



July 10, 2020

Re: Request for Proposal (RFP)

To provide electrostatic fog disinfecting of our existing facilities public restrooms and buses to meet the CDC guidelines with EPA approved process.

To Respondents:

Rice University requests your firm's proposal for the electrostatically disinfecting of all Rice University Facilities Public Restrooms on the Rice campus in Houston, Texas.

### **Background**

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.

### **Project Goal**

The project goal is to provide ongoing electrostatic fogging disinfecting of all on campus Public Restroom and Buses in accordance with CDC cleaning recommendations using EPA approved chemicals and process.

### **Project Scope and Process**

The scope of the Electrostatic Fogging Disinfecting shall include all public restrooms in multiple buildings on campus as follows:

Campus buildings and busses to be addressed: Bid form has been attached for completion.

**BRC:** 116 restrooms at 16,642 sf

**Academic and administration:** 308 restrooms at 47,334 sf

**Buses:** 18 buses and total of 2160 sf

Alternate 1 – **Athletic:** 67 restrooms at 12,532 sf

Alternate 2 - **Housing and Dining:** 63 restrooms at 15,000 sf

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

Fidel Gonzalez, Assistant Director, Custodial,

Cell: 832) 347-9244

Email: [fidel@rice.edu](mailto:fidel@rice.edu)

### **Facilities Electrostatic Fogging Disinfecting Services Deliverables:**

**Disinfecting requirements:** The contractor shall provide and follow the latest "Center for Disease Control and Prevention" (CDC) recommendations as published in the "Guidance for Administrators of Institutions of Higher Education".

The preferred disinfectant to be used as the basis for the completion of this Request for Proposal is to be:

## **ProKure™ V Liquid Disinfectant / Virucide / Deodorizer**

The Contractor may identify and provide an alternate CDC/EPA approved disinfectant to be used in the electrostatic fogging process, as identified by “United States Environmental Protection Agency”, “List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)” <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19?ftag=MSF0951a18>

Other products may be considered based on alternate submission and approval via EPA documentation.

### **Proposal Deliverables:**

Completion of attached Bid Form

Electronic copies of all subconsultant contracts, a subconsultant directory, and a matrix of responsibilities.

Proposed fogging process and materials if alternate disinfectant to be used.

Proposed project schedule.

Proposed digital project completion tracking

### **Project Approval and Funding**

Project is expected to be approved on or before August 1<sup>st</sup>, 2020

### **Contract Form and Compensation**

The form of the contract between Rice University and the contractor for the Electrostatic Fogging Disinfecting Project will be the Standard Rice “Short Form Annual Contract (dated 10-2-19) copy attached for review and comment. The Contractor will be compensated monthly based on a percentage-complete basis for invoiced services under the terms of the lump-sum fee agreement.

Contractor to submit contract comments at time of proposal submission.

### **Future Project Stages**

Project may continue past the November 25<sup>th</sup> date based on site conditions at that time. The project would be extended via contractual change order.

### **Proposal for Electrostatic Fogging Disinfecting Services**

A proposal to provide the project services and deliverables described herein must include the following items in order to qualify for Rice’s consideration:

Description of the proposing organization’s qualifications. The proposal will provide materials documenting the organization’s experience with similar projects. Project photographs, locations, sizes, costs, dates, team members, and other relevant, non-confidential data are sought.

Information about proposed personnel. The proposal will provide materials documenting the proposed personnel, their experience, accomplishments, and proposed project roles. A project team organization chart and estimates of each individual’s time involvement are encouraged.

Information about proposed subcontractor organizations’ qualifications and personnel. The proposal will provide materials documenting each organization’s experience with similar projects. Project photographs, locations, sizes, costs, dates, team members, and other relevant, non-confidential data are

sought. The proposal will provide materials documenting the proposed personnel, their experience, accomplishments, and proposed project roles.

Plan to fulfill the Electrostatic Cleaning Services and deliverables described herein.

Facilities Electrostatic Cleaning schedule. The Facilities Condition Assessment schedule will correspond to the proposed plan to fulfill the project services and deliverables described herein. Schedule efficiency is encouraged. The schedule will indicate the logical sequence and accomplishment of major plan components and the frequency of cleaning, but it need not detail minor tasks or every engagement. The schedule; for the purposes of this selection process, the proposal will assume contract execution and a notice-to-proceed approximately 6 days after the proposal due date.

Proposed lump-sum fee for base and alternate cleaning schedule:

The scope of the Electrostatic Cleaning encompasses all buildings on campus as follows:

**Disinfecting frequency pricing options.** *Bid form attached for inclusion in final bid submission.*

- Base bid: all spaces **Daily**, from August 15<sup>th</sup> thru November 25<sup>th</sup>.
- Option 1: all spaces - **Weekly, One (1) time weekly**, from August 15<sup>th</sup> thru November 25<sup>th</sup>.
- Option 2: all spaces - **Two (2) times weekly**, from August 15<sup>th</sup> thru November 25<sup>th</sup>.
- Option 3: all spaces - **Three (3) times weekly**, from August 15<sup>th</sup> thru November 25<sup>th</sup>.

The scope of the Electrostatic Cleaning encompasses all buildings and shuttle buses on campus as follows:

Campus buildings to be addressed:

Base Bid:

- BRC: 116 restrooms at 16,642 sf
- Academic, Research and Administration: 308 restrooms at 47,334 sf
- Buses: 18 buses and total of 2160 sf

Bid Alternates:

- Alternate 1 – Athletic: 67 restrooms at 12,532 sf
- Alternate 2 - Housing and Dining: 63 restrooms at 15,000 sf

A summary table of square foot costs. The rate table will be applied to additional service needs that might arise after contract execution.

Comments on the Rice contract forms. The proposal will include the proposer's specific comments on the terms of the Standard Rice "Short Form Annual Contract (dated 10-2-19). The proposal will state all specific exceptions to the terms and suggest possible substitute language. If the proposer takes no exceptions to any contract terms, the proposal will explicitly state acceptance of the contract forms.

Minority or HUB participation. The proposal will state if the proposer or any recommended subconsultant is a minority or historically underutilized business (HUB).

### **Proposal Submission and Inquiries**

Proposals are due at 2:00 PM (CST) on 07/17/2020. Proposals must be submitted electronically in Adobe PDF format to Rice Assistant Director, Custodial, Fidel Gonzalez, [fidel@rice.edu](mailto: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](mailto: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. The experience and abilities of the proposed personnel are the highest criteria. Rice values commitment to its efficient, collaborative process. The project plan, schedule, proposed fee and the contract comments are very high criteria, also. Any proposed participation of minority or historically underutilized businesses, while not required, will be considered an advantage.

Rice will notify the successful candidate approximately 5 days after the interviews, if required, and final contract negotiations/revisions will commence immediately thereafter. Rice retains the right to negotiate the subconsultants' participation, roles, and fees prior to contract execution. Rice plans to issue a notice-to-proceed immediately after contract execution.

Rice will inform the unsuccessful candidates 7 to 10 days after the interviews. Rice retains the right to reject all candidates.

Rice University appreciates your firm'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](mailto:fidel@rice.edu)

Attachments:  
Bid Form  
Rice Short Form Annual Contract (Dated 10-02-19)  
Public Restrooms List