



Procurement #: 53527

CITY OF PROVIDENCE, RHODE ISLAND

Department: Public Property/Purchasing

**RFP Title: Minor Construction Renovation & On-Call Trade Services – Three-Year Contract
with Two One-Year Options for Renewal**

Opening Date: 27 Jul 2026

Addendum #: 2

Issuing Date: 14 Jul 2026

The purpose of this addendum is to provide the required form for responding to Section 10 – Submission Requirements, as referenced in the original solicitation.

Providence City Hall
25 Dorrance Street
Providence, RI 02903

Request for Qualifications (RFQ)

Minor Construction Renovations & On-Call Trade Services (Open Enrollment)

ATTACHMENT A

VENDOR QUALIFICATION ASSESSMENT FORM

Minor Construction Renovations & On-Call Trade Services

RFQ No.: _____

Instructions

This form shall be completed and submitted with the Respondent's qualifications package.

The information provided will be used by the City to determine whether the Respondent possesses the minimum qualifications, experience, personnel, and organizational capacity necessary to perform work under this RFQ.

Failure to provide complete information or the required supporting documentation may result in the Respondent being determined non-responsive or not qualified.

SECTION 1

Company Information

Business Name

DBA (if applicable)

Business Address

City _____ State _____ Zip _____

Telephone

Website

Primary Contact

Title

Email

Years in Business

Rhode Island Contractor Registration No.

RI Secretary of State Registration No.

SECTION 2

Trade Qualifications

Indicate the trades your company is qualified to perform under this contract.

Trade	Yes	No
Carpentry	☐	☐
Masonry	☐	☐
Painting	☐	☐
Plastering	☐	☐
Drywall & Finishing	☐	☐
Flooring	☐	☐
Doors & Hardware	☐	☐
Acoustical Ceilings	☐	☐
ADA Improvements	☐	☐
Historical Restoration	☐	☐
Other	☐	☐

If "Other," describe:

SECTION 3

Company Experience

Years performing commercial, institutional or municipal renovation work

_____ Years

Number of full-time field employees

Number of Project Managers / Superintendents

Can your firm perform multiple task orders simultaneously?

☐ Yes

☐ No

If yes, approximately how many?

Emergency Response Available

☐ Yes

☐ No

Typical response time

- ☐ 2 Hours
- ☐ 4 Hours
- ☐ Same Day
- ☐ Next Business Day

SECTION 4

Key Personnel

List the principal personnel who will manage work under this contract.

Name	Position	Years Experience	Trade/License
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SECTION 5

Relevant Project History

Provide information for three (3) projects completed within the past five (5) years that are similar in scope and complexity to the services requested under this RFQ.

Project No. 1

Project Name

Owner

Project Description

Contract Value

Completion Date

Owner Contact

Telephone

Project No. 2
(Same format)

Project No. 3
(Same format)

SECTION 6

Client References

Provide three references for projects identified above.

Organization	Contact Person	Title	Phone	Email

SECTION 7

Equipment & Resources

The Respondent certifies that it possesses sufficient personnel, equipment, tools, and resources necessary to perform the services described in this RFQ.

☐ Yes

☐ No

Does your company maintain a written safety program?

☐ Yes

☐ No

Will subcontractors be utilized?

☐ Yes

☐ No

If yes, identify the trades normally subcontracted.

SECTION 8

Required Certifications

The Respondent certifies that it:

☐ Is properly licensed to perform the work.

☐ Will maintain all required licenses throughout the contract term.

☐ Will comply with Rhode Island Prevailing Wage requirements.

☐ Will comply with OSHA requirements.

☐ Will maintain all required insurance.

☐ Will obtain all permits required for assigned work.

☐ Is registered with the Rhode Island Secretary of State.

SECTION 9

Supplemental Documentation

The following documents are not required to be submitted with this RFQ response, but shall be provided to the City upon request prior to award:

- ☐ Rhode Island trade licenses
 - ☐ Certificate of Good Standing
 - ☐ Certificate of Insurance
 - ☐ Professional certifications
 - ☐ Additional documentation requested by the City to verify qualifications
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SECTION 10

Contractor Certification

The Respondent certifies that:

- The information contained in this form is true and complete.
 - The Respondent possesses the personnel, experience, financial capacity, equipment, and organizational resources necessary to successfully perform work under this contract.
 - The Respondent agrees to notify the City of any material change affecting its qualifications during the contract term.
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Authorized Representative
Company

Name

Title

Signature

Date
