

REQUEST FOR PROPOSALS

Children's Friend Facility Fleet Vehicle with Snow Removal Equipment



TBD, 2026

CHILDREN'S FRIEND

153 Summer Street
Providence, RI 02903
www.childrensfriendri.org
T. 401-276-4300

1. Introduction

Children's Friend is Rhode Island's first child-serving non-profit agency, providing services for children and families in need for 190 years. Founded in 1834 in Providence, the agency started as a home for abandoned children and has evolved into one of the state's most innovative human service agencies. Guided by its mission, Children's Friend is an innovative leader in improving the well-being and healthy development of Rhode Island's most vulnerable young children. By reaching children in their earliest years and working with the entire family, Children's Friend helps children grow up in the best possible environment while assisting their families in becoming self-sufficient.

Children's Friend requires reliable snow and ice removal capability to ensure safe access to our sites during winter weather conditions.

2. Purpose

The purpose of this Request for Proposals (RFP) is to obtain competitive proposals for the purchase and delivery of one (1) facility maintenance truck equipped for winter operations, including a front-mounted snow plow and rear-mounted salt/sand spreader.

The vehicle will be used for routine facility maintenance, including snow and ice removal across agency properties and parking areas.

Children's Friend has established an anticipated project budget of approximately (get info from Sharon) for the base vehicle, snow plow, and salt/sand spreader. Vendors are encouraged to propose solutions that provide the best overall value within this budget.

3. Scope of Work / Technical Requirements

The selected vendor shall provide a fully operational vehicle meeting the following minimum requirements:

3.1 Vehicle Requirements

- One NEW (1) full-size pickup truck suitable for facility maintenance use
- 4-wheel drive (4WD) or equivalent all-wheel drive system
- Engine, transmission, and drivetrain capable of supporting snow removal equipment under load
- Heavy-duty suspension package recommended for plow and spreader operation
- Standard safety features to include:
 - Backup camera
 - Anti-lock braking system (ABS)
 - Traction control system
 - Electronic stability control
- Heavy-duty alternator and electrical system suitable for auxiliary equipment
- Weather-resistant interior suitable for maintenance operations

3.2 Snowplow System Requirements

- Front-mounted hydraulic snowplow system
- Mounting hardware compatible with vehicle

- Hydraulic system and in-cab controls
- Electrical wiring harness and integration
- Fully installed and operational upon delivery

3.3 Salt/Sand Spreader System Requirements

- Rear-mounted salt/sand spreader system
- Proper sizing for vehicle capacity and payload limits
- Mounting system and secure installation
- Electrical and control integration
- Fully installed and operational upon delivery

3.4 Optional Equipment

- One (1) cab-high truck cap (bed cap) compatible with the proposed vehicle.
- Pricing shall include all mounting hardware and installation
- The optional truck cap shall be quoted separately from the base bid

3.5 Performance & Usability Requirements

- Vehicle must be fully winter-ready upon delivery
- Must be capable of safe operation under typical New England winter conditions (or applicable region)
- Must meet all applicable federal, state, and local vehicle safety and inspection requirements
- Equipment must not exceed manufacturer-rated vehicle payload or towing limitations
- Equipment must be fully operational and tested upon delivery

3.6 Documentation & Support

- Manufacturer warranties for vehicle and installed equipment
- Full operation and maintenance manuals for truck, plow, and spreader
- Vendor must provide operational training for designated staff
- Optional: pricing for ongoing maintenance/service agreement

4. Vendor Submission Requirements

Vendors must include the following in their proposal:

- Detailed description of proposed vehicle (make, model, year, mileage if applicable)
- Detailed specifications of plow and spreader equipment
- Confirmation of compatibility between vehicle and equipment
- Installation plan and timeline
- Warranty information for both vehicle and equipment
- Delivery timeline from award date
- Total cost breakdown including:
 - Vehicle cost
 - Equipment cost
 - Installation cost
 - Fees and delivery charges
- Optional maintenance/service agreement pricing

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- **Cost and overall value (30%)**
- **Compliance with technical specifications (25%)**
- **Quality and durability of vehicle and equipment (20%)**
- **Vendor experience with similar fleet or municipal installations (15%)**
- **Delivery timeline and availability (5%)**
- **Warranty, service, and post-sale support (5%)**

The organization reserves the right to award the contract to the proposal deemed most advantageous, not necessarily the lowest cost.

6. Acquisition Timeline

Children's Friend intends to complete the selection process using the following schedule. However, Children's Friend reserves the right to adjust or reschedule milestones, as necessary. Any changes to the schedule will be issued as an Addendum.

Task	Completion Date
Release RFP	7/15/26
Vendor Questions Due	7/20/26
Children's Friend Response to Questions	7/22/26
Responses Due from Vendor	7/27/26
Final Selection	8/1/26

Bid Questions

Questions pertaining to the scope of work, plans, and specifications should be submitted to Shelli Schofield at bids@cfsri.org no later than **7/20/26**. Any questions received after that period will not be addressed. Responses to questions prior to the deadline will be emailed to all Request for Proposal (RFP) holders.

Bid Due Date

Bids for the project are to be **emailed as a PDF attachment with subject heading "Facility Fleet Vehicle" to Shelli Schofield at bids@cfsri.org no later than 7/27/26**. No bid will be accepted after that time and date.

Late submissions will not be accepted.

7. General Terms and Conditions

The following terms and conditions apply to this RFP and are not inclusive of all terms and conditions in the final contract.

Confidentiality Statement

All information presented in this RFP, including information subsequently disclosed by Children's Friend during the proposal process shall be considered confidential and should not be

released to outside parties. This document represents a request for proposals only and in no way should it be construed as a contract or letter of intent.

Proposals – Public Information

The Vendor should be aware that the Children's Friend is required by law to make certain records available for public inspection with certain exceptions. The vendor, by submission of materials marked proprietary, acknowledges, and agrees that Children's Friend will have no obligation or liability to the vendor if Children's Friend must disclose these materials.

All proposal packages shall be submitted at no cost to Children's Friend and shall become the property of Children's Friend.

Selected vendor shall maintain strict privacy of all Children's Friend records, data, and files (regardless of media), including any copyrighted material received from Children's Friend.

The issuance of a proposal by prospective vendors does not constitute in any way the issuance of a contract or intent to enter into a contract.

Equal Opportunity and Non-Discrimination

Children's Friend is committed to a policy of providing equal job opportunities and prohibiting discrimination against any employee, applicant or subcontractor because of age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. The Respondent shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their age, color, creed, handicap condition, marital or parental status, national origin, race, sex, veteran status, or political opinion or affiliation. Such actions shall include, although not limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

8. Thank You

Children's Friend sincerely thanks all vendors for their time, effort, and interest in responding to this Request for Proposals. We appreciate the care and detail required to prepare a proposal and value the role our vendors play in helping us maintain safe, reliable operations for the communities we serve.

ATTACHMENT A – BID PRICING SHEET

FACILITY FLEET VEHICLE WITH SNOW REMOVAL EQUIPMENT

Vendor Name: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Date Submitted: _____

A. VEHICLE

Base Vehicle Cost \$ _____

Fees and Delivery Charges \$ _____

Vehicle Subtotal \$ _____

B. SNOW PLOW SYSTEM

Snow Plow Equipment Cost \$ _____

Mounting and Installation \$ _____

Electrical Integration and Controls \$ _____

Snow Plow System Subtotal \$ _____

C. SALT/SAND SPREADER SYSTEM

Spreader Equipment Cost \$ _____

Mounting and Installation \$ _____

Electrical Integration and Controls \$ _____

Salt/Sand Spreader System Subtotal \$ _____

D. OPTIONAL ITEMS

Extended Vehicle Warranty \$ _____

Extended Equipment Warranty \$ _____

Maintenance/Service Agreement \$ _____

Cab-High Truck Cap (Installed) \$ _____

Optional Items Subtotal \$ _____

E. TOTAL BID AMOUNT

Vehicle Subtotal \$ _____

Snow Plow System Subtotal \$ _____

Salt/Sand Spreader Subtotal \$ _____

BASE BID TOTAL \$ _____

Optional Items Subtotal \$ _____

TOTAL BID AMOUNT (Including Optional Items) \$ _____**CERTIFICATION**

The undersigned certifies that the pricing submitted herein is valid for a minimum of thirty (30) days from the proposal due date and that the proposed vehicle and equipment meet or exceed the requirements outlined in the Request for Proposals.

Authorized Representative: _____

Title: _____

Signature: _____

Date: _____