

**THE
UNIVERSITY
OF RHODE ISLAND**

**DIVISION OF
ADMINISTRATION
AND FINANCE**

PURCHASING DEPARTMENT
210 Flagg Road, Kingston, RI 02881 USA

p: 401.874.2171

f: 401.874.2306

uri.edu/strategic-procurement/purchasing

THINK BIG  WE DO™



BID/PROPOSAL

COMMODITY: _____ DATE: _____

FORMAL BID NO. _____ PUBLIC BID NO. _____

BIDS ARE TO BE RECEIVED IN URI PURCHASING DEPARTMENT BY: DATE: _____ TIME: _____
Eastern Time

BUYER: _____ SURETY REQUIRED: YES: _____ NO: _____

PRE-BID/PROPOSAL CONFERENCE: DATE: _____ TIME: _____

MANDATORY: YES: _____ NO: _____

LOCATION: _____

Questions concerning this solicitation must be received by: DATE: _____ TIME: _____

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://rhody.webex.com/meet/uripurcasing>

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.

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 > 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.

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.

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

COMMODITY: ATHLETIC FIELDS SNOW AND ICE REMOVAL SERVICES
 OPENING DATE & TIME: 10/21/24 @ 1:00 PM
 BLANKET REQUIREMENTS: 11/1/24 - 10/31/25

SHIP TO:
 URI FACILITIES SERVICES
 60 TOOTELL ROAD, BUSINESS OFFICE
 SHERMAN BLDG., 2ND FLOOR
 KINGSTON, RI 02881

BIDDER (NAME OF FIRM)

BIDDER (NAME OF FIRM)

BID NO: 101429

BID NO: 101429

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.
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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:

<p>MAIL TO:</p> <p>UNIVERSITY OF RHODE ISLAND P.O. BOX 1773 PURCHASING DEPARTMENT KINGSTON, RI 02881</p>	<p>COURIER:</p> <p>UNIVERSITY OF RHODE ISLAND PURCHASING DEPARTMENT 210 FLAGG ROAD KINGSTON, RI 02881-2010</p>
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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 STATE OF RHODE ISLAND PROCUREMENT REGULATIONS:

<https://ridop.ri.gov/about-us/procurement-statutes-and-regulations>

COMMODITY: ATHLETIC FIELDS SNOW AND ICE REMOVAL SERVICES
 OPENING DATE & TIME: 10/21/24 @ 1:00 PM
 BLANKET REQUIREMENTS: 11/1/24 - 10/31/25

SHIP TO:
 URI FACILITIES SERVICES
 60 TOOTELL ROAD, BUSINESS OFFICE
 SHERMAN BLDG., 2ND FLOOR
 KINGSTON, RI 02881

BIDDER (NAME OF FIRM)

BIDDER (NAME OF FIRM)

BID NO: 101429

BID NO: 101429

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.
BLANKET REQUIREMENTS: 11/1/24 - 10/31/25								
GROUP A. ATHLETIC FACILITIES								
1	MEADE STADIUM - FIELD CLEARING, SINGLE MACHINE - 4HR MINIMUM	28	HR	\$ _____	\$ _____	\$ _____	\$ _____	1
2	MEADE STADIUM - FIELD CLEARING, ADDITIONAL MACHINE - 4HR MINIMUM	28	HR	\$ _____	\$ _____	\$ _____	\$ _____	2
3	MEADE STADIUM - SNOW PILE REMOVAL, SINGLE MACHINE - 4HR MINIMUM	28	HR	\$ _____	\$ _____	\$ _____	\$ _____	3
4	BECK BASEBALL FIELD - FIELD CLEARING, SINGLE MACHINE - 4HR MINIMUM	8	HR	\$ _____	\$ _____	\$ _____	\$ _____	4
5	BECK BASEBALL FIELD - FIELD CLEARING, ADDITIONAL MACHINE - 4HR MINIMUM	8	HR	\$ _____	\$ _____	\$ _____	\$ _____	5
6	BECK BASEBALL FIELD - SNOW PILE REMOVAL, SINGLE MACHINE - 4HR MINIMUM	8	HR	\$ _____	\$ _____	\$ _____	\$ _____	6
7	EQUIPMENT MOBILIZATION,PER STORM	6	EA	\$ _____	\$ _____	\$ _____	\$ _____	7

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.

INSURANCE

IN ACCORDANCE WITH THE STATE OF RHODE ISLAND GENERAL 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.

CHARGES

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

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

Contracted Snow Removal – Synthetic Field Surfaces

Specifications

Prepared September 2024

Facilities Operations

Division of Lands and Grounds

Specifications are for University of Rhode Island Kingston Campus **only**.

Table of Contents

Part I: Introduction.....	3
Part II: Definitions.....	4
Part III: General Requirements:.....	5
Topic 1. URI Contractor Requirements & Qualifications.....	5
Topic 2. Bid Completion & Contract Award	5
Topic 3. Operational Mobilization and Progress.....	6
Topic 4. Weather Information.....	8
Part IV: Contract Groups and Work Locations.....	9
Group A. Athletic Facilities.....	9
Part V: Invoicing & Payments:	13
Topic 6. Invoicing.....	13

Supplemental Attachments

The specifications in this document refer to Attachments with figures having illustrations and photos of the snow removal sites. The following list of documents labeled with the prefix "ATTACHMENT X." followed by title contain these figures.

ATTACHMENT H. Figures of Athletic Field Facilities

Figure 1 Meade Stadium Map

Figure 4 Beck Field Baseball Complex Map

Part I: Introduction

The University of Rhode Island is soliciting bids from Contractors to perform snow removal on two synthetic field sites at the Kingston Campus. The work entails plowing and removing snow on synthetic athletic facilities. The specifications provided herein detail the work requirements and standards.

Part II: Definitions

The University (URI) is the agent purchasing snow removal services from the Contractor.

Contractor is the agent selling snow removal services to the university including the agent's employees and subcontractors.

Sites are specific features at a Location that require snow removal services.

Bid Group is a set of locations and sites (line-items) bid for snow removal that will be awarded together as a single contract.

Storm means any period of winter precipitation such as snow or freezing rain.

Snow event or **Storm event** are interchangeably defined by the period of time required to finish snow removal completely following a continuous or periodic accumulation of snow. For any storm, if snow accumulation ceases for a period and then restarts prior to the Contractor completing snow removal, the total snow accumulation is determined to be within a single snow event.

Part III: General Requirements:

The following are the general requirements of this contract.

Topic 1. URI Contractor Requirements & Qualifications

Contractors that do not meet the minimum qualification criteria shall be ineligible for award of contract. The following criteria must be satisfied:

- 1-1 Contractor shall have minimum 3 years of experience managing snow removal for multi-residential or commercial property. Contractor shall provide URI with documented proof of experience. Contractor may be disqualified if their experience record does not satisfy this requirement.
- 1-2 Contractor must furnish equipment, labor, and materials necessary to execute the workload and method of snow removal required for the bid locations
- 1-3 Contractor shall direct and manage his/her employees and subcontractors during snow removal operations.
- 1-4 The Contractor and their subcontractors must be available to perform snow removal operations at URI during any storm event in the winter season (November – April).
- 1-5 The Contractor shall be available by phone 24 hours every day in the winter season (November – April).

Topic 2. Bid Completion & Contract Award

The Contractor must complete the attached bid form and return completed bids and supplement information to the URI Purchasing Department.

- 2-1 The Contractor shall familiarize and understand the attached bid form and complete their responses correctly on the form prior to submission. Failure to follow instructions or omit required information may result in disqualification of their bid.
- 2-2 Contractor shall complete a bidder qualification form and submit with their bid.
- 2-3 Bid submissions must be delivered or mailed, as directed by URI Purchasing Department, on or before the date and time specified at the correct location posted by URI Purchasing. Contractor shall deliver bid prices printed on paper.

Failure to deliver bid response to the proper location prior to the deadline may result in disqualification of bid.

Topic 3. Operational Mobilization and Progress

The contractor must be prepared for each storm event and mobilize their labor, equipment, and materials at URI in a timely manner.

- 3-1 For each storm event, URI Facilities Management retains the sole discretion whether Contractor shall report for snow removal duties.
- 3-2 The contractor shall mobilize required equipment and labor resources on the work sites to begin snow removal operations at the times directed by URI Management.
 - 3-2.1 Contractor shall be provided 3 hours maximum to mobilize the required labor staffing and equipment at URI upon notice via phone call or phone text message for snow removal services by URI Management.
 - 3-2.1.1 Contractor failure to mobilize required labor and equipment within the 3-hour maximum term shall permit URI the right to reassign the work to alternative Contractors and URI snow removal crews. In such instances, Contractor forfeits the exclusive right to provide services and collect compensation for these services.
 - 3-2.1.2 Contractor failure to mobilize required labor and equipment within the 3-hour maximum term on more than 3 instances within a winter season shall permit URI sole discretion to rescind snow removal contract from Contractor.
- 3-3 During a storm event, URI Management has discretion to alter instructions and redirect Contractor for the given storm. Contractor shall be paid for any work that was authorized by URI Management and satisfactorily completed. URI shall not approve payment to contractors for unauthorized work or services.
- 3-4 Removal Effort and Storm Timing
 - 3-4.1 As directed, the Contractor shall provide continuous snow removal effort from the onset of surface accumulation until snowfall ceases and all snow has been removed from surfaces.
 - 3-4.2 The Contractor shall provide effort to complete snow removal as directed, efficiently and quickly as possible with the required resources to

complete all directed snow removal tasks. Standards of work progress completion times (outlined below) shall be followed by Contractor:

- 3-4.2.1 Contractor shall complete all snow removal tasks, as directed, no later than 4 hours from the time snowfall ceases for snow accumulations totaling 4 inches or less.
 - 3-4.2.2 Contractor shall complete all snow removal tasks, as directed, no later than 6 hours from the time snowfall ceases for snow accumulations totaling more than 4 inches and up to 8 inches.
 - 3-4.2.3 Contractor shall complete all snow removal tasks, as directed, no later than 8 hours from the time snowfall ceases for snow accumulations totaling more than 8 inches and up to 12 inches.
 - 3-4.2.4 Storm events that deliver accumulations over 12 inches of snow shall be considered on per case basis by URI Management, depending on storm timing and actual snowfall, how much time should be reasonable for Contractor to complete tasks. In such cases Contractor shall complete all snow removal tasks, as directed, in no more than 24 hours from the time snowfall ceases.
 - 3-4.2.5 In all circumstances windblown snow shall not be considered additional or continuous snowfall, however, Contractor shall be given additional time to return and remove windblown snow.
 - 3-4.3 Materials and Equipment Storage
 - 3-4.3.1 The Contractor shall secure storage for large snow removal equipment and materials, including but not limited to loaders, backhoes, snow plows, within a 5 mile proximity to Kingston, RI.
 - 3-4.3.2 URI shall offer limited parking lot space for Contractor to keep equipment and materials on-site at URI for the winter season (October-April). All equipment shall be kept in good working order and not leaking fuels or oils on parking areas. Contractor assumes all liability of his/her assets and materials stored at URI and releases URI and its Board of Trustees of any liability, loss, or damages arisen from the storage of the Contractor's assets and materials at URI.
- (a) All Contractor assets and materials must be removed from URI property, and the storage site shall be thoroughly cleaned of debris no later than April 30th following the winter season.

Topic 4. **Weather Information**

Rhode Island weather can vary regionally within the state. Weather forecasts may also vary between different meteorological agencies. URI bases its snow removal operations decisions using customized forecasts from a weather forecasting vendor.

- 4-1 URI will utilize local observations, weather radar, and customized forecasts from its meteorological vendor to base operational decisions and plans for each storm event.
- 4-2 Total snowfall accumulation for each storm event shall be obtained from the NOAA weather station located at the URI Agricultural Experiment Station on the Kingston Campus. Snowfall measurements from this facility exclude accumulation from windblown snow.

Part IV: Contract Groups and Work Locations

This section identifies specific snow removal locations and sites for URI. Groups of locations requiring snow removal are specified here. Each location may be awarded as a separate contract. Physical information and specific requirements for each location and site will be provided in this section.

Group A. Athletic Facilities

This group contains locations requiring snow removal on synthetic turf athletic fields.

A-1 Contractor Qualifications

A-1.1 Contractor or subcontractor shall have prior experience performing snow removal on synthetic turf athletic field facilities and provide documented references from prior work with bid submission. Failure to show relevant experience or provide references to prior work will disqualify Contractor for award of Group H snow removal contract.

A-2 Equipment & Labor Requirements

A-2.1 Contractor shall deploy a regiment of equipment and labor capable of completing the snow removal requirements per Topic 3-4.

A-2.2 Contractor shall employ turf tractors or similar type of compact loader equipment to plow snow to the perimeter of the synthetic turf field and remove piles off the field to designated snow pile areas within the stadium. Equipment vehicles shall have smooth turf tires to distribute weight and minimize pressure and indentations on synthetic field. Farm tires or other aggressive deep tread tires shall not be permitted on the synthetic field surface.

A-2.3 Equipment vehicles utilized on the synthetic turf surface shall not utilize turn-in-place (zero turn) steering capability such as common skid steer equipment and articulating tractors.

A-2.4 Equipment vehicles utilized on the synthetic turf surface shall only use acceptable plowing implements which have blunt and rubber edges that contact the synthetic field surface. The Pro-Tech brand Turf Pusher is one such implement that is acceptable for plowing snow on the synthetic field surface.

- A-2.5 For removing piles of snow off the synthetic surface, the contractor shall utilize acceptable equipment vehicles having loader buckets with rubber edge or blunt edge.
- A-2.6 All equipment used by contractor for plowing or removing snow on the synthetic field surface shall be subject to approval by the Manager(s) of Facilities Operations. URI may revoke contract from Contractor if unapproved equipment is used on the synthetic field.
- A-3 Management Oversight
 - A-3.1 The Manager(s) in charge of URI Facilities Operations shall oversee and direct the contractor in each storm event.
 - A-3.2 The Manager(s) shall communicate to the contractor which locations of the Athletics Facilities group to service and timing of service.
 - A-3.3 The Manager(s) shall have sole discretion whether the contractor performed satisfactory snow removal per the specifications herein on the locations directed and may direct contractor to rectify areas that have not been cleaned or treated thoroughly.
- A-4 Field Damage Insurance
 - A-4.1 Contractor shall furnish proof of Commercial General Liability coverage of \$1m per occurrence / \$2m aggregate, auto liability coverage of \$1M and workers compensation coverage of \$100K.

Liability coverage must include coverage for any losses relating to the tearing or ripping of the turf carpet and indenting or malforming the turf surface from the weight and pressure of snow removal equipment and snow piles on the field. Insurance shall also cover for damages to surrounding field structures such as: fencing, goal posts, light poles or building structures caused by accidental collision, driving into, and plowing snow into structures.
- A-5 Reference ATTACHMENT H. for illustrations and photos of the following areas.
 - A-5.1 Meade Stadium
 - A-5.1.1 Meade Stadium Synthetic Playing Field
 - A-5.1.1 (1) **Physical Descriptions:** The synthetic playing field in Meade Stadium is the University's football game field. It was constructed in 2019 with a new FieldTurf brand synthetic athletic

surface. The synthetic surface area covers approximately 100,000 square feet. The field includes two football type goalposts at the north and south ends of the field. It is surrounded by 5-foot-tall chain link fencing on the east and south perimeter. There are large bleacher grandstands on the east and west sides of the field, and there is 8-foot-tall chain link fencing on the north perimeter of the field. There are 5 gated access points for equipment access located along the east and south perimeter fencing ranging in size from 12–20-foot width openings.

- A-5.1.1 (2) **Surface Type:** Synthetic Turf (FieldTurf) with rubber pellet infill material.
- A-5.1.1 (3) **Ice Melt Type:** No ice melt salts allowed.
- A-5.1.1 (4) **Special Snow Removal Requirements:** The synthetic field is enclosed on all sides by fencing and grandstand structures. The synthetic turf carpet was installed with seams running east to west. Snow on the field should be plowed or pushed in the east – west direction to minimize possibility of plows catching and ripping turf seams open. In addition, snow piles that accumulate along the field perimeter from plowing must be removed completely off the synthetic surface. Snow piles shall not remain on the field surface since they may cause damage and malformation of the field surface. Contractor shall remove all snow piles from the field surface.
- A-5.1.2 **Service Type:** As Needed
- A-5.1.3 Bill Beck Baseball Field
- A-5.1.3 (1) **Physical Descriptions:** The Beck Field Baseball complex was constructed in 2009 with a synthetic field playing surface. The playing surface was replaced in September 2024. The total turf area of the field including bullpens is 3.1 acres. The field is surrounded by 8 feet tall chain link fence with two 20-foot-wide access gates for equipment.
- A-5.1.3 (2) **Surface Type:** Synthetic turf (Shaw SportsTurf) with rubber pellet infill and mat system underneath.
- A-5.1.3 (3) **Ice Melt Type:** No ice melt salts allowed.

A-5.1.3 (4)

Special Snow Removal Requirements: The synthetic turf carpet was installed with seams running north to south. Snow on the field must be plowed or pushed in the north – south direction to minimize possibility of plows catching and ripping turf seams open. In addition, snow piles that accumulate along the field perimeter from plowing must be removed completely off the synthetic surface. Snow piles shall not remain on the field surface since they may cause damage and malformation of the field surface. Contractor shall remove all snow piles from the field surface.

A-5.1.3 (5)

Service Type: As Needed

Part V: Invoicing & Payments:

This section defines terms of payment and invoicing practices.

Topic 5. Invoicing

This topic shall inform the Contractor the standard format for invoices, submission deadlines and location.

- 5-1 The Contractor shall submit invoices for snow removal for each snow event.
- 5-2 The Contractor shall submit invoices to URI within 7 days following each snow event.
- 5-3 Invoices shall be submitted by the Contractor to the Manager(s) of Facilities Operations for processing. Invoices may be mailed (URI Department of Facilities Operations, Sherman Building, 60 Tootell Road, Kingston, RI. 02881). However, email submission is preferred for expediency.
- 5-4 URI shall not be billed nor responsible to pay costs for unauthorized mobilization for snow removal. URI shall only pay for services requested. Invoices received that include charges for services at locations not authorized by Managers of URI Facilities will be rejected and returned to the contractor unpaid.
- 5-5 Invoice Format
 - 5-5.1 Invoices submitted by Contractor shall include date of invoice, date of storm event, purchase order number and itemized descriptions of charges.
- 5-6 Invoice Review & Payments
 - 5-6.1 Contractor shall thoroughly review their invoices for correct pricing before submission, as pricing discrepancies may delay the payment process.
 - 5-6.2 Payments for services shall be made to the Contractor within net 30 working days from receipt of invoice. Incorrect pricing or other issues with invoice format may delay payments