



Solicitation Information

18 Nov 05

Letter of Interest # B05826

TITLE: Coin Lockers in All Securities of Department of Corrections

Submission Deadline: 15 Dec 05 @ 10:45 AM (Eastern Standard Time)

PRE-BID CONFERENCE No

Questions concerning this solicitation may be emailed to the Division of Purchases at questions @purchasing.state.ri.us no later than 1 Dec 05 @ 12:00 Noon (EDT). Questions should be submitted in a **Microsoft Word** attachment. Please reference the LOI # on all correspondence. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the help line at 401 222-2142, ext 134.

SURETY REQUIRED: No

BOND REQUIRED: No

**Jerome D. Moynihan, C.P.M., CPPO
Administrator of Purchasing Systems**

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov

NOTE TO VENDORS:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Department of Corrections, requests letters of interest from qualified firms to provide and maintain coin lockers in eight (8) correctional institutions run by the Department in accordance with the terms of this solicitation and the state's General Condition of Purchase (available on the Internet at www.purchasing.state.ri.us). The State intends to enter into a concession contract for this service, whereby the vendor claims all revenues from the lockers, minus a commission paid to the State. The scope of work is described herein.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- **All commissions submitted will be considered to be firm and fixed unless otherwise indicated herein.**
- Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and may not be considered. **FAXED, OR EMAILED, PROPOSALS WILL NOT BE CONSIDERED.**
- It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative offers will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractors proposed to be used are identified in the proposal.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401 222-3040). *This is a requirement only of the successful vendor.*

- Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38, Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI

A. Background and Summary:

The Rhode Island Department of Corrections provides both jail and prison services to the State of Rhode Island. In calendar year 2004, there were an average of 3,476 inmates housed in the Adult Correctional Institutions; and there were 17,497 commitments. There are a total of eight correctional institutions for men and women, all of which are located at the John O Pastore Government Center in Cranston, Rhode Island.

Inmates are allowed to receive visits from friends and families; each inmate can have up to 9 registered visitors. The number of visits allowed per week varies with each facility, but generally average 2-3 per week. Visitors are restricted from bringing into the visit room most personal items; hence coin-operated lockers are provided for the convenience of the visitor.

Currently, there are lockers at all the securities of DOC. All the lockers are owned by the present vendor except for those at two securities, John J. Moran Medium Security Facility and the Intake Service Center, which have state-owned lockers that fit the needs of those securities. It is up to the vendor if those lockers can be utilized or if they need to be replaced because the lockers cannot be retrofitted with the coin lock mechanisms.

Contract term will be five years.

B. Locker Specifications:

1. Cabinets: zinc coated or stainless steel. Front frame: 16 gauge (060" 1.52mm), shelves, tops, and bottoms, 22 and 18 gauge (.030" .76mm). Backs perforated for ventilation; completely assembled with all welded construction; made in individual columns. All columns of the same height connect together with bolts with clearance holes on left sides and threaded holes on right sides. Holes provided for connecting lockers to wall. Doors stop against rubber bumpers and

handle strike plates. Cabinets will be a minimum of 12" X 18" X 24" in size.

2. Doors: Plain zinc coated steel or leather textured stainless steel 16 gauge (.060" 1.52 mm) on the main face panels. Full height continuous (piano type) hinges of the same material as the doors. Hinges and doors are welded together to make one piece and connected to the cabinet with rivets. The doors have twist proof inner reinforcement channels unique to vendor. All handles and doorstops are stainless steel. 90-degree door openings. Removable number plates on doors. Self-closing doors. The door handle covers the latch when closed.
3. Base: Lockers can be installed with or without 4" (100mm) high bases. Bases can be either zinc coated or stainless steel.
4. Coin Compartment: Double thickness with reinforcements on four sides of entry. Triple overlap where sides meet front cover plate. 12 pin lock with reinforced cup type cam. Locks keyed alike.
5. Coinlock Mechanisms: Coinlock mechanisms have stainless faceplates and other corrosion resistant components with coin counters installed. All springs are stainless steel. The coinlock mechanisms are mounted in the right or left doorframes and held in at the top by the control lock. The mechanism corners are supported into the frame by a double thickness mechanism chamber. They are removable in either the locked or unlocked position by unlocking the control lock. Improper objects inserted into the coin slot are removable without any disassembly. The mechanisms are adjustable for coin sizes of .70" 17.5mm (dime size) to 1 ¼" 31mm diameter. Accepts as many as 6 US quarters and adjustable for golden dollar (if possible). Counters must be installed in either the coin holders or on the locks themselves enabling RIDOC to conduct random audits.
6. Lock Cylinders: Customer lock cylinders are keyed differently with an unlimited number of possible key changes. Control and coinbox locks are keyed alike, and duplicatable upon reorders or replacement. Customer lock cylinders are removable without disassembling the coinlock mechanisms. Keycode numbers are on the customer lock cylinders and keys. Control and coinbox locks have keycode numbers on the keys only. Control and coinbox keycode numbers are recorded by the vendor. Customers' keys have plastic key caps to prevent breakage. Locker numbers appear on customer keys. Keys are available with or without Stainless steel safety pins or wrist bands. Keys are not available in key shops. All lockers have to be master keyed so that the one master key can open all the lockers.

7. Coinlock Action: The customer turns the key to lock the door only after the full coin fee has been inserted into the coin slot. Oversized coins cannot be inserted and undersized coins can be rejected. The key cannot be removed till the locker is locked. An internal device will not allow the coin fee to fall and be lost to the customer until the key has been removed. The key will not turn unless the door is closed. After the customer has returned and unlocks the locker, the key cannot be removed and is thereby ready for use by the next customer.
8. Finish Materials: For zinc coated steel lockers; polyurethane, polyester, or epoxy baked on powder coating approximately .003" (.075mm) thickness per side. Cabinets and doors can be of different colors, Stainless steel lockers: no.4 finish on front face side of the cabinet.

Please note: Proposers offering lockers that do not meet these specifications can offer an alternate specification. However, the State (DOC) may or may not choose to accept the alternate specifications.

C. Service Specifications:

1. Lockers are backed by a full service program and will be serviced at a minimum of once per week.
2. On-call service: calls are to be responded to within a 48-hour period during normal work week – Monday through Fridays.

D. Financial Considerations

1. The cost per usage to the visitor will not exceed <_\$1.00___>
2. The state will be paid a commission. Vendor may propose a flat commission or a percentage of revenues. Percentage of revenues carries the requirement that the earnings be periodically and randomly audited.
3. The vendor incurs all costs for procurement, installation, maintenance and repair of the lockers.

E. Letter of Interest Submission

Interested offerors may submit letters of interest to provide the services covered by this solicitation on or before the date listed on the cover sheet. For the purpose of

this solicitation, the official time clock is in the Division of Purchases Reception Area.

Proposals received after this time and date will not be considered.

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope that shows the LOI# (B05826) and Title (Coin Lockers – D.O.C.) to:

Department of Administration
Division of Purchases (2nd floor)
One Capitol Hill
Providence, RI 02908-5855

The Letter of interest should be accompanied by:

1. A sample of the coin locker to be installed;
2. A listing of similar projects undertaken and/or similar clients served, including the name and telephone number of a contact person for each project identified;
3. Proposed commission rate.

The Offeror assumes responsibility for proposals submitted by mail or commercial delivery service. Proposals misdirected to other state locations or which are otherwise not present in the Division of Purchases at the time of opening, for any cause, will be determined to be late and will not be considered. The official time clock is located in the reception area of the Division of Purchases. Faxed proposals will not be considered.

Responses must include the following:

1. A completed and signed R.I.V.I.P. Generated bidder certification cover form (downloaded from the R.I. Division of Purchases Internet home page at <http://www.purchasing.ri.gov>);
2. A completed and signed W-9 Taxpayer Identification form, downloadable from www.purchasing.ri.gov
3. Background information on the company
4. Listing of similar services undertaken and/or similar clients served; identifying a contact person (Name, Title, Address, Telephone) for each listed client.
5. Statement of proposed transaction charge to visitors.

F. EVALUATION AND SELECTION

The State will commission a Technical Review Committee, which will evaluate and score all offers, using the following criteria:

Criteria	Possible Points
Capability, Capacity, and Qualifications of the Offeror	30 Points
Quality of the lockers	25 Points
Minority Business Enterprise Consideration <small>[i.e. Offeror is a registered Minority Business Enterprise, or proposal includes workable plan for use of MBE in subcontracts]</small>	5 Points
Total Possible Technical Points	60 Points
Commission rate payable to the state	30 Points
Total Possible Points	90 Points

The offeror must receive a minimum score of 45 out of a possible 60 points on the technical section. Offers not scoring at least 45 points will not be considered further. The State reserves the right to accept or reject any, or all, options, bids, and proposals, to award in whole or in part, to make one or more awards as a result of this solicitation, and to act in its best interest.

The ranked findings and selection recommendation will be submitted to the State Purchasing Agent, or his designee, who will make the final award determination.