

Rhode Island Commerce Corporation  
315 Iron Horse Way, Suite 101  
Providence, Rhode Island 02908

**REQUEST FOR PROPOSAL (RFP)**  
**Office Renovations and Installation of Workstations**

**Description of Proposal**

The Rhode Island Commerce Corporation (“Corporation”) is requesting proposals from qualified firms to provide office renovations and the installation of workstations in its current offices located at 315 Iron Horse Way, Suite 101, Providence, Rhode Island.

The respondents to this RFP shall provide a proposal, in accordance with the terms and conditions set forth herein, to provide all services to the Corporation as described in the scope of services.

**Scope of Work-Office Renovations**

**Demolition of Existing Cubicle Space**

Remove and dispose of 5 stud and drywall cubicles in an area measuring 12’ X 45’. All materials including existing work tables and desks to be removed and disposed of.

Cut and remove carpeting under demolition area and patch in new carpeting.

Product: Next Floor Carpet Tile 19.7” x 19.7” (or equivalent)  
Pattern: Development #811 Color: TBD  
Quantity Required: 60 Yards  
Installation: 60 Yards  
Rip-Up of Existing Flooring: 60 Yards

**Scope of Work-Installation of Workstations**

**Open Work Stations**

Product: AIS Oxygen (or equivalent). Refurbished units in excellent condition will be considered. Alternate configurations to fit in space will also be considered.

8 each-6’ x 2’ Benching Stations with Power

Each Space to Include:

1 each 72” wide x 24” deep Work Surface  
1 each 30” wide x 18” deep x 20” high Pencil Drawer/ Lateral File Return  
1 each Glass Spine at 12” high  
Note: (2) Power Poles to be included in pricing

### Private Work Stations

Product: AIS DIVI (or equivalent). Refurbished units in excellent condition will be considered. Alternate configurations to fit space will also be considered.

3 each 12'6" x 12' Private office work stations

Each space to include:

- 1 each 82" x 24" x 42" Extended Corner Peninsula Table Desk
- 1 each 36" x 24" Bridge Work Surface
- 1 each 72" x 24" Credenza Work Surface
- 1 each Box, Box, File Pedestal
- 1 each 42" wide Two Drawer Lateral Files
- 1 each 36" wide Closed Cabinet (Panels to Measure 98" high. Doors to Have Glass Side-Lite.)
- 3each Power poles to be included in pricing

### Swivel Desk Chairs

8 each Swivel desk chairs consistent with style and function for workstations above

3each Swivel arm desk chairs consistent with style and function of private work stations above.

### Additional Requirements

All costs of permits and fees should be included in proposal.

Quote should include all delivery and installation costs.

Electric and data service is available above installation site. All electrical tie-ins to work stations by licensed electrician should be included in pricing.

All shipping materials, pallets and debris to be removed from job site. Installation area to be cleaned and made ready for occupancy.

Vendor shall coordinate with Corporation's IT staff.

### Proposal Submission

Four (4) printed copies and one (1) electronic copy (thumb drive) of the proposal must be submitted **no later than 4:00pm on Wednesday, July 15, 2015 Eastern Daylight Savings Time** to the following:

Rhode Island Commerce Corporation  
Attn: Office Renovations & Installation of Workstations RFP  
315 Iron Horse Way, Suite 101  
Providence, RI 02908

**The proposal must be submitted no later than 4:00pm on Wednesday, July 15, 2015 Eastern Daylight Savings Time.** No phone calls or late submittals will be considered. There will be no exceptions to this deadline.

Questions, interpretations, or clarifications concerning this RFP should be directed by e-mail to Marcel Valois at: [marcel.valois@commerceri.com](mailto:marcel.valois@commerceri.com) no later than 4:30pm on Wednesday, July 8, 2015. Responses to questions, interpretations, or clarifications concerning this RFP will be posted online via addendum at [www.commerceri.com](http://www.commerceri.com) and [www.purchasing.ri.gov](http://www.purchasing.ri.gov) by Thursday, July 9, 2015 to ensure equal awareness of important facts and details.

The Corporation reserves the right to select the proposal which it believes, in its sole and absolute discretion, will provide the greatest value to the Corporation.

Further, the Corporation reserves the right to terminate this solicitation prior to entering into any agreement with any qualified firm pursuant to this Request for Proposal, and by responding hereto, no firms are vested with any rights in any way whatsoever.