



RHODE ISLAND COLLEGE

PURCHASING DEPARTMENT

600 Mt. Pleasant Avenue, Building #5

Providence, Rhode Island 02908

Phone: 401-456-8047 Fax: 401-456-8528

BID/PROPOSAL

BID/RFP NUMBER: 22102812

BID/RFP TITLE: RENTAL OF LINEN TABLECLOTHS AND NAPKINS

OPENING DATE & TIME: November 14, 2022 at 2:00 PM

Note to Bidders: Questions concerning this solicitation may be emailed to jcmorelli@ric.edu no later than November 4, 2022 @ 3:00 PM (EST). Please reference the BID/RFP# on all correspondence. Questions received if any, will be posted on the internet as an addendum to this solicitation. It is the responsibility of all interested parties to download the information.

FEIN:

VENDOR NAME:

ADDRESS:

TELEPHONE:

FAX:

EMAIL:

CONTACT PERSON:

TITLE:

NOTICE TO VENDORS:

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 Procurement Regulations 5.11, and in addition, for highway and bridge projects, also see Procurement Regulations 5.13, accessible at www.purchasing.ri.gov.

SECTION 2 - REQUIRMENTS

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

Indicate "Y" (Yes) or "N" (No) for Disclosures 1-4, and if "Yes," provide details below

____ 1. State whether the Bidder, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder or any parent, subsidiary, or affiliate has been subject to suspension or debarment by any federal, state, or municipal governmental authority, or the subject of criminal prosecution, or convicted of a criminal offense within the previous 5 years. If "Yes," provide details below.

____ 2. State whether the Bidder, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder or any parent, subsidiary, or affiliate has had any contracts with a federal, state, or municipal governmental authority terminated for any reason within the previous 5 years. If "Yes," provide details below.

____ 3. State whether the Bidder, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder or any parent, subsidiary, or affiliate has been fined more than \$5000 for violation(s) of any Rhode Island environmental law(s) by the Rhode Island Department of Environmental Management within the previous 5 years. If "Yes," 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.

Disclosure details (continue on additional sheet if necessary):

SECTION 3 — OWNERSHIP DISCLOSURE

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

If the Bidder is publicly held, the Bidder 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 Bidder; otherwise, complete ownership disclosure is required.

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 Bidder, and the percentage of ownership, if any, he or she holds in the Bidder, and each intermediate parent company and the ultimate parent company of the bidder.

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 BIDDER CERTIFIES THAT:

____ 1. The Bidder will immediately disclose, in writing, to the State Purchasing Agent any potential conflict of interest which may occur during the term of any contract awarded pursuant to this solicitation.

____ 2. The Bidder possesses all licenses and anyone who will perform any work will possess all licenses required by applicable federal, state, and local law necessary to perform the requirements of any contract awarded pursuant to this solicitation and will maintain all required licenses during the term of any contract awarded pursuant to this solicitation. In the event that any required license shall lapse or be restricted or suspended, the Bidder shall immediately notify the State Purchasing Agent in writing.

____ 3. The Bidder will maintain all required insurance during the term of any contract pursuant to this solicitation. In the event that any required insurance shall lapse or be canceled, the Bidder will immediately notify the State Purchasing Agent in writing.

____ 4. The Bidder understands that falsification of any information in this bid proposal or failure to notify the State Purchasing Agent of any changes in any disclosures or certifications in this Bidder Certification may be grounds for suspension, debarment, and/or prosecution for fraud.

____ 5. The Bidder has not paid and will not pay any bonus, commission, fee, gratuity, or other remuneration to any employee or official of the State of Rhode Island or any subdivision of the State of Rhode Island or other governmental authority for the purpose of obtaining an award of a contract pursuant to this solicitation. The Bidder further certifies that no bonus, commission, fee, gratuity, or other remuneration has been or will be received from any third party or paid to any third-party contingent on the award of a contract pursuant to this solicitation.

____ 6. This bid proposal is not a collusive bid proposal. Neither the Bidder, nor any of its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents has in any way colluded,

conspired, or agreed, directly or indirectly, with any other bidder or person to submit a collusive bid proposal in response to the solicitation or to refrain from submitting a bid proposal in response to the solicitation, or has in any manner, directly or indirectly, sought by agreement or collusion or other communication with any other bidder or person to fix the price or prices in the bid proposal or the bid proposal of any other bidder, or to fix any overhead, profit, or cost component of the bid price in the bid proposal or the bid proposal of any other bidder, or to secure through any collusion, conspiracy, or unlawful agreement any advantage against the State of Rhode Island or any person with an interest in the contract awarded pursuant to this solicitation. The bid price in the bid proposal is fair and proper and is not tainted by any collusion, conspiracy, or unlawful agreement on the part of the Bidder, its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents.

____ 7. 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.

____ 8. The Bidder will comply with all of the laws that are incorporated into and/or applicable to any contract with the State of Rhode Island.

Certification details (continue on additional sheet if necessary):

Submission by the Bidder of a bid proposal pursuant to this solicitation constitutes an offer to contract with the State of Rhode Island through the Division of Purchases on the terms and conditions contained in this solicitation and the bid proposal. The Bidder certifies that: (1) the Bidder has reviewed this solicitation and agrees to comply with its terms and conditions; (2) the bid proposal is based on this solicitation; and (3) the information submitted in the bid proposal (including this Bidder Certification Cover Form) is accurate and complete. The Bidder acknowledges that the terms and conditions of this solicitation and the bid proposal will be incorporated into any contract awarded to the Bidder pursuant to this solicitation and the bid proposal. The person signing below represents, under penalty of perjury, that he or she is fully informed regarding the preparation and contents of this bid proposal and has been duly authorized to execute and submit this bid proposal on behalf of the Bidder.

Date:_____

BIDDER

Name of Bidder

Signature in ink

Printed name and title of person signing on behalf of Bidder

IMPORTANT BID INVITATION SUBMITTAL INFORMATION:

SUBMITTAL OF BID INVITATION

All Bids must be mailed/delivered to **RHODE ISLAND COLLEGE's PURCHASING DEPARTMENT, BUILDING #5**, in the sealed envelope furnished, by the time and date specified for the opening of responses. The official time and date shall be that of the time/date stamp in the reception area.

Rhode Island College encourages entities to submit the Bid Invitations in person to the RIC Purchasing Department, whenever possible. In person Bid Invitations submittals can be made Monday-Friday (excluding State of RI Holidays) between 8:30 am – 4:00pm.

Bids misdirected to other locations or which are not present at the time of opening for whatever cause will be considered to be late, and will be returned unopened. **IF YOU ARE GOING TO MAIL YOUR BID PLEASE NOTIFY ME VIA EMAIL SO I CAN MAKE SURE THE BID IS HERE ON TIME. CAMPUS MAIL IS NOT ALWAYS PROMPT.**

BID AWARD

It is the intent of Rhode Island College to award this Bid to the Vendor who provides the lowest total cost for items 1-12, based upon the weekly estimates provided. Please note, actual usage may vary based upon business needs.

While it is the College's preference to award this Bid to one sole vendor, The College reserves the right to award Items 13-19 separate from Items 1-12, should the College determine it is in their best interest to do so.

Rhode Island College reserves the right to request, receive, and review linen samples prior to the award of these items.

IMPORTANT INFORMATION FOR BID AWARDEES:

ACCOUNT INFORMATION

Within 10 days of Bid Notification, successful vendor(s) are required to provide Dining Services with the following account information:

- Sales Representative contact information
- Account number
- Ordering telephone number and/or electronic ordering information

DELIVERY INFORMATION

All linen orders placed by RIC Dining Services shall be delivered to the inside of Donovan Dining Center, Monday- Friday between the hours of 6:30-am – 11:00am only. Deviations to this requirement, may be permissible with prior coordination and approval of Dining Services.

All linen deliveries will be accompanied by an invoice which clearly states the corresponding Bid Award Item Number, cost per unit, and quantity being delivered, which will be validated and signed by personnel authorized by Dining Services.

All linens which are being returned must be counted on site and acknowledged by the vendor and personnel authorized by Dining Services. A copy of the returned items shall be provided to Dining Services at time of linen return.

RHODE ISLAND COLLEGE
BID# 22102812 RENTAL OF LINEN TABLECLOTHS AND NAPKINS
PRICES ARE TO BE EFFECTIVE ON: DECEMBER 1, 2022 - JUNE 30, 2025

Items 1-12 are “standard” linen items which RIC will maintain on hand each week. *Please note, the weekly usage estimates below for the ‘standard” linen items may vary due to fluctuations in business. RIC will coordinate any weekly usage changes with the awarded vendor seven (7) days in advance.

ITEM	DESCRIPTION	Weekly Est. of Linen Needed	Weekly Rental Cost per Linen	Damage/Lost Charge	Vendor	Vendor Notes
1	NAPKINS CLOTH, 20” X 20” STARCHED - COLOR: IVORY	100*				
2	NAPKINS CLOTH, 20” X 20” STARCHED - COLOR: BURGUNDY	100*				
3	NAPKINS CLOTH, 20” X 20” STARCHED - COLOR: GOLD	100*				
4	NAPKINS CLOTH, 20” X 20” STARCHED - COLOR: WHITE	50*				
5	TABLE CLOTHS 85 X 85 COLOR: IVORY	20*				
6	TABLE CLOTHS 85 X 85 COLOR: WHITE	20*				
7	TABLE CLOTHS 85 X 85 COLOR: BLACK	50*				

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8	TABLE CLOTHS 85 X 85 COLOR: BURGUNDY	50*				
9	TABLE CLOTHS 52 x 114 COLOR: IVORY	50*				
10	TABLE CLOTHS 52 X 114 COLOR: WHITE	20*				
11	TABLE CLOTHS 52 X 114 COLOR: BLACK	20*				
12	TABLE CLOTHS 52 X 114 COLOR: BURGUNDY	20*				
Items 13-19 are “non-standard” linen items which RIC may seek to order with a minimum of seven (7) days advance notice. Unless otherwise coordinated with vendor, these “non-standard” items will be utilized for seven (7) days.						
13	NAPKINS CLOTH, 20” X 20” STARCHED - COLOR: BLACK					
14	NAPKINS CLOTH, 20” X 20” STARCHED - COLORS: ASST. PASTELS					
15	TABLE CLOTHS 90 ROUND COLORS: BURGUNDY, IVORY, BLACK					

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16	TABLE CLOTHS 90 ROUND COLORS: BURGUNDY, IVORY, BLACK					
17	TABLE CLOTHS 52 x 52 COLORS: BURGUNDY, IVORY, BLACK. AND OTHER COLORS AS AVAILABLE					
18	TABLE CLOTHS 71 x 71 COLORS: BURGUNDY, IVORY, BLACK. AND OTHER COLORS AS AVAILABLE					
19	TABLE SKIRTING 14FT. COLORS: BURGUNDY, IVORY, BLACK. AND OTHER COLORS AS AVAILABLE					

IF A DISCOUNT FOR PROMPT PAYMENT IS AVAILABLE PLEASE STATE TERMS HERE.

I certify that the prices listed here in are accurate and I am authorized to quote these prices.

COMPANY: _____

NAME: _____

TITLE: _____

DATE: _____

SIGNATURE: _____