



# 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 : 08-MAY-20  
BID NUMBER: 7603811  
TITLE: HOUSEHOLD/DORMITORY FURNITURE-DOC  
  
BLANKET START : 01-JUL-20  
BLANKET END : 30-JUN-23  
BID CLOSING DATE AND TIME:08-JUN-2020 10:00:00

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DOA CONTROLLER  
ONE CAPITOL HILL, 4TH FLOOR  
SMITH ST  
PROVIDENCE, RI 02908  
US

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DOC CORRECTIONAL INDUSTRIES  
33 POWER ROAD  
CRANSTON, RI 02920  
US

**Requisition Number:**

Note to Bidders: BLANKET REQUIREMENTS: 7/1/2020-6/30/23 (WITH THE OPTION TO RENEW FOR (2) ADDITIONAL TWELVE (12) MONTH TERMS AT THE DISCRETION OF THE STATE OF RI. IT IS ANTICIPATED THAT DUE TO THE VARIOUS REQUIREMENTS OF THE STATE AGENCIES, MULTIPLE VENDORS WILL BE SELECTED TO RECEIVE CONTRACTS.

Line	Description	Quantity	Unit	Unit Price	Total
1	7/1/2020-6/30/23 SUPPLY AND DELIVERY OF ALL SERVICES AND MATERIALS FOR HOUSEHOLD/DORMITORY FURNITURE IN CONJUNCTION WITH THE RI CORRECTIONAL INDUSTRIES. LIST TOTAL OF CORE ITEMS FROM ATTACHED SHEET. AS PER ATTACHED SPECIFICATIONS.	1.00	Each		
2	NON CORE ITEMS DISCOUNT. % OFF LIST PRICE _____	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



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Providence, RI 02908-5855

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

**ADDITIONAL INFORMATION**  
**BID 78603811**  
**HOUSEHOLD/DORMITORY FURNITURE-DOC**  
**BID CLOSING DATE AND TIME**  
**6/8/2020 AT 10AM**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [doa.purquestions14@purchasing.ri.gov](mailto:doa.purquestions14@purchasing.ri.gov) no later than May 27, 2020 at 5pm. Please reference the RFQ number on all correspondence. Questions should be submitted in a Microsoft word attachment. Answers to questions received, if any, will be posted on the internet as an addendum to this solicitation ([www.ridop.ri.gov](http://www.ridop.ri.gov)). It is the responsibility of all interested parties to download this information.

Pricing should be submitted using Attachment A. Paper copy is required. A CD copy is also requested (but not required). The State does not accept another type electronic submittal (i.e. flash drives).

As of this bid posting the State is conducting bid openings as described below. This is a read only bid. Only the names of those submitting proposals will be announced. An addendum with instructions how to access the bid opening will be posted at a later date.

**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.



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**BACKGROUND:**

The mission of Rhode Island Correctional Industries is to maximize inmate employment in producing products that are at least equal in quality and price to what the private sector makes available to our authorized customers. As an arm of the correctional system, Correctional Industries teaches marketable skills and good work habits. Our goal is to occupy inmates productively, preparing them for successful re-integration into society's workforce.

**PURPOSE AND INTENT:**

The purpose and intent of this Request for quote is to establish multi-source, fixed term contracts for the supply and delivery of household and dormitory furniture, as well as all related services, necessary to maintain a customized furniture component manufacturing program for the exclusive use of RI Correctional Industries. RI Correctional Industries is in the business of selling this type of furniture to its customers, most especially state colleges and universities.

Contract period is for three (3) years beginning at the date of the award. The State of Rhode Island shall have the option of extending for up to two (2) additional one (1) year periods at the same terms and conditions as the initial contract, including price, except for approved price increases.

**PRODUCT AND GENERAL REQUIREMENTS/TERMS**

The initial product lines covered by this RFQ can include, but not be limited to, any or all of the following items:

Household /Dormitory furniture and accessories for:

- a. bedroom, dining room, living room
- b. kitchen, recreation room, patio
- c. chests/night stands, wardrobes
- d. loft bed systems, beds, desks, chairs



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**GENERAL REQUIREMENTS AND TERMS:**

Guarantees/Extended Guarantees/Warranties

The successful bidders shall provide manufacturer's normal warranty but shall guarantee all items against manufacturing defects for a period of at least one (1) year from date of end customer's acceptance. Should defect occur, the successful bidder will repair or replace item(s) at no charge to the State. Such repair or replacement shall be guaranteed for a subsequent year. Warranties covering a longer period of time are to be listed in the pricing section of the bid.

Delivery

The successful bidders shall furnish a delivery schedule for each type of furniture as to time required for delivery after receipt of order. Delivery of all products shall be 45 days after order or sooner. R.I. Correctional Industries must be notified by phone at least forty-eight hours prior to delivery so that necessary arrangements can be made. Only certain delivery hours are available for different levels of secure correctional warehouses. Non-compliance with delivery hours may result in delivery delays.

Packing & Shipping

Packing for shipment shall be provided to adequately protect the product and insure safe shipment to its destination.

Shipping cases shall be marked to show the name of the supplier, R.I. Correctional Industries' shipping address, Industries' shop order number, and Industries' purchase order number.

Goods damaged in transit to R.I. Correctional Industries or to an end user via drop-shipment will be returned to the shipper for credit at the shipper's expense.



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Quality Control

The successful bidders shall at no additional cost supply Correctional Industries control documents and in-house training to Industries' staff and inmates on the quality control procedures that will be required to produce and install both the subassemblies and finished products.

Sales and Marketing Support

Sales and marketing training shall be on an ongoing basis and will be provided by the successful bidders at no additional cost to Correctional Industries.

Product Samples - The successful bidders will provide Correctional Industries with free product samples as requested to be utilized as a showroom for Sales and Marketing staff.

Training

The successful bidders at no additional cost to Correctional Industries will be required to submit training outlines and estimated time required to adequately train all Correctional Industries' staff. All training and support will be supplied on an ongoing basis due to inmate and staff turnover.

Quantities

R.I. Correctional Industries reserves the right to order any quantity necessary to meet the requirements of R.I. Correctional Industries' customer orders. No guarantee is made by R.I. Correctional Industries to purchase any amount of product from any bidder as a result of any price agreement offered by the bidder and approved by the State.

For bidding purposes, it is estimated that the total amount of volume to be generated as a result of the proposal shall be \$250,000.00 annually for R.I. Correctional Industries. The State will not be bound by any maximum or minimum quantities.



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Payments

Payment of invoices will occur only after goods have been received and there is proof of delivery, obtained either directly from the RI Correctional Industries Warehouse or the vendor in cases where a copy of the delivery slip(s) was not given to the Warehouse.

The State of RI operates on a net 30 payment schedule; therefore all payments will follow that timeline.

**GENERAL PROPOSAL: PRICE LISTS & PRODUCT LITERATURE**

Pricing

Bidders must provide price list for each manufacturer's product line bid. The price list shall include unit list price by component and sub-assembly for each product, number of components for each product, product identification code for each finished and component part, and a part by part componentry list showing factory number for each part and identifying multiple stages of completion and average assembly hours for each product.

All prices quoted are net prices for component parts, completed sub-assemblies, or finished and/or unfinished parts, including all hardware and fasteners for complete assembly and installation by inmate workers within the State of Rhode Island. Prices shall be FOB delivered with all charges paid by the vendor.

Prices shall be firm for the first (1) year. At least sixty (60) days prior to the end of year one, successful bidders must apply in writing to the Division of Purchases for price adjustments for the period covering year two. The same sixty (60) day written notice must be given by successful bidder's price adjustments for the third year and the optional two one year extensions of this contract.

Successful bidders will be notified by the Rhode Island Division of Purchases when the State of Rhode Island will exercise its option to extend the contract.



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Type of Furniture

Bidders shall specify on price lists whether products are new or used/refurbished. New furniture must be current production, not discontinued items.

Discounts

Discount structure document must be provided. Discounts are to be applied against the price list submitted with the proposal. All bidders must specify in writing that the prices quoted R.I. Correctional Industries are the absolute lowest prices for the same product being offered to similar customers.

Manufacturer's Published Descriptive Literature

Bidders shall provide latest manufacturer's descriptive specification literature for each manufacturer's product line. This also includes:

- List of standard finishes and/or colors for each item included in the bid.
- Swatch book of standard fabric available for each item of seating.
- Samples of various grades of foam for upholstered seating.

In the event items are added to the accepted manufacturer's lines during the life of the contract, said additions will be made available to the State at the same discounts offered on the original bid proposal. All lines must be submitted in writing to the Division of Purchasing for approval, with a copy of the new catalog and price list.

**IT IS PREFERABLE THAT ALL THE INFORMATION REQUESTED ABOVE BE SUBMITTED WITH THE BID ON A CD DISC. UNFORTUNATELY, OUR IT DEPARTMENT WILL NOT ACCEPT ANY OTHER FORM OF ELECTRONIC SUBMITTAL AT THIS TIME.**



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Responses should be mailed or hand-delivered in a sealed envelope marked "RFQ#7603811" with the title and bid closing date and time, to:

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

Responses should include the following:

1. A completed and signed three-page R.I.V.I.P generated bidder certification cover sheet -- downloaded from the RI Division of Purchases Internet home page at: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
2. A completed and signed W-9 downloaded from the RI Division of Purchases Internet home page at: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
3. Letter of Release - Attach a letter of release by an authorized official of the furniture manufacturer(s) to allow R.I. Correctional Industries the right to assemble, finish, install, market, and sell the proposed product under R.I. Correctional Industries' name without restrictions, royalties or licensing fees.
4. Attachment A Core Items Cost Proposal (in paper as well as on a CD)
5. All literature requested by Correctional Industries on a CD (preferably).

In addition, all vendors should register (if they have not already) with OSP (Ocean State Procures) as we move to an electronic bidding process. Below is the link to register:

<https://www.ridop.ri.gov/osp/osp-vendor-registration.php>

Electronic bidding will not be available for this RFQ.



**Contract Terms and Conditions**

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**Terms and Conditions**

**BID STANDARD TERMS AND CONDITIONS**

**TERMS AND CONDITIONS FOR THIS BID**

**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**

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**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](http://WWW.PURCHASING.RI.GOV)

**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.

**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.

**DELIVERY PER AGENCY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.