PROCUREMENT
The UNIVERSITY of OKLAHOMA

The Board of Regents of the University of Oklahoma invites interested parties to submit Bids for the Goods or Service identified below. Please read carefully. All communications, clarifications, questions, or any other matter relating to the Solicitation must be made only through the University Contact. Bids must be submitted to OUBIDS@ouhsc.edu.

Solicitation Title:	**Dale Hall Classroom Elevator Replacement**
Solicitation No.:	**R-23148-23**
Issue Date:	**12/6/22**

☒Request for Proposal **☐Invitation to Bid**

Schedule of Events (all times Central)	
Pre-Bid Conference	N/A
Site Visit (Locations, Date, Time) Check if Mandatory ☒	12/13/22 (Details will be posted on an Addendum then uploaded to the solicitation website)
Pre-Bid Question Deadline	12/20/22 deadline at 2:00 pm
Answers Available	12/22/22
Bid Deadline	1/12/23 deadline at 2:00 pm
Interview/Demonstration	N/A
Tentative Award Date	TBD
Bid must be emailed to OUBIDS@ouhsc.edu	

University Information	
University Contact:	Heidi Slayton
Address (Street, City, Zip):	2750 Venture Drive
	Norman OK, 73069
Contact Email:	Heidi.slayton@ou.edu – Do not email bids directly to me please. Bid must be emailed to OUBIDS@ouhsc.edu

THIS SOLICITATION CONSISTS OF THIS SOLICITATION PACKET, THE INSTRUCTIONS, GENERAL TERMS, DEFINITIONS, AND INSURANCE REQUIREMENTS AS SET FORTH BELOW. BIDDERS SHOULD CAREFULLY READ EACH DOCUMENT.

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SCOPE OF WORK

1. Overview, Purpose, and Summary

1. Elevator #1 having Three (3) landings. With a rise of 33' and a capacity of 3500 lbs., a speed of 150 fpm. Power to the machines is 480 volt, 3 phase 60 amp. The elevator is located on the University of Oklahoma's Norman Campus in the Dale Hall classroom building. 433 W Lindsey st. Norman, Oklahoma 73019

2. The successful bidder will furnish all required engineering, material, and labor, including electrical connections or upgrades to the electrical feeder to the elevator and connections to fireman's return and fire hat relay's (relay provided by others). At completion of contract, the elevator will be a complete, fully functional, and working system that is ADA and ASME A17.1 compliant. The contractor will be responsible for obtaining permits and their associated costs, acceptance testing, and any other requirements imposed by the Oklahoma Department of Labor under the State Elevator Safety Act.

3. Work shall include but not limited to the following base-bid items

   a. New EC Pixel controller with solid state starter

   b. New submersible pumping unit with Maxton valves

   c. New complete in ground jack assembly with new pit channels

   d. New Doors, Car doors and Hoistway doors. Stainless steel #4 finish

   e. New MOVFE 2500 linear door operator. Front and Rear opening.

   f. New Gal restrictive clutch, door hangers, door rollers, interlocks and door rails

   g. Install new car guide shoe assembly's

   h. Replace all limit switches

   i. New wiring

      1. Traveling cable spares: The traveling cable for the elevator shall have no fewer than eight spare conductors or ten percent spare conductors, whichever is greater.

      2. Car station spares: a minimum of eight spare conductors shall be supplied to the car station from the machine room.

      3. Communication wire: one pair of shielded communication wires shall be provided for an emergency phone, and one spare pair of shielded communication wires shall be provided in the traveling cable to the car.

      4. Other equipment spare wires: the number of spare wires shall be maintained regardless of other equipment installed inside the elevator at the time of installation, such as security card reader, camera, intercom, etc.

      5. Hoist way wire spares: There shall be no fewer than eight spare conductors from the elevator controller to the hoist way junction box

   j. Provide extra pair of wires at hall stations for one card. Controller needs capability to connect to one card to lock out hall stations.

   k. Furnish and install a new Innovation control operating panel with code complaint fire service controls

   l. Must have new Innovation hall position indictors with chime

   m. Furnish and install new Innovation hall call stations

   n. Furnish and installed barrel-type, key-operated switches and keys
      1. EPCO1: for (e.g., lights, fan, independent service)
      2. EPCO2: for Run\stop switch
      3. FEO K1: for fire service

   o. Install hoistway access switch

p. Code data plate: a data plate shall be provided by the elevator contactor that indicates the A17.1 Code to be used for inspections and tests. The data plate shall be such material and construction that the letters and figures stamped, etched, cast, or otherwise applied to the face shall remain permanently and readily legible. The data plate shall be in plain view, securely attached on the main line disconnect or on the controller. The height of the letters and figures shall be provided as per code.

q. Provide fire alarms interconnect for fireman's return and fire hat service. Connection point will be provided in the elevator machine room by others

A. DETAILED SPECIFICATION

a. Acceptable vendors (no substitutions)
   i. Controller.
      EC pixel controller

   ii. Door operator equipment.

      1. MOVFE 2500 linear door operator
      2.

B. Pricing Structure

a. Hard Bid – Lump Sum/Unit Cost

2. Schedule

Start Date: Mid-May 2023 Completion Date: August 1st, 2023

3. Expected Budget. (Based on the University's understanding, expectations, background, and knowledge of scope, the Expected Budget is neither a minimum nor maximum amount for this Solicitation.)

Low: $165,000.00 High: $190,000.00

Please review the SOLICITATION SPECIFICATIONS **for additional criteria, requirements, and information.**

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SOLICITATION INSTRUCTIONS

BIDDERS MUST COMPLY WITH THE SOLICITATION INSTRUCTIONS. The Solicitation Instructions ("Instructions") govern the bidding and selection process for the University's acquisition of Goods and Services through a competitive process. Compliance with the Instructions is material to determining whether a Bid is responsive. Bidders should read all parts of these Instructions carefully. All terms, conditions, provisions, requirements, and language may be stated or phrased differently than in previous Solicitations, irrespective of past interpretations, practices, trade usage, or customs. In no event shall the Bidder's failure to read and understand any Solicitation, Contract, Contract Document, or other documents, part, specification, or requirement included with, referenced in, or incorporated into a Solicitation provided by the University constitute grounds for a claim during or after a Solicitation or Contract award. Please see the University's Formal Competition policy located here (Policies and Procedures (ou.edu)) for more information.

The Solicitation Instructions are available for review and download at the following link
Solicitation Instructions

BID RESPONSE

Bids are required to be structured into separate, labelled, and easily identifiable sections using the Bid packet structure below. A Bid submitted using any other structure may be determined to be non-responsive as set forth in the Instructions. Any section of the Bid packet that is not applicable to the Bid shall have a page inserted to denote the section is not applicable. As way of example, if business references are not required, the Bid should contain a page after the "Business References" section heading that reads "Not Applicable", "N/A" or some similar notation. **All forms, attachments, and other required documents referenced in the Solicitation are available for review and download at the following link** Solicitations (ou.edu)**.**

Section Two- Response to Specifications and Requirements shall be limited to 5 pages.

- **Section One – Administrative Documents**
  - A completed and executed Bid Proposal Cover Page
  - All documents requested in this Solicitation Packet or the Bid Proposal Cover Page
  - A brief summary of the company and marketing information and materials relevant to the Solicitation.
  - Signed Amendment(s), if any, located at the same online link as the Solicitation. The Bidder shall acknowledge agreement with each Amendment, if any, by inserting the Amendment in this section, signed by or on behalf of the Bidder.
- **Section Two - Response to Specifications and Requirements**
  - The Bid shall show the ability of the Bidder to meet or exceed the qualifications, specifications, and other matters set forth in the Solicitation.
  - The Bid must reflect for each requirement or specification whether they can be met by an out-of-the-box solution or whether customization is required.
  - If service level agreements are required, the proposed service level agreements shall be inserted in this section.
  - A list of all Subcontractors included as part of a submitted Bid.

- **Section Three – Pricing**
  - Unless otherwise stated in the Scope of Work or Solicitation Specifications, the Bid shall include a firm, fixed price for the term, including optional renewal terms, Travel and Subsistence Expenses, warranties, subscriptions, ongoing maintenance and support, and other costs, fees, charges, or expenses of any kind that will be charged by the Bidder.
    - The Bidder shall guarantee unit prices are correct.
    - For hourly work, the Bidder shall provide a breakdown of hourly rates for each service or occupation.
- **Section Four – Proposed Exceptions**
- **Section Five – Additional Bidder Terms**
  - Any additional terms that the Bidder requests be applicable to the Contract shall be inserted in this section and shall be provided in Word format. THE UNIVERSITY HAS NO RESPONSIBILITY TO INDEPENDENTLY REVIEW AN ENTIRE BID FOR ADDITIONAL TERMS AND ANY SUCH TERMS NOT SUBMITTED IN THIS SECTION OF THE BID SHALL NOT BE CONSIDERED. Should a Bidder be awarded a Contract, the University shall not be required to execute additional documents not included in a Bid. For example, if a Bidder typically uses an ordering document in connection with an acquisition, the ordering document template shall be included in the Bid.
- **Section Six - Offer of Value-Added Goods or Services**
  - If a Bid includes an offer of value-added Goods or Services, such offer shall be inserted in this section and include associated pricing and any other information relevant to such value-added offer. However, the University is not obligated to purchase value-added Goods or Services.

BID FORMAT

- The font shall be 12-point Times New Roman. The top, bottom, left and right margins shall be at least one inch, excluding headers and footers. All pages must be numbered.
- Responses must be submitted on the forms provided, where applicable. Where a form is not provided, responses must be submitted in MS Word format (.doc or .docx) or Adobe PDF (.pdf).
- Each Bidder shall submit a complete proposal in clear, concise language.
- Proposals should be tabbed and organized in easily identifiable parts mirroring the organization of this RFP.
- The Bidder shall not submit any items other than those requested in the Attachments/forms. The additional information will not be considered in the evaluation.

GENERAL TERMS AND CONDITIONS
INSURANCE REQUIREMENTS
RULES OF USAGE AND DEFINTIONS

The University's General Terms and Conditions ("General Terms") sets forth the terms and conditions for Contracts resulting from Solicitations issued or awarded by the University. The University's Insurance Requirements ("Insurance Requirements") sets forth all required Insurance types and limits (as applicable), conditions, and requirements for Solicitations issued or awarded by the University. The Rules of Usage and Definitions ("Definitions") set forth the way all terms, conditions, provisions, requirements, specifications, and other language set forth in the Solicitation, Solicitation Packet, Instructions, General Terms, Insurance Requirement Contract, or Contract Documents are used and defined unless specifically stated otherwise therein. The General Terms, Insurance Requirements, and Definitions apply to all Solicitations issued or awarded by the University and are incorporated by reference to all Bids and resulting Contracts. They may only be amended as set forth therein or in the Instructions.

The General Terms are available for review and download at the following link

Invitation to Bid

Request for Proposal

The Insurance Requirements are available for review and download at the following link
Insurance Requirements

The Definitions are available for review and download at the following link
Rules of Usage and Definitions

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Bid must be emailed to OUBIDS@ouhsc.edu.

Do NOT submit Bids directly to the University Contact or the Bid will be deemed non-responsive.

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SOLICITATION SPECIFICATIONS

In addition to the

SCOPE OF WORK, these Solicitation Specifications set forth additional qualifications, specifications, pricing, evaluation criteria, and other information relating to the Solicitation.

[Drafters Note: This section may be unnecessary if you can include all information in the Scope of Work. If this is the case, please include "INTENTIONALLY BLANK."]

1.1 **Mandatory Requirements.** Refer to Scope of Work

1.2 **Technical Requirements**. Refer to Scope of Work

1.3 **Questions**. N/A

1.4 **Evaluation Criteria**.

Lowest bid and best Quality

Item/Service Cost	Year 1	Year 2	Year 3	Year 4	Year 5
Implementation Cost					