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.

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|---|---|
| **Solicitation Title:** | **Fred Jones Art Museum Drainage & Wall Repair** |
| **Solicitation No.:** | **I-23184-23** |
| **Issue Date:** | **April 24, 2023** |

☐**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 ☒ | 555 Elm Ave. Norman OK 73019<br>May 11, 2023 @ 9 a.m.<br>Meet at the front entrance on the west side of the building.<br>No PPE required. |
| **Pre-Bid Question Deadline** | May 18, 2023 @ 2 p.m. |
| **Answers Available** | May 24, 2023 |
| **Bid Deadline** | May 31, 2023 @ 2 p.m. |
| **Interview/Demonstration** | N/A |
| **Tentative Award Date** | TBD |
| Bid must be emailed to OUBIDS@ouhsc.edu | |

| **University Information** | |
|---|---|
| **University Contact:** | Penny Smith |
| **Address (Street, City, Zip):** | 2750 Venture Drive |
| | Norman, OK 73069 |
| **Contact Email:** | Penny.L.Smith-1@ou.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. **Synopsis:** To address the drainage issues around the museum. This will include removing and resetting existing pea gravel, install new waterproofing membrane, elastomeric coating, termination bars and flashing.To rehabilitate landscape walls around the museum. This will include removing and reinstalling existing slate cap stone, demo existing limestone stone veneer, level footings and CMU block by foam injection, installing perforated drainpipe with filter fabric around the perimeter, installing new polished CMU veneer block with weep vents and new concrete steps.

2. **Reference drawings provided on solicitation website named: 134-22 Issue For Bid Drawings**

3. **Bond Submittal**
   Bid Security: Each bidder shall accompany the bid with a cashier's check or a bond or irrevocable letter of credit equal to five (5%) percent of the bid on behalf of the Board of Regents of the University of Oklahoma. Subject security will be returned to the unsuccessful bidders within sixty (60) days after the bid opening. Please note that bids must be emailed to OUBIDS@ouhsc.edu. Bid bonds or irrevocable letter of credit can be delivered to the below address or emailed to Penny.L.Smith@ou.edu

   Performance Security: The successful bidder shall provide a bond or an irrevocable letter of credit in the sum equal to one hundred (100%) percent of the contract price on behalf of the Board of Regents of the University of Oklahoma to insure proper and prompt completion of the work in accordance with the provisions of the contract and bidding documents. Subject document will be provided within fifteen (15) working days from the date on the letter of notification of acceptance of bid. Performance bonds or irrevocable letter of credit can be delivered to the below address or emailed to Penny.L.Smith-1@ou.edu

   You may send the bonds to the contract address listed on page one of the solicitation packet.

4. **Pricing Structure:**
   Hard Bid - Lump Sum / Unit Cost

## 2. Project Schedule(s)

**Start date June 01, 2023 – End date determined by Contractor providing duration**

## 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.)

**Not provided**

**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 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 to 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

**THIS SOLICITATION CONSISTS OF THIS SOLICITATION PACKET, THE INSTRUCTION, GENERAL TERMS, DEFINITIONS, INSURANCE REQUIREMENT, AND AMENDMENTS OR ATTACHMENTS THERETO. EACH IS HEREBY INCORPORATED BY REFERENCE.**

**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.

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**1.1** Quote process

1.1.1 University shall submit a Quote Request describing the project and services needed to all awarded Suppliers who provide services within the Service Categories defined in Section 1.4.

1.1.2 Before beginning work on any project under the awarded contract(s), Supplier shall submit to University a Response describing the proposed solution for the project along with the fixed number of hours to be billed at the established hourly rate.

1.1.3 University shall select a Supplier(s) to perform the services by signing the Quote Request and issue a Purchase Order committing funds to the project before work begins.

1.1.4 On a monthly basis Supplier(s) shall invoice the University for the hours completed during the prior month; the total amount billed shall not exceed the total fixed amount for each individual Quote Request. In consideration for the satisfactory performance of the Scope of Work, University shall pay Supplier in accordance with its Cost Proposal up to the established not-to-exceed amount.

**1.2** If University or the Supplier requests changes to a particular project which will affect the number of hours required to complete the project, University and the Supplier shall agree in writing on a revised Quote Request before any work begins related to such changes.

**1.3** Quote Request Evaluation

1.3.1 Magnitude, scope, and complexity of the services to be rendered;

1.3.2 Experience of the Supplier in assignments of similar size, scope, and complexity;

1.3.3 Size, staffing, resources, and financial capability of the Supplier compared to the size of the project;

1.3.4 Response completeness, timeliness, and compliance with the Quote Request;

1.3.5 Special knowledge and skill level relevant to the "service categories;"

1.3.6 Past performance with University, if any;

1.3.7 Time, schedule, and costs;

1.3.8 Convenience and ability to work on site;

1.3.9 Supplier's current workload with University, if any; and,

1.3.10 Acceptability and efficacy of proposed analysis, management and implementation methods and procedures and supporting systems for ongoing project management and implementation support, previous engagements of similar scope and quality, description of recommendations and alternative approaches that University might use to improve its management process including rationale for the recommendations or alternative approaches.

### 1.4 Technical Requirements

The following Service Categories represent the desired Technology Consulting Services for all departments within the University. Please note that no one vendor is expected to offer a proposal on every Service Category. Please advise within the response the Service Categories that the Bidder is offering a proposal by copying this chart and indicating Yes service offered or No service not offered. The Service Categories are as follows:

| Service Category | | Service Offered Y/N |
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### 1.5 Evaluation Criteria

An Evaluation Committee will score and rank proposals and make a recommendation for funding. The selection will be based upon proposal information supplied by the respondent in response to this ITB. The criteria used to evaluate the proposal responses are:

| | | |
|---|---|---|
| 1 | Price | 45% |
| 2 | Duration | 55% |

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**1.6** Cost Proposal Option – Hourly Rate / Project Based Pricing

Bidders shall submit the Cost Proposal in the format below. This page may be duplicated in Excel and submitted as a spreadsheet, in its original and unaltered format, other than as necessary to complete the response. Alternate formats will not be accepted.

You may add additional detail and lines to the table as needed.

The State Fiscal Year Period is July through June Annually

| STAFF CATEGORY / ITEM NAME / SERVICE | DESCRIPTION | Date of award – June 30, 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
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