REQUEST FOR PROPOSALS

Item Description: REGULATORY, COMPLIANCE & CAREER DEVELOPMENT TRAINING (EXPIRES 6/30/25) WITH A 2-YEAR OPTION

Date to be opened: MONDAY, SEPTEMBER 29, 2022

Issuing Department: PROVIDENCE WATER

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 Francis Gomez.
  - Phone: (401) 680-5264
  - Email: fgomez@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
    - 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:
  - Lauren Carpentiere, Training & Communications Coordinator
  - laurenc@provwater.com

Pre-bid Conference

THERE IS NO PRE-BID CONFERENCE
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 2 copies of their bid in sealed envelopes or packages labeled with the captioned Item Description and the City Department to which the RFP and bid are related and must include the company name and address on the envelope as well. (On page 1).
- If required by the Department, please keep the original bid bond and check in only one of the envelopes.
- 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.
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/ 1st page (see page 6 of this document)
- Bid Form 2: Certification of Bidder as 2nd 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-.mbwe-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.
NOTICE TO VENDORS

1. The Board of Contract and Supply will make the award to the lowest qualified and responsible bidder.
2. In determining the lowest responsible bidder, cash discounts based on preferable payment terms will not be considered.
3. Where prices are the same, the Board of Contract and Supply reserves the right to award to one bidder, or to split the award.
4. No proposal will be accepted if the bid is made in collusion with any other bidder.
5. Bids may be submitted on an “equal in quality” basis. The City reserves the right to decide equality. Bidders must indicate brand or the make being offered and submit detailed specifications if other than brand requested.
6. A bidder who is an out-of-state corporation shall qualify or register to transact business in this State, in accordance with the Rhode Island Business Corporation Act, RIGL Sec. 7-1.2-1401, et seq.
7. The Board of Contract and Supply reserves the right to reject any and all bids.
8. Competing bids may be viewed in person at the Department of the City Clerk, City Hall, Providence, immediately upon the conclusion of the formal Board of Contract and Supply meeting during which the bids were unsealed/opened. Bids may also be accessed electronically on the internet via the City’s Open Meetings Portal.
9. As the City of Providence is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
10. In case of error in the extension of prices quoted, the unit price will govern.
11. The contractor will NOT be permitted to: a) assign or underlet the contract, or b) assign either legally or equitably any monies or any claim thereto without the previous written consent of the City Purchasing Director.
12. Delivery dates must be shown in the bid. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
13. A certificate of insurance will normally be required of a successful vendor.
14. For many contracts involving construction, alteration and/or repair work, State law provisions concerning payment of prevailing wage rates apply (RIGL Sec. 37-13-1 et seq.)
15. No goods should be delivered, or work started without a Purchase Order.
16. Submit 2 copies of the bid to the City Clerk, unless the specification section of this document indicates otherwise.
17. Bidder must certify that it does not unlawfully discriminate on the basis of race, color, national origin, gender, gender identity or expression, sexual orientation and/or religion in its business and hiring practices and that all of its employees are lawfully employed under all applicable federal, state and local laws, rules and regulations. (See Bid Form 2.)
BID TERMS

1. Financial assurances may be required in order to be a successful bidder for Commodity or Construction and Service contracts. If either of the first two checkboxes below is checked, the specified assurance must accompany a bid, or the bid will not be considered by the Board of Contract and Supply. The third checkbox indicates the lowest responsible bidder will be contacted and required to post a bond to be awarded the contract.

   a) __ A certified check for $____ must be deposited with the City Clerk as a guarantee that the Contract will be signed and delivered by the bidder.

   b) __ A bid bond in the amount of _____ per centum (%) of the proposed total price, must be deposited with the City Clerk as a guarantee that the contract will be signed and delivered by the bidder; and the amount of such bid bond shall be retained for the use of the City as liquidated damages in case of default.

   c) __ A performance and payment bond with a satisfactory surety company will be posted by the bidder in a sum equal to one hundred per centum (100%) of the awarded contract.

   d) ☑ No financial assurance is necessary for this item.

2. Awards will be made within sixty (60) days of bid opening. All bid prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
3. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and Acts of God.

The following entry applies only for COMMODITY BID TERMS:

4. Payment for partial delivery will not be allowed except when provided for in blanket or term contracts.

The following entries apply only for CONSTRUCTION AND SERVICE BID TERMS:

5. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.
6. Prior to commencing performance under the contract, the successful bidder shall attest to compliance with the provisions of the Rhode Island Worker’s Compensation Act, RIGL 28-29-1, et seq. If exempt from compliance, the successful bidder shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.
7. Prior to commencing performance under the contract, the successful bidder shall, submit a certificate of insurance, in a form and in an amount satisfactory to the City.
BID FORM 1: Bidders Blank

1. Bids must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
2. Bidder’s responses must be in ink or typewritten, and all blanks on the bid form should be completed.
3. The price or prices proposed should be stated both in WRITING and in FIGURES, and any proposal not so stated may be rejected. **Contracts exceeding twelve months must specify annual costs for each year.**
4. Bids SHOULD BE TOTALED so that the final cost is clearly stated (unless submitting a unit price bid), however each item should be priced individually. Do not group items. Awards may be made on the basis of total bid or by individual items.
5. All bids MUST BE SIGNED IN INK.

Name of Bidder (Firm or Individual): ________________________________________________________________
Contact Name: ________________________________________________________________
Business Address: ________________________________________________________________
Business Phone #: ________________________________________________________________
Contact Email Address: ________________________________________________________________
Agrees to bid on (Write the “Item Description” here): ________________________________________________________________
If the bidder’s company is based in a state other than Rhode Island, list name and contact information for a local agent for service of process that is located within Rhode Island ________________________________________________________________
Delivery Date (if applicable): ________________________________________________________________
Name of Surety Company (if applicable): ________________________________________________________________
Total Amount in Writing*: ________________________________________________________________
Total Amount in Figures*: ________________________________________________________________

* If you are submitting a unit price bid, please insert “Unit Price Bid”

Use additional pages if necessary for additional bidding details.

_________________________________  ____________________________________________
Signature of Representation  Title
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
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
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: In addition to the MBE/WBE Participation Affidavit, 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:

a) 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.

b) If the prime contractor company has the capacity to perform the whole project, the City of Providence requires the contractor to meet the city’s goal of a combined 20% of MBE and WBE participation.

c) If the contractor is a nonprofit organization, the City of Providence requires the nonprofit organization to provide the MBE/WBE Participation Affidavit Form and proof of its nonprofit status.

d) If the contractor has researched the RI Certified minority list (http://odeo.ri.gov/offices/mbeco/mbe-wbe.php) and the state does not have any companies in the desired trade, the City of Providence requires the contractor to provide the MBE/WBE Participation Affidavit Form.

e) Waivers will be considered for approval on a case-by-case basis.
Verifying MBE/WBE Certification

It is the responsibility of the bidder to confirm that every MBE or WBE named in a proposal and included on a contract is certified by the Rhode Island Minority Business Enterprise Compliance Office. The current MBE/WBE directory is available at the State of RI MBE Office, One Capitol Hill, 2nd Floor, Providence, RI, or online at http://odeo.ri.gov/offices/mbeco/mbewbe.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 request for final payment. A copy of all forms should be sent to the MBE/WBE Outreach Director Office, Grace Diaz at gdiaz@providenceri.gov. This form is not submitted as a part of the initial bid package.
For contracts with durations 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. A copy of all forms should be sent to the MBE/WBE Outreach Director Office, Grace Diaz at gdiaz@providenceri.gov. 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 gdiaz@providenceri.gov or (401) 680-5766.
BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

MBE/WBE PARTICIPATION AFFIDAVIT
Project /Item Description (as seen on RFP):
________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________
______________________________________________________________
Prime Bidder: ____________________________________ Contact Email and Phone ______________________________________________________________
Company Name, Address and Trade: ________________________________________________________________
________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________
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 subcontractor(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
________________________________________ Date

Company Name Date

Page 11 of 17
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. Business NAICS codes can be found at https://www.naics.com/search/

<table>
<thead>
<tr>
<th>Proposed Subcontractor</th>
<th>MBE</th>
<th>WBE</th>
<th>Primary NAICS Code</th>
<th>Date of Mobilization</th>
<th>$ Value of Subcontract</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. MBE SUBCONTRACTED AMOUNT:</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. WBE SUBCONTRACTED AMOUNT:</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. NON-MBE WBE SUBCONTRACTED AMOUNT:</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. DOLLAR AMOUNT OF WORK DONE BY THE PRIME CONTRACTOR:</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. TOTAL AMOUNT OF BID (SUM OF A, B, C, &amp; D):</td>
<td>$</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. PERCENTAGE OF BID SUBCONTRACTED TO MBEs AND WBEs. (Divide the sum of A and B by E and multiply result by 100).</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>%</td>
</tr>
</tbody>
</table>

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 Required

Signature of Bidder __________________________________________  Printed Name ____________________________
Page 12 of 17
MBE/WBE Waiver Request Form

Fill out this form only if you 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. In case a waiver is needed it City Department Directors should not recommend a bidder for award if this form is not included, absent or is not signed by the city of Providence MBE/WBE director.

Prime Bidder: ______________________________________ Contact Email and Phone ________________________________
Company Name, Address: __________________________________ Trade ________________________________
Project /Item Description (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.

<table>
<thead>
<tr>
<th>MBE/WBE Company Name</th>
<th>Individual’s Name</th>
<th>Company Name</th>
<th>Why did you choose not to work with this company?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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 / or Duly Authorized Representative __________________________ Printed Name __________
Date Signed __________

Signature of City of Providence (or Designee (Only) __________________________ Printed Name of City of Providence __________
MBE/WBE Outreach Director __________________________ Date Signed __________
MBE/WBE Outreach Director
BID PACKAGE SPECIFICATIONS
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.
- PROOF OF INSURANCE
1. The terms “you” and “your” contained herein refer to the person or entity that is a party to the agreement with the City of Providence (“the City”) and to such person’s or entity’s employees, officers, and agents.

2. The Request For Proposals (“RFP”) and these Standard Terms and Conditions together constitute the entire agreement of the parties (“the Agreement”) with regard to any and all matters. By your submission of a bid proposal or response to the City’s RFP, you accept these Standard Terms & Conditions and agree that they supersede any conflicting provisions provided by bid or in any terms and conditions contained or linked within a bid and/or response. Changes in the terms and conditions of the Agreement, or the scope of work thereunder, may only be made by a writing signed by the parties.

3. You are an independent contractor and in no way does this Agreement render you an employee or agent of the City or entitle you to fringe benefits, workers’ compensation, pension obligations, retirement or any other employment benefits. The City shall not deduct federal or state income taxes, social security or Medicare withholdings, or any other taxes required to be deducted by an employer, and this is your responsibility to yourself and your employees and agents.

4. You shall not assign your rights and obligations under this Agreement without the prior written consent of the City. Any assignment without prior written consent of the City shall be voidable at the election of the City. The City retains the right to refuse any and all assignments in the City’s sole and absolute discretion.

5. Invoices submitted to the City shall be payable sixty (60) days from the time of receipt by the City. Invoices shall include support documentation necessary to evidence completion of the work being invoiced. The City may request any other reasonable documentation in support of an invoice. The time for payment shall not commence, and invoices shall not be processed for payment, until you provide reasonably sufficient support documentation. In no circumstances shall the City be obligated to pay or shall you be entitled to receive interest on any overdue invoice or payment. In no circumstances shall the City be obligated to pay any costs associated with your collection of an outstanding invoice.

6. For contracts involving construction, alteration, and/or repair work, the provisions of applicable state labor law concerning payment of prevailing wage rates (R.I. Gen. Laws §§ 37-13-1 et seq., as amended) and the City’s First Source Ordinance (Providence Code of Ordinances §§ 21-91 et seq., as amended) apply.

7. With regard to any issues, claims, or controversies that may arise under this Agreement, the City shall not be required to submit to dispute resolution or mandatory/binding arbitration. Nothing prevents the parties from mutually agreeing to settle any disputes using mediation or non-binding arbitration.

8. To the fullest extent permitted by law, you shall indemnify, defend, and hold harmless the City, its employees, officers, agents, and assigns from and against any and all claims, damages, losses, allegations, demands, actions, causes of action, suits, obligations, fines, penalties, judgments, liabilities, costs and expenses, including but not limited to attorneys’ fees, of any nature whatsoever arising out of, in connection with, or resulting from the performance of the work provided in the Agreement.

9. You shall maintain throughout the term of this Agreement the insurance coverage that is required by the RFP or, if none is required in the RFP, insurance coverage that is considered in your industry to be commercially reasonable, and you agree to name the City as an additional insured on your general liability policy and on any umbrella policy you carry.

10. The City shall not subject itself to any contractual limitations on liability. The City shall have the time permitted within the applicable statute of limitations, and no less, to bring or assert any and all causes of action, suits, claims or demands the City may have arising out of, in connection with, or resulting from the performance of the work provided in the Agreement, and in no event does the City agree to limit your liability to the price of the Agreement or any other monetary limit.

11. The City may terminate this Agreement upon five (5) days’ written notice to you if you fail to observe any of the terms and conditions of this Agreement, or if the City believes your ability to perform the
terms and conditions of this Agreement has been materially impaired in any way, including but in no way limited to loss of insurance coverage, lapsing of a surety bond, if required, declaration of bankruptcy, or appointment of a receiver. In the event of termination by the City, you shall be entitled to just and equitable compensation for any satisfactory work completed and expenses incurred up to the date of termination.

12. Written notice hereunder shall be deemed to have been duly served if delivered in person to the individual or member of the firm or entity or to an officer of the entity for whom it was intended, or if delivered at or sent by registered or certified mail to the last business address known by the party providing notice.

13. In no event shall the Agreement automatically renew or be extended without a writing signed by the parties.

14. You agree that products produced or resulting from the performance of the Agreement are the sole property of the City and may not be used by you without the express written permission of the City.

15. For any Agreement involving the sharing or exchange of data involving potentially confidential and/or personal information, you shall comply with any and all state and/or federal laws or regulations applicable to confidential and/or personal information you receive from the City, including but not limited to the Rhode Island Identity Theft Protection Act, R.I. Gen. Laws § 11-49.3-1, during the term of the Agreement. You shall implement and maintain appropriate physical, technical, and administrative security measures for the protection of, and to prevent access to, use, or disclosure of, confidential and/or personal information. In the event of a breach of such information, you shall notify the City of such breach immediately, but in no event later than twenty-four (24) hours after discovery of such breach.

16. The Agreement is governed by the laws of the State of Rhode Island. You expressly submit yourself to and agree that any and all actions arising out of, in connection with, or resulting from the performance of the Agreement or relationship between the parties shall occur solely in the venue and jurisdiction of the State of Rhode Island or the federal court located in Rhode Island.

17. The failure of the City to require performance of any provision shall not affect the City’s right to require performance at any time thereafter, nor shall a waiver of any breach or default of this Agreement constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

18. If any term or provision of this Agreement, or the application thereof to any person or circumstance shall, in any extent, be invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each term and provision shall be valid and enforceable to the fullest extent permitted by law.
REQUEST FOR PROPOSAL (RFP)
THREE (3) YEAR CONTRACT FOR REGULATORY, COMPLIANCE AND CAREER DEVELOPMENT TRAINING

Information to All Bidders:

1. This is a Blanket Contract from July 1, 2022 to June 30, 2025. **ALL QUOTES ARE REQUIRED TO REMAIN FIRM THROUGHOUT THE CONTRACTED PERIOD.** Providence Water (PW) reserves the right to extend this contract for an additional TWO (2) years if deemed to be in its best interest.

2. PW reserves the right to cancel a contract at any time with written notice.

3. The award of this contract in no way obligates PW/City of Providence to spend the corresponding estimated dollars.

4. The required trainings will be upon the request of authorized PW officials. **PW RESERVES THE RIGHT TO REQUIRE PARTIAL SERVICE IF DEEMED NECESSARY AND MAY PERFORM ANY OF THEIR SERVICES IN HOUSE IF THEY CHOOSE TO.**

5. Quotes shall be all-inclusive (training, travel, materials, etc.) and specify if the training is per person or per day.

6. The successful bidder must make deliveries in the time period required and at prices quoted in their bid.

7. Final training logistics will take place at the direction of the appropriate PW personnel.

8. PW reserves the right to award a portion or portions of this contract to more than one bidder/vendor if deemed in its best interest.

9. All contractors hired by the City of Providence/PW are required to have achieved a fully vaccinated status against the COVID-19 virus.

10. Applicants failing to provide the complete requested information may be disqualified.

11. For questions or to review requirements, please contact Lauren Carpentiere at (401) 521-6300, ext. 7103; or by e-mail at laurenc@provwater.com
Introduction:

Providence Water (PW) is the main supplier of water for approximately 600,000 people in the State of Rhode Island through its Philip J. Holton Water Purification Plant located in Scituate, RI. In addition to wholesaling water to seven (7) water utilities in the greater Providence area, PW directly serves customers in portions of five (5) communities. In these five (5) communities, PW has a large number of assets including seven (7) distribution reservoirs, twelve (12) pump stations, water mains (more than 1,000 miles), hydrants (more than 6700), meters and service connections (approximately 79,000) through which it provides water for domestic and industrial use, as well as fire protection to its customers.

PW’s sole source of supply is the Scituate Reservoir complex. The Scituate Reservoir complex consists of six (6) reservoirs: the main (Scituate) reservoir and five (5) smaller reservoirs that are tributary to the main reservoir. PW operates one (1) conventional water treatment plant to purify source water that flows from the Scituate Reservoir to the plant. The raw water characteristics from the Scituate Reservoir are typical of well-protected surface water supplies in the New England region. PW operates five (5) water storage facilities throughout the distribution system. In order to maintain an adequate supply of potable water at a sufficient pressure, PW owns and operates water pump stations in the distribution system and one (1) raw water pump station.

Our Central Operations Facility houses the majority of our departments including; Administration, Customer Service/Billing, Engineering, IT, Cyber Security, Support Services and Transmission & Distribution. Currently, we have approximately 250 employees between our two (2) facilities. Many of our employees require mandatory safety and compliance training, as well as job-specific training in order to maintain mandatory licenses and certifications. In addition to mandatory training classes, PW is a strong proponent of advancing our workforce by providing various types of career development training for all.

Scope of Services:

Providence Water (PW) is committed to supporting its employees with effective training opportunities in order to maximize the quality of services to our rate payers.

The purpose of this RFP is to solicit proposals from qualified training providers who can deliver a wide variety of training classes and certifications to our workforce. We are seeking vendors with competent knowledge and training experience in the field related to the course(s) being taught, and training providers who also have the capacity to develop and deliver training programs designed to further the professional development of our workforce. It is PW’s intent to select a pool of vendors to provide a wide range of training courses and certifications on an as-needed basis.

The following list provides examples of training courses we have contracted in the past and may be seeking to contract in the future. The scope of work shall include, but not be limited to the following training courses and certifications:
<table>
<thead>
<tr>
<th>Safety/Compliance/Job Related Training</th>
<th>Career Development/Professional Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDL/ELDT</td>
<td>DIVERSITY IN THE WORKPLACE</td>
</tr>
<tr>
<td>CPR/FIRST AID/AED</td>
<td>RACIAL SENSITIVITY</td>
</tr>
<tr>
<td>STOP THE BLEED &amp; BLOOD BORNE PATHOGENS</td>
<td>COMPETENT PERSON</td>
</tr>
<tr>
<td>PERMIT ENTRY CONFINED SPACE</td>
<td>SEXUAL HARASSMENT</td>
</tr>
<tr>
<td>HAZWOPER</td>
<td>TIME MANAGEMENT</td>
</tr>
<tr>
<td>HAZCOM</td>
<td>CONFLICT RESOLUTION</td>
</tr>
<tr>
<td>HYDRANT SAFETY</td>
<td>CONDUCTING EMPLOYEE EVALUATIONS</td>
</tr>
<tr>
<td>OSHA 10 &amp; 30</td>
<td>DEALING WITH DIFFICULT CUSTOMERS</td>
</tr>
<tr>
<td>FORKLIFT, SCICCOR LIFT &amp; PALLET JACK</td>
<td>PROJECT MANAGEMENT</td>
</tr>
<tr>
<td>CHAINSAW SAFETY</td>
<td>MICROSOFT OFFICE SUITE</td>
</tr>
<tr>
<td>BACKHOE/FRONT LOADER</td>
<td>EMAIL WRITING FOR THE WORKPLACE</td>
</tr>
<tr>
<td>HOISTING EXCAVATION</td>
<td>BECOMING A NEW SUPERVISOR</td>
</tr>
<tr>
<td>BOATING SAFETY</td>
<td></td>
</tr>
<tr>
<td>FIRE PREVENTION &amp; FIRE EXTINGUISHER USE</td>
<td></td>
</tr>
<tr>
<td>FLAGGER</td>
<td></td>
</tr>
<tr>
<td>LEAD &amp; ABESTOS REMOVAL</td>
<td></td>
</tr>
<tr>
<td>SILICA</td>
<td></td>
</tr>
<tr>
<td>WORK ZONE SAFETY</td>
<td></td>
</tr>
<tr>
<td>SITUATIONAL AWARENESS</td>
<td></td>
</tr>
<tr>
<td>EXAM PREP FOR WATER DISTRIBUTION &amp; TREATMENT LICENSES</td>
<td></td>
</tr>
<tr>
<td>FRONT DESK SECURITY</td>
<td></td>
</tr>
<tr>
<td>ACTIVE SHOOTER</td>
<td></td>
</tr>
<tr>
<td>WORKPLACE VIOLENCE</td>
<td></td>
</tr>
<tr>
<td>LOCK OUT TAG OUT</td>
<td></td>
</tr>
<tr>
<td>DEFENSIVE DRIVER</td>
<td></td>
</tr>
<tr>
<td>BACKFLOW CERTIFICATION CLASSES</td>
<td></td>
</tr>
</tbody>
</table>

Training classes can include various delivery methods (i.e. e-learning and/or face-to-face.) The curriculum can be standard/“off-the-shelf” but at times we may require it be customized to meet the needs or requirements of PW employees. PW will also accept proposals for nontraditional employee training services such as, but not limited to, webinars or seminar programs.

Training services can encompass a variety of training formats as described below:

1) Classroom – Instructor-led training format including hands-on participation, field exercises and when applicable, table-top exercises.

2) Blended learning – Combining face-to-face classroom methods with e-learning activities to form an integrated instructional approach.
3) Online – Delivered through a web browser or mobile device to be conveniently accessed anytime and anyplace.

4) Webinars – Live online training and/or recordings of live instructor-led training.

Work authorized under this contract may range from one-on-one to a class size ranging from 10 to 25 employees. In the majority of cases, the class size will not exceed 30.

PW will require that most, if not all, training and certification classes contracted be conducted at either the PW Central Operations Facility located at 125 Dupont Drive, Providence, R.I. 02907 or at the Philip J. Holton Purification Plant located at 61 North Road, RT116, Hope, R.I. 02831. PW will provide a suitable site for an awarded vendor to properly conduct a training class.

**Bidder Qualifications:**

In order to be considered for award, each bidder must provide evidence of their experience. PW, at its discretion, may require a bidder to provide additional information and/or clarify requested information. Trainers/instructors shall possess all permits, licenses and professional credentials necessary to supply training services.

Bidders must have their own training content and provide trainers that are certified in their respective field. They should have the ability to customize training curricula to PW’s specific needs if requested. Every training performed shall include all participant training materials, facilitator guides and any other materials required to deliver and complete the training.

Successful bidders are responsible for ensuring a signed roster/attendance sheet is completed. Sign-in sheets serve as a backup to completion certificates to ensure employees are awarded credits, especially in the case of our license holders. In addition to a sign-in sheet, each employee shall be issued a certificate of completion or certification from the trainer following any completed class.

**RIDOH approved vendors will take preference for applicable training classes to best serve our employees that are required to obtain CEU’s to maintain Drinking Water Distribution and Treatment Licenses.**

**Proposal:**

In order to assure the uniformity of submissions, each response to this RFP must, at a minimum, provide the following information:

- A brief general statement describing your company, experience and years in business.
- A statement exhibiting full understanding of PW’s expectations set forth in this RFP. List any potential challenges, as well as any special assistance that will be requested from PW.
- List any prior experience with PW.
- Proposals should include a **pricing model/structure** for any and all training classes that the bidder(s) can provide PW. Any ancillary charges such as travel,
meals, materials, etc., should be built into the final cost. PW will not pay for any of these services separately.

- List a minimum of five (5) references in the last four (4) years where similar classes were taught. Provide the company name, number of participants, date, type of class taught and a contact person.

**Contract Award & Evaluation Criteria:**

Contracts will be awarded to the bidder(s) whose proposals are determined to be the most advantageous to PW. A bidder may propose on any and all of the outlined services for which they believe they are qualified. It is anticipated that there may be multiple awards for various services depending on the quality of the proposals received and how well they meet PW’s needs. We recognize that bidders may not be able to provide all the specific training listed therefore, we reserve the right to award training services set forth in this solicitation to multiple vendors.

PW does not guarantee the amount of work that will be provided to any successful bidder(s) under this contract, and reserves the right to reject any and all bids. PW also reserves the right to terminate the contract at any time with no notice.

PW will use the criteria listed below when awarding a successful bidder(s):

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pricing and Budget</td>
<td>50</td>
</tr>
<tr>
<td>Experience</td>
<td>25</td>
</tr>
<tr>
<td>Approved by RIDOH for CEU’s (when applicable)</td>
<td>15</td>
</tr>
<tr>
<td>Methodology/Approach to Training</td>
<td>10</td>
</tr>
</tbody>
</table>

It is PW’s intent to create an internal, categorized list of successful bidders once awarded. PW may select the vendor that provided us with the lowest cost for a particular training in their submitted bid however, we reserve the right to solicit prices from awarded bidders if deemed to be in our best interest.

**Contract Term:**

Successful bidders will be awarded with a three (3) year contract which will include an optional two (2) year extension.

**City of Providence Covid-19 Policy:**

*All contractors hired by the City of Providence are required to have achieved a fully vaccinated status against the COVID-19 virus. "Fully vaccinated status" shall be defined as having received the full number of doses required to complete the vaccination series of one of the currently recognized COVID-19 vaccines. Proof of vaccination completion will be required on the day of the training (subject to change throughout contract period).
For questions regarding this RFP please contact:

**Lauren N. Carpentiere**  
Training & Communications Coordinator  
Communications/Training  
(401) 521-6300 Ext. 7103  
(401) 632-4741 [Fax]  
[laurenc@provwater.com](mailto:laurenc@provwater.com)

**Providence Water**  
125 Dupont Drive  
Providence, RI 02907
PW Training RFP 2022 Vendor Contact List:

**United Alliance Services**
5 Dan Road  
Canton, MA 02021  
Matt Landry  
mlandry@unitedallianceservices.com  
339-298-3511

**Northeast Safety**
Holyoke, MA  
srifenburg@northeastsafety.com  
413-533-7275

**Certified Safety Systems**
2160 Main Street  
Coventry, CT 06238  
Peter F. Kelly  
peterkelleycsp@gmail.com  
860-559-5769

**Lancaster Safety**
100 Bradford Road #100  
Wexford, PA 15090  
Vinnie Alioto  
Vincent.Alioto@lancastersafety.com

**NE Safety Training Services**
30 Mayhew Drive  
Dayville, CT  
Michael Angell  
nesafety@atlanticbb.net  
860-779-3853

**Keene State College**
1050 Perimeter Road Suite 202  
Manchester, NH 03103  
John Ryan  
john.ryan@keene.edu  
Jen English  
jen.english@keene.edu

**Skillpath.com**
onsite@skillpath.com  
6900 Squibb Road
Mission, KS 66202
1800-873-7545

**Pryor Learning**
customerservice@pryor.com
5700 Broadmoor Street #300
Mission, KS 66202
1800-944-8503

**American Water College**
PO Box 152
Valley Mills, TX 76689
info@americanwatercollege.org
661-874-1655
Bidder’s Blank

This section must be submitted with bid. Bids may be submitted up to 2:15 P.M. (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.

Proposals shall contain the following information and shall be organized in the same order as provided herein.

1. **Cover Page.** Cover page shall state Title “Training and Organizational Development RFP,” date of submission; and name and signature of the person who is authorized to make decisions and represent the submitting firm with respect to this RFP.

2. **Company Information.** This section shall state:
   a. The legal name of the company Mailing, and physical address(es);
   b. Remit-to billing address;
   c. Phone, fax, and website (if applicable);
   d. Federal I.D. number

3. **Company History, Experience, and Qualifications** This section shall consist of the information requested in “Proposal” section of this RFP (Company History, Experience, and Qualifications) to allow for review of company history, experience, and qualifications other than proposed pricing. Each question/information request should be copied into proposal with answers following each request.

4. **Pricing Information/Structure.** This section shall communicate your proposed pricing model for required services.

5. **References.** Provide three (5) references (company, contact, phone number, date(s) and description of service(s) provided). References should be entities for which similar work has been completed.