



Request for Quote

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

CREATION DATE : 24-AUG-16
BID NUMBER: 7550810,2
TITLE: JANITORIAL SERVICES-URI PROVIDENCE CCE CAMPUS
BLANKET START : 01-OCT-16
BLANKET END : 30-JUN-20
BID CLOSING DATE AND TIME:07-SEP-2016 10:00:00

BUYER: Cadoret, David
PHONE #: 401-574-8131

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O
URI ACCOUNTS PAYABLE
CARLOTTI ADMINISTRATION BLDG
75 LOWER COLLEGE ROAD, SUITE 1
KINGSTON, RI 02881
US

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

Requisition Number: 1469504

Note to Bidders: THERE WILL BE A MANDATORY PRE BID CONFERENCE AS PER ATTACHED SPECIFICATIONS.

Amendment Description: This addendum posts additional information requested by vendors at the mandatory walkthrough (in text and PDF format).

This addendum answers questions sent in on line.

This addendum posts acknowledgement of addendum(a) sheet.

This addendum posts pictures of Daycare.

This addendum posts information relating to the Auditorium usage/schedule (in PDF format).

This addendum attaches information regarding vendor registration with the Division of Purchases.

This addendum attaches revised Attachment F forms.

Line	Description	Quantity	Unit	Unit Price	Total
1	Janitorial Services per the attached specifications.	1.00	Total		

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



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One Capitol Hill
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Tel: (401) 574-8100
Fax: (401) 574-8387
Website: www.purchasing.ri.gov

August 23, 2016
ADDENDUM NUMBER TWO
RFQ #7550810

TITLE: Janitorial Services-URI Providence CCE Campus

Closing Date and Time: 9/7/16 at 10:00 AM (Note Change)

**Per the issuance of this ADDENDUM #2 (9 pages and pdf files) the following is noted:
Please be advised the Bid Closing Date and Time has been extended:**

From: 8/30/16 at 2:00 PM

To: 9/7/16 at 10:00 AM

This addendum posts additional information requested by vendors at the mandatory walkthrough (in text and PDF format).

This addendum answers questions sent in on line.

This addendum posts acknowledgement of addendum(a) sheet.

This addendum posts pictures of Daycare.

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The number of employees for the Dept of Elementary/Secondary Education is 168.

The number of URI employees at this campus is 75

The number of adjunct faculty and students is 1543 (this is not definitive, as the number was culled from parking passes distributed last semester, and does not factor in faculty/students that do not drive.

This summer (2016) the parking passes for the 1st semester was 650, and the 2nd semester 325.

Questions sent in on line:

Q. Mandatory day porter hours - documentation lists the mandatory hours as Monday-Friday 8:00 AM - 4:30 PM. I would please like to know if there is an allowance made for break time and if so what is the amount of break time allowed?

A. 8am - 4:30pm is the time that includes a 1/2 hour unpaid lunch break.

Q. "Consumables" - i.e., hand towels, toilet tissue, soap, etc. - I am unclear from the documentation whether the janitorial vendor supplies the consumables and should include it in the bid pricing? Please advise.

A. We provide the toilet paper, paper towels, and hand soap.



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Q. On the pricing sheet handed out during the walkthrough which shared the current contract pricing, please advise what what services each of the line items in the pricing schedule stand for. The pricing schedule has headers of "Line 1, Line 2, Line 3, Line 4, and Line 5," but it is unclear what service is associated with each line. Please identify what service is associated with each of those line items.

A. Vendor is responsible for comparing previous bid to existing bid. Vendor can find previous bid information by logging onto the purchasing website, www.purchasing.ri.gov, and searching for awarded bid number 7549669.

Q. Can you please share a copy of the current cleaning specifications to assist with identification of any differences in scope between the current cleaning service and the new service that's being bid through RFQ#7550810?

A. Vendor is responsible for comparing previous bid to existing bid. Vendor can find previous bid information by logging onto the purchasing website, www.purchasing.ri.gov, and searching for awarded bid number 7549669.

Q. I do have one additional question. I spoke with the union and they represent that the building is unionized. They've provided a list of workers and have corroborated that all the workers are paying dues, etc. It was stated during the walkthrough that the building is not unionized, which is obviously at odds with what I'm hearing back from the union. Can you please help me reconcile whether the building is unionized and what is URI's point of view on the unionization of the building?

A. It is our understanding the employees of the University of Rhode Island in this building are unionized. We understood the question, during the walk through, to be whether the current janitorial vendor is union and answered "No". The previous bid did not specify that only union bidders would be accepted. We recently learned that the current vendor is unionized, but that was not a requirement of bidding on the previous solicitation, nor is it a requirement on this bid.

Q. The spec indicates to "machine strip and refinish all non-carpeted floors in traffic areas, corridors, entrances, etc.". What is the square footage of the referenced non- carpeted flooring?

A. The answer to the first question about the flooring is on the first page of the specs under VCT, which encompasses both the common areas asked for, and also the classrooms (both needing to be done twice per year)



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Q. Please confirm that the plastic bag quantiles specified are for an annual period.

A. The bag question clearly mentions the daily bag count.

Q. Please provide floor plans URI-Feinstein Campus

A. Posted in Addendum number 1.

Q. Please provide the Bidder Certification Cover Form. The form was not attached to RFP.

A. All vendors need to be registered with the Division of Purchases. The link to the registration page is: <http://www.purchasing.ri.gov/vendors/vendorinfo/vendors.aspx>. There are two places that a vendor needs to register as indicated on the attached sheet. First is the RIVIP registration. After registration the vendor will receive a bidder certification when logging in and downloading bids. The second is "Registering with RIFANS". This allows us to make awards to specific vendors. In addition to these registrations any corporations will be required to be registered with the Rhode Island Secretary of State. (Not required at time of bidding. Only required upon award).

Q. Will URI consider alternative approach bids in addition to the bid requested?

A. No. This is a Request for Quote and award is based on total low for the facility. All vendors need to bid on the same specifications.

Q. We understand the incumbent contractor is a union company, can the State provide a seniority list for the employees?

A. Not applicable. This is an open bid. Union as well as non-union may submit bids. The Division of Purchases does not have a list of employees for the current vendor.

Q. We understand that a 40 hour per week Dayporter and a 27.5 hour per week Evening Porter is required under this contract. Is the successful contractor required to have an onsite supervisor to oversee the two shifts of cleaning?

A. We would like for there to be a working supervisor on both 2nd & 3rd shifts. The day porter will primarily take direction from the URI Facilities staff so an onsite supervisor for the 8 AM to 4:30 PM shift is not necessary. The supervisor on the 2nd shift would primarily be for the



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crew assigned to do the offices and other duties not specified to be done on the third shift (which also requires a working supervisor), and not solely for the evening porter.

Q. This contract is specifying a full time position, will the state monitor the successful contractor to ensure the Affordable Care Act is being followed properly?

A. No.

Q. Will the state allow the successful contractor to request an increase in billing based on the minimum wage increasing during the life of this contract or will the contractor be held to the prices they list for each year?

A. The State shall not allow price adjustments based on changes in minimum wage laws.

Q. In Attachment F under the DIRECT LABOR section there are 3 categories listed; Janitor(s), Supervisor and Day Porter. Is it acceptable to add one more item line to account for an additional category of labor thus making the TOTAL DIRECT LABOR (SUM 1 THRU 4)?

A. Form has been revised.

Q. In Attachment F under PAYROLL RELATED Item number 6 is JUT. What does JUT stand for?

A. Form has been revised.

Q. In Attachment F under PAYROLL RELATED is it acceptable to add more item lines to account for additional categories of payroll related costs, such as Medicare, Healthcare Benefits and Retirement Benefits, thus making the TOTAL PAYROLL RELATED (SUM 1 THRU X)?

A. Form has been revised

Note regarding revised form F. Two forms are required to be submitted with this bid. One is for the time period of 10/1/16 to 6/30/17 and the other is for 7/1/17 to 9/30/17. This will cover the first year of the contract and match the lines as they are set up on the bid form.



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Q. How many copies of the bid do you need submitted? Can it be sent electronically or does it need to be hard copy?

A. 1 copy. Instructions how to submit a bid are listed under the terms and conditions at the end of the bid.

This is the procedure list for the academic labs:

For lab cleaning room 333, 334A, 335, 311 and 337.

1. Housekeeping can enter without instructor to empty trash containers (regular trash and recycle, empty box removal and refill soap and paper towel dispensers provided no lab classes are ongoing. If lab classes are in session (12:30-4 pm M-W), Housekeeping is to ask to access the lab. We prefer to have this time off limits as no to disrupt our lab instruction.

2. Housekeeping is to check with lab management (biotechnology program) for access and availability for floor washing and waxing.

3. If labs are closed, Housekeeping should ask lab staff or manager to open doors for access. Labs are usually locked unless staff is available in the vicinity (other labs or offices)

This is the cleaning protocols for the I-Cubed Labs, rooms 302, 330, 332 & 334.

Floors: dry mop and wet mop; vacuum carpeted area.

Trash and recycling pick-up

Paper towel dispenser refills.

Lab bench and desk surfaces should not be cleaned by them.

No further questions accepted.



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BID 7550810
Janitorial Services-URI Providence CCE Campus

Acknowledgement of addendum(a):

I have received and reviewed the following addendum(a) that pertain to this bid. This sheet should be submitted with your bid proposal. Failure to do so may result in your bid being considered NON-RESPONSIVE.

Addendum Number _____ Dated _____

Signed _____ Dated _____

Title _____

State of Rhode Island: Division of Purchases

Vendor Information

Welcome to the Rhode Island Vendor Information Program (RIVIP)! Vendors must create an account in order to download the required bidder certification cover form required for solicitations. Once registered, a personalized web based watch list for the Division of Purchases and external agency solicitations can be created.

It is the vendor's responsibility to check the Division of Purchases' website and to monitor watch lists.

Vendors are also encouraged to register with RIFANS to receive automatic email alerts for Division of Purchases' solicitations.

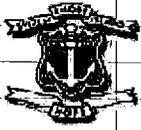
Vendors that are awarded purchase orders must register in RIFANS.

#1

RIVIP Options	Description
RIVIP Registration	Create a new RIVIP account with the Division of Purchases
RIVIP Maintenance	Modify your existing RIVIP information if you have registered on-line
RIVIP Search	Lookup your existing RIVIP vendor id number and password by SSN/FIN and company name
Commodity Codes	Search for Commodity Codes
RI Department of Transportation	Purchasing information pertaining to RIDOT



#2



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REVISED-ATTACHMENT F-BID 7550810 SHEET 1

JANITORIAL SERVICES-COSTING PAGE WORKSHEET-FOR THE PERIOD 10/1/16 TO 6/30/17

ROUTINE SERVICES ONLY

VENDOR NAME

DIRECT LABOR

Table with 5 columns: ITEM 1, CATEGORY, \$/MAN HOUR, MAN HRS/WK, MAN HRS/YR, TOTAL DOLLARS/YR. Rows include JANITOR(S), SUPERVISOR, DAY PORTER, MISCELLANEOUS, and a total row labeled A.

OTHER EMPLOYER PAYROLL RELATED COSTS (IE TAXES, INSURANCE, ETC)

Table with 2 columns: ITEM 2, TOTAL DOLLARS/YR. Row 1: TOTAL OTHER EMPLOYER PAYROLL RELATED COSTS (labeled B). Row 2: TOTAL "A" AND "B" (labeled C).

OTHER OPERATING COSTS

Table with 2 columns: ITEM 3, TOTAL DOLLARS/YR. Rows include SUPPLIES, EQUIPMENT, EQUIP REPAIRS, and totals for operating costs (D, E, F, G, H).

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

ITEM I SHOULD EQUAL THE TOTAL FOR ROUTINE SERVICES FROM 10/1/16 TO 6/30/17



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REVISED-ATTACHMENT F-BID 7550810 SHEET 2

JANITORIAL SERVICES-COSTING PAGE WORKSHEET-FOR THE PERIOD 7/1/17 TO 9/30/17

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 ()				
4	MISCELLANEOUS ()				
TOTAL DIRECT LABOR (SUM 1 THRU 4)					A

OTHER EMPLOYER PAYROLL RELATED COSTS
(IE TAXES, INSURANCE, ETC)

ITEM 2	1 TOTAL OTHER EMPLOYER PAYROLL RELATED COSTS				B
TOTAL "A" AND "B"					C

OTHER OPERATING COSTS

ITEM 3	CATEGORY				TOTAL DOLLARS/YR
1	SUPPLIES				1
2	EQUIPMENT				2
3	EQUIP REPAIRS				3
4					4
5					5
TOTAL OTHER OPERATING COST (SUM 1 THRU 5)					D
GRAND TOTAL OPERATING COST (C+D)					E
OVERHEAD					F
GRAND TOTAL OPERATING & OVERHEAD (E + F)					G
PROFIT					H

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

ITEM I SHOULD EQUAL THE TOTAL FOR ROUTINE SERVICES FROM
7/1/17 TO 9/30/17