Request for Proposal

Snow and/or Ice Removal Services

July 11, 2012

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

Request for Proposal (RFP) Name: Snow and/or Ice Removal Services

RFP Number: #DM071112

Issue Date: July, 11, 2012

Brief Description: The University and its Department of Facilities Management (“University”) seek proposals from qualified experienced firm(s) to provide various types of equipment with experienced drivers/operators and supervision to perform Emergency Snow and/or Frozen Precipitation Removal Services on an on-call, “as-needed” basis for various Academic and Health System Physical Plant (HSPP) areas on Grounds to include, but not limited to, parking areas, drives, roads, access ways, and two identified parking decks.

Preproposal Questions: Any questions concerning this RFP must be sent to the buyer listed below no later than 12:00 p.m. Tuesday, July 24, 2012 in order to guarantee a timely response prior to the proposal due date.

Preproposal Conference: An optional Preproposal Conference will be held on Wednesday, July 18, 2012 at 11:00 a.m. EDT at the Facilities Management Annex Conference Room (next to Leake Building) located at 575 Alderman Road Charlottesville, Virginia (map may be viewed at this web site: http://www.virginia.edu/webmap/HStadiumHereford.html). All potential interested parties are strongly encouraged to visit the areas/parking lots prior to attending the Preproposal Conference, as the University will not be providing a guided tour or site visit of the areas/ lots. This will allow for questions concerning specific areas/ lots to be addressed during the Preproposal Conference. 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 the RFP with you as no additional copies will be available at the conference.

Firms planning to attend the Preproposal Conference should notify Rebecca Sims by email pur-rfp@virginia.edu no later than 2:00 p.m. EDT on Friday, July 13, 2012 of the names, titles, and phone numbers of the individuals who will attend. Firms traveling to Charlottesville can go to the following website for travel arrangement assistance: http://www.virginia.edu/placestostay/.

Proposal Due Date: Tuesday, July 31, 2012 by 3:00 p.m. Proposals are to be sent via e-mail using the contact information in the box below. Proposals must be formatted in Microsoft Word or Excel where applicable. The University may, at its discretion, accept late proposals if it is determined to be in the best interest of the University.

Any trade secrets or proprietary information submitted with a proposal (original or copy) for which the firm seeks protection from public disclosure must be clearly identified by the specific page and section number and identified by a separate colored page(s) in the proposal and accompanied by a suitable justification requesting non-disclosure.

Negotiations: Negotiations, if needed, will be held on Tuesday, August 14 and Wednesday, August 15, 2012.
**Expected Award Date:** October 1, 2012.

**Term of Agreement:** The term of a resulting Agreement will be for three years, with the ability to renew on the same or similar 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.

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**REFER ALL QUESTIONS TO THE ISSUING OFFICE:**

UNIVERSITY OF VIRGINIA  
Department of Procurement and Supplier Diversity Services  
1001 North Emmet St, Carruthers Hall  
P.O. Box 400202  
Charlottesville, VA 22904-4202  
Attention: Diane Morse  
Phone: 434-982-5076  
Email: dm5h@virginia.edu

NOTE 1: 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 Les Haughton, Director 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.

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This Request for Proposal (RFP) has been posted on Procurement and Supplier Diversity 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 and Supplier Diversity 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 seeks proposals from qualified experienced firm(s) to provide emergency snow and/or ice removal services on an on-call, “as-needed” basis for various HSPP areas on Grounds to include, but are not limited to, parking areas, drives, roads, access ways, and two identified parking decks. The Selected Firm(s) will provide all equipment, transportation of personnel and equipment, tools, parts, materials, fuel, supervision, and any necessary incidentals to provide snow and/or ice removal services for any/all of the designated boundaries/areas in the linked maps to provide for safe passage of vehicles and pedestrians.
It is the University’s intent to enter into an Agreement(s) with the Selected Firm(s) to assist the University’s designated snow removal forces in providing emergency snow/ice removal services on an on-call, “as-needed” basis. The Selected Firm(s) will make assisting the University with its snow and/or ice removal service needs a high priority. In order to achieve the University’s goals the Selected Firm(s) may be requested to provide the Services including, but not limited to, those outlined in this RFP. The University reserves the right to award to different Selected Firms to respectively provide any part of the Services discussed in this RFP. The University guarantees no amount of business resulting from an Agreement(s).

The Selected Firm(s) must meet the following minimum requirements:

A. General Requirements

1. The designated areas are to be completely cleared to the surface, and dumpsters, loading docks, and fire hydrants must be accessible.
2. The work may include the removal of frozen precipitation (i.e. snow, sleet, and frozen rain) by plowing, blowing, and shoveling. Chemical deicers and abrasives are not included in this RFP and will be applied by the University’s in-house snow removal forces.
3. Equipment will be mobilized to start as soon as the frozen precipitation can be plowed, and/or two inches in depth, and must be kept clear for the duration of the storm event.
4. The Selected Firm(s) must confirm to the University that its firm has the required equipment available in current inventory or if the Selected Firm(s) intends to purchase, lease, or subcontract the offered equipment, the firm must provide proof of purchase, lease, or subcontract of the offered equipment prior to award.
5. Maps for the various locations indicate the areas to be plowed in green, include the anticipated priority (i.e. Academic/Medical Priority One, Two, and Three), with any site-specific requirements are provided at the following link. Click here for designated maps.
6. Maps provide estimated square footage of the areas/lots and the Selected Firm(s) are responsible to field verify the areas/lots to determine the exact square footage.
7. Plowing operations are expected to be underway at both the Academic and HSPP locations simultaneously and working from first priority to third priority. These priorities are subject to change due to the operational needs of the University at any time.
8. Areas must be ready for use by the start of business on the first regular working day following the termination of each storm or based on the operational needs of the University at that time.
9. Stockpile snow in a centralized location on the lot as designated by the University’s Contract Administrator (CA) or designee. The stockpiled snow will not block entrances, exits, gates, generators, dumpsters, or parking spaces. The Selected Firm will not push the snow so it presses against any fencing. In the event of excessive accumulations, the Selected Firm(s) may be required to remove snow from those locations were the snow could not be adequately dispersed.
10. The University will not guarantee empty parking lots and the areas/lots will be cleared as thoroughly as possible, taking precautions not to damage any parked vehicles.
11. The Selected Firm(s) are expected to be on Grounds and actively plowing within two hours of notification to mobilize and/or no later than the predetermined mobilization time set by the University’s Contract Administrator (CA) or designee for each snow event.
12. Provide ad-hoc services upon request on a time and material and/or fixed price basis. These services may include, but are not limited to, additional equipment, operators/drivers, laborers for snow removal/shoveling, hauling, special projects and/or events.
13. The Selected Firm(s) will establish a designated representative who will be thoroughly familiar with any Agreement resulting from this RFP, and have the authority to make day-
to-day business decisions on behalf of the Selected Firm(s). Provide the individuals name and emergency contact information as well as additional personnel names and phone numbers who can be contacted in case of emergency. The name and cellular phone number will be required prior to commencement of work activities. The Selected Firm(s) will have an operational cellular telephone onsite, which is effective at all times during the performance of any resulting Agreement from this RFP.

B. Special Requirements
1. Ensure Selected Firm(s) capacity to perform work under this Agreement, regardless of other contractual responsibilities to public/private bodies.
2. Provide sufficient personnel and equipment to perform work within the timeframe required as defined in the scope of work and specifications.
3. The Selected Firm will provide experienced, qualified, properly licensed (i.e. CDL), and properly trained personnel to perform the requested work.
4. The Selected Firm(s) must be available 24/7 during the period of November 1 through April 1 for snow and/or ice removal services.
5. Provide a cell phone and hand-held radio for communications between the Selected Firm(s) operators/drivers and the University’s CA or designee during the duration of all frozen precipitation events (“event”).

C. Plowing Locations:

<table>
<thead>
<tr>
<th>Location **Site Specific Requirements</th>
<th>Priority Academic/Medical</th>
<th>Approximate Square Footage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bice House K-2 Lot</td>
<td>Academic Two</td>
<td>67,700</td>
</tr>
<tr>
<td>Carruthers Hall North Lots Y1 and Blue**The clearing of this site includes both driveways leading from Emmet Street which has been included in the approximate square footage.</td>
<td>Academic One</td>
<td>100,879</td>
</tr>
<tr>
<td>Clark Hall/Kerchof Hall and Dawson’s Row</td>
<td>Academic Two</td>
<td>58,100</td>
</tr>
<tr>
<td>Crispell and Grove Street Lots</td>
<td>Medical Two</td>
<td>45,000</td>
</tr>
<tr>
<td>Darden School D-1 Lot</td>
<td>Academic Two</td>
<td>54,890</td>
</tr>
<tr>
<td>Facilities Management E-1 Lot</td>
<td>Academic Two</td>
<td>115,000</td>
</tr>
<tr>
<td>Fontaine Research Park Lots</td>
<td>Medical One</td>
<td>480,000</td>
</tr>
<tr>
<td>John Paul Jones (JPJ) Arena Commuter Lot and Service Drive** This lot and Service Drive may not require plowing with every snow storm due to the lack of demand for the Facility. Selected Firm(s) will be notified at the start of each event if these lots are to be plowed</td>
<td>Academic Three</td>
<td>212,106</td>
</tr>
<tr>
<td>Judge Advocate General’s (JAG) School</td>
<td>Academic Two</td>
<td>111,980</td>
</tr>
<tr>
<td>Kluge Children’s Rehabilitation Center (KCRC)</td>
<td>Medical Two</td>
<td>60,000</td>
</tr>
<tr>
<td>Law School D-2, D-5, D-22 Lots</td>
<td>Academic Two</td>
<td>163,000</td>
</tr>
<tr>
<td>Massie Road and The Park D-3 and Blue Lots</td>
<td>Academic Two</td>
<td>59,600</td>
</tr>
<tr>
<td>Medical Center Loading Dock**This location is critical to the operation of the Medical Center. Clearing operations are to be performed</td>
<td>Medical One</td>
<td>29,000</td>
</tr>
<tr>
<td>Location <strong>Site Specific Requirements</strong></td>
<td>Priority Academic/Medical</td>
<td>Approximate Square Footage</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>---------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Moser Radiation Therapy Center and Sieg Warehouse</td>
<td>Medical One</td>
<td>57,000</td>
</tr>
<tr>
<td>North Grounds Recreation Center Hourly Lot</td>
<td>Academic Two</td>
<td>22,700</td>
</tr>
<tr>
<td>Outpatient Surgery Center</td>
<td>Medical One</td>
<td>30,400</td>
</tr>
<tr>
<td>Physics, Dell, and Ruffner Lots</td>
<td>Academic Two</td>
<td>63,100</td>
</tr>
<tr>
<td>Scott Stadium Lots and Two Parking Structures ** There are two parking structures included within this area that are to be cleared, each with a height restriction of 7’ 6”**</td>
<td>Academic One</td>
<td>480,000</td>
</tr>
<tr>
<td>Stacey Hall Lot</td>
<td>Medical Two</td>
<td>56,000</td>
</tr>
<tr>
<td>University Hall Blue Lots</td>
<td>Academic One</td>
<td>368,372</td>
</tr>
</tbody>
</table>

1. The Selected Firm(s) may be requested to provide Services in accordance with Attachment 3, Snow and/or Ice Removal Services Pricing Schedule.
2. The University reserves the right to award to different Selected Firms to respectively provide any part of the Services in this RFP and guarantees no amount of business resulting from an Agreement(s). Changes in Services with the Selected Firm(s) may be added to or deleted from any Agreement resulting from this solicitation with thirty days’ notice from the University, according to the terms and conditions agreed upon by the University and the Selected Firm(s).

D. Equipment Requirements
1. All equipment must be operational prior to November 1 of each snow season and maintain its availability through April 1 for snow and/or ice removal.
2. Supply equipment in quantities adequate to clear concurrently both the Academic and HSSP locations/ lots.
3. The University requests the Selected Firm(s) to store equipment on-site at the University during the snow season. The University will not be responsible for loss or damage of the Selected Firm’s equipment, materials, supplies and/or tools.
4. Provide, maintain, and operate safety/equipment and accessories designated for the operations required and ensure the equipment is in good repair and operating condition.
5. Any equipment used to provide snow/ice removal services must be approved in advance by the University’s CA or designated representative.
6. Equipment must be fueled and ready to begin operations prior to reporting to the work site.
7. Provide a method of fueling the loader, backhoe, or other equipment on-site or submit its method for refueling to the University for approval.

E. Work Procedures
1. All work will be performed following the direction of the University’s CA or designee. The Selected Firm(s) equipment will meet OSHA/VOSH standards. Additionally, the Selected Firm(s) will remain in compliance with all OSHA/VOSH personnel, equipment, and safety regulations.
2. Work notification procedure: The University’s CA or designee will contact the Selected Firm(s) when the local and or National Weather Service forecast includes frozen precipitation for our area to alert the firms of the possible need. The University’s CA and the Selected Firm(s) will remain in contact until either the forecast removes the chance of precipitation or the Selected Firm(s) have completed snow removal operations.

3. Continuous operation: The Selected Firm(s) will provide a continuous operation once work has begun. Upon commencement of services, services will continue without interruption until the sites are clear of all frozen material that may present a hazard to vehicles, pedestrians, or interfere with the normal operation of any of the buildings/sites.

4. Work hours are completely dependent upon the timing of the storm and the needs of the University. Operational timing will be determined for each event.

F. Performance Expectations

1. The Selected Firm(s) are responsible for supervising and direct the work of its employees, as well as all subcontractors that may be utilized, by providing the firms best skills and sound judgment.

2. At the conclusion of the work per the frozen precipitation event, the Selected Firm(s) will demonstrate to the University CA or designee that the work is in compliance with the Agreement. Any deficiencies will be promptly corrected by the Selected Firm(s) at its expense prior to final acceptance of the work. The University’s CA or designee will be on-site to monitor progress and give directions as required. Prior to the Selected firm leaving University Grounds all work performed must be verified and accepted by the University’s CA or designee.

3. Failure of the firm to correct unsatisfactory or incomplete work performance in the allotted timeframe will result in a deduction from the fee for services at an amount equal to the University’s hourly rate for similar services. The University’s fees for services are subject to change and any deduction will reflect the hourly rates in effect at the time of a reported incident.

4. The Selected Firm(s) will be responsible for any and all damages which are a direct result of the firms’ performance for any Agreement(s) resulting from this RFP. Damages will include, but is not limited to, the repair of curbing; parking bumpers; asphalt; paving; damaged grass/lawn/landscaping;and parked personal or University vehicles, if it is found that damage to such areas was caused by negligence on the part of the Selected Firm(s) while performing snow and/or sleet removal.

G. Method of Measurement per Event

1. The official accumulation amount published for Charlottesville will be used to determine final storm accumulations. This amount is provided by the University’s McCormick Observatory located on Grounds.

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 assist the University to meet its goals for Snow and/or Ice Removal Services as discussed in Section II, Background Discussion, and Goals of the University, and Section III, Scope of Goods and Services;
2. The firm’s relevant experience, qualifications, and success in providing Goods and Services described in this RFP, to include the firm’s references from clients, which are comparable to the University;
3. The firm’s financial proposal including but not limited to discounts, service charges and other charges;
4. The quality of the proposal, specifically, responsiveness to requirements and adequacy of information provided;
5. Any other factors relevant to the firm’s capacity and willingness to satisfy the University; and
6. 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 in 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 Les Haughton, Director 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 must confirm in their proposal the ability to meet the requirements of this RFP on a line-by-line basis, specifically responding to each paragraph and subparagraph in the order addressed.

Unnecessarily elaborate brochures and other presentations beyond that sufficient to present a complete and effective proposal are not desired and may be construed as an indication of the firms’ lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.

Firms will provide the following information in their proposal:

A. Services
   1. A detailed description and the full specifications of the equipment proposed to include manufacturer, year, model, and capabilities. 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 above 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. Describe the firm’s plan of operation to provide snow/ice removal services as outlined in Section B., Scope of Goods and Services, to meet the needs of the University with a minimum disruption to the educational, health care, and research missions of the University. The plan of operation should address at least the following topics;
      a. Describe how the firm will work with the University to provide services on various shifts.
b. Provide an overview of training programs including, but not limited to, content and schedule for employee training. Include a detailed description of the firm’s supervisory training program.

c. Provide names and resumes for the individual(s) the firm proposes to fill on-site supervisory, and/or operator/driver positions. The University reserves the right to approve the individuals assigned to these positions by the Selected Firm(s) and may request interviews with these individuals.

d. Describe the firm’s Quality Assurance Program, detailing how it will meet the needs of the University.

e. How the firm intends to stage the necessary equipment in advance of a predicted storm event.

f. How the firm intends to mobilize equipment for an unexpected storm event.

3. The estimated on-site date of the designated equipment to be stored at the University during the snow removal season from November 1, to April 1 from the date of the Agreement (i.e., two weeks).

B. Firm Information

1. Provide a brief history of the firm and its experience, qualifications and success in providing the desired Services.

2. Provide at least three references of the firm’s clients that are comparable to the University indicating the length of service for each account. Include the name of the firm/organization, the complete mailing address, and the name of the contact person and telephone number. The University may contact and/or visit any of these accounts.

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

4. Provide the name of the individual responsible for the firm’s supplier diversity program. This individual is responsible for implementing and reporting on the firm’s Small, Women-owned and Minority-owned (SWAM) program as it will relate to this procurement should the firm be selected.

5. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of the VASCUPP Members can be found at https://vascupp.org

6. Complete and return the information requested in Attachment 2, Firm Information.

C. Financial Proposal

1. Describe how the University will be charged for goods and services requested in this RFP. Provide discount schedules where applicable. Include any additional discounts available for early payment of invoices. Ensure fees are provided for all Goods and Services’ categories proposed by the firm.

2. Provide pricing as requested in Attachment 3, Snow and/or Ice Removal Services Pricing Schedule. All areas must be priced based upon the required priority service levels of One, Two, and Three for Academic and HSPP lots. Firms have the option of not providing fees for all areas/ lots. (Note: Firms should provide fees to include all “Additional Services”).

   **The University will reject proposals that contain lump sum fees for any area(s)/lot(s).**

3. The fees quoted will represent a combined total for all necessary supervision, equipment, transportation, tools, parts, materials, fuel, water, and incidentals necessary to perform snow and/or sleet removal services, including profit, all direct and indirect costs such as general and administrative costs, all supplies and safety equipment, transportation of equipment and personnel, and including the repair and/or replacement and removal of equipment. Fees will also include the use of cellular phones and hand-held radios used by the Selected Firm(s) to conduct business.
4. Supply standard hourly rates for all available equipment to be utilized on an “as needed” basis to include the fee for the equipment, skilled operator, fuel, and any other incidental supplies and materials.

5. Provide ad-hoc services upon request on a time and material or fixed price basis. These services may include, but are not limited to, additional equipment, operators/drivers, laborers for snow removal/shoveling, hauling, special projects and/ or events.

6. Will the University incur any fees for requesting the Selected Firm(s) available equipment be stored on-site at the University during the snow season?

7. Describe how the University will benefit from cost savings by accepting the firm’s proposal.

8. Provide the following fee details:
   a. When or how often do fee increases and/or escalation rates occur?
   b. What is the firm’s plan for dealing with fee increases and/or escalation rates?

9. Provide a written statement confirming that fees charged for additional areas/sites or any future services, will be determined at the time of purchase and be provided under Most Favored Nations Pricing, identified in Attachment 2, Preferred Contractual Provisions, Section K., Favorled Nations.

10. State the firm’s agreement to receive payments electronically via Bank of America’s (“BoA”) ePayables® method of electronic payment or BoA’s PayMode® method of electronic payment. Prior to contract award, the Selected Firm(s) will be required to contact University Procurement Services’ Payment Processor Specialist group to set up its preferred method of receiving electronic payments [Phone: (434) 924-4212 and E-mail: uva-prs-boa@virginia.edu].

D. Contractual Arrangements
1. Provide the University with any form or contract the University may be requested to sign.
2. State the firm's acceptance of the University’s Mandatory Contractual Provisions.
3. State the firm's acceptance, with any proposed modifications, of the University’s Preferred Contractual Provisions.
4. Provide a written statement with the firm’s proposal that its principals or legal counsel have reviewed the Mandatory Contractual Provisions, and Preferred Contractual Provisions, and agree that these provisions will become a part of any final agreement.
5. Provide a list of clients with which the firm has signed a term contract that allows for cooperative procurement and/or if the firm has a General Service Accounting (GSA) schedule contract.

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 citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a firm 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. A firm may not request that its entire proposal be treated as a trade secret or proprietary information. Nor May a firm request that its pricing be treated as a trade secret or proprietary information, or otherwise be deemed confidential.
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]

- Unless otherwise deemed appropriate by the University, the Selected Firm(s) will enroll in one of the University approved methods for receipt of electronic payments. Accordingly, the Selected Firm agrees to accept Bank of America’s (“BoA”) ePayables® method of electronic payment or BoA’s PayMode® method of electronic payment.

- The Selected Firm registering and accepting eVA Terms and Conditions prior to award. [http://www.eva.virginia.gov/]


Note: Unless a firm express 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 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.

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 and an aggregate limit of not less than $2,000,000 with coverage for the following:

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

Workers’ Compensation
The Selected Firm and any Subcontractor will maintain workers’ compensation insurance on all employees that complies with the Workers’ Compensation Act of Virginia and such policy of insurance will also provide for employers liability coverage with limits of not less than $500,000.

*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. Oral Presentations and Negotiations
An oral presentation by two or more firms may be required after written proposals are received by the University. If the University requires such a presentation, the Issuing Office will schedule a time and place. Each firm should be prepared to discuss and substantiate any of the areas of the proposal it submitted, its own qualifications for the services required and any other area of interest relative to its proposal. Negotiations with two or more firms will be conducted by the University on the firms' financial proposals and proposed terms and conditions. Oral presentations and negotiations are tentatively scheduled for Tuesday, August 14, and Wednesday, August 15, 2012, as needed.

3. Communications between the University and the firms regarding This RFP:

Informal Communications
From the date of receipt of this Request for Proposal by each firm until a binding contractual agreement exists with the Selected Firm and all other firms have been notified, or when the University rejects all proposals, informal communications regarding this procurement will cease. Informal communications will include but not be limited to:
1. Requests from the firms to any department at the University, with the exception of Procurement Services for information, comments, speculation, etc.; and
2. Requests from any department at the University, or any employee of the University, with the exception of Procurement Services for information, comments, speculation, etc.

Formal Communications
From the date of receipt of this Request for Proposal by each firm until a binding contractual agreement exists with the Selected Firm and all other firms have been notified, or when the University rejects all proposals, all communications between the University and the firms will be formal, or as provided for in this Request for Proposal, or as requested by Procurement Services. Formal communications will include but not be limited to:
1. Preproposal Conference
2. Oral presentations
3. Site visits, Interviews, etc.

Any failure to adhere to the provisions set forth in Informal Communications and the Formal Communications sections above may result in the rejection of any firm's proposal or cancellation of this RFP.
4. Formation of the Agreement with the Selected Firm

The University will first carefully evaluate all proposals received, and then the University intends to conduct negotiations with two or more firms. After negotiations have been conducted, if the University chooses to make award, the University will select the firm, which, in its opinion, best meets, the needs of the University. Alternately, if the University determines in writing and in its sole discretion that only one firm is fully qualified, or that one firm is clearly more highly qualified than the others under consideration, it may decide to negotiate and award an agreement to that single firm. In either event, the University intends to execute a mutually satisfactory written agreement, which will reflect and largely incorporate this RFP as reconciled with any pertinent documents, such as the proposal submitted and relevant negotiation correspondence.

Because the University may choose to negotiate and award to a single firm as discussed above, each firm must include in its written proposal all requirements, terms or conditions it may have, and should not assume that an opportunity will exist to add such matters after the proposal is submitted.

Any firm(s) invited to negotiations should note that the University reserves the right to begin negotiations by combining the best aspects of submitted proposals from all responding firms as the basis for subsequent formation of any Agreement resulting from this RFP.

Firms should also note that, as described above, certain matters would automatically be deemed part of the proposal.
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
## Firm Information

<table>
<thead>
<tr>
<th>Full Legal Name (Company name as it appears with its Federal Taxpayer Number):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Telephone Number:</td>
</tr>
<tr>
<td>Web Address:</td>
</tr>
<tr>
<td>Email Address:</td>
</tr>
<tr>
<td>DUNS Number:</td>
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</tbody>
</table>

### SWAM Information:

Is the 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 the 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: |
Attachment 3

Snow and/or Ice Removal Services Pricing Schedule

(Click here for pricing schedule)