



Carol Pontarelli, Chairman
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Marilee E. Arsenault
Executive Director
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Relay RI-711

REQUEST FOR PROPOSALS Laundry Room Equipment and Services

The North Providence Housing Authority is requesting proposals from qualified vendors to provide and install new laundry room equipment with card readers, provide preventative maintenance services, repair services (as needed), fee collection services, and a full customer service program for tenants using the laundry room equipment at the following locations:

Marieville Manor	945 Charles Street, North Providence, RI 02904
Charles Street Manor	947 Charles Street, North Providence, RI 02904
Sunset Terrace	415 Sunset Avenue, North Providence, RI 02904
Allendale Manor	511 Woonasquatucket Ave. North Providence, RI 02904

Proposal specifications can be obtained at the North Providence Housing Authority or viewed online at www.nphousing.org under procurement.

Proposals will be accepted at the North Providence Housing Authority Office, 945 Charles Street, North Providence, RI 0904 or by email to **Marilee Arsenault, Executive Director** at marsenault@nphousing.org no later than Wednesday, July 19, 2023 at 2:00pm.

The North Providence Housing Authority reserves the right to accept and reject any or all proposals or any portions thereof, as may be determined to be in the best interests of the North Providence Housing Authority.

NORTH PROVIDENCE HOUSING AUTHORITY
EQUAL OPPORTUNITY EMPLOYER
CAROL PONTARELLI, CHAIRMAN



LAUNDRY ROOM EQUIPMENT AND SERVICES SPECIFICATIONS

Building Information:

Building Name:	Address:	# Units:	Washers:	Dryers
Marieville Manor	945 Charles Street	8	1	1
Charles Street Manor Community Room	947 Charles Street	15	1	1
Charles Street Manor Main Building	947 Charles Street	15	1	1
Sunset Terrace Comm Room	415 Sunset Terrace	70	2	2 Stacked
Allendale Manor	511 Woonasquatucket Avenue	24	2	2 Stacked

General Information:

- The contractor shall be fully responsible for the total laundry services (except for the provision of space, utilities, and routine housekeeping) including service, repair/maintenance regardless of cause, parts, vandalism, clothing claims, and insurance.
- The selected contractor shall provide and maintain machines such that continuous service is always available. Continuous service shall be defined as an adequate amount of fully operational machines at each property.
- The selected contractor shall not increase costs (to tenants) for use of machines during year two. Cost increase in year three shall not exceed: .50 cents.
- New equipment must be installed within 48 hours of the removal of existing equipment.
- The NPHA shall review and approve, in writing, the equipment to be installed prior to installation.
- The NPHA reserves the right to determine the number, general type, and quality of machines to be installed in each location.
- The NPHA reserves the right to require additional machines be installed at existing or new locations as needed and as conditions indicate.
- During the period of this contract, or any extension thereof, the NPHA reserves the right to add or delete specific services and/or locations at the properties. The contractor will be given fourteen (14) days' notice in writing, to effect requested changes.
- The NPHA will provide and maintain all utility service, water (Hot/Cold), sewer waste lines, and electric to the best of its ability. Any alterations to the utilities supplies will be the responsibility of the NPHA.
- Appropriate connection to outlets, couplings, and hardware for utility use shall be provided by the NPHA.
- The NPHA shall not be responsible for losses caused by utility shortages, unforeseen circumstances, and/or natural disasters, lack of tenant participation, pandemic, or any other cause.
- The NPHA will provide regular housekeeping in the laundry room area and the removal of trash from the laundry room areas.



Licensees & Permits:

- Contractor will ensure all required licensing requirements are met.
- The Contractor and Contractor's employees and agents shall secure and maintain in force such licenses and permits as are required by law and shall conform to all Federal, State, and local laws, ordinances, and regulations covering the work under the contract.
- The Contractor shall provide to the NPHA copies of these and any other required licenses.
- Failure to maintain these licenses in a current status during the term(s) of this Contract shall constitute a material breach thereof.
- The NPHA is exempt from the payment of any and all taxes and fees to the State of Rhode Island and Town of Warren.

Site Safety & Precautions:

- All work performed pursuant to this Contract must conform and comply with all applicable local, state, and federal codes, statutes, laws, and regulations.
- Contractor shall supply all safety or warning signs, equipment, plastic covers, barricades, and any other specialty items that may be required.
- The Contractor shall provide adequate protection for all persons and all NPHA personnel within the working area or approaches thereto and shall furnish and erect temporary barricades where necessary.

Keys & Access:

- Contractors will request building access by calling 401-728-0930 ext 105, during and after business hours. No keys will be issued by the NPHA to the contractor.

Equipment Installation:

- The contractor is required to provide all NEW washers and dryers necessary to meet demand and as illustrated above.
- All machines shall have card reader access free from coins or monetary use.
- The equipment is required to be in accordance with the highest standards and commercial practices.
- All washers and dryers are to be front loading, high efficiency, and commercial quality/grade.
- Each Laundry room should have at least one (1) ADA accessible machine.
- All models are to be white.
- All machines supplied pursuant to these specifications shall be installed and operational.
- All equipment shall include proper connection attachments (i.e., power supply cords, hoses, couplings, etc.) to make factory-approved installations to the NPHA's provided utilities.
- The contractor is responsible for having all dryers properly hooked up and connected to the existing room ventilation system. Rigid steel or aluminum flex coil venting must be used to accommodate all dryers.
- The contractor shall assume complete responsibility for damages to the NPHA's premises and property when installing/fixing any machine.
- The contractor shall be responsible for obtaining, and keeping current, all permits, licenses, taxes and insurance on its machines and operations.
- At the time of installation, repairs, and whenever machines are replaced, the contractor shall at its sole expense remove all trash/waste.
- The contractor's name shall appear prominently on each machine.
- The required equipment shall be maintained throughout the life of the contract, free and clear of liens, mortgages, and encumbrances.



Service and Maintenance:

- The contractor will have the right to enter the premises where said equipment is located for the purpose of inspecting, maintaining, repairing or fee collection.
- Service Times/Days: Monday – Wednesday 9:00 AM to 4:30 PM (Winter) and 9:00AM to 4:00PM (Summer), Thursday 9:00AM to 6:30PM (Winter) and 9:00AM to 6:00PM (Summer), and Friday 9:00AM to 2:30PM (Winter) and 9:00AM to 2:00PM (Summer),
- All technicians/employees assigned to a job at the NPHA must be properly uniformed with the firm's logo along with prominently displayed nametags and/or identification.
- A list of technicians/employees assigned to routinely perform service and repairs must be submitted to NPHA.
- The contractor shall guarantee all service and repairs will be performed by a factory authorized service technician.
- Service shall be provided by full-time employees of the contractor.
- Non-Emergency Service Calls shall be responded to within 48 hours, excluding weekends and holidays.