Replace Five Air Handler Units

March 27, 2008

Issued by
Procurement Services
Charlottesville, Virginia
A. GENERAL INFORMATION

Reference Number: Request for Proposal (RFP) #DF032708

Issue Date: March 27, 2008

Preproposal Conference: An optional Preproposal Conference will be held on Wednesday, April 9, 2008 @ 10:00 AM EST at the Health System Physical Plant Conference Room G032, 1400 Jefferson Park Avenue Charlottesville, Virginia (map may be viewed at this web site: http://www.virginia.edu/Map/). The purpose of the Preproposal Conference is to allow potential interested parties an opportunity to visit the sites, present questions and obtain clarification relative to any facet of this RFP. While attendance at this conference will not be a prerequisite to submitting a proposal, interested parties who intend to submit a proposal are strongly encouraged to attend. Bring a copy of the solicitation with you.

Proposal Due Date: 2:00 PM, Wednesday, April 23, 2008. Proposals may be sent via email or mail using the contact information in the box below. If sending by mail, provide four copies of each proposal. The University of Virginia (the “University”) reserves the right to reject proposals received after the stated due date and time.

Negotiations: Negotiations, if needed, will be held on or about Wednesday, April 30, 2008.

Expected Award Date: May 16, 2008

REFER ALL QUESTIONS TO THE ISSUING OFFICE:

UNIVERSITY OF VIRGINIA
Department of Procurement Services
1001 North Emmet St, Carruthers Hall
P.O. Box 400202
Charlottesville, VA 22904-4202
Attention: Duane Frederick
Phone: 434-243-5191
Fax: 434-924-7615
Email: djf4b@virginia.edu

NOTE 1: If RFP proposal is sent U.S. Postal Service, use the P. O. Box. The University does not take responsibility for lost or misdirected mail.

NOTE 2: During the RFP process, all communication must be directed to the buyer listed above, with the exception of issues directly related to SWAM business and SWAM subcontracting opportunities. Such SWAM issues may be alternately directed to Bill Cooper, the University’s Director of Supplier Diversity, at (434) 924-7174 or SWAM@virginia.edu. Any failure to adhere to this requirement may result in the rejection of the firm’s proposal or cancellation of the RFP.

This RFP has been posted on Procurement Services web site for your convenience. Addenda and attachments are posted if issued. The RFP can be downloaded at this web site: http://www.procurement.virginia.edu/main/publicpostings/RFP.html. It is the firm’s responsibility to ensure that the latest version of the entire RFP and related links are reviewed prior to submission of a proposal. We encourage you to check the web site frequently for any changes prior to the due date. Call
(434) 924-1346 if you have trouble accessing the RFP from the web. For questions about the content of the RFP, contact the buyer listed above. Additional information can be found on Procurement Services web site:  http://www.procurement.virginia.edu/main/

For ease of reference, each firm or individual receiving this RFP is referred to as a “firm” and the firm or individual selected to provide services for the University is referred to as the “Selected Firm.” This RFP states the instructions for submitting proposals and the procedure and criteria by which a firm may be selected.

**B. SCOPE OF GOODS & SERVICES**

The University and its Department of Facilities Management is seeking a qualified firm(s) to replace five air handling units (AHU’s). One AHU is located at Kluge Children’s Rehabilitation Center, one AHU in McLeod Hall Auditorium, and three AHU’s at 1222 Jefferson Park Avenue. Proposals should include the firm’s method of installation and removal of the existing units. Firms will use their expertise in Heating, Ventilation and Air Conditioning system installation to devise an effective and economical solution. The solution will minimize disruption to the occupants as well as provide temporary cooling if required. Equipment replacement may be like kind or equal with the approval of the Health System Physical Plant (“HSPP”) Project Manager, Steven Bunch.

Existing System Descriptions and CFM requirements:

**Kluge Children Rehab Center**  
Trane Type 2-18A  
Serial #: CC13426  
11000 CFM Multi-zone (6 zones)  
Hot / Cold Deck, 208 volts 3 ph

**McLeod Hall Auditorium**  
Trane Type L-21 C  
Serial #: KIH203082  
10000 CFM  
Hot / Cold Deck, 460 volts 3 ph

**1222 JPA Genesis**  
AHU 1  
Trane Type M-17  
Supply and Return Air Fan  
Serial #: KOK190675  
8500 CFM  
208 volts 3 ph  
Preheats Electric 208 volts 3 ph 40 KW  
Markel Model #: DHF40

**1222 JPA Genesis**  
AHU 2  
Trane Type L-12  
Serial # KOK190677  
3800 CFM  
208 volts 3 ph  
Preheat Electric 208 volts 3 ph 5 KW  
Markel Model #: 3HF5

**1222 JPA Genesis**  
AHU 3  
Trane Type L-8  
Serial #: KOK190676  
6000 CFM  
208 volts 3 ph  
Preheat Electric 208 volts 3 ph 15 KW  
Markel Model #: 3HF15
The Selected Firm(s) will accomplish the following:

1. Install the new AHUs, Dampers, Controls (damper, thermostat and freeze stat.), Variable Frequency Drive and Disconnect to meet all mechanical, electrical, fire and building code requirements. All AHUs will have new smoke detectors installed in the return air duct.
2. All units will have new supports, vibration, and isolation dampeners.
3. All AHU systems will be balanced upon completion of the installation.
4. Reconnect any fire alarm connections.
5. Existing electrical breakers are located in each equipment room and will be reused.
6. Install new valves and an auxiliary drain pan with auto shut off.
7. Removal and installation will be completed in a timely manner.
8. All units will have new supports, vibration, and isolation dampeners.
9. All AHU systems will be balanced upon completion of the installation.
10. Reconnect any fire alarm connections.
11. Existing electrical breakers are located in each equipment room and will be reused.
12. Install new valves and an auxiliary drain pan with auto shut off.
13. Removal and installation will be completed in a timely manner.
14. All work must be done on weekends (Friday 5:00 p.m. to Sunday 12 midnight) or, with the exception of crane work, when occupants are not utilizing the areas being served by these systems. All work must be coordinated with the HSPP Project Manager.
15. Once a new AHU has been installed, all work needed to make the AHU functional must be completed within one week.
16. All pipe insulation will be of fiberglass type with a minimum one-inch thickness. Exterior piping will be heat taped and insulated for outside environment and will be approved by the HSPP Project Manager.
17. It is anticipated that a crane will be required to accomplish the work. All proposing firms should include pricing for crane rental when submitting their proposals.
18. Refrigeration Contractors Requirements:
   a. Only Environmental Protection Agency (“EPA”)-certified technicians will be allowed to maintain, service, repair, and dispose of equipment containing refrigerant.
   b. All recovery and recycling equipment used to evacuate refrigerant must be certified and registered with the EPA.
   c. All refrigerant and oil will be removed before removal of equipment.
19. Disposal of the Old Trane AHU’s, debris, waste, etc. in a legal manner.
20. Include factory start up and three Original Equipment Manufacturers (OEM) manuals.
21. Appoint an on-site representative for all correspondence with the HSPP Project Manager.
22. Parking for vehicles in convenient proximity to the work location is not guaranteed. Parking for unloading and loading will be provided by the University. Remote parking spaces may be provided. The Selected Firm will be responsible for any costs associated with parking its vehicles, should the University not be able to provide remote parking.

C. BASIS OF SELECTION

Proposals will be evaluated based upon the overall merits/value of the proposal including, but not limited to price. The University will evaluate proposals, and if a firm is to be selected, select the firm on the basis of:

1. The firm's plan to execute the work as outlined above in the Scope of Good and Services section;
2. The firm’s experience in providing Services similar to those described in this RFP, to include the firm’s references from clients.
3. The firm’s price proposal;
4. The firm’s Small, Woman-owned and Minority-owned (SWAM) businesses status and/or the firm’s plan for utilization of SWAM businesses. For more information about SWAM and the University’s SWAM plan, please see the letter at Attachment 1 and refer to the following site: [www.procurement.virginia.edu/main/publicpostings/rfp/SWAMplan.pdf](http://www.procurement.virginia.edu/main/publicpostings/rfp/SWAMplan.pdf)

Note 1: A 10% minimum weight will be given to this criterion in evaluating proposals.

Note 2: Any questions related to SWAM business and SWAM subcontracting opportunities can be directed to Bill Cooper, the University’s Director of Supplier Diversity, at (434) 924-7174 or SWAM@virginia.edu.

D. CONTENTS OF PROPOSAL

Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content, and should be organized in the order in which the requirements are presented in the RFP. Firms should provide the following information:

1. A brief history of the firm and its experience, qualifications and success in providing the type of equipment and services requested.

2. A detailed description and the full specifications of the equipment proposed. Each firm should indicate in their proposal the firm’s ability to achieve/comply with each specification. In the event that the firm wishes to propose an alternate specification that, in any way, differs from the above specifications, the firm should detail their proposed change(s) and how the proposed change would compare to the listed specification. Proposals should be formatted in such a way to address each of the above specifications in a line-by-line process.

3. The estimated ship date of the equipment from the time of the order (i.e., 6 weeks after order)

4. Information on the warranty associated with the equipment proposed and any extended warranty (include the price) that might be available. The University desires a one-year warranty from the date of completion for all work performed and a five year compressor warranty at a minimum.

5. A resume’ of the firm’s proposed on-site representative.

6. The firm’s proposed price / fee for providing the Goods and Services, to include shipping charges (the University’s shipping terms are FOB Destination). Firms will also include alternative pricing for temporary cooling should it be required.

7. At least three references where similar goods and/or services have been provided. Include the name of the firm / organization, the complete mailing address, and the name of the contact person and their telephone number.

8. The firm’s Small, Woman-owned and Minority-owned (SWAM) businesses status and/or how the firm intends to utilize SWAM firms in regards to this particular procurement.

9. Complete and return the information requested in Attachment 2, Firm Information.

NOTE: Virginia Freedom of Information Act

Except as provided below, once an award is announced, all proposals submitted in response to this RFP will be open to the inspection of any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by firms as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act; however, the firm must invoke the protections
of this section prior to or upon submission of its proposal, and must identify the specific data or other materials to be protected and state the reasons why protection is necessary. Firms may not request that its entire proposal be treated as proprietary information.

E. TERMS AND CONDITIONS

This solicitation and any subsequent award is subject to:

- The Selected Firm registering as a vendor with the University of Virginia. [https://www.procurement.virginia.edu/forms/USVendorRegForm.html](https://www.procurement.virginia.edu/forms/USVendorRegForm.html)
- Note: Section D (Indemnification) of The University’s Preferred Contractual Provisions will be a mandatory provision and will be included in the final contract.
- Note: Unless a firm expressly and specifically states its exception to any of the Preferred Provisions in its written proposal, then the proposal from the firm will automatically be deemed to include those Provisions.

F. OTHER INFORMATION

A. Insurance

Listed below is the insurance the Selected Firm must maintain under any Agreement resulting from this RFP. In no event should the Selected Firm construe these minimum required limits to be their limit of liability to the University. The Selected Firm will maintain insurance which meets or exceeds the requirements of the University with insurance companies that hold at least an A- financial rating with A.M. Best Company. No Agreement will be executed by the University until the Selected Firm satisfies the insurance requirements of the University. The Selected Firm may be required to provide the University with a valid Certificate of Insurance before providing any goods or services to the University. The University reserves the right to approve any insurance proposed by the Selected Firm.
Comprehensive Commercial General Liability:
The Selected Firm and any Subcontractor will maintain a minimum combined single Limit of Liability for bodily injury and property damage of $1,000,000 per occurrence, with coverage for: premises/operations and products/completed operations.

Automobile Insurance:
The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of $1,000,000 per accident, with coverage for: owned, hired, and non-owned automobiles operated by their employees.

*Additional Insured:
The University will be named as an Additional Insured, and the proper name is: "The Commonwealth of Virginia, and the Rector and Visitors of the University of Virginia, its officers, employees, and agents."
Greetings:

The quality of service the University of Virginia is able to deliver to its customers is directly related to the excellent support we receive from you and many other outstanding suppliers of goods and services. Without you, we would not be able to fulfill our educational, health care and research missions. An important part of our procurement program involves our commitment to doing business with small, women-and minority-owned (SWAM) businesses. As one of our most important vendors, we look to you to help us achieve this objective.

We conduct substantial business with small firms. We have been less effective in securing long-term business relationships with minority-and women-owned businesses. We are determined to improve our record.

I seek your assistance in two areas. First, to the extent practical, I ask that you involve small, women-and minority-owned businesses in the delivery of services you provide to UVa. Second, I seek your help in reporting your results through our quarterly subcontracting reports. The terms and conditions previously provided to your organization outlined this process.

This effort is important to us. We depend on you in so many ways – this is another way that we can partner with your company to make things better.

Sincerely,

Leonard W. Sandridge
Executive Vice President and Chief Operating Officer

LWS:dr
## Firm Information

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<th><strong>Full Legal Name</strong> <em>(Company name as it appears with your Federal Taxpayer Number):</em></th>
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<tr>
<td>Address:</td>
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<td>Telephone Number:</td>
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<td>Web Address:</td>
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<td>Email Address:</td>
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**Taxpayer Identification Number** *(Social Security Number or Employer Identification Number)*

DUNS Number:

### SWAM Information:

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<tr>
<th>Is your firm certified with the Commonwealth of Virginia’s Department of Minority Business Enterprises (DMBE):</th>
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<th>Minority-Owned Business:</th>
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<th>Women-Owned Business:</th>
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<th>Small-Owned Business:</th>
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<td>☐ Yes ☐ No</td>
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<th>Is your firm registered as a vendor in the Commonwealth of Virginia’s e-procurement system (eVA)?</th>
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<td>☐ Yes ☐ No</td>
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### Point of Contact for this Proposal:

Name:

Address:

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<th>Office No.</th>
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