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## REQUEST FOR QUOTATIONS

### Instructions

1. Bidders must submit sealed proposals in an envelope clearly labeled with the Item Description shown above on the outside of the envelope. The proposal envelope and any information relative to the proposal must be addressed

Purchasing Department, Suite 206  
Attn: Thomas Morgan  
797 Westminster Street  
Providence, RI 02903

2. Bidders must include at least one original, one copy, and a digital PDF copy on a CD or flash drive.
3. Proposal responses must be in or typewritten.
4. Bidders are advised that all materials submitted to Providence Public Schools for consideration in response to this Request for Proposals shall be considered to be public records as defined in [R.I. General Law Section 38-2 et seq](#) without exception and may be released for public inspection. All proposals submitted become the property of Providence Public Schools.
5. Bid proposals that are not presented to the Providence Public Schools Purchasing Department at the time of opening for whatever cause will be deemed to be late and will not be considered. Postmarks shall not be considered proof of timely submission.
6. Questions regarding this request for proposals must be submitted to the Subject Matter Expert via email by the question deadline listed above. Questions will be answered via addendum to be posted publicly on the Providence Schools website. Bidders are responsible for checking

website for all addenda distributed in response to questions and requests for additional information.

## Notice to Vendors

1. Providence Public Schools reserves the right to award contracts to the lowest responsible bidder.

12. No goods should be delivered and no work should be started without a Purchase Order from Providence Public Schools.
13. Awards will be made within ninety (90) days of the proposal opening. All proposal prices will be considered firm, unless qualified otherwise. Requests for price increases will not be honored.
14. Failure to deliver within the time quoted or failure to meet specifications may result in default in accordance with the general specifications. It is agreed that deliveries and/or completion are subject to strikes, lockouts, and Acts of God.
15. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Law concerning payment of prevailing wage rates apply (See R.I. General Law [Section 37-13-1](#) et seq. as amended).
16. All proposals will be disclosed at the opening date and time listed above. After a reasonable lapse of time tabulation of proposals may be viewed on the Providence Public School's website (<https://www.providenceschools.org/Page/215>)
17. Prior to commencing performance under the contract, the successful bidder shall attest to compliance with provisions of R.I. General Law [Section 28-29-1](#) et seq. If exempt from compliance, the successful bidder shall submit a sworn Affidavit by a corporate officer to that effect, which shall accompany the signed contract.
18. Prior to commencing performance under the contract, the successful bidder shall submit a certificate of insurance in a form and in an amount satisfactory to Providence Public Schools.

BID FORM 1: BIDDER INFORMATION

Agree to Bid on: **Direct to Garment Printer**

DATE AND TIME TO BE OPENED: **Thursday, February 22, 2024 at 1:00PM**

Name of Bidder (Firm or Individual): \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Representation

\_\_\_\_\_  
Title

I. Objective

The Providence School Department hereby requests quotes from qualified vendors to purchase a DGT G4 Printer (or equivalent).

The awarded vendor must accept a Purchase Order with Net 30 terms.

Please submit questions regarding this solicitation to Expeditor of Purchasing Rose Lorenzo at [Rose.Lorenzo@ppsd.org](mailto:Rose.Lorenzo@ppsd.org) using the subject line "DTG G4 for CTE Graphics RFQ Question" no later than February 8, 2024.

Bids must be submitted in accordance with the instructions on page 1 (one) of this document. No electronic bids will be accepted.

II. Limitations

This Request for Proposal (RFP) does not commit the Providence School Department to award any contractor pay for the preparation of any proposal submitted in 2024. ~~arru (b) (1) (6) (R) (C)~~

BID FORM 2: PRICING

Equipment	Quantity	Unit Cost	Total Cost
DTG G4 Direct to Garment Printer	1	\$	\$
Warranty			
DTG DTF Kit. Direct to Fil Kit			
DGT G4 Startup Kit			
DTGPROc7... Underbasing Software for the G4			
DTG Training			
PTM-PTM-1.. Automatic Pre-Treat Machine			
PTM main Kit. Washing Solution, soaker jar, cleaning tools, spray tip o ring,			
Shipping			
		Total Cost	\$