



# Rhode Island Airport Corporation

August 27, 2013

**INVITATION FOR BIDS NO. 25128  
UNIFORM RENTAL AND MAINTENANCE  
T. F. GREEN AIRPORT**

## INTRODUCTION

The Rhode Island Airport Corporation (RIAC) is soliciting sealed bids to provide uniform rental services for approximately 20-25 people. The contract award will be for one-year with two, (1) one-year extensions at the discretion of RIAC.

As part of the bid package, include a complete description of the clothing items you are offering.

RIAC reserves the right to waive any irregularities and to reject any and all bids on any basis without disclosing the reason. RIAC will be the sole judge in determining as equivalent products. Sealed bids will be received at: Rhode Island Airport Corporation, Office of Administration, Attention: Jeffrey P. Goulart, Manager, Finance and Administration, 3<sup>rd</sup> Floor, T. F. Green Airport, 2000 Post Road, Warwick RI 02886-1533.

**Due date for bids is not later than 2:00 p.m., September 4, 2013** at which time they will be publicly opened. Bids must be in a sealed envelope clearly marked "**IFB No. 25128 - Uniform Rental & Maintenance Contract**". RIAC will not accept late bids under any circumstances. All costs incurred in connection with responding to this Invitation for Bids (IFB) shall be borne by the bidder.

The successful bidder will be the lowest responsive bidder. For purposes of this solicitation, the lowest responsive bidder is the firm that RIAC determines meets the specifications at the lowest price. The successful bidder must hold the bid price for ninety days from bid opening date, and may not withdraw their bid for at least thirty days after the time and date set for the receipt of bids.

Commencement of work will be required within fifteen (15) days of award at: T. F. Green Airport Maintenance Facility, 300 Airport Road, Warwick RI 02886. All prices quoted are to be FOB delivery location. Payment terms are net thirty (30) days; RIAC is Tax Exempt and a certificate will be supplied as required.

Procedures respecting bids and the selection of Contractors shall be in conformity with Title 37, Chapter 2 of the General Laws of the State of Rhode Island and RIAC procurement rules.

  
Guy A. De Cristofaro  
Manager Airfield Maintenance

  
Jeffrey P. Goulart  
Manager, Finance and Administration

## **SPECIFICATIONS**

Uniforms are to be rented, cleaned and maintained for the Airfield Maintenance, Vehicle Maintenance, and Electrical Departments at T. F. Green Airport. Following are the specifications for uniform rental services for approximately 20-25 people. Include in your bid delivery to RIAC Maintenance Area, 300 Airport Road, Warwick, RI 02886.

### **GENERAL:**

1. Provide complete uniform issue as selected by RIAC.
2. Uniforms are to be rented and cleaned.
3. Five (5) changes per week. Issued to be eleven (11) shirts, eleven (11) pants and two (2) Jackets.
4. All garments shall be new. RIAC will choose colors.
5. Onsite measurements and fittings for approximately 20 - 25 employees.
6. Provide all emblems and repairs as required by RIAC at no additional cost.
7. Absorb all turnover costs in the turnover of personnel, and provide new employees with uniforms as requested by RIAC, with the exception of lost garments.
8. Normal wear and size changes are to be replaced at no charge. Replacement garments are to be new.
9. All emblems are to be embroidered. No silkscreen emblems will be accepted. Two (2) emblems per garment will be needed. Company name including logo and employee name.
10. Provide Orange shop towels (100 count inventory)

### **QUALITY OF CLOTHING:**

1. Long and or Short Sleeve Shirts: 100% Cotton. Banded dress shirt collar, must be an all button shirt, seven (7) buttons including top button. **No snaps accepted**
2. 100% Cotton Pants: Jean style waistband, on seam front and set in back pockets. Reinforced seam stitching. Solid brass zipper.
3. Jackets -Two (2): Hip length jacket or hike style jacket.

### **LOCKERS TO BE PROVIDED:**

Four (4) 8-Compartment locker units and four (4) laundry lock-up.

Any deviation from these specifications shall be explained in detail on the firm letterhead.

The bidder must include their company quality policy with the bid.

RIAC reserves the right to confirm references and contact further references obtained from other sources as deemed necessary.

In addition to the above, the Service Program should provide accurate ongoing records of garment pick-ups, deliveries, exchanges, or replacements, as well as an explanation of the inventory control system.

RIAC may make such investigation as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to RIAC all such information and data for this purpose as requested.

### **INSURANCE REQUIREMENTS**

Evidence of the following minimum insurance coverage must be provided prior to award:

- a. General Liability limits of \$1,000,000 per occurrence.
- b. Motor Vehicle Liability Insurance with limits of \$1,000,000 per occurrence.
- c. Worker's Compensation coverage to Rhode Island statutory limits or documentation evidencing an approved self-insurance program.
- d. Umbrella Liability limits of \$10 million excess of \$1,000,000 primary layer for airfield services, otherwise \$5 million.

RIAC and the State of Rhode Island shall be named as additional insured on all policies of insurance with the exception of Worker's Compensation insurance.

**INVITATION FOR BIDS # 25128  
UNIFORM RENTAL AND CLEANING  
RESPONSE FORM**

Responses are **due not later than 2:00 p.m., September 4, 2013**, Attention: Jeffrey P. Goulart, Manager, Finance and Administration, T. F. Green Airport, 3<sup>rd</sup> Floor, 2000 Post Road, Warwick, RI 02886. Vendors may copy/scan these pages to facilitate completing the information, but must return response in this format/order.

The undersigned, on behalf of the bidder, certifies that: This offer is made without previous understanding, agreement or connection with any person, firm, or corporation entering a bid on the same project; Is in all respects fair and without collusion or fraud. The person whose signature appears below is legally empowered to bind the company in whose name the bid is entered, they have read the entire document and understand all provisions. If accepted by RIAC this bid is guaranteed as written and amended and will be implemented as stated.

Firm Name \_\_\_\_\_

Contact \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Hours \_\_\_\_\_

Taxpayer I.D. Number \_\_\_\_\_

Company Web Site Address \_\_\_\_\_ E-Mail \_\_\_\_\_

General Nature Of Business \_\_\_\_\_

Type or Organization (check one):

Sole Proprietorship \_\_\_\_\_ Partnership \_\_\_\_\_ Incorporated \_\_\_\_\_ Public Corporation \_\_\_\_\_ Private Corporation \_\_\_\_\_

Minority Business Enterprise \_\_\_\_\_ Woman-Owned Business Enterprise \_\_\_\_\_

Small Business Enterprise \_\_\_\_\_

Manufacturer \_\_\_ Distributor \_\_\_ Retail \_\_\_ Dealer \_\_\_ Service \_\_\_

Number Of Locations \_\_\_\_\_ Number Of Persons Employed \_\_\_\_\_

We Acknowledge Receipt Of These Addenda: No. \_\_\_\_\_, Dated \_\_\_\_\_; No. \_\_\_\_\_, Dated \_\_\_\_\_

Has any person, firm, or corporation entering a proposal on the project been disbarred or suspended by the State of Rhode Island. If so indicate dates and explanation for such.

ALL vendors interested in responding **MUST** provide the following requested information in this format. Additional information may be included on accompanying sheets if necessary.



**4. Pricing Information in Words and Numbers**

**1. Price data required by bid document**

Weekly charge per person for 20-25 people with  
11 cotton Shirts, 11 cotton Pants and 2 jackets \$ \_\_\_\_\_

Orange shop towels (100 count inventory) \$ \_\_\_\_\_

Weekly charge for 4 Locker Units (Total of 32 Compartments) \$ \_\_\_\_\_

Weekly charge for 4 Laundry, Lock-Up units \$ \_\_\_\_\_

Environmental weekly charge \$ \_\_\_\_\_

Service charge weekly \$ \_\_\_\_\_

**Cost for lost garments:**

Shirt: \$ \_\_\_\_\_

Pants: \$ \_\_\_\_\_

Jacket: \$ \_\_\_\_\_

**Additional Charges:**

---

---

---

---

---

## "NO BID" RESPONSE FORM

To submit a "No Bid" response for this project, this form must be completed for your company to remain on our bidders list for commodities/services referenced. If you do not respond your name may be removed from this bidders list. In order to ensure that the RIAC file has current information, or if you wish to be added to RIAC's Vendor Listing, you must also return the Certificate of Familiarity form completed in its entirety.

Note: Please show the solicitation number on the outside of the envelope.

Please check statement(s) applicable to your "No Bid" response –

- Specifications are restrictive; i.e. geared toward one brand or manufacturer only (explain below).
- Specifications are ambiguous (explain below).
- We are unable to meet specifications.
- Insufficient time to respond to the solicitation.
- Our schedule would not permit us to perform.
- We are unable to meet bond requirements.
- We are unable to meet insurance requirements.
- We do not offer this product or service.
- Remove us from your vendor list for this commodity/service.
- Other (specify below).

Comments:

---

---

---

\_\_\_\_\_  
Company Name (as registered with the IRS)

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Correspondence Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone/Fax

## TERMS AND CONDITIONS

In submitting a response to this Invitation for Bids, vendors hereby understand the following:

1. All project participants, consultants, engineers, and contractors, must comply with all applicable federal, State laws and RIAC rules and regulations pertaining to contracts entered into by governmental agencies, including non-discriminating employment. Contracts entered into on the basis of submitted bids are revocable if contrary to law.
2. Alternate bids (two or more bids submitted) will be considered for award. RIAC reserves the right to make the final determination of actual equivalency or suitability of such bids with respect to requirements outlined herein.
3. The bids submitted, and any further information acquired through interviews will become, and are to be considered, a part of the final, completed contract. If there is any variance or conflict, the bid specifications, conditions, and requirements shall control.
4. Prices offered may not be withdrawn for a period of 90 days immediately following the opening of this Bid. Prices MUST also be free of federal, state, and local taxes unless otherwise imposed by a governmental body, and applicable to the material on the bid.
5. Bidder MUST return the original attached Response Form as noted previously on the bid due date.
6. Envelopes containing responses must be sealed and marked on the lower left-hand corner with the firm name and address bid number, date, and time.
7. RIAC interprets the term "lowest responsible bidder" as requiring RIAC to: (a) choose between the kinds of materials, goods, wares, or services subject to the bid, and (b) determine which bid is most suitable for its intended use or purpose. RIAC can consider, among other factors, such things as labor cost, service and parts availability, availability of materials and supplies, and maintenance costs of items upon which bids are received. RIAC can determine any differences or variations in the quality or character of the material, goods, wares, or services performed or provided by the respective bidders.
8. All requested information must be supplied. If you cannot respond to any part of this request, state the reason you cannot respond. You may provide supplemental information, if necessary, to assist RIAC in analyzing your proposal.
9. A purchase order and/or contractual agreement constitutes RIAC's offer to the service provider upon the terms and conditions stated herein, and shall become binding meeting the terms set forth herein when it is accepted by acknowledgment or performance.
10. After award, if the successful bidder/supplier refuses or fails to make deliveries of the materials and or services within the times specified in the Invitation for Bids, purchase order, or contractual agreement, RIAC may, by written notice, terminate the contract OR purchase order.
11. The supplier shall hold and save RIAC, The State of Rhode Island, and its officers, agents, employees and contractual third parties harmless from liability of any patented or unpatented invention, process, article, or appliance manufactured, or used in the performance of the contract, including its use by RIAC.
12. Payment of the seller's invoices is subject to adjustment.
13. The Bidder agrees that:
  - a. He/she shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, national origin, ancestry, or physical handicap;

- b. In all solicitations or advertisements for employees, he/she shall include the phrase, 'Equal Opportunity Employer,' or a similar phrase;
  - c. If he/she fails to comply, he shall be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by RIAC;
  - d. If he/she is found guilty of discrimination under a decision, he/she shall be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by RIAC; and,
  - e. He/she shall include the provisions of subsections (a) through (d) inclusively of this paragraph in every subcontract or purchase order so that such provision will be binding upon such subcontractor or vendor."
14. RIAC shall retain the right to reject any and/or all bids received, and responses to this and/or related documents, if determined to be non-responsive in any form, or if determined to be in the best interest of RIAC.
  15. The firm responding to this bid proposes to furnish all materials, labor, supplies, equipment and incidentals necessary to provide the equipment/materials/services described herein in accordance with the Addenda, Contract, Bonds, Insurance, Plans, Specifications, Mandatory Requirements and Conditions.
  16. If a response to this Invitation for Bids is accepted, the Bidder agrees to execute and deliver to RIAC a contract in accordance with the Contract Documents (if applicable) within 10 days of notice of the award to the Bidder. The Bidder agrees that the surety/deposit given concurrently herewith shall become the property of RIAC in the event the Bidder fails to execute and deliver such contract within the specified time. In the further event of such failure, the Bidder shall be liable for RIAC's actual damages that exceed the amount of the surety.
  17. It shall be understood that time is of the essence in the bidder performance. The bidder agrees that RIAC's damages would be difficult or impossible to predict in the event of a default in the performance hereof; and it is therefore agreed that if the bidder defaults in the performance of the Contract Documents, the bidder shall be liable for payment of the sums stipulated in the Contract Documents as liquidated damages, and not as a penalty.
  18. The bidder hereby certifies that he/she has carefully examined all of the documents for the project, has carefully and thoroughly reviewed this Invitation for Bids, that he/she has inspected the location of the project (if applicable), and understands the nature and scope of the work to be done; and that this bid is based upon the terms, specifications, requirements, and conditions of the Invitation for Bids and documents. The Bidder further agrees that the performance time specified is a reasonable time, having carefully considered the nature and scope of the project as aforesaid.
  19. All products/services and related equipment proposed and/or affected by acquisitions or purchases made as a result of the response to this document shall be compliant with existing RIAC hardware, software, and applications where applicable. Verification must be provided in the response to this document.
  20. The Bidder certifies that this proposal is submitted without collusion, fraud or misrepresentation as to other Bidders, so that all bids for the project will result from free, open and competitive bidding among all vendors.
  21. It shall be understood that any bid and any/all referencing information submitted in response to this Invitation for Bids shall become the property of RIAC and will not be returned. RIAC will use discretion with regards to disclosure of proprietary information contained in any response, but can not guarantee that information will not be made public. As a governmental entity, RIAC is subject to making records available for disclosure after Board approval of the recommendation.
  22. RIAC will not be responsible for any expenses incurred by any vendor in the development of a response to this Invitation for Bids. Further, RIAC shall reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended vendor even if RIAC has formally accepted a recommendation.
  23. RIAC will accept responses transmitted via facsimile unless stated to the contrary within this document. Bids must be received prior to the time and dates listed to be considered responsive. RIAC will not "accept" late responses and will return them to the sender. Further, RIAC will NOT: (1) guarantee security of the document

received; (2) be held responsible for bids which are NOT legible (and may choose to reject such responses); and, (3) guarantee that the receiving facsimile machine will accept transmission or that phone lines are functioning and available for transmission. Submitting a response via facsimile does NOT relieve the Bidder of: (1) responsibilities stated in the document (such as attendance at a mandatory pre-bid conference); (2) providing non-paper informational items which must be returned with the response (diskettes, large drawings, photographs, models, etc.); and, (3) providing original copies of bid sureties (bonds, certificates of insurance, etc.)

24. By submission of a response, the Bidder agrees that at the time of submittal, he/she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Bidder's services, or (2) benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership or employment, on a board, elected office, department or bureau, or committee sanctioned by and/or governed by RIAC. Bidders shall identify any interests, and the individuals involved, on separate paper with the response and shall understand that RIAC, at the discretion of the Purchasing Agent, or his designee, in consultation with RIAC Counselor, may reject their bid.

25. Campaign Finance Compliance - Every person or business entity providing goods or services at a cost of \$5000 cumulated value is required to file an affidavit regarding political campaign contributions with the RI State Board of Elections even if no reportable contributions have been made. (RI General Law 17-27) Forms obtained at Board of Elections, Campaign Finance Division, 50 Branch Avenue, Providence, RI 02904 (401-222-2056).

26. Major State Decision-Maker - Does any Rhode Island "Major State Decision-Maker", as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a \$5000 or greater cash interest in this business?

For purposes of this question, "Major State Decision-Maker" means:

- (i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in R.I.G.L § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of president, senior vice president, general counsel, director, executive director, deputy director, assistant director, executive counsel or chief of staff;
- (ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;
- (iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator,

If your answer is "Yes", please identify the Major State Decision-Maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.

27. E-Verify - Please include in your submission a statement from an authorized representative of your firm/business certifying as follows:

"I/we certify that I/we have registered to utilize the E-Verify program ([www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify)) to ensure compliance with federal and state law. I understand and agree that I am required to continue to utilize the

services of the E-Verify program for as long as I continue to business with Rhode Island Airport Corporation. I further understand that my failure to continue to utilize the services of the E-Verify program will adversely affect my ability to continue to business with Rhode Island Airport Corporation now and in the future.”

If your firm is awarded a contract under this IFB you will be required to provide additional documentation to RIAC demonstrating that you have registered with the E-Verify program.