

1/5/2017

Valued vendors Project Services Management wishes to clarify the intent of the below. We are revising the letter dated 10/10/2016 to more clearly and concisely relay the University's intentions and needs. This direction shall replace the directions provided on the 10/10/2016 letter.

Each budgetary price must:

1. Contain cost information on the following line-item basis format
 - a. Labor
 - b. Materials and Quantities of each (include separate line pricing per material type)
 - c. Freight
 - d. Any/all additional or associated charges/fees. (e.g. if rigging were needed to move a heavy piece of equipment then this fee should be included, mobilization, set-up charges etc.)
2. Contain brief descriptions for each item being provided (include part numbers where applicable).
3. Contain a date of delivery after approval of submittals and shop drawings if drawings are specified. i.e. the lead time to have materials on the project site once the submittal and shop drawings are approved.
4. Contain an estimated duration of work if the budgetary price includes installation.
5. Include the design document date for reference that applies to the budgetary pricing.

Note: The University understands that changes in quantities can result in changes to per unit costs. The University desires to utilize line item information to evaluate if value engineering is needed.

Budgetary Pricing Guidelines:

1. Each vendor shall ensure that they properly review the documents and survey the project area to ensure they provide pricing for items required per the design documents or scope of work provided by the University.
2. Vendors shall also note any exclusions or limitations that their pricing reflects.
3. Please see the examples section below. The University understands that some of these items may be built into the line item cost of other items and we are not expecting a line item cost for each item. For example the University understands that the ACT grid cost includes items such as pop rivets, screws, nails, touch up paint, etc.

EXAMPLES

- A. Installation of an ACT ceiling system would include all materials, quantities, labor, freight, etc. necessary to install the system such as but not limited to:
- 1) Hangers
 - 2) Hanger Wire
 - 3) Pop Rivets
 - 4) Screws and/or nails
 - 5) Anchors
 - 6) Touch up paint
 - 7) Grid
 - 8) Ceiling Tiles
 - 9) Shipping costs
- B. Installation of a flooring system would include all materials, quantities, labor, freight, etc. necessary to complete the work and install the system such as but not limited to:
- 1) Flooring
 - 2) Adhesive
 - 3) Normal floor patch up to and including 1/8" thick.
 - 4) Transition strips
 - 5) Shipping Costs
- C. Installation of a HVAC duct system would include all materials, quantities, labor, freight, etc. necessary to install the system such as but not limited to:
- 1) Duct
 - 2) Joint Materials, drives, slips, nuts and bolts, etc.
 - 3) Hangers
 - 4) Anchors
 - 5) Screws
 - 6) Duct Seal
 - 7) Equipment if part of the pricing package.
 - 8) Shipping Costs
- D. Installation of Electrical and/or Lighting Systems would include all materials, quantities, labor, freight, etc. necessary to complete the work such as but not limited to:
- 1) Conduit
 - 2) Wiring
 - 3) Miscellaneous fittings, hangers, etc.
 - 4) Boxes both device and pulling.
 - 5) Complete electrical panels.
 - 6) Electrical equipment
 - 7) Penetrations and fire stopping if needed.
 - 8) Lighting fixtures
 - 9) Lighting controls
 - 10) Devices
 - 11) Plates

The University depends on our vendors' expertise in interpreting design documents, scoping letters, and current site conditions to the extent possible to provide pricing as accurately as possible with the available information at the time of the pricing. The University does understand that as a project moves forward additional items may be uncovered or be adjusted that may require adjustments to prices and these will be addressed by the University's representative managing each project.

Award of the work and issuance of a purchase order is handled by the University's representative managing each project and procurement. All inquiries should be addressed to the representative managing each project.

Respectfully:

Project Services

University of Virginia

1/5/17