Steam Sterilizers for the Center for Comparative Medicine

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Issued by
Procurement Services
Charlottesville, Virginia
Steam Sterilizers for the Center for Comparative Medicine
Request for Proposal # JG021907
February 19, 2007

This Request for Proposal (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 due date of a proposal. To receive a hard copy of the RFP or addenda, please contact Becky Sims, Contracts Administrator, at (434) 924.1346 or email pur-rfp@virginia.edu For questions about the content of the RFP, contact the buyer listed in Section VI, Proposal Deadline. Additional information can be found on Procurement Services web site: [http://www.procurement.virginia.edu/main/](http://www.procurement.virginia.edu/main/)

The University of Virginia (the “University”) seeks a qualified firm to provide Steam Sterilizers for its Center for Comparative Medicine.

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, the procedure and criteria by which a firm may be selected, and the contractual terms by which the University proposes to govern the relationship between it and the Selected Firm.

I. Background Information

When Thomas Jefferson founded the University in 1819, he intended it to be nothing less than a world-class institution of higher learning. Jefferson’s spirit lives on – not only in the Rotunda and Academical Village he designed, and which remain treasures of American architecture, but in the University’s standing as a leader in education, research, and community service.

The over 19,850 students attending the University work within a true meritocracy and live by an Honor Code unique among American universities. Each student is exposed to the widest spectrum of disciplines – from arts and athletics to humanities and technology. Our students also enjoy a unique connection to the world beyond college through the University’s outstanding professional training, exemplified by its nationally ranked schools of Law, Business, and Medicine. The University as a whole has had a consistently high ranking not only among public schools, where it often heads the list, but among all American universities, public and private.

Over 11,600 permanent University faculty and staff are committed to serving both the local and national community. The University makes a real difference in the world, through its invaluable research, a hospital ranked among the nation’s finest, and graduates who have consistently been among the forefront of our
nation’s shapers. At the University, our bright future is the direct result of our great history.

As a large research institution, the University is engaged in significant and varying biological and medical research. Some of this research effort involves the use of laboratory animals. The University’s Center for Comparative Medicine provides support to the University research community in those circumstances where it is necessary to utilize laboratory animals. As part of this support, the Center for Comparative Medicine (“Center”) requires the ability to routinely perform animal husbandry on transgenic rodents used in the University’s research in a manner that minimizes the potential for exposure of these laboratory animals to opportunistic diseases, which requires the Center to provide sterile cages, feed, bedding and water.

II. Scope of Goods and Services

It is the University's intent to enter into an Agreement with the Selected Firm for autoclaves to include those goods and services necessary to help the University achieve its goals as outlined in this RFP (the “Goods and Services”).

The Selected Firm will provide a minimum of two single door 24” x 36” x 60” chamber steam sterilizers covering the cost of the units and associated loading carts and carriages, delivery on a schedule detailed by the University and training to personnel in its operation with a delivered price not to exceed $120,000. The autoclaves will be, at a minimum, of the design specifications given in this RFP or an equivalent acceptable to the University that exceeds the design specifications provided. The Selected Firm will provide all labor, materials, components, installation, training, and fees, including travel and other expenses that are required to ensure a complete on schedule delivery and functioning of all steam sterilizers in the manner specified. The Goods and Services provided by the Selected Firm will include, but are not limited to, specifications and capabilities of selected components detailed in paragraph A below. These components will be appropriately matched and integrated to seamlessly operate in a manner that will ensure full functionality. The autoclaves must be delivered to the University and rendered fully functional and operational no later July 15, 2007.

A. Steam Sterilizers (Autoclaves)

As a part of the Goods and Services, the Selected Firm will provide the autoclaves, loading carriages, loading carts and other related equipment. The Selected Firm will be responsible to ascertain that its equipment will meet the advertised specifications and supply adequate documentation showing dimensions, utility data, and full details to the University for proper operations and maintenance of the steam sterilizers. Proposals submitted on equal products must include product data and/or specification sheets and other full descriptive details. Only data,
specifications, drawings and details submitted with proposal documents will be used in the comparative evaluation process by the University. Failure to submit adequate required documentation or note in detail any exceptions to the specifications as outlined below will be sufficient grounds for rejection of any proposal. Substitutes of data, specifications, parts, components or materials will be permitted after proposal opening only if provided those items have the same or better functional and performance characteristics as determined by the University. Equipment is to be made within the United States. Any exceptions from the specifications must be clearly identified and fully described in performance and function and included with the proposal submission documents. Other than the vessel, the components of the sterilizers should be assembled from non-proprietary parts and be readily available from general parts suppliers.

The following industry, association and government codes and standards are cited in this section will be followed as applicable to the design, fabrication, assembly and testing of the specified equipment.

• American Society for Testing and Materials (ASTM)
• Federal Occupational Safety and Health Act (OSHA)
• National Fire Protection Association (NFPA)
• Underwriters Laboratories (UL) or Equivalent (ETL)
• American Society of Mechanical Engineers (ASME) Boiler and Pressure Vessel Code, Section IX
• National Electric Manufacturers Association (NEMA)
• National Electric Code (NEC)
• American Society of Mechanical Engineers (ASME), Unified Pressure Vessel Code, Section VIII
• American Welding Society (AWS)
• American National Standards Institute (ANSI)

The steam sterilizers will have the following minimum specifications or equivalent.

1. Microprocessor Control System
   General: The sterilizer process control system will monitor, control and document all critical process parameters from both sides. The Allan Bradley ControlLogix control system (or non-proprietary equivalent) will include an operator interface, printer, and main controller. Resistance Temperature Detectors (RTD's) will be provided in chamber drain line and sterilizer jacket to sense and control variations in temperature. A pressure transducer will be provided to measure chamber pressure and vacuum. Process
signals will be converted into electrical impulses to provide accurate controller inputs and readouts throughout entire cycle.

- Operating End User Interface: The user interface will be a programmable 4 line, 20 characters LED display. During in-cycle operation, the operator interface will show sterilizer status, time of day, cycle times, temperature, pressure, and any abnormal process conditions.

- Non-Operating End Control: The non-operating display will include cycle status indication light, cycle complete indication light, and open/close door push buttons.

- Printer: The printer will be a 32 column, alphanumeric, thermal printer using 2-1/4 inch wide, single-ply paper. An automatic paper take-up mechanism will be provided. Paper needs to be accessible from the front of the unit.

- Main Controller Enclosure: The main controller enclosure will be an Allen Bradley ControlLogix. The enclosure will provide extra boards slots for future expansion.

- Audible Alert: The operator interface will include a buzzer alarm.

2. Vessel and manufacturing approvals:

- The vessel will be designed and constructed to ASME code Section VIII Division I and pressure rated for 45 PSIG and full vacuum. ASME Code Stamp and U-1 form will bear the name of the US manufacturer.

- The sterilizer will be manufactured according to Quality Management Systems which are in compliance with ISO 9001:2000, ISO 13485:2003, CMDCAS and will be UL listed and in conformance with CSA requirements.

- The vessel chamber size should be 24 inches x 36 inches x 60 inches for the units to be purchased with this RFP; prices for other chamber sizes should be supplied.

- The vessel material will be non-laminated solid stainless steel plate/sheet. The chamber, headring and door material will be 316L stainless steel with an interior polished finish of <10µ Ra.

3. Door Construction

Sterilizers must be available as single or double door units, the door swings must be available as right or left handed. The two units to be purchased immediately will be radial arm single door.

- In the open position, the insulated door is secured behind a panel preventing the operator from contact with hot surfaces.
• An interlock will prevent cycle start unless the door is fully closed and secured.
• An interlock on double door units will prevent both doors from being opened simultaneously.
• The door will have a high temperature FDA approved silicone seal.

4. General Construction
• The vessel will be insulated with a minimum of 1" semi-rigid high temperature fiberglass board/blanket insulation overlaid with formed aluminum paneling and mounted in a structural steel frame.
• For units other than bulk sterilizers the frame will be enamel coated and fitted with adjustable legs on self-centering floor pads.
• The legs will have casters to provide ease in delivery and installation.
• Industrial grade pneumatic valves will be used instead of solenoid valves.
• An integral quench system to reduce discharge to < 60°C.
• Guaranteed internal chamber temperature control that is ±1.0°C.
• The vessel should contain two stainless steel rails to accept the shelf module containing the supplies to be sterilized.
• Provide for the utility requirements (electrical, steam, compressed air, cold water and drain) for the units.

5. Service and Equipment Access
• The current purchase of the two units will be side-by-side and the service space should be minimized by having the services of both units accessed from a single central between the units area. Therefore, one service will be on the right and the other on the left.
• Wiring will be laid side-by-side and mechanically secured flat against the metal insulation cover. All wiring will be clearly labeled or readily visible for visual tracing.
• Piping components will be threaded rigid brass and flared copper fittings, positioned with sufficient space for removal and replacement without disassembly of the entire piping assembly.
• Wiring and piping components will be non-proprietary, industrial grade, available through Authorized Service Agencies, local supply house or direct from the manufacturer of the sterilizers.
6. Additional equipment supplied with the sterilizers will include, but is not limited to:

Two loading cars will be supplied and consist of:
- Welded stainless steel with modular shelves to accommodate various load sizes and configurations.
- Bearing-mounted swivel casters should be on all four corners.
- A locking mechanism to retain the transfer carriage when moving a carriage on the car.
- Stainless steel rails for the transfer carriage to ride on and the rail height is adjustable to match with the rails within the sterilizer chamber.
- Stainless steel handle to allow the operator to move the car without contacting the sterilized load.

Two transfer carriages with shelf modules:
- Welded stainless steel frames reinforced and constructed to allow free passage of steam.
- Supports and side gates constructed from stainless steel.
- Side gates should fit into slots along the frame.
- The carriage will have load retaining end gates with three shelf modules that are adjustable in height and removable.
- While in position on the car the carriage is retained by a spring load latch.

For units that require freestanding cabinets these are #4 polished, 16 gauge, 304 stainless steel fascia panels for recessed installation or freestanding cabinet. Provide a quotation for the cabinet; the current purchase does not require these.

Provide a quotation for a compressor and separately for an electric steam generator for areas that may require this equipment.

Provide a quotation for a high vacuum/condenser system and state whether this system meets or exceeds European vacuum depth requirements for sterilization as per HTM-2010 and EN-285. Also, state whether the vacuum system reduces energy and water consumption without adversely affecting sterilization parameters.

7. Submittals and equipment specifications for this and future procurements.
- Product Data: Submit manufacturer's data for each item of equipment specified. Include dimensions, configurations, construction details, and attachments. Indicate location, size, and service requirements for each utility connection.
• Shop Drawings: Provide large-scale plans and sections showing rough-in and anchor placements, clearances, and location of utilities for coordination with other trades.

• Test Reports: Submit test reports verifying conformance to specified performance tests.

• Supply manufacturer's operating and maintenance manuals.

• Provide with process cycles suitable for the processing of hard goods, empty glassware, animal cages, lightly wrapped porous loads, or liquid loads in vented containers in the temperature range of 105 C to 138 C.

• Sterilizer Construction: Design the chamber, weldments, doors, and jacket to meet the requirements of the ASME Boiler and Pressure Vessel Code (Section VIII, Division 1 of the applicable document). The vessel will be stamped, and the manufacturer will furnish a signed copy of the U-1 form.

• Vessel Identification
  The autoclave vessel will have one accessible information plate permanently fastened and will provide the following information:
  • Name and Address of the manufacturer.
  • Serial Number or other unit identification.
  • Chamber Pressure and Temperature rating.
  • Jacket Pressure and Temperature Rating.
  • Stamp of the inspection authority.

• Vessel Construction
  Design and construct the chamber, doors, and jacket to maintain the specified operating pressures and temperatures. Design chamber to withstand operation from full vacuum to 45 psig

• Inner Chamber: Fabricate from 316Ti stainless steel with min 25 Ra finish.

• Jacket (Channeled): Construct of SA240 Type 304 stainless steel.

• Chamber Floor: The lower part of the inner chamber will form the chamber floor. The chamber floor will be
furnished with appropriate number of chamber drains, with strainers, to facilitate drainage.

- **Baffles:** Provide chamber with baffled steam inlets. The internal chamber baffling of 316 stainless steel will be designed to direct condensate to the chamber floor drain, to minimize load wetting by direct impingement on the load by condensate, and assure proper steam temperature distribution in the chamber.

- **Shell Insulation:** Cover sterilizer jacket with minimum 1-inch thick mineral wool insulation, rated at R-11 or greater, and encased with aluminum sheet metal.

- **Safety Valve:** Provide with ASME approved and stamped safety valve, set at the approved operating pressure of the vessel.

- **Chamber Penetration:** Provide a 2-inch Tri-Clamp capped chamber penetration port located at the side of the vessel. The port will include a blank end cap.

- **Door Construction:** Provide pneumatic motor operated horizontal sliding doors. The doors will be operated using door push buttons located on the sterilizer fascia panel. Door surfaces exposed to the chamber will be constructed of welded SA-240, Type 316L stainless steel. Each door will be continuously welded and reinforced to achieve rigidity. The exterior of the doors will be insulated and covered with Type 304 stainless sheet steel.

- **Door Sealing Mechanism:** Design and construct to provide an airtight closure of the sterilizer for pressure, water, vacuum, and steam service. The doors will be sealed using a one piece, easily replaceable silicone gasket, located in a channel groove on the end frame of the chamber. The door seal will engage when the door is closed. Compressed air will be used to actuate the door gasket against the door providing a hermetic seal.

- **Door Safety Features:** Equip doors with an automatic stop to prevent closing the door if the door leaving edge contacts an obstruction.
• Door switch must be held depressed until door is fully closed.

• A cycle cannot be started until the doors are fully closed, locked, and sealed.

• The doors cannot be opened while a cycle is in progress.

• The doors will not unseal while the chamber is under pressure or vacuum.

• In the event of a power failure, both doors will remain sealed indefinitely until the power is restored.

• In the event of loss the air pressure to the door seal, a check valve will prevent the door seal air from de-pressurizing.

• In the event of a power failure, a normally-open valve in the drain will allow the chamber pressure to vent to allow the chamber to return to atmospheric conditions.

• Power Door Control: Activated by one push button located at either end of the sterilizer.

• Door Interlocks: Provide double door units with interlocks to prevent inadvertent opening during the process and to prevent both doors from being opened simultaneously.

• Manual Operation: Provide a solenoid valve or pneumatic valve package to allow door pneumatic circuits to be operated manually.

• Cycles: Prevacuum Cycle: Provide for the sterilization of porous materials, hard goods, heat and moisture stable porous materials and decontamination of supplies using hi-vacuum assisted air removal.

• Liquid Cycle (Vented Containers Only): The liquids cycle will provide for the sterilization of liquids and media in vented borosilicated glass, water bottles or metal containers.

• Prevacuum Leak Test Cycle: Provide an operator-selectable automatic leak test cycle. The cycle parameters
will be fixed and designed to verify the integrity of the door seal and piping system.

- Process Configuration: The operator control interface will provide security access, service diagnostics, selection and configuration of cycles and cycle parameters.

- Security Access: A secure access key will be provided for the operator interface. When inserted, the secure access key will prevent sterilizer operation and/or cycles and their cycle values from being changed by unauthorized personnel.

- Cycles: The following cycles will be operator-selectable from the operator interface: Nine default cycle processes, four Pre-Vac, two Leak Test and four Liquid. All nine default cycle designations will be operator changeable.

- Print Format: printer will document time, temperature, pressure, change of phase, alarms, and a summary at the end of the cycle

- Duplicate Print (if required): The operator will have the ability to re-print cycle data in the event the paper ran out or was jammed during the execution of the cycle

- Optional Multi-Flow Operation: Bulk Sterilizer will have the capability to operate as a single door sterilizer from either side or as a pass-through sterilizer in either direction.

- Alarms: Each cycle alarm will be logged onto the cycle printout. The log will document the type, date and time of alarm. Service Diagnostics Mode: The service diagnostic mode will include, calibration, input/output testing, and change values. Access will be via the secure access key.

- Cycle Safeguards:
  Door/Cycle: Cycle will not begin unless doors are closed, sealed, and locked

- Interlocking Doors: Once a cycle has been started, unload door can not be opened until a successful cycle has completed. Load door may be opened after cycle is aborted.
• Incorrect Process Parameter Entry: The control system will be designed to reject any cycle parameters, which exceed the pressure vessel system design temperatures and pressures.

• Tamper-Proof Cycle Controls: Preprogrammed cycle configurations will be provided to limit the operator responsibility. Once cycle is started all cycle parameters are locked. The operator can only start the cycle, monitor and acknowledge alarms.

• Sensors:
  Pressure: The chamber pressure sensor will be an absolute pressure type transducer mounted in the appropriate chamber piping. The pressure resolution will be 0.1 psig.

  Temperature: Minimum two separate temperature probes will be provided for reliable process control. Each will be a platinum, 100 ohm, resistance temperature detector (RTD), located in the chamber drain and jacket.

• Utility Connections:
  Plant steam to chamber and jacket: Pre-pipe unit so that only one steam supply to the sterilizer is required.

• Vacuum System: Provide a vacuum system that is capable of attaining 27.5” Hg in under 5 minutes. Vacuum system will allow operation of the system with as low as 20 psi water pressure. Vacuum system performance will not be affected by fluctuations in the feed water temperature or pressure being fed to the system. Vacuum System will require maximum eight gallons per minute for vacuum system and condenser. Chilled water will not be required to ensure the performance of the vacuum system.

• Air Inlet Filter: The air inlet filter, used for vacuum break, will be a hydrophobic type bacterial retentive absolute 0.2 micron air filter. The air filter will be a replaceable cartridge mounted external to the chamber appropriately supported and connected.

• Valves: Steam, water, and exhaust valves will be solenoid-activated, pneumatically operated, normally closed type. All valves will be of brass and will be provided with tags for identification.
• Automatic Condenser Exhaust: The piping system will provide automatic condensing of chamber steam and disposal of condensate to waste discharge temperatures at maximum of 140 degrees Fahrenheit at the floor drain inlet.

• Pressure Gauges: Provide chamber and jacket analog pressure gauges. Each gauge will be between 2-5 inch diameter, calibratable in-place, and visible to the operator. A second chamber gauge will be provided on double door units.

B. Delivery and Installation
As a part of the Goods and Services, the Selected Firm will be responsible for providing a turnkey engineering solution with regard to the sterilizers and additional equipment. The University anticipates that the Selected Firm will provide, ship and install the sterilizers to the University at the designated sites of installation.

The Selected Firm will install the sterilizers in a manner that meets all agreed-upon technical and performance requirements including unpacking and disposal of packing materials. The Selected Firm will be responsible for all aspects of the installation: a preliminary site survey; removal and disposition University of packing materials to a dumpster provided by the University; and assembly and positioning in each facility. The Selected Firm will perform delivery and installation of the sterilizers in a manner that minimally disrupts any ongoing animal husbandry and cage washing operations.

During delivery and installation the Selected Firm will provide services that include, but are not limited to:
1. Perform all work necessary to receive the sterilizers from shipper (including inspection for damage during shipping and receiving),
2. Assemble and install the sterilizers in a manner and time frame as agreed by the University’s Contract Administrator and the Selected Firm.
3. Perform installation services regularly, diligently and without interruption at a rate to ensure completion of the installation by the date agreed upon by the University’s Contract Administrator and the Selected Firm.
4. Furnish sufficient and qualified personnel to ensure that the installation is in accordance with the schedule of work as agreed upon by the University and the Selected Firm. The Selected Firm will ensure that certified, trained manufacturer’s representatives
monitor, approve, and participate in the installation as necessary to ensure the University’s goals are met.

5. Ensure that the Selected Firm’s installation and service personnel are trained in, and comply with, relevant occupational health and safety standards for the University’s work environment including, but not limited to:
   a. Hazardous chemical communication
   b. Personnel protective equipment
   c. Blood borne pathogens and tuberculosis awareness

6. Keep the work area neat and orderly and remove trash and debris daily.

C. Training and Documentation
   As a part of the Goods and Services, the Selected Firm will provide training for University personnel who will be operating the sterilizers within ten working days of the completion of installation. Instruction will include all aspects of equipment operation that are necessary to achieve full functionality of the sterilizers. Attendees will include: Comparative Medicine’s Lab Mechanic, the Vivarium Supervisor, Comparative Medicine’s Laboratory Manager at one instructional session, the Director of Comparative Medicine at one instructional session. Instruction will be appropriately focused on the technical aspects of proper sterilizer operation, maintenance, and service. A certified manufacturer’s representative will conduct all training. Scheduling will be coordinated with the vivarium supervisor for each facility.

   The Selected Firm will provide two copies of relevant operations and maintenance manuals for each sterilizer. A spare parts list will be included with the manuals and will include a list of all purchased parts.

D. Warranty and Service
   As a part of the Goods and Services, the Selected Firm will provide a Conditional Warranty on all sterilizers will carry a one year warranty. Vessel and door will carry a 15 year warranty. Condenser on bulk units will carry a five year warranty. Accordingly, attributes of the Selected Firm’s service/support program will include, but not be limited to: Spare parts will be stocked by the Selected Firm at a location within the continental United States and available for delivery to the University within 24 hours. Qualified field engineers based in the continental United States who are properly trained to install and support the sterilizers will provide Field service/maintenance. The sterilizer warranties will commence as of the date of Acceptance by the University.
III. Basis of Selection

The University will evaluate proposals, and if a firm is to be selected, select the firm on the basis of:

A. The firm's plan to provide the University with the Services as described in Section II, Scope of Services;
B. The firm’s experience in providing Services similar to those described in this RFP, and the experience of the individuals which the firm proposes to provide such Services;
C. The firm’s references from clients which are comparable to the University;
D. The firm’s financial proposal;
E. The contractual terms which would govern the relationship between the University and the Selected Firm;
F. The firm’s plan for the utilization of Small, Women-owned and Minority-owned (SWAM) businesses. (In evaluating the firm’s proposal, the University will assign a minimum of 10 percent of the total selection weight to this individual selection criterion.); and
G. Any other factors relevant to the firm’s capacity and willingness to satisfy the University.

IV. Contents of Proposal

Firms should provide this information:

A. Goods and Services
   1. Describe how the firm plans to provide the sterilizers and all components of the Goods and Services that is the primary goal of this RFP.
   2. Provide a plan of operation to achieve the objectives set forth in Section III, Scope of Goods and Services.
   3. Describe how the firm plans to deliver, install and demonstrate the sterilizers, including how the firm will work with the University to ensure provision of operational sterilizers in a timely fashion. Specifically address how the firm plans to install and assemble the new sterilizers and provide timely removal of all packing material in a manner that minimizes disruption of normal animal husbandry operations.
   4. Describe the sterilizers’ warranty, maintenance, service and training that the firm will provide.
      a. Describe firm's plan for providing a rapid service response and repair of equipment during the warranty and/or service period and thereafter.
      b. Describe the firm’s occupational health and safety training program for service technicians regarding:
         • Hazardous chemical communication
         • Personnel protective equipment
Blood borne pathogens and tuberculosis awareness

B. Financial Proposal
1. Describe the firm’s proposed fees for providing fully functional and operational sterilizers as described in this RFP. The firm must detail all proposed fees for the Goods and Services. The proposed fees must incorporate all expenses associated with purchasing the sterilizers including labor, material components, delivery, installation, integration, removal of packing materials, training, warranty, maintenance, service, travel and any other expenses necessary to ensure a turnkey delivery of the sterilizers.
2. Describe the firm’s proposed fees for optional sterilizer maintenance and service after warranty expiration.
3. Describe how the University will benefit from cost savings by accepting the firm's proposal.
4. Provide the University with a discount schedule off the firm’s list prices of all the available product categories, specifically sterilizers of other sizes. Include all available options. This percentage discount will remain in effect for the length of the contract.

C. Contractual Arrangements
1. State the firm’s acceptance of Attachment 1, Mandatory Contractual Provisions;
2. State the firm’s acceptance, with any proposed modifications, of Attachment 2, Preferred Contractual Provisions; and
3. Provide any contract the firm will request that the University sign.
4. Provide a written statement with the firm’s proposal that its principals or legal counsel has reviewed Attachment 1, Mandatory Contractual Provisions, and Attachment 2, Preferred Contractual Provisions, and agrees that these provisions will become a part of any final agreement.

D. 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. Small, Women-owned and Minority-owned (SWAM) Business

Specify whether the firm is a SWAM. 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). All certified SWAM firms will be 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.

The Commonwealth’s definitions are:

- **Minority-owned Business Enterprise** means a business concern which is at least 51 percent owned by one or more minorities or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more minorities and whose management and daily business operations are controlled by one or more of such individuals.

- **Minority Individual** means a person who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:
  - "Asian Americans" means all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Marinas, the Philippines, U. S. territory of the Pacific, India, Pakistan, Bangladesh and Sri Lanka and who are regarded as such by the community of which these persons claim to be a part.
  - "African Americans" means all persons having origins in any of the original peoples of Africa and who are regarded as such by the community of which these persons claim to be a part.
  - "Hispanic Americans" means all persons having origins in any of the Spanish speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who are regarded as such by the community of which these persons claim to be a part.
  - "Native Americans" means all persons having origins in any of the original peoples of North America and who are regarded as such by the community of which these persons claim to be a part or who are recognized by a tribal organization.
  - "Eskimos and Aleuts" means all persons having origins in any of the peoples of Northern Canada, Greenland, Alaska, and Eastern Siberia and who are regarded as such in the community of which these persons claim to be a part.
- **Small Business Enterprise** means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of $10 million or less averaged over the previous three years. Nothing in this provision prevents a program, agency, institution or subdivision from complying with the qualification criteria of a specific state program or a federal guideline to be in compliance with a federal grant or program.

- **Woman-owned Business Enterprise** means a business concern which is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more women, and whose management and daily business operations are controlled by one or more of such individuals.

If the firm is not a SWAM firm, describe the firm’s partnering relationships with SWAM firms and how it plans to support the University’s goal to increase business annually by 5% with these firms in accordance with Attachment 4, Executive VP and COO’s Request for Commitment letter.

V. Preproposal Questions

Firms receiving this RFP will have the opportunity to ask questions about this RFP. Questions must be submitted by e-mail to the buyer listed below by 5:00 p.m., Wednesday, February 28, 2007 for the University to provide a response prior to the proposal due date. Answers to the questions will be sent to all Firms receiving the RFP from the University. If a Firm did not receive the RFP from the University and wants a copy of the response to questions, they must notify Becky Sims, (434) 924-1346 or via e-mail [pur-rfp@virginia.edu](mailto:pur-rfp@virginia.edu) to be added to the list of receiving firms.

VI. Proposal Deadline

All proposals must be received at the University of Virginia, Procurement Services, 1001 North Emmet Street, Carruthers Hall, P.O. Box 400202, 1001 North Emmet Street, Charlottesville, VA 22904-4202 by 3:00 p.m., Wednesday, March 7, 2007. Four copies of each proposal must be provided. Firms must also include an electronic copy of the proposal on a CD-ROM, excluding any pre-printed materials such as financial statements. The electronic copy should be formatted as a Microsoft Word document.
Any questions concerning this RFP will be directed to John Gerding as listed below and not to any other person at the University, 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 wsc6ja@virginia.edu. The University will determine whether any addenda should be issued as a result of any questions raised or other matters raised.

John Gerding, Major Procurements Manager
Telephone: (434) 924-4215
Fax: (434) 982-2690
TDD: (434) 982-HEAR
Email: jeg5y@virginia.edu

VII. Procurement Schedule

Here is a brief schedule for this procurement, specifying the important dates and milestones:

Issue Date of RFP: 02/19/07
Preproposal Questions: 02/28/07 (no later than 5:00 p.m.)
Deadline for Receipt of Proposals: 03/07/07
Negotiations: 03/15/07
Contract Award: 03/30/07
Attachment 1
Mandatory Contractual Provisions

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
The 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 this 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. Information Technology Access Act
In accordance with § 2.2-3504 of the Code of Virginia, the following will apply to all information technology Agreements:

NON-VISUAL ACCESS TO TECHNOLOGY: All information technology (the "Technology") which is purchased or upgraded by the University will comply with the following non-visual access standards from the date of purchase or upgrade until the expiration of the Agreement:

- Effective, interactive control and use of the Technology will be readily achievable by non-visual means;
- Technology equipped for non-visual access will be compatible with information technology used by other individuals with whom any blind or visually impaired user of the Technology interacts;
- Non-visual access technology will be integrated into any networks used to share communications among employees, program participants or the public; and
- Technology for non-visual access will have the capability of providing equivalent access by non-visual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

Compliance with the foregoing non-visual access standards will not be required if the Director of Procurement Services, University of Virginia determines that 1) the Technology is not available with non-visual access because the essential elements of the Technology are visual and 2) non-visual equivalence is not available.

Installation of hardware, software, or peripheral devices used for non-visual access is not required when the Technology is being used exclusively by individuals who are not blind or visually impaired, but applications programs and underlying operating systems (including the format of the data) used for the manipulation and presentation of information will permit the installation and effective use of non-visual access software and peripheral devices.
If requested, the Agreement must provide a detailed explanation of how compliance with the foregoing non-visual access standards is achieved and a validation of concept demonstration.

J. eVA Business To Government Registration
The eVA Internet electronic procurement solution, web site portal [www.eva.state.va.us](http://www.eva.state.va.us), is the Commonwealth of Virginia's comprehensive electronic procurement system. The portal is the gateway for firms to conduct business with state agencies and public bodies. All agencies and public bodies are expected to utilize eVA. All firms desiring to provide goods and/or services in the Commonwealth are encouraged to participate in the eVA Internet e-procurement solution. The Selected Firm is required to register in the eVA Internet e-procurement solution prior to an award being made.

K. 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 Commonwealth of Virginia, Department of General Services. Additional information is available at [www.eva.state.va.us](http://www.eva.state.va.us).

L. 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.
A. Goods and Services
During the term of this Agreement, the Selected Firm will provide for the University the goods and services offered to the University by the firm in its proposal and/or any addenda to its proposal which has been approved in writing by the University and as may be further specified by the University in writing when it selected the firm.

B. Term of the Agreement
The term of this Agreement will be for three years, with the ability to renewal on the same 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.

C. Contract Administrator
The University will identify a Contract Administrator for any Agreement which results from this RFP. The individual will be the point of contact at the University for day-to-day operations, but cannot approve amendments to the Agreement or price changes.

D. Waiver
No waiver of any right will be deemed a continuing waiver, and no failure on the part of either party to exercise wholly or in part any right will prevent a later exercise of such or any other right.

E. Indemnification
The Selected Firm will indemnify and hold harmless The Commonwealth of Virginia, The Rector and Visitors of the University of Virginia, and their agents, employees and officials from any and all costs, damage or loss, claims, liability, damages, expenses (including, without limitation, attorneys' fees and expenses) caused by or arising out of the performance or non-performance of the Agreement by the Selected Firm or its agents or subcontractors, including the provision of any services or products. The Selected Firm warrants that the products, goods and services provided the University may be used by the University without being in violation of any copyright, patent or similar property right or claim by others and will defend, indemnify and hold harmless the University (its employees and agents) from and against any such claim.
F. Governing Law
This Agreement will be governed in all respects by the laws of the Commonwealth of Virginia.

G. 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.

H. 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.

I. Right of Audit
The University reserves the right to audit or cause to be audited the Selected Firm's books and accounts regarding the University's account at any time during the term of this Agreement and for five years thereafter. The Selected Firm will make available to the University all books and records relating to performance of this Agreement as may be requested during said period.

J. Contractual Claims
This Agreement is subject to the University's policy on Contractual Claims which is provided as Attachment 3, Procedure for Resolution of Contractual Claims.

K. 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 will be required to provide the University with a valid Certificate of Insurance before providing any goods or services to the University. The University reserves the right to approve any insurance proposed by the Selected Firm.
Comprehensive Commercial General Liability
The Selected Firm and any Subcontractor will maintain a minimum combined single Limit of Liability for bodily injury and property damage of $1,000,000 per occurrence and an aggregate limit of at least $2,000,000, including coverage for premises/operations, contractual, and products/completed operations.

Commercial Automobile Liability
The Selected Firm and any Subcontractor will maintain a minimum combined single Limit of Liability for bodily injury and property damage of $750,000 per accident, to include coverage for all owned, hired, and non-owned vehicles.

Property Insurance
The Selected Firm and any Subcontractor will maintain an Installation Floater with coverage to the full value of the property to be installed at the University.

The following must be added to the general liability coverage as an additional insured: The Commonwealth of Virginia and the Rector and Visitors of the University of Virginia, its officers, employees, and agents.

L. Use of Agreement by Third Parties
In accordance with Section 2.2-4304 of the Code of Virginia, these organizations may have access to any Agreement resulting from this RFP to allow for cooperative purchasing by only the Virginia Association of State College and University Purchasing Professionals (VASCUPP) and all other Commonwealth of Virginia public institutions of higher education (to include four-year, two-year and community colleges). Current VASCUPP member institutions include: College of William and Mary, George Mason University, James Madison University, Old Dominion University, Radford University, University of Virginia, Virginia Commonwealth University, Virginia Military Institute, and Virginia Polytechnic Institute and State University. A list of all other Virginia Public Colleges and Universities is available at


In addition, access to the Agreement may also be extended to 1) Any University related foundation, and 2) City of Charlottesville and County of Albemarle. Potentially, other member schools of the Atlantic Coast Conference (ACC) may also have access to any Agreement resulting from this RFP if such access is confirmed by the University. The other ACC member schools which may potentially participate are: Boston College, Clemson University; Duke University; Florida State University; Georgia Institute of Technology, University of Miami, North Carolina State University; University of Maryland, University of Miami, University of North Carolina; Wake Forest University, and Wake Forest University Health Sciences. Other institutions which may participate include Emory University.
Participation in this cooperative procurement is strictly voluntary. If authorized by the Selected Firm, the Agreement will be extended to the public bodies indicated above to purchase at the fees in accordance with the terms of the Agreement. The Selected Firm will notify the University in writing of any such institutions accessing the Agreement. No modification of the Agreement or execution of a separate agreement is required to participate. The Selected Firm will provide semi-annual usage reports for all VASCUPP member institutions and public institutions accessing the Agreement. Participating public bodies will place their own orders directly with the Selected Firm and will fully and independently administer use of the Agreement to include contractual disputes, invoicing and payments without direct administration from the University. The University will not be held liable for any costs or damages incurred by any other participating public body as a result of any authorization by the Selected Firm to extend the Agreement. It is understood and agreed that the University is not responsible for the acts or omissions of any VASCUPP member institution, or of any other entity accessing the Agreement under this section, and will not be considered in default of the Agreement no matter the circumstances.

Use of this Agreement does not preclude any participating public body from using other agreements or competitive procurement processes as required by law.

M. Favored Nations
The Selected Firm represents that the prices, terms, warranties, and benefits specified in its proposal are comparable to or better than the equivalent terms being offered by the firm to any present customer.

N. Payment Terms
Invoices submitted to the University for Services will be paid Net 30 days after receipt and University approval of invoice.

O. Cancellation of Contract
The University reserves the right to cancel this Agreement, in part or in whole, without penalty, upon 30 days written notice to the Selected Firm. Any Agreement cancellation notice will not relieve the Selected Firm of the obligation to deliver and/or perform on all outstanding issues prior to the effective date of cancellation.

P. Small, Women-owned and Minority (SWAM) Business Reporting
The Selected Firm will identify and fairly consider SWAM firms for subcontracting opportunities when qualified SWAM firms are available to perform a given task in performing for the University under the resulting Agreement. The Selected Firm will submit a quarterly SWAM business report to the University by the 8th of the month following each calendar quarter, specifically the months of April, July, October, and January. The Selected Firm will submit the quarterly SWAM business reports to:
Nancy Noblette  
Administrative Assistant to the Director of Procurement Services  
E-mail: nrn9g@virginia.edu

The quarterly SWAM business reports will contain this information:
- SWAM firms name, address and phone number with which the Selected Firm has contracted over the specified quarterly period.
- Contact person at the SWAM firm who has knowledge of the specified information.
- Type of goods and/or services provided over the specified period of time.
- Total amount paid to the SWAM firm as it relates to the University’s account.

The Selected Firm’s failure to provide SWAM reports on a quarterly basis which contain the information required by this section and/or the Selected Firm’s failure to comply with the plan for utilizing SWAM businesses submitted by the Selected Firm as part of its proposal and/or negotiation response may be grounds for debarment pursuant to Section 4.M. of the “Purchasing Manual for Institutions of Higher Education and their Vendors.”

Q. Intellectual Property Rights/Disclosure

Unless expressly agreed to the contrary in writing, all goods, products, materials, documents reports, writings, video images, photographs or papers of any nature including software or computer images prepared or provided by the Selected Firm (or its subcontractors) for the University will not be disclosed to any other person or entity without the written permission of the University. The Selected Firm warrants to the University that the University will own all rights, title and interest in any and all intellectual property rights created in the performance or otherwise arising from any Agreement resulting from this RFP and will have full ownership and beneficial use thereof free and clear of claims of any nature by any third party including without limitation copyright or patent infringement claims. The Selected Firm will execute any assignments or other documents needed for the University to perfect such rights. Notwithstanding the foregoing, for research collaboration pursuant to subcontracts under sponsored research agreements administered by the University's Office of Sponsored Programs, intellectual property rights will be governed by the terms of the grant or contract to the University to the extent such grant or contract requires intellectual property terms to apply to subcontractors.
Attachment 3

Procedure for Resolution of Contractual Claims

The Virginia Acts of Assembly of 2006, 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
by providing 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.
Executive Vice President and Chief Operating Officer’s Request for Commitment

Greetings:

The quality of service the University of Virginia is able to deliver to its customers is directly related to the excellent support we receive from you and many other outstanding suppliers of goods and services. Without you, we would not be able to fulfill our educational, health care and research missions. An important part of our procurement program involves our commitment to doing business with small, women- and minority-owned (SWAM) businesses. As one of our most important vendors, we look to you to help us achieve this objective.

We conduct substantial business with small firms. We have been less effective in securing long-term business relationships with minority-and women-owned businesses. We are determined to improve our record.

I seek your assistance in two areas. First, to the extent practical, I ask that you involve small, women-and minority-owned businesses in the delivery of services you provide to UVa. Second, I seek your help in reporting your results through our quarterly subcontracting reports. The terms and conditions previously provided to your organization outlined this process.

This effort is important to us. We depend on you in so many ways – this is another way that we can partner with your company to make things better.

Sincerely,

Leonard W. Sandridge Executive Vice President and Chief Operating Officer
LWS:dr

Madison Hall · Post Office Box 400228 · Charlottesville, Virginia 22904-4228