

SOLICITATION INFORMATION

DATE: FEBRUARY 22, 2001

PUBLIC BID #3566 MPA #166

TITLE: PROPANE, LIQUID

OPENING DATE AND TIME: 3/15/01 – 10:00 AM

PRE-BID/ PROPOSAL CONFERENCE: NO DATE: TIME:

MANDATORY :

LOCATION:

SURETY REQUIRED: NO

BOND REQUIRED: NO

**LINDA ROCHE
SENIOR BUYER**

Vendors must register on-line at the State Purchasing Website at www.purchasing.state.ri.us to be able to download a Bidder Certification Cover Form which must accompany each offer.

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Cover Form attached may result in offer disqualification.

/ds

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

BID INSTRUCTIONS / SPECIFICATIONS

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NOTICE

THERE MAY BE ADDITIONAL ADDENDA TO THIS BID/RFP AT ANY TIME BEFORE THE OPENING DATE AND TIME.

THE DIVISION OF PURCHASES WILL NOT BE NOTIFYING BY MAIL OF ANY SUCH ADDENDA.

IT IS THE VENDOR'S RESPONSIBILITY TO CHECK AND DOWNLOAD ANY AND ALL ADDENDA.

AN ADDENDUM TO A BID/RFP IS LISTED AS THE BID NUMBER WITH AN "A" AND THE NUMBER OF THE ADDENDUM FOLLOWING; FOR EXAMPLE, **3025A1** INDICATES ADDENDUM #1 HAS BEEN ISSUED FOR BID 3025. **3025A2** INDICATES ADDENDUM #2 HAS BEEN ISSUED. YOU MUST CLICK ON ALL OF THESE LISTINGS TO GET THE COMPLETE PACKAGE.

IF NOT BIDDING ON ANY ITEM, DO NOT RESPOND, IN ANY WAY, TO THE DIVISION OF PURCHASES.

DISCLAIMER

While the State of Rhode Island intends to maintain continuous access to this Website, from time to time access to information and/or documents may be interrupted or prevented either because of site problems, user problems or Internet problems. Not all access difficulties can be resolved by the State of Rhode Island since some access failures may be due to the type of computer or communication equipment and services employed by the Website User. However, it is the State's policy to provide a Help Desk (401) 222-2142 ext. 134 during regular business hours to assist Users in identifying and overcoming access problems.

To assure maximum access opportunities for Users, solicitations shall be posted on the RIVIP for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due. Vendors are cautioned that the competitive nature of their offers could be affected if their submissions do not include all amendments. For this reason, vendors are advised to revisit all solicitations to which they intend to respond five days prior to the due dates. If access to solicitations on the Website has been severely curtailed, it shall be the policy of the State to extend the due date of affected solicitations.

In some cases (e.g., road construction) copies of plans and specifications which cannot be offered on-line are issued with a requirement for a refundable deposit. In such instances, in addition to announcements provided on the RIVIP, vendors on the known lists of plans and specifications depositors will receive direct notification of amendments.

Except when access to the Website has been severely curtailed and it is determined by the Rhode Island State Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored.

When the result of an Internet solicitation of registered vendors is unsuccessful (no offers, one offer which exceeds the estimated cost) the State of Rhode Island will cancel the original solicitation and resolicit the original offer directly from vendors. The Purchasing Agent reserves the right to solicit offers from unregistered vendors as well as registered vendors.

BID INSTRUCTIONS / SPECIFICATIONS

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BID #3566

MASTER PRICING AGREEMENT #166

COMMODITY: PROPANE, LIQUID

**AGREEMENT PERIOD: 5/1/01 – 3/31/04 WITH THE OPTION TO RENEW FOR (2) ADDITIONAL
TWO YEAR PERIODS**

DELIVERY AS REQUESTED BY AGENCY.

Ordering

Agencies will submit individual orders for the various items and various quantities as may be required during the agreement period.

Scope

This bid covers the requirements of all State Agencies. This will be delivered and billed at the single, firm, awarded price quoted regardless of the quantities ordered.

Bidding

(a) Bids must be submitted on the attached bid quotation request forms, indicating brand and parts number of item offered. Bidders must submit detailed cuts and specs on items offered as equivalent to brands requested. Bidders must be able to submit samples if requested.

(b) A single price shall be quoted for each item against which a proposal is submitted.

This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State.

(c) Bid price is net F.O.B. any point in the State of Rhode Island and shall include inside delivery.

(d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non responsive to the intent of this request.

Quantities

Quantities, if any, are estimated only. It is understood and agreed that the agreement shall cover the actual quantities ordering during the period.

Taxes

The State of Rhode Island is exempt from payment of Federal Excise Taxes and R. I. Sales and Use Taxes. Such taxes shall not be included in the bid price.

Award

Award will be made to bidder quoting the lowest net price in accordance with specifications, for any individual item(s), for major groupings of items, or for all items listed, at the State's sole option.

Delivery

(a) All items to be delivered free of all charges.

(b) The contractor will be responsible for delivery of materials in first class condition. Rejected materials will be at vendor's expense.

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Exception

Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices on any extra large requirements for delivery to a destination.

Municipality Clause

Contractor will furnish all items quoted herein to any city, town or other governmental subdivision at the same price and terms as quoted to the State of Rhode Island. All ordering and billing to be between contractor and governmental unit involved.

Yes_____ No_____

Quarterly Reports

Successful bidder will submit in writing to the Purchasing Division quarterly reports showing bid number and total quantities drawn against specific items by the State Agencies. Failure to submit such reports shall be considered to be a breach of the contractor's obligations under the resultant agreement(s), and sufficient cause for the termination of the agreement, and all other outstanding agreements, purchase orders, and contracts, and suspension from participation in all State procurements for a period of up to two (2) years, at the discretion of the State's Purchasing Agent.

Reports should be forwarded to the Buyer at the Division of Purchases, One Capitol Hill, Providence, RI 02908.

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FOR THE PURPOSES OF THIS REQUEST, THE STATE OF RI IS DIVIDED INTO 4 DISTRICTS. THE FOLLOWING IS A LIST OF THE DISTRICTS AND THE MUNICIPALITIES INCLUDED WITHIN THE DISTRICT. VENDORS WILL BE RESPONSIBLE FOR DELIVERY OF PROPANE TANKS (IF NOT STATE OWNED) MAINTENANCE OF TANKS AND RENTAL OF PROPANE TANKS IF REQUIRED BY DISTRICT. ALL LOCATIONS, WHETHER LISTED OR NOT, WILL BE THE RESPONSIBILITY OF THE VENDOR.

DISTRICTS DISTRICT 1

BURRILLVILLE, GLOUCESTER, NORTH SMITHFIELD, CUMERLAND, LINCOLN,
WOONSOCKET, SMITHFIELD, CENTRAL FALLS, PAWTUCKET

DISTRICT 2

FOSTER, SCITUATE, JOHNSTON, CRANSTON, EAST PROVIDENCE, WARWICK,
NORTH PROVIDENCE, COVENTRY, WEST WARWICK, PROVIDENCE

DISTRICT 3

LITTLE COMPTON, TIVERTON, WARREN, BRISTOL, BARRINGTON, PORTSMOUTH,
MIDDLETOWN, NEWPORT

DISTRICT 4

EXETER, NORTH KINGSTOWN, SOUTH KINGSTOWN, RICHMOND, CHARLESTOWN,
NARRAGANSETT, WESTERLY, HOPKINTON, JAMESTOWN, WEST GREENWICH,
EAST GREENWICH

SERVICE BIDDERS WILL BE RESPONSIBLE FOR SERVICE TO EACH DISTRICT ON CONTRACTOR
SUPPLIED OR STATE OWNED CYLINDERS. SERVICE REQUIREMENTS WILL BE AS
STATED WITHIN EACH DISTRICT.

LABOR RATE PER MAN HOUR (NO SEPARATE TRAVEL)

\$ _____

DISCOUNT PARTS FROM LIST _____%

FOR EACH DISTRICT – IN THE SPACE PROVIDED – INDICATE YOUR INCREMENT (+) OR DISCOUNT (-) OVER/UNDER THE AVERAGE SELKIRK POSTING, INCLUSIVE OF ALL APPLICABLE TAXES, FEES, DELIVERY, DEPOSITS, ETC.

DO NOT INCLUDE THE AVERAGE SELKIRK POSTING. FAILURE TO COMPLY WITH THESE INSTRUCTIONS MAY RESULT IN YOUR BID BEING DETERMINED TO BE NON-RESPONSIVE.

PRICES WILL BE QUOTED AS AN INCREMENT PLUS OR MINUS THE AVERAGE SELKIRK POSTING AS LISTED IN THE “WEEKLY PROPANE NEWSLETTER.” THIS PUBLICATION AND AVERAGE SELKIRK POSTING SHALL BE UTILIZED AS THE BASIS FOR PRICING FOR LIQUID PROPANE AT THE TIME OF DELIVERY. VENDOR WILL BE REQUIRED TO BILL ONCE PER MONTH.

BID INSTRUCTIONS / SPECIFICATIONS

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THE FOLLOWING ARE ESTIMATED QUANTITIES AND DELIVERY LOCATIONS BY DISTRICT.

DISTRICT 1

3500 GALS BULK DELIVERY ZAMBARANO HOSPITAL, WALLUM LAKE
(2) 1000 GALLON TANKS & REGULATORS

2400 GALS CCRI MAINTENANCE – LINCOLN –
VENDOR TANKS – SERVICE AS NEEDED

1500 GALS STATE POLICE BARRACKS – LINCOLN –
VENDOR TANKS – (4) 125 GAL TANKS –
SERVICE AS NEEDED

3000 GALS DAVIES TECHNICAL HIGH SCHOOL – LINCOLN
VENDOR TANKS – SERVICE AS NEEDED

2400 GALS RI ANG – OLD OXFORD ROAD, NORTH SMITHFIELD,
(1) 120 LB TANK – VENDOR TANK

3000 GALS ENVIRONMENTAL MGMT. – DIAMOND HILL STATE PARK,
CUMBERLAND – (2) 100 LB TANKS – VENDOR SUPPLIED

300 GALS DOT – MAINTENANCE – WHIPPLE AVE. STOCKPILE,
HARRISVILLE

300 GALS DOT – MAINTENANCE – CARPENTERS CORNER,
INTERSECTION OF ROUTES 5 & 7

DISTRICT 2

10000 GALS NARRAGANSETT BAY COMMISSION, 2 ERNEST ST., PROVIDENCE,
(2) 400 LB CYLINDERS AND (2) 1000 LB CYLINDERS –
VENDOR TANKS – AUTOMATIC DELIVERY

4800 GALS GENERAL HOSPITAL – MHRH – CRANSTON

1000 GALS DOT MAINTENANCE – RTE 6 STOCKPILE, EAST PROVIDENCE –
(3) 100 GALLON TANKS – VENDOR TANKS

1000 GALS RI COLLEGE – 600 MT. PLEASANT, PROVIDENCE
(2) 1000 GALLON TANKS

2800 GALS DOT MAINTENANCE – BRIDGE SECTION – 34 CALVERLY ST.,
PROVIDENCE – 100 LB. TANKS – VENDOR TANKS

1200 GALS MHRH – A.M. BLDG. – DIX BLDG. – MOTOR POOL –
(3) 500 GAL TANKS – STATE OWNED

600 GALS DIVISION OF AIRPORTS – WARWICK
100 LB TANKS – VENDOR SUPPLIED

700 GALS RI COLLEGE – 600 MT. PLEASANT AVE., PROVIDENCE
(6) 100 GAL TANKS – (2) BROWNE DORM. (2) WEBER DORM.
(2) WALSH GYM – STATE OWNED CYLINDERS

1700 GALS CCRI – MAINTENANCE – 400 EAST AVE., WARWICK
(1) 100 LB TANK AT PRESIDENTS HOME – (1) 500 TANK
STORAGE BLDG. – (2) 100 LB TANKS STORAGE BLDG. –
(1) 500 LB TANK – MEGASTRUCTURE

240 GALS RI COLLEGE, ART DEPT. – 600 MT. PLEASANT, PROVIDENCE,
100 LB TANKS – VENDOR SUPPLIED

1000 GALS STATE POLICE TRAINING ACADEMY, BOSS RD., FOSTER –
(1) 900 GAL TANK

800 GALS RI ANG. READ SCHOOLHOUSE RD., COVENTRY –
GOVT. OWNED TANKS

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DISTRICT 3

2200 GALS COASTAL RESOURCES, NEWPORT OFFICE, STATE PIER,
(1) 100 GAL TANK – VENDOR SUPPLIED

DISTRICT 4

2000 GALS ENVIRONMENTAL MGMT. – BLDG. #14, PORT OF GALILEE,
NARRAGANSETT – (1) 100 GAL TANK – VENDOR SUPPLIED

2000 GALS RI ANG – QUONSET STATE AIRPORT, NORTH KINGSTOWN –
(1) 500 LB TANK, HOUSE TRAILERS – (2) 120 LB TANK,
SEWAGE LIFT STATION – (1) 120 LB TANK, HANGAR BLDG. P-13

1000 GALS HUMAN SERVICE, VETERANS AFFAIRS, VETERANS CEMETERY,
301 SOUTH COUNTY TRAIL, EXETER

1000 GALS STATE POLICE – HOPE VALLEY BARRACKS, 70 NOOSENECK HILL RD.,
WYOMING – (1) 500 GAL TANK

3600 GALS URI – ALTON JONES CAMPUS, WEST GREENWICH – RI ENVIRONMENTAL
CENTER, EDUCATION POOR HOUSE TRAILER, WHISPERING PINES –
STATE OWNED TANKS

300 GALS URI – ALTON JONES CAMPUS, RI OPERATING (ENVIRONMENTAL
ED. INCLUDED) – VENDOR SUPPLIED TANKS

2000 GALS URI – BALLENTINE, EAST HALL, BLISS HALL, CRAWFORD HALL,
MONKEY FARM, RODMAN GENERATOR, PECKHAM TRAILER, PECKHAM
HOUSE, EAST FARM – VENDOR SUPPLIED TANKS

2500 GALS ENVIRONMENTAL MGMT. – LAFAYETTE TROUT HATCHERY,
465 HATCHERY ROAD, NORTH KINGSTOWN – STATE OWNED TANKS

3000 GALS ENVIRONMENTAL MGMT. – COASTAL FISHERIES LAB. SUCCOTASH RD.,
WAKEFIELD – VENDOR SUPPLIED TANKS

30000 GALS MILITARY STAFF – CAMP VARNUM TRAINING SITE,
OLD BOSTON NECK ROAD, NARRAGANSETT – (4) 1000 GAL
(2) STATE OWNED (2) VENDOR SUPPLIED – (1) 500 GAL STATE
OWNED (1) 250 GAL VENDOR SUPPLIED

4500 GALS JOS. LADD CENTER – SCHOOL LAND ROAD, EXETER,
(1) 100 GAL TANK VENDOR MUST SUPPLY

520 GALS RI ATOMIC ENERGY COMMISSION – RI NUCLEAR SCIENCE CENTER,
SOUTH FERRY ROAD, NARRAGANSETT – (22) 100 LB CYLINDERS –
VENDOR SUPPLIED CYLINDERS – ALL CONNECTIONS AND VALVES
TO BE LEAK TESTED AFTER INSTALLATION BY VENDOR – VENDOR
MUST CERTIFY IN WRITING THAT CYLINDERS PROVIDED HAVE BEEN
TESTED AND CERTIFICATION WILL NOT EXPIRE WHILE CYLINDERS
ARE AT THE AGENCY

12000 GALS URI – FACILITIES & OPERATIONS – NARRAGANSETT BAY CAMPUS –
VENDOR SUPPLIED TANKS

1000 GALS CENTRAL SERVICES – WASHINGTON GOVERNMENT CENTER –
(1) 1000 GAL TANK

1000 GALS RI STATE POLICE – WICKFORD BARRACKS, 7875 POST ROAD,
NORTH KINGSTOWN – (1) 500 GAL TANK

2000 GALS ENVIRONMENTAL MANAGEMENT – ARCADIA RESEARCH STATION,
HOPE VALLEY – (1) 500 GAL TANK
(2) 120 GAL TANKS – VENDOR SUPPLIED TANKS

2000 GALS ENVIRONMENTAL MANAGEMENT – PERRYVILLE HATCHERY,
1106 POST ROAD, WAKEFIELD – (1) 500 GAL TANK –
(2) 120 GAL TANKS – STATE OWNED TANKS

COMMODITY: PROPANE, LIQUID (MPA #166)
BID #3566 OPENING DATE & TIME: 3/15/01 - 10:00 AM
BLANKET REQUIREMENTS: 5/1/01 - 3/31/04
ATTACHMENT "A"

VENDOR NAME

VENDOR NAME

BID #3566

BID #3566

ITEM NO.	DESCRIPTION	UNIT PRICE	UNIT PRICE	ITEM NO.
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INSTRUCTIONS:

IF BIDDING ON ANY ITEM, THE ENTIRE BID MUST BE RETURNED. THE PRICE COLUMN ON THE RIGHT WILL BE DETACHED TO CREATE A BID TABULATION SPREADSHEET FOR THE "OFFICIAL BID ANALYSIS," THEREFORE:

- A) VENDOR NAME MUST APPEAR IN BOTH COLUMNS ON "EVERY" PAGE UNDER THE WORDS "VENDOR NAME."
- B) PRICE COLUMNS MUST CONTAIN "EXACTLY" THE SAME INFORMATION.
- C) ANY SUPPLEMENTARY INFORMATION MUST BE REPEATED IN "BOTH" COLUMNS.

FAILURE TO COMPLETE FORM AS INSTRUCTED MAY BE GROUNDS FOR "DISQUALIFICATION."

INSURANCE:

IN ACCORDANCE WITH THE GENERAL CONDITIONS OF PURCHASE (ITEM 31), INSURANCE CERTIFICATE IS REQUIRED FOR WORKERS' COMPENSATION, PUBLIC LIABILITY, PROPERTY DAMAGE INSURANCE, AUTO INSURANCE, ETC., AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD.

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BLANKET REQUIREMENTS: 5/1/01 - 3/31/04
ATTACHMENT "A"

VENDOR NAME

VENDOR NAME

BID #3566

BID #3566

ITEM NO.	DESCRIPTION	UNIT PRICE	UNIT PRICE	ITEM NO.
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ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION.

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.

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BLANKET REQUIREMENTS: 5/1/01 - 3/31/04
ATTACHMENT "A"

VENDOR NAME

VENDOR NAME

BID #3566

BID #3566

ITEM NO.	DESCRIPTION	UNIT PRICE	UNIT PRICE	ITEM NO.
1	<u>DISTRICT 1</u> INCREMENT (+) OR DISCOUNT (-) FROM SELKIRK	_____	_____	1
2	<u>DISTRICT 2</u> INCREMENT (+) OR DISCOUNT (-) FROM SELKIRK	_____	_____	2
3	<u>DISTRICT 3</u> INCREMENT (+) OR DISCOUNT (-) FROM SELKIRK	_____	_____	3
4	<u>DISTRICT 4</u> INCREMENT (+) OR DISCOUNT (-) FROM SELKIRK	_____	_____	4
	RENTAL OF TANKS PER MONTH FOR DISTRICTS 1, 2, 3, & 4:			
5	100 GALLON	\$ _____	\$ _____	5
6	500 GALLON	\$ _____	\$ _____	6
7	1000 GALLON	\$ _____	\$ _____	7
	DELIVERY AS REQUESTED BY AGENCY.			