

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**

**Bid2024-298 Security System Monitoring and Maintenance**

**Specifications**

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after 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) copies 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 "**Bid2024-298 Security System Monitoring and Maintenance**". 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](mailto: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: Robert Greenway
- Title: Building Maintenance Supervisor
- Phone: 401-921-9638
- Email: [Robert.a.greenway@warwickri.gov](mailto:Robert.a.greenway@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***

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Purchasing Agent

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

**Acknowledgement of Addendum (if applicable)**

<b>Addendum Number</b>	<b>Signature of Bidder</b>
_____	_____
_____	_____

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

BIDDER'S SIGNATURE: \_\_\_\_\_

BIDDER'S NAME (PRINT): \_\_\_\_\_

TITLE: \_\_\_\_\_ TEL. NO.: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_\*

\*Please include your email address. Future bids will be emailed, unless otherwise noted.

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**II. AWARD AND CONTRACT:**

The CITY OF WARWICK, acting as duly authorized through its Purchasing Agent/Finance Director/Mayor, accepts the above bid and hereby enters into a contract with the above party to pay the bid price upon completion of the project or receipt of the goods unless another payment schedule is contained in the specifications. All terms of the specifications, both substantive and procedural, are made terms of this contract.

DATE: \_\_\_\_\_

Bid2024-298

\_\_\_\_\_

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**

**Bid2024-298 Security System Monitoring and Maintenance**

The IRS Form W-9 is 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.

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](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 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.

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

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 Rhode Island Secretary of State's Office** 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 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 January 13, 2024 through January 12, 2025. 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**

**MAINTENANCE DIVISION**

**SPECIFICATIONS FOR SECURITY SYSTEMS  
MONITORING & MAINTENANCE**

The City of Warwick is seeking bids for the installation of security systems or additions to existing systems and monitoring at various locations City wide. The equipment is City owned. The systems are monitored via internet connection with a two-way radio backup, cellular with a two-way radio backup or cellular only. All systems utilize a virtual keypad and end user cloud management tool. It is the responsibility of the prospective bidders to visit the facilities and all questions are to be clarified with Robert Greenway, Building Maintenance Supervisor at 401-921-9638 or at [robert.a.greenway@warwickri.com](mailto:robert.a.greenway@warwickri.com) prior to submitting a bid.

**EQUIPMENT**

The alarm-monitoring contractor shall include all labor, materials, accessories, service, and equipment to replace present leased alarm systems and all radio monitored security systems within the municipal buildings. The radio systems shall be UL listed and utilize two-way radio communications. The alarm panel equipment must be able to transmit wirelessly via cellular plan and data, depending on the existing equipment in each building. Bidders should visit each building to identify the exact location and number of components for that building's security system. All questions to clarify are to be submitted in writing prior to submitting a bid.

Each system utilizes a virtual keypad application for remote control of each system. End user management tools include but not limited to add or delete access pins, activity reports, and push notifications.

Cost of equipment to monitor the installed security equipment must be included in the bid. No additional costs will be allowed after the contract is awarded.

**MONITORING SYSTEM**

The each department participating in this bid will provide a designated City contact in the event of an alarm triggered for any reason, and that person will be notified immediately. In the event that an alarm condition is received because of a heating plant failure, a designated representative of that Municipal building shall be notified immediately and receive push or text notifications.

The alarm-monitoring contractor shall continuously monitor the security system to determine whether the system has been properly activated by the individual users according to the Municipal Building Plan for Security. Typically, the alarm-monitoring contractor shall monitor all, "openings and closings" (de-activations and activations). Deactivations not included in the security plan must be investigated by the alarm-monitoring contractor.

All service requests must be addressed within 24-hours of initial call.

## **MONITORING STATION STAFF AND OTHER REQUIREMENTS**

The alarm-monitoring contractor must have an alarm station to accept and report alarm conditions to satisfy the conditions of the “Monitoring System” as set forth in the above section. In addition, the alarm-monitoring contractor shall maintain the following:

- Central station shall be located in Rhode Island and be UL listed for Central Station monitoring
- Have the station manned twenty-four (24) hours per day, seven (7) days per week, and provide full repair service during that time
- Provide a weekly report of all recorded alarm activities via mobile application tools
- All monitoring personnel and response personnel must be licensed alarm agents in the State of Rhode Island and must submit a list of licensed personnel
- Calls for a request for service must be answered by the monitoring company UL central station employee based in RI (answering service not allowed)
- The radio systems must be monitored by UL approved central station located in RI and must provide documentation to this effect with the bid submission
- City buildings that utilize a cloud managed video system must continue to be integrated so that any triggered burglar alarm sends a video clip to the designated City personnel for the specific building

## **SERVICE AND PREVENTATIVE MAINTENANCE**

The alarm-monitoring contractor shall furnish all parts labor and repairs necessary to maintain the equipment that makes up the “Security Monitoring System”. The alarm-monitoring contractor shall maintain a sufficient supply of replacement parts to assure that the equipment that makes up the “Security Monitoring System” can be restored within twenty-four (24) hours.

The alarm-monitoring contractor shall as needed, but at least once during the annual contract, perform the manufacturer’s recommended preventative maintenance on the equipment that makes up the “Security Monitoring System”.

## **BILLING**

The vendor will bill the City, as instructed on the pricing pages, on a *semi-annual basis to each location as specified on the pricing sheet*. The date(s) of service and location should be included on each invoice. Invoice numbers that reference the various locations must be on the billing sheet.

## **SPECIAL CONDITIONS**

Recognizing that human error is unavoidable, the alarm monitoring contractor agrees to investigate, as needed “improper opening and closing” by each alarm system without additional cost.

The Municipal building may replace additional sensors and/or zones into the buildings that make-up our “Security System”. The monitoring of those additional sensors and/or zones will be part of the contract and incur no additional charges.

Mobile applications and individual log in credentials must be available for management to remotely access all alarm systems.

A walk through of each building is recommended prior to submitting a bid. Once a vendor is selected and awarded, prices are held firm for the contract period.

The City of Warwick reserves the right to terminate service at any building that ownership is transferred to another entity. The City will not be charged for service from the date of notification.

**CITY OF WARWICK**

**BID AND CONTRACT FORM**

**TITLE OF SPECIFICATION:** Bid2024-298 Security System Monitoring & Maintenance

**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**