

Warwick Public Library
Board of Trustees
600 Sandy Lane
Warwick, Rhode Island 02889
Tel (401) 921-9759

The following notice is to appear on the City of Warwick's website Tuesday, October 26, 2021.
The website address is <http://www.warwickri.gov/bids>.

Warwick Public Library Board of Trustees
BIDS REQUESTED FOR
Bid2022L-04 Purchase Library Cargo Van

Specifications are available at the Warwick Public Library, Administrative Office, Monday through Friday, 9:00 AM until 3:30 PM on or after Tuesday, October 26, 2021.

Sealed bids will be received at Warwick Public Library, 600 Sandy Lane, Warwick, Rhode Island 02886 up until **11:30 AM**, Wednesday, November 10, 2021. The bids will be opened publicly commencing at **11:30 AM** on the same day in the Administration Office, Warwick Public Library.

Please note that no bids can be accepted via email or fax.

The City of Warwick, in addition to soliciting bids in response to this RFP, may consult, consider, and make an award for any and all open bid offers for a comparable unit as sought herein at the following websites:

RI State MPA: <https://www.ridop.ri.gov/contract-portal/>

NASPO: <https://www.naspo.org/>

NJPA (National Joint Powers Alliance): <https://www.njpacoop.org/cooperative-purchasing>

MHEC (Massachusetts Higher Education Consortium): <https://www.mhec.net/>

Individuals requesting interpreter services for the hearing impaired must notify the Warwick Public Library (401-921-9759) at least 48 hours in advance of the bid opening date.

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 Warwick Public Library Board of Trustees, acting as duly authorized through the Library Director, 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: _____

Bid# 2022L-04

Library Director

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 16Conflicts 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 Library for any and all costs incurred by the Library, 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

Bid2022L-04 Purchase Library Cargo Van

If you received this document from our homepage or from a source other than the Warwick Public Library, please check with our office prior to submitting your bid to ensure that you have a complete package. The Library 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 will be accepted via facsimile or email.

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.

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 Library 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 Library has a pecuniary interest in the bid or has participated in contract negotiations on the part of the Library, 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 "Bid2022L-04 Purchase Library Cargo Van."

All proposals submitted become the property of the Library 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.

Should you have any questions, please contact Jana L. Stevenson, Library Director, 401-921-9759.

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 must 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 provide the Warwick Public Library with an original **Certificate of Insurance** for General & Automobile Liability in a minimum amount of \$1 million. The certificate of insurance must name the **Warwick Public Library 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 Library 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** within ten (10) calendar days after notification or the Library 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 additional term upon mutual agreement unless otherwise stated.

The contractor must carry sufficient liability insurance and agree to indemnify the Library against all claims of any nature, which might arise as a result of the operations or conduct of work.

The Library 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 Board of Trustees 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 Library.

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 Library reserves the right to terminate the contract or any part of the contract in the best interests of the Library, upon 30-day notice to the contractor. The Library will incur no liability for materials or services not yet ordered if it terminates in the best interests of the Library. If the Library terminates in the interests of the Library after an order for materials or services have 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 Library Board of Trustees 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 the respondents bid or response and if the respondent fails or refuses to satisfy fully all of the respondents obligations thereunder, the Library will be entitled to recover from the respondent any losses, damages or costs incurred by the Library as a result of such failure or refusal.

The Library reserves the right to award in part or full and to increase or decrease quantities in the best interest of the Library.

Any quantity reference in the bid specifications are estimates only, and do not represent a commitment on the part of the Library 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 Library 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.

The Warwick Public Library Board of Trustees is seeking bids from qualified vendors to purchase one cargo van. Purchases will be made in Fiscal Year 2022.

Bid Specifications for Cargo Van

SPECIFICATIONS FOR ONE (1) 2021 OR CURRENT MODEL YEAR CARGO VAN

To be Standard Factory equipped

Total Cost not to exceed \$40,000

Model: 2021 or current model year Transit Cargo Van, XL, 3.5L PFDi V6 Engine, 3.73 Non-Limited Slip Axle, Transit Regular 150, Medium Roof, 130", 10-Speed Automatic Overdrive with SelectShift Auxiliary Transmission Oil Cooler

Paint: Agate Black

Exterior:

- Short arm mirror power adjusting, power-folding heated with turn signals
- 16" Silver Steel Wheel with black hubcaps
- Windows – tinted glass
- Keys – two (2) additional
- Spare tire and wheel with 3-ton jack
- Back Up Alarm
- Reverse sensing system
- 235/65R16C 121/119 R BSW all-season tires
- Front license plate bracket

Interior

- Dark palazzo grey
- Vinyl
- Dark palazzo gray vinyl, 2-way manual driver and 2-way manual passenger seats
- Floor covering: front and rear vinyl
- Blind spot information system (BLIS) with cross-traffic alert and trailer coverage
- Auto start-stop switch delete
- Am/FM stereo with Bluetooth, dual USB ports and 4" multi-function display

In addition to features listed above, standard features as befitting a vehicle of this make and model may include the following:

Exterior Features

- Audio, Antenna - Fender Mounted

- Body Side Moldings – Carbon Black
- 50/50 Hinged Rear Door, 180-degree opening (Regular Length)
- Sliding Passenger-Side Door
- Front License Plate Bracket
- Auto High-Beam Headlamps
- Mirrors Short Arm - Power Adjustment Manual Folding
- Roof Marker Lamps
- Roof Marker Lamp Delete
- Rear Tow Hook
- Honeycomb Mesh Grille with Carbon Black Surround
- Halogen Headlamps with Autolamp
- Windows - Tinted Glass

Interior Features

- Air Conditioning
- Horn - Single-Note Electric
- Airbag Cut-Off Switch - Passenger-Side (Not available with seats delete or right hand door delete)
- Medium Center Console
- Post-Collision Braking
- Pre-Collision Assist with Automatic Emergency Braking (AEB)
- Lane-Keeping System
- Floor Covering, Vinyl - Front
- Glove Box (Locking)
- Instrumentation - Tachometer, Fuel Level and Coolant Temperature
- Interior Lighting
- Lighting, Front Dome Lamp with Map Lights and Theater-Dimming
- A-Pillar Assist Handles (Driver and Passenger-Side)
- Two Auxiliary 12V PowerPoints
- Sun Visors
- Automatic Rain-Sensing Windshield Wipers
- Forward Collision Warning
- Headliner - Cloth Front only
- Partial Rear Compartment Lighting with 2 LED lights located at C-pillar
- Headlamp Courtesy Delay
- Partial Rear Compartment Lighting (2 LED lights located at C-pillar)
- Ford Telematics™
- AM/FM Stereo, Bluetooth, Dual USB Ports and a 4.0" Multi-Function Display
- Driver and Front-passenger Manual Reclining Bucket Seats with Adjustable Headrest (Includes Driver-Side and Passenger-Side Inboard Armrest)
- Dark Palazzo Gray Vinyl, 2-way manual Driver and 2-way manual Passenger seats

Packages

- Power Equipment Group (Power Locks and Windows) with Remote Keyless-Entry

Power and Handling

- Steering - Power Rack and Pinion
- Electric Power-Assisted Steering (EPAS)
- Steering Wheel, - Tilt & Telescopic Column Polyurethane 4-Spoke Wheel
- Mechanical Parking Brake (9,950lb/10,360lb GVWR configurations only)
- Suspension, Front – Independent MacPherson-Strut, Stabilizer Bar
- Suspension, Rear - Leaf Springs, Heavy-Duty Gas Shock Absorbers
- AdvanceTrac® w/Roll Stability Control™ (RSC®)
- Side-Wind Stabilization
- Hill Start Assist
- Parking Brake – Push Down Mechanical (11,000lb GVWR configurations only)
- Parking Brake – Electric (SRW configurations only)
- Alternator – 250 amp (3.5L PFDi & 3.5L EcoBoost V6 only)
- Auxiliary Fuel Port
- 3.5L PFDi V6
- 10-Speed Automatic Transmission
- Fuel Tank – Capless Fuel Fill, 25 Gallons (Midship)
- Single Battery (70 amp-hr) 3.5L PFDi V6 engine only
- Single AGM Battery (70 amp-hr) Standard on 3.5L EcoBoost® V6 Engine Only
- Tires, 195/75R16C 107/105 R BSW all-season (RWD with Standard Front Axle configurations only) - (DRW)
- Tires 205/75R16C 113/111 BSW all-season (AWD, 11,000 GVWR or RWD with HeavyDuty Front Axle configurations only) - (DRW)
- Tires, 235/65R16 BSW All-Season - (SRW)
- 16-Inch Silver Steel Wheel With Black Hubcap (SRW)
- 16-Inch Silver Steel Wheel With Exposed Lug Nuts (SRW)
- 16" Heavy-Duty Silver Steel Wheel with Exposed Lug Nuts - DRW
- Wheels, Full-size Spare Tire and Wheel with 4-Ton Jack

Safety

- Tire Pressure Monitoring System (TPMS)
- Airbags, Driver and Passenger
- Brakes - 4 Brakes – 4-wheel Anti-lock Disc Brakes
- Safety belts - 3-point, all positions
- Safety Canopy® Side-curtain Airbags SOS Post-Crash Alert System™ (distress call w/airbag deployment when ordered with SYNC)
- Door Locks, Autolocking Drive Away with Crash Unlocking. Not available with Manual Locks.
- SecuriLock® Passive Anti-Theft System (PATS) with engine immobilizer
- Rear View Camera with Trailer Hitch Assist

DEALER NAME

Dealer's name or emblems **ARE NOT** to be placed on vehicles.

VEHICLE INVOICES

All bids shall include final vehicle invoices from the manufacturer showing all four (4) levels of incentives/government discounts. Invoices shall match final bid proposal.

PRE-DELIVERY

Prior to delivery, the vehicle(s) shall be serviced and inspected by the dealer. The Vendor shall be responsible for complete "New Car Delivery" inspection. The engine, transmission, differential, and cooling system shall be filled to the manufacturer's recommended capacity and the "**GAS TANK FILLED**" prior to delivery. All vehicle(s) will receive a "New Car" cleaning and preparation prior to delivery. All equipment shall be completely installed and adjustments made prior to delivery to make this vehicle(s) available for immediate use. Vehicle(s) shall be free of defects when delivered. If deficiencies found cannot be corrected within two (2) business days, the vehicle(s) will be deleted from the invoice and payment will not be made until corrective action is taken and the vehicle is reinspected and accepted. It shall be the responsibility of the Vendor for pickup and delivery of the vehicle(s) for re-inspection.

Warwick Public Library Board of Trustees
BID AND CONTRACT FORM

TITLE OF SPECIFICATION: Bid# 2022L-04 Purchase Library Cargo Van

I. BID:

WHEREAS, the Warwick Public Library Board of Trustees 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 below;

This offer will remain open and irrevocable until the Board of Trustees has accepted this bid or another bid on the specifications or abandoned the project.

The bidder agrees that acceptance by the Board of Trustees will transform the bid into a contract. This bid and contract will be secured by Bonds, if required by the specifications.

Pricing sheet as follows

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID

(PRICING SHEET MAY NOT BE CONFIDENTIAL)

Bid for Library Cargo Van

Warwick Public Library
Pricing

ONE (1) 2021 OR CURRENT MODEL YEAR CARGO VAN

MAKE: _____

MODEL: _____

YEAR: _____

WARRANTY: _____

Delivered Contract price for one (1) vehicle, per bid specifications.

\$ _____