



Request for Quote

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

CREATION DATE : 07-FEB-13
BID NUMBER: 7461218
TITLE: MEAL PREPARATION SERVICES FOR STATE POLICE TRAINING ACADEMY

BLANKET START : 01-JUL-13
BLANKET END : 31-JAN-14
BID CLOSING DATE AND TIME: 13-MAR-2013 11:00:00

BUYER: McGurn, Cheryl A
PHONE #: N/A

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 DOA CONTROLLER
 ONE CAPITOL HILL, 4TH FLOOR
 SMITH ST
 PROVIDENCE, RI 02908
 US

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 DPS STATE POLICE TRAINING ACADEMY
 64 WINDSOR ROAD
 FOSTER, RI 02825
 US

Requisition Number: 1302179

Line	Description	Quantity	Unit	Unit Price	Total
1	7/1/2013 - 1/31/2014 PER ATTACHED SPECIFICATIONS TO PROVIDE RECRUIT MEALS FOR THE STATE POLICE TRAINING ACADEMY. AGENCY CONTACT: SGT. DEREK BOREK AT (401) 444-1191 OR DAWN PETRONE (401) 444-1129 TO SET UP A SITE VISIT PRIOR TO SUBMITTING YOUR BID. BREAKFAST	5,000.00	Each		
2	LUNCH	5,500.00	Each		
3	DINNER	4,000.00	Each		

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

Catering Services

RI State Police Training Academy

Specifications for food preparation and serving of three meals per day at Rhode Island State Police Training Academy, Boss Road, Foster, Rhode Island. The next academy class is scheduled to begin on July 15, 2013 and run for a period of twenty-two weeks, ending on December 13, 2013. Vendor will be required to provide a minimum of forty (45) breakfasts, forty five (50) lunches, and forty (45) dinners per day except for Friday when only breakfast and lunch will be required. Kitchen facilities are owned and provided by the Rhode Island State Police. All heat and electric power/water will be provided by the Rhode Island State Police. The facility may be visited prior to submitting your bid by contacting Sergeant Derek Borek at (401) 444-1191.

Vendors will bear all costs associated with their bids including supplying of food, meal preparation and delivery fees. No costs or expenses incurred by the vendor will be borne by the Rhode Island State Police.

The vendor shall have a food safety manager licensed in the State of Rhode Island.

The contractor shall be responsible for the cleanliness and upkeep of the food service areas, including walls and ceilings, as established by the Rhode Island Health Department. The contractor shall meet periodically with such persons designated by the State Police, from time to time, with reference to the food services so that through mutual cooperation, good relationships will be maintained with the trainees eating in the dining hall.

Prior to bid award, vendor and their employees must pass a background check. Vendor must provide a list of all employees. This list must have the employees full name, address, date of birth, and social security number.

The contract will be awarded to the low bidder as computed from the per meal and per week costs in all categories. Vendors will be required to provide sample meals to be approved by the State Police. Vendors will be disqualified if samples are unsatisfactory. Vendor will be required to submit meal plans in advance to the Training Academy commandant for approval. All meals are to be prepared with skim or low-fat dairy products, extra lean (less than 10%) meats, low salt and fat reduced deli meats, non-fat and low cholesterol mayonnaise, spicy and high fat foods will not be allowed.

The contractor shall procure as part of the direct operating expenses, such public liability insurance from companies, licensed to do business in the State of Rhode Island, as will protect the contractor, superintendent of the State Police, and the people of the State of Rhode Island and their officers and employees from any claims for damages to property and for personal

injuries, including death, which may arise from the operation of the food services program by the contractor. Policies, certificates of insurance shall be delivered to the Department of Purchasing or the Rhode Island State Police prior to the start of operation. All public liability policies shall provide minimum limits as follows: property damage: \$500,000.00 each occurrence \$500,000.00 annual aggregate bodily injury: \$500,000.00 each occurrence annual aggregate.

The contract shall be subject to cancellations by either party, any time after the date the contractor shall begin the operation of the food service providing that forty five (45) days written notice has been given by certified mail. The State Police shall have the right to terminate this agreement at any time on forty five (45) days written notice to the contractor by certified mail if in the superintendent's sole judgment; the contractor is not conducting operations in the terms of this agreement. In his written notice of termination to the contractor, the superintendent shall specify the policies, practices or circumstances that make termination necessary. If within twenty (20) days from the date of such notice, the contractor is able to change such policies or practices, or remedy circumstances specified by the superintendent, to the superintendent's satisfaction, the right of termination will not be exercised.

The State Police will make all equipment repairs and replace equipment from damages not caused through negligence of the contractor or contractor's employees. The State Police shall furnish the contractor a full complement of china, silverware, and glassware for satisfactory service which the contractor will maintain. The contractor will assume full responsibility for any damage to equipment or premises it occupies caused by the negligence of its employees, excepting ordinary wear and tear. Hours required/menu preparation: Vendor shall be permitted access to the training academy at 6:00AM Monday through Friday.

Breakfast (Monday-Friday); lunch (Monday-Friday); Dinner (Monday-Thursday). Meals will be served:

Breakfast-8:00 AM sharp, Lunch-12:00 PM sharp, Dinner-6:00 PM sharp. There shall be no deviation from the above schedule unless contractor is informed by the commandant of the Training Academy. On occasion, box lunches will be required and notice will be given within a reasonable time for preparation.

Portions (minimum):

Meats (cooked weight): Lunch -3 oz. Dinner-6 oz.; Pasta or Rice-8 oz.; Potato-4 oz.; Vegetables-4 oz.

Breakfast shall include the following: Beverages, fruits, breads-2 or 3 selections: main entrée 2 selections.

Lunch shall include the following: Beverages, variety of fruits, soup (weather permitting), sandwiches-two selections, dessert-salads and potato choices may be combined for each lunch.

Dinner: Beverages, variety of fruits, breads, soup (weather permitting), tossed salad, entrees-one selection with either pasta or potato/rice & vegetable, dessert. Peanut butter, jelly and sliced bread will be available at every meal.

Bottled water will be provided by the Rhode Island State Police. Vendor will be responsible for juices and milk to be available at all meals. Recruits will not be limited as to the amounts consumed at each meal. There is a milk dispenser available for use that holds two milk canisters.

Billing of services: Vendor will supply a per person meal cost when the meal count is reduced due to a reduction in the recruit class, the price of the services will be reduced to reflect the change. The vendor will be notified at the beginning of each week when such a change takes place: Vendor will submit bills on a weekly basis to the Department of Public Safety – Central Management Office

PURCHASE ORDER STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS PURCHASE ORDER:

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 ordered 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.

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.

LICENSE REQUIREMENTS:

VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. A COPY OF LICENSE/PERMIT SHOULD BE SUBMITTED WITH THIS BID. IN ADDITION TO THESE LICENSE REQUIREMENTS, BIDDER, BY SUBMISSION OF THIS BID, CERTIFIES THAT ANY/ALL WORK RELATED TO THIS BID, AND ANY SUBSEQUENT AWARD WHICH REQUIRES A RHODE ISLAND LICENSE(S), SHALL BE PERFORMED BY AN INDIVIDUAL(S) HOLDING A VALID RHODE ISLAND LICENSE.