



Rice University

Ancillary Furniture Request for Proposal

February 14, 2017

Contents

Project Background Information

Project Profile04
Project Location05
Schedule06
Dealer Responsibilities and Punch List07

Request for Proposal

Request for Proposal Overview09
01 | Written Response Submission10
02 | Request for Pricing11

Attachments

- PDF – Level 1-6 furniture floor plans
- Rice Ancillary Furniture Spreadsheet

Project Background Information

Project Profile

Rice University is in the process of constructing a new office building on its campus to house several administrative departments that are currently dispersed throughout multiple locations on and near the campus.


Administrative Departments

- Controllers
- Human Resources
- Internal Audit
- Risk Management
- Information Technology
- Development and Alumni Relations

Building Information

- 6 Floors
- Total building is approximately 67,500 SF
- Levels 2-6 are approximately 11,500 SF each
- Level 1 includes building common amenities and an innovation lab for a student entrepreneurship program
- Levels 2-6 are workplace floors including the above administrative departments
- Town Centers are located on levels 3 and 5. They include informal and formal meeting spaces and break areas. The Town Centers are shared by building occupants on levels 2-6
- Occupancy is scheduled for September 2017
- Workstation and task chair installation is anticipated to begin June 2017 and will be completed by floor
- The building does not include a freight elevator or loading dock
- Two passenger elevators will be available for use by the furniture installers
- The passenger elevator cab dimensions are 6'-10" W x 5'-8" D x 9'-6" H
- The passenger elevator cab door opening dimensions are 3'-6" W x 8'-0" H

Project Location

Building Location 



Schedule

Ancillary Furniture

Below is the anticipated ancillary furniture schedule based on the building construction schedule and has potential to change. You will be notified of any schedule changes as soon as possible.

February 14, 2017	Issuance of Ancillary Furniture Request for Proposal
February 16, 2017	Manufacturers/dealers email intent to participate in RFP
March 1, 2017	Section 01 and 02 proposal submission due
March 2-14, 2017	Rice University review of ancillary furniture proposals
March 14, 2017	Rice University to award project to selected manufacturer/dealer
March 28, 2017	Order placement
June 19, 2017	Ancillary furniture installation begins
September 2017	Building Occupancy

Dealer Responsibilities

The selected dealer will be responsible for the following as they relate to the site:

Coordination of delivery with project contractor

Receiving of the product at the site

Unloading of product

Transporting product to appropriate floors

Daily removal of packing/waste or recyclable materials

Protection of architectural elements around furniture installation area during installation period

Investigation of site conditions and path of travel for product

Elevator conditions

Participate in discussions with Rice University and JE Dunn, the contractor, to review project schedule as appropriate

Provided appropriate technical product information as needed

Acceptance of Work and Punch List

All punch list items shall be complete before acceptance of work is provided.

Request for Proposal

Request for Proposal Overview

There are two sections of this RFP. Please respond to both sections

- **Section 01** requests a written response to questions regarding how the dealer would support the project and client if selected
- **Section 02** requests formalized pricing, lead times and images of the specified furniture and quantities shown in the ancillary furniture spreadsheet.

Both parts of your response will be considered during the final evaluation process.

A PDF file with tagged furniture floor plans for each level and an Excel spreadsheet have been included for your use.

Once you review all sections of this RFP, please communicate your intent to participate to Adriana B. Jimenez, Buyer, adriana.b.jimenez@rice.edu no later than February 16, 2017.

Please email all responses to Section 01 in PDF format and Section 02 in Excel format to Adriana B. Jimenez, Buyer, adriana.b.jimenez@rice.edu no later than March 1, 2017.

01 | Written Response Submission

Please develop a written response that addresses each of the below items.

Manufacturer/Dealer Support

- Description of proposed dealer support and installation strategy
- Description of the services offered by your company (e.g. leasing, asset management, maintenance and repair, upholstery and refinishing, etc.)
- Strategy and general pricing for attic stock storage
- Outline of your team's structure and roles of each team member
- Description of your ongoing client support strategy

Delivery and Installation

- A narrative of your delivery and installation procedures
- Lead times for each of the specified products
 - Highlight any long lead items that may require advanced ordering
- Detailed schedule including ordering, manufacturing, and installation based on the provided general construction schedule; construction and furniture installation will be completed by floor starting with Level 6 and working down to Level 1. Assume 2 weeks from the start of one floor to the start of the next floor.
- Description of your waste removal and recycling capabilities
- Punch list process
- Safety procedures for delivery and installation

Warranty

- Brief description of all proposed products' warranties
- Description of the service program to be used for responding to warranty related repairs and replacements

02 | Request for Pricing

Pricing

Please use the Rice Ancillary Furniture spreadsheet, included with this RFP, to provide list price, discounted price, extended cost based on the quantities shown in the spreadsheet, any associated freight including COM fabric freight, installation cost, and a grand total. Do not reorder any of the rows or columns on the spreadsheet and do not change any of the written specifications. The pricing you include should match the specification provided to you in the spreadsheet. If additional components are necessary or suggested to make a furniture piece function properly, please note these in the Notes column at the far right of the spreadsheet. Please also provide the cost difference of these additional components in the Notes column only. Alternates will not be accepted except where stated in the Rice Ancillary Spreadsheet.

Note: Rice University is tax exempt

Lead Times

Include lead times for each item specified item in the spaces provided in the Rice Ancillary Furniture spreadsheet. Include lead times for and COM fabrics in your calculation. Highlight any lead times that are 10 weeks or more.

Quantities

The quantities of each ancillary furniture piece are provided for your reference on the enclosed spreadsheet. Please use the quantities provided on the spreadsheet for your pricing but verify quantities with provided furniture plans and note any discrepancies in your response.

Product Images

Create and send a package that includes images of each specified component. Product in images do not have to match the exact size or finishes indicated in the specifications, but should be as close as possible. Include the tag number, provided in the spreadsheet, next to each corresponding image.

PLANNING DESIGN RESEARCH

909 Fannin Street, Floor 39

Houston, Texas 77010

713.739.9050

