**University College of the Cayman Islands**

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| **Request for Proposals**  **For** **Retrofit Project 2023**  **University College of the Cayman Islands**  Reference No.: UCCI 0011  **“The UCCI (Resilience, Sustainable Energy, and Marine Biodiversity Programme for Caribbean Overseas Countries and Territories) Programme is funded by the European Union (EU) and implemented by Expertise France in collaboration with the Global Facility for Disaster Reduction and Recovery (GFDRR)”.** |

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# PART 1 - INVITATION AND SUBMISSION INSTRUCTIONS

## 1.1 Invitation to Bidders

This request is an invitation by the University College of the Cayman Islands (“UCCI”) to prospective bidders to submit bids for a procurement as further described in Section A of the Procurement Particulars (Appendix A) (the “Deliverables”).

## 1.2 Procurement Contact

For the purposes of this procurement process, the “Procurement Contact” will be: [Cjuilen@ucci.edu.ky](mailto:Cjuilen@ucci.edu.ky)

**Questions and clarification on this procurement must be submitted via** [**Cjuilen@ucci.edu.ky**](mailto:Cjuilen@ucci.edu.ky) **during the question period**. Bidders and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of UCCI, other than the Procurement Contact, concerning matters regarding this procurement. Failure to adhere to this rule may result in the disqualification of the bidder and the rejection of the bidder’s bid.

## 1.3 Type of Contract for Deliverables

The selected bidder(s) will be requested to enter contract negotiations to finalize an agreement with UCCI for the provision of the Deliverables. The Contractual Terms & Conditions (Appendix D) will form the basis for negotiations between UCCI and the selected bidder.

### The successful bidder(s) may be eligible for inclusion in a Framework Agreement for the provision of similar subject matter on an “as-needed” basis as per the policy of the Central Procurement Office.

## 1.4 Procurement Timetable

|  |  |
| --- | --- |
| Issue Date | Tuesday 7th, November 2023 4:00 PM Local Time |
| Pre-Bid / Site Meeting | Thursday, 9th November 2023, 10:00 AM Local Time |
| Deadline for Questions | Friday 10th, November 2023 4:00 PM Time |
| Deadline for Issuing Answers to Questions | Monday 14tn, November 2023 1:00 PM Time |
| Submission Deadline | Tuesday 28TH, November 2023 12:00 pm TIME |
| Rectification Period | 5 Business Days |
| Anticipated Outcome Notification Date | Thursday 7th, December 2023 |
| Contract Negotiation Period | Thursday 14th, December 2023 |
| Anticipated Execution of Agreement | TBD |

The timetable is tentative only and may be changed by UCCI at any time. For greater clarity, business days mean all days that UCCI is open for business.

## 1.5 Submission of Bids

### 1.5.1 Bids to be Submitted at Prescribed Location

Bids must be submitted to: [Cjuilen@ucci.edu.ky](mailto:Cjuilen@ucci.edu.ky)

### 1.5.2 Bids to be Submitted on Time

Bids must be submitted at the location set out above on or before the Submission Deadline. Bids submitted to a different location or after the Submission Deadline will be rejected.

**1.5.2 Bids to be Submitted on Time**

Bids must be submitted at the email provided above on or before the Submission Deadline. Bids submitted to a different email or after the Submission Deadline will be rejected.

**1.5.3 Bids to be Submitted in Prescribed Format**

Where templates are provided, they must be completed in keeping with the instructions provided. Material modifications to templates may result in elimination. Unless specifically requested in Appendix A, the content of email or other external documents referred to in the bidder’s submission but not attached will not be considered to form part of its submission.

**1.5.4 Amendment of Bids**

Bidders may amend their bids prior to the Submission Deadline.

**1.5.5 Withdrawal of Bids**

At any time throughout the process until the execution of a written agreement for the provision of the Deliverables, a bidder may withdraw a submitted bid. To withdraw a bid, a notice of withdrawal must be sent to the Procurement Contact and must be signed by an authorized representative of the bidder. UCCI is under no obligation to return withdrawn bids.

**1.5.6 Important Submission Information**

It is recommended that all submissions are started as early as possible but **at least 1 day prior to the submission deadline.** **Submissions are not accessible by anyone until after the submission deadline.**

# APPENDIX A – PROCUREMENT PARTICULARS

**Goods and Services**

Bidders are required to provide supporting evidence from the manufacturer’s documentation that confirms that each required specification is met.

|  |  |  |
| --- | --- | --- |
| **Products** | **Quantity** | **Specification Description** |
|  |  |  |
|  |  |  |

**Business Objective:**

The comprehensive Retrofit, Business Management System, and Sub-meters Project 2023 at the University College of the Cayman Islands embodies our commitment to transformational sustainability, operational efficiency, and data-driven decision-making. With this multifaceted initiative, our primary objective is to modernize our infrastructure, optimize operational processes, and promote energy efficiency across the campus. Through retrofitting existing facilities, upgrading to energy-efficient technologies, implementing a sophisticated business management system, and installing sub-metering systems for electrical, air and water, we aim to create a seamlessly integrated and environmentally conscious campus environment.

One of the key components of this project is the retrofitting of our buildings, which involves the incorporation of advanced energy-efficient systems, eco-friendly materials, and smart technologies. By retrofitting our facilities, we enhance energy efficiency, reduce operational costs, and create a sustainable environment conducive to learning and innovation. Concurrently, the implementation of a robust Business Management System enables streamlined administrative processes, efficient resource allocation, and data-driven insights. This system not only enhances our operational efficiency but also ensures that our administrative functions align with industry best practices, promoting organizational excellence and fiscal responsibility.

The Business Management System (BMS) project underscores the importance of data-driven decision-making. With a centralized system, the university can access real-time data and performance metrics, allowing for informed strategic planning. By leveraging data analytics and reporting tools, the institution can continuously assess and improve resource management practices, ensuring that it remains at the forefront of innovative and efficient resource utilization.

Additionally, the installation of sub-meters stands as a pivotal component of our energy management strategy. Sub-meters provide granular visibility into energy usage patterns across different campus areas, allowing for precise monitoring and analysis. This data-driven approach empowers us to identify inefficiencies, optimize energy consumption, and implement targeted sustainability initiatives. By leveraging real-time data from sub-meters, we not only reduce our carbon footprint but also achieve substantial cost savings. The insights derived from these systems enable us to make informed decisions, fostering a culture of continuous improvement and positioning our institution as a leader in sustainable campus management. Through this holistic approach, the Retrofit, Business Management System, and Sub-meters Project 2023 exemplify our commitment to innovation, efficiency, and environmental stewardship, ensuring a sustainable and thriving future for the University College of the Cayman Islands.

THE DELIVERABLES

Introduction The Sir Vassel Johnson Hall, a 15,692-square-foot structure on the Grand Cayman Campus,168 Olympic Way, Cayman Islands. This building was built in the early 20s. New York Engineers performed an ASHRAE-II energy audit and made recommendations for energy efficiency solutions.

Hon. Benson Ebank Block and Sybil McLaughlin Block are two-story blocks while Laymen E Scott Block is a single-floor building with a total area of 30,295 sq. Ft. on Grand Cayman Campus, 168 Olympic Way, Cayman Islands. These buildings were built in the early 20s. New York Engineers performed an ASHRAE-II energy audit and made recommendations for energy efficiency solutions.

Grand Cayman Campus, The Hon. James Bodden Block is a Two-story, 6,905-square-foot structure on 168 Olympic Way, Cayman Islands. This building was built in the early 20s and is zoned as an educational facility. New York Engineers performed an ASHRAE-II energy audit and made recommendations for energy efficiency solutions.

The Sam Basdeo Library Block 12559 -square-foot structures for UCCI Grand Cayman Campus, 168 Olympic Way, Cayman Islands. These buildings were built in the late 70s. New York Engineers performed an ASHRAE-II energy audit and made recommendations for energy efficiency solutions.

**DELIVERABLES 1**

***Scope of work*** ***Sir Vassel Johnston Hall***

* ***ECM - 6*** *Spray Foam Roof (5667 sq f)*
* ***ECM -1*** *LED Lights & Lighting Control (11 Lighting)*
* ***ECM - 3A*** *Night Setback Control (NSB) (Panel Box)*

**DELIVERABLES 2**

***Scope of work*** ***Administration Building***

* ***ECM -3A*** *Night Setback Control (NSB) (Panel Box)*
* ***ECM -1*** *Lighting Control (14 Lighting)*
* ***ECM - 4*** *Upgrade AHU’s Control* (quantity 7)
* ***ECM -D*** *Demand Control Ventilation (DCV)* (quantity 7)
* ***ECM-2*** *Windows replacement quantity 18 fixed and 16 open (31) Size 41” 13/16 x 86” 13/16*
* ***ECM - 6*** *Weatherization Foam for outside walls (3168 SF) 1.5” Thickness*

Hurricane Energy Efficient Impact Window **Replacement at Block 15B Parcel 391.** The works comprise the removal and installation of windows in the following areas:

1. Color of frames - White Frame

2. Spec on glass, is it monolithic and insulated- Insulated, Hurricane Impact Windows

3.  Color of Glass: Low- e Sliver

5. Windows are fixed and open

6. The proposal should include waterproofing when existing windows are removed.

7. The proposal includes any builder's work to prepare the openings for the new windows

8. The proposal should include any lift machinery required to remove existing windows and to install all new windows.

9. Frame color: Clear Anodized

10. The proposal should include all necessary items to install new windows.

The following are to be included in the project scope:

* Installation of windows above
* IX Window bucks where required.
* Provision of all fixings, mullions, brackets, and miscellaneous hardware required.
* Packaging, shipping, duties, and delivery of materials to the site
* Provision of all shop drawings, coordination, site surveys, and project management as required.
* All installation screws will be stainless steel.
* Removal and preparation of window openings
* Waterproofing of windows
* Lift equipment or scaffolding

|  |  |
| --- | --- |
| **Site Location** | **UCCI** |

SPECIFICATIONS

|  |  |
| --- | --- |
| Frame Type Aluminium | Aluminium |
| Frame Colour | Clear Anodized |
| Paint Finish | Duranar Bone White |
| Glass Type | Laminated |
| Low E Sliver | YES |
| Tint Sliver | YES |
| Hinge/Hardware Colour | Stainless Steel |
| Screens Included | Yes, for open windows |
| Windows Quantity *18 fixed and 13 open* | 31 |
| Size | *Size 41 13/16’’ x 86 13/16’’* |

a. Provide warranties for all window installation e.g.

1. Manufacturer’s Warranty
2. Workmanship Warranty
3. The proposed Hurricane Impact Energy Efficient windows must not negatively affect the structural integrity and aesthetic of the building.

Previous supplier from Florida for the exiting door on campus

David Crosman

Mobile 407-353-2826

Work 561-743-9688



**DELIVERABLES 3**

***Scope of work Library***

* ***ECM -3A*** *Night Setback Control (NSB) (Control Panel)*
* ***ECM -3B*** *Install Fans and Fan Control (12)*
* ***ECM - 4*** *Upgrade AHU’s Control (*quantity 5)
* ***ECM -3D*** *Demand Control Ventilation (DCV) (*quantity 5)
* ***ECM -1*** *Lighting Control* *(12 Lighting)*

**DELIVERABLES 4**

***Scope of work James Bodden (G Block)***

* ***ECM - 4*** *Upgrade AHU’s Control* *(*quantity 9)
* ***ECM -3A*** *Night Setback Control (NSB) (Control Panel)*
* ***ECM -D*** *Demand Control Ventilation (DCV) (*quantity 9)
* ***ECM -1*** *Lighting Control (3 Lighting)*

**DELIVERABLES 5**

***Scope of work*** ***Sybil Mclaughlin Building (B Block)***

* ***ECM -3A*** *Night Setback Control (NSB) (Control Panel)*
* ***ECM -3B*** *Insall Fans and Fans Control (14)*
* ***ECM -D*** *Demand Control Ventilation (DCV)* (quanity 14)
* ***ECM -1*** *Lighting Control (32 Lighting)*

## IMPORTANT PROJECT DISCLOSURES

1. Potential suppliers must be able to supply all the deliverables to be eligible for contract award.
2. Vendors are encouraged to review the “Requested Information” related to this project and prepare their submissions in line with what is seen in that section appendix A.
3. All submissions must have an irrevocability period of ninety (90) days from the closing date of the opportunity.

## C. MANDATORY REQUIREMENTS

Information requested in this section will be assessed on a **Pass/Fail basis.** If a submission fails to satisfy an **eligibility** requirement, the bidder will be issued a rectification notice identifying the deficiencies and providing the bidder an opportunity to rectify the deficiencies within a given period. **Rectification does not** **apply to technical requirements.**

|  |  |  |
| --- | --- | --- |
| **Evaluation Group 1** | | |
| **Requested Information** | **Type of Requirement** | **Criteria for a Pass** |
| Submission Form (Appendix B) | Eligibility | Each submission must include a Submission Form completed and signed by an authorized representative of the bidder. |
| Business License | Eligibility | Submissions must include proof of a Cayman Islands Trade & Business License or a foreign equivalent that covers the provision of the deliverables. |
| Goods Specification Compliance & Delivery Proposal | Technical | Submissions must include Manufacturer’s Product Documentation showing compliance with the required specifications and a delivery schedule. |
| Product Warranty | Technical | Bidders must be able to provide 24 Months Commercial full coverage software warranty for Business Management System (BMS)   * Installation and Products Warranty * Maintenance Warranty |

## D. RATED CRITERIA

The following sets out the information requested to rank submissions on a point system as per the criteria laid out below.

|  |  |  |
| --- | --- | --- |
| **Requested Information** | **Description & Criteria Scoring System** | **Weight (Yes/No)** |
| **Evaluation Group 1** | | |
| Start to finish | Can your company complete this project before (March 31st, 2024) | **Yes/No** |
| **Evaluation Group 2** | | |
| Pricing Form (Appendix C) | Each submission must include a Pricing Form (Appendix C) completed according to the instructions in the form. | **Yes/No** |

## E. PRE-CONDITIONS OF CONTRACT AWARD

The following sets out the information that will need to be **provided by the successful bidder only.** This information is provided so that all potential bidders can account for these requirements in their pricing submissions. The items listed in the table **DO NOT** need to be provided until a bidder receives a letter of intent to award.

|  |  |
| --- | --- |
| **Pre-Condition of Award** | **Criteria for an Acceptance** |
| Declarations | A declaration that the bidder (and its proposed subcontractors) is not subject to any winding up proceedings and is not aware of any ongoing or impending litigation being brought against it that may materially impact its ability to deliver the proposed solution or commitments in this submission. |
|  |  |

# APPENDIX B – SUBMISSION FORM

1. Bidder Information

| Please fill out the following form, naming one person to be the bidder’s contact for the process and for any clarifications or communication that might be necessary. | |
| --- | --- |
| Full Legal Name Under Which Bidder Carries on Business: |  |
| Street Address: |  |
| City, Country/Province/State: |  |
| Postal Code: |  |
| Phone Number: |  |
| Company Website (if any): |  |
| Bidder Contact Name and Title: |  |
| Bidder Contact Phone: |  |
| Bidder Contact Email: |  |

2. Acknowledgment of Procedures & Rules of Procurement Process

The bidder acknowledges that they have reviewed, fully understand, and will be governed by the procedures and rules of the procurement process seen in Part 2. The bidder declares that it has not engaged in any conduct prohibited by this procurement. Among other things, such rules and procedures confirm that this procurement process does not constitute a formal, legally binding bidding process does not give rise to a contract, and that no legal relationship or obligation regarding the procurement of any good or service will be created between UCCI and the bidder unless and until UCCI and the bidder execute a written agreement for the Deliverables.

3. Addenda

The bidder is deemed to have read and considered all addenda issued by UCCI prior to the Deadline for Issuing Addenda.

4. Conflict of Interest

For the purposes of this procurement, the term “Conflict of Interest” includes, but is not limited to, any situation or circumstance where:

1. in relation to the procurement process, the bidder has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of UCCI in the preparation of its bid that is not available to other bidders, (ii) communicating with any person with a view to influencing preferred treatment in the procurement process (including but not limited to the lobbying of decision-makers involved in the procurement process), or (iii) engaging in conduct that compromises or could be seen to compromise, the integrity of the open and competitive procurement process or render that process non-competitive or unfair; or
2. in relation to the performance of its contractual obligations under a contract for the Deliverables, the bidder’s other commitments, relationships, or financial interests (i) could or could be seen to, exercise an improper influence over the objective, unbiased, and impartial exercise of its independent judgment, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

For the purposes of section (a)(i) above, bidders should disclose the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who (a) participated in the preparation of the bid; **AND** (b) were employees of UCCI within twelve (12) months prior to the Submission Deadline.

|  |  |
| --- | --- |
| Name(s) of Individual Involved in Bid Preparation | Previous Position/Capacity within UCCI |
|  |  |

If the box below is left blank, the bidder will be deemed to declare that (a) there was no Conflict of Interest in preparing its bid, and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the procurement. Otherwise, if the statement below applies, check the box.

* The bidder declares that there is an actual or potential Conflict of Interest relating to the preparation of its bid, and/or the bidder foresees an actual or potential Conflict of Interest in performing the contractual obligations if they are awarded the contract. Details are provided below:

5. Disclosure of Information

The bidder hereby acknowledges that any information provided in this bid, even if it is identified as being supplied in confidence, is subject to the provisions of the Freedom of Information Law (2015 Revision) and may be disclosed where required by law or by order of a court. The bidder hereby consentsto the disclosure, on a confidential basis, of this bid by UCCI to the advisers retained by UCCI to advise or assist with the procurement process, including with respect to the evaluation of this bid.

|  |
| --- |
|  |
| Signature of Bidder Representative |
|  |
| Name of Bidder Representative |
|  |
| Title of Bidder Representative |
|  |
| Date |
|  |
| I have the authority to bind the bidder. |

# APPENDIX C – PRICING FORM

1. Instructions on How to Complete Pricing Form

1. Rates must be provided in Caymanian Dollars (KYD). Please note that when converting from US Dollars to Cayman Islands Dollars, bidders shall use a conversion rate of $1 USD = $0.8375 KYD.
2. Rates quoted by the bidder must be all-inclusive and must include all bonding costs, all labor and material costs, all travel and carriage costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.
3. Pricing should be exclusive of duties levied by Customs & Border Control. A duty waiver will be provided.

2. Evaluation of Pricing

The pricing of bidders that have not met the mandatory or minimum criteria laid out in Appendix A will not be included in the pricing evaluation.

Pricing will be evaluated with the following formula:

3. Pricing Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Pricing Component** | **Pricing Structure** | **(A)**  **Est. Qty.** | **(B)**  **Price Offering (Unit Price)** | **(AxB)**  **Total Price**  **(KYD$)** |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
|  |  |  | $ | $ |
|  | | | **Sub-total** | $ |
| **Discount (%)** |  |
| **Total:** | **$** |

# APPENDIX D – CONTRACTUAL TERMS & CONDITIONS

The contractual terms & and conditions are found here:

* [**Contract for Goods**](http://www.procure.gov.ky/upimages/commonfiles/Contractforgoods-Draft_1629148500.docx) **and Services**

This will form the basis of any eventual Agreement between the UCCI and the Successful Bidder. Although the final wording of the provisions may be subject to limited negotiation, bidders should be prepared to enter into an agreement with minimal changes. Below are key contract considerations related to this project. Vendors should include any objections to the below terms as a part of their submission for consideration.

|  |  |
| --- | --- |
| **Key Contract Elements** | **Details** |
| Expected Execution Date | See “Procurement Timetable”. |
| Expected Initial Contract Length | 20 Weeks |
| Contract Extension Clause | No Extension Must be completed by or before the end of March 2024. |
| Service and Goods Delivery Location | 168 Olympic Way, **Grand Cayman,** Cayman Islands KY1-1107 |
| Payment Terms | **Goods:** Payment upon delivery and acceptance  **Services:** Upon Completion of Agreed Project Milestones  **Days from Invoicing by Supplier to Payment:** 30 Days or Before. |
| Period for which Insurance must remain in force | During the term of this Agreement and for a period of six years thereafter. |
| Material Breach Termination by Either Party | Allowed with immediate effect if a material breach occurs that is irremediable or if such breach is remediable, is not remedied within 30 Days of written notice. |
| Force Majeure | If the period of delay or non-performance continues for 4 weeks OR 1 month, the party not affected may terminate this Agreement by giving 7 days' written notice to the affected party. |

Note: Where determined appropriate by the procuring entity, the information provided may be captured in the contract and monitored as part of the contract performance.

**Completed and endorsed.**

.........................................................................................

(Name and position – print)

.........................................................................................

(Signature)

........../.........../...........

(Date)