



CITY OF WARWICK
PURCHASING DIVISION
3275 POST ROAD
WARWICK, RHODE ISLAND 02886
TEL. (401) 738-2000, ext. 6240
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SCOTT AVEDISIAN
MAYOR

JAMES F. MARCELLO
PURCHASING AGENT

The following notice is to appear on the City of Warwick's website Wednesday, June 17, 2009. The website address is <http://www.warwickri.gov/purchasing/bids.htm>.

CITY OF WARWICK
BIDS REQUESTED FOR

Bid #2010-44 Quick Pro Dry or Equal

Bid #2010-45 Preventative Maintenance Contract For Compressors City-Wide

Bid #2010-46 Gutter & Tube-Type Brooms

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Wednesday, June 17, 2009.

Sealed bids will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until **2:00 P.M.**, Monday, June 29, 2008. The bids will be opened publicly commencing at **2:00 P.M.** 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 #2010-45 Preventative Maintenance Contract For Compressors City-Wide

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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 with one (1) original and one (1) copy and be enclosed in a sealed envelope which should read: *YOUR COMPANY NAME* and plainly marked on the exterior of the envelope "Bid #2010-45 Preventative Maintenance Contract For Compressors City-Wide". 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, please contact Joseph Blake, 3275 Post Rd. Annex, Warwick, RI at 401-738-2000, extension 6350.

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 successful bidder must provide the City of Warwick with an original certificate of insurance (faxes are not acceptable) naming the City of Warwick as the additional insured and so stated on the certificate with the bid name and bid number. It is the vendor's responsibility to provide the City of Warwick with an updated Certificate of Insurance upon expiration of the original certificate.

The certificate of insurance shall include the City of Warwick as the additional insured for the following coverage: general liability, product liability and automotive liability.

The successful bidder will provide said insurance within ten (10) calendar days after notification of award or the City reserves the right to rescind said award.

Failure to provide adequate insurance coverage within the specified duration of time as set forth is a material breach of contract and grounds for termination of the contract.

Prevailing Wages will apply to this bid. Current rates may be viewed at <http://www.dlt.state.ri.us/pw>. The General Decision number is RI20080001 06/05/2009 RI1. 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 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 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 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 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 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.

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.

Warranty periods shall not commence until the City of Warwick inspects and formally accepts the goods and/or services. The terms, conditions and timing of acceptance shall be determined by the City of Warwick. The City of Warwick reserves the right to reject any or all items or services not in conformance with applicable specifications, and Contractor assumes the costs associated with such nonconformance. Acceptance of goods and/or services does not constitute a waiver of latent or hidden defects or defects not readily detectable by a reasonable person under the circumstances.

If the respondent is awarded a contract in accordance with this solicitation and the respondents bid 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.

Prices to be held firm one year from date of award. Term contracts may be extended for one additional term upon mutual agreement unless otherwise stated.

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.

**SPECIFICATION FOR PREVENTATIVE MAINTENANCE
OF COMPRESSORS CITY WIDE**

1. PREVENTATIVE MAINTENANCE SERVICE FOR (3) SAYLOR-BEALL 707 10HP AIR COMPRESSORS

LOCATIONS: Department of Public Works (Front & Rear Buildings) & Police Station

(Annual Service)

- Change oil (500 lubricant)
- Change air filter elements
- Replace tank check valve assembly
- Remove, clean, inspect all HP/LP valve assemblies and reinstall using required gaskets
- Clean sump, inspect internals
- Clean/Inspect all drains
- Inspect belts, set tension
- Test all safety devices
- Test operate unit and make adjustments as needed

Parts and Labor Cost.....\$ _____ per unit

(Minor Service-Performed Six Months After)

- Change oil (500 lubricant)
- Change air filter elements
- Clean sump, inspect internals
- Clean/Inspect all drains
- Inspect belts, set tension
- Inspect valve operation
- Test all safety devices
- Test operate unit and make adjustments as needed

Parts and Labor Cost.....\$ _____ per unit

2. PREVENTATIVE MAINTENANCE SERVICE FOR CHAMPION HR10-25 10HP AIR COMPRESSOR

LOCATION: City Hall & Annex Building

(Annual Service)

- Change oil (500 lubricant)
- Replace air filter elements
- Rebuild pilot valve assembly
- Replace tank check valve assembly
- Remove, clean and inspect all HP/LP valve assemblies. Reinstall using required gaskets
- Clean unit and intercooler tubes
- Clean/Inspect all drains
- Inspect belts, set tension
- Test all safety devices
- Test operate unit and make adjustments as needed

Parts and Labor Cost.....\$_____ per unit

3. PREVENTATIVE MAINTENANCE SERVICE FOR SMITH 143 1HP AIR COMPRESSOR

LOCATION: City Hall Building & Pilgrim Senior Center

(Annual Service)

- Change oil (500 lubricant)
- Replace air filter element
- Inspect belt, set tension
- Test all safety devices
- Test operate unit and make adjustments as needed

Parts and Labor Cost.....\$_____ per unit

4. PREVENTATIVE MAINTENANCE SERVICE FOR (2) CHAMPION CV1 2HP AIR COMPRESSORS

LOCATION: City Hall Building & Pilgrim Senior Center - FIRE SYSTEM

(Annual Service)

- Change oil (500 lubricant)
- Change air filter elements
- Clean/Inspect all drains
- Inspect belts, set tension
- Inspect valve operation
- Test all safety devices
- Test operate unit and make adjustments as needed

Parts and Labor Cost.....\$_____ per unit

5. PREVENTATIVE MAINTENANCE SERVICE FOR (2) DEVILBISS 44633 1HP AIR COMPRESSORS

LOCATION : CITY HALL – HEATING SYSTEM

AIR COMPRESSORS

(Bi-Annual Service)

- Change oil (500 lubricant)
- Change air filter element
- Clean/Inspect all drains
- Inspect belts, set tension
- Inspect valve operation
- Test all safety devices
- Test operate unit and make adjustments as needed

Parts and Labor Cost for First Inspection.....\$_____ per unit

Parts and Labor Cost for Second Inspection.....\$_____ per unit

6. PREVENTATIVE MAINTENANCE SERVICE FOR (2) CURTIS E23 1HP AIR COMPRESSORS

LOCATION: Pilgrim Senior Center - heating

(Bi-Annual Service)

- Change oil (500 lubricant)
- Change air filter element
- Clean/Inspect all drains
- Inspect belts, set tension
- Inspect valve operation
- Test all safety devices
- Test operate unit and make adjustments as needed

Parts and Labor Cost for First Inspection.....\$_____ per unit

Parts and Labor Cost for Second Inspection.....\$_____ per unit

7. PREVENTATIVE MAINTENANCE SERVICE FOR JOHNSON CONTROLS F1000-232 AIR COMPRESSOR S/N: A-5033-31

LOCATION: Annex Building

(Annual Service)

- Change oil (500 lubricant)
- Change air filter element
- Clean/Inspect all drains
- Inspect belt, set tension
- Test all safety devices
- Test operate unit and make adjustments as needed

Parts and Labor Cost.....\$_____ per unit

CITY OF WARWICK
BID AND CONTRACT FORM

TITLE OF SPECIFICATION: Bid #2010-45 Preventative Maintenance Contract
For Compressors City-Wide

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.

Pricing as Submitted for Each Location

ITEM #	DESCRIPTION	BID
1	Normal Business Hours Hourly Rate	\$ /hr.
2	Weekend/Holiday Hours Hourly Rate	\$ /hr.
3	Parts Cost (% off List Price)	%

Vendor's Normal Business Hours: _____

The City of Warwick reserves the right to request from the successful bidder, copies of Vendor's invoices for parts being billed to the City

CITY OF WARWICK
BIDDING PROCEDURES

TITLE OF SPECIFICATION: Bid #2010-45 Preventative Maintenance Contract
For Compressors City-Wide

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: _____