rfp INSTRUCTION TO BIDDERS – h235023

## Purpose and scope

### UAB Medicine (UAB) has contracted with Ghafari to assist with developing a request for proposal to provide a complete and turnkey AV system for the UAB Security Operations Center (SOC).

### The area of work includes an approximately 2,200 SF Security Operations Center and support spaces on the 3rd floor of UAB Medical Education Building.

### UAB and Ghafari have prepared biddable documents that describe the scope of work.

## Confidentiality

### The information in this RFP is confidential. You are to disclose it only to those individuals within your company who need it to assist in preparing a response, and you must require them to maintain its confidentiality.

## Issuing Office

UAB Procurement Department

625 19th STREET SOUTH

JEFFERSON TOWER 306

BIRMINGHAM, AL 35294

Owner’s Representative contact

UAB Health System

JVann Martin, MBA

Vice President Facilities Mgmt

## RFP Documents

### The following bid documents are available for this RFP.

#### Instruction to Bidders (this document)

#### RFP Frontend Template

#### Procurement Excel Format RFP (Return completed form with bid)

#### UAB Infrastructure Pre-Project Form (Return completed form with bid)

#### Division 27 Specifications & Addendums

##### 27 41 16.50 Video Wall Equipment and Software for SOC

##### UAB Cabling Standards

##### UAB ICRA Security Operations Center (SOC) Fit-Out Project

#### Technology Drawings

#### Technology Bid Form (Return completed form with bid)

### RFP Timeline

|  |  |  |
| --- | --- | --- |
| Issue RFP | UABHS | 4/28/2025 |
| Intent to Bid | UABHS | 5/5/2025 |
| Mandatory Walkthrough / Facility Tour | UABHS/Vendor | 5/9/2025 |
| Deadline for Formal Questions | Vendor | 5/14/2025 |
| Response to Questions issued | UABHS | 5/21/2025 |
| Proposals Due to UAB | Vendor | 5/26/2025 |
| RFP Opening | UABHS | 5/27/2025 |
| Notice to Proceed | UABHS | 6/11/2025 |
| Contract Award | UABHS | 6/13/2025 |
| System Installation Begins (Target) | Vendor | July 7 2025 |
| System Installation Complete | Vendor | August 29 2025 |

## Proposal Submission Requirements

### The proposals, and any required submittals and forms, must be mailed to the **Issuing Office** (UAB Procurement Office). RFP package must include one original with signatures and three (3) copies.

### Proposals must also be submitted electronically on a thumb drive with your RFP package (in common file formats, .xls, .xlsx, .pdf, .doc, .docx). Any Bid Forms provided as part of this RFP must be submitted in native format (not pdf).

### The proposals must include all of the following:

#### Completed and signed Bid Form (signed by an officer of the company)

#### A proposed bill of materials on which the proposed bid is based, including material quantities (in addition to the Bid Forms provided)

#### Any exceptions the bidder may have to the bid documents

#### Any exceptions the bidder may have to the proposed standard terms and conditions (i.e. contract terms)

#### Company profile, qualifications and history including, but not limited to the items below:

##### Company Profile: Brief company history, geographic locations, number of employees, company financial information, significant awards and recognitions, number of customers and customer references.

##### Services Offered: Description of how the company would handle training, consulting services, tech support and documentation.

##### Project Personnel: Resumes of primary personnel who would work on the project and their roles.

##### Similar Projects: List of three (3) completed projects of similar size, budget and scope with references within the last 5 years.

### In submitting bid, each bidder represents that he/she is legally qualified to do business in the state of the project site as listed above, and will provide proper documentation of licenses and certifications.

### All Bidders must be bondable for the amount of their contract. **However, this does not necessarily imply that a bond will be required for this project.** Each Bidder shall include in their Bid Proposal the amount to be added to their Bid Proposal if they are instructed to furnish Labor and Material Payment Bond and Performance Bond in the amount of 100% of their contract bid.

### Bidder insurance requirements will be outlined in the supplied documents.

## COSTS INCURRED

### Proposals should be concise, straightforward and prepared simply and economically. Expensive displays, bindings, or promotional materials are neither required nor desired. However, there is no intent in these instructions to limit a proposal's content or to exclude any relevant or essential information.

### The Owner assumes no responsibility for any costs incurred in the preparation and/or presentation of a proposal in response to this RFP. Upon receipt of the proposal by the Owner, the proposal shall become the property of the Owner without compensation to the bidder, for use or disposition by the Owner at its sole discretion.

## Basis Of Proposals

### Bids shall be based on the contract documents listed in this RFP package.

### Bids shall be based on specific materials, equipment and manufacturers specified without substitution, unless previously approved by the Owner.

### Bids shall be valid for a period of 180 days from the date and time of the RFP opening date unless otherwise stated.

### Bids shall be based on full completion of the work within the required construction schedule set by the Owner. There may be work period restrictions during the day, except for the following:

#### Weekend work is allowed when scheduled.

#### All work outside regular project hours shall be scheduled and approved by Owner one week in advance.

## Subcontractors

### It is our goal to find a bidder who will perform most of the requested services with their own employees. If sub-contracting is a necessary for the bidder, it will be limited to no more than 50% of the labor hours.

### Bidder must identify any sub-contractors that will be used on this project. List the approximate percentage of overall project value that sub-contractors will perform.

## drug testing and background checks

### The Owner may require a drug test and background check for all employees that will be on site regularly. The contractor shall comply with the Owner’s policy.

## Examination

### Each bidder shall examine carefully the Drawings and Specifications, Sample Contract Documents, Addenda, if any, and any other documents relating to the project.

### Bidder must provide any requested adjustments to the RFP requirement documents **with their bid response**.

### The failure of any bidder to receive or examine any form, instrument or document or to acquaint himself or herself with the site and conditions relevant to the work shall in no way relieve the bidder from any obligation with respect to his/her bid.

## Discrepancies And Interpretations

### Should a bidder find any discrepancies in, or omissions from, any of the documents, or be in doubt as to their meaning, he or she shall advise UAB **in writing through e-mail to the Buyer” listed** at the contact information noted in this package. Necessary clarifications will be issued to all bidders by means of addenda. All addenda shall become part of the Contract Documents.

### No interpretation of the meaning of the documents will be given to any bidder orally and no interpretation will be given within ninety-six (96) hours of the time and date set for bid opening.

### Written requests for clarification from bidders must be received by the date and time noted above in the project schedule. Requests for clarification received after that date will not be acknowledged.

### Should conflict occur in or between Drawings and Specifications, a Bidder will be deemed to have estimated on the better quality or greater quantity of work, materials and equipment, unless he/she shall have asked for and obtained the written decision of the engineer before submission of his/her Bid, as to method, materials, or equipment which will be required.

## Owner’s Action in Response to Received Proposals

### The Bid Opening will be scheduled an in person. Any proposals received after the time and date stated above will be rejected.

### The Owner shall have the right to accept or reject any proposal.

### The Owner shall have the right to waive any informality, irregularity and to accept or reject the proposals which, in owner’s sole judgment, are in the Owner’s best interests.

### The Owner shall have the right to reject or accept any or all Alternates, and in any order or combination.

## Evaluation and Acceptance of Bids

### Evaluation of bids will be made on a combination of five main factors:

#### Compliance to the requirements of the Bid Documents.

#### Responsiveness to schedule and coordination requirements.

#### The installation capabilities and manpower availability of the Bidder.

#### References on similar projects (scope, size, and complexity).

#### Total project cost.

### The Owner reserves the right to accept or reject any or all proposals or parts of proposals, and to waive informalities therein. An award may be made based on proposals received without discussion of such proposals. Accordingly, each proposal should be submitted with the most favorable price and service contemplated.

### The Owner reserves the right to cancel all or part of the RFP at any time. In addition, the issuance of this RFP does not imply any commitment to purchase any products or services from any bidder.

### Upon completion of all post-bid interviews and owner review, bidders will be advised of the owner's selection for the Project.

**END OF SECTIOn**