



Rice University  
Brian Patterson Sports Center

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**Invitation for Bid - Interior Furniture for Brian Patterson Sports Center**

Bid#2016-03-002

**Instructions to Bidders**

**1. General Information**

Rice University is issuing this Invitation for Bid (IFB) for the procurement of goods and/or trade services as described hereinafter. Interested bidders shall submit one (or more as instructed in the IFB) signed proposal(s) pursuant to the submittal instructions by the *Closing Date and Time in paragraph 7 herein*. Please Note: **Bidders who do not sign their submitted response or fail to submit a response to Rice University by the Closing Date and Time will have their bid declared non-responsive and will not be considered for award.**

Bids and all associated materials accompanying the bids submitted in response to this IFB become the property of Rice University and will be retained by Rice University for period of time no longer than the length of the resulting contract. If a response contains any information that is considered a “trade secret”, mark each page containing such information with the following legend: “TRADE SECRET”. An entire response to this IFB marked as “trade secret” is unacceptable and will be disqualified without consideration.

**2. General Instructions for Submission of Bids**

Please note – the term “bid” and “proposal” are used interchangeably hereinafter and refer to the submission by the bidder in response to this solicitation.

Bids must be drafted and submitted in accordance with following instructions:

- All Bids shall be submitted in original format with not less than two originals (signed).
- All Bids must contain language that clearly states Bidders have reviewed the “Agreement between Owner and Contractor for Furniture, Furnishings and Equipment where the basis of payment is a Stipulated Sum” and note any proposed exceptions in submissions;
- Bidder’s Proposed Bid with enough detail to clearly and reasonably assess the proposal;
- Bidder will include, in a separate section, all warranty information;
- Bidder will include, in a separate section, all service and maintenance information;
- Bidders will include, as part of the proposal, any and all installation services; including but not limited to unloading of materials, floor and wall protection, cleanup of materials, haul off of trash, supervision of the installation and all labor required to disassemble, assemble, deliver, set-up, install, and any other work required for the installation of the package; and
- Bidder will include references of not less than must submit a list of three (3) clients with contact information for whom similar projects have been completed by the Bidder. These clients will be contacted by Rice University for an evaluation and assessment of Bidder and product performance. If the Bidder cannot provide at least three (3) positive references, clearly state that in the proposal.



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**3. Receipt of IFB by the Bidder**

It is the sole responsibility of the Bidder to check the bid package to ensure that all documents listed in the Table of Contents have been received. Contact Adriana B. Jimenez in the event that the bid package is missing any listed document.

**4. Examination of Site and Contract Documents**

- A. Before submitting a proposal, the bidder is required to carefully examine the contract documents. The building is presently under construction and visits can be arranged by April 6<sup>th</sup>. Include all costs for the same.
- B. By submitting a proposal, the bidder agrees he has examined the contract documents and fully understands the nature of the work, general and local conditions, and accepts the standard contract form.
- C. By submitting a proposal, the bidder agrees that he will not make any claim for damages or additional compensation because of lack of information, or because of any misunderstanding, or because of any misinterpretation of the requirements of the contract.

**5. Conditions of Work**

- A. The contract for this project will be with Rice University. The contract manager and project manager will be announced at the time of award of the bid.
- B. Parking Availability. Rice University will allow for Vendor parking in the West Stadium Lot. One parking pass will be made available. No street parking is allowed. Rice University Police Department will issue parking violations to unauthorized parked vehicles.

**6. Submission of Proposals**

Please submit two (2) signed originals and one (1) electronic copy of the Bid, addressed to:

Adriana B. Jimenez, Buyer

[adriana.b.jimenez@rice.edu](mailto:adriana.b.jimenez@rice.edu)

Office of Procurement, B-12, Allen Center (MS-66)

Rice University

6100 Main Street

Houston, Texas 77005

**7. Closing Date and Time**

Bids should be delivered no later than **2:00 PM, March 21<sup>st</sup>, 2016.**

**8. Explanation to Bidders**

A. All questions concerning the bid documents, scope of work, etc. shall be directed via e-mail to:

**Adriana B. Jimenez, Buyer**

[adriana.b.jimenez@rice.edu](mailto:adriana.b.jimenez@rice.edu)



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- B. Where appropriate, interpretations will be confirmed by Addendum to all bidders. Direction received from other parties and not confirmed via Addendum shall not be considered.
- C. Such Addendum, issued during the bidding period, shall be acknowledged on the Proposal Form and shall be included in the Agreement at the time of award.

## 9. Specifications

See attachments:

- A. Drawings.
- B. Specifications Package.
- C. Tabulation Sheet.
- D. Agreement between Owner and Contractor for Furniture, Furnishings and Equipment where the basis of payment is a Stipulated Sum;

## 10. Acceptance or Rejection of Bids

- A. Bids will be open privately by Rice University.
- B. Rice University reserves the right to waive the formality in any bid, to accept any bid, or to reject any and all bids.
- C. Rice University reserves the right to award the contract to the bidder considered best qualified for the work. Rice University may make such investigations as they deem necessary to determine the ability of the bidder to perform the work, and the bidder shall furnish all such information and data for this purpose.
- D. Rice University reserves the right to accept or reject Bids on each line separately, or as a whole, to reject any or all offers, to waive any informalities or irregularities, to award items separately or in aggregate, and to contract in the best interest of Rice University.

## 11. Form of Contract

The successful bidder is required to execute a contract, the “Agreement between Owner and Contractor for Furniture, Furnishings and Equipment where the basis of payment is a Stipulated Sum” attached.

## 12. Special Terms and Conditions

- A. **Delivery and Installation:** Proposals will include delivery and installation services:
  - *Delivery:* FOB Destination Freight Prepaid and Allowed, which means all transportation charges from vendor to University are prepaid and borne by the Bidder. If Bidder does not quote FOB Destination Freight Prepaid and Allowed, all transportation and handling charges must be indicated separately and will be considered in the award.
  - *Installation:* Any and all installation services shall be provided by the Bidder; including but not limited to unloading of materials, floor and wall protection, cleanup of materials, haul off



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of trash, supervision of the installation and all labor required to disassemble, assemble, deliver, set-up, install, and any other related work. Installation shall be completed on July 22<sup>nd</sup>, 2016.

- B. **Approved Equals:** Unless otherwise specified, approved equals may be considered. If alternatives to specifications are offered, include brand, model number, and complete information. Please inform the Office of Procurement at your earliest convenience so offer may be properly evaluated.
- C. **Insurance Requirements:** Specific insurance is required for any contract resulting from this Invitation for Bid. Listed in the “Agreement between Owner and Contractor for Furniture, Furnishings and Equipment where the basis of payment is a Stipulated Sum”, Exhibit C.
- D. **Required Project Completion Date:** July 22<sup>nd</sup>, 2016.

### 13. Additional Terms and Conditions

If checked, this IFB is subject to additional terms and conditions attached and titled: N/A.

### 14. Representations, Certifications and Acknowledgements

By submitting a proposal in response to IFB 2016-03-002, Bidder represents and warrants that:

- A. Bidder has read all of the terms and conditions in “Agreement between Owner and Contractor for Furniture, Furnishings and Equipment where the basis of payment is a Stipulated Sum”; Bidder understands that by submitting a signed proposal, if awarded the contract, Bidder will be bound by the terms and conditions of contract “Agreement between Owner and Contractor for Furniture, Furnishings and Equipment where the basis of payment is a Stipulated Sum”.
- B. Prices proposed shall be firm for six (6) months from the Closing Date and Time; and, if awarded the contract, Bidder must furnish any and all goods and/or services at the prices offered within the terms and time specified.
- C. Bidder has the power and authority to enter into perform the contract awarded as a result of this IFB.
- D. The individual signing for Bidder is authorized to execute this quote on behalf of Bidder.
- E. Bidder is an independent contractor and not an employee, partner, or agent of Rice University.
- F. Bidder’s name, as it appears in this quote, is vendor’s legal name, as it will appear in the vendor’s W-9, and if vendor is an entity rather than an individual that entity named in this IFB is valid-existing and in good standing.
- G. Bidder has not discriminated against Historically Underrepresented Businesses in obtaining any required subcontracts.
- H. No officer, agent or employee of Rice University has participated on behalf of Rice University in preparation of the Bid, that Bid is made in good faith, without fraud, collusion,



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or connection of any kind with any other responder for the same work, and that the Bidder is competing solely in Bidder's own behalf without connection with, or obligation to any undisclosed person or firm.

**15. Evaluation Criteria**

- Relevant experience, qualifications and success in providing goods and services outlined in this IFB in a timely manner;
- Financial proposal including but not limited to discounts, service charges and other charges;
- The quality of the proposal, specifically, responsiveness to requirements and adequacy of information provided;
- The contractual terms which would govern the relationship between Rice University and the Selected Bidder;

Weights will be posted 30 minutes prior to the Bid award.

**16. Acknowledgment of Addenda**

Bidder must acknowledge that Bidder has received, reviewed and agrees to all the terms and conditions in "Agreement between Owner and Contractor for Furniture, Furnishings and Equipment where the basis of payment is a Stipulated Sum" via any and all Addenda that are posted on Rice University's Suppliers webpage, under "Open Solicitations", accessible at <http://suppliers.rice.edu/files/849/>. Bidders are responsible for monitoring this webpage on a periodic basis for any and all modifications to this IFB.

**17. Business Designation (check one):**

- Corporation       Partnership       Sole Proprietorship  
 Governmental/Non-profit       Limited Liability Company

**18. Please indicate your Minority Women or Emerging Small Business (MWESB) Status:**

- Women Owned       Self Report      State Certified #  
 Minority Owned       Self Report      State Certified #  
 Emerging Small Business       Self Report      State Certified #  
 None of the Above



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Signature: .....  
Dated: .....  
Name: .....  
Title: .....  
Firm: .....  
Address: .....  
E-mail: .....  
Phone: .....  
Fax: .....

END