



## **REQUEST FOR PROPOSAL (RFP)**

**Title:** Ice Machine Maintenance

**RFP #:** BC4 - SMU2020 – Ice Machine Maintenance

**Date Issued:** July 29, 2020

**Final Proposal Due:** August 26, 2020 by 3:00 p.m. (Central Time)

**RFP Issued By:** Brian Cook, RFP Coordinator  
SMU – Purchasing Department

# Section 1 - Overview

## 1.1 Introduction

Southern Methodist University (SMU) is seeking a vendor to provide inspection, cleaning, and service for ice machines on its Dallas based main campus. The purpose of this RFP will be to enter a contract with the selected vendor for a period of three (3) years with two (2) additional one (1) year extensions upon agreement of both parties.

## 1.2 General Background

Facilities Planning and Management is responsible for SMU's physical assets in the areas of project management, maintenance and grounds, real estate management, planning and engineering, space management, and energy management. This group seeks to provide a safe, functional, clean, and welcoming campus environment for faculty, staff, students, and visitors in support of the University's mission and strategic initiatives.

## 1.3 Current Operating Environment

Entering its second century of achievement, SMU is recognized as a university of increasing national prominence and impact. The University offers a strong foundation in the humanities and sciences, as well as undergraduate and graduate degree programs through seven schools. Students benefit from small classes and opportunities for research, leadership development, and unique learning experiences on campus and around the world. SMU is dedicated to shaping world changers. It prepares students to make an impact through their chosen professions and service to society. SMU was founded by what is now The United Methodist Church in partnership with civic leaders. The University is nonsectarian in its teaching and committed to academic freedom and open inquiry.

Today, SMU enrolls nearly 12,000 students and has a total operating budget of approximately \$660 million. Campus locations and facilities are as follows:

- **Dallas/University Park/Highland Park**
  - 5 miles north of downtown Dallas
  - 107 buildings on 234 acres
  - 6.2 million total gross square feet
- **SMU-in-Taos (Not included in the scope of this RFP)**
  - 31 buildings located on 423 acres within the Carson National Forest and surrounded by the Sangre de Cristo Mountains in northern New Mexico

## **Section 2 – Proposal Submittal**

### **2.1 Questions and Inquiries**

All inquiries concerning the RFP should be directed to:

Brian Cook, RFP Coordinator  
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.

### **2.2 Bidder Responsibility**

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

### **2.3 Cost Liability**

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

### **2.4 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.

### **2.5 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.

## Section 3 – Scope of Work

### 3.1 Overview

Selected vendor will provide semi-annual inspection, cleaning, and preventative maintenance on ice machines across SMU's Dallas based main campus.

SMU reserves the right to add or subtract properties/locations during the contract term as required. Notice of such action will be given to the contractor in writing thirty (30) days in advance.

The Contractor shall perform all work in a first-class, professional manner in accordance with this contract, specifications, governing codes and instructions by SMU. Efforts by the Contractor to obtain a clear understanding of the scope of work for each assignment governed by this contract shall be requisite in contractor acceptance of this contract.

#### 3.1.1 Ice Machine PM Scope

1. Clean Condenser coil.
2. Clean evaporator with ice machine cleaner.
3. Check all covers and doors.
4. Check ice production.
5. Check all electrical wiring for any bunt or loose wires.
6. Check all operating controls and adjust as necessary.
7. Lubricate all moving parts as necessary.
8. Make a work order for any major repairs that are needed.
9. Clean-up work area and remove any trash or unused parts.
10. Make sure the unit is operating correctly before leaving the work area.

**Schedule:** Service is to be performed Semi-Annually

### 3.2 Location of Services

Name	Type	Description	Location Path	Manufacturer	Model Number/Serial Number	Volts/Phase/Hz.
Ice Maker	Ice Maker	PAB 1st floor	Kitchenette room 119	Itoshizaki	AM50BAJ-AD/J02445B	115V, 3.8 amps
Condensate Pump	Condensate Pump	PAB 1st floor	Kitchenette room 119	Diversitech	CP-22/08234	120V
Ice Maker	Ice Maker	PAB Basement	Kitchenette	U-Line	U-B198W-00A/1433489-09-0008	115V, 2.5 amps
Ice Maker	Ice Maker	PAB 3rd floor	Kitchenette	U-Line	U-B198W-00A/1748357100005	115V, 2.5 amps
Filter Water	Filter Water	PAB 3rd floor	Kitchenette (under sink)	Everpure-pentair	OSC^2	
Ice Maker	Ice Maker	PAB 2nd floor	Kitchenette			115V
Ice Maker	Ice Maker	Carr Collins 1st floor	Kitchen	Manitowoc	SY0874C/040664905	115V
Water Filter	Water Filter	Carr Collins 1st floor	Kitchen	EcoLab	Eco315T055/9320-1042	
Ice Maker	Ice Maker	McFarlin Aud basement	Kitchenette	Hoshizaki	C-101BAH-AD/C00109H	115V, 4.0 amps
Ice Maker	Ice Maker	Fondren Science basement prep	Chemistry Room 135	Hoshizaki	F-450MAH/P01301M	115V, 12 amps
Water Filter	Water Filter	Fondren Science basement Prep	Chemistry Room 135	NuCalgon	NP48DD	
Condensate Pump	Condensate Pump	Fondren Science basement Prep	Chemistry Room 135	Little Giant	553915-VLL-24ULS/12K142901973W	
Ice Maker	Ice Maker	Dedman Science 1st floor	Room 118	Scottsman	AFE424A-1a/1106132001L905	115V, 9.8 amps

Water Filter	Water Filter	Dedman Science 1st floor	Room 118	NuCalgon	NP series	
Ice Maker	Ice Maker	Dedman Science 3rd floor	Room 310	Hoshizaki	F-330BAJ/C-20720H	115V, 6.9 amps
Water Filter	Water Filter	Dedman Science 3rd floor	Room 310	American Plumber	WC-34-PR	
Ice Maker	Ice Maker	Dedman Science 2nd floor	Room 210	Hoshizaki	F-330BAJ/G2072 1H	115V, 6.9 amps
Water Filter	Water Filter	Dedman Science 2nd floor	Room 210	American Plumber	WC34-PR	
Ice Maker	Ice Maker	Harold Simmons 2nd floor	Kitchenette	Hoshizaki	C-101BAH-AD/E02274K	115V, 4.0 amps
Ice Maker	Ice Maker	Harold Simmons 3rd floor	Kitchenette	Hoshizaki	C-101BAH-AD/E12193J	115V, 4.0 amps
Ice Maker	Ice Maker	Harold Simmons 1st floor	Kitchenette	Hoshizaki	C-101BAH-AD/E02342K	115V, 4.0 amps
Water Filter	Water Filter	ULEE 1st floor	Kitchen	Fresh H2O/Eco Labs		
Ice Maker #2	Ice Maker #2	ULEE 1st floor	Kitchen	Manitowoc	SD1803W/110 487363	208/230V, 17 amps
Water Filter	Water Filter	ULEE 1st floor	Kitchen	Eco Lab/Fresh H2O		
Ice Maker	Ice Maker	Dr. Bob Smith 1st floor	195 Medication Room	Hoshizaki	DCM-270BAH/F0933 6E	115V, 8.5 amps
Condensate Pump	Condensate Pump	Dr. Bob Smith 1st floor	195 Medication Room	Little Giant	SN-54425/MN-VCMA-2OULS	115V, 1.5amps
Water Filter	Water Filter	Dr. Bob Smith 1st floor	195 Medication Room	Pentaire	OCS^2	
Ice Maker	Ice Maker	Dr. Bob Smith 2nd floor	Kitchenette	Hoshizaki	AM-50BAE-AD/E05285M	115V, 3.4 amps

Ice Maker #1	Ice Maker #1	ULEE 1st floor	Kitchen	Manitowoc	QY1304A/0211 64533	208/230V, 16 amps
Ice Maker	Ice Maker	OAC Basement	Lunch/breakroom area central	Manitowoc	QY0424A/0212 62334	115V, 12.3 amps
Water Filter	Water Filter	OAC Basement	Lunch/breakroom area central	American Plumber	WC34-PR	
Ice Maker	Ice Maker	Virginia Snider	Basement Hallway	Hoshizaki	HD22B-1A/050813200 17317	115V, 10 amps
Water Filter	Water Filter	Virginia Snider	Basement Hallway	Everpure	EV9612-22	
Ice Maker	Ice Maker	Shuttles Hall	Vending room main hallway	Hoshizaki	DB-130H/553545C	115V, 10 amps
Water Filter		Shuttles Hall	1st vending room main hall	American Plumber	WC34-PR	
Ice Maker	Ice Maker	Peyton Hall	Basement Hallway	Hoshizaki	KM-320MUH/S104 43B	115V, 20 amps
Ice Maker	Ice Maker	Mary Hay	Basement Hallway	Hoshizaki	KH-320MWH/S104 73B	115V, 20 amps
Ice Maker	Ice Maker	Dawson	Room 122 breakroom	Scottsman	CU1526MA-1A/110713200 14720	115V, 9.6 amps
Condensate Pump	Condensate Pump	Dawson	Room 122 breakroom	Little Giant	VCL-24ULS/111302 68212	115V, 2.5 amps
Water Filter	Water Filter	Dawson	Room 122 breakroom	All Pure	AP10CL/R53-883	
Ice Maker	Ice Maker	Dawson Garage	Wash bay	Manitowoc	QD0452A/0104 64296	115V, 12.8 amps
Water Filter	Water Filter	Dawson Garage	Wash bay	American Plumber	WC34-PR	
Water Filter	Water Filter	Morrison McGinnis	Basement Laundry area	American Plumber	WC34-PR	
Ice Maker	Ice Maker	Smith Hall	Ground Rec. Room	Hoshizaki	DCM-270BAH/E0992 3J	115V, 8.5 amps
Ice Maker	Ice Maker	Perkins Hall	1st floor Kitchenette	Hoshizaki	DCM-270BAH-05/B26220K	115V, 8.5 amps

Water Filter	Water Filter	Perkins Hall	1st floor Kitchenette	American Plumber	WC34-PR	
Ice Maker	Ice Maker	Cockrell McIntosh	basement laundry	Scottsman	CO322MA-ID/16071320015664	115V, 10.4 amps
Water Filter	Water Filter	Cockrell McIntosh	Basement game room	Pentax Everpure	EV9601-46	
Ice Maker	Ice Maker	McElvaney	basement laundry room	Scottsman	CO322SA-1E/19081320011294	115V, 10.5A
Water Filter	Water Filter	McElvaney	Basement laundry room	Everpure Pentair	EV9612-22/2J2092	
Ice Maker	Ice Maker	Morrison McGinnis	Basement laundry area	Scottsman	CO322SW-1D/1512132001149	115V, 10.5 amps
Ice Maker	Ice Maker	Ford Stadium	Basement ramp to field	Manitowoc	SY3074C/1101236223	115V, 15 amps
Water Filter	Water Filter	Ford Stadium	Basement ramp to field	Manitowoc	AR-40000	
Ice Maker	Ice Maker	Ford Stadium	Basement athletic training pool area	Scottsman	F1522A-32E/18071320012274	208/230V, 12 amps
Water Filter	Water Filter	Ford Stadium	Basement athletic training pool area	3M	Cartridge HF40-S	
Ice Maker	Ice Maker	Armstrong Fieldhouse	Ground athletic training	Manitowoc	UFF0200A-161/M09344642018	115V, 7.5 amps
Ice Maker	Ice Maker	Boaz Hall	1st floor vending hallway mid-building	Hoshizaki	KM350MWJ/J00384H	115V, 15 amps
Water Filter	Water Filter	Boaz Hall	1st floor vending hallway mid-building	American Plumber	WC34-PR	
Water Filter	Water Filter	Boaz Hall	1st floor vending hallway	American Plumber	WC34-PR	



Ice Maker	Ice Maker	Blanton	4th floor kitchenette	Mile High Equip.	GEMU090/140 21320011119	115V, 5 amps
Water Filter	Water Filter	Blanton	4th floor kitchenette	Pentaire	QC10CBRR	
Ice Maker	Ice Maker	Blanton	2nd floor kitchenette	Maxx Ice	MIM50/G0500 516068	115V, 3.5 amps
Condensate Pump	Condensate Pump	Blanton	2nd floor kitchenette	Little Giant	VCMA-ZOULS/15J14-11-05251W	115V, 1.5 amps
Water Filter	Water Filter	Blanton	2nd floor kitchenette	HDX-Home Depot	HDXR5F4	
Ice Maker	Ice Maker	Blanton	1st floor Kitchenette	Ice Maxx	MIM50V/1508 0054000048	3.5 amps, 115V
Water Filter	Water Filter	Blanton	1st floor Kitchenette	Everpure	IN-12	
Ice Maker	Ice Maker	Embry	1st floor Kitchenette Deans Suite	Hoshizaki	AM-50 BAE/R27172F	3.5 amps, 115V
Condensate Pump	Condensate Pump	Embry	1st floor Kitchenette Deans Suite	Little Giant	VCC-20ULS/SSH200-11C0373109	115V, 1.5 amps
Ice Maker	Ice Maker	Patterson Hall	1st floor behind kitchenette	Hoshizaki	KM-260BAH	115V, 9.2 amps
Water Filter	Water Filter	Patterson Hall	1st floor behind kitchenette	EZ-Flow	N/A	
Water Filter	Water Filter	Moody Coliseum	Basement visitor training room	Pentair	QC71	
Ice Maker	Ice Maker	Moody Coliseum	Basement athletic trainer	Manitowoc	similar	
Ice Maker	Ice Maker	Moody Coliseum	2nd athletic doctor suite kitchenette	Marvel	301MAT-BS-F-R-P/2013051603 7H	115V, 3.5 a
Ice Maker	Ice Maker	Moody Coliseum	basement rowing	Hoshizaki	IM-500SAA/01121 6F	20 amps, 115V

Ice Maker	Ice Maker	Moody Coliseum	basement main storage back entrance	Manitowoc	SY3074C/1102 41719	10 amps, 115V
Water Filter	Water Filter	Moody Coliseum	basement main storage back entrance	Manitowoc	AR-40000	
Ice Maker	Ice Maker	Moody Coliseum	Basement visitor training room	Scottsman	C0322MA-1E/180613200 15023	12.7 amps, 115V
Ice Maker	Ice Maker	Dedman Sports	1st floor staff breakroom	Hoshizaki	50BAE-AD-14	
Ice Maker	Ice Maker	Arnold Hall	1st kitchen	Hoshizaki	F-1500MWH-C/C0027913	20 amps, 208/230V
Ice Maker	Ice Maker	Arnold Hall	1st kitchen	Hoshizaki	F-1500MWH-C/C00276B	20 amps, 208/230V
Water Filter	Water Filter	Arnold Hall	1st kitchen	Hoshizaki		
Ice Maker	Ice Maker	Crum Hall	1st laundry 157	Hoshizaki	KM-320MWH/C224 46E	115V
Ice Maker	Ice Maker	Ware Commons	1st laundry 137	Hoshizaki	KM-320MWH/C224 54E	115V, 10 amps
Ice Maker	Ice Maker	Loyd	1st laundry 139	Hoshizaki	KM-320-MWH/C22448E	115V, 10 amps
Ice Maker	Ice Maker	Crow Commons	1st laundry 126	Hoshizaki	1CM515MAJ/H 01714B	115V, 10 amps
Ice Maker	Ice Maker	Armstrong	1st laundry 140	Hoshizaki	KM320MWH/C 22458E	115V, 10 amps
Ice Maker	Ice Maker	Ford Stadium	3rd athletic director suite 311 kitchenette	Maxx Ice	MIM50P	4 amps, 115V
Ice Maker	Ice Maker	Tennis Center	1st floor training rehab	Manitowoc	RFS0300A/M06 794562014	9.5 amps, 115V
Water Filter	Water Filter	Tennis Center	1st floor athletic trainer	Pentair	QC71	
Ice Maker	Ice Maker	Tennis Center	3rd floor catering bar	Hoshizaki	AM-50BAE-AD/D02382H	3.4 amps, 115V
Ice Maker	Ice Maker	Tennis Center	3rd floor kitchenette	Hoshizaki	AM50BAE-AD/D02143F	3.4 amps, 115V

Ice Maker	Ice Maker	Exp Tower	2nd floor breakroom 201	Hoshizaki	AM50BAE-AD/S01679D	3.4 amps, 115V
Condensate Pump	Condensate Pump	Exp Tower	2nd floor breakroom 201	Little Giant	VCMA-2OULS/06M0068770	1.5 amps, 115V
Water Filter	Water Filter	Exp Tower	2nd floor breakroom 201	Pentair	QC71	
Ice Maker	Ice Maker	Exp Tower	2nd floor catering 209	Hoshizaki	AM-50BAE-AD/501678D	3.4 amps, 115V
Water Filter	Water Filter	Exp Tower	2nd floor catering 209	American Plumber	WC34-PR	
Ice Maker	Ice Maker	Exp Tower	2nd floor kitchenette 210	Hoshizaki	C80BAJ-AD/J02074B	4.0 oz, R134A
Condensate Pump	Condensate Pump	Exp Tower	2nd floor kitchenette 210F	Beckett	HS-5061	1.0 amps, 115V
Water Filter	Water Filter	Exp Tower	2nd floor kitchenette 210F	3M		
Ice Maker	Ice Maker	Exp Tower	8th floor kitchenette	Hoshizaki	C-100BAE-AD/B02403C	4 amps, 115V
Water Filter	Water Filter	Exp Tower	8th floor kitchenette	Everpure	QC71	
Ice Maker	Ice Maker	Aquatics Center	1st floor conference 108	U-Line	U-ADA15IMB-00B	2.5 amps, 115V
Ice Maker	Ice Maker	Aquatics Center	2nd floor kitchen/catering	U-Line	U-Co29FB-00A/1745910030008	2.5 amps, 115V
Ice Maker	Ice Maker	Aquatics Center	1st floor hall adjacent pool near lockerrooms	Manitowoc	1Y1894N-261/1120291880	23.4 amps, 208/230V
Ice Maker	Ice Maker	Aquatics Center	1st floor athletic training	Manitowoc	RF0385A/M08344422017	8.5 amps, 115V
Ice Maker	Ice Maker	5539 SMU Blvd. SMU GO	1st floor kitchenette 101F	Hoshizaki	AM50BAE/C13991F	3.4 amps, 115V

Water Filter	Water Filter	5539 SMU Blvd. SMU GO	1st floor kitchenette 101F	3M		
Ice Maker	Ice Maker	Fondren Library	1st starbucks	Ice-O-Matic	ICE0006HA6/1 506128001372 8	14 amps, 208/230V
Ice Maker	Ice Maker	Prothro	1st kitchen	Hoshizaki	KM-515MAH/T022 14K	12 amps, 115V
Ice Maker	Ice Maker	Meadows Museum	1st kitchen	Hoshizaki	KM-505MAF/K0409 (serial number blocked by pipe)	115V
Ice Maker	Ice Maker	Fincher	1st catering kitchen	Manitowoc	QD0282A/0201 61527	12.6 amps, 115V
Ice Maker	Ice Maker	Cox Business	1st catering kitchen	Manitowoc	QD0132A/0410 66081	6.5 amps, 115V
Ice Maker	Ice Maker	ULEE	1st kitchen	Manitowoc	QY1304A/0211 64533	19.5 amps, 208/230V
Ice Maker	Ice Maker	ULEE	1st kitchen	EcoLab	(1) 9320-2018, (2) 9320-1143	
Ice Maker	Ice Maker	ULEE	1st kitchen	Manitowoc	SD1083W/110 487363	22.1 amps, 208/230V
Ice Maker	Ice Maker	Carr Collins	1st kitchen	Manitowoc	SY0874C/0406 64905	
Ice Maker	Ice Maker	Dedman Sports	1st starbucks kitchen	Ice-O-Matic	ICE0500HA6/1 602128001067 1	20 amps, 115V
Ice Maker	Ice Maker	Ford Stadium	3rd floor Hall of Champs Catering kitchen	Manitowoc	SY0304A/1100 76657	12.4 amps, 115V
Ice Maker	Ice Maker	Ford Stadium	3rd floor Hall of Champs Catering kitchen	Manitowoc	AR20000	
Ice Maker	Ice Maker	Ford Stadium	3rd floor concession 311	Hoshizaki	KM-1300SAF/K042 54D	208/230V

Filter System	Filter System	Ford Stadium	3rd floor concession 311	System One	N/A	
Ice Maker	Ice Maker	Ford Stadium	3rd floor concession 309	Hoshizaki	KM-1300SAF/K042 93D	208/230V
Filter System	Filter System	Ford Stadium	3rd floor concession 309	Cuno/System One	N/A	
Ice Maker	Ice Maker	Ford Stadium	3rd floor suite 300A american services	Hoshizaki	AM-50BAE-AD/E04343G	3.4 amps, 115V
Ice Maker	Ice Maker	Ford Stadium	4th floor catering room 407	Hoshizaki	KM-1300SAF/K042 9LD	20 amps, 208/230V
Filter System	Filter System	Ford Stadium	4th floor catering room 407	Cuno/System One	N/A	
Ice Maker	Ice Maker	Ford Stadium	5th floor press laundry room 509	Hoshizaki	KM-1300SAF/K042 92D	
Filter System	Filter System	Ford Stadium	5th floor press laundry room 509	Cuno/System One	N/A	
Ice Maker	Ice Maker	Sigma Alpha Epsilon	1st floor dining	Scottsman	C0530MA-ID/1510132001 2272	12.6 amps, 115V
Ice Maker	Ice Maker	Sigma Alpha Epsilon	1st dining hall	Manitowoc	IDT0420A-161/11204843 03	11.3 amps, 115V
Water Filter	Water Filter	Sigma Alpha Epsilon	1st dining area	N/A	N/A	
Ice Maker	Ice Maker	Beta Theta Pi	1st floor dining	Scottsman	C0530MA-ID/1502132001 2554	21 oz, R404A
Water Filter	Water Filter	Beta Theta Pi	1st floor dining	N/A	N/A	10.4 amps, 115V
Water Filter	Water Filter	Beta Upsilon Chi	1st floor dining	Scottsman	C0322MA-12/180613200 14978	10.4 amps, 115V

Ice Maker	Ice Maker	Kappa Sigma	1st floor dining	Manitowoc	SD0302A/1109 89405	15.6 amps, 115V
Water Filter	Water Filter			Pentair/Everpure	QL2	
Ice Maker	Ice Maker	Sigma Phi Epsilon	1st floor dining	Scottsman	C0330MA-ID/1605132001 1672	11.7 amps, 115V
Water Filter	Water Filter	Sigma Phi Epsilon		Ice-O-Matic	N/A	
Ice Maker	Ice Maker	Phi Gamma Delta	1st floor dining	Scottsman	C0322MA-IB/1308132001 6811	10.4 amps, 115V
Water Filter	Water Filter	Phi Gamma Delta	1st floor dining	Everpure/Pentair	QL2	
Ice Maker	Ice Maker	Phi Delta Theta	1st floor dining	Hoshizaki	KMD-460MAH/F112 42J	15 amps, 115V
Water Filter	Water Filter	Phi Delta Theta	1st floor dining	Pentair/Everpure	QL2	
Ice Maker	Ice Maker	Service House	1st floor kitchen	Scottsman	C0322MA-1B/130713200 10357	12.7 oz, 115V
Water Filter	Water Filter	Service House	1st floor kitchen	NuCalgon	NPH800	
Ice Maker	Ice Maker	3035 Dyer/Pi Kappa Alpha	1st floor kitchen	Hoshizaki	KM-520MAJ/H0167 4L	10 amps, 115V
Water Filter	Water Filter	3035 Dyer/Pi Kappa Alpha	1st floor kitchen	Hoshizaki	N/A	
Ice Maker	Ice Maker	Ford Stadium	4th floor catering room 407	Hoshizaki	KM-1300SAF/K042 93D	15 amps, 208/230V
Water Filter	Water Filter	Ford Stadium	4th floor catering room 407	Cuno/System One	N/A	
Ice Maker	Ice Maker	Ford Stadium	4th floor catering room 409	Hoshizaki	KM-1300SAF/K042 93D	15 amps, 208/230V
Water Filter	Water Filter	Ford Stadium	4th floor catering room 409	Cuno/System One	N/A	

### **3.3 Subcontractors**

Extent of the work performed by the Subcontractor shall be bound to the Contractor by the terms of the contract documents, and to assume toward the Contractor, all the obligations and responsibilities which the Contractor, by these documents, assumes toward the owner.

### **3.4 Materials and Equipment**

Selected vendor shall provide all necessary equipment, materials, and labor to adequately perform the specified services. Identified tools required include Mechanic's hand tools, coil cleaner, lubrication for motor and parts, and rags.

### **3.5 Code and Regulations**

Contractor shall comply with all applicable codes, regulations, ordinances, rules and other legal requirements, which bear on performance of his/her work. The Contractor agrees, during the performance of the work, to comply with all applicable codes and ordinances of the appropriate City, County or State of Texas as they may apply.

### **3.6 Work Debris, Scrap Materials, and Clean Up**

All work debris, scrap and residual materials shall become the property of the Contractor. It will be Contractor's responsibility to remove all waste materials and rubbish. Work debris and scrap material must be taken to an approved public dump at the end of each work day, by the Contractor. Contractor shall, at all times maintain their work area in a clean, safe and professional manner.

### **3.7 Safety**

Contractor shall strictly adhere and comply with all Occupational Safety and Health Standards (OSHA) and other applicable safety practices as they pertain to the protection of personnel, property and equipment. The selected vendor must provide manufacturer's product/material safety data sheets (SDS) as required for work being performed.

Whenever the SMU Representative becomes aware of any noncompliance with specifications or any conditions which poses a serious or imminent danger to the health and safety of the public or SMU personnel, the SMU Representative shall request the contractor to stop work until an action plan that corrects the situation is approved by the SMU Representative. If the Contractor fails or refuses to promptly take corrective action the Director of SMU Maintenance and Grounds may issue an order to stop all or part of the work until satisfactory corrective action has been taken.

Contractor's equipment shall not be left unattended where unauthorized persons could gain access to it. SMU is not responsible for lost or stolen equipment while work operations are being performed.

Selected vendor shall provide a documented list of employees who will perform work, these employees will be given badges in order to be identified as an approved contractor who can perform work within the designated facilities. All employees shall have passed all background checks and documentation provided to SMU they have gone through all necessary safety programs in order to perform the scope of work listed.

The selected vendor will check in and report each day at Dawson Service Center before the start of work to inform facilities of areas that will be addressed for the day, check out keys if necessary, and check out at the end of the day.

### **3.8 Damage to the Property**

Contractor shall be responsible for the repair of any damage to the existing facilities, grounds and equipment and restoring them to their original condition.

### **3.9 Approval and Communications**

All communications with SMU and all SMU approvals will be through the Director of Maintenance and Grounds, Eric English, or his Authorized Representative. SMU reserves the right to cancel the contract and pay only for work performed that has been approved and accepted. Official communications and approvals will be in writing. Oral approvals are non-binding.

## **Section 4 – Submission Guidelines and Proposal Requirements**

### **4.1 Submission Guidelines**

All questions and comments in reference to this RFP must be submitted electronically via email to the SMU Purchasing Department. The Purchasing Representative is Brian Cook and his email address is [brianc@smu.edu](mailto:brianc@smu.edu).

Responses must be electronically submitted as stated above no later than 3 p.m. (CT), on April 25, 2019, to SMU Purchasing representative Brian Cook at [brianc@smu.edu](mailto:brianc@smu.edu).

### **4.2 RFP Schedule**

July 29	Request for Proposal Issued
August 5	Deadline for Vendors submit Questions to SMU
August 12	SMU Response to all Vendor Questions Provided
August 26	Responses Due by 3 p.m. (Central Time)



### 4.3 Proposal Requirements

Responses should follow the outline provided within this RFP document.

Please include general information about the vendor including, but not limited to, company size, number of years in business, business structure, mergers and acquisitions in the past 10 years, number of customers, average customer size, and any other relevant information about the Vendor. In addition, list the contact names and information for the individuals who will be assigned to implement and service the SMU account should the vendor be selected.

### 4.4 References

Please submit a minimum of three (maximum of four) relevant customer references for which the Vendor has provided a similar solution within the last three years. References of all Vendors may be contacted at any time throughout the RFP process. Please complete all fields for fullest consideration.

<b>Reference 1– <u>Client Name</u>:</b>	<b><u>State</u>:</b>	<b><u>Type of Business</u>:</b>
<b><u>Contact Name</u>:</b>	<b><u>Job Title</u>:</b>	<b><u>Phone Number</u>:</b>
<b><u>System Replaced</u>:</b>	<b><u>Email Address</u>:</b>	
<b><u>Number of Users</u>:</b>	<b><u>Date Implemented</u>:</b>	
<b><u>Description / Notes</u>:</b>		
<b>Reference 2 – <u>Client Name</u>:</b>	<b><u>State</u>:</b>	<b><u>Type of Business</u>:</b>
<b><u>Contact Name</u>:</b>	<b><u>Job Title</u>:</b>	<b><u>Phone Number</u>:</b>
<b><u>System Replaced</u>:</b>	<b><u>Email Address</u>:</b>	
<b><u>Number of Users</u>:</b>	<b><u>Date Implemented</u>:</b>	
<b><u>Description / Notes</u>:</b>		

<b>Reference 3 – <u>Client Name</u>:</b>			<b><u>State</u>:</b>	<b><u>Type of Business</u>:</b>
<b><u>Contact Name</u>:</b>		<b><u>Job Title</u>:</b>		<b><u>Phone Number</u>:</b>
<b><u>System Replaced</u>:</b>		<b><u>Email Address</u>:</b>		
<b><u>Number of Users</u>:</b>		<b><u>Date Implemented</u>:</b>		
<b><u>Description / Notes</u>:</b>				

  

<b>Reference 4 – <u>Client Name</u>:</b>			<b><u>State</u>:</b>	<b><u>Type of Business</u>:</b>
<b><u>Contact Name</u>:</b>		<b><u>Job Title</u>:</b>		<b><u>Phone Number</u>:</b>
<b><u>System Replaced</u>:</b>		<b><u>Email Address</u>:</b>		
<b><u>Number of Users</u>:</b>		<b><u>Date Implemented</u>:</b>		
<b><u>Description / Notes</u>:</b>				

#### 4.5 Pricing Structure

- Submit pricing based off location and service date frequency.
- Provide an annual price based off information provided within the RFP and Location of Services Spreadsheet
- Submit pricing for emergency and after hour calls (24 hour call number should be provided from vendor).

#### 4.6 Proposal Requirements

Please include any additional services offered by the vendor and the corresponding pricing information.

## Section 5 – Evaluation and Selection Process

### 5.1 RFP Evaluation Committee

Each proposal will be evaluated by the RFP Evaluation Committee comprised of Facilities Planning and Management and other employees 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.

### 5.2 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, qualifications and previous success in providing work related to referral services.
- 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.