

CITY OF WARWICK

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

RESOLUTION OF THE CITY COUNCIL

NO: _____

APPROVED: _____ MAYOR

DATE: _____

RESOLVED, That The City Council of the City of Warwick as required by the provisions of Sections 6-11 and 6-12 of the City Charter and the Ordinance relative to competitive bidding on purchase enacted there under hereby and herewith approves the acceptance of the following bid(s):

Bid #	Name	Vendor(s) Name/Address	Contract Award	Contract Period	Note	Code
2015 - 94	Investigative Services For Detective Division	<i>Clear Investigative Services Thomson Reuters Co. Three Times Sq. New York, NY 10036</i>	\$15.00		1	6 - 12
2016 - 260	Purchase Two (2) New Open-Top Roll-Off Containers	<i>Wastequip Mfg. Co., LLC 841 Meacham Rd. Statesville, NC 28677</i>	<i>Rescind</i>		2	6 - 12

Continued next page

PCR-112-16 (Amended)

Bid #	Name	Vendor(s) Name/Address	Contract Award	Contract Period	Note	Code
2017 - 015	Photography Supplies & Printing	Alba Castillo d/b/a Adorama, Inc. 42 W. 18 th St. <u>New York, NY 10011</u> Unique Photo 123 Route 46 <u>Fairfield, NJ 07004</u> WB Hunt Co., Inc. 100 Main St. Melrose, MA 02176	Fire Only \$3,382.99		3	6 - 12
2017 - 064	State of RI Copiers, Printers & Related Equipment	Xerox Corp. c/o Blackstone Valley Office Systems Six Blackstone Valley Pl. Ste. 203 Lincoln, RI 02865	\$40,000.00		4	6 - 12
2017 - 069	Protective Structural Firefighting Coats, Pants & Fire-Retardant Carbon-Based Hoods	Shipman's Fire Equipment Co., Inc. 172 Cross Rd. Waterford, CT 06385	\$176,000.00	2 years from date of award		
2017 - 081	Municipal Employees' Term-Life Insurance	RI Interlocal Risk Management Trust 501 Wampanoag Tr. Ste. 301 E. Providence, RI 02915	\$69,000.00	11/1/16 - 10/31/19		
2017 - 097	Analytical Laboratory Services	RI Analytical Laboratories, Inc. 41 Illinois Ave. Warwick, RI 02888	\$5,000.00	1 year from date of award		

Continued next page

PCR-112-16 (Amended)

Bid #	Name	Vendor(s) Name/Address	Contract Award	Contract Period	Note	Code
2017 - 099	Purchase Stairwell Fire-Rated Doors (Re-bid)	New England School Services, Inc. 98 Hicks Ave. Medford, MA 02155	\$5,225.00			
2017 - 102	Police Undercover Operations	Various Vendors	\$20,000.00	10/30/16 - 10/29/17		56 - 6
2017 - 108	UFED Software Renewal	Cellebrite, Inc. Seven Campus Dr. Ste. 210 Parsippany, NJH 07054	\$3,299.00	8/1/16 - 8/1/17		56 - 6
2017 - 109	Repairs W5	West Shore Collision 2134 W. Shore Rd. Warwick, RI 02889	\$3,677.09			56 - 6
2017 - 082	Professional Consulting Firm to Assist with the Development of a Renewable Energy Strategy	Clean Economy Development, LLC 127 Dorrance St. 5 th Fl. Providence, RI 02903	\$5,000.00			

AND BE IT FURTHER RESOLVED, That such purchase or contract be awarded to the lowest responsible bidder.

1. Request permission to increase PCR-90-14 (Amended) from \$4,600.00 to \$4,615.00.
2. Request permission to rescind PCR-82-16 (Sub A) awarded to Wastequip Mfg. Co., LLC.
3. Request permission to include the Fire Department on PCR-102-16 (Sub A) and increase from \$8,000.00 to \$11,382.99. **Adorama:** items G2,G3,H3,I1,K1,L5,L6,O5,P5,R7,T1 and U1. **Unique Photo:** Items F3 and J1. **WB Hunt:** items U2 and U3.
4. Request permission to increase PCR-93-16 (Sub A) from \$48,000.00 to \$88,000.00. MPA #337.

THIS RESOLUTION SHALL TAKE EFFECT UPON ITS PASSAGE

Patricia A. Peshka
Purchasing Agent



Scott Avedisian
Mayor

City of Warwick
Purchasing Division
3275 Post Road
Warwick, Rhode Island 02886
Tel (401) 738-2000 Ext. 6240
Fax (401) 737-2364

TO: Members of the Finance Committee
FROM: Patricia A. Peshka, Purchasing Agent 
DATE: August 26, 2016
RE: Bids for the Finance Committee on Wednesday, September 7, 2016

SEPTEMBER 7, 2016 TABLE OF CONTENTS

<u>BID #</u>	<u>DESCRIPTION</u>	<u>PAGES</u>
2015-94	Investigative Services for Detective Division (Sec. 6-12)	1 - 2
2016-260 <i>Rescind</i>	Purchase Two (2) New Open-Top Roll-Off Containers (Sec. 6-12)	3 - 4
2017-015	Photography Supplies & Printing (Sec. 6-12)	5 - 7
2017-064	State of RI Copiers, Printers & Related Equipment (Sec. 6-12)	8 - 9
2017-069	Protective Structural Firefighting Coats, Pants & Fire-Retardant Carbon-Based Hoods	10 - 17
2017-081	Municipal Employees' Term-Life Insurance	18 - 25
2017-097	Analytical Laboratory Services	26 - 31
2017-099	Purchase Stairwell Fire-Rated Doors (Re-bid)	32 - 34
2017-102	Police Undercover Operations (Sec. 56-6)	35 - 36
2017-108	UFED Software Renewal (Sec. 56-6)	37 - 39
2017-109	Repairs W5 (Sec. 56-6)	40 - 41

CODE: 30-399 Police Department/Services-Investigations

SECTION 6-12

Request permission to increase PCR-90-14 (Amended)
from \$4,600.00 to \$4,615.00

Bid #2015-94 Investigative Services for Detective Division

Clear Investigative Services
Thomson Reuters Co.
Three Times Sq.
New York, NY 10036

Contract Increase: \$15.00

CITY OF WARWICK

Colonel Stephen M. McCartney
Chief of Police

Scott Avedisian
Mayor



Police Department
99 Veterans Memorial Drive
Warwick, Rhode Island 02886-4617
Telephone: (401) 468-4200

August 19, 2016

Mrs. Patricia A. Peshka, Purchasing Agent
Warwick City Hall
3275 Post Road
Warwick, RI 02886

RE: 6-12 "Alteration to Contract" Bid # 2015-94 Clear Investigative Software,
Thompson Reuters Company City
C.O. 56-6: Exception to Notice Requirement
Funding Source: Police Department Operating Budget, Budget Code 30-399

Dear Mrs. Peshka:

The Police Department is requesting an Alteration to Contract on Bid # 2015-94 Clear Investigative Software. The Vendor was awarded a two year contract starting 11/01/14 to 10/31/16 for a total of \$4,600.00.

I request that the contract be increased by \$15 for a total contract award of \$4,615.00 to cover final invoice of service contract.

Funding for this expenditure, if approved, would come from Police Operating Expenses, Budget Code 30-399.

Please feel free to contact me if you should need any further information.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert S. Nelson".

Robert S. Nelson
Major
Administrative Bureau Commander

RSN:gmc

CODE: 68-239 Recycling/Supplies-Containers

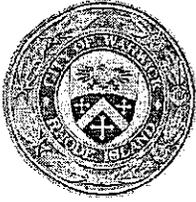
Rescind

SECTION 6-12

Request permission to rescind PCR-82-16 (Sub A)
awarded to Wastequip Mfg. Co., LLC

Bid #2016-260 Purchase Two (2) New Open-Top Roll-Off Containers

Wastequip Mfg. Co., LLC
841 Meacham Rd.
Statesville, NC 28677



CITY OF WARWICK
DEPARTMENT OF PUBLIC WORKS
925 SANDY LANE
WARWICK, RI 02886
TEL. 401-738-2000 Ext. 6500
FAX 401-732-5208

SCOTT AVEDISIAN
MAYOR
DAVID PICOZZI
DIRECTOR

RECEIVED AUG 25 2016

To: Patricia Peshka, Purchasing Agent

From: David Picozzi, Public Works Director

Date: August 24, 2016

Subj: Bid #2016-260 Purchase (2) Open Top Roll-off Containers

This department is requesting to rescind the above award made to Wastequip Manufacturing Company, LLC. After consulting with the operators of the vehicles, it has come to our attention that the awarded bidder's container does not allow for the canvas to be properly placed over the unit for traveling over the roadways.

Please accept this memo as a request for Sec. 6-12, Alteration to Contract of the City Charter to rescind to Wastequip Manufacturing Company, LLC.

CODE: 35-235 Fire Department/Supplies-Firefighting

Fire Only

SECTION 6-12

Request permission to include the Fire Department on PCR-102-16 (Sub A)
and increase from \$8,000.00 to \$11,382.99

Bid2017-015 Photography Supplies & Printing

Alba Castillo
d/b/a Adorama, Inc.
42 W. 18th St.
New York, NY 10011

items G2,G3,H3,I1,K1,L5,L6,O5,P5,R7,T1 and U1

Unique Photo
123 Route 46
Fairfield, NJ 07004

Items F3 and J1

WB Hunt Co., Inc.
100 Main St.
Melrose, MA 02176

items U2 and U3

Contract Award: \$3,382.99

Contract Period: July 1, 2016 – June 30, 2017



James P. Kenney
Assistant Chief



Office: (401)468-4044
Cell: (401)374-1552
Fax: (401) 468-4001
james.p.kenney@warwickri.com

111 Veterans Memorial Drive.
Warwick, R.I.
02886

August 1, 2016

Mrs. Patricia Peshka
Purchasing Agent
City of Warwick

Dear Mrs. Peshka,

The City of Warwick Fire Department has reviewed *Bid 2017-015 Photography Supplies and Printing*. This bid was awarded to numerous vendors. This request is for the purchase of a complete camera set-up and accessory equipment for the Fire Prevention and Investigation Division. The purchase would be a onetime total award of \$3382.99.

The Warwick Fire Department recommends the following items be purchased from the appropriate vendors:

Alba Castillo
d/b/a Adorama, Inc.
42 W. 18th Street
New York, NY 10011

Item	Description	Quantity	Price
G-2	NIKON (D7200) EN-EL15 (\$38.25 EA)	2	\$ 76.50
G-3	NIKON MH-25A BATTERY CHARGER	1	\$ 38.75
H-3	NIKON MB-D15 (D7100/D7200)	1	\$ 225.00
I-1	NIKON MC-DC2 (FOR D7200)	1	\$ 21.90
K-1	NIKON SYNC CORD SC-28 (FOR SB700)	1	\$ 41.00
L-5	SIGMA 105MM MACRO f2.8 MACRO FOR NIKON	1	\$ 818.75
L-6	SIGMA 18-200MM f3.8-5.6 (FOR NIKON)	1	\$ 334.25
O-5	SLIK PRO 580 DX TRIPOD 3 WAY HEAD (\$162.25 EA)	2	\$ 324.50
P-5	SANDISK SDHC 32GB - EXTREME - CLASS 10(13.85 EA)	2	\$ 27.70
R-7	ENERGIZER AA LITHIUM BATTERY (4 PK.) (4.99 EA)	2	\$ 9.98
T-1	TAMRAC STRATUS15 SHOULDER BAG BLACK	1	\$ 133.50
U-1	NIKON LENS PRO KIT (\$17.25 EA)	2	\$ 34.50

Unique Photo
123 Route 46
Fairfield, NJ 07004

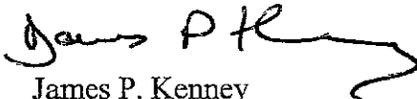
Item	Description	Quantity	Price
F-3	NIKON D7200 DSLR (BODY ONLY)	1	\$ 970.00
J-1	NIKON SPEED LIGHT FLASH SB-700	1	\$ 319.00

W. B. Hunt (800) 924-8682 Ext. 5
100 Main Street, Melrose, MA 02176
Attn: Martin Weiskoff

Item	Description	Quantity	Price
U-2	NIKON COMPLETE LENS CLEANER (\$2.85 EA)	2	\$ 5.70
U-3	NIKON MICRO-FIBER CLOTH (\$0.98 EA)	2	\$ 1.96

TOTAL PURCHASE: \$3382.99

Sincerely,



James P. Kenney
Assistant Chief

CODE: 79-799 Fixed Cost/Miscellaneous Capital Expenditure

SECTION 6-12

Request permission to increase PCR-93-16 (Sub A)
from \$48,000.00 to \$88,000.00
MPA #337

Bid2017-064 State of RI Copiers, Printers & Related Equipment

Xerox Corp.
c/o Blackstone Valley Office Systems
Six Blackstone Valley Pl.
Ste. 203
Lincoln, RI 02865

Contract Increase: \$40,000.00



CITY OF WARWICK
DIVISION OF MANAGEMENT
INFORMATION SERVICES
3275 POST ROAD
WARWICK, RHODE ISLAND 02886
TEL 401-738-2000
FAX 401-732-1307

SCOTT AVEDISIAN
MAYOR

CARLOS ZAMBRANO
MIS ADMINISTRATOR

To: Patricia A. Peshka, Purchasing Agent
From: Carlos D. Zambrano, MIS Administrator *CZ*
Date: Monday, August 22, 2016
Re: Section 6-12 Alteration to contract Bid# 2017-064 State of RI Copiers, Printers, and Related Devices

This is a request under City Ordinance Section 6-12 to increase the monetary award of Bid # 2017-064 by \$40,000.00, for a new authorized total of \$88,000.00.

The State of Rhode Island Master Price Agreement (MPA) Number is 337.

Vendors to be utilized are as follows:

Blackstone Valley Office Systems
6 Blackstone Valley Place
Lincoln, RI 02865

The increased in bid will allow the City of Warwick to buy nine, new copiers that need to be replaced.

Purchases will be on an as needed basis and will be paid for through budget code 79-799.

This bid is not to exceed \$40,000.00. The money will be spent out of fiscal year 2017.

The effective through date of this bid is December 31, 2019.

Cc: Ernie Zmyslinski, Finance Director

Bid2017-069 Protective Structural Firefighting Coats, Pants & Fire-Retardant Carbon-Based Hoods

- 7 bids submitted

CODES	35-235 Fire Dept./Supplies-Firefighting	\$ 6,000.00
	35-282 Fire Dept./Turnout Gear	\$170,000.00

MANNER OF AWARD \$176,000.00
2 years from date of award

RECOMMEND Shipman's Fire Equipment Co., Inc.

=====

Shipman's Fire Equipment Co., Inc.	172 Cross Rd.	Waterford, CT 06385
American Fire Equipment Co.	58 Norfolk Ave. #5	S. Easton, MA 02375
Ricochet Mfg., Co.	4700 Wissahickon Ave.	Philadelphia, PA 19144
C & S Specialty, Inc.	1181 Old Smithfield Rd.	N. Smithfield, RI 02896
Brigham Industries, Inc.	15 Brigham Rd.	Paxton, MA 01612
Safeware, Inc.	4403 Forbes Blvd.	Lanham, MD 20706
Northeast Rescue Systems	280 Milton St.	Dedham, MA 02026

Pricing as Follows

(continued next page)

Description	American Fire	Ricochet	C & S
Firefighting Coats & Pants			
Make	Veridian	Ricochet Mfg.	Lion
Model	CUNG818D3042GBT	Maximum Mobility	V-Force
Warranty			Lifetime
Coat (per)	gold \$1278/white \$1,068	PBI Max \$1,350/Natural Nomex \$1,275	PBI Max \$1,395/Natural Nomex \$1,350
Pants (per)	gold \$991/white \$991	PBI Max \$925/Natural Nomex \$875	PBI Max \$949/Natural Nomex \$899
Replacement Suspenders (to be same as what would normally be included with pants purchase) Item #55.0 in spec.	\$ 45.00	\$ 38.00	\$ 55.00
Firefighting Hoods			
Make	Majestic	Majestic	Majestic
Model	PACII BL	Ultra C6	Ultra C6
Warranty	1 yr.	1 yr.	1 yr.
Cost Each	\$ 33.00	\$ 33.00	\$ 33.00
Delivery in Calendar Days	40	40	40

Description	Brigham	Shipman's	Safeware
			oversize charges apply
<u>Firefighting Coats & Pants</u>			
Make	Innotex	Globe	Lakeland
Model	5000X	Globe Classis Metro	
Warranty	Lifetime	Ltd. Lifetime	
Coat (per)	\$ 1,091.00	\$ 1,125.50	1057.32
Pants (per)	\$ 919.00	\$ 818.50	1036.77
Replacement Suspenders (to be same as what would normally be included with pants purchase) Item #55.0 in spec.	\$ 55.00	\$ 49.95	\$ 24.39
<u>Firefighting Hoods</u>			
Make	Firedex	Majestic	No bid
Model	H61CXNBXL	Ultra C6	
Warranty	1 yr.	Ltd. Lifetime	
Cost Each	\$ 39.00	\$ 32.20	
Delivery in Calendar Days	40	40	

Description	Northeast Rescue		
<u>Firefighting Coats & Pants</u>			
Make	Honeywell		
Model	62V3/24V3		
Warranty			
Coat (per)	\$1,388/\$1,298		
Pants (per)	\$1,069/\$854		
Replacement Suspenders (to be same as what would normally be included with pants purchase) Item #55.0 in spec.	\$ 59.00		
<u>Firefighting Hoods</u>			
Make	Majestic		
Model	PACII-C		
Warranty			
Cost Each	\$ 39.95		
Delivery in Calendar Days	30-65		

Bid2017-069 Protective Structural Firefighting Jackets, Pants & Fire-Retardant Carbon-Based Hoods

The following vendors were sent specifications

911 Safety Equipment

329 E. Main St.
Norristown, PA 19401
jminio@911se.com

American Fire Equipment Co., Inc.

Easton Industrial Pk.
58 Norfolk Ave., Unit 5
S. Easton, MA 02375
tim@amfire.net;wayne@amfire.net;Jtmb6@aol.com;dave@amfire.net

American Fire Gear, LLC

117 Canna St.
Warwick, RI 02888
mark@americanfiregear.com

Boston Uniform Depot

395 Neponset Ave.
Boston, MA 02122
David.shock@verizon.net

Brigham Industries, Inc.

15 Brigham Rd.
Paxton, MA 01612
cbagdis@brighamindustries.com;jbagdis@brighamindustries.com

C & S Specialty, Inc.

1181 Old Smithfield Road
N. Smithfield, RI 02896
SHeroux@CSSpecialty.com;info@csspecialty.com;steve.bilodeau@csspecialty.com

Fire Tech & Safety

90 Progress Ave
Tymbsborough, MA 01879
jlangevin@firetechusa.com;rbarton55@cox.net;bdion@firetechusa.com

Firematic

237 Sugar Rd.
Bolton, MA 01740
cpoirier@firematic.com

Industrial Protection Services, LLC

220 Ballardvale St.
Wilmington, MA 01887
bbarton@ipp-ips.com

New England Fire Equipment & Apparatus Corp.

10 Stillman Rd.
N. Haven, CT 06473
Rpeck6@cox.net;larry.nefea@gmail.com;supplyfire@aol.com;nefea@aol.com

Northeast Rescue Systems, Inc.

313 Belgrade Ave.
Boston, MA 02131
ocners@aol.com;doconnor@northeastrescue.com;info@northeastrescue.com
riamoureux@northeastrescue.com

RI Uniform

1395 Atwood Ave., Suite 109
Johnston, RI 02919
Riuniform@Cox.Net;Alan@Riuniform.Com

Safeware, Inc.

4403 Forbes Blvd.
Lanham, MD 20706
norme@safewareinc.com;apetrenko@safewareinc.com;sroy@safewareinc.com
cquintero@safewareinc.com;esmaynard@lakeland.com

Shipman's Fire Equipment Co. Inc.

172 Cross Road
Waterford, CT 06385
paigedavidj@aol.com;info@shipmans.com;jmartin@shipmans.com;mkirchhoff@shipmans.com
ccentracchio@shipmans.com;tbaker@shipmans.com

Stroud Safety Apparel, LLC

414 W. 4th St.

Stroud, OK 74079

ernie@stroudsafetyapparel.com

Total Fire Group

8604 Cliff Cameron Dr Suite 105

Charlotte, NC 28269

chief@supply.com

W.S. Darley & Co.

325 Spring Lake Drive

Itasca, IL 60143

regdarley@darley.com



James P. Kenney
Assistant Chief



Office: (401)468-4044
Cell: (401)374-1552
Fax: (401) 468-4001
james.p.kenney@warwickri.com

111 Veterans Memorial Drive.
Warwick, R.I.
02886

August 19, 2016

Mrs. Patricia Peshka
Purchasing Agent
City of Warwick

Dear Mrs. Peshka,

The City of Warwick Fire Department has reviewed *Bid 2017-69 Protective Structural Firefighting Coats, Pants & Fire-Retardant Carbon-Based Hoods*. After thoroughly reviewing all seven bids submitted the Warwick Fire Department recommends the bid be awarded to Shipman's Fire Equipment Company, Inc. This bid is for structural firefighting coats, pants, and carbon-based hoods. Shipman's Fire Equipment Company, Inc. was the lowest bidder.

This award will be for a period of two years from the date of the award. The total award is not to exceed \$176,000.00. The turnout gear comes from budget code 35-282 and the hoods from 35-235.

Sincerely,

James P. Kenney
Assistant Chief

Bid2017-081 Municipal Employees' Term-Life Insurance

- 2 bids submitted

CODE 75-177 Employees' Benefits/Life Insurance-Municipal

MANNER OF AWARD \$69,000.00
November 1, 2016 – October 31, 2019

RECOMMEND RI Interlocal Risk Management Trust

=====

RI Interlocal Risk Management Trust
501 Wampanoag Tr., Ste. 301
E. Providence, RI 02915

Life Plus Insurance Agency, Inc.
475 School St., Ste. 5
Marshfield, MA 02050

Pricing as Follows

continued next page

Bid2017-081 Municipal Employees' Term-Life Insurance

RI INTERLOCAL RISK MANAGEMENT TRUST

Year	Basic	Basic AD&D	Optional	Optional AD&D
11/1/16 – 10/31/17	.135	.016	.625	.016
11/1/17 – 10/31/18	.135	.016	.625	.016
11/1/18 – 10/31/19	.135	.016	.625	.016

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

LIFE PLUS INSURANCE AGENCY, INC.

Matching In Force Optional Plan

Year	Basic	Basic AD&D	Optional	Optional AD&D
11/1/16 – 10/31/17	.17	.016	.625	.016
11/1/17 – 10/31/18	.17	.016	.625	.016
11/1/18 – 10/31/19	N/A	N/A	N/A	N/A

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

Upgraded Optional Issue Age Program

Year	Basic	Basic AD&D	Optional	Optional AD&D
11/1/16 – 10/31/17	.135	.016	Age Based	.02
11/1/17 – 10/31/18	.135	.016	Age Based	.02
11/1/18 – 10/31/19	N/A	N/A	N/A	N/A

Bid2017-081 Municipal Employees' Term-Life Insurance

The following vendors were sent specifications

Advantage Benefits

78 Pleasant St.
Worcester, MA 01609
bill@advantagebenefits.com

Amalgamated Life Insurance Co.

333 Westchester Ave.
White Plains, NY 10604
tspinella@amalgamatedlife.com;gthomas@amalgamatedlife.com

Blue Cross & Blue Shield of RI

500 Exchange St.
Providence, RI 02903
john.gilliland@bcbsri.com;Robert.Knowles@bcbsri.org; Marc.gagnon@bcbsri.org

Commonwealth Financial Network

91 Tollgate Rd.
Warwick, RI 02886
mdr@cfnmail.com

Cook & Company

1025 Plain St./PO Box 1068
Marshfield, MA 02050
pkenney@cookandcompany.com;rmcnamee@cookandcompany.com

Corbett & Co.

Box 8349
Warwick, RI 02888
Ccorbett2@cox.net

Cranston Insurance Assocs., Inc.

1045 Warwick Ave., Ste. 203
Warwick, RI 02888
bob@cranstoninsurance.com

Curtis Benefits Enrollment Co.

112 Ardwick Terrace
Lansdale, PA 19446
locurtis@yahoo.com

GBS Insurance Agency, Inc.

43 Thompson Rd.
Webster, MA 01570
wbjerke@gbsia.com

ING

Six Stony Brook Dr.
Marlborough, CT 06447
rczaplicki@ingfp.com

LifePlus Insurance Agency

475 School St., Ste. 5
Marshfield, MA 02050
peter@lpins.com

Milliman, Inc.

80 Lamberton Rd.
Windsor, CT 06095
Bill.Thompson@milliman.com;Steve.Lemanski@milliman.com

Minnesota Life Insurance Co.

400 Robert St. North
St. Paul, MN 55101
bochs@ochsinc.com;Brian.anderson@securian.com

Ri Interlocal Risk Management Trust

501 Wamponaug Tr., Ste 301
E. Providence, RI 02915
blavallee@ritrust.com;lgrassini@ritrust.com

Strategic Employees Benefit Services

275 Promenade St.
Providence, RI 02908
Jeremy.stowe@nmfn.com

Troy, Pires & Allen Insurance

376 Newport Ave.
E. Providence, RI 02916
greg.troy@tpallc.com

Memo

To: Patricia A. Peshka, Purchasing Agent
From: Jane Jordan, Personnel Director
Date: August 24, 2016
Re: Municipal Term-Life Insurance - Bid 2017-081 (Non-Uniform Employee's)

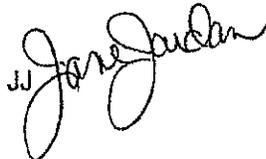
As you are aware, the City recently went to bid for Municipal Term-Life Insurance. There were 2 bids received, including one from the Interlocal Trust, (Standard Life Insurance) the City's current provider.

There are two components to the bid -- Basic Coverage (\$32,000) and Optional Coverage (\$10,000 or \$20,000). The bid specifications clearly stated that the City was looking for one unified rate. Tiered pricing becomes very difficult and expensive to administer. Both of the qualified bidders submitted a fixed rate for both Basic and Optional Insurance:

Bidder	Basic coverage \$32,000 (Paid by City Annually)	Optional coverage \$10,000 or \$20,000 (Paid by Employee Annually)
R. I. Interlocal Trust *Bid Cost Based on current enrollment of 394	<p>Basic \$.135 x 32 (per thousand) x 12 (months)=\$20,424.96 Annually. With Basic AD&D \$.016 x 32 (per thousand) x 12 (months)=\$2,420.74.</p> <p>*Combined cost 11/1/16-10/31/17 \$22,845.70</p> <p>*Combined cost 11/1/17-10/31/18 \$22,845.70</p> <p>*Combined cost 11/1/18-10/31/19 \$22,845.70</p>	<p>Individual cost paid by employee is \$.641 per \$1,000.</p> <p>The cost for the optional insurance for \$10,000 is 6.41 a month. Annual Cost paid by Employee is \$76.92.</p> <p>The cost for the optional insurance for \$20,000 is \$12.82. Annual Cost paid by Employee is \$153.84.</p>
Life Plus Insurance Agency, Inc. *Bid Cost Based on current enrollment of 394	<p>\$.17 x 32 (per thousand) x 12 (months) = \$25,720.32 Annually. With Basic AD&D \$.016 x 32 (per thousand) x 12 (months) = \$2,420.74</p> <p>*Combined cost 11/1/16-10/31/17 \$28,141.06</p> <p>*Combined cost 11/1/17-10/31/18 \$28,141.06</p> <p>No Bid Third Year</p>	<p>Individual Cost paid by Employee is \$.641 per \$1,000.</p> <p>The cost for the optional insurance for \$10,000 is 6.41 a month. Annual Cost paid by Employee is \$76.92.</p> <p>The cost for the optional insurance for \$20,000 is \$12.82. Annual Cost paid by Employee is \$153.84.</p>

In summary, the Personnel Department is recommending to award a three year contract to the R. I. Interlocal Trust who is the lowest bidder and current provider with an annual cost of about \$23,000.00 per year based on number of eligible employees. Approximate cost for the three year period is \$69,000.00.

The City provides and pays the basic group term life insurance coverage of \$32,000 for active eligible employees. This bid cost is based on an estimate of ~~344~~ current employees at the time of the bid proposal. Eligible active employees can purchase optional life insurance and pay the cost of those premiums through a weekly payroll deduction. If you have any questions, please call me.

A handwritten signature in black ink, appearing to read "JJ Jane Jordan". The signature is written in a cursive style with a small "JJ" at the beginning.

Bid 2017-081 (Municipal Term Life Insurance)

Bid Based on 394 Employees
Employee's have an option
to purchase optional insurance at their

Interlocal Trust
East Providence, R. I.
Standard Life Insurance

LifePlus Insurance Co., Inc.
Marshfield, Massachusetts
Boston Mutual

Bid Specifications Coverage 3 years	11/01/16-10/31/17		11/01/17-10/31/18		11/01/18-10/31/19		11/01/16-10/31/17		11/01/17-10/31/18		11/01/18-10/31/19	
	Yes	No - 2 Years	City Pays	EE Cost								
Basic \$32,000	Yes		20,424.96	0.135	20,424.96	0.135	20,424.96	0.17	25,720.32	0.17	25,720.32	no bid
Basic AD&D	Yes		2,420.74	0.016	2,420.74	0.016	2,420.74	0.016	2,420.74	0.016	2,420.74	no bid
Optional	Yes		EE Cost	0.625	EE Cost	no bid						
Optional AD&D	Yes		EE Cost	0.016	EE Cost	no bid						
CITY ANNUAL COST EACH YEAR		YEAR 1	22,845.70		22,845.70		22,845.70		28,141.06		28,141.06	
Optional \$10,000 And \$20,000 - Pd by EE		YEAR 2										
One Unified Rate For All Employees of, Yes or Factors												

Rates --All per \$1,000

Bid2017-097 Analytical Laboratory Services

- 2 bids submitted

CODE 67-406 Engineering/Greenwich Bay Stormwater Project

MANNER OF AWARD \$5,000.00
1 year from date of award

RECOMMEND RI Analytical Laboratories, Inc.

=====

RI Analytical Laboratories, Inc.
41 Illinois Ave.
Warwick, RI 02888

New England Testing Laboratory, Inc.
59 Greenhill St.
W. Warwick, RI 02893

Pricing as Follows

Continued next page

RI ANALYTICAL LABORATORIES (RIAL) BID SPECIFICATIONS

Test Parameter	WSA Total Number of Units	RIAL Unit Price	Total Cost RIAL	DPW MS4 Stormwater Samples	RIAL Unit Price	Total Cost RIAL
Fecal Coliforms	260	\$11.30	\$2,938.00	50	\$11.30	\$565.00
Enterococci	156	\$18.00	\$2,808.00	50	\$18.00	\$900.00
Male-specific Coliphage	0	\$102.00	\$0.00	50	\$102.00	\$5,100.00
Surfactants	0	\$19.00	\$0.00	50	\$19.00	\$950.00
Ammonia	88	\$10.30	\$906.40	50	\$10.30	\$515.00
TKN	74	\$23.20	\$1,716.80	20	\$23.20	\$464.00
Nitrate	74	\$8.25	\$610.50	20	\$8.25	\$165.00
Nitrite	74	\$8.25	\$610.50	20	\$8.25	\$165.00
Total Phosphorus	88	\$9.30	\$818.40	20	\$9.30	\$186.00
Orthophosphorus	22	\$7.50	\$165.00	0	\$7.50	\$0.00
CBOD	452	\$17.00	\$7,684.00	0	\$17.00	\$0.00
Cadmium, Copper, Lead & Zinc	104	\$37.00	\$3,848.00	0	\$37.00	\$0.00
Total and Available Cyanide	33	\$29.90	\$986.70	0	\$29.90	\$0.00
Priority Metals	33	\$101.00	\$3,333.00	0	\$101.00	\$0.00
Oil & Grease (Gravimetric)	36	\$33.00	\$1,188.00	0	\$33.00	\$0.00
Oil & Grease (Non-polar)	36	\$56.50	\$2,034.00	0	\$56.50	\$0.00
Priority Pollutant Scan	3	\$461.00	\$1,383.00	0	\$461.00	\$0.00
Quarterly Bioassay	4	\$2,302.00	\$9,208.00	0	\$2,302.00	\$0.00
Thickened Sludge TCLP	1	\$448.00	\$448.00	0	\$448.00	\$0.00
Thickened Sludge Metals	4	\$113.00	\$452.00	0	\$113.00	\$0.00
Thickened Sludge PCBs	4	\$56.75	\$227.00	0	\$56.75	\$0.00
Thickened Sludge Phosphorus	4	\$22.00	\$88.00	0	\$22.00	\$0.00
Thickened Sludge Total Solids	4	\$10.30	\$41.20	0	\$10.30	\$0.00
Thickened Sludge Fixed Solids	4	\$0.00	\$0.00	0	\$0.00	\$0.00
Thickened Sludge Volatile Solids	4	\$10.30	\$41.20	0	\$10.30	\$0.00
		WSA Total	\$41,535.70		DPW Total	\$9,010.00
					RI Analytical Total Bid	\$50,545.70

NEW ENGLAND TESTING LAB (NETLAB) BID SPECIFICATIONS						
Test Parameter	WSA Total Number of Units	NETLAB Unit Price	Total Cost NETLAB	DPW MS4 Stormwater Samples	NETLAB Unit Price	Total Cost NETLAB
Fecal Coliforms	260	\$20.00	\$5,200.00	50	\$20.00	\$1,000.00
Enterococci	156	\$20.00	\$3,120.00	50	\$20.00	\$1,000.00
Male-specific Coliphage	0	\$120.00	\$0.00	50	\$120.00	\$6,000.00
Surfactants	0	\$25.00	\$0.00	50	\$25.00	\$1,250.00
Ammonia	88	\$12.00	\$1,056.00	50	\$12.00	\$600.00
TKN	74	\$22.00	\$1,628.00	20	\$22.00	\$440.00
Nitrate	74	\$8.00	\$592.00	20	\$8.00	\$160.00
Nitrite	74	\$8.00	\$592.00	20	\$8.00	\$160.00
Total Phosphorus	88	\$10.00	\$880.00	20	\$10.00	\$200.00
Orthophosphorus	22	\$7.00	\$154.00	0	\$7.00	\$0.00
CBOD	452	\$20.00	\$9,040.00	0	\$20.00	\$0.00
Cadmium, Copper, Lead & Zinc	104	\$30.00	\$3,120.00	0	\$30.00	\$0.00
Total and Available Cyanide	33	\$30.00	\$990.00	0	\$30.00	\$0.00
Priority Metals	33	\$70.00	\$2,310.00	0	\$70.00	\$0.00
Oil & Grease (Gravimetric)	36	\$45.00	\$1,620.00	0	\$45.00	\$0.00
Oil & Grease (Non-polar)	36	\$45.00	\$1,620.00	0	\$45.00	\$0.00
Priority Pollutant Scan	3	\$250.00	\$750.00	0	\$250.00	\$0.00
Quarterly Bioassay	4	\$2,050.00	\$8,200.00	0	\$2,050.00	\$0.00
Thickened Sludge TCLP	1	\$285.00	\$285.00	0	\$285.00	\$0.00
Thickened Sludge Metals	4	\$100.00	\$400.00	0	\$100.00	\$0.00
Thickened Sludge PCBs	4	\$50.00	\$200.00	0	\$50.00	\$0.00
Thickened Sludge Phosphorus	4	\$16.00	\$64.00	0	\$16.00	\$0.00
Thickened Sludge Total Solids	4	\$10.00	\$40.00	0	\$10.00	\$0.00
Thickened Sludge Fixed Solids	4	\$10.00	\$40.00	0	\$10.00	\$0.00
Thickened Sludge Volatile Solids	4	\$16.00	\$64.00	0	\$16.00	\$0.00
			WSA Total \$41,965.00			
				DPW Total	\$10,810.00	
						New England Testing Lab (NETLAB) Total Bid \$52,775.00

Bid2017-097 Analytical Laboratory Services

The following vendors were sent specifications

Alpha Analytical

320 Forbes Blvd.
Mansfield, MA 01581
cs@alphalab.com

Analytical Balance Corp.

422 W. Grove St.
Middleboro, MA 02346
bob@h2otest.net

BAL Laboratory

185 Frances Ave.
Cranston, RI 02910
dcapuano@thielsch.com

BRC Laboratory, Inc.

62 Spirketing St.
Jamestown, RI 02835
Brclab11@aol.com

ESS Laboratory

195 Frances Ave.
Cranston, RI 02910
lstoddard@thielsch.com

GeoLabs, Inc.

45 Johnson Lane
Braintree, MA 02184
Mike_fitzy@yahoo.com;dkahler@geolabs.com

GZA Geoenvironmental, Inc.

530 Broadway
Providence, RI 02909
mark.burbelo@gza.com

Microbac Laboratories, Inc.

61 Louisa Viens Dr.
Dayville, CT 06241
Ron.warila@microbac.com

New England Testing Laboratory

1254 Douglas Ave.
N. Providence, RI 02904
Dawn.wojcik@newenglandtesting.com; Rich.warila@newenglandtesting.com
work@newenglandtesting.com

Northeast Environmental Testing Lab, Inc.

472 Smith St.
Providence, RI 02908
rspinella@neetl.com

Premier Laboratory, Inc.

61 Louisa Viens Dr.
Dayville, CT 06241
dennis.bove@microbac.com

RI Analytical Labs

41 Illinois Ave.
Warwick, RI 02888
jjolls@rianalytical.com; aford@rianalytical.com; aperrotti@rianalytical.com
kmayo@rianalytical.com; ejensen@rianalytical.com; dlonczak@rianalytical.com

Spectrum Analytical

646 Camp Ave.
N. Kingstown, RI 02852
elawler@spectrum-analytical.com



CITY OF WARWICK
DEPARTMENT OF PUBLIC WORKS
925 SANDY LANE
WARWICK, RI 02886
TEL. 401-738-2000 Ext. 6500
FAX 401-732-5208

SCOTT AVEDISIAN
MAYOR

DAVID PICOZZI
DIRECTOR

To: Patricia Peshka, Purchasing Agent

From: David Picozzi, Director of Public Works 

Date: August 22, 2016

Re: Bid2017-097 Analytical Laboratory Services

We have reviewed the two bids received on the above recommended award to RI Analytical Laboratories, Inc. for the purposes of storm water testing. The recommended award amount is \$5,000 for a period of one year.

Bid2017-099 Purchase Stairwell Fire-Rated Doors (Re-bid)

- 1 bid submitted

CODE 66-369 Building Maintenance/Renovation Projects

MANNER OF AWARD \$5,225.00

RECOMMEND New England School Services, Inc.

=====

New England School Services, Inc.
 98 Hicks Ave.
 Medford, MA 02155

DESCRIPTION	PRICE
(1) de la Fontaine steel 16ga factory primed 90 minute fire-rated KD frame, 6'0 x 6'8, reinforced for all hardware	\$203
(1) pair – de la Fontaine steel 16ga factory primed 90-minute fire-rated doors, 6'0 x 6'8, having 6" x 27" cutouts, prepped and reinforced for all hardware	\$905
(6) BB0179 NRP 4 ½" x 4 ½" x 26D butt hinges	\$81
(2) LCN 4111 EDA x Alum x TBSRT closers	\$486
(2) Von Duprin 9927L- F- BE x US28 x LBR x 3' fire-rated surface vertical rod exit devices	\$2,694
(2) VSL 6" x 27" Pyran Pack fire-rated vision kits with 90-minute fire-rated glass and glazing tape	\$405
(2) Rixson 998 x 689 wall-mounted door magnets	\$451

Biod2017-099 Purchase Stairwell Fire-Rated Doors (Re-bid)

The following vendors were sent specifications

Columbus Door

1884 Elmwood Ave.

Warwick, RI 2888

info@columbusdoor.com;billc@columbusdoor.com

Custom Built Windows & Door Systems, Inc.

80 Meadow St.

Warwick, RI 2886

chris@custombuiltri.com

House of Glass

2563 Post Rd., Ste. 101

Warwick, RI 2886

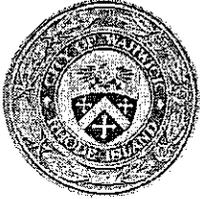
New England School Services, Inc.

12 Greco Lane, Unit 20

Warwick, RI 2886

vsmith@neschool.com

RECEIVED AUG 22 2016



CITY OF WARWICK
DEPARTMENT OF PUBLIC WORKS
925 SANDY LANE
WARWICK, RI 02886
TEL. 401-738-2000 Ext. 6500
FAX 401-732-5208

SCOTT AVEDISIAN
MAYOR

DAVID PICOZZI
DIRECTOR

To: Patricia Peshka, Purchasing Agent

From: David Picozzi, Director of Public Works

A handwritten signature in black ink, appearing to read "D. Picozzi", is written over the "From:" line.

Date: August 22, 2016

Re: Bid2017-099 Purchase of Stairwell Fire Doors for Annex Building

We have reviewed the only bid received on the above recommended award to New England School Services, Inc. The recommended award amount is \$5,225 for the purchase of the doors. The doors will be installed by City personnel.

CODE: 30-399 Police Department/Services-Investigations

SECTION 56-6

Bid2017-102 Police Undercover Operations

Various Vendors

Contract Award: \$20,000.00

Contract Period: October 30, 2016 – October 29, 2017

WARWICK POLICE DEPARTMENT

"A Nationally Accredited Agency"

Colonel Stephen M. McCartney, Chief of Police

99 Veterans Memorial Drive

Warwick, Rhode Island 02886-4617

(401) 468-4200

August 3, 2016

Mrs. Patricia Peshka, Purchasing Agent
City of Warwick
3275 Post Road
Warwick, Rhode Island 02886

RE: Request for Spending Authorization, Police Undercover Operations; FY 2017/FY 2018
City Ordinance 56-6, "Exception to Notice Requirement"; Bid# 2016-133 (Expires 10/29/16)
Funding Source: Budget Code 30-399

Dear Mrs. Peshka:

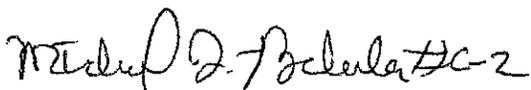
The department is seeking authorization to expend funds under the provisions of City Ordinance 56-6, "Exception to Notice Requirement," to make expenditures for police undercover operations for FY 2017/FY 2018. Bid# 2016-133 was previously awarded for these expenditures covering the period October 30, 2015 through October 29, 2016.

The exception to notice is requested in order not to compromise any undercover narcotics operations undertaken by the department as part of suppressing criminal activities.

Funding for this expense will be funded through 30-399 and would not exceed \$20,000.00. If approved, vouchers would be prepared each quarter in the amount of \$5,000.00.

Enclosed is a Bid and/or Docket Requisition Form to meet your office's requirements. Please feel free to contact me should you require any further information.

Sincerely,



Michael J. Babula
Commander
Deputy Chief of Police

MJB:sbb

Enclosure

CODE 30-340 Police Dept./Service Contracts

SECTION 56-6

Bid2017-108 UFED Software Renewal

Cellebrite, Inc.
Seven Campus Dr., Ste. 210
Parsippany, NJH 07054

Contract Award: \$3,299.00

Contract Period: August 1, 2016 - August 1, 2017

CITY OF WARWICK

Colonel Stephen M. McCartney
Chief of Police

Scott Avedisian
Mayor



Police Department
99 Veterans Memorial Drive
Warwick, Rhode Island 02886-4617
Telephone: (401) 468-4200

August 17, 2016

Mrs. Patricia A. Peshka, Purchasing Agent
City of Warwick
3275 Post Road
Warwick RI 02886

RE: Request for Spending Authorization- Cellebrite UFED Software Renewal
56-6 Exception to Notice Requirement
Funding Source: Police Operating Budget Code 30-340

Dear Mrs. Peshka:

The Police Department Detective Division operates a Computer Forensics Unit (CFU) whose primary task is to search for and extract evidence of criminal acts on electronic storage devices such as computers, PDA's, Laptops, Tablets, and cell phones. One of the tools that assist them with this evidence extraction is a Universal Forensic Extraction Device (UFED) made by Cellebrite. It is an invaluable tool for this purpose and significantly reduces the waiting time needed for evidence extraction should we have examine devices externally.

As you are aware, the Police Department purchased an updated UFED machine called the UFED 4PC in 2014. In order to keep the machine up to date for use as a forensic examiner, we are required to purchase a software renewal package each year. The cost of this package is **\$3,299.00**.

Cellebrite is the sole source vendor for the UFED machine and therefore, by extension, its software packages are as well.

This purchase will be paid for, if approved, from the Police Department's Operating Budget Code: 30-340.

If there are any questions or concerns, please call me at 468-4230.

Sincerely,

A handwritten signature in black ink, appearing to read 'Robert S. Nelson'.

Robert S. Nelson
Major
Administrative Bureau Commander

Cellebrite Inc.
 7 Campus Drive
 Suite 210
 Parsippany, NJ 07054
 USA
 Tel. +1 201 848 8552
 Fax. +1 201 848 9982
 Tax ID#: 22-3770059



Quote

Quote #:
 CB-43536
Quote Date:
 Aug 08, 2016

Bill To: Warwick Police Department
 99 Veterans Memorials Drive
 Warwick, Rhode Island, 02886
 United States

Ship To: Warwick Police Department
 99 Veterans Memorial Drive
 Warwick, RI, 02889
 United States

Contact: Scott Robillard
Phone #: 401-738-2000

Contact: Scott Robillard
Phone #: 401-738-2000

Customer ID	Good Thru	Payment Terms	Sales Rep
SF-00070565	Sep 07, 2016	Net 30	Evan Hiatt

Item Code	Description	Quantity	Net Price
A-SOW-11-003	UFED 4PC ultimate SW renewal Starting from: Aug 02, 2016 To: Aug 01, 2017 SN: 9604221 1515759856	1	\$3,299

Subtotal:	\$3,299
Shipping & Handling:	\$ 0
Sales Tax (20.0%*):	\$ 0
Total:	\$3,299

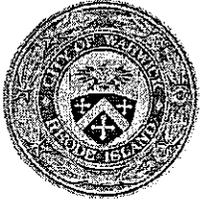
CODES 65-314 Automotive/Equipment Repair	\$ 452.05
76-357 Insured Accidents/General	\$3,225.04

SECTION 56-6

Bid2017-109 Repairs W5

West Shore Collision
2134 W. Shore Rd.
Warwick, RI 02889

Contract Award: \$3,677.09



CITY OF WARWICK
DEPARTMENT OF PUBLIC WORKS
925 SANDY LANE
WARWICK, RI 02886
TEL. 401-738-2000 Ext. 6500
FAX 401-732-5208

SCOTT AVEDISIAN
MAYOR

DAVID PICOZZI
DIRECTOR

To: Patricia Peshka, Purchasing Agent

From: David Picozzi, Director of Public Works

A handwritten signature in black ink, appearing to read "David Picozzi", is written over the printed name.

Date: August 23, 2016

Subj: West Shore Collision Center

A Water Department vehicle sustained damage from an accident on August 10, 2016. This claim has been filed with the Rhode Island Interlocal Risk Management Trust. The vehicle repairs are in the amount of \$3,677.09. The City has received funds for repairs to this vehicle and must issue a purchase order to pay the vendor.

Please consider this memo a request for an exception to notice under Sec. 56-6 of the Warwick Code for West Shore Collision Center in the amount of \$3,677.09.

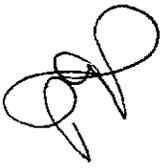
Patricia A. Peshka
Purchasing Agent



Scott Avedisian
Mayor

City of Warwick
Purchasing Division
3275 Post Road
Warwick, Rhode Island 02886
Tel (401) 738-2000 Ext. 6240
Fax (401) 737-2364

ADDENDUM

TO: Members of the Finance Committee
FROM: Patricia A. Peshka, Purchasing Agent 
DATE: August 26, 2016
RE: RFP2017-082 Professional Consulting Firm to Assist with the
Development of a Renewable Energy Strategy

Resolution PCR-112-16 (Amended)

Finance Committee on Wednesday, September 7, 2016

=====

Please include the attached above-mentioned RFP in your bid package and replace PCR-112-16 with the attached PCR-112-16 (Amended).

Thank you.

SEPTEMBER 7, 2016 TABLE OF CONTENTS (AMENDED)

<u>BID #</u>	<u>DESCRIPTION</u>	<u>PAGES</u>
2015-94	Investigative Services for Detective Division (Sec. 6-12)	1 - 2
2016-260 <i>Rescind</i>	Purchase Two (2) New Open-Top Roll-Off Containers (Sec. 6-12)	3 - 4
2017-015	Photography Supplies & Printing (Sec. 6-12)	5 - 7
2017-064	State of RI Copiers, Printers & Related Equipment (Sec. 6-12)	8 - 9
2017-069	Protective Structural Firefighting Coats, Pants & Fire-Retardant Carbon-Based Hoods	10 - 17
2017-081	Municipal Employees' Term-Life Insurance	18 - 25
2017-097	Analytical Laboratory Services	26 - 31
2017-099	Purchase Stairwell Fire-Rated Doors (Re-bid)	32 - 34
2017-102	Police Undercover Operations (Sec. 56-6)	35 - 36
2017-108	UFED Software Renewal (Sec. 56-6)	37 - 39
2017-109	Repairs W5 (Sec. 56-6)	40 - 41
2017-082	Professional Consulting Firm to Assist with the Development of a Renewable Energy Strategy	42 - 61

**RFP2017-082 Professional Consulting Firm to Assist with the Development
of a Renewable Energy Strategy**

- 2 bids submitted

CODE 18-400 Finance/Contingency

MANNER OF AWARD \$5,000.00

RECOMMEND Clean Economy Development, LLC

=====

Clean Economy Development, LLC
127 Dorrance St., 5th Floor
Providence, RI 02903

Best Practice Energy, LLC
24 Salt Pond Rd., Ste. H3
Wakefield, RI 02879

Pricing as Follows

Continued next page

Cost Proposal

Cost Proposal

CED provides a favorable cost structure to our municipal clients. Given our level of expertise and confidence in being able to deliver successful projects, CED's fee structure is primarily "performance based," meaning that outside of the small, initial down payment, CED's fees are only earned paid upon successful completion and operation of renewable energy project(s) and/or financing. Added, to limit the out-of-pocket expense to the City, CED has structured its contracts to include the City's consultant costs as part of the renewable energy project developer's overall project costs. As such, the project developer then becomes responsible for paying the City's consulting costs (rather than the City directly) – if, and only if, successful cost-saving projects are contracted for.

Fee Structure

Fees for this scope of work shall be calculated as follows:

1. City shall pay CED a down payment of \$5,000.00 upon execution of a renewable energy professional services contract.
2. CED shall charge the City a Fee equal to ten percent (10.00%) of the total value of financing secured for renewable energy Projects on behalf of the City. These fees shall be paid on the following schedule:
 - a. 50% of fees paid upon financing award/notice.
 - b. 50% of fees paid upon completion of associated financed Project(s).
3. At the request of the City, CED will provide additional professional renewable energy services. Such services will be billed at an hourly rate of \$195.00. Fees will be billed monthly.
4. In addition to the Fees above, City shall require selected RFP respondents to pay CED a fee calculated at \$0.0550 per DC installed Watt of renewable energy projects contracted for between the City and selected renewable energy project developer(s). City shall require selected RFP respondent to pay these fees on the following schedule:
 - a. 50% of fee paid upon execution of a Power Purchase Agreement ("PPA") or Purchase & Sales Agreement ("PNS"), whichever is applicable.
 - b. 50% of fees paid upon Project Commercial Operation Date ("COD").



Best Practice Energy LLC
 24 Salt Pond Road
 Suite H3
 Wakefield, RI 02879
 401.594.2300

Cost Proposal – RFP 2017-082

Cost Tables

Best Practice Energy, LLC will provide clear, concise, and fully transparent cost tables for any and all projects in partnership with the City of Warwick. These costs will be clearly broken down into two sections – awarded vendor cost, and Best Practice Energy cost. The cost for Best Practice Energy will be based on the agreed hourly consultancy fees (our proposed rates are detailed below).

Labor Rates & Contract-based Compensation

Best Practice Energy, LLC is proposing the following hourly consulting rates, detailed below per-position:

<u>President</u>	\$105.00/hr
<u>Renewable Energy & Efficiencies Consultant</u>	\$85.00/hr
<u>Market & Strategy Analyst</u>	\$55.00/hr
<u>Regional Sales Director</u>	\$55.00/hr

The above rates are “fully loaded” and all-inclusive for our services related to any projects that will result from the award of this RFP, i.e. the participation in RFP / vendor or contractor vetting processes, evaluation of bidding vendors, participation in meetings with any upper management for the City of Warwick, etc.

These rates would be locked for the full term of the initial consulting agreement, and may be subject to a 3% increase for additional years if the agreement is renewed. Any commissions or other compensation that may be earned from these services will be fully transparent and offset against any proposed rate.

Lump Sum – Renewable Energy Plan

The lump sum cost for Best Practice Energy, LLC’s role in assisting in compiling and implementing the Renewable Energy Plan is estimated to be \$5,210.00*. Please see below for details of this estimated cost:

<u>Position</u>	<u>Est. Hours</u>	<u>Cost</u>
President	10	\$1050.00
Renewable Energy & Efficiencies Consultant	25	\$2125.00
Market & Strategy Analyst	25	\$1375.00
Regional Sales Director	12	\$660.00
Total	72	<u>\$5,210.00*</u>



Best Practice Energy LLC
24 Salt Pond Road
Suite H3
Wakefield, RI 02879
401.594.2300

*The estimated lump sum outlined is subject to the agreed upon statements of work resulting from the award of this RFP, and is subject to change should the scope of services required from said projects differ from the details outlined above. In order to provide a more accurate estimate for the cost of assisting in the implementation of the Renewable Energy Plan, Best Practice Energy will need to further define the scope of services to ensure the above projected hours estimates are accurate.

RFP2017-082 Professional Consulting Firm to Assist with the Development of a Renewable Energy Strategy

The following vendors were sent specifications

Best Practice Energy, LLC

24 Salt Pond Rd., Ste. H3
Wakefield, RI 02879
info@bestpracticeenergy.com

E2Sol

10 Dorrance St., Ste. 700
Providence, RI 02903
info@E2SOL.com

Rethinking Power Management

745 Boylston St., 7th Floor
Boston, MA 02116
info@rpmpowerllc.com

Clean Economy Development, LLC

127 Dorrance St., 5th Floor
Providence, RI 02903
jdash@cleaneconomydevelopment.com

Patricia A. Peshka
Purchasing Agent



City of Warwick

Scott Avedisian
Mayor

Purchasing Division
3275 Post Road
Warwick, Rhode Island 02886
Tel (401) 738-2000 Ext. 6240
Fax (401) 737-2364

The following notice is to appear on the City of Warwick's website Tuesday, August 2, 2016.
The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK
PROPOSALS REQUESTED FOR**

**RFP2017-082 Professional Consulting Firm to Assist with the Development
of a Renewable Energy Strategy**

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Tuesday, August 2, 2016. Please note that our offices will be closed on Monday, August 8, 2016.

Sealed proposals will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 11:00 AM, Monday, August 15, 2016. The proposals will be opened publicly commencing at 11:00 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 proposal price. Please note that no proposals can be accepted via email or fax.

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2000, extension 6241 at least 48 hours in advance of the proposal opening date.

Patricia A. Peshka
Purchasing Agent

PLEASE SUBMIT THIS PAGE WITH YOUR PROPOSAL

Acknowledgement of Addendum (if applicable)

Addendum Number	Signature of Bidder
_____	_____
_____	_____

COMPANY NAME: _____

COMPANY ADDRESS: _____

COMPANY ADDRESS: _____

BIDDER'S SIGNATURE: _____

BIDDER'S NAME (PRINT): _____

TITLE: _____ TEL. NO.: _____

EMAIL ADDRESS: _____*

*Please include your email address. Future proposals 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 proposal and hereby enters into a contract with the above party to pay the proposal 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: _____
RFP2017-082 Purchasing Agent

CERTIFICATION & WARRANT FORM*

**This form must be completed and submitted with sealed bid.
Failure to do so will result in automatic rejection.**

Any and all bids shall contain a certification and warrant that they comply with all relevant and pertinent statues, laws, ordinances and regulations, in particular, but not limited to Chapter 16- Conflicts of Interest, of the Code of Ordinances of the City of Warwick. Any proven violation of this warranty and representation by a bidder at the time of the bid or during the course of the contract, included, but not limited to negligent acts, either directly or indirectly through agents and/or sub-contractors, shall render the bidder's contract terminated and the bidder shall be required to reimburse the City for any and all costs incurred by the City, including reasonable attorney fees, to prosecute and/or enforce this provision.

Signature

Date

Company Name

Address

Address

***This form cannot be altered in any way**

**CITY OF WARWICK
NOTICE TO BIDDERS**

**RFP2017-082 Professional Consulting Firm to Assist with the Development
of a Renewable Energy Strategy**

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Tuesday, August 2, 2016. Please note that our offices will be closed on Monday, August 8, 2016.

Sealed proposals will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 11:00 AM, Monday, August 15, 2016. The proposals will be opened publicly commencing at 11:00 AM on the same day in the Lower Level Conference Room, Warwick City Hall.

If you received this document from our homepage or from a source other than the City of Warwick Purchasing Division, please check with our office prior to submitting your proposal to ensure that you have a complete package. The Purchasing Division cannot be responsible to provide addenda if we do not have you on record as a plan holder.

Proposals 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 proposal not properly addressed and identified. No proposals shall be accepted via facsimile or email.

The opening of proposals 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 proposals on that item has been opened, no other proposals on that item will be accepted and any such proposal 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 non-compliance 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 proposal thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the proposal or has participated in contract negotiations on the part of the City, that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for proposals, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

All proposals should be submitted with one (1) original and two (2) copies and an electronic version placed on a flash drive in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as "RFP2017-082 Professional Consulting Firm to Assist with the Development of a Renewable Energy Strategy."

Should you have any questions, please contact Bruce Keiser, Director of Administration, 3275 Post Rd., Warwick, RI at 401-738-2000, extension 6410.

All proposals 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 proposal will deviate from specifications.

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

When a bid is awarded to a corporation, limited liability company or other legal entity, prior to commencing work under the awarded bid, that corporation, company or legal entity may be required to provide to the Purchasing Agent a Certificate of Good Standing dated no more than thirty (30) days prior to the date upon which the bid award was made.

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

The Certificate of Good Standing may be emailed to bids@warwickri.com. Please refer to the bid number on your response.

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 Purchasing Agent reserves the right to reject any and all proposals, to waive any minor deviations or informalities in the proposals received, and to accept the proposal 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.

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 proposal 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 proposal specifications.

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

Request for Proposals

Seeking the professional services from qualified professional consultants to assist with the development of a renewable energy strategy that will lead to the identification and pursuit of the design, financing and installation of one or more renewable energy projects that will provide long-term energy savings for the City of Warwick

City of Warwick, RI
RFP2017-082

Section 1. Notice of Request for Proposal ("RFP")

The City of Warwick (the "City") recognizes the benefits and value of renewable energy as a means of stabilizing and reducing its long-term electricity costs; reducing its dependence on fossil fuels and slowing the effects of climate change. Further, the City recognizes that the state of Rhode Island has made significant improvements in the number and types of incentives and related policies that support the development new municipal renewable energy projects, including projects that benefit the State's municipalities through public-private partnerships.

Given this, the City has a goal of developing and incorporating a renewable energy strategy that will result in upwards of 100% of the City's electricity to be procured from cost-effective, renewable energy projects. In order to most effectively achieve this goal, the City is issuing this Request For Proposal ("RFP") to partner with a qualified professional consulting firm (the "Consultant") who will assist the City in identifying renewable energy opportunities projects that will stabilize and reduce the long-term electricity costs for the City. It is anticipated that the Consultant will assist with the identification, procurement, underwriting and selection of both on-site (projects to be installed on City-owned facilities) and off-site (remote net metering) renewable energy options.

Section 2. Overview, Objectives and Project Information

The objective of this RFP is to identify and select a professional consulting firm that has expertise in partnering with municipalities and assisting them with identifying and executing renewable energy opportunities from start to finish. Evaluation of Proposals will include the consideration of experience and expertise in local renewable energy planning and management. The City will select a professional consultant who provides a response that best:

1. Provides a scope of work that will best meet the City's objectives of this RFP;
2. Clearly identifies how the resulting renewable energy plan will provide actual long-term energy savings for the City;
3. Demonstrates the Consultant's experience with Rhode Island based municipal renewable energy projects, financing and public-private partnerships;
4. Demonstrates the Consultant's experience working within the State policies, programs and incentives that support municipal renewable energy development.

This RFP is for renewable energy consulting services only, and not for any design, development or installation of any renewable energy project(s). As part of this RFP, the City anticipates it will publish an additional RFP for the actual design, development and installation of renewable energy projects. The selected consultant for this current RFP will not be allowed to bid on any subsequent RFPs for the actual design, development and/or installation of any renewable energy projects the City may choose to pursue.

Section 3. Submission Requirements

Respondents shall submit three (3) paper copies and an electronic version placed on a flash drive must be submitted to the office of the City Purchasing Division, Warwick City Hall, Lower Level, 3275 Post Road, Warwick, RI 02886 on or before 11:00 AM, August 15, 2016. Responses to this RFP must include a transmittal letter indicating that the Respondent has carefully read and understands all of the provisions of this RFP. An individual who is authorized to negotiate and execute binding agreements with the City must sign transmittal letter.

Section 4. Applicant Response: Proposal and Scope of Work

The City is seeking a Consultant who can outline and execute a scope of work that will allow for the City to achieve its goal of procuring upwards of 100% of the City's electricity from cost-effective renewables. As part of this RFP response, the City requests that Respondents provide a scope of work, which shall include, but not be limited to:

- Predevelopment activities needed upon project start
- Process for identifying and recommending potential projects
- The role of State incentives with respect to recommended projects

Section 5. Qualifications and Experience

Information provided in response to this RFP shall be used to determine the Consultant that can most effectively deliver the goals of this RFP. Respondents are required to provide detailed responses to the following:

1. Transmittal letter: A letter indicating that the Respondent has carefully read and understands all of the provisions of this RFP, and is bound to all the commitments made in the Proposal.
2. Statement of Qualification: Respondents should provide a summary description of the firms expertise and qualifications. This should include, but not necessarily be limited to:
 - a. Company Information: Description of the company, including the name of all firms (if a joint venture is being proposed), and the principals comprising the development team.
 - b. Project Lead: Identification of experience of lead project manager for this assignment.
 - c. Rhode Island project experience: Provide a description of Respondents' experience with Rhode Island based municipal renewable energy projects.
 - d. Any other additional information Respondent wishes to provide.
3. Project References: Please provide at least three (3) references from similar municipal projects that Respondent has completed. By providing this information the Respondent agrees to allow the City to contact each of the references for verification.
4. Contractual Defaults: If the Respondent, or any member of its proposed team, has ever defaulted on a contract, please provide details of such default including date, location, type of project and reason for default.

Section 6. Cost Proposal

Respondent shall submit its cost proposal for completing the RFP scope of work.

Section 7. Evaluation and Selection

The City shall collectively utilize the information provided within responses in evaluating and making an award under this RFP. The City will pay particular attention to:

1. Demonstrated understanding and responsiveness of the RFP;
2. Qualifications of Respondent, including references;

3. Specific experience with Rhode Island based municipal renewable energy projects and public-private partnerships;
4. Specific experience with Rhode Island state policies, programs and incentives that support municipal renewable energy development.

Section 8: Contract Negotiations

In evaluating responses, the City reserves the right to reject any and all proposals, to waive any informality, and to select and negotiate an agreement with the Consultant that is in the best interest in the City.

Section 9. General Conditions

1. The City reserves the right to reject any and all proposals, to waive any informality, and to select and negotiate renewable energy contract agreement(s) that are in the best interest of the City.
2. The City reserves the right to accept all or any part of a response to this RFP.
3. Compliance with Law: The selected Consultant shall comply with all applicable laws, regulations, ordinances, codes and orders of the United States, the State of Rhode Island and the City of Warwick, as related to its proposal and the performance of the work described in providing renewable energy projects and their correlating PPA, or similar long-term financing option.

Section 10. Contact

Any questions regarding this RFP may be directed to:

Bruce R. Keiser
Director of Administration
Warwick City Hall
3275 Post Road, Warwick, RI 02886
401-738-2000 x 6410
bruce.keiser@warwickri.com

Section 11. Miscellaneous

1. RFP Costs: Costs incurred in developing a response to this RFP are its sole responsibility of the Respondent, and the City shall have no liability for such costs.
2. Ownership of Proposals: All proposals submitted become the City's property and will not be returned to Respondents.
3. The City will not award the proposal to any business, that or person who, is in arrears or in default to the City with regard to any tax, debt, contract, security or any other obligation.

CITY OF WARWICK

PROPOSAL AND CONTRACT FORM

TITLE OF SPECIFICATION: RFP2017-082 Professional Consulting Firm to Assist with the Development of a Renewable Energy Strategy

I. PROPOSAL:

WHEREAS, the CITY OF WARWICK has duly asked for proposals 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 proposal price below;

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

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

Total Cost \$ _____

Additional Fees (if necessary)

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. Individual. Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. Sole proprietor or single-member LLC. Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation. Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. Other entities. Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. Disregarded entity. For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. **Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.
2. **Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.
3. **Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.
4. **Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).
5. **Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ¹
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

Memorandum

To: Honorable City Council
From: Bruce R. Keiser, Director of Administration
Date: 8/26/2016
Re: Renewable Energy Plan

The City recognizes the benefits and value of renewable energy as a means of stabilizing and reducing its long-term electricity costs, reducing dependence on fossil fuels and slowing the effects of climate change. Further, the City is aware that the State has made significant improvements in the number and types of incentives and related policies that support the development of new municipal renewable energy projects, including projects through public-private partnerships.

To this end the Administration solicited consultant proposals to develop a municipal Renewable Energy Strategic Plan. The Plan will review and recommend opportunities for the City to obtain electricity from renewable sources to meet all or part of the annual municipal electrical demand. The Strategic Plan will include:

- Feasibility of siting renewable facilities on City property;
- Market opportunities to partner with renewable energy providers with off-site facilities;
- Cost and benefit analysis of options including full use of tax incentives, rebates and financing tools;
- Development of an RFP to solicit offers from 3rd party renewable energy providers for both on-site and off-site projects.
- Review and analysis of the technical and financial merits of respondent offers;
- Preparing recommendations for one or more renewable energy development/acquisition agreements;
- Assist the City in project review and negotiation;
- Assist in submission of applications for financing and incentives;

Two firms submitted proposals. We are recommending award of the contract to low bidder, Clean Energy Development, Inc. (CED). This firm demonstrated has worked with three Rhode Island municipalities and the Narragansett Bay Commission in the identification and assessment of renewable energy opportunities from the planning stages through development and implementation. CED submitted the low offer in the amount of \$5,000.00.