



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

INVITATION FOR BIDS

Item Description: FIRE ALARM, SUPPRESSION SYSTEM, SPRINKLER, FIRE EXTINGUISHER INSPECTION, TESTING, MAINTENANCE & EMERGENCY REPAIR SERVICES – ONE-YEAR CONTRACT WITH TWO ONE-YEAR OPTIONS

Procurement/MinuteTraq #: 52473

Date to be opened: 4/20/2026

Issuing Department: Public Property

PRE-SUBMISSION CONFERENCE

There will be two **mandatory** walkthroughs:

1. **March 30, 2026, at 9:00 AM (EST)** at Providence City Hall, Room 408, 4th Floor. 25 Dorrance St, Providence, 02903.

This walkthrough will cover City Hall and Public Safety Complex (325 Washington St, Providence, RI 02903).

2. **March 31, 2026, at 9:00 AM (EST)** at Fire Station at 776 Allens Ave, Providence, RI 02905.

This walkthrough will include the Allens Ave Fire Station, the John H. Rollins Rec Center (674 Prairie Ave, Providence, RI 02905), and the Zuccolo Rec Center (18 Gesler St, Providence, RI 02909).

Attendance at **both** walkthroughs is **required**.

DEADLINE FOR QUESTIONS SUBMISSIONS:

All questions must be submitted no later than **April 10, 2026**, via email to:

- Purchasing Department – purchasing@providenceri.gov
- Alejandro Tirado, Director of Purchasing – atirado@providenceri.gov.
- Nick Bibeault, Facilities Coordinator, nbibeault@providenceri.gov
- Anthony Alves, Deputy Director of Public Property, aalves@providenceri.gov

An addendum will be issued responding to all questions received by the deadline.

INSTRUCTIONS FOR SUBMISSION

Meeting Date: 4/20/2026

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, 3rd Floor
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) though 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

Fire Alarm and Suppression System Inspection, Testing, and Maintenance Services: 1-Year Contract with Two 1-Year Renewal Options

1. Overview

The City of Providence (“City”) is soliciting bids from qualified and licensed contractors to provide inspection, testing, and maintenance repair services for fire alarm, sprinkler, suppression, and related life-safety systems at City-owned facilities.

Services shall be performed in compliance with all applicable:

- Rhode Island Fire Code
- National Fire Protection Association (NFPA) standards
- Local Authority Having Jurisdiction (AHJ) requirements
- Applicable state and federal safety regulations

Inspection and test results shall be documented using the **State of Rhode Island Uniform Fire Alarm Test Form**.

2. Contract Type

This solicitation establishes a **Blanket Service Contract (Term Contract)** for inspection, testing, maintenance, and emergency repair of fire protection systems at City facilities.

Work will be performed on an **as-needed basis** during the contract term.

Award will be made to the **lowest responsive and responsible bidder** meeting all specifications.

3. Term of Contract

Initial Term:

July 1, 2026 – June 30, 2027.

Renewal Options:

Two (2) additional one-year extensions to be exercised at the City’s discretion.

Maximum Contract Term:

Three (3) years.

Prices remain firm during the first contract year.

Any renewal year price adjustments shall not exceed the **Consumer Price Index (CPI-U Boston-Cambridge-Newton region)** and must be approved by the City.

4. Mandatory Pre-Bid Site Visit

Bidders must attend a mandatory walkthrough of representative facilities prior to submitting a bid.

Purpose:

- Verify system inventory
- Confirm facility access conditions
- Understand operational constraints
- Reduce post-award disputes

Failure to attend the site visit may result in bid rejection.

Site visit coordination shall be arranged through the City Facilities Coordinator

5. Contractor Qualifications

Bidders must:

- Hold a valid Rhode Island Fire Alarm/Suppression Systems license
 - Be licensed by the RI Department of Labor Division of Professional Regulations
 - Maintain all required insurance
 - Provide at least three (3) references from similar municipal or institutional contracts
 - Maintain a 24-hour service response capability
-

6. Scope of Services

The Contractor shall provide all labor, supervision, materials, tools, transportation, equipment, documentation, and incidentals necessary to perform inspection, testing, certification, maintenance, and repair of:

- Fire Alarm Systems
- Automatic Sprinkler Systems
- Fire Pumps
- Clean Agent Systems (FM-200 or equivalent)
- Dry Chemical / Fuel Island Suppression Systems
- Kitchen Hood Suppression Systems
- Portable Fire Extinguishers

All inspections and testing shall be performed in accordance with NFPA standards and applicable codes.

7. Required Inspection Frequencies

7.1 Fire Alarm Systems

Quarterly and semi-annual inspections shall include:

- 100% device testing where required by NFPA 72
- Smoke detector testing
- Heat detector testing
- Pull station activation

- Annunciator verification
- Horn/strobe function testing
- Battery load testing
- Panel diagnostics review
- Communication system supervision

7.2 Automatic Sprinkler Systems

Quarterly inspections per NFPA 25 including:

- Control valve inspections
- Waterflow device testing
- Tamper switch verification
- Gauge inspection and replacement if necessary
- Main drain testing
- Seismic bracing inspection
- Spare sprinkler cabinet compliance

7.3 Fire Pumps

Annual inspection including:

- Pump flow test
- Churn test
- Controller testing
- Pressure readings
- Performance certification

7.4 Clean Agent (FM-200) Systems

Annual inspection including:

- Cylinder pressure verification
- Control panel testing
- Detection interface testing
- Agent-level confirmation

7.5 Dry Chemical / Fuel Island Systems

Semi-annual inspections including:

- Detection cable integrity testing

- Manual pull station verification
- Agent condition inspection
- System discharge readiness

7.6 Fire Extinguishers

Annual inspection including:

- Tagging and certification
- Recharge services
- Hydrostatic testing as required

8. **Deficiency Classification**

Inspection reports shall categorize deficiencies as follows:

Critical Life Safety

Conditions presenting immediate life safety risk

Code Compliance Deficiency

Conditions that violate applicable fire codes

Maintenance Advisory

Non-critical conditions requiring attention to maintain system reliability

9. **Documentation Requirements**

Within five (5) business days following each inspection, the Contractor shall provide:

- Digital inspection report (PDF)
- Deficiency classification report
- Itemized repair estimate where applicable
- AHJ compliance documentation, when required

Inspection tags must be affixed to the applicable system control panels.

10. **Annual Asset Condition Report**

Once per contract year, the Contractor shall provide an annual report summarizing the condition of fire protection systems across City facilities.

The report shall include:

- System age
- Code compliance status
- Deficiency trends

- Estimated remaining service life
 - Recommended replacement or modernization
-

11. Scheduling

Inspections shall be scheduled during normal City business hours unless otherwise approved.

The Contractor shall coordinate inspection schedules with the City and provide a proposed annual inspection schedule within **30 days of contract award**.

12. Repairs and Corrective Work

Repairs outside the inspection scope shall:

- Require written City authorization
- Include a written estimate prior to work
- Be subject to Not-To-Exceed (NTE) approval

Material pricing shall be based on **contractor cost plus a maximum 10% markup**.

The City may request supplier invoices to verify material costs.

13. Response Time Requirements

Contractor shall maintain a **24-hour answering service**.

Emergency conditions include:

- System impairment
- Fire Marshal violation
- Life safety compromise

Required response times:

- Dispatch within **1 hour**
 - On-site within **2 hours**
 - Temporary stabilization **within 4 hours, where feasible**
-

14. Pricing Structure

Bidders shall submit pricing using the following format.

Part I – Annual Facility Inspection Price

Bidder shall provide annual inspection pricing per facility.

Pricing must include all required inspections, testing, reporting, and documentation.

Part II – Device Unit Pricing

Bidders shall provide unit pricing for inspection of individual devices for inventory normalization.

Device Type	Unit Inspection Price
Smoke detector	\$
Heat Detector	\$
Pull Station	\$
Horn / Strobe	\$
Sprinkler Head	\$
Suppression System	\$

Part III – Repair Labor Rates

Labor Category	Hourly Rate
Fire Alarm Technician	\$
Sprinkler Fitter	\$

Overtime:

Time Period	Rate
7:30 AM – 5:30 PM	\$
5:30 PM – 7:30 AM	\$
Weekends / Holidays	\$

Rates must include travel within City limits.

Part IV – Fire Extinguisher Unit Pricing

Description	Unit Price
2.5 lb ABC	\$
5 lb ABC	\$
10 lb ABC	\$
5 lb Halotron	\$
11 lb Halotron	\$
30 lb Class D	\$
20 lb Class D	\$
20 lb ABC	\$

Proposers may include other types based on their assessment after walkthrough.

Part V – Agent Pricing

Agent Type	Cost per lb
Dry Chemical	\$
Halon	\$
Halotron	\$

Rates shall be comprehensive/inclusive of all parts of the system. No separate charges for individual testing.

15. Bid Evaluation

Award shall be made to the lowest responsive and responsible bidder based on:

- Total annual inspection price
- Competitive repair labor rates
- Compliance with all specifications

For evaluation purposes, the City may apply estimated quantities to normalize repair labor pricing.

16. Warranty / Guarantee of Work

16.1 Warranty of Services

The Contractor warrants that all inspection, testing, maintenance, repair, and replacement services performed under this Contract shall:

- Be performed in a professional and workmanlike manner;
- Comply with all applicable NFPA standards, Rhode Island Uniform Fire Code, and Authority Having Jurisdiction (AHJ) requirements;
- Be performed by properly licensed and qualified personnel;
- Be free from defects in workmanship for a period of one (1) year from the date of service completion.

If any deficiency, failure, or non-compliance is discovered within the warranty period and is attributable to defective workmanship or improper testing, the Contractor shall:

- Re-perform the service at no additional cost to the City;
- Correct all resulting deficiencies;
- Cover all associated labor, travel, and incidental costs.

16.2 Warranty of Materials and Replacement Parts

All parts, components, extinguishers, suppression agents, and system replacements supplied under this Contract shall:

- Be new (unless otherwise approved in writing by the City);
- Be free from defects in materials and manufacturing;
- Carry a minimum manufacturer’s standard warranty, but not less than one (1) year.

If any installed part fails within the warranty period:

- Contractor shall replace the part at no cost to the City;
- Labor for warranty replacement shall be included at no charge.

Manufacturer warranties shall be transferred to the City upon installation.

16.3 Warranty Does Not Limit Other Rights

The warranty provided herein shall be in addition to, and not in limitation of, any other rights or remedies available to the City under law or contract.

17. Clarification of Bids

The City reserves the right to request written clarification from any bidder regarding any aspect of its bid submission for the purpose of resolving ambiguities or obtaining additional information necessary to evaluate the responsiveness of the bid.

Clarification requests may include, but are not limited to:

- Verification of pricing calculations
- Confirmation of licensing qualifications
- Explanation of proposed service methodology
- Clarification of technical compliance with specifications

Such requests shall **not permit the bidder to materially modify or alter its bid price, scope of services, or other substantive elements of the bid.**

Failure of a bidder to respond to a request for clarification within the timeframe specified by the City may result in the bid being deemed non-responsive.

18. Waiver of Minor Informalities

The City reserves the right to waive minor informalities or irregularities in bids received when such waiver is determined by the Board of Contract and Supply to be in the best interest of the City.

A minor informality or irregularity is defined as a matter of form rather than substance and includes, but is not limited to:

- Minor clerical errors
- Non-material deviations from formatting requirements
- Incomplete non-substantive documentation
- Minor inconsistencies in bid presentation

Such waiver shall not:

- Provide an unfair competitive advantage to any bidder, or
- Affect the price, quantity, quality, or delivery of the services being procured.

19. Right to Negotiate with Apparent Low Bidder

Prior to contract award, the City reserves the right to negotiate with the lowest responsive and responsible bidder regarding contract terms, implementation schedule, staffing commitments, and other elements of

contract performance, provided that such negotiations do not materially alter the scope of work or undermine the competitive bidding process.

20. Cooperative / Shared Contract Clause

20.1 Cooperative Purchasing Authorization

This Contract may be made available for use by:

- Other City of Providence departments;
- Providence Water;
- Providence Public School District;
- Other Rhode Island municipalities;
- Rhode Island state agencies;
- Public authorities, quasi-public agencies, school districts, and political subdivisions;
- Other governmental entities within the State of Rhode Island.
- Other government entities within the United States of America.

Use by other agencies shall be at their sole discretion.

20.2 No Volume Guarantee

The City of Providence:

- Makes no guarantee of minimum or maximum volume;
- Assumes no liability for purchases made by other agencies under this cooperative provision.

Each participating agency shall issue its own purchase order, may issue its own contract, and shall be responsible for its own payment and contract administration.

20.3 Pricing Integrity

All cooperative participants shall receive:

- The same pricing,
- The same terms and conditions,
- The same response time requirements,
- The same warranty protections

as awarded under this Contract.

No price escalation shall be permitted for cooperative users beyond what is authorized in the base Contract.

20.4 Separate Contractual Relationship

Use of this Contract by another governmental entity:

- Does not create a contractual obligation between the Contractor and the City of Providence beyond the original agreement;
- Does not bind the City to financial responsibility for another agency's purchases;
- Does not require the City to resolve disputes between Contractor and other agencies.

21. No Guaranteed Spend

This contract does **not obligate the City to purchase any specific quantity of services or spend any minimum dollar amount** with any vendor(s). Work will be assigned on an as-needed basis, subject to available funding and program requirements.

22. Termination

The City reserves the right to terminate the contract:

- **For Convenience:** At any time, without cause, upon written notice of 30 days to the contractor.
 - **For Cause/Breach:** If the contractor fails to perform in accordance with contract terms, including compliance with specifications, timelines, or applicable laws (5 days written notice).
 - **For Non-Appropriation of Funds:** If funding is not appropriated or becomes unavailable. Upon termination, the contractor shall be compensated for authorized work satisfactorily completed up to the termination date, but no further claims shall be allowed.
 - **For Repeated failures**
 - **For Lapse of Insurance or Licensing**
-

APPENDIX A – LOCATIONS

Appendix A provides a list of known City requiring inspection and maintenance services. This list is provided for informational purposes and represents the City’s best estimate at the time of the solicitation. The City reserves the right to add or remove locations during the term of the contract. Pricing adjustments resulting from the addition of new facilities shall be mutually agreed upon by the City and Contractor prior to service.

Travel time between City facilities within Providence shall be included in the Contractor’s hourly rates and shall not be billed separately.

Building/Location	Address
Providence City Hall	25 Dorrance St, Providence, RI 02903
Public Safety Complex	325 Washington St, Providence, RI 02903
Public Safety Complex Garage	349 W Fountain St, Providence, RI 02903
Communications	1 Communications Place, Providence, RI 02903 (West Exchange)
Providence Emergency Management Agency (PEMA)	591 Charles St, Providence, RI 02904
Fire Department (Repair Garage)	382 Dexter St, Providence, RI 02907
Fire Station (Allens Ave)	776 Allens Ave, Providence, RI 02905
Fire Station (Admiral St)	426 Admiral St, Providence, RI 02908
Fire Station (Atwells Ave)	630 Atwells Ave, Providence, RI 02909
Fire Station (Branch Ave)	10 Branch Ave, Providence, RI 02904
Fire Station (Broad St)	847 Broad St, Providence, RI 02907
Fire Station (Brook St)	223 Brook St, Providence, RI 02906
Fire Station (Hartford Ave)	489 Hartford Ave, Providence, RI 02909
Fire Station (Messer St)	201 Messer St, Providence, RI 02909
Fire Station (Mt. Pleasant)	136 Mt. Pleasant Ave, Providence, RI 02908
Fire Station (North Main St)	151 North Main St, Providence, RI 02903
Fire Station (Reservoir Ave)	274 Reservoir Ave, Providence, RI 02907
Providence Police Training Academy	552 Academy Ave, Providence, RI 02908
Mounted Command (Roger Williams Park)	Cladrastis Ave, Providence, RI 02905
Providence Animal Shelter	200 Terminal Rd, Providence, RI 02905
Police Department (District 5 Substation)	246 Magnolia St, Providence, RI 02909
Police Department (District 6 Substation)	1276 Chalkstone Ave, Providence, RI 02908
Providence Police Pistol Range	595 Plainfield Pike, North Scituate, RI 02857

Building/Location	Address
Recreation Center (Admin Building)	11 West Drive, Providence, RI 02904
Neutaconkanut Recreation Center (A. Vincent Igliazzi Rec Center)	675 Plainfield St, Providence, RI 02909
West End Recreation Center	109 Bucklin St, Rear Building, Providence, RI 02907
McGrane Pool House (at West End Rec Center)	404 Dexter St, Providence, RI 02907
Vincent Brown Recreation Center	438 Hope St (Corner with Doyle Ave), Providence, RI 02906
Madeline Rogers Recreation Center	60 Cadmen Ave, Providence, RI 02908
Zuccolo Recreation Center	18 Gesler St, Providence, RI 02909
Davey Lopes Recreation Center	227 Dudley St, Providence, RI 02907
John H. Rollins Recreation Center	674 Praire Ave, Providence, RI 02905
Joslin Recreation Center	17 Hyat St, Providence, RI 02909
Sackett Recreation Center	159 Sackett St, Providence, RI 02907
Elmwood Community Center	75 Atlantic Ave, Providence, RI 02907
DPW Admin Building, Roller Shed, and Garage	75 Chapman St, Providence, RI 02905
DPW	40 Ernest St, Providence, RI 02905
DPW	20 Ernest St, Providence, RI 02905
Department Inspection & Standards	780 Allens Ave, Providence, RI 02905
Joseph A Doorley Jr. Municipal Building	444 Westminster St, Providence, RI 02903
Alan Shawn Feinstein Elementary School at Broad Street	1450 Broad St, Providence, RI 02905

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 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.



**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.