Request for Proposal

Elevator Testing

July 12, 2011

Important Dates
Pre-Proposal Conference:
9:00 a.m. EST – Wednesday, July 27, 2011

Deadline for Receipt of Proposals:
3:00 p.m. EST – Wednesday, August 3, 2011

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

Request for Proposal (RFP) Name: Elevator Testing

RFP Number: #HH071211

Issue Date: July 12, 2011

Brief Description: Furnish all labor and necessary incidentals to test elevators, dumbwaiters, and miscellaneous wheelchair lifts located in various buildings at the University of Virginia (“University”) in Charlottesville, Virginia, and the University of Virginia’s College at Wise (“Wise”).

Preproposal Conference: An optional Preproposal Conference will be held on Wednesday, July 27, 2011 @ 9:00 a.m., at the Facilities Management Leake Building Lower Level Conference Room, Charlottesville, Virginia (map may be viewed at this web site: [http://www.virginia.edu/Map/](http://www.virginia.edu/Map/)). The purpose of the Preproposal Conference is to allow potential interested parties an opportunity to present questions and obtain clarification relative to any facet of this RFP. The 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. While attendance at this conference will not be a prerequisite to submitting a proposal, interested parties who intend to submit a proposal are strongly encouraged to attend. 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. on Friday, July 22, 2011 of the names, titles, and phone numbers of the individuals who will attend.

Proposal Due Date: Wednesday, August 3, 2011 by 3:00 p.m. Mail proposals using the contact information in the box below. Provide six copies of each proposal. Also, please send an email version of your proposal to the buyers listed 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 Wednesday, August 10, 2011

Expected Award Date: August 17, 2011

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 or similar terms and conditions, for one additional two-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.
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.

**B. SCOPE OF GOODS & SERVICES**

The University and its Department of Facilities Management (“Facilities Management”) seeks a qualified firm to perform safety testing of elevators, dumbwaiters, and wheelchair lifts at the University’s Academic Grounds, the University’s Health Sciences Center and at the College at Wise in accordance with the requirements specified below. The University’s Facilities Management begins testing in September and plans to conclude by end of October. The majority of the testing occurs during standard hours 7:00 a.m. – 3:30 p.m., but due to the usage of the sites, significant off hours work will need to be performed. Firms are to submit only one price per unit for testing using the Elevator Testing spreadsheet link provided in Section c. below.

1. **General Requirements**
   a. The elevators, dumbwaiters, and miscellaneous wheelchair lifts are to be safety tested in strict accordance with the current American National Standards Institute (ANSI) and the Virginia Uniform Statewide Building Code (VUSBC) as adopted and incorporated by the Commonwealth of Virginia.
   b. Work performed will be done so as not to adversely affect the University’s daily operations. Utilities will remain in working order at all times unless otherwise approved by the University.
c. Tests of all systems [click here for listing] will be performed on a one year and five year basis in accordance with applicable codes and standards.

d. In the event that any test reveals unsatisfactory conditions, and following the completion of required repairs or adjustments made or authorized by the University, the Selected Firm will re-test the system accordingly.

e. During the course of any test, if the Selected Firm finds any deficiency in the safety features of any system, it will immediately disable the system and report the circumstances to the University. This may include systems not suitable under referenced codes and standards or any other conditions which in the judgment of the Selected Firm renders the system unsafe.

f. The Selected Firm will clean up and remove all refuse, debris, rubbish, surplus and scrap material resulting from an operation at the end of each day and/or after completion of each test. All materials removed as part of cleanup will be removed and disposed from the premises and University property in accordance with all applicable federal, state, and local regulations. If the Selected Firm does not clean the work areas after completion, the Selected Firm will be charged for such additional cleanup.

g. The Selected Firms will be required to work under the same conditions as does 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, complying with all building and safety codes, and scheduling work around the University’s class schedules, special events, and holidays.

h. The Selected Firm will guarantee its personnel wear uniforms at all times to designate their affiliation with the Selected Firm. Uniforms will consist of long pants (short pants in the spring, summer, and fall are acceptable) and a shirt (either short or long sleeve) 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. The University requires such identification for securing precautions and access will be prohibited if University’s personnel do not recognize identification.

i. The Selected Firm will ensure the University, its agents, any public authority and their representatives will at all times have access to the work, whether it is in preparation or progress stage and the Selected Firm will provide safe facilities for such access for inspection. All work and materials will have a final inspection by an authorized representative of the University.

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 service as described in the Scope of Goods 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 quality of the proposal, specifically, responsiveness to requirements and adequacy of information provided;
4. The firm’s price proposal; and

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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 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 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. Operations
   a. Describe how the firm plans to provide elevator testing services and the willingness to accommodate the University in working non-standard times, which is the primary goal of this RFP. Include the firm’s proposed fee for providing the services, using the Elevator Testing Spreadsheet link and filling out the price column for both tabs, Academic and Hospital.
   b. Provide plan of operation to achieve the objectives set forth in Section B, Scope of Goods and Services
   c. Include hourly rates for repair services.

2. Firm Information, Personnel, References
   a. Provide a brief history of the firm and its experience in providing elevator testing services
   b. Provide information on those individuals that will be assigned to work with the University including a description of their experience with elevator testing
   c. Provide a list of institutions of higher education with which the firm has signed a term contract and at least three references where similar services have been provided. Include the name of the firm/organization, the complete mailing address, and the name of the contact person and telephone number

3. 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.

4. Small, Woman-owned and Minority-owned (SWaM) Business
State the firm’s Small, Woman-owned and Minority-owned (SWaM) business status and/or how the firm intends to utilize SWaM firms in regard to this particular procurement.

5. Other information
   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 is subject to:

- The Selected Firm registering as a vendor with the University.
  [https://www.procurement.virginia.edu/pagevendorregistrationform](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.

- The Selected Firm registering and accepting eVA Terms and Conditions prior to award.

- 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

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 maintain 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, to include 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 maintain a minimum combined single Limit of Liability for bodily injury and property damage of $750,000 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 employers 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.

*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.
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

### 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. __________________