



# Request for Quote

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

BUYER: Cowell Jr, John A  
 PHONE #: 401-574-8114

CREATION DATE : 02-APR-10  
 BID NUMBER: 7323612  
 TITLE: SHREDDING (MPA #401) - (REQUIRED CERTIFICATE OF DESTRUCTION)  
 BLANKET START : 01-JUL-10  
 BLANKET END : 30-JUN-12  
 BID CLOSING DATE AND TIME:30-APR-2010 10:15:00

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**Requisition Number:**

Line	Description	Quantity	Unit	Unit Price	Total
1	BLANKET REQUIREMENTS: 7/1/10 - 6/30/12 WITH (2) ONE YEAR RENEWAL OPTIONS.  NOTE: DETAILED SPECIFICATIONS FOR RHODE ISLAND COLLEGE AND THE UNIVERSITY OF RHODE ISLAND FOLLOW. MPA-401 7/1/10-6/30/12 SHREDDING - INCLUDES PICKUP AND TAKE AWAY. CERTIFICATE OF DESTRUCTION.	1.00	Pound		
2	MPA-401 7/1/10-6/30/12 PURCHASE LOCKED CONSOLE BOX 100 LB. CAPACITY	1.00	Each		
3	MPA-401 7/1/10-6/30/12 LEASED LOCKED CONSOLE BOX FIRST LOCKED BOX AT LOCATION	1.00	Month		
4	MPA-401 7/1/10-6/30/12 LEASED LOCKED CONSOLE BOX EACH ADDITIONAL LEASED CONSOLE BOX PER LOCATION	1.00	Month		
5	MPA-401 7/1/10-6/30/12 SHREDDING OF CONFIDENTIAL MATERIAL FOR URI PER ATTACHED SPECIFICATIONS. *****  ON SITE SHREDDING AND REMOVAL FOR RHODE ISLAND COLLEGE PER ATTACHED SPECIFICATIONS (LINES 6 THROUGH 9)  *****	50,000.00	Pound		
6	MPA-401 7/1/10-6/30/12 SHREDDING SERVICES PER CONTAINER	1.00	Container		
7	MPA-401 7/1/10-6/30/12 SHREDDING SERVICE PER ADDITIONAL CONTAINER	1.00	Container		
8	MPA-401 7/1/10-6/30/12 SHREDDING SERVICES - PER CONTAINER - SPECIAL ONE TIME PICKUP	1.00	Container		
9	MPA-401 7/1/10-6/30/12 SHREDDING SERVICES - MINIMUM CHARGE IF ANY, PER CAMPUS VISIT	1.00	Each		

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer

Delivery: \_\_\_\_\_

Terms of Payment: \_\_\_\_\_

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University of Rhode Island  
Specifications for Shredding of Confidential Material

The successful vendor will pick up boxed, palletized, shrink wrapped confidential materials to be shredded from the University of Rhode Island Central Receiving warehouse in Kingston and at the College of Continuing Education on the Providence campus at 80 Washington Street.

Vendor will transport, shred and dispose of documents and provide certification of the same.

Pick up shall be approximately once per month and is estimated to be 9 pallets of material. Pallets will contain several miscellaneous size boxes, supplied by the University, which will be sealed before being shrink wrapped on the pallets. The successful bidder should have a box truck or trailer with a lift gate to pick up materials. Boxes will be weighed by the University prior to being picked up by the vendor. The weight will be given to the vendor who must then verify the weight on their invoice. Upon destruction, the vendor will provide the University with a written certification witnessing the shredding of the documents at the time, date and location. Boxes remaining in decent condition should be returned to the University at next pick-up.

The vendor will send the certification to:

Director, Support Services  
581 Plains Road  
Kingston, RI 02881

Shredding per the above specifications                      Qty: 50,000 lbs per year                      \$ \_\_\_\_\_/per lb.

## SHREDDING SERVICES -- RHODE ISLAND COLLEGE

BLANKET PERIOD: 7/1/10 – 6/30/12

### SPECIFICATIONS

#### SHREDDING SERVICES AS FOLLOWS:

House Six (6) 150 lb. capacity containers with locks holding confidential information to be destroyed at the following locations:

1. MIS Department
2. Admissions Department
3. Financial Aid Department
4. Human Resources
5. CEP
6. Feinstein School of Education

Special shredding pickup requests may be requested for departments not mentioned above

Coordinate pick-up every two (2) weeks with appointed agency contact

Shredding will be on site followed by removal.

No rental fee for bins.

Vendor is required to submit a certificate of destruction upon request.

Contact Person: William Angell

Phone: 401-456-9848

**Contract Terms and Conditions**

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## **Terms and Conditions**

### **BID STANDARD TERMS AND CONDITIONS**

#### **TERMS AND CONDITIONS FOR THIS BID**

##### **PURCHASE AGREEMENT BID**

**BIDDING** (a) 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. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (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. **ORDERING** (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

##### **MPA BID AWARD (STATEWIDE APPLICABILITY)**

**STATEWIDE APPLICABILITY** - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

##### **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.**

##### **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.

## **TERMS AND CONDITIONS OF PRICING AGREEMENT**

**SCOPE AND LIMITATIONS** - This Agreement covers requirements as described herein, ordered by State agencies during the Agreement Period. No additional or alternative requirements are covered, unless added to the Agreement by formal amendment by the State Purchasing Agent or his designee.

Under State Purchasing Law, 37-2-54, no purchase or contract shall be binding on the state or any agency thereof unless approved by the department [of administration] or made under general regulations which the chief purchasing officer may prescribe. Under State Purchasing Regulation 8.2.1.1.2, any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the Office of Purchases may be disregarded and shall not be binding on the state.

**PRODUCT ACCEPTANCE** - All merchandise offered or otherwise provided shall be new, of prime manufacture, and of first quality unless otherwise specified by the State. The State reserves the right to reject all nonconforming goods, and to cause their return for credit or replacement, at the State's option.

- a) Failure by the state to discover latent defect(s) or concealed damage or non-conformance shall not foreclose the State's right to subsequently reject the goods in question.
- b) Formal or informal acceptance by the State of non-conforming goods shall not constitute a precedent for successive receipts or procurements.

Where the vendor fails to cure the defect promptly or replace the goods, the State reserves the right to cancel the Release, contract with a different vendor, and to invoice the original vendor for any differential in price over the original contract price.

### **ORDER AUTHORIZATION AND RELEASE AGAINST PRICING AGREEMENT**

**In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency.**

**State Agencies shall request release as follows: All releases shall reference the Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein.**

A Department Purchase Order (DPO) listing the items ordered shall be created by the agency. The agency may mail or fax a copy of the order to the Vendor. In some cases the agency may request delivery by telephone, but must provide the Vendor with a DPO Order Number reference for billing purposes. Vendors are encouraged to require written orders to assure payments are processed accurately and promptly.

**DELIVERY** If this is an MPA, Vendor will obtain "ship to" information from each participating agency. This information will be contained in the DPO. APA delivery information will be contained in the Notice of Award.

**PRICING** - All pricing shall be as described herein, and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected herein.

**INVOICING** All invoices shall reference the DPO Order Number(s), Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein. If this is an MPA, Vendor will obtain "bill to" information from each participating agency. This information will be contained in the DPO. APA billing information will be contained in the Notice of Award.

**PAYMENT** - Invoices for items not received, not priced according to contract or for work not yet performed will not be honored. No payment will be processed to any vendor for whom there is no IRS W-9 on file with the State Controller.

### **DELIVERY PER AGENCY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.