



NORTH KINGSTOWN SCHOOL DEPARTMENT
Department of Facilities and Safety
100 Romano Vineyard Way, Suite 120
North Kingstown, RI, 02852
401-268-6402

Bid # 2025-58

Bid Name: Commissioning Services

Close Date: June 8, 2026

Close Time: 10:00 a.m.

The North Kingstown School Department (NKSD) is seeking Qualifications for Commissioning Services. Bidders will include firm qualifications based on the specifications noted below. Requests for qualifications and instructions to bidders may be obtained at the North Kingstown School Department, Department of Facilities and Safety, 100 Romano Vineyard Way, Suite 120, North Kingstown, RI, 02852.

All proposals must be received by NKSD at 100 Romano Vineyard Way, Suite 120, North Kingstown, RI, 02852, through BidNet Direct, no later than 10:00 a.m. on June 8, 2026. Physical proposals will not be accepted.

Any questions regarding the RFP may be directed in writing to Bridget Hayes, Director of Operations: bridget_hayes@nksd.net no later than May 29, 2026, by 2:00 PM.

Proposals will be publicly opened and read at 10:00 a.m. on June 8, 2026 at Department of Facilities and Safety, 100 Romano Vineyard Way, Suite 120, North Kingstown, RI, 02852.

INSTRUCTION TO BIDDERS

The North Kingstown School Department reserves the right to reject any or all proposals and to accept any proposal, in whole or in part, which it considers to serve the best interest of the North Kingstown School Department.

Any and all proposals shall be rejected if there is a reason to believe that collusion exists among the bidders.

Bid quotations submitted shall remain firm for a period of ninety (90) days after the time set for the opening of the bids.

Any proposal may be withdrawn, on a written request dispatched by the bidder in time for delivery in the normal course of business, prior to the hour fixed for the opening of proposals. During a period of ninety (90) days following the opening of proposals, no proposal may be withdrawn.



REQUIRED TERMS AND CONDITIONS FOR BIDDERS
NORTH KINGSTOWN PROPOSAL FOR Commissioning Services
100 ROMANO VINEYARD WAY, SUITE 120, NORTH KINGSTOWN, RI, 02852

No physical bids will be accepted. Only electronic bids will be accepted. To submit a bid on BidNet, log in to bidnetdirect.com and locate the solicitation, then click "Place Bid" and select "Place a New Bid". Follow the three-step process, Proposal, Submission, and Confirmation, to upload documents, enter pricing, and finalize your response. Ensure the status changes from red "Bid Not Submitted" to green for successful submission.

All proposals must be submitted electronically, and will be received by said Office at the proposal opening to be held on June 8, 2026 at 10:00 a.m. and at that time publicly opened in the Office of Department of Facilities and Safety. PROPOSALS RECEIVED AFTER 10:00 a.m. WILL NOT BE CONSIDERED.

Proposals must be prepared in conformity with, and shall be based upon and submitted to all requirements of the specifications together with the addenda thereto. Failure to comply with these requisites may result in the proposal being misdirected, opened in error prior to official opening, and possible rejection of the proposal.

All prices indicated in the proposal shall be non-erasable. Any changes must be marked with initials by the official submitting and signing the proposal. Prices should be written in words and figures. In the event of a discrepancy, the written price shall prevail. Proposals determined to be made in collusion with any other bidder shall be disqualified from consideration for award.

Proposals may be withdrawn only on written request received prior to the opening thereof. Negligence on the part of the bidder in preparing the proposal confers no rights for withdrawal of the proposal after it has been opened.

No charge will be allowed for Federal, State, or Municipal sales and excise taxes, for which the North Kingstown School Department is exempt. The price bid shall be net and shall not include the amount of such tax. Exemption certificates, if needed, will be furnished. Prevailing wages must be paid when services are involved.

- Please check this box if pricing may be offered to the following local school districts: East Greenwich, Exeter/West Greenwich, South Kingstown, and Jamestown. This allows the school districts in the region to utilize NKSD bids for similar suppliers and services if feasible to do so, and in no way obligates the vendor or the aforementioned communities.



It is the intent of the North Kingstown School Department to make an award in accordance with the specifications, and based on the lowest responsive and responsible proposal. Factors other than price will be used in determining the lowest responsive and responsible proposal including what is in the best interest of the North Kingstown School Department as deemed by the North Kingstown School Committee. The successful bidder will be notified at the earliest possible date by the School Department requesting the proposal solicitation.

QUALIFICATIONS: The North Kingstown School Department may make such investigations as deemed necessary to determine the ability of the vendor to fulfill the obligations of the request for proposal.

REJECTION OF PROPOSALS: The North Kingstown School Department reserves the right to reject the proposal of any bidder who has previously failed to perform properly or complete-on-time contracts of a similar nature, or who is not in a position to perform the contract, or who has habitually and without just cause, neglected the payment of bills or disregarded its obligations to sub-contractors, material, or employees.

The North Kingstown School Department further reserves the right to make an award on an item-by-item basis, or aggregately, or to reject any and all proposals if it is deemed in the best interest of the North Kingstown School Department.

The North Kingstown School Department, at its discretion, can waive any technicality, irregularity, or informality in proposals whenever such rejection or waiver is in the best interest of the North Kingstown School Department.

Bidders submitting proposals must be prepared to show without a reasonable doubt that they have a suitable financial status to meet all obligations incident to the proposal, have adequate equipment to properly and expeditiously perform the contract and that they have appropriate technical experience, and maintain a permanent, regular place of business. It is the responsibility of each bidder to familiarize themselves with the conditions listed herein and all additional requirements and specifications.

Bidders are hereby notified that the North Kingstown School Department reserves the right to reject any proposal submitted for failure to comply with any provisions listed.

Arrangements for viewing open proposals may be made by calling the North Kingstown School Department no sooner than two (2) business days after the proposal opening.



LAWS AND REGULATIONS: All applicable Federal and State laws, municipal ordinances and the rules and regulations of authorities having jurisdiction over the proposed work shall apply to contract throughout, and will be deemed included in the contract the same as though written out in full.

AGENTS: Proposals signed by an Agent must be accompanied by evidence of authority.

TELEGRAPHS / FAX: Telegraph or Fax proposals will NOT be considered.

SAMPLES: Samples of items, when required, must be submitted with the time specified and at no expense to the North Kingstown School Department. If not destroyed by testing, they will be returned at bidder's request and expense, unless otherwise specified in the proposal.

MAILING OF PROPOSAL DOCUMENTS: Proposal specifications/plans will only be mailed if the vendor supplies their carrier's account number. The North Kingstown School Department cannot mail proposal documents at the expense of the North Kingstown School Department.



SPECIFICATIONS:

The following request is for commissioning services that will be required for capital improvement projects to the following schools in the North Kingstown School Department, North Kingstown, RI:

Davisville Middle School
200 School Street

Fishing Cove Elementary School
110 Wickford Point Road

Forest Park Elementary School
50 Woodlawn Drive

Hamilton Elementary School
25 Salisbury Lane

Quidnessett Elementary School
166 Mark Drive

Stony Lane Elementary School
825 Stony Lane

The successful bidder must meet the following objectives:

Qualifications will demonstrate the firm's capacity to oversee commissioning services in accordance with RIDE-SBA guidelines. Projects outlined in the attached documents will take place over multiple summers and up to four (4) projects could be undertaken in any given year.

The Commissioning Agent will be expected to provide commissioning services from the Schematic Design Phase and continue through preparation of construction documents, bidding, construction, close-out and building occupancy or as otherwise noted. The Commissioning Agent, will be expected to support the Owner through the RIDE submissions as required. Reference RIDE Regulations for additional information and requirements as necessary.



Scope of Work

Contractor will be responsible for:

- All contractors bidding shall be licensed in the state of R.I. for all trades included in this scope, and will not be allowed to sub-contract any of the services required without prior authorization from the North Kingstown School Department.
- The successful contractor incurs all cost, regardless of cause.
- Copies of licenses and insurance must be submitted with a bid offer.
- Contractor must conform to RI Prevailing Wage Requirements, set forth in RIDLT Municipal Contract Addendum, Prevailing Wage Requirements (RIGL 37-13-1 Et Seq).
- North Kingstown SD Prevailing Wage Notification Package includes the North Kingstown administrator notification letter, the RIDLT Municipal Contract Addendum and the requirement to submit Rhode Island Certified Weekly Payroll Form with all invoices to process payment.
- Rhode Island Certified Weekly Payroll Form must include copies of the trade-licensed employee assigned to the licenses scope of work.
- Tutorial website: <http://www.dlt.ri.gov/pw/pwFormsPubs.htm>
- Bidders must conform to OSHA 300 compliant, to include worker comp mod ratio
- All service requests, scheduling, communications and invoicing are to be processed through the Director of Facilities and Safety office at 401-268-6426.
- All work is to be completed during summer recess in 2027, 2028.
- Schools are to be invoiced separately.
- Vendor employees and sub-contractors must show successful completion of and passing of the mandatory RI State BCI check prior to beginning any work under this contract.
- The successful bidder shall furnish all necessary materials. All such material, equipment, and the like shall be installed in place, which shall consist of delivery to the building and unpacking as needed. All material, equipment and mechanicals will remain on-site. All goods and services furnished shall be warranted to meet or exceed specifications.
- All invoices shall include description of work, material cost, additional pick up reference North Kingstown Maintenance work order requests; Certified Prevailing Wage to include copies of the trade license employees assigned to the license scope of work.

North Kingstown Schools values a safe and secure working environment

- If applicable, all contractors are required to report to the main office to sign the Maintenance Contractor logbook. Sign in and sign out documentation is required 24/7. Trade licenses and ID's shall be visible and available for inspection at all times.
- If applicable, the contractor should wear a company logo shirt and/or uniform. (no tank tops or undershirts).
- The contractor is responsible for the protection of all students, visitors, and district personnel from hazards and/or injuries due to their operations on the work site.
- The contractor shall not block exits, hallways, corridors, driveways, delivery areas, nor impede



ingress or egress.

- The contractor shall not impede a normal day to day function of the facility, its occupants or school programs.

The Contractor shall be held liable by the North Kingstown School Department for damages caused by their employees to any equipment, apparatus, or installed property in the buildings. The Contractor shall procure, at their expense, all necessary insurance, licenses and permits and shall conform to all laws and regulations.

All bidders will be investigated as to organization, ability to perform and experience. In order to more easily evaluate the capabilities of the bidder in respect to the above, bidders must furnish the following information in this bid:

1. How long in this type of business? _____
2. List five (5) similar size facilities/school districts you have been and are presently engaged in including contract value, contact name, address, email, and phone number.
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____

Normal Working Hours: _____

Please include any Additional Terms/Services included (if any) as part of the bid:



Company Name: _____

Address: _____

Name & Title: _____

Telephone: _____

Fax: _____

Email: _____

Signature: _____ Date: _____

BID REQUIREMENT SUBMITTALS:

- **Copies of project team licenses, to include all subcontractors**
- **Copy of insurance, if applicable bid bond, performance bond**
- **Notarized RIDL T: RI Prevailing wage notification letter.**
- **Completed Bid Form**

The School Department reserves the right to request presentations or product demonstrations from selected vendors prior to final selection.

After the Award:

- All Contractor employees must successfully complete Federal and RI State BCI check Rhode Island Certified Weekly Payroll, to include all subcontractor



CERTIFICATION & WARRANT FORM

All proposals shall contain a certification and warrant that they comply with all relevant and pertinent statutes, laws, ordinances, and regulations. Any proven violation of this warranty and representation by a bidder at the time of the bid or during the course of the contract, including, but not limited to negligent acts, either directly or indirectly through agents and/or sub-contractors, shall render the bidder's contract terminated and the bidder shall be required to reimburse the North Kingstown School Department for any and all costs incurred by the District, including reasonable attorney fees, to prosecute and/or enforce this provision.

Signature

Date

Company Name

AWARD AND CONTRACT

The NORTH KINGSTOWN SCHOOL DEPARTMENT, acting as duly authorized through its Procurement Manager/Finance Director/Superintendent, accepts the above bid and hereby enters into a contract with the above party to pay the bid price upon completion of the project or receipt of the goods unless another payment schedule is contained in the specifications. All terms of the specifications, both substantive and procedural, are made terms of this contract.

DATE: _____

Bid # 2025-58

Procurement Manager



RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING

PREVAILING WAGE REQUIREMENTS

(37-13-1 ET SEQ.)

The prevailing wage requirements are generally set forth in RIGL 37-13-1 et seq. These requirements refer to the prevailing rate of pay for regular, holiday, and overtime wages to be paid to each craftsman, mechanic, teamster, laborer, or other type of worker performing work on public works projects when state or municipal funds exceed one thousand dollars (\$1,000).

All Prevailing Wage Contractors and Subcontractors are required to:

1. Submit to the Awarding Authority a list of the contractor's subcontractors for any part or all of the prevailing wage work in accordance with RIGL § 37-13-4;

2. Pay all prevailing wage employees at least once per week and in accordance with RIGL §37-13-7;

3. Post the prevailing wage rate scale and the Department of Labor and Training's prevailing wage poster in a prominent and easily accessible place on the work site in accordance with RIGL §37-13-11; posters may be downloaded at

<https://dlt.ri.gov/requiredposters> or obtained from the Department of Labor and Training, Center General Complex, 1511 Pontiac Avenue, Cranston, Rhode Island;

4. Visit Sam.Gov or scan the QR Code below on or before July 1st of each year, until such time as the contract is completed, to ascertain the current prevailing wage

rates and the amount of payment or contributions for each covered prevailing wage employee and make any necessary adjustments to the covered employee's prevailing wage rates effective July 1st of each year in compliance with RIGL§37-13-8;

5. Attach a copy of this CONTRACT ADDENDUM and its attachments as a binding obligation to any and all contracts between the contractor and any subcontractors and their assignees for prevailing wage work performed pursuant to this contract;

6. Provide for the payment of overtime for prevailing wage employees who work in excess of eight (8) hours in any one day or forty (40) hours in any one week as provided by RIGL §37-13-10;

7. Maintain accurate prevailing wage employee payroll records on a Rhode Island Certified Weekly Payroll form available for download at

<https://dlt.ri.gov/wrs/prevailingwage/> as required by RIGL §37-13-13, and make those records available to the Department of Labor and Training upon request;

8. Furnish the fully executed RI Certified Weekly Payroll Form to the awarding authority on a monthly basis for all work completed in the preceding month.



9. For general or primary contracts one million dollars (\$1,000,000) or more, shall maintain on the work site a fully executed RI Certified Prevailing Wage Daily Log listing the contractor's employees employed each day on the public works site; the RI Certified Prevailing Wage Daily Log shall be available for inspection on the public works site at all times; this rule shall not apply to road, highway, or bridge public works projects. Where applicable, furnish both the Rhode Island Certified Prevailing Wage Daily Log together with the Rhode Island Weekly Certified Payroll to the awarding authority.
10. Any violation of RIGL 37-13-13 of Certified Weekly Payroll Forms and Daily Logs will result in the department imposing a penalty on the contractor of a minimum of one hundred dollars (\$100) for each calendar day of noncompliance.
11. Assure that all covered prevailing wage employees on construction projects with a total project cost of one hundred thousand dollars (\$100,000) or more have an OSHA ten (10) hour construction safety certification in compliance with RIGL §37-23-1;
12. Provide a healthcare benefit for the prevailing wage employee(s) for the covered period of time from a licensed third-party healthcare provider. Employees exempt from this requirement would be any employee currently receiving a healthcare benefit because of their relationship as a child, spouse, or domestic partner of a covered person, any employee that is the recipient of healthcare coverage in connection with active military service or through Veterans Affairs, and any employee who is employed on a "short term basis," which, for purposes of this section shall mean a period of ninety (90) days or less.
13. For contractors who work more than 90 days on a project, the contractor shall provide all hourly fringe benefits made payable to a bona fide fringe benefit to satisfy the hourly Prevailing Wage rate. As of July 1, 2025, a contractor cannot take a credit against the hourly fringe benefit in the form of a "Cash Payment."
14. Assure that all prevailing wage employees who perform work which requires a Rhode Island trade license possess the appropriate Rhode Island trade license in compliance with Rhode Island law; and
15. Comply with all applicable provisions of RIGL §37-13-1, et. seq;



RHODE ISLAND DEPARTMENT OF LABOR AND TRAINING
PREVAILING WAGE REQUIREMENTS
(37-13-1 ET SEQ.)

CERTIFICATION

I hereby certify that I have reviewed this CONTRACT ADDENDUM and understand my obligations as stated above.

By: _____
Print Name

Title: _____

Signature: _____

Subscribed and sworn before me the _____ day of _____, 20____.

Notary Public

My Commission expires: _____

