Request for Quote

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

CREATION DATE : 03-APR-07
BID NUMBER: 7003429
TITLE: JANITORIAL SERVICES - ARMY AVIATION SUPPORT FACILITY

BLANKET START : 01-JUN-07
BLANKET END : 31-MAY-10
BID CLOSING DATE AND TIME:30-APR-2007 11:15:00

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

BILL TO
MS OFFICE OF PUBLIC SAFETY
645 NEW LONDON AVE
CRANSTON, RI 02920
US

SHIP TO
MS ARMY AVIATION SUPPORT FACILITY
104 AIRPORT ST
NORTH KINGSTOWN, RI 02852
US

Requisition Number: 1037966

Line	Description	Quantity	Unit	Unit Price	Total
1	"ATTACHMENT A" A MANDATORY PRE-BID CONFERENCE WILL BE HELD AS FOLLOWS: DATE: 4/20/07 TIME: 10:00 A.M. LOCATION: ANG, 104 AIRPORT ROAD, NORTH KINGSTON, RI (GATE 2) SUBMIT A MONTHLY PRICE FOR ROUTINE SERVICES AS DESCRIBED IN ATTACHMENT B - 06/1/07 - 06/30/07	1.00	Month		
2	SUBMIT A MONTHLY PRICE FOR ROUTINE SERVICES AS DESCRIBED IN ATTACHMENT B - 07/1/07 - 06/30/08	12.00	Month		
3	SUBMIT A MONTHLY PRICE FOR ROUTINE SERVICES AS DESCRIBED IN ATTACHMENT B - 07/1/08 - 06/30/09	12.00	Month		
4	SUBMIT A MONTHLY PRICE FOR ROUTINE SERVICES AS DESCRIBED IN ATTACHMENT B - 07/1/09 - 05/31/10	11.00	Month		
5	SUBMIT A TOTAL PRICE FOR FLOOR CARE SERVICES AS DESCRIBED IN ATTACHMENT B - 06/01/07 - 06/30/07	1.00	TOTAL		
6	SUBMIT A TOTAL PRICE FOR FLOOR CARE SERVICES AS DESCRIBED IN ATTACHMENT B - 07/1/07 - 06/30/08	1.00	TOTAL		
7	SUBMIT A TOTAL PRICE FOR FLOOR CARE SERVICES AS DESCRIBED IN ATTACHMENT B - 07/01/08 - 06/30/09	1.00	TOTAL		
8	SUBMIT A TOTAL PRICE FOR FLOOR CARE SERVICES AS DESCRIBED IN ATTACHMENT B - 07/01/09 - 05/31/10	1.00	TOTAL		
9	SUBMIT A PRICE PER SQUARE FOOT FOR FLOOR CARE SERVICES AS DESCRIBED IN ATTACHMENT B - 6/1/07 - 6/30/07	1.00	Square Foot		
10	SUBMIT A PRICE PER SQUARE FOOT FOR FLOOR CARE SERVICES AS DESCRIBED IN ATTACHMENT B - 07/01/07 - 06/30/08	1.00	Square Foot		
11	SUBMIT A PRICE PER SQUARE FOOT FOR FLOOR CARE SERVICES AS DESCRIBED IN ATTACHMENT B - 07/01/08 - 6/30/09	1.00	Square Foot		
12	SUBMIT A PRICE PER SQUARE FOOT FOR FLOOR	1.00	Square		

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

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US

Requistion Number: 1037966

Line	Description	Quantity	Unit	Unit Price	Total
	CARE SERVICES AS DESCRIBED IN ATTACHMENT B - 07/01/09 - 5/31/10		Foot		

Delivery: _____

Terms of Payment: _____

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 bois (BGG) – (for Type I only).
Staphylococcus Aureau – ATCC 6538
Pseudomonas Aeruginosa – ATCC 10708.
Trichophyton Mentagrophytes
Methecillin Resistant Staphylococcus Aureau (MRSA)

3.1.3 Virucidal Activities: when used in accordance with the least favorable use-dilution indicated on the label, product shall be viricidal 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.

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 Aureau (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 ($CaCO_3$).

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 ($CaCO_3$).

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 $CaCO_3$).

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 $CaCO_3$).

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

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 lease 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.

5.2 Testing: This product may be tested as deemed necessary by Division of Purchases, in accordance with Section 3. In the even 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)

Bidder_____ R.I. Request No.:_____
Service Location: EXEC.– ANG, 104 Airport Street, North Kingstown, RI

GENERAL INFORMATION/SPECIFICATIONS

AGENCY: EXECUTIVE - MILITARY STAFF

LOCATION: AIR NATIONAL GUARD, Aviation Support Facility, 104 Airport St., North Kingstown, RI

AGENCY COORDINATOR: DANA THIBAULT PHONE: 401-275-4657

A. CONTRACT PERIOD: FROM: 6/1/07 – 5/31/10

B. DAYS OF WEEK WORK TO BE PERFORMED:

MON._____ TUES.__X___ WED.___X__ THURS.__X___ FRI._ X___
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 7:30 AM TO: 4:30 PM

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.

ATTACHMENT "B"
SPECIFICATIONS - (Janitorial Services)

Bidder_____ R.I. Request No.:_____
Service Location: EXEC.– ANG, 104 Airport Street, North Kingstown, RI

PART I - SERVICE REQUIRED - ROUTINE:
GENERAL:

DAILY

1. EMPTY ALL WASTEBASKETS, RECEPTACLES AND REPLACE LINERS, AS NEEDED;

2. WASH AND SANITIZE ALL DRINKING FOUNTAINS USING GERMICIDAL CLEANER;

3. REMOVE FINGERPRINTS, MARKS AND SMUDGES FROM WOODWORK, WALLS AND PARTITIONS;

4. WASH ALL ENTRY GLASS: DOORS (INSIDE AND OUTSIDE) PARTITIONS, DIVIDERS, ETC.;

LAVATORIES:

5. 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;

WEEKLY

ROUTINE SERVICES:

1. SWEEP AND/OR DUSTMOP ALL FLOOR SURFACES WITH TREATED MOPS (TWICE WEEKLY);

2. SWEEP AND DUST STAIRS, LANDINGS AND HANDRAILS (TWICE WEEKLY);

3. WETMOP ALL TRAFFIC LANES: ENTRIES, HALLS, OFFICES, CLASSROOMS, ETC. (TWICE WEEKLY);

4. WETMOP STAIRS AND LANDINGS (TWICE WEEKLY);

5. VACUUM ALL CARPETING IN TRAFFIC AREAS, STAIRS, LANDINGS, CORRIDORS, ENTRANCES (TWICE WEEKLY);

6. VACUUM ALL CARPETING IN OFFICES, CLASSROOMS, ETC. (TWICE WEEKLY);

7. SPOT CLEAN AND MACHINE POLISH ALL NON-CARPETED FLOORS IN TRAFFIC LANES, CORRIDORS, ENTRANCES, ETC. (ONCE WEEKLY);

8. SPRAY CLEAN AND MACHINE POLISH ALL NON-CARPETED FLOORS IN TRAFFIC LANES, CORRIDORS, ENTRANCES, ETC. (TWICE WEEKLY);

9. SPRAY AND MACHINE POLISH ALL OTHER NON-CARPETED FLOOR AREAS (TWICE WEEKLY);

ATTACHMENT "B"
SPECIFICATIONS - (Janitorial Services)

Bidder_____ R.I. Request No.:_____
Service Location: EXEC.– ANG, 104 Airport Street, North Kingstown, RI

MONTHLY
UNLESS OTHERWISE NOTED

1. VACUUM ALL VENTS (EXPOSED GRILL WORK)

PART II - SERVICES REQUIRED: FLOOR CARE SERVICE (STRIP, SEAL & FINISH)

1. MACHINE STRIP AND REFINISH ALL NON-CARPETED FLOORS IN OFFICES, TRAFFIC AREAS, CORRIDORS, ENTRANCES, CLASSROOMS ETC. –

FREQUENCY OF SERVICE SHALL BE TWICE ANNUALLY, OR AS DIRECTED BY AGENCY COORDINATOR.

THE EQUIPMENT/CHEMICALS REQUIRED TO BE USED AT THIS LOCATION ARE AS FOLLOWS:

A. CHEMICALS:
BUTCHER'S OR EQUAL

STRIPPER	-	BARE KNUCKLES
SEALER	-	IRON STONE
FINISH	-	HIGH NOON
RESTORER	-	HIGH NOON
CLEANER	-	SUNDANCE

B. EQUIPMENT:

TASKI OR EQUAL

1200 RPM – 20" HIGH SPEED ELECTRIC BURNISHER
TASKI SONIC, 8004-680

VACUUMAT 22T, #7510-85

NOTE: THE MANUFACTURERS AND BRANDS STATED ABOVE ARE LISTED TO ESTABLISH THE STANDARD/QUALITY OF CHEMICALS AND EQUIPMENT THAT THE STATE REQUIRES TO BE USED AT THIS LOCATION. IT DOES NOT, HOWEVER, PRECLUDE BIDDERS FROM OFFERING OTHER BRANDS THAT ARE CONSIDERED TO BE EQUAL TO THE HIGH SPEED FLOOR CARE SYSTEM NOTED IN THIS REQUIREMENT.

HOWEVER, IF BIDDING ON AN ALTERNATE BRAND, VENDOR MUST SUBMIT DETAILED SPECIFICATIONS.

ADDITIONALLY, A PROPOSAL MUST BE SUBMITTED DESCRIBING A SCHEDULE TO BE FOLLOWED WHICH MUST BE IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDED DIRECTIONS FOR PROPER FLOOR MAINTENANCE AND APPROVED BY THE AGENCY COORDINATOR.

FAILURE TO SUBMIT THIS DOCUMENT, OR INCOMPLETE SUBMISSION, WILL RESULT IN THE OFFER BEING DETERMINED TO BE NON-RESPONSIVE.

ATTACHMENT "C"
SPECIFICATIONS - (Janitorial Services)

Bidder_____ R.I. Request No.:_____

Service Location: EXEC.-Army Aviation Support, 104 Airport St., N. Kingstown, 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.:_____

Service Location: EXEC.-Army Aviation Support, 104 Airport St., N. Kingstown, 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 [ ]

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

_____

_____

_____

_____

_____

CERTIFICATION BY BIDDER:

_____	_____
-Authorized Representative-	-Signature-
_____	_____
-Title-	-Date-

STATE OF RHODE ISLAND
DIVISION OF PURCHASES

REQUEST FOR BIDS: JANITORIAL SERVICES

GENERAL - This Request covers Janitorial Services for the Executive Military Staff, Army Aviation Support Facility, 104 Airport Street, N. Kingstown, RI, in accordance with the term and description of services contained in ATTACHMENT "B" attached hereto.

A. PRICE OFFER - Bidders must submit their price offer, on the form provided, designated as ATTACHMENT "A". The offer for 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 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 which 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".

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 name tag (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

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 Office 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 Office 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 Office 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 Office of Purchases. Any questions regarding this Bid should be directed to the Office 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"), complete in all respects;

D. Schedule proposed for Floor Care Service (Strip, Seal & Finish).

   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.

MISCELLANEOUS REQUIREMENTS

1. VENDOR MUST PROVIDE ACURRENT LIST OF WORKERS. ADDITIONALLY, VENDOR MUST PROVIDE THE DATE OF BIRTH, SOCIAL SECURITY NUMBER AND A CLEAR COPY OF THE WORKER'S CURRENT DRIVER'S LICENSE OR RHODE ISLAND IDENTIFICATION CARD.

2. VENDOR MUST PROVIDE THE NAMES OF ANY NEWLY HIRED EMPLOYEE FORTY-EIGHT (48) HOURS IN ADVANCE TO AGENCY FOR BCI CLEARANCE.

3. EMPLOYESS OF VENDOR MUST BE ABLE TO READ, WRITE AND COMMUNICATE.

4. VENDOR TO PROVIDE PRE-DETERMINED DATES FOR ALL WEEKLY, MONTHLY AND YEARLY CLEANING TO THE BUILDING SUPERINTENDENT.

5. ALL VENDOR EMPLOYEES/REPRESENTATIVES MUST BE CLEARED THROUGH BCI BEFORE BEING AUTHORIZED TO WORK IN THE STATE FACILITY.

6. VENDOR MUST NOTIFY AGENCY UPON TERMINATION OF AN EMPLOYEE.

7. VENDOR EMPLOYEES MUST PRESENT PHOTO IDENTIFICATION.

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

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.

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.

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.