Replacement Gas Boilers Stacey Hall

November 12, 2007

Issued by
Procurement Services
Charlottesville, Virginia
A. GENERAL INFORMATION

Reference Number: Request for Proposal (RFP) #DM111207

Issue Date: November 12, 2007

Preproposal Questions: An optional (firms are strongly urged to attend) Pre-Proposal Conference will be held on Thursday, November 15, 2007 @ 10:00 a.m. EST at the Health System Physical Plant Conference Room G032, Ground Floor, West Complex, 1400 Jefferson Park Avenue, 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 solicitation. While attendance at this conference will not be a prerequisite to submitting a proposal, interested parties who intend to submit a proposal are encouraged to attend. Bring a copy of the RFP with you (map may be viewed at this website: [http://www.virginia.edu/webmap/](http://www.virginia.edu/webmap/)).

Any questions concerning this RFP must be sent to the buyer listed below no later than 12:00 p.m. EST, Tuesday, November 20, 2007.

Proposal Due Date: 2:00 p.m. EST, Thursday, November 29, 2007. Proposals may be sent by US Postal Service, Overnight Courier, or hand delivered to the addresses listed below. All firms will submit five copies of each proposal. The University of Virginia reserves the right to reject proposals received after the stated due date and time.

Negotiations: Negotiations will be held on Thursday, December 13, 2007.

Expected Award Date: Friday, January 18, 2008.

REFER ALL QUESTIONS 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: Diane Morse, Buyer Specialist
Phone: 434-982-5076
Fax: 434-982-5077
Email: dm5h@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/main/publicpostings/RFP.html](http://www.procurement.virginia.edu/main/publicpostings/RFP.html). 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 in Section VI, Information about this RFP. Additional information can be found on Procurement Services web site: [http://www.procurement.virginia.edu/main/](http://www.procurement.virginia.edu/main/)

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 and SERVICES**

The University of Virginia (“University”) is seeking a qualified firm to replace two existing Peerless Gas Boilers Model# G-716FDA-WU. Furnish and install two energy efficient Peerless Gas Boilers Model# G-LCE-13-WU with power flame C2-G-20A ¾ horsepower 5.9 W. C. Burner Mid Panel or approved equal. All incidental work related to the installation, whether specifically defined or implied, that may be required will be performed by the Selected Firm and is included in the scope of this work.

The replacement gas boilers must fit within the space constraints of the Stacey Hall mechanical equipment room. All existing system connections will be reused including all water, stack connections, and electrical connections.

The Selected Firm will remove and dispose of the existing boilers off University grounds in a legal manner. All rigging necessary for the removal of the existing boiler will be provided by the Selected Firm. All connections must be checked and any problems encountered will be corrected by the Selected Firm. All work will be performed during normal working hours 7:30 a.m. to 5:00 p.m. One boiler must remain operational at all times. The replacement of the boilers must be completed within eight weeks after award. The installation of the boilers must be completed within a one week timeframe.

The Selected Firm will be responsible to ascertain that its equipment will meet the specifications provided and supply adequate documentation showing dimensions, and full details to the University for proper operation and maintenance of the gas boilers. Proposals submitted on equal products must include product data and/or specification sheets and other full descriptive details. Only data, specifications, drawings, and details submitted with proposal documents will be used in the comparative evaluation process by the University. Failure to submit adequate required documentation or note in detail any exceptions to the specifications will be sufficient grounds for rejection of any proposal. Any exceptions from the specifications must be clearly identified and fully described in performance and function and included with the proposal submission documents.

Parking for the Selected Firm’s vehicles in convenient proximity to the work location is not guaranteed. The Selected Firm will be provided with parking for loading and unloading. Remote parking spaces may be provided for this project. The Selected Firm is responsible for costs associated with parking their vehicles if the University cannot provide remote parking. For parking related questions or needs, contact Steve Bunch at 434-982-6418, Project Manager.
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 cost proposal, which will consist of warranty for the equipment and installation and any additional warranties that may be available;
4. The contractual terms which will govern the relationship between the University and the Selected Firm;
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.

Overall value will be judged based upon the information provided in the firm’s proposal in response to the applicable submission requirements of this solicitation. Selection will be made to the firm deemed to be fully qualified and best suited among those submitting proposals. The University reserves the right to conduct negotiations with one or more firms. The University may also make an award without conducting negotiations. Therefore, firms are strongly encouraged to submit a comprehensive proposal fully addressing all applicable submission requirements. Failure to do so may result in the elimination of the firm’s proposal from consideration by the University. The University may cancel this solicitation or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous.

D. CONTENTS OF PROPOSAL

Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content, and should be organized in the order in which the requirements are presented in the RFP. Firms should 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 equipment proposed. Each firm should 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 should detail their proposed change(s) and how the proposed change would compare to the listed specification.
Proposals should 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., 6 weeks after order)
4. Information on the warranty associated with the product proposed and any extended warranty (include the price) that might be available.
5. The firm’s proposed price for providing the Goods and Services, to include 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 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 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/forms/USVendorRegForm.html](https://www.procurement.virginia.edu/forms/USVendorRegForm.html)

- 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

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.

Comprehensive 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 limit of $2,000,000 per occurrence and $4,000,000 aggregate, to include coverage for premises/operations and products/completed operations, and contractual liability. See additional insured requirement below.

Commercial Automobile 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, to include coverage for all owned, non-owned and hired vehicles. See additional insured requirement below.

Workers Compensation & Employers Liability:
The Selected Firm and any Subcontractor will maintain workers compensation insurance in accordance with the Virginia Workers Compensation Act and also Employers Liability coverage with limits of not less than $500,000.

Installation Floater:
The Selected Firm and any Subcontractor will maintain property insurance at the full value of the equipment to be installed until such time as the installed equipment becomes the property of the University.

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
Firm Information

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

| Taxpayer Identification Number (Social Security Number or Employer Identification Number) |
| DUNS Number: |

**SWAM Information:**
Is your firm certified with the Commonwealth of Virginia’s Department of Minority Business Enterprises (DMBE): [ ] Yes [ ] No

- Minority-Owned Business: [ ] Yes [ ] No
- Women-Owned Business: [ ] Yes [ ] No
- Small-Owned Business: [ ] Yes [ ] No

Is your firm registered as a vendor in the Commonwealth of Virginia’s e-procurement system (eVA)? [ ] Yes [ ] No

**Point of Contact for this Proposal:**
Name:  
Address:  

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