

**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 Thursday, August 13, 2015. The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK  
BIDS REQUESTED FOR**

**Bid #2016-101 Police Promotional Testing**

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Thursday, August 13, 2015.

Sealed bids will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 10:00 A.M., Tuesday, August 25, 2015. The bids will be opened publicly commencing at 10:00 A.M. on the same day in the Lower Level Conference Room, Warwick City Hall.

***Please contact the Purchasing Division, 401-738-2000, extension 6241 to obtain your confidential ID #.***

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)**

<b>Addendum Number</b>	<b>Signature of Bidder</b>
_____	_____
_____	_____

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 #2016-101 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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*Please contact the Purchasing Division, 401-738-2000, extension 6241 to obtain your confidential ID #.*

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 package and should include: **YOUR ID # only** plainly marked on the exterior of the package and "Bid #2016-101 Police Promotional Testing."

Should you have any questions, please contact Deputy Chief Michael J. Babula, Warwick Police Department, at 401-468-4222 or [wpddeputy@warwickri.com](mailto:wpddeputy@warwickri.com).

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.

Prices to be held firm September 27, 2015 through September 26, 2017. Term contracts may be extended for one (1) additional term upon mutual agreement unless otherwise stated.

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 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.**

## **Police Promotional Examinations: Bid Specifications**

The City of Warwick Police Department is hereby soliciting bids for promotional written testing examinations for the ranks of Captain, Lieutenant, Sergeant, and Detective.

### **A. Background:**

1. The Warwick Police Department is accredited through the Commission on Accreditation for Law Enforcement Agencies (CALEA).
2. The department is currently comprised of 171 officers and 57 civilian employees and serves a community of approximately 85,000.00 residents.
3. The department is currently staffed for 7 Captains, 8 Lieutenants, 28 Sergeants and 26 Detectives.

### **B. Contractual Requirements:**

1. Promotional testing procedures are implemented for the above mentioned ranks and a promotional list shall remain in effect for a two (2) year period unless first exhausted.
2. In order to be eligible for promotional consideration, a candidate for Detective must have a minimum of three (3) years of service; for the rank of Sergeant, a minimum of five (5) years; for the rank of Lieutenant, two (2) years of service as a Sergeant; and for the rank of Captain, one (1) year of service as a Lieutenant.
3. Promotional testing consists of an oral interview process that accounts for 20 overall points in the process and a written examination accounting for 80 points.
4. All study materials provided by the department and the selected reading text title and publishing information shall be distributed to all eligible candidates a minimum of ninety (90) days prior to the administration of the examination unless time is of the essence and, in the view of the Chief, it is necessary to hold the promotional examination in a shorter period of time.

## **Bid Specifications; Police Promotional Testing Exams con't.**

### **C. Testing Format:**

1. Each examination shall be comprised of one-hundred (100) multiple-choice questions. True or False or Essay type Questions are not to be included.
2. Questions will be selected from each of the following sources to comprise the one-hundred (100) question test:
  - a) Rhode Island General Laws; Titles 11, 12, 31, and 3 (30 questions)
  - b) Policies and Rules and Regulations of the department (35 questions)
  - c) Ordinances of the City of Warwick; police related (10 questions)
  - d) A reading source selected by the successful bidder as specified in 4 and 5 below. (25 questions)
3. The department reserves the right to modify the number of questions allotted from each source however the total number of questions will remain one-hundred (100).
4. All reference materials listed in 2 a-c above will be furnished by the department to the successful bidder and shall be returned at the end of the testing contract.
5. The successful bidder will provide to the department a reading list for each rank tested of no less than five (5) current, in-print texts in the areas of but not limited to police management and administration, community policing, leadership, criminal investigation, and Constitutional Law in order to assist in selecting the reading source specified in 2-d. For the rank of Detective the area of concentration should be investigative; for Sergeant, supervisory; and for Lieutenant and Captain, management.
6. The department shall select from that list three (3) texts applicable to the rank being tested and return same to the successful bidder who shall then select from that choice the reading source for the test.
7. The department shall furnish to the successful bidder the essential job functions and duties and responsibilities of each tested rank as applicable.

**Bid specifications; Police Promotional Testing Exams con't.**

D. Testing Protocol:

1. The successful bidder will supply the department's authorized agent with all exam sources, answer sheets, and a scoring overlay to allow for manual scoring of each exam by the department as specified in E below. Scoring overlays to allow the department to conduct manual scoring should be supplied in the following format:
  - a) 1-15 tests (2 overlays)
  - b) 16 or more tests (4 overlays)
2. Answers to each question shall be verified as to which source, page, line, etc. is used in determining the correct answer.
3. Timetable on the promotional process and expiration dates on current lists will be provided to the successful bidder.

E. Delivery:

1. The successful bidder shall deliver the reading list of the source text selected to the United Parcel Service (U.P.S.) located at 150 Plan Way, Warwick, Rhode Island 02886; attention made to Customer Service and marked "*Testing Materials for Warwick Police Department*" noting the designated department representative's name. The reading list shall include the publisher's name, address, edition, and any ordering information for the selected source.
2. The written examination shall be delivered by the successful bidder under the same provisions as specified in 1 above.
3. The tracking number for the delivery of any testing materials shall be provided by the successful bidder to the designated department representative who shall be responsible for coordinating the delivery and retrieval of the materials with the designated union representative.
4. The successful bidder shall additionally notify in writing the Fraternal Order of Police, Lodge #7, P.O. Box 7241, Warwick, Rhode Island 02887 of the delivery information.

**Bid Specifications; Police Promotional Testing Exams con't.**

F. Evaluation Factors to be Considered:

1. Demonstrated prior experience in successfully developing police promotional written testing examinations and ability to provide tests in the time periods required. (*Weight: 60 points maximum*)
2. References from at least three (3) departments with contacts and phone numbers used within the past five (5) years that have used the bidder's services. (*Weight: 20 points maximum*)
3. A summary list of any litigation within the past five (5) years resulting from any tests developed by the bidder to include dispositions and/or status and issues raised in any such action(s). (*Weight:5 points maximum*)
4. Bid price provided. (*Weight: 15 points maximum*)

*Price Per 100 Question Test:* \$ \_\_\_\_\_.

*Price Per Question:* \$ \_\_\_\_\_.

*List All other Additional Prices and other Requirements Below:*

*Note: The lowest evaluated price shall be determined by, but not necessarily limited to experience, reference, and cost.*

Point of Contact: Deputy Chief Michael J. Babula 401-468-4222  
Email: [wpddeputy@warwickri.com](mailto:wpddeputy@warwickri.com)

*Current Promotion List Expiration Dates*

<b><u>Rank</u></b>	<b><u>Expiration Date</u></b>
Captain	August 7, 2015
Lieutenant	August 27, 2017
Sergeant	June 18, 2017
Detective	September 18, 2017

**CITY OF WARWICK**

**BID AND CONTRACT FORM**

**TITLE OF SPECIFICATION:** Bid #2016-101 Police Promotional Testing

**I. BID:**

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

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

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

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

**Pricing as Submitted**