

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 Monday, August 21, 2017. The website address is <http://www.warwickri.gov/bids>.

CITY OF WARWICK BIDS REQUESTED FOR

Bid2018-139 Maintenance & Repair Contract for 2 Zamboni Ice Resurfacers

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 21, 2017. Please note that our offices will be closed on Monday, September 4, 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, September 5, 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)

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.

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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: _____

Bid2018-139

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**

Bid2018-139 Maintenance & Repair Contract for 2 Zamboni Ice Resurfacers

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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.

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 "Bid2018-139 Maintenance & Repair Contract for 2 Zamboni Ice Resurfacers."

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.

Should you have any questions, please contact James Dorney, Parks & Recreation, 975 Sandy Lane, Warwick, RI at 401-921-9638.

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

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 should be completed and submitted with the bid if the bidder falls under IRS requirements to file this form.

The successful bidder must comply with all Rhode Island Labor Laws, Chapter 37-12-13, and all other applicable Local, State and Federal Laws.

Prevailing Wages will apply to this bid. Current rates may be viewed at <http://www.dlt.state.ri.us/pw>.

The contractor shall 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 shall 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.

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.

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 October 13, 2017 through October 12, 2019. 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 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 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 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.

CITY OF WARWICK

**MAINTENANCE & REPAIR CONTRACT FOR TWO ZAMBONI ICE
RESURFACERS
AT THAYER MEMORIAL ARENA & WARBURTON ARENA
975 SANDY LANE, WARWICK, RHODE ISLAND**

THE CITY OF WARWICK PARKS AND RECREATION DEPARTMENT,
DESIRES TO SEEK BIDS FOR THE TOTAL MAINTENANCE AND
REPAIR CONTRACT FOR TWO ZAMBONI ICE RESURFACERS AT THE
THAYER MEMORIAL ICE ARENA, WARBURTON ICE ARENA.

BIDS- SPECIFICATIONS FOR TWO (2) ZAMBONI ICE RESURFACERS AT
THAYER MEMORIAL ARENA, WARBURTON ARENA.

1. SCOPE:

THE SCOPE OF WORK REQUIRED IS TO FURNISH ALL LABOR AND PARTS
NECESSARY TO SERVICE AND MAINTAIN TWO ZAMBONI ICE
RESURFACERS AT THE THAYER MEMORIAL ICE ARENA, WARBURTON
ARENA. THE PERIOD OF THIS SCOPE OF WORK SHALL BE FOR DURATION
OF AWARDED CONTRACT COMMENCING FROM THE TIME OF BID AWARD
AND THE SUBMISSION OF INSURANCE. ALL WORK IS TO BE DONE IN
ACCORDANCE WITH THESE SPECIFICATIONS.

2. REQUIRED SERVICES:

REPAIR SERVICE:

TO PROVIDE THE NECESSARY MAINTENANCE AND REPAIR SERVICE TO
KEEP TWO ZAMBONI ICE RESURFACERS (MODELS LISTED BELOW) IN
GOOD WORKING ORDER AT THE LABOR RATES AGREED TO IN THE
CONTRACT FOR NORMAL WORKING HOURS, EVENING HOURS, AND
WEEKEND HOURS. THE CONTRACTOR WILL BE REIMBURSED FOR PARTS
AND LABOR BY THE CITY AFTER EACH REPAIR CALL. EACH SERVICE
MUST BE INVOICED SEPARATELY. EACH BILL SHOULD INDICATE THE
DATE OF SERVICE, AND BILLED WITH FIVE (10) BUSINESS DAYS. FAILURE
TO ADHERE WILL RESULT IN NON-PAYMENT OF THAT PARTICULAR BILL.
THE TRAVEL HOURS MUST BE LISTED. NO WORK IS TO BE PERFORMED
WITHOUT OWNER AUTHORIZATION AND ISSUE OF A PURCHASE ORDER
TO COVER THE NECESSARY SERVICE.

3. EQUIPMENT LISTING:

One (1) Zamboni 1997 Model 500 and one (1) Zamboni 2009 Model 545.

**PLEASE NOTE: THESE REQUIREMENTS MAY NOT BE SATISFIED VIA
SUB-CONTRACTING BY THE SUCCESSFUL BIDDERS**

THE SUCCESSFUL BIDDER (S) WILL SUPPLY ALL MANPOWER SUPPLIES AND EQUIPMENT NECESSARY TO COMPLETE ASSIGNMENT.

ALL WORK IS TO BE DONE IN ACCORDANCE WITH ALL LOCAL, STATE AND FEDERAL LAWS.

THE TOTAL AMOUNT OF PERSONNEL TO BE USED ON EACH ASSIGNMENT MUST BE APPROVED BY THE FACILITY MANAGER.

SUCCESSFUL BIDDERS WILL NOTIFY JAMES DORNEY OR HIS DESIGNEE (S) IMMEDIATELY OF ALL OBSTACLES ENCOUNTERED THAT MAY BE PREVENTING SAID BIDDERS FROM COMPLETING ASSIGNED PROJECTS.

CITY OF WARWICK RESERVES THE RIGHT TO REQUEST FROM THE SUCCESSFUL BIDDER, COPIES OF VENDORS INVOICES FOR PARTS BEING BILLED TO THE CITY.

CITY OF WARWICK RESERVES THE RIGHT TO CANCEL THE AWARD IMMEDIATELY FOR FAILURE TO COMPLY WITH THESE SPECIFICATIONS.

ANY EQUIPMENT OR PROPERTY DAMAGED BY THE SUCCESSFUL BIDDER AS A RESULT OF FAULTY WORKMANSHIP WILL BE REPAIRED OR REPLACED AT NO COST TO THE CITY.

ALL PARTS; LABOR AND MATERIAL SHALL HAVE FORTY-FIVE (45) DAYS GUARANTEE, UNLESS MANUFACTURER, SUPPLIERS GUARANTEE IS GREATER.

PERCENTAGE OF MARK UP (OVER VENDOR'S COST) ON ALL PARTS AND EQUIPMENT PURCHASED AND INSTALLED BY THE CONTRACTOR WILL BE AT THE PERCENTAGE MARK UP GIVEN ON THE BID FORM.

BID PRICES WILL REMAIN FIRM OCTOBER 13, 2017 THROUGH OCTOBER 12, 2019.

BIDDERS MUST HAVE MINIMUM QUALIFICATIONS AS FOLLOWS:

- A. Authorized ®Zamboni Sales and Repair Technician.

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID

CITY OF WARWICK

BID AND CONTRACT FORM

TITLE OF SPECIFICATION: Bid2018-139 Maintenance & Repair Contract for 2
Zamboni Ice Resurfacers

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.

	<u>YEAR 1</u>	<u>YEAR 2</u>
A. <u>REPAIR SERVICE:</u>		
HOURLY LABOR		
NORMAL WORKING HOURS:	\$ _____	\$ _____
OVERTIME HOURS:	\$ _____	\$ _____
WEEKEND & HOLIDAY HOURS	\$ _____	\$ _____
B. <u>PARTS:</u>		
COST, PLUS	_____ %	_____ %