



Rhode Island Airport Corporation

September 19, 2016

**Invitation for Bid. 26572
JANITORIAL PRODUCTS
T. F. GREEN AIRPORT**

The Rhode Island Airport Corporation (RIAC) is seeking bids for the supply of various Janitorial Products for T. F. Green Airport. The Janitorial Products must meet the enclosed specifications. Contract award shall be for one (1) year with two (2) subsequent one-year extensions at RIAC's sole discretion.

Due date for bids is no later than **10:30AM EDT, October 3, 2016**, at which time they will be publicly opened. Bids must be in a sealed envelope clearly marked "**IFB No. 26572 – Janitorial Products**". 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.

Questions related to this solicitation may be submitted to procurement@pvdairport.com no later than 4:00PM EDT, September 26, 2016. Direct contact with RIAC staff is strictly prohibited unless submitted in writing to procurement@pvdairport.com. RIAC may issue an addendum by 4:00PM EDT, September 27, 2016 to respond to any relevant questions raised by potential bidders. This addendum will be posted to <https://www.pvdairport.com/corporate/procurement> and <https://www.purchasing.ri.gov>.

Automatic weekly deliveries are required to T. F. Green Airport, 2000 Post Road, Warwick, RI 02886. All prices quoted are to be FOB delivery location. RIAC is tax exempt and a certificate will be supplied as required.

Carla M. Ottaviano

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Financial Analyst and Administrator

SPECIFICATIONS

The successful bidder will supply T. F. Green Airport with the following products:

1. Trash Bags 38" X 60" are to be 22-micron thickness with a natural or clear color at 200 per case. Current product Central Poly #CP3860N22 estimated annual usage 800 cases.
2. Trash Bags 24" X 36" are to be 10-micron thickness with a natural or clear color at 1000 per case. Current product Central Poly. # CP2436N10 estimated annual usage 100 cases.
3. Toilet Seat Covers are half fold in 20 packs, 250 per pack and 5000 per case. Current product Tradex # TSCR5000, estimated annual usage 200 cases.
4. Liquid Hand Soap is of a coconut oil base with four 1 gallon bottles per case. Current product Simonize # CS0280004, estimated annual usage 300 cases.
5. Bath Tissue is to be 1 ply, 1210 sheets per roll, 4.0" x 4.05", 10,890 sq. ft. and 80 rolls per case. Current product Georgia Pacific # 14580, estimated annual usage 1000 cases.
6. Hand Towel is to be a bleached hard roll towel, 8" diameter, TAD white roll towel 6 rolls of 1000" per case. Current product Georgia Pacific #26100, estimated annual usage 1000 cases.
7. Wax Bag Liners are to be of a waxed Kraft paper, 7 ½" x 10 ¼" x 3 ½" at 500 per case. Current product Hospital Specialty # KL/260, estimated annual usage 40 cases.
8. Baby Changing Station Table Liners are to be of a moisture proof backing at 500 per case. Current product Banner # 67015, estimated annual usage 25 cases.
9. Hand Sanitizer – GOJO Purell #2256-04 NXT Advanced Gel Hand Sanitizer Instant Refill, 4 per case, estimated annual usage 24 cases.

Note: Any manufacturer's names, trade names, or brand names, are for information only and are not intended to limit competition. The bidder may offer any brand for which they are an authorized representative that meets or exceeds the specification for any item(s). If bids/proposals are based on equivalent products, products should be listed under Item No. 9 on the Bid Response Form along with a sample of the product and specification sheet verifying equivalency. Reference to literature submitted with a previous bid will not satisfy this provision. **Bid submissions without samples will be deemed non-responsive.**

The low bidder(s) will be required to submit a case of each product for evaluation if bidding other than the specified brand and model listed in the bid.

Deliveries will be set up on a weekly basis. Service will be an essential part of this contract and deliveries will be required to be completed on time. Failure to comply with delivery requirements will be cause for cancellation of the contract.

If RIAC determines that the performance of the vendor does not comply with the bid requirements at any time after award, RIAC may:

- a. Immediately suspend shipments; and
- b. Notify the vendor of the non-performance with a requirement that the deficiency be corrected within ten (10) days of notification.

RIAC may make multiple awards, selecting multiple vendors to provide the products desired. A decision to make a multiple award of this Bid, however, is an option reserved by RIAC, based on the needs of RIAC.

**IFB No. 26572
JANITORIAL PRODUCTS
T. F. GREEN AIRPORT
RESPONSE FORM**

Responses are **due no later than 10:30AM EDT, October 3, 2016** at Rhode Island Airport Corporation, T. F. Green Airport, Office of Procurement, 2000 Post Road, 3rd floor, Warwick RI 02886-1533. 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.

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

Firm Name _____

Contact Name _____ Title _____

Signature _____ Date _____

Address _____ City/State _____ Zip _____

Phone _____ Fax _____ Hours _____

Company Web Site Address _____ E-Mail _____

General Nature of Business _____

Remittance Address (for Payments):

Name: _____

Address _____ City/State _____ Zip _____

1. Are you Rhode Island Certified as DBE/WBE/MBE? If yes, please attach certification letter

Yes___ No___

2. Are you listed on a Master Price Agreement (MPA)with the State of Rhode Island?

Yes___ No___ MPA Number(s)_____

3. Are you a GSA, MiCTA, or U.S. Communities Contractor?

Yes___ No___ Number(s)_____

4. Type of Organization (check one):

Manufacturer _____ Distributor _____ Retail _____ Dealer _____ Service _____

5. We Acknowledge Receipt of Addenda: No.____, Dated _____; No. ____, Dated _____

6. 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.

7. Provide references from at least (3) companies, which have received the proposed or similar services. Please include: Firm, Facility, Group or Organization Name, Address, Contact Person, Title, Phone Number, Email Address, Date of Purchase/Service/Project, Description of Purchase/Service/Project.

8. Attach a W9 Form.

9. On a separate sheet, list any deviations from the SPECIFICATIONS and MANDATORY REQUIREMENTS section in this document. **Below is an example of the format**

ITEM NO.	REASON FOR DEVIATION, DESCRIPTION OF REPLACEMENT COMPONENT, AND/OR EXPLANATION

10. Pricing Information (please print clearly)

	Estimated Annual Usage (Case)	Unit Cost (USD \$)	Mark with "X" if Deviation
1 Trash Bags 38 x 60, 22 mic, Natural/Clear color, 200 bags per case	800		
2 Trash Bags 24 x 36, 10 mic, Natural/Clear color, 1000 bags per case	100		
3 Toilet Seat Covers Half fold, 20 packs, 250 per pack, 5000 per case	200		
4 Liquid Hand Soap Coconut Oil base 4 - 1 gallon bottles per case	300		
5 Bath Tissue 1-Ply, 1210 sheets per roll 4 x 4.05 10,890 sq ft, 80 rolls per case	1000		
6 Hand Towels 8" diameter, TAD white roll towel, 8" diameter, 1000", 6 rolls per case	1000		
7 Wax Bag Liners Kraft paper 7 1/2 x 10 1/4 x 3 1/2, 500 per case	40		
8 Baby Changing Station Moisture proof back, 500 per case	25		
9 Hand Sanitizer GOJO Purell #2256-04 NXT Instant Refill, 4 per case	24		

Prices quoted will be fixed for the term of the one year plus up to 2 optional extension years, at RIAC's sole discretion.

Where a discrepancy occurs between the prices quoted in words and in numbers, the figure quoted in words shall take precedence and govern in determining final costs or award of contract.

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. Bidders must hold the bid price for ninety (90) days from bid opening date, and may not withdraw their bid for at least thirty (30) days after the time and date set for the receipt of bids. 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. RIAC is Tax Exempt and a certificate will be supplied as required.
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. 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 (if applicable). The successful bidder will be the lowest responsible and responsive bidder. For purposes of this solicitation, the lowest responsible bidder is the firm that RIAC determines meets the specifications at the lowest price.
9. 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 bid.
10. 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.
11. 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.

12. The supplier shall hold and save RIAC, The State of Rhode Island, and its officers, agents, servants/employees 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.
13. Payment of the seller's invoices is subject to adjustment and payment terms are net 30 days following approval by RIAC staff.
14. 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.
15. 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.
16. 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.
17. 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 ten 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.
18. 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.
19. 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.

20. 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.
21. 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.
22. 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 cannot 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.
23. 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.
24. 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).
25. 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 Director in consultation with RIAC Counselor, may reject their bid.
26. Campaign Finance Compliance - Every person or business entity providing goods or services at a cost of \$5,000 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).
27. 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 Five Thousand Dollar 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.