

# THE UNIVERSITY OF RHODE ISLAND

## Solicitation Information DATE 2/12/24

**RFP# 101341**

**TITLE: CUSTODIAL SERVICES STUDY**

**Submission Deadline: 3/12/24 12:00PM (Eastern Time)**

**PRE-BID/ PROPOSAL CONFERENCE: NO  
MANDATORY:**

If YES, any Vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents.

**DATE:**

**LOCATION:**

Questions concerning this solicitation must be received by the URI Purchasing Department at [URIPurchasing@uri.edu](mailto:URIPurchasing@uri.edu) no later than **2/21/24 12:00PM(EST)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**BID SURETY BOND REQUIRED: NO**

**PAYMENT AND PERFORMANCE BOND REQUIRED: NO**

CAMELY MACHADO, ASSISTANT DIRECT PURCHASING

**Note to Applicants:**

- Applicants should register on-line at the URI Controller's Website at <https://web.uri.edu/controller/accounts-payable/suppliers/>
- Proposals received without a completed URI Bidder Certification Form may result in disqualification.

**Respondent Information:**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Name \_\_\_\_\_

Contact Email \_\_\_\_\_ :

Contact Phone \_\_\_\_\_

**University of Rhode Island Bidder Certification Form**  
**Board of Trustees Procurement Regulations**

ALL OFFERS ARE SUBJECT TO THE REQUIREMENTS, PROVISIONS AND PROCEDURES CONTAINED IN THIS CERTIFICATION FORM. Offerors are expected to read, sign and comply with all requirements. Failure to do so may be grounds for disqualification of the offer contained herein.

Rules for Submitting Offers

This Certification Form must be attached in its entirety to the front of the offer and shall be considered an integral part of each offer made by a vendor to enter into a contract with the University of Rhode Island. As such, submittal of the entire Bidder Certification Form, signed by a duly authorized representative of the offeror attesting that he/she (1) has read and agrees to comply with the requirements set forth herein and (2) to the accuracy of the information provided and the offer extended, is a mandatory part of any contract award.

To assure that offers are considered on time, each offer must be submitted with the specific Bid/RFP/LOI number, date and time of opening marked in the upper left hand corner of the envelope. Each bid/offer must be submitted in separate sealed envelopes.

A complete signed (in ink) offer package must be delivered to the University of Rhode Island Purchasing Office by the time and date specified for the opening of responses in a sealed envelope.

Bid responses must be submitted on the URI bid solicitation forms provided, indicating brand and part numbers of items offered, as appropriate. Bidders must submit detailed cuts and specs on items offered as equivalent to brands requested WITH THE OFFER. Bidders must be able to submit samples if requested.

Documents misdirected to other State or University locations or which are not present in the University of Rhode Island Purchasing Office at the time of opening for whatever cause will be deemed to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the University of Rhode Island Purchasing Office. Postmarks shall not be considered proof of timely submission.

RIVIP SOLICITATIONS. To assure maximum access opportunities for users, public bid solicitations shall be posted on the RIVIP for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due. Except when access to the Web Site has been severely curtailed and it is determined by the Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored.

PRICING. Offers are irrevocable for sixty (60) days from the opening date (or such other extended period set forth in the solicitation), and may not be withdrawn, except with the express permission of the University Purchasing Agent. All pricing will be considered to be firm and fixed unless otherwise indicated. The University of Rhode Island is exempt from Federal excise taxes and State Sales and Use Taxes. Such taxes shall not be included in the bid price.

ALL PRICES QUOTED ARE FOB DESTINATION.

DELIVERY and PRODUCT QUALITY. All offers must define delivery dates for all items; if no delivery date is specified, it is assumed that immediate delivery from stock will be made. The contractor will be responsible for delivery of materials in first class condition. Rejected materials will be at the vendor's expense.

PREVAILING WAGE, OSHA SAFETY TRAINING and APPRENTICESHIP REQUIREMENTS. Bidders must comply with the provisions of the Rhode Island labor laws, including R.I. Gen. Laws §§ 37-13-1 et seq. and occupational safety laws, including R.I. Gen. Laws §§ 28-20-1 et seq. These laws mandate for public works construction projects the payment of prevailing wage rates, the implementation and maintenance of occupational safety standards, and for projects with a minimum value of \$1 Million, the employment of apprentices. The successful Bidder must submit certifications of compliance with these laws from each of its subcontractors prior to their commencement of any work. Prevailing wage rates, apprenticeship requirements, and other workforce and safety regulations are accessible at [www.dlt.ri.gov](http://www.dlt.ri.gov).

PUBLIC RECORDS. Offerors are advised that all materials submitted to the University for consideration in response to this solicitation will be considered without exception to be Public Records pursuant to Title 38 Chapter 2 of the Rhode Island General Laws, and will be released for inspection immediately upon request once an award has been made. Offerors are encouraged to attend public bid/RFP openings to obtain information; however, bid/RFP response summaries may be reviewed after award(s) have been made by visiting the Rhode Island Vendor Information Program (RIVIP) at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) > Solicitation Opportunities > Other Solicitation Opportunities. Telephone requests for results will not be honored. Written requests for results will only be honored if the information is not available on the RIVIP.

Award will be made to the responsive and responsible offeror quoting the lowest net price in accordance with specifications, for any individual item(s), for major groupings of items, or for all items listed, at the University's sole option.

BID SURETY. Where bid surety is required, bidder must furnish a bid bond or certified check for 5% of the bid total with the bid, or for such other amount as may be specified. Bids submitted without a required bid surety will not be considered.

SPECIFICATIONS. Unless specified “no substitute”, product offerings equivalent in quality and performance will be considered (at the sole option of the University) on the condition that the offer is accompanied by detailed product specifications. Offers which fail to include alternate specifications may be deemed nonresponsive.

VENDOR AUTHORIZATION TO PROCEED. When a purchase order, change order, contract/agreement or contract/agreement amendment is issued by the University of Rhode Island, no claim for payment for services rendered or goods delivered contrary to or in excess of the contract terms and scope shall be considered valid unless the vendor has obtained a written change order or contract amendment issued by the University of Rhode Island Purchasing Office PRIOR to delivery.

Any offer, whether in response to a solicitation for proposals or bids, or made without a solicitation, which is accepted in the form of an order OR pricing agreement made in writing by the University of Rhode Island Purchasing Office, shall be considered a binding contract.

REGULATIONS, GENERAL TERMS AND CONDITIONS GOVERNING STATE AND THE UNIVERSITY OF RHODE ISLAND CONTRACTS. This solicitation and any contract or purchase order arising from it are issued in accordance with the specific requirements described herein, and the State’s [Purchasing Laws](#) and the [URI Board of Trustees Regulations and General Terms and Conditions of Purchase](#).

EQUAL EMPLOYMENT OPPORTUNITY. Compliance certificate and agreement procedures will apply to all awards for supplies or services valued at \$10,000 or more. Minority Business Enterprise policies and procedures, including subcontracting opportunities as described in Title 37 Chapter 14.1 of the Rhode Island General Laws also apply.

PERFORMANCE BONDS. Where indicated, successful bidder must furnish a 100% performance bond and labor and payment bond for contracts subject to Title 37 Chapters 12 and 13 of the Rhode Island General Laws. All bonds must be furnished by a surety company authorized to conduct business in the State of Rhode Island. Performance bonds must be submitted within 21 calendar days of the issuance of a tentative notice of award.

DEFAULT and NON-COMPLIANCE Default and/or non-compliance with the requirements and any other aspects of the award may result in withholding of payment(s), contract termination, debarment, suspension, or any other remedy necessary that is in the best interest of the state/University of Rhode Island.

COMPLIANCE Vendor must comply with all applicable federal, state and local laws, regulations and ordinances.

SPRINKLER IMPAIRMENT AND HOT WORK. The Contractor agrees to comply with the practices of the State’s Insurance carrier for sprinkler impairment and hot work. Prior to performing any work, the Contractor shall obtain the necessary information for compliance from the Risk Management Office at the Department of Administration or the Risk Management Office at the University of Rhode Island.

Each bid proposal for a *public works project* must include a “public copy” to be available for public inspection upon the opening of bids. **Bid Proposals that do not include a copy for public inspection will be deemed nonresponsive.**

For further information on how to comply with this statutory requirement, see [R.I. Gen. Laws §§ 37-2-18\(b\) and \(j\)](#). Also see State of Rhode Island Procurement Regulation 5.11 at : <https://ridop.ri.gov/about-us/procurement-statutes-and-regulations>

## SECTION 2 – DISCLOSURES

### ALL CONTRACT AWARDS ARE SUBJECT TO THE FOLLOWING DISCLOSURES & CERTIFICATIONS

Offerors must respond to every disclosure statement. A person authorized to enter into contracts must sign the offer and attest to the accuracy of all statements.

#### Indicate Yes (Y) or No (N):

\_\_\_\_ 1 State whether your company, or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has been subject to suspension or debarment by any federal, state, or municipal government agency, or the subject of criminal prosecution, or convicted of a criminal offense with the previous five (5) years. If Yes, then provide details below.

\_\_\_\_ 2 State whether your company, or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has had any contracts with a federal, state or municipal government agency terminated for any reason within the previous five (5) years. If Yes, then provide details below.

\_\_\_\_ 3 State whether your company or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has been fined more than \$5000 for violation(s) of Rhode Island environmental laws by the Rhode Island Department of Environmental Management within the previous five (5) years. If Yes, then provide details below.

\_\_\_\_ 4 State whether any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder is serving or has served within the past two calendar years as either an appointed or elected official of any state governmental authority or quasi-public corporation, including without limitation, any entity created as a legislative body or public or state agency by the general assembly or constitution of this state. If Yes, then provide details below.

IF YOU HAVE ANSWERED “YES” TO QUESTIONS #1 – 4 PROVIDE DETAILS/EXPLANATION IN AN ATTACHED STATEMENT. INCOMPLETE CERTIFICATION FORMS SHALL BE GROUNDS FOR DISQUALIFICATION OF OFFER.

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## SECTION 3 - OWNERSHIP DISCLOSURE

**Vendors must provide all relevant information. Bid proposals submitted without a complete response may be deemed nonresponsive.**

If the vendor is privately held, the vendor shall provide ownership information below.

List each officer, director, manager, stockholder, member, partner, or other owner or principle of the Bidder, and each intermediate parent company and the ultimate parent company of the Bidder. For each individual, provide his or her name, business address, principal occupation, position with the Vendor, and the percentage of ownership, if any, he or she holds in the Vendor, and each intermediate parent company and the ultimate parent company of the Vendor.

If the company is publicly held, the vendor may provide owner information about only those stockholders, members, partners, or other owners that hold at least 10% of the record or beneficial equity interests of the vendor; otherwise, complete ownership disclosure is required.

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#### SECTION 4 - CERTIFICATIONS

**Bidders must respond to every statement. Bid proposals submitted without a complete response may be deemed nonresponsive.**

Indicate "Y" (Yes) or "N" (No), and if "No," provide details below.

THE VENDOR CERTIFIES THAT:

\_\_\_\_ 1 I/we certify that I/we will immediately disclose, in writing, to the University Purchasing Agent any potential conflict of interest which may occur during the course of the engagement authorized pursuant to this contract.

\_\_\_\_ 2 I/we acknowledge that, in accordance with (1) Chapter §37-2-54(c) of the Rhode Island General Laws "no purchase or contract shall be binding on the state or any agency thereof unless approved by the Department [of Administration] or made under general regulations which the Chief Purchasing Officer may prescribe," and (2) RIGL section §37-2-7(16) which identifies the URI Board of Trustees as a public agency and gives binding contractual authority to the University Purchasing Agent, including change orders and other types of contracts and under State Purchasing Regulation 8.2.B any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the University of Rhode Island may be disregarded and shall not be binding on the University of Rhode Island.

\_\_\_\_ 3 I/we certify that I or my/our firm possesses all licenses required by Federal and State laws and regulations as they pertain to the requirements of the solicitation and offer made herein and shall maintain such required license(s) during the entire course of the contract resulting from the offer contained herein and, should my/our license lapse or be suspended, I/we shall immediately inform the University of Rhode Island Purchasing Agent in writing of such circumstance.

\_\_\_\_ 4 I/we certify that I/we will maintain required insurance during the entire course of the contract resulting from the offer contained herein and, should my/our insurance lapse or be suspended, I/we shall immediately inform the University of Rhode Island Purchasing Agent in writing of such circumstance.

\_\_\_\_ 5 I/we certify that I/we understand that falsification of any information herein or failure to notify the University of Rhode Island Purchasing Agent as certified herein may be grounds for suspension, debarment and/or prosecution for fraud.

\_\_\_\_ 6 I/we acknowledge that the provisions and procedures set forth in this form apply to any contract arising from this offer.

\_\_\_\_ 7 I/we acknowledge that I/we understand the State's Purchasing Laws ([§37-2 of the General Laws of Rhode Island](#)) and the [URI Board of Trustees Regulations](#) apply as the governing conditions for any contract or purchase order I/we may receive from the University of Rhode Island, including the offer contained herein.

\_\_\_\_ 8 I/we certify that the bidder: (i) is not identified on the General Treasurer's list, created pursuant to R.I. Gen. Laws § 37-2.5-3, as a person or entity engaging in investment activities in Iran described in § 37-2.5-2(b); and (ii) is not engaging in any such investment activities in Iran.

\_\_\_\_ 9 If the product is subject to Department of Commerce Export Administration Regulations (EAR) or International Traffic in Arms Regulations (ITAR), please provide the Export Control Classification Number (ECCN) or the US Munitions List (USML)  
Category: \_\_\_\_\_

\_\_\_\_ 10 I/we certify that the above information is correct and complete.

IF YOU ARE UNABLE TO CERTIFY YES TO QUESTIONS #1 – 8 and 10 OF THE FOREGOING, PROVIDE DETAILS/EXPLANATION IN AN ATTACHED STATEMENT. INCOMPLETE CERTIFICATION FORMS SHALL BE GROUNDS FOR DISQUALIFICATION OF OFFER.

**Signature below commits vendor to the attached offer and certifies (1) that the offer has taken into account all solicitation amendments where applicable, (2) that the above statements and information are accurate and that vendor understands and has complied with the requirements set forth herein.**

Vendor/Company Name; \_\_\_\_\_

Vendor's Signature: \_\_\_\_\_ Bid Number: \_\_\_\_\_ Date: \_\_\_\_\_  
(Person Authorized to enter into contracts; signature must be in ink) (if applicable)

\_\_\_\_\_  
Print Name and Title of Company official signing offer

## **SECTION 1: INTRODUCTION**

The URI Board of Trustees/University of Rhode Island is soliciting proposals for Custodial Service Study from qualified OFFERORS to provide a study of custodial services in accordance with the terms of this Request for Proposal (“RFP”) and the General Terms and Conditions of Purchase indicated in the attached URI Bidder Certification Form.

The initial contract period will begin approximately May 1, 2024 and will end on November 30, 2024. An option to renew or extend this agreement to complete additional evaluations of the competitiveness of URIs on-campus housing offerings may be provided and it will be at the sole discretion of the University of Rhode Island based on need, vendor performance and the availability of funds.

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the University of Rhode Island Purchasing Department pursuant to this solicitation, other than to name those offerors who have submitted proposals.

Vendors that offer cleaning services or cleaning projects are not eligible for this RFP. This evaluation is not about looking to outsource services to a 3rd party or single source future cleaning products.

### **Instructions and Notifications to Offerors**

1. Potential offerors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content shall be borne by the vendor. The University assumes no responsibility for these costs even if the RFP is canceled or continued.
4. Proposals are considered to be irrevocable for a period of not less than 180 days following the opening date, and may not be withdrawn, except with the express written permission of the University of Rhode Island Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.
6. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal, and the subcontractor(s) to be used is identified in the proposal.

7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.
8. Vendors are advised that all materials submitted to the University of Rhode Island Purchasing Department for consideration in response to this RFP may be considered to be public records, as defined in R. I. Gen. Laws § 38-2-1, *et seq.*, and may be released for inspection upon request, once an award has been made.

Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the University of Rhode Island Purchasing Department may release records marked confidential by a vendor upon a public records request if the University determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature. Vendors are also advised that responses marked confidential in their entirety may be deemed non-responsive. **Inclusion of a “confidentiality header/footer” on entire pages of submissions (or all pages) is NOT considered an acceptable way to flag confidential information (flags must be very specific and a specific justification explaining how the information meets the APRA exception must be provided with it) and will not be recognized by URI.**

9. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
10. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an “Affirmative Action Policy Statement.”

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written “Affirmative Action Plan” prior to issuance of a purchase order.

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.

- b. Vendors further agree, where applicable, to complete the “Contract Compliance Report” (as well as the “Certificate of Compliance”) <https://dedi.ri.gov/divisions-units/equal-opportunity-office/contract-compliance-related-forms> and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a “Monthly Utilization Report” to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at <https://dedi.ri.gov/divisions-units/equal-opportunity-office>.

11. In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).

12. In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor’s Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <https://dedi.ri.gov/divisions-units/minority-business-enterprise-compliance-office>. Information regarding DisBEs may be accessed at [www.gcd.ri.gov](http://www.gcd.ri.gov).

For further information, visit the Office of Equity, Diversity and Inclusion’s website, at <https://dedi.ri.gov/> and see R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1.

13. N/A

14. N/A

15. N/A



16. N/A

17. N/A

18. N/A

19. Vendor agrees to secure the confidentiality of all information and records by applicable federal and state laws, rules, and regulations. Vendor understands that the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g governs the privacy and security of educational records and information and agrees to abide by FERPA rules and regulations, as applicable.

Restrictions on Communications – No Bidder-initiated contact, other than normal business activities not associated with this procurement, will be allowed after the issuance of this RFP between Bidders and University employees or their agents regarding this solicitation, except with express permission of the University Purchasing Department. Any such other contact may be considered improper and may disqualify a Bidder from further consideration. The appropriate channel to direct any communications, concerns or questions regarding the RFP is through the email address provided herein.

If a Bidder fails to notify the University of Rhode Island Purchasing Department contact person of an error in this RFP which was known or reasonably should have been known to the Bidder, the Bidder shall submit a response at the Bidder's own risk. If awarded the contract, the Bidder shall not be entitled to additional compensation or performance time by reason of the error or its later correction.

## **SECTION 2: BACKGROUND**

### **Introduction to URI**

The University of Rhode Island was founded in 1892 and was one of the original land grant colleges. It has maintained a mission of teaching, research, and community outreach for Rhode Island since that time. In addition to URI being a land grant school, it is also a national sea-grant school and an urban field grant school.

URI offers over (100) majors in (7) degree-granting colleges. Many of the majors in these colleges are nationally, and in some instances, internationally ranked programs. These high rankings combined with a robust number of majors, across these colleges, speaks to URI's competitiveness, academically, among other institutions in the northeast corridor. It also speaks to URI's enduring popularity among prospective undergraduate and graduate students.

### **The Kingston Campus**

The University of Rhode Island, Kingston Campus, is the University's original and main campus. It is a spacious rural campus located 30 miles south of Providence in the northeastern metropolitan corridor between New York and Boston. The upper part of campus, at the top of Kingston Hill, contains the University's academic sector. The center part of campus contains the University's

residential sector and, on the plains below Kingston Hill are gymnasiums, athletic fields, tennis courts, a freshwater pond, and agricultural fields. This is the recreational sector of campus.

The University of Rhode Island, Kingston Campus is a medium-sized state university. There are approximately (15,000) undergraduate students. Of the (15,000) undergraduate students, (5500) live in HRL's on-campus residences. Each year the URI, Kingston, Campus, enrolls (3300) first-year students and approximately (94%) of the first-year students elect to live on-campus in residences managed by HRL.

In addition, there are approximately (3000) graduate students on the Kingston Campus. Approximately (100) live on-campus in residences managed by the Department of Housing and Residential Life. Additional Information about the campus can be obtained by viewing the URI web page on the Internet at <http://www.uri.edu/>

### **The Department of Housing and Residential Life**

The Department of Housing and Residential Life (HRL) was created by the URI Board of Governors and the RI Legislature in 1969 as an independent and self-sustaining auxiliary business of the University of Rhode Island. HRL was created as the entity that would be responsible for managing and maintaining the existing on-campus housing at that time.

The Department of Housing and Residential Life manages (26) residences for undergraduates on the Kingston Campus that currently house approximately (3000) first year residents and (2500) returning residents. The department also manages, for graduate residents, (1) complex of (7) buildings that currently house (100) graduate students and their family members. Please see Appendix AA for a review of the current residence configuration/style used in undergraduate and graduate housing. HRL believes that where a student lives while at URI can and should be much more than just a place to sleep and we expect to deliver safe, clean, and well maintained accommodations. As a result HRL wants to know where we stand concerning our level of cleanliness and learn how to improve our services based on a 3<sup>rd</sup> party review. HRL requests a consultant to visit all the residence halls (see attachment for the complete list) to perform a visual audit of each common space. The outcome should provide a dashboard summary of detailed findings with photos of examples of deficiencies, compare findings to comparable universities (benchmarking), and provide URI HRL with a roadmap to help HRL become cleaner.

### **Description of HRL Custodial Services**

HRL Custodial Services is managed by HRL. As of December 2023, the workforce is composed of (49) Housekeepers who report to (13) Senior Janitors who report to (5) building supervisors. These individuals maintain (27) buildings. Currently (3) of HRL's Traditional residences have all "triple" bedrooms which is an increase over standard occupancy for those buildings.

The building Supervisors are composed of (4) Building Superintendents and (1) Principal Janitor. The Supervisors report to a Building Construction Inspector. These custodians are all members of AFSCME, council 94. The Department has (3) warehouses for the storage of furniture, general equipment, snow removal equipment and ice melt and custodial supplies. HRL also has a "stores" operation for the acquisition of furniture, equipment, and custodial and other supplies.

The equipment used by the Custodial work force has been reviewed and selected by the HRL Custodial "Product Committee". The Committee has met with various manufacturer's

representatives and selected products within categories. Product use testing takes place and new products are selected. This process is the same for chemicals as it is for equipment.

Currently HRL Custodial equipment includes vacuum cleaners, super suckers, various floor machines, electric snow blowers, snow shovels, extractors as well as traditional items that are used to equip custodial carts.

In addition, if any member of the HRL Custodial workforce has an idea for a piece of equipment that will make their job easier or will perform better than an existing piece of equipment, it may be obtained and will undergo product use testing. A select group of the Custodial staff are also responsible for snow removal. HRL Snow Team is responsible for snow removal in the residential sector of campus to supplement the campus supplement the Lands and Grounds team which is understaffed.

In addition, a select group of employees are assigned to an Emergency Call-In Team. This team is managed by a Building Superintendent (1). In the event a custodial emergency in residence occurs after hours, i.e., a flood, broken sanitary line, or unsanitary condition this group would be called in, on a rotating basis, to respond to the event. To activate the team, the hall staff contacts the Police non-emergency line. The police in turn contact the Building Superintendent who supervises the Emergency Response Team. If additional support is required once on scene, the Building Superintendent will contact the Associate Director.

The Housekeepers and Senior Janitors are each assigned to a cleaning area within the building to which they are assigned. The residences maintained by this staff combined, represents approximately 1.5 million BGSF. This means that on average each housekeeper and Senior Janitor is cleaning approximately 26,000 BGSF each 8-hour day, 5 days per week during the 2.5 months of Summer Conferences season.

During the 9.5 months of the academic year, the average BGSF per housekeeper and senior janitor is reduced by a factor of 25% as occupied spaces are not routinely cleaned during the academic year. This means each housekeeper and Senior Janitor is cleaning approximately 24,000 BGSF each 8-hour day, 5-days per week. A complete listing of the Housekeepers, Senior Janitors and Building Supervisors positions can be found in [Appendix CC](#).

URI Housing and Residential Life is a 24/7 operation, Custodial Staff work an 8-hour day with a 15-minute morning break, a 30-minute lunch break and a 15-minute afternoon break, by contract. They also receive a 10-minute cleanup time at the end of their shift.

In 2006 in response to a need to improve the productivity of the HRL custodial staff and to reduce the number of OT shifts and OT Call-ins, HRL, switched from a 5-day per week (M-F) coverage model with 105 overtime shifts per week, to a 7-day per week coverage model (S-S) with 45 overtime shifts per week. In addition, since 2006 OT is used primarily to ensure that cleaning areas in the (12) traditional residences with floor based public bathrooms are properly cleaned. As an aside, traditional residences at URI are used for first year only residents and first-year resident buildings require more time on task for HRL Custodial staff.

In either the 5-day coverage model or the 7-day coverage model the Housekeepers and Senior Janitors clean their cleaning area (5) days per week on regular time. However, the 7-day coverage model ensures that there are a staff of custodians in every building 7-days per week at no

additional cost when compared to the 5-day per week model. This ensures that any area that should be cleaned due to misuse is cleaned the day the misuse occurs.

The major difference between these two models is that the 5-day per week model needs to be augmented by many additional OT shifts. As mentioned above, the 7-day per week model reduces the need for OT, Emergency Call-ins and most importantly it means that there is a housekeeper in every building every day to respond to the needs of residents.

As an aside, OT is assigned by cleaning area, through a Union approved OT rotation process, so the BGSF cleaned by a housekeeper or senior janitor who is working an OT shift is the same as it would be if they were working a regular-time shift, on average. Please note that not all cleaning areas have the same GSF. This is because HRL's cleaning areas do not all have the identical fixtures that need to be cleaned. For a breakdown of cleaning areas by custodial staff members can be found in Appendix CC.

### **Current Situation**

The University of Rhode Island, Kingston Campus, has during the last decade increased its competitiveness among other medium sized institutions in the Northeast Corridor as it relates to the provision of the curricular or academic portion of a student's education.

The Department of Housing and Residential Life similarly desires to ensure that it is also increasing its competitiveness among other medium sized institutions in the Northeast Corridor as it relates to the provision of the co-curricular portion of a student's education, as provided by HRL's on-campus housing operation.

## **SECTION 3: SCOPE OF WORK AND REQUIREMENTS**

### **General Scope of Work**

The selected offeror will be required to obtain primary source research, relying on their expert judgment, to evaluate the services and spaces, through an on-site inspection, in each of HRLs residences, by building. HRL must review and approve the data collection instrument and methodology.

Vendors that offer cleaning services or cleaning projects are not eligible for this RFP. This evaluation is not about looking to outsource services to a 3rd party or single source future cleaning products.

The full results in the form of a written report and a presentation, with recommendations on any new initiatives to increase HRLs competitiveness, including cost estimates, should be made available to HRL within 3 months of the contract start.

The term of this contract will be for the period of four months. An option to renew for an additional three months, by month, will be provided and it will be at the sole discretion of the University of Rhode Island.

The selected offer will be required to submit a draft of a written report and presentation of their findings for the research conducted by: **General Scope of Work**. The written report and

presentation of findings are due within a month of the contract start. . (A full report will consist of tasks listed below as **Outcomes 1 to 10.**)

The selected offer will be required to submit the final document in a written report and presentation of their findings for the research conducted by: **General Scope of Work.** The written report and presentation of findings are due no later than 3 months of the contract start.. (A full report will consist of tasks listed below as **Outcomes 1 to 10.**)

### **Outcomes 1 to 10**

A full report will consist of:

1. Our current condition to current APPA standards/levels
2. Six comparable universities to be benchmarked. (i.e. staffing levels, current APPA standard, etc.) (Ideally North East Flagship institutions)
3. Gap analysis of our strengths and opportunities of the custodial cleaning program
4. Staffing Assessment - does our staffing level and schedule satisfy our cleaning expectations?
  - a. Review our cleaning specifications, square footage, fixture counts, and other variables to determine staffing levels.
  - b. Calculate staffing needs for high-level APPA levels 2.
5. General equipment, supply, and custodial closet review
6. Feedback on the best practices needed to meet our cleaning specifications.
7. Provide a project cleaning plan and recommendation to achieve this service model
8. Green cleaning options. Provide a list of recommended green cleaning initiatives to clean in a matter that is sustainable and safe for students and staff.
9. Evaluation and process planning for a summer turn operation
10. Evaluation of student-cleaned spaces (suites and apartments) – best practices to support upcoming transition cleaning

### **Alternate Options to provide the following services to the team:**

1. Quality assurance training for supervisors
2. Provide a software/application to use for future quality assurance tracking

Appendix FF list evaluation questions.

In addition, this report and presentation should contain a **Conclusion** section and a section **Recommended Initiatives** to ensure that HRL is competitive with other postsecondary institutions in the Northeast Corridor. The written report and presentation of findings are due no later than two months from the start of the contract.

## **SECTION 4: PROPOSAL**

### **A. Technical Proposal**

Narrative and format: The proposal should address specifically each of the following elements:

1. **Staff Qualifications** – Provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project.
2. **Capability, Capacity, and Qualifications of the Offeror** - Please provide a detailed description of the Vendor's experience. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.
  - a. At least 8-years of consultation work for custodial services
  - b. Must be a third party vendor for consultation services, can't be in the custodial services business of providing custodial services and can't not sell custodial services products (materials or equipment).
  - c. Past work experience working in the State of Rhode Island
  - d. Worked with other Higher Education institutions in the State of Rhode Island
  - e. Give three references with one mandated to be in the State of Rhode Island.
3. **Work Plan** – The work plan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each and will identify and describe what type of training methodology will be utilized in the program.
  - a. Six is the minimum number of other universities that should be benchmarked. The universities should be similar in size, state institutions with at least one private, with 4 of the schools from the New England area. **Appendix EE for a list.**
  - b. In order to give a gap analysis for HRL the team will need to visit spaces, meet with HRL team members, and be based on best practices for university housing standards.
  - c. To calculate the staffing it is understood that this is based on university housing standards that are producing high level APPA 2 quality cleaning in a 24/7 environment. Productive hours calculations and understanding the dynamics of state employment must be considered.
  - d. General equipment, supply, and custodial closet review. Review each closet within HRL buildings. Create an inventory of spaces, provide a plan to address inequities, create a standard that can be used in all spaces, establish best practices for cleaning supplies, materials, and equipment.
  - e. The project cleaning recommendations should include a weekly, monthly, and yearly plan and include suggestions for a staffing model, needed equipment, and evaluation summary.
  - f. URI is looking for consolidation and limiting the number of products used. Consider what can be used to support green cleaning and cost considerations.
  - g. During the year HRL has to quickly turn halls with the current level of staff. Provide a plan to turn the halls as quickly as possible without additional staffing at the end of the spring semester.
  - h. During the year HRL does not clean suites and apartments as that is done by students. HRL is looking for a way to support our transition cleaning based on this

- procedure. Provide a best practice to achieve effective cleaning and quick turns. Also include a method or approach to support or a training platform for students.
- i. Quality assurance training for supervisors. Provide 2 onsite training and as virtual training as needed (maximum 4). Also provide a manual/documentation of the training to be done by URI staff moving forward.
  - j. Provide a plan and timeline to deliver the scope of work in 3 months.

4. **Approach/Methodology** - This section shall describe the offeror's understanding of the University's requirements, including the result(s) intended and desired, the approach and/or methodology to be employed and a work plan for accomplishing the results proposed. The description of the approach shall discuss and justify the approach proposed to be taken for each task, and the technical issues that will or may be confronted at each stage of the project.
- a. Include samples of reports in the proposal
  - b. The vendor shall describe the communications system employed to handle questions from stakeholders in the project requested in this RFP.
  - c. The vendor shall provide detailed specifications of instruments to be used for data collection.
  - d. The vendor shall provide recommended approaches to achieve the improvement in competitiveness sought by HRL.

Appendix DD has some detailed information about our current custodial service unit.

## **B. Cost Proposal**

Provide a proposal cost proposal to include the following listed on the attached Appendix BB.

## **C. ISBE Proposal**

See Appendix A for information and the MBE, WBE, and/or Disability Business Enterprise Participation Plan form(s). Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

## **SECTION 5: EVALUATION AND SELECTION**

Proposals will be reviewed by a Technical Review Committee ("TRC") comprised of staff from URI/State Agencies. The TRC first shall consider technical proposals.

Technical proposals must receive a minimum of 50 (71.4%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 50 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

Technical proposals scoring 50 points or higher will have the cost proposals evaluated and assigned up to a maximum of 30 points in the cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

The University of Rhode Island reserves the right to select the vendor(s) or firm(s) (“vendor”) that it deems to be most qualified to provide the goods and/or services as specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

Proposals shall be reviewed and scored based upon the following criteria:

<b>Criteria</b>	<b>Possible Points</b>
Staff Qualifications	5 Points
Capability, Capacity, and Qualifications of the Offeror	10 Points
Work Plan	35 Points
Approach Proposed	20 Points
<b>Points Total Possible Technical</b>	<b>70 Points</b>
Cost proposal*	30 Points
<b>Total Possible Evaluation Points</b>	<b>100 Points</b>
ISBE Participation**	6 Bonus Points
<b>Points Total Possible</b>	<b>106 Points</b>

**\* Cost Proposal Evaluation:**

The vendor with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other vendors shall be awarded cost points based upon the following formula:

$$(\text{lowest cost proposal} / \text{vendor's cost proposal}) \times \text{available points}$$

For example: If the vendor with the lowest cost proposal (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly costs and service fees and the total points available are thirty (30), Vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 \times 30 = 19.5$$

**\*\*ISBE Participation Evaluation:**

**A. Calculation of ISBE Participation Rate**



1. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for non-ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE vendor's total contract price that will be subcontracted to ISBEs by the non-ISBE vendor's total contract price. For example if the non-ISBE's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the non-ISBE's ISBE participation rate would be 12%.
2. ISBE Participation Rate for ISBE Vendors. The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total contract price. For example if the ISBE vendor's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the ISBE vendor's ISBE participation rate would be 20%.

B. Points for ISBE Participation Rate:

The vendor with the highest ISBE participation rate shall receive the maximum ISBE participation points. All other vendors shall receive ISBE participation points by applying the following formula:

$$\begin{aligned} & (\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate} \\ & \quad \times \text{Maximum ISBE participation points}) \end{aligned}$$

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive  $(12\% \div 20\%) \times 6$  which equals 3.6 points.

**General Evaluation:**

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in the proposal.

**SECTION 6: QUESTIONS**

Questions concerning this solicitation may be e-mailed to the University of Rhode Island Purchasing Department at [URIPurchasing@uri.edu](mailto:URIPurchasing@uri.edu) no later than the time and date indicated on page 1 of this solicitation. Please reference the reference RFP Number # **indicated on the cover sheet** on all correspondence. Questions should be submitted in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

## **SECTION 7: PROPOSAL CONTENTS**

### A. Proposals shall include the following:

1. One completed and signed **URI Bidder Certification Cover Form** (include in the Technical Proposal Original copy only). *Do not include in the Technical Proposal copies or Cost proposals.*
2. **Technical Proposal** - describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The technical proposal should be limited to six (6) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request).
  - a. One (1) Electronic copy on a USB, marked “Technical Proposal - Original”.
  - b. One (1) printed paper copy, marked “Technical Proposal -Original” and signed.
3. **Cost Proposal** - A *separate*, signed and sealed cost proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
  - a. One (1) Electronic copy on a CD-R or USB, marked “Cost Proposal -Original”.
  - b. One (1) printed paper copy, marked “Cost Proposal -Original” and signed.
4. **ISBE Proposal** – A *separate*, signed and sealed Appendix A MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. ***Do not include any copies in the Technical proposals.***

### B. Formatting of proposal response contents should consist of the following:

1. Formatting of CD-Rs or USB – Separate CD-Rs or USBs are required for the technical proposal and cost proposal. All CD-Rs and USBs submitted must be labeled with:
  - a. Vendor’s name
  - b. RFP #
  - c. RFP Title
  - d. Proposal type (e.g., technical proposal or cost proposal)

- e. If file sizes require more than one CD-R or USB, multiple CD-Rs or USBs are acceptable. Each CD-R or USB must include the above labeling and additional labeling of how many CD-Rs or USBs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of ‘1 of 3’ on first CD-R, ‘2 of 3’ on second CD-R, ‘3 of 3’ etc.).

Vendors are responsible for testing their CD-Rs or USB before submission as the URI Purchasing Department’s inability to open or read a CD-R or USB may be grounds for rejection of a Vendor’s proposal. All files should be readable and readily accessible on the CD-Rs or USBs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the URI Purchasing Department may consider it “non-responsive”. Please note that CD-Rs and USBs submitted, shall not be returned.

2. Formatting of written documents and printed copies:

- a. For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1” margins on white 8.5”x 11” paper using a 12 point font .
- b. All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor’s name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
- c. The cost proposal shall be typed using the formatting provided on the provided template.
- d. Printed copies are to be only bound with removable binder clips.

## **SECTION 8: PROPOSAL SUBMISSION**

Interested vendors must submit proposals to provide the goods and/or services covered by this RFP on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the University of Rhode Island Purchasing Department, shall not be accepted.

Responses should be mailed or hand-delivered in a sealed envelope marked "RFP # (number as indicated on the cover sheet)  
to

MAIL TO:

UNIVERSITY OF RHODE ISLAND  
PO BOX 1773  
PURCHASING DEPARTMENT  
KINGSTON, RI 02881

COURIER:

UNIVERSITY OF RHODE ISLAND  
PURCHASING DEPARTMENT  
10 TOOTELL RD.  
KINGSTON, RI 02881-2010

**NOTE:** Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other University locations or which are otherwise not presented in the URI Purchasing Department by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the URI Purchasing Department will not be considered. The "official" time clock is located in the reception area of the URI Purchasing Department. **(Please be advised that FedEx/UPS do not always arrive by 10:30 am, you would be smart to send your submission to arrive at least one day early)**

## **SECTION 9: CONCLUDING STATEMENTS**

Notwithstanding the above, the University of Rhode Island reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award it in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The University may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the University of Rhode Island Purchasing Department.

## **APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM**

### **A. Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)**

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

### **B. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:**

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS**  
**DEPARTMENT OF ADMINISTRATION**  
**ONE CAPITOL HILL PROVIDENCE,**  
**RHODE ISLAND 02908**

<b>MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN</b>					
Bidder's Name:					
Bidder's Address:					
Point of Contact:					
Telephone:					
Email:					
Solicitation No.:					
Project Name:					
<p>This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. <b>Please complete <u>separate forms</u> for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.</b></p>					
Name of Subcontractor/Supplier:					
Type of RI Certification:		<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Disability Business Enterprise			
Address:					
Point of Contact:					
Telephone:					
Email:					
Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:					
Total Contract Value (\$):			Subcontract Value (\$):		ISBE Participation Rate (%):
Anticipated Date of Performance:					
I certify under penalty of perjury that the forgoing statements are true and correct.					
<b>Prime Contractor/Vendor Signature</b>			<b>Title</b>		<b>Date</b>
<b>Subcontractor/Supplier Signature</b>			<b>Title</b>		<b>Date</b>

M/W/Disability Business Enterprise Utilization Plan - RFPs - Rev. 5/24/2017

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## Appendix AA

<u>Building Name</u>	<u>Address</u>	<u>BGSF</u>
1 TALENT DEVELOPMENT HOUSE	22 UPPER COLLEGE RD	10,859
2 ADAMS HALL	2 BUTTERFIELD RD	44,816
3 ALDRICH HALL	22 BUTTERFIELD RD	33,766
4 BARLOW HALL	164 CAMPUS AVE	52,806
5 BRESSLER HALL	141 CAMPUS AV	39,768
6 BROOKSIDE APARTMENTS	40 WEST ALUMNI	201,245
7 BROWNING HALL	4 BUTTERFIELD RD	66,995
8 BURNSIDE HALL	55 W ALUMNI AV	54,335
9 BUTTERFIELD HALL	1 BUTTERFIELD RD	39,805
10 CODDINGTON HALL	16 COMPLEX RD	54,372
11 DORR HALL	10 COMPLEX RD	43,829
12 EDDY HALL	2 COMPLEX RD	97,102
13 ELLERY HALL	8 COMPLEX RD	33,031
14 FAYERWEATHER HALL	4 COMPLEX RD	55,431
15 GARRAHY HALL	170 FLAGG RD	89,376
16 GORHAM HALL	6 COMPLEX RD	53,933
17 HEATHMAN HALL	30 BUTTERFIELD RD	76,836
18 HILLSIDE HALL	140 CAMPUS AVE	122,320
19 HOPKINS HALL	14 BUTTERFIELD RD	33,659
20 HUTCHINSON HALL	5 FARM HOUSE RD	25,677
21 MERROW HALL	23 BUTTERFIELD RD	28,289
22 PECK HALL	7 BUTTERFIELD RD	26,315
23 TUCKER HALL	3 FARM HOUSE RD	27,961
24 UNIVERSITY GATEWAY	2 to 8 FACULTY CIR	23,334
25 WELDIN HALL	170 CAMPUS AVE	53,058
26 WILEY HALL	180 FLAGG RD	99,404
27 UV APARTMENT BLDG	2900 A to KINGSTOWN RD	109,138
		<b>1,597,460</b>

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## Appendix BB

<b>URI HRL</b>			
<b>Propsoal Cost Form</b>			
<b>Bidder's Name:</b>			
<b>Base System Costs:</b>	<b>Year 1</b>		
Building/System Assessments (lump sum cost)			
<i>*Full report listed in RFP</i>			
<b>Total Cost</b>	<b>\$</b>		
<b>Total Service Cost</b>	<b>Year 1</b>		
Added Services/Fees (anticpated costs)			
Other:			
<b>Total Cost</b>	<b>\$</b>		
<b>Total Project Cost</b>	<b>\$</b>		
<b>Additional Services to Consider</b>	<b>Hourly Rate</b>	<b>Estimated Hours</b>	<b>Total</b>
Custodial Staff Training for Products			
Quality Assurance Training - Supervisors			
<b>Total Cost</b>	<b>\$</b>		<b>\$</b>

## Appendix CC



	Building	Title	Cleaning Area	Office or Break Room	SHIFT	Schedule	Days Off
		<b>Building Super.</b>		<b>Coddington</b>	<b>6:00 - 2:30</b>	<b>Tue-Sat</b>	<b>Sun/Mon</b>
1	Coddington	Housekeeper	limited		7:30-4:00	Mon-Fri	Sat/Sun
2	Burnside	Sr. Janitor	A & B tower and main lounge	E105	6:00-2:30	Sun-Thur	Fri/Sat
3	Aldrich	Sr. Janitor	entire building	B115	6:00-2:30	Mon-Fri	Sat/Sun
4	Hopkins	Housekeeper	entire building	A108	6:00-2:30	Mon-Fri	Sat/Sun
5	Gorham	Housekeeper	Frontside 4th floor lounge	10	7:30-4:00	Sun-Thur	Fri/Sat
6	Dorr	Housekeeper	D & C tower & main lounge	D107	7:30-4:00	Tue-Sat	Sun/Mon
7	Burnside	Housekeeper		D104	6:00-2:30	Mon-Fri	Sat/Sun
8	Fayerweather	Sr. Janitor	Frontside 4th floor lounge	3113	6:00-2:30	Sun-Thur	Fri/Sat
9	Dorr	Sr. Janitor	A & B tower A study lounge and laundry room	TBA	6:00-2:30	Mon-Fri	Sat/Sun
10	Fayerweather	Housekeeper	Backside and Lobby Lounge	2166	7:30-4:00	Wed-Sun	Mon/Tue
11	Coddington	Housekeeper	E, D & C tower and laundry room	D111	6:00-2:30	Sun-Thur	Fri/Sat
12	Coddington	Housekeeper	A & B Tower and main lounge	C109	7:30-4:00	Tue-Sat	Sun/Mon
13	Gorham	Housekeeper	Backside	4	6:00-2:30	Tue-Sat	Sun/Mon
14	Ellery	Housekeeper	entire building	C201E	7:30-4:00	Mon-Fri	Sat/Sun
		<b>Building Super.</b>		<b>Browning</b>	<b>6:00-2:30 &amp; 7:30 - 4:00 (Sun)</b>	<b>Sun-Thur</b>	<b>Fri/Sat</b>
1	Heathman	Housekeeper	Heathman D & E & 1/2 C	Basement A	6:00-2:30	Tue-Sat	Sun/Mon
2	Heathman	Housekeeper	Heathman A & B & 1/2 C	Basement A	6:00-2:30	Sun-Thur	Fri/Sat
3	Butterfield	Housekeeper	Butterfield North	109	6:00-2:30	Tue-Sat	Sun/Mon
4	Eddy	Housekeeper	Eddy 3,4 & 5	1st floor supply room	6:00-2:30	Tue-Sat	Sun/Mon
5	Butterfield	Sr. Janitor	Butterfield/Bressler 1st	109	6:00-2:30	Mon-Fri	Sat/Sun
6	Browning	Sr. Janitor	Browning 0	28	6:00-2:30	Tue-Sat	Sun/Mon
7	Bressler	Housekeeper	Bressler Hall 1st, main longe, stairwells	16	6:00-2:30	Mon-Fri	Sat/Sun
8	Butterfield	Housekeeper	Butterfield South	109	6:00-2:30	Sun-Thur	Fri/Sat
9	Browning	Housekeeper	Browning 4th	26	6:00-2:30	Mon-Fri	Sat/Sun
10	Browning	Housekeeper	Browning 1st	26	6:00-2:30	Mon-Fri	Sat/Sun
11	Bressler	Housekeeper	Bressler North	16	6:00-2:30	Sun-Thur	Fri/Sat
12	Browning	Housekeeper	Browning 2nd	233	6:00-2:30	Sun-Thur	Fri/Sat
13	Browning	Housekeeper	Browning 3rd	333	6:00-2:30	Mon-Fri	Sat/Sun
14	Bressler	Housekeeper	Bressler South	16	6:00-2:30	Tue-Sat	Sun/Mon
15	Eddy	Housekeeper	Eddy B, 1 & 2	1st floor supply room	7:30-4:00	Sun-Thur	Fri/Sat
		<b>Principal Janitor</b>		<b>Brookside</b>	<b>7:30-4:00</b>	<b>Mon-Fri</b>	<b>Sat/Sun</b>
1	Brookside	Housekeeper	Gang	139	6:00 - 2:30	Tue-Sat	Sun/Mon
2	Brookside	Housekeeper	Gang	139	6:00-2:30	Sun-Thur	Fri/Sat
3	Brookside	Housekeeper	Bistro Bath and Connector Laundry Rooms Trash Area and trash on N & S	139	1:30 - 10:00	Sun-Thur	Fri/Sat
4	Brookside	Housekeeper	Gang	139	6:00-2:30	Mon-Fri	Sat/Sun
		<b>Building Super.</b>		<b>Weldin</b>	<b>6:00-2:30</b>	<b>Wed-Sun</b>	<b>Mon/Tue</b>
1	Barlow	Housekeeper	Barlow 0 and 1st	28	6:00-2:30	Sun-Thur	Fri/Sat
2	various	Sr. Janitor	TD House / Gateway / Gatehouse / Grad Village	TDAH 5th	6:00-2:30	Wed-Sun	Mon/Tue
3	Hillside	Housekeeper	Hillside 4B & 2B south	C403	7:30-4:00	Wed-Sun	Mon/Tue
4	Hillside	Housekeeper	Hillside 4A & 5 A South	A409	6:00-2:30	Sun-Thur	Fri/Sat
5	Hillside	Housekeeper	Hillside 2A & 5A middle	A209	6:00-2:30	Wed-Sun	Mon/Tue
6	Weldin	Housekeeper	Hillside 2nd & 3rd North	931	6:00-2:30	Mon-Fri	Sat/Sun
7	Hillside	Housekeeper	Hillside 3B and 2B middle	C303	6:00-2:30	Sun-Thur	Fri/Sat
8	Hillside	Housekeeper	Hillside 3A & 5A north	A309	7:30-4:00	Wed-Sun	Mon/Tue
9	Hillside/Adams Off.	Sr. Janitor	Adams/Hill Offices 1A	2B	6:30-3:00	Tue-Sat	Sun/Mon
10	Barlow	Housekeeper	Barlow 0 and 1st	33	7:30-4:00	Tue-Sat	Sun/Mon
11	Weldin	Housekeeper	Weldin 4th and 3rd South	Mid stairs	6:00-2:30	Sun-Thur	Fri/Sat
12	Barlow	Housekeeper	2nd & 3rd North	24	6:00-2:30	Mon-Fri	Sat/Sun
12	Hillside	Housekeeper			6:00-2:30	Mon-Fri	Sat/Sun
14	Weldin	Sr. Janitor	Weldin 0 and 1st, Barlow 0	934	6:00-2:30	Tue-Sat	Sun/Mon
15	Hillside	Housekeeper	1B & 2B North	A009	7:30-4:00	Wed-Sun	Mon/Tue
		<b>Building Super.</b>		<b>Adams</b>	<b>6:00-2:30</b>	<b>Sun-Thur</b>	<b>Fri/Sat</b>
1	Wiley	Sr. Janitor	Wiley Gang	143	6:00-2:30	Sun-Thur	Fri/Sat
2	Adams	Housekeeper	Adams South	215	6:00-2:30	Sun-Thur	Fri/Sat
3	Adams	Sr. Janitor	Adams North	215	6:00-2:30	Tue-Sat	Sun/Mon
4	Peck	Housekeeper	Peck 1st south and all 3rd	234	6:00-2:30	Sun-Thur	Fri/Sat
5	Hutchinson	Housekeeper	1st North and all 2nd	234	6:00-2:30	Tue-Sat	Sun/Mon
6	Morrow	Housekeeper	Morrow 1st North and All 3rd	234	6:00-2:30	Tue-Sat	Sun/Mon
7	Peck	Housekeeper	Peck 1st north and all 2nd	234	6:00-2:30	Tue-Sat	Sun/Mon
8	Wiley	Housekeeper			6:00-2:30	Tue-Sat	Sun/Mon
9	Garrahy	Housekeeper	Garrahy Gang	13	6:00-2:30	Mon-Fri	Sat/Sun
10	Tucker	Housekeeper	1st South and all 2nd	234	6:00-2:30	Sun-Thur	Fri/Sat
11	Wiley	Housekeeper	Wiley Gang	143	7:30-4:00	Tue-Sat	Sun/Mon
12	Garrahy	Housekeeper	Garrahy Gang	13	6:00-2:30	Mon-Fri	Sat/Sun
13	Morrow	Housekeeper	Morrow 1st South and All 2nd	234	6:00-2:30	Sun-Thur	Fri/Sat
14	Tucker	Sr. Janitor	1st North and all 2nd	234	6:00-2:30	Tue-Sat	Sun/Mon
15	Hutchinson	Housekeeper	1st South and all 3rd	234	6:00-2:30	Sun-Thur	Fri/Sat
		<b>Bldg. Const Inspector</b>		<b>HRL Maintenance Office</b>	<b>7:00-3:00 &amp; 8:00-4:00 (sat)</b>	<b>Tue-Sat</b>	<b>Sun/Mon</b>
1	Float	Housekeeper-Float/Float			7:30-4:00	Wed-Sun	Mon/Tue
60							

## **Appendix DD**

Add attachment “2023SBUS” for summer schedule

## **Appendix EE**

### **Benchmarking Institutions**

University of Massachusetts

University of Vermont

University of Connecticut

University of Maine

University of New Hampshire

Any university in Rhode Island or Connecticut or Massachusetts

University of Delaware

Rutgers University

## **Appendix FF**

1. Provide a statement describing your company to include name, number of employees, locations, number of years in business, number of years offering/supporting the proposed solution.
2. If subcontractors are to be used, provide a list that specifies the name, address, phone number, contact person, and a brief description of the subcontractors’ organizational capacity and qualifications.
3. Please provide information about contract cancellations or non-renewals your company has experienced over the last three years.
4. Describe your experience offering a solution for the business requirements identified in this document within higher education. Provide a client list that includes higher education clients.
5. Provide a statement that explains why your company would be most qualified to provide products and services to the University of Rhode Island. What differentiates you from your competitors? In the response the Respondent must demonstrate that they are a recognized leader in the services and/or products covered in this document.
6. Program Plan: Provide your plan to meet the set timeline and the proposal requirements.





