 request for proposal

even toed ungulates

June 6, 2013

important dates

pre-proposal questions due (no later than):
3:00 p.m. EST on Tuesday – June 11, 2013

Deadline for Receipt of Proposals:
3:00 p.m. EST on Monday – June 17, 2013

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

Request for Proposal ("RFP") Name: Even Toed Ungulates

RFP Number: #FF060613

Issue Date: June 6, 2013

Brief Description: The University of Virginia ("University"), and its Center for Comparative Medicine ("CCM"), seeks qualified firms to provide even toed ungulates (at this time, primarily swine and some sheep) on an as needed basis to the University (the “Farm Animals”)

Preproposal Questions: All questions concerning this RFP should be sent, in writing, to the buyer listed below no later than 3:00 p.m. EST on Tuesday, June 11, 2013 in order to guarantee a timely response prior to the proposal due date.

Proposal Due Date: 3:00 p.m. EST on Monday – June 17, 2013

Firms should send one original electronic copy their proposal(s), formatted in formatted in Microsoft ("MS") Word or as a Portable Document Format ("PDF") file, to the e-mail address listed in the contact information box below. Additionally, firms should also send one complete hard-copy version of their proposal(s) to the physical address listed in the contact information box below. The University reserves the right to reject proposals received after the stated due date and time.

Any trade secrets or proprietary information submitted with a proposal (original or copy) for which the firm seeks protection from public disclosure must be clearly identified by the specific page and section number in the proposal and accompanied by a suitable justification requesting non-disclosure.

Negotiations: Negotiations, if needed, will be held via e-mail commencing on Tuesday, June 25, 2013.

Expected Award Dates: Beginning the week of July 1, 2013.

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 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.

REFER 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 Les Haughton, Director 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 and Supplier Diversity Services website 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 and Supplier Diversity Services website: http://www.procurement.virginia.edu.

For ease of reference, each firm or individual receiving this RFP is referred to as a “firm” and the firms or individuals selected to provide services for the University is referred to as the “Selected Firm(s).” 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 demographic profile of the Farm Animals (the "Goods and Services) purchased by the CCM over the past 12 months are as follows:

- The University used 221 swine (various breeds) and six sheep (non-pregnant ewes) in the last year (6/4/2012 – 6/3/2013).
- All swine purchased during this time period were between 40 and 150 pounds ("#") at the time of delivery.
- 198 of the swine were from a licensed United States Department of Agriculture ("USDA") Class B Dealer (a dealer that brokers swine, does not raise them).
- 23 of the swine were minipigs from a licensed USDA Class A Dealer (a dealer that raises swine for research purposes).

Minimum preferred parameters of the Selected Firms:

1. **Licensure**
   In addition to all licenses, certificates, inspections, etc. that are required by the Selected Firm’s particular state, county, municipality and/or any other political sub-division; the Selected Firm should have and maintain the appropriate USDA Class A and/or Class B licensure as defined in Code of Federal Regulations ("CFR"), Title 9 (in addition to all other Federal licensure/certificates/etc. that may be needed to conduct business with the University).

2. **Transportation**
   All Selected Firms should provide transportation/delivery services, for the Farm Animals the Selected Firm plans on providing the University, in accordance with the following parameters:
   - All Farm Animals should be delivered to the University animal facility specified with a USDA Certificate of Disposition;
   - If the Farm Animals have crossed state lines, then Farm Animals should also come with a USDA Interstate Shipping Certificate signed by a federally accredited veterinarian;
   - Transportation of the Farm Animals to the University should be accordance with USDA Animal Welfare Act (CFR Title 9 as amended, Subpart F);
   - Primary container used to transport the Farm Animals should be of sufficient strength to contain the animal, large enough to permit the animal to turn around and perform normal postural adjustments and labeled with the words “Live Animal” in letters at least one inch high with an arrow pointing toward the enclosure opening;
   - The primary container interior should be free of protrusions potentially injurious to the animal with ventilation on two sides of the enclosure each opening at least 16% of the
surface area of the wall (or four sides with each opening at least 8% of the total area of the wall) the ventilation opening being at least 1/3 on the lower half of the wall and 1/3 on the upper half of the wall;

- Documents pertaining to the shipment should be affixed to the primary container;
- The conveyance vehicle should be designed to prevent the ingress of exhaust fumes into the transport compartment;
- The vehicle interior should be kept clean and sanitized prior to loading each shipment;
- During transport no harmful materials can be stored in the portion of the vehicle containing the Farm Animals;
- Only one species (swine or sheep) can be contained in the transportation compartment;
- The Farm Animals should be offered food and water within four hours prior to transport and offered water if in transit greater than 12 hours with written instructions concerning water requirements of the animal being transported should be affixed to the outside of the vehicle;
- The Farm Animals should be visually inspected by the driver at least once every four hours;
- Ambient temperature should be between 45° F and 85° F during transport at all times of the year and will not exceed 75° F for more than four hours. The Farm Animals may be subjected to temperatures below 45° F if accompanied by a written statement from the Selected Firm that they have been acclimated to the lower temperature at which they are being transported; and
- Farm Animals should be transported in a manner that protects them from sunlight, rain and snow.

3. Placement of Orders

The University will endeavor to place orders for the Farm Animals at least one week prior to required delivery date specifying the researcher requiring the swine, the number of animals, the sex(es), age(s) or weight(s) and the University facility(ies) to receive the animal(s) for each researcher.

The University does not place verbal orders for the Goods and Services. The University may only place orders for the Goods and Services by issuing a formal written Purchase Order ("PO") in advance of Selected Firm’s provision of the Goods and Services. Accordingly, at the University’s request, the Selected Firm will issue a proposal/quotation listing the Goods and Services desired by the University and the corresponding fees and/or fee estimates. After any necessary discussions and/or revisions, the University will issue a corresponding PO for a specified fee amount. This specified fee amount cannot be exceeded by the Selected Firm unless a new formal written PO or PO revision is issued by the University authorizing a specific additional fee amount. Under no circumstances does the University authorize the Selected Firm to provide the Goods and Services before receipt of a formal written PO corresponding to its proposal/quotation. If the Selected Firm provides Goods and Services prior to receipt of a formal written PO, or incurs costs in excess of authorized purchase order fee amounts, it does so at its own risk.

The Selected Firm(s) should respond to the PO via a written confirmation, submitted by facsimile or by e-mail, within one business day of receipt of the PO. Animal deliveries should occur during workdays and normal working hours (7:30 a.m. – 3:00 p.m. Eastern Time) to the facility loading dock area to receive assistance from vivarium personnel, or (with permission of the Director of the CCM) may be delivered at other times to the facility(ies) directly to the animal room with placement into the animal run(s).
4. Parameters of Herd Health Program for Swine
A description of the herd health program for each farm where swine originate should be provided and approved by the University Attending Veterinarian before animal purchases from that farm will be accepted by the University. The herd health program should contain a description of the method used to house swine state whether swine are separated into breeding, growing and finishing and farrowing areas, the type of feed provided to the swine in each age group, describe the vaccinations provided to the animals and age at which vaccines are administered, a description of the parasite control methods (drug dosage and frequency) for nematodes, coccidia and lice/ticks/mites.

At a minimum piglets and lambs at birth should have had the needle teeth clipped, received injections of 100mg of iron dextran and vitamin E/selenium. In addition, all breeding swine from the farm(s) of origin should have received vaccinations for leptosporosis (Leptospira pomona, L. icterohaemorrhagiae, L. grippotyphosa, L. canicola and L. hardjo) and Erysipelas rhusiopathiae at least twice 2-4 weeks apart at a minimum (such as with the any of the following vaccines or their equivalent: Majestic 7 by Intervet, Farrowsure Gold by Pfizer, or Rhusigen by Schering Plough + Ingelvac Ery-Alc by Boehringer). Swine should receive a broad spectrum anthelmintic (deworming using ivermectin or selectamin or moxidectin or levamisole or a benzimidazole) to remove roundworms (ascarids, which are contagious to humans) and other nematode parasites, and given an acaricide (ivermectin, moxidectin, selectamin or chlorinated hydrocarbon) treatment at least 3 days before delivery to the University. Evidence of this vaccination and anthelmintic/acaricide/coccidiostat medical history should provided with each shipment of swine on a form stating the vaccine(s) currently being used on the farm, the manufacturer of the vaccine, the vaccine lot number and the dates vaccination were given.

Other vaccinations are not required but considered desirable by the University for protection of University personnel people working with the swine include vaccination for Salmonella cholerasuis and swine influenza. From a herd health perspective additional vaccinations considered desirable by the University in weanling swine include vaccination to prevent transmissible gastroenteritis virus, E. coli pilus antigens (K88, K89 and 987P), porcine parvovirus, Clostridium perfringens type C, porcine rotavirus, porcine circovirus type 2 and Mycoplasma hyopneumoniae. Additional vaccinations considered desirable in growing and finishing swine include those to prevent Pasteurella multocida, Bordetella bronchiseptica, Lawsonia intracellularis, porcine reproductive and respiratory syndrome (PRRS), Actinobacillus pleuropneumoniae and Haemophilus parasuis.

5. Parameters of Herd Health Program for Sheep
A description of the herd health program for each farm where sheep originate should be provided and approved by the University Attending Veterinarian before animal purchases from that farm will be accepted by the University. The herd health program should contain a description of the method used to house sheep, whether sheep are separated into breeding, growing and finishing and lambing areas, the type of feed provided to the sheep in each age group, the vaccinations provided to the animals and age at which they are administered, a description of the parasite control methods (drug dosage and frequency) for nematodes, coccidians and lice/ticks/keds and the frequency of wool sheering to prevent wool blindness and fly strike.

A testing program to demonstrate the herd is free of Q-fever (Coxiella burnetti) is highly preferred. The Q-fever testing should survey three primiparous ewes per 100 head every 90 days by submission of serum from the ewes for antibody testing either at the National Veterinary Service Laboratory (Ames, IA) by compliment fixation or by testing at Cornell Veterinary Animal Health Diagnostic Laboratory (Ithaca, NY) with results submitted to the University of the
quarterly testing. Testing to demonstrate the flock if free of Johne’s disease (*Mycobacterium paratuberculosis*) is also considered desirable.

At a minimum lambs at birth should receive injections of tetanus antitoxin and vitamin E/selenium. In addition, all weanling sheep should be vaccinated by six to eight weeks of age and again in two to four weeks against tetanus and overeating disease (*Clostridium perfringens* types C and D (suggested vaccines are: BarVac CD-T by Boehringer, Essential 3 by Colorado Serum or CD-T by Vision) or preferably for *Clostridium chauvoei*, *C. septicum C. haemolyticum*, *C. novyi*, *C. perfringens* types C & D and tetanus toxoid (suggested vaccine is: Conexin 8 by Schering Plough). Sheep should receive a broad spectrum anthelmintic (deworming using ivermectin or selectamin or moxidectin or levamisole or a benzimidazole) to prevent bottle jaw and lungworms and treated with an acaricide (ivermectin, selectamin, moxidectin, pyrethrin or chlorinated hydrocarbon) treatment at least three days before delivery to the University. Evidence of this vaccination and anthelmintic/acaricide/coccidiostat medical history should provided with each shipment of sheep on a form stating the vaccine(s) currently being used on the farm, the manufacturer of the vaccine, the vaccine lot number and the dates vaccination were given.

Other vaccinations are not required but considered desirable by the University for protection of University personnel people working with the sheep include vaccination for *Chlamydia psittaci* (ovine enzootic abortion), *Campylobacter fetus* (vibrio) and sheep pox (sore mouth, orf; Ovine Ecthyma Vaccine by Colorado Serum Co). Additional vaccinations considered desirable in growing and adult sheep include *Pasteurella multocida*, bluetongue virus, *Brucella meletensis* bacterin in rams and caseous lymphadenitis (*Corynebacterium pseudotuberculosis*).

### 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. The firm’s Small, Woman-owned and Minority-owned ("SWAM") business 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 in 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 Les Haughton, Director Supplier Diversity, at (434) 924-7174 or lh7sn@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 a firm’s lack of cost consciousness.

Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.

Firms should provide the following information in their proposals:
1. A detailed description and the full specifications of the Goods and Services proposed. Each firm will indicate in its 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 the 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;
2. A brief history of the firm and its experience, qualifications and success in providing the type of product requested;
3. The estimated ship date of the product from the time of the order [i.e., 10 weeks after order or "ARO"];
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 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 telephone number;
7. The firm’s 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 [https://vascupp.org](https://vascupp.org) and
10. Complete and return the information requested in Attachment 2, Firm Information.

**Virginia Freedom of Information Act**

Except as provided, once an award is announced, all proposals submitted in response to this RFP will be open to inspection by any citizen, or interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act.

Trade secrets or proprietary information submitted by a firm prior to or as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act only under the following circumstances: (1) the appropriate information is clearly identified by some distinct method such as highlighting or underlining; (2) only the specific words, figures, or paragraphs that constitute trade secrets or proprietary information are identified; and (3) a summary page is supplied immediately following the proposal title page that includes (a) the information to be protected, (b) the section(s)/page number(s) where this information is found in the proposal, and (c) a statement why protection is necessary for each section listed. The firm must also provide a separate electronic copy of the proposal (CD, etc.) with the trade secrets and/or proprietary information redacted.
If all of these requirements are not met, then the firm’s entire proposal will be available for public inspection.

IMPORTANT: 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/fees 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 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.

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


• The University’s Preferred Contractual Provisions: [http://www.procurement.virginia.edu/main/publicpostings/rfp/preferredprovisions.pdf]

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

Additional Preferred Contractual Provisions:

1. Insurance

Listed below is the insurance the Selected Firm must maintain as part of its contractual status at the University. 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 $1,000,000 per occurrence and a $2,000,000 aggregate, with coverage for: premises/operations, products/completed operations, contractual, and personal injury.

- **Automobile Insurance:**
  The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of $1,000,000 per accident, with coverage for: owned, hired, and non-owned automobiles operated by their employees.

- **Workers Compensation Insurance:**
  The Selected Firm and any Subcontractor will maintain workers compensation coverage in accordance with the Workers’ Compensation Act of Virginia, and include employers liability coverage with a minimum limits of $500,000.

2. **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.

3. **Confidentiality**

   All firms responding to this RFP represent and confirm that the contents of the firm’s 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.

4. **Account Manager**

   The Selected Firm agrees to provide a named individual (“Account Manager”) to implement, perform, and manage provision of the Goods and Services. The University must approve the appointment of the Account Manager prior to execution of any Agreement with the Selected Firm. The Account Manager will be the University’s primary contact, although the Account Manager will be assisted by other members of the Selected Firm’s staff in completing key activities.
In the event that the Account Manager (or any other individual responsible for the University’s account) is no longer employed by the Selected Firm, is unavailable for any reason, or is performing in an unsatisfactory manner (as solely determined by the University); the Selected Firm will propose a replacement for that individual within a reasonable time frame, so as not to significantly delay the provision of the Goods and Services to the University. The University reserves the right to approve the replacement, or to cancel any resulting Agreement. If the University accepts a proposed replacement, the replacement will provide the Goods and Services at rates no higher than previously agreed and in accordance with all terms and conditions specified in the resulting agreement.

5. Acceptance

“Acceptance” will encompass testing and observation of the fully functional and operational product. The University’s Contract Administrator will determine if the product specifications have been met, shortly after installation and integration of the product. Warranty will begin as of the date of Product Acceptance. In the event that the University does not accept the product, the University may elect to require the Selected Firm to provide a replacement product 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 Product Acceptance; however, that in the event of a dispute regarding any material aspect of Product Acceptance unable to be resolved by the University’s Contract Administrator, then the procedures in the Procedure for Resolution of Contractual Claims will be followed.
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 a particular institutional focus on developing long-term business relationships with minority-and women-owned businesses. We count on our majority firms to help us achieve our goal.

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. The office of Procurement and Supplier Diversity Services is ready to assist you in identifying qualified diverse business partners. 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,

Colette Sheehy
Vice President for Management and Budget
## Firm Information

**Full Legal Name** *(Company name as it appears with its Federal Taxpayer Number)*:

Address:

Telephone Number:       FAX Number:
Web Address:
Email Address:

DUNS Number:

### SWAM Information:

- Is the 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 the 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: