



# Invitation for Bids<sup>1</sup>

## Town of Coventry, Rhode Island

**Department:** Parks and Recreation

**Description:** “Bus Transportation Services” for recreation programs beginning on July 1, 2024, through and including June 30, 2025

### **Bid Closure & Bid Opening**

Sealed Bid Responses<sup>2</sup> to this IFB shall be received until 10:00 a.m. on January 30, 2024, by the Town Clerk’s Office located within the Coventry Town Hall at 1670 Flat River Road, Coventry, RI, 02816. The forgoing date and time shall mean and is the “Bid Closure”, which sets the hard deadline for the submission of all Bid Response documents.

Generally, the normal business hours for the Town of Coventry (hereinafter “Town”) are Monday through Friday between the hours of 8:30 a.m. and 4:30 p.m. and Town offices are closed on legal holidays recognized by the Town. Please consult the Town’s calendar on its website ([www.coventryri.gov](http://www.coventryri.gov)) for current information.

Bids shall be opened publicly and read out loud in the Town Council Chambers located at the aforementioned address on January 30, 2024, at 2:00 p.m. Each bid, together with the name of the bidder, shall be recorded and an abstract of each bid made available for public inspection. Subsequent to the awarding of the bid, all documents will be retained in accord with state law concerning public record retention (R.I. Gen. Laws §§ 38-1-1 et seq. and 42-8.1-1 et seq.) as well as all regulations promulgated by the Rhode Island Department of State ([www.sos.ri.gov](http://www.sos.ri.gov)).

Any bid received after the Bid Closure will not be accepted and will be returned to the bidder unopened. It is the bidder’s responsibility to ensure that its Bid Response is received in a timely manner in the Town Clerk’s prior to Bid Closure.

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<sup>1</sup> Invitation for Bid may be hereinafter referred to as “IFB.”

<sup>2</sup> “Bid Response” documents or “Bid Responses” shall mean and include the “Bid Response Package”, which is published by the Town of Coventry as part of this IFB, **and** shall include any supporting documentation prescribed herein or by law, and which may be necessary, ancillary and/or corollary to the bidder’s response being complete and responsive to this IFB.

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## INSTRUCTIONS TO BIDDERS<sup>3</sup>

This IFB and Bid Response form may be obtained in person at the Town Clerk's Office during normal business hours or online at <https://coventryri.gov> beginning January 16, 2024.

### 1. Bid Responses

1. A bidder's Bid Response to this IFB must include: (1) IFB Response – Bid Form; (2) Vendor Responsibility Form with attachments provided by the vendor; (3) Equal Opportunity Employer Statement and Certification; (4) Non-Collusion Statement; (5) any and all supporting documents, as may be specified or required herein, submitted by the bidder to supplement the Bid Response; and (6) any and all documentation required by Coventry Code of Ordinances Chapter 56 § 11. The foregoing documentation shall constitute the bidder's entire, sealed, competitive bid proposal to the Town to provide the service(s) and/or good(s) requested by the Town in this IFB.
2. All Bid Responses must be provided in person, in hard copy, and in the Office of the Town Clerk. All Bid Responses must be in ink and have the original "wet" signature of the bidder or its duly authorized agent on all documents and forms requiring a signature. Under no circumstance will Bid Responses be accepted by any digital or electronic means, including but not limited to telephone, fax, or email.
3. Bid Responses shall be submitted in a sealed envelope large enough to accommodate all Bid Response documents and it shall be clearly marked "**Bus Transportation Services**" on the exterior of the envelope.
4. Bid Response documents shall include an original Bid Response, plus three (3) copies.
5. All Bid Responses will be accepted by the Town and reviewed by the Town in accord with all IFB Instructions, General Conditions, and any other specifications stated herein or attached hereto by the Town. Any departure from, exceptions to, or modifications of this IFB by a bidder must be noted by the bidder and fully explained, in its bid response.
6. Any communication of any kind and in any manner or medium with the Town that is not a Bid Response to this IFB should be marked, labeled, designated or entitled - "NOT a Bid Response" or "NOT a Bid" written on the envelope.
7. Bid Responses shall contain all necessary mathematical computations and figures. In addition, any prices and/or pricing set forth in the Bid Response should be stated in words

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<sup>3</sup> The terms "Bidder" and "Vendor" as may be used in this IFB and the Response Package are used interchangeably. The use of the term "Vendor" does not imply and is not intended to mean that a contractual or quasi-contractual vendor relationship exists between any Bidder and the Town.

and in numbers. The Town reserves its right to reject any Response to this IFB on the basis that pricing is not so stated or any Response in which there is a lack of agreement or congruity between the pricing as stated in words and the pricing set forth in numbers.

8. A bidder must itemize the pricing of each aspect of the Bid Response, where applicable and whenever possible. In addition, the pricing and financial aspects of a Bid Response MUST be totaled when and where applicable by sub-total and by overall total amount. The Town reserves its right to make an award on the basis of total proposed amount of an IFB Response or by individually priced items in an IFB Response.
9. Each bidder's IFB Response shall, for individuals, state the full name and place of residence; and the names of persons or firms with whom the bidder is submitting a joint proposal. All bids made by a legally cognizable entity (i.e., LLCs, corporations, partnerships etc...) shall disclose the names and addresses of senior managers, shareholders, principals and anyone else holding an ownership interest in the entity.

## **2. Bidder and Bid Qualifications: Bid Evaluation**

Bidders and bid qualifications are evaluated by the Town in accord with R.I. Gen. Laws § 45-55-5(b), Coventry Home Rule Charter Art. X § 10.23, and the Coventry Code of Ordinances Chapter 56 § 11. The bid award will be based on the *lowest qualified evaluated bid*.

The Town reserves its right to conduct due diligence as it deems necessary to assess the bidder's performance capability, capacity, qualifications and any other criteria required by the IFB to provide the service(s) and/or good(s) requested in the IFB. At the Town's request, bidders shall furnish any and all additional information and data as may be requested by the Town for its due diligence.

## **3. Required Attachments to the Bid Response**

Each Bid Response shall include the following:

- a. IFB Bid Response – Bid Form;
- b. Vendor Responsibility form;
- c. Equal Opportunity Employer form;
- d. Non-Collusion Statement;
- e. Vendor's proposed form of contract;
- f. Any other information that may be required due to the nature of the good(s) and/or service(s) to be provided; and
- g. Any and all information required by the Coventry Code of Ordinances Chapter 56 § 11.

## **4. Acceptance or Rejection of Bids: Town's Reservation of Rights**

The Town will accept or reject bids no later than ninety (90) days following the date on which bids are opened. The Town reserves the right to reject or accept any or all bids or portion thereof where such acceptance or rejection would, in the Town's sole discretion, be in the best interest of



the Town, and further reserves the right to reduce or modify the scope of the procurement/purchase of goods and/or services in order to meet funding limits, budget and scheduling constraints.

## **6. IFB Terms, Specifications and Questions**

Bidders must examine the IFB carefully as to the specification of service(s) and/or good(s) the Town is requesting. In case doubt shall arise as to the meaning or intent of anything shown in the specifications, an inquiry shall be made in writing to the Town before the bid is submitted. The submission of a Bid Response shall indicate that the bidder thoroughly understands the terms of the IFB and specifications.

If a bidder has questions, requires additional information, or requires some clarification regarding the IFB, please contact (in writing ONLY via email) the following person at the Town no later than Friday, January 26, 2024, at 4:30 p.m.:

Raena Blumenthal, Director of Parks and Recreation Department, at  
[parksandrecreation@coventryri.gov](mailto:parksandrecreation@coventryri.gov).

## **5. Addenda – Individual and other Bidders**

Any bidder specific due diligence is addenda that the bidder shall include as a necessary part of the bidder's Bid Response. Any addenda, including response(s) to bidders' questions, issued after the request for bids are distributed shall be covered in the Bid Response.

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## **GENERAL CONDITIONS**

### **1. Reservations**

- a. The Town may waive minor differences in specifications provided these differences do not violate the intent of the specification or materially affect the operation for which the item is being acquired.
- b. Bids which show omission, irregularity, alteration of forms, or additions not called for, and conditional or unconditional, unresponsive bids or bids obviously unbalanced may be rejected.
- c. The Town reserves the right to award contracts on a lump sum or an individual item basis or such combination thereof as the interests of the Town may require.
- d. If in the Town's judgment, the Town's best interest will be served by doing so, the Town reserves the right to reject any and/or all bids; to accept a portion of a bid or bids only; to advertise for new bids; to proceed to do the work otherwise; or to abandon the work.

- e. If a Bid Response is made in collusion with any other bidder, then both bids will be rejected.
- f. A responder who is an out-of-state corporation shall qualify or register to transact business in this State, in accordance with General Laws of the State of Rhode Island.
- g. In determining the lowest qualified evaluated bid, cash discounts for payments less than thirty (30) days will not be considered.
- h. The Town reserves the right to award to one bidder, or to split the award among bidders.
- i. All bids will be disclosed at the formal proposal opening. After a reasonable lapse of time, tabulation of proposals may be seen on the Town's website ([www.coventryri.gov](http://www.coventryri.gov))
- j. As the Town is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
- k. In case of error in the extension of prices quoted, the unit price will be considered.
- l. A vendor will not be permitted to either assign or underlet the contract, nor assign legally or equitably any money hereunder, or its claim thereto without the previous written consent of the Town Manager.
- m. Delivery dates must be shown on the bid proposal. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
- n. A certificate of insurance (hereinafter "COI") shall be required of a successful bidder within ten (10) calendar days of the contract award and shall be provided to the Town. The "Town of Coventry" shall be an *additionally named insured* in the title holder box of the COI.
- o. Bid proposals may be submitted on an "equal" in quality basis. The Town reserves the right to decide equality. Responders must indicate brand or make offered and submit detailed specifications if other than the brand requested.
- p. For contracts involving construction, alteration and/or repair work, the provisions of R.I. General Law § 37-13-1 et seq., concerning payment of prevailing wage rates apply.
- q. No goods should be delivered, services provided or work commenced without Notice from the Town.

## **2. Disputes**

In cases of disputes as to whether a good, service or work quoted or delivered meets the IFB specifications, the decision of the Town shall be final and binding on both parties.

### **3. Failure to Deliver**

In the event the vendor fails to deliver, provide and/or perform the goods, services or work pursuant to the terms of the contract, the Town shall have the right to purchase and procure on the open market such goods, services or work specified in the IFB and the Town shall be entitled to damages as a result of such failure.

### **4. Insurance**

The vendor shall maintain such commercial general liability and broad form property damage insurance and Workers' Compensation Insurance as will protect the Town from any and all claims under Workers' Compensation Act, and from any other claims for loss or damages or for general injury or damage to property which may arise from vendor's operations under the contract; whether such operations be by themselves or by any subcontractor or anyone directly or indirectly employed by either of them. The COI shall be on an occurrences basis.

The vendor shall name the Town of Coventry, 1670 Flat River Road, Coventry, RI 02816, as a certificate holder and additional insured to the required insurance policy and will furnish a COI to the Town within ten (10) calendar days from the date of award, but in no event later than the date of execution of the contract.

Specific minimum coverage limits are as follows:

1. Comprehensive Liability Insurance: Limits of Coverage (Applies ONLY to Contractors performing services in and/or for the Town; NOT for supply only Contracts) for commercial general liability and broad form property damage coverage are to be no less than Five Million Dollars (\$5,000,000.00) occurrence/Five Million Dollars (\$5,000,000.00) aggregate personal injury and death and Five Million Dollars (\$5,000,000.00) property damage. Five Million Dollars (\$5,000,000.00) aggregate, where insurance aggregates apply.
2. Automobile Liability Insurance: Motor vehicle insurance meeting the requirements of Rhode Island law and covering every vehicle and driver involved in providing the services, in the following amounts:
  - a. Bodily injury liability with limits of \$500,000.00 each person and \$5,000,000.00 each accident.
  - b. Property damage liability with a limit of \$100,000 for each accident.
3. Workers' Compensation: Contractor shall maintain Worker's Compensation coverage for the duration of the contract. Evidence of coverage must be presented before the final contract is signed by the Town.

Failure to provide current insurance shall result in termination of the contract.

## **5. Indemnification**

The successful bidder/vendor will be required to indemnify, defend and hold the Town harmless against any and all liability to any person or persons or damage to any property for or by any reason of any condition or malfunction of the materials used, and against any and all claims made or liability to any person or persons by reason of any act or omission or negligence of the bidder or any of its agents, servants, or employees. This indemnification shall include reasonable attorney's fees incurred by the Town in connection with such claim or liability.

Vendor further agrees to indemnify and hold harmless the Town from and against any and all liability in any way arising out of or related to vendor's operation and/or performance of its obligations hereunder. The indemnity shall be the broadest form available and shall include indemnity against any liability arising out of or caused by the negligence of the vendor, its agents, subcontractors, and employees.

## **6. Inspections**

The Town has the right to inspect and test all goods, services, materials, equipment and machines called for by the contract, to the extent practicable at all times and places during the term of the contract. The Town shall perform inspections and tests in a manner that will not unduly delay the provision of goods, services or work under the contract. If any of the goods, services, materials, equipment and machines or work do not conform to contract specifications, the Town may require the contractor to perform its contractual obligation again or provide replacement performance of the vendor's contractual obligations in conformity with contract specifications, at no increase in contract amount.

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## **CONSTRUCTION AND SERVICE IFB TERMS**

1. It is hereby mutually understood and agreed that no payment for extra work shall or will be claimed or made unless ordered in writing by the Town Manager or his designee.
2. Awards will be made within ninety (90) days of the IFB Response or bid opening. All proposal prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
3. Failure to deliver within the time quoted or failure to meet specifications may result in default action in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and Acts of God.
4. Only one shipping charge will be applied in the event of partial deliveries for blanket purchases or term contracts.
5. The successful bidder shall, prior to commencing performance under the contract, attach and submit evidence that they have complied with the provisions of the Rhode Island Worker's Compensation Act. If the successful bidder is exempt from compliance under the Worker's

Compensation Act, an officer of the successful responder shall so state by way of sworn Affidavit which shall accompany the signed contract.

6. Minority Business Enterprise (MBE) – Contractors must supply an MBE Action Plan which demonstrates that 10% of the dollar value of the work performed shall be performed by MBE, WBE, or DBE where it has been determined that subcontract opportunities exist, and where certified Minority Business Enterprises are available.

Respondents should be aware of all applicable MBE requirements, as set forth in R. I. Gen. Laws § 37- 14.1-1, et seq. The mandate is for a minimum ten percent (10%) participation by MBE's in all school procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or [Dorinda.Keene@doa.ri.gov](mailto:Dorinda.Keene@doa.ri.gov), or visit the website <http://www.mbe.ri.gov/>.

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### **IFB SPECIFICATIONS**

- 1.1 Provide certified drivers, fuel, insurance and all mechanical work to be done on all of the vehicles described below.
- 1.2 The Contractor shall invoice the Town of Coventry Parks and Recreation Department at the conclusion of each weekly period for the transportation and field trips mentioned below. Any additional trips/field trips will be billed on an as needed basis. Invoices should reflect actual hours driven and actual mileage recorded for each bus for each trip/day.
- 1.3 All buses shall be 2018 models or newer.
- 1.4 The Contractor's bid shall reflect charges for services commencing with the arrival of buses at Coventry Parks and Recreation sites through the departure time from those sites at the conclusion of the program.
- 1.5 Provide transportation services for the summer kids' program and to also provide transportation for other trips during the period beginning on July 1, 2024, through and including June 30, 2025, on an as needed basis:
  - a. For the summer kids' program, buses will be needed for local transportation Monday through Friday between the hours of 8:30am and 3:30pm on an as needed basis. These buses shall be billed at an hourly rate and/or a mileage rate (if applicable).
  - b. Buses will also be needed for field trips for the summer kids' program. All field trips will be to destinations in Rhode Island and surrounding states and will range from 3 days/week to 5 days/week. The number of children per field trip will



range from approximately 45 to 290 per day. These buses shall be billed at an hourly rate and/or a mileage rate (if applicable).

- c. Changes in destinations and/or unanticipated field trips or special events booked during the summer kids' program season and all other trips booked during the year (7/1/24-6/30/25) will be billed at the same fixed mileage rate (if applicable) and the same fixed hourly rate. The proposed schedule of activities for the summer kids' program is slated to begin on 7/1/24 and end on 8/9/24.
- 1.6 Provide, on an as needed basis, buses equipped with a wheelchair lift and/or minibuses. We will advise you in advance when the need arises for these types of buses. These buses shall also be charged at a fixed hourly rate and a fixed mileage rate (if applicable).
- 1.7 The Town of Coventry shall not be responsible for admission fees or lunches and refreshments of bus operators.
- 1.8 Bus operators shall not be allowed to bring along relatives, friends or children while operating buses under this contract.
- 1.9 Buses must remain at the event location, and bus operators must remain with buses at all times at the event location.
- 1.10 Bus operators must arrive on time and understand that return times may vary slightly due to conditions such as traffic, weather, sickness, program issues, etc.
- 1.11 Bus operators who have children in a particular camp division shall not be allowed to drive for that division under any circumstances.
- 1.12 Bus operators must be made aware by Management that there is no smoking in any public park or while on duty servicing children.
- 1.13 Bus operators must have communication with the bus dispatch center. Operator cell numbers must be available to the Parks & Recreation Department for communications.
- 1.14 The contractors shall provide buses for relief of buses and/or drivers that are incapacitated for any reason. Such replacement shall be in a timely manner to minimize delays in trip schedules.
- 1.15 The bus drivers must provide accurate details if the bus is involved in any type of accident or breakdown.

# Invitation for Bids



## Town of Coventry, Rhode Island

### *IFB Response – Bid Form*

1. Fixed hourly rate

\_\_\_\_\_   
Standard Bus

\_\_\_\_\_   
Bus w/Wheelchair Lift

\_\_\_\_\_   
Minibus

2. Fixed mileage rate

\_\_\_\_\_   
Standard Bus

\_\_\_\_\_   
Bus w/Wheelchair Lift

\_\_\_\_\_   
Minibus

The bidder shall deliver and provide all labor, equipment, and materials to complete the bid items awarded. At a minimum, all bidder pricing shall include all labor, mileage and/or fuel costs, repairs and miscellaneous expenses related to the items awarded.

The bidder hereby declares and agrees to provide all of the forgoing in connection with its provision of the good(s) and/or service(s) in accord with all of the terms, conditions and requirements of the IFB and in any formal contract.

Name and Address of Bidder (individual or legal entity, as applicable):

Bidder email address and website address:

Bidder's authorized agent's office phone and cell phone:

Signature: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## Vendor Responsibility Form

In addition to the other submittal required of this IFB, each prospective vendor is invited and required to provide answers to the following questions in the space provided or on a separate sheet of paper (preferred):

1. Summarize your experience in providing the good(s) and/or service(s) outlined in the attached specifications:

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2. List the names, addresses, contact names, telephone numbers and email address for four (4) customers, which shall include at least one (1) municipality or governmental subdivision, for which the bidder has provided similar goods or services as well as the time period over which the goods and/or services were provided:

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3. List the name and address of a local financial institution that is able to provide the Town with an adequate credit reference:

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Bidder: \_\_\_\_\_  
Print Name of Company

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

By: \_\_\_\_\_  
Signature of Person Authorized to Sign Bid  
  
\_\_\_\_\_  
Print Name and Title of Person Authorized to Sign Bid

**Equal Opportunity Employer Statement and Certification**

The undersigned hereby states and certifies that:

1. This Company provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, this company complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training.
2. This Company expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.

Bidder: \_\_\_\_\_  
Print Name of Company

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

By: \_\_\_\_\_  
Signature of Person Authorized to Sign Bid

\_\_\_\_\_  
Print Name and Title of Person Authorized to Sign Bid

**Non-Collusion Statement**

The undersigned hereby deposes and states that:

The bidder has not been a party with other bidders to any agreement or to otherwise colluded with other bidders to bid a fixed or uniform price in connection with this IFB.

Bidder by: \_\_\_\_\_  
Signature of Person Authorized to Sign Bid

\_\_\_\_\_  
Print Name and Title of Person Authorized to Sign Bid

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

STATE/Commonwealth of \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

In \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 2024, before me, the undersigned notary public, personally appeared \_\_\_\_\_ personally known to the notary or proved to the notary through satisfactory evidence of identification, which was \_\_\_\_\_, to be the person who signed this Statement and acknowledged to the notary that \_\_\_\_\_ signed it voluntarily for its stated purpose.

\_\_\_\_\_  
Notary Public