



# Request for Quote

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

BUYER: Hill, Lisa  
 PHONE #: 401-574-8118

CREATION DATE : 02-AUG-16  
 BID NUMBER: 7550846  
 TITLE: JANITORIAL SERVICES - DOT MAINT FACILITIES/WICKFORD JUNCTION/RT 295 REST AREA  
 BLANKET START : 01-SEP-16  
 BLANKET END : 31-AUG-17  
 BID CLOSING DATE AND TIME:26-AUG-2016 11:00:00

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 DOT ACCOUNTS PAYABLE  
 TWO CAPITOL HILL, RM 230  
 SMITH ST  
 PROVIDENCE, RI 02903  
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 DOT PROPERTY & MANAGEMENT  
 360 LINCOLN AVENUE  
 WARWICK, RI 02888  
 US

**Requisition Number:**

Line	Description	Quantity	Unit	Unit Price	Total
1	BLANKET PERIOD: 9/1/16 - 8/31/17 WITH OPTION TO RENEW FOR TWO ADDITIONAL ONE YEAR TERMS 9/1/16-8/31/17 BELLEVILLE FACILITY JANITORIAL CUSTODIAL SERVICES, PER ATTACHED SCOPE OF WORK	1.00	Day		
2	9/1/16-8/31/17 CHARLESTOWN FACILITY-JANITORIAL/CUSTODIAL SERVICES PER ATTACHED SCOPE OF WORK	1.00	Day		
3	9/1/16-8/31/17 EAST PROVIDENCE FACILITY-JANITORIAL/CUSTODIAL SERVICES, PER ATTACHED SCOPE OF WORK	1.00	Day		
4	9/1/16-8/31/17 GLOCESTER FACILITY-JANITORIAL/CUSTODIAL SERVICES, PER ATTACHED SCOPE OF WORK	1.00	Day		
5	9/1/16-8/31/17- HOPE VALLEY FACILITY-JANITORIAL/CUSTODIAL SERVICES, PER ATTACHED SCOPE OF WORK	1.00	Day		
6	9/1/16-8/31/17-MID STATE FACILITY-JANITORIAL/CUSTODIAL SERVICES, PER ATTACHED SCOPE OF WORK	1.00	Day		
7	9/1/16-8/31/17 PORTSMOUTH FACILITY-JANITORIAL/CUSTODIAL SERVICES, PER ATTACHED SCOPE OF WORK	1.00	Day		
8	9/1/16-8/31/17 SCITUATE FACILITY-JANITORIAL/CUSTODIAL SERVICES, PER ATTACHED SCOPE OF WORK	1.00	Day		
9	9/1/16-8/31/17 SMITHFIELD FACILITY-JANITORIAL/CUSTODIAL SERVICES, PER ATTACHED SCOPE OF WORK	1.00	Day		
10	9/1/16-8/31/17 WESTERLY FACILITY-JANITORIAL/CUSTODIAL SERVICES, PER ATTACHED SCOPE OF WORK.	1.00	Day		
11	9/1/16-8/31/17 WICKFORD JUNCTION STATION - JANITORIAL/CUSTODIAL SERVICES, PER ATTACHED SCOPE OF WORK	1.00	Day		
12	9/1/16-8/31/17 CHERRY HILL FACILITY-JANITORIAL/CUSTODIAL SERVICES, PER ATTACHED SCOPE OF WORK (ON-CALL BASIS)	1.00	Day		
13	9/1/16-8/31/17 LITTLE COMPTON FACILITY-JANITORIAL/CUSTODIAL SERVICES, PER ATTACHED SCOPE OF WORK (ON-CALL BASIS)	1.00	Day		

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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 DOT PROPERTY & MANAGEMENT  
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 WARWICK, RI 02888  
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**Requisition Number:**

Line	Description	Quantity	Unit	Unit Price	Total
14	9/1/16-8/31/17 MIDDLETOWN FACILITY-JANITORIAL/CUSTODIAL SERVICES, PER ATTACHED SCOPE OF WORK (ON-CALL BASIS)	1.00	Day		
15	9/1/16-8/31/17 WARREN FACILITY-JANITORIAL/CUSTODIAL SERVICES, PER ATTACHED SCOPE OF WORK (ON-CALL BASIS)	1.00	Each		
16	9/1/16-8/31/17 ROUTE 295N REST AREA (LINCOLN) - JANITORIAL/CUSTODIAL SERVICES, PER SPECIFICATIONS	1.00	Day		

Delivery: \_\_\_\_\_

Terms of Payment: \_\_\_\_\_

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**STATE OF RHODE ISLAND  
DIVISION OF PURCHASES  
BID NO. 7550846**

**JANITORIAL SERVICES – DOT MAINTENANCE FACILITIES, WICKFORD JUNCTION, ROUTE 295  
REST AREA**

**GENERAL DESCRIPTION:**

The RI Department of Transportation (RIDOT) is seeking one or more qualified janitorial/custodial companies to clean restrooms and waiting areas with the RIDOT owned maintenance facilities. Services are required five (5) days per week. Work includes cleaning men's and women's lavatories, sweeping/mopping (wet) floors in adjacent waiting areas, cleaning and sanitizing drinking fountains, trash removal and replenishing lavatory supplies.

All cleaning products must meet EPA, OSHA and State standards for health and safety.

Scheduled work days/hours that are not worked for any reason including, but not limited to, holiday, bad weather, power failures, vendor employee absence, etc. must be deducted from the vendor's monthly invoice. Invoices shall reflect the actual service days at each location.

It is not necessary to bid all locations to be considered for award.

**Daily Routine/Required Work Schedule:**

Monday-Friday (once daily, except Wickford Junction which is twice daily)  
Hours of Service 7:30 a.m. to 3:30 p.m. **except Wickford Junction which will be cleaned twice daily between hours of 9:30 a.m. – 11:00 a.m. and 5:30 p.m – 7:00 p.m.**

**CONTRACT PERIOD:**

One year from September 1, 2016 through August 31, 2017. Contract may be renewed for two additional one year terms at the state's discretion.

**SCOPE OF WORK:**

LAVATORIES: Sweeping and wet-mopping floors, disinfecting urinals, toilet bowls and seats, compartments, fixtures, countertops, sink fixtures and walls, cleaning mirrors, emptying trash receptacles/replacing with new bags/liners and replenishing supplies (toilet paper, paper towels, hand soap and disinfectant), and clean/disinfect all areas. Deposit all trash in the on-site dumpsters.

**LOCATIONS:**

The following facilities are to be serviced in this contract:

Belleville  
Charlestown

**STATE OF RHODE ISLAND  
DIVISION OF PURCHASES  
BID NO. 7550846**

**JANITORIAL SERVICES – DOT MAINTENANCE FACILITIES, WICKFORD JUNCTION, ROUTE 295  
REST AREA**

East Providence  
Glocester  
Hope Valley  
MidState  
Portsmouth  
Scituate  
Smithfield  
Westerly  
Wickford Junction train Station (Twice Daily)  
Route 295 N Rest Area in Lincoln

The following locations are used for intermittent winter operations and will be cleaned on an on-call basis as requested by RIDOT:

Cherry Hill  
Little Compton  
Middletown  
Warren

**SITE VISITS**

The above locations may be visited Monday – Friday 7:30 a.m. to Noon by notifying the area supervisor in advance.

**SUPPLIES**

The vendor must supply all cleaning products necessary to perform the required work in a professional manner. The State/RIDOT will supply all necessary paper, plastic, hand soap and replenishment products described above.

*Questions concerning this solicitation may be addressed to Lisa Hill at [lisa.hill@purchasing.ri.gov](mailto:lisa.hill@purchasing.ri.gov) no later than Friday, August 19, 2016 at 4:00 p.m.*

-END-

**Rhode Island Department of Transportation  
Maintenance Facilities**

**FULL YEAR OPERATION**

**Bellville**

439 Tower Hill Rd.  
North Kingstown, RI 02852  
401-884-3488 / 401-294-9613  
Fax: 401-295-0739

**Glocester**

6487 Putnam Pike  
Glocester, RI 02814  
401-568-5373  
Fax: 401-568-8532

**Mid-State**

2400 New London Turnpike  
East Greenwich, RI 02818  
401-826-0573 / 401-826-0467  
Fax: 401-827-0604

**Smithfield**

395 George Washington Hwy.  
Smithfield, RI 02917  
401-231-4501/4502/4504  
Fax: 401-231-4503

**Charlestown**

4872 Post Road  
Charlestown, RI 02813  
401-364-7232 / 401-364-9208

**Headquarters**

360 Lincoln Avenue  
Warwick, RI 02888  
401-222-6765 / 401-734-(ext.)  
Fax: 401-222-2940  
Fax: 401-736-8639

**Portsmouth**

170 Anthony Road  
Portsmouth, RI 02871  
401-683-1070 / 401-683-1071

**Westerly**

89 Westerly-Bradford Road  
@ Route 91 & 78  
Westerly, RI 02891

**East Providence**

691 Warren Avenue  
East Providence, RI 02915  
401-431-5400 / 401-431-5401  
Fax: 401-431-5404

**Hope Valley**

51 Bank Street  
Hope Valley, RI 02832  
401-539-2916 / 401-539-2991  
Fax: 401-539-9823

**Scituate**

34 Spring Brook Road  
Scituate, RI 02857  
401-647-5484 / 401-647-5520

**WINTER OPERATIONS**

**Cherry Hill**

317 Cherry Hill Road  
Johnston, RI 02919  
401-231-6375 / 401-231-6330  
Fax: 401-232-0950

**Little Compton**

Willow Avenue Pole #16  
Little Compton, RI 02837  
401-635-4331

**Middletown**

122 Wyatt Road  
Middletown, RI 02842  
401-847-4455

**Warren Yard**

47 Ridgeway Drive  
Warren, RI 02885  
401-245-4188

**Contract Terms and Conditions**

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**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.

**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

**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.**

### **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.