

## REQUEST FOR PROPOSALS (RFP)

**ISSUE DATE:** April 22, 2015 **COMMODITY CODE(S):** 99000, 93609, 93673, 34016

**RFP NUMBER & TITLE:** RFP 15-378 Maintenance, Testing and Repair of Life Safety Systems (Fire, Security and Surveillance Cameras)

**ISSUING AGENCY & PROPOSAL DELIVERY ADDRESS:** University of Mary Washington  
Procurement Services, Eagle Village Executive Offices, Suite 480  
1125 Jefferson Davis Hwy., Fredericksburg, VA 22401

**WORK LOCATION:** Fredericksburg, VA; Stafford, VA; Dahlgren, VA

**PROPOSAL DUE DATE & TIME:** **May 19, 2015; 3:00PM**

**PRE-PROPOSAL CONFERENCE:** ☐ Optional ☒ **Mandatory** ☐ N/A **PRE-PROPOSAL LOCATION:** George Washington Hall, Rm 303  
1301 College Avenue  
Fredericksburg, VA 22401

**PRE-PROPOSAL DATE/TIME:** **May 4, 2015; 10:00AM**

**CONTRACT OFFICER:** James DeLoatch **EMAIL:** jdeloatc@umw.edu

**PERIOD OF CONTRACT:** Date of award through two years, with up to eight (8) one-year renewal options

**QUESTIONS/INQUIRIES:** All inquiries for information should be directed via email to the contract officer listed above, referencing the solicitation by name and number. No questions will be accepted after **MAY 6, 2015; 2:00PM.**

**PROPOSALS:** Sealed Proposals must reach the above address and department by the deadline stated in order to be considered. Reference section V herein. UMW requires the inclusion of a clearly marked redacted proposal if any portion of the Offeror's proposal contains proprietary information; Reference Section V.3 stipulations. All contracts will be made available through UMW's Public Contracts Gateway <https://umw.cobblestonesystems.com/public/>.

**Note:** If special ADA accommodations are needed in order to attend a pre-proposal conference, please the contract officer no later than 24 hours prior to conference.

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Firm Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation and the Undersigned Firm hereby certifies that all information provided below and in schedule or attachment of this document is true, correct and complete.

**THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL**

Name of Offering Firm: \_\_\_\_\_

Address of Offering Firm: \_\_\_\_\_

Check All That Apply: ☐ Micro Business ☐ Small Business ☐ Woman-Owned Business ☐ Minority-Owned Business

DSBSD Certification No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Virginia Contractor License No. : \_\_\_\_\_ Class: \_\_\_\_\_

eVA ID or DUNS No.: \_\_\_\_\_ SCC No.: \_\_\_\_\_ FEIN: \_\_\_\_\_

Submitted By (Print Name & Title): \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Website: \_\_\_\_\_ Fax: \_\_\_\_\_

How Did You Hear About This Solicitation: ☐ eVA VBO ☐ The Free Lance-Star ☐ Other: \_\_\_\_\_

Signature (In Ink): \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

## **TABLE OF CONTENTS**

<b>I.</b>	<b>PURPOSE</b>	<b>3</b>
<b>II.</b>	<b>ORGANIZATIONAL OVERVIEW</b>	<b>3</b>
<b>III.</b>	<b>BACKGROUND</b>	<b>3</b>
<b>IV.</b>	<b>STATEMENT OF NEED</b>	<b>3</b>
<b>V.</b>	<b>PROPOSAL PREPARATION</b>	<b>6</b>
	GENERAL REQUIREMENTS	6
	SPECIFIC REQUIREMENTS	7
<b>VI.</b>	<b>PROPOSAL SUBMISSION INSTRUCTIONS</b>	<b>8</b>
<b>VII.</b>	<b>TENTATIVE TIMELINE AND KEY DATES</b>	<b>8</b>
<b>VIII.</b>	<b>EVALUATION CRITERIA</b>	<b>9</b>
<b>IX.</b>	<b>CONTRACT ADMINISTRATION</b>	<b>9</b>
<b>X.</b>	<b>GENERAL TERMS AND CONDITIONS</b>	<b>9</b>
<b>XI.</b>	<b>SPECIAL TERMS AND CONDITIONS</b>	<b>9</b>
<b>XII.</b>	<b>METHOD OF PAYMENT</b>	<b>15</b>
<b>XIII.</b>	<b>ATTACHMENTS</b>	<b>15</b>
	PRICING PROPOSAL	16
	LIFE SAFETY SYSTEMS INVENTORY	17
	SMALL BUSINESS SUBCONTRACTING PLAN	22
	SWaM INITIATIVE LETTER	24
	SWaM SUBCONTRACTING SPEND REPORTING	25

- I. **PURPOSE:** The intent and purpose of this Request for Proposal (RFP) is to solicit sealed proposals, from qualified vendors, for preventative and corrective maintenance, testing, repairs and improvements of the Life Safety Systems, to include fire, security and camera systems, at the University of Mary Washington ("UMW", "the University"). These services are to be provided for the period of two years with the option for up to eight (8) one year renewals.
- II. **ORGANIZATIONAL OVERVIEW:** The University of Mary Washington is a coeducational, state-supported institution of the Commonwealth of Virginia enrolling a total of approximately 5,000 undergraduate and graduate students. The institution currently consists of three academic campuses and three colleges – Arts and Sciences, Business and Education. Additional information is available at: <http://www.umw.edu/about/>
- III. **BACKGROUND:** The University of Mary Washington operates, maintains and monitors all life safety systems for three (3) campuses, two (2) museums and two (2) remote residential facilities. There are fifty-nine (59) buildings located on the Fredericksburg campus, these include residential, academic, administrative and support buildings. All but one have fire systems installed, several have security and camera surveillance support. The Stafford campus, located on Route 17 (Warrenton Road) in Stafford County, has two (2) buildings that are multiuse for academic and administrative purposes, both with fire, security and camera systems. The Dahlgren campus has one (1) building, located 40 miles northeast of Fredericksburg on Route 301 (James Madison Parkway) in King George County, and is also supported with a fire, security and camera systems.

The fire alarm system requires biannual inspections, as required by the National Fire Prevention Association (NFPA), periodic cleaning of all devices, replacement of defective devices, installation of new or upgraded equipment, and after hour emergency response to equipment failure. The security and camera systems, like the fire alarm systems require installation of upgraded equipment, repairs, maintenance and troubleshooting deficiencies.

Additional service requested – all life safety enhancements to the current systems as well as review of proposed systems through Capital Outlay requests. Offer industry upgrades and system integration as technology changes and becomes available.

IV. **STATEMENT OF NEED:**

A. **GENERAL**

- i. The Contractor shall provide all labor, materials, and equipment to perform inspection, testing, repair and preventative maintenance of all systems and support for fire detection systems twice annually. The University of Mary Washington reserves the right to reject services from any personnel deemed by the institution to be unqualified, disorderly, or otherwise unable to perform assigned work.
- ii. The Contractor must be able to provide 24-hour emergency service as well as system parts necessary to maintain all fire detection, security and surveillance camera systems operated by the University. Business hours for the University are Monday-Friday 8AM-5PM; all other hours are after hours and can be billed at the overtime rate provided in Attachment A.
- iii. When required, such as in panel replacement or upgrade, the Contractor must be able to provide hardware and software that is capable of integration and operational functionality with the existing systems. All replacements of hardware and software must support proprietary, addressable communication with the existing central monitoring equipment located on the Fredericksburg campus at the Brent Hall Emergency Communications Center.
- iv. The Contractor, or his authorized representatives, shall meet with University support personnel, as requested, to discuss service requests.

B. **REPAIR SERVICE**

- i. Upon request, the Contractor shall provide the services of a designated Technician/Program Manager for an agreed upon number of hours each week. This position will address outstanding repairs or problems and act in an advisory capacity.

- ii. All services shall be performed in strict accordance with all applicable fire prevention codes, regulations, and standards. Replacement materials, parts and equipment required in the performance of the repair services may be provided by the Contractor, only on the basis of a discount off of a published list price. The University of Mary Washington will retain all parts replaced by the Contractor. Repairs by the Contractor shall not void the United Laboratories, Inc. (UL) or other approved third party laboratory listing.
- iii. The Contractor must provide a written estimate of the cost of repair services to the Contract Administrator and receive written authorization prior to proceeding. Repair services performed by the Contractor without written authorization may not be processed for payment. Equipment repairs performed by the Contractor on an emergency basis will not require prior written authorization.
- iv. In the event of a system failure during any twenty four (24) hour period, the Contractor shall provide emergency 'on call' repair service and be onsite within two (2) hours of receiving a telephone call from the Contract Administrator or designee. This service shall be available twenty-four (24) hours a day, three hundred sixty five (365) days per year.
  - a. A quote must be provided to the Contract Administrator or designee once the system has been evaluated and the source of the failure identified, prior to the start of the repair work.
  - b. On call repair services should be billed at the appropriate rate provided in Attachment A. Overtime may only be billed if the on call repair service does occurs outside of normal business hours (M-F 8AM-5PM).

#### **C. INSPECTION, TESTING & REPORTS**

- i. All tests and inspections of the life safety systems shall be performed by the Contractor in accordance with National Fire Prevention Association (NFPA) code for each type of detection/suppression system, and shall be performed causing a minimum of disruption to scheduled classes and the operational activities of the University. Testing and inspections shall include as a minimum, but not limited, to the following:
  - a. Manual Pull Stations
  - b. Heat Detectors - Rate of rise/fixed temperature
  - c. Room Type - Ionization/Photoelectric
  - d. Duct Type - Ionization/Photoelectric
  - e. Signal Devices - Horns, Bells, Chimes, Speakers, Strobes
  - f. Door Holders
  - g. Batteries
  - h. Alarm Panels
  - i. Annunciator Panels
  - j. Remote Alarms
  - k. Wiring/End of Line Resistors
  - l. Auxiliary Functions
  - m. Signal Devices on Sprinkler System
  - n. Additional Tests as Required by NFPA
- ii. Inspections shall be coordinated with the Contract Administrator or designee and will take place during winter and summer breaks, so as not to disrupt normal operations of the University. The Contractor shall perform biannual inspections during normal working hours, Monday - Friday, 8AM - 5PM, in accordance with University regulations. The Contractor shall also provide the University access to the Contractor's technician via radio, cell phone, landline phone or other means as approved by the University.

- iii. For expediency, alarm inspections may be performed by an onsite technician and one helper. The Contractor shall not invoice the University for two technicians unless advanced authorization has been issued by the Contract Administrator. A technician should not be used to perform a helper's tasks, such as monitoring alarm panels, pulling cable and assisting the technician.
- iv. The Contractor shall submit service reports to the University's Contract Administrator upon completion of the biannual inspections. A separate report should be prepared for each building inspected; and shall include the following information:
  - a. Company Name
  - b. Technician(s) printed name and signature; Helper(s) printed name if applicable
  - c. Date and time of inspection
  - d. Identification of system serviced, checklist of examinations made and work performed, current status of the system and time worked
  - e. Noted system deficiencies

The report shall be submitted to the Contract Administrator within two (2) weeks of inspection. Any deficiencies deemed critical by the Contractor shall be identified and reported to the university within seventy-two (72) hours. The Contractor should also submit a written cost estimate, separated by building, for all recommended repairs.

- v. The Contractor shall clean all smoke/heat detectors (to include duct detectors) and 120 volt independent/battery back-up detectors at least once per year, or more often if required. The Contractor shall replace batteries in all independent detectors (batteries will be provided by the university during each inspection). The Contractor shall perform cleaning and sensitivity testing on each detector in the manner recommended by the manufacturer. Exterior surface cleaning of the devices shall be performed as needed. Evidence of cleaning shall be documented in the service report for the University by building and by device.

#### **D. LIFE SAFETY SYSTEMS EQUIPMENT INVENTORY**

All information included in the fire alarm equipment inventory, provided as an attachment to this solicitation (Attachment B), is based on information available to the University at the time of the solicitation. The University of Mary Washington does not guarantee the accuracy of this information. The Contractor shall verify and update the fire alarm equipment inventory as part of the service requirements of this solicitation.

#### **E. EXPERIENCE**

- i. The Contractor must have a minimum of five (5) years of experience performing fire and security systems inspection, maintenance, and repair.
- ii. Any technician performing work on this contract shall have a minimum of two (2) years of experience and have documented Fire Alarm Service Training and demonstrate a thorough understanding of the current statewide Fire Prevention Code of the Commonwealth of Virginia, the Building Officials and Code Administrators (BOCA), the National Fire Prevention Association (NFPA) codes, the International Fire Code (IFC) and the International Building Code (IBC) and all other relevant associated codes.
- iii. Building Alarm Systems covered under this solicitation consist of different manufacturers therefore the Contractor must be experienced with inspection, testing, repair and maintenance of all the different systems listed in Attachment B.
- iv. Qualifications of the designated technician should be included in the proposal. These qualifications must include certification from the Department of Criminal Justice Services (DCJS), applicable licensure for the Department of Professional and Occupational Regulation (DPOR) Class A Contractor, and fire, security, and surveillance camera endorsements and certifications.

## F. TRAINING

The Contractor shall provide training and information on changes, normal operations, and functions of any of the University's fire alarm systems, including all newly installed parts, to designated University representatives. Schematics and/or service manuals and program software shall be provided for any newly installed systems/parts.

**Note:** All programming and service manuals and software shall be made the property of the University of Mary Washington upon installation.

## G. SERVICES

- i. The Contractor shall furnish all labor, equipment, tools and materials, as necessary, to test/inspect, repair and maintain the fire alarm systems listed herein located at the head end monitoring equipment at the UMW Police Department Communication Center in Brent Hall.
- ii. Additional detection/suppression systems may be added to the University of Mary Washington's buildings during the term of this contract. The university reserves the right to negotiate a fixed price with the Contractor to add new systems at any time during the period of the contract.

**Note:** New installations must be compatible with Edward and Siemens' devices and fully addressable to proprietary stations.

## H. ID/BADGES

The Contractor shall report to the University Police Department to obtain a Contractor Key Ring for access and a Contractor Identification Badge for each employee who will be working on campus. The Contractor shall return the badge(s) and keys upon completion of each day's work.

## V. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

### A. GENERAL REQUIREMENTS FOR PROPOSAL PREPARATION

- i. All information requested must be submitted. Failure to submit all information requested may result in request for prompt submission of missing information and/or a lowered evaluation of the proposal. Offerors may be given an opportunity to correct a deficiency in their proposals, within an appropriate period of time, as determined by the purchasing office. Offerors who fail to submit required documentation or meet mandatory requirements, in such time for evaluation purposes may be eliminated from further consideration.
- ii. This Request for Proposal creates no obligation on the part of the University to award a contract or to compensate vendors for proposal preparation expenses. The University will not be responsible for any costs incurred by any vendor in preparing and submitting a proposal. The University reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this RFP, to waive minor informalities, or to negotiate with all responsible vendors in any manner necessary to serve the best interests of the University.
- iii. Trade secrets or proprietary information submitted for a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of Code of Virginia, § 2.2-4342F, in writing, prior to or upon submission of the data or other materials, and must identify the specific data or other materials to be protected and state the reasons why protection is necessary. *The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or as a trade secret is not acceptable. If, after being given reasonable time, the offeror refuses to withdraw an entire classification designation, the proposal will be rejected.*
- iv. Proposals should be as thorough and detailed as possible so that the University of Mary Washington may properly evaluate the Offeror's capabilities to provide the required services. Offerors are required to submit the following information/items as part of a complete proposal:

- a. The RFP cover sheet must be completed and signed by an authorized representative (able to be contractually obligated) of the offering vendor and returned with the RFP package. Any addenda should be acknowledged by signature and returned with the RFP package.
- b. A brief background statement describing the company should be enclosed.
- c. Specific format for delivered printed proposals: Proposals, in accordance with the university's sustainability initiatives, must be prepared simply, economically, and with the ability to be recycled. A simple staple, a binder clip, or if necessary, a re-usable 3-ring binder are all university-preferred methods to hold dual-side printed proposal documents. Only send the quantity of copies requested in the RFP. It is preferable that semi-permanent bindings made of non-recyclable materials (i.e. plastic combs, spiral wire) are not used to bind documents. Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume. Emphasis should be on completeness and clarity of content; providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP.
- v. Include any other information which the vendor feels the university should consider in evaluating its proposal.
- vi. Vendors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the university. This will provide an opportunity for the vendor to clarify or elaborate on the proposal. This is a fact-finding and explanation session only and does not include negotiation. Oral presentations are an option of the university and may not be conducted. Therefore, proposals should be complete.
- vii. Due to the nature of this request for proposals, the University may find it necessary and reserves the right to arrange a site visit or visits which may be unscheduled.

**B. SPECIFIC SUBMISSION REQUIREMENTS FOR RFP PACKAGE**

The minimum requirement for a complete proposal which will be considered is outlined below. This information should be submitted in the format outlined below and separated by tabs.

- i. **Organizational Structure and History:** Including but not limited to the following:
  - a. A description of Offeror's proposed organizational structure and staffing plan; a brief position description for each job, indicate which individual or positions would have knowledge of the UMW contact, and the degree to which each person would be responsible to the university's account. Describe the level of technical training held by relevant employees.
  - b. A brief history of the Offeror, emphasizing its services to higher education.
  - c. A description of the Offeror's general experience in providing preventative and corrective maintenance and testing of fire alarm systems, electronic security systems and camera surveillance systems.
- ii. **Plan & Methodology:** Describe the contractor's specific plan to meet the requirements in the statement of needs. The plan should include the following:
  - a. Experience in providing requested services
  - b. Safety Assurance; Describe in detail the contractor's safety standards
  - c. Describe methodology for a service-based integrator of Electronic Security, Fire Alarm & Life Safety
  - d. Ability to provide integrated system support with other technical systems to include security, camera and access control systems listed within the inventory defined by building systems
  - e. Describe communication systems that handle all customer requests for service and an electronic work order system.



- f. Describe technical information such as schematics and/or service manuals and program software to be provided for any newly installed systems/parts
- g. The Offeror should address a plan to provide training and information on changes, normal operations, and functions of any of the university's fire alarm systems, including all newly installed parts, to designated university representative
- iii. **Pricing & Equipment:**
  - a. Pricing proposal with the annual preventative maintenance cost for equipment listed in the inventory located in Attachment B along with the hourly rates and discount percentage. The annual preventative maintenance should be broken down by building on a separate sheet.
  - b. All equipment installed shall be compatible and fully addressable with existing fire alarm and electronic security systems on campus and fully addressed to the proprietary station located in the Emergency Communication Center.  
*Note: All programming/software to be made property of the University of Mary Washington after installation.*
- iv. **References and Client History:** Provide a list of current higher education, state agencies or other governmental client accounts to include contact name, phone number and email, length of service of the account, and sales volumes.
  - a. Provide three (3) references, preferably in higher education or public administration (government), for which the firm has provided services similar to those described in the RFP. Include dates the services were furnished, the client name, address, contact name, email address and phone number of the individual that the University has your permission to contact.
  - b. Provide a list of clients lost within the last three (3) years which includes a contact name, email address and phone number, length of service of the account, and the reason for the loss. A loss would include clients that ceased doing business with the firm because of dissatisfaction with the services, or during a contract re-solicitation.
- v. **Small Business Subcontracting Plan:** Provide information on whether the Contractor is a small business or will be subcontracting areas of service through DSBSD-certified small businesses (Attachment C).

## VI. PROPOSAL SUBMISSION INSTRUCTIONS:

In order to be considered for selection, Offerors must:

1. Complete and return signed RFP cover page. Proposals shall be signed, in ink, by an authorized representative of the Offeror.
2. Submit a complete response to the RFP. Review general and specific submission requirement in section V.
3. Complete and return signed addenda acknowledgments (if applicable).
4. Submit one (1) original hard copy (paper) document of the proposal, including all attachments and proprietary information. The original proposal must be clearly marked on the outside of the proposal. If your proposal includes proprietary information and you are invoking protection from disclosure under §2.2-4342F of the Code of Virginia, *you must submit one (1) redacted copy of the proposal clearly marked with the words "REDACTED COPY" on the cover. No other distribution of the proposals shall be made by the offeror.*
5. Submit one (1) unsecured electronic media version (CD, Flash Drive) of the entire proposal.

## VII. TENTATIVE TIMELINE AND KEY DATES:

- a. **Mandatory Pre-Proposal Conference: 5/4/2015; 10:00AM**
- b. Emailed Questions From Offerors Accepted Only Through: 5/6/2015; 2:00PM.
- c. Proposals Due: 5/19/2015; 3:00PM
- d. Negotiations Complete: 6/12/2015



- e. Intent to Award or Award: 6/15/2015
- f. Commencement of Contract: 7/1/2015

**VIII. EVALUATION CRITERIA:**

The selected vendor(s) must have the demonstrated ability to successfully conduct the type of work specified in the scope of work.

- A. Evaluation Criteria: Proposals shall be evaluated by the University of Mary Washington Evaluation Committee using the following criteria:

Criteria	Point Value
Experience	15
Quality of Service and Training Plans & Safety Assurance Standards	25
Service Pricing & Equipment Listing and Compatibility	15
Technical Ability & Integrated System Support	25
References & Client History	10
Small Business Subcontracting Plan	10
Total	100

**IX. CONTRACT ADMINISTRATION:**

- A. The Director of Emergency Management and Safety or designee, shall be identified by the University as the Contract Administrator and shall use all powers under the contract to enforce its faithfulness and performance in conjunction with the University's Procurement Services department.
- B. The Contract Administrator shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator shall not have authority to approve changes in the services which alter the concept or which call for an extension of the contract term. Any modifications made to the contract must be authorized by the University's Procurement Services department through a written two-party modification to the contract.

- X. **GENERAL TERMS AND CONDITIONS:** Please refer to the link to follow regarding Required General Terms and Conditions of this Solicitation which are a mandatory part of the resulting contract:  
<http://adminfinance.umw.edu/procurement/files/2014/11/UMW-General-Terms-and-Conditions-Nov14.pdf>

**XI. SPECIAL TERMS AND CONDITIONS:**

**PREPROPOSAL CONFERENCE - MANDATORY:** A mandatory pre-proposal conference will be held on **MONDAY, MAY 5, 2015 at 10:00AM at the GEORGE WASHINGTON HALL, ROOM 303, FREDERICKSBURG, VA 22401**. The purpose of this conference is to allow potential offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

Due to the importance of all offerors having a clear understanding of the specifications/scope of work and requirements of this solicitation, attendance at this conference will be a prerequisite for submitting a proposal. Bids/Proposals will only be accepted from those offerors who are represented at this pre-proposal conference. Attendance at the conference will be evidenced by the representative's signature on the attendance roster. No one will be admitted after 10:05AM.

Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

**AWARD OF CONTRACT:** Selection shall be made of two (2) or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for

Proposal, including price, if so stated in the Request for Proposal. Negotiations shall be conducted with the Offerors so selected. Price shall be considered, but need not be the sole determining factor.

After negotiations have been conducted with each Offeror so selected, the vendor shall select one (1) Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror.

The Commonwealth may cancel this Request for Proposal or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous (Section 11-65D, Code of Virginia). Should the Commonwealth determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

**ANTI-DISCRIMINATION:** By submitting their (bids/proposals), (bidders/offerors) certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
  - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

**AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

**COOPERATIVE PROCUREMENT/ADDITIONAL USERS – USE OF AGREEMENT BY THIRD PARTIES:** It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body (to include government/state agencies, political subdivisions, etc.), cooperative purchasing organizations, public or private health or educational institutions, or any University affiliated agency and/or corporation may access any resulting contract if authorized by the Contractor.

1. Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) will be extended to the entities indicated above to purchase goods and services in accordance with contract terms. As a separate contractual relationship, the participating entity will place its own orders directly with the contractor(s) and shall fully and independently administer its use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the University. No modification of this contract or execution of a separate agreement is required to participate; however, the participating entity and the contractor may modify the terms and conditions of this contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor.
2. The Contractor will notify the University in writing of any such entities accessing this Contract. The Contractor will provide semi-annual usage reports for all entities accessing the Contract. The Contractor should consider an offer of special tiered pricing or rebates to all entities accessing the contract, based on the results of such reporting. This tiered pricing and/or rebate structure should be included with the Bidder/Offeror's bid or proposal package.
3. The University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the Contract. It is understood and agreed that the University is not responsible for the acts or omissions of any entity, and will not be considered in default of the Contract no matter the circumstances.
4. Use of this Agreement does not preclude any participating entity from using other agreements or competitive processes.

**AVAILABILITY OF FUNDS:** It is understood and agreed between the parties that UMW shall be bound hereunder only to the extent of funds available or which hereafter may become available for the purpose of this agreement.

**CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon sixty (60) days written notice to the contractor. In the event the initial contract period is for more than twelve (12) months, the resulting contract may be terminated by either party, without penalty, after the initial twelve (12) months of the contract period upon sixty (60) days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

**CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENT:** By my signature on this solicitation, I certify that this firm/individual and subcontractor is properly licensed for providing the goods/services specified.

Contractor Name: \_\_\_\_\_ License #: \_\_\_\_\_  
Subcontractor Name: \_\_\_\_\_ Type: \_\_\_\_\_

**CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION:** The contractor assures that information and data obtained as to personal facts and circumstances related to UMW or other athletes, faculty, staff, students, parents of students, or others will be collected and held confidential, during and following the term of this agreement, and will not be divulged without the individual's and the agency's written consent and only in accordance with federal law or the Code of Virginia. Contractors who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the agency of any breach or suspected breach in the security of such information. Contractors shall allow the agency to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Contractors and their employees working on this project may be required to sign a confidentiality statement.

**DRUG FREE WORKPLACE:** The Contractor acknowledges and certifies that it understands that the following acts by the Contractor, its employees and/or agents performing services on state property are prohibited:

1. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
2. The Contractor further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the Commonwealth in addition to any criminal penalties that may result from such conduct.

**E-VERIFY PROGRAM:** Effective 12/1/2013, and pursuant to Code of Virginia, §2.2-4308.2., any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract. Any such employer who fails to comply with these provisions shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer's registration and participation in the E-Verify program. *If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.*

**FRATERNIZATION:** The University is entrusted with the safety of all students at all times while on campus grounds or in attendance at University sponsored events or activities. Any behavior by any contractor employee that is determined to be inappropriate by the Contract Administrator or designee may be cause for contract termination.

**INDEMNIFICATION:** Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, goods, or equipment delivered.

**IDENTIFICATION OF PROPOSAL ENVELOPE: DO NOT COMPLETE; FOR EXAMPLE ONLY**

The signed proposal should be returned in a separate envelope or package and identified as follows (on the outside of the package). The envelope should be addressed as directed on Page 1 of the solicitation:

FROM:

---

Name of Offeror

---

RFP No.

---

RFP Title

---

Due Date and Time

---

Address of Offeror: Street Number and Name, City, State, Zip

**INDEPENDENT CONTRACTOR:** The contractor shall not be an employee of UMW, but shall be an independent contractor. Nothing in this agreement shall be construed as authority for the contractor to make commitments which shall bind UMW or to otherwise act on Behalf of UMW, except as UMW may expressly authorize in writing.

**INSPECTION OF JOB SITE:** My signature on this solicitation constitutes certification that I have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by the Commonwealth.

**OFFEROR'S REPRESENTATION:** Offerors, by submission of a proposal, represent that they have read and understand the solicitation documents and specifications and have familiarized themselves with all federal, state and local laws, ordinances, rules and regulations that may affect the cost, progress or performance of the work. The failure or omission of any Offeror to receive or examine any form, instrument, addendum or other documents, or to acquaint

itself with conditions existing at the site, shall in no way relieve the Offeror from any obligations with respect to its proposal or to the contract.

**EXTRA CHARGES PROHIBITED:** The pricing provided under the resulting contract shall be complete; and shall include all applicable freight and any other charges; extra charges invoked by the contractor shall not be honored or paid. These charges, for example, shall include but not be limited to fees for the use of the credit card for payment of invoices or any order-associated eVA fees. The Commonwealth expects that these costs, as well as all contractor business expenses will be built into the contractor's quoted price. If the contractor's eVA profile indicates acceptance of a credit card in payment, the Commonwealth will pay via credit card for invoices \$50,000.00 or less.

**PRIME CONTRACTOR RESPONSIBILITIES:** The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

**PREVENTIVE MAINTENANCE:** The contractor shall provide necessary preventive maintenance, required testing and inspection, calibration and/or other work necessary to maintain the equipment in complete operational condition during the warranty period.

**SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:**

- A. It is the goal of the Commonwealth that 42% of its purchases are made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All potential bidders/offerors are required to submit a Small Business Subcontracting Plan. Unless the bidder/offeror is registered as a DSBSD-certified small business and where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to DSBSD-certified small businesses. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification. No bidder/offeror or subcontractor shall be considered a Small Business, a Women-Owned Business or a Minority-Owned Business unless certified as such by the Department of Small Business and Supplier Diversity (DSBSD) by the due date for receipt of bids or proposals. If small business subcontractors are used, the prime contractor agrees to report the use of small business subcontractors by providing the purchasing office at a minimum the following information: name of small business with the DSBSD certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product/service provided.
- B. Each prime contractor who wins an award in which provision of a small business subcontracting plan is a condition of the award, shall deliver to the contracting agency or institution on a monthly or quarterly basis, evidence of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the small business subcontracting plan. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information:
  1. Name of firm with the DSBSD certification number
  2. Phone number
  3. Total dollar amount subcontracted
  4. Category type (small, women-owned, or minority-owned)
  5. Type of product or service provided

Payment(s) may be withheld until compliance with the plan is received and confirmed by the agency or institution. The agency or institution reserves the right to pursue other appropriate remedies to include, but not be limited to, termination for default.

- C. Each prime contractor who wins an award valued over \$200,000 shall deliver to the contracting agency or institution on a monthly or quarterly basis, information on use of subcontractors that are not DSBSD-certified small businesses. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, and type of product or service provided.

**SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.

**RENEWAL OF CONTRACT:** This contract may be renewed by the Commonwealth upon written agreement of both parties for eight (8) successive one-year periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.

1. If the Commonwealth elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased/decreased by more than the percentage increase/decrease of the 'other goods and services' category of the CPI-W section (table 6) of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
2. If during any subsequent renewal periods, the Commonwealth elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the 'other goods and services' category of the CPI-W section (table 6) of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

**STANDARDS OF CONDUCT IN THE WORKPLACE:** The University of Mary Washington, an agency of the Commonwealth of Virginia, strictly forbids harassment of any employee, applicant for employment, vendor, contractor or volunteer in the workplace, on the basis of an individual's race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation or disability. The Commonwealth will not tolerate any form of retaliation directed against an employee or third party who either complains about harassment or who participates in any investigation concerning harassment.

The Commonwealth expressly prohibits workplace violence. Prohibited conduct includes but is not limited to:

- a. Injuring another person physically;
- b. Engaging in behavior that creates a reasonable fear of injury to another person;
- c. Engaging in behavior that subjects another individual to extreme emotional distress;
- d. Possessing, brandishing, or using a weapon that is not required by the individual's position while on state premises or engaged in state business;
- e. Intentionally damaging property;
- f. Threatening to injure an individual or to damage property;
- g. Committing injurious acts motivated by, or related to, domestic violence or sexual harassment; and
- h. Retaliating against any employee who, in good faith, reports a violation of this policy

Violations of the above standards of conduct may result in requests for apparent offenders to temporarily or permanently leave the workplace.

**Definitions:**

- a. Workplace: Any location, either permanent or temporary, where an employee or third party performs any work-related duty. This includes, but is not limited to, the buildings and the surrounding



perimeters, including the parking lots, field locations, alternate work locations, and travel to and from work assignments.

- b. Third parties: Individuals who are not state employees, but who have business interactions with state employees. Such individuals include, but are not limited to:
  - i. Customers, including applicants for state employment or services
  - ii. Vendors
  - iii. Contractors
  - iv. Volunteers
  - v. Relatives
  - vi. Unknown parties
- c. Workplace Violence: Any physical assault, threatening behavior or verbal abuse occurring in the workplace by employees or third parties. It includes, but is not limited to, beating, stabbing, suicide, shooting, rape, attempted suicide, psychological trauma such as threats, obscene phone calls, an intimidating presence, and harassment of any nature such as stalking, shouting or swearing.

Pursuant to the authority provided in Chapter 10 and 12, Title 2.2 of the Code of Virginia

**WORK SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Commonwealth's satisfaction at the contractor's expense.

**XII. METHOD OF PAYMENT:** The contractor shall be paid using one of the following two methods for all University initiated procurements:

- 1. Small Purchase Charge Card (SPCC): At the time of verified receipt of goods or services, if the Contractor accepts credit cards in payment, the University will authorize payment by SPCC, currently Bank of America Visa. Any "Check-out fees" imposed by the contractor must be disclosed prior to the purchase and shall be detailed in a separate line item on the receipt at point of sale. No check-out fee or surcharge may be greater than 4% of the total sale. *If the contractor's eVA profile indicates acceptance of a credit card in payment, the Commonwealth will pay via credit card for invoices \$50,000.00 or less.*
  - a. Rooms that are reserved by authorized University staff should be billed directly to the University at the address listed below.
- 2. "ePayables" through Bank of America: All payments under ePayables will have a **net 16** payment term. For more information about this payment option, please view <http://www.bankofamerica.com/epayablesvendors> or contact UMW's Accounts Payables department at [payables@umw.edu](mailto:payables@umw.edu).
- 3. Payment (by check or ACH) will be made 30 days after satisfactory performance of the contract in all provisions thereof and upon receipt of a properly completed invoice, whichever is later; in accordance with the Virginia Prompt Payment Act. Ref.: Code of Virginia, Sections 11-62.1 through 11-62.9; "Prompt Payment Act" memorandum issued by the Office of the Comptroller, June 27, 1984.
- 4. To be considered eligible for payment, **all invoices must be received at the following address should reference the eVA purchase order and UMW contract numbers:**

University of Mary Washington  
Attn: Accounts Payable  
1301 College Avenue  
Fredericksburg, VA 22401

**XIII. ATTACHMENTS:**

- A. Pricing Proposal
- B. Life Safety System Inventory
- C. Small Business Subcontracting Plan
- D. SWaM Initiative Letter
- E. SWaM Subcontracting Spend Reporting



**ATTACHMENT A****PRICING PROPOSAL****MUST BE COMPLETED AND RETURNED WITH PROPOSAL PACKAGE**

The Contractor agrees to provide the services herein described in compliance with the statement of needs and all terms and conditions of this Request for Proposal at the following prices:

**CORRECTIVE MAINTENANCE:**

PERSONNEL	UNIT	REGULAR RATE	OVERTIME RATE
Supervisor	hourly	\$	\$
Technician	hourly	\$	\$
Helper	hourly	\$	\$
Trainer/Consultant on Systems Operation	hourly	\$	N/A
Engineering and Design	hourly	\$	N/A
Discount Percentage Off List Price for Parts	%		

**PREVENTATIVE MAINTENANCE:****TOTAL ANNUAL PM COST FOR EXISTING INVENTORY\*:** \_\_\_\_\_

\*Include on a separate sheet the annual cost per building based on inventory (Attachment B); the sum of which shall equal the total annual PM cost.

**UMW Fire System Inventory Residential Halls**

Building Name	System Panel	#	Pull Station Type	#	Smoke Detector Type	#	Independent Smoke Detectors	Heat Detectors	#	Duct Detectors	#	Battery Type	#	C/O Detectors	#	Power Supply Type	#
Alvey	EST-3	1	SIGA-278	11	SIGA-IPHS	14	75	SIGA-HRS	7			12-33	2			3	1
Arrington	EST-3	1	NBG-10	12	2451-TH	62	75					12-7	2			3	1
Ball	EST-3	1	SIGA-278	14	SIGA-IPHS	31	57	SIGA-HFS	4			12-18	2			PPS	1
Bushnell	Simplex/Grinnell 2001	1	278-SPO	10	SLR24	50	68	Unk	4			8,12	2			2001	1
Custis	n/a		SIGA-278	8	SIGA-IPHS	14	25	SIGA-HFS	2							KDISP	1
Eagle Landing	EST-3	4	SIGA 278	43	SIGA-IPHS	461		SIGA 278	4			12v	52				
Framar	Simplex/Grinnell	1	SIGA-278	5			16					12-7	2				
Jefferson	Simplex/Grinnell	1	Unk	9	SLK-24F	83	105	unk	14			12-7	2			2001	1
Madison	n/a		SIGA-278	8	SIGA-IPHS	14	25	SIGA-HFS	4							KDISP	1
Marshall	Simplex/Grinnell	1	Unk	9	SLR, SLK 24	62	76	Unk	4			12-7	2			2001	1
Mason & Randolph	EST 3	1	SIGA-278	28	SIGA-PS	302		SIGA-HRS	2	SIGA-PS	4	Var	28			Var	14
Russell	Simplex/Grinnell	1	Unk	14	SLR,SLK 24R	42	82	Unk	8			12-12	4			Var	2
South	Simplex/Grinnell	1	Unk	4	2098-9642	9	17	2098-9642	1			12-7	2			4001	1
Virginia	EST-1	1	278-SPO	10			110					12-7	2			EST1	1
Westmoreland	Simplex/Grinnell	1	Unk	10	SLR,SLK 24V	38	59	4098-9403	5			12-12	2			2001	1
Willard	EST-3	1	SIGA-278	19	SIGA-IPHS	1	135					12-12	2			PPS	1
UMW Apt.	EST QuickStart	5	SIGA-278	36	SIGA-IPHS	378		SIGA-HRS	126			Var	33	CO512BN	127	Var	13

**UMW Fire Alarm System Inventory Academic and Administrative Buildings**

Building Name	System Panel	#	Pull Station Type	#	Smoke Detector Type	#	Heat Detector Type	#	Duct Detector Type	#	Battery Type	#	C/O Detectors	#	Power Supply Type	#	Annunciator Type	#
1004 College	EST-3	1	SIGA-278	7	SIGA-PS	6					12-7	4			3	2	Anncpu	1
1201 William	EST-3	1	SIGA-278	6	SIGA-PS	24					7a,18a	4					Anncpu	1
Alumni Center	EST-3	1	SIGA-278	17	SIGA-PS	38	SIGA-HRS	5	SIGA-PS	6		6			VAR	3		
Anderson Center	EST-3	1	SIGA-278	16	SIGA-PS	24	SIGA-HFS	29	SIGA-PS	2	Var	8						
Annex A	EST-3	1	SIGA-278	5	SIGA-IPHS	42			2650-560	5	12-7	4			EST3	1		
Annex B	EST-3	1	SIGA-278	4	SIGA-IPHS	7					12-7a	2			1			
Belmont	EST-3	1	SIGA-278	6	SIGA-IPHS	41	SIGA-HRS	6	SIGA-IPHS	4	7,12	4			NP7-12	1	Led List	6
Brent	EST-3	1	SIGA-278	6	SIGA-IPHS	24	SIGA-HRS	3			12-18	2			3	1		
Brompton	EST-3	1			5808LST	6	5601P	2			12-7	3			3	1		2
Combs	EST-3	1	SIGA-278	15	SIGA-IS	18	SIGA-HRS	3	SIGA-PS	7	7,20	6			BPS6	2	3anncpu	1
Dahlgren	EST-3	1	SIGA-278	10	SIGA-PS	10	SIGA-HRS	1	SIGA-PS	5	12-7	5			Var	3		
Dupont	EST-3	1	MS-2	33	2551F	53	Unk	3	2551F	12	12-18	2	0		3	1	3	1
Fairfax	EST-1	1	SIGA-278	3	SLK-24F	13	2818	2			12-7	2			1	1		
Fitness Center	EST-3	1	SIGA-278	6	SIGA-PS	8	SIGA-HRS	3	SIGA-PS	1	7,18	4			3	2		
Goolrick	EST-3	1	SIGA-278	15	6250	40			6250	3	12-18	2			3	1		
George Washington	EST-3	1	SIGA-278	14	SIGA-IPHS	40	SIGA-HRS	6			Var	4			var	2		
Hamlet	EST-1	1	SIGA-278	5	6270B	17	2616	2			12-7	2			1	1		
Heat Plant	EST-3	1	SIGA-278	6	20098-9021	4					12-12	2	CM-15A	1	PPS	1		
ITCC																		
JM Law Library	EST-3	1	SIGA-278	4	SIGA-PS	23	unk	1	unk	1	12-7	4			EST3	1	LCD Display	1
Jepson Science Ctr.	EST-3	1	SIGA-278	4	2098-9201	20					12a,75a	8			4009	4	graphic map	1
Lee Hall	EST-3	1	SIGA-278	20	SIGA-PS	22	SIGA-HRS	13	SuperDuct	10	7a,55a	14			3	1	LCD Display	1
Marye	EST-1	1	278-SPO	6	6270B	19	Unk	4			12-12	2			EST 1	1		
Melcher			MS-2	14	2551F	7	Unk	3	DH200PF	5								
Monroe	EST-3	1	SIGA-278	13	SIGA-IPHS	7	SIHA-HRS	1	SD	2	7a,26a	6			EST 3	3	LCD Display	1
Parking Deck	EST-3	1			SIGA-PS	12					12-8	2						
Pollard			MS-2	11	2551F	11	5551F	4	DH200PF	7								
Ridderhoff /Martin	Notifier SGL404	1	Unk	2	Unk	6			DH22	1	12-5	2						
Seacobeck Hall	EST-3	1	SIGA-278	18	SIGA-PS	9	SIGA-HRS	4	SIGA-PS	4	7a,18a	8			Var	4		
Simpson	Simplex 2001	1	Unk	14	2098-9636	19	Unk	4	2098-9636	4	12-12	2			2001	1		
Stafford South	EST-3	1	SIGA-278	11	SIGA-PS	22	SIGA-HRS	3	SIGA-PS	6	8,12	2			3	1	LED	1
Stafford North	EST-3	1	SIGA-278	12	SIGA-PS	24	SIGA-HRS	5	SIGA-PS	2	Var	6			3	4		
Tennis Facility	EST-3	1	SIGA-278	15	SIGA-IPHS	16	SIGA-HFS	4	SIGA-PS	7	7a,12a	4			Var	2		
Trinkle	EST-3	1	M46-28	26	6250	82					5a,12a	4			EST3	2	3anncpu	1

**UMW Fire Alarm System Inventory Academic and Administrative Buildings**

Building Name	System Panel	#	Pull Station Type	#	Smoke Detector Type	#	Heat Detector Type	#	Duct Detector Type	#	Battery Type	#	C/O Detectors	#	Power Supply Type	#	Annunciator Type	#
Tyler	EST-1	1	SIGA-278	4	SLK-24F ,6270B	7	6818, 2818	2			12-7	2			1	1		
Woodard	EST-3	1	SIGA-278	11	SIGA-IPHS	4	SIGA-HRS	4			12-7	2			3	1		1

## UMW Security Surveillance System Inventory

### **Eagle Village**

#	Manufacturer	Model	Server
27	Axis	P3344	Eagle Landing
12	Axis	Q6032-E	Eagle Landing
5	Panasonic	WV-CP284 (Analog)	Eagle Landing

Note: Five Axis M7001 analog to digital converters for the cameras in the elevators.

### **Alvey Parking Deck**

#	Manufacturer	Model	Server
4	IQEye	IQA12S	Fredericksburg Two
1	IQEye	IQA12N	Fredericksburg Two
2	Axis	233D	Fredericksburg Two

### **Stafford**

#	Manufacturer	Model	Server
1	Axis	P3343	Stafford
3	Sony	SNC-DF70N	Stafford
2	Sony	SNC-R225N	Stafford
4	Sony	Ancient (Analog)	Stafford

Note: 4 analog cameras run off a analog to digital converter Sony-V704.

### **James Monroe Law Office (City of Fredericksburg)**

#	Manufacturer	Model	Server
2	Axis	P3343	JMLO
2	Sony	SNY-22N	JMLO

### **George Washington**

#	Manufacturer	Model	Server
1	Axis	P3343	Fredericksburg Two
1	Axis	M1103	Fredericksburg Two

### **Randolph Mason Halls**

#	Manufacturer	Model	Server
14	Axis	P3344	Fredericksburg Two

### **Dahlgren**

#	Manufacturer	Model	Server
13	Axis	P3344	Dahlgren
4	Axis	215PTZ	Dahlgren

### **IT Convergence Center**

#	Manufacturer	Model	Server
18	Axis	P3353	Fredericksburg One
9	Axis	P3364	Fredericksburg One
1	Axis	P3363	Fredericksburg One
1	Axis	Q6032-E	Fredericksburg One

Note: There is an additional analog camera that has yet to be installed at the convergent center - Panasonic WV-CP284

**UMW Security Systems**

<b>Manufacturer</b>
EST
OSSI

LOCATIONS WILL BE SUPPLIED AT TIME OF AWARD

ATTACHMENT C

**SMALL BUSINESS SUBCONTRACTING PLAN**  
**MUST BE COMPLETED AND RETURNED WITH PROPOSAL PACKAGE**

All small businesses must be certified by the Commonwealth of Virginia, Department of Small Business and Supplier Diversity (DSBSD) by the due date of the solicitation to participate in the SWaM program. Certification applications are available through DSBSD online at <http://sbsd.virginia.gov>.

**DEFINITIONS:**

**"Small business"** means a business independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of the individual owners shall control both the management and daily business operations of the small business. *Note: DSBSD-certified women- and minority-owned businesses shall also be considered small businesses when they have received DSBSD small business certification. (Code of Virginia, § 2.2-4310)*

**"Woman-owned business"** means a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more women. *(Code of Virginia, § 2.2-4310)*

**"Minority-owned business"** means a business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals. *(Code of Virginia, § 2.2-4310)*

**Bidder Name:** \_\_\_\_\_

**Preparer Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**INSTRUCTIONS:**

- A. If you are certified by the Department of Small Business and Supplier Diversity (DSBSD) as a small business, complete only Section A of this form. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification.
- B. If you are not a DSBSD-certified small business, complete Section B of this form. For the bid to be considered and the bidder to be declared responsive, the bidder shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business in Section B.

**Section A**

If your vendor is certified by the Department of Small Business and Supplier Diversity (DSBSD), are you certified as a:

**Check Only One:**   ☐ Small Business   ☐ Small and Woman-Owned Business   ☐ Small and Minority-Owned Business

DSBSD Certification No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_



**Section B**

Populate the table below to show your vendor's plans for utilization of DSBSD-certified small businesses in the performance of this contract. This shall not exclude DSBSD-certified women-owned and minority-owned businesses that have received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

**Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement**

<b>Small Business Name, Address &amp; DSBSD Certificate #</b>	<b>Indicate if also: Women (W) or Minority (M)</b>	<b>Contact Person, Telephone &amp; Email</b>	<b>Type of Goods and/or Services</b>	<b>Planned Involvement During Initial Period of the Contract</b>	<b>Planned Contract Dollars During Initial Period of the Contract</b>
<b>Total Planned Subcontracting Spend (\$)</b>					

Greetings:

The quality of service the University of Mary Washington 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 mission. An important part of our procurement program involves our commitment to doing business with small, women-owned and minority-owned (SWaM) businesses. We look to you to help us achieve this objective.

We conduct substantial business with small firms and have a particular institutional focus on developing long-term business relationships with women-owned and minority-owned businesses. We count on our majority firms to help us achieve our goal.

I seek your assistance in two areas. First, I ask that you involve small, women-owned and minority-owned businesses in the delivery of goods/services you provide to UMW. The Procurement Services office is able to assist you in identifying qualified diverse business partners. Second, I seek your help in reporting your results through monthly/quarterly subcontracting reports. The terms and conditions previously provided to your organization outlined this process.

As a state agency, this effort is important to us. This is another way that UMW can partner with your company to make things better.

A SWaM reporting template is located on our Procurement Services website at <http://adminfinance.umw.edu/procurement/vendors-2/swam-reporting>.

Sincerely,

A handwritten signature in black ink, appearing to read "Rich R. Pearce", with a stylized, flowing script.

Richard R. Pearce

Vice President for Administration and Finance and CFO

## ATTACHMENT E

### SWaM Subcontractor Spend Reporting

Form located on Procurement Services website:

<http://adminfinance.umw.edu/procurement/vendors-2/swam-reporting/>

Business Services

# Procurement Services

Technology Purchases   Current Bids & Proposals   Vendors   Green Purchasing   **SWaM Reporting**

Central Storeroom/Surplus   You are here: Home / Vendors / SWaM Reporting

Contracts   **SWaM Reporting**

Laws, Policies and Procedures   Vendor Resources

Forms   Vendor Policies and Guidelines

Training   Vendor Registration Requirements

Small Purchase Credit Card   Vendor Survey

Directions and Maps   The University of Maryland, College Park, is required to report all small business spend, importance is also placed on utilizing local woman-owned and minority-owned businesses to procure goods and services for the university. UMWP's goal is to have a total SWaM (small, woman-owned, minority-owned) spend of \$10 million per year.

Virginia's Total e-Procurement Solution!

## SWaM Subcontractor Reporting

This form should be used by vendors to report their Small, Woman-owned and Minority-owned (SWaM) business spend.

**Purchasing Dates and Deadlines**

July 2013

M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Vendor \***

Please enter the name of the COMPANY

**Contract Number**

Please enter the CONTRACT NUMBER

**Name \***

First Last

Please enter the SUBMITTER'S first and last name

**Email \***

Please enter the SUBMITTER'S email address

**Select Reporting Method \***

☐ Upload Spreadsheet/Document

☐ Manual Input

**Additional Comments/Information**

Please provide any relevant comments or information

Captcha

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Type the text

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no CAPTCHA™ stop spam. read books.