



## REQUEST FOR PROPOSALS (RFP)

**Title:** Request for Proposals for Lab Equipment and Supplies

**RFP #:** BC2 -2017

**Date Issued:** July 12, 2017

**DUE DATE:** July 31, 2017 @ 3:00 p.m. CST

### 1. General Information

#### 1.1 Background

As a private, tax-exempt university enriched by its United Methodist heritage and partnership with the Dallas-Fort Worth area, SMU seeks to enhance the intellectual, cultural, technological, ethical, and social development of a diverse student body. SMU offers undergraduate programs centered on the liberal arts and excellent graduate, professional, and continuing education programs. The SMU experience also includes accessible faculty in small classes and abundant opportunities for research experience, international study, leadership development, and service and internship opportunities beyond campus – all with the goal of preparing students to become contributing citizens and leaders for our state, nation and world.

SMU has approximately 11,000 students studying in seven degree-granting schools: Cox School of Business, Dedman College of Humanities and Sciences, Meadows School of the Arts, Bobby B. Lyle School of Engineering, Dedman School of Law, Annette Caldwell Simmons School of Education and Human Development, and Perkins School of Theology.

Founded in 1911 by what is now The United Methodist Church, SMU is nonsectarian in its teaching and committed to academic freedom and open inquiry. Owned by the South Central Jurisdiction of the United Methodist Church, SMU is managed by a Board of Trustees that includes civic, business, education, and religious leaders who represent various faiths and geographic areas.

#### 1.2 Purpose

SMU Dedman College Sciences and Lyle College Engineering Departments are the primary purchasing units for lab equipment and supplies. Dedman Science Department engaging in research include Biological Sciences, Chemistry, Earth Sciences, Physics, and Environmental Sciences. Lyle Engineering Departments engaging in research include Civil and Environmental Engineering, Computer Science and Engineering, Electrical Engineering, Engineering Management, Information, and Systems, and Mechanical Engineering. Faculty and students at these schools are addressing the world's challenges and creating new knowledge through advanced research. The intent of this RFP is to establish pricing discounts with vendors for lab equipment and supplies in the broadest definition of the categories.

A basic two-year term will be established with yearly options up to a maximum of five years, as determined by the Purchasing department. One year options will be exercised as long as service and quality remain excellent, and pricing competitive. SMU reserves the right to make multiple awards.

## **2. RFP Schedule and Proposal Submittal**

### **2.1 Schedule**

Issue Request for Proposal	July 12, 2017
Last Day for Questions	July 19, 2017
Closing Date – 3 PM	July 31, 2017
Evaluation	July 31 - August 4, 2017
Notice of Award	Week of August 7, 2017

### **2.2 Questions and Inquiries**

All inquiries concerning the RFP should be directed to:

Brian Cook  
SMU - Purchasing  
Email: [brianc@smu.edu](mailto:brianc@smu.edu)  
Phone: 214-768-0099

Questions should be submitted in writing via email. Written questions should be directly tied to the RFP and should be asked in consecutive order, following the organization of the RFP and referencing the RFP section. General questions will be shared with all those firms participating in the process.

Short procedural inquiries may be accepted by telephone or email by the buyer, however, oral explanations or instructions given over the telephone shall not be binding upon the University.

### **2.3 Bidder Responsibility**

The bidder assumes sole responsibility for the complete effort required in this RFP. No special consideration shall be given because printer's failure to be knowledgeable of all the requirements of this RFP. By submitting a proposal in response to this RFP, the printer represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP.

### **2.4 Cost Liability**

SMU assumes no responsibility and bears no liability for costs incurred by printers in the preparation and submittal of proposals in response to this RFP.

### **2.5 Revisions to this RFP**

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by an Amendment. Any RFP Amendment will be emailed to all participants. Any amendment to this RFP shall become part of this RFP.

## 2.6 Proposal Acceptance/Rejection

SMU reserves the right to reject any or all proposals, to accept or reject any or all the items in the proposal and to award the Preferred Agreement in whole or in part as deemed to be in the best interest of SMU. SMU reserves the right to negotiate with any vendor if such action is deemed to be in the best interest SMU.

## 3. SCOPE OF WORK

SMU is accepting pricing proposals in two categories: existing cooperative purchasing contracts through established national and regional cooperative purchasing agencies and independent proposals from companies offering benchmark/catalog pricing and discounts. Each proposer should clearly indicate the appropriate category for their proposal. Proposers must only select one (1) category for their response.

### 3.1 Cooperative Purchasing Proposals

SMU participates in national and regional cooperative purchasing organizations. The value of these contracts is recognized by the University's end users as a way to establish competitive pricing and reduce the time necessary to complete a purchase. Vendors submitting proposals in this category should provide the information as described below.

- 3.1.1 Name of cooperative organization
- 3.1.2 Website for cooperative contract information
- 3.1.3 Vendor primary contact for contract
- 3.1.4 Summary of available products
- 3.1.5 Summary of pricing structure, including shipping and installation services
- 3.1.6 Term of current contract and available extension options
- 3.1.7 Name of cooperative organization contact responsible for contract compliance

### 3.2 Benchmark/Catalog Proposals

Benchmark/catalog pricing is a pricing structure that uses verifiable prices as a starting point for establishing the final cost of a product. A benchmark/catalog price can be established in various ways. Listed below are examples of benchmark/catalog pricing.

- A. Manufacturer's catalogs/price sheets
- B. Company catalogs/price sheets
- C. Store catalog/price sheet
- D. Shelf pricing

Catalogs and price sheets may be bid different ways. Listed below are several methods of bidding a benchmark/catalog bid.

**NET PRICING** In this method markups or discounts are already calculated into the catalog/price sheet, and the vendor should bid their catalog/price sheet using a discount of net or 0% as the basis for the bid. The price quoted is the final unit price.

**DISCOUNT PRICING** For discount pricing the catalog/price sheet does not include any vendor markups or discounts. In this instance a percentage markup or discount from the catalog/price sheet is bid, and it is the customer's responsibility to calculate the final price for each item purchased.

**SHELF PRICING** If a vendor does not offer, or have access to, a catalog or price sheet, a

bid using Shelf Pricing is acceptable. For shelf pricing a vendor can bid a discount from the shelf price or bid the shelf price. Firms have the option to submit a proposal that covers one or both of the scopes described below.

Identify the benchmark, catalog or website. Multiple vendors will be awarded in this section. You must indicate a minimum of 0% to be included in this section. The benchmark must be verifiable by SMU.

**BENCHMARK DESCRIPTION, CATALOG**

\_\_\_\_\_

% DISCOUNT

\_\_\_\_\_ %

WEBSITE:

\_\_\_\_\_

If your company offers no discount from catalog pricing, please respond with 0% on your proposal.

Delivery time after order is placed: \_\_\_\_\_

Explanation of excepted delivery and installation costs: \_\_\_\_\_

\_\_\_\_\_

Exceptions to the proposal and/or comments: \_\_\_\_\_

\_\_\_\_\_

REFERENCES: Please list other higher education institutions, school districts, or Texas-based customers for which proposer has provided items in the past two (2) years.

Name of Customer: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**4. Proposal Content Requirements**

Proposals should include comprehensive responses to the following and address items as specified in the Scope of Work. Proposals are required to follow the exact order as provided in the RFP document so that all proposals can be evaluated on an equal and timely basis.

**4.1 Company Information, Personnel and Services**

**4.1.1 General Company Information**

List the company name, corporate and local addresses (if different), main phone number, web address, and person authorized to commit the company to the terms specified in the proposal. Provide a brief history of the firm and number of years in business.

#### **4.1.2 Contact Information**

Provide information on the composition of the firm including those individuals assigned to work with the University. List the names, positions, responsibilities and a brief description of their experience (highlight university experience) for each of your personnel that will be assigned to SMU's account. List the address and contact information of the office that will be serving this account. List contact information for after 5:00 pm hours.

#### **4.1.3 Services Offered**

List the specific category for the company as described in Section 3 Scope of Services and provide the information as requested.

#### **4.2 Subcontractor Information (if applicable)**

List the names and addresses of any subcontractors that will be utilized on this account. State what products/services they will provide. If applicable, indicate whether the listed subcontractors are certified as MBEs (Minority Business Enterprise) or WBEs (Women Business Enterprise), SDVOB (Service Disabled Veteran Business), or HUB (Historically Underutilized Business).

#### **4.3 References**

The proposal must include a minimum of three accounts that are similar in size and scope to SMU and with whom you have worked with in the past two years. The list must include each reference's name, address, contact person, length of relationship, a description of the products/services provided, and the volume of work currently doing business with each reference given.

#### **4.4 Pricing Proposal**

The proposal should include detailed pricing for the services that are proposed and described in Section 3. The pricing proposal submitted in response to this RFP will become the basis for a formal contract with the selected vendor.

### **5. Proposal Submittal**

For consideration, vendors must submit a comprehensive response that meets the minimum requirements as stated in the RFP. Proposals are required to follow the exact order as provided in the RFP document so that all proposals can be evaluated on an equal and timely basis. Copies of proposals must be submitted as stated below and not to any other office or department at the University.

**Proposals must be received by 3:00 p.m. CST on or before July 31, 2017.**

Each firm is required to provide their proposal in the following manner

- **ONE (1) ELECTRONIC copy in PDF format**
- **ONE (1) PAPER copy**

Delivery information is as follows:

Electronic: brianco@smu.edu

Postal Mail: SMU – Purchasing  
Attn: Brian Cook  
P.O. Box 750416  
Dallas, Texas 75275-0416

Courier/Physical: SMU-Purchasing  
Attn: Brian Cook  
6116 N. Central Expressway, Suite 205A  
Dallas, Texas 75206

Proposals, modifications or withdrawals received after the date set for receipt of proposals may not be considered. Offers submitted in response to the RFP shall be valid for 60 days from the closing date.

Bidders shall not contact any person within the University directly, in person, by email or by telephone, other than the assigned buyer, concerning this RFP.

## **6. RFP Evaluation Committee**

Each proposal will be evaluated by the RFP Evaluation Committee comprised of individuals from the end user departments and others from within the University community. The RFP Evaluation Committee will initially review all proposals for completeness and compliance with the terms and conditions of the RFP. Proposals clearly inconsistent with the RFP requirements will be eliminated from further consideration. Proposals that pass the completeness and compliance review will be evaluated against the Basis of Selection outlined below. The RFP Evaluation Committee is the sole judge of the best offers and reserves the right to accept or reject any or all proposals. The vendor recognizes this by submitting a proposal.

## **7. Basis of Selection**

The RFP Evaluation Committee will evaluate proposals and select firms based on a best value analysis involving the following factors.

- The firm's plan to meet the requirements in the **Scope of Work** including the quality of the proposal, responsiveness to SMU requirements and adequacy of information provided.
- The firm's relevant experience and breadth of product offerings.
- The firm's ability to demonstrate quality of work and superior customer service.
- The proposed pricing methodology and overall potential cost to the University.
- Any other factors relevant to the firm's capacity and willingness to satisfy the University's service needs.