



CITY OF WARWICK  
PURCHASING DIVISION  
3275 POST ROAD  
WARWICK, RHODE ISLAND 02886  
TEL. (401) 738-2000, ext. 6240  
FAX (401) 737-2364

SCOTT AVEDISIAN  
MAYOR

JAMES F. MARCELLO  
PURCHASING AGENT

The following notice is to appear on the City of Warwick's website Wednesday, September 17, 2008. The website address is <http://www.warwickri.gov/purchasing/bids.htm>.

**CITY OF WARWICK  
BIDS REQUESTED FOR**

**Bid #2009-120 Reproduction of Assessor Plat Maps (Re-bid)**

**Bid #2009-121 Municipal Employees' Term Life Insurance**

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Wednesday, September 17, 2008.

Sealed bids will be received in the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 10:00 AM on Tuesday, September 30, 2008. The bids will be opened publicly commencing at 10:00 AM on the same day in the Lower Level Conference Room, Warwick City Hall.

Awards shall be made on the basis of the lowest evaluated or responsive bid price. Please note that no bids can be accepted via email or fax.

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2000, Ext. 6241 or TDD at 401-739-9150 at least 48 hours in advance of the bid opening date.

**Original Signature on File**

James F. Marcello  
Purchasing Agent

## CITY OF WARWICK

### NOTICE TO BIDDERS

#### **Bid #2009-121 Municipal Employees' Term Life Insurance**

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The opening of bids shall be in the order established by the posted agenda and the agenda shall continue uninterrupted until completion.

Once an item has been reached and any bids on that item has been opened, no other bids on that item will be accepted and any such bid shall be deemed late.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of noncompliance the City may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a bid thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the bid or has participated in contract negotiations on the part of the City, that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for bids, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

**All bids should be submitted in duplicate and in a sealed envelope which should read: *YOUR COMPANY NAME* and plainly marked on the exterior of the envelope "Bid #2009-121 Municipal Employees' Term Life Insurance".** Bids received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a bid not properly addressed and identified.

Should you have any questions regarding these specifications, please contact Oscar Shelton, Personnel Director, 3275 Post Rd. Annex, Warwick, RI at 401-738-2000, extension 6247.

**All bids should be written in ink or typed. If there is a correction with whiteout, the bidder must initial the change.**

Any deviation from the specifications must be noted in writing and attached as part of the bid proposal. The Bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from specifications.

**The IRS Form W-9 attached must be completed and submitted with the bid if the bidder falls under IRS requirements to file this form.**

The City is exempt from the 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 contractor must carry sufficient liability insurance and agree to indemnify the city against all claims of any nature, which might arise as a result of his operations or conduct of work.

The successful bidder must comply with all Rhode Island Laws, applicable to public works projects, including, but not limited to provisions of Chapter 13 of Title 37 of the Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state and federal laws.

The contractor shall keep himself informed of and comply with all laws, ordinances and regulations of the federal, state and municipal governments which may apply and be in force during the life of the contract, in any manner which may affect himself/employees or the conduct of the work or the materials used or employed in the work. Before submitting bids, prospective bidders shall examine the terms, covenants and conditions of all codes, permits and laws, which may apply. By submitting a bid, the bidder agrees to comply with all pertinent laws/regulations if awarded a contract.

The Purchasing Agent reserves the right to reject any and all bids, to waive any minor deviations or informalities in the bids received, and to accept the bid deemed most favorable to the interest of the City.

Prices to be held firm commencing on November 1, 2008. The City of Warwick reserves the right to award this contract up to three (3) years, as deemed most favorable to the interest of the City. Term contracts may be extended for one additional term upon mutual agreement unless otherwise stated.

The City reserves the right to terminate the contract or any part of the contract in the best interests of the City, upon 30-day notice to the contractor. The City shall incur no liability for materials or services not yet ordered if it terminates in the best interests of the City. If the City terminates in the interests of the City after an order for materials or services have been placed, the contractor shall be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

No extra charges for delivery, handling or other services will be honored. All claims for damage in transit shall be the responsibility of the successful bidder. Deliveries must be made during normal working hours unless otherwise agreed upon.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this solicitation which may be required or requested by the City of Warwick shall be the sole responsibility of and shall be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and the respondents proposal or response and if the respondent fails or refuses to satisfy fully all of the respondents obligations thereunder, the City of Warwick shall be entitled to recover from the respondent any losses, damages or costs incurred by the City as a result of such failure or refusal.

The City reserves the right to award in part or full and to increase or decrease quantities in the best interest of the City.

Any quantity reference in the bid specifications are estimates only, and do not represent a commitment on the part of the City of Warwick to any level of billing activity. It is understood and agreed that the agreement shall cover the actual quantities ordered during the contract period.

The City reserves the right to rescind award for non-compliance to bid specifications.

**The successful bidder must adhere to all City, State and Federal Laws, where applicable.**

**CITY OF WARWICK**

***MUNICIPAL EMPLOYEES' TERM LIFE INSURANCE***

**The Personnel Department is seeking bids for Term Life Insurance for Municipal Employees.**

**SPECIFICATIONS:**

1. The class of employees is all full-time Municipal employees eligible for employee benefits (excludes uniformed fire, uniformed police and school department employees).
2. The coverage is to be for up to three (3) years and will commence November 1, 2008.
3. The basic life insurance is for \$16,000 or \$32,000 depending upon the employee's job classification.
4. In addition to the basic coverage, the successful bidder will also provide an additional equal amount of group insurance for accidental death and dismemberment coverage.
5. The successful bidder will also offer optional coverage to employees who desire such coverage, in the amount of \$10,000 or \$20,000 to be paid for by the employee.
6. The City is seeking a carrier offering one unified rate for all employees.
7. The City reserves the right to terminate such coverage with thirty (30) days notice.

**Attached is a census of Municipal employees entitled to term life insurance coverage including their sex, date of birth and amount of coverage (both basic and optional). For the month of August of 2008, the City provided the following coverage:**

**BASIC COVERAGE**

<b>Amount of Basic</b>	<b>Number of Lives</b>	<b>Total Basic Insurance</b>
16,000	327	\$5,232,000
32,000	121	\$3,872,000
<b>Totals</b>	<b>448</b>	<b>\$9,104,000</b>

**OPTIONAL COVERAGE**

<b>Amount of Optional</b>	<b>Number of Lives</b>	<b>Total Optional Insurance</b>
\$10,000	19	190,000
\$20,000	20	400,000
<b>Totals</b>	<b>39</b>	<b>\$590,000</b>

## Claims Data

### Since January 1, 2001

2001 — None  
2002 — None  
2003 — 2 claims @ \$16,000  
2004 — None  
2005 — 1 claim @ \$16,000  
2006 --- None  
2007 --- 1 claim @ \$16,000  
2008 --- 1 claim @ \$32,000

### Criteria For Selection

- Experience and financial resources of the bidder — 10%
- Overall cost of the proposal - 90%
- Since the City Of Warwick only pays for the basic coverage and the employee pays for the optional form, the proposals received will be evaluated with a weighting of 95% for the basic coverage and 5% for the optional coverage.

The total cost of all proposals will be evaluated based upon the above proportions.

The City reserves the right to accept proposals for all or part of the request, or for one, two or three years as it sees fit. The City also reserves the right to reject all proposals as it sees fit.

The City of Warwick may award a contract based upon initial proposal received, without discussion of such offer. Accordingly, respondents are advised to submit proposals on the most favorable terms from a price and technical aspect. Bidders may use the attached quotation sheet to submit bids.

**CITY OF WARWICK**

**BID AND CONTRACT FORM**

**TITLE OF SPECIFICATION:** Bid #2009-121 Municipal Employees' Term Life Insurance

**I. BID:**

WHEREAS, the CITY OF WARWICK has duly asked for bids for performance of services and/or supply of goods in accordance with the above-indicated specifications.

The person or entity below does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the bid price below;

This offer shall remain open and irrevocable until the CITY OF WARWICK has accepted this bid or another bid on the specifications or abandoned the project.

The bidder agrees that acceptance below by the CITY OF WARWICK shall transform the bid into a contract. This bid and contract shall be secured by Bonds, if required by the specifications.

**Cost Sheet**

<b>Year</b>	<b>Basic</b>	<b>Basic AD&amp;D</b>	<b>Optional</b>	<b>Optional AD&amp;D</b>
11/1/08 – 10/31/09				
11/1/09 – 10/31/10				
11/1/10 – 10/31/11				

Please indicate cost per \$1,000/per month for both basic and optional coverage above

**THIS PAGE MUST BE SUBMITTED WITH YOUR BID**

**Acknowledgement of Addendum (if applicable)**

**Addendum Number**

**Signature of Bidder**

\_\_\_\_\_  
\_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

BIDDER'S SIGNATURE: \_\_\_\_\_

BIDDER'S NAME (PRINT): \_\_\_\_\_

TITLE: \_\_\_\_\_ TEL. NO.: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_\*

CONTRACT COMPLETION DATE:  
(In terms of calendar days after award of bid): \_\_\_\_

\*Please include your email address. Future bids will be emailed, unless otherwise noted.

**II. AWARD AND CONTRACT:**

The CITY OF WARWICK, acting as duly authorized through its Purchasing Agent/Finance Director/Mayor (delete if inapplicable), accepts the above bid and hereby enters into a contract with the above party to pay the bid price upon completion of the project or receipt of the goods unless another payment schedule is contained in the specifications. All terms of the specifications, both substantive and procedural, are made terms of this contract.

DATE: \_\_\_\_\_

BID #2009-121

\_\_\_\_\_

PURCHASING AGENT

**CITY OF WARWICK**  
**BIDDING PROCEDURES**

**TITLE OF SPECIFICATION:** Bid #2009-121 Municipal Employees' Term Life Insurance

Kindly acknowledge receipt of bid specifications by completing this form and returning it to the Warwick Purchasing Division, 3275 Post Rd., Warwick, RI 02886.

1. Did the specifications appear to be:  
Too restrictive? Yes \_\_\_ No \_\_\_  
Too loosely structured? Yes \_\_\_ No \_\_\_  
Explain: \_\_\_\_\_
2. Was sufficient time allowed to respond to these specifications? Yes \_\_\_ No \_\_\_
3. Did any of the following prevent you from bidding?  
Bid surety? Yes \_\_\_ No \_\_\_  
Performance and Payment Bond? Yes \_\_\_ No \_\_\_  
Department of Labor Requirements? (such as prevailing wages & benefits) Yes \_\_\_ No \_\_\_  
Insurance requirements? Yes \_\_\_ No \_\_\_
4. Was your preference not to bid because of the payment schedule of the City of Warwick? Yes \_\_\_ No \_\_\_
5. Did your work schedule prevent you from bidding? Yes \_\_\_ No \_\_\_
6. *Do you wish to remain on a bidder's list?* Yes \_\_\_ No \_\_\_

**COMMENTS OR ADDITIONAL EXPLANATIONS TO THE ABOVE QUESTIONS:**

\_\_\_\_\_  
\_\_\_\_\_

Your response to this survey will allow the Warwick Purchasing Division to evaluate bidding procedures and make necessary revisions to assist the majority of bidders.

Thank you for your participation.

COMPANY NAME: \_\_\_\_\_ BIDDER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TELE. #: \_\_\_\_\_ DATE: \_\_\_\_\_