



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
DIVISION OF PURCHASES
One Capitol Hill
Providence, RI 02908-5855

Tel: (401) 574-8100
Fax: (401) 574-8387
Website: www.purchasing.ri.gov

September 28, 2012

ADDENDUM NUMBER TWO
RFQ # 7458040,2

TITLE: JANITORIAL PRODUCTS – MPA # 352

Closing Date and Time: 10/5/12 at 11:15 AM

This is in response to the questions received regarding the Request for Quote.

Please complete the revised Bid Form, 7458040.1 (Addendum #1), which has been updated for clarification.

Those items listed as NO SUBSTITUTIONS have been relocated to the bottom of the solicitation. These items will be awarded by line item to the lowest responsive responsible bidder.

Item: Toilet tissue 96 ct 2-ply 500 sheets #BT2382, CERTO, 4.5 x 3.8 sheets, (No Substitution)

Question: This is a private branded universal 2 ply toilet tissue. Why is No Substitutions stated?

Answer: The requesting agency requested this because of the need to retain the present dispensers because of space and usage requirements.

Question: Is this bid to be awarded by individual line item within a category or to be awarded by complete category?

Answer: Vendors should bid on every line item within a Grouping. The State will award up to (2) vendors per group to the lowest responsive responsible bidders with the exception of line items for which we receive only a single response.

Question: Can we provide alternative substitutes for specified items?

Answer: Yes provided the requesting item does not state (No Substitutions). Please give us your manufacturer, stock #, size, case count and price per lowest common denominator.

Question: Can we bid on towel and tissue products where we will provide the dispensers, as the ones specified are proprietary items? Can we show an alternate item whereby we will provide the dispensers?

Answer: Yes provided the requesting item does not state (No Substitutions). Please give us your manufacturer, stock #, size, case count and price per lowest common denominator.

Question: Can we bid our own line of soaps and dispensers where proprietary items are specified?

Answer: Yes provided the requesting item does not state (No Substitutions). Please give us your manufacturer, stock #, size, case count and price per lowest common denominator.

Important: Attach this completed and signed addendum to your bid proposal when your bid is submitted.

Name

Company Name

Date

I confirm receipt and understanding of Addendum #2 and have incorporated its provisions in my bid package.



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MASTER PRICE AGREEMENT
352 JANITORIAL PRODUCTS
7458040,1

ATTACHMENT 1

COMPLETE AND RETURN THIS DOCUMENT AS A PART OF YOUR BID RESPONSE.

THIS BID SOLICITATION WILL BE REVIEWED AND AWARDED BY FIVE GROUPINGS AS LISTED BELOW.
Vendors should bid on every line item within a Grouping. The State will award up to (2) vendors per
group to the lowest responsive responsible bidders with the exception of line items for which we receive
only a single response.

GROUP # 1:- PAPER PRODUCTS & DISPENSERS (LINE ITEMS 1 – 24)

GROUP # 2:- SOAP & BODY CLEANERS (LINE ITEMS 25 – 45)
(ALL SOAP DISPENSER WILL BE SUPPLIED FREE OF CHARGE FOR THE DEB SBS PRODUCTS)

GROUP # 3:- CLEANING CHEMICALS (LINE ITEMS 46 – 115)

GROUP # 4:- MISCELLANEOUS CLEANING SUPPLIES & EQUIPMENT (LINE ITEMS 116 – 150)

GROUP # 5: MISCELLANEOUS NO SUBSTITUTIONS ITEMS (LINE ITEMS 151-156)

IN ADDITION TO THE LINE ITEMS LISTED WITHIN THE SOLICITATION, WE ARE REQUESTING THAT YOU
PROVIDE US WITH THE PERCENTAGE OFF YOUR MANUFACTURER’S CATALOG LIST PRICING FOR ALL NON-
CORE ITEMS THAT MAY BE ORDERED THROUGH THE TERM OF THE AGREEMENT.

PERCENT DISCOUNT OFFERED OFF NON-CORE LIST ITEMS: _____

SUPPLIER CATALOG NAME: _____ ISSUE DATE: _____
SUPPLIER CATALOG NAME: _____ ISSUE DATE: _____
SUPPLIER CATALOG NAME: _____ ISSUE DATE: _____
SUPPLIER CATALOG NAME: _____ ISSUE DATE: _____

VENDOR MUST SUBMIT CATALOG(S) WITH THEIR BID RESPONSE.



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A REQUEST FOR A PERCENTAGE OFF YOUR MANUFACTURER’S CATALOG LIST PRICING, FOLLOWING AWARD AS A LINE ITEM, MUST BE FOR JANITORIAL PRODUCTS ONLY AND NOT INCLUDE ANY ITEMS LISTED AS ONE OF THE 156 CORE ITEMS.

IF NON-CORE ITEMS ARE ORDERED, THE REQUESTING AGENCY MUST INDICATE ON THEIR DEPARTMENTAL PURCHASE ORDER THE PERCENTAGE OFF THE CATALOG LIST PRICE. THE PROVIDING SUPPLIER MUST CONFIRM THAT PERCENTAGE WHEN INVOICING.

IN SERVICE TRAINING IS REQUIRED QUARTERLY ON ALL PRODUCTS AND AT WILL.

ITEMS, WHEN AWARDED, MAY NOT BE SUBSTITUTED WITHOUT THE APPROVAL OF THE DIVISION OF PURCHASES.

QUESTIONS CONCERNING THIS SOLICITATION MAY BE E-MAILED TO THE DIVISION OF PURCHASES AT BDINFO@PURCHASING.RI.GOV NO LATER THAN 25 SEP 2012 @ 12:00 NOON (EASTERN). PLEASE **REFERENCE THE RFP/BID NUMBER WITHIN THE SUBJECT LINE ON ALL CORRESPONDENCE.** QUESTIONS SHOULD BE SUBMITTED IN A MICROSOFT WORD ATTACHMENT. ANSWERS TO QUESTIONS RECEIVED, IF ANY, WILL BE POSTED ON THE INTERNET AS AN ADDENDUM TO THIS SOLICITATION (WWW.PURCHASING.RI.GOV). IT IS THE RESPONSIBILITY OF ALL INTERESTED PARTIES TO DOWNLOAD THIS INFORMATION.

NO INCREASES IN LINE ITEM PRICING WILL BE ENTERTAINED AT THE FIRST RENEWAL OPTION PERIOD.

INCREASED PRICING MAY BE ALLOWED AT THE SECOND ANNUAL RENEWAL PERIOD, FOR THE THIRD YEAR OF THE AGREEMENT, TO THE EXTENT OF INCREASES PASSED TO YOU, AS THE STATE’S SUPPLIER, FROM YOUR MANUFACTURER OR DISTRIBUTOR TO THE TOTAL OF THOSE INCREASES FROM THE INCEPTION OF OUR AGREEMENT OR 4%, WHICHEVER IS LESS.

Important: Attach this completed and signed addendum along with a copy of the required licenses to your bid proposal when your bid is submitted.

Name:

Date:

I confirm receipt and understanding of Attachment #1 and have incorporated its provisions in my bid package.