

## Invitation for Bid Number 0049415

For

Term Contract

Graduate School Diploma Covers

July 19, 2017

**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.**

**INVITATION FOR UNSEALED Bid # 0049415**

**Graduate School Diploma Covers**

**VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (VIRGINIA TECH)**

**PROCUREMENT DEPARTMENT (MC 0333)**

**NORTH END CENTER, SUITE 2100, 300 TURNER STREET NW**

**BLACKSBURG, VIRGINIA 24061**

|  |  |  |
| --- | --- | --- |
| DATE**July 18, 2017**      | BID RETURN DATE AND HOURAugust 1, 2017 3PM | BID OPENING DATE AND HOURAugust 1, 2017, 3PM |

BIDDERS ADDRESS

|  |  |  |
| --- | --- | --- |
|                      |  | ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO:**Robert B Snuffer,** **Buyer Senior/Contracts Officer**E-MAIL ADDRESS: bsnuffer@vt.eduTELEPHONE NUMBER (540) 231-5557FAX NUMBER (540) 231-9628AFTER HOUR MESSAGES (540) 231-6221 |

**SPECIAL INSTRUCTIONS**

1. **Unsealed Bids** can be faxed or emailed and must be received prior to the time and date designated.
2. Responses must be submitted on this form and the attachment (s) provided.
3. Responses shall be signed below.
4. Responses will be received in the Virginia Polytechnic Institute and State University (Virginia Tech), Procurement Department (MC 0333), North End Center, Suite 2100, 300 Turner Street, NW, Blacksburg, VA 24061 until the bid opening date and hour or, if specified, the bid return date and hour shown above.

Please note that USPS is delivered to a central location and is not delivered directly to Procurement. Allow extra time if sending proposal via USPS. It is the vendor’s responsibility to ensure proposals are received in the Procurement office at the appropriate date and time for consideration

1. Contact the buyer listed above for bid award information. Enclose a self-addressed stamped envelope if you wish to obtain price information.
2. **DELIVERY IS F.O.B. DESTINATION UNLESS OTHERWISE NOTED IN THE BODY OF THE BID.**
3. Any **ADDENDUM** issued for this solicitation may be accessed at <http://www.apps.vpfin.vt.edu/html.docs/bids.php>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.
4. **Bidders must be aware of the fees associated with the eVA Business-To-Government Vendor Registration requirement described herein and at http://www.eva.state.va.us/ and submit prices accordingly.**

CERTIFICATION: IN ACCORDANCE WITH THIS INVITATION FOR SEALED/UNSEALED BID AND SUBJECT TO ALL TERMS AND CONDITIONS CONTAINED HEREIN INCLUDING THE GENERAL TERMS AND CONDITIONS SHOWN AT [http://www.procurement.vt.edu/content/dam/procurement\_vt\_edu/docs/terms/GTC\_BID\_01012016.pdf](http://www.procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_BID_01012016.pdf%20)

THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE GOODS OR SERVICES FOR THE PRICE(S) OFFERED.

|  |  |  |
| --- | --- | --- |
| FULL LEGAL NAME (PRINT)(Company name as it appears with your Federal Taxpayer Number) | FEDERAL TAXPAYER NUMBER (ID#) | DELIVERY DATE |
| BUSINESS NAME/DBA NAME/TA NAME(If different than the Full Legal Name) | FEDERAL TAXPAYER NUMBER(If different than ID# above) |
| BILLING NAME(Company name as it appears on your invoice) | FEDERAL TAXPAYER NUMBER(If different than ID# above) |
| PURCHASE ORDER ADDRESS | PAYMENT ADDRESS |
| CONTACT NAME/TITLE (PRINT) | SIGNATURE (IN INK) | DATE |
| E-MAIL ADDRESS | TELEPHONE NUMBER | TOLL FREE TELEPHONE NUMBER | FAX NUMBER |
| \*BUSINESS CLASSIFICATION | [ ]  LARGE | [ ]  SMALL | [ ]  MINORITY-OWNED | [ ]  WOMEN-OWNED |
| \*Business Classification definitions can be viewed at <http://www.procurement.vt.edu/vendor/class.html> |
| \*Is your Classification certified by the Virginia Department of Small Business and Supplier Diversity (SBSD)? [ ]  Yes [ ]  No  | If yes, provide Certification Number: |
| \*For assistance with certification questions, please visit: <http://sbsd.virginia.gov/>  |

Is any member of the firm an employee of the Commonwealth of Virginia who has a personal interest in this contract pursuant to the Code of Virginia? YES\_\_\_\_\_\_\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**THIS IS NOT AN ORDER**

Revised 7/01/2017

 I. PURPOSE:

The intent and purpose of this Invitation For Unsealed Bid is to establish a term contract with one or more qualified sources that can provide **Graduate School Diploma Covers** for Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

 II. BACKGROUND:

Virginia Polytechnic Institute and State University (Virginia Tech) is located in Blacksburg, Virginia, approximately 40 miles southwest of Roanoke, Virginia, the major commercial hub of the area. In addition to the university’s main campus in Blacksburg, major off campus locations include twelve agriculture experiment research stations, the Marion duPont Scott Equine Medical Center and graduate centers in Roanoke and Fairfax, Virginia. Regularly scheduled air service is provided at the Roanoke Regional Airport.

Dedicated to its motto, Ut Prosim (That I May Serve), Virginia Tech takes a hands-on, engaging approach to education, preparing scholars to be leaders in their fields and communities. As the Commonwealth’s most comprehensive university and its leading research institution, Virginia Tech offers 240 undergraduate degree programs to more than 31,000 students and manages a research portfolio of nearly $513 million. The university fulfills its land-grant mission of transforming knowledge to practice through technological leadership and by fueling economic growth and job creation locally, regionally, and across Virginia.

Every year from 1,700 to 2,000 graduate degrees are awarded at Virginia Tech, and the bulk of the graduates receive diploma covers. We are looking to find a company that can provide graduate diploma covers.

 III. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. *We are, therefore, requesting that your firm register as a trading partner within the eVA system.*

There are registration fees and transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <http://www.eva.virginia.gov/pages/eva-registration-buyer-vendor.htm> and **register both with eVA and Ariba**. *This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract.* If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: <http://www.eva.virginia.gov>, or call 866-289-7367 or 804-371-2525.

 IV. CONTRACT PARTICIPATION:



It is the intent of this solicitation and resulting contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or Virginia Tech’s affiliated corporations and/or partnerships may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. The Contractor shall notify Virginia Tech in writing of any such entities accessing the contract, if requested. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract as requested. Participating entitiesshall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Virginia Tech*.* Virginia Tech 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 Virginia Tech 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.

Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

 V. SCOPE OF SUPPLY:

 A. Supply Graduate School Diploma Covers per specifications contained in Attachment C.

 VI. PRICE SCHEDULE: (TO BE COMPLETED BY BIDDER):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description** | **Quantity** | **X** | **Price each** | **=** | **Total** |
| Graduate diploma size 11” x 14”, | 2,000 | **X** | \_\_\_\_\_\_\_\_\_\_ | **=** |  |
| Graduate diploma size of 15-1/2 x 13-1/2". | 250 | **X** | \_\_\_\_\_\_\_\_\_\_ | **=** |  |
| **Grand Total** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

 VII. METHOD OF PAYMENT:

Virginia Tech will authorize payment to the contractor after each satisfactory delivery of **Graduate School Diploma Covers** and receipt of the contractor’s invoice.

Payment can be expedited through the use of the Wells One AP Control Payment System. Virginia Tech strongly encourages participation in this program. For more information on this program please refer to Virginia Tech’s Purchasing website: <http://www.procurement.vt.edu/vendor/wellsone.html> or contact the person in Procurement Department identified in the IFB.

VIII. INVOICES:

Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted by email to vtinvoices@vt.edu or by mail to:

Virginia Polytechnic Institute and State University (Virginia Tech)

Accounts Payable

North End Center, Suite 3300

300 Turner Street NW

Blacksburg, Virginia 24061

 IX. ADDENDUM:

Any **ADDENDUM** issued for this solicitation may be accessed at <http://www.apps.vpfin.vt.edu/html.docs/bids.php>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

 X. CONTROLLING VERSION OF SOLICITATION:

The posted version of the solicitation and any addenda issued by Virginia Tech Procurement Services is the mandatory controlling version of the document. Any modification of/or additions to the solicitation by the Bidder shall not modify the official version of the solicitation issued by Virginia Tech Procurement Services. Such modifications or additions to the solicitation by the Bidder may be cause for rejection of the bid; however, Virginia Tech reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid.

 XI. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions.

 XII. CONTRACT ADMINISTRATION:

A. Donna Mullins, Business Manager,Graduate School, at Virginia Tech or their designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance.

B. The Contract Administrator, or their designee, 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, or their designee, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Procurement Department through a written amendment to the contract.

 **ATTACHMENTS:**

Attachment A – Terms and Conditions

Attachment B – Standard Contract Form

Attachment C – Specifications

**ATTACHMENT A**

**TERMS AND CONDITIONS**

**RFP/BID GENERAL TERMS AND CONDITIONS**

See <http://www.procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_BID_01012016.pdf>

**ADDITIONAL TERMS AND CONDITIONS**

1. **ADDITIONAL GOODS AND SERVICES**: The University may acquire other goods or services that the supplier provides than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the Agreement.
2. **AUDIT**: The Contractor hereby agrees to 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. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.
3. **AVAILABILITY OF FUNDS**: It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

**D. IDENTIFICATION OF BID/PROPOSAL ENVELOPE**: The signed bid or proposal should be returned in a separate envelope or package and identified as follows:

From: \_\_\_\_

 Name of Bidder or Offeror Due Date Time Due

 \_\_\_\_

 Street or Box No. Solicitation Number

 \_\_\_\_

 City, State, Zip Code Solicitation Title

Name of Procurement Officer: \_\_\_\_\_\_\_\_\_\_

The envelope should be addressed to:

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (Virginia Tech)

Procurement Department (MC 0333)

North End Center, Suite 2100

300 Turner Street NW

Blacksburg, Virginia 24061

The offeror takes the risk that if the envelope is not marked as described above, it may be inadvertently opened and the information compromised, which may cause the proposal to be disqualified. Bids or Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other bids/proposals should be placed in the envelope.

**E. Notices**: Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing, hand delivered or mailed to the address of the respective party at the following address

If to Contractor: Address Shown On IFB Cover Page

Attention: Name Of Person Signing IFB

If to Virginia Tech:

Virginia Polytechnic Institute and State University (Virginia Tech)

Attn: Robert B Snuffer, Buyer Senior

Procurement Department (MC 0333)

North End Center, Suite 2100

300 Turner Street NW

Blacksburg, Virginia 24061

and

Virginia Polytechnic Institute and State University (Virginia Tech)

Attn: Donna Mullins, Business Manager

Graduate School

244 Graduate Life Center

155 Otey St NW

Blacksburg, Virginia 24061

**F.** **SEVERAL LIABILITY**: Virginia Tech will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.

1. **CLOUD OR WEB HOSTED SOFTWARE SOLUTIONS**: For agreements involving Cloud-based Web-hosted software/applications refer to link for additional terms and conditions: <http://www.ita.vt.edu/purchasing/VT_Cloud_Data_Protection_Addendum_final03102017.pdf>

**H. CANCELLATION OF CONTRACT**: Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 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.

**I. CONTRACT DOCUMENTS**: The contract entered into by the parties shall consist of the Invitation For Bid, including all modifications thereof, the bid submitted by the Contractor, the written results of negotiations, the Commonwealth Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.

**SPECIAL TERMS AND CONDITIONS**

1. **Award**: The right is reserved to make a separate award of each item, a group of items or all items, and to make an award either in whole or in part, whichever is deemed in the best interest of Virginia Tech. The award or awards will be made to the lowest responsible Bidder/Offeror(s) as applicable. Virginia Tech reserves the right to determine reasonable administrative costs in making an award to one, two, or multiple vendors for a particular item, or group of items, on which that vendor is the low bidder/offeror.
2. **CONTRACT PERIOD:** The contract shall be for a period of One Year.
3. **INSURANCE**:

By signing and submitting a Proposal/Bid under this solicitation, the offeror/bidder certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract, Virginia Tech reserves the right to require the contractor to furnish certificates of insurance for the coverage required.

INSURANCE COVERAGES AND LIMITS REQUIRED:

A. Worker's Compensation - Statutory requirements and benefits.

B. Employers Liability - $100,000.00

C. General Liability - $1,000,000.00 combined single limit. Virginia Tech and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.

D.Automobile Liability - $500,000.

F.The contractor agrees to be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.

1. **LIQUIDATED DAMAGES, GOODS AND NONPROFESSIONAL SERVICES**: Delivery is required not later than agreed by both parties. It is understood and agreed by the offeror/bidder that time is of the essence in the delivery of supplies, services, materials or equipment of the character and quality specified in the Proposal/Bid document. In the event these specified supplies, services, materials or equipment are not delivered by the date specified there will be deducted, not as a penalty but as liquidated damages, the sum of $50 per day for each and every calendar day of delay beyond the time specified; except that if the delivery be delayed by any act, negligence or default on the part of Virginia Tech, public enemy, war, embargo, fire or explosion not caused by the negligence or intentional act of the contractor or his supplier(s), or by riot, sabotage or labor trouble that results from a cause or causes entirely beyond the control or fault of the contractor or his supplier(s), a reasonable extension of time as Virginia Tech deems appropriate may be granted. Upon receipt of a written request and justification for any extension from the contractor, Virginia Tech may extend the time for performance of the contract or delivery of goods herein specified, at Virginia Tech's sole discretion, for good cause shown.
2. **PRICE ESCALATION/DEESCALATION**: Price adjustments may be permitted only for changes in the contractor's cost of materials not to exceed the increase in the following index/indices: CPI-W All Items category. No price increases will be authorized for 365 calendar days after the effective date of the contract. Price escalation may be permitted only at the end of this period and each 365 days thereafter and only where verified to the satisfaction of the Virginia Tech Procurement Department. However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to Virginia Tech.

Contractor shall give not less than 30 days advance notice of any price increase to the Virginia Tech Procurement Department. Any approved price changes will be effective only at the beginning of the calendar month following the end of the full 30 day notification period. The contractor shall document the amount and proposed effective date of any general change in the price of materials. Documentation shall be supplied with the contractor's request for increase which will: (1) verify that the requested price increase is general in scope and not applicable just to Virginia Tech; and (2) verify the amount or percentage of increase which is being passed on to the contractor by the contractor's suppliers.

The Virginia Tech Procurement Department will notify the Contractor in writing of the effective date of any increase which it approves. However, the Contractor shall fill all purchase orders received prior to the effective date of the price adjustment at the old contract prices. The Contractor is further advised that decreases which affect the cost of materials are required to be communicated immediately to the Virginia Tech Procurement Department.

1. **QUANTITIES**: Quantities set forth in this solicitation are estimates only, and the contractor shall supply at Proposal/Bid prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.
2. **RENEWAL OF CONTRACT**: This contract may be renewed by Virginia Tech upon written agreement of both parties for four successive one year periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.
3. **SAMPLES**: After Proposal/Bids are received, and at its option, Virginia Tech may require contractor to provide a sample for each designated item so offered. Samples shall be an exact and true representative sample of the actual material offered and may be considered by Virginia Tech in making a contract award decision. Each sample shall be properly tagged or labeled with the name of the contractor and manufacturer. Bid samples shall be provided at no cost to Virginia Tech. Samples will be handled and disposed of in accordance with Section 2, paragraph X10 of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors. Furthermore, Virginia Tech reserves the right to secure additional check samples from the actual material supplied. In the event the check samples fail to conform to the contract requirements, the contractor shall immediately replace the portion of the delivered commodity with acceptable material conforming to the contract requirements at no additional costs to Virginia Tech. Submit samples to:

Virginia Polytechnic Institute and State University (Virginia Tech)

Procurement Department (MC 0333)

North End Center, Suite 2100

300 Turner Street, NW

Blacksburg, VA 24061

Solicitation # 0049415

Opening Date & Hour

**ATTACHMENT B**

**SAMPLE CONTRACT FORM**

**Standard Contract form for reference only**

**Offerors do not need to fill in this form**

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This contract entered into this \_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_, by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech".

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agrees as follows:

SCOPE OF CONTRACT: The Contractor shall provide the \_\_\_\_\_\_\_\_\_\_\_\_\_ to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall in accordance with the contract documents.

CONTRACT DOCUMENT: The Contract Documents shall consist of this signed contract, Invitation for Bid \_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_, together with all written modifications thereof and the proposal submitted by the Contractor dated \_\_\_\_\_\_\_\_\_ and the Contractor's letter dated \_\_\_\_\_\_\_\_\_\_, all of which Contract Documents are incorporated herein.

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor: Virginia Tech

By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ATTACHMENT C

Specifications

**The two diploma sizes for graduate degrees are as follows:**

1. The standard graduate diploma size is 11” x 14”, and makes up the majority of diplomas
2. Veterinary Medicine and Biomedical Engineering, use the VT undergraduate diploma size of 15-1/2 x 13-1/2".

The specifications for the diploma covers are:

1. Black cover
2. Gold Foil VT symbol
3. White moiré interior
4. Maroon (Burgundy) Ribbons in corners
5. White paper envelope and plastic certiguard

The diploma covers should be delivered to the Graduate School. The following four people have authorization to ask for expedited shipping:

Janice Austin

Donna Mullins

**Virginia Polytechnic Institute and State University seal.**

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