



Rhode Island Convention Center Authority  
Request for Proposals  
New 19ft. Electric Scissor lift, Skyjack model SJIII3219 or comparable

Proposals must be submitted by 2:00 pm on Friday April 6, 2018 to Robert Lauro, Director of Operations, Dunkin' Donuts Center; One LaSalle Square; Providence Rhode Island 02903.

## **Overview**

The Rhode Island Convention Center Authority (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.

### Required

1. Respondents will provide at least three references similar to that being proposed. References will include the following:
  - \* Client Description
  - \* Description of product
  - \* Length of relationship
2. Copy of Contractor License and OSHA Card.
3. Certificate of Liability insurance

## **PART I - INTRODUCTION/INFORMATION**

### 1. PURPOSE

The following specifications are intended to describe the minimum requirements for a 2018 19 ft. Skyjack Scissor Lift Model SJ1113219 or its equivalent.

### 2. ELIGIBILITY

To be eligible to respond to this RFP, proposing firm must include with their proposal a satisfactory work history (no less than 3 references) of providing similar services for other accounts.

## **PART II - RFP SCHEDULE**

Release RFP	03/23/2018
Last Date for Receipt of Questions	03/30/2018
<b>PROPOSAL DUE (Prior to 2:00 PM)</b>	<b>04/06/2018</b>

### **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. It is the intent of the Dunkin' Donuts Center to purchase items that are operable within the system outlined in this RFP; therefore, the Proposer is required to deliver a complete, working product. Should it be discovered that the Proposer failed to identify equipment required for fully operational systems, the Proposer shall supply those items at no charge to the Dunkin' Donuts Center. This includes ALL hardware.
3. All prices shall be **FOB Dunkin' Donuts Center**, One LaSalle Square; Providence, Rhode Island 02903.
4. A physical inventory list of the ordered equipment shall be provided to the Dunkin' Donuts Center upon delivery. Brand, model, and serial numbers shall be included.
5. Detailed Schematic/Technical Drawings shall be provided to the Dunkin' Donuts Center upon delivery. Brand, model, and serial numbers shall be included.
6. The successful Proposer must maintain a local service department within a 50 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.
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 IV – SCOPE OF PROJECT

The machine shall be new and of the latest state of the art current production model. The design and manufacturer of the equipment shall be suitable for the intended use of the machine. Materials and finish shall be of the type to resist wear and corrosion from normal use and natural elements. The machine shall meet or exceed the following specifications:

### 1.0 – Scissor Lift SPECIFICATIONS:

The intended machine shall have:

- 1.1 Drivable at full height.
- 1.2 Dual Holding Brakes.
- 1.3 Proportional controls for drive and lift functions.
- 1.4 3ft. rollout extension deck.
- 1.5 24v DC power.
- 1.6 Low voltage battery protection.
- 1.7 Maximum persons 2
- 1.8 Solid rubber, non-marking tires.
- 1.9 A work height of 25ft.
- 1.10 Overall length of 70 inches.
- 1.11 Overall width of 26 inches (inside dimension)
- 1.12 Capacity overall 550lbs.
- 1.13 110v outlet on platform with GFI.
- 1.14 28 mph wind rating.
- 1.15 All motion audible alarm.
- 1.16 Operator horn.
- 1.17 Forklift pockets and tie down/lift lugs.

- The machine shall carry a full satisfaction guarantee – If not satisfied with the performance of the machine within the first six months, machine may be returned for a full refund, including any freight charges.
- The machine manufacturer shall provide parts and service manuals with the machine. The machine unit shall include parts, maintenance, and shop service manuals. One copy of each in printed form and two e-copies on two separate memory sticks.
- The machine shall be delivered complete and ready for operation.
- Once delivered, a factory-direct sale representative and a factory-direct service representative shall install the machine on-site.
- Five references for the exact machine bid used in similar applications in New England are to be provided with names and telephone numbers.

**Warranty:** Contractor shall warrant that all items or service shall conform and perform to the proposed specifications and all warranties as stated, and be free from all defects in material and workmanship for a (1) year period.

**Optional:** Proposer is encouraged to submit an estimate to provide extended warranty coverage, or Service plan for a period of three (3) years after initial warranty has expired on product.

## **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.**

**BID SHEET**

Name of Company  
or Corporation: \_\_\_\_\_

Company Address: \_\_\_\_\_

State and Date of Incorporation: \_\_\_\_\_

Project Manager to be Assigned: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**PRINCIPALS AND/OR MEMBERS OF CORPORATION**

_____	_____
_____	_____
_____	_____

Quote Price Dunkin' Donuts Center : \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_