



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

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

Tel: (401) 574-8100  
Fax: (401) 574-8387  
Website: [www.ridop.ri.gov](http://www.ridop.ri.gov)

**SOLICITATION INFORMATION**  
**September 4, 2019**

**RFQ #7598953**

**TITLE: DUCK WORK JACKETS - DOC**

**SUBMISSION DEADLINE: OCTOBER 1, 2019 10:00 AM (Eastern Time)**

**PRE-BID CONFERENCE:**    X NO  
                                    YES \_\_\_\_\_

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

Questions concerning this solicitation may also be e-mailed to the Division of Purchases at [doa.purquestions15@purchasing.ri.gov](mailto:doa.purquestions15@purchasing.ri.gov) no later than **SEPTEMBER 18, 2019 5:00 PM (Eastern Time)**. Please reference the **RFQ #7598953** on all correspondence. Questions received, if any, will be answered and posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED:     No**

**Vendors must register on-line at the State Purchasing Website at [www.ridop.ri.gov](http://www.ridop.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**

## **INSTRUCTIONS AND NOTIFICATIONS TO OFFERERS:**

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Department of Corrections is seeking quotes from companies to supply duck work jackets.

This solicitation, and subsequent award, is governed by the State's General Conditions of Purchase, which is available at [www.ridop.ri.gov](http://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considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.**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 .

The offeror should be aware of the State's Minority Business Enterprise (MBE) requirements which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information contact the MBE Administrator at (401) 222-6253 or visit the website at <http://www.rimbe.org> . Awards resulting from this Request will be subject to the State's General Conditions of Purchase, which are available through the Internet at [www.ridop.ri.gov](http://www.ridop.ri.gov).

Questions, in **Microsoft Word Format**, concerning this solicitation, may be e-mailed to the Division of Purchases at [doa.purquestions15@purchasing.ri.gov](mailto:doa.purquestions15@purchasing.ri.gov) no later than the date & time indicated on page 1 of this solicitation. Please reference **RFQ #7598953** on all correspondence.

Responses to questions received, if any, will be provided, as an Addendum to this RFQ, and posted on the Rhode Island Division of Purchases website at [www.ridop.ri.gov](http://www.ridop.ri.gov) It is the responsibility of all interested OFFERERS to download this additional information. *If technical assistance is required to download, call the Help desk at (401) 222-2142, ext. 134.*

Requests for Quotes to provide the required goods must be received by the Division of Purchases **on or before OCTOBER 1, 2019 10:00 AM (EDT)**. Responses should be mailed or hand-delivered in a sealed envelope marked “**RFQ # 7598953**” to:

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

NOTE: Quotes received after the above-referenced due date and time will not be considered. Quotes misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and 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)**

**RESPONSE CONTENTS**

**Responses must include the following:**

A completed and signed three-page RIVIP generated bidder certification cover sheet (downloaded from the RI Division of Purchases Internet home page at [www.ridop.ri.gov](http://www.ridop.ri.gov)).

A completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at [/documents/Forms/Misc Forms/13\\_RI Version of IRS W-9 Form.docx](#).

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

# State of Rhode Island Department of Administration



## Specification No. **4225-M-010 Jackets, Work (Duck Jacket)**

Date: 12/14/2010      Supersedes: 11/22/99

### 1. **Classifications and Scope:**

1.1 This specification covers Men's Lined Work Jackets as described herein.

#### 1.2 **Material:**

A. 100% Cotton Duck, weight: 10 oz.

1.3 **Lining:** 70% Acrylic; 30% Polyester; Plaid Blanket Lining

1.4 **Length:** Minimum 30"

#### 1.5 **Color:**

A. Khaki

**Sizes: Large thru 6XL**

<b>Large:</b> 40-42	<b>X Large:</b> 44-46	<b>2X Large:</b> 48-50	<b>3X Large:</b> 53-54	<b>4X Large:</b> 56-60
	<b>5X Large:</b> 62-64	<b>6X Large:</b> 64-66		

2. **Applicable Documents:** There are no other specifications applicable to this specification.

### 3. **Requirements:**

3.1 **Style:** Jackets shall be cut full, have a full, double pleated back and be hip length, 30" long. Jackets shall have a blanket lining. Jacket shall have a corduroy top collar or a brow top collar and two front patch pockets. Jackets shall have five (5), rust-proof metal snap fasteners on the front closure. Quilted lined sleeves with knit storm cuffs. All seams are to be double needled stitched and reinforced at the point of strain. Machine washable.

3.2 **Fiber Content:** Jackets shall be labeled as to the fiber content in accordance with Federal Trade Commissions, "Textile Fiber Products Identification Act."

3.3 **Label:** Jackets shall have a permanent label offering brand name, size, and care instruction.

3.4 **Workmanship:** Jackets shall be first class and manufactured in accordance with good commercial practices and shall be cleanly finished and well made with no defective stitching, raw edges or loose threads.

### 4. **Sampling, Inspection, and Test Procedures:**

4.1 **Inspection:** Jackets will be inspected at the point of delivery. The State reserves the right to reject upon inspection.

### 5. **Preparation for Delivery:**

5.1 **Packaging:** Unless otherwise specified, commercial packages will be acceptable under this specification.

**5.2 Marking:** Unless otherwise specified, all packages must be marked on the side with the name of the commodity, the size, color and count.

**6. Bid Samples:** Buyer, subsequent to bid opening, may instruct (3) lowest bidders to submit samples. Samples shall not be submitted with bid.

These specifications shall, until revised or rescinded, apply to each future purchase and contract for the commodity described herein. Copies of the State of Rhode Island Specifications may be obtained from the Officer of Purchases, Standards Unit, One Capitol Hill, Providence, RI, 02908. Please retain for future reference.



# 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 : 03-SEP-19  
 BID NUMBER: 7598953  
 TITLE: BBV - DIST - DUCK WORK JACKETS - DOC  
 BID CLOSING DATE AND TIME:01-OCT-2019 10:00:00

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 DOA CONTROLLER  
 ONE CAPITOL HILL, 4TH FLOOR  
 SMITH ST  
 PROVIDENCE, RI 02908  
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 DOC CDC ANNEX  
 CLOTHING SUPPLIES  
 9 POWER ROAD  
 CRANSTON, RI 02920  
 US

**Requisition Number:**

Line	Description	Quantity	Unit	Unit Price	Total
1	4225-M-010 JACKETS, DUCK WORK - SIZE LARGE AS PER SPECIFICATIONS	100.00	Each		
2	4225-M-010 JACKETS, DUCK WORK - SIZE X LARGE AS PER SPECIFICATIONS	200.00	Each		
3	4225-M-010 JACKETS, DUCK WORK - SIZE 2X LARGE AS PER SPECIFICATIONS	200.00	Each		
4	4225-M-010 JACKETS, DUCK WORK - SIZE 3X LARGE AS PER SPECIFICATIONS	200.00	Each		
5	4225-M-010 JACKETS, DUCK WORK - SIZE 4X LARGE AS PER SPECIFICATIONS	100.00	Each		
6	4225-M-010 JACKETS, DUCK WORK - SIZE 5X LARGE AS PER SPECIFICATIONS	50.00	Each		
7	4225-M-010 JACKETS, DUCK WORK - SIZE 6X LARGE AS PER SPECIFICATIONS	24.00	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**

**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](http://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.

**CLOTHING SAMPLES**

IF SAMPLES ARE REQUESTED, THEY MUST BE PROVIDED WITHIN TEN (10) WORKING DAYS



OF REQUEST DATE. FAILURE TO DO SO MAY RESULT IN DISQUALIFICATION OF BID.

**DELIVERY - CENTRAL DISTRIBUTION CTR - DOC**

DELIVERY INSTRUCTIONS: CENTRAL DISTRIBUTION CENTER DEPT. OF CORRECTIONS 25 POWER ROAD, CRANSTON, RI 02920 (PHONE 462-4022) Delivery only 7:00 AM to 2:00 PM, Monday through Friday, with shipping slip showing Purchase Order Number and Item Number of State Purchase Order. Any merchandise to be delivered must be on 48" x 40" pallets. If pallets are in good condition, we will exchange them, but only this size pallet. Any merchandise being delivered on other size pallets must be stripped by the trucker and put on our size pallets (48" x 40"). Unsealed packages not accepted. ALL CASES MUST BE BAR-CODED.

**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.

**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.**

**VENDOR SPECIFICATIONS**

ALL VENDORS MUST INCLUDE SPECIFICATIONS WITH BID PROPOSAL (EVEN THOSE BIDDING BRAND SPECIFIED). FAILURE TO SUBMIT SPECIFICATIONS WITH BID PROPOSAL MAY RESULT IN DISQUALIFICATION OF BID. ITEMS IN CATALOGS MUST BE CLEARLY MARKED AND PAGES TABBED.