



Rhode Island Convention Center Authority
Request for Proposals
13,500 Lb. Forklift

The Rhode Island Convention Center Authority (Authority) is seeking proposals from qualified bidders for a 13,500 lb @ 24" LC, Propane, 72" forks with side shifter and rubber cushion wheels. Upright 88" to 198" triple mast.

Proposals must be submitted by 2:00 pm on Monday, November 4, 2013 to Robert Lauro, Director of Operations, Dunkin' Donuts Center; One LaSalle Square; 3rd Floor; Providence, RI 02903.

Overview

The Authority is a public corporation created by the Rhode Island General Assembly to facilitate the construction and development of a convention center, parking garages, and related facilities such as the Dunkin' Donuts Center. The Authority contracts a management group or groups to manage the daily operations of the facilities as stated.

Description

The Dunkin' Donuts Center is seeking proposals from qualified firms for a new 13,500 lb @ 24"LC forklift. Forklift must be propane with cushion tires and 48" forks. It must have a side shifter and an 88" to 198" triple mast.

PART I – INTRODUCTION--INFORMATION

1. PURPOSE

The Dunkin' Donuts Center is seeking proposals from qualified firms for a new 13,500 lb @ 24"LC forklift. Forklift must be propane with cushion tires and 48" forks. It must have a side shifter and an 88" to 198" triple mast.

PART II - RFP SCHEDULE

Release RFP	10/22/2013
Last Date for Receipt of Questions	10/28/2013
PROPOSAL DUE (Prior to 2:00 PM)	11/04/2013

PART III – INSTRUCTIONS TO PROPOSERS

1. Proposer must propose to execute all phases of the proposal in a single bid. The proposal must be signed by an officer of your firm with the authority to commit the firm.
2. All prices shall be **FOB Dunkin' Donuts Center**, One LaSalle Square, Providence, Rhode Island 02903.
3. A physical inventory list of the installed equipment shall be provided to the Dunkin' Donuts Center upon completion of installation. brand, model, and serial numbers shall be included.
4. Maintenance costs per year as requested. This shall be included in the bid submittal as an **optional** item for possible award and shall not be included in the total solution costs, but listed separately.
5. The successful Proposer must maintain a local service department within a 25 mile radius of the Dunkin Donuts Center and stock sufficient replacement parts and equipment components to provide the specified warranty service. The contractor must be able to provide prompt, on-site service not to exceed a 24 hours response time, Monday through Friday.
6. The successful Proposer will be responsible for the rental and/or purchase of all machinery and tools required for delivery.
7. Delivery (including inside delivery to site) must be included in proposal.
8. Proposals received by the Dunkin' Donuts Center after the submission deadline will be considered void and unacceptable.
9. The contract awarded as a result of this RFP will be a firm one-time contract.

PART V – PROPOSAL EVALUATION

The Dunkin' Donuts Center Evaluation Committee and the Director of Operations will evaluate all proposals to ensure all requirements are met. The contract will be awarded on the basis of the proposal that receives the highest cumulative point total as defined in the evaluation criteria.

Evaluation Criteria

The proposals will be evaluated and awarded based on a comparative formula of relative weighting as detailed below:

Criteria Points

Vendor's understanding the scope of work	30
Vendor's experience and performance in providing services of similar nature and scope	20
Vendor's response time for repairs	10
References from third parties indicating the Proposer's past performance	10
Respondent's price proposal for performance of work requested	30
Total	100

RIGHTS RESERVED TO THE AUTHORITY

Whenever the Authority deems it to be in the Authority's best interest, the Authority reserves the right, in its sole discretion, to cancel this RFP, to reject any and all proposals, to waive minor irregularities or informalities in a proposal; to re-advertise; and to proceed in a manner other than awarding a contract under this RFP. The Authority will not waive the requirement that qualifications and proposals be received by the Authority prior to the deadline for submission.

The Authority reserves the right to cancel negotiations with any Proposer at any time prior to a contract being fully executed by the Proposer and the Authority.

The Authority reserves the right to interview any or all Proposers.

In addition to any other cause for rejection of a submittal stated in this RFP, a proposal may also be rejected if there is evidence of collusion among Proposers, if the Proposer submitting it is in default or arrears under any prior or existing contract with the Authority or any other State of Rhode Island department or agency, or there is an unresolved claim between the Proposer and the Authority or any other State of Rhode Island department or agency.

Any direct contacts made or attempted to be made by any Proposer with any Authority Board member prior to the selection of qualified Proposers will automatically disqualify a Proposer from any further consideration.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn except with the express written approval of the Authority's Executive Director.

Proposers are advised that the Authority is a quasi-public agency of the State of Rhode Island and its records, including statements submitted in response to RFP's are public records unless otherwise exempted under state law.

**THE RHODE ISLAND CONVENTION CENTER AUTHORITY IS AN EQUAL
OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.**