Request for Proposal

Commercial Dust Collection System

August 21, 2009

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

Request for Proposal (RFP) Name: Commercial Dust Collection System

RFP Number: #FF082109

Issue Date: August 21, 2009

Brief Description: Design, manufacture and install a new dust collection system for the University of Virginia (the “University”) School of Architecture’s woodshop and computer numerically controlled (“CNC”) router lab; make the piped connections from an existing vacuum pump station to an existing CNC router; make the piped connections from an existing air compressor to an existing CNC router and points of use in the woodshop; and provide on-going service, replacement parts & consumable supplies, and potential future expansion of the University’s additional pre-existing fabrication facilities.

Preproposal Questions: Any questions concerning this RFP must be sent by e-mail to the buyer listed below no later than 3:00 p.m. EDT – Thursday, August 27, 2009 in order to guarantee a timely response prior to the proposal due date.

Proposal Due Date: 3:00 p.m. EDT – Friday, September 4, 2009

Firms will send one original copy their proposal(s) to the address listed in the contact information box below. Additionally, firms will also send a complete electronic version of their proposal(s), formatted in Microsoft Word, to the email address listed in the contact information box below. The University reserves the right to reject proposals received after the stated due date and time.

Negotiations: Negotiations, if needed, will be held (via e-mail) starting Thursday, September 10, 2009

Expected Award Date: September 25, 2009

REFER ALL QUESTIONS (VIA E-MAIL ONLY) 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
Email: 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. 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/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 Services web site: 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.

B. SCOPE OF GOODS & SERVICES

It is the University's intent to enter into an Agreement with (and/or issue a Purchase Order to) the Selected Firm (or Firms) for a commercial dust collection system (the “System”) which will include those goods and services necessary to help the University achieve its goals as outlined in this RFP (the “Goods and Services”).

The University and its School of Architecture engages faculty and students in collaborative research opportunities that cross disciplinary boundaries within the University to seamlessly link together principals of architecture, engineering and applied sciences. In recent years, new technological advancements in construction materials and manufacturing practices have fundamentally altered the way buildings are designed and assembled. Emerging digital technology is rapidly changing the way architects, engineers and designers approach their professions. Digital design and fabrication is a powerful catalyst that will launch the University’s School of Architecture into a new generation of technology that can only enhance and advance the development of sustainable design and the impact that the University’s School of Architecture makes on the global community in the years ahead. Applying digitally advanced fabrication technologies to design-build research projects enables students to follow a project through from theory to actual design implementation. The models that are created through digital fabrication techniques teach valuable lessons in economics, sustainability, cost-value, and design viability that are best learned through hands-on experience.

A new central dust collection system for the Campbell Hall woodshop would provide the University’s School of Architecture and its faculty/students/staff with the necessary health and safety infrastructure to conduct viable research. New equipment (sliding table saw, planer, and jointer) represent the newest generation of woodworking equipment and require the support of a central dust collection system to operate optimally. From a health and safety perspective, the air quality and cleanliness would be greatly improved.

With respect to the above, the University seeks a qualified firm to:

1. Design, manufacture, ship and install a new dust collection System for the University’s School of Architecture woodshop and CNC router lab; to include the following highly preferred components/specifications/capabilities:
   a. Dust collector unit
      • capacity of 8,500 to 9000 cubic feet per minute (“CFM”)
      • primary processing of fine wood dust
   b. Air handling fan
      • Design capacity of 8,500 to 9,000 CFM
      • 40 horsepower (“HP”)
   c. Fan outlet silencer
   d. Filter unit discharge bins
e. Motor drive for supplied motor  
f. Collector control panel  
g. Spark detection and abort system  
h. Sprinklers in the filter units  
i. Interior ductwork (dirty air)  
j. Return air ductwork (clean air)  
k. Modification to existing ductwork in woodshop to accommodate new ductwork from existing dust collection system  
l. Shipping of all supplied equipment  
m. Installation of all supplied equipment  
n. Lift and rigging and unloading of equipment for installation  
o. Building penetrations necessary for ductwork and piping  
p. Obtaining all building, air, and fire safety permits  
q. Coordination with University’s Department of Facilities Management (“FM”)  
r. Project management

2. Make the piped connections from an existing vacuum pump station to an existing CNC router  
a. Connect existing vacuum station to CNC router  
b. Vacuum pipe – Schedule 40 Polyvinyl chloride (“PVC”)  
c. Building penetrations necessary for ductwork and piping  
d. Obtaining all building, air, and fire safety permits  
e. Coordination with FM  
f. Project management

3. Make the piped connections from an existing air compressor to an existing CNC router and points of use in the woodshop  
a. SmartPipe (http://us.kaeser.com/Products_and_Solutions/piping/pipe.asp) connection from compressed air station to CNC router  
b. SmartPipe distribution to six points of use  
c. Building penetrations necessary for ductwork and piping  
d. Obtaining all building, air, and fire safety permits  
e. Coordination with FM  
f. Project management

4. Provide on-going service, replacement parts & consumable supplies, and potential future expansion of the University’s additional pre-existing (and/or newly constructed) fabrication facilities.

5. Provide a minimum one-year warranty, to include parts and labor, for all components associated with the System.

Description of items to be provided by the University:  
1. Foundations and site preparation  
2. Field wiring of supplied equipment  
3. Water pipe run to supplied equipment/sprinkler system
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, to include the firm’s references from clients;
3. The firm’s price proposal;
4. The contractual terms which would govern the relationship between the University and the Selected Firm; and
5. 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.

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 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 brief history of the firm and its experience, qualifications and success in providing the type of product requested.
2. A detailed description and the full specifications of the System proposed. Each firm will 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 will detail their 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.
3. The estimated ship date of the product from the time of the order (i.e., 10 wks 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 all shipping and rigging charges (the University’s shipping terms are FOB Destination).
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. 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.

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

9. 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

10. 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.

### E. 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/pagevendorregistrationform

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

- The University’s Mandatory Contractual Provisions:

- The University’s Preferred Contractual Provisions:

**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.

- The University's Procedure for Resolution of Contractual Claims
F. OTHER INFORMATION

Additional Preferred Contractual Provisions:

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.

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 an aggregate limit of not less than $5,000,000, with coverage for the following:
- [X] Premises/Operations  [X] Products/Completed Operations
- [X] Contractual  [X] Independent Contractors
- [X] Personal Injury  [X] 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.
- [X] Any Automobile  [X] Owned and Non-Owned Automobiles

Workers Compensation and Employers Liability:
The Selected Firm and any subcontractor will maintain coverage for workers compensation in compliance with the Virginia Workers’ Compensation Act and also maintain employer’s liability coverage with limits of not less than $1,000,000.

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.

Professional Errors and Omission Insurance:
The Selected Firm and any Subcontractor will maintain professional liability coverage of at least $2,000,000 and an aggregate limit of not less than $2,000,000.

B. Term of Agreement
The term of a resulting Agreement or Purchase Order will be for five years, with the ability to renew on the same 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.
C. Future Goods and Services
The University reserves the right to have the Selected Firm provide additional goods and/or services under the same pricing, terms, and conditions to make modifications or enhancements. Such additional Goods and Services may include other products, components, accessories, 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. System Acceptance
“System Acceptance” will encompass testing and observation of the fully functional and operational System. The University’s Contract Administrator will determine if the System specifications have been met, shortly after installation and integration of the System. Warranty will begin as of the date of System Acceptance. In the event that the University does not accept the System, the University may elect to require the Selected Firm to provide a replacement System or terminate the Agreement.

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 System Acceptance; however, that in the event of a dispute regarding any material aspect of System 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.

E. Payment Method
Unless otherwise deemed appropriate by the University, the Selected Firm will enroll in one of the University approved vehicles for receipt of electronic payment.

F. Confidentiality
All firms responding to this RFP represent and confirm that the contents of the firms’ proposal(s), and any resulting Agreement, are not confidential and will be open to the inspection of any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act.
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
## Full Legal Name (Company name as it appears with your Federal Taxpayer Number):

Address:

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### 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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