

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 gdiaz@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, City Department Directors should not recommend a bidder for an 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.

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

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
 MBE/WBE Outreach Director /
 or Duly Authorized Representative

 Printed Name of City of Providence
 MBE/WBE Outreach Director

 Date Signed

FOR CONSTRUCTION PROJECTS

APPRENTICE REQUIREMENTS (Construction Projects Valued at \$100,000 or More).

Attention of prospective bidders is called to the fact that this project is to be bid upon and executed under the City of Providence Code of Ordinances Chapter 21 Art. II [Section 21-28.1](#) c(1) and (2) related to utilizing apprentices in the contract. This ordinance outlines requirements for utilizing not less than 15% of total hours worked by apprentices. The City may lower this percentage only if it determines in writing that compliance is not feasible or that it would be unduly cost prohibitive to the project. The attention of prospective bidders is also called to the fact that reporting the efforts undertaken and progress towards achieving the requirements in this ordinance is a condition for payment. Compliance reporting shall be submitted with any contract payment requisition, in a format to be specified by the City. This demonstration of compliance through such reports shall be a condition of the requisition for payment to be processed. Upon the contract being awarded to the successful bidder, a mandatory meeting will be scheduled to review the project requirements relative to apprenticeship requirements and the process and protocols by which these goals will be achieved. At this meeting, specific forms and procedures for the documentation and achievement of these requirements by the successful bidder will be provided, discussed and agreed upon for the execution of the contract.

“FIRST SOURCE” REQUIREMENTS.

Attention of prospective bidders is called to the fact that this project is to be bid upon and executed under the City of Providence Code of Ordinances [Chapter 21 Art. III 1/2 First Source Agreements](#) Sec. 21-91 through 21-96. This ordinance outlines requirements for hiring Providence residents to work on this project. The City may waive this requirement only upon a determination in writing that qualified residents of Providence are not available for the project, pursuant to Sec. 21-94(e). The attention of prospective bidders is called to the fact that reporting the efforts undertaken and progress towards achieving the requirements in this ordinance is a condition for payment. Compliance reporting shall be submitted with any contract payment requisition, in a format to be specified by the City. This demonstration of compliance through such reports shall be a condition of the requisition for payment to be processed. Upon the contract being awarded to the successful bidder, a mandatory meeting will be scheduled to review the project requirements relative to the First Source Agreements and the process and protocols by which these goals will be achieved. At this meeting, specific forms and procedures for the documentation and achievement of these requirements by the successful bidder will be provided, discussed, and agreed upon for the execution of the contract.

BID PACKAGE SPECIFICATIONS

Overview

The City of Providence is seeking proposals for vehicle leasing of two electric vehicles type SUV for a period of 36 months. The purpose of the Request for Proposal (RFP) is to solicit competitive proposals to identify vendors that are well qualified, professional and have the capacity to provide high quality vehicles that meet the needs of our organization at an affordable price.

Scope of Work

All bidders must include in their proposal the following information:

1. Summary

- a. Provide a summary of your company (including the primary person of contact for the RFP, company name, address, telephone number, and email address) signed by the person authorized to bind the organization.

2. Vehicle Lease

a. Vehicle Lease

- i. The City of Providence estimates that it will lease the following types of vehicles 2 passenger fully electric vehicles /medium-sized SUV
- ii. This is an estimate of the number and types of vehicles that we anticipate leasing by the end of September
- iii. The City of Providence reserves the right to change the vehicle lease terms, including but not limited to, increasing or decreasing the number of vehicles, and changing the type of one or more vehicles.

b. Pricing

- i. All pricing shall be based on leasing terms and shall not include any costs of loaner vehicles. All pricing should be based on a 36-month lease.

c. Customer Services

- i. Local contact person available Monday through Friday, 7:00 am to 5:00 pm
- ii. Leased vehicle inspection/maintenance and review with the City of Providence during the leased period.

3. Questionnaire (Exhibit A)

- a. The attached questionnaire shall be completed in totality, with no omissions.

Right to Change RFP and Process

The City of Providence reserves the right to accept or reject any and all submissions, in whole or in part, to advertise for new submissions, to abandon the need for services and to cancel or amend this RFP at any time. City of Providence reserves the right to waive any formalities or minor deficiencies in the RFP process, consistent with City of Providence best interest.

Solicitation Caveat

Bidders understand and agree that the City of Providence shall have no financial responsibility for any costs incurred in responding to this RFP and shall not be liable for any costs until the bidder has executed a contract with the City of Providence and has been authorized in writing to proceed. The City of Providence reserves the right to terminate this RFP. The submission of a proposal shall be conclusive evidence that the bidder has investigated and understands, to its own satisfaction, the conditions to be encountered, the character, quality, and scope of work to be performed, the requirements of the City of Providence, and the applicable regulations as set forth in this RFP.

Evaluation Criteria

Proposals will be evaluated on the following factors: A, B, C, and D.

Factors	Weight
A. Response of the written proposal to the detailed scope of services	15
B. Overall Service delivery approach.	20
C. Ability and history of successfully completing contracts of this type, meeting projected deadlines, and experience in similar work	30
D. Total cost of proposal.	35
	100%

Exhibit A – Questionnaire

IMPORTANT: THIS QUESTIONNAIRE IS PART OF THE BID AND MUST BE COMPLETED AND SUBMITTED WITH THE BID FORM. PLEASE READ AND FOLLOW ALL INSTRUCTIONS AND COMPLETE CAREFULLY THIS QUESTIONNAIRE. Each bidder must answer all questions, fill in all blanks, and provide all required documentation. Any errors, omissions, or misrepresentation of information may be grounds to reject the bid or to cancel any award of the Contract.

SECTION A: BIDDER INFORMATION AND CONTACT

1. Full legal name of bidder:
2. Bidder's federal tax identification number:
3. Any DBA name(s):
4. Business Address:
5. Business email:
6. Business Phone:
7. Name and title of person completing this Questionnaire:
8. Is bidder a corporation? If yes, complete the following:
 - List state of incorporation:
 - Date incorporated:
 - List the name and title of each officer of bidder:
9. Is bidder a partnership? If yes, list the following:
 - Date of formation:
 - State of formation:
10. Is bidder a sole proprietorship?
11. Is bidder or any of its owners, partners, or officers connected with other entities as a subsidiary, parent, holding company or affiliate? If yes, provide the following information:
 - Name and Address of Entity
 - State of Formation/Incorporation
 - Relation to Bidder (e.g., parent, subsidiary)
 - Lines of Business
12. Has there been any change within the past five years, or are there any changes pending or anticipated, in the control of bidder (e.g., change in owners or management personnel, or acquisition or merger with another entity)? If yes, please explain:
13. Does the bidder have any current or prior business relationship with the City of Providence and does the bidder or bidder's agent have any personal relationship with any current City employee or elected official?

¹ Passenger count includes the driver

