



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

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

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

**CONTRACT USER GUIDE  
SITE IMPROVEMENTS  
MASTER PRICE AGREEMENT (“MPA”) #492  
BID SOLICITATION # 7537367  
CONTRACT TERM 6/1/2014 – 12/31/2016  
WITH NO OPTION TO RENEW FOR ANY ADDITIONAL PERIODS**

**BACKGROUND:**

The Division of Purchases issued RFQ #7537367 for Site Improvement Services on November 15, 2013. Seven proposals were received on December 18, 2013, of which four were recommended for inclusion on MPA-492. Firms are ranked below according to the order of their costs for a market basket of demand for **all** service categories at their submitted price quotes. Agencies should use the rankings to determine eligible firms. Prices were offered for each of three years for the term of the Agreement to perform a variety of site improvement activities. Pricing for individual items may differ from low to high from the overall rankings, which considered every category.

**CONTRACT SUMMARY:**

This Master Price Agreement includes furnishing all labor, materials, equipment and supervision necessary to provide site improvement services as described in the attached purchase order. The Request for Quotations and the Purchase Order include pricing per prescribed unit of measure for each year of a three year award.

**WORK SPECIFICATIONS:**

Site Improvement Services include, but are not limited to: moving, excavating, transporting, replacing, refilling, grading and compacting surface and subsurface materials; removing tree stumps and other vegetative structures; seeding, liming and fertilizing lawn installations; installing and replacing pavement, traffic control structures, drainage structures and components, including concrete, asphalt and granite curbing, and concrete and PVC drainage pipes. Unit prices are provided for each item in various forms including units, quantities, volumes, lengths, person-hours, equipment hours. All services provided through this MPA will be classified as public works, and all labor involved, billed as person hours, or as part of equipment operation hours, shall be compensated at Rhode Island prevailing wage rates. Work can include repairs, installations, overlays, expansions and new construction. Work may include removal and disposal of existing materials. Work may include storm water control and/or retention. Work may also be in support of work performed by other contractors.

## **WHO CAN USE THIS CONTRACT:**

This is a Master Price Agreement and, as such, has Statewide Applicability. Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision .

## **INSTRUCTIONS FOR USE BY STATE AGENCIES**

The specific scope of work will be determined by the needs of the using agency. No engagements for multiple sites shall be negotiated; each site will require a separate quotation and engagement. The using agency will create its own release specifying the items, quantities and pricing ordered, and is responsible for financing of the required services. The Division of Purchase will authorize a release once a project agreement and supporting documentation are received and approved. No Vendor shall provide services or begin work unless and until an approved release has been issued and received by Vendor. A Vendor will not be entitled to any payment for services rendered or work completed outside of this policy.

The project engagement and administration can be designed for either of two implementation arrangements:

- A. Fixed Price engagements are used when a well-defined project outcome can be described, and the amount of time and materials involved can be clearly determined by an informed vendor. The resulting quotes and agreement will clearly state the project scope and price. Change orders would be allowed only in rare circumstances involving unanticipated conditions. Prevailing wage rates are required to be paid and documented.
  
- B. Time and Materials engagements are used when project conditions and/or specifications cannot be unequivocally determined in advance. This approach is typically used only for emergency projects. Time and materials pricing is supported by the Master Price Agreement awards; materials are identified and priced by units of measure, prevailing wage rates are satisfied by the award prices, and equipment is priced by time periods. These engagements do require strict on-site supervision by the contracting agency, including sign-in and sign-out records, and verification of time and materials by type and period.

Quotes can be requested for either:

- a) a fixed price engagement is the standard arrangement, with written specifications for a specific identified and quantified list of materials and services, with a lump-sum price solicited from qualified vendors.
- b) a time and materials engagement for projects with undetermined specifications as to conditions and quantities of services and materials, typically used for emergency improvements only; requests for quotes will state that agencies are capable and prepared for supervision of the work on-site to verify all charges rendered on the resulting invoice. These engagements will typically be limited to emergency projects due to the intensive supervision required.

**Except with emergency autuauthorizations, state agencies shall obtain a minimum of three responsive quotes from qualified vendors, and the type of engagement should be clearly noted in the request for quotations.**

For either arrangement: Vendors are to provide unit pricing for each item requested per the

Unit of Measure (UOM) authorized in the purchase order. The price/rates provided in this Master Price Agreement (“MPA”) represent the maximum price/rate that may be charged by Vendor to the State. The State reserves the right to negotiate a lower price/rate from one or more of the MPA vendors and/or to request proposals/quotes based on specific requirements or quantities. Vendors should itemize quotes in accordance with the line items in the purchase agreements.

Solicitations returned with price quotation shall constitute responsive quotes. In order to receive three responsive quotes, it may be necessary to contact more than three vendors.

All inquiries and responses shall include documentation of e-mail correspondence. Quotes considered shall be retained with the purchasing documentation. After obtaining three quotes, **if a state agency does not wish to select the vendor offering the lowest quote**, approval for this decision must be received from the Division of Purchases before issuing a notification letter.

**STATE AGENCIES ARE REQUIRED TO:**

- Solicit a Minimum of 3 (three) Written Quotes for Each Project.
- Submit a Tentative Award Letter (see sample on page 5) and obtain all necessary documents as indicated per project to each vendor prior to commencement of work.
- When the above information has been obtained, the state agency will forward the following documentation to the Division of Purchases and request that a purchase order be issued.
  1. A Zero Dollar Requisition to include Project Amount.
  2. Scope of Work/ Solicitation Notice to Vendors
  3. Copy of Each Quote Received
  4. Tabulation letter for quotes, with selected vendor identified, signed by agency representative.
  5. Project Agreement
  6. Minority Business Enterprise Certificate or Waiver **from MBE Office**.

**THERE IS A \$30,000 WORK ORDER LIMIT FOR ANY SPECIFIC PROJECT:**

- Projects exceeding \$30,000 shall not be allowed under provisions of the MPA without prior written approval and authorization from the Rhode Island Division of Purchases. Requests for approval should be directed to the MPA Buyer listed below.

**VENDOR WORK AUTHORIZATION:**

No Vendor shall provide services or begin work until Vendor has received a Purchase Order issued by the Rhode Island Division of Purchases and, in addition, an authorization from the user Agency. A Vendor will not be entitled to any payment for services rendered or work completed outside of this policy.

**VENDOR RANKING:**

See Page 4

**DIVISION OF PURCHASES CONTACT:**

George Welly  
Interdepartmental Project Manager  
401-574-8156  
[George.welly@purchasing.ri.gov](mailto:George.welly@purchasing.ri.gov)

---

**VENDOR RANKING  
SITE IMPROVEMENT SERVICES  
MASTER PRICE AGREEMENT #492**

Based on an indexed comparison of authorized prices quoted on 79 quoted lines of goods and services considering a market basket of estimated service demand statewide for these items.

<u>Rank</u>	<u>Firm/ Address/ Telephone/ Contact</u>
1	Keefe General Service, Inc. , 24 Tacoma St, Cranston, RI, John Keefe, 401.465.3010
2	International Paving Corp., 20 Concord Street, Pawtucket, RI, Darlene Joaquin 401.312.6565
3	D'Ambra Construction Co., Inc., 800 Jefferson Blvd., Warwick, RI, John Oliver 401.737.1300
4	Hartford Paving Corp., 112 Old Pocasset Road, Johnston, RI, Michael Blank , 401.942.8857

---

**AGENCY LETTERHEAD**

Date

Vendor Contact.  
Vendor Company.  
Street (PO).  
City., State. ZipCode.

Vendor Email.

**SAMPLE**

Re: 1) MPA# 492 , Site Improvements : Agency Project Name  
2) Amount: Lump-Sum, Fixed-Fee \$Dollar Amount

Dear Mr./Ms. Vendor Contact.:

This letter is to notify you that the Agency/Division “Agency” is authorized to begin contract negotiations with Vendor Company Name for the above referenced project. This tentative selection may be revoked by the “Agency” if your company fails to satisfy any of the requirements of this letter or the solicitation.

No work may commence until your company has received a Purchase Order issued by the Division of Purchases and, in addition, an authorization from the user Agency. Prior to issuance of a purchase order by the Division of Purchases, your company must provide the documentation listed below to the Agency by Calendar Date stated as “Week Day”, “Month”, “Date”, “YYYY” – **requirement is 21 calendar days from date of letter.** Submit all documentation, to: Agency Staff Name, Agency Mailing Address, Email: Agency Staff Email. Failure to timely provide the required documentation may result in the revocation of this notification by the Agency.

**Please provide the following documents indicated by a :**

- 1)  Agreement outlining the scope and special terms and conditions covering the work, *executed by both the Agency Chief Executive and an authorized representative of your firm .*
- 2)  A completed Minority Business Enterprise Plan. Submit Plan to Division of Purchases, Minority Business Office, One Capitol Hill, 2<sup>nd</sup> Floor, Providence, Rhode Island 02908. For further information, contact Dorinda Keene at (401) 574-8253 or dorinda.keene@doa.ri.gov .
- 3)  Certificates of insurance in accordance with the MPA Bid Solicitation. When commercial general liability is required, ensure that the Agency is the Certificate Holder and Both the Agency and the State of Rhode Island are Additional Insured.

Please contact me if you have any questions regarding this letter.

Sincerely,

Agency Contact Name  
Agency Contact Title  
Telephone Number

cc: Dorinda Keene – MBE  
Cheryl Burrell – ODEO - Associate Director, Office of Diversity, Equity and Opportunity  
RI Division of Purchases MPA Buyer

Download Listing for bid #7537367

Opened on: 12/18/2013 @ 2:00 PM

Title: RFQ 7537367 Site Improvements MPA - 492 (20 Pages)

---

Sorted by Vendor Name

Surety	Received	No Cover	Vendor Name	Vendor #	State	M/D/W
			AA Asbestos Abatement Co., Inc.	<a href="#">3021</a>	RI	
			American Site Corporation	<a href="#">39382</a>	RI	
			ArtLab LLC	<a href="#">67036</a>	RI	
			Atlantic Control Systems Inc.	<a href="#">404</a>	RI	
			Atlantis Landscaping Inc	<a href="#">35703</a>	RI	
			Bahry Building Company	<a href="#">65206</a>	RI	
			Beta Group, Inc.	<a href="#">1934</a>	RI	
			BidClerk	<a href="#">65916</a>	IL	
			Boyle & Fogarty Construction	<a href="#">1524</a>	RI	
			Brito's Landscaping Services, LLC.	<a href="#">43319</a>	RI	M
			Caputo And Wick Ltd.	<a href="#">2466</a>	RI	
			Cardi Corporation	<a href="#">221</a>	RI	
			Carol R. Johnson Associates, Inc.	<a href="#">67480</a>	MA	
			CDR Maguire Inc.	<a href="#">67997</a>	RI	
			Central Nurseries, Inc.	<a href="#">4715</a>	RI	
			Crossman Engineering, Inc.	<a href="#">559</a>	RI	

	X		D'Ambra Construction Co., Inc.	<a href="#">1943</a>	RI	
			Fuss & O'Neill, Inc.	<a href="#">39846</a>	RI	
			Garofalo & Associates, Inc	<a href="#">4458</a>	RI	
			GLAD Works	<a href="#">68440</a>	RI	
			Gordon R. Archibald, Inc.	<a href="#">9170</a>	RI	
			Graham/Meus Inc. Architects	<a href="#">28833</a>	RI	
	X		Hartford Paving Corporation	<a href="#">9338</a>	RI	
			HK&S CONSTRUCTION HOLDING CORP.	<a href="#">34587</a>	RI	
			Inland Waters, Inc.	<a href="#">11679</a>	RI	
	X		International Paving Corp.	<a href="#">30525</a>	RI	
			Iron Construction Group, LLC	<a href="#">34013</a>	RI	
			J.R. Vinagro Corporation	<a href="#">67718</a>	RI	
			Jacobs Engineering Group Inc.	<a href="#">40019</a>	RI	
	X		JAM Construction Co., Inc.	<a href="#">39341</a>	RI	
			JC Inc.	<a href="#">69046</a>	RI	
			Joe Casali Engineering, Inc.	<a href="#">66701</a>	RI	
	X		KEEFE GENERAL SERVICE, INC.	<a href="#">31287</a>	RI	
			Landscape Elements LLC	<a href="#">36732</a>	RI	M
			LSI Industries	<a href="#">70365</a>	RI	
			Lucena Bros.Inc.	<a href="#">67685</a>	RI	
			MacKenzie Corp.	<a href="#">33979</a>	RI	

			Material Sand & Stone Corp.	<a href="#">1393</a>	RI	
			McMahon Associates, Inc.	<a href="#">38709</a>	MA	
			Narragansett Improvement Company	<a href="#">1336</a>	RI	
			New England Medical Design, Inc.	<a href="#">37014</a>	RI	
			Northeast Collaborative Architects	<a href="#">66595</a>	CT	
			Northern Construction Service, LLC	<a href="#">35083</a>	MA	
			NWN Corporation	<a href="#">69503</a>	CT	
			Pare Corporation	<a href="#">35054</a>	RI	
			Paul B. Aldinger & Associates, Inc.	<a href="#">7854</a>	RI	
			R. Zoppo Corp.	<a href="#">9168</a>	MA	
	X		SITE, LLC	<a href="#">70819</a>	RI	
			The RD Preservation Co., Inc.	<a href="#">39413</a>	RI	
			True Quality Construction, LLC	<a href="#">69139</a>	RI	
			Veri/Waterman Associates, Inc.	<a href="#">38401</a>	RI	
			Vision III Architects, Inc.	<a href="#">906</a>	RI	
			W. H. Peppes General Contractor Inc.	<a href="#">1521</a>	RI	
			WE LEASE IT,INC	<a href="#">45272</a>	RI	
	X		J H LYNCH	853	RI	

Total number of bid downloads: **54**

TOTAL RECEIVED = 7

---

Created on: **12/18/2013 at 3:56:29 PM**