



Request for Proposal

Copeley I and II Window Replacement

June 3, 2009



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: Copeley I and II Window Replacement

RFP Number: #HH060309

Issue Date: June 3, 2009

Brief Description: Furnish all materials, labor, supervision, tools, equipment and incidentals necessary to install Replacement Windows in Copeley I and II Apartments, located at the University of Virginia ("University").

Preproposal Conference: An optional Preproposal Conference will be held on Wednesday, June 17, 2009 @ 10:00 a. m. EST at Copeley I and II Apartment Buildings, 488 #6 Farrish Circle Charlottesville, Virginia (map may be viewed at this web site: (<http://www.virginia.edu/webmap/ENorthGrounds.html>) 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. Bring a copy of this RFP with you.

Firms planning to attend the Preproposal Conference should notify Rebecca Sims either by email (pur-rfp@virginia.edu) no later than Friday, June 12, 2009, 12:00 noon, EDT with the names, titles, and phone numbers of the individuals who will attend.

Proposal Due Date: Proposals are due by 3:00 p.m., Wednesday, July 1, 2009. Firms will send one original copy of their proposal(s) to the address listed in the contact information box below. Additionally, firms will also send a complete electronic version of their proposal(s), formatted in Microsoft Word, to the email address listed in the contact information box below. The University reserves the right to reject proposals received after the stated due date and time.

Negotiations: Negotiations, if needed, will be held on Wednesday, July 15, 2009. Firms will be required to bring an example of the replacement window proposed to the Negotiation Session.

Expected Award Date: Friday, July 24, 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: Heather Hite
Phone: 434-982-5077
Email: hch3h@virginia.edu

- NOTE 1: If RFP proposal is sent U.S. Postal Service, use the P. O. Box. The University does not take responsibility for lost or misdirected mail.
- NOTE 2: During the RFP process, all communication must be directed to the buyer listed above, with the exception of issues directly related to SWAM business and SWAM subcontracting opportunities. Such SWAM issues may be alternately directed to Bill Cooper, the University's Director of Supplier Diversity, at (434) 924-7174 or SWAM@virginia.edu. Any failure to adhere to this requirement may result in the rejection of the firm's proposal or cancellation of the RFP.

This Request for Proposal (RFP) has been posted on Procurement Services web site for your convenience. Addenda and attachments are posted if issued. The RFP can be downloaded at this web site: <http://www.procurement.virginia.edu/pagerfp>. 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 Department of Housing Division seeks a qualified firm to furnish all materials, labor, supervision, tools, equipment and incidentals necessary to remove and install Replacement Windows for its Copeley I and II Apartment Buildings, which accommodate both undergraduate and graduate students. The University anticipates that 1,050 windows will be removed and replaced. This total is comprised of 492 at Seymour Road, 279 at Peyton Court, and 279 at Farrish Circle sites.

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

1. Replace windows at Copeley I and II Apartment Buildings:
 - a. Remove and dispose of existing windows (see Lead-Based Paints Management Requirements below)
 - b. Furnish and install new replacement windows:

- Windows are to be a white vinyl (2) lite slider
 - Tempered, doubled insulated, low E glass with argon gas
 - Foam filled frame and sash
 - Full screen
- c. Existing wood frames will remain unless rotten or deteriorating
- If frames are rotten, Selected Firm will replace with University approved product
 - Selected Firm's employees must be certified to handle and dispose of lead base paint materials in accordance with state and local regulations
2. Special Work Performance Requirements:
- a. All work will be coordinated with the University's Project Manager for Housing Facilities and the Family and Faculty Staff Housing Coordinator
- b. The University's Project Manager for Housing Facilities and the Family and Faculty Staff Housing Coordinator will confirm the buildings and units where windows will be replaced and will contact the residents of those units to when the Selected Firm will need to have access to each housing unit in order to minimize disruptions to the residents' daily activities. The apartments could be occupied during this project.
- c. Work hours will be from 8:00 a.m. to 5:00 p.m., Monday through Friday with a finish date of October 30, 2009. All work started on a specific window will be completed by end of that work day.
- d. The Selected Firm may have up to three crews working at one time. A clean jobsite must be maintained at all times. The Selected Firm will be required to supply a dumpster at the jobsite for removal of items and debris. Any ground damage will be repaired by the Selected Firm.
- e. Lifts will be permitted, if necessary.
- f. All equipment and tools must be secured at the end of the day with yellow caution tape surrounding items.
- g. Selected Firm's 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 Grounds. The University requires such identification for security and safety purposes as personnel from Selected Firm will be entering residents' homes.
3. Lead-Based Paints Management Requirements:
- a. All exterior wooden window and door trim pieces associated with the windows and doors located within the Copeley I and II Apartment Buildings have been shown to contain lead-based paints (LBP).

- b. The Selected Firm will comply with all applicable Federal, State and Local occupational and environmental regulations, guidelines and ordinances during the handling of these LBP and all building components containing LBP.
 - c. All LBP chips, if any, will be vacuumed with HEPA vacuums or placed in appropriate weather-proof and properly labeled containers.
 - 1. Once full, the Selected Firm will transport the waste containers, if any, for proper disposal to the Lead Waste dumpster, located at 575 Alderman Road.
 - 2. All building components containing LBP will be wrapped in poly and delivered to the Lead Waste dumpster, where they will be unwrapped and placed in the dumpster.
 - 3. This must be coordinated through the University's Contract Administrator Officer who will be identified in the resulting Agreement.
 - 4. The Selected Firm will be responsible for cleaning and/or disposal of all plastic sheeting, personal protective equipment, tools, supplies, etc. used on the job.
 - 5. The poly may be disposed of as regular construction debris.
 - d. The University's Office of Environmental Health and Safety ("OEHS") may conduct periodic evaluations of the air quality, settled dusts and soil throughout the duration of this project to determine if work by the Selected Firm is creating adverse environmental contamination as per current EPA and HUD Guidelines. If such contamination of the site is found to exist, the Selected Firm will be responsible for all necessary decontamination and the related costs for insuring the site meets these guidelines prior to the Selected Firm's release from the applicable phase of this project.
 - e. The Selected Firm will submit a written LBP management plan to the University's OEHS representative for review and approval at least 10 days prior to beginning this project. At a minimum, this plan will include the following:
 - 1. Copies of all applicable credentials for the Selected Firm and personnel that will be disturbing these LBP and associated building components
 - 2. A description of the methods and equipment that will be used to insure that all Environmental and Occupational Standards will be met.
 - 3. A description of the methods, personnel and equipment that will be used to insure that the interior surfaces and exterior grounds will not be contaminated by lead during window removal/replacement activities.
 - f. No work will begin until this written LBP management plan is submitted by the Selected Firm, and approved by the University's Office of Environmental Health and Safety (OEHS). No payment will be approved for any phase of this work until all work in that phase has been completed, and the results of the related environmental testing, if necessary, are satisfactory.
4. 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 of its 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
4. Any other factors relevant to the firm's capacity and willingness to satisfy the University and;
5. 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 will be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis will be on completeness and clarity of content, and will be organized in the order in which the requirements are presented in the RFP. Firms will provide the following information:

1. A brief history of the firm and its experience, qualifications and success in providing the type of product requested. Include documentation that installers are certified to handle and dispose of LBP.
2. A detailed description and the full specifications of the replacement window proposed. Explain the R rating (heat flow resistance) for the window proposed. Include any applicable sales literature of the window. Each firm will indicate in its proposal the firm's ability to achieve and comply with each specification and Special Work Performance Requirements stated above. 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 its proposed change(s) and how the proposed change compares to the listed specification. Proposals will be formatted in such a way to address each of the above specifications in a line-by-line process.
3. The start date of the project from the time of the award.
4. Information on the warranty associated with the product the firm is proposing and any extended warranty (include the price) that might be available.

5. The firm's proposed price / fee for providing the Goods and Services, to include all charges for the project. Include specific pricing needed to replace the window frames as the status cannot be determined until a firm is selected. If the firm has a unique, earth friendly way to dispose of or reuse the old windows, provide that information in the proposal.
6. At least three references where similar goods and/or services have been provided. Include the name of the firm / organization, the complete mailing address, and the name of the contact person and their telephone number.
7. The firm's Small, Woman-owned and Minority-owned (SWAM) businesses status and/or how the firm intends to utilize SWAM firms in regards to this particular procurement.
8. 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/pagevendorregistrationform>
- The Selected Firm registering and accepting eVA Terms and Conditions prior to award.
<http://www.eva.virginia.gov/>
- The University's Mandatory Contractual Provisions:
<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 <u>expressly and specifically states its exception</u> 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

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.

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 and \$2,000,000 aggregate with coverage for the following :

{X}	Premises/Operations	{X}	Products/Completed Operations
{X}	Contractual	{X}	Independent Contractors
{X}	Additional Insured*	{X}	Other: Pollution liability for work anticipated in the

RFP

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
-----	----------------	-----	---------------------------------

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 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: