



# Request for Quote

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

CREATION DATE : 28-MAY-20  
BID NUMBER: 7603811,1  
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

BUYER: Cadoret, David  
PHONE #: 401-574-8131

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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.

Amendment Description: THIS ADDENDUM ANSWERS QUESTIONS SENT IN ON LINE.  
THIS ADDENDUM POSTS INSTRUCTIONS HOW TO ACCESS THE BID OPENING THROUGH ZOOM

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



State of Rhode Island  
Department of Administration / Division of Purchases  
One Capitol Hill, Providence, Rhode Island 02908-5855  
Tel: (401) 574-8100 Fax: (401) 574-8387

## ADDENDUM #1

RFQ #7603811

TITLE: HOUSEHOLD/DORMITORY FURNITURE-DOC

SUBMISSION DEADLINE: 6/8/2020

This addendum answers questions sent in on-line.

This addendum posts instructions on how to access the bid opening.

1) In reference to the "Pricing" section highlighted below of the RFP we have a question.

*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.*

a. We will be able to do this for some of our product lines included in our pricing, but some products including certain tables, chairs, beds, dressers are sold as field assembly or finished goods. Are we still able to include these products in the bid with a side note? Or do we have to only include products we can price by component?

A. Price both. Component kit and fully assembled

2) In reference to the submitting of the proposal

a. *Is a CD the only form of submitting the proposal accepted at this time? Please let me know any other forms possible for sending if possible. (Example: email, zip file, thumb drive, paper mail)*

A. See below taken from the original bid posting.

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).

3) In response to delivery statement "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."

a. *Is 45 days the absolute longest lead time possible for all projects? If we have the inventory on hand then that isn't a problem, but if we don't then the lead time would typically be longer.*

Q. 45 days is the normal lead time but should never exceed 60.

## **BID OPENING ADDENDUM -COVID-19 EMERGENCY PROTOCOL**

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. 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.

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

Topic: 7603811

Time: Jun 8, 2020 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/97154074835?pwd=NEpLelI2Z3RNQzhCa0JybKxZdllodz09>

Meeting ID: 971 5407 4835

Password: 625730

One tap mobile

+13126266799,,97154074835#,,1#,625730# US (Chicago)

+16465588656,,97154074835#,,1#,625730# 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 (Germantown)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

833 548 0282 US Toll-free

877 853 5247 US Toll-free

888 788 0099 US Toll-free

833 548 0276 US Toll-free

Meeting ID: 971 5407 4835

Password: 625730

Find your local number: <https://zoom.us/u/acddwhUfZn>

David A. Cadoret  
Chief Buyer