



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
Department of Administration

DIVISION OF PURCHASES
One Capitol Hill, 2nd floor
Providence, RI 02908

TEL: (401) 574-8100
FAX: (401) 574-8387
TDD: (401) 574-8228
Website: www.ridop.ri.gov

MPA# 538 CR # 92 Solicitation# 7599814
Kitchen Appliance & Refrigeration Maintenance and Emergency Services
Continuous Recruitment Supplement

SUBMISSION DEADLINE: 11/6/2019 at 11:00 AM (EST)

PRE-BID CONFERENCE: **NO**
 YES

Buyer Name: Katherine Missell
Title: Chief Buyer

QUESTIONS concerning this solicitation must be received by the Division of Purchases at (katherine.missell@purchasing.ri.gov) no later than **Friday October 25, 2019 @ 5:00 PM EST**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the **Solicitation #7599814** on all correspondence. Questions received, if any, will be posted on the Rhode Island Division of Purchases website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

NOTE TO VENDORS:

Vendors must register on-line at the Rhode Island Division of Purchases website at <https://www.ridop.ri.gov/>. Offers received without the completed three-page Rhode Island Vendor Information Program (RIVIP) Generated Bidder Certification Cover Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM



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BID SPECIFICATIONS

BLANKET REQUIREMENTS: 012/01/2017-011/30/2020

Delivery as requested

SPECIFICATIONS

The Division of Purchasing, on behalf of the Department of Administration, is seeking competitive quotes for a Master Continuous Qualified List of vendors to provide Kitchen Appliances & Refrigeration Maintenance and repair under the State's General Conditions of Purchase, which may be obtained at the Division of Purchases' website at <https://www.ridop.ri.gov/>

The scope of the service is twofold to 1) provide periodic preventative maintenance and repair service on commercial refrigeration equipment and kitchen appliances and 2) provide Emergency repair services on all commercial refrigeration equipment and kitchen appliances. (see listing on attached spreadsheet) While most equipment is utilized for kitchen operations, there is refrigeration equipment used for morgue operations. The objective of the program is to extend the useful life of all equipment; reduce equipment failures, associated repairs, and down-time; and provide a safe working environment. Bidders must hold all legally required licenses and comply with all legal requirements and all safety regulations (OSHA and others where applicable).

The vendor shall also include a price proposal based on the time and material line items to perform the recommended corrective actions. Vendors are required to complete the excel spreadsheet provided titled "Bid Form". Refrigeration bids will be requested to be entered separate from Small appliances as there is specific refrigeration and master electrician licenses needed per DCAMM

Completed (downloaded) three-page RIVIP Bidder Certification Form. One electronic copy (CD, USB) and one hard copy is requested.

The bid sheet is separated into five groups:

- Group 1- Refrigeration maintenance
- Group 2 -Refrigeration Emergency Service
- Group 3 – Kitchen Equipment maintenance (non-refrigeration)
- Group 4 - Kitchen Equipment Emergency Service (non-refrigeration)



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Group 5 - Parts

REQUIREMENTS OF THIS BID

The term of this MPA will be for three (3) years. An option to renew is available for two (2) additional 12 month periods. Subject to availability of funds at the sole discretion of the state. This work will be done on behalf of programs and projects associated with any of the State's agencies - 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), as described herein, and in accordance with the terms of this request and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases' homepage by Internet at <https://www.ridop.ri.gov/>.

Responses will be evaluated based on the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, other than to name those offerors who have submitted proposals.

The bid sheet is broken down into both maintenance and emergency services by year to allow for price changes during the period of contract.

FY 19 represents time period 12/1/19 - 6/30/20

FY 20 represents time period 7/1/20 - 6/30/21

FY 20 represents time period 7/1/21 - 6/30/21

SCOPE OF WORK

Kitchen Appliance & Refrigeration Maintenance and Emergency Services Locations - Please see attached spreadsheet for current locations.

Preventative maintenance:

Maintenance to refrigeration equipment and kitchen and culinary equipment (gas, electric and steam) to be performed either annually or semi-annually. Additional or fewer preventative maintenance activities may be desired and funded depending upon the condition of equipment.

Provide a price to perform preventative maintenance on all refrigeration equipment contained within each facility. The unit price per building will include all labor, parts, and materials to accomplish the preventative maintenance activities on all equipment within that facility. Attachment A contains an



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inventory of all equipment within each facility. Attachment B contains the preventative maintenance activities to be performed on each type of equipment or as per the manufacturers recommended maintenance. Locations may be added or deleted at the discretion of the state

As the inventory of equipment changes within the facilities, new line item rates will be negotiated and determined. Preventative maintenance must be scheduled with the state agency representative at least one week prior to arrival. Responding technicians must check in with a State Agency representative prior to the start of work. Upon completion, all work orders are to be signed by the State Agency representative for time verification who initiated the work request. Service and repair orders to originate from said State Agency.

Emergency Service:

Provide material price proposal with any percentage off discount below manufacturer's list price for material and parts.

Provide 24 Hour, 7 days a week Emergency service and repairs

Service and repair orders to originate from requesting State Agency. Vendor must respond within 2 hours of notification

No Charges other than labor or parts

Requested rates are per hour on site

The State reserves the right to award this solicitation in whole, or by individual location, make multiple awards, accept or reject all bids or award in its best interest.

MPA 1% Admin. Fee:

Statewide Contract Administrative Fee-Notice: The Division of Purchases shall soon implement a new, state-of-the-art, eProcurement system which will streamline public procurement in Rhode Island. In conjunction with implementation of the eProcurement system the Division of Purchases anticipates that the "State Purchases Act", RI General Laws § 37-2-12 shall be amended to authorize the Chief Purchasing Officer to establish, charge and collect from State contractors listed on master price agreements a statewide contract administrative fee not to exceed one percent (1%) of the total value of the annual spend against a contract awarded to a state contractor. All statewide contract administrative fees collected shall be deposited into a restricted receipt account which shall be used for the purposes of implementing technology for the submission and processing of bids, online bidder registration, bid notification, and other costs related to State procurement. If/when the Division of Purchases receives statutory authority to assess a statewide contract administrative fee, it shall be applicable to any bidders who receive a purchase order relative to the within solicitation during the entire term of the MPA contract.

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

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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.

HOURLY RATE SPECIFICS

BIDDERS ARE ADVISED THE AWARD WILL BE BASED ON EITHER REGULAR, STRAIGHT-TIME HOURLY RATES OR A PERIODIC RATE SUCH AS 500 HOURS, MONTHLY OR ANNUALLY, DEPENDING ON THE SPECIFIC REQUIREMENTS OF A PARTICULAR BID. KEEP IN MIND THAT OVERTIME RATES, DISCOUNTS, AND OTHER MISCELLANEOUS PRICE-RELATED ITEMS ARE REQUIRED FOR INFORMATIONAL PURPOSES ONLY. OVERTIME RATE IS TO BE PAID IN ACCORDANCE WITH THE PROVISIONS OF THE RI DEPARTMENT OF LABOR AND TRAINING, EMPLOYER HANDBOOK. EMPLOYEES ARE TO BE COMPENSATED AT TIME AND ONE-HALF THE APPLICABLE PREVAILING WAGE RATE. OVERTIME RATES EXCEEDING ONE AND ONE HALF TIMES THE REGULAR HOURLY RATES FOR MONDAY THROUGH SATURDAY AND EXCEEDING TWO TIMES THE REGULAR RATE FOR SUNDAYS AND HOLIDAYS MAY BE GROUNDS FOR DISQUALIFICATION OF THE BID.

INSPECTION REQUIREMENTS

BIDDERS ARE RESPONSIBLE FOR INSPECTION OF EQUIPMENT AND/OR LOCATION, TAKING MEASUREMENTS* WHEN REQUIRED, AND MAKING THEMSELVES AWARE OF THE TOTAL REQUIREMENT BEFORE SUBMITTING A BID. *MEASUREMENTS PROVIDED WITH ANY BID ARE FOR REFERENCE PURPOSES AND ARE NOT GUARANTEED TO BE COMPLETELY ACCURATE.

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.

MBE PARTICIPATION

In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a "DisBE") in the performance of State procurements and projects. Any vendor issued a tentative award, shall submit an MBE plan utilizing the forms provided by Office of Diversity, Equity and Opportunity (ODEO) within 5 business days of the date of the tentative award notice.

Completed MBE forms are to be sent to Rhode Island Department of Administration, Office of Diversity, Equity and Opportunity (ODEO), Minority Business Enterprise Compliance Office at One Capitol Hill, 3rd

Floor, Providence, Rhode Island 02908. For further information and forms, contact Dorinda Keene at (401) 574-8670 or dorinda.keene@doa.ri.gov or visit the Office of Diversity, Equity and Opportunity website at <http://odeo.ri.gov/>.

MPA 1% ADMINISTRATIVE FEE

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.

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.