

January 31, 2013

**SUBJECT:** The Rhode Island Lottery submits this bid request for **CARPET**.

**This bid is comprised of TWO PARTS. The first part is in an uncarpeted area of the Rhode Island Lottery and must be completed by March 15, 2013. The second part of the bid is for the main Lottery building and must be completed by June 7, 2013.**

**MANADATORY APPOINTMENT MUST BE MADE FOR A SITE VISIT**

Please forward sealed bids to:  
Rhode Island Lottery  
1425 Pontiac Avenue  
Cranston, RI 02920  
ATTENTION: Gerald S. Aubin  
Director  
**BID 13-04A**  
**P.O. #7350**

**NOTICE: Each part of this bid may be awarded separately.  
Please bid each part separately.**

**PART ONE**

**QUANTITY:** Approximately 60 square yards of floating carpet tiles  
Approximately 135 linear feet of 4" vinyl cove base  
Approximately 51 linear feet of transition strip

**DESCRIPTION:** Tandus Flooring floating carpet tiles  
Street Life 03973  
Pier 40 63107  
4" vinyl cove base in a coordinating color  
Metal transition strip

**INSTALLATION:** Installation of all the above  
Indicate vendor preference for adhering carpet tiles

**OTHER:** Include extra carton of floating carpet tiles  
Indicate lead-time in bid proposal  
Sub-floor is installation ready  
Removal of any material is the responsibility of the successful vendor

**IMPORTANT:** Price floating carpet tiles and installation separately  
Indicate price of extra carton of floating carpet tiles  
Price transition strip and installation separately  
Price 4" cove base material and installation separately  
**Successful vendor is responsible for exact measurement**  
**Site visit is MANDATORY – call for an appointment**  
Work to be performed during normal work day hours  
**ALL WORK MUST BE COMPLETED BY MARCH 15, 2013**

**PART TWO**

- QUANTITY:** Approximately 740 square yards of floating carpet tiles  
Linear square footage unavailable for 4" vinyl cove base
- DESCRIPTION:** Shaw Contract Group floating carpet tiles  
Repatee Tile 59387  
Positive Feedback 87330  
4" vinyl cove base in a coordinating color if necessary
- INSTALLATION:** Installation of floating carpet tiles and 4" vinyl cove base  
Indicate vendor preference for adhering carpet tiles
- REMOVAL:** Approximately 740 square yards of existing carpet  
Removal of existing 4" cove base  
Preparation of sub-floor may be necessary  
Removal and disposal of existing materials
- OTHER:** Include extra carton of floating carpet tiles  
Indicate lead-time in bid proposal  
Successful vendor may place a dumpster on Lottery property for removal of existing material  
Successful vendor is responsible for moving office furniture  
**Building plans are available for viewing during MANDATORY site visit**
- IMPORTANT:** Price floating carpet tiles and installation separately  
Indicate price of extra carton of floating carpet tiles  
Price 4" cove base material and installation separately  
**Successful vendor is responsible for exact measurement**  
Site visit is **MANDATORY**  
Work to be performed during normal work day hours, Monday through Friday  
**ALL WORK MUST BE COMPLETED BY JUNE 7, 2013**
- BIDS DUE:** **FEBRUARY 13, 2013 by 4:00 PM**
- QUESTIONS:** Contact Sandi Conroy or Dan Sarro at 401-463-6500
- NOTE:** BIDS WILL NOT BE ACCEPTED UNLESS RETURN LABEL IS USED ON ENVELOPE – **DO NOT FAX**
- INTERNET VENDORS:** VENDORS WHO USE THE INTERNET TO DOWNLOAD INFORMATION MUST INCLUDE THE BID NUMBER ON THE ENVELOPE, SUBMITTED IN HARD COPY, BY BID DEADLINE - **DO NOT FAX**

**IMPORTANT**

It is the policy of the Rhode Island Lottery to accept the quantity ordered only. The vendor is responsible for any overage.

The Rhode Island Lottery reserves the right not to award a Bid based solely on cost, but may award a Bid based on a combination of quality of product, services, and experience of the vendor.

All proposals are submitted at the vendor's sole risk and expense. The Rhode Island Lottery shall not be responsible for any costs or expenses incurred by a vendor in submitting a response.

All vendors must include, with their bid, confirmation that they have registered as a State vendor on the State Purchasing website – [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

The Rhode Island Lottery reserves the right, without liability, to reject any and all proposals at any point prior to the award of a Bid contract.

Before the Lottery makes an award to the apparent successful bidder, that bidder may be required to submit a pre-production sample within \_\_\_\_\_ of the request. Failure to timely submit a required pre-production sample that is satisfactory to the Lottery could result in bidder not receiving the award.

Prior to the final award of a bid a successful out-of-state vendor (s) will be required to file an Application for Certificate of Authority as a Business Corporation/Foreign Business Corporation at the RI Secretary of State's website – [www.sos.ri.gov](http://www.sos.ri.gov) and must remain a member in good standing. This will require an initial filing fee as well as yearly filing.

Upon award of bid the successful vendor must complete a W-9 form which will be supplied by the Rhode Island Lottery.

SEE CHECKLIST on Page 4

**CHECKLIST**

- Please include pricing for a RUSH delivery
- Bid Price to include shipping & handling costs, set-up fees, die cuts, imprint fees, and any/all charges.**
- Estimated delivery time is required with bid proposal
- Delivery **REQUIRED** \_\_\_days after final approval.
- Please provide a Sample of material WITH your sealed Bid proposal**
- Upon Bid Award, sample **REQUIRED**
- Pre-production section of each artwork as Proof to be approved by the Rhode Island Lottery**
- Epson proof of artwork **REQUIRED**
- Please specify, if the RI Lottery chooses to accept bid, percentage of overage/underage
- Bulk packaged – boxes to indicate packaged quantity**
- The Rhode Island Lottery will exercise the right to receive the stock on an as needed basis**
- Insurance Certificate must be submitted with Bid proposal.
- Please include three (3) references with names, addresses and telephone numbers.
- Include confirmation that vendor has registered as a State vendor at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)**
- Successful out-of-state vendor MUST file a Certificate of Authority at [www.sos.ri.gov](http://www.sos.ri.gov) and provide confirmation**
- Part One completion due on or before March 15, 2013**
- Part Two completion due on or before June 7, 2013**
- MANDATORY SITE VISIT – Plans available for viewing**