



# Rhode Island Airport Corporation

April 26, 2016

**- Requests for Proposals -**  
**Equipment Lease Purchase Financing Firm**

**Contract No. 26373**

**Approved:**

Jeffrey P. Goulart  
AVP, Finance & Administration

## **INTRODUCTION**

The Rhode Island Airport Corporation (RIAC) is soliciting proposals from qualified firms interested in providing a master-lease purchase for financing services for the following equipment (the "Equipment"):

1. Six (6) Airfield Plows to be purchased from the Wausau Equipment Company, Inc. in the actual bid amount of \$1,858,318, payable in seven (7) years; and
2. Two (2) Airfield Snow Blowers to be purchased from J.A. Larue Inc. in the actual bid amount of \$1,027,896, payable in seven (7) years.

The delivery of the Equipment is expected within eight (8) months of RIAC issuing a Purchase Order to the firms.

The Master Lease and the financing thereunder is not being issued under the Master Indenture of Trust dated as of October 1, 1993, as supplemented, and is not supported by a pledge of revenues or other assets of RIAC. The rental payments to be made under the Master Lease shall be secured by a security interest in the Equipment being financed thereunder. The lease payments shall constitute a general obligation of RIAC, subject to annual appropriation by RIAC. **The lease payments shall not constitute (i) a debt or pledge of the full faith and credit of the Rhode Island Commerce Corporation or (ii) a debt or pledge of the faith and credit of the State of Rhode Island.**

## **INSTRUCTIONS TO RESPONDENTS**

Proposers shall submit one (1) electronic (flash drive only accepted) and five (5) printed copies of the proposal to:

Office of Procurement, 3<sup>rd</sup> Floor  
Rhode Island Airport Corporation  
T. F. Green Airport  
2000 Post Road  
Warwick, RI 02886-1533

**Attn: Equipment Lease Purchase Financing Firm – Contract No. 26373**

The proposal must be submitted no later than 4:00 p.m., May 10, 2016, Eastern Time. Late submissions will not be accepted.

Questions concerning this RFP should be emailed to [procurement@pvdairport.com](mailto:procurement@pvdairport.com) no later than 4:00 p.m. April 29, 2016. RIAC staff will use its best efforts to answer any questions and provide additional information via an addendum (if applicable) no later than 4:00 p.m. May 2, 2016, posted to [www.pvdairport.com/corporate/procurement](http://www.pvdairport.com/corporate/procurement).

RIAC accepts no financial responsibility for any costs incurred by a firm in responding to this RFP, participating in oral presentations, or meeting with RIAC prior to being hired. The proposals in response to this RFP become the property of RIAC and may be used by RIAC in any way it deems appropriate. By submitting a proposal, the firm certifies that it has fully read and understands the RFP, has full knowledge of the scope of work to be provided, and accepts the terms and conditions under which the services are to be performed.

RIAC reserves the right to engage in individual discussions and negotiations with one or more institutions that submit proposals. RIAC reserves the right to interview some, all or none of the respondents responding to this RFP based solely on its judgment as to the respondents proposals and capabilities. RIAC reserves the right to reject any and all submittals, to request and consider additional information from submitters, and to reject any and all submittals on any basis without disclosing the reason. No respondent may withdraw their submittal for at least ninety (90) days after the time and date set for submission.

Procedures respecting submittals and the selection of broker shall be in conformity with Title 37, Chapter 2 of the General Laws of the State of Rhode Island and RIAC procurement rules.

## **PROPOSAL**

1. Please provide a copy of the lease and security documents that RIAC would be expected to sign.
2. Please list all information that RIAC would be required to provide in connection with, or as a condition precedent to, the execution of the lease and security documents.
3. Please provide qualifications data, to include background on your firm and at least three (3) references with contacts (name/email/phone) for significantly relevant & similar leases your firm has executed within the past 3 years.
4. The award is expected to be made the week of May 23, 2016, but there is no guarantee that it will be awarded on such date.
5. If approved by RIAC, the lease is expected to close and fund to escrow within 60 (sixty) days from the date of award with the first annual rental payment due 365 days from the escrow date and annually thereafter.
6. Please provide a detailed term sheet including, rental rates (fixed rate option only for this RFP), how rental rates are determined and a schedule of anticipated payments, prepayment terms, etc.
7. Include all fees and expenses to be incurred by RIAC in connection with the proposed lease financing (including cost of issuance, escrow, other), pre-payment provisions, reporting requirements, timing and any other material provisions applicable to your proposal.
8. Please provide some details on respondent's approval process and timing necessary by respondent to close.
9. Please identify if the respondent is utilizing outside counsel, and if so, the name of the proposed firm and not to exceed legal fee.
10. This capital lease is anticipated to be qualified as tax exempt and firms should provide rates under this assumption.
11. In the event this capital lease does not qualify as tax exempt, firms should provide rates under this assumption as well.
12. Title of the Equipment will be in the name of RIAC, subject to a security interest in the name of respondent.
13. The rental payments under the Capital Lease are subject to annual appropriations by RIAC.

## **ADDITIONAL QUALIFICATIONS**

Explain what distinguishes your firm from others, and why do you believe your firm can best meet the needs of RIAC.

## **CAMPAIGN FINANCE COMPLIANCE**

Every person or business entity providing goods or services at a cost of \$5,000 cumulated value is required to file an affidavit regarding political campaign contributions with the RI State Board of Elections even if no reportable contributions have been made (RI General Law 17-27). Forms may be obtained at Board of Elections, Campaign Finance Division, 50 Branch Avenue, Providence, RI 02904, (401-222-2056).

## **MAJOR STATE DECISION-MAKER**

Does any Rhode Island "Major State Decision-Maker", as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a \$5,000 or greater cash interest in this business?

For purposes of this question, "Major State Decision-Maker" means:

(i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in R.I.G.L § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of president, senior vice president, general counsel, director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff; and

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is "Yes", please identify the Major State Decision-Maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §36-14-16, 17 and 18.