



BRISTOL WARREN REGIONAL SCHOOL DISTRICT
151 State Street
Bristol, Rhode Island 02809

Public Bid

ARCHITECTURAL AND ENGINEERING SERVICE CONTRACT:

RESTROOM RENOVATIONS
HUGH COLE ELEMENTARY SCHOOL

ROOF REPLACEMENT
HUGH COLE ELEMENTARY SCHOOL, GUITERAS ELEMENTARY SCHOOL

RE-PAVING
HUGH COLE ELEMENTARY SCHOOL

Separate sealed bids will be received by the Bristol Warren Regional School District for Architectural and Engineering Services on or before **2:00 p.m.** on **Thursday, April 15, 2021**, at the Oliver Administration Office, 151 State Street, Bristol, Rhode Island. At that time, bids will be opened and read in public. The bid opening will be live streamed via the Bristol Warren Regional School District's YouTube Channel at https://www.youtube.com/channel/UCMfoo1G_4jBMUOuP2Vlv4xw.

This RFP may be obtained on the Bristol Warren Regional School District's website on the Business & Finance Department's Bid page located at the following link: <https://www.bwrsd.org/Page/2880>.

General Bid Schedule

| | |
|--|------------------------|
| RFP Released | April 1, 2021 |
| Bidder Questions and Clarifications Ends | April 8, 4:00pm |
| Bids Due Back | April 15, 2021 2:00 pm |
| Bid Opening | April 15, 2021 2:00 pm |

All bids must be submitted on the bid form provided, **(3) three copies**, and clearly marked:

Sealed Bid
ARCHITECTURAL SERVICE CONTRACT

Bids must be enclosed in an opaque envelope addressed to Oliver Administration Building, Attn: Thomas Wood, Director of Facilities, 151 State Street, Bristol, RI 02809 bearing the name and address of the bidder.

The Bristol Warren Regional School District reserves the right to reject any/all bids, waive any informalities in the bids received and to accept and award the bid to the lowest qualified bid deemed most favorable to the interest of the Bristol Warren Regional School District.

All questions should be submitted to the Administrative Office by email to thomas.wood@bwrsd.org no later than **April 8th, 2021 at 4:00 p.m.**

**STANDARD INSTRUCTIONS TO BIDDERS
BRISTOL WARREN REGIONAL SCHOOL DISTRICT**

The following instructions are standards for all proposals submitted:

1. Receipt and Opening of Proposal

Sealed proposals (bids) will be accepted in the Administrative Office, Attn: Thomas Wood, Director of Facilities, 151 State Street, Bristol, RI 02809 until the time indicated on the advertisement for Bids, for the commodities, equipment, and/or services designated in the specifications and will then be virtually opened and read.

2. Form of Bid

Proposal must be submitted on and in accordance with the forms attached hereto, blank places must be filled in as noted, no change shall be made in the phraseology of the proposal or in the item or items mentioned therein, must contain the name and proper address of the bidding firm, and must be signed by a responsible member of the firm with his/her signature and official title. Proposals that are not complete, or contain any omissions, erasures, alterations, additions and/or contain irregularities of any kind, may be rejected.

3. Submission of Bids

- a. Envelopes containing bids must be sealed and addressed to Bristol Warren Regional School District, Administrative Offices, Attn: Thomas Wood, Director of Facilities, 151 State Street, Bristol, RI 02809 and must be marked with the name and address of bidder, date and hour of opening, and name of bid.
- b. The District will decide when the specified time has arrived to virtually open bids, and no bid received thereafter will be considered.
- c. Any bidder may withdraw his/her bid by written request at any time prior to the advertised time for opening. Telephonic bids, amendments, or withdrawals will not be accepted.
- d. Unless otherwise specified, no bid may be withdrawn for a period of ninety (90) days from the date of bid 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 attach to an officer or person for the premature opening of a proposal not properly addressed and identified.

4. Prices

Bidders shall state the proposed price in the manner as designated in the Bid Proposal Form. In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall 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.

5. Rhode Island Sales Tax

The Regional District is exempt from the payment of R.I. Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30 (1), as amended.

6. Federal Excise Taxes

The District is exempt from the payment of any excise or federal transportation taxes. The price bid must be exclusive of taxes and will be so construed.

7. Equal Employment Opportunity Policy Statement

For the purposes of this Policy, the term “vendor” shall mean any and all individuals, companies, corporations, and business entities that provide goods or services to the Bristol Warren Regional School District pursuant to any and all relevant and appropriate Federal, State, and local purchasing rules, regulations, and procedures.

The Bristol Warren Regional School District is committed to the general policy and principle of Equal Employment Opportunity in terms of retaining vendors to provide the District with goods and services necessary for routine and emergency operations. The Bristol Warren Regional School District shall not discriminate against vendors as entities, or individual employees thereof on any legally recognized basis included, but not limited to, race, age, color, religion, gender, gender identification, marital status, national origin, physical or mental disability, Veteran’s status, pregnancy, sexual orientation, genetic conditions, predisposition to certain diseases, or ancestry, except where a bona fide occupational qualification exists.

8. Schools Right to Reject

The Bristol Warren Regional School District reserves the right to reject any and all proposals, to waive any informality in the proposals received and to accept the proposal deemed to be most favorable to the best interests of the District.

9. Labor Regulations

- a. The Contract for Work under this proposal will obligate the contractor and subcontractors not to discriminate in employment practices and conform with the Affirmative Action Plan pursuant to Executive Order No. 11246.
- b. Bidders must, if required, submit a compliance report concerning their employment practices and policies in order to maintain their eligibility to receive award of the Contract.

- c. Successful bidders must, if required, submit a list of all subcontractors who will perform Work on the Project, and written signed statements from authorized agents of labor pools with which they will or may deal with for employees on the Work, together with any information to the effect that such labor pools practices or policies are in conformity with Executive Order No. 11246

10. Payment

Vendor shall submit monthly invoices for payment to the Bristol Warren Regional School District. The Invoices shall include: Dates of service, scope of work and hours worked The District will promptly pay within two weeks of receiving Invoices.

SPECIFICATIONS

Bristol Warren Regional School District

ARCHITECTURAL AND ENGINEERING SERVICE CONTRACT:

INTENT

The Bristol Warren Regional School District intends to submit plans and specifications for projects in accordance with the Rhode Island Department of Education's Necessity of Construction Guidelines. A Stage II application has already been approved. The District has approximately \$2.3 M available for this work which is to be **completed by June 30, 2022**.

The work to be performed under this contract consists of Architectural and Engineering Services necessary to complete Conceptual Design, Design Development, Construction Documentation, Bidding and Construction Administration of identified projects. Bids should include all work for each building as follows:

Hugh Cole Elementary School located at 50 Asylum Road in Warren, Rhode Island
Guiteras Elementary School located at 35 Washington Street in Bristol, Rhode Island

The successful bidder under this contract will assume full responsibility and costs involved in the hiring of any and all subcontractors necessary to the full completion of the work involved.

SCOPE OF WORK

The vendor will be responsible to:

- A) Perform site visits to understand any and all existing conditions.
 - B) Work with designated School representatives to design solutions and provide budget guidance on Conceptual alternative options investigated.
 - C) Work with designated School representatives to develop selected design options and develop Bidding and Construction Documents.
 - D) Assist School with Bidding and awarding construction contracts.
 - E) Provide RIDE Submittal Review documentation on projects at 30%, 60% and 90%.
 - F) Provide Final RIDE Submission and attend all required meetings.
- 1) BATHROOM RENOVATION
HUGH COLE ELEMENTARY SCHOOL

Located in the original (circa 1967) side of the building the project looks to renovate 2 groups of bathrooms. Each group contains a boy and girl student bathrooms each containing 6 – 8 fixtures, a custodial closet and two single user staff bathrooms. The project looks to update all finishes and fixtures. While improving design and ADA compliance. The project will be bid to allow the District to do the entire project. Or, if elected to break the work into two phases.

2) ROOF REPLACEMENT
HUGH COLE ELEMENTARY SCHOOL

Located on the original (circa 1967) side of the building the project looks to remove and replace approximately 45,000 sf of existing flat roof system and replace it with a new flat roof system. The project will be bid to allow the District to do the entire project. Or, if elected to break the work into two phases.

3) ROOF REPLACEMENT
GUITERAS ELEMENTARY SCHOOL

This project looks to remove and replace the entire roof of the existing building approximately 21,000 sf of existing flat roof system and replace it with a new flat roof system.

4) Re-PAVEMENT
HUGH COLE ELEMENTARY SCHOOL

Located in the rear of (circa 1967) side of the building the project looks re-pave approximately 45,000 sf of existing paved area used for a play area. And, perform minor corrections in paving in other locations at the site.

SUBMISSION

A. Technical Submission

Narrative and format: The submission should address specifically each of the following elements:

1. Staff Qualifications: Provide staff resumes/CV and describe qualifications and experience of key staff who will be involved in this project, including their experience with Pre-K & K-12 Stage II Development and the RIDE process.
2. Capability, Capacity, and Qualifications of the Offeror: Please provide a firm profile that includes office size, detailing relevant experience and areas of expertise. Please also include a list of projects currently underway that will overlap with this project. A list of current client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.
3. Work Plan: Please describe in detail, your plan for completing the work. The work plan should clearly identify participation by consultants and a schedule to complete the work.
4. Approach/Methodology: Please describe your project approach, highlighting any key differentiators that may set your firm apart.
5. Insurance: List all insurance coverage currently carried by the firm including professional liability and general liability as a minimum.

6. Political Contributions: The prime vendor shall provide a list of all political contributions, made directly or indirectly to any candidate for municipal office in the Towns of Bristol and Warren, by the Vendor, its principals, its subcontractors and their principals for the last five (5) years.

7. Legal Proceedings: Interested prime vendors must list and explain any and all legal proceeding or administrative proceeding or arbitration currently pending against your firm. In addition, interested prime vendors must also list and explain each and every legal proceeding or administrative proceeding or arbitration involving your firm and a local educational agency (public school, state-operated school, charter school) within the past five (5) years.

8. Financial Statement: Please submit a reviewed financial statement for the most recent fiscal year. The financial information submitted shall remain confidential and shall not be public record.

B. Cost Submission

Responses will be evaluated on the basis of the relative merits of the proposal and firms will be ranked in order of responsiveness. The top firm will be selected and enter into fee negotiations with the Bristol Warren Regional School District. If an agreement cannot be reached between these parties, the Bristol Warren Regional School District may elect to enter into negotiations with the next highest ranked firm.

Form of Contract*:

A Form of Agreement between Owner and Architect (AIA:B101 modified) will be executed with the successful vendor. The AIA: B101 as modified and included (Appendix C) shall be utilized.

*No exception to the scope of work or contract, requested by the vendor, will be considered unless such notification is given before the RFQ due date and within the Qualification Submission.

EVALUATION AND SELECTION:

Proposals shall be reviewed by a Committee formulated by the District.

Technical proposals must receive a minimum of 60 (85.7%) out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 60 points shall not have the accompanying cost or ISBE/MBE/WBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

Technical proposals scoring 60 points or higher will have the cost proposals evaluated and assigned up to a maximum of 30 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE/MBE/WBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE/MBE/WBE participation.

The District reserves the right to select the vendor(s) or firm(s) ("vendor") that it deems to be most qualified to provide the goods and/or services as specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

Proposals shall be reviewed and scored based upon the following criteria:

| Criteria | Possible Points |
|---|------------------------|
| Staff Qualifications | 10 Points |
| Capability, Capacity, and Qualifications of the Offeror | 20 Points |

| | |
|---|-------------------|
| Work Plan | 20 Points |
| Approach Proposed | 20 Points |
| Total Possible Technical Points | 70 Points |
| Cost proposal* | 30 Points |
| MBE/WBE Participation ** | 6 Bonus Points |
| Total Possible Evaluation Points | 106 Points |

*Cost Proposal Evaluation: The vendor with the lowest cost proposal shall receive one hundred percent (100%) of the available point for cost. All other vendors shall be awarded cost points based upon the following formula:

$$(\text{lowest cost proposal} / \text{vendor's cost proposal}) \times \text{available points}$$

For example: If the vendor with the lowest cost proposal (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly costs and service fees and the total points available are thirty (30), Vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 \times 30 = 19.5$$

** MBE/WBE Participation Evaluation: The vendor with the highest MBE/WBE participation rate shall receive the maximum MBE/WBE Bonus Points. All other vendors shall receive MBE/WBE Bonus Points by applying the following formula:

$$(\text{Vendor's MBE/WBE participation rate} / \text{Highest MBE/WBE participation rate}) \times \text{Maximum MBE/WBE participation points}$$

For example: : If Vendor A has the highest MBE/WBE participation rate at 20% and Vendor B's MBE/WBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive

$$(12\% \div 20\%) \times 6 \text{ which equals } 3.6 \text{ points.}$$

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit additional written information or be asked to make an oral presentation before the TEC as part of the selection process.

The top firm will be selected and enter into fee negotiations with the Bristol Warren Regional School District. If an agreement cannot be reached between these parties, the Bristol Warren Regional School District may elect to enter into negotiations with the next highest ranked firm.

QUESTIONS:

Questions about this RFP may be directed by email to Thomas Wood at thomas.wood@bwrzd.org no later than **April 8, 2021, at 4:00 pm**. All information given by the District except by written addenda shall be informal and shall not be binding upon the District nor shall it furnish a basis for legal action by any Proposer or prospective Proposer against the District.

PROPOSAL CONTENTS:

All proposers must use the attached proposal cover letter, information sheet and must include all required attachments. All such information shall become public record upon the proposal due date.

RFP CALENDAR:

1. **April 1, 2021:** BWRSD advertises and distributes the Request for Proposal to all interested firms.
2. **April 15, 2021: Proposals due by 2 pm.** Proposals must be signed by an authorized member of the consulting firm, and the name, address, and telephone number of a representative qualified to answer questions during the review process, must be included.

Three (3) copies of the proposal must be submitted to:

HAND DELIVERY or U.S. POSTAL SERVICE

Thomas Wood
Director of Facilities
Bristol Warren Regional School District
151 State Street
Bristol, RI 02809

Proposals or amendments to proposals received later than the time and date specified will not be considered. No proposal may be withdrawn within 90 days after the submission due date.

3. The District reserves the right to reject any and all proposals, to waive any and all informalities, defects or immaterial irregularities, and to request further clarification.
4. It is anticipated that the award of the contract will be made on **April 27, 2021**. Work shall be scheduled to commence no later than **May 1, 2021**.

COMPENSATION:

Compensation for services shall be on a monthly basis with proper invoices submitted to the District for processing. Payments will be made via check. W-9 required for processing.

TERMINATION OF CONTRACT:

Following implementation, should the Superintendent and/or Chief Financial Officer find that the firm has failed in any material respect to perform its agreed upon obligations under the contract, the contract shall be canceled by the District as being in the best interest of the Bristol Warren Regional School District. In the event of termination of this contract as a result of breach by the contractor, the District shall not be liable for any fees and may, as its sole option, award a contract for the same services to another qualified firm or call for new proposals. The contractor shall be responsible for consequential damages as a result of its breach, including, but not limited to, extra costs required under the new contract for similar services.

PERIOD OF PERFORMANCE:

The period of performance for this project shall be the contract effective date plus not more than sixteen (16) months from the date subject to extension only by mutual agreement.

EVALUATION TEAM:

The key personnel assigned to this evaluation are considered essential to the work being performed. Substitutions may only be made upon mutual agreement between the consultant and the District.

INDEMNIFICATION AND INSURANCE:

The consultant selected shall indemnify and save the District harmless from liability in any manner of claims, lawsuits and damages for any type of losses, including the loss of life, due to its work or operations on District property, in carrying out and completing the full scope of services under this agreement.

The consultant shall meet the insurance and indemnification requirements as prescribed in the Insurance Appendix A Insurance- Exhibit Professional Contracts.

COLLUSION:

Any act or acts of misrepresentation of collusion shall be a basis for disqualification of any proposal or proposals submitted by such persons guilty of said misrepresentation or collusion. In the event that the District enters into a contract with any proposer who is guilty of misrepresentation or collusion and such conduct is discovered after the execution of said contract, the District may cancel said contract without incurring liability, penalty, or damages.

FREEDOM OF INFORMATION:

The District will not be liable for any costs incurred in the preparation of the response for this Request for Proposal. All proposal submissions and materials become property of the District and will not be returned. Respondents to this RFP are hereby notified that all proposals submitted and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information Act.

PROPOSAL FORMAT:

For the sake of consistency and ease of review, each proposal must adhere to the following format:

1. The attached cover letter format, including name, address and telephone number of firm and name and number of legal representatives.
2. Evidence of similar experience; references from client companies.
3. Staff resumes and supporting information.
4. An outline of the firm's proposed approach.
5. Bid Form.
6. MBE/WBE Form

BID FORM

**ARCHITECT AND ENGINEERING
CONSULTING SERVICES
REQUEST FOR PROPOSAL
INFORMATION SHEET**

Please complete the information below as concisely as possible.

If you wish to provide additional information, please attach and reference location of additional information.

| | |
|---|---------------------------|
| General Information | |
| Legal Name | |
| Street Address | |
| City / State / Zip | |
| Telephone / Fax | |
| E-Mail Address | |
| Primary Contact Name Contact Information | |
| Confirm, by your signature, that your organization agrees to abide by the Submission Requirements. | _____ Signature |
| | Title |
| | |

FEE INFORMATION

Contractor/Vendor: _____

1) BATHROOM RENOVATION HUGH COLE ELEMENTARY SCHOOL

Pre-Design _____

Design Development _____

Construction Documents _____

Bidding _____

Construction Administration _____

RIDE Submissions _____

Total for Project 1) _____

2) ROOF REPLACEMENT HUGH COLE ELEMENTARY SCHOOL

Pre-Design _____

Design Development _____

Construction Documents _____

Bidding _____

Construction Administration _____

RIDE Submissions _____

Total for Project 2) _____

3) ROOF REPLACEMENT GUITERAS ELEMENTARY SCHOOL

Pre-Design _____

Design Development _____

Construction Documents _____

Bidding _____
Construction Administration _____
RIDE Submissions _____
Total for Project 3) _____

4) Re-PAVEMENT HUGH COLE ELEMENTARY SCHOOL

Pre-Design _____
Design Development _____
Construction Documents _____
Bidding _____
Construction Administration _____
RIDE Submissions _____
Total for Project 4) _____

If vendor intends to use subcontractors for any part of this work identify the subcontractor here:

Contractor/Vendor: _____

Role: _____

Address: _____

Contact Person: _____ Phone: _____

Contractor/Vendor: _____

Role: _____

Address: _____

Contact Person: _____ Phone: _____

Contractor/Vendor: _____

Role: _____

Address: _____

Contact Person: _____ Phone: _____

References: Please provide the name and telephone number of three (3) customer references.

1. Customer Name: _____

Contact person: _____ Contact Phone #: _____

2. Customer Name: _____

Contact person: _____ Contact Phone #: _____

3. Customer Name: _____

Contact person: _____ Contact Phone #: _____

Appendix A

INSURANCE EXHIBIT- PROFESSIONAL CONTRACTS

The professional individual or firm shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damage for property which may arise from or in connection with the performance of the contractor's work by the individual firm, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the contractor's bid.

For the purpose of this clause: the term "professional individual or firm" and "contractor" shall also include their respective agents, representatives, employees or subcontractors; the term "Bristol Warren Regional School District" or "District" shall include their respective officers, employees, volunteers, boards, and commissions.

Additional forms of insurance may be necessary based upon the specific work performed by the contractor. When additional forms of insurance are required, the minimum amount of such coverages and the terms thereof shall be determined by the District and Superintendent and/or Chief Financial Officer and shall be stated, as well as a description of the types of additional coverage required, in an addendum to this exhibit.

Minimum Insurance Coverage Required

1. Broad form comprehensive general liability, occurrence form.
2. Workers' Compensation: limits as required by the State of Rhode Island.
3. Employer's liability, occurrence form.
4. Professional liability, occurrence form preferred. If issued on claims-made basis, insurance coverage shall be maintained for the duration of the contract and for two (2) years following the completion.

Minimum Limits of Insurance

1. Comprehensive general liability: \$1,000,000 combined single limits per occurrence for bodily injury, personal injury, property damage, and products/completed operations.
2. Workers' Compensation: limits as required by the State of Rhode Island.
3. Employer's liability: limits of \$1,000,000 per occurrence.
4. Professional liability: limits of \$1,000,000 combined single limit.

Deductibles and Self-Insured Retention

Any deductibles or self-insured retentions must be declared to and approved by the Bristol Warren Regional School District. At the option of the District, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the District, or the contractor shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses.

Notice of Cancellation or Non-Renewal

Each insurance policy required by this exhibit shall be endorsed to state that coverage shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty {30} days' prior written notice by certified mail, has been given to the District.

Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. Comprehensive General Liability Coverage:

a. The District and their respective officers, agents, officials, employee volunteers, Boards and commissions are to be covered as insureds as respects : liability arising out of activities performed by or on behalf of the contractor ; products and completed operations of the contractor; premises owned, leased or used by the contractor . The coverage shall contain to no special limitations on the scope of protection afforded to the District.

b. The contractor's insurance coverage shall be the primary insurance with respect to the Bristol Warren Regional School District. Any insurance or self-insurance maintained by the District shall be in excess of the contractor's insurance and shall not contribute with it.

c. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Bristol Warren Regional School District.

d. Coverage shall state that the contractor insurance shall apply separately to each Insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. The insurer shall agree to waive all rights of subrogation against the District for losses arising from the work performed by the contractor for the District.

Acceptability of Insurers

1. Insurance is to be placed with insurers with a Best rating of no less than A: VII.

2. Insurance companies must either be licensed to do business in the State of Rhode Island, or otherwise deemed acceptable by the Bristol Warren Regional School District, Superintendent and/or the Chief Financial Officer.

Verification of Coverage

The contractor shall furnish the District with certificates of insurance effecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates and endorsements are to be received and approved by the District before work commences. Renewal of expiring certificates shall be filed thirty (30) days prior to expiration. The District reserves the right to require complete, certified copies of all required policies, at any time.

Appendix B



**State of Rhode Island
Office of Diversity, Equity and Opportunity (ODEO)
Minority Business Enterprise Compliance Office
Minority Business Enterprise Utilization Plan**

Company Name: _____

Representative's Name who administers MBE Program: _____

Street Address: _____

City, State, Zip: _____ Telephone: _____

Email: _____ Project Location: _____

Bid or Project #: _____ Date Bid Opened: _____

Description of Work: _____

Contract Value: _____ MBE % Assigned: _____

Total # of All Subcontractors/Suppliers used: ____ # of MBE Subcontractors/Suppliers used: _____

List All Subcontractors/Suppliers/Consultants/Independent Contractors – Total Dollar Amounts – Scope of Work:

| Subcontractor / Supplier | Dollar Award | Scope/Description of Work | RI Certified M/WBE Yes/No |
|--------------------------|--------------|---------------------------|------------------------------|
| | | | |
| | | | |
| | | | |

Please note that all MBE/WBE firms must be certified by the RI MBE Compliance Office, and that MBE/WBE firms must self-perform 100% of the work with their own forces or subcontract to another RI certified MBE/WBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE/WBE certified as a manufacturer. For firms certified as a broker, you may receive MBE participation credit only for the fees and commissions charged for the procurement of the goods and materials, but not the cost of the materials themselves.

The above referenced contract will not be released until this plan has been approved by the Director of the Department of Administration or its designee.

For assistance and advice in identifying MBE/WBE firms, please call the Minority Business Enterprise Compliance Office at (401) 574-8670. The directory of all certified MBE firms is also located at www.mbe.ri.gov.

Signature of Authorized Agent of Business: _____ Date: _____