

TOWN OF NORTH  
PROVIDENCE  
SCHOOL DEPARTMENT

State of Rhode Island

**Terms and Requirements for Request for Proposal**

Item Description: SNOW PLOWING SERVICES – NORTH PROVIDENCE SCHOOL DEPARTMENT

Date and Time to be **OPENED: Thursday, February 14, 2019 at 10:00 AM**

Proposals may be submitted up to **10:00 AM** on the above meeting date at the **Office of the School Finance Director**, 2240 Mineral Spring Ave., North Providence, RI 02911, during normal business hours, 8:30 AM through 4:00 PM. All proposals will be publicly opened and read at the above noted address.

**INSTRUCTIONS**

1. Vendors must submit sealed proposals in an envelope clearly labeled with the above captioned item or work. The proposal envelope and any information relative to the proposal must be addressed to the **Finance Director**, 2240 Mineral Spring Ave., North Providence, RI 02911. Any communications that are not competitive sealed proposals (i.e., product information or samples) should have “**NOT A PROPOSAL**” written on the envelope or wrapper.
2. Proposals must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
3. Proposal responses must be in ink or typewritten.
4. The price or prices proposed should be stated both in **WRITING** and in **NUMERALS**, and any proposal not so stated may be rejected.
5. Proposals **SHOULD BE TOTALED** WHEN APPLICABLE. Do not group items: price each item individually. Awards may be made on the basis of *total* proposal or by *individual items*.
6. Each responder is required to state in their proposal their full name and place of residence; and must state the names of persons or firms with whom he is submitting a joint proposal. All proposals **SHOULD BE SIGNED IN INK**.
7. One original proposal and **two copies** shall be submitted.

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**NOTICE TO VENDORS**

1. The North Providence School Department (NPSD) reserves the right to waive any and all informalities and to award the contract on the basis of the lowest qualified evaluated bid proposal.
2. No proposal will be accepted if made in collusion with any other responder.
3. A responder who is an out-of-state corporation must qualify or register to transact business in this State, in accordance with R.I. Gen. Laws, as amended, Sections 7-1.1-99, 7-1.1-105, 7-1.1-106.
4. The North Providence School Committee reserves the right to reject any and all proposals.
5. In determining the lowest qualified evaluated bid proposal, cash discounts for payments less than thirty (30) days will not be considered.
6. Where prices are the same, the North Providence School Department reserves the right to award to one responder, or to split the award.
7. Competitive bids may be obtained by all responders attending the formal proposal opening.
8. As the North Providence School Department is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
9. In case of error in the extension of prices quoted, the unit price will be given.
10. The contractor will not be permitted to either assign or underlet the contract, nor assign legally or equitably any moneys hereunder, or its claim thereto without the previous written consent of the School Committee.
11. Delivery dates must be shown on your proposal. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
12. A certificate of insurance shall be required of a successful vendor in which the North Providence School Department is named an *additionally named insured* in the title holder box. The certificate shall provide that the school department will be given at least 30 days advance notice of policy cancellation.
13. Proposals may be submitted on an "equal" in quality basis. The NPSD reserves the right to decide equality. Responders must indicate brand or make offered and submit detailed specifications if other than brand requested.
14. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Laws concerning payment of prevailing wage rates apply (See R.I. General Laws Sec. 37-13-1 et seq. as amended).
15. No goods should be delivered or work started without Notice from the NPSD.

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CONSTRUCTION AND SERVICE PROPOSAL TERMS

1. It is hereby mutually understood and agreed that no payment for extra work shall or will be claimed or made unless ordered in writing by the School Finance Director or his designee.
2. Awards will be made within thirty (30) days of the proposal opening. All proposal 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 action in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and Acts of God.
4. Only one shipping charge will be applied in the event of partial deliveries for blanket purchases or term contracts.
5. The successful responder shall, prior to commencing performance under the contract, attach and submit evidence that they have complied with the provisions of the Rhode Island Worker's Compensation Act Title 28, Section 1, et seq (R.I.G.L.). If the successful responder is exempt from compliance under the Worker's Compensation Act, an officer of the successful responder shall so state by way of sworn Affidavit which shall accompany the signed contract.
6. The successful responder shall, prior to commencing performance under the contract, attach and submit a certificate of insurance, in a form satisfactory to the NPSD by which the successful responder will indemnify and hold harmless the NPSD during the term of the contract from claims for personal injury or damages to property sustained by third person, or their agents, servants and/or claimed under them.

**1. Introduction:**

1.1. The North Providence School Department is soliciting for proposals for Snow Plowing Services.

**2. Scope of Work: Snow Plowing Services**

Plowing will be for the following locations:

1. North Providence H.S.	1828 Mineral Spring Ave.
2. Birchwood MS	10 Birchwood Drive
3. Ricci MS	51 Intervale Ave.
4. Centredale Elementary	41 Angell Avenue
5. Greystone Elementary	100 Morgan Ave.
6. McGuire Elementary	55 Central Ave.
7. Stephen Olney Elementary	1378 Douglas Ave.
8. Whelan Elementary	1440 Mineral Spring Ave.
9. Admin Offices	2240 Mineral Spring Ave.

- 2.1. Plowing will be done when snow depth reaches two inches or any time on order of the School Committee and/or its authorized representatives.
- 2.2. Plowing must be completed during evening and early morning prior to 6:30 AM, and ready for school use.
- 2.3. Snow is to be plowed away from school buildings and driveways and parking areas must be left in acceptable condition ready for use.
- 2.4. The contractor will be responsible for any damage to oil tank covers, shrubbery, lawns, curbing, and any other school property.
- 2.5. The bidder must have three and/or five-ton trucks for plowing if needed.
- 2.6. All equipment shall be subject to inspection and examination by the School Committee, or its designated officers, at any and all times during the term of the contract.
- 2.7. The School Department reserves the right to move the plows to such school areas at such times as it deems necessary.
- 2.8. It is the responsibility of the bidder to view each site prior to submitting a bid.
- 2.9. THIS CONTRACT WILL RUN FROM OCTOBER 1, 2019 – JUNE 30, 2022.

### **3. Requirements:**

- 3.1. Responders must guarantee that the services can be provided to the North Providence School Department within the time specified in the bid form.
- 3.2. Services which do not, in the opinion of the NPSD, meet the specified requirements will not be accepted.
- 3.3. The contractor is responsible to meet all of the requirements stated in the attached snow plow agreement (Attachment A)

Inquiries concerning clarification on any portion of this RFP should be made to:

**Ronald Gonsalves Jr.**  
Finance Director  
2240 Mineral Spring Ave.  
North Providence, RI 02911  
[Financedirector@npsd.k12.ri.us](mailto:Financedirector@npsd.k12.ri.us)

### **4. Cost Proposal:**

- 4.1. The cost proposal should include the following information:
  - 4.1.1. The responder shall submit Attachment “B” filled out completely.
  - 4.1.2. The cost proposal should contain all pricing information relative to performing the services as described in this RFP.
  - 4.1.3. Pricing will be based on a per snow fall occurrence for all locations. Snow fall accumulation will be determined based on T.F. Green Airport’s weather tracking system.
  - 4.1.4. The pricing shall remain for the duration of the contract.

### **5. Proposal – to include the following:**

- 5.1. A brief general statement describing your agency and its ability to provide the indicated services, including the total number of staff, support and professional employees.
- 5.2. List at least three (3) references of other clients, include the name and telephone number of a person to contact.
- 5.3. List any prior services or products supplied to the NPSD or the Town of North Providence.

## 6. Evaluation Criteria:

6.1. The NPSD will review and evaluate each submitted proposal in accordance with the requirements of this RFP. The evaluation will include weighted criteria detailed below. If further information is desired, vendors may be requested to make additional written submissions or oral presentations to the North Providence School Committee.

6.2. Proposal will be evaluated on the following:

		<b>Score</b>
1.	Company Information and Years in Business	20
2.	Required documents stated in RFP	20
3.	Experience and References	20
4.	Business located in North Providence	5
5.	Pricing	35
	<b>Grand Total</b>	<b>100</b>

## 7. Final Selection:

The North Providence School Committee will select a firm based upon the review, evaluation and recommendation of the Evaluation Committee in regards to the proposal submitted for consideration. The North Providence School Committee will take final action as to whether to go forward with the proposal. Following the notification of the firm selected, it is expected a contract will be executed between the parties.

7.1. A firm's submission of a proposal indicates acceptance of the conditions contained in this Request for Proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the NPSD and the firm selected.

## Timeline:

Request for Proposals Issued	February 14, 2019 at 8:30 am
Proposal Due Date and Opening	March 7, 2019 at 10:00 am
School Committee Meeting for potential contract award	March 27, 2019 at 6:30 pm

# Attachment “A” – Page one

## NORTH PROVIDENCE SCHOOL DEPARTMENT SNOW PLOWING AGREEMENT

A pass (plowing) must be made at each School Department building so as to provide sufficient access for members of the custodial staff for either their 7:00AM or 2:45PM starting time (shift) and for other staff members (clerical) who would be required to report to work.

1. Plowing will be done when snow depth reaches two inches or any time on order of the North Providence School Committee and/or its authorized representatives.
2. Make pass around each school if school is cancelled in order that staff may report to work.
3. Notify Superintendent by 5:00AM if school can be plowed but will not be ready until 8:00AM so Superintendent can delay opening an hour.
4. Notify Superintendent by 5:00AM if it is impossible to have schools plowed and request he/she cancel for the day.
5. Priority of plowing if there is school:
  - a. North Providence High School – 1828 Mineral Spring Avenue
  - b. Birchwood Middle School – 10 Birchwood Drive
  - c. Ricci Middle School – 51 Intervale Avenue
  - d. Elementary Schools (In order of priority)
    - Centredale School – 41 Angell Ave.
    - Greystone School – 100 Morgan Ave.
    - Stephen Olney School – 1378 Douglas Ave.
    - Whelan School – 1440 Mineral Spring Avenue
    - McGuire School – 55 Central Ave.
  - e. Administration Building – 2240 Mineral Spring Ave.
6. Priority of plowing if there is no school:
  - a. Administration Building – 2240 Mineral Spring Ave.
  - b. North Providence High School – 1828 Mineral Spring Avenue
  - c. Other Schools (In no particular order)

## **Attachment “A”– Page two**

7. All safety islands, berms and cross-road safety road elevations (marked “bumps”) must be protected and left undamaged by snowplow operators.
8. The equipment to be used shall be listed and an hourly rate shall be established for each piece of equipment together with the service of the operator.
9. Plowing will not be done or will be stopped at any time the Director of Buildings and Grounds cancels the operation. We will be provided with the following information – number and type of pieces of equipment to be used, time, location, and equipment at each location where plowing is being done.
10. The following information on such forms may be provided by the owner to the Superintendent of Schools within twenty-four (24) hours of each plowing job-number and type of equipment used, and number of hours charged for each piece of equipment.
11. The NPSD reserves the right to move the plows to such school areas at such times as it deems necessary.
12. The Contractor shall be responsible for any damage to oil tank covers, shrubbery, lawns, curbing and any other damaged property.



# Attachment “B” – Page one

## NORTH PROVIDENCE SCHOOL DEPARTMENT COST PROPOSAL FORM

Agrees to respond on: **Snow Plowing – North Providence School Department**

Date and time to be opened: **Thursday, March 7, 2019 at 10:00 AM**

<b>VENDOR NAME:</b>	
<b>VENDOR ADDRESS:</b>	
<b>CITY, STATE, ZIP:</b>	
<b>Soc. Sec. # or Fed. ID #</b>	

The North Providence School Committee and/or its authorized representatives shall have the right to cancel these services in this contract when it is determined that school operations have been delayed by failure of these contractors to render proper services for any reason whatsoever under the terms of the contract, or when any contract conditions and specifications are not met.

The bidder as indicated below, has carefully examined the proposals, specifications, and location of the proposed work, and proposes and agrees, if this proposal is accepted, to contract with the NPSD to do all the work called for in the specifications in the manner and time stated for these total amounts.

The bidder agrees to submit a bid for the entire year (October 1, 2019 – June 30, 2020). The bid will commit the number, type and size of trucks as stated in #1 and #2 below. In addition, there may be occasion when other types of heavy equipment such as a backhoe as stated in #3 below, which may be, determined by the Superintendent or his/her designee. At that time, the equipment requested by the Superintendent or his/her designee will be committed for such time as is determined necessary by the Superintendent for the further removal of snow and/or ice. The bid price for snow plowing utilizing the trucks stated in #1 and #2 should be listed below per snow fall occurrence for each snow fall index.

## Attachment "B" – Page two

**Contract Year: October 1, 2019 – June 30, 2022**

Please complete:

1. Number of trucks \_\_\_\_\_
2. Type and size of trucks \_\_\_\_\_

3. Other types of equipment available for snow removal:

\_\_\_\_\_ Type \_\_\_\_\_ hourly rate

\_\_\_\_\_ Type \_\_\_\_\_ hourly rate

\_\_\_\_\_ Type \_\_\_\_\_ hourly rate

**Bid price for snow plowing of all schools per occurrence:**

Inches of snow fall will be determined based on T.F. Green Airport's weather tracking system.

Rates per snow occurrence for all locations:

Inches of Snow Fall	2019/2020	2020/2021	2021/2022
2.0"- 4.0"			
4.1"- 9.0"			
9.1"-12.0"			
12.1" and above			

Remarks: \_\_\_\_\_

## Attachment “B” – Page three

**Bid price for sand and salt of all schools per occurrence:**

Rates per snow occurrence for all locations.

	Material Supplied By	Material Supplied By
Year	NPSD	Vendor
2019/2020	\$	\$
2021/2022	\$	\$
2022/2023	\$	\$

Remarks: \_\_\_\_\_

**Bid price to Shovel All Walks and Doorways of all schools per occurrence:**

Rates per snow occurrence for all locations.

Inches of Snow Fall	2019/2020	2020/2021	2021/2022
2.0”- 4.0”			
4.1”- 9.0”			
9.1”-12.0”			
12.1” and above			

Remarks: \_\_\_\_\_

# Attachment “B” – Page four

In submitting this bid it is understood that the North Providence School Committee reserves the right to waive any informalities in or to reject or accept any part of any bid, or to accept or reject any and all bids. It is agreed that this bid may not be withdrawn for a period of sixty (60) days from opening bids.

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

\_\_\_\_\_  
CONTACT PERSON NAME TITLE

\_\_\_\_\_  
CONTACT PERSON SIGNATURE