

**COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT**

Contract Number: LU214-18-028

This contract entered into this 29th day of June 2018 by SES Converting LLC hereinafter called the "Contractor" and Commonwealth of Virginia, Longwood University hereinafter called the "Purchasing Agency."

WITNESSETH that the Contractor and the Purchasing Agency, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the services to the Purchasing Agency as set forth in the Contract Documents.

PERIOD OF PERFORMANCE: From July 1, 2018 through June 30, 2019.

The contract documents shall consist of:

- (1) This signed form;
- (2) The following portions of the Invitation for Bids dated June 13, 2018:
 - a. The Scope of Work;
 - b. The Governing Rules;
 - c. The Special Terms and Conditions together with any negotiated modifications of those Special Terms and Conditions; and
- (3) The Contractor's Bid dated June 28, 2018 and the following agreement, all of which documents are incorporated herein.

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

CONTRACTOR:

By: _____



Michael Arthur

Title: Owner

(Printed Name/Title)

Date: _____

6/29/18

PURCHASING AGENCY:

By: _____



P. Kenneth Copeland, Jr.

Title: Vice President for Administration and Finance

Date: _____

7/2/18

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

eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS: The eVA Internet electronic procurement solution, website portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet eprocurement solution by completing the free eVA Vendor Registration. All bidders or offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal being rejected.

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

- a. For orders issued July 1, 2011 thru December 31, 2013, the Vendor Transaction Fee is:
 - (i) DSBSD-certified Small Businesses: 0.75%, capped at \$500 per order.
 - (ii) Businesses that are not DSBSD-certified Small Businesses: 0.75%, capped at \$1,500 per order.
- b. For orders issued January 1, 2014 and after, the Vendor Transaction Fee is:
 - (i) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
 - (ii) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.

For orders issued prior to July 1, 2011 the vendor transaction fees can be found at www.eVA.virginia.gov.

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

INVITATION FOR BIDS (IFB)
Bidder shall return this cover page with their Bid Documents

Issue Date: June 13, 2018
Title: *REBID* Term Contract for
Flooring, Wall & Ceiling Tiles

IFB#LU214-18-023 ¹⁸
Commodity Codes: 01005, 13564, 36010, 36021,
36076, 36085, 63095, 91073

Issuing Agency: COMMONWEALTH OF VIRGINIA
Longwood University
Materiel Management & Purchasing
201 High Street, Lancaster Hall, Room 207A
Farmville, Virginia 23909

OPTIONAL PRE-BID CONFERENCE:

2:00 p.m. June 21, 2018
Lancaster Hall, Room 223
Longwood University
Farmville, Virginia

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 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#: ~~82-2925263~~ ^{SC# 5705878-9} 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#: DB0065036
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. Number Pending For Richmond
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:

SES Coverting LLC.
100 Wynd Park Circle
Lynchburg VA Zip 27502
E-mail: M.KeArt67@gmail.com
Telephone: (434) 941-0584
(Toll Free if available)

Date: 6-28-2018
By: Michael Arther
(Signature in Ink)
Name: Michael Arther
(Please Print)
Title: Owner
Fax: ()
(Toll Free if available)

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	\$ <u>22.00</u> /hr.	\$ <u>22.00</u> /hr.	\$ <u>22.00</u> /hr.	\$ <u>22.00</u> /hr.
Hard Tile Setter	\$ <u>20.00</u> /hr.	\$ <u>20.00</u> /hr.	\$ <u>20.00</u> /hr.	\$ <u>20.00</u> /hr.
Hard Tile Helper	\$ <u>10.00</u> /hr.	\$ <u>10.00</u> /hr.	\$ <u>10.00</u> /hr.	\$ <u>10.00</u> /hr.
Soft Tile Setter	\$ <u>NA</u> /hr.	\$ <u>NA</u> /hr.	\$ <u>NA</u> /hr.	\$ <u>NA</u> /hr.
Soft Tile Helper	\$ <u>NA</u> /hr.	\$ <u>NA</u> /hr.	\$ <u>NA</u> /hr.	\$ <u>NA</u> /hr.
Wood Floor Finisher	\$ <u>NA</u> /hr.	\$ <u>NA</u> /hr.	\$ <u>NA</u> /hr.	\$ <u>NA</u> /hr.
Acoustical Tile Installer	\$ <u>NA</u> /hr.	\$ <u>NA</u> /hr.	\$ <u>NA</u> /hr.	\$ <u>NA</u> /hr.
Wall Covering Installer	\$ <u>NA</u> /hr.	\$ <u>NA</u> /hr.	\$ <u>NA</u> /hr.	\$ <u>NA</u> /hr.
Carpet Installer	\$ <u>16.80</u> /hr.	\$ <u>16.80</u> /hr.	\$ <u>16.80</u> /hr.	\$ <u>16.80</u> /hr.
Laborer	\$ <u>10.00</u> /hr.	\$ <u>10.00</u> /hr.	\$ <u>10.00</u> /hr.	\$ <u>10.00</u> /hr.
Vinyl Products Installer	\$ <u>18.00</u> /hr.	\$ <u>18.00</u> /hr.	\$ <u>18.00</u> /hr.	\$ <u>18.00</u> /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.