

6/29/12



**RHODE ISLAND  
COLLEGE**

**PURCHASING DEPARTMENT**  
600 Mt. Pleasant Avenue, Building #5  
Providence, Rhode Island 02908  
Phone: 401-456-8047 Fax: 401-456-8528

**BID/PROPOSAL**

COMMODITY: **COFFEE**

FORMAL BID NO. \_\_\_\_\_ PUBLIC BID NO. **12080825** RFP NO. \_\_\_\_\_

**DATE & TIME BIDS TO BE RECEIVED AT R.I.C.'S PURCHASING DEPARTMENT: 8/08/12 11:00 AM**

PRE-BID/PROPOSAL CONFERENCE NO DATE: TIME: LOCATION:

BUYER: SHERI VINCENT SURETY REQUIRED \_\_\_\_\_ NO SURETY REQUIRED  X

BE SURE ALL INFORMATION SHOWN BELOW IS CORRECT.  
FEDERAL EMPLOER IDENTIFICATION NUMBER MUST BE INCLUDED.

COMPANY NAME: \_\_\_\_\_ FEIN: \_\_\_\_\_

STREET AND NUMBER: \_\_\_\_\_

CITY, STATE & ZIP CODE: \_\_\_\_\_

THIS BID WILL NOT BE HONORED IF NOT COMPLETED AND SIGNED by the offeror.  
Rhode Island College Bidder Certification Form

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Telephone Number/Facsimile Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company F.E.I.N.

**NOTICE TO VENDORS**

**ALL OFFERS ARE SUBJECT TO THE REQUIREMENTS, PROVISIONS AND PROCEDURES CONTAINED IN THIS CERTIFICATION FROM/CONTRACT OFFER. 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.**

Effective January 1, 2012 all public works projects related bids or proposals exceeding SEVEN HUNDRED FIFTY THOUSAND (\$750,000) dollars are required to include a "public copy". All agency contract solicitations, requests for proposals, invitations for bids, etc. shall state that any bid or proposal that exceeds SEVEN HUNDRED FIFTY THOUSAND (\$750,000) dollars must include a copy to be available for public inspection upon the opening of the bids. Any bid or proposal that exceeds SEVEN HUNDRED FIFTY THOUSAND (\$750,000) dollars which does not include a copy for public inspection shall be deemed to be non-responsive. Additionally, proposals submitted for a Master Price Agreement, when the total amount potentially may exceed SEVEN HUNDRED FIFTY THOUSAND (\$750,000) dollars and the solicitation expressly requires any or all vendors to submit a public copy, must include a copy to be available for public inspection. For further information, please see RI Gen Laws §37-2-18(j) and State of RI Procurement Regulations at <http://purchasing.ri.gov/rulesandregulations/rulesandregulations.aspx>. Please see Question #11 below for further instructions regarding RIDOT Highway and Bridge construction projects.

#### Rules for Submitting Offers

This Certification Form/Contract Offer 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 Rhode Island College. As such, submittal of the entire Bidder Certification Form/Contract Offer, 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.

Each bid/offer must be submitted in a separate sealed envelope delivered to the Rhode Island College Purchasing Office by the time and date specified for the opening of responses. IF ATTACHMENTS ARE REQUIRED, BE SURE THEY ARE INCLUDED IN PACKAGE!!! (e.g., Bid Sureties, Special Licenses, Samples, Specifications that Differ From Solicitation).

#### Other Provisions and Procedures

**RIVIP SOLICITATIONS.** To assure maximum access opportunities for users, public bid/RFP notices shall be posted on the Rhode Island Division of Purchases Website (<http://www.purchasing.ri.gov/>) 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. When the result of an Internet solicitation is unsuccessful, Rhode Island College will cancel the original solicitation and resolicit the original offer directly from vendors.

**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 College Purchasing Agent. All pricing will be considered to be firm and fixed unless otherwise indicated. Rhode Island College 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.

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

**PREVAILING WAGE and OSHA and APPRENTICESHIP.** The provisions of the State labor laws and OSHA Safety Training, including but not limited to Rhode Island General Laws 37-13-1 et seq. and 28-20-1 et seq., shall apply for all public works contracts. Prevailing wage rates are posted in the information section of the RIVIP. The RI Department of Labor and Training should be contacted for regulatory requirements.

Apprenticeship Rhode Island general Laws 37-13-3 1 requires all general contractors and subcontractors who perform work on any public works contract awarded by the state valued at one million dollars (\$1,000,000) or more shall employ apprentices required for the performance of the awarded contract. The number of apprentices shall comply with the apprentice to journeyman ratio for each trade approved by the apprenticeship council of the department of labor and training.

In addition to executing this certification, the general contractor shall be responsible for requiring that all subcontractors on the awarded project certify their compliance with R.I. Gen. Laws §37-13-3.1 prior to allowing the subcontractor to commence work on the awarded project. The general contractor shall be responsible for submitting the subcontractors' compliance certification to Rhode Island College Purchasing Office after the contracts are finalized between the contractor and subcontractor.

**PUBLIC RECORDS.** Offerors are advised that all materials submitted to the College 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 at Rhode Island College Mondays through Fridays between 8:30 am – 3:30 pm. – telephone requests for bid results will not be honored. 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 College'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.

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

**REGULATIONS, GENERAL TERMS AND CONDITIONS GOVERNING STATE AND BOARD OF GOVERNORS FOR HIGHER EDUCATION CONTRACTS.** This solicitation is issued in accordance with the specific requirements described herein, and the State's Purchasing Laws and Regulations and other applicable State laws, including the Board of Governors for Higher Education General Terms and Conditions of Purchase, The regulations, general terms and Conditions are incorporated into all Rhode Island College contracts and can be viewed at: <http://www.ribghe.org/procurementregs113006.pdf> and [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

**ARRA SUPPLEMENTAL TERMS AND CONDITIONS:** For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental terms and Conditions for Contracts and Sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Publ.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

**EQUAL EMPLOYMENT OPPORTUNITY:** State Equal Employment Opportunity compliance certificate and agreement procedures will apply to all awards for supplies or services valued at \$10,000 and 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. In accordance with the Title 7 Chapter 1.1-99 of the Rhode Island General Laws, foreign corporations (a corporation established other than in Rhode Island) must be qualified to transact business in this state.

**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 10 calendar days of the issuance of a tentative notice of award.

**DEFAULT:** After an award has been made, failure to meet all requirements of the solicitation for an offer may result in a determination of default.

**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 agency for which work will be performed.

Indicate Yes (Y) or No (N):

\_\_\_1 Has your firm (or any principal) been subject to the following findings by the Federal government, State of Rhode Island or any other jurisdiction? Suspension, Debarment, Indictment, Criminal Conviction. CIRCLE APPROPRIATE ITEMS (S).

\_\_\_2 Has your firm (or any principal) been fined more than \$5000 for a single violation by the Rhode Island Department of Environmental Management for violation of Rhode island Wetlands law?

\_\_\_3 I/we certify that I/we will immediately disclose, in writing, to the college Purchasing Agent any potential conflict of interest which may occur during the course of the engagement authorized pursuant to this contract.

\_\_\_4 I/we acknowledge that, in accordance with (1) RIGL Section 37-2-54(C) "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 prescribed," and (2) RIGL section 37-2-7(16) which identifies the Board of Governors for Higher Education as a public agency and gives binding contractual authority to the college Purchasing Agent.

\_\_\_5 I/we certify that all of the vendor information provided is correct and complete.

\_\_\_6 I/we certify that I or my firm possesses all licenses required by Federal and State law and regulation 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 Rhode Island College Purchasing Agent in writing of such circumstance.

\_\_\_7 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 Rhode Island College Purchasing Agent in writing of such circumstance.

\_\_\_8 I/we certify that I/we understand that falsification of any information herein or failure to notify the Rhode Island College Purchasing Agent as certified herein may be grounds for suspension, debarment and/or prosecution for perjury.

\_\_\_9 I/we acknowledge that the provisions and procedures set forth in this form apply to any offer contained herein.

\_\_\_10 I/we acknowledge that I/we understand the State Purchasing Laws (37-2 of the General Laws of Rhode Island) and Purchasing Regulations and General terms and Conditions at the Rhode Island Division of Purchases (www.purchasing.ri.gov) apply as the governing conditions for any contract or purchase order I/we may receive from the State of Rhode Island, including the offer contained herein.

\_\_\_11 NEW REVISED REQUIREMENT-IMPORTANT!!! I/we hereby acknowledge that I/we understand that effective January 1, 2012 all public works related project bids or proposals exceeding SEVEN HUNDRED FIFTY THOUSAND (\$750,000) dollars, inclusive of all proposed alternates, must include a "public copy" as required by RI Gen Laws § 37- 2-18(j) and the State Procurement Regulations. It is further understood that any bid or proposal in excess of SEVEN HUNDRED FIFTY THOUSAND (\$750,000) dollars which does not include a copy for public inspection shall be deemed to be non-responsive.

For further information, please see R.I Gen. Laws § 37-2-18(j) and specific instructions at www.purchasing.ri.gov .

IF YOU HAVE ANSWERED "YES" TO QUESTIONS #1 OR 2 OR IF YOUR ARE UNABLE TO CERTIFY YES TO QUESTIONS #3-11 THE FOREGOING, PROVIDE DETAILS/EXPLANATION BELOW AND/OR IN AN ATTACHED STATEMENT. INCOMPLETE CERTIFICATION FORMS SHALL BE GROUNDS FOR DISQUALIFICATION OF OFFER.

Date: \_\_\_\_\_

\_\_\_\_\_  
Vendor's Signature (Person authorized to enter into contracts; signature must be in ink) (If Applicable)

\_\_\_\_\_  
Print Name and Title of Company official signing offer

\_\_\_\_\_  
Telephone Number

RETURN OF BID INVITATION - Bids must be mailed/delivered to RHODE ISLAND COLLEGE PURCHASING DEPARTMENT, BUILDING #5 in a sealed envelope furnished, by the time and date specified for the opening of responses. Bids misdirected to other locations or which are not present at the time of opening for whatever cause will be considered to be late, and will be returned unopened. For the purposes of this requirement the official time and date shall be that of the date/time stamp in the reception area.

Failure to complete form as instructed may be grounds for "Disqualification".

BIDDERS ARE ADVISED THAT ALL PROVISIONS OF TITLE 37 CHAPTER 13 OF THE GENERAL LAWS OF RHODE ISLAND APPLY TO THE WORK COVERED BY THIS REQUEST, AND THAT PAYMENT OF THE GENERAL PREVAILING RATE OF PER DIEM WAGES AND THE GENERAL PREVAILING RATE FOR REGULAR, OVERTIME, AND OTHER WORKING CONDITIONS EXISTING IN THE LOCALITY FOR EACH CRAFTSMEN, MECHANIC, TEAMSTER, LABORER, OR OTHER TYPE OF WORKER PERFORMING WORK ON PUBLIC PROJECTS WHEN STATE OR MUNICIPAL FUNDS EXCEED ONE THOUSAND DOLLARS (\$1,000). THE PREVAILING WAGE TABLE MAY BE OBTAINED AT THE RI DIVISION OF PURCHASES HOME PAGE BY INTERNET AT [WWW.PURCHASING.RI.GOV](http://WWW.PURCHASING.RI.GOV) SELECT "INFORMATION" AND THEN SELECT "PREVAILING WAGE TABLE" OR PLEASE GO TO [WWW.DLT.RI.GOV](http://WWW.DLT.RI.GOV) TO ASCERTAIN THE CURRENT PREVAILING WAGE RATES.

THE STATE OF RHODE ISLAND USES THE GENERAL DECISION MEMBER RI20100001. PRINT ONLY THE PAGES THAT APPLICABLE TO YOUR BID. BIDDERS NOTE: IN THE EVENT THIS BID SPECIFIES PRICE OFFERS ON A TIME AND MATERIALS BASIS, I.E., AN HOURLY RATE, ANY OR ALL BIDS SUBMITTED IN AN AMOUNT LESS THAN THE PREVAILING RATE IN EFFECT FOR THE WORK COVERED BY THIS REQUEST AS OF THE DATE OF BID ISSUANCE SHALL BE REJECTED BY THE COLLEGE.

**ATTACHMENT A**

**BID # 12080825**

**GROUP: COFFEE**

**EFFECTIVE FROM SEPTEMBER 1, 2012 UNTIL AUGUST 31, 2013**

**DELIVERY INSTRUCTIONS FOR  
RHODE ISLAND COLLEGE  
COLLEGE DINING SERVICES**

**CONDITIONS:** ALL DELIVERIES FOR DDC ARE TO BE DELIVERED TO  
RHODE ISLAND COLLEGE  
COLLEGE DINING SERVICES  
600 MOUNT PLEASANT AVENUE  
PROVIDENCE, RI 02908

MONDAY THRU FRIDAY 6AM - 10AM ONLY  
DELIVERY TO INSIDE OF BUILDING IS REQUIRED.  
DELIVERY TO BE ACCOMPLISHED AS REQUESTED  
BY AGENCY, SUCH AS DATE, TIME, CONDITION.  
RIC RESERVES THE RIGHT TO REQUEST AND RECEIVE  
PERISHABLE TYPE PRODUCTS SEVEN DAYS PER  
WEEK IN SPECIAL CIRCUMSTANCES.

**PAYMENT PROCEDURES:**

ALL PACKING SLIPS MUST BE SIGNED BY  
AUTHORIZED PERSONNEL IN OUR RECEIVING DEPT.  
ORIGINAL INVOICE PLUS 1 CARBON OR PHOTO  
COPY WILL BE SENT TO:  
RHODE ISLAND COLLEGE  
600 MOUNT PLEASANT AVENUE  
PROVIDENCE, RI 02908  
ATTN.: DEBBIE GINOLFI

ALL INVOICES SHALL REFERENCE THE MASTER  
PRICE AGREEMENT #, THE ITEMS COVERED, AND THE  
UNIT PRICING IN THE SAME FORMAT AS DESCRIBED  
IN ATTACHMENT "A". INVOICES FOR THE ITEMS  
NOT RECEIVED OR FOR WORK NOT YET PERFORMED  
WILL NOT BE HONORED.

**NOTE:** PLEASE NOTE THAT FAILURE TO FOLLOW THE ABOVE  
PAYMENT PROCEDURE MAY RESULT IN A DELAY OF  
PAYMENT TO YOUR COMPANY.

**SUCCESSFUL VENDORS MUST PROVIDE:**

NO LATER THAN 10 WORKING DAYS PRIOR TO THE  
EFFECTIVE DATE OF THE CONTRACT, THE SUCCESSFUL  
VENDOR MUST PROVIDE DDC WITH THE ACCOUNT  
NUMBER, TOLL FREE PHONE NUMBER FOR ORDERING,  
SALES REPRESENTATIVES NAME AND FAX NUMBER.

ITEM	DESCRIPTION	DESIRED PACK SIZE	EST. NEED	PACK SIZE QUOTED	PRICE/CASE	BRAND & CODE
1	FAIR TRADE ORGANIC REGULAR COFFEE	32/9 OZ.	50 CS	_____CS		
2	FAIR TRADE ORGANIC DECAF COFFEE	32/9 OZ	25 CS	_____CS		
3	EQUAL EXCHANGE FAIR TRADE HAZELNUT COFFEE	48/2.25 OZ.	20 CS	_____CS		
4	AUTOCRAT LIQUID COFFEE BOLD ROAST	2/1 GAL	120 CS	_____CS		
5	AUTOCRAT PREMIUM DECAF	2/1 GAL	75 CS	_____CS		
6	NEWPORT COFFEE TRADERS CLASSIC	48/ 7 OZ	75 CS	_____CS		
7	NEWPORT COFFEE TRADERS SERENE	48/6 OZ.	50 CS	_____CS		
8	AMERICA'S FOOD TECHNOLOGY FRENCH VANILLA HOT CAPPUCINO	6/2 LB.	120 CS	_____CS		
9	AMERICA'S FOOD TECHNOLOGY ORIGINAL HOT CAPPUCINO	6/2 LB.	100 CS	_____CS		

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>DESIRED PACK SIZE</b>	<b>EST. NEED</b>	<b>PACK SIZE QUOTED</b>	<b>PRICE/CASE</b>	<b>BRAND &amp; CODE</b>
10	HOT CAPPUCCINO IRISH CREAM	6/2 LBS	100 CS	_____CS		
11	HOT CAPPUCCINO MOCHA	6/2 LBS	100 CS	_____CS		
12	REGULAR TEA BAGS	10/100 CT	100 CS	_____CS		
13	DECAF TEA BAGS	10/100 CT	100 CS	_____CS		
14	EARL GRAY TEA BAGS BIGELOW BRAND ONLY	6/28 PK PER CASE	20 CS	_____CS		
15	MINT MEDLEY BIGELOW BRAND ONLY	6/28 PK PER CASE	20 CS	_____CS		
16	ORANGE SPICE BIGELOW BRAND ONLY	6/28 PK PER CASE	20 CS	_____CS		
17	LEMON LIFT BIGELOW BRAND ONLY	6/28 PK PER CASE	20 CS	_____CS		
18	RASPBERRY ROYAL BIGELOW BRAND ONLY	6/28 PK PER CASE	20 CS	_____CS		
19	ENGLISH TEA TIME BIGELOW BRAND ONLY	6/28 PK PER CASE	20 CS	_____CS		

ITEM	DESCRIPTION	DESIRED PACK SIZE	EST. NEED	PACK SIZE QUOTED	PRICE/CASE	BRAND & CODE
20	GREEN TEA BIGELOW BRAND ONLY	6/28 PK PER CASE	20 CS	_____CS		
21	HOT CHOCOLATE	12/2 LB	<b>100</b>	_____CS		
22	EQUAL EXCHANGE INTERNATIONAL PAPER ECOTAINER – 12 OZ.	1/1000	<b>30</b>			
23	EQUAL EXCHANGE INTERNATIONAL PAPER ECOTAINER – 16 OZ.	1/1000	<b>30</b>			
24	EQUAL EXCHANGE 16 OZ.LID		<b>60</b>			
25	FILTER URN 23 X 9		<b>1</b>			

ITEM	DESCRIPTION	DESIRED PACK SIZE	EST. NEED	PACK SIZE QUOTED	PRICE/CASE	BRAND & CODE
	(2) BUNN LCA-2 LIQUID COFFEE MACHINES 110 VOLT100 (2) CECIL WARE GB4LP-LD HOT CAPPUCINO MACHINES 110 VOLT (2) BUNN HOT WATER MACHINES 1.5 GALLON 110 VOLT					

NOTE: THE ESTIMATED NEEDS ARE ANTICIPATED USAGE ESTIMATES ONLY AND DO NOT REPRESENT A COMMITMENT BY RIC TO PURCHASE THE FULL QUANTITIES LISTED.

Should item(s) listed herein be awarded to this company:

The Sales Representative will be \_\_\_\_\_

Toll Free phone number for ordering \_\_\_\_\_

Facsimile Number for ordering \_\_\_\_\_

Account Number assigned to RIC \_\_\_\_\_

I certify that the prices listed here are accurate and I am authorized to quote these prices.

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

DATE: \_\_\_\_\_