



Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
 CAPITOL HILL
 PROVIDENCE RI 02908

BUYER: Hill, Lisa
 PHONE #: 401-222-2142

CREATION DATE : 19-SEP-06
 BID NUMBER: 7002371
 TITLE: JANITORIAL SERVICES-MS ARMORY OF MOUNTED COMMANDS
 BLANKET START : 01-NOV-06
 BLANKET END : 31-OCT-09
 BID CLOSING DATE AND TIME:
 18-OCT-2006 11:00:00

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 MS ARMORY OF MOUNTED COMMANDS
 1051 NORTH MAIN ST
 PROVIDENCE, RI 02906
 US

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 MS ARMORY OF MOUNTED COMMANDS
 1051 NORTH MAIN ST
 PROVIDENCE, RI 02906
 US

Requisition Number: 1008103

Note to Bidders: THIS REQUEST FOR QUOTATION IS ATTACHMENT "A"

THERE IS NO ATTACHMENT "D" FOR THIS REQUIREMENT

Line	Description	Quantity	Unit	Unit Price	Total
	THERE WILL BE A MANDATORY PRE-BID CONFERENCE HELD ON 10/4/06 AT 10:00 A.M.				
	INTERESTED SUPPLIERS ARE TO MEET AT THE MAIN ENTRANCE AT 10:00 A.M.				
1	APA-7051 JANITORIAL SERVICES 11/1/06-6/30/07, PER BID SPECIFICATIONS	8	Month		
2	APA-7051 JANITORIAL SERVICES 7/1/07-6/30/08, PER BID SPECIFICATIONS	12	Month		
3	APA-7051 JANITORIAL SERVICES 7/1/08-6/30/09, PER BID SPECIFICATIONS	12	Month		
4	APA-7051 JANITORIAL SERVICES 7/1/09-10/31/09	4	Month		

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer

**JANITORIAL SERVICES
COSTING PAGE WORKSHEET
FOR THE PERIOD 7/1/07- 6/30/08
(ROUTINE SERVICES ONLY)**

VENDOR NAME: _____
LOCATION: _____
BID NUMBER _____

DIRECT LABOR

ITEM #	CATEGORY	\$/MAN HOUR	MAN HRS/WK	MAN HRS/YR	TOTAL DOLLARS/YR
1	JANITORS ()	_____	_____	_____	_____
2	SUPERVISOR ()	_____	_____	_____	_____
3	DAY PORTER ()	_____	_____	_____	_____
TOTAL (SUM 1 THRU 3)					A

PAYROLL RELATED

ITEM #	CATEGORY	PERCENTAGE	TOTAL DOLLARS/YR
1	F.I.C.A.	7.65 % x A	_____
2	F.U.T.	0.8 % x A	_____
3	S.U.T	3.6 % x A	_____
4	WORK. COMP.	10.55 % x A	_____
5	LIABILITY	3.45 % x A	_____
6	JUT	0.1 % x A	_____
TOTAL PAYROLL RELATED (SUM 1-6)			B
TOTAL "A" AND "B"			C

OTHER OPERATING COSTS

ITEM #	CATEGORY	PERCENTAGE	TOTAL DOLLARS/YR
1	SUPPLIES	_____ % x A	_____
2	EQUIP.	_____ % x A	_____
3	EQUIP. REPAIRS	_____ % x A	_____
4		_____ % x A	_____
5		_____ % x A	_____
TOTAL OTHER OPERATING COST (SUM 1-5)			D
GRAND TOTAL OPERATING COST (C + D)			E
OVERHEAD _____ % x E			F
GRAND TOTAL OPERATING & OVERHEAD (E + F)			G
PROFIT _____ % x G			H
GRAND TOTAL OPERATING, OVERHEAD & PROFIT (G + H)			I

JANITORIAL SERVICES
COSTING PAGE WORKSHEET
FOR THE PERIOD 7/1/07- 6/30/08
(ROUTINE SERVICES ONLY)

VENDOR NAME:

LOCATION:

BID NUMBER

Attachment "E"

**STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION
OFFICE OF PURCHASES
ONE CAPITOL HILL
PROVIDENCE, RI 02908**

SPECIFICATION NO. 6620-005 Germicidal Detergents

Date: 6/3/99 Supersedes: 4/20/98

1. SCOPE AND CLASSIFICATION:

1.1 This specification covers Germicidal Detergents for use by all State Agencies requiring "hospital-type" disinfectants as defined by the Environmental Protection Agency (EPA) for registration under Federal Insecticide, Fungicide and Rodenticides Act and other applicable Federal Requirements.

1.2 Classification:

Type I. phenolic, Liquid

Type II. Quaternary Ammonium Compound, Liquid or Dry.

Type III. Quaternary Ammonium Compound, Liquid or Dry with Odor Counteractants.

2. Applicable Specifications:

2.1 The following Specifications, Acts, Laws and Test Methods, of the issues in effect on date of invitation for bids, form a part of this specification.

3. Requirements:

3.1 Information to be furnished:

3.1.1 Labels: The bidder shall submit two manufacturer's labels of the product, which he is offering for consideration listing the following information.

- a. Product name or trade name.
- b. Manufacturer's name and address
- c. Active Ingredients
- d. Directions for use and recommended dilutions.
- e. Any precautions necessary in using and handling the product.
- f. EPA registration number
- g. All information pertinent to Federal and State Laws affecting the labeling of disinfectants.

3.1.2 Technical Specification – Test Reports: Bidder shall submit certified test data confirming the germicidal effectiveness at the use dilution recommended on the label of the product offered under this specification. Tests shall be in accordance with the AOAC latest official test method with efficacy against:

Mycobacterium Tuberculosis var bovis (BGG) – (for Type I only).

Staphylococcus Aureus – ATCC 6538

Pseudomonas Aeruginosa – ATCC 10708.

Trichophyton Mentagrophytes

Methicillin Resistant Staphylococcus Aureus (MRSA)

3.1.3 Virucidal Activities: when used in accordance with the least favorable use-dilution indicated on the label, product shall be virucidal for strains of: Herpes, Vaccinia and Influenza A2, HIV-Contact time shall be ten (10) minutes.

3.1.4 All biological testing shall be done in the presence of 5% (Blood) serum and 400 PPM hard water. These claims shall be registered with the U.S.E.P.A.

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Date: 6/3/99

3.1.5 Descriptive Literature: The bidder shall submit (in duplicate) brochures, booklets, circulars and/or other descriptive literature outlining suggested dilutions and the complete uses of the product offered for consideration.

3.1.6 Approval for use on conductive flooring: The product must be classified as to use on electrically conductive flooring by any nationally operated laboratory, recognized and equipped to perform this service and accepted as such by the Division of Purchases.

3.1.7 Certification: Certified statement, furnished by the manufacturer on their standard letterhead and signed by an officer or other responsible official, stating that the product offered and proposed to be supplied meets or exceeds all the requirements of this specification.

3.2 MATERIALS:

3.2.1 Type I – Shall be a combination of multi-non-selective phenolic compounds and synthetic biodegradable detergents in a concentrated form intended as a concurrent disinfecting and cleaning agent. This product shall be made from uniformly high grade materials and ingredients; shall provide broad spectrum disinfection and shall not impart acrid and disagreeable odors.

3.2.1.1 Use-Dilution: Confirmation at 10 minute kill. The highest use dilution specified on the label shall be germicidal for both Salmonella Choleraesuis (ATCC-10708) and Staphylococcus Aureus (ATCC 6538) under the condition of the current A.O.A.C. Use dilution method. The recommended use dilution shall be able to kill Trichophyton Mentagrophytes and the A.O.A.C. test strain Pseudomonas Aeruginosa (PRO-10) when tested according to the current A.O.A.C. test method and shall be able to kill the virulent strain of Mycobacterium Tuberculosis Var Bois (BGG) when tested according to the method currently acceptable to the EPA. The product shall be registered effective in the presence of 5% (blood) serum and 400 PPM hardwater as (CaCO₃).

3.2.1.2 It is recommended that a test method demonstrate Tuberculocidal activity by using Animal Passage Methods at the use dilution specified on the label. The product shall be registered effective in the presence of 5% (blood) serum and 400 PPM hard water as (CaCO₃).

3.2.2 TYPE II - Shall be a combination of surface – active quaternary ammonium germicides and detergent cleansers in a concentrated form, for use as a combination cleaning and disinfecting agent for normal cleaning and disinfection. The product shall give positive germ-kill on both gram positive and gram negative organisms when diluted in accordance with the manufacturer's instructions and used as directed. The product shall be registered effective in the presence of 5% (blood) serum and 400 PPM hardwater (as CaCO₃).

3.2.2.1 Use-Dilution: Confirmation at 10 minute kill. The highest use dilution specified on the label shall be germicidal for Salmonella Choleraesuis (ATCC 10708) Staphylococcus Aureus (ATCC 6538) M.R.S.A. and Pseudomonas Aeruginosa (PRO-10) under the conditions of the current A.O.A.C. Use dilution confirmation test method. The product shall be registered effective in the presence of 5% (blood) serum and 400 PPM hardwater (as CaCO₃).

3.2.3. Type III – Shall be a combination of surface active quaternary ammonium germicides, non-ionic surfactants, organic chelating agent and odor counteractants, in a concentrated liquid form, intended for use as a multi-purpose disinfectant, detergent and deodorizer. The product shall give positive germ kill on both gram positive and gram negative organisms when diluted in accordance with the manufacturers instructions and when used as directed.

3.2.3.1 Use Dilution: Confirmation at 10-minute kill. The highest use dilution specified on the label shall be germicidal for Salmonella Choleraesuis (ATCC 10708) Staphylococcus Aureus (ATCC 6538) and Pseudomonas Aeruginosa (PRO-10) under the conditions of the current A.O.A.C. use

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Date: 6/3/99

dilution Confirmation test method, and shall demonstrate efficacy in 5% (blood) serum and 400 PPM Hardwater.

3.3 Stability – Shall be stable and effective in hard water; shall not break down in the presence of proteinaceous material; and shall have a storage life of one year without excessive loss of antimicrobial potency and detergency or detergent activity.

3.4 PH of Use Dilution – shall be within the range of 2.5 to 3.5 or 10.0 to 11.0 when prepared with distilled water at 20.c.

3.5 Flash Point – Shall show a closed cup flash point of over 100F when tested by any standard flash point method.

3.6 Conductivity – Shall not adversely affect the conductivity of conductive surgical and obstetrical floors.

3.7 Cleaning Efficiency – the germicidal detergent at the recommended use dilution shall not be harmful to any type flooring, painted or varnished surfaces. It shall be free rinsing and shall exhibit a cleaning efficiency of at least 95% when tested in accordance with Interim Federal Specification P-D 220.

3.8 Toxicity – The acute oral toxicity, LD50, of the concentrate shall not be lower than 2.5 grams per kilogram of body weight when tested by method described in Regulations of Enforcement of the Federal Insecticide, Fungicide and Rodenticides Act.

3.9 Dermatitis – No recommended use dilution shall be more irritant than 1% solution of Liquid Cresolis Saponatus NF when applied to the skin of a closely clipped adult albino rabbit on a pad of cotton gauze (1 inch square, 2 layers thick) for a period of eight hours at the rate of one milliliter of solution per pad.

4. PACKAGING AND DELIVERY:

4.1 Packaging: Germicidal Detergent shall be furnished in the following size factory sealed containers as requested by the Agencies in the invitation to bid. The product shall neither affect, nor be affected by, the containers in which it is furnished for a period of one (1) year from date of delivery. The unit of purchase shall be U.S. liquid gallons. One-gallon plastic jugs
Five gallon metal, plastic or combination metal and plastic cans fitted with pouring spout.

4.2 Marking: Unless otherwise specified in the invitation for bids, all packages shall be marked on a side or end with the following:

- a. Product Name or Trade Name
- b. Manufacturer's name and address
- c. Active ingredients
- d. Directions for use and recommended dilutions
- e. Any precautions necessary in using and handling the product.
- f. EPA Registration Number
- g. All information pertinent to Federal and State laws affecting the Labeling of Disinfectants.

5. SAMPLING, INSPECTION AND TEST PROCEDURE:

5.1 Sampling: Random sampling will be made at the delivery point by taking a sample from each regular delivery to determine that markings, materials and weight comply with this specifications.

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Date: 6/3/99

5.2 Testing: This product may be tested as deemed necessary by Division of Purchases, in accordance with Section 3. In the event samples fail to meet all conditions and requirements of the specification, the cost of the testing shall be borne by the supplier.

6. NOTE:

6.1 Basis of Award: Award will be made to the lowest responsible bidder meeting all of the requirements of this specification and evaluated as such by the proper authority in the Division of Purchases using a use dilution cost per gallon factor against the widest spectrum of bacteria. If use dilution rate varies with each organism the least favorable to the bidder will be utilized in establishing the basis for cost.

6.2 Material Safety Data Sheet: Each contractor must furnish not less than two copies of a Material Safety Data sheet (Form OSHA-20) for each substance outlined in the State Labor Laws, Chapter 28-21.

6.3 FAILURE TO SUBMIT CERTIFICATIONS FOR NECESSARY INFORMATION ON THE PRODUCT BID UPON SHALL BE SUFFICIENT CAUSE FOR REJECTION OF BID.

This specification shall, until revised or rescinded, apply to each future purchase and contract for the commodity described herein. Copies of State of Rhode Island Specifications may be obtained from: Division of Purchases, Standards Unit, One Capitol Hill, Providence, RI 02908

Copies of Standards of the American Society for Testing and Materials may be obtained from: American Society for Testing Materials, 1916 Race Street, Philadelphia, PA 19103.

Copies of AOAC Official Test Methods may be obtained from The Association of Official Analytical Chemist, Box 540 Benjamin Franklin Station, Washington, DC 20044.

Copies of Federal documents may be obtained from Superintendent of Documents, U.S. Printing Office, Washington, DC 20042

ATTACHMENT "B"
SPECIFICATIONS - (Janitorial Services)

R.I. Request No.: 7002371

Service Location: Militia of the State-Armory of Mounted Commands, 1051 N.
Main Street, Providence, RI

GENERAL INFORMATION/SPECIFICATIONS

AGENCY: MILITIA OF THE STATE

LOCATION: 1050 NORTH MAIN STREET, PROVIDENCE, RI

AGENCY COORDINATOR: DANA THIBAUT PHONE #401-275-4657

A. CONTRACT PERIOD: FROM: 11/1/06-10/31/09

B. DAYS OF WEEK WORK TO BE PERFORMED:

MON. ___ TUES. X WED. ___ THURS. X FRI. ___
SAT. ___ SUN. ___

NOTE: SCHEDULED WORK DAYS THAT ARE NOT WORKED, FOR ANY REASON,
INCLUDING, BUT NOT LIMITED TO, HOLIDAYS, BAD WEATHER, POWER
FAILURES, ETC., MUST BE DEDUCTED FROM VENDOR'S INVOICE BEFORE
SUBMITTING IT TO THE STATE.

WORK MUST BE DONE: FROM 8:00 AM TO: 2:00 PM
VENDOR MUST HAVE A SUPERVISOR ASSIGNED AND PRESENT
NIGHTLY

C. CONTRACTOR MUST DEPOSIT WASTE IN OUR RECEPTACLES (DUMPSTERS);

NOTE: ALL PLASTIC BAGS MUST BE SUPPLIED BY THE VENDOR -
NO EXCEPTIONS WILL BE ALLOWED.

D. RESTROOMS, TELEPHONES AND WATER FOUNTAINS MUST BE DISINFECTED PER
SPECIFICATION NO. 6620-005, TYPE III, DATED 6/3/99, DESIGNATED AS
ATTACHMENT "E";

E. NO PROPANE POWERED EQUIPMENT IS ALLOWED IN STATE BUILDINGS-NO EXCEPTIONS
ALLOWED;

F. ALL FLOOR CARE SERVICES (STRIP, SEAL & FINISH) MUST BE DONE AT THE START
OF THE CONTRACT AND AT EACH REQUIRED INTERVAL THEREAFTER AS DIRECTED BY
THE AGENCY COORDINATOR AND IN ACCORDANCE WITH MANUFACTURER'S INSTRUCTIONS
FOR PROPER MAINTENANCE.

G. MATERIAL DATA SAFETY SHEETS MUST BE SUBMITTED BY SUCCESSFUL VENDOR PRIOR
TO COMMENCING WORK.

H. VENDOR MUST RECYCLE OFFICE MATERIAL IN ACCORDANCE WITH THE GUIDELINES SET
FORTH BY THE RECYCLING M.P.A

I. ALL EMPLOYEES AND REPRESENTATIVES OF THE AWARDED VENDOR WILL BE REQUIRED
TO COMPLETE A CONFIDENTIALITY STATEMENT ALONG WITH A CRIMINAL BACKGROUND
CHECK.

ATTACHMENT "B"
SPECIFICATIONS - (Janitorial Services)

R.I. Request No.: 7002371

Service Location: Militia of the State-Armory of Mounted Commands, 1051 N.
Main Street, Providence, RI

PART I - SERVICE REQUIRED - ROUTINE:

GENERAL:

LAVATORIES:

CLEAN RESTROOMS: FLOORS, URINALS, TOILET BOWLS, SEATS, COMPARTMENTS,
FIXTURES AND WALLS WITH A QUATERNARY GERMICIDAL SOLUTION PER SPECIFICATION
#6620-005 (TYPE III) DATED 6/3/99 DESIGNATED AS ATTACHMENT "E";

ALL DISPENSERS TO BE FILLED AND MAINTAINED WITH MATERIALS
PROVIDED BY THE AGENCY;

SPECIFICS:

BASEMENT:

1. SWEEP, WASH FLOOR, EMPTY TRASH, CLEAN TOILETS IN LATRINE ONCE WEEKLY;
2. SWEEP HALLWAY AND WASH ONCE WEEKLY;
3. SWEEP AND WASH STAIRWAYS ONCE WEEKLY;
4. VACUUM "HERITAGE HALL" ONCE MONTHLY

1ST FLOOR:

1. SWEEP AND WASH MAIN CORRIDOR AND STAIRWAY ONCE WEEKLY
2. S3 OFFICE
 - FRONT OFFICE-VACUUM AND EMPTY TRASH ONCE WEEKLY
 - BACK OFFICE-VACUUM CARPET AND EMPTY TRASH ONCE WEEKLY
 - CONFERENCE HALL-SWEEP AND WASH FLOOR ONCE MONTHLY
3. BDE MAIN OFFICE:
 - SWEEP AND WASH ONCE WEEKLY
 - EMPTY TRASH ONCE WEEKLY
 - BATHROOMS: CLEAN TOILETS, SINKS; EMPTY TRASH; SWEEP AND WASH FLOORS ONCE WEEKLY (IN ACCORDANCE WITH GENERAL SPECIFICATIONS ABOVE)
4. COMMANDERS OFFICE:
 - VACUUM AND EMPTY TRASH ONCE WEEKLY
5. ARCHIVE OFFICE:
 - SWEEP FLOOR, EMPTY TRASH ONCE WEEKLY
6. S1 OFFICE (2):
 - VACUUM AND EMPTY TRASH ONCE WEEKLY
7. BATTERY OFFICE & SUPPLY AREAS:
 - SWEEP AND WASH FLOORS, EMPTY TRASH ONCE WEEKLY

ATTACHMENT "B"
SPECIFICATIONS - (Janitorial Services)

R.I. Request No.: 7002371

Service Location: Militia of the State-Armory of Mounted Commands, 1051 N.
Main Street, Providence, RI

2ND FLOOR

1. MAIN HALLWAY AND STAIRS: SWEEP AND WASH ONCE WEEKLY;
2. S4 OFFICES:
 - FRONT OFFICE & CONFERENCE ROOM-SWEEP AND WASH FLOOR; EMPTY TRASH ONCE WEEKLY
 - RESTROOM- CLEAN TOILET, SINK AND FLOORS; EMPTY TRASH ONCE WEEKLY
3. HHB:
 - FRONT OFFICE AND READINESS COMMAND OFFICE- SWEEP AND WASH FLOORS, EMPTY TRASH ONCE WEEKLY (ADMIN OFFICE)
 - COMMANDER'S OFFICE-VACUUM AND EMPTY TRASH ONCE WEEKLY
 - LOCKER ROOM-SWEEP AND WASH FLOOR ONCE MONTHLY
 - MAIN HALL-SWEEP AND WASH FLOOR ONCE MONTHLY

3RD FLOOR

1. MAIN HALLWAY AND STAIRS-SWEEP AND WASH ONCE MONTHLY
2. HHS OFFICE
 - FRONT OFFICE/READINESS OFFICE-SWEEP AND WASH FLOOR; EMPTY TRASH ONCE WEEKLY (ADMIN OFFICE)
3. COMMANDER & 1SG OFFICE-VACUUM; EMPTY TRASH ONCE MONTHLY
4. MAIN BATHROOM-SWEEP AND WASH FLOOR; EMPTY TRASH; CLEAN TOILETS CLEAN TOILETS AND SINKS ONCE MONTHLY

4TH FLOOR

1. MAIN HALLWAY AND STAIRS-SWEEP AND WASH ONCE WEEKLY
2. CSM & COMMANDER'S OFFICES
 - VACUUM AND EMPTY TRASH ONCE MONTHLY
 - BATHROOM: CLEAN BATHROOM ONCE MONTHLY
3. MAIN CONFERENCE ROOM-SWEEP AND WASH FLOORS ONCE MONTHLY
4. MAIN BATHROOM-SWEEP AND WASH FLOOR; EMPTY TRASH; CLEAN TOILETS AND SINKS ONCE WEEKLY
5. S4 SECTION
 - SWEEP AND WASH HALLWAY ONCE WEEKLY
 - SUPPLY OFFICES (2)-VACUUM AND EMPTY TRASH ONCE WEEKLY
6. S1 SECTION
 - COMMON AREA-SWEEP AND WASH FLOORS; EMPTY TRASH ONCE WEEKLY
 - S1 OFFICES (3)-SWEEP AND WASH FLOORS; EMPTY TRASH ONCE WEEKLY
7. S3 SECTION
 - FRONT OFFICE-SWEEP AND WASH FLOOR; EMPTY TRASH ONCE WEEKLY
 - RESTROOM-SWEEP AND WASH FLOOR; EMPTY TRASH, CLEAN TOILET AND SINK ONCE WEEKLY
 - BACK OFFICE-VACUUM AND EMPTY TRASH ONCE MONTHLY

RINK AREA

1. BATHROOM BY CHOW HALL-SWEEP AND WASH FLOOR; EMPTY TRASH; CLEAN TOILET AND SINK ONCE WEEKLY

ATTACHMENT "B"
SPECIFICATIONS - (Janitorial Services)

R.I. Request No.: 7002371

Service Location: Militia of the State-Armory of Mounted Commands, 1051 N.
Main Street, Providence, RI

TILED FLOORS

WASH AND SPRAY BUFFED MONTHLY

AREA:

TILE: 13,258 SQ. FEET

CARPET: 3,639 SQ. FEET

ATTACHMENT "C"
SPECIFICATIONS - (Janitorial Services)

Bidder _____ R.I. Request No.:7002371
Service Location: MS-ARMORY OF MOUNTED COMMANDS, 1050 N MAIN ST, PROV, RI

1. Labor Rate (per man-hour) Charged in this Offer: \$_____

2. Certificate of Insurance enclosed: Yes No
Name of Carrier: _____

3. Number of employees to be assigned to this requirement:
3A. On a full-time basis: _____ 3B. On a part-time basis: _____

4. Total number of man-hours planned to be used for this requirement:
_____ Per Week Full Time _____ Part Time _____

5. Will you have an on site supervisor at this location at all
times? _____

6. If Yes to 5, will this supervisor do janitorial work as well as
supervise or strictly do supervisory duties? _____

7. Equipment proposed for use on this requirement - NOTE: FLOOR CLEANING
EQUIPMENT AND CHEMICALS MUST BE AS SPECIFIED, OR EQUAL TO, TYPE STATED IN
ATTACHMENT "B". THE OFFICE OF PURCHASES RESERVES THE RIGHT TO DECIDE
EQUALITY:

Description/Model Year	Brand/Model No.	No. of Units
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

NOTE: EQUIPMENT OFFERED MUST BE LESS THAN FIVE (5) YEARS OLD UNLESS
CONTRACTOR CAN PROVIDE PROOF THAT THE WARRANTY EXCEEDS FIVE (5) YEARS.

ATTACHMENT "C"
SPECIFICATIONS - (Janitorial Services)

Bidder _____ R.I. Request No.:7002371
 Service Location: MS-ARMORY OF MOUNTED COMMANDS, 1050 N MAIN ST, PROV, RI

8. Material/supplies to be used on this requirement - NOTE: FLOOR CLEANING SUPPLIES MUST BE AS SPECIFIED, OR EQUAL TO, THOSE STATED IN ATTACHMENT "B". THE OFFICE OF PURCHASES RESERVES THE RIGHT TO DECIDE EQUALITY:

Manufacturer	Brand /Model No.	Qty/Week
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. Other (similar) Contracts Undertaken (other than for the State):

Client	Description	Contract/Year Value
_____	_____	_____/_____
Tel. # _____	_____	_____/_____
_____	_____	_____/_____
Tel. # _____	_____	_____/_____
_____	_____	_____/_____
Tel. # _____	_____	_____/_____

10. Other (similar) Contracts Undertaken (for the State):

Agency	Location	Purchase Order
_____	_____	_____
_____	_____	_____
_____	_____	_____

11. Has your firm (Have you) been subject to suspension, debarment, or criminal conviction by the State of Rhode Island, or any other jurisdiction? YES [] NO []

12. Has the State ever terminated contracts with your firm for cause? YES [] NO []

13. Has your firm ever withdrawn from a contract with the State during its performance? YES [] NO []

ATTACHMENT "C"
SPECIFICATIONS - (Janitorial Services)

Bidder _____ R.I. Request No.:7002371
Service Location: MS-ARMORY OF MOUNTED COMMANDS, 1050 N MAIN ST, PROV, RI

If you have answered "Yes" to any of the foregoing, please explain the circumstances below:

CERTIFICATION BY BIDDER:

-Authorized Representative-

-Signature-

-Title-

-Date-

Contract Terms and Conditions

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Terms and Conditions

Janitorial Standard Terms and Conditions

INSURANCE REQUIREMENTS

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: * PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. * BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. * SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION. * ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. * VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.

MULTI YEAR AWARD

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE 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.

PURCHASE AGREEMENT BID

BIDDING (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. **ORDERING** (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

RIVIP INFO - BID SUBMISSION REQUIREMENTS

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

STATE OF RHODE ISLAND
DIVISION OF PURCHASES

REQUEST FOR BIDS: JANITORIAL SERVICES

GENERAL - This Request covers Janitorial Services for the Militia of the State, Armory of Mounted Commands, 1050 North Main St., Providence, R. I., in accordance with the term and description of services contained in ATTACHMENT "B" attached hereto.

A. PRICE OFFER - Bidders must submit separate price offers for this building covered by the Request, on the form provided, designated as ATTACHMENT "A". The offer for this location must include firm fixed prices for the initial term and for each year of possible renewal; additionally, the offer must include pricing or rates for any additional services, which may be required or indicated for the location in question, also outlined in ATTACHMENT "A".

B. TECHNICAL PROPOSAL - Bidders are required to submit a Technical Proposal, using the form provided with this Request designated as ATTACHMENT "C". Failure to submit this document, or incomplete submission, will result in the offer being determined to be non-responsive. Bidders are encouraged to submit any additional documentation or information for the purpose of better describing their qualification to perform the work covered by this Request.

C. EVALUATION OF OFFERS - The State reserves the right to attempt to validate, confirm, or otherwise clarify certain aspects of offers received in response to this Request, including but not limited to the apparent validity of price offers. In the event that this evaluation yields reasonable concern with respect to the ability of the bidder to perform the work required at the price bid, the State reserves the right to disqualify the bid.

D. AWARD TO LOWEST RESPONSIBLE BIDDER - Bidders will be considered for award on the basis of price, experience, organization, record of performance, and open capacity. Where capability and capacity are determined by the State to be equal, awards will be based on price.

No award will be made to any bidder who is determined by the State to be unqualified or insufficiently equipped or staffed to satisfactorily perform the scope and quality of service required by this Request.

Bids by firms that have had previous contracts with the State terminated for cause, or which have withdrawn from previous contracts with the State during performance may be disqualified, at the option of the Purchasing Agent.

COLLUSION - The bidder warrants, by submission of a bid in response to this Request, that he (his firm) has not, directly or indirectly, entered into any agreement, or participated in any act of collusion, or taken any other action or type of action so as to restrain full competitive bidding.

RESPONSIBILITIES OF THE CONTRACTOR - The contractor shall:

A. Furnish all labor, supervision, materials, and equipment to satisfactorily perform the janitorial services covered by this Request at the frequency and during the times specified in the description of work contained in ATTACHMENT "B".

RESPONSIBILITIES OF THE CONTRACTOR (Continued)

B. Furnish all coordinating management, training, technical personnel, and special projects personnel as may be required during the term of the contract - these personnel shall be the direct agents and employees of the contractor, and may include, if required, a non-working resident supervisor who shall be the contractor's chief manager and agent in the performance of the services to be rendered hereunder;

C. If required for the location, furnish its personnel with suitable identical uniforms approved by the State for use in performance of their duties herein;

D. Instruct its personnel to go about their work in a quiet manner, always respectful of the rights of the State - profanity and obscenity will not be permitted, and lunch periods, coffee breaks and smoking shall be restricted to designated areas;

E. Require all personnel to wear a nametag (supplied by the contractor during the performance of their duties);

F. Prohibit its employees from disturbing paper on desk tops and other work surfaces, opening desk drawers and cabinets, or using telephones or other office equipment. NOTE: IF WASHING OF DESK TOPS AND/OR OTHER WORK SURFACES IS REQUESTED IN ATTACHMENT "B", THE AGENCY COORDINATOR WILL DIRECT EMPLOYEES, AT THE APPROPRIATE TIME, TO REMOVE ALL PAPERS, EQUIPMENT AND PERSONAL ITEMS FROM THE AREA SO THAT THE CLEANING CAN BE ACCOMPLISHED BY THE CONTRACTOR;

G. Provide the necessary supplies and materials for the proper performance of the services described by this Request;

H. Furnish and maintain all necessary cleaning equipment, needed to adequately perform the required services as described in ATTACHMENT "B";

(Equipment and supplies shall be of the size, type, concentration, and capacity customarily used in similar applications and environments. (REFER TO ATTACHMENT "B"). Equipment or supplies which, in the opinion of the State, is of improper type or design (etc.), or otherwise inadequate or inappropriate for the purpose intended shall be removed from the premises and replaced by equipment or supplies approved by the agency coordinator for the State.)

I. Assure that contractor personnel comply with the requirements of the R.I. Department of Environmental Management's State Office Recycling Program and the Regulations for Reduction and Recycling of Commercial and Non-Residential Solid Waste, which include:

1. separate collection of source separated recyclables,
2. maintaining the separation of recyclables from other rubbish,
3. placing recyclables in designated bags, or other containers,
4. any other duties necessary to maintain the recyclability of collected materials;

J. Insure that bottles and containers containing hazardous or toxic materials shall be properly marked and stored at all times; and

- K. In addition to the work specified herein, the following duties shall be assumed by contractor personnel:
1. Upon arrival at the work site, provide/complete SIGN-IN SHEETS/TIME CARDS, copies of which will be retained by both the Contractor and the Building Superintendent;
 2. Report fires, hazardous conditions, and items in need of repair or replacement including but not limited to lights, faucets, toilets, etc.,
 3. Close windows and turn off lights when not in use,
 4. Lock rooms in security areas after cleaning, returning keys to the designated office,
 5. Return personal items lost or discarded in the building to the designated office, and
 6. Lock doors and otherwise secure the building upon leaving the premises.

CONTRACTOR PERSONNEL - The following requirements apply to all personnel of the contractor who may be directly involved in the work:

- A. Personnel shall be physically able to perform their assigned tasks, and shall be free from any communicable disease (the State reserves the right to require that personnel be given a physical examination by a licensed physician without cost to the State, with a certificate of such examination furnished to the State's agency coordinator prior to the beginning of the employee's service);
- B. Personnel shall be capable employees, thoroughly trained and qualified in the work assigned to them; and
- C. All site personnel shall be subject to such security clearance as the State may require.

The contractor shall provide the agency coordinator with the name, social security number, and date of birth for all employees involved in the work. The contractor shall agree that if any of the contractor's personnel assigned to the work prove not to be acceptable to the State for any just cause (including, but not limited to criminal conviction of any type), the State shall request the removal of the employee(s) involved, and acceptable replacements shall be provided by the contractor without dispute.

AGENCY COOPERATION - The State shall provide to the contractor:

- A. Use of and access to storage space and janitors' closets on the premises (all storage areas will be maintained by the contractor in a neat and orderly condition); and
- B. The necessary use of all utilities, including water, sewer, electricity, and in-house telephone service - however, the contractor shall insure that telephones are reserved for business purposes only.

INDEMNITY AND INSURANCE

The successful bidder(s) shall indemnify and save and keep the State harmless against any and all losses, costs of damages, claim expenses, or claims arising from the damage of the property of others occurring as a result of the work covered by this Request.

Additionally, the successful bidder(s) shall show evidence of coverage with a company or companies licensed to provide business insurance in the State, with minimum coverage as follows:

COMPREHENSIVE GENERAL LIABILITY INSURANCE

Bodily Injury	\$1,000,000 each occurrence
	\$1,000,000 annual aggregate
Property Damage	\$500,000 each occurrence
	\$500,000 annual aggregate

WORKERS' COMPENSATION INSURANCE

Coverage B	\$100,000
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or evidence of self-insurance or other representations of financial responsibility satisfactory to the State, at the discretion of the Purchasing Agent. Evidence of coverage must be provided by successful bidder(s) prior to award.

INSPECTION OF WORK - The contractor is expected to be self-monitoring with respect to the performance of work against this contract and its quality. Additionally:

- A. The contractor shall submit a DAILY REPORT (ATTACHMENT "D") to the State's agency coordinator identifying areas cleaned and services performed, and
- B. Once each week (or on such other schedule as may be acceptable to the State), the agency coordinator and the contractor's supervisor shall make an inspection tour of the building to identify any deficiencies in performance, and to define any corrective action as may be required. The State also reserves the right to make inspections without the contractor when deemed necessary. THE SUBMISSION/COMPLETION OF THE ABOVE DESCRIBED REPORTS WILL BE STRICTLY ENFORCED.

(NOTE: Documentation of such inspections shall constitute due notice to the Contractor of discrepancies or deficiencies. Failure to respond to such notice and to permanently remedy the discrepancies or deficiencies in a prompt and timely manner shall constitute breach, and form grounds for termination, at the discretion of the State, within thirty (30) days of written notice issued by the Division of Purchases.)

Copies of the Daily Reports of the quality of performance will be retained by the agency coordinator and the contractor. (Contractor is responsible to make multiple copies of ATTACHMENT "D" for daily use.) Daily Reports will be

distributed to the Division of Purchases as a "back-up" to Complaint Reports (DP-65), when necessary.

PENALTIES - All Contracts must be complaint free within 60 days of inception or they are subject to immediate cancellation and possible suspension of the Vendor. Poor performance or lack of performance after the first 60 days will be addressed in the same manner.

MODIFICATION AND TERMINATION - The State reserves the right to modify the level(s) of service required for any location/building covered by this Request and to make equitable adjustment to rates or fees as a result, or to suspend or terminate services in their entirety at any time during performance, thirty (30) days following written notice to the Contractor.

PRE-BID INSPECTION - Bidders are required to inspect the location, familiarize themselves with the specifications, and take measurements, when required, before a Bid is submitted. The Pre-Bid date is stated on the Cover Sheet of this Request. ATTENDANCE IS MANDATORY.

BID SUBMISSION - Bids shall be delivered to the Division of Purchases on or before the time and date specified in the Request. Specifications contained in this Bid are understood to be complete and correct unless a written Addendum is issued by the Division of Purchases. Any questions regarding this Bid should be directed to the Division of Purchases at least ninety-six (96) hours prior to the stated Bid opening date.

Submissions must include the following in order to be considered responsive:

- A. The Request cover sheet, signed by an owner, or authorized agent of the owner, of the firm making the offer;
- B. A price offer, (ATTACHMENT "A") complete in all respects;
- C. A Technical Proposal (ATTACHMENT "C") for EACH location for which a price offer has been made, complete in all respects;
- D. Schedule proposed for Floor Care Service (Strip, Seal & Finish) for each location.

PAYMENT FOR THESE SERVICES WILL BE MADE IN ACCORDANCE WITH THE SCHEDULES SUBMITTED FOR EACH LOCATION.

- E. Costing Page Worksheet (ATTACHMENT "F") complete.

Note: ALL OTHER ATTACHMENTS MAY BE RETAINED BY BIDDER.

PUBLIC OPENING

1. All offers received in response to this request will be opened & bidders' names read publicly at the time and date specified.
2. Depending on the number of responses and availability of time, the State may elect not to read prices. If so, a copy of bid results will be mailed to all respondents within a reasonable time.
3. However, it should be kept in mind that all proposals are subject to review to determine responsibility and responsiveness before any award

determination is made.