

RHODE ISLAND STUDENT LOAN AUTHORITY

August 23, 2012

Request for Proposals to provide glass door partition between the entrance foyer and main office

Introduction

The Rhode Island Student Loan Authority (RISLA) is a public corporation and governmental agency of the State of Rhode Island established in May 1981 by an act of the Rhode Island General Assembly. The purpose of the Authority is to assist qualified students attain a post secondary education, primarily through federal and non-federal loans originated by RISLA or acquired by RISLA, which issues negotiable notes and bonds to achieve its purpose.

Intent of this Request for Proposals

The intent of this Request for Proposals (RFP) is to solicit proposals from qualified bidders to install a glass door and partition between the entrance foyer and main office.

Scope of Services

The selected contractor will be responsible for providing all labor, material and waste disposal per RISLA specifications. A summary of the project is listed below. This is not an all-inclusive list. Please call the Contact Person at RISLA to arrange to view the space and to obtain exact specifications.

- Install/re-route electrical outlets and lights as required.
- Repair/replace carpet and ceiling tiles as required.
- Repair walls (may include drywall work)
- Paint
- Install new glass wall in reception area that would include door and window
- Install new doors

Contact Person

All inquiries regarding this RFP and requests to view the space, make measurements, and obtain exact specifications must be submitted via email to the following Contact Person:

Michael Capraro
mcapraro@risla.com

Proposal Submission & Conditions

1. Submission

Four copies of the proposal must be received by RISLA no later than 4:00 p.m., Eastern Time on Thursday September 13, 2012. Proposals shall be submitted in sealed envelopes marked "Response to RFP for Glass door partition". Fax proposals

will not be accepted. Proposals will not be accepted after the deadline date and time. A bidder's conference call will be held at 11:00 on Thursday August 30, 2012. The dial in number for the call is 800-704-9804, participant code 355339#.

Proposals should be sent/delivered to:

Rhode Island Student Loan Authority
Attn: Controller
560 Jefferson Boulevard
Warwick, RI 02886

2. Conditions

A. If it becomes necessary to revise any part of this RFP or if additional information is necessary to clarify any provision of this RFP, the revision or additional information will be provided to all persons or firms that have responded to the RFP.

B. By responding to this proposal, you understand and agree that the proposal and any work product you prepare will be shared with RISLA's Board of Directors, staff, legal counsel and any other service provider that RISLA deems necessary.

C. RISLA reserves the right to cancel or suspend this RFP and to reject any and all proposals.

Requirements for Proposals

Please include the following in your proposal:

1. List of references
2. Timeframe for completing the project
3. Proof of comprehensive general liability and worker's compensation insurance

Price

The Authority requires that all price quotes be fixed and be stated as your "not to exceed" price.

Contract

The selected bidder will be required to execute a contract with RISLA in a form and on terms and conditions satisfactory to RISLA.