Request for Proposal

HM020106
Furnish and Deliver
Materials/Supplies/Services

February 1, 2006

Issued by
Facilities Management
Materials Division
Charlottesville, Virginia
This Request for Proposal (RFP) has been posted on Procurement Services web site for your convenience. Addenda and attachments are posted if issued. It is the firm’s responsibility to ensure that the entire RFP and associated links, in its latest version, is reviewed prior to due date of a proposal. To receive a hard copy of the RFP or addenda, please contact Linda Hunt, Office Manager, at (434) 982-5863 or email MatDiv@virginia.edu. For questions about the content of the RFP, contact the buyer listed in Section VI, Proposal Deadline. Additional information can be found on Materials Division web site: http://www.fm.virginia.edu/MaterialsDivision/MaterialsDivision.aspx

The University of Virginia (the “University”) seeks a qualified firm to furnish and deliver building and maintenance materials, supplies and services on an as-needed basis.

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, the procedure and criteria by which a firm may be selected, and the contractual terms by which the University proposes to govern the relationship between it and the Selected Firm.

I. Background Information

When Thomas Jefferson founded the University in 1819, he intended it to be nothing less than a world-class institution of higher learning. Jefferson’s spirit lives on – not only in the Rotunda and Academical Village he designed, and which remain treasures of American architecture, but in the University’s standing as a leader in education, research, and community service.

The over 19,850 students attending the University work within a true meritocracy and live by an Honor Code unique among American universities. Each student is exposed to the widest spectrum of disciplines – from arts and athletics to humanities and technology. Our students also enjoy a unique connection to the world beyond college through the University’s outstanding professional training, exemplified by its nationally ranked schools of Law, Business, and Medicine. The University as a whole has had a consistently high ranking not only among public schools, where it often heads the list, but among all American universities, public and private.

Over 11,600 permanent University faculty and staff are committed to serving both the local and national community. The University makes a real difference in the world, through its invaluable research, a hospital ranked among the nation’s
finest, and graduates who have consistently been among the forefront of our nation’s shapers. At the University, our bright future is the direct result of our great history.

Several years ago, Facilities Management closed its storehouse operation and pursued several “Just-In-Time” delivery agreements to provide for day-to-day needs of its Maintenance and Operations divisions. This RFP seeks to expand our contracted vendor base and improve upon our ability to provide the best possible facilities management programs.

II. Scope of Goods and Services

It is the University's intent to enter into Agreements with Selected Firms for delivery of building and maintenance supplies, materials and services necessary to help the University achieve its goals as outlined in this RFP. In order to achieve this goal the Selected Firms may be requested to provide those goods and services outlined in this section.

A. The University seeks multiple Firms to furnish and deliver building and maintenance supplies, materials and services in support of the operations and maintenance functions at the University. Facilities Management will be the primary organization but other departments may purchase from the Selected Firms. Frequently purchased materials include, but are not limited to, plumbing, electrical, hardware/building, HVAC, building and construction materials, supplies and services.

B. The Selected Firms will provide delivery service to the University as specified. The primary locations for Facilities Management are: (1) Facilities Management Materials Division warehouse, 575 Alderman Rd., Charlottesville, VA, (2) Old Hospital Loading Dock, Jefferson Park Ave., Charlottesville, VA, (3) Main Heating Plant, Jefferson Park Ave., Charlottesville, VA. The University guarantees no specific amount of business to any Selected Firm.

C. The Selected Firms will expeditiously deliver a wide range of materials at the best possible price. The Selected Firms will demonstrate a commitment to:
1. maintain a readily available inventory of required materials
2. expedite delivery of materials to specified delivery locations
3. provide technical, administrative, and field support services as needed to assist the University
4. minimize or eliminate inventory stock outages
5. provide emergency service to include weekends and holidays
6. provide a cooperative, prompt resolution of any problems encountered during the term of this Agreement
7. participate in an on-going evaluation process with contract administrators involved in contract performance.

D. The University reserves the right to independently solicit large volume orders on a case-by-case basis.

E. The Selected Firms will be cognizant that the Facilities Management regular working hours are from 7:00 a.m. to 3:30 p.m., and the University’s working hours are 8:00 – 5:00 Monday through Friday, except established holidays observed by the University.

F. Price proposals for any and all items will be based upon the Selected Firms’ discount off of manufacturer’s suggested list price. If no manufacturer’s price list exists, Firms will establish a list price and a corresponding discount for those materials that will apply to all University purchases. The Selected Firms will extend any special promotional sales prices/discounts immediately to the University during the term of the Agreement. The Selected Firms will guarantee that the University will be granted pricing levels that meet or exceed the best terms applicable to any other account.

G. Price Escalation/De-escalation:
   1. Price adjustments may be permitted only for changes in the Selected Firm’s cost of materials not to exceed the increase in the cost of operations per C.P.I.-U (Consumer Price Index – All Urban Consumers – other services”). No price increases will be authorized for sixty (60) days thereafter and only where verified to the satisfaction of the University. However, “across the board” price decreases are subject to implementations at any time and will be immediately conveyed to the University.
   2. The Selected Firms will give not less than thirty (30) days advance notice of any price increase to the University. Any approved price changes will be effective only at the beginning of the calendar month following the end of the full thirty (30) day notification period. The Selected Firms will document the amount and proposed effective date of any general change in the price of materials. Documentation will be supplied with the Selected Firm’s request for increase which will: (a) verify that the requested price increase is general in scope and not applicable just to the University; and (b) verify the amount or percentage of increase which is being passed on to the Selected Firms by the Selected Firm’s suppliers.
   3. The University will notify the using agencies and Selected Firms in writing of the effective date of any increase which it approves. However, the Selected Firms will fill all purchase orders received prior to the effective date of the price adjustment at the old prices.
The Selected Firms are further advised that decreases which affect the cost of materials are required to be communicated immediately to the University.

4. The University reserves the right to perform monthly compliance reviews, during which Selected Firms’ supplier invoices will be audited to ensure compliance with the terms specified in paragraph F, Price Proposals, above.

H. Standard Procedures:
1. Selected Firms will provide delivery service to specified sites on a daily basis. Orders for Facilities Management may be placed via facsimile transmission (fax), or by courier, using the “Request for Materials/Services” form, attached herein as Attachment 5. University orders may be placed by purchase order or purchasing card number. The University seeks proposals that will maintain or improve upon the response time, delivery time, and frequency of deliveries for all orders.

2. For “out of stock” items for Facilities Management, the Selected Firms will complete the price and delivery information on the “Request for Materials/Services” form (Attachment 5), and return the completed form via fax or courier within two (2) business hours of receipt.

3. For all Facilities Management “direct ship” (or “drop ship”) items, the Selected Firms will submit a copy of the “Request for Materials/Services” form (Attachment 5), referencing point of origin, price, delivery date, and supplier’s purchase order (or reference) number.

4. The University reserves the right to independently solicit bids on a case-by-case basis. No specific order quantities are guaranteed for any Agreement resulting from this solicitation.

5. Selected Firms will provide the University with a single point-of-contact to coordinate field support/expedite orders, correct order deficiencies, and investigate overdue orders.

6. Invoicing for Facilities Management orders will be by monthly statement, referencing Facilities Management’s purchase order number, work order number, and work center number for each order placed.

III. Basis of Selection

A. The University will evaluate proposals and, if a firm is to be selected, select the firm on the basis of:

1. The composition of the Firm, including the key personnel committed to this project, and the Firm’s capacity to provide high quality services as required by the University and described in Section II, Scope of Required Goods and Services
2. The Firm’s financial proposal including proposed discounts
3. The Firm’s plan to assist the University to meet its objectives for delivery of specified materials as defined in Section II: Scope of Required Goods and Services
4. The Firm’s relevant experience, qualifications and success in providing goods and services of this type described in Section III: Scope of Required Goods and Services
5. The Firm’s references from current comparable accounts and clients which are comparable to the University.
6. The Firm’s plan for the utilization of Small, Women-owned and Minority-owned (SWAM) businesses.

IV. Contents of Proposal

Firms should provide this information:

A. Services
   1. State the firm’s ability to provide the Services as described in Section II, Scope of Services. Provide a brief history of the firm and its experience, qualifications and success in providing these Services.
   2. Describe the experience of the individual(s) who would be responsible for providing the Services to the University.
   3. Describe in detail how the firm plans to provide the Services detailed in Section II, Scope of Services.
   4. State the firm’s references comparable to the University, including the name and telephone number of a contact person the University may call.
   5. Provide the name of the individual responsible for the firm’s supplier diversity program. This individual is responsible for implementing and reporting on the firm’s Small, Women-owned and Minority-owned (SWAM) program as it will relate to this procurement should the firm be selected.

B. Financial Proposal
   1. Describe the firm’s proposed fee for providing the Services, and include all applicable hourly or daily rates.
   2. The proposed fee must include all travel and related expenses.
   3. A copy of the firm's most recent audited financial statements - to be included at buyer’s discretion
   4. Describe how the University will be charged. Include any additional discounts available for early payment of invoices.
   5. State the firm's willingness to
   6. Describe how the University will benefit from cost savings by accepting the firm's
   7. State the firm's capability for accepting electronic payments through Electronic Data Interchange (EDI) or Automated Clearing
House (ACH) and any additional discounts that may result from paying electronically. Information about the Commonwealth of Virginia’s Financial Electronic Data Interchange (FEDI) program is available on this web site: http://www.doa.state.va.us/procedures/GeneralAccounting/EDI/edinew.htm

C. Contractual Arrangements
1. State the firm’s acceptance of Attachment 1, Mandatory Contractual Provisions;
2. State the firm’s acceptance, with any proposed modifications, of Attachment 2, Preferred Contractual Provisions; and
3. Provide any contract the firm will request that the University sign.
4. Provide a written statement with the firm’s proposal that its principals or legal counsel has reviewed Attachment 1, Mandatory Contractual Provisions, and Attachment 2, Preferred Contractual Provisions, and agrees that these provisions will become a part of any final agreement.

D. 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. Small, Women-owned and Minority-owned (SWAM) Business

Specify whether the firm is a SWAM. Firms can only be considered a Small, Women-owned or a Minority-owned Business Enterprise, if certified by the Commonwealth of Virginia’s Department of Minority Business Enterprise (DMBE). All certified SWAM firms will be assigned a specific identification number. No SWAM firm is required to certify under this program and no SWAM firm will be excluded from doing business with the Commonwealth because of their failure to certify as a SWAM firm.

The Commonwealth’s definitions are:
• **Minority-owned Business Enterprise** means a business concern which is at least 51 percent owned by one or more minorities or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more minorities and whose management and daily business operations are controlled by one or more of such individuals.

• **Minority Individual** means a person who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:
  • "Asian Americans" means all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Marinas, the Philippines, U. S. territory of the Pacific, India, Pakistan, Bangladesh and Sri Lanka and who are regarded as such by the community of which these persons claim to be a part.
  • "African Americans" means all persons having origins in any of the original peoples of Africa and who are regarded as such by the community of which these persons claim to be a part.
  • "Hispanic Americans" means all persons having origins in any of the Spanish speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who are regarded as such by the community of which these persons claim to be a part.
  • "Native Americans" means all persons having origins in any of the original peoples of North America and who are regarded as such by the community of which these persons claim to be a part or who are recognized by a tribal organization.
  • "Eskimos and Aleuts" means all persons having origins in any of the peoples of Northern Canada, Greenland, Alaska, and Eastern Siberia and who are regarded as such in the community of which these persons claim to be a part.

• **Small Business Enterprise** means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of $10 million or less averaged over the previous three years. Nothing in this provision prevents a program, agency, institution or subdivision from complying with the qualification criteria of a specific state program or a federal guideline to be in compliance with a federal grant or program.

• **Woman-owned Business Enterprise** means a business concern which is at least 51 percent owned by one or more women who are
U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more women, and whose management and daily business operations are controlled by one or more of such individuals.

If the firm is not a SWAM firm, describe the firm’s partnering relationships with SWAM firms and how it plans to support the University’s goal to increase business annually by 5% with these firms.

V. Preproposal Conference

A conference for firms receiving this RFP will be held on Thursday, February 16, 2006 10:00 a.m. in Facilities Management Lunch/Training Conference Room, Charlottesville, Virginia (map viewed at this web site: http://www.virginia.edu/Map/). Attendance at this conference is advised if your firm wishes to raise any questions in connection with this RFP. Please print a copy of the RFP and bring it with you as no additional copies will be provided at the conference. The University intends to present general information which may be helpful in the preparation of proposals and to offer firms the opportunity to ask questions concerning this RFP. No firm may have more than two representatives present at the conference.

Firms planning to attend the Preproposal Conference should notify Linda Hunt either by email (MatDiv@virginia.edu) or telephone (434-982-5863), no later than 2:00 p.m. EST on February 10, 2006 of the names, titles, and phone numbers of the individuals who will attend.

VI. Proposal Deadline

All proposals must be received at the Issuing Office by 2:00 p.m., Thursday, March 9, 2006. Six copies of each proposal must be provided in individual, bound volumes.

Any questions concerning this RFP will be directed to William Martin as listed below and not to any other person at the University. The University will determine whether any addenda should be issued as a result of any questions raised or other matters raised.

Attention: William H. Martin, C.P.M.
Telephone: (434) 982-5869
Fax : (434) 982-5203
TDD: (434) 982-HEAR
VII. Procurement Schedule

Here is a brief schedule for this procurement, specifying the important dates and milestones:

Issue Date of RFP: 02/01/06
Preproposal Conference: 02/16/06
Deadline for Receipt of Proposals: 03/09/06
Oral Presentations: (tentative) 03/22/06
Negotiations: (tentative) 03/30/06
Contract Award: (tentative) 04/18/06
Attachment 1
Mandatory Contractual Provisions

A. Nondiscrimination
During the performance of this Agreement, the Selected Firm will comply with the contract provisions contained in Section 2.2-4311 (1) & (2) of the Code of Virginia or any successor provisions which may be applicable to this Agreement. Also, in accordance with Section 2.2-4343.1, the University does not discriminate against faith-based organizations.

B. Conflict of Interests
The Selected Firm represents to the University that its entering into this Agreement with the University and its performance through its agents, officers and employees does not and will not involve, contribute to nor create a conflict of interest prohibited by the Virginia State and Local Government Conflict of Interests Act (Va. Code 2.2-3100 et seq), the Virginia Ethics In Public Contracting Act (Va. Code 2.2-4367 et seq), the Virginia Governmental Frauds Act (Va. Code 18.2-498.1 et seq) or any other applicable law or regulation.

C. Assignment
Neither party to this Agreement will have the right to assign this Agreement in whole or in part without the prior written consent of the other.

D. Amendments
No amendment of this Agreement will be effective unless it is reduced to writing and executed by the University's Director of Procurement Services and by the individual signing the Selected Firm's proposal or by other individuals named by either party as specified in Section E, Notices below. If the Selected Firm deviates from the terms of this Agreement without a written amendment, it does so at its own risk.

E. Notices
All notices will be given in writing and deemed given when delivered to, or deposited in the U.S. Postal Service mail, certified mail return receipt requested, and addressed to the other party as shown below.

If to the University:
Eric N. Denby, C. P. M.
Director of Procurement Services
University of Virginia
Carruthers Hall
1001 North Emmet Street
P. O. Box 400202
Charlottesville, Virginia  22904-4202
If to the Selected Firm:

The person signing the Selected Firm's proposal in response to the University's RFP, at the Selected Firm's address indicated in such proposal; or to such other person or address as either may designate for itself in writing and provide to the other.

F. Independent Contractor
The Selected Firm is not an employee of the University, but is engaged as an independent contractor. The Selected Firm will indemnify and hold harmless the Commonwealth of Virginia, the University, and its employees and agents, with respect to all withholding, Social Security, unemployment compensation and all other taxes or amounts of any kind relating to the Selected Firm's performance of this Agreement. Nothing in this Agreement will be construed as authority for the Selected Firm to make commitments which will bind the University, or to otherwise act on behalf of the University, except as the University may expressly authorize in writing.

G. Worker's Compensation and Employers Liability
The Selected Firm will comply with all federal or state laws and regulations pertaining to Worker's Compensation Requirements for insured or self-insured programs.

H. Drug-Free Workplace
The Selected Firm, its agents and employees are prohibited, under the terms of this Agreement and the Commonwealth of Virginia, Department of Personnel and Training Policy Number 1.02 executed by Governor Lawrence Douglas Wilder on July 1, 1991, from manufacturing, distributing, dispensing, possessing, or using any unlawful or unauthorized drugs or alcohol while on University property.

During the performance of this Agreement, the Selected Firm agrees to 1) provide a drug-free workplace for the Selected Firm's employees; 2) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Selected Firm's workplace and specifying the actions that will be taken against employees for violations of such prohibition; 3) state in all solicitations or advertisements for employees placed by or on behalf of the Selected Firm that it maintains a drug-free workplace; and 4) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific agreement awarded to a Selected Firm, the employees of whom are prohibited from engaging in the
unlawful manufacturing, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the agreement.

I. Information Technology Access Act
In accordance with §§ 2.2-3504 of the Code of Virginia, the following will apply to all information technology Agreements:

NON-VISUAL ACCESS TO TECHNOLOGY: All information technology (the "Technology") which is purchased or upgraded by the University will comply with the following non-visual access standards from the date of purchase or upgrade until the expiration of the Agreement:

• Effective, interactive control and use of the Technology will be readily achievable by non-visual means;
• Technology equipped for non-visual access will be compatible with information technology used by other individuals with whom any blind or visually impaired user of the Technology interacts;
• Non-visual access technology will be integrated into any networks used to share communications among employees, program participants or the public; and
• Technology for non-visual access will have the capability of providing equivalent access by non-visual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

Compliance with the foregoing non-visual access standards will not be required if the Director of Procurement Services, University of Virginia determines that 1) the Technology is not available with non-visual access because the essential elements of the Technology are visual and 2) non-visual equivalence is not available.

Installation of hardware, software, or peripheral devices used for non-visual access is not required when the Technology is being used exclusively by individuals who are not blind or visually impaired, but applications programs and underlying operating systems (including the format of the data) used for the manipulation and presentation of information will permit the installation and effective use of non-visual access software and peripheral devices.

If requested, the Agreement must provide a detailed explanation of how compliance with the foregoing non-visual access standards is achieved and a validation of concept demonstration.

J. eVA Business To Government Registration
The eVA Internet electronic procurement solution, web site portal www.eva.state.va.us, is the Commonwealth of Virginia's comprehensive electronic procurement system. The portal is the gateway for firms to conduct business with state agencies and public bodies. All agencies and public bodies
are expected to utilize eVA. All firms desiring to provide goods and/or services in the Commonwealth are encouraged to participate in the eVA Internet e-procurement solution. The Selected Firm is required to register in the eVA Internet e-procurement solution prior to an award being made.

K. eVA Transaction Fee

The Selected Firm agrees, by accepting an award as a result of this RFP, that it is subject to an eVA transaction fee of 1% capped at $500, for which the Selected Firm will be invoiced by American Management Systems, Inc. Additional information is available at www.eva.state.va.us.

L. Contractor License Requirements

State statutes and regulatory agencies require that some firms be properly registered and licensed, or hold a permit, prior to performing specific types of services. If firms provide removal, repair, improvement, renovation or construction-type services they, or a qualified individual employed by the firm, must possess and maintain a State of Virginia Class A, B, or C Contractor License for the duration of the Agreement. It is the firm’s responsibility to comply with the rules and regulations issued by the appropriate State regulatory agencies.

License #______________  Type___________________

A copy of the license must be furnished upon request to the University or VASCUPP member institution.
Attachment 2
Preferred Contractual Provisions

A. Goods and Services
During the term of this Agreement, the Selected Firm will provide for the University the goods and services offered to the University by the firm in its proposal and/or any addenda to its proposal which has been approved in writing by the University and as may be further specified by the University in writing when it selected the firm.

B. Term of the Agreement
The term of this Agreement will be for one year, with an option for renewal by the University, if agreeable to the Selected Firm on the same terms and conditions, for four additional one-year terms. (NOTE: initial term cannot exceed five years with two additional one year renewals without the Director's approval). The Selected Firm and the University will mutually agree at least 180 days prior to each renewal option whether to renew the terms of the Agreement.

C. Contract Administrator
The University will identify a Contract Administrator for any Agreement which results from this RFP. The individual will be the point of contact at the University for day-to-day operations, but cannot approve amendments to the Agreement or price changes.

D. Waiver
No waiver of any right will be deemed a continuing waiver, and no failure on the part of either party to exercise wholly or in part any right will prevent a later exercise of such or any other right.

E. Indemnification
The Selected Firm will indemnify and hold harmless The Commonwealth of Virginia, The Rector and Visitors of the University of Virginia, and their agents, employees and officials from any and all costs, damage or loss, claims, liability, damages, expenses (including, without limitation, attorneys' fees and expenses) caused by or arising out of the performance or non performance of the Agreement by the Selected Firm or its agents or subcontractors, including the provision of any services or products. The Selected Firm warrants that the products, goods and services provided the University may be used by the University without being in violation of any copyright, patent or similar property right or claim by others and will defend, indemnify and save the University (its employees and agents) from and against any such claim.

F. Governing Law
This Agreement will be governed in all respects by the laws of the Commonwealth of Virginia.
G. Termination
If the Selected Firm fails to provide quality goods or services in a professional manner, solely as determined by the University, and, upon receipt of notice from the University, does not correct the deficiency, to the University's satisfaction within a reasonable period of time, not to exceed five calendar days unless otherwise agreed to by both parties in writing, the University reserves the right to terminate this Agreement upon written notice to the Selected Firm.

H. Non-Appropriation
Funding for any Agreement between the University and a Selected Firm is dependent at all times upon the appropriation of funds by the Virginia General Assembly and/or any other organization of the Commonwealth authorized to appropriate such funds. In the event that funding to support this Agreement is not appropriated, whether in whole or in part, then the Agreement may be terminated effective the last day for which appropriated funding is available.

I. Right of Audit
The University reserves the right to audit or cause to be audited the Selected Firm's books and accounts regarding the University's account at any time during the term of this Agreement and for five years thereafter. The Selected Firm will make available to the University all books and records relating to performance of this Agreement as may be requested during said period.

J. Contractual Claims
This Agreement is subject to the University's policy on Contractual Claims which is provided as Attachment 3, Procedure for Resolution of Contractual Claims.

K. Insurance
Listed below is the insurance which the Selected Firm must maintain under any Agreement resulting from this RFP. Each Firm will propose insurance which meets or exceeds the needs of the University. No Agreement will be executed by the University until the Firm satisfies the insurance requirements of the University. The Selected Firm will 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 $500,000 per occurrence, with coverage for premises and operations.

L. Use of Agreement by Third Parties
In accordance with 2.2-4304 of the Code of Virginia, these organizations may have access to any Agreement resulting from this RFP to allow for cooperative purchasing by only the Virginia Association of State College and University
Purchasing Professionals (VASCUPP) and all other Commonwealth of Virginia public institutions of higher education (to include four-year, two-year and community colleges). Current VASCUPP member institutions include: College of William and Mary, George Mason University, James Madison University, Old Dominion University, Radford University, University of Virginia, Virginia Commonwealth University, Virginia Military Institute, and Virginia Polytechnic Institute and State University. A list of all other Virginia Public Colleges and Universities is available at [http://www.ExploreVirginiaColleges.com/](http://www.ExploreVirginiaColleges.com/). In addition, access to the Agreement may also be extended to 1) Any University related foundation, and 2) City of Charlottesville and County of Albemarle. Potentially, other member schools of the Atlantic Coast Conference (ACC) may also have access to any Agreement resulting from this RFP if such access is confirmed by the University. The other ACC member schools which may potentially participate are: Clemson University; Duke University; Florida State University; Georgia Institute of Technology, North Carolina State University; University of Maryland, University of North Carolina; Wake Forest University, and Wake Forest University Health Sciences. Other institutions which may participate include Emory University.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Selected Firm, the Agreement will be extended to the public bodies indicated above to purchase at the fees in accordance with the terms of the Agreement. The Selected Firm will notify the University in writing of any such institutions accessing the Agreement. No modification of the Agreement or execution of a separate agreement is required to participate. The Selected Firm will provide semi-annual usage reports for all VASCUPP member institutions and public institutions accessing the Agreement. Participating public bodies will place their own orders directly with the Selected Firm and will fully and independently administer use of the Agreement to include contractual disputes, invoicing and payments without direct administration from the University. The University will not be held liable for any costs or damages incurred by any other participating public body as a result of any authorization by the Selected Firm to extend the Agreement. It is understood and agreed that the University is not responsible for the acts or omissions of any VASCUPP member institution, or other public body and will not be considered in default of the Agreement no matter the circumstances.

Use of this Agreement does not preclude any participating public body from using other agreements or competitive procurement processes as required by law.
M. Favored Nations
The Selected Firm represents that the prices, terms, warranties, and benefits specified in its proposal are comparable to or better than the equivalent terms being offered by the firm to any present customer.

N. Payment Terms
Invoices submitted to the University for Services will be paid Net 30 days after receipt and University approval of invoice.

O. Cancellation of Contract
The University reserves the right to cancel this Agreement, in part or in whole, without penalty, upon 30 days written notice to the Selected Firm. Any Agreement cancellation notice will not relieve the Selected Firm of the obligation to deliver and/or perform on all outstanding issues prior to the effective date of cancellation.

P. Small, Women-owned and Minority (SWAM) Business Reporting
The Selected Firm will identify and fairly consider SWAM firms for subcontracting opportunities when qualified SWAM firms are available to perform a given task in performing for the University under the resulting Agreement. The Selected Firm will submit a quarterly SWAM business report to the University by the 8th of the month following each calendar quarter, specifically the months of April, July, October, and January. The Selected Firm will submit the quarterly SWAM business reports to:

Nancy Noblette
Administrative Assistant to the Director of Procurement Services
E-mail: nrm9g@virginia.edu

The quarterly SWAM business reports will contain this information:
• SWAM firms name, address and phone number with which the Selected Firm has contracted over the specified quarterly period.
• Contact person at the SWAM firm who would have knowledge of the specified information.
• Type of goods and/or services provided over the specified period of time.
• Total amount paid to the SWAM firm as it relates to the University’s account.

Q. Intellectual Property Rights
The University will own all rights, title and interest in any and all intellectual property rights created in the performance or otherwise arising from any Agreement resulting from this RFP, and the Selected Firm will execute any assignments or other documents needed for the University to perfect such rights
provided that, for research collaboration pursuant to subcontracts under sponsored research agreements administered by the University’s Office of Sponsored Programs, intellectual property rights will be governed by the terms of the grant or contract to the University to the extent such grant or contract requires intellectual property terms to apply to subcontractors.

Refer to F:\forms\rfp\optcont - for additional contractual provisions
Attachment 3

Procedure for Resolution of Contractual Claims

Section 2.2-4363 of the Virginia Public Procurement Act requires contractors with the University to submit any claims, whether for money or other relief, in writing no later than 60 days after final payment, however, written notice of the contractor's intention to file such a claim must be given at the time of the occurrence or beginning of the work upon which the claim is based.

The University's procedure for deciding such contractual claims is:

A. The Selected Firm must provide the written claim to:
   Assistant Director of Procurement Services
   University of Virginia
   1001 North Emmet Street
   P. O. Box 400202
   Charlottesville, Virginia   22904-4202

B. Although the Selected Firm may, if it chooses, attempt to resolve its claim by dealing with a University department other than the one stated in Section A above, the Selected Firm must submit any unresolved claim in writing no later than 60 days after final payment to the Assistant Director of Procurement Services if it wishes to pursue its claim.

C. Upon receiving the written claim, the Assistant Director of Procurement Services will review the written materials relating to the claim and decide whether to discuss the merits of the claim with the Selected Firm. If such discussion is to be held, the Assistant Director of Procurement Services will contact the Selected Firm and arrange such discussion. The manner of conducting such discussion will be as the Assistant Director and the Selected Firm mutually agree.

D. The Assistant Director of Procurement Services will mail his or her decision to the Selected Firm within 60 days after receipt of the claim. The decision will state the reason for granting or denying the claim.

E. The Selected Firm may appeal the decision to:
   Director of Procurement Services
   University of Virginia
   Carruthers Hall
   1001 North Emmet Street
   P.O. Box 400202
   Charlottesville, Virginia   22904-4202
by providing a written statement explaining the basis of the appeal, within 15 days after the Selected Firm's receipt of the decision.

F. Upon receiving the written appeal, the Director of Procurement Services will review the written materials relating to the claim and decide whether to discuss the merits of the claim with the Selected Firm. If such discussion is to be held, the Director of Procurement Services will contact the Selected Firm and arrange such discussion. The manner of conducting such discussion will be as the Director of Procurement Services and the Selected Firm mutually agree.

G. The Director of Procurement Services will mail his or her decision to the Selected Firm within 60 days after the Director of Procurement Services receipt of the appeal. The decision will state the reasons for granting or denying the appeal.
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

Madison Hall · Post Office Box 400228 · Charlottesville, Virginia 22904-4228
REQUEST FOR MATERIALS/SERVICES

VENDOR

REQUESTER

DATE

SALESMAN

PHONE

VENDOR ID#

PHONE #

PAGER/CELL PHONE

P.O. #

DELIVERY DATE

DATE REQUIRED

W.O.#/W.C.#

FREIGHT:  ❑ Included  ❑ Prepay & Add

SUPERVISOR

P.T.A.O.

BILL TO:

UNIVERSITY OF VIRGINIA

SHIP TO:  ❑ PPADR

FACILITIES MANAGEMENT

❑ PPLOA

ACCOUNTING OPERATIONS

OLD HOSPITAL LOADING DOCK

P. O. BOX 400726

JEFFERSON PARK AVENUE

CHARLOTTESVILLE, VA 22904-4726

CHARLOTTESVILLE, VA 22908

DESCRIPTION (SIZE, MODEL #, COLOR, ETC.)

QUANTITY ORDERED

BACKORDER? (Y/N)

UNIT

UNIT PRICE

EXTENSION

Attachment 5

SUBMIT FOR EVERY MATERIAL/SERVICE REQUEST

TOTAL

WHITE COPY—COST ACCT / CANARY COPY—WAREHOUSE / PINK COPY—FILE / GOLDENROD COPY—REQUESTER

UPJ—231659 / 1155