



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

REQUEST FOR PROPOSALS

Item Description: FOOD AND BEVERAGE SERVICE LOCATED AT 125 DUPONT DRIVE, PROVIDENCE, RI

Date to be opened: May 13, 2019

Issuing Department: PROVIDENCE WATER

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
 - 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 9-13) to the MBE/WBE Outreach Director for the City of Providence, Grace Diaz
 - Phone: (401) 680-5766
 - Email: gdiaz@providenceri.gov
 - Please use subject line “**MBE WBE Forms**”
- Please direct questions relative to the specifications outlined (beginning on page 14) to the issuing department’s subject matter expert:
 - Elizabeth Paquin, Purchasing Manager
 - **(401) 521-6300 X7227**
 - **Bethp@provwater.com**

Pre-bid Conference

THERE WILL BE A PRE-BID CONFERENCE ON MAY 7, 2019 AT 10:00AM ON SITE, 125 DUPONT DRIVE, PROVIDENCE, RI, WHEREBY PROPOSERS CAN REVIEW SITE, EQUIPMENT, WORKING AREAS AND LOCATION. PW STRONGLY ADVISES ATTENDANCE AT THIS PRE-BID. PW WILL ANSWER ALL QUESTIONS AND REVIEW RFP.



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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 3rd 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/ 1st page (*see page 6 of this document*)
- Bid Form 2: Certification of Bidder as 2nd 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.**



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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 \$_____ 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 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 (if applicable): _____

Name of Surety Company (if applicable): _____

Total Amount in Writing*: _____

Total Amount in Figures*: _____

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

Use additional pages if necessary for additional bidding details.

Signature of Representation

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 Representation

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 Representation

Printed Name



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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.

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 property. Google Chrome and similar



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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 or (401) 680-5766.



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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



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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. 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
					\$
					\$
					\$
					\$
					\$
					\$
A. MBE SUBCONTRACTED AMOUNT:					\$
B. WBE SUBCONTRACTED AMOUNT:					\$
C. NON MBE WBE SUBCONTRACTED AMOUNT:					\$
D. DOLLAR AMOUNT OF WORK DONE BY THE PRIME CONTRACTOR:					\$
E. TOTAL AMOUNT OF BID (SUM OF A, B, C, & D):					\$
F. PERCENTAGE OF BID SUBCONTRACTED TO MBEs AND WBEs. (Add A and B. Divide by E and multiply result by 100).					%

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 Bidder

Printed Name



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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.

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

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



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BID PACKAGE SPECIFICATIONS



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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**



IMPORTANT INFORMATION TO BIDDERS

- 1) Providence Water (PW) PW is seeking all viable options from qualified vendors to operate the employee cafeteria at 125 Dupont drive in Providence. PW is open to all options from vending markets to full service. It is important to PW that the successful bidder's business model be sustainable. PW's goal is to partner with a vendor that can provide a quality, affordable dining option for our employees while operating a sustainable and profitable business. Bidders are urged to identify barriers that prevent a sustainable and profitable business plan. PW is open to all proposals.
- 2) The successful bidder will be responsible for complying with all City and State laws regarding the preparation and sales of food. Some of these Departments are Department of Health, Department of Environmental Management, Department of Taxation, Department of Labor and any other that may apply. It is the successful bidder's responsibility to obtain proper licenses and permits required to perform all the services required in the RFP.
- 3) PW reserves the right to waive minor informalities and to make an award if it's the best interest of PW.
- 4) PW reserves the right to visit a bidder's place of business, review operations and sample food prior to the award.
- 5) The award of this contract in no way guarantees PW and/or its employees to spend any specific dollar amount.
- 6) There will be a pre-bid conference on May 7, 2019 at 10:00 a.m. on-site, 125 Dupont Dr., Providence, whereby proposers can review site, equipment, working areas and location. PW strongly advises attendance at this pre-bid. PW will answer all questions and review RFP.
- 7) **Any questions regarding this RFP can be addressed by calling Elizabeth Paquin, 401-521- 6300 ext. 7227 or bethp@provwater.com**
- 8) It will be the responsibility of the successful bidder to run Federal and State BCI checks on all employees working on-site, and furnish results to PW prior to the start of any work.

Scope of Work

Project Background

PW is seeking proposals from qualified firms, organizations, or concession operators interested in entering into an Agreement for the provision of Food and Beverage Services at its Headquarters Building located at 125 Dupont Dr., Providence, RI. PW is committed to providing the availability of high quality food and beverage items for its employees. PW's objective is to achieve competitively priced quality goods and services.

At a minimum, the Proposer shall:

Have operated continuously at least one (1) commercial eating and drinking facility such as a restaurant, cafeteria, micro market, vending services or catering business for the past three (3) years.

Demonstrate financial responsibility, sufficient depth of resources and consistent commitment to its food and beverage operations.

Proposers shall demonstrate that they meet these eligibility requirements through responses required in this Request for Proposals ("RFP").

Central Operations Facility (COF)

PW currently employs approximately 150-people at this facility in administrative, engineering, and operational job positions to fulfill its mission of delivering the highest quality drinking water to its customers. The building's offices are contained within two-stories occupying approximately 165,000 square feet of office/work space/garage. This newly rehabilitated facility is the combination of two smaller, separate facilities of Providence Water.

Food and Beverage Services

The Central Operations Facility contains an approximate 2,500 square foot lunchroom located on the 2nd Floor of the building. The Central Operations Facility has a designated area of approximately 800 square feet of existing kitchen, 700 square feet of serving area within the lunchroom where the Proposer will provide food and beverage services. The diagram of the lunchroom, food and beverage services area are included.

PW will be responsible for maintaining cafe equipment located in the Food and Beverage Service Area. Any additional kitchen-related equipment deemed necessary in order to provide these services will be purchased by the successful bidder. All purchased equipment, can be removed at the end of the contract. The Proposer will be required to supply all point-of-sale equipment (cash register) and utensils including pots, pans, and silverware.

On-site food service equipment includes a standard grill, fryer, hotplate, refrigerators, soup dispensers, 2 freezers (1 walk-in), ovens, and other heating and refrigeration equipment, tables, prep tables, sinks, etc. It is the sole responsibility of the successful bidder to clean and maintain the kitchen area and equipment, along with being responsible for following all food service and preparation guidelines, and inspections by the health department officials.

The food and services being sold shall conform to all established regulations and laws of the State of RI and relevant departments or agencies thereunder and with all appropriate departments, agencies, boards and/or commissions of the City of Providence and State of RI. All certificates must be posted on site.

PW will be responsible for nightly cleaning of the seating area and front of the house floor. The successful Proposer will also be responsible for cleaning and maintaining grease drain traps located in the kitchen area. Awarded vendor must log and maintain all grease trap cleaning records.

It should be noted that catering services may be requested from the successful Proposer for PW sponsored events at this facility, (i.e., seminars, meetings, training events, etc.), during the term of the Agreement. PW makes no guarantee to potential bidders as to the frequency of catering services.

The Proposer shall develop a menu that encompasses a variety of creative nutritious product offerings for breakfast (optional) and lunch, as the facility will accommodate. The Proposer must provide PW with information on the quality of meats, fruits, vegetables, and breads to be offered on the menu. Proposers should describe the level and range of the proposed breakfast and lunch menus. Proposers may propose menus above the Full Service Menu. In addition, the sale of bottle water will not be allowed except flavored or unflavored seltzer water. The full service menu will include the prices employees will be expected to pay for the various items.

SAMPLE FULL SERVICE MENU

<p>Eggs, Omelets, Bacon, Sausage, Home Fries, Pancakes, French Toast, Breakfast Sandwiches</p> <p>Muffins, Bagels, Danish, Toast, Cereals, Fresh Fruit, Yogurt (non-frozen)</p> <p>Beverages: Coffee (Branded or Gourmet), Tea, Juices, Milk</p>	<p>Hot Entrees: Hamburgers, Cheeseburgers, Grilled Chicken, Buffalo or Grilled Chicken, BLT, Hot Dogs, Pasta, Stir Fry</p> <p>Sides: Fresh Vegetables, Onion Rings, French Fries</p> <p>Salads (Large and Small): Garden, Greek, Chef, Grilled Chicken Caesar</p> <p>Hot & Cold Deli Sandwiches and Wraps, 2- Soups, 5-Sandwich with Soup Combo. Pizza strips</p> <p>Desserts/Snacks: Bagged Chips, Pre-Packaged items (cookies, brownies, etc.), Yogurt</p> <p>Beverages: Coffee, Tea, Juices, Soda</p>
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Pricing

PW is committed to offering goods and services at a price/value relationship consistent with comparable restaurants such as those found in the general area of the facility and in surrounding neighborhoods. The price is determined primarily as a function of the portion size, the quality level and the degree of service. Pricing and product selection will be a consideration in the evaluation process.

For purposes of the proposals, no price floor or ceiling is imposed; PW will examine the price proposals in relation to its overall objectives. Initially, the Proposer selected will be required to charge the prices proposed at the time of the award. Thereafter, PW's approval will be required for price adjustments and new product prices. Prices for all items sold must be clearly displayed.

Alcohol and Tobacco

Under no circumstances will the sale and/or use of alcoholic beverages or smoking material be permitted.

Hours of Cafe Operation

PW expects that the successful Proposer's services will be readily available to its employees. As such, the Food and Beverage Services Area shall be open for operation Monday through Friday excluding PW Holidays, minimally from 11:00 AM to 2:30 PM. Changes to the hours of operation will require PW's advanced written approval. PW is an emergency agency and the likelihood of a total shut down is extremely remote.

Financial Structure

In order to allow Proposers the flexibility to develop a creative product offering and service level, no financial structure has been set for this opportunity. Instead, PW invites Proposers to submit a creative financial proposal deemed appropriate for the successful and profitable operation of the Food and Beverage Services Area and which matches the proposed level of service that was outlined above.

Security

The Food and Beverage Services Area and its operation must be sensitive and responsive to the safety and security factors which are of primary importance in today's environment. Proposers will be expected to include security as a consideration in all aspects of their planning and to discuss the steps they will take to enhance the security and safety of the premises and their customers, and employees. The successful bidder will guarantee PW that its employees and vendors will remain in its restricted designated areas and any breach from these areas may result in termination of the contract. The successful bidder will be issued access badges and key access to the kitchen, which both will need to be signed for. Upon the end of the contract, all badges and keys will need to be returned to PW.

Insurance Requirements

PW will require the successful Proposer to provide at its own cost commercial general liability insurance for bodily injury and property damage, including products/completed operations, in a combined single limit of \$1,000,000. This policy of insurance must name the City of Providence and PW as an additional insured. This must be maintained for the life of the contract.

Workers Compensation and employer's Liability Insurance in such amounts as may be required by law and other insurance and limits of liability as may be reasonable required by PW from time to time or such other insurance policies as may be required in the Agreement. In addition, PW shall be named as additional insured under any policy of public liability insurance and all such insurance shall be subject to commercially reasonable amounts.

Reporting Requirements

The successful Proposer shall be required to maintain records supporting sales and revenue calculations. The Proposer shall be required to institute and administer a cash handling and data reporting system. Proposers will be required to administer all reporting systems in a thorough, accurate and timely manner. The information shall be available upon request, in both a hardcopy and in electronic format.

Contract Terms

The term of the Agreement shall be for a period of three (3) years with an option to extend for an additional 2 years. PW, however, reserves the right to earlier termination if the vendor is in violation of any conditions of this proposal.

Proposal Format

The Proposal for Food and Beverage Services at the Central Operations Facility should be based on the information presented herein and must include information for the following categories: Background and Operating Experience; Marketing Plan; Management Plan; Operations Plan; and Financial Information. All information must be completed and numbered in the order in which the items appear below. PW will evaluate competing Proposals in each of the categories in accordance with the relative weight criteria as described above.

Material submitted in response to this request for Proposals will not be considered confidential under the terms of RI Public Records Law after the time for opening Proposals.

Background and Operating Experience

1. Name, Address, Telephone Number, Email Address and Facsimile Number of Proposer.
2. Description of Proposer (Corporation, Partnership, Consortium, etc.).
3. Is Proposer now qualified to do business in the State of RI?
4. State of incorporation, if any.
5. Name, Title, Business Address, Telephone Number, Email Address and Facsimile e Number of person responsible for submitting this proposal.
6. Name, Title, Business Address, Telephone Number and Facsimile Number of person with whom to communicate regarding this proposal if different from above.
7. Please provide present credit rating information (specify if other than Dun and Bradstreet, Inc.).
8. Please attach a description of Proposer's financial status which is sufficient to enable PW to evaluate the financial qualifications of Proposers. The description should include but not be limited to:
 - Bank References, including a letter of reference and the full name and address of bank as well as the name and telephone number of the contact person.
 - Insurance References, current Insurance coverage; Certificate of Insurance
 - (UPON REQUEST, NOT SUBMITTED WITH BID), Proposer's financial statements and statements of conditions; for each of the last 3 years audited by a Certified Public Accountant.
 - Has Proposer any present overdue indebtedness to any government unit or agency, or any outstanding claim or demand of indebtedness? If so, please specify.
 - Has the Proposer filed for bankruptcy with the last five years? If so, please describe current status.
9. Provide a statement of history of the Proposer's experience in the conduct of food & beverage, including, but not limited, the number of years of experience and scope of experience.
10. Please provide a table, which lists all locations at which Proposer presently, operates or has operated a food and beverage business during the last three (3) years. Indicate the Proposer's annual gross sales from each operation. Also indicate, if any, agreement for such operation was terminated prior to the expiration thereof, or not renewed, and the reason thereof. Further, indicate by appropriate citation all litigation (including results and status) between Proposer and any and all operators or owners.

11. Provide letters of reference and list full name and address of the company as well as the name and telephone number of a contact person for each of the following:

- Three (3) general operating references (indicate relationship); and
- Three (3) suppliers of Proposer.

12. Have any of the establishments owned or operated by Proposer been reported to the RI Board of Public Health for any health code violation during the past five years? If so, please describe when the violations were reported, the nature of said violations, and the steps taken to correct it.

Market Understanding

Please attach a marketing plan which describes how the operation will maximize sales and meet consumer needs. Particular emphasis should be placed on the following:

Demonstrate your understanding of the food and beverage hospitality industry, in particular, the office building or corporate food and beverage market.

Menus and Product List

Submit a comprehensive list of anticipated menu offerings including Item (brand, if appropriate), portion, and selling price based on the level of service outlined above.

Management Plan

Please attach Proposer's management plan with emphasis placed on the following:

Organizational Structure

List and describe the number of staff to be assigned during the different servicing periods. Describe the qualifications, responsibilities and decision-making ability of the various levels of personnel. Provide job descriptions and pay scales for the different positions. Peak serving hours require a minimum staff of 2 people.

Operations Plan

Please attach Proposer's Operations Plan including:

- a. Describe how Proposer intends to maintain and clean the facility. Discuss procedures and working hours allocated for inspection, maintenance and cleaning of equipment and cafe area.
- b. Please specify the equipment that you plan to supply to the operation that will suitably handle your food preparation and service. (ex: meat slicer)
- c. Please describe your proposed recycling plan. Please indicate your proposed plan to minimize the use of Styrofoam products.

- d. Please describe your proposed menus and the level of service you propose for both breakfast and lunch offerings (i.e. pre-packaged vs. made to order items).
- e. Please describe hours of operation whereby Proposer's employees will be on-site.

Financial Plan

1. As stated herein, in order to allow Proposers the flexibility to develop a creative product offering and service level, no financial structure has been set for this opportunity. Instead PW asks that Proposers submit a creative financial proposal deemed appropriate for the successful and

Profitable operation of Food and Beverage Services under the Agreement. Please outline the proposed financial structure for the full Menu Offering as outlined herein. Proposers may also submit for consideration any proposal above the Full Service Menu.

2. Proposers should explain any flexibility necessary if projections in Financial Plan are not attainable.

Evaluation Criteria

The criteria to be used in evaluating the Proposals and the relative weight to be applied to the criteria are as follows:

1. Background and Operating Experience (25%)
2. Market Understanding (10%)
3. Management Plan (15%)
4. Operations Plan (15%)
5. Financial Plan (35%)