Replace Water Heaters – Jordan Hall

April 17, 2008

Issued by
Procurement Services
Charlottesville, Virginia
A. GENERAL INFORMATION

Request for Proposal (RFP) Name: Replace Water Heaters – Jordan Hall

RFP Number: #DF041708

Issue Date: April 17, 2008

Brief Description: Replace two Patterson Kelly compact, semi-instantaneous, steam powered water heaters, associated pumps, and controls at Jordan Hall

Preproposal Conference: An optional Preproposal Conference will be held on Wednesday, April 30, 2008 @ 10:00 a.m., EDT at the Health System Physical Plant Conference Room G032, 1400 Jefferson Park Avenue, Charlottesville, Virginia (map may be viewed at this web site: http://www.virginia.edu/Map/). The purpose of the Preproposal Conference is to allow potential interested parties an opportunity to view the site, 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 solicitation with you.

Preproposal Questions: Any questions concerning this RFP should be sent to the buyer listed below no later than 12:00 p.m., EDT, Tuesday, May 6, 2008 in order to guarantee a timely response prior to the proposal due date.

Proposal Due Date: 2:00 p.m., EDT, Wednesday, May 14, 2008. Proposals may be sent via email or mail using the contact information in the box below. If sending by mail, provide four copies of each proposal. The University of Virginia (the “University”) reserves the right to reject proposals received after the stated due date and time.

Negotiations: Negotiations, if needed, will be held on Tuesday, May 27, 2008.

Expected Award Date: Friday, June 20, 2008

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: Duane Frederick
Phone: 434-982-5191   Fax: 434-924-7615
Email: djf4b@virginia.edu

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

NOTE 2: During the RFP process, all communication must be directed to the buyer listed above, with the exception of issues directly related to SWAM business and SWAM subcontracting opportunities. Such SWAM issues may be alternately directed to Bill Cooper, the University’s Director of Supplier Diversity, at (434) 924-7174 or SWAM@virginia.edu. Any failure to adhere to this requirement may result in the rejection of the firm’s proposal or cancellation of the RFP.
This Request for Proposal (RFP) has been posted on Procurement Services web site for your convenience. Addenda and attachments are posted if issued. The RFP can be downloaded at this web site: http://www.procurement.virginia.edu/main/publicpostings/RFP.html. It is the firm’s responsibility to ensure that the latest version of the entire RFP and related links are reviewed prior to submission of a 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/main/

For ease of reference, each firm or individual receiving this RFP is referred to as a “firm” and the firm or individual selected to provide services for the University is referred to as the “Selected Firm.” This RFP states the instructions for submitting proposals and the procedure and criteria by which a firm may be selected.

**Firm Qualifications:** Firm and its subcontractors will comply with the Virginia Contractor’s Registration Law, Title 54, Chapter 11, Code of Virginia, as amended. Firm will be required to maintain the appropriate Virginia Contractor’s license for the term of the Agreement that results from this RFP.

Note: The Virginia Board of Contractors has interpreted its regulations to mean “a licensed Contractor can submit a proposal on a contract which contains work outside his license classification(s) as long as he subcontracts those items for which he is not qualified to licensed Contractors with the appropriate License Classification and the work of the second part is incidental to the contract.” Therefore, the University may, as a part of determining whether the firm is responsible, require the apparent Selected Firm to submit a listing of its subcontractors along with the license number and classification or specialty of each.

### B. SCOPE OF GOODS & SERVICES

The University and its Department of Facilities Management seeks a qualified firm to replace two existing Patterson Kelly compact, semi-instantaneous, steam powered water heaters, associated pumps, and controls at Jordan Hall. Each heater will include an internal controlling device that will adjust the steam flow regulator in accordance with hot water demand. The regulator will cause the steam flow to the heater coils to vary in direct proportion to the water flowing through the heater shell. Firm should propose its best solution to provide and install the new heaters. Emphasis should be given to the installation method that will afford the least interruption to the occupants of the facility.

Click the icon below for a schematic of the existing hot water heaters:

![Diagram](https://example.com/HotWaterHeaters.pdf)

The Selected Firm(s) will accomplish the following:

1. Remove the two existing storage water heaters and associated piping.
2. Install new, compact, semi-instantaneous, steam powered water heaters that contain no less than 180 square feet of heating surface and will be capable of heating water at the rate of 150 GPM from 40-140 °F supplied with steam at 10 psi (2 psi in coil). The tubes will be double walled with
a copper – nickel tube bundle or equivalent. The system must meet all mechanical, electrical, fire and building code requirements.

3. Replace the existing copper water lines with Type L copper tubing at a minimum. The extent of new copper tubing will be no greater than 20 ft in any direction from the center of the hot water converters as measured from above. All fittings, valves and specialties within the replaced section of tubing will also be replaced.

4. Furnish and install new pneumatic control valves and sensors in the water heater steam supply lines. All controls and valves will be compatible with Johnson Controls’ systems.

5. Removal and installation will be completed within 30 calendar days after delivery. The system must be fully operational during normal facility operations which are between the hours of 6:00 a.m. and 11:30 p.m. Monday through Friday.

6. Dispose of all material, debris, waste, etc. in a legal manner.

7. Provide system start up and three OEM manuals.

8. Provide as-built drawings for any changes made to the existing piping or electrical systems.

9. Furnish a minimum one-year warranty on all work performed including parts, equipment, and labor.

10. Appoint an on-site contact person for coordination with the University’s Project Manager. The contact person must be an employee of the Selected Firm.

11. Parking for the Selected Firm’s vehicles in convenient proximity to the work location is not guaranteed. The Selected Firm will be provided with parking for unloading and loading. Remote parking spaces may be provided. The Selected Firm will be responsible for any costs associated with parking its vehicles should the University not be able to provide remote parking.

The University’s Project Manager will coordinate with Johnson Controls and the Selected Firm on the installation of any controls or monitoring points that are needed and any connections to the building automation system. The University will install insulation on the new piping and valves.

Note: The above Scope of Goods and Services indicates the University’s preference for the type of hot water heaters to be installed. This is not intended to limit the Selected Firm(s) from proposing alternative system specifications that it believes represent a comparable or improved solution for the University. Deviations from the above scope should be clearly delineated in the Selected Firm(s) proposal.

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 completed system as described in the Scope of Good and Services section;

2. The firm’s experience in providing hot water generators similar to those described in this RFP, to include the firm’s references from clients.

3. The firm’s price proposal;

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

Note 1: A 10% minimum weight will be given to this criterion in evaluating proposals.
D. CONTENTS OF PROPOSAL

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

1. A brief history of the firm and its experience, qualifications and success in providing the type of system requested.
2. A detailed description and the full specifications of the proposed system. Each firm should 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 should detail its proposed change(s) and how the proposed change would compare to the listed specification. Proposals should be formatted in such a way to address each of the above specifications in a line-by-line process.
3. A resume of the firm’s proposed on-site contact person.
4. A timetable for delivery and installation of the system. Include in the timetable the estimated ship date of the equipment from the time of the order (i.e., 6 wks after order).
5. Information on the warranty associated with the equipment proposed and any extended warranty (include the price) that might be available.
6. The firm’s proposed price / fee for providing the system, to include shipping charges (the University’s shipping terms are FOB Destination).
7. At least three references where similar systems have been provided. Include the name of the firm / organization, the complete mailing address, and the name of the contact person and their telephone number.
8. 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.
9. Complete and return the information requested in Attachment 2, Firm Information.

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

E. TERMS AND CONDITIONS

This solicitation and any subsequent award is subject to:

- The Selected Firm registering as a vendor with the University of Virginia. 
  https://www.procurement.virginia.edu/forms/USVendorRegForm.html
• The Selected Firm registering and accepting eVA Terms and Conditions prior to award. http://www.eva.virginia.gov/


**Note:** Unless a firm expressly and specifically states its exception to any of the Preferred Provisions in its written proposal, then the proposal from the firm will automatically be deemed to include those Provisions.


### F. OTHER INFORMATION

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 construe these minimum required limits to be their limit of liability to the University. The Selected Firm will maintain insurance which meets or exceeds the requirements of the University with insurance companies that hold at least an A- financial rating with A.M. Best Company. No Agreement will be executed by the University until the Selected Firm satisfies the insurance requirements of the University. The Selected Firm may be required to provide the University with a valid Certificate of Insurance before providing any goods or services to the University. The University reserves the right to approve any insurance proposed by the Selected Firm.

**Workers' Compensation and Employers' Liability**
The Selected Firm will (i) maintain Employers Liability coverage of at least $500,000 and (ii) comply with all federal or state laws and regulations pertaining to Workers' Compensation Requirements for insured or self-insured programs.

**Comprehensive Commercial General Liability:**
The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of $1,000,000 per occurrence with coverage for the following coverage:

- **{X}** Premises/Operations
- **{X}** Products/Completed Operations
- **{X}** Contractual
- **{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
*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."
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
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<th><strong>Firm Information</strong></th>
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<td><strong>Full Legal Name</strong> <em>(Company name as it appears with your Federal Taxpayer Number)</em>:</td>
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<td><strong>Taxpayer Identification Number</strong> <em>(Social Security Number or Employer Identification Number)</em>:</td>
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<td>DUNS Number:</td>
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<td><strong>SWAM Information:</strong></td>
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<td>Is your firm certified with the Commonwealth of Virginia’s Department of Minority Business Enterprises (DMBE):</td>
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<td>Minority-Owned Business:</td>
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<td>Women-Owned Business:</td>
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<td>Small-Owned Business:</td>
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<td>Is your firm registered as a vendor in the Commonwealth of Virginia’s e-procurement system (eVA)?</td>
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<td><strong>Point of Contact for this Proposal:</strong></td>
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