

# Rhode Island Department of Revenue Lottery Division

March 5, 2025

SUBJECT: The Rhode Island Lottery is seeking bids for **STANDARD GROUND MAINTENANCE**. Please forward **sealed** bids to:  
Rhode Island Lottery  
1425 Pontiac Avenue  
Cranston, RI 02920  
Attention: Mark A. Furcolo  
**BID 25-02**  
**P.O. #12047**  
**(Please include Bid #25-02 on the envelope)**

## **FAILURE TO COMPLY WITH ANY OF THE REQUIREMENTS OF THIS SEALED BID MAY RESULT IN DISQUALIFICATION**

**IMPORTANT NOTICE:** The RI Lottery is seeking bids for annual lawn maintenance and is requiring potential bidders to make an appointment to view the property before submitting a bid (even if you have viewed the property in previous years; you are still required to view the property for this current bid). This appointment will include a review of the grounds and identification of areas that may require special attention. **Only bids from vendors who have viewed the property by appointment will be accepted.** To schedule a visit, please email Terri Kiernan at: [tkiernan@rilot.ri.gov](mailto:tkiernan@rilot.ri.gov) or call (401) 463-6500, Ext. 104.

### **PLEASE QUOTE ON THE FOLLOWING SERVICES SEPARATELY**

#### **MULCH**

- Premium pine bark – Brown
- Quantity of Mulch: 75 yards
- Price mulch as “delivered and “applied”
- Mulch to be applied starting June 9<sup>th</sup> and completed by June 13<sup>th</sup>

#### **SPRING CLEAN UP (Spring Clean up to be done before the first cut)**

- De-thatching turf
- Re-edging walks and beds
- Lawn Cutting (NOT INCLUDED in the 24 weekly cuts) **and** removal & disposal of **all** clippings off the property.

#### **SHRUBS**

- Trimming and shaping all shrubs AS DIRECTED (to be started on May 27<sup>th</sup> and completed by June 3<sup>rd</sup>)
- Clear and remove **all** clipping and debris off the property



**WEEKLY MAINTENANCE – MONDAY CUTS PREFERRED**

- May 5<sup>th</sup> through week of Columbus Day (24 weeks); then as requested
- Cutting turf same day each week (prefer Monday), weather permitting (please include price per cut), trim beds and walks
- Removal and disposal of **all** clippings off the property
- Blow common debris off walkways and curb line

**FALL CLEAN UP**

- Removal and disposal of **all** common debris and leaves off the property
- Lawn cutting (NOT INCLUDED in the 24 weekly cuts) **and** removal & disposal of **all** clippings off the property
- Blowing common debris off walkways and curb lines

**INSURANCE:** Successful vendor will be **REQUIRED** to furnish an insurance certificate

**QUESTIONS:** Contact Terri Kiernan or Kevin San at 401-463-6500

**BIDS DUE:** **On or before 3:30 PM on March 19, 2025**

**NOTE:** **DO NOT FAX OR EMAIL BID (Sealed Bids must be submitted by USPS, Delivery Service or Hand Delivery to the RI Lottery)**

**INTERNET VENDORS:** **VENDORS WHO USE THE INTERNET TO DOWNLOAD INFORMATION MUST INCLUDE THE BID NUMBER ON THE ENVELOPE, SUBMITTED IN HARD COPY, BY BID DEADLINE**

**IMPORTANT NOTIFICATIONS**

All proposals are developed and submitted at the vendor's sole risk and expense. The Rhode Island Lottery shall not be responsible for any such costs or expenses incurred by a vendor.

Vendors are advised that all materials submitted to the Rhode Island Lottery for consideration in connection with a proposal are subject to the Rhode Island "Access to Public Records Act" as codified in R.I. Gen. Laws §38-2-1, et seq. and may be released for public inspection upon request once an award has been made. Any information that the vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such, but vendors are advised that the Rhode Island Lottery may release records marked confidential by a vendor upon a public records request if the Rhode Island Lottery determines the marked information is subject to disclosure under the Access to Public Records Act.

The Rhode Island Lottery reserves the right not to award a bid based solely on cost and may award a bid based on a combination of quality of product, services, and experience of the vendor, as well as participation in Minority Business Enterprises ("MBE"), Woman Business Enterprises ("WBE"), Disability Business Enterprise ("DisBE"), or Veteran Business Enterprise ("VBE"). In order to participate in the State of Rhode Island's MBE/WBE/DisBE/VBE Programs, vendors must be certified by the State of Rhode Island, Department of Administration, Office of Diversity Equity and Opportunity (ODEO) or the Governor's Commission on Disabilities. It is

important that vendors include in their proposal that they are certified as MBE,WBE, DisBE or VBE so that the Rhode Island Lottery can consider this when reviewing all proposals.

The Rhode Island Lottery reserves the right, without liability, to reject any and all proposals at any point prior to the award of a bid contract.

Before the Rhode Island Lottery makes an award to the apparent successful bidder, that bidder may be required to submit a pre-production sample within \_\_\_\_\_ of the request. Failure to timely submit a required pre-production sample that is satisfactory to the Rhode Island Lottery may result in that bidder not receiving the award.

By submitting a proposal, the vendor agrees that the price quoted will be the maximum in effect during the agreement period, inclusive of all costs and fees. Bid price shall be net F.O.B. Destination unless otherwise noted and agreed to by the Lottery in writing. Any price decline at the manufacturer's level shall be reflected in a price reduction to the Rhode Island Lottery.

Submitted proposals shall be irrevocable for a period of 30 days following the bid proposal deadline, and may not be withdrawn without express written consent of the Rhode Island Lottery. No substitutions of goods will be allowed after the contract award, unless specifically agreed to by the Rhode Island Lottery in writing.

The purchase of any goods or services by the Rhode Island Lottery under an award is subject to the availability of funds and the State of Rhode Island's General Conditions of Purchase (220-RICR-30-00-13).

With respect to an award for goods, the Rhode Island Lottery shall accept only the quantity ordered. The vendor is responsible for any overage.

All vendors must include, with their bid, confirmation that they have registered as a State vendor on the State Purchasing website – [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

Foreign corporations, LLC's and LLP's are required to register and be in good standing with their home state's Secretary of State. In addition, if travel to and services are to be provided in Rhode Island, they must register with the Rhode Island Secretary of State.

Prior to the final award of a bid, a successful out-of-state vendor(s) providing services will be required to file an Application for Certificate of Authority as a Business Corporation/Foreign Business Corporation at the Rhode Island Secretary of State's website – [www.sos.ri.gov](http://www.sos.ri.gov) and must remain a member in good standing. This will require an initial filing fee as well as yearly filing.

Government/Non-Profits are required to register and be in good standing with their home state's Secretary of State.

Rhode Island corporations, LLC's, LLP's and non-profits are required to register and be in good standing with the Rhode Island Secretary of State.

Prior to the final award of a bid, a successful vendor must complete and return a W-9 form, which will be supplied by the Rhode Island Lottery.

**CHECKLIST**

- Price all services separately**
- Appointment to view the property is REQUIRED – Contact Terri Kiernan @ (401) 463-6500**
- Insurance Certificates REQUIRED of successful vendor (please include Comprehensive General Liability Insurance, Workers’ Compensation Insurance, Auto Insurance & any others.**
- Please include three (3) references with names, addresses and telephone numbers**
- Bids must be submitted by mail, delivery service or hand-delivery to RI Lottery**
- Include confirmation that vendor has registered as a State vendor at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)**
- Successful out-of-state vendor MUST file a Certificate of Authority at [www.sos.ri.gov](http://www.sos.ri.gov) and provide confirmation**

**NAME OF BUSINESS:** \_\_\_\_\_

**CONTACT NAME & EMAIL:** \_\_\_\_\_