Request for Quote

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

CREATION DATE : 27-JUN-13
BID NUMBER: 7476369,1
TITLE: WINDOW WASHING SERVICES - URI, PROVIDENCE

BLANKET START : 01-AUG-13
BLANKET END : 30-JUN-16
BID CLOSING DATE AND TIME:22-JUL-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-CE-PROVIDENCE CENTER
SHEPARD BUILDING
80 WASHINGTON STREET
PROVIDENCE, RI 02903
US

Requistion Number:
Amendment Description: ADDENDUM #1 - HEADING AT TOP OF SPECIFICATIONS SHOULD READ: RFQ 7476369 WINDOW WASHING SERVICES - URI, PROVIDENCE CAMPUS. THE MENTION OF "CCRI" IS INCORRECT.

Line	Description	Quantity	Unit	Unit Price	Total
1	8/1/13 - 6/30/16 WINDOW WASHING SERVICES, URI, PROVIDENCE PER SPECIFICATIONS ATTACHED QUESTIONS REGARDING THIS BID SHOULD BE EMAILED TO: charlotte.melillo@purchasing.ri.gov There will be a pre-bid conference on 7/8/13 at 9:00 AM. Vendors will meet at the Washington Street security kiosk to allow vendors to view the site and determine the correct equipment necessary to perform the task. * October 2013 - Cost per cleaning	1.00	Each		
2	April 2014 - Cost per cleaning	1.00	Each		
3	October 2014 - Cost per cleaning	1.00	Each		
4	April 2015 - Cost per cleaning	1.00	Each		
5	October 2015 - Cost per cleaning	1.00	Each		
6	April 2016 - Cost per cleaning	1.00	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

BLANKET REQUIREMENTS: 8/1/13 – 6/30/16

WINDOW WASHING – URI PROVIDENCE CAMPUS

A NON-MANDATORY PRE-BID CONFERENCE WILL BE HELD FOR VENDORS TO VIEW THE SITE AND DETERMINE THE CORRECT EQUIPMENT NECESSARY TO PERFORM THE TASK.

BIDDERS ARE RESPONSIBLE FOR INSPECTION OF EQUIPMENT AND/OR LOCATION, TAKING MEASUREMENTS WHEN REQUIRED AND MAKING THEMSELVES AWARE OF THE TOTAL REQUIREMENTS BEFORE SUBMITTING A BID. MEASUREMENTS PROVIDED WITH THE BID ARE FOR REFERENCE PURPOSES AND ARE NOT GUARANTEED TO BE COMPLETELY ACCURATE.

SPECIFICATIONS:

INTERIOR AND EXTERIOR CLEANING OF ALL WINDOWS, APPROXIMATELY 735 WINDOWS.
ALL CLEANING WILL INCLUDE BOTH INTERIOR WINDOW GLASS (TWO SIDES) AND INTERIOR WINDOW SILLS. THERE ARE A NUMBER OF INTERIOR TINTED WINDOWS THAT MUST BE CLEANED PER TINT MANUFACTURERS SPECIFICATIONS.

EXTERIOR WINDOW CLEANING WILL REQUIRE THE USE OF AN AERIAL LIFT. APPROXIMATE HEIGHT IS 60 FT. FROM SIDEWALK TO THE TOP OF THE BUILDING ON THE 4 STORY SECTION. APPROXIMATE HEIGHT IS 80 FT. FROM SIDEWALK TO THE TOP OF THE BUILDING ON THE 6 STORY SECTION.

VENDOR IS RESPONSIBLE FOR ITEMS ON WINDOW SILLS – TO REMOVE AND REPLACE THEM AS NECESSARY.

VENDOR IS TO REPORT IN WRITING ALL BROKEN WINDOWS AND WINDOW HARDWARE TO THE FACILITIES AND OPERATIONS DEPARTMENT, ROOM 325.

ALL WINDOW BLINDS WILL BE LEFT AT THE LOCKING SASH LEVEL ON DOUBLE HUNG WINDOWS, AND COMPLETELY DOWN ON ALL OTHER WINDOWS.

WORK WILL BE SCHEDULED AS EARLY AT 7 AM AND WILL CONCLUDE NO LATER THAN 4:30 PM.
WORK MAY BE SCHEDULED MONDAY THROUGH SATURDAY, NO HOLIDAYS.

VENDOR MUST SIGN IN AND OUT AT THE SECURITY OFFICE WHENEVER SCHEDULED TO DO WORK ON CAMPUS AND ALSO CALL FACILITIES AT 401-277-5179.

ALL LABOR, MATERIALS, CLEANING EQUIPMENT, CLEANING CHEMICALS, STAGING AND LIFT EQUIPMENT WILL BE PROVIDED BY THE VENDOR.

ALL SERVICE REQUESTS WILL REQUIRE CLEANING TO COMMENCE NO MORE THAN TEN (10) DAYS AFTER NOTIFICATION AND TO BE COMPLETED ON A TIMELY BASIS.

VENDOR IS RESPONSIBLE TO COMPLY WITH ALL APPLICABLE SAFETY CODES AND REGULATIONS AS REQUIRED FOR THIS TYPE OF SERVICE.

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

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.

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.

AUTHORIZATION AND RELEASE

In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency. A Direct Purchase Order (DPO) shall be created by the agency listing the items ordered, using the pricing and format set forth in the Master Blanket. All pricing shall be as described in the Master Blanket and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected in Master Blanket.

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.

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.