Request for Proposal

Housing Bathroom Waterproofing

February 22, 2010

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

Request for Proposal (RFP) Name: Housing Bathroom Waterproofing

RFP Number: #HH022210

Issue Date: February 22, 2010

Brief Description: Furnish all materials, labor, supervision, tools, equipment and incidentals necessary to install a waterproof coating to Housing Bathrooms, located at the University of Virginia ("University").

Preproposal Conference: An optional Preproposal Conference will be held on Tuesday, March 9, 2010 at 10:00 a.m. at Facilities Management Annex Conference Room, 575 Alderman Road 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 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, as there will be no other opportunity to view the units to be coated. Please do not bring more than two attendees to the conference. Bring a copy of the solicitation with you.

Firms planning to attend the Preproposal Conference should notify Rebecca Sims by email (pur-rfp@virginia.edu) no later than Friday, March 5, 2010 by 3:00 p.m., with the names, titles, and phone numbers of the individuals who will attend.

Preproposal Questions: Any questions concerning this RFP must be sent to the buyer listed below no later than Monday, March 22, 2010 by 1:00 p.m., in order to guarantee a timely response prior to the proposal due date.

Proposal Due Date: Wednesday, March 24, 2010 by 3:00 p.m. Proposals must be sent via email using the contact information in the box below. The University reserves the right to reject proposals received after the stated due date and time

Negotiations: Negotiations will be held on Wednesday, April 21, 2010.

Expected Award Date: Wednesday, May 12 2010.

Term of Agreement: The term of a resulting Agreement or Purchase Order will be for three years, with the ability to renew on the same terms and conditions, for two additional one-year periods if mutually agreeable to the University and the Selected Firm. The Selected Firm and the University will mutually agree at least 180 days prior to each renewal period whether to renew the terms of the Agreement.
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. 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.

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

**B. SCOPE OF GOODS & SERVICES**

The University and its Housing Division (“University Housing”) seeks a qualified firm to furnish all materials, labor, supervision, tools, equipment and incidentals necessary to install waterproof coating to the identified locations at University Housing. The University Housing Gooch/Dillard residence complex is comprised of four-floor buildings with two-story suites that house upper class undergraduates. The University anticipates 78 suites will require waterproofing, 58 suites at Gooch and 20 suites at Dillard.

The Selected Firm will provide the following goods and services and confirm the ability to meet the requirements below:

1. Install waterproof coating:
   a. Remove toilets, shower doors, entry doors, floor drain covers, escutcheon plates.
   b. Prepare identified area for application of a waterproof commercial grade coating.
   c. Install curb at shower entrance.
      - Fabricate a 4” x 4” curb
      - Material to be Trex, or similar
      - Must be installed with approved adhesive
      - All mating joints must be caulked with an approved caulking
   d. Apply coating, include but not limited to:
• Entire floor surface area
• Cove base
• Shower stall, which will have a floor to ceiling application
• Coating must be stain resistant with high resistance to cleaning chemicals, low odor during application, anti-skid, and able to bond to various materials, including wood, tile, drywall, paint and plaster.

2. Special Work Performance Requirements:
   a. All work will be coordinated with the University’s Office of Housing Project Management.
   b. The University’s Office of Housing Project Management will confirm the buildings and units where coating will be installed.
   c. Work hours will be from 8:00 a.m. to 5:00 p.m., Monday through Friday. All work to commence by Wednesday, June 2, 2010 and be completed no later than, Monday, August 2, 2010.
   d. A clean jobsite must be maintained at all times.
   e. Selected Firm’s personnel will wear clean uniforms at all times to designate their affiliation with the Selected Firm. Uniforms will have the Selected Firm’s name and person’s name on the upper portion of the shirt and must remain consistent for proper identification purposes. The Selected Firm’s personnel must wear these uniforms at all times, while on University Grounds. The University requires such identification for security and safety purposes.
   f. Final clean up of all units is required and will proceed in a timely fashion along with the completion of units. Clean up includes the reinstallation of all items previously removed, with the exclusion of toilets, which the University’s Housing maintenance crew will install and replace if necessary. All caulking used to reinstall items at joints, seams, and fixtures will be provided by Selected Firm and will include a warranty.

3. Background Checks:
The Selected Firm will maintain a mandatory background check and drug and alcohol-testing program for all employees. A Criminal History Records Check must be completed through the Virginia State Police for each staff member. If the check reveals any of the following, the Selected Firm will not assign that individual to perform services for the University:
   a. Any felony
   b. Any of the following misdemeanor offenses, regardless of when the conviction occurred:
      • Burglary
      • Breaking and entering
      • Robbery
      • Theft
      • Larceny
      • Any sexual offenses
   c. Any of the following misdemeanor offenses if convicted within the previous five years:
      • Forgery
      • Fraud
      • Assault and battery
      • Weapons violations
      • Possession, distribution, sale or delivery of a controlled substance
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 Good 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](mailto: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.

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

Firms will provide the following information:

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, including cleaning specifications and limitations. 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. A detailed description of the plan of action for installing the coating on each unit. Provide a step-by-step process of how the firm proposes to accomplish the job.
4. The estimated completion date of the project from the time of the order (i.e., 10 wks after issuance of purchase order)
5. Information on the warranty associated with the product the firm is proposing and any extended warranty (include the price) that might be available.
6. The firm’s proposed cost / fee for providing the goods and services, to include shipping charges (the University’s shipping terms are FOB Destination).

7. 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.

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

10. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of the VASCUPP Members can be found at [https://vascupp.cs.odu.edu/](https://vascupp.cs.odu.edu/).

11. 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 citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a firm as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act; however, the firm must invoke the protections of this section prior to or upon submission of its proposal, and must identify the specific data or other materials to be protected and state the reasons why protection is necessary. A firm may not request that its entire proposal be treated as a trade secret or proprietary information. Nor may a firm request that its pricing be treated as a trade secret or proprietary information, or otherwise be deemed confidential.

### E. TERMS AND CONDITIONS

This solicitation and any subsequent award is subject to:

- The Selected Firm registering as a vendor with the University of Virginia. [https://www.procurement.virginia.edu/pagevendorregistrationform](https://www.procurement.virginia.edu/pagevendorregistrationform)

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


**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

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.

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:

- Premises/Operations
- Products/Completed Operations
- Contractual
- Independent Contractors
- 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.

- Any Automobile
- 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."

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

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

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

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<tr>
<th>Minority-Owned Business:</th>
<th>[ ] Yes</th>
<th>[ ] No</th>
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<tr>
<td>Women-Owned Business:</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
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<td>Small-Owned Business:</td>
<td>[ ] Yes</td>
<td>[ ] No</td>
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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: