Newcomb Road Chiller Plant:
480V Variable Frequency Drive Systems
October 26th 2015

Important Dates
Pre-Proposal Questions Due (no later than):
3:00 PM on Wednesday – November 4, 2015

Deadline for Receipt of Proposals:
3:00 PM on Wednesday – November 11, 2015

A VASCUPP Member Institution
Issued by
Procurement and Supplier Diversity Services
Charlottesville, Virginia
A. GENERAL INFORMATION

Request for Proposal (RFP) Name: Newcomb Road Chiller Plant: 480V Variable Frequency Drive (VFD) Systems

RFP Number: #JG102615

Issue Date: October 26, 2015

Brief Description: The University of Virginia ("University") and its Facilities Management Department ("Facilities Management") seek a qualified firm or firms to provide 480 Volt Variable Frequency Drive Systems for the Newcomb Road Chiller Plant project.

Preproposal Questions: Any questions concerning this RFP must be sent to the buyer listed below no later than 3:00 pm on Wednesday, November 4, 2015 in order to guarantee a timely response prior to the proposal due date.

Preproposal Conference: There will not be a preproposal conference.

Proposal Due Date: 3:00 pm on Wednesday, November 11, 2015 Firms must submit an electronic original proposal that will be received by the University by the proposal deadline. The electronic original proposal must be submitted to pur-rfp@virginia.edu. Electronic proposal documents should be formatted as Microsoft Word documents.

Any trade secrets or proprietary information submitted with a proposal (original or copy) for which the firm seeks protection from public disclosure must be clearly identified by the specific page and section number in the proposal and accompanied by a suitable justification requesting non-disclosure.

Negotiations: If necessary, negotiations, with University selected finalists, will be held on Friday, November 20, 2015.

Expected Award Date: Tuesday, November 24, 2015

Term of Agreement: The University will determine independently whether the University will issue a onetime only Purchase Order ("PO") to the Selected Firm or enter into a long-term Agreement with the Selected Firm. In the event multiple Selected Firms are chosen, this determination could vary, at the University's sole discretion, on a Selected Firm by Selected Firm basis. That being said, the term of a resulting any Agreement(s) resulting from this RFP will be for five years, with the ability to renew on the same or similar terms and conditions, for two additional one-year periods if mutually agreeable to the University and the Selected Firm. The Selected Firm and the University will mutually agree at least 180 days prior to each renewal period whether to renew the terms of the Agreement.
B. SCOPE OF GOODS & SERVICES

The University and its Facilities Management Department seek a qualified firm to provide equipment and necessary warranty services (the “Goods and Services”) as part of the construction of the Newcomb Road Chiller Plant project.

1. Equipment
   a. Variable Frequency Drives (VFD) for all pumps, fans, air handling units, and other driven equipment as indicated in the contract documents.
      i. Acceptable Manufacturers: ABB (Preferred), Yaskawa, Rockwell, and Trane.
      ii. Provide line item pricing showing cost for each VFD for the base bid and alternate bid item #1.
      iii. Alternate Bid Item #1: Provide additive or deductive value for VFD with associated fan drives for direct drive permanent magnetic rotor type cooling tower motors.
iv. Preferred Building Automation System (BAS) connection is BACnet MSTP or IP. Acceptable alternative is MODBUS TCP/IP.
v. BAS interface must be supplied as part of the package from the original equipment manufacturer. Protocol converters and third party translators are not permitted.

Firms shall furnish all material identified in specification sections 23 0504 Owner Furnished Mechanical Equipment, 23 0511 480V Variable Frequency Drive System, and as otherwise identified in the contract documents of the Newcomb Road Chiller Plant Capacity Replacement project, dated March 6, 2015 developed by Affiliated Engineers, Inc., and located for viewing at https://virginia.box.com/s/4bb7yfwd5b1ckau3e4m3b3pxuireley5

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 provide the University with the products as described in the Scope of Good and Services section;
2. The firm’s experience in providing Goods and Services similar to those described in this RFP;
3. The firm’s price proposal; and
4. The firm’s Small, Woman-owned and Minority-owned (SWAM) business 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 in Attachment 1 and refer to the following site: 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 Les Haughton, Director Supplier Diversity, at (434) 924-7174 or lh7sn@virginia.edu.

D. CONTENTS OF PROPOSAL

Proposals will be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis will be on completeness and clarity of content, and shall be organized in the order in which the requirements are presented in the RFP. Unnecessarily elaborate brochures and other presentations beyond that sufficient to present a complete and effective proposal are not desired and may be construed as an indication of the firms’ lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.

Firms will provide the following information:

1. A detailed description and the full specifications of the product/equipment proposed. Each firm will indicate in its 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 will detail the proposed change(s) and how the proposed change would compare to the listed specification. Proposals will be
formatted in such a way to address each of the above specifications in a line-by-line process.

2. A brief history of the firm and its experience, qualifications and success in providing the type of product requested.

3. With regard to schedule, the following:
   1. Duration from award of purchase order to delivery of submittals.
   2. Ship date of the product from the time of the order or receipt of approved submittals from the engineer. (i.e., 10 wks)

4. Information on the warranty associated with the product the firm is proposing and any extended warranty (include the price) that might be available.

5. The firm’s proposed price / fee for providing the Goods and Services, to include shipping charges (the University’s shipping terms are FOB Destination).

6. 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.

7. Provide a list of institutions of higher education with which the firm has signed a term contract.

8. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of the VASCUPP Members can be found at https://vascupp.org

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

NOTE: Virginia Freedom of Information Act
Except as provided, once an award is announced, all proposals submitted in response to this RFP will be open to inspection by any citizen, or interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a firm prior to or as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act only under the following circumstances: (1) the appropriate information is clearly identified by some distinct method such as highlighting or underlining; (2) only the specific words, figures, or paragraphs that constitute trade secrets or proprietary information are identified; and (3) a summary page is supplied immediately following the proposal title page that includes (a) the information to be protected, (b) the section(s)/page number(s) where this information is found in the proposal, and (c) a statement why protection is necessary for each section listed. The firm must also provide a separate electronic copy of the proposal (CD, etc.) with the trade secrets and/or proprietary information redacted. If all of these requirements are not met, then the firm’s entire proposal will be available for public inspection.

IMPORTANT: A firm may not request that its entire proposal be treated as a trade secret or proprietary information, nor may a firm request that its pricing/fees be treated as a trade secret or proprietary information, or otherwise be deemed confidential.

E. TERMS AND CONDITIONS

This solicitation and any subsequent award are subject to:

- The Selected Firm registering as a vendor with the University of Virginia. https://www.procurement.virginia.edu/pagevendorregistrationform
• Unless otherwise deemed appropriate by the University, the Selected Firm(s) will enroll in one of the University approved methods for receipt of electronic payments. Accordingly, the Selected Firm agrees to accept Bank of America’s (“BoA”) ePayables® method of electronic payment or BoA’s PayMode® method of electronic payment.

• The Selected Firm registering and accepting eVA Terms and Conditions prior to award. http://www.eva.virginia.gov/


**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

### 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 its 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.

**Commercial General Liability:**
The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of $2,000,000 per occurrence and $4,000,000 with coverage for the following:

- {X } Premises/Operations
- {X } Products/Completed Operations
- {X } Contractual
- {X } Independent Contractors
- {} Personal Injury
- {} Medical Payment
- {} Fire Legal Liability
- {} Underground Explosion & Collapse
- {X } Additional Insured
- {} Other

**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 occurrence with the following coverages for vehicles operated by their employees.
Workers’ Compensation:
The Selected Firm and any Subcontractor will maintain workers’ compensation insurance on all employees that complies with the Workers’ Compensation Act of Virginia, and such policy of insurance will also provide for employers liability coverage of not less than $500,000.

Umbrella/Excess Liability:
The Selected Firm and any Subcontractor will maintain excess liability coverage of at least $2,000,000 per occurrence that provides coverage uniform with the underlying general liability insurance.

*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."

Formation of the Agreement with the Selected Firm
All proposals received will first be carefully evaluated by the University, and then the University intends to conduct negotiations with two or more firms. After negotiations have been conducted, if the University chooses to make award, the University will select the firm which, in its opinion, best meets the needs of the University. Alternately, if the University determines in writing and in its sole discretion that only one firm is fully qualified, or that one firm is clearly more highly qualified than the others under consideration, it may decide to negotiate and award an agreement to that single firm. In either event, the University intends to execute a mutually satisfactory written agreement which will reflect and largely incorporate this RFP as reconciled with any pertinent documents, such as the proposal submitted and relevant negotiation correspondence.

Because the University may choose to negotiate and award to a single firm as discussed above, each firm must include in its written proposal all requirements, terms or conditions it may have, and should not assume that an opportunity will exist to add such matters after the proposal is submitted.

Any firm(s) invited to negotiations should note that the University reserves the right to begin negotiations by combining the best aspects of submitted proposals from all responding firms as the basis for subsequent formation of any Agreement resulting from this RFP.

Firms should also note that, as described above, certain matters will automatically be deemed part of the proposal.
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 a particular institutional focus on developing long-term business relationships with minority-and women-owned businesses. We count on our majority firms to help us achieve our goal.

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. The office of Procurement and Supplier Diversity Services is ready to assist you in identifying qualified diverse business partners. 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,

Colette Sheehy
Vice President for Management and Budget
**Attachment 2**

**Firm Information**

| **Full Legal Name** (Company name as it appears with its Federal Taxpayer Number): |
| Address: |
| Telephone Number: | FAX Number: |
| Web Address: |
| Email Address: |
| DUNS Number: |

**SWAM Information:**

Is the firm certified with the Commonwealth of Virginia’s Department of Minority Business Enterprises (DMBE):  □ Yes □ No

| Minority-Owned Business: | □ Yes □ No |
| Women-Owned Business: | □ Yes □ No |
| Small-Owned Business: | □ Yes □ No |

Is the firm registered as a vendor in the Commonwealth of Virginia’s e-procurement system (eVA)?  □ Yes □ No

**Point of Contact for this Proposal:**

| Name: |
| Address: |
| Office No. | Mobile No. | FAX No. |
| Email Address: | |
