High Temperature Universal Materials Testing Machine

RFP# MW022415
February 24, 2015

Issued by
The University of Virginia
Procurement and Supplier Diversity Services
Charlottesville, Virginia

A VASCUPP Member Institution
I. GENERAL INFORMATION

A. Purpose of this Request for Proposal (RFP)

The Rector and Visitors of the University of Virginia (the “University) and its Department of Mechanical and Aerospace Engineering seeks a firm to provide a High Temperature Universal Materials Testing Machine (“Testing Machine”).

This RFP is part of a competitive procurement process which helps to serve the University's best interests. It also provides firms with a fair opportunity for their services to be considered. The process of competitive negotiation being used in this case should not be confused with the different process of competitive sealed bidding. The latter process is usually used where the goods or services being procured can be described precisely and price is generally the determinative factor. With competitive negotiation, however, price is not required to be the determinative factor, although it may be, and the University has the flexibility it needs to negotiate with firms to arrive at a mutually agreeable relationship.

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. RFP Schedule and Information:

- **Proposal Due Date**: Monday, March 6, 2015, by 1:00 p.m. EDT. Please provide your proposal via email to the person and email address listed below in Section C. The University may, at its discretion, accept late proposals if it is determined to be in the best interest of the University.

If a firm has any questions about this RFP, please submit them by 1:00 p.m. EST on March 2, 2015.

**Note**: Any trade secrets or proprietary information submitted with a proposal (original or copy) for which the firm seeks protection from public disclosure must follow the requirements as set forth in Section I.G, Virginia Freedom of Information Act, below.

- **Negotiations**: Any negotiations are scheduled to be conducted between March 9 – 10, 2015.

- **Expected Award Date**: March 11, 2015

C. Communication with the University

1. During this procurement, all communication with the university regarding this RFP must be directed to the Procurement & Supplier Diversity Services office and the buyer listed below. FAILURE TO ADHERE TO THIS REQUIREMENT
MAY RESULT IN THE REJECTION OF THE FIRM’S PROPOSAL. The only exception is for issues directly related to Small, Women-owned and Minority-owned (“SWAM”) business and SWAM subcontracting opportunities. Such SWAM issues may be directed to Les Haughton, the University’s Director of Supplier Diversity, at (434) 924-7174 or SWAM@virginia.edu.

2. Refer all questions / correspondence to the issuing office:

   University of Virginia
   Procurement & Supplier Diversity Services
   1001 North Emmet St, Carruthers Hall
   P.O. Box 400202
   Charlottesville, VA 22904-4202

   Buyer: Michael Warlick
   Phone: 434-924-8918
   Fax: 434-982-2690
   Email: warlick@virginia.edu

3. The RFP has been posted on Procurement and Supplier Diversity Services web site and can be downloaded at: http://www.procurement.virginia.edu/pagerfp. 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. Addenda and attachments are posted if issued. 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 and Supplier Diversity Services web site at http://www.procurement.virginia.edu

D. Proposal Offer Period

   By submitting a proposal, the firm agrees that its proposal constitutes an offer which will remain open and irrevocable for a period of 150 days from the deadline for submitting proposals.

E. Expected Term

   The expected term of any resulting agreement will be for five years.

F. Rejection of Proposals

   The University reserves the right to reject any or all proposals received. Non-acceptance of a firm's proposal will mean that one or more proposals were deemed more advantageous to the University or that all proposals were rejected. Firms whose proposals are not accepted will be notified after a binding contractual agreement between the University and Selected Firm exists, or when the University rejects all proposals.
G. 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.

### II. SCOPE OF GOODS & SERVICES

The University is seeking a firm to provide a High Temperature Universal Materials Testing Machine in accordance with the following project specifications:

A. A universal testing machine
   1. Loading capacity of 100kN for tension testing with good load resolution
   2. Frame may need additional modifications to accommodate high temperature furnace

B. Tension grips
   1. Must be able to hold an ASTM standard specimen up to 1 inch by 1 inch cross section
   2. Must be able to grip silicon, silicon compounds, and ceramic specimens
   3. Support loads up to 100kN
   4. May need to be water-cooled to accommodate testing temperatures (even outside the furnace, the grips may be exposed to temperatures as high as 1000°C)
   5. May grip specimen outside of furnace
C. High temperature furnace
1. Must have a hot zone of at least 2 to 3 inches
2. Must be able to heat specimen to 1400 Celsius; to do so a maximum temperature of 1500 Celsius or higher may be needed
3. Must be mounted to the frame with the ability to be removed or swung out of the way for room temperature testing
4. High temperature extensometer — May not be feasible at temperatures of 1400C but we would prefer to be able to measure strain

D. System must come with training and installation services

E. Computer with accompanying operating software package

### III. CONTENTS OF THE PROPOSAL

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

A. A brief history of the firm. Include the name of the firm’s primary contact during the RFP process, to include phone numbers and email address.

B. Goods & Services
1. Description / specifications of the product / services proposed to meet the requirements stated in Section II.
2. Provide the timeline for delivery of the product after award.
2. Specify any assumptions you are making in your proposal

C. Financial Proposal / Pricing
Provide the total price for completing the work, given the information provided and any assumptions you are making.

D. Contractual Arrangements
Provide the University with any form or contract the University may be requested to sign.

E. 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. For more information about SWAM and the University’s SWAM plan, please refer to
V. BASIS OF SELECTION

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

A. The firm's plan to provide the University with the products / services as described in Section II, Scope of Goods & Services.

B. Delivery timeline

C. The firm’s financial proposal / pricing;

D. The firm’s Small, Woman-owned and Minority-owned (SWAM) businesses status and/or the firm’s plan for utilization of SWAM businesses. 

*Note:* A 10% minimum weight will be given to this criterion in evaluating proposals; and

Proposals will be evaluated based upon the overall merits/value of the proposal including, but not limited to, price. All proposals received will be carefully evaluated by the University. The University then 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 within, certain matters will automatically be deemed part of the proposal.
IV. TERMS & CONDITIONS

The following are the Terms and Conditions that will apply to any resulting agreement / purchase order.

- The firm registering as a vendor with the University.  

- The firm registers and remains registered (during the term of the agreement) in the Commonwealth of Virginia’s electronic procurement system, eVA. (Information on eVA can be found at: [http://www.eva.virginia.gov](http://www.eva.virginia.gov))

- The firm agrees to the following contractual provisions: