



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

REQUEST FOR PROPOSALS FOR GOODS

**Item Description: GPS SURVEY EQUIPMENT, TRAINING AND SUBSCRIPTION FEES
(EXP. 6/30/2024)**

Date to be opened: MONDAY, SEPTEMBER 27, 2021

Issuing Department: PROVIDENCE WATER

QUESTIONS

- Please direct questions **relative to the bidding process, how to fill out forms, and how to submit a bid** to Purchasing Agent Patti Jordan.
 - Phone: (401) 680-5264
 - Email: pjordan@providenceri.govPlease include the Item Description shown above in the subject line of your email.
- Please direct questions **relative to the specifications** outlined to the issuing department's subject matter expert:
 - **PETER DILORENZO – PRINCIPAL ENGINEER**
 - **401-521-6300 EXT. 7230**
 - **PETERD@PROVWATER.COM**

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 **3 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 and must include the company name and address on the envelope as well.** clearly marked on the first page.
- 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**

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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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. A Tax Exempt Certificate will be provided upon request.**
10. In case of error in the extension of prices quoted, the unit price will govern.
11. 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.
12. No goods should be delivered or work started without a Purchase Order.
13. **Submit 3 copies of the bid to the City Clerk, unless the specification section of this document indicates otherwise.**
14. Payment Terms *are a minimum of Net 30.*
15. Successful bidder must submit a completed W-9 form and Certificate of Insurance/Product Warranty.
16. 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.
17. 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.

*****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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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 (Items(s) to be bid): _____

Delivery Date: _____

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



**BOARD OF CONTRACT AND SUPPLY
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BID FORM 4: MBE/WBE Affidavit

Item Title (as seen on RFP):

Name of Bidder (Firm or Individual): _____

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

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.

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 PACKAGE SPECIFICATIONS



PART I – GENERAL

1.01 INTRODUCTION

- A. The Providence Water (PW) is seeking bids from qualified firms to furnish Survey Equipment, provide on-site training with said equipment, and provide all necessary software and subscription services associated with said survey equipment.
- B. The Contract term shall be for three years, from start of fiscal Year 2022 through end of fiscal year 2024. At PW's sole discretion, PW may extend the award for an additional 2 years through fiscal year 2026.
- C. Providence Water and the City of Providence reserve the right to accept or reject any and/or all Bids and to negotiate with Proposers after submittal of the Bids. Providence Water and the City of Providence will act in what they consider to be in their best interests. The successful Proposer will be the one who, in the opinion of Providence Water, best meets the evaluation criteria set forth later in this specification.

1.02 DESCRIPTION OF WORK

- A. Provide all labor, materials, and equipment to furnish and place in operation survey equipment outlined in the attached Bid Form. All equipment shall be factory tested and delivered ready for field installation and operation.
- B. Training shall be performed on-site at Providence Water's Philip J. Holton Water Purification Plant, located at 61 North Road Scituate Rhode Island, 02831. It is estimated that approximately 4 individuals will require training, PW has requested bidders provide up to 5 days of training on-site.
- C. It is PW's intention to procure, at a minimum, the equipment and software subscriptions outlined in the bid form. Providence Water May utilize this contract to procure additional survey equipment and software/subscriptions at a future date. As such, bidders are encouraged to provide additional equipment/software pricing to PW.
- D. The responsibility for performance to this specification shall not be divided among individual firms, but must be assumed solely by the primary bidder.

1.03 APPROVED MANUFACTURERS

- A. The make and model of equipment, software, and subscriptions provided for on the attached bid form shall not be substituted. Any offers submitting

alternatives to the required equipment may be deemed non-responsive.

1.05 SUBMISSION REQUIREMENTS

A. General:

1. Bids shall be received at the following location:

City of Providence
Board of Contract & Supply
Department of the City Clerk
City Hall, Room 311
Providence, Rhode Island 02903

2. Bids must be delivered by the date and time previously indicated in this RFP.
3. Bids are to be placed in sealed envelopes or other sealed enclosures and identified with the Proposer's company name, project name, submission material title/heading, and Owner's time/date requirements.
4. The original proposal documents and two (2) copies shall be submitted to the Department of the City Clerk at the address listed above.
5. All questions concerning proposal submissions shall be directed to Peter DiLorenzo at (401) 521-6300 ext. 7230 or via email at pdilorenzo@provwater.com.

B. Bidder Qualifications:

1. Bidders shall have a letter from the equipment manufacturer stating they are certified to sell said equipment and are certified to train personnel in said equipment.
2. Bidders submitting bids must be prepared to show, without reasonable doubt that they have suitable financial status to meet all obligations incidental to the work, have adequate equipment and labor to properly and expeditiously perform the work, that they have appropriate technical experience and trained personnel, and that they maintain a permanent place of business.

Equipment	Unit(s)	Unit Price	Total Price
LEICA 799187 GKL341 CHARGER PRO 5000 WITH 731440 POWER CABLE.	1		
LEICA 875364 CS35-2. US/CA, RUGGEDIZED WIN10.1 PRO 64-BIT TABLET COMPUTER INCLUDING: 10" TOUCH-WIDESCREEEN,256 GB SSD HARD DRIVE, 8 GB SDRAM,WLAN 802.11 B/G/N/A/AC,4G INTEGRATED MOBILE BROADBAND MODULE,BLUETOOTH v4.1, STYLUS, 1x BATTERY (4.2Ah), AC/DC ADAPTOR AND 8MP CAMERA WITH FLASH."	1		
LEICA 832120 GEB236 LI-ION BATTERY, 10.8 V/8.7 Ah, RECHARGEABLE FOR CS35 TABLET	1		
LEICA 827719 LEICA CAPTIVATE - MEASURE & STAKEOUT FOR CS35 OR CS30	1		
LEICA 827720 MEASURE AND STAKE TO LINE FOR CS30 OR CS35	1		
LEICA 827723 STAKE DTM FOR A CS30 OR CS35	1		
LEICA 832127 GHT78, TABLET HOLDER FOR ATTACHING A CS35 TABLET WITH A GHT63 CLAMP TO A PPOLE, GHT63 NOT INCLUDED	1		
LEICA 851539 GDZ76 DIGITISER PEN FOR CS35, MK4 MODELS	1		
LEICA 767880 GHT63, CLAMP ARRANGEMENT FOR ATTACHING THE GHT62 HOLDER TO ALL POLES	1		
LEICA 855304 GS18 GNSS RECEIVER GS18 T LTE & UHF PERFORMANCE SMARTANTENNA (NAFTA) INCLUDES 856073 LOP59, MULTI-FREQUENCY OPTION, ENABLES L2,L5 AND L-BAND TRACKING 856080 LOP64, 20 Hz UPDATE RATE OPTION 856082 LOP67,DGPS/RTCM INPUT/OUTPUT 856084 LOP69,UNLIMITED RTK AND NETWORK RTK 856086 LOP71,RTK REFERENCE STATION	2		
LEICA 856074 LOP60, GLONASS OPTION, ENABLES GLONASS TRACKING ON A GS18 RECIEVER	2		
LEICA 856075 LOP61, GALILEO OPTION, ENABLES GALILEO TRACKING ON A GS18 RECEIVER.	2		
LEICA 856076 LOP62, BEIDOU OPTION, ENABLES BEIDOU TRACKING ON A GS18 RECEIVER.	2		
LEICA 905306 GEB333 BATTERY INT Li-Ion 11.1V/3500mAh	4		
LEICA 752292 GLS30 GPS TELESCOPIC CARBON-FIBER POLE WITH CIRCULAR BUBBLE AND 5/8" SCREW, SNAP LOCK AT 2.00m	1		
LEICA 937441 GVP744 HARD CONTAINER FOR 2 SMARTANTENNAS, CS FIELD CONTROLLER AND ACCESSORIES FOR A BASE AND ROVER SETUP AND CS30	1		
LEICA 849256 GAT28, UHF RADIO ANTENNA, 403-473MHz	2		
LEICA 560130 GEV97 1.8m CABLE, RECEIVER TO TERMINAL, EXTERNAL BATTERY	1		
LEICA 774437 GEV242, POWER SUPPLY FOR GR10 RECEIVER, FOR INDOOR USE ONLY, INPUT 100V-240VAC 50-60HZ, OUTPUT 24VDC, CABLE WITH 5-pin LEMO TO CONNECT TO RECEIVER. REQUIRES 731772	1		
LEICA 905305 GEB373 EXTERNAL UNIVERSAL BATTERY, LI-ION 12 V, 289Wh, RECHARGEABLE	1		
LEICA 855149 CA41, RTK ANTENNA ARM FOR ICG70	1		
LEICA 842062 GDF312 TRIBRACH WITH OPTICAL PLUMMET	1		
LEICA 667216 GRT146 CARRIER WITH 5/8" SCREW	1		
LEICA 667244 GZS 4-1 HEIGHT HOOK WITH INTEGRATED TAPE MEASURE	1		
LEICA 399244 GST05 TRIPOD, WOOD, CONSTRUCTION GRADE WITH VELCRO STRAP, TELESCOPIC	1		
SECO 8180-20-ORG HEAVY DUTY PRISM POLE TRIPOD BAG, FOLD-OVER FLAP, NYLON CORDURA WITH RHINOTEK, 60"L	1		
SECO 5217-04-RED GPS BIPOD PRISM POLE WITH THUMB RELEASE LOCK	1		
ON-SITE TRAINING PER DIEM	5		
LEICA 5303425 1 YEAR SMARTNET NRTK - STATE/SUB-REGION/PROVINCE	1		
DELL NEW PRECISION 7760 WORKSTATION WITH INTEL i7-11850h, WINDOWS 10 PRO, 64 GB DDR4, AND 512 GB SOLID STATE DRIVE	1		