



BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND

# REQUEST FOR PROPOSALS

Item Description: **Replace 320 Fixed Auditorium Seats at Classical High School**

Date to be opened: **April 1, 2019**

Issuing Department: **Public Property**

## 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:
  - **Al Buco**
  - **401-680-5300**
  - [abuco@providenceri.gov](mailto:abuco@providenceri.gov)

## Pre-bid Conference

Mandatory: **3:00 PM, Wednesday, March 20, 2019**

Meet at: **Classical High School, 770 Westminster Street, Providence**



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

**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.



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

**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 and instructions enclosed (pages 9-13) 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**  
CITY OF PROVIDENCE, RHODE ISLAND

**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.)



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

**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 \$\_\_\_\_\_ 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 5 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.



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

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

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."***

***Please use attached bid forms in Project Manual.***

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

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

\_\_\_\_\_  
Title



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

**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



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

**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  
CITY OF PROVIDENCE, RHODE ISLAND**

**WBE/MBE Form Instructions**

The City of Providence actively seeks Minority and Women business enterprises 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.

Only businesses certified with the State of Rhode Island as minority and/or women business enterprises are counted towards the City's goals. Eligible minority or women-owned businesses are encouraged to seek certification from the State of Rhode Island Minority Business Enterprise Compliance Office at: <http://odeo.ri.gov/offices/mbeco/>

**Note:** MBE certification with the State of Rhode Island on the basis of Portuguese heritage is not currently recognized by the City of Providence's MBE program.

**Bid Requirements:**

**All Bidders:** All bidders must complete and submit the **MBE/WBE Participation Affidavit** indicating whether or not they are a state-certified MBE/WBE and acknowledging the City's participation goals. Submission of this form is required with **every bid**. Your bid will not be accepted without an affidavit.

**Bidders who will be subcontracting:** Bidders who will be subcontracting must submit the **Subcontractor Disclosure Form** as part of their bid submission. All subcontractors, regardless of MBE/WBE status, must be listed on this form. Business NAICS codes can be found at <https://www.naics.com/search/>. Awarded bidders are required to submit **Subcontractor Utilization and Payment Reports** with each invoice.

**Waiver Requests:**

If the percentage of the total amount of the bid being awarded to MBE or WBE vendors is less than 20% (Box F on the Subcontractor Disclosure Form) and the prime contractor is not a Rhode Island State-certified MBE or WBE, the Bidder must complete the **MBE/WBE Waiver Request Form** for review. Waivers will be considered on a case by case basis.

No waiver will be granted unless the waiver request includes documentation that demonstrates that the Bidder has made good faith efforts to achieve the City's stated participation goals. Waivers must be reviewed and signed by the City of Providence's MBE/WBE Outreach Director, Grace Diaz, or her designee. Department Directors cannot recommend a bidder for award if this form is applicable and absent. If the bid does not meet the participation goals of the City of Providence and a waiver is not filed with the signature of the MBE/WBE Outreach Director or her designee, the bid will not be accepted.

**Verifying MBE/WBE Certification**

It is the responsibility of the bidder to confirm that every 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 <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. You can also call (401) 574-8670 to verify certification, expiration dates, and services that the MBE/WBE is certified to provide. Note: MBE certification with the State of Rhode Island on the basis of Portuguese heritage is not currently recognized by the City of Providence's MBE program.



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

**Form Instructions:**

Access all bid forms from <http://www.providenceri.gov/oeo/> or <http://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/>. **Download** the forms as blank PDFs. Once saved on your computer, fill them out using the Adobe program. The fillable PDFs must be completed in Adobe in order to be saved properly. Google Chrome and similar platforms do not allow for the forms to be saved as filled PDFs. Therefore, please download the blank forms to your computer, then fill them out and save.

**Assistance with Form Requirements**

Examples of completed forms can be found on the City of Providence website at <http://www.providenceri.gov/oeo/> or <http://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/>.

**Contract Requirements:**

Prime contractors engaging subcontractors must submit the *Subcontractor Utilization and Payment Report* to the City Department's Fiscal Agent with every invoice and with request for final payment. This form is not submitted as a part of the initial bid package.

For contracts with duration of less than 3 months, this form must be submitted along with the contractor's request for final payment. The form must include all subcontractors utilized on the contract, both MBE/WBE and non- MBE/WBE, the total amount paid to each subcontractor for the given period and to date. During the term of the contract, any unjustified failure to comply with the MBE/WBE participation requirements is a material breach of contract.

**Questions?**

For more information or for assistance with MBE/WBE Forms, contact the City of Providence MBE/WBE Outreach Director, Grace Diaz, at [mbe-wbe@providenceri.com](mailto:mbe-wbe@providenceri.com) or (401) 680-5766.



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

**MBE/WBE PARTICIPATION AFFIDAVIT**

Item Discussion (as seen on RFP):

\_\_\_\_\_

Prime Bidder: \_\_\_\_\_

Prime Bidder (Company) Phone Number: \_\_\_\_\_

Prime Bidder (Company) Zip Code: \_\_\_\_\_

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?     MBE     WBE     Neither MBE nor WBE

**By initialing the following sections and signing the bottom of this document in my capacity as the contractor or an authorized representative of contractor, I make this Affidavit:**

It is the policy of the City of Providence that minority business enterprises (MBEs) and women business enterprises (WBEs) should have the maximum opportunity to participate in procurements and projects as prime contractors and vendors. Pursuant to Sec. 21-52 of the Providence Code of Ordinances and Chapter 31-14 *et seq.* of the Rhode Island General Laws (as amended), MBE and 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.

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

If awarded the contract, I understand that 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 subcontractor(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.** Initial \_\_\_\_\_

**I understand that, if awarded the contract, my firm must submit to the MBE/WBE Office canceled checks and reports required by the MBE/WBE Office on a quarterly basis verifying payments to the subcontractors(s) utilized on the contract.** Initial \_\_\_\_\_

If I am awarded this contract and find that I am unable to utilize the subcontractor(s) identified in my Statement of Intent, I understand that I must substitute another certified MBE and WBE firm(s) 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.**

Initial \_\_\_\_\_

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

Initial \_\_\_\_\_

**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.**

\_\_\_\_\_  
Signature of Bidder

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

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

\_\_\_\_\_  
Date



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

**SUBCONTRACTOR DISCLOSURE FORM**

**Fill out this form only if you WILL SUBCONTRACT with other parties. If you will not subcontract any portion of the proposed bid, do not fill out this form.**

Prime Bidder: \_\_\_\_\_ Primary NAICS Code: \_\_\_\_\_

Item Description (as seen on RFP):  
\_\_\_\_\_  
\_\_\_\_\_

**Please list all Subcontractors below.** Include the total dollar value that you propose to share with each subcontractor and the dollar amount to be subcontracted. Please check off MBE and WBE where applicable. The directory of all state-certified MBE/WBE firms is located at [www.mbe.ri.gov](http://www.mbe.ri.gov). Business NAICS codes can be found at <https://www.naics.com/search/>

Proposed Subcontractor	MBE	WBE	Primary NAICS Code	Date of Mobilization	\$ Value of Subcontract
					\$
					\$
					\$
					\$
					\$
					\$
<b>A. MBE SUBCONTRACTED AMOUNT:</b>					\$
<b>B. WBE SUBCONTRACTED AMOUNT:</b>					\$
<b>C. NON MBE WBE SUBCONTRACTED AMOUNT:</b>					\$
<b>D. DOLLAR AMOUNT OF WORK DONE BY THE PRIME CONTRACTOR:</b>					\$
<b>E. TOTAL AMOUNT OF BID (SUM OF A, B, &amp; C):</b>					\$
<b>F. PERCENTAGE OF BID SUBCONTRACTED TO MBEs AND WBEs. (Divide A by D and multiply result by 100).</b>					%

Please read and initial the following statement acknowledging you understand. If the percentage of the total amount of the bid being awarded to MBE or WBE vendors is less than 20% (Box F) and the prime contractor is NOT a Rhode Island State-certified MBE or WBE, **you must fill out the MBE/WBE WAIVER REQUEST FORM for consideration by City of Providence MBE/WBE Outreach Director.** Initial \_\_\_\_

\_\_\_\_\_  
Signature of Prime Contractor

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

\_\_\_\_\_  
Date Signed



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

**MBE/WBE WAIVER REQUEST FORM**

**Fill out this form only if you are subcontracting and did not meet the 20% MBE/WBE participation goal. State-certified MBE or WBE Prime Bidders are NOT REQUIRED to fill out this form.**

Submit this form to the City of Providence MBE/WBE Outreach Director, Grace Diaz, at mbe-wbe@providenceri.gov, for review **prior to bid submission**. This waiver applies only to the current bid which you are submitting to the City of Providence and does not apply to other bids your company may submit in the future.

Prime Bidder: \_\_\_\_\_

Company Trade: \_\_\_\_\_

Item Discussion (as seen on RFP): \_\_\_\_\_

\_\_\_\_\_

To receive a waiver, you must list the certified MBE and/or WBE companies you contacted, the name of the primary individual with whom you interacted, and the reason the MBE/WBE company could not participate on this project.

<b>MBE/WBE Company Name</b>	<b>Individual's Name</b>	<b>Company Trade</b>	<b>Why did you choose not to work with this company?</b>

I acknowledge the City of Providence’s goal of a combined MBE/WBE participation is 20% of the total bid value. I am requesting a waiver of \_\_\_\_\_ % MBE/WBE (20% minus the value of **Box F** on the Subcontractor Disclosure Form). 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 Prime Contractor

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

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of City of Providence  
MBE/WBE Outreach Director

\_\_\_\_\_  
Printed Name of City of Providence  
MBE/WBE Outreach Director

\_\_\_\_\_  
Date Signed



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

**PROJECT SPECIFICATIONS**

**Replace 320 Fixed Auditorium Seats at Classical High School**

The City of Providence, RI is seeking bids to replace 320 fixed auditorium seats in the lower section of the auditorium at Classical High School, 770 Westminster Street, Providence, RI 02903. Detailed project specifications are noted in Exhibit 1 (beginning on page 16).

A Mandatory pre-bid meeting will be held on site Wednesday, March 20, 2019 at 3:00 PM. Bids will be opened at the Board of Contract and Supply Meeting on Monday, April 1, 2019.

Mobilization must commence by April 29, 2019.

Contact: Al Buco, [abuco@providenceri.gov](mailto:abuco@providenceri.gov) with copy to Lana Romano, [lromano@providenceri.gov](mailto:lromano@providenceri.gov).



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

**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.**

**After an Award is approved by the Board of Contract and Supply, you must be able to provide:**

- **Business Tax ID (W-9)**
- **Proof of Insurance naming City of Providence as additional insured**
- **Trade Licenses**

# **EXHIBIT 1**

## **PROJECT SPECIFICATIONS**

### **PART 1 GENERAL**

#### **1.01 SUMMARY**

- A. Section Includes: Fixed chairs with self-rising seat mechanisms, aisle and intermediate standards.
  - 1. Typical applications include the following
    - a. Floor mounted chairs.
- B. Alternates: This section specifies alternates for audience seating products. Refer to Part 2 products for alternate products.

#### **1.02 REFERENCES**

- A. American Welding society (AWS):
  - 1. AWS D1.1 Structural Welding Code - Steel.
  - 2. AWS D1.3 Structural Welding Code - Sheet Steel.
- B. American Institute of Steel Construction (AISC):
  - 1. AISC - Design of Hot Rolled Steel Structural Members.
- C. American National Standards Institute (ANSI).
- D. American Iron & Steel Institute (AISI):
  - 1. AISI - Design Cold Formed Steel Structural Members.
- E. Aluminum Association (AA):
  - 1. AA - Aluminum Structures, Construction Manual Series.
- F. American Society for Testing Materials (ASTM)
  - 1. ASTM - Standard Specification for Properties of Materials.
- G. National Forest Products Association (NFPA):
  - 1. NFPA - National Design Specification for Wood Construction.
- H. National Bureau of Standards/Products Standard (NBS/PS):
  - 1. PS1 - Construction and Industrial Plywood.
- I. Americans with Disability Act (ADA)
  - 1. ADA - Standards for Accessible Design.



### 1.03 MANUFACTURER'S SYSTEM ENGINEERING DESCRIPTION

- A. Structural Performance: Engineer, fabricate and install fixed audience seating to the following structural loads without exceeding allowable design working stresses of materials involved, including anchors and connection. Apply each load to produce maximum stress in each respective component of each audience seat unit.
- B. Manufacturer's System Design Criteria:
1. Seats and Backs:
    - a. Shall embody a timeless sculptured appearance to harmonize with any architectural form or room decor.
    - b. Shall exhibit moderate compound contours for supportive comfort avoiding excess anatomical pressures.
    - c. Seat shall be semi-cantilevered, self-centering, automatic three-quarter (3/4) lift with over center retract feature, for ease of passage and janitorial access.
    - d. Seat shall be tested and professionally certified through an independent testing laboratory to support and withstand an evenly distributed 600 lb.[272 Kg] static load without failure or irregularities that would impair usefulness.
    - e. Self-lifting seat shall be tested and professionally certified through an independent testing laboratory to withstand 350,000 operating cycles without failure of seat mechanism or measurable component wear.
    - f. Seat shall be tested and professionally certified to withstand 10,000 impacts of a 40 lb.[18 Kg] sandbag dropped on the center of the seat from each of the following heights: 6"[152mm], 8"[203mm], 10"[254mm], and 12"[305mm]. The rate of impacts shall be approximately 18 per minute with the total quantity of impacts equaling 40,000.
    - g. Back shall withstand an evenly distributed front or rear static load of 450 lbs.[205 Kg].
    - h. Back shall be tested and professionally certified to withstand, without failure, 40,000 swinging impacts each to the front and rear of the back by means of two opposing 40 lb. [18 Kg] sandbags. The sandbags shall be moved horizontally and equally for 10,000 cycles each at the following distances of 6"[152mm], 8"[203mm], 10"[254mm], and 12"[305mm] at a rate of 35 cycles per minute.
    - i. Back shall withstand, without failure, an evenly distributed Horizontal Traverse Static Load of 200 lbs.[90.70Kg]. The load shall be applied to the top of the back at a 45-degree angle to the row of seats.
    - j. Armrests shall be tested and professionally certified to withstand, without failure, a 200 lb.[91 Kg] static load applied both perpendicular to and vertically down on the arm.
  2. Materials (Flammability) shall satisfy applicable test, codes, standards, or requirements as follows:
    - a. Copolymer polypropylene shall have a burn rate of 1 inch [25.4mm] or less per ASTM 635.

- b. **ED. NOTE: SELECT THE FOLLOWING, AS REQUIRED.** Full Scale Fire Performance Characteristics of Finished Chair: Provide seating that complies with test method: California Technical Bulletin 133 or British Standard CRIB 5

#### **1.04 SUBMITTALS**

- A. Section Cross-Reference: Submit required submittals in accordance with "Conditions of the Contract"
  - 1. General Requirements sections of this "Project Manual."
- B. Project Data: Manufacturer's product data for each system. Include the following:
  - 1. Project list: Ten (10) seating projects of similar size, complexity and in service for at least five (5) years.
  - 2. Deviations: List of deviations from these project specifications.
- C. Shop Drawings: Indicate fixed chair seating layout. Show all equipment to be furnished with details of accessories to be supplied including necessary electrical service to be provided by others.
- D. Samples: Seat materials and color finish as selected by the Department of Public Property from manufacturers standard color finishes.
- E. Manufacturer Qualifications: Certification of insurance coverage and manufacturing experience of manufacturer.
- F. Installer Qualifications: Installer qualifications indicating capability, experience, and manufacturer acceptance.
- G. Engineer Qualifications: Certification by a professional engineer registered in the state of manufacturer that the equipment to be supplied meets or exceeds the design criteria of this specification.
- H. Owners Manuals: Provide Owner's maintenance manual and demonstrate operating procedures.
- I. Warranty: Manufacturers standard five-year warranty documents.

#### **1.05 QUALITY ASSURANCE**

- A. Welding Standards & Qualification: Comply with AWS D1.1 Structural Welding Code - Steel and AWS D1.3 Structural Welding Code - Sheet Steel.
- B. Insurance Qualifications: Mandatory that each bidder submit with his bid an insurance certificate from the manufacturer evidencing the following insurance coverage:
  - 1. Workers Compensation - including Employers Liability with the following limits:
    - a. \$500,000.00 Each Accident
    - b. \$500,000.00 Disease - Policy Limit
    - c. \$500,000.00 Disease - Each Employee

2. Commercial General Liability - including premises/ operations, independent contractors and products completed operations liability. Limits of liability shall not be less than \$2,000,000.00
- C. Manufacturer Qualifications: Manufacturer who has 10 years of experience manufacturing spectator seating equipment.
  - D. Installer Qualifications: Engage experienced Installer who has specialized in installation of audience seating similar to types required for this project and who is acceptable to, or certified by, fixed upholstered chair seating manufacturer.

## **1.06 DELIVERY, STORAGE AND HANDLING**

- A. Deliver fixed upholstered chair seating in manufacturers packaging clearly labeled with manufacturer name and content.
- B. Handle seating equipment in a manner to prevent damage.
- C. Deliver the seating at a scheduled time for installation that will not interfere with other trades operating in the building.

## **1.07 PROJECT CONDITIONS**

- A. Field Measurements: Coordinate actual dimensions of construction affecting fixed upholstered chair seating installation by accurate field measurements before fabrication. Show recorded measurements on final shop drawings. Coordinate field measurements and fabrication schedule with construction progress to avoid delay of Work.

## **1.08 WARRANTY**

- A. Manufacturer's Product Warranty: Submit manufacturer's standard warranty form for fixed upholstered chairs. This warranty is in addition to, and not a limitation of other rights Owner may have under Contract Documents.
  1. Warranty Period: Five years from Date of Substantial Completion.
  2. Beneficiary: Issue warranty in legal name of project Owner.
  3. Warranty Acceptance: Owner is sole authority who will determine acceptance of warranty documents.

## **1.09 MAINTENANCE AND OPERATION**

- A. Instructions: An owner's manual shall be transmitted to the Owner by the manufacturer of the seating or his representative.
- B. Service: Maintenance and operation of the seating system shall be the responsibility of the Owner or his duly authorized representative, and shall include the following:
  1. Only attachments specifically approved by the manufacturer for the specific installation shall be attached to the seating.
  2. Periodic annual inspections and required maintenance of each seating system shall be performed according to the owner's manual to assure safe conditions.

## **PART 2 - PRODUCTS**

### **2.01 MANUFACTURERS**

A. Manufacturer: Hussey Seating Company, U.S.A.

1. Address: 38 Dyer St Ext., North Berwick, Maine, 03906
2. Telephone: (207) 676-2271; Fax: (207) 676-9690
3. email: info@hussyseating.com

4. Product: **Hussey Quattro Chair System OR APPROVED EQUAL FROM THE FOLLOWING MAUNFACTURERS:**

**IRWIN SEATING**

**KI SEATING**

**PREFERRED SEATING**

- a. Model: Quattro
  - b. Series: Performance Polymer
  - c. Back Foam: N/A
  - d. Seat Type: Polymer
  - e. Armrest Type: Plastic
  - f. Standards: Cast aluminum
  - g. Chair Mount: Floor Mount
  - h. End Panels: None
5. Product Description/Criteria:
    - a. Number of Chairs: 320\_in lower section of auditorim only
    - b. Number of Rows - Direct replacement of existing
    - c. Number of Wheelchair Locations: N/A
    - d. Number of ADA Easy Access End Standards: N/A
    - e. Row Spacing: Direct replacement of existing
    - f. Rise: \_\_\_\_\_
    - g. Fabric: N/A

6. Product Accessories: Brushed aluminum seat numbers and row letters

B. Other Acceptable Manufacturers:

1. Manufacturer/Product

### **2.03 MATERIALS**

A. Cast Aluminum: AA - 380

B. Molded plastic: Injection Molded copolymer polypropylene or nylon 6/6.

**2.04 DESIGN AND CONCEPT:** Auditorium chairs shall be designed to exhibit a modern appearance that will enhance any auditorium's décor. Seats, backs, and standards shall complement each other without the need for end panels or other adornments. Superior comfort will be derived through careful ergonomic engineering, selection of materials, and design of supportive structures.

## **2.05 FABRICATION**

### **A. Performance Series - Polymer Seat**

1. **Seat assembly:** The seat assembly shall consist of a stylish molded polyethylene seat comprising an ergonomic dual contour top surface, a structurally contoured bottom surface, a dual sprung lifting mechanism and associated polymer trim covers. Seat shall have the ability to achieve a full fold position when rearward pressure is applied. Superior comfort shall be derived through careful ergonomic engineering and enhanced comfort may be achieved through the addition of an optional resilient rubber pad recessed into a portion of the seating surface.
2. **Polymer seat:** The polymer seat shall be constructed of blow-molded high density polyethylene with structural ribbing integrated into the aesthetics of the design to provide adequate strength. The top seating surface and appropriate surfaces on the bottom side shall be textured to enhance the visual appeal and mask typical parasin marks from the blow molding process. The top seating surface shall have no "witness lines" from tooling size inserts but shall have a recessed design reveal to outline the area for a recessed pad option. All structural fasteners shall be molded into the polymer seat.
3. **Seat mechanism:** Seat lifting mechanism shall use lubricated lifting springs and rubber end stops to provide whisper quiet fail-safe operation. The seat structure shall rotate on a 3/4" [19mm] spanner bar to assure shaft alignment and eliminate binding due to irregular floor conditions. Seats shall be certified to withstand 350,000 lifting cycles and a 600lb static load without failure. The 2 individual seat lifting mechanisms shall be hidden and protected from dirt and contamination with an injection-molded cover, attaching to the polyethylene seat.

### **B. Performance Series - Polymer Back**

1. **Back assembly:** The back assembly shall consist of a stylish molded polyethylene back comprising the Classic Quattro 'soft square' design with the top corners of the back conically shaped for stylish looks and a timeless appearance, an ergonomic dual contour front surface to facilitate proper posture of a seated individual, a structurally contoured rear surface, and steel attachment wings. Overall back height is 33" above the floor allowing proper shoulder support of the chair occupant. Aesthetic enhancements to the Performance Quattro chair may be achieved through unique "design patterns" molded into the center portion of the polymer back. Superior comfort shall be derived through careful ergonomic engineering and enhanced comfort may be achieved through the addition of an optional resilient rubber pad recessed into a portion of the back surface.

Polymer back: The polymer back shall be constructed of blow-molded high density polyethylene with structural ribbing integrated into the aesthetics of the design to provide adequate strength. The front surface and appropriate surfaces on the back side shall be textured to enhance the visual appeal and mask typical parasin marks from the blow molding process. The front surface shall have no "witness lines" from tooling size inserts. A recessed design reveal shall outline the center area of the back to choose a style: textured plain, "louvered", "jungle", padded and recessed or custom design pattern. The wings for attachment of chair back to standard shall be not less than 14 ga (1.9mm) and will be attached via fasteners molded into the polymer back. Wings shall position the chair back at one of two positions: 18, or 21 degrees.

C. Cast Aluminum Standards:

1. Standards shall be die cast Aluminum AA380 grade.
2. Standards shall be floor attached, designed to maintain a constant seat height to floor.
3. Cast Aluminum Standards shall be an integral aesthetic part of the chair's appearance and do not require the use of end panels.

D. Seat Hinges:

1. Seat hinges shall be fully contained within the seat pan and fitted with a pair of independent nylon bushings.
2. Each of the independent seat hinges shall be fitted with double acting; self-centering, pre-loaded coiled seat return spring.
3. Seat hinge and spring installation shall be designed not to require periodic adjustment or lubrication.

E. Finish:

1. Finish for Steel / Aluminum Components: (Indoor) Material shall be pre-treated in an iron phosphate wash system prior to finish application. Finish shall be a specially blended polyester T.G.I.C./Epoxy powder coating with a minimum dry film thickness of 1.5 mils.
2. Injection molded polypropylene or nylon: Shall be pigmented, in one of manufacturers standard colors and have a textured surface.
3. Fabric: Upholstery material shall be 100% Marquesa Lana continuous filament Olefin yarn with one of manufacturer's standard fabric offerings.
4. Color: Shall be per manufacturer's standards. Seating Contractor shall submit color samples for owner's approval prior to manufacture.

#### F. Armrests:

5. Armrests, Injection Molded Plastic: Armrests shall be of injection molded, textured polypropylene. Armrest to be secured to standard with concealed fasteners.

### 2.05 FASTENINGS

#### A. Chair Assembly

1. All welds shall be made at the factory by welders that are certified on the equipment and process used.
2. All structural connections shall be made with S.A.E. stress rated zinc plated or, black oxide steel bolts, washers and nuts.

#### B. Concrete Floor Attachment

1. Chair stanchions shall each be attached by means of two 1/4"[6mm] mechanical wedge anchors set in holes drilled to a minimum depth of 2"[50mm] in the concrete.
  - a. Wedge anchors shall be tested to ASTM E488 criteria and listed by ICBO and SBCCI. Wedge anchors feature a type 18-8 stainless steel split expansion ring and a threaded stud bolt body and integral cone expander, and a nut and washers. Stanchion shall be placed on the bolts, stanchions to be permanently secured with a flat washer, lock washer and nut.

### 2.06 ACCESSORIES

- A. Brushed Aluminum Chair Numbers: Black text with gray background on a 23/32" x 2 7/32" [18.5mm x 56.5mm] elliptical aluminum plate. Plate fitted in a vandal resistant recess located in front edge of plastic seat cover and secured with two aluminum pop rivets.
- B. Brushed Aluminum Row Letters: Black text with gray background on a 23/32" x 2 7/32" [18.5mm x 56.5mm] elliptical aluminum plate. Plate fitted in a vandal resistant recess located in rear of armrest and secured by means of two mechanical fasteners.

## **PART 3 - EXECUTION**

### 3.01 EXAMINATION

- A. Verification of Conditions: Verify areas to receive fixed chair seating are free of impediments interfering with installation and condition of installation substrates are acceptable to receive audience seats in accordance with seating manufacturer's recommendations. Do not commence installation until conditions are satisfactory.

### 3.02 INSTALLATION

- A. Manufacturer's Recommendations: Comply with seating manufacturer's recommendations for product installation requirements.

- B. General: Install fixed upholstered chair system in accordance with manufacturer's installation instructions and final shop drawings. Provide accessories, anchors, fasteners, inserts and other items for installation of seating and for permanent attachment to adjoining construction.

### **3.03 ADJUSTMENT AND CLEANING**

- A. Adjustment: After installation completion, all equipment is to be adjusted for smooth and proper operation.
- B. Cleaning: Clean work area and remove debris from site.

### **3.04 PROTECTION**

- A. General: Provide final protection and maintain conditions, in a manner acceptable to manufacturer and installer to ensure audience seats are without damage or deterioration at time of substantial completion.

END OF SECTION