

# Request for Quote

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

CREATION DATE : 14-JUL-11  
 BID NUMBER: 7448888  
 TITLE: LOCKSMITH SERVICES - MPA # 331  
 BLANKET START : 01-OCT-11  
 BLANKET END : 30-SEP-14  
 BID CLOSING DATE AND TIME: 11-AUG-2011 10:15:00

BUYER: Cortez-Matias, Marlene J  
 PHONE #: 401-574-8105

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**Requisition Number:**

Line	Description	Quantity	Unit	Unit Price	Total
	MPA #331 LOCKSMITH SERVICES  REPAIR, REPLACE, REKEY CYLINDERS AS REQUESTED MAINTAIN AND CONVERT WHEN REQUESTED ALL INTERIOR AND EXTERIOR DOOR LOCKS, PADLOCKS, SAFES, DEADBOLT AND ALARM SYSTEM KEYS REPAIR AND CHANGE CODES OR REPLACE PUSH BUTTON LOCKS  CUT ALL KEYS AS REQUESTED BY AN AUTHORIZED AGENT  VENDOR MUST PROVIDE THE SECURITY DEPARTMENT WITH A 24-HOUR EMERGENCY TELEPHONE NUMBER WHERE THE VENDOR CAN BE REACHED WHENEVER AN EMERGENCY OCCURS. THE VENDOR MUST RESPOND TO SAID EMERGENCY AS SOON AS POSSIBLE OR WITHIN A TWO (2) HOUR TIME PERIOD PERFORM MAINTENANCE AND REPAIRS ON DOOR LOCKS, CRASHBARS, FILES, CABINETS DESKS PADLOCKS, LATCHES, AND OTHER RELATED ITEMS. ALSO, RE-KEYING MASTER KEYING AND REBUILDING CYLINDERS. REPAIR AND REPLACE VEHICLE DOORS IGNITION AND COMPARTMENT LOCKS OR KEY AS REQUESTED  VENDOR MUST PROVIDE ALL NECESSARY TOOLS FOR PERFORMING LOCKSMITH DUTIES VENDOR WILL SUPPLY ALL PARTS AS NEEDED  HOURS INDICATED ARE ESTIMATED QUANTITIES FOR BIDDING PURPOSES ONLY.  THE APPROXIMATE NUMBER OF HOURS FOR THE PAST 12 MONTHS IS 800 HOURS				

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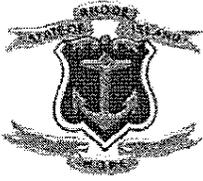
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**Requisition Number:**

Line	Description	Quantity	Unit	Unit Price	Total
1	Requirement for License Number:  Incompliance with requirements of Rhode Island General Law, Section 5-65-23, my Rhode Island License Number for the work to be performed by this firm as a prime contractor is:  License Number: _____ BLANKET REQUIREMENTS: 10/1/11 - 9/30/14  MPA #331 MPA-331 10/1/2011 - 9/30-2012: REGULAR HOURLY RATE FOR LOCKSMITH (ONLY NO HELPER) ON SITE	1 00	Hour		
2	MPA-331 10/1/2011 - 9/30/2012: OVERTIME HOURLY RATE FOR LOCKSMITH ONLY (NO HELPER) ON SITE	1 00	Hour		
3	MPA-331 10/1/2011 - 9/30/2012: HOURLY RATE FOR A HELPER (ADDITIONAL COST) ON THE JOB ON SITE IF AUTHORIZED BY THE AGENCY	1 00	Hour		
4	MPA-331 10/1/2011 - 9/30/2012: OVERTIME HOURLY RATE FOR A HELPER (ADDITIONAL COST) ON THE JOB, ON SITE, IF AUTHORIZED BY THE AGENCY	1 00	Hour		
5	MPA-331 10/1/2012 - 9/30-2013: REGULAR HOURLY RATE FOR LOCKSMITH (ONLY NO HELPER) ON SITE	1 00	Hour		
6	MPA-331 10/1/2012 - 9/30/2013: OVERTIME HOURLY RATE FOR LOCKSMITH ONLY (NO HELPER) ON SITE	1 00	Hour		
7	MPA-331 10/1/2012 - 9/30/2013: HOURLY RATE FOR A HELPER (ADDITIONAL COST) ON THE JOB, ON SITE IF AUTHORIZED BY THE AGENCY	1 00	Hour		
8	MPA-331 10/1/2012 - 9/30/2013: OVERTIME HOURLY RATE FOR A HELPER (ADDITIONAL COST) ON THE JOB, ON SITE, IF AUTHORIZED BY THE AGENCY	1 00	Hour		
9	MPA-331 10/1/2013 - 9/30-2014: REGULAR HOURLY RATE FOR LOCKSMITH (ONLY NO HELPER) ON SITE	1 00	Hour		
10	MPA-331 10/1/2013 - 9/30/2014: OVERTIME HOURLY RATE FOR LOCKSMITH ONLY (NO HELPER) ON SITE	1 00	Hour		
11	MPA-331 10/1/2013 - 9/30/2014: HOURLY RATE FOR A	1 00	Hour		

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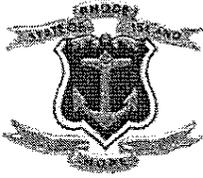
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Line	Description	Quantity	Unit	Unit Price	Total
	HELPER (ADDITIONAL COST) ON THE JOB ON SITE, IF AUTHORIZED BY THE AGENCY				
12	<p>MPA-331 10/1/2013 - 9/30/2014: OVERTIME HOURLY RATE FOR A HELPER (ADDITIONAL COST) ON THE JOB ON SITE, IF AUTHORIZED BY THE AGENCY            BID A DISCOUNT FROM MFG LIST PRICES FOR PARTS: _____ %</p> <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 THE REGULAR HOURLY RATE. IN THE EVENT OF A TIE BID, INFORMATIONAL ITEMS</p> <p>RELATED TO OVERTIME, "HELPER" AND/OR PARTS PRICING WILL BE CONSIDERED TO BREAK THE TIE</p> <p>THE STATE RESERVES THE RIGHT TO MAKE MULTIPLE AWARDS IN THE BEST INTEREST OF THE STATE</p> <p>***VERY IMPORTANT NOTICE - SERVICE CALLS***</p> <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 MAY NEED TO SEND ONE (1) SERVICEMAN IF NECESSARY, THE VENDOR MUST ADVISE THE AGENCY AND EXPLAIN, IN ADVANCE, WHY A HELPER IS NEEDED. THE VENDOR MUST NOT SEND TWO (2) PEOPLE AS A MATTER</p>	1 00	Hour		

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	OF ROUTINE. THE AGENCY MUST BE ADVISED AND MUST APPROVE IN ADVANCE, IF MORE THAN ONE PERSON IS NECESSARY, HOURLY RATES TO REFLECT THE NET COST OF LABOR. NO ADDITIONAL CHARGE FOR TRAVEL, MILEAGE, ETC WILL BE PERMITTED. IN NO EVENT WILL ANY INDIVIDUAL WORK ORDER EXCEED \$5,000.00 WITHOUT PRIOR APPROVAL OF THE OFFICE OF PURCHASES				

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

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

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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**

#### **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.

#### **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).

#### **QUARTERLY REPORTS**

**REPORTS** - The Vendor agrees to provide the State with quarterly reports describing activity against this Price Agreement. If this is a Master Price Agreement, such reports shall include usage by municipalities, quasi-public agencies, schools, etc. All reports shall contain the following data: (1) Billing volume in dollars and (2) quantity shipped for each line item in the price agreement. When there are no line items in the price agreement, vendor shall report volume by catalog order numbers, with a brief description of each order number. Reports must be submitted to the RI Division of Purchases to the attention BUYER named in this notice, identifying the Agreement number and the Reporting Period. Quarterly reports shall be due 45 calendar days after the end of each quarter. Failure to submit required reports shall be considered a breach of the contractor's obligations and may be considered, at the discretion of the State Purchasing Agent, sufficient cause for the termination of the agreement and other outstanding agreements and orders, and possible suspension from participation in additional State procurements.

#### **RIVIP INFO - BID SUBMISSION REQUIREMENTS**

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#### **WAGE REQUIREMENTS**

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, AND THAT PAYMENT OF THE GENERAL PREVAILING RATE OF PER DIEM WAGES AND THE GENERAL

PREVAILING RATE FOR REGULAR, OVERTIME, AND OTHER WORKING CONDITIONS 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. THE PREVAILING WAGE TABLE MAY BE OBTAINED AT THE RI DIVISION OF PURCHASES HOME PAGE BY INTERNET at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us) SELECT "INFORMATION" AND THEN SELECT "PREVAILING WAGE TABLE". THE STATE OF RHODE ISLAND USES THE GENERAL DECISION NUMBER RI20070001 PRINTING THE ENTIRE DOCUMENT AVERAGES APPROXIMATELY ONE MINUTE PER PAGE - YOU MAY WANT TO PRINT ONLY THE PAGES APPLICABLE TO YOUR BID BIDDERS NOTE: 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

### **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

### **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

### **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

**WORK ORDER LIMITATIONS**

IN NO EVENT WILL ANY INDIVIDUAL WORK ORDER EXCEED \$5,000.00 WITHOUT PRIOR APPROVAL OF THE OFFICE OF PURCHASES.

**CHARGES PERMITTED**

NO CHARGES OTHER THAN PARTS AND LABOR ON THE JOB - NO TRAVEL, NO MILEAGE, NO MISCELLANEOUS CHARGES, NO PORTAL TO PORTAL.

**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.

**SERVICES - AGENCY REQUIREMENTS**

SERVICES FOR STATE AGENCIES ARE ON A "24-HOUR CALL - 7 DAYS/WEEK" 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. 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.

THE STATE RESERVES THE RIGHT TO MAKE MULTIPLE AWARDS IN THE BEST INTEREST OF THE STATE. VERY IMPORTANT NOTICE - SERVICE CALLS - THE AGENCY REQUESTING THE SERVICE CALL MUST EXPLAIN THE BASIC PROBLEM TO THE VENDOR DEPENDING

ON THE EXIENI AND NATURE OF THE CALL, THE VENDOR MAY NEED TO SEND ONE (1) SERVICEMAN IF NECESSARY, THE VENDOR MUST ADVISE THE AGENCY AND EXPLAIN, IN ADVANCE, WHY A HELPER IS NEEDED THE VENDOR MUST NOT SEND TWO (2) PEOPLE AS A MATTER OF ROUTINE. THE AGENCY MUST BE ADVISED AND MUST APPROVE, IN ADVANCE, IF MORE THAN ONE PERSON IS NECESSARY, HOURLY RATES TO REFLECT THE NET COST OF LABOR NO ADDITIONAL CHARGE FOR TRAVEL, MILEAGE, ETC. WILL BE PERMITTED. IN NO EVENT WILL ANY INDIVIDUAL WORK ORDER EXCEED \$5,000.00 WITHOUT PRIOR APPROVAL OF THE OFFICE OF PURCHASES

**DELIVERY PER AGENCY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY