

TOWN OF SCITUATE, RHODE ISLAND

INVITATION TO BID

PROJECT: ON-SITE EMERGENCY GENERATOR MAINTENANCE AND INSPECTIONS

BID NUMBER: SCIT030

Sealed bid proposals to perform the subject project in accordance with the specifications enclosed herewith, and made a part of this invitation will be received in the Office of the Town Clerk addressed to:

Town of Scituate, Purchasing Agent
195 Danielson Pike
North Scituate, RI 02857

until **Monday, October 25, 2021 at 1:00 p.m. (EST)**. The bid proposals will be opened and read aloud at an in-person and virtual Bid Opening on October 25, 2021 at 1:15p.m. Individuals requesting interpreter services for the hearing impaired should call the Town Clerk at 647-2822, 72 hours in advance of the bid opening.

Topic: BID OPENING SCIT030

Time: Oct 25, 2021 01:15 PM Eastern Time (US and Canada)

Join Zoom Meeting:

<https://us02web.zoom.us/j/82149362542?pwd=MTFISStRTmpVNVFJZEFMNmxvZEIvUT09>

Meeting ID: 821 4936 2542

Passcode: 980364

+19292056099,,82149362542#,,,,*980364# US (New York)

+13017158592,,82149362542#,,,,*980364# US (Washington DC)

Any bid proposal received after said date and time, whether hand delivered, submitted via United States Postal Service, or submitted via any other delivery service, shall be declared invalid. All bids must be placed in a sealed envelope that is plainly marked "**BID PROPOSAL FOR: _ ON-SITE EMERGENCY GENERATOR MAINTENANCE AND INSPECTIONS**".

The bid award and signing of contract conditions are set forth in the enclosed specifications. Additional copies of the Contract and Specifications may be obtained from the Town Clerk at 401-647-2822.

The Purchasing Agent, along with Emergency Management Director, shall submit a list of bid results along with recommendation of a successful bidder to the Town Council.

THE TOWN OF SCITUATE RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS OR ANY PARTS THEREOF; TO WAIVE INFORMALITIES AND TECHNICALITIES; AND, TO ACCEPT THAT BID WHICH THE TOWN AND EMA DIRECTOR DEEM TO BE IN THE BEST INTEREST OF THE TOWN, WHETHER OR NOT IT IS THE LOWEST DOLLAR BID.

SCOPE OF WORK AND PROJECT SPECIFICATIONS

The Town of Scituate is requesting proposals from qualified bidders for provide on-site regular preventative maintenance, emergency maintenance, and annual inspections of its emergency generators, according to National Fire Protection Association and product warranties.

A list of generator types, size, age and locations are noted below:

Location	Make	Age	Type	Size	Fuel	Trans Switch
Town Hall 195 Danielson Pike, N Scituate	Kohler	2021	Single Phase	50 kw	Diesel	Kohler
Senior Center 1315 Chopmist Hill Road, N Scituate	Kohler	2005	Three Phase	55 kw	Diesel	Kohler
Police Department 1301 Chopmist Hill Road, N Scituate	Generac	2020	Three Phase	100 kw	Diesel	Generac
Highway Department, Bldg C 1 Lincoln Circle, N Scituate	Superior	2011	Single Phase	50 kw	Diesel	Dbl breaker Westinghouse
Highway Department, Bldg H 1 Lincoln Circle, N Scituate	Superior	2009	Single Phase	50 kw	Diesel	ASCO
North Scituate Fire Department 201 Danielson Pike, N Scituate	Superior	Not known	Three Phase	30 kw	Diesel	Dbl breaker Westinghouse
Hope Jackson Fire Company 117 Main Street, Hope	Superior	2021	Single Phase	60 kw	Diesel	ASCO
Hope Jackson Annex / Communications 116 Main Street, Hope	Kohler	2016	Single Phase	40 kw	Diesel	Kohler
Potterville Fire Department 953 Tunk Hill Road, Scituate	Superior	2017	Single Phase	30 kw	Propane	ASCO
Chopmist Hill Volunteer Fire Dept 1362 Chopmist Hill Road, N Scituate	Marathon	2011	Single Phase	30 kw	Diesel	ASCO
Animal Shelter 106 G Washington Highway, Scituate	Generac	2014	Single Phase	14 kw	Propane	Generac

TOWN OF SCITUATE, RHODE ISLAND
BID CONDITIONS AND CONTENT

1. Bids shall be signed by a duly authorized agent or official of the contractor / vendor who has legal authority to bind the company and must clearly identify the scope of services and proposed time frame for completion. Incomplete bid forms may be cause for disqualification of the bid.
2. Bids that are renumbered or re-sequenced may be cause for rejection if all information cannot be easily found and identified. Bidders wishing to re-word or re-format the enclosed documents should do so in an addendum identifying the pages or sections to be changed.
3. Bids must be submitted with three (3) complete copies.
4. Bids must be submitted in a sealed envelope clearly marked, so as to guard against opening prior to the appointed time, with the:
- 5.

NAME OF THE BIDDER
ADDRESS OF THE BIDDER
WORDS "BID DOCUMENTS FOR:
ON-SITE EMERGENCY GENERATOR MAINTENANCE AND INSPECTIONS"
DATE OF THE BID

6. If mailed, the sealed envelope containing the proposal shall be marked as stated above and shall be enclosed in another envelope properly addressed for mailing.
7. Within a reasonable time after the bid opening, the TOWN OF SCITUATE, RHODE ISLAND, (herein after referred to as the TOWN) shall act on the award of a contract for the project.
8. The TOWN reserves the right to withdraw this request at any time based on available funding.
9. The TOWN shall be the sole judge as to whether any bid complies with these specifications, and such a decision shall be final and conclusive. Bidders shall state any exceptions taken to the bid specifications.
10. **THE TOWN RESERVES THE RIGHT TO REJECT ANY, OR PART, OF ALL BID PROPOSALS; WAIVE ANY INFORMALITIES AND TECHNICALITIES; AND TO ACCEPT THAT BID WHICH THE TOWN COUNCIL DEEMS TO BE IN THE BEST INTEREST OF THE TOWN, WHETHER OR NOT IT IS THE LOWEST DOLLAR BID.**
11. Proposals submitted in unmarked envelopes, which are opened by the TOWN in its normal course of business, will not be accepted. If time permits, the proposal may be returned to the bidder informing them that the proposal may be resubmitted in a sealed envelope properly

marked as indicated above.

11. Bid prices shall not include any sales, excise or other taxes for which the TOWN is not liable. All bidders shall honor their properly submitted bid for a period of sixty (60) days subsequent to date of bid opening, without escalation.
12. Tax Compliance – Successful bidder shall be required to submit a current W-9 form in conformance with the attached sample, affirming current reporting compliance with all relevant jurisdictions.
13. Consideration in the awarding of the CONTRACT will be given to price, experience and competence of the bidder, the nature and size of the bidder's organization, and quality of similar projects it has performed and completed in the past and a determination by the TOWN that the COMPANY has the ability to complete the work.
14. Insurance – Before commencement of the contract services, the Contractor shall obtain and maintain throughout the term of this contract, the following insurance written by a company qualified to do business in the State of Rhode Island and satisfactory to the Town.

The Contractor agrees to defend, indemnify, protect, save and keep harmless the **Town of Scituate** from any and all loss, cost, damage or exposure arising from the negligent acts or omissions of the Contractor in undertaking this project. Proof of insurance must be supplied to the Town of Scituate thirty (30) days prior to the beginning of the term of contract, and then on an annual basis throughout the remainder of the contract's terms. All insurers of the Contractor shall be notified that a copy of any notice of cancellation shall be sent to the Town of Scituate.

- a. **General Liability** The Contractor will maintain in full force at all times during this engagement General Liability (including products and completed operations) insurance in the minimum amount of \$1,000,000 per occurrence for all damages on account of personal injuries and/or property damage arising out of an occurrence. If the Contractor's General Liability Policy is subject to an Annual Aggregate, said Aggregate must be in multiples of the per occurrence limit of liability. The Contractor will provide evidence of its General Liability policy to the **Town of Scituate** naming the **Town of Scituate** as an additional insured to the policy.
- b. **Auto** The Contractor will maintain in full force at all times during this engagement Auto Liability insurance covering all owned vehicles, hired vehicles, or non-owned vehicles in the minimum amount of \$1,000,000 per occurrence for all damages on account of personal injuries and/or property damage. The Contractor will provide evidence of its Auto Liability policy to the **Town of Scituate** naming the **Town of Scituate** as an additional insured to the policy.
- c. **Workers' Compensation** The Contractor will maintain in full force at all times workers' compensation insurance for all labor employed on the project. Workers' Compensation coverage must meet the statutory obligations of the State and Employer's Liability coverage shall be provided at \$500,000/\$500,000/\$500,000. Contractor shall supply evidence of the same to the **Town of Scituate**.

- d. **Professional Liability** The Contractor will maintain in full force at all times during this engagement Professional Liability insurance in the minimum amount of \$1,000,000 per occurrence for all damages on account of personal injuries and/or property damage arising out of an occurrence. If the Contractor's Professional Liability Policy is subject to an Annual Aggregate, said Aggregate must be in multiples of the per occurrence limit of liability. The Contractor will provide evidence of its Professional Liability policy to the **Town of Scituate**.

15. SURETY BOND REQUIRED: YES: ___ NO: X

If required, the COMPANY shall, to secure the faithful intent of this bid, furnish to the TOWN surety, in the amount of five per cent (5%) of the total dollar bid in the form of a Bid Surety Bond or a Certified Check made payable to the "TOWN OF SCITUATE". If a Bid Bond is submitted, it shall be issued by a company authorized to issue such surety bond in the State of Rhode Island and acceptable to the TOWN.

16. PERFORMANCE BOND REQUIRED: YES: ___ NO: X

The Successful Bidder shall furnish to the TOWN a Performance Surety Bond in the amount of the CONTRACT, which bond shall be issued by a reputable bonding company authorized to do such business in the State of Rhode Island and acceptable to the TOWN. Said bond shall be in the form satisfactory to and approved by the TOWN. The performance bond shall be delivered to the Town prior to the commencement of work. The bond shall include the appeal requirements of these PROJECT SPECIFICATIONS.

17. The COMPANY must bid the project as outlined in the CONTRACT and PROJECT SPECIFICATIONS. If the COMPANY proposes to perform any optional work or to substitute any part of the PROJECT SPECIFICATIONS, such options and/or substitutions must be explained in detail and the amount of additional or reduction in cost must be listed.

18. The following items shall also be included with the bid:

- Personnel Roster
- Client list for past five (5) years including current projects
- Statement of Qualifications
- Name and resume of project manager
- Non-Collusive Bid Statement

19. Each bidder must inform themselves of the conditions relating to the specifications of the project and the employment of labor thereon. Failure to do so will not relieve a successful bidder of their obligation to furnish all material and labor necessary to carry out the provisions of this CONTRACT. At the time of opening of the bids, each bidder will be presumed to have read, and to be thoroughly familiar with, the plans and CONTRACT documents (including all addenda). The failure or omission of any bidder to examine any form, instrument or document shall in no way relieve any bidder from any obligation in respect to this bid.

20. The bidder's attention is directed to the fact that all applicable state laws, municipal ordinances and the rules and regulations of all authorities having jurisdiction over

performance of the project shall apply to the CONTRACT throughout, and they will be deemed to be included in the CONTRACT the same as though herein written out in full.

21. **Prevailing Wage** – Successful bidder shall be required to furnish completed certificate guaranteeing payment of prevailing wage and indemnifying the Town of Scituate, Rhode Island from any loss whatsoever arising from failure to pay prevailing wage in conformance with the attached sample.

22. **COMPLETION DATE AND TIME SCHEDULE:**

A. Awarding of Contract

Within a reasonable time after the opening of the bids, the TOWN shall award a contract for the project. **The Town reserves the right to reject any and all bids as previously stated.**

B. Signing the Contract

Within thirty (30) days after the receipt of notice of acceptance by the TOWN of its proposal, the COMPANY shall execute with the TOWN a CONTRACT upon the basis of these specifications.

The COMPANY shall commence work within thirty (30) days of the signing of said CONTRACT.

TOWN OF SCITUATE, RHODE ISLAND
BID FORM

Project: ON-SITE EMERGENCY GENERATOR MAINTENANCE AND INSPECTIONS

The undersigned duly authorized agent for the **COMPANY** submitting this bid affirms and declares:

1. That this bid is executed with full knowledge and acceptance of the **PROJECT SPECIFICATIONS** enclosed with the **INVITATION TO BID** on the subject project.
2. IF REQUIRED, that should this bid be accepted in writing by the **TOWN**, said **COMPANY** will furnish the services for which this bid is submitted as the dollar amount indicated and in full compliance with the provisions of said **PROJECT SPECIFICATIONS**.
3. IF REQUIRED, that the bid is accompanied by surety in the amount of five percent (5%) of the dollar bid.
4. That all items, documents, statements and other information as required by the **PROJECT SPECIFICATIONS** have been submitted herein.
5. That the **COMPANY** understands and accepts that although the dollar amount of this bid is a major factor for consideration, the **TOWN** reserves the right to award the **CONTRACT** to other than the **COMPANY** submitting the lowest dollar bid after careful analysis of additional factors outlined in the **CONTRACT** and **PROJECT SPECIFICATIONS**.
6. That the **COMPANY** proposes to furnish the services and materials required to complete the aforesaid **PROJECT SPECIFICATIONS** at the hourly rate below.

BID AMOUNT:

Respondent will provide an hourly and daily rate for professional services, with estimate of the time required to perform the requested services.

Hourly Rate: _____ Daily Rate: _____

Emergency Response Hourly Rate: _____

Estimated Time Required to perform services:

Average Preventative Maintenance per unit _____ hours

Average annual Inspection per unit _____ hours

By: Name and Title _____

Signature: _____

Business address _____

Telephone Number _____

E-mail Address _____

**TOWN OF SCITUATE, RHODE ISLAND
NON-COLLUSIVE BID STATEMENT**

All bidders are required to sign a Non-Collusive Statement with all public bids as follows:

1. The bid has been arrived at by the bidder independently and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other vendor of materials, supplies, equipment, or services described in the Invitation to Bid, designed to limit independent bidding or competition,

And

2. The contents of the bid have not been communicated by the bidder or its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the opening of the bid.

Signature

Printed Name

Title

Company

Date