RHODE ISLAND STUDENT LOAN AUTHORITY
INVITATION FOR BIDS
NETWORK CABLING

The Rhode Island Student Loan Authority (RISLA) is soliciting competitive bids from qualified vendors for the purchase, delivery and installation of network cabling in RISLA's new unfurnished suite of offices on the third floor at 935 Jefferson Blvd, Warwick, RI. Bidders are responsible for returning to finish installation after furniture delivery. All prices shall be submitted on the enclosed bid schedule. Bids shall be submitted electronically via email to RISLA at mcapraro@risla.com with subject: "Network Cabling Proposal" and must be **received no later than 2PM local time on April 15, 2016.Bids received after this time will not be considered.** All bids shall remain confidential until the bid submission deadline.

RISLA will not be responsible for bids that are not received due to improper addressing. For identification purposes, the vendor's name and complete address must be included on the first page of the bid. All questions (technical, purchasing, and software) should be directed in writing to Michael Capraro at mcapraro@risla.com. Only questions received prior to 4PM, April 11, 2016 will be considered. Answers to all vendor inquiries will be posted at http://risla.com/rfp-qa within one business day after the question is received.

We appreciate your time in the preparation of your proposal and for your interest in doing business with Rhode Island Student Loan Authority.

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BID SCHEDULE

ATTACHMENT : FLOOR PLAN

BID CONDITIONS

SECTION I – PREPARATION AND SUBMISSION OF BIDS

1. INTRODUCTION
   To be entitled for consideration, one electronic copy (preferably in PDF format) of a vendor's bid shall be submitted in accordance with the following instructions and must be received by RISLA at mcapraro@risla.comnot later than 2PM on April 15, 2016. RISLA shall not be responsible for bids received after that date and time. Bids received after the date time specified shall not be considered, at RISLA's discretion.

2. OWNER
   The Owner for whom work will be executed is:
   Rhode Island Student Loan Authority (RISLA)

3. PREPARATION OF BIDS
   a. All bids shall be submitted electronically in PDF format.
   b. Vendors are instructed to read carefully all terms, conditions and specifications as set forth in the Invitation for Bids. Bid forms must be completed in their entirety.
   c. By submitting a bid, the vendor warrants that any goods supplied meet or exceed specifications set forth in this solicitation except as may be otherwise noted in vendor's exception.
   d. Bids should include an expected network cabling ordering, delivery and installation schedule.
   e. The bidder shall sign the bid in the appropriate spaces.
   f. Bids shall be signed by an authorized officer of the company. Said signature shall constitute a binding agreement to all Conditions, Contract Terms, and Conditions/Terms contained in this bid solicitation unless vendor specifies otherwise.
   g. The Executive Director of RISLA along with the assistance of owner representatives will be the sole judge in making determination as to quality. Where applicable, prices shall be stated in units specified in the solicitation.
   h. All supplies, materials, and equipment provided to RISLA shall be new and in first-class condition.

BID CONDITIONS

SECTION I – PREPARATION AND SUBMISSION OF BIDS

4. EQUIPMENT SPECIFICATIONS INSTRUCTIONS

   a. **Installation shall include existing patch panel with numerous Cat5 cables running into the ceiling.**
   b. **Each cubicle, office, printer location and fax location to have one (1) RJ45 (Ethernet) and one (1) RJ11 (phone) wall plate leading back to patch panel.**
   c. **Must be labeled in pairs at patch panel and wall plate.**
   d. **Cabling from server room to wall plates must not be visible.**
   e. **Cabling must be shielded, plenum rated Cat5e**
   f. **Vendor to test all cabling for label accuracy and cable functionality.**
   g. **Vendor to provide schematic of floor layout with each cubicle labeled.**
   h. RISLA is not responsible for locating or securing any information which is not identified in the bid. Accordingly, to insure that sufficient information is available, the bidder must furnish as part of the bid all descriptive material (example – technical specifications, brochures, cuts, illustrations, drawings, or other information) necessary for RISLA to (i)determine whether the product offered meets the requirements of the Invitation for Bid and (ii)establish exactly what the bidder proposes to furnish and what RISLA would be binding itself to purchase by making an award.
   i. Modifications proposed after bid opening to make a product conform to the specifications referenced in the Invitation for Bid shall not be considered.
   j. **Bidders are requested to specify how long it will take to complete all work.**

5. SUBMITTING A NO-BID
   If not submitting a bid at this time, the acknowledgement is to be returned marked “no bid”.

6. TAXES
   RISLA is exempt from all state sales tax and federal excise tax. These taxes shall be excluded in pricing.

7. CHARGES AND EXTRAS
   Bids are to be firm net prices, F.O.B. destination to include all charges for delivery, unloading, placing in our lease unit as directed by RISLA and demonstrated in the attached electrical plan.

BID CONDITIONS

SECTION I – PREPARATION AND SUBMISSION OF BIDS

8. BID SOLICITATION QUESTIONS
   If a contractor contemplates bidding and is in doubt as to the meaning of any part of these documents, an interpretation may be requested. This shall be submitted in writing and must be received not later than April 14, 2016 at 4PM by Michael Capraro, Rhode Island Student Loan Authority, 560 Jefferson, Boulevard, Warwick, RI 02886, mcapraro@risla.com. E-mail inquiries shall be accepted. All responses to questions shall be posted publicly on RISLA's website at http://www.risla.com/rfp-qa.

9. ADDENDA
   Addenda issued by RISLA in writing during the time of solicitation shall be incorporated herein by reference.

10. VENDOR'S TERMS AND CONDITIONS
    RISLA shall not be bound by any terms and/or conditions included in any bidder's packaging, service catalog, brochure, technical data sheet or other documents which attempt to impose any conditions at variance with or in addition to the terms and conditions contained in this solicitation.

11. REVISION OR WITHDRAWAL OF A BID
    A bidder may modify or withdraw its bid by written request, provided that the request is received by RISLA prior to the bid due date and time at the address to which bids are to be submitted. Following withdrawal of its bid, the bidder may submit a new bid, providing bid is received prior to the bid due date. After the bid deadline, RISLA will permit withdrawal only when the best interest of RISLA would be served. Generally, withdrawal will only be allowed in cases where there has been an honest mistake made in preparing the bid not resulting from negligence and the mistake is clearly ascertainable. If withdrawal is allowed, RISLA reserves the right to disqualify the withdrawing bidder from bidding on RISLA solicitations for up to one year.

12. COMPLETENESS OF BID
    All bidders are cautioned to furnish all required information and details required by this Invitation for Bid. Failure to comply may result in the bid being rejected due to incompleteness.

13. DOWNLOADING THE SOLICITATION FROM THE INTERNET
    The RFP will be available in PDF format on the Authority's website at http://www.risla.com/request-for-proposal. It is the responder's responsibility to get updates on bid solicitation changes and status by periodically checking the RISLA website.

BID CONDITIONS

SECTION I – PREPARATION AND SUBMISSION OF BIDS

14. TIMETABLE

The following dates are set forth for informational and planning purposes. RISLA reserves the right to change the dates.

Bid Solicitation Issued …….…….March 29, 2016
Bidders Conference…….……..12:00PM on April 6, 2016
Due Date for Written Questions ……4PM on April 11 , 2016
Due Date for Receipt of Bids …….2PM on April 15, 2016
Anticipated Award Date..……. …….……..April 20, 2016

BID CONDITIONS

SECTION II – CONTRACT AWARD

1. BIDDER'S QUALIFICATIONS
   Bidders may be required by RISLA, before Contract Award, to document that they are "responsible" bidders to the complete satisfaction of RISLA. They may thus be required to show that they have the necessary facilities, technical ability and financial resources to execute the work in a satisfactory manner and within the time specified; that they have had experience in work of a similar nature; and that they have past history and references which will verify their qualifications for executing the work. RISLA shall have the absolute right to determine contractor responsibility and responsiveness to this solicitation.

2. CONTRACT
   The determination by RISLA of the successful bidder shall be subject to the execution of a written contract containing terms and conditions acceptable to RISLA. The contract shall be interpreted, construed and given effect in all respects according to the laws of the State of Rhode Island.

3. TIE BIDS
   In the purchase of supplies or service by RISLA, if prices and quality a redeemed by RISLA to be equal, the tie will be resolved in the absolute discretion of RISLA.

4. REJECTION OF A BID
   a. Failure to observe these instructions and conditions will constitute grounds for rejection of a bid or removal from the list of bidders.
   b. Bids will be rejected if:
      1. The acceptance period is limited to less than required by the solicitation (normally 90days).
      2. The bid contains a minimum order/ship quantity or dollar value (unless called for in the solicitation).
      3. The bid contains a prepayment and/or progress payment requirement (unless called for in the solicitation).
      4. The bid fails to include all appropriate elements of all addenda issues to the solicitation.
      5. The bid contains terms and conditions which are in conflict with the solicitation, or that may be constructed as qualifying the bid.
      6. The bid does not meet the terms and conditions of this solicitation or imposes terms and conditions not acceptable to RISLA.

BID CONDITIONS

SECTION II---CONTRACT AWARD

5.AWARD

a. The award of the contract shall be made to the lowest, responsive and responsible bidder complying with all applicable requirements.
b. Bidders agree that their bids are subject to acceptance at any time within 90 days after opening, unless otherwise stipulated in the solicitation.
c. RISLA may accept or reject any or all bids, parts of bids, and may waive informalities, technicalities and irregularities. The judgment of RISLA on such matters shall be final.
d. All correspondence, including notices of awards and purchase orders will be sent to the address appearing on the vendor's bid.
e. If a vendor submits a bid in response to this bid solicitation and also submits a bid in response to RISLA's Invitation for Bid for electrical wiring for its new office space at 935 Jefferson Boulevard, RISLA reserves the right in its absolute discretion to treat the bids as combined bids or separate bids based on its determination of what is in the best interests of RISLA.

BID CONDITIONS

SECTION III – REFERENCES

1. Provide three (3) references from customers to whom you have supplied electrical wiring within the last five (5) years.

   RISLA reserves the right to contact any reference to assist in the evaluation of the bid, to verify information contained in the bid, and to discuss the vendor's qualifications with any reference. By submitting its response to this solicitation the vendor consents to such types of contact with references.

BID CONDITONS

SECTION IV-POST AWARD

1. CONTRACT ASSIGNMENT
   No portion of any negotiated and executed contract and/or purchase order(s) may be sublet, subcontracted, or otherwise assigned by the vendor without the prior written consent of RISLA.

2. COST OF INSPECTION OR TESTING
   Cost of inspection or testing of products or materials delivered under an awarded contract which do not meet specifications shall be paid by the vendor.

3. PAYMENT
   The contractor shall invoice RISLA on a monthly basis or if payment is to be made by line item, when a single line item has been satisfactorily delivered. Complete payment will be made within thirty (30) days from either the date of delivery or the receipt of satisfactory invoice, whichever occurs last. All invoices shall show contract number, work performed and period of work. RISLA reserves the right to modify these terms should extenuating circumstances prevail.

4. TERMINATION FOR DEFAULT
   In the event any property or service to be furnished by the contractor under a contract or purchase order should for any reason not conform to the requirements of this solicitation, RISLA may reject the property or service and terminate the contract for default. With specific instructions by RISLA, the contractor shall immediately remove the rejected property and replace with such property or services conforming to the requirements of this solicitation without expense to RISLA. If the contract is terminated for default, RISLA may procure such property or services from other sources and shall have the absolute right to deduct from any monies due to the contractor or that may thereafter become due to the contractor, the difference between the contract price and the actual cost of the property of service to be replaced or substituted.

5. TERMINTION FOR CONVENIENCE
   RISLA reserves the right to terminate for convenience a contract awarded through this solicitation.

6. COMPLIANCE WITH APPLICABLE STATE, FEDERAL AND LOCAL LAW
   The contractor shall at his own expense, obtain all necessary permits, give all notices, pay all license fees and taxes; comply with all applicable local, state and federal laws, ordinances, rules and regulations. The contractor shall maintain the licenses required in a current status after award and throughout the course of the contract.

BID CONDITIONS

SECTION V – OTHER

1. NONDISCRIMINATION
   The contractor, by the submission of a bid or the acceptance of an order or contract, does agree that it shall not discriminate in any way against any person or persons or refuse employment of any person or persons on account of race, color, religion, age, disability, national origin, sex, or any other legally protected status.

2. MINORITY AND FEMALE BUSINESS ENTERPRISES
   It is the intent of RISLA to assure that Minority Business Enterprises (MBE) and Female Business Enterprises (FBE) have an equal opportunity to participate in RISLA purchasing requirements.

3. STATE AND LOCAL BUSINESS PARTICIPATION
   It is the intent of RISLA to assure that state and local businesses have an opportunity to participate in RISLA purchasing requirements to the fullest extent permitted under Rhode Island law.

4. DRUG FREE WORKPLACE
   By submission of a bid, the bidder certifies that it will not engage in the unlawful manufacture, sale distribution, dispensation, possession, or use of a controlled substance or drug during the performance of the contract and that a drug-free workplace will be provided for the contractor's employees during the performance of the contract. The bidder also certifies that he will secure from any subcontractor who works on the contract, written certification of the same drug-free workplace requirements. False certification or violation of these requirements may result in suspension, termination of contract, or debarment of such bidder.

5. CERTIFICATION OF NONCOLLUSION
   By submitting a bid, the bidder certifies: "that this bid is made without prior understanding, agreement, or connection with any corporation firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion nor fraud. That collusive bidding is understood to be a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards."

6. INDEMNIFICATION
   It is expressly understood that any vendor and that said vendor will hold harmless Rhode Island Student Loan Authority, its officers, employees and agents from any loss, damage, expense or liability by reason of property damage, or personal injury of whatsoever nature or kind (including death) arising out of or in connection with the performance or construction and installation work pursuant to this bid or any special contract resulting from this bid by vendor occasioned by the negligent acts or omissions of employees, officers or agents of vendor.

BID CONDITIONS

SECTION V--OTHER

7. INSURANCE
   The vendor shall purchase and maintain such insurance as will protect its employees under workmen's compensation acts and other employee benefit acts; from claims for damages because of bodily injury, including death; and from claims for damages to property which may arise out of or result from the vendor's acts or omissions, whether such acts or omissions be by vendor itself or by any subcontractor or anyone directly or indirectly employed by any of them. This insurance shall be written for not less than any limits of liability specified by RISLA, or required by law, whichever is the greater, and shall include contractual liability insurance as applicable to the vendor's obligations under the contract to be executed pursuant to this Invitation for Bids.

8. AUTHORIZED OFFICIAL
   It is agreed that all conditions of the bid shall be abided and that the person signing this bid is authorized to sign the bid for the bidder.

9. SOLICITATION TERMINATION
   In any event in which this solicitation is terminated or canceled, in whole or in part, or all bids are rejected, there shall be no liability on the part of RISLA for any costs incurred by bidders or potential bidders in relation to the solicitation.

10. REQUIREMENTS CONTRACT CLAUSE
    This is a requirements contract for network cabling. Where applicable, the quantities of product specified in the schedule are estimates only. **There are no guarantees as to the amount RISLA will purchase over the time period stated, and therefore, will have no liability for non-purchase. More or less of the estimated quantity may be purchased.**

11. PURCHASE ORDER
    Delivery or performance shall be made only as authorized by purchase orders issued by RISLA.

12. RESTRICTION ON CONTACT WITH GOVERNMENT OFFICIALS
    From the issue date of this solicitation until announcement of the successful bid, vendors may contact only the individual specified herein for the submission of questions regarding the solicitation. Vendors shall be disqualified if they contact any State official or employee, or any employee or member of the board of directors of RISLA regarding this solicitation prior to the award of a contract.

BID CONDITIONS

SECTION V---OTHER

13. RESTRICTION ON GIFTS

State law restricts gifts which may be given or received by RISLA employees and directors and requires certain individuals to disclose information concerning their activities with State government. Vendors are responsible to determine the applicability of these laws to their activities and to comply with the requirements. In addition, it is a felony offense to bribe or attempt to bribe a public official.

15. STATE CODE OF ETHICS

RISLA and its board of directors and staff are committed to maintaining the highest standard of ethics in the awarding of contracts. In accordance therewith the Authority requires that the Chief Executive Officer of the Firm certify the following:

"Neither the Offeror nor any officer, employee, agent, representative or affiliate of the Offeror has given or offered or shall give or offer to any board member, employee, or representative of the Authority or to any family member of the foregoing, or to any business by which any of the foregoing persons are employed, or to any official of the State of Rhode Island who is subject to the State Code of Ethics, any gift, loan, political contribution, reward, or promise of future employment based on any understanding or expectation that the vote, official action, or judgment of the person would be influenced thereby, and, that no officer, employee, agent, representative, or affiliate of the Offeror shall have any direct or indirect nonincidental contact with any State officer or employee or with any member of the board of directors of the Authority during any period of time prior to the Authority's award of a contract, except at a public meeting of the board of directors of the Authority or at a meeting of a subcommittee of the board of directors."

Any violation of this Section 15 shall result in immediate disqualification of the Firm's proposal.

BID CONDITIONS

SECTION VI – BIDDERS CONFERENCE

1. **Vendors shall attend a mandatory bidders conference at the site of work to determine the location of installation of network cabling and equipment. The bidders conference shall take place at 935 Jefferson Blvd. Warwick, RI (Third floor) on April 6 at 12:00PM.**

2. **Vendors should refer to the attached floor plan for guidance in determining where wiring and equipment need to be installed.**

NETWORK CABLING
BID SCHEDULE

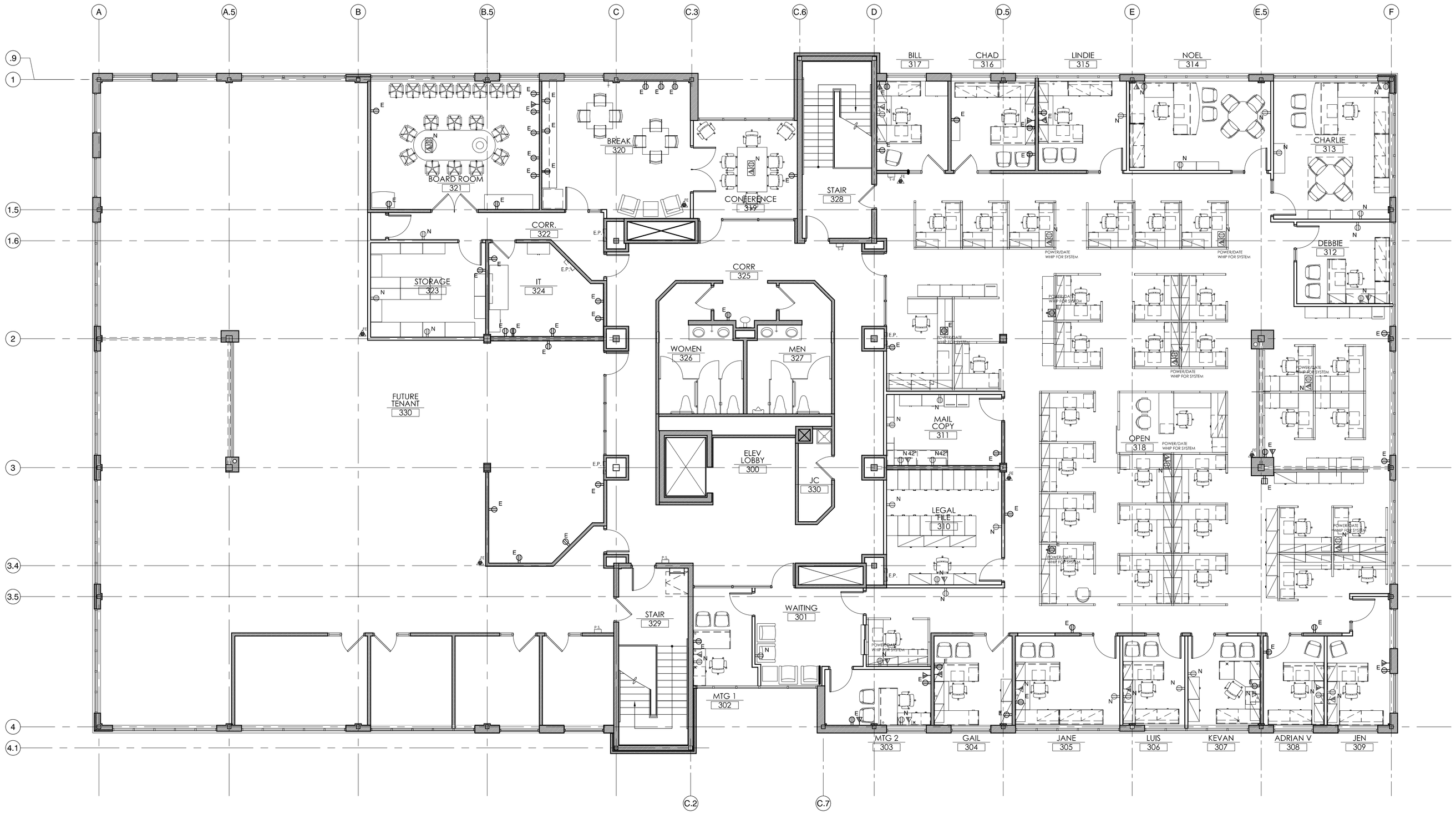
FOR EQUIPMENT ONLY

ITEM	UNIT COST	QUANTITY	TOTAL PRICE

NETWORK CABLING
BID SCHEDULE

FOR LABOR ONLY

HOURS	HOURLY RATE	NOT TO EXCEED PRICE FOR LABOR



1 THIRD FLOOR PLAN

SCALE: 1/8" = 1'-0"

North

GENERAL POWER/DATA NOTES

1. POWER IS SHOWN FOR CONVENIENCE ONLY AND IS NOT DESIGNED BY MAI. THE G.C. SHALL COORDINATE ALL POWER AND DATA LOCATIONS WITH THE TENANT AND LANDLORD
2. ALL FURNITURE WHIPS, CONNECTIONS ETC. SHALL BE PROVIDED BY THE LANDLORD AT THE TENANT'S EXPENSE.
3. G.C. SHALL COORDINATE ALL CIRCUITING AND SUB PANEL PROVISIONS WITH LANDLORD BASED ON NEW SUBDIVIDED SPACE.
4. G.C. SHALL COORDINATE PROVISION OF NEW SUBPANEL WITHIN TENANT SPACE. EXACT LOCATION T.B.D.

POWER/DATA LEGEND

ALL DEVICES INDICATED WITH 'N' ARE NEW/PROPOSED

- FURNITURE FEED
- COMBINATION VOICE DATA RECEPTACLE BY TENANT. LANDLORD TO PROVIDE RINGS AND STRINGS FOR ALL TENANT PROVIDED DATA CABLING
- DUPLEX WALL RECEPTACLE
- GFI DUPLEX WALL RECEPTACLE
- FLOOR RECEPTACLE
- E.P. ELECTRICAL PANEL

S - Salvage E - existing R - relocated N - new

NOTE: ALL FIXTURES ARE EXISTING UNLESS NOTED OTHERWISE

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..\..\CAD Standards\Logos\RI stamp.jpg

PROJECT:

RISLA
RHODE ISLAND STUDENT LOAN AUTHORITY

RISLA
TENANT IMPROVEMENTS
935 JEFFERSON BOULEVARD
WARWICK, R.I. 02886

CLIENT:

MICHAEL INTEGLIA & COMPANY
220 SOUTH MAIN STREET
PROVIDENCE, RHODE ISLAND 02903

REVISIONS:

NO.	DATE	DESCRIPTION

SCALE: AS NOTED	DRAWN BY: MM-MO
DATE: 03.07.16	JOB NO.: 2016-13

TITLE:

THIRD FLOOR ELECTRICAL PLAN

DWG NO.:

A1.5

ISSUED FOR PERMIT