

Request for Quote

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

CREATION DATE : 24-NOV-15
BID NUMBER: 7550024,3
TITLE: BOARD OF ELECTIONS - JANITORIAL SERVICES
BLANKET START : 01-JAN-16
BLANKET END : 31-DEC-18
BID CLOSING DATE AND TIME:07-DEC-2015 10:30:00

BUYER: Cadoret, David
PHONE #: N/A

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 DOA CONTROLLER
 ONE CAPITOL HILL, 4TH FLOOR
 SMITH ST
 PROVIDENCE, RI 02908
 US

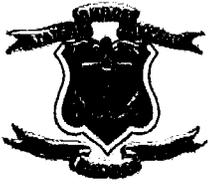
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 DOA CENTRAL SERVICES
 ONE CAPITOL HILL, 2ND FLOOR
 SMITH ST
 PROVIDENCE, RI 02908
 US

Requisition Number:
Amendment Description: THIS ADDENDUM POSTS SIGN IN SHEET FROM MANDATORY PRE BID CONFERENCE.

THIS ADDENDUM ADDS LINE FOR INITIAL CLEAN-UP OF BUILDING AND WHAT IS REQUIRED. - THIS ADDENDUM POSTS NOTES/CLARIFICATIONS FROM PRE BID CONFERENCE.

Line	Description	Quantity	Unit	Unit Price	Total
1	1/1/16-06/30/16 SUBMIT A MONTHLY PRICE FOR SERVICES DESCRIBED IN ATTACHMENT "B" AS ROUTINE SERVICES, I.E. DAILY, WEEKLY, MONTHLY, YEARLY	6.00	Month		
2	7/1/16-06/30/17 SUBMIT A MONTHLY PRICE FOR SERVICES DESCRIBED IN ATTACHMENT "B" AS ROUTINE SERVICES, I.E. DAILY, WEEKLY, MONTHLY, YEARLY	12.00	Month		
3	07/1/17-06/30/18 SUBMIT A MONTHLY PRICE FOR SERVICES DESCRIBED IN ATTACHMENT "B" AS ROUTINE SERVICES, I.E. DAILY, WEEKLY, MONTHLY, YEARLY	12.00	Month		
4	07/1/18-12/31/18 SUBMIT A MONTHLY PRICE FOR SERVICES DESCRIBED IN ATTACHMENT "B" AS ROUTINE SERVICES, I.E. DAILY, WEEKLY, MONTHLY, YEARLY	6.00	Month		
5	1/1/16-06/30/16 SUBMIT A TOTAL PRICE FOR SERVICES DESCRIBED IN ATTACHMENT "B" AS FLOOR CARE SERVICES (STRIP, SEAL & FINISH), AS REQUIRED	1.00	Year		
6	07/1/16-06/30/17 SUBMIT A TOTAL PRICE FOR SERVICES DESCRIBED IN ATTACHMENT "B" AS FLOOR CARE SERVICES (STRIP, SEAL & FINISH), AS REQUIRED	1.00	Year		
7	07/1/17-06/30/18 SUBMIT A TOTAL PRICE FOR SERVICES DESCRIBED IN ATTACHMENT "B" AS FLOOR CARE SERVICES (STRIP, SEAL & FINISH), AS REQUIRED	1.00	Year		
8	07/1/18-12/31/18 SUBMIT A TOTAL PRICE FOR SERVICES DESCRIBED IN ATTACHMENT "B" AS FLOOR CARE SERVICES (STRIP, SEAL & FINISH), AS REQUIRED	1.00	Year		
9	1/1/16-06/30/16 SUBMIT A SEPARATE PRICE FOR SERVICES DESCRIBED IN ATTACHMENT "B" AS FLOOR CARE SERVICES (STRIP, SEAL & FINISH) ON A PER SQUARE FOOT BASIS FOR ADDITIONAL STRIPPING AS REQUIRED BY THE AGENCY COORDINATOR	1.00	Square Foot		
10	07/1/16-06/30/17 SUBMIT A SEPARATE PRICE FOR SERVICES DESCRIBED IN ATTACHMENT "B" AS FLOOR CARE SERVICES (STRIP, SEAL & FINISH) ON A PER	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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Line	Description	Quantity	Unit	Unit Price	Total
	SQUARE FOOT BASIS FOR ADDITIONAL STRIPPING AS REQUIRED BY THE AGENCY COORDINATOR				
11	07/1/17-06/30/18 SUBMIT A SEPARATE PRICE FOR SERVICES DESCRIBED IN ATTACHMENT "B" AS FLOOR CARE SERVICES (STRIP, SEAL & FINISH) ON A PER SQUARE FOOT BASIS FOR ADDITIONAL STRIPPING AS REQUIRED BY THE AGENCY COORDINATOR	1.00	Square Foot		
12	07/1/18-12/31/18 SUBMIT A SEPARATE PRICE FOR SERVICES DESCRIBED IN ATTACHMENT "B" AS FLOOR CARE SERVICES (STRIP, SEAL & FINISH) ON A PER SQUARE FOOT BASIS FOR ADDITIONAL STRIPPING AS REQUIRED BY THE AGENCY COORDINATOR	1.00	Square Foot		
13	INITIAL CLEAN UP OF BUILDING. INCLUDES STRIPPING AND WAXING ALL VCT FLOORS. INCLUDES VACUUMING OF ALL CARPETED AREAS.	1.00	Total		

Delivery: _____

Terms of Payment: _____

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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

NOVEMBER 24, 2015
ADDENDUM NUMBER THREE
RFQ # 7550024
TITLE: JANITORIAL SERVICES-BOARD OF ELECTIONS

Closing Date and Time: 12/7/15 at 10:30 AM

Per the issuance of this ADDENDUM #3 (2 pages) the following is noted:

Attached is the sign in sheet from the mandatory pre bid conference held 11/24/15 at 1pm.

As noted by buyer:

- This is a mandatory pre bid conference
 - Only those vendors on the sign in sheet will be allowed to submit proposals
- Bid bond is not required
- Performance bond is required
- On attachment B an initial cleanup of the building is indicated. I will add a line onto the addendum **(line has been added)**. It will consist of:
 - Strip and wax all VCT floors.
 - Vacuum all carpeted areas.
- 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 5-6-7-8 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 non-responsive and not considered.
- Lines 9-10-11-12 should be bid as per sq. ft. price.
- This bid is for services on Monday, Wednesday, and Friday, to be done between 4pm and 6pm.
This has been changed. Service will be performed after hours. Vendor will be given key and security access to building
- You are required to submit:
 - Bidder certification form. 3 pages.
 - The request for quote with all the pricing.
 - Attachment C, the technical proposal.
 - Attachment F, the costing page worksheet.



State of Rhode Island
Division of Purchases
One Capitol Hill
Providence, RI 02908

"MANDATORY" PRE-BID CONFERENCE SIGN IN SHEET

Mandatory Pre-bid Conference: Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory pre-bid conference. The representative must register at the pre-bid conference and disclose the identity of the vendor whom he/she represents. Because attendance at the pre-bid conference is mandatory, a vendor's failure to attend and register at the pre-bid conference shall result in disqualification of the vendor's bid proposal as non-responsive to the solicitation.

BID NUMBER: 7550024
 BID TITLE: JANITORIAL SERVICES-BOARD OF ELECTIONS
 PRE-BID DATE AND TIME: 11/24/15 AT 1PM

Purchasing Representative: DCADORET
 Mandatory Pre-bid START TIME: 1:05
 Mandatory Pre-bid END TIME: 1:15

COMPANY NAME	COMPANY REPRESENTATIVE	ADDRESS	CONTACT E-MAIL	CONTACT PHONE NUMBER	CONTACT FAX NUMBER	PROPOSAL SUBMITTED (For Purchasing Use Only)
1 STATE PURCHASING	Paul Adams					
2 MARTIN'S MAINT.	Bob Bizer					
3 MARTIN'S MAINT.	Paul Kitchen					
4 INT. CLEANING	Joseph (Antonio) Lopez					
5 BOARD OF ELECTIONS	ROBIN RAPOLA (DN)					
6						
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14						
15						

Contract Terms and Conditions

Table of Contents

Terms and Conditions.....XI
 BID STANDARD TERMS AND CONDITIONSXI
 TERMS AND CONDITIONS FOR THIS BIDXI
 INSURANCE REQUIREMENTSXI
 RIVIP INFO - BID SUBMISSION REQUIREMENTSXI
 DELIVERY PER AGENCYXII
 MULTI YEAR AWARDXII

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.

RIVIP INFO - BID SUBMISSION REQUIREMENTS

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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.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

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.