Request for Proposal

Copeley I and II Sliding Glass Door Replacement

October 20, 2009

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

Request for Proposal (RFP) Name: Copeley I and II Sliding Glass Door Replacement

RFP Number: HH102009

Issue Date: October 20, 2009

Brief Description: Furnish all materials, labor, supervision, tools, equipment and incidentals necessary to install replacement sliding glass doors in Copeley I and II Apartments, located at the University of Virginia (“University”).

Preproposal Conference: An optional Preproposal Conference will be held 10:00 a.m. on Wednesday, November 4, 2009 at Copeley I and II Apartment Buildings, 525 #4 Seymour Road Charlottesville, Virginia (map may be viewed at this web site: [http://www.virginia.edu/webmap/ENorthGrounds.html](http://www.virginia.edu/webmap/ENorthGrounds.html)). 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. 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 this RFP with you.

Firms planning to attend the Preproposal Conference should notify Rebecca Sims by email (pur-rfp@virginia.edu) no later than 1:00 p.m. EST on Friday, October 30, 2009 of the names, titles, and phone numbers of the individuals who will attend. No more than two attendees from your firm may be present.

Preproposal Questions: Any questions concerning this RFP must be sent to the buyer listed below no later than 1:00 p.m., Friday, November 13, 2009 in order to guarantee a timely response prior to the proposal due date.

Proposal Due Date: 3:00 p.m., Wednesday, November 18, 2009. Proposals may be sent via email or mail using the contact information in the box below. If sending by mail, provide five copies of each proposal. The University reserves the right to reject proposals received after the stated due date and time.

Negotiations: Negotiations, if needed, will be held on Wednesday, January 6, 2010. Be prepared to bring a sample of the proposed door.

Expected Award Date: Wednesday, February 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 Housing Division seeks a qualified firm to furnish all materials, labor, supervision, tools, equipment and incidentals necessary to remove and install Replacement Sliding Glass Doors for its Copeley I and II Apartment Buildings, which accommodate both undergraduate, graduate students and their families. The University anticipates that approximately 206 doors will be removed and replaced.

The Selected Firm will provide the following goods and services and confirm the ability to meet the requirements below:

1. Replace sliding glass doors at Copeley I and II Apartment Buildings:
   a. Remove and dispose of existing sliding glass doors (see Lead-Based Paints Management Requirements below)
   b. Furnish and install new replacement sliding glass doors:
      - Doors are to be a white vinyl
      - Tempered, doubled insulated, low E glass soft coat with argon gas
      - Self-cleaning glass, double strength
      - Foam filled frame
      - Full screen with heavy duty frames and lock
c. Existing wood frames
   - Will remain unless deteriorating
   - If frames are deteriorating, Selected Firm will replace with University approved product that is primed prior to installation with the approval of the University’s Project Manager for Housing Facilities and the Family and Faculty Staff Housing Coordinator
   - Selected Firm’s employees must be certified to handle and dispose of lead base paint materials in accordance with state and local regulations

2. Special Work Performance Requirements:
   a. All work will be coordinated with the University’s Project Manager for Housing Facilities and the Family and Faculty Staff Housing Coordinator
   b. The University’s Project Manager for Housing Facilities and the Family and Faculty Staff Housing Coordinator will confirm the buildings and units where doors will be replaced and will contact the residents of those units regarding when the Selected Firm will need to have access to each housing unit in order to minimize disruptions to the residents’ daily activities. The apartments could be occupied during this project.
   c. Work hours will be from 8:00 a.m. to 5:00 p.m., Monday through Friday with a finish date of April 16, 2010. All work started on a specific door will be completed by end of that work day.
   d. The Selected Firm may have up to three crews working at one time. A clean jobsite must be maintained at all times.
   e. The Selected Firm will be required to supply a dumpster at the jobsite for removal of items and debris. Any damage to the Grounds will be repaired by the Selected Firm at their expense.
   f. The Selected Firm will participate in CDD (construction demolition debris) Recovery, meaning any debris produced during the project will be recycled using a certified CDD firm. By doing this, both the Selected Firm and the University are eligible for LEED credits.
   g. Lifts will be permitted, if necessary.
   h. All equipment and tools must be secured at the end of the day with yellow caution tape surrounding items.
   i. 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 as personnel from Selected Firm will be entering residents’ homes.

3. Lead-Based Paints Management Requirements:
   a. All exterior wooden window and door trim pieces associated with the windows and doors located within the Copeley I and II Apartment Buildings have been shown to contain lead-based paints (LBP).
   b. The Selected Firm will comply with all applicable Federal, State and Local occupational and environmental regulations, guidelines and ordinances during the handling of these LBP and all building components containing LBP.
   c. All LBP chips, if any, will be vacuumed with HEPA vacuums or placed in appropriate weather-proof and properly labeled containers.
      - Once full, the Selected Firm will transport the waste containers, if any, for proper disposal to the Lead Waste dumpster, located at 575 Alderman Road.
• All building components containing LBP will be wrapped in poly and delivered to the Lead Waste dumpster, where they will be unwrapped and placed in the dumpster.
• This must be coordinated through the University’s Contract Administrator Officer who will be identified in the resulting Agreement.
• The Selected Firm will be responsible for cleaning and/or disposal of all plastic sheeting, personal protective equipment, tools, supplies, etc. used on the job.
• The poly may be disposed of as regular construction debris.

d. The University’s Office of Environmental Health and Safety (“OEHS”) may conduct periodic evaluations of the air quality, settled dusts and soil throughout the duration of this project to determine if work by the Selected Firm is creating adverse environmental contamination as per current EPA and HUD Guidelines. If such contamination of the site is found to exist, the Selected Firm will be responsible for all necessary decontamination and the related costs for insuring the site meets these guidelines prior to the Selected Firm’s release from the applicable phase of this project.

e. The Selected Firm will submit a written LBP management plan to the University’s OEHS representative for review and approval at least 10 days prior to beginning this project. At a minimum, this plan will include the following:
• Copies of all applicable credentials for the Selected Firm and personnel that will be disturbing these LBP and associated building components
• A description of the methods and equipment that will be used to insure that all Environmental and Occupational Standards will be met.
• A description of the methods, personnel and equipment that will be used to insure that the interior surfaces and exterior grounds will not be contaminated by lead during door removal/replacement activities.

f. No work will begin until this written LBP management plan is submitted by the Selected Firm, and approved by the University’s Office of Environmental Health and Safety (OEHS). If the Selected Firm cannot provide an approved plan, the University reserves the right to cancel the Purchase Order with the original Selected Firm and award to another finalist. The original Selected Firm will be billed for the difference, if any, in Purchase Orders. No payment will be approved for any phase of this work until all work in that phase has been completed, and the results of the related environmental testing, if necessary, are satisfactory.

4. Background Checks:
The Selected Firm will maintain a mandatory background check and drug and alcohol-testing program for all employees. A Criminal History Records Check must be completed through the Virginia State Police for each staff member. If the check reveals any of the following, the Selected Firm will not assign that individual to perform services for the University:

a. Any felony
b. Any of the following misdemeanor offenses, regardless of when the conviction occurred:

• Burglary
• Breaking and entering
• Robbery
• Theft
• Larceny
• Any sexual offenses
c. Any of the following misdemeanor offenses if convicted within the previous five years:

• Forgery
• Fraud
• Assault and battery
• Weapons violations
• Possession, distribution, sale or delivery of a controlled substance

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) 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](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 Bill Cooper, the University’s Director of Supplier Diversity, at (434) 924-7174 or SWAM@virginia.edu.

D. CONTENTS OF PROPOSAL

Proposals will be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis will be on completeness and clarity of content, and will be organized in the order in which the requirements are presented in the RFP.

Unnecessarily elaborate brochures and other presentations beyond that sufficient to present a complete and effective proposal are not desired and may be construed as an indication of the firms’ lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.

Firms will provide the following information:

1. A brief history of the firm and its experience, qualifications and success in providing the type of product requested. Include documentation that installers are certified to handle and dispose of LBP.
2. A detailed description and the full specifications of the replacement sliding glass door proposed. Include any applicable sales literature of the door. Each firm will indicate in its proposal the firm’s ability to achieve and comply with each specification and Special Work Performance Requirements stated above. 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 its proposed change(s) and how the proposed change compares to the listed specification. Proposals will be formatted in such a way to address each of the above specifications in a line-by-line process.
3. The Selected Firm’s earliest possible start date of the project from the time of the award.
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 charges for the project. Include specific pricing needed to replace the door frames as the status cannot be determined until the project has started. If the firm has a unique, earth friendly way to dispose of or reuse the old sliding glass doors, provide that information in the proposal. If the firm has an added security feature to its proposed door, please explain in detail in the submitted proposal.

6. At least three references where similar goods and/or services have been provided. Include the name of the firm / organization, email 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 its entire proposal be treated as a trade secret or proprietary information, nor 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 of Virginia. [https://www.procurement.virginia.edu/pagevendorregistrationform]

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


  **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.

• 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.

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 $1,000,000 per occurrence with coverage for the following coverage:

- Premises/Operations
- Products/Completed Operations
- Contractual
- Independent Contractors
- Personal Injury
- 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.

- Any Automobile

Workers’ Compensation & Employers Liability:
The Selected Firm with any Subcontractor will provide coverage for workers’ compensation in accordance with the Virginia Workers’ Compensation Act of Virginia, and will also provide employer’s liability coverage with limits 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
Attachment 2
Firm Information

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<tr>
<th><strong>Full Legal Name</strong> <em>(Company name as it appears with your Federal Taxpayer Number):</em></th>
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<tbody>
<tr>
<td>Address:</td>
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<tr>
<td>Telephone Number:</td>
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<tr>
<td>Web Address:</td>
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<td>Email Address:</td>
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<td>DUNS Number:</td>
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**SWAM Information:**
Is your firm certified with the Commonwealth of Virginia’s Department of Minority Business Enterprises (DMBE):  □ Yes □ No

| Minority-Owned Business: | □ Yes □ No |
| Women-Owned Business: | □ Yes □ No |
| Small-Owned Business: | □ Yes □ No |

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

**Point of Contact for this Proposal:**
Name:
Address:
Office No.       Mobile No.       FAX No.
Email Address:  
