

Quasi-Public  
University of Rhode Island

SECTION 1 – RIVIP VENDOR INFORMATION

**Bid/RFP Number:** 101023  
**Bid/RFP Title:** REPLACEMENT PARTS & LABOR FOR MULTI-STACK CHILLERS  
**Bid Contact Person:** PURCHASING  
**Bid Contact Phone:** 4018742171  
**Opening Date & Time:** 6/3/2021 1:00 PM  
**RIVIP Vendor ID #:** 28010  
**Vendor Name:** Nexgen Mechanical Inc.  
**Address:** 205 Hallene Rd  
Unit 106  
**Telephone:** (401) 921-3211  
**Fax:** (401) 921-3212  
**E-Mail:** David@nexgenmechanical.com  
**Contact Person:** David McCurry  
**Title:** Vice President

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.state.ri.us](http://www.purchasing.state.ri.us). 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.

**Submission Information**

Submit offers as required within the Bid/RFP document. This contract is NOT a state bid.

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, (3) that vendor understands and has complied with the requirements set forth.



Vendor's Signature: I/we certify that the above vendor information is correct and complete.

Date

6/2/21

Stephen Lamers Account Manager

Print Name and Title of company official signing offer



## BID/PROPOSAL

COMMODITY: REPLACEMENT PARTS & LABOR FOR MULTI-STACK CHILLERS DATE: 5/13/2021

FORMAL BID NO. \_\_\_\_\_ PUBLIC BID NO. 101023

BIDS ARE TO BE RECEIVED IN URI PURCHASING DEPARTMENT BY: DATE: 6/3/2021 TIME: 1:00 PM  
Eastern Time

BUYER: XENIYA JONES/dz SURETY REQUIRED: YES: \_\_\_\_\_ NO: X

PRE-BID/PROPOSAL CONFERENCE: DATE: \_\_\_\_\_ TIME: \_\_\_\_\_  
MANDATORY: YES: \_\_\_\_\_ NO: \_\_\_\_\_

LOCATION: \_\_\_\_\_  
\_\_\_\_\_

Questions concerning this solicitation must be received by: DATE: 5/25/2021 TIME: 12:00 PM

Questions are to be submitted in a *Microsoft Word* document to: URIPurchasing@uri.edu

Please reference the Bid Number on all correspondence. Questions received, if any, will be posted on the internet as an addendum to the bid. It is the responsibility of all interested parties to download this information.

For Bid Solicitation Information visit: <http://web.uri.edu/purchasing/bid-information/>

### STATEMENT REGARDING COVID-19

**Effective immediately, we are suspending all in-person public bid openings until further notice.**

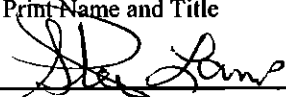
Public Bid responses will be publicly read via Webex video conferencing. To participate in the bid opening, please visit the following site at the scheduled bid opening date and time:

\* URL: <https://univofri.webex.com/meet/uripurchasing>

No offer will be considered that is not accompanied by the attached University of Rhode Island Bidder Certification Form/Contract Offer completed and signed by the offeror.

COMPANY NAME: Nexgen Mechanical Inc.  
STREET AND NUMBER: 205 HALLENB RD Unit 6  
CITY, STATE & ZIP CODE: WARWICK RI 02886

Stephen Lamers Acct MGR 401-921-3211 401-921-3212  
Print Name and Title Telephone Number/Facsimile Number

 6/2/21 SLamers@Nexgenmechanical.com  
Signature Date E-mail address

**THIS BID WILL NOT BE HONORED UNLESS SIGNED**

## University of Rhode Island Bidder Certification Form

ALL OFFERS ARE SUBJECT TO THE REQUIREMENTS, PROVISIONS AND PROCEDURES CONTAINED IN THIS CERTIFICATION FORM. Offerors are expected to read, sign and comply with all requirements. Failure to do so may be grounds for disqualification of the offer contained herein.

### Rules for Submitting Offers

This Certification Form must be attached in its entirety to the front of the offer and shall be considered an integral part of each offer made by a vendor to enter into a contract with the University of Rhode Island. As such, submittal of the entire Bidder Certification Form, signed by a duly authorized representative of the offeror attesting that he/she (1) has read and agrees to comply with the requirements set forth herein and (2) to the accuracy of the information provided and the offer extended, is a mandatory part of any contract award.

To assure that offers are considered on time, each offer must be submitted with the specific Bid/RFP/LOI number, date and time of opening marked in the upper left hand corner of the envelope. Each bid/offer must be submitted in separate sealed envelopes.

A complete signed (in ink) offer package must be delivered to the University of Rhode Island Purchasing Office by the time and date specified for the opening of responses in a sealed envelope.

Bid responses must be submitted on the URI bid solicitation forms provided, indicating brand and part numbers of items offered, as appropriate. Bidders must submit detailed cuts and specs on items offered as equivalent to brands requested WITH THE OFFER. Bidders must be able to submit samples if requested.

Documents misdirected to other State or University locations or which are not present in the University of Rhode Island Purchasing Office at the time of opening for whatever cause will be deemed to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the University of Rhode Island Purchasing Office. Postmarks shall not be considered proof of timely submission.

RIVIP SOLICITATIONS. To assure maximum access opportunities for users, public bid solicitations shall be posted on the RIVIP for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due. Except when access to the Web Site has been severely curtailed and it is determined by the Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored.

PRICING. Offers are irrevocable for sixty (60) days from the opening date (or such other extended period set forth in the solicitation), and may not be withdrawn, except with the express permission of the University Purchasing Agent. All pricing will be considered to be firm and fixed unless otherwise indicated. The University of Rhode Island is exempt from Federal excise taxes and State Sales and Use Taxes. Such taxes shall not be included in the bid price.

PRICES QUOTED ARE FOB DESTINATION.

DELIVERY and PRODUCT QUALITY. All offers must define delivery dates for all items; if no delivery date is specified, it is assumed that immediate delivery from stock will be made. The contractor will be responsible for delivery of materials in first class condition. Rejected materials will be at the vendor's expense.

PREVAILING WAGE, OSHA SAFETY TRAINING and APPRENTICESHIP REQUIREMENTS. Bidders must comply with the provisions of the Rhode Island labor laws, including R.I. Gen. Laws §§ 37-13-1 et seq. and occupational safety laws, including R.I. Gen. Laws §§ 28-20-1 et seq. These laws mandate for public works construction projects the payment of prevailing wage rates, the implementation and maintenance of occupational safety standards, and for projects with a minimum value of \$1 Million, the employment of apprentices. The successful Bidder must submit certifications of compliance with these laws from each of its subcontractors prior to their commencement of any work. Prevailing wage rates, apprenticeship requirements, and other workforce and safety regulations are accessible at [www.dlt.ri.gov](http://www.dlt.ri.gov).

PUBLIC RECORDS. Offerors are advised that all materials submitted to the University for consideration in response to this solicitation will be considered without exception to be Public Records pursuant to Title 38 Chapter 2 of the Rhode Island General Laws, and will be released for inspection immediately upon request once an award has been made. Offerors are encouraged to attend public bid/RFP openings to obtain information; however, bid/RFP response summaries may be reviewed after award(s) have been made by visiting the Rhode Island Vendor Information Program (RIVIP) at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) > Solicitation Opportunities > Other Solicitation Opportunities. Telephone requests for results will not be honored. Written requests for results will only be honored if the information is not available on the RIVIP.

Award will be made to the responsive and responsible offeror quoting the lowest net price in accordance with specifications, for any individual item(s), for major groupings of items, or for all items listed, at the University's sole option.

**BID SURETY.** Where bid surety is required, bidder must furnish a bid bond or certified check for 5% of the bid total with the bid, or for such other amount as may be specified. Bids submitted without a required bid surety will not be considered.

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

**VENDOR AUTHORIZATION TO PROCEED.** When a purchase order, change order, contract/agreement or contract/agreement amendment is issued by the University of Rhode Island, no claim for payment for services rendered or goods delivered contrary to or in excess of the contract terms and scope shall be considered valid unless the vendor has obtained a written change order or contract amendment issued by the University of Rhode Island Purchasing Office PRIOR to delivery.

Any offer, whether in response to a solicitation for proposals or bids, or made without a solicitation, which is accepted in the form of an order OR pricing agreement made in writing by the University of Rhode Island Purchasing Office, shall be considered a binding contract.

**REGULATIONS, GENERAL TERMS AND CONDITIONS GOVERNING STATE AND THE UNIVERSITY OF RHODE ISLAND CONTRACTS.** This solicitation and any contract or purchase order arising from it are issued in accordance with the specific requirements described herein, and the State's Purchasing Laws and Regulations and other applicable State Laws and Regulations, including the Board of Governors for Higher Education Regulations and General Terms and Conditions of Purchase. The Regulations and General Terms and Conditions are incorporated into all University of Rhode Island contracts and can be viewed at: <https://web.uri.edu/purchasing/files/BOGREG.pdf> and [www.ridop.ri.gov](http://www.ridop.ri.gov).

**EQUAL EMPLOYMENT OPPORTUNITY.** Compliance certificate and agreement procedures will apply to all awards for supplies or services valued at \$10,000 or more. Minority Business Enterprise policies and procedures, including subcontracting opportunities as described in Title 37 Chapter 14.1 of the Rhode Island General Laws also apply.

**PERFORMANCE BONDS.** Where indicated, successful bidder must furnish a 100% performance bond and labor and payment bond for contracts subject to Title 37 Chapters 12 and 13 of the Rhode Island General Laws. All bonds must be furnished by a surety company authorized to conduct business in the State of Rhode Island. Performance bonds must be submitted within 21 calendar days of the issuance of a tentative notice of award.

**DEFAULT and NON-COMPLIANCE** Default and/or non-compliance with the requirements and any other aspects of the award may result in withholding of payment(s), contract termination, debarment, suspension, or any other remedy necessary that is in the best interest of the state/University of Rhode Island.

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

**SPRINKLER IMPAIRMENT AND HOT WORK.** The Contractor agrees to comply with the practices of the State's Insurance carrier for sprinkler impairment and hot work. Prior to performing any work, the Contractor shall obtain the necessary information for compliance from the Risk Management Office at the Department of Administration or the Risk Management Office at the University of Rhode Island.

Each bid proposal for a *public works project* must include a "public copy" to be available for public inspection upon the opening of bids. **Bid Proposals that do not include a copy for public inspection will be deemed nonresponsive.**

For further information on how to comply with this statutory requirement, see R.I. Gen. Laws §§ 37-2-18(b) and (j). Also see State of Rhode Island Procurement Regulation 5.11 at <https://www.ridop.ri.gov/rules-regulations/>



SECTION 4 - CERTIFICATIONS

Bidders must respond to every statement. Bid proposals submitted without a complete response may be deemed nonresponsive.

Indicate "Y" (Yes) or "N" (No), and if "No," provide details below.

THE VENDOR CERTIFIES THAT:

Y 1 I/we certify that I/we will immediately disclose, in writing, to the University Purchasing Agent any potential conflict of interest which may occur during the course of the engagement authorized pursuant to this contract.

Y 2 I/we acknowledge that, in accordance with (1) Chapter §37-2-54(c) of the Rhode Island General Laws "no purchase or contract shall be binding on the state or any agency thereof unless approved by the Department [of Administration] or made under general regulations which the Chief Purchasing Officer may prescribe," and (2) RIGL section §37-2-7(16) which identifies the URI Board of Trustees as a public agency and gives binding contractual authority to the University Purchasing Agent, including change orders and other types of contracts and under State Purchasing Regulation 8.2.B any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the University of Rhode Island may be disregarded and shall not be binding on the University of Rhode Island.

Y 3 I/we certify that I or my/our firm possesses all licenses required by Federal and State laws and regulations as they pertain to the requirements of the solicitation and offer made herein and shall maintain such required license(s) during the entire course of the contract resulting from the offer contained herein and, should my/our license lapse or be suspended, I/we shall immediately inform the University of Rhode Island Purchasing Agent in writing of such circumstance.

Y 4 I/we certify that I/we will maintain required insurance during the entire course of the contract resulting from the offer contained herein and, should my/our insurance lapse or be suspended, I/we shall immediately inform the University of Rhode Island Purchasing Agent in writing of such circumstance.

Y 5 I/we certify that I/we understand that falsification of any information herein or failure to notify the University of Rhode Island Purchasing Agent as certified herein may be grounds for suspension, debarment and/or prosecution for fraud.

Y 6 I/we acknowledge that the provisions and procedures set forth in this form apply to any contract arising from this offer.

Y 7 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 ( <https://www.ridop.ri.gov/rules-regulations/> ) and the Board of Governors Regulations on the URI Purchasing Website ( <https://web.uri.edu/purchasing/files/BOGREG.pdf> ) apply as the governing conditions for any contract or purchase order I/we may receive from the University of Rhode Island, including the offer contained herein.

Y 8 I/we certify that the bidder: (i) is not identified on the General Treasurer's list, created pursuant to R.I. Gen. Laws § 37-2.5-3, as a person or entity engaging in investment activities in Iran described in § 37-2.5-2(b); and (ii) is not engaging in any such investment activities in Iran.

Y 9 If the product is subject to Department of Commerce Export Administration Regulations (EAR) or International Traffic in Arms Regulations (ITAR), please provide the Export Control Classification Number (ECCN) or the US Munitions List (USML)  
Category: \_\_\_\_\_

Y 10 I/we certify that the above information is correct and complete.

IF YOU ARE UNABLE TO CERTIFY YES TO QUESTIONS #1 – 8 and 10 OF THE FOREGOING, PROVIDE DETAILS/EXPLANATION IN AN ATTACHED STATEMENT. INCOMPLETE CERTIFICATION FORMS SHALL BE GROUNDS FOR DISQUALIFICATION OF OFFER.

Signature below commits vendor to the attached offer and certifies (1) that the offer has taken into account all solicitation amendments where applicable, (2) that the above statements and information are accurate and that vendor understands and has complied with the requirements set forth herein.

Vendor/Company Name: Nexgen Mechanical INC

Vendor's Signature: Stephen Lamers Bid Number: 101023 Date: 6/2/21  
(Person Authorized to enter into contracts; signature must be in ink) (if applicable)

Stephen Lamers Account Manager  
Print Name and Title of Company official signing offer

COMMODITY: REPLACEMENT PARTS & LABOR FOR MULTI-STACK CHILLERS  
OPENING DATE & TIME: 6/3/2021 @ 1:00 PM  
BLANKET REQUIREMENTS: 7/1/2021 - 6/30/2024

SHIP TO:  
URI FACILITIES SERVICES  
60 TOOTELL ROAD., SHERMAN BLDG.  
KINGSTON, RI 02881

BIDDER (NAME OF FIRM)

Nexgen Mechanical

BID NO: 101023

ATTACHMENT "A"

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

IF BIDDING ON ANY ITEM, THE ENTIRE BID MUST BE RETURNED. THE PRICE COLUMN ON THE RIGHT WILL BE DETACHED TO CREATE A BID TABULATION SPREAD SHEET FOR THE "OFFICIAL BID ANALYSIS", THEREFORE:

A VENDOR NAME MUST APPEAR IN BOTH COLUMNS ON "EVERY" PAGE UNDER THE WORDS "BIDDER"

B PRICE COLUMNS MUST CONTAIN "EXACTLY" THE SAME INFORMATION.

C ANY SUPPLEMENTARY INFORMATION MUST BE REPEATED IN "BOTH" COLUMNS.

D TO ASSURE THAT OFFERS ARE CONSIDERED ON TIME, EACH OFFER MUST BE SUBMITTED WITH SPECIFIC BID/RFP NUMBER (PROVIDED ABOVE), DATE AND TIME OF OPENING MARKED IN THE UPPER LEFT HAND CORNER OF ENVELOPE. EACH BID/OFFER MUST BE SUBMITTED IN SEPARATE SEALED ENVELOPES:

<b>MAIL TO:</b>  UNIVERSITY OF RHODE ISLAND P.O. BOX 1773 PURCHASING DEPARTMENT KINGSTON, RI 02881	<b>COURIER:</b>  UNIVERSITY OF RHODE ISLAND PURCHASING DEPARTMENT DINING SERVICES DISTRIBUTION CENTER 10 TOOTELL ROAD KINGSTON, RI 02881-2010
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DOCUMENTS MISDIRECTED TO OTHER STATE LOCATIONS OR WHICH ARE NOT PRESENT IN THE UNIVERSITY OF RHODE ISLAND PURCHASING DEPARTMENT AT THE TIME OF OPENING FOR WHATEVER CAUSE WILL BE DEEMED TO BE LATE AND WILL NOT BE CONSIDERED. FOR THE PURPOSE OF THIS REQUIREMENT, THE OFFICIAL TIME AND DATE SHALL BE THAT OF THE TIME CLOCK IN THE UNIVERSITY OF RHODE ISLAND PURCHASING DEPARTMENT. POSTMARKS SHALL NOT BE CONSIDERED PROOF OF TIMELY SUBMISSION.

FAILURE TO COMPLETE FORM AS INSTRUCTED MAY BE GROUNDS FOR "DISQUALIFICATION".

**GROUP PURCHASING ORGANIZATIONS (GPO):**

THE UNIVERSITY OF RHODE ISLAND IS A MEMBER OF THE FOLLOWING:

- 1) Educational & Institutional Cooperative Purchasing (E&I)
- 2) Provlsta

IF THIS IS A MULTI-YEAR BID/CONTRACT, CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE UNIVERSITY. TERMINATION MAY BE EFFECTED BY THE UNIVERSITY BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE UNIVERSITY TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES AND SUBJECT TO AVAILABILITY OF FUNDS.

DELIVERY AS REQUESTED

**DO NOT ATTACH QUOTES. QUOTATIONS SUBMITTED WITH BID RESPONSES WILL NOT BE CONSIDERED. ALL BID RESPONSES ARE IN ACCORDANCE WITH THE ATTACHED BID SPECIFICATIONS AND THE BOARD OF GOVERNORS FOR HIGHER EDUCATION PROCUREMENT REGULATIONS:**

- <http://www.ribghe.org/procurementregs113006.pdf>

COMMODITY: REPLACEMENT PARTS & LABOR FOR MULTI-STACK CHILLERS  
 OPENING DATE & TIME: 6/3/2021 @ 1:00 PM  
 BLANKET REQUIREMENTS: 7/1/2021 - 6/30/2024

SHIP TO:  
 URI FACILITIES SERVICES  
 60 TOOTELL ROAD., SHERMAN BLDG.  
 KINGSTON, RI 02881

BIDDER (NAME OF FIRM)

Nexgen Mechanical

BID NO: 101023

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
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**BLANKET REQUIREMENTS: 7/01/2021 - 6/30/2024**

REPLACEMENT PARTS AND LABOR FOR MULTISTACK CHILLERS AT COLLEGE OF PHARMACY BUILDING.

THIS BID IS FOR FULLY COMPATIBLE REPLACEMENT PARTS FOR THE URI MULTISTACK CHILLERS IN IN THE COLLEGE OF PHARMACY BUILDING. THIS BID REQUIRES AN HOURLY RATE FOR THE INSTALLATION TIME. SITE VISIT TO INSPECT CONDITIONS AND CONFIRM ALL TECHNICAL DETAILS.

THIS WORK MUST BE PERFORMED BY A PROPERLY LICENSED VENDOR WITH PROVEN FACTORY TRAINING BY MULTISTACK WITH EXAMPLES OF WORK ON INSTALLED FUNCTIONAL MULTISTACK CHILLERS.

PROVIDE PROOF OF FACTORY TRAINING FOR STAFF INSTALLING REPLACEMENT PARTS WITH BID SUBMISSION.

PROVIDE LIST OF WORKING MULTISTACK CHILLERS YOUR COMPANY HAS SERVICED WITH SUBMISSION.

THE INSTALLATION MUST BE FULLY COMPLIANT WITH RI LAWS AND REGULATIONS. SERVICE MANUAL IS ATTACHED FOR REFERENCE.

ALL STATE OF RHODE ISLAND PREVALING WAGE RULES APPLY.

**07/01/2021 - 06/30/2022**

1	COMPRESSOR MULTISTACK MOD #2 TURBOCORE MS#80T1H2W1-R134A	4	EACH	\$ 52,227	\$ 208,908
2	MULTISTACK MODULE CHILLER M#MS80T1H2W1-R134A 480 VOLT	2	EACH	\$ 91,006	\$ 182,012
3	HEAT EXCHANGER (HEATEX300T) MS#80TIH2WI-R134A	4	EACH	\$ 10,585	\$ 42,340
4	TECHNICIAN- HOURLY RATE FOR LABOR	200	HRS	\$ 146.00	\$ 29,200

**07/01/2022 - 06/30/2023**

5	COMPRESSOR MULTISTACK MOD #2 TURBOCORE MS#80T1H2W1-R134A	4	EACH	\$ 55,360	\$ 221,440
6	MULTISTACK MODULE CHILLER M#MS80T1H2W1-R134A 480 VOLT	2	EACH	\$ 96,467	\$ 192,934
7	HEAT EXCHANGER (HEATEX300T) MS#80TIH2WI-R134A	4	EACH	\$ 11,220	\$ 44,880
8	TECHNICIAN- HOURLY RATE FOR LABOR	200	HRS	\$ 146.00	\$ 29,200

**07/01/2023 - 06/30/2024**

9	COMPRESSOR MULTISTACK MOD #2 TURBOCORE MS#80T1H2W1-R134A	4	EACH	\$ 58,682	\$ 234,728
10	MULTISTACK MODULE CHILLER M#MS80T1H2W1-R134A 480 VOLT	2	EACH	\$ 102,254	\$ 204,508
11	HEAT EXCHANGER (HEATEX300T) MS#80TIH2WI-R134A	4	EACH	\$ 11,893	\$ 47,572
12	TECHNICIAN- HOURLY RATE FOR LABOR	200	HRS	\$ 146.00	\$ 29,200



COMMODITY: REPLACEMENT PARTS & LABOR FOR MULTI-STACK CHILLERS  
OPENING DATE & TIME: 6/3/2021 @ 1:00 PM  
BLANKET REQUIREMENTS: 7/1/2021 - 6/30/2024

SHIP TO:  
URI FACILITIES SERVICES  
60 TOOTELL ROAD., SHERMAN BLDG.  
KINGSTON, RI 02881

BIDDER (NAME OF FIRM)

Nexsen Mechanical

BID NO: 101023

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
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**UNIVERSITY OF RHODE ISLAND CONTRACT VENDOR PROTOCOL**

**OPERATIONAL PROCEDURES-**

- ALL VENDORS WILL REPORT TO THE SHERMAN BUILDING, 60 TOOTELL RD. BETWEEN HOURS OF 7:30AM AND 4:00PM (PH# 874-4060). VENDORS WILL CHECK IN AT THE MAINTENANCE CONTROL CENTER (MCC) AND SIGN OUT KEY PACKET. PICTURE ID WILL BE REQUIRED AT TIME OF SIGN OUT AS WELL AS THE SERVICE TECH'S CONTACT PHONE NUMBER.
- VENDOR WILL FILL OUT A TIME CARD WITH COMPANY NAME, TECHNICIAN NAME, JOB LOCATION WITH URI WORK ORDER NUMBER, AND PUNCH IN/OUT AT THE SHERMAN BUILDING TIME CLOCK. ONLY THE HOURS ON THE TIME CARD WILL BE PAID. A PHOTO COPY OF THE TIME CARD IS TO BE ATTACHED TO THE INVOICE ONLY.
- VENDOR WILL NOTIFY REQUESTING FACILITIES SUPERVISOR OF ARRIVAL. VENDOR WILL CONTACT REQUESTING SUPERVISOR UPON COMPLETION OF WORK AND LEAVE A DETAILED FIELD SERVICE SLIP WITH SUPERVISOR DESCRIBING WORK PERFORMED, PARTS USED AND ANY REMAINING ACTION NECESSARY. URI WORK ORDER # MUST BE ON SERVICE SLIP AND HOURS ON FIELD SERVICE SLIP MUST MATCH TIMECARD. KEY PACKET MUST BE RETURNED DAILY.
- NO PARKING ON ANY GRASSY SURFACES, HANDICAP SPOTS, FIRE LANES OR ON SIDEWALKS. SERVICE VEHICLES MUST HAVE APPROPRIATE SIGNAGE/ LABELING.
- VENDOR WILL SEND (1) SERVICE TECHNICIAN UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH UNIVERSITY MANAGEMENT.

**KEY PACKETS**

- KEY PACKETS ARE AVAILABLE IN THE CONTROL CENTER FOR VENDOR USE ONLY. THEY ARE SIGNED OUT AND RETURNED DAILY. NO EXCEPTIONS.
- KEYS LOST OR MISPLACED ARE THE SOLE RESPONSIBILITY OF THE VENDOR AFFECTED. THE VENDOR WILL ASSUME ALL COSTS ASSOCIATED WITH ANY AND ALL LOST KEYS.
- KEY PACKS IN-USE AFTER 4:00PM WILL NEED TO BE CALLED IN TO THE CONTROL CENTER PH# 401-874-4060) AND EXPLAINED AS TO WHY THE KEYS WILL BE LATE. LATE KEYS WILL BE RETURNED TO THE MAIL SLOT OUTSIDE THE CONTROL CENTER DAILY. NO KEYS WILL BE HELD OUTSIDE OF WORKING HOURS WITHOUT MANAGEMENT AUTHORIZATION.

**PROPER ATTIRE**

- ON SITE TECHNICIANS ARE TO BE PROPERLY ATTIRED. NO TANK TOPS, SLEEVELESS SHIRTS, HATS WITH ANYTHING OTHER THAN VENDOR COMPANY LOGO WILL BE ALLOWED. SHIRTS WILL CONTAIN COMPANY LOGO, OR A COMPANY IDENTIFICATION BADGE SHALL BE CLEARLY DISPLAYED AND BE AVAILABLE FOR INSPECTION AT ANY TIME.
  - NO SUNGLASSES WILL BE WORN INSIDE ANY BUILDING.
  - PANTS WILL BE PROPERLY SECURED AT THE WAIST.
  - SAFETY SHOES ARE REQUIRED.
- NO SMOKING IN OR WITHIN 25 FEET OF ANY UNIVERSITY OF RHODE ISLAND BUILDING