

**City of Warwick
Municipal Annex Fitness
Room Equipment**

Bid No. 2024-140



Honorable Frank J. Picozzi
Mayor

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INVITATION TO BID
CITY OF WARWICK, RHODE ISLAND

Notice is hereby given that the City of
Warwick Will be accepted bids for the
purchase and installation of

BID2024-140

City of Warwick Municipal Annex Fitness Room Equipment

The City of Warwick, Rhode Island will accept sealed bids for “City of Warwick Municipal Annex Fitness Room,” at the City of Warwick Purchasing Department located at Warwick City Hall Annex, 65 Centerville Road, 1st Floor Suite D, Warwick, RI 02886 until no later than **11:00 AM on Monday, August 21, 2023.**

The City of Warwick is requesting qualified vendors to provide pricing for the purchase, delivery, and installation of various pieces of fitness equipment for the Municipal Annex Fitness Room, located at 65 Centerville Road, Warwick.

Requests for Information will be due by **Tuesday, August 15, 2023 by 1:30 PM.** Requests for information or clarification must be made in writing to William Facente, Housing & Community Development Manager, william.r.facente@warwickri.gov.

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 Monday, August 7, 2023. The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK
BIDS REQUESTED FOR**

Bid2024-140 Municipal Annex Building Fitness Room Equipment

Specifications

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Monday, August 7, 2023. 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.

Submissions

All bids should be submitted with one (1) original and one (1) copy in a sealed envelope (total of two (2) copies), which should read: **YOUR COMPANY NAME** plainly marked on the exterior of the envelope as well as "**Bid2024-140 Municipal Annex Building Fitness Room Equipment**". No bids will be accepted via Facsimile or email. All bids must be sealed. Sealed bids will be received by the Purchasing Division no later than 11:00 AM, Monday, August 21, 2023. The bids will be opened publicly commencing at 11:00 AM on the same day at 65 Centerville Road, Meeting Room 2.

Delivery

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 Postal 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.

Questions

Please direct questions related to the bidding process, how to fill out forms, and how to submit a bid (Pages 1-11) to the Purchasing Division.

- Email: Bids@warwickri.gov
- Phone: 401-738-2013

Please direct all questions related to the specifications outlined (beginning on page 12) to the issuing department's subject matter expert:

- Name: William Facente
- Title: Housing & Community Development Manager
- Phone: 401-921-9688
- Email: William.r.facente@warwickri.gov

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: _____

Bid2024-140

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**

**CITY OF WARWICK
NOTICE TO BIDDERS**

Bid2024-140 City of Warwick Municipal Annex Fitness Room Equipment

The IRS Form W-9 is available on www.warwickri.gov should be completed and submitted with the bid if the bidder falls under IRS requirements to file this form.

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

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

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.

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.

Negligence on the part of the bidder in preparing the proposal confers no rights for the withdrawal of the proposal after it is open.

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 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.

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 must 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 should 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. 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 must 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 will 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 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 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.

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.

If required, the successful bidder will provide **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 has 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 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.

PLEASE COMPLETE THIS PAGE AND SUBMIT WITH YOUR BID

PRICING PAGES MAY NOT BE CONFIDENTIAL

Title of Specifications: *City of Warwick Municipal Annex Fitness Room Equipment*

The City of Warwick is requesting pricing for new fitness equipment to be installed at the Municipal Annex Building's Employee Fitness Room. Pricing must include equipment, shipping from manufacturer, delivery & labor cost to install at the Municipal Annex Building.

1) Fitness Room Equipment Package -

- True CS200 Commercial Treadmill (qty. 2)
- Octane Pro 3700 Classic Elliptical Trainer with Standard Console (qty. 2)
- Hoist V1 Elite Home Gym with Ride Leg Press & Hi/Lo Pulley
- Hoist 48" Horizontal Dumbbell Rack
- Hoist 7-Position Flat/Incline/Decline Bench
- Rubber Coated Hex Dumbbells Set 5-50x5
- Prism Fitness, Smart Fitness Wall-Mounted Mat Rack Package
- Prism Fitness Wall-Mounted Stability Ball Rack Package

Note: Vendor may propose substitutions and/or alternative manufacturers or models to those listed above. Please refer to the substitution & alternative equipment manufacturer requirements in the bid.

Total Package Bid

\$ _____ (Written) _____ (figures)

2) In addition to the package pricing requested in Item 1., the City of Warwick is also requesting line item pricing for additional fitness equipment, pricing must include equipment, shipping from manufacturer, delivery & labor cost to install.

2-Year on-Site Maintenance Agreement (Equipment contained in Item 1 Fitness Room Package)

\$ _____ (Written) _____ (figures)

True CS200u Upright Bike or equal (with 2-year on-site maintenance)

\$ _____ (Written) _____ (figures)

PLEASE COMPLETE THIS PAGE AND SUBMIT WITH YOUR BID

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True CS200r Recumbent Bike or equal (with 2-year on-site maintenance)

\$ _____
(Written) (figures)

Octane RO Commercial Rowing Machine or equal (with 2-year on-site maintenance)

\$ _____
(written) (figures)

BOSU Pro Balance Trainer

\$ _____
(written) (figures)

The bidder will specify his bid price in both words and figures. All words and figures should be in ink or typed. In case of a discrepancy between the prices written words and those in figures, the written word shall govern.

Substitutions & Alternative Equipment Manufacturers:

Bidders may propose alternative/substitute equipment to the manufacturer and model listed in the bid documents. If an alternative/substitute equipment manufacturer is proposed, then the bidding firm must include related specification and complete documentation of the substituted equipment showing that the proposed alternative meets or exceeds that of the specified item (including but not limited to quality, warranty, performance rating). The City reserves the right to accept or reject substitutions and alternatives proposed.

Evaluation of Bids:

The City will rate each bid based on a **maximum of 60 points**. Criteria for selection will include the following:

- The location of the bidding firm. Preference given to firms based in Warwick and the State of Rhode Island:
 - Warwick based firms = 10pts
 - Rhode Island based firms = 5pts
 - Out of State firms = 0pts
- Submitted Price = 30pts
- Equipment proposed is as specified on Bid Form = 10pts
- Reputation of bidding firm, years in business, support team = 5pts
- Warranty – other than on-site 2 year maintenance agreement above = 5pts

PLEASE COMPLETE THIS PAGE AND SUBMIT WITH YOUR BID

Submitted By:

The Bidder, in compliance with the invitation for bids *City of Warwick Municipal Annex Building Fitness Room*, having examined the Contract Documents and related specifications, hereby proposes to provide the requested equipment and to cover all expenses incurred in performing the work required under the Contract Documents in which this proposal is a part.

The prices that are herein quoted will be the price to the Owner.

Company Name:

_____ Telephone _____

Company Address:

Bidder's Signature:

Title: _____

Date: _____

CITY OF WARWICK

BID AND CONTRACT FORM

TITLE OF SPECIFICATION: Bid2024-140 City of Warwick Municipal Annex Fitness Room Equipment

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 Submitted

