

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 Tuesday, June 13, 2023. The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK
BIDS REQUESTED FOR**

Bid2024-068 Radio Communications Equipment Service & 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 Tuesday, June 13, 2023.

Submissions

Sealed bids will be received by the Purchasing Division no later than 11:00 AM, Tuesday, June 27, 2023. The bids will be opened publicly commencing at 11:00 AM on the same day at 65 Centerville Road, 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.

Francis M. Gomez

Francis M. Gomez
Purchasing Agent

PLEASE COMPLETE THIS PAGE & SUBMIT 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.

=====

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: _____

Bid2024-068

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 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**

Bid2024-068 Radio Communications Equipment & Service

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 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](https://www.njpacoop.org/cooperative-purchasing)

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

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 two (2) copies in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as “Bid2024-068 Radio Communications Equipment Service & Repairs”

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 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 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 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 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 and Automobile 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.

Failure to provide adequate insurance coverage within the specified duration of time as set forth is a material breach of contract and grounds for termination of the contract.

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 October 2, 2023 through October 1, 2025. 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 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 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.

**CITY OF WARWICK
FIRE DEPARTMENT**

REQUEST FOR BIDS

Radio Communications Equipment Service and Repair

The Warwick Fire Department is seeking bids for Radio Communications Equipment Service and Repair. It is the intention of the Warwick Fire Department to award a two (2) year service contract. Bids must be in accordance with the following specifications:

1. Preventative maintenance service and repair on specified fixed site equipment including, but not limited to, comparator audio level settings, radio programming and installations.
2. Twenty-four (24) hours/day, seven (7) days/week service on all fixed site equipment within a one (2) hour response time from the time of notification.
3. Monday through Friday (excluding holidays), 8:00 a.m. to 4:30 p.m. service on all mobile and portables within a two (2) hour time period.
4. Monthly maintenance contract pricing for fixed site equipment must include all parts and labor for all service provided while under contract. The monthly maintenance contract award is to be billed in monthly increments.
5. Service for mobile and portable equipment will be provided at either the successful bidder's service center, or at the Warwick Fire Department's equipment location. If service is to be provided at successful bidder's service center, said location must be within a ten (10) mile radius of the Warwick Fire Department Headquarters, 111 Veterans Memorial Drive, Warwick, RI. Service for fixed site equipment shall take place at the fixed site location.
6. In addition, the bid must include a per hour price for services that fall outside the specific scope of the maintenance contract and for installation of radio equipment in vehicles.
7. A written report, explaining findings and work performed, will be provided to the Warwick Fire Department for all service and preventative maintenance services performed.
8. The successful bidder must provide technical consulting services to the Warwick Fire Department for the purpose of recommending changes or improvements to the communications system.
9. The successful bidder must be an authorized service center for Motorola and Kenwood. Proof of training and certificates from these manufacturers should be provided with bid response, but in all cases will be available for inspection by the city if required.
10. The successful bidder must be established in the business and actively involved in the sales, service, system design, repair troubleshooting and maintenance of municipal Public Safety radio communications systems for a minimum of five years.

11. A resume of the company must be made available, indicating the experience level, history, and product lines represented. The resume should include the history and experience of the business principal as well. The resume must include a traceable satisfactory history of a minimum of five years of service of public safety radio systems to include Motorola MCC 7500 consoles, as well as other Motorola and Kenwood radios. The resume should be submitted with the bid response, but in all cases will be available for inspection by the city if required
12. A complete detailed description of the bidder's facilities including a description of the physical size, test and repair areas, installation area including the size and number of bays. The facility must have an adequate security system to protect the Fire Department's vehicles while in storage at the bidder's facility. Said description shall be included as part of the response.
13. A minimum of five references of contracts for service, repair and installation of public safety communication systems. The communication systems shall include satellite receivers and voter comparators. These contracts must have been satisfactorily completed and the systems made operational within the last year. Names, phone numbers, and addresses should be supplied as part of the response.
14. The successful bidder must be authorized with "Administrative Access" to service and repair the department's RISCO communications equipment.
15. The successful bidder must utilize only original manufacturer authorized parts in any and all service, repair, or replacement of items covered by this contract. The successful bidder must be able to provide warranty service for the equipment listed. The successful bidder must maintain a parts inventory that is acceptable to the Warwick Fire Department. No subcontracting of first echelon repair response will be acceptable.
16. The successful bidder must submit a certificate of insurance naming the City of Warwick as the additional insured on the policy and so stated on the certificate.
17. The Warwick Fire Department reserves the right to add or delete equipment covered under the "Monthly maintenance Contract". The successful vendor must agree to adjust the monthly statement accordingly. The Warwick Fire Department will notify the vendor of these changes to the inventory in writing within 10 days of the change.
18. The City of Warwick Fire Department reserves the right to inspect the successful bidder's service facility and testing equipment for recent calibrations. Bidders may view all the City of Warwick Fire Department's Communication System Equipment by appointment Monday-Friday 9am-4pm, prior to the deadline for submitting your bid, by contacting Assistant Chief Jason Umbenhauer at 401-468-4044.

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID

TECHNICIAN MINIMUM QUALIFICATIONS:

1. Each bidder must have a minimum of three full time bona fide service technicians, each being certified and/or commercially licensed by the FCC, NABER and/or PCIA. All three technicians must have a traceable minimum of five years documented experience in the repair maintenance, troubleshooting, service and installations of public safety communication systems. Each technician's employment and certifications must be verifiable and documented.

COMPLY YES _____ NO _____

2. The three technicians shall have attended factory training for the equipment contained in this specification. This factory training shall consist of formal documented product service, repair and troubleshooting of this equipment.

COMPLY YES _____ NO _____

3. A resume for each of the three technicians including all work and training history. The resume shall detail all relevant schooling, training, and work-related experience providing service and repair to public safety two-way radio equipment.

COMPLY YES _____ NO _____

| | |
|--|--|
| Please state your Business Hours | |
| Please state your closest Service Center Location | |

Exceptions:

CITY OF WARWICK

BID AND CONTRACT FORM

TITLE OF SPECIFICATION: Bid2024-068 Radio Communication Equipment Service & Repair

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 below;

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)

Bid2024-068 Radio Communication Equipment Service & Repair

| ITEM | DESCRIPTION | PRICE YEAR 1 | PRICE YEAR 2 |
|-------------|---|-------------------------|-------------------------|
| A | Normal Business Hours Rate (per hour) for repair and/or Installation of items not covered by fixed site equipment monthly maintenance contract | | |
| B | After Business Hours Rate for Nights & Weekends (per hour) for repair of items not covered by fixed site equipment monthly maintenance contract | | |
| C | After Business Hours Rate for Holidays (per hour) For repair of items not covered by fixed site equipment monthly maintenance contract | | |
| D | Normal Business Hours Rate (per hour) for Installation of radio equipment | | |
| E | Percentage off list price for parts not covered under fixed site equipment monthly maintenance contract | | |
| F | Monthly Maintenance Contract (per month) for Two (2) Motorola MCC 7500 Dispatch Consoles | | |
| G | Monthly Maintenance Contract (per month) for Two (2) Motorola MCG8000 Gateways | | |
| H | Monthly Maintenance Contract (per month) for Eventide Nexlog 740 DX-Series Data Recorder | | |