NOTICE TO RESPONDENTS

DATE: April 2, 2020

PROPOSAL DUE DATE: Thursday, May 7, 2020
By 3:00pm CST

RFP No. 20-006
Job Order Contracting (JOC) Services

PURCHASING CONTACT: Shanna Watts, 409.772.9435

REQUEST FOR PROPOSAL – GENERAL DESCRIPTION
The University of Texas Medical Branch at Galveston (“Owner”/“UTMB”) is soliciting Proposals for selection of a General Contractor firm for Job Order Contracting (JOC) Services for Minor Construction, Repair, Rehabilitation, and/or Alteration Projects (“Project”), to be performed on a non-exclusive, indefinite quantity basis, as requested by the UTMB in accordance with the terms, conditions, and requirements set forth in this Request for Proposal for UTMB’s Main Campus and multiple, outlying counties where UTMB has offsite locations.

It is the intent of UTMB to select two JOC contractors; one as a Primary and the other as a Secondary contractor, who are competent to work in the following categories; Healthcare, Academic, Research and Business, to be used at the sole discretion of UTMB in accordance with the requirements of the RFP and its attachments. Awarded Contractors must have the necessary experience to perform work within ALL categories.

The work will be awarded based on established criteria outlined in Section 2 of the RFP Document. UTMB reserves the right to reject any and all proposals.

PRE-PROPOSAL CONFERENCE (VIA SKYPE)
Due to the current status of UTMB and the COVID-19 situation, there will not be an on-campus meeting. All Respondents interested in submitting a proposal are strongly encouraged to attend the online, Skype, Pre-Proposal Conference to be held on Thursday, April 9, 2020 at 10am, CST. *Please follow the “Skype Meeting Instructions to Bidders” provided as an Attachment to the RFP.

Respondents should make a strong attempt to call into the Skype meeting listed above. Should that attempt not be possible, please send an email to shwatts@utmb.edu with the subject “RFP 20-006 Pre-Proposal Meeting” with your contact information for you and your company. This email will be considered your attempt to participate in the online meeting and you will be copied on all future correspondence regarding this RFP.

SUBMITTAL INSTRUCTIONS
UTMB will not receive hand delivered or mail courier packages. Proposals Should be emailed to the vendor bids website below:

E-MAIL: Vendor.bids@utmb.edu
(Do Not Send to Point of Contact’s email)
Historically Underutilized Businesses (HUBs) –

**Letter of HUB Commitment & Self-Performing HUB Plan**

UTMB encourages and supports the participation of Historically Underutilized Businesses (HUBs) in responding to this RFP.

In accordance with Texas Government Code 2161, each state agency, including UTMB, is required to make a good faith effort to assist HUBs in competing for, and receiving, contracts awarded by the agency.

Respondent shall submit the following **two documents**; the **Letter of HUB Commitment** (RFP Attachment No. 8) and a **Self-Performing HUB Plan** (Ref. RFP Attachment No. 8a). **Please reference Section 1.15 of this RFP** for complete instructions. The Respondent must copy the letter onto its company letterhead, ensuring that if awarded an Agreement for JOC Services, the Respondent will complete a Hub Subcontracting Plan (HSP) for each project which may exceed $85,000, assigned to the Respondent by UTMB in accordance with the requirements of this Agreement. Please follow the specific instructions provided in the RFP for both documents, as mentioned previously.

Respondent must complete and submit the Letter of Commitment and Self-Performing HUB Plan as part of its Proposal. Failure to do so will result in the Proposal being disqualified.

If you have any questions or need assistance with the HUB Plan please contact UTMB’s Manager of Supplier Diversity Programs/HUB Program Coordinator at 409.266.1094 or email at klgross@utmb.edu.

**PERFORMANCE AND PAYMENT BONDS**

A Performance Bond and Payment Bond will be required upon award of Contract.

**QUESTIONS**

The last day to submit questions shall be **Wednesday, April 15, 2020; 3:00PM CST**

Questions must be submitted in writing via e-mail to:

- Shanna Watts, Sr. Acquisition Specialist
  shwatts@utmb.edu

- Chuck Anderson, Program Director
  canderso@utmb.edu