at [www.dlt.ri.gov/pw](http://www.dlt.ri.gov/pw).

### CERTIFICATION

I hereby certify that I have reviewed this CONTRACT ADDENDUM and understand my obligations as stated above.

By: \_\_\_\_\_

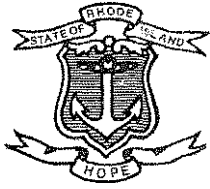
Title: \_\_\_\_\_

Subscribed and sworn before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public  
My commission expires: \_\_\_\_\_

*An Equal Opportunity Employer/Program, /Auxiliary aids and services are available upon request to individuals with disabilities.*

*TTY via RI Relay 711*



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

## Department of Labor and Training

Center General Complex  
1511 Pontiac Avenue  
Cranston, RI 02920-4407

Telephone: (401) 462-8000

### APPENDIX A

# TITLE 37 Public Property and Works

## CHAPTER 37-13 Labor and Payment of Debts by Contractors

### SECTION 37-13-5

**§ 37-13-5 Payment for trucking or materials furnished - Withholding of sums due.** -A contractor or subcontractor on public works authorized by a proper authority shall pay any obligation or charge for trucking and material which have been furnished for the use of the contractor or subcontractor, in connection with the public works being performed by him or her, within ninety (90) days after the obligation or charge is incurred or the trucking service has been performed or the material has been delivered to the site of the work, whichever is later. When it is brought to the notice of the proper authority in a city or town, or the proper authority in the state having supervision of the contract, that the obligation or charge has not been paid by the contractor or subcontractor, the proper authority may deduct and hold for a period not exceeding sixty (60) days, from sums of money due to the contractor or subcontractor, the equivalent amount of such sums certified by a trucker or materialman creditor as due him or her, as provided in this section, and which the proper authority determines is reasonable for trucking performed or materials furnished for the public works.

**APPENDIX B**

**TITLE 37**  
**Public Property and Works**

**CHAPTER 37-13**  
**Labor and Payment of Debts by Contractors**

**SECTION 37-13-7**

**§ 37-13-7 Specification in contract of amount and frequency of payment of wages.**

-(a) Every call for bids for every contract in excess of one thousand dollars (\$1,000), to which the state of Rhode Island or any political subdivision thereof or any public agency or quasi-public agency is a party, for construction, alteration, and/or repair, including painting and decorating, of public buildings or public works of the state of Rhode Island or any political subdivision thereof, or any public agency or quasi-public agency and which requires or involves the employment of employees, shall contain a provision stating the minimum wages to be paid various types of employees which shall be based upon the wages that will be determined by the director of labor and training to be prevailing for the corresponding types of employees employed on projects of a character similar to the contract work in the city, town, village, or other appropriate political subdivision of the state of Rhode Island in which the work is to be performed. Every contract shall contain a stipulation that the contractor or his or her subcontractor shall pay all the employees employed directly upon the site of the work, unconditionally and not less often than once a week, and without subsequent deduction or rebate on any account, the full amounts accrued at time of payment computed at wage rates not less than those stated in the call for bids, regardless of any contractual relationships which may be alleged to exist between the contractor or subcontractor and the employees, and that the scale of wages to be paid shall be posted by the contractor in a prominent and easily accessible place at the site of the work; and the further stipulation that there may be withheld from the contractor so much of the accrued payments as may be considered necessary to pay to the employees employed by the contractor, or any subcontractor on the work, the difference between the rates of wages required by the contract to be paid the employees on the work and the rates of wages received by the employees and not refunded to the contractor, subcontractors, or their agents.

(b) The terms "wages", "scale of wages", "wage rates", "minimum wages", and "prevailing wages" shall include:

- (1) The basic hourly rate of pay; and
- (2) ) The amount of:

(A) The rate of contribution made by a contractor or subcontractor to a trustee or to a third person pursuant to a fund, plan, or program; and

(B) The rate of costs to the contractor or subcontractor which may be reasonably anticipated in providing benefits to employees pursuant to an enforceable commitment to carry out a financially responsible plan or program which was communicated in writing to the employees affected, for medical or hospital care, pensions on retirement or death, compensation for injuries or illness resulting from occupational activity, or insurance to provide any of the foregoing, for unemployment benefits, life insurance, disability and sickness insurance, or accident insurance, for vacation and holiday pay, for defraying costs of apprenticeship or other similar programs, or for other bona fide fringe benefits, but only where the contractor or subcontractor is not required by other federal, state, or local law to provide any of the benefits; provided, that the obligation of a contractor or subcontractor to make payment in accordance with the prevailing wage determinations of the director of labor and training insofar as this chapter of this title and other acts incorporating this chapter of this title by reference are concerned may be discharged by the making of payments in cash, by the making of contributions of a type referred to in subsection (b)(2), or by the assumption of an enforceable commitment to bear the costs of a plan or program of a type referred to in this subdivision, or any combination thereof, where the aggregate of any payments, contributions, and costs is not less than the rate of pay described in subsection (b)(1) plus the amount referred to in subsection (b)(2).

(c) The term "employees", as used in this section, shall include employees of contractors or subcontractors performing jobs on various types of public works including mechanics, apprentices, teamsters, chauffeurs, and laborers engaged in the transportation of gravel or fill to the site of public works, the removal and/or delivery of gravel or fill or ready-mix concrete, sand, bituminous stone, or asphalt flowable fill from the site of public works, or the transportation or removal of gravel or fill from one location to another on the site of public works, and the employment of the employees shall be subject to the provisions of subsections (a) and (b).

(d) The terms "public agency" and "quasi-public agency" shall include, but not be limited to, the Rhode Island industrial recreational building authority, the Rhode Island economic development corporation, the Rhode Island airport corporation, the Rhode Island industrial facilities corporation, the Rhode Island refunding bond authority, the Rhode Island housing and mortgage finance corporation, the Rhode Island resource recovery corporation, the Rhode Island public transit authority, the Rhode Island student loan authority, the water resources board corporate, the Rhode Island health and education building corporation, the Rhode Island higher education assistance authority, the Rhode Island turnpike and bridge authority, the Narragansett Bay water quality management district commission, Rhode Island telecommunications authority, the convention center authority, the board of governors for higher education, the board of regents for elementary and secondary education, the capital center commission, the housing resources commission, the Quonset Point-Davisville management corporation, the Rhode Island children's crusade for higher education, the Rhode Island depositors economic protection corporation, the Rhode Island lottery commission, the Rhode Island

partnership for science and technology, the Rhode Island public building authority, and the Rhode Island underground storage tank board.

Solicitation #:7611851

Solicitation Title: State Agency Relocation and Furniture Reconfiguration  
Services

**BID FORM**

To: The State of Rhode Island Department of Administration

Division of Purchases, 2<sup>nd</sup> Floor  
One Capitol Hill, Providence, RI 02908-5855

Bidder:

_____ Legal name of entity	
_____ Address (street/city/state/zip)	
_____ Contact name	_____ Contact email
_____ Contact telephone	_____ Contact fax

**1. BASE BID PRICE**

The Bidder submits this bid proposal to perform all of the work (including labor and materials) described in the solicitation for this Base Bid Price (*including the costs for all Allowances, Bonds, and Addenda*):

\$ \_\_\_\_\_  
(base bid price *in figures* printed electronically, typed, or handwritten legibly in ink)

\_\_\_\_\_  
(base bid price *in words* printed electronically, typed, or handwritten legibly in ink)

- **Allowances: None**

- **Bonds**

The Base Bid Price ***includes*** the costs for all Bid and Payment and Performance Bonds required by the solicitation.



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- **Addenda**

The Bidder has examined the entire solicitation (including the following Addenda), and the Base Bid Price **includes** the costs of any modifications required by the Addenda.

*All Addenda must be acknowledged.*

Addendum No. 1 dated: \_\_\_\_\_

Addendum No. 2 dated: \_\_\_\_\_

Addendum No. 3 dated: \_\_\_\_\_

Addendum No. 4 dated: \_\_\_\_\_

Addendum No. 5 dated: \_\_\_\_\_

Addendum No. 6 dated: \_\_\_\_\_

**2. ALTERNATES** (*Additions/Subtractions* to Base Bid Price)

The Bidder offers to: (i) perform the work described in these Alternates as selected by the State in the order of priority specified below, based on the availability of funds and the best interest of the State; and (ii) increase or reduce the Base Bid Price by the amount set forth below for each Alternate selected.

*Check "Add" or "Subtract."*

  X   Add Alternate No. 1: Remove remaining FF&E from Elmwood Ave.

\$ \_\_\_\_\_

(amount *in figures* printed electronically, typed, or handwritten legibly in ink)

\_\_\_\_\_  
(amount *in words* printed electronically, typed, or handwritten legibly in ink)

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  X   Add Alternate No. 2: Labor for cutting surfaces at Powers: Unit price would be used for actual work

\$ \_\_\_\_\_  
(amount *in figures* printed electronically, typed, or handwritten legibly in ink)

\_\_\_\_\_  
(amount *in words* printed electronically, typed, or handwritten legibly in ink)

  X   Add Alternate No. 3: Installing 12 Cubicles at Fountain St. 3<sup>rd</sup> floor

\$ \_\_\_\_\_  
(alternate amount *in figures* printed electronically, typed, or handwritten legibly in ink)

\_\_\_\_\_  
(alternate amount *in words* printed electronically, typed, or handwritten legibly in ink)

  X   Add Alternate No. 3: Installing 12 Cubicles at Fountain St. 3<sup>rd</sup> floor

\$ \_\_\_\_\_  
(alternate amount *in figures* printed electronically, typed, or handwritten legibly in ink)

\_\_\_\_\_  
(alternate amount *in words* printed electronically, typed, or handwritten legibly in ink)

  X   Add Alternate No.4: Removing Conference room tables & other FF&E from 3rd floor area 40 Fountain St. Providence, RI and bringing them to a storage 15 miles from origin.

\$ \_\_\_\_\_  
(alternate amount *in figures* printed electronically, typed, or handwritten legibly in ink)

\_\_\_\_\_  
(alternate amount *in words* printed electronically, typed, or handwritten legibly in ink)

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  X   Add Alternate No.5 : Relocate 10 head-count from Warwick to Pawtucket

\$ \_\_\_\_\_

(alternate amount *in figures* printed electronically, typed, or handwritten legibly in ink)

\_\_\_\_\_  
(alternate amount *in words* printed electronically, typed, or handwritten legibly in ink)

  X   Add Alternate No.6 : Relocate 10 head-count from Cranston to Powers

\$ \_\_\_\_\_

(alternate amount *in figures* printed electronically, typed, or handwritten legibly in ink)

\_\_\_\_\_  
(alternate amount *in words* printed electronically, typed, or handwritten legibly in ink)

**3.    UNIT PRICES**

The Bidder submits these predetermined Unit Prices as the basis for any change orders approved in advance by the State. These Unit Prices include **all** costs, including labor, materials, services, regulatory compliance, overhead, and profit.

Unit Price No. 1: Mover / Helper \_\_\_\_\_ \$/hour \_\_\_\_\_

Unit Price No. 2: Supervisor \_\_\_\_\_ \$/hour \_\_\_\_\_

Unit Price No. 3: Installer \_\_\_\_\_ \$/hour \_\_\_\_\_

Unit Price No. 4: Driver \_\_\_\_\_ \$/hour \_\_\_\_\_

Unit Price No. 5: Truck \_\_\_\_\_ \$/hour \_\_\_\_\_

Unit Price No. 6: Other \_\_\_\_\_ \$/hour \_\_\_\_\_

Unit Price No. 7: Workstation Disassembly \_\_\_\_\_ \$/Per Unit \_\_\_\_\_

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Unit Price No. 8: Workstation Assembly\_\_\_\_\_\$/Per Unit\_\_\_\_\_

Unit Price No. 9: Regular hourly rate\_\_\_\_\_\$/per hour\_\_\_\_\_

Unit Price No.10: Overtime hourly rate\_\_\_\_\_\$/per hour\_\_\_\_\_

Unit Price No. 11: Travel rate for additional services outside of scope  
\$/hour\_\_\_\_\_

**4. CONTRACT TIME**

The Bidder offers to perform the work in accordance with the timeline specified below:

- Start of construction:                      Upon issuance of PO
- Final completion:                          As indicted on Attachment E – Timeline

**5. LIQUIDATED DAMAGES**

The successful bidder awarded a contract pursuant to this solicitation shall be liable for and pay the State, as liquidated damages and not as a penalty, the following amount for each calendar day of delay beyond the date for substantial completion, as determined in the sole discretion of the State: \$ N/A.

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**This bid proposal is irrevocable for 60 days from the bid proposal submission deadline.**

**If the Bidder is determined to be the successful bidder pursuant to this solicitation, the Bidder will promptly: (i) comply with each of the requirements of the Tentative Letter of Award; and (ii) commence and diligently pursue the work upon issuance and receipt of the purchase order from the State and authorization from the user agency.**

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Services

**The person signing below certifies that he or she has been duly authorized to execute and submit this bid proposal on behalf of the Bidder.**

**BIDDER**

**Date:**\_\_\_\_\_

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature in ink

\_\_\_\_\_  
Printed name and title of person signing on behalf of Bidder  
#

\_\_\_\_\_  
Bidder's Contractor Registration Number