



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

REQUEST FOR PROPOSALS

Item Description: Young Tree Maintenance, 2019

Date to be opened: May 28, 2019

Issuing Department: Dept. of Parks

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 9-18) 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 19) to the issuing department’s subject matter expert:
 - **Douglas Still, City Forester**
 - **680-7270**
 - dstill@providenceri.gov

Pre-bid Conference

None.



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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 enclosed (pages 9-18) or on:
<https://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/>

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

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

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

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



**BOARD OF CONTRACT AND SUPPLY
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NOTICE TO VENDORS

1. The Board of Contract and Supply will make the award to the lowest qualified and responsible bidder.
2. In determining the lowest responsible bidder, cash discounts based on preferable payment terms will not be considered.
3. Where prices are the same, the Board of Contract and Supply reserves the right to award to one bidder, or to split the award.
4. No proposal will be accepted if the bid is made in collusion with any other bidder.
5. Bids may be submitted on an "equal in quality" basis. The City reserves the right to decide equality. Bidders must indicate brand or the make being offered and submit detailed specifications if other than brand requested.
6. A bidder who is an out-of-state corporation shall qualify or register to transact business in this State, in accordance with the Rhode Island Business Corporation Act, RIGL Sec. 7-1.2-1401, et seq.
7. The Board of Contract and Supply reserves the right to reject any and all bids.
8. Competing bids may be viewed in person at the Department of the City Clerk, City Hall, Providence, immediately upon the conclusion of the formal Board of Contract and Supply meeting during which the bids were unsealed/opened. Bids may also be accessed electronically on the internet via the City's [Open Meetings Portal](#).
9. As the City of Providence is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
10. In case of error in the extension of prices quoted, the unit price will govern.
11. The contractor will **NOT** be permitted to: a) assign or underlet the contract, or b) assign either legally or equitably any monies or any claim thereto without the previous written consent of the City Purchasing Director.
12. Delivery dates must be shown in the bid. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
13. A certificate of insurance will normally be required of a successful vendor.
14. For many contracts involving construction, alteration and/or repair work, State law provisions concerning payment of prevailing wage rates apply ([RIGL Sec. 37-13-1 et seq.](#))
15. No goods should be delivered or work started without a Purchase Order.
16. **Submit 2 copies of the bid to the City Clerk, unless the specification section of this document indicates otherwise.**
17. Bidder must certify that it does not unlawfully discriminate on the basis of race, color, national origin, gender, gender identity or expression, sexual orientation and/or religion in its business and hiring practices and that all of its employees are lawfully employed under all applicable federal, state and local laws, rules and regulations. (See Bid Form 2.)



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BID TERMS

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

The following entry applies only for COMMODITY BID TERMS:

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

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

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



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BID FORM 1: Bidders Blank

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

Name of Bidder (Firm or Individual): _____

Contact Name: _____

Business Address: _____

Business Phone #: _____

Agrees to bid on (Items(s) to be bid): _____

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

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

Delivery Date (when applicable): _____

Name of Surety Company (if applicable): _____

Total Amount in Writing*: _____

Total Amount in Figures*: _____

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

Use additional pages if necessary for additional bidding details.

Signature of Representative

Title



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

Upon behalf of _____ (Firm or Individual Bidding),

I, _____ (Name of Person Making Certification),

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

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

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

Signature of Representative

Printed Name



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Certificate Regarding Public Records

Upon behalf of _____ (Firm or Individual Bidding),
I, _____ (Name of Person Making Certification),
being its _____ (Title or "Self"), hereby certify an
understanding that:

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

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

Signature of Representative

Printed Name



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**MINORITY AND WOMEN'S BUSINESS ENTERPRISE PROGRAM
BIDDER INFORMATION AND FORMS**

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

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

Bid Requirements:

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

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

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

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

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



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BIDDER CATEGORY WORKSHEET

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

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

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

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

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

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

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

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

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

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

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



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FORM MATRIX

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

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

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

Waiver Requests:

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

Contract Requirements:

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

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



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VERIFYING MBE/WBE CERTIFICATION

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

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

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

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

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

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

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



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Form A: MBE/WBE Participation Affidavit

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

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

(title) _____ with the City of Providence.

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

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

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

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

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

Contractor Company Name

Signature

Address

Print Name and Title

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



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Form B: MBE/WBE Participation Disclosure Form

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

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

Prime Contractor's Name: _____

Prime Contractor's Address: _____

Prime Contractor's Phone Number(s): _____

Contract Title: _____

Total Dollar Amount of Contract: \$ _____

Bidder proposes to achieve a goal of: MBE: _____% WBE: _____%

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

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

Form Prepared by:

Name & Title

Phone

Date



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

Name of Bidder: _____

Contract Name/Number: _____

Bid Due Date: _____

Goals on this contract: _____ % MBE _____ % WBE

I have achieved _____ % MBE _____ % WBE

I am requesting a waiver of _____ % MBE _____ % WBE

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

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

Type of Firm: MBE WBE

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

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

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

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

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

Signature of Bidder Printed Name Date

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

Signature of MBE/WBE Outreach Director* Printed Name Date

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

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



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Form E: MBE/WBE Outreach Contact Form

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

Prime Contractor: _____

POTENTIAL SUBCONTRACTOR CONTACTED

Name: _____

Address: _____

Telephone No.: _____ Date of Initial Contact: _____

Type of Firm: MBE WBE

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

Work/service offered to Subcontractor: _____

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

___ Firm declined job

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

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

___ Other: _____

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

Name: _____

Title: _____

Signature: _____

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



**BOARD OF CONTRACT AND SUPPLY
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BID PACKAGE SPECIFICATIONS

1.0 Invitation to Bid

1.1 Background

The Providence Dept. of Parks and Recreation and the Board of Contract and Supply seek qualified bidders to submit bids for Young Tree Maintenance 2019.

1.2 Project Scope

The qualified contractor shall perform tree pit care and mulching; bi-weekly watering; and any other incidental work to provide maintenance to young street trees (5" diameter or less) throughout Providence. A list of tree locations shall be provided at the preconstruction meeting after the bid has been awarded.

1.3 Project Schedule

THE SUCCESSFUL BIDDER WILL BE GIVEN A NOTICE TO PROCEED ON OR ABOUT JUNE 10, 2019.

THE SUCCESSFUL BIDDER SHALL AGREE TO COMPLETE ALL ASSIGNED WORK BY OCTOBER 15, 2019.

2.0 Method of Award

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

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

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

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

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

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



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3.0 Project Coordination, Contractor Cooperation, and Safety

- 3.1 **Responsibility:** The contractor is responsible for all personnel involved in the work, including employees, subcontractors and suppliers of materials and equipment and/or labor. The Owner and/or the Owner's representative (i.e. City Forester) shall recognize only the selected contractor as party to this contract.
- 3.2 **Scheduling and Work Progress:** The Contractor and subcontractors shall cooperate to expedite the work. The selected Contractor shall be responsible for the progress of the work and shall schedule, and follow up, the work of all trades so as to avoid delays of any kind. A bi-weekly list of completed tree work shall be provided to the City Forester.
- 3.3 **Working Hours:** All work shall be performed during the five day, forty hour week, from Monday to Friday inclusive, between the hours of 7:00 am and 4:00 pm, except for legal holidays or unless otherwise directed by the City Forester. In the event that work is performed on a Saturday, Sunday, or Holiday, the City shall not be required to pay additional costs associated with payroll for overtime. No work shall be performed on streets adjacent to schools prior to 9:00 am or after 2:00 pm, when school is in session.
- 3.4 **Traffic Control:** The contractor shall be solely responsible for pedestrian and vehicular safety and control within the work site and shall provide the necessary warning devices, barricades, and ground personnel to give safety, protection, and warnings to persons and vehicular traffic within the work area. Blocking of streets shall not be permitted unless prior arrangements have been made with the City of Providence Traffic Engineer and is coordinated with other city departments. Traffic control is the responsibility of the contractor and shall be accomplished in conference with local, state and federal highway safety codes. As directed by the City Forester, some busy streets may require police detail, payable under the contract "contingency" item.
- 3.5 **Communication:** The Contractor shall maintain daily communication with the City Forester during the course of the contract. At the time of the pre-construction meeting the Contractor shall furnish twenty-four (24) hour telephone and cellular numbers of a responsible employee or members of his/her firm who can be reached in connection with the work performed under this contract.
- 3.6 **Safety:** All work must conform to the latest revision of the **American National Standards Institute standard for Arboricultural Operations – Safety Requirements (ANSI Z133.1)**.
- 3.7 **Damages:** Damage committed by the Contractor to any person or property, public or private, are the total responsibility of the Contractor and shall be repaired or compensated for by the Contractor to the satisfaction of both the injured party and the City of Providence.
- 3.8 **External Situations:** The Contractor shall appropriately address external influences which could interfere with maintaining trees, including rats, hornets, wasps, yellow jackets, or other animals and insects. The Contractor shall remove from trees all signs, boards, debris, staking materials, or other foreign objects at no additional cost to the City.
- 3.9 **Inspections:** The City Forester (or representative) inspects work at his discretion. Immediate corrections to any work not done to industry specifications will be communicated to the Contractor and shall be performed by the Contractor at no additional expense. Bi-weekly inspections will be conducted throughout the contract period based on the submitted work list, to maintain timely feedback and accurate records for payments.



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4.0 Payments

4.1 Partial payment invoices may be submitted monthly, and may only include trees/sites that have been inspected and approved by the City Forester (or representative).

4.2 The quantity paid for all items shall be a **unit price** for **each tree**, except for the contingency item. The **unit price** bid shall include all labor and items of cost to perform and complete the tasks as specified below, including required paper-work, travel, signage, overhead, profit, and all incidental work in accordance with the specifications to the satisfaction of the City Forester.

a. Experience

b. Upon request, the Contractor must provide documentation certifying that the company's work for the past three (3) years has been engaged with the performance of tree and landscape work.

c. Upon request, the Contractor must provide references from previous clients proving that the company has performed work on contracts of comparable size.

6.0 Equipment

6.1 All bidders must have in their possession or available to them by formal agreement at the time of bidding the following materials and equipment to perform the work: a dump truck of 10-20 yards capacity, a water truck or watering container or other equipment for watering trees, **a root watering/irrigation probe**, hand tools, and other equipment and supplies required to perform the work specified for this contract.

6.2 All equipment shall be in good working condition. The Contractor shall remove and replace any equipment in unsatisfactory condition or unsuitable for the required work as deemed by the City. Unacceptable equipment or lack of equipment shall be grounds for disqualification of the Contractor.

6.3 The Contractor shall furnish a list of proposed vehicles and equipment to be used under this contract.

7.0 Work Items

Item #1 Tree Pit Maintenance and Mulching

Work: Under this item the Contractor shall provide all labor and materials necessary to maintain and mulch tree pit areas once, including debris removal, old mulch removal, weeding, soil cultivation, and all incidental work in accordance with the specifications of the City Forester.

Method: All garbage and debris found within the tree pit area shall be removed and disposed of properly off-site. Existing mulch shall also be removed. Weeds, including grass, shall be dug and removed. An exception will be made for flowers or ornamental plantings installed by adjacent homeowners. Existing tree stakes, arbor tape or wire, and nursery tags shall be removed from the tree.

The soil shall be cultivated by hand or other method to a depth of one to two inches to break up surface compaction prior to mulching. Care should be taken not to disrupt the tree's surface roots.



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Shredded bark mulch shall be applied as a ground cover to the surface of all tree pits. Wood chips will not be accepted. Mulch shall be applied to a uniform depth of two inches (2") over the entire tree bed area and shall be so distributed as to create a smooth, level cover over the exposed soil. A gap of approximately 2" should be left between the mulch and the trunk of the tree to avoid mounding above the trunk flare.

Shredded bark mulch shall be natural forest product of ninety eight percent (98%) bark containing less than two percent (2%) wood or other debris, not exceeding three (3") inches in length and one (1") inch in width. It shall be of White or Red Fir and/or Pine bark and/or Cedar of a uniform grade with no additives or any other treatment. The pH factor should range from 5.8 to 7.0. The City Forester reserves the right to reject on or after delivery any materials that do not meet these specifications.

Work Area: For sidewalk tree pits, the Contractor shall cultivate and mulch the exposed soil area for the entire tree pit. For trees within tree lawns, the Contractor shall cultivate and mulch an area with the following dimensions: six feet long (parallel to the curb) by four feet (perpendicular to the curb) or the width of the tree lawn, whichever is greater.

Measurement and Payment: The amount paid for this item shall be the number of tree pits maintained and mulched once, in accordance with the specifications of the City Forester.

The price bid shall be a unit price per **each** tree pit maintained and mulched, and shall include the cost of all labor and materials necessary for tree pit debris removal, existing mulch removal, weeding, soil cultivation, and all incidental work in accordance with the specifications of the City Forester.

Item #2 Bi-Weekly Tree Watering

Work: Under this item the Contractor shall do all work necessary to provide water to young street trees once every two weeks, from June 4 through October 15 (10 waterings), in accordance with the specifications of the City Forester.

Method: The Contractor shall apply water at low pressure to the root zone of each tree. A root watering/irrigation probe, with holes at the base of a metal rod attached to the watering hose, shall be used to saturate the root zone with minimal runoff. The amount of water per tree shall be 15 to 20 gallons. Watering must be done slowly to ensure that water does not run from the root zone and the soil is well saturated. Water shall be free from oil, have a pH range of 6.0 to 8.0, and shall be free from impurities injurious to vegetation.

The City Forester may order less watering based on weather conditions, soil water content or other factors. A watering schedule shall be submitted to the City Forester for each week during the watering period.

Water will not be applied in a manner that damages plants, plant saucers, mulch, stakes, or adjacent areas. Watering will not cause uprooting or exposure of plants' roots to the air. Damages resulting from watering operations will be immediately repaired at the Contractor's expense.

Measurement and Payment: The quantity to be paid for under this item shall be the number of individual waterings performed per tree, in accordance with the specifications of the City Forester. Each assigned tree will receive approximately 10 bi-weekly waterings from June 4 through October 15, 2018. A checklist of tree locations watered by the Contractor shall be provided to the City Forester every two weeks, or **no payment shall be issued for that two-week period.** A blank checklist form with addresses will be provided to the Contractor.

The price bid shall be a unit price for **each** tree watering, and shall include the cost of all equipment, materials, and labor necessary, in accordance with the specifications of the City Forester.



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Young Tree Maintenance 2018
Bid Blank - Unit Prices

Item	ITEM	UNIT	QTY	UNIT COST	TOTAL
1	Tree Pit Maintenance and Mulching	EA	200		
2	Bi-Weekly Tree Watering*	EA	1,400		
	Owner's Contingency			\$1,000	\$1,000

Total Bid _____

* 140 trees x 10 waterings (60 trees will be item #1 only)



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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