

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 Monday, February 1, 2016. The website address is <http://www.warwickri.gov> (Online Resources Tab).

**CITY OF WARWICK
BIDS REQUESTED FOR**

Bid #2016-255 Maintenance & Service Contract for Fire Department Generators

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Monday, February 1, 2016. Please note that our office will be closed on Monday, January 18, 2016.

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., Thursday, February 11, 2016. 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 #2016-255 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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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 #2016-255 Maintenance & Service Contract for Fire Department Generators."

Should you have any questions, please contact Assistant Chief Morse, 111 Veterans Memorial Pkwy., Warwick, RI at 401-468-4018.

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.

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.

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 may be required to 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 vendor must provide the certificates 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 one (1) year or (2) years from date of award, whichever is in the City's best interest. Term contracts may be extended for one (1) additional term upon mutual agreement unless otherwise stated.

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.

The City of Warwick Fire Department is seeking bids for a “Maintenance and Service Contract for Fire Department Generators”

Scope:

It is the intention of the Warwick Fire Department to purchase a two (2) year service contract. The successful bidder agrees to provide two preventative maintenance service calls per year (May and November) on all Fire Department generators and all associated transfer switches and remote panels. The successful bidder must have an established emergency telephone number with twenty-four service and must be able to respond within two hours from time of notification. All generators will be serviced in place. Should the Warwick Fire Department replace any of the current generators, it will be the responsibility of the bidder to service the generator(s), regardless of the make or model, at no additional charge to the City of Warwick.

Bidder must have specifications for the purchase and installation of new generators for the fire department.

The prices are to remain in effect for two (2) years from the date of award.

The City of Warwick reserves the right to increase or decrease quantities, in the best interest of the city.

Please include a list of clients that you presently have service contracts with.

The Warwick Fire Department presently has sixteen generators.

Warranties:

Please include any warranties on parts and labor with the bid

Hourly Rates:

Please include with the bid your business hours, hourly rates during normal business hours and overtime hourly rate including minimum hours required.

Preventative Maintenance Schedule

- 1) Replace lubrication oil and legally dispose of waste oil
- 2) Replace Lubrication Oil Filters
- 3) Replace Fuel Filters
- 4) Replace Coolant Filters
- 5) Service/Clean air filters, replace when needed as required
- 6) Perform air inlet restriction test (Diesel Units)
- 7) Check Coolant Level, condition of coolant, protection rating and perform all pressure tests where/when required.
- 8) Inspect/Adjust all hoses, belts and linkages
- 9) Inspect the injection system and fuel lines (Diesel)
- 10) Inspect complete ignition system, check timing, replace points, condenser and spark plugs (Gas/LP)
- 11) Check engine heater operation where applicable
- 12) Inspect fuel supply system including piping, solenoid valve and transfer tank, where applicable
- 13) Inspect exhaust system and drain condensation, if system has a drain provision
- 14) Check battery charger operation and charging rate
- 15) Check battery electrolyte level and specific gravity, clean terminals as needed, spray terminals with corrosion proof solvents.
- 16) Check all engine and generator shutdowns and alarm systems
- 17) Adjust output voltage and frequency, as required
- 18) Confirm proper operation of all engine gauges and AC metering.
- 19) Inspect all remote panels at fixed site locations where applicable for proper operation
- 20) Check operation of all transfer switches and confirm proper operation of all timers and accessories.
- 21) Inspect transfer switches main contacts

- 22) Operate the generator under a load for the time required to evaluate the operation of the system
- 23) Bidder will be required to instruct fire department personnel on the operation and the normal inspections that need to be done on the generators. An annual on-site training session will be held at each fire station with an outline on proper maintenance and operations of the generators with the Warwick Fire Departments training office.
- 24) A report of every service visit will be signed by the personnel of that station and a maintenance log will be maintained with the generator

The successful bidder will test samples of the engine oil during the major preventative maintenance service visit with the reports of the results submitted to the Warwick Fire Department headquarters. All preventative maintenance inspections and service will be done during normal business hours unless authorized by the Warwick Fire Department

Summary:

The specifications outlined in this bid constitute a minimum requirement. Any substitutions from the specifications outline may be acceptable, but will require any and all appropriate technical specifications.

Generators For the Warwick Fire Department

<u>Station</u>	<u>Address</u>	<u>Make</u>	<u>Model</u>
One Ladder One (on vehicle) Floor – spare Floor – spare	111 Veterans Memorial Dr	Caterpillar Westerbeke Honda Honda	D200P3Station 74618D808 EM3500SX EM3500 SX
Two Ladder Two (on vehicle)	771 Post Road Hydraulic	Generac Onan	97A07751-S 10RBAA
Three	2353 West Shore Road	Honda	EX5500
Four Ladder Three (on vehicle)	1501 West Shore Road Hydraulic	Generac Smart Power	97A07751-S ER-110
Five	450 Cowesett Road	Cummings Onan Genset	20DKAE88393B
Six	456 West Shore Road	Caterpillar	D30-6S
Eight Special Haz 1 (on vehicle) Spec Haz 2 (on vehicle)	1651 Post Road	Caterpillar Onan Lima	G60F1 40YDCR 28051209
Nine Ladder Four	314 Commonwealth Ave. (on vehicle)	Generac Westerbeke	GTS System 22-627515720510
Ten	225 Potowomut Rd	Kohler	150RE0ZJF
Fire Alarm	915 Sandy Lane	Winco	APS20000/D

Pricing

Item #	Description	First Year	Second Year
1	Maintenance Service (May and November)	\$	\$
2	Normal Business Hourly Rate	\$	\$
3	Weekend and Holiday Hourly Rate	\$	\$
4	Parts Cost (% Off List Price)		

Total Cost of Maintenance Service for Years 1 and 2 \$ _____

Vendor's Normal Business Hours _____

Any additional expenses must be listed below:

The City of Warwick reserves the right to request from the successful bidder, copies of invoices for parts being billed to the City of Warwick

CITY OF WARWICK

BID AND CONTRACT FORM

**TITLE OF SPECIFICATION: Bid #2016-255 Maintenance & Service Contract
for Fire Department Generators**

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