



BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND

# REQUEST FOR PROPOSALS

**Item Description: STREET TREE BLOCK PRUNING, 2019**

**Date to be opened: March 18, 2019**

**Issuing Department: Parks and Recreation**

## **QUESTIONS**

- Please direct questions relative to the bidding process, how to fill out forms, and how to submit a bid (Pages 1-8) to Purchasing Agent Patti Jordan.
  - Phone: (401) 680-5264
  - Email: [pjordan@providenceri.gov](mailto:pjordan@providenceri.gov)
    - Please use the subject line “**RFP Question**”
- Please direct questions relative to the Minority and Women’s Business Enterprise Program and the corresponding forms (Pages 9-18) to the MBE/WBE Outreach Director for the City of Providence, Grace Diaz
  - Phone: (401) 680-5766
  - Email: [gdiaz@providenceri.gov](mailto:gdiaz@providenceri.gov)
    - Please use subject line “**MBE WBE Forms**”
- Please direct questions relative to the specifications outlined (beginning on page 19) to the issuing department’s subject matter expert:
  - **Douglas Still, City Forester**
  - **680-7270**
  - [dstill@providenceri.gov](mailto:dstill@providenceri.gov)

## **Pre-bid Conference**

**A non-mandatory pre-bid meeting will be held on Monday, March 11<sup>th</sup> at 10:30 am at the Dalrymple Boathouse, Roger Williams Park.**



**BOARD OF CONTRACT AND SUPPLY  
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**INSTRUCTIONS FOR SUBMISSION**

Bids 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 the City Council Chambers, on the 3<sup>rd</sup> floor of City Hall.

- Bidders must submit **2 copies** of their bid in sealed envelopes or packages labeled with the captioned **Item Description** and the **City Department to which the RFP and bid are related.** (On page 1)
- Communications to the Board of Contract and Supply that are not competitive sealed bids (i.e. product information/samples) should have "**NOT A BID**" written on the envelope or wrapper.
- Only use form versions and templates included in this RFP. If you have an old version of a form do not recycle it for use in this bid.
- The bid envelope and information relative to the bid 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 bid 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 bid by design.*

**All bids 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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**BID 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 bid package **MUST** include the following, in this order:

- Bid Form 1: Bidder's Blank as the cover page/ 1<sup>st</sup> page (see page 6 of this document)
- Bid Form 2: Certification of Bidder as 2<sup>nd</sup> page (see page 7 of this document)
- Certificate Regarding Public Records (see page 8 of this document)
- Forms from the Minority and Women Business Enterprise Program: Based on Bidder Category . See forms enclosed (pages 9-18) or on:  
<https://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/>

**\*Please note: MBE/WBE forms must be completed for EVERY bid submitted and must be inclusive of ALL required signatures. Forms without all required signatures will be considered incomplete.**

- Bidder's Proposal/Packet: Formal response to the specifications outlined in this RFP, including pricing information and details related to the good(s) or service(s) being provided. Please be mindful of formatting responses as requested to ensure clarity.
- Financial Assurance, *if requested* (as indicated on page 5 of this document under "Bid Terms")

**All of the above listed documents are REQUIRED.** (With the exception of financial assurances, which are only required if specified on page 5.)

**\*\*\*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.**



**BOARD OF CONTRACT AND SUPPLY  
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**NOTICE TO VENDORS**

1. The Board of Contract and Supply will make the award to the lowest qualified and responsible bidder.
2. In determining the lowest responsible bidder, cash discounts based on preferable payment terms will not be considered.
3. Where prices are the same, the Board of Contract and Supply reserves the right to award to one bidder, or to split the award.
4. No proposal will be accepted if the bid is made in collusion with any other bidder.
5. Bids may be submitted on an "equal in quality" basis. The City reserves the right to decide equality. Bidders must indicate brand or the make being offered and submit detailed specifications if other than brand requested.
6. A bidder 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 bids.
8. Competing bids may be viewed in person at the Department of the City Clerk, City Hall, Providence, immediately upon the conclusion of the formal Board of Contract and Supply meeting during which the bids were unsealed/opened. Bids may also be accessed electronically on the internet via the City's [Open Meetings Portal](#).
9. As the City of Providence is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
10. In case of error in the extension of prices quoted, the unit price will govern.
11. The contractor will **NOT** be permitted to: a) assign or underlet the contract, or b) assign either legally or equitably any monies or any claim thereto without the previous written consent of the City Purchasing Director.
12. Delivery dates must be shown in the bid. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
13. A certificate of insurance will normally be required of a successful vendor.
14. 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.](#))
15. No goods should be delivered or work started without a Purchase Order.
16. **Submit 2 copies of the bid to the City Clerk, unless the specification section of this document indicates otherwise.**
17. Bidder 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 Bid Form 2.)



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**BID TERMS**

1. Financial assurances may be required in order to be a successful bidder for Commodity or Construction and Service contracts. If either of the first two checkboxes below is checked, the specified assurance must accompany a bid, or the bid will not be considered by the Board of Contract and Supply. The third checkbox indicates the lowest responsible bidder will be contacted and required to post a bond to be awarded the contract.
  - a)  A certified check for **\$500** must be deposited with the City Clerk as a guarantee that the Contract will be signed and delivered by the bidder.
  - b)  A bid bond in the amount of \_\_\_\_\_ per centum (%) of the proposed total price, must be deposited with the City Clerk as a guarantee that the contract will be signed and delivered by the bidder; and the amount of such bid bond shall be retained for the use of the City as liquidated damages in case of default.
  - c)  A performance and payment bond with a satisfactory surety company will be posted by the bidder in a sum equal to one hundred per centum (100%) of the awarded contract.
  - d)  No financial assurance is necessary for this item.
2. Awards will be made within **sixty (60) days of bid opening**. All bid prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
3. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and Acts of God.

**The following entry applies only for COMMODITY BID TERMS:**

4. Payment for partial delivery will not be allowed except when provided for in blanket or term contracts.

**The following entries apply only for CONSTRUCTION AND SERVICE BID TERMS:**

5. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.
6. Prior to commencing performance under the contract, the successful bidder shall attest to compliance with the provisions of the Rhode Island Worker's Compensation Act, RIGL 28-29-1, et seq. If exempt from compliance, the successful bidder shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.
7. Prior to commencing performance under the contract, the successful bidder shall, submit a certificate of insurance, in a form and in an amount satisfactory to the City.



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**BID FORM 1: Bidders Blank**

1. Bids must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
2. Bidder's responses must be in ink or typewritten, and all blanks on the bid form should be completed.
3. The price or prices proposed should be stated both in **WRITING** and in **FIGURES**, and any proposal not so stated may be rejected. **Contracts exceeding twelve months must specify annual costs for each year.**
4. Bids **SHOULD BE TOTALED** so that the final cost is clearly stated (unless submitting a unit price bid), however **each item should be priced individually**. Do not group items. Awards may be made on the basis of **total** bid or by **individual items**.
5. All bids **MUST BE SIGNED IN INK**.

**Name of Bidder (Firm or Individual):** \_\_\_\_\_

Contact Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone #: \_\_\_\_\_

Agrees to bid on (Items(s) to be bid): \_\_\_\_\_

If company is based in a state other than Rhode Island, list name and contact information for a local agent for service of process: \_\_\_\_\_

Please visit <http://www.naics.com/search/> and identify the NAICS Code(s) for items being bid on. Enter the NAICS code(s) here or in parentheses next to each item listed immediately above: \_\_\_\_\_

Delivery Date (when applicable): \_\_\_\_\_

Name of Surety Company (if applicable): \_\_\_\_\_

Total Amount in Writing\*: \_\_\_\_\_

Total Amount in Figures\*: \_\_\_\_\_

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

*Use additional pages if necessary for additional bidding details.*

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Title



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**BID FORM 2: Certification of Bidder**  
**(Non-Discrimination/Hiring)**

Upon behalf of \_\_\_\_\_ (Firm or Individual Bidding),

I, \_\_\_\_\_ (Name of Person Making Certification),

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

1. Bidder 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 Bidder'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 Bidder, on  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Printed Name



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**Certificate Regarding Public Records**

Upon behalf of \_\_\_\_\_ (Firm or Individual Bidding),

I, \_\_\_\_\_ (Name of Person Making Certification),

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

understanding that:

1. All bids submitted in response to Requests for Proposals (RFP's) and Requests for Qualification (RFQ's), documents contained within, and the details outlined on those documents become public record 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 RFP/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 bid.
3. The requested supplemental information may be crucial to evaluating bids. Failure to provide such details may result in disqualification, or an inability to appropriately evaluate bids.
4. If sensitive information that has not been requested is enclosed or if a bidder opts to enclose the defined supplemental information prior to the issuing department's request in the bidding 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 bidding process. Information required in the bidding packet may not be submitted directly to the issuing department at the discretion of the bidder in order to protect other information, such as pricing terms, from becoming public. Bidders who make such an attempt will be disqualified.

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

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Printed Name





**BOARD OF CONTRACT AND SUPPLY  
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**MINORITY AND WOMEN'S BUSINESS ENTERPRISE PROGRAM  
BIDDER INFORMATION AND FORMS**

The City of Providence encourages Minority and Women owned businesses to participate in bids to meet the City's procurement needs. Pursuant to the City of Providence Code of Ordinances, Chapter 21, Article II, Sec. 21-52 (Minority and Women's Business Enterprise) and Rhode Island General Laws (as amended), Chapter 31-14, et seq. (Minority Business Enterprise), Minority Business Enterprise (MBE) and Women's Business Enterprise (WBE) participation goals apply to contracts.

The goal for Minority Business Enterprise (MBE) participation is **10%** of the total bid value. The goal for Women's Business Enterprise (WBE) participation is **10%** of the total bid value. The goal for combined MBE/WBE participation is **20%** of the total bid value.

**Bid Requirements:**

Bidders that will hire subcontractors must include a commitment to utilize MBEs and WBEs at a percentage that equals or exceeds the contract goals stated above. The City of Providence would like to be able to identify those Bidders, as well as Bidders that are themselves certified as an MBE/WBE. Minority or women-owned Bidders and Subcontractors are encouraged to seek certification from the State of Rhode Island Minority Business Enterprise Compliance Office at: <http://www.mbe.ri.gov/>

**Based on the category of Bidder, specific forms from this document must be included as part of the BID package**, as indicated in the Bid Package Checklist on the first page of the Request for Proposals packet that the Bidder is responding to. To comply with the MBE/WBE guidelines, please:

1. Review the Bidder Category Worksheet (page M/WBE-2) and identify the category that describes your business.
2. Review the Form Matrix (page M/WBE-3) to see the forms required for your category
3. Print the required forms (found in this packet) or download an electronic, editable version from: <http://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/>
4. Complete the forms and include them with the other required documents listed in the Bid Package Checklist on the first page of the Request for Proposals packet.

**For more information or for assistance with these forms or with M/WBE certification, contact:**

- **Grace Diaz the MBE/WBE Outreach Director for the City of Providence**
- **(401) 680-5766**
- **gdiaz@providenceri.gov**
  - Please use subject line **"MBE WBE Forms"**



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**BIDDER CATEGORY WORKSHEET**

**IF THE BIDDING FIRM WILL SUBCONTRACT ANY PORTION OF THE GOOD(S) AND/OR SERVICE(S), SEE THE SECOND BLOCK BELOW.**

**A Bidder who is NOT subcontracting falls into one of the following four categories:**

**(1A) Solo M/WBE:** An individual or sole-proprietor registered with the State of Rhode Island as an MBE or WBE, which will deliver all goods and services outlined in the bid being submitted.

**(1B) Solo Non-M/WBE:** An individual or sole-proprietor *not* registered with the State of Rhode Island as an MBE or WBE, which will deliver all goods and services outlined in the bid being submitted.

**(2A) Firm M/WBE:** A firm registered with the State of Rhode Island as an MBE or WBE, employing multiple staff. All goods and services outlined in the bid will be delivered by members of said firm.

**(2B) Firm Non-M/WBE:** A firm *not* registered with the State of Rhode Island as an MBE or WBE, employing multiple staff. All goods and services outlined in the bid will be delivered by members of said firm.

**A Bidder who IS Subcontracting falls into one of the following four categories:**

**(3A) M/WBE-Prime, M/WBE-Sub** A firm, individual or sole-proprietor registered with the State of Rhode Island as an MBE or WBE, who proposes to hire one or more subcontractors registered with the State of Rhode Island as an MBE or WBE to deliver a portion of the goods and services outlined in the proposal.

**(3B) M/WBE-Prime, Non-M/WBE-Sub:** A firm, individual or sole-proprietor registered with the State of Rhode Island as an MBE or WBE, who proposes to hire one or more subcontractors to deliver a portion of the goods and services outlined in the proposal, *none of which* are registered with the State of Rhode Island as an MBE or WBE.

**(3C) Non-M/WBE-Prime, M/WBE-Sub:** A firm, individual or sole-proprietor *not* registered with the State of Rhode Island as an MBE or WBE, who proposes to hire one or more subcontractors registered with the State of Rhode Island as an MBE or WBE to deliver a portion of the goods and services outlined in the proposal.

**(3D) Non-M/WBE-Prime, Non-M/WBE-Sub:** A firm, individual or sole-proprietor *not* registered with the State of Rhode Island as an MBE or WBE, who proposes to hire one or more subcontractors to deliver a portion of the goods and services outlined in the proposal, *none of which* are registered with the State of Rhode Island as an MBE or WBE.



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**FORM MATRIX**

After determining the Bidder category, see the corresponding column below. A '☐' in the matrix below indicates the form is always required and a '?' indicates that it is dependent upon the ability of the firm to meet MBE/WBE goals and how much outreach was conducted.

FORM	<b><u>CATEGORY</u></b>							
	<b><u>1A</u></b>	<b><u>1B</u></b>	<b><u>2A</u></b>	<b><u>2B</u></b>	<b><u>3A</u></b>	<b><u>3B</u></b>	<b><u>3C</u></b>	<b><u>3D</u></b>
Form A: M/WBE Participation Affidavit					☐		☐	
Form B: M/WBE Participation Disclosure					☐		☐	
Form C: Contractor Intent (one per sub)					☐		☐	
Form D1: Contractor Waiver					?	?	?	☐
Form D2: Independent Waiver	☐	☐	☐	☐				
Form E: MBE/WBE Outreach					?	?	?	?

Contractors falling into Category 3A, 3B or 3C who fully meet the MBE/WBE goals are not required to fill out the Contractor Waiver (Form D1) or Outreach (Form E). Depending upon the effort and results of the Bidder's outreach, the Outreach form may or may not be necessary for Category 3 Bidders.

**Waiver Requests:**

If a Bidder is unable to comply with a contract goal, a waiver request signed by the MBE/WBE coordinator must be submitted with the bid. The waiver request must be made on the MBE/WBE Participation Waiver Request Form (Form D1 or D2). If Bidder is Subcontracting a portion of the contract (Category 3) and will not meet MBE/WBE goals, no waiver will be granted unless the waiver request includes documentation that demonstrates that the Bidder has made good faith efforts to comply (which may include Form E, for Outreach).

**Contract Requirements:**

During the term of the contract, any unjustified failure to comply with the MBE/WBE participation requirements is a material breach of contract. Contractors in category 3A and 3C must submit the Subcontractor Utilization Form (Form F) quarterly (not with the bid package), or for contracts with a duration of less than 3 months, it must be submitted along with with the contractor's request for final payment. The form will include all subcontractors utilized on the contract, both MBE/WBE and non- MBE/WBE, the total amount paid to each subcontractor, and the owner's race/ethnicity and sex.

For category 3A and 3C, please thoroughly review the Participation Affidavit (Form A) for information regarding documentation submission requirements throughout the duration of the contract.



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**VERIFYING MBE/WBE CERTIFICATION**

Each Bidder is responsible for verifying that each MBE/WBE named in a proposal and included in a contract is certified by the Rhode Island Minority Business Enterprise Compliance office. The current MBE/WBE directory is available at the State of RI MBE Office, One Capitol Hill, 2nd Floor, Providence, RI, or online at [www.mbe.ri.gov](http://www.mbe.ri.gov) (click "Directory Search" then search by "Product or Service" or "Company Name"). You can also call (401) 574-8670 to verify certification, expiration dates and services that the MBE/WBE is certified to provide. *NOTE: Companies identified as Portuguese are not included in the City of Providence MBE/WBE Program.*

**Commercially Useful Function:** The Bidder may count toward the contract goals only expenditures to a MBE/WBE that performs a commercially useful function in the execution of the contract. Commercially useful function means the performance of real and distinct work for which the business enterprise has the skill, expertise, and responsibility to perform, manage and supervise.

**Subcontracting by MBE/WBE:** A Bidder **MAY NOT** count toward its contract goal any agreement with a certified MBE or WBE subcontractor who intends to subcontract more than 10% of the dollar amount of the services to be performed under its agreement with the Bidder. This restriction does not apply to an MBE/WBE Contract for the purchase of materials, equipment, or supplies incidental to the performance of services under its agreement with the Bidder.

**Manufacturers:** The entire expenditure to a certified MBE/WBE manufacturer may be counted.

**Non-Manufacturer Suppliers:** A Bidder may count 100% of its expenditure to a certified MBE or WBE supplier. (However, only 10% of each contract goal may be attained by expenditure to MBEs or WBEs that are non-manufacturing suppliers.)

**Insurance Companies and Travel Agents:** A Bidder may count toward the contract goals only 10% of its expenditure to a MBE or WBE insurance company or travel agent.

**Financial Institutions:** Only fees charged/earned by MBE/WBE Financial Institutions may be counted.



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**Form A: MBE/WBE Participation Affidavit**

The undersigned authorized representative of contractor does hereby make the following Affidavit:

Contractor acknowledges the MBE goal of 10% and the WBE goal of 10% for contract

(title) \_\_\_\_\_ with the City of Providence.

My firm will make its best efforts to achieve the MBE and WBE participation goals for this contract. I understand that, if awarded the contract, my company must submit to the Minority and Women's Business Coordinator at the City of Providence MBE/WBE office, copies of all executed agreements with the Subcontracted Firm(s) being utilized to achieve the participation goals and other requirements of the RI General Laws. **I understand that these documents must be submitted prior to the issuance of a notice to proceed.**

I understand that, if awarded the contract, my firm must submit to the MBE/WBE Office canceled checks and any other documentation and reports required by the MBE and WBE Office on a quarterly basis verifying payments to the Subcontracted Firm(s) utilized on the contract.

I understand that if I am awarded this contract and I find that I am unable to utilize the Subcontracted Firm(s) identified in my statements of Intent, I must substitute other certified MBE and WBE firms to meet the participation goals. **I understand that I may not make a substitution until I have obtained the written approval of the MBE/WBE Office.**

I understand that, if awarded this contract, authorized representatives of the City of Providence may examine, from time to time, the books records and files of my firm to the extent that such material is relevant to a determination of whether my firm is complying with the MBE and WBE participation requirements of this contract.

I do solemnly declare and affirm under the penalty of perjury that the contents of the foregoing affidavit are true and correct to the best of my knowledge, information and belief.

\_\_\_\_\_  
Contractor Company Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Print Name and Title

**For more information on this program please contact Grace Diaz the MBE/WBE Outreach Director for the City of Providence, by phone at (401) 680-5766 or by email at [gdiaz@providenceri.gov](mailto:gdiaz@providenceri.gov). (Please use subject line "MBE WBE Forms")**



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**Form B: MBE/WBE Participation Disclosure Form**

Use this form to list Minority and Women Business Enterprises that you will use to meet the Participation Goals. Please consider that:

- A Subcontractor may be used to achieve an MBE/WBE goal equal to the percentage of the value of the full contract that the Subcontractor is hired for.
- A Subcontractor certified as both an MBE and WBE may be used to meet both goals, however the value of the Subcontractor contract must be allocated towards each goal so that the total value allocated does not exceed the total value of the contract the Subcontractor is hired for.

Prime Contractor's Name: \_\_\_\_\_

Prime Contractor's Address: \_\_\_\_\_

Prime Contractor's Phone Number(s): \_\_\_\_\_

Contract Title: \_\_\_\_\_

Total Dollar Amount of Contract: \$ \_\_\_\_\_

Bidder proposes to achieve a goal of: MBE: \_\_\_\_\_% WBE: \_\_\_\_\_%

**Please list Subcontractors that should be considered in achieving MBE/WBE goals below.** Include the total dollar value that you propose to share with each Subcontractor and the percentage of the contract total that dollar amount represents.

Subcontractor Name	MBE/WBE Subcontractor Share		
	\$ Value	% of Total Value	
		for MBE	For WBE
<b>TOTAL:</b>	\$	%	%

Form Prepared by:

\_\_\_\_\_  
Name & Title

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Date



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**Form C: MBE/WBE and Prime Contractor's Statement of Intent**

\*Complete a separate Form C for each MBE/WBE Subcontractor identified in the table on Form B.

Contract Name: \_\_\_\_\_

Name of Prime Contractor: \_\_\_\_\_

Name of MBE/WBE Subcontractor: \_\_\_\_\_

MBE/WBE Subcontractor Certification # (MBCN#): \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Type of Certification (please choose all that apply): MBE  WBE

Work / Service to be performed or Materials / Supplies to be furnished by MBE/WBE: \_\_\_\_\_

Project Total Value: \$\_\_\_\_\_ Amount going to Subcontractor: \$\_\_\_\_\_

Percentage of total contract going towards the **MBE/WBE** subcontractor. \_\_\_\_\_%

IF the subcontractor is certified as BOTH an MBE and WBE, you may allocate the qualified percentage among the two categories as you choose by specifying the division below. The two percentages below must sum to the percentage entered immediately above. Refer to page M/WBE-14 for an example of dual certification.

**MBE Allocation:** \_\_\_\_\_% **WBE Allocation:** \_\_\_\_\_%

The undersigned prime contractor and subcontractor agree to enter into a contract for the work / service indicated above for the dollar amount or percentage indicated, subject to the prime contractor's execution of a contract with the City of Providence for the above referenced contract name/number. The undersigned subcontractor is currently certified as an MBE or WBE through the State of Rhode Island Minority Business Enterprise Program.

\_\_\_\_\_  
Signature of Prime Contractor (Required)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

By signing below, the representative of the certified MBE/WBE subcontractor additionally affirms that no more than 10% of the dollar amount of the services to be performed under this agreement with the Bidder will be subcontracted to a 3<sup>rd</sup> party subcontractor. This restriction does not apply to an MBE's or WBE's Contracts for the purchase of materials, equipment, or supplies incidental to the performance of services under its agreement with the Bidder.

\_\_\_\_\_  
Signature of MBE or WBE (Required)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date



**BOARD OF CONTRACT AND SUPPLY  
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**Form D1: MBE/WBE Participation Contractor Waiver Request Form**

Name of Bidder: \_\_\_\_\_

Contract Name/Number: \_\_\_\_\_

Bid Due Date: \_\_\_\_\_

Goals on this contract: \_\_\_\_\_ % MBE \_\_\_\_\_ % WBE

I have achieved \_\_\_\_\_ % MBE \_\_\_\_\_ % WBE

I am requesting a waiver of \_\_\_\_\_ % MBE \_\_\_\_\_ % WBE

Is the **BIDDER** certified by the State of Rhode Island Minority Business Enterprise Program \_\_\_ Yes \_\_\_ No

If Yes, please check the type(s) of certification and enter the Certification number immediately below:

Type of Firm: MBE  WBE

MBE/WBE Certification Number (MBCN#): \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Did the Bidder attempt to or does the Bidder intend to subcontract any portion of the proposed work/service to a MBE/WBE? Yes \_\_\_ No

If yes, how many firms were contacted? \_\_\_ **Complete the Outreach Contact form (Form E) for each firm not listed on Participation Disclosure form (Form B).**

What efforts have been made to secure sufficient MBE/WBE participation to meet the stated goals and/or why is your company unable to? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**I acknowledge the City of Providence's goals of supporting MBE/WBE certified businesses.**

\_\_\_\_\_  
Signature of Bidder Printed Name Date

**Submit this form to the City of Providence MBE/WBE Office for signature and approval by either the MBE/WBE Compliance Officer or the MBE/WBE Coordinator. All requests must be made at least four (4) days prior to the bid opening date.**

\_\_\_\_\_  
Signature of MBE/WBE Outreach Director\* Printed Name Date

**\*For more information on this program please contact Grace Diaz the MBE/WBE Outreach Director for the City of Providence, by phone at (401) 680-5766 or by email at gdiaz@providenceri.gov. (Please use subject line "MBE WBE Forms")**

**\*\*This form will NOT be considered complete without the signature of the MBE/WBE Outreach Director.**





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**Form D2: MBE/WBE Participation Independent Waiver Request Form**

Does the Bidder intend to subcontract any portion of the proposed work/service to a MBE/WBE?

\_\_\_ Yes \_\_\_ No

*This form is for Bidders in Category 1 and 2 only, so if you answered Yes to the above question, please review the Bidder Category Worksheet (page 3) and Form Matrix (page 1) to determine the correct forms to use.*

Name of Bidder: \_\_\_\_\_

Contract Name/Number: \_\_\_\_\_ Bid Due Date: \_\_\_\_\_

Goals on this contract: \_\_\_\_\_ % MBE \_\_\_\_\_ % WBE

I have achieved \_\_\_\_\_ % MBE \_\_\_\_\_ % WBE

I am requesting a waiver of \_\_\_\_\_ % MBE \_\_\_\_\_ % WBE

Is the **BIDDER** certified by the State of Rhode Island Minority Business Enterprise Program \_\_\_\_\_ Yes \_\_\_ No  
If Yes, please check the type(s) of certification and enter the Certification number immediately below:

Type of Firm: MBE  WBE

MBE/WBE Certification Number (MBCN#): \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**I acknowledge the City of Providence’s goals of supporting MBE/WBE certified businesses. If an opportunity is identified to subcontract any task associated with the fulfillment of this contract, a good faith effort will be made to select MBE/WBE certified businesses as partners**

\_\_\_\_\_  
Signature of Bidder Printed Name Date

**Submit this form to the City of Providence MBE/WBE Office for signature and approval by either the MBE/WBE Compliance Officer or the MBE/WBE Coordinator. All requests must be made at least four (4) days prior to the bid opening date.**

\_\_\_\_\_  
Signature of MBE/WBE Outreach Director\* Printed Name Date

**\*For more information on this program please contact Grace Diaz the MBE/WBE Outreach Director for the City of Providence, by phone at (401) 680-5766 or by email at [gdiaz@providenceri.gov](mailto:gdiaz@providenceri.gov). (Please use subject line “MBE WBE Forms”)**

**\*\*This form will NOT be considered complete without the signature of the MBE/WBE Outreach Director.**



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**Form E: MBE/WBE Outreach Contact Form**

This form must be filled out by Bidders who propose to subcontract a portion of this contract, *but will not fully meet the MBE/WBE goals*. **Please complete this form for each unsuccessfully solicited MBE/WBE subcontractor.**

Prime Contractor: \_\_\_\_\_

**POTENTIAL SUBCONTRACTOR CONTACTED**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Date of Initial Contact: \_\_\_\_\_

Type of Firm: MBE  WBE

How was contact made? (Check appropriate answer) By telephone \_\_\_\_\_ In person \_\_\_\_\_

Work/service offered to Subcontractor: \_\_\_\_\_

Result of contact with potential MBE/WBE Firm (check appropriate answer):

\_\_\_ Firm declined job

\_\_\_ Firm offered to do job at a price of \$\_\_\_\_, which was determined by our company to be too high

\_\_\_ Firm offered to do job at a price of \$\_\_\_\_, which was satisfactory, but the firm was judged by our company to be unqualified for the job for the following reasons: \_\_\_\_\_

\_\_\_ Other: \_\_\_\_\_

Subcontractor Firm's officer who can verify above information as to the Firm's response:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

The above signed officer of the Bidder affirms that the above information is accurate and complete.



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## **BID PACKAGE SPECIFICATIONS**

### **1.0 Invitation to Bid**

#### **1.1 Background**

The Providence Dept. of Parks and Recreation and the Board of Contract and Supply seek qualified bidders to submit bids for Street Tree Block Pruning, 2019.

#### **1.2 Project Scope**

A qualified contractor shall perform block pruning on all curbside trees 5" in diameter or larger in Ward 15, Providence. **The first areas to be assigned include streets designated as FY19 on the attached tree maps for Wards 5, 7, 8, and 14.** Additional areas in other neighborhoods throughout the City will be assigned as funding allows. Additional areas will be assigned as funding allows.

All pruning shall conform to the **American National Standards Institute standard for Tree Care Operations – Pruning (ANSI A300)**, to the satisfaction of the City Forester.

Pruning objectives are to 1) remove dead and broken branches (2" diameter or greater) for tree health and public safety, 2) remove low branches over sidewalks and streets that conflict with pedestrians and cars, 3) create clearance of branches from buildings, stop signs, street lights, and traffic lights, and 4) thin crossing and crowded branches to improve tree structure.

#### **1.3 Project Schedule**

**THE SUCCESSFUL BIDDER WILL BE GIVEN A NOTICE TO PROCEED ON OR ABOUT APRIL 1, 2019.**

**THE SUCCESSFUL BIDDER SHALL AGREE TO COMPLETE ALL ASSIGNED WORK BY JUNE 30, 2019.**

### **2.0 Method of Award**

2.1 The City has a fixed sum available for the proposed work. The number of trees to be pruned is based on this available sum. The contract will be awarded based on the lowest total bid. The City reserves the right to award the contract based on the quantity that is equal to or less than the fixed sum available.

2.2 The City reserves the right to reject bids if sufficient funds are not available, if bidding irregularities occur, or if the City deems the bidder unqualified.

2.3 The City reserves the right to reject the bid of any bidder who has previously failed to perform properly, to complete on time contracts of a similar nature, or has habitually and without just cause neglected the payment of bills or otherwise disregarded his obligations to subcontractors, material, or employees.

2.4 In determining the lowest responsible bidder, the following elements will be considered in addition to those mentioned above, as well as the qualifications outlined in section 3.



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- Maintains a permanent place of business.
- Has adequate equipment and facilities available to do the work properly and expeditiously.
- Has suitable financial resources to meet obligations incidental to the work.
- Has appropriate technical experience in the scope of work called for in this project.

2.5 The Contractor is allowed to subcontract up to 35% of the job with prior written approval of the City Forester. The terms and conditions of the contract apply to the subcontractor. All required notices, work orders, and directives will be directed to the Contractor.

**3.0 Qualifications and Experience**

3.1 Experience: The contracting firm must have a minimum of three years of experience performing tree pruning work similar in scope to this contract. TCIA (Tree Care Industry Association) Accreditation is highly preferred.

3.2 Licenses and Certifications: The Contractor must employ at least one arborist *per job site* that holds a valid arborist license issued by the State of Rhode Island Department of Environmental Management. Preference will be given to contractors that have one or more employees on staff that are currently ISA (International Society of Arboriculture) Certified Arborists. The Contractor must provide copies of licenses and certifications for staff performing tree pruning prior to award.

3.3 References: The Contractor may be asked to provide references from previous clients prior to award, proving that the company has performed work of comparable size and scope.

3.4 Equipment: All bidders must have in their possession or available to them by formal agreement at the time of bidding: trucks, chippers, hand tools, aerial and other equipment, and supplies necessary to perform the work outlined in these specifications. The City of Providence may inspect equipment or agreements prior to the awarding of the contract.

**4.0 Project Coordination, Contractor Cooperation, and Safety**

4.1 Responsibility: The contractor is responsible for all personnel involved in the work, including employees, subcontractors and suppliers of materials and equipment and/or labor. The Owner and/or the Owner's representative (i.e. City Forester) shall recognize only the selected contractor as party to this contract.

4.2 Scheduling and Work Progress: The Contractor and subcontractors shall cooperate to expedite the work. The selected Contractor shall be responsible for the progress of the work and shall schedule, and follow up, the work of all trades so as to avoid delays of any kind. A weekly list of completed tree work shall be provided to the City Forester at the end of each week.

4.3 Working Hours: All work shall be performed during the five day, forty hour week, from Monday to Friday inclusive, between the hours of 7:00 am and 4:00 pm, except for legal holidays or unless otherwise directed by the City Forester. In the event that work is performed on a Saturday, Sunday, or Holiday, the City shall not be required to pay additional costs associated with payroll for overtime. No work shall be performed on streets adjacent to schools prior to 9:00 am or after 2:00 pm, when school is in session.

4.4 Traffic Control: The contractor shall be solely responsible for pedestrian and vehicular safety and control within the work site and shall provide the necessary warning devices, barricades, and ground personnel to give safety, protection, and warnings to persons and vehicular traffic within the work area. Blocking of streets shall not be permitted unless prior arrangements have been made with the City of Providence Traffic Engineer and is coordinated with other city departments. Traffic control is the



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responsibility of the contractor and shall be accomplished in conference with local, state and federal highway safety codes. As directed by the City Forester, some busy streets may require police detail, payable under the contract "contingency" item.

- 4.5 **Communication:** The Contractor shall maintain daily communication with the City Forester during the course of the contract. At the time of the pre-construction meeting the Contractor shall furnish twenty-four (24) hour telephone and cellular numbers of a responsible employee or members of his/her firm who can be reached in connection with the work performed under this contract.
- 4.6 **Safety:** All work must conform to the latest revision of the **American National Standards Institute standard for Arboricultural Operations – Safety Requirements (ANSI Z133.1)**.
- 4.7 **Damages:** Damage committed by the Contractor to any person or property, public or private, are the total responsibility of the Contractor and shall be repaired or compensated for by the Contractor to the satisfaction of both the injured party and the City of Providence.
- 4.8 **External Situations:** The Contractor shall appropriately address external influences which could interfere with pruning trees, including rats, hornets, wasps, yellow jackets, or other animals and insects. The Contractor shall remove from trees all signs, boards, debris, staking materials, or other foreign objects at no additional cost to the City.
- 4.9 **Program Signage:** The Contractor shall have 2 signs secured to each large truck used during the performance of work. The sign size (4' x 6' or 2' x 3') will be determined at the preconstruction meeting. All signs will have legible 2" - 3" black lettering on white background, shall incorporate the City logo (the orange 'P'), and read as follows:

**BLOCK PRUNING PROGRAM  
BY CONTRACT FOR THE CITY OF PROVIDENCE  
DEPT. OF PARKS & RECREATION  
HELEN WALKER RALEIGH TREE CARE TRUST FUND  
OF THE RHODE ISLAND FOUNDATION**

**THE HONORABLE JORGE O. ELORZA, MAYOR  
WENDY NILSSON, SUPERINTENDENT OF PARKS**

- 4.10 **Inspections:** The City Forester (or representative) inspects work at his discretion. Immediate corrections to any work not done to industry specifications will be communicated to the Contractor and shall be performed by the Contractor at no additional expense. Weekly inspections will be conducted throughout the contract period based on the submitted weekly work list, to maintain timely feedback and accurate records for payments.
- 5.0 Payments**
- 5.1 Partial payment invoices may be submitted monthly, and may only include trees/sites that have been inspected and approved by the City Forester (or representative).
- 5.2 The quantity paid for all items shall be a **unit price for each tree**, except for the contingency item. The **unit price** bid shall include all labor and items of cost to perform and complete the tasks as specified below, including required paper-work, travel, signage, overhead, profit, and all incidental work in accordance with the specifications to the satisfaction of the City Forester.



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**6.0 Work Items**

- Item #1 Prune Trees 5” to Under 12” Diameter**
- Item #2 Prune Trees 12” to Under 20” Diameter**
- Item #3 Prune Trees 20” to Under 28” Diameter**
- Item #4 Prune Trees 28” to Under 36” Diameter**
- Item #5 Prune Trees 36” Diameter or Larger**

Work: Under these items, the Contractor shall perform block pruning on all curbside trees 5” in diameter or larger in assigned neighborhoods. Diameter shall be measured at 4.5 feet above the ground, diameter at breast height (dbh). All pruning shall conform to the **American National Standards Institute standard for Tree Care Operations – Pruning (ANSI A300)**, to the satisfaction of the City Forester.

Assignments: Maps of assigned streets with associated tree inventory lists will be provided to the Contractor at the preconstruction meeting. All city-owned trees 5” or larger shall be pruned on a street, including trees on the side of buildings with other street addresses, unless otherwise instructed by the City Forester (see Exceptions).

Objectives: Pruning shall accomplish four main objectives; 1) removal of dead and broken branches to increase public safety, 2) removal of low branches over sidewalks and streets that conflict with pedestrians and cars, 3) clearance of branches from buildings, stop signs, street lights, and traffic lights, and 4) thinning of crossing and crowded branches to improve tree structure.

Method: The Contractor shall perform the following:

1. *Crown cleaning:* remove branches 2” diameter or greater that are dead, diseased, broken, or stubs. Also, water sprouts and suckers may be thinned or removed, depending on tree health and structure and the need for new foliage growth.
2. *Crown raising:* remove branches to maintain an 8-foot clearance over sidewalks, and 15-foot or more over streets. Lesser clearance goals may be warranted for particular trees due to size and species, and to maintain the structure and balance of the crown, at the discretion of the City Forester. Live crown ratio should not be reduced to less than 50%.
3. *Clearance pruning:* trim branches for a 10-foot clearance of buildings, cutting back to lateral branches, unless in the judgment of the Contractor such pruning will harm the structure and balance of the tree. Trimming of branches that obstruct stop signs, traffic lights and cameras, and street lights shall be performed.
4. *Selective Thinning:* prune crossing, crowded, and poorly attached branches to create an even distribution of branches along individual branches and throughout the crown. No more than 25 percent of the crown should be removed.

Exceptions: At the discretion of the City Forester or representative, and based on a pre-inspection list, selected trees will not be part of the contract:

1. Dead trees or trees in serious decline.
2. Trees that were recently pruned.



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3. Trees that would suffer detrimental consequences from pruning due to crown loss or compromised structure.
4. All elm trees, in order to reduce the susceptibility to Dutch Elm Disease, unless specifically directed by the City Forester.

Additionally, the Contractor may be directed to prune trees smaller than 5" diameter when needed, to be paid for under Item #1.

Clean-up: The Contractor shall remove all debris from work sites generated during the course of the day no later than the completion of the day's work. The Contractor may not use City property to dispose of wood chips or debris.



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**7.0 Addenda and Interpretations**

7.1 Requests for specific interpretations of the meaning of these documents must be made in writing, addressed to Douglas Still, City Forester, Providence Parks Department, 1000 Elmwood Ave, Providence, RI 02905, or by email to Douglas Still at [dstill@providenceri.com](mailto:dstill@providenceri.com). Such requests must be received at least five (5) days prior to the date fixed for the opening of bids.

Any and all such interpretations and any supplemental instructions resulting from such requests will be in the form of written addenda to the bid documents. If such addenda are issued, it will be emailed to all prospective bidders (at the respective addresses furnished for such purposes) no later than three (3) days prior to the date fixed for the opening of the bids.

Failure of any bidder to receive such addenda or interpretation shall not relieve such bidder from an obligation under his/her bid as submitted. All addenda so issued shall become part of the formal contract and shall be noted on the form of bid in the space provided.





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**7.2 ACKNOWLEDGEMENTS /ADDENDA**

**STREET TREE BLOCK PRUNING, 2019**

The Bidder hereby states that he/she has become thoroughly familiar with the site, local conditions affecting the performance and costs of the work, and within the contract documents, including the bid documents and those forms required to be executed and submitted with this proposal as well as the method of contract award, the terms of the proposed contract, wage rates and employment requirements and reports, the conditions of this contract relating to performance, the technical specifications and drawings, and any addenda thereto as prepared by the City Forester in conjunction with the Owner as follows:

**Addendum No.**

**Signature of Bidder**

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**STREET TREE BLOCK PRUNING, 2019  
Bid Blank - Unit Prices**

Item	ITEM	UNIT	QTY	UNIT COST	TOTAL
1	Prune Trees 5" to Under 12" Diameter	EA	100		
2	Prune Trees 12" to Under 20" Diameter	EA	180		
3	Prune Trees 20" to Under 28" Diameter	EA	60		
4	Prune Trees 28" to Under 36" Diameter	EA	35		
5	Prune Trees 36" Diameter or Larger	EA	20		
	Owner's Contingency			\$1,000.00	\$1,000.00

**Total Bid** \_\_\_\_\_

*Please note that the list above is not intended to include all items required to complete the base bid scope of work but can and shall be used to adjust the contract prior to or after award – in the best interest of the City of Providence.*

**BIDDER:** \_\_\_\_\_



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## **SUPPLEMENTAL INFORMATION**

If the issuing department for this RFP determines that your firm's bid 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 bid.

***This information is NOT requested to be provided in your initial bid 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 bids 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