



Request for Proposals Janitorial Services

INTRODUCTION

Through this Request for Proposals (“RFP”), Rhode Island Housing seeks proposals from qualified firms to provide janitorial services at our corporate headquarters located at 44 Washington Street, Providence, Rhode Island. Rhode Island Housing’s office building complex contains approximately 70,000 square feet in two buildings known as the Slade/Garr and Earle Buildings, which are connected internally.

INSTRUCTIONS

Respondents must attend a mandatory pre-bid conference on March 8, 2017 at 10:00 a.m. at 44 Washington Street, Providence, Rhode Island.

One (1) original and two (2) copies of the proposal must be submitted to Rhode Island Housing, 44 Washington Street, Providence, Rhode Island 02903-1721, Attn: Jake Maguire jmaguire@rhodeislandhousing.org. Proposals should be concise and include all attachments. Proposals should be presented on business letterhead.

Proposals must be received no later than 5:00 p.m. EST on March 22, 2017.

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract. Accordingly, any information included in the proposal that the respondent believes to be proprietary or confidential should be clearly identified as such.

SCOPE OF WORK

Please see the Scope of Work provided at [Attachment A](#).

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

- A. General Firm Information
 1. Provide a brief description of your firm, including, but not limited to the following:
 - a. Name of the principal(s) of the firm;
 - b. Name, telephone number and email address of a representative of the firm authorized to discuss your proposal;
 - c. Address of all offices of the firm; and
 - d. Number of employees of the firm.

B. Experience and Resources

1. Describe your firm, the primary business of the firm, length of time in business and its capabilities. In particular, support your capacity to perform the Scope of Work.
2. Indicate which principals and associates from your firm would be involved in providing services to Rhode Island Housing. Provide appropriate background information for each such person and identify his or her responsibilities.
3. Describe the reference-checking policy used by the firm in hiring employees that would be working at client locations. All firms will be responsible for completing a criminal background check for their employees prior to any employee being accepted by Rhode Island Housing.
4. Using the form provided at Attachment D, provide a detailed list of references including a contact name and telephone number for organizations or businesses for whom you have performed similar work.
5. Identify any conflict of interest that may arise as a result of business activities or ventures by your firm and associates of your firm, employees, or subcontractors as a result of any individual's status as a member of the board of directors of any organization likely to interact with Rhode Island Housing.
6. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or investigations, to which your firm or any of its principals, partners, associates, subcontractors or support staff was a party, that has been settled within the past two (2) years.
7. Describe how your firm will handle actual and or potential conflicts of interest.

C. Fee Structure

The cost of services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your fees.

1. Please provide a cost proposal for the Scope of Work set forth in Attachment A using the form provided at Attachment B.
2. Please complete Attachment C, specifying the labor rate, number of workers, total number of hours per week required to complete the Scope of Work, equipment, chemicals and supplies to be used.

D. Miscellaneous

1. Rhode Island Housing encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes. Describe your firm's affirmative action program and activities. Include the number

and percentage of members of federally and State-protected classes who are either principals or senior managers in your firm, the number and percentage of members of federally and State-protected classes in your firm who will work on Rhode Island Housing's engagement and, if applicable, a copy of your Minority- or Women-Owned Business Enterprise state certification

E. Certifications – Attachment D

1. Rhode Island Housing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as Rhode Island Housing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party.
2. Does any Rhode Island “Major State Decision-maker,” as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, “Major State Decision-maker” means:

(i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff.

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff.

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.

3. Please include a letter from your president, chairman or CEO certifying that (i) no member of your firm has made inquiries or contacts with respect to this Request for Proposals other than in an email or written communication to Jake Maguire seeking clarification on the Scope of Work set forth in this proposal, from the date of this RFP through the date of your proposal, (ii) no member of your firm will make any such inquiry or contact until after March 22, 2017, (iii) all information in your proposal is true and correct to the best of your knowledge, (iv) no member of your firm gave anything of monetary value or promise of future employment to a Rhode Island Housing employee or Commissioner, or a relative of the same, based on any understanding that such person's action or judgment will be influenced and (v) your firm is in full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors

GENERAL TERMS AND CONDITIONS

1. The terms of this RFP shall be incorporated into a contract with the successful respondent. The term of the contract will be for one year, renewable for a second year at the option of Rhode Island Housing, at the prices set forth in the selected respondent's proposal.
2. Proposals are irrevocable for thirty (30) days after the deadline for submission, and may not be withdrawn except with the express permission of Rhode Island Housing. All pricing will be considered firm and fixed unless otherwise indicated.
3. After an award has been made, failure to meet all requirements of this RFP may result in a determination of default and a withdrawal of the award.
4. The respondent warrants, by submission of a proposal in response to this RFP, that he or she (or his or her firm) has not, directly or indirectly, entered into any agreement, or participated in any act of collusion, or taken any other action or type of action so as to restrain full competitive bidding.
5. The successful respondent will be required to indemnify and hold Rhode Island Housing harmless against any and all losses, damages, costs and/or claims arising from work performed pursuant to this RFP. Additionally, the selected respondent will be required to present proof of insurance coverage with a company or companies licensed to provide business insurance in Rhode Island, with minimum coverage as follows:

Comprehensive General Liability Insurance:

Bodily Injury	\$1,000,000 each occurrence
	\$1,000,000 annual aggregate
Property Damage	\$500,000 each occurrence
	\$500,000 annual aggregate

Workers' Compensation Insurance:

Coverage B	\$100,000
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In the alternative, the selected respondent may provide proof of self-insurance or make other representations of financial responsibility satisfactory to Rhode Island Housing, in its sole discretion. Evidence of coverage must be provided by the selected respondent prior to award.

EVALUATION AND SELECTION

A selection committee consisting of Rhode Island Housing employees will review all proposals and make a determination based on the following factors:

- Professional capacity to undertake the Scope of Work
- Proposed fee structure
- Ability to perform within time and budget constraints
- Evaluation of proposed work plans and staffing levels
- Previous work experience and performance with Rhode Island Housing and/or similar organizations
- Recommendations by references
- Firm minority status and affirmative action program or activities
- Foreign language capabilities of the firm
- Other pertinent information submitted.

In its sole discretion, Rhode Island Housing may negotiate with one or more firms who have submitted qualifications to submit more detailed proposals on specific projects as they arise.

By this Request for Proposals, Rhode Island Housing has not committed itself to undertake the work set forth herein. Rhode Island Housing reserves the right to reject any and all proposals, to rebid the original or amended Scope of Work and to enter into negotiations with one or more respondents. Rhode Island Housing reserves the right to make those decisions after receipt of responses. Rhode Island Housing's decision on these matters is final.

For additional information on content of the RFP or clarification of terms, etc., contact: Jake Maguire at jmaguire@rhodeislandhousing.org or via telephone at 401.457.1216.

Together with its partners, Rhode Island Housing works to ensure that all people who live and work in Rhode Island can afford a healthy, attractive home that meets their needs. Rhode Island Housing uses all of its resources to provide low-interest loans, grants, education and assistance to help Rhode Islanders find, rent, buy, build and keep a good home. Created by the General Assembly in 1973, Rhode Island Housing is a privately funded public purpose corporation.

ATTACHMENT A SCOPE OF WORK

Part 1 – General Provisions

The contractor engaged by Rhode Island Housing to perform this Scope of Work (the “Contractor”) shall:

- A. Furnish all labor, supervision, materials, and equipment to satisfactorily perform the janitorial services described in this Scope of Work during the times and at the frequency specified herein (the “Work”). Work is to be provided in and around the Slade/Garr and Earle Buildings at 44 Washington Street in downtown Providence (together, the “Buildings”). NO WORK SHALL BEGIN BEFORE 5:30PM without the prior permission of Rhode Island Housing’s Real Estate Services Supervisor.
- B. Furnish all coordination, management, training, technical personnel, and special projects personnel as may be required during the term of the contract. These personnel shall be the direct agents and employees of Contractor, and may include, if required, a non-working resident supervisor who shall be Contractor's chief manager and agent in the performance of the services to be rendered hereunder.
- C. Prohibit personnel from smoking and drinking alcoholic beverages in the Buildings. Either activity will result in the employee’s immediate dismissal and termination from working in the Buildings.
- D. Instruct personnel to go about their work in a quiet, professional manner, respectful of the rights of Rhode Island Housing and its employees to an orderly workplace free from disturbances. Cell phones must be on vibrate or mute at all times. Profanity and obscenity will not be permitted.
- E. Require all personnel to wear name tags, shirts, pullovers or other identification with the company’s name and employee’s name (supplied by Contractor) during the performance of their duties.
- F. Prohibit personnel from disturbing paper on desk tops and other work surfaces, opening desk drawers and cabinets, or using telephones or other office equipment.
- G. Furnish and maintain all necessary cleaning equipment, supplies, and materials needed to adequately perform the required services. Equipment and supplies shall be of the size, type, concentration, and capacity customarily used in similar applications and environments. Equipment or supplies which, in the opinion of Rhode Island Housing, are of improper type or design, or otherwise inadequate or inappropriate for the purpose intended, shall be removed from the premises and replaced by equipment or supplies approved by Rhode Island Housing’s Real Estate Manager or Real Estate Services Supervisor.
- H. Ensure that personnel comply with the requirements of the R.I. Department of Environmental Management's State Office Recycling Program and the Regulations for Reduction and Recycling of Commercial and Non-Residential Solid Waste, which

include:

1. Separate collection of source separated recyclables;
 2. Maintaining the separation of recyclables from other rubbish;
 3. Placing recyclables in designated bags, or other containers; and
 4. Any other activities necessary to maintain the recyclability of collected materials.
- I. Ensure that bottles and containers containing hazardous or toxic materials are properly marked and stored at all times.
- J. Provide the Real Estate Services Supervisor with the names and social security numbers for all personnel involved in performing the Work. Contractor shall obtain at its own expense a criminal background check for each employee proposed to be assigned to the Work. Contractor shall provide the result of the criminal background check to Rhode Island Housing's Real Estate Services Supervisor for approval before the employee may perform any services. Contractor further agrees that if any of the personnel assigned to the Work prove not to be acceptable to Rhode Island Housing at any time, for any reason, Rhode Island Housing shall request the removal of the employee(s) involved, and Contractor shall provide an acceptable replacement without dispute.
- K. Ensure that all on-site personnel directly involved in performing the Work shall comply with the following requirements:
1. Personnel shall be capable employees, thoroughly trained and qualified to perform the work assigned to them.
 2. Personnel shall satisfy such security clearance as Rhode Island Housing may reasonably require.
 3. Upon arrival at the work site, Contractor shall provide and personnel shall complete sign-in sheets or time cards, copies of which will be retained by both Contractor and the Real Estate Services Supervisor.
 4. Personnel shall report fires, hazardous conditions, and items in need of repair or replacement, including, but not limited to, lights, faucets, and toilets.
 5. Personnel shall return personal items lost or discarded in the Buildings to the designated office.
- L. Inspect the Work. Contractor is expected to be self-monitoring with respect to the performance of Work and its quality. Additionally:
1. Contractor shall submit a Weekly Check-Off Report and a Monthly Report to Rhode Island Housing's Real Estate Manager or Real Estate Services Supervisor identifying areas cleaned and services performed. The submission/completion of these reports will be strictly enforced.
 2. Rhode Island Housing's Real Estate Manager or Real Estate Services Supervisor and the Contractor will each retain copies of the Weekly and Monthly Reports.
 3. Once each week (or on such other schedule as may be acceptable to Rhode Island Housing), a Rhode Island Housing representative and Supervisor shall make an inspection tour of the Buildings to identify any deficiencies in performance and to define any corrective action as may be required.

Part 2 – Cleaning Scope of Work

A. Shift Supervisor

Contractor shall designate a shift supervisor to oversee the work of the cleaning staff (the “Supervisor”). Supervisor will begin daily work 15 – 30 minutes earlier than other cleaning personnel and will be responsible for speaking with and effectively communicating with designated Rhode Island Housing Facilities staff about cleaning needs in their areas, or any issues that would delay cleaning of certain areas for the day. Cleaning personnel must address any issues brought to Supervisor’s attention on a daily basis. Supervisor will be responsible for nightly alarming the 3 zones at Rhode Island Housing unless otherwise instructed.

B. Daily Services – Monday – Friday, 5:30 p.m. –9:00 p.m., or at mutually agreed upon time.

General:

- Rhode Island Housing will supply bathroom paper towels, toilet paper, toilet seat covers, hand soap and trash can liners (collectively, the “Supplies”). Personnel will be responsible for stocking and filling all Supplies; except, however, Rhode Island Housing will supply and maintain sanitary napkin dispensers.
- Empty all wastebaskets, trash receptacles and items marked “trash.” **All wastebasket liners are to be changed daily. NO RE-USE IS ALLOWED.**
- Sweep and/or dust mop all non-carpeted floor surfaces. All debris from corners must be removed. Remove all debris from all stairwells.
- After sweeping floors of all loose debris, wet mop (so as to remove scuff marks, dirt marks, traffic patterns, etc.) all non-carpeted traffic lanes, lunchroom, kitchenettes, entrances, exits, elevators, hallways, lobbies. **No mop water or cleaning solution previously used to clean restrooms may be used in these areas; rather, fresh products must be used.**
- Clean and polish all elevator cars, including all stainless, indicator lights and panels. Vacuum door tracks on cars and on each floor. Clean and polish elevator call buttons and indicator lights on each floor.
- Vacuum carpet in all main travel aisles and private office walkways using commercial vacuums with HEPA filters on all floors. All vacuums must be commercial grade, have HEPA filters and be rated as quiet operation. **Note: Visible debris in any area of the Buildings must be vacuumed daily.**
- Spot clean all visible stains with a commercial carpet cleaner.
- Wash, polish and sanitize all drinking fountains.
- Remove all obvious window markings where necessary from interior glass walls.
- Complete trash pick-up of all debris on exterior of Buildings prior to leaving and empty sidewalk trash receptacles. All litter in planters is to be removed.

Restrooms:

- Wash and sanitize all restrooms, including all fixtures (inside and outside), seats, compartments, partitions, mirrors, sinks, faucets, walls (ceiling to floor), floors, vents, and doors using appropriate disinfecting procedures. Empty all waste bins, sanitary napkin disposal bins, etc. **Note: Water/cleaning solution must be replaced with fresh products after each restroom is cleaned.**
- Sweep floors of all loose debris. Wash and sanitize shower rooms **using special mops and cleaning tools designated for those rooms only.** Wash all walls, stalls, benches, fixtures, lockers, vents, doors and floors. Replenish soap in dispensers, paper towels, toilet paper and toilet seat covers as needed.

Lunchroom/Kitchenettes:

- Clean all counters, microwaves, toaster ovens, dishwasher, refrigerators, sinks, faucets, tables, chairs, and trash receptacles using a germicidal cleaner.
- Sweep floor of all loose debris, wash floor, removing any scuff marks and ensuring that all edges and corners of the floor are clean. Apply a non-slip floor finish so that floors are maintained in a polished condition. **Note: Contractor shall use caution flags or signs when performing any task that may leave an area slippery or in a less-than-safe condition.**
- Using a germicidal cleaner, clean all kitchenettes, counters, sinks, faucets and refrigerator doors located on each floor. Trash receptacles at kitchenette locations must be washed every night.

C. Tuesday & Thursday - Additional Services:

- Sweep both stairwells of all debris, damp mop from top to bottom (roof access to basement).
- Vacuum all accessible carpeting in private offices and all workstations using commercial vacuums as previously specified.
- Clean and polish all doors, including frames, panic bars, kick plates, etc.
- Dust all surfaces in main lobby (including fire alarms panels, wooden door plates, etc.)

D. Bi-Weekly Services:

- Clean and machine polish all vinyl non-carpeted floors, including elevator cars.
- Clean all rubber, non-carpeted floors.

E. Weekly Services

- Dust/vacuum all surfaces in the Buildings, including walls, vents, window frames, sills, doors and frames, tops of workstations, floor surfaces under workstations, chair rails, baseboards, mopboards, hand rails, ledges, and all fixtures in all conference rooms (tables, chairs, bookcases, etc.). Special emphasis is to be placed on the conference rooms, corporate board room and executive suite of offices.
- Clean and polish all glass surfaces, partitions, glass on doors, display cases, mirrors, and windows throughout Buildings.

- Sweep all loose debris and wet mop sixth floor hall and other storage rooms on each floor.
- Refrigerators in the lunchroom are to be cleaned out (and spoiled food thrown out), every Thursday under the supervision of Rhode Island Housing's Real Estate Manager or Services Supervisor.
- At least once a week, carpets must be vacuumed with a commercial brush roller vacuum.

F. Monthly Services

- Wash all wastebaskets, trash receptacles and refuse containers inside and out with a germicidal cleanser.
- Scrub all bathroom, kitchenette, lobby and reception area tile floors with product approved by the manufacturer.
- Dust all furniture, file cabinets, storage cabinets, equipment etc. Note: Employees will be responsible to remove all personal belongings.
- All surfaces in the Buildings, including interior office windows, vents, frames, sills, doors, frames, workstation panels, chair rails, baseboards, mopboards, hand rails, ledges, and all fixtures in all conference rooms and offices shall receive a thorough cleaning with water or product approved by the manufacturer and building owner.
- Clean all vents and registers on all floors.

Part 3 – “As Needed” Scope of Work

A. Vinyl Floor Care Service – Saturday or Sunday, 8:00 a.m.– 4:00 p.m.

- Machine strip and refinish all vinyl non-carpeted floors in traffic areas, corridors, entrances, copy and file rooms, etc. The frequency of this service will be directed by Rhode Island Housing and must be in accordance with manufacturer's recommended instruction for proper maintenance.
- Accepted chemicals/equipment required to be used for vinyl floor care are as follows:

Chemicals:

Stripper - Taski Ice IT
 Finish - Ecolab Taj Mahal (NPE-Free)
 Restorer - Taski Ultra Spray
 Cleaner - Airwick Brilliance or equivalent

Equipment:

Powr-Flite 20-2000 rpm - high speed electric burnisher Model # 2000; or M.D. Stetson Co.20-2000 rpm – high speed battery burnisher with batteries and charger or equivalent.

B. Rubber Floor Care Service – Saturday or Sunday, 8:00 a.m.-4:00 p.m.

- Hand wash and seal all rubber non-carpeted floors in traffic areas, corridors, entrances, copy and file rooms, etc.

Note: The manufacturers and brands stated above are listed to establish the standard/quality of chemicals and equipment that Rhode Island Housing requires to be used. It does not, however, preclude respondents from offering other brands that are of equal quality to any cleaning compound or high speed floor care system noted in this requirement. However, any other chemical that Contractor wishes to introduce to the Buildings must be approved by Rhode Island Housing's Real Estate Manager or Building Services Supervisor

Respondent must submit a proposal describing a schedule for floor care service, which must be in accordance with the manufacturer's recommended directions for proper maintenance and approved by Rhode Island Housing's Real Estate Manager or Services Supervisor.

C. Seasonal Cleaning Services - Monday-Friday, 6:00 p.m.–8:30 p.m.; or Saturday/Sunday, 8:00 a.m. – 4:00 p.m. (upon Rhode Island Housing's request)

- Vacuum all furniture panels and cubicles including channel at back of desktop, panel walls and channels inside cubicle both above and below desktop, panel walls and channels outside of cubicle top to bottom and upholstered chairs.
- Dust all surfaces on and around desks that have been left accessible including desktops, phones, under cabinet lights, file cabinets beside and under desktops, storage cabinets beside and under desktops, suspended light fixtures and parabolic light fixtures.
- Vacuum carpeted areas within office/cubicle and treat all spots on carpet within office/cubicle.
- Wash down all hard desktop surfaces and hard chair surfaces.

ATTACHMENT B

TO: Rhode Island Housing

1. The undersigned respondent hereby states that he/she, has carefully examined the specifications and requirements provided by Rhode Island Housing in the attached Request for Proposals (inclusive of all attachments, the "RFP") for Janitorial Services dated February 21, 2017, all of which is acknowledged to be part of this Bid Proposal, and has carefully examined the site of the Work.

The undersigned is familiar with local conditions and the character and extent of the Work; has determined the required quality, quantity and sources of supply of all equipment, tools, supplies, labor and all other facilities and items necessary or proper for or incidental to the continuous execution and completion of the Work as required and, if awarded the contract by Rhode Island Housing, hereby agrees to perform the contract in strict accordance with the specifications and within the timeframes set forth in the RFP.

2. The undersigned respondent, if awarded the contract by Rhode Island Housing, hereby agrees to enter into and execute a written contract with Rhode Island Housing for the work described in the RFP within 5 business days of award.

3. The undersigned hereby offers the following prices to perform the work described in the RFP:

ATTACHMENT A PART 2 (A-F) CLEANING SCOPE OF WORK – CONTRACT PRICE

\$ _____/year

\$ _____/month [yearly price divided by 12 = monthly price

ATTACHMENT A PART 3 – (A) VINYL FLOOR CARE SERVICE and (B) RUBBER FLOOR CARE SERVICE– CONTRACT PRICE – AS NEEDED

\$ _____/square foot

ATTACHMENT A PART 3 – (C) SEASONAL CLEANING SERVICES – CONTRACT PRICE – AS NEEDED

\$ _____/per cleaning

(Business Name)

4. The undersigned respondent hereby agrees that any bid submitted herein shall remain binding upon the respondent for a period of thirty (30) days, from the date and time proposals are received and opened by Rhode Island Housing, and shall be irrevocable for such 30-day period.

(Business Name)

(Business Address)

(Name and Title of Authorized Representative)

by: _____
(Signature)

ATTACHMENT C

1. Labor Rate (per man-hour) charged in this offer:
cleaner \$ _____ supervisor (if any) \$ _____

2. Certificate of Insurance enclosed: [] Yes [] No

Name _____ of
Carrier: _____

3. Number of employees (including on site supervisor) to be assigned to Part 2 Cleaning Scope of Work (A-F):

4. Total number of man-hours planned to be used for Part 2 Cleaning Scope of Work (A-F):

_____ Per week

5. Will you have an on-site supervisor at this location at all times? [] Yes [] No

6. If Yes to 5, will this supervisor do janitorial work as well as supervise? [] Yes [] No

If question 6 is yes please list the janitorial work to be performed by the Supervisor:

7. EQUIPMENT PROPOSED FOR USE

Note: Equipment to be uses such as floor cleaning equipment and vacuums, etc. must be as specified or equivalent to the examples stated in the Scope of Work. Rhode Island Housing reserves the right to decide equivalence.

EQUIPMENT OFFERED MUST BE LESS THAN FIVE (5) YEARS OLD UNLESS CONTRACTOR CAN PROVIDE PROOF THAT THE WARRANTY EXCEEDS FIVE (5) YEARS.

<u>Description/Model Year</u>	<u>Brand/Model #</u>	<u>Quantity</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. CHEMICALS/MATERIALS/SUPPLIES PROPOSED FOR USE

NOTE: Chemicals to be used such as floor cleaning supplies, etc. must be as specified or equal to the examples stated in the Scope of Work. Rhode Island Housing reserves the right to decide equality.

Detailed specifications of chemicals, materials and supplies must be available.

<u>Manufacturer</u>	<u>Brand/Model No.</u>	<u>Qty/Week</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CERTIFICATION BY RESPONDENT:

I hereby certify that the information submitted with this Proposal is true, correct and complete to the best of my knowledge and belief.

Authorized Representative

Signature

Title

Date

Failure to submit this document or incomplete submission may result in your proposal being rejected as non-responsive.

Certification Checklist:

1. Has your firm (or you) been subject to criminal conviction by the State of Rhode Island, or any other jurisdiction? Yes [] No []
2. Has any contract with your firm been terminated for cause? Yes [] No []
3. Has your firm ever withdrawn from a contract during its performance? Yes [] No []
4. Rhode Island Housing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State vendors. This law requires any state vendor who enters into a contract to provide services to an agency such as Rhode Island Housing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the state vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party.

Have you or your firm (and any related parties as defined in the law), within 24 months preceding the date of this contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party. Yes [] No []

If yes have you or your firm, filed an affidavit with the State Board of Elections concerning reportable political contributions. Yes [] No []
5. Does any Rhode Island "Major State Decision-maker", as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business? Yes [] No []

For purposes of this question, "Major state decision-maker" means:

(i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the

positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator,

If your answer is "Yes", please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.

If you have answered "Yes" to any of the foregoing, please explain the circumstances below:

CERTIFICATION BY RESPONDENT:

I hereby certify that the information submitted with this Proposal is true, correct and complete to the best of my knowledge and belief.

Authorized Representative

Signature

Title

Date

Failure to submit this document or incomplete submission may result in the proposal/offer being determined to be non-responsive.