

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 Tuesday, October 20, 2015. The website address is <http://www.warwickri.gov/purchasing-division/pages/request-proposals-and-invitations-bid>.

**CITY OF WARWICK
BIDS REQUESTED FOR**

Bid #2016-177 Radar Calibrations & Repairs

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Tuesday, October 20, 2015.

Sealed bids will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until **10:00 AM**, Monday, November 2, 2015. The bids will be opened publicly commencing **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

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**

PLEASE INCLUDE THIS PAGE WITH YOUR BID

Acknowledgement of Addendum (if applicable)

Addendum Number

Signature of Bidder

COMPANY NAME: _____

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.

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 #2016-177

PURCHASING AGENT

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.

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 noncompliance 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 copy and one (1) copy. The exterior of the envelope shall be plainly marked to include: *YOUR COMPANY NAME* and "Bid #2016-177 Radar Calibrations & Repairs". 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.

Should you have any questions, please contact Lieutenant Michael Gilbert, Warwick Police Department, 99 Veterans Memorial Dr., Warwick, RI 02886 at 401-468-4344.

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

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

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 specifications.

The successful bidder must provide the City of Warwick 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. 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.

Prices to be held firm December 20, 2015 through December 19, 2016. Term contracts may be extended for one (1) additional term upon mutual agreement unless otherwise stated.

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 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 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 successful bidder must comply with all Rhode Island Laws, applicable to public works projects, including, but not limited to provisions of Chapter 13 of Title 37 of the Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state and federal laws.

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 Police Department

Bid Specification

Radar Calibrations & Repairs

The Warwick Police Department is currently seeking bids from qualified vendors for the annual calibration and repairs to the Traffic Divisions radar equipment.

Department Inventory:

- 32 Stalker Basic Units
- 5 Stalker DSR Single-Zone Directional Ka-Band Units
- 7 Stalker II Units
- 7 Stalker ATR Units
- 2 Talon Radar Units
- 3 Decatur Radar Units
- 1 Kustom Pro Laser Unit
- 1 Laser Technology Ultralyte LR Laser Unit

Each unit (except Laser units) should have 2 tuning forks for a total of 112 Tuning Forks.

Qualifications:

Vendors submitting bids must be an “authorized” Stalker, Kustom, Decatur, Laser Technology and Talon repair center.

Authorized Dealer Documentation must be provided by the vendor with confirmation from the respective radar dealers.

Calibration equipment must provide documentation that it meets the requirements of the State of Rhode Island Calibration Standards.

All technician/repair personnel will provide documentation that they are authorized/certified to perform specified repairs/calibrations to the radar equipment.

Scope of Work:

In the event off-site repairs are necessary, prior approval with the Traffic Lieutenant is necessary and a repair and return date will be agreed upon. Any repair and return to service which should be greater than sixty-days (60) will be communicated to the traffic Lieutenant or their department designee explaining the additional time required to complete the repair.

Vendor will be responsible for all costs regarding off-site repairs of equipment to include shipping and insurance costs. Warwick Police may provide delivery of the equipment to the vendor depending on the location of repair.

Upon calibration of each radar unit and each tuning fork the vendor will provide a new certified calibration sheet for the Traffic Division. These documents must be computer generated and able to be presented in a court of law as evidence of calibrations/repairs.

Repair Work:

All repairs to an individual radar unit will not exceed a \$300.00 limit. The Traffic Division Lieutenant will be notified of any radar unit that needs repairs exceeding the \$300.00 limit so that prior authorization may be obtained for such repairs.

The vendor will provide a list of repairs, replacement parts, and cost of labor per hour(s) for each radar unit serviced.

In the event any radar unit is “non-repairable,” due to the cost to repair vs. cost to replace, the Traffic Division Lieutenant will be notified.

Any “bench work” required on the radars while being calibrated will be documented.

**Pricing Page
Radar Calibrations & Repairs**

RATE SCHEDULE

Calibrations/Certifications:

Price per Unit \$ _____

Price per Laser Unit \$ _____

Price per tuning fork \$ _____

Repairs:

Note: Repairs not completed on-site must have prior authorization obtained and all repairs will have a cap of \$300.00 per radar unit.

Any repairs that exceed the \$300.00 cap must be documented and prior authorization must be obtained prior to the beginning of any repair work.

Price per Unit \$ _____

Price per Laser Unit \$ _____

Hourly rate to repair, plus parts and shipping, if any. \$ _____

Warranty on repairs _____

Billing:

All invoices must reflect date of service, as well as serial number for each unit serviced.

CITY OF WARWICK

BID AND CONTRACT FORM

TITLE OF SPECIFICATION: Bid #2016-177 Radar Calibrations & Repairs

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