



Request for Quote

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

BUYER: Louro, Sharon M
 PHONE #: 401-574-8152

CREATION DATE : 19-OCT-15
 BID NUMBER: 7549985
 TITLE: MILK, MILK PRODUCTS, ICE CREAM MPA-70
 BID CLOSING DATE AND TIME: 23-NOV-2015 11:00:00

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Requisition Number:

| Line | Description | Quantity | Unit | Unit Price | Total |
|------|--|----------|------|------------|-------|
| 1 | 1/1/2016 - 12/31/2016 MILK, MILK PRODUCTS AND ICE CREAM MPA-70 NOTE: ALL VENDORS RESPONDING TO THE WITHIN SOLICITATION MUST COMPLETE A PROMPT PAYMENT DISCOUNT ("PPD") FORM AS PART OF THIS MASTER PRICE AGREEMENT SOLICITATION. THE PPD FORM IS LOCATED IN THE ASSOCIATED BID FOLDER LABELED "ASSOCIATED FILES" THE STATE RESERVES THE RIGHT TO AWARD TO ONE OR MULTIPLE VENDORS BASED ON COST. ESTIMATES ARE APPROXIMATE PER THE ATTACHED INSTRUCTIONS FOR SUBMISSION OF VENDOR QUOTES FOR THIS SOLICIATION. QUESTIONS REGARDING THIS BID SHOULD BE EMAILED TO: Sharon.louro@purchasing.ri.gov Nov 12th at 4:00PM * MPA-70 1/1/2016-12/31/2016, MILK PRODUCTS, AND ICE CREAM - SEE EXCEL SPREADSHEET FOR PRICING | 1.00 | 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

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

READING VENDOR NAMES ONLY

DUE TO LENGTH OF BID AND TIME CONSTRAINTS, THE STATE WILL ONLY ACKNOWLEDGE RECEIPT AND READ THE NAMES OF VENDORS SUBMITTING PROPOSALS. NO EXAMINATION OF DOCUMENTS OR PRESENTATION OF INFORMATION CONTAINED IN PROPOSALS WILL BE MADE AVAILABLE AT THE BID OPENING; HOWEVER, INSTRUCTIONS TO OBTAIN THE TABULATION OR SUMMARY OF BID RESPONSES WILL BE MADE AVAILABLE AT THE RI DIVISION OF PURCHASES WEBSITE AT WWW.PURCHASING.RI.GOV

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.

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.

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.

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.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

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

Tel: (401) 574-8100
Fax: (401) 574-8387
Website: www.purchasing.ri.gov

**MILK, MILK PRODUCTS AND ICE CREAM
MPA-70
SPECIFICATIONS FOR BID**

BLANKET REQUIREMENTS: 1/1/16 – 12/31/16

DUE TO LENGTH OF BID AND TIME CONSTRAINTS, THE STATE WILL ONLY ACKNOWLEDGE RECEIPT AND READ THE NAMES OF VENDORS SUBMITTING PROPOSALS. NO EXAMINATION OF DOCUMENTS OR PRESENTATION OF INFORMATION CONTAINED IN PROPOSALS WILL BE MADE AVAILABLE AT THE BID OPENING; HOWEVER, INSTRUCTIONS TO OBTAIN THE TABULATION OR SUMMARY OF BID RESPONSES WILL BE MADE AVAILABLE AT THE RI DIVISION OF PURCHASES WEBSITE (www.purchasing.ri.gov)

THE STATE RESERVES THE RIGHT TO AWARD TO ONE OR MULTIPLE VENDORS BASED ON COST.

NOTE: ALL VENDORS RESPONDING TO THE WITHIN SOLICITATION MUST COMPLETE A PROMPT PAYMENT DISCOUNT (“PPD”) FORM AS PART OF THIS MASTER PRICE AGREEMENT SOLICITATION. THE PPD FORM IS LOCATED IN THE ASSOCIATED BID FOLDER LABELED "ASSOCIATED FILES"

An Electronic Based File is attached that includes an Excel Spreadsheet for submission of vendor quotes for this solicitation.

TESTS:

All items delivered under the contracts awarded must be in strict accordance with the specifications herein. Each delivery will be subject to tests by the State of RI, Dept. of Health.

CONTAINERS:

All containers shall be polyethylene lined waxed paper cartons unless otherwise specified. All containers of either type shall meet with the approval of the state of RI Dept. of Health.

All containers must be color coded to differentiate between unflavored, flavored and low fat fortified milk, and coded for shelf-life of a minimum of five days before expiration.

TEMPERATURE:

The temperature of the milk, etc., must, at no time, exceed 45 degrees F.

ELIGIBLE DAIRIES:

Bids will be considered only from dairies who have been rated by the Dept. of Health for conformance to Federal Standards (U.S. Public Health Service) prior to time of bid opening.

Certificates attesting to the existence of such policy to be issued by the insurer in duplicate and to be delivered to the Division of Purchases before an award of a contract will be made.

The following specifications will apply to all items:

Homogenized Milk – Not less than 3.25%BF

Skim Milk – Not more than .5%BF

**Low Fat Milk – Not less than .5%BF
Not more than 2.5%BF**

Buttermilk – Not less than 1.5%BF

Heavy Cream – Not less than 36%BF

Chocolate & Coffee Low Fat Milk – 1%BF or less

Cream Half & Half – Not less than 10%BF

Sour Cream – Not less than 18 ½ %BF

All Purpose Cream – Not less than 30%BF

**Cottage Cheese – Not less than 4.25%BF
Cheese Neufchatel – Not less than 21%BF**

FRESH MILK:

Note: Bids will be based on the Class I Price of the Market Administrator – Boston Regional Marketing Area – Zone 21

Price may increase or decrease monthly

Where applicable, beside each item on this bid, a price to be used for the size containers specified must be inserted for price comparison.

Deliveries will be made as requested by agencies unless otherwise noted.

All unused quantities will automatically be cancelled at the end of the contract period.

Equipment and maintenance will be provided by the successful dairy where specified.

All suppliers are requested to coordinate deliveries with agencies and familiarize their drivers with the details to avoid disagreements during the term of the agreement.

METHOD AND FORMULA FOR DETERMINING PRICE CHANGES FOR MILK:

Per Quart: $.0215 \times \text{Inc/Dec Class 1 per cwt per quarts Inc/Dec}$

Per Half Gallon: Same as quart formula multiply by two (2)

Per Half Pint: Same as quart formula but must be divided by four(4)

Increase or decrease of Class I milk per cwt is computed by using the Base Class I rate in relation to the current Class I rate for increase or decrease.

All vouchers must show the unit price increase or decrease applicable for billing period.

**Example: May Billing Period
1/2 Gallon – Increase
1/2 Pint – Increase**

We believe that, with your assistance and cooperation, there will be no interruption of the billing process and payments should be assured.

Failure of vendor to deliver quantities requested, and on dates specified, will be deemed cause for contract cancellation. Agency will supply 24 hour notice of requirements and delivery dates.

BASE CLASS I RATE – NOVEMBER-2015 \$19.93

All bidders must specify the dairy which will be supplying them milk for the requirements of the State of RI

In the event your dairy or supplier loses its rating during the contract period, the contract will be cancelled.

LIABILITY:

The supplier will hold the State of RI free of any damages resulting from consumption of products delivered under this contract when such damages are attributed to foreign materials or other defects in products delivered by the supplier.

Prompt Payment Discounts (“PPD”)

The goal of the Department of Administration (“Department”) is to provide an opportunity for expedited payment for State of Rhode Island (“State”) vendors, while also reducing the cost to the State through discounts. State agencies are encouraged to utilize vendors that offer cash discounts, along with competitive pricing, when selecting services or goods from a Master Price Agreement. Additionally, it is the policy of the Department to promote prompt payment through the use of “Electronic Funds Transfer” (“EFT”) through ACH and highly encourages vendors to sign up for EFT.

Prompt Payment Discount Form

All vendors shall submit the attached PPD form in order to receive consideration for discounts and signing up for Automated Clearing House (ACH) payment related to the State of Rhode Island’s PPD initiative.

Nothing herein prevents the State Purchasing Agent or designee from negotiating lower pricing or greater discounts and/or waiving technicalities related to PPDs in the best interests of the State.



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Instructions to Bidders for Submitting Price Quotes

All bidders responding to the within solicitation must complete and submit pricing electronically and in paper copy as part of this Master Price Agreement “MPA” solicitation as per the instruction below.

The microsoft excel spreadsheet for vendor submission of price quotes for this MPA is stored online as a zip file under the respective solicitation opportunity number. The zip file is located in the “solicitation documents” area of the respective solicitation and is stored in a folder labeled "Associated Files".

Bidders are instructed to complete the spreadsheet electronically; to enter vendor name and pricing based on net/30 days only, and, to print the electronically completed spreadsheet. (i.e. Do not manually enter pricing onto a printed fill in the blank copy of the spreadsheet.)

Bidders are instructed to submit the following in their bid package:

1. A compatible disc “cd” with the electronically completed spreadsheet saved to it in the microsoft excel format.
2. A printed, hard (paper) copy, of the electronically completed spreadsheet.