



August 6, 2020

Re: Request for Proposal (RFP)

To provide specific trash receptacles for use in individual offices and centrally located receptacle areas within our buildings within our campus facilities to meet the social distancing recommendations provided by the CDC.

To Respondents:

Rice University requests your company's proposal to provide specific trash receptacles for use in our Rice University Facilities on the Rice University campus in Houston, Texas.

Background and Goal

William Marsh Rice University (Rice) Facilities Engineering and Planning Department (FE&P) operates approximately 6 million gross square feet of educational facilities. Included in this inventory is traditional multistory dormitories, academic, research, recreation, athletics, auxiliary, laboratory, and administrative structures and support facilities. The existing facilities range in age from less than 3 years to over 100 years old.

The goal of the purchase of these items is to provide centralized trash collection zones which will in turn minimize interaction of individual and provide social distancing standards recommended by CDC for reducing the spread of COVID-19.

Purchasing Scope and Process

Provide the products and quantity of trash containers, lids and bags per the attached Bid Form product list.

All Project Communications will be routed through the Rice Project Manager:

Fidel Gonzalez, Assistant Director, Custodial,

Cell: 832) 347-9244

Email: fidel@rice.edu

Proposal Deliverables:

Completion of attached Bid Form

Project Approval and Funding

Project is expected to be approved on or before August 6th, 2020

Contract Form and Compensation

Rice University Purchase Order

Proposal Submission and Inquiries

Proposals are due at 2:00 PM (CST) on 08/10/2020. Proposals must be submitted electronically in Adobe PDF format to Rice Assistant Director, Custodial, Fidel Gonzalez, fidel@rice.edu. A hard copy of the proposal is not required; nevertheless, it will be accepted provided the electronic copy has been submitted. The hard copy due date is identical to the electronic due date.

All inquiries must be submitted electronically to Rice Assistant Director, Custodial, Fidel Gonzalez, fidel@rice.edu no later than 24 hours prior to the submission due date. Inquiry responses will be provided electronically to all consultant candidates.

Proposal Evaluations, Interviews, and Selection

The Rice Project Manager will evaluate the proposals and advise approval of vendor proposal. Any proposed participation of minority or historically underutilized businesses, while not required, will be considered an advantage.

Rice will inform the unsuccessful candidates within 5 days after vendor selection. Rice retains the right to reject all candidates.

Rice University appreciates your company's interest and looks forward to receiving your submission for this important project.

Best regards,

Fidel Gonzalez
Assistant Director, Custodial
Facilities Engineering and Planning, MS-312
6100 Main Street
Houston, TX 77005
713-348- 4733
fidel@rice.edu

Attachments:
Bid Form