



BOARD OF CONTRACT AND SUPPLY
CITY OF PROVIDENCE, RHODE ISLAND

REQUEST FOR PROPOSALS FOR GOODS

Item Description: ANIMAL FOOD & SUPPLIES

Contract Period: FY 2024 (July 1, 2023 – June 30, 2024)

Date to be opened: April 24, 2023

Issuing Department: Police Department

QUESTIONS

- Please direct questions relative to the bidding process, how to fill out forms, and how to submit a bid to Purchasing Agent Chevell Burgess.
 - Phone: (401) 680-5264
 - Email: cburgess@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:
 - Erika Cole, Director, Providence Animal Control
 - 401-680-7591
 - ecole@providenceri.gov

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.*****



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BID FORM 1: Bidders Blank

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

Name of Bidder (Firm or Individual): _____

Contact Name: _____

Business Address: _____

Business Phone #: _____

Contact Email Address: _____

Agrees to bid on (Items(s) to be bid): _____

Delivery Date: _____

Name of Surety Company (if applicable): _____

Total Amount in Writing*: _____

Total Amount in Figures*: _____

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

Use additional pages if necessary for additional bidding details.

Signature of Representation

Title



**BOARD OF CONTRACT AND SUPPLY
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BID FORM 2: Certification of Bidder

(Non-Discrimination/Hiring)

Upon behalf of _____ (Firm or Individual Bidding),

I, _____ (Name of Person Making Certification),

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

1. Bidder does not unlawfully discriminate on the basis of race, color, national origin, gender, sexual orientation and/or religion in its business and hiring practices.
2. All of Bidder's employees have been hired in compliance with all applicable federal, state and local laws, rules and regulations.

I affirm by signing below that I am duly authorized on behalf of Bidder, on
this _____ day of _____ 20_____.

Signature of Representation

Printed Name



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BID FORM 3: Certificate Regarding Public Records

Upon behalf of _____ (Firm or Individual Bidding),

I, _____ (Name of Person Making Certification),

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

understanding that:

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

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

this _____ day of _____ 20____.

Signature of Representation

Printed Name



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

Item Title (as seen on RFP):

Name of Bidder (Firm or Individual): _____

Which one of the following describes your business' status in terms of Minority and/or Woman-Owned Business Enterprise certification with the State of Rhode Island?

_____ MBE _____ WBE _____ Neither MBE nor WBE

It is the policy of the City of Providence that minority business enterprises (MBEs) and women business enterprises (WBEs) should have the maximum opportunity to participate in procurements and projects as prime contractors and vendors. Pursuant to Sec. 21-52 of the Providence Code of Ordinances and Chapter 31-14 *et seq.* of the Rhode Island General Laws (as amended), MBE and WBE participation goals apply to contracts.

I affirm by signing below that I am duly authorized on behalf of Bidder, on
this _____ day of _____ 20_____.

Signature of Representation

Printed Name



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

BID PACKAGE SPECIFICATIONS

ANIMAL FOOD & SUPPLIES

Contract Period: FY 2024 (July 1, 2023 – June 30, 2024)

BID: The Providence Police Department's Animal Control Division is seeking bids for dog food, treats/bones/chews, cat food and treats, cat litter and small animal food for the Animal Shelter.

General Description

The vendor will provide dog food, treats/bones/chews, cat food and treats, cat litter and small animal food/supplies for the Animal Shelter to meet the following specifications:

1. Canine Dry Food – Minimum Specifications: Cost Per Unit: _____

Blue Seal Natural 26 (50 lb. bag)

Approximately 100 (50lb bags)

- Crude Protein Content (minimum) 25%
- Crude Fat (minimum) 12%
- Crude Fiber (maximum) 4%
- Moisture Content (maximum) 12%

IF BIDDING AN EXCEPTION TO THE BRAND SPECIFIED, PLEASE STATE: _____

2. Canine Canned Food: Cost Per Unit: _____

Pedigree Choice Cuts Chicken in Sauce (13 ounces)

Approximately 150 cases

- 24 cans per case

IF BIDDING AN EXCEPTION TO THE BRAND SPECIFIED, PLEASE STATE: _____

3. Feline Dry Food – Minimum Specifications: Cost Per Unit: _____

Blue Seal "Kat" Krunchies (20 lb. bag)

Approximately 50 bags

- Crude Protein Content (minimum) 30%
- Crude Fat (minimum) 11%
- Crude Fiber (maximum) 4%
- Moisture Content (maximum) 12%

IF BIDDING AN EXCEPTION TO THE BRAND SPECIFIED, PLEASE STATE: _____

4. Feline Canned Food: Cost Per Unit: _____

Friskies Mixed Grill (5.5 ounces/24 cans per case)

Approximately 200 cases (4,800 cans)

IF BIDDING AN EXCEPTION TO THE BRAND SPECIFIED, PLEASE STATE: _____

5. Blackstone Wood Pellets or Equivalent (40 lbs.) for cat litter: Cost Per Unit: _____
Approximately 300 (40lb containers)

IF BIDDING AN EXCEPTION TO THE BRAND SPECIFIED, PLEASE STATE: _____

6. Tidy Cats Free and Clean Unscented Clumping Clay (20lb jug) cat litter: Cost Per Unit: _____
Approximately 50 (20lb containers)

IF BIDDING AN EXCEPTION TO THE BRAND SPECIFIED, PLEASE STATE: _____

7. Milk-Bone MaroSnaacks Real Bone Marrow Dog Treats: Cost Per Unit: _____
Approximately 200 (40oz tub)

IF BIDDING AN EXCEPTION TO THE BRAND SPECIFIED, PLEASE STATE: _____

8. Nylabone Healthy Edibles All-Natural Long Lasting
Bacon Flavor Chews Dog: Cost Per Unit: _____
Approximately 200 (2 pack xl chews)

IF BIDDING AN EXCEPTION TO THE BRAND SPECIFIED, PLEASE STATE: _____

9. Temptations Cat Treats: Cost Per Unit: _____
Approximately 50 (30oz tub)

IF BIDDING AN EXCEPTION TO THE BRAND SPECIFIED, PLEASE STATE: _____

10. Small Animal Pellets/Food (Rabbit, Guinea Pig, Rat, Hamster: Cost Per Unit: _____
Approximately 20 (10lb tub)

IF BIDDING AN EXCEPTION TO THE BRAND SPECIFIED, PLEASE STATE: _____

Shipping/Freight Costs per Delivery \$_____

DELIVERY TO:

Providence Animal Control
200 Terminal Road
Providence, RI 02907