Atomic Force Microscope

December 18, 2007

Issued by
Procurement Services
Charlottesville, Virginia
I. GENERAL INFORMATION

Reference Number: Request for Proposal (RFP) #FF121807

Issue Date: December 18, 2007

Preproposal Questions: Any questions concerning this RFP must be sent to the buyer listed below no later than 5:00 p.m. EST, Wednesday, January 2, 2008 in order to guarantee a timely response prior to the proposal due date. Questions are to be submitted via e-mail. Questions submitted, and the answers thereto, will be posted at the Procurement Services web site on approximately January 4, 2008. The web site link is: [http://www.procurement.virginia.edu/main/publicpostings/RFP.html](http://www.procurement.virginia.edu/main/publicpostings/RFP.html)

Proposal Due Date: 3:00 p.m. EST, Thursday, January 10, 2008. Proposals must be sent by mail using the contact information in the box below. Provide four copies of each proposal. Firms must also include an electronic copy of the proposal on a CD-ROM, excluding any pre-printed materials such as financial statements. The electronic copy should be formatted as a Microsoft Word document. 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 the week of January 21, 2008. The University will attempt to handle negotiations via e-mail, but, depending on the proposals received, a negotiation session, at the University, may be necessary. It is in the University’s sole discretion as to whether an on-Grounds negotiation session will be required.

Expected Award Date: February 15, 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: Frank F. Fountain
Phone: 434-982-3092
Fax: 434-982-2690
Email: [fff3x@virginia.edu](mailto:fff3x@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](mailto: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 Request for Proposal (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](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/](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.

II. SCOPE OF GOODS & SERVICES

The University and its Department of Materials Science and Engineering seek a qualified firm(s) to provide a bench top Atomic Force Microscope (“AFM Unit”) for routine measurement of semiconductor and metal nanostructures. The University’s new Molecular Beam Epitaxy laboratory in Wilsdorf Hall utilizes state-of-the art growth processes to produce advanced materials for critical needs in nanoelectronics. Semiconductor and metallic nanostructures such as quantum dots, quantum dot molecules, and nanowires hold great promise for new approaches to computing and characterization and metrology of these novels structures is critical to success.

It is the University's intent to enter into an Agreement(s) with the Selected Firm(s) for those goods and services (“Goods and Services”) necessary to help the University achieve its goals as outlined in this RFP. The Selected Firm(s) will provide these Goods and Services:

A. AFM Unit Specifications/Capabilities:
   1. Highly Preferred Specifications/Capabilities:
      a. Contact imaging and either intermittent contact or non-contact imaging
      b. Scan size up to 50x50 um; Z-range at least 2 um
      c. Minimum sample dimension = 10 mm
      d. Integrated optical imaging of opaque sample and tip with real-time video display; minimum resolved feature size = 3 um.
      e. Complete unit with control electronics and computer interface for data acquisition and analysis.
      f. Automated tip approach
   2. Preferred Specifications/Capabilities
      a. Ability to perform closed-loop x,y and z scanning
      b. Flexure scanners
      c. Decoupled z and x/y scanning
      d. Easy tip exchange
   3. Optional Specifications/Capabilities:
      a. vibration isolation
      b. environmental isolation
      c. magnetic force microscopy
      d. 100 x 100 um scanner
B. Computer Interface Specifications
1. Highly Preferred Specifications/Capabilities:
   a. Computer based interfaces for the following operating systems (“OS”): Windows eXPerience (“XP”) edition, as manufactured by the Microsoft Corporation, or Mac OS 10.4 (or later), as manufactured by Apple, Inc.
   b. Image output as .tiff and .jpeg files
2. Preferred Specifications/Capabilities
   a. 24-bit scanner control
   b. Full image analysis package included
C. Warranty and Service
1. One to two year warranty is preferred.
2. Future service contract pricing, if available from the firm, should be included in the firms’ proposal
D. Installation and Training
   Installation and training, for four University identified users, to be provided, by the firm, on Grounds at the University at a time to be determined by the University.
E. Performance Specifications
   AFM Unit performance specifications are to be provided, by firms, with their proposals.

III. 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:

A. The firm's plan to provide the University with the products as described in the Scope of Good and Services section;
B. The firm’s experience in providing Goods and Services similar to those described in this RFP, to include the firm’s references from clients.
C. The firm’s price proposal;
D. 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

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

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

B. A detailed description and the full specifications of the AFM Unit 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.

C. The estimated ship date of the product from the time of the order (i.e., 10 weeks after order).

D. Information on the warranty associated with the product you are proposing and any extended warranty (include the price) that might be available.

E. The firm’s proposed price/fee for providing the Goods and Services, to include any/all additional costs/charges/fees associated with the procurement (such as, but not limited to: freight/shipping cost, inside delivery, debris removal, labor/installation costs, eVA transaction fee, travel expense, processing fee, taxes, customs duties, insurance, integration, warranty/service, training, and fees, including travel and any other expenses which are required to ensure the fully functional and operational abilities of the Goods and Services and to help the University achieve its goals as outlined in this RFP).

F. 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 that person’s specific telephone number and e-mail address.

G. Provide the University with any form, contract or other terms and conditions the University may be requested to sign to otherwise agree to.

H. 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.

I. 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.

V. 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]

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

• The University’s Preferred Contractual Provisions:

  **Note:** Unless a firm, in its written proposal, expressly and specifically states its exception (with any proposed modification) to any of the Preferred Provisions detailed above, then the proposal from the firm will automatically be deemed to include these Provisions.

• The University's Procedure for Resolution of Contractual Claims

**VI. OTHER INFORMATION**

• Additional Preferred Contractual Provisions specific to this RFP:

  **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 provide a minimum combined single Limit of Liability for bodily injury and property damage of $1,000,000 per occurrence with coverage for the following coverage:

  {X} Premises/Operations {X} Products/Completed Operations
  {X} Contractual {X} Personal Injury

  **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.

  {X} Any Automobile {X} Additional Insured*

  **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."

  **B. Unit Acceptance**

  “Unit Acceptance” will encompass testing and observation of the fully functional and operational AFM Unit. The University’s Contract Administrator will determine if the AFM Unit performance specifications, provided by the firm, have been met, shortly after installation and integration of the AFM Unit. Warranty will begin as of the date of Unit Acceptance. In the event that the University does not accept the AFM Unit, the University may elect to require the Selected Firm to
provide a replacement AFM Unit or terminate the Agreement with a full refund of any/all payments made to the firm.

The University’s Contract Administrator will be the sole representative of the University and will have sole authority to act on the University’s behalf with regard to Unit Acceptance; provided; however, that in the event of a dispute regarding any material aspect of Unit Acceptance unable to be resolved by the University’s Contract Administrator, then the procedures in Attachment 3, Procedure for Resolution of Contractual Claims will be followed.

C. Future Goods and Services
The University reserves the right to have the Selected Firm provide additional goods and services under the same pricing, terms, and conditions to make modifications or enhancements to the System. Such additional Goods and Services may include Required Capabilities, Additional Capabilities, or other subsystems or related services that are newly introduced during the term of this Agreement. Such newly introduced additional Goods and Services will be provided to the University at favored nations pricing, terms, and conditions.

D. Term of the Agreement
The term of this Agreement will be for five years, with no renewal terms.
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

Madison Hall · Post Office Box 400228 · Charlottesville, Virginia 22904-4228
### 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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<td>Address:</td>
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<td><strong>Telephone Number:</strong></td>
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<td>Web Address:</td>
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<td><strong>Email Address:</strong></td>
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<tr>
<th><strong>Taxpayer Identification Number</strong> <em>(Social Security Number or Employer Identification Number)</em></th>
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<td><strong>DUNS Number:</strong></td>
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<th><strong>SWAM Information:</strong> Is your firm certified with the Commonwealth of Virginia’s Department of Minority Business Enterprises (DMBE):</th>
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<td>Yes</td>
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<td>Minority-Owned Business:</td>
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<td>Women-Owned Business:</td>
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<td>Small-Owned Business:</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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