



ADDENDUM 2
28 February 2020

ADDENDUM NO. 2 TO ALL OFFERORS:

Reference – Request for Proposals: RFP UCPUMW 20-1109, Flooring Services
Date Issued: 2 February 2020
For Delivery to: University of Mary Washington, Commonwealth of Virginia
Proposal Due Date: 20 March 2020, No later than 2PM

This addendum consists of ten (10) pages.

- **Please note that the proposal due date has been extended to 20 March 2020, No later than 2PM.**
- Attachment (1) is the Mandatory Pre-Proposal Conference List of Attendees. Only those vendors represented can submit a proposal in response to this RFP.
- Attachment (2) is a copy of the cover page, checklist and pricing with minor revisions, and a copy of Addendum 1.

All of Attachment 2 along with supporting documentation (if any) should be completed and returned in order for your proposal to be considered. RFP UCPUMW 20-1109 Addendum No. 2 (along with Addendum 1) should be acknowledged and included in the RFP submittal package.

END OF ADDENDUM NO. 2

Patricia A. Canciglia
Senior Contract Officer
Procurement Services
University of Mary Washington
Phone: (540)654-1237

NAME OF OFFERING FIRM: _____

**NAME OF OFFEROR
REPRESENTATIVE:** _____

OFFEROR SIGNATURE: _____

DATE: _____

Attachment (1)

UMW Flooring Contract Solicitation

2/12/2020

10:00 AM

| Company | Name | Phone | email |
|-----------------------------------|------------------------|---------------------|---|
| <u>Ulrich's Cleaning Services</u> | <u>CHRIS J. ULRICH</u> | <u>540-456-2286</u> | <u>MATISAU AT ULRICH'S</u> |
| <u>Your Floors INC</u> | <u>George Wood</u> | <u>540-329-9444</u> | <u>CLEANING SERVICES.COM</u> |
| <u>Rockwood Homes</u> | <u>G. BRYAN</u> | <u>540-226-3848</u> | <u>gw9207@hotmail.com</u> |
| <u>Epoxy Systems LLC</u> | <u>Tony Montz</u> | <u>804-690-3893</u> | <u>tony.montz@epoxysystems.net</u> |
| <u>Atlam LLC</u> | <u>Christine Lee</u> | <u>571-208-4494</u> | <u>clea@atlamllc.com</u> |
| <u>Atlam LLC</u> | <u>Craig Mills</u> | <u>703-955-9038</u> | <u>cmills@atlamllc.com</u> |
| <u>Beautiful Floors and More</u> | <u>Chris Garner</u> | <u>703-822-1748</u> | <u>Atamericaguardians inc@gmail.com</u> |
| <u>Southern Belle LLC dba</u> | <u>Mike Thompson</u> | <u>276-224-3624</u> | <u>mikethompson24@gmail.com</u> |
| <u>Southern Belle Flooring</u> | | | |

Attachment (2)**SEALED REQUEST FOR PROPOSAL (RFP)**

ISSUE DATE: 2 February 2020

RFP NUMBER & TITLE: UCPUMW 20-1109, Flooring Services

PROPOSAL DUE DATE & TIME: ~~20 March 2020, no later than 2PM. 13 March 2020, No later than 2PM~~
NOTE: Proposals received after the due date and time cannot be accepted.

PROPOSAL DELIVERY ADDRESS: University of Mary Washington
Procurement Services /Reference RFP UCPUMW 20-1109
Eagle Village Executive Offices, Suite 480
1125 Jefferson Davis Hwy., Fredericksburg, VA 22401

WORK LOCATION: ☒ All Campuses ☐ Fredericksburg ☐ Stafford ☐ Dahlgren

COMMODITY CODE(S): 91025

PRE-PROPOSAL CONFERENCE: ☐ Optional ☒ Mandatory ☐ N/A **DATE & TIME:** 12 February 2020 10AM
Physical Plant Training Room, off of Hanover Avenue (use 1302 Hanover, Fredericksburg, VA 22401 for GPS), Building is behind the UMW Athletic Fields
When facing the building, entrance to the meeting location is on the right side of the Building.

PRE-PROPOSAL LOCATION:

CONTRACT OFFICER: Patricia A. Canciglia **EMAIL:** pcancigl@umw.edu

PERIOD OF CONTRACT: 1 June 2020-31 May 2021 with five (5) one-year renewal options that if exercised will extend the term to 31 May 2026

In compliance with this Sealed Request for Proposal (RFP) 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 attached signed proposal or as mutually agreed upon by subsequent negotiation. The undersigned firm hereby certifies that all information provided in response to this RFP is true, correct and complete.

By signing this proposal, you are certifying that you are an authorized representative of the offering firm and that the firm's principals or legal counsel have reviewed the Request for Proposal General Terms and Conditions and any Special Terms and Conditions. Any exceptions to the General or Special Terms and Conditions must be clearly identified in your proposal. No exceptions can be taken to those General or Special Terms and Conditions that are mandated by law. If no exceptions are identified in your proposal, it is understood that the provisions will become a part of any final agreement.

THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL

Name of Offering Firm: _____

Address of Offering Firm: _____

DSBSD Certification No.: _____ **Expiration Date:** _____

eVA ID: _____ **Tax ID:** _____

Email: _____ **Telephone:** _____

Submitted By (Print Name & Title): _____

Signature (In Ink): _____ **Date:** _____

RFP UCPUMW 20-1109 Proposal Submission Checklist

It is important that the Offeror carefully read through the RFP and provide all required documentation. The proposal MUST be submitted and received on time to qualify for a chance at evaluation. Use this checklist as a guideline to ensure the proposal is complete before submission.

IMPORTANT DATES & REMINDERS

- No Questions Accepted after 26 February 2020 Close of Business. All Questions must be directed toward the Procurement Officer for this solicitation: Patricia A. Canciglia, Senior Contract Specialist, pcancigl@umw.edu; 540-654-1237.
- Proposal Due Date: **20 March 2020 no later than 2PM - Proposals submitted after 2PM on 20 March 2020 as indicated by the official Procurement clock will NOT be accepted.**
- All proposals must be submitted in a SEALED envelope identifying the firm's name and the solicitation number at a minimum. If sending the proposal by mail, the address to send the proposal to is located on the RFP Cover Page.
- Read the ENTIRE RFP including terms and conditions and attachments carefully before submitting a proposal.

REQUIRED DOCUMENT SUBMISSION

Acknowledgement:

☐ 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.

☐ Acknowledgement that no exception is taken to UMW Terms and Conditions.

If this box is not checked, you must identify specific terms and conditions that you are taking exception to below. Failure to comply with Statutory Requirements may result in your proposal being determined non-responsive.

Documents to Submit:

- ☒ Completed and signed RFP cover page.
- ☒ Any/All signed addenda.
- ☒ Original and two Copies plus an Original Redacted (if you are classifying any portion of your proposal as proprietary or trade secret protected).
- ☒ Completion of this Checklist and Vendor Data Sheet (attached) including any supporting documentation.
- ☒ Current Certificate of Liability Insurance provided with proposal.
- ☒ Acknowledgement of Current RFS Asbestos Contractor's License issued by Commonwealth of Virginia or proposed plans to subcontract for any work involving asbestos.
 1. Attach a copy of your License, or
 2. Note below how you propose to handle any work involving asbestos:

VENDOR DATA SHEET:

NOTE: The following information is required as part of your response to this solicitation. Failure to complete and provide the Vendor Data Sheet may result in your proposal being determined non-responsive.

A. Corporate Capability:

The Offeror must have the capability and capacity in all respects to satisfy fully all of the contractual requirements – please provide adequate detail to document the following:

1. Name/Address, Point of Contact (phone number and email) for Office proposed to provide services requested:

2. How many years in business providing this type of service? _____

3. Specific services you are proposing to provide _____.

B. Proposed Key Personnel: Identify proposed Key Personnel for this tasking:

| Named Individual | Contract Labor Category | Years of Experience | Years with your company | List any Certifications and attach copies |
|-------------------------|--------------------------------|----------------------------|--------------------------------|--|
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C. Past Performance: Provide at LEAST 2 references of current or recent past clients, preferably from higher education.

| Reference #1 | |
|--------------------------|--|
| Agency Name | |
| Contact Name | |
| Email | |
| Phone # | |
| # Years w/ Agency | |
| Solution Provided | |

| Reference #2 | |
|--------------------------|--|
| Agency Name | |
| Contact Name | |
| Email | |
| Phone # | |
| # Years w/ Agency | |
| Solution Provided | |

D. Subcontracting Plan:

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:

"Micro Business" means a business that is a certified Small Business under the SWaM Program and has no more than twenty-five (25) employees and no more than \$3million in average annual revenue over the three-year period prior to their certification.

"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)*

Offeror 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 you are certified by the Department of Small Business and Supplier Diversity (DSBSD), are you certified as a:

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

DSBSD Certification No.: _____ **Expiration Date:** _____

Section B

Populate the table below to show your 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

| Small Business Name, Address & DSBSD Cert No. | Indicate if also: Micro (O), Women (W), or Minority (M) Certified | Contact Person, Telephone & Email | Type of Goods and/or Services | Planned Involvement During Initial Period of the Contract (%) | Planned Contract Dollars During Initial Period of the Contract (\$) |
|--|--|--|--|--|--|
| | | | | | |
| | | | | | |
| | | | | | |
| Total Planned Subcontracting Spend (\$) | | | | | |

E. Price Proposal:

SUBMIT FULLY LOADED LABOR RATE FOR THOSE CATEGORIES YOU ARE PROPOSING TO PROVIDE.

| Category | Classification | Estimated Number of Hours | Fully Loaded Labor Rate to be identified by Offeror Proposing to provide support in specific categories | Total to be identified by Offeror (Hours x Proposed Fully Loaded Labor Rate) |
|-------------------------------|----------------|---------------------------|--|--|
| Ceramic Tile Supervisor | Regular Hours | 300 | \$ _____ | \$ _____ |
| | Overtime Hours | 30 | \$ _____ | \$ _____ |
| Ceramic Tile Mechanic | Regular Hours | 300 | \$ _____ | \$ _____ |
| | Overtime Hours | 30 | \$ _____ | \$ _____ |
| Ceramic Tile Helper | Regular Hours | 3 | \$ _____ | \$ _____ |
| | Overtime Hours | 30 | \$ _____ | \$ _____ |
| Terrazzo Flooring Supervisor | Regular Hours | 40 | \$ _____ | \$ _____ |
| | Overtime Hours | 12 | \$ _____ | \$ _____ |
| Terrazzo Flooring Mechanic | Regular Hours | 40 | \$ _____ | \$ _____ |
| | Overtime Hours | 12 | \$ _____ | \$ _____ |
| Terrazzo Flooring Helper | Regular Hours | 40 | \$ _____ | \$ _____ |
| | Overtime Hours | 12 | \$ _____ | \$ _____ |
| Marble Flooring Supervisor | Regular Hours | 40 | \$ _____ | \$ _____ |
| | Overtime Hours | 4 | \$ _____ | \$ _____ |
| Marble Flooring Mechanic | Regular Hours | 40 | \$ _____ | \$ _____ |
| | Overtime Hours | 4 | \$ _____ | \$ _____ |
| Marble Flooring Helper | Regular Hours | 40 | \$ _____ | \$ _____ |
| | Overtime Hours | 4 | \$ _____ | \$ _____ |
| VCT Tile Supervisor | Regular Hours | 150 | \$ _____ | \$ _____ |
| | Overtime Hours | 15 | \$ _____ | \$ _____ |
| VCT Tile Mechanic | Regular Hours | 150 | \$ _____ | \$ _____ |
| | Overtime Hours | 15 | \$ _____ | \$ _____ |
| VCT Tile Helper | Regular Hours | 150 | \$ _____ | \$ _____ |
| | Overtime Hours | 15 | \$ _____ | \$ _____ |
| VAT Abatement Supervisor | Regular Hours | 100 | \$ _____ | \$ _____ |
| | Overtime Hours | 16 | \$ _____ | \$ _____ |
| VAT Abatement Mechanic | Regular Hours | 100 | \$ _____ | \$ _____ |
| | Overtime Hours | 16 | \$ _____ | \$ _____ |
| VAT Abatement Helper | Regular Hours | 100 | \$ _____ | \$ _____ |
| | Overtime Hours | 16 | \$ _____ | \$ _____ |
| Poured Flooring Supervisor | Regular Hours | 80 | \$ _____ | \$ _____ |
| | Overtime Hours | 8 | \$ _____ | \$ _____ |
| Poured Flooring Mechanic | Regular Hours | 80 | \$ _____ | \$ _____ |
| | Overtime Hours | 8 | \$ _____ | \$ _____ |
| Poured Flooring Helper | Regular Hours | 80 | \$ _____ | \$ _____ |
| | Overtime Hours | 8 | \$ _____ | \$ _____ |
| Hardwood Flooring Supervisor | Regular Hours | 120 | \$ _____ | \$ _____ |
| | Overtime Hours | 12 | \$ _____ | \$ _____ |
| Hardwood Flooring Mechanic | Regular Hours | 120 | \$ _____ | \$ _____ |
| | Overtime Hours | 12 | \$ _____ | \$ _____ |
| Hardwood Flooring Helper | Regular Hours | 120 | \$ _____ | \$ _____ |
| | Overtime Hours | 12 | \$ _____ | \$ _____ |
| Gymnasium Flooring Supervisor | Regular Hours | 120 | \$ _____ | \$ _____ |

| | | | | |
|--|----------------|-----|----------|----------|
| | Overtime Hours | 12 | \$ _____ | \$ _____ |
| Gymnasium Flooring Mechanic | Regular Hours | 120 | \$ _____ | \$ _____ |
| | Overtime Hours | 12 | \$ _____ | \$ _____ |
| Gymnasium Flooring Helper | Regular Hours | 120 | \$ _____ | \$ _____ |
| | Overtime Hours | 12 | \$ _____ | \$ _____ |
| Carpet Supervisor | Regular Hours | 40 | \$ _____ | \$ _____ |
| | Overtime Hours | 3 | \$ _____ | \$ _____ |
| Carpet Mechanic | Regular Hours | 40 | \$ _____ | \$ _____ |
| | Overtime Hours | 3 | \$ _____ | \$ _____ |
| Carpet Helper | Regular Hours | 40 | \$ _____ | \$ _____ |
| | Overtime Hours | 3 | \$ _____ | \$ _____ |
| Furniture Mover | Regular Hours | 40 | \$ _____ | \$ _____ |
| | Overtime Hours | 3 | \$ _____ | \$ _____ |
| Torginol Technician | Regular Hours | 40 | \$ _____ | \$ _____ |
| | Overtime Hours | 40 | \$ _____ | \$ _____ |
| Administrative Support | Regular Hours | 40 | \$ _____ | \$ _____ |
| | Overtime Hours | 1 | \$ _____ | \$ _____ |
| Identify any additional add-on costs below:* | | | | \$ _____ |
| | | | | \$ _____ |
| | | | | \$ _____ |
| Grand Total | | | | \$ _____ |

***The fully loaded labor rate is intended to cover travel, credit card charges, eVA fees, etc; however, if there are add-on costs proposed that are not included in the fully loaded labor rate, they must be included in the breakdown above. No additional add-on costs beyond those identified at time of proposal submission will be permitted.**

Identify any additional offered discounts, rebates, sponsorships, internships below:

Materials will be billed at Contractor’s Cost and will only be paid if determined fair and reasonable by UMW. Contractors will be required to provide supporting documentation to substantiate proposed cost of materials. UMW reserves the right to pre-approve limits for material costs. UMW may, from time to time, provide material or direct the Contractor towards more economical material pricing options such and cooperative contracts.

ADDENDUM
6 February 2020

ADDENDUM NO. 1 TO ALL OFFERORS:

Reference – Request for Proposals: RFP UCPUMW 20-1109, Flooring Services
Date Issued: 2 February 2020
For Delivery to: University of Mary Washington, Commonwealth of Virginia
Proposal Due Date: 13 March 2020, no later than 2PM

This addendum consists of one (1) page.

Questions from Offerors:

1. We have done business with UMW in the past (athletic flooring), but our offices are located more than four hours away from the Fredericksburg, VA campus. Would it be possible for us to phone in on the day of the Mandatory Pre-Proposal rather than being physically present, particularly since we are quite familiar with the campus and the services for which we intend to submit a proposal?
- a. If your place of business is more than **175 miles away** from the Fredericksburg, Virginia campus.
- b. If you have prior experience working at University of Mary Washington such that a site visit would not be a requirement to assure a quality bid.
- c. If you make arrangements with Patricia Canciglia ((540) 654-1237 or pcancigl@umw.edu) no later than noon on Monday, 10 February 2020 to call in during the Pre-Proposal Conference, **and**
- d. If you phone in during the Pre-Proposal Conference,

You will have met the Mandatory Pre-Proposal Requirements and your proposal will be considered.

END OF ADDENDUM NO. 1

Patricia A. Canciglia
Senior Contract Officer
Procurement Services
University of Mary Washington
Phone: (540)654-1237

RFP UCPUMW 20-1109, Addendum No. 1 (and all addenda) should be acknowledged and included in the RFP submittal package.

NAME OF OFFERING FIRM: _____

NAME OF OFFEROR REPRESENTATIVE: _____

OFFEROR SIGNATURE: _____

DATE: _____