

# BID SOLICITATION



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

**BID NUMBER: B05938**  
**TITLE: CONCESSION-COIN OPER. LAUNDRY**  
**BID OPENING DATE AND TIME:**  
**01/12/2006 11:00 AM**

BUYER: JEROME MOYNIHAN  
 PHONE #: (401) 222 - 2142 ext. 119  
 BLANKET PERIOD: 1/1/2006 - 12/31/2010

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 PROVIDENCE RI 02908

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 RHODE ISLAND COLLEGE  
 RIC SPECIAL INSTRUCTIONS  
 SEE BELOW RI N/A

Requisition Number(s): R87A066835

Item	Class-Item	Quantity	Unit	Unit Price	Total
	BLANKET REQUIREMENTS: 1/1/2006 - 12/31/2010  RI COLLEGE CURRENTLY HAS 17 WASHERS AND 21 DRYERS WHICH GROSS APPROXIMATELY \$17,500.00 ANNUALLY.  COIN OPERATED LAUNDRY MACHINE CONCESSIONS - RHODE ISLAND COLLEGE RESIDENCE HALLS: BROWNE HALL SWEET HALL THORP HALL WEBER HALL WILLARD HALL				

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TERMS OF PAYMENT: \_\_\_\_\_

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	<p><b>BIDDING</b></p> <p>(a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State.</p> <p>(b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered.</p> <p>(c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost.</p> <p>(d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request.</p> <p><b>ORDERING</b></p> <p>(a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period.</p> <p>(b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.</p>				

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	<p>AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.</p>				

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	<p>NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD:</p> <ul style="list-style-type: none"> <li>* PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS &amp; OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER.</li> <li>* BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION.</li> <li>* SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION.</li> <li>* ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER.</li> <li>* VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION &amp; INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.</li> </ul>				
1.0	961-15 JANUARY 1, 2006 - JUNE 30, 2006 _____% COMMISSION FEE	0.00	%	_____	_____
2.0	961-15 JULY 1, 2006 - JUNE 30, 2007 _____% COMMISSION FEE	0.00	%	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
3.0	961-15 JULY 1, 2007 - JUNE 30, 2008 _____% COMMISSION FEE	0.00	%	_____	_____
4.0	961-15 JULY 1, 2008 - JUNE 30, 2009 _____% COMMISSION FEE	0.00	%	_____	_____
5.0	961-15 JULY 1, 2009 - JUNE 30, 2010 _____% COMMISSION FEE	0.00	%	_____	_____
6.0	961-15 JULY 1, 2010 - DECEMBER 31, 2010 _____ % COMMISSION FEE  WITH OPTION FOR AN ADDITIONAL SIX (6) MONTHS. COMPREHENSIVE GENERAL LIABILITY INSURANCE NEEDED.	0.00	%	_____	_____
7.0	961-15 JANUARY 1, 2011 - JUNE 30, 2011 _____% COMMISSION FEE	0.00	%	_____	_____

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Item	Class-Item	Quantity	Unit	Unit Price	Total
	AS PER ATTACHED SPECIFICATIONS.  DELIVERY TO THE FOLLOWING LOCATION: RHODE ISLAND COLLEGE RESIDENTIAL LIFE & HOUSING 600 MT. PLEASANT AVENUE PROVIDENCE, RI 02908  CONTACT PERSON TERESA BROWN (401) 456-8240  DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.				
				<b>TOTAL:</b>	

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**COIN OPERATED LAUNDRY MACHINE CONCESSION**  
**RHODE ISLAND COLLEGE**

Blanket Requirements: 1/1/2006 – 12/31/2010

Concession Operators: Laundry Machines, Coin Operated – Blanket CPO

Request for a concessionaire for Laundry Equipment (Coin Operated Washers and Dryers) in the Five (5) Residence Halls at Rhode Island College for a period of five (5) years.

1. Percentage of Gross Income Payable on a monthly basis.

Five (5) year contract starting January 1,2006 – December 31,2010

\_\_\_\_\_ % Commission Fee through 12/31/2010

2. With Option for an additional six (6) months. Comprehensive General Liability Insurance Needed.

\_\_\_\_\_ % Commission Fee 1/1/2011 – 6/30/2011

## **Specifications for Coin Operated Laundry Equipment**

The following are specifications between State Purchasing of Rhode Island on behalf of the Office of Residential Life and Housing, Rhode Island College and the vendor. Rhode Island College requests a quotation be provided from vendors to provide laundry services for the College Residence Halls in accordance with the terms described for the period January 1,2006 to December 31,2010. The vendor must visit the Office of Residential Life and Housing, Rhode Island College, 600 Mt. Pleasant Avenue, Providence, RI. There will be a mandatory pre-bid conference, at a time to be specified by State Purchasing, when the Director, or his/her designee, will tour the facilities and locations.

The State Purchasing Agent, upon request of the College reserves the right to terminate the contract with the vendor under the conditions described herein. Upon termination notice, the vendor will remove all laundry machines and equipment within on to thirty (1-30) days after the notification.

All bidders must bid a commission fee of at least 58% of gross income.

1. The laundry equipment will be located in the following residence halls: Browne Hall, Sweet Hall, Thorp Hall, Weber Hall and Willard Gall. Any additional residence halls or apartments (including handicapped equipped areas) acquired or built during the term of this contract will be serviced in the same manner as the aforementioned residence halls.
2. The vendor will be granted exclusive right to hook up to existing water and electric facilities and maintain for use by occupants and employees of the College, coin operated laundry machines and equipment on the premises of Rhode Island College residence halls. Installation will include connection with and gratuitous use of existing electric, hot and cold water, venting and sewer lines on the premises to operate its equipment.



3. The vendor is hereby authorized to enter Rhode Island College residence halls at all reasonable times to gain access to its equipment for purposes of installation, maintenance, coin collection and other miscellaneous and incidental services. The vendor will contact the Office of Residential Life and Housing or the Security Office to gain admittance.
4. Coin collection shall be conducted on a monthly basis during periods of occupancy. Each washer and dryer will be equipped with a manufacturer's non-resettable computerized auditing system. During the contract term, the Vendor will maintain adequate and proven records of both coin and card revenues collected. The vendor shall provide quarterly written reports to the Director of Residential Life and Housing showing all machine cycle activity and revenues collected. Commission checks, payable to Rhode Island College, based on the agreed rate(s) and method of calculation, must be sent directly to the Residential Life & Housing on or before the tenth of each month for the previous month's receipts.
5. The vendor will assume responsibility for any loss or vandalism to its equipment. Vendor will insure under public liability insurance against any damages for property damage and personal injuries resulting from the use of its equipment. The insurance will be carried throughout the term of this contract and the policy shall contain an endorsement naming the College as an Additional Insured with respect to operations of vendor under this agreement. Rhode Island College shall not be held liable for any obligations, taxes, debts, damages, losses, expenses or associated costs of the Vendor to others, including but not limited to the Vendor's customers, suppliers, employees, representatives and independent contractors. Said liability insurance shall be a minimum of 10 million dollars (\$10,000,000) coverage. A copy of the policy will be submitted to State Purchasing of Rhode Island, Rhode Island College, before vendor may install the equipment.
6. In addition to coin operation of the machines, Rhode Island College would like the laundry equipment to be able to possibly operate on a debit card system in the future. The Vendor shall supply all information on its equipment and its equipment's ability to interface

with card systems. Provide manufacturer's specifications and current users' references.

7. Vendor shall service or repair its equipment within ten (10) business hours of a service call to the vendor by the college with reasonable exceptions granted. Vendor's service personnel must be uniformed, qualified, have clearly marked vehicles and carry.
8. Said equipment shall consist of 20 washers and 23 dryers and will be installed in buildings designated in paragraph #1 of this agreement, and as designated by the Director of Residential Life and Housing, Rhode Island College, in accordance with capacity of each residential area. Vendor agrees that all equipment installed will be new, unused equipment and accessories at all locations. Washers and dryers must be equipped with factory installed computerized audit control systems to insure coin collection security and accountability. Information on the number of coins, time and date of coin-vault openings, time and collections and power failures must be retrievable via two-way data transfer using a hand-held reader/scanner. Washers and dryers must feature electronic displays which indicate vend price, price countdown, cycle countdown and cycle status. Machines will all feature variable sound signals to indicate coin insertions, cycle pad depressions, unbalanced loads and end of cycles.
9. The washers and dryers will be equipped with factory installed drop-coin meters, which verify size, magnetic content, and weight of coins to prevent usage of slugs and foreign coins and unauthorized usage.
10. Washers will be new and be a Frontload Washer, Speed Queen Model SWF561. Washers will have the following features: durable two-speed  $\frac{3}{4}$  h.p. motors, stainless-steel wash basket and outer tub that will not chip, rust or corrode, offer nine different wash selections use 20 to 22 gallons of water per cycle, and have a final spin extraction rate of 710 r.p.m. to facilitate better moisture removal from clothes and faster more efficient drying. Load capacity will be 18 pounds and the cylinder volume will be 2.8 cubic feet. The unit shall feature three speed distribution, low and high to insure proper load balancing and maximum water extraction. The control panel shall be located in the front of the unit for customer convenience and to satisfy ADA reach requirements. The unit shall comply with all ADA

“Unobstructed Reach Range” and “Obstructed Side Reach” requirements and ICC/ANSI guidelines. The dispenser shall also be located on the front of the washer.

11. Dryers will be new and be a Single Load Dryer, Speed Queen Model # SDE507-Electric (Electronic Display control). Load capacity will be 7.1 cubic feet, UL listing. 18 pounds. Dryers will have four different drying selections, 2.06 square-foot reversible loading door, 1/3 HP motor with 120 volts, 60 hertz and thermo protected. Drum material and coating shall be galvanized 90 steel cylinder. The unit shall provide an airflow rating of 214 cubic-feet per minute. The unit shall have a non-removable lint filter and be debit card ready to interface with on-line or off-line debit card systems. The unit shall comply with all ADA “Unobstructed Reach Range” and “Obstructed Side Reach” requirements and ICC/ANSI guidelines.
12. The Vendor shall be responsible for providing all appropriate venting of equipment in accordance with local building codes and College requirements. All laundry rooms and machines shall display clear and concise printed instructions for machine use. It shall be the Vendor’s responsibility to provide and maintain such instructions at each and every location.
13. The respondent shall state the make, model, year of manufacture, and features of the proposed washers and dryers and shall include information about the following: energy efficiency, customer features, safety features, internal auditing features and debit-card compatibility of equipment in addition to coin operation.
14. The vendor will keep all washers, dryers and venting equipment in good cosmetic appearance consistent with the College’s standard of cleanliness. This includes keeping the machines clean inside and outside as well as removing dirt and lint from hard to reach areas. Vendor will clean and sanitize all machines and equipment on a weekly basis during periods of occupancy at a set agreed upon day. The college will be responsible for general clean up of the laundry rooms. The vendor shall inspect all laundry rooms and machinery a minimum of four (4) times per year by a Field Supervisor and on a weekly basis by on-site personnel to provide ongoing maintenance

and cleaning/sanitation to the equipment and to the room renovations the vendor completed in compliance with this agreement.

15. The vendor will install appropriate amount of folding tables and bench seating according to the size of the laundry room area. With the exception of Sweet Hall laundry rooms, all laundry rooms designated in paragraph #1 of this agreement will have a minimum of one folding table and one bench.
16. The vendor shall complete all renovation work as specified in the bid addendum or contract at its own expense and must meet the Rhode Island College Office of Residential Life and Housing's specifications and consent. This includes installation of laundry room furnishings and lighting.
17. Rhode Island College shall not permit any other laundry vendor's equipment on the premises for profit during the term of this contract.
18. The fee for use of the machines during the term of this contract will be as follows:
  - One dollar for a complete wash, rinse and spin cycle.
  - 25 cents to dry for 20 minutes.

Any proposed price changes will be negotiated with and approved by the Director of Residential Life and Housing, 30 days in advance of such change.
19. The vendor must submit a list of 5 current college and/or university accounts with references.
20. The vendor will refund lost money to students due to malfunction of the machines. The refunds will be distributed by the vendor directly to the student. The Residential Life and Housing Staff and/or students will report any problem with the machines to the vendor.
21. The term of this contract shall be for a period of four (4) years (from date of installation of equipment) with an extension of two (2) (if approved by the Director of Residential Life and Director of Purchasing) and may be cancelled at any time on 60 days

notice via certified mail for the following documented cases:

- a. Failure to service a machine within 24 hours of a reported breakdown.
  - b. Failure to replace any machine with a new machine that cannot be repaired within 48 hours of a reported breakdown.
  - c. Non-payment of commission on a monthly basis.
22. Vendor will provide State Purchasing with a performance bond guarantee, for the term of the contract, valued at \$50,000.00 covering the failure to perform to the standards and specifications as set forth in this agreement. Such bond will be submitted at signing of the contract.
23. Rhode Island College reserves the right to audit cash collections and cash accounting procedures on an un-announced basis, and to visit the vendor's facilities for such purposes on an announced basis.
24. During the contract term, Rhode Island College shall retain the right to require the Vendor at any time to remove from College property any employee, agent or representative of the vendor whose conduct, appearance, or performance is reasonably deemed by the College to be unacceptable.

**\*\* Please Note:** Rhode Island College is in the A/E phase with the construction of a new dorm. It is uncertain at this point time how many washer and dryer units will be needed. Slated to open in the Fall, 2007.