



Window Cleaning & Protective Coating Services of the North Providence Public Safety Complex

Bids will be received at the Office of the Purchasing Agent, 2000 Smith Street, North Providence, Rhode Island, until 10:45 A.M on Wednesday April 22, 2026. Bids will be opened and read aloud in the North Providence Town Hall Assembly Room (Ground Floor) at 11:00 A.M. that day.

The Purchasing Board reserves the right to reject any and all bids, to waive any informality in the bids received and to accept the bid deemed the lowest evaluated and most favorable to the interest of the Town.

INFORMATION

1. Receipts and Opening of Proposals:

Sealed proposals (bids) will be accepted in the office of the Purchasing Agent, Town Hall, 2000 Smith Street, North Providence, R. I. until the time indicated in the Invitation for Bids, for the services designated in the Specifications and will then be publicly opened and read. No bids received thereafter will be considered.

2. Form of Bid:

Proposals must be submitted on and in accordance with the bid proposal form included hereto, blank places must be filled in as noted, no change shall be made in the phraseology or in the item or items mentioned therein, all proposals must contain the name and proper address of the bidding firm and must be signed by a responsible member of the firm with their signature and official title. Proposals which are not complete, or contain any omissions, erasures, alterations, addition or contain irregularities of any kind, may be rejected as informal.

3. Submission of Bids:

(a) Envelopes containing bids must be sealed and addressed to the office of the Purchasing Agent, and must be marked with the name and address of bidder, date and hour of bid opening, and name of item in bid call.

(b) The Purchasing Agent will decide when the specified time has arrived to open bids, and no bid received thereafter will be considered.

(c) Any bidder may withdraw their bid by written request at any time prior to the advertised time for opening. Facsimile bids, amendments, or withdrawals will not be accepted.

(d) No bid may be withdrawn for a period of thirty (30) DAYS from the date and time of opening.

(e) Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.

(f) Proposals received prior to the time of opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a proposal not properly addressed and identified.

(g) Two (2) copies of all documentation and (1) USB Flash drive is required.

(h) Bidders must have submitted a bidder information form to the North Providence Office of the Purchasing Agent upon receipt of specifications.

4. Acceptance or Rejection of Bid Proposal:

The Town reserves the right to award the bid by item and further reserves the right to reject any and all proposals or parts thereof, to waive any informality in the proposals received and to accept the proposal, or parts thereof, which it deems to be most favorable or in the best interest of the Town.

5. Qualifications of Bidder:

The Town may make such investigations as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Town all such information and data for this purpose as the Town may request. The Town reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

6. Commencement of Contract:

This contract is for (1) year with the option to renew for a second third, fourth, and fifth year at the town's discretion. Proposals will be obtained on a yearly basis.

7. Bid Prices:

Bidders shall state the proposed bid prices in the manner as designated in the Bid Proposal. In the event there is a discrepancy between the price written in words and in figures, the prices written in words shall govern.

8. Indemnification:

The Contractor shall hold harmless, defend, and indemnify the Town and its officers, agents, and employees against all claims, demands, actions, and suits (including all attorney fees and costs) brought against any of them arising from the Contractor's work or any subcontractor's work under the contract.

9. Insurance:

The Contractor shall carry the following insurance at their own expense:

(a) General: All insurance for this contract shall be written by company (or companies) acceptable to the Town and all policies or certificates shall be submitted to the Town for examination prior to commencement of operations by the Contractor. In the event any policy or certificate, the amount of the insurance, or the company writing same are not satisfactory to the Town, the Contractor shall secure other policies or certificates in form and amount and with a company satisfactory to the Town. The Contractor shall not permit policies to be changed, cancelled, or to lapse and all policies shall include a clause to the effect that the policy shall not be subject to cancellation or a reduction in the limits of liability or amounts of insurance until notice has been sent by certified mail to the Town stating when, (not less than thirty (30) days thereafter) such cancellation or reduction shall be effective. All certificates of insurance shall be delivered to the Town contain true transcripts from the policy or policies, authenticated by the proper officer of the insurer evidencing in particular those insured, the extent of the insurance, the location and operations to which the insurance applies, the expiration date and the above-mentioned notice of cancellation clause and including the Town as an additional insured as to the operations involved.

If any part of the contract is sublet, similar insurance shall be provided by or in behalf of the subcontractors to cover their operations. The Contractor shall be charged with the responsibility for insurance protection for all their subcontract operations and should the contractor's policy not cover each and every subcontractor, certificates of insurance acceptable to the Town covering each and every subcontractor shall be filed with said Town prior to the commencement of subcontract operations.

(b) Workers' Compensation Insurance: The Contractor shall obtain workers, compensation insurance coverage for all of its workers, employees and subcontractors either as a carrier-insured employer or a self-insured employer, as provided by State of Rhode Island Statutes. The Contractor shall maintain worker's compensation insurance coverage for the duration of the contract.

In the event the Contractor's worker' compensation insurance coverage expires during the term of the contract, the Contractor shall renew said insurance, either as a carrier-insured employer or a self-insured employer, before its expiration, and the Contractor shall provide the Town with further certification of workers, compensation insurance as renewals of said insurance occur.

(c) Comprehensive General Liability and Property Damage Insurance including Contractual Liability: The Contractor shall maintain general liability and property damage insurance that protects the Contractor and the Town and its officers, agents, and employees from any and all claims, demands, actions, and suits for damage to property or personal injury, including death, arising from the Contractor's work under the contract.

- (1) Bodily injury including accidental death-each person \$1,000,000.
- (2) Bodily injury including accidental death-each occurrence \$1,000,000.
- (3) Property Damage - each occurrence \$1,000,000.
- (4) Property Damage - aggregate during any twelve (12) months period \$1,000,000.
- (5) Comprehensive Contractor's Protective Liability 1,000,000.
- (6) Commercial General Liability 1,000,000.
- (7) Contractor maintain during the extent of this agreement, Builders Risk Insurance with extended coverage in an amount not less then the full insurable insurable value of work. Any loss payments will made payable to the Town of North Providence and the Contractor.
- (8) Operations - premises Liability
- (9) Independent Contractor's/Town's Protective Liability
- (10) Completed Operations and products Liability
- (11) Contractual Liability

(12) Comprehensive Automobile Liability: covering all vehicles used by the Contractor in the course of the work including owned, non-owned and hired.

(13) Bodily injury including accidental death each person \$1,000,000.

(14) Bodily injury including accidental death-each occurrence \$1,000,000.

(15) Property Damage - each occurrence \$1,000,000.

10. Wages and Labor:

The Contractor shall comply with the applicable provisions of Title 37, Chapter 13, as amended, General Laws of Rhode Island (1977 Reenactment) Prevailing Wages and Davis Bacon Act.

11. Safety and Health Regulations:

All work contemplated is to be governed, at all times, by applicable provisions of Federal, State of Rhode Island and Town laws, regulations, and ordinances.

12. Foreign Corporations:

Attention of bidders is hereby directed to excerpts from Chapters 1 to 6 of Title 7 of the General Laws of Rhode Island, 1956, as amended, relative to the conditions precedent, etc. to carrying on business within this State for foreign corporations.

13. Permits & License:

Contractor shall be licensed by and allowed to conduct Business in the State of Rhode Island and the Town of North Providence. All fees associated with the submittal of plans, designs or any other fee for approval of proposed work shall be at the cost of the Contractor.

14. Bid Evaluation:

This is an evaluated bid. Bids will be evaluated on the following criteria using a weighted scale:

Experience in Field	10%
Previous Performance	10%
Bid Amount	50%
Credentials/Qualifications	10%
Ability to Perform Described Services	20%

15. Safety and Health Regulations All work contemplated is to be governed, at all times, by applicable provisions of Federal, State of Rhode Island and Town laws, regulations, and ordinances.

16. Foreign Corporations: Attention of bidders is hereby directed to excerpts from Chapters 1 to 6 of Title 7 of the General Laws of Rhode Island, 1956, as amended, relative to the conditions precedent, etc. to carrying on business within this State for foreign corporations.

17. Scope of Work: The Town of North Providence is seeking bids from qualified professional window cleaning vendors for a full-service exterior and interior cleaning of the Public Safety Complex.

Base Bid Requirements:

- **Exterior Cleaning:** Thorough cleaning of all exterior glass surfaces across the entire complex (Police, Fire, and Court divisions).
- **Interior Cleaning:** Cleaning of all interior glass surfaces that face the exterior (perimeter windows).
- **Frame & Sill Maintenance:** Wiping down of all exterior frames and clearing of debris from window sills/tracks.
- **Safety & Access:** Vendor is responsible for all necessary lift equipment, scaffolding, or specialized reach tools. Work must be coordinated to ensure zero disruption to emergency vehicle egress (Apparatus/ Sally Port Bays).

Add-On Alternate (*Line Item Pricing Required*)

- **Ceramic Coating:** Provide a separate cost for the application of a professional-grade hydrophobic ceramic coating to all exterior glass surfaces following the initial cleaning.
 - **Specifications:** Coating must provide a minimum 2-year durability rating against salt, UV, and environmental pollutants. Please specify the product brand and application method in your proposal.

18. **Work Supervision:** A representative of the Police Department will oversee all aspects of work.

20. **Performance of Work:** Work must be done as needed. At job completion a contractor representative shall review work on site by a representative from the Police Department. The job site shall be cleaned and free of debris. All required documentation and information must be shall have been provided upon completion.

BIDDING PROCEDURE

A. Receipt of Bids

1. The Town of North Providence, Rhode Island acting through the Purchasing Agent (herein called the Town), invites bids on the form attached hereto. All blank spaces shall be filled in, in ink or typewritten, in words and figures only where no space is provided for words and signed by the Bidder. Submit bids in duplicate.
2. Bids will be received by the Purchasing Agent at the office of the Purchasing, 2000 Smith Street, North Providence, Rhode Island 02911, date and time indicated in the Advertisement for Bid. The envelope containing the bids must be sealed and addressed to Purchasing Agent, The Town of North Providence, 2000 Smith Street, North Providence, RI 02911, and designated as bid titled hereto, North Providence, Rhode Island.
3. All bids must be submitted in sealed envelopes bearing on the outside the name of the bidder, his address, and the name of the project for which the bid is submitted. (If forwarded by mail, the sealed envelope containing the proposal, and marked as directed above, must be enclosed in another envelope addressed to the Town, preferable by registered mail.)
4. The Town may consider informal any bid not prepared and submitted in accordance with the provisions hereof and may waive any informality in or reject any and all bids. Any bids may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered.
5. No Bidder may withdraw a bid within the time period set herein these specifications.

CONSIDERATION OF BIDS

- A. Bid award may not be done at time of bid opening.
- B. The Town may reject any bid not prepared and submitted in accordance with the provision hereof and may waive any informalities or reject any and all bids. Conditional bids will not be accepted.
- C. The Contract may be awarded to the most responsible and eligible Bidder on the basis of the proposed Contract Price. The Town reserves the right to reject any and all proposals and to accept the proposal deemed most favorable to the interests of the "Town".
- D. The Town does not obligate himself to accept the lowest or any other bid.
- E. If the base bid exceeds the amount of funds available to finance said construction contract, the Town may reject all bids or may award the contract to that responsible Bidder submitting the lowest bid.

POST BID INFORMATION

- A. The Town may make such investigations as he deems necessary to determine the ability of the bidder and all sub-bidders to perform the work, and the bidder and all sub-bidders shall furnish to the Town all such information and data for this purpose as the Town may request. The Town reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder or sub-bidder fails to satisfy Town that he is not properly qualified to carry out the obligations of the contract and to complete the work contemplated herein.
- B. The Bidder is specifically advised that any person, firm, or entity to whom it proposes to award a subcontract under this contract must be acceptable to the Town.

STATE SALES AND USE TAX EXEMPTION

- A. The Town hereby affirms that, in accordance with the Rhode Island Sales and Use Tax Laws, it is exempt from the State Sales Tax.
- B. Bidders and their Subcontractors and material suppliers shall not include in their Bids any Rhode Island State Sales and Use Taxes relative to the performance of the work that is covered by the exemption.

USE OF THE PREMISES

- A. Since the premises are occupied, work is to be done as expeditiously as possible and with as little inconvenience and without danger to occupants. Leave unobstructed way along roadways and walks, except as approved by Town. Restrict introduction or material and access and egress of workmen and vehicle to such places as approved by Town. Conduct work in such

manner as required to allow continued operation with minimum of interference with operation, use and function of buildings and premises. Schedule working consultation with Contracting Officer or his representative.

PROTECTION OF PERSONS AND PROPERTY

- A. Provide and maintain, for the duration of the Contract, proper protective measures as may be required to adequately protect the Town's personnel and the public from hazards resulting from the work performed hereunder.
- B. Take all proper precautions to protect the Town's property from damages and replace, or put in good condition, any existing items which are damaged in carrying out the work, unless designated to be permanently removed or demolished.
- C. When regulated by local building code or other Town, such requirements for protection shall be considered as minimum requirements and the Contractor shall be responsible for the protection of such minimum requirements as may be required by public safety laws.
- D. The requirements of the paragraph shall be in addition to, not in lieu of, other protection requirements contained in these Contract Documents.

SAFETY AND HEALTH

- A. Provide protective devices required by authorities having jurisdiction. Take, use, provide and make all proper, necessary and sufficient precautions, safeguards, and protection against occurrence of happening of any accident, injury or hurt to any person or object during progress of work. Provide and erect and temporary fences, guards, etc., required to protect public or workmen, and remove same when work is completed. Keep all passageways clear and safe. Comply with provisions of Federal Laws and regulations, as amended to date as follows:
 - 1. Occupational Safety & Health Act of 1970, Public Law 91-596.
 - 2. Part 1510-Occupational Safety & Health Standards, Chapter XVII of Title 29, code of Federal Regulations.
 - 3. Chapter XIII of Title 29, Code of Federal Regulations, Part 1518-Safety and Health Regulations of Construction (36FR 75).