Request for Proposal

Elevator Maintenance Program

October 14, 2008
A. GENERAL INFORMATION

Request for Proposal (RFP) Name: Elevator Maintenance Program

RFP Number: #JG101408

Issue Date: October 14, 2008

Brief Description: Design and implement a complete program to provide Preventive Maintenance, Emergency Service and Repair of the five elevators for the University’s Housing Division.

Preproposal Conference: An optional Preproposal Conference will be held on Wednesday October 29, 2008 @ 9:00 a.m. EST at Carruthers Hall, Conference Room E, Charlottesville, Virginia (map may be viewed at this web site: 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. A site visit of the equipment and proposed work will be conducted at this time. The purpose of this visit is to acquaint the firms with any and all conditions at the site and to identify, inspect and inventory the equipment. No additional tours of the premises will be scheduled. Firms are not allowed to tour unescorted or at any time other than at this conference. 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 either by email (pur-rfp@virginia.edu) or telephone (434-924-1346), no later than 3:00 p.m.on Friday, October 24, 2008 of the names, titles, and phone numbers of the individuals who will attend.

Proposal Due Date: Tuesday, November 18, 2008 by 3:00 p.m. Proposals may be sent hand delivered, by courier, or by U.S. mail using the contact information in the box below. Provide six copies of each proposal. The University of Virginia (the “University”) reserves the right to reject proposals received after the stated due date and time.

Negotiations: Negotiations, if needed, will be held on December 16, 2008.

Expected Award Date: January 30, 2009

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: John Gerding
Phone: 434-982-2563
Fax: 434-924-7615
Email: jeg5y@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.
Term of Agreement: The term of a resulting Agreement is for two years, with the ability to renew on the same terms and conditions, for two 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 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 above. 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 & SERVICES

The University and its Housing Division seeks a qualified firm to design and implement a complete program to provide Preventive Maintenance, Emergency Service and Repair of the five elevators as identified at the University's Housing Division. The program will be designed to ensure maximum efficiency, minimize downtime, and protect the Housing Division equipment investment.

The Selected Firm will furnish all labor, materials, tools, and resources necessary to design and develop a maintenance, repair and inspection procedure for all the identified elevators in the University’s Housing Division buildings. In addition, the Selected Firm will affect such maintenance, repairs and inspections as necessary to the satisfaction of the University’s Housing Division. In addition to normal maintenance and repairs, the Selected Firm will have the capability and resources to design, install and maintain new systems or replacement systems as required by the University’s Housing Division. The Selected Firm will maintain a complete set of wiring diagrams in each machine room.

The five locations are:
- Building # 2146 Bice House #1
- Building # 2146 Bice House #2
- Building # 2366 Woody House
- Building # 2360 Cauthen House
- Building # 2144 Shea House

The elevator equipment under a resulting agreement will be maintained and/or repaired as originally specified, designed, and manufactured installed and upgraded. As a minimum requirement, the following originally designed and upgraded performance levels are to be maintained at all times:

- Contract speed of elevators will be maintained and brake to brake flight times will be maintained;
- Leveling accuracy of all elevators will be maintained at all times;
- Closing times of all hoistway and car doors will be maintained within limits of ANSI 17.1 code, yet assuring minimum standing time at each floor. Opening times of all hoistway and car doors will be the minimum time allowed by the design of the specific operator;
• Door reversals on all elevators equipped with mechanical safety shoes will always be initiated within the stroke of the shoe. Light ray devices will be operable at all times under normal operation;
• Variable car and hall door hold open times will be maintained in accordance with original design;
• Minimum Rated Load;
• Gravity Stopping Distances;
• Governor Tripping Speeds;
• Stopping Distances for Car and Counterweight Safeties;
• Factors of Safety for Suspension Wire Ropes for Power Elevators; and
• Impact on Buffer Supports

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 will include a comprehensive and detailed plan descriptively outlining its ability to adequately and satisfactorily perform the services;
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;
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

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 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 service requested.
2. A detailed descriptive plan on and the full specifications of the equipment servicing proposed. Each firm should indicate in their proposal the firm’s ability to achieve / comply with each specification. Explain any exclusions to the service.
3. Show examples of how maintenance records will be kept.
4. A list of the firm’s employees who will be available to work on the listed elevators, their number of years of servicing elevator and any certifications they possess.
5. A detailed plan on how emergency service will be provided.
6. Information on the warranty associated with the Goods and Services you are proposing.
7. The firm’s proposed price / fee for providing the Goods and Services, to include all charges.
8. 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.
9. 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.
10. Provide a list of institutions of higher education with which the firm has signed a term contract.
11. 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

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

- 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-f

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 $2,000,000 per occurrence and an aggregate limit of not less than $5,000,000, to include coverage for the following:

- 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 $750,000 per occurrence with the following coverages for vehicles operated by their employees:

- Any Automobile
- 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."
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

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):*

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**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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Email Address: