Cooling Towers and Heat Exchangers – Supplies and/or Services

June 20, 2011
A. GENERAL INFORMATION

Request for Proposal (RFP) Name: Cooling Towers and Heat Exchangers – Supplies and/or Services

RFP Number: DM062011

Issue Date: June 20, 2011

Brief Description: The University and its Facilities Management Division seek qualified Selected Firm(s) to furnish all labor, materials, tools, and resources necessary to create and implement a repair and/or refurbishment procedure for all the identified cooling towers and heat exchangers located in the University’s buildings to the satisfaction of the University and its Facilities Management Division. In addition to normal repairs, the Selected Firm(s) will have the capability and resources to design, install, and maintain new systems or replacement systems as required by the University and its Facilities Management Department.

Preproposal Conference: An optional Preproposal Conference will be held on Wednesday, July 6, 2011 @ 1:00 p.m. at Facilities Management Annex Conference Room, 575 Alderman Road Charlottesville, Virginia (map may be viewed at this web site: [http://www.virginia.edu/webmap/HStadiumHereford.html](http://www.virginia.edu/webmap/HStadiumHereford.html). The Preproposal Conference will be the only opportunity to allow potential interested parties to present questions and obtain clarification relative to any component of this RFP. 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. While attendance at this conference will not be a prerequisite to submitting a proposal, interested parties who intend to submit a proposal are very strongly advised to attend. No firm may have more than two representatives present at the conference.

Firms planning to attend the Preproposal Conference should notify Diane Morse by email [dm5h@virginia.edu](mailto:dm5h@virginia.edu) no later than 3:00 p.m. on Friday, July 1, 2011 of the names, titles, and phone numbers of the individuals who will attend.

Proposal Due Date: 3:00 P.M. Wednesday, July 27, 2011. Proposals must be sent via email using the contact information in the box below. The University may, at its discretion, accept late proposals if it is determined to be in the best interest of the University.

Negotiations: Negotiations, if needed, will be held on Tuesday, August 16, 2011 and Wednesday, August 17, 2011.

Expected Award Date: October 14, 2011
**Term of Agreement:** The term of a resulting Agreement will be for three years, with the ability to renew on the same or similar terms and conditions, for two additional two-year periods if mutually agreeable to the University and the Selected Firm(s). The Selected Firm(s) and the University will mutually agree at least 180 days prior to each renewal period whether to renew the terms of the Agreement.

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**Refer All Questions to the Issuing Office:**

UNIVERSITY OF VIRGINIA  
Department of Procurement and Supplier Diversity Services  
Attention: Diane Morse  
Phone: 434-982-5076  
Email: dm5h@virginia.edu

**Note 1:** 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 Shannon Wampler, the University’s Senior Supplier Diversity Coordinator, at (434) 924-3173 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 Request for Proposal (RFP) has been posted on Procurement and Supplier Diversity 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/pagerfp](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. 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: [http://www.procurement.virginia.edu](http://www.procurement.virginia.edu).

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.

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**B. Scope of Goods & Services**

In support of its mission and in an effort to maintain the highest quality services for its customers, the University and its Department of Facilities Management seeks qualified experienced firm(s) to provide repair/refurbishment services of approximately 58 cooling towers located at the University’s Academic and Health System Buildings listed below.

<table>
<thead>
<tr>
<th>Chiller Locations</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alderman Library</td>
<td>Two</td>
</tr>
<tr>
<td>Aquatic and Fitness Center</td>
<td>Five</td>
</tr>
<tr>
<td>Aurbach Medical Research Bldg.</td>
<td>One</td>
</tr>
<tr>
<td>Bryan Hall</td>
<td>Three</td>
</tr>
<tr>
<td>Chiller Locations</td>
<td>Quantity</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Carrs Hill</td>
<td>Two</td>
</tr>
<tr>
<td>Carruthers Hall</td>
<td>One</td>
</tr>
<tr>
<td>Chemistry Addition</td>
<td>Three</td>
</tr>
<tr>
<td>Clark Hall</td>
<td>Four</td>
</tr>
<tr>
<td>Clemmons Library</td>
<td>One</td>
</tr>
<tr>
<td>Copeley Mechanical</td>
<td>Two</td>
</tr>
<tr>
<td>Darden</td>
<td>Two</td>
</tr>
<tr>
<td>Fontaine Medical Office Building</td>
<td>One</td>
</tr>
<tr>
<td>Hereford College</td>
<td>One</td>
</tr>
<tr>
<td>Kluge Children’s Rehab Center</td>
<td>Two</td>
</tr>
<tr>
<td>Massie Road</td>
<td>Three</td>
</tr>
<tr>
<td>Newcomb Hall</td>
<td>Two</td>
</tr>
<tr>
<td>National Radio Astronomy Observatory</td>
<td>Two</td>
</tr>
<tr>
<td>North Chiller Plant</td>
<td>Seven</td>
</tr>
<tr>
<td>Shelburne Hall</td>
<td>One</td>
</tr>
<tr>
<td>Snyder Building (480 Ray C. Hunt Drive)</td>
<td>Three</td>
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<tr>
<td>South Chiller Plant</td>
<td>Eight</td>
</tr>
<tr>
<td>University Hall</td>
<td>Two</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>58</strong></td>
</tr>
</tbody>
</table>

It is the University's intent to enter into an Agreement with the Selected Firm(s) to create and implement a complete repair program, exclusive of chemical water treatment, for the cooling towers and heat exchangers installed at the University’s Academic and Health System, to include those goods and services necessary to help the University achieve its goals as outlined in this RFP. The University intends to continue managing the preventative maintenance of this equipment.

The Selected Firm(s) will provide cooling tower/heat exchanger repair/refurbishment on an as needed basis when specified in the University’s plans or specifications of the project. When performing work, the Selected Firm(s) will need to follow the University’s Facilities Design and Construction Guidelines manual and any recognized codes and standards including, but not limited to; Building Officials & Code Administrators {BOCA}, Virginia Uniform Statewide Building Code, Occupational Safety and Health Administration {OSHA}, Environmental Protection Agency {EPA} regulations, National Fire Protection Association {NFPA} regulations, governing work in the State of Virginia.

The University’s Facilities Design and Construction Guidelines can be downloaded at this web site: [http://www.fm.virginia.edu/fpc/DesignGuidelines.htm](http://www.fm.virginia.edu/fpc/DesignGuidelines.htm) In order to achieve this goal the Selected Firm(s) may be requested to provide those goods and services including, but not limited to, those outlined in this section.

These cooling towers/heat exchangers are critical to the support of education, research, and health care services provided by the University. The Selected Firm(s) will demonstrate a thorough understanding of the unique demands and functional requirements of academic and medical center environments. The Selected Firm(s) will demonstrate flexibility in
accommodating new and changing requirements, while providing reliable customer service and
proven service performance. The University reserves the right to add or delete equipment and
items from the resulting Agreements with five days written notice. New or additional items may
be added with prior written notice from the University with terms and conditions to be mutually
agreed upon by the University and the Selected Firm(s). The Selected Firm(s) must meet the
following minimum requirements:
A. Repairs/refurbishments to include:
   1. Furnish all labor, materials, equipment, supervision, and necessary incidentals to
      provide routine repairs.
   2. Parts utilized by the Selected Firm(s) will be invoiced to the University at the
      Selected Firm’s cost. Provide only new genuine manufacturers or authorized
      replacement materials to the University.
   3. Repairs will be performed on a time and materials basis and/or a fixed price
      quotation. Refurbishments will be performed on a fixed price quotation.

B. Emergency Services
   1. Provide a standard response time of two hours to the cooling tower/heat
      exchanger location, twenty-four hours a day, and 365 days a year upon an E-mail,
      telephonic, or facsimile request for service by the University’s Contract
      Administrators or designees. The Contract Administrators will be appointed later.
   2. Perform emergency service work on a time and material basis based on the final
      Agreement’s hourly rates with materials invoiced at the Selected Firm’s cost.

C. Personnel Requirements to include:
   1. All work will be performed by journeymen mechanics, properly trained, and
      qualified to perform this type of work in strict accordance with these
      specifications or the manufacturer(s) recommendations, whichever is more
      stringent.
   2. Mechanics of the Selected Firm(s) must be approved by the University prior to
      performing any type of service.
   3. Any mechanic personnel changes during the Agreement term will be submitted in
      writing by the Selected Firm(s) to the University’s Contract Administrators within
      three working days prior to the change.
   4. The University reserves the right to refuse assignment of any mechanic deemed
      by the University to have inadequate training, credentials, or who demonstrates an
      inability to effectively repair the equipment.
   5. Completed work may be inspected and/or accepted or rejected by the University
      at any time. Any defects resulting from incorrect repair or maintenance
      procedures will be corrected at no expense to the University.

D. Special Work Requirements
   1. Provide uniforms for all personnel assigned to work at the University on behalf of
      the Selected Firm(s). Uniforms will contain the Selected Firm’s name and
      person’s name designated on the upper portion of the shirt. Uniforms must be
      worn at all times while on University property to designate affiliation with the
      Selected Firm(s).
2. Work hours will be from 7:00 a.m. to 4:00 p.m., Monday through Friday.
3. A clean jobsite must be maintained at all times. The Selected Firm will be required to supply a dumpster at the jobsite for removal of items and debris.
4. All equipment and tools must be secured at the end of the day.
5. Adhere to the University’s smoking policy. As of October 1, 2009, the University’s Medical Center became a smoke-free zone. Smoking is prohibited in buildings, parking garages, and on the Grounds as illustrated in Attachment 3, Health System Smoke Free Area Map. Appropriate signage is posted to identify and demarcate smoke-free zones.
6. Obtain parking permits from the University’s Department of Parking and Transportation for all vehicles parked on University Grounds. At no time will the Selected Firm(s) utilize Health System Parking Garages. Parking permits, tickets and/or towing charges are the sole responsibility of the Selected Firm(s). The University is not liable for any damage or expense resulting from illegally parked vehicles.

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 and/or services 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, to include the firm’s references from clients that operate cooling towers and heat exchangers comparable to the University;
3. The firm’s financial proposal, including, but not limited to discounts, service charges, and other charges; and
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 Shannon Wampler, the Senior Supplier Diversity Coordinator, at (434) 924-3173 or SWAM@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 will be organized in the order in which the requirements are presented in the RFP.

Unnecessarily elaborate brochures and other presentations beyond 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 brief history of the firm and its experience, qualifications, and success in providing the type of products/services requested.
2. A detailed description and the full specifications of the product, equipment, and services proposed. Firms will indicate in their proposal their firm’s ability to achieve and comply with each specification. Proposals will be formatted in such a way to address each of the above specifications in a line-by-line process.
3. Provide your firm’s delivery lead-time for in stock OEM repair parts from the time of the University’s order placement (i.e., delivery two days after order).
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).
   a. Provide a percentage discount on repair parts/supplies and the firm’s ability to provide OEM parts for all of the University’s equipment manufacturers, including, but not limited to (i.e. Baltimore Aircoil Company, Evapco, Marley, etc.)
   b. Provide a manufacturer’s percentage discount on new equipment purchases.
   c. Standard and emergency labor rates.
   d. Travel and related expenses.
6. 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.
7. Provide a detailed list of service personnel, which includes names, associated job titles, responsibilities, qualifications, and years with firm.
8. Contractual Arrangements
   a. Provide the University with any form or contract the University may be requested to sign.
   b. State the firm’s acceptance of the Mandatory Contractual Provisions, Section E.
c. State the firm’s acceptance, with any proposed modifications, of Preferred Contractual Provisions, Section E.

d. Provide a written statement with the firm’s proposal that its principals or legal counsel has reviewed the Mandatory and Preferred Contractual Provisions, and agrees that these provisions will become a part of any final agreement.

9. 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.

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

11. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of the VASCUPP Members can be found at http://www.vcu.edu/procurement/coopcon.htm

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

13. State law requires that certain projects within the scope of this RFP be performed by a contractor licensed by the Commonwealth of Virginia. Other projects within the scope of this RFP need not be performed by a licensed contractor. If a firm desires to be considered for all projects within the scope of this RFP, the firm will provide with its proposal a copy of the firm’s Commonwealth of Virginia Contractor’s License. If the firm does not provide with its proposal a copy of the firm’s Commonwealth of Virginia Contractor’s License, the firm will be considered by the University, if at all, only in connection with the award of a contract or contracts for projects which, in the sole and absolute discretion of the University, need not be performed by a licensed contractor.

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 citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a firm 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. A firm may not request that its entire proposal be treated as a trade secret or proprietary information. Nor may a firm request that it’s pricing 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(s) 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(s) 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

1. **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 $2,000,000 per occurrence and $5,000,000 aggregate with coverage for the following:

- Premises/Operations
- Products/Completed Operations
- Contractual
- Independent Contractors
- Personal Injury
- Additional Insured

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:

- Any Automobile
- Owned and Non-Owned Automobiles

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.
Attachment 1

Executive Vice President and Chief Operating Officer’s
Request for Commitment

OFFICE OF THE EXECUTIVE VICE PRESIDENT
AND CHIEF OPERATING OFFICER

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
Attachment 2
Firm Information

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

**SWAM Information:**
Is your 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 your 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:

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<thead>
<tr>
<th>Office No.</th>
<th>Mobile No.</th>
<th>FAX No.</th>
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<tbody>
<tr>
<td>Email Address:</td>
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