

## Request for Proposal # 0058848

For

Paving & Parking Lot Improvement Services

Friday, May 10, 2019

**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.**

RFP 0058848

GENERAL INFORMATION FORM

QUESTIONS: All inquiries for information regarding this solicitation should be directed to: Daysha Holmes, University Supplier Opportunities Advocate and Senior Contracting Officer Phone: (540) 231-1269 e-mail: daysha94@vt.edu

DUE DATE: Proposals will be received until Wednesday, June 19, 2019 at  PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

ADDRESS: Proposals should be mailed or hand delivered 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. Reference the due date and hour, and RFP Number in the lower left corner of the return envelope or package.

***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.***

**PRE-PROPOSAL CONFERENCE**: A pre-proposal conference will be held on **Thursday,** **June 6, 2019 at 11:00 AM**. See section X, Pre-proposal Conference for additional information.

TYPE OF BUSINESS: (Please check all applicable classifications). If your classification is certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), provide your certification number: \_\_\_\_\_\_\_\_\_\_\_. For assistance with SWaM certification, visit the SBSD website at <http://sbsd.virginia.gov/> .

\_\_\_\_ **Large**

\_\_\_\_ **Small business** – An independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of $10 million or less averaged over the previous three years. Commonwealth of Virginia Department of Small Business and Supplier Diversity (SBSD) certified women-owned and minority-owned business shall also be considered small business when they have received SBSD small business certification.

\_\_\_\_ **Women-owned business** – A business concern 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 citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U. S. citizens or legal resident aliens.

\_\_\_\_ **Minority-owned business** – A business concern that is at least 51% owned by one or more minority individuals (see Section 2.2-1401, Code of Virginia) 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 and both the management and daily business operations are controlled by one or more minority individuals.

COMPANY INFORMATION/SIGNATURE: In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

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| --- | --- |
| FULL LEGAL NAME (PRINT)(Company name as it appears with your Federal Taxpayer Number) | FEDERAL TAXPAYER NUMBER (ID#) |
| BUSINESS NAME/DBA NAME/TA NAME(If different than the Full Legal Name) | BILLING NAME(Company name as it appears on your invoice) |
| PURCHASE ORDER ADDRESS | PAYMENT ADDRESS |
| CONTACT NAME/TITLE (PRINT) | E-MAIL ADDRESS |
| TELEPHONE NUMBER | TOLL FREE TELEPHONE NUMBER | FAX NUMBER TO RECEIVE E-PROCUREMENT ORDERS |  |

I acknowledge that I have received the following addendums posted for this solicitation.

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_ 4 \_\_\_\_\_ 5\_\_\_\_\_ 6\_\_\_\_\_ (Please check all that apply)

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, 2.2 – 3102 - 3112

YES\_\_\_\_\_\_\_\_\_\_\_\_ NO\_\_\_\_\_\_\_\_\_\_\_\_\_

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

02/12/2019

I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit proposals to establish a contract through competitive negotiations for Paving & Parking Lot Improvement Services by Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

***Please note: If your firm has an existing contract with a Virginia Higher Education Institution (VASCUPP), that includes cooperative language making it available for use by other entities, you do not need to respond to this solicitation. Please contact the buyer listed on this solicitation for any questions.***

II. SMALL, WOMAN-OWNED AND MINORITY (SWAM) BUSINESS PARTICIPATION:

The mission of the Virginia Tech supplier opportunity program is to foster inclusion in the university supply chain and accelerate economic growth in our local communities through the engagement and empowerment of high quality and cost competitive small, minority-owned, women-owned, and local suppliers. Virginia Tech encourages prime suppliers, contractors, and service providers to facilitate the participation of small businesses, and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other inclusive and innovative relationships.

III. CONTRACT PERIOD:

The term of this contract is for one (1) year, or as negotiated. There will be an option for four (4) one-year (1-year) renewals, or as negotiated.

IV. 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.

Virginia Tech, located in Blacksburg, Virginia, is the Commonwealth’s largest university with over 29,000 graduate and undergraduate students and is among the Top 50 Research Institutes in the United States. With over 10 miles of paved roadways and over 70 paved parking lots covering over 100 acres of paved area, Virginia Tech is in need of Paving and Parking Lot Improvement Services for the main campus and surrounding properties of Virginia Tech in Blacksburg.

V. 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 vendor within the eVA system.*

There are 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.

VI. 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.

Please refer to Attachment B, Zone Map, if the offeror wishes to submit separate pricing structure based on approved zones for cooperative institutions. Refer to Attachment B for the approved Zone Map. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth. If you wish to provide pricing for a zone other than which this solicitation originated, please indicate you are doing so in the response. If you anticipate pricing differentials for different zones, a separate pricing sheet must be submitted for each zone that includes appropriate pricing for that zone.

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

VII. SCOPE OF WORK/STATEMENT OF NEEDS/SPECIFICATIONS:

1. OVERVIEW:

The Contractor shall provide all labor, material, tools, equipment, transportation, and supervision required and/or implied for the safe, complete, and satisfactory performance of the paving and parking lot improvement services.

All work shall follow the latest revision of the applicable VDOT provisions, VDOT Road and Bridge Specifications, VDOT Road and Bridge Standards, Virginia Work Area Protection Manual, and any other applicable standard, guides, or regulations

1. REFERENCES: (all references relate to the latest published revision)

• Virginia Work Area Protection Manual

• Virginia Department of Transportation (VDOT) Road and Bridge Specifications

• Virginia Department of Transportation (VDOT) Road and Bridge Standards and any other applicable VDOT publications.

1. QUALITY ASSURANCE:

Restrictions: The VDOT Standards and Specifications shall define temperature restrictions, application procedures, mix components, and material references. All materials and application procedures shall be in accordance with VDOT Specifications.

The Contractor shall take all measures necessary to control dust and mud on or near the work. Roads and walks shall be cleaned as necessary, to keep free of mud, dirt, dust or other debris.

Virginia Tech may request documentation and/or testing to verify that work, materials, and final product meet or exceed applicable VDOT Specifications and Standards.

1. SITE CONDITIONS: (APPLICABLE VDOT PROVISIONS APPLY)
2. Existing Utilities:
	1. Locate the existing underground and above ground utilities in areas of work. If utilities are to remain in place then adequate means of protections during earthwork and other operations must be provided.
	2. Should unexpected utilities be encountered during work, the Contractor shall consult Virginia Tech immediately for directions. The Contractor shall repair damaged utilities to the satisfaction of Virginia Tech.
3. Protection of Persons and Property:
	1. The Contractor shall protect structures, utilities, sidewalks, pavements, and other facilities from damage caused by settlement, lateral movement, undermining, washout and other hazards created by earthwork and other operations.
	2. The Contractor shall also follow the latest version of the Virginia Work Area Protection Manual when applicable.
	3. Heavy duty 4-foot high diamond mesh orange plastic safety fence and supporting post may be required when pedestrians are in or around the work area. Recommend Jackson Safety Fence Diamond Orange 4x100, #3006607 or equal.
	4. All work areas shall have appropriate safety safeguards and precautions for day and night situations when applicable. This may include but not be limited to highly reflective signs and/or warning lights.
4. ASPHALT PAVING AND SURFACING:

General: All materials and methods shall be in accordance with the latest revision of the VDOT Road and Bridge Specifications and Standards and other applicable VDOT provisions.

1. EXECUTION:
2. General: All materials and methods shall be in accordance with the latest revision of the VDOT Road and Bridge Specifications and Standards and other applicable VDOT provisions.
3. The time of the work is to be coordinated with Virginia Tech. At least 3 weeks prior to beginning work, Virginia Tech will explain the work and the date for the work to be done. If the Contractor cannot commit to that date, Virginia Tech may elect to us use a different contractor. If the contractor does not perform the work on the date that was committed to (inclement weather notwithstanding), Virginia Tech may elect to use a different contractor in the future.
4. Emergency Work: In cases of emergency (for example, a water line break under the roadway or parking lot) Virginia Tech reserves the right to use the first available contractor to repair damaged areas as soon as possible.
5. Any disruption to traffic (vehicle, bike, sidewalk, etc.) must be coordinated and approved by Virginia Tech at least 3 weeks prior to start of work.
6. Safety and Maintenance to traffic is very important. The Contractor shall always maintain safe working conditions. Maintenance to Traffic shall follow the Virginia Work Area Protection Manual and should be as efficient as possible.
7. Sidewalk traffic should be maintained when possible. Heavy duty 4-foot high diamond mesh orange plastic safety fence and supporting post may be required when pedestrians are in or around the work area. Recommend Jackson Safety Fence Diamond Orange 4x100, #3006607 or equal.
8. CONSTRUCTION PROCEDURES:
9. Removal of existing material: The Contractor shall transport all waste off Virginia Tech property unless instructed otherwise by Virginia Tech. When transported off site, the Contractor shall haul and dispose of the construction waste in a manner that complies with Federal, State and local requirements.
10. Surface Preparation: The Contractor shall fine grade and compact the gravel surfaces which are to be overlaid with asphalt concrete in accordance with all applicable VDOT Specifications.
11. Compaction: Initial or breakdown rolling and the final rolling of the uppermost layer of the asphalt concrete shall be compacted in accordance with all applicable VDOT Specifications. Compaction by vehicular traffic will not be permitted.
12. Joining Pavement: The joints between old and/or new pavements shall be carefully made in a manner to ensure a continuous bond between old and new sections of the course. Edges of existing pavement shall be exposed and cleaned, and edges cut to straight, vertical surfaces. All joints shall be painted with a uniform coat of tack coat before the fresh mixture is placed. Joints in the new pavement shall be in accordance with all applicable VDOT Specifications.
13. Protection: After final rolling, do not permit vehicular or foot traffic on pavement until it has cooled and hardened. In no case shall this be less than six (6) hours unless specified by Virginia Tech.
14. Surface Drainage: The surface of all grading and paving work shall slope and drain surface water off of the pavement and when applicable into catch basins or swales. If water stands, work shall be corrected to meet Virginia Tech’s approval at the Contractor’s expense.
15. FIELD SAMPLING AND TESTING:

Virginia Tech reserves the right to require any and all testing as specified by VDOT specifications and standards with testing and results to be done at the contractor’s expense. Virginia Tech reserves the right to waive testing at any time.

* 1. General: All samples and tests shall be taken at such locations and times as to correctly reflect the work, material, and/or final product throughout the project.
	2. Tests: Tests shall be performed as directed by all applicable VDOT Specifications.
	3. Contractor’s Inspection: All tests and inspections shall be made in the presence of Virginia Tech personnel unless otherwise instructed. Each compacted layer shall be tested to establish that compaction to the specified density has been uniformly accomplished. All test reports shall be certified by the laboratory and submitted to Virginia Tech for approval. Excavation and preparation of the existing soils shall be inspected and certified.
	4. Inspection: Each phase of the services rendered shall be subject to Virginia Tech’s inspection during the Contractor’s operations and after completion of the tasks. Unsatisfactory work shall be corrected for re-inspection after 24 hours or, based on the magnitude of the tasks, after a reasonable span of time allowed for correction. Virginia Tech reserves the right to charge the Contractor any additional costs for Virginia Tech’s inspection of any tasks that has not be performed satisfactorily at the time of request for inspection.
1. MEASUREMENT AND PAYMENT

All measurements shall be taken to the nearest full unit of measurement. All asphalt, stone, and/or other quantities measured by depth are to be measured at compacted depth.

1. OTHER REQUIREMENTS:
2. Barricades: Contractor shall erect barricades to protect the work area from vehicles and pedestrians. Barricades shall not be removed from site until approved by Virginia Tech.
3. Disposal of Debris: The Contractor shall transport all waste off Virginia Tech property and dispose of it in a manner that complies with Federal, state, and local requirements unless otherwise indicated by Virginia Tech.
4. Schedule of Work: Except as specified, all work shall be performed during regular working hours, 7 a.m. until 4:30 p.m. on regular working days, Monday through Friday. No work shall be scheduled or performed on Weekends or Holidays unless approved by Virginia Tech. In no event shall the Contractor perform work outside of regular working hours without prior approval by Virginia Tech.
5. Fire Protection and Prevention: The Contractor shall perform work in a fire-safe manner. The Contractor shall supply and maintain adequate fire-fighting equipment capable of extinguishing fires in the early stages.
6. Quality and Discipline of Employees: The Contractor shall continuously maintain adequate protection of all his work from damage and shall protect all other property from damage, injury, or loss arising in connection with the work of any unfit person or anyone not skilled in the work assigned to him.
7. Duty to Protect Property: The Contractor shall continuously maintain adequate protection of all his work from damage and shall protect all other property from damage, injury, or loss arising in connection with the work.
8. Parking Policy & Requirements: Parking on the Virginia Tech campus in Blacksburg is regulated for all vehicles. Virginia Tech Parking Services strictly enforce parking regulations (regulations at: [www.parking.vt.edu](http://www.parking.vt.edu) ). Violations of parking regulations could result in parking tickets, wheel booting, or vehicle towing.
9. Turf Permits: These permits are issued by Parking Services to all vehicles requiring temporary parking on the grass except for construction equipment, loaders, graders, etc. Parking Services’ management shall decide who can obtain a Turf Permit. This permit does not allow parking on sidewalks and plazas. Do not park under trees. Refer to University Policy 5000, Section 2.9.12 for more details. There will be a $50 charge per permit for all non-state vehicles.
10. Sidewalk Policy: Vehicular use of sidewalk access to land-locked buildings is only allowed along designated routes. Vehicle pull-offs are designed at land-locked building sites to move parked vehicles off sidewalks (but not onto turf). Parking an unattended vehicle on sidewalk is strictly prohibited by state Law and shall be subject to fines. The vehicle operator shall be made aware that extreme caution shall be used to operate the vehicle in a way that will not be a hazard or hindrance to pedestrians using the sidewalk. The Contractor shall be responsible for any damage to the turf and anything that is located adjacent to the sidewalk.
11. The procedure to obtain a permit to operate vehicles on a sidewalk is the same as outlined for Turf Policy. Any vehicle parked illegally on a sidewalk shall be subject to ticketing, fines and/or towing if necessary.
12. Utilities: Virginia Tech will provide water as necessary for the performance of work. The Contractor shall supply all connections to water as needed. An air gap or back flow prevention shall be maintained at all times.
13. Safety Precautions: The Contractor shall comply with the rules and regulations of OSHA and the Department of Labor. The Contractor alone shall be responsible for the safety, efficiency and adequacy of his plant, appliances, and methods, and for any damage which may result from their improper construction, maintenance or operation. The contractor shall erect and properly maintain at all times, as required by the conditions and progress of the work, proper safeguards for the protection of workers and the public and shall post danger warnings against any hazards created by the construction operations. The Contractor shall designate a responsible member of his organization on the work whose duty shall be the prevention of accidents. In the absence of notice to the contrary, filed with Virginia Tech in writing with a copy to Virginia Tech Police, this person shall be the Superintendent of the Contractor.
14. Existing Utilities: Verify with owner’s Representative that the location of existing underground utilities in the area of work has been performed. If utilities are to remain in place, the Contractor shall provide adequate means of protection during operations. Should uncharted or incorrectly charted piping or other utilities be encountered during excavation or other operations, consult Virginia Tech immediately for directions. The Contractor shall cooperate with Virginia Tech and utility companies in keeping respectable services and facilities in operation. The Contractor shall be responsible to contact Miss Utilities.
15. Submission of List: As soon a possible, after notice of Work Order and in any event not later than three days prior to the time fixed in the Work Order, the Contractor will submit in writing to Virginia Tech a list of the names of Subcontractors and Contractor shall employ on the work. The list is to include all emergency contact phone / pager / cellular phone numbers of Contractor and Subcontractor. The list of Subcontractors is for the purpose of establishing what trades and portions of the work are to be performed under the Work Order.

VIII. PROPOSAL PREPARATION AND SUBMISSION:

1. Specific Requirements

Proposals should be as thorough and detailed as possible so that Virginia Tech may properly evaluate your capabilities to provide the required goods or services. Offerors are required to submit the following information/items as a complete proposal:

* 1. Qualifications and Experience:
		1. Provide a listing of Offeror’s management and staff personnel to be used for this contract, designated by discipline and detailing qualifications and experience relative to the services described herein. Include a resume for each and proof of required certifications.
		2. Offeror’s organization data, including size, number of employees, financial rating/standing, and structure of firm, as well as any joint venture and/or subcontractor arrangements if any, and location of branch offices.
		3. Complete and detailed description of the Offeror’s qualifications and experience relative to the services described herein. Include proof of required certifications.
	2. Plan for Providing Services:
		1. Complete and detailed description of the Offeror’s method and plan for providing the services described herein.
		2. Description of what specific services the Offeror proposes to provide to include but not be limited to when the services will be performed, by whom, and the anticipated time durations for typical services. Offeror must also clearly identify all inspection, testing and maintenance services NOT included in the Offeror’s proposal which are required by the applicable fire prevention codes and which Virginia Tech should perform.
		3. Description of all certification and reporting documentation to be provided by the Offeror in the performance of work included in this solicitation. Include samples of all Offeror’s standard certifications, tags, and reports.
		4. Identification of applicable fire prevention codes, regulations, standards and manufacturer’s recommended practices to be followed by the Offeror in the performance of specific tasks proposed by the Offeror.
		5. List of service equipment to be used by the Offeror in the performance of work included in this solicitation.
	3. Price Schedule: (TO BE COMPLETED BY BIDDER): Complete Attachment D entitled Price Schedule.
	4. References: Complete Attachment E, entitled Professional References. Please provide three (3) business references for whom your firm/company has provided similar services in scope and size for within the last two years. Provide contact information of individuals familiar with the work you are using as a reference.
	5. Participation of Small, Women-owned and Minority-owned Business (SWAM) Business:

If your business cannot be classified as SWaM, describe your plan for utilizing SWaM subcontractors if awarded a contract. Describe your ability to provide reporting on SWaM subcontracting spend when requested. If your firm or any business that you plan to subcontract with can be classified as SWaM, but has not been certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), it is expected that the certification process will be initiated no later than the time of the award. If your firm is currently certified, you agree to maintain your certification for the life of the contract. For assistance with SWaM certification, visit the SBSD website at <http://www.sbsd.virginia.gov/>

* 1. The return of the General Information Form and addenda, if any, signed and filled out as required.
1. General Requirements
	1. RFP Response: In order to be considered for selection, Offerors shall submit a complete response to this RFP to include;
		1. One (1) **original and** four (4) **copies** of the entire proposal, including all attachments. Any proprietary information should be clearly marked in accordance with 2.e. below.
		2. **One (1) electronic copy** in WORD format or searchable PDF (*flash drive*) of the entire proposal as one document, INCLUDING ALL ATTACHMENTS mailed along with the hard copy above. Any proprietary information should be clearly marked in accordance with 2.e. below.
		3. Should the proposal contain **proprietary information**, provide **one (1) redacted hard copy** of the proposal and attachments **with proprietary portions removed or blacked out**.  This copy should be clearly marked *“Redacted Copy”* on the front cover. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable. Virginia Tech shall not be responsible for the Contractor’s failure to exclude proprietary information from this redacted copy.

Response shall be submitted 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

**Reference the Due Date and Hour, and RFP Number in the lower left hand corner of the return envelope or package**.

No other distribution of the proposals shall be made by the Offeror.

2. Proposal Preparation:

a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Virginia Tech requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Virginia Tech at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

b. Proposals should be prepared simply and economically providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.

c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

d. 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.

e. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.

3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Virginia Tech. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. Virginia Tech will schedule the time and location of these presentations. Oral presentations are an option of Virginia Tech and may not be conducted. Therefore, proposals should be complete.

IX. SELECTION CRITERIA AND AWARD:

1. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

 Maximum Point

Criteria Value

1. Quality of products/services offered and suitability for 25

 the intended purposes

2. Qualifications and experiences of Offeror in providing 25

 the goods/services

3. Specific plans or methodology to be used to provide the 15

 Services

4. Cost (or Price) 25

5. Participation of Small, Women-Owned and Minority 10

 (SWAM) Business \_\_\_\_\_\_

 Total 100

1. Award

Selection shall be made of two 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 then 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, Virginia Tech shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Virginia Tech may cancel this Request for Proposal or reject proposals at any time prior to an award. Should Virginia Tech determine in writing and in its sole discretion that only one offeror has made the best proposal, 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 this solicitation and the Contractor's proposal as negotiated. See Attachment C for sample contract form.

Virginia Tech reserves the right to award multiple contracts as a result of this solicitation.

X. OPTIONAL PRE-PROPOSAL CONFERENCE:

An optional pre-proposal conference will be held on **Thursday, June 6, 2019 at 11:00 AM** in the Sterrett Classroom, located at the Sterrett Facilities, 230 Sterrett Drive, Blacksburg, VA. 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.

While attendance at this conference will not be a prerequisite to submitting a proposal, offerors who intend to submit a proposal are encouraged to attend.

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

**It is strongly recommended that you obtain a Virginia Tech parking permit for display on your vehicle prior to attending the conference. Parking permits are available from the Virginia Tech Parking Services Department located at 505 Beamer Way, phone: (540) 231-3200, e-mail:** **parking@vt.edu****.**

XI. INQUIRIES:

 All inquiries concerning this solicitation should be submitted in writing via email, citing the particular RFP section and paragraph number. All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 10:00 a.m. on Monday, June 3, 2019. Inquiries must be submitted to the procurement officer identified in this solicitation.

XII. 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

XIII. METHOD OF PAYMENT:

Virginia Tech will authorize payment to the contractor as negotiated in any resulting contract from the aforementioned Request for Proposal.

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 Procurement website: [http://www.procurement.vt.edu/vendor/wellsone.html](http://www.procurement.vt.edu/vendor/wellsone.html%20) or contact the procurement officer identified in the RFP.

XIV. 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.

XV. COMMUNICATIONS:

Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the Procurement Department rejects all proposals. Formal communications will be directed to the procurement officer listed on this solicitation. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than a Procurement Department representative may result in the offending Offeror’s proposal being rejected.

XVI. 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 Offeror shall not modify the official version of the solicitation issued by Virginia Tech Procurement Services. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, Virginia Tech reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

XVII. TERMS AND CONDITIONS:

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

XVIII. CONTRACT ADMINISTRATION:

1. Kathryn M. Dicken, VCCO, Contracts Officer, Facilities Contracts Department, 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.
2. 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.

XIX. ATTACHMENTS:

Attachment A - Terms and Conditions

Attachment B - Zone Map for Cooperative Contracts

Attachment C - Sample of Standard Contract Form

Attachment D - Price Schedule

Attachment E - Professional References

**ATTACHMENT A**

**TERMS AND CONDITIONS**

**RFP GENERAL TERMS AND CONDITIONS**

See:

<https://www.procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_RFP_01282019.pdf>

**ADDITIONAL TERMS AND CONDITIONS**

1. **ADDITIONAL GOODS AND SERVICES**: The University may acquire other goods or services that the supplier provides other 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.
4. **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.
5. **CONTRACT DOCUMENTS**: The contract entered into by the parties shall consist of the Request for Proposal including all modifications thereof, the proposal 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.

**F. 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.

1. **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 RFP Cover Page

 Attention: Name Of Person Signing RFP

 If to Virginia Tech:

 Virginia Polytechnic Institute and State University (Virginia Tech)

 Attn: Daysha Holmes

 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: Kathryn M. Dicken

Facilities Contracts

 230 Sterrett Drive, Ste 90A

 Blacksburg, Virginia 24061

1. **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.
2. **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>

**SPECIAL TERMS AND CONDITIONS**

* 1. **ADVERTISING**: In the event a contract is awarded for supplies, equipment, or services resulting from this solicitation, no indication of such sales or services to Virginia Tech will be used in product literature or advertising. The contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
	2. **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.
	3. **CRIMINAL CONVICTION CHECKS**: All criminal conviction checks must be concluded prior to the Contractor’s employees gaining access to the Virginia Tech Campus. Employees who have separated employment from Contractor shall undergo another background check prior to re-gaining access to the Virginia Tech campus. Contractor shall ensure subcontractors conduct similar background checks. Virginia Tech reserves the right to audit a contractor’s background check process at any time. All employees have a duty to self-disclose any criminal conviction(s) occurring while assigned to the Virginia Tech campus. Such disclosure shall be made to Contractor, which in turn shall notify the designated Virginia Tech contract administrator within 5 days. If at any time during the term of the contract Virginia Tech discovers an employee has a conviction which raises concerns about university buildings, property, systems, or security, the contractor shall remove that employee’s access to the Virginia Tech campus, unless Virginia Tech consents to such access in writing. Failure to comply with the terms of this provision may result in the termination of the contract.
	4. **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 - $2,000,000.00 combined single limit. Virginia Tech and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. 16 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 - $1,000,000.00

E. 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. **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. 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.

Contractor shall give not less than 30 days advance notice of any price increase to the Virginia Tech Procurement Department.

* 1. **SAFETY:** The contractor bears sole responsibility for the safety of its employees. The contractor shall take all steps necessary to establish, administer, and enforce safety rules that meet the regulatory requirements of the Virginia Department of Labor and Industry (VDLI) and the Occupational Safety and Health Administration (OSHA). The contractor shall take steps as necessary to protect the safety and health of university employees, students, and visitors during the performance of their work. In addition, the contractor must also provide the university with a written safety program that it intends to follow in pursuing work under this contract. By entering into a contract with Virginia Tech, the contractor and its subcontractors agree to abide by the requirements described in Safety Requirements for Contractors and Subcontractors located on Virginia Tech’s Environmental, Health and Safety Services (EHSS) web site at this URL http://www.ehss.vt.edu/programs/contractor\_safety.php. A copy of the publication may also be obtained by contacting EHSS at 540/231- 5985. No work under this contract will be permitted until the university is assured that the contractor has an adequate safety program in effect.
	2. **SIDEWALK POLICY:** Driving on sidewalks is allowed when there is no other way to get a needed vehicle to a designated place or building on campus. The vehicle operator shall be made aware that extreme caution shall be used to operate the vehicle in a way that will not be a hazard or hindrance to pedestrians using the walk. The contractor shall be responsible for any damage to turf and anything that is located adjacent to the walk. Parking an unattended vehicle on a sidewalk is strictly prohibited by State Law. The contractor is allowed to park a vehicle on a sidewalk if there is no other way to perform necessary work. The procedure to obtain a permit to operate a vehicle on sidewalks is the same as for the turf as outlined in Turf Policy. Any vehicle parked illegally on sidewalks shall be subject to ticketing, fines and towing if necessary.
	3. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of Virginia Tech. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish Virginia Tech 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 his subcontractor(s) and shall assure compliance with all requirements of the contract.
	4. **WORK SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Owner's satisfaction at the contractor's expense.

**ATTACHMENT B**

Zone Map



**Virginia Association of State College & University Purchasing Professionals (VASCUPP)**

**List of member institutions by zones**

|  |  |  |
| --- | --- | --- |
| **Zone 1** **George Mason University (Fairfax)**  | **Zone 2** **James Madison University (Harrisonburg)**  | **Zone 3** **University of Virginia (Charlottesville)**  |
| **Zone 4** **University of Mary Washington (Fredericksburg)**  | **Zone 5** **College of William and Mary (Williamsburg)** **Old Dominion University (Norfolk)**  | **Zone 6** **Virginia Commonwealth University (Richmond)**  |
| **Zone 7** **Longwood University (Farmville)**  | **Zone 8** **Virginia Military Institute (Lexington)** **Virginia Tech (Blacksburg)** **Radford University (Radford)**  | **Zone 9** **University of Virginia - Wise (Wise)**  |

The zone map is provided for the offeror to determine appropriate pricing structures based on approved zones for cooperative institutions. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth. If you wish to provide pricing for a zone other than which this solicitation originated, please indicate you are doing so in the response. If you anticipate pricing differentials for different zones, a separate pricing sheet must be submitted for each zone that includes appropriate pricing for that zone**ATTACHMENT C**

**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, Request For Proposal Number \_\_\_\_\_\_\_\_\_\_ 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 D**

**PRICE SCHEDULE**

The bidder agrees to provide the services described herein in accordance with the terms and conditions contained herein for the process listed below. All depths are measured at compaction to VDOT specifications.

1. **ASPHALT CONCRETE OVERLAY**: This work is generally for parking lots. This work includes preparing the asphalt surface by rotary power broom as needed. The work includes barricades, cones, barrels, or other devices needed to keep vehicles off of lot.
2. 1.5” overlay using SM-9.5A (most areas) (compacted depth)
3. Less than 500 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
4. 500 to 2,500 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
5. Greater than 2,500 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
6. 1.5” overlay using SM-9.5D (for heavy vehicle areas) (compacted depth)
7. Less than 500 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
8. 500 to 2,500 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
9. Greater than 2,500 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
10. **SINGLE SEAL TREATMENT** (CHIP SEAL): Single seal treatment is an application of approximately 0.30 gallons per square yard (gal/yd²) of asphalt emulsion, followed by approximately 15 to 20 pounds per square yard (lbs/yd²) of cover aggregate (generally #8 or #8P). This work is generally for parking lots. This work includes preparing the aggregate by grading and compacting as needed. The work includes barricades, cones, barrels, or other devices needed to keep vehicles off of lot.
11. Less than 500 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
12. 500 to 2,500 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
13. Greater than 2,500 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
14. **TYPE B BLOTTED SEAL** (BLOTTED SEAL COAT): For a Type B blotted seal, an asphalt emulsion is placed at approximately 0.17 gal/yd², followed by an application of 15 to 20 lb/yd² of #8’s. After rolling, 0.15 gal/yd² of emulsion is placed, and then 9 to 11 lbs/yd² of #9’s or “clean” sand is applied and rolled. This work is generally for parking lots. This work includes preparing the aggregate by grading and compacting as needed. The work includes barricades, cones, barrels, or other devices needed to keep vehicles off of lot.
15. Less than 500 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
16. 500 to 2,500 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
17. Greater than 2,500 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
18. **ASPHAT SEALANT:** This work is generally for parking lots. This work includes preparing the asphalt surface by rotary power broom as needed. The work includes barricades, cones, barrels, or other devices needed to keep vehicles off of lot.
19. Less than 500 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
20. 500 to 2,500 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
21. Greater than 2,500 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
22. **ASPHALT SURFACE PATCH**: This work is generally for parking lots or roadways. This work includes removing damaged and unrepairable asphalt and contractor disposal of the material up to 8 inches thick. This work includes placing and compacting new asphalt in the repaired area (using BM-25.0A as needed and 2 inches SM-9.5A or SM-9.5D). The work includes flaggers, traffic control, barricades, cones, barrels, or other devices needed to keep vehicles out of the area.
23. Less than 10 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
24. 10 to 100 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
25. Greater than 100 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
26. **ASPHALT BASE AND SUBGRADE REPAIR:** This work is generally for parking lots or roadways. This work includes saw cutting removing damaged and unrepairable asphalt and contractor disposal of the material up to 8 inches thick. This work includes removal and contractor disposal of base stone and subgrade up to 12 inches thick. This work includes placing and compacting new 21A or 21B base stone and asphalt in the repaired area. The work includes flaggers, traffic control, barricades, cones, barrels, or other devices needed to keep vehicles out of the area.
27. Less than 10 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
28. 10 to 100 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
29. Greater than 100 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
30. **ASPHALT MILLING/PLANING:** This work is generally for parking lots or roadways. This work includes milling asphalt up to 24 inches wide with a variable depth from 0” to 2”. This work includes Contractor removal to a Virginia Tech designated site within 5-miles of Virginia Tech’s main campus. The work includes flaggers, traffic control, barricades, cones, barrels, or other devices needed to keep vehicles out of the area.
31. Less than 20 square feet (typical manhole) $\_\_\_\_\_\_\_\_\_\_ Per square foot
32. 20 to 1,000 square feet $\_\_\_\_\_\_\_\_\_\_ Per square foot
33. Greater than 1,000 square feet $\_\_\_\_\_\_\_\_\_\_ Per square foot
34. **ROTARY POWER BROOM:** This work is generally for parking lots or roadways. This work is the use of a rotary power broom to clean the surface until it is free of sand, clay, dust, and loose or foreign matter. The work includes flaggers, traffic control, barricades, cones, barrels, or other devices needed to keep vehicles out of the area.
35. Less than 5,000 square feet $\_\_\_\_\_\_\_\_\_\_ Per Square Foot
36. 5,000 to 20,000 square feet $\_\_\_\_\_\_\_\_\_\_ Per Square Foot
37. Greater than 20,000 square feet $\_\_\_\_\_\_\_\_\_\_ Per Square Foot
38. **ASPHALT STRIPING:** This work is generally for parking lots and roadways. This work is for line painting and striping. The striping in the parking lots should meet the specifications of Attachment E or equal. The striping on roadways should meet the VDOT specifications. This work includes preparing the asphalt surface by rotary power broom as needed. The work includes flaggers, traffic control, barricades, cones, barrels, or other devices needed to keep vehicles out of the area.
39. Less than 500 linear feet $\_\_\_\_\_\_\_\_\_\_ Per Linear Foot
40. 500 to 2,000 linear feet $\_\_\_\_\_\_\_\_\_\_ Per Linear Foot
41. Greater than 2,000 linear feet $\_\_\_\_\_\_\_\_\_\_ Per Linear Foot
42. **FINE GRADING:** This work is generally for parking lots or roadways. This work includes grading aggregate at variable depths from 0” to 4”. This work includes compaction as needed. The work includes flagger’s traffic control, barricades, cones, barrels, or other devices needed to keep vehicles out of the area.
43. Less than 100 square feet $\_\_\_\_\_\_\_\_\_\_ Per Square Foot
44. 100 to 1,000 square feet $\_\_\_\_\_\_\_\_\_\_ Per Square Foot
45. Greater than 1,000 square feet $\_\_\_\_\_\_\_\_\_\_ Per Square Foot
46. **CRUSHER RUN AGGREGATE No. 25 or 26**: This work is generally for parking lots, gravel entrances, or roadways. This work includes grading and compacting of the aggregate as needed. The work includes flaggers, traffic control, barricades, cones, barrels, or other devices needed to keep vehicles out of the area.
47. Less than 20 tons $\_\_\_\_\_\_\_\_\_\_ Per Ton
48. 20 to 100 tons $\_\_\_\_\_\_\_\_\_\_ Per Ton
49. Greater than 100 tons $\_\_\_\_\_\_\_\_\_\_ Per Ton
50. **AGGREGATE BASE MATERIAL, TYPE No. 21 A:** This work is generally for parking lots, gravel entrances, or roadways. This work includes grading and compacting of the aggregate as needed. The work includes flaggers, traffic control, barricades, cones, barrels, or other devices needed to keep vehicles out of the area.
51. Less than 20 tons $\_\_\_\_\_\_\_\_\_\_ Per Ton
52. 20 to 100 tons $\_\_\_\_\_\_\_\_\_\_ Per Ton
53. Greater than 100 tons $\_\_\_\_\_\_\_\_\_\_ Per Ton
54. **RAISE MANHOLES:** Typically raise 2” with cast iron traffic rated riser. This work includes material and labor.

 $\_\_\_\_\_\_\_\_\_\_ Each

1. **RAISE VALVE BOX:** Typically raise 2” with cast iron traffic rated riser. This work includes material and labor.

 $\_\_\_\_\_\_\_\_\_\_ Each

1. **NEW ASPHALT SURFACE MIX:** This work is generally for parking lots or roads. This work includes preparing the aggregate surface by grading and compaction as needed. The work includes barricades, cones, barrels, or other devices needed to keep vehicles off of lot.
2. 1.5” SM-9.5A (most areas) (compacted depth)
3. Less than 500 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
4. 500 to 2,500 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
5. Greater than 2,500 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
6. 1.5” SM-9.5D (for heavy vehicle areas) (compacted depth)
7. Less than 500 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
8. 500 to 2,500 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
9. Greater than 2,500 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
10. **NEW ASPHALT BASE MIX:** The work is generally for parking lots or roads. This work includes preparing the aggregate surface by grading and compaction as needed. The work includes barricades, cones, barrels, or other devices needed to keep vehicles off of lot.
11. 3” BM-25.0 A (most areas) (compacted depth)
12. Less than 500 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
13. 500 to 2,500 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
14. Greater than 2,500 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
15. 3” BM-25.0 D (for heavy vehicle areas) (compacted depth)
16. Less than 500 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
17. 500 to 2,500 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard
18. Greater than 2,500 square yards $\_\_\_\_\_\_\_\_\_\_ Per Square Yard

**ATTACHMENT E**

**PROFESSIONAL REFERENCES**

**REFERENCES**: Offerors/Bidders shall provide a list of at least three (3) references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person and telephone number.

|  |  |  |
| --- | --- | --- |
| **Organization #1:** |  |  |
| **Contact Person:** |  |  |
| **Address:** |  |  |
|  |  |  |
|  |  |  |
| **Phone Number:** |  |  |
| **Email:** |  |  |

|  |  |  |
| --- | --- | --- |
| **Organization #2:** |  |  |
| **Contact Person:** |  |  |
| **Address:** |  |  |
|  |  |  |
|  |  |  |
| **Phone Number:** |  |  |
| **Email:** |  |  |

|  |  |  |
| --- | --- | --- |
| **Organization #3:** |  |  |
| **Contact Person:** |  |  |
| **Address:** |  |  |
|  |  |  |
|  |  |  |
| **Phone Number:** |  |  |
| **Email:** |  |  |