Request for Proposal

Motor Coach
September 2, 2009

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

Request for Proposal (RFP) Name: Motor Coach

RFP Number: #KC090209

Issue Date: September 2, 2009

Brief Description: The delivery of a motor coach.

Preproposal Questions: Any questions concerning this RFP must be sent to the buyer listed below no later than 3:00 p.m. on Tuesday September 15, 2009 in order to guarantee a timely response prior to the proposal due date.

Proposal Due Date: By 3:00 p.m., Tuesday, September 29, 2009
Firms will send four original copies of their proposal(s) to the address listed in the contact information box below. Additionally, firms will also 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 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 (via e-mail) starting Monday, October 5, 2009

Expected Award Date: Friday, October 30, 2009

Term of Agreement: The term of a resulting Agreement will be for three 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.

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: Kevin Crabtree
Phone: 434-924-4219
Email: kc5yc@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/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**

It is the University's intent to enter into an Agreement with (and/or issue a Purchase Order) to Selected Firm(s) to provide motor coach(es) which will include those goods and services necessary to help the University achieve its goals as outlined in this RFP (the “Goods and Services”).

The Selected Firm will provide Goods and Services that may include but are not limited to the following:

1. Preferred specifications of particular importance:
   - A new motor coach;
   - Seating capacity of at least 45;
   - Climate controlled air conditioning and heating systems;
   - Lavatory included;
   - Automatic transmission;
   - Entertainment system with Satellite TV, a minimum of six TV monitors, DVD, and surround sound/stereo throughout the motor coach;
   - Satellite internet;
   - Electrical outlets throughout;
   - Reading lights;
   - Reclining seats;
   - Back-up driving camera;
   - Spiral wraparound entrance stairway;
   - Pass through basement storage, which is weather-proof;
   - Overhead storage;
   - Motor coach dimension maximums: maximum length 45feet, and maximum height 13feet;
   - Custom paint per University specs – 100% “UVA Blue”;
   - Tinted windows;
   - GPS;
   - Multi year warranty; and
   - Delivery of the motor coach to Charlottesville, Virginia.
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

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. 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.
2. 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 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.
3. The estimated ship date of the product from the time of the order (i.e., ten weeks after order).
4. Information on the warranty associated with the product being proposed and any extended warranty (include the price) that might be available.
5. Pricing should be in an “a la carte” style with easy to understand price reduction milestones based upon the number of amenities that are added to the basic motor coach model. Provide a percentage off Manufacturer’s Suggested Retail Price (MSRP) that would apply to any goods and or services that would be purchased under the “Future Services” clause listed below. This includes; other models of motor coaches, used motor coaches, and replaceable service parts.
6. The firm’s proposed price / fee for providing the Goods and Services, to include all related expenses, service charges, and/or tax, license and title fees; such as, but not limited to: shipping charges (the University’s shipping terms are FOB Destination), fuel charges, applicable taxes, documentation fee, etc.
7. 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.

8. 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.

9. Provide a list of institutions of higher education with which the firm has signed a term contract.

10. 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

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 are 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.

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 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 that includes products liability, to include coverage for the following:

{X} Premises/Operations  {X} Products/Completed Operations
{X} Contractual  {X} Independent Contractors
{X} Personal Injury

Automobile Insurance:
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 with the following coverages for vehicles operated by their employees.

{X} Any Automobile  {X} Owned and Non-Owned Automobiles

Umbrella/Excess Liability:
The Selected Firm and any Subcontractor will maintain excess liability coverage of at least $5,000,000 per occurrence that provides coverage uniform with the underlying general liability insurance.

2. Inspection Requirements, License and Titling Papers
The Selected Firm represents that all vehicles procured will conform to all applicable Federal Motor Vehicle Safety Standards (“FMVSS”); all applicable Federal Motor Carrier Safety Regulations (“FMCSR”) regulations in effect at the date of manufacture; and all equipment will conform to all applicable chapters of Title 46.2 of the Code of Virginia. These requirements are in addition to any other applicable governmental requirements. Furthermore, all vehicles must include a valid state inspection sticker, and all vehicles procured will be delivered with thirty-day license tags.

3. Future Goods and Services
The University reserves the right to have the Selected Firm provide additional goods and / or services under the same pricing, terms, and conditions across the Selected Firm’s product/service line. Such additional goods and / or services may include other products, components, accessories, subsystems or related services that are newly introduced during the term of a resulting Agreement. Such newly introduced additional goods and / or services will be provided to the University at Favored Nations pricing, terms, and conditions.
4. **Payment Method**
Unless otherwise deemed appropriate by the University, the Selected Firm will enroll in one of the University approved formats for receipt of electronic payment. The University’s approved vendor payment methods can be viewed on this web site:
[http://www.procurement.virginia.edu/pagepaymentmethods](http://www.procurement.virginia.edu/pagepaymentmethods)

5. **Confidentiality**
All firms represents and confirm that the contents of the firm’s proposal(s), all subsequent documentation submitted, and any resulting University award are not confidential and will be open to the inspection of any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act.
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)*:

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:**