



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

REQUEST FOR PROPOSALS

Item Description: PARKING SIGNS, PARKING SIGN POSTS, AND RELATED PARKING ADMINISTRATION MATERIALS – ONE-YEAR CONTRACT WITH TWO ONE-YEAR RENEWAL OPTIONS

Procurement/MinuteTraq #: 54009

Date to be opened: 7/27/2026

Issuing Department: Public Works

QUESTIONS

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

Pre-submission Conference

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

Deadline for questions submissions: via email by July 20, 2026 at 4:00 PM (EST).

**CITY OF PROVIDENCE
INVITATION FOR BIDS (IFB)**

Parking Signs, Parking Sign Posts, and Related Parking Administration Materials – One-Year Contract with Two One-Year Renewal Options

1. Purpose

The City of Providence Department of Public Works, Parking Administration Division, seeks competitive bids from qualified manufacturers and distributors for the furnishing and delivery of parking regulatory signs, parking sign posts, mounting hardware, parking control devices, and related materials on an as-needed basis under a firm fixed unit price requirements contract.

This contract is intended to provide a readily available source for replacement, maintenance, and installation of parking control devices throughout the City.

2. Definitions

For purposes of this solicitation, the following definitions shall apply:

Business Day means Monday through Friday, excluding City-recognized holidays.

City means the City of Providence, Rhode Island.

Contractor means the successful bidder awarded a contract under this solicitation.

Custom Sign means any parking sign or parking control device manufactured using City-provided artwork, text, dimensions, or other specifications that differ from standard catalog products.

Emergency Order means an order designated by the City requiring expedited production and delivery to address an immediate operational, public safety, weather-related, or other urgent need.

Equivalent Product means a product that the Contractor demonstrates, to the satisfaction of the City, is equal or superior in quality, durability, performance, warranty, and compliance with applicable standards.

Parking Administration Materials include parking signs, sign posts, mounting hardware, delineators, bollards, barricades, parking cones, parking control devices, and other related materials identified in this solicitation.

Standard Sign means a commercially available parking sign manufactured in accordance with the current Manual on Uniform Traffic Control Devices (MUTCD).

Stock Item means a standard catalog item maintained in the Contractor's inventory and available for immediate shipment.

3. Contract Type

This solicitation will result in a Firm Fixed Unit Price, Blanket Requirements, Estimated Quantity Contract.

A. Firm Fixed Unit Price Contract

The Contractor shall provide all awarded items at the fixed unit prices submitted in its bid for the duration of the initial contract term. Unit prices shall include all labor, materials, manufacturing, packaging, freight, delivery, overhead, profit, and all other costs necessary to furnish the requested items. Except as otherwise provided for approved renewal-term price adjustments, unit prices shall remain firm throughout the contract term.

B. Blanket Requirements Contract

This is a requirements-type contract established to provide the City with a readily available source for parking signs, posts, hardware, and related materials on an as-needed basis. Individual purchases will be made through the issuance of purchase orders during the contract term. The City may place orders at any time and in varying quantities based on operational needs.

C. Estimated Quantity Contract

The quantities identified in this solicitation are estimates provided solely for the purpose of bid evaluation and contract planning. They are based on historical usage and anticipated future demand and are not guaranteed. The City reserves the right to purchase greater or lesser quantities than those estimated, or to omit the purchase of any item entirely, depending on funding availability, operational requirements, and the City's best interests. The Contractor shall furnish any quantities ordered at the awarded unit prices during the contract term.

The City does not guarantee any minimum purchase quantity.

Estimated quantities are provided solely for bid evaluation.

4. Contract Term

One-year base term with two optional one-year renewals, subject to satisfactory performance, funding availability, and mutual agreement. Renewal price adjustments may be requested only during renewal periods and shall not exceed the lesser of the annual CPI-U increase or three percent, supported by documentation.

5. Contractor Qualifications

Bidder shall have at least five years of experience manufacturing traffic control signs and provide three municipal references demonstrating comparable work.

6. Shareable Contract

At the City's discretion, other governmental, quasi-governmental, educational, and public agencies may purchase from the resulting contract under the same terms and conditions.

7. Scope of Work

The Contractor shall furnish all labor, supervision, materials, manufacturing, fabrication, quality control, packaging, equipment, transportation, delivery, warranty administration, technical support, and all other resources necessary to provide parking regulatory signs, sign posts, mounting hardware, parking control devices, and related parking administration materials on an as-needed basis.

Products shall include, but are not be limited to, standard and custom parking regulatory signs, ADA parking signs, resident permit signs, loading zone signs, tow-away signs, street cleaning signs, snow emergency signs, temporary parking restriction signs, fold-down reserved parking signs, parking meter signs, event parking signs, sign blanks, parking curb signs, flexible delineators, bollards, barricades, parking cones, sign posts, mounting hardware, and related accessories.

The Contractor shall manufacture, inspect, package, and deliver all products in accordance with the requirements of this solicitation and applicable industry standards.

The Contractor shall not substitute products, materials, reflective sheeting, hardware, or manufacturers without the prior written approval of the City.

Equivalent products may be proposed provided the Contractor submits sufficient documentation demonstrating compliance with all applicable specifications. The City shall be the sole judge of equivalency.

The Contractor shall manufacture, inspect, package, and deliver all products in accordance with the requirements of this solicitation and applicable industry standards.

At the City's option, the Contractor may also provide sign installation services as described in Section 7A (Optional Add/Alternate Sign Installation Services). Installation services shall not be included in the base bid and shall only be performed when specifically authorized by the City through a purchase order or work authorization.

8. Optional Add/Alternate Sign Installation Services

The City may, at its sole discretion, award the installation portion of this solicitation to the same contractor awarded the materials contract or may elect not to award this portion at all.

Pricing for installation services shall be evaluated separately from the base bid and shall not affect the determination of the lowest responsive and responsible bidder for the materials portion of the solicitation unless otherwise stated in the Bid Form.

The Contractor shall furnish all labor, supervision, vehicles, traffic control, equipment, tools, excavation equipment, concrete, disposal, restoration, permits (if required), utility coordination, and incidentals necessary to install, remove, replace, relocate, or repair parking signs, sign posts, and related parking control devices throughout the City.

Installation services may include, but are not limited to:

- Installation of new parking signs.
- Removal and replacement of existing parking signs.
- Installation of U-channel posts.
- Installation of square tube posts.
- Installation of breakaway sign support systems.
- Installation of anchor bases.
- Installation of sign hardware.
- Removal and lawful disposal of damaged or obsolete signs and posts.
- Relocation of existing signs.
- Emergency replacement following accidents, vandalism, weather events, or public safety incidents.
- Installation of temporary parking restriction signs for construction, events, emergencies, or snow operations.

The Contractor shall verify the installation location with the City's representative before beginning work.

The Contractor shall comply with all applicable utility locating requirements, including contacting Dig Safe®, before any excavation.

The Contractor shall restore disturbed pavement, concrete, sidewalks, grass, or landscaped areas to a condition equal to or better than existed before installation.

The Contractor shall be responsible for all traffic control necessary to safely perform the work in accordance with the latest edition of the Manual on Uniform Traffic Control Devices (MUTCD).

Unless otherwise authorized, installation work shall be completed within:

- Routine Work: Five (5) business days after receipt of a work order.
- Priority Work: Forty-eight (48) hours.
- Emergency Work: Twenty-four (24) hours.

All installed signs shall be:

- Plumb.

- Installed at the correct mounting height.
- Installed at the correct lateral offset.
- Properly oriented toward approaching traffic.
- Installed in accordance with MUTCD, RIDOT standards, ADA requirements, and City standards.

The Contractor shall warrant installation workmanship for a minimum period of one (1) year from the date of acceptance.

9. Standards

All products shall comply with the latest editions of the MUTCD, FHWA requirements, ASTM D4956, ASTM B209, ASTM A653, ASTM A123 where applicable, Rhode Island DOT standards, and Buy America requirements when federally funded.

Additional standards may be required: ASTM A653, ASTM F3125 (fasteners), AASHTO, and NEMA standards where electronic devices are included.

10. Materials

Signs shall be fabricated from 5052-H38 aluminum (0.080-inch minimum thickness unless otherwise specified), with rounded corners, standard mounting holes, UV-resistant inks, and a minimum 10-year outdoor service life. Pricing shall be provided for Type IV, Type XI, and Diamond Grade reflective sheeting.

11. Sign Posts and Hardware

Provide pricing for galvanized U-channel and square tube posts, powder-coated options, breakaway systems, anchor bases, brackets, tamper-resistant hardware, stainless steel hardware, washers, nuts, bolts, pole caps, and related accessories.

12. Sign Sizes

Contractor shall furnish:

- 12" × 18"
- 18" × 24"
- 24" × 30"
- 30" × 30"
- 36" × 36"

Custom sizes upon request.

13. Sign Posts

Provide:

- U-Channel
- 2 lb/ft
- 2.5 lb/ft
- Square Tube
- 2"
- 2.25"
- 2.5"

- **Galvanized**
- **Green powder-coated**
- **Lengths:**
 - 8'
 - 10'
 - 12'

14. Hardware

Bidders are encouraged to provide pricing options for breakaway hardware, anchor bolts, hex bolts, tamper-resistant bolts, nuts, washers, sign brackets, anti-rotation brackets, twin sign brackets, cross brackets, pole caps.

Additional pricing for parking administration devices is also optional and may include, but is not limited to flexible delineators, parking curb signs, parking bollards, parking cones, fold-down reserved parking signs, portable no-parking barricades, parking reservation signs, temporary event parking signs, and snow emergency parking signs

15. Delivery

Standard stock items shall be delivered within five business days. Custom signs shall be delivered within ten business days. Emergency orders shall be delivered within twenty-four hours whenever practicable. During declared emergencies, the Contractor shall prioritize City orders.

16. Custom Signs

The City will provide artwork or wording. The Contractor shall prepare electronic proofs in PDF format within 48 hours and shall not begin production until written City approval. No artwork fee shall be charged. Artwork developed specifically for the City shall become the property of the City.

17. Inspection and Acceptance

The City reserves the right to inspect all products upon delivery. Defective or non-conforming materials shall be replaced within five business days at no additional cost.

18. Warranty

Provide a minimum ten-year manufacturer's warranty covering reflectivity, delamination, peeling, cracking, corrosion, fading, adhesive failure, ink failure, and manufacturing defects.

19. Sustainability

Whenever economically feasible, products should incorporate recycled materials and environmentally responsible manufacturing and packaging.

20. Performance Standards

Maintain at least 99% order accuracy; proofs within 48 hours; emergency response within 24 hours; replacement of defective products within five business days.

21. Performance Standards for Installation

The Contractor shall maintain the following minimum performance standards for installation services:

- Complete at least 95% of routine work orders within the required completion time.
- Respond to emergency requests within twenty-four (24) hours.
- Achieve at least 98% installation accuracy without requiring corrective work.
- Correct defective workmanship within five (5) business days after notification at no additional cost.

22. Reporting

Upon request, provide annual usage reports, sales reports, product discontinuation notices, updated catalogs, and manufacturer warranty information.

In case of product discontinuation, the Contractor will notify the City within 30 days, recommend replacements, and maintain pricing whenever possible.

23. Evaluation

Award shall be made to the lowest responsive and responsible bidder based on the aggregate evaluated price and the bidder's demonstrated responsibility, delivery capability, product quality, warranty, references, and compliance with the specifications. The City reserves the right to request clarifications, product literature, samples, and additional information prior to award, waive minor informalities, reject any or all bids, and determine the bid most advantageous to the City.

Base Bid: Award for the furnishing of parking signs, posts, and related materials shall be made to the lowest responsive and responsible bidder.

Optional Installation Services: The City reserves the right to award the optional installation services to the same contractor, to a different contractor through a separate procurement, or not to award the installation portion at all, if determined to be in the City's best interest.

24. Estimated Annual Quantities

These are estimates only.

Item	Estimated Qty
12" × 18" Parking Signs	2,500
18" × 24" Parking Signs	2,500
24" × 30" Parking Signs	300
Handicap Parking Signs	350
Loading Zone Signs	150
No Parking Signs	900
Resident Permit Parking Signs	400
Street Cleaning Signs	400
Tow Zone Signs	300
Reserved Parking Signs	200
Parking Meter Signs	200
Temporary Parking Restriction Signs	600

25. Bid Form

Provide unit price for each sign:

Item	Unit	Price (\$)
12×18 Parking Sign	Each	
18×24 Parking Sign	Each	
Handicap Sign	Each	
Resident Permit Sign	Each	
Tow Zone Sign	Each	
Loading Zone Sign	Each	
Temporary Parking Sign	Each	

26. Additional Price Schedule

Separate schedule for:

Item	Price (\$)
Sign Posts	
Hardware	
Brackets	
Anchors	
Portable Devices	

27. Optional Add/Alternate Installation Pricing

Item	Unit	Price (\$)
Install 12" × 18" Sign on Existing Post	Each	
Install 18" × 24" Sign on Existing Post	Each	
Install New U-Channel Post and Sign	Each	
Install New Square Tube Post and Sign	Each	
Remove Existing Sign	Each	
Remove Existing Post	Each	
Relocate Existing Sign	Each	
Install Breakaway System	Each	
Emergency Service (Normal Business Hours)	Hour	
Emergency Service (After Hours, Weekends & Holidays)	Hour	
Two-Person Installation Crew	Hour	
Traffic Control (if authorized)	Day	
Concrete Foundation (if required)	Each	
Mobilization (if authorized)	Each	

INSTRUCTIONS FOR SUBMISSION

<u>Meeting Date: 7/27/2026</u>

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 13 of this document*)
- Bid Form 2: Certification of Bidder as 2nd page (*see page 14 of this document*)
- Bid Form 3: Certificate Regarding Public Records (*see page 15 of this document*)
- Bid Form 4: Affidavit of City Vendor (*see page 16 of this document*)
- Forms from the Minority and Women Business Enterprise Program: Based on Bidder Category. *See forms and instructions enclosed (pages 17-18) 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 12.)

*****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).	☐ MBE ☐ WBE ☐ Neither MBE nor WBE				
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). • 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:	☐ MBE ☐ WBE ☐ 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.

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.