

## **Request for Proposals**

Town of Coventry, Rhode Island

### **Department:**

Coventry Police Department

### **Description:**

School Zone Speed Cameras

## **Bid Closure & Bid Opening**

Sealed Bid Responses/Proposals to this RFP shall be received until 9:00 **a.m. (local time)** on May 14, 2026 by the Town Clerk's Office located within the Coventry Town Hall at 1670 Flat River Road, Coventry, RI 02816. This is the official Bid Closure date and time (**the "Submission Deadline"**).

Generally, the normal business hours for the Town of Coventry (hereinafter "Town") are Monday through Friday between the hours of 8:30 a.m. and 4:30 p.m. and Town offices are closed on legal holidays recognized by the Town. Please consult the Town's calendar on its website ([www.coventryri.gov](http://www.coventryri.gov)) for current information.

Proposals shall be opened publicly and read aloud in the Town Council Chambers located at the aforementioned address on May 14, 2026 at 10:00 a.m. **in accordance with R.I. Gen. Laws § 45-55-5 (as applicable)**. Each proposal, together with the name of the bidder, shall be recorded and an abstract of each bid made available for public inspection **consistent with the Rhode Island Access to Public Records Act (R.I. Gen. Laws § 38-2-1 et seq.)**. Subsequent to the awarding of the bid all documents will be retained in accord with state law concerning public record retention (R.I. Gen. Laws §§ 38-1-1 et seq. and 42-8.1-1 et seq.) as well as all regulations promulgated by the Rhode Island Department of State ([www.sos.ri.gov](http://www.sos.ri.gov)).

Any proposal received after the Bid Closure will not be accepted and will be returned to the bidder unopened. It is the bidder's responsibility to ensure that its Bid Response is received in a timely manner in the Town Clerk's office prior to Bid Closure.

## **INSTRUCTIONS TO BIDDERS**

This RFP and Bid Response form may be obtained in person at the Town Clerk's office during normal business hours or online at <https://coventryri.gov> as of Friday April 17, 2026.

### **1. Bid Responses**

1. A bidder's Bid Response to this RFP must include: (1) RFP Response – Bid Form; (2) Vendor Responsibility Form; (3) Equal Opportunity Employer Statement and Certification; (4) Non-Collusion Statement (**required under R.I. Gen. Laws § 37-13-1 et seq. and applicable procurement integrity standards**); (5) any and all supporting documents; and (6) any and all documentation required by Coventry Code of Ordinances Chapter 56 § 11. The foregoing documentation shall constitute the bidder's entire sealed competitive proposal.
2. All Bid Responses must be provided in person. Under no circumstance will Bid Responses be accepted by any digital or electronic means, including but not limited to telephone, fax, or email.
3. Proposals shall be submitted in a sealed envelope marked "School Zone Speed Cameras" on the exterior.
4. Proposals shall include: one (1) original plus three (3) copies and one (1) USB flash drive containing PDF copies.
5. All proposals will be reviewed in accord with applicable Rhode Island procurement law, including R.I. Gen. Laws Chapter 45-55.
6. Pricing must be stated in both words and numbers. In case of discrepancy, the **written amount shall govern**.
7. All pricing must be itemized. The Town reserves the right to award on total or unit pricing basis **as permitted under R.I. Gen. Laws § 45-55-5**.
8. Disclosure of ownership shall include principals holding 10% or more equity interest **or otherwise exercising control of the entity**.

## **2. Bidder Qualifications; Bid Evaluation**

Bidders shall be evaluated in accord with R.I. Gen. Laws § 45-55-5(b), Coventry Home Rule Charter, and applicable municipal procurement ordinances.

**Awards shall be made to the lowest responsive and responsible bidder, subject to qualification and best value determination permitted under Rhode Island law.**

The Town reserves the right to conduct due diligence including financial capacity, litigation history, debarment status, and compliance with applicable federal/state law.

## **3. Required Attachments**

Each Bid Response shall include:

- a. Bid Form
- b. Vendor Responsibility Form
- c. Equal Opportunity Certification
- d. Non-Collusion Statement
- e. Proposed Contract Form
- f. Proof of compliance with R.I. Gen. Laws §§ 37-2-1 et seq. (as applicable)
- g. Any required licensing documentation

#### **4. Acceptance or Rejection of Bids**

The Town will accept or reject bids no later than ninety (90) days following opening.

The Town reserves the right to reject any or all bids **in accordance with R.I. Gen. Laws § 45-55-5 and public interest standards**, and to reduce scope based on budget appropriations.

#### **5. RFP Terms & Questions**

Questions must be submitted in writing by May 6, 2026.

Responses may be issued by addendum. Bidders are responsible for monitoring updates.

### **GENERAL CONDITIONS**

#### **1. Reservations**

- a. Bid forms may not be altered.
- b. Town may waive minor irregularities **that do not affect competitive integrity or statutory compliance**.
- c. Nonresponsive bids may be rejected.
- d. Awards may be made by line item or lump sum.
- e. Town reserves all rights under R.I. Gen. Laws § 45-55-5.
- f. Collusive bidding is prohibited and grounds for disqualification **and potential referral under R.I. Gen. Laws § 11-7-12 (bid rigging)**.
- g. Out-of-state vendors must register with RI Secretary of State prior to contract execution.
- h. Cash discounts not considered in evaluation.
- i. Town may award to one or multiple vendors.

- j. Tax-exempt status applies.
- k. Errors in extension: unit price governs.
- l. Assignment prohibited without Town written consent.
- m. Delivery timelines required.
- n. Insurance required prior to contract execution.
- o. Equal-or-better substitutions subject to Town approval.
- p. Prevailing wage applies where required by R.I. Gen. Laws § 37-13-1 et seq.
- q. No work shall commence without executed contract and written Notice to Proceed.

## **2. Disputes**

Town determination shall be final subject to applicable Rhode Island administrative and judicial review rights.

## **3. Failure to Deliver**

Town may procure substitute services and recover damages.

## **4. Insurance**

Insurance requirements remain but are clarified as minimum contractual risk allocation standards.

## **5. Indemnification**

Vendor shall indemnify the Town **to the fullest extent permitted by Rhode Island law**, including attorneys' fees.

## **6. Inspections**

Town retains audit and inspection rights.

## **CONSTRUCTION AND SERVICE TERMS**

1. No extra work without written authorization.

2. Prices firm unless expressly stated.
3. Force majeure applies.
4. Single shipping charge applies where relevant.
5. Workers' compensation compliance required.
6. MBE participation **where required by law and availability exists under R.I. Gen. Laws § 37-14.1-1 et seq.**

## **PROJECT SCOPE – REVISED LEGAL COMPLIANCE**

### **Financial Compliance (REVISED)**

All program compensation shall comply with R.I. Gen. Laws § 31-41.3-6 and any related ethics or contingency-fee restrictions, and:

- The Town shall not be obligated for equipment purchase or capital cost.
- Vendor compensation shall **not be structured in a manner constituting an unlawful contingent fee or penalty-based enforcement incentive unless expressly permitted by Rhode Island law.**

### **Contract Term**

Initial term: five (5) years. Renewal: five (5) years at Town discretion.

Town may terminate for convenience upon thirty (30) days written notice **subject to contract transition obligations and data preservation requirements under Rhode Island law.**

### **Data, Privacy & Records (NEW LEGAL SECTION)**

Vendor shall comply with:

- R.I. Gen. Laws § 38-2-1 et seq. (APRA)
- Applicable state cybersecurity standards
- Chain-of-custody requirements for evidentiary data

All enforcement data shall remain **property of the Town of Coventry.**

### **Vendor Responsibility Enhancement**

Town may disqualify any vendor found to have:

- Material misrepresentation
- Prior contract default
- Ethical violations or debarment history

### **Closing Legal Enhancement**

This RFP shall be governed by the laws of the State of Rhode Island without regard to conflict of law principles.