



TOWN OF

NORTH KINGSTOWN, RHODE ISLAND

100 FAIRWAY DRIVE
NORTH KINGSTOWN, RI 02852-6202
PHONE: (401) 294-3331
FAX: (401) 583-7145
www.northkingstown.org

INVITATION FOR BIDS

TOWN OF NORTH KINGSTOWN –Fire Department ELECTRONIC LOCK BOX SYSTEM

*Sealed proposals for the above will be accepted in the Office of the Purchasing/Finance, Town of North Kingstown Municipal Offices, 100 Fairway Drive, North Kingstown, RI 02852, until **12:00 pm November 18th, 2022**, and will then be publicly opened and read aloud. The Municipal Offices are opened 8:30am – 4:30pm, Monday through Friday. Please plan accordingly.

**NO BIDS WILL BE ACCEPTED AFTER THE FRIDAY NOVEMBER 18, 2022
12:00 PM DEADLINE.**

IT IS THE RESPONSIBILITY OF THE PROSPECTIVE BIDDERS TO MONITOR THE TOWN AND/OR STATE OF RHODE ISLAND PURCHASING WEBSITES FOR ANY SUBSEQUENT BID ADDENDUM. NO ADDENDA WILL BE ISSUED OR POSTED WITHIN FORTY-EIGHT (48) HOURS OF THE BID SUBMISSION DEADLINE.

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.

A certificate of Insurance showing \$1 million General Liability and \$1 million Any Auto, with the Town being named as an additional insured, Worker’s Compensation, with a waiver of subrogation will be required of the successful bidder.

The Town of North Kingstown reserves the right to reject any or all proposals or parts thereof; to waive any formality in same, or accept any proposal deemed to be in the best interest of the Town.

The Town of North Kingstown will provide interpreters for the hearing impaired at any pre-bid or bid opening, provided a request is received three (3) days prior to said meeting by calling 294- 3331, ext. 142.

***PLEASE SUBMIT AN ORIGINAL AND ONE (1) ELECTRONIC COPY ON A
THUMB DRIVE.**

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.

The following factors will be considered in determining the lowest evaluated or responsive bid price:

- Bid Price
- Meets or exceeds bid specifications; line-by-line items are included with each bid specification. Each line is to be filled in (yes or no), with any exceptions noted, **AND RETURNED WITH BID FORM.**
- Delivery date
- Proximity to Public Works facility for service
- Warranty/Guarantee
- Past performance by vendor
- Early payment discount

NOTE: IN OUR ONGOING EFFORTS TO PREVENT FRAUDULANT ACTIVITY, ALL SUBMISSIONS MUST INCLUDE THE FOLLOWING:

- **VENDOR'S BANKING INFORMATION (NAME OF BANK, ROUTING NUMBER, AND LAST FOUR NUMBERS OF ACCOUNT NUMBER)**
- **A COPY OF THE VENDOR'S W-9**

TOWN OF NORTH KINGSTOWN, RHODE ISLAND
INFORMATION FOR BIDDERS

ARTICLE 1. RECEIPT AND OPENING OF BIDS

Sealed bids must be submitted in SEALED ENVELOPES, addressed to the **Town of North Kingstown Municipal Office Building, ATTN: Purchasing/Finance, 100 Fairway Drive, North Kingstown, Rhode Island 02852**, and clearly marked with the name of the item bid, and the date and time of opening. The Purchasing Agent will receive bids up to the specified time as noted on the Invitation to Bid/Request for Proposal, and publicly opened and read aloud at the specified time. **The Town of North Kingstown will respectfully follow any Covid-19 guidelines in place at the time of opening.**

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 their bid is delivered within the time and at the place prescribed. Proposals received prior to the time of opening will be date/time stamped and securely kept unopened. No responsibility will attach to any officer or person for the premature opening of a proposal not properly addressed and identified.

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 to bid after such bid has been opened.

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, 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.

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 to 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 they are normally engaged in purveying the type of product, service, 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

It is the responsibility of the bidder to have inspected the Specifications and Contract Documents (including all addenda) which have been posted on the Town of North Kingstown and State of Rhode Island Purchasing websites. 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 (if applicable) in no way relieve any bidder from any obligation in respect to their bid.

When applicable, each bidder must inform themselves fully of the conditions relating to the construction of the project and the employment of labor thereon. Failure to do so will not relieve a successful bidder of their obligation to furnish all material and labor necessary to carry out the provisions of their contract. Insofar as possible the contractor, in carrying out the work, must employ such methods or means as will not cause any interruption of or interference with the work of any other contractor.

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. BID SECURITY IS TO BE 5% OF THE CONTRACT PRICE. *(When Applicable to Bid)*

ARTICLE 8. "OR EQUAL" BIDDING

The Town intends to permit liberal scope in bidding and specifically does not intend to limit bidding to any make or model. Whenever a material, article or piece of equipment is identified by reference to manufacturers' or vendors' names, trade names, catalogue numbers, etc., it is intended merely to establish a standard; and any proposed material, article, or equipment of other manufacturers and vendors which will perform adequately the duties

imposed by the general design will be considered equally acceptable provided it is in the opinion of the Town to be of equal substance and function.

ARTICLE 9. 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.

In the event a column headed "Vendor's Offering" is provided in the bid proposal, enter your offering, compliance, or non-compliance in each space. DO NOT enter dollar amounts.

ARTICLE 10. 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 11. DELIVERY

Delivery shall be F.O.B. North Kingstown, Rhode Island or as specified on the Bid Proposal Form.

ARTICLE 12. CONTRACT PERIOD AND TERM OF AGREEMENT *(When Applicable to Bid)* (N/A)

Contract period is found in the Standard Form of Agreement. 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 13. LABOR REGULATIONS *(When Applicable to Bid)* (N/A)

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 (40USC 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 14. SAFETY STANDARDS AND ACCIDENT PREVENTION *(When Applicable to Bid) (N/A)*

With respect to all work performed under this contract, the contractor shall:

- a. Comply with the safety standards provisions of applicable laws, building and construction codes, and the "Manual of Accident Prevention in Construction" published by the Associated General Contractors of America, the requirements of the Occupational Safety and Health Act of 1970 (Public Law 91-596), and the requirements of Title 29 of the Code of Federal Regulations, Section 1518 as published in the "Federal Register", Volume 36, No. 75, Saturday, April 17, 1971.
- b. Exercise every precaution at all times for the prevention of accidents and the protection of persons (including employees) and property.
- c. Maintain at their office or other well-known place at the job site, all articles necessary for giving first aid to the injured and shall plan for the immediate removal to a hospital or a doctor's care of persons (including employees), who may be injured on the job site. In no case shall employees be permitted to work at a job site before the employer has made a standing arrangement for removal of injured persons to a hospital or a doctor's care.
- d. Bidders are informed that the Project is subject to the requirements of Section 292.675. RSMO, which requires all contractors or sub-contractors doing work on the Project to provide, and require its on-site employees to complete, a ten (10) hour) course in construction safety and health approved by the Occupational Safety and Health Administration ("OSHA") or a similar program which is at least as

stringent as an approved OSHA program. The training must be Completed within sixty (60) days of the date of work on the Project commences. On-site employees found on the worksite without documentation of the required training shall have twenty (20) days to produce such documentation

ARTICLE 15. INSURANCE REQUIREMENTS *(When Applicable to Bid) (N/A)*

The Vendor/Contractor shall assume responsibility and liability for all injuries to persons or damages to property, directly or indirectly due to, or arising out of, their operations under the contract and shall be responsible for the proper care and protection of all work performed until completion and final acceptance by the Town.

The Vendor/Contractor 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, their breach or failure to perform any of the terms, conditions, or covenants of the contract resulting from acceptance of their bid.

The Contractor shall furnish the Purchasing Agent with certificates of insurance from companies acceptable to the Town of North Kingstown. All insurance companies listed on certificates must be licensed to do business in the State of Rhode Island. The Vendor/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 Vendor's/Contractor's work is acceptable by the Town.

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

1. (R) Commercial General Liability – Occurrence Form \$1,000,000/\$1,000,000.
2. (R) Automobile Liability – \$1,000,000. With both of the above naming the Town as additional insured.
3. (R) Worker's Compensation (if legally allowed and available). Waiver of subrogation applies to Worker's Compensation
4. (NR) Professional Liability – \$1,000,000.00
5. (NR) Asbestos Liability – \$1,000,000.00

*Sample Certificate of Insurance attached (R) REQUIRED (NR) Not Required

The Vendor/Contractor 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, and shall secure, pay for and maintain insurance as necessary to protect against errors and omissions which may result from this project.

When applicable, the Vendor/Contractor shall require similar insurance in the above amounts to be taken out and maintained by each sub-contractor. The Vendor/Contractor shall be fully responsible for the acts and omissions of their sub-contractors and of persons employed

either directly or indirectly by him/her. Nothing contained in the contract shall create any contractual relation between any sub- contractor and the Town of North Kingstown.

ARTICLE 16. PERFORMANCE BOND & LABOR AND MATERIAL PAYMENT BOND *(When Applicable to Bid) (N/A)*

The successful bidder will be required to furnish the Town with a performance Bond and Labor and Material Payment Bond, each in the amount of 100% of the contract price, as security for faithful performance of the Contract and executed by a surety company licensed to do business in the State of Rhode Island and approved by the Town. The failure of the successful bidder to supply the required Bonds within a time specified or within such extended period as the Town of North Kingstown may grant based upon reasons determined sufficient by the Town, shall constitute a default, and the Town may either award the contract to the next lowest bidder or re-advertise for bids

ARTICLE 17. LAWS, ORDINANCES AND CODES

All applicable Federal and State Laws, Ordinances and Codes of the Town of North Kingstown, Federal Labor Standards, 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.

ARTICLE 18. LIQUIDATED DAMAGES *(When Applicable to Bid)*

The successful bidder, upon their failure or refusal to execute and deliver the contract and bonds required within 10 days after he received notice of the acceptance of their bid, shall forfeit to the Owner, as liquidated damages for such failure or refusal, the security deposited with their Bid.

Failure on the part of the Contractor to complete the project within the agreed time schedule will result in a liquidated damage cost of One Hundred Dollars (\$100.00) per day, excluding Saturdays, Sundays, and holidays, to the Contractor, until completion (final Acceptance), excluding warranty periods. The Town may apply liquidated damage costs to current payment requests not yet paid.

ARTICLE 19. POWER OF ATTORNEY *(When Applicable to Bid)*

Power of Attorney: Attorneys-in-fact who sign bid bonds or contract bonds must file with each bond a certified and effectively dated copy of their power of attorney.

ARTICLE 20. NOTICE OF SPECIAL CONDITIONS *(When Applicable to Bid)*

Attention is particularly called to those parts of the contract documents and specifications which deal with the following:

- a. Inspection and testing of materials
- b. Insurance requirements
- c. Wage rates
- d. Stated allowances

ARTICLE 21. METHOD OF AWARD – LOWEST QUALIFIED BIDDER *(When Applicable to Bid)*

If at the time this contract is to be awarded, the lowest bid submitted by a responsible bidder does not exceed the amount of funds then estimated by the Owner as available to finance the contract, the contract will be awarded. If such bid exceeds such amount, the Owner may reject all bids. The awarding authority will not award this contract unless the Contractor furnishes satisfactory evidence of his/her ability and experience to perform this work, and that he/she has sufficient capital and equipment to enable him/her to complete the work successfully and to complete it within the time named in the contract. **Pre-bid conferences may or may not be scheduled; therefore, it will be the responsibility of each bidder to visit the site and be familiarized.** The Town of North Kingstown can reject any bid of a Contractor who has not visited the work site.

As part of the bid, the Contractor must submit a list of ten similar and successfully completed jobs, whose relevance to the proposed job shall be deemed by the awarding authority. The name, address, and telephone number of a contact person involved with each of these projects must be included so they can be investigated prior to the award of the contract.

Town of North Kingstown Fire Department Electronic Lock Box System

Project Overview

The Town of North Kingstown Rhode Island is requesting bids to upgrade our existing key lock box program from using a mechanical key system to electronic keys. This project is designed to reduce fire risk in our community by implementing a uniform lock box program in our town to allow for efficient fire department access to buildings during fires and other emergencies. The scope of this project includes re-coring our existing key boxes to a single electronic key system to increase system security and accountability with a goal of increasing efficiency and buy-in from the community. We have also included non-permanent door hanging electronic key boxes for elderly and at-risk residents to give them a secure way to provide the fire department with efficient access to their homes during an emergency.

Technical Requirements

The list below contains technical standards that the respondent in this request must meet or exceed as applicable. When responding to this request please place a check mark in the appropriate column indicating that your proposal either meets (Yes) or does not meet (No) the corresponding requirement. If neither Yes or No apply you may check the column marked other and provide a written explanation in the space provided.

Electronic Keys

Yes	No	Other	
			Twenty-four (24) Electronic Keys
			Electronic Master Key designed with multiple layers of security
			Expiration feature enables deactivation of the electronic key (2 minutes to 7 days)
			Collects and stores information on key usage and box openings
			Two command code operation levels
			Stainless steel construction
			Rechargeable lithium-ion battery
			Two communication LEDs
			Powers and programs the electronic lock cores
			Stores up to 2,500 events
			Stores up to 100 lock codes
			Additional storage of lock codes allows for mutual aid access
			Operating temperature: -20° to +60° C
			Storage temperature: -20° to +80° C

Key Control Units

Yes	No	Other	
			Eleven (11) full size Key Control Units with 60-degree angle mounting bracket designed for fire apparatus
			Thirteen (13) compact Key Control Units designed for staff vehicles and ambulances
			Capable of charging electronic key using hard wired 12v vehicle power
			Requires user pin code to release key
			Secures one (1) electronic key and one (1) mechanical key
			Connects to cloud management via Wifi
			Stores up to 5,000 User PIN codes
			Records up to 16,000 audit trail events
			User configuration and access activity tracked by user, date and time
			Access key using a 4–10-digit PIN code
			Tamper monitor, with or without 12v power
			Keypad illuminates for day or night visibility plus 2 alert LEDs

Electronic Lock Cores

Yes	No	Other	
			Eight-hundred and ninety (890) Electronic Lock Cores
			Capable of being retrofitted to existing lock boxes manufactured by Emergency Access Systems and Knox
			Requires no wiring or batteries for power
			Stores up to 140 events
			Holds 1 lock code
			Power provided by the electronic key
			Stores firmware
			Provides access information by date and time
			Non-contact design
			Constructed of stainless steel
			Operating temperature: -40° to +60° C
			Storage temperature: -40° to +80° C

Home Electronic Key Lock Boxes

Yes	No	Other	
			One Hundred (100) Home Electronic Lock Boxes
			Includes electronic lock core with requirements listed above
			Weather-resistant antique white finish
			Includes Door Hanger

Electronic Padlocks

Yes	No	Other	
			One hundred (100) Electronic Padlocks
			Includes electronic lock core with requirements listed above
			4" all-weather rust-free stainless-steel shackle
			Weather resistant body with durable cover including cylinder protection, sealed shackle holes, and drainage system
			Attack resistant
			Key retaining (when open)
			No high-security shroud
			Authorized agency identification label: Fire (red)

Electronic Lock Cloud Management System

Yes	No	Other	
			Includes a 5-year Term
			License for a minimum of 30 Devices
			Ability to track a minimum of 1500 electronic locks
			Ability to allow a minimum of 12 system administrators
			Ability to manage a minimum of 120 assigned pin numbers
			Hosted on FedRAMP compliant Microsoft Azure at a Tier III, SOC2 Type 2 certified data center
			Protected by threat monitoring
			Vetted by reputable 3rd party penetration testing
			Databases, PINs, and passwords are encrypted
			Data in transit protected with AES-128 encryption
			All data is stored exclusively in the United States

Comments

[illegible]

**Town of North Kingstown
Fire Department
Electronic Lock Box System**

PROPOSAL FORM

**To: Town of North Kingstown
100 Fairway Drive
North Kingstown RI 02852**

I, (We), the undersigned, agree to furnish to the Town of North Kingstown, with a complete electronic lock box system with the components listed in the bid specifications here in.

▪ **Equipment**

Make: _____ Model: _____

(Price in words) \$ _____
(Price in figures)

TOTAL NET BID PRICE \$ _____

WARANTEE/GUARENTEE: _____

DELIVERY DATE: _____

TERMS: _____

DISCOUNT FOR EARLY PAYMENT: _____

COMPANY NAME: _____

ADDRESS: _____

SIGNATURE: _____

(Please print name and title)

TEL: _____

EMAIL: _____

DATE: _____