



## REQUEST FOR PROPOSAL # R25-005

### GLASS & GLAZING SERVICES

SEPTEMBER 27, 2024

**Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia* §2.2-4343.1 or against an Offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.**

**REQUEST FOR PROPOSAL (RFP)**  
**RFP # R25-005**  
**GENERAL INFORMATION FORM**

**QUESTIONS/INQUIRIES:** All questions/inquiries for information regarding this solicitation should be directed to:

Name: Sheryl S. Sullivan  
Phone: (540) 831-6106  
Email: sssullivan@radford.edu.

Written questions to be submitted via email no later than: **OCTOBER 17, 2024 by 4:30 PM** Eastern Standard Time (hereinafter EST)

**PROPOSAL DUE DATE AND TIME:** Proposals will be received until **NOVEMBER 5, 2024** up to and including **3:00 PM EST**. Email and fax responses will not be accepted.

In Person\*

Mail or Courier\*

Electronically through eVA

Deliver proposal to:  
Radford University  
David E. Armstrong Complex  
501 Stockton Street  
Radford, VA 24142

Mailing Address:  
Radford University  
Procurement and Contracts  
PO Box 6885  
Radford, VA 24142-6885

Electronic Submissions:  
A PDF of your proposal may be submitted through eVA's Virginia Business Opportunities ([VBO](#)) site. See **Attachment F** for more details.

\* Identify the envelope package as instructed in **Attachment A** – Terms and Conditions.

**BUSINESS HOURS:** Radford University's Procurement and Contracts Department is open Monday through Friday from 8:00 AM to 4:30 PM EST.

**LATE PROPOSAL RECEIPT:**

**In-Person or Mail/Courier Delivery:**

To be considered for selection, *proposals must be received by Radford University's Procurement and Contracts Department* by the due date and time identified in this solicitation document. The official time used in documenting the receipt of In-Person and Mail/Couriered proposals is that time identified on the automatic time stamp machine located in the Procurement and Contracts Department in the David E. Armstrong building on the main campus of Radford University. Proposals received after the date and time designated herein are automatically deemed non-responsive and will not be given consideration. The University is not responsible for delays in delivery conducted by the U.S. Postal Service, private couriers, or the intra-university mail system. It is the sole responsibility of the Offeror to ensure their proposal reaches the Procurement and Contracts Department at Radford University by the designated date and time.

**For Electronic Submission through eVA:**

To be considered for selection, proposals must be submitted through the eVA Electronic Submission process by the date and time identified herein. *In order to submit an electronic proposal, the Vendor **MUST BE properly registered with eVA***. Registration may be accomplished through this site: <https://eva.virginia.gov/register-now.html>. It is strongly encouraged that registration be completed well in advance of the submission deadline to avoid any delays in the process. Upon successful submission, the Contractor will receive confirmation of submission through eVA. Radford University will not confirm receipt of the proposal. For a tutorial on how to view and respond to a solicitation, visit: <https://www.youtube.com/watch?v=KSxcAkOekW0>. The University is not responsible for delays, miscommunications, or transmission errors that may occur during the electronic submission process. This includes but is not limited to issues related to internet connectivity, email servers, or other technical malfunctions. It is the sole responsibility of the Offeror to ensure the proposal is submitted on time.

**UNIVERSITY CLOSINGS:** If the University is closed as a result of an act of God or an emergency situation, the University's website shall post notices of said closings. It is the responsibility of the vendor to check the website at [www.radford.edu](http://www.radford.edu) for said notifications. If the University is closed on the day proposals are due, proposals will be accepted at the same time on the next scheduled business day the University is open. If the University is closed on the day of a scheduled pre-proposal conference a written addendum will be issued to officially reschedule the conference.

**OPTIONAL PRE-PROPOSAL CONFERENCE:** A pre-proposal conference will be held on **OCTOBER 10, 2024, at 3:00 PM** (EST). See Section (13) for additional information.

**TYPE OF BUSINESS: (Please check all applicable classifications).** In order to qualify for assigned Small, Women and Minority (SWaM) points your business must be certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), provide your assigned SBSB certification number. For assistance with SWaM certification, visit the SBSB website at <https://www.sbsd.virginia.gov/>.

- Large**
- Small business** – A business that is at least 51% independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of these individual owners shall control both the management and daily business operations of the small business.
- Women-owned business** – A business 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 in owned by one or more women who are citizens of the United States or legal resident aliens, and both the management and daily business operations are controlled by one or more women.
- Minority-owned business** – A business that is at least 51% owned by one or more minority individuals 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 in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals, or any historically black college or university, regardless of the percentage ownership by minority individuals or, in the case of a corporation, partnership, or limited liability company or other entity, the equity ownership interest in the corporation, partnership, or limited liability company or other entity.

**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 inclusive of all addenda, if applicable, and as mutually agreed upon by subsequent negotiation.

Information Requested	Vendor Response (Please write or fill in legibly)
<b>FULL LEGAL NAME OF BUSINESS:</b> (Please print the company name as it appears with your Federal Taxpayer Identification Number)	
<b>FEDERAL TAXPAYER IDENTIFICATION NUMBER (TIN):</b>	
<b>BUSINESS NAME / DBA NAME/ TA NAME:</b> (If different than the Full Legal Name)	
<b>BILLING NAME:</b> (Company name as it appears on your invoice)	
<b>PAYMENT ADDRESS:</b>	
<b>CONTACT NAME:</b>	
<b>CONTACT TITLE:</b>	
<b>EMAIL:</b>	
<b>TELEPHONE NUMBER:</b>	
<b>TOLL FREE TELEPHONE NUMBER:</b>	
<b>EVA VENDOR ID NUMBER:</b>	

**VIRGINIA STATE CORPORATION COMMISSION  
REGISTRATION NUMBER:**

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

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

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

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

1. **PURPOSE:** The intent and purpose of this Request for Proposal (RFP) is to establish a contract through competitive negotiations for Glass & Glazing Services for Radford University located at 801 East Main Street, Radford, Virginia 24142, an agency of the Commonwealth of Virginia.

2. **SMALL, WOMEN-OWNED AND MINORITY OWNED - SWaM BUSINESS PARTICIPATION:**

The mission of Radford University is to ensure strategic business development practices are in place to promote Small, Women-Owned and Minority-Owned (SWaM) businesses to the maximum extent. Radford University 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.

Radford University has established SWaM goals that are posted on the Procurement and Contract website. Links to the University's SWaM initiative can be located at: [Procurement and Contracts | Radford University](#).

3. **CONTRACT PERIOD:** The initial term of this contract is for one (1) year, or as negotiated. There will be an option for four (4) additional one-year (1-year) renewals, or as mutually negotiated.

4. **BACKGROUND:**

**Radford University Background:**

Radford University is a comprehensive public university of 7,718 students that has received national recognition for many of its undergraduate and graduate academic programs, as well as its sustainability initiatives. Well known for its strong faculty/student bonds, innovative use of technology in the learning environment and vibrant student life on a beautiful 211-acre American classical campus, Radford University offers students many opportunities to get involved and succeed in and out of the classroom. With over 300 clubs and organizations, Radford University offers many opportunities for student engagement, leadership development and community service. In addition to robust academic offerings and engaging student experiences on the main campus located in Radford, Virginia, Radford University also offers a clinical-based educational experience for some 1,000 students living and learning in Roanoke, Virginia as part of Radford University Carilion, a public-private partnership focused on the cutting-edge delivery of health sciences programming, outreach, and service. Radford University joins several other institutions in offering degree programs and continuing education opportunities at the Roanoke Higher Education Center in Roanoke, the Southwest Virginia Higher Education Center in Abingdon and flexible online offerings through its virtual campus.

**Specific Background:** Radford University contracts Glass and Glazing Services for glass, door, window, screen, and glazing materials as well as installation, replacement, and repair services. The University's approximate spend over the past five-year period is \$60,000 annually.

5. **EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:** The eVA internet electronic procurement solution, web site portal [eva.virginia.gov](http://eva.virginia.gov), streamlines and automates government purchasing activities within the Commonwealth. Radford University, 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 participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration as a **self-registered** vendor.

There are transaction fees involved with the use of eVA. These fees must be considered within the provision of quotes, bids, and price proposals offered to Radford University. 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 <https://eva.virginia.gov/register-now.html> and register with eVA. This process needs to be completed before Radford University 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 eVA Customer Care at [eva.virginia.gov/get-help-customer-care.html](http://eva.virginia.gov/get-help-customer-care.html)

6. **CONTRACT PARTICIPATION-COOPERATIVE PURCHASING/USE OF AGREEMENT BY THIRD PARTIES**  
Under the authority of §6 of the Rules Governing Procurement of Goods, Services, Insurance and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia (see <https://vascupp.org/rules.pdf>), it is the intent of this

solicitation and resulting contracts to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions or lead issuing institution's affiliated corporations 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 the contract terms. The Contractor shall notify Radford University in writing of any such entities accessing the contract. No modification of this contract or execution of a separate contract is required to participate; however, the participating entity and the Contractor may modify the terms and conditions of this contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor. The Contractor will provide semi-annual usage reports for all entities accessing the contract. Participating entities shall 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 Radford University. Radford University 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 Radford University 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.

Refer to **Attachment C**, Zone Map, if the Offeror wishes to submit a separate pricing structure based on approved zones for cooperative institutions. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth of Virginia. 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.

7. **CONTRACT ADMINISTRATION:** Radford University assigns Contract Administrators to each contract awarded. The Contract Administrator shall be the initial point of contact for the Contractor. Contract Administrators are charged with ensuring the terms and conditions of the contract are followed, payments are made in accordance to the contractual pricing schedule, and reporting noncompliance issues to the Procurement and Contracts Department at Radford University. Contract Administrators **do not** have the authority to authorize changes and/or modifications to the contract. Should noncompliance issues exist and cannot be resolved at this level or changes/modifications to the contract are required, the assigned Procurement Officer in the Procurement and Contracts Department must be notified immediately by the Contract Administrator.

8. **DEFINITIONS:**

- A. **OVERTIME** – Overtime is defined as any hours worked outside of 8:00 a.m. to 5:00 p.m., Monday through Friday, as well as on weekends and Virginia state holidays. Emergency service calls will be paid at the overtime rate.
- B. **REGULAR TIME** – Regular time is defined as normal working hours from 8:00 a.m. to 5:00 p.m., Monday through Friday, except on Virginia state holidays.
- C. **PAID HOURS** – Labor hours paid under this contract shall be only for productive hours at the job site, unless authorized by the Contract Administrator or authorized designee. No payment will be made for travel time, lunch breaks, or other extended breaks.

9. **STATEMENT OF NEEDS:** The Contractor should furnish all labor, tools, equipment, and staff required for the completion of all work as specified herein.

- A. **COMPLIANCE:** All work, materials, and installations should be in strict compliance with the specifications contained herein and all applicable codes and standards.

- B. **REQUIREMENTS:**

- a.) **Material:**

- a. Glass, including but not limited to, single and double strength glass, heavy glass, tempered and plate tabletop glass with polished edges and cut holes, tempered and laminated safety glass, tinted glass, wire glass, obscure and textured glass, insulated glass units, curtain wall, plexiglass, and mirrors with safety backing.
    - b. Reception windows, aluminum, and glass doors, storefront components, and related hardware.

- c. Exit devices and single swing door operators.
  - d. Storm door and window repair products.
  - e. Window and patio door screen units.
  - f. Glazing compounds, butyl/silicone caulking, tac tape, foam tape, and glass film (Lexan & frosted window film).
2. Aerial Lifts: When using aerial lifts, the Contractor must coordinate with Radford University to locate appropriate locations to operate the lift. The Contractor must use sidewalks or plywood to prevent lifts from damaging the grounds. Locations must be coordinated with the Contract Administrator to avoid driving on steam tunnels, duct banks, etc. The Contractor shall observe established guidelines on aerial lift operation and fall protection.
- a. The Contractor must abide by the latest OSHA and ANSI regulations and safety standards while operating aerial lifts on campus, including but not limited to:
    - 1) Use of properly trained and authorized operators
    - 2) Inspections of lifts
    - 3) Use of fall protection and OSHA approved equipment
    - 4) Load capacities
    - 5) Operating conditions and overhead hazards; and
    - 6) Emergency procedures.
  - b. If use of an aerial lift is not feasible, the University does not prohibit the option of climbing/repelling to accomplish the task. However, it is important to note that not all buildings have the appropriate tie off points. Any decision to climb or repel would need to be discussed with the Contract Administrator in advance to ensure that all safety measures are met.

**C. INSTALLATION AND REPAIR:**

1. The Contractor should provide qualified technicians, equipment and tools to install glass products on the Radford University campus or in any University owned and operated building in the immediate area. The Contractor should be prepared to provide the following services, to include but not limited to:
- a.) Install heavy glass with railings, framing system, door, and reception windows.
  - b.) Remove and reinstall windows (i.e. for construction purposes).
  - c.) Install frosted window film
  - d.) Replace broken glass in windows and doors.
  - e.) Replace broken mirrors
  - f.) Provide window screen repair.
  - g.) Repair and install aluminum door and frame components to include door handles, latches, closers, continuous hinges, and insulation/weather stripping.

**D. SERVICE:**

1. Service Call Expectations
- a. All worked performed should have a 100% satisfaction guarantee with a ninety (90) day warranty.
  - b. The Contractor is expected to have a service shop or material pickup facility within a fifty (50) mile radius of Radford University.
2. Non-Emergency Service Calls
- a. The Contractor should provide same-day response to non-emergency service calls received by 10:00 a.m. and next business day response to non-emergency service calls received after 10:00 a.m.
3. Emergency Service Calls
- a. The Contractor will be expected to provide emergency glass services twenty-four (24) hours a day, seven (7) days a week, and shall provide an emergency contact telephone number or answering service.
  - b. The Contractor is expected to respond to emergency service calls within four (4) hours of a call.

- E. SAFETY PRECAUTIONS:** The Contractor shall comply with the rules and regulations of OSHA and the Department of Labor. The Contractor shall be responsible for the safety, efficiency, and adequacy of materials, equipment, and methods,

and for any damage that may result from improper construction, maintenance, or operation. The Contractor shall erect and maintain proper signage at all times, as required by the conditions and progress of the work, proper safeguards for the protection of its employees and the public and shall post danger warnings against any hazards created by glass operations.

- F. **UNIFORMS:** All employees of the Contractor shall wear uniforms or other appropriate Owner approved attire at all times to designate their affiliation with the Contractor. All contractor vehicles used on campus to service this contract shall include contractor's company signage.
- G. **PARKING POLICY:** All Contractors' vehicles parked on the Radford University campus must be registered with the Radford University Parking Services Department and display a valid Contractor's parking pass. A pass may be obtained by filling out an application for a Radford University Contractor's Parking Pass and submitting it to the Radford University Parking Services Department. Contractors should be aware that vehicles parked on the Radford University campus without a parking pass or permit are subject to ticketing and fines. Operating vehicles on sidewalks, plazas, and areas heavily occupied by pedestrians is prohibited. In the unlikely event a driver should find it necessary to drive on Radford University sidewalks, plazas and areas heavily used by pedestrians, the driver must yield to pedestrians. For a complete list of parking regulations, please go to Radford Parking. Radford University Parking Services may also be contacted by calling (540) 831-6361. The safety of our students, faculty and staff is of paramount importance to us. Accordingly, violators may be charged.

10. **SPECIFIC REQUIREMENTS:** Please provide your plan for providing glass and glazing services. Include the following:

A. **Plan Providing Services:** Provide your plan for providing Glass & Glazing Services. Include the following:

- 1. A description of what specific services the Contractor proposes to provide, including but not limited to the proposed staffing to be used, when services shall be performed, by whom, and the anticipated time durations for typical services, specifically addressing:
  - a.) Service call expectations.
  - b.) Non-Emergency service calls; and
  - c.) Emergency service calls.
- 2. A description of all certifications, certifications, or deliverables provided by the Contractor in the performance of the work included in this solicitation. Please include copies of all standard certifications, business licenses, and reports.
- 3. Identification of application codes, regulations, standards and recommended practices to be followed by the Offeror in the performance of specific tasks proposed by the Offeror.
- 4. List of service equipment to be used by the Contractor in the performance of work included in this solicitation.
- 5. Details of how you and your employees intend to communicate with Radford University.
- 6. Plan for increasing staff if the need arises.

B. **Experience and Qualifications:** Please provide a written narrative outlining the experience of the firm in providing the services described.

- 1. Provide names, qualifications and experience of personnel to be assigned to the project, including an organization chart, individual qualifications and duties.
- 2. Resumes of key employees to be assigned to the project

C. **Pricing:** Please fully complete Attachment E with the pricing as indicated in Section 9. above. The rates provided must be "fully burdened" to include any ancillary expenses associated with the project performance. Transportation, travel time, soft costs or other expenses will not be paid separately by the University. These must be inclusive rates.



1. Any pricing for hourly rates as listed on Attachment E shall be paid for productive hours at the job site, unless otherwise authorized by the Contract Administrator. No payment of hourly rates will be made for travel, lunch breaks, or other extended breaks.
- D. **References:** Provide four (4) references, either educational (preferred) or governmental, for whom you have provided the type of services described herein. Include the date(s) services were furnished, the client name, address, and the name and phone number of the individual Radford University has your permission to contact.
- E. **\*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 SBSBD website at <http://www.sbsd.virginia.gov>.

11. **SELECTION CRITERIA AND AWARD**

A. **Selection Criteria:**

Proposals will be evaluated by Radford University using the following weighted evaluation criteria.

	<b>Evaluation Criteria</b>	<b>Percentage of Points</b>
1	Qualifications and experience of Offeror in providing the goods/services.	30%
2	Quality of products/services offered and suitability for the intended purposes.	30%
3	Specific plans or methodology to be used to provide the products/services.	20%
4	Financial (Cost)	10%
5	Participation of Small, Women-Owned and Minority-Owned (SWaM) Businesses.	10%
	<b>TOTAL</b>	<b>100%</b>

B. **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 criteria included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offers so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, Radford University shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. Radford University may cancel this Request for Proposal or reject proposals at any time prior to award. Should Radford University 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 the solicitation and the Contractor’s proposal as negotiated. See **Attachment B** for sample contract form. **Radford University reserves the right to award multiple contracts as a result of this solicitation.**

12. **PROPOSAL PREPARATION AND SUBMISSION:**

A. **GENERAL INSTRUCTIONS:** Response shall be submitted in one of the following ways:

In Person*	Mail or Courier*	Electronically through eVA
<u>Deliver proposal to:</u> Radford University David E. Armstrong Complex 501 Stockton Street Radford, VA 24142	<u>Mailing Address:</u> Radford University Procurement and Contracts PO Box 6885 Radford, VA 24142-6885	<u>Electronic Submissions:</u> A PDF of your proposal may be submitted through eVA’s Virginia Business Opportunities ( <a href="#">VBO</a> ) site. See <b>Attachment F</b> for more details.

**\* Identify the envelope/package as instructed in Attachment A – Terms and Conditions**

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

1. **IN PERSON or MAIL/COURIER RFP Responses:** In order to be considered for selection, Offerors shall submit a complete response to this RFP to include.
  - a. **One (1) original paper copy of the entire proposal, INCLUSIVE OF ALL ATTACHMENTS.** Any proprietary information should be clearly marked in accordance with section 12.A.1.c below.
  - b. **One (1) electronic copy** in WORD format or searchable PDF (USB/Flash Drive) of the entire proposal as one document, **INCLUSIVE OF ALL ATTACHMENTS** mailed along with the hard copy above. Any proprietary information should be clearly marked in accordance with 12.A.1.c below.
  - c. Should the proposal contain **proprietary information**, provide **one (1) redacted** electronic copy in WORD format or searchable PDF (USB/Flash Drive) of the entire document **INCLUSIVE OF ALL ATTACHMENTS. All identified proprietary information should be blacked out.** This USB/Flash Drive should be marked **“Redacted Copy.”**
2. **ELECTRONIC SUBMISSION via eVA VBO RFP Responses:** In order to be considered for selection, Offerors shall submit a complete response to this RFP to include. A brief tutorial on how to submit a response through eVA VBO can be found here: [eVA VBO Electronic Submission](#).
  - a. **One (1) electronic copy** in WORD format or searchable PDF (USB/Flash Drive) of the entire proposal as one document, **INCLUSIVE OF ALL ATTACHMENTS.** Any proprietary information should be clearly marked in accordance with 12.A.2.b. below.
  - b. Should the proposal contain **proprietary information**, provide **one (1) redacted** electronic copy in WORD format or searchable PDF of the entire document **INCLUSIVE OF ALL ATTACHMENTS. All identified proprietary information should be blacked out.** This file should be clearly labeled or marked **“Redacted Copy.”**

**B. PROPOSAL PREPARATION:**

1. **Sign and Complete:** 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 Radford University 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 Radford University. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
2. **Concise & Clear:** Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
3. **Organization:** 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 attachment, paragraph number, sub letter, 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 sub letter 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 the RFP requirements are specifically addressed.
4. **Word Usage:** As used in this RFP, the terms “must”, “shall”, “should” and “may” identify the criticality of requirements. “must” and “shall” identify requirements whose absence will have a major impact on the suitability of the proposed solution. Items labeled as “should” or “may” are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “must” and

“shall” requirements. The inability of an Offeror to satisfy a “must” or “shall” requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offeror's proposal.

5. **Binding:** The original proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
6. **Ownership:** Ownership of all data, materials and documentation originated and prepared for Radford University pursuant to the RFP shall belong exclusively to Radford University 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 of 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 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 the rejection of the proposal.
7. **Legal Agreement:** Unless noted in the proposal, a signed and submitted proposal certifies that the firm’s principals or legal counsel has reviewed the Request for Proposal General Terms and Conditions and the Special Terms and Conditions and agrees that these provisions will become a part of any final agreement, and that the principals or legal counsel has reviewed and approved the firm’s entire proposal prior to submission to the University.

- C. **ORAL PRESENTATIONS:** Offerors who submit a proposal in response to this RFP may be invited to give an oral presentation of their proposal to Radford University. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but in no way will change the original proposal. The University will schedule the time and location of these presentations. Oral presentations may be conducted at the option of Radford University; therefore, proposals should be complete.

13. **OPTIONAL PRE-PROPOSAL CONFERENCE:**

- A. An **OPTIONAL** pre-proposal conference will be held on **October 10, 2024 at 3:00 PM (EST)** in the Procurement and Contracts Conference Room #231 located in the Armstrong Complex. The street address is 501 Stockton Street, Radford, VA 24142.

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. It is recommended you have a copy of the solicitation readily available to review during the conference.

**IN PERSON ATTENDANCE:**

For those who wish to attend in person, you may do so by coming to the Armstrong Complex, Conference Room #231. The street address is 501 Stockton Street, Radford, VA 24142.

**ZOOM ATTENDANCE (Registration is required):**

You are invited to a Zoom meeting.

When: **OCTOBER 10, 2024, at 3:00 PM (EST)**

Register in advance for this meeting:

<https://radford.zoom.us/meeting/register/tJMrf-mvpj8oEtzFeBPuAX6OriX2HV4FeRAA>

*After registering, you will receive a confirmation email containing information about joining the meeting. Please allow a few extra minutes prior to the Pre-Proposal Conference to complete registration and to obtain the link to the meeting via email.*

- B. The purpose of the pre-proposal conference is to allow potential Offerors an opportunity to present questions and requests for clarification, with final responses provided in an RFP Addendum that will be published on [eVA - Virginia's](#)

[eProcurement Portal](#). The Addendum will include any updates to the RFP, including changes as well as responses to questions presented.

Attendance at the conference can be either in person or via teleconference

14. **INVOICES and PAYMENT:** Invoices for goods or services provided under any contract resulting from this solicitation should be submitted by email to [acctspayable@radford.edu](mailto:acctspayable@radford.edu). Invoices shall be identified with the assigned contract number. Invoices shall identify contract pricing for all good/services payment is being requested. If submitting invoices by mail use the following address. **Email is the preferred method of invoice receipt.**

**RADFORD UNIVERSITY  
ACCOUNTS PAYABLE  
POST OFFICE BOX 6906  
RADFORD, VA 24142-6906**

Payment will be made thirty days after receipt of proper invoice for the amount of payment due, or thirty days after receipt of goods / services, whichever is later, in accordance with the [Commonwealth of Virginia Prompt Pay Act](#).

15. **ADDENDUM:** Any **ADDENDUM** issued for this solicitation may be accessed on Virginia Business Opportunities by going to [www.eva.virginia.gov](http://www.eva.virginia.gov). Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.
16. **COMMUNICATIONS:** Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the Procurement and Contracts Department at Radford University rejects all proposals. Formal communications will be directed to the Procurement Officer listed on this solicitation. Reference General Information – Questions/Inquiries. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than a Procurement and Contracts Department representative may result in the offending Offeror's proposal being rejected.
17. **TERMS AND CONDITIONS:** This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions. See **Attachment A**.
18. **ATTACHMENTS:**

Informational:

Attachment A – Terms and Conditions  
Attachment B – Sample of Standard Contract Form  
Attachment C – Zone Map for Cooperative Contracts  
Attachment F – Virginia Business Opportunities Information

To be returned with proposals:

Attachment D – Vendor Data Sheet (References)  
Attachment E – Pricing Schedule

**Attachment A**

**TERMS AND CONDITIONS**

**I. GENERAL TERMS AND CONDITIONS:** See [TERMS AND CONDITIONS.](#)

**II. ADDITIONAL TERMS AND CONDITIONS:**

1. **ADDITIONAL GOOD 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 contract.
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. Radford University, its authorized agents, and/or 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 Radford University shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this contract.
4. **CANCELLATION OF CONTRACT:** Radford University 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 addendums thereof, the proposal submitted by the Contractor, the written results of negotiations, the University Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
6. **IDENTIFICATION OF PROPOSAL ENVELOPE:** The signed proposal should be returned in a separate envelope or package and identified as follows:

**From**

<b>Name of Offeror</b>	<b>Due Date</b>	<b>Time Due</b>
<b>Street or Box Number</b>		<b>Solicitation Number</b>
<b>City, State, Zip Code</b>		<b>Solicitation Title</b>
<b>Name of Procurement Officer:</b>		

The envelope should be addressed to:

RADFORD UNIVERSITY  
Procurement and Contracts Department  
P.O. Box 6885  
501 Stockton Street  
Radford, Virginia 24142

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. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

7. **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, mailed or electronically submitted to the address of the respective party at the following address:

**If to the Contractor:** Address Shown on the RFP Cover Page  
**Attention:** Name of Person Signing RFP

**If to Radford University:**

RADFORD UNIVERSITY  
Procurement and Contracts Department  
Attn: Sheryl S. Sullivan  
P.O. Box 6885  
501 Stockton Street  
Radford, Virginia 24142

8. **PUBLIC POSTING:** Radford University maintains a web-based contract database with a public gateway access. Any resulting cooperative contract(s) to this solicitation will be posted to the publicly accessible website. Contents identified and mutually negotiated, as proprietary information will not be made public.
9. **SEVERAL LIABILITY:** Radford University will be severally liable to the extent of its purchase 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.

### III. SPECIAL TERMS AND CONDITIONS:

1. **ACCEPTANCE PERIOD:** Any Proposal received in response to this solicitation shall be valid for sixty (60) days. At the end of the sixty (60) days the Proposal/Bid may be withdrawn at the written request of the Offeror. If the Proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
2. **ASBESTOS:** Whenever and wherever during the course of performing any work under this Contract, the Contractor discovers the presence of asbestos or suspects that asbestos is present, he shall stop the work immediately, secure the area, notify the Building Owner and await positive identification of the suspect material. During the downtime in such a case, the Contractor shall not disturb any surrounding surfaces but shall inform all employees that the suspect material is not to be disturbed, and shall vacate and secure the area until an identification has been made if suspect debris is present. In the event the Contractor is delayed due to the discovery of asbestos or suspected asbestos, then a mutually agreed extension of time to perform the work shall be allowed the Contractor but without additional compensation due to the time extension.
3. **CONTRACTOR PERSONNEL:** All employees of the Contractor shall comply with the rules, regulations, policies and procedures of Radford University and shall maintain proper conduct. In the event the University finds, at its sole discretion, that an employee of the Contractor is objectionable to the University that employee shall be removed by the Contractor from University grounds and shall not again be employed by the Contractor on University grounds until approved by the University.
4. **EXTRA CHARGES NOT ALLOWED:** The Proposal prices provided shall be "fully burdened" to include all costs associated with a quoted project. Travel, trip charges, fuel, soft costs or other expenses are not allowed and will not be paid separately by the University.
5. **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.

6. **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 Radford University.

7. **INSURANCE:**

By signing and submitting a Proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§2.2-4332 and 65.2-800 et seq of the Code of Virginia. The Offeror further certifies that the Contractor and any subcontractors 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.

**INSURANCE COVERAGES AND LIMITS REQUIRED:**

- Worker's Compensation - Statutory requirements and benefits.
- Employers Liability - \$100,000.00
- Commercial General Liability - \$1,000,000.00 per occurrence and \$2,000,00 in the aggregate to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. Radford University shall be named as an additional insured to the policy by endorsement.
- Automobile Liability - \$1,000,000 combined single limit.
- Builders Risk – For all renovation and new construction projects under \$100,000 Radford University 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 Radford University as additional insured. All insurance verifications of insurance will be through a valid insurance certificate.

\*The Contractor agrees to be responsible for, indemnify, defend and hold harmless Radford University, 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 Radford University, 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.

8. **LABELING OF HAZARDOUS SUBSTANCES:** If the items or products requested by this solicitation are "Hazardous Substances" as defined by the § 10.1-1400 of the Code of Virginia (1950), as amended, or #§ 1261 of Title 15 of the United States Code, then the Offeror, by submitting its Proposal, certifies and warrants that the items or products to be delivered under this Contract shall be properly labeled as required by the foregoing sections and that by delivering the items or products the Offeror does not violate any of the prohibitions of the Virginia Waste Management Act, Title 10.1, Chapter 15 of the Code of Virginia. or Title 15 U.S.C. § 1263.

9. **LEAD:** The Contractor is contracted by Radford University to perform work in buildings where lead-containing materials such as lead-based paint may be located. Work performed under this Contract may impact these lead materials (for example, during building renovations), but does not include lead abatement or de-leading operations. The Contractor will be informed by Radford University project coordinator/manager of the location of suspect and known lead containing materials in the work area(s) to which the Contractor is assigned. The Contractor shall provide all training and equipment required by §29 CFR 1926.62 for the safe performance of the work. The Contractor may not perform de-leading or lead abatement unless they hold a valid Virginia Lead Contractor license and have been specifically retained to perform this work as a part of the contract. The Contractor shall submit to Radford University Facilities Management Department for review and approval his written Lead Work Plan which outlines work practices, precautions, procedures, and engineering controls to be used during work that disturbs lead prior to commencement of this work. Work will not proceed until the Lead Work Plan has been approved by Radford University Facilities Management.

10. **ORDER PLACEMENT:** The University does not place verbal orders for Goods and Services. The University may only place orders for Goods and Services by issuing a formal written Purchase Order in advance delivery of Goods and Services. If the Contractor provides Goods and Services prior to receipt of a formal written Purchase Order or incurs costs in excess of authorized purchase order fee amounts, it does so at its own risk.

11. **PRICES:** Proposal shall be in the form of a firm unit price for each item during the Contract period.
12. **PRIME CONTRACTOR RESPONSIBILITIES:** The Contractor shall be responsible for completely supervising and directing the work under this Contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this Contract shall be responsible to the prime Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
13. **RENEWAL OF CONTRACT:** This Contract may be renewed by Radford University for a period of 365 days, only under the terms and conditions of the original Contract except as stated in A below. Price increases may be negotiated only at the time of renewal. Written notice of Radford University's intention to renew shall be given (approximately 90 day) prior to the expiration date of each Contract period.
  1. If Radford University elects to exercise the option to renew the Contract for an additional one-year period, the Contract price(s) for the additional year shall not exceed the contract prices of the original Contract increased/decreased by no more than the percentage increase/ decrease of the SERVICES category of the CPI section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available, or three percent (3%), whichever is less, for all renewal periods under the contract.
14. **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. No work under this Contract will be permitted until the university is assured that the Contractor has an adequate safety program in effect.
15. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of Radford University. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish Radford University 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.
16. **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 Radford University by any other term of this solicitation. A copy of this warranty must be furnished with the Proposal.
17. **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.



**STANDARD CONTRACT**  
Contract Number: **RUxxxxxx**

This contract entered into this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by \_\_\_\_\_, located at (insert complete physical address), hereinafter called the “Contractor” and Commonwealth of Virginia, **Radford University**, called the “Purchasing Agency or Radford University”, located at 801 East Main Street, Radford, VA. 24142.”

1. **WITNESSETH** that the Contractor and Radford University, in consideration of the mutual covenants, promises and agreements contained, agree as follows:
2. **SCOPE OF CONTRACT:** The Contractor shall provide \_\_\_\_\_ to Radford University as set forth in the Contract Documents.
3. **TERM OF CONTRACT:** From \_\_\_\_\_ through \_\_\_\_\_ with \_\_\_\_\_ **(number of years) year renewal options or as negotiated, to include all contractual provisions contained herein.**
4. **THE CONTRACT DOCUMENTS SHALL CONSIST OF:**

This signed Radford University Standard Contract. Document;

Radford University’s Request for Proposal (RFP) **Rxx-xxx** dated \_\_\_\_\_, Addendum **xxx** dated \_\_\_\_\_  
**(list all addendums in this format).**

Contractor’s Proposal signed and dated \_\_\_\_\_

Negotiation Summation: **(List each document by title and execution date)**

5. **COMPENSATION AND METHOD OF PAYMENT:** The Contractor shall be paid by Radford University in accordance with the contract documents. **(\*Note: If advantageous you can list compensation here.)**

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

**CONTRACTOR:**

**RADFORD UNIVERSITY**

**Print Name:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

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

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

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

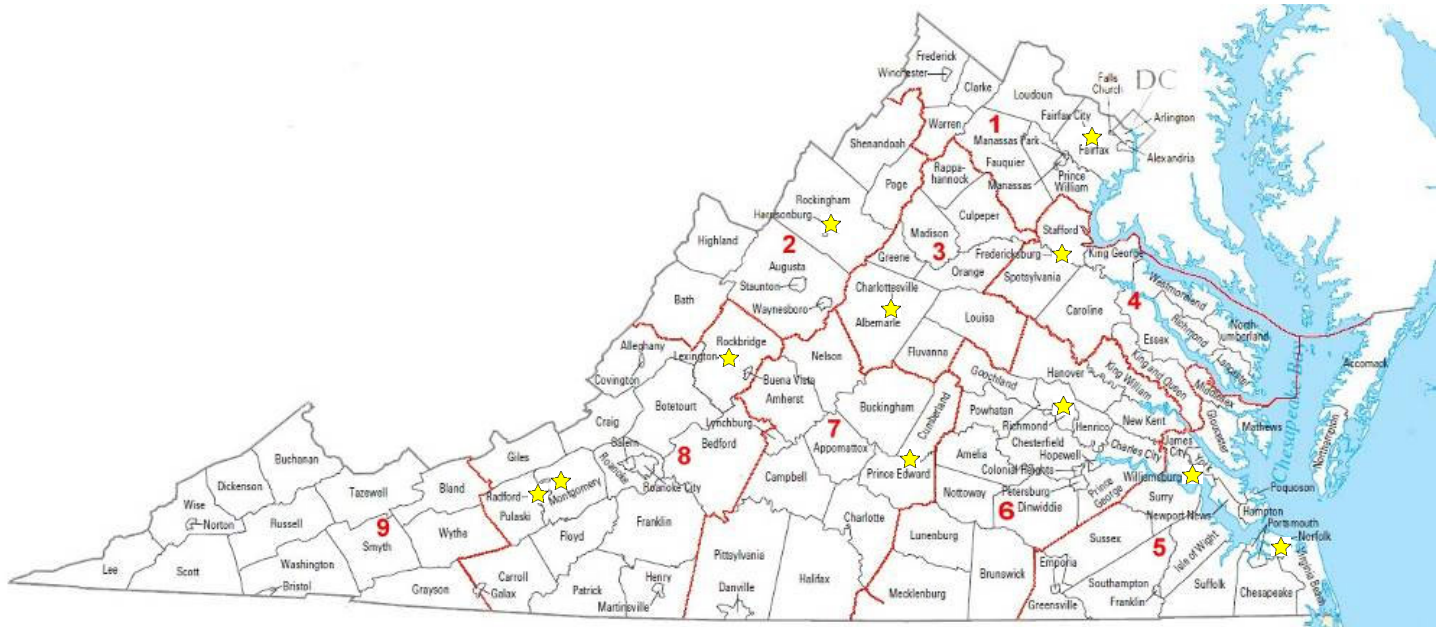
**Signature:** \_\_\_\_\_

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

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

**Attachment C**

**Zone Map**



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

**List of member institutions by zones**

<b><u>Zone 1</u></b> <b>George Mason University (Fairfax)</b>	<b><u>Zone 2</u></b> <b>James Madison University (Harrisonburg)</b>	<b><u>Zone 3</u></b> <b>University of Virginia (Charlottesville)</b>
<b><u>Zone 4</u></b> <b>University of Mary Washington (Fredericksburg)</b>	<b><u>Zone 5</u></b> <b>Christopher Newport University (Hampton)</b> <b>College of William and Mary (Williamsburg)</b> <b>Old Dominion University (Norfolk)</b> <b>Norfolk State University (Norfolk)</b>	<b><u>Zone 6</u></b> <b>Virginia Commonwealth University (Richmond)</b>
<b><u>Zone 7</u></b> <b>Longwood University (Farmville)</b>	<b><u>Zone 8</u></b> <b>Virginia Military Institute (Lexington)</b> <b>Virginia Tech (Blacksburg)</b> <b>Radford University (Radford)</b>	<b><u>Zone 9</u></b>

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 of Virginia. 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 D  
VENDOR DATA SHEET**

\*Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid/offer nonresponsive.

<b>Qualifications:</b> The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.	
<b>Vendor's Primary Contact:</b>	
<b>NAME:</b>	<b>PHONE:</b>
<b>Year's in Business:</b> Indicate the length of time you have been in business providing this type of good or service: <b>YEARS:</b> <b>MONTHS:</b>	
<b>References:</b> Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods/services. Include the length of service and the name, address and telephone number of the point of contact.	

<b>Company:</b>	<b>Contact:</b>
<b>Phone:</b> ( )	<b>Email:</b>
<b>Fax:</b> ( )	
<b>Project:</b>	
<b>Dates of Service:</b>	<b>\$ Value:</b>

<b>Company:</b>	<b>Contact:</b>
<b>Phone:</b> ( )	<b>Email:</b>
<b>Fax:</b> ( )	
<b>Project:</b>	
<b>Dates of Service:</b>	<b>\$ Value:</b>

VENDOR DATA SHEET

<b>Company:</b>	<b>Contact:</b>
<b>Phone: ( )</b>	<b>Email:</b>
<b>Fax: ( )</b>	
<b>Project:</b>	
<b>Dates of Service:</b>	<b>\$ Value:</b>

<b>Company:</b>	<b>Contact:</b>
<b>Phone: ( )</b>	<b>Email:</b>
<b>Fax: ( )</b>	
<b>Project:</b>	
<b>Dates of Service:</b>	<b>\$ Value:</b>

I certify the accuracy of this information.

Signed: \_\_\_\_\_

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

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

**Attachment E – Pricing Schedule**

Attachment E is to be completed and submitted by the Contractor as part of a complete proposal. The Contractor should identify all costs associated with providing the goods/services as specified in this document and should submit pricing per the pricing format as instructed below.

The Contractor agrees to provide the services in compliance with the Statement of Needs and Terms and Conditions at the firm fixed price as follows:

**Labor:**

<i>Line Item</i>	<i>Description</i>	<i>Regular Time Per Hour</i>	<i>Overtime/Emergency Rate Per Hour</i>
1	<b>Technician</b>	\$	\$

**Material:**

The Contractor will be paid for materials that are incorporated into the finished product at the current manufacturer’s published list price less the percentage discount allowed of \_\_\_\_\_%.

If any material is provided that has no current manufacturer’s published price list available, the Contractor will be reimbursed by the University at the Contractor’s actual cost of the material.

**PROPOSAL EVALUATION PROCEDURES:** Proposals will be evaluated based on an estimated total.

**Contractor – Do not fill in the blank spaces.**

This example is only intended to reflect the procedure to be used.

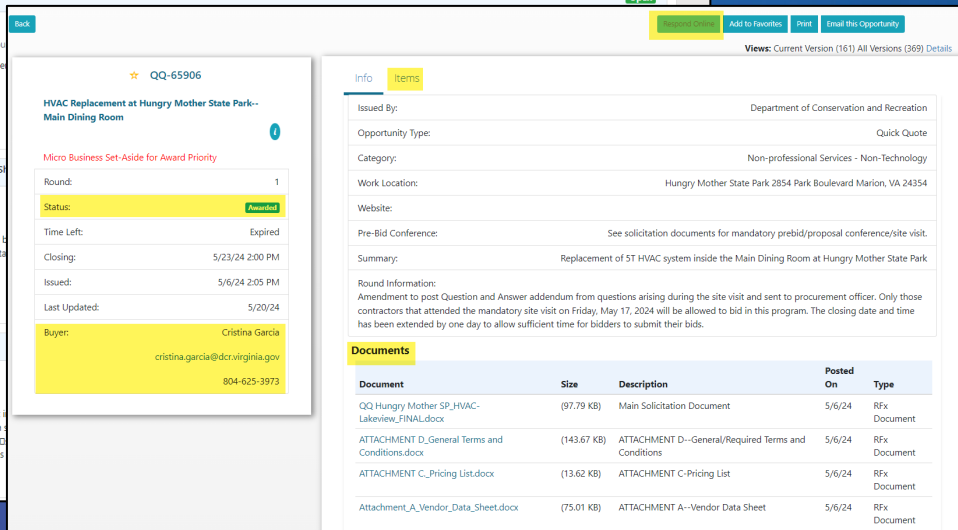
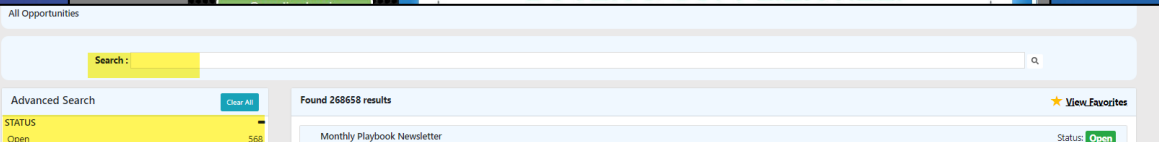
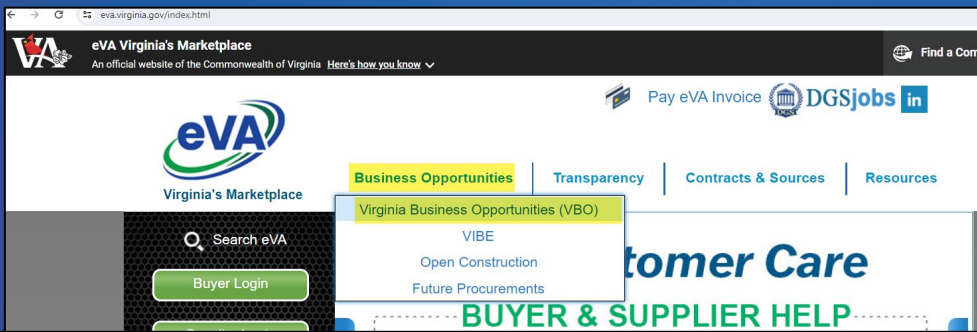
**Evaluation Tabulation:**

	Description	Estimate Hours	Hourly Rate	Extended Total
A.	Technician (Regular Time)	500	\$	\$
B.	Technician (Overtime/Emergency)	75	\$	\$
C.	Materials	\$1000.00 Less % Discount		
		<b>Estimated Total Sum</b>		\$

# Virginia Business Opportunities (VBO)

Want to sell your goods and/or services to Virginia entities? From paper clips to consulting services to vehicles and everything in between, eVA is *the* marketplace for Virginia, connecting businesses to Virginia's buyers and bidding opportunities.

Visit eVA's public posting page, <https://mvendor.cgieva.com/Vendor/public/AllOpportunities.jsp>, the VBO, to find sealed and unsealed solicitations such as Quick Quotes, Invitations for Bid (IFB), Request for Proposal (RFP), and more! You will also find historic award information, bid tabulations and detailed solicitation documents.



Get Registered, it's FREE!  
 Visit [eVA.virginia.gov](https://eVA.virginia.gov) and click Register Now.

