



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 Tuesday, February 13, 2024. The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK
BIDS REQUESTED FOR**

Bid2024-394 Upgrades to Municipal Emergency Operations Center

Specifications

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Tuesday, February 13, 2024. 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 **“Bid2024-394 Upgrades to Municipal Emergency Operations Center”**. 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, Wednesday, March 6, 2024. The bids will be opened publicly commencing at 11:00 AM on the same day at 65 Centerville Road, Meeting Room 2.

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: Captain Justin Vail
- Department: Warwick Fire Department
- Phone: 401-255-4060
- Email: Justin.d.vail@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.

Original Signature on File

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.

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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: _____

Bid2024-394

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**

Bid2024-394 Upgrades to Municipal Emergency Operations Center

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.

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

This will be a one-time purchase. 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: Bid2024-394 Upgrades to Municipal Emergency Operations Center

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.

Request for Proposals
Upgrades to Municipal Emergency Operations Center

The City of Warwick is seeking a qualified proposal for the upgrading of an existing Municipal Emergency Operations Center's Audio/Visual and Access Control systems. The vendor should be capable of evaluating the current systems and making recommendations for systems that will meet that stated goals of the department. Furthermore, the vendor should be capable of completing and/or managing the installation and implementation of systems selected by the project team.

The intent of this request for proposal is to retain a vendor to provide the City of Warwick with recommendations for upgrading of an existing Emergency Operation Center.

I. Project Overview

A. Purpose

The purpose of this project is to determine the most appropriate audio-visual and access control upgrades to the City of Warwick's Municipal Emergency Operations Center (EOC), implement those upgrades, and train key personnel on the operations of those systems with the end goal of creating an environment conducive to incident management, collaboration, and hazard mitigation involving various city departments.

B. Background

The City of Warwick's EOC was constructed in 2005. Apart from minor repairs or upgrades, much of the technology has remained the same since that date. The current setup uses various audio-visual components equipped via common management software, however, is not utilized as intended given the failure of equipment and changes to hardware that has required replacement.

The EOC functions as the primary location for emergency operations upon need for an event facilitating operations of all major departments of the city—e.g., fire, police, DPW, etc. During normal daily operations, the EOC also serves as the department's primary training location due to its size and availability of audio-visual capabilities.

Though the EOC has served the city well for many years, equipment has become outdated, experienced system failures, or required features are limited or non-existent. The City of Warwick looks to update the EOC with technology that meets today's standards and will carry on into the future.

C. Project Objectives

1. Remove and upgrade existing audio and visual equipment as per the project scope.
2. System management software that allows all aspects of the system to be controlled from a simple tablet set up.

3. Video wall in the EOC that allows for one common picture among all screens or independent source display for each screen.
4. Upgrade of additional displays for the EOC and adjacent conference rooms, as defined in this document.
5. Upgrade and redesign of sound system for optimal whole room coverage of the EOC.
6. Secured EOC access via a Door Access Control System for all doors that allow for access and access tracking to the EOC.
7. Utilize existing EOC, Conference Rooms (2), and server room infrastructure to include equipment cabinets, mounting hardware, A/V components, wiring, cabling pathways, and power supplies where feasible.

II. Project Scope of Work

A. Scope of Work

The scope of work should satisfy the City of Warwick's objectives stated within this document and meet the expectations of the project team. A final scope of work will be developed by the Project Team and the chosen consultant following selection.

B. Expected Deliverables

1. The Vendor will work closely with the Project Team in carrying out this assessment, installation, and training.
2. The Vendor will attend and participate in meetings with the project team.
3. The Vendor will make appropriate software and hardware recommendations to accomplish the goals stated in this RFP.
4. The Vendor will complete the delivery and installation of all hardware and software in an efficient and effective manner.
5. The Vendor shall train members of the department as selected by the Project Team on proper and efficient operation and management of the systems.

C. Project Description

1. Emergency Operation Center (EOC)

Displays

- Remove existing white board on proposed display wall, remove existing overhead projector, and install a video wall consisting of four (4) 65" 4K UHD LED LCD Displays, set in 2x2 pattern, configured in such way that each

display is capable of presenting independent content, or a single image spread across all four displays. All efforts to create a seamless display should be made.

- Remove and replace existing displays (2) located in the front left and right of the EOC with 42" 4k UHD LED LCD displays capable of displaying content via Crestron A/V control system.
- Existing ceiling recessed video projector screen will be left in place and outfitted with a manual up/down control switch to deploy or retract the screen.

System Control

- One (1) Crestron Control Panel, tabletop version, to be located at an agreed upon location of the EOC.
- Installation of a Crestron control system, rack mounted, to be located in the adjacent server room or other location as agreed upon by the Project Team.
- Control System shall provide full A/V and function control for the EOC and adjacent EOC Conference Rooms (2).

Sound System

- Installation of a full sound system for the EOC with hardware to be located in the server room, and relocate existing EOC ceiling mounted speakers for optimal sound performance as deemed appropriate.

HDMI Connection Points/Sources

- Provide desktop HDMI connection points for up to five (5) separate computers in the EOC utilizing existing flip top access points, two (2) on the front desk, two (2) on the back desk, and one (1) serving as the primary operator workstation with the location to be determined by the project team and the vendor.
- Provide HDMI connection points for up to three (3) sources located in the server room.

Video Conferencing and Audio/Video Recording

- Utilizing existing fixed and/or portable video conferencing components, operator shall be able to initiate, terminate, and save video conferences and EOC Audio/Video recording via the control system tabletop control panel.

2. Conference Rooms (2)

Displays

- Replace existing display in each conference room with a 65" 4K UHD LED LCD display.

HDMI Connection Points/Sources

- Provide a single (1) HDMI Connection point from display to the existing desktop flip top access point in each conference room.
- Provide a single (1) HDMI Connection point from the display in each conference room back to the server room for optional A/V source connection.
- EOC control system shall be capable of pushing EOC source content to each individual conference room via the control system tabletop control panel located in the EOC.

3. EOC Access Control System

Vendor will provide a four (4) door Access Control System for entry doors that permit access to the EOC and adjacent conference rooms on the second floor of Headquarters. The system will be the same system as currently being utilized by the Warwick Police Department and Warwick City Hall Annex-Sawtooth Building for interoperability.

- Installation of four (4) door encloser with control board. Two (2) second floor lobby entry doors, two (2) second floor rear stairwell entry doors.
- Installation of all necessary door hardware to include a REX sensor to allow exit.
- Installation of a headend server for the program in the server room.
- System headend configuration and programming of all equipment.

D. Installation

1. The submitted proposal should include all wiring, electrical, mounting, and hardware necessary to facilitate the project detailed in this request. Vendor shall utilize as much of the existing cabling trough, pass-throughs, wall penetrations, conduits, and electrical boxes as possible.
2. Any and all permitting necessary to facilitate the projects detailed in this request shall be the responsibility of the vendor.
3. All installation should be professional and clean in nature, with all mounts and any wall penetrations properly installed and finished with receptacles and face plates.
4. All electronics should be properly grounded, and surge protected where required.
5. The vendor shall be responsible for coordinating with sub-contractors for any installation and services provided to facilitate the project detailed in this request.
6. The vendor will be responsible for completing or coordinating programming of all equipment and system headend configuration.
7. Access to all areas will be provided during normal business hours.
8. Network infrastructure information via a City MIS representative will be provided to the vendor as requested.

E. Training

1. Vendor shall provide user and system management training specific to all components of the A/V system control and door access control systems for members as designated by the project team.

III. Proposal Contents

In the proposal, the vendor shall include a Technical Proposal, a Company Profile, Personnel Qualifications, Comparable Project information, a detailed project cost breakdown of all equipment and professional services, project timeline, any additional information to be considered, and a signature page.

A. Technical Proposal

This section shall consist of:

1. A description of the approach to be taken toward the completion of the assessment, design, and installation/implementation, an explanation of any variances to the proposed scope of work or the deliverables as outlined in the RFP, and any insights into the project gained as a result of developing the proposal.
2. A scope of work that includes steps to be taken, including any products or deliverables resulting from each task.
3. A proposed project schedule that indicates project milestones and overall time for completion.
4. Any other information deemed necessary to address the requests of this RFP.

B. Company Profile

This section should state the size of the company, license number (if any), company background, and the location and/or office from which the work on this project will be performed. The Company profile should also identify the vendor's Proposed Project Team Leader.

C. Personnel

This section should provide a description of company personnel's professional qualifications as it relates to the scope of the project.

D. Comparable Projects

Provide a brief description of the last three (3) comparable projects in progress or completed for similar agencies along with project references and current contact information.

E. Project Cost

Provide a detailed cost breakdown per project component. Each detail shall include itemized costs of all equipment to include applicable make, model, and part numbers, and project component installation and professional services. The City of Warwick shall not be liable for any costs incurred in the preparation of the proposal, nor costs related to any element of the selection and contract negotiation process.

F. Additional Information

Include in this section any additional information you wish to provide relevant to the proposed project.

G. Signature

An individual authorized to bind the proposer to the representations and cost proposals, and to contractually bind the company, must sign the formal response.

V. Administrative Information

A. Evaluation of Proposals

The Project Planning Team and others will thoroughly evaluate each submission. The following criteria will be used to evaluate proposals:

1. Professional Qualifications
2. Project Understanding
3. Technical Approach and Design
4. Project Timeline
5. Project Cost

B. City Property

All submittals shall become the property of the City of Warwick.

C. Acceptance/Rejection of Proposals

The City of Warwick reserves the right to reject all proposals submitted, to cancel the solicitation request under this notice, and/or to re-request proposals for this work and service. The City of Warwick also reserves the right to negotiate the modification and/or elimination of projects components as deemed necessary to remain within allocated budget of the project.

D. Site Visits/Questions Related to the Proposal

Vendors who request further project information or wish to conduct a site visit prior to proposal submission may arrange to do so by contacting Captain Justin Vail at 401-255-4060.

Main Emergency Operations Center



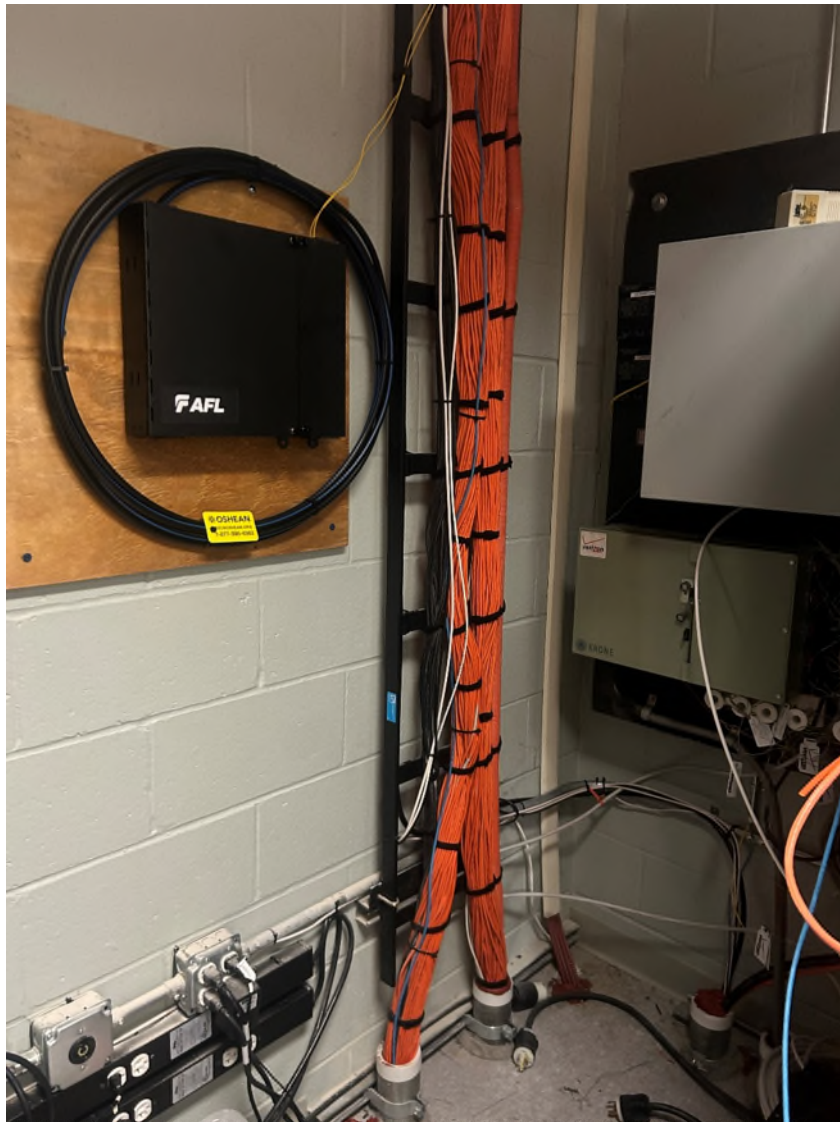


EOC Conference Rooms (2)



EOC Server Room





Entry Doors



