

Rice University  
Request for Proposals (RFP)  
UVC Lighting Fixture Installations

*Project Name or Description: UVC Lighting Fixture Installations*

*Company Name: William Marsh Rice University*

*Address: 6100 Main Street, MS-312*

*City, State, Zip Code: Houston, Texas 77005*

*Procurement Contact Person: Bart Salmon*

*Telephone Number of PCP: 713-348-5364*

*Email Address of PCP: bas12@rice.edu*

## 1. Overview

Rice University's 300-acre campus is located at 6100 Main Street, Houston, Texas 77005. With nearly 4,000 undergraduate students, 3,000 graduate students and 2,800 faculty & staff, the impact of the COVID-19 pandemic at Rice has heightened the awareness, importance and priority of installing UVC lighting fixtures in air handling units in the vast majority of buildings across campus to minimize/mitigate the transmission of the virus among faculty, staff and students. Rice University has already installed UVC lighting in over 50 buildings but a number of buildings and units still need to be completed.

## 2. Project Goals and Scope of Services

**Facilities, Engineering and Planning (FE&P)** intends to install UVC lighting in the remainder of buildings where appropriate to do so. Rice is issuing a Request for Proposal (RFP) for a vendor to provide the fixtures and install them accordingly in a turnkey process. The award will be made to a responsive and responsible organization based on the best value, professional capabilities and timeliness of completion.

The selected organization will be responsible for:

- Providing and installing UVC lighting fixtures with lamps and related hardware in identified buildings (See Table 1 below)
- Ensuring that UVC lamps have a minimum output intensity of 280 microwatts/square CM at 1 meter from the coil
- Complete the installation process by August 31, 2021

Note: Electrical power to the units will be provided by others.

### 3. Elements of Proposal

An RFP submission must, at a minimum, include the following elements:

- Description of the firm that includes a general overview, names and credentials of management team, number of full-time employees.
- Completed Table 1 (see attachments): may require on site review to obtain measurements of coils, CFM output of units and possible obstructions to consider for installation.
- Concurrence with and acceptance of Rice's Short Form Contract – Attached File
- Provide a current year certificate of insurance meeting Rice's Insurance Requirements – Contained within Attached file
- A one-page narrative outlining the firm's strengths and distinguishing skills or capabilities as they might relate to Rice University.
- Description and qualifications of the specific individual(s) who will serve as the onsite project manager (with staff) to work with Rice staff.
- Narrative of how the proposer maintains a stable workforce
- Narrative of how the proposer provides reliable service and achieving aggressive deadlines
- At least three (3) contacts of customers who can serve as references

### 4. Evaluation Criteria

The successful respondent will have:

- The education, experience, knowledge, skills, and qualifications to provide these services.
- Competitive cost of services.
- A commitment to partnering with Rice to achieve its goal of time-bound, cost effective and affective installations.
- Expertise in working with similar customers.
- Stability in its workforce.
- A track record of reliability.
- Strong references from similar customers.

### 5. Anticipated Selection Schedule

The Request for Proposal (RFP) timeline is as follows:

- Date RFP sent out to prospective bidders: By March 3, 2021
- Deadline for Bidders to Submit Questions: March 8, 2021
- Rice University Responds to Bidder Questions: one week after deadline
- On site review: March 9-12: conduct site review with Rice personnel to confirm unit type and count, obtain measurements of coils, CFM output and installation requirements to produce an accurate bid proposal.
- Selection of Top Bidder/Notification to Unsuccessful Bidders: March 16, 2021
- Start of Negotiation: one day after selection
- Contract Award/Notification to Unsuccessful Bidders: Immediately following selection

## 6. Time and Place of Submission of Proposals


The RFP will be posted on the Rice procurement website, [buy.rice.edu](http://buy.rice.edu), and can be downloaded directly as of Tuesday, March 2, 2021 after 4pm CST.

Respondents to this RFP must submit one electronic proposal. Responses must be received no later than Monday, March 15, 2021.

## 7. Timeline

Rice University will expect materials to be received on or before June 15, 2021 with installation occurring over the summer months in June, July and August 2021. The expectation is for the installations to be completed by August 31, 2021. If materials are received earlier than stated and work can begin accordingly, Rice will accommodate in order to accelerate the process to the greatest degree possible.

**TABLE 1: BUILDINGS AND AIR HANDLING UNITS REQUIRING UVC INSTALLATION**

Building		Unit Type	# of Units
Student Center/Chapel	Offices/ Stores/Chapel	AHU	18
Greenbriar	Offices/other	AHU	4
Multicultural Center	Offices/rooms	Split Units	2
Keith Weiss Geology	Office System	FCU	2
Brian Patterson Sports Center	Offices/Work Out Rooms	AHU	~13
Waltrip Indoor Training Center	Gym	AHU	2
Holloway Track	Offices/lockers	VRV/Split Units	1
Reckling Park Stadium	Office/lockers	DX	6
Reckling Park - Training Room	Training Room	DX	1
Batting Barn	Barn	DX	4
Reckling Park Roost	Public	DX	1
Rice Stadium Press Box	Press Box	DX	6
Rice Stadium R Room	Open	DX	3
Rice Stadium South End Zone Facility	Offices/Lockers	DX	6
Rice Stadium Band Hall	Practice Room	DX	3
Tudor Fieldhouse	Concourse	AHU	2
	Club House/Restroom	DX	2
Tudor Fieldhouse	Concourse	AHU	2
	Club House/Restroom	DX	2
	Fox Gym	DX	4
	East/West Gym	AHU	2
Baker College Magister House	Residence	DX	1
Will Rice College New Residential Wing	Public	AHU	1
Will Rice College Magister House	Residence	DX	2
West Servery	Servery	AHU	2
Lovett College Magister House	Residence	DX	2
Hanszen College Commons	Public	AHU	1
Hanszen College Magister House	Residence	DX	2
Old Sid Rich	Kitchen/Commons	AHU	1
Old Sid Rich - Magister House	Magister House	AHU	1
Old Sid Rich - Basement	Basement	AHU	1
Wiess College Commons	Public	AHU	4
Wiess College - Classrooms/Gameroom	Public - classrooms/gameroom	FCU	6
Wiess College Residential Wing	Servery	AHU	1
Wiess College Magister House (Wilson House)	Residence	DX	2
South Servery	Servery	OAHU	1
Rice Children's Campus	Offices/ Rooms	DX	6

Rice Village Apartments	Public	DX	?
Rice Graduate Apartments	Public	DX	?
Library Service Center	Offices	AHU	1
Primary Data Center	Offices	AHU	1
Jones College Magister House	Residence	DX	1
Jones College Commons	Residence	DX	1
Brown College Magister House	Residence	DX	1
Brown College Commons	Residence	DX	1
Martel College Magister House	Residence	DX	1
Martel College Commons	Residence	DX	1
McMurtry College Magister House	Residence	DX	1
McMurtry College Commons	Residence	DX	1
Duncan College Magister House	Residence	DX	1
Duncan College Commons	Residence	DX	4
Anderson Hall	Studios	OAHU	2
Mechanical Engineering	Offices	AHU	2
Herman Brown Hall	Office System	OAHU (2 units)	1
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**SEE ATTACHMENT FOR RICE'S SHORT FORM CONTRACT AND INSURANCE REQUIREMENTS**