

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
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The following notice is to appear on the City of Warwick's website Friday, October 16, 2015. The website address is <http://www.warwickri.gov/purchasing-division/pages/request-proposals-and-invitations-bid>.

**CITY OF WARWICK
BIDS REQUESTED FOR**

Bid #2016-174 Technical Rescue Training: Structural Collapse Technician

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Friday, October 16, 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., Monday, November 16, 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.

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 #2016-174

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 statutes, 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 #2016-174 Technical Rescue Training Structural Collapse Technician."

Should you have any questions, please contact Assistant Chief McLaughlin, Warwick Fire Department, at 401-468-4049.

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

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.

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

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 successful bidder must comply with all Rhode Island Labor Laws, Chapter 37-12-13, and all other applicable Local, State and Federal Laws.

The contractor shall keep himself informed of and comply with all laws, ordinances and regulations of the federal, state and municipal governments which may apply and be in force during the life of the contract, in any manner which may affect himself/employees or the conduct of the work or the materials used or employed in the work. Before submitting bids, prospective bidders shall examine the terms, covenants and conditions of all codes, permits and laws, which may apply. By submitting a bid, the bidder agrees to comply with all pertinent laws/regulations if awarded a contract.

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The 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.

Warwick Fire Department Technical Rescue Training Structural Collapse Technician Request for Proposal

The Request for Proposal (RFP) for Technical Rescue Training encompasses four (4) individual RFP's. The RFP's are as follows, Rope/Confined Space/Tower Rescue; Vehicle & Machinery Rescue; Trench Rescue and Structural Collapse Rescue

I. The General Training Goals

The Warwick Fire Department (WFD) will further develop its Technical Rescue Team (TRT) knowledge, skills and abilities by hosting training based on current National Fire Protection Association (NFPA) and Federal Emergency Management Agency (FEMA) standards.

II. The Target Audience

This training will be provided for up to thirty-six (36) members of the Warwick Fire Department. Vendors are asked to submit a written plan for any cost savings made possible if less than thirty-six (36) members take part in the training.

III. Objectives

After completing the training, all participants must be able to function as a critical member of the TRT. The focus of the training shall be the most recent edition of FEMA's Structural Collapse Technician (SCT) program. Also, all job performance requirements detailed in applicable chapters of the NFPA's 1006 and 1670 Standard shall cover by the coursework.

IV. Project Details

- The focus of the training shall be at least the equivalent of Version 3.1 of FEMA's Structural Collapse Technician program
- The training must also meet or exceed the Chapter 9 Structural Collapse Level I and II of NFPA *1006 Standard for Technical Rescuer Professional Qualifications*, 2013 edition
- Also, training must meet or exceed the Chapter 6 Structural Collapse Search and Rescue of NFPA *1670 Standard on Operation and Training for Technical Search and Rescue Incidents*, 2014 edition.
- Each vendor must deliver this training in a *minimum* 80 hours
- Vendor must provide a minimum of one (1) FEMA certified SCT as the Lead instructor and two (2) FEMA certified SCT assistant instructors.
- Additionally, the course hours specified by the vendor shall include time needed to conduct written examinations and practical skill evaluations

V. Project Timeline

Project is to be conducted between May 2, 2016 through May 27, 2016. All training shall be arranged in ten (10) hour days. Training dates shall be mutually agreed upon between the vendor and WFD. No training will be held on Sundays.

Preferred dates are as follows:

- May 9-13, 2016
- May 16- 20, 2016

VI. Project Location

The classroom and practical training shall take place in the State of RI unless mutually agreed upon between the WFD and vendor. If a location is outside of the State of RI, the vendor must provide transportation of personnel & equipment, lodging (outside 60 miles of WFD) and 1 meal.

VII. Project Leaders/Liaison

All vendors must include the name of the lead person for this training. This person shall be the contact point for WFD. This vendor liaison will coordinate all logistics and planning of the project with the department's TRT Leader and/or TRT Assistant Leader.

VIII. Resources

To be provided by WFD for all training:

- A suitable classroom and PowerPoint projection equipment.
- PPE for students (helmets, gloves, eye protection, leather boots).
- Suitable site for practical training that is mutually agreed upon by the vendor and TRT Leader and/or Assistant Leader.

To be provided by vendor for all training:

- All course material including textbooks, student workbooks, PowerPoint presentations, etc. These will become property of Warwick Fire Department for student use and in-house refresher training only. Please provide one (1) copy of the most recent F.O.G manual per student.
- Consultation. The SCT training will require a site visit from vendor consisting of two eight (8) hour days for site selection, planning and preparation. This consultation must take place at least one (1) week prior to the start of the SCT course.
- Student to Instructor ratio. Please detail your student to instructor ratio.
- Consumable materials such as lumber, concrete, steel, tool fuel/gasoline, nails/screws/concrete anchors, bits/blades/chains, oxygen, acetylene, etc. If the WFD secures donations for lumber, concrete and/or steel please indicate cost savings on the price sheet.

Additionally, vendor must also supply the following tools and equipment for the SCT course. This will serve to supplement any tools and equipment owned by the department.

- Class III harnesses, life safety rope, software, hardware and patient packaging/transport devices to deliver training.

- Oxygasoline and Oxyacetylene torches for metal cutting.
- Crane suitable for heavy lifting and moving practical evolutions. Note: If the practical location involving the crane is within the City of Warwick, the vendor must contact the FAA in advance due to T.F. Green Airport.
- High pressure airbags.
- Electric, hydraulic and/or gasoline powered tools for concrete breaching and breaking practical evolutions.

IX. Proposal Criteria

- 1) The proposal shall detail the individual or firm's qualifications, experience and expertise. Proposal evaluation will include an examination of the proposer's qualifications, experience, project action plan, and expertise in conducting similar work.
 - a) Proposer shall provide a brief written summary of their experience or that of their firm or organization; (no more than three pages)
 - b) Proposer shall detail their own or their firm's experience with such similar projects completed during the past three (3) years or more (no more than five (5) pages). Also include a reference list of all current and/or former clients for the past three years. List shall include client contact name, agency, address and phone number. A minimum of three (3) references must be included in which the client has 100 or more employees;
 - c) Proposer shall provide a list of specific qualifications the proposer has in supplying the services listed in this proposal, including professional designations, affiliations, certifications and/or licenses; (no more than one page)
 - d) Proposer shall list the number of current personnel that it employs. Include the names, resumes, and level of involvement with the project of any staff that will be assigned to this engagement and their respective experience in these types of engagements;
- 2) The proposal must confirm proposer's understanding of the RFP. The narrative portion and the materials presented in response to this RFP must contain the following information:
 - a) A clear outline of the recommended approach to the project. Proposer shall provide a proposed plan for performing the overall work, including:
 - i) A detailed description of the daily work activities the proposer plans to carry out, to include the plan on training 40 students.
 - ii) A detailed description of how such activities will be accomplished.
 - iii) A timeline for the total project.
 - b) Identify tasks that the proposer will undertake as distinguished from those which are the responsibility of the WFD. Absence of this distinction shall mean proposer is fully assuming responsibility for all tasks.
 - c) Explain how the proposer's administrative process will ensure that appropriate levels of attention are given and that the work is properly performed in a timely manner.
 - d) Proposer shall submit a sample summary or explanation of its most relevant and recent work.
 - e) If proposer is not an individual, proposer shall affirm the financial stability of proposer's firm or organization.

X. Performance Measures

- The vendor will administer written examinations and skill set evaluations to assure all knowledge, skills and abilities are conveyed to students.
- Time spent administering examinations and skill evaluations must be included in total hours for SCT and specified by the vendor.
- The examinations and evaluations shall be based on the job performance requirements from the applicable chapters of NFPA 1006 and FEMA's SCT program.
- Copies of all completed examinations and skill set evaluations will be turned over to the department following completion of the training.
- All vendors must detail which certifications students will attain after completing the SCT program. At a minimum, a certificate of completion, in the respective discipline, meeting NFPA 1006 & 1670 is required. Any of the following certifications are preferred: FEMA SCT, Proboard or IFSAC.

Technical Rescue Pricing Sheet Structural Collapse Technician

Company Name

Email

Street

Phone

City, State, Zip

Fax

Signature (blue ink please)

Printed Name

Title

Date

Total Amount: \$ _____

Concrete Credit \$ _____

Lumber Credit \$ _____

Steel Credit \$ _____

Please list any additional savings available for items/services that the WFD can provide below:

CITY OF WARWICK

BID AND CONTRACT FORM

**TITLE OF SPECIFICATION: Bid #2016-174 Technical Rescue Training:
Structural Collapse Technician**

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