

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 #2016-178 Preventative Maintenance of Compressors City-Wide**

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.

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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 #2016-178

\_\_\_\_\_

PURCHASING AGENT

## CITY OF WARWICK

### NOTICE TO BIDDERS

#### **Bid #2016-178 Preventative Maintenance of Compressors City-Wide**

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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 #2016-178 Preventative Maintenance of Compressors City-Wide". 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 Joseph Blake, Building Maintenance, 3275 Post Rd. Annex, Warwick, RI at 401-738-2000, extension 6350.

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](mailto:bids@warwickri.com).***

Prices to be held firm December 27, 2015 through December 26, 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.**

**SPECIFICATIONS FOR PREVENTATIVE MAINTENANCE OF  
COMPRESSORS CITY-WIDE**

**1. PREVENTATIVE MAINTENANCE SERVICE FOR (3) SAYLOR-BEALL 707  
10HP AIR COMPRESSORS**

**Location: Department Of Public Works Automotive Front & Rear  
Buildings, & Police Station Building**

**Annual Service with Valve Inspection-Performed**

- Change oil (500 lubricant)
- Change air filter elements
- Clean sump, inspect internals
- Clean/Inspect all drains
- Replace belts, set tension
- Test all safety devices
- Test operate unit and make adjustments as needed

**Minor Service-Performed Six Months After**

- Change oil (500 lubricant)
- Change air filter elements
- Clean sump, inspect internals
- Clean/Inspect all drains
- Inspect belts, set tension
- Inspect valve operation
- Test all safety devices
- Test operate unit and make adjustments as needed

**Parts and Labor Cost - Annual Service \$\_\_\_\_\_ each unit yearly**  
**Parts and Labor Cost - Minor Service \$\_\_\_\_\_ each unit 6-month inspection**

**Total cost for all annual and bi-annual inspections on above units \$\_\_\_\_\_**

**2. PREVENTATIVE MAINTENANCE SERVICE FOR CHAMPION  
HR10-25 10HP AIR COMPRESSOR**

**Location: Annex Building (City Hall)**

**Annual Service**

- Change oil (500 lubricant)
- Replace air filter elements
- Clean unit and intercooler tubes
- Clean/Inspect all drains
- Replace belts, set tension
- Test all safety devices
- Test operate unit and make adjustments as needed

**Parts and Labor Cost - Annual Service \$\_\_\_\_\_ this unit yearly**

**3. PREVENTATIVE MAINTENANCE SERVICE FOR SMITH 143 1HP  
AIR COMPRESSOR**

**Location: City Hall Fire Back-up Compressor**

**Annual Service**

**Change oil (500 lubricant)**

- Replace air filter element
- Replace belt, set tension
- Test all safety devices
- Test operate unit and make adjustments as needed

**Parts and Labor Cost - Annual Service \$\_\_\_\_\_ this unit yearly**

***\*\*This unit will be eliminated when the new sprinkler system installation is completed***

**4. PREVENTATIVE MAINTENANCE SERVICE FOR (2) CHAMPION CV1 2HP AIR COMPRESSORS**

**Location: City Hall Building & Pilgrim Senior Center Fire System**

**Annual Service**

- Change oil (500 lubricant)
- Change air filter elements
- Clean/Inspect all drains
- Replace belts, set tension
- Inspect valve operation
- Test all safety devices
- Test operate unit and make adjustments as needed

**Parts and Labor Cost - Annual Service \$\_\_\_\_\_ each unit**

**Total cost for all annual inspections on above units \$\_\_\_\_\_**

*\*\*The above units will be eliminated when the new sprinkler system installation is completed*

**5. Bi-Annual Service for Ingersoll 185 Portable Air Compressor (every six months)**

**Location: Rear Garage – Highway Division**

**Annual Service**

- Change compressor oil
- Change compressor oil filter
- Change compressor air/oil/separator
- Clean all heat exchange points

**Minor Service-Performed Six Months After**

- Change compressor oil
- Change compressor oil filter
- Inspect oil and air/oil separator
- Inspect engine oil and oil filter
- Check belts
- Clean all heat exchange points

**Parts and Labor Cost - Annual Service \$\_\_\_\_\_ each unit yearly**

**Parts and Labor Cost - Minor Service \$\_\_\_\_\_ each unit 6-month inspection**

**Total cost for all annual and bi-annual inspections on above units \$\_\_\_\_\_**

**6. PREVENTATIVE MAINTENANCE SERVICE FOR JOHNSON CONTROLS F1000-232  
AIR COMPRESSOR S/N: A-5033-31  
(Single compressor with two heads and two motors)  
NOTE: THIS IS CONSIDERED A SINGLE UNIT**

**Location: Annex Building**

**Bi-Annual Service #1**

- Change oil (500 lubricant)
- Change air filter element
- Clean/Inspect all drains
- Replace belt, set tension
- Test all safety devices
- Test operate unit and make adjustments as needed

**Bi-Annual Service #2**

- Change oil (500 lubricant)
- Change air filter element
- Clean/Inspect all drains
- Inspect belt, set tension
- Test all safety devices
- Test operate unit and make adjustments as needed

**Parts and Labor Cost Each Bi-Annual Service #1 \$ \_\_\_\_\_ this unit**

**Parts and Labor Cost Each Bi-Annual Service #2 \$ \_\_\_\_\_ this unit**

**Total cost for bi-annual inspections on above unit \$ \_\_\_\_\_**

ANNUAL INDICATES ONCE YEARLY AND BI-ANNUAL INDICATES TWICE YEARLY.

ANY ADDITIONAL PARTS NECESSARY MUST BE PRE-APPROVED FOR INSTALLATION BY THE DEPARTMENT. ANY PARTS INSTALLED WITHOUT PRIOR AUTHORIZATION WILL NOT BE PAID.

DISCOUNT ON PARTS OFF LIST PRICE \_\_\_\_\_ %

ADDITIONAL REPAIRS NECESSARY DURING REGULAR BUSINESS HOURS  
(8:00 AM – 5:00 PM)

LABOR RATE \$ \_\_\_\_\_ PER HOUR

NECESSARY REPAIRS AFTER REGULAR HOURS (5:00 PM – 8:00 AM) PM WILL BE PAID AT A RATE OF 1 ½ HOURS.

AFTER HOURS LABOR RATE \$ \_\_\_\_\_ PER HOUR

In regard to the City of Warwick's PREVENTATIVE MAINTENANCE OF COMPRESSORS CITY-WIDE Bid #2016-178 please answer the following

1. Are you factory authorized repair for any of the following:
  - a. Ingersoll Rand      Y\_\_\_N\_\_\_
  - b. Campbell Hausfeld Y\_\_\_N\_\_\_
  - c. Beall                      Y\_\_\_N\_\_\_
  - d. Champion                Y\_\_\_N\_\_\_
  - e. Curtis                      Y\_\_\_N\_\_\_
  
2. Is your company able to provide a loaner compressor unit if the malfunctioning unit requires additional time to complete repairs, in the event one is necessary, for safety, security and normal building operations?
  
3. Please describe the success of your company the last time a loaner unit was necessary.
  
4. Please give a list of references for compressor maintenance and repair, related to the scope of work required within these bid specifications:
  
5. What insurance, specifically related to compressor repair, does your company retain?

**CITY OF WARWICK**

**BID AND CONTRACT FORM**

**TITLE OF SPECIFICATION:** Bid #2016-178 Preventative Maintenance of Compressors  
City-Wide

**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**