

TOWN OF NORTH
PROVIDENCE
SCHOOL DEPARTMENT

State of Rhode Island

Terms and Requirements for Request for Proposal

Item Description: **High School and Middle School Athletic Supplies & Equipment – NORTH
PROVIDENCE SCHOOL DEPARTMENT**

Date and Time to be **ISSUED: THURSDAY, SEPTEMBER 7, 2023 AT 10:00 AM**

Date and Time to be **OPENED: THURSDAY, FRIDAY, SEPTEMBER 15, 2023 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 Office**, 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 High School and Middle School Athletic Supplies and Equipment.

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

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 15, 2023 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:

		Score
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
	Grand Total	100

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	September 7, 2023 at 10:00 am
Proposal Due Date and Opening	September 15, 2023 at 10:00 am
School Committee Meeting for potential contract award	September 27, 2023

Attachment “A” – Page one

North Providence High School Athletic Department Bid List	QTY	PRICE
Athletic Department		
Awards		
Varsity Letters (see AD for sample)	100	
Embroidered Sports Inserts (as needed)	200	
Boys Basketball		
Wilson Evolution 29.5 TF-1000 Indoor Basketballs w/ Paw Print Logo	6	
Mark V Basketball scorebook (green)	3	
Under Armour Style: UJKJP1M - MENS AF PRIMETIME JERSEY Design: ZONE(UJDZONE) Home and Away	15	
Under Armour Style: UJKSP1M - MENS AF PRIMETIME SHORT Design: ZONE(UJDZONE) Home and Away	15	
Girls Basketball		
Wilson Evolution 29.5 TF-1000 Indoor Basketballs w/ Paw Print Logo	6	
Mark V Basketball scorebook (green)	3	
Under Armour Style: UJKJP1M - MENS AF PRIMETIME JERSEY Design: ZONE(UJDZONE) Home and Away GIRLS	15	
Under Armour Style: UJKSP1M - MENS AF PRIMETIME SHORT Design: ZONE(UJDZONE) Home and Away GIRLS	15	
Competition Music	1	
Competition Choreography	1	
UCA Game Day camp	1	
Wrestling		
Head Gear Cliff Keen Signature E58 (Royal)	20	
Knee Pads Cliff Keen BK64 “The Impact	20	
Swimming		
Speedo Solid Latex Swim Caps - Navy (Athletic Gold Paw Print Logo)	75	
Speedo Vanquisher 2.0 Goggles - Silver Clear 438	60	
Indoor Track		
Hockey		
EQUIPMENT BY SPORT TEAMS (Spring)		

Baseball		
New Era Royal Blue/Athletic Gold Bill	30	
Athletic Gold Paw Print Front - NP logo Back 3 color logo (18 - med/lg) (7 lg/xlg)		
Complete Sock - Solid Royal (Pairs)	48	
Baseballs; Diamond D1 Pro (NFHS stamp must appear) Game Balls	5	
Boys Tennis		
Head Xtreme Soft Overgrip: Black 12 pack	12	
Head Titanium Ti.S6 Strung Tennis Racquet w/ 4 3/8" grip	5	
Softball		
Dudley Thunder Heat 12"/ .47 / .375 w/ NFHS stamp (Dozens)	6	
Team Baseball Sock (25 Blue, & 25 Grey) (pairs)	50	
New Era Baseball Hats Royal Blue/ Athletic Gold Bill with embroidered Athletic Gold Cougar Logo (Paw Print in front / NP logo on back) 3 color logo	30	
Softball Scorebook	2	
Girls Lacrosse		
Brine Yellow NOCSAE Balls Yellow (dozens)	1	
Brine Womens Lacrosse score book		
TCK Royal/Gold socks BBPC3-289-S (15sm / 15 med)	30	
Captain Bands (6 Royal / 6 Yellow)	12	
Boys Lacrosse		
Brine White NOCSAE Balls White (dozens)	1	
TCK Royal/Gold socks BBPC3-289-S (15sm / 15 med)	30	
Captain Bands (6 Royal / 6 Yellow)	12	
Golf		
Golf Balls Snell MTB-X w/ Paw Print logo (dozens)	17 dozen	
Boys Volleyball		
Spalding TFVB5 Navy/Blue/Silver VB (72-1358)	12	
Knee Pads - Cliff Keen	12	
Volleyball Scorebook	2	

North Providence Middle School Athletic Department Bid List	QTY	PRICE
Multi-Purpose Field Services		
Aerate and seed field		
Fertilize (Early & Late Fall, Early & Late Spring, Summer Treatments)		
Grub Control		
EQUIPMENT BY SPORT TEAMS (Winter)		
Boys Basketball (RMS)		
Mark V Basketball Scorebook	1	
Wilson Evolution 29.5 TF-1000 Indoor Basketballs w/ Eagle Logo	4	
Girls Basketball (RMS)		
Mark V Basketball Scorebook	1	
Wilson Evolution 28.5 TF-1000 Indoor Basketballs w/ Eagle Logo	4	
Wrestling (RMS)		
Cliff Keen Signature E58 Head Gear	5	
Predicament Scorebook PWS3	2	
Boys Basketball (BMS)		
Mark V Basketball Scorebook	1	
Wilson Evolution 29.5 TF-1000 Indoor Basketballs w/ Bobcat Logo	4	
Girls Basketball (BMS)		
Mark V Basketball Scorebook	1	
Wilson Evolution 28.5 TF-1000 Indoor Basketballs w/ Bobcat Logo Logo	4	
Wrestling (BMS)		
Cliff Keen Signature E58 Head Gear	5	
Predicament Scorebook PWS3	2	
CHEER (BMS)		
Cheer Uniforms SMFBLVH182DI Sublimated Top	10	
SDC-19174W Cust Sub Drop In Let-Wome WHT PUR BRG		
SDC-19175W Cust Sub Drop In Let-Wome WHT PUR BRG		

SSB4182DI Sublimated Skirt	10	
EQUIPMENT BY SPORT TEAMS (Spring)		
Baseball (RMS)		
Richardson 172 Baseball Hats (Red/White) Two color	20	
Champro TRIPLE CROWN OPEN BOTTOM 2	20	
BP92U Whjite and Scarlet		
Baseball Socks (Red) (pairs)	20	
Diamond NFHS Model D1-HS (dozens)	10	
Easton Softstitch incrediball 9" baseball white (Dozens)	2	
Peterson Score Books	1	
Softball (RMS)		
Softball Scorebook	1	
Richardson Visors 740T / 2 tone Pro mesh (Grey/Red) w/ logo	20	
Dudley #FPNFHS Softballs (dozens)	5	
Socks (Red) (pairs)	20	
Unified Basketball (RMS)		
Mark V Basketball Scorebook	1	
Baseball (BMS)		
Richardson 172 Baseball Hats (Purple/Blk) Two color	20	
Baseball Socks (Purple) (pairs)	20	
Diamond NFHS Model D1-HS (dozens)	10	
Easton Softstitch incrediball 9" baseball white (Dozens)	2	
Peterson Score Books	1	
Softball (BMS)		
Softball Scorebook	1	

UA Blank Team Visor 1295137	20	
Socks Purple Knee High Socks (pairs)	20	
Dudley #FPNFHS Softballs (dozens)	5	
Unified Basketball (BMS)		
Mark V Basketball Scorebook	1	

Attachment “B” – Page one

NORTH PROVIDENCE SCHOOL DEPARTMENT COST PROPOSAL FORM

Agrees to respond on: **High School and Middle School Athletic Supplies and Equipment – North Providence School Department**

Date and time to be opened: **FRIDAY, SEPTEMBER 15, 2023 at 10:00 AM**

VENDOR NAME:	
VENDOR ADDRESS:	
CITY, STATE, ZIP:	
Soc. Sec. # or Fed. ID #	

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 the Middle School Spring Sports Supplies & Equipment contained within the specifications stated for these total amounts.

Attachment “B” – Page two

Proposal Form

Name of Provider: _____

Address: _____

Phone Number: _____

Authorized Signature: _____

Cost Description:

North Providence High School Athletic Department Bid List	QTY	PRICE
Athletic Department		
Awards		
Varsity Letters (see AD for sample)	100	
Embroidered Sports Inserts (as needed)	200	
Boys Basketball		
Wilson Evolution 29.5 TF-1000 Indoor Basketballs w/ Paw Print Logo	6	
Mark V Basketball scorebook (green)	3	
Under Armour Style: UJKJP1M - MENS AF PRIMETIME JERSEY Design: ZONE(UJDZONE) Home and Away	15	
Under Armour Style: UJKSP1M - MENS AF PRIMETIME SHORT Design: ZONE(UJDZONE) Home and Away	15	
Girls Basketball		
Wilson Evolution 29.5 TF-1000 Indoor Basketballs w/ Paw Print Logo	6	
Mark V Basketball scorebook (green)	3	
Under Armour Style: UJKJP1M - MENS AF PRIMETIME JERSEY Design: ZONE(UJDZONE) Home and Away GIRLS	15	
Under Armour Style: UJKSP1M - MENS AF PRIMETIME SHORT Design: ZONE(UJDZONE) Home and Away GIRLS	15	
Competition Music	1	
Competition Choreography	1	
UCA Game Day camp	1	
Wrestling		
Head Gear Cliff Keen Signature E58 (Royal)	20	

Knee Pads Cliff Keen BK64 "The Impact	20	
Swimming		
Speedo Solid Latex Swim Caps - Navy (Athletic Gold Paw Print Logo)	75	
Speedo Vanquisher 2.0 Goggles - Silver Clear 438	60	
Indoor Track		
Hockey		
EQUIPMENT BY SPORT TEAMS (Spring)		
Baseball		
New Era Royal Blue/Athletic Gold Bill	30	
Athletic Gold Paw Print Front - NP logo Back 3 color logo (18 - med/lg) (7 lg/xlg)		
Complete Sock - Solid Royal (Pairs)	48	
Baseballs; Diamond D1 Pro (NFHS stamp must appear) Game Balls	5	
Boys Tennis		
Head Xtreme Soft Overgrip: Black 12 pack	12	
Head Titanium Ti.S6 Strung Tennis Racquet w/ 4 3/8" grip	5	
Softball		
Dudley Thunder Heat 12" / .47 / .375 w/ NFHS stamp (Dozens)	6	
Team Baseball Sock (25 Blue, & 25 Grey) (pairs)	50	
New Era Baseball Hats Royal Blue/ Athletic Gold Bill with embroidered Athletic Gold Cougar Logo (Paw Print in front / NP logo on back) 3 color logo	30	
Softball Scorebook	2	
Girls Lacrosse		
Brine Yellow NOCSAE Balls Yellow (dozens)	1	
Brine Womens Lacrosse score book		
TCK Royal/Gold socks BBPC3-289-S (15sm / 15 med)	30	
Captain Bands (6 Royal / 6 Yellow)	12	
Boys Lacrosse		
Brine White NOCSAE Balls White (dozens)	1	
TCK Royal/Gold socks BBPC3-289-S (15sm / 15 med)	30	
Captain Bands (6 Royal / 6 Yellow)	12	

Golf		
Golf Balls Snell MTB-X w/ Paw Print logo (dozens)	17 dozen	
Boys Volleyball		
Spalding TFVB5 Navy/Blue/Silver VB (72-1358)	12	
Knee Pads - Cliff Keen	12	
Volleyball Scorebook	2	

North Providence Middle School Athletic Department Bid List	QTY	PRICE
Multi-Purpose Field Services		
Aerate and seed field		
Fertilize (Early & Late Fall, Early & Late Spring, Summer Treatments)		
Grub Control		
EQUIPMENT BY SPORT TEAMS (Winter)		
Boys Basketball (RMS)		
Mark V Basketball Scorebook	1	
Wilson Evolution 29.5 TF-1000 Indoor Basketballs w/ Eagle Logo	4	
Girls Basketball (RMS)		
Mark V Basketball Scorebook	1	
Wilson Evolution 28.5 TF-1000 Indoor Basketballs w/ Eagle Logo	4	
Wrestling (RMS)		
Cliff Keen Signature E58 Head Gear	5	
Predicament Scorebook PWS3	2	
Boys Basketball (BMS)		
Mark V Basketball Scorebook	1	
Wilson Evolution 29.5 TF-1000 Indoor Basketballs w/ Bobcat Logo	4	
Girls Basketball (BMS)		
Mark V Basketball Scorebook	1	
Wilson Evolution 28.5 TF-1000 Indoor Basketballs w/ Bobcat Logo Logo	4	

Wrestling (BMS)		
Cliff Keen Signature E58 Head Gear	5	
Predicament Scorebook PWS3	2	
CHEER (BMS)		
Cheer Uniforms SMFBLVH182DI Sublimated Top	10	
SDC-19174W Cust Sub Drop In Let-Wome WHT PUR BRG		
SDC-19175W Cust Sub Drop In Let-Wome WHT PUR BRG		
SSB4182DI Sublimated Skirt	10	
EQUIPMENT BY SPORT TEAMS (Spring)		
Baseball (RMS)		
Richardson 172 Baseball Hats (Red/White) Two color	20	
Champro TRIPLE CROWN OPEN BOTTOM 2	20	
BP92U Whjite and Scarlet		
Baseball Socks (Red) (pairs)	20	
Diamond NFHS Model D1-HS (dozens)	10	
Easton Softstitch incrediball 9" baseball white (Dozens)	2	
Peterson Score Books	1	
Softball (RMS)		
Softball Scorebook	1	
Richardson Visors 740T / 2 tone Pro mesh (Grey/Red) w/ logo	20	
Dudley #FPNFHS Softballs (dozens)	5	
Socks (Red) (pairs)	20	
Unified Basketball (RMS)		
Mark V Basketball Scorebook	1	
Baseball (BMS)		
Richardson 172 Baseball Hats (Purple/Blk) Two color	20	
Baseball Socks (Purple) (pairs)	20	

Diamond NFHS Model D1-HS (dozens)	10	
Easton Softstitch incrediball 9" baseball white (Dozens)	2	
Peterson Score Books	1	
Softball (BMS)		
Softball Scorebook	1	
UA Blank Team Visor 1295137	20	
Socks Purple Knee High Socks (pairs)	20	
Dudley #FPNFHS Softballs (dozens)	5	
Unified Basketball (BMS)		
Mark V Basketball Scorebook	1	