

## BID/PROPOSAL

COMMODITY: GENERATOR MAINTENANCE, REPAIR AND RENTAL DATE: 11/30/2023

FORMAL BID NO. \_\_\_\_\_ PUBLIC BID NO. 101323

BIDS ARE TO BE RECEIVED IN URI PURCHASING DEPARTMENT BY: DATE: 1/5/2024 TIME: 1:00 PM  
Eastern Time

BUYER: ANDREA BOUCHER/if SURETY REQUIRED: YES: \_\_\_\_\_ NO: X

PRE-BID/PROPOSAL CONFERENCE: DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

MANDATORY: YES: \_\_\_\_\_ NO: \_\_\_\_\_

LOCATION: \_\_\_\_\_  
\_\_\_\_\_

Questions concerning this solicitation must be received by: DATE: 12/8/2023 TIME: 12:00 PM

Questions are to be submitted in a *Microsoft Word* document to: **URIPurchasing@uri.edu**

Please reference the Bid Number on all correspondence. Questions received, if any, will be posted on the internet as an addendum to the bid. It is the responsibility of all interested parties to download this information.

For Bid Solicitation Information visit: <http://web.uri.edu/purchasing/bid-information/>

### STATEMENT REGARDING COVID-19

**Effective immediately, we are suspending all in-person public bid openings until further notice.**

Public Bid responses will be publicly read via Webex video conferencing. To participate in the bid opening, please visit the following site at the scheduled bid opening date and time:

**\* URL: <https://univofri.webex.com/meet/uripurchasing>**

**No offer will be considered that is not accompanied by the attached  
University of Rhode Island Bidder Certification Form/Contract Offer  
completed and signed by the offeror.**

COMPANY NAME: \_\_\_\_\_

STREET AND NUMBER: \_\_\_\_\_

CITY, STATE & ZIP CODE: \_\_\_\_\_

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Telephone Number/Facsimile Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
E-mail address

**THIS BID WILL NOT BE HONORED UNLESS SIGNED**

**University of Rhode Island Bidder Certification Form**  
**State of Rhode Island Procurement Regulations**

ALL OFFERS ARE SUBJECT TO THE REQUIREMENTS, PROVISIONS AND PROCEDURES CONTAINED IN THIS CERTIFICATION FORM. Offerors are expected to read, sign and comply with all requirements. Failure to do so may be grounds for disqualification of the offer contained herein.

Rules for Submitting Offers

This Certification Form must be attached in its entirety to the front of the offer and shall be considered an integral part of each offer made by a vendor to enter into a contract with the University of Rhode Island. As such, submittal of the entire Bidder Certification Form, signed by a duly authorized representative of the offeror attesting that he/she (1) has read and agrees to comply with the requirements set forth herein and (2) to the accuracy of the information provided and the offer extended, is a mandatory part of any contract award.

To assure that offers are considered on time, each offer must be submitted with the specific Bid/RFP/LOI number, date and time of opening marked in the upper left hand corner of the envelope. Each bid/offer must be submitted in separate sealed envelopes.

A complete signed (in ink) offer package must be delivered to the University of Rhode Island Purchasing Office by the time and date specified for the opening of responses in a sealed envelope.

Bid responses must be submitted on the URI bid solicitation forms provided, indicating brand and part numbers of items offered, as appropriate. Bidders must submit detailed cuts and specs on items offered as equivalent to brands requested WITH THE OFFER. Bidders must be able to submit samples if requested.

Documents misdirected to other State or University locations or which are not present in the University of Rhode Island Purchasing Office at the time of opening for whatever cause will be deemed to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the University of Rhode Island Purchasing Office. Postmarks shall not be considered proof of timely submission.

RIVIP SOLICITATIONS. To assure maximum access opportunities for users, public bid solicitations shall be posted on the RIVIP for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due. Except when access to the Web Site has been severely curtailed and it is determined by the Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored.

PRICING. Offers are irrevocable for sixty (60) days from the opening date (or such other extended period set forth in the solicitation), and may not be withdrawn, except with the express permission of the University Purchasing Agent. All pricing will be considered to be firm and fixed unless otherwise indicated. The University of Rhode Island is exempt from Federal excise taxes and State Sales and Use Taxes. Such taxes shall not be included in the bid price.

ALL PRICES QUOTED ARE FOB DESTINATION.

DELIVERY and PRODUCT QUALITY. All offers must define delivery dates for all items; if no delivery date is specified, it is assumed that immediate delivery from stock will be made. The contractor will be responsible for delivery of materials in first class condition. Rejected materials will be at the vendor's expense.

PREVAILING WAGE, OSHA SAFETY TRAINING and APPRENTICESHIP REQUIREMENTS. Bidders must comply with the provisions of the Rhode Island labor laws, including R.I. Gen. Laws §§ 37-13-1 et seq. and occupational safety laws, including R.I. Gen. Laws §§ 28-20-1 et seq. These laws mandate for public works construction projects the payment of prevailing wage rates, the implementation and maintenance of occupational safety standards, and for projects with a minimum value of \$1 Million, the employment of apprentices. The successful Bidder must submit certifications of compliance with these laws from each of its subcontractors prior to their commencement of any work. Prevailing wage rates, apprenticeship requirements, and other workforce and safety regulations are accessible at [www.dlt.ri.gov](http://www.dlt.ri.gov).

PUBLIC RECORDS. Offerors are advised that all materials submitted to the University for consideration in response to this solicitation will be considered without exception to be Public Records pursuant to Title 38 Chapter 2 of the Rhode Island General Laws, and will be released for inspection immediately upon request once an award has been made. Offerors are encouraged to attend public bid/RFP openings to obtain information; however, bid/RFP response summaries may be reviewed after award(s) have been made by visiting the Rhode Island Vendor Information Program (RIVIP) at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) > Solicitation Opportunities > Other Solicitation Opportunities. Telephone requests for results will not be honored. Written requests for results will only be honored if the information is not available on the RIVIP.

Award will be made to the responsive and responsible offeror quoting the lowest net price in accordance with specifications, for any individual item(s), for major groupings of items, or for all items listed, at the University's sole option.

BID SURETY. Where bid surety is required, bidder must furnish a bid bond or certified check for 5% of the bid total with the bid, or for such other amount as may be specified. Bids submitted without a required bid surety will not be considered.

SPECIFICATIONS. Unless specified “no substitute”, product offerings equivalent in quality and performance will be considered (at the sole option of the University) on the condition that the offer is accompanied by detailed product specifications. Offers which fail to include alternate specifications may be deemed nonresponsive.

VENDOR AUTHORIZATION TO PROCEED. When a purchase order, change order, contract/agreement or contract/agreement amendment is issued by the University of Rhode Island, no claim for payment for services rendered or goods delivered contrary to or in excess of the contract terms and scope shall be considered valid unless the vendor has obtained a written change order or contract amendment issued by the University of Rhode Island Purchasing Office PRIOR to delivery.

Any offer, whether in response to a solicitation for proposals or bids, or made without a solicitation, which is accepted in the form of an order OR pricing agreement made in writing by the University of Rhode Island Purchasing Office, shall be considered a binding contract.

REGULATIONS, GENERAL TERMS AND CONDITIONS GOVERNING STATE AND THE UNIVERSITY OF RHODE ISLAND CONTRACTS. This solicitation and any contract or purchase order arising from it are issued in accordance with the specific requirements described herein, and the State’s [Purchasing Laws](#) and the [RI Division of Purchases Procurement Regulations and General Conditions of Purchase](#).

EQUAL EMPLOYMENT OPPORTUNITY. Compliance certificate and agreement procedures will apply to all awards for supplies or services valued at \$10,000 or more. Minority Business Enterprise policies and procedures, including subcontracting opportunities as described in Title 37 Chapter 14.1 of the Rhode Island General Laws also apply.

PERFORMANCE BONDS. Where indicated, successful bidder must furnish a 100% performance bond and labor and payment bond for contracts subject to Title 37 Chapters 12 and 13 of the Rhode Island General Laws. All bonds must be furnished by a surety company authorized to conduct business in the State of Rhode Island. Performance bonds must be submitted within 21 calendar days of the issuance of a tentative notice of award.

DEFAULT and NON-COMPLIANCE Default and/or non-compliance with the requirements and any other aspects of the award may result in withholding of payment(s), contract termination, debarment, suspension, or any other remedy necessary that is in the best interest of the state/University of Rhode Island.

COMPLIANCE Vendor must comply with all applicable federal, state and local laws, regulations and ordinances.

SPRINKLER IMPAIRMENT AND HOT WORK. The Contractor agrees to comply with the practices of the State’s Insurance carrier for sprinkler impairment and hot work. Prior to performing any work, the Contractor shall obtain the necessary information for compliance from the Risk Management Office at the Department of Administration or the Risk Management Office at the University of Rhode Island.

Each bid proposal for a *public works project* must include a “public copy” to be available for public inspection upon the opening of bids. **Bid Proposals that do not include a copy for public inspection will be deemed nonresponsive.**

For further information on how to comply with this statutory requirement, see [R.I. Gen. Laws](#) §§ 37-2-18(b) and (j). Also see State of Rhode Island Procurement Regulation 5.11 at : <https://ridop.ri.gov/about-us/procurement-statutes-and-regulations>

## SECTION 2 – DISCLOSURES

### ALL CONTRACT AWARDS ARE SUBJECT TO THE FOLLOWING DISCLOSURES & CERTIFICATIONS

Offerors must respond to every disclosure statement. A person authorized to enter into contracts must sign the offer and attest to the accuracy of all statements.

#### Indicate Yes (Y) or No (N):

\_\_\_\_ 1 State whether your company, or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has been subject to suspension or debarment by any federal, state, or municipal government agency, or the subject of criminal prosecution, or convicted of a criminal offense with the previous five (5) years. If Yes, then provide details below.

\_\_\_\_ 2 State whether your company, or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has had any contracts with a federal, state or municipal government agency terminated for any reason within the previous five (5) years. If Yes, then provide details below.

\_\_\_\_ 3 State whether your company or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has been fined more than \$5000 for violation(s) of Rhode Island environmental laws by the Rhode Island Department of Environmental Management within the previous five (5) years. If Yes, then provide details below.

\_\_\_\_ 4 State whether any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder is serving or has served within the past two calendar years as either an appointed or elected official of any state governmental authority or quasi-public corporation, including without limitation, any entity created as a legislative body or public or state agency by the general assembly or constitution of this state. If Yes, then provide details below.

IF YOU HAVE ANSWERED “YES” TO QUESTIONS #1 – 4 PROVIDE DETAILS/EXPLANATION IN AN ATTACHED STATEMENT. INCOMPLETE CERTIFICATION FORMS SHALL BE GROUNDS FOR DISQUALIFICATION OF OFFER.

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## SECTION 3 - OWNERSHIP DISCLOSURE

**Vendors must provide all relevant information. Bid proposals submitted without a complete response may be deemed nonresponsive.**

If the vendor is privately held, the vendor shall provide ownership information below.

List each officer, director, manager, stockholder, member, partner, or other owner or principle of the Bidder, and each intermediate parent company and the ultimate parent company of the Bidder. For each individual, provide his or her name, business address, principal occupation, position with the Vendor, and the percentage of ownership, if any, he or she holds in the Vendor, and each intermediate parent company and the ultimate parent company of the Vendor.

If the company is publicly held, the vendor may provide owner information about only those stockholders, members, partners, or other owners that hold at least 10% of the record or beneficial equity interests of the vendor; otherwise, complete ownership disclosure is required.

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## SECTION 4 - CERTIFICATIONS

**Bidders must respond to every statement. Bid proposals submitted without a complete response may be deemed nonresponsive.**

Indicate "Y" (Yes) or "N" (No), and if "No," provide details below.

THE VENDOR CERTIFIES THAT:

\_\_\_\_ 1 I/we certify that I/we will immediately disclose, in writing, to the University Purchasing Agent any potential conflict of interest which may occur during the course of the engagement authorized pursuant to this contract.

\_\_\_\_ 2 I/we acknowledge that, in accordance with (1) Chapter §37-2-54(c) of the Rhode Island General Laws "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," and (2) RIGL section §37-2-7(16) which identifies the URI Board of Trustees as a public agency and gives binding contractual authority to the University Purchasing Agent, including change orders and other types of contracts and under State Purchasing Regulation 8.2.B any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the University of Rhode Island may be disregarded and shall not be binding on the University of Rhode Island.

\_\_\_\_ 3 I/we certify that I or my/our firm possesses all licenses required by Federal and State laws and regulations as they pertain to the requirements of the solicitation and offer made herein and shall maintain such required license(s) during the entire course of the contract resulting from the offer contained herein and, should my/our license lapse or be suspended, I/we shall immediately inform the University of Rhode Island Purchasing Agent in writing of such circumstance.

\_\_\_\_ 4 I/we certify that I/we will maintain required insurance during the entire course of the contract resulting from the offer contained herein and, should my/our insurance lapse or be suspended, I/we shall immediately inform the University of Rhode Island Purchasing Agent in writing of such circumstance.

\_\_\_\_ 5 I/we certify that I/we understand that falsification of any information herein or failure to notify the University of Rhode Island Purchasing Agent as certified herein may be grounds for suspension, debarment and/or prosecution for fraud.

\_\_\_\_ 6 I/we acknowledge that the provisions and procedures set forth in this form apply to any contract arising from this offer.

\_\_\_\_ 7 I/we acknowledge that I/we understand the State's Purchasing Laws ([§37-2 of the General Laws of Rhode Island](#)) and the [RI Division of Purchases Regulations](#) apply as the governing conditions for any contract or purchase order I/we may receive from the University of Rhode Island, including the offer contained herein.

\_\_\_\_ 8 I/we certify that the bidder: (i) is not identified on the General Treasurer's list, created pursuant to R.I. Gen. Laws § 37-2.5-3, as a person or entity engaging in investment activities in Iran described in § 37-2.5-2(b); and (ii) is not engaging in any such investment activities in Iran.

\_\_\_\_ 9 If the product is subject to Department of Commerce Export Administration Regulations (EAR) or International Traffic in Arms Regulations (ITAR), please provide the Export Control Classification Number (ECCN) or the US Munitions List (USML)  
Category: \_\_\_\_\_

\_\_\_\_ 10 I/we certify that the above information is correct and complete.

IF YOU ARE UNABLE TO CERTIFY YES TO QUESTIONS #1 – 8 and 10 OF THE FOREGOING, PROVIDE DETAILS/EXPLANATION IN AN ATTACHED STATEMENT. INCOMPLETE CERTIFICATION FORMS SHALL BE GROUNDS FOR DISQUALIFICATION OF OFFER.

**Signature below commits vendor to the attached offer and certifies (1) that the offer has taken into account all solicitation amendments where applicable, (2) that the above statements and information are accurate and that vendor understands and has complied with the requirements set forth herein.**

Vendor/Company Name; \_\_\_\_\_

Vendor's Signature: \_\_\_\_\_ Bid Number: \_\_\_\_\_ Date: \_\_\_\_\_  
(Person Authorized to enter into contracts; signature must be in ink) (if applicable)

\_\_\_\_\_  
Print Name and Title of Company official signing offer

ATTACHMENT "A"									
ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.	

INSTRUCTIONS:

IF BIDDING ON ANY ITEM, THE ENTIRE BID MUST BE RETURNED. THE PRICE COLUMN ON THE RIGHT WILL BE DETACHED TO CREATE A BID TABULATION SPREAD SHEET FOR THE "OFFICIAL BID ANALYSIS", THEREFORE:

- A. VENDOR NAME MUST APPEAR IN BOTH COLUMNS ON "EVERY" PAGE UNDER THE WORDS "BIDDER"
- B. PRICE COLUMNS MUST CONTAIN "EXACTLY" THE SAME INFORMATION.
- C. ANY SUPPLEMENTARY INFORMATION MUST BE REPEATED IN "BOTH" COLUMNS.
- D. TO ASSURE THAT OFFERS ARE CONSIDERED ON TIME, EACH OFFER MUST BE SUBMITTED WITH SPECIFIC BID/RFP NUMBER (PROVIDED ABOVE), DATE AND TIME OF OPENING MARKED IN THE UPPER LEFT HAND CORNER OF ENVELOPE. EACH BID/OFFER MUST BE SUBMITTED IN SEPARATE SEALED ENVELOPES:

MAIL TO:  
  
UNIVERSITY OF RHODE ISLAND  
P.O. BOX 1773  
PURCHASING DEPARTMENT  
KINGSTON, RI 02881

COURIER:  
  
UNIVERSITY OF RHODE ISLAND  
PURCHASING DEPARTMENT  
DINING SERVICES DISTRIBUTION CENTER  
10 TOOTELL ROAD  
KINGSTON, RI 02881-2010

DOCUMENTS MISDIRECTED TO OTHER STATE LOCATIONS OR WHICH ARE NOT PRESENT IN THE UNIVERSITY OF RHODE ISLAND PURCHASING DEPARTMENT AT THE TIME OF OPENING FOR WHATEVER CAUSE WILL BE DEEMED TO BE LATE AND WILL NOT BE CONSIDERED. FOR THE PURPOSE OF THIS REQUIREMENT, THE OFFICIAL TIME AND DATE SHALL BE THAT OF THE TIME CLOCK IN THE UNIVERSITY OF RHODE ISLAND PURCHASING DEPARTMENT. POSTMARKS SHALL NOT BE CONSIDERED PROOF OF TIMELY SUBMISSION.

FAILURE TO COMPLETE FORM AS INSTRUCTED MAY BE GROUNDS FOR "DISQUALIFICATION".

- GROUP PURCHASING ORGANIZATIONS (GPO):  
THE UNIVERSITY OF RHODE ISLAND IS A MEMBER OF THE FOLLOWING:
- 1) Educational & Institutional Cooperative Purchasing (E&I)
  - 2) Provista

IF THIS IS A MULTI-YEAR BID/CONTRACT. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE UNIVERSITY. TERMINATION MAY BE EFFECTED BY THE UNIVERSITY BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE UNIVERSITY 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 AND SUBJECT TO AVAILABILITY OF FUNDS.

DELIVERY AS REQUESTED

DO NOT ATTACH QUOTES. QUOTATIONS SUBMITTED WITH BID RESPONSES WILL NOT BE CONSIDERED.  
ALL BID RESPONSES ARE IN ACCORDANCE WITH THE ATTACHED BID SPECIFICATIONS AND THE BOARD OF GOVERNORS FOR HIGHER EDUCATION PROCUREMENT REGULATIONS:  
- <http://www.ribghe.org/procurementregs113006.pdf>

ATTACHMENT "A"									
ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.	

**Generator Maintenance & Repair Contract**

This is for a three-year contract with the option to renew for two (2) additional years depending on renewal rate adjustment and approval by the University.

Contract to include:

- 1. Initial Year One (1) Tasks and Investigative Work - Lump Sum Pricing
- 2. General Generator Maintenance & Repair - Hourly Rate
- 3. Generator Rental Services - Daily/Weekly/Monthly Rate

**Initial Investigative Work to be Completed in Year One (1) of Contract.**

**7/1/24 - 6/30/25**

**Scope of Work - Tasks and Investigative Work**

Provide a condition inspection report for all generators listed in the attached generator spreadsheet. Report should include manufacturer, nameplate data, year of manufacture, building served, life safety or standby requirement. Report should include estimated life expectancy of the unit and recommended replacement schedule. Equipment report should be in Microsoft "Excel", allowing the ability to sort by identifying information. It is preferable for any written portion of the report to be in Microsoft "Word".

- Perform and record oil and filter changes for all generators.
- Inspect and assess condition of diesel fuel tanks and fuel contained within, clean, replace fuel filters and refuel as necessary.
- Create a list of all fuel filters and lube type and quantity per generator.
- Create a list of all fuel oil transfer systems detailing manufacture date, plate information and manufacturer contact information.

**Bid a Price for:**

1	Lump Sum Price for the Above Tasks	1	LS	\$		\$		1	
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**Scope of Work - Generator Maintenance & Repair Contract**

Provide generator maintenance and repair services for all University of Rhode Island generators. The maintenance and repair services are to be performed as per manufacturer recommendations in order to ensure full operational status. These services are to include but are not limited to:

**1. Preventative Maintenance Services**

The following inspections are to be performed annually.

General Visual Inspection - visual inspection of overall condition, include but not limited to the following: leaks, discharge, foreign objects, loose or broken fittings, missing guards or other damaged components. Correct or adjust as necessary (Components that require immediate attention revealed as damaged by the inspection are to first be approved by the University).

COMMODITY: GENERATOR MAINTENANCE, REPAIR AND RENTAL  
OPENING DATE & TIME: 1/5/2024 1:00 PM  
BLANKET REQUIREMENTS: 7/1/24 - 6/30/27

SHIP TO: University of Rhode Island  
Facilities Services, Business Office  
60 Tootell Rd., Sherman Bldg. 2nd Fl  
Kingston, RI 02881

BIDDER (NAME OF FIRM)  
BID NO: 101323

BIDDER (NAME OF FIRM)  
BID NO: 101323

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.
<u>Cooling System</u>								
- Radiator/Heat Exchanger - visual inspection for leaks, damage and debris. Check that louvers or air dampers operate correctly.								
- Coolant - Visual inspection for correct level and condition of coolant (rust, oil, contaminants). Check coolant concentration and temperature protection. Check filter cap gasket and sealing surfaces.								
- Hoses and Connections - Visual inspection of all hoses for deterioration or swelling. Check tightness of all hose connections.								
- Fan Drive Pulley and Fan - Check for loose or worn pulleys and lube fan drive bearing. Check fan operation and clearance.								
- Fan Belts - Inspect for wear, deterioration, proper size and type. Check tension and adjust as necessary.								
- Jacket Water Heater - Inspect for proper operation.								
- Water Pump - Visual and operational. Inspection for leaks or unusual noises.								
<u>Fuel System</u>								
- Fuel Tank - Visually inspect fuel tank system for leaks and fuel level. Test day tank pump for proper operation. Inspect fuel condition for contaminants.								
- Water Trap/Separator - Drain water from fuel tank or water separator								
- Governor and Controls - Inspect governor oil level. Inspect controls and linkage for proper operation. Add oil as necessary.								
- Fuel Filters (Primary/Secondary) - Inspect for damage, leaks, and proper operations. Clean primary filter screen.								
- Fuel Pressure - Operations check of gauge for correct pressure.								
- Fuel Lines and Connections - Inspect for tight connections. Check for worn "O" rings, swelling lines rubbing or chafing. Check line brackets.								
- Test fuel for water and sub-zero outside temperature. Add anti-freeze/gel as needed per manufactures recommendation.								
<u>Air Induction and Exhaust System</u>								
- Air Filter Service Indicator - Note reading. Inspect for proper operation. Reset indicator.								
- Air Filter - Inspect, Clean or replace as necessary.								
- Air Inlet System - Inspect piping and air filter housing for damage, loose connections, and evidence of leaks. Clean air filter housing if filter is cleaned or replaced. Check housing seals and gaskets.								
- Turbocharger - Inspect for oil leakage or exhaust leakage. Check for unusual noises and proper operation.								
- Exhaust Manifold - Inspect for damage, loose or missing hardware, evidence of exhaust leakage. Inspect for oil slobbering. Load bank recommendation may be necessary (Load bank testing will help seat piston rings and remove carbon deposits. Load bank tests must be approved by the User Agency.)								
<u>Lube Oil System</u>								
- Oil Level - Inspect for correct oil level and contamination. Visually inspect unit for leaks.								
- Oil Pressure - Operational check of gauge for correct pressure. Operational and visual inspection of pre-lube pump.								
- Crankcase Breather - Inspect for proper operation. Check connections and inspect hose for deterioration. Note excessive blow-by.								
- Scheduled Oil Sample - Obtain live oil sample for analysis.								



ATTACHMENT "A"									
ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.	
<u>Starting System</u>									
- Batteries - Inspect for damage or leakage. Clean and tighten all battery cable connections thermostat setting for proper coolant temperature.									
- Batteries - Specific gravity-check electrolyte level and specific gravity. Fill cells with distilled water as necessary.									
- Battery Charger - Inspect for proper operation, loose terminals, and deteriorated wiring.									
- Starting Motor - Inspect electrical connections and wiring. For air starters, inspect oil jar and feeder operation. Operational check of abnormal engagement and cranking noise.									
- Alternator - Inspect for proper operation, loose connections, and mounting hardware. Check belts, pulleys, and voltage output.									
<u>Engine Monitors and Safety Controls</u>									
- Safety Controls - Inspect for proper operation, loose connections, and wiring deterioration. Check all safety controls for proper operation.									
- Remote Annunciators and Alarms - Inspect and test all panel and system alarms for proper operation.									
<u>Power Generator</u>									
- Slip Rings and Batteries - Remove and inspect brushes, clean slip rings. Adjust as necessary.									
- Space Heaters - Inspect for Proper Operation.									
<u>Control Panel</u>									
- Start Controls, Manual/Auto - Operational check for proper operation. Check automatic start.									
- Voltmeter - Operational check for correct readings. Check voltage with a multimeter along with the voltage gain, and voltage drop adjustments.									
- Ammeter - Operational check for correct readings if load is available. Verify accuracy with a amp meter.									
- Frequency Meter - Operational check for correct readings. Load and no-load readings if possible. Verify accuracy with a frequency meter.									
- Automatic Transfer Switch - Clean, inspect and test for proper operation.									
<b>2. Monthly Generator Run Test</b>									
Monthly generator run test of all engine components for a minimum of 15 minutes, including inspection of batteries, belts, hoses, fluids.									
Submit to the Maintenance and Repair Department a monthly checklist including all items inspected including a continuous runtime log for each generator.									
<b>3. Annual Full Load Test of Each Generator</b>									
<b>4. Oil and Fuel Filter Changes</b>									
As recommended based on run time or recommended life cycle replacement.									
<b>5. Repair Services (Subject to Prevailing Wages)</b>									
Recommend and perform all necessary repairs as needed with prior approval by the URI Maintenance and Repair Department.									
<b>6. Emergency Response Services (Subject to Prevailing Wages)</b>									
Vendor agrees to provide emergency response service 24/7 on a year-round basis. As part of this contract, the vendor is required to respond within one (1) hour during regular working hours and within two (2) hours during weekends or holidays due to emergency needs unless otherwise directed by URI personnel.									

COMMODITY: GENERATOR MAINTENANCE, REPAIR AND RENTAL  
OPENING DATE & TIME: 1/5/2024 1:00 PM  
BLANKET REQUIREMENTS: 7/1/24 - 6/30/27

SHIP TO: University of Rhode Island  
Facilities Services, Business Office  
60 Tootell Rd., Sherman Bldg. 2nd Fl  
Kingston, RI 02881

BIDDER (NAME OF FIRM)	BIDDER (NAME OF FIRM)
<div></div>	<div></div>
BID NO: 101323	BID NO: 101323

ATTACHMENT "A"									
ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.	
<b>Working Hours Defined</b>									
- Normal University Working Hours - 7:30am - 4:00pm									
- Overtime will be considered for hours worked outside of the normal working hours.									
<b>Bid a Price for:</b>									
<u>Maintenance Service - 7/1/24 - 6/30/25</u>									
2	- Regular Hourly Rate	1,000	Hours	\$ _____	\$ _____	\$ _____	\$ _____	2	
3	- Overtime Hourly Rate	200	Hours	\$ _____	\$ _____	\$ _____	\$ _____	3	
<u>Maintenance Service - 7/1/25 - 6/30/26</u>									
4	- Regular Hourly Rate	1,000	Hours	\$ _____	\$ _____	\$ _____	\$ _____	4	
5	- Overtime Hourly Rate	200	Hours	\$ _____	\$ _____	\$ _____	\$ _____	5	
<u>Maintenance Service - 7/1/26 - 6/30/27</u>									
6	- Regular Hourly Rate	1,000	Hours	\$ _____	\$ _____	\$ _____	\$ _____	6	
7	- Overtime Hourly Rate	200	Hours	\$ _____	\$ _____	\$ _____	\$ _____	7	
<u>Repair Service (Prevailing Wage) - 7/1/24 - 6/30/25</u>									
8	- Regular Hourly Rate	1,000	Hours	\$ _____	\$ _____	\$ _____	\$ _____	8	
9	- Overtime Hourly Rate	200	Hours	\$ _____	\$ _____	\$ _____	\$ _____	9	
<u>Repair Service (Prevailing Wage) - 7/1/25 - 6/30/26</u>									
10	- Regular Hourly Rate	1,000	Hours	\$ _____	\$ _____	\$ _____	\$ _____	10	
11	- Overtime Hourly Rate	200	Hours	\$ _____	\$ _____	\$ _____	\$ _____	11	
<u>Repair Service (Prevailing Wage) - 7/1/26 - 6/30/27</u>									
12	- Regular Hourly Rate	1,000	Hours	\$ _____	\$ _____	\$ _____	\$ _____	12	
13	- Overtime Hourly Rate	200	Hours	\$ _____	\$ _____	\$ _____	\$ _____	13	

COMMODITY: GENERATOR MAINTENANCE, REPAIR AND RENTAL  
OPENING DATE & TIME: 1/5/2024 1:00 PM  
BLANKET REQUIREMENTS: 7/1/24 - 6/30/27

SHIP TO: University of Rhode Island  
Facilities Services, Business Office  
60 Tootell Rd., Sherman Bldg. 2nd Fl  
Kingston, RI 02881

BIDDER (NAME OF FIRM)	BIDDER (NAME OF FIRM)
BID NO: 101323	BID NO: 101323

ATTACHMENT "A"									
ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.	
<b>Generator Rental Services</b>									
Provide generator rental services for temporary power needs. Rate is to be all inclusive including but not limited to all cable, delivery, setup & removal.									
<b>* During operation refueling will be the responsibility of URI</b>									
<b>Bid a Price for a Term of 7/1/24 - 6/30/25:</b>									
Generator Size - 50 KW									
14	Daily Rate	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	14	
	- Provide Allowable Runtime Hours for Daily Rate		HRS		_____		_____		
15	Weekly Rate	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	15	
	- Provide Allowable Runtime Hours for Weekly Rate		HRS		_____		_____		
16	Monthly Rate	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	16	
	- Provide Allowable Runtime Hours for Monthly Rate		HRS		_____		_____		
Generator Size - 125 KW									
17	Daily Rate	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	17	
	- Provide Allowable Runtime Hours for Daily Rate		HRS		_____		_____		
18	Weekly Rate	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	18	
	- Provide Allowable Runtime Hours for Weekly Rate		HRS		_____		_____		
19	Monthly Rate	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	19	
	- Provide Allowable Runtime Hours for Monthly Rate		HRS		_____		_____		
Generator Size - 250 KW									
20	Daily Rate	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	20	
	- Provide Allowable Runtime Hours for Daily Rate		HRS		_____		_____		
21	Weekly Rate	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	21	
	- Provide Allowable Runtime Hours for Weekly Rate		HRS		_____		_____		
22	Monthly Rate	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	22	
	- Provide Allowable Runtime Hours for Monthly Rate		HRS		_____		_____		
Generator Size - 350 KW									
23	Daily Rate	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	23	
	- Provide Allowable Runtime Hours for Daily Rate		HRS		_____		_____		
24	Weekly Rate	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	24	
	- Provide Allowable Runtime Hours for Weekly Rate		HRS		_____		_____		
25	Monthly Rate	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	25	
	- Provide Allowable Runtime Hours for Monthly Rate		HRS		_____		_____		

COMMODITY: GENERATOR MAINTENANCE, REPAIR AND RENTAL  
OPENING DATE & TIME: 1/5/2024 1:00 PM  
BLANKET REQUIREMENTS: 7/1/24 - 6/30/27

SHIP TO: University of Rhode Island  
Facilities Services, Business Office  
60 Tootell Rd., Sherman Bldg. 2nd Fl  
Kingston, RI 02881

BIDDER (NAME OF FIRM)	BIDDER (NAME OF FIRM)
<div></div>	<div></div>
BID NO: 101323	BID NO: 101323

ATTACHMENT "A"									
ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.	
Generator Size - 500 KW									
26	Daily Rate	1	EA	\$		\$		26	
	- Provide Allowable Runtime Hours for Daily Rate		HRS						
27	Weekly Rate	1	EA	\$		\$		27	
	- Provide Allowable Runtime Hours for Weekly Rate		HRS						
28	Monthly Rate	1	EA	\$		\$		28	
	- Provide Allowable Runtime Hours for Monthly Rate		HRS						
Generator Size - 1,000 KW									
29	Daily Rate	1	EA	\$		\$		29	
	- Provide Allowable Runtime Hours for Daily Rate		HRS						
30	Weekly Rate	1	EA	\$		\$		30	
	- Provide Allowable Runtime Hours for Weekly Rate		HRS						
31	Monthly Rate	1	EA	\$		\$		31	
	- Provide Allowable Runtime Hours for Monthly Rate		HRS						
<b>Bid a Price for a Term of 7/1/25 - 6/30/26:</b>									
Generator Size - 50 KW									
32	Daily Rate	1	EA	\$		\$		32	
	- Provide Allowable Runtime Hours for Daily Rate		HRS						
33	Weekly Rate	1	EA	\$		\$		33	
	- Provide Allowable Runtime Hours for Weekly Rate		HRS						
34	Monthly Rate	1	EA	\$		\$		34	
	- Provide Allowable Runtime Hours for Monthly Rate		HRS						
Generator Size - 125 KW									
35	Daily Rate	1	EA	\$		\$		35	
	- Provide Allowable Runtime Hours for Daily Rate		HRS						
36	Weekly Rate	1	EA	\$		\$		36	
	- Provide Allowable Runtime Hours for Weekly Rate		HRS						
37	Monthly Rate	1	EA	\$		\$		37	
	- Provide Allowable Runtime Hours for Monthly Rate		HRS						

COMMODITY: GENERATOR MAINTENANCE, REPAIR AND RENTAL  
OPENING DATE & TIME: 1/5/2024 1:00 PM  
BLANKET REQUIREMENTS: 7/1/24 - 6/30/27

SHIP TO: University of Rhode Island  
Facilities Services, Business Office  
60 Tootell Rd., Sherman Bldg. 2nd Fl  
Kingston, RI 02881

BIDDER (NAME OF FIRM)	BIDDER (NAME OF FIRM)
_____	_____
BID NO: 101323	BID NO: 101323

ATTACHMENT "A"									
ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.	
Generator Size - 250 KW									
38	Daily Rate	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	38	
	- Provide Allowable Runtime Hours for Daily Rate		HRS		_____		_____		
39	Weekly Rate	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	39	
	- Provide Allowable Runtime Hours for Weekly Rate		HRS		_____		_____		
40	Monthly Rate	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	40	
	- Provide Allowable Runtime Hours for Monthly Rate		HRS		_____		_____		
Generator Size - 350 KW									
41	Daily Rate	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	41	
	- Provide Allowable Runtime Hours for Daily Rate		HRS		_____		_____		
42	Weekly Rate	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	42	
	- Provide Allowable Runtime Hours for Weekly Rate		HRS		_____		_____		
43	Monthly Rate	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	43	
	- Provide Allowable Runtime Hours for Monthly Rate		HRS		_____		_____		
Generator Size - 500 KW									
44	Daily Rate	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	44	
	- Provide Allowable Runtime Hours for Daily Rate		HRS		_____		_____		
45	Weekly Rate	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	45	
	- Provide Allowable Runtime Hours for Weekly Rate		HRS		_____		_____		
46	Monthly Rate	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	46	
	- Provide Allowable Runtime Hours for Monthly Rate		HRS		_____		_____		
Generator Size - 1,000 KW									
47	Daily Rate	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	47	
	- Provide Allowable Runtime Hours for Daily Rate		HRS		_____		_____		
48	Weekly Rate	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	48	
	- Provide Allowable Runtime Hours for Weekly Rate		HRS		_____		_____		
49	Monthly Rate	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	49	
	- Provide Allowable Runtime Hours for Monthly Rate		HRS		_____		_____		

ATTACHMENT "A"									
ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.	
<b>Bid a Price for a Term of 7/1/26 - 6/30/27:</b>									
Generator Size - 50 KW									
50	Daily Rate	1	EA	\$		\$		50	
	- Provide Allowable Runtime Hours for Daily Rate		HRS						
51	Weekly Rate	1	EA	\$		\$		51	
	- Provide Allowable Runtime Hours for Weekly Rate		HRS						
52	Monthly Rate	1	EA	\$		\$		52	
	- Provide Allowable Runtime Hours for Monthly Rate		HRS						
Generator Size - 125 KW									
53	Daily Rate	1	EA	\$		\$		53	
	- Provide Allowable Runtime Hours for Daily Rate		HRS						
54	Weekly Rate	1	EA	\$		\$		54	
	- Provide Allowable Runtime Hours for Weekly Rate		HRS						
55	Monthly Rate	1	EA	\$		\$		55	
	- Provide Allowable Runtime Hours for Monthly Rate		HRS						
Generator Size - 250 KW									
56	Daily Rate	1	EA	\$		\$		56	
	- Provide Allowable Runtime Hours for Daily Rate		HRS						
57	Weekly Rate	1	EA	\$		\$		57	
	- Provide Allowable Runtime Hours for Weekly Rate		HRS						
58	Monthly Rate	1	EA	\$		\$		58	
	- Provide Allowable Runtime Hours for Monthly Rate		HRS						
Generator Size - 350 KW									
59	Daily Rate	1	EA	\$		\$		59	
	- Provide Allowable Runtime Hours for Daily Rate		HRS						
60	Weekly Rate	1	EA	\$		\$		60	
	- Provide Allowable Runtime Hours for Weekly Rate		HRS						
61	Monthly Rate	1	EA	\$		\$		61	
	- Provide Allowable Runtime Hours for Monthly Rate		HRS						

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.
	Generator Size - 500 KW							
62	Daily Rate	1	EA	\$		\$		62
	- Provide Allowable Runtime Hours for Daily Rate		HRS					
63	Weekly Rate	1	EA	\$		\$		63
	- Provide Allowable Runtime Hours for Weekly Rate		HRS					
64	Monthly Rate	1	EA	\$		\$		64
	- Provide Allowable Runtime Hours for Monthly Rate		HRS					
	Generator Size - 1,000 KW							
65	Daily Rate	1	EA	\$		\$		65
	- Provide Allowable Runtime Hours for Daily Rate		HRS					
66	Weekly Rate	1	EA	\$		\$		66
	- Provide Allowable Runtime Hours for Weekly Rate		HRS					
67	Monthly Rate	1	EA	\$		\$		67
	- Provide Allowable Runtime Hours for Monthly Rate		HRS					
	Other Information Including Equipment, Materials, Overhead & Profit							
	- Invoices are to contain information including PO#, location, equipment identifier, full description of tasks completed along with dates, times, and hours worked.							
	- Materials purchased specifically for a repair will be billed at cost (copies of invoices to be provided with job Invoice).							
	- Vendor stock (shelf items) will be billed at current market value.							
	- Items that <b>cannot</b> be billed on an individual basis are the use of hand tools, pipe cutters, threaders, groovers, crimpers, freezers, shavers and normal consumable items inherent in the service being provided such as welding rods, etc. Transportation cost and vehicles with GVW of less than 9,000 #'s. Administrative office or other charges for work not directly related to the site. Calibration of service work to equipment.							
	- Overhead and Profit is % for total Labor & Materials. (This should be shown as a line item on each invoice and the % will be multiplied by the total cost of the invoice.)							
	- Prevailing wage Rates Apply per State Requirements							
68	Overhead and Profit		%					68

**BLANKET BID**  
(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 UNIVERSITY OF RHODE ISLAND. (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 UNIVERSITY OF RHODE ISLAND 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 UNIVERSITY OF RHODE ISLAND RESERVES THE RIGHT TO SOLICIT PRICES SEPARATELY FOR ANY EXTRA LARGE REQUIREMENTS FOR DELIVERY TO SPECIFIC DESTINATIONS.

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

COMMODITY: GENERATOR MAINTENANCE, REPAIR AND RENTAL	SHIP TO: University of Rhode Island	BIDDER (NAME OF FIRM)	BIDDER (NAME OF FIRM)
OPENING DATE & TIME: 1/5/2024 1:00 PM	Facilities Services, Business Office		
BLANKET REQUIREMENTS: 7/1/24 - 6/30/27	60 Tootell Rd., Sherman Bldg. 2nd Fl		
	Kingston, RI 02881		
		BID NO: 101323	BID NO: 101323

ATTACHMENT "A"									
ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.	

**INSURANCE**

IN ACCORDANCE WITH THE URI BOARD OF TRUSTEES CONDITIONS OF PURCHASE, INSURANCE CERTIFICATES ARE REQUIRED FOR WORKERS COMPENSATION, GENERAL LIABILITY, PROPERTY DAMAGE AND AUTO INSURANCE. UPON NOTICE OF TENTATIVE AWARD, THE SUCCESSFUL BIDDER(S) WILL BE REQUIRED TO SUBMIT THE ABOVE NAMING THE UNIVERSITY OF RHODE ISLAND, THE URI BOARD OF TRUSTEES, AND THE STATE OF RHODE ISLAND AS ADDITIONAL INSURED, BY A FIRM AUTHORIZED TO DO BUSINESS IN THE STATE OF RHODE ISLAND.

**NO READING**

DUE TO THE LENGTH OF BID AND TIME RESTRAINTS, THE UNIVERSITY WILL ACKNOWLEDGE RECEIPT AND READ NAMES OF VENDORS SUBMITTING PROPOSALS ONLY. NO EXAMINATION OF DOCUMENTS OR PRESENTATION OF INFORMATION CONTAINED IN THE PROPOSALS WILL BE MADE AVAILABLE AT THE BID OPENING.

**QUANTITIES**

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.

**UNIVERSITY OF RHODE ISLAND CONTRACT VENDOR PROTOCOL**

**OPERATIONAL PROCEDURES-**

- ALL VENDORS WILL REPORT TO THE SHERMAN BUILDING, 60 TOOTELL RD. BETWEEN HOURS OF 7:30AM AND 4:00PM (PH# 874-4060). VENDORS WILL CHECK IN AT THE MAINTENANCE CONTROL CENTER (MCC) AND SIGN OUT A KEY PACKET. PICTURE ID WILL BE REQUIRED AT TIME OF SIGN OUT AS WELL AS THE SERVICE TECH'S CONTACT PHONE NUMBER.
- VENDOR WILL FILL OUT A TIME CARD WITH COMPANY NAME, TECHNICIAN NAME, JOB LOCATION WITH URI WORK ORDER NUMBER, AND PUNCH IN/OUT AT THE SHERMAN BUILDING TIME CLOCK. ONLY THE HOURS ON THE TIME CARD WILL BE PAID. A PHOTO COPY OF THE TIME CARD IS TO BE ATTACHED TO THE INVOICE ONLY .
- VENDOR WILL NOTIFY REQUESTING FACILITIES SUPERVISOR OF ARRIVAL. VENDOR WILL CONTACT REQUESTING SUPERVISOR UPON COMPLETION OF WORK AND LEAVE A DETAILED FIELD SERVICE SLIP WITH SUPERVISOR DESCRIBING WORK PERFORMED, PARTS USED AND ANY REMAINING ACTION NECESSARY. URI WORK ORDER # MUST BE ON SERVICE SLIP AND HOURS ON FIELD SERVICE SLIP MUST MATCH TIMECARD. KEY PACKET MUST BE RETURNED DAILY.
- NO PARKING ON ANY GRASSY SURFACES, HANDICAP SPOTS, FIRE LANES OR ON SIDEWALKS. SERVICE VEHICLES MUST HAVE APPROPRIATE SIGNAGE/LABELING.
- VENDOR WILL SEND (1) SERVICE TECHNICIAN UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH UNIVERSITY MANAGEMENT.

**KEY PACKETS**

- KEY PACKETS ARE AVAILABLE IN THE CONTROL CENTER FOR VENDOR USE ONLY. THEY ARE SIGNED OUT AND RETURNED DAILY. NO EXCEPTIONS.
- KEYS LOST OR MISPLACED ARE THE SOLE RESPONSIBILITY OF THE VENDOR AFFECTED. THE VENDOR WILL ASSUME ALL COSTS ASSOCIATED WITH ANY AND ALL LOST KEYS.
- KEY PACKS IN-USE AFTER 4:00PM WILL NEED TO BE CALLED IN TO THE CONTROL CENTER PH# 401-874-4060) AND EXPLAINED AS TO WHY THE KEYS WILL BE LATE. LATE KEYS WILL BE RETURNED TO THE MAIL SLOT OUTSIDE THE CONTROL CENTER DAILY. NO KEYS WILL BE HELD OUTSIDE OF WORKING HOURS WITHOUT MANAGEMENT AUTHORIZATION.

**PROPER ATTIRE**

- ON SITE TECHNICIANS ARE TO BE PROPERLY ATTIRED. NO TANK TOPS, SLEEVELESS SHIRTS, HATS WITH ANYTHING OTHER THAN VENDOR COMPANY LOGO WILL BE ALLOWED. SHIRTS WILL CONTAIN COMPANY LOGO, OR A COMPANY IDENTIFICATION BADGE SHALL BE CLEARLY DISPLAYED AND BE AVAILABLE FOR INSPECTION AT ANY TIME.
- NO SUNGLASSES WILL BE WORN INSIDE ANY BUILDING.
- PANTS WILL BE PROPERLY SECURED AT THE WAIST.
- SAFTEY SHOES ARE REQUIRED.
- NO SMOKING IN OR WITHIN 50 FEET OF AN UNIVERSITY OF RHODE ISLAND BUILDING.