

Request for Quote

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

BUYER: Cadoret, David
 PHONE #: N/A

B DOA CONTROLLER
I ONE CAPITOL HILL, 4TH FLOOR
L SMITH ST
L PROVIDENCE, RI 02908
T US
O

CREATION DATE : 19-MAY-15
 BID NUMBER: 7549594
 TITLE: JANITORIAL SERVICES -143RD AIRLIFT WING,
 QUONSET AIRPORT, NO KINGSTOWN RI
 BLANKET START : 01-OCT-15
 BLANKET END : 30-JUN-18
 BID CLOSING DATE AND TIME:30-JUN-2015 10:00:00

S MS-ANG RI AIR NATIONAL GUARD
H FINANCIAL DIVISION
I QUONSET STATE AIRPORT
P NORTH KINGSTOWN, RI 02852-7502
T US
O

Requisition Number:
 Note to Bidders: THERE WILL BE A MANDATORY PRE-BID CONFERENCE
 THURSDAY JUNE 18, 2015 AT 10AM AT:
 RI AIR NAT'L GUARD
 QUONSET STATE AIRPORT
 NO KINGSTOWN, RI
 BUILDING 2, CLASSROOM

SEE INSTRUCTION ON PAGE 1 OF ADDITIONAL SPECIFICATIONS REGARDING PRE BID PROCEDURE

Line	Description	Quantity	Unit	Unit Price	Total
1	10/1/15 - 6/30/16 MONTHLY PRICE FOR SERVICES DESCRIBED IN ATTACHMENT "B" AS ROUTINE SERVICES I.E. WEEKLY, MONTHLY, YEARLY SERVICES	9.00	Month		
3	7/1/16 - 6/30/17 MONTHLY PRICE FOR SERVICES DESCRIBED IN ATTACHMENT "B" AS ROUTINE SERVICES I.E. WEEKLY, MONTHLY, YEARLY SERVICES	12.00	Month		
4	7/1/17 - 6/30/18 MONTHLY PRICE FOR SERVICES DESCRIBED IN ATTACHMENT "B" AS ROUTINE SERVICES I.E. WEEKLY, MONTHLY, YEARLY SERVICES	12.00	Month		
5	10/1/15 - 6/30/16 TOTAL PRICE FOR SERVICES DESCRIBED IN ATTACHMENT "B" AS FLOOR CARE SERVICES (STRIP, SEAL & FINISH) AS REQUIRED	1.00	Year		
6	7/1/16 - 6/30/17 TOTAL PRICE FOR SERVICES DESCRIBED IN ATTACHMENT "B" AS FLOOR CARE SERVICES (STRIP, SEAL & FINISH) AS REQUIRED	1.00	Year		
7	7/1/17 - 6/30/18 TOTAL PRICE FOR SERVICES DESCRIBED IN ATTACHMENT "B" AS FLOOR CARE SERVICES (STRIP, SEAL & FINISH) AS REQUIRED	1.00	Year		
8	10/1/15-6/30/16 SUBMIT A SEPERATE PRICE FOR SERVICES DESCRIBED IN ATTACHMENT "B" AS FLOOR CARE SERVICES (STRIP, SEAL, & FINISH) ON A PER SQ FT BASIS FOR ADDITIONAL STRIPPING AS REQUIRED BY THE AGENCY COORDINATOR	1.00	Square Foot		
9	7/1/16-6/30/17 SUBMIT A SEPERATE PRICE FOR SERVICES DESCRIBED IN ATTACHMENT "B" AS FLOOR CARE SERVICES (STRIP, SEAL, & FINISH) ON A PER SQ FT BASIS FOR ADDITIONAL STRIPPING AS REQUIRED BY THE AGENCY COORDINATOR	1.00	Square Foot		
10	7/1/17-6/30/18 SUBMIT A SEPERATE PRICE FOR SERVICES DESCRIBED IN ATTACHMENT "B" AS FLOOR CARE SERVICES (STRIP, SEAL, & FINISH) ON A PER SQ FT BASIS FOR ADDITIONAL STRIPPING AS REQUIRED BY THE AGENCY COORDINATOR	1.00	Square Foot		

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



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BID 7549594-ADDITIONAL SPECIFICATIONS

This location is being re-bid for the following reasons:

Revised budgetary numbers, so therefore frequency of bathroom cleanings has been changed from twice weekly to once weekly and floor stripping has been changed from bi-annually to yearly.

In addition to a BCI check for all employees, each employee will be subject to a Defense Biometric Identification System (DBIDS) which is a Federal BCI check, more in depth than the regular BCI.

This is a secured facility. All vendors will meet the representative from purchasing outside the main gate. We will enter as a group. Please make sure to bring proper identification. Anyone arriving after group has entered facility will not be allowed to attend the mandatory pre bid.

Bid all lines. If price left blank or listed as zero (0) dollars bid will be deemed non-responsive and not considered. No charge (n/c) or included (incl) is acceptable.

On lines 5-6-7 of request for quote: price listed in unit price should be a total price for services described in attachment B as floor care services. If bid as per sq ft price bid will be deemed to be non-responsive and not considered.

Attached in PDF format are the layouts of the buildings and the previous bid tabulation.



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Lines 8-9-10 should be bid as per sq ft price.

Notes from addendum from previous bid:

Stairs in tower will be taken care of one time a month.

Building 1- add dining hall-one time a month-sweep and mop.

Strip and wax will be coordinated with agency and performed after hours.

Building 7- include break room.

Vendor is only to remove trash from areas where they are cleaning.

P-1, 2nd floor- a total of three (3) offices are to be cleaned.

Building 502- include class room in corner of building.

Building 5- there is no break room.

1. Can you please provide a square footage breakdown for the 53,406 sq ft?
Tile ___ Carpet ___ VCT ___

Sq footage breakdown is noted on building maps.

2. Is the tile all VCT or do you have any special flooring in these buildings?
(terrazzo/marble/laminate)

No special flooring

3. Is the "Checklist for Janitorial Services" that starts on page 2 of the Attachment B accurate? Hours for services are listed as 7am-5pm, 5 days per week, but there are no tasks listed for daily cleaning, it shows cleaning as 1x per week. Please clarify.

Services are 7-5pm, 4 days a week not 5. There are no daily tasks. The areas to be cleaned encompass many buildings (as



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demonstrated in the walk through) It may take a vendor a full week to achieve the schedule as set forth in attachment B.

4. What is the current contract value?

Attached.

5. Does the current contract differ in any way from this RFQ? (the scope, additional sq footage, frequency)

See notes above.

6. Who is the incumbent?

See #4

7. Is your current vendor subcontracting the work? If so who is the subcontractor?

No

8. There is mention of a required performance bond, can you please state how much? (10%, 50%)

Performance bond is 100% of the value for each year.

This is 3 year contract. If you bid 90,000 you will be required to provide a performance bond equal to 30,000 each year.

9. All commodities and supplies/equipment are to be supplied by the vendor. Can you please provide an estimated usage on things such as Paper/Liners/Soap? If not are you able to provide an estimated daily foot traffic so we may better estimate our costs?

Vendor supplies their own cleaning products only.

Also Note: that upon vendor bid selection, vendor must supply MSDS



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(Material Safety Data Sheets)of all products to be used -as soon as possible for Air Force Safety review.

10. Are you able to provide a product list for paper supplies and soaps that are currently being used? Or may we obtain this information during the walk through?

Supplied by the agency

11. Are you allowing a technical proposal narrative or are you only requesting we fill in, sign, and submit the attachments provided? One copy?

No technical proposal necessary. I have explained what is needed already. One copy.

Bid bond is not required. A performance bond will be required.



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**143AIRLIFT WING
RHODE ISLAND AIR NATIONAL GUARD
QUONSET STATE AIRPORT
NORTH KINGSTOWN, RHODE ISLAND 02852-7502**

**SPECIFICATIONS FOR
FLOOR MAINTENANCE / JANITORIAL SERVICES
CONTRACT PERIOD:**

For Bldgs. 1, 2, 3, 5, 7, 8, 11, 14, 500, 502, 508, 524, 571, 574, & 575, ATCT TOWER.

1. All work will be accomplished Tuesday through Friday from 7:00 A.M. to 5:00 P.M., according to a pre-established fixed schedule. Holiday work will be pre-scheduled to assure a clean facility at all times.
2. The work area shall be kept in a reasonably clean and orderly condition at all times. Upon completion of the scheduled work, the premises shall be left in an acceptably clean condition.
3. Before proceeding with any work, the contractor shall notify the Facility Manager, or his duly designated representative, in order to establish a starting date.
4. This specification anticipates the production of a top quality job. Any and all items necessary to obtain the proper stripping, cleaning, waxing, buffing, vacuuming, and maintenance thereof of floors, shall be included as part of the job, whether or not specifically stated herein.
5. Reasonable and proper safety precautions and practices shall be observed throughout the course of the work. Contractor shall adhere to applicable requirements as set forth by OSHA.
6. All work will be performed subject to the acceptance of the Facility Manager or his duly designated representative.



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7. All hazardous chemical waste and debris resulting from floor maintenance operations shall be removed off base and legally disposed of by contractor at the end of each work day.

8. **GENERAL:**

a. Contractor personnel shall go about their work in a quiet manner. Profanity and obscenities will not be permitted. There will be no smoking while working. Smoking is not permitted in Government owned facilities. Smoking areas will be designated by the Building Manager, or his duly designated representative.

b. Hallway or stairway accesses, entrances or doorways shall not be completely obstructed (Excess water and wet wax on floors are considered obstructions). Chairs, wastebaskets, etc., shall not be placed upon desks, tables, counters, or other surfaces during maintenance operation. All furniture and equipment moved will be replaced in its original position by the contractor.

9. **FLOOR MAINTENANCE:** Floors will be cleaned so that no dust or dust streaks remain on floors, in corners, behind radiators doors, under furniture and equipment, or on stair treads and risers. Cleaning will be done in such a manner that a minimum of dust is raised. Straw brooms may be used only for sweeping exterior areas. All furniture and equipment moved during the cleaning process will be replaced at the completion of the work. All cleaning debris will be removed to receptacles provided for this purpose. All floor expansion joints shall be cleaned to remove all trapped dust, dirt and other debris. Dusting cloths and treated yarn mops will be used according to manufacturer's recommendations and only to the point of saturation of their working surface dirt and soil, then such cloths or ops will be discarded and clean materials used. All accumulated bulk debris from cleaning will be immediately removed from the floor surface to prevent the tracking of this accumulated waste back on to previously cleaned areas.

10. **DUST MOPPING:** Includes removal of light litter and dust from smooth floors as a polishing operation, or preparing floors for wet mopping.



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11. WET MOPPING:

a. Complete wet washing of floors by detergent action preparatory to re-waxing or buffing, using manual energy and tools, as distinguished from damp mopping, which is a simple polishing operation for removal of loose surface soil only. Mopping solution shall be no stronger than necessary to remove dirt and minimize cross-infection. Only small areas of floors shall be mopped, rinsed, and dried at one time in such a manner that the least amount of water necessary to do the job is used. Water shall be left on the floors just long enough to loosen the dirt. Wash and rinse water shall be changed frequently. Floors shall be free from soap film and mop streaks, and shall be left dry when completed. All mopping operations will employ two bucket system. Floor will be mechanically vacuumed dry of wash water and rinse water. Any small amounts of water remaining after vacuuming will be removed with a clean mop.

b. Hosing of floors shall not be permitted.

c. Hard-to-reach places shall be mopped by hand.

12. BUFFING:

a. Operation to compact, shine and increase luster of finishes to floor, etc., for easier maintenance, and to produce cleaner, hygienic and attractive surfaces, usually by rapidly revolving polishing brush on floor machine.

b. Use soft polishing brush or nylon polishing pad. Buff slowly using care around baseboards and door frames. Swirls from polishing brush are not acceptable; repeat the buffing procedure using lamb's wool or chenille pad under buffing pad.

13. **STRIPPING:** Floors shall be completely stripped of all soil, wax, or synthetic finish, by machine or manual method, and thoroughly rinsed (and neutralized if necessary) to insure proper application of floor finish **twice per year.**



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14. **SEALING:** Sealing shall be performed in accordance with sealant manufacturer's specification, and as specified herein (manufacturer's specification shall govern where conflicts exist between specifications). All resilient floor covering shall be uniformly sealed with two (2) thin coats of sealer. Emphasis is on thin coats and allowing each to thoroughly dry before buffing. Floor may be buffed after first coat and before second coat is applied.

15. **FLOOR FINISH:** Floor finish will be synthetic copolymer water emulsion. It shall dry to a high gloss, be slip resistant, and shall resist scuffing and water penetration. It must be safe to use on synthetic floors. Floor finish shall be applied in accordance with floor finish manufacturer's specifications, and as specified herein (manufacturer's specification shall govern where conflicts exist between specifications). Finish shall be applied in thin, uniform coats on thoroughly dry and clean floors. A minimum of four (4) coats of finish shall be applied in this manner, allowing thirty (30) minutes drying time between coats for proper curing of each coat. In heavily traveled areas, additional coats may be required to maintain the necessary level of appearance.

16. **Miscellaneous:**

a. Prior to beginning work, the contractor shall make arrangements with the Base Facility Manager for establishing a work schedule and will present him with a firm written schedule during the first month of work.

b. The contractor, or his/her representative, shall meet on base with the Base Facility Manager **once per month**, duty days, Tuesday-Friday, any hour between 8:00 A.M. and 11 :00 A.M., by appointment only. Meetings shall take place on the morning following the day floor maintenance was performed. The purpose of this meeting is to inspect the work accomplished, to ascertain strategies to improve results, if needed, or for re-scheduling of work priorities as may be deemed necessary by the Facility Manager.



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c. The contractor shall not be permitted to place chairs, wastebaskets, or other loose furniture on desks/tables, while performing work without first covering desks/tables with suitable drop cloths or covers. Any damage inadvertently caused to Government property by contractor, shall be repaired to a new condition, or replaced as new, to the satisfaction of Facility Manager, at no additional cost to the Government.

d. The contractor is not permitted to store supplies and/or equipment overnight on the base. Any materials, supplies, and/or equipment left on base overnight shall become subject to disposal.

e. All furniture, equipment, and other movable items that have been moved, or have been caused to be moved by the contractor during the performance of work, shall be returned by contractor to their original positions (as found), prior to end of work on that day.

f. The contractor shall exercise extreme caution when cleaning to assure that the wash water and wax are not spilled on floor areas where cleaning is not being performed, or on carpets. Any spillage shall be removed immediately by the contractor.

g. During performance of work, the contractor shall be held responsible for immediately removing any and all wax inadvertently spilled on furniture, walls, or other Government property, resulting from performance of work. Painted walls marred by floor cleaning materials, will be satisfactorily repainted by the contractor subject to acceptance by the Facility Manager or his duly assigned representative.

h. Water to be used to wash floors shall be obtained from the various janitors' sinks.

i. Unsatisfactory work, as determined by Facility Manager or his duly assigned representative, will be documented. Unsatisfactory results could result in contract termination.



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j. The intent of these specifications is to establish a maintenance program that will result in clean, hygienic, and attractive floors and that will render an environment suitable to all Air National Guard operations.

k. Work areas shall include: Floors, stairs, stair landings, restrooms, showers, entrances, foyers, and other areas as indicated on drawings (DWG).

l. Unit Training Assembly (UTA) dates will be provided to contractor for scheduling of work.

17. BUILDINGS FALLING UNDER THIS CONTRACT:

- a. Building 1 – Headquarters
- b. Building 2 – Base Civil Engineer Facility
- c. Building 3 – Motor Pool
- d. Building 5 – Supply
- e.. Building 7 – Composite Squadron Operations
- f. Building 8 – Corrosion Control Hangar
- g. Building 11 – Fire Station
- h. Building 14 – Fuels Management
- i. Building 500 – Entry Control Building
- j. Building 502 – Security/Communications
- k. Building 508- 102nd IWS



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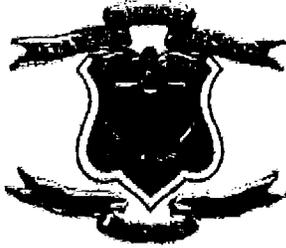
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- l. Building 524 – Aerial Port
- m. Building 571 – Consolidated Aircraft Maintenance Shops
- n. Building 574 – Life Support
- o. Building 575 – Aircraft Maintenance Hangar
- p. ATCT Airport Tower

MAINTENANCE FREQUENCY

See Attach “B”



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ATTACHMENT "A"

JANITORIAL SERVICES

GENERAL - This covers Janitorial Services for the location identified in the Purchase in accordance with the term and description of services contained in ATTACHMENT "B" of the referenced bid.

RESPONSIBILITIES OF THE CONTRACTOR - The contractor shall:

A. Furnish all labor, supervision, materials, and equipment to satisfactorily perform the janitorial services covered by this Request at the frequency and during the times specified in the description of work contained in ATTACHMENT "B".

B. Furnish all coordinating management, training, technical personnel, and special projects personnel as may be required during the term of the contract - these personnel shall be the direct agents and employees of the contractor, and may include, if required, a non-working resident supervisor who shall be the contractor's chief manager and agent in the performance of the services to be rendered hereunder;

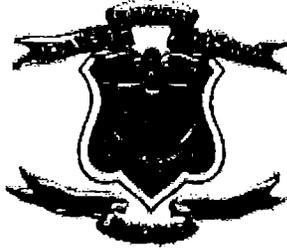
C. If required for the location, furnish its personnel with suitable identical uniforms approved by the State for use in performance of their duties herein;

D. Instruct its personnel to go about their work in a quiet manner, always respectful of the rights of the State - profanity and obscenity will not be permitted, and lunch periods, coffee breaks and smoking shall be restricted to designated areas;

E. Require all personnel to wear a name tag (supplied by the contractor) during the performance of their duties;

F. Prohibit its employees from disturbing paper on desk tops and other work surfaces, opening desk drawers and cabinets, or using telephones or other office equipment. NOTE: IF WASHING OF DESK TOPS AND/OR OTHER WORK SURFACES IS REQUESTED IN ATTACHMENT "B", THE AGENCY COORDINATOR WILL DIRECT EMPLOYEES, AT THE APPROPRIATE TIME, TO REMOVE ALL PAPERS, EQUIPMENT AND PERSONAL ITEMS FROM THE AREA SO THAT THE CLEANING CAN BE ACCOMPLISHED BY THE CONTRACTOR;

G. Provide the necessary supplies and materials for the proper performance of the services described by this Request.



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H. Furnish and maintain all necessary cleaning equipment, needed to adequately perform the required services as described in ATTACHMENT "B";

Equipment or supplies which, in the opinion of the State, is of improper type or design (etc.), or otherwise inadequate or inappropriate for the purpose intended shall be removed from the premises and replaced by equipment or supplies approved by the agency coordinator for the State.)

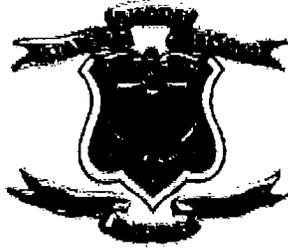
I. Assure that contractor personnel comply with the requirements of the R.I. Department of Environmental Management's State Office Recycling Program and the Regulations for Reduction and Recycling of Commercial and Non-Residential Solid Waste, which include:

1. separate collection of source separated recyclables,
2. maintaining the separation of recyclables from other rubbish,
3. placing recyclables in designated bags, or other containers,
4. any other duties necessary to maintain the recyclability of collected materials;

J. Insure that bottles and containers containing hazardous or toxic materials shall be properly marked and stored at all times; and

K. In addition to the work specified herein, the following duties shall be assumed by contractor personnel:

1. Upon arrival at the work site, provide/complete SIGN-IN SHEETS/ TIME CARDS, copies of which will be retained by both the Contractor and the Building Superintendent;
2. Report fires, hazardous conditions, and items in need of repair or replacement including but not limited to lights, faucets, toilets, etc.,
3. Close windows and turn off lights when not in use,
4. Lock rooms in security areas after cleaning, returning keys to the designated office,
5. Return personal items lost or discarded in the building to the designated office, and
6. Lock doors and otherwise secure the building upon leaving the premises.



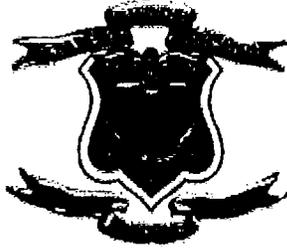
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- L. 1. Vendor must provide a current list of workers. Additionally, vendor must provide a clear copy of the worker's current driver's license or R. I. identification card.
2. Vendor must provide the names of any newly hired employee forty-eight (48) hours in advance to agency.
3. All vendor employees/representatives must be cleared through BCI before being authorized to work in the building. All BCIs to be performed at the vendor's expense.
4. Vendor must notify agency upon termination of an employee.
5. Vendor must comply with all State and Federal laws.

CONTRACTOR PERSONNEL - The following requirements apply to all personnel of the contractor who may be directly involved in the work:

- A. Personnel shall be physically able to perform their assigned tasks, and shall be free from any communicable disease (the State reserves the right to require that personnel be given a physical examination by a licensed physician without cost to the State, with a certificate of such examination furnished to the State's agency coordinator prior to the beginning of the employee's service);
- B. Personnel shall be capable employees, thoroughly trained and qualified in the work assigned to them; and
- C. All site personnel shall be subject to such security clearance as the State may require.

The contractor shall provide the agency coordinator with the name, and date of birth for all employees involved in the work. The contractor shall agree that if any of the contractor's personnel assigned to the work prove not to be acceptable to the State for any just cause (including, but not limited to criminal conviction of any type), the State shall request the removal of the employee(s) involved, and acceptable replacements shall be provided by the contractor without dispute.



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AGENCY COOPERATION - The State shall provide to the contractor:

- A. Use of and access to storage space and janitors' closets on the premises all storage areas will be maintained by the contractor in a neat and orderly condition); and
- B. The necessary use of all utilities, including water, sewer, electricity, and in-house telephone service - however, the contractor shall insure that telephones are reserved for business purposes only.

INDEMNITY AND INSURANCE

The successful bidder(s) shall indemnify and save and keep the State harmless against any and all losses, costs of damages, claim expenses, or claims arising from the damage of the property of others occurring as a result of the work covered by this Request.

Additionally, the successful bidder(s) shall show evidence of coverage with a company or companies licensed to provide business insurance in the State, with minimum coverage as follows:

COMPREHENSIVE GENERAL LIABILITY INSURANCE

Bodily Injury	\$1,000,000 each occurrence \$1,000,000 annual aggregate
Property Damage	\$500,000 each occurrence \$500,000 annual aggregate

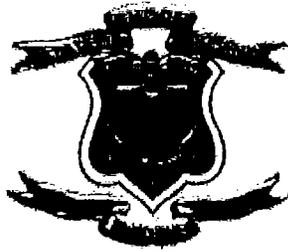
WORKERS' COMPENSATION INSURANCE

Coverage B	\$100,000
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or evidence of self-insurance or other representations of financial responsibility satisfactory to the State, at the discretion of the Purchasing Agent. Evidence of coverage must be provided by successful bidder(s) within 48 hours of request. It is a mandatory requirement for award.

INSPECTION OF WORK - The contractor is expected to be self-monitoring with respect to the performance of work against this contract and its quality. Additionally:

- A. The contractor shall submit a DAILY REPORT to the State's agency coordinator identifying areas cleaned and services performed, and



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- B. Once each week (or on such other schedule as may be acceptable to the State), the agency coordinator and the contractor's supervisor shall make an inspection tour of the building to identify any deficiencies in performance, and to define any corrective action as may be required. The State also reserves the right to make inspections without the contractor when deemed necessary. THE SUBMISSION/COMPLETION OF THE ABOVE DESCRIBED REPORTS WILL BE STRICTLY ENFORCED.

(NOTE: Documentation of such inspections shall constitute due notice to the Contractor of discrepancies or deficiencies. Failure to respond to such notice and to permanently remedy the discrepancies or deficiencies in a prompt and timely manner shall constitute breach, and form grounds for termination, at the discretion of the State, within thirty (30) days of written notice issued by the Division of Purchases.)

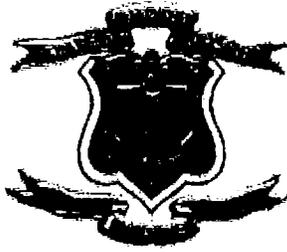
Copies of the Daily Reports of the quality of performance will be retained by the agency coordinator and the contractor. Daily Reports will be distributed to the Division of Purchases as a "back-up" to Complaint Reports (DP-65), when necessary.

PENALTIES - All Contracts must be complaint free within 60 days of inception or they are subject to immediate cancellation and possible suspension of the Vendor. Poor performance or lack of performance after the first 60 days will be addressed in the same manner.

MODIFICATION AND TERMINATION - The State reserves the right to modify the level(s) of service required for any location/building covered by this Request and to make equitable adjustment to rates or fees as a result, or to suspend or terminate services in their entirety at any time during performance, thirty (30) days following written notice to the Contractor.

SUBMISSIONS MUST INCLUDE THE FOLLOWING IN ORDER TO BE CONSIDERED RESPONSIVE:

- A. The Certification Cover Form (3 pages) signed by an owner, or authorized agent of the owner, of the firm making the offer.
- B. A price offer, Request for Quote, complete in all aspects.
- C. ATTACHMENT "A" is for vendor information and does not need to be submitted with proposal.
- D. ATTACHMENT "B" is for vendor information and does not need to be submitted with proposal.



**Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855**

Web Site: www.purchasing.ri.gov

- E. A technical proposal, ATTACHMENT "C", for each location for which a price offer has been made, complete in all respects.
- F. There is no ATTACHMENT "D".
- G. Attachment "E" is for vendor information and does not need to be submitted with proposal.
- H. Costing page worksheet, ATTACHMENT "F", complete in all respects.



RI DIVISION OF PURCHASES

REQUESTS FOR BIDS – JANITORIAL SERVICES

ATTACHMENT “B” – AGENCY WORKSHEET

GENERAL INFORMATION/SPECIFICATIONS

DATE: May 15, 2015

AGENCY: Executive Military Staff

LOCATION: 143 AIRLIFTWING
QUONSET PT AIRPORT, N. KING, RI

AGENCY COORDINATOR: MSgt Doug Gavilanez

PHONE # 267-3226

STATE “ESTIMATED SQUARE FOOTAGE OF ALL AREAS TO BE CLEANED”: 53,406

(SUPPLY FLOOR PLAN, IF AVAILABLE)

BREAKDOWN –TILE _____

CARPET _____

VCT _____

A. IS AN “INITIAL CLEANUP” FOR A THIRTY (30) DAY PERIOD NECESSARY BASED ON THE CURRENT CONDITION OF THIS BUILDING?

YES NO

B. CONTRACT PERIOD – FROM: 10/1/2015 TO: 6/30/2018

ROUTINE CLEANING

C. SPECIFY TIME FRAME WITHIN WHICH WORK MUST BE DONE: (indicate AM or PM)

FROM: 7:00am

TO: 5:00pm

D. DAYS OF WEEK WORK TO BE PERFORMED:

MON TUE WED THU FRI SAT SUN

NOTE: SCHEDULED WORK DAYS/WORK HOURS THAT ARE NOT WORKED FOR ANY REASON, INCLUDING, BUT NOT LIMITED TO, HOLIDAYS, BAD WEATHER, POWER FAILURES, VENDOR EMPLOYEE ABSENCE, ETC., MUST BE DEDUCTED FROM VENDOR’S INVOICE BEFORE SUBMITTING IT TO THE STATE. THE DEDUCTION SHALL BE CALCULATED BY DIVIDING THE MONTHLY RATE BY EITHER THE MONTHLY SERVICE DAYS OR MONTHLY SERVICE HOURS, AS MAY BE APPLICABLE TO THE INSTANCE.

SPECIAL CLEANING

E. REGULAR SERVICE OF DAY PORTER DURING THE DAYTIME HOURS FOR THE PURPOSE OF CONTINUAL CLEANING OF BATHROOM, BREAK ROOMS, OR WHATEVER IS REQUIRED – A DAY PORTER IS IN ADDITION TO REGULAR CLEANING (indicate AM or PM):

FROM: _____ TO: _____

DAYS OF WEEK WORK FOR DAY PORTER:

MON TUE WED THU FRI SAT SUN

F. DEPOSIT WASTE IN OUR RECEPTACLES (DUMPSTERS): YES NO

NOTE: ALL PLASTIC BAGS MUST BE SUPPLIED BY THE VENDOR – NO EXCEPTIONS ALLOWED.

G. REMOVE ALL WASTE DAILY FROM BUILDING AND GROUNDS: YES NO

H. RESTROOMS, TELEPHONES AND WATER FOUNTAINS MUST BE DISINFECTED PER SPECIFICATION NO. 6620-005 TYPE III, DATED 6/3/99.

I. NO PROPANE POWERED EQUIPMENT IS ALLOWED IN STATE BUILDINGS – NO EXCEPTIONS ALLOWED.

CHECKLIST FOR JANITORIAL SERVICES

SERVICE REQUIRED FREQUENCY OF SERVICE	DAILY	TIMES WEEKLY	TIMES MONTHLY	TIMES YEARLY
<u>ROUTINE SERVICES</u>				
1. EMPTY ALL WASTEBASKETS, RECEPTACLES AND REPLACE LINERS AS NEEDED;	<input type="checkbox"/>	<u>1xWk</u>	_____	_____
2. WASH ALL WASTEBASKETS IN OFFICE(S) AS NEEDED;	<input type="checkbox"/>	_____		
3. WASH ALL WASTE RECEPTACLES IN LUNCHROOMS;	<input type="checkbox"/>	_____	_____	_____
4. DUST ALL OFFICE FURNITURE AND EQUIPMENT – FILES, ETC.;	<input type="checkbox"/>	_____	_____	_____
5. DUST ALL BUILDING SURFACES WITHIN REACH – WINDOW SILLS, DOOR AND WINDOW FRAMES, PANELS, WALLS, ROOM DIVIDERS, CHAIR RAILS, BASEBOARDS, MOLDINGS, HANDRAILS, LEDGES, ETC., USING A TREATED CLOTH;			_____	_____
6. WASH AND SANITIZE ALL DRINKING FOUNTAINS USING <u>GERMICIDAL</u> CLEANER;	<input type="checkbox"/>	<u>1xWk</u>	_____	_____
7. DUST ALL HIGH PARTITIONS, PIPES, VENTS, MOLDINGS, ETC.;			_____	_____
8. DAMP WASH AND POLISH ALL BUILDING SURFACES WITHIN REACH – WINDOW SILLS, DOOR AND WINDOW FRAMES, PANELS, WALLS, ROOM DIVIDERS, CHAIR RAILS, BASEBOARDS, MOLDINGS, HANDRAILS, LEDGES, ETC., USING A TREATED CLOTH;			_____	_____
9. DUST ALL BLINDS;				_____
10. REMOVE FINGERPRINTS, MARKS AND SMUDGES FROM WOODWORK, WALLS AND PARTITIONS;	<input type="checkbox"/>	_____	_____	_____
11. CLEAN AND POLISH BRIGHT METAL WORK;	<input type="checkbox"/>	_____	_____	_____
12. VACUUM ALL VENTS (EXPOSED GRILL WORK);			<u>1Xmo</u>	_____
13. WASH RUBBER FLOOR MATS;	<input type="checkbox"/>	_____	_____	_____
14. CLEAN CHALKBOARDS AND CHALK TRAYS, DRY METHOD;	<input type="checkbox"/>	_____	_____	_____
15. WASH LIGHT FIXTURES;			<u>1Xmo</u>	_____
16. WALL WASHING: STAIRWAY HALLWAY CORRIDOR CLASSROOM OFFICE			_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
OTHER AREAS – SPECIFY: _____				

CHECKLIST FOR JANITORIAL SERVICES

SERVICE REQUIRED FREQUENCY OF SERVICE	DAILY	TIMES WEEKLY	TIMES MONTHLY	TIMES YEARLY
17. WASH ALL ENTRY GLASS – DOORS (INSIDE AND OUTSIDE), PARTITIONS, DIVIDERS, ETC.;	<input type="checkbox"/>	_____	<u>1xmo</u>	_____
18. WASH ALL EXPOSED GLASS SURFACES – GLASS PARTITIONS, INTERIOR GLASS DOORS, DISPLAY CASES, DIRECTORY BOARDS, MIRRORS, GLASS DRAFT WINDOWS SHIELDS, ETC.;	<input type="checkbox"/>	_____	_____	_____
19. REPLACE BURNED OUT LIGHTS FROM AGENCY'S STOCK;	<input type="checkbox"/>	_____	_____	_____
20. SWEEP STOOPS AND SIDEWALK AREAS (ONLY AREAS LISTED); _____ _____	<input type="checkbox"/>	_____	_____	_____
21. POLICE AREA ADJACENT TO BUILDING AND REMOVE BOTTLES, PAPERS, CIGARETTE BUTTS, ETC.;	<input type="checkbox"/>	_____	_____	_____
<u>LAVATORIES:</u>				
22. <u>CLEAN RESTROOMS – FLOORS, URINALS, TOILET BOWLS, SEATS, COMPARTMENTS, FIXTURES AND WALLS WITH A QUARTENARY GERMICIDAL SOLUTION, WHICH IS EPA REGISTERED ACCORDING TO GSA PROCEDURES: Refill Paper Towel, Toilet Paper & Soap Dispensers</u>	<input type="checkbox"/>	<u>1xWk</u>	_____	_____
<u>FLOORS:</u>				
23. SWEEP AND/OR DUST MOP ALL FLOOR SURFACES WITH TREATED MOPS;	<input type="checkbox"/>	<u>1xWk</u>	_____	_____
24. SWEEP AND DUST STAIRS, LANDINGS AND HANDRAILS: FRONT: _____ OTHERS SPECIFY: _____	<input type="checkbox"/>	<u>1xWk</u>	_____	_____
25. WET MOP ALL TRAFFIC LANES – ENTRIES, HALLS, ETC.;	<input type="checkbox"/>	<u>1xWk</u>	_____	_____
26. WET MOP ALL OFFICES, CLASSROOMS, ETC.;	<input type="checkbox"/>	_____	<u>1xMo</u>	_____
27. WET MOP STAIRS AND LANDINGS – FRONT: _____ OTHERS, SPECIFY: _____	<input type="checkbox"/>	_____	<u>1xMo</u>	_____

CHECKLIST FOR JANITORIAL SERVICES

SERVICE REQUIRED FREQUENCY OF SERVICE	DAILY	TIMES WEEKLY	TIMES MONTHLY	TIMES YEARLY
28. VACUUM ALL CARPETING IN TRAFFIC AREAS, STAIRS, LANDINGS, CORRIDORS, ENTRANCES;	<input type="checkbox"/>	<u>1xWk</u>	_____	_____
29. VACUUM ALL CARPETING IN OFFICES, <u>P-1 Rm 200,202,204A</u> CLASSROOMS, ETC.; SPECIFY: <u>0-6 offices P-7 Rm 102A</u> <u>575 Rm 220</u>	<input type="checkbox"/>	<u>1xWk</u>	_____	_____
30. SPOT CLEAN ALL CARPETING, AS NECESSARY TO REMOVE SPILLS, SMALL AREAS, ETC.;	<input type="checkbox"/>	_____	_____	_____
31. SPRAY CLEAN AND MACHINE POLISH ALL NON- CARPETED FLOORS IN TRAFFIC LANES, CORRIDORS, ENTRANCES, ETC.;	<input type="checkbox"/>	_____	_____	_____
32. SPRAY AND MACHINE POLISH ALL OTHER NON- CARPETED FLOOR AREAS: _____	<input type="checkbox"/>	_____	_____	_____

JANITORIAL SERVICES – FLOOR MAINTENANCE

FLOOR SERVICE: STRIP, SEAL AND FINISH

- A. MACHINE STRIP AND REFINISH ALL NON-CARPETED FLOORS IN TRAFFIC AREAS, CORRIDORS, ENTRANCES, ETC.
- B. MACHINE STRIP AND REFINISH ALL NON-CARPETED FLOORS IN CLASSROOMS, OFFICES, ETC.

SPECIFY: Yearly

NOTE:

AGENCY MUST SPECIFY THE TYPE OF FLOOR CLEANING CHEMICALS AND EQUIPMENT THAT WILL BE USED AT THE SPECIFIC LOCATION. THE OFFICE OF PURCHASES RECOMMENDS A "HIGH SPEED FLOOR CARE SYSTEM". YOU CAN SPECIFY ANY ONE OF THESE "SYSTEMS" LISTED OR ANY SYSTEM EQUAL TO THOSE LISTED.

FREQUENCY OF FLOOR SERVICE WILL BE DIRECTED BY THE AGENCY COORDINATOR AND MUST BE IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDED INSTRUCTIONS FOR PROPER MAINTENANCE.

LIST CHEMICALS:

STRIPPER: Bare Knuckles
SEALER: Iron Stone
FINISH: High Noon Finish
RESTORER: High Noon Restorer
CLEANER: Sundance

LIST EQUIPMENT:

MANUFACTURER BRAND: _____
MODEL #: _____
SIZE: _____
RPM: _____



STATE OF RHODE ISLAND
Department of Administration
DIVISION OF PURCHASES
One Capitol Hill
Providence, RI 02908-5855

David Cadoret
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Purchasing website: www.purchasing.ri.gov

7549594-ATTACHMENT C

BIDDER _____ **R.I. REQUEST NO.** _____
SERVICE LOCATION: 143rd AIRLIFT WING, QUONSET STATE AIRPORT, NORTH KINGSTOWN, RI

1. Labor Rate (per man-hour) Charged in this Offer: \$ _____

2. Certificate of Insurance enclosed: Yes No
Name of Carrier: _____

3. Number of employees to be assigned to this requirement:
3A. On a full-time basis: _____ 3B. On a part-time basis: _____

4. Total number of man-hours planned to be used for this requirement:
_____ Per Week Full Time _____ Part Time _____

5. Will you have an on site supervisor at this location at all times?

6. If Yes to 5, will this supervisor do janitorial work as well as supervise or strictly do supervisory duties?



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7549594-ATTACHMENT C

BIDDER _____ R.I. REQUEST NO. _____
SERVICE LOCATION: 143rd AIRLIFT WING, QUONSET STATE AIRPORT,
NORTH KINGSTOWN, RI

7. Equipment proposed for use on this requirement - NOTE: FLOOR CLEANING EQUIPMENT AND CHEMICALS MUST BE AS SPECIFIED, OR EQUAL TO, TYPE STATED IN ATTACHMENT "B". THE OFFICE OF PURCHASES RESERVES THE RIGHT TO DECIDE EQUALITY:

Units	Description/Model Year	Brand/Model No.	No. of
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

NOTE: EQUIPMENT OFFERED MUST BE LESS THAN FIVE (5) YEARS OLD UNLESS CONTRACTOR CAN PROVIDE PROOF THAT THE WARRANTY EXCEEDS FIVE (5) YEARS.



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7549594-ATTACHMENT C

BIDDER _____ R.I. REQUEST NO. _____

**SERVICE LOCATION: 143rd AIRLIFT WING, QUONSET STATE AIRPORT,
 NORTH KINGSTOWN, RI**

8. Material/supplies to be used on this requirement - NOTE: FLOOR CLEANING SUPPLIES MUST BE AS SPECIFIED, OR EQUAL TO, THOSE STATED IN ATTACHMENT "B". THE OFFICE OF PURCHASES RESERVES THE RIGHT TO DECIDE EQUALITY:

Manufacturer	Brand /Model No.	Qty/Week
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. Other (similar) Contracts Undertaken (other than for the State):

Client Contract/Year	Description	Value
_____	_____	_____
Tel. # _____	_____	_____
_____	_____	_____
Tel. # _____	_____	_____
_____	_____	_____
Tel. # _____	_____	_____



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7549594-ATTACHMENT C

BIDDER _____ R.I. REQUEST NO. _____

**SERVICE LOCATION: 143rd AIRLIFT WING, QUONSET STATE AIRPORT,
 NORTH KINGSTOWN, RI**

10. Other (similar) Contracts Undertaken (for the State):

Order	Agency	Location	Purchase
-------	--------	----------	----------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

11. Has your firm (Have you) been subject to suspension, debarment, or criminal conviction by the State of Rhode Island or any other jurisdiction? YES [] NO []

12. Has the State ever terminated contracts with your firm for cause? YES [] NO []

13. Has your firm ever withdrawn from a contract with the State during its performance? YES [] NO []



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7549594-ATTACHMENT C

BIDDER _____ **R.I. REQUEST NO.** _____

**SERVICE LOCATION: 143rd AIRLIFT WING, QUONSET STATE AIRPORT,
 NORTH KINGSTOWN, RI**

If you have answered "Yes" to any of the foregoing, please explain the circumstances below:

CERTIFICATION BY BIDDER:

 -Authorized Representative-

 -Signature-

 -Title-

 -Date-

Attachment "E"

STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION
OFFICE OF PURCHASES
ONE CAPITOL HILL
PROVIDENCE, RI 02908

SPECIFICATION NO. 6620-005 Germicidal Detergents
Date: 6/2/88 Supersedes: 4/20/88

1. SCOPE AND CLASSIFICATION:

1.1 This specification covers Germicidal Detergents for use by all State Agencies requiring "hospital-type" disinfectants as defined by the Environmental Protection Agency (EPA) for registration under Federal Insecticide, Fungicide and Rodenticide Act and other applicable Federal Requirements

1.2 Classification:

- Type I. phenolic, Liquid
- Type II. Quaternary Ammonium Compound, Liquid or Dry
- Type III. Quaternary Ammonium Compound, Liquid or Dry with Odor Counteractants

2. Applicable Specifications:

2.1 The following Specifications, Acts, Laws and Test Methods, of the issues in effect on date of invitation for bids, form a part of this specification

3. Requirements:

3.1 Information to be furnished:

3.1.1 Labels: The bidder shall submit two manufacturer's labels of the product, which he is offering for consideration listing the following information

- a. Product name or trade name
- b. Manufacturer's name and address
- c. Active Ingredients
- d. Directions for use and recommended dilutions.
- e. Any precautions necessary in using and handling the product
- f. EPA registration number
- g. All information pertinent to Federal and State Laws affecting the labeling of disinfectants

3.1.2 Technical Specification -- Test Reports: Bidder shall submit certified test data confirming the germicidal effectiveness at the use dilution recommended on the label of the product offered under this specification. Tests shall be in accordance with the AOAC latest official test method with efficacy against:

Mycobacterium Tuberculosis var bovis (BGG) - (for Type I only)
Staphylococcus Aureus -- ATCC 6538
Pseudomonas Aeruginosa -- ATCC 10708
Trichophyton Mentagrophytes
Methicillin Resistant Staphylococcus Aureus (MRSA)

3.1.3 Virucidal Activities: when used in accordance with the least favorable use dilution indicated on the label, product shall be viricidal for strains of Herpes, Vaccinia and Influenza A2, HIV-Contact time shall be ten (10) minutes

3.1.4 All biological testing shall be done in the presence of 5% (Blood) serum and 400 PPM hard water. These claims shall be registered with the U S E P A

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Date: 6/3/89

3.1.5 Descriptive Literature: The bidder shall submit (in duplicate) brochures, booklets, circulars and/or other descriptive literature outlining suggested dilutions and the complete uses of the product offered for consideration

3.1.6 Approval for use on conductive flooring: The product must be classified as to use on electrically conductive flooring by any nationally operated laboratory, recognized and equipped to perform this service and accepted as such by the Division of Purchases

3.1.7 Certification: Certified statement, furnished by the manufacturer on their standard letterhead and signed by an officer or other responsible official, stating that the product offered and proposed to be supplied meets or exceeds all the requirements of this specification

3.2 MATERIALS:

3.2.1 Type I-- Shall be a combination of multi-non-selective phenolic compounds and synthetic biodegradable detergents in a concentrated form intended as a concurrent disinfecting and cleaning agent. This product shall be made from uniformly high grade materials and ingredients; shall provide broad spectrum disinfection and shall not impart acid and disagreeable odors

3.2.1.1 Use-Dilution: Confirmation at 10 minute kill. The highest use dilution specified on the label shall be germicidal for both *Salmonella Choleraesuis* (ATCC-10708) and *Staphylococcus Aureus* (ATCC 6538) under the condition of the current A.O.A.C. Use dilution method. The recommended use dilution shall be able to kill *Trichophyton Mentagrophytes* and the A.O.A.C. test strain *Pseudomonas Aeruginosa* (PRO-10) when tested according to the current A.O.A.C. test method and shall be able to kill the virulent strain of *Mycobacterium Tuberculosis Var Bois* (BGG) when tested according to the method currently acceptable to the EPA. The product shall be registered effective in the presence of 5% (blood) serum and 400 PPM hardwater as (CaCO₃)

3.2.1.2 It is recommended that a test method demonstrate Tuberculocidal activity by using Animal Passage Methods at the use dilution specified on the label. The product shall be registered effective in the presence of 5% (blood) serum and 400 PPM hard water as (CaCO₃)

3.2.2 TYPE II -- Shall be a combination of surface - active quaternary ammonium germicides and detergent cleansers in a concentrated form, for use as a combination cleaning and disinfecting agent for normal cleaning and disinfection. The product shall give positive germ-kill on both gram positive and gram negative organisms when diluted in accordance with the manufacturer's instructions and used as directed. The product shall be registered effective in the presence of 5% (blood) serum and 400 PPM hardwater (as CaCO₃)

3.2.2.1 Use-Dilution: Confirmation at 10 minute kill. The highest use dilution specified on the label shall be germicidal for *Salmonella Choleraesuis* (ATCC 10708) *Staphylococcus Aureus* (ATCC 6538) *M.R.S.A.* and *Pseudomonas Aeruginosa* (PRO-10) under the conditions of the current A.O.A.C. Use dilution confirmation test method. The product shall be registered effective in the presence of 5% (blood) serum and 400 PPM hardwater (as CaCO₃)

3.2.3. Type III -- Shall be a combination of surface active quaternary ammonium germicides, non-ionic surfactants, organic chelating agent and odor counteractants, in a concentrated liquid form, intended for use as a multi-purpose disinfectant, detergent and deodorizer. The product shall give positive germ kill on both gram positive and gram negative organisms when diluted in accordance with the manufacturer's instructions and when used as directed

3.2.3.1 Use Dilution: Confirmation at 10-minute kill. The highest use dilution specified on the label shall be germicidal for *Salmonella Choleraesuis* (ATCC 10708) *Staphylococcus Aureus* (ATCC 6538) and *Pseudomonas Aeruginosa* (PRO-10) under the conditions of the current A.O.A.C. use

dilution Confirmation test method, and shall demonstrate efficacy in 5% (blood) serum and 400 PPM Hardwater

3.3 Stability -- Shall be stable and effective in hard water; shall not break down in the presence of proteinaceous material; and shall have a storage life of one year without excessive loss of antimicrobial potency and detergency or detergent activity

3.4 PH of Use Dilution -- shall be within the range of 2.5 to 3.5 or 10.0 to 11.0 when prepared with distilled water at 20 C

3.5 Flash Point -- Shall show a closed cup flash point of over 100F when tested by any standard flash point method

3.6 Conductivity -- Shall not adversely affect the conductivity of conductive surgical and obstetrical floors

3.7 Cleaning Efficiency -- the germicidal detergent at the recommended use dilution shall not be harmful to any type flooring, painted or varnished surfaces. It shall be free rinsing and shall exhibit a cleaning efficiency of at least 96% when tested in accordance with Interim Federal Specification P-D 220

3.8 Toxicity -- The acute oral toxicity, LD50, of the concentrate shall not be lower than 2.5 grams per kilogram of body weight when tested by method described in Regulations of Enforcement of the Federal Insecticide, Fungicide and Rodenticide Act

3.9 Dermatitis -- No recommended use dilution shall be more irritant than 1% solution of Liquid Cresolis Saponatus NF when applied to the skin of a closely clipped adult albino rabbit on a pad of cotton gauze (1 inch square, 2 layers thick) for a period of eight hours at the rate of one milliliter of solution per pad

4 PACKAGING AND DELIVERY:

4.1 Packaging: Germicidal Detergent shall be furnished in the following size factory sealed containers as requested by the Agencies in the invitation to bid. The product shall neither affect, nor be affected by, the containers in which it is furnished for a period of one (1) year from date of delivery. The unit of purchase shall be U.S. liquid gallons. One-gallon plastic jugs
Five gallon metal, plastic or combination metal and plastic cans fitted with pouring spout

4.2 Marking: Unless otherwise specified in the invitation for bids, all packages shall be marked on a side or end with the following:

- a. Product Name or Trade Name
- b. Manufacturer's name and address
- c. Active Ingredients
- d. Directions for use and recommended dilutions
- e. Any precautions necessary in using and handling the product
- f. EPA Registration Number
- g. All information pertinent to Federal and State laws affecting the Labeling of Disinfectants

5 SAMPLING, INSPECTION AND TEST PROCEDURE:

5.1 Sampling: Random sampling will be made at the delivery point by taking a sample from each regular delivery to determine that markings, materials and weight comply with this specifications

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Date: 6/3/88

5.2 Testing: This product may be tested as deemed necessary by Division of Purchases, in accordance with Section 3. In the event samples fail to meet all conditions and requirements of the specification, the cost of the testing shall be borne by the supplier.

6. NOTE:

6.1 Basis of Award: Award will be made to the lowest responsible bidder meeting all of the requirements of this specification and evaluated as such by the proper authority in the Division of Purchases using a use dilution cost per gallon factor against the widest spectrum of bacteria. If use dilution rate varies with each organism the least favorable to the bidder will be utilized in establishing the basis for cost.

6.2 Material Safety Data Sheet: Each contractor must furnish not less than two copies of a Material Safety Data sheet (Form OSHA-20) for each substance outlined in the State Labor Laws, Chapter 28-21.

6.3 FAILURE TO SUBMIT CERTIFICATIONS FOR NECESSARY INFORMATION ON THE PRODUCT BID UPON SHALL BE SUFFICIENT CAUSE FOR REJECTION OF BID

This specification shall, until revised or rescinded, apply to each future purchase and contract for the commodity described herein. Copies of State of Rhode Island Specifications may be obtained from: Division of Purchases, Standards Unit, One Capitol Hill, Providence, RI 02808.

Copies of Standards of the American Society for Testing and Materials may be obtained from: American Society for Testing Materials, 1916 Race Street, Philadelphia, PA 19103.

Copies of AOAC Official Test Methods may be obtained from The Association of Official Analytical Chemists, Box 540 Benjamin Franklin Station, Washington, DC 20044.

Copies of Federal documents may be obtained from Superintendent of Documents, U.S. Printing Office, Washington, DC 20042.



State of Rhode Island

**Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855**

Tel: (401) 574-8100 Fax: (401) 574-8387

ATTACHMENT F-BID 7549594

JANITORIAL SERVICES-COSTING PAGE WORKSHEET-FOR THE PERIOD 10/1/15-9/30/16

ROUTINE SERVICES ONLY

VENDOR NAME _____

DIRECT LABOR

ITEM 1	CATEGORY	\$/MAN HOUR	MAN HRS/WK	MAN HRS/YR	TOTAL DOLLARS/YR
1	JANITOR(S) ()				
2	SUPERVISOR ()				
3	DAY PORTER ()				
TOTAL DIRECT LABOR (SUM 1 THRU 3)					A

PAYROLL RELATED

ITEM 2	CATEGORY	PERCENTAGE		TOTAL DOLLARS/YR	
1	F.I.C.A	7.65	% x A		
2	F.U.T.	0.8	% x A		
3	S.U.T.	3.6	% x A		
4	WORK COMP	10.55	% x A		
5	LIABILITY	3.45	% x A		
6	JUT	0.1	% x A		
TOTAL PAYROLL RELATED (SUM 1 THRU 6)					B

TOTAL "A" AND "B"

C

OTHER OPERATING COSTS

ITEM 3	CATEGORY	PERCENTAGE		TOTAL DOLLARS/YR
1	SUPPLIES		% x A	
2	EQUIPMENT		% x A	
3	EQUIP REPAIRS		% x A	
4			% x A	
5			% x A	

TOTAL OTHER OPERATING COST (SUM 1 THRU 5)

D

GRAND TOTAL OPERATING COST (C+D)

E

OVERHEAD _____

% x E

F

GRAND TOTAL OPERATING & OVERHEAD (E + F)

G

PROFIT _____

% x G

H

GRAND TOTAL OPERATING, OVERHEAD & PROFIT (G + H)

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Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

BOND REQUIRED (PERFORMANCE & LABOR/PYT)

NO BID SURETY REQUIRED TO BE SUBMITTED WITH BID. HOWEVER, THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FURNISH PERFORMANCE AND LABOR AND PAYMENT BONDS AT TIME OF TENTATIVE CONTRACT AWARD.

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.

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.

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.

VENDOR SPECIFICATIONS

ALL VENDORS MUST INCLUDE SPECIFICATIONS WITH BID PROPOSAL (EVEN THOSE BIDDING BRAND SPECIFIED). FAILURE TO SUBMIT SPECIFICATIONS WITH BID PROPOSAL MAY RESULT IN DISQUALIFICATION OF BID. ITEMS IN CATALOGS MUST BE CLEARLY MARKED AND PAGES TABBED.

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.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.