



**Request for Proposal  
for  
Rochester Institute of Technology**

**New Dry Room for Battery Development Center**

**Proposal is due by March 13, 2026 at 4:00 p.m. EST**

Address proposal responses to:

Procurement Services Office  
Jennifer Fichtner  
[jsfpur@rit.edu](mailto:jsfpur@rit.edu)

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## **1. INTRODUCTION**

Rochester Institute of Technology (RIT/University) is soliciting competitive written proposals for the design, fabrication and installation of a new dry room. The new dry room will be housed in our state-of-the-art Battery Development Center (BDC) in Institute Hall on the RIT campus. This is part of a 3,700 sq. ft. expansion program which will add an additional ~1500 sq. ft. of dry room space. The BDC focuses on the development of emerging energy storage technologies through a partnership between RIT and NY-Best Consortium. BDC provides prototyping services for more than 125 active members within the NY-BEST consortium. RIT cannot, and will not, guarantee any purchase volume under any contract resulting from this RFP.

RIT desires to minimize all sources of supply and agrees to use the Provider as the primary source for agreed to products/services. Every effort will be made to purchase from the successful provider but is not to be interpreted as an “exclusive” agreement with respect to our requirements for such products/services. The Provider must reciprocally agree to provide comprehensive solutions to meet total requirements of RIT and minimize the occurrences when RIT may have to seek interim sources.

## **2. BACKGROUND INFORMATION**

RIT, founded in 1829 as The Rochester Athenaeum, has grown to become one of the nation's largest private universities. RIT is a not-for-profit, privately endowed, co-educational university comprised of nine colleges emphasizing career education and experiential learning. The University occupies 1,300 acres in suburban Rochester, NY located on Jefferson Road in the Town of Henrietta.

Current enrollment on the Henrietta campus is approximately 18,600 undergraduate and graduate students, from all 50 states and more than 100 nations, with 3,850 faculty and staff. RIT owned and operated residence halls and apartments house more than 7,000 students during the academic year.

## **3. PROJECT SCHEDULE**

4. Request for Proposal Issued	2/10/2026
5. RFP Questions Due Date	2/20/2026
6. RIT Answer Responses	2/27/2026
7. Proposals Due Date	3/13/2026
8. Contract Awarded (tentative)	4/6/2026

## **9. CONTRACT AWARD IN BEST INTEREST**

RIT reserves the right to accept or reject proposals on each item separately or as a whole, to reject any or all proposals without penalty, to waive any informalities or irregularities therein, and to contract as the best interests of the University may require in order to obtain service requirements which best meet the needs of RIT.

## **10. NON-DISCRIMINATION COMPLIANCE**

RIT neither affiliates with nor grants recognition to any individual, contractor or organization, on or off campus, having policies that discriminate on the basis of age, citizenship, color, creed, culture, including deaf culture, disabilities, gender, marital status, national origin, political affiliation or preference, race, sexual orientation, gender identity or gender expression as defined by applicable laws and regulations. Provider agrees that it will comply with all Federal, State and Local regulations.

**Contractor and/or subcontractor shall abide by the requirements of 41 CFR 60-741.5(a).**

**This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.**

**Contractor and/or subcontractor shall abide by the requirements of 41 CFR 60-300.5(a).**

**This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.**

## **11. CONFIDENTIALITY**

If in the course of the Provider receiving information from RIT to respond to the RFP hereunder, the provider receives proprietary information of RIT relating to RIT's business, operations, equipment, or products, the Provider will retain all such information in confidence and will not disclose it, except to its own and RIT's employees in the necessary course of the performance of responding to the RFP hereunder. However, nothing herein will prevent disclosures by the Provider of any information after it is available to the general public in a printed publication, or of any information that was already available to the Provider from written documents in the Provider's possession at the time such information was acquired from RIT, or of any information furnished to the Provider by a third party. The Provider shall protect the confidential information against unauthorized disclosure using the same degree of care, but no less than a reasonable degree of care, as the Provider uses to protect its own confidential information of a like nature. The Provider will insure that each employee or subcontractor agrees to similar confidentiality requirements.

## **12. INSTRUCTIONS FOR SUBMITTAL**

It is mandatory that one electronic version of the RFP be submitted via e-mail following proposal outline and date requirements, along with a detailed statement of any exceptions to any part of the request (with reference to the specific sections involved). Each of the sections of the Evaluation Criteria (Heading 8) must be individually addressed and fully detailed.

1. Without exception all forms of requested proposal must be e-mailed to jsfpur@rit.edu on or before 3/13/2026

2. Refer requests for additional information or clarification of requirements to the contact below. During the open bidding period, all contact regarding the bid must be directed to the Procurement contact listed below. Please do not reach out to individuals at the university to discuss the project.

Jennifer Fichtner  
jsfpur@rit.edu

### **13. EVALUATION CRITERIA**

Proposals will be evaluated in accordance with the following bid submission requirements:

- Section A: Pricing***
- Section B: Dry Room Requirements and Detailed Questions***
- Section C: Technology Evaluation***
- Section D: Evidence of Business Performance***
- Section E: Sustainability (Green Strategy)***
- Section F: Terms and Conditions***

#### **Section A of the Evaluation Criteria: Pricing**

Provide a detailed breakdown of how the Dry Room will be priced including but not limited to:

- Dry room list price and discounted price
- Applicable discounts (Educational discount, etc.)
- Freight/Shipping and import costs (if applicable)
- Installation costs
- Training costs (number of hours and hourly rate)
- Maintenance costs
- Spare parts (percent off list, discounted rate, etc.)
- Technical support
- Implementation/startup costs
- Other costs, if applicable

Also outline proposed payment terms. If different pricing options exist, please detail how each might be apply to RIT. RIT standard pay terms are Net 45 days.

## **Section B of the Evaluation Criteria: Dry Room Requirements and Detailed Questions**

Provider must clearly respond to each question in this section, clearly documenting how each requirement will be addressed by the proposed solution. It is acceptable to use a separate document to respond to this section, however all questions must be included and be in the same order as shown in this section. Responses that do not meet these criteria or are incomplete will be rejected by RIT, and Provider will not be afforded an opportunity to submit a second proposal.

Question	Answer
· Please describe the typical amount of time required to deliver your product (from the time you have obtained our PO to the time the hardware will arrive at our door)	
· Please describe the power requirements of the equipment/devices proposed in your solution	
· Please describe any special environmental operating parameters of your hardware solutions. Including, but not limited to, operating temperatures, humidity, and exhaust.	
· Please describe your product's redundancy (power, network, cooling, etc.)	
· Please describe your unique hardware/software offerings and how they measure up to your competitors. Please provide details about your company's competitive differentiation.	
· Please provide details about any annual/regular preventative maintenance, and typical costs including hardware, software and technical support as well as any support/maintenance options that you offer.	
· Please describe any common replacement parts inventory kept, and typical lead times for scheduling equipment repairs.	
· Please describe the hardware/software warranty and how frequently (times per year) your machines typically need servicing for repairs.	
· Please describe any initial or ongoing software/hardware update costs associated with the equipment, both in and out of warranty	
· Please describe any unique features of your equipment over what your competitors can offer.	
· What special training is required or recommended to before and after equipment installation? Please provide details on options for initial and ongoing training/support you offer.	
· Describe what training is included with the proposal	
· Does your company have an office located in the United States and if so, please provide location including the local contact.	

### **Dry Room and Dehumidification General Project Requirements**

- ~1500 sq. ft. self-supporting dry room split into 3 rooms (see Attachment A for approx. layout)
- Controlled Dew Point: must be less than -40°C with ten people
- Internal air plenums
- Minimum of 1,000 cfm exhaust with min. heat load
- Dry room total height to not exceed 9'2"
  - Lower ceiling heights along the perimeter are required due to existing site utilities
- Located on the fourth floor of building with dehumidification and condensing units installed on roof of the building.
- Controlled temperature: 21°C with tolerance of ±2°C
- Power – 480 VAC, 3-Phase
- Dehumidification system with electrical reactivation
- Electrical supply heat
- Digital temperature control & dew point monitoring
- Multiple dew point/temperature sensors
- Air-cooled condensing unit
- Awarded bidder to design and size all air distribution systems within the dry rooms
- BACnet interface required with a points list provided to Owner
- All associated doors, windows and hardware provided by awarded bidder
- Epoxy flooring in dry rooms by others
- Control wiring installed by others, but terminated by awarded bidder
- Installation of electrical, air lines, vac lines by others
- Pads and curbs on roof by others
- Reinforcement of existing structure by others
- Penetrations through roof deck by others
- Awarded bidder to coordinate dry room design with the project Architect and Engineer.
  - Draft dry room layout to be provided within 2 weeks of receipt of purchase order.
  - Awarded bidder to attend minimum of (2) coordination meetings with design team. Virtual meeting attendance is acceptable.
  - Final dry room shop drawings and specifications to be provided within 4 weeks of receipt of purchase order.
  - Awarded bidder shall coordinate dry room installation with the General Contractor and RIT Project Manager.
- Access to project area via Stairwell and/or elevator
  - Interior elevator cab dimensions: 90”L x 69”W x 90”H

### **Section C of the Evaluation Criteria: Technology Evaluation**

Provide detailed information on the proposed Dry Room including specifications, detailed warranty information, installation/implementation support and training. Please include pictures or renderings of the units.

#### **Demonstration and Acceptance Testing:**

By submitting a response to this proposal, Provider agrees to a period of time to perform acceptance testing of the unit. RIT may also request an extension to the trial period, under mutually acceptable terms, during which time attempts to resolve any failures can be addressed. The response must clearly describe the level of access RIT will have to engineering and technical support during acceptance testing.

### **Section D of the Evaluation Criteria: Evidence of Business Performance**

#### **References**

Responses must include at least 3 customer references of similar initiatives

#### **Financial Stability**

Provide a copy of your company's audited financial statements for the most recently completed fiscal year.

#### **Competitive Advantage**

Provider should clearly describe the advantages that the proposed solution has compared to market alternatives, including evidence of continuous innovation.

### **Section E of the Evaluation Criteria: Sustainability (Green Strategy)**

#### **Sustainability:**

Please outline your sustainability efforts considering the following information. RIT recognizes that sustainability is a concept that seeks to provide the best outcomes for human and natural environments by meeting the needs of the present generation without compromising the ability of future generations to meet their needs. Whenever possible the University attempts to foster sustainability. Include sourcing products that can be recycled or are biodegradable and that contain less toxic and hazardous chemicals and additives; source reduction; and solid waste reduction as well as purchasing local goods that are grown in environmentally sound ways or buying products through systems that produce the least amount of environmental pollutants. The University desires that the Provider foster sustainability and partner with the University in the expanding areas of sustainability.

### **Section F of Evaluation Criteria: Terms and Conditions**

#### **Purchase Order Terms and Conditions:**

The Contractor will accept and adhere to RIT Purchase Order Terms and Conditions as outlined on the Procurement Services website at:

<http://www.rit.edu/fa/procurement/policies/terms.html>

**Bid Qualification Form:**

If the Provider has not filled out or updated either a Bid Qualification Form or a Supplier Qualification form within the last 12 months, the Bid Qualification Form must be filled out. The form can be found at:

<https://www.rit.edu/fa/procurement/sites/rit.edu.fa.procurement/files/forms/bidqualification.pdf>.

Please attach the completed form to your proposal.

**Payment Works Registration**

RIT has partnered with PaymentWorks to provide a secure supplier onboarding portal. RIT joins many other higher education institutions that have also implemented Payment Works to automate the vendor management processes, protect against business payment fraud, and ensure regulatory compliance. This solution cuts down on the use of paper forms and manual circulation of supplier information. The use of the portal is free of cost to our suppliers and will provide a secure method for providing new or updated information and will give additional visibility into the payment process. All suppliers will be **required** to onboard through the PaymentWorks system prior to agreement execution.

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For more information on Payment Works, please visit:

[Payment Works Onboarding | Procurement Services | RIT](#)