

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
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The following notice is to appear on the City of Warwick's website Thursday, February 29, 2024. The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK
BIDS REQUESTED FOR**

Bid2025-016 Fire Department Promotional Exams

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, February 29, 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 "**Bid2025-016 Fire Department Promotional Exams**". 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 20, 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: Jason Umbenhauer
- Title: Assistant Chief
- Phone: 401-468-4044
- Email: Jason.Umbenhauer@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.

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: _____

Bid2025-016

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**

Bid2025-016 Fire Department Promotional Exams

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.

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.

Prices to be held firm for two (2) years from June 8, 2024 through June 7, 2026. 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: Bid2025-016 Fire Department Promotional Exams

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.

Warwick Fire Department Request for Bids

Fire Department Promotional Written Examinations

The Warwick Fire Department is seeking bids for Fire Department Promotional Written Examinations. It is the intention of the Warwick Fire Department to award a two (2) year contract for services. Bids must be in accordance with the following specifications:

1. Each examination must consist of one hundred (100), custom created, original multiple-choice questions. The examinations must not contain true/false or essay type questions.
2. Warwick Fire Department will provide the title and edition number for the source materials to be used for each examination. The Warwick Fire Department will also supply the percentage of questions to be obtained from each source material. This information will be provided at least 30 days prior to the date of examination.
3. The successful bidder must be responsible for purchasing any publications that the Warwick Fire Department requires. The Warwick Fire Department will supply all publications specific to the Warwick Fire Department and those publications must be returned to the Warwick Fire Department at the end of the testing contract.
4. The successful bidder should make every attempt to ensure that there is no more than one (1) question per specific topic or guideline from within any source material.
5. Each examination answer must be verified as to the source material, page, line, etc., that was used to answer any question, a copy of which will be included with the exam.
6. The successful bidder must supply the authorized agent of the Warwick Fire Department with examination booklets, answer sheets, and two (2) overlays for correcting each examination.
7. The successful bidder must be able to supply all examinations and materials, in a secure fashion, to the authorized agent of the Warwick Fire Department no more than 7 days prior to the test date.
8. Lowest bid price, ability to provide examinations in the required time period, and overall experience will be considered for the award of the bid.
9. Each question must not have been used on a previous examination for the same rank within the past four (4) years nor have been derived from any study guides.
10. In the event a question or questions are derived from the wrong source material, excluded section, or incorrect edition, the successful bidder will remedy the error at no cost to the City. Examples of possible remedies are reprinting of the test, creating a supplemental section, or re-scoring the test.

Within the two (2) year contract, the Fire Department anticipates conducting examinations for the following levels:

1. Deputy Chief of Training
2. Deputy Chief of EMS
3. Deputy Chief of Communications
4. Battalion Chief
5. Fire Captain
6. Rescue Captain
7. Fire Lieutenant
8. Rescue Lieutenant
9. Fire Marshal
10. Assistant Fire Marshal
11. Fire Inspector
12. Firefighter Grades 1 & 2

The following examinations are tentatively scheduled to take place during the following months.

- | | |
|-----------------------------|--------------|
| a) Assistant Fire Marshal | July 2024 |
| b) Battalion Chief | May 2025 |
| c) Deputy Chief of EMS | May 2025 |
| d) Firefighter Grade 2 | May 2025 |
| e) Fire Inspector | July 2025 |
| f) Deputy Chief of Training | July 2025 |
| g) Firefighter Grade 1 | January 2026 |
| h) Fire Lieutenant | April 2026 |
| i) Fire Captain | April 2026 |
| j) Rescue Lieutenant | April 2026 |
| k) Firefighter Grade 1 | May 2026 |
| l) Rescue Captain | June 2026 |

Materials for the examination shall be taken from a maximum of three (3) study sources. These study sources shall consist of the following:

- (1) The current Warwick Fire Department Operations Manual, which will make up 50% of the test questions.
- (2) A current IFSTA/NFPA book or manual which will be determined by the Fire Department (or the current Rhode Island Statewide Protocols for Rescue specific ranks), which will make up 25% of the test questions.
- (3) Any book or manual determined by the Fire Department, which will make up the remaining 25% of the test questions.

Listed below are the currently approved source materials for upcoming examinations. These sources should be used for REFERENCE ONLY and are subject to change at any time up to ninety (90) days prior to an examination. The Fire Department will provide the title and edition number for the

source materials to be used for each examination and supply the percentage of questions to be obtained from each source material at least 30 days prior to the date of examination.

TEST RANK	SOURCE MATERIAL #2	SOURCE MATERIAL #3
Battalion Chief	IFSTA Chief Officer, 4th Edition	Incident Safety Officer, Jones & Bartlett, 3rd Edition
Captain	IFSTA Safety Officer, 2nd	Fire Engineering House Fires
Deputy Chief of EMS	RI EMS Protocols ver. 2022.01	RI EMS Rules and Regulations, eff 11/20/22
Deputy Chief of Training	Brady - Fire Service Personnel , 3 rd	IFSTA Occ Safety, Health & Wellness, 4 th
Fire Inspector	IFSTA Code Enforcement, 8th	IFSTA Building Construction, 4th
Firefighter Grade 1	IFSTA Essentials, 7th	IFSTA Pumping and Aerial, 3rd
Firefighter Grade 2	IFSTA Essentials, 7th	IFSTA Pumping and Aerial, 3rd
Lieutenant	Fire Engineering Size-Up, 2nd	IFSTA Company Officer, 6th
Rescue Captain	RI EMS Protocols ver. 2022.01	12-Lead EKG in ACS, 4th Edition
Rescue Lieutenant	RI EMS Protocols - Current Version	12-Lead EKG in ACS, 4th Edition

All questions pertaining to these specifications should be referred to Assistant Chief Jason Umbenhauer 401-468-4044.

Vendor Name: _____

Fire Department Promotional Written Examinations

PRICING PAGE

ITEM	DESCRIPTION	PRICE YEAR 1	PRICE YEAR 2
1	Development of 100 Question Multiple Choice Written Examination based on source material list provided by the Warwick Fire Department		
2	Cost, per candidate, for printed exam booklets & answer sheets		

Please include any additional fees not included above (if applicable)

ITEM	DESCRIPTION	PRICE YEAR 1	PRICE YEAR 2
3			
4			
5			

Exceptions: _____

