Property Management Services

Auburn University is accepting proposals and intends to enter into an agreement with an experienced, full-service Property Management Company.

Open 6/7/2023 8:00 AM CDT
Close 7/26/2023 10:30 AM CDT

Type AU - Request for Proposal
Number AU-2023-0000683
Currency US Dollar

Sealed Until 7/26/2023 10:30 AM CDT

Payment Terms 0% 0, Net 30

Contacts

Christalyn Thomas
cmc0122@auburn.edu
Phone +1 334-844-3711

Commodity Codes

Commodity Code Description
81141800 Facilities management
Auburn University Request for Proposal

Property Management Services

RFP Opening Date: Wednesday, July 26th, 2023 @10:30 AM CDT

Proposals received after the date and time specified above will not be considered.

Auburn University bid openings will be done solely through the JAGGAER Sourcing Event Portal. In order to comply with State of Alabama bid law, bid openings will now be made public via the below conference call information.

Telephone: Meeting ID: 819 3159 5507

Dial: +1 305 224 1968 (US Toll) or +1 309 205 3325 (US Toll)

If you wish to listen to bid openings, please make sure your microphone is muted, as only PBS staff should be speaking during these openings.

Please note that when opening an RFP, PBS staff will only read the vendor names of responses received. RFP pricing will not be read aloud as additional factors are involved in the evaluation.

Calendar of Events:

Issuance of RFP: June 7th, 2023
Site Visit: June 15th, 2023
Deadline for Questions: June, 22nd, 2023 @ 4:45 PM CDT
Addendum and Responses to Questions: July 6th, 2023 @ 4:45 PM CDT
Deadline for receipt of Proposals: July 26th, 2023 @ 10:30 AM CDT
Award: August 7th, 2023

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Section I. Request for Proposal

A. Intent and Scope for the Auburn University (insert type of RFP here) Contract

- Auburn University is accepting proposals and intends to enter into an agreement with an experienced, full-service Property Management Company to manage approximately 43,000GSF office/studio building for Auburn University in Birmingham, AL for the period of date of award through two calendar years. Auburn acquired the facility at 1315 4th Street NW, and is presently under construction to accommodate its academic and administrative needs in Birmingham, AL. The building will be used by AU’s College of Architecture Design and Construction as Studio and Maker space, College of Business as an Executive MBA program, a full floor of office suites and meeting rooms for visiting AU faculty and staff, as well as event space for functions and meetings. AU desires a local presence to manage the day-to-day operation of the space, arrange for building maintenance and repairs services, as well as coordinate/track the efficient use of the building.
B. Proposal Overview and Definitions

- Proposals will be received until 10:30 AM CDT on the specified date.
- Throughout the remainder of this Request for Proposal, all entities involved will be referred to as follows:
  - Auburn University will be referred to as “University” or “AU”.
  - Commodity/Service Provider will be referred to as “Contractor” or “Supplier”.
  - This document will be referred to as “RFP”.

Section II. Instructions to Proposers

A. Proposal Response

- Proposals should be submitted to the Procurement & Business Services Sourcing Event Portal on or before the time and date set for closing.
- Pursuant to the provisions of the State of Alabama Competitive Bid Law rules and regulations adopted thereunder, sealed bids will be received on the items noted herein by Procurement and Business Services of Auburn University, until the date and time stated.
- All bids are to be “F.O.B. Destination - Freight Prepaid and Allowed.”
- Alabama law (Section 41-4-116, code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and/or lease tax on all taxable sales and leases into Alabama. BY SUBMITTING THIS BID, THE BIDDER IS HEREBY CERTIFYING THAT THEY ARE IN FULL COMPLIANCE WITH ACT NO. 2006-557, they are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledges that the awarding authority may declare the contract void if the certification is false.
- Bidder certifies that neither it, nor any of its employees who will provide or perform services under this contract have been debarred, suspended or declared ineligible as defined in the Federal Acquisition Regulation (FAR 48 C.F.R. Ch. I Subpart 9.4). Bidder will immediately notify the University if the Bidder or any of its employees who will provide or perform services under this contract is placed on the Consolidated List of Debarred, Suspended, and Ineligible Bidders.
- AU reserves the right to award in whole or in part, by line item, or make multiple awards, where such action serves Auburn University’s best interest. When a Sourcing Event’s Progress is listed as “Awarded” in TigerBuy, this serves as the University’s notice of intent to award to the indicated supplier. A proposer with a legitimate award dispute may file a formal protest within five days of the university’s notice of intent to award by submitting a notice of protest through the sourcing event’s Q&A Board. The disputing proposer will be provided with the University’s sourcing dispute procedures within five days of filing, and the disputing proposer will then have five days to comply with the provided dispute procedures.
- Proposers may withdraw proposals at any time prior to the time and date set for opening.
- The University reserves the sole and exclusive right to reject or accept any or all proposals and to waive any informality in proposal. The best interest of the University and their subsequent facilities shall be considered as the number one determining factor in selecting or not selecting a Proposer.
- No department, school, or office at the University has the authority to solicit official proposals other than Procurement and Business Services. All solicitation is performed under the direct supervision of the Director of Procurement and Business Services and incomplete accordance with the University policies and procedures.
The University reserves the right to conduct discussions with proposers, and to accept revisions of proposals, and to negotiate price changes. The University will make reasonable efforts to protect proprietary information but all records are subject to State of Alabama open records laws.

Proposers submitting proposals which meet the selection criteria and which are deemed to be the most advantageous to the University may be requested to give an oral presentation to a selection committee. Procurement and Business Services will schedule the presentations.

The University is committed to the development of Small Business and Small Disadvantaged business (SB & SDB) suppliers. If subcontracting is necessary, the contractor will make every effort to use SB & SDB in the performance of this contract. Reporting will be required throughout the duration of the contract indicating the extent of SB & SDB participation.

The Suppliers shall indemnify, defend, and hold harmless the University, its officers, agents, and employees from any claims, damages, and actions of any kind or nature arising from or caused by the use of any materials, goods, equipment, or services furnished by the Supplier, provided that such liability does not attribute to the sole negligence of the University.

The successful supplier will have to attest to the following: By signing this contract, the contracting parties affirm, for the duration of the agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the state of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom."

Read and comply with all instructions, specifications, General Terms and Conditions, and Bid Conditions.

Section III. Form of Proposal

A. Proposal Format

- Proposals should be submitted in Excel® and/or Adobe PDF® formatting only.
  - If there is any information or required submittals, which due to size limitations cannot be incorporated following the preferred formatting, please note for the evaluator where the information can be found in the response.
1. Please confirm that you have read the terms and conditions.

2. Please upload a completed & notarized Vendor Disclosure Statement.
   If you have an office within or employ any individuals who reside or work within the State of Alabama, please upload your E-Verify Memorandum of Understanding (MOU).

3. If there is no office within the State, nor any individuals residing or working within the State, please upload a statement confirming this information.

4. Please confirm that you have read the cancellation clause listed herein.
Buyer Attachments

1. Property Management Services RFP FINAL.pdf
Questions

There are no Questions added to this event.
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Please see "Buyer Attachments" for specifications.
Service Line Items

There are no Items added to this event.