

Patricia A. Peshka  
Purchasing Agent



Scott Avedisian  
Mayor

**City of Warwick**  
Purchasing Division  
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 Wednesday, August 2, 2017. The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK  
BIDS REQUESTED FOR**

**Bid2018-115 Binding of Tax Books & Plat Maps**

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Wednesday, August 2, 2017. Please note that our offices will be closed on Monday, August 14, 2017.

Sealed bids will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 11:00 AM, Tuesday, August 15, 2017. The bids will be opened publicly commencing at 11:00 AM on the same day in the Lower Level Conference Room, Warwick City Hall.

Awards shall 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.

**Original Signature on File**

Patricia A. Peshka  
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 (delete if inapplicable), 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: \_\_\_\_\_  
Bid2018-115 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 in any way**

**CITY OF WARWICK  
NOTICE TO BIDDERS**

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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 shall be accepted via facsimile or email.

The opening of bids shall be in the order established by the posted agenda and the agenda shall 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 shall 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 one (1) copy in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as "Bid2018-115 Binding of Tax Books & Plat Maps."

Should you have any questions, please contact Christopher Celeste, Tax Assessor, at 401-921-9512.

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 shall 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](http://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 in a minimum amount of \$1 million. The certificate of insurance must name 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** 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** (if required) within ten (10) calendar days after notification or the City reserves the right to rescind said award.

Prices to be held firm date of award through June 30, 2018. Term contracts may be extended for one 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 shall 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 shall 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 shall 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 shall be the sole responsibility of and shall 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 shall 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 shall 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.

## **SPECIFICATIONS FOR BINDING OF TAX BOOKS & PLAT MAPS**

### **1.) TAX ROLL**

THE ASSESSOR'S TAX ROLL WILL BE OVERSEWN AND TO LIBRARY BINDING SPECIFICATIONS, BOUND IN HEAVY-DUTY 98 PT BINDER BOARD IN LIBRARY GRADE BUCKRAM. SHEET SIZE IS APPROXIMATELY 8 ½" X 11". THE COMPLETE TAX ROLL WILL CONSIST OF APPROXIMATELY 18 VOLUMES, WITH EACH LETTER BEING SET APART BY HEAVY INDEX STOCK DIVIDERS AND ARCHIVAL QUALITY HEAVY DUTY INDEX TABS, STAMPED IN GOLD. AT THE END OF THE REAL ESTATE ROLL AND TANGIBLE ROLL WILL ALSO BE A DIVISION WITH THE SPECIAL TAB MARKED EXEMPT. THE TOTAL NUMBER OF TABS FOR ALL 18 VOLUMES WILL BE 80. EACH VOLUME WILL BE GOLD STAMPED WITH 3 LINES OF TOOLING ON THE SPINE AND 4 LINES OF TOOLING ON THE FRONT COVER. ADHESIVE BINDING OR FAN GLUING ARE NOT ACCEPTABLE. MCCAIN SEWING IS ALLOWABLE FOR MATERIALS THAT ARE PRINTED ON HEAVIER THAN 100LB TEXT STOCK OR WHO'S BINDING EDGE EXCEEDS 14" BUT MCCAIN HOLES MUST NOT EXCEED 1/16" DIAMETER AND MUST BE 2:1 SPACING.

### **2.) PLAT BOOKS**

THE ASSESSOR'S PLAT BOOKS WILL BE OVERSEWN AND TO LIBRARY BINDING SPECIFICATIONS, BOUND IN HEAVY-DUTY 98 PT BINDER BOARD IN LIBRARY GRADE BUCKRAM. SHEET SIZE IS APPROXIMATELY 15" X 24". HEAVY DUTY FLYLEAVES WILL BE INCLUDED WITH EACH BOUND COPY, AND ALL EDGES WILL BE TRIMMED. EACH COPY WILL BE GOLD STAMPED WITH 1 LINE VERTICALLY ON THE SPINE AND 3 LINES OF TOOLING ON THE FRONT COVER. ADHESIVE BINDING OR FAN GLUING ARE NOT ACCEPTABLE. MCCAIN SEWING IS ALLOWABLE FOR MATERIALS THAT ARE PRINTED ON HEAVIER THAN 100LB TEXT STOCK OR WHO'S BINDING EDGE EXCEEDS 14" BUT MCCAIN HOLES MUST NOT EXCEED 1/16" DIAMETER AND MUST BE 2:1 SPACING.

### **3.) PLAT LOT LIST**

THE ASSESSOR'S PLAT LOT BOOK WILL BE OVERSEWN AND TO LIBRARY BINDING SPECIFICATIONS, BOUND IN HEAVY-DUTY 98 PT BINDER BOARD COVERED IN LIBRARY GRADE BUCKRAM. SHEET SIZE IS APPROXIMATELY 8 ½" X 11". THE BOOK WILL BE GOLD STAMPED WITH 4 LINES OF TOOLING ON THE SPINE AND 4 LINES ON THE FRONT COVER. ADHESIVE BINDING OR FAN GLUING ARE NOT ACCEPTABLE. MCCAIN SEWING IS ALLOWABLE FOR MATERIALS THAT ARE PRINTED ON HEAVIER THAN 100LB TEXT STOCK OR WHO'S BINDING EDGE EXCEEDS 14" BUT MCCAIN HOLES MUST NOT EXCEED 1/16" DIAMETER AND MUST BE 2:1 SPACING.

**REAL ESTATE TAX ROLL BOOKS**

<u>COVER:</u>	<u>SPINE:</u>
2017	2017
CITY OF WARWICK	A - B (letters as needed)
A - B (letters as needed)	R.E.
REAL ESTATE	

**MOTOR VEHICLE TAX ROLL BOOKS**

<u>COVER:</u>	<u>SPINE:</u>
CITY OF WARWICK	2017
2017	A-B (letters as needed)
A-B (letters as needed)	M.V.
MOTOR VEHICLE	

**TANGIBLE TAX ROLL BOOK**

<u>COVER:</u>	<u>SPINE:</u>
2017	2017
CITY OF WARWICK	A-Z
A-Z	TANG.
TANGIBLE	



**PLAT LOT LIST BOOK**

**COVER:**

2017

CITY OF WARWICK

PLAT LOT LIST

**SPINE:**

2017

PLAT  
LOT  
LIST

**PLAT BOOKS**

**COVER:**

2017

CITY OF WARWICK

ASSESSOR'S PLAT BOOK

**SPINE:**

2017 (vertical)

**CITY OF WARWICK**

**BID AND CONTRACT FORM**

**TITLE OF SPECIFICATION:** Bid2018-115 Binding of Tax Books & Plat Maps

**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 below 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 shall 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 below by the CITY OF WARWICK shall transform the bid into a contract. This bid and contract shall be secured by Bonds, if required by the specifications.

**Pricing on Follow Page**

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

**Bid2018-115 Binding of Tax Books & Plat Maps**

<b>Item #</b>	<b>Description</b>	<b>Bid</b>
1	<b><u>Tax Rolls</u></b>	
a)	Delivery Price 1 Volume	\$
b)	Delivery Price Total of 18 Volumes	\$
2	<b><u>Plat Books</u></b>	
a)	Delivery Price 1 Volume	\$
b)	Delivery Price Total of 6 Volumes	\$
3	<b><u>Plat Lot Books</u></b>	
a)	Delivery Price 1 Volume	\$
4	<b>TOTAL COST OF ITEMS 1B + 2B + 3A</b>	\$