

REQUEST FOR PROPOSALS

ITEM DESCRIPTION: Moving and Rigging Services – 3 Year Blanket Contract (FY22-FY24)

DATE AND TIME TO BE OPENED: Wednesday, February 17, 2021 at 1:00PM

PRE-BID CONFERENCE (IF APPLICABLE): None

SUBJECT MATTER EXPERT (NAME): Molly Hannon

SUBJECT MATTER EXPERT (EMAIL): Molly.Hannon@ppsd.org

QUESTION DEADLINE: Friday, January 29, 2021 at 4:30PM

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
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 General Terms

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 bidder.
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. Awards shall be subject to the General Terms set forth herein. 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 bidder 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. 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.
10. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.
11. 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).

12. 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/4634>).
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. No goods should be delivered and no work should be started without a Purchase Order from Providence Public Schools.
15. Prior to commencing performance under the contract, the successful bidder (the "Contractor") shall attest to compliance with provisions of R.I. General Law [Section 28-29-1](#), et seq. If exempt from compliance, the Contractor shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.
16. Prior to commencing performance under the contract, Contractor shall, submit a certificate of insurance, in a form and in an amount satisfactory to Providence Public Schools.
17. 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.
18. The Contractor shall not be paid in advance.
19. The contract shall be in effect from the date of award through **June 30, 2024** or for such other duration as may be agreed to in writing and signed by the parties, unless terminated by either party at any time, with or without cause. Notwithstanding the foregoing, in no case shall the duration of the contract exceed the period of one year.
20. In the event of termination by District or the Contractor prior to completion of the contract, compensation shall be prorated on the basis of hours actually worked, and the Contractor shall only be entitled to receive just and equitable compensation for any satisfactory work completed and expenses incurred up to the date of termination.
21. 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.
22. The Contractor must conduct a criminal background check, at the Contractor's expense, of all employees employed under the contract who interact with students, except District employees.

The Contractor shall provide a copy of the background check report(s) to the District, upon request.

23. The Contractor is not an employee of District and is not entitled to fringe benefits, pension, workers' compensation, retirement, etc. District shall not deduct Federal income taxes, FICA (Social Security), or any other taxes required to be deducted by an employer, as this is the responsibility of the Contractor.
24. The Contractor understands products produced as a result of the contract are the sole property of the District and may not be used by the Contractor without the express written permission of the District.
25. The Contractor agrees to hold District and the City of Providence harmless from any and all damages incurred by District or the City by reason of the Contractor's negligence or breach of contract, including without limitation, damages of every kind and nature, out-of-pocket costs, and legal expenses.
26. The contract may not be modified or amended in any way except by mutual agreement in writing and signed by each party.
27. The Contractor expressly submits itself to and agrees that all actions arising out of or related to the contract or the relationship between the parties shall occur solely in the venue and jurisdiction of the State of Rhode Island.

BID FORM 1: BIDDER INFORMATION

Agrees to Bid on: Moving and Rigging Services – 3 Year Blanket Contract (FY22-FY24)
DATE AND TIME TO BE OPENED: Wednesday, February 17, 2021 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

Providence School Department Moving and Rigging Services – 3 Year Blanket Contract (FY22-FY24)

Scope of Work

The successful bidder will:

- Move furniture, equipment and supplies to and from various schools and administrative offices as needed and as specified by the Providence School Department
- Provide feedback to Central Supply Foreman relative to problems identified
- Not charge for lunch/break time

Qualifications

1. Drivers must have a valid driver's license and good driving record
2. Drives must pass a BCI check
3. All vehicles must have valid and up to date registration, inspection and insurance
4. Vendors must have workers' compensation insurance
5. Vendor must be bonded

Submission Requirements

Proposals should be submitted according to the instructions outlined on page 1 of this document. Electronic submissions will not be accepted. Bidders looking to hand-deliver their submissions should contact Director of Purchasing Molly Hannon via email at Molly.Hannon@ppsd.org

Bids must include the following items/documents:

1. Bid Form 1 (Bidder Information – page 5 of this document)
2. Bid Form 2 (Rates – page 7 of this document)
3. A description/statement of when the clock begins and ends for payment purposes (i.e. travel time) (reminder: must not charge for lunch/break time)
4. Proof of registration, inspection and insurance for all vehicles
5. Copies of drivers licenses and good driving record for all drivers
6. Copies of BCI reports for all drivers
7. Proof of workers' compensation insurance
8. W9

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.

Questions

Questions regarding this solicitation should be sent to Molly Hannon at Molly.Hannon@ppsd.org no later than Friday, January 29, 2021 at 4:30PM Questions will be answered via addendum on or after Monday, February 1, 2021.

BID FORM 2: RATES

_____ (company name) hereby agrees to contract and furnish all labor and material necessary for MOVING AND RIGGING SERVICES – 3 YEAR BLANKET CONTRACT (FY22-FY24) in accordance with all specifications and in the manner and upon conditions herein provided for the unit price listed below (please pay close attention to when the request is for hourly, daily or monthly rates):

Year 1 (FY22): July 1, 2021 to June 30, 2022

Year 2 (FY23): July 1, 2022 to June 30, 2023

Year 3 (FY24): July 1, 2023 to June 30, 2024

	Year 1 (21-22)	Year 2 (22-23)	Year 3 (23-24)
<u>Mover</u>			
Regular Working Hours Monday – Friday	\$/_____/hr	\$/_____/hr	\$/_____/hr
<u>Mover</u>			
Premium Time Monday – Friday after 4:30PM Saturday	\$/_____/hr	\$/_____/hr	\$/_____/hr
<u>Trucks (List Type and Rate)</u>			
Truck Type			
_____	\$/_____/hr	\$/_____/hr	\$/_____/hr
_____	\$/_____/hr	\$/_____/hr	\$/_____/hr
_____	\$/_____/hr	\$/_____/hr	\$/_____/hr
_____	\$/_____/hr	\$/_____/hr	\$/_____/hr
_____	\$/_____/hr	\$/_____/hr	\$/_____/hr
<u>40 Ft. Trailer Charge</u>			
Regular Working Hours	\$/_____/day	\$/_____/day	\$/_____/day
<u>Storage Space</u>			
Monthly Rate	\$/_____/sq ft	\$/_____/sq ft	\$/_____/sq ft