# Request for Quote

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

**CREATION DATE :** 02-DEC-11
**BID NUMBER:** 7449289
**TITLE:** Electric/Electronic/Maintenance Repair - MPA #41

**BLANKET START :** 15-JAN-12
**BLANKET END :** 30-JUN-14
**BID CLOSING DATE AND TIME:** 19-DEC-2011 10:00:00

BUYER: Mosca, Gary
PHONE #: 401-574-8124

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

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| Line | Description | Quantity | Unit | Unit Price | Total |
|---|---|---|---|---|---|
| 1 | MPA-41 1/15/12-6/30/12 ELECTRICIAN STRAIGHT TIME<br>Blanket Requirements: 1/15/12-6/30/14, with a ONE (1) YEAR OPTION TO RENEW AT THE SOLE DISCRETION OF THE STATE OF RI<br><br>THE PRICES/RATES PROVIDED IN THIS MASTER PRICE AGREEMENT (MPA) REPRESENT THE MAXIMIM PRICE/RATE THAT MAY BE CHARGED BY VENDOR TO THE STATE. THE STATE RESERVES THE RIGHT TO NEGOTIATE A LOWER PRICE/RATE FROM ONE OR MORE OF THE MPA VENDORS AND/OR TO REQUEST PROPOSALS/QUOTES BASED ON SPECIFIC REQUIREMENTS OR QUANTITIES<br><br>As the total quantity of service is uncertain and of total expenditure may exceed one million dollars ($1,000 000), all proposals submitted in response to this solicitation must include a "public copy" in accordance with instructions contained in the attached notice to vendors For questions, please contact the Division of Purchases "<br><br>Wage Determination Online gov www wdol.gov/dba aspx#0 providing public access to Federal Wage Determinations and related information<br><br>"This third-party link www.wdol.gov/dba aspx#0 is provided as a courtesy to potential vendors for guidance purposes only. The Division of Purchases is not responsible for the accuracy of the information contained on this website or any third-party website Any and all vendors submitting proposals in response to this solicitation bear the sole responsibility and burden to submit proposals that are based on accurate information and are in compliance with law." | 5,000 00 | Hour | | |

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| | All lines must be bid on<br><br>If pricing is left blank or listed as zero (0) dollars bid will be deemed non responsive and not be considered "N/C" or "INCLUDED" is acceptable.<br><br>******THIS SOLICITATION REQUIRES ALL VENDORS TO SUBMIT A THREE PAGE COVER FORM AND HARD COPY OF BID ALONG WITH A READABLE "CD" DISK AT TIME OF SUBMITTING BID ******<br><br>BIDDERS PLEASE BE AWARE OF ATTACHED DOCUMENTS MARKED AS EXHIBIT "A", EXHIBIT "B" EXHIBIT "C" AND EXHIBIT "D". | | | | |
| 2 | MPA-41 7/1/12-6/30/13 ELECTRICIAN STRAIGHT TIME | 3 400 00 | Hour | | |
| 3 | MPA- 41 7/1/13-6/30/14 ELECTRICIAN STRAIGHT TIME | 3,600 00 | Hour | | |
| 4 | MPA-41 1/15/12-6/30/12 HELPER STRAIGHT TIME | 75 00 | Hour | | |
| 5 | MPA-41 7/1/12-6/30/13 HELPER STRAIGHT TIME | 25 00 | Hour | | |
| 6 | MPA-41 7/1/13-6/30/14HELPER STRAIGHT TIME | 150 00 | Hour | | |
| 7 | MPA-41 1/15/12-6/30/12 FIBER OPTIC & TELECOMM STRAIGHT TIME | 350 00 | Hour | | |
| 8 | MPA-41 7/1/12-6/30/13 FIBER OPTIC & TELECOMM STRAIGHT TIME | 1.00 | Hour | | |
| 9 | MPA-41 7/1/13-6/30/14 FIBER OPTIC & TELECOMM STRAIGHT TIME | 100 00 | Hour | | |

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|---|---|---|---|---|---|
| 10 | MPA-41 1/15/12-6/30/12 FIBER OPTIC & TELECOMM HELPER STRAIGHT TIME | 25 00 | Hour | | |
| 11 | MPA-41 7/1/12-6/30/13 FIBER OPTIC & TELECOMM HELPER STRAIGHT TIME | 1 00 | Hour | | |
| 12 | MPA-41 7/1/13-6/30/14 FIBER OPTIC & TELECOMM HELPER STRAIGHT TIME | 1 00 | Hour | | |
| 13 | MPA-41 1/15/12- 6/30/12 ELECTRICIAN OVERTIME | 55 00 | Hour | | |
| 14 | MPA-41 7/1/12-6/30/13 ELECTRICIAN OVERTIME | 125 00 | Hour | | |
| 15 | MPA-41 7/1/13-6/30/14 ELECTRICIAN OVERTIME | 105 00 | Hour | | |
| 16 | MPA-41 1/15/12-6/30/12 HELPER OVERTIME | 25 00 | Hour | | |
| 17 | MPA-41 7/1/12-6/30/13 HELPER OVERTIME | 1 00 | Hour | | |
| 18 | MPA-41 7/1/13-6/30/14 HELPER OVERTIME | 1 00 | Hour | | |
| 19 | MPA-41 1/15/12-6/30/12 FIBER OPTIC & TELECOMM OVERTIME | 25.00 | Hour | | |
| 20 | MPA-41 7/1/12-6/30/13 FIBER OPTIC & TELECOMM OVERTIME | 1 00 | Hour | | |
| 21 | MPA-41 7/1/13-6/30/14 FIBER OPTIC & TELECOMM OVERTIME | 80 00 | Hour | | |
| 22 | MPA-41 1/15/12-6/30/12 FIBER OPTIC & TELECOMM HELPER OVERTIME | 10 00 | Hour | | |
| 23 | MPA-7/1/12-6/30/13 FIBER OPTIC & TELECOMM HELPER | 1 00 | Hour | | |

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|---|---|---|---|---|---|
| | OVERTIME | | | | |
| 24 | MPA-41 7/1/13-6/30/14 FIBER OPTIC & TELECOMM HELPER OVERTIME | 1 00 | Hour | | |
| 25 | MPA-41 1/15/12-6/30/12 WATER PUMP RENTAL CHARGES | 1 00 | Day | | |
| 26 | MPA-41 1/15/12-6/30/12 WATER PUMP RENTAL CHARGES | 1 00 | Week | | |
| 27 | MPA-41 1/15/12-6/30/12 WATER PUMP RENTAL CHARGES | 1 00 | Month | | |
| 28 | MPA-41 7/1/12-6/30/13 WATER PUMP RENTAL CHARGES | 1 00 | Day | | |
| 29 | MPA-41 7/1/12-6/30/13WATER PUMP RENTAL CHARGES | 1 00 | Week | | |
| 30 | MPA-41 7/1/12-6/30/13 WATER PUMP RENTAL CHARGES | 1 00 | Month | | |
| 31 | MPA-41 7/1/13-6/30/14 WATER PUMP RENTAL CHARGES | 1 00 | Day | | |
| 32 | MPA-41 7/1/13-6/30/14 WATER PUMP RENTAL CHARGES | 1 00 | Week | | |
| 33 | MPA-41 7/1/13-6/30/14 WATER PUMP RENTAL CHARGES | 1 00 | Month | | |
| 34 | MPA-41 1/15/12-6/30/12 BUCKET TRUCK RENTAL CHARGES | 1 00 | Day | | |
| 35 | MPA-41 1/15/12-6/30/12 BUCKET TRUCK RENTAL CHARGES | 1 00 | Week | | |
| 36 | MPA-41 1/15/12-6/30/12 BUCKET TRUCK RENTAL | 1 00 | Month | | |

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|---|---|---|---|---|---|
| | CHARGES | | | | |
| 37 | MPA-41 7/1/12-6/30/13 BUCKET TRUCK RENTAL CHARGES | 1 00 | Day | | |
| 38 | MPA-41 7/1/12-6/30/13 BUCKET TRUCK RENTAL CHARGES | 1 00 | Week | | |
| 39 | MPA-41 7/1/12-6/30/13 BUCKET TRUCK RENTAL CHARGES | 1.00 | Month | | |
| 40 | MPA- 41 7/1/13-6/30/14 BUCKET TRUCK RENTAL CHARGES | 1.00 | Day | | |
| 41 | MPA -41 7/1/13-6/30/14 BUCKET TRUCK RENTAL CHARGES | 1 00 | Week | | |
| 42 | MPA-41 7/1/13-6/30/14 BUCKET TRUCK RENTAL CHARGES | 1 00 | Month | | |
| 43 | MPA-41 1/15/12-6/30/12 POLE SETTING EQUIPMENT RENTAL CHARGES | 1 00 | Day | | |
| 44 | MPA-41 1/15/12-6/30/12 POLE SETTING EQUIPMENT RENTAL CHARGES | 1.00 | Week | | |
| 45 | MPA-41 1/15/12-6/30/12 POLE SETTING EQUIPMENT RENTAL CHARGES | 1 00 | Month | | |
| 46 | MPA-41 7/1/12 -6/30/13 POLE SETTING EQUIPMENT RENTAL CHARGES | 1 00 | Day | | |
| 47 | MPA-41 7/1/12-6/30/13 POLE SETTING EQUIPMENT RENTAL CHARGES | 1 00 | Week | | |
| 48 | MPA-41 7/1/12-6/30/13 POLE SETTING EQUIPMENT RENTAL CHARGES | 1 00 | Month | | |
| 49 | MPA-41 7/1/13 -6/30/14 POLE SETTING EQUIPMENT | 1 00 | Day | | |

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|---|---|---|---|---|---|
| | RENTAL CHARGES | | | | |
| 50 | MPA-41 7/1/13 -6/30/14 POLE SETTING EQUIPMENT RENTAL CHARGES | 1 00 | Week | | |
| 51 | MPA-41 7/1/13-6/30/14 POLE SETTING EQUIPMENT RENTAL CHARGES | 1 00 | Month | | |
| 52 | MPA-41 1/15/12-6/30/12 GENERATOR RENTAL CHARGES | 1 00 | Day | | |
| 53 | MPA-41 1/15/12-6/30/12 GENERATOR RENTAL CHARGES | 1 00 | Week | | |
| 54 | MPA-41 1/15/12-6/3012 GENERATOR RENTAL CHARGES | 1 00 | Month | | |
| 55 | MPA-41 7/1/12-6/30/13 GENERATOR RENTAL CHARGES | 1 00 | Day | | |
| 56 | MPA-41 7/1/12-6/30/13 GENERATOR RENTAL CHARGES | 1.00 | Week | | |
| 57 | MPA-41 7/1/12-6/30/13 GENERATOR RENTAL CHARGES | 1 00 | Month | | |
| 58 | MPA-41 7/1/13-6/30/14 GENERATOR RENTAL CHARGES | 1 00 | Day | | |
| 59 | MPA-41 7/1/13-6/30/14 GENERATOR RENTAL CHARGES | 1 00 | Week | | |
| 60 | MPA-41 7/1/13-6/30/14 GENERATOR RENTAL CHARGES MPA-41 MATERIALS ARE TO BE PROVIDED AT COST PLUS THE FOLLOWING (APPLICABLE) FEE FOR OVERHEAD, PICKUP AND DELIVERY. NO ADDITIONAL CHARGES WILL BE ACCEPTABLE. $0-500 NO FEE $501-750 $75.00, $751-1000 $96.00, | 1.00 | Month | | |

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| | $1001-1500 $125 00 $1501-2500 $180 00<br>$2501-5000 $300.00, $5001-7500 $438 00<br>OVER $7501 00 $525 00<br><br>******LICENSE******<br>All bidders must include copies of all required licenses with their bid<br><br>RI Masters Electricians<br>License #_____<br><br>Expiration Date_____<br><br>(FAILURE TO SO CERTIFY AND PROVIDE LICENSE NUMBERS MAY RESULT IN BIDDER'S DISQUALIFICATION | | | | |

Delivery: _____

Terms of Payment: _____

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Department of Administration
DIVISION OF PURCHASES
One Capitol Hill
Providence, RI 02908-5855

Tel: (401) 574-8100
Fax: (401) 574-8387
Website: www.purchasing.ri gov

**Master Price Agreement: #41 Electric/Electronic/Maintenance/Repairs**

**EXHIBIT "A"**

**BID REQUIREMENTS AND SPECIFICATIONS FOR ELECTRICAL SERVICE FOR URI**

THE REQUIREMENTS OF THIS BID INCLUDE ELECTRICAL INCLUDING HIGH VOLTAGE, AND FIBER OPTIC/TELECOMM WORK FOR STATE AGENCIES ON A STATEWIDE BASIS, AS NEEDED. THE INFORMATION PROVIDED UNDER THE URI HEADINGS ARE SPECIFIC TO URI.

SPECIFICATIONS FOR ELECTRICAL SERVICE FOR URI

VENDOR WILL PROVIDE ELECTRICAL SERVICE, INCLUDING LABOR AND EQUIPMENT, FOR THE UNIVERSITY OF RHODE ISLAND KINGSTON CAMPUS, AND OTHER UNIVERSITY FACILITIES AS NEEDED. SERVICE WILL INCLUDE ALL TESTING, SCHEDULED MAINTENANCE, EMERGENCY REPAIRS AND OTHER WORK AS NECESSARY ON THE UNIVERSITY'S ELECTRICAL AND PRIMARY HIGH VOLTAGE DISTRIBUTION SYSTEMS.

THE VENDOR IS RESPONSIBLE FOR SUPPLYING ALL EQUIPMENT NEEDED TO COMPLETE THE REQUIRED SERVICE INCLUDING BUT NOT LIMITED TO: VOLTAGE TESTERS, LINE FAULT TESTING EQUIPMENT, DRILLING EQUIPMENT, LINE PULLING EQUIPMENT, SAFETY EQUIPMENT AND ALL OTHER EQUIPMENT AS NEEDED OR REQUIRED.

ALL TOOLS AND EQUIPMENT INDICATED ABOVE ARE TO BE INCLUDED IN THE HOURLY RATE. CHARGES FOR ADDITIONAL EQUIPMENT; BEYOND THE SCOPE OF A STANDARD SERVICE CALL MUST BE AUTHORIZED IN WRITING, IN ADVANCE BY THE ASSISTANT DIRECTOR OF FACILITIES SERVICES, MAINTENANCE AND REPAIR OR THE UTILITIES ENGINEER.

THE VENDOR WILL USE ELASTIMOLD SPLICING EQUIPMENT ON ALL REPLACEMENT SPLICES ACCORDING TO EXISTING WIRE SIZE. THIS STANDARD WILL BE ADHERED TO THROUGHOUT THE PRIMARY HIGH VOLTAGE SYSTEM.

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**EXHIBIT "A" continued.**

ALL LINE FAULTS WILL BE TESTED UTILIZING BOTH VOLTAGE AND LINE FAULT TESTING EQUIPMENT ACCORDING TO THE NATIONAL ELECTRICAL CODE STANDARD.

ALL WORK IS TO BE COORDINATED THROUGH THE FACILITIES SERVICES ELECTRICAL SHOP SUPERVISOR, OR THE ASSISTANT DIRECTOR FOR FACILITIES SERVICES, MAINTENANCE AND REPAIR. THE VENDOR IS TO PUNCH IN/OUT ON THE TIME CLOCK LOCATED AT THE ENTRANCE TO THE FACILITIES MAINTENANCE CONTROL CENTER IN THE SHERMAN BUILDING. IN ADDITION, A VENDOR WORK ORDER FORM SHALL BE MAINTAINED BY THE FACILITIES ELECTRICAL SHOP SUPERVISOR DOCUMENTING VENDOR PERSONNEL ON THE JOB SITE AND START AND COMPLETION TIMES. THE VENDOR'S REPRESENTATIVE IS REQUIRED TO SIGN THE VENDOR WORK ORDER FORM AND RETAIN A COPY FOR HIS/HER FILES. THIS DOCUMENT WILL BE USED FOR VERIFYING BILLABLE HOURS.

ESTIMATES MAY BE REQUIRED PRIOR TO STARTING A JOB. HOWEVER, COMPENSATION IS BASED ON ACTUAL TIME AND MATERIALS EXPENDED.

VENDOR IS REQUIRED TO PROVIDE TWENTY-FOUR (24) HOUR EMERGENCY SERVICE. A TWO (2) HOUR RESPONSE TIME IS EXPECTED FOR EMERGENCY SERVICE. THE VENDOR'S RESPONSE STAFF SHOULD BE THE INDIVIDUAL OR INDIVIDUALS MOST FAMILIAR WITH THE DISTRIBUTION SYSTEM. THE VENDOR WILL RECEIVE A COPY OF THE ELECTRICAL DISTRIBUTION SCHEMATIC AND WILL BE REQUIRED TO MAINTAIN SAID SCHEMATIC THROUGHOUT THE DURATION OF THE CONTRACT.

TRAVEL TIME IS NOT ALLOWED AS A PART OF THIS AGREEMENT. ALL BILLABLE TIME IS FOR ON-SITE HOURS EXPENDED UNLESS APPROVED BY THE ASSISTANT DIRECTOR OF FACILITIES SERVICES, MAINTENANCE AND REPAIR OR THE DIRECTOR OF FACILITIES SERVICES.

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**EXHIBIT "B"**
**BID SPECIFICATIONS**

SUCCESSFUL BIDDER(S) MUST BE LOCATED WITHIN 60 MILES OF RI, BE AVAILABLE 24 HRS/DAY, 7 DAYS/WEEK. BE ABLE TO COMPLETE TEMPORARY REPAIRS IN LESS THAN 4 HOURS AMD MUST CERTIFY THAT WORK IS NOT BEING SUBCONTRACTED.

IN ADDITION TO LICENSE REQUIREMENTS, BIDDERS 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. STATED NUMBER OF HOURS ARE ESTIMATES ONLY. HOWEVER, THEY WILL BE USED IN THE AWARD DETERMINATION. PROVIDE SERVICE FOR ELECTRIC/ELECTRONIC MAINTENANCE/REPAIRS AS REQUIRED. ALL WORK TO BE COORDINATED THROUGH AGENCY STAFF. NO JOB SHALL EXCEED THE MAXIMUM LIMIT OF $10,000.00 WITHOUT EXPRESS PRIOR AUTHORIZATION BY THE DIVISION OF PURCHASES. THE AGENCY MUST BE ADVISED AND MUST APPROVE IF MORE THAN ONE PERSON IS NECESSARY. CONTRACTORS SHALL BE REQUIRED TO COMPLETE AGENCY "TIMEIN/TIMEOUT" LOG FOR EACH PROJECT. THE STATE RESERVES THE RIGHT TO AWARD CONTRACTS OR PURCHASE ORDERS TO A MAXIMUM OF SIX (6) RESPONSIVE AND RESPONSIBLE BIDDERS WITH THE LOWEST COST PROPOSALS. FURTHER, THE STATE RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS. THE MASTER PRICE AGREEMENT AWARD AS THE RESULT OF THIS SOLICITATION, MAY, AT THE SOLE DISCRETION OF THE STATE BE EXTENDED FOR ONE (1) ADDITIONAL YEAR. BIDDERS, BY SUBMISSION OF THIS OFFER, AGREE TO MAINTAIN SUCH PRICING FOR AN ADDITIONAL YEAR IF MPA EXTENSION IS SO DECIDED BY THE STATE. THERE IS NO BOND REQUIRED TO BE SUBMITTED. THREE PAGE RIVIP BIDDER CERTIFICATION AND PAPER BID STILL NEED TO BE SUBMITTED ALONG WITH A READABLE CD. ALL LINES NEED TO BE BID. UNIT PRICE SHOULD BE WRITTEN IN FOR ALL LINES. PRICE BID MUST BE BASED ON PREVAILING WAGE RATE. THE CONTRACTOR MUST REFER TO THE APPLICABLE DAVIS BACON WAGE DETERMINATION RATE SCHEDULE. AGENCIES WILL BE REQUIRED TO SOLICIT MINI BIDS FROM THE AWARD VENDORS. MAXIMUM INDIVIDUAL WORK ORDER NOT TO EXCEED $10,000.00. A MAXIMUM OF SIX (6) VENDORS MAY BE AWARDED PURCHASE ORDERS. THE STATE RESERVES THE RIGHT TO REQUEST BCI'S FROM ANY AND ALL EMPLOYEES OF THE

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
DIVISION OF PURCHASES
One Capitol Hill
Providence, RI 02908-5855

Tel: (401) 574-8100
Fax: (401) 574-8387
Website: www.purchasing.ri.gov

**EXHIBIT "B" continued.**

**BID SPECIFICATIONS**

AWARDED VENDOR. THE COST WILL BE AT THE EXPENSE OF THE VENDOR. THE MASTER PRICE AGREEMENT MAY AT THE SOLE DISCRETION OF THE STATE BE EXTENDED FOR ADDITIONAL YEAR.

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# (MPA #41)

# NOTICE

# EXHIBIT "C"

1) Vendors are required to sign in and out.
2) No miscellaneous charges, no travel, no mileage, no portal-to portal, etc
3) No individual work order may exceed $10,000.00 without prior written approval of the State Division of Purchases.
4) Overtime and Holiday rates will be paid as follows:
   a) After 4:30 PM and prior to 7:30 AM, Monday through Friday
   b) Saturdays, Sundays and any day that is a legal holiday when the State Offices are closed.
5) State will not automatically pay for a second person, such as an apprentice, etc Vendor must get approval in writing, in advance, or at the time the job starts or the State may elect to pay only for one person.
6) Any special equipment or situations that will incur costs not already included in MPA must be approved in advance.
7) Vendor(s) should be aware that documentation verifying the accuracy of parts prices and labor charges may be required periodically as part of normal auditing procedures
8) Vendor should bear in mind that overlapping and/or combining of requirements may be necessary to prevent delays and provide for a more responsive workflow.
9) Special requirements such as location, impending storms, vendor workload, etc., may also necessitate a one-time or temporary charge from actual award.
10) Also bear in mind that the State reserves the right to solicit prices on any extraordinary repairs.
11) Should any of the above items (8,9, or 10) transpire, it should not be misinterpreted to be a permanent change from the award or an attempt to circumvent the proper implementation of the award(s).

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**State of Rhode Island Department of Administration**
**Division of Purchases**

NOTICE TO CONTRACTORS
AND VENDORS BIDDING
ON PUBLIC WORKS PROJECTS
**EXHIBIT "D"**

Effective **January 1, 2011,** all Public Works related project proposals exceeding one million ($1,000,000) dollars are required to include a "public copy " All agency contract solicitations, requests for proposals, invitations for bids, etc. shall state that any bid or proposal that exceeds one million ($1,000,000) dollars and must include a copy to be available for public inspection upon the opening of the bids Additionally, proposals submitted for a Master Price Agreement, when the total amount potentially may exceed one million ($1,000,000) and the solicitation expressly requires any or all vendors to submit a public copy, must include a copy to be available for public inspection. Any bid or proposal in excess of one million ($1,000,000) dollars, or in the case of a Master Price Agreement which is based on estimated quantities which may exceed one million ($1,000,000) dollars and the submission of a "public copy" is expressly required and stated in the solicitation, which does not include a copy for public inspection shall be deemed to be non-responsive. For further information, please see R.I. Gen Laws Section 37-2-18 (P.L. 221) http://www.rilin.state.ri.us/PublicLaws/law10/law10221.htm and Purchasing Rules & Regulations amendment at www.purchasing.ri.gov. Proposed regulations will become final on January 11, 2011. This regulation applies to all public works projects (vertical and horizontal) exceeding $1 million dollars and any combination of base bid plus all alternates

In accordance to Purchasing Rules and Regulations adopted on January 11, 2011 the following conditions are required:

1 All bid proposals shall be opened publicly and read aloud.

2 Each bid, together with the name of the bidder, shall be recorded and an abstract made available "immediately" for public inspection

3. Copy of the redacted bid proposal shall be available for public inspection by the close of the business the day the subject bid(s) and/or contract(s) is opened by the Division of Purchases

4. The burden to identify and withhold from the public copy that is released at the bid opening any trade secrets, commercial or financial information, or other information the bidder deems not subject to public disclosure pursuant to Chapter 38-2, the Access to Public Records Act, shall rest solely and exclusively with the bidder submitting the bid proposal.

5. At the time that a proposal is submitted, a bidder must submit a redacted copy of the bid proposal in a PDF (Portable Document File) file format on a read only CD-R Media Disk (hereinafter referred to as a "CD"). Vendors are required to provide all documents submitted in response to the bid solicitation on the CD.
   a. The acceptable media is a CD-R Media that is read/writable (CD RW) will not be accepted.
   b. Only readable, not writeable media is acceptable.
   c. Vendor is responsible for supplying their own CD-R media.
   d. Vendor is responsible for the integrity of the CD

6. Failure of the bidder to submit a public copy on a readable CD, as required by RIGL 37-2-18 as amended, shall result in the disqualification of said bid.

7. **CD must be enclosed in a protective cover and the protective cover clearly labeled with the following:**
   a. **Marked "Public Copy"**
   b. **Title of Solicitation as it appears on the RIVIP cover letter.**
   c. **Name of Company and Vendor ID as it appears on the RIVIP cover letter.**
   d. **Bid Response Number as it appears on the RIVIP cover letter.**
   e. **Date of Bid as it appears on the RIVIP cover letter.**
8. **Bid response on CD-R to be in a PDF (Portable Document Format).**
   a. **One PDF file will be on the CD-R. File to meet the following requirements:**
      i. **Only one file will contain all documents in response to the bid. If you have more than one document for the response, the documents must be concatenated or merged into one PDF document. Failure to submit only one PDF file may result in disqualification of bid.**
      ii. **File should be named in the following manner:**
         1. **BidNumber_DateofBid_VendorName_VendorID.pdf. Where:**
            1. **Bid Number is the bid number for which the response is for as it appears on the RIVIP cover sheet.**
            2. **Dateofbid is date of bid using the format (mm-dd-yyyy).**
            3. **VendorName is the name of the vendor as one word – no spaces or punctuation.**
            4. **Vendor ID as it appears on the RIVIP vendor cover sheet.**

      **Note: you must use underscores in separating the fields. Do not use underscores anywhere else in the filename other than to separate the fields.**

      **Example: 1234567_06-01-2011_Vendor1_9876.pdf**

9. Purchasing staff will officially conclude the bid opening and all loaded proposals will be posted to the Purchasing web site. All proposals will be available immediately after bid opening www.purchasing.ri.gov .

For technical assistance, contact the Division of Purchases office at 574-8100