



**CITY OF EAST PROVIDENCE
EMERGENCY BOARD UP SERVICE ROTATING CALL LIST
SPECIFICATIONS
REQUEST FOR PROPOSAL
RFP EP22/23-28
BID OPENING MONDAY AUGUST 28, 2023 AT 11:00AM**

I. INTRODUCTION and BACKGROUND

The City of East Providence is actively seeking qualified, licensed contractors to provide emergency securing and board-up services for private houses and other structures within City limits on a rotating call list per the City's rates.

Board-up services are needed by the City for City and/or privately owned structures caused by fire, vehicle accident, vandalism, trespassing and related activities, natural disaster, and/or other causes.

The contract will be for two (2) years; however, the City reserves the right to extend the contract for additional one (1) or two (2) year extension terms providing both parties (a) agree to the extension and (b) all terms, conditions, and specifications remain the same.

The City of East Providence will maintain a rotating list of qualified bidders and will be managed by the Building Inspection Division. The City Building Inspection Division will make every effort to ensure all qualified bidders on the list are equally dispersed work orders. In the event that a contractor fails to answer the call for emergency work the next contractor will be called and that contractor will not be called until he or she is up on the list again.

Proposals will be evaluated based on the Contractor's ability to satisfy the City of the Contractor's qualifications and expertise in executing the requirements of this RFP including, but not limited to, the ability to meet desired timelines and providing all required liability insurance policies. Proposals must include at least the following information, in addition to any other specific information identified in this RFP.

- The names and the number of years the firm has been in business under current or previous names or additional assumed business names.
- Information regarding the total number of employees in the company, including the owner/principals. This information should include the name(s), title, responsibility of each employee and whether they are full or part-time employees. Additionally, Bidders shall also include on-call employees due to the nature of the services and additional capacity to perform the services when large or unusual circumstances may be needed.

- Has the contractor worked with the City or other public entity in the past for a similar scope of services?
- Contractor's proposed approach to the Scope of Work, including procedures, methodologies, measures of effectiveness, organization and scheduling of tasks.
- A list of any subcontractors to be utilized on the project.
- At least three references of clients for which the contractor has worked providing similar services to those sought through this RFP.
- The selected firm will be required to provide the minimum categories and amounts of insurance required for this project including: Commercial General Liability, Products/Completed Operations, Bodily Injury & Property Damage Liability including explosion, collapse and underground coverage, and personal& advertising injury - \$1,000,000 General Aggregate. Auto Liability -\$1,000,000 Bodily Injury & Property Damage and Workers Compensation – Statutory amounts. The City of East Providence shall be names as an additional insured.

II. SCOPE OF SERVICES

The City of East Providence requires that when, under certain circumstances, the City's Building Official deems any vacant structure to be dangerous, unsafe, or hazardous to the safety, health or welfare of the public, said Building Official shall order the boarding up of the structure as a matter of public safety. Such structures shall be located within the corporate limits of the City of East Providence. Services shall be required when the City has determined that a property is structurally sound and warrants refurbishing, or to secure premises to prevent illegal entry, prior to the demolition of such properties.

Work orders placed by the City for securing and board up services that are NOT EMERGENCIES, shall be completed by the Contractor within three (3) days after City notification. Work orders placed on an EMERGENCY basis shall be completed the same day as directed by City staff. This time element for emergency services is necessary for public safety. Such service requests will be scheduled by work orders issued for various jobs by the City Building Official who will provide notification to the Contractor detailing the date, time, address, and legal description of the property or properties at which the structure or structures be secured. This information will provide the necessary authorization for the Contractor to commence work.

Upon completion of the work, the Contractor shall prepare a work order/invoice to reflect the number of windows, doors, etc., indicating any special sizes or other apertures, and cost the project in accordance with Contract provisions. The Contractor shall notify the responsible staff person after work has been completed. A site visit shall be made with the City Building Official or his designee to verify completion and compliance with the Contract specifications. No payments shall be approved without a physical site visit and a sign-off acceptance by the designated City staff representative.

All requirements and regulations regarding proper securing and board-up specifications are contained in the City of East Providence Revised Ordinances. The technical specifications that follow are extracted from the City Code. They include a general listing of specifications relating to the materials and procedures for securing and board-up of structures. Completion of stated procedures shall be the responsibility of the Contractor.

- All windows and doors, fire escapes, and other external wall openings shall be boarded in an approved manner to prevent entry by unauthorized persons.
- Boarding sheet material shall be minimum ½-inch (12.7 mm) thick wood structural panels complying with the *International Building Code*.
- Boarding framing material shall be minimum nominal 2-inch by 4-inch (51 mm by 102 mm) solid sawn lumber complying with the *International Building Code*.
- Boarding fasteners shall be minimum 3/8-inch (9.5 mm) diameter carriage bolts of such a length as required to penetrate the assembly and as required to adequately attach the washers and nuts. Washers and nuts shall comply with the *International Building Code*.
- The boarding sheet material shall be cut to fit the door or window opening neatly or shall be cut to provide an equal overlap at the perimeter of the door or window.
- The window shall be opened to allow the carriage bolt to pass through or the window sash shall be removed and stored. The 2-inch by 4-inch (51 mm by 102 mm) strong back framing material shall be cut minimum 2 inches (51 mm) wider than the window opening and shall be placed on the inside of the window opening 6 inches minimum above the bottom and below the top of the window opening. The framing and boarding shall be predrilled. The assembly shall be aligned and the bolts, washers and nuts shall be installed and secured.
- The door opening shall be framed with minimum 2-inch by 4-inch (51 mm by 102 mm) framing material secured at the entire perimeter and vertical members at a maximum of 24 inches (610 mm) on center. Blocking shall also be secured at a maximum of 48 inches (1219 mm) on center vertically. Boarding sheet material shall be secured with screws and nails alternating every 6 inches (152mm) on center.
- Doors shall be secured by the same method as for windows or door openings. One door to the structure shall be available for authorized entry and shall be secured and locked in an *approved manner*.

All work will be completed in a professional and craftsman like fashion, including clean-up of work debris.

The Contractor shall submit to the City an itemized invoice, prepared in a form satisfactory to the City, describing its services and costs for the period covered by the invoice. Contractor's bills shall include the following information:

1. Address at which services were performed;
2. Description of services performed;
3. The date the services were performed;
4. The number of hours spent and by whom;
5. City staff member requesting board-up services and
6. The Contractor's signature.

III. GENERAL CONDITIONS

It is strongly recommended that interested Contractors attend the pre-bid meeting on **THURSDAY, AUGUST 10, 2023 at East Providence City Hall**, 145 Taunton Avenue, East Providence in Conference Room A at 10:00 AM.

Any questions regarding the specifications may be directed to Robert Walker, Building Official in writing at Rwalker@eastprovidenceri.gov and Ralph Mitchell, Procurement Specialist at rmitchell@eastprovidenceri.gov by **TUESDAY AUGUST 15, 2023 at 11:00AM**.

The contractors must be willing to provide Board Up services for the following amounts pursuant to and in compliance with the Request for Proposals and Instructions to bidders relating thereto, the undersigned hereby offers to provide emergency securing and board-up services at the below prices:

Description	Fees in Dollars
Board-up Services (Site visit and board-up)	\$175.00
Board-up doors (per door)	\$125.00
Board-up windows (per window)	\$125.00
Hauling, disposal of non-hazardous debris, dumped materials (\$ per ton disposed)	\$300.00
Hourly rate for skilled worker (7:00 am to 6:00 pm)	\$58.20
Hourly rate for skilled worker (6:01 pm to 6:59 am)	\$86.80

IV. CLAIRIFICATIONS

- **The invoicing process**

Selected Contractors shall invoice the City of East Providence within 7 days after board up. East Providence will pay Contractor within 30 days after valid invoice is received. Contractor is not expected to seek reimbursement from the property owner as this is the City's responsibility.

- **What color should the boards be painted?**

Boards shall be painted white.

- **Timing of board up services by the Contractor.**

Per Section II in the General Specifications, work orders placed by the City for board up services that are NOT EMERGENCIES shall be completed within three (3) days after City notification. Work orders placed on an EMERGENCY basis shall be completed same day as directed by City staff.

- **How will the work be distributed?**

The City of East Providence will maintain a rotating list of qualified bidders and will be managed by the Building Inspection Division.

The City Building Inspection Division will make every effort to ensure all qualified bidders on the list are equally dispersed work orders. In the event that a contractor fails to answer the call for emergency work the next contractor will be called and that contractor will not be called until he or she is up on the list again.

BID SUMMARY PAGES

Please complete all the following information.

1. Company Name: (legal registered)

Principal Contact Person: _____

(Name & Title): _____

Main Telephone Number for Principal Contact: _____

Secondary Telephone Number for Principal Contact: _____

2. Is there anything in your response which DOES NOT COMPLY with the specifications?

YES _____ NO _____

If YES, please explain below or attach details of all variances as an appendix to your response.

3. Are you able to comply with the Timetables for Services in accordance with the specifications?

YES _____ NO _____

If NO, please specify the number of working days after notification required for:

Regular Service: _____ days/ARO

Emergency Service: _____ days/ARO

4. Do you have the required insurance coverages?

YES _____ NO _____

Please include a copy of your current Certificate reflecting Insurance Coverages.
Included?

YES: _____ NO: _____

5. References: Bidder please provide a list of client references for whom you have performed these, or similar services. (A minimum of three is requested) Please provide contact name, company, address & telephone number.

6. OTHER COMMENTS: _____
