

Request for Quote

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

BUYER: Cadoret, David
 PHONE #: N/A

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

CREATION DATE : 28-JAN-16
 BID NUMBER: 7550223
 TITLE: JANITORIAL SERVICES-COVENTRY NATIONAL
 GUARD (BLDG'S 1,6,9)
 BLANKET START : 01-APR-16
 BLANKET END : 31-MAR-19
 BID CLOSING DATE AND TIME: 18-FEB-2016 02:00:00

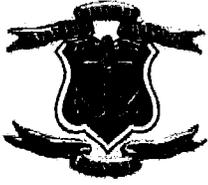
**S
H
I
P
T
O**
 MS-ANG COVENTRY FACILITY
 570 READ SCHOOLHOUSE RD
 COVENTRY, RI 02816-0000
 US

Requisition Number:

Note to Bidders: THERE WILL BE A MANDATORY PRE-BID CONFERENCE AS PER ATTACHED.
 THIS BID WILL BE AWARDED IN CONJUNCTION WITH BID #7550222.

Line	Description	Quantity	Unit	Unit Price	Total
1	FY16 MONTHLY PRICE FOR SERVICES DESCRIBED IN ATTACHMENT "B" AS ROUTINE SERVICES I.E. DAILY, WEEKLY, MONTHLY, YEARLY	3.00	Month		
2	FY17 MONTHLY PRICE FOR SERVICES DESCRIBED IN ATTACHMENT "B" AS ROUTINE SERVICES I.E. DAILY, WEEKLY, MONTHLY, YEARLY	12.00	Month		
3	FY18 MONTHLY PRICE FOR SERVICES DESCRIBED IN ATTACHMENT "B" AS ROUTINE SERVICES I.E. DAILY, WEEKLY, MONTHLY, YEARLY	12.00	Month		
4	FY19 MONTHLY PRICE FOR SERVICES DESCRIBED IN ATTACHMENT "B" AS ROUTINE SERVICES I.E. DAILY, WEEKLY, MONTHLY, YEARLY	9.00	Month		
5	FY16 TOTAL PRICE FOR SERVICES DESCRIBED IN ATTACHMENT "B" AS FLOOR CARE SERVICES (STRIP, SEAL & FINISH) AS REQUIRED	1.00	Semiannual		
6	FY17 TOTAL PRICE FOR SERVICES DESCRIBED IN ATTACHMENT "B" AS FLOOR CARE SERVICES (STRIP, SEAL & FINISH) AS REQUIRED	2.00	Semiannual		
7	FY18 TOTAL PRICE FOR SERVICES DESCRIBED IN ATTACHMENT "B" AS FLOOR CARE SERVICES (STRIP, SEAL & FINISH) AS REQUIRED	2.00	Semiannual		
8	FY19 TOTAL PRICE FOR SERVICES DESCRIBED IN ATTACHMENT "B" AS FLOOR CARE SERVICES (STRIP, SEAL & FINISH) AS REQUIRED	1.00	Semiannual		
9	FY16 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	FY17 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		
11	FY18 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



Request for Quote

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

BUYER: Cadoret, David
PHONE #: N/A

CREATION DATE : 28-JAN-16
BID NUMBER: 7550223
TITLE: JANITORIAL SERVICES-COVENTRY NATIONAL
GUARD (BLDG'S 1,6,9)

BLANKET START : 01-APR-16
BLANKET END : 31-MAR-19
BID CLOSING DATE AND TIME:18-FEB-2016 02:00:00

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

S
H
I
P
T
O
MS-ANG COVENTRY FACILITY
570 READ SCHOOLHOUSE RD
COVENTRY, RI 02816-0000
US

Requisition Number:

Note to Bidders: THERE WILL BE A MANDATORY PRE-BID CONFERENCE AS PER ATTACHED.
THIS BID WILL BE AWARDED IN CONJUNCTION WITH BID #7550222.

Line	Description	Quantity	Unit	Unit Price	Total
12	FY19 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		

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
Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Tel: (401) 574-8100 Fax: (401) 574-8387

BID 7550223

**Janitorial Services-COVENTRY NATIONAL GUARD (BUILDINGS
1,6,9)**

Additional Information

There will be a mandatory pre bid conference 2/9/16 starting at 1PM:
ANG Coventry Facility
570 Read Schoolhouse Rd.
Coventry, RI 02816

This bid will be awarded in conjunction with bid 7550222. Award will be based on total low for all locations. Lines to be considered will be 1 through 8.

Interested vendors MUST attend ALL pre bid conferences.

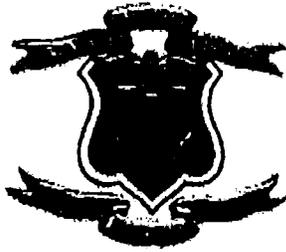
This is a secured military facility. We will meet at the gate entrance to the facility. Once we move into the facility no additional vendors will be allowed to sign in, so plan accordingly.

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 5-8 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 to be non-responsive and not considered.

Lines 9-12 should be bid as per sq ft price.

This purchase order will cover the period 4/1/16 to 3/31/19
FY 16 represents the time period from 4/1/16 to 6/30/16.
FY 17 represents the time period from 7/1/16 to 6/30/17.
FY 18 represents the time period from 7/1/17 to 6/30/18.
FY 19 represents the time period from 7/1/18 to 3/31/19.



Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Web Site: www.purchasing.ri.gov

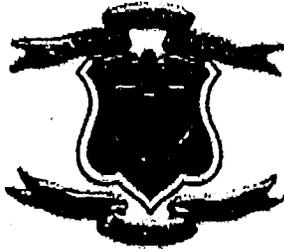
ATTACHMENT "A"

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.



**Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Web Site: www.purchasing.ri.gov**

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.)

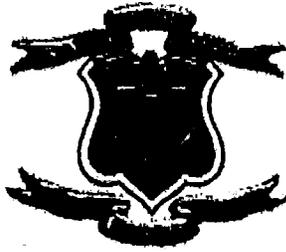
I. Assure that contractor personnel comply with the requirements of the R.I. Department of Environmental Management's State Office Recycling Program and the Regulations for Reduction and Recycling of Commercial and Non-Residential Solid Waste, which include:

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.



**Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Web Site: www.purchasing.ri.gov**

- 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.



**Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Web Site: www.purchasing.ri.gov**

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

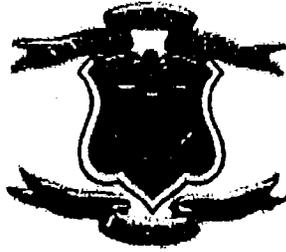
WORKERS' COMPENSATION INSURANCE

Coverage B	\$100,000
------------	-----------

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



**Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Web Site: www.purchasing.ri.gov**

- 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.)

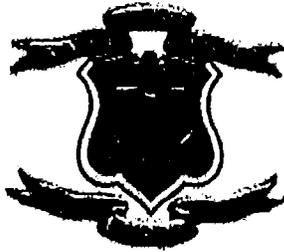
Copies of the Daily Reports of the quality of performance will be retained by the agency coordinator and the contractor. Daily Reports will be distributed to the Division of Purchases as a "back-up" to Complaint Reports (DP-65), when necessary.

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 only 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.
- E. A technical proposal, ATTACHMENT "C", complete in all respects.



**Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Web Site: www.purchasing.ri.gov**

- 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: 1/14/16

AGENCY: EXECUTIVE MILITARY STAFF

LOCATION: COVENTRY P-1.6.9

AGENCY COORDINATOR: CW4 SCIAMACCO

PHONE # 275-4668

STATE “ESTIMATED SQUARE FOOTAGE OF ALL AREAS TO BE CLEANED”: TBD
(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: 4/1/16 TO: 3/31/19

ROUTINE CLEANING

- C. SPECIFY TIME FRAME WITHIN WHICH WORK MUST BE DONE: (indicate AM or PM)
FROM: 0700 TO: 1730
- 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 checked="" type="checkbox"/>	_____	_____	_____
2. WASH ALL WASTEBASKETS IN OFFICE(S) AS NEEDED;	<input checked="" type="checkbox"/>	_____		
3. WASH ALL WASTE RECEPTACLES IN LUNCHROOMS;	<input checked="" type="checkbox"/>	_____	_____	_____
4. DUST ALL OFFICE FURNITURE AND EQUIPMENT - FILES, ETC.;	<input type="checkbox"/>	_____	1	_____
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;			1	_____
6. WASH AND SANITIZE ALL DRINKING FOUNTAINS USING <u>GERMICIDAL</u> CLEANER;	<input checked="" type="checkbox"/>	_____	_____	_____
7. DUST ALL HIGH PARTITIONS, PIPES, VENTS, MOLDINGS, ETC.;			_____	2
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;			1	_____
9. DUST ALL BLINDS;				2
10. REMOVE FINGERPRINTS, MARKS AND SMUDGES FROM WOODWORK, WALLS AND PARTITIONS;	<input checked="" type="checkbox"/>	_____	_____	_____
11. CLEAN AND POLISH BRIGHT METAL WORK;	<input checked="" type="checkbox"/>	_____	_____	_____
12. VACUUM ALL VENTS (EXPOSED GRILL WORK);			_____	2
13. WASH RUBBER FLOOR MATS;	<input type="checkbox"/>	_____	1	_____
14. CLEAN CHALKBOARDS AND CHALK TRAYS, DRY METHOD;	<input type="checkbox"/>	1	_____	_____
15. WASH LIGHT FIXTURES;			_____	1
16. WALL WASHING:				
STAIRWAY			_____	2
HALLWAY			_____	2
CORRIDOR			_____	2
CLASSROOM			_____	2
OFFICE			_____	2
OTHER AREAS - SPECIFY: _____			_____	2

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 checked="" type="checkbox"/>	_____	_____	_____
18. WASH ALL EXPOSED GLASS SURFACES – GLASS PARTITIONS, INTERIOR GLASS DOORS, DISPLAY CASES, DIRECTORY BOARDS, MIRRORS, GLASS DRAFT WINDOWS SHIELDS, ETC.;	<input type="checkbox"/>	1	_____	_____
19. REPLACE BURNED OUT LIGHTS FROM AGENCY'S STOCK;	<input type="checkbox"/>	<u>N/A</u>	_____	_____
20. SWEEP STOOPS AND SIDEWALK AREAS (ONLY AREAS LISTED); _____ _____	<input checked="" type="checkbox"/>	_____	_____	_____
21. POLICE AREA ADJACENT TO BUILDING AND REMOVE BOTTLES, PAPERS, CIGARETTE BUTTS, ETC.;	<input checked="" 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;</u>	<input checked="" type="checkbox"/>	_____	_____	_____
<u>FLOORS:</u>				
23. SWEEP AND/OR DUST MOP ALL FLOOR SURFACES WITH TREATED MOPS;	<input checked="" type="checkbox"/>	_____	_____	_____
24. SWEEP AND DUST STAIRS, LANDINGS AND HANDRAILS: FRONT: _____ OTHERS SPECIFY: _____	<input type="checkbox"/>	1	_____	_____
25. WET MOP ALL TRAFFIC LANES – ENTRIES, HALLS, ETC.;	<input checked="" type="checkbox"/>	_____	_____	_____
26. WET MOP ALL OFFICES, CLASSROOMS, ETC.;	<input checked="" type="checkbox"/>	_____	_____	_____
27. WET MOP STAIRS AND LANDINGS – FRONT: _____ <u>OTHERS, SPECIFY:</u> _____	<input checked="" type="checkbox"/>	_____	_____	_____

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 checked="" type="checkbox"/>	—	—	—
29. VACUUM ALL CARPETING IN OFFICES, CLASSROOMS, ETC.; SPECIFY: _____	<input checked="" type="checkbox"/>	—	—	—
30. SPOT CLEAN ALL CARPETING, AS NECESSARY TO REMOVE SPILLS, SMALL AREAS, ETC.;	<input checked="" type="checkbox"/>	—	—	—
31. SPRAY CLEAN AND MACHINE POLISH ALL NON- CARPETED FLOORS IN TRAFFIC LANES, CORRIDORS, ENTRANCES, ETC.;	<input type="checkbox"/>	1	—	—
32. SPRAY AND MACHINE POLISH ALL OTHER NON- CARPETED FLOOR AREAS: _____	<input type="checkbox"/>	1	—	—

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: SEMI-ANNUALLY

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: GALAXY FL CARE STRIP
SEALER: GALAXY
FINISH: GALAXY
RESTORER: GALAXY
CLEANER: GALAXY

LIST EQUIPMENT:

MANUFACTURER BRAND: N/A
MODEL #: _____
SIZE: _____
RPM: _____



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 C-SPECIFICATIONS (JANITORIAL SERVICES)
BIDDER _____ **BID NUMBER 7550223**
JANITORIAL SERVICES-COVENTRY NATIONAL GUARD BUILDINGS P-1,6,9

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?



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 C-SPECIFICATIONS (JANITORIAL SERVICES)
BIDDER _____ BID NUMBER 7550223
JANITORIAL SERVICES-COVENTRY NATIONAL GUARD BUILDINGS P-1,6,9

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:

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

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



**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 C-SPECIFICATIONS (JANITORIAL SERVICES)
 BIDDER _____ BID NUMBER 7550223
 JANITORIAL SERVICES-COVENTRY NATIONAL GUARD BUILDINGS P-1,6,9**

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. # _____	_____	_____
_____	_____	_____



**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 C-SPECIFICATIONS (JANITORIAL SERVICES)
 BIDDER _____ BID NUMBER 7550223
 JANITORIAL SERVICES-COVENTRY NATIONAL GUARD BUILDINGS P-1,6,9**

10. Other (similar) Contracts Undertaken (for the State):
- | Agency | Location | Purchase Order |
|--------|----------|----------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
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 []



**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 C-SPECIFICATIONS (JANITORIAL SERVICES)

**BIDDER _____ BID NUMBER 7550223
 JANITORIAL SERVICES-COVENTRY NATIONAL GUARD BUILDINGS P-1,6,9**

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

CERTIFICATION BY BIDDER:

 Authorized Representative

 Signature

 Title

 Date



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 7550223

JANITORIAL SERVICES-COSTING PAGE WORKSHEET-FOR THE PERIOD 4/1/16-3/31/17

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

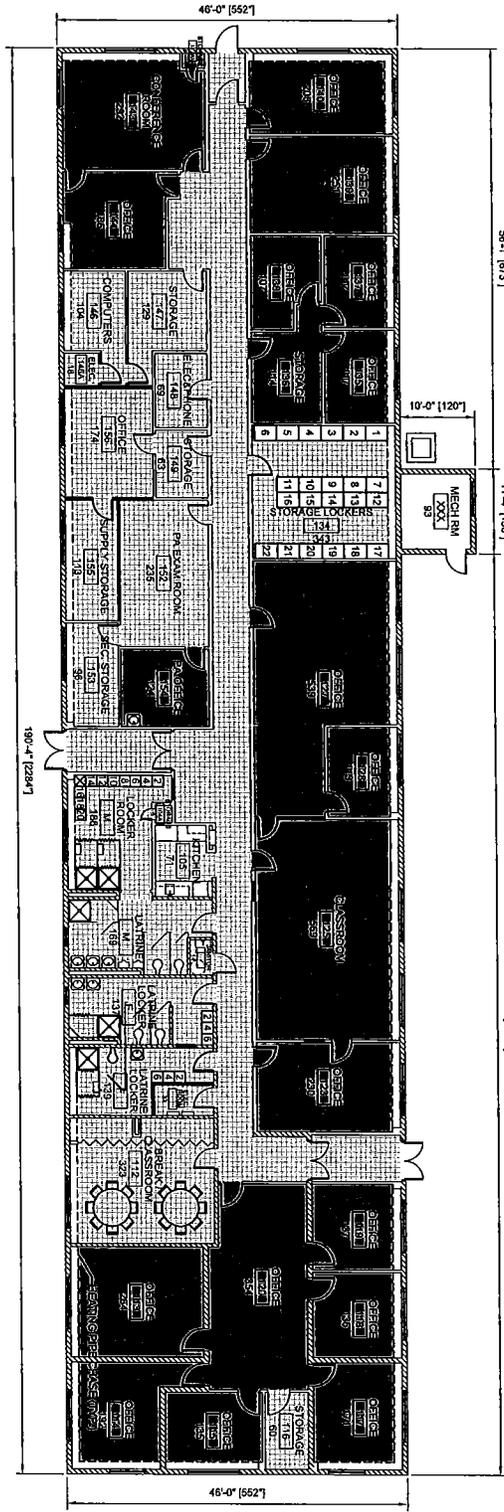
GRAND TOTAL OPERATING COST (C+D) E

OVERHEAD _____ % x E F

GRAND TOTAL OPERATING & OVERHEAD (E + F) G

PROFIT _____ % x G H

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



BLDG. P-1 FLOOR SPACE

OFFICES	4,315 SQ. FT.
CLASSROOM & CONFERENCE	879 SQ. FT.
LATRINES	429 SQ. FT.
STORAGE	196 SQ. FT.
UTILITY ROOMS	172 SQ. FT.
TOTAL	5,991 SQ. FT.

DRAWING & DIMENSIONS BASED ON BEST AVAILABLE INFORMATION.

BLDG. P-2 FLOOR SPACE

OFFICES	4,010 SQ. FT.
CLASSROOM & CONFERENCE	710 SQ. FT.
LATRINES	633 SQ. FT.
STORAGE	283 SQ. FT.
UTILITY ROOMS	1,171 SQ. FT.
TOTAL	6,807 SQ. FT.

DRAWING & DIMENSIONS BASED ON BEST AVAILABLE INFORMATION.

- OFFICE
- ROOM NAME
- ROOM NUMBER
- SQUARE FOOTAGE
- AREAS OF PROPOSED CARPET
- AREAS OF PROPOSED TILE (0')
- POXY RESIN

NO. OF ROOMS	104
NO. OF OFFICES	188
NO. OF CLASSROOMS & CONFERENCE ROOMS	1
NO. OF LATRINES	1
NO. OF STORAGE ROOMS	1
NO. OF UTILITY ROOMS	1
NO. OF MECH. ROOMS	1
NO. OF LOBBIES	1
NO. OF STAIRS	1
NO. OF ELEVATORS	1
NO. OF RESTROOMS	1
NO. OF JANITORIES	1
NO. OF STORAGE LOCKERS	1
NO. OF STORAGE CLOSETS	1
NO. OF STORAGE CABINETS	1
NO. OF STORAGE CHAIRS	1
NO. OF STORAGE TABLES	1
NO. OF STORAGE BENCHES	1
NO. OF STORAGE LOCKERS	1
NO. OF STORAGE CLOSETS	1
NO. OF STORAGE CABINETS	1
NO. OF STORAGE CHAIRS	1
NO. OF STORAGE TABLES	1
NO. OF STORAGE BENCHES	1

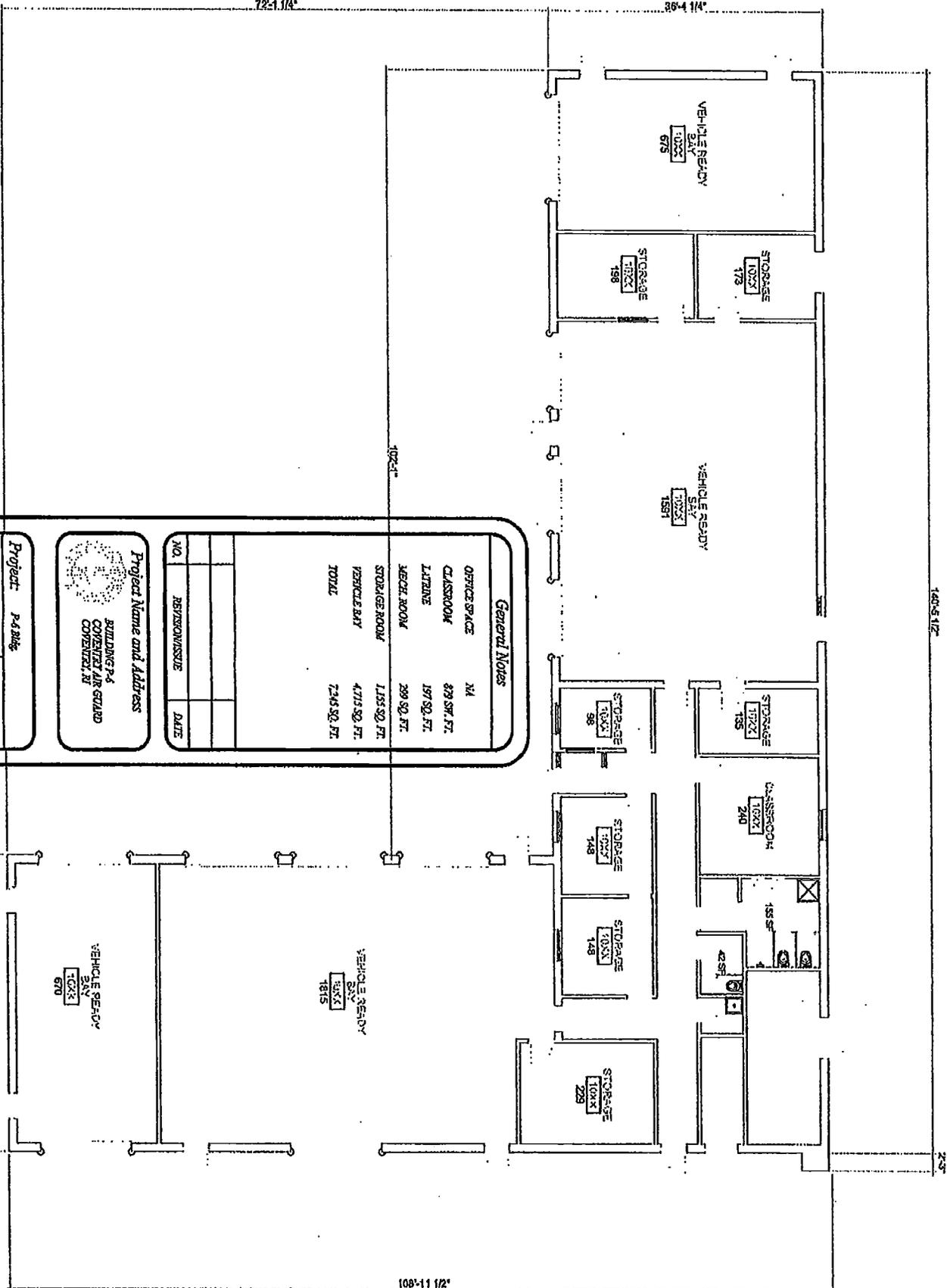
BUILDING P-1 RE-STATIONING CONCEPTUAL DESIGN PLAN COVENTRY, RHODE ISLAND



CONSTRUCTION & FACILITIES
MANAGEMENT OFFICE
RHODE ISLAND ARMY NATIONAL GUARD
645 NEW LONDON AVENUE
CRANSTON, RI 02920

CFMO: LTC. MCKIERNAN

PROPOSED



General Notes

OFFICE SPACE	NA
CLASSROOM	829 SQ. FT.
LITIZINE	197 SQ. FT.
MECH. ROOM	299 SQ. FT.
STORAGE ROOM	1,155 SQ. FT.
VEHICLE BAY	4,775 SQ. FT.
TOTAL	7,245 SQ. FT.

NO.	REVISION/ISSUE	DATE

Project Name and Address
 BUILDING P-6
 COVERED AIR GUARD
 COVENTRY, RI

Project: P-6-846
Date: 1/31/88
Scale: 1/8"=1'-0"

Sheet: P6.0
Drawn by: CB

Contract Terms and Conditions

Table of Contents

Terms and Conditions.....X
 BID STANDARD TERMS AND CONDITIONSX
 TERMS AND CONDITIONS FOR THIS BIDX
 MULTI YEAR AWARDX
 DELIVERY PER AGENCYX
 RIVIP INFO - BID SUBMISSION REQUIREMENTSX
 INSURANCE REQUIREMENTSX

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.

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.