Request for Proposal

350HP Electric Motor

August 21, 2007

Issued by
Procurement Services
Charlottesville, Virginia
A. GENERAL INFORMATION

Reference No.: Request for Proposal (RFP) #MW082107

Issue Date: August 21, 2007

Preproposal Questions: Any questions concerning this RFP must be sent to the buyer listed below no later than 3:00 pm, Tuesday, August 28, 2007 in order to guarantee a timely response prior to the proposal due date.

Proposal Due Date: 3:00 pm, Wednesday, September 5, 2007. Proposals may be sent via email or mail using the contact information in the box below. If sending by mail, provide three 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, are scheduled to start the week of September 10, 2007.

REFER ALL QUESTIONS AND RESPONSES 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: Michael N. Warlick
Phone: 434-924-8918
Fax: 434-924-7615
Email: warlick@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. Any failure to adhere to this requirement may result in the rejection of the firm’s proposal or cancellation of the RFP.

This RFP has been posted on Procurement Services web site for your convenience. Addenda and attachments are posted if issued. It is the firm’s responsibility to ensure that the entire RFP and associated links, in its latest version, is reviewed prior to the due date of a proposal. To receive a hard copy of the RFP or addenda, please contact Rebecca Sims, Contracts Administrator, at (434) 924-1346 or email pur-rfp@virginia.edu. Additional information can be found on Procurement Services web site: 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 Department of Mechanical and Aerospace Engineering seeks a qualified firm to provide a 350 HP electric motor to be used for a fluid film bearing test rig. It is the University's intent to issue a Purchase Order to the Selected Firm for those products (“Goods and Services”) necessary to help the University achieve this goal as outlined in this RFP. The following specifications provide the general requirement for the motor. If any firm wishes to propose alternatives to the specifications provided, this must be stated in the firm’s proposal.

1. Motor Specification

<table>
<thead>
<tr>
<th>Specification</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>Duty</td>
<td>Inverter</td>
</tr>
<tr>
<td>Power</td>
<td>350 HP</td>
</tr>
<tr>
<td>Application</td>
<td>Variable-torque</td>
</tr>
<tr>
<td>Rotational Speeds</td>
<td>1800-4400 rpm</td>
</tr>
<tr>
<td>Base Speed</td>
<td>1800 rpm or 3600 rpm acceptable</td>
</tr>
<tr>
<td>Phase</td>
<td>3</td>
</tr>
<tr>
<td>Voltage</td>
<td>460 V</td>
</tr>
<tr>
<td>Poles</td>
<td>2 or 4</td>
</tr>
<tr>
<td>Enclosure</td>
<td>TEFC or A-TEFC</td>
</tr>
<tr>
<td>Insulation System</td>
<td>Class “H”</td>
</tr>
<tr>
<td>Frame</td>
<td>449TS</td>
</tr>
<tr>
<td>Ambient temperature</td>
<td>40 °C Max</td>
</tr>
<tr>
<td>Full Load Amps</td>
<td>420 A Max</td>
</tr>
<tr>
<td>Thermal monitoring</td>
<td>2 Type “J” Thermocouples (2) per bearing</td>
</tr>
<tr>
<td></td>
<td>3 Type “J” Thermocouples (2) per phase</td>
</tr>
<tr>
<td>Vibration Monitoring</td>
<td>2 Proximity Probes per bearing</td>
</tr>
</tbody>
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*Motor will be supplied with 10 foot leads*
Fig. 1. Minimum Torque-Speed-Power Curve

Notes:
1. Fig. 1 represents a qualitative curve of motor load and torque as a function of running speed.
2. An additional margin of 20 percent is required to support future growth.
3. The remaining margin between 20 percent growth over Fig.1 and 350 hp at maximum running speed is required to allow for accurate speed control at the maximum running speed.

2. Drive Specification

<p>| | |</p>
<table>
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<tbody>
<tr>
<td>Frequency:</td>
<td>60 Hz-146.67 Hz</td>
</tr>
<tr>
<td>Enclosure:</td>
<td>NEMA 4, lockable</td>
</tr>
<tr>
<td>Control options:</td>
<td>Remote or local, selectable with key switch</td>
</tr>
<tr>
<td>Display</td>
<td>Programmable touch screen</td>
</tr>
<tr>
<td>Connections:</td>
<td>Ethernet</td>
</tr>
<tr>
<td>Monitoring</td>
<td>Thermocouples, vibration sensors</td>
</tr>
</tbody>
</table>
Fig. 2. Line Diagram, Drive with HMI Interface

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 Section B., Scope of Good and Services;
2. The firm’s experience in providing Goods and Services similar to those described in this RFP;
3. The firm’s cost proposal;
4. The firm’s references from clients;
5. The firm’s Small, Woman-owned and Minority-owned (SWAM) businesses status and/or the firm’s plan for utilization of SWAM businesses. Firms can only be considered a Small, Women-owned or a Minority-owned Business Enterprise if certified by the Commonwealth of Virginia's Department of Minority Business Enterprise (DMBE) and assigned a specific identification number. No SWAM firm is required to certify under this program and no SWAM firm will be excluded from doing business with the Commonwealth because of their failure to certify as a SWAM firm. However, if your firm does qualify as a SWAM firm, we strongly suggest that you register with DMBE (http://www.dmbe.state.va.us/).

Overall value will be judged based upon the information provided in the firm’s proposal in response to the applicable submission requirements of this solicitation. Selection will be made of the firm deemed to be
fully qualified and best suited among those submitting proposals. The University reserves the right to conduct negotiations with one or more firms. The University may also make an award without conducting negotiations. Therefore, Firms are strongly encouraged to submit a comprehensive proposal fully addressing all applicable submission requirements. Failure to do so may result in the elimination of the firm’s proposal from consideration by the University. The University may cancel this solicitation or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous.

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. Provide a brief history of the firm and its experience, qualifications and success in providing the type of product requested.
2. Provide a detailed description and the full specifications of the product the firm is proposing. 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., 10 wks after receipt of order).
4. Provide information on the warranty associated with the product the firm is proposing and any extended warranty (include the cost) that might be available.
5. The firm’s proposed price / fee for providing the Goods and Services, to include shipping charges (the University’s shipping terms are FOB Destination).
6. Include any additional discounts available for early payment of invoices. (The University’s normal payment terms are Net 30 after receipt of invoice or goods, whichever is later.)
7. Provide 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. Specify whether your firm is a Small, Women-owned or a Minority-owned Business Enterprise (SWAM), or how it intends to utilize SWAM firms in regards to this particular procurement.
9. The Firm’s contact information to include:
   a. The firm’s point of contact for this proposal, including phone number and email address.
   b. The firm’s mailing address, phone number, and web address.
   c. The firm’s Federal Taxpayer Number and DUNS number.

NOTE: Ownership of all data, materials and documentation originated and prepared for the University pursuant to this solicitation will belong exclusively to the University and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a firm 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](https://www.procurement.virginia.edu/forms/USVendorRegForm.html)
- The University’s Attachment 1, Mandatory Contractual Provisions
- The University’s Attachment 2, Special Contractual Provision
- The University's Attachment 3, Procedure for Resolution of Contractual Claims
A. **Nondiscrimination**

During the performance of this Agreement, the Selected Firm will comply with the contract provisions contained in Section 2.2-4311 (1) & (2) of the Code of Virginia or any successor provisions which may be applicable to this Agreement. Also, in accordance with Section 2.2-4343.1, the University does not discriminate against faith-based organizations.

B. **Conflict of Interests**

The Selected Firm represents to the University that its entering into this Agreement with the University and its performance through its agents, officers and employees does not and will not involve, contribute to nor create a conflict of interest prohibited by the Virginia State and Local Government Conflict of Interests Act (Va. Code 2.2-3100 *et seq*), the Virginia Ethics In Public Contracting Act (Va. Code 2.2-4367 *et seq*), the Virginia Governmental Frauds Act (Va. Code 18.2-498.1 *et seq*) or any other applicable law or regulation.

C. **Assignment**

Neither party to this Agreement will have the right to assign this Agreement in whole or in part without the prior written consent of the other.

D. **Amendments**

No amendment of this Agreement will be effective unless it is reduced to writing and executed by the University's Director of Procurement Services and by the individual signing the Selected Firm's proposal or by other individuals named by either party as specified in Section E, Notices below. If the Selected Firm deviates from the terms of this Agreement without a written amendment, it does so at its own risk.

E. **Notices**

Any notice required or permitted to be given under this Agreement will be in writing and will be deemed duly given: (1) if delivered personally, when received; (2) if sent by recognized overnight courier service, on the date of the receipt provided by such courier service; (3) if sent by registered mail, postage prepaid, return receipt requested, on the date shown on the signed receipt; or (4) if sent by facsimile, when received (as verified by sender’s machine) if delivered no later than 4:00 p.m. (receiver’s time) on a business day or on the next business day if delivered (as verified by sender’s machine) after 4:00 p.m. (receiver’s time) on a business day or on a non-business day. All such notices will be addressed to a party at such party’s address or facsimile number as shown below.

If to the University:
Eric N. Denby
Director of Procurement Services
University of Virginia, Carruthers Hall
1001 North Emmet Street, P.O. Box 400202
Charlottesville, Virginia 22904-4202
Fax: (434) 924-6154

If to the Selected Firm:
The person signing the Selected Firm's proposal in response to the University's RFP, at the Selected Firm's address indicated in such proposal; or to such other person or address as either may designate for itself in writing and provide to the other.
F. **Independent Contractor**

Selected Firm is not an employee of the University, but is engaged as an independent contractor. The Selected Firm will indemnify and hold harmless the Commonwealth of Virginia, the University, and its employees and agents, with respect to all withholding, Social Security, unemployment compensation and all other taxes or amounts of any kind relating to the Selected Firm's performance of this Agreement. Nothing in this Agreement will be construed as authority for the Selected Firm to make commitments which will bind the University, or to otherwise act on behalf of the University, except as the University may expressly authorize in writing.

G. **Workers' Compensation and Employers' Liability**

The Selected Firm will (i) maintain Employers Liability coverage of at least $100,000 and (ii) comply with all federal or state laws and regulations pertaining to Workers' Compensation Requirements for insured or self-insured programs.

H. **Drug-Free Workplace**

The Selected Firm, its agents and employees are prohibited, under the terms of the resulting Agreement, Code of Virginia Section 2.2-4312, and the Commonwealth of Virginia, Department of Human Relations Management Policy Number 1.05, from manufacturing, distributing, dispensing, possessing, or using any unlawful or unauthorized drugs or alcohol while on University property.

During the performance of this Agreement, the Selected Firm agrees to 1) provide a drug-free workplace for the Selected Firm's employees; 2) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Selected Firm's workplace and specifying the actions that will be taken against employees for violations of such prohibition; 3) state in all solicitations or advertisements for employees placed by or on behalf of the Selected Firm that it maintains a drug-free workplace; and 4) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific agreement awarded to a Selected Firm, the employees of whom are prohibited from engaging in the unlawful manufacturing, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the agreement.

I. **eVA Transaction Fee**

The Selected Firm agrees, by accepting an award as a result of this RFP, that it is a registered eVA vendor and will be subject to an eVA transaction fee, for which the Selected Firm will be invoiced by the Commonwealth of Virginia, Department of General Services. Additional information is available at [www.eva.state.va.us](http://www.eva.state.va.us).

J. **Contractor License Requirements**

State statutes and regulatory agencies require that some firms be properly registered and licensed, or hold a permit, prior to performing specific types of services. If firms provide removal, repair, improvement, renovation or construction-type services they, or a qualified individual employed by the firm, must possess and maintain an appropriate State of Virginia Class A, B, or C Contractor License (as required by applicable regulations and value of services to be performed) for the
duration of the Agreement. It is the firm’s responsibility to comply with the rules and regulations issued by the appropriate State regulatory agencies.

License #______________ Type__________________

A copy of the license must be furnished upon request to the University or VASCUPP member institution.

K. Governing Law
This Agreement will be governed in all respects by the laws of the Commonwealth of Virginia.
A. System Acceptance
“System Acceptance” will encompass testing and observation of the fully functional and operational System. The University will determine if the System specifications have been met, shortly after installation and integration of the System. Warranty will begin as of the date of System Acceptance. In the event that the University does not accept the System, the University may elect to require the Selected Firm to provide a replacement System or terminate the Agreement.

B. Termination
If the Selected Firm fails to provide quality goods or services in a professional manner, solely as determined by the University, and, upon receipt of notice from the University, does not correct the deficiency, to the University's satisfaction within a reasonable period of time, not to exceed five calendar days unless otherwise agreed to by both parties in writing, the University reserves the right to terminate this Agreement upon written notice to the Selected Firm.

C. Non-Appropriation
Funding for any Agreement between the University and a Selected Firm is dependent at all times upon the appropriation of funds by the Virginia General Assembly and/or any other organization of the Commonwealth authorized to appropriate such funds. In the event that funding to support this Agreement is not appropriated, whether in whole or in part, then the Agreement may be terminated by the University effective the last day for which appropriated funding is available.

D. Purchasing Manual
This Agreement is subject to the provisions of the Commonwealth of Virginia "Purchasing Manual for Institutions of Higher Education and Their Vendors" and any subsequent revisions, which is available on Procurement Services web site at:
http://www.virginia.edu/procurement/about/PurchasingManual.html
Attachment 3
Procedure for Resolution of Contractual Claims

The Virginia Acts of Assembly of 2007, Chapter 943, Chapter 3, Exhibit P and its attachments requires contractors with the University to submit any claims, whether for money or other relief, in writing no later than 60 days after final payment; however, written notice of the contractors' intention to file such a claim must be given at the time of the occurrence or beginning of the work upon which the claim is based.

The University's procedure for deciding such contractual claims is:

A. The Selected Firm must provide the written claim to:
   Assistant Director of Procurement Services
   University of Virginia
   1001 North Emmet Street
   P. O. Box 400202
   Charlottesville, Virginia 22904-4202

B. Although the Selected Firm may, if it chooses, attempt to resolve its claim by dealing with a University department other than the one stated in Section A above, the Selected Firm must submit any unresolved claim in writing no later than 60 days after final payment to the Assistant Director of Procurement Services if it wishes to pursue its claim.

C. Upon receiving the written claim, the Assistant Director of Procurement Services will review the written materials relating to the claim and decide whether to discuss the merits of the claim with the Selected Firm. If such discussion is to be held, the Assistant Director of Procurement Services will contact the Selected Firm and arrange such discussion. The manner of conducting such discussion will be as the Assistant Director and the Selected Firm mutually agree.

D. The Assistant Director of Procurement Services will mail his or her decision to the Selected Firm within 60 days after receipt of the claim. The decision will state the reason for granting or denying the claim.

E. The Selected Firm may appeal the decision to:
   Director of Procurement Services
   University of Virginia
   Carruthers Hall
   1001 North Emmet Street
   P.O. Box 400202
   Charlottesville, Virginia 22904-4202

   Provide a written statement explaining the basis of the appeal, within 15 days after the Selected Firm's receipt of the decision.

F. Upon receiving the written appeal, the Director of Procurement Services will review the written materials relating to the claim and decide whether to discuss the merits of the claim with the Selected Firm. If such discussion is to be held, the Director of Procurement Services will contact the Selected Firm and arrange such discussion. The manner of conducting such discussion will be as the Director of Procurement Services and the Selected Firm mutually agree.
G. The Director of Procurement Services will mail his or her decision to the Selected Firm within 60 days after the Director of Procurement Services receipt of the appeal. The decision will state the reasons for granting or denying the appeal.