



**Rhode Island Convention Center Authority
Request for Proposals
Coffee Making Equipment**

The Rhode Island Convention Center Authority (Authority) is seeking proposals from qualified bidders to provide coffee making urns for the Rhode Island Convention Center, One Sabin Street, Providence, RI 02903.

Proposals: must be submitted by **2:00 pm on Friday May 13, 2022** to Howard Allen, Complex Purchasing Manager, Rhode Island Convention Center, One Sabin Street, 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 to manage the daily operations of the facilities as stated.

Required

1. Respondents will provide at least three references from those whom you sold and used similar to the items being proposed include the following:
 - Client Description
 - Description of product
 - Length of relationship
2. Certificate of Liability insurance

PART I - RFP SCHEDULE

Release RFP Wednesday April 27, 2022

Last Day for Receipt of Questions Friday May 6, 2022 by 10 am

Proposal due (Prior to 2:00 PM) Friday 13, 2022

PART II – 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 Rhode Island Convention Center to purchase items that are operable within the system outlined in this RFP; therefore, the Proposer is required to deliver a complete, working product. 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 Rhode Island Convention Center. This includes ALL connectors, cabling and hardware.
3. All prices shall include delivery, set up of equipment and training at the Rhode Island Convention Center. The Convention Center is tax exempt. One Sabin Street, Providence, Rhode Island 02903.
4. A physical inventory list of the ordered equipment shall be provided to the Rhode Island Convention Center upon delivery. Brand, model, and serial numbers shall be included.
5. The successful Proposer must maintain a local service department within a 50-mile radius of the Rhode Island Convention Center and stock sufficient replacement parts and equipment components to provide the specified warranty service. The contractor must be able to provide prompt, on-site service not to exceed a 24 hours response time, Monday through Friday.
6. Delivery (including inside delivery to site) must be included in the proposal.
7. All proposals must be sent via US mail and or other courier, electronic proposals will not be accepted. Proposals should be addressed to: Howard Allen Purchasing Manager, Rhode Island Convention Center 1 Sabin Street providence, RI 02903
8. Proposals received by the Rhode Island Convention Center after the submission deadline will be considered void and unacceptable.
9. The contract awarded as a result of this RFP will be a firm one-time contract.

PART III – SCOPE OF PROJECT

The Rhode Island Convention Center is accepting proposals to purchase:

- Two (2) 10-gallon twin coffee making urn units, one (1) 6-gallon twin coffee making urn unit.
- Grindmaster Precision Brew brand preferred and or comparable equipment manufacturer.
- Provide the opportunity to demonstrate the units on site and or at a nearby plant/warehouse facility.
- 1-year parts and labor warranty.
- Provide extended warranty pricing.
- RICC will provide the water and power source tie in.

CURRENT SET UP LOCATION



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.