



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

REQUEST FOR PROPOSALS

**Item Description: INSURANCE COVERAGE TO INCLUDE PROPERTY/LIABILITY AND
WORKER'S COMPENSATION (EXP. 6/30/28)**

Procurement/MinuteTraq #: 48569

Date to be opened: 4/21/2025

Issuing Department: Providence Water Supply Board

QUESTIONS

- Please direct questions related to the process, how to fill out forms, and how to submit an application(Pages 1-8) to the Purchasing Department.
 - Email: purchasing@providenceri.gov
 - Please use the subject line “**Solicitation Question**”
- Please direct questions relative to the Minority and Women’s Business Enterprise Program and the corresponding forms (Pages 10-11) to the MBE/WBE Outreach Director for the City of Providence, Grace Diaz
 - 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:
 - Name: Tony Araujo
 - Title: Support Services- Chief of Operations
 - Email Address: Tonya@provwater.com

Pre-submission Conference

There is no pre-bid conference scheduled for this item.

Deadline for questions submissions:

March 28, 2025

INSTRUCTIONS FOR SUBMISSION

Meeting Date: 4/21/2025

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 Conference Room 305, 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 solicitation 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 solicitation. 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*)
- Bid Form 4: Affidavit of City Vendor (*see pages 9 and 10 of this document*)
- Forms from the Minority and Women Business Enterprise Program: Based on Bidder Category. *See forms and instructions enclosed (pages 10-11) or on:*
<https://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-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. Any person signing a bid bond as an attorney-in-fact shall include with the bid bond an original, or a photocopy or facsimile of an original, power of attorney.
 - 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 **nighty (90) 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

BID FORM 4: Affidavit of City Vendor

Per our Code of Ordinances [Sec. 21.-28.1 \(e\)](#), this form applies to a) the business, b) any political action committee whose name includes the name of the business, c) all persons holding ten (10) percent or greater equity interest or five thousand dollars (\$5,000.00) or greater cash value interest in the business at any time during the reporting period, d) all executive officers of the business entity, e) any spouse or dependent child of any individual identified in a) through d) above.

Executive officers who are not residents of the state of Rhode Island are exempted from this requirement.

Per [R.I.G.L. § 36-14-2](#), "Business" means a sole proprietorship, partnership, firm, corporation, holding company, joint stock company, receivership, trust, or any other entity recognized in law through which business for profit or not for profit is conducted.

Name of the person making this affidavit: _____

Position in the "Business" _____

Name of Entity _____

Address: _____

Phone number: _____

The number of persons or entities in your entity that are required to report under [Sec. 21.-28.1 \(e\)](#): _____

Read the following paragraph and answer one of the options:

Within the 12 month period preceding the date of this bid submission with the City of Providence, or with respect to the contracts that are not in writing within the 12 month period preceding the date of notification that the contract has reached the \$100,000 threshold, have you made campaign contributions within a calendar year to (please list all persons or entities required under [Sec. 21.-28.1 \(e\)](#)).

a. Members of the Providence City Council? Yes No

- If Yes, please complete the following:

Recipient(s) of the Contribution:

Contribution Date(s):

Contribution Amount(s):

b. Candidates for election or reelection to the Providence City Council? Yes No

- If Yes, please complete the following:

Recipient(s) of the Contribution:

Contribution Date(s):

Contribution Amount(s):

c. The Mayor of Providence? Yes No

- If Yes, please complete the following:

Recipient(s) of the Contribution:

Contribution Date(s):

Contribution Amount(s):

d. Candidates for election or reelection to the office of Mayor of Providence? Yes No

- If Yes, please complete the following:

Recipient(s) of the Contribution:

Contribution Date(s):

Contribution Amount(s):

Signed under the pains and penalties of perjury.

Position

MBE/WBE Participation Plan

Please complete separate forms for each MBE/WBE subcontractor/supplier to be utilized on the solicitation.

Bidder's Name:				
Bidder's Address:				
Point of Contact:				
Telephone:				
Email:				
Procurement #:				
Project Name:				
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? (Check all that apply).	<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> Neither MBE nor WBE	
<p>This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity at the time of bid. The MBE/WBE Directory can be found here. Please visit, the City's MBE/WBE page for details of the program (e.g. instructions and requirements).</p> <ul style="list-style-type: none"> Nonprofit organizations are not required to complete the rest of this form. Construction projects unable to identify subcontractors prior to bid submission (e.g. Design Build) are required to provide updates to the MBE/WBE Outreach Office 				
Name of Subcontractor/Supplier:				
Type of RI Certification:	<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> Neither	
Address:				
Point of Contact:				
Telephone:				
Email:				
Detailed Description of Work to Be Performed by Subcontractor or Materials to be Supplied by Supplier Per the Scope of Work provided in the RFP				
Total Contract Value (\$):		Subcontract Value (\$):		Participation Rate (%):
Anticipated Date of Performance:				
I certify under penalty of perjury that the forgoing statements are true and correct.				
Prime Contractor/Vendor Signature		Title		Date
Subcontractor/Supplier Signature		Title		Date

***If you did not meet the 20% MBE/WBE combined participation goal, submit a Waiver Request Form.**

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

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
- Proof of Insurance.
- Certificate of Good Standing with the Rhode Island Secretary of State.



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

CITY OF PROVIDENCE STANDARD TERMS & CONDITIONS

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



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

- 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) - TABLE OF CONTENTS

I. Important Information to All Bidders - Request for Proposal (RFP): Provides important terms, conditions, and additional information for all bidders.

II. Background Information: Provides an overview of Providence Water and the purpose of this RFP.

III. Proposal Requirements: Outlines the specific requirements and instructions for submitting a proposal.

IV. Coverage (General Summary): Details the general coverage requirements and expectations for the proposed insurance program.

V. Providence Water History: Presents a concise history of Providence Water.

VI. PW Locations (Supplied Upon Request): A detailed list of Providence Water locations will be provided upon written request.

VII. Annual Budget (Supplied Upon Request): Information regarding the annual budget relevant to this RFP will be provided upon written request.

VIII. Loss Runs/PW Information (Supplied Upon Request): Loss run data and additional relevant Providence Water information will be provided upon written request.

IX. Financials (Supplied Upon Request): Detailed financial information will be provided upon written request.

X. Workers' Compensation: Details the general coverage requirements and expectations for the proposed workers' compensation insurance program.

XI. Inland Marine & Dams (Supplied Upon Request): A detailed list of Providence Water dam locations will be supplied upon written request under separate cover.

XII. Vehicles & Equipment (Supplied Upon Request): A detailed list of Providence Water's Vehicles and Equipment will be provided upon written request under separate cover.

XIII. Commercial Property (Supplied Upon Request): A detailed list of Providence Water commercial Properties will be provided upon written request under separate cover.

I. IMPORTANT INFORMATION TO ALL BIDDERS - REQUEST FOR PROPOSAL (RFP)

Please carefully review the following terms and conditions related to this Request for Proposal (RFP) from Providence Water (PW).

General Terms and Conditions:

1. **Contract Cancellation:** PW reserves the right to cancel this contract at any time with 30 days' written notice.
2. **Coverage Activation:** The required coverage will be activated upon the request of authorized PW officials.
3. **Award and Expenditure:** The award of this contract does not oblige the City to spend the corresponding estimated dollar amounts.
4. **Specification Interpretation:** The general and specific characteristics of the attached specifications shall not be interpreted as excluding any vendor capable of providing the necessary coverage and ratings.
5. **Coverage Availability:** PW requires all coverage to be available by July 1, 2025.
6. **Proposal Requirements:** All bidders must comprehensively detail all coverages, limits, deductibles, and associated costs within their proposals.
7. **Specification Deviations:** Any deviations from the specifications provided must be clearly noted within your proposal.
8. **Policy Cancellation:** All policies must include a 90-day cancellation notice provision.
9. **Terrorism Coverage:** PW requires terrorism coverage on all liability, property, and umbrella policies.
10. **Financial Security:** For bidding purposes, please note that Providence Water does not accept cash payments for water bills and does not retain customer credit card or social security information.
11. **Loss Runs:** Loss runs will be provided upon request.
12. **Financial Information:** Financial information will be provided upon written request.
13. **Site Visits:** Site visits will be scheduled upon written request and availability. To schedule a site visit, please contact Antonio Araujo at 401-521-6300 ext. 7180.
14. **General Information:** General information will be provided upon written request.
15. **Surveillance Capabilities:** The successful bidder must agree to utilize Providence Water's surveillance capabilities.
16. **Legal Representation:** The successful bidder must agree to utilize Providence Water's designated board counsel/firm for all defense matters.
17. **Settlement Agreements:** Providence Water retains the right to approve all settlement agreements.

II. BACKGROUND INFORMATION

Providence Water (PW) is soliciting proposals and quotations for the insurance coverage lines detailed within these specifications. PW intends to establish a long-term Risk Management Program, commencing on July 1, 2025.

The specifications outlined herein represent the **minimum** coverage requirements. Agents/Brokers are expected to address these specifications in their proposals. However, alternative programs will be considered, provided the proposal clearly articulates the differences between the specified and proposed coverages. PW aims to maintain a consistent insurance broker and/or carrier relationship for a minimum of three years. Therefore, a three-year quotation is strongly preferred.

Loss data and other information provided by PW, its agents, and underwriters are furnished to establish a fair pricing framework. Quotations must be based on the data provided within this RFP.

PW reserves the right to reject any or all proposals, or any part thereof, and to waive informalities, irregularities, and errors in proposals, provided such errors are not of a material nature.

All inquiries regarding these specifications will be answered promptly. Questions that generate information deemed valuable to all proposers will be distributed accordingly. Written questions should be submitted to:

Providence Water c/o Antonio Araujo-125 Dupont Drive Providence, RI 02907 (401) 521-6300

Providence Water Governance:

- **Board Members:**
 - The board consists of 7 voting members, each appointed or reappointed to four-year terms.
 - 4 voting members are appointed by the Mayor of Providence, and 2 are appointed by the City Council.
 - The Ex-Officio voting member is the City of Providence Finance Director (no term limit).
 - The Legal advisor and Board Secretary are non-voting positions appointed by the Board; term limits apply.

- **Top Management:**
 - Ricky Caruolo - General Manager
 - David Tikoian - Deputy General Manager
 - Kathleen Mello - Deputy General Manager
 - Gregg Giasson - Executive Engineer (Operations)

III. PROPOSAL REQUIREMENTS

The following requirements are provided as a basis for preparing insurance proposals for Providence Water (PW). All insurance coverage must be in place by July 1, 2025.

1. Submission of Proposals:

- Submit one original and one copy of your proposal.
- Agents or brokers may submit multiple proposals (submittal in the same envelope).

2. Sealed Proposals:

- Proposals must be submitted in a sealed envelope marked "Providence Water Insurance," including the proposer's name and address.
- Proposals must be submitted in triplicate to the Board of Contract and Supply, c/o City Clerk, City of Providence.
- Proposals must be received no later than 2:00 PM on Monday, April 21, 2025.

3. Modifications:

- Modifications or withdrawals of proposals are permitted before the scheduled closing time.
- The sealed envelope containing modifications must be clearly marked "MODIFICATION."

4. Deviations from Specifications:

- All deviations from the specifications must be clearly stated in your proposal.
- Any significant limitations of coverage or restrictive conditions must be similarly described.

5. Preconditions:

- If proposed coverage is contingent upon PW fulfilling requests for additional information, inspections, or other preconditions, these requirements must be clearly stated in the proposal.

6. Insurance Company Qualifications:

- **a. Financial Stability:** The agent or broker submitting the proposal is responsible for the financial stability of the insurance company and must inform PW of any changes in its financial standing.

- **b. Licensing:** The insurance company must be licensed or authorized to conduct business in the State of Rhode Island.
- **c. Ratings:** The A.M. Best rating of each proposed insurer should be no less than A Size X. Additionally, the insurer should have a Standard & Poor's rating of AAA, a Moody's rating of A, and a Duff & Phelps rating of AAA. Providence Water reserves the right to accept lower ratings if deemed in its best interest.

7. Agent/Broker Qualifications:

- Proposals must include the experience of individuals assigned to service PW.
- Agents/brokers must be licensed in the State of Rhode Island.
- Emphasis should be placed on proposed risk management services.
- The agent/broker or direct write insurer must provide evidence of Errors and Omissions insurance with minimum limits of \$1,000,000 per occurrence and aggregate.

8. Management Information:

- Proposals must include copies of proposed monthly Loss Prevention reports and Loss Run reports to be provided to PW.

9. Renewals:

- Details of renewal and/or rate changes must be provided at least 60 days before the anniversary or renewal date, including cost and coverage changes.

10. Distribution of Policies and Other Data:

- The successful provider must send all policies and endorsements to Antonio Araujo at Providence Water, 125 Dupont Drive, Providence, RI 02907.
- Binders evidencing coverage must be issued until policies are delivered.
- The successful proposer is solely responsible for maintaining up-to-date binders until policies are issued and received by PW.
- Failure to provide timely written binders or binder renewals will result in the insurance agent, broker, or direct write insurer being held responsible for any unpaid loss, unless 10 days' written notice is provided that coverage cannot be provided.

11. Awards and Automobile Insurance Cards:

- The announcement of awards will be made as soon as practical after proposal receipt.
- The successful proposer must be prepared to deliver automobile insurance cards upon notification of the award.

IV. GENERAL SUMMARY OF COVERAGES

This section provides a general summary of the insurance coverage currently in place for Providence Water (PW) for the 2024-2025 policy year. This information is intended to provide bidders with a baseline understanding of PW's current insurance program.

Current Insurance Coverage Summary (2024-2025)

Coverage	Deductible/SIR	Limit
Workers Compensation	\$250,000.00	\$1,000,000 Per Occ
Commercial Property	\$25,000.00	\$280,000,000
Commercial Inland Marine	\$100,000.00	\$110,000,000
Commercial General Liability	\$50,000.00	\$2,000,000
Commercial Crime	\$5,000.00	\$1,000,000
Public Entity	\$25,000.00	\$1,000,000
Watercraft	\$500.00	\$1,000,000
Cyber Liability	\$15,000.00	\$1,000,000
Solar Coverage	\$25,000.00	\$1,000,000
Commercial Auto	\$1,000.00	\$1,000,000 Per Occ
Pollution Liability	\$50,000.00	\$10,000,000
Underground Tanks	\$10,000.00	\$1,000,000
Excess Liability	N/A	\$25,000,000

REQUEST FOR PROPOSAL: INSURANCE COVERAGES FOR PROVIDENCE WATER

Providence Water is seeking proposals for comprehensive insurance coverage across the following lines of business:

- Workers' Compensation
- Commercial Property
- Commercial Inland Marine
- Commercial General Liability
- Commercial Crime
- Umbrella Liability
- Public Entity
- Watercraft
- Cyber Liability
- Solar Coverage
- Commercial Auto
- Pollution Liability
- Underground Tank Liability
- Excess Liability (5M Lead - 10M Over 5M - 10M Over 15M)

V. PROVIDENCE WATER HISTORY

Providence Water Organization and Legal Structure

The Providence Water Supply Board originated as the Water Supply Board, established on April 25, 1915, under Chapter 1278 of the Public Laws of Rhode Island. Its initial mandate was to develop and construct the Scituate Supply, encompassing the reservoir, treatment plant, and associated transmission infrastructure. From 1929 to 1941, the operation and maintenance of the Scituate Supply system were managed by the Water Supply Division of the Providence Department of Public Works.

In 1941, the present-day Water Supply Board was constituted through the authority of the Providence City Charter, as amended by Chapter 832 of the 1948 Public Laws. The Board comprises the City of Providence's Finance Director, serving as an ex-officio member, and six appointed or elected members. The mayor appoints four members to four-year terms, with one term expiring annually. Two members are appointed by the President of the Providence City Council and are elected City Council members serving four-year terms. The Board annually elects a chairperson from its members. The Board oversees the water system's operation, establishes policy, appoints a General Manager to manage the PWSB, and selects legal counsel.

PW's administrative offices are located at 125 Dupont Drive in Providence, Rhode Island. These offices house administrative, commercial services, engineering, finance, and transmission and distribution services, and serve as the primary control center for PWSB operations. PWSB also operates administrative offices at the Philip J. Holton Purification Plant and Forestry Building in Scituate, Rhode Island, supporting the daily operations of the treatment plant and watershed.

PW' managerial structure consists of one Executive Engineer, one Deputy General Manager, and seven Directors/Senior Managers overseeing seven distinct departments. The Executive Engineer manages the Water Supply, Transmission & Distribution, and Engineering departments. The Deputy General Manager oversees the Finance, Information Technology, and Customer Service departments. Senior Managers report to either the Executive Engineer or the Deputy General Manager, depending on their functional responsibilities.

Current Leadership Team:

- Ricky Caruolo - General Manager
- David Tikoian - Deputy General Manager
- Kathleen Mello - Deputy General Manager
- Gregg Giasson, P.E. - Executive Engineer (Operations)
- Peter LePage – Senior Director of Engineering
- Kevin DiNobile - Senior Manager - Transmission and Distribution
- Peter Santos - Senior Manager - Information Technology
- Cheryl McCreight - Senior Manager - Finance
- Mark Ceseretti - Director - Commercial Services
- Antonio Araujo – Chief of Operations
- Paul Pion - Chief Information Security

VI. PROVIDENCE WATER LOCATIONS

Aboveground (AST) and Underground (UST) tank locations will be provided upon written request, under separate correspondence.

VII. PROVIDENCE WATER ANNUAL BUDGET

Information regarding the annual budget relevant to this RFP will be provided upon written request.

VIII. LOSS RUNS/PW INFORMATION

Loss run data and additional relevant Providence Water information will be provided upon written request

IX. FINANCIALS

Detailed financial information will be provided upon written request.

X. WORKERS' COMPENSATION

Providence Water (PW) seeks proposals for a comprehensive Workers' Compensation Insurance Program. While PW's current program is loss-sensitive, both loss-sensitive and guaranteed cost proposals are welcome. Loss data is provided for rating purposes, but its accuracy cannot be guaranteed. PW reserves the right to reject any or all proposals and waive immaterial irregularities.

PW employs approximately 260 individuals across various roles, from professional engineers to laborers. For current coverage, employees are classified into two groups: Waterworks Operation and Clerical Office Employees.

1. Scope of Proposal:

PW requires a complete Workers' Compensation Insurance Program, including full management, administration, and ancillary services. Bidders must detail their proposed program and services, including:

- Complete claims administration (monitoring, record-keeping, investigation, medical gates, legal settlement, medical case management, return-to-work programs, training policies, loss control, data processing, and management information reporting).
- Proposals should describe implementation methods, such as monthly training classes for up to 15 employees, each lasting approximately 3 hours (maximum 36 hours annually).

2. Limits of Liability:

- Workers' Compensation: Statutory
- Employers' Liability: \$500,000/\$500,000/\$500,000
- Other States: All states except NV, ND, OH, WA, WV, WY
- Loss Retention: Maximum \$350,000
- Aggregate Loss Retention: 15% of Standard Premium
- All costs for claims management, legal expenses and loss prevention services need to be shown in your proposal.

3. Endorsements and Other Requirements:

- Voluntary Compensation included.
- Endemic Disease covered.
- Umbrella Underlying Limits: Explain any differences from the above limits in the Workers' Compensation section.
- Unit Reports: Review reserves on open cases with PW 60 days before filing statistical cards with NCCI.

4. Experience Modification:

- Current modification factor available upon request.

5. Payroll & Classification Data:

- Payroll and classification data will be provided upon request.

6. Other Requirements:

- Include a Workers' Compensation premium calculation worksheet (codes, payrolls, rates, deviations, experience modifications, premium discounts, schedule credits, deposit premium, and payment plan).
- Coverage for employees participating in PW-sponsored athletic teams.
- Special Notice of Claims: Allow claims to be reported promptly after facts become known to the Director of Administration.
- Quotes based on projected FY 2022 payroll.

Claims Handling:

- Activate files upon first report of injury.
- Review and process claims per statutory requirements.
- Investigate claims and determine compensability.
- Establish and update cash reserves.
- Make payments to injured employees and medical providers.
- Arrange independent medical exams.
- Recommend counsel and assist in litigated cases.
- File required state reports.

Loss Control:

- Conduct at least eight (8) on-site exposure and ergonomic surveys (minimum 4 hours per site visit).
- Provide written reports with recommendations.
- Prepare a loss control manual.
- Conduct at least four (4) on-site seminars annually.

Medical Case Management:

- Review first report of injury.
- Monitor employee progress.
- Meet with employees and physicians.
- Recommend alternative treatments.
- Assist in developing transitional employment.
- Maintain communication between all parties.
- Review and process medical bills.
- Medical Provider network within 10 miles of Providence boundaries.

Data Processing and Management Information:

- Monthly loss reports (claim number, date, name, department, cause, injury, status, reserves).
- Monthly loss analysis summaries (claims closed/outstanding, payments, reserves, distribution by department, cause, injury, and body part).

XI. INLAND MARINE & DAMS

A detailed list of Providence Water dam locations will be supplied upon written request under separate cover

XII. VEHICLES & EQUIPMENT

A detailed list of Providence Water's Vehicles and Equipment will be provided upon written request under separate cover.

XIII. COMMERCIAL PROPERTY

A detailed list of Providence Water commercial Properties will be provided upon written request under separate cover