Request for Proposal

Heat Plant Window Replacement

October 8, 2010

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

Request for Proposal (RFP) Name: Heat Plant Window Replacement

RFP Number: #HH100810

Issue Date: October 8, 2010

Brief Description: Furnish all materials, labor, supervision, tools, equipment and incidentals necessary to install replacement windows in the Heat Plant, located at the University of Virginia (“University”).

Preproposal Conference: An optional Preproposal Conference and site visit will be held on Friday, October 22, 2010 @ 9:00 a.m. at Facilities Management Blake Center, 6th Floor Conference Room, 1224 West Main Street Charlottesville, Virginia (map may be viewed at this web site: [http://www.healthsystem.virginia.edu/internet/maps/building_detail.cfm?id=60](http://www.healthsystem.virginia.edu/internet/maps/building_detail.cfm?id=60)).

“Cash Only” parking is available at the new 11th Street Parking Garage, 117 11th Street N.W. This 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. The site visit will begin promptly after the Preproposal Conference and will not be held up by late attendees. While attendance at this conference will not be a prerequisite to submitting a proposal, interested parties who intend to submit a proposal are very strongly advised to attend. Please do not bring more than two attendees to the conference. 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 Wednesday, October 20, 2010 of the names, titles, and phone numbers of the individuals who will attend. Please, no more than two people from each firm may attend.

Proposal Due Date: Friday, November 5, 2010 at 3:00 p.m. Proposals must be sent via email using the contact information in the box below. 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, December 1, 2010.

Expected Award Date: Tuesday, December 21, 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](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](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 seeks a qualified firm to furnish all materials, labor, supervision, tools, equipment, and incidentals necessary for the removal of existing windows and installation of new replacement windows in the Main Heat Plant Building located at 1321 Lee Street, Charlottesville, Virginia.

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

1. Replace all external windows at the Heat Plant Building:
   a. Remove and dispose of existing windows according to the Lead-Based Paints Management Requirements below.
   b. Furnish and install new replacement windows:
      1. Windows are to be similar in appearance, color, and function as existing units.
      2. Office area windows are to be fixed.
      3. Operable windows units will have motorized operators.
2. Special Work Performance Requirements:
   a. All work will be coordinated with the University’s Construction Project Manager (CPM).
   b. The CPM will coordinate work schedule with building occupants.
c. Work hours will be from 7:30 a.m. to 4:30 p.m., Monday through Thursday and 7:30 a.m. to 2:00 p.m. on Friday. All work started on a specific window will be completed by end of that work day.

d. Hard hats will be worn on job site at all times. All other Occupational Safety and Health Administration (OSHA) regulations apply.

e. The Selected Firm’s personnel will 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.

3. Lead-Based Paints Management Requirements:

a. All windows in the Heat Plant Building 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.

1. 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.

2. 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.

3. This must be coordinated through the University’s CPM who will be identified in the resulting Agreement.

4. 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.

5. The poly not containing LBP 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 US Environmental Protection Agency (EPA) and US Department of Housing and Urban Development (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 CPM for review and approval at least 10 days prior to beginning this project. At a minimum, this plan will include the following:

1. Copies of all applicable credentials for the Selected Firm and personnel that will be disturbing these LBP and associated building components.

2. A description of the methods and equipment that will be used to insure that all Environmental and Occupational Standards will be met.

3. 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 window removal/replacement activities.

f. No work will begin until a written LBP management plan is submitted by the Selected Firm, and approved by the University’s CPM. 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.

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 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 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](mailto: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 in their proposal:

1. A brief history of the firm and its experience, qualifications and success in providing the type of product requested. Include documentation on installers certified to handle and dispose of LBP.
2. A detailed description and the full specifications of the replacement window proposed. Include why the Selected Firm proposed the window offered and that the Selected Firm’s offering is the best choice for the project. Each firm will indicate in their proposal the firm’s ability to achieve and comply with each specification and Special Work Performance Requirements stated above. Proposals will be formatted in such a way to address each of the above specifications in a line-by-line process.
3. The earliest start date of the project from the time of award (i.e., 10 wks after order) and the expected length of time to complete the project.

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 fee for providing the Goods and Services, to include shipping charges (the University’s shipping terms are FOB Destination). If the firm has an earth-friendly way to dispose of or reuse the old windows, provide information in the proposal.

6. At least three references where similar goods and/or services have been provided. Include the name of the firm, organization, complete mailing address, name of the contact person, including their telephone number and email address.

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. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of the VASCUPP Members can be found at http://www.vcu.edu/procurement/coopcon.htm

9. Complete and return the information requested in Attachment 2, Firm Information with your proposal.

10. State law requires that certain projects within the scope of this RFP be performed by a contractor licensed by the Commonwealth of Virginia. Other projects within the scope of this RFP need not be performed by a licensed contractor. If a firm desires to be considered for all projects within the scope of this RFP, the firm will provide with its proposal a copy of the firm’s Commonwealth of Virginia Contractor’s License. If the firm does not provide with its proposal a copy of the firm’s Commonwealth of Virginia Contractor’s License, the firm will be considered by the University, if at all, only in connection with the award of a contract or contracts for projects which, in the sole and absolute discretion of the University, need not be performed by a licensed contractor.

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 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 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

1. **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 provide a minimum combined single Limit of Liability for bodily injury and property damage of $1,000,000 per occurrence and $2,000,000 aggregate with coverage for the following:

   - {X} Premises/Operations  
   - {X} Products/Completed Operations
   - {X} Contractual  
   - {X} Independent Contractors
   - {X} Additional Insured*  
   - {X} Other, pollution liability for work anticipated in the RFP

   **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.

   - {X} Any Automobile  
   - {X} Owned and Non-Owned Automobiles
*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."

**Workers’ Compensation:**
The Selected Firm and any Subcontractor will maintain workers’ compensation insurance on all employees that complies with the Workers’ Compensation Act of Virginia, and such policy of insurance will also provide for employers liability coverage with limits of not less than $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.

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
### Full Legal Name
*Company name as it appears with your Federal Taxpayer Number*:

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<th>Address:</th>
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<td>Web Address:</td>
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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

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<th>Minority-Owned Business:</th>
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<td>Women-Owned Business:</td>
<td>[ ] Yes</td>
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<td>Small-Owned Business:</td>
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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:

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