

October 9, 2018

SUBJECT: The Rhode Island Lottery submits this bid request for: **INSTALLATION
2.5 TON MITSUBISHI A/C SPLIT REPLACEMENT SYSTEM.**

Please forward sealed bids to:

**Rhode Island Lottery
1425 Pontiac Avenue
Cranston, RI 02920
Attention: Gerald S. Aubin
Director
BID 18-12A
P.O. #9478**

DESCRIPTION: Installation of 2.5 Ton Mitsubishi A/C Split Replacement System, 30,000 BTU, ductless

INCLUDE: All materials and labor to remove existing a/c system and replace with new equipment and piping

Removal of existing equipment

Start up new equipment

Insurance certificate **REQUIRED** with proposal

OTHER: Work to be performed during normal business hours

IMPORTANT: **MANDATORY SITE VISIT** – to make an appointment please contact Sandi Conroy at 401-463-6500

Bid price **MUST** be **VALID** for 90 days

FOB: Rhode Island Lottery, 1425 Pontiac Avenue, Cranston, RI 02920

DELIVERY: Preferred in-house delivery **3 weeks after bid award**

BIDS DUE: **October 23, 2018**

QUESTIONS: Contact Sandi Conroy or Dan Sarro at 401-463-6500

NOTE: **PLEASE USE THE ENCLOSED RETURN LABEL ON ENVELOPE
DO NOT FAX**

**INTERNET
VENDORS:**

**VENDORS WHO USE THE INTERNET TO DOWNLOAD
BID INFORMATION MUST INCLUDE THE BID NUMBER ON
THE ENVELOPE, SUBMITTED IN HARD COPY, BY BID
DEADLINE - DO NOT FAX**

SUBMITTED BY: _____

CONTACT PERSON: _____

TELEPHONE: _____

EMAIL ADDRESS: _____

CHECKLIST

_____ Please include pricing for a RUSH delivery

___ **X** ___ Bid Price to be inclusive

___ **X** ___ Estimated delivery time is required with bid proposal

___ **X** ___ Delivery **REQUIRED** within **3 weeks** of bid award.

_____ Please provide a Sample of vinyl material **WITH** your sealed Bid proposal.

_____ Upon Bid Award, sample **REQUIRED**

_____ Pre-production Sample/Proof to be approved by the Rhode Island Lottery

_____ Please specify, if the RI Lottery chooses to accept bid, percentage of overage/
underage

_____ The Rhode Island Lottery will exercise the right to receive the stock on an as
needed basis

___ **X** ___ Insurance Certificate **MUST** be submitted with Bid proposal.

___ **X** ___ Please include three (3) references with names, addresses and telephone
numbers.

___ **X** ___ Include confirmation that vendor has registered as a State vendor at
www.purchasing.ri.gov

___ **X** ___ Successful out-of-state vendor **MUST** file a Certificate of Authority at
www.sos.ri.gov and provide confirmation upon bid award

___ **X** ___ **MANDATORY SITE VISIT** – call for an appointment

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, as well as participation in Minority Business Enterprises “MBE”, Woman Business Enterprises “WBE” and Disability Business Enterprise “DisBE”.

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

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) providing **services** 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 and must remain a member in good standing. This will require an initial filing fee as well as yearly filing.

Foreign corporations, LLC’s and LLP’s are required to register and be in good standing with their home state’s Secretary of State. In addition, if travel to and services are to be provided in Rhode Island, they must register with the Rhode Island Secretary of State.

Prior to the final award of a bid a successful vendor must complete and return a W-9 form which will be supplied by the Rhode Island Lottery.

Government/Non-Profits are required to register and be in good standing with their home state’s Secretary of State.

RI corporations, LLC’s, LLP’s and non-profits are required to register and be in good standing with the RI Secretary of State.