

REQUEST FOR QUOTATIONS

ITEM DESCRIPTION: Direct to Garment Printer

DATE AND TIME TO BE OPENED: Thursday, February 22, 2024 at 1:00PM

PRE-BID CONFERENCE (IF APPLICABLE): None

SUBJECT MATTER EXPERT (NAME): William Iannotti

SUBJECT MATTER EXPERT (EMAIL): William.Iannotti@ppsd.org

QUESTION DEADLINE: Thursday, February 8, 2024 at 3:00PM

Instructions

1. Bidders must submit sealed proposals in an envelope clearly labeled with the Item Description shown above on the outside of the envelope. The proposal envelope and any information relative to the proposal must be addressed to:

**Purchasing Department, Suite 206
Attn: Thomas Morgan
797 Westminster Street
Providence, RI 02903**

2. Bidders must include **at least** one original, one copy, and a digital PDF copy on a CD or flash drive.
3. Proposal responses must be in ink or typewritten.
4. Bidders are advised that all materials submitted to Providence Public Schools for consideration in response to this Request for Proposals shall be considered to be public records as defined in [R.I. General Law Section 38-2 et seq.](#), without exception, and may be released for public inspection. All proposals submitted become the property of Providence Public Schools.
5. Bid proposals that are not present in the Providence Public Schools Purchasing Department at the time of opening for whatever cause will be deemed to be late and will not be considered. Postmarks shall not be considered proof of timely submission.
6. Questions regarding this request for proposals must be submitted to the Subject Matter Expert via email by the question deadline listed above. Questions will be answered via addendum to be posted publicly on the Providence Schools website. Bidders are responsible for checking the

website for all addenda distributed in response to questions and requests for additional information.

Notice to Vendors

1. Providence Public Schools reserves the right to award the contract on the basis of the lowest responsible evaluated bid proposal.
2. In determining the lowest responsive evaluated bid proposal, cash discounts based on preferable payment terms will not be considered.
3. No proposal will be accepted if it is made in collusion with any other responder.
4. Providence Public Schools reserves the right to award to a single vendor, to split the award between multiple vendors and to reject any and all proposals. Unless otherwise specified, Providence Public Schools reserves the right to make the award by item or items or by total as may be in its best interest.
5. As Providence Public Schools is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
6. In case of error in the extension of prices quoted, the unit price will govern. In the event there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.
7. Proposals must meet the attached specifications. Any exceptions or modifications must be noted and fully explained. Bids may be submitted on an “equal in quality” basis. Providence Public Schools reserves the right to decide equality and determine whether bids are responsive. Bidders must indicate brand or make offered and submit detailed specifications if other than brand requested.
8. A responder who is an out of-state corporation shall qualify or register to transact business in this State, in accordance with R.I. General Law [Section 7-1.2-1401](#) et seq. as amended)
9. The contractor will not be permitted to: assign or underlet the contract; or assign either legally or equitably any monies or any claim thereto without the previous written consent of the Director of Purchasing.
10. Delivery dates must be shown in the bid. If no delivery dates are specified, it will be assumed that an immediate delivery from stock will be made.
11. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.

12. No goods should be delivered and no work should be started without a Purchase Order from Providence Public Schools.
13. Awards will be made within ninety (90) days of the proposal opening. All proposal prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
14. 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, and Acts of God.
15. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Law concerning payment of prevailing wage rates apply (See R.I. General Law [Section 37-13-1](#) et seq. as amended).
16. All proposals will be disclosed at the opening date and time listed above. After a reasonable lapse of time, tabulation of proposals may be viewed on the Providence Public School's website (<https://www.providenceschools.org/Page/215>).
17. Prior to commencing performance under the contract, the successful bidder shall attest to compliance with provisions of R.I. General Law [Section 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.
18. 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 Providence Public Schools.

BID FORM 1: BIDDER INFORMATION

Agrees to Bid on: Direct to Garment Printer

DATE AND TIME TO BE OPENED: Thursday, February 22, 2024 at 1:00PM

Name of Bidder (Firm or Individual): _____

Business Address: _____

Contact Name: _____

Contact Email Address: _____

Contact Phone Number: _____

Delivery Date: _____

Signature of Representation

Title

I. Objective

The Providence School Department hereby requests quotes from qualified vendors to purchase a DGT G4 Printer (or equivalent).

The awarded vendor must accept a Purchase Order with Net 30 terms.

Please submit questions regarding this solicitation to Expeditor of Purchasing Rose Lorenzo at Rose.Lorenzo@ppsd.org using the subject line “DTG G4 for CTE Graphics RFQ Question” no later than February 8, 2024.

Bids must be submitted in accordance with the instructions on page 1 (one) of this document. No electronic bids will be accepted.

II. Limitations

This Request for Proposals (RFP) does not commit the Providence School Department to award any contract or pay for the preparation of any proposal submitted in response to this RFP. The Providence School Department may withdraw or amend this RFP in its entirety or in part, at any time if it is in the best interests of the organization to do so. This award is contingent upon the receipt of funding.

III. Proposal Requirements

Proposals must include the following documents:

- Bid Form 1: Bidder Information (page 5 of this document)
- Bid Form 2: Pricing (page 7 of this document)
- W9

Bids may be submitted on an “equal in quality” basis. Providence Public Schools reserves the right to decide equality and determine whether bids are responsive. Bidders must indicate brand or make offered and submit detailed specifications if other than brand requested.

BID FORM 2: PRICING

| Equipment | Quantity | Unit Cost | Total Cost |
|---|----------|-------------------|------------|
| DTG G4 Direct to Garment Printer | 1 | \$ | \$ |
| Warranty | | | |
| DTG DTF Kit. Direct to Fil Kit | | | |
| DGT G4 Startup Kit | | | |
| DTGPRO-c7...Under basing Software for the G4 | | | |
| DTG Training | | | |
| PTM-PTM-1..Automatic Pre-Treat Machine | | | |
| PTM main Kit. Washing Solution, soaker jar, cleaning tools, spray tip o ring, | | | |
| Shipping | | | |
| | | Total Cost | \$ |