



Rhode Island Convention Center Authority
Request for Proposals
Refit Enhancements to 20 Suites

The Rhode Island Convention Center Authority (Authority) is seeking proposals from qualified bidders for a Full Refit Enhancement to 20 Suites, including Suite Upgrade with Fiber Optics and Turnkey Design Build.

Potential bidders must participate in a mandatory pre bid conference, where proposal specifications will be distributed and a facility walk through conducted at that time. The pre bid conference will be held on Friday, August 23, 2013 at 2:00 pm at the Dunkin' Donuts Center, One LaSalle Square, Providence, RI. Proposals must be submitted by 2:00 pm on Friday, September 6, 2013 to the Director of Operations, Dunkin' Donuts Center, One LaSalle Square, 3rd Floor 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

Respondents will provide at least three (3) references from installations similar to that being proposed. References will include the following:

- * Client Description
- * Description of installed technology
- * Length of relationship

Names and experience of staff to be assigned the project.

Copy of Contractor License and OSHA Card.

Certificate of Liability Insurance

Successful respondent will provide names of all parties working on this project, including their experience.

Provisions of state labor concerning payment of prevailing wages shall apply for contracts involving public works construction, alteration, or building repair work.

State Equal Opportunity Compliance certificate and agreement procedures will apply to all awards for sub supplies or services valued at \$10,000 and more. Minority Business Enterprise policies and procedures, including sub-contracting opportunities as described in Title 37 Chapter 14,1 R.I.G.L., also apply.

Description

The Dunkin Donuts Center is seeking proposals from qualified firms, hereinafter referred to as the Contractor, to design a full refit enhancement of the 20 suites, to include an upgrade to the software to interact with existing wireless fan network. An upgrade to all furniture and fixtures in the suites as well as in the Suite corridors. Replacement of Flat screen TV's and install I-pads to work with the wireless fan network. Remove existing wallpaper and resurface and paint. Install light eliminating curtains in suite corridors. Remove existing rug corridors and Suite reception area and install vinyl flooring. Install divider curtains in exhibition area.

PART I - INTRODUCTION/INFORMATION

1. PURPOSE

The Dunkin' Donuts Center is seeking proposals from qualified firms, hereinafter referred to as the Contractor, to provide Refit Enhancements to 20 Suites, including Suite Upgrade with Fiber Optics and Turnkey Design Build, located in the Dunkin' Donuts Center; One LaSalle Square Providence, RI 02903, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

2. ELIGIBILITY

To be eligible to respond to this RFP, the proposing firm must demonstrate that they, or the principals assigned to the project, have the capacity to provide a fully qualified staff. Proposing firm must include with their proposal a satisfactory work history (no less than 3 references) of providing similar services for other accounts.

3. PERMIT FEES:

It is the responsibility of the Contractor to obtain all necessary Permits to conduct the work required for Refit Enhancements to 20 Suites, including Suite Upgrade with Fiber Optics and Turnkey Design Build. Cost of these Permits is the sole responsibility of the Contractor.

PART II - RFP SCHEDULE

Release RFP	08/19/2013
Mandatory pre-bid conference	08/23/2013
PROPOSAL DUE (Prior to 2:00 PM)	09/06/2013

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. 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 system. 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 cabling and hardware.
3. All prices shall be **FOB Dunkin' Donuts Center**, One LaSalle Square, Providence, Rhode Island 02903.
4. 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.
5. Detailed Schematic/Technical Drawings shall be provided to the Dunkin' Donuts Center upon completion of installation. Brand, model, and serial numbers shall be included.
6. 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.
7. The successful Proposer will be responsible for the rental and/or purchase of all machinery and tools required for installations.
8. Successful Proposer shall be responsible for determining all facility conditions that will affect the installations and/or performance of the system. (i.e. electric/power sufficiency, event scheduling) Respondent shall identify issues and incorporate remediation if necessary in the installations.
9. Delivery (including inside delivery to site) must be included in proposal.
10. Proposals received by the Dunkin' Donuts Center after the submission deadline will be considered void and unacceptable.
11. The contract awarded as a result of this RFP will be a firm one-time contract.

PART IV – SCOPE OF PROJECT

The Dunkin' Donuts Center is accepting proposals to provide a complete sound system for the Dunkin' Donuts Center Arena located at One LaSalle Square, Providence, Rhode Island. The proposal requires a full re-fit enhancement of the 20 Suites to include Suite upgrade with fiber optics and Turnkey Design Build. All items proposed must meet, at a minimum, the specifications hereinafter provided. **Contractor must work around events scheduled at the Dunkin' Donuts Center.**

Requirements

Structural Integrity

The system and its components that should be mounted or affixed must be done in a way without compromising the structural integrity of any structure and must not jeopardize the safety and security of any attendees.

Scope of Work

Proposer shall provide Refit Enhancements to 20 Suites, including Suite Upgrade with Fiber Optics and Turnkey Design Build.

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 one (1) year period.

Optional: Proposer is encouraged to submit an estimate to provide extended warranty coverage for a period of five (5) years after initial warranty has expired on material and labor.

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.