



# Request for Quote

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

BUYER: McGurn, Cheryl A  
 PHONE #: N/A

CREATION DATE : 28-MAR-16  
 BID NUMBER: 7550452  
 TITLE: CATERING SERVICES FOR URI SUMMER INSTITUTE  
 BLANKET START : 25-JUL-16  
 BLANKET END : 29-JUL-16  
 BID CLOSING DATE AND TIME: 26-APR-2016 10:30:00

**B** URI ACCOUNTS PAYABLE  
**I** CARLOTTI ADMINISTRATION BLDG  
**L** 75 LOWER COLLEGE ROAD, SUITE 1  
**L** KINGSTON, RI 02881  
**T** US  
**O**

**S** URI-CE-PROVIDENCE CENTER  
**H** SHEPARD BUILDING  
**I** 80 WASHINGTON STREET  
**P** PROVIDENCE, RI 02903  
**T** US  
**O**

Requisition Number: 1454603

Note to Bidders: CATERING SERVICES FOR URI SUMMER INSTITUTE FOR 160 PEOPLE - 7/25/2016 - 7/29/2016

PER THE ATTACHED SPECIFICATIONS

DELIVERY TO:  
 YRI/FCCE CAMPUS - PAFF AUDITORIUM  
 80 WASHINGTON ST. 1ST FLOOR  
 PROVIDENCE, RI

Questions concerning this solicitation must be emailed and received by the Division of Purchases at [cheryl.mcgurn@purchasing.ri.gov](mailto:cheryl.mcgurn@purchasing.ri.gov) no later than 4/18/2016 @ 4:00 PM in a Microsoft Word attachment with the corresponding solicitation number. Questions, if any, and responses will be posted on the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

Line	Description	Quantity	Unit	Unit Price	Total
1	Monday 7/25/16 Breakfast - Per the Attached Specifications	160.00	Each		
2	Monday 7/25/16 Lunch Per the Attached Specifications	160.00	Each		
3	Tuesday 7/26/16 Breakfast Per the Attached Specifications	160.00	Each		
4	Tuesday 7/26/16 Lunch Per the Attached Specifications	160.00	Each		
5	Wednesday 7/27/16 Breakfast Per the Attached Specifications	160.00	Each		
6	Wednesday 7/27/16 Lunch Per the Attached Specifications	160.00	Each		
7	Thursday 7/28/16 Breakfast Per the Attached Specifications	160.00	Each		
8	Thursday 7/28/16 Lunch Per the Attached Specifications	160.00	Each		
9	Friday 7/29/16 Breakfast Per the Attached Specifications	160.00	Each		
10	Friday 7/29/16 Lunch Per the Attached Specifications	160.00	Each		

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

## Specifications for Catering 2016 URI Summer Institute in Digital Literacy 7/25/16-7/29/16

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### **Monday Menu 7/25/16**

#### **Breakfast Delivered by 7:30 A.M**

##### Fresh Fruit Salad for up to 100 people

Assorted Breakfast Pastries & Bagels with Jellies, Preserves Cream cheese and butter for up to 100 people

Assorted yogurts for up to 70 people

Coffee both regular and decaf (80% / 20% regular/decaf split that should last until lunch) along with cups, stirrers, sugar / sweeteners cream for  
Up to 160 people

Ice Water (in jug or cooler) for up to 160 People

160 -Disposable Forks

160- Disposable knives

160- Disposable spoons

160- Disposable paper plates

160- Disposable 8oz cups

160-Disposable napkins

10- Disposable table clothes for 6 foot rectangular tables

#### **Monday 7/25/16 Lunch Delivered by 11:15 A.M. Sufficient quantities of each item (unless specified otherwise) to feed 160 people**

Garden salad with dressing

Hot Chicken Parmesan (delivered with chafer and sufficient sterno to keep product hot while on buffet)

Hot Penne with marinara sauce (delivered with chafer and sufficient sterno to keep product hot while on buffet)

Hot Small meatballs (delivered with chafer and sufficient sterno to keep product hot while on buffet)

Rolls and butter

*Gluten Free- Vegetarian Meal that includes a vegetarian protein (for up to 20 people- delivered with chafer and sufficient sterno to keep product hot while on buffet if the dish is a hot one)*

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## Specifications for Catering 2016 URI Summer Institute in Digital Literacy 7/25/16-7/29/16

### **Monday 7/25/16 Lunch continued**

Cookies and brownies

Assorted beverages include canned soda, both diet and regular and on ice

Ice Water Jug for up to 160 people

Refill Coffee

160 Disposable napkins

160 Disposable Forks

160 Disposable knives

160 Disposable spoons

160 Disposable paper plates

160 Disposable 8oz cups

10 Disposable table cloths for 6 foot rectangular tables

Buffet to be set up for two, double sided serving lines with all hot items in chafar dishes (each provided with sternos)

### **Tuesday Menu , 7/26/16**

**Breakfast Delivered by 7:30 A.M**

Fresh Fruit Salad for up to 100 people

Assorted Breakfast Pastries & Bagels with Jellies, Preserves Cream cheese and butter for up to 100 people

Assorted yogurts for up to 70 people

Coffee for up to 160 people both regular and decaf (80% / 20% regular/decaf split that should last until lunch) along with cups, stirrers ,  
Sugar /sweeteners and cream.

Ice Water (in jug or cooler) for up to 160 people

160 Disposable Forks

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## Specifications for Catering 2016 URI Summer Institute in Digital Literacy 7/25/16-7/29/16

### **Tuesday Breakfast Menu , 7/26/16 continued**

160 Disposable knives

160 Disposable spoons

160 Disposable paper plates

160 Disposable 8oz cups

160 Disposable napkins

10 Disposable table cloths for 6 foot rectangular tables

**Lunch Tuesday 7/26/16 Delivered by 11:15 A.M. Sufficient quantities of each item (unless specified otherwise) to feed 160 people**  
Hot Fajita stations with flour tortillas ( to be delivered with chafer dish(s) and sufficient sterno to keep items hot, that require it, throughout lunch)

Toppings include marinated chicken, Marinated steak, Cheddar cheese, shredded lettuce, tomatoes, sautéed peppers and onions, corn, Black beans, avocado and salsa.

Cookies and brownies

Assorted beverages include canned soda, both diet and regular and on ice

Ice Water Jug for up to 160 people

Refill the coffee

160 Disposable Forks

160 Disposable knives

160 Disposable spoons

160 Disposable paper plates

160 Disposable 8oz cups

10 Disposable table cloths for 6 foot rectangular tables

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## Specifications for Catering 2016 URI Summer Institute in Digital Literacy 7/25/16-7/29/16

### **Lunch Tuesday 7/26/16 continued**

Buffet to be set up for two, double sided serving lines with all hot items in chafer dishes (each provided with sternos)

### **Wednesday 7/27/16 Menu**

#### **Breakfast Delivered by 7:30 A.M**

Fresh Fruit Salad for up to 100 people

Assorted Breakfast Pastries & Bagels with Jellies, Preserves Cream cheese and butter for up to 100 people

Assorted yogurts for up to 70 people

Coffee for up to 160 people , both regular and decaf (80% / 20% regular/decaf split that should last until lunch) along with cups, stirrers, sugar / sweeteners, cream

Ice Water (in jug or cooler) for up to 160 people

160 Disposable Forks

160 Disposable knives

160 Disposable spoons

160 Disposable paper plates

160 Disposable 8oz cups

160 Disposable napkins

10 Disposable table cloths for 6 foot rectangular tables

#### **Lunch Wednesday 7/27/16 Delivered by 11:15 A.M. Sufficient quantities of each item (unless specified otherwise) to feed 160 people**

Fresh Caprese Salad

Orzo Florentine sun-dried tomato salad

Hot Grilled chicken skewers

Hot Beef teriyaki skewers

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## Specifications for Catering 2016 URI Summer Institute in Digital Literacy 7/25/16-7/29/16

### **Lunch Wednesday 7/27/16 continued**

*Hot Roasted vegetable skewers with a gluten free vegetarian protein for up to 20 people- delivered with chafer and sufficient sterno to keep product hot while on buffet if the dish is a hot one)*

Assorted beverages include canned soda, both diet and regular and on ice

Ice Water Jug for up to 160 people

Refill the coffee

160 Disposable Forks

160 Disposable knives

160 Disposable spoons

160 Disposable paper plates

160 Disposable 8oz cups

10 Disposable table cloths for 6 foot rectangular tables

Buffet to be set up for two, double sided serving lines with all hot items in chafer dishes (each provided with sternos)

### **Thursday 7/28/16 Menu**

#### **Breakfast Delivered by 7:30 A.M**

Fresh Fruit Salad for up to 100 people

Assorted Breakfast Pastries & Bagels with Jellies, Preserves Cream cheese and butter for up to 100 people

Assorted yogurts for up to 70 people

Coffee for up to 160 people both regular and decaf (80% / 20% regular/decaf split that should last until lunch) along with cups, stirrers, sugar / Sweeteners and cream

Ice Water (in jug or cooler) for up to 160 people

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## Specifications for Catering 2016 URI Summer Institute in Digital Literacy 7/25/16-7/29/16

### **Thursday 7/28/16 Breakfast Menu continued**

160 Disposable knives

160 Disposable Forks

160 Disposable spoons

160 Disposable paper plates

160 Disposable 8oz cups

160 Disposable napkins

10 Disposable table cloths for 6 foot rectangular tables

### **Lunch Thursday 7/28/16 Delivered by 11:15 A.M. Sufficient quantities of each item (unless specified otherwise) to feed 160 people**

Caesar Salad buffet with romaine, croutons and shaved parmesan cheese and dressing on the side

Hot Grilled Marinated Chicken

### ***Vegetarian Protein for Salad for up to 20 people***

Ice Water Jug for up to 160 people

Refill the coffee

160 Disposable Forks

160 Disposable knives

160 Disposable spoons

160 Disposable paper plates

160 Disposable 8oz cups

10 Disposable table cloths for 6 foot rectangular tables

## Specifications for Catering 2016 URI Summer Institute in Digital Literacy 7/25/16-7/29/16

### **Friday 7/29/16 Menu**

#### **Breakfast Delivered by 7:30 A.M**

Fresh Fruit Salad for up to 100 people

Assorted Breakfast Pastries & Bagels with Jellies, Preserves Cream cheese and butter for up to 100 people

Assorted yogurts for up to 70 people

Coffee both regular and decaf (80% / 20% regular/decaf split that should last until lunch) along with cups, stirrers, sugar / sweeteners & cream  
For up to 160 people

Ice Water (in jug or cooler) for up to 160 people

160 Disposable Forks

160 Disposable knives

160 Disposable spoons

160 Disposable paper plates

160 Disposable 8oz cups

160 Disposable napkins

10 Disposable table cloths for 6 foot rectangular tables

#### **Lunch Friday 7/29/16 Delivered by 10:30 A.M.**

Boxed Lunch: Vegetable Wrap with cookie and Lays Potato Chips for up to 30 people

Boxed Lunch: Turkey BLT sandwich with cookie and Lays Potato Chips for up to 70 people

Boxed Lunch: Caprese Sandwich (Mozzarella, Tomato, Basil and olive oil) with cookie and Lays potato chips for up to 20 people

Boxed Lunch: Roast Beef sandwich with cookie and Lays Potato Chips for up to 30 people

Individual Garden Salad plus to-go dressing for up to 15 people

Assorted beverages include canned soda, both diet and regular and on ice for up to 160 people

## Specifications for Catering 2016 URI Summer Institute in Digital Literacy 7/25/16-7/29/16

### **Lunch Friday 7/29/16 continued**

Ice Water Jug for up to 160 people

160 Disposable Forks

160 Disposable knives

160 Disposable spoons

160 Disposable paper plates

160 Disposable 8oz cups

10 Disposable table cloths for 6 foot rectangular tables

### **Bid Requirements:**

The University of Rhode Island requires a delivered price for providing catering services for the URI Summer Institute for Digital Literacy. Awarded vendor will deliver, set-up and clean up for each meal: providing food, beverages and supplies as required within these specifications.

The University has an exclusive contract for Coca-Cola products therefore all beverage items must be Coca-Cola product unless a comparable product is not available, i.e. coffee.

Bidder must have all applicable state certifications & licenses and be in compliance with all required State Health and Food Safety Regulations in order to bid.

All meals and related supplies will deliver to the URI FCCE, Paff Auditorium, 1st floor 80 Washington St. Providence RI.

Please provide an all-inclusive price for food, labor and supplies as one total expense per meal per line (based on the estimated numbers of people/quantities provided within the bid specification).

### **AWARD**

**BIDDERS MUST BID ALL ITEMS TO BE CONSIDERED. AWARD WILL BE BASED ON TOTAL LOW.**

**Contract Terms and Conditions**

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## Terms and Conditions

### BID STANDARD TERMS AND CONDITIONS

### TERMS AND CONDITIONS FOR THIS BID

#### 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.

#### 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.

**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