



Request For Proposal

TMC Campus Elevator
Repair

04/02/2018

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Introduction

- 1.1 **Texas Medical Center.** Founded in 1945, Texas Medical Center (TMC) is a non-profit, tax exempt corporation. TMC provides facilities, services and a platform for collaboration for the world's largest medical complex. Today, the Texas Medical Center campus is home to 21 renowned hospitals, 13 support organizations, eight academic and research institutions, six nursing programs, three public health organizations, three medical schools, two universities, two pharmacy schools, and a dental school.

TMC's member institutions (each a "Member Institution") work together to promote the highest standards of patient care, research, and education and transform the future of medicine. With 7.2 million patients a year, TMC Member Institutions conduct 171,000 surgeries annually, deliver 25,000 babies a year, and host 7,000 patient beds. There are currently 56 Member Institutions.

In order to achieve this level of healthcare excellence, TMC's Member Institutions require a strong and well-maintained infrastructure. TMC's facilities must operate efficiently so that the approximately 110,000 employees on the TMC campus can focus on providing high-quality services. TMC is currently searching for a provider to repair elevators on its campus.

- 1.2 **Confidentiality.** This document contains information proprietary to TMC; all information contained herein (or accumulated through other written or verbal communication), as well as all information about this process as a whole is considered strictly confidential and should be used solely for the purpose of providing a response to this document as specifically requested herein. Any other use of this information, including but not limited to the disclosure or release of this information to outside persons or organizations, without the written authorization of TMC, is strictly prohibited. TMC will hold (and will cause its agents, lenders, contractors, consultants and advisors to be obligated to hold) responses to this request in strict confidence.
- 1.3 **Disclaimer.** Provider is hereby advised that TMC is not committed to any course of action as a result of its issuance of the RFP or its receipt of a response to the RFP from provider or other providers. In particular, this RFP is not a contract or commitment to purchase. TMC is not obligated to award any contract in connection with this RFP at any time. A binding obligation between a provider and TMC, if any, shall arise solely from a definitive, comprehensive contract (a "Definitive Contract") executed in writing by TMC and the applicable provider. No correspondence or other communications shall be construed to create a contract for TMC's purchase of elevator repair services from any provider. TMC may elect to pursue negotiations of a Definitive Contract with any provider or provider(s) and on such terms as TMC may determine in TMC's sole discretion.

TMC reserves the right to amend or cancel this RFP at any time prior to or during this sourcing initiative. TMC will notify all organizations should this event occur.

Provider is also hereby advised that TMC will not reimburse for any RFP response preparation costs or other work performance in connection to this RFP.

TMC reserves the right (at our sole discretion) to remove any provider from consideration for any or no reason.

1.4 RFP Information

A. In respect of the sensitivity of this RFP, all inquiries are to be made only to the TMC representative identified in this RFP. To ensure the integrity of this process, do not contact any other TMC employee in reference to this RFP.

B. Direct all communication regarding this RFP via e-mail to James Loggins:

James Loggins
Capital Projects Manager
jloggins@tmc.edu

With a copy to Shawn Cloonan:

Shawn Cloonan
Chief Operating Officer, EVP
swc@tmc.edu

You must not contact any other TMC representatives about this proposal during the RFP process. At TMC's discretion, answers to provider questions may be distributed to all RFP recipients to assist all recipients with this process.

C. Respondents that fail to follow these instructions are subject to elimination from the evaluation process at the sole discretion of TMC

D. The details of TMC's evaluation will not be disclosed, but a request to debrief on your response may be allowed, at the discretion of the TMC lead for this RFP process.

1.5 Timeline for the RFP Process

Event	Date
RFP launch	May 14, 2018
Submit Questions to TMC	May 21, 2018
TMC Response to Questions	May 25, 2018
Proposal Submissions	May 28, 2018
Proposal Interviews (if necessary)	May 30, 2018
Award Project	May 31, 2018

RFP Summary

- 2.1 **Purpose.** To repair elevators impacted by hurricane Harvey. The Harvey damaged elevators includes all elevators from Garage 5, Garage 7, and Garage 17, and elevators 1 & 2, in Garage 8
- 2.2 **Evaluation Criteria.** A selection committee will review and score all proposals. The following information, in addition to the requirements, terms and conditions identified throughout this RFP, will be considered as part of the selection process:
- A. **Industry Expertise** as shown by the detailed evidence of the partner’s capabilities, experience, and reputation for successfully providing similar services as those outlined by this RFP
 - B. **Company Viability** checked through various sources to ensure the long-term viability of the partner
 - C. **Cost of Services** as indicated in the Proposal

Scope of Work

- 3.1 **Overview.** The scope of work includes the repair detailed in the attached assessment (Exhibit A). This work includes the acquisition of all parts and components necessary for repair. It includes all labor associated with parts and component(s) installation. Work is to be performed by certified technicians and is subject to state regulated inspections. Parts and components used are to meet specified acceptable standards, and warrantied for a designated period of time. Work should be coordinated with TMC facility staff; hours of work should not interfere with peak business hours, unless necessary.

Proposal Response

This section provides the outline and order for your proposal response. Please include labeled answers to each of the following sections in your proposal response.

- 4.1 **Company Overview.** Your proposal summary should include the following:
 - A. Legal Name
 - B. Parent Company (if applicable)
 - C. Mailing address
 - D. Year established
 - E. Website URL
 - F. Total number of employees
 - G. A brief history of your organization
 - H. Primary lines of business
 - I. Annual sales by line of business
 - J. Your company's mission statement
 - K. Current relationship with TMC, if any
- 4.2 **RFP Contact.** Please provide the name, title, address, email address, and telephone number of a single point of contact from your company for this RFP.
- 4.3 **Executive Summary.** Please provide a concise summary of your company's capabilities as well as an explanation of how your proposal meets or exceeds the required services detailed in this RFP.
- 4.4 **Experience and Qualifications.**
 - A. Describe your company's core expertise.
 - B. Describe in detail your company's prior experience in providing the requested services.
 - C. List past clients in the Houston metro area for which your company provided similar services. TMC will not contact these companies unless explicit permission is received.

4.5 **Fees**

- A. Please provide a detailed list of fees for the repair work in exhibit A.

4.6 **References.**

- A. Provide three (3) current client references for whom you provide comparable services including client name, contact name and title, street and e-mail addresses, telephone number and a description of services provided. TMC plans to contact the references with your company's assistance.