

TOWN OF SCITUATE, RHODE ISLAND

INVITATION TO BID

PROJECT: SCIT045 - Professional Consulting Services to Update the Town of Scituate Employee Handbook, Employee Job Descriptions, and Employee Evaluation Process

Sealed bid proposals to perform the subject project in accordance with the specifications enclosed herewith, and made a part of this invitation will be received in the Office of the Town Clerk addressed to:

Town of Scituate
195 Danielson Pike
N. Scituate, RI 02857

until **Friday, April 14, 2023 at 1:00 p.m. (EST)**. The bid proposals will be opened and read aloud at the Bid Opening on Friday, April 14, 2023 at 1:15 p.m. Individuals requesting interpreter services for the hearing impaired should call the Town Clerk at 647-2822, 72 hours in advance of the bid opening.

Any bid proposal received after said date and time, whether hand delivered, submitted via United States Postal Service, or submitted via any other delivery service, shall be declared invalid. All bids must be placed in a sealed envelope that is plainly marked **“BID PROPOSAL FOR: SCIT045 - Professional Consulting Services to Update the Town of Scituate Employee Handbook, Employee Job Descriptions, and Employee Evaluation Process”**.

The bid award and signing of contract conditions are set forth in the enclosed specifications. Additional copies of the Contract and Specifications may be obtained from the Town Clerk at 401-647-2822.

The Scituate Human Resource Committee shall submit a list of bid results and recommend a successful bidder to the Town Council for their consideration at their meeting on: May 11, 2023.

THE TOWN OF SCITUATE RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS OR ANY PARTS THEREOF; TO WAIVE INFORMALITIES AND TECHNICALITIES; AND, TO ACCEPT THAT BID WHICH THE TOWN DEEMS TO BE IN THE BEST INTEREST OF THE TOWN, WHETHER OR NOT IT IS THE LOWEST DOLLAR BID.

SCOPE OF WORK AND PROJECT SPECIFICATIONS

The Town of Scituate herein referred to as “the Town” located in the County of Providence, Rhode Island, is seeking professional services to review the 2020 Rhode Island Interlocal Risk Management Trust Employment Action Loss Prevention Program Best Practices Assessment, herein referred to as “the Assessment” and the current Town of Scituate Employee Handbook herein referred to as “the Handbook” to make recommendations for updates to the Handbook. The Town also seeks review and recommendations for updates of job descriptions and employee evaluation processes. The Town seeks to update the Town of Scituate Employee Handbook and updates to said job descriptions and employee evaluation processes to be compliant with current Federal, State, and local laws and regulations, including but not exhaustive of the Federal Medical Leave Act and Americans with Disabilities Act.

The provided scope of services will encompass a wide array of tasks and shall be comprehensive in nature, including all necessary research documentation and analysis which will include but not limited to:

- 1.) Review of the Assessment as it pertains to the Town’s Employee Handbook, job descriptions, and employee evaluation processes.
- 2.) Review of the current Handbook.
- 3.) Meet with the Town Human Resources Committee during a regularly scheduled public meeting to discuss the Assessment and Handbook and gain input from Human Resources Committee.
- 4.) Create a document with recommendations to update the current Town Employee Handbook, and recommendations for updating job descriptions and employee evaluation processes.
- 5.) Meet with the Scituate Town Human Resources Committee during a scheduled public meeting to discuss the Assessment to make recommendations to Town Council
- 6.) Meet with the Scituate Town Council during a scheduled public meeting to review said document and recommendations.

TOWN OF SCITUATE, RHODE ISLAND
BID CONDITIONS AND CONTENT

1. Bids shall be signed by a duly authorized agent or official of the contractor / vendor who has legal authority to bind the company, and must clearly identify the scope of services and proposed time frame for completion. Incomplete bid forms may be cause for disqualification of the bid.
2. Bids that are renumbered or re-sequenced may be cause for rejection if all information cannot be easily found and identified. Bidders wishing to re-word or re-format the enclosed documents should do so in an addendum identifying the pages or sections to be changed.
3. Bids must be submitted with three (3) complete copies.
4. Bids must be submitted in a sealed envelope clearly marked, so as to guard against opening prior to the appointed time, with the:

NAME OF THE BIDDER

ADDRESS OF THE BIDDER

“BID DOCUMENTS FOR: SCIT045 - Professional Consulting Services to Update the Town of Scituate Employee Handbook, Employee Job Descriptions, and Employee Evaluation Process“

DATE OF THE BID

5. If mailed, the sealed envelope containing the proposal shall be marked as stated above and shall be enclosed in another envelope properly addressed for mailing.
6. Within a reasonable time after the bid opening, the TOWN OF SCITUATE, RHODE ISLAND, (herein after referred to as the TOWN) shall act on the award of a contract for the project.
7. The TOWN reserves the right to withdraw this request at any time based on available funding.
8. The TOWN shall be the sole judge as to whether any bid complies with these specifications, and such a decision shall be final and conclusive. Bidders shall state any exceptions taken to the bid specifications.
9. **THE TOWN RESERVES THE RIGHT TO REJECT ANY, OR PART, OF ALL BID PROPOSALS; WAIVE ANY INFORMALITIES AND TECHNICALITIES; AND TO ACCEPT THAT BID WHICH THE TOWN**

**COUNCIL DEEMS TO BE IN THE BEST INTEREST OF THE TOWN,
WHETHER OR NOT IT IS THE LOWEST DOLLAR BID.**

10. Proposals submitted in unmarked envelopes, which are opened by the TOWN in its normal course of business, will not be accepted. If time permits, the proposal may be returned to the bidder informing them that the proposal may be resubmitted in a sealed envelope properly marked as indicated above.
11. Bid prices shall not include any sales, excise or other taxes for which the TOWN is not liable. All bidders shall honor their properly submitted bid for a period of sixty (60) days subsequent to date of bid opening, without escalation.
12. Tax Compliance – Successful bidder shall be required to submit a current W-9 form in conformance with the attached sample, affirming current reporting compliance with all relevant jurisdictions.
13. Consideration in the awarding of the CONTRACT will be given to price, experience and competence of the bidder, the nature and size of the bidder’s organization, and quality of similar projects it has performed and completed in the past and a determination by the TOWN that the COMPANY has the ability to complete the work.
14. Insurance – Successful bidder shall be required to provide valid certificate of General Liability, auto and/or other vehicle, umbrella and (if required) workers compensation insurance in conformance with the attached sample, naming the TOWN OF SCITUATE, RHODE ISLAND as additional insured.
15. SURETY BOND REQUIRED: YES: ___ NO: ___
If required, the COMPANY shall, to secure the faithful intent of this bid, furnish to the TOWN surety, in the amount of five per cent (5%) of the total dollar bid in the form of a Bid Surety Bond or a Certified Check made payable to the “TOWN OF SCITUATE”. If a Bid Bond is submitted, it shall be issued by a company authorized to issue such surety bond in the State of Rhode Island and acceptable to the TOWN.
16. PERFORMANCE BOND REQUIRED: YES: ___ NO: ___
The Successful Bidder shall furnish to the TOWN a Performance Surety Bond in the amount of the CONTRACT, which bond shall be issued by a reputable bonding company authorized to do such business in the State of Rhode Island and acceptable to the TOWN. Said bond shall be in the form satisfactory to and approved by the TOWN. The performance bond shall be delivered to the Town prior to the commencement of work. The bond shall include the appeal requirements of these PROJECT SPECIFICATIONS.
17. The COMPANY must bid the project as outlined in the CONTRACT and PROJECT SPECIFICATIONS. If the COMPANY proposes to perform any

optional work or to substitute any part of the PROJECT SPECIFICATIONS, such options and/or substitutions must be explained in detail and the amount of additional or reduction in cost must be listed.

18. The following items shall also be included with the bid:
 - Personnel Roster
 - Client list for past five (5) years including current projects
 - Statement of Qualifications
 - Name and resume of project manager
 - Non-Collusive Bid Statement

19. Each bidder must inform themselves of the conditions relating to the specifications of the project and the employment of labor thereon. Failure to do so will not relieve a successful bidder of their obligation to furnish all material and labor necessary to carry out the provisions of this CONTRACT. At the time of opening of the bids, each bidder will be presumed to have read, and to be thoroughly familiar with, the plans and CONTRACT documents (including all addenda). The failure or omission of any bidder to examine any form, instrument or document shall in no way relieve any bidder from any obligation in respect to this bid.

20. The bidder's attention is directed to the fact that all applicable state laws, municipal ordinances and the rules and regulations of all authorities having jurisdiction over performance of the project shall apply to the CONTRACT throughout, and they will be deemed to be included in the CONTRACT the same as though herein written out in full.

21. **Prevailing Wage** – Successful bidder shall be required to furnish completed certificate guaranteeing payment of prevailing wage and indemnifying the Town of Scituate, Rhode Island from any loss whatsoever arising from failure to pay prevailing wage in conformance with the attached sample.

22. **COMPLETION DATE AND TIME SCHEDULE: See Section 3 in Scope of Work above.**
 - A. **Awarding of Contract**
Within a reasonable time after the opening of the bids, the TOWN shall award a contract for the revaluation project. **The Town reserves the right to reject any and all bids as previously stated.**
 - B. **Signing the Contract**
Within thirty (30) days after the receipt of notice of acceptance by the TOWN of its proposal, the COMPANY shall execute with the TOWN a CONTRACT upon the basis of these specifications.

23. The COMPANY shall commence work within thirty (30) days of the signing of said CONTRACT.

TOWN OF SCITUATE, RHODE ISLAND
BID FORM

Project: SCIT 045 - Professional Consulting Services to Update the Town of Scituate Employee Handbook, Employee Job Descriptions, and Employee Evaluation Process

The undersigned duly authorized agent for the **COMPANY** submitting this bid affirms and declares:

1. That this bid is executed with full knowledge and acceptance of the **PROJECT SPECIFICATIONS** enclosed with the **INVITATION TO BID** on the subject project.
2. IF REQUIRED, that should this bid be accepted in writing by the **TOWN**, said **COMPANY** will furnish the services for which this bid is submitted as the dollar amount indicated and in full compliance with the provisions of said **PROJECT SPECIFICATIONS**.
3. IF REQUIRED, that the bid is accompanied by surety in the amount of five percent (5%) of the dollar bid.
4. That all items, documents, statements and other information as required by the **PROJECT SPECIFICATIONS** have been submitted herein.
5. That the **COMPANY** understands and accepts that although the dollar amount of this bid is a major factor for consideration, the **TOWN** reserves the right to award the **CONTRACT** to other than the **COMPANY** submitting the lowest dollar bid after careful analysis of additional factors outlined in the **CONTRACT** and **PROJECT SPECIFICATIONS**.
6. That the **COMPANY** proposes to furnish the services and materials required to complete the aforesaid **PROJECT SPECIFICATIONS** in the total *Not to Exceed* Dollar amount below.

BID AMOUNT:

Respondent will provide an hourly and daily rate for professional services, with estimate of the time required to perform the requested services, and a not-to-exceed lump sum figure.

(Total *Not to Exceed* Dollar Amount) _____

(Written *Not to Exceed* Dollar Amount) _____

Hourly Rate _____ Daily Rate _____ Time estimate _____
Company _____

By: Name and Title _____

Signature _____

Business address _____

Telephone Number _____

E-mail Address _____

**TOWN OF SCITUATE, RHODE ISLAND
NON-COLLUSIVE BID STATEMENT**

All bidders are required to sign a Non-Collusive Statement with all public bids as follows:

1. The bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the Invitation to Bid, designed to limit independent bidding or competition,

And

2. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the opening of the bid.

Signature

Printed Name

Title

Company

Date