



August 10, 2020

Re: Request for Proposal – Protective Acrylic Screens/Shields/Dividers

To Respondents,

Rice University is soliciting a proposal from your firm to provide, deliver and install protective acrylic screens/shields/dividers to various buildings on the Rice University Campus. The Campus Buildings are located on the Rice University Campus at 6100 Main Street, Houston, Texas 77005. I am pleased to extend this invitation to your firm to submit a proposal to provide product, delivery and installation for evaluation for this project.

SCOPE OF THE PROJECT:

Rice University is currently considering adding temporary protective screens/shields/dividers to existing furniture in various buildings on campus for the return to campus for the Fall Semester. A key component of the project is providing personal protection during the pandemic for faculty, students and staff.

The purpose of this request for proposal is to select the vendor who can provide product, delivery and installation that comply with the specifications outlined in this document and specification sheets. Rice representatives and its Project Team will evaluate the services, products and installation capabilities of each of the vendors with the goal of making a selection of the services and product that best meets the needs and goals of

PROPOSAL:

A proposal to provide the product, delivery and installation described herein must include the following items in order to qualify for Rice's consideration:

1. Description of the respondent's qualifications. The proposal will provide materials documenting the organization's experience with similar projects.
2. Information about proposed costs. The proposal will provide unit and extended pricing for each item proposed in the Furnishings Specification package and in supported documents. The source data to arrive at this cost shall be included in the attachment or other document enclosed within the proposal and presented so as to verify and make understandable the calculations used to arrive at the average cost included in this part of the response. Included source costs shall break out, if applicable, freight, delivery and installation of specified quantities based on expected delivery and installation to the buildings and office spaces. Delivery and installation is expected to be complete no later than August 20, 2020.
3. Project timeline – respondent shall provide a detailed time line for the project. Delivery and installation is expected to be complete no later than August 20, 2020. If this completion date cannot be met by the respondent they shall provide the expected completion date for their proposed solution at a minimum. Product lead times shall be included in the submission.

CONTRACT FORM AND COMPENSATION:

The successful Respondent will be required to enter into the Agreement between Owner and Contractor for Furniture, Furnishings and Equipment where the basis of payment is a Stipulated Sum, with Attachment 1 General Conditions for the Contract for Furniture, Furnishings and Equipment and is provided herein for review and comment only. Please see the proposal evaluations section below.

Compensation shall be a lump sum fee. Reimbursable expenses shall be invoiced and paid in accordance with Rice's policy on reimbursable expenses, attached. The University reserves the right to negotiate any and all fees subsequent to selection and prior to execution of the Agreement.

PROPOSAL EVALUATIONS AND SELECTION:

The Rice Project Team will evaluate the proposals. The delivered/installed completion dates and cost will be considered important criteria. Rice values commitment to its efficient collaborative process.

Each proposal shall contain at a minimum, the following elements in addition to those mentioned in the scope of work:

1. Submit your detailed proposal identifying the delivered/installed cost for each item listed in the Furnishing Specification Package. In your proposal identify and separately indicate the related costs, applicable drawings, product specifications, actual finish samples and brochures for products proposed for the Project. Non-Conforming bid submissions will be disqualified without consideration
2. Exceptions to Rice University Terms and Conditions – must be included in your proposal, in a separate, marked section, a declaration of the respondent's exceptions to the terms of the Agreement between Owner and Contractor for Furniture, Furnishings and Equipment where the basis of payment is a Stipulated Sum, with Attachment 1 General Conditions for the Contract for Furniture, Furnishings and Equipment, and suggest specific revisions. Provide a point of contact within your organization that is empowered to negotiate and reach agreement on all noted exceptions declared. Unreasonable exceptions, solely in the opinion of Rice University General Counsel may result in disqualification of the proposal after attempting to resolve the differences.

PROPOSAL SUBMISSION AND INQUIRIES:

Your response to this request for proposal is requested in the form of a proposal and supporting information. Proposals are due at 2:00 p.m. (CST) on 08/12/2020. Proposals must be submitted electronically in Adobe PDF format to Rice Procurement. A hard copy of the proposal is not required but will be accepted and should be delivered to the Rice University, attention Rice Procurement. This hard copy 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 Procurement no later than 2:00 pm 08/11/2020. Inquiry responses will be provided electronically to all respondents.

Rice University appreciates your firm's interest and looks forward to receiving your proposal for this project.

Attachments:

Furnishings Floor Plans

Furnishings Specification Package

Furnishings Cost Tabulation Sheet

Agreement between Owner and Contractor for Furniture, Furnishings and Equipment where the basis of payment is a Stipulated Sum

General Conditions for the Contract for Furniture, Furnishings and Equipment