**Solicitation Detail Attachment**

**BRIEF PROJECT DESCRIPTION**

The University of Washington is issuing a Request for [Solicitation Type] to solicit offers from Bidders who are capable of providing [brief products and/or services description] to establish a contract for purchasing [products and/or services]. Any agreement reached between the University of Washington and a bidder will be a convenience contract to be used by University campus customers on an as needed basis. (overview should state whether this is a pool, master contract or a onetime purchase) In addition to the Seattle campus, the University has branch campus locations in Bothell and Tacoma and remote locations throughout the state.

**TIMELINE**

 **WEBS Posting (MM/DD/YYYY)**

 **Opening Date for Solicitation in Ariba Sourcing: (MM/DD/YYYY)**

 **Closing Date for Questions in Ariba Sourcing: (MM/DD/YYYY)**

*Include Ariba Network ID with all questions submitted to UW Buyers*

 **Final Date to Notify UW Buyer for Invitation to Ariba Sourcing Event: (MM/DD/YYYY)**

 **Closing Date for Solicitation in Ariba Sourcing: (MM/DD/YYYY)**

 **Responses Must be Submitted Via: (Enter Submittal Method)**

**SOLICITATION COORDINATOR**

 **Name and contact information**

**PROJECT SCOPE**

Project Description. Scope should include all required elements of performance, and specify project requirements that will be completed/provided by UW or other contractors. Scope should give prospective bidders an approximate measure of the project size and resource requirements.

**EXAMPLE TEXT, DELETE BEFORE PUBLISHING:** The primary scope of the project requires production, and installation of graphic displays and objects including graphic panels, flipbooks, mounted artifacts, display stands, inductee medallions, and a few small casework elements. The Designer will provide all camera- ready art for graphic production to the Contractor in electronic form. The Contractor will be responsible for making high resolution scans of the photos to be used in the exhibits and placing them into the layouts. Also included are some architectural improvements, including ceiling revisions, minor sprinkler pipe extensions, patching and painting, window coverings on four large windows and the provision of commercially available upholstered benches. The project will require the contractor to furnish and install display lighting, which will include modifications to existing lighting, electrical power and controls.

**PREQUALIFICATION/MANDATORY REQUIREMENTS**

Only bidders able to meet the requirements and qualifications stated below will be considered for award. The University will determine whether bidders meet the below qualifications.

The following example qualification requirements are provided for information only. The following example qualifications are not exhaustive and do not cover all potential qualification requirements. Actual qualification requirements will depend on the size, complexity and scope of the proposed project. The length and comprehensiveness of actual qualification requirements is at the buyer’s discretion. Business continuity and insurance requirements will vary with the type, scope and scale of the project and the below examples are not intended to be representative or provide guidance regarding the appropriate amount of insurance or length of business continuity.

**EXAMPLE QUALIFICATION REQUIREMENTS:**

1. **Business Continuity/Experience:** Contractor must have been in business for at least five years, with its primary business and specialization being the creation of high quality exhibits, graphics, and environmental graphics.

2. **Primary Business Area:** At least 50 per cent of work over the past five years must have been in the creation and installation of high quality exhibits for museums or similar projects.

1. **Relevant Experience:** Over the past five years must have successfully produced exhibits for at least three museums or related projects similar to or greater than this project in scale, quality, complexity, and cost. Quality commercial client projects done over the past three years may be submitted for consideration if the Contractor has done fewer than three museum projects.

4. **Relevant Experience, continued:** Provide information about the projects described in Item #3 as follows:

* 1. Project descriptions and photographs.
	2. Client name and Client contact reference with telephone/fax number and e-mail address (if available)
	3. Scope of work performed.
	4. Project designer.
	5. Square foot size of the project.
	6. Original budget and final cost.
	7. Whether Contractor was bonded and for how much.
	8. Date production started, date the project was scheduled to open, actual date opened, and final completion date.

5. **Business Continuity/Experience**: Contractors and/or Subcontractors of custom items for mounting and displaying artifacts must have 5 years of successful experience in fabrication and installation of high museum quality artifact mounts. The persons performing this work must be experienced artifact preservation and display specialists or be working under the immediate supervision of such persons. Provide credentials, resumes, and references for the firms and/or persons proposed to perform this work.

6. **Bonding Requirements:** Contractor requesting pre-qualification for this project must be bondable for total cost of the project, estimated to be between $375,000 and $450,000.

7. **Insurance Requirements:** Contractor will be required to provide insurance in the following amounts prior to beginning work.