State of Rhode Island Department of Administration
Division of Purchases

REVISED
December 7, 2012

NOTICE TO CONTRACTORS AND VENDORS BIDDING ON PUBLIC WORKS PROJECTS

Effective **January 1, 2013** all Public Works related project proposals exceeding Five Hundred Thousand ($500,000) dollars are required to include a "public copy." All agency contract solicitations, requests for proposals, invitations for bids, etc. shall state that any bid or proposal that exceeds Five Hundred Thousand ($500,000) dollars must include a copy to be available for public inspection upon the opening of the bids. Any bid or proposal in excess of Five Hundred Thousand ($500,000) dollars which does not include a copy for public inspection shall be deemed to be non-responsive. Additionally, proposals submitted for a Master Price Agreement, when the total amount potentially may exceed Five Hundred Thousand ($500,000) and the solicitation expressly requires any or all vendors to submit a public copy, must include a copy to be available for public inspection.

For further information, please see R.I. Gen. Laws Section 37-2-18(j) and State Procurement Regulations at www.purchasing.ri.gov. This requirement applies to all public works projects (vertical and horizontal) exceeding Five Hundred Thousand ($500,000) dollars and any combination of base bid plus all alternates.

In accordance to the State Procurement Regulations that became effective January 2, 2012 the following conditions are required:

1. All bid proposals shall be opened publicly and read aloud.
2. Each bid, together with the name of the bidder, shall be recorded and an abstract made available "immediately" for public inspection.

3. Copy of the redacted bid proposal shall be available for public inspection by the close of the business the day the subject bid(s) and/or contract(s) is opened by the Division of Purchases.

4. The burden to identify and withhold from the public copy that is released at the bid opening any trade secrets, commercial or financial information, or other information the bidder deems not subject to public disclosure pursuant to Chapter 38-2, the Access to Public Records Act, shall rest solely and exclusively with the bidder submitting the bid proposal.

5. At the time that a proposal is submitted, a bidder must submit a redacted copy of the bid proposal in a PDF (Portable Document File) file format on a read only CD-R Media Disk (hereinafter referred to as a "CD"). Vendors are required to provide all documents submitted in response to the bid solicitation on the CD.
    a. The acceptable media is a CD-R. Media that is read/writable (CD RW) will not be accepted.
    b. Only readable, not writeable media is acceptable.
    c. Vendor is responsible for supplying their own CD-R media.
    d. Vendor is responsible for the integrity of the CD.

6. Failure of the bidder to submit a public copy on a readable CD, as required by RIGL 37-2-18 as amended, shall result in the disqualification of said bid.

7. CD must be enclosed in a protective cover and the protective cover clearly labeled with the following:
    a. Marked "Public Copy"
    b. Title of Solicitation as it appears on the RIVIP cover letter.
    c. Name of Company and Vendor ID as it appears on the RIVIP cover letter.
    d. Bid Response Number as it appears on the RIVIP cover letter.
    e. Date of Bid as it appears on the RIVIP cover letter.
8. Bid response on CD-R to be in a PDF (Portable Document Format).
    a. One PDF file will be on the CD-R. File to meet the following requirements:
        i. Only one file will contain all documents in response to the bid. If you have more than one document for the response, the documents must be concatenated or merged into one PDF document. Failure to submit only one PDF file may result in disqualification of bid.
        ii. File should be named in the following manner:
            1. BidNumber_DateofBid_VendorName_VendorID.pdf. Where:
                1. Bid Number is the bid number for which the response is for as it appears on the RIVIP cover sheet.
                2. Dateofbid is date of bid using the format (mm-dd-yyyy).
                3. VendorName is the name of the vendor as one word – no spaces or punctuation.
                4. Vendor ID as it appears on the RIVIP vendor cover sheet.

Note: you must use underscores in separating the fields. Do not use underscores anywhere else in the filename other than to separate the fields.

Example: 1234567_06-01-2011_Vendor1_9876.pdf

9. Purchasing staff will officially conclude the bid opening and all loaded proposals will be posted to the Purchasing web site. All proposals will be available immediately after bid opening www.purchasing.ri.gov .

For technical assistance, contact the Division of Purchases office at 574-8100.