University of Virginia School of Law
Window Replacement
May 17, 2013

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

Request for Proposal (RFP) Name: School of Law Window Replacement

RFP Number: #HH051713

Issue Date: May 17, 2013

Brief Description: Furnish all materials, labor, supervision, tools, equipment and incidentals necessary to remove and replace ribbon windows in Brown Hall and 57 punched windows on the third floor of the School of Law, specifically Withers-Brown Hall, located at the University of Virginia (“University”).

Preproposal Conference: An optional Preproposal Conference will be held on Tuesday, May 21, 2013 @ 10:00 a.m. at Withers Brown Hall, Conference Room WB121, located at the Law School 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 either by email (pur-rfp@virginia.edu) no later than Monday, May 20, 2013, 12:00 noon, with the names, titles, and phone numbers of the individuals who will attend.

Proposal Due Date: Proposals are due by 12:00 p.m., EDT, Tuesday, May 28, 2013. Firms will send a complete electronic version of their proposal(s), formatted in Microsoft Word, to the email address listed in the contact information 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 Thursday, May 30, 2013.

Expected Award Date: Friday May 31, 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.
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 School of Law seeks a qualified firm to remove and replace “ribbon” windows on Brown Hall at the Law School, including those facing the interior roof court and the removal and replacement of 57 punched windows on the third floor of Withers Hall. The work will also include the patching of adjacent gypsum board finishes and painting to blend the new work into the existing adjacent work.

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

1. Replace windows at the School of Law:
   a. Remove and dispose of existing windows
   b. Furnish and install new replacement windows. Two sets of Construction Documents and Project Specifications (plans and specifications) will be available in preparing a response on the morning of May 17, 2013. Please contact T&N Printing at (434) 971-8976 as soon as possible, requesting these documents. Document can either be picked up, delivered to a Charlottesville office, or sent by UPS overnight.

2. Special Work Performance Requirements:
a. All work will be coordinated with the University’s Project Manager for Facilities Management.
b. The University’s Project Manager for Facilities Management will confirm the buildings and areas where windows will be replaced and will contact the employees of those units to when the Selected Firm will need to have access to each area in order to minimize disruptions to employees’ daily activities.
c. Work hours will be from 7:00 a.m. to 5:00 p.m., Monday through Friday. All work started on a specific window will be completed by end of that work day. Other work times may be coordinated through the Project Manager and the Law School.
d. Lifts will be permitted, if necessary.
e. All equipment and tools must be secured at the end of the day.
f. Selected Firm’s personnel must come to work in clean clothes, designating their affiliation with the Selected Firm, for example hats or shirts with company logo. Selected Firm’s personnel must wear these uniforms at all times, while on University Grounds.

3. 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 Goods and Services section in accordance with the Construction Documents and Project Specifications;
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 Les Haughton, the University’s Director of 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. Firms will provide the following information:

1. A detailed description and the full specifications of the product/equipment 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 Project 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 proposed work plan and schedule detailing plan to access windows and relate how work will be phased in order to meet the proposed schedule. 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.

3. The start date of the project from the time of the award. Provide lead time on windows from date of order.

4. Provide a time line showing major events for the entire project using the expected award date as the starting point. 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 window frames as the status cannot be determined until a firm is selected. If the firm has a unique, earth friendly way to dispose of or reuse the old windows, provide that information in the proposal. Include a plan for how or where the windows will be stored during the installation process.

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/pagevendorregistrationform]

- 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 its 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 $2,000,000 per occurrence with an aggregate of $4,000,000, 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 $1,000,000 per occurrence with the following coverages for vehicles operated on University property:

- Any Automobile
- Owned and Non-Owned Automobiles
- Additional Insured

Workers Compensation:
The Selected Firm and any Subcontractor will provide coverage for workers compensation in compliance with the Workers’ Compensation Act of Virginia, and also employers liability coverage with a minimum limit of $500,000.

Property:
The Selected Firm and any Subcontractor will maintain an installation floater or similar property insurance to cover the value of the property to be installed at 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 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
Full Legal Name (Company name as it appears with your Federal Taxpayer Number):

Address:

Telephone Number: FAX Number:

Web Address:

Email Address:

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:

Office No. Mobile No. FAX No.

Email Address: