

TOWN OF COVENTRY  
DEPARTMENT OF HUMAN SERVICES



SPECIFICATIONS FOR  
2021 FORD TRANSIT  
150 FULL SIZE (8) PASSENGER VAN

TOWN OF COVENTRY, RI

May 2021



**TOWN OF COVENTRY**  
**DEPARTMENT OF HUMAN SERVICES**  
50 Wood Street, Coventry, RI 02816  
401-822-9175 Fax 401-822-6211

**ADVERTISEMENT FOR BID**  
**2021 FORD TRANSIT 150 FULL SIZE**  
**(8) PASSENGER VAN**  
**TOWN OF COVENTRY, RHODE ISLAND**

Sealed bid for 2021 FORD TRANSIT 150 FULL SIZE (8) PASSENGER VAN will be received at the Office of the Town Clerk, Coventry Town Hall, 1670 Flat River Road, until 10:00 a.m. on May 3, 2021, at which time they will be opened and read aloud.

No bidder may withdraw his Bid within 90 days after the actual date of the opening thereof.

The Town of Coventry reserves the right to reject any or all bids, to waive any formalities in a bid, to make awards to separate bidders, to make awards to more than one bidder or to accept that bid or bids which in the judgment of the awarding authority is in the best interest of the Town.

The Bid Envelope must be clearly marked “**2021 FORD TRANSIT 150 FULL SIZE (8) PASSENGER VAN**”.

TOWN OF COVENTRY

Joanne Amitrano  
Town Clerk

## **INFORMATION FOR BIDDERS**

### **ARTICLE I - RECEIPT AND OPENING OF BIDS**

Sealed Bid for a **2021 FORD TRANSTI 150 FULL SIZE (8) PASSENGER VAN** will be received by the Town of Coventry, Rhode Island. at the Office of the Town Clerk, 1670 Flat River Road, Coventry, Rhode Island until **10:00 a.m. on May 3, 2021.**

Bids will be publicly opened and read aloud on the above day and date at the above address in the Town Council Chambers.

Each Bid must be submitted in a sealed envelope addressed to the Town Clerk and clearly labeled "**2021 FORD TRANSTI 150 FULL SIZE (8) PASSENGER VAN**". The envelope shall also bear the name of the bidder and his address.

If forwarded by mail, the sealed envelope containing the Bid must be enclosed in a second sealed envelope addressed to the Town Clerk, Town of Coventry, Rhode Island, Coventry Town Hall, 1670 Flat River Road Coventry, RI 02816 and labeled "BID DOCUMENTS."

The Owner may consider informal any bid not prepared and submitted in accordance with the provisions hereof and may waive any informalities in or reject any or all bids. Conditional or qualified bids will not be accepted. Any bid received after the time and date specified shall not be considered unless the time has been extended by mutual agreement between the Owner and the bidder.

### **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 in figures. All bids must be prepared in conformity with and shall be based on and submitted subject to all requirements of the Specifications together with all Addenda thereto.

### **ARTICLE 3 - TELEGRAPHIC MODIFICATION**

Any bidder may modify his bid by telegraphic communication at any time prior to the scheduled closing time for receipt of bids, provided such telegraphic communication is received by the Owner prior to the closing time, and provided further, the Owner is satisfied that a written confirmation of the telegraphic modification over the signature of the bidder was mailed and postmarked prior to the closing time. The telegraphic communication should not reveal the bid price but should provide the addition or subtraction or other modifications so that the final price or items will not be known by the Owner until the sealed bid is opened. If written confirmation is not received within two days from the closing time, no consideration will be given to the telegraphic modification.

#### **ARTICLE 4 - CONDITIONS**

Erasures or other changes in the bid must be explained or noted over the signature of the bidder.

#### **ARTICLE 5 - WITHDRAWAL OF BIDS**

Bids may be withdrawn personally or on written or telegraphic request dispatched by the bidder time for delivery in the normal course of business prior to the time fixed for the opening, provided that written confirmation of any telegraphic withdrawal over the signature of the bidder is placed in the mail and postmarked prior to the time set for the opening of the bids. Negligence on the part of the bidder in preparing his bid confers no right of withdrawal or modification of his bid after such bid has been opened.

No bidder may withdraw his bid within ninety (30) days after the actual date of the opening thereof.

#### **ARTICLE 10 - METHOD OF AWARD LOWEST QUALIFIED BIDDER**

If at the time this Contract is to be awarded the lowest base bid submitted by a responsible qualified bidder does not exceed the amount of funds then estimated by the Owner as available to finance the Contract, the Contract will be awarded on the base bid. If such bid exceeds such amount, the Owner expressly reserves the right to increase or decrease any class, item, or part of the work, and this reservation includes the omission of any such item, items, class, or part of the work as may be decided by the Owner at unit prices submitted by the bidder to bring the Contract within available funds; or the Owner may reject all bids. Additionally, the Owner reserves the right to award separate portions of the project to multiple contractors

The low bidder shall supply the names and addresses of major material suppliers and subcontractors when requested to do so by the Owner.

#### **ARTICLE 19 - LAWS AND REGULATIONS**

The bidder's attention is directed to the fact that all applicable State laws, municipal ordinances, and rules and regulations of all authorities having jurisdiction over construction of the project shall apply to the Contract the same as though herein written in full.

**ARTICLE 20 - RHODE ISLAND SALES AND USE TAX**

Equipment purchased under this contract is exempt from the Rhode Island Sales Tax. The exemption from the Sales Tax shall be taken into account during the bidding.

**BID:**

Total or gross sum of bid for Proposal- \$\_\_\_\_\_

WRITTEN IN WORDS:

\_\_\_\_\_

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

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

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

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

PHONE: \_\_\_\_\_

**NOTICE TO VENDORS**

1. No proposal will be accepted if made in collusion with any other bidder.
2. A bidder who is an out-of-state corporation shall qualify or register to transact business in this State, in accordance with RI General Laws (as amended), Sections 7-1.1-99, 7-1.1-105, and 7-1.1-106.
3. The Town of Coventry reserves the right to reject any and all bid(s).
4. Where prices are the same, the Town of Coventry reserves the right to award to one bidder, or to split the award.
5. Competitive prices may be obtained by all bidders attending formal bid opening. After a reasonable lapse of time, tabulation bids may be seen by applying in person at the Department of Public Works. Telephone or written requests for the above will not be honored.
6. As the Town of Coventry is exempt for the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
7. In case of error in the extension of prices quoted, the unit price will govern.
8. The contractor will not be permitted to either assign or sublet the contract nor assign either legally or equitably any monies hereunder, or its claim thereto without the previous written consent of the Finance Director.
9. Delivery dates must be shown in your bid. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.

- 10. All vendors doing business within the Town are subject to the requirements as stated in the code of Ethics as established by the Town Ordinance.
- 11. No goods should be delivered without a Notice to Proceed.

**ANTI-COLLUSION CERTIFICATE FOR CONTRACT AND FORCE ACCOUNT**

Title 23, United States Code, Section 112(c), requires, as a condition precedent to approval by the Director of Public Works of the contract for this work, that there be filed a sworn statement executed by, on behalf of, the person, firm, association, or corporation to whom such contract is to be awarded, certifying that such person, firm, association, or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such contract. This sworn statement shall be in the form of an affidavit executed and sworn to by the successful bidder before a person who is authorized by the Laws of this State to administer oaths. If the original of such sworn statement is not signed and submitted, the bid will not be considered responsible.

In order to comply with the above-noted Section 112(c), every bidder must complete the required certification statement.

A bidder will not be considered for award of contract under this invitation for bid unless such bidder completes the following required certification statement prescribed below:

To the Town of Coventry

STATE OF RHODE ISLAND COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_ (name of party signing affidavit) \_\_\_\_\_ (title), being duly sworn, do depose and say: On behalf of \_\_\_\_\_ (name of Contractor), of \_\_\_\_\_ that said Contractor has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the Coventry contract.

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

By: \_\_\_\_\_  
(print name)

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

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2021

My commission expires \_\_\_\_\_.

Signature and Seal of Notary Public

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## Appendix A

### **ANTI-KICKBACK ACKNOWLEDGMENT**

#### **ALL BIDDERS/OFFERORS MUST ATTEST TO THE FOLLOWING:**

The vendor acknowledges, under the pains and penalties of perjury, that he/she has not been offered, paid, or solicited for any contribution or compensation, nor has he/she been granted a gift, gratuity, or other consideration, either directly or indirectly by any officer, employee or member of the governing body of the Town of Coventry who exercises any functions or responsibilities in connection with either the award or execution of the project to which this contract pertains.

Further, the vendor acknowledges, under the pains and penalties of perjury, that he/she has not offered, paid, or solicited by way of any contribution or compensation, nor has he/she granted a gift, gratuity or other consideration either directly or indirectly to any officer, employee, or member of the governing body of the Town of Coventry who exercises any functions or responsibilities in connection with either the award or execution of the project to which this project or contract pertains.

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SIGNATURE OF BIDDER

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DATE

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TITLE

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COMPANY

Title of RFP:

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