

Request for Quote

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

CREATION DATE : 10-DEC-13
 BID NUMBER: 7542372
 TITLE: REPAIRS TO FLOOR CARE EQUIPMENT - URI
 BLANKET START : 01-FEB-14
 BLANKET END : 31-DEC-16
 BID CLOSING DATE AND TIME: 07-JAN-2014 10:00:00

BUYER: Mosca, Gary
 PHONE #: 401-574-8124

B URI ACCOUNTS PAYABLE
I CARLOTTI ADMINISTRATION BLDG
L 75 LOWER COLLEGE ROAD, SUITE 1
L KINGSTON, RI 02881
T US
O

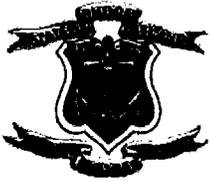
S URI FACILITIES RECEIVING
H ATTN: SEE BELOW
I SHERMAN BLDG
P KINGSTON, RI 02881
T US
O

Requisition Number: 1348790

Note to Bidders: Questions concerning this solicitation may be emailed to gary.mosca@purchasing.ri.gov no later than 12/19/13 @ 2:00 PM (ET). Questions should be submitted in a Microsoft word attachment. Please reference the RFQ # on all correspondence. Questions received if any, will be posted on the internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Line	Description	Quantity	Unit	Unit Price	Total
1	BLANKET REQUIREMENTS: 2/1/14 - 12/31/16 REPAIRS TO FLOOR CARE EQUIPMENT - UNIVERSITY OF RHODE ISLAND PER ATTACHED SPECIFICATIONS. 2/1/14-6/30/14 Hourly Rate for Onsite Repairs	130.00	Hour		
2	7/1/14-6/30/15 Hourly Rate for Onsite Repairs	260.00	Hour		
3	7/1/15-6/30/16 Hourly Rate for Onsite Repairs	260.00	Hour		
4	7/1/16-12/31/16 Hourly Rate for Onsite Repairs	130.00	Hour		
5	2/1/14-6/30/14 Hourly Rate for Offsite Repairs	20.00	Hour		
6	7/1/14-6/30/15 Hourly Rate for Offsite Repairs	40.00	Hour		
7	7/1/15-6/30/16 Hourly Rate for Offsite Repairs	40.00	Hour		
8	7/1/16-12/31/16 Hourly Rate for Offsite Repairs	20.00	Hour		
9	2/1/14-6/30/14 Flat Fee for Pick Up/Delivery of Offsite Repairs (one piece or more)	5.00	Each		
10	7/1/14-6/30/15 Flat Fee for Pick Up/Delivery of Offsite Repairs (one piece or more)	10.00	Each		
11	7/1/15-6/30/16 Flat Fee for Pick Up/Delivery of Offsite Repairs (one piece or more)	10.00	Each		
12	7/1/16-12/31/16 Flat Fee for Pick Up/Delivery of Offsite Repairs (one piece or more)	5.00	Each		

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



Request for Quote

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

BUYER: Mosca, Gary
PHONE #: 401-574-8124

CREATION DATE : 10-DEC-13
BID NUMBER: 7542372
TITLE: REPAIRS TO FLOOR CARE EQUIPMENT - URI

BLANKET START : 01-FEB-14
BLANKET END : 31-DEC-16
BID CLOSING DATE AND TIME: 07-JAN-2014 10:00:00

B
I
L
L

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

S
H
I
P

T
O
URI FACILITIES RECEIVING
ATTN: SEE BELOW
SHERMAN BLDG
KINGSTON, RI 02881
US

Requisition Number: 1348790

Note to Bidders: Questions concerning this solicitation may be emailed to gary.mosca@purchasing.ri.gov no later than 12/19/13 @ 2:00 PM (ET). Questions should be submitted in a Microsoft word attachment. Please reference the RFQ # on all correspondence. Questions received if any, will be posted on the internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Line	Description	Quantity	Unit	Unit Price	Total
	2/1/14-6/30/16 PROVIDE A DISCOUNT OFF LIST PRICE ON PARTS AND MATERIALS _____ %				

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



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

Bid #7542372

Repair of Floor Care Equipment - The University of RI

SPECIFICATIONS:

BLANKET REQUIREMENTS: 2/01/14 - 12/31/16

Repairs to floor-care equipment shall include all makes and models of vacuum cleaners, high and low speed floor buffers, wet/dry vacuums, Kaivac Cleaning Systems, extraction and foam carpet shampoo cleaners, and other non-specified equipment that may be added to inventory, whether electric or battery-operated.

These repairs shall also include repair and/or replacement of damaged hoses, tools, wands, squeegees, or other parts that are regarded as essential to the equipment in question.

The vendor shall invoice for the hourly rate (labor) and for materials and parts. No diagnostic fees will be permitted.

Upon demand, and at any time during the life of the contract, the Vendor shall provide to the Agency a printed retail parts catalog, or other similar document, whether in print or online, listing the manufacturer's suggested retail price of any and all parts used by the Vendor to repair Agency equipment.

Parts catalogs or other similar documents that list manufacturer's suggested retail prices shall have publication dates no older than one year from the date of the repair invoice.

Excluded from the list of equipment covered by this contract are all Trac 280, Minuteman or other scrubbers, which are serviced under another contract.

For any repair exceeding \$100 dollars, the vendor shall submit an estimate to the Custodial Services department specifying what repair is needed, the time required to complete the repair, and the estimated cost of the repair.

Please provide with bid submittal a letter on vendor letterhead confirming vendor is an authorized service and warranty center for equipment manufactured by Windsor, Nilfisk-Advance, Nacecare, Viper Industrial and Tennant/Nobles. The Agency reserves the right to request that the vendor also provide letters from these five manufacturers confirming the vendor's status as an authorized service and warranty center.

At the request of the Agency, the vendor will be required to make repairs onsite, either in the building in which the equipment is stored, or in the Custodial Services Office, or in other buildings as the need arises. The Agency may grant permission to the vendor to repair equipment offsite in exceptional circumstances (for instance, for more complicated repairs that may require access to a dedicated repair facility).

The vendor must be able to research equipment serial numbers to access warranty information, and to ascertain if equipment slated to be repaired is covered under warranty. If equipment is found to be under warranty, the Agency will be charged for only those repair costs not covered by the warranty.

When repaired offsite, equipment shall be repaired and returned to the Sherman Building. At the request of the Agency, the vendor may instead be directed to return repaired equipment to the building to which it is assigned.

All repaired (and non-repairable) equipment that is to be repaired offsite must be picked up and delivered between the hours of 7 AM and 1 PM, Monday through Friday.

The vendor shall schedule delivery times for equipment repaired offsite with a Building Superintendent or the Assistant Director before making deliveries of repaired equipment. The Agency reserves the right to refuse a delivery of repaired equipment if the vendor shows up unannounced, or deviates from a delivery schedule previously set by the Agency.

Equipment repaired offsite shall be repaired within ten (10) business days after being picked up by the vendor. If the vendor is not able to repair the equipment by 1 PM on the 10th business day, the vendor shall be obligated to send the Assistant Director (with the Building Superintendent a copy) or email explaining the delay. The vendor shall also be obligated to place a follow-up telephone call to the Custodial Services office explaining the delay and any steps that will be taken to repair and return the equipment according to the terms of the contract.

Equipment repaired onsite must be repaired within 5 business days once the Agency has requested the repair.

Only the following equipment shall be returned to the Custodial Services Department in the Sherman Building: (1) equipment not repaired within ten (10) business days and (2) equipment taken from the Sherman Building, and/or (3) equipment the Assistant Director of Custodial Services (or a Building Superintendent) has directed to be returned to the Sherman Building. All other equipment will be returned to the building to which it is assigned and from which it was picked up.

The Custodial Services Department reserves the option to direct the Vendor to pick up and/or return equipment to any building, regardless of the building to which it is assigned.

Equipment to be picked up by the vendor shall bear a two-part perforated URI Repair Tag. The larger part of the tag will remain attached to the equipment upon pickup and return. The smaller, detachable part of the tag will be torn off and given to the Custodial Services Department.

The larger part of the two-part Repair Tag will bear the following information: (1) URI Facilities Services (Custodial Services Department) Repair Tag, (2) Custodial Services Department phone number, (3) pre-printed repair number, (4) equipment make/model, (5) Serial No. , (6) URI property number, (7) repair problem, (8) service date, (9) return date, (10) 10-day "No Later Than" return date.

The smaller part of the two-part Repair Tag will bear the following information: (1) Service Date, (2) Return Date, (3) Equipment Make/Model, (4) URI property number, (5) Serial No.

The vendor will use the larger part of the two-part Repair Tag to identify all repaired equipment returned to a building. The tags will be completed filled in by the vendor, and attached to the repaired equipment.

A completed Repair Tag must be attached to all equipment picked up by the vendor for repair. No repairs shall be made to equipment that does not have a completed repair tag attached to it.

All repaired equipment shall be returned with a shipment confirmation document (on document for each piece of equipment) that provides (along with other standard information, such as the Agency name, equipment description), the following information:

- the order date (that is, the date the equipment is tagged for repair; this date appears in The Agency repair tag)
- the date and time of the pick up
- the date and time of the return

Vendor invoices for each piece of equipment must include all of the information contained on the Repair Tag. The Agency will not authorize any payments if an invoice does not include all of the required information, as well as itemized labor and materials/parts for each piece of equipment.

The delivery driver shall punch in at the Sherman Building upon arrival on campus, and shall punch out at the Sherman Building upon completion of the delivery.

If the vendor has been authorized by the Agency to repair equipment offsite, the vendor must pick up and deliver equipment on the day specified by the Custodial Services Department. Pick-ups and returns shall not be scheduled between 11:30 AM and 12 Noon, or after 1 PM. The vendor may charge a FLAT RATE PICKUP/DELIVERY FEE that covers both pickup and delivery charges for equipment (whether one piece or many pieces).

For all onsite repairs, the hourly labor rate shall cover the cost of (1) actual repairs, (2) any diagnostic evaluation, and (3) any other service charges (for instance, charges for service calls to appear on campus). That is, apart from the hourly labor rate for onsite repairs, there shall be no separate rate charges for diagnostic evaluation or service calls

The Custodial Services Department may change scheduled pick-ups and deliveries to suit its needs. The department will provide no less than one business days' notice when requesting a pick-up or return.

All invoices for ONSITE AND OFFSITE REPAIRS must specify (1) the order date, (2) the invoice date, (3) the hourly labor rate, (4) the actual labor charge (both "net price" and "extension"), (5) the actual (discounted) parts/materials charge, (6) the equipment serial number, and (7) whether the equipment is being repaired under warranty (no charge to Agency).

End Document.

Contract Terms and Conditions

Table of Contents

Terms and Conditions.....IX
 BID STANDARD TERMS AND CONDITIONSIX
 TERMS AND CONDITIONS FOR THIS BIDIX
 INSURANCE REQUIREMENTSIX
 DELIVERY PER AGENCYIX
 RIVIP INFO - BID SUBMISSION REQUIREMENTSIX
 AWARDX
 HOURS - BIDDING PURPOSESX
 HOURLY RATE SPECIFICSX
 PURCHASE AGREEMENT BIDX
 LICENSE REQUIREMENTSX

Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

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.

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.

MAILING ADDRESS FOR BID PROPOSALS ISSUED BY THE STATE OF RHODE ISLAND,
DIVISION OF PURCHASES

All Bid Proposals must be submitted by mail or hand delivered to:

- State of Rhode Island
- Department of Administration
- Division of Purchases, Second floor
- One Capitol Hill
- Providence, RI 02908-5855

DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor

submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.

AWARD

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.

HOURS - BIDDING PURPOSES

HOURS INDICATED ARE ESTIMATED QUANTITIES FOR BIDDING PURPOSES ONLY.

HOURLY RATE SPECIFICS

BIDDERS ARE ADVISED THE AWARD WILL BE BASED ON EITHER REGULAR, STRAIGHT-TIME HOURLY RATES OR A PERIODIC RATE SUCH AS 500 HOURS, MONTHLY OR ANNUALLY, DEPENDING ON THE SPECIFIC REQUIREMENTS OF A PARTICULAR BID. KEEP IN MIND THAT OVERTIME RATES, DISCOUNTS, AND OTHER MISCELLANEOUS PRICE-RELATED ITEMS ARE REQUIRED FOR INFORMATIONAL PURPOSES ONLY. OVERTIME RATE IS TO BE PAID IN ACCORDANCE WITH THE PROVISIONS OF THE RI DEPARTMENT OF LABOR AND TRAINING, EMPLOYER HANDBOOK. EMPLOYEES ARE TO BE COMPENSATED AT TIME AND ONE-HALF THE APPLICABLE PREVAILING WAGE RATE. OVERTIME RATES EXCEEDING ONE AND ONE HALF TIMES THE REGULAR HOURLY RATES FOR MONDAY THROUGH SATURDAY AND EXCEEDING TWO TIMES THE REGULAR RATE FOR SUNDAYS AND HOLIDAYS MAY BE GROUNDS FOR DISQUALIFICATION OF THE 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.

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.