



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

REQUEST FOR PROPOSALS FOR GOODS

Item Description: Automotive Tires FY22 – One year Contract with Two One-Year Options

Date to be opened: May 10, 2021

Issuing Department: 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.
 - 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:
 - **INSERT STAFF MEMBER'S NAME**
 - **PHONE NUMBER**
 - **EMAIL**

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.



**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. 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.*****



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

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



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

Printed Name



**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**

BID PACKAGE SPECIFICATIONS

The City of Providence seeks a vendor able to provide Automotive Tires for various vehicles owned and maintained by the City. The awarded bidder will be responsible for ensuring that all work is completed to a professional standard and to the satisfaction of the City.

- All bidders must also be in compliance with all OSHA, DEC and EPA/DEM laws and regulations regarding the operation of a collision repair shop. We also require that the selected vendor have an OSHA 10 Card. (Do not provide this in your initial bid. The issuing department will seek this information directly after bids are collected and reviewed.)
- Quoted Rates: This contract will be for one year (effective from 7/1/20 through 6/30/21) with one option year for renewal (effective from 7/1/21 through 6/30/22). All prices quoted must remain firm for this time period.
- The award of this contract in no way obligates the City to spend the corresponding estimated dollars. The City reserves the right to cancel this contract at any time with 30 day written notice. The City also reserves the right to award more than one bidder if it is deemed to be in our best interest.
- Insurance: Bidder shall be insured and a certificate of insurance must be provided to the city – listing the “City of Providence as additionally insured. (Do not provide this in your initial bid. The issuing department will seek this information directly after bids are collected and reviewed.)
- When submitting your cost proposal please also include details around how you plan to respond to urgent service needs.
 - How quickly can you commit to responding to a call for urgent service?
 - If there are fees associated with “off-schedule” service, please outline them.
- Bidders must be Rhode Island State regulated and licensed.
- Authorization of Work: The City of Providence will issue a Purchase Order for every vehicle repair. Work cannot proceed without a purchase order.
- Warranty: All warranties via manufacturers shall apply. The bidder must, as part of the bid submitted and responsive to this RFP, stipulate what warranty/guarantee for all goods/service they are committing to with regards to City work. At a minimum, the awarded vendor must warrant all goods/service for a period of one (1) year. The awarded bidder will be obligated to repair and/or replace all defects in material or workmanship, which are discovered or exist during the period of the warranty. All labor, parts, and transportation costs resulting from the utilization of a warranty shall be at the awarded bidder’s expense.
- Hazardous Material: The disposal of hazardous material generated from repairs of the vehicle will be the responsibility of the awarded vendor. Such materials must be disposed of in accordance with all Federal, State, and Local regulations. The charge for hazardous material disposal shall not exceed the insurance company’s standard fee of \$2.50 per repair.
- Service Description: Service shall consist of all material, equipment, and labor necessary to repair or replace damaged items and/or conditions on cars, vans, and light trucks. All City-owned equipment has a visible identification number which must be utilized on all paperwork regarding repair work.



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

- Delivery and Pick-up to Conduct Repairs: The City of Providence will deliver (either by driving or towing) vehicles to the awarded bidder's facility and will pick them up when work is complete. If this is not feasible the City will advise the awarded bidder to include the cost of necessary pick-up and delivery to complete repairs.
- Parts: The contractor will use original equipment manufacturer (OEM) parts for all vehicles 18 months old or younger. All parts supplied by the awarded vendor must be new. The City may choose to supply parts for specific jobs.
- Scheduling and Completion of Work: Repairs must begin within two (2) weeks of receipt of parts by the awarded bidder. The vehicle must be completely repaired and ready for pick up by the date/time submitted on that estimate/repair paperwork unless an alternate date/time is mutually agreed upon between the awarded bidder and an authorized City employee.
- Vehicle Condition upon Return: The vehicle must be completely repaired as specified on the repair estimate when the City receives the vehicle back. It must also be cleaned of all dirt, dust, and debris on the inside and out resulting from damage and subsequent repair of damage. A delivery slip must also accompany all returned vehicles listing all parts, description of work, the City purchase order number, and the vehicle identification number.
- Business Location: The City requires that the awarded bidder's service location be a reasonable travel distance from Providence. **In this case, preference will be given to vendors within 10 miles of city limits.**
- Award will be based on lowest evaluated bid price, including unit pricing for parts for the listed vehicles and/or on percentage discount from retail and catalog pricing, excluding sale items, and delivery costs and delivery timeliness.
- Vehicle Storage: When vehicles remain overnight for service they must remain indoors or on a secured and fenced lot. The awarded vendor will be solely responsible for said vehicles. In the event of any loss or damage the vendor will reimburse the City for the full amount of the assessed loss or damage.

PRICING: Please provide pricing for tires and service on the attached list.

- **The price of parts to the City of Providence must be cost plus 10%** validated by a copy of an invoice to the awarded vendor outlining supplier cost from the supplier as it refers to the parts used.
- **With your bid submission and pricing, please detail your company's return policy, including the timeline for returns and any charges associated with returns.**

All tires are to be National Brand and the Brand and Model quoted must be specified.



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

HEAVY TRUCK HIGHWAY (FRONT)	PRICE EACH	BRAND QUOTED
10:00 R 20		
10: R22.5		
11:00 R20		
11 R 22.5		
11 R 24.5		
12 R 20		
12 R 22.5		
12R 24.5		
295-75R22.5		
315/80 R22.5		
385/65/RR22.5		
425/65/R22.5		

HEAVY TRUCK DRIVE TIRES	PRICE EACH	BRAND QUOTED
10:00 R 20		
10: R22.5		
11:00 R20		
11 R 22.5		
11 R 24.5		
12 R 20		
12 R 22.5		
12 R 24.5		
295-75R22.5		
315/80 R22.5		
385/65/RR22.5		
425/65/R22.5		
445/65R/22.5		



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

LIGHT TRUCK	PRICE EACH	BRAND QUOTED
215/85 R 15		
225/70 R 19		
235/70 R 15		
235/75 R 15		
235/70 R 16		
215/85 R 16		
225/75 R 16		
235/70 R 16		
245/75 R 16		
265/75 R 16		
235/75 R 17		
235/85 R 16		
245/75 R 17		
245/70 R 17		
245/70 R 19.5		
265/70 R 17		
275/70 R 18		
P235/65 R17		
225/70 R 19.5		
33X 12.50 R 16.5 AT		
LT265/70R18		

TRAILER TIRES	PRICE EACH	BRAND QUOTED
P 155/80 R 13 795		
ST 174/80 D13		
8-14.5		
ST 215/75 D15		
235/85 R 16 LR G		
8.75 R 16.5		
215/75 R 17.5		
205/75 R 14		
ST205/75 R 15		
205/75 D 15		
ST175/80D13		
ST205/75D14 ST205/75D14 in Trailers ST235/80R16 in Trailers		
ST235/80R16		

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

PASSENGER CAR TIRES (NOT POLICE)	PRICE EACH	BRAND QUOTED
P215/60 R 16		
P215/60 R 17		
195/70 R 14		
195/75 R 15		
195/60 R 15		
185/60 R 15		
P245/65R17		
P225/65RF17		

FORK LIFT TIRES	PRICE EACH	BRAND QUOTED
8.25-15		
7.00-12		
6.50-10 LR E		
8.15-15		

BOB CAT TIRES	PRICE EACH	BRAND QUOTED
10-16.5		

LOADER TIRES	PRICE EACH	BRAND QUOTED
20.5 X 25		

BACKHOE TIRES	PRICE EACH	BRAND QUOTED
19.5L 24		
14-17.5 NHS		
11L-16SL		
16.9-28		
12-16.5		
27X8.50-15		
12.5/80-18		
440/80 R28		
14.5/75-16.15L		
21L-24 TURF		
21L x 24		

SWEEPER TIRES	PRICE EACH	BRAND QUOTED
9 R 17.5 HC		



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

TRACTOR TIRES	PRICE EACH	BRAND QUOTED
12.4-16		
23X8.50-14		
14-17.5		
13.6-24		
11.2-24		

TURF TIRES	PRICE EACH	BRAND QUOTED
24X12.00-12		
29X14.00-15		
22.5X10-8		
25X12-9		
16X6.50-8		
20X10.00-10		
20X10-8		
16/7.5-8		
27X8.50-15		
18.4-16.1		
29X12.50-15		
44X18.00-20		
16X6.50-8		
24x12.00-12 6ply		
29x14.00-15 8ply		
20x10-8 8ply		
24x9.5-12 4ply		

TURF TIRES AT	PRICE EACH	BRAND QUOTED
25X11-10		
22X11-8		



Procurement #: 31459

BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

POLICE VEHICLE TIRES	PRICE EACH	GOODYEAR RSA (Pursuit Rated)
P245 65 R 17 FORTERA		
P235 65 R 16		
225 65 R 16		
225 60 R 16		
205 65 R 16		
235 50 R 18		
235 55 R 17		
235 85 R 16		
225 50 R 17		
245 55 R 18		



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

Public Safety departments (Including Police, Fire, Communications, and Providence Emergency Management Agency) do their own vehicle servicing.

GENERAL SERVICE CHARGES - PASSENGER CARS & LIGHT TRUCKS		
COMPUTER WHEEL BALANCING <i>COST PER WHEEL</i>		
DISMOUNTING & MOUNTING TO VEHICLE <i>COST PER WHEEL</i>		
FLAT TIRE REPAIR RATE <i>COST PER TIRE</i>		
FRONT END ALIGNMENT <i>COST PER VEHICLE</i>		

GENERAL SERVICE CHARGES - TRUCKS UP TO 13,000 GVW		
COMPUTER HIGH SPEED BALANCE <i>COST PER WHEEL</i>		
DISMOUNTING & MOUNTING TO VEHICLE <i>COST PER WHEEL</i>		
FLAT TIRE REPAIR RATE <i>COST PER TIRE</i>		
FRONT END ALIGNMENT <i>COST PER VEHICLE</i>		

GENERAL SERVICE CHARGES - TRUCKS 15,000 TO 80,000 GVW		
HI SPEED BALANCING <i>COST PER WHEEL</i>		
DISMOUNTING & MOUNTING TO VEHICLE <i>COST PER WHEEL</i>		
FLAT TIRE REPAIR RATE <i>COST PER TIRE</i>		
FRONT END ALIGNMENT <i>COST PER VEHICLE</i>		



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

VENDORS BIDDING ON LIGHT AND HEAVY TRUCK TIRES MUST HAVE THE EQUIPMENT TO DELIVER TIRES TO ALL CITY FACILITIES AND HAVE TO PERFORM DISMOUNTING AND MOUNTING OF TIRES ON THE ROAD OR AT ANY FACILITY.

TRUCK TIRE ROAD SERVICE

COST PER HOUR

COST PER MILE



**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.