



# Request for Quote

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

BUYER: Righter, Max W  
 PHONE #: 401-574-8179

CREATION DATE : 28-JUN-16  
 BID NUMBER: 7550741  
 TITLE: Promotional Items for RI EMA 2016 Preparedness Conference  
 BID CLOSING DATE AND TIME: 13-JUL-2016 11:00:00

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 ONE CAPITOL HILL, 4TH FLOOR  
 SMITH ST  
 PROVIDENCE, RI 02908  
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 RI EMERGENCY MANAGEMENT AGENCY  
 645 NEW LONDON AVENUE  
 CRANSTON, RI 02920  
 US

Requisition Number: 1464721

Note to Bidders: QUESTIONS concerning this solicitation must be received by the Division of Purchases at (max.righter@purchasing.ri.gov ) no later than Wednesday July 6th, 2016 @ 05:00PM (ET). Questions should be submitted in a Microsoft Word attachment. Please reference the bid number (RFQ Bid # 7550741) on all correspondence. Questions received, if any, will be posted on the Rhode Island Division of Purchases website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Line	Description	Quantity	Unit	Unit Price	Total
1	<p>Please provide pricing in accordance with attached specifications.</p> <p>Delivery for all line items on or before 8/2/2016.</p> <p>Deliver to:            RI Emergency Management Agency            645 New London Avenue            Cranston, RI 02920</p> <p>Can you meet this requirement?            Yes/No: _____</p> <p>Signature: _____</p> <p>*****</p> <p>Ice Scraper</p>	500.00	Each		
2	Portable Power Bank	500.00	Each		
3	Hand Sanitizer	500.00	Each		
4	Deluxe Pen	1,500.00	Each		
5	Grocery Tote	1,000.00	Each		

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 AND PROVIDENCE PLANTATIONS**  
**Department of Administration**

**DIVISION OF PURCHASES**  
One Capitol Hill, 2<sup>nd</sup> floor  
Providence, RI 02908

TEL: (401) 574-8100  
FAX: (401) 574-8387  
TDD: (401) 574-8228  
Website: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

**Promotional Items for RI EMA 2016 Preparedness Conference**

**SPECIFICATIONS FOR BID #7550741**

State of Rhode Island Division of Purchasing on behalf of the Rhode Island Emergency Management Agency is seeking competitive proposals for promotional goods with the following specifications.

1. Opening Date: 07/13/2016 at 11:00AM EST
2. Delivery Requirement: **Delivery must be ON or BEFORE 8/2/2016**

RI Emergency Management Agency  
645 New London Avenue  
Cranston, RI 02920

3. Vendor are required to download the electronic zip file provided. Within the zip file are the following which requires the vendor's attention:
  - Rhode Island Emergency Management Agency Logos. Please use these to create proofs of each item to submit with bids as specified below.
4. Items must be comparable to the below described specifications
  - a. Line 1- Ice scraper
    - Approximately 10" in length
    - Rubber grip handle
    - Ice scraper should be blue in color
    - RI EMA crest (attachment A) on handle below scraper blade.
    - Logo printed in two colors- gold and white
  - b. Line 2- Portable Power Bank
    - Approximately 2200 mAh battery
    - 5V/0.8A output
    - Power bank should be blue in color
    - Annual Preparedness Conference logo (attachment B) on side of power bank
      - Please note the logo needs to be changed from "2015" to "2016"
    - Logo printed in white
  - c. Line 3- Hand Sanitizer
    - Spray bottle with clip
    - 10 ml
    - Hand sanitizer cap should be blue if possible
    - RI EMA text logo on barrel of dispenser (Attachment B)



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- Reads “Rhode Island Emergency Management Agency”
    - Logo printed in royal blue
  - d. Line 4- Deluxe Pen
    - Silver/Black Accents
    - Black Rubber Grip
    - Retractable action
    - RI EMA text logo on barrel of pen (attachment B)
      - Reads “Rhode Island Emergency Management Agency”
    - Logo printed in white
  - e. Line 5- Grocery Tote
    - Approximately 14.5”h x 13”w x 10”d
    - Supportive bottom board
    - Polypropylene construction
    - Grocery tote color should be cream, taupe, or natural color.
    - RI EMA crest (attachment A), mission statement (attachment C), and social media information (attachment D)
      - At minimum on one side of the bag, printing on both sides is acceptable.
    - All logos printed in royal blue
5. No charges other than parts and labor- no additional run costs, set-up fees, or shipping costs. Bid for an item must be the lump sum bid for the quantity requested, as requested.

**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

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.**

#### 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 ordered 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

**DELIVERY PER AGENCY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.