



**Solicitation Information**  
January 26<sup>th</sup>, 2004.

RFP #: **B03355**

**TITLE: COMMERCIAL AND INDUSTRIAL EQUIPMENT AND SUPPLIES**

**Submission Deadline: Thursday, February 26th, 2004 at 2:00 PM EST**

PRE-BID/ PROPOSAL CONFERENCE: Yes

Date: Thursday, February 12th, 2004.

Time: 9:30 AM

Mandatory : No

Location: Department of Administration, Division of Purchases (2<sup>nd</sup> Floor), One Capitol Hill,  
Providence, RI

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) no later than 11:30 AM EST, Monday, February 9<sup>th</sup>, 2004. **Send questions in a Microsoft Word Attachment.**

Please reference RFP # B03355 on all correspondence. Any questions received 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

Jerome D. Moynihan, C.P.M, CPPO  
Administrator of Purchasing Systems

**Vendors must register on-line at the State Purchasing Website at: [www.purchasing.ri.gov](http://www.purchasing.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 AN RIVIP BIDDER CERTIFICATION COVER FORM**

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## I. OVERVIEW OF RFP PROCESS

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### A. STATEMENT OF PURPOSE

The State of Rhode Island would like to invite your company to respond to this Request For Proposal(s) (RFP) to supply the State's various departments, agencies and institutions of higher education with Commercial and Industrial Supplies and Equipment. For the purposes of the RFP, Commercial and Industrial Supplies and Equipment includes Electrical Supplies (which includes Lamps and Ballasts), Industrial Supplies, Plumbing Supplies, HVAC and Air Filters, and Paint.

In accordance with the State's General Terms and Conditions, this RFP is being initiated as part of a larger cost reduction initiative to fully leverage Rhode Island's spending and best purchasing practices to institute relationships with vendors that optimize quality, service and pricing to the State. This initiative should also result in more disciplined contract purchasing on the part of all Rhode Island departments, agencies, and institutions of higher education, with adherence to the vendors and products selected during the course of this process.

### B. PROPOSAL FORMAT

The Rhode Island Department of Administration (DOA), Division of Purchases, on behalf of all Rhode Island departments, agencies, and institutions of higher education, is soliciting proposals from qualified firms to provide Commercial and Industrial Equipment and Supplies under one or more Statewide Master Price Agreement(s), as described elsewhere herein, and in accordance with the terms of this RFP and the State's General Conditions of Purchase, which are available on the internet at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). This is a Request for Proposal(s) (RFP), not an Invitation for Bid. In addition to price, responses will be evaluated on the basis of the relative merits of the proposal. There will be no public opening and reading of responses received pursuant to this RFP, other than to name those Bidders who have submitted proposals.

### C. RFP DEFINITIONS

Whenever the following terms are used in this document, the definitions below should be used for interpretation:

**C.1 "THE STATE" or "Rhode Island":** The State of Rhode Island and Providence Plantations, and all associated departments, agencies and institutions of higher education unless otherwise explicitly listed as included or excluded. The issuing agency, the Department of Administration (DOA), will administer the contract on behalf of all contract users in the State.

**C.2 "BIDDER":** Any individual, company, or corporation formally submitting a proposal for the products or services being requested, acting directly or through a duly authorized representative.

**C.3 "CONTRACT":** Any written agreement between a Bidder and the State for the purchase of a product or service, including any Master Price Agreement (MPA) issued at the conclusion of this RFP process.

**C.4 “CONTRACTOR”:** Any individual, company, or corporation that has been awarded a contract by the State of Rhode Island following this RFP process.

**C.5 “CONTRACT USERS”:** All State departments, agencies, institutions of higher education, other designated public bodies, and other entities (e.g. municipalities and school districts) authorized to utilize State of Rhode Island MPA contract pricing.

**C.6 “PROPOSAL”:** The complete response of a Bidder submitted on the approved forms offering prices and service levels for performing the work or supplying the material or equipment described in the specifications set forth herein.

**C.7 “SKU”:** A Stock Keeping Unit is a specific product item that has a unique identification number associated with it for inventory purposes.

**C.8 “CONTRACT LIST”:** A specific and restricted set of frequently purchased SKUs that Rhode Island, in conjunction with the Contractor, has established as a Rhode Island Contract User Catalog. Items purchased from the “CONTRACT LIST” may also be referred to as “On-Catalog Purchases”.

**C.9 “OFF-CONTRACT ITEMS”:** All non-“Contract List” items that are available for purchase from the Contractor, but are not on a Rhode Island Contract User Catalog. “OFF CONTRACT ITEMS” may also be referred to as “Off-Catalog Purchases”.

## **D. SCOPE OF PROPOSAL**

This Request For Proposal(s) (RFP) includes expenditures for the following elements of Commercial and Industrial Equipment and Supplies: electrical supplies, industrial supplies, plumbing supplies, HVAC and air filters, and paint.

In the past, annual Rhode Island spending in Commercial and Industrial Equipment and Supplies has been approximately \$1.5 million. Spending by other Rhode Island entities, such as municipalities and quasi-agencies that will purchase from this contract will add an estimated \$850 thousand in annual spending.

While this RFP does not constitute any commitment on the part of Rhode Island to purchase the same annual volume of goods and services in the future, this should be considered a good guideline for future Rhode Island spending when preparing a response to this RFP.

**Please note that Rhode Island is inviting Bidders in this RFP to bid either on all products included in this RFP, or to focus bidding on those specific subcategories of products (i.e. electrical supplies, industrial supplies, etc.) that are the core offering of that Bidder’s business.**

## **E. PROCESS FOR EVALUATING PROPOSALS**

Please read through all sections of this RFP carefully and provide the information as requested. Details for preparing your proposal are provided in “**Section II Instructions for responding to this proposal**”. Your proposal should provide your most aggressive pricing under the assumption that

your company may receive a substantial portion of the State of Rhode Island’s business. The overall criteria that will be used to evaluate your proposal are as follows:

**E.1 Evaluation Criteria:** The State will commission a Category Evaluation Team composed of Rhode Island purchasing officials and, where applicable, a selection of key category end-users from across Rhode Island government bodies that will review and score all proposals using the following criteria:

Element	Weighting (out of 100 points)
Pricing for Products (Section C, D, and E of the Cost Proposal)	55 points
Incentives, Discounts and Rebates (Section F of the Cost Proposal)	10 points
Ordering, Compliance Management, and Reporting Capabilities	10 points
Capability to Meet Other Rhode Island Service Level Requests as Articulated in the <b>Section III, Technical Proposal</b>	25 points

These evaluation criteria will be used to evaluate proposals for either all or a portion of the subcategories of purchased goods and services included in this RFP.

If determined in writing by the Chief Purchasing Officer that it is in the best interest of the State, this Request for Proposal(s) may be cancelled or all submitted Bidder proposals may be rejected (Rhode Island Purchasing Law 37-2-23).

**E.2 Selection:** The Category Evaluation Team will present written findings, including the results of all evaluations and negotiations, to the Chief Purchasing Agent, or his designee, who will make the final selection for this requirement.

Notwithstanding the above, in accordance with the State’s General Terms and Conditions the State reserves the right to accept or reject any proposal, to award on the basis of cost alone, to conduct additional negotiations and to act in the best interest of taxpayers and end users.

**E.3 Award:** This RFP will result in one or more statewide Master Price Agreements (MPAs) for the purchase of Commercial and Industrial Equipment and Supplies either for the period of time designated in this RFP or established as the result of final negotiations with one or more successful Bidders.

One or more contract(s) comprising (a) statewide MPA(s) will be issued incorporating all agreed contract pricing, terms and conditions.

## F. ADDENDUMS AND UPDATES TO THIS RFP

Any additional information pertaining to this RFP or changes in the timeline may be posted on an as-needed basis. It is the responsibility of the Bidder to regularly review the **RIVIP website**, [www.purchasing.ri.gov](http://www.purchasing.ri.gov), to check for any additional postings.

**It is strongly suggested that the vendor mark this RFP on the RIVIP Vendor Watchlist for ease of monitoring critical information and amendments. Assistance in using this RIVIP feature can be obtained by reviewing the on-line tutorials available under the Vendor Center Section or by contacting the RIVIP Help Desk at (401) 222-2142 ext 134.**

## G. SUBMITTING QUESTIONS

To assure that Bidders can submit the best offers, a question and answer period has been scheduled to provide Bidders with the opportunity to obtain clarification or additional necessary information about the RFP content and process.

All questions about this RFP must be submitted in writing via e-mail as a Microsoft Word attachment at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us). All questions should reference, where applicable, a specific section of the RFP by its numerical reference and its associated page number.

Questions will be answered in writing publicly as an addendum to the RFP. Both the questions and the answers will be included in the addendum.

## H. TERMS AND CONDITIONS GOVERNING RESPONSES TO THIS RFP

**H.1 Completeness and Adherence to RFP Instructions:** Potential Bidders are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to offer a complete submission as described elsewhere herein may result in rejection of the proposal and disqualification of the Bidder from further participation.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this proposal are welcome and are specifically requested in sections of this RFP. However, these are not requested as a substitute to the requirements set forth in this RFP but as an optional addition to a Bidder's proposal to Rhode Island. With the exception of where specifically invited to do so, proposals that depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.

**H.2 Deadline, Format, and Location of Proposal Submission:** Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and will not be considered. Proposals FAXED to the Division of Purchases WILL NOT BE CONSIDERED.

**H.3 Incurred Expenses:** The State of Rhode Island is not responsible for expenses incurred by the Bidder to develop and submit a Proposal. Any costs incurred from site visits for discussions or negotiations are also entirely the responsibility of the Bidder, unless otherwise specified herein.

**H.4 Ownership and Syndication of Proposals:** Bidders are advised that all materials submitted in response to this RFP will be considered public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for public inspection immediately upon request, once an award has been made.

**H.5 Duration and Availability of Pricing:** Proposals are considered to be irrevocable for a period of not less than one hundred and twenty (120) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

**H.6 Joint Ventures:** Joint ventures will be considered with the understanding that only one contractor will assume responsibility for all aspects of the work. The joint venture should be clearly indicated in the Bidder's proposal, and complete details of the activities, procedures, financial responsibilities, and other related items should be clearly disclosed within the proposal.

**H.7 Supersede Agreement:** If Rhode Island accepts a Bidder's proposal and enters into a contract, the selected Bidder will hereby agree to offer Rhode Island the option to terminate, with thirty (30) days notice and without penalty, all or a portion of any active contracts between the Bidder and Rhode Island. The option to terminate other active contracts with thirty (30) days notice shall be at the sole discretion of Rhode Island.

**H.8 Statement of Non-Commitment:** This RFP is not a commitment to contract with any party.

**H.9 Statement of Non-Exclusivity:** Pursuant to the State's right to issue multiple awards, no contract arising from this RFP shall have an exclusivity clause.

**H.10 Termination Clause:** Any contract arising from this RFP process may contain the stipulation that the contract may be terminated at the discretion of the State with sixty (60) days written notice.

**H.11 Availability of Funds:** This RFP process is expected to result in one or more multi-year contracts. 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.

**H.12 Ability to Contract with Rhode Island:** Any contract issued as a result of this RFP shall incorporate the provisions of this RFP, the RIVIP-generated Cover Sheet and the offer submitted by the Bidder (as negotiated). In addition, in accordance with Rhode Island General Law 37-2-13(e), the State's Purchasing Rules and Regulations, including the State's General Terms and Conditions, are "incorporated by operation of law in all state contracts" (available on RIVIP under General Information, Rules and Regulations). Any special terms or conditions which would prevent a Bidder from entering into a contract with the State must be identified as such and must be submitted with the proposal.

**H.13 Governing Law of Any Contract Arising from this RFP:** The laws of the State of Rhode Island shall govern all questions relating to the execution, nature, obligation, instruction,

validity and performance of this RFP and any contract arising from this agreement. The Rhode Island Superior Court shall have sole jurisdiction to interpret and enforce the terms of this contract and any dispute regarding the same.

**H.14 Misrepresentation:** In the event that a Bidder intentionally and falsely represents any information provided by that Bidder to the State, the State has the right to disqualify that Bidder's proposal. In the event it is determined that a Contractor intentionally and falsely represented any information provided to the State either during proposal, award, negotiation or contracting process, the State has the right to terminate the contract without prior notice and the contractor shall be liable for all expenses incurred by the State for such termination or any action against the State, any of its Departments, officers, agents and/or employees by another individual resulting from the misrepresentation.

**H.15 Indemnification:** The successful Bidder agrees to indemnify and hold harmless and defend the State and its Departments, officers, agents and/or employees from and against, without limitation, any and all liabilities, claims, damages, penalties, forfeitures, suits, sanctions, settlements and judgments, including, without limitation all reasonable investigative fees, costs of defense, cost of suit and reasonable attorney's fees which the State, its Departments and/or their officers, agents and/or employees may hereinafter incur, become responsible for or pay out as a result of a settlement, judgment, order, award or otherwise arising out of death or personal injury to any person, destruction or damage to any property and/or any violation of governmental laws, regulations, orders or to the extent caused by the successful Bidder's negligence or the successful Bidder's failure to perform its obligations in accordance with the terms of the contract and/or the successful Bidder's approved proposal. The successful Bidder will provide to the State prompt written notice of such claims, information and reasonable assistance, and sole authority, at the successful Bidder's sole cost and expense to defend or settle any of the above types of claims made against the State, its Departments, their officers, agents and/or employees relating to the successful proposal or to the performance of the same.

**H.16 Non-Assignment:** The services to be performed by the contractor shall not be assigned, sublet or transferred except as expressly allowed by the contract, without prior written approval of the Chief Purchasing Officer or his/her designee, nor shall the contractor assign any monies due under any contract entered into with the State pursuant to these specifications, without prior written approval by the Chief Purchasing Officer or his/her designee.

## **II. INSTRUCTIONS FOR RESPONDING TO THIS PROPOSAL**

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### **A. INTRODUCTION AND OVERVIEW**

To be considered a fully completed response to this RFP, all offers must include the following in the proposal:

- 1) Procedural Forms**
- 2) Executive Summary**
- 3) Technical Proposal**
- 4) Cost Proposal**
- 5) A CD-R containing electronic files of the documents submitted for items 2-4**

The requirements of each of these are explained in much greater detail in the following sections.

### **B. VENDOR ONLINE REGISTRATION**

Prior to submitting response to this response to this RFP, Bidders must register online at the State Purchasing website; instructions can be found at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

### **C. PROCEDURAL FORMS REQUIRED FOR PROPOSALS**

The following forms are required as part of a response to this RFP:

**C.1 RIVIP Generated Bidder Certification Form:** This form is automatically downloaded with the RFP document posted on the Division of Purchases website [www.purchasing.ri.gov](http://www.purchasing.ri.gov). Call 401-222-2142, ext. 134 if RIVIP technical assistance is needed. Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

**C.2 W-9 Taxpayer ID Form:** A copy of this form is downloadable from the Division of Purchases website [www.purchasing.ri.gov](http://www.purchasing.ri.gov). Bidder should call 401-222-2142, ext. 134 if RIVIP technical assistance is needed. Offers received without the entire completed W-9 form may result in disqualification.

**C.3 Non-Collusion Statement:** Bidders must certify that their proposals are made without collusion or fraud and that they have not offered or received any inducements in connection with their proposal, and that they have not conferred regarding this with any public employee having official responsibility for this procurement. A copy of the Non-Collusion Statement can be found in Section V of this RFP and should be signed and submitted with the proposal. Offers received without the entire completed Non-Collusion Statement attached may result in disqualification.

## D. EXECUTIVE SUMMARY

The executive summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of a Bidder's technical approach and ability to meet the State's requirements (see Sections III and IV for additional details). Please submit the name of your company's primary contacts for this RFP and their contact information in this executive summary.

## E. TECHNICAL PROPOSAL

The purpose of the Technical Proposal, at a high level, is the following:

- 1) To provide a Bidder with a set of Rhode Island service level requirements for Commercial and Industrial Equipment and Supplies, and allow a Bidder to indicate which of these service levels the Bidder can meet, which it can exceed, and which it would require proposing an alternative for, and what that alternative would be.
- 2) To provide a Bidder with a set of critical questions or requests for information necessary for Rhode Island to assess a Bidder's competitive capability to effectively serve the State. *These questions/requests are indicated in italics to differentiate them from Rhode Island service level requirements.*

The specific service levels and questions included in the technical proposal are included in "**Section III: Technical Proposal Requirements**" of this RFP.

Please provide responses to all of the questions within the Technical Proposal. Responses to each component of the Technical Proposal (A.1-A.25) should be answered. Responses should clearly reference the question being addressed by indicating the specific question number and question title being answered (example "A.6 Contract List Maintenance" or "A.9 Site Delivery").

Submission of incomplete responses may result in a proposal being considered non-responsive. Please do not deviate from the structure established by this RFP. Additional information that the Bidder believes would be useful in the evaluation process must be submitted as separate, clearly labeled attachments.

## F. COST PROPOSAL

The Cost Proposal provides the framework for a Bidder to submit proposed pricing for those products and services included in this RFP. The cost proposal provides the following:

- 1) Additional terms and conditions of any contract resulting from this RFP that may impact price (in addition to those service level requirements articulated in the Technical Proposal).
- 2) Pricing Grids containing a contract list of SKUs that has been established by Rhode Island based on its historic purchasing activity which a Bidder can use to propose pricing. There are separate pricing grids for: (1) Electrical Supplies, (2) Industrial

Supplies, (3) Plumbing Supplies, (4) HVAC and Air Filters, and (5) Paint. (See **Section IV.A: C.1-C.5** for examples of what supplies constitute each sub-category).

- 3) Pricing Grids that provide a Bidder with the opportunity to propose substitute products for those SKUs that Rhode Island has submitted on its contract list.
- 4) A Pricing Grid to request a percentage discount off of list pricing for off-contract products.
- 5) A Pricing Grid for additional incentives, discounts and rebates.

To simplify and standardize responses and to expedite evaluation and contract award, an Excel workbook entitled “RFP#B03355\_Cost\_Proposal.xls” and containing Cost Proposal Bid Forms has been provided for Bidders to use in submitting responses to all aspects of the Cost Proposal. Each component of the Cost Proposal has a separate worksheet in this Excel workbook that reiterates the specific service level or question, and provides a pre-formatted space/field for an offer or answer to be data-entered. Additional samples and examples may be requested in specific instances as addendums to a Bidder’s response. Each Excel worksheet has been formatted to print to facilitate the compilation of the hard copy submission requirements (see “**Section II.H: Submitting Completed Proposals to Rhode Island**”).

Do not change the text, data, formatting or structure of these electronic Excel workbooks.

Submission of incomplete responses may result in a proposal being considered non-responsive. Please do not deviate from the structure established by this RFP. Additional information that the Bidder believes would be useful in the evaluation process must be submitted as separate, clearly labeled attachments.

Specific detailed directions on how to complete the Cost Proposal can be found in “**Section IV: Cost Proposal Requirements**” of this RFP.

**Please note that Rhode Island is inviting Bidders in this RFP either to bid on all products included in this RFP, or to focus bidding on those specific subcategories of products (i.e. electrical supplies, industrial supplies, etc.) that are the core offering of a Bidder’s business.**

## **G. OBTAINING ELECTRONIC BID FORMS**

Use of the Electronic Bid Forms provided by the State for submission of offers for RFP # B03355 is mandatory. Electronic Bid Forms will be provided to Bidders in Excel 97 format. It is a Bidder’s responsibility to assure that such Bidder has the technical capability to obtain and utilize all Bid documentation in the form and manner set forth in this RFP.

All forms will be transmitted by email to Bidders in a single Zip file. To obtain a copy of the RFP Response Zip file, a Bidder must send an email to [eresponse@purchasing.state.ri.us](mailto:eresponse@purchasing.state.ri.us) using “RFPB03355” as the “Subject.” The Bid number used in the subject field must be entered exactly. (NOTE: The only alpha character in the Bid number is the “B.” Do not use an “O” instead of a zero.) The Bid Forms zip file will automatically be emailed to the requesting email address. If

assistance is required, Bidder may contact the RIVIP Help Desk at (401) 222-2142 x 134 or by email at [helpdesk@purchasing.state.ri.us](mailto:helpdesk@purchasing.state.ri.us).

If necessary, an electronic copy of the RFP Response Zip file can be obtained at the Department of Administration, Division of Purchases (2<sup>nd</sup> Floor), One Capitol Hill, Providence, RI.

Bid responses must include the correctly completed Electronic Bid Forms on a CD-R. It is the responsibility of Bidder to assure that all of the required Electronic Bid Form files are contained on the submitted CD, and that they are uncorrupted, readable and usable by State of Rhode Island purchasing officials.

## H. SUBMITTING COMPLETED PROPOSALS TO RHODE ISLAND

Participating Bidders will need to submit a completed proposal in the following format:

- Ten (10) hard-copy print-outs (1 original marked “Original” and 9 copies) of the complete set of responses to this proposal, including:
  - Procedural forms with an original signature in ink
  - Response to the Technical Proposal
  - Response to the Cost Proposal
  - Any sample reporting or other sample material
- A single CD-ROM containing an electronic copy of the Technical Proposal and Cost Proposal responses
- Provide proposals in sealed envelopes or cartons with the Bidder’s name and address and the RFP number and date and time of opening on the outside of the envelope/container.
- The original copy should have ‘Original’ designated on the sealed envelope or carton.
- Electronic copies of the Technical Proposal and Cost Proposal should be:
  - Provided on CD labeled with the RFP # B03355, the content of the CD (i.e. Technical and/or Cost Proposal), and the name of the Bidder (Company Name).
  - Technical Proposal
    - Named: “RFP#B03355\_Technical\_Proposal\_<BidderName>”
    - Respond in electronic format using either Microsoft Word, Microsoft Excel, Wordperfect or PDF
  - Cost Proposal
    - Named: “RFP#B03355\_Cost\_Proposal\_<BidderName>”
    - Respond using the Excel workbook provided

**Electronic and Hard Copies of Proposals Must Be Identical:** For the Cost and Technical Proposals of this RFP, the electronic copy provided on a CD must match exactly the hard copy provided. If there is a difference, the hard copy proposal will be considered the binding one.

**Proposals must be received on or before the deadline listed on Page 1, or the latest addendum to this RFP which may supersede the dates listed:**

**By Courier:**

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

**By Mail:**

R.I. Department of Administration  
Division of Purchases  
P.O. Box 6528  
Providence, RI 02940-6528

**NOTE:**

- **Proposals received after the above-referenced due date and time will not be considered.**
- **Proposals 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. The official time clock for this RFP is located in the reception area of the Division of Purchases, Second Floor, One Capitol Hill, Providence, Rhode Island.**
- **Proposals faxed to the Division of Purchases will not be considered.**

### III. TECHNICAL PROPOSAL REQUIREMENTS

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Below is a list of service level requirements for any contract related to purchasing Commercial and Industrial Equipment and Supplies, as well as questions that pertain to the State of Rhode Island's criteria for selecting a vendor. Please provide responses to all of the questions below. Responses to each component of the Technical Proposal (A.1-A.25) should be answered to indicate which service levels the Bidder can meet, which it can exceed, which service level would require an alternative proposal, and what that alternative would be. Responses should clearly reference the question being addressed by indicating the specific question number and question title being answered (example "A.6 Contract List Maintenance" or "A.9 Site Delivery").

The Bidder should also provide concise but comprehensive responses to any questions or requests for further information in each section.

**A.1 Custom Catalog Generation:** Rhode Island may require that the Contractor create and distribute (a) custom catalog(s) and price list(s) containing all Contract List items (see **Section I.C.8** for definition). The catalogs are to be printed, warehoused, and distributed by the Contractor to the State of Rhode Island at no additional cost to the State of Rhode Island and its agencies, institutions and public bodies. The catalog's contents are to be grouped by primary product lines (e.g., lamps, ballasts, etc.) and must contain detailed policies, procedures, and instructions for order placement. Mid-cycle inserts may be required to notify end-users of product additions or deletions. *Please indicate your company's ability to meet this requirement and note how often they will be printed and distributed to the agencies.*

**A.2 Order Placement:** Contractor should maintain a live, twenty-four (24) hour local or toll-free telephone access number for all Contract Users to respond to questions. Contractor should also maintain a local or toll-free facsimile number for all orders to be placed via fax. All contact information including access numbers, should be included in the Catalog and preferably be available to all Contract Users online. Prior to an award, successful Bidders will be required to identify/establish one or more local or toll-free access numbers allowing free calls from all State office locations. *Please indicate your company's ability to meet these requirements, including detailed information on typical procedures for placing and verifying orders.*

**A.3 Online Ordering:** Rhode Island is considering requiring and implementing a Contractor-managed online ordering system. *Please provide a comprehensive review of your company's online ordering capabilities, specifically a description of your capabilities in the following areas:*

- *Customized Rhode Island specific web page*
- *Ability to review product availability and purchase Contract List items*
- *Ability to review product availability and purchase Off Contract items*
- *Full product descriptions, list prices, RI price, and units of measure for all items*
- *Individual contract user ids and logins*
- *24 hour access to orders*
- *Compliance controls (including restricted access of Contract Users to a limited set of items and/or end-user supervisory approvals)*

**A.4 Compliance Management:** State of Rhode Island Contract Users are required to purchase only On Contract products and services, unless authorized otherwise. Rhode Island expects any

selected Contractor(s) to be able to actively support compliance with this requirement. *Please provide details how your ordering systems help to manage compliance. Please provide information for orders placed via facsimile and online. Please note how your systems allow and authorize approved compliance exceptions.*

**A.5 Product Availability:** Contractor must agree that there will be no cancellation of products used without an equal and acceptable replacement approved by the designated State of Rhode Island representative during the term of the agreement. Contractors must communicate manufacturer's discontinuation of any products to the contract officer in writing within five (5) business days. In such instances, Contractors must work with the Division of Purchases Official(s) to identify and implement alternative options that shall maintain or reduce costs associated with replacement SKU's. Contractors will be prepared to offer detailed quarterly reports, if requested by the State, displaying removed SKU's off of contract list and suggested replacements. Contractors shall offer suggested replacements of discontinued products at least 30 days prior to discontinuation, including replacement part number, description, list price, applicable discount, and final price. *Please indicate your company's ability to meet this requirement.*

**A.6 Contract List Maintenance:** Contractor must agree to an annual evaluation of the Contract List and the State's top spend items. Contractor and the State will revise the items on the Contract List to replace discontinued SKUs and to rebalance the list through additions and deletions, ensuring that the items that accounted for the largest spend in the prior twelve (12) months are included on the Contract List. Recommended additions and deletions will be reviewed with Purchasing and revisions to the Contract List may follow, if agreed to by the Chief Purchasing Agent. *Please indicate your company's ability to meet this requirement and describe typical contract list maintenance procedures for similar clients.*

**A.7 Fill-Rate Requirements:** Contractor should maintain a fill rate of 98% for contracted Contract List items. The selected contractor(s) should also maintain a 95% fill rate on the Full Line catalog. (Fill rate is defined as the total number of requisition lines filled/divided by the number of lines requested over a given period. The difference, therefore, would be items on back-order). *Please indicate your company's ability to meet this requirement, and include historic fill rates for contract lists and full line catalogs.*

**A.8 Response Times to Orders:** Contractor shall have the ability to fill and deliver orders for Commercial and Industrial Supplies and Equipment on-site within one (1) day of order placement by Contract Users, either via the internet or fax based on an order submitted by 5:00 p.m. the prior day. Exact delivery requirements will be specified at time of order. *Please indicate your company's ability to meet these requirements, and include typical response time to orders (by product subcategory, if applicable).*

**A.9 Site Delivery:** Contractor or assignee should make delivery of each order to an inside location (e.g. warehouse, desktop, etc.) as directed by the ordering customer. Contractor must comply with parking and delivery requirements (times, locations, permits, etc.) of the ordering customer. Vendor will obtain "ship to" information from each participating customer. *Please indicate your company's ability to provide this on a regular basis for across the State of Rhode Island geography. Indicate if delivery is provided directly by your company's resources, or if*

*third party vendors are used. If a third party vendor(s) is used, submit a signed certification by the third party as to the ability to meet these requirements.*

**A.10 Shipping:** A packing label must be on each box and should include the following items, visible on the outside of the box:

- Vendor order number
- Rhode Island personnel customer contact person
- Ordering customer's name and unit (department, agency, division, etc.)
- Delivery address (with floor and room number, where appropriate)
- Telephone number
- Rhode Island purchase order number

A packing slip must also be included with each shipment, and should include at least the following information in no particular order:

- Rhode Island purchase order number
- Line item description(s)
- Product item number(s)
- Quantity ordered
- Quantity included in shipment
- Status of back order items
- Unit Price
- Number of parcels
- All information contained on the packing label

*Please indicate your company's ability to provide this level of shipping detail for all orders, and any other information you provide as a standard.*

**A.11 Returns:** Any materials delivered in poor condition, in excess of the amount authorized by the ordering customer or not ordered by the ordering customer may, at the discretion of the ordering customer, be returned to the Contractor's warehouse at the Contractor's expense within 30 days. Credit for returned goods should be made within two (2) business days once contractor receives returned goods. A returned goods authorization procedure shall be agreed to prior to award. *Please indicate your company's ability to meet these requirements.*

**A.12 Customer Service:** Contractor should provide a single, local point of contact (and a backup) to handle questions and resolve problems that arise. At least one Customer Service Representative should be available during Contractor's operating hours. All service representatives should have on-line access to information to provide immediate response to inquiries concerning the status of orders (shipped or pending), delivery information, back-order information, Statewide contract pricing, contracted product offerings/exclusions, billing questions or issues, contract compliance requirements, and general product information. Representatives should be available by phone, fax, or email (local or toll free number preferred). *Please provide a description of your customer service capability, and its ability to meet these requirements.*

**A.13 Quality Assurance Guarantees:** Contractor shall guarantee its products to be free from defects in materials and workmanship, given normal use and care, over the period of the

manufacturers' warranties. The terms of this contract shall supersede any language to the contrary on purchase orders, invoices or other documents provided by the contractor(s), manufacturer(s) or other sources. The Contractor(s) shall agree to repair and/or replace immediately without charge (including freight both ways) to Contract Users, any product or part thereof, which proves to be defective or fails within the warranty period as specified. *Please indicate your company's ability to meet this requirement. Please provide additional information regarding your current quality assurance program, if applicable.*

**A.14 Test Samples:** When requested, contractors will be required to supply sample products in sufficient quantities for testing purposes when requested. Samples should be provided within four (4) days of request by Contract Users. *Please indicate your company's ability to meet this requirement.*

**A.15 Reporting Requirements:** Contractors are required to provide quarterly and annual reporting on Rhode Island spending. Reporting is due within ten (10) working days after the close of the respective billing period.

Reporting must be provided in an electronic spreadsheet or database format (such as Microsoft Excel).

Usage Reporting should capture the following detail for each order placed:

- Date of order
- Name of Ordering Department / Agency / Institution
- Delivery Address Information
- Line-Item Classification/Description
- Line-Item Manufacturer ID
- Line-Item Contractor ID
- On-Contract or Off-Contract Designation Indicated
- Items Sorted by On-Contract and Off-Contract Designation
- Unit List Price
- Unit Rhode Island Price
- Quantity Purchased
- Total spend per line-item per order
- Contains Mercury (YES/NO)

Contractor will also provide Service Reporting on a quarterly and annual basis that captures the following detail:

- Fill-Rate Accuracy
- Average Order Time
- Customer Satisfaction

In addition to these standard reports, the Contract is required to provide, at no additional cost to Rhode Island, supplemental reports related to Rhode Island spending on an as-needed basis. *Please indicate your company's ability to provide this level of reporting detail, and any other information you provide as a standard. Please provide any sample reporting as a separate exhibit.*

**A.16 Non-Performance Guarantees:** Rhode Island is interested in contracting with companies that can offer a credible means to sustain their performance in providing products and high service levels. *Please provide an overview of any non-performance guarantee that you would propose providing to Rhode Island.*

**A.17 Additional Proposals for Total Cost of Ownership and Other Non-Pricing Related Cost Reductions During Term of Contract:** The State is seeking to establish long-term relationships with its contractors and expects contractors to recommend ways of managing the total cost of ownership in this category of purchases to reduce costs for both Rhode Island and the Contractor. *Please provide Rhode Island with any proposals for additional value creation in this category that you would recommend instituting if awarded the contract. Please include your method for quantifying results, the timeframe for achieving results, and your best estimate of the impact on Rhode Island if implemented.*

**A.18 Rhode Island Account Management:** *Please provide an overview of the management and customer relationship team that will be responsible for managing the Rhode Island relationship in the event of being awarded Rhode Island's business. Please provide titles, contact information, and prior account management experience for accounts of Rhode Island's size and type.*

**A.19 Experience Serving State Governments:** *Please provide a description of your company's experience in serving the state government sector.*

**A.20 New Contract Implementation:** Any new Contractor(s) selected will be required to implement meeting the State's requirements for Commercial and Industrial Equipment and Supplies rapidly. *Please provide a description of how your company would implement a new relationship in terms of either a new vendor relationship, or, in the event of an incumbent, new pricing, products and service levels. Feel free to include a workplan and timeline for this type of implementation in a separate attachment. Please include a discussion of how your company educates end-users on purchasing through your company's systems.*

**A.21 Company Information:** *Using the worksheet provided for this section of the Technical Proposal, please provide the requested detail on company size, financial performance and history.*

**A.22 Customer References:** *Using the worksheet provided for this section of the technical proposal, please provide three customer references, with a focus on government customers if possible.*

**A.23 Minority Business Enterprises:** As a progressive, socially responsible government organization, Rhode Island has an established and on-going commitment to providing equal opportunity to Minority Business Enterprises (MBEs) to contract as vendors for Rhode Island's purchased goods and services.

A Minority Business Enterprise is defined by the State of Rhode Island General Laws § 37-14.1-3(f) as: "Minority business enterprise" or "MBE" means a small business concern, as defined pursuant to § 3 of the Federal Small Business Act, 15 U.S.C. § 632, and implementing regulations, which is owned and controlled by one or more minorities or women."

All MBE vendors must be certified by the State Minority Business Office. For further information about Rhode Island's requirements to qualify as a MBE, please contact the MBE Officer at (401) 222-6253.

The State also requests the Bidder to indicate the approximate percentage of spending with MBE businesses within the most recent 12-month period for which data is available.

*Please indicate if your company is a Minority Business Enterprise. Please provide a description of your company's capability to track spending on products and services purchased from your company related to MBE on behalf of customers such as Rhode Island. Please complete this section regarding MBE in its entirety, even if the Bidder is not a Minority Business Enterprise.*

**A.24 Products Containing Mercury:** All products provided to the state of Rhode Island through this contract must be mercury-free unless there is no technically acceptable alternative for a mercury-containing device (see **Section V.A** for further explanation). Contractor(s) shall, upon the purchase of any item known to contain mercury, advise Contract Users that mercury items must be disposed of properly, and include relevant information on appropriate state contracts for the collection and recycling of mercury items. Additionally, Contractor(s) should provide a list of products containing mercury which will be excluded from sale due to the availability of equivalent mercury-free products. Contractor(s) shall ensure these products are not provided to Contract Users. *Please include a plan on how your company intends to meet these requirements.*

**A.25 Additional Information:** *Please use this form as an opportunity to provide any additional information that you would like Rhode Island to review in evaluating your company's proposal.*

## IV. COST PROPOSAL REQUIREMENTS

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### A. TERMS AND CONDITIONS GOVERNING PRICING

In addition to the service level requirements indicated in Section III, the following terms and conditions should apply to all pricing provided, and will be the basis under which any pricing proposed is assumed to be valid when selecting a Bidder and generating a contract resulting from this RFP process:

- **A.1 Term of Pricing:** The Contract List prices will remain fixed for the life of the contract, with the exception of the annual review of items being proposed as replacements for discontinued items on the Contract List.

**A.2 Pricing will Reflect the DELIVERED Price:** All items will be priced inclusive of any packaging, shipping and delivery charges. Size of order and/or delivery location will have no impact on pricing. Standard delivery and shipping requirements are outlined in **Section III.A.8-9** of this RFP.

**A.3 Taxes:** All pricing proposed will be exclusive of any taxes charged to Rhode Island. Sales to the State of Rhode Island are exempt from State sales tax. State sales and use tax certificates of exemption will be issued upon request. Deliveries pursuant to this contract will be free of Federal excise and transportation tax charges. Contractor is subject to all Federal, State and Local taxes, as applicable.

**A.4 Term of Contract:** It is the intention of the State to establish (a) contract(s) with an initial term of three (3) years, with options for two (2) additional annual extensions. A longer contract duration will be considered (see Pricing Grid F.1), but all unit pricing should be based upon a three (3) year contract term.

**A.5 Additional Charges:** Service fees or additional costs not covered in this RFP will not be invoiced to Contract Users during the term of this agreement.

**A.6 No Return Fee for Errors:** There will be no return fees for inaccuracies or other errors on the part of the contractor or the State.

**A.7 Rush Charges Due to Errors:** Any Contractor's error (e.g., stock-outs, etc.) resulting in a rush delivery requirement will not incur additional rush charges.

### B. GENERAL INSTRUCTIONS ON PRICING GRIDS

This section provides detail on how a Bidder should respond to the Cost Proposal requirements of this RFP. Rhode Island has provided an Excel workbook RFP#B03355\_Cost\_Proposal.xls for use in providing all required pricing in response to this RFP.

Please provide responses to this request by filling out only the cells shaded in yellow.

These pricing grids have been pre-formatted to provide information either in dollars, rounded to the nearest cent, or percentages. Bidders should not try to change either the formatting or structure of this pricing grid, as this could result in an incorrect analysis of the bid and disqualification of the Bidder.

Enter numbers on each grid as a “number” (i.e. two-place decimal), and not a “currency” or other format unless otherwise stated. That is, omit dollar signs, commas, and any other non-essential symbols. For example, \$7.90 should be entered as 7.90, and 10% should be entered as 0.1.

Enter “n/a” to indicate not available or “0” if there is no charge. Cells left blank will be interpreted as “no offer”.

Please provide your company name in the “Bidder Name” section on every pricing grid

**Please note that Rhode Island is inviting Bidders in this RFP to either bid on all products included in this RFP, or to focus bidding on those specific subcategories of products (i.e. electrical supplies, plumbing supplies, etc.) that are the core offering of a Bidder’s business.**

The following pricing grids are provided within this workbook for a Bidder to complete:

### **C. CONTRACT LIST PRICING PROPOSAL**

Rhode Island has established a list of 209 Commercial and Industrial Equipment and Supplies related SKU’s based on its historic requirements. While Rhode Island may ultimately elect to consolidate this list, for the moment it should be considered the ‘market basket’ of items in this category that constitute the vast majority of purchases from any contract that arises from this RFP.

Bidders are required to bid on the exact item specified, wherever possible. However, Rhode Island recognizes that not every Bidder carries every manufacturer, and that certain items can become discontinued. Where an exact match is not possible, Bidders should provide an alternative proposal that most closely matches the specifications of the historic Rhode Island SKU, ideally from the same manufacturer. Where an item specified on the existing list contains mercury, Bidders are asked to specify an alternative, mercury-free product which is the functional equivalent of the product previously specified. Bidders are asked to bid products for the Contract List in the same quantity per unit as is defined by the State, wherever possible (i.e. do not bid 20-pack of batteries where Rhode Island currently purchases 4-packs).

As a reminder, Commercial and Industrial Equipment and Supplies has been broken down into the following Sub-Categories: Electrical Supplies, Industrial Supplies, Plumbing Supplies, HVAC & Air Filters, and Paint. The following explains which supplies constitute each sub-category:

- **Electrical Supplies** – Pricing Grid C.1: Includes batteries, lighting components, lamps, ballasts, fuses, motors, and other electrical supplies
- **Industrial Supplies** – Pricing Grid C.2: Includes hand tools, power tools, material handling supplies, storage supplies, hinges, fasteners, communications equipment (radios), and other industrial supplies

- **Plumbing Supplies** – Pricing Grid C.3: Includes pumps, compressors, pipes, valves, fittings, drinking fountain supplies, and other plumbing supplies
- **HVAC and Air Filters** – Pricing Grid C.4: Includes air conditioners, dehumidifiers, fans, vents, and others HVAC and air filters supplies
- **Paint** – Pricing Grid C.5: Includes paint, stain, varnish, primer, sealant and paint remover

**Pricing Grid C.1 – Pricing Grid C.5 – Electrical Supplies, Industrial Supplies, Plumbing Supplies, HVAC and Air Filters, and Paint Contract Lists**

Rhode Island has provided the following fields of information in this pricing grid for Bidders to use in completing this bid:

- Line Number (for tracking purposes)
- Manufacturer Name
- Manufacturer SKU Number
- Product Description
- Unit of Measure (UOM)
- Estimated Annual Order Quantity (this may not be exact due to the consolidation of spend on several different products into this one standard)

All dimensions for air filters shown on offer sheet are in inches unless specified otherwise.

Rhode Island is requesting the following information from Bidders in submitting proposed pricing:

- Manufacturer Name
- Manufacturer SKU Number
- Bidder Product ID (if Bidder uses Manufacturer SKU Number, please replicate that entry in this field as well)
- Unit of Measure (UOM)
- Item Quantity per UOM
- Product Description
- Contains Mercury (YES/NO) – This column is in all cost proposal grids with the exception of paint
- Unit List Price
- Unit Offer Price to Rhode Island
- Exact match (YES/NO) – “YES” if the product offered is an exact match of manufacturer and SKU number provided, or “NO” if an alternative product is proposed

**D. SUBSTITUTE ITEM PRICING PROPOSAL**

For each of the items included for bid in Rhode Island’s Contract List on Commercial and Industrial Equipment and Supplies, Bidders are invited to propose a **lower cost substitute** item that the

Bidder, with its expertise in this category, believes to be an item that meets the minimum Rhode Island requirement. Please only propose substitutes for those line items that you think have reasonable, lower-cost alternatives of comparable quality. Products that contain mercury will not be considered acceptable substitutes for mercury-free products.

**Pricing Grids D.1 – D.5 – Substitute Lists for Electrical Supplies, Industrial Supplies, Plumbing Supplies, HVAC and Air Filters, and Paint**

Rhode Island has provided the following fields of information in this pricing grid for Bidders to use in completing this bid:

- Line Number (for tracking purposes)
- Manufacturer Name
- Manufacturer SKU Number
- Product Description
- Unit of Measure (UOM)
- Estimated Annual Order Quantity (this may not be exact due to the consolidation of spend on several different products into this one standard)

Rhode Island is requesting the following information from Bidders in submitting proposed pricing:

- Manufacturer Name
- Manufacturer SKU Number
- Bidder Product ID (if Bidder uses Manufacturer SKU Number, please replicate that entry in this field as well)
- Unit of Measure (UOM)
- Item Quantity per UOM
- Product Description
- Contains Mercury (YES/NO) – This column is in all cost proposal grids with the exception of paint
- Unit List Price
- Unit Offer Price to Rhode Island

**E. OFF-CONTRACT LIST PRICING PROPOSAL**

In addition to the pricing proposed on items included in the Contract Lists (see Section IV.B), Rhode Island is also seeking a blanket pricing mechanism to cover all remaining off-contract list items in a Bidder's catalog that may be ordered from time to time.

As such, Rhode Island is requesting Bidders to provide (for Commercial and Industrial Equipment and Supplies):

- A percentage discount off of list to cover off-contract items specific to a Manufacturer's or Vendors catalog and price column used for list price

- A copy of the Bidder's latest catalog with list prices for its entire selection of products and/or a website with complete list price information on all items.
- A list of product categories that a Bidder is proposing to exclude from this blanket percentage off of list with an explanation of why. For these excluded categories, please provide an alternative price.

#### F. INCENTIVES, DISCOUNTS AND REBATES:

Rhode Island recognizes the potential to realize additional savings by partnering with the Contractors who work with the State to offer additional contract incentives that benefit both parties. This section asks Bidders to propose additional incentives to the State and its Contract Users.

Rhode Island requests that the Bidder propose rebates and discounts that will be extended to the State based on the following criteria:

- **Multi Year Contract Award:** Propose an additional percentage discount on pricing if Rhode Island were to agree to a four (4) or five (5) year contract.
- **Payment Terms:** Propose an additional percentage discount on pricing to be extended to each monthly invoice that is paid within a time period shorter than the standard net 30 days, or via Electronic Funds Transfer (EFT).
- **Electronic Ordering:** Propose an additional percentage discount off orders placed via the Bidder's ordering website.
- **Volume Rebate:** Propose a year-end rebate to Rhode Island if annual sales from Contract Users reach or exceed Contractor specified spending targets.
- **Average Order Size:** Indicate what annual rebate the Bidder can offer if Rhode Island's average order size reaches the specified minimum levels each year.

This pricing grid has been pre-formatted to provide information in percentages, rounded to the second decimal place. Do not try to change either the formatting or structure of this pricing grid, as this could result in an incorrect analysis of the bid and disqualification of the Bidder.

Enter numbers on each grid as a "percentage" (i.e. rounded to two decimal places), and not a "currency" or other format unless otherwise stated. That is, omit dollar signs, commas, and any other non-essential symbols.

Enter "n/a" to indicate not available. Cells left blank will be interpreted as "no offer".

## V. COMMERCIAL AND INDUSTRIAL EQUIPMENT AND SUPPLIES SPECIFICATIONS

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### A. MERCURY

In accordance with the Rhode Island Mercury Reduction and Education Act (Rhode Island General Law Chapter 23-24.9), the goal of which is the virtual elimination of both the use and the release of mercury, the State has determined that any contract resulting from this RFP must meet the following requirements:

- Contractor(s) must not sell thermometers, thermostats, or manometers containing mercury unless no mercury-free device meets the needs of the purchasing agency.
- Contractor(s) must not sell gas appliances with standing pilot lights that contain mercury unless the purchasing department indicates at the time of the order that it does not have an electrical source near the intended location of the appliance.
- Contractor(s) must, upon the purchase of any item known to contain mercury, advise purchasers that mercury items must be disposed of properly, and include relevant information on appropriate state contracts for the collection and recycling of mercury items.
- Contractor(s) must agree to work with the State at any time during the contract term to otherwise limit or eliminate the sale of mercury-containing products or other toxic products based on mutual agreement between the State and the Contractor.
- Contractor(s), in their reports to the State, must identify all products sold through this contract known to contain mercury as well as other information as required by the State.
- It is desirable that Bidders notify manufacturers and suppliers of Rhode Islands' mercury elimination goal, request that manufacturers and suppliers identify all mercury-containing products sold by the Bidder, and work with manufacturers and suppliers to develop nonmercury alternative products.

### B. ELECTRICAL SUPPLIES

Where applicable, electric supplies shall be Underwriter's Laboratory (U.L.) or equivalently listed meeting U.L. standards.

#### 1. Lamps - Incandescent, Fluorescent, Energy Compact Fluorescent, Halogen, Low Mercury, and Other Specialty Lamps

##### Material and Workmanship:

Lamps shall be General Electric, Philips, or Sylvania manufactured only. Exceptions will be considered only for Other Specialty Lamps. Material used in the manufacturing of lamps, starters and fuses shall meet or exceed all current Federal Specifications,

including latest supplements. Lamps not specifically listed in the applicable specifications shall be subject to inspection, and approval or disapproval by the Rhode Island Division of Purchases or its authorized representative.

## **2. All Ballasts**

### **Material and Workmanship**

This specification covers ballasts which have open-circuit voltages of 2000 volts or less and are intended to operate at a frequency of 60 Hertz. The ballasts are for Hot Cathode fluorescent lamps including pre-heat start, rapid start, rapid start or instant start, and cold cathode fluorescent lamps. The ballasts are intended for use in room ambient temperatures of 50 to 105 degrees F.

Fluorescent lamp ballasts shall conform to A.N.S.I. C82.1 (Specifications for Fluorescent Lamp Ballasts) and to A.N.S.I./ U.L. 935 (Fluorescent Lamp Ballast, Standards for Safety), and shall be listed as Class "P". In accordance with these requirements:

- a. Ballasts shall be totally enclosed by a non-combustible, moisture-resistant material with the exception of reactor type ballasts designed for use within the enclosure of other equipment . These may be of the open core and coil type.
- b. Ballasts shall have thermal protection, either automatic resetting or non-resetting.
- c. Ballasts shall be U.L. or equivalently listed and shall carry a label to that effect.
- d. C.B.M. certification by E.T.L. shall apply to all ballasts where available.
- e. Ballasts leads shall be color-coded.
- f. Ballasts shall be marked in conformance with the requirements of U.L. 935 [including latest issue(s)].

## **3. Electronic Ballasts**

### **Material and Workmanship:**

Ballasts are to be high frequency, electronic type, operating lamps at a frequency of 20KHZ or higher with no detectable flicker, and shall provide consistent light output throughout the cycle. They will have a high power factor of 90% or more. Those that operate as a parallel circuit will allow remaining lamp(s) to maintain full output if companion lamp(s) fail. They shall not be affected by lamp failure and shall yield normal lamp life. All ballasts will be backed by the manufacturers complete warranty.

- a. Ballasts shall be listed meeting U.L. standards and shall carry a label to that effect.

- b. Ballasts shall meet FCC & NEMA requirements governing electromagnetic and radio frequency interference.
- c. Ballasts shall meet all applicable state and federal efficiency standards including the National Energy Conservation Amendment (NAECA) of 1988 and the Energy Policy Conservation Act (EPCA) of 1977, where applicable.
- d. Ballasts shall comply with all applicable ANSI and IEEE standards regarding harmonic distortion and surge protection.
- e. Ballasts shall operate at an input frequency of 60 HZ and an input voltage of 90 to 145 (120V models) or 200 to 320 (277V models).
- f. Lamp current crest factor shall not exceed 1.6.
- g. Ballasts will be Class P thermally protected. This includes both automatic resetting and non-resetting.

#### **4. Electronic Compact Fluorescent Ballasts**

##### **Material and Workmanship:**

Electronic Compact Fluorescent Ballasts shall meet all applicable specifications as stated above (for All Ballasts and Electronic Ballasts), and the following:

- a. Compliance with all plenum and construction code requirements.
- b. End of lamp-life shutdown circuit with auto-reset that meets ANSI/NEMA requirements.

#### **5. Magnetic Compact Fluorescent Ballasts**

##### **Material and Workmanship:**

Magnetic Compact Fluorescent Ballasts shall meet all applicable specifications as stated above (for All Ballasts), and power ranging from 5 – 40 Watts (10 – 38 Watts for 2D lamps)

### **C. AIR FILTERS**

#### **1. General Specifications**

Filter media shall be produced from a blend of cotton and polyester fibers. The media fibers shall be treated with a fire retardant additive. The pleated media shall be formed by an expanded metal grid of rust resistant galvanized steel laminated to the air leaving side of the media with no less than 14.0 pleats per linear foot. The frame shall be made from two mating pieces of die cut beverage board which forms a double wall around the entire

perimeter of the filter. The entire inside surface of both pieces of the frame shall be coated with adhesive to bond with the media pack to prevent air bypass. Air flow arrow and size of filter with approved UL Standard 900 Class-2 rating shall be labeled on side of filter frame. Filters shall comply with section 7.4 of ARI-Standard 850-93. Additionally:

- a. 1" thick filters must have an initial resistance of .20" W.G. at 300 F.P.M.
- b. 2" thick filters must have an initial resistance of .14" W.G. at 300 F.P.M.

## **2. General Filter Performance**

Initial resistance shall not exceed .30" W.G. Average dust spot efficiency shall not be less than 25%. Final resistance shall not exceed 1.0" W.G. Average arrestance efficiency shall not be less than 92%. Dust holding capacity shall not be less than 140 grams at 1.0" W.G. Filters shall be suitable for use in systems with face velocity from 300 to 625 F.P.M.

## **3. Air Filters, Panel Type, Medium Efficiency**

Filters shall be pleated media and shall meet U.L. Standard 900 for Class 2 air filters. Operating temperature limits for air filters is 200 degrees F. Pleated filters shall have a minimum MERV of 6 when tested in accordance with ASHRAE 52.2. Initial resistance at 600 F.P.M. shall not exceed 0.35" W.G. Filter shall be capable of maintaining structural integrity at a resistance of 1.5" W.G. at maximum rated airflow. Air filters may be installed with pleats in either the horizontal or vertical position, and width and height dimensions are interchangeable. Filters shall be suitable for use in systems with face velocity from 300 to 600 F.P.M. Filters shall be enclosed in a frame that is cut from heavy-duty water resistant beverage board or equivalent material. This unit shall include diagonal support members, and all inside surfaces shall be bonded to the filter media to insure proper pleat spacing, retention, and eliminate air by-pass.

When assembled, the two mating sections of the frame shall overlap to provide a double thick wall on all four sides. The filter media shall be supported on the discharge side with a metal grid. This grid shall be bonded over its entire surface area of the radial pleat to ensure maximum air-flow and dust loading characteristics throughout the life of the filter. The frame, metal grid and filter media shall form a rugged and durable filter unit that shall not rack or warp under normal conditions. Filters shall have gross media area and number of pleats equivalent to the referenced brands. Filters shall be of the overall level of quality equivalent to Far 30/30 or Tri-Dim Tripleat ES40ME.

## **4. Box Type Air Filters High Efficiency**

Filter shall be constructed of a 28 gauge galvanized metal frame formed into a box in a manner that ensures squareness and prevents racking. The media shall be lofted fiberglass with an expanded metal grid that shall be bonded to the air exit side for forming of pleats and media support. Filter pleat spacing shall be reinforced with non-organic separators. The filter pack shall be sealed on all four sides with adhesive to prevent air by-pass. Filters shall be capable of continuous operation to 250 degrees F. Filters shall be U.L. Class 2 and shall fit without modification or be adaptable to existing holding frames. Filter quality shall be of the overall level of quality equivalent to Tri-Dim Tri-Cell "R" or Farr Rigaflo. Filters shall have the following rating:

- a. Medium - MERV 13
- b. High - MERV 14 (90-95% efficiency)

Filters shall be color coded to easily differentiate each respective efficiency category. Filter performance data shown is based on ASHRAE 52.2 test method. Performance tolerances shall conform to ARI Standard. Box filters shall be available in two basic frame construction types, with and without headers. The header shall completely enclose the front outside edge of the filter. Headers shall be available in 3/4", or 1 1/8" inch depth. (header depth will be specified by agency on purchase order).

#### **5. Three Ply Ring Panel Filters**

Filters shall test according to ASHRAE 52.2 resulting in MERV 10. Filters shall be constructed of three distinct layers of 100% polyester depth-loading media heat sealed around a 9.5 or heavier galvanized wire ring with cross braces. The first two layers of media shall be manufactured of different denier fibers as one media to ensure depth loading (laminates of individual media are not acceptable). Downstream media shall be "rando" weave to ensure strength when stretched in any direction. Downstream side of filter shall be clearly marked to indicate air-exiting side. A selvage edge shall be incorporated around the entire perimeter of the filter to ensure gasketing into the holding apparatus. Filter shall meet U.L. Standard 900 with Class 2 rating. Filters shall be of overall quality equivalent of Tri-Dim Tri-Dek Panel Filters.

#### **6. Scrim Fiberglass**

Fiberglass scrim shall be type ECG150 glass yarn for the main strand and EC75 for the cross lap strands. Scrim weight is approximately 2 grams per square foot with 2 to 4 strands per square in each direction. The scrim shall be assembled with a vinyl-backed or equivalent type adhesive. The finished product shall be able to withstand an approximate tensile load of 10 lbs. per inch in the primary direction and 20 lbs. per inch in the cross-lap direction. Scrim shall be laminated to filter media with latex or equivalent resin to prevent fiber distortion.

#### **7. Bag Filters**

Bag filter shall be the high efficiency type and shall be tested in accordance with ASHRAE 52.2 resulting in MERV rating of between 13 and 16. Filter media shall be constructed of fiberglass with scrim backing or synthetic media. Media shall be formed into individual pockets by sewing the edges and properly sealing all needle penetration. The pockets shall be stitched and sealed to form tapered channels to ensure proper airflow and uniform loading through the depth of the pocket. The throat of each pocket shall be firmly bonded to a pocket hoop to ensure proper opening and ensure proper airflow into the finished filter. The pocket hoops shall have double bend construction to ensure safety and rigidity. Each pocket hoop shall be enclosed in a corrosion resistant header of steel or aluminum and mechanically fastened to adjacent pocket with a minimum of five staples. Filter shall meet U.L. Standard 900 with a Class 2 rating.

All sizes shall be based on the performance of an eight pocket, 30-inch deep bag filter. Filter sizes and frame type shall be as listed on the quote sheets.

## **8. Roll Filters**

Roll filters shall be low efficiency replacement media for roll type filters, and shall have 2" nominal thickness. Media shall have average efficiency of MERV 10 when tested in accordance with ASHRAE Standard 52.2, and shall be selected for a rated face velocity of 500 FPM. Filter shall be a graded density glass fiber material and shall have an adhesive coating. Filters shall be scrim cloth reinforced and shall be UL rated Class 2. All rolls shall be for use in either American Air Filter or Cambridge Roll Filter Equipment.

## **9. Two Ply Ring Panel Filters**

Two Ply Ring Panel Filters shall test according to ASHRAE 52.2 resulting in a MERV 6 minimum rating. Filters shall be constructed of 100% polyester depth-loading media, laminated design, heat sealed around a 9.5 gauge or internal galvanized wire ring with cross braces. Downstream media shall be "rando" weave to ensure strength when stretched in any direction. Downstream side of filter shall be clearly marked to indicate air-exiting side. A selvage edge shall be incorporated around the entire perimeter of the filter to ensure gasketing into the holding apparatus. Filter shall meet U.L. Standard 900 with a Class 2 rating. Filters shall be of overall quality equivalent to Tri-Dim Tri-Dek Panel Filters.

## **10. The ASHRAE Rigid Box Filter**

The filter shall be constructed of rigid cell sides of at least 28 gauge galvanized steel. Filter media shall be wet laid micro-glass fiberglass paper with a water repellant binder. Media shall be pleated using corrugated aluminum separators, with the edges rolled over to prevent damage to the form filter pack. The filter pack shall be sealed with an adhesive on all four sides to prevent air bypass. Assembled filter shall be structurally stable to prevent racking. Filters shall be of nominal size 24 x 24 x 12 in a single header or double-header configuration. Filters shall be 90-95% efficient, meeting ASHRAE 52.2 test resulting in a MERV 10 (low efficiency), 13 (medium efficiency) or 14 (high efficiency) or AAR Varicel.

Filters shall be capable of continuous operation up to 350 F. Filters shall be classified as U.L. Standard Class 1. Filters shall fit without modification or be adaptable to the existing holding frames.

## **11. Two Pocket, Three Ply Cube Type Filters**

Two Pocket, Three Ply Cube Type Filters shall test according to ASHRAE 52.2 resulting in MERV 10 minimum. Filters shall be constructed of three distinct layers of 100% polyester depth-loading media, heat sealed around a 9.5 or heavier galvanized wire ring and formed into a one or two pocket cube type filter. The first two layers of media shall be of different denier fibers formed into one media to ensure proper depth loading. Laminates of individual media are not acceptable. Downstream media shall be "rando" weave to ensure strength when stretched in any direction. Downstream side of filter shall be clearly marked to indicate air-exiting side. Filter shall friction fit into the holding apparatus. Filter shall meet

U.L. Standard 900 with a Class 2 rating. Filters shall be of overall quality equivalent to Tri-Dim Tri-Dek Cube Filters or American Air Filter Airpack 200.

## **12. HEPA Filter**

HEPA Filters must be D.O.P. tested and certified 99.99% efficient with a metal frame.

## **13. Unspecified Air Filter Manufacturer**

In the event that the air filter manufacturer is not specified in Worksheet B.9 or C.9, Bidder shall specify the manufacturer of the air filter. The offered filter shall meet above specifications and conform to the listed size and application.

- 14. Rating Verification:** *Offerors shall supply an independent laboratory test report verifying the MERV rating of any and all air filters in accordance with ASHRAE 52.2. This test shall be performed in a facility, acceptable to the State of Rhode Island, under the supervision of a licensed engineer and indicated by a professional seal on the test report.*

## **D. PAINT**

- 1. Hazardous Materials:** *Hazardous Material Safety Data Sheet is to be submitted by the successful Bidder after their receipt of the purchase order and before or with the first delivery. This sheet will be kept on file as a reference for future deliveries made under this contract. This sheet is mandated by R.I. State Law Chapter 28-21 Hazardous Substance Right-To-Know Act. Failure to comply with this request will result in loss of contract.*
- 2. Color Charts and Tinting:** *Vendor shall supply color charts, tint formula chart, and architectural coating book or product manual. Vendor must also supply and set up tint machine or re-adjust tint machine owned by state agencies for length of contract at no additional cost.*
- 3. Product Testing and Approval:** *Contractor(s) shall provide paint samples to the State for testing and approval prior to contract award.*

**TITLE:** Commercial and Industrial Equipment and Supplies  
**OPENING DATE:** Thursday, February 26th, 2004 at 2:00 PM (EST)

NON-COLLUSION STATEMENT

**This is to certify that the undersigned vendor(s) has neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal submitted this date to the Division of Support Services.**

It is agreed by the undersigned vendor(s) that the signed delivery of this proposal represents the vendor(s)'s acceptance of the terms and conditions of this request for proposal including all specifications and special provisions. Signature of the authorized representative **MUST** be of an individual who legally may enter his/her organization into a formal contract with the State of Rhode Island, Department of Administration.

COMPANY NAME \_\_\_\_\_

IS THIS COMPANY: (Please circle) CORPORATION PARTNERSHIP INDIVIDUAL

NAME OF AUTHORIZED REPRESENTATIVE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

FEDERAL E.I. NUMBER \_\_\_\_\_ RHODE ISLAND LICENSE NUMBER \_\_\_\_\_

Please circle one of the "Yes" or "No" responses below.

COMPANY CLASSIFICATIONS: CERT. NO.	<b>Women</b>	Yes	No	<b>Minority</b>	Yes	No	<b>Disadvantaged</b>	Yes	No
	<b>Business</b>			<b>Business</b>			<b>Business</b>		
	<b>Enterprise</b>			<b>Enterprise</b>			<b>Enterprise</b>		
	<b>(WBE)</b>			<b>(MBE)</b>			<b>(DBE)</b>		

[The above table is for information and statistical use only.]

**PURCHASE ORDERS SHOULD BE SENT TO:**

COMPANY NAME \_\_\_\_\_ CONTACT \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

**THIS PAGE MUST BE SIGNED, NOTARIZED AND RETURNED FOR YOUR BID TO BE CONSIDERED**

SWORN TO AND SUBSCRIBED BEFORE ME this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

Notary Public \_\_\_\_\_ My commission expires \_\_\_\_\_

City of \_\_\_\_\_ County of \_\_\_\_\_ State of \_\_\_\_\_

**State of Rhode Island RFP # B03355 - COST PROPOSAL**

**Commercial and Industrial Equipment and Supplies**

*Overview*

Pricing Grid	Content	Response Required
Pricing Grid C.1 - Electrical Supplies Contract List	Highest spend Electrical Supply items purchased by the State. Demonstration of anticipated demand by product. Bidder's opportunity to propose specific pricing for identified items, as well as to suggest alternates if (and only if) requested items are not available.	Yes
Pricing Grid C.2 - Industrial Supplies Contract List	Highest spend Industrial Supply items purchased by the State. Demonstration of anticipated demand by product. Bidder's opportunity to propose specific pricing for identified items, as well as to suggest alternates if (and only if) requested items are not available.	Yes
Pricing Grid C.3 - Plumbing Supplies Contract List	Highest spend Plumbing Supply items purchased by the State. Demonstration of anticipated demand by product. Bidder's opportunity to propose specific pricing for identified items, as well as to suggest alternates if (and only if) requested items are not available.	Yes
Pricing Grid C.4 - HVAC & Air Filters Contract List	Highest spend HVAC and Air Filter Supply items purchased by the State. Demonstration of anticipated demand by product. Bidder's opportunity to propose specific pricing for identified items, as well as to suggest alternates if (and only if) requested items are not available.	Yes
Pricing Grid C.5 - Paint Contract List	Highest spend Paint and related items purchased by the State. Demonstration of anticipated demand by product. Bidder's opportunity to propose specific pricing for identified items, as well as to suggest alternates if (and only if) requested items are not available.	Yes
Pricing Grid D.1 - Electrical Supplies Substitute List	Highest spend Electrical Supply items purchased by the State. Demonstration of anticipated demand by product. Bidder's opportunity to propose specific pricing on substitutions or consolidations.	Yes
Pricing Grid D.2 - Industrial Supplies Substitute List	Highest spend Industrial Supply items purchased by the State. Demonstration of anticipated demand by product. Bidder's opportunity to propose specific pricing on substitutions or consolidations.	Yes
Pricing Grid D.3 - Plumbing Supplies Substitute List	Highest spend Plumbing Supply items purchased by the State. Demonstration of anticipated demand by product. Bidder's opportunity to propose specific pricing on substitutions or consolidations.	Yes
Pricing Grid D.4 - HVAC & Air Filters Substitute List	Highest spend HVAC and Air Filter Supply items purchased by the State. Demonstration of anticipated demand by product. Bidder's opportunity to propose specific pricing on substitutions or consolidations.	Yes
Pricing Grid D.5 - Paint Substitute List	Highest spend Paint and related items purchased by the State. Demonstration of anticipated demand by product. Bidder's opportunity to propose specific pricing on substitutions or consolidations.	Yes
Pricing Grid E.1 - MRO Supplies Off-contract Items	Discount structure offer for items within Bidder's MRO Supplies product lines, but not identified in the Contract Lists.	Yes
Pricing Grid F.1 - Incentives, Discounts and Rebates	Overview of financial contract incentives in the form of pricing and non-pricing cost reductions Bidder can provide the State.	Yes















**State of Rhode Island RFP B03355**  
**Commercial and Industrial Equipment and Supplies**  
**Pricing Grid C.4 - HVAC & Air Filters Contract List**

**Bidder Name:**

- Instructions:  
 - Please fill out only cells shaded in yellow.  
 - For detailed, specific instructions on filling out this Pricing Grid, please refer to Section IV.C of the RFP document.

Rhode Island Contract List					Bidder Proposal									Exact Match	
Line #	Manufacturer Name	Manufacturer SKU Number	Product Description	Unit of Measure (UOM)	Estimated Annual Order Quantity	Manufacturer Name	Manufacturer SKU Number	Bidder Product ID	Unit of Measure (UOM)	Item Qty/UOM	Product Description	Contains Mercury? (YES/NO)	Unit List Price	Unit Offer Price	Specified Item (YES/NO)
1	DAYTON	1UM40	AIR CIRCULATOR, 24 IN	EA	12								\$ -	\$ -	
2	DAYTON	3F301	AIR CIRCULATOR, 30 IN	EA	16								\$ -	\$ -	
3	AIR HANDLER	189685242418	AIR FILTER, 24X24X18 IN	EA	80								\$ -	\$ -	
4	AIR HANDLER	20206P	AIR FILTER, 24X24X2	EA	240								\$ -	\$ -	
5	ENVIRONMENTAL FILTER CORP	MS/100	BAG TYPE FILTER, 24X24X30	EA	27								\$ -	\$ -	
6	DAYTON	3C947A	CEILING FAN GUARD	EA	16								\$ -	\$ -	
7	WHIRLPOOL	AD25BBL	DEHUMIDIFIER, 25 PINTS	EA	100								\$ -	\$ -	
8	WHIRLPOOL	AD50DSL	DEHUMIDIFIER, 50 PINTS	EA	192								\$ -	\$ -	
9	AIR KING	9018	FAN, 18 IN DIA	EA	48								\$ -	\$ -	
10	DAKOTA DESIGNS	6NP13	FAN, CEILING, 52 IN	EA	36								\$ -	\$ -	
11	DAYTON	4C855A	FAN, CEILING, 56 IN	EA	16								\$ -	\$ -	
12	DAYTON	7F667	FAN, ATTIC	EA	12								\$ -	\$ -	
13	VARIOUS		FILTER, 10X22X1	EA	120								\$ -	\$ -	
14	VARIOUS		FILTER, 16X22-1/4X1	EA	156								\$ -	\$ -	
15	VARIOUS		FILTER, 20X20X2	EA	132								\$ -	\$ -	
16	VARIOUS		FILTER, 20X25X1	EA	252								\$ -	\$ -	
17	VARIOUS		FILTER, 24X24X12	EA	144								\$ -	\$ -	
18	ENVIRONMENTAL FILTER CORP	30/30	FILTER, 24X24X4	EA	74								\$ -	\$ -	
19	AIR HANDLER	157242415	FILTER, CUBE, 24X24X15	EA	96								\$ -	\$ -	
20	AIR HANDLER	13216202	FILTER, PLEAT, 16X20X2	EA	1,152								\$ -	\$ -	
21	AIR HANDLER	13216252	FILTER, PLEAT, 16X25X2	EA	816								\$ -	\$ -	
22	AIR HANDLER	13016252	FILTER, PLEAT, 16X25X2	EA	5,000								\$ -	\$ -	
23	AIR HANDLER	13220252	FILTER, PLEAT, 20X25X2	EA	1,300								\$ -	\$ -	
24	AIR HANDLER	13224244	FILTER, PLEAT, 24X24X4	EA	480								\$ -	\$ -	
25	SPIRAX-SARCO	FT-15	STEAM TRAP	EA	40								\$ -	\$ -	
26	SPIRAX-SARCO	TD-52	STEAM TRAP	EA	12								\$ -	\$ -	
27	DAYTON	3A436	VALVE, SOLENOID, 3/4 IN	EA	40								\$ -	\$ -	
28	HONEYWELL	T104F1512	VALVE, THERMOSTATIC	EA	96								\$ -	\$ -	
29	HONEYWELL	V110E1104	VALVE, THERMOSTATIC	EA	56								\$ -	\$ -	
30	DAYTON	7A563	VENTILATOR, ROOF, 18.25	EA	3								\$ -	\$ -	
31	FRIGIDAIRE	FAC085M7A	WINDOW ROOM A/C	EA	44								\$ -	\$ -	
32	FRIGIDAIRE	FAC102M1A	WINDOW ROOM A/C	EA	32								\$ -	\$ -	
33	FRIGIDAIRE	FAS225M2A	WINDOW ROOM A/C	EA	52								\$ -	\$ -	
34	FRIGIDAIRE	FAS155M1A	WINDOW ROOM A/C	EA	15								\$ -	\$ -	

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**State of Rhode Island RFP B03355**  
**Commercial and Industrial Equipment and Supplies**  
**Pricing Grid C.5 - Paint Contract List**

**Bidder Name:**

Instructions:  
 - Please fill out only cells shaded in yellow.  
 - For detailed, specific instructions on filling out this Pricing Grid, please refer to Section IV.C of the RFP document.

Rhode Island Contract List					
Line #	Manufacturer Name	Manufacturer SKU Number	Product Description	Unit of Measure (UOM)	Estimated Annual Order Quantity
1	DEVOE DEVFLEX QD	4208-0100	ACRYLIC ENAMEL, GLOSS	GAL	220
2	DEVOE DEVFLEX QD	4208-0500	ACRYLIC ENAMEL, GLOSS - ACCENT TINT BASE	GAL	50
3	DEVOE DEVFLEX QD	4208-0400	ACRYLIC ENAMEL, GLOSS - DEEP TINT BASE	GAL	90
4	DEVOE DEVFLEX QD	4206-0100	ACRYLIC ENAMEL, SEMI-GLOSS	GAL	110
5	AXCEL	290	BLUE TRAFFIC PAINT FAST DRY	5 GAL	15
6	DULUX	1403	EGGSHELL/STAIN ENAMEL (ACRYLIC) PREMIUM	GAL	350
7	DULUX	3018	FLOOR N DECK (LATEX)	GAL	48
8	CROWN	80-00514	LACQUER THINNER	GAL	24
9	DULUX	2200	LATEX BASE	GAL	96
10	DULUX	1201	LATEX FLAT WALL PREMIUM	GAL	180

Bidder Proposal								Exact Match
Manufacturer Name	Manufacturer SKU Number	Bidder Product ID	Unit of Measure (UOM)	Item Qty/UOM	Product Description	Unit List Price	Unit Offer Price	Specified Item (YES/NO)
<p><b>SAMPLE COPY ONLY. Please send an email to <a href="mailto:eresponse@purchasing.state.ri.us">eresponse@purchasing.state.ri.us</a> with "RFPB03355" in the "Subject" header of the email to obtain an MS Excel version of this grid to complete the cost proposal component of this RFP. Proposals submitted with only hard copies and without completed electronic versions will not be accepted.</b></p>						\$ -	\$ -	















**State of Rhode Island RFP B03355**  
**Commercial and Industrial Equipment and Supplies**  
**E.1 - Off-contract Items**

*In addition to the favorable pricing received on items included in the Contract Lists, the State seeks aggressive pricing for the full line of Commercial and Industrial Equipment and Supplies sold by its vendors. By answering the questions in these sections, the Bidders are asked to explain the discount structure their companies will offer the State on items not included on the Contract.*

**Instructions:**

**- Please fill out only cells shaded in yellow.**

**- For detailed, specific instructions on filling out this Pricing Grid, please refer to Section IV.E of the RFP document.**

**Electrical Supplies**

Line #	Manufacturer	Manufacturer Catalog	Price Column Used	% Discount
1	3M			
2	ALLEN BRADLEY			
3	ALLIED TUBE AND CONDUIT			
4	ALP LTG & CEILING PRODUCTS			
5	ARLINGTON INDUSTRIES			
6	ARROW HART			
7	AVAYA COMMUNICATIONS			
8	BELDEN			
9	BICC GENERAL CABLE IND.			
10	BRINKMAN			
11	BROOKS ELECTRONICS			
12	BUSSMANN			
13	CANDELA			
14	CARLON			
15	CAROL			
16	CONDUIT			
17	COOPER LIGHTING			
18	CRAMER			
19	CRESCENT			
20	CROUSE-HINDS			
21	CUTLER HAMMER			
22	DAYTON			
23	DUAL LITE			
24	DURACELL			
25	EAGLE			
26	ENERGIZER			
27	EVEREADY			
28	FERRAZ SHAWMUT			
29	FINELITE			
30	FIREX			
31	GARDNER BENDER ELECT			
32	GENERAL ELECTRIC			
33	GREENLEE			
34	HALO			

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35	HESSAMERICA			
36	HOFFMAN ENGINEERING			
37	HUBBELL			
38	HUBBELL LIGHTING			
39	HUBBELL WIRING DEVICE			
40	IDEAL			
41	INTERMATIC			
42	KIRLIN			
43	KLEIN TOOLS			
44	LEVITON			
45	LIGHTOLIER			
46	LIQUIDTIGHT, GREENFIELD, NM			
47	LITHONIA LIGHTING			
48	LITTELFUSE			
49	LUMAPRO			
50	LUMARK			
51	LUTRON			
52	MAC PRODUCTS INC			
53	MAG INSTRUMENT			
54	MARATHON			
55	MASTER			
56	MCGILL			
57	MDIA			
58	METAL CLAD - GENERIC			
59	METALLICS			
60	METALUX			
61	MOBERN			
62	MORLITE SYSTEMS			
63	MULBERRY			
64	NEWMARK			
65	NUTONE			
66	OSRAM SYLVANIA			
67	PANDUIT			
68	PASS & SEYMOUR			
69	PERMA POWER			
70	PROGRESS			
71	RAB ELECTRIC MFG CO			
72	RAWL			
73	RAYOVAC-BATTERIES			
74	RAYOVAC-FLASHLIGHTS			
75	RIGID			
76	ROMEX			
77	S&C			
78	SANDERS ROE			
79	SCOTCH			
80	SCOTCHLOCK			
81	SIEMENS			
82	SPAULDING LIGHTING			
83	SQUARE D			
84	STANDARD ENTERPRISES, INC.			
85	STEEL-CITY			
86	STREAMLIGHT			

87	SUPERIOR/ESSEX			
88	SURE-LITES/COOPER			
89	TECH LIGHTING COMPANY			
90	THOMAS & BETTS			
91	TORK INC			
92	TRANSLITE SONOMA			
93	TYRAP			
94	WHITCO			
95	WIDELITE			
96	WIREMOLD			
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Are there any exceptions or exclusions to this discount off of list? If so, please list specifically what is excluded.

If exceptions or exclusions, please explain why, and propose alternative pricing/discount mechanism.

**Lamps**

Line #	Item	Manufacturer	Manufacturer Catalog	Price List Dated	Price Column Used	% Discount
1	COMPACT FLUORESCENT LAMPS					
2	ENERGY SAVING LAMPS					
3	FLUORESCENT LAMPS (ALL LOW MERCURY)					
4	HALOGEN LAMPS					
5	HIGH PRESSURE SODIUM HID LAMPS					
6	INCANDESCENT LAMPS					
7	MERCURY VAPOR HID LAMPS					
8	METAL HALID HID LAMPS					
9	PROJECTION LAMPS					

Are there any exceptions or exclusions to this discount off of list? If so, please list specifically what is excluded.

If exceptions of exclusions, please explain why, and propose alternative pricing/discount mechanism.

**Ballasts**

Line #	Item	Manufacturer	Manufacturer Catalog	Price List Dated	Price Column Used	% Discount
1	MAGNETIC FLUORESCENT BALLASTS					
2	MAGNETIC FLUORESCENT COMPACT BALLASTS					
3	ELECTRONIC ENERGY SAVING BALLASTS					
4	ELECTRONIC ENERGY SAVING COMPACT BALLASTS					
5	HID BALLASTS					

Are there any exceptions or exclusions to this discount off of list? If so, please list specifically what is excluded.

If exceptions of exclusions, please explain why, and propose alternative pricing/discount mechanism.

**Industrial Supplies**

Line #	Commodity or Manufacturer	Manufacturer Catalog	Column	% Discount
1	ABRASIVES			

2	ADHESIVE/PAINT/COATINGS			
3	AIR FILTERS			
4	AUTOMOTIVE & TRANS			
5	BATTERIES			
6	CARBIDE INDEXABLE CUTTING TOOLS			
7	CARBIDE ROUND CUTTING TOOLS			
8	CHAIN, ROPE & CABLE			
9	CUTTING BLADES			
10	DRILLS & REAMERS			
11	ELECTRICAL			
12	ELECTRICAL FUSES			
13	ELM WIRE			
14	END MILLS & CUTTERS			
15	FASTENERS			
16	FLASHLIGHTS			
17	FLAT STOCK			
18	HAND TOOLS			
19	HARDWARE			
20	HOSE, TUBE & FITTINGS			
21	LUBRICATION			
22	MACHINE TOOL ACCESSORIES			
23	MARKING & LABEL PRODUCTS			
24	MATERIAL HANDLING			
25	MEASURING INSTRUMENTS			
26	METAL WORKING FLUIDS			
27	MOTOR & POWER TRANSMISSIONS			
28	OFFICE EQUIPMENT			
29	PACKAGING AND SHIPPING SUPPLIES			
30	PNEUMATICS & HYDRAULICS			
31	PNEUMATIC POWER TOOLS			
32	POWER TOOL ACCESSORIES			
33	POWER TOOLS			
34	POWER TRANSMISSIONS			
35	PROCESS INSTRUMENTATION			
36	PUBLICATIONS			
37	PUMPS			
38	RAW MATERIALS			
39	REFRIGERANT			
40	SAFETY			
41	SOAPS, HAND CLEANERS			
42	TAPS & DIES			
43	TOOLING COMPONENTS			
44	WELDING			
45	PNEUMATIC POWER TOOLS			
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Are there any exceptions or exclusions to this discount off of list? If so, please list specifically what is excluded.

If exceptions or exclusions, please explain why, and propose alternative pricing/discount mechanism.

**Plumbing Supplies**

Line #	Manufacturer	Manufacturer Catalog	Column	% Discount
1	ACIPCO			
2	ADS			
3	ANVIL			
4	APOLLO			
5	BARNES			
6	BECK			
7	BELL & GOSSETT			
8	BEMIS			
9	BRASSCRAFT			
10	CAMPBELL			
11	CERRO TUBING			

12	CGM			
13	CHARLOTTE			
14	CHICAGO			
15	CLOVIS			
16	CONTECHCON			
17	DEWALT			
18	DOMESTIC			
19	ELKAY			
20	ELKHART			
21	EVERPURE			
22	GREENLINE			
23	GRINNELL			
24	HACKNEY			
25	HANCOR			
26	HOFFMAN			
27	ITT DOMESTIC			
28	JM			
29	JOSAN			
30	KEENEY			
31	KOHLER			
32	LASCO			
33	LENOX			
34	LINCOLN			
35	MAJESTIC			
36	MALCO			
37	MERIT BRASS			
38	MICHIGAN HANGER			
39	MILWAUKEE			
40	MISSION			
41	MOEN			
42	MUELLER			
43	NIBCO			
44	REZNOR			
45	RIDGID			
46	ROMAC			
47	RYERSON			
48	SANYO			
49	SLOAN			
50	SPEAKMAN			
51	SPIRAX SARCO			
52	SUNROC			
53	TARA			
54	VICTAULIC			
55	WATTS			
56	WELDBEND			
57	WIKA			
58	WILKINS			
59	ZOELLER			
60	ZURN			
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Are there any exceptions or exclusions to this discount off of list? If so, please list specifically what is excluded.

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If exceptions of exclusions, please explain why, and propose alternative pricing/discount mechanism.

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**HVAC & Filters**

Line #	Item	Manufacturer	Manufacturer Catalog	Price List Dated	Price Column Used	% Discount
1	ACTUATORS					

2	AIR CONDITIONERS					
3	AMPLIFIERS					
4	CIRCULATORS					
5	CLEANERS					
6	CONTACTORS					
7	DEHUMIDIFIERS					
8	FANS					
9	FILTERS					
10	HEATERS					
11	REFRIGERANT					
12	SWITCHES					
13	THERMOMETERS					
14	THERMOSTAT					
15	VALVES					

Are there any exceptions or exclusions to this discount off of list? If so, please list specifically what is excluded.

If exceptions of exclusions, please explain why, and propose alternative pricing/discount mechanism.

**Paint**

Line #	Item	Product Description	Manufacturer	Manufacturer Catalog	Price List Dated	Price Column Used	% Discount
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Are there any exceptions or exclusions to this discount off of list? If so, please list specifically what is excluded.

If exceptions of exclusions, please explain why, and propose alternative pricing/discount mechanism.

**State of Rhode Island RFP B03355**  
**Commercial and Industrial Equipment and Supplies**  
**F.1 - Incentives, Discounts and Rebates**

**Bidder Name:**

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*The State recognizes the potential to realize additional savings by partnering with the Contractors who engage in savvy value-generating business practices. Please answer the questions below regarding non-pricing cost reductions you may be able to pass on to benefit the State and its contract users.*

**Multi-Year Contract Discount**

It is the State of Rhode Island's intention to enter into a multi year agreement with each selected Bidder. Please propose an additional percentage discount on pricing if Rhode Island were to agree to a longer term contract.

Contract Term	Additional Discount %
4 years	
5 years	

**Payment Term Discounts**

Payment terms for the State of Rhode Island are typically 30 days. Please indicate the additional discount extended to each monthly invoice that is paid within the time period indicated below.

Payment Terms	Additional Discount %
Invoice Paid in 20 days	
Invoice Paid in 15 days	
Invoice Paid in 10 days	
Other (i.e. use of Electronic Fund Transfer)	

**SAMPLE COPY ONLY. Please send an email to eresponse@stateofrhodeisland.gov with the subject "RFPB03355" in the "Subject" header of the email. Attach the Excel version of this grid to complete the cost proposal. Proposals submitted with only hard copies and no electronic versions will not be accepted.**

**Electronic Ordering**

Please indicate the additional discount your firm offers for orders placed using the internet. This discount will only be applied to those orders placed electronically, through the Bidder's web site.

<b>Additional Discount % from Electronic Ordering</b>

**Volume Rebate**

Although Rhode Island is not in a position to guarantee volume commitments for Office Supplies, Contract Users are required to order only from MPAs. Please specify the Year-End rebate based on the annual spending that your company could offer if annual sales from Contract Users reach or exceed the following spending targets:

	<b>Annual Spending</b>	<b>Annual Rebate %</b>
<i>Ex.</i>	<i>\$250,000</i>	<i>1.00%</i>