



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

REQUEST FOR PROPOSALS

Item Description: FURNITURE PROVIDER- PROVIDENCE PUBLIC SCHOOLS- FIVE NEW PK-8 SCHOOLS

Procurement/MinuteTraq #: 54847

Date to be opened: 11/2/2026

Issuing Department: Department of Public Property

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.
 - Virtual Form: <https://forms.monday.com/forms/2623174bcb0d6268172c99a3aab9a409?r=use1>
- 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: Deb Reading
 - Title: OPM, Project Manager, Downes Construction
 - Email Address: dreading@downesco.com

Pre-submission Conference

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

Deadline for questions submissions:

Questions must be received no later than October 22, 2026 at 12:00 PM. Questions received after the deadline may not be answered.

INSTRUCTIONS FOR SUBMISSION

<u>Meeting Date: 11/02/2026</u>
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Bids may be submitted up to **2:15 P.M.** on the above meeting date at the **Department of the City Clerk. Room 311, City Hall. 25 Dorrance Street, Providence.** At 2:15 P.M. all bids will be publicly opened and read at the Board of Contract Meeting in Conference Room 305, on the 3rd floor of City Hall.

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

**Board of Contract and Supply
Department of the City Clerk – City Hall, Room 311
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: _____

_____ FURNITURE PROVIDER- PROVIDENCE PUBLIC SCHOOLS- FIVE

Agrees to bid on (Write the "Item Description" here): NEW PK-8 SCHOOLS

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 <https://dedi.ri.gov/divisions-units/minority-business-enterprise-compliance-office/minority-business-enterprise-mbe>, 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.

REQUEST FOR PROPOSALS

FURNITURE PROVIDER

FIXTURES & EQUIPMENT PROCUREMENT, DELIVERY & INSTALLATION

Providence Public Schools – Five New PK-8 Schools

Robert F. Kennedy Elementary School

Harry Kizirian Elementary School

Mary E. Fogarty Elementary School

Asa Messer/W. Broadway Elementary School

Lima Stuart Elementary School

RFP Issue Date	October 5, 2026
Deadline for Questions	October 22, 2026 at 12:00 PM
Proposal Due Date	November 2, 2026 at 2:00 PM
Anticipated Installation	June 15, 2027 – August 15, 2027
Owner	City of Providence / Providence Public Schools
Owner's Project Manager	Deb Reading, Downes Construction
Email	dreading@downesco.com

SECTION 1 – INTRODUCTION

The City of Providence, through Providence Public Schools, is requesting proposals from qualified Furniture Providers for the procurement, delivery, assembly, installation, coordination, storage, protection, and closeout of Furniture, Fixtures and Equipment (FF&E) for five new Pre-K through Grade 8 school projects in Providence, RI.

The five new elementary schools included in this procurement are: Robert F. Kennedy Elementary School; Harry Kizirian Elementary School; Mary E. Fogarty Elementary School; Asa Messer/W. Broadway Elementary School; and Lima Stuart Elementary School.

The five projects are part of the Providence Public Schools construction program and are scheduled to support opening of the schools in September 2027. The procurement is intentionally structured to allow sufficient time for product approval, procurement, manufacturing, delivery, installation, punch list completion, and final acceptance.

The selected Furniture Provider shall be responsible for furnishing a complete and coordinated FF&E installation in accordance with the RFP, furniture plans, specifications, product data, schedules, bid forms, drawings, and all applicable addenda.

SECTION 2 – PROCUREMENT SCHEDULE

The anticipated procurement schedule is as follows:

Milestone	Date
RFP Issued	October 5, 2026
Deadline for Questions	October 22, 2026 – 12:00 PM
Final Addendum, if required	October 29, 2026
Proposals Due	November 2, 2026 – 2:00 PM
Evaluation/Clarifications	November 2026
Anticipated Award	November 30, 2026
Furniture Submittals / Release	Following Award and Approval
Anticipated Delivery/Installation	June 15 – August 15, 2027

The installation dates are preliminary and will be coordinated with the OPM, Providence Public Schools, construction teams, and individual school project schedules as the projects progress through 2027. The Furniture Provider shall maintain sufficient staffing and resources to meet the final installation schedule established by the OPM.

SECTION 3 – QUESTIONS AND ADDENDA

All questions regarding this RFP shall be submitted in writing to Deb Reading, Owner's Project Manager, Downes Construction, at dreading@downesco.com.

Questions must be received no later than October 22, 2026 at 12:00 PM. Questions received after the deadline may not be answered.

Responses to questions, clarifications, interpretations, revisions, or modifications to the RFP will be issued by formal Addendum. No oral interpretation, clarification, or representation by the Owner, OPM, architect, consultant, construction manager, school personnel, or any other representative shall be binding unless confirmed by written Addendum. Bidders shall acknowledge receipt of all issued Addenda with their proposal.

SECTION 4 – PROJECT DOCUMENTS

The following documents collectively establish the requirements for this procurement:

1. This RFP; 2. Bid Form; 3. Furniture plans for each school; 4. Furniture schedules; 5. Furniture specifications; 6. Applicable architectural drawings and project documents referenced by the FF&E documents; 7. Addenda issued during the procurement; 8. Applicable City of Providence procurement documents and forms; 9. Applicable RI School Building Authority requirements; 10. Applicable RIDE requirements; and 11. Applicable construction manager/project requirements issued for each school.

The furniture plans, schedules, and specifications collectively define the required furniture, quantities, locations, finishes, characteristics, and basis of design.

SECTION 5 – SCOPE OF SERVICES

The City is requesting proposals for complete furniture procurement, delivery, assembly, installation, coordination, storage, delivery, installation, temporary protection, and closeout necessary to outfit the five Providence PK-8 schools identified in this RFP.

The Furniture Provider shall provide all labor, supervision, management, transportation, equipment, tools, protection, storage, coordination, and incidental services necessary to provide a complete and properly installed FF&E package. The scope includes, but is not limited to, procurement; complete bid requirements; submittals; project management; coordination; procurement scheduling; delivery; restricted delivery logistics; storage; temporary protection; elevator use; installation; quality control; debris removal; site personnel; safety; code compliance; MBE/WBE participation; insurance; indemnification; pricing; unit pricing; changes; damage repair; warranty; punch list; closeout; and invoicing.

SECTION 6 – FURNITURE SUBMITTALS

The successful Furniture Provider shall prepare and submit complete product submittals for all furniture items.

Submittals shall include, as applicable: manufacturer; manufacturer model number; product description; dimensions; materials; finish; color; upholstery; accessories; options; warranty information; product photographs; applicable certifications; installation requirements; and lead time.

Submittals shall be organized in a manner that permits efficient review by the OPM and design team. The successful provider shall not release products for production where Owner approval is required until required approvals have been obtained.

SECTION 7 – BASIS OF DESIGN

All furniture shall comply with the basis-of-design products identified in the bid documents. Alternates and/or substitutions will not be accepted.

SECTION 8 – PROJECT MANAGEMENT AND COORDINATION

The successful Furniture Provider shall provide a single principal point of contact responsible for the overall contract. The principal contact shall remain consistent throughout the project unless otherwise approved by the OPM.

The Furniture Provider shall attend coordination meetings as requested; coordinate with the OPM, Providence Public Schools, construction manager, and architect/design team; coordinate delivery sequencing, site access, elevator use, storage, and installation areas; provide regular procurement status reports; and identify potential schedule risks immediately.

SECTION 9 – SCHOOL-SPECIFIC PROJECT MANAGEMENT

The awarded contractor shall provide a full-time project manager at each school during active delivery and installation operations.

The project manager shall be physically present throughout delivery and installation; coordinate the Furniture Provider's workforce; coordinate daily activities with the OPM and construction team; maintain delivery and installation schedules; resolve field issues; coordinate protection; verify quantities and placement; coordinate punch list work; maintain daily records; report damaged, missing, or defective items; and coordinate final acceptance.

A project manager shall not simultaneously supervise multiple schools when doing so prevents the required full-time presence at an active school.

SECTION 10 – PROCUREMENT AND LONG-LEAD ITEMS

Within the time period established by the OPM following award, the Furniture Provider shall provide a complete procurement schedule.

The Furniture Provider shall identify all long-lead items immediately following award. Any item that cannot reasonably be manufactured, delivered, and installed within the required schedule shall be specifically identified. The provider shall proactively recommend mitigation measures, including early release, alternate approved products, expedited manufacturing, alternate shipping, alternate delivery sequencing, or other measures necessary to protect the project schedule.

SECTION 11 – DELIVERY

The Furniture Provider shall be solely responsible for coordinating and executing delivery of all FF&E. Delivery shall include scheduling, transportation, loading and unloading, on-site movement, movement between floors, placement in designated areas, protection of completed construction, assembly, installation, and removal of packaging. Deliveries shall be coordinated with the OPM and construction team sufficiently in advance. No delivery shall be made without prior coordination and authorization from the OPM.

SECTION 12 – RESTRICTED DELIVERY CONDITIONS

The Furniture Provider shall anticipate restricted site access, limited staging areas, limited parking, construction traffic, restricted loading areas, narrow access routes, completed areas requiring protection, limited elevator availability, and restricted truck sizes.

Where site conditions require, the provider shall transfer materials from larger tractor-trailers or delivery vehicles into smaller box trucks or other appropriate vehicles capable of accessing the school.

No additional compensation will be permitted for normal delivery logistics that could reasonably have been anticipated from the site conditions.

SECTION 13 – STORAGE

The Furniture Provider shall be responsible for all storage of FF&E prior to delivery to the schools. Unless specifically authorized in writing, the Owner and construction team will not provide warehouse storage for the Furniture Provider's materials.

The provider shall maintain secure storage; protect furniture from damage; maintain appropriate environmental conditions; maintain inventory records; inspect materials prior to delivery; replace damaged materials; and coordinate release of materials to the schools.

SECTION 14 – TEMPORARY PROTECTION

The Furniture Provider shall provide all temporary protection necessary to prevent damage to existing and completed construction, including floors, finished flooring, walls, door frames, doors, door hardware, casework, millwork, elevator cabs, elevator doors, corners, finished surfaces, and other completed construction.

Protection shall be installed before movement of furniture begins and maintained throughout the operation. The provider shall be responsible for repairing or reimbursing the Owner for damage caused by its operations.

SECTION 15 – ELEVATOR USE

For upper-level locations, elevators may be used to transport FF&E when available and when permitted by the construction team.

Elevator use shall be coordinated in advance with the OPM and construction team as elevator hours may be restricted.

The Furniture Provider shall provide appropriate protection for elevator cabs and doors.

SECTION 16 – INSTALLATION

The Furniture Provider shall provide complete assembly and installation of all furniture included in the bid. Installation includes assembly, placement, leveling, adjustment, connection of components, installation of accessories, attachment of required components, placement in accordance with furniture plans, removal of shipping materials, final adjustment, and final cleaning.

Furniture shall be installed in its designated room and location unless otherwise directed by the OPM. Furniture shall be level, stable, properly assembled, free of damage, and ready for use at final acceptance.

SECTION 17 – QUALITY CONTROL AND INSPECTION

The Furniture Provider shall inspect all products upon receipt and again following installation.

The provider shall immediately report damaged furniture, missing furniture, incorrect furniture, incorrect finishes, manufacturing defects, missing components, quantity discrepancies, and installation deficiencies.

The provider shall be responsible for correcting deficiencies at no additional cost to the Owner when caused by the provider's procurement, handling, delivery, storage, or installation.

SECTION 18 – DEBRIS AND CLEANING

The Furniture Provider shall remove all packaging, shipping materials, cardboard, plastic, pallets, straps, protective materials, and installation debris from the schools.

All such material shall be removed from the project site and disposed of off site. The contractor's or Owner's construction dumpsters shall not be used for disposal of FF&E packaging or debris unless specifically authorized in writing.

The work area shall be cleaned daily. Upon completion of each school, the provider shall provide a final cleaning of furniture and installation areas.

SECTION 19 – PERSONNEL AND SITE CONDUCT

The Furniture Provider shall employ sufficient personnel to complete the work in accordance with the required schedule.

All workers shall be properly trained, qualified, professionally conducted, and compliant with school and construction-site rules. Personnel who are unqualified, improperly trained, or fail to comply with project requirements may be removed from the project at the direction of the OPM.

SECTION 20 – B.C.I. REQUIREMENT

All workers who will be present on the school sites shall provide a B.C.I. background check from the State of Rhode Island, Office of the Attorney General, prior to commencing work.

No worker shall be permitted to begin work at a school without satisfying the applicable background-check requirements. The Furniture Provider shall be responsible for ensuring compliance by all employees, subcontractors, installers, delivery personnel, and other individuals under its control.

SECTION 21 – SAFETY

The Furniture Provider shall comply with OSHA requirements, applicable federal, state, and local safety regulations, construction-site safety requirements, school safety requirements, and requirements of the construction manager and OPM.

The provider shall furnish all required safety equipment, signage, barricades, warning devices, and personal protective equipment and maintain safe conditions at all times, particularly where students, staff, or members of the public may be present.

SECTION 22 – COMPLIANCE WITH CODES AND REGULATIONS

All work shall comply with all applicable requirements of authorities having jurisdiction.

The Furniture Provider shall comply with RI School Building Authority requirements; RIDE School Construction Regulations; applicable City of Providence requirements; applicable federal and state laws; OSHA; accessibility requirements; and project-specific construction requirements.

All work shall be performed in accordance with the applicable project documents.

SECTION 23 – MBE/WBE REQUIREMENTS

The project shall comply with applicable City and State MBE/WBE requirements.

Anticipated participation goals are MBE – 10% and WBE – 10%. Bidders shall complete and submit all applicable MBE/WBE documentation required by the City of Providence.

The City encourages participation by local residents and businesses at the company, trade-worker, vendor, and supplier levels.

SECTION 24 – RHODE ISLAND BUSINESS REQUIREMENTS

Firms, entities, joint ventures, partnerships, and other business associations participating in the project shall comply with applicable Rhode Island requirements governing authorization to conduct business in Rhode Island.

Out-of-state firms shall provide evidence of their authorization to transact business in Rhode Island when required.

SECTION 25 – INSURANCE

Prior to commencing work, the successful Furniture Provider shall provide Certificates of Insurance meeting the requirements of the City of Providence and the contract.

Commercial General Liability shall be not less than \$1,000,000 per occurrence for bodily injury, personal injury, property damage, products and completed operations, with applicable aggregate requirements.

Automobile Liability shall be not less than \$1,000,000 combined single limit per accident, including owned, hired, and non-owned vehicles.

Workers' Compensation shall be statutory limits as required by Rhode Island law, together with employers' liability coverage as required by the City.

The City's current standard insurance requirements shall govern if they differ from the reference requirements contained herein.

SECTION 26 – INDEMNIFICATION

The successful Furniture Provider shall indemnify, defend, and hold harmless the City of Providence, Providence Public Schools, their officers, employees, agents, representatives, consultants, and the OPM to the fullest extent permitted by law from claims, damages, losses, liabilities, costs, and expenses arising from or related to the Furniture Provider's performance.

SECTION 27 – PRICING

The Bid Form will consist of a separate bid sheet for each of the five schools and a Summary Bid Form for all five schools. Bidders shall enter pricing for every furniture item listed on every school bid sheet. No partial bids will be accepted. No bidder may exclude a school, category, room, item, or quantity.

The contract will be awarded for the complete FF&E procurement for all five schools based upon the Total Bid – All Five Schools.

SECTION 28 – UNIT PRICING

Unit pricing shall be provided for each furniture item as indicated on the Bid Forms. Unit prices may be used for approved additions or deductions to quantities.

Unit pricing shall include applicable product costs, freight, handling, delivery, storage, assembly, installation, labor, equipment, packaging removal, disposal, overhead, and profit.

SECTION 29 – FREIGHT, DELIVERY AND INSTALLATION

All costs associated with furnishing, transporting, storing, delivering, unloading, assembling, installing, protecting, cleaning, and completing the furniture shall be included in the bid price.

There shall be no separate charge for normal freight, standard delivery, normal handling, assembly, installation, packaging removal, temporary protection, or normal delivery coordination.

SECTION 30 – PRICES

Bid prices shall remain firm in accordance with the City's procurement requirements. Bidders shall identify any assumptions regarding pricing validity in their proposals. No escalation shall be permitted unless expressly authorized in the executed contract.

SECTION 31 – CHANGES AFTER AWARD

The Owner reserves the right to make reasonable changes to quantities, locations, products, or other requirements after award. No change shall be performed without written authorization.

Where a change results in an increase or decrease in cost, the Furniture Provider shall provide detailed pricing documentation. Changes shall be priced using applicable bid unit prices, approved negotiated pricing, or documented cost plus applicable contract markups, where authorized.

SECTION 32 – DAMAGE AND REPAIR

The Furniture Provider shall be responsible for damage caused by its personnel, subcontractors, delivery vehicles, equipment, materials, or operations.

Damaged construction shall be reported immediately to the OPM. The Furniture Provider shall repair or reimburse the Owner for such damage at no additional cost to the Owner.

SECTION 33 – WARRANTY

All furniture shall be provided with the manufacturer's standard warranty applicable to the specified product.

The Furniture Provider shall provide warranty documentation at closeout and shall coordinate warranty claims during the applicable warranty period.

SECTION 34 – PUNCH LIST AND FINAL ACCEPTANCE

Upon completion of each school, the OPM will conduct an FF&E inspection with the Furniture Provider.

The Furniture Provider shall correct all punch list items, including missing, damaged, incorrect, improperly assembled, incomplete, defective, incorrectly located, or unclean items. All punch list work shall be completed before final acceptance.

SECTION 35 – CLOSEOUT

Prior to final payment, the Furniture Provider shall provide final furniture inventory; final room-by-room installation confirmation; warranty information; manufacturer information; product manuals where applicable; care and maintenance information; spare parts where specified; keys or accessories; final punch list completion documentation; documentation of approved substitutions as necessary; and final delivery records.

SECTION 36 – INVOICING AND PAYMENT

Invoices shall be sufficiently detailed to demonstrate the work and materials for which payment is requested.

Invoices shall include, as applicable, school, room, furniture category, item, quantity, unit price, extended price, delivery status, installation status, and supporting documentation.

Lump-sum invoices without sufficient supporting detail may be returned for correction.

SECTION 37 – BIDDER QUALIFICATIONS

Each bidder shall demonstrate experience in the procurement and installation of FF&E for educational facilities.

The proposal shall identify company name, business address, principal contact, telephone, email, years in business, relevant school projects, at least three references, project size and value for each reference, installation capabilities, storage capabilities, proposed subcontractors, proposed installation company, MBE/WBE participation, company organizational structure, and RI business registration status.

SECTION 38 – PROPOSAL SUBMITTAL REQUIREMENTS

Each proposal shall include, at minimum: completed Bid Forms for all five schools with subtotals; Summary Bid Form with total bid price; signed proposal; company information; qualifications; relevant project experience; references; project team organization; principal contact information; MBE/WBE documentation; required City of Providence procurement forms; required certifications; and acknowledgment of all Addenda.

SECTION 39 – EXCEPTIONS

Bidders are expected to provide a complete bid in accordance with the RFP documents. Any exception to the requirements shall be clearly identified in the proposal. The City reserves the right to reject any proposed exception.

SECTION 40 – RESPONSIBILITY FOR MEANS AND METHODS

The Furniture Provider shall be responsible for its own means and methods of procurement, transportation, delivery, handling, storage, installation, protection, staffing, equipment, and safety.

The provider shall coordinate its work with the project team but shall remain responsible for execution of its contracted work.

SECTION 41 – SITE CONDITIONS

Bidders shall familiarize themselves with the nature of the work and anticipated conditions affecting delivery and installation.

The Furniture Provider shall coordinate with the OPM regarding site access, construction progress, delivery routes, staging, storage, elevator availability, school operations, security, and installation sequencing.

The provider shall not make deliveries that interfere with construction activities or school operations.

SECTION 42 – PUBLIC SCHOOL OPERATIONS

Because the projects are educational facilities, the Furniture Provider shall recognize that school staff, students, construction personnel, and members of the public may be present during portions of the work.

The provider shall maintain safe and orderly work areas at all times. Materials, tools, carts, packaging, and equipment shall not be left unsecured. All areas shall be left in a safe condition at the end of each workday.

SECTION 43 – BID AWARD

The contract shall be awarded for the complete FF&E procurement for all five schools. The City intends to award a single contract covering all five schools.

The bid evaluation shall consider the responsiveness and responsibility of the bidder and compliance with the RFP requirements. The Total Bid – All Five Schools shall be the principal pricing component for the award. No award will be made for individual schools.

SECTION 44 – BID VALIDITY

Bidders shall hold their submitted pricing and proposal valid for the period required by the City of Providence procurement requirements. Unless otherwise established by the City's final solicitation documents, the bidder shall not withdraw its proposal during the applicable validity period.

SECTION 45 – RIGHT TO REJECT

The City reserves the right, subject to applicable procurement requirements, to reject any or all proposals; reject non-responsive proposals; reject incomplete proposals; request clarification; request additional information; verify references; require demonstration of product compliance; require samples where appropriate; and cancel or modify the solicitation as permitted by law.

SECTION 46 – BID DOCUMENTS / ATTACHMENTS

Attachment A – Bid Forms

Attachment B - Robert F. Kennedy Elementary School; Furniture plans, schedule & specifications

Attachment C – Harry Kizirian Elementary School; Furniture plans, schedule & specifications

Attachment D – Mary E. Fogarty Elementary School; Furniture plans, schedule & specifications

Attachment E – Asa Messer/W. Broadway Elementary School; Furniture plans, schedule & specifications

Attachment F – Lima Stuart Elementary School; Furniture plans, schedule & specifications

Attachment G – MBE/WBE Forms

Attachment H – City of Providence Standard Terms & Conditions

Attachment I – Insurance Requirements

Attachment J – Furniture Provider – Qualification Requirements

Above documents are available for download at:
<https://downesconstruction.sharefile.com/d-se5cc333a83a348489e81deb69de21398>

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.