



**BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND**

# **REQUEST FOR PROPOSALS**

**Item Description: TODD MORSILLI TENNIS FACILITY MANAGEMENT RFP**

**Date to be opened: MONDAY, DECEMBER 7, 2020**

**Issuing Department: PARKS DEPARTMENT**

## **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:
  - **Brian Byrnes – Deputy Superintendent**
  - **401-660-9308**
  - [Bbyrnes@providenceri.gov](mailto:Bbyrnes@providenceri.gov)

## **Pre-bid Conference**

**NONE**



**BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND**

**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 **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**

**\*\*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.



**BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND**

**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**  
CITY OF PROVIDENCE, RHODE ISLAND

**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. (See Bid Form 2.)



**BOARD OF CONTRACT AND SUPPLY**  
CITY OF PROVIDENCE, RHODE ISLAND

**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



**BOARD OF CONTRACT AND SUPPLY**  
CITY OF PROVIDENCE, RHODE ISLAND

- 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.



**BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND**

**BID FORM 1: Bidders Blank**

Bids must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.

Bidder's responses must be in ink or typewritten, and all blanks on the bid form should be completed.

1. 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.**
2. 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*.

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.**



**BOARD OF CONTRACT AND SUPPLY**  
CITY OF PROVIDENCE, RHODE ISLAND

---

Signature of Representation

---

Title





**BOARD OF CONTRACT AND SUPPLY**  
CITY OF PROVIDENCE, RHODE ISLAND

**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  
CITY OF PROVIDENCE, RHODE ISLAND**

**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  
\_\_\_\_\_



**BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND**

**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



**BOARD OF CONTRACT AND SUPPLY**  
CITY OF PROVIDENCE, RHODE ISLAND

<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 properly. Google Chrome and similar 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.



**BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND**

**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



**BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND**

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

**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>					\$



**BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND**

<b>F. PERCENTAGE OF BID SUBCONTRACTED TO MBEs AND WBEs.</b> <b>(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

**MBE/WBE Waiver Request Form**

**Fill out this form only if you are subcontracting and did not meet the 20% MBE/WBE participation goal. State-certified MBE or WBE Prime Bidders are NOT REQUIRED to fill out this form.**

Submit this form to the City of Providence MBE/WBE Outreach Director, Grace Diaz, at mbe-wbe@providenceri.gov, for review **prior to bid submission**. This waiver applies only to the current bid which you are submitting to the City of Providence and does not apply to other bids your company may submit in the future.

Prime Bidder: \_\_\_\_\_

Company Trade: \_\_\_\_\_

Item Discussion (as seen on RFP): \_\_\_\_\_

To receive a waiver, you must list the certified MBE and/or WBE companies you contacted, the name of the primary individual with whom you interacted, and the reason the MBE/WBE company could not participate on this project.

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



**BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND**

--	--	--	--

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
--	---	-------------

**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.
- **USE THESE BULLETS TO OUTLINE ITEMS YOU WILL NEED VENDORS TO PRODUCE ON REQUEST IF YOU SEEK TO AWARD THIS BID TO THEM.**
- **E.G. PROOF OF INSURANCE**





**BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND**

**BID FORM 3: Supplemental Bid Form**

To whom it may concern:

1. The undersigned, having familiarized (himself) (themselves) (itself) with the **TODD MORSILLI TENNIS FACILITY MANAGEMENT RFP** bid affecting the cost of work, and with the Contract Documents (which includes the Invitation for Bids, Instructions to Bidders, Form of Bid Bond, Form of Agreements, form of Non-Collusive Affidavit, Addenda (if any), Drawings, Technical Specification, Form of Surety Bond(s); as prepared by the Providence Parks Department, and on file in the office of the City Clerk 3<sup>rd</sup> Floor, City Hall, Providence, RI 02903, hereby proposes to furnish all supervision, technical personnel, labor, materials, machinery, tools, equipment and services including utility and transportation services, and to perform such other required work for the **TODD MORSILLI TENNIS FACILITY MANAGEMENT RFP** and such other required and incidental work, complete, all in accordance with the above listed documents and for the unit prices for work in-place for the following items and quantities.

2. In submitting this Bid, the bidder understands that the right is reserved by The Providence Parks Department to reject any and all Bids, If written notice of acceptance of this Bid is mailed, telegraphed or delivered to the undersigned within (90) days after the opening thereof, or at any time thereafter before this Bid is withdrawn, the undersigned agrees to execute and deliver an Agreement in the prescribed form and furnish the required bond within (10) days after the Agreement is presented to him/her for signature.

Herewith in accordance with the instructions to Bidders.

3. Attached hereto is an affidavit in proof that the undersigned has not colluded with any person in respect to this. Bid or any bids for the Contractor for which this Bid is submitted. Also attached is a Statement of Bidder's Qualifications.

4. application unit prices are contained in the Agreement (established as the result of either a Unit Price Bid or a Supplemental Schedule of Unit Prices), the City of Providence may order the Contractor to proceed with desired changes in the work, the value of such changes to be determined by the measured quantities involved and the application unit prices specified in the Contract.

5. The City of Providence reserves the right to determine the lowest responsible Bidder based on past experience with the City and/or recommendations by City and/or state agencies with an interest in this procurement. The City reserves the right to award the project to the appropriate bidder in the best interest of the City of Providence.

**CERTIFICATION OF NON-SEGREGATED FACILITIES**

The Bidder certifies that he/she does not maintain or provide for his/her employees any segregated facilities at any of his establishments, and that he/she does not permit his/her employees to perform their services at any location, under his/her control, where segregation facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity Clause in any contract resulting from acceptance of this Bid. As used in this certification, term "segregation facilities" means any waiting rooms, work rooms, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation and housing facilities provided for employee which are segregated by explicit directive or are in fact segregated on basis of race, color, religion, or



**BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND**

national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where he/she has obtained identical certification from proposed subcontractors for specific time periods) he/she will obtain identical certification from proposed subcontractor prior to the award of subcontracts exceeding \$10,000.00 which are not exempt from provisions of the Equal Opportunity Clause, and that he /she will retain such certifications in his/her files.

**NOTE:** The penalty for making false statements in offers is prescribed in 18 U.S.C. & 1001.

**DATE** \_\_\_\_\_, 20\_\_

**Name of Bidder and Official Address:**

**Name of Authorized Representative (Contact):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**By** \_\_\_\_\_  
*(Signature)*  
**Title** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Bidder shall indicate, in space provided, the earliest possible Project Start-up Date:** \_\_\_\_\_, 20\_\_

**ADDENDA:** The undersigned acknowledges receipt of the following Addenda, if any, and has included the provisions thereof in this Bid (If Any):

<u>Addendum No.</u>	<u>Date</u>	<u>Addendum No.</u>	<u>Date</u>
_____	_____, 20__	_____	_____, 20__
_____	_____, 20__	_____	_____, 20__

**Sub-Contractors (If Any):**

**Name:** \_\_\_\_\_ **Scope of Work:**  
\_\_\_\_\_ MBE / WBE

**Name:** \_\_\_\_\_ **Scope of Work:**  
\_\_\_\_\_ MBE / WBE

**Name:** \_\_\_\_\_ **Scope of Work:**  
\_\_\_\_\_ MBE / WBE



**BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND**

**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



**BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND**

**Request for Proposal**

**TODD MORSILLI TENNIS FACILITY MANAGEMENT RFP**

Potential bidders may arrange an appointment to visit the site and tour the existing facilities by calling:

**Joe Salem  
Providence Parks Department  
401-497-8387 (7 AM - 3 PM, Monday -Friday)**

**GENERAL OPERATING REQUIREMENTS**

**Calendar Year and Hours**

Subject to negotiation with the City, the successful bidder is expected to operate the Centre daily from May to October if no temporary structure is erected and year-round if a seasonal temporary structure is erected.

**Start Date**

The current contract runs out on November 30, 2020. The successful bidder shall begin operations no later than May 1, 2021.

**Alcoholic Beverages**

The Vendor shall not be allowed to sell alcoholic beverages except for private group outings and only with prior approval of the Park Superintendent.

**Lease Term**

The lease term for this contract (the "Primary Term") shall be for 10 years with the end date being November 30, 2030 with a 5-year option (the "Option Term") to begin on December 1, 2030 that can be exercised only if both parties agree on terms.

If the Vendor elects to exercise the Option Term, it shall do so by written notice to the City not less than six (6) months prior to the expiration of the Primary Term.

**VENDOR RESPONSIBILITIES**

**Facility Changes**

The successful bidder may propose alterations at its own expense to the existing Centre, without compensation, discounts, or abatement from the City. All requests must be approved in writing by the Superintendent.



**BOARD OF CONTRACT AND SUPPLY**  
CITY OF PROVIDENCE, RHODE ISLAND

**Equipment and Procurement**

The Vendor shall procure all necessary equipment, supplies and materials to operate the facility. This includes, but is not limited to, court nets, wind screens, and replacement clay.

**Personnel**

The Vendor shall hire necessary personnel to operate the facility and will comply with all federal, state, and local labor and safety laws in the Vendor's employment practices. The Vendor shall notify the Parks Department of any anticipated labor issues or employment circumstances that could adversely affect the operation of the Centre.

**Taxes**

The Vendor shall be responsible for all federal, state, and local taxes resulting from the operation of the Centre.

**Rental Payments**

The Vendor shall pay one-twelfth of the total annual rental payment each month by the tenth day of the month to the Providence Parks Department.

**Health and Safety**

The Vendor shall maintain the facility in a clean and sanitary manner and will comply with all federal, state, and local laws, codes, and regulations regarding health and safety concerns. The Vendor shall notify the Parks Department immediately of any vandalism, accident, or damage at the facility or any safety hazard that exists.

**Trash Removal**

The Vendor shall store trash and coordinate its removal by Parks Department employees at Roger Williams Park.



**BOARD OF CONTRACT AND SUPPLY**  
CITY OF PROVIDENCE, RHODE ISLAND

RESPONSIBILITIES OF THE PARTIES: Unless otherwise specified in this Agreement, the responsibility of the parties shall be as outlined here:

- a. The Parks Department agrees to open and close the irrigation system supply at the beginning and end of the season.
- b. Vendor shall maintain, adjust and repair irrigation system throughout the season.
- c. Vendor agrees to provide a free six-week tennis program for Providence residents and 16 weeks of after-school or school vacation programs for at least 50 individuals.
- d. Vendor will host the [Providence Tennis Mayor's Cup](#)
- e. Vendor will host the RI Girls in Tennis Day (June).
- f. Vendor agrees to create and host an additional free City-wide full tennis event for the community.
- g. Vendor agrees that all maintenance of the facility is its responsibility.
- h. Vendor agrees to remove and dispose of all trash in the facility. Vendor may have a small screened dumpster on-site.
- i. Vendor agrees to work with the Parks Department, RWP Conservancy and stakeholders to connect the facility to the community and Roger Williams Park and vice versa.
- j. Vendor agrees to have a presence in the new RWP Gateway Center

ACCESS: The Parks Department represents and warrants to Vendor that:

- a. Access via existing roads and entrances to the Tennis Facility will not be impaired or denied during the Term. However, from time to time, there are large festivals and rallies that may impact access or business and cannot be avoided.
- b. It shall maintain and keep in good order and repair the existing roads and entrances to the Tennis Facility.
- c. It shall maintain and keep in good order and repair the parking lots, including without limitation paving, repaving and painting thereof, and removal of snow, ice, and leaves.
- d. It shall be responsible for the emptying of and removal of trash cans and bins located near the Tennis Facility, but not in the facility, in a timely fashion.



**BOARD OF CONTRACT AND SUPPLY**  
CITY OF PROVIDENCE, RHODE ISLAND

UTILITIES

The Vendor is responsible for phone and internet service; all other utility charges will be paid by the City.

**Signage**

The Vendor may install signage, consistent with the RWP Style Guide, at the facility subject to approval of the Parks Department.

**Assignment**

The Vendor shall not sublet, assign, transfer, or delegate any listed responsibilities without prior review and written consent of the Parks Department.

**Insurance**

The Vendor shall secure worker's compensation insurance for the benefit of each person employed by it in the operation of the facility. In addition, the Vendor shall furnish public liability and property damage insurance from a company authorized to do business in the state of Rhode Island. The insurance shall have the following minimum limits:

Public liability: \$1 million single limit coverage

Property damage: \$1 million single limit coverage

Parks Department shall be listed as "additionally Insured" on a primary, but noncontributing basis for General Liability per written contract or agreement.

Said policies shall be kept in force throughout the term of the lease; the Vendor shall supply annually Certificate of insurance indicating coverage with a cancellation provision that requires a 30-day written notice to the Parks Department.



**BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND**

**RESPONSIBILITIES OF THE CITY**

**Facility Maintenance and Repair**

The Vendor shall bear the expense of repairs necessary because of his own employees' acts or omissions. The Vendor, however, is responsible to notify the Parks Department in writing of any conditions that would, if left uncorrected, violates applicable health and safety codes.

**ROGER WILLIAMS PARK TENNIS COURTS OPERATION RESPONSIBILITIES  
EXHIBIT 1 MAINTENANCE**

	Vendor	Parks
Annual clay court re-conditioning	✓	
Clay court tapes	✓	
Clay court irrigation system repair and maintenance	✓	
Wind screen repair and replacement	✓	
Court nets and posts repair and replacement	✓	
Fence repair	✓	
Restroom cleaning/supplies	✓	
Restroom repairs	✓	
Site litter clean up	✓	
Trash removal	✓	
Storage facility repairs	✓	
Tree maintenance		✓
Parking lot repairs		✓
Site leaf removal	✓	✓

**Utility Outages**

The City shall not guarantee the uninterrupted provision of utilities and service except to ensure that all reasonable and diligent efforts will be pursued in restoring the interrupted services.

**Space Access**

The City shall have access to the facility buildings and spaces for inspections and repairs and shall schedule access with the Vendor.

**Spatial Modifications**

The City shall be the contact point for all spatial modifications proposed by the Vendor.





**BOARD OF CONTRACT AND SUPPLY**  
CITY OF PROVIDENCE, RHODE ISLAND

**PROPOSAL INSTRUCTIONS AND CONDITIONS**

**General Requirements**

Each proposer must submit three (3) copies of its proposal. Each of the three copies must be complete with all required documentation. Proposals should be prepared simply and economically, providing a straightforward, concise description of proposer's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Each copy of the proposal should be bound in a single volume where practical and include all pertinent documentation. Pages containing information of a confidential nature should be stamped as such.

Incomplete proposals may not be considered for award evaluation.

In submitting a proposal, the proposer agrees that the proposal remains valid for sixty (60) calendar days after the closing date of submission of proposals and may be extended beyond that time by mutual agreement.

**Inquiries**

Inquiries on this RFP or regarding a site visit shall be made in writing via email.

Inquiries shall be made to:

Brian Byrnes, Deputy Superintendent of Parks  
Email: [bbyrnes@providenceri.gov](mailto:bbyrnes@providenceri.gov)

**Award Criteria**

The following criteria shall be used in evaluating proposals:

- Experience and management structure 5%
- Proposer's experience in running similar facilities in urban areas 5%
- Firm's key personnel 5%
- Number of years in the business 5%
- Membership in national and international associations 5%
- Community outreach and free or low-cost programs, events and memberships 30%
- Quality of programs 10%
- Capital projects proposed 30%
- Seasonal versus year-round 10%

**Rent Proposal**

Proposed amount of rent to be paid by the bidder.

**Proposed Operation**

Proposals from the Vendor should be submitted on the most favorable terms possible from the standpoint of cost and technical capability. The City reserves the right to accept other than the



**BOARD OF CONTRACT AND SUPPLY**  
CITY OF PROVIDENCE, RHODE ISLAND

highest value proposals, to reject any or all proposals, and to waive any of the requirements of the bid selection procedures explained in this document. Upon selection of the Vendor, the City will prepare, and the City and the Vendor will enter into, an appropriate agreement setting forth the terms and conditions of the parties' rights and obligations. Such contract will incorporate by reference and follow substantially the terms set forth herein except the City reserves the right to incorporate standard contractual requirements.

No bidder shall have any cause of action against the City arising out of failure to award a contract to the bidder, the failure to consider any proposal, or the methods by which proposals are assessed.

The City reserves the right to award the contract in the best interest of the Parks Department

**Capital Investment**

**Programs and Community outreach and involvement**

**Bid Submission**

All proposals shall be submitted in person or by mail to:

STANDARD RFP FORM

**PROPOSAL CONTENTS**

The information to be submitted to this RFP is listed in this section. The bidder shall respond to each item.

**General Information**

- Name and address of firm
- Contact person and phone number
- Principals in the firm, i.e., all persons who hold a financial interest in the business
- Key personnel and qualifications
- Description of litigation, if any, in the last five years or currently pending
- Verification of good standing with Rhode Island Tax Division

**Experience**

Description of previous and current Tennis Court operation experience, including locations of current facilities. We are particularly interested in Vendors who have significant experience providing community programs and youth engagement.

**Capital Investment**

Please include proposed projects, estimated cost, and timeline. If including a tennis bubble or similar seasonal structure, please provide details and also outline how programs and operations will be extended to year-round.

**Credit and/or banking references.**



**BOARD OF CONTRACT AND SUPPLY**  
CITY OF PROVIDENCE, RHODE ISLAND

**Proposed Operation**

- Hours of operation
- Proposed management and key personnel
- Proposed capital investment
- Preliminary marketing plan
- Start-up schedule after contact signing

**Programs and Community outreach and involvement**

**Proposed Rental Payments**

All bidders shall fill out Attachment A

**CONTRACTUAL REQUIREMENTS**

In addition to the requirements spelled out above, the following requirements shall be made part of a contract between the City and the successful bidder. Additional items, not listed here, maybe added between the Bid Award and Contract signing.

**Contract Preparation**

The City shall exercise full authority in the development and preparation of the contract.

**Choice of Law**

The construction, interpretation, and performance of the contract and all associated and resultant transaction shall be governed by the laws of the State of Rhode Island.

**Provisions Separable**

Each provision of the contract is separable from the whole and if one provision is held invalid, the remaining provisions shall remain in effect.

**Amendments to the Contract**

The terms and provisions of the contract shall not be changed or terminated orally. No oral statement of any person shall in any manner or degree modify or otherwise affect the terms and provisions of the contract.

**RENTAL PAYMENT BID INSTRUCTIONS**

**Capital Improvements & Rental Payments**

In addition to proposing an annual rental payment, the bidder is free to propose capital improvements to enhance the Morsilli Tennis Centre. All capital improvements would become the property of the City at the end of the lease term. In short, our evaluation of proposals will look at proposed capital



**BOARD OF CONTRACT AND SUPPLY**  
CITY OF PROVIDENCE, RHODE ISLAND

improvements, total lease term rental payments, and the quality of the operations and programs of the bidder.

**Cash Rental Payments**

As seen in Attachment A, the bidder shall frontload the capital improvement work during the Years 2-4 of the lease term. Cash payments shall be minimum bids shown year-by-year in Attachment A.

**ATTACHMENT  
A**

**ROGER WILLIAMS PARK TODD MORSILLI TENNIS CENTRE  
OPERATIONS BID SHEET**

Year	Proposed capital improvements	Minimum cash bid for 6 months	Minimum cash bid for 12 months	PROPOSED BID
1		\$10,000	\$20,000	\$
2		\$10,000	\$20,000	\$
3		\$10,000	\$20,000	\$
4		\$11,000	\$20,000	\$
5		\$12,000	\$20,000	\$
6		\$13,000	\$21,000	\$
7		\$13,000	\$22,000	\$
8		\$14,000	\$23,000	\$
9		\$15,000	\$24,000	\$
10		\$15,000	\$25,000	\$
<hr/>				
TOTAL	\$			\$

Total in Writing: \_\_\_\_\_

Company/Organization Name
---------------------------



**BOARD OF CONTRACT AND SUPPLY**  
CITY OF PROVIDENCE, RHODE ISLAND

Federal ID# or Social Security #:
Signature:
Title of Person signing:  Email address:  Address:
Phone #:
Surety Company: N/A