

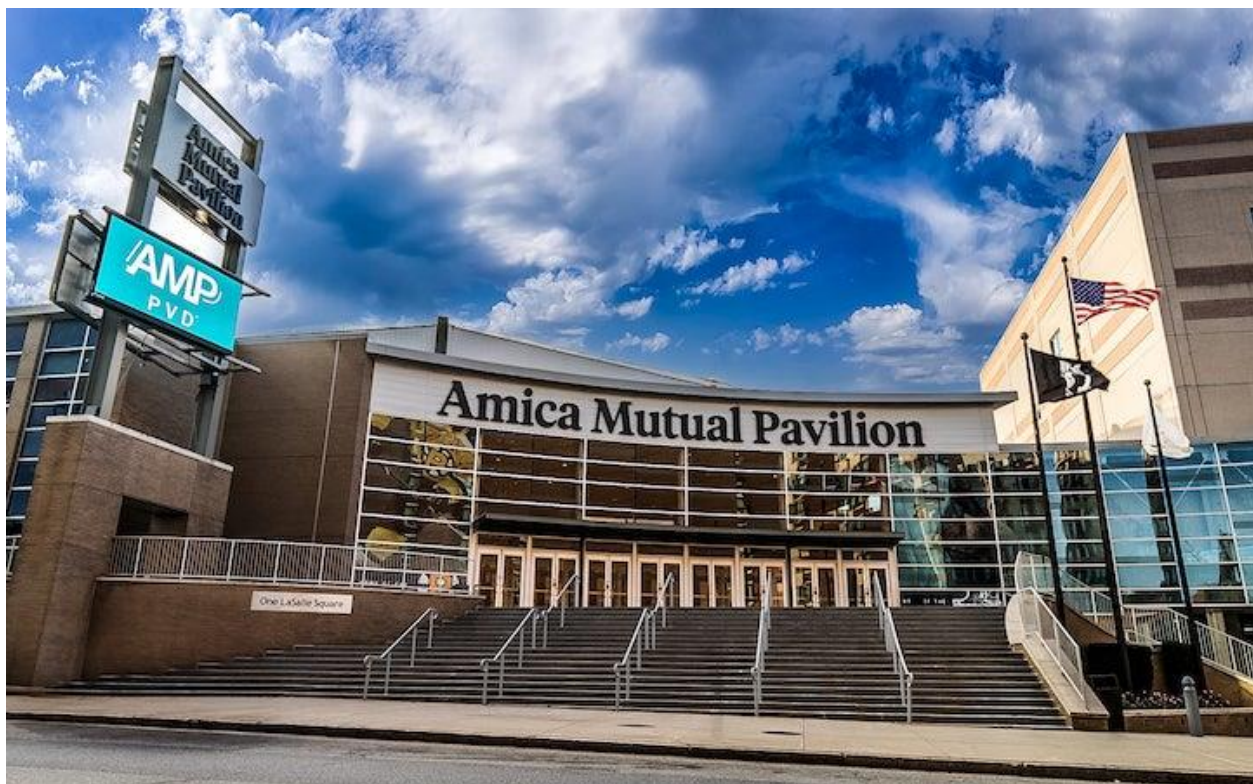


INVITATION FOR BIDS

FIRE ALARM AND SPRINKLER SYSTEMS MAINTENANCE AND TESTING AT THE RHODE ISLAND CONVENTION CENTER, NORTH, AND SOUTH GARAGES AND THE AMICA MUTUAL PAVILION

RHODE ISLAND CONVENTION CENTER AUTHORITY

One LaSalle Square, Providence, RI 02903



1. PURPOSE

The Rhode Island Convention Center (“RICC”), North and South Garages and the Amica Mutual Pavilion (the “AMP”) are seeking bids from qualified firms to test inspect and maintain the fire alarm systems, the Sprinkler systems at the RICC and the AMP and the North and South Garages located at the Complex at 1 Sabin St Providence, RI 02903

2. ELIGIBILITY

To be eligible to respond to this Invitation, the proposed firm must demonstrate that they, or the principals assigned to the project, have the capacity to provide fully qualified staff.

The bidding firm must include with their Bid a satisfactory work history (no less than 3 references) for providing similar services for other accounts.

1. The Bid must be signed by an officer of the bidder with the authority to commit to the firm.
2. The successful bidder must maintain a local service department within a 50-mile radius of the Complex and stock sufficient replacement parts and equipment components to provide the specified warranty service. The successful bidder must be able to provide prompt, on-site service not to exceed a 24-hour response time, Monday through Friday.
3. **The Awarded Bidder will be required to perform the next quarterly inspection during the month of July 2025**

ARTICLE 1 – CRITICAL DATES

IFB SCHEDULE

THE FOLLOWING ARE THE CRITICAL DATES AND TIMES:

Respondents Notification of Solicitation: Monday, May 19, 2025

Mandatory Walk-Thru Tour of Facilities Meeting located at the AMP Lobby,

Monday, June 9, 2025, 11:00AM.

1 LaSalle Square, Providence RI 02903

Bidder’s questions after the Mandatory Walk-Thru Tour of Facilities are due by:

Friday, June 13, 2025 2:00PM

OVG response to the Bidder’s questions are due by Wednesday, June 18, 2025, 2 :00PM

Bidder’s Bid’s due date : Wednesday, June 25, 2025. 2 :00PM

Notification of BID Award TBA

ARTICLE 2 – DEFINITIONS

- **Work** is the service to be performed by the successful bidder as outlined in Article 3 Scope of Work.
- The **Rhode Island Convention Center Authority (“RICCA”)** is the governing office that oversees the management of the Rhode Island Convention Center Complex.
- The **“Center”** means the **Rhode Island Convention Center and the Amica Mutual Pavilion** is the location where the work is to be performed.
- **OVG** is the business firm that manages the Rhode Island Convention Center and the Amica Mutual Pavilion for the Rhode Island Convention Center Authority.
- **Event** is the period of time during which the Center is occupied by licensees.

ARTICLE 3 – SCOPE OF WORK AND SERVICES

The services that the successful bidder will be responsible for are the Fire Alarm Maintenance and Testing of the Rhode Island Convention Center, North Garage and South garage (“**RICC**”) and The Amica Mutual Pavilion (“**AMP**”) and testing of the Sprinkler Systems. People performing the services must be trained and certified to perform this Fire Alarm Maintenance and Testing and meet all state and local guidelines.

OVG will supply fire alarm equipment plans and devices inventory for review upon request.

After all quarterly inspections a walk-through will be held by the successful Bidder with the Facilities Director and the HVAC and Electrical Foreman’s.

All work invoicing must include an explanation of all services rendered and line itemed.

Respondent services shall include, but not be limited to the following:

FIRE ALARM MAINTENANCE AND TESTING

- The scope of service will require the contractor to test, inspect, and maintain the fire detection and alarm systems for **RICC**, **AMP** and the North & South Parking Garages.
- Four tests per year on all initiating devices and signals will be performed.
- The contractor shall test and clean smoke detectors per State of Rhode Island and NFPA standards.
- The person or firm responsible for the fire alarm testing shall be licensed as required by the State of Rhode Island, **RIGL**, Section 5-6-2. The person responsible for the fire alarm testing shall have their license on their person and shall produce same if requested by a member of the Fire Department.
- Sensitivity testing is to be performed annually on the fire panels at the **AMP**, **RICC** and North & South Parking Garages.
- Annual Inspection and tagging on all portable fire extinguishers: (**AMP**-118, **RICC**-104, Garages-22)

- The individual performing the testing shall have the qualifications and standard inventory of equipment and consumables (i.e. batteries) on hand to make minimal repairs on site. Records of battery replacement shall be kept by the awarded contractor and on-site battery replacements must be planned for and completed at the time of the testing.
- The successful bidder shall provide a report after each inspection to the Director of Facilities within two (2) weeks of the tests.
- Any troubled conditions found during the testing shall be reported to the Director of Facilities and the Fire Department. The trouble condition shall also be noted on the test report submitted to the Center.
- A priority will be to respond to emergency calls regarding the fire detection and alarm systems within four (4) hours.
- Schedules need to be coordinated with RICC/AMP Director of Facilities. RICC/AMP have the right to cancel scheduled tests/inspection appointments within 24 hours due to client requests or any late bookings that can be affected by the test/inspect.
- The hourly rate for maintenance service shall be specified based on the following: 1) normal workday hours; 2) emergency service at night; 3) emergency service on weekends, and holidays.
- Testing fees shall include all State-mandated paperwork, forms, stickers/labels, etc. at no additional cost to the Center.

FIRE SPRINKLER SYSTEM SERVICES

- The scope of service will require quarterly testing of the operation of all sprinkler water flow switches using the inspector test valves and drains.
- Visually inspect all sprinkler valves and manually trip all tamper switches.
- Perform static and residual main drain tests of the wet sprinkler systems.
- Annual trip test of the 11 zones of dry valves for the transformer vault located in the AMP boiler room and the dry valves located in the South Parking Garage
- Per FM Global: quarterly running of the electric and diesel fire pumps and flow tests at the AMP and RICC. Including inspecting PRV valves. The test shall be conducted during unoccupied hours and organized with the centers.
- Mapp Cross Connections to do Annual testing of an 8" double check valve at the AMP. The test is to be performed by a certified backflow preventer tester that is approved by the Providence Water Supply Board. Provide a report of the test to the Providence Water Supply Board and to the RICC.
- Mapp Cross Connections to do Annual testing of a 10" double check valve at the RICC. The test is to be performed by a certified backflow preventer tester that is approved by the Providence Water Supply Board. Provide a report of the test to the Providence Water Supply Board and to the RICC.
- The contractor shall perform a semi-annual fire suppression inspection and test at the RICC and AMP. Equipment includes RICC main kitchen hoods (2), RICC concession stand hood (1), RICC portable grills with Ansul systems (2), AMICA main kitchen

hoods (2), AMP Show Suite kitchen hood (1), and AMP concession stand hoods (4). Tests include changing the fusible links located in the exhaust hoods.

- All testing and inspecting will ensure equipment is in service and in satisfactory condition in accordance with NFPA standards.
- Response time to emergency service calls to be within four (4) hours.
- The first hour of service work performed by a sprinkler fitter during normal working hours, Monday through Friday (8:00 AM to 5:00 PM) shall be covered by this contract. Additional service work performed by a sprinkler fitter during normal working hours shall be preferred rate. Evening and weekends shall be overtime at a preferred rate.
- A report shall be provided to the Center at the completion of all inspections and tests.
- The Center will provide any specialized equipment to gain access to devices which are inaccessible by normal ways and means.
- By year three of the contract a full flow dry test will be conducted
- Fire Department Requirement: Standpipe Test Every five (5) years.

ARTICLE 4 – PROCEDURES

FORM AND STYLE OF BIDS:

Bids must include the following:

- Company History/Qualification
 - Provide a detailed history of the bidder and a statement of qualifications including a description of comparable services provided for comparable projects including dates.
- References
 - Provide three (3) references on the attached sheet stating name, title, company, address and telephone number and total value of services performed for each reference, and length of contract services (i.e. 3 years).

All Bids shall be typewritten without erasures or deletions.

Each copy of the Bid shall include the legal name of the bidder and a statement identifying the bidder as a sole proprietor, partnership, corporation, or other legal entity as appropriate. Each copy shall be signed by the person or person legally authorized to bind the bidder to a contract. A bid by a corporation shall further give the state of incorporation and whether the bidder is qualified to do business in Rhode Island as a foreign corporation. A Bid submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the bidder.

PROPOSED TERM OF THE BID:

All costs must be identified on the supplied bid sheet.

The bidder shall propose a Fixed Fee proposal to provide all the Work as described herein. Bidders may also propose a Fixed Fee proposal for multiple services. RICCA reserves the right to choose the alternative which in its estimation is in the best interest of OVG and RICCA.

SUBMISSION OF BIDS:

Submit three (3) properly executed bids with any other documents required to be submitted in a 9 x 12 sealed opaque envelope, and to also include copies on three thumb drives. The envelope shall be identified with the bidder's name and address, the type of Bid: **(Fire Alarm and Sprinkler Systems Maintenance and Testing)** and the Bid due date and delivered to the following address:

Attention: Howard Allen, Complex Purchasing Manager
Amica Mutual Pavilion
One LaSalle Square
Providence, Rhode Island 02903

SEALED RESPONSES shall be submitted no later than Wednesday, June 25, 2025, 2 :00PM Immediately thereafter, Bids will be opened and read at the Amica Mutual Pavilion 3rd floor Boardroom. Bids received after that time and date will be returned unopened. The Bidder shall assume full responsibility for timely delivery at the location designated for the receipt of Bids.

Submission of a Bid signifies careful examination of this Invitation and the complete understanding of the nature, extent and location of the Work to be performed.

Oral, telephonic or telegraphic Bids are invalid and will not receive consideration.

CLARIFICATION:

Should you have any questions after Mandatory Walk-Thru Tour of The Facilities Meeting please contact Howard Allen Complex Purchasing Manager, via email: hallen@pvdricenter.com.

All questions must be done as a "word document" and must be received by **Friday, June 13, 2025, no later than 2:00PM**. OVG answers to all vendors questions will be posted on the Rhode Island Convention Center Authority's Web Site on **Wednesday June 18, 2025, no later than 2:00PM**.

MODIFICATION OR WITHDRAWAL OF RESPONSE:

A Bid may not be modified, withdrawn or cancelled by the Bidder during the time period following the date designated for the opening of Bids.

Prior to the time and date designated for receipt of Bids, a Bid submitted may be modified or withdrawn by the notice of the party receiving Bids at the place designated for receipt of Bids. Such notice shall be in writing over the signature of the Bidder. A change shall be so worded as not to reveal the amount of the original Bid.

Withdrawn Bids may be resubmitted up to the date and time designated for the receipt of Bids provided that they are then fully in conformance with these Instructions to Bidders.

DUE DILIGENCE:

Prior to submitting a Bid, each Bidder shall make all investigations and examinations necessary to ascertain conditions and requirements affecting operation of the proposed services. Failure to make such investigation and examinations shall not relieve the successful Bidder of the obligation to comply, in every detail, with all provisions and requirements, nor shall it be a basis for any claim whatsoever for alteration in any provision required by the Contract.

CONDITIONS AND LIMITATIONS:

The Bids and any information made as part of the Bid will become part of OVG and RICCA's official files without any obligation on OVG and RICCA's part to return them to the individual Respondent(s).

This invitation may, by reference, become a part of any formal Contract between OVG and Bidder resulting from this solicitation.

ARTICLE 5 – CONSIDERATION OF BIDS

“Qualified Bidder” means a Bidder determined by the Authority to meet standards of business competence, reputation, financial ability, and product quality. “Responsible Bidder” shall mean a Qualified Bidder who has the capability in all respects, including financial responsibility, to perform fully the requirements and the integrity and reliability which will assure good faith performance.

Award shall be made to the lowest responsive and Responsible Bidder as evaluated by OVG and RICCA.

ARTICLE 6 – FORM OF AGREEMENT BETWEEN OVG AND RESPONDENT

The successful Respondent will be required to enter a written Contract with OVG.

MINORITY BUSINESS ENTERPRISE:

OVG may, after considering the financial impact on OVG and RICCA, prior to making a final determination of the award, apply special consideration to the offer of Minority Business Enterprises in accordance with the Rhode Island General Laws and the applicable regulations.

A Minority Business Enterprise shall mean a small business concern owned and controlled by one or more minorities or women and is certified by the Rhode Island Department of Economic Development to meet the definition established by Rhode Island law.

USE OF FACILITIES:

The successful bidder's employees must check in and exit the Center at the designated security door only.

Its trucks and other vehicles must have the company name or logo permanently attached and must be parked in authorized areas or spaces only.

The successful bidder shall take all precautions necessary and shall bear the sole responsibility for the safety of the Work, and the safety and adequacy of the methods and means it employs in performing Work. The successful bidder, while on the Center's grounds must also observe any safety requirements imposed by OVG.

LENGTH OF CONTRACT:

The Contract under which these privileges shall be granted will be for the term of **Three (3) Years**.

RICCA/OVG will have the option to add up to two (2) one (1) year contract extensions.

RICCA/OVG shall reserve the right to terminate this contract at any time on thirty (30) days' notice, without penalty.

INSURANCE:

During the contract term, the successful bidder will maintain, at its sole cost and expense, policies written by an insurance company or companies approved by OVG, authorized and licensed to do

business in the State of Rhode Island and rated not less than “A-” by the most current Best’s Manual. All such insurance coverage, with the exception of Workers’ Compensation, shall name OVG, the Center, RICCA, the State of Rhode Island and their employees, agents, officers and directors as additional insureds on a primary and non-contributing basis there under and a waiver of subrogation in favor of all additional insureds shall apply to all such coverage. Evidence of such coverage being in place will be promptly delivered to OVG prior to the Commencement of the Term. All such coverage shall be endorsed to indicate that coverage will not be materially changed or cancelled without at least thirty (30) days’ prior written notice to OVG, such prior notice being mandatory. The successful bidder will provide OVG with evidence of the renewal of all coverage required for the Contract.

Such coverage shall include the following:

- Comprehensive General Liability coverage in the amount of \$2,000,000 in the aggregate and \$1,000,000.00 each occurrence. This coverage must be written on an occurrence form, claims made policies will be unacceptable. The Comprehensive Liability insurance shall cover the successful bidder, OVG, the Center, RICCA, the State of Rhode Island and their respective employees, agents, officers and directors from and against any claim arising out of personal injury and/or property damage as a result of the operations of the successful bidder or its failure to comply with the terms and provisions of the Contract. Such policy or policies for the insurance shall include coverage for claims of any persons as a result of incidents directly or indirectly related to the employment of such persons by the Vendor or by any other persons. This coverage shall include blanket contractual insurance, and such coverage shall make express reference to the indemnification provisions set forth in the Contract.
- Worker’s Compensation Coverage, as statutorily required by the State of Rhode Island, for all employees of the successful bidder. Employer’s Liability coverage on the Workers’ Compensation policy shall be written in the minimal amount of \$1,000,000.00.
- Excess Liability Coverage in the amount of \$2,000,000.00 shall be in the form of an Umbrella policy rather than a following form excess policy. This policy or policies shall be specifically endorsed to be excess for the required Comprehensive General Liability Coverage, the Employees’ Liability Coverage on the Workers’ Compensation policy, and the Comprehensive Automobile policy.
- Comprehensive Automobile Liability Coverage, in an amount not less than \$1,000,000.00, shall be maintained. Such coverage will include all owned, non-owned, leased and/or hired motor vehicles, which may be used by the successful bidder in connection with the services required under this Contract.
- Insurance against Loss and/or Damage to fixtures, furnishings, equipment and other personal and business property of the successful bidder and the Center upon the premises by fire or other such casualty as may be generally included in the usual form of extended coverage in an amount equal to the replacement costs of such property. Such insurance shall provide coverage for the personal property of others in the care, custody and control of the successful bidder that is used by it for the Work.

INDEMNIFICATION:

The successful bidder shall agree to indemnify and keep indemnified, defend, hold and save harmless RICCA, OVG, the State of Rhode Island and their respective agents, representatives, directors, officers and employees from and against any and all actions, causes of action, claims, demands, liabilities, losses, penalties, judgments, awards, costs, damages or expenses of whatsoever kind and nature, including reasonable counsel or attorneys’ fees and court costs, which RICCA, OVG, the State of

Rhode Island and their respective agents, representatives, directors, officers and employees shall or may at any time sustain or incur, directly or indirectly, by reason of (a) any breach by the successful bidder of any representation, warranty, covenant or agreement in the Contract, (b) any failure by the successful bidder to perform its obligations under the Contract, (c) failure by the successful bidder or its agents, employees, suppliers or subcontractors to observe and comply with all applicable federal, state and local laws, ordinances, rules and regulations, or (d) arising out of or resulting from the Work, provided that any such claim, damage, loss or expense with respect to the Work is (i) attributable to bodily injury, sickness, disease or death or to injury to or destruction of tangible property including the loss of use resulting there from, and (ii) caused in whole or in part by any negligent act or omission of the successful bidder, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. By virtue of this indemnification clause, the Vendor does not waive any rights or defenses it may have with respect to any such claims, demands and causes of action, including the right of contribution.

In any and all claims against OVG, the State of Rhode Island, RICCA and their respective agents, representatives, directors, officers or employees by any employee of the successful bidder any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under the above paragraph shall not be limited in any way by any limitation on the amount of the type of damages, compensation or benefits payable by or for the successful bidder or any subcontractor, the workers' or workmen's compensation acts, disability benefits acts or other employee benefit acts.

LABOR:

- The successful bidder shall provide, at its own expense, qualified or licensed labor in the applicable trades.
- Employees shall be uniformly dressed, clean and neat in appearance. All employees must display identification prominently while on the Center premises.
- All employees shall be qualified and trained in the handling and use of all Equipment used in and around the Center.
- RICCA has the right of approval of all Vendor employees.
- OVG has the right to assign and adjust all work hours and schedules not to impact any Events at the Center.

Equal Employment Opportunity Compliance

The successful bidder is required to demonstrate the same commitment to equal opportunity as prevails under federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375. Affirmative action plans shall be submitted by the successful bidder to the RICCA, if required. A vendor's failure to abide by the rules, regulations, contract terms and compliance reporting provisions as established shall be grounds for forfeiture and penalties.

Prevailing Wage Requirement

In accordance with Title 37 Chapter 13 of the General Laws of Rhode Island, payment of the prevailing rate of per diem wages and general prevailing rate for regular, overtime and other working conditions existing in the locality for each craft, mechanic, teamster, or type of workmen needed to execute this Work is a requirement for both contractors and subcontractors for all public works.

Drug-Free Workplace Requirement

In Accordance with Executive Order No. 91-14, a successful bidder shall abide by Rhode Island's drug-free workplace policy and the Vendor shall so attest by signing a certificate of compliance.

PERMITS, LICENSES AND LAWS:

A successful bidder shall be required to provide and maintain any permits and licenses required by law at its own expense.

The successful bidder shall at all times observe and comply with all applicable federal, state and local laws, ordinances, rules and regulations, and shall indemnify, save and hold harmless, the RICCA and OVG and all of their officers, agents and employees against all claims or liability arising from or in connection with the violation of any such law, ordinance, rule or regulation, whether such violation is caused by successful bidder, or its agents, employees, suppliers, or subcontractors.

REFERENCES

In the space provided below please enter company references and contact personnel with phone numbers for jobs similar in nature to the type of work required for the RICC and AMP.

Company Name: _____

Contact Name: _____

Contact Title: _____

Phone Number: _____

Type of Services Provided and Dates: _____

Cost of Services Provided: _____

Company Name: _____

Contact Name: _____

Contact Title: _____

Phone Number: _____

Type of Services Provided and Dates: _____

Cost of Services Provided: _____

Company Name: _____

Contact Name: _____

Contact Title: _____

Phone Number: _____

Type of Services Provided and Dates: _____

Cost of Services Provided: _____

RIGHTS RESERVED TO THE RICCA AND OVG

Notwithstanding any other provision of this invitation, OVG reserves to itself the rights listed below.

A. Right to Modify RFP Documents

OVG reserves the right to modify or amend any provision of the invitation documents.

B. Right to Reject Any and All Bids

Whenever OVG deems it to be in the OVG'S best interest, OVG reserves the right, in its sole discretion, to cancel this invitation, to reject any and all bids, to waive minor irregularities or informalities in a bid; to re-advertise; and to proceed in a manner other than awarding a contract under this Invitation. **OVG will not waive, however, the requirement that qualifications and proposals be received by OVG prior to the deadline for submission.**

C. Right to Cancel Award

OVG reserves the right to cancel negotiations with any bidder at any time prior to a contract being fully executed by the successful bidder and the OVG, and to award such a contract to the OVG'S second choice.

D. Additional Cause for Rejection

In addition to any other cause for rejection of a submittal stated in this invitation, a bid may also be rejected if there is evidence of collusion among bidders, if the bidder submitting it is in default or arrears under any prior or existing contract with OVG, RICCA, or any other State of Rhode Island department or agency, or there is an unresolved claim between the Bidder and the RICCA or any other State of Rhode Island department or agency.

Any direct contacts made or attempted to be made by any Bidder with any RICCA board member prior to the selection of qualified proposers will automatically disqualify a proposer from any further consideration.

Bids are irrevocable for a period of not less than sixty (60) days following the opening date and may not be withdrawn except with the express written approval of the Authority's Executive Director.

Bidders are advised that RICCA is a quasi-public agency of the State of Rhode Island and its records, including statements submitted in response to this invitation, are public records unless otherwise exempted under state law.

**THE RHODE ISLAND CONVENTION CENTER AUTHORITY IS AN EQUAL
OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.**

Fire Alarm and Sprinkler Systems Maintenance and Testing

BID SHEET

Name of Company
or Corporation: _____

Company Address: _____

State and Date of Incorporation: _____

Assigned project Manager: _____

Phone Number: _____

E-mail Address: _____

PRINCIPALS AND/OR MEMBERS OF BIDDER

Pricing to include:

Years one (1) through three (3):

Quote price: Fire Alarm, Sprinkler System, Maintenance and Testing at the **RI Convention Center**
(Annually): _____

North and South Garage (Annually): _____

Quote Price: Fire Alarm, Sprinkler System, Maintenance and Testing at the **RI Convention Center**
(Quarterly): _____

North and South Garage (Quarterly): _____

Quote Price: Fire Alarm, Sprinkler System, Maintenance and Testing **Amica Mutual Pavilion**
(Annually): _____

Quote Price: Fire Alarm, Sprinkler System, Maintenance and Testing **Amica Mutual Pavilion**
(Quarterly): _____

cont.-

Additional Renewal Options OVG two (2) one-year renewals options, year four (4)

Quote price: Fire Alarm, Sprinkler System, Maintenance and Testing at the **RI Convention Center**
(Annually): _____

North and South Garage (Annually): _____

Quote Price: Fire Alarm, Sprinkler System, Maintenance and Testing at the **RI Convention Center**
(Quarterly): _____

North and South Garage (Quarterly): _____

Quote Price: Fire Alarm, Sprinkler System, Maintenance and Testing **Amica Mutual Pavilion**
(Annually): _____

Quote Price: Fire Alarm, Sprinkler System, Maintenance and Testing **Amica Mutual Pavilion**
(Quarterly): _____

Additional Renewal Options by OVG two (2) one-year renewals options, year five (5)

Quote price: Fire Alarm, Sprinkler System, Maintenance and Testing at the **RI Convention Center**
(Annually): _____

North and South Garage (Annually): _____

Quote Price: Fire Alarm, Sprinkler System, Maintenance and Testing at the **RI Convention Center**
(Quarterly): _____

North and South Garage (Quarterly): _____

Quote Price: Fire Alarm, Sprinkler System, Maintenance and Testing **Amica Mutual Pavilion**
(Annually): _____

Quote Price: Fire Alarm, Sprinkler System, Maintenance and Testing **Amica Mutual Pavilion**
(Quarterly): _____

Signature: _____ Date: _____