



UNIVERSITY OF BALTIMORE

Office of Procurement and Materials Management

PRICE SHEET

<p>Issued By: University of Baltimore Department of Procurement 1420 North Charles Street Baltimore, MD 21201</p> <p>Attn: <u>Blair Blankinship</u> e-mail: bblankinship@ubalt.edu</p> <p>and</p> <p>Stacey Brooks sbrooks@ubalt.edu</p>	<p>TORFQ Number: UB-23-BB-06 Date Issued: December 14, 2022 Site Visit/Walkthrough: January 10, 2023 at 10:00 AM</p> <p>Questions: January 17, 2023 by 5:00 pm</p> <p>Quote Due Date and Time: January 20, 2023 at 2:00 PM</p>
<p>To: Prospective Bidders</p>	<p>Period of Performance: See Below F.O.B. DESTINATION Payment Terms: Net 30 days Deliver To: SEE BELOW</p>

Please enter your quotation for the items specified below. The University shall not pay any expenses incurred in the preparation or submission of any quotation. The University reserves the right to accept any or all items of any quotation, in whole or in part and to reject any or all quotations. The University will not accept alternate solutions or additional pricing.

Labor			
Work Description	Labor Hours	Labor Cost per Hour	Total Amount
Replacement of Smoke Exhaust VFD System in the Angelos Law Center building.			
Sub-Total			\$

Materials	
Materials	Total Amount
TOTAL AMOUNT (Labor and Materials) (BASIS OF AWARD)	\$

The undersigned agrees to furnish any and all items for which prices are offered at the price set opposite each item, in compliance with the specifications, terms and conditions of this Request for Quotation, delivered to the destination point(s) within the period of performance specified above or within the number of days specified after date of order. The undersigned certifies that the firm submitting this quotation is not debarred from participating in contracts in the State of Maryland or excluded from federal contract awards and has accepted all terms and conditions included herein.

TO BE COMPLETED BY THE FIRM OFFERING A QUOTE		
NAME AND ADDRESS OF QUOTER FEI Number: _____	SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION	DATE OF QUOTATION
	SIGNER'S NAME AND TITLE	TELEPHONE No.

VENDOR FEEDBACK FORM

To help us improve the quality of State solicitations, and to make our procurement process more responsive and business friendly, please provide comments and suggestions regarding this solicitation. Please return your comments with your response. If you have chosen not to respond to this solicitation, please email this completed form to procurement@ubalt.edu

Title: RFQ No. UB-23-BB-06: Angelos Law Center – Variable Frequency Drives (VFD’s) Exhaust Replacement

1. If you have chosen not to respond to this solicitation, please indicate the reason(s) below:

Other commitments preclude our participation at this time

The subject of the solicitation is not something we ordinarily provide

We are inexperienced in the work/commodities required

Specifications are unclear, too restrictive, etc. (Explain in REMARKS section)

The scope of work is beyond our present capacity

We cannot be competitive. (Explain in REMARKS section)

Time allotted for completion of the Proposal is insufficient

Start-up time is insufficient

Other: _____

2. If you have submitted a response to this solicitation, but wish to offer suggestions or express concerns, please use the REMARKS section below. (Attach additional pages as needed.)

REMARKS:

Vendor Name: _____ Date:

Contact Person: _____ Phone (_____) _____ - _____

Address: _____

Email Address: _____

1. BACKGROUND

The University of Baltimore provides innovative education in law, business, public affairs and the applied arts and sciences to serve the needs of a diverse population. A public university, the University of Baltimore (UBalt or UB) offers excellent teaching and a supportive community for undergraduate, graduate and professional students in an environment distinguished by academic research and public service. The University:

- makes excellence accessible to traditional and nontraditional students motivated by professional advancement and civic awareness
- establishes a foundation for lifelong learning, personal development and social responsibility
- combines theory and practice to create meaningful, real-world solutions to 21st century urban challenges
- is an integral partner in the culture, commerce and future of Baltimore and the region.

The University of Baltimore is one of 12 institutions that encompass the University System of Maryland, the nation's 12th largest university system. The University of Baltimore's mission centers on providing innovative education in law, business and the applied liberal arts to serve the needs of a diverse population. UBalt's institutional vision is to become a living-learning laboratory at the center of the Baltimore renaissance.

The University is located in Baltimore's cultural district, centered on Mt. Royal Avenue and Maryland Avenue, just two miles north of Baltimore's Inner Harbor. The University has approximately 5,336 commuter students of whom 47% are full-time and 53% are parttime.

The average age of our students is 29.5. UB has approximately 689 employees of which 179 are faculty. UBalt is located at the center of the city's transportation hub, with easy access to the Light Rail, train station and bus routes. For more information about UBalt, visit www.ubalt.edu/institutionalresearch.

2. SCOPE OF WORK

The University of Baltimore is seeking a contractor to furnish and install five (5) new variable frequency drives (VFDs) to replace existing defective VFD's serving smoke evacuation exhaust fans (FSE) at our Angelos Law Center building located at 1401 N Charles St. in Baltimore, MD.

The building is a twelve-story, 192,000 sq./ft law school building commissioned in 2013 achieving platinum LEED's sustainability certification. The VFDs are located outside on the penthouse level, and while in a NEMA-rated enclosure, they have been susceptible to moisture and soot build-up due to proximity to the nearby railroad operations. The most recent named storm resulted in water infiltration damage to the drives and caused us to rethink their current location for relocating indoors.

This contract will be to replace the units with in-kind or equal units based on one of the two installation options outlined in Section 1.A.i.

A. CONTRACTOR RESPONSIBILITIES

- i. Contractor must provide labor, materials, and equipment to remove existing and install five (5) new variable frequency drives (VFD's):

- (a) Relocate drives indoors at the penthouse level in electrical mechanical room (See DWG ME 6-4)
 - (i) Remove and dispose of existing drives, enclosures, and related wiring.
 - 1. Remove defective inverters from existing NEMA 3R enclosures
 - 2. Remove existing wiring and make-safe
 - 3. Remove & dispose of existing NEMA 3R enclosures
 - 4. Seal any penetrations or openings related to the decommissioning of the current VFD's
 - (ii) Install new VFD's at a new identified location
 - 1. Pull and connect all necessary wiring to allow VFD's to operate at existing at new location.
 - 2. Where possible reuse existing conduit runs. New run-outs will be exposed on roof level, no roof penetrations. Use existing pipe piers or new pipe piers.
 - 3. Hang & mount the drives at predetermined locations
 - 4. Provide start-up & commissioning of five (5) units
- ii. Contractor must submit all products to UBalt PM for approval prior to purchase.
- iii. All products shall be ASTM stamped and UL-Listed or equivalent by mfg. product type.
- iv. Contractor must provide a two (2) years warranty for all work performed against defects and satisfactory quality of workmanship. The warranty must start on the date of completion.
- v. Contractor is responsible for the removal and disposal of all debris from the site, and to clean up the work area upon completion. Work will be scheduled to cause minimal disruption to operations within the building. UB will coordinate to provide daily access to the site.
- vi. Contractor is responsible for procuring, mobilizing all equipment and materials to perform this work.
- vii. Contractor must adhere to Occupational Safety and Health Administration and Maryland Occupational Safety and Health (MOSH) regulations. viii. The contractor shall follow UB "hot work" and safety precautions for any soldering, torch cutting, welding, or other related hot work.
- ix. Submit RFIs and Change Orders to the Procurement Officer.

- x. Adhere to all applicable Codes in Maryland for State Owned buildings (<https://www.dllr.state.md.us/labor/build/buildcodematrix.pdf>)

B. MATERIALS

- Variable Frequency Drives ○
Emerson Affinity BA4401 (existing)
or equal
- Connections ○
Liquid-Tight flexible conduit
- Run-outs ○
Exterior: Rigid Galvanized Steel Conduit (RGS) ○ Interior: Electric Metallic
Tubing Conduit (EMT)
- Wiring ○
Equal to existing: Power & Signal rated
- Hangers & supports ○
Equal to existing

C. SPECIFICATION REQUIREMENTS

Fan ID	CFM Max	CFM Min	Total Static PSI in WC	Motor HP	Volts/Phase/Hz
F-SE 1-5	60,000	20,000	2.5	50	460/3/60

Smoke Exhaust Fans:

3. CONTRACT TERM

The initial contract term shall commence on contract award and end on successful completion of the work and acceptance of the work by the University, unless an extension is mutually agreed upon by both principles.

The University reserves the right to purchase additional services or parts at prices consistent with prices offered in response to this RFQ for a period of 12 months from Contact award.

4. SITE VISIT/WALKTHROUGH

The University will be conducting a site visit/walkthrough on **January 10, 2023 at 10:00 AM**

The conference will be held at:

University of Baltimore
Angelos Law Center
1401 N. Charles Street
Baltimore, Maryland 21201

- A. The University of Baltimore requires that all contractors **must** RSVP for the site visit/walkthrough. RSVP by clicking on the link below:
[Procurement Meeting Registration](#)
- B. Attendance is not mandatory, but is **strongly recommended** as clarifications may be provided.

5. QUESTIONS

Each contractor is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office. Requests for clarification or additional information must be made in writing via email to [Vendor Question Submission \(teamdynamix.com\)](#) by close of business on **January 17, 2023 by close of business.** Only written communications relative to the procurement shall be considered.

All questions will be answered in writing. Should a response result in a change to the RFQ, an amendment will be issued in the form of an addendum to the RFQ. Both questions and answers will be distributed, without identification of the inquirer(s), to all prospective contractors who are on record with the Procurement Office as having received this RFQ. No oral communications from the project team can be relied upon for proposal purposes.

6. QUOTE DUE DATE AND SUBMISSION

[Quotes](#) and [Appendix A - Contractor Experience / Reference Form](#) are due on **January 20, 2023** at 2:00 PM (ET).

Quotes in electronic format, as well as transactions, and communication are permitted for this procurement. Quotes must be sent by TCPIP compliant e-mail sent to the issuing office, [Vendor Proposal Submission \(teamdynamix.com\)](#).

E-mail transmissions may only include text transmission (not HTML) and may include attachments in Adobe Acrobat.pdf®, Microsoft® (MS) Windows XP applications or compatible format including MS Word®, MS Excel®, and graphics in .jpg format. Attachments must not be zipped or compressed.

Any and all e-mail must include the solicitation number and title on the cover page or subject line. In addition, the University may make copies of solicitations, amendments to solicitations, and solicitation attachments, exhibits, etc.

The University may require confirmation of receipt of all e-mail transmissions, by return e-mail (send a response to acknowledge that the original message was received). The date and time for delivery of e-mail delivery of a solicitation and related documents will be the same as the date and time specified in the solicitation for hard copy / paper copy delivery. Delivery will be accomplished at the date and time the transmission is received by the issuing office.

7. INSURANCE REQUIREMENT

The Contractor shall defend, indemnify and save harmless the University System of Maryland, its officers, employees and agents, from any and all claims, liability, losses and causes of actions which may arise out of the errors, omissions and performance or non-performance by the Contractor, employees or agents, of the work covered by this contract. The University shall not assume any obligation to indemnify, hold harmless or pay attorneys' fees that may arise from or in any way be associated with the performance or operation of this agreement.

The Contractor shall secure, pay the premiums for, and keep in force until the expiration of this contract, including any renewal thereof, adequate insurance as provided below, such insurance to specifically include liability assumed by the Contractor under this contract. The amounts of insurance coverage specified below shall be the minimum amount of available insurance to satisfy claims; a policy which allows the costs associated with investigating, management or defense of any claim, or any other cost incurred by the insured or the insurance carrier, to be deducted from the policy limits is not acceptable.

- a. Commercial General Liability Insurance including all extensions- \$2,000,000 each occurrence;
 - \$2,000,000 personal injury;
 - \$2,000,000 products/completed operations;
 - \$2,000,000 general aggregated
- b. Workmen's Compensation Insurance and Unemployment Insurance as required by the laws of the State of Maryland.
- c. Professional Liability Insurance, with a limit of not less than \$1,000,000 per occurrence.
- d. If automotive equipment is used in the operation, automobile bodily injury liability insurance with limits of not less than \$1,000,000 for each person and \$2,000,000 for each accident, and property damage liability insurance, with a limit of not less than \$2,000,000 for each accident.
- e. Products liability insurance, if not included in the Comprehensive, with limits of not less than \$1,000,000 for each person and \$2,000,000 for each accident.

All policies for liability protection, bodily injury or property damage must specifically and expressly name the University System of Maryland as an insured with respect to operations under the contract and premises occupied by the Contractor. With respect to the Contractor's liability for bodily injury or property damage under the items above, such insurance shall cover and not exclude Contractor's liability for injury to the property of the University System and to the persons or property of employees, students, faculty members, agents, officers, regents, invitees or guests of the University System.

Each insurance policy shall contain the following endorsement: "It is understood and agreed that the Insurance Company shall notify the Procurement Officer in writing fortyfive (45) days in advance of the effective date of any reduction in or cancellation of this policy." A certificate of each policy of insurance shall be furnished to the Procurement Officer. With the exception of Workmen's Compensation, upon the request of the Procurement Officer a certified true copy of each policy of insurance, including the above endorsement manually countersigned by an authorized representative of the insurance company, shall be furnished. A certificate of insurance for Workmen's Compensation together with a properly executed endorsement for cancellation notice must always be furnished. Following the notice of contract award, the requested Certificates and Policies shall be delivered as directed by the Procurement Officer. Notices of policy changes shall be furnished to the Procurement Officer.

All required insurance coverage's must be acquired from insurers registered to do business in the State of Maryland and acceptable to the University. The insurers must have a policyholders' rating of "A-" or better, and a financial size of "Class VII" or better in the latest edition of Best's Insurance Reports.

8. COMPENSATION AND PAYMENT METHOD

Payments to the Contractor pursuant to this Purchase Order shall be made no later than thirty (30) days after the University's receipt of a proper invoice from the Contractor. Charges for late payment of invoices, other than as prescribed by Title 15, Subtitle 1, of the State Finance and Procurement Article, Annotated Code of Maryland, or by the Public Service Commission of Maryland with respect to regulated public utilities as applicable, are prohibited.

9. INVOICING

Invoices for payment are to be submitted to the University's Project Manager after the work has been successfully completed per the contract. Upon the Project Manager's concurrence that the work has been performed as per the contract, the Project Manager will approve the invoice (s) and will forward the invoice (s) to UB Accounts Payable for payment.

Contractor agrees to include itemized detail on each invoice including quantity, unit of measure, and price. Contractor agrees to include on the face of all invoices billed to the University, its Taxpayer Identification Number, which for individuals and sole proprietors is the Social Security Number and for all other types of organizations is the Federal

Employer Identification Number. Each invoice must be numbered and dated, and include the remittance address.

Contractor's Federal Tax Identification Number or Social Security Number is ____
____ - ____ - ____ - ____ - ____ - ____.

APPENDIX A

Contractor Experience / Reference Form

Bidders shall provide references for three (3) current clients indicating the Name of the contract, Contact name, address, phone number, and email address. Indicate the contract term and contract value.

Contract Name: _____ Contact Name: _____

Address: _____ Phone: _____

Email address: _____

Term of Contract: _____ Value of Contract: _____

Contract Name: _____ Contact Name: _____

Address: _____ Phone: _____

Email address: _____

Term of Contract: _____ Value of Contract: _____

Contract Name: _____ Contact Name: _____

Address: _____ Phone: _____

Email address: _____

Term of Contract: _____ Value of Contract: _____

APPENDIX B

**ANGELOS LAW CENTER –
EXISTING VARIABLE FREQUENCY DRIVE (VFD) SPECIFICATIONS**

PLEASE SEE ATTACHMENT

APPENDIX C

ANGELOS LAW CENTER – ROOF PLANS – POWER

PLEASE SEE ATTACHMENT

APPENDIX D

ANGELOS LAW CENTER – PH SITE PLAN

PLEASE SEE ATTACHMENT