



REQUEST FOR QUOTE (RFQ) – BID #7598620

Bid Title: LABORATORY MEDIA – MPA-256

Submission Deadline: Wednesday, March 13, 2019 @ 10:00 A.M. Eastern Time (ET)

INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Health (“HEALTH”), is soliciting proposals from qualified firms to provide Laboratory Media for the Rhode Island Department of Health, in accordance with the terms of the Request for Quotes (“RFQ”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at www.purchasing.ri.gov.

BLANKET TERMS:

The initial contract period will begin approximately April 1, 2019 for one year. Contracts may be renewed for up to four additional 12-month periods based on vendor performance and the availability of funds.

NOTE TO VENDORS: Applicants must register online at the Rhode Island Division of Purchases website at www.purchasing.ri.gov. Proposals received without the completed RIVIP Bidder Certification Cover Form attached, may result in disqualification.

NOT A REGISTERED VENDOR?

1. Register with RIFANS here:

[http://www.purchasing.ri.gov/documents/Supplier%20Registration%20Package%20\(4-07-14\)_1.pdf](http://www.purchasing.ri.gov/documents/Supplier%20Registration%20Package%20(4-07-14)_1.pdf)

- If you do **NOT** wish to have payment direct deposited, you can email the Supplier Registration packet back to doa.pursuppliercoordinator@purchasing.ri.gov
- If you **DO** wish to have payment direct deposited, you will need to attach a voided check and mail it to:

Supplier Coordinator
Purchasing Department
One Capitol Hill, 2nd Floor
Providence, RI 02908-5855

2. Register with RIVIP here to obtain a RIVIP Bidder Certification Cover Form for submitting a bid

proposal: <https://www.purchasing.ri.gov/RIVIP/VendorRegistration.aspx>

FREIGHT:

- Freight will be prepaid if order is over \$250.00
- Freight will be prepaid and added to invoice, if each order is less than \$250.00

SHIP TO ADDRESSES:

1. Eleanor Slater Hospital Lab
111 Howard Avenue
Mathias Building
Cranston, RI 02920
2. Rhode Island Department of Health
50 Orms Street
Providence, RI 02904
3. Rhode Island College Biology
600 Mount Pleasant Avenue
Receiving Physical Plant Building
Providence, RI 02908
4. University of Rhode Island
Six Butterfield Road
Potter Building
Health Services Laboratory
Kingston, RI 02881
5. University of Rhode Island
Central Receiving
Biochemistry
Kingston, RI 02881
6. Eleanor Slater Hospital
2090 Wallum Lake Road
Zambarano Unit – Attention: LAB
Pascoag, RI 02859
7. Whitmarsh Clinic
557 Broad Street
Providence, RI 02907
8. University of Rhode Island
80 Washington Street – Room 208
Feinstein Providence Campus
Providence, RI 02903
9. University of Rhode Island
120 Flagg Road
Kingston, RI 02881

BID SUBMISSION INSTRUCTIONS:

For vendor convenience, an electronic-based file is attached that includes an Excel spreadsheet for submission of vendor quotes for this solicitation.

SUBMISSION INSTRUCTION IS AS FOLLOWS:

Please submit a DISC/CD-R copy of your quotes in the same excel format provided. Bidders are suggested to submit pricing in excel on the Electronic Based Excel File.

Once disc-based file is completed, submit an electronic version on Excel on a DISC/CD-R. Also, submit a printed hard copy of your Excel spreadsheet(s).

FORMATTING DISC/CD-R:

All DISC/CD-Rs submitted must be labeled with:

- a. Vendor's name
- b. RFQ #
- c. RFQ Title
- d. If file sizes require more than one DISC/CD-R, multiple DISC/CD-Rs are acceptable. Each must include the above labeling and additional labeling of how many DISC/CD-Rs should be accounted for (e.g. 3 CD-Rs should have additional label of '1 of 3' on the first DISC/CD-R, '2 of 3' on second DISC/CD-R, '3 of 3' on third CD-R.

Vendors are responsible for testing their DISC/CD-Rs before submission as the Division of Purchase's inability to open or read a DISC/CD-R may be grounds for rejection of a Vendor's proposal. All files should be readable and readily accessible on the DISC/CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it "non-responsive". USB Drives or any other electronic media shall not be accepted. Please note that DISC/CD-Rs submitted, shall not be returned.

TO SUMMARIZE:

Bidders may submit a DISC/CD-R copy of quotes in Excel format plus a hard (paper) copy of Excel Request for Quote. No USB drives accepted.

A bidder may choose not to submit a disc-based file. If so, please complete pricing sheet in ink, clearly and legible and submit a hard copy with the proposal.

Bidder may bid on any or all products. It is anticipated to make multiple awards. However, the State will award in whole, by part, reject any and all bids, or award in its best interest.

READING VENDOR NAMES ONLY:

Due to length of bid and time constraints, the state will only acknowledge receipt and read the names of vendors submitting proposals. No examination of documents or presentation of information contained in proposals will be made available at the bid opening.



Request for Quote

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

BUYER: Vittorioso, Dawn R
 PHONE #: 401-574-8134

CREATION DATE : 12-FEB-19
 BID NUMBER: 7598620
 TITLE: LABORATORY MEDIA – MPA-256
 BID CLOSING DATE AND TIME: 13-MAR-2019 10:00:00

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Requisition Number:

Note to Bidders: QUESTIONS concerning this solicitation must be received by the Division of Purchases at DOA.PURQUESTIONS10@purchasing.ri.gov no later than Friday, February 22, 2019 @ 10:00 AM Eastern Time (ET). Questions should be submitted in a Microsoft Word attachment. Please reference the RFQ #7598620 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.

| Line | Description | Quantity | Unit | Unit Price | Total |
|------|--|----------|------|------------|-------|
| 1 | MPA-256 SUBMIT PRICING ON ATTACHMENT A SPREADSHEET | 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

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

AWARD

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.

CHARGES PERMITTED

NO CHARGES OTHER THAN PARTS AND LABOR ON THE JOB - NO TRAVEL, NO MILEAGE, NO MISCELLANEOUS CHARGES, NO PORTAL TO PORTAL.

READING VENDOR NAMES ONLY

DUE TO LENGTH OF BID AND TIME CONSTRAINTS, THE STATE WILL ONLY ACKNOWLEDGE RECEIPT AND READ THE NAMES OF VENDORS SUBMITTING PROPOSALS. NO EXAMINATION OF DOCUMENTS OR PRESENTATION OF INFORMATION CONTAINED IN PROPOSALS WILL BE MADE AVAILABLE AT THE BID OPENING; HOWEVER, INSTRUCTIONS TO OBTAIN THE TABULATION OR SUMMARY OF BID RESPONSES WILL BE MADE AVAILABLE AT THE RI DIVISION OF PURCHASES WEBSITE AT WWW.PURCHASING.RI.GOV

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

MPA BID AWARD (STATEWIDE APPLICABILITY)

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

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.

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.