



**BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND**

REQUEST FOR QUALIFICATIONS

Item Description: Open Enrollment INTERESTED SUPPLIERS OF SNOW/ICE CONTROL SERVICES 24-25 Winter Season

Procurement/MinuteTraq #: 46318

Date to be opened: 9/23/2024

Issuing Department: Department of Public Works

QUESTIONS

- Please direct questions related to the solicitation process, how to fill out forms, and how to submit your application (Pages 1-8) to the Purchasing Department.
 - Email: purchasing@providenceri.gov
 - Please use the subject line “**Solicitation Question**”
- Please direct questions relative to the specifications outlined (beginning on page 14) to the issuing department’s subject matter expert:
 - Name: Valorie Capilli & Anthony Cipriano Jr.
 - Title: Administrative Assistant to the Director of Public Works-Environmental Specialist
 - Email Address: Administrative Assistant to the Director of Public Works / Environmental Specialist

Pre-submission Conference

This will be an open enrollment that will be kept on the Board of Contract & Supply for multiple meeting dates. First opening date 9/23/2023- last opening date TBD March 2025

*A Vendor meeting shall be held on Wednesday, October 2, 2024, at 6:00 PM at the Department of Public Works Highway Garage located at 20 Ernest Street. *

Deadline for questions submissions:

Questions will be due Friday September 3, 2024



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INSTRUCTIONS FOR SUBMISSION

Meeting Date: 9/23/2024

Responses may be submitted up to **2:15 P.M.** on the above meeting date at the **Department of the City Clerk, Room 311, City Hall, 25 Dorrance Street, Providence.** At 2:15 P.M. all bids will be publicly opened and read at the Board of Contract Meeting in Conference Room 305, on the 3rd floor of City Hall.

- Responders must submit **2 copies** of their submission in sealed envelopes or packages labeled with the captioned **Item Description** and the **City Department to which the solicitation is related and must include the company name and address on the envelope as well.** (On page 1).
- Only use form versions and templates included in this solicitation.
- The submission envelope and information relative to the solicitation must be addressed to:

**Board of Contract and Supply
Department of the City Clerk – City Hall, Room 311
25 Dorrance Street
Providence, RI 02903**

****PLEASE NOTE:** This solicitation may include details regarding information that you will need to provide (such as proof of licenses) to the issuing department before the formalization of an award.

This information is NOT requested to be provided in your initial solicitation by design.

All responses submitted to the City Clerk become public record. Failure to follow instructions could result in information considered private being posted to the city's Open Meetings Portal and made available as a public record. The City has made a conscious effort to avoid the posting of sensitive information on the City's Open Meetings Portal, by requesting that such sensitive information be submitted to the issuing department only at their request.



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SUBMISSION PACKAGE CHECKLIST

Digital forms are available in the City of Providence Purchasing Department Office or online at <http://www.providenceri.gov/purchasing/how-to-submit-a-bid/>

The submission package **MUST** include the following, in this order:

- Form 1: Responder's Blank as the cover page/ 1st page (*see page 5 of this document*)
- Form 2: Certification of Responder as 2nd page (*see page 6 of this document*)
- Form 3: Certificate Regarding Public Records (*see page 7 of this document*)
- Form 4: Affidavit of City Vendor (*see pages 8 and 9 of this document*)
- Form from the Minority and Women Business Enterprise Program

All of the above listed documents are REQUIRED.

******Failure to meet specified deadlines, follow specific submission instructions, or enclose all required documents with all applicable signatures will result in disqualification, or in an inability to appropriately evaluate bids.***



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NOTICE TO VENDORS

1. The Board of Contract and Supply will make the award to qualified and responsible applicants.
2. In determining the responsible applicants, cash discounts based on preferable payment terms will not be considered.
3. Where applicants are equally qualified, the Board of Contract and Supply reserves the right to award to one applicant, or to split the award.
4. No submission will be accepted if the response is made in collusion with any other bidder.
5. Responses may be submitted on an “equal in quality” basis. The City reserves the right to decide equality. Applicants must indicate brand or the make being offered and submit detailed specifications if other than brand requested.
6. An applicant who is an out-of-state corporation shall qualify or register to transact business in this State, in accordance with the Rhode Island Business Corporation Act, RIGL Sec. 7-1.2-1401, et seq.
7. The Board of Contract and Supply reserves the right to reject any and all responses.
8. Applications may also be accessed electronically on the internet via the City’s [Open Meetings Portal](#).
9. Delivery dates must be shown in the application). If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made (if applicable).
10. A certificate of insurance will normally be required of a successful vendor.
11. For many contracts involving construction, alteration and/or repair work, State law provisions concerning payment of prevailing wage rates apply ([RIGL Sec. 37-13-1 et seq.](#))
12. No goods should be delivered, or work started without a Purchase Order.
- 13. Submit 2 copies of the bid to the City Clerk, unless the specification section of this document indicates otherwise.**
14. Applicant must certify that it does not unlawfully discriminate on the basis of race, color, national origin, gender, gender identity or expression, sexual orientation and/or religion in its business and hiring practices and that all of its employees are lawfully employed under all applicable federal, state and local laws, rules and regulations. (See Form 2.)



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FORM 1: Responder's Blank

1. Submissions must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
2. Responder's submissions must be in ink or typewritten, and all blanks on the form should be completed.
3. All responses **MUST BE SIGNED IN INK.**

Name of Bidder (Firm or Individual): _____

Contact Name: _____

Business Address: _____

Business Phone #: _____

Contact Email Address: _____

Agrees to bid on (Write the "Item Description" here): _____

If the bidder's company is based in a state *other than Rhode Island*, list name and contact information for a local agent for service of process that *is located within Rhode Island* _____

Delivery Date (if applicable): _____

Name of Surety Company (if applicable): _____

Total Amount in Writing*: _____ Not applicable. This is a Request for Qualifications

Total Amount in Figures*: _____ Not applicable. This is a Request for Qualifications

****If you are submitting a unit price bid, please insert "Unit Price Bid"***

Use additional pages if necessary for additional bidding details.

Signature of Representation

Title



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FORM 2: Certification of Responder
(Non-Discrimination/Hiring)

Upon behalf of _____ (Firm or Individual Responding),

I, _____ (Name of Person Making Certification),

being its _____ (Title or "Self"), hereby certify that:

1. Responder does not unlawfully discriminate on the basis of race, color, national origin, gender, sexual orientation and/or religion in its business and hiring practices.
2. All of Responder's employees have been hired in compliance with all applicable federal, state and local laws, rules and regulations.

I affirm by signing below that I am duly authorized on behalf of Responder, on
this _____ day of _____ 20_____.

Signature of Representation

Printed Name



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FORM 3: Certificate Regarding Public Records

Upon behalf of _____ (Firm or Individual Responding),

I, _____ (Name of Person Making Certification),

being its _____ (Title or "Self"), hereby certify an

understanding that:

1. All submissions for this Requests for Qualification (RFQ's), documents contained within, and the details outlined on those documents become public records upon receipt by the City Clerk's office and opening at the corresponding Board of Contract and Supply (BOCS) meeting.
2. The Purchasing Department and the issuing department for this RFQ have made a conscious effort to request that sensitive/personal information be submitted directly to the issuing department and only at request if verification of specific details is critical the evaluation of a vendor's submission.
3. The requested supplemental information may be crucial to evaluating applications. Failure to provide such details may result in disqualification, or an inability to appropriately evaluate applications.
4. If sensitive information that has not been requested is enclosed or if a Responder opts to enclose the defined supplemental information prior to the issuing department's request in the responding packet submitted to the City Clerk, the City of Providence has no obligation to redact those details and bears no liability associated with the information becoming public record.
5. The City of Providence observes a public and transparent solicitation process. Information required in the application packet may not be submitted directly to the issuing department at the discretion of the Responder in order to protect other information, from becoming public. Responders who make such an attempt will be disqualified.

I affirm by signing below that I am duly authorized on behalf of Responder, on

this _____ day of _____ 20_____.

Signature of Representation

Printed Name



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FORM 4: Affidavit of City Vendor

Per our Code of Ordinances [Sec. 21.-28.1 \(e\)](#), this form applies to a) the business, b) any political action committee whose name includes the name of the business, c) all persons holding ten (10) percent or greater equity interest or five thousand dollars (\$5,000.00) or greater cash value interest in the business at any time during the reporting period, d) all executive officers of the business entity, e) any spouse or dependent child of any individual identified in a) though d) above.

Executive officers who are not residents of the state of Rhode Island are exempted from this requirement.

Per [R.I.G.L. § 36-14-2](#), “Business” means a sole proprietorship, partnership, firm, corporation, holding company, joint stock company, receivership, trust, or any other entity recognized in law through which business for profit or not for profit is conducted.

Name of the person making this affidavit: _____

Position in the “Business” _____

Name of Entity _____

Address: _____

Phone number: _____

The number of persons or entities in your entity that are required to report under [Sec. 21.-28.1 \(e\)](#): _____

Read the following paragraph and answer one of the options:

Within the 12 month period preceding the date of this bid submission with the City of Providence, or with respect to the contracts that are not in writing within the 12 month period preceding the date of notification that the contract has reached the \$100,000 threshold, have you made campaign contributions within a calendar year to (please list all persons or entities required under [Sec. 21.-28.1 \(e\)](#)).

a. Members of the Providence City Council? Yes No

- If Yes, please complete the following:

Recipient(s) of the Contribution:

Contribution Date(s):

Contribution Amount(s):

b. Candidates for election or reelection to the Providence City Council? Yes No

- If Yes, please complete the following:

Recipient(s) of the Contribution:

Contribution Date(s):

Contribution Amount(s):



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c. The Mayor of Providence? Yes No

- If Yes, please complete the following:

Recipient(s) of the Contribution:

Contribution Date(s):

Contribution Amount(s):

d. Candidates for election or reelection to the office of Mayor of Providence? Yes No

- If Yes, please complete the following:

Recipient(s) of the Contribution:

Contribution Date(s):

Contribution Amount(s):

Signed under the pains and penalties of perjury.

Position



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MBE/WBE Status

Responder's Name:	
Responder's Address:	
Point of Contact:	
Telephone:	
Email:	
Procurement #:	
Project Name:	
Which one of the following describes your business' status in terms of Minority and/or Woman Owned Business Enterprise certification with the State of Rhode Island? (Check all that apply).	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Neither MBE nor WBE
I certify under penalty of perjury that the forgoing statements are true and correct.	
Prime Contractor/Vendor Signature	Title Date



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SPECIFICATIONS

August 26, 2024

ATTENTION: INTERESTED SUPPLIERS OF SNOW/ICE CONTROL SERVICES

RE: REGISTRATION FOR 2024/2025 WINTER SEASON

Dear Madam or Sir:

The City of Providence is accepting bid and registration applications for vendors interested in providing snow/ice control services during the 2024/2025 winter season.

To establish early availability of reliable suppliers of snow/ice control services, the City of Providence is offering an incentive bonus to those firms who complete and provide all the proper paperwork with equipment inspection and have an operational City of Providence GPS installed by November 30, 2024- details to follow.

The enclosed package provides:

General Instructions to Prospective Vendors and Compensation Conditions
Instructions for Completing Bid and Registration Application
Hourly Rate Schedule
Application/Certification Form
Bidder's Form

Applicants must submit the following documentation to complete the registration process along with the properly completed, original, notarized.

Application/Certification Form and the **Bidder's Form** by the bid. Bids will be opened on or about September 23, 2024, through March 2025.

PLEASE INCLUDE THE FOLLOWING IN A SEPARATE ENVELOPE AND SEND BACK TO ADMINISTRATION 700 ALLENS AVENUE PROVIDENCE RI 02905.

- Vehicle Registration or Suitable Proof of Ownership (Legible copies)
- Certificate of Insurance (Legible copies)
- Copy of each operator's current driver's license (Legible copies)



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20% INCENTIVE BONUS: In order to encourage early registration, the city offers a 20% incentive bonus. Eligibility for this bonus is as follows:

1. Each vehicle and/or piece of equipment must pass a safety and vehicle road worthiness inspection administered by the City of Providence Department of Public Works. The inspections will take place at 20 Ernest Street, or at the vendor's facility, by prior arrangement. Also, a GPS must be installed in each vehicle. The inspection period will start on October 11, 2024, and will close on November 30, 2024. The inspection **must be scheduled and conducted** with the City of Providence no later than 3:00 PM on November 30, 2024. **Vendors who fail to have their vehicles Inspected and GPS installed by this date who were previously eligible for the bonus rate WILL NO LONGER BE ELIGIBLE FOR THE INCENTIVE RATE.** The phone number to the department is 401- 580-8360. Inspection hours are Monday through Friday, between 7 AM and 3 PM, depending on scheduled openings and emergency workload. DPW will sponsor a dedicated vehicle inspection day on November 2, 2024, from 8 a.m. to 3 p.m.

THE FOLLOWING WILL BE INSPECTED:

- PROOF OF EACH OPERATOR'S CURRENT DRIVER'S LICENSE
- PROOF OF CURRENT INSURANCE FOR EACH VEHICLE
- PROOF OF REGISTRATION FOR EACH VEHICLE
- VALID AND CURRENT STATE VEHICLE INSPECTION STICKER
- PROOF OF STATE WORKERS' COMPENSATION INSURANCE IF APPLICABLE
- EQUIPMENT CALIBRATION TEST (SPREADER) IF APPLICABLE

ALL REQUIREMENTS MUST BE VALIDATED AND SUBMITTED BY 3:00 PM NOVEMBER 30, 2024, DEADLINE, IN ORDER TO BE ELIGIBLE FOR THE 20% BONUS.

The Director of DPW shall be the final authority as to the completeness of the application and the timeliness of the inspection for the vendor to be eligible for the bonus.

Every vendor in good standing complying with the conditions to qualify for the 20% incentive will also be guaranteed to be paid for not less than a season total of 10 hours, sanding and/or plowing truck(s) ONLY, contracted through April 15, 2025.

Example 1) Called in and worked during the season for six hours. You receive compensation of four hours after April 15, 2025.

Example 2) Called in and worked 10 hours or more during the season. You do not receive any additional compensation.



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The bonuses for each inspected vehicle will remain in effect if the vehicle is “ready when called” and the GPS is operational.

The definition of “ready when called” is a vehicle that has a verified complete and verified inspection report and is ready to plow snow and/or sand roads when notified by the Department of Public Works, with an operational GPS.

The City of Providence will employ an automated call system that will send vendors notifications by phone, text, and email. Those contact numbers must be submitted to DPW before September 23, 2024.

Vendors must reliably respond to calls for work from the City of Providence in a timely manner throughout the winter season. If at any time the vehicle is not available, please notify DPW Snow staff as soon as possible.

VENDOR MEETING:

A Vendor meeting shall be held on Wednesday, October 2, 2024, at 6:00 PM at the Department of Public Works Highway Garage located at 20 Ernest Street.

The purpose of this meeting is to promulgate the City’s snow plowing strategy for the coming winter season. Further it is to answer any questions regarding bidding, payment, training, GPS communications or other issues. It is also a meeting for the vendors to present any concerns, recommendations, lessons learned and plowing standards to improve the city’s efficiency and performance in snow plowing/removal.

Therefore, all vendors interested in plowing for the City of Providence and receiving the 20% bonus are required to attend this meeting.

GENERAL INSTRUCTIONS TO PROSPECTIVE VENDORS FOR WINTER STORM OPERATIONS
CONDITIONS COVERING COMPENSATION

1. The City of Providence requires all city and vendor vehicles involved in snowplow operations be equipped with a Global Positioning System (GPS) to manage snowplow operations effectively and efficiently.
2. At no-charge to the approved Vendor, the City of Providence, will install the GPS unit on each Vendor vehicle plow asset. Installation takes approximately 15 minutes. If your company no longer wishes to have a snow contract with the City of Providence, the GPS unit must be returned to the



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City in a timely fashion. By submitting this bid, the Vendor agrees to reimburse the city for the cost of the unit if it is not returned. In addition, as an alternative GPS Tracking software can be installed on the Vendor's phone, or a phone can be provided to the Vendor if needed. If a phone is provided, it must be returned at the conclusion of each storm to the Department of Public Works.

3. The city will only activate the GPS during snow events when that Vendor vehicle plow asset is called for service.
4. The City of Providence will consult the automated GPS log for all billing purposes.
5. Compensated time will begin only when the hired equipment is on City time. Compensatory time may be reduced due to extended time spent for:
attachment or detachment of plowing equipment, travel, stand-by, breakdown or meals, as determined by GPS logs.
6. Hired equipment shall meet the State of Rhode Island Division of Motor Vehicle and City of Providence Fleet Manager and the Superintendent of Public Safety Maintenance minimum safety standards. Safety lighting on all hired equipment must conform to public safety requirements.
7. The city of Providence Garage Shop Supervisor and Highway Superintendent reserve the right to refuse the use of a piece of hired equipment if in their opinion, the equipment is not able or is in an unsafe condition to complete contracted plow services. **Vendors shall contact Garage Shop Supervisor, Mr. Steven Dutra at (401) 580-8360, to schedule the inspection.**

For vendors furnishing more than two vehicles, arrangements can be made to perform the inspection at the vendor's location.

8. The vendor shall be following the applicable provisions of the State Workers' Compensation Insurance if Applicable. The owner agrees to accept all responsibility for any liability incurred by the rented equipment or its operators during the term of operations to which it is assigned.
9. The owner further agrees that the City of Providence, its agents, servants, officers, and employees shall be held harmless from all claims and actions whatsoever that might arise from these assigned operations.
10. To ensure an adequate response, all vehicles must be equipped with cellular phones that are always charged and operable. The City of Providence is not responsible for any vendor cell phones that may be lost or damaged during a storm. If the operator fails to respond to a phone call within 30 minutes, it will be presumed that the vehicle is no longer in service and compensated time will end.



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11. Vendor contact information must be included on the Application/Certification Form.
12. It is a requirement of the Federal Government that employees who hold a Commercial Driver's License (CDL) are subject to random alcohol and controlled substance testing. This requirement is applicable to owner independents as well.

INSTRUCTIONS FOR COMPLETING BID AND REGISTRATION APPLICATION

1. Fill out the **Application/Certification Form** listing equipment that is available for hire by the City of Providence using the Codes and Rates found in **the snow package**.
2. Additional submissions during the winter season could cause delays in approvals and/or processing of payments and, consequently, such submissions should be avoided. Please sign **the Application/Certification Form** and have your signature notarized. The original **Application/ Certification Form** together with the completed **Bidder's Form** must be filed with the Purchasing Department.

Attach copies of **valid registrations** for vehicles. Also attach a Certificate of Insurance (standard form) from your insurance company designating the City of Providence as additionally named insured. The Certificate of Insurance shall contain the following language: "**The City of Providence, its agents, servants, officers, and employees as additionally named insured.**" You shall show conclusive evidence of the following insurance coverage, which shall continue and be in effect for the duration of the rental season. (All Equipment must be fully insured from 10/1/2024 through 5/1/2025).

- (1) General Liability
- (2) Auto Liability, and
- (3) Workers' Compensation, if applicable.

3. This office must be notified of any changes made involving vehicles or accessories and/or change of address.
4. **NO PAYMENTS WILL BE MADE TO VENDORS NOT SUPPLYING THE NECESSARY FORMS.**

REPORTING TO WORK/COMPENSATION CONDITIONS

1. When the vendor vehicle is called to start work the driver and vehicle is to report directly to the Administration Personnel at 700 Allen's Avenue, Providence, RI. The driver will be issued a timecard to punch in and the GPS Log will be used to track the location and time of the vehicle during snow event.
2. When the vehicle is notified of the end of work, the vendor vehicle will notify the assigned Sector Inspector who will ensure their timecard is punched out.



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3. The timecards will be processed by the Accounts Payable Officer (Courtney Petrarca) to ensure timely payment based upon approved hourly rates and bonus percentage as applicable. Please call Public Works at 401-680-7571 three (3) business days after a storm for your correct snow hours. Invoices issued by the vendor for payment by the city shall include an itemized breakdown showing: Storm #, vehicle used, and time on clock (#Hours/Minutes).

INVOICES WILL STILL BE NECESSARY FROM THE VENDOR AND SHALL BE SUBMITTED NO LATER THAN THIRTY (30) DAYS AFTER THE END OF EACH STORM, TO ENSURE PAYMENT. **VENDOR SHALL BE PAID WITHIN 14 DAYS AFTER RECEIPT OF INVOICE.** INVOICES RECEIVED AFTER THE SNOW SEASON WILL NOT BE ACCEPTED AND SHALL BE CONSIDERED NULL AND VOID.

4. **If you have any questions, do not hesitate to contact the DPW Highway Superintendent at (401) 680-7558 or the Administrative Assistant to the Director at (401) 680-7512.**

FILLING OUT THE APPLICATION CERTIFICATION FORM

EXAMPLE OF EQUIPMENT PAGE:

Once you have figured out your CLASS CODE and ACCESSORY CODES from the R-FORM, you may total the amounts found at the right on the same line as your CODES to find your HOURLY RATE.

In this example, CODE 500 (\$115.00), plus CODE 040 (\$13.50), plus CODE 050 (\$5.75), plus CODE 070 (\$28.75) equals \$163.00.

Don't forget your name, address, telephone numbers, Federal ID Number, signature, and notarization on the bottom half of the FORM.

If you need any further assistance, please call Valorie at (401) 680-7512 OR Anthony Cipriano Jr. (401) 680-7561.



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Winter Season 2023/2024

**MAXIMUM HOURLY RATES FOR HIRED EQUIPMENT USED ON SNOW AND ICE CONTROL
OPERATOR, FUEL AND EQUIPMENT MAINTENANCE INCLUDED IN ALL RATES**

***** HOURLY RATES & ACCESSORIES HAS INCREASED *****

<u>CLASS CODE</u>	<u>EQUIPMENT</u>	<u>GROSS WEIGHT PER VEHICLE REGISTRATION</u>	<u>RATE/HOUR</u>
100	TRUCK	* 5,500 to 8,500 lb.	\$69.00
200	TRUCK	8,501 to 10,999 lb.	\$76.00
250	TRUCK	11,000 to 16,000 lb.	\$81.00
300	TRUCK	16,001 to 26,000 lb.	\$93.00
400	TRUCK	26,001 to 36,000 lb.	\$105.00
500	TRUCK	36,001 to 45,000 lb.	\$117.00
600	TRUCK	45,001 to 59,000 lb.	\$127.00
700	TRUCK	59,001 to OVER	\$140.00
800	FRONT END LOADER	2 1/2 to UNDER 4 C.Y.	\$140.00
900	FRONT END LOADER	4 to UNDER 6 C.Y.	\$151.00
1000	FRONT END LOADER	6 C.Y.and OVER	\$163.00

*** THIS SIZE VEHICLE (CODE 100) MUST HAVE ALL WHEEL DRIVE. ADD ON ACCESSORY CODE 010 (\$9.80)**

ADD THE FOLLOWING AMOUNTS TO EQUIPMENT RATES FOR THESE ACCESSORIES

<u>ACCESSORY CODE</u>	<u>ACCESSORY</u>	<u>ADD ON</u>
010	ALL WHEEL DRIVE	\$11.00
015	PLOWS LESS THAN 9' 0"	\$9.00
020	PLOWS AT LEAST 9' 0" BUT LESS THAN 10' 0"	\$10.00
030	PLOWS AT LEAST 10' 0" BUT LESS THAN 11' 0"	\$13.00
040	PLOWS 11' 0" OR GREATER	\$15.00
050	POWER REVERSIBLE PLOW	\$7.00
060	** MATERIAL SPREADER 1.0 CY TO UNDER 3.0 CY CAPACITY	\$12.00
065	** MATERIAL SPREADER 3 C.Y. TO UNDER 6 C.Y. CAPACITY	\$18.00
070	** MATERIAL SPREADER 6 C.Y. TO UNDER 10 C.Y. CAPACITY	\$30.00
080	** MATERIAL SPREADER 10 C.Y. TO UNDER 14 C.Y. CAPACITY	\$36.00
090	** MATERIAL SPREADER 14 C.Y. OR GREATER	\$42.00
GSOC	*** GROUND SPEED ORIENTED CONTROLS (070-090 spreaders)	\$18.00



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****MATERIAL SPREADER IS ONLY PAID IF ASKED BY THE CITY TO PUT MATERIAL DOWN FOR STORM OPERATIONS. MATERIAL IS SUPPLIED BY THE CITY OF PROVIDENCE.**



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APPLICATION CERTIFICATION FORM (SAMPLE)

Class Code (See Appendix B)	Make	Year	Reg.#	List Accessory Codes (Appendix B)					Hourly Rate (See Appendix B)
500	Mack	0975	91234	040	050	070			\$163.00

In signing this application, I certify that I

Have read, understand, and agree to comply with all directives contained in the attached document.

NAME AND ADDRESS OF OWNER*

OWNER'S SIGNATURE:

(Checks will be made payable to above)

NOTARY PUBLIC:

Telephone Numbers:

Home _____ Date _____
Work _____

(Notary Public acknowledges Owner's personal signature)



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EQUIPMENT CERTIFICATION FORM

Class Code (See Appendix B)	Make	Year	Reg.#	List Accessory Codes (Appendix B)					Hourly Rate (See Appendix B)

In signing this application, I certify that I
Have read, understand, and agree to comply with all directives contained in the attached document.

NAME AND ADDRESS OF OWNER*

OWNER'S SIGNATURE:

(Checks will be made payable to above)

NOTARY PUBLIC:

Telephone Numbers:

Home _____ Date _____
Work _____
Cellular _____



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* Please supply the following:

If vehicles are owned by a Company, FEIN# _____





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BIDDER'S FORM

Name of Company:	
Agrees to bid on: Items(s) to be bid	Snow and Ice Control – Hired Equipment 2024/2025 Winter Season
Date of Award:	Original Bid Opening Date-September 23, 2024
Total Amount in Writing:	
Total Amount in Figures:	UNIT PRICE PER ATTACHED APPLICATION & CERTIFICATION FORM

Additional Bidding Details

Minority Participation _____

Federal ID#	
Signature:	
Title of Person Signing:	
Firm Name:	
Address:	
Phone #	
Delivery Date:	
Name of Insurance Company:	

Purchasing Department City Hall, Room 311, Providence, RI 02903 (401) 680-5000 ext. 5264 / 751-0203 (TDD)



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SUPPLEMENTAL INFORMATION

If the issuing department for this RRQ determines that your firm's application is best suited to accommodate their need, you will be asked to provide proof of the following prior to formalizing an award.

An inability to provide the outlined items at the request of the department may lead to the disqualification of your application.

*This information is **NOT** requested to be provided in your initial application that you will submit to the City Clerk's office by the "date to be opened" noted on page 1. This list only serves as a list of items that your firm should be ready to provide on request.*

All applications submitted to the City Clerk become public record. Failure to follow instructions could result in information considered private being posted to the city's Open Meetings Portal and made available as a public record.

You must be able to provide:

- Business Tax ID will be requested after an award is approved by the Board of Contract and Supply.
- Proof of Insurance.
- Certificate of Good Standing with the Rhode Island Secretary of State.



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CITY OF PROVIDENCE STANDARD TERMS & CONDITIONS

1. The terms “you” and “your” contained herein refer to the person or entity that is a party to the agreement with the City of Providence (“the City”) and to such person’s or entity’s employees, officers, and agents.
2. The Request For Proposals (“RFP”) and these Standard Terms and Conditions together constitute the entire agreement of the parties (“the Agreement”) with regard to any and all matters. By your submission of a bid proposal or response to the City’s RFP, you accept these Standard Terms & Conditions and agree that they supersede any conflicting provisions provided by bid or in any terms and conditions contained or linked within a bid and/or response. Changes in the terms and conditions of the Agreement, or the scope of work thereunder, may only be made by a writing signed by the parties.
3. You are an independent contractor and in no way does this Agreement render you an employee or agent of the City or entitle you to fringe benefits, workers’ compensation, pension obligations, retirement or any other employment benefits. The City shall not deduct federal or state income taxes, social security or Medicare withholdings, or any other taxes required to be deducted by an employer, and this is your responsibility to yourself and your employees and agents.
4. You shall not assign your rights and obligations under this Agreement without the prior written consent of the City. Any assignment without prior written consent of the City shall be voidable at the election of the City. The City retains the right to refuse any and all assignments in the City’s sole and absolute discretion.
5. Invoices submitted to the City shall be payable sixty (60) days from the time of receipt by the City. Invoices shall include support documentation necessary to evidence completion of the work being invoiced. The City may request any other reasonable documentation in support of an invoice. The time for payment shall not commence, and invoices shall not be processed for payment, until you provide reasonably sufficient support documentation. In no circumstances shall the City be obligated to pay or shall you be entitled to receive interest on any overdue invoice or payment. In no circumstances shall the City be obligated to pay any costs associated with your collection of an outstanding invoice.
6. For contracts involving construction, alteration, and/or repair work, the provisions of applicable state labor law concerning payment of prevailing wage rates (R.I. Gen. Laws §§ 37-13-1 et seq., as amended) and the City’s First Source Ordinance (Providence Code of Ordinances §§ 21-91 et seq., as amended) apply.
7. With regard to any issues, claims, or controversies that may arise under this Agreement, the City shall not be required to submit to dispute resolution or mandatory/binding arbitration. Nothing prevents the parties from mutually agreeing to settle any disputes using mediation or non-binding arbitration.
8. To the fullest extent permitted by law, you shall indemnify, defend, and hold harmless the City, its employees, officers, agents, and assigns from and against any and all claims, damages, losses, allegations, demands, actions, causes of action, suits, obligations, fines, penalties, judgments, liabilities, costs and expenses, including but not limited to attorneys’ fees, of any nature whatsoever arising out of, in connection with, or resulting from the performance of the work provided in the Agreement.
9. You shall maintain throughout the term of this Agreement the insurance coverage that is required by the RFP or, if none is required in the RFP, insurance coverage that is considered in your industry to be commercially reasonable, and you agree to name the City as an additional insured on your general liability policy and on any umbrella policy you carry.
10. The City shall not subject itself to any contractual limitations on liability. The City shall have the time permitted within the applicable statute of limitations, and no less, to bring or assert any and all causes of action, suits, claims or demands the City may have arising out of, in connection with, or resulting from the performance of the work provided in the Agreement, and in no event does the City agree to limit your liability to the price of the Agreement or any other monetary limit.
11. The City may terminate this Agreement upon five (5) days’ written notice to you if you fail to observe any of the terms and conditions of this Agreement, or if the City believes your ability to perform the



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- terms and conditions of this Agreement has been materially impaired in any way, including but in no way limited to loss of insurance coverage, lapsing of a surety bond, if required, declaration of bankruptcy, or appointment of a receiver. In the event of termination by the City, you shall be entitled to just and equitable compensation for any satisfactory work completed and expenses incurred up to the date of termination.
12. Written notice hereunder shall be deemed to have been duly served if delivered in person to the individual or member of the firm or entity or to an officer of the entity for whom it was intended, or if delivered at or sent by registered or certified mail to the last business address known by the party providing notice.
13. In no event shall the Agreement automatically renew or be extended without a writing signed by the parties.
14. You agree that products produced or resulting from the performance of the Agreement are the sole property of the City and may not be used by you without the express written permission of the City.
15. For any Agreement involving the sharing or exchange of data involving potentially confidential and/or personal information, you shall comply with any and all state and/or federal laws or regulations applicable to confidential and/or personal information you receive from the City, including but not limited to the Rhode Island Identity Theft Protection Act, R.I. Gen. Laws § 11-49.3-1, during the term of the Agreement. You shall implement and maintain appropriate physical, technical, and administrative security measures for the protection of, and to prevent access to, use, or disclosure of, confidential and/or personal information. In the event of a breach of such information, you shall notify the City of such breach immediately, but in no event later than twenty-four (24) hours after discovery of such breach.
16. The Agreement is governed by the laws of the State of Rhode Island. You expressly submit yourself to and agree that any and all actions arising out of, in connection with, or resulting from the performance of the Agreement or relationship between the parties shall occur solely in the venue and jurisdiction of the State of Rhode Island or the federal court located in Rhode Island.
17. The failure of the City to require performance of any provision shall not affect the City's right to require performance at any time thereafter, nor shall a waiver of any breach or default of this Agreement constitute a waiver of any subsequent breach or default or a waiver of the provision itself.
18. If any term or provision of this Agreement, or the application thereof to any person or circumstance shall, in any extent, be invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each term and provision shall be valid and enforceable to the fullest extent permitted by law.