

Patricia A. Peshka
Purchasing Agent



Joseph J. Solomon
Mayor

City of Warwick
Purchasing Division
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, June 2, 2020.
The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK
BIDS REQUESTED FOR**

Bid2021-025 Security System Monitoring & Maintenance

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Tuesday June 2, 2020.

Sealed bids will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until **11:00 AM**, Tuesday, June 16, 2020. The bids will be opened publicly commencing at **11:00 AM** on the same day in the Lower Level Conference Room, Warwick City Hall. *Please note due to COVID-19 only one (1) person from each company may attend the bid opening. Employees and visitors must adhere to social distance guidelines. All visitors are advised to wear masks or face coverings at all times.*

Awards will be made on the basis of the lowest evaluated or responsive bid price. Please note that no bids can be accepted via email or fax.

The City of Warwick, in addition to soliciting bids in response to this bid, may consult, consider, and make an award for any and all open bid offers for a comparable unit as sought herein at the following websites:

RI State MPA: <https://www.ridop.ri.gov/contract-portal/>

NASPO: <https://www.naspo.org/>

NJPA (National Joint Powers Alliance): <https://www.njpacoop.org/cooperative-purchasing>

MHEC (Massachusetts Higher Education Consortium): <https://www.mhec.net/>

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.

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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 (delete if inapplicable), 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: _____
Bid2021-025

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**

Bid2021-025 Security System Monitoring & Maintenance

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.

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.

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 bids should be submitted with one (1) original and five (5) copies in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as "Bid2021-025 Security System Monitoring & Maintenance."

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 will be accepted via facsimile or email.

Should you have any questions, please contact Robert Greenway, Highway Administrative Supervisor, at 401-921-9615 or at robert.a.greenway@warwickri.com.

All bids should be written in ink or typed. If there is a correction with whiteout, the bidder must initial the change.

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

Any deviation from the specifications must be noted in writing and attached as part of

the bid proposal. The bidder must indicate the item or part with the deviation and indicate how the bid will deviate from specifications.

The IRS Form W-9 available on www.warwickri.gov should be completed and submitted with the bid if the bidder falls under IRS requirements to file this form.

The successful bidder must comply with all Rhode Island Labor Laws, Chapter 37-12-13, and all other applicable Local, State and Federal Laws.

Prevailing Wages may apply to this bid. Current rates may be viewed at <http://www.dlt.state.ri.us/pw>.

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.

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 shall 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 shall 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.

Every contractor and subcontractor awarded a contract for public works, construction, alteration and/or repair, including painting and decorating, or public buildings or public works must submit completed RI Certified Weekly Payroll forms listing employees employed on the project to the awarding authority on a monthly basis for all work completed in the preceding month. These forms may be found at: www.dlt.ri.gov/pw/pwFormsPubs.htm. Certified Payroll forms concerning RI Department of Transportation projects may be submitted on federal forms. However, when a complaint is being investigated by the RI Department of Labor & Training (DLT), the contractor must resubmit the payroll information on the RI Certified Weekly Payroll forms for the entire project.

Awarding authorities, contractors and subcontractors shall provide any and all payroll records to the DLT within ten (10) days of any request that is made by the department.

The awarding authority of any public works project shall withhold the next scheduled payment to any contractor or subcontractor who fails to comply with the above provisions, as well as any further payments until they comply. The DLT may also impose a penalty of up to \$500 for each calendar day of noncompliance.

Please refer to Rhode Island state laws Section 37-13 for more information.

The successful bidder must provide the City of Warwick with an original **Certificate of Insurance** for General and Automobile 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** from **The Rhode Island Secretary of State** dated no more than thirty (30) days prior to the date upon which the bid approval was made. **Please note that no other State's Certificate of Good Standing will be accepted.**

If required, the successful bidder will provide said **Certificate of Insurance** and **State of Rhode Island's 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 July 13, 2020 through July 12, 2021. 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 have 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 if the respondent 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.

CITY OF WARWICK

MAINTENANCE DIVISION

**SPECIFICATIONS FOR SECURITY SYSTEMS
MONITORING & MAINTENANCE**

Specifications for security alarm monitoring and fire alarm electronic controls inspections.

The City of Warwick is seeking bids for the installation of security systems and monitoring at various locations City wide. The equipment is either City owned or leased. The systems are monitored via telephone line, telephone line with radio backup or just radio. It is the responsibility of the prospective bidders to visit the facilities and all questions are to be clarified with Robert Greenway, Highway Administrative Supervisor at 401-921-9615 or at robert.a.greenway@warwickri.com prior to submitting a bid.

EQUIPMENT

The alarm-monitoring contractor shall include all labor, materials, accessories, service, and equipment to replace present leased alarm systems and all radio monitored security systems within the municipal buildings. **The radio systems shall be UL listed and be two-way radio communications or alarm panel equipment must be able to transmit wirelessly via cellular plan and/or data, depending on the existing equipment in each building.** Bidders should visit each building to identify the exact location and number of components for that building's security system. All questions to clarify are to be submitted in writing prior to submitting a bid.

Cost of equipment to monitor the installed security equipment must be included in the bid. No additional costs will be allowed after the contract is awarded.

MONITORING SYSTEM

If the building or its equipment has sustained damage, and/or if the building must be secured by means other than locking the door(s) or window (s), a designated representative of the Municipal building shall be called. If no damage or theft is apparent, the Municipal building shall be notified the next day. In the event that an alarm condition is received because of a heating plant failure, a designated representative of the Municipal building shall be notified immediately.

The alarm-monitoring contractor shall continuously monitor the security system to determine whether the system has been properly activated by the individual users according to the Municipal building Plan for Security. Typically, the alarm-monitoring contractor shall monitor all, "openings and closings" (de-activations and activations). Deactivations not included in the security plan must be investigated by the alarm-monitoring contractor.

All service requests must be addressed within 24-hours of initial call.

MONITORING STATION STAFF AND OTHER REQUIREMENTS

The alarm-monitoring contractor must have an alarm station to accept and report alarm conditions to satisfy the conditions of the "Monitoring System" as set forth in the above section. In addition, the alarm-monitoring contractor shall:

- Central station shall be located in Rhode Island and be UL listed for Central Station monitoring
- Have the station manned twenty-four (24) hours per day, seven (7) days per week, and provide full repair service during that time
- Provide a weekly, written report of all recorded alarm activities
- All monitoring personnel and response personnel must be licensed alarm agents in the State of Rhode Island and must submit a list of licensed personnel
- Calls for a request for service must be answered by the monitoring company UL central station employee based in RI (answering service not allowed)
- The radio systems must be monitored by UL approved central station located in RI

SERVICE AND PREVENTATIVE MAINTENANCE

The alarm-monitoring contractor shall furnish all parts labor and repairs necessary to maintain the equipment that makes up the "Security Monitoring System". The alarm-monitoring contractor shall maintain a sufficient supply of replacement parts to assure that the equipment that makes up the "Security Monitoring System" can be restored within twenty-four (24) hours.

The alarm-monitoring contractor shall as needed, but at least once during the annual contract, perform the manufacturer's recommended preventative maintenance on the equipment that makes up the "Security Monitoring System".

BILLING

The vendor will bill the City, as instructed, on a semi-annual basis to each location as specified on the pricing sheet. The date(s) of service and location should be included on each invoice. Invoice numbers that reference the various locations must be on the billing sheet.

SPECIAL CONDITIONS

Recognizing that human error is unavoidable, the alarm monitoring contractor agrees to investigate, as needed "improper opening and closing" by each alarm system without additional cost.

The Municipal building may replace additional sensors and/or zones into the buildings that make-up our "Security System". The monitoring of those additional sensors and/or zones will be part of the contract and incur no additional charges.

Mobile applications must be available for management to remotely access all alarm systems.

A walk through of each building is recommended prior to submitting a bid. Once a vendor is selected and awarded, prices are held firm for the contract period.

CITY OF WARWICK

BID AND CONTRACT FORM

TITLE OF SPECIFICATION: Bid2021-025 Security System Monitoring & Maintenance

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 as Follows

Continued next page

**PLEASE COMPLETE THIS PAGE SUBMIT WITH YOUR BID
(PRICING SHEET MAY NOT BE CONFIDENTIAL)**

<u>Items</u>	<u>LOCATION</u>	<u>MONTH MONITOR</u>	<u>YEARLY MONITOR</u>
A.	SECTION A: Invoice directly to Department of Public Works, 925 Sandy Lane, Warwick RI 02889		
	ATTENTION: CHRISTY MORETTI		
1	<u>925 Sandy Lane</u> Automotive Stock Room/Digital	\$	\$
	Automotive Rear Garage	\$	\$
	Highway Office/Digital	\$	\$
	Department of Public Works Office/Digital	\$	\$
	Sanitation Office/Digital	\$	\$
2	<u>111 Range Road/Compost Building/Radio</u>	\$	\$
3	<u>190 Range Road/Dispatch Office/Digital</u>	\$	\$
4	<u>3027 West Shore Road</u> Buttonwoods Community Center Administration Side-Main System/Digital	\$	\$
5	<u>27 Pilgrim Pkwy.</u> Pilgrim Senior Center/Digital	\$	\$
6	<u>145 Greenwich Ave.</u> Pontiac Village Community Center Digital & Radio	\$	\$
7	<u>City Hall</u> Main Entrance/Main System Council Chambers/City Clerk's Office Digital	\$	\$
8	<u>Randall Holden School, 61 Hoxsie Ave.</u>	\$	\$
9	<u>John Wickes School, 50 Child Lane</u>		
10	<u>Admin Building, 1849 Warwick Ave</u>	\$	\$
11	<u>Aldrich Jr High School, 789 Post Rd.</u>	\$	\$
12	<u>Storage Building (blue), 111 Gallaway St</u>	\$	\$

PLEASE COMPLETE THIS PAGE SUBMIT WITH YOUR BID
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<u>Items</u>	<u>LOCATION</u>	<u>MONTH</u> <u>MONITOR</u>	<u>YEARLY</u> <u>MONITOR</u>
B.	SECTION B: Invoice directly to Department of Recreation, 925 Sandy Lane, Warwick RI 02889		
	<u>ATTENTION: JAMES SCOTT</u>		
1	975 Sandy Lane		
	McDermott Pool/Digital	\$	\$
	Warburton Arena/Digital	\$	\$
	Thayer Arena/Digital	\$	\$
	Compressor Room (Thayer Arena)/Digital	\$	\$
C.	SECTION C: Invoice directly to Water Division, 935 Sandy Lane, Warwick RI 02889		
	<u>ATTENTION: TERRY DIPETRILLO</u>		
1	935 Sandy Lane		
	Main Building/Digital System & Radio	\$	\$
	Stock Room	\$	\$
2	836 Warwick Neck Ave.	\$	\$
	Water Tower/Radio		
3	1245-1300 Bald Hill Road	\$	\$
	Water Tower/Radio		
4	Pettaconsett Ave.	\$	\$
	Pumping Station/Radio		
5	Corner of State St. & Oakside St.	\$	\$
	Pumping Station/Radio		
6	Natick Ave. – Pole No. 43	\$	\$
	Pumping Station/Radio		
7	Bald Hill Rd (tank) - Apex Camera System	\$	\$

