



CITY OF PROVIDENCE, RHODE ISLAND

Department: Sustainability

RFP Title: Food Scrap Drop-Off Site Development (Two-Year, Grant-Funded Contract)

Opening Date: 12/04/2023

Addendum #: 1

Issue Date: 11/22/2023

The purpose of this addendum is:

Response to Bidder Questions



MAYOR BRETT P. SMILEY
CITY OF PROVIDENCE

RFP Addendum 1: Response to Bidder Questions

Food Scrap Drop-Off Site Development (Two-Year, Grant-Funded Contract)

MinuteTraq #: 43147

Date to be opened: 12/4/2023 at 2:15 p.m.

The following are the City's responses to questions asked at this RFP's pre-bid conference on November 13, 2023 and/or emailed to the City before the question submission deadline on November 15, 2023. Please note that this addendum must be signed and included with your proposal package.

1. How should a firm proceed if they are not a state-certified Woman or Minority Business Enterprise (W/MBE)?

A: The City has a goal of procuring at least 20% of its services from W/MBEs. This can be achieved in two ways - (1) the bidder is a state-certified W/MBE, or (2) the bidder will subcontract at least 20% of the contract to W/MBEs. A bidder that will not achieve the 20% W/MBE goal must submit an approved W/MBE waiver with its proposal. A waiver can be requested from the City's W/MBE Outreach Coordinator, Grace Dias (gdiaz@providenceri.gov).

Please note, per page 11, 3. c) of the RFP "If the contractor is a nonprofit organization, they are not required to complete the MBE/WBE Waiver Request Form. However, the City of Providence requires the nonprofit organization to provide the MBE/WBE Participation Affidavit Form and proof of its nonprofit status."

W/MBE instructions and forms are included on pages 11-15 of the RFQ. There is a typo that states that the Waiver Request Form is on page 14, when, in fact, it is on page 15.

2. Does the City intend to award multiple bidders under this solicitation?

A: Yes. The City expects to award multiple bidders under this solicitation as long as it receives multiple quality bids and has funding available. Should the City receive bids that total greater than the available funding, partial awards to multiple bidders may be made. Bidders are invited to prioritize their projects' elements in case partial awards are made.

3. What procurement and reporting requirements will awarded bidders be held to?

A: This solicitation is made under the City's USDA Compost and Food Waste Reduction grant. As such, bidders will be held to City and Federal procurement and reporting standards.

Procurement: USDA generally defers to each awarded entity's local purchasing policies. In Providence, this means small purchases under \$500 do not require a solicitation process; purchases between \$500-10,000 typically require the solicitation of three quotes from different firms; and purchases over \$10,000 typically require an RFP process.

Reporting: The City will require the awarded bidders to provide reports on an annual basis with information sufficient to satisfy USDA's reporting requirements.

The City will hold kick-off meetings between awarded vendors and City and USDA staff to help ensure project specific procurement and reporting requirements are clearly understood at the outset.

4. Can an existing compost drop-off and/or processing site that is available to the community be repaired under this solicitation.

A: Yes, this is an eligible project. Ideally, where a more substantial repair project is undertaken, the site's capacity to divert food waste will be increased compared to existing conditions. Also, where a more substantial repair project is undertaken, the site's managing entity must comply with section 1.5 of the RFP, which states, "the cost of using the new or improved compost site shall not be excessive, and a cost-free option shall be available to those who self-identify as not having the means to pay for the services."

5. Are bids required to include the development or repair of a minimum amount of drop-off/processing sites?

A: No, bidders may bid to develop/repair/expand any number of sites. That said, the Department will consider whether a proposal is filling gaps in the existing drop-off site network and/or expanding capacity where demand demonstrably exceeds capacity when reviewing bids.

6. How much funding is available under this solicitation:

A: Per section 4.1 - 4 of the RFP: "Please provide a cost proposal based on an 18-month contract term that includes a line-item budget. \$48,800 in funds are available for this RFP from the Department's USDA Compost and Food Waste Reduction cooperative agreement. The City expects to make awards in the range of \$300 per site for maintenance improvements, \$4,000 per site for new drop off locations, \$7,500 per site for new small-scale processing locations, and up to \$20,000 for upgrades to a small- or medium-scale processing location that significantly increases the site's capacity to process food waste. "

It should be noted that the Department recognizes that costs will vary on a site-specific basis and the dollar amounts included above should only be considered as guidance.

7. Do proposals need to align directly with the steps outlined under each scope?

A: Some steps under each scope may not be applicable to a proposed project. Other projects may include steps not included in the scope. The scopes are meant to be generally representative of the types of project the City is seeking to fund.

8. May funds be used to (1) pay community members or a contractor to construct or repair a compost drop-off or processing site, or (2) pay community members receiving mentorships as described in the scopes of work?

A: Yes. Depending on the amount paid to any community member or subcontractor, the City's procurement requirements may kick in.

9. Do the WBE/MBE requirements only apply to bidders and subcontractors, or would we also need to try to procure construction materials from vendors that are women- or minority-owned?

A: For the W/MBE forms, the City is interested in the status of the bidder and vendors the bidder may be hiring to do services included in the scope.

10. Is it possible to hire subcontractors further into the project, or do they all need to be disclosed up front? In the past we have constructed our drop-off sites through volunteer carpenters. We

may be able to continue doing this, but also may need to hire a carpenter if our volunteer carpenter is unavailable.

A: Portions of the project may be subcontracted. If you are uncertain of whether a portion of a project will be done by volunteer labor or by a subcontractor, it may be wise for the proposal and budget to include the subcontractor. Then, if volunteer labor is used, excess funds can be reallocated to an additional site or other projects under the USDA grant. The specific subcontractor does not need to be named in the application.

Authorized Bidder Representative Name: _____

Authorized Bidder Representative Title: _____

Authorized Bidder Representative Signature: _____