



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

Solicitation Information
02/19/16

RFQ# 7550189

TITLE: FRESH BREAD, BAGELS, AND ROLLS
Submission Deadline: 03/18/2016 @ 11:00 AM EST

Questions concerning this solicitation must be received by the Division of Purchases at Cheryl.McGurn@purchasing.ri.gov no later than **March 4, 2016 @ 10:00 AM EST**. Questions should be submitted in a **Microsoft Word attachment**. Please reference **RFQ# 7550189** on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information

SURETY REQUIRED: No

BOND REQUIRED: No

Cheryl McGurn
Buyer II

Applicants must register on-line at the State Purchasing Website at
<http://www.purchasing.ri.gov/>

Note to Applicants:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification

THIS PAGE IS NOT A BIDDER CERTIFICATION FO



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SECTION 1: Bid Specifications

The Rhode Island Department of Administration/Division of Purchases, is soliciting proposals from qualified vendors to provide pricing for fresh bread, bagels and rolls in accordance with the terms of State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at: <http://www.purchasing.ri.gov>

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. In order to be considered on total low basis per group, potential vendors must bid on all items within each group to be considered.
2. The state reserves the right to award on an overall total low basis or a total low basis per grouping. The state also reserves the right to award to a single vendor or multiple vendors.
3. None of the items listed below are low fat with the exception of items 7 & 8.
4. Quantities are approximate.
5. Delivery:
 - Monday, Tuesday, Wednesday, Thursday, Friday as requested by Agency. Delivery by 6:00 AM. Saturday delivery to the ACI may be required for some products. Please indicate whether or not you are able to meet this requirement on the attached spreadsheet.
 - Deliveries to be invoiced on a monthly basis.
 - Successful bidders must accept orders 1 day prior to delivery.
 - All empty bread racks must be removed on day of delivery.
 - CDC Delivery point: Central distribution center, 25 Power Rd, Cranston, RI 02920



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- Direct delivery to the ACI may be required for some products.
 - Products ordered by Veteran's Home must be delivered to the Veteran's Home.
 - Delivery scheduling and questions shall be directed to the following:
 - a) Dept. of Corrections: Food Service Supervisor, (401) 462-1107 or (401) 462-2011
 - b) E. Slater Hospital, Food Service Administrator (401) 462-1614 (x2835 and x2900)
 - c) Zambararo Hospital: Senior Cook (401) 567-5473
 - d) Training School: Food Service Administrator Pam Mackintosh (401) 462-7321
 - e) Veteran's Home: Anna Volaro (401) 254-8453
6. Provide all information requested, failure to do so will result in the disqualification of your bid. All blank lines must be completed even if bidding to specifications.
 7. Products bid must meet minimum specifications and weight ranges.
 8. Do not include the end (crust) pieces in count where usable slice per loaf is requested.
 9. Successful bidders must accept orders 1 day prior to delivery
 10. All packages of bread products on this bid must be date stamped with the date baked and sell-by date on the wrapper. No stickers allowed.
 11. All products must be accurately labeled.
 12. All bread and bread products must be fresh. No previously frozen products will be accepted with the exception of item 17 for Pan Baked Dinner Rolls.



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13. Samples may be required of items the CDC wishes to test. Samples are to be clearly marked with company name and bid item numbers.
14. The most recent local health department inspection report **must** accompany all bids. Bids may be disqualified based on negative inspection reports. Failure to submit the most recent report **will** result in disqualification. The successful vendor may be subject to inspection by the Health Department and Environmental Health coordinators during the course of the contract.
15. Nutritional labeling on each item within a group should be provided as part of the bid response as an attachment.



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SECTION 2: Electronic Bidding Instructions

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.)
- Prompt payment discount form is provided on page 6 to provide potential additional discounts.
- Bidders are instructed to submit the following in their bid package:
 - a) A compatible disc “**CD-R**” with the electronically completed spreadsheet saved to it in the Microsoft excel format.
 - b) No USB drives accepted.
 - c) A printed, hard (paper) copy, of the electronically completed spreadsheet, signed.

Prompt Payment Discount Form
(Invoice discounts for receiving fast payments)

Note: All vendors doing business with the State of Rhode Island must complete a Prompt Payment Discount ("PPD") form as part of this Master Price Agreement solicitation.

Bidder Name: _____

RFQ/RFP Bid Solicitation Number: _____

Prompt Payment Discounts ("PPD"): Vendors benefit from PPD by increased, usable cash flow as a result of fast and efficient payments for commodities or services rendered. While Bidders/Contractors have flexibility in determining the actual % discount(s) offered to the State, the discount(s) must be identified in 10 days or more for Payment Issuance Date. The State may use the prompt pay discounts submitted as a basis for selection and may negotiate discounts as deemed in the best interest of the State.

All discounts offered will be automatically deducted from payment when the issue date is within the specified number of days listed below and in accordance with the State's Prompt Payment Law. Payment days will be measured **from** the date goods are received and accepted/performance was completed OR the date an invoice is received by the Office of the DOA Controller, whichever is later **to** the date the payment is issued via ACH or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a vendor.

Enter the Prompt Payment Discount percentage (%) off the invoice payment, for the available payment issue dates listed below. Note: Vendors are allowed up to three different prompt payment options. Example prompt payment options are:

5% - 10 Days

3% - 20 Days

1% - 25 Days

Discount %	Payment Issue Date Within
%	10 Days
%	15 Days
%	20 Days
%	25 Days
By checking this box, we certify that we will not offer any Prompt Payment Discounts	
<input type="checkbox"/>	

ACH Payments/Supplier Portal: Vendors are highly encouraged to enroll for ACH payments. This payment method will increase the prompt pay benefit since funds are paid directly to designated bank accounts, thus eliminating the delay of check clearance policies and traditional mail lead time. The form required for ACH enrollment can be found at <http://controller.admin.ri.gov/Forms/index.php>.

The State also highly encourages Vendors to use the RIFANS Supplier Portal which includes the functionality to electronically submit invoices against open Purchase Orders. This efficient invoicing method eliminates handling time, mailing expenses, and will further expedite the payment process. Information on the portal can be found at <http://controller.admin.ri.gov/iSupplier/isup/index.php>.

We will sign up for ACH payment. (please circle response)	Yes	No
We will utilize the State's Supplier Portal to electronically submit invoices. (please circle response)	Yes	No

Signature _____ Date _____

All procurements requiring PPD shall include the following language:

Prompt Payment Discounts (“PPD”)

The Department of Administration’s (“Department”) goal in establishing the PPD program is to provide an opportunity for expedited payment to vendors, while reducing the cost to the State through vendor discounts. State agencies are encouraged to utilize vendors that offer cash discounts, along with competitive pricing, when selecting services or goods from master price agreements. In addition, the Department seeks to promote prompt payment through the use of electronic funds transfer (“EFT”) through the ACH system.

Prompt Payment Discount Form

All vendors submitting proposals in response to designated master price agreement solicitations must submit the attached PPD form in order to participate in the PPD program.

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.