



Request for Proposal

DI Water Systems Maintenance and Repair

August 20, 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: DI Water System Maintenance and Repair

RFP Number: HH082009

Issue Date: August 20, 2009

Brief Description: The University seeks an experienced and qualified firm to provide maintenance and repairs to DI Water Systems including, but not limited to distilled, reverse osmosis and deionized within the Academic and Health Science Centers. Provide all material, labor, supervision, tools, equipment and incidentals necessary to maintain and/or repair systems for the University of Virginia ("The University").

Preproposal Questions: Any questions concerning this RFP must be sent to the buyer listed below no later than 1:00 p.m., Friday, September 25, 2009 in order to guarantee a timely response prior to the proposal due date.

Preproposal Conference: A Preproposal Conference and walking tour of the water system sites requiring maintenance will be held 9:00 a.m., Wednesday, September 16, 2009 at the 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 and walking tour is to allow potential interested parties an opportunity to present questions and obtain clarification relative to any facet of this RFP, as well as view the systems requiring maintenance schedules. The tour will begin promptly after the Preproposal Conference and will not be held up by late attendees. 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. 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 either by email (pur-rfp@virginia.edu) no later than 3:00 p.m., Friday, September 11, 2009 of the names, titles, and phone numbers of the individuals who will attend.

Proposal Due Date: 3:00 p.m., Wednesday, September 30, 2009. Proposals may be sent via email or mail using the contact information in the box below. If sending by mail, provide five 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 Wednesday, October 21, 2009.

Expected Award Date: Friday, December 11, 2009.

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 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.

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/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 seeks a qualified Firm to design and implement a complete maintenance and repair program for the DI Water Systems installed at the University, located at the Health Science Center and at the University's Academic Buildings listed below. The Selected Firm will furnish all labor, materials, tools, and resources necessary to design and develop maintenance and repair schedule. In addition to normal maintenance and repairs, the Selected Firm will provide a percentage discount on new systems as required by the University.

1. The University requires the Selected Firm to provide a proposal to:
 - Inspect and test systems, storage tanks, filters, pumps and softeners
 - test water with appropriate indicators and meters
 - replace filters and bulbs as per recommended schedule provided by firm
 - replace empty chemical drums with full drums
 - include a pricing agreement on new systems as required by the University

The hours maintenance and repairs will be conducted are 8:00 a.m. until 4:30 p.m., Monday through Friday.

- a. Health Science Building locations:
 - Jordan Hall basement – storage tank with pumps, pre, post and tank filters, RO with carbon, softener, multimedia, UV and DI tanks
 - MR-4 (4th floor) equipment room – filters, DI tanks, storage tank
 - MR-4 (6th floor) lab, 6074 equipment room – storage tank with pumps, pre, post and tank filter, RO with softener, carbon, UV and DI tanks
 - Medical School 5th floor lab 5767 equipment room – storage tank with pump, pre and post filters, RO with carbon, softener, UV and DI tanks
 - Multistory Building penthouse equipment room – storage tank with pumps, pre and post filters, RO with carbon, multimedia, softener, UV's and DI tanks
 - MR-5 Penthouse equipment area – storage tank with pumps, pre, post and tank filters, RO with softener, carbon and twin UV's
 - Aurbach Medical basement equipment room – storage tank with pump, pre, post and tank filters, RO with softener, carbon, UV and DI tanks
 - Aurbach stand alone system room G110 – pre and post filters, DI tanks on city water pressure
 - MR-6 basement equipment room – storage tank with pumps, pre, post, and tank filters, RO with carbon, multimedia, twin UV's and DI tanks.
- b. Academic Building locations:
 - Chemistry Building (including additions) in the basement equipment room – storage tank and pumps, pre and post filters, RO with softener, carbon, UV and DI tanks
 - Old Chemistry Penthouse (5th floor) equipment room – storage tank, with carbon, DI tanks and pre filter, gravity feed to floors below
 - Gilmer Hall (3rd floor) equipment room – storage tank, with carbon, DI tanks and pre filter gravity feed to floors below
 - Eastside Gilmer Hall equipment room – storage tank with pumps, pre filter, RO with carbon and DI
 - Clark Hall (including additions) – storage tank with pumps, pre, post and tank filters, RO with twin softener, carbon, UV and DI tanks
 - Chemical Engineering mechanical room M010 – tank, still and pump

2. Documentation of Services

- a. The Selected Firm will develop and maintain a service log for each system on the list above which will be kept in each respective University location.
The service log will contain:
 - Description of equipment
 - Copy of the preventative maintenance schedule for the respective machine/system
 - Brief account of the work performed on the machine/system
- b. The service ticket details:
After the system repair or service has been demonstrated to be completed, the Selected Firm will provide a service ticket with a number to the University's Area Supervisor for signature. The service ticket will include documentation of the suspected problem(s) and steps taken to correct the problem.

3. Special Work Performance Requirements:

- a. 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.

- b. All work will be coordinated with the University's Zone Maintenance Supervisors at the various locations.
- c. A clean jobsite must be maintained at all times.
- d. The Selected Firm will maintain a mandatory background check and drug and alcohol-testing program for all employees.
- e. The Selected Firm(s) will be required to work under the same conditions as the University's Facilities Management painters. This includes, but is not limited to, vehicle parking arranged through the University's Department of Parking and Transportation, adhering to the University's Facilities Management's Facilities Design and Construction Guidelines, complying with all building and safety codes, and scheduling work around the University's class schedules, special events and holidays.

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

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 service requested.
- 2. A detailed description and the full specifications of the maintenance and repair plan proposed. Each firm will indicate in its proposal the firm's ability to achieve / comply with each specification. Please provide examples of logs/documentation. 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. Please be as specific as possible in describing the firm's service plan for each

system (i.e. check air vent filter at six months, change if needed and change filter in 12th month of contract, etc.)

3. Information on the warranty associated with the product the firm is proposing and any extended warranty (include the price) that might be available.
4. The firm's proposed price / fee for providing the Goods and Services. Be specific in pricing for each system in each location:
 - a. Include shipping charges (the University's shipping terms are FOB Destination)
 - Provide a percentage discount on material used for repair on equipment used at the University (i.e. how the Selected Firm will base their cost for parts used to repair the equipment)
 - Provide a percentage discount on new equipment purchases
 - Standard and emergency labor rates
 - Travel and related expenses
 - b. Please separate pricing of MR-6 basement equipment room from other pricing. The unit is still under warranty. Please provide one-year service rate.
5. 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.
6. 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.
7. Provide a list of institutions of higher education with which the firm has signed a term contract.
8. A detailed list of service personnel which includes names, associated job titles, responsibilities and qualifications, and years with firm.
9. Complete and return the information requested in Attachment 2, Firm Information.
10. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of VASCUPP Members can be found at www.vcu.edu/procurement/coopcon.htm.

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/>
- 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

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 with coverage for the following coverage:

{X}	Premises/Operations	{X}	Products/Completed Operations
{X}	Contractual	{X}	Independent Contractors
{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
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Workers' Compensation:

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

Umbrella/Excess Liability:

The Selected Firm and any Subcontractor will maintain excess liability coverage of at least \$2,000,000 per occurrence that provides coverage uniform with the underlying general liability insurance.

*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:

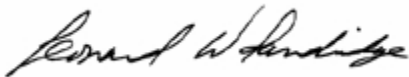
The quality of service the University of Virginia is able to deliver to its customers is directly related to the excellent support we receive from you and many other outstanding suppliers of goods and services. Without you, we would not be able to fulfill our educational, health care and research missions. 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: