

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 DEPT.**

Date and Time to be **ISSUED: THURSDAY, AUGUST 25, 2022 AT 10:00 A.M.**

Date and Time to be **OPENED: THURSDAY, SEPTEMBER 8, 2022 AT 10:00 A.M.**

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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VENDOR 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 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.

**Introduction:**

The North Providence School Department is soliciting for proposals for a SNOW PLOWING SERVICES.

**Requests for Clarification:**

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

Finance Office  
2240 Mineral Spring Ave.  
North Providence, RI 02911  
[comptroller@npsd.k12.ri.us](mailto:comptroller@npsd.k12.ri.us)

**Cost Proposal:**

The cost proposal should include the following information:

- 1.) The responder shall submit Attachment “B” filled out completely.
- 2.) The cost proposal should contain all pricing information relative to delivery of services as described in this RFP.
- 3.) No proposals will be accepted after SEPTEMBER 8, 2022 at 10am. North Providence School Department will evaluate all proposals. Be prepared to answer any calls in regards to the proposal.

**Evaluation Criteria:**

- 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.
- 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>

**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.

- 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	Thursday, August 25, 2022 at 10:00 a.m.
Proposal Due Date and Opening	Thursday, September 8, 2022 at 10:00 a.m.
School Committee Meeting for potential contract award	Wednesday, September 28, 2022

**Attachment “A” – Page one**

The North Providence School Department invites the submittal of responses to this Request for Proposals (RFP) Snow Plowing Services.

Plowing will be for the following locations:

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

Plowing will be done when snow depth reaches two inches or any time on order of the School Committee and/or its authorized representatives.

Plowing must be completed during evening and early morning prior to 6:30 AM and ready for school use. Plowing must be made at each School Department building so as to provide sufficient access for members of the custodial staff for either 7:00 AM or 2:45 PM starting time (shift) and for other staff members (clerical) who would be required to report to work.

Notify Superintendent by 5:00 AM if school can be plowed but will not be ready until 8:00 AM so Superintendent can delay opening by one hour.

Notify Superintendent by 5:00 AM if it is impossible to have schools plowed and request he/she cancel for the day.

Plow around each school if school is cancelled in order that staff may report to work.

**PRIORITY OF PLOWING IF THERE IS SCHOOL:**

North Providence High School	1828 Mineral Spring Avenue
Birchwood Middle School	10 Birchwood Drive
Ricci Middle School	51 Intervale Avenue
Elementary Schools (In Order of Priority)	
Centredale School	41 Angell Avenue
Greystone School	100 Morgan Avenue
Stephen Olney School	1378 Douglas Avenue
Whelan School	1440 Mineral Spring Avenue
McGuire School	55 Central Avenue
Administration Building	2240 Mineral Spring Avenue

**PRIORITY OF PLOWING IF THERE IS NO SCHOOL:**

Administration Building	2240 Mineral Spring Avenue
North Providence High School	1828 Mineral Spring Avenue
All other schools – in no particular order	

Snow is to be plowed away from school buildings and driveways and parking areas must be left in acceptable condition ready for use.

Snow shall be removed from all walks, stairs, sidewalks and doorways around all school buildings.

Sanding and salting of all parking lots, stairs, sidewalks, doorways shall be done each storm requiring snow removal.

The contractor will be responsible for any damage to oil tank covers, shrubbery, lawns, curbing, and any other school property.

All safety islands, berms and cross-road safety road elevations (marked “bumps”) must be protected and left undamaged by snowplow operators.

The bidder must have three and/or five-ton trucks for plowing if needed.

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.

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.

Plowing will not be done or will be stopped at any time if the Director of Buildings and Grounds cancels the operation.

The following information must be provided by the owner to the Superintendent of Schools within twenty-four hours of each plowing job (number and type of equipment used and number of hours charged for each piece of equipment).

The School Department reserves the right to move the plows to such school areas at such times as it deems necessary.

It is the responsibility of the bidder to view each site prior to submitting a bid.

This contract will run from October 1, 2022 through June 30, 2025.

**Attachment “B” – Page one**

**NORTH PROVIDENCE SCHOOL DEPARTMENT  
COST PROPOSAL FORM**

Agrees to respond on: **SNOW PLOWING SERVICES – NORTH PROVIDENCE SCHOOL DEPARTMENT**

Date and time to be opened: **THURSDAY, SEPTEMBER 8, 2022 at 10:00 a.m.**

<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 proposes and agrees, if this proposal is accepted, to contract with the NPSD to provide SNOW PLOWING SERVICES contained within the specifications stated for these total amounts.

**Attachment "B" – Page two**

**Proposal Form**

Name of Provider: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Contract Year: October 1, 2022 through June 30, 2025:

Number of Trucks \_\_\_\_\_

Type and size of trucks \_\_\_\_\_

Other types of Equipment available for snow removal:

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

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

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

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

Inches of snow fall will be determined based on the National Weather Service's Local Reports (weather.gov) weather tracking system.

Rates per snow occurrence for all locations:

<b>Inches of Snow Fall</b>	<b>2022/2023</b>	<b>2023/2024</b>	<b>2024/2025</b>
2.0" to 4.0"			
4.1" to 9.0"			
9.1" to 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:

Year	Material Supplied by NPSD	Material Supplied by Vendor
2022/2023		
2023/2024		
2024/2025		

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	2022/2023	2023/2024	2024/2025
2.0" to 4.0"			
4.1" to 9.0"			
9.1" to 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 \_\_\_\_\_

Contact Person Signature \_\_\_\_\_