



Rhode Island Convention Center Authority
Request for Proposals
Carpeting of Twenty (20) Suites and Entrance Hallways

The Rhode Island Convention Center Authority (Authority) is seeking proposals from qualified bidders for the removal and replacement of the carpeting in the Dunkin' Donuts Center's twenty (20) suites, including the entrance hallways.

Potential bidders can come to the Dunkin' Donuts Center Monday through Friday 9:00am to 3:00pm for a walkthrough and inspection of the above areas by contacting Robert Lauro, Director of Operations at 401-331-0700 Ext. 7161 to set an appointment prior to Bid Proposal. Proposals must be submitted by 2:00 pm on Tuesday, May 26, 2015 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' Donut 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 from installations similar to that being proposed. References will include the following:
 - * Client Description
 - * Description of installed technology
 - * Length of relationship
2. Names and experience of staff to be assigned the project.
3. Copy of Contractor License and OSHA Card.
4. Certificate of Liability insurance
5. Successful respondent will provide names of all parties working on the project, including their experience.

Description

The Dunkin' Donuts Center is seeking proposals from qualified firms, hereinafter referred to as the Contractor, for the replacement of carpet in the 20 private Suites located on the Fourth floor including the Hallways outside the Suites located at One LaSalle Square Providence, RI 02903, in accordance with the terms, conditions, and specifications contained in this Request for Proposals (RFP).

PART I - INTRODUCTION/INFORMATION

1. PURPOSE

The Dunkin' Donuts Center is seeking proposals from qualified firms, hereinafter referred to as the Contractor, to replace the carpet in its twenty (2) suites, including entrance hallways on the 4th floor located at 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.

Cost of these Permits is the sole responsibility of the Contractor.

PART II - RFP SCHEDULE

Release RFP	05/05/15
Last Date for Receipt of Questions	05/20/15
PROPOSAL DUE (Prior to 2:00 PM)	05/26/15

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. The successful Proposer will be responsible for the rental and/or purchase of all machinery and tools required for installation.
5. Successful Proposer shall be responsible for determining all facility conditions that will affect the installation. Respondent shall identify issues and incorporate remediation if necessary in the installation.
6. Proposals received by the Dunkin' Donuts Center after the submission deadline will be considered void and unacceptable.
7. 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 remove existing carpet on the fourth level and install new carpet in the 20 suites as well as the hallways outside the suites located in the Dunkin' Donuts Center 1 LaSalle Sq., Providence, RI 02903. **Contractor must have this project completed no later than June 30, 2015.**

Requirements

1. Carpet must be installed under fixed seating
2. Removal and placement of seating will be the responsibility of the proposer
3. Hallway carpet to be square tile type
4. Work must be completed during non-event days

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.**