



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

# **REQUEST FOR QUALIFICATIONS**

**Item Description: CARPENTRY SERVICES – OPEN ENROLLMENT – THREE-YEAR CONTRACT WITH TWO ONE-YEAR OPTIONS for PROVIDENCE SCHOOL FACILITIES**

**Procurement/MinuteTraq #50945**

**Date to be opened: 12/1/2025**

**Issuing Department: Public Property**

## **QUESTIONS**

- Please direct questions related to the bidding process, how to fill out forms, and how to submit a bid (Pages 1-8) to the Purchasing Department.
  - Email: [purchasing@providenceri.gov](mailto: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 9-13) to the MBE/WBE Outreach Director for the City of Providence, Grace Diaz
  - Email: [gdiaz@providenceri.gov](mailto: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: Elise Marquez
  - Title: Project Manager
  - Form for submission: <https://wkf.ms/48fY2Fz>

## **Pre-bid Conference**

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

**Deadline for questions submissions:** November 24, 2025 by 2:00 PM (EST). All questions must be submitted via this form: <https://wkf.ms/48fY2Fz>

Any questions submitted outside of this form will not be answered.  
All questions will be answered via addendum.

## INSTRUCTIONS FOR SUBMISSION

<b>Meeting Date:</b> 12/01/2025
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Responses 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 3<sup>rd</sup> floor of City Hall.

- Responders must submit **2 copies** of their submission in sealed envelopes or packages labeled with the captioned **Item Description** and the **City Department to which the solicitation is related and must include the company name and address on the envelope as well.** (On page 1).
- Only use form versions and templates included in this solicitation.
- The submission envelope and information relative to the solicitation 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 solicitation 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 solicitation by design.*

**All responses 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.

## **SUBMISSION 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 submission package **MUST** include the following, in this order:

- Form 1: Responder's Blank as the cover page/ 1<sup>st</sup> page (*see page 5 of this document*)
- Form 2: Certification of Responder as 2<sup>nd</sup> page (*see page 6 of this document*)
- Form 3: Certificate Regarding Public Records (*see page 7 of this document*)
- Form 4: Affidavit of City Vendor (*see pages 8 and 9 of this document*)
- Form from the Minority and Women Business Enterprise Program

**All of the above listed documents are REQUIRED.**

***\*\*\*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 qualified and responsible applicants.
2. In determining the responsible applicants, cash discounts based on preferable payment terms will not be considered.
3. Where applicants are equally qualified, the Board of Contract and Supply reserves the right to award to one applicant, or to split the award.
4. No submission will be accepted if the response is made in collusion with any other bidder.
5. Responses may be submitted on an “equal in quality” basis. The City reserves the right to decide equality. Applicants must indicate brand or the make being offered and submit detailed specifications if other than brand requested.
6. An applicant 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 responses.
8. Applications may also be accessed electronically on the internet via the City’s [Open Meetings Portal](#).
9. Delivery dates must be shown in the application). If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made (if applicable).
10. A certificate of insurance will normally be required of a successful vendor.
11. 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.](#))
12. No goods should be delivered, or work started without a Purchase Order.
13. **Submit 2 copies of the bid to the City Clerk, unless the specification section of this document indicates otherwise.**
14. Applicant 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 Form 2.)

## **FORM 1: Responder's Blank**

1. Submissions must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
2. Responder's submissions must be in ink or typewritten, and all blanks on the form should be completed.
3. All responses **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\*:

Not applicable. This is a Request for Qualifications

Total Amount in Figures\*:

Not applicable. This is a Request for Qualifications

***\*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

**FORM 2: Certification of Responder**  
(Non-Discrimination/Hiring)

Upon behalf of \_\_\_\_\_ (Firm or Individual Responding),

I, \_\_\_\_\_ (Name of Person Making Certification),

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

1. Responder 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 Responder'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 Responder, on

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
Signature of Representation

\_\_\_\_\_  
Printed Name

### FORM 3: Certificate Regarding Public Records

Upon behalf of \_\_\_\_\_ (Firm or Individual Responding),  
I, \_\_\_\_\_ (Name of Person Making Certification),  
being its \_\_\_\_\_ (Title or "Self"), hereby certify an  
understanding that:

1. All submissions for this Requests for Qualification (RFQ's), documents contained within, and the details outlined on those documents become public records 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 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 submission.
3. The requested supplemental information may be crucial to evaluating applications. Failure to provide such details may result in disqualification, or an inability to appropriately evaluate applications.
4. If sensitive information that has not been requested is enclosed or if a Responder opts to enclose the defined supplemental information prior to the issuing department's request in the responding 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 solicitation process. Information required in the application packet may not be submitted directly to the issuing department at the discretion of the Responder in order to protect other information, from becoming public. Responders who make such an attempt will be disqualified.

I affirm by signing below that I am duly authorized on behalf of Responder, on  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

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Signature of Representation

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Printed Name

## 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 Status**

Responder's Name:		
Responder'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	
I certify under penalty of perjury that the forgoing statements are true and correct.		
<b>Prime Contractor/Vendor Signature</b>	<b>Title</b>	<b>Date</b>

## **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**

## **BACKGROUND INFORMATION**

The City of Providence seeks licensed qualified vendors who are experienced in carpentry in commercial, industrial, and residential facilities. The term of this blanket contract shall commence on or about December 1, 2025 and expire on or about November 30, 2028 with the option to renew for two (2), one (1) year periods, unless terminated or cancelled, by the City. Vendors must comply with all applicable prevailing wage requirements, when preparing and submitting proposals to the City of Providence and other municipalities within the state of Rhode Island.

The Work will entail any work as it relates to the carpentry trade. Task orders will be issued by user agencies. Some of the required services (“Projects”) may be for routinely scheduled maintenance and repair and other services may be in response to emergency situations.

Services shall be provided by Contractors on an “as needed, when requested” basis. This Open Enrollment solicitation does not guarantee that the City will utilize any contractor for a minimum/maximum amount of time or for a minimum/maximum dollar value over the term of the blanket contract.

Vendors will have the ability to inspect location prior to submitting a quote. User agencies will conduct mini-bids from the qualified list in order to determine the lowest price offer. For these reasons and other unknown factors, the City is seeking vendor qualifications only that will be evaluated for placement on blanket contract. At the time of actual services needed, vendor will then provide pricing to the agency request.

## **SCOPE OF WORK**

Contractor will provide carpentry services, including labor and equipment, for all City agencies/department, facilities buildings owned or occupied by the City of Providence including but not limited to all City Educational Facilities as needed.

1. Contractor(s) must have proper PPE for all service calls and address work/services including but not limited to those enumerated herein:
2. Contractors must understand the operation and maintenance of tools and equipment of the trade.
3. Contractors must establish and maintain effective working relationships with those contacted during the Project such as customers, project managers, inspectors, and other crafts, including assisting others and working cooperatively.
4. Contractors shall maintain records related to work performed including use of computers.



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5. Contractors must be able to read and interpret plans, diagrams, drawings, instructions, and related technical materials.
6. Contractors must be able to plan and direct the work of semi-skilled and apprentice workers.
7. Contractors shall be responsible for properly disposing of any materials removed or replaced. In addition, any areas disturbed or damaged must be restored to their original condition.
8. Contractor must respond to agency requests for service. Repeated non-responses by a contractor may be the cause for removal from the blanket contract.
9. Contractors must receive prior approval from the User Agency to perform any and all projects including additional repairs and services that are not part of the initial service call. Failure to receive prior approval may constitute unauthorized repair or service, and contractors shall not be compensated for such services. In addition, Contractors shall be held accountable for any unauthorized services and responsible for compensating the User Agency if any damage occurs. User Agencies, the contracting authority, shall be responsible for requesting Contractor service and compensating Contractors.
10. Contractors shall be responsible for cleaning the work area after the Project is completed, this includes removal of all package material, sweeping the area of debris, removing all debris (if applicable) and leaving the work area in a safe condition.
11. Contractors shall be responsible for informing designated User Agency personnel of the status of all work in progress on a daily basis including but not limited to estimated completion date, parts delivery dates and accrued and project costs.
12. The User Agency must be advised and must approve if more than (1) person is necessary on the project.
13. Contractors shall be required to complete User Agency "time-in/time-out logs. All Projects related work is to be coordinated through designated User Agency personnel. In addition, a suitable Contractor work order form shall be maintained by the User Agency documenting Contractor personnel on the Project site, together with start and completion times. The Contractor representatives must sign the work order form and retain a copy for his/her files. Work order forms shall be used for verifying billable hours.
14. All Contractors personnel shall dress appropriately with clear identification of the employee's name.
15. Contractors must be located within 25 miles of the City of Providence.
16. Travel time shall not be an allowable expense. All billable time is for on-site services unless approved in writing by the User Agency.



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17. Contractors shall be responsible for supplying all equipment needed to complete Projects. All tools and equipment are to be included in the Contractors hourly rate. Charges for additional equipment beyond the scope of a standard service call must be authorized in writing by the User Agency.
18. In addition to license requirements, Contractors responding to this RFQ must certify that all work/services performed for User Agencies shall be performed by an individual(s) holding valid Rhode Island licenses.

## **LICENSING**

Contractors must comply with all local, State and Federal laws, rules, and regulations and have a current Rhode Island contractor's license; and must be registered with the Rhode Island Secretary of the State Corporations Division.

## **FIXED FEE LUMP SUM AWARD**

This method will apply to those projects that have a defined scope of work. The Contractor shall submit a properly itemized proposal covering the requested Work. This proposal shall be itemized to include the various components of work and shall be segregated by labor, materials, and equipment in a format satisfactory to the User Agency. The Department of Purchasing reserves the right to solicit quotes from all Contractors for any project regardless of its estimated value. Contractors must conduct a no cost site inspection and issue a no cost written price quote for any project at the request of the User Agency. The quotation shall be provided within three (3) business days of the original request and shall include a detailed summary. The User Agencies shall be under no obligation to pay for Work done without prior approval and the City may at its sole option request alternative quotations.

The cost of the services to be performed under the time and materials provision shall not be increased over the initial cost estimate without a written estimate signed by the agency and Contractor. Contractors must document and submit an estimate for a change in cost or time with sufficient data to allow an evaluation of the estimate. Provide detailed breakdown of the cost and estimate for labor and materials including a detailed breakdown for subcontractors or vendor's work. Include copies of written estimates from subcontractors or vendors.

**Vendors who repeatedly do not respond to agency requests for quotes are subject to removal from this blanket contract.**

## **TIME AND MATERIALS AWARD**

This method is for those projects or special tasks for which the specifications are uncertain or difficult to determine in advance.



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Contractors shall submit an itemized proposal to User Agencies which include the various components of work/services for Projects segregated by labor, materials and equipment in a format satisfactory to User Agencies. The allowable markup for indirect overhead and profit on all items shall be limited to 15%. The Owner shall be entitled to any and all material or trade discounts (off list prices) that the vendor receives. Material quotes or invoices shall provide a discounted rate.

In the event that a time and materials option has been deemed in the best interest of the City a not to exceed amount must be provided by the Contractor to the Agency.

Each task will be assigned to the Contractor by an authorized Agency representative in a detailed, written work authorization.

Contractor(s) shall be required to complete an agency "time-in/time-out log when on project site. Agencies will provide a designated individual to coordinate and supervise any/all Time and Materials work orders. In addition, a vendor work order form shall be maintained by the agency documenting contractor personnel on the job site and start and completion times. The Contractor's representative is required to sign the vendor work order form and retain a copy. This document will be used for verifying billable hours.

The cost of the services to be performed under the time and materials provision shall not be increased over the initial cost estimate without a written estimate signed by the agency and Contractor. Contractors must document and submit an estimate for a change in cost or time with sufficient data to allow an evaluation of the estimate. Provide detailed breakdown of the cost and estimate for labor and materials including a detailed breakdown for subcontractors or vendor's work. Include copies of written estimates from subcontractors or vendors.

**Vendors who repeatedly do not respond to agency requests for quotes are subject to removal from this blanket contract.**

## **OCCUPATIONAL HEALTH AND SAFETY REQUIREMENTS**

Contractors shall strictly comply with the current State and Federal occupational safety and health policies/procedures necessary to protect the health and safety of workers and the general public on all project sites.

Contractors must take all necessary precautions and provide all necessary safeguards to prevent personal injury and property damage while performing services under this RFQ. It is the Contractor's responsibility to ensure that operations are conducted in a safe and secure manner at all times. Contractors must replace/repair, at the User Agency's sole discretion, any property damaged by Contractors during project performance.

Based on applicable security laws, regulations, and policies, User Agencies have the right to require the Contractors to comply with a range of additional requirements or standard operation procedures. Contractors must comply with such security requirements at no additional charge to the User Agencies. User Agencies shall



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have the right to request background criminal investigations (BCI's) from any and all Contractor officers, directors, and employees at no additional charge to the User Agency.

Contractors shall ensure that employees are knowledgeable of all the requirements of this RFQ. Contractors shall be responsible for instructing employees in safety measures considered appropriate.

Project work areas shall be secured from public access, clearly marked, and barricaded, if necessary. Project work shall not interfere with ingress or egress of normal operations by tenants, employees or vehicles. Contractors shall protect all surrounding surfaces and vegetation from damage or destruction. Contractors shall make every effort to maintain a clean, quiet, and orderly work area throughout the term of the Project. No materials or equipment shall be left on the Project site when the Contractor's workers are not present.

The Contractor is responsible for protecting the work from damage from any source prior to final acceptance by the User Agency. At the completion of work, Contractor shall remove all materials, supplies, debris and rubbish and leave the Project site in a clean, acceptable condition.

## **EQUIPMENT, MATERIALS AND WORKMANSHIP**

Contractors shall have the qualifications, experience, and resources for successful project completion.

All equipment, materials, and labor shall comply with current codes, standards, regulations, and statutes.

### **Warranty Clause:**

Contractors shall guarantee all workmanship and materials for twelve (12) months from the date of project completion. Equipment with manufacturer's extended warranties shall follow manufacturer terms. Any defects during the warranty period shall be repaired or replaced at no cost to the User Agency. Contractors shall provide all relevant warranty documentation upon project completion.

### **Tariffs and Price Control Clause:**

Contractors shall be responsible for monitoring any applicable tariffs, duties, or changes in law affecting the cost of materials. Contract pricing shall remain firm unless mutually agreed in writing between the Contractor and User Agency to account for changes in material costs due to tariffs or government-imposed duties. Documentation supporting cost changes must be provided for review and approval.

All equipment, parts, and supplies must be new and of the highest quality.

## **INSPECTION OF WORK**

All Projects related work/services shall be subject to inspection and approved by the User agency.

Acceptance or rejection of the Project shall be made as promptly as practical, but failure to accept or reject the Project shall not relieve the Contractor from responsibility for the Project related work/services.



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User Agencies shall not be deemed to have accepted the Project by virtue of a partial or full payment for it.

## **DAMAGE AND DEFECTS**

Contractors shall use due care so that no persons are injured, or no property damaged during a Project. Contractors shall be solely responsible for all loss, damages, costs and expenses in respect of any injury to persons, damage of property, or infringement of the rights of others incurred in the performance of the Project related work/service or caused in any other manner whatsoever by the Contractor or their employees.

User Agencies may repair the loss or damage to property caused by a Contractor during the Project. Contractors shall reimburse User Agencies for any and all costs associated with loss or damage caused by Contractor. Where, in the opinion of the User Agency, it is not practical or desirable to repair the loss or damage the User Agency may estimate the cost of the loss or damage and deduct such estimated amount from the amount owing to the Contractor for the Project.

Contractors shall preserve and protect the rights of the User Agency with respect to any work/services performed under sub-contract and incorporate the terms and conditions of this RFQ Contract into all sub-contracts as necessary to preserve the rights of the City and User Agencies under this RFQ. The Contractor shall be fully responsible to the City and User Agencies for acts and omissions of sub-contractors and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by Contractors.

## **WAGE REQUIREMENT**

Project based pricing will be inclusive of all Contractors employees, approved sub-contractors, labor, material, equipment, supplies, all applicable permits and any other costs to complete the project. The User Agencies shall provide the scope of work to the Contractors. The Contractors must provide the eligible entity with certified payroll record (prevailing wage) after completion of project.

Contractors must comply with all applicable prevailing wage requirements.

The wages listed on the wage schedule must be paid to employees on public works projects regardless of whether they are employed by the Contractors or any sub-contractor.

The wage schedule applies to all phases of the Project, including the final clean-up. Contractors whose only role is to perform final clean-up must pay their employees according to this wage schedule.

All apprentices must be registered with the State Rhode Island Department of Labor and Training ("DLT") Apprenticeship Training Program in order to be paid at the lower apprentice rates. All apprentices must keep his/her/their apprentice identification card on his/her person during all work hours.





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If a worker is not registered with DLT, they must be paid the “total rate” listed on the wage schedule regardless of experience or skill level.

### **APPRENTICE 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. 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.

### **WORK SITE BEHAVIOR & PROVISIONS**

Supplier shall control the conduct of its employees to prevent unwanted interaction initiated by Supplier’s employees with staff or other individuals; and those associated with the project. In the event that any Supplier’s employee initiates such unwanted interaction, or utilizes profanity, Supplier shall, either upon request of the agency representative or on his/her/their own initiative, replace said employee with another of equivalent



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technical skill at no additional cost to the participating agency. If required, the agency will provide keys or access cards. All keys and access cards are to be returned to the participating agency's Representative upon completion of work. If any keys are lost or stolen while in the Supplier's possession, Supplier will be financially responsible for all costs to re-key or replace locks. Report any loss of keys or access cards to the agency on the day the loss is noted.

Supplier shall take necessary precautions for the safety and protection of persons and property in the areas of the work.

Smoking and tobacco products ("chew") and marijuana products are not permitted in any area of any of the participating agencies facility, including parking areas.

### **CHANGE OR ADDITION TO SCOPE OF SERVICES**

The City without invalidating the blanket contract, may make changes by altering, adding to, or deduction from the Scope of Services at any time during the term of the contract in order to meet current needs.

Individual Contract Agreement pricing offered to each individual agency shall be adjusted accordingly, upon mutual agreement between City Agency/Department and Contractor.

Should the City Agency request additional services during the term of the Contract Agreement, an amendment to provide these services at the same price as quoted will be understood as included in the Respondent's submission.

### **PROPOSAL - VENDOR QUALIFICATION**

Narrative and format: Vendor responses must include a list of references as per attachment A. Vendor responses should also include information for individual(s) who would be the main point of contact(s) in the event a purchase order is issued.

### **EVALUATION AND SELECTION – SOLICITATION SPECIFIC**

Proposals shall be reviewed by the Department of Purchasing on a "Pass/Fail" basis. All criteria must receive a "Pass" determination for a vendor's potential inclusion on the resulting OE blanket's qualified vendor list. Any criteria with a "Fail" determination will not be reviewed further and the vendor will be dropped from consideration.

Proposals shall be reviewed and scored based upon the following criteria:



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<b>Criteria</b>	<b>Pass/Fail</b>
References	Pass/Fail
Years in Business (greater than 5) _____	Pass/Fail
Contractor's License # _____	Pass/Fail
Registered with RI Secretary of State YES ( )	Pass/Fail
Insurance Certificate Submitted YES ( )*	Pass/Fail
Location within 25 Miles of the City YES ( )	Pass/Fail
RI Secretary of State Certificate of Good Standing Submitted YES ( )*	Pass/Fail

**\*DON'T SUBMIT THESE TWO IN YOUR ORIGINAL ENVELOPE.** The Purchasing Department will contact you after the bid opening date and will request

- a copy of your Certificate of Insurance (COI) and
- a copy of your Certificate of Good Standing from the RI Secretary of State.

**NOTE: Complete the “Vendor Qualification Assessment” form attached to this solicitation**



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**Solicitation #40806**

**Instructions:** Please complete the following form as part of your bid submission.

Name of  
Bidder (Firm  
or Individual):

Questions	Responses
1. Are you Registered with the RI Secretary of State?	
2. Are you registered with RI Contractor's Board? Supply License Number	
3. Year in Business (greater than 5)	
4. Current Insurance Certificate Attached?	
5. References attached?	
6. Location within 25 miles of Providence?	

\_\_\_\_\_  
Signature of the Person Submitting this Form

\_\_\_\_\_  
Name of the Person Submitting this Form (print)

Date of Signature (MM/DD/YYYY): \_\_\_\_\_



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**Solicitation #40806**

**CARPENTRY SERVICES – OPEN ENROLLMENT**

**ATTACHMENT A**

1. Provide names, addresses, and contact information from three (3) owners of projects for which work has been performed in the past five (5) years. Include a brief description of each project. The Department of Purchasing reserves the right to not award a blanket contract to any respondent whose references are deemed to be unsatisfactory.

Year Started:

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Year Complete:

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Brief Description of Contract:

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Company:

Contact Person:

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Telephone and Email:

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Project and Value:

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Year Started:

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Year Complete:

Brief Description of Contract:

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Company:

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Contact Person:

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Telephone and Email:

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Project and Value:

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Year Started:

\_\_\_\_\_  
Year Complete:

Brief Description of Contract:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Company:

\_\_\_\_\_  
Contact Person:

\_\_\_\_\_  
Telephone and Email:

\_\_\_\_\_  
Project and Value:

2. Provide all contact information for individual(s) who will be the main point of contact if purchase order issued to your company.

Name\_\_\_\_\_

Position\_\_\_\_\_

Primary Phone number\_\_\_\_\_

Secondary Phone Number\_\_\_\_\_

Email address\_\_\_\_\_

Name\_\_\_\_\_

Position\_\_\_\_\_

Primary Phone number\_\_\_\_\_

Secondary Phone Number\_\_\_\_\_

Email address\_\_\_\_\_



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## **SUPPLEMENTAL INFORMATION**

If the issuing department for this solicitation 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.
- Certificate of Good Standing with the Rhode Island Secretary of State.





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**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 (“RFQ”) 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 RFQ, 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 RFQ or, if none is required in the RFQ, 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



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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.