

INVITATION TO BID NO. 02101259 - ACANG

<https://purchasing.utexas.edu/>



Return sealed bids to:
THE UNIVERSITY OF TEXAS AT AUSTIN
 Purchasing Office
 1616 Guadalupe St.
 UTA Building, Suite 3.302
 Austin, Texas 78701
 Phone 512-471-4266
<https://purchasing.utexas.edu/>

MAIL DATE: 01/06/2021
BID OPENING DATE: 02/03/2021 2:30 P.M.
DEPARTMENT: DEPARTMENT OF ASTRONOMY

The attached document entitled "Instructions for Bid Submissions" is incorporated into and forms a part of this Invitation to Bid.

Texas Vendor ID or FEI No. _____

Company Name _____

Address _____

City _____ State _____ Zip _____

Phone Number _____ Fax Number _____

Contact Name _____

Vendor's Internal Reference Number, if Applicable _____

Ship To:

DEPARTMENT OF ASTRONOMY
 2515 SPEEDWAY
 RLM 13.116
 AUSTIN TX 78712-1205

CHECK APPLICABLE F.O.B. DESIGNATION BELOW:

- F.O.B. Destination (Preferred)
- F.O.B. Shipping Point

DELIVERY TIME: _____ **CALENDAR DAYS**
 (Ability to make early delivery may determine award.)

TERMS OF PAYMENT FOR THE STATE OF TEXAS ARE NET 30.
PLEASE QUOTE ANY DISCOUNTS FOR EARLY PAYMENT.

BID TOTAL (INCLUDE FREIGHT): _____

For Additional Information Contact Buyer:

Ashley N Golsan 512-232-3022

Bidder Agrees to Comply with All Conditions Shown on this Form and Attached Terms and Conditions.
FAILURE TO MANUALLY SIGN MAY DISQUALIFY BID.

Authorized Signature _____ Date _____

Typed Name of Signer _____

Check below if preference is claimed under TAC Title 34, Part 1, Chapter 20, Subchapter C, Section §20.38

- Texas Bidder.
- Texas and United States products and Texas services.
- Products of persons with mental or physical disabilities.
- Recycled, remanufactured or environmentally sensitive products.
- Energy efficient products.
- Rubberized asphalt paving material.
- Recycled motor oil and lubricants.
- Products and services from economically depressed or blighted areas as defined in Texas Government Code, §2306.004 or that meet the definition of a historically underutilized business zone as defined by 15 U.S.C. §632(p).
- Products produced at a facility located on property for which the owner has received a certificate of completion under §361.609, Health and Safety Code, if the goods meet state specifications regarding quantity, quality, delivery, life cycle costs, and price.
- Vendors that meet or exceed air quality standards.

Federally Certified Small/Small Disadvantaged Businesses

Bidder will list all certifications under any federally recognized business program:

FOR PURCHASING OFFICE USE ONLY

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION
	If an award is made based on this request, the purchase order to the successful vendor shall be issued under and governed by The University of Texas at Austin's terms and conditions which may be viewed at https://utexas.app.box.com/v/order-terms-1 Orders issued on federal funds are subject to additional University terms and conditions. Any additional terms and conditions, or additional agreements, attached to the vendor's response to this request will not be considered unless specifically referenced on our request form, and are then subject to review and acceptance or rejection by The University. Additional terms and conditions or agreements may result in disqualification of response.				

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	<p>The University of Texas prefers to email purchase orders directly to vendors. If you are able to accept a purchase order by email, please note the appropriate email address below:</p> <p style="text-align: center;">_____@_____</p> <p>TO DOWNLOAD THE COMPLETE BID PACKET, GO TO THE TEXAS COMPTROLLER OF PUBLIC ACCOUNTS ELECTRONIC STATE BUSINESS DAILY ("ESBD"), AT:</p> <p>HTTP://WWW.TXSMARTBUY.COM/ESBD UNDER "SOLICITATION ID," TYPE: 02101259-ACANG THEN CLICK "SEARCH".</p> <p>THE INDIVIDUAL LISTED BELOW MAY BE CONTACTED FOR CLARIFICATION OF THE SPECIFICATIONS. BIDDERS SHOULD DIRECT ALL QUESTIONS, IN WRITING, TO THE FOLLOWING UT AUSTIN PURCHASING OFFICE CONTACT:</p> <p>ASHLEY GOLSAN AGOLSAN@AUSTIN.UTEXAS.EDU</p> <p>CLARIFICATION TO INVITATION TO BID SUBMISSION: PLEASE NOTE THE DELIVERY INSTRUCTIONS ON THE UNIVERSITY INVITATION TO BID FORM IS HEREBY DELETED AND REPLACED IN ITS ENTIRETY WITH THE FOLLOWING:</p> <p>ELECTRONIC SUBMISSION GIVEN THE INTERIM TRANSITION OF MANY UT AUSTIN OFFICES FROM NORMAL TO REMOTE OPERATIONS IN RESPONSE TO THE DEVELOPING COVID-19 CONDITIONS, THE BID SUBMITTAL PROCESS HAS BEEN MODIFIED AS FOLLOWS.</p> <p>BIDS MUST BE RECEIVED BY UNIVERSITY ON OR BEFORE THE SUBMITTAL DEADLINE (REF. PAGE 1, AS AMENDED) AND SHALL BE DELIVERED ELECTRONICALLY. BIDDERS SHALL UPLOAD THEIR PROPOSAL BY CLICKING "SUBMIT HERE" NEXT TO THE CORRESPONDING SOLICITATION NUMBER ON THE UNIVERSITY'S FORMAL BID OPPORTUNITIES WEBPAGE BELOW:</p> <p>HTTPS://PURCHASING.UTEXAS.EDU/RESOURCES/ FORMAL-BID-OPPORTUNITIES</p> <p>THE ELECTRONIC BID FILES SHOULD CLEARLY INDICATE THE COMPANY NAME OF THE BIDDER. UPLOAD FILES INDIVIDUALLY (DO NOT UPLOAD FOLDERS). IF BIDDER HAS ANY QUESTIONS REGARDING THE SUBMITTAL PROCESS, PLEASE CONTACT PURCHASING-MPLABS@AUSTIN.UTEXAS.EDU BEFORE THE SUBMITTAL DEADLINE.</p> <p>UNIVERSITY WILL NOT ACCEPT BIDS SUBMITTED BY MAIL, TELEPHONE, OR FAX TRANSMISSION.</p> <p>BIDDER MUST SUBMIT THE FOLLOWING DOCUMENTS ELECTRONICALLY IN RESPONDING TO THE ITB AS INDIVIDUAL AND SEPARATE DOCUMENTS:</p> <p>A. ONE (1) COMPLETE ELECTRONIC COPY IN SINGLE PDF FILE PDF FILE MUST INCLUDE:</p> <ol style="list-style-type: none"> 1. SIGNED AND COMPLETED UNIVERSITY BID INVITATION FORM. 2. RESPONSES TO QUESTIONS AND REQUEST FOR INFORMATION IN THE ADDITIONAL QUESTIONS SPECIFIC TO THIS ITB. 3. COMPLETED PRICING SHEET. <p>THE ELECTRONIC COPY OF THE BID SHALL INCLUDE THE COMPLETE</p>				

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1	<p>BID RESPONSE IN ACCORDANCE WITH THE SOLICITATION REQUIREMENTS AND MUST INCLUDE ALL REQUIRED FORMS, SIGNED PRICING SHEET, AND ANY OTHER ASSOCIATED DOCUMENTS.</p> <p>ADDITIONAL INFORMATION: THE ELECTRONIC COPY OF THE BID SHALL BE ORGANIZED IN A MANNER CONSISTENT WITH THE SOLICITATION REQUIREMENTS. BIDS MUST BE FORMATTED IN TYPED, LETTER-SIZE (8-1/2" X 11" PAPER, AND MUST BE SUBMITTED IN PDF OR COMMON MICROSOFT OFFICE FORMAT. ANY SUPPLEMENTAL OR MARKETING TYPE MATERIAL SHALL BE REFERENCED IN THE BID AND INCLUDED AS LABELED ATTACHMENTS.</p> <p>THE INVITATION TO BID RESPONSE MUST BE RECEIVED ELECTRONICALLY PRIOR TO THE DUE DATE LISTED ON THE FIRST PAGE OF THIS SOLICITATION (AS AMENDED). THE BIDS WILL BE TIME, DATED, AND SECURED FOR THE PROPOSAL OPENING. BIDS ARE HELD UNTIL THE PROPOSAL SUBMISSION DATE. ANY BIDS RECEIVED AFTER THE SPECIFIED TIME AND DATE (REF. PAGE 1) WILL NOT BE CONSIDERED UNDER ANY CIRCUMSTANCE.</p> <p>915-74</p> <p>UNIVERSITY SHALL NOT BE RESPONSIBLE FOR FAILURE OF ELECTRONIC EQUIPMENT OR OPERATOR ERROR. LATE, ILLEGIBLE, INCOMPLETE, OR OTHERWISE NON-RESPONSIVE BIDS WILL NOT BE CONSIDERED UNDER ANY CIRCUMSTANCES.</p> <p>THE UNIVERSITY OF TEXAS AT AUSTIN ("UNIVERSITY") ON BEHALF OF THE DEPARTMENT OF ASTRONOMY REQUESTS BIDS IN RESPONSE TO THIS INVITATION TO BID NO. 02101259-ACANG ("ITB") FROM QUALIFIED AND EXPERIENCED VENDORS ("BIDDER") TO PROVIDE RADIO PRODUCTION SERVICES FOR "STARDATE."</p> <p>CONTRACT AWARD SHALL BE BASED ON BEST VALUE AND THE UNIVERSITY RESERVES THE RIGHT TO MAKE A SINGLE, MULTIPLE OR NO AWARD. THE RESULTING AWARD SHALL BE GOVERNED BY THE UNIVERSITY OF TEXAS AT AUSTIN PURCHASE ORDER TERMS AND CONDITIONS.</p> <p>IN DETERMINING WHAT IS THE BEST VALUE, THE UNIVERSITY SHALL CONSIDER THE FOLLOWING IN ACCORDANCE WITH TEXAS EDUCATION CODE SECTION 51.9335: (1) THE PURCHASE PRICE; (2) THE REPUTATION OF THE VENDOR AND OF THE VENDOR'S GOODS OR SERVICES; (3) THE QUALITY OF THE VENDOR'S GOODS OR SERVICES; (4) THE EXTENT TO WHICH THE GOODS OR SERVICES MEET THE INSTITUTION'S NEEDS; (5) THE VENDOR'S PAST RELATIONSHIP WITH THE INSTITUTION; (6) THE IMPACT ON THE ABILITY OF THE INSTITUTION TO COMPLY WITH LAWS AND RULES RELATING TO HISTORICALLY UNDERUTILIZED BUSINESSES AND TO THE PROCUREMENT OF GOODS AND SERVICES FROM PERSONS WITH DISABILITIES; (7) THE TOTAL LONG-TERM COST TO THE INSTITUTION OF ACQUIRING THE VENDOR'S GOODS OR SERVICES; AND (8) ANY OTHER RELEVANT FACTOR THAT A PRIVATE BUSINESS ENTITY WOULD CONSIDER IN SELECTING A VENDOR.</p> <p>BIDDER IS ENCOURAGED TO SUBMIT A BID OFFERING THE MAXIMUM BENEFIT TO UNIVERSITY IN TERMS OF (1) SERVICE, (2) TOTAL OVERALL COST AND (3) PROJECT MANAGEMENT EXPERTISE.</p> <p>THE EVALUATION OF BID AND THE SELECTION OF CONTRACTOR WILL BE BASED ON THE INFORMATION PROVIDED IN THE BID. UNIVERSITY MAY CONSIDER ADDITIONAL INFORMATION IF UNIVERSITY DETERMINES THE INFORMATION IS RELEVANT. BY SUBMITTING A BID IN RESPONSE TO THIS SOLICITATION, BIDDER AGREES TO THE SELECTION AND AWARD PROCESS, AND ACCEPTS THE UNIVERSITY'S JUDGMENT AND DECISION OF AWARD. THE UNIVERSITY RESERVES THE</p>	1	Scope-n/c		

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2	<p>RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS, WAIVE INFORMALITIES AND TECHNICALITIES, AND ACCEPT THE OFFER CONSIDERED THE MOST ADVANTAGEOUS TO THE UNIVERSITY. THE UNIVERSITY RESERVES THE RIGHT TO MAKE THE DECISION AS TO THE SYSTEM; PRODUCT OR SERVICE BEST MEETS THE MINIMUM SPECIFICATIONS AND BEST SUITS THE NEEDS OF THE UNIVERSITY.</p> <hr/> <p>BIDDERS TO PROVIDE PRICING FOR THE FOLLOWING LINE ITEMS:</p> <p>STARDATE RADIO PRODUCTION SERVICES PER SPECIFICATION TITLED "02101259-ACANG-SPECIFICATION AND PRICING SHEET"</p> <p>INSERT GRAND TOTAL PRICING (REFER TO COMPLETED PRICING SHEET SECTION 6.1 "TOTAL COST OF 5 YEAR CONTRACT").</p> <hr/> <p>BID SUBMITTAL CHECKLIST</p> <p>EACH BIDDER MUST SUBMIT THE FOLLOWING WITH THEIR BID:</p> <p>A. ONE (1) COMPLETE ELECTRONIC COPY IN SINGLE PDF FILE PDF FILE MUST INCLUDE:</p> <ol style="list-style-type: none"> 1. SIGNED AND COMPLETED UNIVERSITY BID INVITATION FORM. 2. RESPONSES TO QUESTIONS AND REQUEST FOR INFORMATION IN THE ADDITIONAL QUESTIONS SPECIFIC TO THIS ITB. 3. COMPLETED PRICING SHEET. <hr/> <p>THIS ITB MAY BE CANCELLED IF IT IS IN THE BEST INTEREST OF THE UNIVERSITY.</p> <hr/>	5	Year		

INSTRUCTIONS FOR BID SUBMISSIONS

All bid responses must be submitted, in person or by carrier, to the following address:

The University of Texas at Austin - Purchasing Office
1616 Guadalupe St.
UTA Building, Suite 3.302
Austin, TX 78701

Vendors hand delivering a response can find information about parking options at https://parking.utexas.edu/sites/parking.utexas.edu/files/Visitors_Parking_Map_Print.pdf.

The Purchasing Office is located on the third floor of the University Administration Building (UTA), Suite 3.302. Entrance to the garage is on 17th Street.

Bid Terms and Conditions are online at: <https://utexas.app.box.com/v/bid-terms>