STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
DIVISION OF PURCHASES
One Capitol Hill
Providence, RI 02908-5855

OFFICE (401) 222-2317
FAX (401) 222-6387
TDD # (401) 222-1228

BID #B04524
TITLE: JANITORIAL SERVICES

The Rhode Island Department of Administration / Division of Purchases is soliciting bids from qualified firms and organizations to provide janitorial services at the Department of Human Services, 7734 Post Road, No. Kingtown, RI. 5,000 Square Feet.

The bid package is available to be picked up at the Division of Purchases, One Capitol Hill, 2nd Floor, Providence, RI, between 8:30 AM and 3:30 PM weekdays (excluding Rhode Island state holidays), or upon mailing or faxing a written request including a Federal Express prepaid authorization number to **Communications Coordinator**. **The bid number must be clearly referenced.**

A **mandatory** pre-bid conference will be held on **12/10/04** at **10:00 AM**, at the:

DHS
7734 Post Road
North Kingstown, RI

Agency contact person : Jocelyn Smith (401) 462-6848

Persons requesting the services of an interpreter for hearing impaired may obtain those services by calling (401) 222-1228 forty-eight hours in advance of the pre-bid conference.

Interested firms or organizations may submit bids to provide the goods/services covered by this bid on or before **12/23/04** at **11:00 AM**. Bids received after this date and time will not be considered.

Vendors must register on-line at our website at www.purchasing.state.ri.us before being able to download a RIVIP generated Bidder Certification Cover Form which must accompany each bid.

A complete, signed (in ink) sealed offer package must be delivered to the Division of Purchases (via any mail or messenger service) by the time and date specified for the opening of responses. To assure that offers are considered on time, each offer must be submitted with the**specific Bid/RFP/LOI number, date and time of opening marked in the upper left hand corner of envelope.** Offers should be mailed to PO Box #6528, Providence, RI 02940-6528. If using a courier service, address packages to Division of Purchases, One Capitol Hill, Providence, RI 02908-5855. Documents misdirected to other State locations or which are not present in the Division of Purchases at the time of opening for whatever cause will be deemed to be late and **will not be considered.** For the purposes of this requirement, the official time and date shall be that of the time clocks in either the mail sorting or reception areas of the Division of Purchases. Postmarks shall not be considered proof of timely submission.

LH:dls