Request for Quote

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

CREATION DATE : 16-MAY-13
BID NUMBER: 7467380
TITLE: DRY MOP SERVICES - URI

BLANKET START : 01-JUL-13
BLANKET END : 30-JUN-16
BID CLOSING DATE AND TIME:06-JUN-2013 10:15:00

BUYER: Melillo, Charlotte A
PHONE #: 401-574-8110

BILL TO
URI ACCOUNTS PAYABLE
CARLOTTI ADMINISTRATION BLDG
75 LOWER COLLEGE ROAD, SUITE 1
KINGSTON, RI 02881
US

SHIP TO
URI FACILITIES RECEIVING
ATTN: SEE BELOW
SHERMAN BLDG
KINGSTON, RI 02881
US

Requistion Number: 1311270

Line	Description	Quantity	Unit	Unit Price	Total
	7/1/13 - 6/30/16 DRY MOP SERVICES - URI PER SPECIFICATIONS AND PRICING SHEETS ATTACHED. EMAIL FOR QUESTIONS REGARDING THIS BID: charlotte.melillo@purchasing.ri.gov PRICING SHOULD BE ON SPREADSHEET ATTACHED. (24 ITEMS) AND SHOULD BE RETURNED WITH YOUR BID PACKAGE. * Dry mop services - URI				

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

RFQ 7467380 DRY MOP SERVICES - URI

VENDOR NAME

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
	GROUP PURCHASING ORGANIZATIONS (GPO):				
	THE UNIVERSITY OF RHODE ISLAND IS A MEMBER OF THE FOLLOWING:				
	1) Educational & Institutional Cooperative Purchasing (E&I)				
	2) Provista				
	IF THIS IS A MULTI-YEAR BID/CONTRACT. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE UNIVERSITY. TERMINATION MAY BE EFFECTED BY THE UNIVERSITY BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE UNIVERSITY 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 AND SUBJECT TO AVAILABILITY OF FUNDS.				
	DELIVERY AS REQUESTED				
	BLANKET REQUIREMENTS: **07/01/2013 - 06/30/2016**				
	THE VENDOR SHALL CHARGE CUSTODIAL SERVICES FOR QUANTITY BY INDIVIDUAL UNITS CLEANED.				
	Bid a Price for the Period: 07/01/2013 - 06/30/2014				
1	AVERAGE MONTHLY USAGE FOR 24" MOPS:	91	Each	$_____	$_____
2	LOST CHARGES FOR A 24" MOP:	1	Each	$_____	$_____
3	AVERAGE MONTHLY USAGE FOR 36" MOPS:	88	Each	$_____	$_____
4	LOST CHARGES FOR A 36" MOP:	1	Each	$_____	$_____
5	AVERAGE MONTHLY USAGE FOR 48" MOPS:	11	Each	$_____	$_____
6	LOST CHARGES FOR A 48" MOP:	1	Each	$_____	$_____
7	AVERAGE MONTHLY USAGE FOR 60" MOPS:	16	Each	$_____	$_____
8	LOST CHARGES FOR A 60" MOP:	1	Each	$_____	$_____
	Bid a Price for the Period: 07/01/2014 - 06/30/2015				
9	AVERAGE MONTHLY USAGE FOR 24" MOPS:	91	Each	$_____	$_____
10	LOST CHARGES FOR A 24" MOP:	1	Each	$_____	$_____

RFQ 7467380 DRY MOP SERVICES - URI

VENDOR NAME

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
11	AVERAGE MONTHLY USAGE FOR 36" MOPS:	88	Each	$_____	$_____
12	LOST CHARGES FOR A 36" MOP:	1	Each	$_____	$_____
13	AVERAGE MONTHLY USAGE FOR 48" MOPS:	11	Each	$_____	$_____
14	LOST CHARGES FOR A 48" MOP:	1	Each	$_____	$_____
15	AVERAGE MONTHLY USAGE FOR 60" MOPS:	16	Each	$_____	$_____
16	LOST CHARGES FOR A 60" MOP:	1	Each	$_____	$_____
	Bid a Price for the Period: 07/01/2015 - 06/30/2016				
17	AVERAGE MONTHLY USAGE FOR 24" MOPS:	91	Each	$_____	$_____
18	LOST CHARGES FOR A 24" MOP:	1	Each	$_____	$_____
19	AVERAGE MONTHLY USAGE FOR 36" MOPS:	88	Each	$_____	$_____
20	LOST CHARGES FOR A 36" MOP:	1	Each	$_____	$_____
21	AVERAGE MONTHLY USAGE FOR 48" MOPS:	11	Each	$_____	$_____
22	LOST CHARGES FOR A 48" MOP:	1	Each	$_____	$_____
23	AVERAGE MONTHLY USAGE FOR 60" MOPS:	16	Each	$_____	$_____
24	LOST CHARGES FOR A 60" MOP:	1	Each	$_____	$_____
	SPECIFICATIONS:				
	DRY MOPS				
	24", 36", 48", AND 60" DRY MOPS ON A BI-WEEKLY SERVICE SCHEDULE YEAR ROUND.				
	PROVIDE DRY MOPS WITH FRAMES AND HANDLES EVERY TWO WEEKS (EXCEPT DURING JUNE-AUGUST, WHEN DELIVERIES WILL SWITCH TO ONCE-MONTHLY).				
	DRY MOPS SHALL BE 2-PLY, HIGH-TWIST, LOOPED-END, COTTON/ACRYLIC-BLEND. DRY MOPS SHALL BE HAVE POLYESTER/CANVAS OR SYNTHETIC BACKING, AND SHALL BE PRE-LAUNDERED AND PRE-SHRUNK.				

RFQ 7467380 DRY MOP SERVICES - URI

VENDOR NAME

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
	HANDLES, FRAMES, AND MOPS SHALL BE UNTREATED. HANDLES SHALL BE THE SWIVEL VARIETY, AND HAVE A MINIMUM SHAFT DIAMETER OF ¾" (.75 INCH). FRAMES SHALL BE COLLAPSIBLE.				
	THE COST OF ANY ADDITIONAL REPLACEMENT HANDLES AND FRAMES SHALL BE BORNE BY THE VENDOR.				
	THE VENDOR SHALL PICK UP DIRTY MOPS "AS NEEDED" EVERY OTHER WEEK, AND REPLACE EACH DIRTY MOP ON A ONE-FOR-ONE BASIS WITH A CLEAN MOP ON THE SAME DAY.				
	TOTAL ESTIMATED DRY MOPS REQUIRED FOR THE FIRST DELIVERY SHALL BE AS FOLLOWS:				
	24" DRY MOPS - 270				
	36" DRY MOPS - 130				
	48" DRY MOPS - 100				
	60" DRY MOPS - 10				
	THE VENDOR SHALL SUPPLY A SURPLUS STOCK OF 18 OF EACH DRY MOP SIZE (24", 36", 48", 60"), IN ADDITION TO THE TOTALS LISTED ABOVE WHICH WILL BE STORED IN THE SHERMAN BUILDING (OR OTHER BUILDINGS AS REQUESTED).				
	DIRTY MOPS WILL BE PLACED IN TRASH LINERS AT EACH LOCATION. EACH BAG WILL INDICATE THE QUANTITY OF DIRTY 24", 36", 48", AND/OR 60" DRY MOPS.				
	THE VENDOR SHALL BE REQUIRED TO PICK UP DIRTY MOPS AT EACH BUILDING LOCATION ON CAMPUS, AND TO DELIVER CLEAN MOPS TO THE SAME LOCATION BETWEEN 8 AM AND 1 PM. LOCATIONS MAY INCREASE AS NEW BUILDINGS ARE CONSTRUCTED.				
	APPROXIMATELY 17 LOCATIONS ACROSS CAMPUS HAVE BEEN DESIGNATED AS COLLECTING POINTS FOR DELIVERY AND PICK-UP OF DRY MOPS FOR APPROXIMATELY 75 BUILDINGS ON CAMPUS. THESE COLLECTING POINTS MAY CHANGE IN VARIOUS WAYS. (THE AGENCY MAY ADD TO/AND OR DELETE COLLECTING POINTS, OR CHANGE THE MIX OF BUILDINGS SERVED BY A GIVEN COLLECTING POINT).				

RFQ 7467380 DRY MOP SERVICES - URI

VENDOR NAME

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
	ANY CHANGES IN DELIVERY HOURS AND/OR DAYS AND/OR WEEKS MUST BE APPROVED AT LEAST ONE WEEK IN ADVANCE BY THE AGENCY TO PROVIDE ADEQUATE TIME FOR SUPERVISORS AND HOUSEKEEPERS TO MAKE APPROPRIATE ADJUSTMENTS. ANY UNAPPROVED CHANGES IN DELIVERY HOURS AND/OR DAYS AND/OR WEEKS SHALL CONSTITUTE A VIOLATION OF THE TERMS OF THE AGREEMENT BETWEEN THE VENDOR AND THE AGENCY.				
	VENDOR SHALL BE REQUIRED TO PUNCH IN/OUT ON THE TIME CLOCK LOCATED IN THE CUSTODIAL SERVICES' OFFICE IN THE SHERMAN BUILDING WHENEVER MAKING A PICK-UP OR DELIVERY.				
	THE VENDOR SHALL PROVIDE A MOBILE CONTACT PHONE NUMBER FOR THE AGENCY'S REP/DRIVER.				
	WALKING DISTANCE BETWEEN THE DELIVERY TRUCK AND BUILDINGS MAY BE AS MUCH AS 100 YARDS. WALKING DISTANCES MAY BE AFFECTED BY DRIVING RESTRICTIONS, CONSTRUCTION PROJECTS, AND WINTER CONDITIONS, AMONG OTHER FACTORS.				
	USAGE FOR EACH BUILDING MAY INCREASE OR DECREASE DEPENDING UPON BUILDING ACTIVITY.				
	VENDOR SHALL BE REQUIRED TO COMPLETE A CUSTODIAL SERVICES **"DRY MOP DELIVERY SCHEDULE"** (SEE ATTACHMENT). THIS FORM WILL SPECIFY BY BUILDING THE QUANTITY OF 24", 36", 48", AND 60" DRY MOPS THAT ARE (1) SCHEDULED FOR PICK-UP (2) ACTUALLY PICKED UP AND (3) DELIVERED ON A PER-DELIVERY BASIS. THE FORM SHALL BE SUBMITTED WITH THE DELIVERY INVOICE, WHICH THE VENDOR SHALL BE REQUIRED TO PRESENT FOR APPROVAL/SIGNATURE AT THE SHERMAN BUILDING.				
	THE QUANTITY OF DRY MOPS IN USE WILL FLUCTUATE THROUGHOUT THE YEAR, WITH THE HEAVIEST USAGE DURING THE PERIOD SEPTEMBER THROUGH MAY. AT TIMES, MOST OR ALL OF THE MOPS ON HAND IN A GIVEN BUILDING WILL NEED TO BE PICKED UP AND REPLACED BY CLEAN MOPS. AT TIMES, THERE WILL BE LOWER USAGE DUE TO HOLIDAYS, STAFF SHORTAGES, BUILDING CLOSURES, SCHOOL BREAKS, ETC. USAGE MAY BE AS LOW AS 20 PERCENT OF NORMAL USAGE.				
	USAGE PATTERNS MAY ALSO CHANGE BY BUILDING, AND BUILDINGS MAY BE ADDED AND/OR DELETED FROM THE SCHEDULE BY THE AGENCY AT WILL.				

RFQ 7467380 DRY MOP SERVICES - URI				VENDOR NAME	
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ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE
	REGARDLESS OF CHANGES IN USAGE PATTERNS, A ONE-FOR-ONE EXCHANGE WILL BE REQUIRED ON THE SAME DAY, AND INVOICING WILL REFLECT THIS ONE-FOR-ONE EXCHANGE.				
	DRY MOP FRAMES AND HANDLES				
	VENDOR SHALL PROVIDE 24", 36", 48", and 60" FRAMES AND HANDLES (MINIMUM ¾ [.75] INCH SHAFT DIAMETER) AT NO COST TO THE AGENCY.				
	ESTIMATED NUMBER OF FRAMES TO BE SUPPLIED:				
	24" - 62				
	48" - 39				
	36" - 6				
	60" - 6				
	ESTIMATED NUMBER OF HANDLES TO BE SUPPLIED: 113				

Dry Mop Delivery Schedule Facilities Services Custodial Department U.R.I 2013

Pick-Up Locations:6:00 AM	Pick-Up		Delivered		Assigned	
Bi-Weekly Pick-Up	36"	24"	36"	24"	36"	24"
1.) C.B.L.S. Pick-up					4	10
Coastal Institute					4	3
Green House/Butler					3	7
Tyler Hall					2	6
2.) Chafee Hall Pick-Up					4	12
Lippitt Hall					0	2
Rodman Hall					0	5
Taft Hall					0	2
White Hall					2	5
Woodward Hall					6	6
3.) East Hall Pick-Up					0	6
Bliss Hall					4	10
Fine Arts					2	6
Washburn Hall					4	10
4.) Fogarty Hall Pick-Up					4	4
Child Development					0	2
Police Station					0	0
5.) Swan Hall Pick-Up					12	12
Edwards Auditorium					2	2
Green Hall					6	5
Presidents House					0	2
6.) Kelley Hall Pick-Up					0	7
Ballentine Hall					4	4
Crawford Hall					6	4
Gilbreth Hall					4	5
Wales Hall					3	4
7.) Library Pick-up					8	16
8.) Morrill Hall Pick-Up					5	9
Pastore Hall					9	12
Quinn Hall					6	6
9.) Roosevelt Hall Pick-Up					0	4
Carlotti Administration					0	4
Davis Hall					0	4
10.) Sherman Pick-up					2	0
210 Flagg Road					2	2
11.) Athletics					8	18
Sub Total					116	216
Dry Mop Storage						
Total Dry Mops						

Dry Mop Delivery Schedule Facilities Services Custodial Department U.R.I 2013

Pick-Up Locations:6:00 AM	Pick-Up		Delivered		Assigned	
Bi-Weekly Pick-Up	48"	60"	48"	60"	48"	60"
1.) C.B.L.S. Pick-up					0	0
Coastal Institute					0	0
Green House/Butler					0	0
Tyler Hall					0	0
2.) Chafee Hall Pick-Up					0	0
Lippitt Hall					0	0
Rodman Hall					0	0
Taft Hall					0	0
White Hall					0	0
Woodward Hall					0	0
3.) East Hall Pick-Up					0	0
Bliss Hall					0	0
Fine Arts					0	0
Washburn Hall					0	0
4.) Fogarty Hall Pick-Up					0	0
Child Development					0	0
Police Station					0	0
5.) Swan Hall Pick-Up					0	0
Edwards Auditorium					0	0
Green Hall					0	0
Presidents House					0	0
6.) Kelley Hall Pick-Up					0	0
Ballentine Hall					0	0
Crawford Hall					0	0
Gilbreth Hall					0	0
Wales Hall					0	0
7.) Library Pick-up					0	0
8.) Morrill Hall Pick-Up					0	0
Pastore Hall					0	0
Quinn Hall					0	0
9.) Roosevelt Hall Pick-Up					0	0
Carlotti Administration					0	0
Davis Hall					0	0
10.) Sherman Pick-up					0	0
210 Flagg Road					0	0
11.) Athletics					0	12
Sub Total					0	12
Dry Mop Storage						
Total Dry Mops						

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

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.

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.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.