

**STATE OF RHODE ISLAND AND
PROVIDENCE PLANTATIONS**

**RHODE ISLAND BOARD OF
ELECTIONS**

**REQUEST FOR PROPOSALS
SPLP # 160**

**Acquisition of Property for
Office, Warehouse and Equipment Storage Facility**

Pre-Proposal Informational Conference

Date: Wednesday, September 26, 2012
Time: 10:00 a.m.
Location: Department of Administration
One Capitol Hill
Conference Room "C"
Providence, R.I. 02908

**Rhode Island
Board of Elections**

**Request for Proposals
SPLP 160**

**Proposal Requirements and
Specifications**

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The State of Rhode Island Department of Administration requests proposals from interested parties for the purpose of acquiring a commercial office/warehouse/storage building containing approximately 15,000 square feet of office space together with approximately 32,000 square feet of warehouse space with adequate on-site parking to house the State Board of Elections headquarters.

I. PROPOSAL SUBMISSION REQUIREMENTS

PROPOSAL FORMAT

FORMAT

The outside cover of the proposal package MUST contain the following sections:

- Transmittal Letter
- Property Owner Background

TRANSMITTAL LETTER

The transmittal letter shall be in the form of a standard business letter and must be signed by an individual authorized to legally bind the offeror. It must include:

- A statement indicating that the offeror is an individual, partnership, corporation or other legal entity authorized to do business in the State of Rhode Island.
- A Warranty of Authority indicating that the individual whose signature appears on the company's proposal has the authority to bind the corporation contractually to the extent of the commitment sought by the specifications set forth. This Warranty of Authority may be in the form of a corporate resolution.
- A statement of compliance with applicable statutes. The offerors shall abide by and comply with all relevant state and federal anti-discrimination, equal opportunity, contract compliance and rehabilitation statutes and regulations.

If the offeror deviates from the detailed specifications and requirements contained herein, the transmittal letter should identify and explain these deviations. The State reserves the right to reject any proposal containing such deviations or to require modifications before acceptance.

NOTE: The State of Rhode Island will only entertain proposals received from the principal owner of the property offered. The State of Rhode Island will not pay any brokerage fees in connection to this transaction.

PROPERTY OWNER BACKGROUND

If the property owner is other than an individual, then (Corporation, limited liability company, partnership, etc.) provide the following:

Type entity

Name of entity

Date entity was created

List entity owners (if the entity owner is another entity, provide same information as noted above. If the owner is an individual, provide the information noted below for individuals.

If the Property owner is an individual, provide the following:

Owner's name

Owner's address

PROPOSAL CONTENT

The submitted proposal must include the following information related to the property offered.

1. Owner's name and property address of property being offered.
2. The offering price for the property submitted in response to this Request for Proposals.
3. Indicate the building's date of construction and also completion date of any major building upgrades/improvements. (Include copies of approved building permits issued for original construction and any/all additional work.)
4. The Offeror should include conceptual plans that show how his/her building can be modified/reconfigured to meet the space requirements outlined in this Request for Proposals.
5. A copy of the property deed together with a metes and bounds description.
6. A full narrative description of the building, land, improvements and equipment. This narrative should include information relating to the age of the building, windows, roof, major mechanical systems, and all equipment that will be included in the sale.
7. A comprehensive listing of the age, condition and maintenance records of all the building's major mechanical systems.
8. Detailed information regarding all data and telecommunication wiring.
9. Information regarding the number of floors, restrooms, elevators, and loading docks.
10. Detailed information relating to the fire suppression system.
11. Exterior and interior photographs of the property.
12. A copy of the tax assessor's plat map showing the property location. (Identification of Assessor's Plat and Lot number.)
13. A site plan or survey plan that clearly shows the property boundary lines, the location of the building and the parking lot area (indicate total parking capacity).
14. Identify easements of record.
15. A set of construction plan (as-builts preferred) and additions/modifications to the building that clearly show existing conditions to include site, utilities and mechanicals. (Indicate square footage of office area and warehouse area.) (Include copies of approved building permits issued for all construction.)
16. A plan showing the location of all utilities available to the site.
17. A complete checklist indicating the property's conformance to the facility specifications highlighted on page 14 of this document.
18. Identify and include a copy all existing leases (including information relative to the termination dates) or existing occupant arrangements and provide explanation as to how these arrangements would impact the State's ability to occupy the building.
19. Flood zone designation for subject site based on FEMA Flood Zone Map.

Offerors are advised that all documents, correspondence, and other submissions to the Office of Purchases may be accessible as public records, pursuant to Title 38, Chapter 2 of the General Laws, absent specific notice that portions of such submittals may contain confidential or proprietary information, such that public access to those items should be withheld.

OTHER RULES

Presentation

After the bid opening, each offeror submitting a proposal may be required to make a presentation to the Review

Committee, the Department of Administration and any other division or agency as required by the Director of the Department of Administration.

Amendment

The State reserves the right to amend requirements, as set forth, prior to the date for proposal submission. Amendments will only be distributed to those parties attending the mandatory pre-proposal conference or submitting questions.

Cost of Preparing Proposal

Costs for developing the submissions are solely the responsibility of the offerors. The State of Rhode Island will provide no reimbursement for such costs. Costs associated with any presentations will be the responsibility of the offerors and will in no way be billable to the State.

Acceptance of Proposals

All material properly submitted will be accepted by the State of Rhode Island. However, the State reserves the right to reject any and all proposals received, or to cancel this request according to the best interests of the State. Any submission that contains material irregularities is conditional or incomplete may be rejected. The State may waive an immaterial defect, but such waiver shall in no way modify the requirements or excuse the offeror from full compliance with the specifications as set forth and other contract requirements if the offeror is awarded the contract.

Disposition of Proposals

All proposals become the property of the State of Rhode Island. The successful proposal will be incorporated into the resulting contract and will become a public record.

Proposal Rules for Withdrawal

The State will not accept any amendments, revisions or alterations to proposals after the proposal due date.

After submission of proposals, a proposal may be withdrawn by an offeror by submitting a written request for its withdrawal to Richard A. Licht, Director of the Administration and be signed by the offeror or an authorized agent of the firm. No amendments will be accepted after the submission date.

Upon submitting a proposal to this Request for Proposals, all offerors agree that any submitted proposal shall remain a valid proposal for one hundred eighty (180) days or until a contract is awarded, whichever comes first.

REVIEW COMMITTEE

The selection committee will evaluate each submission, make recommendations, and evaluate cost proposals as described below. The review committee may also retain in non-voting, advisory capacity, other non-state contractors or persons. These non-state persons will have no direct affiliation with any of the offerors.

A Review Committee will monitor the entire evaluation process to ensure impartiality and fairness and prepare a report of their evaluation for the Director of the Department of Administration. The Director will award the contract in accordance with applicable rules and regulations governing the award of State contracts.

EVALUATION OF PROPOSALS

Proposals will be evaluated and the contract awarded in compliance with applicable Rhode Island statutes. The State reserves the right to accept or reject any or all proposals, or any part of any proposal, to waive any defect

of technicality, to cancel this solicitation, and to advertise for new proposals where the acceptance, rejection or waiver would be in the best interest of the State.

Proposals will be evaluated based upon, but not limited to, the following criteria in no particular order of importance:

- A. Compliance with all provisions of the RFP.
- B. Clarity of the proposal.
- C. The financial benefit to the State.
- D. The programmatic benefit to the State.
- E. Qualifications of the offeror to carry out all activities included in the proposal.
- F. Cost

Phase 1 - Evaluation of Mandatory Requirement

The purpose of this phase is to determine if each submission is sufficiently responsive to permit a complete evaluation. Proposals will be evaluated to determine if they are complete and whether they comply with the requirements stated herein. Failure to comply with the instructions or to submit a complete proposal will result in a proposal being deemed to be non-responsive, except that the State reserves the right to waive non-material deviations. Each offeror must meet the following mandatory requirements:

- transmittal letter
- corporate background
- representation at the pre-proposal informational conference
- response to specifications

Phase 2 - Evaluation of Technical Proposal Elements

Only those proposals determined to have complied with the requirements of Phase 1 will be evaluated. During the course of the Phase 2 evaluation, submission material will be evaluated to determine the adherence to the technical specifications set forth. The State, at this point, may make reference checks and may request presentations by offerors. However, the State reserves the right to award based solely on the written submission of the offeror.

Phase 3 - Evaluation of Costs

Each eligible proposal will also be evaluated as to the cost to the State. A determination will be made if the submission is complete and in compliance with the scope of services. Any cost proposal in which there are significant inadequacies may be rejected.

Phase 4 - Selection by State

The Review Committee will make a report to the Director of the Administration who will award the contract at his discretion. If no contract is finalized with the selected offeror within an appropriate period of time or under terms and conditions satisfactory to the Director of the Department of Administration, the Director may take any other action the Director deems appropriate for the best interest of the State. If all proposals are rejected, offerors will be promptly notified.

PROPOSAL AWARD

Proposal award will be based on compliance with mandatory items, and adherence to specifications and other items listed below. Complete and accurate responses to all items are necessary for the complete and fair

evaluation of proposals. Award shall be based on, but not limited to, the factors of:

- A. Compliance with all provisions of the Request for Proposals
- B. Clarity of the proposal
- C. The financial benefit to the State
- D. The programmatic benefit to the State
- E. Qualifications of the offeror to carry out all of the activities included in the proposal
- F. Cost

CONTRACT

The successful offeror will be required to execute a purchase and sale agreement that must be approved and signed by the State Properties Committee. Any special terms or conditions which would prevent an offeror from entering into a contract with the State must be defined as such, and must be submitted with the proposal.

NON-APPROPRIATION OF FUNDS

Any contract arising out of this Request for Proposal will be subject to the State's ability to terminate in the event of the non-appropriation of funds for any fiscal year (July 1 through June 30) for the subject matter of the said agreement. The successful offeror will also be required to indemnify, save and hold harmless the State of Rhode Island, its agents and employees for any and all liability arising out of the infringement of any patent, copyright or other proprietary right arising out of the use of the subject matter of this Request for Proposal.

NON-EXCLUSIVENESS OF REMEDIES

Any right or remedy on behalf of the State provided for in any part of these specifications, including, but not limited to any guarantees of warranty or any remedy for contractor's non-performance shall be in addition to and not a limitation of any right or remedy otherwise available by law, equity or statute.

RHODE ISLAND LAWS

The laws of the State of Rhode Island shall govern all questions as the execution, nature, obligation, instruction, validity and performance of this agreement.

PROJECT SCHEDULE

The following is the timetable for submission. Any step and all subsequent steps in this timetable may be adjusted at the sole discretion of the Director of the Department of the Department of Administration.

ACTION	DATE & TIME
RFP Advertisement	9/14; 9/19; 9/23/2012
Pre-Proposal Conference	9/26/2012
Questions submitted by offerors	10/3/2012
Responses forwarded to offerors	10/9/2012
Proposal Due Date	11/2/2012 by 10:00 a.m.
Presentation by offerors	If Necessary
Final Selection	TBD

**PROPOSAL SPECIFICATIONS
RHODE ISLAND BOARD OF ELECTIONS**

OVERALL FACILITY SPECIFICATIONS/REQUIREMENTS

CATEGORY	RECOMMENDED SPECIFICATION
Location	Providence Metropolitan Area
Office Space	Minimum Class B Office Space With Adjoining Warehouse Space
Parking	90 dedicated spaces
Utilities	Building Must Be Connected To All Utilities (Water, Sewer, Gas, Electric)
Building Type	Industrial / Commercial Building
Overall Square Footage Building	approximately 40,000-47,000 sq. feet
Overall Square Footage Land Area	3 – 5 acres
Open, customizable floor space (Warehouse)	31,400 square feet
Required Office Space (Sq. Ft.)	Approximately 15,000 sq. feet (office requirements below)
Garage Bays	3 - 5 bays

RHODE ISLAND STATE BOARD OF ELECTIONS OFFICE REQUIREMENTS (ESTIMATED)						
ADMINISTRATIVE OFFICES						
				SIZE	SQ FT	REQUIREMENTS
1	Executive Director's Office			10' x 10'	100	Private
2	Board Conference Room			20' x 20'	400	Private
3	Hearing/Conference/Training Room			30' x 100'	3,000	Private
4	Administrative Offices			45' x 25'	900	Private
5	Campaign Finance Offices			50' x 40'	2,000	
6	Election Offices			50' x 50'	2,500	private
7	Server/Router			10' X10	100	Air-condition temperature control required
8	Mail Ballot Processing & Storage			60' x 100'	6,000	private
9						
10				10' X 10'	100	
11	BREAK/LUNCH			12' X 12'	144	refrigerator, microwave, sink, storage
12						
	SUBTOTAL				15,244	
WAREHOUSE OFFICES						
1	Warehouse			100' x 314'	31,400	
2						
3						
4						
	SUBTOTAL				31,400	

Garage Bays
Interior Equipment Storage Area
Zoning
Loading dockage
Fire Suppression (shared space)
Heating, Ventilation, Cooling
Accessibility

3 – 5 bays
Heated/Unheated
Office/Business/Industrial Use
Integrated/Available; raised and ground
Full wet or dry system
HVAC rooftop gas-fired desirable
Property must be handicapped accessible

NOTE:

- The property must be in total compliance with all applicable State and local building, zoning and fire codes.
- The property will be transferred to the State of Rhode Island with warranty covenants and free and from any and all liens and encumbrances.

All improvements must be in compliance with all applicable codes and requirements, including handicapped accessibility and historical preservation (if applicable).

Load limits on all floors must withstand current building codes minimum loads for all functions with the exception of records rooms. For such records rooms a L.L. rating of at least 250 pounds per square foot (psf) will be required.

The fire alarm protection system shall be provided in accordance with the latest edition of the State of Rhode Island Fire Safety Code and the requirements for detectors by the local authority having jurisdiction. All smoke detectors, heat detectors, pull stations, horn/light devices, emergency and exit lighting shall be provided, in accordance with the latest code provisions. "Grand-fathered" systems are not acceptable.

All wiring shall be concealed and shall be in accordance with National Grid Company, state/city requirements and codes. Receptacles and switches shall be a 20A NEMA specification grade with cover plates. Draft barriers shall be required behind plates on exterior walls. All branch circuit wiring shall be copper.

FINAL EVALUATION / REQUIRED REPORTS / NEGOTIATIONS

PHASE 1: Final Evaluation and Approval To Initiate Negotiations

Upon completing its review and final evaluation of the submitted proposals, the Review Committee will immediately forward written notification to the offeror whose proposal received the highest score in the evaluation phase. The negotiation commencement date with the successful offeror is contingent on the following;

- a) State Properties Committee approval to secure an appraisal report and initiate negotiations for the purchase of the subject property.
- b) Compliance with all other governing laws

PHASE 2: Required Reports Completed And Submitted By Offeror

The selected offeror will be required to complete the following reports/studies within thirty (30) days of State Properties Committee approval to initiate negotiations.

NOTE: During this period, the State of Rhode Island will be granted access to the building to complete due diligence reports and confirm the findings outlined in the aforementioned existing conditions report. This confirmation process includes, but is not limited to, the following inspections;

- a) A representative/s of the Office of the State Fire Marshall will conduct a review of the property.
- b) A representative/s of the State Building Code Commission will conduct a review of the property.

*** SPECIAL CONDITIONS – REQUIRED REPORTS/STUDIES TO BE COMPLETED BY THE SELECTED OFFEROR AND SUBMITTED TO STATE OF RHODE ISLAND/DEPARTMENT OF ADMINISTRATION**

EXISTING CONDITIONS REPORT:

An existing conditions report to be completed by a qualified and properly licensed engineer that includes, but is not limited to, the following;

Structural Components

- ❖ Foundation
- ❖ Structural framing
- ❖ Columns or piers
- ❖ Walls (Structural)
- ❖ Floors (Structural)
- ❖ Ceilings (Structural)
- ❖ Insulation in unfinished spaces

Exterior Components

- ❖ Wall cladding, flashing, trim and paint
- ❖ Eaves, soffits and fascias
- ❖ Windows
- ❖ Exterior doors
- ❖ Loading bays, docks and ramps
- ❖ Decks, balconies, stoops, steps, areaways, porches and railings

Roof System, Drainage, Roof Penetrations

- ❖ Roof covering
- ❖ Flashings
- ❖ Roof penetrations
- ❖ Skylights
- ❖ Ventilation of attic/above/ceiling space
- ❖ Roof drainage system
- ❖ Roof access

Interior Components

- ❖ Ceilings
- ❖ Walls
- ❖ Floors
- ❖ Doors
- ❖ Windows in interior walls
- ❖ Interior lighting fixtures
- ❖ Steps, stairways, balconies and railings
- ❖ Closets and storage areas

Electrical System

- ❖ Electrical Entrance Conductors
- ❖ Service and grounding equipment, main overcurrent and disconnect equipment, distribution panels, equipment rooms
- ❖ Location of distribution equipment and panels
- ❖ Branch circuit conductors, branch circuit overcurrent devices
- ❖ Connected devices and fixtures (observed from a representative number of lighting fixtures, ceiling fans and switches)
- ❖ Polarity, grounding and condition of receptacles
- ❖ Presence of ground Fault Circuit Interrupter (GFCI) outlets in required locations
- ❖ Operation of GFCI receptacles from a representative sample
- ❖ Exhaust venting equipment
- ❖ Emergency standby equipment
- ❖ An electrical report completed by an electrician licensed to conduct business in Rhode Island. This report must include the following:
 - identify and describe the service
 - identify the amperage coming into the building
 - a drawing of all existing circuit breakers with all circuit breakers clearly labeled regarding the zone and use of each circuit breakers.
- ❖ A report that clearly identifies the telephone and data service provider as well as the capacity of the respective lines coming into the building at the point of demarcation.

Heating, Ventilation and Air Conditioning

- a) A mechanical systems evaluation that includes a comprehensive review of the HVAC system.
 - This report must identify the make, model and manufacturing date of each unit.
 - The report must also include a maintenance history of each component part of the system/s.

- ❖ Condition of heat pumps/air conditioner package units
- ❖ Condition of air conditioner/gas-fired furnace package
- ❖ Condition of split system air conditioner/heat pump units
- ❖ Condition of split system air conditioner units
- ❖ Operating controls
- ❖ Chimneys, flues and vents
- ❖ Air distribution system
- ❖ Restroom ventilation and exhaust
- ❖ A boiler report indicating the boiler's capacity and the number of zones served by the boiler.

Plumbing System

- ❖ Interior drain, waste and vent systems
- ❖ Interior water supply and distribution systems and fixtures
- ❖ Hot water systems, controls, chimneys, flues and vents
- ❖ Main water shut-off device and location
- ❖ Fuel storage and distribution systems
- ❖ Sump pump(s)

Restroom Components

- ❖ Ceilings
- ❖ Walls
- ❖ Floors
- ❖ Sink base and cabinetry
- ❖ Doors
- ❖ Windows
- ❖ Shower enclosure

Environmental

- ❖ A Phase I Environmental Site Assessment completed by a qualified company licensed to conduct business in Rhode Island.
 - a) Statement that there is no toxic waste buried or located on site submitted by a qualified firm licensed to conduct business in Rhode Island.
 - * This report must also include the results of all testing of the building's mechanical systems.
 - * Prior to the commencement of this work, the State of Rhode Island must pre-approve:
 - the list of the vendors who will complete each component part of the above-referenced Existing Conditions Report; and
 - the scope of work to be performed by each vendor; and
 - the price quoted for each component part of the work.

TELEPHONE/DATA REPORT

A report that clearly identifies the telephone and data service provider as well as the capacity of the respective lines coming into the building at the point of demarcation. This report must be completed by a qualified firm licensed to conduct business in Rhode Island.

SITE DRAINAGE REPORT

A detailed parking area drainage evaluation completed by a qualified engineer licensed to conduct business in Rhode Island. This report must be completed by a qualified engineer licensed to conduct business in the State of Rhode Island.

WETLAND IDENTIFICATION REPORT

- ❖ A report that clearly identifies currently flagged as well as potential wetland areas impacting the development/use of the proposed site. This report must be completed by a qualified engineer licensed to conduct business in the State of Rhode Island.

PHASE 3: Execution of Purchase and Sale Contract

1. The State of Rhode Island will negotiate a final sale price with the successful offeror based on the results of the above-referenced approvals and reviews.
2. Upon completing negotiations, the parties will enter into a Purchase and Sale Contract.
 - a) The State Properties Committee must approve both the Purchase and Sale Contract and the deed to the property.
 - b) On or before the closing date, the offeror will submit building plans (“as built” preferred) to the State of Rhode Island – Department of Administration.

The Purchase and Sale Contract will include language requiring satisfactory results of the following tests to be completed by the seller.

1. Radon test results for all masonry buildings and building space located below grade completed by a qualified firm licensed to conduct business in Rhode Island.
2. Lead, air and water tests completed by qualified firms licensed to conduct business in Rhode Island.
3. Asbestos investigation report completed by a qualified firm licensed to conduct business in Rhode Island.

*It shall be at the seller’s cost to correct any deficiencies in order to maintain acceptable local, State and/or Federal Standards.

INSTRUCTIONS TO OFFERORS

All offerors are instructed to review all parts of this Request for Proposals and to follow its directions carefully. Proposals, which are incomplete, obscure, conditional, irregular, or lacking in necessary detail, or containing additions not called for, may be rejected by the State.

Affidavits and Disclosures

Offerors that are foreign corporations, meaning corporations not chartered in Rhode Island but licensed to do business in Rhode Island, are required to submit with their proposals an affidavit duly executed by their president, vice president, or general manager and stating that the corporation has, in accordance with the provisions of the Rhode Island General Laws, obtained a certificate authorizing it to do business in Rhode Island. These certificates or certified copies are obtained from the Rhode Island Secretary of State's Office.

Corporations and partnerships are required to submit with their proposals a Certificate of Disclosure of Corporation or Partnership (Forms 1 and 2, attached to Part IV hereof) listing the name and address of principal officers.

No Withdrawal of Proposals

No proposal will be allowed to be withdrawn after it has been received by the Rhode Island Department of Administration.

Rejection or Acceptance of Proposals

The State reserves the right to unconditionally accept or reject any and all proposals for any and/or no reason(s).

Unacceptable Proposals

No proposal will be accepted from, nor will any proposal be awarded to any person, entity, firm, or corporation that is in arrears or is in default to the State of Rhode Island upon any debt, tax, or contract, or that is a defaulter in surety or otherwise upon any obligation to the State of Rhode Island, or that has failed to perform faithfully any previous contract with the State of Rhode Island. No consideration will be given to proposals that are inconsistent with the information required in the attached Proposal Form (Part IV hereof) and/or this Request for Proposals.

Explanations Written and Oral

The state reserves the right to make additions, deletions, changes or modifications to this Request for Proposals at any time prior to the opening date. Any additions, deletions, changes, or modifications to this Request for Proposals shall be posted to the State Property Committee's web site and the State Division of Purchases web site. The State shall make a reasonable effort to mail or email same directly to all known potential offerors; provided, however, that the State shall not be responsible for any potential offeror's failure to receive notice of additions, deletions, changes or modifications to this Request for Proposals. Further, the State will not be responsible for any oral instructions understood to be received by any offeror.

The State is soliciting competitive proposals pursuant to its determination that such a process best serves the interest of the State and the general public and not because of any legal requirement to do so. The offeror

acknowledges that it is the State's right to accept any proposal, or number of proposals, even if from different offerors; or to unconditionally reject any and all proposals; or to amend with the consent of the successful offeror any proposal prior to acceptance; or to waive any formality and otherwise effect the State's intent under this Request for Proposals all as the State in its sole judgment may deem to be in its best interest.

PRE-PROPOSAL INFORMATIONAL CONFERENCE

There will be a pre-proposal informational conference held on **September 26, 2012** at the following location:

R.I. DEPARTMENT OF ADMINISTRATION
One Capital Hill
Providence, R.I. 02908
Conference Room "C"
Time: 10:00 a.m.

All questions regarding this Request for Proposals are to be put in writing by the close of business on **October 3, 2012** and submitted to:

John P. Ryan
Deputy Chief
DEPARTMENT OF ADMINISTRATION
Division of Capital Projects & Property Management
One Capital Hill
Providence, RI 02908
Email: John.Ryan@doa.ri.gov
(FAX: 401-222-2599)

Written responses will be forwarded to interested parties by the close of business on **October 9, 2012**.

*Be advised that all questions and answers shall be shared with all offerors not just the offeror making the inquiry.

PROPOSAL SUBMISSION DATE/LOCATION

The deadline for receipt of proposals is 10:00 A.M. on **November 2, 2012** at which time the timely submitted proposals will be publicly opened and acknowledged only. The "official" time clock is located at the reception desk area for the Rhode Island Division of Purchases. The proposals must be submitted according to the requirements detailed in this document. Any and all submissions received after such date and time shall not be accepted. Proposals must be delivered to the following address.

**State of Rhode Island
Department of Administration
Division of Purchases – Second Floor
One Capitol Hill
Providence, RI 02908**

Please note that one (1) original and five (5) copies of the submission must be received in a sealed envelope that is clearly marked on the outside in the following manner:

**REQUEST FOR PROPOSALS – SPLP 160
RI BOARD OF ELECTIONS
PROPERTY ACQUISITION**

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or which are otherwise not presented in the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or e-mailed to the Division of Purchases will not be considered.

END OF RFP DOCUMENT

ADDENDA



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
Department of Administration

STATE PROPERTIES COMMITTEE
One Capitol Hill
Providence, RI 02908

CERTIFICATE OF DISCLOSURE OF CORPORATION

I, _____, Secretary of _____, under oath make affidavit
(state full name of corporation)

and say that the following, the officers and directors of said _____ corporation,
(identify as business, non-business, professional)

having been duly elected and/or appointed to:

President _____

Vice President _____

Treasurer _____

Secretary _____

State of Incorporation _____

Principle Place of Business _____

DIRECTORS

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

STOCKHOLDERS

Name	Address
_____	_____
_____	_____
_____	_____
_____	_____

Property under lease to/from the State of Rhode Island covered by this certificate:

Location: _____

State Offices Occupying Property (if any): _____

In witness whereof I have hereunto set my hand and the seal of the said _____,
(hereunto duly authorized) this _____ day of _____ 20__.

By _____, its Secretary.

STATE OF RHODE ISLAND
COUNTY OF _____

Subscribed and sworn to before me at _____ this _____ day of _____ 20__.



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
Department of Administration

STATE PROPERTIES COMMITTEE
One Capitol Hill
Providence, RI 02908

CERTIFICATE OF DISCLOSURE OF PARTNERSHIP

- 1. Name of partnership (if any)
2. Type or character of business
3. Location of Principal Place of Business
4. Name of individuals having legal title to the property under lease to the State of Rhode Island: (complete only when subject partnership is landlord)

Four horizontal lines for listing individuals having legal title to the property.

- 5. Property under lease to / from the State of Rhode Island covered by this certificate:
Location:
State Offices Occupying Property (if any):

- 6. Name and place of residence of each partner, general and limited partners being respectively designated:

Table with 3 columns: NAME, RESIDENCE ADDRESS, TYPE OF ADDRESS. Includes five rows for partner information.

I hereby under oath make affidavit in my capacity as a partner and state that this certificate of disclosure is complete, true, and correct.

Signature of Partner Filing Certificate Date

STATE OF RHODE ISLAND
COUNTY OF

Subscribed and sworn to before me at this day of 20.

Notary Public

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
Department of Administration

STATE PROPERTIES COMMITTEE
One Capitol Hill
Providence, RI 02908

CERTIFICATE OF DISCLOSURE OF LIMITED LIABILITY COMPANY

I, _____, Member of _____ LLC,
under oath, make affidavit and say that the following are all the members of said limited liability
company:

Member _____ Address _____

Member _____ Address _____

Member _____ Address _____

State of Limited Liability Company _____

Principal Place of Business: _____

Agent for Service _____

Property under lease to/from the State of Rhode Island covered by this Certificate:

Location: _____

State Offices Occupying Property (if any): _____

IN WITNESS WHEREOF, I have hereunto set my hand and seal of said _____
_____, LLC (hereunto duly authorized) this ___ day of _____, 2011.

_____, LLC

By: _____ Member

STATE OF RHODE ISLAND, COUNTY OF _____

In _____, on this _____ day of _____, 20____, before me
personally appeared _____ Member of _____, LLC,
to me known and known by me to be the party executing the foregoing instrument on behalf of said
limited liability company, and he acknowledged said instrument and the execution thereof, to be his free
act and deed individually and in his said capacity, and the free act and deed of said limited liability
company.

Notary Public: _____

My Commission Expires: _____

CERTIFICATE OF AUTHORITY

I, _____, certify that I am the _____ of _____ the corporation described in and which executed the foregoing instrument with the State of Rhode Island; that the said corporation is organized under the laws of the State of Rhode Island; that the corporate seal affixed to said instrument is the seal of said corporation; that _____ who executed said instrument as _____ of said corporation was then _____ of said corporation and has been duly authorized to execute said instrument in behalf of said corporation; that I know the signature of said _____; and that the signature affixed to such instrument is genuine.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said corporation, this _____ day of _____, 20__.

Secretary