



# Request for Quote

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

CREATION DATE : 07-SEP-16  
BID NUMBER: 7550933  
TITLE: DRY MOP SERVICES - UNIVERSITY OF RHODE ISLAND  
  
BLANKET START : 01-NOV-16  
BLANKET END : 30-JUN-19  
BID CLOSING DATE AND TIME:07-OCT-2016 10:00:00

BUYER: Mosca, Gary  
PHONE #: 401-574-8124

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URI ACCOUNTS PAYABLE  
CARLOTTI ADMINISTRATION BLDG  
75 LOWER COLLEGE ROAD, SUITE 1  
KINGSTON, RI 02881  
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URI FACILITIES RECEIVING  
ATTN: SEE BELOW  
SHERMAN BLDG  
KINGSTON, RI 02881  
US

**Requisition Number:**

Note to Bidders: QUESTIONS about this solicitation must be emailed and received by the Division of Purchases at [doa.purquestions3@purchasing.ri.gov](mailto:doa.purquestions3@purchasing.ri.gov) no later than September 20, 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) as an addendum to this solicitation

Line	Description	Quantity	Unit	Unit Price	Total
1	<p>DRY MOP SERVICES - UNIVERSITY OF RHODE ISLAND.</p> <p>PLEASE NOTE, VENDORS ARE TO INDICATED PRICING ON ATTACHED SPREADSHEET AND SUBMIT WITH PROPOSAL.</p> <p>Dry Mop Services 11/1/16 - 6/30/19 PER ATTACHED SPECIFICATIONS (SEE ATTACHED SPREADSHEET)</p>	1.00	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

ATTACHMENT "A"						
ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	
	<b>SOLICITATION 7550933</b>					
	<b>GROUP PURCHASING ORGANIZATIONS (GPO):</b>					
	<b>THE UNIVERSITY OF RHODE ISLAND IS A MEMBER OF THE FOLLOWING:</b>					
	<b>1) Educational &amp; Institutional Cooperative Purchasing (E&amp;I)</b>					
	<b>2) Provista</b>					
	DELIVERY AS REQUESTED					
	BLANKET REQUIREMENTS: 11/01/2016 - 06/30/2019					
	<b>Bid a Price for the Period: 11/01/2016 - 06/30/2017</b>					
1	AVERAGE MONTHLY USAGE FOR 24" MOPS:	375	Each	\$		\$
2	LOST CHARGES FOR A 24" MOP:	1	Each			\$
3	AVERAGE MONTHLY USAGE FOR 36" MOPS:	225	Each	\$		\$
4	LOST CHARGES FOR A 36" MOP:	1	Each			\$
5	AVERAGE MONTHLY USAGE FOR 48" MOPS:	8	Each	\$		\$
6	LOST CHARGES FOR A 48" MOP:	1	Each			\$
7	AVERAGE MONTHLY USAGE FOR 60" MOPS:	12	Each	\$		\$
8	LOST CHARGES FOR A 60" MOP:	1	Each			\$
	<b>Bid a Price for the Period: 07/01/2017 - 06/30/2018</b>					
9	AVERAGE MONTHLY USAGE FOR 24" MOPS:	500	Each	\$		\$
10	LOST CHARGES FOR A 24" MOP:	1	Each			\$
11	AVERAGE MONTHLY USAGE FOR 36" MOPS:	300	Each	\$		\$
12	LOST CHARGES FOR A 36" MOP:	1	Each			\$
13	AVERAGE MONTHLY USAGE FOR 48" MOPS:	11	Each	\$		\$
14	LOST CHARGES FOR A 48" MOP:	1	Each			\$
15	AVERAGE MONTHLY USAGE FOR 60" MOPS:	16	Each	\$		\$
16	LOST CHARGES FOR A 60" MOP:	1	Each			\$
	<b>Bid a Price for the Period: 07/01/2018 - 06/30/2019</b>					
17	AVERAGE MONTHLY USAGE FOR 24" MOPS:	500	Each	\$		\$
18	LOST CHARGES FOR A 24" MOP:	1	Each			\$
19	AVERAGE MONTHLY USAGE FOR 36" MOPS:	300	Each	\$		\$
20	LOST CHARGES FOR A 36" MOP:	1	Each			\$
21	AVERAGE MONTHLY USAGE FOR 48" MOPS:	11	Each	\$		\$
22	LOST CHARGES FOR A 48" MOP:	1	Each			\$
23	AVERAGE MONTHLY USAGE FOR 60" MOPS:	16	Each	\$		\$
24	LOST CHARGES FOR A 60" MOP:	1	Each			\$
	<b>SPECIFICATIONS:</b>					
	<b>DRY MOPS</b>					
	24", 36", 48", AND 60" DRY MOPS ON A BI-WEEKLY SERVICE SCHEDULE YEAR ROUND.					
	PROVIDE DRY MOPS WITH FRAMES AND HANDLES EVERY TWO WEEKS (EXCEPT DURING JUNE-AUGUST, WHEN DELIVERIES MAY SWITCH TO ONCE-MONTHLY AT THE DISCRETION OF THE AGENCY).					
	DRY MOPS SHALL BE 2-PLY, HIGH-TWIST, LOOPED-END, COTTON/ACRYLIC-BLEND. DRY MOPS SHALL HAVE POLYESTER/CANVAS OR SYNTHETIC BACKING, AND SHALL BE PRE-LAUNDERED AND PRE-SHRUNK.					

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	HANDLES, FRAMES, AND MOPS SHALL BE UNTREATED. HANDLES SHALL BE THE SWIVEL VARIETY, AND HAVE A MINIMUM SHAFT DIAMETER OF 3/4" (.75 INCH).					
	THE COST OF ANY ADDITIONAL REPLACEMENT HANDLES AND FRAMES SHALL BE BORNE BY THE VENDOR.					
	THE VENDOR SHALL PICK UP DIRTY MOPS "AS NEEDED" EVERY OTHER WEEK, AND REPLACE EACH DIRTY MOP ON A ONE-FOR-ONE BASIS WITH A CLEAN MOP ON THE SAME DAY.					
	TOTAL ESTIMATED DRY MOPS REQUIRED FOR THE FIRST DELIVERY SHALL BE AS FOLLOWS:					
	24" DRY MOPS - 375					
	36" DRY MOPS - 225					
	48" DRY MOPS - 8					
	60" DRY MOPS - 12					
	THE VENDOR SHALL SUPPLY A SURPLUS STOCK OF 18 OF EACH DRY MOP SIZE (24", 36", 48", 60"), IN ADDITION TO THE TOTALS LISTED ABOVE. THE SURPLUS STOCK WILL BE STORED IN THE SHERMAN BUILDING (OR OTHER BUILDINGS AS NEEDED).					
	THE VENDOR SHALL CHARGE CUSTODIAL SERVICES FOR QUANTITY BY INDIVIDUAL UNITS CLEANED.					
	DIRTY MOPS WILL BE PLACED IN TRASH LINERS AT EACH LOCATION. EACH BAG WILL INDICATE THE QUANTITY OF DIRTY 24", 36", 48", AND/OR 60" DRY					
	APPROXIMATELY 17 LOCATIONS ACROSS CAMPUS HAVE BEEN DESIGNATED AS COLLECTION POINTS FOR DELIVERY AND PICK-UP OF DRY MOPS FOR APPROXIMATELY 75 BUILDINGS ON CAMPUS. THESE COLLECTION POINTS MAY CHANGE IN VARIOUS WAYS. (THE AGENCY MAY ADD TO/AND OR DELETE COLLECTION POINTS, OR CHANGE THE MIX OF BUILDINGS SERVED BY A GIVEN COLLECTION POINT). ADDITIONALLY, NEW BUILDINGS MAY BE ADDED/DELETED FROM THE DELIVERY/PICKUP GRID.					
	THE VENDOR SHALL BE REQUIRED TO PICK UP DIRTY MOPS AT EACH COLLECTION POINT ON CAMPUS, AND TO DELIVER CLEANS MOPS TO THE SAME LOCATIONS BETWEEN 8 AM AND 1 PM. LOCATIONS MAY INCREASE AS NEW BUILDINGS ARE CONSTRUCTED.					
	ANY CHANGES IN DELIVERY HOURS AND/OR DAYS AND/OR WEEKS MUST BE APPROVED AT LEAST ONE WEEK IN ADVANCE BY THE AGENCY TO PROVIDE ADEQUATE TIME FOR SUPERVISORS AND HOUSEKEEPERS TO MAKE APPROPRIATE ADJUSTMENTS. ANY UNAPPROVED CHANGES IN DELIVERY HOURS AND/OR DAYS AND/OR WEEKS SHALL CONSTITUTE A VIOLATION OF THE TERMS OF THE AGREEMENT BETWEEN THE VENDOR AND THE AGENCY.					
	THE VENDOR SHALL BE REQUIRED TO PUNCH IN/OUT ON THE TIME CLOCK LOCATED IN THE CUSTODIAL SERVICES' OFFICE IN THE SHERMAN BUILDING UPON ARRIVAL TO AND DEPARTURE FROM THE CAMPUS.					
	THE VENDOR SHALL PROVIDE A MOBILE CONTACT PHONE NUMBER FOR THE AGENCY'S REP/DRIVER, AND AN E-MAIL ACCOUNT AND PHONE NUMBER FOR CUSTOMER SERVICE.					
	WALKING DISTANCE BETWEEN THE DELIVERY TRUCK AND COLLECTION POINTS MAY BE AS MUCH AS 100 YARDS. WALKING DISTANCES MAY BE AFFECTED BY DRIVING RESTRICTIONS, CONSTRUCTION PROJECTS, AND WINTER CONDITIONS, AMONG OTHER FACTORS.					
	USAGE FOR EACH BUILDING MAY INCREASE OR DECREASE DEPENDING UPON BUILDING ACTIVITY.					

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ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	
	THE VENDOR SHALL BE REQUIRED TO COMPLETE A CUSTODIAL SERVICES "DRY MOP DELIVERY SCHEDULE" (SEE ATTACHMENT). THIS FORM WILL SPECIFY BY BUILDING THE QUANTITY OF 24", 36", 48", AND 60" DRY MOPS THAT ARE (1) SCHEDULED FOR PICK-UP (2) ACTUALLY PICKED UP AND (3) DELIVERED ON A PER-DELIVERY BASIS. THE FORM SHALL BE SUBMITTED WITH THE DELIVERY INVOICE, WHICH THE VENDOR SHALL BE REQUIRED TO PRESENT FOR APPROVAL/SIGNATURE AT THE SHERMAN BUILDING.					
	THE QUANTITY OF DRY MOPS IN USE WILL FLUCTUATE THROUGHOUT THE YEAR, WITH THE HEAVIEST USAGE DURING THE PERIOD SEPTEMBER THROUGH MAY. AT TIMES, MOST OR ALL OF THE MOPS ON HAND IN A GIVEN BUILDING WILL NEED TO BE PICKED UP AND REPLACED WITH CLEAN MOPS. AT TIMES, THERE WILL BE LOWER USAGE DUE TO HOLIDAYS, STAFF SHORTAGES, BUILDING CLOSURES, SCHOOL BREAKS, ETC. LOW-USAGE PERIODS MAY BE AS LOW AS 20 PERCENT OF NORMAL USAGE.					
	USAGE PATTERNS MAY ALSO CHANGE BY BUILDING, AND BUILDINGS MAY BE ADDED AND/OR DELETED FROM THE SCHEDULE BY THE AGENCY AT WILL.					
	REGARDLESS OF CHANGES IN USAGE PATTERNS, A ONE-FOR-ONE EXCHANGE WILL BE REQUIRED ON THE SAME DAY, AND INVOICING WILL REFLECT THIS ONE-FOR-ONE EXCHANGE.					
	<b>DRY MOP FRAMES AND HANDLES</b>					
	VENDOR SHALL PROVIDE 24", 36", 48", and 60" FRAMES AND HANDLES (MINIMUM ¼ (.75) INCH SHAFT DIAMETER) AT NO COST TO THE AGENCY.					
	ESTIMATED NUMBER OF FRAMES TO BE SUPPLIED:					
	24" - 100					
	48" - 75					
	36" - 10					
	60" - 15					
	ESTIMATED NUMBER OF HANDLES TO BE SUPPLIED: 113					



**Contract Terms and Conditions**

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**Terms and Conditions**

**BID STANDARD TERMS AND CONDITIONS**

**TERMS AND CONDITIONS FOR THIS BID**

**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**

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.**

**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.

**DELIVERY PER AGENCY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

**BID ALL ITEMS**

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

**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.