



Response Format and Requirements

Beyond what has already been said about the preparation of a response this section contains requirements that bidder must address within their proposal.

A. *Non-Specified Equipment*

The system drawings do not include all items required to complete the individual room system buildout. Some items, such as equipment racks, secondary wire and floor box or wall box plates will differ per bidder. It is the responsibility of the bidder to include and call out any additional items that are not clearly specified within the system drawings. The bidder should provide both the manufacturer and model number of any non-specified items.

B. *OFE Equipment*

Rice University reserves the right to provide owner furnished, bidder installed equipment as required to complete the buildout of the individual systems. Upon review of all submitted bids, Rice University may choose to provide certain items, procured under other University contracts for any of the following reasons:

- Reduction of overall project costs
- Price breaks already negotiated or in effect
- Due to requirement for certified vendor status
- Due to extended warranty options
- Price reductions negotiated on a multi project basis (combined order, covering more than a single project, resulting in substantial price breaks and/or options)

Rice University may choose to select a final candidate and discuss options for provide OFE items as part of a Phase II – Rebid Phase process.

C. *Warranties*

The entire project is to include a 1 year warranty, beginning on the date final signoff is reached and continuing for a period of 365 days.

The successful bidder is responsible for providing an itemized listing, per room, which outlines the warranty period for each item. Certain items will come with extended manufacturer warranties. The itemized listing should clearly state both the manufacturer and project warranty periods.



D. Software

Rice University requires a copy of any software that is required to setup, test and or tune any piece of equipment. Bidders will provide a USB flash drive containing any / all software required during the duration of the installation during the final sign-off period.

E. Renewable Costs

Certain items may require a yearly renewal license fee to maintain access to new firmware or other software features / updates. The bidder should provide a section outlining any expected renewable costs as they exist within the currently provided drawings. Any options for discounted multi-year agreements should also be detailed out.

F. Training

The successful bidder must provide a minimum of **10 hours** of training. Due to the close similarity between room types, training times per room may differ. A simple instruction sheet will be required, for each room type, before training begins. Users will be able to follow along and **1 (one) revised copy** may be required if any item needs clarification or revision. A copy of each instruction sheet will be provided to Rice University for future use or to be distributed to each building occupant.

G. Team Members

Each bidder should submit a page outlining their individual team members who would/will be working on the project if they receive the award. If the bidder is planning to use subcontracted labor to assist with the installation, any pertinent personnel from the subcontractor should also be listed.

H. Safety

The successful bidder will be required to follow both Rice University and the project General Contractor (J.E. Dunn Construction) safety guidelines. This includes:

- Hard Hats, Safety Glasses and Safety Vests are required at all times unless you are told different by either Rice University OIT or J.E. Dunn Construction.
- Each member of the installation team is required to complete the job safety course as required by the General Contractor.
- Each member of the installation team is required to wear clothing that clearly identifies the company that the individual is employed by.
- OSHA regulations are to be adhered to at all time in regards to ladder, lift or other equipment usage.



I. Installation Schedule / Weekly Project Meeting

Rice University is providing a current construction schedule. There are individual line items that clearly outline when all technology systems are estimated to be installed and at what point in time work on each floor is to be complete. Each bidder is required to turn in a **Complete Project Schedule** which clearly states an understanding of the construction timeline as provided. The general contractor is completing each floor in a floor by floor manner, starting with the top floor and continuing down.

Upon successful award, a weekly updated project schedule will be required. This updated schedule should be very detailed and outline any delays, shipment issues and any other agreed upon information.

Due to the strict timeline, a weekly project meeting will be required. This meeting may be scheduled in person or via Video Conference Utilizing Zoom. The purpose of the meeting is to go over the updated schedule, discuss any construction related issues that require OIT to intervene and or any other items that require the attention of OIT personnel.

J. Programming

All Digital Signal Processing (DSP) programming and all Crestron programming is the responsibility of the bidder. Members from OIT will work with the successful bidder to outline all programming details.

A copy of all **“Final”** programming will be required upon final sign off.

Upon successful award, the bidder’s Project Manager and Programming Team will need to schedule a meeting with OIT to go over each room and to outline all programming requirements. Due to the strict timeline, it is estimated that additional discussions and or programming review sessions will be required. These may be rolled into the weekly project meeting.



K. Itemized Pricing

All bid pricing is to be itemized. All items should be clearly listed and a price should be provided per item and multiplied for quantity counts per item for a single room of that type. Each room type is to be priced out individually and the bid should refer to each room number that is included in the final count for the room type.

For clarification:

Room Type = Huddle

Itemized pricing for all items required for a single room of this type.

Price typical for room xx1, xx2, etc.

Final price multiplied by total room count for that type.

Or

Room Type = Huddle

All equipment listed for combined total of rooms of that type.

Pricing reflects pricing for rooms xx1, xx2, etc.

Final price per room is a divisible number, ie: final price divided by total number of rooms.

Labor should be itemized to reflect Installation vs Project Management vs Administrative, etc.

Materials should be itemized by type.

Any Per Diem costs, due to a contractor being located out of town or in another state should be itemized. Please keep Per Diem costs listed separate from Installation, Project Management, etc. so that Rice University can compare individual costs per bidder equally.

Any bundled costs or equipment packages should list the individual items that encompass the package, but only one price should be listed for that package or bundle.



L. Serial Numbers and MAC Addresses

As part of the sign-off period, the successful bidder is required to turn in a spreadsheet containing the serial numbers and MAC Addresses (if applicable) for each individual item, itemized on a per room basis.