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: 02/28/2020
BID OPENING DATE: 03/20/2020 2:30 P.M.
DEPARTMENT: DEVELOPMENT OFFICE

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

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

DEVELOPMENT OFFICE
302 W 24TH ST
Littlefield Home
AUSTIN TX 78705

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:

Celina Mercado 512-471-2856

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<th>ITEM</th>
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<td></td>
<td>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 <a href="https://utexas.app.box.com/v/order-terms-1">https://utexas.app.box.com/v/order-terms-1</a> 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.</td>
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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:

_____________________________@_____________________________

TO DOWNLOAD THE COMPLETE BID PACKET, INCLUDING THE SPECIFICATION AND PRICING SHEET, GO TO THE TEXAS COMPTROLLER OF PUBLIC ACCOUNTS ELECTRONIC STATE BUSINESS DAILY (ESBD), AT:

HTTP://WWW.TXSMARTBUY.COM/SP
UNDER "SOLICITATION ID NUMBER," TYPE: 02001612-MPCFM
THEN CLICK "SEARCH".

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:

CELINA MERCADO
C.MERCADO@AUSTIN.UTEXAS.EDU

BID RESPONSES MAY BE MAILED OR HAND DELIVERED TO THE UT AUSTIN PURCHASING OFFICE. INDICATE THE ITB NUMBER "02001612-MPCFM" ON THE OUTSIDE OF THE BID SUBMISSION.

1616 GUADALUPE ST.
UTA BUILDING, SUITE 3.302
AUSTIN, TX 78701

NOTE: FAXED OR EMAILED BIDS WILL **NOT** BE ACCEPTED.

IN ACCORDANCE WITH GOV'T CODE 2161.252, THE CONTRACTING AGENCY HAS DETERMINED THAT SUBCONTRACTING OPPORTUNITIES ARE PROBABLE UNDER THIS CONTRACT. THEREFORE, BIDDERS, INCLUDING STATE OF TEXAS CERTIFIED HISTORICALLY UNDERUTILIZED BUSINESSES ("HUBS"), *MUST* COMPLETE AND SUBMIT A STATE OF TEXAS HUB SUBCONTRACTING PLAN ("HSP") WITH THEIR SOLICITATION RESPONSE. FAILURE TO CORRECTLY COMPLETE AND RETURN HSP FORMS WILL RESULT IN DISQUALIFICATION OF THE BID FROM CONSIDERATION FOR AWARD.

CONTACT TIFFANY GIBSON, UT-AUSTIN HUB DIRECTOR, AT 512-471-2863 OR UTHUB-HSP@AUSTIN.UTEXAS.EDU, IF YOU HAVE ANY QUESTIONS ABOUT THE HUB SUBCONTRACTING POLICY OR QUESTIONS ABOUT COMPLETING THE HUB SUBCONTRACTING FORM.

THE UNIVERSITY OF TEXAS AT AUSTIN ("UNIVERSITY") ON BEHALF OF UNIVERSITY EVENTS REQUESTS BIDS IN RESPONSE TO THIS INVITATION TO BID NO. 02001612-MPCFM ("ITB") FROM QUALIFIED AND EXPERIENCED VENDORS ("BIDDERS") TO PROVIDE COMPLETE LIGHTING AND SUPPORT SERVICES FOR THE UNIVERSITY WIDE SPRING COMMENCEMENT ON MAY 23, 2020.

NOTE: UNIVERSITY RESERVES THE RIGHT TO TAKE DELIVERY INTO CONSIDERATION DURING AWARD IF IT IS IN THE BEST INTEREST OF THE UNIVERSITY.

NOTE: UNIVERSITY RESERVES THE RIGHT, AT ITS SOLE DISCRETION, TO DETERMINE WHETHER PRODUCT MEETS SPECIFICATION.

UNIVERSITY WILL HOLD A MANDATORY PRE-BID CONFERENCE AT 9:30 AM CST ON FRIDAY, MARCH 6, 2020 AT THE MAIN MALL IN FRONT OF [CONTINUED]
The University of Texas at Austin
INVITATION TO BID NO. - 02001612
Continuation Page

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<th>ITEM</th>
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<td>THE MAIN BUILDING (&quot;MAI&quot;) ([<a href="HTTPS://MAPS.UTEXAS.EDU/#/UTM">HTTPS://MAPS.UTEXAS.EDU/#/UTM</a>]). THE PRE-BID CONFERENCE WILL ALLOW ALL BIDDERS AN OPPORTUNITY TO ASK UNIVERSITY REPRESENTATIVES RELEVANT QUESTIONS AND CLARIFY PROVISIONS OF THIS ITB. BIDDERS MUST SIGN IN AT THE PRE-BID CONFERENCE FOR THEIR BID TO BE CONSIDERED. PARKING ON AND AROUND CAMPUS IS LIMITED. TO ENSURE ARRIVAL BY 9:30 AM CST, ALLOW ADEQUATE TIME FOR PARKING AND TRAVEL TO THE MAIN BUILDING MALL. BIDDERS SHOULD MEET AT THE BOTTOM OF THE STEPS NEAR THE SOUTH ENTRANCE OF THE MAIN BUILDING.</td>
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<td>BIDDERS TO PROVIDE PRICING FOR THE FOLLOWING:</td>
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<td>855-53 LIGHTING AND SUPPORT SERVICES PER SPECIFICATION TITLED &quot;SPECIFICATION FOR LIGHTING SERVICES FOR THE UNIVERSITY OF TEXAS AT AUSTIN ANNUAL SPRING COMMENCEMENT&quot;</td>
<td>1</td>
<td>Job</td>
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<td>INSERT GRAND TOTAL FOR COMMENCEMENT LIGHTING AND SUPPORT SERVICES (REF. SECTION 9, SPECIFICATION)</td>
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<td>BID SUBMITTAL CHECKLIST</td>
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<td>EACH BIDDER MUST SUBMIT THE FOLLOWING WITH THEIR BID:</td>
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<td>A) SIGNED AND COMPLETED UNIVERSITY BID INVITATION FORM</td>
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<td>B) BIDDER MUST SUPPLY INFORMATION TO VALIDATE BIDDER MEETS THE MINIMUM REQUIREMENT OF FIVE (5) YEARS' EXPERIENCE. PROVIDE A LIST OF TOP FIVE (5) PROJECTS SIMILAR IN SIZE AND SCOPE AS DESCRIBED IN THIS ITB. FOR EACH PROJECT INCLUDE (REF. SECTION 2,MINIMUM REQUIREMENTS,A):</td>
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<td>1. NAME OF EVENT</td>
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<td>2. DATE OF EVENT</td>
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<td>3. CLIENT NAME WITH EMAIL ADDRESS AND PHONE NUMBER</td>
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<td>4. SIZE OF EVENT INCLUDING VENUE, LOCATION, AND GUEST ATTENDANCE</td>
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<td>C) BIDDER MUST SUPPLY INFORMATION TO VALIDATE BIDDER MEETS THE MINIMUM REQUIREMENT OF PROJECT MANAGER WITH (7) YEARS' EXPERIENCE. PROVIDE CURRICULUM VITAE (CV) FOR BIDDER’S PROPOSED PROJECT MANAGER AND PROVIDE A LIST OF THEIR TOP FIVE (5) PROJECTS SIMILAR IN SIZE AND SCOPE AS DESCRIBED IN THIS ITB WITHIN THE SEVEN (7) YEAR PERIOD (REF. SECTION 2,MINIMUM REQUIREMENTS,B).</td>
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<td>D) ITEMIZED LIST OF EQUIPMENT AND SUPPLIES (REF. SECTION 6.2)</td>
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<td>E) COMPLETED PRICING SHEET (REF. SECTION 9)</td>
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<td>FAILURE TO SUBMIT THE ITEMS LISTED ABOVE MAY RESULT IN DISQUALIFICATION OF THE VENDOR'S BID.</td>
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<td>THIS ITB MAY BE CANCELLED IF IT IS IN THE BEST INTEREST OF THE UNIVERSITY.</td>
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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