



**MATERIEL MANAGEMENT AND PURCHASING  
201 HIGH STREET  
LANCASTER HALL, ROOM 207A  
FARMVILLE, VIRGINIA 23909**

**INVITATION FOR BIDS**

**#LU214-18-028**

**\*REBID\***

**TERM CONTRACT FOR FLOORING, WALL & CEILING TILES**

**June 13, 2018**



***LONGWOOD UNIVERSITY IS A PROUD MEMBER OF VASCUPP***

**This procurement is being conducted by Longwood University on behalf of all VASCUPP members.  
( See Section VI. VASCUPP ZONE MAP on Page | 10 )**

## INVITATION FOR BIDS (IFB)

Issue Date: June 13, 2018

IFB#LU214-18-023

Issuing Agency: COMMONWEALTH OF VIRGINIA

2:00 p.m. June 21, 2018

Lancaster Hall, Room 223

Location Where Work Will Be Performed: Longwood University, Farmville, Virginia

Period of Contract: From July 1, 2018 through June 30, 2019. Optional Four (4) Successive One (1) Year Renewals.

**Sealed Bids Will Be Received Until: June 28, 2018 at 2:00 p.m. local time** at the address above for furnishing the goods/services described herein and then opened in public and read aloud in Lancaster Hall, Room 223. **Bids shall be date/time stamped upon receipt by the University.**

All Inquiries For Information Should Be Directed To: Cathryn B. Mobley, Associate Vice President for Administration and Finance at FAX (434) 395-2246 or Email [materielmanagement@longwood.edu](mailto:materielmanagement@longwood.edu) using ATTACHMENT A – Written Pre-Bid Question Form. **Questions are due by 2:00 p.m. on June 22, 2018.**

**BIDS SHALL BE MAILED/HAND DELIVERED DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. LONGWOOD UNIVERSITY/FARMVILLE, VA MAY NOT BE A GUARANTEED NEXT DAY DELIVERY BY 2:00 P.M. LOCATION FROM BIDDERS LOCATION.**

In Compliance With This Invitation For Bids And To All The Conditions Imposed Herein, The Undersigned Offers And Agrees to Furnish the Services at the Price(s) Indicated On Bid Form.

State Corporation Commission (SCC) ID#: \_\_\_\_\_ or statement why bidder is not required to have a SCC ID# must be furnished with your bid or it will be found nonresponsive.

eVA Member     ☐ Yes                      ☐ No  
eVA Vendor ID#: \_\_\_\_\_  
eVA registration information is on page 6 of  
the General Terms and Conditions.

**Check all that apply:** Small Business [ ☐ ]  
 Minority-Owned [ ☐ ] Woman-Owned [ ☐ ]  
 DSBSD Certificate No. \_\_\_\_\_  
 Expiration Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

**Contractor shall be a registered eVA vendor by the due date/time for receipt of bids to receive award. Bidder must include cost of eVA transaction fee in their bid.**

NAME AND ADDRESS OF FIRM:

\_\_\_\_\_

\_\_\_\_\_

Zip \_\_\_\_\_

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

By: \_\_\_\_\_  
(Signature in Ink)

Name: \_\_\_\_\_  
(Please Print)

E-mail: \_\_\_\_\_

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

Telephone: ( ) -  
(Toll Free if available)

Fax: ( ) -  
(Toll Free if available)

**Addendums:** Any changes resulting from the University's requirements will be issued in an addendum and will be posted on the eVA website at <http://www.eVA.virginia.gov>, the Longwood University Materiel Management & Purchasing website at <http://tkts.longwood.edu/ListIFB.aspx>; click on View This IFB next to Bid Number **LU214-18-028**, and their Public Posting Board at Bristow Hall, Corner of Main and Redford Streets.

It is the sole responsibility of the bidder to check these web pages for all changes to the IFB prior to submission. Failure to do so may cause your bid to be determined as nonresponsive. Longwood University will not mail or fax these documents.

**OPTIONAL PREBID CONFERENCE:** An optional prebid conference will be held at 2:00 p.m. on June 21, 2018 in Lancaster Hall, Room 223 at Longwood University, Farmville, VA 23909. The purpose of this conference is to allow potential bidders 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 bid, bidders who intend to submit a bid are encouraged to attend. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

**If Longwood University is closed for any reason on the date/time specified for receipt of bids, bids will be due at the same time the next business day the University is open. Bidders should check the University's website at <http://www.longwood.edu> or call the main number at 1-434-395-2000 after 6:00 a.m., to see if the University is going to be open or if a delayed opening has been implemented.**

**NOTE TO BIDDERS:** PARKING IS DIFFICULT, PLEASE PLAN TO ARRIVE EARLY. IF YOU REQUIRE ADA ACCOMODATIONS TO DELIVER PROPOSAL, CONTACT THE MATERIEL MANAGEMENT OFFICE AT (434) 395-2093 TWENTY-FOUR (24) HOURS PRIOR TO SOLICITATION CLOSING.

***This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, 11-35.1 or against a bidder because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.***

## TABLE OF CONTENTS

	<u>Page</u>
I. PURPOSE	5
II. GOVERNING RULES	5
III. SCOPE OF WORK/DESCRIPTION OF ITEMS (SPECIFICATIONS)	5
IV. PRE-BID CONFERENCE – OPTIONAL	9
V. PRICING SCHEDULE	10
VI. VASCUPP ZONE MAP	10
VII. SPECIAL TERMS AND CONDITIONS	11
VIII. METHOD OF PAYMENT	16
IX. ATTACHMENTS	16
A – Written Pre-Bid Question Form	17
B – Vendor Data Sheet	18
C – Longwood University Site Regulations	19
D – Longwood University 2018 Holiday and Winter Closing Schedule	21
E – Written Cost of Work Quotation	22
F – Bid Evaluation Scenario	24
G – Alternate Pricing Schedule (Zones Other Than Zone 7)	25
VASCUPP Zone Map	
Campus Map and Directory	

**I. PURPOSE:**

The intent and purpose of this Invitation for Bids (IFB) is to establish a time and materials contract with multiple vendors whose **primary business** is a full-service flooring, wall covering and/or ceiling contractor, to install and/or repair all types of flooring, wall covering, ceiling tile, and bathroom surfaces, including but not limited to Terrazzo, vinyl, vinyl composition tile (VCT), ceramic tile, quarry tile, marble, all types of hardwood flooring, poured seamless floors, vinyl wall covering, wallpaper or murals, carpet, fiber or sealed suspended grid or regular drop-in ceilings and ceiling tile repair and replacement for Longwood University, an agency of the Commonwealth of Virginia. The awards will be made to the lowest responsive and responsible bidders meeting the requirements of the solicitation. This contract is intended for jobs not to exceed **\$50,000 each**.

**II. GOVERNING RULES:** This solicitation is issued in accordance with the provisions of:

- A. Purchasing Manual for Institutions of Higher Education and their Vendors: <https://vascupp.org>.
- B. Governing Rules: <https://vascupp.org>.
- C. General Terms and Conditions: <http://solomon.longwood.edu/media/materiel-management/solomon/General-Terms-and-Conditions-1-Jul-2015.pdf>
- D. Data Protection Addendum: <http://solomon.longwood.edu/offices--departments/materiel-management--purchasing/purchasing/>

**III. SCOPE OF WORK/DESCRIPTION OF ITEMS (SPECIFICATIONS):**

The Contractor shall provide all supervision, labor, equipment, and materials to perform installation, replacement and repairs to all types of flooring, wall coverings, and ceiling tiles at Longwood University.

Contractor Qualification:

- 1. Each Contractor shall possess and retain a Class "A" or Class "B" Contractors License issued by the Commonwealth of Virginia.
- 2. Each Contractor shall have a minimum of two (2) years of continuous experience in the **primary business** of flooring, wall covering, and ceiling tile installation and repair profession.
- 3. All Hard Tile Setters, Soft Tile Setters, Terrazzo Floor/Basin Mechanics, Marble Technicians, Poured Flooring Technicians, and Ceiling Tile Personnel shall have a minimum of two (2) years experience.

Compliance:

All work shall be accomplished in compliance with the Virginia Uniform Statewide Building Code, (USBC) 2012 – 7/14/2014, as revised, OSHA regulations, and all other applicable Federal, State and local laws, ordinances, rules, regulations and codes.

Requirements:

- 1. The Contractor shall accept for performance, on the terms, conditions and provisions set forth herein, such purchase orders as may be issued for flooring, bath tile, wall covering, or ceiling tile repair/replacement by Longwood University.

2. It is the intent of this contract that the trades furnished shall only be for work associated with the terms set forth in this contract. Workers shall not be furnished to Longwood University as a means to supplement its internal staff.
3. Longwood University will be limited to issuing purchase orders that do not exceed \$50,000. If all quotes submitted for a project exceed \$50,000, the University shall competitively bid the project by issuing an Invitation for Bids (IFB). This shall not prohibit any Contractor on this contract from submitting a bid for the project.
4. At the conclusion of the work, the contractor shall participate in a site inspection with the University representative to demonstrate that the work is fully in compliance with contract specifications and codes. Any deficiencies shall be noted on a Final Punch List and shall be corrected within 10 days by the contractor at the contractor's sole expense prior to final acceptance of the work. Punch List items must be completed prior to submitting an invoice to the University.
5. Contractor will, at his own expense, repair and replace all defective work, which is found to be defective during the term of the initial twelve (12) month warranty from the date of acceptance of work by the University. Should contractor fail to repair or replace the defective material or work within thirty (30) days after written notice from the University, the University may do the work necessary and contractor agrees to reimburse the University for actual costs.
6. The warranty for any work repaired or replaced shall be extended for a period of twelve (12) months from the date of such repair or replacement.
7. The contractor and employees shall comply with all OSHA and VOSH Standards as they may apply to this contract.
8. The contractor shall provide Material Safety Data Sheets (MSDS) for each product being used in fulfilling the requirements of this solicitation.
9. The contractor shall provide the University proof of contractor's license and insurance.
10. The contractor shall agree that it does not or will not during the performance of the contract violate the provisions of the Federal Immigration Reform and Control Act of 1986, as amended, which prohibits the employment of illegal aliens, and Federal and State employment and wage hour laws.
11. The contractor has sole responsibility for ensuring that its operations are conducted in a safe manner and notwithstanding any other provision to the contrary, shall fully indemnify the Commonwealth of Virginia, Longwood University, its officers, agents and employees for any damage or injury related to operations which is caused by negligent or otherwise improper or deficient performance under the contract or nonperformance of the terms of the contractor.

Procedures:

1. Within two (2) business days of receipt of an electronic, telephonic or written request from the University, the Contractor shall visit the designated work site and examine the site of the proposed work to acquire a full understanding of the nature and scope of the project.
2. Within four (4) business days of the work site visit, the Contractor shall deliver to the University a Written Cost of Work Quotation to complete the project (the Written Cost of Work Quotation is included as Attachment E to this IFB and after award of the contract, will be available for

download from the Materiel Management & Purchasing website at <http://tkts.longwood.edu/ListIFB.aspx> as a fillable PDF Publication). The quotation shall include:

- a. Types and quantities of labor multiplied by the bid rates contained in Section V. PRICING SCHEDULE.
- b. A target date for starting work expressed as the number of days after receipt of the Purchase Order (Notice to Proceed).
- c. Estimated completion date.

**Note:** The starting and completion dates shall be agreed upon by the University and the Contractor and shall be reflected in the Purchase Order.

3. Upon approval of the quotation by the University, a Purchase Order shall be issued as authority to proceed with the project. The Purchase Order shall incorporate the Contractor's proposal cost as a "not to exceed" cost and the agreed upon starting and estimated completion dates. All proposed changes to the proposed scope that will cause the proposed cost to be exceeded will require University approval and an amendment to the Contractor's proposal before the additional work may begin. No work shall be undertaken by the Contractor until a written Purchase Order has been received.
4. Contractor shall normally provide required services between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays; however, the University reserves the right to adjust Contractor's working hours whenever it is deemed in the best interest of the University. Such adjustment will be communicated to the Contractor twenty-four (24) hours prior to commencement of work or effective date of adjustment.
5. Work performed in student residence halls shall not start before 9:00 a.m., unless authorized by the University in advance. When Contractor is working in student residence halls, a minimum of two (2) workers must be present at all times.
6. Contractor shall not include travel time when calculating labor hours for a proposed project.
7. Contractor shall provide sufficient resources to prevent unnecessary downtime in order to complete the proposed project by the mutually agreed upon date.
8. All work which does not meet the University's approval shall be corrected within ten (10) days.
9. Contractor shall assign a coordinator to review all billings to assure complete and accurate information and to act as contact person to the University.
10. Damages to listed equipment caused by the Contractor's negligence or nonfeasance shall be repaired at no cost to the University.
11. Failure to meet the response time requirements established above without the University's prior written concurrence may result in the Contractor being considered in default of the Terms and Conditions of this contract.

Contractor Responsibilities:

1. Generally, the work to be performed under this contract will not require the services of an architect, engineer, or consultant, and the required work to be done can be specified by routine field surveys by the Contractor, examination of written information and simple sketches and

diagrams briefly describing the University's needs. Copies of the original blueprints will be provided as required. If upon completing the site investigation of the work, the Contractor determines that the scope of the requested work requires the services of an architect, engineer or consultant, then the Contractor shall notify the University's representative that the work requested cannot be accomplished within the scope of this contract without such services.

2. The Contractor shall be responsible for providing the appropriate types and skill levels of personnel required to accomplish the work and for adequately supervising them at the work site. Contractor shall be similarly responsible for all damages to persons or property that occurs as a result of its fault or negligence. All work performed under this contract shall be done in a manner that will not adversely affect the integrity of the building's structural, mechanical, electrical, fire protection and life safety systems or any other building features that will overload or render useless any portion of the facility.
3. The Contractor shall be responsible for assuring that all materials used comply with all applicable laws, ordinances, rules, regulations and codes and are compatible with existing materials and equipment of the building involved. The Contractor shall also be responsible for all materials delivered and work performed until completion and acceptance of the entire construction work, except for any completed unit of construction which theretofore may have been accepted.
4. The Contractor shall provide on-site supervision of all trades at all times work is in progress. This on-site supervision shall be empowered to act on behalf of the Contractor.
5. The University may, at its discretion, require quantitative and/or qualitative examination of the Contractor's materials or methods related to any request for service under the terms of this contract. Tests such as film thickness, chemical resistance, color match, flame spread, grout composition, and mastic volatility are representative, but not inclusive, of the tests that may be required. The University will, to the best of its ability, specify any testing required in the request for services.

Use of Premises:

1. The Contractor shall be responsible for repairing or replacing any work damaged by its operations within ten (10) days after notification by the University.
2. It shall be the responsibility of the Contractor to report to the University, in the original estimate, any damage found prior to any work at the site.
3. 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 the University. The Contractor shall give ample advance notice of the need for cut-offs or adjustments which will be scheduled at the convenience of the University.
4. All work shall be coordinated and scheduled with the University to minimize disruption of operations.
5. Existing sanitary facilities, electricity and water may be used by the Contractor as directed by the University to the extent of available services.
6. Throughout the construction period, the Contractor shall maintain dust abatement/control by a method submitted to and approved by the University.
7. Any material suspected to contain asbestos shall not be disturbed and the University shall be notified of the suspected asbestos immediately.

Access to and Inspection of Work:

1. The Contractor shall notify the University's representative prior to commencement of work to arrange for **all** rough-in and final inspections. Any omission or failure on the part of the University representative to disapprove or reject inferior or defective work or materials shall not be construed to be a final acceptance of any such work or materials. 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 materials and shall rebuild and/or replace same without extra charge within ten (10) days of being notified of disapproval. If any such work shall be covered up without approval or consent, it must, if required by the University, its representative or other proper authorities, be uncovered for examination at Contractor's expense.
2. The University, its agents, bona fide public authorities and their representative shall at all times have access to the work, whether it is in preparation or progress, and the Contractor shall provide safe facilities for such access and inspection.

**IV. PRE-BID CONFERENCE - OPTIONAL:** An optional pre-bid conference and site visit will be held at 2:00 p.m. Local Time on June 21, 2018 in Lancaster Hall, Room 223, Longwood University, Farmville, VA. Any changes resulting from Longwood's requirements will be issued in an addendum and will be posted on the eVA website, <http://www.eVA.virginia.gov>, the Longwood University Materiel Management & Purchasing website, <http://tkts.longwood.edu/ListIFB.aspx>; click on View This IFB next to Bid Number **LU214-18-028** and their Public Posting Board at Bristow Hall, Corner of Main and Redford Streets, Farmville, VA.

**V. PRICING SCHEDULE FOR ZONE 7 (LONGWOOD UNIVERSITY)**

The Contractor agrees to provide services in compliance with the SCOPE OF WORK/DESCRIPTION OF ITEMS (SPECIFICATIONS), GENERAL TERMS AND CONDITIONS and SPECIAL TERMS AND CONDITIONS referenced or contained herein at the firm hourly rate for each labor category below:

<u>Labor</u>	<u>Regular Time</u>	<u>Overtime</u>	<u>Weekends</u>	<u>Holidays (State or University)</u>
Foreman	\$_____/hr.	\$_____/hr.	\$_____/hr.	\$_____/hr.
Hard Tile Setter	\$_____/hr.	\$_____/hr.	\$_____/hr.	\$_____/hr.
Hard Tile Helper	\$_____/hr.	\$_____/hr.	\$_____/hr.	\$_____/hr.
Soft Tile Setter	\$_____/hr.	\$_____/hr.	\$_____/hr.	\$_____/hr.
Soft Tile Helper	\$_____/hr.	\$_____/hr.	\$_____/hr.	\$_____/hr.
Wood Floor Finisher	\$_____/hr.	\$_____/hr.	\$_____/hr.	\$_____/hr.
Acoustical Tile Installer	\$_____/hr.	\$_____/hr.	\$_____/hr.	\$_____/hr.
Wall Covering Installer	\$_____/hr.	\$_____/hr.	\$_____/hr.	\$_____/hr.
Carpet Installer	\$_____/hr.	\$_____/hr.	\$_____/hr.	\$_____/hr.
Laborer	\$_____/hr.	\$_____/hr.	\$_____/hr.	\$_____/hr.
Vinyl Products Installer	\$_____/hr.	\$_____/hr.	\$_____/hr.	\$_____/hr.

**NOTE:** Bidder shall provide total prices for all categories of labor. If the bidder does not offer the labor category shown, enter N/A (Not Applicable) in the space next to that category. Any bidder, who does not enter a total price or N/A in the space or leaves it blank, shall be considered nonresponsive.

**VI. VASCUPP Zone Map**

Longwood University is a member of VASCUPP (Virginia Association of State College and University Purchasing Professionals). We strive to provide cooperative contracts that any member institution, public body, public or private health or educational institution or lead issuing institution's affiliated corporations may access, if authorized by the contractor. The VASCUPP member institutions are located across the Commonwealth, as indicated on the Zone Map included as an attachment to this Invitation for Bids. All prospective bidders are encouraged to study the Zone Map and if your company is able to provide the same goods/services specified in this solicitation in any of the other Zones, submit a separate Pricing Schedule for each of those Zones (a separate Pricing Schedule is included as an attachment to this Invitation for Bids to submit pricing for multiple Zones).

The resulting contracts that Longwood University awards for their use will be awarded based on the Evaluation Bid Scenario (included as an attachment to this Invitation for Bids) that the bidders complete using the Pricing Schedule submitted in this Section V. of Invitation for Bids for Longwood University.

Other entities desiring to use the contract may select a contractor in the Zone they are located in, and will be invoiced based on the labor rates in the Pricing Schedule the contractor submitted for that Zone.

**VII. SPECIAL TERMS AND CONDITIONS:**

1. **AUDIT:** The contractor shall 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. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
2. **AWARD TO MULTIPLE BIDDERS:** The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The award(s) will be made to the lowest responsive and responsible bidder(s) meeting the requirements of the solicitation. The Commonwealth reserves the right to conduct any tests it may deem advisable and to make all evaluations. The Commonwealth also reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the procuring public body to be in its best interest.
3. **CANCELLATION OF CONTRACT:** The purchasing agency 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 also be terminated by the contractor, 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.
4. **eVA ORDERS AND CONTRACTS:** The solicitation/contract will result in multiple purchase orders with the applicable eVA transaction fee assessed for each order.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following: If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from [www.eVA.virginia.gov](http://www.eVA.virginia.gov). Contractors should email Catalog or Index Page information to [eVA-catalog-manager@dgs.virginia.gov](mailto:eVA-catalog-manager@dgs.virginia.gov).

5. **RENEWAL OF CONTRACT:** This contract may be renewed by the Commonwealth for four (4) successive one (1) year periods under the terms and conditions of the original contract except as stated in 1. and 2. below. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.
  1. If the Commonwealth elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased/decreased by more than the percentage increase/decrease of the Other services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
  2. If during any subsequent renewal periods, the Commonwealth elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the Other services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

6. **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 protect the area with suitable dust covers. 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.
7. **BID ACCEPTANCE PERIOD:** Any bid in response to this solicitation shall be valid for sixty (60) days. At the end of the sixty (60) days the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
8. **BID PRICES:** Bid shall be in the form of a firm unit price for each item during the contract period.
9. **CONTRACT PARTICIPATION:** 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 (copy available at <http://www.longwood.edu/materielmanagement>), Cooperative Procurement, it is the intent of this solicitation and resulting contract(s) 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(s), the resultant contract(s) will be extended to the public bodies indicated above to purchase at contract prices in accordance with contract terms. The Contractor shall notify the lead-issuing institution in writing of any such institutions accessing the contract. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract. Participating entities shall place their own orders directly with the Contractor(s) and shall fully and independently administer their use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the lead-issuing institution. The lead-issuing institution shall not be held liable for any costs or damages incurred by any other participating public body as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that the lead-issuing institution is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances.

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

10. **CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENT:** By my signature on this solicitation, I certify that this firm/individual and subcontractor is properly licensed for providing the goods/services specified. Furthermore, the contractor and subcontractors shall maintain the required license throughout the term of the contract. The contractor or their subcontractor shall immediately notify the contracting agency in writing in the event the license has been revoked.

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

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

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

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

11. **CONTRACTOR REGISTRATION:** If a contract for construction, removal, repair or improvement of a building or other real property is for \$120,000 or more, or if the total value of all such contracts undertaken by bidder within any 12-month period is \$750,000 or more, the bidder is required under Title 54.1-1100, *Code of Virginia* (1950), as amended, to be licensed by the State Board of Contractors a "CLASS A CONTRACTOR." If such a contract is for \$10,000 or more but less than \$120,000, or if the total value of all such contracts undertaken by bidder within any 12-month period is \$150,000 or more, but less than \$750,000 or more, the bidder is required to be licensed as a "CLASS B CONTRACTOR." If such a contract is over \$1,000 but less than \$10,000, or if the contractor does less than \$150,000 in business in a 12-month period, the bidder is required to be licensed as a "CLASS C CONTRACTOR." The board shall require a master tradesmen license as a condition of licensure for electrical, plumbing and heating, ventilation and air conditioning contractors. The bidder shall place on the outside of the envelope containing the bid and shall place in the bid over his signature whichever of the following notations is appropriate, inserting his contractor license number:

Licensed Class A Virginia Contractor No. \_\_\_\_\_ Specialty \_\_\_\_\_  
Licensed Class B Virginia Contractor No. \_\_\_\_\_ Specialty \_\_\_\_\_  
Licensed Class C Virginia Contractor No. \_\_\_\_\_ Specialty \_\_\_\_\_

If the bidder shall fail to provide this information on his bid or on the envelope containing the bid and shall fail to promptly provide said contractor license number to the Commonwealth in writing when requested to do so before or after the opening of bids, he shall be deemed to be in violation of § 54.1-1115 of the *Code of Virginia* (1950), as amended, and his bid will not be considered.

If a bidder shall fail to obtain the required license prior to submission of his bid, the bid shall not be considered.

12. **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.
13. **DELIVERY AND STORAGE:** It shall be the responsibility of the contractor to make all arrangements for delivery, unloading, receiving and storing materials in the building during installation. The owner will not assume any responsibility for receiving these shipments. Contractor shall check with the owner and make necessary arrangements for security and storage space in the building during installation.
14. **E-VERIFY PROGRAM:** EFFECTIVE 12/1/13. Pursuant to *Code of Virginia*, §2.2-4308.2., any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract. Any such employer who fails to comply with these provisions shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer's registration and participation in the E-Verify program. If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.
15. **EXTRA CHARGES NOT ALLOWED:** The bid price shall be for complete installation ready for the Commonwealth's use, and shall include all applicable freight and installation charges; extra charges will not be allowed.

16. **FINAL INSPECTION:** At the conclusion of the work, the contractor shall demonstrate to the authorized owner's representative that the work is fully 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.
17. **IDENTIFICATION OF BID ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed bid/proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: _____	<u>6/28/2018</u>	<u>2:00 p.m.</u>
Name of Bidder	Due Date	Time
_____	<u>LU214-18-028</u>	
Street or Box Number	IFB No.	
_____	<u>*REBID* Term Contract for Flooring,</u>	
City, State, Zip Code	<u>Wall &amp; Ceiling Tiles</u>	
	IFB Title	

DSBSD-certified Micro Business or Small Business No. \_\_\_\_\_

Name of Contract/Purchase Officer or Buyer Cathryn B. Mobley, Associate Vice President for Administration and Finance

18. **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 the Commonwealth.
19. **MATERIAL SAFETY DATA SHEETS:** Material Safety Data Sheets and descriptive literature shall be provided with the project quote for each chemical and/or compound offered. Failure on the part of the contractor to submit such data sheets may be cause for declaring the project quote as nonresponsive.
20. **OPTIONAL PREBID CONFERENCE:** An optional prebid conference will be held at 2:00 p.m. on June 21, 2018 at Longwood University, Lancaster Hall, Room 223. The purpose of this conference is to allow potential bidders 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 bid, bidders who intend to submit a bid are encouraged to attend. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.
21. **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.
22. **PRODUCT AVAILABILITY/SUBSTITUTION:** Substitution of a product, brand or manufacturer after the award of contract is expressly prohibited unless approved in writing by the Contract Officer. The Agency may, at its discretion, require the contractor to provide a substitute item of equivalent or better quality subject to the approval of the Contract Officer, for a price no greater

than the contract price, if the product for which the contract was awarded becomes unavailable to the contractor.

23. **REFERENCES:** Bidders shall provide a list of at least 3 references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person and their email address and telephone number. A Vendor Data Sheet has been included as an attachment to this IFB for providing this information.
24. **PRODUCT AVAILABILITY/SUBSTITUTION:** Substitution of a product, brand or manufacturer after the award of contract is expressly prohibited unless approved in writing by the Contact Officer. The Agency may, at its discretion, require the contractor to provide a substitute item of equivalent or better quality subject to the approval of the Contract Officer, for a price no greater than the contract price, if the product for which the contract was awarded becomes unavailable to the contractor.
25. **STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:** Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid the identification number issued to it by the State Corporation Commission (SCC). Any bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid a statement describing why the bidder is not required to be so authorized. Indicate the above information on the SCC Form, if provided. Contractor agrees that the process by which compliance with Titles 13.1 and 50 is checked during the solicitation stage (including without limitation the SCC Form provided) is streamlined and not definitive, and the Commonwealth's use and acceptance of such form, or its acceptance of Contractor's statement describing why the bidder was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Contractor as demonstrating compliance.
26. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency 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 its subcontractor(s) and shall assure compliance with all requirements of the contract.
27. **WARRANTY (COMMERCIAL):** The contractor agrees that the goods 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 goods or services and that the rights and remedies provided therein are in addition to and do not limit those available to the Commonwealth by any other clause of this solicitation and rights and remedies permitted under applicable law. A copy of this warranty should be furnished with the bid.
28. **WORK SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Commonwealth's satisfaction at the contractor's expense.
29. **WORK ESTIMATES (TIME AND MATERIAL CONTRACTS):** Under this time and material contract, the contractor shall furnish the agency with a non-binding written estimate of the total costs to complete the work required. The estimate must include the labor category(ies), the contractor's hourly rates specified in the contract, and the total material cost. Material costs shall be billed at contractor's actual invoice costs (contractor shall furnish copies of all invoices for materials) or discount off the list price, whichever is specified in the contract. If the agency determines that

the estimated price is not fair and reasonable, the agency has the right to ask the contractor to reevaluate the estimate. If the revised estimate is determined to be not fair and reasonable, the agency reserves the right to obtain additional quotes from other vendors. A work order will be issued to the contractor, as the authority to proceed with the work, which will incorporate the contractor's estimate and the terms and conditions of the contract. The contractor and his/her personnel shall log in with the designated contract administrator each day before and after work to confirm labor hours.

**VIII. METHOD OF PAYMENT**

Service provided will be checked against the above written specifications/requirements prior to payment of invoice. Contractor must send complete invoice to: Longwood University, Accounts Payable Office, 201 High Street, Lancaster 215A, Farmville, VA 23909.

**IX. ATTACHMENTS:**

A – Written Pre-Bid Question Form

B – Vendor Data Sheet

C – Longwood University Site Regulations

D – Longwood University 2018 Holiday and Winter Closing Schedule

E – Written Cost of Work Quotation

F – Bid Evaluation Scenario

G – Alternate Pricing Schedule (Zones Other Than Zone 7)

VASCUPP Zone Map

Campus Map and Directory



## ATTACHMENT B – VENDOR DATA SHEET

1. QUALIFICATION OF BIDDER: The Bidders must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.
2. YEARS IN BUSINESS: Indicate the length of time you have been in business providing this type of service:  
  
\_\_\_\_\_ Years      \_\_\_\_\_ Months
3. REFERENCES: Indicate below three (3) recent references for which you have provided this type of goods/service. Include the date(s) service was furnished and the name, address and telephone number of the person the Agency has your permission to contact.

1.	_____	
	Company/Name of Contact Person	
	_____	
	Address	
	_____	_____
	Phone Number	Date(s) of Service
	_____	
	Email Address	
2.	_____	
	Company/Name of Contact Person	
	_____	
	Address	
	_____	_____
	Phone Number	Date(s) of Service
	_____	
	Email Address	
3.	_____	
	Company/Name of Contact Person	
	_____	
	Address	
	_____	_____
	Phone Number	Date(s) of Service
	_____	
	Email Address	

## ATTACHMENT C – LONGWOOD UNIVERSITY SITE REGULATIONS

The contractor shall conduct his operations in compliance with the regulations established by the University for the construction site and personnel. Such regulations will be prescribed as necessary by the Director of the Facilities Management Department or such persons as he may direct. The regulations shall include, but shall not be limited to the following:

1. The contractor shall schedule work in cooperation with the University. Normal work hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. Any deviations from these work hours must be approved by the University. All necessary interruptions to the University utilities and roadways shall be kept to a minimum and shall be coordinated with the University two work days (48 hours) prior to the outage. The contractor shall coordinate the work with the University to ensure continual operation of the University functions. The contractor shall provide a schedule of work for approval by the University. Schedule shall be updated as needed.
2. The contractor shall confine equipment, the storage of materials and equipment, and the operation of his forces to the immediate vicinity of the project in the areas designated by the University.
3. The contractor shall exercise extreme care to protect University property during his operations. The contractor shall restore to original condition any plantings, grassed areas, utilities, roads, structures, and other University facilities damaged as a result of his operations, and at no additional cost to the University. Any damage including damage to finished surfaces resulting from the performance of this contract shall be repaired to the University's satisfaction at the contractor's expense.
4. The contractor shall be required to manage the project in a safe manner so as to protect University personnel, students, and visitors from injury. Sites are to be appropriately designated by signs, fenced and flagged. Minimum fence to be equal to 6' tall chain link panel.
5. The parking of the vehicles belonging to the contractor, his employees, and his subcontractors shall be limited to the areas designated by the University. In no event will they be parked on lawns or sidewalks. A Contractors Parking Pass will be required by the University. These can be obtained at the Cashiering Office located on the 2<sup>nd</sup> floor of Lancaster Hall at the North end of Campus, Monday through Friday between 8:15 a.m. and 4:00 p.m. The fee for the Contractors Parking Pass is \$10.00 per vehicle and is valid for the duration of the project. Parking will be designated per request. Parking in any other location than designated spots will be subject to a \$50.00 parking ticket. Three unpaid tickets will mean that subsequent tickets will also be accompanied by a tow from the property at the owner's expense.
6. No signs or advertisements shall be posted on University property unless approved by the University.
7. The contractor may use University water and power. Any modifications of these utilities required by the contractor shall be made by the contractor at his expense. These modifications may be made only after receiving written permission from the Facilities Management Department. Contractor shall remove modifications upon completion of project. No charges to the contractor will be made by the University for the use of University utilities unless persistent wastage occurs. In such cases, the contractor will be charged for the utilities at the same rates the University pays for them.
8. The work site shall be kept in such an orderly fashion as to not unduly interfere with the progress of the work or the work of any other contractor. Trash/debris shall be collected daily and removed by the contractor.

9. All Contractors, to include Sub-Contractors, shall obtain a Contractors ID Card from the Longwood University Lancer Card Center located on the ground floor of Coyner Hall, Room G10. Lancer Card Center hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. The fee for an ID Card is \$8.00. Anyone found on site without their card will be removed from the work site until an ID card is obtained or produced. This requirement is waived if the Contractor/Sub-Contractor employees wear a company uniform, such as a shirt, which displays the company's name.
10. The contractor shall be responsible for properly security any equipment or material prior to leaving the site to prevent damage to both secured and installed material and equipment.
11. The contractor shall be responsible to secure and monitor concrete until it hardens and held accountable for damage incurred prior to hardening.
12. Sensitivity to the unique nature of the University environment is essential. A high standard of civility must be maintained by contractors and their employees for a meaningful learning environment to exist. Behaviors displayed by contractor's employees, such as catcalling, whistling, leering, and other similar gestures or comments of a sexual nature made toward students or employees of the University, have the very real potential of creating serious liabilities for the University and the contractor. They cannot be tolerated by the University and contractor's employees exhibiting such behavior will be barred from the work site permanently. Chronic problems of this nature may be deemed a material breach of the construction agreement. Title IX of the Education Amendments of 1972 creates legal claim rights for University students, visitors or employees sexually harassed by third parties such as contractors and their employees.

## ATTACHMENT D – LONGWOOD UNIVERSITY 2018 HOLIDAY AND WINTER CLOSING SCHEDULE

### 2018

Monday, January 1	New Year's Day
Tuesday, January 2	Day after New Year's Day
Monday, January 15	Martin Luther King Day
Monday, March 5 – Tuesday, March 6	Spring Break
Monday, May 21	Faculty/Staff Appreciation Day
Monday, May 28	Memorial Day
Wednesday, July 4	Independence Day
Monday, September 3	Labor Day
Wednesday, November 21 – Friday, November 23	Thanksgiving
Monday, December 17 – Monday, December 31	Winter Break

### 2019

Tuesday, January 1	New Year's Day
--------------------	----------------

Holidays and Closings are subject to change. See Longwood University's website <http://www.longwood.edu> for current schedule.

## ATTACHMENT E – WRITTEN COST OF WORK QUOTATION

Within four (4) business days of the mandatory work site visit, deliver this Written Cost of Work Quotation for completing the project to the University's designated representative. The quotation must be based upon the established prices resulting from the award from the Invitation for Bids.

[illegible]

List and describe the proposed work: \_\_\_\_\_

[illegible]

List and describe the materials needed:

## Materials

**Cost**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$\_\_\_\_\_

\$ \_\_\_\_\_

\$

\$

**TOTAL PRICE: \$** \_\_\_\_\_

Target date for starting work: \_\_\_\_\_

Estimated completion date: \_\_\_\_\_

Starting and completion dates must be agreed upon by the University and Contractor and will be reflected in the written Notification to Proceed or Purchase Order.

## ATTACHMENT F – BID EVALUATION SCENARIO

Bids shall be evaluated on the basis of the Pricing Schedule submitted in Section V. The low bidders shall be determined by the TOTAL SCENARIO BILLING for the following hypothetical scenario.

### HYPOTHETICAL SCENARIO

Contractor shall provide the labor for the renovation of a residence hall apartment as follows:

Remove and replace carpet in bedroom (10' x 10')

Apply wallpaper to bedroom wall above existing wainscoting plank paneling (bedroom is 10' x 10' with 9 foot ceiling with 3-foot wainscoting)

Refinish wood floor in main living area (10' x 10')

Remove and replace Terrazzo floor in bathroom (6' x 6')

Replace 24 broken tiles in bathroom shower

Replace vinyl tile floor in kitchen area (8' x 8')

Replace all acoustical ceiling tile in main living area (10' x 10')

**NOTE:** All materials will be provided by the University.

### BIDDER SHALL FILL IN THE BLANKS BELOW FOR THE HYPOTHETICAL SCENARIO ABOVE:

Forman	_____ hours @ _____/hour = \$ _____
Hard Tile Setter	_____ hours @ _____/hour = \$ _____
Hard Tile Helper	_____ hours @ _____/hour = \$ _____
Soft Tile Setter	_____ hours @ _____/hour = \$ _____
Soft Tile Helper	_____ hours @ _____/hour = \$ _____
Wood Floor Finisher	_____ hours @ _____/hour = \$ _____
Acoustical Tile Installer	_____ hours @ _____/hour = \$ _____
Wall Covering Installer	_____ hours @ _____/hour = \$ _____
Carpet Installer	_____ hours @ _____/hour = \$ _____
Laborer	_____ hours @ _____/hour = \$ _____
Vinyl Products Installer	_____ hours @ _____/hour = \$ _____

**TOTAL SCENARIO BILLING:** \$ \_\_\_\_\_

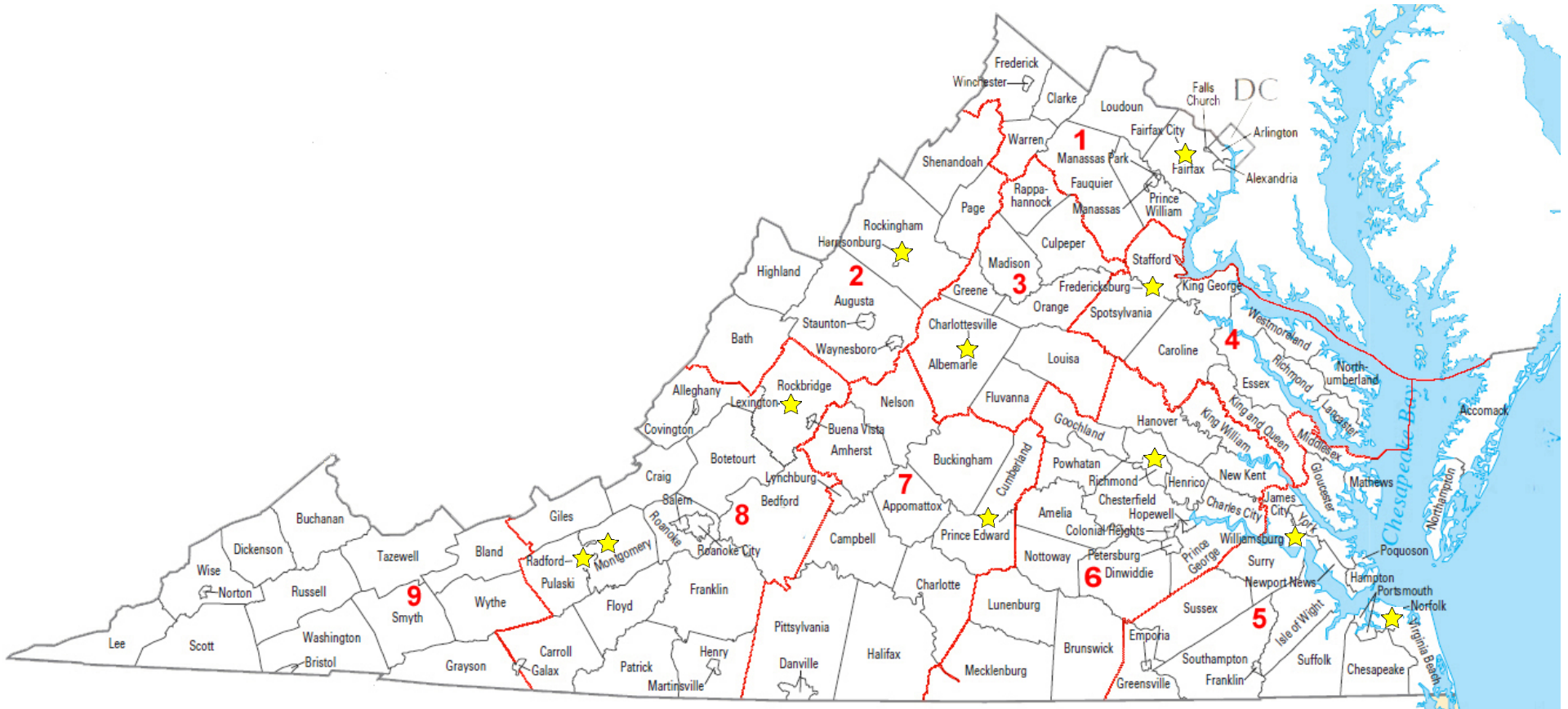
**ATTACHMENT G – ALTERNATE PRICING SCHEDULE (ZONES OTHER THAN ZONE 7)**

**ZONE #** \_\_\_\_\_  
(Insert Zone # from Zone Map)

The Contractor agrees to provide services in compliance with the SCOPE OF WORK/DESCRIPTION OF ITEMS (SPECIFICATIONS), GENERAL TERMS AND CONDITIONS and SPECIAL TERMS AND CONDITIONS referenced or contained in Invitation for Bids LU214-18-023 at the firm hourly rate for each labor category below:

<u>Labor</u>	<u>Regular Time</u>	<u>Overtime</u>	<u>Holidays</u>	
			<u>Weekends</u>	<u>(State or University)</u>
Foreman	\$_____/hr.	\$_____/hr.	\$_____/hr.	\$_____/hr.
Hard Tile Setter	\$_____/hr.	\$_____/hr.	\$_____/hr.	\$_____/hr.
Hard Tile Helper	\$_____/hr.	\$_____/hr.	\$_____/hr.	\$_____/hr.
Soft Tile Setter	\$_____/hr.	\$_____/hr.	\$_____/hr.	\$_____/hr.
Soft Tile Helper	\$_____/hr.	\$_____/hr.	\$_____/hr.	\$_____/hr.
Wood Floor Finisher	\$_____/hr.	\$_____/hr.	\$_____/hr.	\$_____/hr.
Acoustical Tile Installer	\$_____/hr.	\$_____/hr.	\$_____/hr.	\$_____/hr.
Wall Covering Installer	\$_____/hr.	\$_____/hr.	\$_____/hr.	\$_____/hr.
Carpet Installer	\$_____/hr.	\$_____/hr.	\$_____/hr.	\$_____/hr.
Laborer	\$_____/hr.	\$_____/hr.	\$_____/hr.	\$_____/hr.
Vinyl Products Installer	\$_____/hr.	\$_____/hr.	\$_____/hr.	\$_____/hr.

**NOTE:** Bidder shall provide total prices for all categories of labor. If the bidder does not offer the labor category shown, enter N/A (Not Applicable) in the space next to that category. Any bidder, who does not enter a total price or N/A in the space or leaves it blank, shall be considered nonresponsive.



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

### List of member institutions by zones

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

# Longwood University Directory

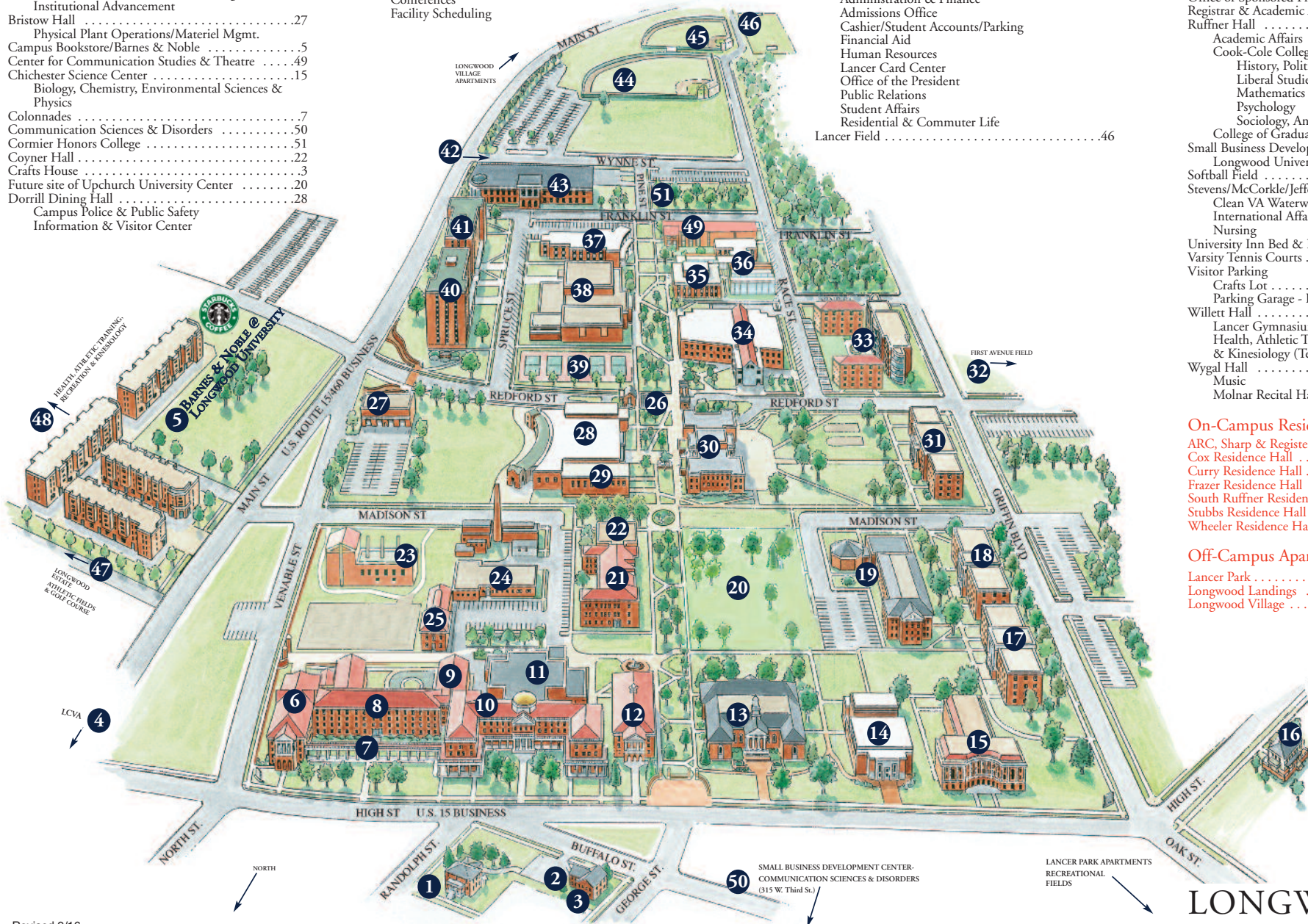
(Residence halls are at the end of the list.)

Admissions Office (Lancaster Hall)	13
Athletic Department (Tabb Hall)	8
Barlow Hall	25
Registrar and Academic Advising	44
Baseball Field (Buddy Bolding Stadium)	36
Bedford Hall	36
Art	
Bedford Auditorium	11
Maugans Alumni Center	11
Alumni, Career Center	
Blackwell Hall, Prince Edward & Virginia Rooms	
Institutional Advancement	
Bristow Hall	27
Physical Plant Operations/Material Mgmt.	
Campus Bookstore/Barnes & Noble	5
Center for Communication Studies & Theatre	49
Chichester Science Center	15
Biology, Chemistry, Environmental Sciences & Physics	
Colonnades	7
Communication Sciences & Disorders	50
Cormier Honors College	51
Coyner Hall	22
Crafts House	3
Future site of Upchurch University Center	20
Dorrill Dining Hall	28
Campus Police & Public Safety	
Information & Visitor Center	

Financial Aid	13
First Avenue Field	32
French Hall	6
Information Technology	
Assessment & Institutional Research	
Graham Hall	24
Disability Support Services	
Printing Services	
Grainger Hall	12
English	
Modern Languages	
Greenwood Library	34
Academic Support Center	
Hardy House	1
Conferences	
Facility Scheduling	

Health & Fitness Center	43
Campus Recreation	
Counseling Center	
Heating Plant	23
Hiner Hall	21
College of Business & Economics	
Hull Education Center	37
College of Education & Human Services	
Iler Hall	29
Environmental Health & Safety	
ROTC	
Jarman Hall	14
Jarman Auditorium	
Lancaster Hall	13
Administration & Finance	
Admissions Office	
Cashier/Student Accounts/Parking	
Financial Aid	
Human Resources	
Lancer Card Center	
Office of the President	
Public Relations	
Student Affairs	
Residential & Commuter Life	
Lancer Field	46

Lankford Student Union	30
Lancer Café	
Post Office	
Longwood Center for the Visual Arts (LCVA)	4
(Main & Third Streets)	
Longwood Estate	47
Athletic Fields	
Longwood House	
Longwood Landings	5
Barnes & Noble Campus Bookstore	
Health Center	
Midtown Fitness Performance Center	
Residence Hall	
Nursing	19
Office of Sponsored Programs	42
Registrar & Academic Advising	25
Ruffner Hall	10
Academic Affairs	
Cook-Cole College of Arts & Sciences	
History, Political Science & Philosophy	
Liberal Studies	
Mathematics & Computer Science	
Psychology	
Sociology, Anthropology & Criminal Justice	
College of Graduate & Professional Studies	
Small Business Development Center	50
Longwood University Real Estate Foundation	
Softball Field	45
Stevens/McCorkle/Jeffers Hall	19
Clean VA Waterways/Sustainability	
International Affairs	
Nursing	
University Inn Bed & Breakfast	16
Varsity Tennis Courts	39
Visitor Parking	
Crafts Lot	2
Parking Garage - Redford Street	26
Willert Hall	38
Lancer Gymnasium & Pool	
Health, Athletic Training, Recreation	
& Kinesiology (Temporary Location)	48
Wygall Hall	35
Music	
Molnar Recital Hall	



## On-Campus Residence Halls

ARC, Sharp & Register Residence Halls	33
Cox Residence Hall	18
Curry Residence Hall	40
Frazer Residence Hall	41
South Ruffner Residence Hall	9
Stubbs Residence Hall	31
Wheeler Residence Hall	17

## Off-Campus Apartment Communities

Lancer Park	(off-map: Grace St.)
Longwood Landings	(off-map: Clark St.)
Longwood Village	(off-map: Clark St.)