

Francis M. Gomez  
Purchasing Agent



Frank J. Picozzi  
Mayor

**City of Warwick**  
Purchasing Division  
(Mailing Address)  
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, February 3, 2023. The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK  
BIDS REQUESTED FOR**

**Bid2023-359 On-Call Electrical Maintenance & Repair**

**Specifications**

Specifications are available in the Purchasing Division, located at 65 Centerville Road, Monday through Friday, 8:30 AM until 4:30 PM on or after Friday, February 3, 2023.

**Pre-Bid Conference**

There will be an optional pre-bid conference on Thursday, February 16, 2023 at 11:00am at the Warwick Sewer Authority, located at 125 Arthur Devine Blvd. Warwick, RI 02888.

**Submissions**

Sealed bids will be received by the Purchasing Division no later than 11:00 AM, Tuesday, February 28, 2023. The bids will be opened publicly commencing at 11:00 AM on the same day at 65 Centerville Road, Warwick, RI 02886, Meeting Room 2.

**Delivery**

All bids must be sealed. If delivering in person or sent by delivery service (FedEx/UPS/DHL etc.) use physical address 65 Centerville Road, Warwick, RI 02886, Suite D. If sent via United States Postage Service use mailing address 3275 Post Road Warwick, Rhode Island 02886.

**Awards**

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.

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**

Francis M. Gomez  
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 (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: \_\_\_\_\_  
Bid2023-359 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**

**CITY OF WARWICK  
NOTICE TO BIDDERS**

**Bid2023-359 On-Call Electrical Maintenance & Repairs**

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 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, one (1) electronic, 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 "Bid2023-359 On-Call Electrical Maintenance & 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 will be accepted via facsimile or email.

Should you have any questions, please contact Michael Bedard, Assistant Superintendent, Warwick Sewer Authority, at 401-468-4714.

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 proposal confers no rights for the withdrawal of the proposal after it is open.

Any deviation from the specifications must be noted in writing and attached as part of the bid proposal. The bidder must 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.

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

Prevailing Wages will apply to this bid. Current rates may be viewed at <http://www.dlt.state.ri.us/pw>.

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 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 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.

Every contractor and subcontractor awarded a contract for public works, construction, alteration and/or repair, including painting and decorating, or public buildings or public works must submit completed RI Certified Weekly Payroll forms listing employees employed on the project to the awarding authority on a monthly basis for all work completed in the preceding month. These forms may be found at: [www.dlt.ri.gov/pw/pwFormsPubs.htm](http://www.dlt.ri.gov/pw/pwFormsPubs.htm). Certified Payroll forms concerning RI Department of Transportation projects may be submitted on federal forms. However, when a complaint is being investigated by the RI Department of Labor & Training (DLT), the contractor must resubmit the payroll information on the RI Certified Weekly Payroll forms for the entire project.

Awarding authorities, contractors and subcontractors shall provide any and all payroll records to the DLT within ten (10) days of any request that is made by the department.

The awarding authority of any public works project shall withhold the next scheduled payment to any contractor or subcontractor who fails to comply with the above provisions, as well as any further payments until they comply. The DLT may also impose a penalty of up to \$500 for each calendar day of noncompliance.

Please refer to Rhode Island state laws Section 37-13 for more information.

The successful bidder must provide the City of Warwick with an original **Certificate of Insurance** for General, Automobile, and Professional 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.

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 Insurance** and **Certificate of Good Standing** within ten (10) calendar days after notification or the City reserves the right to rescind said award.

Prices to be held firm one (1) year from date of award. 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 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 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.

# ON-CALL ELECTRICAL MAINTENANCE AND REPAIR FOR WASTEWATER SERVICES

## Introduction

The Warwick Sewer Authority (WSA) operates an advanced wastewater treatment facility and 49 remote pump / lift stations. The Treatment Plant flows are 4.5 MGD – 5.5 MGD.

The scope of Work includes the provision of electrical maintenance and support services on an “as needed and as requested” basis including emergency response to support Wastewater Services’ operations at the sole discretion of the Superintendent and or the Assistant Superintendent on individual projects.

Only qualified Electrical Journeyman personnel will be permitted to service WSA facilities.

The type of Work required will include, but is not limited to, repair, replacement and maintenance of electrical components.

The Services shall include, but are not limited to:

- Electrical conduit and wiring;
- Lighting systems and lighting control systems;
- Receptacles, switches, data and telephone wall jacks;
- Emergency lighting equipment, fire alarm systems;
- Power and conduit to other system such as HVAC systems, generators, UPS’s or equipment;
- Data and telephone cabling (AMP Data Certified Cat5e and Cat6);
- Conduit systems for communication and other electronic systems;
- Pumps, motors, MCC panels, electrical breakers;
- Low voltage wiring for DDC;
- Air controls;
- Generator systems;
- Pump Controls;
- Soft Starts;
- Fire Alarm Systems: Class A, B and addressable;
- Heat trace systems;
- Sewer Pumps;
- Security alarm systems, as required; and
- Install and commissioning new wiring for upgrades and improvements, as required.
- Liaison with Engineering Consultants re: Boiler Controls, Cogeneration System, Centrifuge Controls.

The contractor is expected to be available to respond twenty four (24) hours per day, seven (7) days per week, 365 days per year, as determined by the nature of a given situation and/or emergency.

Firm pricing is required for the initial Contract term of one year.

## Definitions

Throughout this Request for Proposal (RFP), the following definitions will be used:

**“Contract”** means the Purchase Order issued and executed by the WSA consists of the Contract Documents.

**“Contractor”** means the successful Vendor to this Request for Proposal who enters into a Contract with the WSA for Electrical Maintenance & Repair Services.

**“Must” “mandatory”** means a requirement that must be met in order for a Proposal to receive consideration.

**“Superintendent”** means the individual responsible for managing the operations of all the WSA Treatment Facility and remote pump/lift stations.

**“Pollution Control Centers” and “Facilities”** means WSA facilities.

**“Vendor”** means an individual or a company (Contractor) that submits, or intends to submit a Proposal to this Request for Proposal.

**“Proposal”** means a Proposal submitted by a Vendor in response to this RFP.

**“WSA”** means the Warwick Sewer Authority (WSA)

**“RFP”** means this Request for Proposal document.

**“Services”** has the meaning set out in Scope

**“Work”** shall unless the context otherwise requires, mean the whole of the work, tools, materials, labor, equipment, travel, proper PPE (personal protective equipment) and all that is required to be done, furnished and performed by the Contractor and all other expenditures in connection to complete the Work.



## Instructions to Vendors

### Optional Site Meeting

In order to provide an overview of the RFP process, clarify the Scope of Work and answer any questions Vendor's may have, there will be an optional site meeting.

This meeting will be held on Thursday, February 16, 2023 at 11:00am at the WSA. Vendors will then be invited to view facilities at the WSA.

Vendors will sign the sign-in sheet for records of attendance at the meeting. Questions which are taken under advisement will be documented and the responses will be posted as an Addendum.

### Examination of Proposal Documents and Viewing WSA Facilities

The Vendor must carefully examine the RFP Documents and it is in their best interest to view the Warwick Wastewater Treatment Facility and typical remote pump stations. The Vendor may not claim, after the submission of a Proposal, that there was any misunderstanding with respect to the requirements and conditions imposed by the WSA.

There will be no opportunity to make any additional claim for compensation or invoice for additional charges that were not considered and included in the Proposal price submitted, unless the WSA at its sole discretion, deems that it would be unreasonable to do so, or there are additional work requirements due to unforeseen circumstances.

All information in this RFP Document, Drawings, Specifications, Site Visit and Investigation, and any resulting Addenda will be incorporated into any Contract between the WSA and the successful Vendor, and therefore must be considered by the Vendor in preparing their Proposal.

**Viewing of WSA Facilities by interested Vendors where the Work is to be performed is available by appointment only. Please contact:**

Michael P. Bedard  
Assistant  
Superintendent  
WSA  
125 Arthur Devine  
Blvd.  
Warwick, RI 02888

## Proposal Closing Date and Delivery Instructions

Proposals must be delivered by hand or courier delivery. Vendors should submit 1 original hard copy and 1 Electronic version in MS Word/PDF format submitted in the form of a flash drive in a sealed envelope. The Proposal should be enclosed and sealed in an envelope/package clearly marked: **“ELECTRICAL MAINTENANCE & REPAIR SERVICES RFP2023-359”**.

Proposals received by facsimile will not be accepted. Late Proposals **will not** be considered.

It is the Vendor’s sole responsibility to ensure they allow themselves enough time to submit their Proposal.

## Mandatory Requirements

Mandatory Requirement	Vendor’s Check List	
Proposal(s) must be received by:	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Proposal must be submitted in English.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Proposal must not be submitted by facsimile.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<b>Proposal Submission Form</b> must be completed and must be signed by an authorized person in a position to legally bind the Contractor and Vendor to statements made in Response to this Request for Proposal.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Must be completed on the Schedule provided. Vendors are to provide their Proposal responses directly onto [Schedule B].	YES <input type="checkbox"/>	NO <input type="checkbox"/>

## Inquiries and Clarifications

All questions related to this RFP are to be directed in writing to:

Michael P. Bedard  
 Assistant Superintendent  
 WSA  
 125 Arthur Devine  
 Blvd.  
 Warwick, RI 02886

The WSA will only respond to questions that are submitted in writing. The responses to any written questions received by WSA staff will be issued to all potential Vendors as a written addendum.

Vendors finding discrepancies or omissions in the RFP documentation or having doubts as to the meaning or intent of any provision should immediately notify the contact person listed above. No oral conversation will affect or modify the terms of this RFP or may be relied upon by the Vendor.

The WSA will attempt to respond to all reasonable inquiries but reserves the right not to respond to inquiries. If the WSA determines that an amendment is required to this RFP, the WSA will issue an addendum and such an addendum will be posted on the City of Warwick website and distributed to all Vendors who have returned the Receipt Confirmation Form.

### **Addenda**

Each addendum shall be incorporated into and become part of the RFP document. No amendment of any kind to the RFP is effective unless it is contained in a written addendum sent out by the WSA. Upon submitting a Proposal submission, Vendors will be deemed to have received notice of all addenda that are posted on the website.

Vendors considering submitting a proposal should provide contact emails for individual (s) at their organization to receive written addenda during the bidding process.

### **Vendor Costs for Proposal**

The WSA shall not be liable for any costs incurred in responding to any WSA RFP, including the costs of Proposal preparation, provision of samples, testing, designing and any travel relating to the RFP and Proposal process, including attendance at mandatory or non-mandatory information sessions and/or oral interview/presentations.

### **Liability for Errors**

While the WSA has used considerable effort to ensure an accurate representation of information in this RFP, the information contained is supplied solely as a guideline for Vendors. The information is not guaranteed or warranted to be accurate by the WSA nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the Vendor from forming their own opinions and conclusions with respect to the work in this RFP.

### **Changes to RFP Document**

Vendor(s) must not alter any portion of this RFP document, with the exception of adding the information requested. To do so will invalidate the submission of its Proposal.

### **Changes to the Proposal Wording and Content**

The Vendor will not be allowed the opportunity to change the wording or content of its Proposal after closing and no words will be added to the Proposal, including changing the intent or content of the presentation of the Proposal, unless requested by the WSA. (E.g. minor clarifications).

## Prices

All Prices shall be in US Funds and shall remain **FIRM** for the entire Contract term and are all inclusive without limitation, wages, benefits, vehicle, fuel, tools, mobilization and demobilization, supervision, insurance, all licenses, permits, overhead and profit and all other expenditures necessary in connection and completion of the Work/Services requested.

## PROPOSAL SUBMISSION FORMAT AND CONTENTS

Vendors are required to submit the following information which will be used in the evaluation of Proposals:

### Proposal Submission Form

In order to be entitled to consideration, **Appendix A** must be completed and must be signed by a person authorized to sign on behalf of the Contractor and to bind the Vendor to statements made in response to this Request for Proposal.

### Vendor's Mandatory Response Form

Completion of the Mandatory Response Form Vendor(s) should respond to each of the items listed in to ensure their Proposal submission receives full evaluation consideration. The Proposal response must be provided directly onto, including any appendices requested.

## EVALUATION AND SELECTION PROCESS

### Evaluation Team

The evaluation of Proposal submissions will be undertaken on behalf of the WSA by an Evaluation Team appointed by the WSA, which may consist of one or more persons. The WSA reserves the right and at its sole discretion to choose the Evaluation Team members.

### Proposal Evaluation Process

- i. Proposals received by the "closing time" will be screened for compliance with the mandatory requirements... The Evaluation Team reserves the right to (at its sole discretion) determine whether or not any Proposal is compliant. Non-compliant Proposals will be rejected.
- ii. Compliant Proposals will be reviewed and evaluated against the Desirable Criteria to determine the Proposal offering "Best Value" to the WSA. The Evaluation Team may apply the evaluation criteria on a comparative basis, evaluating the Proposals by comparing one Vendor's Proposal to another Vendor's Proposal.
- iii. After an initial review and evaluation of all the Proposals the WSA may, at its option, conduct interviews with one or more highest ranking Vendor(s). This will provide the WSA an opportunity to meet the Vendor and ask questions regarding the contents of their Proposal and will score the interviews accordingly. Alternatively, if in its sole discretion the WSA determines there is a clear leading Vendor, the WSA retains the right to bypass the interview process and proceed directly to award.
- iv. It is the intent of the WSA to award the Contract to the highest ranking Vendor. Notwithstanding the foregoing, the WSA reserves the right to award the Contract to the Vendor other than the one with the most points if, in its sole determination, another Proposal is determined to be "Best Value" to the WSA, taking into consideration the evaluation criteria of the RFP.
- v. Any award of a Contract will be subject to satisfactory references checks in the sole opinion of the WSA. The WSA will not enter into any Contract with any Vendor whose references are found to be

unsatisfactory. Upon selection of one or more lead Vendor(s) references may be contacted.

- vi. No award will be made to any Vendor who cannot give satisfactory assurance of their ability to carry out the Contract. No award will be made to any Vendor that is legally constrained or not authorized to conduct the required acquisition.
- vii. Preference shall be given to local Contractors where quality, service, and price are equivalent.
- viii. All Vendors will be notified in writing by the WSA of the status of their Proposal within a reasonable period of time after award.

### **Additional Information**

The Evaluation Team may, at its sole discretion, request clarifications or additional information from a Vendor with respect to its Proposal, and the evaluation team may make such requests to only selected Vendors. The evaluation team may consider such clarifications or additional information in evaluating Proposals.

## Desirable Criteria

Proposals meeting all of the mandatory criteria will be further assessed against the desirable criteria. The Evaluation Team will compare, evaluate and score Vendors Proposal based on the submission responses to **Schedule B**. Vendors are encouraged to respond to all questions in **Schedule B** to ensure their Proposal receives full consideration.

<b>Desirable Criteria</b>	<b>Point Value</b>
<b>Part A: Company Profile and Previous WSA Experience</b>	25
<b>Part B: Financial Considerations</b>	25
<b>Part C: Technical Information</b>	40
<b>Part D: Value Added</b>	10
<b>TOTAL</b>	100

## Negotiation of Contract and Award

It is the intent of the WSA to ensure the WSA has the flexibility it needs to arrive at a mutually agreeable final Contract. Negotiations may be held with the first Preferred Vendor including, but not limited to, matters such as:

- Price adjustments.
- Minor Changes to Services.
- Contract details.
- Contract payment details.

It is not the intent of the WSA to allow for new or significantly altered Proposals. The WSA reserves the right to terminate negotiations with the Preferred Vendor if a Contract cannot be negotiated within a reasonable time and negotiate a Contract agreement with the next highest ranked Vendor, or may choose to terminate.

## **Term of Contract**

Prices to be held firm one (1) year from date of award. Term contracts may be extended for two (2) additional one year terms upon mutual agreement unless otherwise stated.

## **Agreements with Sub-Contractors**

The Contractor will preserve and protect the rights of the WSA with respect to any Work performed under sub-contract and incorporate the terms and conditions of this Contract into all sub- contracts as necessary to preserve the rights of the WSA under this Contract. The Contractor will be as fully responsible to the WSA for acts and omissions of sub-contractors and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by the Contractor.

## **Assignment/Sub-Contracting of Contract**

The Contractor shall not assign or sub-contract its obligations under this Contract, in whole or in part, without prior written approval of the Superintendent and or the Assistant Superintendent.

## **Operations and Coordination of the Work**

The Contractor shall agree to coordinate the execution of the Work with the WSA such that disruption of the Work of all involved is minimized. Operations will continue and the WSA Facility will be in full use by staff and public.

## **Equipment, Materials and Workmanship**

The Contractor shall ensure that they are qualified and experienced and have the necessary resources for the successful completion of the Work including any amendments as they may occur during the execution of the Work.

All equipment, materials and labor utilized and all workmanship shall comply with all current codes, standards, regulations and statutes pertaining to the Work including, but not exclusively:

- Building Code, latest edition
- Municipal & National Electrical Code, latest edition

Equipment must be in good mechanical repair and not require excessive maintenance or create excessive down time that jeopardizes the Contractors ability to provide the Work agreed to.

All equipment installation shall be new and the WSA is to be provided with complete manufacturer's warranties.

## **Inspection of Work**

- a. All Work performed shall be subject to inspection and shall meet the approval of the Superintendent and or the Assistant Superintendent. If the Work is not approved, the Superintendent and or the Assistant Superintendent shall have the right to reject them or to require correction.
- b. Acceptance or rejection of the Work shall be made as promptly as practical, but failure to accept or reject the Work shall not relieve the Contractor from responsibility for the Work provided not in accordance with the Contract.
- c. The WSA will not be deemed to have accepted the Work by virtue of a partial or full payment for it.
- d. The WSA shall be the final judge of all Work and its decisions of all questions in dispute will be final.

## **Damage and Defects**

The Contractor shall use due care so that no persons are injured, or no property damaged or lost in providing the Work. The Contractor shall be solely responsible for all loss, damages, costs and expenses in respect of any injury to persons, damage of property, or infringement of the rights of others incurred in the

Performance of the Work or caused in any other manner whatsoever by the Contractor or its employees. The Contractor shall rectify any loss or damage for which, in the opinion of the WSA, the Contractor is responsible, at no

charge to the WSA and to the satisfaction of the WSA.

Alternatively, the WSA may repair the loss or damage and the Contractor shall pay to the WSA the costs of repairing the loss or damage upon demand from the WSA. Where, in the opinion of the WSA, it is not practical or desirable to repair the loss or damage, the WSA may estimate the cost of the loss or damage and deduct such estimated amount from the amount owing to the Contractor.

### **Personnel and Sub-Contractors**

Should the WSA object to any person employed or sub-contractor used by the Contractor on the Work, the Contractor shall remove such person from the Work, it being understood and agreed that the WSA's non-objection to any person or sub-contractor employed by the Contractor on the Work shall not be deemed to be an approval of the WSA of such person, or such sub-contractor, and the Contractor, by reason of such non-objection or by the reason of the WSA's approval of any person or sub-contractor employed by the Contractor, shall in no way be relieved from his responsibility for the employment of such person or sub-contractor or from the performance and fulfillment of the Work.

The Contractor will preserve and protect the rights of the WSA with respect to any Work performed under sub-contract and incorporate the terms and conditions of this Contract into all sub- contracts as necessary to preserve the rights of the WSA under this Contract. The Contractor will be as fully responsible to the WSA for acts and omissions of sub-contractors and of persons directly or indirectly employed by them as for acts and omissions of persons directly employed by the Contractor.

### **Payments – Invoicing**

- a. All invoices will detail separate labor and material charges. Original material costs are to be shown such that Mark-up Rates can be monitored (i.e. copy of suppliers price invoice). Each invoice will indicate the Purchase Order Number as provided by the WSA, and a copy of the worksheet/filed report shall be detached.
- b. The Contractor shall be paid NET (30) days from receipt of invoice and acceptance of goods and/or services, whichever is the later, unless alternate payment terms have been agreed to between the Contractor and the WSA.

## **SCHEDULE A: REQUIREMENTS**

### **Scope of Work**

The Contractor shall provide all labor, materials, tools, equipment and transportation necessary to complete Electrical Maintenance and Repair Services in accordance with all applicable WSA requirements. **Referencing the WSA Facility Location List.**

The scope of Work includes the provision of electrical services on an “as needed and when requested” basis including emergency response, and at the sole discretion of the Superintendent, Assistant Superintendent and Maintenance Supervisor and additional work and/or individual projects at various Wastewater Facilities. The WSA would be under no obligation to pay for Work done without prior approval and may at its sole option request alternate quotations.

The Services shall include, but are not limited to:

- Electrical conduit and wiring;



- Lighting systems and lighting control systems;
- Receptacles, switches, data and telephone wall jacks;
- Emergency lighting equipment, fire alarm systems;
- Power and conduit to other system such as HVAC systems, generators, UPS's or equipment;
- Data and telephone cabling (AMP Data Certified Cat5e and Cat6);
- Conduit systems for communication and other electronic systems;
- Pumps, motors, MCC panels, electrical breakers;
- Low voltage wiring for DDC;
- Air controls;
- Generator systems;
- Pump Controls;
- Soft Starts;
- Fire Alarm Systems: Class A, B and addressable;
- Heat trace systems;
- Sewer Pumps;
- Security alarm systems, as required; and
- Install and commissioning new wiring for upgrades and improvements, as required.

If the Contractor is unable to provide the services within the time frame required, or is unavailable, the WSA reserves the right to contact another Contractor to perform the Service(s).

All repairs and/or replacement materials shall be of the same or higher standard in terms of Energy Consumption to achieve significant and sustainable savings in energy use and cost.

The Contractor is also expected to identify any improvement opportunities during the course of maintenance or repair services within the WSA Facilities for installation of products and equipment that would reduce electrical energy consumption, or other forms of environmental benefits.

Types of Electrical Repair Service Request Include services on an “as needed and when requested” basis, including emergency response at the WSA Wastewater Facilities:

**Regular/ Non-Emergency Repair or Maintenance Service Requests:**

The Contractor shall respond at the Facility for routine service requests within (1) business day of being called by the WSA.

**Emergency Repair Services Requests:**

The Contractor is to be available to respond as determined by the nature of a given situation and/or emergency; twenty four (24) hours per day, seven (7) days per week, 365 days per year.

The Contractor must respond within two hours or less of the initial call as directed by the Warwick Sewer Authority designee.

**Additional Work / Individual Projects Requests:**

Additional Work or Individual Projects that are equal to or more than \$500.00 will require a quotation and the quotation will be reviewed by the Superintendent and/or the Assistant Superintendent requesting the Work. Once approved, only then will the Contractor proceed. The WSA would be under no obligation to pay for Work done without prior approval and the WSA may at its sole option request alternate quotations.

**Other Contractors or WSA Personnel**

The WSA may have its own work forces and other Contractors on the site while the Work of this Contract is under way. The WSA shall coordinate the Work of all Contractors on the site and require their coordination with each other.

## **Price**

### **Labor and Materials**

This shall be a labor and materials Contract guided by the rates and pricing structure form. The WSA reserves the right to request firm price quotations on additional work/individual projects \$ 500.00 and higher from the successful Contractor or any other Contractor.

## Rates

Rates shall be in effect as of the contract start date, and remain constant for an initial Contract term and until the contract expires unless terminated, cancelled or extended.

This contract may be renewed for two (2) additional one (1) year terms based on mutual agreement of price and satisfactory service performance review by the WSA Management staff.

## Invoice Copies

The WSA may request the successful contractor to supply copies of invoices for materials, supplies and equipment used in repairs/installations.

## Invoices

**Service call and repairs** shall be invoiced at the completion of each project, according to the rates submitted.

All invoices shall include, at a minimum, the following information:

- a. Current Open/Standard Purchase Order Number;
- b. Facility Name and address of where Work was completed;
- c. Operations Supervisor contact information (name);
- d. Hourly rates and charges;
- e. Total number of hours worked;
- f. Detailed List of materials supplied and installed;
- g. Description of Work performed;
- I. Any other information.
- j. Failure to comply with invoice criteria listed above may result in invoices being returned for correction and payment delayed until above criteria has been provided.

## Service Technicians Certification Requirements

- a. All work carried out under the Electrical Maintenance and Repair Services: shall be carried out by a Journeyman Electrical Tradesperson with appropriate Trade Qualifications Card.
- b. All work requested as additional work/individual projects which require a quotation and prior approval shall be carried out by one (1) journeyman electrical tradesperson and if required apprentices, at the rate quoted.

## Worksite Security Procedures

- a. The Contractor will be required to report to the Superintendent and or the Assistant Superintendent, or designate upon arrival before starting any Work, and prior to departure from the Facility. An identity badge, parking pass and or keys for equipment room access may be required from the Superintendent and or the Assistant Superintendent. Or designate.
- b. The Contractor shall install temporary restrictions, barricades and signs to prevent use of electrical equipment or services during service/repair operations.
- c. Contractor must inform the Superintendent and or the Assistant Superintendent immediately if any safety hazard is discovered.

## Identification

The Contractor must ensure that all staff are wearing clearly visible identification when working on a at the WSA Treatment Facility and remote pump stations.

## **Service Call Requests**

Service Call Requests will be initiated by the Superintendent or Assistant Superintendent on an “as needed and when requested” basis for maintenance or repairs required at any WSA Facility.

## **Additional Repairs**

Additional repairs found necessary which are beyond the Service Call must require a written quotation or a verbal confirmation by the Superintendent and or the Assistant Superintendent. All verbal confirmations shall be followed up with a written quotation. The quoted repair Work shall not proceed until approval has been provided by the Superintendent and or the Assistant Superintendent.

Repairs in some WSA Facilities may need to be based on scheduling and access availability, with arrangements provided by the WSA.

## **2.3 Additional Work/Individual Projects**

In the event that the need for additional electrical work arises with a total value equal to or greater than \$500.00, the Superintendent and or Assistant Superintendent will communicate such a request to the Contractor. The Contractor will provide a written quotation for the additional work/individual projects to the Superintendent and or the Assistant Superintendent.

The Contractor’s quotation should also include a detailed description of the Work to be performed, broken down by task and sub-task. The quotation should contain details on the level of effort, including hours, labor categories, materials, and all items necessary for completion.

The Contractor’s written quotation will be reviewed and upon acceptance, a Purchase Order will be issued as authorization to proceed will be provided by the Superintendent and or the assistant Superintendent.

The Contractor shall not begin any additional Work or individual projects without first obtaining written approval from the Superintendent and or the Assistant Superintendent.

The WSA shall be under no obligation to pay for Work done without prior written approval.

### **Contractor Work Sheets/Field Reports**

A worksheet/field report shall be required to be completed by the Contractor for any Work performed at a Facility. The worksheets/field reports shall itemize the labor type and amount of hours based upon the time of arrival and departure from the site, any materials used, any other additional charges, and are to be signed by the Superintendent and or Assistant Superintendent.

The Contractor must provide status updates for any Work in progress.

### **Work Sites**

The Work may be carried out at any of the WSA Facilities and the scheduling of the Work shall be coordinated with the Superintendent and or the Assistant Superintendent. The work sites and locations are provided in but not limited to:

Appendix B – WSA Facility Location List.

Contractor's personnel will be required to report to the Superintendent and or the Assistant Superintendent or designate upon arrival before starting any Work, and before leaving the site.

### **Adding / Removing WSA Facilities or Services**

The WSA reserves the right to add or remove WSA Facility locations and Services during the term of the Contract.

### **Clean Up**

At the end of each day and at the conclusion of Work, the Contractor shall clean out all rubbish and debris promptly remove any equipment.



## Experience and References

Vendors shall be competent and capable of performing the Work requested.

Contracts indicated below should be related to operations similar in size, scope and complexity. References will only be contacted of the preferred Vendor. The WSA will not award a contract to any Vendor whose references are unsatisfactory, in the sole opinion of the WSA.

### REFERENCE 1

Year Started	
Year Completed	
Brief Description of Contract	
Contact	
Company	
Contact Person	
Project and Value	

### REFERENCE 2

Year Started	
Year Completed	
Brief Description of Contract	
Contact	
Company	
Contact Person	
Project and Value	

### REFERENCE 3

Year Started	
Year Completed	
Brief Description of Contract	
Contact	
Company	
Contact Person	
Project and Value	

## Part B – Financial Considerations (25 points)

### Labor Rates

The labor rates shall be in US Funds and are all inclusive without limitation, wages, benefits, vehicle, fuel, tools, mobilization and demobilization, supervision, insurance, all licenses, permits, overhead and profit and all other requirements necessary for the commencement, performance and completion of the Work.

Materials will be itemized and charged separately.

All Work performed is to be in accordance with all governing regulatory authorities within the City of Warwick and the State of Rhode Island and will abide by local and state building and electrical codes including the NEC National Electrical Code WSA

Electrical Journeyman	Price per Hour
Regular Time: 8:00 am to 5:00 pm Monday to Friday	
Overtime	
Sat/Sun/Statutory Holidays	
Minimum Call Out Hours	

General Foreman	Price per Hour
Regular Time: 8:00 am to 5:00 pm Monday to Friday	
Overtime	
Sat/Sun/Statutory Holidays	
Minimum Call Out Hours	

Electrical Apprentice	Price per Hour
Regular Time: 8:00 am to 5:00 pm Monday to Friday	
Overtime	
Sat/Sun/Statutory Holidays	
Minimum Call Out Hours	



**Mark-up: Materials / Rental equipment / Sub-contractor**

Mark-up rate on:

Materials = \_\_\_\_\_%

Rental Equipment = \_\_\_\_\_%

Sub-Contractor Costs = \_\_\_\_\_%

**Travel Time:**

Please indicate Yes/No if travel time is charged. If yes, state how travel time is calculated.

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**Charge for Vehicle**

\$ \_\_\_\_\_/hr. or \_\_\_\_\_ Trip

**Crew Size**

State the number of workers used in a normal crew for service calls/work requests:

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**Part C – Technical Information (40 points)**

**Response Time**

In addition to regular service, emergency repairs may be required. Provide the maximum response time in these instances:

**Regular Service Response Time** (Monday to Friday 8:00 am to 5:00 pm): Confirm Response in Hours from Service Call Request.

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**Emergency Service Response Time** during regular hours (Monday to Friday 8:00 am to 5:00 pm) and outside regular hours will be within one (1) hour. Confirm response time in hours from Service Call Request;

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**Contact Phone Numbers**

Vendors shall provide one or more telephone numbers for contacting a company representative at, regular hours, after daytime working hours and for emergency repair services:

**During Regular Hours**

(8:00 am to 4:30 pm Monday to Friday) – Please provide Contact Names and Phone Numbers

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**Outside Regular Hours**

Please provide Contact Names and Phone Numbers

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**Personnel**

Provide list of personnel currently employed with the company and will be assigned to this Contract.

1. Name

Qualifications

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Work Experience

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2. Name

Qualifications

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Work Experience

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3. Name

Qualifications

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Work Experience

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4. Name

Qualifications

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Work Experience

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5. Name

Qualifications

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Work Experience

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**Subcontractors**

The following sub-contractors may be utilized in provision of the Work and will comply with all the terms and conditions described in this RFP. **Please Indicate “NOT APPLICABLE” if you are not using a sub-contractor.**

**Company Name 1 / Address**

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Phone No.:

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Type of Work Provided by Sub-Contractor

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**Company Name 2 / Address**

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Phone No.:

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Type of Work Provided by Sub-Contractor

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**Company Name 3 / Address**

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Phone No.:

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Type of Work Provided by Sub-Contractor

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## Appendix A - PROPOSAL SUBMISSION FORM

**Appendix A must be signed by an authorized signatory in a position to legally bind the Vendor to statements made in response to this Request for Proposal.**

We hereby submit our Proposal for the Electrical Maintenance & Repair Services and undertake to carry out the Work/Services in strict accordance with all referenced Terms & Conditions, Regulations and Building Codes, applicable to this RFP.

We have carefully read and examined the Request for Proposal and have conducted such other investigations as were prudent and reasonable in preparing the Proposal. We agree to be bound by statements and representations made in this Proposal and to any Contract resulting from this Proposal.

Company Name	
Street Address	
City, Province & Postal Code	
Telephone Number	
Fax Number	
E-mail	
GST Registration Number	
Work safe Account Number	
Name and Title (please print)	
Signature	
Date	

## Appendix A - FACILITY LOCATION LIST

<b>Wastewater Treatment Plant</b>		
<b>Facility Name</b>	<b>Address</b>	<b>Service Area</b>
Warwick Sewer Authority	125 Arthur Devine Blvd.	Warwick, Rhode Island 02888
<b>Pump Stations</b>		
<b>Pump Station Name</b>	<b>Address</b>	<b>City</b>
ALTIERI WAY	34 ALTEIRI WAY	Warwick Rhode Island
ANGLESEA	MAIN CHANNEL/CHANNEL VIEW	Warwick Rhode Island
APPONOUG	36 CENTERVILLE ROAD	Warwick Rhode Island
BARBERRY	30 BARBERRY STREET	Warwick Rhode Island
BAYONNE	1 BAYONNE AVENUE	Warwick Rhode Island
BELLOWS ST	38 BELLOWS STREET	Warwick Rhode Island
BROOKWOOD	115 WINCHELL ROAD	Warwick Rhode Island
CAPRON FARMS	HORNET ROAD	Warwick Rhode Island
CEDAR SWAMP	902 CEDAR SWAMP ROAD	Warwick Rhode Island
COVE AVE	180 COVE AVENUE	Warwick Rhode Island
CREEKWOOD	50 CREEKWOOD DRIVE	Warwick Rhode Island
DAVIDSON	120 DAVIDSDON ROAD	Warwick Rhode Island
EAST NATICK	75 RIVERDALE COURT	Warwick Rhode Island
EMMONS AVE	6 EMMONS AVENUE	Warwick Rhode Island
GASPEE 1	195 SPRING GREEN ROAD	Warwick Rhode Island
GORTON LAKE BLVD	271 GORTON LAKE BOULEVARD	Warwick Rhode Island

GOVERNOR FRANCIS	KRISTON COURT	Warwick Rhode Island
GULF	95 GULF STREET	Warwick Rhode Island
HILTON	131 HILTON ROAD	Warwick Rhode Island
HOXIE EAST	3 VERNON STREET	Warwick Rhode Island
INGERSOL	150 INGERSOL AVENUE	Warwick Rhode Island
IRVING RD	29 IRVING ROAD	Warwick Rhode Island
JUNIPER	1 JUNIPER AVENUE	Warwick Rhode Island
KERRI LYN DR.	171 KERRI LYN DRIVE	Warwick Rhode Island
KILVERT ST	440 KILVERT STREET	Warwick Rhode Island
KNIGHT ST	176 KNIGHT STREET	Warwick Rhode Island
LAKESHORE NORTH	223 LAKESHORE DRIVE	Warwick Rhode Island
LAKESHORE SOUTH	409 LAKESHORE DRIVE	Warwick Rhode Island
LAKESWOOD	380 ATLANTIC AVENUE	Warwick Rhode Island
LOCKWOOD	51 OAKTREE ROAD	Warwick Rhode Island
LANSDOWNE	LANSDOWNE ROAD	Warwick Rhode Island
LOVEDAY	6 LOVEDAY STREET	Warwick Rhode Island
MIDGET	17 MIDGET AVENUE	Warwick Rhode Island
NATICK II	9 WEST PONTIAC STREET	Warwick Rhode Island
NORTHAMPTON	131 NORTHAMPTON ROAD	Warwick Rhode Island
OAKLAND BEACH	227 SUBURBAN PARKWAY	Warwick Rhode Island
OLD BUTTONWOODS	76 JANICE	Warwick Rhode Island
ORMSBY	37 ORMSBY AVENUE	Warwick Rhode

		Island
PAISLEY	65 PAISLEY STREET	Warwick Rhode Island
POSNEGANSETT	203 POSNEGANSETT AVENUE	Warwick Rhode Island
POST RD SOUTH	4322 POST ROAD	Warwick Rhode Island
SALTER GROVE	500 NARRAGANSETT PKWY	Warwick Rhode Island
SEFTON AVE	167 SEFTON AVENUE	Warwick Rhode Island
STANMORE	187 EDGEHILL ROAD	Warwick Rhode Island
TIDEWATER DR	25 TIDEWATER DRIVE	Warwick Rhode Island
WARWICK COVE	641 MEADOWVIEW AVENUE	Warwick Rhode Island
WARWICK AVE	1849 WARWICK AVENUE	Warwick Rhode Island
WARWICK NECK	248 WARWICK NECK AVENUE	Warwick Rhode Island
WATERVIEW AVE	9 SEFTON AVENUE	Warwick Rhode Island

**CITY OF WARWICK**

**BID AND CONTRACT FORM**

**TITLE OF SPECIFICATION:** Bid2023-359 On-Call Electrical Services & 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 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 Included in Specifications**