



# Request for Quote

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

**CREATION DATE :** 28-MAY-10  
**BID NUMBER:** 7363669  
**TITLE:** LABORATORY EQUIPMENT AND SUPPLIES (MPA 340)  
**BLANKET START :** 01-JUL-10  
**BLANKET END :** 30-JUN-15  
**BID CLOSING DATE AND TIME:** 24-JUN-2010 10:00:00

**BUYER:** Melillo, Charlotte A  
**PHONE #:** 401-574-8110

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**MASTER PRICE AGREEMENT  
 SEE BELOW  
 RELEASE AGAINST, RI MPA  
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**MASTER PRICE AGREEMENT  
 SEE BELOW  
 RELEASE AGAINST, RI MPA  
 US**

Requisition Number:

Line	Description	Quantity	Unit	Unit Price	Total
1	BLANKET REQUIREMENTS: 7/1/10 - 6/30/15  LABORATORY EQUIPMENT AND SUPPLIES AS PER ATTACHED SPECIFICATIONS AND LISTING  PRICING TO BE PERCENTAGE DISCOUNT FROM PUBLISHED SUGGESTED RETAIL PRICE FOR MANUFACTURER/SUPPLIER AS LISTED OR PERCENTAGE DISCOUNT FROM PUBLISHED SUPPLIER FULL PRODUCT CATALOG  DUE TO LENGTH OF BID AND TIME CONSTRAINTS THE STATE WILL ONLY ACKNOWLEDGE RECEIPT AND READ THE NAMES OF VENDORS SUBMITTING PROPOSALS. NO EXAMINATION OF DOCUMENTS OR PRESENTATION OF INFORMATION CONTAINED IN PROPOSALS WILL BE MADE AVAILABLE AT THE BID OPENING  * MPA-340 7/1/10 - 6/30/15 LABORATORY EQUIPMENT AND SUPPLIES PER ATTACHED SPECIFICATIONS SEE COST PROPOSAL SHEETS ATTACHED BID RESPONSE MUST BE IN THE FORMAT INDICATED. CONTRACTOR MUST BE ABLE TO FILL AND DELIVER ORDERS FOR GENERAL LABORATORY SUPPLIES ON-SITE WITHIN ONE (1) DAY OF ORDER PLACEMENT BY CONTRACT USERS, EITHER VIA THE INTERNET OR FAX BASED ON AN ORDER SUBMITTED BY 5:00 PM THE PRIOR DAY. * PLEASE INDICATE YOUR COMPANY'S ABILITY TO MEET THE ABOVE REQUIREMENT WITH A "YES" OR "NO" ANSWER  _____	1 00	Total		

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

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

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.

## LABORATORY EQUIPMENT AND SUPPLIES (MPA 340) SPECIFICATIONS

The Rhode Island Department of Administration (DOA), Division of Purchases, on behalf of all Rhode Island departments, agencies, and institutions of higher education, is soliciting proposals from qualified firms to provide Laboratory Supplies & Equipment under one or more Statewide Master Price Agreement(s), as described elsewhere herein, and in accordance with the terms of this the State's General Conditions of Purchase, which are available on the internet at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

The request for bid is for a specific list of manufacturers, from whom either directly or indirectly Rhode Island has purchased items and/or anticipates purchasing items, with a Contractor-supplied manufacturer-specific percent discount off of list price provided and applicable to all items produced by said manufacturer.

A complete Contractor-provided listing of categories covering the Contractor's catalog of all available items, with a category-specific percent discount off of list price provided and applicable to all items defined by each category

This solicitation will result in one or more statewide Master Price Agreements (MPAs) for the purchase of Laboratory Supplies & Equipment either for the period of time designated in this solicitation.

One or more contract(s) comprising (a) statewide MPA(s) will be issued incorporating all agreed contract pricing.

**Order Placement:** Contractor should maintain a live, twenty-four (24) hour local or toll-free telephone access number for all Contract Users to respond to questions. Contractor should also maintain a local or toll-free facsimile number for all orders to be placed via fax. All contact information including access numbers should be included in the response and preferably be available to all Contract Users online. Prior to an award, successful Bidders will be required to identify/establish one or more local or toll-free access numbers allowing free calls from all State office locations. *Please indicate your company's ability to meet these requirements, including detailed information on typical procedures for placing and verifying orders.*

**Online Ordering:** Rhode Island may consider a Contractor managed online ordering system. *Please provide a comprehensive review of your company's online ordering capabilities, specifically a description of your capabilities in the following areas.*

- *Customized Rhode Island specific web page*
- *Ability to review product availability and purchase Contract Items*
- *Ability to review product availability*
- *Full product descriptions, list prices, RI price, and units of measure for all items*
- *Individual contract user ids and logins*
- *24 hour access to orders*

- *Compliance controls (including restricted access of Contract Users to a limited set of item*

**Contract List Maintenance:** Contractor must agree to an annual evaluation of the Contract List and the State's top spend items. Contractor and the State will revise the items on the Contract List to replace discontinued manufacturers to rebalance the list through additions and deletions ensuring that the items that accounted for the largest spend in the prior twelve (12) months are included on the Contract List. Recommended additions and deletions will be reviewed with Purchasing and revisions to the Contract List may follow, if agreed to by the Chief Purchasing Agent. New additions to the Contract List shall be guaranteed better pricing than previously achieved through either the manufacturer discount list and/or category discount schedule list.

*Please indicate your company's ability to meet this requirement and describe typical contract list maintenance procedures for similar clients.*

**Fill-Rate Requirements:** Contractor should maintain a fill rate of 98% for contracted Contract List items. The selected contractor(s) should also maintain a 95% fill rate on the Full Line catalog. (Fill rate is defined as the total number of requisition lines filled/divided by the number of lines requested over a given period. The difference, therefore, would be items on back-order).

*Please indicate your company's ability to meet this requirement, and include historic fill rates for contract lists and full line catalogs.*

**Response Times to Orders:** Contractor(s) must be able to fill and deliver orders for General Laboratory Supplies on-site within one (1) day of order placement by Contract users, either via the internet or fax based on an order submitted by 5:00 p.m. the prior day.

*Please indicate your company's ability to meet these requirements, and include typical response time to orders (by product subcategory, if applicable)*

**Delivery:** Contractor or assignee should make delivery of each order to an inside location (e.g. warehouse, desktop, etc.) as directed by the ordering customer. Contractor must comply with parking and delivery requirements (times, locations, permits, etc.) of the ordering customer.

Vendor will obtain "ship to" information from each participating customer.

*Please indicate your company's ability to provide this on a regular basis for across the State of Rhode Island geography. Indicate if delivery is provided directly by your company's resources, or if third party vendors are used. If a third party vendor(s) is used, submit a signed certification by the third party as to the ability to meet these requirements.*

**Shipping:** A packing label must be on each box and should include the following items, visible on the outside of the box:

- Vendor order number
- Rhode Island personnel customer contact person
- Ordering customer's name and unit (department, agency, division, etc.)
- Delivery address (with floor and room number, where appropriate)
- Telephone number
- Rhode Island purchase order number

A packing slip must also be included with each shipment, and should include at least the following information in no particular order:

- Rhode Island purchase order number
- Line item description(s)
- Product item number(s)
- Quantity ordered
- Quantity included in shipment
- Status of back order items
- Unit Price
- Number of parcels
- All information contained on the packing label

*Please indicate your company's ability to provide this level of shipping detail for all orders, and any other information you provide as a standard.*

**Returns:** Any materials delivered in poor condition, in excess of the amount authorized by the ordering customer or not ordered by the ordering customer may, at the discretion of the ordering customer, be returned to the Contractor's warehouse at the Contractor's expense within 30 days.

Credit for returned goods should be made within two (2) business days once contractor receives returned goods. A returned goods authorization procedure shall be agreed to prior to award

*Please indicate your company's ability to meet these requirements.*

**Customer Service:** Contractor should provide a single, local point of contact (and a backup) to handle questions and resolve problems that arise. At least one Customer Service Representative should be available during Contractor's operating hours. All service representatives should have on-line access to information to provide immediate response to inquiries concerning the status of orders (shipped or pending), delivery information, back-order information, Statewide contract pricing, contracted product offerings/exclusions, billing questions or issues, contract compliance requirements, and general product information. Representatives should be available by phone, fax, or email (local or toll free number preferred)

*Please provide a description of your customer service capability, and its ability to meet these requirements*

**Quality Assurance Guarantees:** Contractor shall guarantee its products to be free from defects in materials and workmanship, given normal use and care, over the period of the manufacturers' warranties. The terms of this contract shall supersede any language to the contrary on purchase orders, invoices or other documents provided by the contractor(s), manufacturer(s) or other sources. The Contractor(s) shall agree to repair and/or replace immediately without charge (including freight both ways) to Contract Users, any product or part thereof, which proves to be defective or fails within the warranty period as specified

*Please indicate your company's ability to meet this requirement. Please provide additional information regarding your current quality assurance program, if applicable*

**Test Samples:** When requested, contractors will be required to supply sample products in sufficient quantities for testing purposes when requested. Samples should be provided within four (4) days of request by Contract Users.

*Please indicate your company's ability to meet this requirement*

**Reporting Requirements:** Contractors are required to provide quarterly and annual reporting on Rhode Island spending. Reporting is due within ten (10) working days after the close of the respective billing period. Reporting must be provided in an electronic spreadsheet or database format (such as Microsoft Excel).

Usage Reporting should capture the following detail for each order placed:

- Date of order
- Name of Ordering Department / Agency / Institution
- Delivery Address Information
- Line-Item Classification/Description
- Line-Item Manufacturer ID
- Line-Item Contractor ID
- On-Contract or Off-Contract Designation Indicated
- Items Sorted by On-Contract and Off-Contract Designation
- Unit List Price
- Unit Rhode Island Price
- Quantity Purchased
- Total spend per line-item per order

Contractor will also provide Service Reporting on a quarterly and annual basis that captures the following detail:

- Fill-Rate Accuracy
- Average Order Time

- Customer Satisfaction

In addition to these standard reports, the Contract is required to provide, at no additional cost to Rhode Island, supplemental reports related to Rhode Island spending on an as-needed basis.

*Please indicate your company's ability to provide this level of reporting detail, and any other information you provide as a standard. Please provide any sample reporting as a separate*

**Company Information:** Please provide the following information about your company:

- *How many years has your company been in operation?*
- *What is your company's main line of business?*
- *What was your total annual sales revenue in calendar year 2003? Over the past 5 years?*
- *What was your company's laboratory supplies annual sales revenue in calendar year 2003? Over the past 5 years?*
- *What percentage of your total business does Rhode Island account for?*
- *How many individuals does your company employ?*
- *What is your sales and operational site coverage specific to Rhode Island? Are there any portions of any county you cannot service? Please detail your response as needed.*
- *Can your firm support initial training (e.g. for online ordering system)? Will you be able to supply advanced retraining at no additional charge if changes in business needs dictate? Please explain.*
- *Has your company been part of any legal proceedings (actual suits by or against your company) either currently or in the past? If so, please briefly describe them.*
- *Please provide indication as to whether your firm has been or is the subject of a bankruptcy or insolvency proceeding or subject of assignment for benefit of creditors*

*Provide the name, description and approximate size in revenue received of each governmental or quasi-governmental account, including current accounts and those that ended within the past twelve months. If your company has many such clients, please list the most recent five accounts*

- *If your company has electronic funds transfer capability, describe the system, transfer time intervals and reporting methods*

**Customer References:** Please provide the following information for three customer references, with a focus on government customers if possible:

- *Customer Name*
- *Contact Name*
- *Contact Title*
- *Address*
- *Phone Number*
- *Number of Accounts*
- *Formal Contract (Yes/No)*

- *Exclusive or Non-Exclusive*
- *Length of Agreement*

## **TERMS AND CONDITIONS GOVERNING PRICING**

In addition to the service level requirements as indicated, the following terms and conditions should apply to all pricing provided, and will be the basis under which any pricing proposed is assumed to be valid when selecting a Bidder and generating a contract resulting from this solicitation process:

**Term of Pricing:** The term of the pricing proposed by the Bidder will be governed by the following schedules:

• **Laboratory Supplies & Equipment Contract List:** the discount from list pricing on the Contractors List for Laboratory Supplies & Equipment will remain fixed for the life of contract, with the exception of the annual review of items being proposed as replacements for discontinued manufacturers on the Contractors List.

**Pricing will Reflect the DELIVERED Price:** All items will be priced inclusive of any packaging, shipping and delivery charges (including dry-ice and hazmat charges). Size of order and/or delivery location will have no impact on pricing. Standard delivery and shipping requirements are outlined in Section III A.8-10 of this RFP.

**Taxes:** All pricing proposed will be exclusive of any taxes charged to Rhode Island Sales to the State of Rhode Island are exempt from State sales tax. State sales and use tax certificates of exemption will be issued upon request. Deliveries pursuant to this contract will be free of Federal excise and transportation tax charges. Contractor is subject to all Federal, State and Local taxes, as applicable.

**Term of Contract:** It is the intention of the State to establish (a) contract(s) with an initial term of three (3) years, with options for two (2) additional annual extensions. A longer contract duration may be considered, but all unit pricing should be based upon a three (3) year contract term.

**Additional Charges:** Service fees or additional costs not covered in this solicitation will not be invoiced to Contract Users during the term of this agreement.

**No Return Fee for Errors:** There will be no return fees for inaccuracies or other errors on the part of the contractor or the State.

**Rush Charges Due to Errors:** Any Contractor's error (e.g., stock-outs, etc.) resulting in

## **MANUFACTURER DISCOUNT PROPOSAL**

Rhode Island is providing a list of laboratory supplies manufacturers frequently used by the State of Rhode Island in order to cover all in a Bidder's catalog that may be ordered from time to time. In the event that both a Manufacturer Discount and a Category Discount Schedule apply to the same item, the supplier shall guarantee the better of the two discounts whenever Rhode Island shall order said item. Please make sure to note any manufacturer exclusions to these proposed percentage discounts. Also, if specific manufacturers are not included in the list, provide a separate bid included with your response for those additional manufacturers. Please include manufacturers that are not listed but you believe would be advantageous to Rhode Island to be included based on what you know about Rhode Island's laboratory supplies needs and your experience and relationship with these manufacturers.

### **SPECIAL ORDERS**

**No special orders are included as offerings for this Master Price Agreement. All products must be listed on a suppliers website or included in a supplier catalog.**

### **INCENTIVES, DISCOUNTS AND REBATES**

Rhode Island recognizes the potential to realize additional savings by partnering with the Contractors who work with the State to offer additional contract incentives that benefit both parties.

The section asks Bidders to propose additional incentives to the State and its Contract Users. Rhode Island requests that the Bidder propose rebates and discounts that will be extended to the State based on the following criteria:

- **Multi Year Contract Award:** Propose an additional percentage discount on pricing if Rhode Island were to agree to a four (4) or five (5) year contract.
- **Payment Terms:** Propose an additional percentage discount on pricing to be extended to each monthly invoice that is paid within a time period shorter than the standard net 30 days, or via Electronic Funds Transfer (EFT)
- **Electronic Ordering:** Propose an additional percentage discount off orders placed via the Bidder's ordering website.
- **Volume Rebate:** Propose a year-end rebate to Rhode Island if annual sales from Contract Users reaches or exceeds specified spending targets.
- **Average Order Size:** Indicate what annual rebate the Bidder can offer if Rhode Island's average order size reaches the specified minimum levels each year

COST PROPOSAL FOR LABORATORY EQUIPMENT AND SUPPLIES

BID NUMBER 7363669

INDICATE PERCENTAGE DISCOUNT OFF MANUFACTURERS SUGGEST RETAIL PRICE FOR EACH MANUFACTURER LISTED

Product Category	Vendors	% DISCOUNT
<u>Laboratory Glassware Reusable</u>	Corning Life Science	_____
	Kimble-Kontes	_____
<u>Laboratory Glassware Disposable</u>	Corning Life Science	_____
	Kimble-Kontes	_____
	Private Label	_____
<u>Cell Cultureware Products and Disposable Plastics</u>	Corning Life Science	_____
	BD Falcon	_____
	NUNC	_____
	Eppendorf	_____
	Thermo MBP	_____
<u>Chemicals</u> Basics Salts , Acids Bases, Volumetric Solutions	EMD Chemical	_____
	Fisher Scientific	_____
	Sigma Aldrich	_____
	Other	_____
		_____
Solvents	EMD Chemical	_____
	Fisher Scientific	_____
	Sigma Aldrich	_____
	Other	_____
Research Organics and Specialty Chemicals	EMD Chemical	_____
	Fisher Scientific	_____
	Sigma Aldrich	_____
	Other	_____
Molecular Biology Reagents , DNA Extraction Kits	Qiagen	_____
	Sigma Aldrich	_____
	Invitrogen	_____
	Millipore	_____
<u>Plasticware Reusable</u>	Nalge	_____
	Belart	_____
	Private Label	_____
<u>General Laboratory Supplies</u>		

Filtration Products

Whatman  
Pall Gelman  
Millipore  
Nalgene  
Private Label

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Spatulas, tubing, stoppers, wipers, burners, bottles, Jars  
and other non-electrical items

Private Label

\_\_\_\_\_

Instruments

Small Benchtop up to \$ 2500 00  
Intruments up to \$10,000 including ovens, incubators,  
centrifuges Shakers, Titrators , Autoclaves

various  
Thermo  
Eppendorf  
Private Label

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Laboratory Furniture

Casework  
Stools and Chairs

various  
various

Fume Hoods and Safety Cabinets

Chemical Fume Hoods Ducted  
Fume Hoods Ductless  
Biological Safety Cabinets - Laminar Flow Hoods  
Specialty Enclosures - PCR - Glove Boxes

various  
various  
various  
various  
various

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Refrigerators - Freezers

Ultra-Cold Freezers

Thermo  
Sanyo

\_\_\_\_\_

General Purpose Laboratory Refrigerators and Freezers

Thermo  
Private Label

\_\_\_\_\_

Speciaty Refrigerators and Freezers  
to include Chromatography, Enzyme and Pharmacy

Thermo  
Private Label

\_\_\_\_\_  
\_\_\_\_\_

Chromatography Instruments

Agilent  
Hitachi  
Shimadzu

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Instruments value greater than \$ 10,000

Spectrophotometers

Thermo  
Shimadzu  
Beckman  
Hitachi

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plate Readers and Washers

Biotek \_\_\_\_\_  
Thermo \_\_\_\_\_  
Other \_\_\_\_\_

Safety Supplies

Gloves, Disposable Exam Latex

Microflex \_\_\_\_\_  
Kimberly Clark \_\_\_\_\_  
Private Label \_\_\_\_\_

Gloves, Disposable Exam Nitrile

Microflex \_\_\_\_\_  
Kimberly Clark \_\_\_\_\_  
Private Label \_\_\_\_\_

Eyeware - Safety Glasses and Goggles

Uvex \_\_\_\_\_  
Sellstrom \_\_\_\_\_  
Private Label \_\_\_\_\_

Apparel - Disposable Gowns, Labcoats, Boufant Caps etc

Private Label \_\_\_\_\_

Flammable and Corrosive Safety Cabinets

Justrite Mfg \_\_\_\_\_  
Eagle Mfg \_\_\_\_\_  
SciMatCo \_\_\_\_\_

Other

Provide discount for any Product or Manufacturer  
not listed. (No special orders are to be included)

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**Contract Terms and Conditions**

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## **Terms and Conditions**

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

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

#### **READING VENDOR NAMES ONLY**

DUE TO LENGTH OF BID AND TIME CONSTRAINTS, THE STATE WILL ONLY ACKNOWLEDGE RECEIPT AND READ THE NAMES OF VENDORS SUBMITTING PROPOSALS. NO EXAMINATION OF DOCUMENTS OR PRESENTATION OF INFORMATION CONTAINED IN PROPOSALS WILL BE MADE AVAILABLE AT THE BID OPENING; HOWEVER, INSTRUCTIONS TO OBTAIN THE TABULATION OR SUMMARY OF BID RESPONSES WILL BE MADE AVAILABLE AT THE RI DIVISION OF PURCHASES WEBSITE AT WWW.PURCHASING.RI.GOV

#### **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

#### **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 ordered 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.

#### **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.

**DELIVERY PER AGENCY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY