

RHODE ISLAND TURNPIKE AND BRIDGE AUTHORITY

P.O. Box 437
1 East Shore Road
Jamestown, Rhode Island 02835-0437

Request for Proposals

Solicitation Title: Folding Inserting Mail Equipment Machine

Solicitation Number: Contract 20-11

Solicitation Date: September 3, 2020

Bid Proposal
Submission Deadline: September 17, 2020 at 2:00pm

Addenda Deadline: Open: September 3, 2020/Close: September 9, 2020 at 1:00pm
Addenda Responses Posted by September 11, 2020 at 4:00pm

Project Description: Folding Inserting Mail Equipment Machine

Project Location: 1 East Shore Road, Jamestown, RI 02835

Pre-bid
Conference: No

Contact Agent: Kathryn Coleman
(401)-423-1953

The Rhode Island Turnpike and Bridge Authority, a body corporate and politic (the “Authority”), is soliciting bid proposals to perform the work described in the plans and specifications for the Project in accordance with this solicitation.

Bidders are invited to submit bid proposals to the Authority by the bid proposal submission deadline.

This solicitation contains, and is subject to the terms and conditions of, the Invitation to Bid, Instructions to Bidders, Agreement, General Conditions, any Supplemental Conditions, plans and specifications and Bid Form.

The award of the contract pursuant to this solicitation will be made to the responsive and responsible bidder with the lowest bid price. *The Authority reserves the right to waive any technicalities in the bid proposals, accept or reject any bid proposal, award a contract in the best interest of the State, or revoke any solicitation.*

Scope

The Rhode Island Turnpike & Bridge Authority (RITBA) is seeking bids from responsible vendors to provide a mail folding inserting machine for their in-house mailing operations.

- The bidder must have a local authorized sales and service provider with a 24 hours response time for all inquiries.
- The dimensions of the machine should have a depth no greater than 24 inches, and a length no longer than 90 inches.
- The machine must have the ability to program and save jobs. Must be able to do variable sequencing. Vendors authorized technician must program upon installation.
- Barcode recognition (BCR) and Optimal Mark Recognition (OMR) required and the software needed to apply barcode and OMR marks must be provided.
- The machine must have at minimum one (1) standard feeder, one (1) high capacity vertical stacker, one (1) high capacity document/sheet feeder, one (1) high capacity envelope feeder, and one (1) insert feeder.
- The machine must have seal and non-seal capabilities.
- The machine must have the ability to handle C folds and Z folds.
- The machine must be capable of the monthly capacity of up to 120,000 pieces.
- Online portal access for service tickets and supply ordering required.
- The bid proposal should include a minimum of two (2) machine options
- The bid proposal must include purchase options and/or leasing options for the machine.

Experience and Qualifications

- Company history and background
- Areas of specialization
- Location of offices
- Project organization chart and key personnel for the services described herein
- Key personnel resumes
- Most relevant project experience (for company and/or key personnel) within the last five years
 - For each relevant project, include:
 - Project Manager
 - A brief description of scope
 - Project start and completion dates
 - Name of the client reference and contact information

Pricing

- The bidder must agree that no other state or public entity customer within the United States of similar size and with similar terms and conditions shall receive a lower price for the same commodity and service during the contract period, unless this same lower price is immediately effective for the RITBA. If RITBA believes that it is not receiving this lower price as required by this language, the bidder must agree to provide current or historical pricing offered or negotiated with other state or public entities at any time during the contract period in the absence of proprietary information being part of such contracts.

Contract Length

- The complete Term of the agreement including all extensions shall be decided upon pricing proposals of purchasing and/or leasing options.

INSTRUCTIONS TO BIDDERS

Compliance with Instructions to Bidders

These Instructions to Bidders contain terms and conditions that will govern the preparation and submission of a bid proposal and any contract awarded pursuant to this solicitation.

Bidders must comply with each and every requirement of these Instructions to Bidders. Any failure to comply with any requirement may result in the determination of a nonresponsive bid proposal and/or the rejection of the bid proposal.

Priority of Terms and Conditions

The terms and conditions in these Instructions to Bidders *supersede* any and all inconsistent or

conflicting terms and conditions in any other provision of any other document in this solicitation or in the bid proposal and govern this solicitation, the bid proposal, and any contract awarded pursuant to this solicitation.

Offer to Contract

Bid proposals constitute an offer to contract with the Rhode Island Turnpike and Bridge Authority (the “Authority”) on the terms and conditions contained in the solicitation, the laws of the State of Rhode Island, including all procurement statutes and regulations (available at www.purchasing.ri.gov), and applicable federal and local law, all of which are incorporated into this solicitation and any contract awarded pursuant to this solicitation by this reference.

Comprehensive Review and Inspection

The bidder is responsible for carefully reviewing all of the requirements of this solicitation, inspecting the project location, including checking and/or verifying measurements, site conditions, any limitations, and other details, prior to preparing and submitting its bid proposal. Failure to submit a complete bid proposal may result in rejection of the bid proposal. Claims for additional costs or time resulting from the bidder’s failure to inspect and/or verify will not be considered.

Questions

Bidders must not address questions or comments about this solicitation to the Authority or its professional advisors. Questions about this solicitation must be emailed and received by the Authority at rsciola@ritba.org no later than 9/9/2020 at 1:00PM in a Microsoft Word attachment with the corresponding solicitation number. Questions, if any, and responses will be posted by September 11, 2020 at 4:00pm on the RITBA website, www.ritba.org , as an addendum to this solicitation.

Addenda

Responses to questions from bidders, interpretations of plans and specifications, changes prior to the bid proposal submission deadline, approvals of any substitutions, and supplemental instructions and terms will be posted on the RITBA website. Bidders are responsible for checking the website to determine the issuance of any addenda. No addenda will be issued within the 5-day period preceding the bid proposal submission deadline except for an addendum withdrawing the solicitation or extending the bid proposal submission deadline.

Costs

The bidder is responsible for all costs and expenses to develop and submit a bid proposal in response to this solicitation.

Preparation of Bid Proposal

Bid proposals must be made on the Bid Form included in the solicitation and in accordance with the instructions in this solicitation. All applicable blanks must be completed in a legible manner, printed electronically, typed, or handwritten in ink, and amounts must be expressed in both words and figures. In the event of any contradictory terms, handwritten terms prevail over printed or typed terms, and words prevail over figures. Signatures must be in ink. No additional provisions, conditions, or limitations may be made by the bidder, and any erasures and/or corrections must be initialed in ink by the person signing on behalf of the bidder.

Submission of Bid Proposal

Each bid proposal (two hard copies) should include the signed RIVIP Bidder Certification Form, signed RITBA Bid Form, IRS Form W-9, and be submitted in a separate sealed envelope with the bidder's name and address and the specific "Solicitation Number," "Solicitation Title," and the "Bid Proposal Submission Deadline" marked in the upper left-hand corner of the envelope. Also, after the bid opening date and time, please send via email a PDF of your proposal to rsciola@ritba.org.

The bid proposal must be delivered (via mail, messenger service, or personal delivery) to the Authority and date-stamped receipted by the date and time specified for the bid proposal submission deadline. Bidders should mail bid proposals sufficiently in advance of the bid proposal submission deadline to ensure timely delivery to the Authority. Bid proposals must be addressed to:

Rhode Island Turnpike and Bridge Authority
Office of the Executive Director
P.O. Box 437
1 East Shore Road
Jamestown, Rhode Island 02835-0437

Bid proposals that are not received by the Authority by the bid proposal submission deadline for whatever reason will be deemed late and will not be considered. Postmarks will not be considered proof of timely submission.

COVID-19 Protocol for Bid Openings

Vendors and the public are advised that due to COVID-19 emergency social distancing requirements bid openings at RITBA shall be conducted via live streaming on the ZOOM website/application. Vendors and the public shall not be permitted to enter the RITBA offices to attend bid openings. Vendors and the public who attend bid openings via live streaming shall be required to identify themselves and a record of all attendees shall be maintained by RITBA. Vendor bid proposals shall be opened and read aloud at the date and time listed herein.

Vendors are further advised that if they are delivering bid proposals to the RITBA offices, access requires the wearing of a cloth mask which covers the nose and mouth in accordance with the Governor's Executive Order(s) and Department of Health Emergency regulations.

RITBA is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/82016932554?pwd=RUxZeGdsYjVnU2JUZGVkR3lyUURIUT09>

Meeting ID: 820 1693 2554

Passcode: 103794

One tap mobile

+13017158592,,82016932554#,,,,,0#,,103794# US (Germantown)

+13126266799,,82016932554#,,,,,0#,,103794# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

877 853 5257 US Toll-free

888 475 4499 US Toll-free

833 548 0276 US Toll-free

833 548 0282 US Toll-free

Meeting ID: 820 1693 2554

Passcode: 103794

Find your local number: <https://us02web.zoom.us/u/kbIGxjnzDw>

Bid Price

The proposal must include purchase and/or leasing options. The bidder must submit a Base Bid Price on the Bid Form to perform all of the work specified in the solicitation and addenda. The costs of alternates shall not be included in the calculation of the Base Bid Price. The bidder shall separately provide the cost for each alternate listed in the Bid Form. The cost for each alternate must be designated as an addition to, or subtraction from, the Base Bid Price. Alternates will be selected, if any, by the Authority in the order of priority listed in the Bid Form.

Bidder Certification Form

The bidder must complete, sign, and submit the Bidder Certification Form for this solicitation as the first document with each bid proposal.

Sensitive Security Information

This solicitation may contain “sensitive security information” subject to protection pursuant to the Transportation Security Administration, Department of Homeland Security, in accordance with the provisions of 49 C.F.R. Part 1520. The unauthorized possession or use of SSI without prior written consent from the Authority is a violation of federal and state law and will subject

the violator to penalties or other enforcement actions by the Department of Homeland Security. Bidders must take all reasonable steps to safeguard all information designated as sensitive security information in the bidder's possession or control from unauthorized disclosure.

If this solicitation contains sensitive security information, the sensitive security information will be marked on the top with the protective marking: "Sensitive Security Information" and will include the distribution limitation on the bottom:

"WARNING: This record contains Sensitive Security Information that is controlled under 49 CFR Parts 15 and 1520. No part of this record may be disclosed to persons without a "need to know," as defined in 49 CFR Parts 15 and 1520, except with the written permission of the Administrator of the Transportation Security Administration or the Secretary of Transportation. Unauthorized release may result in civil penalty or other action. For U.S. government agencies, public disclosure is governed by 5 U.S.C. 552 and 49 CFR Parts 15 and 1520."

Public Copy

Bid proposals submitted in response to this solicitation are public records pursuant to the Rhode Island "Access to Public Records Act," R. I. Gen. Laws §§ 38-2-1 et seq. Each bid proposal must include a duplicate original "public copy" to be available for public inspection upon the opening of bids. Bidders may redact in the public copy any trade secrets or commercial or financial information which is of a privileged or confidential nature pursuant to the Access to Public Records Act.

Responsibility of Bidder

The Authority may make a reasonable inquiry to determine a bidder's capability in all respects to perform fully the contract requirements, including without limitation, the financial strength and responsibility, integrity, and reliability of the bidder. The failure of a bidder to provide information promptly in response to an inquiry, including without limitation, financial statements and business references, may result in a determination of the bidder's non-responsibility.

Taxes

The Authority is exempt from federal excise taxes and state and municipal sales and use taxes. The bidder shall not include such taxes in any prices in the bid proposal.

Indemnification

The successful bidder will indemnify and hold the Authority, its members, officers, employees, agents, successors and assigns, harmless from and against any and all claims, demands, actions, causes of action, damages, losses, judgments, recoveries, liabilities, costs and expenses (including without limitation, attorneys' fees and costs), or any kind, that the Authority, its members, officers, employees, agents, successors and assigns may incur arising out of this solicitation, any contract awarded pursuant to this solicitation, and/or the act or omission of the bidder, its subcontractors, or their employees and agents.

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 Authority. 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.

Withdrawal

A bidder may withdraw its bid proposal at any time prior to the bid proposal submission deadline. Bid proposals are irrevocable for a period of 60 days following the bid proposal submission deadline.

Reservation of Rights

The Authority reserves the right, at any time, for any reason, in its sole discretion, to: (i) revoke, suspend, or terminate this solicitation; (ii) accept or reject any and all bid proposals, in whole or in part; (iii) waive any technical defects, irregularities, or omissions in any bid proposals; and/or (iv) terminate any contract awarded pursuant to this solicitation, with or without cause.

Award

The Authority, in its sole discretion, will award the contract pursuant to this solicitation to the responsive and responsible bidder who submits the lowest responsive and responsible bid proposal. The Authority may determine, in its sole discretion, the low bid proposal on the basis of the amount of the Base Bid Price plus the alternates selected in accordance with the Bid Form. The successful bidder will receive a Notice of Intent to Award from the Authority with instructions for the bidder to submit further documentation. The successful bidder shall be authorized to commence work only upon the issuance of the Notice to Proceed by the Authority. The issuance of the Notice to Proceed and the continuation of any contract awarded pursuant to this solicitation are contingent upon the availability of funds.

Substitutions

Any proposal in response to a request for substitutions in this solicitation must include the detailed information necessary for a comprehensive evaluation, including (without limitation) the name of the material or equipment of the proposed substitution and a complete description of the proposed substitution, with drawings and performance and test data. 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 Authority. All substitution approvals will be posted as addenda to the solicitation.

Environmental Impairment
("Pollution control")

\$1 Million or 5% of contract amount,
whichever is greater

Builder's Risk

Contract amount

All insurance required by this solicitation, whether through a policy or an endorsement, shall include: (i) a waiver of subrogation, waiving any right the insurance company may have to recover against the Authority; and (ii) a provision that the bidder's insurance coverage shall be primary in relation to any insurance, self-insurance, or self-retention maintained by the Authority, and any insurance, self-insurance, or self-retention maintained by the Authority shall be in excess of the bidder's insurance.

The Authority reserves the right to accept alternate forms and plans of insurance and/or to require additional or more extensive coverage.

Minority Business Enterprises

The Authority reserves the right to give additional consideration to bid proposals submitted by minority/women business enterprises ("MBEs") certified by the Division of Purchases, Minority Business Compliance Office, provided that any such bid proposal is fully responsive to the terms and conditions of this solicitation, and the bid price is determined, in the discretion of the Authority, to be within a competitive range.

Any bidder who does not intend to perform all of the work with its own forces shall recruit and engage MBEs to perform at least 10% of the dollar value of the contract awarded pursuant to this solicitation. To reach that goal, the bidder may allocate up to 60% of its costs for materials and supplies obtained from MBE dealers or 100% of its costs for materials and supplies obtained from MBE manufacturers.

The successful bidder must submit a plan to meet this requirement for approval by the Division of Purchases, Minority Business Enterprise Compliance Office within the ten day period following the Notice of Intent to Award, identifying all MBEs, and must also demonstrate its good faith best efforts to meet these MBE goals. Information about this requirement and a directory of MBEs certified in Rhode Island is available at www.mbe.ri.gov or (401) 574-8670.

Equal Opportunity

The successful bidder must demonstrate a commitment to equal opportunity and submit an affirmative action plan for review by the Rhode Island Department of Administration State Equal Opportunity Office within the ten day period following the Notice of Intent to Award. Information about this equal opportunity requirement is available at <http://odeo.ri.gov/> or (401) 222-6397.

Drug-Free Workplace

The successful bidder shall comply, and require that its employees comply, with the State of Rhode Island Drug Free Workplace policy and provide a certificate of compliance within the ten-

day period following the Notice of Intent to Award.

Criminal Background Check

The successful bidder may be required to provide a Bureau of Criminal Identification check and/or a national background check (for each individual who be performing services under the contract awarded pursuant to this solicitation) within the ten-day period following the Notice of Intent to Award.

Foreign Corporations

No foreign corporation or limited liability company 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, and no foreign limited partnership may transact business in the State of Rhode Island until it shall have obtained a Certificate of Registration from the Rhode Island Secretary of State. The successful bidder, if a corporation or limited liability company will be required to provide a current Good Standing Certificate, and if a limited partnership will be required to provide a current Letter of Legal Existence, issued by the Rhode Island Secretary of State within the ten-day period following the Notice of Intent to Award.

Campaign Finance

The successful bidder who has contributed, within the 24 months preceding the contract award, an aggregate amount of more than \$250.00 within a calendar year to any Rhode Island general officer, candidate for general office, any member of the general assembly, or any Rhode Island political party, must file a “Vendor Affidavit” with the State of Rhode Island Board of Elections. Information about “Vendor Affidavits” and electronic filing is available at www.elections.ri.gov or Board of Elections, Campaign Finance, (401) 222-2345.

Binding Contract

The form of agreement the successful bidder will be required to execute is included in the solicitation. A binding contract between the Authority and the successful bidder will be formed by the issuance of a Notice to Proceed from the Authority, *and only by the issuance of a Notice to Proceed, and only to the extent of available funds.* The binding contract will incorporate and be subject to the terms and conditions of the solicitation, including the Invitation to Bid, the Instructions to Bidders, the General Conditions, any Supplemental Conditions, the Plans and Specifications, the Bid Form, the Bidder Certification Form, the Agreement, and also the Notice to Proceed. The successful bidder shall be authorized to commence work only upon the issuance of the Notice to Proceed.

Compliance with Terms of Contract

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

**RHODE ISLAND TURNPIKE AND BRIDGE AUTHORITY
BID FORM**

BID INFORMATION:

Bidder Firm: _____

Bidder Address: _____

President/Owner: _____

Project Name: Contract 20-11
 Folding Inserting Mail Equipment Machine

Project Location: 1 East Shore Road, Jamestown, RI 02835
Owner: Rhode Island Turnpike and Bridge Authority
Owner Rep: Kathryn Coleman, Manager of Tolling and Operations

We the undersigned propose to furnish to the Rhode Island Turnpike and Bridge Authority, "Folding Inserting Mail Equipment Machine" per attached specifications dated - _____, 2020 for the prices stated below.

Price in words: _____

Price in figures: \$ _____

SUBMISSION OF BID

Respectfully submitted this _____ day of _____, 2020.

Submitted by: _____
(Name of bidding firm or corporation)

Authorized
Signature: _____
(Handwritten Signature)

Signed by: _____
(Type or print name)

Title: _____
(Owner/Partner/President/Vice President)

Witnessed by: _____
(Handwritten Signature)

Attest: _____
(Handwritten Signature)

By: _____
(Type or print name)

Title: _____
(Corporate Secretary or Assistant Secretary)

Street Address: _____

City, State, Zip _____

Phone: _____

License No.: _____

Federal ID No.: _____

(Affix Corporate Seal Here)