



## Town of North Providence

### Bid Specifications

### Fire Alarm Testing Services

Bids will be received at the Office of the Purchasing Agent, 2000 Smith Street, North Providence, Rhode Island, ground floor, until 10:45 A.M. Wednesday July 10, 2024. Bids will be opened at 11:00 a.m. that day in the Assembly Room (Ground Floor) of the North Providence Town Hall.

Bids must be sealed and plainly marked on the outside of the envelope.

The Purchasing Board reserves the right to reject any and all bids, to waive any informalities in the bids received and to accept the bid deemed most favorable to the interest of the Town.

## **INFORMATION FOR BIDDERS**

### **1. Receipt and Opening of Proposals:**

Sealed proposals (bids) will be accepted in the office of the Purchasing Agent, Town Hall, 2000 Smith Street, North Providence, R.I. until the time indicated in the Invitation for Bids, for the services designated in the Specifications and will then be publicly opened and read. No bids received thereafter will be considered.

### **2. Form of Bid:**

Proposals must be submitted on and in accordance with the bid proposal form included hereto, blank places must be filled in as noted, no change shall be made in the phraseology or in the item or items mentioned therein, must contain the name and proper address of the bidding firm, and must be signed by a responsible member of the firm with his signature and official title. Proposals which are not complete, or contain any omissions, erasures, alterations, addition or contain irregularities of any kind, may be rejected as informal.

### **3. Submission of Bids:**

(a) Envelopes containing bids must be sealed and addressed to the office of the Purchasing Agent, and must be marked with the name and address of bidder, date and hour of bid opening, and name of item in bid call.

(b) The Purchasing Agent will decide when the specified time has arrived to open bids, and no bid received thereafter will be considered.

(c) Any bidder may withdraw his bid by written request at any time prior to the advertised time for opening. Facsimile bids, amendments, or withdrawals will not be accepted.

(d) No bid may be withdrawn for a period of ninety (90) days from the date and time of opening.

(e) Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.

(f) Proposals received prior to the time of opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a proposal not properly addressed and identified.

(g) Two (2) copies of all documentation submitted.

(h) Bidders must submit a bidder information form to the North Providence Office of the Purchasing Agent upon receipt of specifications.

4. **Acceptance or Rejection of Bid Proposal:**

The Town reserves the right to award the bid by item and further reserves the right to reject any and all proposals or parts thereof, to waive any informality in the proposals received and to accept the proposal, or parts thereof, which it deems to be most favorable to the best interest of the Town.

5. **Qualifications of Bidder:**

The Town may make such investigations as it deems necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish to the Town all such information and data for this purpose as the Town may request. The Town reserves the right to reject any bid if the evidence submitted by, or investigation of such bidder fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

6. **Commencement and Term of Contract:**

The successful bidder shall commence the work upon Bid award. This a one-year contract with an option to renew for a second, third, fourth and fifth year if the Town chooses.

7. **Bid Prices:**

Bidders shall state the proposed bid prices in the manner as designated in the Bid Proposal. In the event there is a discrepancy between the price written in words and in figures, the prices written in words shall govern.

8. **Indemnification:**

The Contractor shall hold harmless, defend, and indemnify the Town and its officers, agents, and employees against all claims, demands, actions, and suits (including all attorney fees and costs) brought against any of them arising from the Contractor's work or any subcontractor's work under the contract.

9. **Insurance:**

The Contractor shall carry the following insurance at his own expense:

- (a) **General:** All insurance for this contract shall be written by company (or companies) acceptable to the Town and all policies or certificates shall be submitted to the Town for examination prior to commencement of operations by the Contractor. In the event any policy or certificate, the amount of the insurance, or the company writing same are not satisfactory to the Town, the Contractor shall secure other policies or certificates in form and amount and with a company satisfactory to the Town. The Contractor shall not permit policies to be changed, cancelled, or to lapse and all policies shall include a clause to the effect that the policy shall not be subject to cancellation or a reduction in the limits of liability or amounts of insurance until notice has been sent by certified mail to the Town stating when, (not less than thirty (30) days thereafter) such cancellation or reduction shall be effective. All certificates of insurance

shall be delivered to the Town contain true transcripts from the policy or policies, authenticated by the proper officer of the insurer evidencing in particular those insured, the extent of the insurance, the location and operations to which the insurance applies, the expiration date and the above-mentioned notice of cancellation clause and including the Town as an additional insured as to the operations involved.

- (b) If any part of the contract is sublet, similar insurance shall be provided by or in behalf of the subcontractors to cover their operations. The Contractor shall be charged with the responsibility for insurance protection for all his subcontract operations and should the contractor's policy not cover each and every subcontractor, certificates of insurance acceptable to the Town covering each and every subcontractor shall be filed with said Town prior to the commencement of subcontract operations.

(b) Workers' Compensation Insurance: The Contractor shall obtain workers, compensation insurance coverage for all of its workers, employees and subcontractors either as a carrier-insured employer or a self-insured employer, as provided by State of Rhode Island Statutes. The Contractor shall maintain worker's compensation insurance coverage for the duration of the contract.

In the event the Contractor's worker, compensation insurance coverage expires during the term of the contract, the Contractor shall renew said insurance, either as a carrier-insured employer or a self-insured employer, before its expiration, and the Contractor shall provide the Town with further certification of workers' compensation insurance as renewals of said insurance occur.

(c) **Comprehensive General Liability and Property Damage Insurance including Contractual Liability:** The Contractor shall maintain general liability and property damage insurance that protects the Contractor and the Town and its officers, agents, and employees from any and all claims, demands, actions, and suits for damage to property or personal injury, including death, arising from the Contractor's work under the contract.

- (1) Bodily injury including accidental death-each person \$1,000,000.
- (2) Bodily injury including accidental death-each occurrence \$1,000,000.
- (3) Property Damage - each occurrence \$1,000,000.
- (4) Property Damage - aggregate during any twelve (12) months period \$1,000,000.
- (5) Comprehensive Contractor's Protective Liability, same coverage as in paragraphs (1 - 5) above.

(d) Comprehensive Automobile Liability: covering all vehicles used by the Contractor in the course of the work-including owned, non-owned and hired.

- (1) Bodily injury including accidental death-each person \$1,000,000.
- (2) Bodily injury including accidental death-each occurrence \$1,000,000.
- (3) Property Damage - each occurrence \$1,000,000.

10. **Wages and Labor:**

The Contractor shall comply with the applicable provisions of Title 37, Chapter 13, as amended, General Laws of Rhode Island (1977 Reenactment).

11. **Safety and Health Regulations:**

All work contemplated is to be governed, at all times, by applicable provisions of Federal, State of Rhode Island and Town laws, regulations, and ordinances.

12. **Foreign Corporations:**

Attention of bidders is hereby directed to excerpts from Chapters 1 to 6 of Title 7 of the General Laws of Rhode Island, 1956, as amended, relative to the conditions precedent, etc. to carrying on business within this State for foreign corporations.

13. **MBE/WBE:**

In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a "DisBE")(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of RI State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, "Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects". As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit ISBE participation rate on the enclosed form entitled "MBE, WBE and/or DisBE Plan Form", which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor's Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Bid documents can be obtained at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php#section4>. Information regarding DisBEs may be accessed at [www.gcd.ri.gov](http://www.gcd.ri.gov).

13. **Bid Evaluation**

This is an evaluated bid. Bids shall be evaluated on the following criteria using a weighted scale, values stated below:

Previous Performance	10%
Bid Amount	50%
Credentials/Qualifications	20%
Ability to perform described services/work	20%
MBE/WBE Participation	6%

14. **Bid Award**

The Town may elect to award the entire bid or only a portion of the bid example: Town buildings only.

Contractors are to adhere and comply with the Rhode Island State Fire Code.

All bidders must hold a current and valid Fire Alarm Testing license from the State of Rhode Island.

All bidders must have a minimum of 3 years' experience in full time business of Fire Alarm & Sprinkler Testing as well as Fire Extinguishers.

All Bidder's must have sufficient manpower, knowledge, and must be able to obtain and supply all necessary components for authorized repairs.

All documents shall be submitted in accordance with Rhode Island State Fire Code

All necessary repair shall be submitted for approval with estimated cost for labor, components and all other costs associated to repair and return system to good working order. Any variation in the estimated cost shall be approved prior to completion.

All bidders shall familiarize themselves with all systems at each location.

The successful bidder shall provide to the Fire Department and the Purchasing Office a complete listing of Fire Alarm by building and location to include:

- make
- model
- date of manufacturer
- number of detectors and their general location
- and all other pertinent information for each building and submit this information within six months of bid award.

## **TOWN BUILDINGS**

### **The following Buildings are to be tested Semi-Annually**

133 Woonasquatucket Ave	Lymansville Station
900 Smithfield Road	Dog Pound
354 Fruit Hill Avenue	VFW

### **The following buildings are to be tested Quarterly**

2 Governor Notte Parkway	Rec Building #1
2 Governor Notte Parkway	Meehan Building #3
369 Fruit Hill Ave	Station 2
1080 Mineral Spring Ave	Station 3
1995 Smith Street	Town Hall Annex
2000 Smith Street	Town Hall
2 Mafalda St	DPW
1810 Mineral Spring Ave	Library/Pool
1835 Mineral Spring Ave	Police/Fire Headquarters
2226 Mineral Spring Ave	Old Town Hall

It is understood that the Town reserves the right to award the bid by item or alternate item, and further reserves the right to reject any and all proposals or parts thereof, to waive any informality in the proposals received and to accept the proposal or parts thereof, which it deems to be most favorable to the best interest of the Town.

Bidder further agrees that after notification that the bid has been accepted shall be organized to commence work upon bid award.

The Bidder will identify business entity as individual, or if doing business under an assumed name, indicate assumed name, partnership (naming partners) and indicate official capacity of person executing proposal and bid.

The undersigned having familiarized ourselves with the general layout of the Town, and the State and local conditions effecting the cost of the work, and with the documents effecting everything required to be performed, and to provide and furnish all labor, equipment, and transportation service necessary to perform and complete in a work like manner, all the work and services required to comply with the herein before requirements and with the provisions of the pertinent ordinances of said Town and to the requirements of the General Laws of the State of Rhode Island and Federal Regulations, at the following bid prices:



BID RESPONSE

Fire Alarm Testing

ITEM I: FIXED AMOUNT YEARLY MUNICIPAL BUILDINGS

\$ \_\_\_\_\_

ITEM III HOURLY RATE FOR REPAIRS

\$ \_\_\_\_\_

ITEM IV HOURLY RATE FOR REPAIRS, AFTER NORMAL WORKING HOURS

\$ \_\_\_\_\_

ITEM VI DISCOUNT FROM MANUFACTURES LIST PRICE FOR FIRE ALARM COMPONENTS:

\$ \_\_\_\_\_

ITEM VII INSTALLATION OF NEW FIRE ALARM SYSTEM AS STATED HEREIN

\$ \_\_\_\_\_

(Show amount in both words and figures. In case of discrepancy, the amount shown in words will govern.)

BIDDER:

\_\_\_\_\_

NUMBER & STREET:

\_\_\_\_\_

\_\_\_\_\_

CITY/STATE/ZIP:

\_\_\_\_\_

SIGNATURE:

\_\_\_\_\_

DATE: \_\_\_\_\_ PHONE NO.:

\_\_\_\_\_

Being a (Corporation, incorporated under)

the laws of the State of

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(Partnership )  
(Individual )

Composed of officers, partners or owner as follows:

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(President) (Owner) (Partner/s)

## INFORMATION TO ACCOMPANY BID PROPOSAL

### STATEMENT NO. 1:

Company will be available for use in carrying out the provisions of the contract commencing upon bid award.

### STATEMENT NO. 2:

Statement from an approved insurance company that, that company will write and furnish Contractor's Comprehensive General Liability and Property Damage Insurance, including Owner's Protective and Comprehensive Automobile, in the minimum limit of not less than \$1,000,000.

### STATEMENT NO. 3:

Statement containing the names or companies, if any, to whom the bidder plans to sublet a part of said contract, and including a listing of the equipment to be used by each sub-contractor.

### STATEMENT NO. 4:

Statement containing a list of the completed jobs performed as Contractor in Fire Alarm Testing in this or any other city or town. Said list shall contain the approximate population of the community in which said work was performed and the names and positions of the public officials who supervised said work.

STATEMENT NO. 1:

STATEMENT OF INSURANCE

The undersigned, will write and furnish to the Town of North Providence, Rhode Island, Contractor's Comprehensive General Liability and Property Damage Insurance, including Owner's Protective, in the amount of not less than \$1,000,000.00 and Automobile Liability, Comprehensive Form, Bodily Injury and Property Damaged Combined, in the amount of not less than \$1,000,000.00.

NAME OF INSURANCE COMPANY:

\_\_\_\_\_

NUMBER & STREET:

\_\_\_\_\_

CITY/STATE/ZIP:

\_\_\_\_\_

SIGNATURE OF COMPANY OFFICIAL:

\_\_\_\_\_

TITLE: \_\_\_\_\_ DATE:

\_\_\_\_\_

PHONE NO.:

\_\_\_\_\_

STATEMENT NO. 2:

THE BIDDER SHALL STATE THE NAMES OF ALL SUBCONTRACTORS THAT HE PROPOSES TO USE

Proposed Subcontractor: (If none, write "None")

NAME:

\_\_\_\_\_

NUMBER & STREET:

\_\_\_\_\_

CITY/STATE/ZIP:

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TYPE OF EQUIPMENT/SERVICE TO BE PROVIDED:

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This is to certify that the name/s of the above-mentioned subcontractors are submitted with full knowledge and consent of the respective parties.

BIDDER: \_\_\_\_\_

BY: \_\_\_\_\_

STATEMENT NO. 3:

THE BIDDER SHALL STATE SIMILAR CONTRACTS PERFORMED IN OTHER CITIES OR TOWNS

Name of City or Town:

\_\_\_\_\_

Approximate Population:

\_\_\_\_\_

Length of Contract: From \_\_\_\_\_ to \_\_\_\_\_  
(Month & Year) (Month & Year)

Name, position, address and telephone number of Public Official who supervised work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of City or Town:

\_\_\_\_\_

Approximate Population:

\_\_\_\_\_

Length of Contract: From \_\_\_\_\_ to \_\_\_\_\_  
(Month & Year) (Month & Year)

Name, position, address and telephone number of Public Official who supervised work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

BIDDER: \_\_\_\_\_

BY: \_\_\_\_\_