

**WOONSOCKET
EDUCATION DEPARTMENT
INVITATION TO BID
BID # 25-01 SCHOOL DENTAL SERVICES**

Sealed bids for furnishing the Woonsocket Education Department with proposals for **SCHOOL DENTAL SERVICES** will be received in the BUSINESS OFFICE, McFee Administration Building, 108 High Street, Woonsocket, RI 02895, until **Tuesday, May 21, 2024 at 10:00 AM** at which time they will be opened publicly.

Bid Timeline

4/23/2024	Issuance of RFP
4/30/2024 3:00 pm	Submission of Written Questions
5/8/2024 3:00 pm	Responses to Written Questions
5/21/2024 10:30 am	Proposal Submittal / Bid Opening
6/12/2024	Projected Vendor Selection

The School Committee reserves the right to accept or reject without prejudice, any or all proposals or to waive any irregularities therein, or to accept the bid deemed to be in the best interest of the City of Woonsocket.

Bids are to be placed in sealed envelopes and clearly marked: **Bid 25-01 SCHOOL DENTAL SERVICES** and addressed to:

Woonsocket Education Department
BUSINESS OFFICE
108 High Street
Woonsocket, RI 02895

Please contact Tracey Smith at tsmith@woonsocketschools.com with any questions regarding this bid.

No bid will be accepted after the date and time specified.
WOONSOCKET SCHOOL COMMITTEE
Paul Bourget
Chairman

SCHOOL DENTIST SERVICES

The Woonsocket Education Department School Committee is requesting proposals for School Dentist Services.

Scope of Responsibilities

The School Dentist contracts with the Woonsocket Education Department to assume the role of a school health consultant and to perform the required state dental screenings for students grades K-5 and grade 9 (approximately 3,500 students including private schools; 10 locations).

Qualifications and Responsibilities

- The school dentist(s)/public health dental hygienist for a community shall be licensed to practice dentistry/dental hygiene, respectively, in Rhode Island in accordance with Chapter 5-31.1 of the RIGL.
- Each community shall provide for dental screenings by a dentist or a licensed public health dental hygienist with at least three (3) years of clinical experience as specified in section 16-21-9 of the RIGL who shall report any suspected deviation from the normal and for the preservation of records of the screenings of the children.
- The school dentist and/or public health dental hygienist, when applicable, shall be qualified by virtue of training and experience to assume the role of a school health consultant (e.g., develops school health protocols, provides in-service training for school nurses or dental hygienists) and/or service provider in accordance with the Rules and Regulations Pertaining to Dentists, Dental Hygienists and Dental Assistants (R5-31DHA) promulgated by the Rhode Island Department of Health.
- The school dentist and public health dental hygienist, when applicable, shall have knowledge of all relevant state and local laws, regulations and protocols affecting schools. The school dentist and public health dental hygienist shall participate actively to ensure implementation of all such laws, regulations and protocols in collaboration with the school's administrative authorities and school health personnel.
- The school dentist shall establish a contract with the school system defining mutually agreed upon expectations and objectives and the dentist and/or dental hygienist, when applicable, shall provide a regular report (a minimum of one (1) per year) on consultation and/or direct service activities rendered to the school system.

- Provide equipment for dental screenings (single use mirrors, tongue depressor, a light source, non-latex gloves, and masks).
- Screening results must be documented in writing using the RIDOH standardized form and submitted to the school for all grades and to the RIDOH Oral Health Program upon screening completion for grades K and 3, or as indicated by the RIDOH.
- When a school dental screening has revealed that a dental problem may exist, the parent must be notified in writing, using the RIDOH standardized form, so that a dental visit may be arranged.

25-01 SCHOOL DENTAL SERVICES

TERMS AND CONDITIONS

- A. Bids will not be considered if prices are not firm and irrevocable.
- B. The prices quoted and conditions stated on this bid will be firm and final. Any correspondence or notations accompanying this bid, changing any prices or items, may subject the bid to being rejected at the sole discretion of the School Committee.
- C. Bid items and prices quoted, as alternates must be accompanied by a detailed description of such items and how it meets or exceeds the specifications of the product requested. Where a brand name or model number may be specified, it is to be used as a benchmark or standard. Equivalentents will be considered.
- D. Following the opening of bids, this bid cannot be withdrawn within sixty (60) calendar days from the acceptance thereof.
- E. All costs of delivery must be included in the bid quotation. The School Committee reserves the right to increase or decrease the quantities ordered, at the unit prices quoted, upon the evaluation of all bid proposals.
- F. When applicable, the bidders' attention is directed to the fact that all applicable state laws, municipal ordinances, rules and regulations and lawful orders of all public authorities having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss - including wages of the crafts doing the work - shall prevail; and they will be deemed to be included in the contract, the same as though herein written out in full.
- G. Term discounts will be taken into consideration when awarding contracts. The award of any and all bids is subject to available funding.
- H. The School Committee reserves the right to accept or reject, without prejudice, any or all proposals or to waive any irregularities therein, or to accept the bid deemed to be in the best interest of the City of Woonsocket.
- I. In awarding the contract, the School Committee will consider all aspects including, but not limited to quality, availability of product, references and cost.

- J. It is the vendor's responsibility to see that his proposal is delivered within the time and at the place prescribed. Proposals received prior to the time of opening will be securely kept unopened. No responsibility will attach to any officer or person at the Woonsocket Education Department for the premature opening of a proposal not properly addressed and identified as a bid.
- K. Any proposal received after the time and date specified shall not be considered, by messenger or by mail; even if it is determined by the Woonsocket Education Department that such non-arrival before the time set for opening was due solely to delay in the mails for which the vendor is not responsible.
- L. Telephonic, telegraphic or oral proposals, amendments or withdrawals will not be accepted.
- M. Proposals may be withdrawn personally or by written request at any time prior to the time specified for the opening. Negligence on the part of the vendor in preparing the proposal confers no right of withdrawal or modification of his proposal after such proposal has been opened.
- N. The Woonsocket Education Department is exempt from payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30 Paragraph I as amended. The Woonsocket Education Department is exempt from payment of Federal Excise Taxes. The price bid must be exclusive of taxes and will be so construed. Exemption certificates will be completed as required by the successful bidder.
- O. The Woonsocket Education Department reserves the right to award a contract by item or in total.
- P. Where a specified brand or model number is asked for, it is to be viewed as a benchmark or standard, a substitute may be deemed equivalent at the discretion of the Business Manager.
- Q. All contractors and subcontractors who provide services to the Woonsocket Education Department must produce a criminal background check showing no disqualifying information no later than 10 days prior to the start of the contract. Please provide up to date criminal background checks clear of disqualifying information as new hires are working within our district prior to their arrival on district property.

BID FORM

BID # 25-01 School Dental Services

I have read and agree to the terms and conditions contained within this specification.

Proposers are to include:

1. General background information in regards to dental practice and resume.
2. Evidence of Insurance Coverage.
3. Completed W-9
4. Copy of Rhode Island Dental License

Annual retainer fee to provide services \$ _____

Bidder Company Name: _____

Contact Name: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Signature: _____ Date: _____