

RHODE ISLAND INFRASTRUCTURE BANK

REQUEST FOR PROPOSAL (RFP)

Office Furniture and Related Equipment

I. Description of Proposal

Through this Request for Proposals (together with all attachments hereto, this “RFP”), the Rhode Island Infrastructure Bank (the “Bank”) seeks proposals from qualified firms to provide, deliver, and install an array of new systems furniture for office space located at 235 Promenade Street, Suite #119, Providence, RI 02903. The work described in this RFP must be substantially completed no later than January 13, 2017.

II. Background

The Rhode Island Infrastructure Bank is a state quasi-public agency governed by a five-member Board of Directors.

III. Instructions

One original and two copies of your proposal should be submitted to the Bank, 235 Promenade Street, Suite 119, Providence, Rhode Island, 02903, Attn: Michael Pagliaro, Senior Accountant. Proposals should be concise and include all required attachments, information, and work samples. Proposals must be presented on business letterhead.

Proposals must be received no later than **4:00 p.m. on October 28, 2016**. Proposals received after the due date will not be considered.

A cover sheet with the following information must be displayed on the proposal package:

Name of Bidder

Address of Bidder

Due Date

RFP – Furniture Selection and Installation Proposal

Proposals may be withdrawn or amended by bidders at any time prior to the proposal submission date. If a significant mistake has been made by an apparent low bidder, the bidder will be given the option of fulfilling the contract at the proposed price or withdrawing the proposal. If an extension error has been made, the unit price will prevail.

Respondents are advised that all submissions (including those not selected for engagement) may be made available to the public on request upon completion of the process and award of a contract(s). Accordingly, any information included in the proposal that the respondent believes to be proprietary or confidential should be clearly identified as such.

IV. Scope of Work

The Scope of Work is set forth in Attachment A. Please also see Attachment D for contract terms and conditions.

V. Items to Be Included with Your Proposal

A. Cost of Products and Services Structure

The cost of products and services is one of the factors that will be considered in awarding this contract. The information requested in this section is required to support the reasonableness of your cost.

1. Please provide a cost proposal for the Scope of Work using the pricing schedule form provided at Attachment B. Without limiting the foregoing, include all costs for furniture, shipping, deliver (including all transportation, packaging, crates, containers, insurance, duty and brokerage charges), installation, related services, and any other costs or fees that may be incurred in the performance of the Scope of Work.
2. Please provide any other fee information applicable to the engagement that has not been previously covered that you wish to bring to the attention of the Bank.

B. Miscellaneous

1. The Bank encourages the participation of persons of color, women, persons with disabilities and members of other federally and State-protected classes.
2. Discuss any topics not covered in this Request for Proposals that you would like to bring to the Bank's attention.

VI. Evaluation and Selection

A selection committee consisting of Bank employees (the "Committee") will review all proposals and make a determination based upon the following factors:

- Professional capacity to undertake the Scope of Work
- Cost
- Ability to perform work within time constraints. Availability of all products; ability to complete the delivery and installation by January 13, 2017
- Ability to meet specifications, terms and conditions set forth in the Scope of Work

Please note that proposals deviating from the basis of design described in the Scope of Work will be rejected. See Scope of Work for further details.

In its sole discretion, the Bank may negotiate with one or more respondents to submit more detailed proposals on specific projects. The Bank's objective is to award the proposal to one bidder. However, the Bank reserves the right to make awards to multiple bidders on any item-by-item or item group basis. Respondent is responsible for all costs of preparation of the proposal, including making any presentations necessary to the

process. The Bank assumes no responsibility or liability for costs associated with responding to this RFP.

By this Request for Proposals, the Bank has not committed to undertaking the work set forth. The Bank reserves the right to reject any and all proposals, to rebid the original or amended scope of services and to enter into negotiations with one or more respondents.

If the Bank and the successful respondent (the “Contractor”) do not enter a separate contract, the agreement shall consist of the Request for Proposals and all attachments and amendments thereto (including without limitation these Contract Terms), the signed proposal submitted by the Contractor, and a purchase order or letter of agreement requiring the signatures of the Bank and the Contractor, all of which shall be referred to collectively as the “Contract Documents.”

The Bank reserves the right to make those decisions after receipt of responses. The Bank’s decision on these matters is final.

Please direct all inquiries seeking clarification on the Scope of Work in writing or by email to: Michael Pagliaro, Senior Accountant at mpagliaro@riinfrastructurebank.com. The last day for inquiries will be **October 21, 2016**.

Attachment A

Scope of Work

The Bank seeks to purchase office furniture as described in Attachment B, located at 235 Promenade Street, Suite 119, Providence, Rhode Island. The successful respondent will procure, deliver, and install the requested furniture and components, which will include systems furniture, workstations, private office casegoods, tables, storage cabinetry, lateral filing cabinetry, and seating, all as more particularly described and in the quantities set forth on Attachment B (collectively, the “Furniture”).

The manufacturers and models identified on Attachment B represent the basis of design for this project. All Furniture must be new, substantially similar to that listed in Attachment B and suitable for the Bank’s general business purposes.

The selected respondent will be responsible for all aspects of procuring, ordering, shipping, receiving, inspecting, staging and installing the Furniture at the office located at 235 Promenade Street, Suite 119, Providence, Rhode Island. Additionally, the selected respondent will be responsible for moving certain identified pieces of furniture already located at the Bank to specified office and communal space. Respondent will be responsible for supervising the performance of the Scope of Work, including performance by and related subcontractors. Furniture delivery and installation must be carried out between 8:00 am and 4:00 pm on weekdays. Furniture must be available and installed no later than January 13, 2017.

Respondent is responsible for verifying all site dimensions, maintaining all minimum clearances required by code, overseeing product orders, deliveries, installations, punch-lists, and reasonable clean-up activities. This includes the removal of non-recyclable and recyclable waste materials related to packing, transport, or installation, including without limitation dimensional and palette wood, rigid foam and padding, and metals.

The Furniture quantities listed on Attachment B are based on the Bank’s estimated needs. The Bank may adjust these quantities to meet its actual needs. The Bank also reserves the right to change colors or finishes within the same price level prior to placement of the final order.

Please ensure that the following information is included in your response:

- a. Warranty information on all items quoted.
- b. A list of replacement parts with unit pricing, if applicable
- c. Lead time for delivery after receipt of order
- d. A line-item breakdown of components relating to all items quoted

Attachment B

Furniture Specification Table & Pricing

(attached)

All bids must provide materials as described below, or substantially similar and approved by the Rhode Island Infrastructure Bank.

QTY	MODEL	DESCRIPTION
		<u>Office #1</u>
		Executive U-Grouping – Office Star Kenwood Book-Matched Cherry Veneer with Fluted Hardwood Edge – Transitional Styling Durable Multi-Step Subtle Sheen Finish
1	KEN89	Bow Front Desk Shell 72”W x 39”D
1	KEN65	Box/Box/File Desk Drawer Set
1	KEN15	Center Drawer
1	KEN70	Bridge 48”W x 24”D
1	KEN43	Credenza Shell 72”W x 20”D
1	KEN69	Multi File Cabinet with 2 Box/ 1 File/ 1 Lateral Drawer
1	OSF800BLK	Office Source Adjustable/Articulating Keyboard Tray-Lift & Lock Adjustment 21” Track – 20 ½”W Keyboard Tray with Wrist Rest-Slide Out Mouse Tray
1	KEN13	Kenwood 2 Door Storage Unit 37”W x 20”D
1	KEN56	Kenwood Bookcase – 5 Shelf 36”W x 14”D x 71”H
1	KEN35	Kenwood Conference Table 72”W x 36”D Racetrack
6	KEN-1292	Guest/Conf Chair – Cherry/Black
1	OS991	Office Source – Desk Chair Extra Wide Seat 350 LB Capacity Overall dimension 33 ½”W x 31”D x 43-45 ½”H – Black Leather Soft
		<u>Office #2</u>
		All office source product performance laminate mahogany, rich high density laminates with the added feature of full 3 mil PVC DuraEdge detailing on all exposed edges. Finished with full ‘privacy-modesty’ panels. Superior drawer slides. Locking file drawers feature full bar bearing suspension for letter or legal files. All pedestals are fully assembled, reversible and lockable. Standard height 29 ½”
1	PL178L	Left Corner Desk Shell 71”W x 30/42” D
1	PL179	Left Return Shell 30”W x 24”D
1	PL166	Box/Box/File Pedestal
1	PL175	File/File Pedestal
1	OSF700BLK	Keyboard Tray – Lift & Lock Adjustment 21” Track – 20”W Keyboard Tray with Wrist Rest-Swivel Mouse Tray
1	PL144/LD/LD	Door Hutch

1	PL118	Tack Board
1	PFTL48	Task Light
1	PL155	Bookcase 48" H
1	OS10311	High Back Desk Chair- Black Leather Tek Back, Seat and Arms – Overall Dimension 25 ½"W x. 28"D x 42 ½-45 ½"H
		<u>Office #3</u>
1	OS10311	High Back Desk Chair-Black Leather Tek Back, Seat and Arms – Overall Dimension 25 ½"W x 28"D x 42 ½ - 45 ½"H
4	OS271	Captains Arm Chair – Black Leather- Soft 24"W x 26"D x 31"H

<u>Product</u>	\$ _____
<u>Setup & Delivery</u>	\$ _____
<u>Move Existing Furniture</u>	\$ _____
<u>TOTAL</u>	\$ _____

Attachment D
Contract Terms

GENERAL TERMS:

By submitting a proposal, the respondent agrees and assures that information contained in his/her proposal is accurate to meet the needs of the Bank as set forth in the Scope of Work; specifications are adequate; and that the respondent accepts the terms and conditions set forth herein. Any exceptions should be noted in the respondent's proposal. Unless otherwise specified, all proposals shall be valid for 90 days from the deadline for submissions.

In the event one or more clauses of the Contract Documents are declared invalid, void, unenforceable or illegal, that shall not affect the validity of the remaining portions of the Contract Documents.

The Contract Documents may not be amended, modified, or supplemented except by mutual written agreement of the parties.

The Contract Documents and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Rhode Island without reference to its conflicts of laws principals. The Contractor agrees that any litigation action or proceeding arising out of this Contract shall be instituted in a state court located in the State of Rhode Island.

Neither party to the Contract Documents shall assign the Contract Documents without the prior written consent of the other, nor shall the contractor assign any money due or to become due without the prior written consent of the Bank.

DELIVERY NOTIFICATION

Contractor shall notify the Bank no later than two business days prior to delivery and installation of the furniture ordered pursuant to this RFP. Delivery notification shall be made to Michael Pagliaro, Senior Accountant, at (401) 453-4430. Receiving hours are Monday-Friday, 8:00 AM – 4:00 PM, or by mutual agreement. Delivery and installation shall take place no later than **January 13, 2017**. Time is of the essence in the performance of the Contract Documents.

All shipping containers shall be properly and legibly marked or labeled on the outside with the description of the items and purchase order number. Contractor must include packing or delivery slips containing the following information:

- Rhode Island Infrastructure Bank – Office Furniture
- Delivery Address: 235 Promenade Street, Suite 119, Providence, RI 02903

TAX EXEMPTION

The Bank is exempt from the payment of Federal Excise Taxes on articles not for resale and from the Federal Transportation Tax on all shipments. The Bank is exempt from the payment of Rhode Island Sales and Use Taxes. Contractor and any subcontractor thereof shall adjust his or her quote accordingly, and shall not collect or attempt to collect such taxes from the Bank. The Bank will furnish exemption certificates upon request.

INDEMNIFICATION

Contractor releases, waives, discharges and covenants not to sue the Bank or any representative, manager, operator, official, officer, director or employee thereof (collectively, the “Released Parties”) for any injury, death, loss or claim incurred by Contractor or any agent or representative of Contractor arising out of or in connection with the performance of the Contractor, or any agent, representative, or subcontractor thereof, under the Contract Documents.

The Contractor hereby indemnifies and holds the Released Parties harmless from any and all loss, damage, claims, causes of action, costs and expenses (including attorney’s fees) arising from or related to the acts or omissions of the Contractor or any agent or representative of the Contractor in connection with the performance of the Contractor, or any agent, representative, or subcontractor thereof, under the Contract Documents.

CONTRACTOR’S LIABILITY INSURANCE

During the term of the Contract Documents, Contractor shall maintain the following insurance coverage:

- 1) Commercial General Liability - \$1,000,000 per occurrence or more (bodily injury and property damage);
- 2) Automobile Liability (including hired & non-owned) - \$1,000,000 per occurrence or more (bodily injury and property damage);
- 3) Workers Compensation (for all personnel in compliance with applicable state law).

PERFORMANCE TERMS AND CONDITIONS

Items shall be delivered to the Bank at 235 Promenade Street, Suite 119, Providence, Rhode Island 02903 with prior notification as set forth above (see Delivery Notification above). Contractor will have complete responsibility for the items until delivered, assembled, and approved by the Bank. All transportation and assembly arrangements will be the responsibility of the Contractor.

Contractors shall provide final site clean-up upon completion of installation. All crating and other debris **must** be removed from the premises and disposed off-site. The Contractor will be solely responsible for correcting damage to the premises resulting from the delivery and assembly process.

DEFAULT CONTINGENCY

In the case of default by the Contractor, under the terms of the Contract Documents, the Bank may procure substantially similar items from other sources and Contractor will be responsible for any excess cost occurring as a result of Contractor's default.

PAYMENT

Payment will be made upon receipt of an accurate invoice for goods that have been delivered, installed and accepted. All furnishings must be installed, inspected and punch listed by the Bank, and punch list items repaired or corrected, before final payment.