

RHODE ISLAND TURNPIKE AND BRIDGE FOUNDATION

P.O. Box 437
1 East Shore Road
Jamestown, Rhode Island 02835-0437

Invitation to Bid

Solicitation Title: EVENT PLANNING SERVICES
Solicitation Number: 18-11
Solicitation Date: August 27, 2018
Bid Proposal
Submission Deadline: September 17, 2018
Project Description: Event Planner
Project Location: Jamestown, RI

The Rhode Island Turnpike and Bridge Foundation, (the "Foundation"), is soliciting bid proposals to perform the work described in the plans and specifications for the Project in accordance with this solicitation.

BACKGROUND

The Rhode Island Turnpike and Bridge Foundation is seeking the services of an event planner to plan, organize, coordinate, administer, and execute any events such as bike races or road races that the Foundation chooses to host. The successful firm/individual will have the primary responsibilities for coordinating and executing all aspects of these events with the appropriate staff, law enforcement officials, and event participants.

The Foundation's Board of Directors (the "Board") will review all submissions. The Board will evaluate all submissions. The Board may request additional information from any proposer and an interview process could follow. The Board will negotiate the fee with the vendor selected. If an agreement cannot be reached, the Board will negotiate with the next choice until a satisfactory agreement is reached. The resulting agreement will be for the period of two years from date of contract with two (2) one year renewals at the consent of both parties. Terms and conditions are subject to negotiations between parties.

FEE FOR SERVICES: To be negotiated. Please include your proposed fee on the attached form.

QUALIFICATIONS: The selected event planner must possess excellent organizational and communication skills and a demonstrated ability to devise and implement an integrated event-staging plan.

SUBMISSION REQUIREMENTS: Parties interested in submitting their response to this Request for Qualifications should include the following information:

- A cover letter stating your reasons for your interest in the position.
- Current resume
- Comment on your ability to provide these services
- Comment on availability and acceptable hourly rate and/or monthly retainer.
- Include three references.

EVALUATION AND SELECTION

1. **General Qualifications & Experience** **(75) points**
 - a. Appropriateness of staff vitae / Account Manager (50) points
 - b. Vendor's capability, capacity and qualifications (25) points
2. **Proposed Fee** **(25) points**

QUESTIONNAIRE

1. Provide the full name, address and federal employer identification number for your firm.
2. Give all of the relevant contact information for the individual or individuals at your firm who will be responsible for coordinating with RITBA Foundation on this proposal.
3. Describe briefly your firm's history, organization, management and philosophy.
4. How long your firm has been engaged in event planning projects of the type specified in this request.
5. Specify the individual(s) within your firm who would be responsible for assignment to the RITBA Foundation account and give a statement of qualifications for each.
6. Summarize, if applicable, any prior firm experience for similar work performed for a foundation like the Rhode Island Turnpike and Bridge Foundation.

Exhibit A-1

INSTRUCTIONS TO BIDDERS

Compliance with Instructions to Bidders

These Instructions to Bidders contain terms and conditions that will govern the preparation and submission of a bid proposal and any contract awarded pursuant to this solicitation.

Bidders must comply with each and every requirement of these Instructions to Bidders. Any failure to comply with any requirement may result in the determination of a nonresponsive bid proposal and/or the rejection of the bid proposal.

Priority of Terms and Conditions

The terms and conditions in these Instructions to Bidders *supersede* any and all inconsistent or conflicting terms and conditions in any other provision of any other document in this solicitation or in the bid proposal and govern this solicitation, the bid proposal, and any contract awarded pursuant to this solicitation.

Offer to Contract

Bid proposals constitute an offer to contract with the Rhode Island Turnpike and Bridge Foundation (the "Foundation") on the terms and conditions contained in the solicitation, and applicable federal and local law, all of which are incorporated into this solicitation and any contract awarded pursuant to this solicitation by this reference.

Comprehensive Review and Inspection

The bidder is responsible for carefully reviewing all of the requirements of this solicitation, inspecting the project location, including checking and/or verifying measurements, site conditions, any limitations, and other details, prior to preparing and submitting its bid proposal. Failure to submit a complete bid proposal may result in rejection of the bid proposal. Claims for additional costs or time resulting from the bidder's failure to inspect and/or verify will not be considered.

Questions

Bidders must not address questions or comments about this solicitation to the Foundation or its professional advisors. Questions about this solicitation must be emailed to Maggie Baker, CFO (mbaker@ritba.org) and received by the Foundation by September 4, 2018 in a Microsoft Word attachment with the corresponding solicitation number. Questions, if any and responses will be posted on the Foundations webpage. www.ritba.org/ritba-foundation by September 6, 2018 as an addendum to this solicitation.

Addenda

Responses to questions from bidders, interpretations of plans and specifications, changes prior to the bid proposal submission deadline, approvals of any substitutions, and supplemental instructions and terms will be distributed to bidders at the contact information provided to the Foundation at the time of receiving the bid package. Bidders are responsible for checking

contact information and Foundation webpage to determine the issuance of any addenda. No addenda other than answers to questions will be issued within the 3-day period preceding the bid proposal submission deadline except for an addendum withdrawing the solicitation or extending the bid proposal submission deadline.

Costs

The bidder is responsible for all costs and expenses to develop and submit a bid proposal in response to this solicitation.

Preparation of Bid Proposal

Bid proposals must be made on the Bid Form included in the solicitation and in accordance with the instructions in this solicitation. All applicable blanks must be completed in a legible manner, printed electronically, typed, or handwritten in ink, and amounts must be expressed in both words and figures. In the event of any contradictory terms, handwritten terms prevail over printed or typed terms, and words prevail over figures. Signatures must be in ink. No additional provisions, conditions, or limitations may be made by the bidder, and any erasures and/or corrections must be initialed in ink by the person signing on behalf of the bidder.

Submission of Bid Proposal

Each bid proposal (Two hard copies) should include the signed IRS Form W-9, and be submitted in a *separate sealed envelope* with the bidder's name and address and the specific "Solicitation Number," "Solicitation Title," and the "Bid Proposal Submission Deadline" marked in the upper left-hand corner of the envelope. Also, please send via email a PDF of your proposal to mbaker@ritba.org after the opening of all bids.

The bid proposal must be delivered (via mail, messenger service, or personal delivery) to the Foundation and date-stamped receipted by the date and time specified for the bid proposal submission deadline. Bidders should mail bid proposals sufficiently in advance of the bid proposal submission deadline to ensure timely delivery to the Foundation. Bid proposals must be addressed to:

Rhode Island Turnpike and Bridge Foundation
Office of the Executive Director
P.O. Box 437
1 East Shore Road
Jamestown, Rhode Island 02835-0437

Sealed bids will be accepted until 12:00 pm and then opened publicly at 12:00 pm on Monday September 17, 2018 at the office of the Foundation, One East Shore Road, Jamestown, Rhode Island.

Bid proposals that are not received by the Foundation by the bid proposal submission deadline for whatever reason will be deemed late and will not be considered. Postmarks will not be considered proof of timely submission.

This solicitation contains, and is subject to the terms and conditions of, the Invitation to Bid, Instructions to Bidders, General Conditions, plans and specifications, Bidder Certification Form, and Bid Form.

The Foundation reserves the right to waive any technicalities in the bid proposals, accept or reject any bid proposal, award a contract in the best interest of the State, or revoke any solicitation.

Bid Price

The bidder must submit a Base Bid Price on the Bid Form to perform all of the work specified in the solicitation.

Sensitive Security Information

This solicitation may contain "sensitive security information" subject to protection pursuant to the Transportation Security Administration, Department of Homeland Security, in accordance with the provisions of 49 C.F.R. Part 1520. The unauthorized possession or use of SSI without prior written consent from the Foundation is a violation of federal and state law and will subject the violator to penalties or other enforcement actions by the Department of Homeland Security. Bidders must take all reasonable steps to safeguard all information designated as sensitive security information in the bidder's possession or control from unauthorized disclosure.

If this solicitation contains sensitive security information, the sensitive security information will be marked on the top with the protective marking: "Sensitive Security Information" and will include the distribution limitation on the bottom:

"WARNING: This record contains Sensitive Security Information that is controlled under 49 CFR Parts 15 and 1520. No part of this record may be disclosed to persons without a "need to know," as defined in 49 CFR Parts 15 and 1520, except with the written permission of the Administrator of the Transportation Security Administration or the Secretary of Transportation. Unauthorized release may result in civil penalty or other action. For U.S. government agencies, public disclosure is governed by 5 U.S.C. 552 and 49 CFR Parts 15 and 1520."

Public Copy

Bid proposals submitted in response to this solicitation are public records pursuant to the Rhode Island "Access to Public Records Act," R. I. Gen. Laws §§ 38-2-1 et seq. Each bid proposal must include a duplicate original "public copy" to be available for public inspection upon the opening of bids. Bidders may redact in the public copy any trade secrets or commercial or financial information which is of a privileged or confidential nature pursuant to the Access to Public Records Act.

Responsibility of Bidder

The Foundation may make a reasonable inquiry to determine a bidder's capability in all respects to perform fully the contract requirements, including without limitation, the financial strength and responsibility, integrity, and reliability of the bidder. The failure of a bidder to provide information promptly in response to an inquiry, including without limitation, financial statements and business references, may result in a determination of the bidder's nonresponsibility.

Subcontractors

The bidder must demonstrate that it is able to perform a substantial portion of the work using its own workforce. Any bidder that does not maintain a permanent workforce and/or proposes to perform a disproportionate amount of the work through one or more subcontractors will be considered unqualified. The successful bidder must establish to the satisfaction of the Foundation the reliability and responsibility of any subcontractors proposed to perform any work pursuant to this solicitation.

Taxes

The Foundation is exempt from federal excise taxes and state and municipal sales and use taxes. The bidder shall not include such taxes in any prices in the bid proposal.

Indemnification

The successful bidder will indemnify and hold the Foundation, its members, officers, employees, agents, successors and assigns, harmless from and against any and all claims, demands, actions, causes of action, damages, losses, judgments, recoveries, liabilities, costs and expenses (including without limitation, attorneys' fees and costs), or any kind, that the Authority, its members, officers, employees, agents, successors and assigns may incur arising out of this solicitation, any contract awarded pursuant to this solicitation, and/or the act or omission of the bidder, its subcontractors, or their employees and agents.

Divestiture of Investments in Iran Requirement

No bidder engaged in investment activities in Iran as described in R.I. Gen. Laws § 37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Authority. Each bidder submitting a bid proposal or entering into a renewal of a contract is required to certify that the bidder does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws § 37-2.5-3.

Withdrawal

A bidder may withdraw its bid proposal at any time prior to the bid proposal submission deadline. Bid proposals are irrevocable for a period of 60 days following the bid proposal submission deadline.

Reservation of Rights

The Foundation reserves the right, at any time, for any reason, in its sole discretion, to: (i) revoke, suspend, or terminate this solicitation; (ii) accept or reject any and all bid proposals, in whole or in part; (iii) waive any technical defects, irregularities, or omissions in any bid proposals; and/or (iv) terminate any contract awarded pursuant to this solicitation, with or without cause.

Award

The Foundation, in its sole discretion, will award the contract pursuant to this solicitation to the responsive and responsible bidder who submits the lowest responsive and responsible bid proposal. The Foundation may determine, in its sole discretion, the low bid proposal on the basis of the amount of the Base Bid Price plus the alternates selected in accordance with the Bid Form. The successful bidder will receive a Notice of Intent to Award from the Foundation with instructions for the bidder to submit further documentation. The successful bidder shall be authorized to commence work only upon the issuance of the Notice to Proceed by the Foundation. The issuance of the Notice to Proceed and the continuation of any contract awarded pursuant to this solicitation are contingent upon the availability of funds.

Licenses

The successful bidder and anyone performing any work on the contract awarded pursuant to this solicitation must possess all of the licenses required by any federal, state, or local law to perform such work.

Insurance

The successful bidder must submit a copy of an endorsement and a certificate of insurance that references the solicitation number and names the Foundation as “certificate holder” and as “additional insured” upon the issuance of the Notice of Intent to Award, on an annual basis during the term of the contract awarded pursuant to this solicitation, and from time to time upon request. The certificate of insurance must state that 30 days’ advance notice of cancellation, nonrenewal, or material change in coverage (referencing the solicitation number) will be sent to: Rhode Island Turnpike and Bridge Foundation, Board of Directors, P.O. Box 437, 1 East Shore Road, Jamestown, Rhode Island 02835-0437, and provide evidence of the following specific types and amounts of insurance:

<u>Type of Insurance</u>	<u>Amount of Coverage</u>
Comprehensive General Liability	\$1 Million each occurrence (inclusive of both bodily injury and property damage)
	\$1 Million products and completed operations aggregate
	\$1 Million general aggregate

Comprehensive General Liability coverage shall include:

- Independent contractors
- Contractual (including construction “hold harmless” and other types of contracts or agreements in effect for insured operations)
- Completed operations
- Personal injury (with employee exclusion deleted)

Automobile Liability

Combined Single Limit \$1 Million each occurrence

Bodily injury, property damage, including no owned and/or hired vehicles and equipment

Workers Compensation

Coverage B \$100,000

Environmental Impairment \$1 Million or 5% of contract amount,
("pollution control") whichever is greater

Builder's Risk Contract amount

All insurance required by this solicitation, whether through a policy or an endorsement, shall include: (i) a waiver of subrogation, waiving any right the insurance company may have to recover against the Foundation; and (ii) a provision that the bidder's insurance coverage shall be primary in relation to any insurance, self-insurance, or self-retention maintained by the Foundation, and any insurance, self-insurance, or self-retention maintained by the Foundation shall be in excess of the bidder's insurance.

The Foundation reserves the right to accept alternate forms and plans of insurance and/or to require additional or more extensive coverage.

Minority Business Enterprises

The Foundation reserves the right to give additional consideration to bid proposals submitted by minority/women business enterprises ("MBEs") certified by the Division of Purchases, Minority Business Compliance Office, provided that any such bid proposal is fully responsive to the terms and conditions of this solicitation, and the bid price is determined, in the discretion of the Foundation, to be within a competitive range.

Any bidder who does not intend to perform all of the work with its own forces shall recruit and engage MBEs to perform at least 10% of the dollar value of the contract awarded pursuant to this solicitation. To reach that goal, the bidder may allocate up to 60% of its costs for materials and supplies obtained from MBE dealers or 100% of its costs for materials and supplies obtained from MBE manufacturers.

The successful bidder must submit a plan to meet this requirement for approval by the Division of Purchases, Minority Business Enterprise Compliance Office within the 7-day period following the Notice of Intent to Award, identifying all MBEs, and must also demonstrate its good faith best efforts to meet these MBE goals. Information about this requirement and a directory of MBEs certified in Rhode Island is available at www.mbe.ri.gov or (401) 574-8670.

Equal Opportunity

The successful bidder must demonstrate a commitment to equal opportunity and submit an affirmative action plan for review by the Rhode Island Department of Administration State Equal Opportunity Office within the 7-day period following the Notice of Intent to Award. Information about this equal opportunity requirement is available at:

www.diversity.ri.gov/eo/eoophagehome.htm or (401) 222-3090.

Drug-Free Workplace

The successful bidder shall comply, and require that its employees comply, with the State of Rhode Island Drug Free Workplace policy and provide a certificate of compliance within the 7-day period following the Notice of Intent to Award.

Criminal Background Check

The successful bidder may be required to provide a Bureau of Criminal Identification check and/or a national background check (for each individual who be performing services under the contract awarded pursuant to this solicitation) within the 7-day period following the Notice of Intent to Award.

Foreign Corporations

No foreign corporation or limited liability company may transact business in the State of Rhode Island until it shall have obtained a Certificate of Authority from the Rhode Island Secretary of State, and no foreign limited partnership may transact business in the State of Rhode Island until it shall have obtained a Certificate of Registration from the Rhode Island Secretary of State. The successful bidder, if a corporation or limited liability company will be required to provide a current Good Standing Certificate, and if a limited partnership will be required to provide a current Letter of Legal Existence, issued by the Rhode Island Secretary of State within the 7-day period following the Notice of Intent to Award.

Campaign Finance

The successful bidder who has contributed, within the 24 months preceding the contract award, an aggregate amount of more than \$250.00 within a calendar year to any Rhode Island general officer, candidate for general office, any member of the general assembly, or any Rhode Island political party, must file a "Vendor Affidavit" with the State of Rhode Island Board of Elections. Information about "Vendor Affidavits" and electronic filing is available at www.elections.ri.gov or Board of Elections, Campaign Finance, (401) 222-2056.

Binding Contract

The form of agreement the successful bidder will be required to execute is included in the solicitation. A binding contract between the Foundation and the successful bidder will be formed by the issuance of a Notice to proceed from the Foundation *and only by the issuance of a Notice to Proceed, and only to the extent of available funds.* The binding contract will incorporate and be subject to the terms and conditions of the solicitation, including the Invitation to Bid, the Instructions to Bidders, the General Conditions, any Supplemental Conditions, the Plans and Specifications, the Bid Form, the Bidder Certification Form, the Agreement, and also the Notice to Proceed. The successful bidder shall be authorized to commence work only upon the issuance of the Notice to Proceed.

Compliance with Terms of Contract

Failure of the successful bidder to comply with the terms and conditions of any contract awarded pursuant to this solicitation may result in nonpayment, suspension or termination of the contract, suspension or debarment of the bidder, or any other necessary or appropriate remedy.

We the undersigned propose to furnish to the Rhode Island Turnpike and Bridge Foundation, "Event Planning Services", per attached specifications dated _____ 2018 for the prices stated below.

Proposed Fee as follows:

Year 1

Price in words: _____

Price in Figures: _____

Year 2

Price in words: _____

Price in Figures: _____

Year 3

Price in words: _____

Price in Figures: _____

By: _____

Authorized signature

Company name

Print name and title

Address

Telephone

Date

City

State

Zip Code

Please attach this Proposal Fee form to your full proposal.