State of Rhode Island and Providence Plantations Contract Offer

# RIVIP BIDDER CERTIFICATION COVER FORM

## SECTION 1 - VENDOR INFORMATION

| | |
|---|---|
| **Bid/RFPNumber:** | 7542370 |
| **Bid/RFP Title:** | TESTING AND CERTIFICATION OF BIOLOGICAL SAFETY CABINETM FUME HOODS - DOH (39 PGS) |
| **Opening Date & Time:** | 2/20/2014 10:00 AM |
| **RIVIP Vendor ID #:** | 71204 |
| **Vendor Name:** | Charles Solana & Sons |
| **Address:** | 80 Modular Avenue |
| | Commack , NY 11725 |
| | USA |
| **Telephone:** | 631-864-6483 |
| **Fax:** | 631-864-6488 |
| **E-Mail:** | nadine@solanaandsons.com |
| **Contact Person:** | Nadine Waknin |
| **Title:** | Manager |
| **R.I. Foreign Corp #:** | |

## NOTICE TO VENDORS

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 Procurement Regulation 5.11, and in addition, for highway and bridge projects, also see Procurement Regulation 5.13, accessible at www.purchasing.ri.gov.

NOTE: AWARD OF CONTRACTS AND PURCHASE ORDERS SHALL BE SUBJECT, AT THE DISCRETION OF THE PURCHASING AGENT, TO THE OFFEROR COMPLETING AN ON-LINE RIVIP REGISTRATION at www.purchasing.ri.gov. It is THE RESPONSIBILITY OF THE VENDOR to make on-line corrections/updates using the Vendor maintenance program on the RI Division of Purchases Web Site.

## SECTION 2 – REQUIREMENTS

**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.**

Section 2.1 - RULES FOR SUBMITTING OFFERS

2.1A. 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 State of Rhode Island, Division of Purchases. As such, submittal of the entire Bidder Certification Cover 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 (provided above) and the date and time of opening marked in the upper left hand corner of envelope. Each bid/offer must be submitted in separate sealed envelopes.

A complete, signed (in ink) offer package must be delivered to the Division of Purchases (via any mail or messenger service) by the time and date specified for the opening of responses in a sealed envelope.

Bids must be submitted on the RI 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. Mail To: Division of Purchases, One Capitol Hill, Second Floor, Providence, RI 02908-5855.

Documents misdirected to other State locations or which are not present in the Division of Purchases 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 Division of Purchases. Postmarks shall not be considered proof of timely submission.

2.1B. RIVIP SOLICITATIONS. To assure maximum access opportunities for users, public bid/RFP 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 State Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored. When the result of an Internet solicitation is unsuccessful, the State of Rhode Island will cancel the original solicitation and resolicit the original offer directly from vendors.

2.2. 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 State Purchasing Agent. All pricing will be considered to be firm and fixed unless otherwise indicated. The State 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. PRICES QUOTED ARE FOB DESTINATION.

2.3. 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 vendor's expense.

2.4. 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.

2.5. PUBLIC RECORDS. Offerors are advised that all materials submitted to the State 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 using the RIVIP at any time or appearing in person at the Division of Purchases Mondays through Fridays between 8:30 a.m. and 3:30 p.m. 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.

## SECTION 3 - AWARD DETERMINATION

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 State's sole option.
3.1. 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.

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

## SECTION 4 – CONTRACT PROVISIONS

4.1. VENDOR AUTHORIZATION TO PROCEED.

4.1A. When a purchase order, change order, contract/agreement or contract/agreement amendment is issued by the RI Division of Purchases, 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 Division of Purchases PRIOR TO delivery.

4.1B. 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 Purchasing Agent, or a state official with purchasing authority delegated by the Purchasing Agent, shall be considered a binding contract.

4.2. REGULATIONS, GENERAL TERMS AND CONDITIONS GOVERNING STATE 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 Regulations and other applicable State Laws. The Regulations, General Terms and Conditions are incorporated into all state contracts. These regulations and basic information on How To Do Business with the State of Rhode Island are posted on the Rhode Island Vendor Information Program Website (www.purchasing.ri.gov).

4.2A. ARRA SUPPLEMENTAL TERMS AND CONDITIONS. Contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards, shall be subject to the Supplemental Terms and Conditions For Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov.

4.3. EQUAL EMPLOYMENT OPPORTUNITY. Compliance certificate and agreement procedures will apply to all awards for supplies or services valued at $10,000 and 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.

4.4. 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.

4.5. DEFAULT and NON-COMPLIANCE. Default and/or non-compliance with the RIVIP 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.

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

4.7. 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 agency for which work will be performed.

## SECTION 5 – CERTIFICATIONS AND 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):

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 within the previous five (5) years. If so, then provide details below.

N 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 so, then provide details below.

Y 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 so, then provide details below.

Y 4. I/we certify that I/we will immediately disclose, in writing, to the Chief Purchasing Officer any potential conflict of interest, which may occur during the course of the engagement authorized pursuant to this contract.

Y 5. I/we acknowledge that, in accordance with 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", including change orders and other types of contracts and under State Purchasing Regulation 8.2.1.1.2, "any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the Office of Purchases may be disregarded and shall not be binding on the state".

Y 6. I/we certify that I/we 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 Rhode Island State Purchasing Agent in writing of such circumstance.

Y 7. 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 Rhode Island State Purchasing Agent in writing of such circumstance.

Y 8. I/we certify that I/we understand that falsification of any information herein or failure to notify the Rhode Island State Purchasing Agent as certified herein may be grounds for suspension, debarment and/or prosecution for fraud.

Y 9. I/we acknowledge that the provisions and procedures set forth in this form apply to any contract arising from this offer.

Y 10. I/we acknowledge that I/we understand the State's Purchasing Laws (37-2 of the General Laws of Rhode Island) and Purchasing Regulations and General Terms and Conditions available at the Rhode Island Division of Purchases Website (www.purchasing.ri.gov) apply as the governing conditions for any contract or purchase order I/we may receive from the State of Rhode Island, including the offer contained herein.

Y 11. 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.

Y 12. I/we certify that the above vendor information is correct and complete.

IF YOU HAVE ANSWERED "YES" TO QUESTIONS #1–3 OR IF YOU ARE UNABLE TO CERTIFY YES TO ITEMS #4–12 OF THE FOREGOING, PROVIDE DETAILS/EXPLANATION BELOW AND/OR 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, (2) that the above statements and information are accurate and that vendor understands and has complied with the requirements set forth herein. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.**

Nadine Waknin Date 2/14/14

**Vendor's Signature** (Person authorized to enter into contracts; signature must be in ink.)

NADINE WAKNIN OFFICE MANAGER

Name and Title of company official signing offer Print

State of Rhode Island

Department of Administration
Division of Purchases
One Capitol Hill
Providence, RI 02908

**SOLICITATION TITLE: TESTING AND CERTIFICATION OF BIOLOGICAL SAFETY CABINETS, FUME HOODS-DOH**
**SOLICITATION NUMBER: 7542370**

## BID SUBMISSION DEADLINE: February 20, 2014 at 10:00AM

**PREBID CONFERENCE:**
- ☒ **NO**
- ☐ **YES - NONMANDATORY**
- ☐ **YES – MANDATORY:** Bidder must attend the mandatory prebid conference. The bidder's representative must register with the Division of Purchases at the mandatory prebid conference and identify the bidder he or she represents.

**Location:** Not Applicable
**Date:** Not Applicable
**Time:** Not Applicable
**Buyer Name:** David A. Cadoret
**Title:** Chief Buyer

**QUESTIONS** concerning this solicitation must be received by the Division of Purchases (at bidinfo@purchasing.ri.gov no later than 5:00PM, February 7, 2014, Questions should be submitted in a *Microsoft Word attachment.* Please reference the solicitation number (7542370) on all correspondence. Questions received, if any, will be posted on the Rhode Island Division of Purchases website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**BID BOND REQUIRED:**
- ☐ **YES**
- ☒ **NO**

**PAYMENT AND PERFORMANCE BOND REQUIRED:**
- ☐ **YES**
- ☒ **NO**

**RIVIP REGISTRATION:** Bidders must be registered vendors through the online Division of Purchases Rhode Island Vendor Information Program at www.purchasing.ri.gov. To register or update information, click on "Vendor Center," then "Vendor Information" from the dropdown menu on the left.

**BIDDER CERTIFICATION COVER FORM**: Bidders must download (obtainable at www.purchasing.ri.gov), complete, and submit a Bidder Certification Cover Form with each bid proposal.

State of Rhode Island

Department of Administration
Division of Purchases
One Capitol Hill
Providence, RI 02908

## Electronic Solicitation Bidding Information

### Downloading and Accessing Electronic Files

Accessing electronic files on the purchasing website will require Adobe viewer. All bids denoted with a "D" in the "Info" column will require WinZip 8.1 software. The WinZip file may contain one or more files. These files may require additional software such as Microsoft Office.

Bids that have a file for download are marked with a "D" in the "Info" field of the bid search results page located on the Purchasing website. The "D" will indicate an active link to the WinZip file until the bid reaches its opening date. Clicking on the active "D" link will allow you to open or save the WinZip file associated with the bid. Opening the WinZip file will offer you the option of saving to your local computer.

Once saved, you can open the WinZip file and view the files. The individual files can be saved to your computer in a location such as "Desktop" or "My Documents".

## Contract Terms and Conditions

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## Terms and Conditions

**BID STANDARD TERMS AND CONDITIONS**

**TERMS AND CONDITIONS FOR THIS BID**

**CHARGES PERMITTED**

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

STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION
DIVISION OF PURCHASES

# NOTICE TO VENDORS

***Public Works Projects***

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 Procurement Regulation 5.11, and in addition, for highway and bridge projects, also see Procurement Regulation 5.13, accessible at www.purchasing.ri.gov.

# Request for Quote



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

**CREATION DATE :** 09-DEC-13
**BID NUMBER:** 7542370
**TITLE:** TESTING & CERTIFICATION OF BIOLOGICAL SAFETY CABINENTS, FUME HOODS - DOH

**BLANKET START :** 01-MAR-14
**BLANKET END :** 31-DEC-16
**BID CLOSING DATE AND TIME:** 20-FEB-2014 10:00:00

BUYER: Cadoret, David
PHONE #: N/A

**BILL TO**
**DOA CONTROLLER**
**ONE CAPITOL HILL, 4TH FLOOR**
**SMITH ST**
**PROVIDENCE, RI 02908**
**US**

**SHIP TO**
**DOH HEALTH LABORATORIES**
**50 ORMS STREET**
**PROVIDENCE, RI 02904**
**US**

**Requistion Number:**

| Line | Description | Quantity | Unit | Unit Price | Total |
|---|---|---|---|---|---|
| 1 | 3/1/14-6/30/14 SEMI ANNUAL INSPECTION, TESTING & CERTIFICATION OF 6 BIOLOGICAL SAFETY CABINETS. INSPECTION TO BE DONE APRIL-2014. | 6.00 | Each | 90.00 | $ 540.00 |
| 2 | 7/1/14-6/30/15 SEMI ANNUAL INSPECTION, TESTING & CERTIFICATION OF 6 BIOLOGICAL SAFETY CABINETS. INSPECTIONS TO BE DONE OCTOBER-2014 AND APRIL-2015 | 12.00 | Each | 95.00 | $ 570.00 |
| 3 | 7/1/15-6/30/16 SEMI ANNUAL INSPECTION, TESTING & CERTIFICATION OF 6 BIOLOGICAL SAFETY CABINETS. INSPECTIONS TO BE DONE OCTOBER-2015 AND APRIL-2016 | 12.00 | Each | 95.00 | $ 570.00 |
| 4 | 7/1/16-12/31/16 SEMI ANNUAL INSPECTION, TESTING & CERTIFICATION OF 6 BIOLOGICAL SAFETY CABINETS. INSPECTIONS TO BE DONE OCTOBER-2016. | 6.00 | Each | 95.00 | $ 570.00 |
| 5 | 3/1/14-6/30/14 ANNUAL INSPECTION, TESTING & CERTIFICATION ON 9 BIOLOGICAL SAFETY CABINETS. INSPECTION TO BE DONE APRIL-2014 | 9.00 | Each | 90.00 | $ 810.00 |
| 6 | 7/1/14-6/30/15 ANNUAL INSPECTION, TESTING & CERTIFICATION ON 9 BIOLOGICAL SAFETY CABINETS. INSPECTIONS TO BE DONE APRIL-2015 | 9.00 | Each | 95.00 | $ 855.00 |
| 7 | 7/1/15-6/30/16 ANNUAL INSPECTION, TESTING & CERTIFICATION ON 9 BIOLOGICAL SAFETY CABINETS. INSPECTION TO BE DONE APRIL-2016 | 9.00 | Each | 95.00 | $ 855.00 |
| 8 | 3/1/14-6/30/14 ANNUAL INSPECTION, TESTING & CERTIFICATION ON 2 LAMINAR FLOW CLEAN BENCHES. INSPECTIONS TO BE DONE APRIL 2014. | 2.00 | Each | 65.00 | $ 130.00 |
| 9 | 7/1/14-6/30/15 ANNUAL INSPECTION, TESTING & CERTIFICATION ON 2 LAMINAR FLOW CLEAN BENCHES. INSPECTIONS TO BE DONE APRIL 2015 | 2.00 | Each | 70.00 | $ 140.00 |
| 10 | 7/1/15-6/30/16 ANNUAL INSPECTION, TESTING & CERTIFICATION ON 2 LAMINAR FLOW CLEAN BENCHES. INSPECTIONS TO BE DONE APRIL 2016 | 2.00 | Each | 70.00 | $ 140.00 |
| 11 | 3/1/14-6/30/14 ANNUAL INSPECTION, TESTING & CERTIFICATION ON 32 CHEMICAL FUME HOODS. INSPECTIONS TO BE DONE APRIL-2014 | 32.00 | Each | 40.00 | $1,280.00 |
| 12 | 7/1/14-6/30/15 ANNUAL INSPECTION, TESTING & CERTIFICATION ON 32 CHEMICAL FUME HOODS. INSPECTIONS TO BE DONE APRIL 2015 | 32.00 | Each | 45.00 | $1,440.00 |
| 13 | 7/1/15-6/30/16 ANNUAL INSPECTION, TESTING & CERTIFICATION ON 32 CHEMICAL FUME HOODS. INSPECTIONS TO BE DONE APRIL 2016 | 32.00 | Each | 45.00 | $1,440.00 |

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer

State of Rhode Island

Department of Administration
Division of Purchases
One Capitol Hill
Providence, RI 02908

Rhode Island State Health Laboratories Biological Safety Cabinet, Laminar Flow Clean Bench, Chemical Fume Hood, and Fume Hood Monitor Service Agreement Specifications

Solicitation Number 7542370

1. Equipment Covered

The equipment to be certified and serviced consists of Biological Safety Cabinets (BSC), Laminar Flow Clean Benches (LFCB), Chemical Fume Hoods (CFH), and Chemical Fume Hood Monitors (CFHM). See attachment #1 for a description of the equipment.

2. Services Covered

The following services must be provided:

Certification

A. BSC
   1. Certify Class II Biological Safety Cabinets at **six month and one year intervals,** according to the specifications listed on the equipment table (see attachment). Tests to include all field tests specified in NSF/ANSI 49-2002 Annex F, or the most current standard, including but not limited to down flow velocity profile test, inflow velocity test, airflow smoke patterns test, HEPA filter leak test, cabinet integrity test on Type A1 cabinets, site installation assessment tests, lighting intensity test, vibration test (upon advance request at additional charge), noise level test, electrical leakage, ground circuit resistance and polarity tests (when required and accessible).
   2. Upon successful completion of the testing and certification, the vendor must affix a "Certificate of Operating Performance" to the BSC that indicates the company name, certification date, unit tested, standards used, test number, due date for next certification, and the service technician name. Also, within seven days, provide a test report identifying all tests performed, test results, and any adjustments or repairs made.

B. LFCB
   1. Certify Laminar Flow Clean Benches at **one year intervals.** Tests to include all field tests specified in IEST-RP-CC002.2, or the most current standards, including but not limited to airflow velocity, filter pressure, HEPA/ULPA filter leak test, induction leak test/back streaming test (at additional charge, when requested), airborne particle count (at additional charge when requested), lighting intensity test (when appropriate), and noise level test.
   2. Upon successful completion of the testing and certification, the vendor must affix a "Certificate of Operating Performance" to the CAD that indicates the company name,

certification date, unit tested, standards used, test number, due date for next certification, and the service technician name. Also, within seven days, provide a test report identifying all tests performed, test results, and any adjustments or repairs made.

C. CFH
   1. Certify Chemical Fume Hoods at **one year intervals.** Tests to include all field tests specified in AIHA/ANSI Z9.5, or the most current standards, including but not limited to face velocity, airflow smoke patterns, and inspection of physical condition.
   2. Upon successful completion of the testing and certification, the vendor must affix a "Certificate of Operating Performance" to the CFH that indicates the company name, certification date, unit tested, standards used, test number, due date for next certification, and the service technician name. Also, within seven days, provide a test report identifying all tests performed, test results, and any adjustments or repairs made.

D. CFHM
   1. Calibrate the Chemical Fume Hood Monitors at **one year intervals.** Calibration and adjustment must be performed according to manufacturer instructions.

Repair and/or decontamination

Any parts, repairs and/or decontamination will be proposed at standard rates.

3. Place of Service

Services must be performed at the facility where the equipment is located.

4. Hours

Scheduled certification testing must generally be performed during normal business hours (Monday-Friday 8:30am-4:30pm). Services will be scheduled at mutually convenient times and dates. Repair service, if accepted, will be scheduled at mutually convenient times and dates.

Rhode Island State Health Laboratories Biological Safety Cabinet, Laminar Flow Clean Bench, Chemical Fume Hood, and Fume Hood Monitor Service Agreement Specifications

Solicitation Number 7542370

5. Equipment

The certifying agency will provide all necessary tools, equipment and supplies to perform the services outlined in section 3.

6. Special Requirements

Must use NSF accredited Biosafety Cabinet Field Certifiers for all BSC work.

Attachment #1: Biological Safety Cabinet, Laminar Flow Clean Bench, and Chemical Fume Hood Equipment List

Note: Facility needs may change if items are added or removed during contract period.

**Biological Safety Cabinets (BSC)**

| Manufacturer | Model # | Serial # | Class, Type | Location | Frequency A= Annual S= Semi-annual |
|---|---|---|---|---|---|
| LABCONCO | 3621204 | 040722984AG | CLASS II, TYPE A2 | 203 | A |
| NUAIRE | NU425-600 | 15234031902 | CLASS II, TYPE A/B3 | 302 | A |
| BD/BBL | 60633 | 86113828 | CLASS II, A1 | 304 | A |
| NUAIRE | NU425-600 | 13922062100 | CLASS II, TYPE A/B3 | 403A | S |
| THERMOFORMA | 1286 | 100231-1460 | CLASS II, TYPE A/B3 | 403A | S |
| NUAIRE | NU425-600 | 58598ABR | CLASS II, TYPE A/B3 | 403 | S |
| NUAIRE | NU425-600 | 115992062907 | CLASS II, TYPE A2 | 403 | S |
| NUAIRE | NU425-600 | 78469061802 | CLASS II, TYPE A/B3 | 406 | A |
| NUAIRE | NU425-600 | 17913TZ | CLASS II, TYPE A2 | 414 | A |
| NUAIRE | NU425-400 | 151972072712 | CLASS II, TYPE A2 | 414 | A |
| NUAIRE | NU425-400 | 16594TS | CLASS II, TYPE A2 | 418 | A |
| LABCONCO | 36213-01 | 183848 | CLASS II, TYPE A1 | 421 | S |
| NUAIRE | NU425-600 | 14331SS | CLASS II, TYPE A2 | 421 | S |
| NUAIRE | NU425-600 | 84208052903 | CLASS II, TYPE A2 | 424 | A |
| THERMO | | 181318-3781 | CLASS II, TYPE A2 | 422 | A |

**Laminar Flow Clean Benches (LFCB)- Note: Testing frequency is yearly**

| Manufacturer | Model # | Serial # | Location |
|---|---|---|---|
| MISONIX | PCR6 | PCR6-365 | 128 |
| MISONIX | PCR6 | PCR6-366 | 128 |

**Chemical Fume Hoods (CFH) - Note: Testing frequency is yearly**

| Manufacturer | Model # | Serial # | Location |
|---|---|---|---|
| GENERIC | GENERIC | 122-1 | 122 |
| DURALAB | GENERIC | 203-1 | 203 |
| GENERIC | GENERIC | 203-2 | 203 |
| DURALAB | GENERIC | 204-1 | 204 |
| LAB CRAFTERS | AIR SENTRY HBASC6 | 204-2 | 204 |
| LAB CRAFTERS | AIR SENTRY HBASC6 | 204-3 | 204 |
| LABCONCO | 70310/11 | 15431 | 220 |
| BROWN-MORSE | GENERIC | 222-1 | 222 |
| GENERIC | GENERIC | 302-1 | 302 |
| GENERIC | GENERIC | 302-2 | 302 |
| GENERIC | GENERIC | 304-1 | 304 |

| Manufacturer | Model # | Serial # | Location |
|---|---|---|---|
| GENERIC | GENERIC | 304-2 | 304 |
| GENERIC | GENERIC | 304-3 | 304 |
| GENERIC | GENERIC | 305-1 | 305 |
| GENERIC | GENERIC | 305-2 | 305 |
| DURALAB | GENERIC | 305-3 | 305 |
| DURALAB | GENERIC | 311-1 | 311 |
| LABCONCO | GENERIC | 311-2 | 311 |
| HAMILTON | GENERIC | 311-3 | 311 |
| DURALAB | GENERIC | 311-4 | 311 |
| LABCONCO | GENERIC | 311-5 | 311 |
| DURALAB | GENERIC | 312-1 | 312 |
| DURALAB | GENERIC | 312-2 | 312 |
| DURALAB | GENERIC | 312-3 | 312 |
| DURALAB | GENERIC | 313-1 | 313 |
| DURALAB | GENERIC | 313-2 | 313 |
| DURALAB | GENERIC | 313-3 | 313 |
| DURALAB | GENERIC | 414-1 | 414 |
| DURALAB | GENERIC | 414-2 | 414 |
| HEMCO | GENERIC | H9-4891 | 414 |
| DURALAB | GENERIC | 415-1 | 415 |
| DURALAB | GENERIC | 415-2 | 415 |

**Chemical Fume Hood Monitors (CFHM)- Note: Testing frequency is yearly**

| Manufacturer | Model # | Quantity |
|---|---|---|
| ALNOR | AIRGARD 335 | 30 |
| ALNOR | AIRGARD 330 | 2 |

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

# DIVISION OF PURCHASES
# PUBLIC WORKS BID CLAUSES

## Offer to Contract

**All bid proposals are subject to and constitute an offer to contract with the State of Rhode Island through the Division of Purchases on the terms and conditions contained in this solicitation, any addenda, applicable federal and municipal law, and the laws of the State of Rhode Island, including all procurement statutes and regulations (available at www.purchasing.ri.gov), all of which are incorporated by this reference into any contract awarded pursuant to this solicitation.**

**The terms and conditions in these Division of Purchases Public Works Bid Clauses *supersede* any and all inconsistent or conflicting terms and conditions in any other provision of any other document in this solicitation and shall govern this solicitation and the award of any contract pursuant to this solicitation.**

## Noncompliance

**Bidders must comply with all requirements. Any failure to comply may result, at the discretion of the State Purchasing Agent, in the disqualification of the bid proposal.**

**Failure of the successful bidder to comply with the terms and conditions of the contract awarded pursuant to this solicitation may result in nonpayment, termination of the contract, suspension or debarment of the bidder, or any other necessary or appropriate remedy in the sole discretion of the State Purchasing Agent.**

## Addenda

Bidders are responsible for checking for addenda, all of which become incorporated into this solicitation upon posting on the Division of Purchases website at www.purchasing.ri.gov. No addenda will be posted within the 5-day period preceding the submission date for bid proposals.

## Apprenticeship

The successful bidder must employ apprentices on this project (if the value of the project is at least $1 Million) in accordance with the apprentice to journeyperson ratio for each trade approved by the State Apprenticeship Council. Specific information is available at www.dlt.ri.gov/apprenticeship.

## Award

The State Purchasing Agent, in his or her sole discretion, will award the contract pursuant to this solicitation to the responsive and responsible bidder who submits the lowest responsive and responsible bid. A binding contract between the State of Rhode Island and the successful bidder will be formed only by the issuance of a Purchase Order by the Division of Purchases.

## Bid Proposal Submission

Each bid proposal (a complete package, with the signed Bidder Certification Cover Form) must be submitted in a *separate sealed envelope* with the specific "Bid Number" and the "Submission Date and Time" marked in the upper left-hand corner of the envelope.

The bid proposal must be delivered to the Division of Purchases (via mail or messenger service) by the date and time specified for the submission of bid proposals. Bidders should allow at least one hour additional time for parking and clearance through security checkpoints when delivering a bid proposal in person or by messenger. Bids must be addressed to:

Rhode Island Department of Administration
Division of Purchases
One Capitol Hill, Second Floor
Providence, RI 02908-5855

Bid proposals that are not present in the Division of Purchases at the date and time specified for the submission of bid proposals for whatever reason will be deemed late and will not be considered. The submission time will be determined by the time clock in the Division of Purchases. Postmarks will not be considered proof of timely submission.

## Bid Surety

Bidders must furnish, with their bid proposals, either a bid bond from a surety licensed to conduct business in the State of Rhode Island or a certified check payable to the State of Rhode Island in the amount of five (5%) percent of the bid proposal.

## Contractors Registration

The bidder must have and maintain a valid certificate of registration issued by the Contractors' Registration Board throughout the term of the contract awarded pursuant to this solicitation and ensure that its subcontractors, unless exempt from registration, also obtain and maintain valid certificates of registration.

## Divestiture of Investments in Iran Requirement

No bidder engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each bidder submitting a bid proposal or entering into a renewal of a contract is required to certify that the bidder does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws § 37-2.5-3.

## Equal Opportunity

The successful bidder must demonstrate a commitment to equal opportunity and submit an affirmative action plan for review by the State Equal Opportunity Office.

## Foreign Corporations

No foreign corporation may transact business in the State of Rhode Island until it shall have obtained a Certificate of Authority from the Rhode Island Secretary of State. The successful bidder will be required to provide a Good Standing Certificate issued by the Rhode Island Secretary of State within the 10-day period following the tentative letter of award.

## Inspection

The bidder is responsible for carefully reviewing all of the requirements of this solicitation, inspecting the project site, including (without limitation) checking and/or verifying measurements, site conditions, any limitations, and other details, prior to preparing and submitting its bid proposal.

## Insurance

The successful bidder must submit a certificate of insurance that references the solicitation number and names the State of Rhode Island as "certificate holder" and as "additional insured" upon the issuance of the tentative letter of award, on an annual basis during the term of the contract awarded pursuant to this solicitation, and from time to time upon request. The certificate of insurance must state that 20 days' advance notice of cancellation will be sent to: Rhode Island Department of Administration, Division of Purchases, One Capitol Hill, Providence, Rhode Island 02908-5855, fax # 401-574-8387, and provide evidence of the following specific types and amounts of insurance:

| Type of Insurance | Amount of Coverage |
|---|---|
| Comprehensive General Liability | |
| Bodily injury | $1 Million each occurrence<br>$1 Million annual aggregate |
| Property damage | $500,000 each occurrence<br>$500,000 annual aggregate |
| Independent contractors<br>Contractual (including construction "hold harmless" and other types of Contracts or agreements in effect for insured operations)<br>Completed operations<br>Personal injury (with employee exclusion deleted) | |
| Automobile Liability | |
| Combined Single Limit | $1 Million each occurrence |
| Bodily injury, property damage, including non owned and/or hired vehicles and equipment | |
| Workers Compensation | |
| Coverage B | $100,000 |

The State Purchasing Agent reserves the right to accept alternate forms and plans of insurance and/or to required additional or more extensive coverage.

## Licenses

The successful bidder and anyone performing any work on the contract awarded pursuant to this solicitation must possess all of the licenses required by any governmental authority to perform such work.

## Minority Business Enterprises

Respondents should be aware of all applicable MBE requirements, as set forth in R. I. Gen. Law § 37-14.1-1, et seq. The State's goal is for a minimum ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or charles.newton@doa.ri.gov, Visit the website http://www.mbe.ri.gov/

## Occupational Safety

The successful bidder must ensure (if the total project cost is at least $100,000) that all employees at the project site possess a card issued by the United States Department of Labor certifying successful completion of an OSHA ten (10) hour construction safety program.

## Payment and Performance Bonds

The successful bidder must furnish a 100% payment and performance bond from a surety licensed to conduct business in the State of Rhode Island upon the tentative award of the contract.

## Prebid Conference

Bidders must attend a mandatory prebid conference. The bidder's representative must register with the Division of Purchases at the mandatory prebid conference and identify the bidder he or she represents.

## Public Copy

Each bid proposal must include a "public copy" to be available for public inspection upon the opening of bids. For further information on how to comply with this statutory requirement, see R. I. Gen. Laws § 37-2-18(b), Procurement Regulation 5.11, and in addition, for highway and bridge projects, also see Procurement Regulation 5.13, accessible at www.purchasing.ri.gov.

## Reservation of Rights

The Division of Purchases reserves the right to revoke, suspend, or terminate this solicitation at any time in its sole discretion.

## Subcontractors

The bidder must demonstrate that it is able to perform a substantial portion of the work using its own workforce. Any bidder that does not maintain a permanent workforce and/or proposes to perform a disproportionate amount of the work through one or more subcontractors will be considered unqualified. The Division of Purchases reserves the right to reject any such bid proposal.

## Substitutions

Products specified in this solicitation establish a standard of quality, performance, dimension, function, and appearance. Proposed substitutions must meet the standard and will not be considered without the prior written approval of the Division of Purchases. A request for substitution must include the detailed information necessary for a comprehensive evaluation.

## Taxes

The State of Rhode Island is exempt from federal excise taxes and state sales and use taxes. The bidder shall not include such taxes in any prices in the bid proposal.

## Termination

The Division of Purchases reserves the right to terminate any contract awarded pursuant to this solicitation at any time, for any reason, with or without cause.

## Wages

### *For contracts that total less than $1 Million*

The successful bidder and its subcontractors must pay their workers at the applicable prevailing wage rates (for the various trades) on a weekly basis, pay one and one-half times the applicable prevailing wage rates to any worker who works more than 40 hours in any one week or more than 8 hours in any one day, and submit certified weekly payroll forms on a monthly basis to the agency. Prevailing wage posters and rate schedules, available at the Rhode Island Department of Labor and Training website at www.dlt.ri.gov, must be posted at the project site.

### *For contracts that may total $1 Million or Greater*

The successful bidder and its subcontractors must pay their workers at the applicable prevailing wage rates for the various trades on a weekly basis, pay one and one-half times the applicable prevailing wage rates to any worker who works more than 40 hours in any one week or more than 8 hours in any one day, submit certified weekly payroll forms on a monthly basis to the agency, and maintain (for contracts totaling $1 Million or more) a certified prevailing wage daily log at the project site. Prevailing wage posters and rate schedules, available at the Rhode Island Department of Labor and Training website at www.dlt.ri.gov, must be posted at the project site.

## Withdrawal

Bid proposals are irrevocable for a period of 60 days following the due date for their submission.

State of Rhode Island
Division of Purchases

Public Works
Bid Preparation Checklist

**Date:** **1/17/2014**

**Bid#:** **7542370**

**Title:** TESTING AND CERTIFICATION OF BIOLOGICAL SAFETY CABINETS, FUME HOODS-DOH

This checklist is provided to assist the bidder in preparing a bid proposal for submission. It is not a substitute for a thorough review of the Instruction to Bidders in the Project Manual nor a comprehensive list of all bid requirements. Each bidder is responsible to review the Instructions to Bidders and to comply with all requirements of the Solicitation.

**Bid Proposal Package:**

☒ RIVIP Bidder Certification Cover Form (completed and signed)

☒ Bid Form
- All applicable blank spaces on the Bid Form have been completed
- All Addenda have been acknowledged
- Bid amount printed legibly in ink in both words and figures that match when applicable
- Erasures or corrections have been initialed by person signing the bid proposal
- Bid Form is signed in ink

☐ Bid Surety
- Bid bond or certified check (for DOT projects, bid bond only)
- Bid surety is five percent of the bid total (or such other specified amount)
- Bid Bond is signed by the bidder and surety
- Power of Attorney is attached to the Bid Bond showing the name of person who signed the surety bond

☒ Public Copy of bid proposal in pdf format on a read-only CD-R media disk (R.I. Gen. Laws § 37-2-18 (b))

☒ General Contractor Apprenticeship Certification Form "2013-14" (for projects greater than $1,000,000) (R.I. Gen. Laws § 37-13-3.1). *Note: General Contractor Apprenticeship Re-Certification and Certification "2013-15" and Subcontractor Apprenticeship Certification Form "2013-16" are not required at time of bid.*

☒ Applicable professional licenses (as specified in the bid)

- ☐ Rhode Island Contractor Registration Board No.
- ☒ All bid proposal documents in a sealed envelope with the specific bid #, bid title, and the opening date and time (as provided in the bid) marked in the upper left hand corner of the envelope.
- ☒ Each bid proposal submitted in a separate sealed envelope.
- ☒ Completed Form W-9
- ☐ Other _____

**Bid Delivery:**

Bid proposals misdirected to other State locations or otherwise not in the State of Rhode Island, Division of Purchases, One Capitol Hill, Second Floor, Providence, RI 02908-5855 at the time of opening (as reflected on the time clock in the Division of Purchases) for whatever reason will be deemed to be late and will not be considered. Postmarks will not be considered proof of timely submission.

**Buyer Name:** David A. Cadoret

**Contact Information:** David A. Cadoret, Chief Buyer, Division of Purchases, One Capitol Hill, Providence, RI 02908, 401-574-8131 email david.cadoret@purchasing.ri.gov

Form W-9 (Rev. 3/7/11)

**State of Rhode Island**
**PAYER'S REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION**

**THE IRS REQUIRES THAT YOU FURNISH YOUR TAXPAYER IDENTIFICATION NUMBER TO US. FAILURE TO PROVIDE THIS INFORMATION CAN RESULT IN A $50 PENALTY BY THE IRS. IF YOU ARE AN INDIVIDUAL, PLEASE PROVIDE US WITH YOUR SOCIAL SECURITY NUMBER (SSN) IN THE SPACE INDICATED BELOW. IF YOU ARE A COMPANY OR A CORPORATION, PLEASE PROVIDE US WITH YOUR EMPLOYER IDENTIFICATION NUMBER (EIN) WHERE INDICATED.**

**Taxpayer Identification Number (T.I.N.)**

Enter your taxpayer identification number in the appropriate box. For most individuals, this is your social security number.

Social Security No. (SSN) | | | |

Employer ID No. (EIN) | 01 | 092-9389 |

**NAME** CHARLES SOLANA & SONS

**ADDRESS** 80 MODULAR AVENUE

**(REMITTANCE ADDRESS, IF DIFFERENT)**

**CITY, STATE AND ZIP CODE** COMMACK, NY 11725

**CERTIFICATION:** Under penalties of perjury, I certify that:

(1) The number shown on this form is my correct Taxpayer Identification Number (or I am waiting for a number to be issued to me), and
(2) I am not subject to backup withholding because either: (A) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (B) the IRS has notified me that I am no longer subject to backup withholding.

**Certification Instructions** – You must cross out item (2) above if you have been notified by the IRS that you are subject to backup withholding because of under-reporting interest or dividends on your tax return. However, if after being notified by IRS that you were subject to backup withholding you received another notification from IRS that you are no longer subject to backup withholding, do not cross out item (2).

**PLEASE SIGN HERE**

SIGNATURE Maureen Wakelin TITLE OFFICE MGR. DATE 2/14/14 TEL NO. 631-864-6483 x6003

**BUSINESS DESIGNATION:**

Please Check One: Individual ☐ Medical Services Corporation ☐ Government/Nonprofit Corporation ☐
Partnership ☐ Corporation ☒ Trust/Estate ☐ Legal Services Corporation ☐

**NAME:** Be sure to enter your full and correct name as listed in the IRS file for you or your business.

ADDRESS, CITY, STATE AND ZIP CODE: Enter your primary business address and remittance address if different from your primary address). If you operate a business at more than one location, adhere to the following:

1) Same T.I.N. with more than one location -- attach a list of location addresses with remittance address for each location and indicate to which location the year-end tax information return should be mailed.
2) Different T.I.N. for each different location -- submit a completed W-9 form for each T.I.N. and location. (One year-end tax information return will be reported for each T.I.N. and remittance address.)

**CERTIFICATION** -- Sign the certification, enter your title, date, and your telephone number (including area code and extension).

**BUSINESS TYPE CHECK-OFF** -- Check the appropriate box for the type of business ownership.

**Mail to: Supplier Coordinator, One Capitol Hill, Providence, RI 02908**

# Controlled Environment Testing Association

## MEMBERSHIP CERTIFICATE

The Board of Directors
certifies that

# Michael Young

is a Corporate Member of the
Controlled Environment Testing Association
and is recognized as a professional in the field of
controlled environment testing

**1/1/2005**
Member Since

**00000047**
Member Number

**1/15/13**
Date

Tony McGrath
President and Chairman of the Board of Directors

# Certificate of Accreditation

THIS IS TO CERTIFY THAT

## Mr. Michael R. Young

Charles Solana & Sons
80 Modular Avenue
Commack, NY 11725

HAS MET THE REQUIREMENTS OF THE
NSF INTERNATIONAL CLASS II BIOSAFETY CABINET
FIELD CERTIFIER ACCREDITATION PROGRAM
AND HAS BEEN GRANTED FULL ACCREDITATION.

NSF

NSF ACCREDITED
CLASS II BIOSAFETY CABINET
FIELD CERTIFIER

Certificate Number: 07880 - 01
Initial Accreditation Date: September 16, 2010
Expiration Date: September 16, 2015

Thomas Bruursema, General Manager
Biosafety Cabinetry

# National Environmental Balancing Bureau

NEBB®

## Recertification

THIS IS TO CERTIFY THAT

*Charles Solana & Sons*

*in Commack, NY*

HAS MET ALL REQUIREMENTS FOR RENEWAL OF NEBB CERTIFICATION IN THE FOLLOWING DISCIPLINE

*Cleanroom Performance Testing*

*Exp. March 31, 2015*

Expiration Date

*Charles Solana & Sons/NY*

*No. CR107*

NEBB Cert. No.

FOR THE BOARD OF DIRECTORS:

President

President-Elect