

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

**CITY OF WARWICK
BIDS REQUESTED FOR**

Bid2024-290 Food & Paper Products for Pilgrim Senior Center

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, November 13, 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 "**Bid2024-290 Food & Paper Products for Pilgrim Senior Center**". 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, Tuesday, November 28, 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

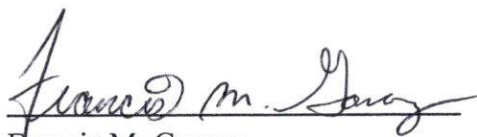
Please direct questions related to the bidding process, how to fill out forms, and how to submit a bid (Pages 1-8) to the Purchasing Division.

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

Please direct all questions related to the specifications outlined (beginning on page 9) to the issuing department's subject matter expert:

- Name: Margaret Underwood
- Department: Director, Senior Services
- Phone: 401-468-4073
- Email: Margaret.a.underwood@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.



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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: _____

Bid2024-290

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**

Bid2024-290 Food & Paper Products for Pilgrim Senior Center

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 may 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 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.

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 from the Office of the Secretary of State** 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 the **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.

CITY OF WARWICK

BID AND CONTRACT FORM

TITLE OF SPECIFICATION: Bid2024-290 Food & Paper Products for Pilgrim Senior Center

I. BID:

WHEREAS, the CITY OF WARWICK has duly asked for bids for performance of services and/or supply of goods in accordance with the above-indicated specifications.

The person or entity does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the bid price.

This offer will remain open and irrevocable until the CITY OF WARWICK has accepted this bid or another bid on the specifications or abandoned the project.

The bidder agrees that acceptance by the CITY OF WARWICK will transform the bid into a contract. This bid and contract will be secured by Bonds, if required by the specifications.

Pricing as Follows

Continued next page

PLEASE COMPLETE THIS PAGE AND SUBMIT WITH YOUR BID
 PRICING SHEETS MAY NOT BE CONFIDENTIAL

Bid2024-290 Food Paper Products for Pilgrim Senior Center
 Food Products

	Item and description	Item Pack Amt	Pack UOM	Approximate number purchased annually	Bid per UOM
1	CREAMER HLF & HLF UHT 12-1QT RGNLBRND	12	FL OZ	24	
2	WATER SPRNG 35-16.9FLZ	35	per case	30	
3	DANISH CHS LEM/RASPB 48-3Z DIMITRIA	1	per case	4	
4	MUFFIN BLUEB ULTR MOIST 75-6.25Z BJOY	1	per case	4	
5	DANISH CHS FLD 3Z 6-8CT DIMITRIA	1	per case	8	
6	MUFFIN CRAN ORNG NUT 75-6.25Z BJOY	1	per case	6	
7	DANISH CHS ASST 48-3Z DIMITRIA	1	per case	4	
8	CHOCOLATE CHIP COOKIE DOUGH 126/3OZ	126	per case	4	
9	CAKE COFF CINN WLNT 8-24Z	8	per case	5	
10	CRACKER OYSTER IND 150-.5Z WESTMINS	150	per case	6	
11	PEANUT BUTTER CRACKERS 96/1.4OZ	96	per case	6	
12	CHIP VAR PACK LSSV 2-30CT FRITOL	2	per case	4	
13	CREAMER LIQ CUP 360-3/8Z COFFM	20	per case	5	
14	MUFFIN CRN ULTR MOIST 6.25Z 5-15CT	5	per case	1	
15	BUTTER WHPD CUP 720-5gm CT/#	1	per case	4	
16	BREAD CINN RAISN SLCD 1/2" 12-18Z	12	per case	4	
17	SUGAR PKT 1/11Z 3,000	4	per case	2	
18	SUGAR SUB PKT SWEET'N LOW 2M GFS	2000	per case	1	
19	CRACKER CHEEZ-IT 60-1.5Z SNSHN	60	per case	4	
20	BREAD RYE LT SLCD 32Z 8-24CT LA MARCA	8	per case	3	

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Bid2024-290 Food Paper Products for Pilgrim Senior Center
 Food Products

	Item and description	Item Pack Amt	Pack UOM	Approximate number purchased annually	Bid per UOM
21	POTATO CHIPS VARIETY- LAYS 30/2OZ	30	per case	10	
22	MUFFIN BAN NUT ULTR MOIST 75- 6.25Z	5	per case	2	
23	MUFFIN PUMPK SEASONAL 6.25Z 5- 15CT	1	per case	2	
24	ICE CREAM VAN PREM 3GAL	1	per case	2	
25	KETCHUP CAN 33% FCY 6-10 CRWNCOLL	6	per case	1	
26	RELISH SWT PKT 200-9GM	200	per case	2	
27	SAUCE TARTAR PKT 200-12GM	200	per case	2	
28	SUGAR SUB LO CAL PKT 2M EQUAL 2000	5	per case	1	
29	ICE CREAM CHOC PREM 3GAL	1	per case	2	
30	MUFFIN ENGLISH 2Z 6-12CT THMAS	6	per case	3	
31	CREAM WHIP REAL AERO 12-15Z	12	per case	1	
32	SUGAR SUB PKT SLENDA 2M GFS	2000	per case	1	
33	PEANUT BUTTER CUP 200-.75Z	200	per case	2	
34	POPCORN WHT UNPOPPED 1-50#	1	per case	1	
35	OIL POPPING NT 3-1GAL GFS	3	per case	1	
36	CAKE TIRAMISU SQ 24 CUT HOFF'S	1	per case	3	
37	BAR LEMON SHORTBREAK PRECUT 2 30	1	percase	2	
38	JUICE ORNG SEASONS BEST 24-10Z	24	per case	2	
39	CREAM PUFF FILLED MINI 48 CT	28	per case	2	
40	MAYONNAISE PKT 200-12GM GFS	200	per case	2	

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Bid2024-290 Food Paper Products for Pilgrim Senior Center
 Food Products

	Item and description	Item Pack Amt	Pack UOM	Approximate number purchased annually	Bid per UOM
41	ÉCLAIR MINI 35 CT	35	per case	2	
42	CHEESECAKE MINI CHRY TOPPING 56 1.5 OZ	56	per case	3	
43	CUTLERY KIT KFS NAP S&P BLK 250 CT	250	per case	3	
44	CREAMER ORIG UHT 384-9ML	384	per case	8	
45	JELLY ASST #3 200 5Z	200	per case	2	
46	BAG PLAS T-SHIRT 11X6 5X20.5 12MIC 1M	1,000	per case	20	
47	CHIPS POT BBQ-LSSV LAYS	64	per case	3	
48	CHIPS POT-LAYS	64	per case	3	
49	SODA- COKE 35/12OZ	35	per case	10	
50	SODA-DIET COKE 35/12OZ	35	per case	10	
51	SODA- SPRITE 35/12OZ	35	per case	10	
52	SODA- DIET SPRITE 12/12OZ	12	per case	10	
53	SODA- GINGER ALE 35/12OZ	35	per case	10	
54	CINNAMON ROLLS/TWISTS UNBKD 60/3OZ	60	per case	6	
55	BAGELS- VARIETY 45/5OZ	45	per case	4	
56	CREAM CHEESE-INDIVIDUAL 100/1OZ	100	per case	4	
57	COFFEE CAKE- MARBLE 8/24OZ OR 2/48OZ	8	per case	5	
58	MUFFIN- CHOC CHIP 75/6.25OZ	1	per case	5	
59	SALT- 26OZ	1	per case	1	
60	PEPPER 5LBS	1	per case	1	
61	GRANDMAS CHOC CHIP COOKIE 60/2.5OZ	1	per case	3	
62	GRANDMAS CHOC BROWNIE 60/2.5OZ	1	per case	3	
63	CHEESE OMELETS 72/3.5OZ	1	per case	1	
64	HASHBROWN PATTIES 6/5OZ	1	per case	1	

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 Bid2024-290 Food Paper Products for Pilgrim Senior Center

Item	Item Pack Amount	Pack UOM	Number purchased annually	Bid per unit
Paper Products				
Hot Cup Sleeve	1200 ea	cs	1	
B6-5 A-1 Bleach	6 G	cs	3	
CI8-1160 6" square hinged container	500ea	cs	1	
FORKBLK Heavyweight black PS fork	1000ea	cs	4	
16 oz White lock-back lid	1000ea	cs	3	
10-20 oz Black Dome Lid	1000ea	cs	1	
8 oz Black dome lid	1000ea	cs	3	
16oz polypro clear deli container	500ea	cs	3	
Clear Polypro lid	500ea	cs	3	
32 oz plastic spray bottle	1	ea	1	
10 oz hot cup- Victoria Bay Serenity Design (or similar)	1000ea	cs	2	
12 oz Hot cup- Victoria Bay Serenity Design (or similar)	1000ea	cs	4	
8 oz Hot cup Victoria Bay Serenity Design (or similar)	1000ea	cs	4	
9" Ultra Paper plate	500ea	cs	5	
Heavyweight PP Black teaspoon	100ea	cs	4	
3x5 Ziplock bag (or comparable)	1000ea	cs	1	
5x8 Ziplock bag (or comparable)	1000ea	cs	1	
9x12 Ziplock bag (or comparable)	1000ea	cs	1	
1/8 fold dinner napkin 15x17 white	3000ea	cs	2	
1" Plain White dot labels	1 roll	ea	1	
Heavyweight PS black knife	1000ea	cs	5	
Heavyweight PS black soup spoon	1000ea	cs	4	
82" round paper tablecover (white/colors)	12 ea	cs	4	
Westminster oyster crackers-individual packs	150ea	cs	3	
2 oz portion container polypro	2500ea	cs	1	
Unwrapped Jumbo straws	4/500 ea	cs	1	
Universal Luncheon napkins	6/1000 ea	cs	4	
9 1/2" standard trigger Sprayer	1 ea	ea	2	
Full size deep steatable pan	50ea	cs	1	
5 oz white plastic bowl	1000ea	cs	5	
7 oz translucent cup	2500	cs	8	
Stainless steel sponge large	72	cs	1	
Trash bag liners	100ea	cs	2	
Regular Coffee Filter 12 Cup 1m/case	1000ea	cs	1	
glass cleaner 32 oz bottle	32oz bottle	ea	6	
Plastic grocery bags 11.5 X 6.5 X 21"	1000	cs	20	
Heavyweight Black Fork	100	cs	4	