

**I-195 Redevelopment District
Request for Proposals
For
Janitorial Services for 195 District Park**

Deadline for Submissions: Friday, March 13, 2026, by 2:30 P.M.

The I-195 Redevelopment District (the “District”) is requesting proposals from qualified contractors to provide janitorial services for 195 District Park, including the 195 District Park Pavilion (Pavilion) located in Providence, Rhode Island.

DISTRICT’S INTENT:

The District, through this RFP process, intends to select a Contractor(s) to perform janitorial services at 195 District Park, including the portions of the newly constructed food and beverage pavilion that the District is responsible for maintaining. The District intends to enter into a three (3) year contract with the selected Contractor(s). The nature of the services will require the selected Contractor(s) to provide all labor and equipment to perform the services outside of the following consumables: the District will provide toilet paper, trash liners, and hand soap. Selected proposer must furnish all other cleaning supplies, equipment, transportation, and incidentals necessary to complete this scope of work. All cleaning supplies are subject to the approval of the District.

SCOPE OF SERVICES:

- Park Pavilion

The Pavilion is 3,200 square feet featuring a food and beverage operation leased to a single tenant which includes an ancillary space, a front of house, and back of house. A dimensioned building floor plan can be found in Attachment A. The tenant is responsible for all portions of the building in the leased area. The District is responsible to clean and maintain the following, which will be included in this contract:

 - *Restrooms:* 4 toilets and 1 urinal with 3 sinks total; approximately 343 square feet. Services provided daily year-round with exception of some holidays. The cleaning schedule will include three cleanings Monday through Wednesday (morning, afternoon, and late afternoon/early evening) and four cleanings Thursdays through Sunday (morning, early afternoon, late afternoon/early evening, evening). The tenant will clean the restrooms once per day.
 - Restroom cleanings must include the following:
 - Collect and empty trash and place in trash room
 - Resupply or fill paper and soap dispensers, as needed

- Clean and disinfect restroom fixtures, partitions, door handles, sinks, toilets, and urinals
 - Clean mirrors, counters, partitions and chrome fixtures
 - Sweep and mop floors using appropriate cleaner
 - Spot clean walls, doors, wall fixtures, and ceilings, as needed including any graffiti
 - Clean waste receptacles, as needed
 - Mops should be changed out and laundered no less than once per week
- *Park office:* approximately 103 square feet. Services provided once per week, with the exception of daily trash removal.
 - Collect and empty trash and remove waste and place in trash room
 - Sweep and mop floors using appropriate cleaner
 - Clean/dust walls and surfaces, as needed
 - Clean/dust, windows, binds, lighting fixtures, window ledge, window frames, and floorboards
 - Spot clean walls, doors, wall fixtures and ceilings, as needed
 - Lock door when complete
- *Park office semi-enclosed entryway:* approximately 117 square feet. Services provided once per week, with the exception of daily litter pick-up.
 - Sweep floor
 - Remove cobwebs
- *Janitorial closet:* approximately 38 square feet. Services provided once per day.
 - Collect and empty trash and remove waste and place in trash room
 - Clean sinks, sweep and mop floor
 - Hang all mops
 - Spot clean walls, doors, wall fixtures, and ceilings, as needed
 - Provide safety sheets for all cleaning products
 - Restock shelves with ordered materials
 - All materials and supplies shall be stored in an orderly manner
 - Janitorial closet doors shall be closed and locked at all times
- *Other:*
 - Every two weeks: dust vertical furniture surfaces, vents and equipment, wall trim in spaces above where applicable
 - Park water fountain must be cleaned and disinfected daily when in use from April to November
 - Report any maintenance issues or needed repairs to District staff
- Potential Additional work:

The District may incorporate the following into the scope depending upon need and costs. The following should be included in the fee schedule itemized outside of the general scope of work:

- Empty 33 park trash receptacles once per day throughout 195 District Park
- Porter services for large events or as needed

The District may from time to time direct the Contractor to perform additional incidental work or temporarily modify square footage during construction projects, which are not included in the contract price. The Contractor shall submit a written quote in advance, including supplies and labor calculated on an hourly basis in accordance with this contract, and shall not begin the work until authorized by the District to proceed.

Additional information:

- No parking will be provided with the exception of delivery and pick-up of supplies to the building with an approved time and route by District staff.
- Services will be required during some holidays; any days not worked for any reasons, including holidays, inclement weather, etc., will be deducted from the selected Contractor's invoice.
- The Contractor will inform the District of who has keys and access to the building at all times.
- A Supervisor will be expected to provide quality inspections at least once per week.
- There will be an assigned point of contact throughout the duration of the contract for the District.
- At its own expense, the Contractor shall obtain a criminal background check for each employee performing services throughout the duration of this contract.
- The Contractor's personnel will wear name tags, shirts, pullovers or other identification with the Contractor's name (supplied by Contractor) while they are in the park performing work.
- The District may adjust cleaning schedules, as needed.

TECHNICAL PROPOSAL ELEMENTS:

The Technical Proposal Elements are mandatory, and failure to comply may result in disqualification and no further evaluation at the sole discretion of the District.

1. Description of services provided by the Contractor(s).
2. Person that will be primary point of contact with the District.
3. Past experience of the Contractor(s) to provide the requested services, including a list of all current and ongoing contracts.
4. A proposed fee for services itemized with the following details:
 - Hourly rate for cleaning services.
 - Hourly rate for porter services.

- Any special rates for work performed on holidays and weekends, including Sundays.
 - Pricing structure to empty park trash receptacles.
 - A list of any other fees not listed here (e.g., equipment, cleaning products, etc.).
5. Three relevant references.
 6. A listing of the staff to be assigned to this engagement and their respective qualifications, past experience on engagements of this scope, and their role in those past engagements.
 7. If the Contractor(s) will be utilizing subcontracts to perform a portion of the services, a listing of the subcontractors and their past experience providing these services is also required.
 8. Number of anticipated workers, including projected wages paid to workers along with a list of included benefits.
 9. Completion of the MBE/WBE/DisBE participation plan form attached as part of Appendix A.
 10. Acknowledgement of the Conflict-of-Interest Affidavit requirements (see Appendix B).
 11. Certification that a Certificate of Good Standing from the Rhode Island Division of Taxation will be delivered to the District upon award (including subcontractors, if required) if it is not provided with submission.
 12. Certification that a Certificate of Good Standing from the Rhode Island Secretary of State will be delivered to the District upon award (including subcontractors, if required) if it is not provided with submission.
 13. A disclosure of all outstanding financial obligations with the State of Rhode Island.
 14. Proof of ability to satisfy insurance coverage requirements:
 - a. General Liability for bodily injury, including accidental death, and property damage \$1,000,000 for each occurrence and \$2,000,000 for annual aggregate. Include Contractual Liability, Contractors Protective, and Products /Completed Operation coverage. Coverage must include a waiver of subrogation and be primary and non-contributory.
 - b. Workers' Compensation Insurance as required by the General Laws of Rhode Island.
 - c. Commercial Auto Liability with limits of \$1,000,000.
 - d. Umbrella Liability – minimum of \$1,000,000 subject to the approval of District.

The District must be listed as additional insured on all policies required herein and shall be so written that 15 days' notice of cancellation or restrictive amendment, written notice will be provided to the District.

TIMELINE

February 25 at 3:00 PM	Mandatory Site Visit RSVP to JNathan@195district.com by Feb 24 at 5:00 PM
February 27 at 4:30 PM	Submission of Written Questions
March 5	Questions and Answers to be Posted
March 13 at 2:30 PM	Proposals Due
March, April	Contractor Interviews and Selection

EVALUATION CRITERIA:

	Points
QUALITY OF PROPOSAL AND RELEVANT EXPERIENCE An assessment of the completeness of the proposal and the quality and relevance of past work, references, and related items.	40
QUALIFICATIONS OF PERSONNEL An assessment of the qualifications and experience of your team, subcontractors, and related items.	30
BUDGET APPROACH/COST EFFECTIVENESS An assessment of the firm's proposed fee for services.	30
Total	100
ISBE PARTICIPATION (additional potential points)	6 pts

Quality of Proposal and Relevant Experience Elements

- Technical proposal elements.
- Description of services provided by the Professionals(s).
- References.
- Past experience of the Professional(s) to provide the requested services.

Qualifications of Personnel Elements

- Experience of the person that will be primary point of contact with the Commission.
- A listing of the staff to be assigned to this engagement and their respective qualifications, past experience on engagements of this scope, and their role in those past engagements.
- If the Professional(s) will be utilizing subcontracts to perform a portion of the services, a listing of the subcontractors and their past experience providing these services is also required.

Budget Approach/Cost Effectiveness Elements

- Price for each element of the scope identified above.

- Rates for additional services offered by the Professional.

ISBE Participation

- ISBE Participation Rate as defined in the 150 R.I.C.R. § 90-10-1.7.

The District will initially score the proposals, applying the aforementioned evaluation criteria to identify finalists. The District may select to hold interviews with finalists. The District reserves the right to adjust the initial scores using the evaluation criteria above based on the interview.

The District reserves the right to award any part of any proposal to any Contractor or to award the entire contract to one Contractor in the best interest of the District.

ISBE Participation

The Rhode Island Department of Administration has defined an ISBE as a small business enterprise that is owned by one or more individuals who are women or minorities as defined by R.I. Gen. Laws § 34-17.1-3 that is owned or controlled by one or more individuals with disabilities as defined by R.I. Gen. Laws § 37-2.2.-2. To be recognized, the business must be certified as either:

1. A minority business enterprise by the Office of Diversity, Equity, and Opportunity, a division in the Department of Administration (“ODEO”);
2. A women business enterprise by ODEO; or
3. A Disability Business Enterprise by the Governor’s Commission on Disabilities.

The District supports the fullest possible participation of ISBEs in the procurement of services. Contractors may receive up to six additional points for ISBE participation. Calculation of these points will be based on the methodology currently used by ODEO.

LOGISTICS:

Responses to this RFP are due by Friday, March 13, 2026, by 2:30 pm. One (1) electronic (PDF) version and four (4) printed copies of the complete proposal must be mailed or hand-delivered in a sealed envelope marked:

I-195 Redevelopment District
Attn: **Request for Proposals for Janitorial Services**
225 Dyer Street, Fourth Floor
Providence, RI 02903

NOTIFICATIONS:

- In accordance with R.I. Gen. Laws § 28-5.1-1(a), equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island State government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of State employment. This policy applies to all areas where the State dollar is spent, in employment, public services, grants and financial assistance, and in State licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
- In accordance with R.I. Gen. Laws § 7-1.2-1401(a), no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful contractor.
- All proposals are “public records” as that term is defined in R.I. Gen. Laws § 38-2-2(4) without regard to any of the exceptions enumerated therein. As such, they are accessible to the public pursuant to the Rhode Island Access to Public Records Act, R.I. Gen. Laws § 38-2-1, et seq.

Note: Late responses will not be accepted, and responses received via electronic submission only will be disqualified.

Questions, interpretations, or clarifications concerning this RFP should be directed by e-mail to Jacob Nathan at: JNathan@195district.com no later than 4:30 pm on February 27, 2026. **No phone calls will be accepted.** Responses to questions, interpretations, or clarifications concerning this RFP will be posted online via addendum at www.195district.com and www.ridop.ri.gov by Thursday, March 5, 2026, to ensure equal awareness of important facts and details.

The District reserves the right to reject any or all proposals for not complying with the terms of this Requests for Proposals. The District also reserves the right to negotiate with the selected Contractor in the event that the lowest responsive and responsible proposal price exceeds available funds. Any proposal may be withdrawn prior to the above scheduled time for the opening of proposals or authorized postponement thereof. Any proposals received after the time and date specified shall not be considered. No bidder may withdraw a proposal within sixty (60) days after the actual date of the opening thereof.

The District reserves the right to terminate this solicitation prior to entering into any agreement with any qualified firm pursuant to this Request for Proposals, and by responding hereto, no firms are vested with any rights in any way whatsoever.

The District will not provide any reimbursement for any cost associated with the development or presentation of a proposal.

APPENDIX A

CONTRACTOR ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM

A. Contractor's ISBE Responsibilities (from 220-RICR-80-10-2)

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Contractor must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Contractor shall be responsible for completing and submitting all standard forms as reasonably requested by the District's MBE/WBE/DisBe Coordinator including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Contractor that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Contractors shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Contractors shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Contractor shall be responsible for submitting all substantiating documentation as reasonably requested by the District's MBE/WBE/DisBE Coordinator including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Contractor shall notify the District's MBE/WBE/DisBE Coordinator of the change as soon as reasonably possible. Contractors are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Contractor becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the District, and the District and the Contractor may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Contractor or the direct result of an unanticipated reduction in the overall total project cost.

B. MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign, and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN

Bidder's Name:

Bidder's Address:

Point of Contact:

Telephone:

Email:

Solicitation No.:

Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE 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 certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:				
Type of RI Certification:	<input type="checkbox"/> MBE	<input type="checkbox"/> WBE	<input type="checkbox"/> Disability Business Enterprise	
Address:				
Point of Contact:				
Telephone:				
Email:				
Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by				
Total Contract Value (\$):		Subcontract Value (\$):		ISBE Participation Rate (%):
Anticipated Date of				

I certify under penalty of perjury that the forgoing statements are true and correct.

Prime Contractor/Vendor Signature	Title	Date
Subcontractor/Supplier Signature	Title	Date

