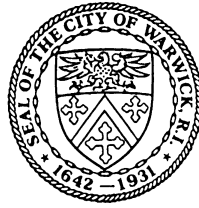


Francis M. Gomez

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, November 14, 2023. The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK
BIDS REQUESTED FOR**

Bid2024-299 Various Replacement Automotive Parts

Specifications

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Tuesday, November 14, 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 "**Bid2024-299 Various Replacement Automotive Parts**". 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 1-7) to the Purchasing Division.

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

Please direct all questions related to the specifications outlined (beginning on page 8) to the issuing department's subject matter expert:

- Name: Steve Burns
- Department: Automotive Division
- Phone: 401-921-9609
- Email: steve.burns@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: _____
Bid2024-299 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**

Bid2024-299 Various Replacement Automotive Parts

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 February 18, 2024 through February 17, 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.

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID

CITY OF WARWICK

**SPECIFICATIONS FOR VARIOUS REPLACEMENT AUTOMOTIVE PARTS
FOR THE DEPARTMENT OF PUBLIC WORKS**

The City of Warwick is seeking bids to supply miscellaneous automotive parts on an as needed basis for a one (1) year contract period, with an option to renew for one (1) additional term. At the end of the contract term the City will evaluate the performance of the Contractor and determine whether to extend the contract. All automotive and truck parts must be discounted from list price for all City fleet vehicles.

All parts shall be discounted a percentage from list price. The City of Warwick **will not** be charged for any cores. All cores will be returned to the vendor.

Bidders with unresolved complaints, or a relatively large number of complaints, filed against them with the Better Business Bureau may be disqualified, if deemed in the best interest of the City.

COMPLIANCE

STOCK AND AVAILABILITY

Yes No

Contractor shall establish and maintain sufficient local parts inventory to adequately support the City's fleet of vehicles and equipment. Free delivery of all parts.

Daily delivery required Monday through Saturday. Multiple deliveries daily may be required. All orders must be delivered within one hour after time of order. If delivery cannot be made within the one-hour time frame, the City reserves the right to purchase from the next lowest responsive bidder.

COMPLIANCE

BRAKE PARTS

Yes No

Disc pads, lined brake shoes and clutch discs in the passenger car, light truck and heavy truck/equipment categories must be of the non-asbestos type. In limited situations where non-asbestos products are not available, the City must be notified prior to the purchase and reserves the right to accept or decline the product being offered.

Bids submitted for disc pads, lined brake shoes, shoe lining and clutch discs must be accompanied by the corresponding Material Safety Data Sheets (MSDS).

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID

COMPLIANCE

Yes No

PARTS CATEGORIES

This contract includes ANY AND ALL parts that are needed to service the City's fleet of vehicles. It is not limited to parts listed below. These are the most commonly used parts:

Alternators	Filters (oil, air, gas, hydraulic, etc.)
Starters	Wiper blades
Bulbs, Seal beams	Windshield washer solvent
Spark plugs	Spark plug wires
Brake parts	Emission parts
Shock absorbers	Computers
Exhaust parts	Computer sensors
Front end parts	lights (ex: Grote, signal state)
Belts, hoses & tensioners	Coil packs
Ignition modules	Brake cleaner
Ignition parts	Automotive electrical to include connectors & acc.
Fuel pump and associated parts	Automotive nuts, bolts and all fasteners
Automotive spray lubes, chemical and assorted shop supplies	

Other categories may be added on an as needed basis and the list price must be submitted with the percentage off list price and net price. All parts will have a minimum one-year unconditional warranty, including electrical parts. No exceptions!

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID

COMPLIANCE

Yes No

REQUIRED SUBMITTALS

These submittals will be used to evaluate your proposal based on the evaluation criteria below. Item's 2, 3 and 4 shall be submitted on the bidder's letterhead. Be sure to include enough information to address all the evaluation criteria listed below, as any un-addressed criteria will be assigned a score of zero.

1. Please attach your proposal requirements to this form.
2. Technical Qualifications (warehouse size, number of delivery vehicles, number of stores, and number of employees.)
3. Experience (years in business, reference, number of workers).
4. Manufacturer Brand Name (Example: Filters brand: Fram).

<u>Evaluation Criteria</u>	<u>Scoring Weight</u>
Price	53%
Technical Qualifications	30%
Experience	10%
Manufacturer brand name	<u>7%</u>
	100%

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID

BIDDER INFORMATION FORM

1. Name of Company _____
2. Number of trucks in delivery fleet _____
3. Number of line items stocked _____
4. Hours of Operation

Weekday _____ a.m. to _____ p.m.

Evenings _____ p.m.

Weekend _____ a.m. to _____ p.m.

Delivery hours if different from above

_____ a.m. to _____ p.m.

5. Name of parts manager _____
6. Telephone Numbers _____
7. References:

Name of Company _____

Address _____

Contact Person _____

Title _____

Telephone _____ Fax _____

Name of Company _____

Address _____

Contact Person _____

Title _____

Telephone _____ Fax _____

Name of Company _____

Address _____

Contact Person _____

Title _____

Telephone _____ Fax _____

CITY OF WARWICK

BID AND CONTRACT FORM

TITLE OF SPECIFICATION: Bid2024-299 Various Replacement Automotive Parts

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