



Request for Quote

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

CREATION DATE : 24-DEC-14
BID NUMBER: 7549226
TITLE: LAB COAT RENTAL AND LAUNDRY SERVICE - URI

BLANKET START : 01-FEB-15
BLANKET END : 31-DEC-16
BID CLOSING DATE AND TIME: 26-JAN-2015 10:00:00

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

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

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URI SPECIAL INSTRUCTIONS
SEE BELOW
SEE BELOW, RI N/A
US

Requisition Number: 1378559

Note to Bidders: Questions concerning this solicitation may be emailed to doa.purquestions3@purchasing.ri.gov no later than 1/9/15 @ 3:00 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: 2/1/15-12/31/16 with 2, 1 year renewals; Lab Coat rental and laundry service, PER ATTACHED SPECIFICATIONS.	1.00	Total		

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

University of Rhode Island: Lab Coat Rental and Laundry Service

Attachment A-1. Description of Requested Services

Introduction:

The University of Rhode Island is seeking a vendor to provide lab coat rental and laundry service for various departments of the University.

Each department/research group utilizing the services will provide the name of the designated contact person to URI Public Safety/Environmental Health & Safety (EHS). EHS will provide the initial coordination between the departments/researchers and the vendor. Invoices will be provided to each designated departmental contact weekly by the vendor after each delivery.

The initial contract will be for two years with options to extend on a yearly basis for an additional two years. The University reserves the right to cancel the contract if service is not reliably provided.

Services Requested:

General considerations:

1. The University of Rhode Island is seeking a vendor to provide lab coat rental and laundry service for various departments of the University. The lab coat descriptions are listed below.
2. The vendor must provide, launder, maintain, and repair the lab coats during the contract period.
3. The vendor must provide weekly pick up of soiled coats and delivery of clean coats. The lab coats should be bar-coded for tracking purposes and soiled coats will be electronically counted upon pick up. The vendor will provide an accurate count of the number of items picked up and delivered at each location weekly to the designated person at URI Public Safety/Environmental Health & Safety (EHS) and the departmental contacts. The bidder will specify how coats for individual users will be labeled so the user can identify his/her own coats.
4. The bidder must demonstrate the ability to track product and generate usage reports. The bidder shall submit sample tracking and usage reports with the bid.
5. The vendor will supply "request for repair or alteration" tags as needed at no cost. Items needing repairs will be pulled off-line by the vendor, repaired and delivered on time. Items will be replaced if they cannot be repaired. No fee will be assessed for normal wear.
6. The bidder will provide a rolling rack or lockers, and an appropriate biohazard soil bag(s)/container(s) for collection of soiled products at each building. Please provide a picture of the collection containers with the bid documents. Bidder should specify what items they are including with their bid.

7. Billing considerations. Invoicing is to be based on per person/per week charges as indicated on the bid sheets.

Included in the above shall be all costs of rental, repair, and laundering per individual. Costs of additional supplies for the start-up of the program: the rolling racks, lockers, biohazard soil bags/containers, and expendable supplies are to be included in the overall costs as well. If additional locations are added following the bid award, the vendor will be allowed to charge a one-time start-up fee for the additional racks and supplies needed, or for example, additional racks may be required in the classrooms.

The bidder must specify if there is an extra charge for non-standard sizes such as plus size as indicated on the bid form. Since each department/research group is paying their own invoice these additional fees will need to be clearly detailed on the invoices.

The University reserves the right to add, or delete users as personnel change. Lab coats services will be utilized initially at both the Kingston and Providence campuses of URI. Service will be weekly. Variations to the schedule, due to holidays, school closures, weather, etc. should be pre-approved by EHS and the vendor as needed. The clean coats will be delivered on hangers to the rolling racks or lockers. Protective covering such as poly or paper bag, are not required but if they are included, the covering must be recyclable. Final delivery locations will be mutually agreed between the vendor and URI before the start of the contract. There are three initial collection locations: URI Pharmacy Building (Kingston campus), URI CBLS Building (Kingston campus) and the URI Providence Campus (Shephard Building). These three locations exceed one story and delivery to the ground floor cannot be guaranteed, vendors should expect to have to deliver beyond the ground floor. In each of these examples, elevators are available.

Two types of service are requested- "individual" coats for use by the researchers and "bulk" coats for use in a classroom setting.

Rental and laundry service.

Lab coat types:

1: Standard lab coat: The lab coat description is the traditional lab coat style: color white, knee length, long sleeve, polyester/cotton blend. The preferred closure is snaps with a closed sleeve. Buttons and open sleeves will be considered. Coats must have at least 3 pockets. The bidder must specify in detail what they are offering.

2. Alternate (optional): Barrier lab coat. This type of coat is a polyester front and poly / cotton back. This style coat is designed to block liquids from entering through the fabric. Bidder must specify details as listed under standard lab coat: sleeve closures, snaps or buttons. An appropriate marking label should be provided to indicate this is a barrier coat.

3. Cotton flame- resistant lab coat. This coat is a 100% cotton treated with a flame resistant material. The vendor should specify the number of washes before replacement occurs, that is, what is the life-

time of the fire resistant coating. The coat should be light blue and be marked with a clearly visible patch or similar marking label to indicate the coat is flame resistant. The awarded vendor is to replace the lab coats in accordance with the manufacturer's recommendation for replacement after multiple washes to avoid loss of the flame resistant coating. A copy of the manufacturer's specification is to be included with the bid proposal. Additionally, the vendor should advise how they will track this in accordance with Item 4 under General Considerations.

4. Nomex lab coat. The Nomex flame resistant lab coat is an inherently flame resistant material and is not treated. The color requested is dark blue. The coat should carry a label/patch indicating the coat is NOMEX. The awarded vendor is to replace the lab coats in accordance with the manufacturer's recommendation for replacement after multiple washes to avoid loss of the flame resistant coating. A copy of the manufacturer's specification is to be included with the bid proposal. Additionally, the vendor should advise how they will track this in accordance with Item 4 under General Considerations.

Coats of various sizes (XX S, XS, S, M, L, XL, XXL, XXXL) to be provided as requested by each department. URI wants to view a sample coat(s) at a pre-award meeting.

Type 1: Individualized Coats for use in research laboratories where potentially infectious materials may be in use . In departments seeking coats for specific individuals the vendor will provide custom fitting so the garments are the correct size. Each person will be issued 3 lab coats. This assumes one in use, one in the laundry and one spare. So for 50 users 150 coats would be contracted. Weekly service is requested . It is anticipated that these coats will be in use year round.

Type 2: Bulk coats suitable for work areas where potentially infectious materials may be in use in classes, such as a biotechnology laboratory classroom. Same type coat as described above but in shared usage suitable for use in a teaching laboratory. Coats are to be picked up and laundered weekly. Coats must be provided in a variety of sizes as requested by the course instructor at the start of the semester. Class members will select a coat for use during the class and return it to a rack at the end of each class session. The number of students per class will vary. Two coats will be issued per student. Some additional coats may be ordered as spares. A typical semester is 16 weeks. The classroom coats will be delivered at least one week prior to the start of each semester for which service is contracted or as agreed between URI and the contractor and picked up at the end of the semester unless the bidder can conduct a fit test during the first week of laboratory classes. If there are 30 students in a class 60 coats (+ agreed number of spares) would be contracted. Weekly service is requested .

The coats used in teaching labs, "bulk coats", will be contracted and issued on a per semester basis depending on the URI class needs. There are three semesters: fall-late August through December ; spring -late January through May, and summer-June through August. Some summer semesters may run less than the average 16 week time frame. Vendors are to factor in that while pricing is again per individual/per week; these quantities will likely change with each semester. Re-use of lab coats already on hand is acceptable in the final count of the up-coming semester.

The following requirements apply to all items of this bid. Vendor must check yes or no on the bid form to confirm their understanding of each item.

Qualifications:

1. The bidder must self-certify that it has a safety program and adheres to laundry industry standards of operation. The bidder should describe how it does this. See References from the TRSA and the Healthcare Laundry Accreditations Council.
2. The bidder will provide documentation that the bidder's employees have received OSHA HAZCOM and Bloodborne Pathogens training and follow Universal Precautions to minimize the risk of exposure to bloodborne pathogens.
3. It is the responsibility of the laundry facility to comply with all federal, state, and local regulations and operating permits.
4. The bidder must have been in business for at least two years.
5. The bidder will provide customer references from at least three (3) universities or hospital labs where at least 50 individuals utilize the lab coat rental and laundry services either as individual researchers and/or in classroom situations.
6. The bidder must provide proof of insurance conforming to the University's requirements before a bid is awarded. Current insurance requirements are attached to this bid.
7. All vendor vehicles must be properly licensed, permitted, insured, and maintained. All vehicle operators must be licensed and insured as required by state and federal regulations. All pick-ups and deliveries must be in vendor vehicles with company identification.
8. All vendor personnel must have company-issued identification including photographs and must present it when requested by the University.
9. Bidders may be requested to make a presentation describing the services they can provide in a pre-award meeting.
10. Note: The University of Rhode Island does not pay vehicle fuel surcharges or insurance surcharges to any vendors.
11. The awarded contractor may not, without the express written permission of the University of Rhode Island, advertise or publish in any way the fact that the Company has contracted with the University to provide services to the University.

Lab Coat Laundry Standards-References

1. Standard for Producing Hygienically Clean Reusable Textiles
http://www.trsa.org/sites/default/files/uploads/documents/hygienic_trsa_standard.pdf
2. Healthcare Laundry Accreditations Council
<http://www.hlacnet.org/>

Accreditation Standards for Processing Reusable Textiles for Use in Healthcare Facilities, 2011 Edition
<http://www.hlacnet.org/standards.php>

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GROUP PURCHASING ORGANIZATIONS (GPO):

THE UNIVERSITY OF RHODE ISLAND IS A MEMBER OF THE FOLLOWING:

- 1) Educational & Institutional Cooperative Purchasing (E&I)
- 2) Provista

DELIVERY AS REQUESTED

BLANKET REQUIREMENTS: 2/1/15-12/31/16 with the option to renew for two one year periods

The University of Rhode Island is seeking a vendor to provide lab coat rental and laundry service for various departments of the University.

Each department and/or Principal Investigator research group that utilizes the service must be billed separately and will pay their own invoices.
See Attachment A-1 for details of this request.

All bidders must bid on Items Numbers 1, 3, 4 and 5 in order to be considered.
Item Number 2 is optional.

Type 1.-Individualized Coats for use in research laboratories where potentially infectious materials may be in use.

of scientists 3 coats assigned per individual

Initially, 3 coats will be assigned per individual. One in use, one as a back-up and following the first week, one being laundered.

Bid a price per individual, per week (with the understanding that 3 coats will be issued to that individual, with one coat anticipated to be laundered per week.)

At the time of bid, it is anticipated that there will be approximately 60 individuals participating in this rental and laundry program. Please also provide a price for the other participant numbers in the event that participation rate increases or declines.

Coats will be picked up weekly from an estimated # of 3 building locations (Pharmacy, CBLS, Shepard) as follows:

<p>Standard Lab Coat</p> <p>1-25 individuals \$ _____ per indiv./per week</p> <p>26-50 individuals \$ _____ per indiv./per week</p> <p>51-75 individuals per individual / per week</p> <p>76-100 individuals \$ _____ per indiv./per week</p> <p>>100 individuals \$ _____ per indiv./per week</p>	<p>Bid a price per individual/per week.</p>	<p>60 Indiv \$ _____ \$ _____</p>
<p>Alternate: Barrier Lab Coat -This Item is optional</p> <p>Specify price per individual/per week (same as above)</p> <p>Indicate if there is a differential price for multiple users</p> <p>- Price per indiv/per week for coats up to # _____ will be \$ _____</p> <p>- Price per indiv/per week for coats over # _____ will be \$ _____</p>	<p>Fire Resistant Lab Coat</p> <p>Specify price per individual/per week (same as above)</p> <p>Indicate if there is a differential price for multiple users</p> <p>- Price per indiv/per week for coats up to # _____ will be \$ _____</p> <p>- Price per indiv/per week for coats over # _____ will be \$ _____</p>	<p>1 Indiv \$ _____ \$ _____</p>
<p>Nomex Lab Coat</p> <p>Specify price per individual/per week (same as above)</p> <p>Indicate if there is a differential price for multiple users</p> <p>- Price per indiv/per week for coats up to # _____ will be \$ _____</p> <p>- Price per indiv/per week for coats over # _____ will be \$ _____</p>	<p>1 Indiv \$ _____ \$ _____</p>	

Type 2: Bulk coats suitable for work areas where potentially infectious materials may be in use, such as a biotechnology laboratory classroom.

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students requested for classroom coats
2 coats assigned per individual

Initially, 2 coats will be assigned per individual. One in use and following the first week, one being laundered.

Bid a price per individual, per week (with the understanding that 2 coats will be issued to that individual, with one coat anticipated to be laundered per week.)

At the time of bid, it is anticipated that there will be approximately 30 individuals participating in this rental and laundry program. Please also provide a price for the other participant numbers in the event that participation rate increases or declines.

Coats will be picked up weekly from an estimated # of 2 locations (CBLS and Shepard) as follows:
Details are provided in the attached specifications. Classes may be held in the fall, spring or summer semesters

Standard Lab Coat	Bid a price per individual/per week/per semester			
1-10 individuals	\$ _____ per indiv./per week			
11-20 individuals	\$ _____ per indiv./per week			
5 21-30 individuals	per individual/per week	30	Indiv \$ _____	\$ _____
31-40 individuals	\$ _____ per indiv./per week			
>40 individuals	\$ _____ per indiv./per week			

Start up costs if additional pick-up/drop-off locations are added:

As described in the attached additional bid specifications, start-up supplies (including rolling racks, bins, biohazard bags, etc.) are to be included in the above costs, for the number of locations indicated above. If the University should later add additional locations to this contract award, a one-time fee will be allowable for the start-up supplies. Bid a price for the one time start up costs if that should occur.

Pick up locations are currently designated as URI Pharmacy (Kingston), CBLS (Kingston) and CCE (Providence). URI Public Safety would coordinate the schedule to coincide with the regularly schedule pick-ups.

One time fee: list the cost of each item

6 rack	1 ea	\$ _____
7 bin	1 ea	\$ _____
8 bags- specify unit of deliverable item, box, dozen, each, etc. specify if these are expendable supplies or attached to bin.	1 ea	\$ _____
9 Additional cost, if any, per coat for Plus size coats (sizes larger than XL) This will be a one time fee per individual upon initial order of the coats.	1 ea	\$ _____

The following requirements apply to all bid items. Vendors must respond with a yes or no to ensure that they understand compliance with each item.

- 1 The bidder must self-certify that it has a safety program and adheres to laundry industry standards of operation. See References from the TRSA and the Healthcare Laundry Accreditations Council. The bidder should indicate if it has accreditation from TRSA or HLAC. _____ Yes _____ No
- 2 The bidder will provide documentation that the bidder's employees have received OSHA HAZCOM and Bloodborne Pathogens training and follow Universal Precautions to minimize the risk of exposure to bloodborne pathogens. _____ Yes _____ No
- 3 It is the responsibility of the laundry facility to comply with all federal and state regulations and operating permits _____ Yes _____ No
- 4 The bidder must have been in business for at least two years. _____ Yes _____ No
- 5 The bidder will provide customer references from at least two (2) universities or hospital labs where at least 50 individuals utilize the lab coat rental and laundry services either as individual researchers and/or in classroom situations. _____ Yes _____ No
- 6 The bidder must provide proof of insurance conforming to the University's requirements before a bid is awarded. Current insurance requirements are attached to this bid. _____ Yes _____ No
- 7 All vendor vehicles must be properly licensed, permitted, insured, and maintained. All vehicle operators must be licensed and insured as required by state and federal regulations. All pick-ups and deliveries must be in vendor vehicles with company identification. _____ Yes _____ No
- 8 All vendor personnel must have company- issued identification including photographs and must present it when requested by the University. _____ Yes _____ No

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Please advise when it is anticipated that service can start: _____

Contract Terms and Conditions

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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.

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.

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.

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.

Mailing Address for Bid Proposals issued by the State of Rhode Island, Division of Purchases:

All Bid Proposals must be submitted to the following address:

State of Rhode Island
Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

FISCAL YEAR - AWARD EXTENDING PAST FISCAL YR END

AWARDS EXTENDING BEYOND JUNE 30TH 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.

CHARGES PERMITTED

NO CHARGES OTHER THAN PARTS AND LABOR ON THE JOB - NO TRAVEL, NO MILEAGE, NO MISCELLANEOUS CHARGES, NO PORTAL TO PORTAL.