



CITY OF WARWICK
PURCHASING DIVISION
3275 POST ROAD
WARWICK, RHODE ISLAND 02886
TEL. (401) 738-2000, ext. 6240
FAX (401) 737-2364

SCOTT AVEDISIAN
MAYOR

JAMES F. MARCELLO
PURCHASING AGENT

The following notice is to appear on the City of Warwick's website Thursday, September 27, 2012. The website address is <http://www.warwickri.gov/bids>.

CITY OF WARWICK
BIDS REQUESTED FOR

**Bid #2013-125 Preventative Maintenance & Repairs
for Compressors City Wide**

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 27, 2012. Please note that our offices will be closed on Monday, October 8, 2012.

Sealed bids will be received in the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 10:00 AM on Tuesday, October 9, 2012 Level Conference Room, Warwick City Hall.

Awards shall 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.

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2000, Ext. 6241 or TDD at 401-739-9150 at least 48 hours in advance of the bid opening date.

Original Signature on File

James F. Marcello
Purchasing Agent

CITY OF WARWICK

NOTICE TO BIDDERS

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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 shall be in the order established by the posted agenda and the agenda shall 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 shall 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 noncompliance 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 one (1) copy and be enclosed in a sealed envelope which should read: *YOUR COMPANY NAME* and plainly marked on the exterior of the envelope “Bid #2013-125 Preventative Maintenance & Repairs for Compressors City Wide”. 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.

Should you have any questions, please contact Joseph Blake, 3275 Post Rd. Annex, Warwick, RI at 401-738-2000, extension 6350.

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

Any deviation from the specifications must be noted in writing and attached as part of the bid proposal. The Bidder shall indicate the item or part with the deviation and indicate how the bid will deviate from specifications.

The IRS Form W-9 attached shall be completed and submitted with the bid if the bidder falls under IRS requirements to file this form.

Prices to be held firm from October 18, 2012 through October 17, 2013. 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 successful bidder must provide the City of Warwick with an original certificate of insurance for general liability in a minimum amount of \$1 million. Faxes are not acceptable. The certificate of insurance must name 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.

The successful bidder will provide said insurance within ten (10) calendar days after notification of award or the City reserves the right to rescind said award.

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 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.

Prevailing Wages will apply to this bid. Current rates may be viewed at <http://www.dlt.state.ri.us/pw>. The General Decision number is RI120001 09/07/2012 RI1.

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.

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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 shall 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 shall 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 shall 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 shall be the sole responsibility of and shall be borne by the respondent.

Warranty periods shall not commence until the City of Warwick inspects and formally accepts the goods and/or services. The terms, conditions and timing of acceptance shall be determined by the City of Warwick. The City of Warwick reserves the right to reject any or all items or services not in conformance with applicable specifications, and Contractor assumes the costs associated with such nonconformance. Acceptance of goods and/or services does not constitute a waiver of latent or hidden defects or defects not readily detectable by a reasonable person under the circumstances.

If the respondent is awarded a contract in accordance with this solicitation and the respondents bid or response and if the respondent fails or refuses to satisfy fully all of the respondents obligations thereunder, the City of Warwick shall 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 shall 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.

**SPECIFICATIONS FOR PREVENTATIVE MAINTENANCE OF COMPRESSORS
CITY-WIDE**

**1. PREVENTATIVE MAINTENANCE SERVICE FOR (3) SAYLOR-BEALL 707
10HP AIR COMPRESSORS**

**Location: Department Of Public Works Automotive Front & Rear
Buildings, & Police Station Building**

Annual Service with Valve Inspection-Performed

- Change oil (500 lubricant)
- Change air filter elements
- Replace tank check valve assembly
- Remove, clean, inspect all HP/LP valve assemblies and reinstall using required gaskets
- Clean sump, inspect internals
- Clean/Inspect all drains
- Inspect belts, set tension
- Test all safety devices
- Test operate unit and make adjustments as needed

Minor Service-Performed Six Months After

- Change oil (500 lubricant)
- Change air filter elements
- Clean sump, inspect internals
- Clean/Inspect all drains
- Inspect belts, set tension
- Inspect valve operation
- Test all safety devices
- Test operate unit and make adjustments as needed

Parts and Labor Cost - Annual Service \$_____ each unit yearly

Parts and Labor Cost - Minor Service \$_____ each unit 6-month inspection

Total cost for all annual and bi-annual inspections on above units \$_____

2. PREVENTATIVE MAINTENANCE SERVICE FOR CHAMPION HR10-25 10HP AIR COMPRESSOR

Location: Annex Building (City Hall)

Annual Service

- Change oil (500 lubricant)
- Replace air filter elements
- Rebuild pilot valve assembly
- Replace tank check valve assembly
- Remove, clean and inspect all HP/LP valve assemblies. Reinstall using required gaskets
- Clean unit and intercooler tubes
- Clean/Inspect all drains
- Inspect belts, set tension
- Test all safety devices
- Test operate unit and make adjustments as needed

Parts and Labor Cost - Annual Service \$_____ this unit yearly

3. PREVENTATIVE MAINTENANCE SERVICE FOR SMITH 143 1HP AIR COMPRESSOR

Location: City Hall Fire Back-up Compressor

Annual Service

- Change oil (500 lubricant)
- Replace air filter element
- Inspect belt, set tension
- Test all safety devices
- Test operate unit and make adjustments as needed

Parts and Labor Cost - Annual Service \$_____ this unit yearly

**4. PREVENTATIVE MAINTENANCE SERVICE FOR (2) CHAMPION
CV1 2HP AIR COMPRESSORS**

Location: City Hall Building & Pilgrim Senior Center Fire System

Annual Service

- Change oil (500 lubricant)
- Change air filter elements
- Clean/Inspect all drains
- Inspect belts, set tension
- Inspect valve operation
- Test all safety devices
- Test operate unit and make adjustments as needed

Parts and Labor Cost - Annual Service \$_____ each unit

Total cost for all annual inspections on above units \$_____

**5. PREVENTATIVE MAINTENANCE SERVICE FOR (2) DEVILBISS 44633 1HP
(Single compressor with two heads and two motors)**

NOTE; THIS IS CONSIDERED A SINGLE UNIT

Location: City Hall – Heating System Air Compressors

Bi-Annual Service

- Change oil (500 lubricant)
- Change air filter element
- Clean/Inspect all drains
- Inspect belts, set tension
- Inspect valve operation
- Test all safety devices
- Test operate unit and make adjustments as needed

Parts and Labor Cost Each Bi-Annual Service \$_____ this unit

Total cost for bi-annual inspections on above unit \$ _____

**6. PREVENTATIVE MAINTENANCE SERVICE FOR (2) CURTIS E23 1HP
(Single compressor with two heads and two motors)**

NOTE; THIS IS CONSIDERED A SINGLE UNIT

Location : Pilgrim Senior Center (heating)

Bi-Annual Service

- Change oil (500 lubricant)
- Change air filter element
- Clean/Inspect all drains
- Inspect belts, set tension
- Inspect valve operation
- Test all safety devices
- Test operate unit and make adjustments as needed

Parts and Labor Cost Each Bi-Annual Service \$_____

Total cost for bi-annual inspections on above unit \$ _____

**7. PREVENTATIVE MAINTENANCE SERVICE FOR JOHNSON CONTROLS F1000-
232 AIR COMPRESSOR S/N: A-5033-31
(Single compressor with two heads and two motors)**

NOTE; THIS IS CONSIDERED A SINGLE UNIT

Location: Annex Building

Bi-Annual Service

- Change oil (500 lubricant)
- Change air filter element
- Clean/Inspect all drains
- Inspect belt, set tension
- Test all safety devices
- Test operate unit and make adjustments as needed

Parts and Labor Cost Each Bi-Annual Service \$_____ this unit

Total cost for bi-annual inspections on above unit \$ _____

ANNUAL INDICATES ONCE YEARLY AND BI-ANNUAL INDICATES TWICE YEARLY.

ANY ADDITIONAL PARTS NECESSARY MUST BE PRE-APPROVED FOR INSTALLATION BY THE DEPARTMENT. ANY PARTS INSTALLED WITHOUT PRIOR AUTHORIZATION WILL NOT BE PAID.

DISCOUNT ON PARTS OFF LIST PRICE _____ %

ADDITIONAL REPAIRS NECESSARY DURING REGULAR BUSINESS HOURS
(8:00 AM – 5:00 PM)

LABOR RATE \$ _____ PER HOUR

NECESSARY REPAIRS AFTER REGULAR HOURS (5:00 PM – 8:00 AM) PM WILL BE PAID AT A RATE OF 1 ½ HOURS.

AFTER HOURS LABOR RATE \$ _____ PER HOUR

In regard to the City of Warwick's PREVENTATIVE MAINTENANCE OF COMPRESSORS CITY-WIDE Bid #2013-125 please answer the following :

1. Are you factory authorized repair for any of the following:
 - a. Ingersoll Rand Y___N___
 - b. Campbell Hausfeld Y___N___
 - c. Beall Y___N___
 - d. Champion Y___N___
 - e. Devilbiss Y___N___
 - f. Curtis Y___N___
2. Is your company able to provide a loaner compressor unit if the malfunctioning unit requires additional time to complete repairs, in the event one is necessary, for safety, security and normal building operations?
3. Please describe the success of your company the last time a loaner unit was necessary.
4. Please give a list of references for compressor maintenance and repair, related to the scope of work required within these bid specifications:
5. What insurance, specifically related to compressor repair, does your company retain?

CITY OF WARWICK

BID AND CONTRACT FORM

TITLE OF SPECIFICATION: Bid #2013-125 Preventative Maintenance & Repairs
for Compressors City Wide

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 and;

WHEREAS, the person or entity below 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 below and;

WHEREAS, this offer shall remain open and irrevocable until the CITY OF WARWICK has accepted this bid or another bid on the specifications or abandoned the project.

THEREFORE NOW BE IT RESOLVED, that the bidder agrees that acceptance below by the CITY OF WARWICK shall transform the bid into a contract. This bid and contract shall be secured by bonds, if required by the specifications.

PRICING AS SUBMITTED

THIS PAGE MUST BE SUBMITTED WITH YOUR BID

Acknowledgement of Addendum (if applicable)

Addendum Number

Signature of Bidder

COMPANY NAME: _____

COMPANY ADDRESS: _____

BIDDER'S SIGNATURE: _____

BIDDER'S NAME (PRINT): _____

TITLE: _____ TEL. NO.: _____

EMAIL ADDRESS: _____*

CONTRACT COMPLETION DATE:

(In terms of calendar days after award of bid): ____

*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: _____

BID #2013-125

PURCHASING AGENT