



## REQUEST FOR PROPOSAL

### For: Office Furniture Supply, Delivery, and Installation

The Rhode Island Commerce Corporation (Corporation”) is soliciting a Request for Proposal from firm or firms qualified to provide furniture, including delivery and installation services, for their newly renovated office at 317 Iron Horse Way in Providence, Rhode Island. The space is approximately 17,000 SF of office space on the first floor and consists of private offices, systems furniture, conference room furniture, as well as various ancillary furnishings. The scope of work also includes the removal of the existing furniture from the current office space located in an adjacent building at 315 Iron Horse Way. Corporation expects to begin operations in early October 2017; all furniture should be delivered and installed by September 29, 2017.

#### Scope of Work

This RFP contains multiple attachments to communicate the basis of design. Base specifications for the desired furnishings are described on [Attachment A](#) (Furniture Specification Table). Floor plans showing the intended furniture layout as well as private office and work station typicals are set forth on [Attachment B](#).

The manufacturers and models identified on [Attachment A](#) represent the basis of design for this project. **Respondents must satisfy the base bid in full in order for alternates to be considered.** If a vendor wishes to propose furniture from alternate manufacturers or of alternate designs, such alternates must be submitted with the final RFP submission and indicated on [Attachment A](#). Alternate furnishings must be equal or better quality in comparison to the base specification. To propose an alternate to the base bid, vendors must provide the following information regarding the proposed alternate:

1. Provide manufacturer, model, and pricing in designated columns on [Attachment A](#).
2. Provide line-item breakdown (bill of materials) for all alternates proposed. This should cover individual attributes of each alternate including but not limited to finishes, upholstery grades, and model numbers.
3. Assuming the alternate is being proposed as a cost-saving opportunity, please provide overall project savings per line-item in designated column on [Attachment A](#).
4. Colored cut sheet/brochure of the proposed alternate.
5. A detailed description of how the proposed alternate is equal to the base bid specification as well as *how it isn't*. Any difference between the original specification and the proposed specification should be clearly outlined. Attach description directly to colored cut sheet & line-item breakdown.

The successful respondent will be responsible for all aspects of procuring, ordering, shipping, receiving, inspecting, staging and installing the furniture at 317 Iron Horse Way, Suite 101 in Providence, RI. The office is accessible by a street-level entrance. Vendor shall notify Corporation no later than two business days prior to delivery and installation of the furniture, delivery notification shall be made to Mike Walker,

RI Commerce Corporation. Furniture delivery and installation must be carried out between 8:00 am and 5:00 pm on weekdays, or at other times by mutual agreement. If for whatever reason the delivery is postponed beyond the target completion date of September 29, 2017, the successful vendor shall cover monthly storage costs for up to but not more than one month.

Additionally, the successful vendor is responsible for removing the existing furniture from Corporation's current office space located in an adjacent building at 315 Iron Horse Way, Suite 101 in Providence, RI. Furnishings include but are not limited to systems furniture, task chairs, conference furniture, and other ancillary pieces. Because some of the existing furniture is in good condition and could potentially be repurposed or resold, all vendors should submit a description of how they intend to approach the removal of existing furniture and whether or not there is opportunity for Corporation to obtain a credit that they could apply towards the purchase of their new furniture. Once the project is awarded, a walk through will be conducted with the successful vendor to determine a fair-market value on a piece-by-piece basis and a credit will be proposed based on these observations. If it is determined that there is no value for certain pieces, it is still the successful vendor's responsibility to remove/dispose of the furniture.

Respondent will be responsible for supervising the performance of the Scope of Work, including performance by any furniture related subcontractors. Respondent is responsible for overseeing product orders, deliveries, installations, punch-lists, and reasonable cleanup activities. Brittani Fleury, Vision 3 Architects will conduct a final walk through upon completion of the project to ensure the furniture package was delivered and installed as anticipated by Corporation.

An electronic copy of the furniture plans and an electronic copy of Attachment A will be made available to vendors upon request only after the vendor submits indemnification form (Attachment C) signed by a company officer to Andrew Larsen, Vision 3 Architects by June 16<sup>th</sup>, 2017. Please send the completed form to the following e-mail address: [alarsen@vision3architects.com](mailto:alarsen@vision3architects.com). **Requests after that date will not be granted.** Once furniture order is complete, vendor will provide final furniture installation drawing (floor plan) in both .pdf and .dwg format to Rhode Island Commerce Corporation for record.

Furniture quantities are to be determined by the respondent and indicated on both Attachment A and the line-item cap spec included with the bid. Quantities should be based on Rhode Island Commerce Corporation's proposed furniture plan (Attachment B). Corporation may adjust these quantities to meet their needs as required. Additionally, the successful vendor must agree to hold project pricing for the duration of one (1) year after project completion in the event Corporation finds they need to order additional pieces to supplement the floor plan.

Upon award of the project, the successful vendor will work with the specifying designer to select any remaining finishes and upholsteries. Successful vendor shall provide a full set of color brochures for all lines specified to Corporation for record.

## **Proposal Requirements**

### **General Firm Information:**

Provide a brief description of your firm, including the following information:

1. Company profile including legal name, company history, and organizational structure
2. Names of all officers, directors, or partners of the firm
3. Address of all offices of the firm
4. Number of employees of the firm

### **Experience and Resources**

1. Describe your firm and its capabilities. In particular, support your capacity to provide the furniture items and related services described in the Scope of Work.
2. Identify specific members of the project team that will be providing services to Rhode Island Commerce Corporation. Provide appropriate background information for each such person as well as contact information including e-mail address and telephone number.
3. Please provide at least three (3) references (including a company name, contact name, e-mail address, and telephone number) for organizations or businesses for which you have performed similar work within the past three years.
4. Please indicate in-house or contracted installation and service. If in-house, indicate number of installation/service staff. If contracted, please list contractor(s) and length of relationship(s) or volume of work completed within the past three years. Please also indicate estimated installation time for project layout.
5. Identify any material litigation, administrative proceedings or investigations in which your firm is currently involved. Identify any material litigation, administrative proceedings or investigations, to which your firm or any of its principals, partners, associates, subcontractors or support staff was a party, that has been settled within the past two (2) years.

### **Furniture Specifications**

1. Provide completed Furniture Specification Table (Attachment A). This should include any proposed alternates as well as discount structures and lead times for all proposed lines in the designated columns.
2. Provide a line-item breakdown featuring a full bill of materials that includes each item listed on Furniture Specification Table (Attachment A). This should cover individual attributes of each specified piece including but not limited to finishes, upholstery grade, model numbers, and other notable features that could affect cost (i.e. arm type, casters, lumbar support etc.).
3. Provide manufacturer warranties for all proposed line items. The selected vendor shall be responsible for warranty labor for the time stated in the manufacturer's written warranty.
4. Provide a description of the approach for the removal/disposal of the existing furniture in RI Commerce's current office space. See Scope of Work for more information.

## Cost Proposal

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 proposal.

Please provide a cost proposal for the Scope of Work using the Furniture Specification Table attached (Attachment A). Include all costs for furniture, shipping, delivery (including all transportation, packaging, crates, containers, insurance, duty and brokerage charges), installation and clean-up (including the removal of non-recycling and recycling waste materials which includes but is not limited to: dimensional and palette wood, plastics, rigid foams, padding, and metals), related services and any other costs or fees that may be incurred in the performance of the Scope of Work. Delivery and Installation cost should be broken out as a separate line item on the Furniture Pricing Table (Attachment A). Should the respondent feel that after hours or weekend work will be required to complete the project on time, please make any necessary adjustments to your labor costs to reflect this possibility and, if applicable, include hourly overtime rates. RI Commerce is exempt from RI sales and use tax. An Exemption Certificate will be provided with the order.

## Criteria for Selection

Vendors are advised that only complete proposals for all line-items specified will be accepted. Partial or incomplete proposals will void the proposal in its entirety. Each proposal will be reviewed and a determination will be made based on the following factors:

## EVALUATION CRITERIA

	<b>Maximum Points</b>
Professional ability, capacity, and skill of the vendor to perform the work as outlined in Scope of Work	20
Ability to perform work within time constraints without delay or interference	10
Previous experience working in commercial office buildings	5
Ability to meet specifications set forth in the Scope of Work	10
Recommendations by references	10
Conformity to provided base specification	10
Availability of products	5
Cost	30
	Total
	100
MBE/WBE/DisBE Participation	6

**Please note that proposals deviating from the basis of design described on Attachment A will be rejected. Alternates will be considered only after the basis of design is satisfied in full.**

Corporation may conduct interviews with one or more finalists to determine the successful vendor. Corporation's objective is to award the proposal to one vendor. That said, Corporation reserves the right to make awards to multiple vendors on an item-by-item or item group basis. All parties responding to this RFP do so at their own expense. Corporation assumes no responsibility or liability for costs associated with responding to this RFP.

Through this RFP, Corporation has not committed to undertaking the work set forth. Corporation reserves the right to reject any and all proposals (wholly or in part), to call for new proposals, amend scope of services, or to enter into negotiations with one or more respondents if Corporation deems it is in their best interest. Corporation reserves the right to make those decisions after receipt of responses. Corporation's decision on these matters is final.

Designated Corporation staff or selected advisors will evaluate the written proposals. The Corporation may at any time during the evaluation process seek clarification from Proposers regarding any information contained within their proposal. Final scores for each Proposer will reflect a consensus of the evaluations.

Any attempt by a Proposer to contact a member of Corporation staff or selected advisors outside the RFP process, in an attempt to gain knowledge or an advantage, may result in disqualification of Proposer.

### **Instructions and Notifications to Proposers**

1. Potential agencies are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals that depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content, shall be borne by the agency. The Corporation assumes no responsibility for such costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 days following the date set for submission of agency proposals.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other locations, or that are otherwise not present at the Rhode Island Commerce Corporation by the submission deadline for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Rhode Island Commerce Corporation.
7. All proposals should identify the firm's proposed team, including those employed by subcontractors, if any, along with respective areas of expertise and relevant

credentials. Firms should also provide a delineation of the portion of the scope of work for which each of these professionals will be responsible.

8. All proposals should include the agency's FEIN or Social Security number as evidenced by a W9, downloadable from [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

9. All proposals should include a completed RFP Response Certification Cover Form, included in this document.

10. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds and made at the discretion of the Corporation.

11. Awarding this RFP is based on the Evaluation Criteria set forth in this RFP. Vendors are advised, however, that all materials and ideas submitted as part of this proposal and during the performance of any award shall be the property of and owned by the Corporation, which may use any such materials and ideas.

12. Interested parties are instructed to peruse the Corporation's website ([www.commerceri.com](http://www.commerceri.com)) on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP. Addenda will also be posted to the Rhode Island State Division of Purchases' website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

13. Equal Employment Opportunity (R.I. Gen. Laws § 28-5.1-1, et seq.) – § 28- 5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.

14. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no corporation organized under the laws of another state or country shall have the right to transact business in Rhode Island until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful agency.

15. The Rhode Island Commerce Corporation encourages MBE/WBE/DisBE participation in this solicitation. In accordance with Title 37, Chapter 14.1, and Title 37, Chapter 2.2 of the General Laws of Rhode Island, the Corporation reserves the right to apply additional consideration to offers, and to direct awards to bidder's other than the responsive bid representing the lowest price where:

1. The offer is fully responsive to the terms and conditions of the Request;
2. Firms with MBE/WBE/DisBE participation may to receive up to six (6) extra points in the scoring evaluation.
3. The firm making the offer has been certified by the R.I. Department of Administration to be a small business concern meeting the criteria established to be considered a MBE/WBE/DisBE.

16. The Corporation reserves the right to award to one or more Proposers.

17. A completed RFP Response Certification Cover Form, included in this document must be provided with the proposal.

**Proposal Submission**

Responses to this RFP are due **by Thursday, June 29, 2017 by 2:00pm**. One (1) electronic (PDF) version and six (6) printed copies of the complete proposal must be mailed or hand-delivered in a sealed envelope marked:

Rhode Island Commerce Corporation  
Attention: **Office Furniture Supply, Delivery, and Installation RFP**  
315 Iron Horse Way, Suite 101  
Providence, RI 02908

**Note: No phone calls and late responses will be accepted and responses received via electronic submission only will be disqualified.**

Questions, interpretations, or clarifications concerning this RFP should be directed by e-mail to [mike.walker@commerceri.com](mailto:mike.walker@commerceri.com) no later than 2:00 pm on Thursday, June 22, 2017. Responses to questions, interpretations, or clarifications concerning this RFP will be posted online via addendum at [www.commerceri.com](http://www.commerceri.com) and [www.purchasing.ri.gov](http://www.purchasing.ri.gov) on Monday, June 26, 2017.

*The Rhode Island Commerce Corporation reserves the right to terminate this solicitation prior to entering into any agreement with any qualified firm pursuant to this Request for Proposal, and by responding hereto, no firms are vested with any rights in any way whatsoever.*

*Rhode Island Commerce Corporation reserves the right to reject any or all proposals for not complying with the terms of this RFP.*

**Attachment A**

**Furniture Specification Table**

**Rhode Island Commerce Corporation**

Please provide line-item pricing for all pieces listed on Furniture Specification Table below. Refer to Furniture Floor Plan (FI.1) & Associated Typicals (Attachment B).

Item Code	Item	Manufacturer	Basis of Design Model & Model #	Dimensions WxDxH	Item Description	Discount Off List Price	Est. Lead Time	Proposed Unit Sell Price	Qty.	Total	Proposed Alternate	Proposed Unit Alternate Sell Price	Alternate Total	Total Project Savings Over Basis of Design
C-1	Task Chair	9 to 5 Seating	Vault - 1460-Y1-A41-C	26"x25"	Rachet back Height Lumbar Adjustment, 6-Way Adjustable Arm (A41), Carpet Casters, Simple Synchro Tilt Control, Black Mesh Back, Upholstery: Grade C, Momentum Textiles, Pattern: Beeline, Color: Lake					\$0.00			\$0.00	\$0.00
C-2	Guest Chair	National Office Furniture	Tag Guest Chair, Wood Square Back - N60CW	19.25"x21"x31"	Wood Square Back, Upholstered Seat, Arms, Platinum Silver Frame, Grade 3 Upholstery (TBD), Soft Floor Glides (C8)					\$0.00			\$0.00	\$0.00
C-3	Conference Chair	9 to 5 Seating	Diddy Chair 2450-B2-A24		Mid-Size Basic Control, Leather Upholstery (Grade L3, Highland Black), C-7 Casters w/ Chrome Accent					\$0.00			\$0.00	\$0.00
C-4	Break Room Chair	KI	Doni Chair, Armless Wire Tower Base- DNZA00	19.25"x18.75"x33.75"	Two-tone Polypropelene Shell (Inner Color: Sky Blue - PSK, Outer Color: Wet Sand - WS), Wire Tower Base (Starlight Silver Metallic - SX), Hard Floor Glides, Armless					\$0.00			\$0.00	\$0.00
C-5	Huddle Room/Mothers Room Chair	National Office Furniture	Fringe Club Chair, Right Arm, Right Tablet - N92CSRR	26"x30.5"x28"	Right Arm w/ Laminate Tablet, Metal Base (Static w/ Swivel, Metallic Silver Finish), Grade 4 Upholstery (Pattern: Silvertex, Color: TBD)					\$0.00			\$0.00	\$0.00
C-6	Break Room Stool	KI	Doni Café Stool - DN4100	19.25"x18.75"x45.75"	Solid, Single Colored Polypropelene Shell (Color: Grass Green - PGN), Armless, Hard Floor Glides, Metallic Silver Base (Starlight Silver Metallic)					\$0.00			\$0.00	\$0.00
C-7	Reception Chair	National Office Furniture	Grin Sled Base - N49GMDI	27"x31"x30"	Polished Aluminum Base, Soft Floor Glides, COM Upholstery. Manufacturer: Maharam, Pattern: Across- 465964, Color: Schooner- 008, Crypton Green Finish					\$0.00			\$0.00	\$0.00
C-8	Reception Bench	Keilhauer	2-Seat Branden Bench 2002	54"x22"x16"	Two-Seat Bench w/ Nickel Plate Legs (PN00), COM Upholstery. Manufacturer: Designtex, Pattern: Pinpoint - 3778, Color: Cement - 801					\$0.00			\$0.00	\$0.00
C-9	Board Room Chair	9 to 5 seating	Cosmo Leather Mid-Back Chair 3200-X2-A31	28.5"x25"x40-45"	Mid-Back Dynamic Synchro Tilt Control, Seat Slider, Black Soft Touch Fixed Cantilever Arm (A31), Carpet Casters, Fully Upholstered w/ Leather Upholstery (Grade L3, Highland Black), Lockable Tilt Controls					\$0.00			\$0.00	\$0.00
C-10	Not Used													
C-11	Additional Board Room Seating	National Office Furniture	Jiminy Nesting Chair, Static - N52GHA	35.5"x22"x33.5"	Netsing Chair w/ Mesh back, Static (Back legs to feature small glide rollers to allow for ease of mobility when nesting), Soft Glides (C21), Platinum Metallic Silver Frame, Black Mesh Back, Adjustable Arms, Grade 7 Upholstery (Silica)					\$0.00			\$0.00	\$0.00
C12	Break Room Banquette	National Office Furniture	Fringe Mid Back 2-Seat Lounge, Armless - N92M2MX	53.5"x27"x40.25"	Mid-Back, Metal base (Metallic Silver), Contrasting Upholstery. Back Upholstery: COM, Manufacturer: Wolf Gordon, Pattern: Overpass, Color: Aqua- GOH 11627638, Added Custom Finish: Defend Moisture Barrier (Contact Manufacturer's Rep for more info: Cindy Cedrone, (781) 320-2972); Seat Upholstery: Grade 4, Pattern: Silvertex, Color: Carbon					\$0.00			\$0.00	\$0.00
C-13	Break Room Banquette	National Office Furniture	Fringe Mid Back 3-Seat Lounge, Armless - N92M3MX	79.25"x27"x40.25"	Mid-Back, Metal base (Metallic Silver), Contrasting Upholstery. Back Upholstery: COM, Manufacturer: Wolf Gordon, Pattern: Overpass, Color: Aqua- GOH 11627638, Added Custom Finish: Defend Moisture Barrier (Contact Manufacturer's Rep for more info: Cindy Cedrone, (781) 320-2972); Seat Upholstery: Grade 4, Pattern: Silvertex, Color: Carbon					\$0.00			\$0.00	\$0.00
CR-1	Coat Rack	Alba	Wood/Metal Coat Rack - ABAPMLUX6	45"x22"x71"	Double sided Coat Rack w/ Casters (2 Locking). (6) Accessory Hooks, Top Shelf, Steel/Wood Construction, 50 Garment Hanging Capacity					\$0.00			\$0.00	\$0.00



D-1	Typical Private Office Desk	AIS	Callibrate	See Office Typical 'PO-1' on Attachment B	See Desk Typical 'D-1' on PO1.1, Attachment B for Layout & Details of Desk Configuration					\$0.00			\$0.00	\$0.00
D-2	Typical Executive Office Desk	AIS	Callibrate	See Office Typical 'PO-2' on Attachment B	See Desk Typical 'D-2' on PO2.1, Attachment B for Layout & Details of Desk Configuration					\$0.00			\$0.00	\$0.00
D-3	Double Pedestal Desk	AIS	Callibrate Double Pedestal Desk - DP 6024-11	60"x24"x29"	Freestanding Double Pedestal Desk w/ Laminate Finish, Provide (2) Full Height (to floor) Pedestals - (1) BBF & (1) FF, All Drawers to be Lockable					\$0.00			\$0.00	\$0.00
F-1	2-Drawer Lateral, 36"	AIS	L-Series 2-Drawer Lateral File - S-LATJ2D36	36"x18"x39.75"	Metal 2-Drawer Lateral File Cabinet w/ Finished Top & Lockable Drawers. Flint Silver Metallic Finish, Bar Pull.					\$0.00			\$0.00	\$0.00
F-2	5-Drawer Lateral, 42"	AIS	L-Series 5-Drawer Lateral File - S-LATJ5D42	42"x18"x64"	Metal 5-Drawer Lateral File Cabinet w/ (4) Lockable Drawers & (1) Flipper Door w/ Roll-Out Shelf, Flint Silver Metallic Finish, Bar Pull					\$0.00			\$0.00	\$0.00
F-3	3-Drawer Lateral, 36"	AIS	L-Series 3-Drawer Lateral File - S-LATJ3D36	36"x18"x39.75"	Metal 3-Drawer Lateral File Cabinet w/ Lockable Drawers. Flint Silver Metallic Finish, Bar Pull, Corporate Walnut Finish. Provide laminate common top to span individual groups of file cabinets around perimeter of work stations, minimize seams as much as possible. Refer to F1.1 on Attachment B for Quantity and Layout.					\$0.00			\$0.00	\$0.00
F-4	Mobile Pedestal	AIS	L-Series Mobile Pedestal - S-PEDBBFMJ24	15"x24"x27.5"	Metal BBF Mobile pedestal w/ locking casters, Satin Silver Bar Pull, Flint Silver Metallic Finish. Provide Box Drawer Pencil Tray (S-PEDDPTJ)					\$0.00			\$0.00	\$0.00
F-5	3-Drawer Lateral, 30"	AIS	L-Series 3-Drawer Lateral File - S-LATJ3D30	30"x18"x39.75"	Metal 3-Drawer Lateral File Cabinet w/ Lockable Drawers. Flint Silver Metallic Finish, Bar Pull, Corporate Walnut Finish. Provide laminate common top to span width of file cabinet.					\$0.00			\$0.00	\$0.00
F-6	Common Storage Tower, Special	AIS	Callibrate Single Sided Lateral Tower W/ Bookcase (Add Doors) - Sim to C-SLTT50BC36	36"x24"x50"	Laminate Lateral Tower w/ (2) locking Lateral Drawers and Bookcase Above. Add Doors to Bookcase Portion and Increase Depth to 24". Satin Silver Bar Pulls, Contrasting Door/Drawer Front Finish.					\$0.00			\$0.00	\$0.00
F-7	Coat/Boot Storage	AIS	Custom Design, Callibrate	48"x24"x65"	Custom Coat Wardrobe w/ Boot Cubbies, see F2.1 on Attachment B for more information					\$0.00			\$0.00	\$0.00
F-8	36" BBF Lateral File	AIS	Callibrate, BBF Lateral - X-BBFLAT3629	36"x24"x28"	Laminate BBF Lateral File w/ Satin Silver Bar Pull, Lockable, Contrasting Drawer Fronts, Finish All Exposed Surfaces					\$0.00			\$0.00	\$0.00
F-9	Custom Common Storage Cabinet	AIS	Callibrate, Custom Configuration	48"Wx24"DX50"H	Custom Single-Sided Lateral Tower, Provide (1) Lateral Drawer, (2) Box Drawers (Side-by-Side) w/ a Storage Cabinet w/ Doors on Top. See Sheet WS1.1 on Attachment B for more information.					\$0.00			\$0.00	\$0.00
S-1	Reception Sofa	Keilhauer	Branden 2-Seater w/ Back Cushions - 2122	63"x34"x31"	2-Seater w/ Back Cushions & Nickel Plate Legs (PN00), COM Upholstery: Manufacturer: Wolf Gordon, Pattern: Overpass, Color: Aqua- GOH 11627638, Added Custom Finish: Defend Moisture Barrier (Contact Manufacturer's Rep for more info: Cindy Cedrone, (781) 320-2972)					\$0.00			\$0.00	\$0.00
T-1	Reception Coffee Table	Sandler Office	Avalon 8.2 Coffee Table	36"x36"x15"	Laquered Top w/ Epoxy Paint Base					\$0.00			\$0.00	\$0.00
T-2	14' Conference Table	Surface Works	Rapport T-Leg Conference Table - RPC.R.48168.MT1	168"x48"x29"	Rectangle Shape, (3) T-Leg Bases w/ Power management, Metallic Silver Base w/ Designer White Insert; Urethane Knife Edge (MT1). Provide Power Data Trough w/ Axil Z, Metallic Silver Trim, Trough Door to coordinate with table finish. Table Finish: Cocoa Pear - 212					\$0.00			\$0.00	\$0.00
T-3	8' Conference Table	Surface Works	Rapport T-Leg Conference Table - RPC.R.4884.MT1	96"x48"x29"	Rectangle Shape, (2) T-Leg Bases w/ Power management, Metallic Silver Base w/ Designer White Insert; Urethane Knife Edge (MT1). Provide Power Data Trough w/ Axil Z, Metallic Silver Trim, Trough Door to coordinate with table finish. Table Finish: Cocoa Pear - 212					\$0.00			\$0.00	\$0.00
T-4	10' Conference Table	Surface Works	Panel Base Conference Table - CNP.R.42120.MT1	48"x120"x29"	Rectangle Shape, (2) Panel Bases (One to be Race Panel Base w/ Wire Manager), Power Module (Centered on Table); Mho Power Data Unit w/ (2) Power, (1) Data, and (1) USB Duplex, 120" cord, Aluminum Finish - Model # SW.MHOUCD.444), Urethane Knife Edge (MT1), Concealed Wire Management					\$0.00			\$0.00	\$0.00
T-5	10' Conference Table	Surface Works	Rapport T-Leg Conference Table - RPC.4.48120.MT1	120"x48"x29"	Rectangle Shape, (2) T-Leg Bases w/ Power management, Metallic Silver Base w/ Designer White Insert; Urethane Knife Edge (MT1). Provide Power Data Trough w/ Axil Z, Metallic Silver Trim, Trough Door to coordinate with table finish. Table Finish: Cocoa Pear - 212					\$0.00			\$0.00	\$0.00
T-6	Break Room Café Table	Surface Works	Cafe Table, Sutton Base - PTG.S.3636.MA7	36"x36"x29"	Urethane Edge (MA7 Profile), Laminate Top (Pattern: Wilsonart Classic Linen 4943-38), Metallic Silver Base (431), Edge Color: TBD					\$0.00			\$0.00	\$0.00

T-7	Break Room Café Table	Surface Works	Cafe Table, Sutton Base - PTG.R.3036.MA7	30"x36"x29"	Urethane Edge (MA7 Profile), Laminate Top (Pattern: Wilsonart Classic Linen 4943-38), Metallic Silver Base (431), Edge Color: TBD					\$0.00			\$0.00	\$0.00
T-8	Break Room Café Table	Surface Works	Cafe Table, Sutton Base - PTG.R.3060.MA7	36"x60"x29"	Urethane Edge (MA7 Profile), Laminate Top (Pattern: Wilsonart Classic Linen 4943-38), Metallic Silver Base (431), Edge Color: TBD					\$0.00			\$0.00	\$0.00
T-9	Break Room Harvest Table	National Office Furniture	Strassa Collab Table - 86N368441WKF2L	36"x84"x42"	Bar Height, Laminate Finish w/ Contrasting Modesty. Top and sides finish: TBD, Modesty Panel to be Designer White Linear					\$0.00			\$0.00	\$0.00
T-10	Board Room Table	Nucraft	Approach Nesting Tables - ASPG-5454-6	54"x54"; 54"x324" combined	Table is composed of (6) individual tables that come together to form (1) long table. Walnut Veneer, Grain-Matched, Brushed Stainless Bases (BSS), Radius Knife Edge (RK), Flip top, Nesting, Gangers to Connect All Tables Together, Concealed Casters, Modular Power w/ Small Power Matrix Module (1 per Table, Metal Cover); Provide Plug-In Power Infeed (APP-P)					\$0.00			\$0.00	\$0.00
T-11	Huddle Room Table	Surface Works	Mobile Propel Meeting Table - PTP.D.36	36"d	Standard Height Table w/ Lockable Casters, Metallic Silver Base, Laminate Top w/ Urethane Knife Edge, Profile MT1. Top Finish: Cocoa Pear - #212, Edge Color: TBD					\$0.00			\$0.00	\$0.00
T-12	In-Office Conference Table	AIS	Mobile Calibrate Knife Edge Round Table w/ Tapered Legs - J-FSRTLK36RND	36"d	Mobile Table w/ Lockable Casters, Knife Edge Profile, Tapered Legs (Flint Silver Metallic), Laminate Top					\$0.00			\$0.00	\$0.00
T-13	Huddle Phone Table	AIS	Calibrate Two Door Cabinet - C-CC272418L	24"x18"x27"	Laminate Cabinet w/ Two Doors and (1) Open Shelf, Satin Silver Bar Pulls. Doors to have Contrasting finish					\$0.00			\$0.00	\$0.00
T-14	Conference Credenza	Surface Works	Rapport Buffet Height Credenza - RPS.BC.2048	48"x20"x36"	Buffet Height, 2 doors, Open Shelves (Adjustable), and Wire Management Pass-Throughs. Doors to have Contrasting Finish.					\$0.00			\$0.00	\$0.00
T-15	Conference Credenza	Surface Works	Rapport Buffet Height Credenza - RPS.BC.2072	72"x20"x36"	Buffet Height, 2 doors, Open Shelves (Adjustable), and Wire Management Pass-Throughs. Doors to have Contrasting Finish.					\$0.00			\$0.00	\$0.00
T-16	Board Room Credenza	Nucraft	Performance/Utility Credenza, Buffet Height - PC-U-7237-P	72"x25"x37"	Utility Credenza w/ (3) Doors and Decorative hardware in Brushed Styainless (BSS) Finish. Unit to have inset laminate top (P) w/ wood edge and walnut veneer case, Radius Knife Edge (RK), Buffet Height. Provide Pull-out trash/recycling unit w/ (2) 41 qt. Containers, Front Opening Component					\$0.00			\$0.00	\$0.00
T-17	Executive Office 112 Credenza	AIS	Calibrate, Open Front FF Wardrobe - X-WLFFOF66	24"x24"x66"	Open Front Wardrobe w/ FF Ped & Wardrobe Closet, Lockable, Satin Nickel Bar Pull. Refer to 3/F2.1 on Attachment B.					\$0.00			\$0.00	\$0.00
T-18	Executive Office 115 Credenza	AIS	(2) Calibrate Components: Calibrate, Open Front FF Wardrobe - X-WLFFOF66 & Calibrate, BBF Lateral - X-BBFLAT3629	Overall: 5'-0"w	Open Front Wardrobe w/ FF Ped & Wardrobe Closet, Lockable, Satin Nickel Bar Pull Next To Lateral BBF File w/ (2) Box Drawers & (1) File Drawer. Refer to 4/F2.1 on Attachment B.					\$0.00			\$0.00	\$0.00
T-19	Printer Stand	AIS	Calibrate, Combo BBF w/ Door - X-BBFLCR24	30"x24"x28"	Full Depth, Unit includes (2) Box Drawers, (1) File Drawer, & (1) Storage Cabinet, Contrasting door/drawer fronts									
T-20	Copy Area Work Station	AIS	Calibrate	See F2.2, Attachment B	Multiple Casegood Components to form Copy Area, refer to F2.2 on Attachment B for more information					0			0	
TC-1	Trash/Recycling Receptacle	Magneson Group	Vaulta Waste Receptacles		Receptacle Configuration Consists of (3) Units Connected to one another, Units are as follows: (1) 40 Gallon Trash Unit w/ 11"x11" Opening & 'Waste' Pictogram, (1) 40 Gallon Recycling Unit w/ 11"x11" opening & 'Recycling' Pictogram on front, & (1) 20 Gallon Cans/Plastic/Glass Unit w/ 4" diameter opening & 'Bottle Recycling' Pictogram on front. Finishes: TBD, All Pictograms on Front Side. Provide Can Liner for each unit.					\$0.00			\$0.00	\$0.00
WS-1	Workstation	AIS	Matrix	See WS1.1, Attachment B	Tiled Panel w/ Steel Tube Welded Frames & Associated Trim Components, Refer to WS1.1 on Attachment B for Components and Details					\$0.00			\$0.00	\$0.00

Sub-Total	0
Installation/Delivery:	
Total:	0

STAMP:

RHODE ISLAND COMMERCE CORPORATION  
 INTERIOR FIT-UP  
 317 IRON HORSE WAY  
 PROVIDENCE, RI 02908

PROJECT STATUS:  
**PRELIMINARY - NOT FOR CONSTRUCTION**

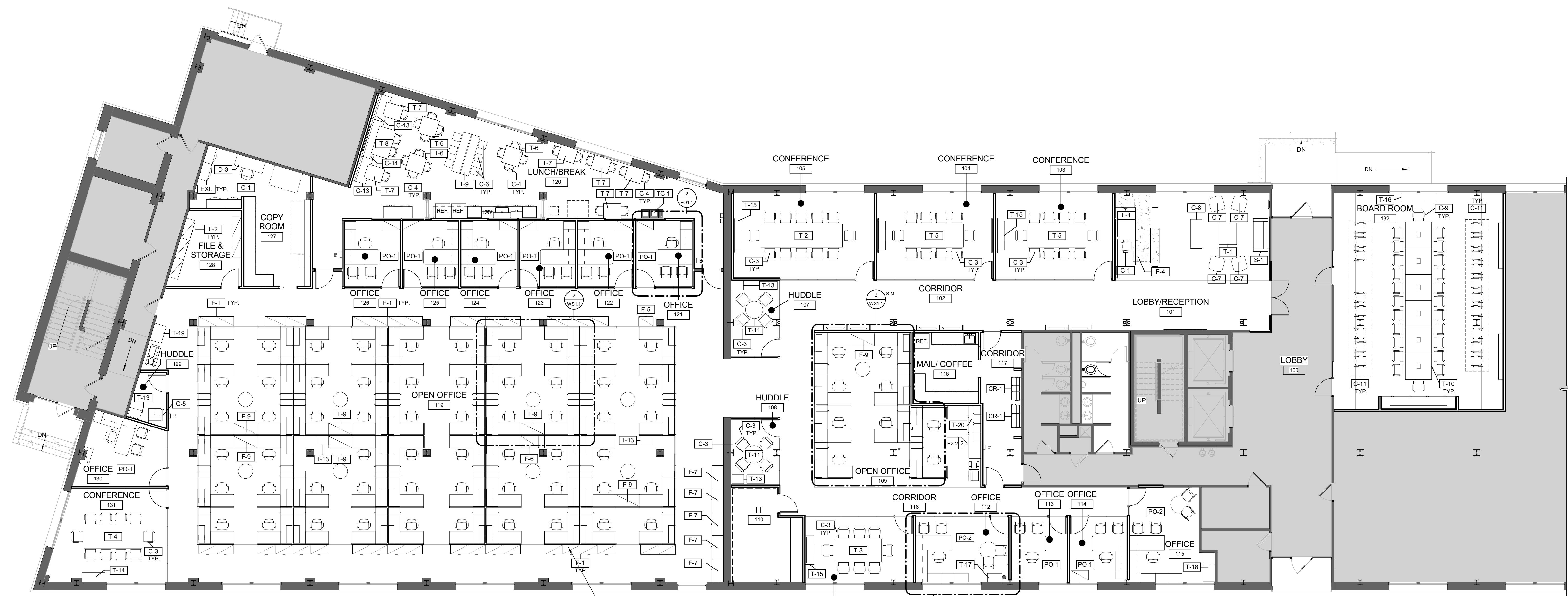
DATE: 05.12.17  
 PROJECT NO: 17024a  
 DRAWN BY: BF  
 CHECKED BY: HC

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REVISIONS:

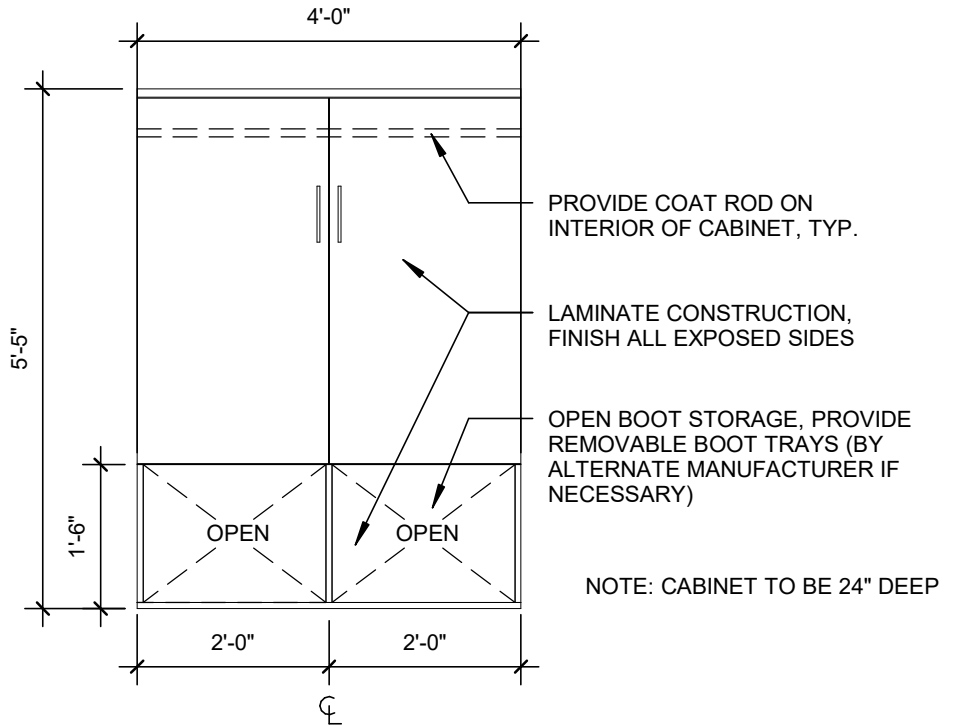
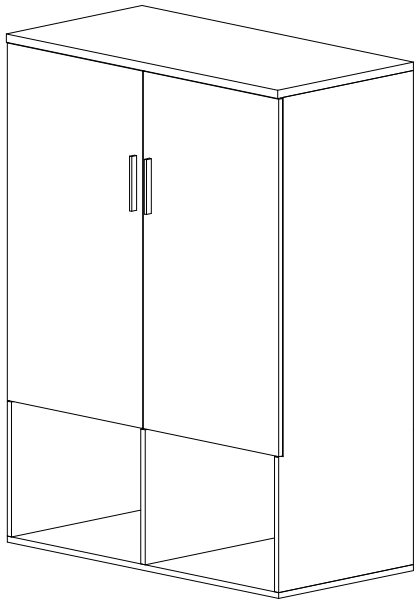

DRAWING TITLE:  
**FURNITURE PLAN, ATTACHMENT B**

DRAWING NO.:  
**F1.1**



1 FIRST FLOOR FURNITURE PLAN  
 1/8" = 1'-0"

FURNITURE:  
 REQUEST FOR  
 PROPOSAL



**1** COAT/BOOT STORAGE - F-7

**2** COAT/BOOT STORAGE - F-7  
1/2" = 1'-0"



OPEN FRONT FF WARDROBE, LEFT HAND. 24"Wx24"Dx66"H, SATIN SILVER BAR PULL

NOTE: PROVIDE CONTRASTING DOOR/DRAWER FINISH (DESIGNER WHITE), CASE TO BE CORPORATE WALNUT



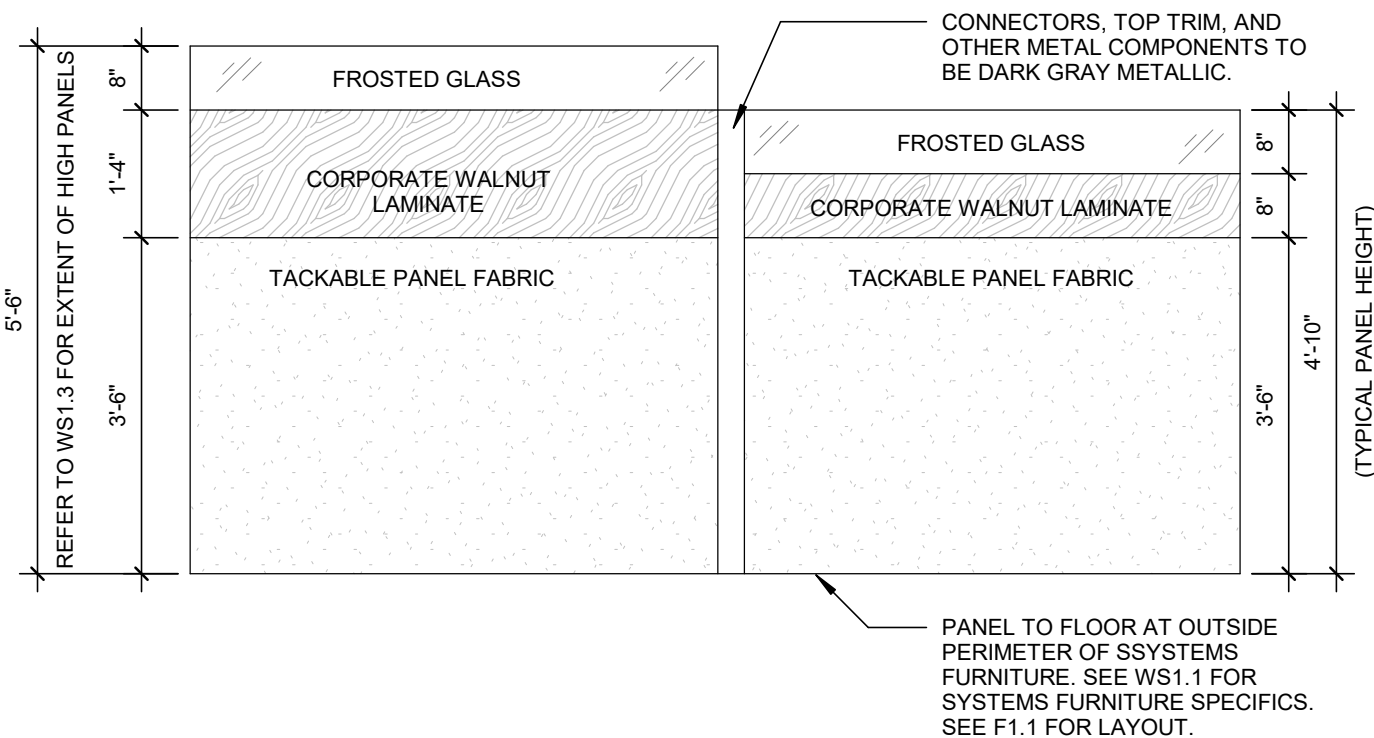
OPEN FRONT FF WARDROBE, LEFT HAND. 24"Wx24"Dx66"H, SATIN SILVER BAR PULL

FULL-DEPTH LATERAL BBF, 36"Wx24"Dx28"H, SATIN SILVER BAR PULL

NOTE: PROVIDE CONTRASTING DOOR/DRAWER FINISH (DESIGNER WHITE), CASE TO BE CORPORATE WALNUT

**3** OFFICE 112 CREDENZA - T-17  
1 1/2" = 1'-0"

**4** OFFICE 115 CREDENZA - T-18  
1 1/2" = 1'-0"



PANEL FABRICS TO BE COM, PROVIDE THE FOLLOWING:

**GENERAL PANEL FABRIC:**  
MANUFACTURER: MAHARAM  
PATTERN: CRISP 901420  
COLOR: DRIFTWOOD 004

**ACCENT PANEL FABRIC**  
(REFER TO WS1.3 FOR LOCATION & EXTENTS)  
MANUFACTURER: MAHARAM  
PATTERN: CRISP 901420  
COLOR: BELL 032

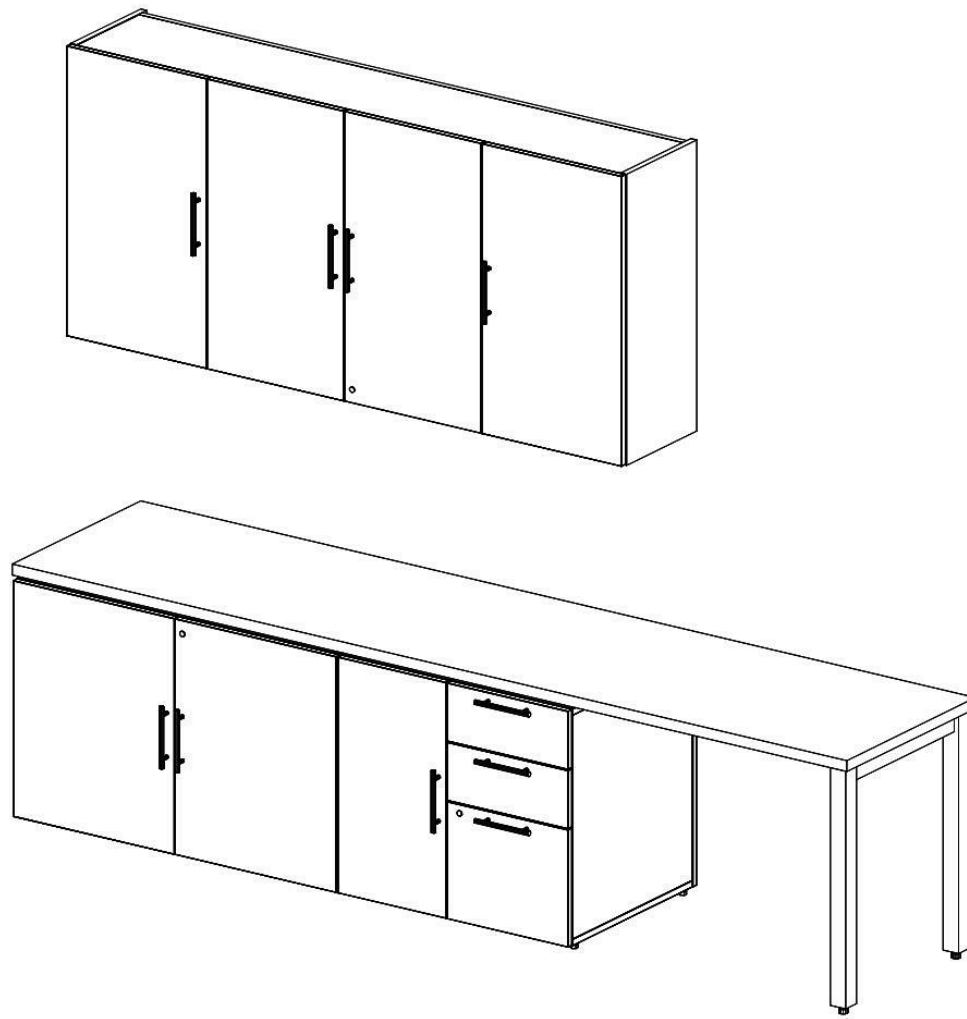
**5** TYP. PANEL DESIGN  
1/2" = 1'-0"

DRAWN BY:	BF, KF
CHECKED BY:	PH
DATE:	06/08/17
PROJECT NO:	17024a

RHODE ISLAND COMMERCE CORPORATION INTERIOR FIT-UP

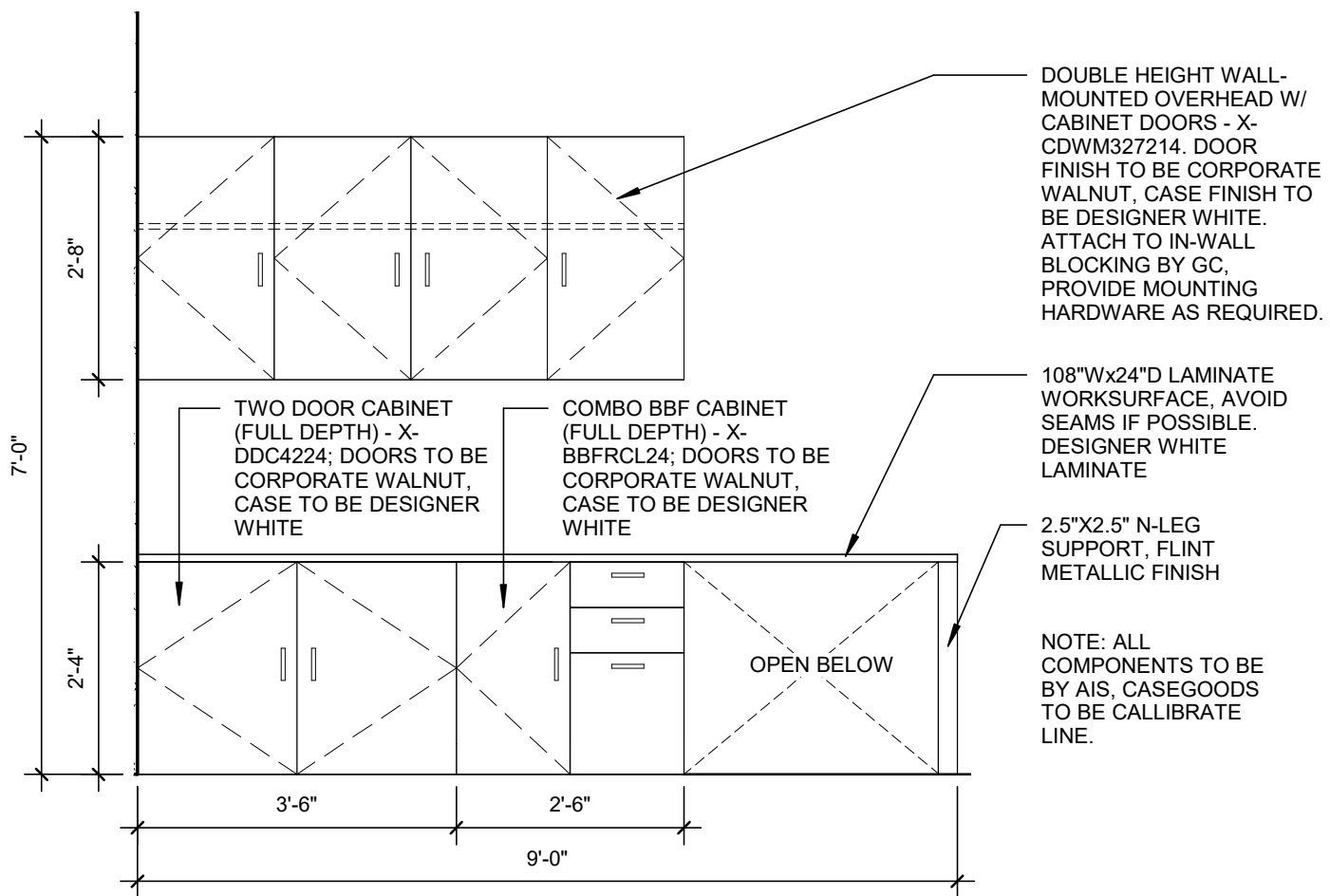
ATTACHMENT B

F2.1



**AXON OF COPY AREA**

N.T.S.



**COPY AREA ELEVATION (NEAR OPEN OFFICE 109)**

N.T.S.

<p>225 CHAPMAN STREET • PROVIDENCE, RI 02905 • TEL. (401) 461-7771 • FAX (401) 461-7772 • V3</p>	DRAWN BY: BF, KF	RHODE ISLAND COMMERCE CORPORATION INTERIOR FIT-UP	F2.2 OF
	CHECKED BY: PH		
	DATE: 06/08/17		
	PROJECT NO: 17024a		
		ATTACHMENT B	

72"W SINGLE HEIGHT CABINET OVERHEAD, WALL MOUNT, LOCKABLE. SECURE TO IN-WALL BLOCKING BY GC.

PROVIDE UNDERBIN LIGHTING FOR FULL LENGTH OF OVERHEAD STORAGE, SATIN ALUMINUM TRIM

WALL MOUNTED TACKBOARD W/ TOOL RAIL. PROVIDE (1) METAL PENCIL CUP & (2) METAL FOLDER HOLDERS PER DESK.

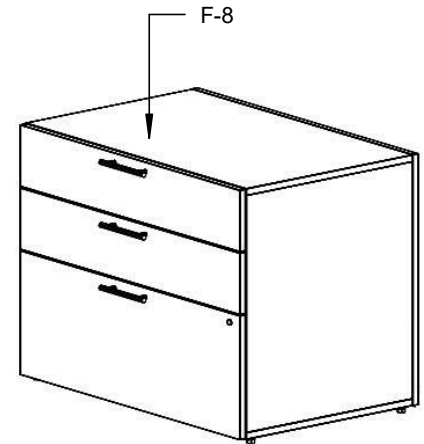
PROVIDE (2) 'SCALLOP' GROMMETS ON DESK SURFACE, FINAL LOCATION TBD. ASSUME (1) SCALLOP ON MAIN DESK SURFACE AND (1) SCALLOP ON RETURN.

24"x42" RETURN WORKSURFACE, PROVIDE MOUNTING HARDWARE AS REQUIRED.

12" FRAMELESS GLASS MODESTY PANEL & ASSOCIATED HARDWARE

30"x72" 'FREESTANDING' TABLE W/ TAPERED METAL LEG & KNIFE EDGE DETAIL

CLOSED TOWER CABINET TOWER W/ FF PED, LOCKABLE. UNIT TO BE 66"H

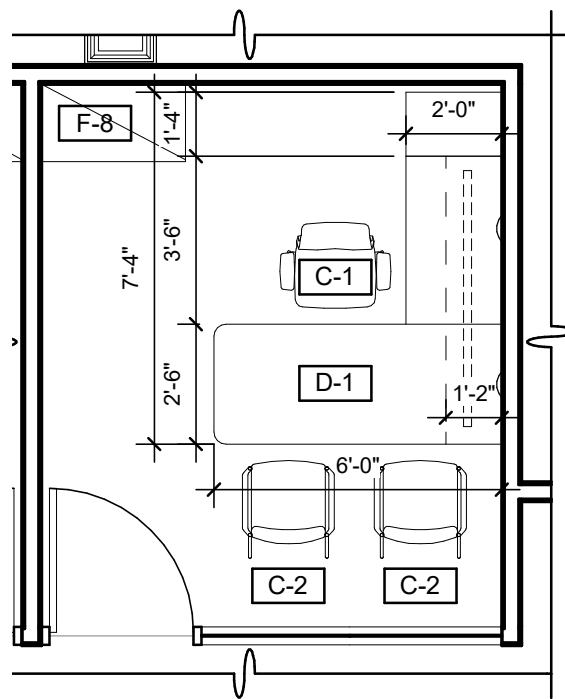


**NOT SHOWN:** PROVIDE (2) SINGLE CLAMP-ON MONITOR ARMS PER DESK. MONITOR ARMS TO BE MOUNTED TO FIELD INSTALLED GROMMET, PROVIDE GROMMET MOUNT. GROMMET LOCATION TO BE COORDINATED W/ OWNER. MONITOR ARM BY AIS, MODEL NUMBER: A-ERSMA, QUANTITY: 2 PER OFFICE

**GENERAL NOTE:** REFER TO PO1.2 FOR FINISH DESIGNATIONS

## TYPICAL PRIVATE OFFICE DESK - D-1

N.T.S.



NOTE: REFER TO ABOVE DRAWING FOR SPECIFIC COMPONENTS RELATED TO D-1. REFER TO FURNITURE PRICING TABLE (ATTACHMENT A) FOR SPECIFICS REGARDING ANCILLARY FURNISHINGS.

## TYP. PRIVATE OFFICE PLAN - PO-1

1/4" = 1'-0"



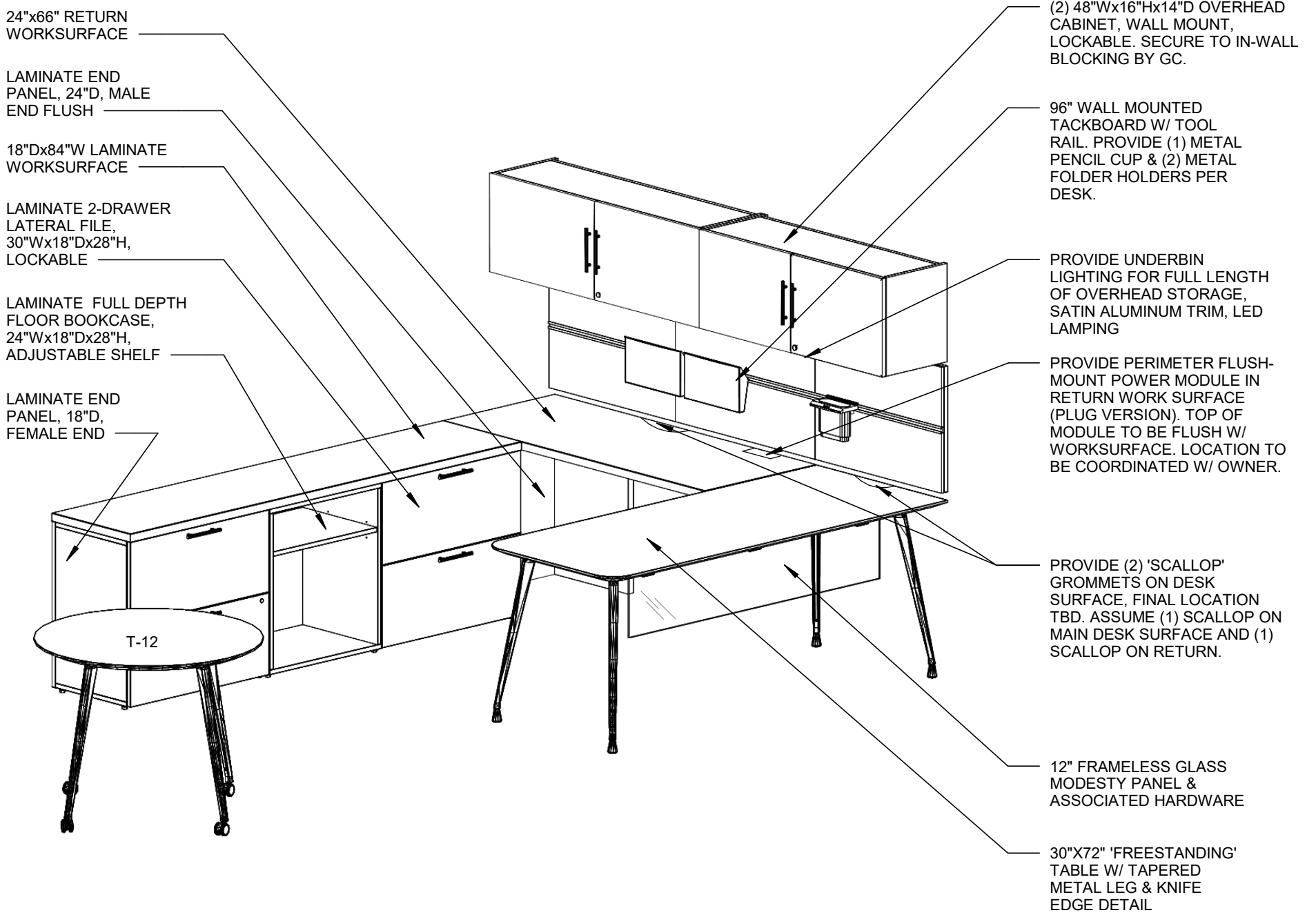
**FINISH DIRECTION - D-1**

N.T.S.

**GENERAL NOTES REGARDING D-1**

1. ALL DECORATIVE HARDWARE TO BE SATIN SILVER BAR PULLS, TYP.
2. ALL EXPOSED SIDES TO BE FINISHED.
3. DESK TO BE FREESTANDING, NO WALL STANDARDS, PROVIDE MOUNTING HARDWARE AS REQUIRED.
4. VENDOR TO COORDINATE HANDEDNESS PER FLOOR PLAN LAYOUT, SEE F1.1
5. PLASTIC LAMINATE WORKSURFACES & CASEGOODS
6. PROVIDE ALL HARDWARE NECESSARY TO SUPPORT ALL COMPONENTS OF DESK, TYP.
7. POWER/DATA BY GC.

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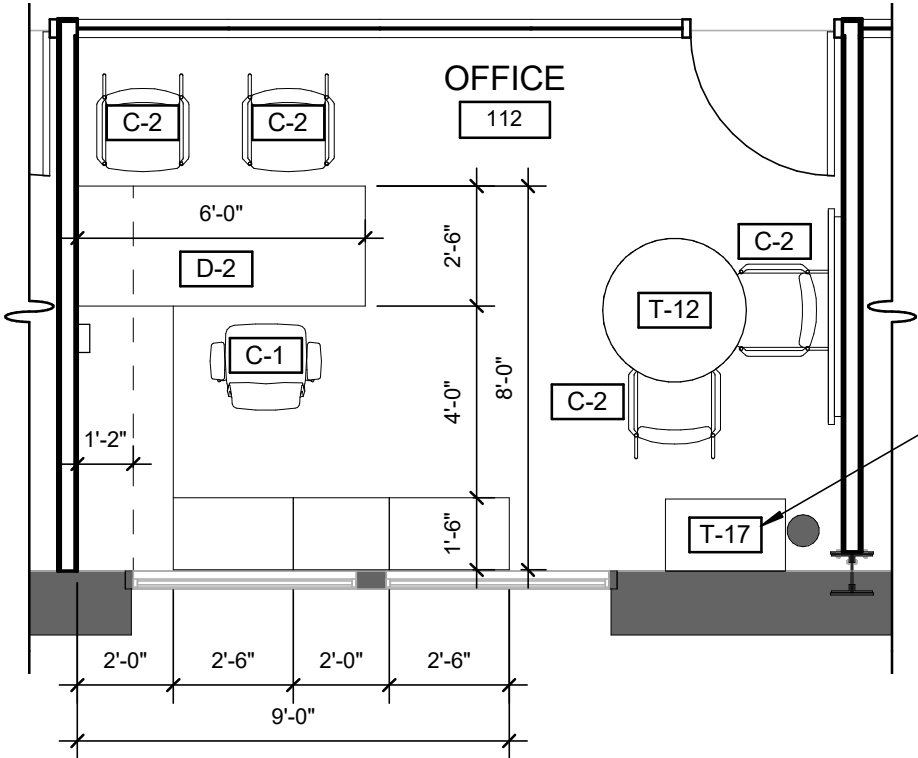


**NOT SHOWN:** PROVIDE (2) SINGLE CLAMP-ON MONITOR ARMS PER DESK. MONITOR ARMS TO BE MOUNTED TO FIELD INSTALLED GROMMET, PROVIDE GROMMET MOUNT. GROMMET LOCATION TO BE COORDINATED W/ OWNER. MONITOR ARM BY AIS, MODEL NUMBER: A-ERSMA, QUANTITY: 2 PER OFFICE

- GENERAL NOTES:**
1. REFER TO PO2.2 FOR FINISH DESIGNATIONS
  2. EACH EXECUTIVE OFFICE TO RECEIVE UNIQUE CREDENZA/WARDROBE CONFIGURATION IN ADDITION TO DESK TYPICAL SHOWN ABOVE. REFER TO SHEET F2.1 FOR MORE INFORMATION

**TYP. EXECUTIVE OFFICE DESK - D-2**

N.T.S.



NOTE: REFER TO ABOVE DRAWING FOR SPECIFIC COMPONENTS RELATED TO D-2. REFER TO FURNITURE PRICING TABLE (ATTACHMENT A) FOR SPECIFICS REGARDING ANCILLARY FURNISHINGS WITHIN OFFICE AREA.

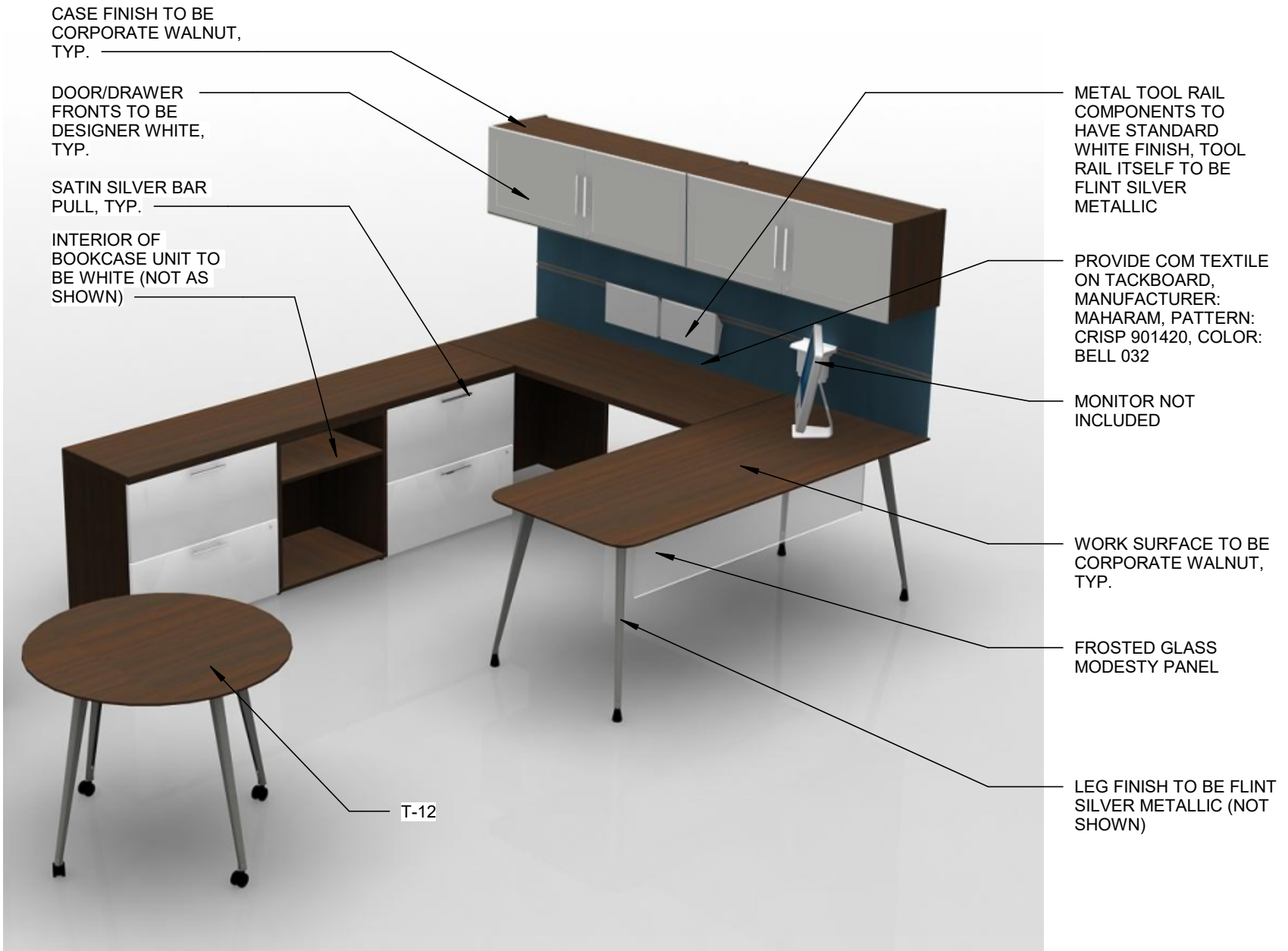
AT OFFICE 115, PROVIDE T-18. REFER TO SHEET F2.1 FOR MORE INFORMATION

**TYP. EXECUTIVE OFFICE PLAN - PO-2**

1/4" = 1'-0"

	DRAWN BY: BF,KF	RHODE ISLAND COMMERCE CORPORATION INTERIOR FIT-UP	PO2.1
	CHECKED BY: PD		
	DATE: 06/08/17	ATTACHMENT B	
	PROJECT NO: 17024a		





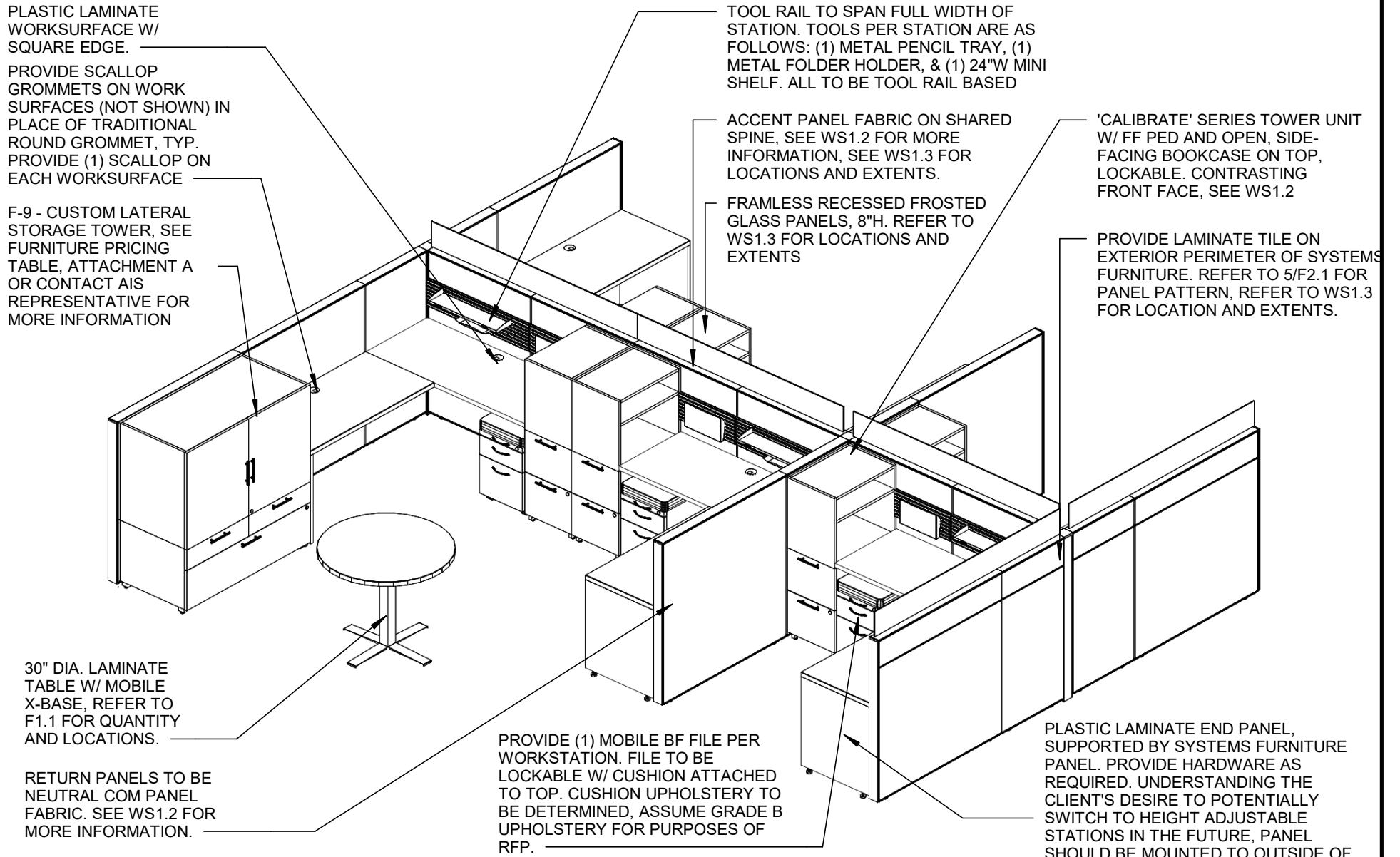
**FINISH DIRECTION - D-2**

N.T.S.

**GENERAL NOTES REGARDING D-2**

1. ALL DECORATIVE HARDWARE TO BE SATIN SILVER BAR PULLS, TYP.
2. ALL EXPOSED SIDES TO BE FINISHED.
3. DESK TO BE FREESTANDING, NO WALL STANDARDS, PROVIDE MOUNTING HARDWARE AS REQUIRED.
4. VENDOR TO COORDINATE HANDEDNESS PER FLOOR PLAN LAYOUT
5. PLASTIC LAMINATE WORKSURFACES & CASEGOODS
6. PROVIDE ALL HARDWARE NECESSARY TO SUPPORT ALL COMPONENTS OF DESK, TYP.
7. POWER/DATA BY GC.

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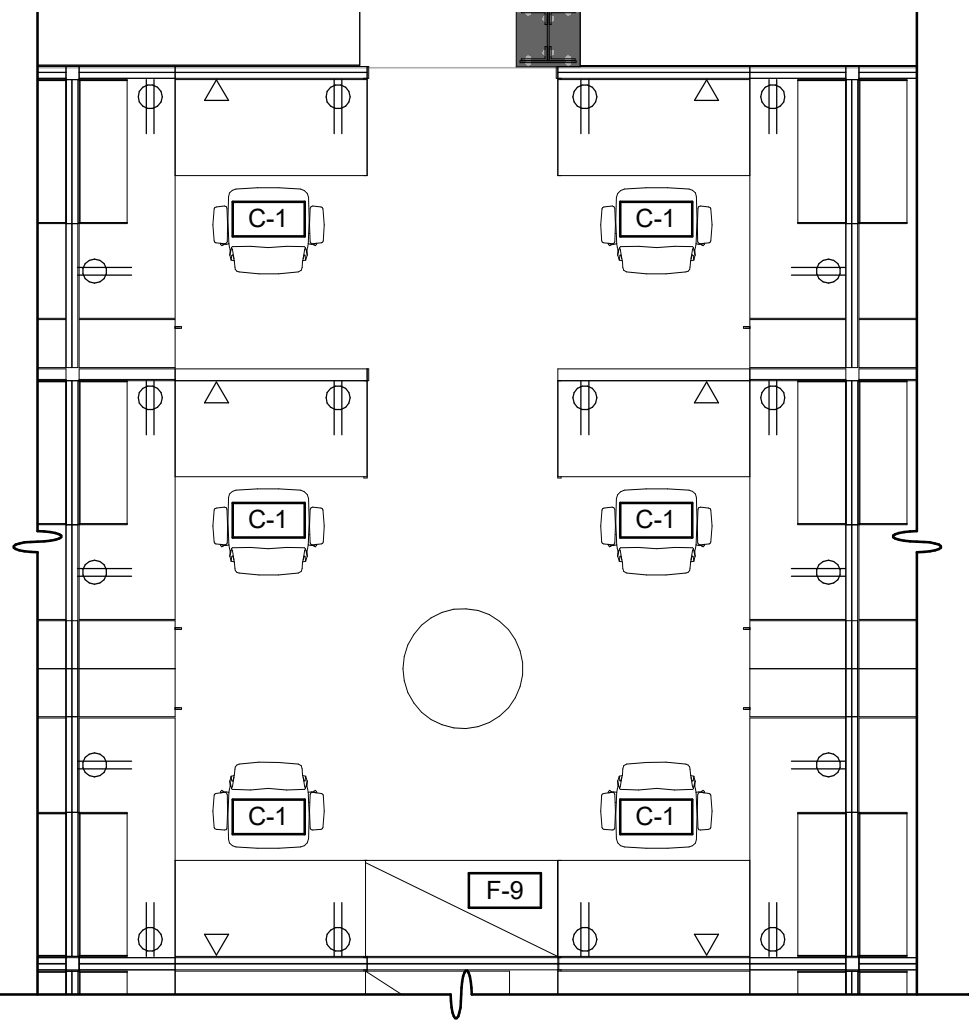


**NOT SHOWN:** PROVIDE (2) SINGLE CLAMP-ON MONITOR ARMS PER STATION. MONITOR ARMS TO BE MOUNTED TO FIELD INSTALLED GROMMET, PROVIDE GROMMET MOUNT. GROMMET LOCATION TO BE COORDINATED W/ OWNER. MONITOR ARM BY AIS, MODEL NUMBER: A-ERSMA, QUANTITY: 2 PER WORKSTATION

- GENERAL NOTES:**
1. REFER TO WS1.2 FOR FINISH DESIGNATIONS
  2. (5) WORKSTATIONS TO BE ORDERED W/ HEIGHT ADJUSTABLE BASE FOR 4' WORK SURFACE.

**TYP. WORK STATION CLUSTER AXON**

N.T.S.



**TYP. WORK STATION CLUSTER PLAN**

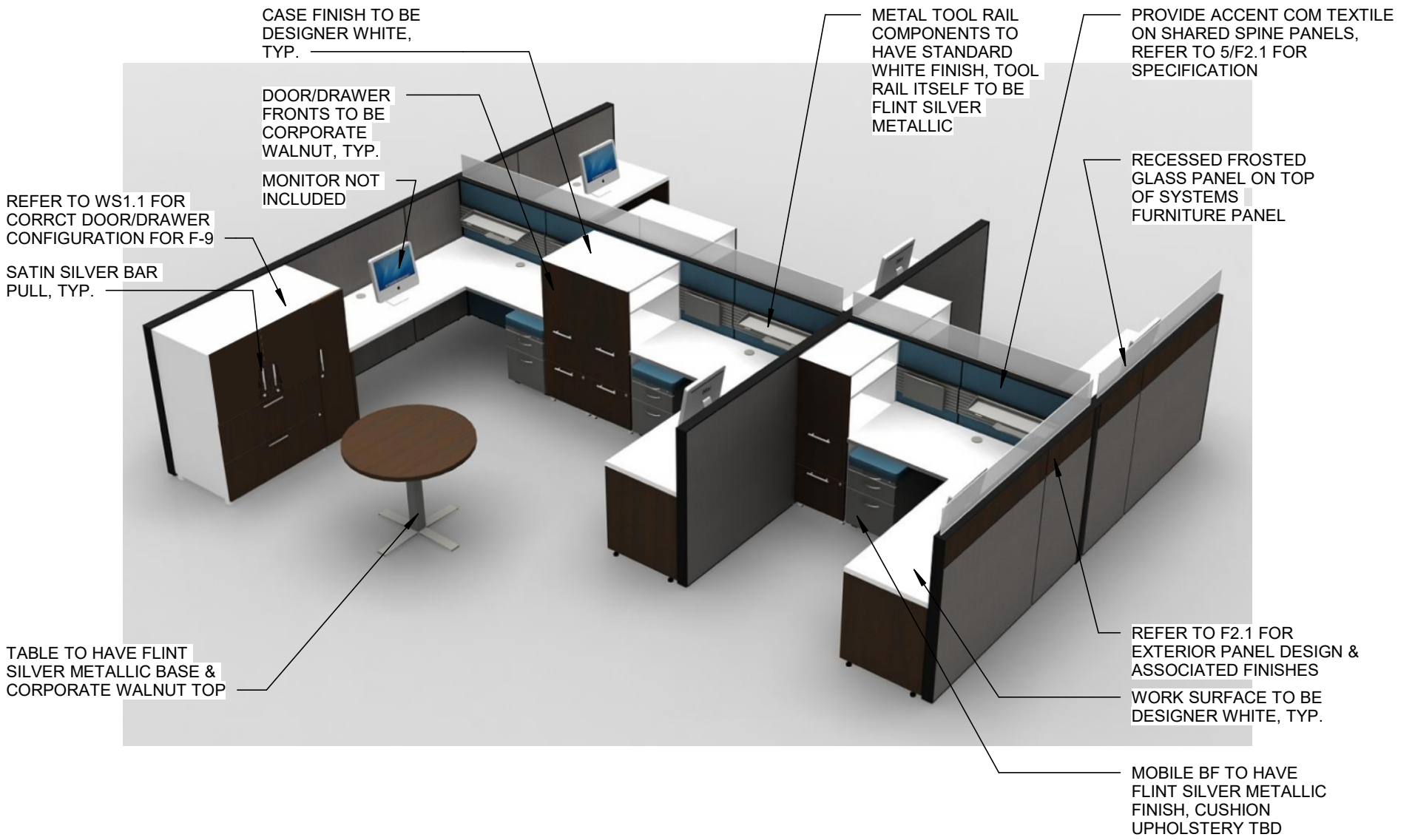
N.T.S.

**GENERAL NOTES REGARDING WS-1**

1. PROVIDE BELT-WAY POWER ON TILE DIRECTLY BELOW WORKSURFACE (~24" AFF, HEIGHT TO BE FINALIZED W/ VENDOR). PROVIDE (3) DUPLEX OUTLETS (6 RECEPTACLES) & (1) DATA PORT PER STATION. ALL WORKSTATIONS TO UTILIZE AIS MATRIX 8 WIRE, 4 CIRCUIT ELECTRICAL SYSTEM. REFER TO TYPICAL WORKSTATION CLUSTER FOR TYPICAL POWER/DATA LAYOUT.
2. PROVIDE SCALLOP GROMMETS FOR ALL WORKSTATIONS, (2) PER STATION.
3. ALL DECORATIVE HARDWARE TO BE SATIN SILVER BAR PULLS, TYP.
4. ALL EXPOSED SIDES TO BE FINISHED.
5. REFER TO F1.1 FOR SYSTEMS FURNITURE LAYOUT. PLEASE NOTE WHERE EXISTING COLUMN LOCATION AFFECTS LAYOUT. VENDOR TO COORDINATE HANDEDNESS PER LAYOUT SHOWN ON F1.1.
6. PLASTIC LAMINATE WORKSURFACES & CASEGOODS (EXCEPTION: MOBILE BF PEDESTAL TO BE METAL)
7. PROVIDE ALL HARDWARE NECESSARY TO SUPPORT ALL COMPONENTS OF WORKSTATION, TYP.
8. POWER/DATA CONNECTION BY GC. PROVIDE FABRIC-COVERED FURNITURE FEED COVER FOR ALL FURNITURE FEEDS
9. SUCCESSFUL VENDOR TO NOTIFY ARCHITECT PRIOR TO PANEL INSTALLATION TO WALK THROUGH LAYOUT ON-SITE.

**LEGEND**

- △ DATA RECEPTACLE
- ⊕ DUPLEX RECEPTACLE



**FINISH DIRECTION - WS-1**

N.T.S.



**FINISH DIRECTION - WS-1**

N.T.S.

	DRAWN BY: BF, KF	RHODE ISLAND COMMERCE CORPORATION INTERIOR FIT-UP	<b>WS1.2</b>
	CHECKED BY: PH		
	DATE: 06/08/17	ATTACHMENT B	
	PROJECT NO: 17024a		



### GENERAL NOTE/LEGEND

THE INTENT OF THIS PLAN IS TO COMMUNICATE EXTENTS OF SPECIFIC PANEL COMPONENTS WITHIN THE SYSTEMS FURNITURE LAYOUT. FOR SPECIFIC DETAILS REGARDING THE INDIVIDUAL WORKSTATIONS THEMSELVES, REFER TO SHEET WS1.1.

-  EXTENT OF RECESSED, FROSTED GLASS PANELS ON TOP OF SYSTEMS FURNITURE PANEL
-  EXTENT OF ACCENT PANEL FABRIC (SEE ELEVATION 5/F2.2 FOR MORE INFORMATION)
-  EXTENT OF 66" HIGH PANELS, ALL OTHER PANELS TO HAVE OVERALL HEIGHT OF 58"
-  EXTENTS OF EXTERIOR PANEL DESIGN (SEE ELEVATION 5/F2.2 FOR MORE INFORMATION)

225 Chapman Street  
Providence, RI  
02905-4592

401.461.7771  
fax 401.461.7772  
email: v3@vision3architects.com

The logo for Vision Architects, featuring the word "VISION" in a large, white, serif font, with "ARCHITECTS" in a smaller, white, sans-serif font to its right. The logo is set against a black rectangular background.

Date: June 9, 2017  
Client: RI Commerce Corporation  
Project: RI Commerce Corporation –  
315 Iron Horse Way, Providence, RI  
Project No.: 17024a  
Drawings: Furniture Floor Plan - F1.1

**ATTACHMENT C: INDEMNIFICATION AND AUTHORIZATION FOR  
DELIVERY OF ELECTRONIC MEDIA FILES**

At the direction of our Client, Rhode Island Commerce Corporation, we are making electronic media files available to you for the above-referenced project. In accepting our Instruments of Service on electronic media you covenant and agree that all such documents and data are Instruments of Service of the Architect, who shall be deemed the author, and shall retain all common law, statutory law and other rights, including copyrights. Electronic media files of the latest drawings generated by the Architect and accepted by you are compatible with AutoCAD Release 2007.

By your signature, you certify your authorization to execute this indemnification on behalf of your Company, and agree to waive all claims against the Architect resulting in any way from any changes, use or reuse of the Architect's Instruments of Service by you or any person or entity who directly or indirectly receives the Architect's Instruments of Service from you.

Additionally, you agree, to the fullest extent permitted by law, to indemnify and hold the Architect harmless from any damage, liability or cost, including reasonable attorneys' fees and costs of defense arising from any changes, use or reuse of the Architect's Instruments of Service by you or any person or entity who directly or indirectly receives the Architect's Instruments of Service from you.

Under no circumstances shall transfer of the Architect's Instruments of Service on electronic media be deemed a sale by the Architect. The Architect makes no warranties, either express or implied, of merchantability and fitness for any particular purpose of the Instruments of Service being delivered.

**FOR THE ARCHITECT: *VISION 3 ARCHITECTS***

---

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR:**

---

By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

## RFP RESPONSE CERTIFICATION COVER FORM

**Instruction: To fulfill your RFP response, this form must be completed, printed, signed and included with your submission.**

### SECTION 1 - RESPONDENT INFORMATION

**RFP Number:**

**RFP Title:**

**RFP Respondent Name:**

**Address:**

**Telephone:**

**Fax:**

**Contact Name:**

**Contact Title:**

**Contact Email:**

### SECTION 2 —DISCLOSURES

**RFP Respondents must respond to every statement. RFP Responses submitted without a complete response may be deemed nonresponsive.**

*Indicate "Y" (Yes) or "N" (No) for Disclosures 1-4, and if "Yes," provide details below*

\_\_\_\_ 1. State whether the Respondent, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Respondent or any parent, subsidiary, or affiliate has been subject to suspension or debarment by any federal, state, or municipal governmental authority, or the subject of criminal prosecution, or convicted of a criminal offense within the previous 5 years. If "Yes," provide details below.

\_\_\_\_ 2. State whether the Respondent, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Respondent or any parent, subsidiary, or affiliate has had any contracts with a federal, state, or municipal governmental authority terminated for any reason within the previous 5 years. If "Yes," provide details below.

\_\_\_\_ 3. State whether the Respondent, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Respondent or any parent, subsidiary, or affiliate has been fined more than \$5000 for violation(s) of any Rhode Island environmental law(s) by the Rhode Island Department of Environmental Management within the previous 5 years. If "Yes," provide details below.

\_\_\_\_ 4. State whether any officer, director, manager, stockholder, member, partner, or other owner or principal of the Respondent is serving or has served within the past two calendar years as either an appointed or elected official of any state governmental authority or quasi-public corporation, including without limitation, any entity created as a legislative body or public or state agency by the general assembly or constitution of this state.

*Disclosure details (continue on additional sheets if necessary):*

## SECTION 3 —OWNERSHIP DISCLOSURE

**Respondents must provide all relevant information. Respondent proposals submitted without a complete response may be deemed nonresponsive.**

If the Respondent is publicly held, the Respondent may provide owner information about only those stockholders, members, partners, or other owners that hold at least 10% of the record or beneficial equity interests of the Respondent; otherwise, complete ownership disclosure is required.

List each officer, director, manager, stockholder, member, partner, or other owner or principle of the Respondent, and each intermediate parent company and the ultimate parent company of the Respondent. For each individual, provide his or her name, business address, principal occupation, position with the Respondent, and the percentage of ownership, if any, he or she holds in the Respondent, and each intermediate parent company and the ultimate parent company of the Respondent.

## SECTION 4 —CERTIFICATIONS

**Respondents must respond to every statement. Responses submitted without a complete response may be deemed nonresponsive.**

*Indicate "Y" (Yes) or "N" (No), and if "No," provide details below.*

### THE RESPONDENT CERTIFIES THAT:

\_\_\_ 1. The Respondent will immediately disclose, in writing, to the Rhode Island Commerce Corporation any potential conflict of interest which may occur during the term of any contract awarded pursuant to this solicitation.

\_\_\_ 2. The Respondent possesses all licenses and anyone who will perform any work will possess all licenses required by applicable federal, state, and local law necessary to perform the requirements of any contract awarded pursuant to this solicitation and will maintain all required licenses during the term of any contract awarded pursuant to this solicitation. In the event that any required license shall lapse or be restricted or suspended, the Respondent shall immediately notify the Rhode Island Commerce Corporation in writing.

\_\_\_ 3. The Respondent will maintain all required insurance during the term of any contract pursuant to this solicitation. In the event that any required insurance shall lapse or be canceled, the Respondent will immediately notify the Rhode Island Commerce Corporation in writing.

\_\_\_ 4. The Respondent understands that falsification of any information in its RFP response or failure to notify the Rhode Island Commerce Corporation of any changes in any disclosures or certifications in this Respondent Certification may be grounds for suspension, debarment, and/or prosecution for fraud.

\_\_\_ 5. The Respondent has not paid and will not pay any bonus, commission, fee, gratuity, or other remuneration to any employee or official of the Rhode Island Commerce Corporation or the State of Rhode Island or any subdivision of the State of Rhode Island or other governmental authority for the purpose of obtaining an award of a contract pursuant to this solicitation. The Respondent further certifies that no bonus, commission, fee, gratuity, or other remuneration has been or will be received from any third party or paid to any third party contingent on the award of a contract pursuant to this solicitation.

\_\_\_ 6. This RFP response is not a collusive RFP response. Neither the Respondent, nor any of its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents has in any way colluded, conspired, or agreed, directly or indirectly, with any other Respondent or person to submit a collusive response to the solicitation or to refrain from submitting response to the solicitation, or has in any manner, directly or indirectly, sought by agreement or collusion or other communication with any other Respondent or person to fix the price or prices in the response or the response of any other Respondent, or to fix any overhead, profit, or cost component of the price in the response or the response of any other Respondent, or to secure through any collusion, conspiracy, or unlawful agreement any advantage against the Rhode Island Commerce Corporation or the State of Rhode Island or any person with an interest in the contract awarded pursuant to this solicitation. The price in the response is fair and proper and is not tainted by any collusion, conspiracy, or unlawful agreement on the part of the Respondent, its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents.

\_\_\_ 7. The Respondent: (i) is not identified on the General Treasurer's list created pursuant to R.I. Gen. Laws § 37-2.5-3 as a person or entity engaging in investment activities in Iran described in § 37-2.5-2(b); and (ii) is not engaging in any such investment activities in Iran.

\_\_\_ 8. The Respondent will comply with all of the laws that are incorporated into and/or applicable to any contract with the Rhode Island Commerce Corporation.

*Certification details (continue on additional sheet if necessary):*

**Submission by the Respondent of a response pursuant to this solicitation constitutes an offer to contract with the Rhode Island Commerce Corporation on the terms and conditions contained in this solicitation and the response. The Respondent certifies that: (1) the Respondent has reviewed this solicitation and agrees to comply with its terms and conditions; (2) the response is based on this solicitation; and (3) the information submitted in the response (including this Respondent Certification Cover Form) is accurate and complete. The Respondent acknowledges that the terms and conditions of this solicitation and the response will be incorporated into any contract awarded to the Respondent pursuant to this solicitation and the response. The person signing below represents, under penalty of perjury, that he or she is fully informed regarding the preparation and contents of this response and has been duly authorized to execute and submit this response on behalf of the Respondent.**

**RESPONDENT**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
Name of Respondent

\_\_\_\_\_  
Signature in ink

\_\_\_\_\_  
Printed name and title of person signing on behalf of Respondent