Request for Proposal

Used Motor Coach

October 27, 2008

IMPORTANT DATES:
Preproposal Questions: Submitted by November 5, 2008
Proposals Due: November 13, 2008

VIRGINIA ASSOCIATION
OF STATE COLLEGE &
UNIVERSITY PURCHASING
PROFESSIONALS

College of William and Mary
George Mason University
James Madison University
Old Dominion University
Radford University
The University of Virginia
Virginia Commonwealth University
Virginia Military Institute
Virginia Tech

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

Request for Proposal (RFP) Name: Used Motor Coach

RFP Number: #FF102708

Issue Date: October 27, 2008

Preproposal Questions: Any questions concerning this RFP must be sent to the buyer listed below no later than 3:00 p.m. (EDT) on Wednesday, November 5, 2008, in order to guarantee a timely response prior to the proposal due date.

Proposal Due Date: Thursday, November 13, 2008, 3:00 p.m. (EDT)
Firms will send one original copy 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, November 24, 2008.

Expected Award Date: January 1, 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: Frank F. Fountain
Phone: 434-982-3092
Email: fff3x@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/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 website:  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

It is the University's intent to enter into an Agreement with (and/or issue a Purchase Order) to Selected Firm(s) to provide a used 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 University prefers a used Motor Coach Industries (“MCI”) J-Series over-the-road motor coach. However equivalents will be considered; such as, but not limited to: MCI D-Series.

1. Preferred specifications of particular importance:
   • 45 foot coach;
   • Seating capacity of at least 45;
   • Wheel chair lift;
   • Dual air conditioning;
   • Included lavatory;
   • Automatic transmission;
   • All existing decal(s)/logo(s) will be removed, by the Selected Firm, prior to purchase;
   • Entertainment system with TV monitors, DVD, and surround sound/stereo throughout the motor coach;
   • Spiral wraparound entrance stairway;
   • Pass through basement storage;
   • Warranty (Firm to provide details in proposal); and
   • Delivery of the motor coach to Charlottesville

2. Maintenance Record(s) and Vehicle Identification Number(s):
   Firms should include, in their proposal, the specific Vehicle Identification Number (“VIN”) for the motor coach(es) being proposed, along with an applicable maintenance history covering all relevant components for each motor coach proposed.

3. Vehicle Inspection/Site Visit:
   The University prefers that University personnel (i.e. mechanics) be allowed to inspect the vehicle as part of the Negotiation stage of this RFP. All firms submitting proposals should indicate in their proposal, one of the following:
   • The firm would be willing to bring the motor coach to the University as part of the Negotiation process (highly preferred);
   • As part of Negotiation process, the firm would be willing to pay for all travel/lodging expenses incurred by University personnel in order to travel to the physical location of the motor coach;
   • The firm would be willing to allow University personnel to inspect the motor coach as part of the Negotiation process, but at the University’s expense;
The firm is not willing to allow any inspection of the motor coach as part of the Negotiation process; or
• Other (firm to provide sufficient detail in their proposal).

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 (to be inclusive of firm’s proposed scenario with respect to Vehicle Inspection/Site Visit);
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 requested.
2. A detailed description and the full specifications of the proposed motor coach(es). Each firm should indicate in their 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 above specifications, the firm should detail their proposed change(s) and how the proposed change would compare to the listed specification. Proposals should 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 wks after order)
4. Information on the warranty associated with the product you are 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 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, eVA transaction fee, etc.

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

9. Provide the amount of annual sales the firm has with each Virginia Association of State Colleges and University Purchasing Professionals (VASCUPP) Member Institutions. A list of the VASCUPP Members can be found at http://www.vcu.edu/procurement/coopcon.htm.

10. 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 all subsequent award(s) are 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/


**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

Additional Preferred Contractual Provisions:

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.

**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 $1,000,000 per occurrence, with coverage for premises/operations and products liability.

**Automobile Insurance**:  
The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of $500,000 per accident on all owned, hired, and non-owned vehicles operated by their employees.

2. Inspection Requirements, License and Titling Papers
The Selected Firm represents that the 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 shall 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. Term of Agreement
The term of this Agreement will be for five years with no renewal options.

4. 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 to make modifications or enhancements. Such additional Goods and Services may include other products, components, accessories, subsystems or related services that are newly introduced during the term of this Agreement. Such newly introduced additional Goods and Services will be provided to the University at favored nations pricing, terms, and conditions.

5. Product Acceptance
“Product Acceptance” will encompass testing and observation of the fully functional and operational product. The University’s Contract Administrator will determine if the product specifications have been met, shortly after installation and integration of the product.
Warranty will begin as of the date of Product Acceptance. In the event that the University does not accept the product, the University may elect to require the Selected Firm to provide a replacement product or terminate the Agreement.

The University’s Contract Administrator will be the sole representative of the University and will have sole authority to act on the University’s behalf with regard to Product Acceptance; however, that in the event of a dispute regarding any material aspect of Product Acceptance unable to be resolved by the University’s Contract Administrator, then the procedures in Attachment 3, Procedure for Resolution of Contractual Claims will be followed.

6. 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.

7. 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

Madison Hall · Post Office Box 400228 · Charlottesville, Virginia 22904-4228
### Full Legal Name
*Company name as it appears with your Federal Taxpayer Number:*

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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:

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