



CITY OF PROVIDENCE, RHODE ISLAND

**Department: Sustainability**

**RFP Title: RFP**

**Opening Date: 07/01/2024**

**Addendum #: 1**

**Issue Date: 06/18/2024**

The purpose of this addendum is:

Responses to Bidder Questions



**MAYOR BRETT P. SMILEY**  
CITY OF PROVIDENCE

**RFP Addendum 1: Response to Bidder Questions**

**Food Scrap Drop-Off Site Development, Spring 2024 (Two-Year, Grant-Funded Contract)**

MinuteTraq #: 45398

Date to be opened: 7/1/2024 at 2:15 p.m.

The following are the City's responses to questions asked at this RFP's pre-bid conference on November 13, 2023 and/or emailed to the City before the question submission deadline on November 15, 2023. Please note that this addendum must be signed and included with your proposal package.

1. How should a firm proceed if they are not a state-certified Woman or Minority Business Enterprise (W/MBE)?

A: The City has a goal of procuring at least 20% of its services from W/MBEs. This can be achieved in two ways - (1) the bidder is a state-certified W/MBE, or (2) the bidder will subcontract at least 20% of the contract to W/MBEs. A bidder that will not achieve the 20% W/MBE goal must submit an approved W/MBE waiver with its proposal. A waiver can be requested from the City's W/MBE Outreach Coordinator, Grace Dias ([gdiaz@providenceri.gov](mailto:gdiaz@providenceri.gov)).

Please note, "If the contractor is a nonprofit organization, they are not required to complete the MBE/WBE Waiver Request Form. However, the City of Providence requires the nonprofit organization to provide the MBE/WBE Participation Plan form and proof of its nonprofit status." W/MBE instructions and forms are included on pages 11-12 of the RFP.

2. May funding be used to improve an education/training space associated with a drop-off site?

A: Yes, if a drop-off site includes a space for compost-related education and training, and the goal of that educational space is to increase the number of people participating in community composting solutions, funding may be directed towards improving that space.

3. Does the City intend to award multiple bidders under this solicitation?

A: The City may award multiple bidders under this solicitation as long as it receives multiple quality bids and has funding available. Should the City receive bids that total greater than the available funding, partial awards to multiple bidders may be made. Bidders are invited to prioritize their projects' elements in case partial awards are made.

4. How much funding is available under this solicitation:

A: \$21,085 in funds are available for this RFP from the Department's USDA Compost and Food Waste Reduction cooperative agreement. The City expects to make awards in the range of \$300 per site for maintenance improvements, \$4,000 per site for new drop of locations, \$7,500 per site for new small-scale processing locations, and up to \$20,000 for upgrades to a small- or medium-scale processing location that significantly increases the site's capacity to process food waste. It should be noted that the Department recognizes that costs will vary on a site-specific basis and the dollar amounts included above should only be considered as guidance.

5. Do proposals need to align directly with the steps outlined under each scope?

A: Some steps under each scope may not be applicable to a proposed project. Other projects may include steps not included in the scope. The scopes are meant to be generally representative of the types of project the City is seeking to fund.

Authorized Bidder Representative Name: \_\_\_\_\_

Authorized Bidder Representative Title: \_\_\_\_\_

Authorized Bidder Representative Signature: \_\_\_\_\_