



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
05/19/2016

RFQ# 7550611

**TITLE: FRESH BREAD, BAGELS, AND ROLLS -MPA 77
(RE-BID of Group A from RFQ 7550189)**

BLANKET REQUIREMENT: 7/1/16 - 6/30/17

Submission Deadline: 06/09/2016 @ 10:00 AM EST

PRE-BID/ PROPOSAL CONFERENCE: Yes

MANDATORY or NON-MANDATORY: Non-Mandatory (However STRONGLY ENCOURAGED)

DATE and TIME: 05/25/2016 @ 2:30 PM EST

LOCATION: Division of Purchases, 1 Capitol Hill, 2nd Floor, Bid Room, Providence, RI 02908

Questions concerning this solicitation must be received by the Division of Purchases at DOA.PurQuestions8@purchasing.ri.gov no later than **June 1st, 2016 @4:00PM EST**. Questions should be submitted in a Microsoft Word attachment. Please reference **RFQ# 7550611** 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 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 FORM



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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 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. Potential vendors must bid on all items to be considered.
2. The state reserves the right to award on an overall total low basis for proposals meeting all minimum requirements of the line items and required documents as outlined in this bid specification.
3. None of the items are low fat with the exception of items 7 & 8.
4. Purchase Quantities per UOM are estimated.
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.
 - Deliveries are 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 Road, Cranston, RI 02920
 - 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.



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- 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) Zambarano 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
 - f) Other Sites TBD
- 6. Provide all information requested in the Bid Specifications and Quote Spreadsheet, failure to do so **shall** 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 as specified on the Quote Spreadsheet.
- 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 must be fresh. No previously frozen products will be accepted.
- 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.



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14. The successful vendor may be subject to inspection by the Rhode Island Health Department and Environmental Health coordinators during the course of the contract. This clause includes any subcontractor enlisted to provide services on behalf of this contract.

15. The Vendor shall submit the following required documentation as part of the bid proposal:
 - a. Copy of Nutritional label of each item. The label must also identify if the item is being produced at the bidder's facility or a subcontractor's facility.
 - b. Copy of most recent inspection report issued by the local health department(s) or by the Rhode Island Department of Health **must** accompany all bids. Bids may be disqualified based on negative inspection reports. Failure to submit the most recent report **shall** result in disqualification.
 - c. Copy of current Food License issued by the Rhode Island Department of Health.
 - d. List names of personnel who are registered as certified managers in food safety with current certification number.
 - e. If the Vendor is using subcontractor on behalf of this contract, the Vendor **must** provide the following for each subcontractor enlisted:
 - i. List name and address of subcontractor
 - ii. Copy of current Food License issued by the Rhode Island Department of Health.
 - iii. List of the subcontractor's personnel who are registered as certified food managers by the Rhode Island Department of Health with current certification number(s).
 - iv. Subcontractor's most recent inspection report issued by the local health department(s) or by the Rhode Island Department of Health. Bids may be disqualified based on negative inspection reports. Failure to submit the most recent report **shall** result in disqualification.

The State reserves the right to deem a Vendor non-responsive if any of the required documentation received does not satisfactorily meet the requirements.



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.) Do not alter any of the formatting.
- Prompt payment discount form is provided in **Appendix A** to provide potential additional discounts. Additional Information is provided is **Appendix B**.
- Bidders are instructed to submit the following in their bid package:
 - a. A printed, hard (paper) copy of the three page RIVIP Bidder Certification Form.
 - b. A compact disc - recordable (CDR) with the electronically completed quote spreadsheet saved to it in the Microsoft excel format. No USB drives accepted.
 - c. A printed, hard (paper) copy, of the electronically completed quote spreadsheet, signed.
 - d. Printed, hard (paper) copies of the required documentation as outlined above in Section 1.15.
 - e. A printed, hard (paper) copy of **Appendix A**
- **Appendix C** is a submission checklist for reference. This checklist is provided to assist the bidder in preparing a bid proposal for submission. It is not a substitute for a thorough review of the Bid Specifications as outlined above nor a comprehensive list of all bid proposal requirements. Each bidder is responsible to review the Bid Specifications and to comply with all requirements of the Solicitation.

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.

Submission Checklist

This checklist is provided to assist the bidder in preparing a bid proposal for submission. It is not a substitute for a thorough review of the Instruction to Bidders nor a comprehensive list of all bid proposal requirements. Each bidder is responsible to review the Instructions to Bidders and to comply with all requirements of the Solicitation.

Paper Copies

- Copy of Nutritional label of each item. (section 1.15, page 4)
- Copy of most recent most recent inspection report issued by the local health department(s) or by the Rhode Island Department of Health **must** accompany all bids. Bids may be disqualified based on negative inspection reports. Failure to submit the most recent report **shall** result in disqualification. (section 1.15, page 4)
- Copy of current Food License issued by the Rhode Island Department of Health. (section 1.15, page 4)
- List names of personnel who are registered as certified managers in food safety with current certification number. (section 1.15, page 4)
- If the Vendor is using subcontractor on behalf of this contract, the Vendor **must** provide the following for each subcontractor enlisted (section 1.15, page 4):
 - List name and address of subcontractor
 - Copy of current Food License issued by the Rhode Island Department of Health.
 - List of the subcontractor's personnel who are registered as certified food managers by the Rhode Island Department of Health with current certification number(s).
 - Subcontractor's most recent inspection report issued by the local health department(s) or by the Rhode Island Department of Health. Bids may be disqualified based on negative inspection reports. Failure to submit the most recent report **shall** result in disqualification.
- Copy of the three page RIVIP Bidder Certification Form (Page 5)
- A printed, hard (paper) copy, of the electronically completed quote spreadsheet, signed. (Page 5)
- A printed, hard (paper) copy of **Appendix A**(Page 6)

Electronic Copy on a compact disc-recordable (CDR)

- An electronically completed quote spreadsheet saved to it in the Microsoft excel format. No USB drives accepted. (Page 5)

Terms and Conditions

Bid Standard Terms and Conditions

Terms and Conditions for this bid

RIVIP

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

INSURANCE

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.

PABID

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.

MPABIDAWD

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

NON-COMPLIANCE

THE PRODUCT(S) PROVIDED BY VENDORS WILL BE SUBJECT TO RANDOM TESTING. IF THE PRODUCT DOES NOT MEET SPECIFICATION, THE VENDOR WILL BE RESPONSIBLE FOR ADMINISTRATIVE COSTS, LAB TESTING AND PERSONNEL COSTS. NON-COMPLIANCE OF THE PRODUCT TO THE BID SPECIFICATION WILL RESULT IN THE REVOCATION OF THE CONTRACT/PURCHASE ORDER.

FISCALYR

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.

DELIVERY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

REPORTS

REPORTS - The Vendor agrees to provide the State with quarterly reports describing activity against this Price Agreement. If this is a Master Price Agreement, such reports shall include usage by municipalities, quasi-public agencies, schools, etc. All reports shall contain the following data: (1) Billing volume in dollars and (2) quantity shipped for each line item in the price agreement. When there are no line items in the price agreement, vendor shall report volume by catalog order numbers, with a brief description of each order number. Reports must be submitted to the RI Division of Purchases to the attention BUYER named in this notice, identifying the Agreement number and the Reporting Period. Quarterly reports shall be due 45 calendar days after the end of each quarter. Failure to submit required reports shall be considered a breach of the contractor's obligations and may be considered, at the discretion of the State Purchasing Agent, sufficient cause for the termination of the agreement and other outstanding agreements and orders, and possible suspension from participation in additional State procurements.