



East Providence School Department

RFI#EPSD.District.2019.0002

Window Replacement

Riverside Middle School

1. RFI OVERVIEW

1.1 Company Description

The East Providence School Department (EPSD) is a K-12 public school district supporting the City of East Providence, Rhode Island. The district maintains thirteen facilities including multiple K-5, middle and high school campuses.

1.2 This is a Request for Information (RFI) only

1.2.1 EPSD is seeking information from interested parties who can provide exterior window replacement services for Riverside Middle School.

1.2.2 Riverside Middle School, located at 179 Forbes Street in Riverside RI was built in 1966, comprised of 130,682 square feet. The current exterior windows are original to construction. The purpose of the RFI is to understand what window options currently available in the market.

1.2.3 This RFI is issued solely for information and planning purposes – it does not constitute a Request for Proposal (RFP), an Invitation for Bid (IFB) or a promise to issue an RFP or IFB in the future. This request for information does not commit the District to contract for any supply or service whatsoever. Any and all costs associated with or arising from this RFI process incurred by the Interested Party shall be borne by the Interested Party, without reimbursement by the District.

1.3 General Conditions

1.3.1 The District is not at this time seeking proposals and will not accept unsolicited proposals. Interested parties are advised that the District will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future RFP, if any is issued. If a solicitation is released, it will be synopsisized on the EPSD Procurement website at <https://epschoolsri.org/purchasing/> It is the responsibility of the interested parties to monitor these sites for additional information. The solicitation will also be listed on the City of Newport E-Procurement website.

2. VENDOR INSTRUCTIONS

Any changes in deadlines will be communicated to all Vendors via E-Bids@epschoolsri.com email address. A school tour/building walk through will be held on Friday, August 23, 2019 at 8:30am – at Riverside Middle School, 179 Forbes Street, Riverside RI to assist vendors with determining scope of work. Cell phone contact for that day will be Anthony Feola, Director of Facilities and Security (401) 585-5211.

2.1 RFI Schedule

Activity	Date/Time
RFI Released	08/08/2019
Informational meeting/Building Walk Through	08/23/19 at 8:30am
Deadline for questions	08/28/19 at 12:00pm
Q&A Addenda Issued	08/30/19
Information Submission Deadline	09/04/19 at 12:00pm

2.2 Vendor Questions and RFI Addenda

2.2.1 Questions regarding the content of or schedule for the RFI must be submitted in writing by e-mail to E-Bids@epschoolsri.com according to the RFI schedule provided in Section 2.1.

2.2.2 The EPSD will issue answers to all Vendor questions, as noted in that schedule. In the event that modifications or additions to the RFI become necessary, vendors will be notified in writing and posted to www.epschoolsri.com/purchasing.

2.3 Proposal Format and Submission Requirements

2.3.1. Submittals must be Electronic Format (Microsoft Word or Adobe Acrobat compatible) and are due no later than 09/04/2019, 12:00PM local time.

2.3.2 Responses (not including additional optional submittals) shall be submitted via e-mail with the subject heading "RFI#EPSD.District.2019.0002 to E-BIDS@EPSCHOOLSRI.COM .

2.3.3. Proprietary information, if any, should be minimized and MUST BE CLEARLY MARKED. To aid the District, please segregate proprietary information.

2.3.4 Please be advised that all submissions become District property and may not be returned.

2.3.5. Vendor meeting/Product demonstrations

2.3.5.1. Based on the submittals results, the District may select a group of respondents to this RFI to attend a meeting for a product review/demonstration.

2.3.6. Future Request for Proposal (RFP)

2.3.6.1. The District reserves the option to issue a solicitation based on information gathered through this RFI. In the event a solicitation is issued, the District anticipates soliciting proposals through open competition and shall then select a firm to provide a solution that will meet the requirements of the District.

2.3.6.2. The submission of a response to this RFI is not a precondition for submitting a proposal in response to a future solicitation. Such interested parties or participants shall have no priority in consideration of responses to the future solicitations.