



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 Monday, April 6, 2024.
The website address is <http://www.warwickri.gov/bids>.

CITY OF WARWICK BIDS REQUESTED FOR

Bid2025-047 Vehicle Body Repair & Painting

Specifications

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Monday, April 6, 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 "**Bid2025-047 Vehicle Body Repair & Painting**". 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, Tuesday, May 21, 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: Michael Grant
- Title: Fleet Manager, Warwick Police
- Phone: 401-468-4362
- Email: michael.grant@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: _____

Bid2025-047

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 statutes, 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**

Bid2025-047 Vehicle Body Repair & Painting

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.

The successful bidder must provide the City of Warwick with an original **Certificate of Insurance** for General and Automotive 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. It is the vendor's responsibility to provide the City of Warwick 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.

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 one (1) year August 23, 2024 through August 22, 2025. 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: Bid2025-047 Vehicle Body Repair & Painting

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.

Pricing sheet as follows

**Please fill in vendor name on each page.
Pricing sheets are scanned in for accuracy.**

CITY OF WARWICK

Colonel Bradford E. Connor
Chief of Police



Frank J. Picozzi
Mayor

Police Department
99 Veterans Memorial Drive
Warwick, Rhode Island 02886-4617
Telephone: (401) 468-4200

Bid2025-047 Vehicle Body Repair & Painting

The department is seeking to establish a list of qualified vendors that will be used on a rotating basis, as needed for the repairs of various vehicles maintained by the Warwick Police Department's Automotive Division. The Warwick Police Automotive Division is seeking licensed auto body repair shops to complete auto body repairs and paint for vehicles maintained by the automotive division. The approved vendor(s) will work in conjunction with either the City's insurance company, The RI Interlocal Trust, or other insurance companies as required. The WPD will receive a copy of the initial estimate prior to repairs. The WPD automotive division fleet consists of Ford PI Crown Victoria, Ford PI Utility, and Ford PI Sedan.

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID

Bid2025-047 Vehicle Body Repair & Painting

VENDOR NAME: _____

Parts Requirement:

Vendor shall use only OEM parts while repairing any vehicle under 48 months old. Vendor shall use new OEM part(s) on vehicles older than 48 months when available. If new OEM part(s) are unavailable from the manufacturer at the time of repair, Vendor will contact WPD Fleet Manager and obtain authorization to utilize used or aftermarket part(s). Additional used parts (salvage parts) shall only be used if the required part(s) are not available new, from the OEM, or aftermarket. Vendor shall provide the city warranty description and/or limitation on used/salvaged part(s).

Yes _____ No _____

Possession and Securing of Vehicle:

Once Vendor takes possession of vehicle the Vendor shall store vehicle in a secure area at Vendor's facility. Vendor shall not only ensure the security of the vehicle, but also the security of all communications and specialty equipment contained on and within the vehicle and shall be responsible for any damage or theft of the vehicle and all equipment while in custody with the Vendor.

Yes _____ No _____

Return of Vehicle:

Prior to returning repaired vehicle to CITY, the Vendor shall thoroughly clean the vehicle (exterior and interior) so the vehicle is free of dirt, road grime, body shop dust, overspray, and other foreign material so that a proper inspection of the repairs can be performed and acceptance of the vehicle by the CITY can be made. CITY shall inspect repaired vehicle for the quality of work when returned to CITY. The CITY shall not be required to pay Vendor for repairs to a vehicle until the CITY has accepted delivery of the repaired vehicle. Vendor shall be committed to resolve CITY's concerns regarding quality of work at no additional cost to CITY

Yes _____ No _____

Warranty:

Vendor shall guarantee the work product against any and all defects in workmanship or materials. All work performed shall be subject to an unconditional repair warranty of one (1) year on labor and the repair part(s) shall be in accordance to the OEM warranty. All paint used must be guaranteed against fading, decomposition, cracking, extensive loss of gloss, color fading, color chalking moisture blistering, or peeling for a period that is specified with the paint manufacturer 's warranties.

Yes _____ No _____

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID

Bid2025-047 Vehicle Body Repair & Painting

VENDOR NAME: _____

Hourly Body Labor Rate for sedans (Ford Taurus Dodge Charger) \$ _____

Hourly Paint Labor Rate for sedans (Ford Taurus Dodge Charger) \$ _____

Hourly Body Labor Rate for SUV's (Ford PI Utility/Explorer) \$ _____

Hourly Paint Labor Rate for SUV's (Ford PI Utility/Explorer) \$ _____

Non- Insurance Miscellaneous Repairs & Paint

Paint/ Repair Front & Rear bumpers Ford Sedans/ Dodge Charger \$ _____

Paint /Repair Front & Rear Bumpers on Ford utility (Explorer) \$ _____

Paint Roof & Four doors from white to black Sedans \$ _____

Paint Roof & Four doors from white to black Suv's \$ _____

Complete Paint Job from Black & White to Silver, Grey, Blue
On Ford Sedans \$ _____

Complete Paint Job from Black & White to Silver, Grey, Blue
On Ford SUV's \$ _____

Rust Repair, Floors, Fenders, Rockers and Hinges \$ _____