



Rice University
Moody Center for the Arts - Interior Furniture

Invitation for Bid - Moody Center for the Arts Interior Furniture

Bid#2016-07-001

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 must submit a signed cover letter summarizing the proposal.
- 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 Attachment 7, all lead time information;
- Bidder will include, in a separate section, all service and maintenance information;
- Bidders will include, 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



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performance. If the Bidder cannot provide at least three (3) positive references, clearly state that in the proposal.

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. Include all costs for the same. Rice University is not responsible for any costs Bidders incurred in connection with submitting or presenting a proposal. All Bidders who respond to solicitations do solely at their own expense.
- B. The building is presently under construction and visits can be arranged by November 1st, 2016. Include all costs for the same.
- C. 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.
- D. 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 only to awarded bidder(s) 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

Bidders must submit two (2) signed original bids and two (2) electronic copies to the Issuing Office, addressed to:

Adriana B. Jimenez, Buyer adriana.b.jimenez@rice.edu
Office of Procurement, B-12, Allen Center (MS-66)
Rice University
6100 Main Street
Houston, Texas 77005

Procurement Office hours for receipt of proposals are Monday through Friday 8:00 a.m. to 4:00 p.m. Houston, Texas local time.



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7. Closing Date and Time

Bids should be delivered no later than **2:00 PM, August 2nd, 2016.**

8. Explanation to Bidders

- A. Additional information or clarifications shall be submitted until 2:00 PM, July 19th by the Office of Procurement. All questions concerning the bid documents, scope of work, etc. shall be directed via e-mail to:
Adriana B. Jimenez
adriana.b.jimenez@rice.edu
- 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.
- D. This IFB will be posted on the Rice University Procurement website, under “Open Solicitations”, accessible at: <http://suppliers.rice.edu/open-solicitations/>. Any Addenda including, without limitations, extensions of the Closing Date and Time will be posted to the Procurement website. Bidders are responsible for monitoring the Procurement website on a periodic basis for any modifications to the IFB. Rice University is not required to issue individual notifications.

9. Specifications

See attachments:

- Attachment 1 - MOODY CTR ARTS FURN SPEC PACKAGE PART 1;
- Attachment 2 - MOODY CTR ARTS FURN SPEC PACKAGE PART 2;
- Attachment 3 - MOODY CTR ARTS FURN SPEC PACKAGE PART 3;
- Attachment 4 - MOODY LEVEL 1 OVERALL PLAN FOR BID;
- Attachment 5 - MOODY LEVEL 2 OVERALL PLAN FOR BID;
- Attachment 6 - Moody Center for the Arts Project Spec Pricing Worksheet rev 1;
- Attachment 7 - Moody Center for the Arts Project Lead Time Worksheet;
- Attachment 8 – 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



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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, to split awards for any of the items and to contract in the best interest of Rice University.
- E. Rice University reserves the right, at its option, to cancel this IFB.

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.

The contract for this project will be with Rice University. Bidders agree that Rice University will have the right to review and require modification of any terms or definitions used in the final contract. Failure to agree upon acceptable contract definitions or terms may result in cancellation of the intended award.

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 charges shall be provided by the Bidder and costs must be indicated separately; 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 related work.

B. Approved Equals: Approved equals will not be considered.

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. Construction Completion Date: On or about November 15th, 2016.



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13. No additional or Supplemental Terms or Conditions.

If additional or supplemental terms and conditions, either intentionally or inadvertently appear separately in a proposal (e.g. in transmittal letters, specifications, literature, price list or warranties), it is understood and agreed that the terms and conditions contained in this IFB are the only terms and conditions applicable to this IFB and any ensuing contract, and the Bidder's authorized signature affixed to its proposal attest to this.

If you condition your proposal on any additional terms and conditions, which have not been accepted by a written Addendum to the IFB, your proposal may be deemed non-responsive.

14. 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;

15. Final Determination.

After considering and assessing all factors it deems relevant, Rice University plans to award this project to the firm(s) or individual(s) who best meets the overall selection criteria detailed in this IFB. Rice University reserves the right to make this final decision based upon the solution that best meets Rice University's needs.

16. Award Notice.

The apparent successful Bidder(s) will be notified via e-mail of its status and a contract will be provided to the apparent successful Bidder(s), which will include terms and conditions substantially as set forth in Rice University contract. All proposers will be notified in Procurements "Open Solicitation" webpage that the apparent winning bid has been selected.

Rice University anticipates that the Award Notice will be released on or about August 5th, 2016 ("Anticipated Award Notice Date").

17. Representations, Certifications and Acknowledgments.

For consideration, **you must submit your proposal with a completed and signed Representations, Certifications and Acknowledgments by the Closing Date and Time.** A blank form of the Representations, Certifications and Acknowledgments for you to complete, sign and submit is attached to this IFB as **Exhibit A**.



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EXHIBIT A

IFB - Moody Center for the Arts Interior Furniture

(Must Complete, Sign and Submit with your Proposal by the Closing Date and Time)

REPRESENTATIONS, CERTIFICATIONS AND ACKNOWLEDGEMENTS

By submitting a proposal in response to IFB 2016-07-001, 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 and must be held firm for the one year contract term.
- 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, 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.



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Acknowledgment of Addenda

By checking this box, 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.

Business Designation (check one):

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

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

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

Above information must be provided prior to the Closing Date and Time for the Proposal to be considered responsive.

END