



**Solicitation Information
December 21, 2021**

RFQ #7669822

TITLE: Meal Preparation Services for State Police Training Academy - DPS

Submission Deadline: January 18, 2022 2:00 PM (Eastern Time)

PRE-BID CONFERENCE: NO X

**Buyer Name: Robert DeAngelis
Title: Senior Buyer**

Questions concerning this solicitation must be received by the Division of Purchases at doa.purquestions15@purchasing.ri.gov no later than **January 6, 2022 @ 2:00 PM EST**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the **RFQ #7669822** on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

BID SURETY BOND REQUIRED: NO

PAYMENT AND PERFORMANCE BOND REQUIRED: NO

Robert DeAngelis, Senior Buyer

Note to Applicants:

- Vendors must register in RIVIP at the Division of Purchases' website at <https://www.purchasing.ri.gov/RIVIP/VendorRegistration.aspx>.
- Proposals received without a completed RIVIP Vendor Certification Cover Form attached may result in disqualification.

THIS PAGE IS NOT A RIVIP VENDOR CERTIFICATION COVER

COVID-19 EMERGENCY PROTOCOL FOR BID OPENINGS

Vendors and the public are advised that due to Covid-19 emergency social distancing requirements bid openings at the Division of Purchases shall be conducted via live streaming on the ZOOM website/application. Vendors and the public shall not be permitted to enter the Division of Purchases to attend bid openings. Vendors and the public who attend bid openings via live streaming shall be required to identify themselves and a record of all such attendees shall be maintained by the Division of Purchases. Vendor bid proposals shall be opened and read aloud at the date and time listed herein. The results of bid solicitations requiring a public copy for public works projects shall be posted on the Division of Purchases website as soon as possible after the bid opening. For RFP solicitations only vendor names shall be read aloud at the opening.

Vendors and the public are further advised that visitor access to the Powers Building at One Capitol Hill, Providence, RI requires pre-screening at the entrance to the building. In accordance with the Governor's Executive Order(s) and Department of Health emergency regulations all visitors to the Powers Building must wear a cloth mask which covers the nose and mouth. Vendors delivering bid proposals to the Division of Purchases should allow sufficient time for the pre-screening process. The Division of Purchases assumes no responsibility for delays caused by the screening process or any other reason. Vendors are solely responsible for on time delivery of bid proposals. The Division of Purchases shall not accept late bids for any reason.

BID OPENING ZOOM INFORMATION

Division of Purchases is inviting you to a scheduled Zoom meeting.

Topic: 7669822

Time: Jan 18, 2022 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81890391632?pwd=Y25LcE1qSE5FOVgrUGNDdTBvalV3Zz09>

Meeting ID: 818 9039 1632

Passcode: 975933

One tap mobile

+13126266799,,81890391632#,,,,*975933# US (Chicago)

+16465588656,,81890391632#,,,,*975933# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

833 548 0276 US Toll-free

833 548 0282 US Toll-free
877 853 5247 US Toll-free
888 788 0099 US Toll-free

Meeting ID: 818 9039 1632

Passcode: 975933

Find your local number: <https://us02web.zoom.us/j/81890391632>

INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Public Safety, Rhode Island State Police Training Academy is hereby seeking quotes to provide Catering Services of Meal Preparation for the Training Academy of the Rhode Island State Police.

The initial contract period will begin approximately March 1, 2022 for twenty-four (24) weeks of meals for the first year. Contracts may be renewed for up to two (2) additional years based on vendor performance and the availability of funds.

This solicitation, and subsequent award, is governed by the State of Rhode Island General Conditions of Purchase, which is available at www.ridop.ri.gov.

Potential Offerers are advised to review all sections of this solicitation 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 quote 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.

Quotes 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 pricing submitted is to be considered fixed, unless otherwise indicated herein.

Quotes 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 will not be considered.

Bidders are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Quote will be considered to be public record, 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 website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFQ.

Requests for Quotes to provide the required services must be received by the Division of Purchases **on or before January 18, 2022 at 2:00 PM (EDT)**.

Responses should be mailed or hand-delivered in a sealed envelope marked **RFQ #7669822** to:

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

NOTE: Quotes received after the above-referenced due date and time will not be considered. Quotes faxed, or emailed, to the Division of Purchases will not be considered. The “official” time clock is located in the reception area for the Division of Purchases. **(Please be advised that FedEx/UPS do not always arrive by 10:30 am, you would be smart to send your submission to arrive at least one day early)**

BID SPECIFICATIONS

Details on the specifications for food preparation and the serving of three meals per day at Rhode Island State Police Training Academy are outlined as follows:

The next academy class is scheduled to begin March 14, 2022 and run for a period of twenty-four weeks. The vendor will be required to provide a minimum of sixty (60) breakfasts, sixty (60) lunches, and sixty (60) dinners per day except for Friday when only breakfast and lunch will be served. Kitchen facilities are owned and provided by the Rhode Island State Police. All heat and electric power/water will be provided by the Rhode Island State Police.

The Rhode Island State Police Training Academy is located at 64 Windsor Road Foster, RI 02825.

Vendors will bear all costs associated with their bids including supplying of food, meal preparation and delivery fees. No costs or expenses incurred by the vendor will be borne by the Rhode Island State Police.

The awarded vendor must have a food safety manager licensed in the State of Rhode Island.

The contractor shall be responsible for the cleanliness and upkeep of the food service areas, including walls and ceilings, as established by the Rhode Island Health Department. The contractor shall meet periodically with such persons designated by the State Police with reference to the food services so that through cooperation, good relationships will be maintained with the recruits and staff eating in the dining hall.

Prior to bid award, the vendor and their employees must pass a background check. The vendor must provide a list of all employees. This list must include the employees full name, address, date of birth, and social security number.

The contract will be awarded to the low bidder as computed from the per meal and per week costs. Vendors will be required to provide sample meals to be approved by the State Police and will be disqualified if samples are unsatisfactory. Contracted vendor will be required to submit meal plans, in advance, to the Training Academy Commandant for approval.

The contractor must procure as part of the direct operating expenses, public liability insurance from companies licensed to do business in the State of Rhode Island. This insurance will serve to protect the contractor, Superintendent of the State Police, and the people of the State of Rhode Island and their officers and employees from any claims for damages to property and for personal injuries, including death, which may arise from the operation of the food services program by the contractor. Policies and certificates of insurance shall be delivered to the Department of Purchasing or the Rhode Island State Police prior to the start of operation. All public liability policies must provide minimum limits as follows:

Insurance Requirements – In accordance with this solicitation, or as outlined in Section 13.19 of the General Conditions of Purchase, found at <https://rules.sos.ri.gov/regulations/part/220-30-00-13> and General Conditions - Addendum A found at <https://www.ridop.ri.gov/documents/general-conditions-addendum-a.pdf>, the following insurance coverage shall be required of the awarded vendor(s):

General Requirements:

- Liability - combined single limit of \$1,000,000 per occurrence, \$1,000,000 general aggregate, and \$1,000,000 products/completed operations aggregate.
- Workers' compensation - \$100,000 each accident, \$100,000 disease, or policy limit and \$100,000 each employee.
- Automobile liability - \$1,000,000 each occurrence combined single limit.

Once awarded, the contract shall be subject to cancellation by the State Police providing that forty-five (45) days written notice has been given by certified mail. The State Police shall have the right to terminate this agreement if in the Superintendent's sole judgment; the contractor is not conducting operations in the terms of this agreement. In his written notice of termination to the contractor, the Superintendent shall specify the policies, practices or circumstances that make termination necessary. If within twenty (20) days from the date of such notice, the contractor is

able to rectify such policies or practices, or remedy circumstances specified by the Superintendent, to the Superintendent's satisfaction, the right of termination will not be exercised.

The State Police will make all equipment repairs and replace equipment from damages not caused through negligence of the contractor or contractor's employees. The State Police shall furnish the contractor a full complement of dinnerware, flatware, and glassware for satisfactory service which the contractor will maintain. The contractor will assume full responsibility for any damage to equipment or premises it occupies caused by the negligence of its employees, excepting ordinary wear and tear. Hours required/menu preparation: Vendor shall be permitted access to the training academy at 6:00AM Monday through Friday.

Breakfast (Monday-Friday); Lunch (Monday-Friday); Dinner (Monday-Thursday). Meals will be served as follows:

Breakfast-8:00 AM sharp, Lunch-12:00 PM sharp, Dinner-6:00 PM sharp. There shall be no deviation from the above schedule unless contractor is informed by the Commandant of the Training Academy. On occasion, box lunches will be required, and notice will be given within a reasonable time for preparation.

Portions (minimum):

Protein/Meat: Breakfast - 8 oz. Lunch - 6 oz. Dinner - 8 oz.

Grain: Pasta or Rice - 8 oz., Potato - 4 oz.

Fruits/Vegetables - 1 cup/whole fruit

Meals shall include the following:

Breakfast: beverages (coffee, milk, 100 percent juice), protein, fruits, bread/grain-2 or 3 selections, and one protein bar per person, specifically by brand: CLIF 'Builders' Protein or Nature Valley XL Protein.

Lunch: beverages (milk, 100 percent juice), entrée or sandwiches with protein, fruits, one of the following: salad, vegetable, potato or soup (weather permitting), and one protein bar per person, specifically by brand: CLIF 'Builders' Protein or Nature Valley XL Protein.

Dinner: beverages (milk, 100 percent juice), entrée - with protein and either pasta or potato/rice, vegetable, fruits, breads, salad or soup (weather permitting), and one protein bar per person, specifically by brand: CLIF 'Builders' Protein or Nature Valley XL Protein.

Supplemental:

1. 100% Peanut butter (not peanut spread), jelly and sliced bread will also be available at every meal.
2. A quantity of three dozen (36) shelled hard-boiled eggs will be provided per day.

The contractor will be required to provide alternate meal options and choices for recruits with special dietary needs. (i.e., food allergies, religious restrictions, vegetarian/vegan) These requirements will be provided to the contractor prior to the start of the Academy.

Bottled water will be provided by the Rhode Island State Police. The contractor will be responsible for juices and milk to be available at all meals. Recruits will not be limited as to the amounts consumed at each meal. There is a milk dispenser available for use that holds two milk canisters.

Billing of services: The contractor will supply a per person meal cost. When the meal count is reduced due to a reduction in the recruit class, the price of the services will be reduced to reflect the change. The contractor will be notified at the beginning of each week when such a change takes place: The contractor will submit bills on a weekly basis to the Department of Public Safety – Central Management Office.

RESPONSE CONTENTS:

Responses must include the following:

A completed and signed three-page RIVIP generated Vendor Certification Cover Form downloaded from the RI Division of Purchases Internet home page at www.ridop.ri.gov.

A completed and signed Internal Revenue Service Form W-9 (included in the original copy only) downloaded at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>.

A completed Request for Quote form with the unit price per meal and the total completed.

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

BID ALL ITEMS

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

CAMPAIGN FINANCE COMPLIANCE

CAMPAIGN FINANCE: In accordance with RI General Law 17-27-2, Every person or business entity providing goods or services of \$5,000 or more, and has in the preceding 24 months, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, or candidate for general office, any member, or candidate for general assembly, or political party, is required to electronically file an affidavit regarding political contributions at:

<https://secure.ricampaignfinance.com/RhodeIslandCF/Public/VendorAffidavit.aspx>

ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions For Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov.

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.

For all Purchase Orders issued on behalf of the University of Rhode Island, Community College of Rhode Island, and Rhode Island College, vendors will receive a confirming order from the respective entity prior to proceeding.

MASTER PRICE AGREEMENT CONTRACT ADMINISTRATIVE FEE

In 2017 the General Assembly amended the "State Purchases Act", R. I. Gen. Laws § 37-2-12 (b) to authorize the Chief Purchasing Officer to establish, charge and collect from vendors listed on master price agreements ("MPA") a contract administrative fee not to exceed one percent (1%) of the total value of the annual spend against their MPA contracts. All contract administrative fees collected from MPA vendors shall be deposited into a restricted receipt account which shall be used for the purposes of implementing and maintaining an online eProcurement system and other costs related to State procurement. In accordance with this legislative initiative the Division of Purchases is upgrading the State procurement system through the purchase and installation of an eProcurement system.

The contract administrative fee shall be applicable to all purchase orders issued relative to State MPA contracts. Therefore, effective January 1, 2020 all MPA contracts shall be assessed the 1% contract administrative fee.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

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.

LICENSE REQUIREMENTS

VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. A COPY OF LICENSE/PERMIT SHOULD BE SUBMITTED WITH THIS BID. IN ADDITION TO THESE LICENSE REQUIREMENTS, BIDDER, BY SUBMISSION OF THIS BID, CERTIFIES THAT ANY/ALL WORK RELATED TO THIS BID, AND ANY SUBSEQUENT AWARD WHICH REQUIRES A RHODE ISLAND LICENSE(S), SHALL BE PERFORMED BY AN INDIVIDUAL(S) HOLDING A VALID RHODE ISLAND LICENSE.

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.

NON-COMPLIANCE - SPECIFICATION

THE PRODUCT(S) PROVIDED BY VENDORS WILL BE SUBJECT TO RANDOM TESTING. IF THE PRODUCT DOES NOT MEET SPECIFICATION, THE VENDOR WILL BE RESPONSIBLE FOR ADMINISTRATIVE COSTS, LAB TESTING AND PERSONNEL COSTS. NON-COMPLIANCE OF THE PRODUCT TO THE BID SPECIFICATION WILL RESULT IN THE REVOCATION OF THE CONTRACT/PURCHASE ORDER.

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.



Request for Quote

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

BUYER: DeAngelis, Robert
 PHONE #: 401-574-8110

CREATION DATE : 15-DEC-21
 BID NUMBER: 7669822
 TITLE: Meal Preparation Services for State Police Training Academy - DPS
 BID CLOSING DATE AND TIME: 18-JAN-2022 02:00:00

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 DOA CONTROLLER
 ONE CAPITOL HILL, 4TH FLOOR
 SMITH ST
 PROVIDENCE, RI 02908
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 DPS STATE POLICE TRAINING ACADEMY
 64 WINDSOR ROAD
 FOSTER, RI 02825
 US

Requisition Number:

Note to Bidders:

The awarded vendor must have a food safety manager licensed in the State of Rhode Island.

Line	Description	Quantity	Unit	Unit Price	Total
1	Breakfast Meal Service	7,200.00	Each		
2	Lunch Meal Service	7,200.00	Each		
3	Dinner Meal Service	5,760.00	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