

**INVITATION TO BID
MECHANICALLY ASSISTED MOBILE STORAGE SHELVING UNITS
TOWN CLERK'S OFFICE VAULT**

Sealed proposals for mechanically-assisted mobile storage shelving units system to provide expanded vault storage according to the specifications attached and incorporated herein will be accepted in the Office of the Finance Director, Town Hall, 93 Narragansett Avenue, Jamestown, RI 02835, until **11:00 a.m., October 19, 2018**, and will be publicly opened and read.

NO BIDS WILL BE ACCEPTED AFTER THE OCTOBER 19, 2018 DEADLINE.

IT IS THE RESPONSIBILITY OF PROSPECTIVE BIDDERS TO MONITOR THE TOWN'S WEBSITE FOR ANY SUBSEQUENT BID ADDENDUMS. NO ADDENDUMS WILL BE POSTED WITHIN FORTY-EIGHT (48) HOURS OF THE BID SUBMISSION DEADLINE.

The bids will be evaluated in compliance with RIGL §45-55-5 "Competitive Sealed Bidding" and awarded on the basis of the lowest evaluated or responsive bid price.

Specifications may be obtained on the Town's website (www.jamestownri.gov), and the Newport Cooperative website (<http://eprocmurement.cityofnewport.com>). All questions pertaining to this proposal should be referred to the attention of the Town Clerk via email (cfernstrom@jamestownri.net).

A Certificate of Insurance showing \$1 million General Liability coverage, with the Town of Jamestown named as an additional insured, and Worker's Compensation coverage, with a waiver of subrogation, will be required of the successful bidder.

The Town of Jamestown reserves the right to reject any or all proposals or parts thereof, to waive any formality in same, or accept any proposal deemed to be in the best interest of the Town.

The Town of Jamestown will provide communications assistance or other accommodations to ensure equal participation for the bid opening, provided a request is received three (3) business days prior by calling 401-423-9809.

Christina D. Collins
Finance Director

SELECTION CRITERIA

The bid will be evaluated as to RIGL “45-55-5.(2) “Competitive Sealed Bidding” and the award shall be made on the basis of the lowest evaluated or responsive bid price.”

The following factors will be considered in determining the lowest evaluated or responsive bid price:

Bid Price;

Meets or exceeds bid specifications;

Delivery date;

Warranty/Guarantee;

Past performance by brand name bid;