



Request for Quote

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

CREATION DATE : 05-OCT-15
BID NUMBER: 7549943
TITLE: FACILITY MAINTENANCE SERVICES - WICKFORD
JUNCTION TRAIN STATION - DOT

BLANKET START : 26-OCT-15
BLANKET END : 25-OCT-16
BID CLOSING DATE AND TIME: 20-OCT-2015 11:00:00

BUYER: Hill, Lisa
PHONE #: 401-574-8118

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DOT ACCOUNTS PAYABLE
TWO CAPITOL HILL, RM 230
SMITH ST
PROVIDENCE, RI 02903
US

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DOT PROPERTY & MANAGEMENT
360 LINCOLN AVENUE
WARWICK, RI 02888
US

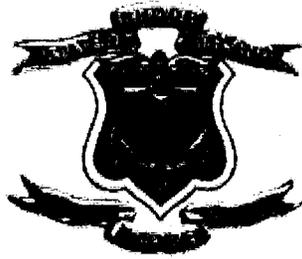
Requisition Number: 1434660

Line	Description	Quantity	Unit	Unit Price	Total
1	QUESTIONS CONCERNING THIS SOLICITATION SHOULD BE ADDRESS TO lisa.hill@purchasing.ri.gov NO LATER THAN 10/14/15 AT 12:00 P.M. 10/26/2015 - 10/25 2016; PROVIDE A MONTHLY COST TO PERFORM THE FACILITY MAINTENANCE SERVICES AT WICKFORD JUNCTION TRAIN STATION IN ACCORDANCE WITH THE ATTACHED SPECIFICATIONS MANDATORY PRE-BID ON SITE	12.00	Each		

Delivery: _____

Terms of Payment: _____

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer



STATE OF RHODE ISLAND
DIVISION OF PURCHASES
RFQ 7549943
FACILITY MAINTENANCE SERVICES – WICKFORD JUNCTION TRAIN STATION

LOCATION: Wickford Junction Train Station, 1011 Ten Road Road, North Kingstown, RI

GENERAL DESCRIPTION:

The Department of Transportation is seeking bids from qualified vendors to perform custodial/janitorial and customer assistance services at the Wickford Junction Train Station in North Kingstown, RI. Services are required Monday through Friday (5 days per week)). Work includes cleaning/disinfecting the men's and women's lavatories, sweeping/mopping floors in the waiting areas and stairwells, cleaning drinking fountains, glass cleaning, trash removal (within the station and on the platform) and replenishing lavatory supplies as described below.

The awarded vendor will provide all cleaning products, paper products, female sanitary products and equipment necessary to perform the duties. DOT requires that all general cleaning products meet EPA, OSHA and State standards for health and safety.

CONTRACT PERIOD: The term of this agreement shall be for a consecutive 12 month period with an option to renew for one additional 12 month period as follows:

Initial term: October 26, 2015 to October 25, 2016
Renewal Option: October 26, 2016 to October 25, 2017

Should the services no longer be required during the contract period, the agency has the right to terminate the contract upon 30 days written notice to the vendor.

Daily Routine/Required Work Schedule:

Monday through Friday: 4:00 a.m. to 11:00 p.m.

The awarded vendor will be required to have competent, trained employees staffing the facility as outlined above. Scheduled work days/work hours that are not staffed for any reason including, but not limited to, holidays, bad weather, power failures, vendor employee absences, etc., will be deducted from the vendors' invoice before submitting to the state. In the event a staff member is unable to be onsite, the RIDOT Property Manager must be notified in writing.

Failure to staff the facility during the required hours will be grounds to cancel the contract.

SCOPE OF WORK:

OPEN AND CLOSE: The awarded vendor will be responsible to open the facility at 4:00 a.m. and lockdown and close the facility at 11:00 p.m.

LAVATORIES: Sweeping and mopping floors, disinfecting urinals, toilet bowls, seats, compartments, fixtures, countertops, sink fixtures and walls, cleaning mirrors, emptying trash receptacles/replacing with fresh bags/liners and replenishing supplies (toilet paper, paper towels, hand soap and disinfectant), and clean/disinfect diaper changing areas.

LOBBIES (ON ALL FLOORS): Sweeping and mopping floors (including elevators), wash all entry glass doors and walls (inside and outside wall & door glass surfaces), wash all exposed glass surfaces including within elevators, empty trash and trash receptacles/replacing with fresh bags/liners as needed, wash and disinfect all water fountains.

DEPOSIT WASTE IN RECEPTACLE (DUMPSTER) (Vendor's employees must have physical ability to lift heavy weight)

REMOVE ALL WASTE DAILY FROM BUILDING AND PLATFORM.

Cleaning frequency is expected to be a minimum of three (3) times daily, or more frequently as necessary to maintain cleanliness of the restrooms and trash.

SUBMITTALS

- **Vendor References:** along with pricing information, bidders must submit a minimum of five references (location, contact name, telephone number) evidence the performance of similar duties in similar public facilities. The references will be requested to provide information relative to overall performance, reliability, staff appearance, responsiveness to concerns, etc. Failure to provide such references may be grounds for disqualification.
- **Facility Maintenance Plan:** Bidders are required to submit a general plan/program outlining their specific plan to provide the services listed above.

Successful vendor will be required to furnish Certificates of Insurance in accordance with the Item 31 of the State's General Terms and Conditions, found at www.purchasing.ri.gov

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

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.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

PURCHASE AGREEMENT BID

BIDDING (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. **ORDERING** (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

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

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.

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.