



Request for Quote

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

BUYER: Righter, Maxwell W
 PHONE #: 401-574-8179

CREATION DATE : 09-APR-18
 BID NUMBER: 7592652
 TITLE: MPA# 387 - Carpet Cleaning
 BLANKET START : 01-JUL-18
 BLANKET END : 30-JUN-21
 BID CLOSING DATE AND TIME: 07-MAY-2018 10:30:00

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Requisition Number:

Note to Bidders: QUESTIONS concerning this solicitation must be emailed and received by the Division of Purchases at max.righter@purchasing.ri.gov no later than Wednesday, April 25th, 2018, 5:00 PM, in a Microsoft Word attachment with the corresponding solicitation number. Questions, if any, and responses will be posted to the Division of Purchases website at www.purchasing.ri.gov as an addendum to this solicitation.

| Line | Description | Quantity | Unit | Unit Price | Total |
|------|--|------------|-------------|------------|-------|
| 1 | MPA-387 7/1/18 - 6/30/2021 Pre-Treatment and Hot Water Steam Rotary Extraction followed by Wand Hot Steam Extraction | 120,000.00 | Square Foot | | |
| 2 | MPA-387 7/1/18 - 6/30/2021 Hot Water Steam Extraction | 5,500.00 | Square Foot | | |
| 3 | MPA-387 7/1/18 - 6/30/2021 Carpet Protectant Application | 35,000.00 | Square Foot | | |
| 4 | MPA-387 7/1/18 - 6/30/2021 Hot Water and Spinner Tool Extraction with Pre-Treatment | 3,500.00 | Square Foot | | |
| 5 | MPA-387 7/1/18 - 6/30/2021 Tile Grout Sealer Application | 1.00 | Square Foot | | |
| 6 | MPA-387 7/1/18 - 6/30/2021 Cost to apply Scotch Guard or equivalent carpet protection, if requested | 1.00 | Square Foot | | |
| 7 | MPA-387 7/1/18 - 6/30/2021 Cost to apply an antimicrobial agent, if requested | 30,000.00 | Square Foot | | |

Delivery: _____

Terms of Payment: _____

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer



Bid Specifications
Solicitation # 7592652
MPA# 387 – Carpet Cleaning

Blanket Requirements: 04/01/2018-03/31/21

Service as requested by user agency.

Specifications

Provide labor and materials to clean carpeting, tile, and grout in State of Rhode Island owned or leased buildings.

The method of cleaning of carpet will be within standards specified by the Institute of Inspection Cleaning and Restoration 8100 (IICRC100). All vendors must be an IICRC certified firm.

All technicians of the certified firms must be trained in carpet cleaning and be able to produce certification of training to any State agency requesting carpet cleaning services. The vendor must ensure that all employees cleaning carpets carry current IICRC certification.

The preferred method of carpet cleaning is the high pressure steam extraction. The vendor must employ truck-mounted hot steam rotary extraction with a dual-wand system with pressure up to 2500 PSI and temperature up to 230 degrees Fahrenheit. Portable units may be used only if the unit meets the heat and psi requirements of the truck mount and is approved by the representative of the agency.

The following specifications are required of all vendors submitting for MPA# 387:

1. The vendor must be prepared to work on small carpet cleaning projects, sometimes as little as 100-200 square feet.
2. Carpet cleaning notification will be made no less than three days before the vendor is required to provide services unless in the case of emergency. In case of emergency one day notification will be for next day service.
3. Vendor will be required to move or remove all furniture in Group Homes only. In offices miscellaneous chairs or tables which can move will be moved by the vendor. In all cases furniture is to be returned to its original location. All furnishings placed on damp carpet are to be tabbed or foam blocked to protect the furnishings and carpet from damage. (See URI Requirement below).
4. All carpet is to be vacuumed and spot cleaned, including gum removal, prior to cleaning of carpet.
5. All heavily soiled traffic areas are to be pre-treated with solutions which contain the green seal designation. Heavily soiled areas are to be cleaned with hot steam rotary



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
Department of Administration

DIVISION OF PURCHASES
One Capitol Hill, 2nd floor
Providence, RI 02908

TEL: (401) 574-8100
FAX: (401) 574-8387
TDD: (401) 574-8228
Website: www.purchasing.ri.gov

extractor then cleaned with hot steam extraction. Carpet pile should be even when carpet cleaning is complete.

6. The vendor must be prepared to apply Scotch Guard (or equivalent carpet protection), if requested.
7. The vendor must be prepared to apply an antimicrobial agent, if requested.
8. The vendor may be required to provide dehumidifiers, if requested.
9. All carpet cleaning on lightly soiled carpet should be pretreated with solution which contains the green seal designation. Hot steam extraction is the only approved method of carpet cleaning.
10. Tile and grout cleaning may be completed by hot steam extraction with spinner tool and the ability to achieve 1000 psi of pressure as needed. Tile and grout must be pretreated with green seal solutions. All water must be extracted and the tile wet mopped with white vinegar solution to remove all residue.
11. Carpet protection may be required for specific carpets which will be authorized by the agency requesting the carpet cleaning prior to cleaning carpets and applied while carpets are damp.
12. To ensure proper drying of carpets, vendors will be required to use air movers to assist in the drying process. Any air movers provided to the agency for the drying of carpets will be at the cost of the vendor. The agency will not be required to pay daily rental for the air movers. All vendors will need to sign in at the agency receiving the carpet cleaning as directed by the individual agency.
13. All vendors must notify the designee of each agency for inspection and sign off of any work completed. Billing for work completed will not be approved without proper authorization.

In addition to the above requirements, vendors called to work at the University of Rhode Island are required to:

- A. The vendor must be prepared to report to campus as early as 5:00 AM
- B. The vendor must be prepared to move larger and more varied/numerous items of furniture, if requested.
- C. URI carpets are to be cleaned by a truck-mounted unit, not a mobile unit.

Vendor invoicing shall reflect only the actual areas completed. The vendor must invoice for actual carpet cleaned, not for areas that are not cleaned (i.e. under cabinets, desks, copiers, etc.) Any area considered by an authorizing agency representative to be unsatisfactorily completed shall be rescheduled at the vendor's expense. Vendor must notify the agency within 24 hours if any work area is inaccessible.

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

CHARGES PERMITTED

NO CHARGES OTHER THAN PARTS AND LABOR ON THE JOB - NO TRAVEL, NO MILEAGE, NO MISCELLANEOUS CHARGES, NO PORTAL TO PORTAL.

HAZARDOUS MATERIAL

HAZARDOUS MATERIAL SAFETY DATA SHEET IS TO BE SUBMITTED BY THE SUCCESSFUL BIDDER AFTER THEIR RECEIPT OF THE PURCHASE ORDER AND BEFORE OR WITH THE FIRST DELIVERY. THIS SHEET WILL BE KEPT ON FILE AS A REFERENCE FOR FUTURE DELIVERIES MADE UNDER THIS CONTRACT. THIS SHEET IS MANDATED BY RI STATE LAW CHAPTER 28-21 HAZARDOUS SUBSTANCE RIGHT-TO-KNOW ACT. FAILURE TO COMPLY WITH THIS REQUEST WILL RESULT IN LOSS OF CONTRACT.

INSURANCE REQUIREMENTS (ADDITIONAL)

ANNUAL RENEWAL INSURANCE CERTIFICATES FOR WORKERS' COMPENSATION, PUBLIC LIABILITY, PROPERTY DAMAGE INSURANCE, AUTO INSURANCE, PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS), BUILDER'S RISK INSURANCE, SCHOOL BUSING AUTO LIABILITY, ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL), VESSEL OPERATION (MARINE OR AIRCRAFT) PROTECTION & INDEMNITY, ETC., MUST BE SUBMITTED TO THE SPECIFIC AGENCY IDENTIFIED IN THE "SHIP TO" SECTION OF THE PURCHASE ORDER. CERTIFICATES ARE ANNUALLY DUE PRIOR TO THE BEGINNING OF ANY CONTRACT PERIOD BEYOND THE INITIAL TWELVE-MONTH PERIOD OF A CONTRACT. FAILURE TO PROVIDE ANNUAL INSURANCE CERTIFICATION MAY BE GROUNDS FOR CANCELLATION.

LICENSE REQUIREMENTS (COPY OF LICENSE/PERMIT NOT REQUIRED)

VENDOR (OWNER OF COMPANY) IS RESPONSIBLE TO COMPLY WITH ALL LICENSING OR STATE PERMITS REQUIRED FOR THIS TYPE OF SERVICE. IN ADDITION TO THESE LICENSE REQUIREMENTS, BIDDER, BY SUBMISSION OF THIS BID, CERTIFIES THAT ANY/ALL WORK RELATED TO THIS BID, AND ANY SUBSEQUENT AWARD WHICH REQUIRES A RHODE ISLAND LICENSE(S), SHALL BE PERFORMED BY AN INDIVIDUAL(S) HOLDING A VALID RHODE ISLAND LICENSE.

MULTI YEAR AWARD

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

PURCHASE AGREEMENT BID

BIDDING (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. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordered during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (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. **ORDERING** (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (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.

Mailing Address for Bid Proposals issued by the State of Rhode Island, Division of Purchases:

All Bid Proposals must be submitted to the following address:

State of Rhode Island
Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908

PPD - PROMPT PAYMENT DISCOUNT CLAUSE

NOTE: All vendors responding to the within solicitation must complete the attached prompt payment discount "PPD" form as part of this master price agreement solicitation.

RIVIP INFO - BID SUBMISSION REQUIREMENTS

It is the vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form should be attached to the front of the offer. Each bid proposal must be submitted in a separate sealed envelope with the bidder's name and address and the specific "Solicitation Number," "Solicitation Title," and the "Bid Proposal Submission Deadline" marked in the upper left-hand corner of the envelope.

The bid proposal must be delivered (via mail, messenger service, or personal delivery) to the Division of Purchases and date-stamped/receipted by the date and time specified for the bid proposal submission deadline. Bidders should mail bid proposals sufficiently in advance of the bid proposal submission deadline to ensure timely delivery to the Division of Purchases or, when delivering a bid proposal in person or by messenger, should allow additional time for parking and clearance through security checkpoints. Bid proposals must be addressed to:

Rhode Island Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill, Providence, RI 02908-5855

Bid proposals that are not received by the Division of Purchases by the bid proposal submission deadline for whatever reason will be deemed late and will not be considered. The submission time will be determined by the time clock in the Division of Purchases. Postmarks will not be considered proof of timely submission.

Bid proposals in electronic format are not accepted at this time.

At the bid proposal submission deadline, bid proposals will be opened and read aloud in public.

DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws

§37-2.5-3.

WORK ORDER LIMITATIONS

IN NO EVENT WILL ANY INDIVIDUAL WORK ORDER EXCEED \$5,000.00 WITHOUT PRIOR APPROVAL OF THE OFFICE OF PURCHASES.

Prompt Payment Discount Form
(Invoice discounts for receiving fast payments)

Note: All vendors responding to the within solicitation must complete a Prompt Payment Discount ("PPD") form as part of this Master Price Agreement solicitation.

Bidder Name: _____

RFQ/RFP Bid Solicitation Number: _____

Prompt Payment Discounts ("PPD"). Vendors benefit from PPD by increased, usable cash flow as a result of fast and efficient payments for commodities or services rendered. ACH payments increase the prompt pay benefit by ensuring that funds are paid directly to their designated bank accounts, thus eliminating the delay of check clearance policies and traditional mail lead time (additional form required for ACH enrollment can be found at <http://controller.admin.ri.gov/Forms/index.php>). Vendors are highly encouraged to enroll and will receive consideration for enrollment.

The State benefits because contractors reduce the cost of products and services through the applied discount. While Bidders/Contractors have flexibility in determining the actual % discount(s) offered to the State, the discount(s) must be identified in 10 days or more for Payment Issuance Date. The State may use the prompt pay discounts submitted as a basis for selection and may negotiate discounts as deemed in the best interest of the State.

All discounts offered will be automatically deducted from payment when the issue date is within the specified number of days listed below and in accordance with the State's Prompt Payment Law. Payment days will be measured **from** the date goods are received and accepted/performance was completed OR the date an invoice is received by the Office of the DOA Controller, whichever is later **to** the date the payment is issued via ACH or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a vendor.

The State encourages Vendors to use the RIFANS Supplier Portal which has the functionality to electronically submit invoices against open Purchase Orders. This eliminates mailing and handling time and will increase the payment cycle especially for those suppliers who offer Prompt Payment Discounts.

Enter the Prompt Payment Discount percentage (%) off the invoice payment, for each of the payment issue dates listed, if the payment is issued within the specified Payment Issue days. For example:

- 5% - 10 Days
- 4% - 15 Days
- 3% - 20 Days
- 1% - 25 Days

| Discount % | Payment Issue Date Within | |
|--|---------------------------|--------------------------|
| % | 10 Days | |
| % | 15 Days | |
| % | 20 Days | |
| % | 25 Days | |
| By checking this box, we certify that we will not offer any Prompt Payment Discounts | | <input type="checkbox"/> |
| We will sign up for ACH payment. (please circle response) | | |
| | | Yes No |
| We will utilize the State's Supplier Portal to electronically submit invoices. (please circle response) | | |
| | | Yes No |

Signature _____

Date _____

All solicitations requiring PPD shall include the following language:

Prompt Payment Discounts (“PPD”)

The goal of the Department of Administration (“Department”) is to provide an opportunity for expedited payment for State of Rhode Island (“State”) vendors, while also reducing the cost to the State through discounts. State agencies are encouraged to utilize vendors that offer cash discounts, along with competitive pricing, when selecting services or goods from a Master Price Agreement. Additionally, it is the policy of the Department to promote prompt payment through the use of “Electronic Funds Transfer” (“EFT”) through ACH and highly encourages vendors to sign up for EFT.

Prompt Payment Discount Form

All vendors shall submit the attached PPD form in order to receive consideration for discounts and signing up for Automated Clearing House (ACH) payment related to the State of Rhode Island’s PPD initiative.

Nothing herein prevents the State Purchasing Agent or designee from negotiating lower pricing or greater discounts and/or waiving technicalities related to PPDs in the best interests of the State.