

SOLICITATION INFORMATION

2/26/01

PUBLIC BID #3567 MPA # 136

TITLE: HVAC EQUIPMENT SERVICES & REPAIRS

OPENING DATE AND TIME: 4/3/01 – 10:00 A.M.

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

MANDATORY :

LOCATION:

SURETY REQUIRED: NO

BOND REQUIRED: NO

**JOHN O'HARA II
SENIOR BUYER**

JO/dls

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.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

BID INSTRUCTIONS / SPECIFICATIONS

2/26/01

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

2/26/01

BID#3567

MASTER PRICING AGREEMENT # 136

COMMODITY: HVAC EQUIPMENT SERVICES & REPAIRS

AGREEMENT PERIOD: 7/1/01 – 9/30/02 WITH OPTION TO RENEW FOR ADDITIONAL 12 MONTHS

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.

Exception

BID INSTRUCTIONS / SPECIFICATIONS

2/26/01

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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OPENING DATE & TIME: 4/3/01 - 10:00 A.M.
BLANKET REQUIREMENTS: 7/1/01 - 9/30/02
ATTACHMENT "A"

VENDOR NAME	VENDOR NAME
BID #3567	BID #3567

ITEM#	QTY	DESCRIPTION	UNIT PRICE	UNIT PRICE	ITEM #
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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 WORD "BIDDER".
 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".

IN ACCORDANCE WITH THE GENERAL CONDITIONS OF PURCHASE (ITEM 31), INSURANCE
 CERTIFICATE IS REQUIRED FOR WORKER' 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. 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 FOR 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 CONSTRUTION.

* SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION.

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BID #3567	BID #3567

ITEM#	QTY	DESCRIPTION	UNIT PRICE	UNIT PRICE	ITEM #
		<p>* ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER.</p> <p>* VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.</p> <p>BIDDERS ARE ADVISED THAT ALL PROVISIONS OF TITLE 37 CHAPTER 13 OF THE GENERAL LAWS OF RHODE ISLAND APPLY TO THE WORK COVERED BY THIS REQUEST, ANF THAT PAYMENT OF THE GENERAL PREVAILING RATE OF PER DIEM WAGES AND THE GENERAL PREVAILING RATE FOR REGULAR, OVERTIME, AND OTHER WORKING CONDITION EXISTING IN THE LOCALITY FOR EACH CRAFT, MECHANIC, TEAMSTER, OR TYPE OF WORKMAN NEEDED TO EXECUTE THIS WORK IS A REQUIREMENT FOR BOTH CONTRACTORS AND SUBCONTRACTORS.</p> <p>THE PREVAILING WAGE TABLE MAY BE OBTAINED AT THE RI DIVISION OF PURCHASES HOME PAGE BY INTERNET AT WWW.PURCHASING.STATE.RI.US. SELECT "INFORMATION" AND THEN SELECT "PREVAILING WAGE TABLE". PRINTING THE ENTIRE DOCUMENT AVERAGES APPROXIMATELY ONE MINUTE PER PAGE - YOU MAY WANT TO PRINT ONLY THE PAGES APPLICABLE TO YOUR BID.</p> <p>BIDDERS NOTE:</p> <p>IN THE EVENT THIS BID SPECIFIES PRICE OFFERS ON A TIME-AND-MATERIALS BASIS, I.E. AN HOURLY RATE, ANY OR ALL BIDS SUBMITTED IN AN AMOUNT LESS THAN THE PREVAILING RATE IN EFFECT FOR THE WORK COVERED BY THIS REQUEST AS OF THE DATE OF BID ISSUANCE SHALL BE REJECTED BY THE DIVISION OF PURCHASES.</p> <p>THE TITLE FOR THE STATEWIDE PREVAILING WAGE RATE FOR THIS WORK IS: PLUMBERS & PIPEFITTERS</p>			

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ITEM#	QTY	DESCRIPTION	UNIT PRICE	UNIT PRICE	ITEM #
BLANKET REQUIREMENTS: 7/1/01 - 9/30/02 WITH OPTION TO RENEW FOR AN ADDITIONAL 12 MONTH PERIOD THE STATE SHALL RESERVE THE RIGHT TO MAKE ONE, OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS. THE MASTER PRICE AGREEMENT AWARDED AS THE RESULT OF THIS SOLICITATION, MAY, AT THE SOLE DISCRETION OF THE STATE BE EXTENDED FOR ONE (1) ADDITIONAL YEAR. (10/1/02 - 9/30/03). BIDDER BY SUBMISSION OF THIS OFFER, AGREES, TO MAINTAIN SUCH PRICING FOR A SECOND YEAR IF MPA EXTENSION IS SO DECIDED BY THE STATE.					
HVAC EQUIPMENT: SERVICE AND REPAIR; LICENSED SERVICES					
1		SHOW HOURLY RATE ON THE JOB AS EXPLAINED BELOW	\$ _____ /HR	\$ _____ /HF	1
		SHOW AN OVERTIME HOURLY RATE ON THE JOB _____/HR.			
		SHOW AN HOURLY RATE FOR A HELPER ON THE JOB IF AUTHORIZED BY THE AGENCY _____/HR.			
		SHOW AN OVERTIME RATE FOR A HELPER ON THE JOB IF AUTHORIZED BY THE AGENCY. _____/HR.			
2		SHOW A DISCOUNT FROM MFG. LIST PRICES FOR PARTS	_____ %	_____ %	
		SHOW YOUR RI HVAC MASTER LICENSE NUMBER _____/LICENSE #			

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ITEM#	QTY	DESCRIPTION	UNIT PRICE	UNIT PRICE	ITEM #
		<p>HOURLY RATE APPLIES TO HOURS WORKED ON THE JOB BETWEEN 8:00 AM - 5:00 PM, MONDAY - FRIDAY.</p> <p>OVERTIME HOURLY RATE APPLIES TO ALL OTHER HOURS INCLUDING SATURDAY, SUNDAY AND HOLIDAYS.</p> <p>AWARD DETERMINATION WILL BE BASED ON ITEM 1. IN THE EVENT OF A TIE BID, INFORMATIONAL ITEMS RELATED TO OVERTIME HELPER AND/OR PARTS PRICING WILL BE CONSIDERED TO BREAK THE TIE.</p> <p>SERVICES FOR STATE AGENCIES ARE ON A "24 HOUR CALL" BASIS AND AS MAY BE REQUIRED. ONLY FIXED HOURLY FLAT RATES AS INDICATED IN THIS NOTICE WILL BE ALLOWED AS QUOTED, AND WILL INCLUDE ADMINISTRATIVE AND GENERAL EXPENSES, INCLUDING PROFIT ALLOWANCE, OVERHEAD, TRAVEL, TRANSPORTATION, ADMINISTRATIVE, ETC. PAYMENT FOR SERVICES WILL BE MADE BASED UPON INVOICES SUBMITTED THAT MUST SHOW THE NUMBER OF HOURS WORKED AT THE QUOTED FLAT HOURLY RATE, PLUS COST OF MATERIALS APPROVED BY THE AGENCY. SERVICEMEN AND/OR TRADESMEN MUST CHECK WITH THE AGENCY PRIOR TO START OF WORK AND UPON COMPLETION FOR TIME VERIFICATION.</p> <p>THE DEPARTMENT RESERVES THE RIGHT TO WAIVE ANY INFORMALITY AND TO REJECT ANY OR ALL PROPOSALS; THEREFORE, BIDDERS WILL BE CONSIDERED FOR AWARD ON THE BASIS OF BID PRICE, PERFORMANCE, PAST RECORD, EXPERIENCE, ORGANIZATION, EQUIPMENT AND CAPABILITY TO PERFORM THE SERVICES AND SERVICES TO MORE THAN ONE AGENCY SIMULTANEOUSLY. AN AWARD WILL NOT BE MADE TO A CONTRACTOR WHO IS NOT QUALIFIED AND NOT EQUIPPED TO UNDERTAKE AND COMPLETE THE WORK WITHIN THE SPECIFIED TIME, OR WHO HAS PROVIDED UNSATISFACTORY WORK UNDER ANY OTHER STATE CONTRACTS.</p>			

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ITEM#	QTY	DESCRIPTION	UNIT PRICE	UNIT PRICE	ITEM #
<u>VERY IMPORTANT NOTICE: SERVICE CALLS</u>					
<p>THE AGENCY REQUESTING THE SERVICE CALL MUST EXPLAIN THE BASIC PROBLEM TO THE VENDOR. DEPENDING ON THE EXTENT AND NATURE OF THE CALL, THE VENDOR MUST SEND ONE (1) JOURNEYMAN, OR IF NECESSARY, THE VENDOR MUST ADVISE THE AGENCY AND EXPLAIN WHY A HELPER IS NEEDED.</p> <p>THE VENDOR MUST NOT SEND TWO (2) PEOPLE AS A MATTER OF ROUTINE. THE AGENCY MUST BE ADVISED AND MUST APPROVE IF MORE THAN ONE PERSON IS NECESSARY.</p> <p>WORK UNDER THIS BLANKET MASTER PRICE AGREEMENT IS LIMITED TO EMERGENCY AND INTERMITTENT CALLS, IN NO CASE TO EXCEED \$5,000.00 FOR A PARTICULAR INDIVIDUAL PROJECT. VENDOR MUST PROVIDE COST PROPOSAL TO AGENCY IF REQUESTED FOR PRIOR APPROVAL.</p>					
DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY					
			TERMS	TERMS	