ANGÉLICA INFANTE-GREEN
Commissioner

DR. JAVIER MONTAÑEZ
Acting Superintendent

Providence Public School District
Purchasing Department
797 Westminster Street
Providence, RI 02903-4045
tel. 401.456.9264
fax 401. 456.9252
www.providenceschools.org

REQUEST FOR PROPOSALS

ITEM DESCRIPTION: Best Lock/Interchangeable Core/Master Keyed System – Three Year Contract (FY23-FY25)

DATE AND TIME TO BE OPENED: Wednesday, March 2, 2022 at 1:00PM

PRE-BID CONFERENCE (IF APPLICABLE): None

SUBJECT MATTER EXPERT (NAME): Molly Hannon

SUBJECT MATTER EXPERT (EMAIL): Molly.Hannon@ppsd.org

QUESTION DEADLINE: Thursday, February 10, 2022 at 4:30PM

Instructions

1. Bidders must submit sealed proposals in an envelope clearly labeled with the Item Description shown above on the outside of the envelope. The proposal envelope and any information relative to the proposal must be addressed to:

   Purchasing Department, Suite 206
   ATTN: Molly Hannon
   797 Westminster Street
   Providence, RI 02903

2. Bidders must include **at least** one original, one copy, and a digital PDF copy on a flash drive.
3. Proposal responses must be in ink or typewritten.
4. Bidders are advised that all materials submitted to Providence Public Schools for consideration in response to this Request for Proposals shall be considered to be public records as defined in R.I. General Law Section 38-2 et seq, without exception, and may be released for public inspection. All proposals submitted become the property of Providence Public Schools.
5. Bid proposals that are not present in the Providence Public Schools Purchasing Department at the time of opening for whatever cause will be deemed to be late and will not be considered. Postmarks shall not be considered proof of timely submission.
6. Questions regarding this request for proposals must be submitted to the Subject Matter Expert via email by the question deadline listed above. Questions will be answered via addendum to be posted publicly on the Providence Schools website. Bidders are responsible for checking the website for all addenda distributed in response to questions and requests for additional information.

Notice to Vendors
General Terms

1. Providence Public Schools reserves the right to award the contract on the basis of the lowest responsible evaluated bid proposal.

2. In determining the lowest responsive evaluated bid proposal, cash discounts based on preferable payment terms will not be considered.

3. No proposal will be accepted if it is made in collusion with any other bidder.

4. Providence Public Schools reserves the right to award to a single vendor, to split the award between multiple vendors and to reject any and all proposals. Unless otherwise specified, Providence Public Schools reserves the right to make the award by item or items or by total as may be in its best interest.

5. As Providence Public Schools is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.

6. In case of error in the extension of prices quoted, the unit price will govern. In the event there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern.

7. Awards shall be subject to the General Terms set forth herein, which terms shall be deemed accepted by the Bidder upon submission of the bid proposal, subject to the provisions of this paragraph, and shall be further deemed to be incorporated into the contract upon issuance of the award. Any proposed exceptions, modifications, or deviations from the terms, conditions, and specifications contained herein must be listed and fully explained on a separate sheet attached to the Bidder's detailed conditions and specifications and referred to separately in the Bids. Such proposed exceptions, modifications, or deviations shall be an additional variable for consideration by the Providence Public School District in addition to vendor qualifications, price, quantity, and/or scope of services. In all cases not indicated by Bidders as an exception, modification, or deviation, it is understood that the terms, conditions and specifications of the Providence Public School District shall apply. No exception, modification, or deviation shall be deemed accepted, approved, or otherwise incorporated into the contract unless expressly set forth in the award notice.

8. Proposals must meet the attached specifications. Bids may be submitted on an "equal in quality" basis. Providence Public Schools reserves the right to decide equality and determine whether bids are responsive. Bidders must indicate brand or make offered and submit detailed specifications if other than brand requested.

9. A bidder who is an out of-state corporation shall qualify or register to transact business in this State, in accordance with R.I. General Law Section 7-1.2-1401 et seq. as amended)

10. Delivery dates must be shown in the bid. If no delivery dates are specified, it will be assumed that an immediate delivery from stock will be made.

11. Only one shipping charge will be applied in the event of partial deliveries for blanket or term contracts.

12. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Law concerning payment of prevailing wage rates apply (See R.I. General Law Section 37-13-1 et seq. as amended).

13. All proposals will be disclosed at the opening date and time listed above. After a reasonable lapse of time, tabulation of proposals may be viewed on the Providence Public School's website (https://www.providenceschools.org/Page/4634).

14. Awards will be made within ninety (90) days of the proposal opening. All proposal prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.

15. No goods should be delivered and no work should be started without a Purchase Order from Providence Public Schools.

16. Prior to commencing performance under the contract, the successful bidder (the "Contractor") shall attest to compliance with provisions of R.I. General Law Section 28-29-1, et seq. If exempt from compliance, the Contractor shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.

17. Prior to commencing performance under the contract, Contractor shall, submit a certificate of insurance, in a form and in an amount satisfactory to Providence Public Schools.

18. The Contractor will not be permitted to: assign or underlet the contract; or assign either legally or equitably any monies or any claim thereto without the previous written consent of the Director of Purchasing.

19. The Contractor shall not be paid in advance.

20. The contract shall be in effect from the date of award through **June 30, 2025** or for such other duration as may be agreed to in writing and signed by the parties, unless terminated by either party at any time, with or without cause.

21. In the event of termination by District or the Contractor prior to completion of the contract, compensation shall be prorated on the basis of hours actually worked, and the Contractor shall only be entitled to receive just and equitable compensation for any satisfactory work completed and expenses incurred up to the date of termination.

22. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications.

23. The Contractor must conduct a criminal background check, at the Contractor's expense, of all employees employed under the contract who interact with students, except District employees.

The Contractor shall provide a copy of the background check report(s) to the District, upon request.

24. The Contractor is not an employee of District and is not entitled to fringe benefits, pension, workers' compensation, retirement, etc. District shall not deduct Federal income taxes, FICA (Social Security), or any other taxes required to be deducted by an employer, as this is the responsibility of the Contractor.

25. The Contractor understands products produced as a result of the contract are the sole property of the District and may not be used by the Contractor without the express written permission of the District.

26. The Contractor agrees to hold District and the City of Providence harmless from any and all damages incurred by District or the City by reason of the Contractor's negligence or breach of contract, including without limitation, damages of every kind and nature, out-of-pocket costs, and legal expenses.

27. The contract may not be modified or amended in any way except by mutual agreement in writing and signed by each party. Notwithstanding the foregoing, and subject to the provision concerning exceptions, modifications, or deviations set forth in Paragraph 7 hereinabove, the General Terms shall not be modified or amended in any way by subsequent agreement. In the event of a conflict between the General Terms and any subsequent modification or amendment to the contract, the General Terms shall control.

28. The Contractor expressly submits itself to and agrees that all actions arising out of or related to the contract or the relationship between the parties shall occur solely in the venue and jurisdiction of the State of Rhode Island.

BID FORM 1: BIDDER INFORMATION

Agrees to Bid on: Best Lock/Interchangeable Core/Master Keyed System – Three Year Contract (FY23-FY25)

DATE AND TIME TO BE OPENED: Wednesday, March 2, 2022 at 1:00PM

Name of Bidder (Firm or Individual): _____

Business Address: _____

Contact Name: _____

Contact Email Address: _____

Contact Phone Number: _____

Delivery Date: _____

_____

Signature of Representation

_____

Title

Best Lock/Interchangeable Core/Master Keyed System – Three Year Contract (FY23-FY25)

I. General Information

Providence Public School District is soliciting proposals from qualified vendors to provide materials, repair parts, products, tools and technical assistance as outlined herein.

II. Building Access

1. The access to the school department buildings will be during the normal operating hours 7:00AM to 3:30PM Monday through Friday.
2. Employees must carry company ID's with them any time they are onsite in any school building.
3. The Contractor must conduct a criminal background check, at the Contractor's expense, of all employees employed under the contract who interact with students, except District employees. The Contractor shall provide a copy of the background check report(s) to the District, upon request.

III. Award

The contract shall be awarded to the bidder who is able to best meet the specifications as outlined herein, and after reviewing the bidders price list, after any discounts, and has the overall lowest cost for those items listed herein over the term of the contract.

IV. General Requirements

1. The bidder must be solely in the business of providing the services outlined herein and shall not sublet, assign, or transfer any portion of this contract without written consent of the School Department or its designee.
2. The company sales representative must be accessible through an on-site counter service, an answering services, pager or in-house receptionist during normal working hours and must respond to all calls within the same day the call was placed.
3. Must be able to ship all orders not picked up by the School Department Maintenance Personnel (or their designee) within 72 hours form the time the order is placed.
4. Must provide a properly priced counter slip for all items ordered at the time of pick-up or delivery.
5. Must be able to provide warehouse labels for each part ordered when requested. The label shall include the part name and part number, and/or order number.
6. Will provide at no cost to the School Department a comprehensive catalog(s) which provides exploded views of all items for which individual repair parts are available and the part numbers for the repair parts or kits. The catalog(s) shall also contain information on all parts, supplies, and tools available from the bidder.
7. Material Safety Data Sheets will be provided with all chemicals or products requiring such information.
8. Must be able to assist with staff in-service training for those products furnished by the vendor. This service shall be at no charge to the Providence School Department.

9. The Providence School Department shall have the right to return any unopened or unused parts or supplies that, in the opinion of the School Department or its designee, do not meet the needs of the School Department in performance or application. There shall be no cost to the Providence School in returning items for credit. NO RESTOCKING CHARGE.
10. Invoices shall be received monthly and will clearly list the name, the item purchased, the part number, unit cost and extended cost. Any discounts will be listed and an invoice total.
11. Excessive backordering shall be grounds for terminating this contract.
12. All parts and supplies shall be of the highest quality and rated for commercial and industrial use.
13. Pricing shall be based on Manufacturer's current catalog list price. Bidder shall supply copies

    Vendor will carry a full product line of doors, door frames and hardware, supplies and equipment to include, but not be limited to:
    - Cores
    - Cylinders
    - Locksets
    - Deadbolts

V. Limitations

This Request for Proposals (RFP) does not commit the Providence School Department to award any contract or pay for the preparation of any proposal submitted in response to this RFP. The Providence School Department may withdraw or amend this RFP in its entirety or in part, at any time if it is in the best interests of the organization to do so. This award is contingent upon the receipt of funding.

VI. Bid Submission Requirements

Bids must include the following items:
1. Bid Form 1 (Bidder's Information; page 5 of this document)
2. Bid Form 2 (Pricing; pages 8-9 of this document)

PPSD reserves the right to consider bids missing any of the above documents unresponsive. No electronic bids will be accepted for any reason.

VII. Questions

Questions regarding this solicitation should be sent to Molly Hannon at Molly.Hannon@ppsd.org by Thursday, February 10, 2022 at 4:30PM. Questions will be answered via addendum.

BID FORM 2: PRICING

Unit of Issue	Item	Unit Price 2022/2023	Unit Price 2023/2024	Unit Price 2024/2025
EA	Classroom Lockset/ Heavy Duty Best #93K7R15D-S3-626	$_____	$_____	$_____
EA	Non-Keyed Sleeve Assembly (9K) Best #B-55610	$_____	$_____	$_____
EA	Keyed Sleeve Assembly (9K) Best #A-555687	$_____	$_____	$_____
EA	Key Release Cam 9K-R Function Best #A-55681	$_____	$_____	$_____
EA	Spring Drive Plate (9K) Best #B55515	$_____	$_____	$_____
EA	Mortise Cylinder Best #1E74HC4626	$_____	$_____	$_____
EA	Tubular Deadbolt Heavy Duty Best #83TK626	$_____	$_____	$_____
EA	Rim Cylinder Best #1E72626	$_____	$_____	$_____
EA	Best IC Core UNCOMB Best #1C7L1-626	$_____	$_____	$_____
EA	Best/Peaks IC Core UNCOMB Best #1CK7B11-626-3857	$_____	$_____	$_____

The bidder agrees to provide all materials for which the price has not been fixed as part of this bid at the manufacturer's catalog list price plus a markup of _____ percent or a discount of _____ percent.

Unit prices will be guaranteed for the period of the year of the contract. Unless otherwise specified, the prices quoted are considered delivered prices.