Request for Proposal

Relocation Services for Medical Research Building

(Carter Harrison Research Building – a.k.a. MR-6)

January 23, 2009

Important Dates:
Preproposal Questions Due: Tuesday, January 27, 2009 - 3 p.m. (EST)
Proposal Due Date: Tuesday, February 3, 2009 - 3 p.m. (EST)

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

RFP Number: #FF012309

Issue Date: January 23, 2009

Preproposal Questions: Any questions concerning this RFP must be sent to the buyer listed below no later than 3:00 p.m. (EST) on Tuesday, January 27, 2009 in order to guarantee a timely response prior to the proposal due date.

Proposal Due Date: 3:00 p.m. (EST) on Tuesday, February 3, 2009
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 starting Monday, February 9, 2009. An inspection, only for the identified finalist Firm(s) for this RFP, is tentatively scheduled for 1 p.m. (EST) on Tuesday, February 10, 2009. Further details on this inspection will be provided appropriately to the identified finalist Firm(s).

Expected Award Date: February 25, 2009

Term of Agreement: The term of a resulting Agreement (if the award is formatted with an Agreement) will be for five years, with the ability to renew on the same 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.

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
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 SERVICES

The University and its School of Medicine seek an experienced firm to provide relocation services of furniture, computers, chemicals, boxes, equipment, and other items, for an expeditious move into the Carter Harrison Research Building (“MR-6”) with an anticipated move date in March 2009.

It is the University's intent to issue a Purchase Order (“PO”) and/or enter into an Agreement with the Selected Firm(s) for those services (“Services”) necessary to help the University achieve its goals as outlined in this RFP. For a preliminary inventory of the furniture, computers, chemicals, boxes, equipment, and other items to move, please reference Attachment 3, Preliminary Inventory of Items to be relocated to MR-6.

The Selected Firm will be responsible for:
1. Designating a lead person to be the primary contact for move planning and coordination. This lead person will supervise the actual moves and work with the University to plan and coordinate the move;
2. Providing packing materials and for packing and labeling items that require boxing;
3. Packing (with packing to occur no earlier than seven calendar days in advance of the scheduled move) and unpacking all items to be moved, as well as removal and disposal of all debris;
4. Disassembly and re-assembly of items needing to be disassembled (The University will designate the furniture, computers, chemicals, boxes, equipment and items to be disassembled during inspection detailed below); and
5. Moving all chemicals and equipment, except for those to be moved by the manufacturer and those that involve radioactive materials. This will also include the following overarching performance parameters:
   a. The Selected Firm will have some applicable and verifiable previous experience in moving laboratory chemicals;
   b. Employees assigned to work at the University on behalf of the Selected Firm (and any subcontractors) will:
      ▪ Have documented completion of a Hazard Communication (a.k.a. Right to Know) Training Program as detailed by the United States Department of Labor, Occupational Safety and Health Administration (Link: [http://www.osha.gov/dsg/hazcom/MTP101703.html](http://www.osha.gov/dsg/hazcom/MTP101703.html));
      ▪ Wear all proper and appropriate Personal Protection Equipment (“PPE”); such as (but not be limited to): safety glasses, gloves, long pants, long sleeves, and closed toe (preferably steel toe and leather) shoes;
   c. Prior to move being performed, the Selected Firm will contact the University’s Department of Environmental Health and Safety (“EHS”) to confirm that the detailed performance parameters have been met. The specific EHS contact persons for this solicitation are:
      ▪ Suzanne Perala (phone: 434-243-1727; e-mail: smp5m@virginia.edu); and/or
The University will be responsible for:
1. Labeling all items based on their existing locations and the locations to which they will be moved; and
2. Providing the Selected Firm confirmation of specific move dates at least 14 calendar days in advance of the scheduled move.

The University and the identified finalist(s) for this RFP will conduct an inspection of all property to be moved approximately in advance of the move and will together annotate lists describing the existing condition of items to be moved. The Selected Firm will be responsible for installing (including re-assembly) all items in locations to be designated by the University and in the same condition as they were described in the advanced inspection prior to the move.

**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 Services section;
2. The firm’s experience in providing 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 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. The firm’s proposed hourly pricing and any other potential fees for providing the Services (to include all potential charges).
3. Provide any contract the firm will request that the University sign.
4. At least three references where similar services have been provided. Include the name of the firm / organization, the complete mailing address, and the name of the specific contact person, their direct telephone number, and their direct e-mail address.
5. 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.
6. Provide a list of institutions of higher education with which the firm has signed a term contract.
7. Provide the amount of annual sales the firm has with each Virginia Association of State Colleges and University Purchasing Professionals (“VASCUPP”) Member Institution. VASCUPP Member List: [http://www.vcu.edu/procurement/coopcon.htm](http://www.vcu.edu/procurement/coopcon.htm)
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 are 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)

**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.

- **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 with coverage for the following:
  {X } Premises/Operations {X } Products/Completed Operations
  {X } Contractual {X } Independent Contractors
  {X } Additional Insured*

- **Contractors Environmental Impairment Liability:**
  The Selected Firm and any Subcontractor will provide a minimum combined single Limit for bodily injury, property damage, cleanup costs, and defense costs of $1,000,000 per occurrence and a $3,000,000 aggregate with coverage for the following:
  {X } Premises/Operations {X } Products/Completed Operations
  {X } Contractual {X } Independent Contractors
  {X } 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 by their employees.
  {X } Any Automobile { X} Owned and Non-Owned Automobiles
  {X } Transportation of Hazardous Substances
  {X } Additional Insured*

- **Workers Compensation and Employers Liability:**
  The Selected Firm and any Subcontractor will maintain coverage for workers compensation in compliance with the Virginia Workers’ Compensation Act and also maintain employers’ liability coverage with limits of not less than $1,000,000.

- ***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.”

2. **Term of Agreement**
   The term of any resulting Agreement will be for five years, with the ability to renew on the same 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.

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 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.
4. Payment Method
   Unless otherwise deemed appropriate by the University, the Selected Firm will enroll in one of the
   University approved vehicles for receipt of electronic payment.

5. Confidentiality
   The Selected Firm represents and confirms that the contents of the firm’s proposal(s) and any
   resulting Agreement 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
## Firm Information

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

<table>
<thead>
<tr>
<th>Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Telephone Number:</th>
<th>FAX Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Address:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>DUNS Number:</th>
</tr>
</thead>
</table>

### SWAM Information:

**Is your firm certified with the Commonwealth of Virginia’s Department of Minority Business Enterprises (DMBE):**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

- **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)?**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

### Point of Contact for this Proposal:

**Name:**

<table>
<thead>
<tr>
<th>Address:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Office No.</th>
<th>Mobile No.</th>
<th>FAX No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


Attachment 3

Preliminary Inventory of Items to be Relocated to MR-6

All counts are approximate and will be verified prior to relocation.

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flammable Cabinets</td>
<td>3</td>
</tr>
<tr>
<td>Incubators</td>
<td>50</td>
</tr>
<tr>
<td>Cryostat</td>
<td>1</td>
</tr>
<tr>
<td>Hoods</td>
<td>15</td>
</tr>
<tr>
<td>Scintillation Counter</td>
<td>8</td>
</tr>
<tr>
<td>Microscopes</td>
<td>35</td>
</tr>
<tr>
<td>Gamma Counter</td>
<td>1</td>
</tr>
<tr>
<td>Centrifuge</td>
<td>45</td>
</tr>
<tr>
<td>Autoclave</td>
<td>1</td>
</tr>
<tr>
<td>Microwave</td>
<td>8</td>
</tr>
<tr>
<td>Tanks</td>
<td>25</td>
</tr>
<tr>
<td>Misc. Large Equipment</td>
<td>80</td>
</tr>
<tr>
<td>Filing Cabinets</td>
<td>20</td>
</tr>
<tr>
<td>Tables</td>
<td>20</td>
</tr>
<tr>
<td>Chairs</td>
<td>60</td>
</tr>
<tr>
<td>Bookshelves</td>
<td>15</td>
</tr>
<tr>
<td>Cabinets</td>
<td>20</td>
</tr>
<tr>
<td>Desks</td>
<td>25</td>
</tr>
<tr>
<td>Computers</td>
<td>100</td>
</tr>
<tr>
<td>Copy Machines</td>
<td>1</td>
</tr>
<tr>
<td>Misc. Small Equipment</td>
<td>40</td>
</tr>
<tr>
<td>Refrigerators</td>
<td>30</td>
</tr>
<tr>
<td>Freezers</td>
<td>40</td>
</tr>
</tbody>
</table>

Plus:
Books, chemicals and similar items to be boxed.