

**BOARD of TRUSTEES, Warwick Public Library, Warwick RI
RFPs REQUESTED FOR**

Bid #2021L-05 Purchase & Install Audio Frequency Induction Loop Systems (AFILS) in the Large and Small Meeting Rooms

Specifications are available in the Administrative Office, Warwick Public Library, 600 Sandy Lane, Warwick RI, Monday through Friday, 9:00 AM until 4:00 PM on or after March 25, 2021. They may also be obtained on the City of Warwick's website <http://www.warwickri.gov/bids>.

Sealed bids will be received in the Administrative Office, Warwick Public Library, 600 Sandy Lane, Warwick, RI 02889 until **1:00 PM on April 28, 2021**. The bids will be opened publicly commencing at **12:00 PM** on the same day in the Administrative Office, Warwick Public Library.

Awards shall be made on the basis of the lowest evaluated or responsive bid price as per our specifications. The Board of Trustees of the Warwick Public Library is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project. Please note that no bids can be accepted via email or fax.

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

Warwick Public Library

Bid #2021L-04 Purchase & Install Audio Frequency Induction Loop Systems (AFILS) in the Large and Small Meeting Rooms
Request for Bids

Specifications are available in the Administrative Office, Warwick Public Library, 600 Sandy Lane, Warwick RI, Monday through Friday, 9:00 AM until 4:00 PM on or after Thursday, March 25, 2021. They may also be obtained on the City of Warwick's website <http://www.warwickri.gov/bids>.

Sealed bids will be received in the Administrative Office, Warwick Public Library, 600 Sandy Lane, Warwick, RI 02889 until **1:00 PM Wednesday, April 28, 2021**. The bids will be opened publicly commencing at **1:00 PM** on the same day in the Administrative Office, Warwick Public Library.

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 noncompliance 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 or City 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 in a sealed envelope. The exterior of the envelope shall be plainly marked to include: Your Company Name and "Bid #2021L-04 Purchase & Install Audio Frequency Induction Loop Systems (AFILS) in the Large and Small Meeting Rooms". 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 fax or email.

All questions pertaining to these specifications should be referred to Jana Stevenson, Director, Warwick Public Library, 600 Sandy Lane, Warwick RI 02889, 401-921-9759.

Any deviation from the specifications must be noted in writing and attached as part of the bid. The Bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from the specifications.

Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it is opened.

The successful bidder must provide the Warwick Public Library 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.

The successful bidder must furnish a labor and material bond, and a performance bond in the amount of 100% of the cost of the project within ten (10) calendar days after notification of award or the Library reserves the right to rescind said award.

Failure to provide adequate insurance coverage within the specified duration of time as set forth is a materials breach of contract and grounds for termination of the contract.

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 his operations or conduct of work.

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. Prevailing Wages will apply to this bid. Current rates may be viewed at <http://www.wdol.gov/dba.aspx#0>.

The IRS Form W-9 must be completed and submitted with the bid if the bidder falls under IRS requirements to file this form.

Prices to be held firm through December 30, 2021.

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.

Awards shall be made on the basis of the lowest evaluated or responsive bid price. The Board of Trustees of the Warwick Public Library is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project.

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 shall 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 has 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.

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, 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 respondent's bid or response, and if the respondent fails or refuses to satisfy fully all of the respondent's obligations there under, the Warwick Public Library shall 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 rescind award for non-compliance to bid specifications.

The successful bidder must adhere to all City, State and Federal Laws, where applicable.

Warwick Public Library

Bid #2021L-04 Purchase & Install Audio Frequency Induction Loop Systems (AFILS) in the Large and Small Meeting Rooms

I. Project description

The Board of Trustees of the Warwick Public Library invites bids for Audio Frequency Induction Loop Systems (AFILS), commonly known as hearing loop systems, to be installed according to the current IEC60118-4 standard in the Large and Small meeting rooms. The awarded contractor will furnish all materials and equipment and install a fully functioning system. **A site visit is scheduled for 9:30 AM, Wednesday April 7, 2021 at the Warwick Public Library and is expected to last approximately 1 hour.**

II. Background

- a. The Warwick Library is a two-story structure of approximately 63,000 square feet. The Large Meeting Room (101) and Small Meeting Room (100) were both added when the building was renovated and expanded in 1998.
- b. The Small Meeting Room (100) is 626 sqft.
- c. The Large Meeting Room (101) is 1638 sqft.
- d. These spaces are used for public meeting space as well as Library programs.

III. Specific services sought

2. It is requested that hearing loop systems be proposed in the following rooms:
 - a. Large Meeting Room (101)
 - b. Small Meeting Room (100)
3. When multiple hearing loop systems are installed in adjacent rooms, they shall not interfere with each other. To limit interference, the level of over-spill shall be less than -32dBrms (-40dB preferred) at 3 feet into the adjacent room. Prior to installation a demonstration must be performed for the client demonstrating the levels utilizing speech in each of the adjacent rooms.
4. The signal from the hearing loop systems may need to either be limited or designed so they can be turned off and on
5. The awarded contractor must be properly licensed for installation of low voltage equipment and wiring in the State of Rhode Island on the date the proposal is submitted.
6. The awarded contractor must be trained and certified to install hearing loop systems that meet the International Electrotechnical Commission (IEC) standard 60118-4 and have completed at least 10 other hearing loop installations on the date the quote is submitted or work under the supervision of the equipment manufacturer who will guarantee the installation.
7. All proposed equipment must comply with the current IEC standard 62489-1. All proposed installation methods must comply with all local professional standards and applicable sections of the National Electrical Code.
8. The awarded contractor must provide actual test data showing the magnetic field strength levels throughout the audience area and test data for areas that required low over-spill.
9. The awarded contractor must provide photographs that document the installation process and installed equipment.
10. The awarded contractor must provide training to local venue staff on how to operate the system and demonstrate the system to a person who uses hearing aids or cochlear implants.
11. The awarded contractor must provide printed instructions on how to troubleshoot the hearing loop system.

12. The awarded contractor must provide a certificate of conformity to certify compliance with IEC 60118-4 after completion of the installation.

Specifications

A complete hearing loop system and its installation shall consist of the following services and equipment:

Services to include, but not limited to:

- Design and commissioning of a hearing loop system to provide complete and even signal coverage across the entire room or seating area in compliance with the current IEC 60118-4 standard.
- Professional installation of hearing loop wire and feeder cable in appropriate locations based on the proposed installation method and wire layout.
- Connection of hearing loop system to existing audio equipment and calibration with the customer's supplied audio.
- Installation of signage indicating presence of installed hearing loop system in accordance with 2010 ADA Standards of Accessible Design, Section 703 and any applicable state laws
- Hearing loop system certification according to the current IEC 60118-4 standard Equipment to include, but not limited to:
 - Hearing loop amplifier(s) compliant with IEC 62489-1.
 - Hearing loop amplifier(s) shall have passed testing for safety with reference to the current edition of UL 60065 or EN 60065 as well as any other applicable safety standards.
 - Hearing loop amplifier(s) shall have passed testing for all applicable EMC-Emissions standards.
 - Hearing loop wire and feeder cable type must be appropriate for the chosen installation method and wire layout.
 - Body-worn hearing loop receivers with headphones or earbuds to be used by individuals without personal telecoil-enabled hearing devices; quantity (roughly 3% of the audience) in accordance with Americans with Disabilities Act (ADA) General Guidelines, Table 219.3 based on seating capacity of the room
 - Professionally printed hearing loop signage in accordance with 2010 ADA Standards of Accessible Design, Section 703 and any applicable state laws.

Any omission from these specifications shall not relieve the contractor from the responsibility of furnishing an operating system complete with all necessary components, accessories, controls, technical advice and supervision for efficient functional operations.

IV. Site Visit

A site visit is scheduled for 9:30 AM, Wednesday April 7, 2021 at the Warwick Public Library and is expected to last approximately 1 hour.

V. Selection process

All bids must be received at the Library in the office of the Director by **1:00 PM on April 28, 2021** at which time they will be opened publicly.

Awards shall be made on the basis of the lowest evaluated or responsive bid price. The Board of Trustees of the Warwick Public Library is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project.

The Board of Trustees of the Warwick Public Library will award the bid to the chosen company on Wednesday, May 26, 2021 at the Board Meeting.

Bid evaluations will consider costs, qualifications and experience of the respondent.

VI. Bid requirements

All bids must include a completed bid form.

BID FORM

Warwick Public Library

Bid #2021L-04 Purchase & Install Audio Frequency Induction Loop Systems (AFILS) in the Large and Small Meeting Rooms

CONTRACTOR'S NAME: _____

CONTRACTOR'S ADDRESS: _____

PHONE: _____ FAX: _____

The undersigned proposed to furnish all labor at prevailing wage rate for the areas described in the bid at the Central Library at 600 Sandy Lane, Warwick Rhode Island for the Contract price specified below. The undersigned agrees that, if selected as the General Contractor, the terms of the Bid will be executed *before December 30, 2021*.

Base Price: To include all work specified or required for the completion of the project. Price to include purchase, preparation, installation and cleanup.

TOTAL: \$ _____

Warranty: _____

Timeline: _____

Contractor's hourly RI prevailing wage rate: _____ OT _____

Attach 2 references for similar contracts including names and contact information.

Authorized signature: _____

Printed Name: _____ Date: _____