

Patricia A. Peshka  
Purchasing Agent



Joseph J. Solomon  
Mayor

**City of Warwick**  
Purchasing Division  
3275 Post Road  
Warwick, Rhode Island 02886  
Tel (401) 738-2013  
Fax (401) 737-2364

The following notice is to appear on the City of Warwick's website Friday, May 1, 2020.  
The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK  
BIDS REQUESTED FOR**

**Bid2021-028 Janitorial & Cleaning Supplies for the Fire Department**

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Friday, May 1, 2020.

Sealed bids will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until **11:30 AM**, Tuesday, May 19, 2020. The bids will be opened publicly commencing at **11:30 AM** on the same day in the Lower Level Conference Room, Warwick City Hall. *Please note due to COVID-19 only one (1) person from each company may attend the bid opening. Employees and visitors must adhere to social distance guidelines. All visitors are advised to wear masks or face coverings at all times.*

Awards will 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.

The City of Warwick, in addition to soliciting bids in response to this bid, may consult, consider, and make an award for any and all open bid offers for a comparable unit as sought herein at the following websites:

RI State MPA: <https://www.ridop.ri.gov/contract-portal/>

NASPO: <https://www.naspo.org/>

NJPA (National Joint Powers Alliance): <https://www.njpacoop.org/cooperative-purchasing>

MHEC (Massachusetts Higher Education Consortium): <https://www.mhec.net/>

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2013 at least 48 hours in advance of the bid opening date.

**Original Signature on File**

Patricia A. Peshka  
Purchasing Agent

**PLEASE COMPLETE THIS PAGE & SUBMIT 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, 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: \_\_\_\_\_

Bid2021-028

\_\_\_\_\_

Purchasing Agent

**PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID**

**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**

**Bid2021-028 Janitorial & Cleaning Supplies for the Fire Department**

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 will be accepted via facsimile or email.

The opening of bids will be in the order established by the posted agenda and the agenda will 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 will 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 "Bid2021-028 Janitorial & Cleaning Supplies for the Fire Department."

All proposals submitted become the property of the City and will not be returned. If the company intends to submit **confidential or proprietary information** as part of the proposal, **any limits on the use or distribution of that material should be clearly delineated in writing. This information should be submitted in a sealed envelope, clearly labeled confidential** and where it should be submitted in the response. Please be advised of the Freedom of Information Act as it may pertain to your submittal.

Should you have any questions, please contact Assistant Chief Jason Umbenhauer, Warwick Fire Department, at 401-468-4044.

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

Any deviation from the specifications must be noted in writing and attached as part of the bid proposal. The bidder will indicate the item or part with the deviation and indicate how the bid will deviate from specifications.

The IRS Form W-9 available on [www.warwickri.gov](http://www.warwickri.gov) should be completed and submitted with the bid if the bidder falls under IRS requirements to file this form.

For a bid to be 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 approval was made.

The successful bidder will provide said **Certificate of Good Standing** (if required) within ten (10) calendar days after notification or the City reserves the right to rescind said award.

Prices to be held firm July 1, 2020 through June 30, 2021. 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 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 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 successful bidder must comply with all Rhode Island Laws applicable the 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 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 will 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 will 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 will 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 will be the sole responsibility of and will be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and if the respondent fails or refuses to satisfy fully all of the respondents obligations thereunder, the City of Warwick will 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 will 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.

**Request for Bids**  
**Janitorial Supplies**

The City of Warwick is soliciting bid proposals for janitorial supplies which will be utilized by the Fire Department. For each item bid, please list the manufacturer name and/or model, vendor product number, unit quantity and price on the pricing page attached. Products with manufactures names and product numbers listed are the preferred products any exceptions to these items should be accompanied by a product information sheet to be considered.

Submitted pricing should reflect the minimum unit quantity to order for the specified item. Items bid that require extraordinarily large order quantities or “bulk orders” may be disqualified in the best interest of the City.

All bid prices will be in effect for a **one (1) year period and shall include all shipping and delivery fees**. Delivery will be made to the Warwick Fire Department at 111 Veterans Memorial Drive, Warwick, RI 02886.

Any questions pertaining to these specifications should be referred to the Assistant Chief of the Warwick Fire Department Jason Umbenhauer at 401-468-4044.

CITY OF WARWICK

**BID AND CONTRACT FORM**

**TITLE OF SPECIFICATION:** Bid2021-028 Janitorial & Cleaning Supplies for the Fire Department

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 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.

This offer will 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 by the CITY OF WARWICK will transform the bid into a contract. This bid and contract will be secured by Bonds, if required by the specifications.

**Pricing as Follows**

**Continued next page**



**PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID**

**(PRICING SHEET MAY NOT BE CONFIDENTIAL)**

<b>Item #</b>	<b>Description</b>	<b>Manufacturer Name/Model</b>	<b>Vendor Item #</b>	<b>Unit Quantity</b>	<b>Price</b>
1	Ammonia, clear liquid, 1 gallon bottle				
2	Bleach, regular liquid, 1 gallon bottle				
3	Degreaser, heavy duty, all-purpose, 1 gallon bottle				
4	Germicidal wipes, Clorox Healthcare, 70 wipes per canister				
5	Disinfectant Bathroom Cleaner, Non-Acid, 32oz bottle				
6	Glass cleaner, non-ammoniated, 32 oz. bottle				
7	Surface disinfectant, RTU Sanitizing Spray, 32 oz. bottle				
8	Hand cleaner, refill, 1 gallon bottle				
9	Deodorant bar soap, individually wrapped, 1.5 oz. bar				
10	Automatic dishwasher powder, 75 oz. box				
11	Manual pot and pan detergent, liquid, 38 oz. bottle				
12	Laundry detergent, dry powder 18 lb. pail				
13	Floor stripper, no-rinse, 5 gallon pail				
14	Floor finish, extended performance, 5 gallon pail				
15	Neutral floor cleaner, 1 gallon bottle				
16	Acrylic floor wax maintainer, 1 gallon bottle				
17	High speed floor <b>polishing pad</b> , 20" white				
18	High speed floor <b>buffing pad</b> , 20" red				

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**(PRICING SHEET MAY NOT BE CONFIDENTIAL)**

<b>Item #</b>	<b>Description</b>	<b>Manufacturer Name/Model</b>	<b>Vendor Item #</b>	<b>Unit Quantity</b>	<b>Price</b>
19	High speed floor <b>stripping pad</b> , 20" black				
20	Paper towel, 10"x 800' roll, white, for enMotion dispenser				
21	Toilet Paper, premium embossed, 2-ply, 450 sheets/roll				
22	Facial tissue, 2-ply, 100 sheets/box				
23	Scrubbing sponges, 3.6"x6.1", 0.75" thick, individually wrapped				
24	Scouring pads, medium duty, 6"x9"				
25	Can liners, 55 gallon, black, 1.5 mil, 43"x 47"				
26	Can liners, 16 gallon, black, 1.0 mil, 24"x 32"				
27	Floor squeegee, curved, 36" blade				
28	Indoor push broom head, 36", with 3" polypropylene bristles				
29	Metal dustpan, 12" wide with 2" handle				
30	Counter brush, 8" long, Tampico bristles				
31	Cone Bowl Mop, 10" handle, 2" diameter				
32	Vehicle brush, 10" wide, with 2.5" polystyrene bristles, bumper				
33	Utility brush, 20" long, polypropylene bristles				
34	Wooden broom handle, 60" long with metal threaded tip				
35	Wooden wet mop handle, 60" long, metal screw clamp head				
36	Wet mop head, cotton looped end, 32 oz. with 5" headband				

**PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID**

**(PRICING SHEET MAY NOT BE CONFIDENTIAL)**

<b>Item #</b>	<b>Description</b>	<b>Manufacturer Name/Model</b>	<b>Vendor Item #</b>	<b>Unit Quantity</b>	<b>Price</b>
37	Mop bucket and side press wringer combo, yellow, 35 quarts				
38	Spray bottle, plastic, empty 32 oz., standard 28/400 opening				
39	Trigger sprayer with 9.75" dip tube, fits 28/400 openings				
40	Waste basket, 28 qt., soft sided, black				
41	Paper towel dispenser, 10" enMotion, automated touchless				
42	Truck and Trailer Wash, Zep Professional, 5 gallon pail				
43	Purell TFX Gel Instant Hand Sanitizer Gel, 1200 mL refill				
44	Purell TFX Touch Free Dispenser, 1200 mL				
45	Purell Instant Hand Sanitizer Gel, 8 oz. bottle				