

**REQUEST FOR QUOTATION**

**RFQ Description: ARTISAN Pest and Termite Control**

**RFQ Number: 25-02**

**March 7, 2024**

The Town of Westerly/Westerly Schools (Town), Westerly, RI, acting through its Purchasing Agent, is hereby soliciting sealed bids for the above referenced RFQ and you are hereby invited to submit hourly rates for the Scope of Work described in this Request for Quotation, in strict accordance with the Bid Documents.

**TERMS AND CONDITIONS**

Bids shall be based on the Terms and Conditions as referenced in this Request for Quotation.

**BID DUE DATE/SUBMITTING INSTRUCTIONS**

**BIDS ARE DUE** and **MUST BE SUBMITTED** on the attached **BID FORM, Attachments B, NO LATER THAN 2:00 p.m. EST, March 28, 2024**. A Bid submitted on other than the attached BID BREAKDOWN FORM may be rejected. Envelopes containing bids **must be** sealed and addressed to the undersigned, at the Purchasing Department, Westerly Town Hall, 45 Broad St., Westerly, RI 02891 and must be clearly marked with the Name and Address of Bidder, Bid Due Date and Time, and RFQ Number and Title. Bidders must include **one copy and a Digital Copy on Disk or Flash drive** of the Bid as defined in the Instruction to Bidders.

**BIDDER'S QUESTIONS**

Questions regarding this solicitation must be emailed and received by the Purchasing Agent at [ecardillo@westerlyri.gov](mailto:ecardillo@westerlyri.gov) no later than **12:00 pm on March 20, 2024**, in a Microsoft Word attachment with the corresponding solicitation number. Questions, if any, and responses will be posted on the Town of Westerly website at [www.westerlyri.gov](http://www.westerlyri.gov) as an addendum to this solicitation.

**SPECIAL INSTRUCTIONS TO BIDDERS**

1. Bidder shall base the Proposal on providing all materials and equipment, FOB jobsite.
2. Bidders shall note that their bid is based on **Prevailing Wage** (RIGL Sec 37-13-1 et seq.). The successful bidder and its subcontractors must pay their workers at the applicable prevailing wage rates (adjusted every July 1) for the various trades on a weekly basis and submit certified weekly payroll as described in the Instructions to Bidders. Prevailing wage rate schedules are available at the Rhode Island Department of Labor and Training website at [www.dlt.ri.gov](http://www.dlt.ri.gov).
3. Quotes must be **firm for a minimum of 120 days** from date of submission.
4. **Bid Completeness** - Pricing submitted on this project must be an all-inclusive price. The intent of an all-inclusive Price is such that no Adds or Change Orders will be necessary.
5. If the Bidder submits a supporting/additional document with their bid, that document must include **page numbers**.
6. This project is **Tax exempt** for Rhode Island Sales Tax and Federal Excise Taxes.
7. **The Successful Bidder MUST be able to have a response time that will allow an assigned project to be completed when requested by the Town/School.**

**RFQ BID DOCUMENTS**

- Bidder Information** – Pages 1-2
- Attachment A** – Scope of Work, Page 3-6
- Attachment B** – Bid Form Pages 7-10
- Attachment C** – Instruction to Bidders Pages 11-13
- Appendix A** – Bidder Certification Pages 14-18
- Appendix B** – Westerly Standard Contract Pages 19-28

**BIDDER CERTIFICATION FORM (see APPENDIX A):** Bidders must include, complete, and submit a Bidder Certification Form with each bid proposal.

This solicitation is available at [www.westerlyri.gov](http://www.westerlyri.gov).

The Town of Westerly/Westerly Schools reserves the right to reject any/all bids, waive any informalities in the bids received and to accept and award the bid to the lowest qualified bid deemed most favorable to the interest of the Town/School.

The Town/School does not discriminate based on age, color, gender, national origin, race, religion, sexual orientation, or disability in accordance with applicable laws and regulations.

Regards,

**Eileen Cardillo**  
Purchasing Agent  
Town of Westerly/  
Westerly Public Schools  
45 Broad Street  
Westerly, RI 02891  
Tel: (401) 348-2599  
Email: [ECardillo@westerlyri.gov](mailto:ECardillo@westerlyri.gov); [www.westerlyri.gov](http://www.westerlyri.gov)



**ATTACHMENT "A"**

**SCOPE OF WORK**

**RFQ 25-02**

**Description of Scope**

This Contractor will be responsible for the completion of the following work scope items. Provide the Town of Westerly/Westerly Public School the services of a licensed Pest and Termite Control Technician in the State of Rhode Island and an apprentice/helper (**if required**) for a three-year Master Pricing Agreement period from July 1, 2024 to June 30, 2027 with optional extensions of two (2) one (1) year terms at the Town/Schools discretion according to the agreed upon hourly labor rates, work schedules, and parts and materials percentage markup.

It must be understood that the total costs per individual job (service request) cannot **exceed \$7,500.00** including parts and materials.

The Successful Bidder will be required to furnish the Town of Westerly/Westerly Public Schools adequate proof of federal liability, motor vehicle liability, and worker's compensation insurance in amounts sufficient to satisfy Town and School requirements specified herein, and to maintain said insurance for the duration of the contract period.

The Successful Bidder will have adequate manpower to satisfy Westerly's routine and emergency requirements.

It should be noted that there will not be a guaranteed contract but only a **Master Pricing Agreement** between the contractor and Westerly. Westerly makes no assurances, intended or implied, that the winning bidder will receive any given number of service requests during the contract period of the contract. Westerly also reserves the right to cancel the agreement at any time, with or without cause, without penalty or obligation.

The Successful Bidder agrees to submit ALL Quotes to Westerly and provide written documentation of material/equipment costs.

It is intended that the vast majority of the work will be routine in nature and scheduled during **regular business hours**. However, emergencies could occur. Repetitive failure to initiate service with the allotted response time will be grounds for cancellation of the contract.

It is expected that work performed according to **recognized industry standards**, that all required replacements parts and materials are warranted by respective manufacturers. Failure to meet the quality standards of Westerly will be grounds for termination of the contract.

The Successful Bidder will be required to comply with the State of Rhode Island **Prevailing Wage** requirements for the applicable trades.

All bid prices will be considered firm. All bid prices **shall be all inclusive of any additional charges. Travel or fuel surcharges will not be allowed.**

All orders must be clearly identified with **purchase order number, department name and person's attention**. Unless deemed an emergency no work orders shall be filled without a Purchase Order. **Invoice** must not exceed purchase order amount and must show the Purchase Order Number. **Invoice** must be submitted within 30 days of the service performed. **Certified Payroll forms must be submitted with each invoice.**

**Staffing of Job:** The Successful Bidder will provide the appropriate number of staff for each job and will not artificially load the job with helper/apprentices etc. The Town/School will not pay for non-required personnel.

**Material/Equipment:** The Successful Bidder agrees to provide written back-up documentation of acquisition costs upon request by the Town of Westerly/Westerly Public Schools, for items **over \$300.00** and will solicit **competitive quotes for the parts/materials/equipment over \$1,000.00.**

**RI Licenses are required, and a copy must be submitted with the bid.**

**Description of IPM Methods and Products** Summarize nonchemical IPM methods proposed and choose pest management strategies that are:

- Least disruptive of natural controls

## TOWN OF WESTERLY/WESTERLY PUBLIC SCHOOLS

- Least Hazardous to human health
  - Least toxic to non-target organisms
  - Least damaging to the environment
  - Most likely to produce a permanent reduction of the pest population
  - Easiest to carry out effectively, and
  - Most cost effective over the short and long term
- 
- Do not apply pesticides inside or outside unless visual inspection or a monitoring device indicates the presence of that specific area.
  - Control rodents inside buildings only with trapping devices. All such devices shall be concealed from view, being placed in protected areas unaffected by routine cleaning and other operations. The Contractor is responsible for disposing of all trapped rodents and all rodent carcasses in an appropriate manner.
  - Use portable vacuum rather than pesticides sprays for initial cleanouts of cockroach infestations, for swarming (winged) ant and termites, and for control of spiders in webs.
  - Bait formulations shall be the standard pesticide technology for cockroaches and ant control, with alternate formulations restricted to unique situations where baits are not practical.
  - The Contractor shall apply all insecticides as “crack and crevice” treatments only, defined as treatments in which the formulated insecticide is not visible to a bystander during or after the application process.
  - List EPA-approved pesticides products proposed for use in the program together with the rationale, proposed methods of use, and methods planned to minimize exposure. For each pesticide, list the product name, EPA registration number, pest targeted, and where pesticide will be applied (e.g., indoors, in wall voids or outside).

**Log Book:** The Contractor shall be responsible for maintaining an complete and accurate Pest Management Log Book at each facility that is served under the contract. The log book shall be updated at each visit by the Contractor. If the facility lacks a Log Book, the Contractor is responsible for providing one. The Log Book shall contain at minimum the following items:

- A copy of the IPM plan and/or service schedule for the building.
- A copy of each license, certification, or proof of insurance required.
- A list of pesticides used, including copies of sample labels and material safety data sheets (SDS). All pest control products must be registered by the U.S. EPA for residential use and must be applied according to the manufacturer's label instructions.
- A pest sighting log where new work orders and focus list is updated.
- The locations of all traps and bait stations on the premises, preferably in map format.
- Copies of all service report forms for the facility
- Sample educational materials

**Inspection/Sanitation Report (service tickets):** Upon completion of each routine inspection at the property, the Contractor must submit a summary highlighting troubled areas or units. The Contractor must submit the report in hard copy format. The hard copy must be signed by the building representative and kept in the IPM Log. An individual Service Ticket must be completed for each unit in which pesticides were applied.

**Quality Control Summary (bi-annually):** A report on the quality control program in place that quantitatively and qualitatively measures the successes and failures of the program. A report on the findings of quality control shall include recommendations for improvement including, but not limited to the following:

- Brief narrative discussing the findings as they relate to an increase or new infestations by school, including recommendation for treatment or preventative measures.
- Discussion of any finding of deficiencies due to lack of access, inadequate or improper treatments, or recommendations of change to a more effective chemical.
- Provide a formal list of recommendations including photos where applicable. These recommendations should identify desirable structural or operational changes and pest-proofing activities or modification of staff operational methods or timing that would improve pest management efforts(e.g., caulking around pipes)

**This bid may be awarded as two different contracts - one for the Town and one for the School**

### **Specifications**

- Company shall provide all labor and material necessary to complete the work.
- Company shall provide proof of liability and worker's compensation insurance.
- Company shall provide all information regarding proposed material to be used.
- Company shall provide all written copies of work performed at each location.
- Company shall provide detailed information with regard to a pest management program for facilities, which shall provide sanitary, structural, cultural, mechanical, non chemical and chemical controls to prevent, exclude and/or eliminate pests.
- Company shall provide information with regard to the availability of staff training.
- \*Company shall provide information with regard to a monthly service plan and quality control.

\*Information to be submitted with bid

TOWN OF WESTERLY/WESTERLY PUBLIC SCHOOLS

<b>School Locations-</b>	<b>Address</b>
Westerly High School	23 Ward Avenue
Babcock Hall	23 Highland Avenue
Westerly Middle School	10 Sandy Hi II Road
State Street School	35 State Street
Dunn's Corners School	8 1/2 Plateau Road
Springbrook Elem. School	39 Springbrook Road
Bus Transportation	8 Springbrook Road
Transition Academy	5 Union Street-Lower Floor
<b>Town Locations-</b>	<b>Address</b>
Adult Day Center	5 Union Street
Bradford Pump Station #3	22 Old Carriage Road
Info Booth & Restrooms	312 Atlantic Avenue
Old DPW Bldg	39A Beach Street
Old Town Hall	10 Union Street
Pump Station #1	28 White Rock Road
Pump Station #2	99 Canal Street
Pump Station #3	38 White Rock Road
Pump Station #3	234 Westerly Bradford Road
Pump Station #4	16 Old Carriage Road
Rec Area-Restroom, Concession & Storage	49 White Rock Road
Sewer Pump Station	184 Beach Street
Sewer Pump Station	Oak Street-Bradford Road•
Sewer Pump Station	20 Canal Street
Sewer Treatment Plant	87 Margin Street
Tower Street School Com. Center	93 Tower Street
Vacant Building	15 Tower Street
Veterans Of Foreign Wars Bldg.	113 Beach Street
Water Pump Station	27 Noyes Avenue
Westerly Animal Shelter	33 Larry Hirsch Lane
Westerly Armory	8 Dixon Street
Westerly Police Station	60 Airport Road
Westerly Police Sub Station	68 Pierce Street
Westerly Public Works Hwy. Div.	35 Larry Hirsch Lane
Westerly Senior Center	39 State Street
Westerly Town Beach Pavilion	365 Atlantic Avenue
Westerly Town Hall	45 Broad Street
Westerly Transfer Station	236 Westerly Bradford Road
Westerly Waste Water Treatment Plant	23 Margin Street
Westerly Water Dept.	68 White Rock Road

**ATTACHMENT "B"**

**Bid Form**

***"THIS FORM MUST BE COMPLETED AND SUBMITTED WITH BID"***

**RFQ NUMBER: 25-02**

**RFQ NAME: Artisan Pest and Termite Control**

School Locations	Street Address	Cost Per Month	FY25 Annual Cost	Cost Per Month	FY26 Annual Cost	Cost Per Month	FY27 Annual Cost
BH	23 Highland Ave.						
DCS	8 ½ Plateau Rd.						
SES	39 Springbrook Rd.						
SSS	35 State St.						
WMS	10 Sandy Hill Rd.						
WHS	23 Ward Ave.						
Transportation Garage	8 Springbrook Rd.						
Transition Academy	5 Union Street						
<b>TOTAL COST SCHOOL LOCATIONS</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>
Town Locations	Street Address	Cost Per Month	FY25 Annual Cost	Cost Per Month	FY26 Annual Cost	Cost Per Month	FY27 Annual Cost
Adult Day Center	5 Union Street						
Bradford Pump Station #3	22 Old Carriage Road						
Info Booth & Restrooms	312 Atlantic Avenue						

TOWN OF WESTERLY/WESTERLY PUBLIC SCHOOLS

Old DPW Bldg	39A Beach Street						
Old Town Hall	10 Union Street						
Pump Station #1	28 White Rock Road						
Pump Station #2	99 Canal Street						
Pump Station #3	38 White Rock Road						
Pump Station #3	234 Westerly Bradford Road						
Pump Station #4	16 Old Carriage Road						
Rec Area-Rest-Room, Concession & Storage	49 White Rock Road						
Sewer Pump Station	184 Beach Street						
Sewer Pump Station	Oak Street-Bradford Road						
Sewer Pump Station	20 Canal Street						
Sewer Treatment Plant	87 Margin Street						
Tower Street School Com Center	93 Tower Street						
Vacant Building	15 Tower Street						
Veterans of Foreign Wars Bldg	113 Beach Street						
Water Pump Station	27 Noyes Avenue						
Westerly Animal Shelter	33 Larry Hirsch Lane						
Westerly Armory	8 Dixon Street						

TOWN OF WESTERLY/WESTERLY PUBLIC SCHOOLS

Westerly Police Station	60 Airport Road						
Westerly Police Sub Station	68 Pierce Street						
Westerly Public Works Hwy Div	35 Larry Hirsch Lane						
Westerly Senior Center	39 State Street						
Westerly Town Beach Pavilion	365 Atlantic Avenue						
Westerly Town Hall	45 Broad Street						
Westerly Transfer Station	236 Westerly Bradford Road						
Westerly Waste Water Treatment Plant	23 Margin Street						
Westerly Water Department	68 White Rock Road						
<b>TOTAL COST TOWN LOCATIONS</b>		<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**The Bidder stated below agrees to provide all labor, materials, equipment, supervision and all activities required to provide a complete scope of work as defined in the above referenced Request for Quotation, for the following Hourly Rates:**

- A. **Out of Scope Service** – Normal business hours, 8:00am through 4:30pm, Monday through Friday.  
 Licensed Technician - \$\_\_\_\_\_ per hour.  
 Apprentice/helper (if required) - \$\_\_\_\_\_ per hour.  
**8- hour response time**
- B. **Emergency Service** – nights, weekends and holidays.  
 Licensed Technician - \$\_\_\_\_\_ per hour.  
 Apprentice/helper (if required) - \$\_\_\_\_\_ per hour.  
**4- hour response time**
- C. **Markup** for required **Parts and Materials** shall not exceed \_\_\_\_% of the cost of acquisition. **I agree to provide written documentation of acquisition cost upon request by the town of Westerly, which must include competitive quotes from the parts/materials/equipment over \$1,000.00.**

TOWN OF WESTERLY/WESTERLY PUBLIC SCHOOLS

D. Company's Workday Telephone #/Cell # - \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Company's After Hours/ Holiday Telephone# / Cell # - \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**The Hourly Rates listed above must include all costs such as profit, overhead, insurance, all tools, etc., associated with the Hourly Rate.**

The price includes all stipulations and requirements of Addendum No. \_\_\_\_\_, which have been received and accepted by the undersigned.

Exclusions:

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

Did you deviate from the specifications in any way: YES \_\_\_\_\_ NO \_\_\_\_\_?

(If yes, you must explain below and submit a detailed description of all deviations, so that your product or service can be properly evaluated.) \_\_\_\_\_

What is the **Company's Experience Modification Rating** from your Insurance provider? \_\_\_\_\_ **EMR.**  
**If over 1.0, please explain why** \_\_\_\_\_

**This Request for Quotation, together with all documents, specifications, drawings and documents/attachments/Addendums, are included and constitute the entire proposal from the bidder. There are no terms, conditions, or provisions, either oral or written, between the parties hereto, other than those contained herein. The Request for Quotation supersedes all written representation, inducements, or understandings of any kind or nature between the parties hereto, relating to the project involved herein. Payment Terms are net 30 days, after delivery, for this scope of work.**

The bid prices above exclude applicable sales and or use taxes; and includes all shipping/transportation costs. The submitted pricing for this scope of work shall remain firm for 120 days from date of submission.

**VENDOR QUESTIONS:**

**CAN YOU MEET THE REQUIRED RESPONSE TIMES? YES \_\_\_\_\_ NO \_\_\_\_\_**

**DO YOU HAVE ADEQUATE STAFFING TO FULFILL THE AGREEMENT? YES \_\_\_\_\_ NO \_\_\_\_\_**

**REFERENCES:**

**PROVIDE AT LEAST 3 REFERENCES WITH CONTACT NAMES & TELEPHONE NUMBERS.**

**Company Representative**

Company Name: \_\_\_\_\_ Print Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

\_\_\_\_\_  
Telephone Street City State Zip

Email: \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACHMENT C**

**MATERIAL PURCHASES**

1. **Submission of Bids**

- a. Envelopes containing bids **must be** sealed and addressed as indicated on the Invitation to Bid and must be marked with the name and address of bidder, date and bid due time, and name of bid, along with RFQ number.
- b. The Purchasing Agent will decide when and if the specified time has arrived to open bids, and no bid received thereafter will be considered. The Purchasing Agent reserves the right to waive any informality in the bidding process.
- c. Any bidder may withdraw his/her bid by written request at any time prior to the advertised time for opening. Telephonic bids, amendments, or withdrawals will not be accepted.
- d. 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.
- e. Proposals received prior to the time of opening will be securely kept unopened. No responsibility will attach to an officer or person for the premature opening of a proposal not properly addressed and identified.
- f. 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.

2. **Prices**

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

3. **Terms**

Cash discounts offered will be considered in determining awards. The discount period shall be computed from the date of delivery or from the correct invoice as received by Town Treasurer, whichever date is later. The date of delivery shall be construed to mean the date on which bid item is determined to meet the specifications and is therefore acceptable. Discounts for a period less than thirty (30) days may not be considered. Payment terms are net 30.

4. **Qualification of Bidders**

The Town/School's may make such investigations as it deems necessary to determine the ability of the bidder to perform the work. The bidder shall furnish the town with all such information and data for the purpose as may be requested.

5. **Addenda and Interpretations**

No interpretation on the meaning of the Plans, Specifications or any other Contract Document will be made to any bidder orally. Every request for such interpretations **must** be in writing.

All questions pertaining to the specifications or proposal procedure should be first directed to the Purchasing Agent. Where information from the Purchasing Agent differs from information from any other source, the information from the Purchasing Agent prevails. The Town/School is not responsible for information obtained from any other source.

6. **“Or Equal” Bidding**

When the name of a manufacturer, a brand name, or manufacturer’s catalogue number is issued as the bid standard in describing an item followed by “Or Equal” this description is used to indicate quality, performance and other essential characteristics of the article required.

If bidding on other than the make, model, brand or sample specified, but equal thereto, bidder must so state by giving the manufacturer’s name, catalogue number and any other information necessary to prove that the intended substitution of a commodity is equal in all essential respects to the bid standard. Bidder must prove to the satisfaction of the Town of Westerly/Westerly Schools or by person or persons designated by him, that his/her designated substitute is equal to the bid standard; otherwise, his/her bid will be declared “No Bid” insofar as the item in question is concerned.

7. **Award and Contract**

Unless otherwise specified, the Town of Westerly/Westerly Schools reserves the right to make award by item or items, or by total, as may be in the best interest of the Town; accept a proposal based on considerations other than costs; and waive and modify any provisions of the request for proposal.

A written award (or acceptance of Bid) mailed (or otherwise furnished) to the successful bidder followed by an authorized Purchase Order shall, unless otherwise specified, be deemed to result in a binding contract without further action by either party. The Bidder is responsible for all costs and expenses to develop and submit a proposal in response to the solicitation.

8. **Equal Employment Opportunity Policy Statement**

For the purposes of this Policy, the term “vendor” shall mean any and all individuals, companies, corporations, and business entities that provide goods or services to the Town of Westerly/Westerly Schools pursuant to any and all relevant and appropriate Federal, State, and local purchasing rules, regulations, and procedures.

The Town of Westerly/Westerly Schools is committed to the general policy and principle of Equal Employment Opportunity in terms of retaining vendors to provide the Town/Schools with goods and services necessary for routine and emergency operations. The Town of Westerly/Westerly Schools will not discriminate against vendors as entities, or individual employees thereof on any legally recognized basis included, but not limited to, race, age, color, religion, sex, marital status, national origin, physical or mental disability, Veteran’s status, pregnancy, sexual orientation, genetic conditions, predisposition to certain diseases, or ancestry, except where a bona fide occupational qualification exists.

9. **Compliance with Instructions to Bidders**

These **I n s t r u c t i o n s** to Bidders contain terms and conditions that will govern the preparation and submission of a bid proposal and any contract awarded pursuant to this solicitation. Bidders must comply with each and every requirement of these Instructions to Bidders. Any failure to comply with any requirement may result in the determination of nonresponsive bid proposal and/or the rejection of the bid proposal.

10. **Priority of Terms and Conditions**

The terms and conditions in these Instructions to Bidders *supersede* any and all inconsistent or conflicting terms and conditions in any other provision of any other document in this solicitation or in the bid proposal and govern this solicitation, the bid proposal, and any contract awarded pursuant to this solicitation.

**11. Public Copy**

Bid proposals submitted in response to this solicitation are public records pursuant to the Rhode Island "Access to Public Records Act," R. I. Gen. Laws §§ 38-2-1 *et seq.* Each bid proposal must include a "public copy" to be available for public inspection upon the opening of bids. The public copy must be submitted in .pdf (portable document file) format on a **read-only** CD-R media disk. The disk must include **all the documents** submitted in response to the solicitation concatenated or merged into one file.

The public copy disk must be separately enclosed in a protective cover clearly marked "Public Copy" and include the following information: (1) Solicitation Title; (2) name of bidder; (3) Solicitation Number; and (4) bid proposal submission deadline.

The .pdf file must be named in the following manner:

Solicitation Number Bid Proposal Submission Deadline\_BidderName.pdf

The bid proposal submission deadline must appear as mm-dd-yyyy. The bidder name must appear as one word, with no spaces or punctuation. Underscores must separate the fields.

**Example:** 7543210\_11-08-2013\_oceanStateCompanyInc\_9867.pdf

Bidders may redact in the public copy any trade secrets or commercial or financial information which is of a privileged or confidential nature pursuant to the Access to Public Records Act. If a "hard" public copy is furnished at time of bid, the bidder may follow up with the disk copy before the end of the business Bid Due Date day.

**12. Binding Contract**

A binding contract between the Town of Westerly/Westerly Schools and the successful bidder will be formed by the issuance of a Purchase Order from the Purchasing Department, *and only by the issuance of a Purchase Order, and only to the extent of available funds.* The binding contract will incorporate and be subject to the terms and conditions of the solicitation, including the Invitation to Bid, the Instructions to Bidders, the Bid Preparation Checklist, the Request for Quote, the Bidder Certification Form, the Agreement (if applicable to this solicitation), and the Purchase Order. The successful bidder shall be authorized to commence work only upon the issuance of the Purchase Order and, in addition, an authorization from the department.

## APPENDIX A

**(Form listed below must be submitted with your bid)**

### Bidder Certification

ALL OFFERS ARE SUBJECT TO THE REQUIREMENTS, PROVISIONS AND PROCEDURES CONTAINED IN THIS CERTIFICATION FORM. Offerors are expected to read, sign and comply with all requirements. Failure to do so may be grounds for disqualification of the offer contained herein.

#### Rules for Submitting Offers

This Certification Form must be attached in its entirety to the front of the offer and shall be considered an integral part of each offer made by a vendor to enter a contract with the Town of Westerly/Westerly Schools. As such, submittal of the entire Bidder Certification Form, signed by a duly authorized representative of the offeror attesting that he/she (1) has read and agrees to comply with the requirements set forth herein and (2) to the accuracy of the information provided and the offer extended, is a mandatory part of any contract award.

To assure that offers are considered on time, each offer must be submitted with the specific Bid/RFP/RFQ number, date and time of opening marked in the upper left hand corner of the envelope. Each bid/offer must be submitted in separate sealed envelopes. A complete signed (in ink) offer package must be delivered to the Town of Westerly/Westerly Public Schools Purchasing Agent at the location indicated within the bid by the time/date specified for the opening of responses in a sealed envelope.

Bids must be submitted on the bid solicitation forms provided, indicating brand and part numbers of items offered, as appropriate. Bidders must submit detailed cuts and specs on items offered as equivalent to brands requested WITH THE OFFER. Bidders must be able to submit samples if requested.

Documents misdirected to other Town locations or which are not present in the Town of Westerly/Westerly Public Schools Purchasing Office at the time of opening for whatever cause will be deemed to be late and will not be considered. Postmarks shall not be considered proof of timely submission. The Town of Westerly/Westerly Schools reserves the right to reject any and all proposals, to waive any informality in the proposals received and to accept the proposal deemed to be most favorable to the best interests of the Town/Schools.

SOLICITATIONS. To assure maximum access opportunities for users, public bid/RFP solicitations shall be posted on the website for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due. Except when access to the website has been severely curtailed and it is determined by the Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored. When the result of an internet solicitation is unsuccessful, the Town of Westerly/Westerly Public Schools will cancel the original solicitation and re-solicit the original offer directly from vendors.

PRICING. Offers are irrevocable for ninety (90) days from the opening date (or such other extended period set forth in the solicitation), and may not be withdrawn, except with the express permission of the Purchasing Agent. All pricing will be firm and fixed unless otherwise indicated. (R.I Sales Tax under the 1956 General Laws of the State of RI, 44-18-30 Para1, as amended.) The Town of Westerly/Westerly Public Schools is exempt from Federal excise taxes and State Sales and Use Taxes. Such taxes shall not be included in the bid price.

DELIVERY and PRODUCT QUALITY. All offers must define delivery dates for all items; if no delivery date is specified, it is assumed that immediate delivery from stock will be made. The contractor will be responsible for delivery of materials in first class condition. Rejected materials will be at the vendor's expense. PRICES QUOTED ARE FOB DESTINATION. No additional shipping, handling, or fuel surcharge costs will be honored by the Town/School. Only inside delivery and set-up, where required, will be accepted. TAILGATE DELIVERIES WILL BE REFUSED. Deliveries must consist only of new merchandise or equipment (unless otherwise specified) and shall be made between 8:30 a.m. and 3:00 p.m., Monday through Friday. No delivery shall become due or be acceptable without an authorized Purchase Order issued by the Purchasing Agent.

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**PREVAILING WAGE, OSHA SAFETY TRAINING and APPRENTICESHIP REQUIREMENTS.** Bidders must comply with the provisions of the Rhode Island labor laws, including R.I. Gen. Laws §§ 37-13-1 et seq. and occupational safety laws, including R.I. Gen. Laws §§ 28-20-1 et seq. These laws mandate *for* public works construction projects the payment of prevailing wage rates, the implementation and maintenance of occupational safety standards, and for projects with a minimum value of \$1 Million, the employment of apprentices. The successful Bidder must submit certifications of compliance with these laws from each of its subcontractors prior to their commencement of any work. Prevailing wage rates, apprenticeship requirements, and other workforce and safety regulations are accessible at [www.dlt.ri.gov](http://www.dlt.ri.gov).

**PUBLIC RECORDS.** Offerors are advised that all materials submitted to the Town of Westerly/Schools for consideration in response to this solicitation will be considered without exception to be Public Records pursuant to Title 38 Chapter 2 of the Rhode Island General laws, and will be released for inspection immediately upon request once an award has been made. Offerors are encouraged to attend public bid/RFP openings to obtain Information; however, bid/RFP response summaries may be reviewed after award(s) have been made by visiting [www.westerlyri.gov](http://www.westerlyri.gov) or appearing in person at Westerly Town Hall, Purchasing Office, Mondays through Fridays between 8:30am-3:30pm. Telephone requests for results will not be honored. Written requests for results will only be honored if the information is not available on the website.

Award will be made to the responsive and responsible offeror quoting the lowest net price in accordance with specifications, for any individual item(s), for major groupings of items, or for all items listed, at the Town's sole option.

**BID SURETY.** Where bid surety is required, for construction/labor services, bidder must furnish a bid bond or certified check for 5% of the bid total with the bid, or for such other amount as may be specified. Bids submitted without a required bid surety will not be considered. Contractor awarded a contract with a contract price in excess of fifty thousand dollars (\$50,000) for construction, buildings or public works is to file with the proper authority good and sufficient bond with surety furnished by any surety company authorized to do business in the State of Rhode Island and in accordance with Chapter 13 of the General Laws of Rhode Island entitled "Labor and Payment of Debts by Contractors".

**SPECIFICATIONS.** Unless specified "no substitute", product offerings equivalent in quality and performance will be considered (at the sole option of the Town/School) on the condition that the offer is accompanied by detailed product specifications. Offers which fail to include alternate specifications may be deemed nonresponsive.

**VENDOR AUTHORIZATION TO PROCEED.** When a purchase order, change order, contract/agreement or contract/agreement amendment is issued by the Town of Westerly/Westerly Public Schools, no claim for payment for services rendered or goods delivered contrary to or more than the contract terms and scope shall be considered valid unless the vendor has obtained a written change order or contract amendment issued by the Town/Schools PRIOR to delivery.

Any offer, whether in response to a solicitation for proposals or bids, or made without a solicitation, which is accepted in the form of an order OR pricing agreement made in writing by the Town's Purchasing Department, shall be considered a binding contract.

**GENERAL TERMS AND CONDITIONS OF CONTRACTS.** This solicitation and any contract or purchase order arising from it are issued in accordance with the specific requirements described herein, and the State's Purchasing Laws and Regulations and other applicable State Laws. The General Terms and Conditions are incorporated into all the Town of Westerly/Westerly Public Schools contracts.

**ARRA SUPPLEMENTAL TERMS AND CONDITIONS.** Contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions for Contracts and Sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub. L. No. 111-5 and any amendments thereto located on the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

**EQUAL EMPLOYMENT OPPORTUNITY.** Compliance certificate and agreement procedures will apply to all awards for supplies or services valued at \$10,000 or more. Minority Business Enterprise policies and procedures, including subcontracting opportunities as described in Title 37 Chapter 14.1 of the Rhode Island General Laws also apply.

**PERFORMANCE BONDS.** Where indicated, successful bidder must furnish a 100% performance bond and labor and

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payment bond for contracts subject to Title 37 Chapters 12 and 13 of the Rhode Island General Laws. All bonds must be furnished by a surety company authorized to conduct business in the State of Rhode Island. Performance bonds must be submitted within 21 calendar days of the notice of award.

**DEFAULT and NON-COMPLIANCE** Default and/or non-compliance with the requirements and any other aspects of the award may result in withholding of payment(s), contract termination, debarment, suspension, or any other remedy necessary that is in the best interest of the Town of Westerly.

**COMPLIANCE** Vendor must comply with all applicable federal, state and local laws, regulations and ordinances  
**SPRINKLER IMPAIRMENT AND HOT WORK.** The Contractor agrees to comply with the practices of the Town/Town's Insurance carrier for sprinkler impairment and hot work. Prior to performing any work, the Contractor shall obtain the necessary information for compliance from the Risk Management Office at the Department of Administration or the Risk Manager at the Town of Westerly.

**PUBLIC COPY.** Each bid proposal for a *public works project* must include a "public copy" to be available for public inspection upon the opening of bids. Bid Proposals that do not include a copy for public inspection will be deemed nonresponsive.

For further information on how to comply with this statutory requirement, see R.I. Gen. Laws §§ 37-2-18(b) and (j). Also see State of Rhode Island Procurement Regulation 5.11 at <http://www.purchasing.ri.gov/rulesandregulations/rulesAndRegulations.aspx>

**BIDDER CERTIFICATION**

**(This document must be completed and submitted with your bid.)**

**ALL CONTRACT AWARDS ARE SUBJECT TO THE FOLLOWING DISCLOSURES & CERTIFICATIONS**  
**Offerors must respond to every disclosure statement and submit with your proposal.**

A person authorized to enter into contracts must sign the offer and attest to the accuracy of all statements. Indicate Yes (Y) or No (N):

- 1. State whether your company, or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has been subject to suspension or debarment by any federal, state, or municipal government agency, or the subject of criminal prosecution, or convicted of a criminal offense with the previous five (5) years. If so, then provide details below.
- 2. State whether your company, or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has had any contracts with a federal, state or municipal government agency terminated for any reason within the previous five (5) years. If so, then provide details below.
- 3. State whether your company or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has been fined more than \$5000 for violation(s) of Rhode Island environmental laws by the Rhode Island Department of Environmental Management within the previous five (5) years. If so, then provide details below.
- 4. I/we certify that I/ we will immediately disclose, in writing, to the Purchasing Agent any potential conflict of interest which may occur during the course of the engagement authorized pursuant to this contract.
- 5. I/we acknowledge that, in accordance with (1) Chapter §37-2-54(c) of the Rhode Island General Laws "no purchase or contract shall be binding on the state or any agency thereof unless approved by the Department of Administration or made under general regulations which the Purchasing Agent may prescribe," including change orders and other types of contracts and under State Purchasing Regulation 8.2.1.1.2 any alleged oral agreement or arrangements made by a bidder or contractor with any department or an employee of the Town of Westerly may be disregarded and shall not be binding on the Town of Westerly.
- 6. I/we certify that I or my/our firm possesses all licenses required by Federal and State laws and regulations as they pertain to the requirements of the solicitation and offer made herein and shall maintain such required license(s) during the entire course of the contract resulting from the offer contained herein and, should my/our license lapse or be suspended, I/we shall immediately inform the Town of Westerly Purchasing Agent in writing of such circumstance.
- 7. I/we certify that I/ we will maintain required insurance during the entire course of the contract resulting from the offer contained herein and, should my/our insurance lapse or be suspended, I/we shall immediately inform the Town of Westerly Purchasing Agent in writing of such circumstance.
- 8. I/we certify that I/we understand that falsification of any information herein or failure to notify the Town of Westerly Purchasing Agent as certified herein may be grounds for suspension, debarment and/or prosecution for fraud.
- 9. I/we acknowledge that the provisions and procedures set forth in this form apply to any contract arising from this offer.
- 10. I/we acknowledge that I/we understand the State's Purchasing Laws (§37-2 of the General Laws of Rhode Island) and General Terms and Conditions available at the Rhode Island Division of Purchases Website (<http://www.purchasing.ri.gov>) apply as the governing conditions for any contract or purchase order I/we may receive from the Town of Westerly, including the offer contained herein.
- 11. I/we certify that the bidder: (i) is not identified on the General Treasurer's list, created pursuant to R.I. Gen. laws§ 37-2.5-3, as a person or entity engaging in investment activities in Iran described in§ 37-2.5-2(b); and (ii) is not engaging in any such investment activities in Iran.
- 12. If the product is subject to Department of Commerce Export Administration Regulations (EAR) or International Traffic in Arms Regulations (ITAR), please provide the Export Control Classification

Number (ECCN) or the US Munitions List (USML) Category: \_\_\_\_\_

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\_\_ 13. I/we certify that the above information is correct and complete.

**If you have answered "YES" to questions #1-3 or if you are unable to certify yes to questions #4-11 and 13 of the foregoing, provide a detailed explanation in an attached statement. Incomplete certification forms shall be grounds for disqualification of offer.**

Signature below commits vendor to the attached offer and certifies (1) that the offer has taken into account all solicitation amendments, and (2) that the above statements and information are accurate and that vendor understands and has complied with the requirements set forth herein.

Vendor's Signature: \_\_\_\_\_ Bid Number: \_\_\_\_\_ Date: \_\_\_\_\_  
(Person Authorized to enter into contracts; signature must be in ink) (if applicable)

Print Name and Title of Company official signing offer and daytime telephone number.

\_\_\_\_\_

**APPENDIX B**

**SAMPLE CONTRACT AGREEMENT**

THIS **AGREEMENT** is made this \_\_\_\_ day of \_\_\_\_\_, by and between **TOWN OF WESTERLY/WESTERLY PUBLIC SCHOOLS, ("TOWN")** and the party identified below as **CONTRACTOR** and effective as of the \_\_\_\_ day of 2022,

**CONTRACT/P.O. NUMBER:**  
**PROJECT NAME:**

**RESOLUTION No.**  
**RFQ No.**

<p><b>CONTRACTOR:</b></p>  <p>CONTRACTOR REPRESENTATIVE: PHONE:            E-MAIL:</p>	<p><b>TOWN OF WESTERLY/WESTERLY PUBLIC SCHOOLS</b> 45 BROAD STREET WESTERLY, RI 02891</p> <p>TOWN/SCHOOL REPRESENTATIVE: PHONE: 401-348-2625 E-MAIL:</p>
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**ARTICLE 1: ENGAGEMENT:**

1.1 TOWN hereby engages and CONTRACTOR hereby accepts the engagement to perform and provide the Work set forth in Exhibit A hereof and incorporated herein, in accordance with the terms and conditions of this CONTRACT.

1.2 CONTRACTOR shall perform the Work as an independent Contractor with exclusive control of the manner and means of performing the Work in accordance with the requirements of this CONTRACT. This CONTRACT is not intended, and shall not be construed to create, between TOWN and CONTRACTOR, the relationship of principal and agent, joint venture's, co-partners or any other such relationship, the existence of which is hereby expressly denied. No employee or agent engaged by CONTRACTOR shall be, or shall be deemed to be, an employee or agent of TOWN.

1.3 This CONTRACT shall be construed and governed by the laws of the State of Rhode Island. CONTRACTOR represents that it is duly authorized to do business in all locations where the Work is to be performed, it has the knowledge, license, certification, capability and expertise to act as the CONTRACTOR and will evidence said authorization, license, certification and capability to TOWN upon request.

1.4 Prior to commencement of the Work, CONTRACTOR shall provide, and maintain in full force and effect during the term of this CONTRACT, the insurance coverage upon CONTRACTOR's operations hereunder as specified in the Exhibit C. CONTRACTOR shall not be allowed to commence the Work until the original insurance certificates required by Exhibit C have been furnished to TOWN Purchasing Agent.

**ARTICLE 2: TIME OF PERFORMANCE:**

2.1 CONTRACTOR shall prosecute and complete all Work under the CONTRACT in accordance with the schedule in Exhibit A.

**ARTICLE 3: COMPENSATION/TERMS OF PAYMENT:**

3.1 As full consideration for the complete, satisfactory and timely performance by CONTRACTOR of the Work contemplated by this CONTRACT in strict accordance with the requirements hereof, TOWN shall pay to CONTRACTOR the amount as agreed upon in Exhibit A and in accordance with the payment terms and conditions established by the CONTRACT Documents.

**ARTICLE 4 : CONTRACT DOCUMENTS :**

4.1 This CONTRACT shall consist of the following documents ("CONTRACT Documents") which are acknowledged by CONTRACTOR and incorporated herein by this reference:

**SCOPE OF WORK EXHIBIT A Pages 1 through 2**

**GENERAL CONDITIONS EXHIBIT B Pages 1 through 2**

**INSURANCE REQUIREMENTS EXHIBIT C Pages 1 through 2**

4.2 The documents referenced in sections 4.1 and 4.2 constitute the entire CONTRACT between TOWN and CONTRACTOR and supersede all prior and contemporaneous negotiations, statements, representations, agreements, letters of intent, awards, or proposals, either written or oral. This CONTRACT may be modified only by a written instrument signed by both parties.

4.3 In the event of any inconsistency between the provisions of the CONTRACT Documents, the inconsistency shall be resolved by giving precedence in the order listed below.

4.4.1 CONTRACT Agreement

4.4.2 Exhibit D, General Conditions

4.4.3 Exhibit A, Scope of Work, Schedule of Services & Payments, including all Attachments.

4.4.4

4.4 The Effective Date set forth on this page of this CONTRACT shall be the date as which all CONTRACT Documents and provisions thereof have reference for purposes of coordination of their meaning and effect. The price relates to the Work as described in the Contract Document in their condition on that date. Changes after the Effective Date will be dealt with in accordance with the provisions for changes. Any work commenced and any payments made pursuant to an Award or Letter of Intent shall be deemed to have been done and paid after the Effective Date and under the terms of this CONTRACT.

**Performance & Payment Bonds:** Yes:  No:

The CONTRACTOR shall furnish, within twenty (20) calendar days after the date of notice of award of contract by the TOWN, Performance and Payment Bonds in the amount of 100% of the Bid amount covering the faithful performance of the contract. The Performance Bond is to be secured through an insurance company or companies which is licensed in the State of Rhode Island or which is approved by the TOWN. The Bond will remain in effect throughout the warranty period.

TOTAL PAGES ATTACHED (INCLUDING EXHIBITS): 8

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IN WITNESS, WHEREOF, the duly authorized representatives of the parties have executed this Agreement as of the date and year first above written.

**THE TOWN OF WESTERLY/  
WESTERLY PUBLIC SCHOOLS**

By: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Print)

Title: \_\_\_\_\_  
(Print)

Date: \_\_\_\_\_

**CONTRACTOR**

By: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Print)

Title: \_\_\_\_\_  
(Print)

Date: \_\_\_\_\_

**TOWN MANAGER/SUPERINTENDENT**

By: \_\_\_\_\_  
(Signature)

Name: \_\_\_\_\_  
(Print)

Date: \_\_\_\_\_

**SCOPE OF WORK, SCHEDULE OF SERVICES & PAYMENT - EXHIBIT A**

**Article 1: SCOPE OF WORK**

- 1.1 *Description:* Except as otherwise expressly provided herein, CONTRACTOR shall provide each and every item of cost and expense necessary for:
  - 1.1.1 ENTER GENERAL SCOPE TITLE**
- 1.2 *Specific Elements:* The Work shall include but shall not necessarily be limited to, the following:
  - 1.2.1 ENTER DETAILED SCOPE DESCRIPTION**
- 1.3 The Work shall not include:
  - 1.3.1 ENTER WORK NOT INCLUDED OR MARK AS N/A....**

**Article 2: PERFORMANCE PERIOD/SCHEDULE**

**2.1 Term:** CONTRACTOR shall commence the Work on *tbd*, and shall prosecute the Work diligently and shall complete all Work not later than *tbd*. **Milestones:** Specific scheduling milestones and coordination requirements are as follows:

- 2.1.1
- 2.2 *Time of Essence:* Time is of the essence in the performance of this Work. CONTRACTOR shall make whatever adjustments in working hours, manpower, equipment, etc. deemed necessary to complete the Work in accordance with the term of the CONTRACT and the specific schedule requirements hereof.
- 2.3 *Construction Schedule:* Specific scheduling and coordination requirements are as follows:
  - 2.3.1 CONTRACTOR shall prepare and submit to TOWN a Construction Schedule for review and acceptance on or before the 10th day after execution of this CONTRACT. The schedule shall be in conformance with the CONTRACT Documents and shall be in sufficient detail to be used as a basis to track the progress of the Work. TOWN and CONTRACTOR will review the proposed schedule. Any revisions resulting from this review shall be resubmitted to TOWN within 7 days.
  - 2.3.2 CONTRACTOR shall also provide at the same time as the proposed Construction Schedule, a Schedule of Values of the Work upon which payments will be measured. The Schedule of Values will include quantities and proposed billing amounts of items aggregating the total CONTRACT price and will subdivide the Work into component parts in sufficient detail to serve as the basis for progress payments during construction.
  - 2.3.3** CONTRACTOR, in conjunction with TOWN's Project Manager, shall update the schedule at 2 week, or other intervals requested by TOWN

**Article 3: REPORTING REQUIREMENTS**

- 3.1 *Progress Report:* CONTRACTOR shall submit a monthly progress report comparing actual progress to planned progress and shall attend periodic progress review meetings.

**Article 4: DATA REQUIREMENTS**

- 4.1 *Submittals:*
  - 4.1.1 CONTRACTOR shall prepare shop drawings, supply catalog cuts and provide all other pertinent literature for CONTRACTOR furnished materials and equipment. CONTRACTOR shall submit one (1) reproducible original and three (3) copies of this data to TOWN for review prior to any purchase or fabrication. If shop drawings show any deviation from the Work requirements, CONTRACTOR shall make specific mention of the deviations in its letter of transmittal.

**Article 5: TOWN FURNISHED ITEMS**

- 5.1 TOWN shall furnish and deliver, or cause to be delivered, to the Jobsite the following equipment, goods or material:
  - 5.1.1
- 5.2 CONTRACTOR shall be responsible for receiving, unloading, unpacking, inspecting, verifying receipt, maintaining, protecting, and installing TOWN furnished items.

**Article 6:**

**CONTRACT PRICE**

6.1 TOWN agrees to pay CONTRACTOR for complete, satisfactory and timely performance of the Work, in strict accordance with the requirements hereof, the firm fixed price of \$ **\$0.00**.

**INVOICES**

6.2 CONTRACTOR's invoices must be submitted to TOWN for approval.

6.2.1 CONTRACTOR's invoices shall:

6.2.1 Reference the job name.

6.2.2 Reflect the CONTRACT Number/Purchase Order Number.

6.2.3 Be accompanied by other supporting documentation as TOWN may reasonably require.

**PAYMENT SCHEDULE**

6.3 Based upon invoices submitted by the CONTRACTOR in full conformity with the requirements of the contract and approved by the TOWN, the TOWN may make progress payments to the CONTRACT Price to the CONTRACTOR. The period covered by each invoice shall be the calendar month immediately preceding the invoice date and shall be based upon the most recent Schedule of Values.

6.4 Final payment, constituting the entire unpaid balance of the CONTRACT Price, shall be made by the TOWN to the CONTRACTOR, when the Work is fully performed in accordance with the requirements of the CONTRACT Documents, IF APPLICABLE and delivery of the following items to the TOWN:

6.4.1 Operation and maintenance manuals

6.4.2 Written warranties for equipment provided

6.4.3 As built drawings

6.4.4 Consent of surety to final payment

6.4.5 Applicable permits and certificates of inspection

6.5 If TOWN determines that the Work is substantially complete and that the amount of retained percentages is in excess of the amount considered by TOWN to be adequate for the protection of TOWN, TOWN may, at TOWN's sole discretion, release to the CONTRACTOR such excess amounts. Subject to the other terms and conditions of this CONTRACT, upon satisfactory completion of the Work hereunder, and its final acceptance, the CONTRACTOR will be paid the undisputed unpaid balance of any money due hereunder.

**GENERAL CONDITIONS - EXHIBIT B**

These General Conditions are a part of each CONTRACT between TOWN/SCHOOLS and its CONTRACTOR for the performance of the Work identified in the CONTRACT.

**Article 1: CONTRACTOR'S OBLIGATIONS**

1.1 CONTRACTOR is responsible for obtaining and confirming all measurements and taking all other actions necessary for the technical accuracy, quality and timely completion of the Work in full conformity with all laws, regulations, codes and ordinances and with the CONTRACT Documents. In addition, to ensure that his employees are instructed with respect to special regulations, policies, and procedures in effect for any TOWN facility or site, and that they comply with such rules.

1.2 CONTRACTOR shall prosecute the Work diligently with sufficient numbers of qualified personnel, equipment, materials and supplies to accomplish the Work and maintain the schedule or restore the schedule. CONTRACTOR shall provide TOWN with a detailed schedule of performance and shall update the schedule as the Work progresses. TOWN shall determine the normal hours of performance. Any special or differing hours shall be subject to the prior written approval of TOWN. TOWN shall have access always to the locations where Work is performed and to all of drawings, data specifications, calculations, documents, test results and specimens, models and other things related to the Work.

1.3 CONTRACTOR shall furnish and be responsible for the ordering and payment of all supervision, labor, supplies, materials, utilities, tools, equipment, facilities, storage, permits, inspections, licenses and all other things necessary or desirable to accomplish the Work except as specified, in the CONTRACT Documents, to be supplied by TOWN.

1.4 CONTRACTOR is solely responsible for the payment of, and shall require its lower tier CONTRACTORS to pay, all assessments benefits, and insurance premiums in connection with the Work.

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1.5 CONTRACTOR is responsible for the health and safety of its employees and the employees of its lower tier CONTRACTORS. CONTRACTOR shall comply with all safety programs, practices or procedures, if any, established, recommended or required by TOWN, any governmental or quasi-governmental authorities. Compliance with any same shall not relieve CONTRACTOR of its responsibility described in the first sentence of this section.

1.6 CONTRACTOR shall be responsible for the security of the Work and shall take all reasonable precautions to prevent theft, loss and waste at the Jobsite.

1.7 CONTRACTOR shall always keep the premises and the vicinity of the Work free and clean of all debris and rubbish. If CONTRACTOR fails to commence cleanup within 24 hours of notice from TOWN of non-compliance, TOWN may commence cleanup without further notice to CONTRACTOR and deduct the cost of same from any amount due or to be due CONTRACTOR.

1.8 The CONTRACTOR shall be responsible to perform all work to cause the least inconvenience to the TOWN, and with proper consideration for the rights of other contractors and workmen. The CONTRACTOR shall be responsible for the resolution of all disputes between itself and other trades on the Site and shall be responsible for any cost, expense or delay resulting there from.

### **Article 2: COMMUNICATIONS & NOTICES**

2.1 All of CONTRACTOR's correspondence or communication regarding this CONTRACT shall include TOWN's CONTRACT Number and Work Description, and shall be mailed or delivered to TOWN's Designated Representative.

2.2 Notices of changes, deficiencies, delays, claims or disputes shall be in writing delivered within 3 business days of occurrence or discovery of same, and shall furnish full information to the extent available. The party notified will acknowledge receipt by endorsement of a copy if requested or will otherwise confirm receipt in writing. Sufficient Notice shall be deemed to have been given if made by express courier or mailing via Registered or Certified Mail postage prepaid to the address shown on page 1 of this CONTRACT.

2.3 CONTRACTOR shall not use or release any advertisement, notice or publicity depicting or describing the Work, TOWN at any time, whether before, during or after completion of the Work, without the express prior written consent of the TOWN. No signs (except reasonably necessary warnings) shall be placed upon the Jobsite without TOWN's express prior written approval.

### **Article 3: CHANGES**

3.1 TOWN may from time to time, by written order, and without notice to any surety and without invalidating this CONTRACT, or any portion thereof, make changes in the Work, or the conditions under which it is to be performed, or may increase or decrease the services to be performed. The CONTRACTOR shall not make changes in the Work or its manner of performance without prior written authorization from TOWN. If such changes increase or decrease either the cost or time required to perform the Work set forth in this CONTRACT, then the parties will mutually agree upon an equitable adjustment to the price and/or the time to perform the Work under this CONTRACT. Any such modification to this CONTRACT shall be in writing, shall define the extent of the change, the price or basis of pricing the change, the impact of the change on the schedule, and shall be signed by both parties. CONTRACTOR acknowledges and agrees that it waives all right or claim for compensation for any additional or other work not specifically authorized in writing by TOWN's Designated Representative prior to the commencement of such work.

### **Article 4: DOCUMENTS**

4.1 CONTRACTOR warrants that it has examined and reviewed the CONTRACT Documents and all other documents, schedules, drawings and data applicable to the Work and that CONTRACTOR is thoroughly familiar with the intent, scope and extent of the Work. Should any errors, omissions, defects or inconsistencies appear in such documents, CONTRACTOR shall notify TOWN within 3 business days of discovery and shall not proceed with the affected Work portion until it has brought same to the attention of TOWN and received a written interpretation or instruction from TOWN.

### **Article 5: INDEMNITY**

5.1 The Contractor guarantees:

a. To save the TOWN, its agents and employees, harmless from any liability imposed upon the TOWN arising from the negligence, either active or passive, of the contractor, as well as for the use of any copyrighted or non-copyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used in the performance of the contract of which the contractor is not the patentee, assignee or licensee.

b. To pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the town and State of Rhode Island.

c. That the equipment offered is standard new equipment, latest model of regular stock product with all parts regularly used with the type of equipment offered; also, that no attachment or part has been substituted or applied contrary to manufacturer's recommendations and standard practice.

### **Article 6: SUSPENSION OF PERFORMANCE**

6.1 TOWN may require CONTRACTOR to suspend performance hereunder completely or partially for whatever length of time TOWN may elect. The time for completion shall be extended by a period equal to such suspension. TOWN shall not be liable for any damages, be they direct, consequential or otherwise, suffered by CONTRACTOR due to delays and suspensions. CONTRACTOR shall be obligated to proceed with the work notwithstanding a dispute on reimbursement; such action shall not prejudice either party's claim with respect to reimbursement.

### **Article 7: TERMINATION**

7.1 TOWN may terminate this CONTRACT, in whole or in part, at any time, with or without cause and without serving prior notice. If this CONTRACT is so terminated, CONTRACTOR shall be paid for all services performed to the date of termination including, in the event the termination is not for cause, all reasonable termination expenses, but shall not be paid for Work not performed by CONTRACTOR. Any progress payments made to CONTRACTOR shall be credited toward any termination payment due. Such termination payment will constitute CONTRACTOR's full compensation to which it is entitled under this CONTRACT and CONTRACTOR waives any claim for damages, including loss of anticipated profits, arising out of such termination.

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7.2 Upon receipt of a termination notice, CONTRACTOR shall: (a) promptly discontinue all services to the extent directed; (b) take reasonable precautions to protect the Work in process; and (c) deliver or otherwise make available to TOWN all data, drawings, calculations, reports and all other information and materials which have been accumulated or developed by CONTRACTOR in performing this CONTRACT, whether completed or in progress.

7.3 In the event of any termination for cause, TOWN shall be entitled to offset against any monies owed to CONTRACTOR all additional costs, expenses or charges incurred or paid by TOWN in connection with or arising out of such termination. If such additional amounts exceed the monies owed CONTRACTOR, CONTRACTOR agrees to pay to TOWN, within seven (7) days of demand, any such excess

7.4 In the event of any termination for cause, TOWN shall be entitled to take and use any materials, equipment, supplies or tools furnished by, or belonging to the CONTRACTOR located at the Jobsite.

### **Article 8: DISPUTES**

8.1 All questions arising under this Agreement shall be resolved in the first instance by TOWN's Project Manager. No claim for additional compensation or extension of time shall be considered unless presented to TOWN's Project Manager in writing within ten (10) calendar days after the occurrence giving rise to the dispute. Any claim not satisfactorily resolved by TOWN's Project Manager in the first instance, and which is presented in writing within the time provided, may be appealed by notice in writing to TOWN's Designated Representative within ten (10) calendar days after the Project Manager's initial decision.

8.2 All claims, disputes and other matters in question which are left unresolved after compliance with the foregoing, arising out of or relating to this CONTRACT or the breach thereof, except for claims which have been waived by the making or acceptance of final payment, may be litigated before any court of competent jurisdiction.

8.3 The CONTRACTOR shall carry on the Work and maintain the project schedule during any dispute proceedings, unless otherwise instructed by TOWN.

### **Article 9: ASSIGNMENT & CONTRACTS**

9.1 CONTRACTOR's duties and obligations hereunder are personal and shall not be assignable or delegable by it in any manner. CONTRACTOR's rights and interest hereunder may not be assigned, pledged or otherwise encumbered without the prior written consent of TOWN.

9.2 CONTRACTOR shall not further CONTRACT any portion of the Work without TOWN's prior written consent. In any event, any Contracting by CONTRACTOR shall in no event relieve CONTRACTOR of its responsibilities, obligations or guaranties for such Contracted portions of the Work or anything arising out of such Contracting.

### **Article 10: PARTIAL USE OR OCCUPANCY**

10.1 TOWN may use and occupy any portion of the Work. Such partial use or occupancy shall not imply an acceptance by TOWN of that or any other portion of the Work and shall not relieve CONTRACTOR of the obligation to complete all of the Work strictly in accordance with the CONTRACT.

### **Article 11: EQUAL OPPORTUNITY COMPLIANCE, HANDICAPPED ACCESS AND AFFIRMATIVE ACTION**

11.1 Contractors of the State are required to demonstrate the same commitment to equal opportunity as prevails under federal contracts controlled by Federal Executive Orders 11246, 11625, 11375 and 11830, and Title 28 Chapter 5.1 of the General Laws of Rhode Island. Affirmative action plans shall be submitted by the contractor for review by the State Equal Opportunity Office. A contractor's failure to abide by the rules, regulations, contract terms and compliance reporting provisions as established shall be grounds for forfeiture and penalties as shall be established, including but not limited to suspension..

### **Article 12: WARRANTY**

12.1 CONTRACTOR warrants that all materials, equipment and workmanship furnished by CONTRACTOR shall be new, merchantable and fit for the purposes intended by the CONTRACT and shall comply in all respects with the CONTRACT Documents and shall be free of defects for a period of one (1) year from the date of acceptance of the Work or such longer period required in the CONTRACT Documents and the TOWN may, in the event of failure, order its replacement, repair, or return for full credit, at its sole option.

### **Article 13: INSURANCE**

13.1 CONTRACTOR shall provide and maintain the insurance required by Exhibit C.

### **Article 14: HEADINGS AND SEVERABILITY**

14.1 The headings in the CONTRACT, Exhibits and attachments thereto are for quick reference only and are not to be construed as a part of this CONTRACT.

14.2 If any provision of this CONTRACT is determined to be invalid under any applicable law, such decision shall not affect the remaining portion, which remaining portion shall continue in full force and effect as if it had been executed with the invalid portion eliminated.

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### **Article 15: HAZARDOUS MATERIALS**

15.1 A Hazardous Material is any substance or material identified now or in the future as hazardous under any federal, state or local law or regulation, or which is subject to statutory or regulatory requirements governing its handling, disposal or remediation. CONTRACTOR shall have the same obligations with respect to such Hazardous Materials within the scope of the Work as TOWN may have under the CONTRACT Documents or by law.

### **Article 16: FOREIGN CORPORATIONS**

16.1 In accordance with Title 7 Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in this state until it shall have procured a certificate of authority so to do from the Secretary of State.

### **Article 17: COLLUSION**

17.1 Contractor warrants that he has not, directly or indirectly, entered any agree participated in any collusion or otherwise taken any action in restraint of full competitive bidding. In special circumstances, an executed affidavit will be required as a part of the contract.

### **Article 18: PROHIBITION AGAINST CONTINGENT FEES AND GRATUITIES**

18.1 Contractor warrants that he has not paid, and agrees not to pay, any bonus, commission, fee, or gratuity to any employee or official of the Town for obtaining any contract or award issued by the Town. Contractor further warrants that no commission or other payment has been or will be received from or paid to any third-party contingent on the award of any contract by the Town, except as shall have been expressly communicated to the Town Purchasing Agent in writing prior to acceptance of the contract or award in question. Subsequent discovery by the Town of non-compliance with these provisions shall constitute sufficient cause for immediate termination of all outstanding contracts and suspension or debarment of the bidder(s) or contractor(s) involved.

### **Article 19: PREVAILING WAGE REQUIREMENT**

19.1 In accordance with Title 37 Chapter 13 of the General Laws of Rhode Island, payment of the general prevailing rate of per diem wages and the general prevailing rate for regular, overtime and other working conditions existing in the locality for each craft, mechanic, teamster, or type of workman needed to execute this work is a requirement for both contractors and subcontractors for all public works.

### **Article 20: FORCE MAJEURE**

20.1 All orders shall be filled by the CONTRACTOR with reasonable promptness, but the CONTRACTOR shall not be held responsible for any losses resulting if the fulfillment of the terms of the contract shall be delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or for any other acts not within the control of the CONTRACTOR and which by the exercise of reasonable diligence, the CONTRACTOR is unable to prevent.

### **Article 21: PRICING/FREIGHT**

21.1 All pricing offered or extended to the TOWN is firm and fixed unless expressly provided for to the contrary. All prices shall be F.O.B. Destination with freight costs included.

### **Article 22: SAFETY/COMPLIANCE WITH LAWS**

22.1 Supplier shall comply with all applicable federal, state, provincial and local laws, executive orders, rules and regulations during performance of this order, including but not limited to the Occupational Safety and Health Act of 1970, as amended ("OSHA"), Workplace Hazardous Materials Information System ("WHIMIS"), Toxic Substances Control Act as amended ("TSCA") Resource Conservation and Recover Act at 1976, as amended ("RCRA"), Clean Air Act of 1990, as amended, and Fair Labor Standards Act of 1938, as amended ("FLSA"). Supplier warrants that (1) all items sold or furnished under this order, including any packaging and labeling, will conform to and comply with OSHA standards and regulations, (ii) such items have been manufactured or furnished in accordance with the FLSA and regulations issued thereunder, and (iii) for each chemical product or product containing a chemical substance purchased under this order, Supplier shall furnish THE TOWN OF WESTERLY/WESTERLY PUBIC SCHOOLS a Material Safety Data Sheet ("MSDS") in conformance with applicable OSHA, WHIMIS, state, provincial and local requirements, unless a current MSDS has previously been submitted by Supplier to THE TOWN OF WESTERLY/WESTERLY PUBIC SCHOOLS.

## **EXHIBIT C - INSURANCE SPECIFICATIONS**

### **Standard Insurance and Indemnification Requirements**

General Conditions: Within ten (10) business days of the award or notice, or prior to the start of work, whichever comes first, the contractor will provide, pay for, and maintain in full force and affect the insurance outlined here for coverage's at not less than the prescribed minimum limits of liability. Such coverage is to remain in force during the life of the contract and for such additional time as may be required, and will cover the contractor's activities, those of any and all subcontractors, or anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

- A. Certificates of Insurance: The contractor will give the Town/Schools a certificate of insurance completed by a duly authorized representative of their insurer certifying that at least the minimum coverage's required here are in effect and specifying that the liability coverage's are written on an occurrence form and that the coverage's will not be canceled, non-renewed, or materially changed by endorsement or through issuance of other policy(ies) of insurance without thirty (30) days advance written notice to: Town of Westerly, 45 Broad Street, Westerly, Rhode Island, 02891 Attn: Purchasing Agent. Failure of the Town/Schools to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the Town/Schools to identify a deficiency from evidence provided will not be construed as a waiver of the contractor's obligation to maintain such insurance.
- B. Insurer Qualification: All insurance will be provided through companies authorized to do business in the State of Rhode

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Island and considered acceptable by the owner, with an A.M. Best Rating of A-/VIII.

- C. Additional Insured: To the extent commercially available at no additional cost, the policy or policies providing insurance as required, with the exception of professional liability and workers' compensation, will defend and include the Town/Schools directors, officers, representatives, agents, and employees as additional insureds on a primary basis for work performed under or incidental to this contract.
- D. Retroactive Date and Extended Reporting Period: If any insurance required here is to be issued or renewed on a claims-made form as opposed to the occurrence form, the retroactive date for coverage will be no later than the commencement date of the project and will state that in the event of cancellation or nonrenewal, the discovery period for insurance claims (tail coverage) will be at least 36 months.
- E. Subcontractors' Insurance: The contractor will cause each subcontractor employed by contractor to purchase and maintain insurance of the types specified below. When requested by the owner, the contractor will furnish copies of certificates of insurance evidencing coverage for each subcontractor.
- F. Waiver of Subrogation: The contractor will require all insurance policies in any way related to the work and secured and maintained by the contractor to include clauses stating each underwriter will waive all rights of recovery, under

subrogation and otherwise, against Town/Schools, and all tiers of contractors or consultants engaged by them. The contractor will require of subcontractors, by appropriate written agreements, similar waivers each in favor of all parties enumerated in this section.

- G. Indemnification/Hold Harmless: The contractor shall indemnify, defend, and hold harmless the Town/Schools and, if applicable, their agents and employees from and against all claims, damages, losses and expenses, including attorney's fees of counsel selected by the Town/Schools, arising out of or resulting from the performance of the work and /or the supplying of materials, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom, and (b) is caused in whole or in part by any negligent act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not they are caused in part by a party indemnified hereunder.

II. Insurance Limits and Coverage:

- A. To the extent applicable, the amounts and types of insurance will conform to the minimum terms, conditions and coverages of Insurance Services Office (ISO) policies, forms, and endorsements.
- B. If the contractor has self-insured retention's or deductibles under any of the following minimum required coverage's, the contractor must identify on the certificate of insurance the nature and amount of such self-insured retention's or deductibles and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retention's or deductibles will be the contractor's sole responsibility.
- C. Commercial General Liability: The contractor will maintain commercial general liability insurance covering all operations by or on behalf of the contractor on an occurrence basis against claims for personal injury (including bodily injury and death) and property damage (including loss of use). Such insurance will have these minimum limits:

Minimum Limits:	\$1,000,000 each occurrence
	\$2,000,000 each occurrence if blasting is required
	\$2,000,000 general aggregate with dedicated limits per project site
	\$2,000,000 products and completed operations aggregate
	\$1,000,000 personal and advertising injury

Should blasting be required, all necessary permits for the use of explosives shall be obtained by the contractor or insured from the Fire Marshall.

Special hazards shall be covered if needed by endorsement to the Commercial Liability policy/policies as follows:

- 1) Property damage liability arising out of the collapse of or structural injury to any building or structure due to excavation (including burrowing, filling or backfilling in connection therewith), tunneling, pile driving, cofferdam work or caisson work; or to moving, shoring, underpinning, razing or demolition of any building or structure, or removal or rebuilding of any structural support thereof.
- 2) Property damage liability for injury to or destruction of property arising, directly or indirectly, from blasting or explosions however caused, other than explosions of air or steam vessels, piping under pressure, prime movers, machinery or power transmitting equipment.
- 3) Property damage liability for injury to or destruction of wires, conduits, pipes, mains, sewers or other similar property, or any apparatus in connection therewith, below the surface of the ground, arising from and during the use of mechanical equipment for the purpose of excavating or drilling within project limits; injury to or destruction of property at any time resulting therefrom.

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- D. Automobile Liability: The contractor will maintain business auto liability coverage for liability arising out of any auto, including owned, hired, and non-owned autos.

Minimum Limits: \$1,000,000 combined single limit each accident

- E. Workers' Compensation: The contractor will maintain workers' compensation and employer's liability insurance. Waiver of subrogation in favor of the Town of Westerly shall apply.

Minimum Limits: Workers' Compensation: statutory limit  
Employer's Liability: \$500,000 bodily injury for each accident

\$500,000 bodily injury by disease for each employee  
\$500,000 bodily injury disease aggregate

- F. Umbrella/Excess Liability: The contractor will maintain coverage applying over the underlying Commercial General Liability, Automobile Liability, Pollution Liability (where applicable), and Employer Liability section of the Workers Compensation coverage. **The Town of Westerly shall have the sole discretion in increasing or reducing the Umbrella/Excess Liability coverage requirements depending on the scope and/or size of the work to be performed by Contractor/Bidder.**

Minimum Limits: \$5,000,000 per occurrence/\$5,000,000 annual aggregate