

The following notice is to appear on the City of Warwick's website on May 13, 2016. The website address is <http://www.warwickri.gov/bids>

**BOARD of TRUSTEES, Warwick Public Library, Warwick RI
BIDS REQUESTED FOR**

Bid #2017L-01 Grounds Maintenance

Specifications are available in the Administrative Office, Warwick Public Library, 600 Sandy Lane, Warwick RI, Monday through Friday, 9:00 AM until 3:00 PM on or after May 13, 2016 and on the City of Warwick's website <http://www.warwickri.gov/bids>.

Sealed bids will be received in the Administrative Office, Warwick Public Library, 600 Sandy Lane, Warwick, RI 02889 until **3:00 PM on June 15, 2016**. The bids will be opened publicly commencing at **3:00 PM** on the same day in the Administrative Office, Warwick Public Library.

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

Individuals requesting interpreter services for the hearing impaired must notify the Warwick Public Library at 401-739-5440, ext. 223 at least 48 hours in advance of the bid opening date.

Warwick Public Library

Bid #2017L-01 Grounds Maintenance

Specifications are available in the Administrative Office, Warwick Public Library, 600 Sandy Lane, Warwick RI, Monday through Friday, 9:00 AM until 4:00 PM on or after Friday, May 13, 2016. They may also be obtained on the City of Warwick's website <http://www.warwickri.gov/bids>.

Sealed bids will be received in the Administrative Office, Warwick Public Library, 600 Sandy Lane, Warwick, RI 02889 until **3:00 PM on Wednesday, June 15**. The bids will be opened publicly commencing at **3:00 PM** on the same day in the Administrative Office, Warwick Public Library.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of noncompliance the Library 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 Library or City has a pecuniary interest in the bid or has participated in contract negotiations on the part of the Library, 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 in a sealed envelope. The exterior of the envelope shall be plainly marked to include: Your Company Name and "Bid #2017L-01 Grounds Maintenance". 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 fax or email.

All questions pertaining to these specifications should be referred to Christopher La Roux, Director, Warwick Public Library, 600 Sandy Lane, Warwick RI 02889, 401-739-5440 ext. 223.

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

Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it is opened.

The successful bidder must provide the City of Warwick Public Library with an ***original*** certificate of insurance for General 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.

Failure to provide adequate insurance coverage within ten (10) calendar days after notification of award is a materials breach of contract and grounds for termination of the contract.

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

The successful bidder must comply with all Rhode Island and City of Warwick Ordinances, including Chapter 16-Conflicts of Interest

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

Prices to be held firm *from July 1, 2016-June 30, 2017.*

The Library 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.

Awards shall be made on the basis of the lowest evaluated or responsive bid price. The Board of Trustees of the Warwick Public Library is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project.

The Library reserves the right to terminate the contract or any part of the contract in the best interests of the Library, upon 30-day notice to the contractor. The Library shall incur no liability for materials or services not yet ordered if it terminates in the best interests of the Library. If the Library terminates in the interests of the Library after an order for materials or services has 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.

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 Library, 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 respondent's bid or response, and if the respondent fails or refuses to satisfy fully all of the respondent's obligations there under, the Warwick Public Library shall be entitled to recover from the respondent any losses, damages or costs incurred by the Library as a result of such failure or refusal.

The Library 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.

Warwick Public Library
Bid #2017L-01 Grounds Maintenance

I. Project description

The Board of Trustees of the Warwick Public Library invites bids FOR Grounds Maintenance at the Central Library at 600 Sandy Lane, Warwick, RI 02889.

II. Background

The Warwick Library is a two-story structure of approximately 63,000 square feet. There are trees, flower beds, and lawns on the property. Lawns are mowed by the city. Other grounds maintenance is as described below. There are also three library branches that are mowed by the city. Occasionally shrubs at the branches may need trimming on an as-needed, on-call basis.

III. Specific services sought

1. Fall Cleanup—done in October or November—Pick up plant debris, tree branches, and trash on grass and walkways. All debris is to be removed from the property and legally disposed of.
2. Fertilize lawns four (4) times a year
 - a. Mid to late April put down crabgrass control with fertilizer
 - b. Mid May to mid June put down broadleaf weed control with fertilizer
 - c. Early July put down grub and insect control with fertilizer
 - d. Second half of September put down fertilizer
3. Edging and Mulching between April 15 and May 30.
 - a. Shrubs and tree beds receive 1” of fine shredded pine bark mulch
 - b. Edging of all bed lines, walkways and curb lines
4. Spring Cleanup—done between April 15 and May 15.
 - a. Remove all leaves, branches, twigs, debris from lawn areas, tree and shrub beds.
 - b. Dethatch lawn
5. Annual Tree and Shrub Trimming and Pruning
6. Property Maintenance—monthly between April and November

IV. Site Visit

Respondents to this request who wish to visit the Library may do so, during regular library hours, and by appointment only. Contact Chris La Roux, Library Director, 401-739-5440, ext 223.

V. Selection process

All bids must be received at the Library in the office of the Director by *3:00 PM, Wednesday, June 15* at which time they will be opened publicly.

Awards shall be made on the basis of the lowest evaluated or responsive bid price. The Board of Trustees of the Warwick Public Library is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project.

Bid evaluations will consider costs, qualifications and experience of the respondent.

VI. Bid requirements

All bids must include a completed bid form.

BID FORM

Warwick Public Library

Bid #2017L-01 Grounds Maintenance

CONTRACTOR'S NAME: _____

CONTRACTOR'S ADDRESS: _____

PHONE: _____ FAX: _____

The undersigned proposes to furnish all labor and materials required to meet the bid specifications for grounds maintenance at the Central Library on 600 Sandy Lane, Warwick, Rhode Island, for the Contract price specified below. The undersigned agrees that if selected as the Contractor, the terms of the Bid will be executed *July 1, 2016-June 30, 2017*.

Fall Cleanup—done in October or November—Pick up plant debris, tree branches, and trash on grass and walkways. All debris is to be removed from the property and legally disposed of.

\$ _____

Fertilize lawns four (4) times a year

- a. Mid to late April put down crabgrass control with fertilizer
- b. Mid May to mid June put down broadleaf weed control with fertilizer
- c. Early July put down grub and insect control with fertilizer
- d. Second half of September fertilizer

\$ _____

Edging and Mulching between April 15 and May 30.

- a. Shrubs and tree beds receive 1” of fine shredded pine bark mulch
- b. Edging of all bed lines, walkways and curb lines

\$ _____

Spring Cleanup—done between April 15 and May 15.

- a. Remove all leaves, branches, twigs, debris from lawn areas, tree and shrub beds.
- b. Dethatch lawn

\$ _____

Annual Tree and Shrub Trimming and Pruning

\$ _____

Property Maintenance—monthly between April and November

\$ _____

TOTAL ANNUAL COST \$ _____

Attach 2 references for similar contracts including names and contact information.

Authorized signature: _____

Printed Name: _____ Date: _____