Request for Proposal

Economizer Installation for Boiler #2R – Heat Plant

November 18, 2009

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

Request for Proposal (RFP) Name: Economizer Installation for Boiler #2R – Heat Plant

RFP Number: #DM111809

Issue Date: November 18, 2009

Brief Description: Furnish all materials, labor, supervision, tools, equipment and incidentals necessary to remove the existing economizer and install the replacement economizer on Boiler #2R at the University of Virginia’s Heat Plant (“University”).

Preproposal Conference: An optional Preproposal Conference and site visit will be held on Wednesday, December 9, 2009 @ 10:00 a.m. at Facilities Management Blake Center, 6th Floor Conference Room, 1224 West Main Street Charlottesville, Virginia (map may be viewed at this web site: [http://www.healthsystem.virginia.edu/internet/maps/building_detail.cfm?id=60](http://www.healthsystem.virginia.edu/internet/maps/building_detail.cfm?id=60)).

“Cash Only” parking is available at the new 11th Street Parking Garage, 117 11th Street N.W. This Preproposal Conference will be the only opportunity to allow potential interested parties to present questions and obtain clarification relative to any project feature/component of this RFP. The site visit will begin promptly after the Preproposal Conference and will not be held up by late attendees. 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. Please do not bring more than two attendees to the conference. Bring a copy of the solicitation with you.

Firms planning to attend the Preproposal Conference should notify Rebecca Sims by email (pur-rfp@virginia.edu) no later than 3:00 p.m., Monday, December 7, 2009 of the names, titles, and phone numbers of the individuals who will attend.

Proposal Due Date: Wednesday, January 6, 2010 by 3:00 p.m. Firms will send one original copy of 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 will be held on Tuesday, February 9, 2010.

Expected Award Date: Wednesday, March 3, 2010.
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
The University and its Department of Facilities Management seeks a qualified firm to provide all labor, material, equipment, supervision, and any necessary incidentals to remove the existing economizer and install a replacement economizer on Boiler #2R located at the University’s Heat Plant.

1. Description of Work
The scope of the project is, generally described as, replacement of the tubes, headers, and casing of the existing spiral fin tube economizer on Boiler #2R with cast iron protected tubes, corresponding headers, and insulated casing. The scope of work also includes, removal of the existing sootblower and installation of a new sootblower, and replacement of the expansion joints on both the inlet and outlet connections to the economizer as indicated in Boiler 2R Economizer drawings provided (click here for link to drawings). The new economizer pressure parts and sootblower have been procured directly by the University. The total combined purchase price of the economizer and sootblower is $162,782.00. The new economizer will be provided with an ASME P-4 form, Manufacturer’s Partial Data Report on completion of shop assembly and testing.

Structural steel changes required to support the economizer replacement are included in the installation scope of work and will be provided by the Selected Firm.
The inlet and outlet feedwater connections on the replacement economizer header assembly are at different elevations from the existing feed water piping connections. The installing Selected Firm will field fit the piping between the new inlet and outlet headers and the existing inlet and outlet boiler feed water piping as indicated on the drawings. The existing safety relief valve and air vent assemblies located on the boiler feed water outlet piping will be removed and reinstalled on the replacement piping. The existing thermometer and pressure gauge on the boiler feed water outlet piping will be removed and replaced.

The existing sootblower and oxygen analyzer will be carefully removed and stored. The oxygen analyzer will be reinstalled at a higher level in the boiler outlet duct as indicated on the drawings.

The existing sootblower will be replaced with a sootblower, provided by the University, and located as indicated on the drawings. Once the existing sootblower is removed by the Selected Firm, it will be retained by the University for use as spare parts. The new sootblower will be driven by a 1/6 HP electric motor drive. Power wiring of the drive and its stop/start button will also be included in the scope of work. The work also includes extension of existing automatic control wiring to sootblower. All electrical work will be performed in accordance with NEC 2008, Electrical Equipment and Installation.

2. General Work Requirements:
   a. The Selected Firm will provide all materials, equipment, labor, and supervision to complete the installation in accordance with the drawings. The University plans to begin the installation in April 2010. The work hours for the project are Monday through Friday 8:00 a.m. to 4:30 p.m. On completion of the installation, the Selected Firm will hydrostatically test the work and stamp the work with an “A” or “R” stamp. Appropriate certification will be provided to the University for their records. The inspection cost will be included in every firm’s pricing proposal.
   b. The Selected Firm will fabricate and install all equipment and structural support steel in accordance with best known approved practices in a thorough and skillful manner using experienced mechanics. Exposed joints will be close fitted and bolts, screws, etc., where exposed will be cut off flush to corresponding nuts or other adjacent metal. Drill and cut as required for installation of miscellaneous work.
   c. All metal surfaces will be clean and free from mill scale, flake, rust pitting, and will be well formed and finished to shape and size, with sharp lines, angles and smooth surfaces. Shearing and punching will leave clean true lines and surfaces. Permanent connections will be welded. Welds will be finished flush and smooth on surfaces that will be exposed after installation. Do not use screws where they can be avoided. Where screws are used, heads will be countersunk, screwed up tight with threads nicked to prevent loosening.
   d. At the proper time, deliver and set in place items of metal work to be built into the proposed economizer assembly and adjoining existing construction materials.
   e. Provide supplementary parts as required to complete the work, even though such work is not definite, or specifically shown, or specified.
   f. Field measure previously installed construction to ensure proper fitting of the work, including removal of old and installation of new work required herein.
   g. Anchors and fastenings – where type, size, or spacing of fastenings or anchoring for securing material or equipment to building is not shown or specified, expansion or toggle bolts as required by building construction material will be used. Such bolts will not be less than ¼ inch in diameter and spaced not over 24 inches on centers. Expansion shields for bolts will be of type designed to expand by drawing hard metal cone into metal shield with machine bolt. Where bolts are required for anchorage into concrete, they may be an approved drive type with split shanks, closed ends, and round countersunk heads. Shields
and bolts will be designed to give holding power beyond tensile and shearing strength of bolt and breaking strength of nut.

3. Special Work Performance Requirements:
   a. All work will be coordinated with the University’s Project Manager for the Heat Plant.
   b. A clean jobsite must be maintained at all times.
   c. The Selected Firm will be required to supply a dumpster at the jobsite for removal of items and debris.
   d. Lifts will be permitted, if necessary.
   e. The Selected Firm will maintain a mandatory background check and drug and alcohol-testing program for all employees.
   f. The Selected Firm will be required to work under the same conditions as the University’s Facilities Management employees. This includes, but is not limited to, vehicle parking arranged through the University’s Department of Parking and Transportation, adhering to the University’s Facilities Management’s Facilities Design and Construction Guidelines, complying with all building and safety codes, and scheduling work around the University’s special events and holidays.
   g. Selected Firm’s personnel must come to work in clean clothes and wear uniforms at all times to designate their affiliation with the Selected Firm. Uniforms will consist of long pants and a shirt (either short or long sleeved) with the Selected Firm’s name and person’s name designated on the upper portion of the shirt. Uniforms must remain consistent for proper identification purposes, and the Selected Firm’s personnel must wear these uniforms at all times, while on University Grounds. The University requires such identification for security and safety purposes.

4. Access to the work
   a. Boiler #2R economizer is located directly to the rear of Boiler #2R at an elevation of approximately 34 feet -6 inches above the boiler room floor. Access below the economizer is very restricted. The area to the north of Boiler #2R was formerly the location of Boiler #3, which has since been removed. Floor access to Boiler #2R is available in this location. All equipment/material to be installed for Boiler #2R economizer will be lifted from the location of former Boiler #3 to the induced draft fan structural support level at an elevation of approximately 51 feet – 0 inches above boiler room floor. Selected Firm will install necessary runway beams to transfer equipment safely to its final location at the rear of Boiler #2R. The University will provide a staging area during the removal and installation of the economizer.
   b. Once the equipment is transferred to the runway beam, access to the location of Boiler #2R economizer is considered to be sufficient.
   c. The Selected Firm will install the economizer structural support prior to installation of the casing and economizer tubes and headers. Once the economizer is completely assembled, the bolted end panels will be installed. The Selected Firm may select its own method of installation for the tubes. Note that the new economizer tubes are ASTM A 176 Grade A tubes that are protected by cast iron sleeves. Cast iron is susceptible to damage during handling; therefore the Selected Firm must exercise special care during rigging and handling of the tubes.

5. Scope of work:
   a. Demolition
      • Remove and dispose of from existing economizer:
         ▪ tubes and headers
- inlet and outlet expansion joints
- casing
- spiral fin tubes and headers
- 6” support channels (Approximately length 14 foot) from the underside

- Remove and retain:
  - Carefully remove existing sootblower head, element, motor, and stop start push buttons; provide to the University.
  - Carefully remove the existing oxygen analyzer
  - existing safety relief valve
  - economizer air vent valve
  - drain valve from existing economizer

b. Furnish and install in accordance with the drawings:
- structural steel framework in accordance with ASTM A6/A6M-09, Structural Steel and ASTM A36, Structural Steel Materials
- economizer casing
- new expansion joints
- stainless steel liners in the expansion joints
- duct transitions as required between the economizer, expansion joints, and existing ducting
- modifications to boiler outlet duct
- gasket material between the economizer internal supports and the casing wall
- gaskets and bolts for the removable casing panels at each side of the new economizer casing
- internal insulation on the removable panels at both sides of the economizer insulation and corrugated aluminum cladding on the front, rear, top and bottom walls of the new economizer casing. Fit aluminum closing plates at the corners using self tapping aluminum screws.
- feedwater piping between the new economizer headers and the flanges on the existing valves
- new raised face matching flange and gaskets
- new pipe insulation for the pressure piping

c. Install
- One set of economizer tubes furnished by the University in nine vertical coils, each coil 10 tubes high, complete with supports and expansion collars as detailed on the economizer drawings.
- One inlet and one outlet header as outlined on the economizer drawings
- Safety relief valve (previously retained)
- Air vent valve (previously retained)
- Economizer drain valve (previously retained)
- University furnished sootblower head, element, motor and push buttons, inclusive of wiring for motor driver and push buttons.
- Oxygen analyzer (previously retained)

d. Pressure welding
All pressure welding will be completed under the rules of ASME Section 1, Power Boilers or ASME B31-1, Power Piping as appropriate. Weld preparations will be in accordance with the appropriate code from AWS B2.1:2005, Welding Procedures, and all pressure weld root runs will be done using Gas Tungsten Arc Welding (GTAW) commonly referred to as the TIG process. Stick fill up of the weld material is permitted.
e. Testing
   Provide labor, material, and equipment required to hydrostatically test the new economizer and piping at 300 psig in the presence of an ASME Authorized Inspector. Submit to the University “A” or “R” ASME Certification for the unit, as appropriate.

f. Site clean-up and demobilization
   Remove debris, materials, tools, and equipment from the site upon completion of work on a daily basis. Existing construction elements previously removed by selective demolition to facilitate rigging and work access will be repaired by the Selected Firm.

Do you typically mention acceptance and how that we will be handled?

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; and
4. Any other factors relevant to the firm's capacity and willingness to satisfy the University 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:

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. Firms will provide the following information:

1. A brief history of the firm and its employees experience, qualifications and success in providing the type of service requested. Include documentation that installers are certified to perform the removal and installation of the economizer.
2. A detailed description and the full specifications of the economizer removal and installation proposed. Provide a narrative of how your firm will remove the existing economizer. Each firm will indicate in their proposal the firm’s ability to achieve and 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. Provide a time line for the installation of the economizer to include the major steps of the installation process. Provide the start date and completion date of the project from the time of award.

4. Information on the warranty associated with the installation 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 charges. The inspection cost must be included in every firm’s pricing proposal. If the firm has a unique, earth friendly way to dispose of or reuse the existing economizer, provide the information in the proposal. Provide the scrap/resell dollar value the firm will provide the University for the existing economizer.

6. At least three references where similar economizer installation 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. 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 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 its 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 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. [http://www.procurement.virginia.edu/pagepaymentmethods]

- 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 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

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 a $4,000,000 aggregate with coverage for the following coverage:
{X} Premises/Operations  {X} Products/Completed Operations
{X} Contractual          {X} Independent Contractors
{X} Underground Explosion & Collapse
{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:
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.

*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.”
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
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:

Office No.  
Mobile No.  
FAX No.

Email Address: