



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

REQUEST FOR PROPOSALS

Item Description: DECEMBER 31, 2027, FULL REVALUATION

Procurement/MinuteTraq #: 53977

Date to be opened: 8/11/2026

Issuing Department: Tax Assessor

QUESTIONS

- Please direct questions related to the process, how to fill out forms, and how to submit an application (Pages 1-8) to the Purchasing Department.
 - Email: purchasing@providenceri.gov
 - Please use the subject line “**Solicitation Question**”
- Please direct questions relative to the Minority and Women’s Business Enterprise Program and the corresponding forms (Pages 10-11) to the MBE/WBE Outreach Director for the City of Providence, Grace Diaz
 - Email: gdiaz@providenceri.gov
 - Please use subject line “**MBE WBE Forms**”
- Please direct questions relative to the specifications outlined (beginning on page 14) to the issuing department’s subject matter expert:
 - Name: Janesse Muscatelli
 - Title: Tax Assessor
 - Email Address: jmuscatelli@providenceri.gov

Pre-submission Conference

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

Deadline for questions submissions:

Due Wednesday, July 29, 2026 at 3:30 p.m.

INSTRUCTIONS FOR SUBMISSION

Meeting Date: 8/11/2026

Bids may be submitted up to **2:00 P.M.** on the above meeting date at the **Department of the City Clerk. Room 311, City Hall. 25 Dorrance Street, Providence.** At 2:15 P.M. all bids will be publicly opened and read at the Board of Contract Meeting in Conference Room 305, on the 3rd floor of City Hall.

- Bidders must submit **2 copies** of their bid in sealed envelopes or packages labeled with the captioned **Item Description** and the **City Department to which the solicitation and bid are related and must include the company name and address on the envelope as well.** (On page 1).
- If required by the Department, please keep the original bid bond and check in only one of the envelopes.
- Communications to the Board of Contract and Supply that are not competitive sealed bids (i.e. product information/samples) should have “**NOT A BID**” written on the envelope or wrapper.
- Only use form versions and templates included in this solicitation. If you have an old version of a form do not recycle it for use in this bid.
- The bid envelope and information relative to the bid must be addressed to:

**Board of Contract and Supply
Department of the City Clerk – City Hall, Room 311
25 Dorrance Street
Providence, RI 02903**

****PLEASE NOTE:** This bid may include details regarding information that you will need to provide (such as proof of licenses) to the issuing department before the formalization of an award.

This information is NOT requested to be provided in your initial bid by design.

All bids submitted to the City Clerk become public record. Failure to follow instructions could result in information considered private being posted to the city’s Open Meetings Portal and made available as a public record. The City has made a conscious effort to avoid the posting of sensitive information on the City’s Open Meetings Portal, by requesting that such sensitive information be submitted to the issuing department only at their request.

BID PACKAGE CHECKLIST

Digital forms are available in the City of Providence Purchasing Department Office or online at <http://www.providenceri.gov/purchasing/how-to-submit-a-bid/>

The bid package **MUST** include the following, in this order:

- Bid Form 1: Bidder's Blank as the cover page/ 1st page (*see page 6 of this document*)
- Bid Form 2: Certification of Bidder as 2nd page (*see page 7 of this document*)
- Bid Form 3: Certificate Regarding Public Records (*see page 8 of this document*)
- Bid Form 4: Affidavit of City Vendor (*see pages 9 and 10 of this document*)
- Forms from the Minority and Women Business Enterprise Program: Based on Bidder Category. See *forms and instructions enclosed (pages 10-11) or on:*
<https://www.providenceri.gov/purchasing/minority-women-owned-business-mbewbe-procurement-program/>

***Please note: MBE/WBE forms must be completed for EVERY bid submitted and must be inclusive of ALL required signatures. Forms without all required signatures will be considered incomplete.**

- Bidder's Proposal/Packet: Formal response to the specifications outlined in this RFP, including pricing information and details related to the good(s) or service(s) being provided. Please be mindful of formatting responses as requested to ensure clarity.
- Financial Assurance, *if requested* (as indicated on page 5 of this document under "Bid Terms")

All of the above listed documents are REQUIRED. (With the exception of financial assurances, which are only required if specified on page 5.)

******Failure to meet specified deadlines, follow specific submission instructions, or enclose all required documents with all applicable signatures will result in disqualification, or in an inability to appropriately evaluate bids.***

NOTICE TO VENDORS

1. The Board of Contract and Supply will make the award to the lowest qualified and responsible bidder.
2. In determining the lowest responsible bidder, cash discounts based on preferable payment terms will not be considered.
3. Where prices are the same, the Board of Contract and Supply reserves the right to award to one bidder, or to split the award.
4. No proposal will be accepted if the bid is made in collusion with any other bidder.
5. Bids may be submitted on an "equal in quality" basis. The City reserves the right to decide equality. Bidders must indicate brand or the make being offered and submit detailed specifications if other than brand requested.
6. A bidder who is an out-of-state corporation shall qualify or register to transact business in this State, in accordance with the Rhode Island Business Corporation Act, RIGL Sec. 7-1.2-1401, et seq.
7. The Board of Contract and Supply reserves the right to reject any and all bids.
8. Competing bids may be viewed in person at the Department of the City Clerk, City Hall, Providence, immediately upon the conclusion of the formal Board of Contract and Supply meeting during which the bids were unsealed/opened. Bids may also be accessed electronically on the internet via the City's [Open Meetings Portal](#).
9. As the City of Providence is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
10. In case of error in the extension of prices quoted, the unit price will govern.
11. The contractor will **NOT** be permitted to: a) assign or underlet the contract, or b) assign either legally or equitably any monies or any claim thereto without the previous written consent of the City Purchasing Director.
12. Delivery dates must be shown in the bid. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
13. A certificate of insurance will normally be required of a successful vendor.
14. For many contracts involving construction, alteration and/or repair work, State law provisions concerning payment of prevailing wage rates apply ([RIGL Sec. 37-13-1 et seq.](#))
15. No goods should be delivered, or work started without a Purchase Order.
16. **Submit 2 copies of the bid to the City Clerk, unless the specification section of this document indicates otherwise.**
17. Bidder must certify that it does not unlawfully discriminate on the basis of race, color, national origin, gender, gender identity or expression, sexual orientation and/or religion in its business and hiring practices and that all of its employees are lawfully employed under all applicable federal, state and local laws, rules and regulations. (See Bid Form 2.)

BID TERMS

1. Financial assurances may be required in order to be a successful bidder for Commodity or Construction and Service contracts. If either of the first two checkboxes below is checked, the specified assurance must accompany a bid, or the bid will not be considered by the Board of Contract and Supply. The third checkbox indicates the lowest responsible bidder will be contacted and required to post a bond to be awarded the contract.
 - a) ☐ A certified check for \$_____ must be deposited with the City Clerk as a guarantee that the Contract will be signed and delivered by the bidder.
 - b) ☐ A bid bond in the amount of _____ per centum (%) of the proposed total price, must be deposited with the City Clerk as a guarantee that the contract will be signed and delivered by the bidder; and the amount of such bid bond shall be retained for the use of the City as liquidated damages in case of default. Any person signing a bid bond as an attorney-in-fact shall include with the bid bond an original, or a photocopy or facsimile of an original, power of attorney.
 - c) ☐ A performance and payment bond with a satisfactory surety company will be posted by the bidder in a sum equal to one hundred per centum (100%) of the awarded contract.
 - d) ☒ No financial assurance is necessary for this item.
2. Awards will be made within **nighty (90) days of bid opening**. All bid prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
3. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents, and Acts of God.

The following entry applies only for COMMODITY BID TERMS:

4. Payment for partial delivery will not be allowed except when provided for in blanket or term contracts.

The following entries apply only for CONSTRUCTION AND SERVICE BID TERMS:

5. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.
6. Prior to commencing performance under the contract, the successful bidder shall attest to compliance with the provisions of the Rhode Island Worker's Compensation Act, [RIGL 28-29-1, et seq.](#) If exempt from compliance, the successful bidder shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.
7. Prior to commencing performance under the contract, the successful bidder shall, submit a certificate of insurance, in a form and in an amount satisfactory to the City.

BID FORM 1: Bidders Blank

1. Bids must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
2. Bidder's responses must be in ink or typewritten, and all blanks on the bid form should be completed.
3. The price or prices proposed should be stated both in **WRITING** and in **FIGURES**, and any proposal not so stated may be rejected. **Contracts exceeding twelve months must specify annual costs for each year.**
4. Bids **SHOULD BE TOTALED** so that the final cost is clearly stated (unless submitting a unit price bid), however **each item should be priced individually**. Do not group items. Awards may be made on the basis of *total* bid or by *individual items*.
5. All bids **MUST BE SIGNED IN INK.**

Name of Bidder (Firm or Individual): _____

Contact Name: _____

Business Address: _____

Business Phone #: _____

Contact Email Address: _____

Agrees to bid on (Write the "Item Description" here): _____

If the bidder's company is based in a state *other than Rhode Island*, list name and contact information for a local agent for service of process that *is located within Rhode Island* _____

Delivery Date (if applicable): _____

Name of Surety Company (if applicable): _____

Total Amount in Writing*: _____

Total Amount in Figures*: _____

****If you are submitting a unit price bid, please insert "Unit Price Bid"***

Use additional pages if necessary for additional bidding details.

Signature of Representation

Title

BID FORM 2: Certification of Bidder
(Non-Discrimination/Hiring)

Upon behalf of _____ (Firm or Individual Bidding),

I, _____ (Name of Person Making Certification),

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

1. Bidder does not unlawfully discriminate on the basis of race, color, national origin, gender, sexual orientation and/or religion in its business and hiring practices.
2. All of Bidder's employees have been hired in compliance with all applicable federal, state and local laws, rules and regulations.

I affirm by signing below that I am duly authorized on behalf of Bidder, on

this _____ day of _____ 20_____.

Signature of Representation

Printed Name

BID FORM 3: Certificate Regarding Public Records

Upon behalf of _____ (Firm or Individual Bidding),

I, _____ (Name of Person Making Certification),

being its _____ (Title or "Self"), hereby certify an

understanding that:

1. All bids submitted in response to Requests for Proposals (RFP's) and Requests for Qualification (RFQ's), documents contained within, and the details outlined on those documents become public record upon receipt by the City Clerk's office and opening at the corresponding Board of Contract and Supply (BOCS) meeting.
2. The Purchasing Department and the issuing department for this RFP/RFQ have made a conscious effort to request that sensitive/personal information be submitted directly to the issuing department and only at request if verification of specific details is critical the evaluation of a vendor's bid.
3. The requested supplemental information may be crucial to evaluating bids. Failure to provide such details may result in disqualification, or an inability to appropriately evaluate bids.
4. If sensitive information that has not been requested is enclosed or if a bidder opts to enclose the defined supplemental information prior to the issuing department's request in the bidding packet submitted to the City Clerk, the City of Providence has no obligation to redact those details and bears no liability associated with the information becoming public record.
5. The City of Providence observes a public and transparent bidding process. Information required in the bidding packet may not be submitted directly to the issuing department at the discretion of the bidder in order to protect other information, such as pricing terms, from becoming public. Bidders who make such an attempt will be disqualified.

I affirm by signing below that I am duly authorized on behalf of Bidder, on

this _____ day of _____ 20_____.

Signature of Representation

Printed Name

BID FORM 4: Affidavit of City Vendor

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

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

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

Name of the person making this affidavit: _____

Position in the “Business” _____

Name of Entity _____

Address: _____

Phone number: _____

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

Read the following paragraph and answer one of the options:

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

a. Members of the Providence City Council? ☐ Yes ☐ No

- If Yes, please complete the following:

Recipient(s) of the Contribution:

Contribution Date(s):

Contribution Amount(s):

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

- If Yes, please complete the following:

Recipient(s) of the Contribution:

Contribution Date(s):

Contribution Amount(s):

c. The Mayor of Providence? ☐ Yes ☐ No

- If Yes, please complete the following:

Recipient(s) of the Contribution:

Contribution Date(s):

Contribution Amount(s):

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

- If Yes, please complete the following:

Recipient(s) of the Contribution:

Contribution Date(s):

Contribution Amount(s):

Signed under the pains and penalties of perjury.

Position

MBE/WBE Participation Plan

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

Bidder's Name:					
Bidder's Address:					
Point of Contact:					
Telephone:					
Email:					
Procurement #:					
Project Name:					
Which one of the following describes your business' status in terms of Minority and/or Woman Owned Business Enterprise certification with the State of Rhode Island? (Check all that apply).	☐ 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.

BID PACKAGE SPECIFICATIONS:

**CITY OF PROVIDENCE
TAX ASSESSOR
REQUEST FOR PROPOSALS
REVALUATION PROGRAM
THE CITY OF PROVIDENCE**

Providence, Rhode Island

REQUEST FOR PROPOSALS FOR A REVALUATION PROGRAM FOR CITY OF PROVIDENCE, RHODE ISLAND

The City of Providence, Rhode Island is undertaking a Revaluation program of all Real Property, effective December 31, 2027. The City is seeking qualified Contractors interested in providing the Reappraisal Services set forth in the attached as of **December 31, 2027**.

All proposals shall be sealed, addressed to Purchasing and marked:

"Providence, Rhode Island Proposals for FY2027 Revaluation Services"

All information pertaining to the Contractor's technical and management approach to completing this project, as well as the proposed cost, timetable and staffing plan, shall be presented in the proposal. The proposal must address, at a minimum, each of the issues set forth in the Request for Proposals as well as any addendums in order to be considered responsive. Any proposal that does not respond to each issue in the Request for Proposals may be rejected by the City as non-responsive.

1 The Assessor reserves the right to amend this proposal for the Revaluation Program for assessments at any time prior to the deadline for submission of proposals.

3 The City reserves the right to reject any and/ or all proposals received if they determine it to be in the best interest of the City.

2 The Assessor reserves the right to amend this proposal for the Revaluation Program for equitable assessments at any time prior to the deadline for submission of proposals and to reject any or all proposals received if they determine it to be in the best interests of the City. The City is licensed to utilize the *Assesspro.net version 5-5.8* CAMA Software. The city is not looking to change the existing CAMA software at this time. All data entry will be the responsibility of the Contractor.

In addition to addressing each of the items in the specifications, the Contractor must submit, as part of its proposal, the following information:

1. A Letter of Transmittal signed by the individual authorized to negotiate for and contractually bind the Contractor stating that the offer is effective for at least sixty (60) Calendar Days from the deadline for the submission of proposals.
2. A list of Rhode Island Municipalities for which the Contractor has completed Revaluation Programs for last five years, and contacts.
3. A list of Municipalities for which the Project Manager has managed revaluation projects.
4. A list of Rhode Island Revaluation Contracts for which the Contractor is currently committed with time table for completion.
5. Listing of Municipalities the Contractor has utilized the *Assesspro.net version 5-5.8* CAMA Software.
6. Description and examples of the Contractor's revaluation public relations program.
7. A bid bond or certified check in the amount of 10% of this bid must be submitted by the bidder with his bid as a guarantee that, in case the contract is awarded to him, he will, within ten days after appropriation of funds and notice of award, execute such contract and furnish a satisfactory Performance Bond
8. Proposals will be evaluated using comparative criteria set forth as follows:
 1. Contractor's completed Revaluation projects in Rhode Island in the past four (4) years, whose total real estate parcel count is 11,000 or greater:

<u>Unacceptable:</u>	None in Rhode Island.
<u>Not Advantageous:</u>	Less than Five successful Revaluation in Rhode Island.
<u>Advantageous:</u>	Six to Ten successful Revaluations in Rhode Island.
<u>Highly Advantageous:</u>	Over Ten successful Revaluations in Rhode Island.

2. Experience of Project Manager to be assigned to this project.

<u>Unacceptable:</u>	No Mass Appraisal experience.
<u>Not Advantageous:</u>	Less than Five Mass Appraisal projects performed by the Project Manager.
<u>Advantageous:</u>	Ten successful Mass Appraisal projects performed by the Project Manager.
<u>Highly Advantageous:</u>	Twenty or more successful Mass Appraisal projects performed by the Project Manager.

3. Experience utilizing *Assesspro.net version 5-5.8* CAMA Software.

<u>Unacceptable:</u>	No experience utilizing the CAMA software system.
<u>Not Advantageous:</u>	Less than Five projects utilizing the CAMA software system.
<u>Advantageous:</u>	Ten successful projects utilizing the CAMA software system.
<u>Highly Advantageous:</u>	Twenty or more successful projects utilizing the CAMA software system.

4. Level of satisfaction with Contractor's performance on other Rhode Island Cities and Towns for which Contractor has performed a Revaluation/Update on the *Assesspro.net version 5-5.8* CAMA Software.

<u>Unacceptable:</u>	More than two Cities or Towns reporting difficulty with Contractor performance.
<u>Not Advantageous:</u>	Up to Two Cities or Towns reporting difficulty with Contractor performance.
<u>Advantageous:</u>	No City or Town reporting difficulty with Contractor performance and at least two Cities or Town reporting high satisfaction.
<u>Highly Advantageous:</u>	More than five Cities or Towns reporting high satisfaction and no City or Town reporting poor performance.

5. Method for determination of best price.

The best price shall be the lowest price from a bidder who meets the minimum criteria of the specification and provides the highest level of performance in Questions 1 through 4 under Evaluation Criteria.

6. Project Timetable:

Any proposal which cannot meet the project schedule will be rejected.

The City of Providence reserves the right to reject any and all bids. City may waive any defects or irregularities. All bids are subject to appropriation by the City of Providence.

Additional Bid Requirement

To ensure flexibility in determining the final inspection strategy for the upcoming revaluation, all proposers must submit two (2) separate bid prices, as follows:

1. Bid Option A - 20% Inspection Requirement

The proposer shall provide a bid based on the inspection guidelines currently specified in the RFP, including:

- Identification and quantification of Unverified Properties,
- Physical inspection of a representative 20% sample of all Unverified Properties, stratified by neighborhood and inclusive of major property classes,

- All associated tasks, staffing, work/low, documentation, and quality-control requirements outlined in Sections 8, 3, and 15.

This bid shall fully comply with all standards and obligations described in the specifications, including Rhode Island Performance-Based Revaluation Standards.

2. Bid Option B - Full Parcel Inspection

The proposer shall also provide a separate, all-inclusive bid price for performing full physical inspections of all parcels within the City of Providence.

This option requires:

- Complete exterior inspection of all parcels,
- Interior inspection where applicable or required by appointment,
- Verification of all physical data, structural details, measurement accuracy, and condition ratings,
- Compliance with all inspection, field review, documentation, and CAMA-entry requirements outlined throughout Sections 8.1-8.3, 12.2, 12.7, 12.8, and related subsections.

PROPOSAL FORM FOR 2027 REVALUATION

THE COMPLETE REAPPRAISAL OF REAL PROPERTY LOCATED WITHIN
THE CORPORATE LIMITS OF THE CITY OF PROVIDENCE, RHODE ISLAND,
EFFECTIVE DECEMBER 31, 2027.

The undersigned Proposer affirms and declares:

1. That this PROPOSAL is executed by said Proposer with full knowledge and acceptance of the CONTRACT (including the Reappraisal and Revaluation Specifications) enclosed with the REQUEST FOR PROPOSALS on the subject project.
2. That should this PROPOSAL be accepted in writing by the Chief Executive Officer of the City of Providence, Rhode Island, said Proposer will furnish the services for which this PROPOSAL is submitted at the price bid and in compliance with the provisions of said CONTRACT.
3. That this PROPOSAL is accompanied by surety in the form and amount indicated below:

_____ Bid Proposal Bond Amount \$ _____

_____ Certified Check Amount \$ _____

4. That the Proposer or his or her representative has visited the City of Providence; is familiar with its geography, general character of houses and its commercial and industrial areas; has examined the quality and condition of the ASSESSOR'S records; verified the parcel counts, and has met with the ASSESSOR to make himself or herself knowledgeable of those matters and conditions in the City which would influence this bid proposal.
5. That all items, documents and information required to accompany this PROPOSAL of the aforesaid CONTRACT are enclosed herewith.
6. That the Proposer proposes to furnish the services and materials required to complete the subject project in accordance with the aforesaid CONTRACT for the following amount:

Real Property Proposal Requirement \$ _____

Total Requirement \$ _____

7. Proposals are valid for ninety (90) days.
8. That the Proposer understands and accepts that, although the proposed price is a major factor for consideration, the City reserves the right to award the contract to other than the low cost. Proposer after an analysis of the additional factors outlined in the aforesaid CONTRACT.

FIRM NAME OF _____

PROPOSER: _____

BY:
SIGNATURE: _____

TYPE NAME: _____

TITLE: _____

CONTRACT SPECIFICATIONS FOR REVALUATION SERVICES

1 DEFINITIONS

ASSESSOR: The word “Assessor” shall mean the duly appointed Assessor of the City of Providence, .

PROJECT: The word “PROJECT” shall mean the complete revaluation of all Real property within the corporate limits of City of Providence, Rhode Island for assessment purposes.

CONTRACTOR: The word “CONTRACTOR” shall mean the certified revaluation company who shall perform this project.

CITY: The word “CITY” shall hereinafter mean The City of Providence, .

2 SCOPE OF REVALUATION AND REVALUATION

This Project includes the complete revaluation of all real property within the corporate limits of City of Providence, Rhode Island effective as of December 31, 2027.

CONTRACTOR shall furnish all the databases, labor, materials, supplies and equipment and perform all work for the project in strict accordance with the hereinafter-listed specifications.

All work will be carried out and all forms, materials, and supplies utilized in this project shall conform to and be carried out in accordance with the requirements of the Secretary, Office of Policy and Management, the Rhode Island General Statutes, and Regulations of Rhode Island State Agencies pertaining hereto, and shall be subject to the direct supervision and approval of the ASSESSOR of the City of Providence.

The values to be determined shall be the present true and actual value of each parcel of real property as that term is used in Title 12 of the Rhode Island General Statutes and shall be based upon recognized methods of appraisal and conform to Uniform Standards of Professional Appraisal Practices, as required by Rhode Island General Statutes for the licensing and certification of all individuals involved in the appraisal of real estate.

The Project will cover and include all real property in the City of Providence including the following categories:

1. All taxable real estate, land, buildings, and improvements.
2. All tax-exempt real estate, land, buildings, and improvements.

3 City Software Requirements

The CONTRACTOR shall be required to utilize the City's licensed AssessPro.net CAMA system for all data entry, valuation activities, modeling, and project integration. Any and all costs associated with licensing, user access, installation, configuration, and system setup, including but not limited to additional user seats, remote access, virtual environment requirements, or onboarding fees—shall be the sole responsibility of the CONTRACTOR. The City shall not incur any expense related to the CONTRACTOR'S use of the CAMA system.

EFFECTIVE DATE: The effective date of this project shall be for the December 31, 2027 Grand List and the pricing and valuation by CONTRACTOR of all land, buildings and property under this CONTRACT shall reflect the present true and actual value as of December 31, 2027.

PARCEL COUNT:

CONTRACTOR's price for the revaluation is based upon the following anticipated parcel counts (estimated by City as of December 31, 2026)

Residential Dwellings	28,920
2-5 residential dwelling/mix use	712
Residential Condominiums	3,920
Res Vacant Land	2,827
Commercial Buildings	1,598
Commercial Condominiums	431
Apartments 6+ units	531
Apartments 6+ units/Commercial mix use	96
Industrial Buildings	293
C+I Vacant Land	1,522
81AW/TSA	742
Exempt	2,516

CITY DATA

Current Basis of Assessment	100%
Taxable Grand List as of December 31, 2025	\$20,435,021,774
Date of Last Revaluation	12/31/2025
Estimated 2015 Population	195,681
Area of the City	20.6 sq. miles

4 GENERAL CONDITIONS

STATE CERTIFICATION

The CONTRACTOR must hold, from the time of submission of the proposal through the completion of all work hereinafter required, a valid Rhode Island Revaluation Company Certification pursuant to Section 12-2c of the Rhode Island General Statutes.

PERSONNEL

CONTRACTOR shall provide experienced and qualified personnel in compliance with the requirements for the Equal Employment Opportunity provisions of Federal and State governments. CONTRACTOR shall submit to the City, written qualifications of all personnel assigned to this project.

All personnel assigned to this project shall be subject to the approval of the ASSESSOR, prior to the commencement of the individual's duties in the City and shall be caused to be removed from the project by CONTRACTOR upon written notification of the ASSESSOR.

Project Manager or Supervisor

Minimum Qualifications

- 1 The CONTRACTOR shall assign a qualified Project Manager or Supervisor responsible for the overall administration, coordination, and quality control of all work performed under this CONTRACT. The individual must:
- 2 Hold a valid **Revaluation Supervisor Certification** issued by the State of Rhode Island pursuant to Section 12-2c of the Rhode Island General Statutes.
- 3 Possess a **minimum of five (5) years of practical appraisal management experience**, including demonstrated work with residential, commercial, industrial, and apartment properties.
- 4 Have verifiable experience in directing **mass appraisal projects** of comparable scale and complexity.
- 5 Be subject to **approval by the ASSESSOR** prior to the commencement of duties.

Responsibilities

- 6 The Project Manager or Supervisor shall provide leadership, technical oversight, and direction for all CONTRACTOR activities throughout the PROJECT. Responsibilities include, but are not limited to:

Project Administration and Management

- 7 Directing the work of all CONTRACTOR personnel and subcontractors.
- 8 Establishing and maintaining project timelines, deliverables, and required milestones in accordance with the approved schedule.
- 9 Serving as the CONTRACTOR'S principal liaison to the ASSESSOR and maintaining consistent, responsive communication.

Standards, Procedures, and Compliance

- 10 Ensuring that all valuation and appraisal activities comply with:
 - a. Rhode Island General Statutes,
 - b. Rhode Island Performance-Based Revaluation Standards, and
 - c. Applicable IAAO Standards.
- 11 Preparing written guidelines and technical instructions for all appraisal and review personnel.

Data Integrity, Quality Control, and CAMA System Coordination

- 12 Overseeing data collection, data verification, field review, valuation modeling, and CAMA entries to ensure accuracy, consistency, and completeness.
- 13 Coordinating closely with the ASSESSOR'S staff to resolve discrepancies, verify records, and ensure seamless integration of appraisal data into the City's CAMA system.
- 14 Implementing quality assurance procedures aligned with the technical requirements of the ASSESSOR.

Reporting and Communication

- 15 Preparing and submitting **monthly status reports**, statistical summaries, and project benchmarks in a format approved by the ASSESSOR.
- 16 Participating in scheduled virtual and in-person coordination meetings at intervals agreed upon with the ASSESSOR.
- 17 Maintaining timely, professional communication throughout the PROJECT.

Public Hearings and Revaluation Outreach

- 18 Assisting the ASSESSOR during informal hearings, public informational meetings, City Council sessions, and committee meetings related to the PROJECT.
- 19 Explaining valuation methodologies, standards, and conclusions to taxpayers and City officials as needed.

Oversight of Commercial and Complex Property Valuation

- 20 Providing oversight, direction, and technical support to the dedicated Commercial Appraiser assigned under this CONTRACT.
- 21 Ensuring consistent application of cost, sales comparison, and income approaches across all complex and income-producing property types.

Presence and Availability Requirements

- 22 To reflect current operational practices, continuous physical office presence at City Hall is not required. The Project Manager or Supervisor shall:
- 23 Attend **regularly scheduled in-person meetings** with the ASSESSOR and appraisal staff at intervals specified in the final contract.
- 24 Be available on-site as needed during periods of **commercial review, valuation reconciliation, and major quality control activities**.
- 25 Maintain prompt availability via phone, email, and virtual meeting platforms for routine coordination, problem-solving, and progress discussions.

Identification

All field personnel shall have visible clip-on identification cards, which shall include an up-to-date photograph, supplied by CONTRACTOR and signed by the City's Assessor. In addition, all field personnel shall carry a "Letter of Introduction" signed by the ASSESSOR. All automobiles used by field personnel shall be registered with the City's Police Department giving license number, make, model, year and color of all vehicles used on this Project.

Office Hours and Staffing:

The Contractor shall furnish, at its sole expense, qualified reviewer personnel to staff all informal hearings throughout the entire hearing schedule, as outlined in the **Project Completion Dates and Informal Hearings Schedule** section of this document. The Contractor shall also have adequate staffing at a minimum of three City designated and coordinated locations.

Conflict of Interest

No resident of the City or City employee shall be employed by CONTRACTOR, except in a clerical capacity, without the prior approval of the ASSESSOR.

5 PROTECTION OF THE CITY

Bonding

CONTRACTOR shall, to secure the faithful performance by CONTRACTOR of the terms of this CONTRACT, furnish to the City a Performance Surety Bond in the amount of this contract; which bond shall be issued by a bonding company licensed to do such business in the State of Rhode Island, with a minimum. Best Company rating of "A/VII." Said bond shall be delivered to the City prior to the commencement of actual work and shall be in a form satisfactory to and approved by the City's attorney. It is understood and agreed that upon completion and delivery to the City of the revaluation and its approval by the ASSESSOR and after completion of the duties of the Board of Assessment Appeals, the performance bond shall be reduced to 10% of the value of the contract for the purpose of covering the defense of all appeals taken by taxpayers. The reduced amount of the bond shall remain effective until a final resolution in the courts of any timely appeals taken from the doings of the Board of Assessment Appeals on the list of December 31, 2027.

Insurance

CONTRACTOR shall, at its own expense, provide and keep in force:

Workers' Compensation insurance in the required amount, and Employers' Liability insurance in the following amounts:

Bodily injury by accident-	\$100,000 each accident.
Bodily injury by disease-	\$500,000 each accident and,
Bodily injury by disease-	\$100,000 each employee.

The policy must provide coverage for benefits payable under the Rhode Island Workers Compensation Act, and include the Voluntary Compensation endorsement.

Appraiser's Professional Liability insurance providing errors and omissions coverage for professional services rendered as an appraiser. The minimum limit of liability shall be \$1,000,000 per claim, subject to a \$2,000,000 aggregate.

Any deductible applicable to a claim must be noted on the Certificate of Insurance. If the policy is written on a claim made policy form, CONTRACTOR must maintain the insurance for a period of two years from the completion of the contract.

During the term of the contract, CONTRACTOR shall provide Public Liability insurance for bodily injury and property damage. The Public Liability insurance shall be written on a comprehensive form and include, without limitation, coverage for premises and operations, completed operations, independent contractors, broad form property damage, blanket contractual and personal injury. The required limits of liability are:

\$2,000,000-	General Aggregate
\$2,000,000-	Product-Completed Operations Aggregate
\$1,000,000-	Personal and Advertising Injury
\$1,000,000-	Each Occurrence
\$ 50,000-	Fire Damage/Fire
\$ 5,000-	Medical Expense/Person

Automobile Liability insurance shall be written with a Comprehensive Form and include coverage for owned, hired, and non-owned vehicles. The limit for any one accident or loss shall be \$1,000,000.

Insurance Certification: An Insurance certificate shall be required to be filed with the City, certifying coverage and limits of automobile, bodily injury liability, property damage liability and Worker's Compensation.

"The City to be named as Additional Insured on the Insurance coverage named herein for the claims arising out of the COMPANY'S performance of the contract herein".

Patent/Copyright Liability: CONTRACTOR shall save the City harmless from any liability of any nature or kind, including costs and expenses for, or on account of, any patented or copyrighted equipment, materials, articles or processes used in the performance of this contract.

The City must be named as an Additional Insured on the policy.

Defense of City: All insurance companies shall have the duty to defend the City against liability or property damage claims arising from the conduct of CONTRACTOR and/or agents or employees.

Penalties

Failure by CONTRACTOR to complete all work prior to the date specified herein, , shall be cause for a penalty payment by CONTRACTOR, on request of the ASSESSOR, in the amount of FIVE HUNDRED DOLLARS (\$500.00) per day beyond the specified date of completion. For the purposes of this penalty only, completion of all work no later than is defined as follows:

Completed property record cards with all pricing, review and final valuations.
Final Assessment notices addressed and in envelopes prepared for mailing.

Penalties due under this clause shall be deducted from the contract price and will represent a fair and equitable estimate of the damages the City will suffer if CONTRACTOR'S work is not completed by , 2027. The City shall have the right to use the funds withheld from each periodic payment to these CONTRACT SPECIFICATIONS to satisfy . Delays occasioned by strike, explosion or acts of God or an order of court or other public authority are excepted.

Bankruptcy, Receivership, Insolvency: If CONTRACTOR, with the result that it does not pay its debts as they become due, or if a receiver shall be appointed for its business or its assets and not voided within 60 days, or if interest herein shall be sold under execution or if it shall be adjudicated insolvent or bankrupt, then and forthwith thereafter, the City shall have the right, at its option and without prejudice to its rights hereunder, to terminate the contract.

Termination: If either party fails to fulfill in a timely and satisfactory manner their obligations under this agreement, or shall violate any of the covenants, conditions or stipulations of this agreement, which failure or violation shall continue for 30 days after written notice of said failure or violation is received by the offending party, unless the correction of such failure inherently requires a longer period of time and provided further that the applicable party is proceeding diligently to correct the failure, then the opposing party shall thereupon have the right to terminate this agreement by giving written notice to the offending party of such termination and specify the effective date thereof, at least seven (7) days before the effective date of such termination.

In the event of termination, all finished work and documentation, complete and incomplete, shall, at the option of the ASSESSOR, be delivered to them. CONTRACTOR shall be entitled to the release of the performance bond and to receive just and equitable compensation for any work performed under this agreement completed prior to the date of termination.

Notwithstanding the above, in the event of termination, neither party shall be relieved of liability by virtue of its breach of this agreement.

Hold Harmless Agreement: CONTRACTOR shall, at all times, defend, indemnify, protect and save harmless, the City and its officers, agents and employees from any and all claims or demands for damage for bodily injury, including death or property damages sustained by any party, including officers, agents and employees of CONTRACTOR. Said hold harmless clause shall include, but not limited to investigation, defense and settlement or payment or judgment of any liabilities.

Sever ability: In the event any part of any clause or provision of this contract or contract specifications is judicially determined to be unenforceable, it shall be deemed severable from the remainder of that clause or provision and such remainder shall be binding upon the parties to this contract.

Waiver: No action or failure to act by the City shall constitute a waiver of any right or duty afforded it under the contract or contract specifications.

Misrepresentation or Default: The City may void this agreement if CONTRACTOR has misrepresented any offering or defaults on any contract with a Rhode Island municipality. CONTRACTOR shall, also, immediately notify the City of any claim or case formally brought against CONTRACTOR.

6 CHANGES AND SUBLETTING OF CONTRACT

Changes

Changes in these specifications or to the contract will be permitted only upon written mutual agreement of CONTRACTOR and the City.

Subletting

CONTRACTOR shall not assign, transfer or sublet the contract or any interest or part therein, without first receiving written approval from the City. It should be mutually agreed and understood that said consent by the City shall in no way release CONTRACTOR from any responsibility or liability as covered in these specifications and contract.

7 COMPLETION DATE AND TIME SCHEDULE

Signing of Contract: Within 30 days after receipt of notice of acceptance by the City of its bid, as possibly revised by negotiations, CONTRACTOR shall execute with the City a contract in the form agreeable to the City and incorporating these contract specifications.

Contractor shall commence the revaluation work not later than two weeks after contract signing, and shall continue uninterruptedly in a diligent fashion to ensure completion within the schedule of completion dates hereinafter set forth below:

Completion Dates and Project Phase Requirements

The following phases of the PROJECT are to be completed according to the schedule specified below. Failure to achieve substantial completion of the designated milestones by the stipulated dates shall be considered a material breach of this Contract, and the City reserves the right to impose a penalty of \$500.00 per day for each day that performance is overdue. This penalty will be deducted from the total contract amount. Any modifications to the timeline must be expressly agreed upon by both the City Assessor and the authorized representative who executed the contract with the City of Providence. The City Assessor will consider an alternate schedule so long as your proposal meets the astrixed time of the essence dates and final project deadline.

• Real Estate Data Collection

Commence TBD September 1, 2026 and complete August 31, 2027.

- **Residential Data Mailers including scheduled inspections**

Mail out no later than **October 1, 2026** and complete processing by **January 15, 2027**.

- **Commercial Income & Expense** statements mailed out no later than **April 1, 2027**
- **Market Rent, Expense & Capitalization Study to be completed by October 31, 2027**
- **Commercial, Industrial, Public Utility & Tax-Exempt Valuations**
Complete and deliver to the ASSESSOR by **November 15, 2027**

- **Building Cost Manual**

Complete and deliver by **December 31, 2027**.

- **CAMA Database & Property Record Cards**

Deliver full CAMA database with digital images, sketches, measurements, pricing, listings, and proposed values according to the following milestones:

- * **Preliminary valuations delivered to ASSESSOR:** January 7, 2028

- **Assessment Change Notices**

Mail in accordance with Rhode Island State Statutes by **January 21, 2028**
(CONTRACTOR to pay postage).

- **Informal Hearings**

Begin no later than **February 4, 2028** and conclude no later than **February 25, 2028**.

- **Results of Informal Hearings**

Mail notices (CONTRACTOR to pay postage), complete computer filing, and deliver final property record cards in Plat/Lot order no later than **March 3, 2028**.

- * **Final Values**

Deliver final values no later than **March 6, 2028**.

Assessment Date

The completed appraisals, upon approval of the ASSESSOR, will serve as the basis for assessments effective on the Grand List of December 31, 2027.

Delays:

CONTRACTOR shall not be liable for delays caused by reasons of war, strike, explosion, acts of God, order of court or other public authority.

8 PAYMENT SCHEDULE

Periodic Payments

Payments shall be made in the following manner:

Thirty (30) days after the execution date of this contract, and at the end of each thirty (30) day period thereafter for the term of this contract, CONTRACTOR will certify in writing to the ASSESSOR the percentage of the total work completed under the contract which CONTRACTOR has performed during

the said thirty (30) day period. Such notification will itemize and accurately indicate the extent and nature of work performed by volume, street, and category or in any manner as required by the ASSESSOR. The itemization shall be categorized by each of the “Stages of Completion” listed on the Payment Schedule as shown below.

The City, upon determination by the ASSESSOR that the certification of CONTRACTOR concerning work during said period is accurate, will pay to CONTRACTOR a percentage of the total compensation due under the contract equal to the percentage of work certified as having been completed during said period, less ten percent (10%), which is to be retained by the City for payment to CONTRACTOR at such time that he or she has performed fully and satisfactorily all its obligations, requirements, and litigation under the contract. The retained ten (10%) percent of the contract price is to be paid upon the completion of work of the Board of Assessment Appeals on the December 31, 2027 Grand List in accordance with provisions of Section 3.3.3b of this contract

This contract makes provisions for a reduction of the performance bond to 10% of the contract price so as to ensure the defense of any appeals resulting from the revaluation work.

9 Appraisal of and Structures:

Physical Details

CONTRACTOR shall make a careful and complete listing of physical construction details of all structures and all structural improvements appurtenant to real property in the City, on proper forms as previously covered in these specifications.

Residential Data Mailers

CONTRACTOR shall prepare and mail to every residential property owner a data verification mailer at the commencement of the PROJECT. Property owners shall be instructed to review the information, note any corrections, and return the mailer to the ASSESSOR’S office within the required timeframe.

Residential data mailers shall include instructions for scheduling an appointment-based inspection through an online scheduling system approved by the ASSESSOR. Property owners shall be able to select inspection times through the online scheduler, and the ASSESSOR’S appraisal staff shall be available for appointments in conjunction with CONTRACTOR’S staff. The CONTRACTOR should coordinate all scheduled inspections, maintain the online system, and ensure adequate staffing to meet appointment demand.

CONTRACTOR shall be responsible for:

- Preparation of all mailer forms;
- Printing and assembly;
- **Outbound and return postage (postage paid by CONTRACTOR)**
- Data entry and processing of all returned mailers; and
- Coordinating discrepancies with the ASSESSOR for follow-up inspections when necessary.

The format, language, and appearance of the mailer shall be approved by the ASSESSOR prior to mailing.

As part of the Residential Data Mailer process, the CONTRACTOR shall submit a detailed outline of its data-control mailer workflow for review and approval by the ASSESSOR. This outline shall clearly describe the company’s methodology for ensuring data accuracy, including controls related to:

- Preparation of mailer content
- Verification of data against existing assessment records
- Quality-assurance steps prior to mailing
- Tracking and processing returned mailers
- Error-resolution procedures, including coordination requirements with the ASSESSOR
- Documentation of all controls and checkpoints used to maintain data integrity

The outline must be sufficiently detailed for the ASSESSOR to evaluate the CONTRACTOR’S quality-control practices and confirm compliance with project standards.

Physical Inspection

The CONTRACTOR shall conduct all required measurements and inspections of taxable real property within the City to ensure that all data used in the valuation process is accurate, complete, and up to current standards.

The CONTRACTOR shall verify or correct all physical characteristics for residential, commercial, industrial, and other taxable structures, including all structural improvements. Inspections shall be performed using consistent, industry-accepted appraisal practices.

Inspection Requirements

1. Exterior Inspection (per section 3.0)

A full exterior inspection shall be conducted for each property, documenting:

- a. Building dimensions and sketch accuracy
- b. Exterior materials and construction details
- c. Observed physical condition
- d. Outbuildings, site improvements, and any changes since prior revaluation

Interior Inspection (When Applicable)

Interior inspections shall be completed when an appointment is requested through the online scheduling system described in Section 4.X Residential Data Mailers. Such inspections shall be conducted as needed to verify key property characteristics, resolve data inconsistencies, or when the ASSESSOR determines that interior verification is necessary for accurate valuation.

Additional Inspection Sample for (20% Requirement)

To ensure equity, uniformity, and compliance with performance-based standards, the CONTRACTOR and ASSESSOR shall implement a supplemental inspection program for all properties that did **not** get visited during the review period.

Unverified Properties — Identification, Quantification, and Inspection Requirements

To ensure full compliance with the performance-based inspection standards set forth in **Section 2.7**, the CITY and the CONTRACTOR acknowledge that a substantial portion of the taxable real property within the City has already undergone prior inspection or verification by the ASSESSOR'S appraisal staff. Specifically:

- Approximately **6,700 parcels** have been physically inspected through sales verification and review;
- Approximately **6,500 parcels** have been reviewed utilizing approved imagery-based inspection services; and
- Approximately **4,500 parcels** have been inspected or verified due to building-permit-related field work.

These previously reviewed parcels shall be deemed **Reviewed Properties** for purposes of the inspection requirements set forth herein. All remaining parcels, being those **not** previously inspected, reviewed, or otherwise verified, shall be designated **Unverified Properties**.

The CONTRACTOR, in coordination with the ASSESSOR, **shall identify, quantify, classify, and map all Unverified Properties** by neighborhood, property class, and inspection status. This identification process shall be completed in a manner sufficient to demonstrate compliance with the neighborhood-stratified inspection obligations required under **Section 2.7**, including but not limited to the requirement that inspection coverage is **equitable, proportionate, and methodologically consistent** across all neighborhoods.

The CONTRACTOR shall ensure that all inspections conducted on Unverified Properties shall adhere to the **same inspection standards, criteria, and procedural requirements** set forth in **Section 2.7**, including the uniform application of quality and condition assessments, documentation of physical characteristics, and all applicable field-review protocols. Such inspections shall be carried out in a manner that ensures that each neighborhood within the City is afforded **adequate and proportional physical inspection coverage**, taking into account the Reviewed Properties already inspected by the ASSESSOR'S staff.

The CITY and the CONTRACTOR shall mutually ensure that the resulting inspection distribution satisfies the statutory and regulatory requirements of the Rhode Island **Performance-Based Revaluation Standards** and all related provisions governing equity, uniformity, and completeness of the revaluation process.

Sample Inspection Requirement

The CONTRACTOR shall perform inspections on a **representative sample equal to twenty percent (20%)** of all non-reviewed properties.

These inspections shall follow the **same procedures** described in section 2.7.2

b. Neighborhood-Based Sampling

The CONTRACTOR shall coordinate with the ASSESSOR to ensure the 20% sample is:

- Stratified **by neighborhood**, and
- Inclusive of all major property classes:
 - Residential
 - Commercial
 - Industrial
- The selection must ensure each neighborhood receives proportionate inspection coverage.

Commercial Property Review

Dedicated Commercial Appraiser

The CONTRACTOR shall assign **one (1) full-time, dedicated, and experienced Commercial Appraiser** to the City of Providence for the duration of the PROJECT. This individual must demonstrate extensive experience in the valuation of income-producing, mixed-use, industrial, and special-purpose commercial properties, including the application of the cost, sales comparison, and income approaches to value.

The assigned Commercial Appraiser shall be physically available to the ASSESSOR and the ASSESSOR'S appraisal staff on a routine and predictable schedule and shall participate in regular on-site collaboration as directed by the ASSESSOR.

Valuation Responsibilities

Income Approach

The Commercial Appraiser shall prepare all necessary income analyses, including:

- Market rent and economic rent studies
- Expense ratio development
- Vacancy and collection loss analysis
- Capitalization rate development
- Reconciliation of actual vs. economic income

Cost Approach

The Commercial Appraiser shall:

- Develop replacement cost estimates using approved cost schedules
- Apply appropriate forms of depreciation, including physical, functional, and economic

Sales Comparison Approach

The Commercial Appraiser shall:

- Verify and analyze all commercial sales
- Conduct comparable analysis and develop supported adjustments
- Maintain neighborhood-consistent valuation practices

Collaboration with the ASSESSOR'S Appraisal Staff

The assigned Commercial Appraiser shall maintain **hands-on, ongoing collaboration** with the ASSESSOR'S appraisal staff, including:

- Joint review of complex and high-value commercial properties
- Participation in neighborhood-level commercial valuation analysis
- Continuous exchange of data, field observations, and valuation methodologies
- Identification of emerging market trends affecting the commercial sector

Documentation and Quality Assurance

The CONTRACTOR shall ensure that all commercial valuation work is:

- Fully documented and transparent
- Consistent across all commercial property types and neighborhoods
- Compliant with Rhode Island Performance-Based Revaluation Standards

The Commercial Appraiser shall review and validate all commercial values prepared by CONTRACTOR staff for accuracy and consistency.

Support During Hearings and Appeals

The assigned Commercial Appraiser shall be available to:

- Assist the ASSESSOR during informal hearings
- Support the City before the Board of Assessment Review
- Prepare detailed supporting analyses for commercial appeals
- Provide expert testimony as required

10 RESPONSIBILITIES OF CONTRACTOR

GOOD FAITH

CONTRACTOR shall, in good faith use, its best efforts to assist the ASSESSOR in determining the present true and actual valuations of all real property situated in the City, and shall not undervalue or overvalue any land, building or other property to avoid or minimize its responsibilities specified herein.

PUBLIC RELATIONS

The parties of this revaluation project recognize that a good public relations program is required in order that the public of the City may be informed as to the purpose, benefits and procedures of the revaluation program.

CONTRACTOR shall provide reasonable assistance to the ASSESSOR in conducting a program of public information through the press and other media, such as meeting with citizens, service clubs and property owner groups as a means of establishing understanding and support for the revaluation program and sound assessment administration. CONTRACTOR shall supply visual aids and other media at its disposal to this end. All public releases shall be approved by the ASSESSOR prior to release.

Spanish-Language Requirements

The CONTRACTOR shall ensure that all public-facing communications related to the revaluation are accessible to Spanish-speaking residents. Requirements include:

- All notices, mailings, forms, and written correspondence must be provided **in both English and Spanish**.
- Informal hearings must have a **bilingual (English–Spanish) hearing officer** or a qualified interpreter provided at the CONTRACTOR’S expense.

- All public instructions, appointment materials, and online information must also be available **in Spanish**.
- All translations must be clear, accurate, and approved by the ASSESSOR before distribution.

CONDUCT OF COMPANY EMPLOYEES

As a condition of this contract, CONTRACTOR'S employees shall, at all times, treat the residents, employees and taxpayers of the City with respect and courtesy; CONTRACTOR shall take appropriate and meaningful disciplinary measures against those who violate the terms of this provision. A suitable dress code for all employees will also be implemented.

RECORDS

General Provisions

CONTRACTOR shall provide all record cards, street cards, owner cards, supplies, forms, literature, notices and papers to be used in this project at no additional cost to the City.

Records are City Property

The original or a copy of all records and computations, including machine readable databases, made by CONTRACTOR in connection with any appraisal of property in the City shall, at all times, be the property of the City and, upon completion of the project or termination of this contract by the City, shall be left in good order in the custody of the ASSESSOR. Such records and computations shall include, but not be limited to:

Assessor's Maps:

Land Value Maps;

Materials and Wages, Cost Investigations and Schedules;

Data Collection Forms, Listing Cards, Property Record Cards with property valuations and sketches;

Capitalization Rate Data;

Sales Data;

Depreciation Tables;

Computations of land and/or building values;

All letters of memoranda to individuals or groups explaining methods used for appraisals;

Operating statement of income properties;

Duplicated notice of valuation changes;

Database of all property records, CAMA system, and integration with administrative system.

In addition, throughout the conduct of said revaluation, any criteria, guidelines, price schedules or statement of procedures used in such revaluation by the Contractor shall be available by contractor for public inspection in the Assessor's office and shall be available thereafter, all in accordance with Section 12-62 (c) of the Rhode Island General Statutes.

Valuation cost tables and schedules for the valuation of real property.

ASSESSOR'S Records

CONTRACTOR shall use a system approved by the ASSESSOR for the accurate accounting of all records and maps, which may be taken from the ASSESSOR'S office in conjunction with this project. All such records and maps shall be returned immediately following their use. None of the ASSESSOR'S records shall be taken outside the corporate limits of the City without prior written permission of the ASSESSOR.

The ASSESSOR will permit CONTRACTOR to copy all residential building sketches from existing field cards, together with the outside dimensions of all auxiliary buildings such as garages, barns, sheds, and swimming pools. CONTRACTOR will be permitted to copy and sketch all commercial and industrial properties, which are presently outlined on existing ASSESSOR's field cards.

Property Record Cards (Street Cards)

CONTRACTOR shall complete and file by Map order, Property Record Cards, commonly referred to as "Street Cards" or "Field Cards". These cards shall contain all manner of information affecting value, including but not limited to, information as to location of property, classification as to usage, owner of record, source of title, size, shape and physical characteristics of land, with the breakdown of front feet, square feet or acreage as applicable, along with the unit of value applicable to each, public utilities available, public improvements, census tract number, zoning regulations in effect as of the assessment date. All physical improvements shall be listed giving all interior and exterior construction details, quality of construction, age, condition, replacement values, percent of physical, functional and economic depreciation, depreciated values, fair market value and 100% assessment value will be shown. A computer-generated sketch of all buildings, with the appropriate scale of such sketch, shall also be shown on these cards. The "Street Cards" or "Field Cards" will contain a digitized photo of each house.

ASSESSMENT NOTICES

At the close of the PROJECT, a notice shall be sent, at CONTRACTOR'S expense by first class mail, to each real owner of record, setting forth the valuation that has been placed upon the property identified in the notice, prepared on a form approved by the ASSESSOR. CONTRACTOR will provide the needed information for the notice. Also enclosed with such notice shall be information specifying the dates, times and places of the informal public hearings and information describing the property owner's right to appeal the valuation of his property, including the manner in which an appeal may be filed with the Board of Assessment Appeals. Such notices shall be subject to approval by the ASSESSOR in accordance with Rhode Island General Statutes.

INFORMAL PUBLIC HEARINGS

At a time mutually agreeable to the ASSESSOR and CONTRACTOR and following completion of all review work by the ASSESSOR and CONTRACTOR, CONTRACTOR shall hold public hearings so that owners of real property or their legal representative may appear at specified times to discuss, with qualified members of CONTRACTOR'S staff, the valuations of their property. CONTRACTOR'S personnel shall explain the manner and methods of arriving at value. Informal public hearings, at the ASSESSOR's discretion, may be held on weeknights and Saturdays.

CONTRACTOR, in conjunction with recommendations of the ASSESSOR, shall schedule a sufficient number of hearings and provide sufficient personnel to handle said hearings expeditiously and fairly. Any information offered by the taxpayer or their legal representative shall be given consideration, and an adjustment shall be made where warranted. The public hearings shall be **completed by February 25, 2028.**

CONTRACTOR shall keep a record, on a form approved by the ASSESSOR, of all owners that requested a hearing and the result of that hearing. A copy of those records shall be given to the ASSESSOR.

CONTRACTOR shall require each person, or his or her legal representative, who appears at a hearing to sign a form indicating whether CONTRACTOR shall reinspect the property being questioned; such decision to reinspect to be at the reasonable discretion of CONTRACTOR. Any such reinspection shall be made as soon as possible. This form shall be approved by the ASSESSOR and provided by CONTRACTOR. The completed and signed forms shall be turned over to the ASSESSOR at the conclusion of the hearings. CONTRACTOR shall, at its expense by first class mail, notify each taxpayer that has appeared at an informal public hearing of the results said notice of results to be approved by the Assessor.

CONTRACTOR shall be responsible for sending notice, by First Class mail at CONTRACTOR'S expense, to each taxpayer or his or her legal representative who appears at these hearings seeking review of valuation. Such notice shall include the original valuation determined by CONTRACTOR and any adjusted valuation as deemed appropriate based on any information received at such hearing, or a statement that no change is warranted. Such notice shall be subject to approval by the ASSESSOR and shall contain information describing the property owner's rights to appeal the valuation, including the manner in which an appeal may be filed with the Board of Assessment Appeals.

BOARD OF ASSESSMENT APPEALS

CONTRACTOR shall have a qualified member or members, approved by the ASSESSOR, of its staff, available for attendance at any deliberations of the Board of Assessment Appeals held after the completion of the revaluation, Sundays excluded, but such availability and attendance shall not be required after the date for the completion of the duties of the Board of Assessment Appeals on the December 31, 2027 Grand List or for one complete calendar year beyond completion of the revaluation, whichever comes first, to assist in the settlement of complaints and to explain the valuations made.

LITIGATION

In the event of appeal to the courts, CONTRACTOR shall furnish a competent witness or witnesses, approved by the ASSESSOR, to defend the valuation of the properties appraised. It is understood that CONTRACTOR shall furnish said witness or witnesses on any court action instituted on the December 31, 2027 Grand List assessments for up to Five (5) days at no charge. After the initial Five (5) days, a per Diem rate of \$ _____ for Residential, Commercial/Industrial properties shall be charged. CONTRACTOR shall provide supporting data, including written appraisal if deemed necessary by the ASSESSOR, for any said court appeals. CONTRACTOR shall also comply with any request by the City to answer any interrogatories, provide witnesses for depositions or to otherwise participate in the discovery process pertaining to any litigation described herein. CONTRACTOR shall not be held responsible for any assessment changed from the original valuation figure by parties other than CONTRACTOR.

INFORMATION

Information to City

CONTRACTOR shall give to the ASSESSOR any and all information requested pertaining to the project for a period of one (1) year after completion of the duties of the Board of Assessment Appeals on the December 31, 2027 Grand List, without any additional cost to the City.

11 BUILDING COST SCHEDULES

General

CONTRACTOR shall prepare for usage in the project as hereinafter specified, building cost schedules and the methodology used to produce them. These schedules will reflect the unit-in-place method based upon the square foot or cubic foot area of buildings as applicable. These schedules shall be used in computing the replacement cost in the for all residential, commercial, industrial, and farm construction. They shall reflect the wage scale for the various trades, labor efficiencies, overhead, profit, engineer and architect fees and all other direct and indirect costs of construction. Before final acceptance, they shall be proven by testing against known sales. All finalized schedules shall be approved by the ASSESSOR before adoption and usage by CONTRACTOR.

Types of Cost Schedules

Residential

Residential cost schedules shall include schedules for various classifications, types, models, and story heights on a per square foot basis, normally associated with residential buildings. The schedule shall be flexible with special sections reflecting the various additions and deductions for construction components from the base specifications, along with prices for different types of heating systems, bathrooms, porches, breezeways, attached, detached, and basement garages, and finished basements and schedules for other building improvements usually found on residential property including, but not limited to, in-ground swimming pools, barns, sheds, tennis courts, gazebos, and hot tubs.

Commercial

Commercial building cost schedules shall be prepared in unit costs of material in place and charted on a per square foot basis, and shall be prepared for various story heights and contain all the additions and deductions for construction components from base specifications.

Industrial and Special Structures

Cost schedules for industrial and special purpose structures shall be prepared in unit costs of material in place and charted on a per square foot basis, and shall contain all the additions and deductions for construction components from base specifications.

Farm

Cost schedules for farm structures shall be prepared for square foot and cubic foot costs for various types of farm buildings including, but not limited to, barns, sheds, silos, milk houses, coops, etc.

Cost schedules for the afore-mentioned must be supported by a recognized valuation publication company such as Marshall and Swift, Means, etc.

Depreciation Schedules

Depreciation schedules or methods to be used in determining the amount of depreciation shall reflect the normal and accepted depreciation rates of buildings according to classification. These schedules or methods shall cover residential, commercial, industrial, and farm buildings and shall be approved by the ASSESSOR.

Schedule for City

CONTRACTOR shall supply and leave for the City not less than three (3) copies of all the above required building cost schedules and depreciation schedules for the City's usage, one copy of which shall be turned over to the ASSESSOR upon approval of the schedules.

12 APPRAISAL SPECIFICATIONS

Appraisal of Land

CONTRACTOR shall appraise all land within the City: including residential, vacant, commercial, industrial, agricultural, special use, public utility, and tax-exempt.

Land Value Study

Land shall be valued on the basis of an analysis of all sales data occurring during the two-year period prior to December 31, 2027. The analysis and application of sales data shall be governed by procedures and techniques expressly approved by the ASSESSOR. CONTRACTOR shall make a careful investigation of this data and shall consult owners, realtors, banks and other sources for information relative to sales of properties within the City. All factors affecting the final values of land shall be considered, such as location, zoning, inland wetlands, topography, soil condition, utilities, size, vacancy, form of ownership, non-conforming uses, and zoning variances.

Non-conforming uses and zoning variances shall be considered in establishing values. A brief description of each lot or parcel of land, together with the valuation computations, shall be entered on the field record card.

Land Value Inspection

CONTRACTOR will make necessary adjustments in value to compensate for topographical irregularities such as high banks, steep slopes, swamps, irregular shapes or anything else which may detract from the usefulness of the land. Non-conforming uses and zoning variances shall be considered in establishing values.

Land Value Unit

CONTRACTOR shall prepare land unit values by front foot, square foot, acreage or fractional acreage; whichever in the judgment of CONTRACTOR and ASSESSOR most accurately reflects the market for the appraised land.

Land Value Map

CONTRACTOR shall delineate the land value units on all streets and acreage in the City on a suitable map to be provided by the City. The land value map shall be returned to the City prior to the completion of the PROJECT.

Neighborhood Delineation

After consideration of the environmental, economic and social characteristics of the City, CONTRACTOR shall, with the cooperation and approval of the ASSESSOR, delineate “neighborhood” units within the City. Each neighborhood unit will, in CONTRACTOR'S opinion, exhibit homogenous characteristics. Each neighborhood unit will be assigned a separate identification code, which will be used for valuation. These neighborhood codes shall be recorded and maintained on all property record cards and the computer database.

APPRAISAL OF RESIDENTIAL BUILDINGS AND STRUCTURES

Exterior Field Review

All properties shall be reviewed in the field by CONTRACTOR’s personnel qualified as reviewers as previously prescribed in these specifications.

The properties shall be reviewed for classification, final value, and to assure that they are correlated to comparable properties. The ASSESSOR shall be notified of the dates of review and be entitled to accompany the reviewers during this phase of the revaluation.

Field Recording: Physical data and characteristics of the land parcel shall be observed in the field and recorded.

Pricing and Valuations

Pricing and valuations of all land and buildings must reflect the present true and actual value as of December 31, 2027, and shall be done from and in accordance with the previously approved manuals and schedules.

The final valuation shall be the true and actual value of the structures plus the true and actual value of the land. In arriving at the true and actual value of the structures, replacement cost new less depreciation from all causes may be considered along with other factors affecting the value of the property, all of which shall be noted on the property record card.

APPRAISAL OF COMMERCIAL, INDUSTRIAL, PUBLIC UTILITY, AND SPECIAL PURPOSE PROPERTIES

General

All commercial, industrial, public utility and special purpose buildings shall be classified, priced and reviewed in the same manner as residential properties, as set forth previously in these specifications.

Income Approach

Income and expense data gathered by the CONTRACTOR, shall be utilized by CONTRACTOR for income producing and, where appropriate, owner-occupied properties. Any income and expense data with accompanying summary reports and rent schedules, shall become property of the City. All information filed and furnished with Income and Expense report shall not be a public record and is not subject to the provisions of Section 1-200 et seq. (Freedom of Information) of the Rhode Island General Statutes. From these returns and other data sources, such as field investigations and interviews, CONTRACTOR will establish market or economic rent and expenses for income producing properties. CONTRACTOR shall also develop capitalization rates by investigating sales and income data. Rates shall be established for the various classes of property and checked by bankers, investors and appraisers to ensure their accuracy. When the rates and methods have been approved by the ASSESSOR, CONTRACTOR shall perform the income approach using both actual and economic income and expenses CONTRACTOR shall be responsible for entering all income data into the CAMA system.

Review

All final reviews and inspections shall be made in the same manner and for the same purpose as prescribed for residential properties. The reviewer shall be completely trained and fully experienced in the appraisal of the particular type and kind of commercial, industrial, public utility or special purpose building; the final value of which he or she is responsible.

CONTROL AND QUALITY CHECKS

Field Checks

The ASSESSOR shall spot check in the field, properties picked at random by him/her with or without the appropriate CONTRACTOR'S supervisor.

Building Permits

The ASSESSOR shall screen and make available on a timely basis to CONTRACTOR, copies of all building permits issued during the revaluation to allow the inclusion of all new construction, additions, and remodeling in CONTRACTOR'S appraisals. Assessors office appraisal staff will be responsible for data collecting services for all building permit and parcels with outstanding permits.

Incomplete Construction

Assessor's office appraisal staff shall code as unfinished construction all property cards which appear to have incomplete improvements on December 31, 2027 Grand List. The street card shall show the percentage of completion, based upon a schedule approved by the ASSESSOR, and reflect the percentage of completion in the valuation.

Sales Analysis

Sales analyses of properties shall be performed as a means of sustaining the values derived. These analyses shall be done on the aggregate of all residential properties and on each of the neighborhoods previously delineated. The sales analyses shall include, at a minimum, sales ratios and coefficients of variance and dispersion. Any additional requests for sales analyses by the ASSESSOR shall also be performed.

Performance Based Revaluation Standards: All fair market values that are developed by the CONTRACTOR must meet the Performance Based Testing Standards developed by the State of Rhode Island Office of Policy and Management in accordance with Section 12-62i of the Rhode Island General Statutes.

13 RESPONSIBILITIES OF THE CITY

Nature of Service

It is clearly understood and agreed that the service rendered by CONTRACTOR are in the nature of assistance to the ASSESSOR and all decisions as to proper valuation shall rest with the ASSESSOR.

Cooperation

The ASSESSOR, the CITY, and its employees will cooperate with and render all reasonable assistance to CONTRACTOR and its employees.

Items Furnished By the City

The City shall furnish the following:

Maps

The City shall furnish one (1) set of the most up-to-date City Tax Maps that are currently available showing streets, and property lines and boundaries.

Land Dimensions

The City will make available lot sizes and total acreage to CONTRACTOR of all pieces of property where the map or present records fail to disclose measurement or acreage.

Zoning

The City will provide current City zoning regulations and zoning maps.

Existing Property Record Cards

The City will make available the present street cards.

Property Transfers

The City shall notify CONTRACTOR, on a regular basis, of property splits and transfers occurring after the initial creation of the revaluation database by CONTRACTOR. CONTRACTOR shall the revaluation database as necessary.

Building Permits

The City shall perform all inspections and data entry of all building permits issued during the course of the revaluation project up to December 31, 2027.

Signing of Communications

The City shall sign, by the ASSESSOR or Assessor's designee, communications to be mailed at CONTRACTOR'S expense, for the purpose of contacting a property owner for inspection of the property.

Mailing Address

The City shall make available through the ASSESSOR'S or Tax Collector's Office the current mailing address and other relative data that exists on the administrative program for all property owners.

Office Space

The City shall furnish to CONTRACTOR sufficient office space as needed to carry out the terms of this contract.

Obligation to Keep Current

The City shall continuously and currently the information specified above.

Sales Information

The City shall continuously and currently provide copies of all sales information available to it with respect to transfer of parcels.

14 TRAINING:

Personnel: The Assessor shall determine the individuals and the amount of training each individual shall receive. If more than one person is receiving training at the same time, the training time shall be calculated as if one person is receiving training.

Location: All training shall take place on the City's computer hardware within the City, unless both the City and CONTRACTOR agree to an alternate training site or computer hardware.

Documentation: CONTRACTOR will provide a detailed user manual for the CAMA software and Grand List production interface.

15 TRANSMITTAL OF DELIVERABLES TO THE ASSESSOR

Records

Regular periodic delivery of appraisals and other information required under this agreement, as completed, and in accordance to a schedule hereinabove set forth or agreeable to the ASSESSOR shall be made to the ASSESSOR for his review. All appraisals of buildings, either complete or under construction, shall be completed as of December 31, 2027. All completed and/or corrected records shall be turned over to the ASSESSOR as of December 31, 2027. The final inspection and review shall take into consideration any known or apparent changes in the individual property since they were first inspected in order that the final appraisal of property shall be appraised as of December 31, 2027.

This information and/or appraisals and records shall not be made public until after the informal public hearings, except to the extent public access may be compulsory under provisions of applicable law.

It is understood and agreed that the Revaluation of properties covered by this contract shall meet or exceed the standards as outlined in the Rhode Island Performance Based Revaluation Standards and Certification of Revaluation), shall be acceptable to the ASSESSOR and shall conform to the procedures and technical requirements of the ASSESSOR and, at least weekly, Contractor shall meet with said ASSESSOR to discuss the progress and various other details of the project.

Clarification: 20% Sample Inspection Requirement

Key Points of the 20% Sample Requirement

- **Who is included:**

The 20% sample applies only to **Unverified Properties** — parcels **not** previously inspected, reviewed via imagery, or verified through building-permit work.

- **Minimum inspection quantity:**

The CONTRACTOR must physically inspect **20% of all Unverified Properties**.

- **Neighborhood-based sampling:**

The sample must be **stratified by neighborhood**, ensuring each neighborhood receives proportional inspection coverage.

- **All property classes included:**

The sample must include major property types — residential, commercial, industrial, and mixed-use.

- **Inspection standards:**

All inspections in the 20% sample must follow the **same procedures and quality standards** required for full inspections elsewhere in the RFP (e.g., field review, documentation of characteristics, uniform condition assessments).

- **Documentation requirement:**

The CONTRACTOR must **identify, quantify, classify, and map** the Unverified Properties and provide the sample selection methodology for ASSESSOR approval.

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
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terms and conditions of this Agreement has been materially impaired in any way, including but in no way limited to loss of insurance coverage, lapsing of a surety bond, if required, declaration of bankruptcy, or appointment of a receiver. In the event of termination by the City, you shall be entitled to just and equitable compensation for any satisfactory work completed and expenses incurred up to the date of termination.

12. Written notice hereunder shall be deemed to have been duly served if delivered in person to the individual or member of the firm or entity or to an officer of the entity for whom it was intended, or if delivered at or sent by registered or certified mail to the last business address known by the party providing notice.
13. In no event shall the Agreement automatically renew or be extended without a writing signed by the parties.
14. You agree that products produced or resulting from the performance of the Agreement are the sole property of the City and may not be used by you without the express written permission of the City.
15. For any Agreement involving the sharing or exchange of data involving potentially confidential and/or personal information, you shall comply with any and all state and/or federal laws or regulations applicable to confidential and/or personal information you receive from the City, including but not limited to the Rhode Island Identity Theft Protection Act, R.I. Gen. Laws § 11-49.3-1, during the term of the Agreement. You shall implement and maintain appropriate physical, technical, and administrative security measures for the protection of, and to prevent access to, use, or disclosure of, confidential and/or personal information. In the event of a breach of such information, you shall notify the City of such breach immediately, but in no event later than twenty-four (24) hours after discovery of such breach.
16. The Agreement is governed by the laws of the State of Rhode Island. You expressly submit yourself to and agree that any and all actions arising out of, in connection with, or resulting from the performance of the Agreement or relationship between the parties shall occur solely in the venue and jurisdiction of the State of Rhode Island or the federal court located in Rhode Island.
17. The failure of the City to require performance of any provision shall not affect the City's right to

require performance at any time thereafter, nor shall a waiver of any breach or default of this Agreement constitute a waiver of any subsequent breach or default or a waiver of the provision itself.

18. If any term or provision of this Agreement, or the application thereof to any person or circumstance shall, in any extent, be invalid or unenforceable, the remainder of this Agreement shall not be affected thereby, and each term and provision shall be valid and enforceable to the fullest extent permitted by law.