



INVITATION TO BID
UNIFORM SERVICES
RHODE ISLAND CONVENTION CENTER
AMICA MUTUAL PAVILION

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ARTICLE 1

DEFINITIONS

- 1.1 **Invitation To BID (ITB)** Consists of the Invitation to Bid and the Instructions to Bidders.
- 1.2 **Bidder's Bid Response** is a complete and properly signed Bid to do the Work as stipulated therein, submitted in accordance with the ITB.
- 1.3 A **Bidder** is a person or entity who submits a Bid.
- 1.4 **Financial Terms** means the amount of compensation to be received by Bidder as evidenced by the Contract Documents, during the contract time.
- 1.5 **Work** is the service to be performed by the successful Bidder as outlined in Article 6 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 Facilities.
- 1.7 The **Rhode Island Convention Center and Amica Mutual Pavilion** 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 Facilities** 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: April 2, 2026

Bidders Questions Due by: April 9, 2026 2:00PM

OVG'S Response to Bidder's questions due by: April 10, 2026 2:00PM

Bids' Due Date: April 16, 2026 2:00PM

Commencement: TBA

ARTICLE 3

PROCEDURES

3.1 FORM AND STYLE OF RESPONSES

3.1.1 Bids must include the following:

- a. Company History/Qualification. Provide a detailed history of Bidder and a statement of qualifications including a description of comparable services provided for comparable projects including dates.
- b. If the Bidder is a Minority Business Enterprise certified by the Rhode Island Department of Economic Development, the Response should so indicate.
- c. References. Provide three (3) 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).

3.1.2 All Bids shall be typewritten without erasures or deletions.

3.1.3 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 persons legally authorized to bind the Bidder to a contract. A response 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 Response submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the Bidder.

3.2 PROPOSED TERM OF THE BID

3.2.1 All costs must be identified on the Quotation sheet.

3.2.2 Bidder shall propose a Fixed Fee proposal to provide all the Services as described herein. Bidder 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.

3.3 SUBMISSION OF RESPONSES

3.3.1 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 Bidders name and address, type of Bid (Uniform Services) and the Bid due date to the following address:

**Amica Mutual Pavilion
1 LaSalle Square
Providence, Rhode Island 02903
Attention: Christine Crabtree, Purchasing Manager**

3.3.2 **SEALED RESPONSES shall be submitted no later than 2:00 PM, E.S.T. on the Bid due date. Immediately thereafter, Bids will be opened and read at the conference room, third floor,**

at the Amica Mutual Pavilion. Bids received after that time and date will be returned unopened. Bidders shall assume full responsibility for timely delivery at the location designated for receipt of Bids.

3.3.3 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.

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

3.4 CLARIFICATION

3.4.1 Each Bidder shall carefully examine all Invitation documents and related materials, addenda or other revisions, to thoroughly familiarize themselves with all requirements prior to submitting a Bid. Should a Bidder find discrepancies or ambiguities in, or omissions from the Bid documents, or should a Bidder have a question on this invitation, please contact Christine Crabtree, Purchasing Manager, via email: christine.crabtree@riccauth.com. All Bidder questions must be done as a “word document” and must be received by **April 9, 2026, no later than 2:00PM**. OVG answers to all Bidder questions will be posted on the Rhode Island Convention Center Authority’s Web Site on **April 10, 2026, no later than 2:00PM**.

3.4.2 No allowance will be made after Proposals are received for oversight, omission, error, or mistake by the Bidder or OVG. Addenda so issued will become part of the Bid Documents and receipt thereof by the Bidder shall be acknowledged in the Bid.

3.5 MODIFICATION OR WITHDRAWAL OF RESPONSE

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

3.5.2 Prior to the time and date designated for receipt of Bids, a bid submitted may be modified or withdrawn by 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 Response.

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

3.6 CONDITIONS AND LIMITATIONS

3.6.1 The Bids and any information made a part of the Bids 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 Bidders.

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

ARTICLE 4

CONSIDERATION OF BIDS

“Qualified Bidder” means a Bidder determined by RICCA to meet standards of business competence, reputation, financial ability, and product quality, “Responsible Bidder” means 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 RICCA and OVG.

4.1 TIME OF AWARD

4.1.1 Submitted Bids 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 Bidder under consideration for the provision of first-class Uniforms of the highest quality.

ARTICLE 5

FORM OF AGREEMENT BETWEEN OVG AND RESPONDENT

5.1 The successful Bidder will be required to enter into a written Contract with OVG.

5.2 MINORITY BUSINESS ENTERPRISE

5.2.1 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.

5.2.2 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.

5.3 EVALUATION CRITERIA

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

ARTICLE 6

Scope of Work

1. The successful bidder shall provide two separate prices for Products and Services to OVG at the Rhode Island Convention Center and the Amica Mutual Pavilion. The option to rent (OVG to launder its own uniforms), and the option to purchase which shall include, but not be limited to the following:

Rhode Island Convention Center:

- (37) Uniform sets of 5 shirts, 5 pants, and 1 jacket
- (10) Uniform sets of 3 shirts, 3 pants, and 1 jacket

Amica Mutual Pavilion:

- (25) Uniform sets of 5 shirts, 5 pants, and 1 jacket
- (7) Uniform sets of 3 shirts, 3 pants and 1 jacket

Security:

- (30) Uniform sets of 1 security shirt, and (jackets to be kept in house and distributed as needed)
- (30) Jackets, (10) high visibility jackets

* Quantities are subject to change

- A. All shirts and jackets must have an embroidered Rhode Island Convention Center or Amica Mutual Pavilion logo over the left pocket and the employee's name (and title if applicable) embroidered over the right pocket. Security and Polo shirts to be embroidered, no patch, no name.
- B. Waive all preparation charges and emblem charges on all uniforms issued at the inception of this agreement.
- C. Provide initial on-site measurements to all appropriate Rhode Island Convention Center, Parking Facilities, Amica Mutual Pavilion and Security employees. Every effort will be made to centralize the location for taking of measurements and to minimize the number of visits required by the vendor, however, in no way shall the vendor be relieved of the responsibility for taking measurements.
- D. Incur all charges after initial on-site measurements, associated with the fitting of all new employees and delivering fitted uniforms **within one (1) week of hire.**

- E. Guarantee delivery of uniforms in accordance with the measurements taken. Incorrectly fitted uniforms shall be rectified at the vendor's expense. The vendor shall be responsible for the pickup of incorrect uniforms and re-delivery of properly altered sets and returned within a reasonable amount of time agreed by both parties.
- F. Provide weekly delivery and pick-up of uniforms during the hours of 8:00 AM and 4:00 PM, Monday through Friday. Route delivery representative to meet with Center's designated representatives upon arrival to review delivery, pick-up and service. All deliveries shall be accompanied by documentation showing the number of uniform sets delivered, along with a listing of each individual workers' garments (FOR RENTAL ONLY).
- G. Replace all work related worn, damaged and/or stained uniforms at any time during the contract with new garments at cost to OVG. Replace all employee uniforms every 18-24 months, or sooner if needed, with new garments at no expense to OVG (FOR RENTING ONLY).

6.2 USE OF FACILITIES

6.2.1 The successful bidder's employees must check-in at the Center, at the designated security door only.

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

6.2.3 It 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.

6.3 LENGTH OF CONTRACT

6.3.1 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.

6.4 INSURANCE

6.4.1 During the contract term, the Vendor 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 insured's on a primary and non-contributing basis there under and a waiver of subrogation in favor of all additional insured's 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 Vendor will

provide OVG with evidence of the renewal of all coverage required for the Contract. Such coverage shall include the following:

- a. 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 vendor, 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 Vendor 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.
- b. Worker's Compensation Coverage, as statutorily required by the State of Rhode Island, for all employees of the Vendor. Employer's Liability coverage on the Workers' Compensation policy shall be written in the minimal amount of \$1,000,000.00.
- c. 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 Vendor in connection with the services required under this Contract.
- d. Insurance against Loss and/or Damage to fixtures, furnishings, equipment and other personal and business property of the 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. Such insurance shall provide coverage for the personal property of others in the care, custody and control of the Vendor that is used by the Vendor for the Work.

6.5 INDEMNIFICATION

6.5.1 The Vendor hereby agrees 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 Vendor of any representation, warranty, covenant or agreement in the Contract, (b) any failure by the Vendor to perform its obligations under the Contract, (c) failure by the 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 (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 Vendor, 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.

6.5.2 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 Vendor 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 paragraph 6.5.1 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 Vendor or any subcontractor, the workers' or workmen's compensation acts, disability benefits acts or other employee benefit acts.

6.6 LABOR

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

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

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

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

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

6.7 Equal Employment Opportunity Compliance

6.7.1 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. Vendors' failure to abide by the rules, regulations, contract terms and compliance reporting provisions as established shall be grounds for forfeiture and penalties.

6.8 Prevailing Wage Requirement

6.8.1 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.

6.9. Drug-Free Workplace Requirement

6.9.1 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.

6.10 PERMITS, LICENSES AND LAWS

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

6.10.2 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

PRINCIPALS AND/OR MEMBERS OF CORPORATION/COMPANY

Name of Company or Corporation: _____

Company Address: _____

State and Date of Incorporation: _____

Project Manager to be Assigned: _____

UNIFORM SERVICES BID SHEET - RENTAL

Rhode Island Convention Center: Shirts – Charcoal and Black, Pants – Black, Jacket - Black

Cost Per Shirt: Long _____ Short _____ Polo _____

Cost Per Pants: Flat Front _____ Cargo _____

Cost Per Jacket: Work Jacket _____

Total Uniform Cost Per Week Per Employee: _____

5 Shirts

5 Pants

1 Jacket

Total Uniform Cost Per Week Per Employee: _____

3 Shirts

3 Pants

1 Jacket

Amica Mutual Pavilion: Shirts – Charcoal and Black, Pants – Black, Jacket - Black

Cost Per Shirt: Long _____ Short _____ Polo _____

Cost Per Pants: Flat Front _____ Cargo _____

Cost Per Jacket: Work Jacket _____

Total Uniform Cost Per Week Per Employee: _____

5 Shirts

5 Pants

1 Jacket

Total Uniform Cost Per Week Per Employee: _____

3 Shirts

3 Pants

1 Jacket

Security: Shirts – White, Jacket – Navy

Cost Per Shirt: Long _____ Short _____

Cost Per Jacket: Three Season _____ High Visibility _____

Total Uniform Cost Per Week Per Employee: _____

1 Shirts

1 Pants

UNIFORM SERVICES BID SHEET – FOR PURCHASE

Rhode Island Convention Center: Shirts – Charcoal and Black, Pants – Black, Jacket - Black

Cost Per Shirt: Long _____ Short _____ Polo _____

Cost Per Pants: Flat Front _____ Cargo _____

Cost Per Jacket: Work Jacket _____

Total Uniform Cost Per Employee: _____

5 Shirts

5 Pants

1 Jackets

Total Uniform Cost Per Employee: _____

3 Shirts

3 Pants

1 Jacket

Amica Mutual Pavilion: Shirts – Charcoal and Black, Pants – Black, Jacket - Black

Cost Per Shirt: Long _____ Short _____ Polo _____

Cost Per Pants: Flat Front _____ Cargo _____

Cost Per Jacket: Work Jacket _____

Total Uniform Cost Per Employee: _____

5 Shirts

5 Pants

1 Jacket

Total Uniform Cost Per Employee: _____

3 Shirts

3 Pants

1 Jacket

Security: Shirts – White, Jacket – Navy

Cost Per Shirt: Long _____ Short _____

Cost Per Jacket: Three Season _____ High Visibility _____

Total Uniform Cost Per Employee: _____

1 Shirts

1 Pants

*** Bid Sheet must include all costs and fees associated with Uniform Services. Any costs not specified will not be paid by the Center if a contract is awarded.**

Signature: _____ Date: _____

UNIFORM SERVICES

REFERENCES

In the space provided below please enter three (3) 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, Amica Mutual Pavilion and Parking Facility.

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: _____