



Request for Proposal

Piedmont Housing Window Replacement

December 7, 2010



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: Piedmont Housing Window Replacement

RFP Number: #DM120710

Issue Date: December 7, 2010

Brief Description: Furnish all materials, labor, supervision, tools, equipment and incidentals necessary to install Replacement Windows in Piedmont Housing Buildings, located at the University of Virginia (“University”).

Preproposal Questions: Any questions concerning this RFP must be sent to the buyer listed below no later than 3:00 p.m. Wednesday, January 12, 2011 in order to guarantee a timely response prior to the proposal due date.

Preproposal Conference: An optional Preproposal Conference and site visit will be held at 10:00 a.m. Wednesday, January 5, 2011 at Apartment113, Mimosa Drive, Charlottesville, Virginia (map may be viewed at this web site: <http://www.virginia.edu/webmap/IObservatoryHill.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 by email (pur-rfp@virginia.edu) no later than 3:00 p.m. on Monday, January 3, 2011 of the names, titles, and phone numbers of the individuals who will attend.

Proposal Due Date: 3:00 p.m., Wednesday, January 19, 2011. Firms will 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 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 Wednesday, February 2, 2011.

Expected Award Date: February 14, 2011

REFER ALL QUESTIONS TO THE ISSUING OFFICE:

UNIVERSITY OF VIRGINIA
Department of Procurement Services
Attention: Diane Morse
Phone: 434-982-5076
Email: dm5h@virginia.edu

NOTE 1: 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 receiving this RFP is referred to as a "firm" and the firm 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 seeks a qualified firm to furnish all materials, labor, supervision, tools, equipment, and incidentals necessary to remove and install Replacement Windows for its Piedmont Housing Buildings, which accommodate both undergraduate and graduate students. The University anticipates 836 windows will be removed and replaced. This total is comprised of 592 at Piedmont Housing and 244 at Piedmont Apartments 115 & 117 located at Mimosa Court and Mimosa Drive.

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

1. Replace windows at Piedmont Housing Buildings:
 - a. Remove and dispose of existing windows (see Lead-Based Paints Management Requirements below).
 - All employees of the Selected Firm must be certified to handle and dispose of lead base paint materials in accordance with state and local regulations.
 - b. Furnish and install new replacement windows:
 - Windows are to be a white vinyl two lite slider and picture windows.
 - Tempered, double insulating glass units (IGU), soft coat Low "E"(Emissivity) glass and argon gas

- Foam filled frame and sash
- Full screen to include top and bottom
- c. Existing wood frames will remain unless deteriorating
 - If frames have deteriorated, Selected Firm will replace with a product approved by the University's Project Manager for Housing Facilities.
 - Touch up painting of the frames will be required.

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 unit residents when the Selected Firm needs to have access to each housing unit, in order to minimize disruptions to the residents' daily activities. The apartments may 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 May 15, 2011. 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/landscape damage will be repaired at the expense of 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 all items.
- g. Selected Firm's employees are required to wear booties for any work performed inside the buildings.
- h. Selected Firm's personnel must come to work in clean uniforms at all times, which 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 the Selected Firm will be entering residents' homes.

3. Lead-Based Paints Management Requirements

- a. All exterior paints on wooden window and door components, other trim components, and steel handrails located at Piedmont Housing (16 individual houses, and the two apartment buildings 115 and 117 Mimosa Dr.) have been tested and contain lead-based paints (LBP). Many of the interior window paints also contain 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.
 - i. 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. Suits, respirators, and poly may be disposed of as normal construction debris.

- ii. Any building components containing LBP are required to be wrapped in poly and delivered to the Lead Waste dumpster, located at 575 Alderman Rd., where they must be unwrapped and placed in the dumpster.
- iii. Any containers of bulk paint chips will be placed in the Lead Waste dumpster.
- iv. All disposal activities will be coordinated with the University's Contract Administrator to be identified upon contract award.
- v. These buildings are considered "target housing" and the project will be performed in compliance with the EPA's Renovation, Repair, and Painting (RRP) Rule.
- 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 five days prior to beginning work on this project. At a minimum, this plan will include the following:
 - i. Copies of all applicable credentials for the firm and personnel that will be disturbing these LBP and associated building components, and must include a copy of the certified renovator's certificate.
 - ii. A description of the methods and equipment that will be used to insure that all Environmental and Occupational Standards will be met.
 - iii. A description of the methods, personnel, and equipment that will be used to insure that the interior surfaces and exterior University Grounds will not be contaminated by lead paint chips and/or lead dust during the window 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 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. The Selected Firm will also provide copies of the RRP inspection forms to the University's project manager after completion of each building.

4. Background Checks:

The Selected Firm will maintain a mandatory background check and include a 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

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.

Unnecessarily elaborate brochures and other presentations beyond what is 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. Include certification documentation of the installers who will handle and dispose of LBP.
2. A detailed description and the full specifications including the R-value (resistance to heat loss) and U-factor (rate of heat transfer or loss) of the replacement window proposed. Each firm will indicate in their proposal the firm's ability to achieve / comply with each specification. In the event 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(s) 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. Provide a narrative of the replacement window installation process your firm will utilize, to include the replacement method for deteriorated wood frames.
4. The earliest start date of the project from the time of award (i.e., ten wks after order) and the expected length of time to complete the project.
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 price / fee for providing the Goods and Services, to include all charges for the project. Include specific pricing to replace the window frames, as the condition cannot be determined until after award of the project. If the firm has a unique, earth friendly way to dispose of or reuse the old windows, provide that information in the proposal.
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. Complete and return the information requested in Attachment 2, Firm Information.
10. State law requires that certain projects within the scope of this RFP be performed by a contractor licensed by the Commonwealth of Virginia. Other projects within the scope of this RFP need not be performed by a licensed contractor. If a firm desires to be considered for all projects within the scope of this RFP, the firm will provide with its proposal a copy of the firm's Commonwealth of Virginia Contractor's License. If the firm does not provide with its proposal a copy of the firm's Commonwealth of Virginia Contractor's License, the firm will be considered by the University, if at all, only in connection with the award of a contract or contracts for projects which, in the sole and absolute discretion of the University, need not be performed by a licensed contractor.

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>

- 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.
- 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

1 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. The University will execute no Agreement 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 coverage 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 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."

2. 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.

Firms should also note that, as described above, certain matters will automatically be deemed part of the proposal.

Attachment 1

Executive Vice President and Chief Operating Officer's Request for Commitment



OFFICE OF THE EXECUTIVE VICE PRESIDENT
AND CHIEF OPERATING OFFICER

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: