# Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
ONE CAPITOL HILL
PROVIDENCE RI 02908

**CREATION DATE :** 27-APR-07
**BID NUMBER:** 7003554
**TITLE:** Moving Services - URI

**BLANKET START :** 01-AUG-07
**BLANKET END :** 30-JUN-10
**BID CLOSING DATE AND TIME:**23-MAY-2007 11:15:00

BUYER: Ohara 2nd, John F
PHONE #: 401-222-2142

**BILL TO**
**URI ACCOUNTS PAYABLE**
**CARLOTTI ADMINISTRATION BLDG**
**75 LOWER COLLEGE ROAD, SUITE 1**
**KINGSTON, RI 02881**
**US**

**SHIP TO**
**URI SPECIAL INSTRUCTIONS**
**SEE BELOW**
**SEE BELOW, RI N/A**
**US**

**Requistion Number: 1040946**
Note to Bidders: Contact Person: Dan Lonergan 401-874-2379

Blanket Requirements August 1, 2007 - June 30, 2010

| Line | Description | Quantity | Unit | Unit Price | Total |
|---|---|---|---|---|---|
| 1 | 8/1/07-6/30/08Moving; crew rate per hour. Straight Time | 5,260.00 | Hour | | |
| 2 | 7/1/08-6/30/09Moving; crew rate per hour. Straight Time | 5,260.00 | Hour | | |
| 3 | 7/1/09-6/30/10Moving; crew rate per hour. Straight Time | 5,260.00 | Hour | | |
| 4 | 8/1/07-6/30/08Moving; crew rate per hour. Overtime | 527.00 | Hour | | |
| 5 | 7/1/08-6/30/09Moving; crew rate per hour. Overtime | 527.00 | Hour | | |
| 6 | 7/1/09-6/30/010Moving; crew rate per hour. Overtime | 527.00 | Hour | | |
| 7 | 8/1/07-6/30/08Moving; rate per hour for one additional man.Straight time. | 1.00 | Hour | | |
| 8 | 7/1/08-6/30/09Moving; Rate per hour for one additional man. Straight time. | 1.00 | Hour | | |
| 9 | 7/1/09-6/30/10Moving; Rate per hour for one additional man. Straight time. | 1.00 | Hour | | |
| 10 | 8/1/07-6/30/08Moving; Rate per hour for one additional man. Overtime | 1.00 | Hour | | |
| 11 | 7/1/08-6/30/09Moving; Rate per hour for one additional man. Overtime | 1.00 | Hour | | |
| 12 | 7/1/09-6/30/10Moving; Rate per hour for one additional man. Overtime | 1.00 | Hour | | |
| 13 | 8/1/07-6/30/08Moving; Rate for additional truck if needed. | 1.00 | Hour | | |

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| 14 | 7/1/08-6/30/09Moving; Rate for additional truck if needed. | 1.00 | Hour | | |
| 15 | 7/1/09-6/30/10Moving; Rate for additional truck if needed. | 1.00 | Hour | | |
| 16 | 8/1/07-6/30/08Rigging; Rate for 1 man and equipment. Straight Time. | 75.00 | Hour | | |
| 17 | 7/1/08-6/30/09Rigging; Rate for 1 man and equipment. Straight Time. | 75.00 | Hour | | |
| 18 | 7/1/09-6/30/10Rigging; Rate for 1 man and equipment. Straight Time. | 75.00 | Hour | | |
| 19 | 8/1/07-6/30/08Rigging; Rate for 1 man and equipment. Overtime. | 1.00 | Hour | | |
| 20 | 7/1/08-6/30/09Rigging; Rate for 1 man and equipment. Overtime. | 1.00 | Hour | | |
| 21 | 7/1/09-6/30/10Rigging; Rate for 1 man and equipment. Overtime. | 1.00 | Hour | | |
| 22 | 8/1/07-6/30/08Rigging; Rate for additional man per hour as needed. Straight time. | 1.00 | Hour | | |
| 23 | 7/1/08-6/30/09Rigging; Rate for additional man per hour as needed. Straight time. | 1.00 | Hour | | |
| 24 | 7/1/09-6/30/10Rigging; Rate for additional man per hour as needed. Straight time. | 1.00 | Hour | | |
| 25 | 8/1/07-6/30/08Rigging; Rate for additional man per hour as needed. Overtime. | 1.00 | Hour | | |
| 26 | 7/1/08-6/30/09Rigging; Rate for additional man per hour as needed. Overtime. | 1.00 | Hour | | |
| 27 | 7/1/09-6/30/10Rigging; Rate for additional man per hour as | 1.00 | Hour | | |

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| Line | Description | Quantity | Unit | Unit Price | Total |
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| | needed. Overtime.<br>Deliver to address:<br>URI Support Services, Property Office<br>Attn: Dan Lonergan<br>581 Plains Road<br>Kingston, RI 02881 | | | | |

Delivery: _____

Terms of Payment: _____

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**MOVING**

Blanket request: Multi year service contract for moving office furniture and laboratory equipment for all campuses of the University of Rhode Island. Charges to be made on a time and equipment basis. For the purpose of our needs, the first three men with one truck with a hydraulic lift gate will be considered one crew. Any additional men requested will not be considered part of a crew unless WE request a second truck with a hydraulic lift gate.

- **Personal vehicles for transportation to job sites are not considered additional trucks.**
- For every three (3) men, one (1) person must be a supervisor/foreman, and he/she must carry a cell phone with 2-way radio capability.
- Minimum number of cell phones will be 2 at all times.
- Contractor must carry a minimum # of four (4) wheel moving dollies – six (6) each.
- Contractor must carry a minimum #4 convertible 2 in 1 aluminum hand trucks.
- Contractor must carry a full set of tools at all times (including 2 cordless drills) for the fabrication and dismantling of furniture, partitions, and door removals.
- Contractor must carry fifty (50) moving blankets, two (2) large J-Bars, one (1) small J-Bar.

Crew availability: The University operates 24/7. The nature of our operation is dictated by the schedule of the University. Most of our planned moves take place nights, weekends, holidays, days prior and following holidays, and during school break. Some of the work we do is on short term notice and emergency jobs. **It is imperative that the successful bidder be able to fulfill these special needs.** This work often is heavy and dirty, in buildings without air conditioning or elevators. At times the vendor will be asked to assist our Central Receiving Department. Vendor to provide all employees with name tags. Written hourly estimates on certain jobs will be required on a regular basis.

Time cards must be punched in and out by each employee every day. Failure to do so will result in non-payment for those hours. Invoices must reconcile exactly with time cards. Time is rounded to the nearest ¼ hour. Overtime will be considered hours worked in excess of 8 hours during our regular hours of operation. Regular hours are considered 730 a.m. – 4:00 p.m. Hours worked on Saturday, Sunday, and State of RI holidays will be considered overtime. Some projects may be completed in less than 8 hours, and other large scale projects could take as long as 12 hours per day for several days.

Delivery or services as requested by agency. Payments will be authorized upon submission of invoices to receiving agency. Request for payment shall be submitted not more often than once per month throughout the duration of the agreement. Any unused balance at end of blanket period is automatically cancelled.

## RIGGING

Blanket Request: Multi year service contract for heavy rigging for all campuses of the University of Rhode Island. Charges to be made on a time, equipment, and man-power basis. Equipment to include a truck with hydraulic lift gate, standard rigging equipment, and special equipment necessary to a particular job. One (1) person must be a supervisor/foreman and he/she must carry a cell phone with 2-way radio capability. Most of the work we do is on short term notice and emergency jobs. Written hourly estimates on certain jobs will be required on a regular basis. Personal vehicles for transportation to job sites are not considered additional trucks.

Examples of equipment necessary, but not limited to are as follows:

- Contractor must carry a minimum # of four (4) wheel moving dollies – six (6) each
- Contractor must carry two (2) large J-Bars, one (1) small J-Bar.

Time cards must be punched in and out by each employee every day. Failure to do so will result in non-payment for those hours. Invoices must reconcile exactly with time cards. Time is rounded to the nearest ¼ hour. Overtime will be considered hours worked in excess of 8 ours during our regular hours of operation. Regular hours are considered 7:30 a.m. – 4:00 p.m. Hours worked on Saturday, Sunday, and State of RI holidays will be considered overtime. Some projects may be completed in less than 8 hours, and other large scale projects could take as long as 12 hours per day for several days.

Delivery or services as requested by agency. Payments will be authorized upon submission of invoices to receiving agency. Request for payment shall be submitted not more often than once per month throughout the duration of the agreement. Any unused balance at end of blanket period is automatically cancelled.

Contact Person:
Dan Lonergan (401) 874-2379

**Contract Terms and Conditions**

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## Terms and Conditions

**BID STANDARD TERMS AND CONDITIONS**

**TERMS AND CONDITIONS FOR THIS BID**

**RIVIP INFO - BID SUBMISSION REQUIREMENTS**

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**INSURANCE REQUIREMENTS**

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: * PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - $1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. * BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. * SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF $5 MILLION. * ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - $1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. * VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF $1 MILLION.

**MULTI YEAR AWARD**

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

**AWARD**

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.

**HOURLY RATE SPECIFICS**

BIDDERS ARE ADVISED THE AWARD WILL BE BASED ON EITHER REGULAR, STRAIGHT-TIME HOURLY RATES OR A PERIODIC RATE SUCH AS 500 HOURS, MONTHLY OR ANNUALLY, DEPENDING ON THE SPECIFIC REQUIREMENTS OF A PARTICULAR BID. KEEP IN MIND THAT OVERTIME RATES, DISCOUNTS, AND OTHER MISCELLANEOUS PRICE-RELATED ITEMS ARE REQUIRED FOR INFORMATIONAL PURPOSES ONLY. OVERTIME RATE IS TO BE PAID IN ACCORDANCE WITH THE PROVISIONS OF THE RI DEPARTMENT OF LABOR AND TRAINING, EMPLOYER HANDBOOK. EMPLOYEES ARE TO BE COMPENSATED AT TIME AND ONE-HALF THE APPLICABLE PREVAILING WAGE RATE. OVERTIME RATES EXCEEDING ONE AND ONE HALF TIMES THE REGULAR HOURLY RATES FOR MONDAY THROUGH SATURDAY AND EXCEEDING TWO TIMES THE REGULAR RATE FOR SUNDAYS AND HOLIDAYS MAY BE GROUNDS FOR DISQUALIFICATION OF THE BID.

**HOURS - BIDDING PURPOSES**

HOURS INDICATED ARE ESTIMATED QUANTITIES FOR BIDDING PURPOSES ONLY.

**LICENSE REQUIREMENTS**

VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. A COPY OF LICENSE/PERMIT SHOULD BE SUBMITTED WITH THIS BID. IN ADDITION TO THESE LICENSE REQUIREMENTS, BIDDER, BY SUBMISSION OF THIS BID, CERTIFIES THAT ANY/ALL WORK RELATED TO THIS BID, AND ANY SUBSEQUENT AWARD WHICH REQUIRES A RHODE ISLAND LICENSE(S), SHALL BE PERFORMED BY AN INDIVIDUAL(S) HOLDING A VALID RHODE ISLAND LICENSE.