



Request for Proposal

Acoustical Ceilings & Resilient Flooring

January 28, 2008



College of William and Mary
George Mason University
James Madison University
Old Dominion University
Radford University
The University of Virginia
Virginia Commonwealth University
Virginia Military Institute
Virginia Tech

A VASCUPP Member Institution
Issued by
Procurement Services
Charlottesville, Virginia

A. GENERAL INFORMATION

Request for Proposal (RFP) Name: Acoustical Ceilings & Resilient Flooring

RFP Number: #FM012809

Issue Date: January 28, 2009

Brief Description: Furnish all materials, labor, supervision, tools, equipment and incidentals necessary to install Suspended Acoustical Ceilings and Nora Tile Rubber Flooring in designated areas throughout the University of Virginia Hospital (University Hospital).

Preproposal Questions: All questions concerning this RFP must be sent to the buyer listed below no later than 2:00 p.m., Tuesday, February 3, 2009 in order to guarantee a timely response prior to the proposal due date.

Proposal Due Date: 3:00 p.m., Friday, February 13, 2009. Proposals may be sent via email or US Postal Service using the contact information provided in the box below. If sending by postal service, provide four copies of each proposal. The University reserves the right to reject proposals received after the stated due date and time.

Negotiations: Negotiations, if needed, will be held on February 25, 2009

Expected Award Date: March 5, 2009

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: Frank J. Messina
Phone: 434-982-5879
Email: fjm9g@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.

B. SCOPE OF GOODS & SERVICES

The University of Virginia (University) and its Department of Facilities Management seek a qualified firm to furnish all materials, labor, supervision, tools, equipment and incidentals necessary to install Suspended Acoustical Ceilings and Nora Tile Rubber Flooring in designated areas throughout University Hospital. The areas include: corridors, waiting rooms, Nursing Stations, offices and other areas/ rooms as instructed. The total square footage of the ceiling work is approximately 69,000 Sq. Ft. The total square footage of the flooring work is approximately 69,000 Square Feet.

The Selected Firm will provide the following goods and services:

1. Suspended Acoustical Ceilings:
 - Remove and dispose of existing ceiling grid and tile.
 - Temporarily tie-up all existing light fixtures and equipment for reinstallation by others.
 - Coordinate ceiling work and the replacement of sprinkler heads, light fixtures and flooring with the University's Health System Physical Plant's Project Manager (Project Manager).
 - Furnish and install new suspended acoustical ceiling grid and tile;
 - Ceiling Grid: USG or Armstrong 15/16" White 2 x 2 (no substitutions).
 - Ceiling Tile: Armstrong "Fine Fissured" 2 x 2 HG+ w/ square edge (no substitutions).
2. Resilient Flooring:
 - The existing carpet and glue in the areas being renovated will be removed and disposed of by the University.
 - Furnish and install Nora Rubber Flooring, Johnsonite Base and Transition Strips per manufacture's specifications;
 - Nora Flooring: 24" x 24" Rubber Flooring, 2mm tiles, "Envirocare and ECO" styles. Colors will be selected by the University. The Selected Firm must be a factory authorized distributor of Nora Flooring Products. Each installer of Nora Flooring Products must be a factory certified installer.
 - Base: Johnsonite, "Millwork Inflection" MW-79-G, Color: Bone White, 5.25" high.
 - Transition strip: Johnsonite, Color: Black

Special Work Performance Requirements:

- All work will be coordinated with the University's Project Manager.
- The University's Project Manager will confirm the areas to be renovated and the project schedules at a later date with the Selected Firm. All project schedules and work will be designed to minimize disruptions to hospital activities.
- The Selected Firm will coordinate the simultaneous demolition and installation of ceilings and flooring in an area on the same scheduled work shift.
- Once a project has started, the Selected Firm will schedule work on a 24 hour / 7 days a week schedule until project completion with the involvement of multiple trades. The Selected Firm must staff projects for 12 hour shifts until completion.
- Work may be required on weekends and at night depending upon the project schedule. All work will be invoiced at straight time. Any allowances required for overtime must be figured into the Selected Firm's proposed pricing schedule.
- The Selected Firm must staff projects within 24 hours from a notice to proceed by the University's Project Manager.
- Storage of materials, supplies, equipment and tools on the jobsite will not be available. Projects must be stocked as required on a daily basis.
- A clean jobsite must be maintained at all times for safety reasons. The Selected Firm is responsible for assisting in clean-up efforts. The University will provide a dumpster for all construction debris.
- Employees are to dust off before leaving the construction area. All trash leaving the construction area must be covered. The University will cover all return air grills with filter cloth; close supply air dampers if possible; install/ maintain negative air machines and tack floor mats. The negative air machines must remain running at all times to prevent construction dust and debris from leaving the construction area and contaminating patient care areas.
- All construction personnel must come to work in clean clothes and wear uniforms at all times to designate their affiliation with the Selected Firm. Uniforms will consist of long pants and a shirt (either short or long sleeved) with the Selected Firm's name and person's name designated on the upper portion of the shirt. Uniforms must remain consistent for proper identification purposes, and the Selected Firm's personnel must wear these uniforms at all times, while on University property. All personnel are required to have a photo I.D with their Name, Name of Company and be worn above the waist at all times. The University requires such identification for security precautions and access will be prohibited, if University personnel do not recognize the identification.
- All personnel are to know the locations of all exits, fire extinguishers, and pull stations. No open flames are allowed, and smoking is only allowed 50' from any building or in designated smoking areas. Exterior doors may not be propped open, and anyone found doing so will be removed from the premises. Fire watches must be maintained any time the sprinkler system is off for more than four hours. Fire exits are to remain accessible and clear at all times.
- Parking passes must be obtained for the M-6 lot at a rate of \$125.00 per month.

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/ services 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 proven ability to meet the strict timelines/ schedules of completion provided at all times. Schedules are based on a 24 hour/ 7day work week. Portions of the work will take place during the evening and weekends;
4. The contractual terms which would govern the relationship between the University and the Selected Firm;
5. Any other factors relevant to the firm's capacity and willingness to satisfy the University;
6. The firm's Small, Woman-owned and Minority-owned (SWAM) businesses status and/or the firm's plan for utilization of SWAM businesses. For more information about SWAM and the University's SWAM plan, please see the letter 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.

Note 2: Any questions related to SWAM business and SWAM subcontracting opportunities can be directed to Bill Cooper, the University's Director of Supplier Diversity, at (434) 924-7174 or SWAM@virginia.edu.

D. CONTENTS OF PROPOSAL

Proposals 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 products requested. Include documentation verifying the firm is a factory authorized distributor of Nora Flooring Products and that each installer is a factory certified installer of Nora Flooring Products.
2. A detailed description and the full specifications of the products proposed. Each firm should indicate in their proposal the firm's ability to achieve / comply with each specification and the Special Work Performance Requirements. In the event the firm wants to propose an alternate specification that, in any way, differs from the above specifications, the firm should detail their 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. The estimated ship dates of products from the time of order (i.e., 10 wks after order).
4. Information on the warranties associated with the products the firm is proposing and any extended warranties that might be available (include pricing).
5. The firm's proposed price / fee for providing the Goods and Services, to include furnishing all materials, labor, supervision, tools, equipment, incidentals and shipping charges (the University's shipping terms are FOB Destination). All work will be invoiced at straight time. Any allowances for overtime will be included in pricing. Provide pricing as follows:

Suspended Acoustical Ceilings: \$_____ **Per Square Foot**

Resilient Flooring:

Nora Flooring \$_____ **Per Square Foot**

Base \$_____ **Per Lineal Foot**

Transition Strips \$_____ **Per Lineal Foot**

6. Provide at least three references where similar goods and/or services have been provided. Include the name of the firm / organization, the complete mailing address, and the name of the contact person and their telephone number.
7. The firm's Small, Woman-owned and Minority-owned (SWAM) businesses status and/or how the firm intends to utilize SWAM firms in regards to this particular procurement.
8. Provide a list of institutions of higher education with which the firm has signed a term contract.
9. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of the VASCUPP Members can be found at <http://www.vcu.edu/procurement/coopcon.htm>
10. 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 are 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/>
- The University's Mandatory Contractual Provisions:
<http://www.procurement.virginia.edu/main/publicpostings/rfp/mandatoryprovisions.pdf>
- The University's Preferred Contractual Provisions:
<http://www.procurement.virginia.edu/main/publicpostings/rfp/preferredprovisions.pdf>

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

- The University's Procedure for Resolution of Contractual Claims
<http://www.procurement.virginia.edu/main/publicpostings/rfp/resolution.pdf>

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.

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 coverage's for vehicles operated by their employees.

{X}	Any Automobile	{X}	Owned and Non-Owned Automobiles
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Worker's Compensation:

The Selected Firm(s) and Subcontractor will maintain workers compensation insurance on its employees in accordance with the Virginia Workers Compensation Act, and maintain Employers Liability limits of not less than \$500,000.

*Additional Insured:

The University will be named as an Additional Insured, and the proper name is: "The Commonwealth of Virginia, and the Rector and Visitors of the University of Virginia, its officers, employees, and agents."

Attachment 1

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

Attachment 2
Firm Information

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

Address:

Telephone Number:

FAX Number:

Web Address:

Email Address:

DUNS Number:

SWAM Information:

Is your firm certified with the Commonwealth of Virginia's Department of Minority Business Enterprises (DMBE): ☐ Yes ☐ No

Minority-Owned Business: ☐ Yes ☐ No

Women-Owned Business: ☐ Yes ☐ No

Small-Owned Business: ☐ Yes ☐ No

Is your firm registered as a vendor in the Commonwealth of Virginia's e-procurement system (eVA)? ☐ Yes ☐ No

Point of Contact for this Proposal:

Name:

Address:

Office No.

Mobile No.

FAX No.

Email Address: