

**TOWN OF KINGSTOWN  
DEPARTMENT OF PUBLIC WORKS  
2050 DAVISVILLE ROAD  
NORTH KINGSTOWN, RI 02852  
401-294-3331 X610  
Bid Opening March 18, 2016 at 11am**

A pre-bid meeting will be held on Thursday March 10, 2016 at 10 AM at the North Kingstown Department of Public Works 2050 Davisville Road 02852

**RFP for Service to Sprinkler Systems and Fire Alarms**  
**Revised March 11, 2016**

The specifics for each area are as follows.

- The following request is for a three [3] year service contract for Inspection and Testing Services for Sprinkler Systems and Fire Alarms.
- It is highly recommended that all vendors review and assess all fire panel systems throughout the Town of North Kingstown before bidding this contract. Vendors must have the capability to service all types of fire alarm panel systems.
- All Contractors bidding this RFP shall be licensed in the state of R.I. for all trades included in this RFP, and will not be allowed to sub-contract any of the services required, unless said successful contractor incurs all cost, regardless of cause. Copies of licenses, insurance must be submitted with bid offer.
- Vendor employees must successfully complete RI State BCI check
- All service request, scheduling, communications and invoicing are to be processed through the Town of North Kingstown.
- **Payment of inspection invoices will be contingent upon copies of all certificates and reports being received by the Department of Public Works Facilities Project Manager, 2050 Davisville Road.**

**Sprinkler Systems**

The contractor shall perform quarterly testing in accordance with R.I. Uniform Fire Code, and NFPA 25 report of inspection, test results, services performed, and recommended improvements shall be completed on a **Report Form** acceptable to the Town of North Kingstown.

1. Any repair found needed during inspections shall be noted and upon approval of the Town shall be scheduled for repair during normal working hours with the

exception of emergencies. Cost for labor and replacement parts shall not be included as part of the inspection fee and will be the responsibility of the Town.

### **TOWN FACILITIES**

The Contractor shall furnish complete quarterly inspection and testing service of interior fire alarm systems for every building utilized by the Town of North Kingstown in accordance with the R.I. Uniform Fire Code, and NFPA 72. Inspection and testing of the fire alarm system in each building shall be completed every ninety (90) days for a total of four (4) inspections per year except as noted in the building list. All invoices shall include labor and material. Base Bid shall include the following.

1. Test the fire alarm master box in cooperation with the North Kingstown Fire Department at each inspection.
2. Schedule inspection and maintenance of: fire control panels, manual, conventional stations, monitor modules, heat and smoke detectors, control relay, horn, mini horns, strobe, booster power supply, conventional heat detector, remote drill switch, door closures, conventional control panel.
3. The re-setting of all fire alarm panels, when panels are reading trouble, beeping, and/or both; regardless of cause.
4. Cleaning of all types of detectors.
5. Replace electronic door holders/magnets as necessary
6. No truck and fuel charges will be included in this contract
8. Any repair found needed during inspections shall be noted and upon approval of the Town shall be scheduled for repair during normal working hours with the exception of emergencies. Cost for labor and replacement parts shall not be included as part of the inspection fee and will be the responsibility of the Town.

**All Service Calls shall be responded to within a twenty four (24) hours time period.**

**All Emergency Calls shall be responded to within a eight (8) hour period.**

The Town of North Kingstown shall hold the Contractor liable for any damages caused by his employees to any equipment, apparatus, or installed property in the buildings. The Contractor shall procure, at his expense, all necessary insurance, licenses and permits and shall conform to all laws and regulations.

All bidders will be investigated as to organization, ability to perform and experience. In order to more easily evaluate the capabilities of the bidder in respect to the above, bidders must furnish the following information in this bid:

1. How long in this type of business? \_\_\_\_\_
2. Name similar contracts you have been and are presently engaged in.

### SYSTEMS IN TOWN BUILDINGS

Revised February, 2016

1. Public Safety Building, Includes Fire Station One,  
8150 Post Rd and Police Station, 8166 Post Road (Test every 3 months)
2. Fire Station 2, 1865 Boston Neck Rd (Test every 6 months)
3. Fire Station 3, 6445 Post Rd (Test every 6 months)
4. Old Station 5, 121 Indian Corner Rd (Test every 6 months)
5. New Fire Station 5, 151 Indian Corner Road (Includes sprinkler system) (Test every 6 months)
6. Community Center, Beach St. (Includes sprinkler system) (Test every 6 months)
7. Water Pump Station, Located behind Fire Station 5 (Test every 6 months)
8. New Senior Center 44 Beach St. (Includes sprinkler system) (Test every 3 months)
9. Animal Shelter, 395 Hamilton Allenton Rd. (Includes sprinkler system) (Test every 6 months)
10. Town Hall 80 Boston Neck Road (Test every 3 months)
11. Town Hall Annex, 55 Brown St. (Test every 3 months)
12. Public Rest Rooms in Wickford, located behind Town Hall Annex (Test every 6 months)

13. Wilson Park Facility, West Main St. and Roosevelt Ave. (Test every 6 months)
14. Wilson Park Facility, West Main St. Soccer Building (Test every 6 months)
15. Wilson Park Facility, West Main St.  
Little League Concession Stand (Test every 6 months)
16. Little Red School House, 445 School St. ( Test every 6 months)
17. DPW O&M Facility, 2050 Davisville Road (Includes sprinkler system) (Test every 3 months)
18. Signal Rock Concession Stand. 300 Signal Rock Drive ( Test every 6 months)
19. McGinn Park Little League Concession Stand.  
174 School Street (Test every 6 months)
20. Transfer Station, 345 Devils Foot Road. Includes Scale House,  
Tipping Building and Shed. (Includes sprinkler system) (Test every 6 months)
21. Allen Harbor Restroom/ Bathhouse 24 Bruce Boyer Street ( Tests every 6 months)
22. Free Library 100 Boone Street (Test every 3 months)
23. Ryan Park Recreation Building (Concession/ Restroom)  
295 Oak Hill Road (Test every 6 months)
24. Fire Dept. Garage 545 Callahan Road (Includes sprinkler system) ( Tests every 6 months)
25. Golf Course Clubhouse 615 Callahan Road (Includes sprinkler system)(Test every 3 months)
26. Wickford Elementary School 99 Phillips St. (Includes sprinkler system) (Test every 3 months)
27. Administrative Building 100 Fairway Drive (Test every 3 months)
28. Highway Garage 480 Oak Hill Road (Test every 6 months)

TOWN OF NORTH KINGSTOWN, RHODE ISLAND

**FIRE ALARM and SPRINKLER SYSTEM INSPECTION  
TESTING, MAINTENANCE AND REPAIRS**

1. Fire Alarm and Sprinkler System Service Agreement

**Quarterly Inspections, 4 Total (except semiannual for smaller systems per State Law)**

**[May 2016, August 2016, November 2016, February 2017]**

\_\_\_\_\_ per year \$ \_\_\_\_\_  
(Written) (Figures)

2. Fire Alarm Repair and Emergency Service

**Monday-Friday 7:00 a.m. –4:00 p.m.**

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

**Minimum Hour(s) Per Call** \_\_\_\_\_

**Monday-Friday Overtime Hours** \$ \_\_\_\_\_

**Minimum Hour(s) Per Call** \_\_\_\_\_

**Saturday** \$ \_\_\_\_\_

**Minimum Hour(s) Per Call** \_\_\_\_\_

**Sunday & Holidays** \$ \_\_\_\_\_

**Minimum Hour(s) Per Call** \_\_\_\_\_

3. Sprinkler Repair and Emergency Service

**Monday-Friday 7:00 a.m. –4:00 p.m.**

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

**Minimum Hour(s) Per Call** \_\_\_\_\_

**Monday-Friday Overtime Hours** \$ \_\_\_\_\_

**Minimum Hour(s) Per Call** \_\_\_\_\_

**Saturday** \$ \_\_\_\_\_

**Minimum Hour(s) Per Call** \_\_\_\_\_

**Sunday & Holidays** \$ \_\_\_\_\_

**Minimum Hour(s) Per Call** \_\_\_\_\_

BIDDER'S SIGNATURE:

\_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

\_\_\_\_\_

(Please print name and title)

**TEL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**TOWN OF NORTH KINGSTOWN, RHODE ISLAND**  
**OPTIONAL SECOND YEAR**  
**FIRE ALARM MAINTENANCE AND REPAIRS**

1. Fire Alarm Service Agreement

**Quarterly Inspections, 4 Total (except semiannual for smaller systems per State Law)**

**[May 2017, August 2017, November 2017, February 2018]**

\_\_\_\_\_ per year \$ \_\_\_\_\_  
(Written) (Figures)

2. Fire Alarm Repair and Emergency Service

**Monday-Friday 7:00 a.m. –4:00 p.m.**

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

**Minimum Hour(s) Per Call** \_\_\_\_\_

**Monday-Friday Overtime Hours** \$ \_\_\_\_\_

**Minimum Hour(s) Per Call** \_\_\_\_\_

**Saturday** \$ \_\_\_\_\_

**Minimum Hour(s) Per Call** \_\_\_\_\_

**Sunday & Holidays** \$ \_\_\_\_\_

**Minimum Hour(s) Per Call** \_\_\_\_\_

3. Sprinkler Repair and Emergency Service

**Monday-Friday 7:00 a.m. –4:00 p.m.**

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

**Minimum Hour(s) Per Call** \_\_\_\_\_

**Monday-Friday Overtime Hours** \$ \_\_\_\_\_

**Minimum Hour(s) Per Call** \_\_\_\_\_

**Saturday** \$ \_\_\_\_\_

Minimum Hour(s) Per Call \_\_\_\_\_

Sunday & Holidays \$ \_\_\_\_\_

Minimum Hour(s) Per Call \_\_\_\_\_

BIDDER'S SIGNATURE: \_\_\_\_\_ 2<sup>ND</sup> YEAR

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

\_\_\_\_\_

(Please print name and title)

TEL: \_\_\_\_\_ DATE: \_\_\_\_\_ (2<sup>nd</sup> Year)

E-MAIL ADDRESS: \_\_\_\_\_

BID PROPOSAL  
TOWN OF NORTH KINGSTOWN, RHODE ISLAND  
OPTIONAL 3<sup>RD</sup> YEAR  
FIRE ALARM INSPECTION, TESTING, MAINTENANCE AND REPAIRS

1.Fire Alarm Service Agreement

**Quarterly Inspections, 4 Total (except semiannual for smaller systems per State Law)**

**[May 2018, August 2018, November 2018, February 2019]**

\_\_\_\_\_ per year \$ \_\_\_\_\_

**(Written)**

**(Figures)**

2. Fire Alarm Repair and Emergency Service

**Monday-Friday 7:00 a.m. –4:00 p.m.**

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

**Minimum Hour(s) Per Call** \_\_\_\_\_

**Monday-Friday Overtime Hours** \$ \_\_\_\_\_

**Minimum Hour(s) Per Call** \_\_\_\_\_

**Saturday** \$ \_\_\_\_\_

**Minimum Hour(s) Per Call** \_\_\_\_\_

**Sunday & Holidays** \$ \_\_\_\_\_

**Minimum Hour(s) Per Call** \_\_\_\_\_

3. Sprinkler Repair and Emergency Service

**Monday-Friday 7:00 a.m. –4:00 p.m.**

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

**Minimum Hour(s) Per Call** \_\_\_\_\_

**Monday-Friday Overtime Hours** \$ \_\_\_\_\_

**Minimum Hour(s) Per Call** \_\_\_\_\_

**Saturday** \$ \_\_\_\_\_

**Minimum Hour(s) Per Call** \_\_\_\_\_

**Sunday & Holidays** \$ \_\_\_\_\_

**Minimum Hour(s) Per Call** \_\_\_\_\_

BIDDER'S SIGNATURE:

\_\_\_\_\_ 3<sup>RD</sup> YEAR

**TERMS:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

\_\_\_\_\_

**(Please print name and title)**

**TEL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**E-MAIL ADDRESS:** \_\_\_\_\_

**OPTIONAL 3<sup>RD</sup> YEAR**

**EXPERIENCE SHEET**

**The following experience sheet shall be completed by each Bidder. Any bid submitted without a fully completed experience sheet may be rejected by the Owner.**

**1. Have you ever failed to complete any work awarded to you? If so, state where and why:**

---

**2. List similar projects that your Firm has completed within the last 5 years:**

<b>Telephone</b>	<b>Contract</b>	<b>When</b>	<b>Name, Address,</b>
<b>Class of Work</b>	<b>Amount</b>	<b>Completed</b>	<b>Engineer or Owner</b>

## **INFORMATION FOR BIDDERS**

### **ARTICLE 1. RECEIPT AND OPENING OF BIDS**

Sealed bids must be submitted in SEALED ENVELOPES, addressed to North Kingstown Department of Public Works 2050 Davisville Road North Kingstown, Rhode Island 02852, and clearly marked with the name of the item bid, and the date and time of opening. Bids will be received up to the specified time as noted on the Invitation to Bid, and publicly opened and read aloud at the specified time. Proposals submitted for a specified item must not be combined under the same cover with any other bid item.

It is the bidder's responsibility to see that his bid is delivered within the time and at the place prescribed. Proposals received prior to the time of opening will be securely kept unopened. No responsibility will attach to any officer or person for the premature opening of a proposal not properly addressed and identified.

Any bid received after the time and date specified shall not be considered, by messenger or by mail, even if it is determined by the Town that such non-arrival before the time set for opening was due solely to delay in the mails for which the bidder is not responsible. Conditional or qualified bids will not be accepted.

### **ARTICLE 2. PREPARATION OF BID**

Each bid must be submitted on the prescribed form. All blank spaces for bid prices must be filled in, in ink or typewritten, both in words and figures. Erasures or other changes must be explained or noted over the signature of the bidder. Each bid must be submitted in sealed envelopes, clearly labeled, so as to guard against opening prior to the time set therefore.

The Town may consider any bid not prepared and submitted in accordance with the provisions hereof and reserves the right to reject any or all proposals in whole or in part, toward any item, group of items, or total bid; to waive any technical defect or formality in same, or to accept any proposal deemed to be in the best interest of the Town.

In the event more than one item is requested and/or listed on the Proposal Form, bidders may bid on any or all items. The Town reserves the right to make award on an item for item basis or aggregately, whichever may be in the best interest of the Town.

### **ARTICLE 3. TELEGRAPHIC MODIFICATION**

Telephonic, telegraphic or oral bids, amendments or withdrawals will not be accepted.

### **ARTICLE 4. WITHDRAWAL OF BIDS**

Bids may be withdrawn personally or by written request at any time prior to the time specified for the opening. Bids may be modified in the same manner. Negligence on the part of the bidder in preparing the bid confers no right of withdrawal or modifications of his bid after such bid has been opened.

### **ARTICLE 5. QUALIFICATIONS OF THE BIDDER**

The Town reserves the right to request each bidder to present evidence that he is normally engaged in purveying the type of product or equipment bid on. No bid shall be considered from bidders who are unable to show that they are normally engaged in purveying the type of product or equipment specified in the bid proposal.

To receive full consideration, the bidder must submit literature and necessary details, when applicable, on the material or service he proposes to furnish in order that the Town may have full information available when analyzing the proposals.

### **ARTICLE 6. OBLIGATIONS OF THE BIDDER**

At the time of opening of bids, each bidder will be presumed to have inspected the Specifications and Contract Documents (including all addenda), which have been sent to the address given by such bidder. The failure or omission of any bidder to receive or examine any form, instrument, or document or to inspect any item specified as a Trade-in shall in no way relieve any bidder from any obligation in respect to his bid. Any exceptions or deviations from the provisions contained in this Specification must be explained in detail and attached to proposal. If such deviations do not depart from the intent of this notice and are in the best interest of the Town, the proposal will receive careful consideration.

#### ARTICLE 7. PRICES

Bidders shall state the proposed price in the manner as designated in the Bid Proposal Form. In the event that there is a discrepancy between unit prices and the extended totals, the unit prices shall govern. In the event that there is a discrepancy between the price written in words and written in figures, the prices written in words shall govern. The prices in this bid shall be irrevocable for ninety (90) days, or until the bid is awarded by the Town Council. After award by the Town Council, said prices shall then remain firm for the duration of the Contract.

#### ARTICLE 8. TAX EXEMPTIONS

The Town is exempt from payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30 Para. I, as amended. The Town is exempt from payment of Federal Excise Taxes. The prices bid must be exclusive of taxes and will be so construed. Exemption certificates will be completed as required by the successful bidder.

#### ARTICLE 9. CONTRACT PERIOD AND TERM OF AGREEMENT

Contract period: Three (3) CALENDAR YEAR from date set in the Notice to Proceed. If financially advantageous to the Town of North Kingstown, these contracts may be renewed or extended, from time to time, when agreed to, in writing, by both parties.

#### ARTICLE 10. LABOR REGULATIONS

The following paragraphs regarding nondiscrimination in employment shall be included and become part of these specifications:

- a. Contractors shall comply with the provisions of the General Laws of Rhode Island and attention is called to Title 37, Chapter 13, Section 1-16, relative to the payment of wages, obligations and charges by Contractors on public works projects.
- b. Non-resident Contractors are subject to Section 44-1-6 of the Rhode Island General Laws, as amended. (OUT OF STATE CONTRACTORS.)
- c. The successful bidder will be required to comply with the Davis-Bacon Act (40 USC 2 to a-7) as supplemented by Department of Labor regulations (29CFR Part 5).
- d. The successful bidder will be required to comply with the Contract Works Hours and Safety Standards Act (40 USC 327-330) as supplemented by Dept. of Labor Regulations (29CFR, Part 5).
- e. The successful bidder will be required to comply with Executive Order 11246, entitled Equal Employment Opportunity, as amended, and as supplemented in Department of Labor regulations (41 CFR Part 60).
- f. The successful bidder will be required to comply with the Copeland "Anti-Kickback" Act (18 USC 874) as supplemented in Department of Labor regulations (29 CFR, Part 3).
- g. The successful bidder will be required to comply with the Safety and Health regulations (29 CFR, Part 1926 and all subsequent amendments) as promulgated by the Department of Labor.
- h. The successful bidder will be required to comply with Title VI of the Civil Rights Act of 1964 ( P.L. 88-352).

#### ARTICLE 11. INSURANCE

The Contractor shall assume responsibility and liability for all injuries to persons or damages to property, directly or indirectly due to, or arising out of, his operations under the contract and shall be responsible for the proper care and protection of all work performed for the Town.

The Vendor shall also indemnify and save harmless the Town of North Kingstown against any and all claims of whatever kind and nature due to, or arising out of, his breach or failure to perform any of the terms, conditions, or covenants of the contract resulting from acceptance of his bid.

The Vendor shall furnish certificates of insurance from companies acceptable to the Town of North Kingstown and North Kingstown. All insurance companies listed on certificates must be licensed to do business in the State of Rhode Island. The Contractor shall provide a certificate of insurance as specified on the bid proposal form attached. Contracts of insurance (covering all operations under this contract) shall be kept in force until the contractor's work is acceptable by the Town.

The limits of the insurance must be at least in the amounts specified below:

1. Commercial General Liability-Occurrence Form \$1,000,000/\$1,000,00
2. Automobile Liability - \$1,000,000  
(With both of the above naming the Town as additional insured.)
3. Worker's Compensation (if legally allowed and available). Waiver of subrogation applies to Worker's Compensation.

The Vendor shall secure, pay for, and maintain insurance as necessary to protect himself against loss of owned or rented capital equipment and tools, with provision for waiver of subrogation against the Owner

#### ARTICLE 12. LAWS, ORDINANCES AND CODES

All applicable Federal and State Laws, Ordinances and Codes of the Town of North Kingstown and regulations of all authorities having jurisdiction over this Project shall apply to this contract the same as though written herein in full. The Town of North Kingstown will not award the Contract to any Contractor who is, at the time, ineligible under the provisions of any applicable regulations issued by the Secretary of Labor, United State Department of Labor, or is not qualified under applicable Ordinances of the Town of North Kingstown, or the laws of the State of Rhode Island.

#### SELECTION CRITERIA

The bid will be evaluated as to R.I. G.L.45-55-5. (2) "Competitive Sealed Bidding" and the award shall be made on the basis of the lowest evaluated or responsive bid price.