REQUEST FOR PROPOSALS

SUPPLEMENTAL SECURITY SERVICES

RHODE ISLAND CONVENTION CENTER

AMICA MUTUAL PAVILION

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ARTICLE 1

DEFINITIONS

1.1 **Request For Proposals (RFP)** Consists of the Invitation to Bid and the Instructions to Respondents.

1.2 A **Response** is a complete and properly signed proposal to do the Work as stipulated therein, submitted in accordance with the RFP.

1.3 A **Respondent** is a person or entity who submits a Response.

1.4 **Financial Terms** means the amount of compensation to be received by Vendor as evidenced by the Contract Documents, during the contract time.

1.5 **Work** is the services to be performed by the successful Respondent as outlined in Article 7 Scope of Work.

1.6 The **Rhode Island Convention Center Authority (RICCA)** is the governing office that oversees the management of the Rhode Island Convention Center, Amica Mutual Pavilion and the Parking Facility.

1.7 The **Rhode Island Convention Center, Amica Mutual Pavilion and the Parking Facility (Center)** is the location where the Work is to be performed.

1.8 **OVG** is the business firm that manages the **Rhode Island Convention Center, Amica Mutual Pavilion and the Parking Facility** for the Rhode Island Convention Center Authority.

1.9 **Event** is the period of time during which the Center is occupied by licensees.

1.10 **Vendor** is the organization with whom OVG contracts to provide Uniform Services at the Center.

ARTICLE 2

CRITICAL DATES

2.1 The following are the critical dates and times:

Respondents Notification: Friday October 9, 2026
Mandatory Pre-Bid Conference: Wednesday October 14, 2026 11:00AM Amica Mutual Pavilion Lobby
Response Due Date and Bid Opening: Friday October 23, 2026 12:00PM Amica Mutual Pavilion Board Room, 3rd Floor

ARTICLE 3

PROPOSAL DOCUMENTS

3.1 COPIES

3.1.1 One complete RFP may be obtained by interested parties, at no cost, from the Rhode Island Convention Center.

3.1.2 Additional copies of the RFP may be secured at a cost of $5.00 to the Respondent upon request and payment to the issuing office designated in the Advertisement.

3.1.3 In making copies of the RFP available on the above terms, the RICCA and OVG do so only for the purpose of obtaining Responses on the Work and do not confer a license or grant permission for any other use of the RFP.

ARTICLE 4

PROCEDURES

4.1 FORM AND STYLE OF RESPONSES

4.1.1 Responses must include the following:

a. Company History/Qualification. Provide a detailed history of Respondent and a statement of qualifications including a description of comparable services provided for comparable projects including dates.

b. Financial Qualifications. Provide evidence that Respondent has the financial ability to perform the Work. Respondent must provide their last two (2) financial statements. In the case of a subsidiary, statements must be on the operating entity. No statement of the parent or holding company is acceptable.

c. If the Respondent is a Minority Business Enterprise certified by the Rhode Island Department of Economic Development, the Response should so indicate.

d. References. Provide five (5) references 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).

4.1.2 All Responses shall be typewritten without erasures or deletions.

4.1.3 Each copy of the Response shall include the legal name of the Respondent and a statement identifying the Respondent as a sole proprietor, partnership, corporation or other legal entity as

appropriate. Each copy shall be signed by the person or persons legally authorized to bind the Respondent to a contract. A response by a corporation shall further give the state of incorporation and whether the Respondent is qualified to do business in Rhode Island as a foreign corporation. A Response submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the Respondent.

4.2 PROPOSED TERM OF THE BID

4.2.1 All costs must be identified on the Quotation sheet.

4.2.2 Respondent shall propose a Fixed Fee proposal to provide all the Work as described herein. Respondent 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.

4.3 SUBMISSION OF RESPONSES

4.3.1 Submit three (3) properly executed responses with any other documents required to be submitted in a 9 x 12 sealed opaque envelope. The envelope shall be identified with the Respondent name and address, type of Response (Uniform Services) and the due date to:

Amica Mutual Pavilion
One LaSalle Square
Providence, Rhode Island 02903
Attn: Christine Crabtree, Purchasing Manager

4.3.2 **SEALED RESPONSES shall be submitted no later than 12:00 PM, E.S.T. on the response due date. Immediately thereafter, Responses will be opened and acknowledged. Responses received after that time and date will be returned unopened. The Respondent shall assume full responsibility for timely delivery at the location designated for the receipt of Responses.**

4.3.3 Submission of a response signifies careful examination of the RFP and the complete understanding of the nature, extent and location of the Work to be performed.

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

4.4 CLARIFICATION

4.4.1 Each Respondent shall carefully examine all RFP documents and related materials, addenda or other revisions, to thoroughly familiarize themselves with all requirements prior to submitting a Proposal. Should a Respondent find discrepancies or ambiguities in, or omissions from the Proposal documents, or should the Respondent be in doubt as to their meaning, Respondent shall at once and in any event, not later than seven (7) days prior to the proposal due date, submit to OVG a written request for interpretation or correction thereof.

4.1.2 The person submitting the request for clarification will be responsible for its prompt delivery to the Purchasing Manager at the address noted above. Facsimile requests for clarification will be accepted at (401) 458-6500. Each Respondent is responsible for confirming receipt of any facsimile materials to OVG.

4.1.3 Any interpretation or correction of the RFP will be made only by written addenda to all Respondents. No allowance will be made after Proposals are received for oversight, omission, error, or mistake by the Respondent or OVG. Addenda so issued will become part of the Proposal Documents and receipt thereof by the Respondent shall be acknowledged in the Proposal.

4.5 MODIFICATION OR WITHDRAWAL OF RESPONSE

4.5.1 A Response may not be modified, withdrawn or cancelled by the Respondent during the time period following the date designated for the opening of the Responses, and each Respondent so agrees in submitting a Response.

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

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

4.6 DUE DILIGENCE

4.6.1 Prior to submitting a Proposal, each Respondent 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 Respondent 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.

4.7 CONDITIONS AND LIMITATIONS

4.7.1 The Proposals and any information made a part of the Proposals 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).

4.7.2 This RFP and the selected Respondent(s) Proposal may, by reference, become a part of any formal Contract between OVG and Respondent resulting from this solicitation.

4.7.3 Respondent(s) shall not offer any guarantees, favors, or anything of monetary value to any official or employee of OVG, RICCA or the State of Rhode Island for the purposes of influencing consideration of a proposal.

ARTICLE 5

CONSIDERATION OF RESPONSES

5.1 OPENING OF RESPONSES

5.1.1 The properly identified Responses received on time will be opened publicly and acknowledged.

5.1.2 To be considered for the award, a Respondent must be experienced and regularly in the business of providing the Scope of Services required by the RFP, and must have a business phone and be available for consultation.

5.2 REJECTION OF RESPONSES

5.2.1 OVG shall have the right to reject any or all Responses, reject a Response not accompanied by the data required by the RFP, or reject a Response which is in any way incomplete or irregular.

5.3 ACCEPTANCE OF A RESPONSE

5.3.1 It is the intent of OVG to award a Contract to the qualified and responsive Respondent submitting the response which is in the best financial interest of OVG and RICCA, provided the Response has been submitted in accordance with the requirements of the RFP. OVG shall have the right to accept the Response which in OVG's judgment, is in the best interests of OVG and RICCA.

5.3.2 Following the evaluation of written proposals, Respondent(s) may be requested to offer oral presentation to OVG. Failure to comply with such a request will disqualify Respondent from consideration.

5.4 TIME OF AWARD

5.4.1 Responses will be irrevocable for thirty (30) days from the date of opening. It is the intent of OVG to enter into contract negotiations with the Vendor under consideration for the provision of first-class Security Services of the highest quality obtainable.

5.4.2 This RFP does not commit OVG to the awarding of a Contract.

5.4.3 The RICCA or OVG will not be liable for any costs incurred in the preparation and presentation of the Response.

ARTICLE 6

FORM OF AGREEMENT BETWEEN OVG AND RESPONDENT

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

6.2 **MINORITY BUSINESS ENTERPRISE**

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

6.2.2 A Minority Business Enterprise shall mean a small business 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.

6.3 EVALUATION CRITERIA

6.3.1 The successful Respondent shall be determined by the following criteria:

6.3.1.1 Respondents must demonstrate the ability to provide the Work specified by furnishing information regarding its expertise, experience, financial soundness and integrity.

6.3.1.2 Respondents and personnel must demonstrate an understanding of the Work required and be able to dedicate sufficient time to be able to complete the Work required.

6.3.1.3 Respondents must demonstrate that Jobs of similar scope and/or magnitude have been successfully maintained.

6.3.1.4 Responses will be evaluated on the basis of the above and the relative merits of the proposal, in addition to price.

6.3.1.5 OVG reserves the right to award the Contract on the basis of the initial Response.

ARTICLE 7

Scope of Work

1. Vendor shall provide Security Services to OVG at the Rhode Island Convention Center and Amica Mutual Pavilion Complex which shall include but are not limited to the following: (This is supplemental service during large events when additional staff is needed in addition to our in house security personnel).

    A. Vendor shall supply one point of contact for any and all correspondence in relation to issues, concerns, and relevant information including communicating client's policies and procedures to the guards, enforcing these policies and procedures and any and all billing inquires.

    B. Ensure that security personnel have normal concern for their own physical safety and shall take reasonable precautions not to place themselves in situations that would encourage violence or jeopardize the safety of other persons in the area.

    C. Ensure the conduct and behavior of security personnel are beyond reproach. Security personnel are to be polite, cooperative, and able to work in harmony with on another, visitors, and with other RICC Complex employees.

    D. All guards will need to be equipped with uniforms that foster a professional and consistent appearance, supplied by the vendor.

    E. Each officer shall wear a uniform with the vendor's company name and logo, along with appropriate footwear.

    F. Ensure that security personnel keep their clothing neat, clean and well pressed at all times. Uniforms shall not have rips, tears, visible repairs, missing buttons, excessive tightness or bagginess.

    G. Ensure that security personnel give undivided attention to their duties and given responsibilities. Long, unnecessary conversations with other individuals shall be avoided.

    H. Ensure that security personnel do not smoke, or use other forms of tobacco products while on the job.

    I. Ensure that security personnel are equipped with the necessary equipment and supplies to properly perform his or her duties.

    J. Ensure prompt replacement of security personnel in the event of illness or emergency.

    K. Notify OVG of any assignment, reassignment, disciplinary action, promotion or transfer of any officer or supervisor working on this account.

L. OVG will reserve the right, at its sole discretion, to require vendor to remove any guard for any lawful reason and request a suitable replacement from the vendor.

M. Vendor will be responsible for the hiring of all guards, including replacements. Vendor will also be responsible for conducting criminal background checks on all guards used to perform any services for OVG and for certifying to OVG that there is nothing revealed by such background checks of said guards that would create a reasonable doubt about the utilization of same for services in a safe manner and with proper regard for the security of OVG, its employees, affiliates, subsidiaries, customers vendors and other third parties.

N. The responsibilities and duties of the guard may include but are not limited to: provide assistance, directions, answer questions and otherwise serve as a central or visible source of information for employees, customers, visitors and vendors.

O. Customer service is a critical component of OVG's business strategy, and security is viewed as an integral part of accomplishing this objective.

P. Guards will not carry weapons of any kind.

Q. Vendor is "encouraged" (but not required) to provide training that includes the following:
-Crowd psychology, control and management
-Limited force ejections
-Drug and alcohol awareness training

R. All security personnel shall:
-Be a citizen of the United States or a resident alien and at least 18 years of age at the time of employment.
-Have earned and possess a high school diploma or GED (preferred).
-Read and write English equivalent to a high school graduate. Verbally communicate in English with clear and definitive articulation to assure confidence, control and safety of those involved, particularly in emergency situations. Must be able to read and understand printed rules, regulations, written orders and instructions, training materials, policies and procedures. Security personnel shall also be capable of composing readable and understandable reports which convey complete information.
-Be trained and capable of performing assigned security duties.
-Always maintain a professional manner and remain awake and alert.
-Adhere to the NO SMOKING policy while on or near the property.
-Contact a supervisor for assistance in the event of an illness during a shift. Security personnel may not leave the post until properly relieved – except in the case of an extreme emergency or life-threatening situation.
-Notify emergency services (911) in the event of a major illness or life-threatening situation.
-Possess and exercise strong personal interactive skills in dealing with the public or personnel. Security personnel must be able to effectively communicate instructions, directions and security policies to the public. Security personnel must also be able to resolve conflicts and in certain situations tactfully say "NO".

-Be physically and mentally able to perform complex functions under adverse conditions, hours, weather, extensive walking, and physical dangers. Must be able to stand or walk for an entire shift.

7.2 EXCLUSIVITY

7.2.1 It will be the privilege of the Vendor to provide, on an exclusive basis, all Uniform Services within the Center.

7.3 USE OF FACILITIES

7.3.1 The Vendor's employees must check-in and exit the Convention Center and Amica Mutual Pavilion at the designated security door only.

7.3.2 The Vendor's truck and other vehicles must have the company name or logo permanently attached and must be parked in authorized areas or spaces only.

7.3.3 The Vendor 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. Vendor, while on the Center's grounds must also observe OVG safety requirements.

7.4 LENGTH OF CONTRACT

7.4.1 The Contract under which these privileges shall be granted will be for the term of three (3) years. At the conclusion of term, RICCA/OVG shall retain the option to renew the Contract, subject to the mutual agreement of both parties, for not more than two (2) additional terms of one (1) year in length under the provisions agreed herein. RICCA/OVG shall reserve the right to terminate this contract at any time on thirty (30) days notice, without penalty.

7.4.2 Vendor shall understand that legislation passed by the State of Rhode Island, during the Contract Term, to decrease or regulate prices may cause the parties hereto to renegotiate or adapt the Agreement to the laws as they are written.

7.5 BONDING

7.5.1 Vendor will be required to execute a Performance and Payment Bond, in a form acceptable to RICCA/OVG, in the amount of $10,000.00 (Ten thousand dollars) with Corporate Surety to secure the performance of all terms of the Contract; said bond to be in place upon the execution of the Contract.

7.6 INSURANCE

7.6.1 The Insurance Vendor will be required to obtain and maintain in force at all times during the term of the agreement as directed by RICCA/OVG. Such coverage will be obtained from an insurance company 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. Furthermore, said insurance company or companies must be approved by OVG. It is anticipated that such coverage shall include the following:

a. Comprehensive General Liability coverage in the amount of $2,000,000.00 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 to RICCA/OVG. The Comprehensive Liability insurance shall cover the Vendor, RICCA, OVG, the State of Rhode Island, the Rhode Island Convention Center, the Amica Mutual Pavilion and their 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 Vendor's failure to comply with the terms of this Contract. Such policy or policies for 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 a Proposer or any other persons. This coverage shall include blanket contractual insurance and such coverage shall make express reference to the indemnification provisions set forth in this agreement. The policy shall also be endorsed to include coverage for products and completed operations.

b. Workers' Compensation Coverage, as statutorily required by the State of Rhode Island for all employees of Vendor. Employers' Liability coverage on Workers' Compensation policy shall be written in the minimal amount of $1,000,000.00.

c. Excess Liability Coverage in the amount of $5,000,000.00 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 Employers' Liability Coverage on the Workers' Compensation policy, and the Comprehensive Automobile policy.

d. 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 hires motor vehicles which may be used by the Vendor in connection with the services required under the Contract.

e. Insurance Against Loss and/or Damage to fixtures, furnishings, equipment and other personal and business property of Vendor 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 used in this agreement on the premises. Such insurance shall provide coverage for the personal property of others in the care, custody and control of Vendor.

7.6.2 All such Insurance coverage, with the exception of Workers' Compensation, shall name OVG, the Center, the State of Rhode Island, RICCA and their employees, agents, officers and directors as additional insured there under and a waiver of subrogation in favor of all additional insured shall apply to all such coverage.

7.6.3 Evidence of such coverage being in place will be promptly delivered to OVG prior to the commencement of the term of this proposal. All such coverage shall be endorsed to indicate that coverage will not be materially changed or cancelled without at least thirty (30) days prior notice to RICCA/OVG, such prior notice being mandatory and not the best efforts of the required coverage. Proposer will provide RICCA/OVG with evidence of the renewal of all coverage required on at least the same terms and conditions as originally required for this agreement.

7.7 INDEMNIFICATION

7.7.1 To the fullest extent permitted by law, the Vendor shall indemnify and hold harmless OVG, the State of Rhode Island, the RICCA, 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 attorney's 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 (1) any breach by Vendor of any representation, warranty, covenant or agreement in the Contract, (2) any failure by Vendor to perform its obligations under the Contract, (3) failure by Vendor or its agents, employees, suppliers or subcontractors to observe and comply with all applicable federal, state and local laws, ordinances, rules and regulations, or (4) arising out of or resulting from the work, provide that such claim, damage, loss or expense with respect to the Work is (i) attributed to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of the use resulting there from, and (ii) caused in whole or part by any negligent act or omission of the Vendor, and Subcontractor, anyone directly or indirectly employed by any 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, 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.

7.7.2 In any and all claims against OVG, the State of Rhode Island, the RICCA, and their respective agents, representatives, directors, officers or employees by any employees of the Vendor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, the indemnification obligation under Paragraph 7.7.1 shall not be limited in any way by any limitation on the amount or the type of damages, compensation or benefits payable or for the Vendor or any Subcontractor under Workers' or Workmen's Compensation acts, disability benefit acts or other employee benefit acts.

7.8 LABOR

7.8.1 Vendor shall provide, at its own expense, qualified or licensed labor in the applicable trades.

7.8.2 Employees shall be uniformly dressed, clean and neat in appearance. All employees must display identification prominently while on the Center premises.

7.8.3 All employees shall be qualified and properly trained in the handling and use of all Equipment used in and around the Center.

7.8.4 RICCA has the right of approval of any and all Vendor employees.

7.8.5 OVG has the right to assign and adjust all work hours and schedules not to impact any Events at the Center.

7.8.6 **Equal Employment Opportunity Compliance** – The Vendor 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 Vendor to the RICCA, if required. Vendor's failure to abide by the rules, regulations, contract terms and compliance reporting provisions as established shall be grounds for forfeiture and penalties.

7.8.7 **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.

7.8.8 **Drug-Free Workplace Requirement** – In Accordance with Executive Order No. 91-14, Vendor shall abide by Rhode Island's drug-free workplace policy and the Vendor shall so attest by signing a certificate of compliance.

7.9 PERMITS, LICENSES AND LAWS

7.9.1 Vendor shall be required to provide and maintain any permits and licenses required by law at its own expense.

7.9.2 Vendor 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 Vendor, or its agents, employees, suppliers, or subcontractors.

END OF SECTION

SUPPLEMENTAL SECURITY SERVICES BID SHEET

Name of Company or Corporation: _____

Company Address: _____

State and Date of Incorporation: _____

Project Manager to be Assigned: _____

PRINCIPALS AND/OR MEMBERS OF CORPORATION

_____ _____

_____ _____

_____ _____

Signature: _____ Date: _____

Rates:

Security Personnel Rate: $_____

Supervisor Rate: $_____

Overtime Rate: $_____

Holiday Rate: $_____

SUPPLEMENTAL SECURITY GUARDS

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 service required for the Rhode Island Convention Center and Amica Mutual Pavilion.

Company Name: _____
Contact Name: _____
Contact Title: _____
Phone Number: _____
Type of Service Provided and Dates: _____

Company Name: _____
Contact Name: _____
Contact Title: _____
Phone Number: _____
Type of Service Provided and Dates: _____

Company Name: _____
Contact Name: _____
Contact Title: _____
Phone Number: _____
Type of Service Provided and Dates: _____

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