



Request for Quote

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

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

CREATION DATE : 21-OCT-20
 BID NUMBER: 7609826
 TITLE: WESTERLY EDUCATION CENTER JANITORIAL SERVICES
 BLANKET START : 01-JAN-21
 BLANKET END : 31-DEC-23
 BID CLOSING DATE AND TIME: 17-NOV-2020 02:00:00

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 HIGHER ED-WESTERLY EDUCATION CENTER
 23 FRIENDSHIP STREET
 WESTERLY, RI 02891
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 WESTERLY, RI 02891
 US

Requisition Number: 1674485

Line	Description	Quantity	Unit	Unit Price	Total
1	FY 21 MONTHLY PRICE FOR JANITORIAL SERVICES DESCRIBED IN ATTACHMENT AS DAILY, 1 X WEEK, AND 3 X WEEKS (LINES 1-23)	6.00	Month		
2	FY 22 MONTHLY PRICE FOR JANITORIAL SERVICES DESCRIBED IN ATTACHMENT AS DAILY, 1 X WEEK, AND 3 X WEEKS (LINES 1-23)	12.00	Month		
3	FY 23 MONTHLY PRICE FOR JANITORIAL SERVICES DESCRIBED IN ATTACHMENT AS DAILY, 1 X WEEK, AND 3 X WEEKS (LINES 1-23)	12.00	Month		
4	FY 24 MONTHLY PRICE FOR JANITORIAL SERVICES DESCRIBED IN ATTACHMENT AS DAILY, 1 X WEEK, AND 3 X WEEKS (LINES 1-23)	6.00	Month		
5	FY 21 MONTHLY PRICE FOR JANITORIAL SERVICES DESCRIBED IN ATTACHMENT AS MONTHLY (1X) AND MONTHLY (2) (LINES 24-29)	6.00	Month		
6	FY 22 MONTHLY PRICE FOR JANITORIAL SERVICES DESCRIBED IN ATTACHMENT AS MONTHLY (1X) AND MONTHLY (2) (LINES 24-29)	12.00	Month		
7	FY 23 MONTHLY PRICE FOR JANITORIAL SERVICES DESCRIBED IN ATTACHMENT AS MONTHLY (1X) AND MONTHLY (2) (LINES 24-29)	12.00	Month		
8	FY 24 MONTHLY PRICE FOR JANITORIAL SERVICES DESCRIBED IN ATTACHMENT AS MONTHLY (1X) AND MONTHLY (2) (LINES 24-29)	6.00	Month		
9	FY 21 SEMI ANNUAL PRICE FOR JANITORIAL SERVICES DESCRIBED IN ATTACHMENT AS 2X PER YEAR (LINES 30-32)	1.00	Semiannual		
10	FY 22 SEMI ANNUAL PRICE FOR JANITORIAL SERVICES DESCRIBED IN ATTACHMENT AS 2X PER YEAR (LINES 30-32)	2.00	Semiannual		
11	FY 23 SEMI ANNUAL PRICE FOR JANITORIAL SERVICES DESCRIBED IN ATTACHMENT AS 2X PER YEAR (LINES 30-32)	2.00	Semiannual		
12	FY 24 SEMI ANNUAL PRICE FOR JANITORIAL SERVICES DESCRIBED IN ATTACHMENT AS 2X PER YEAR (LINES 30-32)	1.00	Semiannual		
13	FY 21 QUARTERLY PRICE FOR JANITORIAL SERVICES DESCRIBED IN ATTACHMENT AS 4 X PER YEAR (LINES 33-35)	2.00	Quarter		

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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Requisition Number: 1674485

Line	Description	Quantity	Unit	Unit Price	Total
14	FY 22 QUARTERLY PRICE FOR JANITORIAL SERVICES DESCRIBED IN ATTACHMENT AS 4 X PER YEAR (LINES 33-35)	4.00	Quarter		
15	FY 23 QUARTERLY PRICE FOR JANITORIAL SERVICES DESCRIBED IN ATTACHMENT AS 4 X PER YEAR (LINES 33-35)	4.00	Quarter		
16	FY 24 QUARTERLY PRICE FOR JANITORIAL SERVICES DESCRIBED IN ATTACHMENT AS 4 X PER YEAR (LINES 33-35)	2.00	Quarter		

Delivery: _____

Terms of Payment: _____

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Division of Purchases

One Capitol Hill | Providence, RI 02908 | (401) 574-8100
Nancy R. McIntyre, State Purchasing Agent

BID 7609826 - WESTERLY EDUCATION CENTER JANITORIAL SERVICES
BID CLOSING DATE AND TIME: 11/17/2020 AT 2PM
ADDITIONAL INFORMATION

There will be a mandatory pre-bid conference on November 5, 2020 at 2pm. Location will be:
Westerly Education Center
23 Friendship
Westerly, RI 02891

It is mandatory that the pre-bid conference be conducted in compliance with all State and local social distancing guidelines, including but not limited to all executive orders imposed by the State of RI and all guidelines outlined by the CDC.

All participants taking part in the pre-bid must cover mouth and nose with a cloth face covering. Keep space between you and others.

If you feel sick or have any symptoms related to COVID-19 please do not attend. People that attend and show visible signs of COVID related symptoms, the State reserves the right to have those individuals excused and asked to leave.

For the purposes of this bid:

- FY21 represents 1/1/2021-6/30/2021
- FY22 represents 7/1/2021-6/30/2022
- FY23 represents 7/1/2022-6/30/2023
- FY24 represents 7/1/2023-12/31/2023

Westerly Education Center Cleaning Schedule
23 Friendship Street, Westerly, RI 02891
State of Rhode Island Bid Opportunity

	Daily - Monday, Tuesday, Wednesday, Thursday, Friday	Daily
1	Empty all wastebaskets, receptacles and replace liners as needed in all classrooms, closets, hands on training area and outside of facility	X
2	Wash and sanitize all drinking fountains using germicidal cleaner	X
3	Lavatories: clean restrooms - Floors, urinals, toilet bowls, seats, compartments, fixtures and walls with a quarantenary germicidal solution which is EPA registered according to GSA procedures	X
4	Floors: sweep and/or dust all floor surfaces with treated mops	X
5	Sweep, wipe and Dust stairs, landings and handrails	X
6	Wet mop all traffic lanes: entries, halls, etc	X
7	Wet mop all offices, classrooms, etc	X
8	Wet mop all stairs and landings	X
9	Vacuum all carpeting in traffic areas, stairs, landings, corridors, entrances	X
10	Vacuum all carpeting in offices, classrooms, etc	X
11	Wipe and sanitize all desks, tables, surfaces in classrooms, offices, etc	X
12	Wipes whiteboards and trays in all classrooms, etc	X
13	Wash rubber floor mats	X
14	Spot clean all carpeting as necessary to remove spills, small areas, etc	
15	Wipe and sanitize all high touch areas such as door handles, elevator buttons, crash bars, etc	
16	Vendor will supply all cleaning equipment, supplies and garbage bags	

	Weekly - 1 x Per Week	Times Weekly
17	Wash all wastebaskets in offices as needed	1X
18	Wash all respectables in lobby, classrooms, etc as needed	1X
19	Remove fingerprints, marks and smudges from woodwork, walls, partitions	1X
20	Wash all exposed glass surfaces - Glass partitions, interior glass doors, display cases, directory boards, mirrors, glass draft windows, shields, etc	1X
21	Spray and machine polish all other non carpeted floor areas	1X

	Weekly - 3 x Per Week	Times Weekly
22	Wash all entry glass - Doors (Inside and Outside), partitions, dividers, etc	3X
23	Police area adjacent to building and remove bottles, papers, cigarette butts, etc	3X

	Monthly - 1 x Per Month	Times Monthly
24	Dust all office furniture and equipment files, etc	1X
25	Dust all building surfaces within reach, window sills, door and window frames, panels, walls, room dividers, chair rails, baseboards, moldings, handrails, ledges, etc using a treated cloth	1X
26	Clean and polish bright metal works	1X
27	Wash light fixtures	1X
28	Spay clean and machine polish all non-carpeted floors in traffic lanes, corridors, entrances such as the lobby, etc	1X

	Monthly - 2 x Per Month	Times Monthly
29	Vacuum all vents (Exposed grill work)	2X

	Annually - 2 x Per Year	Times Yearly
30	Dust All Blinds	2X
31	Strip, Seal, Finish All Non-carpeted floors in Classrooms, Offices, etc	2X
32	Shampoo and clean all carpeted areas with commercial carpet cleaning machine	2X

	Annually - 4 x Per Year	Times Yearly
33	Dust all high partitions, pipes, vents, moldings, etc (This will require a ladder)	4X
34	Damp wash and polish all building surfaces within reach, window sills, door and window frames, panels, walls, room dividers, chair rails, baseboards, moldings, handrails, ledges, etc Using a treated cloth	4X
35	Wall washing: Stairway, hallway, corridor, classrooms, offices	4X

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

FISCAL YEAR - AWARD EXTENDING PAST FISCAL YR END

AWARDS EXTENDING BEYOND JUNE 30TH 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.

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 should be attached to the front of the offer. Each bid proposal must be submitted in a separate sealed envelope with the bidder's name and address and the specific "Solicitation Number," "Solicitation Title," and the "Bid Proposal Submission Deadline" marked in the upper left-hand corner of the envelope.

The bid proposal must be delivered (via mail, messenger service, or personal delivery) to the Division of Purchases and date-stamped/receipted by the date and time specified for the bid proposal submission deadline. Bidders should mail bid proposals sufficiently in advance of the bid proposal submission deadline to ensure timely delivery to the Division of Purchases or, when delivering a bid proposal in person or by messenger, should allow additional time for parking and clearance through security checkpoints. Bid proposals must be addressed to:

Rhode Island Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill, Providence, RI 02908-5855

Bid proposals that are not received by the Division of Purchases by the bid proposal submission deadline for whatever reason will be deemed late and will not be considered. The submission time will be determined by the time clock in the Division of Purchases. Postmarks will not be considered proof of timely submission.

Bid proposals in electronic format are not accepted at this time.

At the bid proposal submission deadline, bid proposals will be opened and read aloud in public.

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.