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:	**Hydrotherapy Tubs for Men's & Women's Basketball**
Solicitation No.:	**I-23219-23**
Issue Date:	**4/21/2023**

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

Schedule of Events (all times Central)	
Pre-Bid Conference	4/26/2023 at 11am ((This conference will be virtual - Must RSVP by 2pm 4/24/2023 to vickilambert@ou.edu for a link to the meeting))
Site Visit (Locations, Date, Time) Check if Mandatory ☐	N/A
Pre-Bid Question Deadline	05/03/2023 by 2pm
Answers Available	05/10/2023
Bid Deadline	05/22/2023 by 2pm
Interview/Demonstration	N/A
Tentative Award Date	TBD
Bid must be emailed to OUBIDS@ouhsc.edu	

University Information	
University Contact:	Vicki Lambert
Address (Street, City, Zip):	2750 Venture Drive
	Norman, OK 73069
Contact Email:	vickilambert@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

SCOPE OF WORK

Hydrotherapy hot and cold whirlpool tanks for the Women's and Men's Basketball programs that will be placed in their separate locker room areas.

All tubs must be above ground installation.

Women's Basketball Hydrotherapy Whirlpool Tanks

1. This is a full renovation of the current space in the team facilities at Lloyd Noble Center. Construction is expected to begin in April 2023 and be complete in November 2023. Hydrotherapy whirlpool tank installation is expected to occur between August to October 2023, depending on construction schedule.
2. Dimensions available for the above ground tanks – 26' 8" wide x 6' 1" deep. Ceiling height measurement is 9'0".
3. 2 tanks are needed that have the ability to be either hot or cold and controlled by electronic or automatic digital displays that accurately maintain and display the temperature.
4. 4 Feet max water depth for both cold and hot tub
5. Temperature range should be 50 degrees Fahrenheit to 105 degrees Fahrenheit.
6. Steps for above ground whirlpool tanks must be included.
7. Must contain replaceable or washable filters.
8. Preference for tanks to be able to automatically maintain water levels.
9. Preference for tanks to contain insulation to reduce temperature control loss.
10. Please list service capabilities in Norman, Oklahoma (where is the closest service technician?)
11. Contractor responsible for all clean up and proper disposal of all debris.
12. Contractor must submit drawings of proposed design and list of materials to be used, including all colors

Men's Basketball Hydrotherapy Whirlpool Tanks

1. This is a full renovation of the current space in the team facilities at Lloyd Noble Center. Construction is expected to begin in April 2023 and be complete in November 2023. Hydrotherapy whirlpool tank installation is expected to occur between August to October 2023, depending on construction schedule.
2. Dimensions available for the above ground tanks – Likely need to set up the two tanks in a L-Shape design, measurements are 13'4" wide x 21'8" long. Ceiling height measurement is 9'0".
3. 2 Tanks are needed that have the ability to be either hot or cold and controlled by electronic or automatic digital displays that accurately maintain and display the temperature.
4. 4 Feet max water depth for both cold and hot tub
5. Temperature range should be 50 degrees Fahrenheit to 105 degrees Fahrenheit.
6. Steps for above ground whirlpool tanks must be included.
7. Must contain replaceable or washable filters.
8. Preference for tanks to be able to automatically maintain water levels.
9. Preference for tanks to contain insulation to reduce temperature control loss.
10. Please list service capabilities in Norman, Oklahoma (where is the closest service technician?).
11. Contractor responsible for all clean up and proper disposal of all debris.
12. Contractor must submit drawings of proposed design and list of materials to be used, including all colors.

2. Schedule

April 2023 and be complete in November 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.)
$300,000

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 8 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

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.

1.1 Questions.

What are your service capabilities in Norman, OK?

Does your company install the tub(s)? If so, what is the installation cost per tub?

Please explain the delivery/installation process and what will the University of Oklahoma need to supply to receive and fully install the tub(s).

1.2 Evaluation Criteria.

1	Vendors ability to meet design scope of RFP	25%
2	Vendors ability to meet project deadlines	25%
3	Financials/Cost	20%
4	References	15%
5	Ability to provide service	10%
6	Past experience with vendor	5%

Pricing Structure:
Need pricing per Unit. Will be one payment for total bill.