

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
Thursday September 7, 2023 the website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK
BIDS REQUESTED FOR**

Bid2024-187 City Hall Plaza Naming Rights

Specifications

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after **Thursday, September 7, 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 two (2) copies in a sealed envelope (total of three (3) copies), which should read: **YOUR COMPANY NAME** plainly marked on the exterior of the envelope as well as **"Bid2024-187 City Hall Plaza Naming Rights"** 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, Thursday, September 28, 2023**. The bids will be opened publicly commencing at 11:00 AM on the same day at 65 Centerville Road, Community Room.

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 1-8) to the Purchasing Division.

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

Please direct all questions related to the specifications outlined (beginning on page 9) to the issuing department's subject matter expert:

- Name: Dean Pimentel
- Title: Senior Planner
- Phone: 401-921-9684
- Email: dean.m.pimentel@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
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: _____

Bid2024-187

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**

Bid2024-187 City Hall Plaza Naming Rights

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.

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 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.

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.

If required, the successful bidder will provide **Certificate of Good Standing** within ten (10) calendar days after notification or the City reserves the right to rescind said award.

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 AND SUBMIT WITH YOUR BID

PRICING MAY NOT BE CONFIDENTIAL

CITY OF WARWICK

BID AND CONTRACT FORM

TITLE OF SPECIFICATION: Bid2024-187 City Hall Plaza Naming Rights

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.



City of Warwick

City Hall Plaza Naming Rights

Request for Proposals

3275 Post Road Warwick, RI 02886|401-732-2013|www.warwickri.gov

Naming Rights for Outdoor Venue

Located at Warwick City Hall



Figure 1 City Hall Plaza perspective view

ISSUE DATE: Thursday, September 7, 2023

SUBMISSION DATE: Thursday, September 28, 2023

AWARD DATE: Monday, October 16, 2023

CONTRACT/AGREEMENT SIGNED: TO BE DETERMINED

PROPOSED OFFICIAL NAME DEDICATION: TO BE DETERMINED



REQUEST FOR PROPOSAL OVERVIEW

The City of Warwick, Rhode Island, is seeking proposals from interested parties for the naming rights for the New City Hall Plaza, which will be constructed behind the historic City Hall clock-tower building. Interested parties with a business local to the City of Warwick may receive preference. City Hall, along with the adjacent Henry Warner Budlong Memorial Library (Warwick Public Library Apponaug Branch) and the Warwick Center for the Arts building are collectively on the National Register of Historic Places as the Warwick Civic Center Historic District.

PURPOSE - COMMUNITY OVERVIEW AND BENEFITS IN THE NAMING RIGHTS PACKAGE

The City of Warwick, founded in 1642, is a coastal community featuring 39 miles of spectacular shoreline, with a population of approximately 83,000, located in the heart of southern New England. With close proximity to Interstates 95 and 295, convenient access to public bus transportation, and as home to Rhode Island T.F. Green International Airport and the Interlink intermodal train station with MBTA commuter rail service, Warwick is one of the state's most easily-accessible communities.

Our community also offers a diverse commercial base consisting of an eclectic array of small businesses as well as international headquarters, manufacturing, industrial and medical, retail and service uses.

Warwick, like all of Rhode Island, is also supported by a strong tourism and hospitality industry, including 16 hotels (with one more presently under development), more marinas and moorings than any other RI community, and more than 170 restaurants, pubs, bakeries and delis to suit every taste and budget. Almost 3.3 million passengers utilized Rhode Island International T.F. Green Airport in 2022, and Warwick's hotel occupancy rates remain strong and continue to increase.

Although Warwick is one of Rhode Island's largest cities, it has the feel of a much smaller, close-knit community, with residents and active, community-minded businesses that take part in and support any number of free, family-friendly activities and special events throughout the year. The Gaspee Days celebration, summer concerts, food truck/marketplace events, movie nights at Rocky Point State Park, Independence Day and New Year's Eve fireworks displays, holiday tree lighting, National Night Out festivities, spring and fall festivals, and weekly seasonal antique car shows are just some of the annual events that draw thousands of visitors and out-of-town guests to our community each year.

Those who visit and live in Warwick will also find Salt- and fresh-water ponds, beaches, miles of biking and walking trails, ice rinks, pools, golf courses, horseback riding, and playgrounds among the many recreational opportunities available here. Active non-profit organizations, neighborhood associations, and faith-based and civic groups also add to Warwick's quality of life. Ranked among the nation's safest communities, with a nationally-accredited police department and top-notch fire department, the City of Warwick repeatedly finds itself on "Best Communities to live in the United States" lists.



CITY HALL PLAZA

The new City Hall Plaza will be located in historic Apponaug Village, the seat of municipal government, home to the aforementioned City Hall, library, and Center for the Arts, as well as the City Hall Annex “sawtooth” building, Police and Fire headquarters, the Central RI Chamber of Commerce, several houses of worship, restaurants, retail and office uses. Roughly 25,000 motorists travel through the village daily.

The village has undergone a remarkable transformation in recent years. The Rhode Island Department of Transportation’s Apponaug Circulator project has made the area more pedestrian friendly while including environmental and landscaping improvements. Designated bike lanes now make it safer for cyclists to travel throughout the village, and renovations to the “sawtooth” mill building have preserved a structure that’s historically and culturally significant to the area.

Additionally, site and accessibility improvements to the historic General George Sears Greene cemetery have attracted more visitors to Apponaug – particularly those interested in “historical tourism” – and new and existing local restaurants, retail and service businesses have made significant façade and other facility improvements, which have had a very positive impact on the area as a whole. Further, news of the City Hall Plaza project has already also been an attractive incentive for several businesses that have decided to locate in Apponaug recently.

The City Hall Plaza will only further these revitalization efforts while filling a stated need for a vibrant, engaging recreational/cultural/community space in this area of the City that will, like Warwick’s other events, attract thousands of people to the area annually.

City Hall Plaza will be home to an ice rink and multifunctional event plaza. The new outdoor ice skating rink will include an outdoor dining area, along with two new buildings located on site – one to host the ice rink’s mechanical equipment and Zamboni, and a second to include concessions, skate rentals, and handicapped-accessible restrooms. This new facility, with attractive landscaping, benches, and other amenities, will be a year-round gathering space for residents of all ages, in Warwick and more broadly across Rhode Island and Southern New England, offering family-friendly events and activities to improve the quality of life for both residents and businesses alike.

CITY HALL PLAZA WILL HOST EVENTS SUCH AS:

- Food Truck events
- Farmers Market
- Outdoor Concerts
- Movie Nights
- Warwick Center for the Arts (Shows, exhibits, and Bring Your Own Improv)
- Roller Disco
- Christmas Concerts
- “Strolling Rolling Apponaug Winter Festival”
- Street Hockey
- Figure Skating Day
- And much more



The City Hall Plaza will be managed by the City of Warwick and the Department of Parks and Recreation. Future Seasonal Plaza management and team will be hired to assist with facility operations, such as skate rentals, ticket sales and event staffing. The multi-functional facility is a perfect venue for outdoor events, corporate events, company outings, food and beverage events, tradeshow and much more.

BENEFITS AND NAMING RIGHTS PACKAGE

The naming rights sponsorship package provides an opportunity for the selected sponsor to create a valuable, positive association with the residents, businesses, and visitors of the City of Warwick through marketing, advertising, website and promotional opportunities. The name of City Hall Plaza, which is proposed by the successful Proponent and subject to approval by the City of Warwick, shall be the exclusive name of City Hall Plaza facility in all official facility documents during the term of the Agreement. The City Hall Plaza will retain the name (City Hall Plaza or other options) as the name of the ice surface to maintain clarity for patrons.

WHY YOU SHOULD CONSIDER THE NAMING RIGHTS

- Position your company as a forward-thinking, community leader
- Expose your brand to a cross-section of demographic, geographic and lifestyle market segments
- Build engaging relationships
- Build positive associations through beloved events, experiences, traditions and memories made at the New City Hall Plaza
- Drive sales for new and existing business
- Engage in corporate community experiences
- Influence consumer perceptions

MEDIA

Name and logo identification in all official City Hall Plaza related references including, but not limited to, the following:

- City Press Releases related to City Hall Plaza (includes pre construction signage and mentions)
- Mayor's Facebook page (18,000 followers, over 100,000 engagements per month, and followed by most media outlets) and other social media platforms
- Promotion/video on Warwick Tourism social media platforms/Warwick Parks & Recreation social media platform(s) Warwickri.gov website and Visitwarwickri.com (home page) website
- Media Placement- radio, print, signage, television
- Facility Related Publications- Newsletters, visitor guides, annual reports
- Advertising and Promotional literature- Event Posters, Warwick Travel Guide



SIGNAGE

The successful Proponent will collaborate with the City of Warwick and the Department of Parks and Recreation to create, develop, fabricate and install the initial logos and signage for the facility which are subject to final approval by the City of Warwick. The Proponent may also choose to present their own designs and logos for the City Hall Plaza. Changes in signage due to re-branding/re-design in subsequent years will be the responsibility of the proponent.

SIGNAGE SHALL INCLUDE THE FOLLOWING:

City Hall Plaza Rink Logo- In-ice-graphic (Winter Season) Size 60' X 120'

- Must limit use of black in graphic. Limit sun exposure to maintain ice quality throughout the season.
- Provided by (Date) each year of contract. Can be used multiple years depending on the condition.

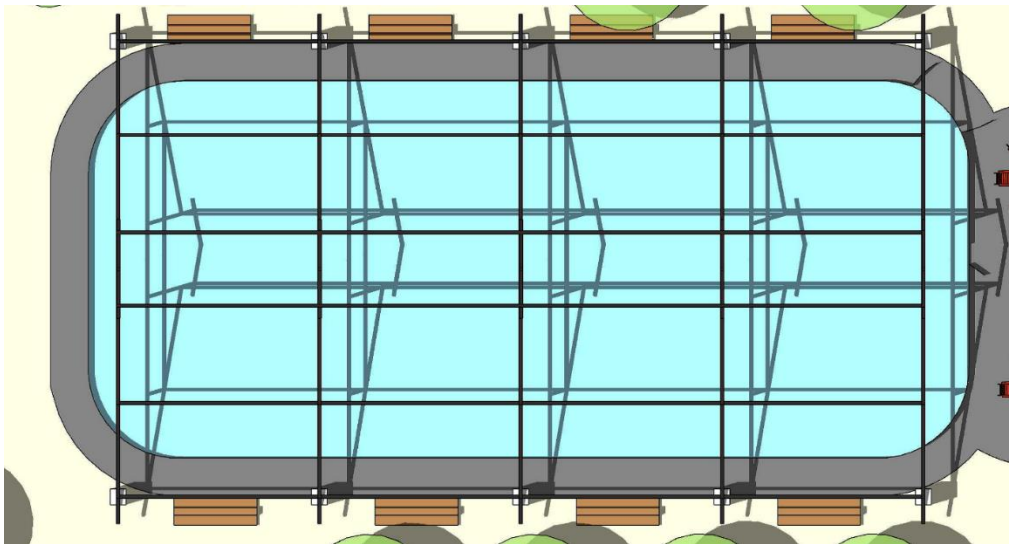


Figure 2 Plan View enlargement of Rink size 60' X 120'

Entry Sign (located on Veterans Memorial Drive entrance)



Figure 3 Proposed City Hall Plaza Main Entrance Sign



Dasher boards-including one sign on all four sides of the rink dashers.

Street Signage

Door Clings

Merchandise-where appropriate

Staff Apparel

Season Ticket window clings at Main Ticket windows

Printed Admission Tickets, Customer receipts, Rack Cards, Gift Cards

Additional Facility signage and logo merchandise may be purchased by successful proponent at a cost.

CORPORATE USAGE- PROVIDED WITH NAMING RIGHTS PURCHASE

- 200 Ice Skating Tickets per year
- Reduced Ice Skating rental fee for Corporate sponsor employees
- 100 summer activity admission tickets per year
- Summer outing- Exclusive use of facility for Corporate Sponsor employees and their guests for one day/evening in the summer season on a date to be agreed upon mutually between the City and Corporate Sponsor.
- Winter outing- Exclusive use of facility for Corporate Sponsor employees and their guests for one day/evening in the summer season on a date to be agreed upon mutually between the City and Corporate Sponsor. Ice skating rental fee waived.
- Three (3) reserved Corporate Sponsor on-site parking spaces during special community-wide events such as concerts, food/truck/marketplace events, winter festival, etc. Not applicable during normal facility operating hours/schedule.

QUALIFICATIONS AND REQUIREMENTS OF PROPONENT

- Provide the name, description and brief history of your corporation
- Name and titles of persons authorized to make decisions involving the naming rights agreement along with phone numbers, emails and main office address.
- Outline your organization's qualifications including functional or product related fit or image-based fit with the City Hall Plaza values.
- Provide any details that would distinguish your organization's services and commitment to the Warwick community.
- Include all completed attachments and forms required for your Proposal.



SCOPE OF SERVICES

- The Sponsorship entitles the Proponent to name the City Hall Plaza facility with a name chosen by the sponsor, subject to final approval by the City of Warwick and Parks and Recreation Department.
- The Proponent will commit to provide logo design and facility signage design, or work with the City of Warwick, Parks and Recreation Department to create, develop and install the initial logos and signage for the facility which are subject to final approval by the City of Warwick.
- The Proponent will commit to provide exterior signage at the main entrance at their cost. The successful naming rights Proponent shall be responsible for contracting all work related to the installation of all exterior and interior signage. All contractors and subcontractors performing work at the request of the successful naming rights Proponent shall be required to provide certificates of insurance in compliance with the insurance requirements set forth by the State of Rhode Island.
- It will be the responsibility of the successful naming rights Proponent to work and compensate the City of Warwick to change the signs in the facility, once installed.
- City Hall Plaza retains the right to sell additional advertising to any businesses or organizations including but not limited to: dasher ads, barricade ads, decals, window graphics, wall graphics, equipment wrapping, newsletter, event sponsorship, merchandise and additional public spaces.
- The successful Proponent will have the option to purchase additional space and will have the Right of First Refusal for display items.
- Alternatives/added Value. The Proponent may include items not specified in the RFP, which would enhance the proposal. Items should be listed separately as an added document.

TERM OF CONTRACT

- The Proponent shall outline the proposed term of the Agreement with a minimum term of five (5) years, the proponent will have their name used in all material from date of awarding, estimated awarding date October 16, 2023 (subject to change). Although the official term begins at ground breaking.

FINANCIAL PROPOSAL

- The naming rights sponsorship proposal should be equal to or greater than the minimum yearly amount of (\$50,000.00) or (\$250,000.00) for the five (5) year term which term shall commence as of ground breaking of City Hall Plaza date to be determined. The entity awarded the naming rights will be recognized as of the acceptance of bid.
- If proposing additional cash, vending or marketing activities, please detail the structure of how those benefits would be allocated to the City Hall Plaza
- Provide additional relevant information that will assist the City of Warwick and Director of Parks and recreation to evaluate your proposal.
- The city of Warwick may make such investigations it deems necessary to determine the ability of the Proponent to perform financially.



Bid Form

CITY HALL PLAZA NAMING RIGHTS

BASE BID:

City Hall Plaza Naming Rights for a period of five (5) years post construction (Dates to be determined) shall be executed for the lump sum of (Minimum bid \$250,000.00):

_____ DOLLARS

(\$ _____), TOTAL BASE BID

Payment shall be made as a (5 Year) lump sum payment with two(2) installments of 50% each- first of which will be made within thirty (30) days of signed agreement and the second on date to be determined at the start of the third year of the contract.

Alternatives:

1. Add Alt #1-One (1) Additional- Five (5) Year Term (After first Five (5) years- Renewal of agreement

_____ per lump sum \$ _____

Price in writing

UNIT PRICES:

1. Unit Price #1- Cost Per Year- First Five Years

_____ per Year \$ _____

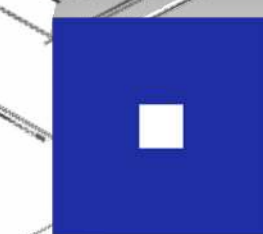
Price in writing

Bidder: _____

An architectural rendering of the City Hall Plaza project. The drawing shows a large, modern building with a prominent entrance and a series of walkways leading to it. There are several trees and landscaping elements, including a large tree in the foreground. A parking lot with several cars is visible on the left side. The overall style is a clean, line-art architectural sketch with some shading to indicate depth and form.

City Hall Plaza Conceptual Masterplan

City of Warwick
Warwick, RI
December 30, 2022



GLEN S. FONTECCHIO
ARCHITECTS

B32°
Ice/Rink Engineers





PARKING IN CITY HALL LOT (EXISTING)
TOTAL PARKING: 187 PARKING SPACES +/-

Existing Conditions - Plan View

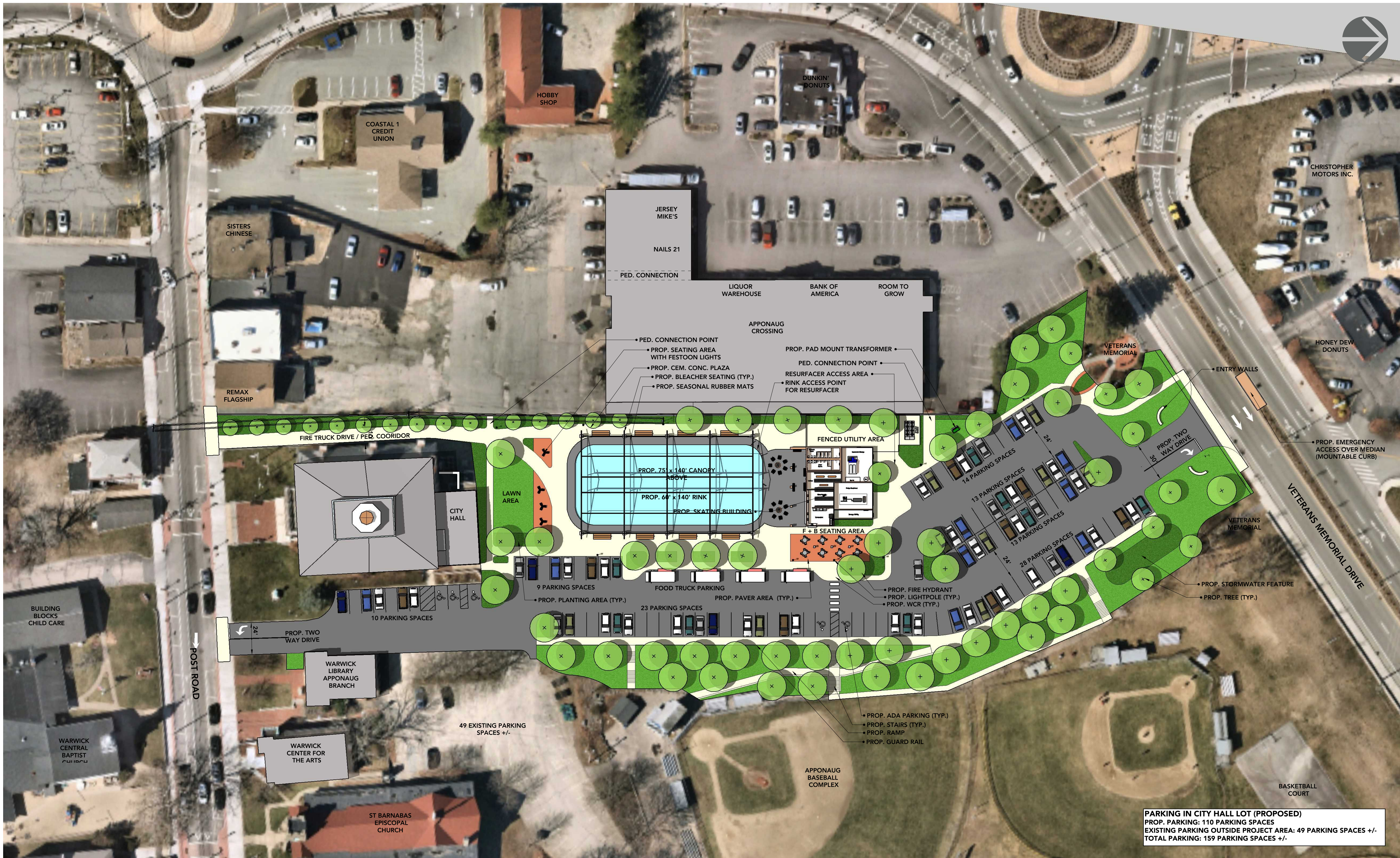
City Hall Plaza | City of Warwick

Scale: 1" = 30' - 0"

December 30, 2022

Warwick, RI





PARKING IN CITY HALL LOT (PROPOSED)
 PROP. PARKING: 110 PARKING SPACES
 EXISTING PARKING OUTSIDE PROJECT AREA: 49 PARKING SPACES +/-
 TOTAL PARKING: 159 PARKING SPACES +/-

Conceptual Masterplan - Plan View

Scale: 1" = 30' - 0"

December 30, 2022

City Hall Plaza | City of Warwick

Warwick, RI





Conceptual Masterplan - Plan View Enlargement

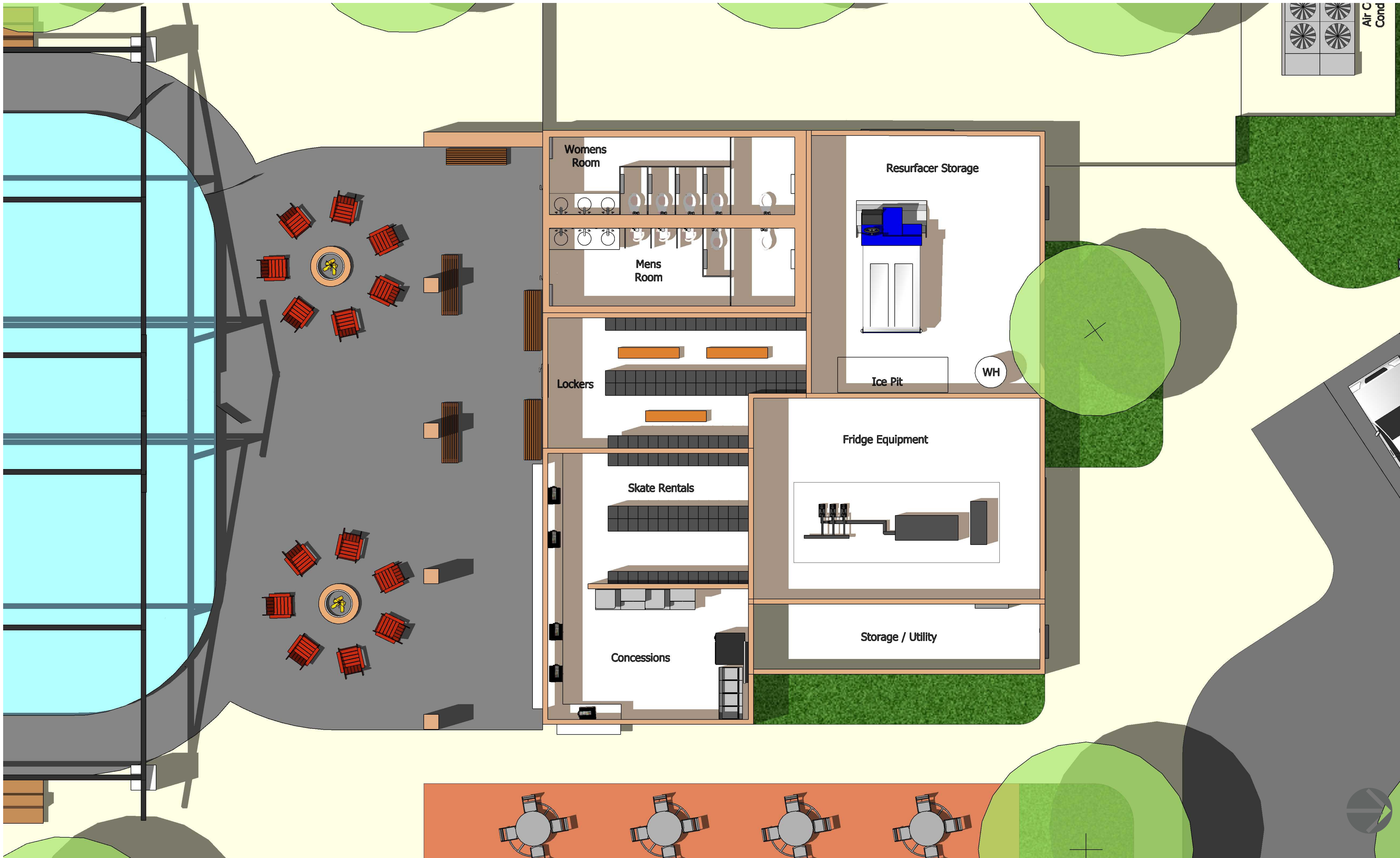
City Hall Plaza | City of Warwick

Scale: 10" = 1'-0"

December 30, 2022

Warwick, RI





Conceptual Masterplan - Building Enlargement

Scale: 1/4" = 1'-0"

December 30, 2022

City Hall Plaza | City of Warwick

Warwick, RI





Conceptual Masterplan - Perspective View

City Hall Plaza | City of Warwick

December 30, 2022

Warwick, RI





Conceptual Masterplan - Perspective View

City Hall Plaza | City of Warwick

December 30, 2022

Warwick, RI





Conceptual Masterplan - Perspective View

City Hall Plaza | City of Warwick

December 30, 2022

Warwick, RI





Conceptual Masterplan - Perspective View

City Hall Plaza | City of Warwick

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Conceptual Masterplan - Perspective View

City Hall Plaza | City of Warwick

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