

## Request for Proposal # 0058539

For

On-Demand Construction and Skilled Trades Services

March 7, 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 0058539

GENERAL INFORMATION FORM

QUESTIONS: All inquiries for information regarding this solicitation should be directed to: Mary Seyler, CPPB, CUPO Phone: (540) 231-3813 e-mail: mseyler@vt.edu

DUE DATE: Proposals will be received until April 2, 2019 at  PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification. **Email submissions cannot be accepted.**

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 March 21, 2019 at 2PM. See section IX, 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 contracts through competitive negotiations for On-Demand Construction and Skilled Trades Services by Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

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 the contracts will be Two (2) years.

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.

**The University currently has a group of pre-qualified contractors who are able to provide general contracting, electrical contracting and mechanical contracting services on an “as needed” basis for future construction/renovation projects.**

**Virginia Tech intends to increase the number of these contractors within this pre-qualified group of properly licensed contractors who would be eligible to submit written bids on specified university projects. No single project will exceed $500,000.00. Construction may include, but is not necessarily limited to, roofing, plumbing, painting, HVAC work, electrical work, carpentry, masonry, or similar interior or exterior building alteration or renovation work. Although $500,000 is the upper threshold for this contract, offerors should understand that typical “on-demand” projects fall within the $30,000 to $150,000 range.**

**During the contract period, the contractor will be sent solicitations to evaluate, and asked to respond with written bids. After the contractors submit bids, Virginia Tech will evaluate the bids to determine whether or not the bids are responsive to the IFB. The contractors will be guided in submitting bids and project completion schedules from outline specifications as available in accordance with Commonwealth of Virginia’s recognized codes and standards.**

**Virginia Tech may elect to assign projects under $10,000 to any of the pre-qualified on-demand contractors.**

**Note: There has been a history of contractors being awarded on-demand contracts and then either, not responding to any on-demand IFBs, or not fulfilling the timeline requirements of an IFB. Virginia Tech reserves the right to consider this past performance when making awards for this solicitation. If your firm falls into one of these categories, you are not prohibited from responding to this solicitation. However, it is suggested that you address these deficiencies in your response and provide information about improvements made to your company’s operations that would prevent these instances in the future.**

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. STATEMENT OF NEEDS:

1. General:
2. Contractor shall provide construction services in a professional, safe and timely manner while adhering to all policies and procedures set forth in this solicitation.
3. Contractor shall provide all labor, materials, equipment, supervision, disposal and documentation necessary for on-demand projects such as: minor construction, renovation, general maintenance, electrical, mechanical, plumbing, demolition, excavation, specialty type work, emergency repair/replacement, etc. as needs arise.
4. Contractor's hours of work shall be established by the project Manager noted in the IFB. Additional work hours may be granted at the sole discretion of the Virginia Tech project manager.
5. Terms and Conditions set forth in this RFP shall be binding for all subsequent projects awarded. Contractor terms and conditions submitted with their proposals/bids will not be accepted by Virginia Tech.
6. **IFB Participation: Failure to bid on at least 4 projects during the 2 year contract period, may result in removal from the on-demand pool and not being awarded an on-demand contract in the future.**
7. **Project Timelines: Contractors who don’t meet project timelines, or provide poor performance or workmanship due to failures on their part, may be removed from the on-demand pool after 2 documented offenses. Additionally, they risk not being awarded an on-demand contract in the future.**
8. Price Proposal and Future Awards:

Virginia Tech will periodically issue invitations for bids to the pre-qualified contractors for construction projects. Projects are expected to fall within the range of $10,000 to $500,000.00 in cost. The contractors will then be requested to submit bids based on Fixed Price (FP).

Fixed Price (FP): This type of bid is the most commonly used especially when the scope of work includes both labor and materials and is adequately defined. The contractor shall include all of the costs necessary to complete the construction project when submitting a fixed price bid.

Awards are typically made to the contractor based on the lowest responsive bid that fully complies with the bid documents. However, Virginia Tech reserves the right to complete any project with its own forces/contract or cancel the procurement at any time. All contractors will receive an invitation for bid for each project estimated to exceed $50,000. While contractors are not required to submit a bid for all projects, penalties may apply for non-participation. See item A, 4 above. Further, if a contractor consistently fails to meet established completion dates for projects or otherwise does not adequately perform on projects which the contractor has been awarded, that contractor may be penalized. See section A, 5 above. Virginia Tech will also reserve the right to award to the next lowest bidder if it is determined that the low bidder is unable to complete the project, in the time required, due to current work load. This will only be considered after conferring with the low bidder as part of the determination.

1. Projects Estimated between $10,000 and $50,000:

A Virginia Tech representative project manager will contact at least three of the prequalified contractors within the pool to provide bids on the project.

1. Projects Estimated between $50,000 and $500,000:
2. Upon the decision by Procurement Services to utilize the On Demand listing, notification (by email) through Virginia Tech Procurement will be sent to all appropriately licensed pre-qualified contractors within the given trade areas noted in the IFB, inviting them to attend a mandatory or non-mandatory pre-bid meeting to review scope of work, drawings and job site conditions. For example, if project is general construction which has both electrical and mechanical components, then all pre-qualified contractors will receive an invitation to bid (IFB); if project is of single trade then those pre-qualified contractors for that trade will receive an IFB. **It is the contractor’s responsibility to keep the email contact information up to date by informing the contract administrator.**
3. Contractors, will have a minimum of four (4) days from issuance of the IFB to attend a pre-bid meeting.
4. Contractors will be provided with a scope of work to include materials, equipment and installation requirements and any technical specifications or drawings that apply.
5. Contractors, in most cases, will be given minimal time to submit questions and clarifications prior to receipt of bid.
6. The bid due date and time will be specified within the IFB. Bids will be opened immediately following closing date and time. Award will be issued to the lowest responsive/responsible bidder.
7. In the event that the contractor desires to sub-contract some part of the work specified herein, the contractor shall furnish, within their bid response, the names, and Virginia Contractor’s license number of their proposed sub-contractors. The University reserves the right to request/deny sub-contractors.
8. Contractor’s chosen to bid on project estimated at over $50,000 will be appropriately licensed for the type and estimated cost of the project.
9. Contractor Requirements:
10. License Requirements: The contractor shall be licensed by the Commonwealth of Virginia State Board of Contractors as a Class A, B, or C Contractor.
11. Class A Contractor’s: Are unrestricted in the dollar amount of contracts they may complete.
12. Class B Contractor’s: Can perform work on or manage projects up to $120,000 per project, or if the total value of all such contracts undertaken by Contractor within any 12-month period does not exceed $750,000.
13. Class C Contractor’s: Can perform work on or manage projects up to $10,000 per project, or if the total value of all such contracts undertaken by Contractor within any 12-month period does not exceed $150,000.
14. The contractor shall provide high quality construction services equal to or better than construction industry standards. This includes prompt response to requests for construction and completion of projects in a timely manner once guidelines and time tables are established by Virginia Tech. Work in progress shall be inspected periodically by Virginia Tech University Building Official’s office for adherence to the VUSBC, Virginia Tech Design and Construction Standards and quality workmanship. (see link below)

<https://www.facilities.vt.edu/planning-construction/principles-and-standards/construction-standards.html>

1. The contractor shall provide sufficient project(s) management to adequately meet Virginia Tech’s needs. The contractor shall be responsible for working with various Virginia Tech departments and shall be required to provide assistance, expedite work, correct deficiencies and handle many other miscellaneous problems which may occur during work-in-progress.
2. The contractor shall provide a competent, well trained and experienced staff that exhibits professionalism and service excellence. The contractor shall provide on-site supervision of all trades at all times that the work is in progress. This on-site supervision shall be empowered to act on behalf of the contractor.
3. All employees of the contractor and subcontractors shall wear uniforms or other appropriate Virginia Tech approved identification at all times to designate their affiliation with the contractor.
4. The contractor shall be required to adhere to the requirements of the Virginia Tech Environmental Health and Safety’s document Safety Requirements for Contractors and Subcontractors. This includes adhering to the Commonwealth of Virginia safety codes and standards, and scheduling work around Virginia Tech’s special events and holidays. (See link to EHS safety standards link below)

<https://www.ehss.vt.edu/uploaded_docs/201804121421540.CONTRSAF%20rev%206.0.pdf>

1. On many projects, bid/construction documents may be limited. Under these circumstances the quality of materials and workmanship shall be in conformance with the high quality standards established by the Virginia Tech Design Guidelines and Construction Standards Manual and the total scope of work would be that which can be reasonably implied and inferred from the construction documents.
2. The contractor shall be required to provide a detailed plan of operation on assigned projects to demonstrate to Virginia Tech how the contractor plans to accomplish the projects. The plan shall include all facets of the project including, but not limited to; personnel to be allocated to the project, inspection review by the Contractor, provisions for warranty and maintenance integrity, a schedule showing steps from start to finish of stages of project work, follow-up work etc. This plan may be compared to the plans of Virginia Tech to make an analysis of the strengths and weakness of each plan enabling Virginia Tech to determine if Virginia Tech will complete the work by utilizing Virginia Tech’s resources or seeking the contractor’s resources.
3. The contractor’s work force and the work force of its subcontractors shall be staffed with licensed journeymen in all trades with demonstrated experience in their respective fields of work.
4. The contractor shall work with Virginia Tech according to construction documents provided to the contractor by Virginia Tech. The contractor shall make site visits and schedule meetings to get clarifications of the scope of work on the projects. The contractor shall provide a bi-monthly status report of all active, pending, and closed projects. This report, at a minimum, shall provide Virginia Tech’s assigned project number, descriptive title, current working estimate, start date, estimated/actual completion dates, percent complete, and remark field.
5. All construction furnished in fulfilling any project shall be of the highest quality as measured by the highest standards or grade of the particular trade(s) involved, except where a lower standard or grade is defined in Virginia Tech’s contract documents or instructions.
6. In the event that the contractor desires to subcontract some part of their work, the contractor shall furnish Virginia Tech the names, qualifications and experience of its proposed subcontracts before beginning work on any awarded project. Contractor shall also submit all emergency contact phone/pager/cell phone numbers of the contractor and subcontractors. The contractor shall be responsible for completely supervising and directing the work under the contract and all subcontractors that it may utilize, using its best skill and attention. Virginia Tech reserves the right to reject any subcontractor proposed to complete the work or a portion of the work.
7. Procedure:
8. All contractors selected as a result of this solicitation will receive an invitation for bid for all projects estimated to cost over $10,000. If the bid contains a provision for a pre-bid conference, the contractor should attend and carefully examine the site of the proposed work to acquire a full understanding of the nature and scope of the project.
9. The contractor shall deliver to Virginia Tech, a written bid of the cost to complete the project. Virginia Tech’s designated representative will review the contractor’s bid and, if the bid is acceptable, initiate purchase procedures. Up to 30-days should be allowed for bid review and obtaining internal approval by Virginia Tech. Virginia Tech reserves the right to reject all bids.
10. In preparing bids, the contractor may choose to rely on personal inspection and/or contact Facilities Information Services to obtain access to existing building drawings. It shall remain the contractor’s responsibility to field verify all measurements and construction conditions prior to submitting any bid.
11. Upon approval of a bid by Virginia Tech, a Purchase Order will be issued as authority to proceed with the work. The Purchase Order will incorporate all components of the original IFB (including timelines and all associated documents), the bid submitted by the contractor, and the on-demand contract resulting from this solicitation. ***The contractor shall undertake no work until a written Purchase Order has been received from Virginia Tech. All work shall be completed within the time period set forth in the IFB scope of work.***
12. **The contractor is required to confirm that the building permit is in place prior to starting work.**
13. The contractor shall perform no work that would result in exceeding the dollar limitation of the Purchase Order without first having obtained written approval from the Virginia Tech.
14. If construction documents are developed for specific projects, the contractor will be given an electronic set of construction documents at no charge. All sets of documents required by the contractor for its use or for use of any of its subcontractors and suppliers or for other use, in excess of the number of sets stated above, will be furnished to the contractor at cost. Construction documents will be issued in full sets only.
15. If a contractor consistently fails to provide high-quality construction and/or fails to respond promptly and fully to complaints, Virginia Tech may, in its sole discretion, elect not to solicit or accept bids from this contractor for one or more future on-demand construction projects.
16. Use Of Premises:
17. The contractor shall be responsible for repairing or replacing any work damaged by its operations within ten (10) days after notification by Virginia Tech, unless delayed by availability of materials.
18. It is the responsibility of the contractor to report to Virginia Tech, in the original bid, any damage found prior to beginning any work at the site.
19. The contractor shall not operate or disturb the setting of any valves, switches or electrical equipment on the service lines to the building except by proper previous arrangement with and in the presence of an authorized representative of Virginia Tech. The contractor shall give ample advance notice of the need for cut-off or adjustments which will be scheduled at the convenience of Virginia Tech.
20. All work shall be coordinated and scheduled with Virginia Tech to minimize disruption of operations.
21. Access for work in restricted areas requires a 48-hour minimum notice to Virginia Tech. Work in these areas may require escort.
22. To the extent feasibly available, bathroom facilities, electricity and water may be used by the contractor as directed by Virginia Tech.
23. All projects shall be performed in a manner that shall not adversely affect the integrity of a building’s structural, mechanical, electrical, fire protection and life safety systems or any other building systems or utilities that may overload or render useless any portion of the building without first seeking approval by Virginia Tech’s representative. Utilities shutdowns must be coordinated in advance. The contractor shall be responsible for coordinating utilities shutdowns with Virginia Tech’s designated representative.
24. Where materials and equipment must be stored, and are of value or attractive for theft, the contractor shall provide a secure lockup. The contractor shall enforce discipline in connection with the installation and release of material to minimize the opportunity for theft and vandalism. Any theft or vandalism shall be reported to the Virginia Tech Police Department for investigation.
25. The contractor shall:
	1. Perform all work in such a manner as to minimize interruptions or interfere with the operation of any existing activity on the premises or with the work of any contractor.
26. Store apparatus, materials, supplies, and equipment in such orderly fashion at the site of the work as will not unduly interfere with the progress of its work or the work of Virginia Tech.
27. Place upon the work or any part thereof only such loads as are consistent with the safety of that portion of the work.
28. In accordance with applicable codes and industry standards, provide proper ventilation and dust control so as not to endanger building occupants or contract workers. Dust/noise control barriers shall be in accordance with applicable building codes.
29. Safety: All work shall be in accordance with Virginia Tech’s EHS “Safety Requirements For Contractors” which are outlined here:

<https://www.ehss.vt.edu/uploaded_docs/201804121421540.CONTRSAF%20rev%206.0.pdf>

1. Continuity: All work shall conform to the Virginia Tech “Design & Construction Standards” which are outlined here:

<https://www.facilities.vt.edu/content/dam/facilities_vt_edu/planning-construction/design-guidelines-august-2006.pdf>

1. The contractor expressly undertakes, to effect all cutting, filling or patching of its work required to make the same conform to the drawings and specifications, and except with the consent of Virginia Tech, not to cut or otherwise alter the work of any other contractor. The contractor shall not damage or endanger any portion of the work or premises, including existing improvements, unless called for by the contract.
2. The contractor expressly undertakes, either directly or through its subcontractor(s), to clean up frequently all refuse, rubbish, scrap materials and debris caused by its operation, to the end that at all times the site of the work shall present a neat, orderly and workmanlike appearance. No such refuse, rubbish, scrap material and debris shall be left within the completed work nor buried on the building site, but shall be removed from the site and properly disposed of in a licensed landfill or otherwise as required by law. The contractor shall present evidence (such as delivered weight tickets) to Virginia Tech as confirmation that all refuse, rubbish, scrap materials and debris are hauled to a recycling siteas opposed to disposal via a landfill.
3. The contractor expressly undertakes, either directly or through its subcontractor(s), before final payment, to remove all surplus material, false work, temporary structures, including foundations thereof, plants of any description and debris of every nature resulting from its operations and to put the site in a neat, orderly condition; to thoroughly clean and leave reasonable dust free all finished surfaces including all equipment, piping, etc. on the interior of all buildings included in the contract; and to thoroughly clean all glass installed under the contract including the removal of all paint and mortar splatters and other defacements. If a contractor fails to clean up at the completion of the work, Virginia Tech may do so and charge for costs thereof to the contractor.
4. During and at completion of the work, the contractor shall prevent site soil erosion, the runoff of silt and/or debris carrying water from the site, and the blowing of debris off the site in accordance with the applicable requirements and standards of the Virginia Erosion and Sediment Control Handbook, latest edition, and of the contract documents.
5. Access To and Inspection Of Work:
6. The contractor shall notify the designated Project Manager from Virginia Tech prior to completion of work to arrange for **all** rough-in and final inspections. Any omission or failure on the part of the University Building Official to disapprove or reject inferior or defective work or materials shall not be construed to be a final acceptance of any such work or material. If any defective work or materials are found during inspection the contractor shall remove or repair, at its own expense, such defective work or rejected material and shall rebuild and/or replace same without extra charge within ten (10) days of being notified of disapproval by Virginia Tech. If any such work shall be concealed or enclosed without approval or consent, it must, if required by Virginia Tech, its representative or other proper authorities, be uncovered for examination at contractor’s expense.
7. Virginia Tech, its specified agents, any public authority and their representative shall at all times have access to the work, whenever it is in preparation or progress. The contractor shall provide safe facilities for such access and inspection.
8. Superintendence By Contractor:
9. The contractor shall have ONE competent foreman or superintendent, satisfactory to Virginia Tech, dedicated for EACH job site at all times during the progress of the work. The contractor shall be responsible for all construction means, methods, sequences and procedures, for coordinating all portions of the work under the contract except where otherwise specified in the contract documents, and for all safety and worker health programs and practices. The contractor shall notify Virginia Tech, in writing, of any proposed changes in superintendent including the reason for making such change.
10. The contractor shall, at all times, enforce strict discipline and good order among the workers on the project, and shall not employ on the work any unfit person or anyone not skilled in the work assigned to him/her or anyone who will not work in harmony with those employed by the contractor, the subcontractors, Virginia Tech or Virginia Tech’s separate contractors and their subcontractors. Virginia Tech may require the contractor to remove from the work any employee Virginia Tech deems to be incompetent, careless, not working in harmony with others on the site, or is otherwise objectionable.
11. Warranty Of Materials And Workmanship:
12. The contractor warrants that, unless otherwise specified, all materials and equipment incorporated in the work under the contract shall be new, free of defects and in accordance with the contract documents for a period of one year following the date of the acceptance of the work. The contractor further warrants that workmanship shall be of the highest quality and in accordance with contract documents and shall be performed by persons qualified and licensed in their respective trades. Work not conforming to these warranties shall be considered defective. This warranty of materials and workmanship is separate and independent from and in addition to any other guarantees in this contract.
13. Protection Of Persons And Property:
	1. The contractor expressly undertakes both directly and through its subcontractors, to take every precaution at all times for the protection of persons and property which may come on the building site or be affected by the contractor’s operation in connection with the work.
	2. The contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work.
	3. The contractor shall continuously maintain adequate protection of all work from damage and shall protect Virginia Tech’s property from injury or loss arising in connection with this contract. The contractor shall make good on any such damage, injury or loss, except such as may be directly due to errors in the contract documents or caused by agents or employees of Virginia Tech. The contractor shall adequately protect adjacent property to prevent any damage to it or loss of use and enjoyment by Virginia Tech. The contractor shall provide and maintain all passageways, guard fences, lights and other facilities for protection required by public authority, local conditions, any of the contract documents or erected for the fulfillment of its obligation for the protection of persons and property.
	4. Any damage, including damage to finished surfaces, resulting from the performance of the contract shall be repaired to Virginia Tech’s satisfaction at the contractor’s expense.
14. Standard Of Conduct:

The contractor shall be responsible for controlling employee conduct, for assuring that its employees are not boisterous or rude, and assuring that they are not engaging in any destructive or criminal activity. The contractor is also responsible for insuring that its employees do not disturb papers on desks, or open desk drawers, cabinets or briefcases, or use Virginia Tech phones, and the like, except as authorized.

1. Time for Completion:
	* 1. The time required for completion will be designated by Virginia Tech on the Invitation for Bids or other bid documents. In some instances, the Time for Completion may be stated on the Invitation for Bids or other bid document in the form of a Project Completion Date. The Work must be substantially completed by the Time for Completion or the Project Completion Date. Unless otherwise specified, the Contractor shall achieve Final Completion within thirty (30) calendar days after the date of Substantial Completion.
		2. The Time for Completion date will be noted in the purchase order as the “Must Be Delivered By” section of the PO and shall become a binding part of the Contract upon which Virginia Tech may rely in planning the use of the facilities to be constructed and for all other purposes. If the Contractor fails to substantially complete the Work within the Time for Completion or Project Completion Date, as set forth in the Contract, the Contractor shall be subject to payment of actual damages incurred by Virginia Tech or liquidated damages, if provided for in the Contract.
		3. The Contractor represents and agrees that they have taken into account in their bid the requirements of the bid documents, the contract documents, local conditions, availability of materials, equipment, and labor, and any other factors which may affect the performance of the Work. The Contractor agrees and warrants that they will achieve Substantial Completion of the Work to allow Virginia Tech to have Beneficial Occupancy not later than the Time for Completion or Project Completion Date. The Contractor agrees and warrants that they will achieve Final Completion of the Work (the entire completion of all Work, including “punch list” items), not later than thirty (30) calendar days after achieving Substantial Completion.

VII. 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. Provide an overview of your experience, details about regular staff, and three projects recently completed.
	2. Provide a copy of your Virginia Department of Professional and Occupational Regulation (DPOR) License. In the matrix below, check all trades your firm has the appropriate type of licensing and qualifications to become a pre-qualified contractor on the Virginia Tech, On-Demand Services listing:

|  |  |
| --- | --- |
| **TRADES** | **CHECK TO BE PRE-QUALIFIED** |
| General Construction |  |
| Flooring installation / refinishing |  |
| Electrical  |  |
| Excavation |  |
| Plumbing |  |
| Mechanical |  |
| Demolition |  |
| Siding |  |
| Patio Repair/Surface Coating |  |
| Structure/Metals |  |
| Aluminum /Metal Steel  |  |
| Masonry |  |
| Concrete |  |
| Paving |  |
| Fencing |  |
| Painting |  |
| Tile work |  |

* 1. Provide a statement that speaks to the financial stability of your company. In this section, include an Insurance Certificate as outlined in Attachment A under the “Special Terms and Conditions” clause number 12.
	2. 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. 1 **original hard copy** 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.

* 1. Proposal Preparation:
		1. 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.
		2. 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.
		3. 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.
		4. 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.
		5. 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.

VIII. 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 20

 Services

4. Financial Stability 20

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.

IX. OPTIONAL PRE-PROPOSAL CONFERENCE:

**An optional pre-proposal conference will be held on March 21, 2019 at 2PM in the Classroom located at the Sterrett Facilities building at 90 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****.**

X. 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 3PM on March 26, 2019 Inquiries must be submitted to the procurement officer identified in this solicitation.

XI. 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

XII. 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.

XIII. 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.

XIV. 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.

XV. 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.

XVI. TERMS AND CONDITIONS:

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

XVII. CONTRACT ADMINISTRATION:

1. Mary Seyler, Contracts Officer/ Buyer Senior, Procurement 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.

XVIII. ATTACHMENTS:

Attachment A - Terms and Conditions

Attachment B - Sample of Standard Contract Form

**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: Mary Seyler

 Procurement Department (MC 0333)

 North End Center, Suite 2100

 300 Turner Street NW

 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. **AS-BUILT DRAWINGS**: The contractor shall provide Virginia Tech a clean set of reproducible "as built" drawings and wiring diagrams, marked to record all changes made during installation or construction. The Contractor shall also provide Virginia Tech with maintenance manuals, parts lists and a copy of all warranties for all equipment. All "as built" drawings and wiring diagrams, maintenance manuals, parts lists and warranties shall be delivered to Virginia Tech upon completion of the work and prior to final payment.
3. **MATERIALS CONTAINING ASBESTOS:** The contractor shall not incorporate any materials into the work containing asbestos. The contractor shall not incorporate any material known by the contractor to contain a substance known to be hazardous to health when the building is occupied unless specifically approved by Virginia Tech or required by the specifications. If the contractor becomes aware that a material required by the specifications contains asbestos, it shall notify Virginia Tech immediately and shall take no further steps to acquire or install any such material
4. **COMPLETE INFORMATION**: All offerors/Bidders shall state manufacturer and product offered, and enclose complete and detailed specifications with Proposal/Bid for all products offered. This is required even if quoting on the exact brand name as shown. Failure to do so may cause Proposal/Bid to be considered nonresponsive.
5. **CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENT**: By my signature on this solicitation, I certify that this firm/individual and/or subcontractor is properly licensed for providing the goods/services specified

Contractor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Subcontractor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

License #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **CONTRACTOR'S TITLE TO MATERIALS**: No materials or supplies for the work shall be purchased by the Contractor or by any Subcontractor subject to any chattel mortgage or under a conditional sales or other agreement by which an interest is retained by the seller. The contractor warrants that he has clear title to all materials and supplies for which he invoices for payment.
2. **ELECTRICAL INSTALLATION:** All equipment/material shallconform to the latest issue of all applicable standards as established by National Electrical Manufacturer's Association (NEMA), American National Standards Institute (ANSI), and Underwriters' Laboratories, Incorporated (UL) or other Nationally Recognized Testing Laboratories (NRTL) currently listed with the US Department of Labor. All equipment and material, for which there are NEMA, ANSI, UL or other NRTL standards and listings, shallbear the appropriate label of approval for use intended.
3. **EXTRA CHARGES NOT ALLOWED**: The Proposal/Bid price shall be for complete installation ready for Virginia Tech use, and shall include all applicable freight and installation charges; extra charges will not be allowed.
4. **FINAL INSPECTION**: At the conclusion of the work, the contractor shall demonstrate to the authorized owner’s representatives that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the contractor at the contractor's sole expense prior to final acceptance of the work.
5. **INSPECTION OF JOB SITE**: My signature on this solicitation constitutes certification that I have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by Virginia Tech.
6. **INSTALLATION**: All items must be assembled and set in place, ready for use. All crating and other debris must be removed from the premises.
7. **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 - $500,000.00

E. Builders Risk – For all renovation and new construction projects under $100,000 Virginia Tech will provide All Risk – Builders Risk Insurance. For all renovation contracts, and new construction from $100,000 up to $500,000 the contractor will be required to provide All Risk – Builders Risk Insurance in the amount of the contract and name Virginia Tech as additional insured. All insurance verifications of insurance will be through a valid insurance certificate.

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. **MAINTENANCE MANUALS**: The contractor shall provide with each piece of equipment an operations and maintenance manual with wiring diagrams, parts list, and a copy of all warranties.
2. **ORDERS**: Applicable departments, institutions, agencies and Public Bodies of the Commonwealth of Virginia may order by issuing a purchase order against any contract resulting from this solicitation.
3. **PRODUCT INFORMATION**: The offeror/bidder shall clearly and specifically identify the product being offered and enclose complete and detailed descriptive literature, catalog cuts and specifications with the Proposal/Bid to enable Virginia Tech to determine if the product offered meets the requirements of the solicitation. Failure to do so may cause the Proposal/Bid to be considered nonresponsive.
4. **PROPOSAL/BID ACCEPTANCE PERIOD**: Any Proposal/Bid received in response to this solicitation shall be valid for (60) days. At the end of the (60) days the Proposal/Bid may be withdrawn at the written request of the offeror/bidder. If the Proposal/Bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
5. **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.
6. **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.
7. **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.
8. **TURF POLICY:** Parking or driving on campus turf or sidewalk is strictly prohibited, except as specifically directed or otherwise allowed by the Physical Plant Grounds Department. In this case, a turf permit must be obtained from Virginia Tech Parking Services and displayed by the vehicle. Turf parking is not allowed under the canopy of any tree on campus. Any vehicle parked illegally on turf or sidewalks shall be subject to ticketing and fines.
9. **WARRANTY (COMMERCIAL)**: The contractor agrees that the supplies or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such supplies or services and that the rights and remedies provided therein are in addition to and do not limit those available to Virginia Tech by any other clause of this solicitation. A copy of this warranty must be furnished with the Proposal/Bid.
10. **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**

**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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_