

**AGENCY SOLICITATION specifications**

**RFQ – REQUEST FOR QUOTE OUBLIC WORKS**

**HEADER**

**Title:** NAME OF PROJECT

**Description:** BRIEF DESCRIPTION OF PROJECT

**PRE-BID/ PROPOSAL CONFERENCE:** YES/NO

MANDATORY: YES/NO

**BONDING REQUIREMENTS**

BID SURETY BOND REQUIRED: YES/NO

PAYMENT AND PERFORMANCE BOND REQUIRED: YES/NO

**CONTRACT TERMS**

The initial contract period will begin approximately START DATE for one (1) year. Contracts may be renewed for up to INSERT NUMBER additional 12-month periods based on vendor performance and the availability of funds.

**Insurance Requirements (**#14 in Instructions to Vendors on Requirements tab)

In accordance with this solicitation, or as outlined in Section 13.19 of the General Conditions of Purchase, found at <https://rules.sos.ri.gov/regulations/part/220-30-00-13> **and General Conditions - Addendum A found at** <https://www.ridop.ri.gov/documents/general-conditions-addendum-a.pdf>, the following insurance coverage shall be required of the awarded vendor(s):

***General Requirements****:*

13a)  Liability - combined single limit of $1,000,000 per occurrence, $1,000,000 general aggregate and $1,000,000 products/completed operations aggregate.

13b)  Workers compensation - $100,000 each accident, $100,000 disease or policy limit and $100,000 each employee.

13c)  Automobile liability - $1,000,000 each occurrence combined single limit.

13d)  Crime - $500,000 per occurrence or 50% of contract amount, whichever is greater.

***Professional Services****:*

13e)  Professional liability (“errors and omissions”) - $2,000,000 per occurrence, $2,000,000 annual aggregate.

13f)  Environmental/Pollution Liability when past, present or future hazard is possible - $1,000,000 per occurrence and $2,000,000 aggregate.

13g)  Working with Children, Elderly or Disabled Persons – Physical Abuse and Molestation Liability Insurance - $1 Million per occurrence.

***Information Technology and/or Cyber/Privacy****:*

13h)  Technology Errors and Omissions - Combined single limit per occurrence shall not be less than $5,000,000. Annual aggregate limit shall not be less than $5,000,000.

13i)  Information Technology Cyber/Privacy – minimum limits of $5,000,000 per occurrence and $5,000,000 annual aggregate. If Contract Party provides:

a)  key back office services Contract Party shall have a minimum limit of $10,000,000 per occurrence and $10,000,000 annual aggregate;

b)  if Contract Party has access to Protected Health Information as defined in HIPAA and its implementing regulations, Personal Information as defined in in R.I. Gen. Laws § 11-49.3-1, et seq., or as otherwise defined in the Contract (together Confidential Information”), Contract Party shall have as a minimum the per occurrence, per annual aggregate, the total rounded product of projected number of persons data multiplied by $25 per person breach response expense per occurrence; but no less than $5,000,000 per occurrence, per annual aggregate; or,

c)  if the Contract Party provides or has access to mission critical services, network architecture and/or the totality of confidential data $20,000,000 per occurrence and in the annual aggregate.

***Other****:*

Specify insurance type and minimum coverage required, e.g*.* builder’s risk insurance*,* vessel operation (marine or aircraft):

13j)  Other - Specify insurance type and minimum coverage required

**AIA Contract**

Rhode Island custom AIA contract designated below outlining the **s**cope and special terms and conditions covering the work, *executed by an authorized representative of your company*. Vendor shall obtain the Rhode Island custom AIA contract at: <https://documentsondemand.aia.org/?filter=Rhode>.

9a)  AIA A101-2017 Standard Form of Agreement Between Owner and Contractor with State of Rhode Island revisions dated 7-25-19.

9b)  AIA A104-2017 Standard Abbreviated Form of Agreement Between Owner and Contractor with State of Rhode Island revisions dated 9-10-19.

9c)  AIA B101-2017 Standard Form of Agreement Between Owner and Design Agent with State of Rhode Island revisions dated 9-10-19.

9d)  AIA B102-2017 Standard Form of Agreement Between Owner and Design Agent without a Predefined Scope of Design Agent’s Services with State of Rhode Island revisions dated 9-10-19.

9e)  AIA B104-2017 Standard Abbreviated Form of Agreement Between Owner and Design Agent with State of Rhode Island revisions dated 9-10-19.

9f)  AIA C172-2014 Standard Form of Agreement Between Owner and Program Manager for use on a Single Project with State of Rhode Island revisions dated 9-13-19.

9g)  AIA A201-2007 General Conditions of the Contract for Construction with State of Rhode Island Revision**s** dated 9-10-19.

9h)  Other - Specify required AIA contract document

**SECTION A. BACKGROUND**

The Community College of Rhode Island is the largest public institution in the state, providing high-quality academic programs and career-oriented training for full- and part-time students, recent high school graduates, and adult learners.

Named the 2019 Two-Year College of the Year by Education Dive magazine, CCRI enrolls more than 13,000 students in credit-bearing degree and certificate programs and an additional 8,500 individuals in Workforce Development programs and adult education courses annually.

With campuses in Warwick, Providence, Newport, and Lincoln and satellite campuses in Westerly and Woonsocket, CCRI meets Rhode Islanders where they are, offering an outstanding college education that leads to strong learning outcomes, successful degree attainment, and job placement opportunities. Students can choose from more than 90 majors and programs and seven academic career paths. CCRI also offers online, hybrid, and in-person options in addition to seamless transfer opportunities for students looking to continue their education at a four-year college or university.

The Community College offers extensive community programming as well, opening its facilities for public use, sponsoring programs on issues of public concern, and offering workshops and seminars for businesses, government agencies, and individuals seeking to improve their skills or enhance their lives.

The purpose of this RFQ is to identify a qualified vendor that will exemplify our institution’s mission by providing NAME AND DESCRIBE SERVICE with the highest caliber of services delivered to the Community College of Rhode Island community.

**SECTION B: SCOPE OF WORK AND REQUIREMENTS**

DESCRIBE IN DETAIL THE SCOPE OF WORK AND REQUIREMENTS

**SECTION C: CONTRACT TIME**

Start of construction: ENTER DATE

Substantial completion: ENTER DATE

Final completion: ENTER DATE

**SECTION D: ALLOWANCES**

The Base Bid Price includes the cost of Allowances.

1. ENTER ALLOWANCE $ENTER AMOUNT
2. ENTER ALLOWANCE $ENTER AMOUNT
3. ENTER ALLOWANCE $ENTER AMOUNT
4. ENTER ALLOWANCE $ENTER AMOUNT

TOTAL ALLOWANCES: $ ENTER AMOUNT

**SECTION E: LIQUIDATED DAMAGES**

$ ENTER AMOUNT per day

**SECTION F: ALTERNATES**

Alternates must be accepted in order they are listed.

ALTERNATE 1. ENTER ALTERNATE ADD SUBTRACT

ALTERNATE 2. ENTER ALTERNATE ADD SUBTRACT

ALTERNATE 3. ENTER ALTERNATE ADD SUBTRACT

ALTERNATE 4. ENTER ALTERNATE ADD SUBTRACT

**SECTION G: UNIT PRICE**

UNIT

1. ENTER ALLOWANCE $ENTER AMOUNT
2. ENTER ALLOWANCE $ENTER AMOUNT
3. ENTER ALLOWANCE $ENTER AMOUNT
4. ENTER ALLOWANCE $ENTER AMOUNT