

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

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

**CITY OF WARWICK
BIDS REQUESTED FOR**

**Bid #2016-322 Land Appraisal Services for
Passeonkquis Cove Plat 303 Lots 4-17**

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Monday, May 2, 2016.

There will be a pre-bid conference on Monday, May 16, 2016 at 10:00 AM in the Lower Level Conference Room.

Sealed bids will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 10:00 AM, Wednesday, June 1, 2016. The bids will be opened publicly commencing at 10:00 AM on the same day in the Lower Level Conference Room, Warwick City Hall.

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

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

Original Signature on File

Patricia A. Peshka
Purchasing Agent

PLEASE SUBMIT THIS PAGE WITH YOUR BID

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 bids will be emailed, unless otherwise noted.

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II. AWARD AND CONTRACT:

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

DATE: _____
Bid #2016-322 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**

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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 bid 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.

Bids received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a bid not properly addressed and identified. No bids shall be accepted via facsimile or email.

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

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

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of 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 bid thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the bid or has participated in contract negotiations on the part of the City, that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for bids, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

All bids should be submitted with one (1) original and one (1) copy in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as "Bid #2016-322 Land Appraisal Services for Passeonkquis Cove Plat 303 Lots 4-17."

Should you have any questions, please contact Susan Cabeceiras, Planning, 3275 Post Rd. Annex, Warwick, RI at 401-738-2000, extension 6286.

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

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

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

The successful bidder must provide the City of Warwick with an original certificate of insurance for General Liability, Automobile Liability and Professional Liability in a minimum amount of \$1 million, naming the City of Warwick as the additional insured and so stated on the certificate with the bid name and bid number. It is the vendor's responsibility to provide the City of Warwick with an updated Certificate of Insurance upon expiration of the original certificate.

Per Section 56-5(f), Post-Bid Award Requirement. 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 shall 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 Insurance and Certificate of Good Standing within ten (10) calendar days after notification of award or the City reserves the right to rescind said award.

Certificates may be mailed to City of Warwick, Purchasing Division, 3275 Post Rd., Warwick, RI 02886 or emailed to bids@warwickri.com.

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

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 bids, to waive any minor deviations or informalities in the bids received, and to accept the bid deemed most favorable to the interest of the City.

The City reserves the right to terminate the contract or any part of the contract in the best interests of the City, upon 30-day notice to the contractor. The City shall incur no

liability for materials or services not yet ordered if it terminates in the best interests of the City. If the City terminates in the interests of the City after an order for materials or services have been placed, the contractor shall be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

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

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

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

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

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

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

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

**CITY OF WARWICK
APPRAISAL SERVICES
OF FOURTEEN (14) PARCELS OF LAND LOCATED AT:

AP 303, LOTS 4-17**

The City of Warwick is soliciting bids from qualified individuals/firms to conduct real estate appraisal services and produce a narrative appraisal report for property located on AP 303, Lots 4-17: This is a vacant, 3.5 acre parcel located on the south side of Passeonkquis Drive in the City of Warwick. The property abuts a residential area and Passeonkquis Cove. We are looking for fourteen separate appraisals, one for each lot.

Applicants must hold a certification as a CERTIFIED GENERAL APPRAISER in the State of Rhode Island. ALL APPLICANTS MUST INCLUDE A COPY OF THEIR CERTIFICATION WITH THEIR PROPOSAL. ANY PROPOSAL THAT DOES NOT INCLUDE A CURRENT CERTIFICATION WILL BE REJECTED.

Applicants must be familiar with the aforementioned area and include with their proposals their qualifications, references, and their cost proposal for a full appraisal and letters of opinions and the time frame for the completion of the reports.

All applicants must supply five, (5) original, bound copies and one unbound, original reproducible copy for of their proposal.

The appraisal shall be completed and submitted to the City of Warwick within forty-five (45) days from the date of the award of the bid and sent to Susan Cabeceiras, Warwick Planning Department, City Hall Annex, 3275 Post Road, Warwick, (401-738-2000, 6286).

All appraisals shall be conducted in conformance with the **Federal Uniform Appraisal Standards for Land Acquisition** and include the following:

Part I

INTRODUCTION

1. **Title Page:** This shall include: (a) the name and street address of the property, (b) the name and address of the individual(s) making the report, and (c) the effective date of the appraisal.
2. **Table of Contents:** Any reports of significance should be listed with corresponding page numbers.
3. **Letter of Transmittal:** Date of the letter of transmittal shall be the same as the effective date of the appraisal. It shall include (a) identification of the property and property rights appraised; (b) a reference that the letter is accompanied by a complete appraisal report; (c) a statement of the effective date of the appraisal; (d) identification of any extraordinary

assumptions, limiting conditions, or legal instructions; (e) the value estimate, or estimates in the case of a partial taking; (f) and the appraiser's signature.

4. **Certification:** Certification is in addition to the transmittal letter and should state the value as of a certain date in conjunction with a statement of personally inspecting the property. The statement should cover that the appraiser has no undisclosed interest in the property, that he/she has personally inspected the premises, and that the owner accompanied the appraiser during the inspection or that the owner chose not to or could not accompany the appraiser.
5. **Photographs:** Pictures shall show at least the front elevation of the major improvements, plus any unusual features. Views of the best comparables should be included. Photographs of the property are necessary, identified as to who took the photo and what the picture is about, in particular what direction they are taken from and what items are in the picture. It is helpful to have photos of the area adjoining and opposite the site to reflect what the neighborhood conditions are and a plat map indicating the location from which the photos were taken.
6. **Statement of Limiting Conditions and Assumptions:** Indicate limiting conditions; items of legal context, engineering difficulties, and easements need to be named. “All Liens and Encumbrance Disregarded” will not be allowed in the report because easements are an encumbrance.
7. **Summary of Salient Facts and Conclusions:** The appraiser should report the major facts and conclusions that led to the final estimate(s) of value. This summary should include an identification of the property appraised, the highest and best use of the property (both before and after the taking if a partial acquisition), brief description of improvements (both before and after the taking if a partial acquisition), the indicated value of the property by each approach to value employed (both before and after the taking if a partial acquisition), the final estimate of value (both before and after the taking if a partial acquisition), any extraordinary assumptions, limiting conditions or instructions, and the effective date of the appraisal.
8. **Scope of the Appraisal:** The appraiser shall describe the scope of investigation and analysis that was undertaken in making the appraisal. The geographical area and time span searched for market data should be included, as should a description of the type of market data researched and the extent of market data confirmation. The appraiser should state the references and data sources relied upon in making the appraisal; if preferred, this information may be shown within the applicable approaches to value.
9. **Purpose of the Appraisal:** The purpose of the report should be “to estimate the fair market value”, with a definition of values required and property rights appraised.
10. **Summary of Appraisal Problems:** The appraiser should briefly describe the principal problems presented in estimating the market value of the property under appraisal and describe the estate to be taken. In the case of a partial acquisition, that appraiser should describe the principal differences in the property between the before and after situations, including any changes in the highest and best use of the property.
11. **References:** If preferred, may be shown with the applicable approach use in the value determination.

PART II

FACTUAL DATA

12. **Legal Description:** A legal description is preferred from the deed description, but should be complete enough to identify the property being appraised.
13. **Area, City and Neighborhood Data:** Should be kept to a minimum and should include only such information as directly affects the appraised property together with the appraiser's conclusions as to significant trends.
14. **Property Data:** Should be explicit, i.e. if a well is on the property is it dug, driven, or drilled; is the septic system a cesspool, trench, or bed leach field, what is the size of the tank.
 - a) **Site:** Describe the present use, accessibility and road frontage, land contours and elevations, soils, vegetation, land area, land shape, utilities, mineral deposits, etc...
 - b) **Soil:** Describe the soil, topography, mineral deposits, easements, etc. A statement must be made concerning the existence or nonexistence of mineral deposits having a commercial value. In the case of a partial taking, discuss access, both before and after, to the remaining tract.
 - c) **Sales History:** Include for each parcel a ten-year record of all sales and, if possible, offers to buy or sell, and recent leases; if no sales in the past ten years, include a report of the last sale. State briefly the purpose for which improvements were designed, dates of original construction and major renovation and/or additions.
 - d) **Assessed Value and Annual Tax Load:** Include the current assessment and dollar amount of real estate taxes. If the property is not taxed, the appraiser shall estimate the assessment in case it is placed upon the tax roll, state the rate, and give the dollar amount of the tax estimate.
 - e) **Zoning:** Describe the zoning for the subject and comparable properties (where Government owned, state what the zoning probably will be under private ownership). if rezoning is imminent, discuss further under item 11.

PART III

ANALYSES AND CONCLUSIONS

15. **Analysis of Highest and Best Use:** Explain logically and reasonably how the value is arrived at. The report shall state the highest and best use that can be made of the property (land and improvements and where applicable, machinery and equipment) for which there is a current market. The valuation shall be based on this use.
16. **Land Value:** The appraiser's opinion of the value of the land shall be supported by confirmed sales of comparable or nearly comparable land having like optimum uses. Differences shall be weighed and explained to show how they indicate the value of the land being appraised.

17. **Value Estimate by Comparable (Market) Approach:** Market sales must have comparable sales of properties that are the same as the highest and best use definition given earlier in the report for the subject of property, i.e. highest and best use is industrial, comparable sales must be of industrial sites. All comparable sales used shall be confirmed by the buyer, seller, broker, or other person having knowledge of the price, terms and conditions of the sale. Each comparable shall be weighed in relation to the subject property and the reasoning behind the appraiser's final value estimate from this approach shall be explained.
18. **Value Estimate by Cost Approach, If Applicable:** This section shall be in the form of computative data, arranged in sequence, beginning with the reproduction or replacement cost, and shall state the source (book and page if a national service) of all figures used. The dollar amounts of physical deterioration and functional and economic obsolescence, or the omission of same, shall be explained in narrative form.
19. **Value Estimate by Income Approach:** This shall include adequate factual data to support each figure and factor used and shall be arranged in detailed form to show at least: (a) estimated gross economic rent or income; (b) allowance for vacancy and credit losses; (c) an itemized estimate of total expenses including reserves for replacements. Capitalization of net income shall be at the rate prevailing for this type of property and location. The Capitalization technique, method and rate used shall be explained in narrative form supported by a statement of sources for rates and factors.
20. **Interpretation and Correlation of Estimates:** The appraiser shall interpret the foregoing estimates and shall state his reasons why one or more of the conclusions reached in items (13), (14), and (15) are indicative of the market value of the property.

Part IV

EXHIBITS AND ADDENDA

21. **Location Map:** Town wide map showing the subject property.
22. **Comparative Map Data:** Show the geographic location of the appraised property and the comparative parcels analyzed.
23. **Detail of the Comparative Data:** Comparative data should include the grantor, grantee, finances, plat, lot, zone, photos, description of the property, tax assessment, confirmation of who has knowledge of the sale (attorney, town clerk, assessor).
24. **Plat Map:** Show the topography, cover type, wetlands, and indicate points from which the photographs were taken.
25. **Title Evidence Report:** If a title evidence report was furnished the appraiser by the agency, it should be included. If such report is lengthy, it may be referenced.
26. **Other Pertinent Exhibits:** Timber cruises, mineral values. Value of timber or minerals can not be added to the land value unless the highest and best use is for timber or mineral production, and then the cruise will determine the value of the property.

27. **Qualifications:** Of all appraisers and technicians contributing to the report.

28. **Meetings:** The appraiser shall meet with the Planning Department, Warwick Land Trust and/or the Warwick City Council, if requested to, at the outset of the appraisal project and be available, if necessary, by telephone or email to accomplish all of the aforementioned tasks. The appraiser shall, if requested, present the appraisal and its findings to any or all of the aforementioned bodies.

CITY OF WARWICK

BID AND CONTRACT FORM

TITLE OF SPECIFICATION: Bid #2016-322 Land Appraisal Services
for Passeonkquis Cove Plat 303 Lots 4-17

I. BID:

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

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

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

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

Total Lump Sum \$ _____