



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

REQUEST FOR QUALIFICATIONS

Item Description: RE-BID RFQ FOR INSURANCE BROKERS TO PROCURE INSURANCE FOR CITY OF PROVIDENCE

Date to be opened: November 9th 2020

Issuing Department: Department of Public Property

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.
 - Email: pjordan@providenceri.gov
 - Please use the subject line “**RFP Question**”
- Please direct questions relative to the specifications outlined) to the issuing department’s subject matter experts (email preferred): Alex Berdick, Purchasing Strategy Manager & Lana Romano, Admin. Assistant
ABerdick@ProvidenceRI.gov & LRomano@ProvidenceRI.gov

*****Please Email Questions, because many city employees are working remotely due to COVID-19.*****

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/>

******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 3 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.
18. Payment Terms are Net 30 upon receipt & approval of invoice.



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INSTRUCTIONS FOR SUBMISSION

Please Note new Process due to Covid-19

The Board of Contract and Supply will continue to receive bids on city contracts according to specified drop off hours** and on the same day that the Board of Contract and Supply meetings occur between the hours of 11AM and 2:15PM. For day-of drop-offs, documents can be submitted using the buzzer located next to the wheelchair- accessible entrance of City Hall on Eddy Street and giving the documents to a member of the City Clerk's office.

- 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**. (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**



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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): _____

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* _____

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



**BOARD OF CONTRACT AND SUPPLY
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Certificate Regarding Public Records

Upon behalf of _____ (Firm or Individual Bidding),

I, _____ (Name of Person Making Certification),

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

understanding that:

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

I affirm by signing below that I am duly authorized on behalf of Bidder, on

this _____ day of _____ 20____.

Signature of Representation

Printed Name



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BID SPECIFICATIONS

The City of Providence is seeking to qualify Insurance Brokerage Firms to procure insurance for our City.

REQUIRED QUALIFICATIONS:

Qualified bidders shall have a minimum of ten (10) years working as an Insurance Broker and be licensed to work in the state of Rhode Island. **Please confirm whether your firm meets this requirement in your response.** Please also provide three (3) professional references. Preferably from municipalities with populations > 25,000 people.

Must have and maintain \$1,000,000 in General Liability insurance & \$5,000,000 in Errors & Omission Insurance / Professional Liability Coverage. **Please provide a copy of your certificate of insurance (COI) with your bid package.**

Please provide a list of current litigation your firm is in as well as any resolved litigation in the past 5 years (i.e. Statement of Litigation). **Please confirm in your response whether or not there are any insurance claims (or lawsuits) that could impact your performance on this project.**

Insurance shall be procured from only AM Best 'A Rated Insurers'. Please confirm you will only source from these types of insurers.

Please list/confirm the types of insurance you can source/offer municipalities.

Deadline for Questions Will Be October 13th 2020. All Questions will be answered via a formal addendum on our City Website as well as emailed to firms who submit questions.

Contact Info for Bid Specifications Questions:

Please ensure all three contacts below are on your email for bid specific questions.

Lana Romano – Lromano@ProvidenceRI.gov ; Alex Berdick – Aberdick@ProvidenceRI.gov

SUPPLEMENTAL INFORMATION: If you are awarded the Bid, you must be able to provide:

- A Business Tax ID will be requested after an award is approved by the Board of Contract and Supply.
- A certificate of insurance listing the City of Providence as an '*Additional Insured on a Primary, but not contributing basis*'.