Miscellaneous Furniture for South Lawn Project

April 7, 2009

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

Request for Proposal (RFP) Name: Miscellaneous Furniture for South Lawn Project

RFP Number: #LP040709

Issue Date: April 7, 2009

Brief Description: Furniture will include, but not be limited to - Lounge Furniture (sofas, chairs, and tables), Outdoor/Site Furniture, Computer Keyboards, etc.

Preproposal Questions: Any questions concerning this RFP must be sent to the buyer listed below no later than 1:00 p.m., Wednesday April 15, 2009 in order to guarantee a timely response prior to the proposal due date. There will be no prepropsal conference.

Proposal Due Date: 3:00 p.m. Wednesday April 22, 2009. Firms will send one original copy of their proposal(s) to the address listed in the contact information box below. Additionally, firms will also send a complete electronic version of their proposal(s), formatted in Microsoft Word, or Excel spreadsheet where appropriate, 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 the week of May 5, 2009.

Expected Award Date: June 12, 2009

Term of Agreement: The term of a resulting Agreement or Purchase Order will be for one year, 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: Lori Ponton, ASID
Phone: 434-924-4216
Fax: 434-982-2690
Email: lp3s@virginia.edu

NOTE 1: If RFP proposal is sent U.S. Postal Service, use the P. O. Box. The University does not take responsibility for lost or misdirected mail.

NOTE 2: During the RFP process, all communication must be directed to the buyer listed above, with the exception of issues directly related to SWAM business and SWAM subcontracting opportunities. Such SWAM issues may be alternately directed to Bill Cooper, the University’s Director of Supplier Diversity, at (434) 924-7174 or SWAM@virginia.edu. Any failure to adhere to this requirement may result in the rejection of the firm’s proposal or cancellation of the RFP.
This Request for Proposal (RFP) has been posted on Procurement Services web site for your convenience. Addenda and attachments are posted if issued. The RFP can be downloaded at this web site: [http://www.procurement.virginia.edu/pagerfp](http://www.procurement.virginia.edu/pagerfp). It is the firm’s responsibility to ensure that the latest version of the entire RFP and related links are reviewed prior to submission of a proposal. We encourage you to check the web site frequently for any changes prior to the due date. Call (434) 924-1346 if you have trouble accessing the RFP from the web. For questions about the content of the RFP, contact the buyer listed above. Additional information can be found on Procurement Services web site: [http://www.procurement.virginia.edu](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.

**Communications between the University and the Firms Regarding this RFP**

From the date of receipt of this RFP by each firm until a binding contractual Agreement exists with the Selected Firm and all other firms have been notified, or when the University reject all proposals, or as provided for in this Request for Proposal, or as requested by Procurement Services, communications regarding this procurement will cease. Communications will include but not be limited to:

1. Preproposal Conference or Questions
2. Oral presentations or Negotiations
3. Site visits or interviews
4. Requests from the firms to any department, with the exception of Procurement Services, for information, comments, speculation, etc.
5. Requests from any department or any employee to the firms, with the exception of Procurement Services, for information, comments, speculation, etc.

Any failure to adhere to the provisions set forth in the Communications section above may result in the rejection of any firm's proposal or cancellation of this RFP.

**Formation of the Agreement**

All proposals received will be carefully evaluated by the University. The University will then select two or more firms deemed to be fully qualified and best suited among those submitting proposals, on the basis of evaluation criteria described in this RFP. The University will then conduct negotiations with each of these firms. After negotiations have been conducted, the University will select the firm which, in its opinion, has made the best proposal. 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 items after the proposal is submitted.

### B. SCOPE OF GOODS & SERVICES

The University and its School of Arts & Sciences seeks a qualified firm(s) to provide miscellaneous furniture items for its South Lawn Project necessary to help the University achieve its goals as outlined in this RFP. The University does not guarantee any amount of business to the Selected Firm(s).

The University will require the furniture to be delivered during the weeks as indicated:

- South Building – first week of November 2009
- North Building – first week of December 2009
The delivery work hours will be Monday through Friday, 8:00 a.m. to 5:00 p.m., or as coordinated with the University’s Installation and Delivery Coordinator(s), which will be named at a later date. Items will be considered received when completely unpacked, assembled and installed in the room, free of dirt, dust, marks, dents, scratches, tape, packaging or other foreign substances.

**Product Specifications**  
Selected Firm(s) will provide furniture items as detailed in Attachment 3, Miscellaneous Furniture Items.

**Customer Service**  
Customer services will include but not be limited to:
1. Providing a designated sales representative(s) for the University that exhibits a high level of professionalism and knowledge of the items being ordered;
2. Providing user friendly and efficient ordering procedures;
3. Providing consultations or field measurements, if required, with the University’s Installation and Delivery Coordinator(s); and
4. Promptly resolving shortages, damages or complaints to the satisfaction of the University.

**Delivery, Installation, Maintenance**  
Delivery, installation and maintenance services will include but not be limited to:
1. Coordinating shipping, delivery, and installation dates with the University’s Installation and Delivery Coordinator(s);
2. Handling of damage claims and manufacturer’s errors;
3. Furnishing the University’s Installation and Delivery Coordinator(s) with a punch list at the end of the installation;
4. Providing installation follow-up for adjustments, fine-tuning and touch-ups;
5. Removing and disposing, properly and legally, all crating, packing material and debris daily from the University’s property; and
6. Tagging and installing items as shown on Attachment 3, Miscellaneous Furniture Items and the South Lawn Floor Plans.

**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 Goods and Services section;
2. The firm’s experience in providing Goods and Services similar to those described in this RFP, to include the firm’s references from clients;
3. The firm’s price proposal; and
4. The firm’s Small, Woman-owned and Minority-owned (SWAM) businesses status and/or the firm’s plan for utilization of SWAM businesses. For more information about SWAM and the University’s SWAM plan, please see the letter at Attachment 1 and refer to the following site: [www.procurement.virginia.edu/main/publicpostings/rfp/SWAMplan.pdf](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.

D. CONTENTS OF PROPOSAL

Proposals will be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis will be on completeness and clarity of content, and will be organized in the order in which the requirements are presented in the RFP. Firms will provide the following information:

1. A brief history of the firm and its experience, qualifications and success in providing the type of product requested.
2. A detailed description and the full specifications of the product proposed. Each firm will 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 will detail their proposed change(s) and how the proposed change would compare to the listed specification. Proposals will be formatted in such a way to address each of the above specifications in a line-by-line process.
3. The estimated ship date of the product from the time of the order (i.e., 10 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 shipping charges (the University’s shipping terms are FOB Destination). Proposed prices must be included in the column space provided on Attachment 3 Miscellaneous Furniture Items.
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 VASCUPP Member Institution. A list of the VASCUPP Members can be found at [http://www.vcu.edu/procurement/coopcon.htm](http://www.vcu.edu/procurement/coopcon.htm)
10. Complete and return the information requested in Attachment 2, Firm Information.
11. Complete and return the information requested in Section F, Other Information, Part B, Sustainable Purchasing Requirements/Questionnaire.

NOTE: Virginia Freedom of Information Act
Except as provided below, once an award is announced, all proposals submitted in response to this RFP will be open to the inspection of any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by firms as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act; however, the firm must invoke the protections of this section prior to or upon submission of its proposal, and must identify the specific data or other materials to be protected and state the reasons why protection is necessary. Firms may not request that its entire proposal be treated as proprietary information.
E. TERMS AND CONDITIONS

This solicitation and any subsequent award are subject to:

- The Selected Firm registering as a vendor with the University of Virginia.
  [https://www.procurement.virginia.edu/pagevendorregistrationform]
- The Selected Firm registering and accepting eVA Terms and Conditions prior to award.
  [http://www.eva.virginia.gov/]
- The University’s Mandatory Contractual Provisions:
- The University’s Preferred Contractual Provisions:

**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.

- The University's Procedure for Resolution of Contractual Claims

F. OTHER INFORMATION

A. 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(s) construe these minimum required limits to be their limit of liability to the University. The Selected Firm(s) 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(s) satisfies the insurance requirements of the University. The Selected Firm(s) 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(s).

**Commercial General Liability:**
The Selected Firm(s) 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 a $2,000,000 general aggregate 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(s) 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 and Employers Liability:
The Selected Firm(s) and any Subcontractor will maintain coverage for workers compensation in Compliance with the Virginia Worker’s 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.”

B. Sustainable Purchasing Requirements/Questionnaire
The Selected Firm(s) will use environmentally preferable products, materials and services where economically feasible. Environmentally preferable products have a less or reduced effect on human health and the environment when compared to other products that serve the same purpose.

- What policies are in place to monitor and manage your firm’s supply chain regarding environmental/sustainability issues?

- Does your firm have an environmental/sustainability policy statement? If so, please provide it:

- Has your firm ever been cited for non-compliance of an environmental or safety issue? If so, state the reason, date and outcome of the citation.

- What programs does your firm have in place, or planned, for promoting resource efficiency? (i.e. an environmental/sustainable or waste audit)?

- Does your firm have web-based materials available documenting the environmental/sustainability initiatives? If so please provide it:

C. South Lawn Floor Plans: Click here to review
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
Attachment 2

Firm Information

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

Address:

Telephone Number: FAX Number:

Web Address:

Email Address:

DUNS Number:

SWAM Information:

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

□ Yes □ No

Minority-Owned Business: □ Yes □ No

Women-Owned Business: □ Yes □ No

Small-Owned Business: □ Yes □ No

Is your firm registered as a vendor in the Commonwealth of Virginia’s e-procurement system (eVA)?

□ Yes □ No

Point of Contact for this Proposal:

Name:

Address:

Office No. Mobile No. FAX No.

Email Address: