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No. 24

TEL. 397-5016

Town of West Greenwich

INCORPORATED 1741

MAILING ADDRESS
VICTORY HIGHWAY
R.F.D. 2
WEST GREENWICH
RHODE ISLAND 02816

AMENDED ORDINANCE

BID ORDINANCE AS TO CONTRACTS IN EXCESS OF $1000.00:

Approved June 8, 1983

Be it ordained by the Town Council of the Town of West Greenwich as follows:

SECTION 1. AUTHORITY AS TO CONTRACTS IN EXCESS OF ONE THOUSAND DOLLARS:

Except as otherwise required by law, all contracts for the performance of any work, or the furnishing of any materials, or both, or for the purchase of any personal property of any kind, and every purchase of any goods, merchandise or personal property of any description, to or for the Town, or for the use of any officer, board, body, commission or department of the Town, the cost, price or consideration of which exceeds the sum of One Thousand Dollars ($1000.00), shall be made by the Town Council in behalf of the Town, and by no other person, except such particular contracts or purchases as may be authorized to be otherwise made by special vote of the Town Council providing in express terms therein that the provisions of this ordinance shall not apply thereto.

SECTION 2. DUTY TO LET CONTRACT BY ADVERTISEMENT AND BID:

The Town Council shall advertise for bids or proposals in the newspapers employed to do the Town advertising, and in such other newspapers as said Town Council in its discretion may determine, and let to the lowest competent and responsible bidders who give adequate security satisfactory to said Town Council for the performance of their contracts. All contracts for the performance of any work, or the furnishing of any materials, or both, or the sale of any goods, merchandise or personal property, to or for the Town or for its use, shall be let in this manner, unless the Town Council shall, by a four-fifths (4/5) vote of the members thereof, in any case determine that it is impracticable to procure such work or materials, or both, by contract, or to effect such purchase as a result of competition, or that the best interests of the Town require that the same be procured or effected in some other manner.

SECTION 3. AUTHORITY TO MAKE REPAIRS IN EMERGENCY:

In case of any public emergency, due to accident, injury or other cause requiring immediate action, the proper officers of the departments in charge may with the approval of the Town Council President cause any necessary repairs to be made to any heating, plumbing, lighting, fire or waterworks apparatus or public drains or sewers, unrestricted by any provision of this ordinance.

SECTION 4. DUTY TO FURNISH PLANS AND SPECIFICATIONS FOR WORK, MATERIALS:

Specifications for the performance of any work or the furnishing of any materials or supplies under the provisions of this ordinance shall be set forth by the Town Council with sufficient detail to inform all persons proposing to bid therefor of the nature of the work to be done and of the materials and supplies to be furnished. When plans are requisite, the same shall be prepared and exhibited to prospective bidders. All requisite plans and specifications for work, materials or supplies shall be prepared by the department for which the same is to be done or furnished, and shall be delivered to the Town Council before it advertises for bids therefor.

SECTION 5. SEALED BIDS TO BE SUBMITTED:

All bids for work on materials, submitted pursuant to the provisions of this ordinance, shall be submitted to the Town Council in sealed envelopes or wrappers, which shall have endorsed thereon the title of the work, materials or supplies to which such bids relate.

SECTION 6. CHECK OR BOND ACCOMPANYING BID MAY BE REQUIRED; PRESENTATION OF BIDS AND BONDS:

The Town Council, by giving notice thereof in an advertisement for bids pursuant to this ordinance, may require every bidder to furnish with his bid a certified check or a satisfactory bond of a specified amount to secure the execution and delivery by him of his contract in writing in due form and any relevant bond required, if his bid is accepted by the Town

Council. All such bids with any such checks or bonds required shall be presented to said Town Council at the place and time of their meeting as advertised for the receipt of the same, or may be theretofore filed with such person at such place as authorized by said Town Council in its advertisement.

SECTION 7. OPENING BIDS:

The reception and opening of bids shall be promptly held at the advertised time, whether or not a majority of the Town Council is present, and shall be open to the public. The time for presenting bids shall end at the expiration of fifteen (15) minutes after such stated time of such meeting, and thereupon the bids shall be opened by some member of the Town Council in the presence of the bidders and other persons there present, and publicly read.

SECTION 8. AUTHORITY TO REJECT BIDS:

The Town Council may reject any or all bids or proposals for work or materials, submitted as required in this ordinance.

SECTION 9. DUTY TO PRESERVE ABSTRACT OF BIDS:

An abstract of all bids with the prices, submitted pursuant to this ordinance, shall be made and preserved by the Town Clerk.

SECTION 10. FORM OF CONTRACTS AND PURCHASES ENTERED INTO:

All contracts and purchases made by the Town Council shall be made or evidenced in writing, and in such form as shall be approved by the Town Solicitor.

SECTION 11. AUTHORITY TO REQUIRE PERFORMANCE BOND TO ACCOMPANY CONTRACT:

When required by the Town Council, each contract for materials or services regulated by this ordinance shall be accompanied by a bond of

such amount and with such surety or security as is satisfactory to said Town Council, to secure the performance of the contract and to contain such other provisions as shall be satisfactory to said Town Council and the Town Solicitor, in the interest of the public health, safety, morals or welfare.

SECTION 12. EFFECTIVE DATE:

This ordinance shall become effective upon its passage by the Town Council of the Town of West Greenwich.