



Solicitation Information
December 3, 2014

RFP# 7549179

TITLE: Complete Chemical Cleaning Manufacturing, Packaging, Sales, Distribution and Training – New Janitorial Business Unit at RIDOC Correctional Industries

Submission Deadline: Monday, January 5, 2015 at 2:00 PM (ET)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at purchasing.ri.gov no later than **Monday, December 15, 2014 at 5:00 PM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# 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.

Gail Walsh
Chief Buyer
Division of Purchases
RI Department of Administration

Applicants must register on line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed three-page R.I.V.I.P. Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

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SECTION 1 -- INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Corrections, is soliciting proposals from qualified firms to supply a complete janitorial cleaning chemical manufacturing, packaging, sales, distribution and training business unit, in accordance with the terms of this Request for Proposals (RFP) and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at www.purchasing.ri.gov.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of State Purchases.

Complete Janitorial Cleaning Chemical Manufacturing, Packaging, Sales, Distribution and Training Business Unit

7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.
8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W-9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of State employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090 or e-mail Raymond.lambert@hr.ri.gov.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the successful vendor(s).*
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Administrator at (401) 574-8253 or visit the website www.mbe.ri.gov or contact charles.newton@doa.ri.gov.
15. It is the responsibility of the vendor to ensure that all subcontractors meet all Federal and State laws and regulations including Health Insurance Portability & Accountability Act (HIPAA) requirements and that the appropriate business agreements are in place.

16. The successful offeror may be required to certify to the Rhode Island Department of Corrections that it is in compliance with applicable civil rights laws and regulations. These laws and regulations relate to issues concerning Equal Employment Opportunity (EEO), Limited English Proficiency (LEP), and other anti-discrimination laws. The successful offeror may also be required to prepare an Equal Employment Opportunity Plan. A certification of assurances form will be provided to you upon notification of tentative award. Further information regarding these assurances may be obtained upon request from RI Department of Corrections, Office of Financial Resources (phone: 401-462-2555 or by visiting the U.S. Department of Justice, Office of Justice Programs, Civil Rights website at: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>

17. The awarded vendor will furnish MSDS Data for all chemicals to be used in the program.

SECTION 2 -- BACKGROUND AND PURPOSE

BACKGROUND:

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Corrections, is soliciting proposals from qualified firms to supply a complete janitorial cleaning chemical manufacturing, packaging, sales, distribution and training business unit in keeping with the Mission of the Rhode Island Department of Corrections and Rhode Island Correctional Industries (RICI)

Rhode Island Department of Corrections Mission Statement: Our Mission is to provide a safe, secure, and humane correctional system through effective supervision and appropriate treatment of offenders, and a continuum of services that promote successful re-entry into society for the safety of our citizens and in support of crime victims.

Rhode Island Correctional Industries (RICI) Mission Statement: To offer offenders the opportunity to develop marketable job skills and a positive work ethic through structured workplace training and the production of goods and services in a prison environment.

RICI seeks a Vendor to provide and support RICI with a turnkey system that successfully establishes and grows a profitable Janitorial Cleaning Chemical Manufacturing packaging, sales, distribution and training business unit within RICI using the Vendor's purchased Chemical Concentrates, Loaned Equipment and "know how" coupled with RICI's own buildings, inmate workforce, and staff supervision.

RICI's vision is to hold a unique position in the janitorial cleaning chemical business whereby RICI will supply customers with cost effective cleaning chemicals, systems, waste and cost control systems, operational procedures, inventory systems regulatory compliance education and training. RICI desires to become the trusted and expert resource that allows customers to maximize the use of green chemicals while minimizing the quantities of chemicals used thereby reducing waste and cost, while considering the American Correctional Association (ACA) and environmentally friendly sustainability standards.

Specific Requirements:

The end products for re-sale are intended for use in daily maintenance programs to include floor care, washroom, carpet, food service, administration, dorm and living areas. The vendor shall provide corporate on-site “train the trainer” educational support at no cost to RICCI, in the areas of:

1. Facility selection, installation and maintenance of manufacturing equipment;
2. All aspects of the manufacturing process;
3. Product knowledge to include concentrate usage, compatibility, handling, storage and safety procedures;
4. Marketing support and guidance in developing RICCI produced marketing tools;
5. Sales support to RICCI to include sales training and customer contacts with RICCI staff;
6. Procedural standardization, compliance, safety protocol, and usage education to RICCI and its customers;
7. Developing a reporting system of inventory control and consumption for use by RICCI;
8. Safety education to include SDS, HAZCOM, PPE, and Right to know;
9. Other mutually agreed upon topics

The vendor will supply, install and provide “normal wear and tear” maintenance at no charge to RICCI on any and all equipment necessary for the manufacturing process to include filling, and packaging. Equipment must be constructed with the operational and security considerations of a corrections environment in mind. Ongoing in-service training and problem solving by qualified Vendor supplied personnel shall be made available upon request at no additional cost to RICCI.

Term of contract:

A contract awarded by RICCI as a result of this RFP is expected to be effective for Three (3) year period with an option to renew for Two (2) additional periods of up to one(1) year each subject to the approval by RICCI and the RI Division of Purchases.

The Vendor must possess and the program they submit must demonstrate extensive knowledge experience and compliance with the following areas as applied to corrections and sanitation:

Minimum Product/Material Environmentally Friendly Sustainability Standards:

Environmental Protection Agency (EPA): an agency of the United States federal government charged with protecting human health and the environment by creating and enforcing related regulations;

Green Seal™ (appropriate standards)): is a non-profit, third party certifier and standards body that provides independent, objective, science-based certification standards and information to consumers and industry sectors to achieve a healthier and cleaner environment by identifying and promoting products that have a less impact on the environment and human health; or

ACA Sustainability Standard: American Corrections Association standards for Accreditation- Sustainability standard.

Safety Data Sheet (SDS): a data form identifying the physical properties of a particular chemical or product, guidelines and workplace safety procedure descriptions for handling or working with the substance, storage, disposal, personnel protective equipment (PPE) and clean up procedures; and

Personal Protective Equipment (PPE): specialized clothing or equipment worn by employees of an organization for personal protection against health and safety hazards. PPE is designed to protect the parts of the human body, i.e., eyes, ears, face, head, arms, hands, torso, legs and feet from exposure. Refers to protective clothing, helmets, goggles, respirators or other gear designed to protect the wearer's body or clothing from injury by electrical hazards, heat, chemicals and infection, or job-related occupational safety and health purposes.

SECTION 3 -- SCOPE OF WORK

REQUIREMENTS:

RICI is seeking a vendor to supply materials that will allow RICI to manufacture and sell a concentrated, premeasured, liquid, color coded, job coded, and line of Janitorial Chemical Cleaning products. RICI requires (at a minimum) the following types of Janitorial chemicals with the specified properties to be available in their program:

Awarded vendor will furnish MSDS Data for all chemicals to be used in this program.

Heavy Duty All Purpose Cleaner: a multi-purpose cleaning agent used for heavy duty cleaning or degreasing bathrooms, sinks, wallboards, vinyl furniture and other difficult to clean surfaces.

pH Neutral Germicidal Detergent: EPA approved, concentrated liquid that is effective against a broad spectrum of gram positive and gram negative organisms including antibiotic resistant staphylococcus and fungi. To clean a variety of surfaces such as bathroom fixtures, toilets, sinks, mirrors, counter tops, and walls. Must be biodegradable and rid odors.

Degreaser: a heavy duty cleaning agent used for degreasing floors and food service equipment and other difficult to clean surfaces.

Floor Finish Remover: product designed to remove floor finishes through the breakdown of the acrylic finish polymers or by dissolving or emulsifying the finish, polish or wax.

Floor Neutralizer: Removes alkaline residue from floors after stripping providing better floor finish adhesion, neutralized ice melting compound residue on floors and carpets. Liquid formulation applies with mop, auto scrubber, or carpet extractor.

Floor Finish: product designed to polish, protect or enhance floor surfaces by leaving a protective wax, polymer or resin coating resistant to scuffs and scratches.

Bathroom Cleaner: product designed to clean toilets, urinals, sinks, showers and tubs by eliminating germs and removing difficult to clean soap scum residue, hard water mineral deposits and rust stains.

Commercial Strength Laundry Detergent: industrial strength detergent to clean a variety of fabrics for the removal of stains and soils. The product shall not cause the colors of the fabric to run, bleed or bleach.

Glass Cleaner: product designed to clean mirrors, glass, Plexiglas, Lexan ®, stainless steel, cooper, vinyl and Formica ®. Product should be biodegradable, Phosphate free, non-flammable, fast drying and streak free.

Pot and Pan Detergent: a biodegradable, multi-purpose cleaning agent for soft, medium and hard water that can cut grease to pots, pans, utensils, trays and a variety of baking sheets and containers.

Air Freshener: neutralized bad odors.

Neutral Floor Cleaner: pH 7-7.2 floor mopping solution leaves no residue to dull floor finish; apply using damp mopping or auto scrubber.

Spray Buff: apply using a quart bottle spray application to restore shine to any floor finish.

Biologically Enhanced Detergent: Used to mop floors, treat drains and grease traps, to pre-spot carpets, and fabric, and to clean kitchen and restroom surfaces. May be applied with a mop or spray bottle or applied directly to drains and grease traps.

Sanitizer: Quaternary sanitizer for use in three compartment sinks or for sanitizing all food contact surfaces, Biodegradable, no potable water rinse required.

Minimum Product/Material Requirements:

Pre-Measured Concentrates shall:

- Be in liquid concentrate formulations;
- Be readily diluted in cold tap water;
- Provide a color coded SDS for each product and supplied free by the Vendor; and
- Be shipped to RICI in DOT approved containers or other bulk containers packed in recyclable corrugated material of sufficient strength to protect the product from normal physical damage that may occur during shipping, handling and storage.

Pre-Measured Concentrate Packages shall:

- Be color, size and job coded to simplify usage;

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- Indicate size or volume envelopes;
- Be packaged in environmentally friendly translucent polyethylene envelopes to promote security for visible detection of contraband;

Envelopes made out of derivatives that can be incinerated or recycled after use and packed in cartons of recycled cardboard;

- Consist of film made out of modified polyethylene, tubular in shape with no manufactured side seems;
- Consist of environmentally friendly film that is either Low Density Polyethylene (LDPE) or High Density Polyethylene (HDPE)
- Consist of film designed to hold concentrates without degradation to film for at least a nine (9) month period;
- Consist of modified polyethylene, tubular film to hold a maximum of Sixty-four (64) fluid ounces; and
- Consist of film compatible with all Vendor supplied equipment for packaging purposes.

Product Samples shall:

Not be submitted with the Vendor's proposal but will be required during the evaluation process. Vendors will be contacted by the Office of Purchases during the proposal evaluation process to submit product samples. All product shall be shipped to: RI Correctional Industries, 33 Power Rd. Cranston, RI 02920 with the shipping box clearly labeled: RFP-RICI: Janitorial Chemical Cleaning Products and Training Services;

If applicable, be of exact quality, brand and style being quoted in the Vendor's proposal; and be provided at no charge to RICI and shall not be returned by RICI.

Product Registration and Labels:

Vendor shall assist RICI in product registration requirements; and
Vendor shall assist RICI in designing graphical layouts for product labels.

Minimum Equipment Requirements:

Vendor shall provide packaging equipment at no additional charge to RICI for the duration of the Contract and any Contract renewals thereof.

Vendor shall provide technical support for equipment layout design.

Vendor shall install, troubleshoot, repair and replace equipment RICI will need to engage in the janitorial chemical cleaning business.

Referenced detailed packaging equipment specifications are for description only and shall not be intended to be restrictive.

Sealing Machine shall be designed for a Correctional environment:

- To seal LDPE and HDPE film to hold concentrated chemicals;
- provide a heat seal to hold a maximum of 64 ounces of concentrate;
- To be calibrated to adjust to film thickness and other packaging variables;

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- With controls that are lockable;
- Industry standard safety features; and
- Repairs to be furnished by the Vendor.

Filling Machine shall be designed for a Correctional environment:

- To fill portion controlled packages of liquid concentrates;
- To allow for calibrations of filling amounts from one-half (½) to sixty-four (64) ounces;
- Controls to be lockable;
- Industry standard safety features to include but not limited to pressure relief valves and emergency shut off;
- For contact components be rated for compatibility of concentrated chemicals; and
- Repairs to be furnished by the Vendor.

Training Services: The Vendor shall provide RIC1, at no additional charge, on-site “train-the trainer” services to include step by step instruction of bulk product knowledge, compatibility and usage, proper dilution, packaging, labeling, operation of product accessories and packaging equipment, MSDS requirements to include, but not limited to: product knowledge of concentrates, physical, health and reactivity hazards, safety precautions, PPE and Hazmat first aid procedures of each product concentrate, ACA and environmental friendly sustainability standards. In addition, but not limited to, the Vendor shall provide:

Ongoing site-based equipment, product, and accessory product training for both staff and inmates;

Description, purpose and usage of each concentrate;

Compatibility characteristics/properties of concentrates;

SDS management and compliance;

Equipment production and manufacturing training;

Equipment maintenance training;

Customized technical program assistance to include marketing and direct sales support for customer retention;

Manuals, binders and any materials deemed necessary for proper documentation and training;

procedure and reference manuals to include product compatibility, application of all concentrates used in the program for re- training of staff and new staff introduced to the program;

Standard product packaging and labeling procedures of concentrates;

Product registration training;

Accessory products to be used in conjunction with concentrates;

Development and management of product inventory systems;

Product quantity usage to fulfill manufacturing production schedules;

Training on product/customer market sustainability; and monthly reporting systems.

RIDOC Responsibilities: Will provide facilities, workforce, and staff supervision

Contractor Responsibilities: General Service Provisions:

RICI Contact: The RICI, Administrator, or designee shall contact the Vendor when service is needed.

Vendor Tools and Equipment: The Vendor must furnish the required tools and equipment necessary to provide the requested services of the Contract. Any and all tools, containers and vehicles the Vendor needs to provide the required services must be inventoried before entering and leaving the facility and are subject to search by RI Department of Corrections security staff at any and all times while on RI Department of Corrections facility grounds.

Vendor Credentials: The Vendor shall furnish any valid professional licenses, certifications and/or qualifications required by law for the performance of the requested services of the Contract.

Rules and Regulations: The Vendor agrees to comply with all rules and regulations of the RI Department of Corrections.

Additional Facilities: Upon agreement of both parties, additional facilities belonging to the RI Department of Corrections may be added to the Contract

Vendor Employee Information: The Vendor will be responsible for providing the Name, Date of Birth (DOB), and Social Security number of all employees the Vendor plans to assign to work at the RI Department of Corrections facilities. The RI Department of Corrections will do a criminal record check on all prospective workers who might be assigned to any RIDOC facility. Anyone who is found to have a criminal record shall not be allowed to work at these facilities. Names must be submitted RICI, Administrator at 33 Power Rd, Cranston, and RI 02920 least seven (7) days before the persons are to work on-site. This rule applies for any new Vendor employees that are assigned to work at any RI Department of Corrections facility. This policy applies for the duration of the Contract.

Qualifications/Licenses and Credentials: The Vendor shall ensure that qualified professionals possess the required credentials, licenses and/or certificate required by law and regulations to provide the services required.

Change of Ownership: In the event that the Vendor should change ownership for any reason whatsoever, the RICI shall have the option of continuing under the Contract with the Vendor or its successors, or assigns for the full remaining term of the Contract, continuing under the Contract with the Vendor or its successors, or assigns for such period of time as determined necessary by the RICI, or terminating the Contract.

Vendor Designated Liaison: The Vendor shall designate a representative to act as a liaison between the Vendor and the RICI for the duration of the Contract. The Vendor shall notify the RICI of such named Liaison within five (5) days after the award of the Contract: submit a written identification and notification to RI Department of Corrections of the name, title, address, telephone number, fax number and e-mail address of one (1) individual within its organization as a duly authorized representative to whom all correspondence, official notices

and requests related to the Vendor's performance under the Contract. Any written notice to the Vendor shall be deemed sufficient when deposited in the U.S. mail, postage prepaid and addressed to the person designated by the Vendor under this paragraph. The Vendor shall have the right to change or substitute the name of the individual described above as deemed necessary provided that any such change is not effective until the Administrator of RIC I actually receives notice of this change. Changes of the named Liaison by the Vendor must be made in writing and forwarded to: RIC I Administrator, 33 Power Rd. Cranston, RI 02920.

Vendor Liaisons Responsibilities: The representative shall be responsible for: representing the Vendor on all matters pertaining to the Contract. Such a representative shall be authorized and empowered to represent the Vendor regarding all aspects of the Contract; monitor the Vendor's compliance with the terms of the Contract; receiving and responding to all inquiries and requests made by RIC I in the time frames and format specified by RIC I in this RFP and in the Contract; and meet with representatives of RIC I on a periodic or as-needed basis to resolve issues which may arise.

Security Requirement: Employees of contractors who must gain entrance into correctional facilities are subject to police record checks; the Department of Corrections retains the right to refuse entrance to contractor employees with felony convictions. Access to correctional facilities also requires adherence to rigid security rules as far as property search, contact with inmates, etc.

SECTION 4 -- TECHNICAL PROPOSAL

Narrative & format: *The separate technical proposal should address specifically each of the required elements:*

1. **Staff Qualifications** - Provide staff resumes / core values and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field of Correction and Sanitation on Janitorial Cleaning Chemical Manufacturing, packaging, sales, distribution and training.

2. **Capability, Capacity, and Qualifications of the Offeror** –

References shall be submitted. Please provide up to five (5) references from the past three (3) years. The Vendor shall grant the RIC I to contact the references upon submission of reference information. Please provide the following information for each reference:

Name and address of organization;

Name, title, e-mail address and telephone and fax number of contact person; and Website address and performance period. Please provide the names of all the companies who have terminated your organization's services in the last three (3) years. In each case, detail the reason for the termination.

3. **Work Plan** – Technical Proposal:

The Vendor shall provide and support RIC I with a turnkey system that establishes a

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complete and profitable Janitorial Cleaning Chemical, manufacturing, packaging, sales, distribution, and training, business unit within RICI, using the Vendor's purchased chemical concentrates, loaned equipment, and "knowhow" coupled with RICI's own buildings, inmate workforce, and staff supervision. The technical Proposal shall contain a comprehensive description of how the system will provide the following:

Technical Standards, Specs, Requirements and Services:

Correctional Accreditation Standards;

Environmentally Friendly Sustainable Standards;

Product Function Specifications;

Product/Material Requirements;

Equipment Requirements; and

Training Services.

Implementation Plan:

Technical advice of layout of equipment;

Installation of equipment;

Product/equipment knowledge, manufacturing and product packaging process;

ACA and sustainability standards and MSDS compliance and management;

Graphical layout assistance for product labels and printing;

Product registration, labeling, packing, shipping and delivery methods; and

Direct marketing and sales support to sustain viable customer base.

The Implementation Plan shall contain a comprehensive description of the timeline and training schedule for the proposed turnkey Janitorial Chemical Cleaning product system

SECTION 5 -- COST PROPOSAL

Detailed Budget and Budget Narrative: Cost Proposal:

The Vendor shall describe and attach any and all pricing terms and conditions that may affect the Contract. Cost proposals shall be RICI capsulated to include no cost recovery for product samples, the installation/maintenance and repair of equipment and associated training services to the RICI to minimize any and all incurred expenses associated with a Contract for Janitorial Chemical Cleaning Products and Training Services. Information to include but not limited to:

Product/Accessory Cost Proposal:

- Product type and size/unit of measure/concentrate;
- Quantity produced per unit of measure/concentrate;
- Product accessory type and size;
- Graphical layout label design;
- Packaging of each product type and size; and
- Product registration.

Equipment Cost Proposal:

- Equipment;

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- Layout design and installation; and
- On-site maintenance and repair of equipment.

Product Sample Cost Proposal;

Training Services Cost Proposal

- Product knowledge and concentrate usage dilution, compatibility and safety procedures and PPE protocols;
- ACA and sustainability standards and compliance;
- Procedural standardization;
- Product inventory and storage management;
- Equipment usage and safety protocols
- Production and manufacturing process training
- MSDS compliance and management;
- Product registration, packaging, labeling, packing, shipment and transportation requirements;
- Direct marketing and sales support; and
- Customer usage facility programming.

SECTION 6 -- EVALUATION AND SELECTION

Proposals will be reviewed and scored by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or more will be evaluated for cost and assigned up to a maximum of 30 points in that category, bringing the potential maximum score to 100 points.

The Department of Corrections reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications	15 Points
Capability, Capacity, and Qualifications of the Offeror	25 Points

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Quality of the Work plan	15 Points
Suitability of Approach/Methodology	15 Points
Total Possible Technical Points	70 Points
Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 30 points]	30 Points
Total Possible Points	100 Points

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

SECTION 7 -- PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7549179** 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. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or lynda.moore@doit.ri.gov.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses {**an original (1) plus four (4) copies**} should be mailed or hand-delivered in a sealed envelope marked "**RFP#7549179 Janitorial Business Unit at RIDOC Correctional Industries**" to:

RI Dept. of Administration
Division of Purchases
2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the previously referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses should include the following:

1. A completed and signed three-page R.I.V.I.P generated ***bidder certification*** cover sheet -- downloaded from the RI Division of Purchases Internet home page at: www.purchasing.ri.gov
2. A completed and signed ***W-9*** downloaded from the RI Division of Purchases Internet home page at: www.purchasing.ri.gov
3. A ***letter of transmittal*** signed by the owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the State.
4. A separate ***Technical Proposal*** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices). As appropriate, resumes of key staff who will provide services covered by this request.
5. A separate, signed and sealed ***Cost Proposal*** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
6. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in ***electronic format (CDRom, diskette, or flash drive)***. Microsoft Word / Excel or PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked "original".

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.