



BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND

# REQUEST FOR PROPOSALS

**Item Description:** Custom Built Heavy Duty Response Trailer (MinuteTraq #27591)

**Date to be opened:** January 21, 2020

**Issuing Department:** Providence Emergency Management Agency (PEMA)

## 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 9-13) 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 14) to the issuing department’s subject matter expert:
  - **Kevin Kugel - Director**
  - 401-680-8091
  - [Kkugel@providenceri.gov](mailto:Kkugel@providenceri.gov)

## Pre-bid Conference

**NO PRE-BID CONFERENCE NECESSARY (BIDS MUST MEET ALL SPECIFICATIONS)**



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**INSTRUCTIONS FOR SUBMISSION**

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

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

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

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

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

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



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**BID PACKAGE CHECKLIST**

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

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

- Bid Form 1: Bidder's Blank as the cover page/ 1<sup>st</sup> page (*see page 6 of this document*)
- Bid Form 2: Certification of Bidder as 2<sup>nd</sup> page (*see page 7 of this document*)
- Bid Form 3: 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  
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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 #: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

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

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

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

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

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

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 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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**BID FORM 3: 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](mailto: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: \_\_\_\_\_

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](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, C, &amp; D):</b>					\$
<b>F. PERCENTAGE OF BID SUBCONTRACTED TO MBEs AND WBEs. (Divide the sum of A and B by E 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 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](mailto: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



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## **BID PACKAGE SPECIFICATIONS**

**\*\*\*Please see following pages for the complete details and specifications\*\*\***

**Providence Emergency Management Agency  
591 Charles Street  
Providence, R 02904**

**SPECIFICATIONS FOR ONE (1) CUSTOM BUILT  
HEAVY DUTY RESPONSE TRAILER**

**INTENT OF SPECIFICATIONS:**

It shall be the intent of these specifications to cover the design, manufacture and delivery of one (1) complete custom designed response trailer to the City of Providence Emergency Management Agency (PEMA).

**One (1) unit** shall be designated and designed to serve as **Mass Care response trailer**. These specifications cover only the general requirements as to the type of construction and test to which the trailer shall conform, together with certain details as to design, equipment and appliances with which the successful bidder shall conform. Minor details of construction and materials, which are not otherwise specified, are left to the discretion of the contractor, who shall be solely responsible for the design and construction of all features.

Each bidder shall furnish satisfactory evidence of their ability to construct the trailer specified and shall state the location of the factory where the trailer is to be built. The bidder shall also show that the company is in position to render service and to furnish replacement parts for said trailer.

Each bid shall be accompanied by a set of "Contractor's Specifications" consisting of a detailed description of the trailer, interior and exterior computerized (CAD) drawings including proposed equipment and its placement within the trailer. The "Contractor Specification" shall conform in every aspect to the trailer furnished under contract. These specifications shall indicate size, type, model and make of all component parts and equipment.

**QUALITY AND WORKMANSHIP**

The design of the trailer shall embody the latest approved trailer engineering practices. The workmanship shall be of the highest quality in its respective field. Special consideration shall be given to the following points: Construction shall be rugged and ample safety factors shall be provided to carry the loads specified and to meet both on and off road requirements. All steel welding shall follow American Welding Society D1.1-96 recommendations for structural steel welding. All aluminum welding shall follow American Welding Society and ANSI D1.2-96 requirements for structural welding of aluminum. Flux core arc welding to use alloy rods, type 7000, American Welding Society standards A5.20-E70T1. The manufacturer shall be required to have an American Welding Society certified welding inspector in plant during working hours to monitor weld quality.

### **ELECTRICAL SYSTEM**

The design of the trailer shall embody the latest approved trailer electrical engineering practices. The workmanship shall be of the highest quality in its respective field. Special consideration shall be given to the following points: The power system, generator, electrical outlets, radios and laptop charging stations shall meet the highest standards of electrical equipment installation and safety to ensure proper operation of equipment utilized on the power system. The generator shall be permanently installed and integrated into the trailer design with required electrical circuit panels and components. There shall be a minimum of eight (6) 110 volt GFCI electrical outlets located inside and a minimum of two (2) electrical outlets located on the outside of the trailer. The power system shall be integrated with a 12 volt battery power system for the operation of safety and lighting components. The trailer shall have the capability of being plugged in to shore power for maintenance of internal systems and charging of batteries.

### **DELIVERY**

Delivery charges shall be included within the overall bid submittal for all trailer and contents. Trailer shall be delivered on-site to Providence Emergency Management Agency (address above). Providence Emergency Management Agency shall be notified in advance by telephone and email of delivery date and time. A second delivery confirmation by telephone to a Providence Emergency Management staff member shall be made twelve (12) hours in advance to confirm someone will be on site to accept delivery. A qualified delivery engineer representing the contractor shall deliver the trailer and remain for a sufficient length of time to instruct personnel in the proper operation, care and maintenance of the equipment delivered.

### **INFORMATION REQUIRED**

The manufacturer shall supply at time of delivery, complete operation and maintenance manuals covering the completed trailer and included equipment as delivered.

### **SINGLE SOURCE MANUFACTURER**

Bids shall only be accepted from a single source trailer manufacturer. The definition of single source is a manufacturer that designs and manufactures their products using an integrated approach, including the frame and body being fabricated and assembled on the bidder's premises. The warranties relative to the frame and body design (excluding component warranties such as heating and internal equipment, etc.) must be from a single source manufacturer and not split between manufacturers (i.e. frame and body). The bidder shall provide evidence that they comply with this requirement.

### **CONTRACT**

The contract for the specified trailer shall be directly with the **City of Providence Emergency Management Agency** and the manufacturer. Contracts with dealers or representatives of the manufacturer will not be executed.



### **DRAWINGS WITH BID PROPOSAL**

A to scale computer aided drawing shall be provided with the bid. These drawings shall show the interior and exterior of the trailers from all sides with associated equipment including the electrical system components integrated into design.

### **APPROVAL DRAWING**

A to scale computer aided drawing of the proposed trailer shall be provided for approval before construction begins. The sales representative shall also have a copy of the same drawing. The finalized and approved drawing shall become part of the contract documents. This drawing shall indicate the make and model, location of the lights, compartments, heating, air conditioning units, electrical, internal equipment placement, cabinets, and other major components, etc.

A "revised" approval drawing of the trailer unit shall be prepared and submitted by the manufacturer to the purchaser showing any changes made to the approval drawing.

### **PRE-DELIVERY INSPECTION**

The bidder shall provide **Providence Emergency Management Agency** with pre-delivery inspection photographs in a PowerPoint format accompanied by a conference call to review trailer construction and specialized equipment integration.

### **WARRANTY**

The trailer shall be warranted to be free from defects in materials or workmanship under normal use and service. Each manufacturer shall supply, as a part of their bid package, a copy of the warranty or warranties that they propose to provide, and in no case shall it be less than three (3) years on the entire trailer system.

All other warranties, as outlined in these specifications shall be provided in writing as a part of the bid package.

Failure to provide the warranties as outlined shall be cause for rejection of the bid package.

**Detailed Bid Specifications for one (1) Response Trailer:**

Line	Quantity	Description	Yes/No
1.	1 each	16' Length –wide body trailer –	
2.	1 each	8' Body Width	
3.	2 each	Tandem Axle	
4.	1 pair	Heavy Duty Front Corner Post Jacks –3000lb static load capacity	
5.	1 pair	Heavy Duty Rear Corner Post Jacks –3000lb static load capacity	
6.	4 each	Welded Heavy Duty Forged Lashing Ring (One at each corner)	
7.	1 each	Three Piece “A” Frame (Extend “A” frame one (1) foot to accommodate a welded generator platform and high security locking cover for a small generator)	
8.	2 each	D.O.T. Compliant 5/16” Safety Chain with Clevis Safety Slip Hook and Latch	
9.	1 each	6” x 2” Rectangular Steel tube Main rails with Equal Height ‘C’ Section Cross Member and Outriggers.	
10.	2 each	5000lb, 102” Wide 10 Degree Up Torflex Axle with 12” x 2” Electric Brakes, E/Z Lube, and 6 on 5.5 Hubs and Drums with Weather Resistant Wiring Package	
11.	4 each	ST225/75R15 Load Range ‘D’ Radial Tire Mounted on a Bolt Electro Deposition Coated Silver Spoke Wheel. (Include Locking Lug Nuts)	
12.	1 each	Chassis Fully Undercoated with CPC (Corrosion Preventative Compound)	
13.	16 linear feet	7’ 6” Inside Height, 84 ¾” Heavy Duty (2.5”) Vertical Posts on 16” Centers (Minimum 80” inside clearance height floor-to-ceiling required)	
14.	1 each	36” Wide Single Side Entry Door, Aluminum RH Hinge with High Security Anti-Rack Cam Lock. Door Opening: 36” Wide x 80” High.	
15.	1 each	85 1/18” Wide x 12 ½” Long Extruded Aluminum Ramp Extension – 2400lb Capacity.	
16.	1 each	Flip Down Aluminum Diamond Tread Plate Gap Filler for Ramp Door	
17.	1 each	Drop-in Aluminum Diamond Tread Plate Gap Filler - for space between top of ramp and interior of trailer.	
18.	16 linear feet	¾” Exterior Grade Plywood Floor, Exterior Surface Undercoated, Interior Surface Painted Grey	
19.	16 linear feet	Foil Ray Heavy Duty Floor Insulation	
20.	As needed	Flush mounted E-track	
21.	16 linear feet	3/8” Plywood Interior Sidewall Liner	

22.	16 linear feet	Insulate Sidewall With R-11 Fiberglass Insulation - 2.5 inch Vertical Post Included	
23.	16 linear feet	Full Width Flat Ceiling Lined with ¼" White Vinyl Covered Plywood (Minimum 80" inside clearance height floor-to-ceiling required)	
24.	16 linear feet	7" Ceiling Insulation (Minimum 80" inside clearance height floor-to-ceiling required)	
25.	1 each	50 Amp, 120V/240 Volt 16 Circuit Service Panel with 50 Amp Main Breaker, 25 ft Shoreline, and Locking Cable Hatch (will advise location)	
26.	3 each	Recessed Four foot Double Tube Heavy Duty Fluorescent Light Fixture with Diffuser and Cold Weather Zero Degree Ballast (Minimum 80" inside clearance height floor-to-ceiling required)	
27.	1 each	Interior Wall Switch for 120 Volt Electric (Controls Interior Ceiling Lights. (will advise location)	
28.	4 each	Exterior 500 Watt Recessed Quartz Flood Light (will advise location)	
29.	1 each	Interior Wall Switch for 120 Volt 20 Amp Electric – Control for all four exterior flood lights	
30.	1 each	120 Volt, 15000 BTU Roof Mounted Air conditioner/heater unit-Thermostat Controlled °F	
31.	16 linear feet	.030 Pre-finished White Smooth Exterior Aluminum Installed Vertically with Non-Corrosive Mechanical Fasteners	
32.	1 each	24" High Aluminum Tread Plate Stone Guard with Wrapped Integrated Corners	
33.	2 each	L.E.D. Wraparound Tail Light with Integrated Side Rear Marker Lights L.E.D DOT Safety Package and Clearance Lights	
34.	2 each	Flow-Thru Sidewall Vent	
35.	1 each	L.E.D Safety Package and Clearance Lights, High Profile Brake Light on Rear of Trailer and Side Mounted Clearance Lights used as Turn Indicators	
36.	1 each	S.A.E. Color Coded 12 Volt Electrical System, D.O.T. Required Exterior Lighting Package	
37.	1 each	D.O.T. 'A' Frame Mounted 22 Amp Hour UI Series Battery, Breakaway Switch, Aluminum Mounting Bracket, cover, Battery "Charge" Indicator, and Diode Isolation.	
38.	1 each	Seven Way Trailer End connector	
39.	4 each	6 Bolt Chrome ABS Hub cover with Liner	
40.	1 each	Heavy Duty Trailer Receiver for 2 5/16" Coupler	
41.	1 each	High Security Lock for 2 5/16" Coupler	
42.	1 each	High Security Pad Locks for Doors	
43.	2 each	Heavy Duty Roof Mounted 110 Volt Power Exhaust Fan Ceiling Vents	

44.	2 each	High Security Roof Mounted Ceiling Vent Covers – Cap on Roof Vents to be of Solid Construction	
45.	1 each	Wall Mounted Switch for Ceiling Exhaust Vents with 6 Hour Timer	
46.	1 each	Stow-away 3' folding desk-integrated into interior design	
47.	1 each	Locking cabinet for four (4) laptops and up to 10 radios w/chargers. Cabinet shall have integrated GFCI 120 volt power strips for charging of radios and laptops. (see picture)	
48.	1 each	Pigtail shore power for continuous maintenance and charging of portable equipment and radios/laptops	
49.	2 each	Deep Cycle 12 volt Marine batteries integrated with trailer power system including inverter, generator and shore power plug.	
50.	1 each	Inverter for 120 volt power conversion from generator/batteries	



**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.

**You must be able to provide:**

- Business Tax ID will be requested after an award is approved by the Board of Contract and Supply.