



BOARD OF CONTRACT AND SUPPLY  
CITY OF PROVIDENCE, RHODE ISLAND

# REQUEST FOR PROPOSALS FOR GOODS

**Item Description: PURCHASE OF ONE (1) BALLFIELD GROOMER**

**Date to be opened: MARCH 30, 2020**

**Issuing Department: DEPARTMENT OF PUBLIC PROPERTY**

## QUESTIONS

- Please direct questions **relative to the bidding process, how to fill out forms, and how to submit a bid** to Purchasing Agent Patti Jordan.
  - Phone: (401) 680-5264
  - Email: [pjordan@providenceri.gov](mailto:pjordan@providenceri.gov)Please include the Item Description shown above in the subject line of your email.
- Please direct questions **relative to the specifications** outlined to the issuing department's subject matter expert:
  - **BRIAN BYRNES**
  - 401-660-9308
  - [bbyrnes@providenceri.gov](mailto:bbyrnes@providenceri.gov)

## INSTRUCTIONS FOR SUBMISSION

Bids may be submitted up to **2:15 P.M.** on the above meeting date at the **Department of the City Clerk, Room 311, City Hall, 25 Dorrance Street, Providence.** At 2:15 P.M. all bids will be publicly opened and read at the Board of Contract Meeting in the City Council Chambers, on the 3<sup>rd</sup> floor of City Hall.

- Bidders must submit **2 copies** of their bid in sealed envelopes or packages labeled with the captioned **Item Description** and the **City Department to which the RFP and bid are related** clearly marked on the first page.
- Communications to the Board of Contract and Supply that are not competitive sealed bids (i.e. product information/samples) should have "**NOT A BID**" written on the envelope or wrapper.
- Only use form versions and templates included in this RFP. If you have an old version of a form do not recycle it for use in this bid.
- The bid envelope and information relative to the bid must be addressed to:

**Board of Contract and Supply  
Department of the City Clerk – City Hall, Room 311  
25 Dorrance Street  
Providence, RI 02903**

**All bids submitted to the City Clerk become public record. Failure to follow instructions could result in information considered private being posted to the City's Open Meetings Portal and made available as a public record. The City has made a conscious effort to avoid the posting of sensitive information on the City's Open Meetings Portal, by requesting that such sensitive information be submitted to the issuing department only at their request.**



**BOARD OF CONTRACT AND SUPPLY  
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**NOTICE TO VENDORS**

1. The Board of Contract and Supply will make the award to the lowest qualified and responsible bidder.
2. In determining the lowest responsible bidder, cash discounts based on preferable payment terms will not be considered.
3. Where prices are the same, the Board of Contract and Supply reserves the right to award to one bidder, or to split the award.
4. No proposal will be accepted if the bid is made in collusion with any other bidder.
5. Bids may be submitted on an "equal in quality" basis. The City reserves the right to decide equality. Bidders must indicate brand or the make being offered and submit detailed specifications if other than brand requested.
6. A bidder who is an out-of-state corporation shall qualify or register to transact business in this State, in accordance with the Rhode Island Business Corporation Act, RIGL Sec. 7-1.2-1401, et seq.
7. The Board of Contract and Supply reserves the right to reject any and all bids.
8. Competing bids may be viewed in person at the Department of the City Clerk, City Hall, Providence, immediately upon the conclusion of the formal Board of Contract and Supply meeting during which the bids were unsealed/opened. Bids may also be accessed electronically on the internet via the City's [Open Meetings Portal](#).
9. **As the City of Providence is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes. A Tax Exempt Certificate will be provided upon request.**
10. In case of error in the extension of prices quoted, the unit price will govern.
11. Delivery dates must be shown in the bid. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
12. No goods should be delivered or work started without a Purchase Order.
13. **Submit 2 copies of the bid to the City Clerk, unless the specification section of this document indicates otherwise.**
14. Payment Terms *are a minimum of Net 30.*
15. Successful bidder must submit a completed W-9 form and Certificate of Insurance/Product Warranty.
16. Awards will be made within **sixty (60) days of bid opening**. All bid prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
17. 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, accidents and Acts of God.

**\*\*\*Failure to meet specified deadlines, follow specific submission instructions, or enclose all required documents with all applicable signatures will result in disqualification, or in an inability to appropriately evaluate bids.\*\*\***



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**BID FORM 1: Bidders Blank**

1. Bids must meet the attached specifications. Any exceptions or modifications must be noted and fully explained.
2. Bidder's responses must be in ink or typewritten, and all blanks on the bid form should be completed.
3. The price or prices proposed should be stated both in **WRITING** and in **FIGURES**, and any proposal not so stated may be rejected. **Contracts exceeding twelve months must specify annual costs for each year.**
4. Bids **SHOULD BE TOTALED** so that the final cost is clearly stated (unless submitting a unit price bid), however **each item should be priced individually**. Do not group items. Awards may be made on the basis of *total* bid or by *individual items*.
5. All bids **MUST BE SIGNED IN INK.**

**Name of Bidder (Firm or Individual):** \_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Business Phone #: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Agrees to bid on (Items(s) to be bid): \_\_\_\_\_

Delivery Date: \_\_\_\_\_

Name of Surety Company (if applicable): \_\_\_\_\_

Total Amount in Writing\*: \_\_\_\_\_

Total Amount in Figures\*: \_\_\_\_\_

***\* If you are submitting a unit price bid, please insert "Unit Price Bid"***

***Use additional pages if necessary for additional bidding details.***

\_\_\_\_\_  
Signature of Representation

\_\_\_\_\_  
Title



**BOARD OF CONTRACT AND SUPPLY  
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**BID FORM 2: Certification of Bidder**

(Non-Discrimination/Hiring)

Upon behalf of \_\_\_\_\_ (Firm or Individual Bidding),

I, \_\_\_\_\_ (Name of Person Making Certification),

being its \_\_\_\_\_ (Title or "Self"), hereby certify that:

1. Bidder does not unlawfully discriminate on the basis of race, color, national origin, gender, sexual orientation and/or religion in its business and hiring practices.
2. All of Bidder's employees have been hired in compliance with all applicable federal, state and local laws, rules and regulations.

I affirm by signing below that I am duly authorized on behalf of Bidder, on  
this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Representation

\_\_\_\_\_  
Printed Name



**BOARD OF CONTRACT AND SUPPLY**  
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**BID FORM 3: Certificate Regarding Public Records**

Upon behalf of \_\_\_\_\_ (Firm or Individual Bidding),

I, \_\_\_\_\_ (Name of Person Making Certification),

being its \_\_\_\_\_ (Title or "Self"), hereby certify an

understanding that:

1. All bids submitted in response to Requests for Proposals (RFP's) and Requests for Qualification (RFQ's), documents contained within, and the details outlined on those documents become public record upon receipt by the City Clerk's office and opening at the corresponding Board of Contract and Supply (BOCS) meeting.
2. The Purchasing Department and the issuing department for this RFP/RFQ have made a conscious effort to request that sensitive/personal information be submitted directly to the issuing department and only at request if verification of specific details is critical the evaluation of a vendor's bid.
3. The requested supplemental information may be crucial to evaluating bids. Failure to provide such details may result in disqualification, or an inability to appropriately evaluate bids.
4. If sensitive information that has not been requested is enclosed or if a bidder opts to enclose the defined supplemental information prior to the issuing department's request in the bidding packet submitted to the City Clerk, the City of Providence has no obligation to redact those details and bears no liability associated with the information becoming public record.
5. The City of Providence observes a public and transparent bidding process. Information required in the bidding packet may not be submitted directly to the issuing department at the discretion of the bidder in order to protect other information, such as pricing terms, from becoming public. Bidders who make such an attempt will be disqualified.

I affirm by signing below that I am duly authorized on behalf of Bidder, on

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Representation

\_\_\_\_\_  
Printed Name



**BOARD OF CONTRACT AND SUPPLY  
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**BID FORM 4: MBE/WBE Affidavit**

Item Title (as seen on RFP):

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Name of Bidder (Firm or Individual): \_\_\_\_\_

Which one of the following describes your business' status in terms of Minority and/or Woman-Owned Business Enterprise certification with the State of Rhode Island?

\_\_\_\_\_ MBE    \_\_\_\_\_ WBE    \_\_\_\_\_ Neither MBE nor WBE

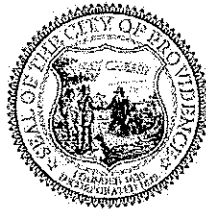
It is the policy of the City of Providence that minority business enterprises (MBEs) and women business enterprises (WBEs) should have the maximum opportunity to participate in procurements and projects as prime contractors and vendors. Pursuant to Sec. 21-52 of the Providence Code of Ordinances and Chapter 31-14 *et seq.* of the Rhode Island General Laws (as amended), MBE and WBE participation goals apply to contracts.

I affirm by signing below that I am duly authorized on behalf of Bidder, on

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Representation

\_\_\_\_\_  
Printed Name



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**SUPPLEMENTAL BID FORM**

**PURCHASE OF ONE (1) BALLFIELD GROOMER**

**BASE BID:** The City of Providence through the Master Lease Procurement program is looking to purchase **One (1) Ballfield Groomer** as described in the Bid Package Specifications. The model used for design criteria is the **2020 Smitheo – Sand Star Hydraulic Series Infield Groomer – Sand Star IV** – bidders may provide pricing on that specific machine or any machine that meets or exceeds the specifications enclosed in this RFP. The Base Bid shall include delivery of the specified item delivered to the Parks Department Grounds Maintenance Facility in Roger Williams Park at 1000 Elmwood Ave., Providence, RI 02905.

In addition to stating the Total Base Bid, the bidder shall state Alternate pricing for related items listed below. The Base Bid and Alternates accepted by the City (if any) shall be the basis for award. The award shall be made in the best interest of the City of Providence.

**BASE BID: Purchase and Delivery of One (1) Ballfield Groomer**

**Provided for the lump sum of:**

\_\_\_\_\_ Dollars

(\$ \_\_\_\_\_), **TOTAL BASE BID**

**ALTERNATES:**

**1. Add Alt # 1 – Purchase Additional Ballfield Groomer - Per Each**

\_\_\_\_\_ EA \$ \_\_\_\_\_  
*price in writing*

**2. Add Alt # 2 – Purchase Additional 84” Pro Rake w/ Brush Attachment 42-130, 442-026 - Per Each**

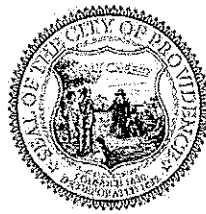
\_\_\_\_\_ EA \$ \_\_\_\_\_  
*price in writing*

**3. Add Alt # 3 – Purchase Additional 40” Hydraulic Plow - Per EA**

\_\_\_\_\_ EA \$ \_\_\_\_\_  
*price in writing*

**BIDDER:** \_\_\_\_\_

*Please note that the list above is not intended to include all items required to complete the base bid but can and shall be used to adjust the contract prior to or after award – in the best interest of the City of Providence.*



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**BID PACKAGE SPECIFICATIONS**

**Ballfield Groomer shall meet all specifications listed including the following equipment – included in the base bid:**

**Rear Mount Attachments:**

1. 84” Pro Rake with Brush Attachments 42-130, 442-026

**Center Mount Attachments:**

2. Adjustable Disc Edger
3. Sand Cultivators with Spring Teeth
4. Weed Cultivators with Gauge Wheels, Chisel Bottom

**Front Mount Attachments:**

1. 40” Hydraulic Plow



# Smithco

Sand Star Hydraulic Series Infield Groomer  
Sand Star IV

<b>Engine</b>	Vanguard V-twin air cooled
<b>Type</b>	34.78 cu.in. (570 cc)
<b>Displacement</b>	18 hp (13 kw)
<b>Rated Horsepower</b>	Engine mounted and remote cyclonic air intake
<b>Air Cleaner</b>	Pressurized, sealed cooling system
<b>Cooling</b>	Full Pressurized
<b>Lubrication</b>	Full Flow, Spin on type
<b>Oil Filter</b>	16 amp, with 12V 300 CCA battery, fuse protected
<b>Electrical System</b>	5 gallons ( 19 l)
<b>Fuel Capacity</b>	
<b>Traction Drive</b>	Variable displacement hydraulic pump directly mounted to engine. Series Parallel drive to rear and hydraulic motor on front.
<b>Traction System</b>	5 gallons (19 l)
<b>Hydraulic System</b>	Full flow filter with oil cooler
<b>Hydraulic Cooling</b>	
<b>Tires, Brakes and Steering</b>	22 x 11 – 10.0 Knobby Tire
<b>Tires</b>	Hydrostatic
<b>Service Brakes</b>	Hand operated, 8" drum type
<b>Parking Brake</b>	Hydraulic steering
<b>Steering</b>	
<b>Speed</b>	0-10 mph (0-16 kph)
<b>Transport</b>	0-5 mph (0-8 kph)
<b>Reverse</b>	
<b>Weights and Dimensions</b>	915 lbs. (415 kg)
<b>Weight</b>	68" (1.73 m)
<b>Length</b>	58" ( 1.47 m)
<b>Width</b>	52" ( 1.2 m)
<b>Height</b>	5.5" – 7" (13 -18 cm)
<b>Ground Clearance</b>	42" (1.07 m)
<b>Wheelbase</b>	

## Product Configuration

3-Wheel Tri-cycle with rear engine displacement.  
Dual foot pedal for forward and reverse operation  
"Pro-pedal" System  
Hydraulic engage/disengage levers for rear mounted

and center mounted attachments  
ROPs with seat belts  
Remote Air Cleaner

## Accessories

### REAR MOUNT ATTACHMENTS

84" Pro Rake with Brush attachment 42-130, 442-026

### CENTER MOUNT ATTACHMENTS

Adjustable Disc Edger  
Sand Cultivators with spring teeth  
Weed Cultivators with gauge wheels, chisel bottom

### FRONT MOUNT ATTACHMENTS

40" Hydraulic Plow

**Vanguard V-twin air cooled**

**34.78 cu.in. (570 cc)**

**18 hp (13 kw)**

**Engine mounted and remote cyclonic air intake**

**Pressurized, sealed cooling system**

**Full Pressurized**

**Full Flow, Spin on type**

**16 amp, with 12V 300 CCA battery, fuse protected**

**5 gallons ( 19 l)**

**Variable displacement hydraulic pump directly mounted to engine. Series Parallel drive to rear and hydraulic motor on front.**

**5 gallons (19 l)**

**Full flow filter with oil cooler**

**22 x 11 – 10.0 Knobby Tire**

**Hydrostatic**

**Hand operated, 8" drum type**

**Hydraulic steering**

**0-10 mph (0-16 kph)**

**0-5 mph (0-8 kph)**

**915 lbs. (415 kg)**

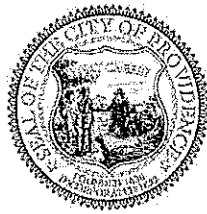
**68" (1.73 m)**

**58" ( 1.47 m)**

**52" ( 1.2 m)**

**5.5" – 7" (13 -18 cm)**

**42" (1.07 m)**



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**SUPPLEMENTAL INFORMATION**

If the issuing department for this RFP determines that your firm's bid is best suited to accommodate their need, you will be asked to provide proof of the following prior to formalizing an award.

An inability to provide the outlined items at the request of the department may lead to the disqualification of your bid.

*This information is **NOT** requested to be provided in your initial bid that you will submit to the City Clerk's office by the "date to be opened" noted on page 1. This list only serves as a list of items that your firm should be ready to provide on request.*

**All bids submitted to the City Clerk become public record. Failure to follow instructions could result in information considered private being posted to the city's Open Meetings Portal and made available as a public record.**

**You must be able to provide:**

- Business Tax ID will be requested after an award is approved by the Board of Contract and Supply.