



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

INVITATION FOR BIDS

#LU214-17-020

SPRINKLER INSPECTION AND MAINTENANCE SERVICES

APRIL 21, 2017



LONGWOOD UNIVERSITY IS A PROUD MEMBER OF VASCUPP

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

Issue Date: April 21, 2017
Title: Sprinkler Inspection and Maintenance Services

IFB#LU214-17-020
Commodity Codes: 93633

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

OPTIONAL PRE-BID CONFERENCE:
3:00 p.m. May 2, 2017
Lancaster Hall, Room 223
Longwood University
Farmville, Virginia

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

Sealed Bids Will Be Received Until: May 12, 2017 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 12:00 noon on May 8, 2017.**

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 1:00 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 7 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 _____

E-mail: _____

Telephone: (____) _____ - _____
(Toll Free if available)

Date: _____

By: _____
(Signature in Ink)

Name: _____
(Please Print)

Title: _____

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 and Purchasing Public Posting Board at Bristow Hall and their website at <http://tkts.longwood.edu/ifbrfp/reviewifb.asp>, click on Bid Number [LU214-17-020](#).

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 non-responsive. Longwood University will not mail or fax these documents.

OPTIONAL PREBID CONFERENCE: An optional prebid conference will be held at 3:00 p.m. on May 2, 2017 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/proposal, bidders/offers who intend to submit a bid/proposal 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 ACCOMMODATIONS 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.

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I. PURPOSE:

The intent and purpose of this Invitation for Bids (IFB) is to establish a contract with one qualified contractor to furnish inspection and maintenance services for the Sprinkler Systems on the both the main campus and off campus properties of Longwood University, an agency of the Commonwealth of Virginia.

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>

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

A. GENERAL REQUIREMENTS

- 1. The Contractor shall furnish all necessary labor, supervision, tools, equipment, insurance, licenses, and materials necessary to perform the inspection services as specified herein. If Contractor does not own the equipment necessary to perform the work (e.g., telescoping lift or bucket truck), it shall be the responsibility of the Contractor to lease the equipment. The cost of leasing the equipment shall be the responsibility of the Contractor.
- 2. All inspections, maintenance, and repairs shall be performed by properly trained, experienced and competent technicians.
- 3. Contractor shall perform all inspections, testing and maintenance services in accordance and compliance with those applicable standards referenced by the current edition of the Virginia Statewide Fire Prevention Code, the applicable edition of the International Fire Prevention Code and the applicable editions of the National Fire Protection Association standards including, but not limited to, all quarterly and annual inspections, testing, and maintenance. This shall include, but not be limited to, NFPA 12, 17, 25, 69, 80, 90a, 92, 96, 105, and 1962.
- 4. An inventory of the sprinkler system equipment is included as Attachment C to this IFB. All information included in Attachment C is based on the best information available to Longwood at the time of this solicitation. Longwood does not guarantee the accuracy of this information. The Contractor shall be responsible for ongoing inventory of equipment during the term of the contract. The Contractor shall verify and update the equipment inventory as part of the service requirements of any resulting contract including any additions and deletions as they occur and provide the updated equipment inventory to Longwood.
- 5. The Contractor shall comply with all applicable state and federal laws and regulations governing the services. The Contractor further agrees to immediately apply for all necessary licenses in order to perform the work. Once obtained, the Contractor agrees to maintain all such licenses for the duration of the contract. All applicable licenses shall be made available for Longwood to review upon request.
- 6. The Contractor shall repair, replace, or reimburse Longwood for any equipment, furniture, fixtures, facility, or property damaged by Contractor's performance of the work. All restitution shall be to Longwood's approval.

7. Contractor shall provide Longwood's Department of Environmental Health & Safety with a **written summary report** of services rendered **within five (5) working days of service**. Contractor's report shall indicate system checks and inspections. The report shall also include any deficiencies found, and any repairs needed. This data will be available in electronic format for porting to Longwood's Assetworks AIM database.
8. Contractor shall provide Longwood's Department of Environmental Health & Safety with a **detailed deficiency report with repair estimates within fifteen (15) working days of service**. Contractor's report shall indicate deficiencies by building, room number, and issue. This data will be available in electronic format for porting to Longwood's Assetworks AIM database.
9. Employee credentialing, including background checks on each Contractor's employee, shall be provided to Longwood prior to that individual performing work.
10. Longwood identification and access badges shall be purchased by the Contractor and stored at Longwood's Police Department. Badges shall be worn by each employee whenever working at Longwood.
11. Contractor and/or his employees shall sign in and sign out at the Police Department when performing services at Longwood.
12. Scheduling of normal work shall be Monday – Friday, 8 a.m. to 5 p.m. unless otherwise agreed to, and shall be coordinated with Longwood's Department of Environmental Health & Safety. Work to be scheduled shall be put on the Contractor's calendar within ten (10) working days of the request. Strict adherence to Longwood's requested schedule may be needed based on other events occurring on campus.
13. Time paid for hourly rate personnel and equipment (used during project use) shall start upon arrival and sign-in at the Police Department and end upon sign-out at the Police Department and shall not including travel time, lunch breaks, or other breaks. Longwood will not reimburse Contractor for mileage to and from the job site, including travel to and from supply houses.
14. Work in occupied student rooms will be accomplished with an escort from Longwood's Department of Environmental Health & Safety.
15. The Contractor shall notify Longwood's Department of Environmental Health and Safety immediately when the inspection of the system(s) reveals defective parts that could cause an impairment or failure of proper operation of the system(s). The University will give approval for the defective parts to be replaced or repaired in accordance with the manufacturer's instructions.
16. All discharges of water shall be piped or diverted away from the buildings, sidewalks, and mulch to reduce the disturbance of the immediate work area. Hoses must be long enough to dispense testing water 20 feet away from the building. Cones, flags, and signage shall be posted to warn or detour pedestrians of any water spray that could affect them.
17. Contractor may disable (or partially disable) fire alarm panels as part of their work provided that:

- a. Longwood's Department of Environmental Health & Safety is notified before and afterwards.
 - b. If necessary, a fire watch is established.
 - c. Contractor fully re-enables full fire alarm functionality.
18. Noise sensitive locations, such as Lancaster Hall, require the Contractor to manage any noise from the fire alarm panel during their work. This may be accomplished by partial disabling the fire alarm panel or by placing an employee at the fire alarm panel to acknowledge each alarm as it comes in.
19. All chemicals, other materials or devices, and their method of use shall conform to federal, state, and local ordinances and laws. The Contractor shall provide Safety Data Sheets (SDS) for all hazardous products to be used at the work site prior to their delivery and use at the facility. Contractor shall be responsible for any hazardous waste created.

B. FIRE PROTECTION SYSTEM INSPECTIONS AND TESTS

Sprinkler system inspections shall be performed on a quarterly basis. All locations where sprinkler heads are installed shall be inspected. Three-year, 5-year, or 10-year inspections shall be quoted separately on an as needed basis. Note: Several of the buildings listed in ATTACHMENT C have domestic system type polybutylene piping.

1. Wet Pipe Sprinkler Systems

- a. Quarterly: Make a thorough visual inspection of all system components, where possible, to include checking distribution piping for mechanical damage, loose hangers and leaks. Sprinkler heads shall be visually checked for obvious mechanical damage, leaks, corrosion, loading, obstruction, proper position, and any other obvious factors which may impair the sprinkler system. A full flow test shall be made through the system main drain, when possible, with the static and residual flow pressures being properly recorded. Test valves, to insure proper water quality and delivery through the system. All local and supervisory alarms shall be tested to verify proper operation. The condition and position of all control valves shall be checked. The condition of the fire department Siamese connection shall be checked including caps, gaskets, clappers, and ball drips. Check and test for proper operation of the mechanical condition of system components, including the alarm valve clapper, pilot valve, and the retarding chamber.
- b. Semi-Annually: In addition to the above, all sprinkler system control valves shall be fully operated, tested for proper operation and lubricated. During the Fall inspection, all fire department connection ball drips shall be cleaned as needed and checked for proper operation.
- c. Annually: In addition to the above, all sprinkler system control valves and fire pumps shall be fully operated, tested for proper operation and lubricated. During the Fall inspection, all fire department connection ball drips shall be cleaned as needed, and checked for proper operation.

2. Water Hood Suppression Systems (to be included as part of the Wet Pipe Sprinkler System)

The Contractor shall furnish all labor, equipment, tools, parts, materials, and supervision as necessary to complete the Inspection, Maintenance, and Servicing of all Water Hood Suppression Systems according to the current Statewide Fire Prevention Code adopted by the Commonwealth of Virginia and in accordance with NFPA 96 and 13, Automatic fire-extinguishing systems shall comply with ANSI/UL 300, or the latest safety standards and meet or exceed these specifications and shall include but not be limited to the following scope of work:

The service technician who performs maintenance on an extinguishing system shall be trained and competent. The service technician shall possess a certification document confirming the requirements issued by the manufacturer or testing organization. A service technician that has the applicable manufacturer's design, installation, and maintenance manual and service bulletins shall service the water hood suppression system at intervals no more than 6 months apart.

All water hood suppression systems shall be inspected in accordance with the owner's manual and maintained and recharged in accordance with the manufacturer's design, installation, and maintenance manual and service bulletins.

At least semiannually and after any system activation, maintenance shall be conducted in accordance with the manufacturer's design, installation, maintenance manual and service bulletins. As a minimum, inspection shall include verification of the following:

- The extinguishing system is in its proper location.
- The manual actuators are unobstructed.
- The tamper indicators and seals are intact.
- The maintenance tag or certificate is in place.
- The system shows no physical damage or condition that might prevent operation.
- The pressure gauge(s), if provided, is inspected physically or electrically to ensure it is in the operable range.
- Neither the protected equipment nor the hazard has been replaced, modified, or relocated.
- An examination of all detectors, expellant gas container(s), agent container(s), releasing devices, piping, hose assemblies, nozzles, signals, and all auxiliary equipment.
- Verification that the agent distribution piping is not obstructed.

All water systems shall be tested, which shall include the operation of the detection system, signals, and releasing devices, including manual stations and other associated equipment at least semiannually and/or after any system activation. Fixed temperature-sensing elements of the fusible metal alloy type shall be replaced at least semiannually from the date of installation. The year of manufacture and the date of installation of the fixed temperature-sensing element shall be marked on the system inspection tag. In existing systems, when changes in the cooking media, positioning, or replacement of cooking equipment occur; the fire-extinguishing system shall be made to comply with ANSI/UL 300.

Where the maintenance of the system(s) reveals defective parts that could cause an impairment or failure of proper operation of the system(s), the defective parts shall

be replaced or repaired in accordance with the manufacturer's instructions. If any deficiencies are found, appropriate corrective action shall be taken immediately.

Each water hood suppression system shall have a tag or label indicating the month and year the maintenance is performed and identifying the person performing the service; only the current tag or label shall remain in place. The tag shall be signed or initialed by the installer.

3. Dry Pipe Sprinkler Systems

- a. Quarterly: Make a thorough visual inspection of all system components, where possible, to include visually checking distribution piping for mechanical damage, loose hangers, and leaks. Sprinkler heads shall be visually checked for obvious mechanical damage, leaks, corrosion, loading, construction, proper position and any other factor which may impair the sprinkler system. A full flow test shall be made through the system main drain when possible, with static and residual flow pressures being properly recorded. Priming water level shall be checked and adjusted if necessary. Air pressure shall be checked. Air compressor (if applicable) shall be tested for proper operating condition, and automatic sequencing. The oil level and belt condition shall also be checked. Condensate shall be drained from the air reservoir. All alarms shall be tested to verify proper operation, including the water motor gong, electric pressure switch alarms and low air alarms. The fire department connections shall be checked, including caps, gaskets and clappers. Velocity drip valves shall be cleaned out on the Fall inspection as needed, and low points drained as needed.
- b. Annually: In addition to the above, a standard trip test of the dry pipe valve shall be performed. The interior condition of the valve, clapper, latching devices, velocity check valve and facings shall be checked. The quick opening device (if applicable) shall be tested. After verification of proper operation and condition, the valve will be restored to normal service.

NOTE: This agreement does not include less frequent checks suggested by NFPA 25: Standard for the Inspection, Testing, and Maintenance of Water- Based Fire Protection Systems for Dry Pipe Valves, such as the flow trip test, recommended for three (3) year intervals, the check for piping pitch, recommended for five (5) year intervals, or the stoppage check, recommended for ten (10) year intervals.

4. Preaction/Deluge Systems

- a. Quarterly: Make a thorough visual inspection of all system components, where possible, to include checking distribution piping for mechanical damage, loose hangers and leaks. Sprinkler heads or nozzles shall be visually checked for obvious mechanical damage, leaks, corrosion, loading, obstruction, proper position and any other obvious factors which may impair the sprinkler system. A full flow test shall be made through the system main drain, when possible, with static and residual flow pressures being properly recorded. Tests shall be performed to verify the proper operation of all local and supervisory alarms. The condition and position of all control valves shall be checked. The condition of the fire department connection shall be checked, including caps, gaskets, clappers and velocity drip valves.

- b. Annually: In addition to the above, a trip test shall be performed to test the system components under actual operation conditions. All accessible actuating devices shall be functionally tested, both electric and pneumatic, as per manufacturer's specifications. This can be accomplished by testing 25% of detectors at each quarterly inspection, to provide test of all detectors within one (1) year. All low air alarms, supervisory circuits and auxiliary functions shall be tested for proper operation. The deluge or preaction valve itself shall be serviced according to the manufacturer's specifications, including interior checks of the valve body, clapper, clapper facings, and latching mechanism where applicable, through cleaning of pilot line and solenoid strainers where applicable, and disassembly, cleaning and inspection of the interior condition of the solenoid releases where applicable. All low point drains shall be drained at the conclusion of testing and during Fall inspections.

5. Standpipe and Hose Systems

Annually: Standpipe and hose systems shall be inspected, tested, and maintained as part of the Wet Pipe System or the Dry Pipe System.

C. CARBON DIOXIDE FIRE EXTINGUISHING SYSTEMS

The Contractor shall furnish all labor, equipment, tools, parts, materials, and supervision as necessary to complete the Inspection, Maintenance, and Servicing of all Carbon Dioxide Fire Extinguishing Systems according to the current Statewide Fire Prevention Code adopted by the Commonwealth of Virginia and in accordance with NFPA 12 or the latest safety standards and meet or exceed these specifications and shall include but not be limited to the following scope of work:

The service technician who performs maintenance on an extinguishing system shall be trained and competent. The service technician shall possess a certification document confirming the requirements issued by the manufacturer or testing organization. A service technician that has the applicable manufacturer's design, installation, and maintenance manual and service bulletins shall service the carbon dioxide fire-extinguishing system at intervals no more than 12 months apart.

All carbon dioxide fire extinguishing systems shall be inspected in accordance with the owner's manual and maintained and recharged in accordance with the manufacturer's design, installation, and maintenance manual and service bulletins.

At least annually and after any system activation, maintenance shall be conducted in accordance with the manufacturer's design, installation, maintenance manual and service bulletins. As a minimum, inspection shall include verification of the following:

- Check and test the carbon dioxide system for operation.
- Check that there have been no changes to the size, type, and configuration of the hazard and system.
- Check and test all time delays for operation.
- Check and test all audible alarms for operation.
- Check and test all visible signals for operation.
- Check that all warning signs are installed
- Check and test each detector using methods specified in NFPA 72.
- Prior to testing, safety procedures shall be reviewed
- Discharge tests shall be made when any maintenance indicates their advisability.

- All system hose, including those used as flexible connectors shall be tested every 5 years. All system hose, including those used as flexible connectors, shall be tested at 2500 psi (17,239 kPa) for high-pressure systems and at 900 psi (6205 kPa) for low-pressure systems

The goal of this maintenance and testing shall be not only to ensure that the system is in full operating condition, but shall also indicate the probable continuance of that condition until the next inspection.

Any penetrations made through the enclosure protected by the carbon dioxide total flooding system shall be sealed immediately. The method of sealing shall restore the original fire resistance rating of the enclosure.

Where the maintenance of the system(s) reveals defective parts that could cause an impairment or failure of proper operation of the system(s), the defective parts shall be replaced or repaired in accordance with the manufacturer's instructions. If any deficiencies are found, appropriate corrective action shall be taken immediately.

Each carbon dioxide fire suppression system shall have a tag or label indicating the month and year the maintenance is performed and identifying the person performing the service; only the current tag or label shall remain in place. The tag shall be signed or initialed by the installer.

Note: Each of the Heating Plant silos will need to be empty for proper inspection, thus, separate inspection dates will need to be coordinated. A lift is required and a confined space entry team is also required.

D. DRY CHEMICAL FIRE EXTINGUISHING SYSTEMS

The Contractor shall furnish all labor, equipment, tools, parts, materials, and supervision as necessary to complete the Inspection, Maintenance, and Servicing of all Dry Chemical Fire Extinguishing Systems according to the current Statewide Fire Prevention Code adopted by the Commonwealth of Virginia and in accordance with NFPA 17 or the latest safety standards and meet or exceed these specifications and shall include but not be limited to the following scope of work:

The service technician who performs maintenance on an extinguishing system shall be trained and shall have passed a written or online test. The service technician shall possess a certification document confirming the requirements issued by the manufacturer or testing organization. A service technician that has the applicable manufacturer's design, installation, and maintenance manual and service bulletins shall service the dry chemical fire-extinguishing system at intervals no more than 6 months apart.

All dry chemical extinguishing systems shall be inspected in accordance with the owner's manual and maintained and recharged in accordance with the manufacturer's design, installation, and maintenance manual and service bulletins.

At least semiannually and after any system activation, maintenance shall be conducted in accordance with the manufacturer's design, installation, maintenance manual and service bulletins. As a minimum, inspection shall include verification of the following:

- The extinguishing system is in its proper location.
- The manual actuators are unobstructed.
- The tamper indicators and seals are intact.
- The maintenance tag or certificate is in place.
- The system shows no physical damage or condition that might prevent operation.

- The pressure gauge(s), if provided, is inspected physically or electrically to ensure it is in the operable range.
- The nozzle blow-off caps, where provided, are intact and undamaged.
- Neither the protected equipment nor the hazard has been replaced, modified, or relocated.
- An examination of all detectors, expellant gas container(s), agent container(s), releasing devices, piping, hose assemblies, nozzles, signals, and all auxiliary equipment.
- Verification that the agent distribution piping is not obstructed.
- Examination of the dry chemical (If there is evidence of caking, the dry chemical shall be discarded and the system shall be recharged in accordance with the manufacturer's instructions) Dry chemical in stored pressure systems shall not require semi-annual examination but shall be examined at least every 6 years.

All dry chemical systems shall be tested, which shall include the operation of the detection system, signals, and releasing devices, including manual stations and other associated equipment. Pressure regulators shall be operationally checked at least annually to ensure they meet the equipment manufacturer's recommended static outlet pressure and minimum flow rate tolerances. Fixed temperature-sensing elements of the fusible metal alloy type shall be replaced at least semiannually from the date of installation. The year of manufacture and the date of installation of the fixed temperature-sensing element shall be marked on the system inspection tag.

Where the maintenance of the system(s) reveals defective parts that could cause an impairment or failure of proper operation of the system(s), the defective parts shall be replaced or repaired in accordance with the manufacturer's instructions. If any deficiencies are found, appropriate corrective action shall be taken immediately.

Each dry chemical system shall have a tag or label indicating the month and year the maintenance is performed and identifying the person performing the service; only the current tag or label shall remain in place. The tag shall be signed or initialed by the installer.

The following parts of dry chemical extinguishing systems shall be subjected to a hydrostatic pressure test at intervals not exceeding 12 years:

- Dry chemical containers
- Auxiliary pressure containers
- Hose assemblies

The maintenance report, including any recommendations, shall be filed with Longwood's Department of Environmental Health and Safety within 5 days of completion of the inspection.

E. FIRE DAMPERS

- The Contractor shall furnish all labor, equipment, tools, parts, materials, and supervision as necessary to complete the Inspection, Maintenance, and Servicing of all fire dampers, radiation dampers, and combination fire and smoke dampers according to the current Statewide Fire Prevention Code adopted by the Commonwealth of Virginia and in accordance with NFPA 80, 90a, 92, 105, or the latest safety standards and meet or exceed these specifications and shall include but not be limited to the following scope of work:

The service technician shall possess a certification document confirming the requirements issued by the manufacturer or testing organization. The system shall be tested by persons who are thoroughly knowledgeable in the operation, testing, and maintenance of these systems. A service technician that has the applicable manufacturer's design, installation, and maintenance manual and service bulletins shall test and inspect the fire dampers at intervals of one year after installation and every 4 years thereafter.

An inspection of fire dampers shall be conducted in accordance with the system designer's requirements and project specifications and shall include the following conditions, where applicable:

- All tests shall be completed in a safe manner by personnel wearing personal protective equipment.
- Full unobstructed access to the fire or combination fire/smoke damper shall be verified and corrected as required.
- If the damper is equipped with a fusible link, the link shall be removed for testing to ensure full closure and lock-in-place if so equipped.
- The test shall be conducted with normal HVAC airflow.
- The operational test of the damper shall verify that there is no damper interference due to rusted, bent, misaligned, or damaged frame or blades, or defective hinges or other moving parts.
- The damper frame shall not be penetrated by any foreign objects that would affect fire damper operations.
- The damper shall not be blocked from closure in any way.
- The fusible link shall be reinstalled after testing is complete.
- If the link is damaged or painted, it shall be replaced with a link of the same size, temperature, and load rating.
- Reports of changes in airflow or noise from the duct system shall be investigated to verify that they are not related to damper operation.
- All exposed moving parts of the damper shall be dry lubricated as required by the manufacturer.
- If the damper is not operable, repairs shall begin without delay.
- Following any repairs, the damper shall be tested for operation.
- Smoke damper actuation shall be initiated at a time interval recommended by the actuator manufacturer.
- A smoke damper access panel shall be labeled with the words "Smoke Damper" in letters not less than 1/2 inch (13 mm) in height.

All inspections and testing shall be documented, indicating the location of the fire damper, date(s) of inspection, name of inspector, and deficiencies discovered. The documentation shall have a space to indicate when and how the deficiencies were corrected. All inspections and testing shall be documented, indicating the location of the ceiling radiation damper, fire damper, or combination fire/smoke damper, date of inspection, name of inspector, and deficiencies discovered. The documentation shall have a space to indicate when and how the deficiencies were corrected.

F. HALON 1301 FIRE EXTINGUISHING SYSTEMS

The Contractor shall furnish all labor, equipment, tools, parts, materials, and supervision as necessary to complete the Inspection, Maintenance, and Servicing of all Halon 1301 Chemical Fire Extinguishing Systems according to the current Statewide Fire Prevention Code adopted by the Commonwealth of Virginia and in accordance with NFPA 12a or the latest safety standards

and meet or exceed these specifications and shall include but not be limited to the following scope of work:

The service technician who performs maintenance on an extinguishing system shall be trained and competent. All persons who could be expected to inspect, test, maintain, operate, or decommission and remove fire extinguishing systems shall be thoroughly trained and kept thoroughly trained in the functions they are expected to perform. The service technician shall possess a certification document confirming the requirements issued by the manufacturer or testing organization. A service technician that has the applicable manufacturer's design, installation, and maintenance manual and service bulletins shall service the Halon 1301 fire-extinguishing system at intervals no more than 6 months apart.

All Halon 1301 chemical extinguishing systems shall be inspected in accordance with the owner's manual and maintained and recharged in accordance with the manufacturer's design, installation, and maintenance manual and service bulletins.

At least semiannually, maintenance shall be conducted in accordance with the manufacturer's design, installation, maintenance manual and service bulletins. As a minimum, inspection shall include verification of the following:

- At least every 6 months the halon-protected enclosure shall be thoroughly inspected to determine if penetrations or other changes have occurred that could adversely affect halon leakage.
- Where the inspection indicates that conditions exist that could result in inability to maintain the halon concentration, they shall be corrected. If uncertainty still exists, the enclosures shall be retested for integrity.
- Any penetrations made through the halon-protected enclosure shall be sealed immediately. The method of sealing shall restore the original fire resistance rating and tightness of the enclosure
- The agent quantity and pressure of refillable containers shall be checked. If a container shows a loss in net weight of more than 5 percent or a loss in pressure (adjusted for temperature) of more than 10 percent, it shall be refilled or replaced. When the amount of agent in the container is determined by special measuring devices in lieu of weighing, these devices shall be listed.
- All halon removed from refillable containers during service or maintenance procedures shall be collected for recycling.
- Factory-charged nonrefillable containers that do not have a means of pressure indication shall be weighed at least semiannually. If a container shows a loss in net weight of more than 5 percent, it shall be replaced. All factory-charged nonrefillable containers removed from useful service shall be returned for recycling of the agent.
- The weight and pressure of the container shall be recorded on a tag attached to the container.
- Cylinders continuously in service without discharging shall be given a complete external visual inspection every 5 years, in accordance with Compressed Gas Association pamphlet C-6, Section 3, except that the cylinders need not be emptied or stamped while under pressure.
- Where external visual inspection indicates that the container has been damaged, additional strength tests shall be required.
- Before recharging a container, a visual inspection of its interior shall be performed.
- All system hoses shall be examined annually for damage. If visual examination shows any deficiency, the hose shall be immediately replaced or tested.
- All hoses shall be tested every 5 years.
- System functional operational test shall include but not limited to the following:

- ❖ Operate detection initiating circuit(s). All alarm functions shall occur according to the design specification.
- ❖ Operate the necessary circuit(s) to initiate halon release.
- ❖ Operate manual release. Verify that manual release functions occur according to design specifications.
- ❖ If supplied, operate abort switch circuit. Verify that abort functions occur according to this standard (see NFPA 12a, 4.3.5.3). Confirm that visual and audible supervisory signals are received at the control panel.
- ❖ All automatic valves shall be tested unless testing the valve will release halon or damage the valve (destructive testing).
- ❖ Where required, pneumatic equipment shall be checked for integrity to ensure proper operation.

Where the maintenance of the system(s) reveals defective parts that could cause an impairment or failure of proper operation of the system(s), the defective parts shall be replaced or repaired in accordance with the manufacturer's instructions. If any deficiencies are found, appropriate corrective action shall be taken immediately.

Each Halon 1301 chemical system shall have a tag or label indicating the month and year the maintenance is performed and identifying the person performing the service. The tag shall be signed or initialed by the installer.

G. ON-CALL SERVICE

1. The Contractor shall provide routine "on-call" service for non-emergency service calls.
2. The Contractor shall visit the site within two (2) working days of notification from Longwood.
3. If the issue exceeds repair thresholds in Section I, the Contractor shall provide Longwood a written estimate within three (3) working days of the visit.

H. EMERGENCY REPAIRS

1. The Contractor shall be available for 24 hour emergency service, seven days per week
2. In the event of a system failure at any time, the Contractor shall provide emergency "on-call" repair service within two (2) hours of receiving a call.
3. If the issue exceeds repair thresholds in Section I, the Contractor shall provide Longwood a written estimate within 48 hours of the visit.

I. REPAIR SERVICE

1. All equipment repairs shall be performed on site whenever possible. Off-site repairs must be approved in advance by Longwood.
2. Repair of deficiencies observed during inspections less than an aggregate cost of \$5,000 may be verbally approved by Longwood's Department of Environmental Health & Safety. The Contractor must provide a time and materials invoice within five (5) working days of completion of the work.
3. For work exceeding an aggregate of \$5,000, the Contractor shall prepare and submit to Longwood a written estimate of cost required to perform the work. The work may be performed only with Longwood's written authorization via an eVA Purchase Order.

NO WORK IS TO BE UNDERTAKEN BY THE CONTRACTOR UNTIL AN eVA PURCHASE ORDER HAS BEEN RECEIVED.

4. All invoices and written estimates shall be based upon rates in Section V. PRICING SCHEDULE as appropriate. The document must show description of major items, the labor hours, and materials needed with line item costs and total cost. Estimates shall show the expected date for commencement of work after receipt of eVA Purchase Order. Upon authorization, actual repair work shall not exceed the Contractor's estimate by 10% without Longwood's prior written approval.
5. Longwood reserves the right to make or obtain other repair estimates in order to comply with the Commonwealth's policy regarding price reasonableness. If the Contractor's original estimate is not considered fair and reasonable, they may be asked to review the estimate and re-submit.
6. Longwood reserves the right to obtain the repairs from another source.
7. All work shall be completed within the time set forth in the eVA Purchase Order.
8. Contractor shall perform no work which would result in exceeding the dollar limitation of the eVA Purchase Order without first having written or verbal approval from Longwood.
9. Damages to Longwood property caused by the Contractor's negligence or malfeasance shall be repaired at no cost to Longwood.

J. CONTRACTOR EMPLOYEES

1. **Uniforms/Identification:** All Contractor personnel performing service under this contract shall wear appropriate uniform apparel at all times while on Longwood grounds. The uniform shall be in accordance with standard industry uniforms, including: Company insignia and Employee name patch. Uniforms shall be provided by the Contractor at no cost to Longwood. All contractor personnel shall carry their Longwood Identification Badge during work on campus.
2. **Safety and Protection:** The Contractor shall be solely and completely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work of this contract and be in compliance with all applicable rules and regulations of agencies such as OSHA. The Contractor shall take all necessary protection to prevent injury to all employees on the work site and other persons including, but not limited to, the general public who may be affected thereby. Working in confined spaces may be required during services performed on this contract. Contractor's employees shall be properly certified for performing this type of work or supervising this type of work.
3. **Employee Conduct:** The supervisor shall be responsible for the conduct and performance of the Contractor's employees, in addition to being in compliance with the following rules:
 - a. Contractor's employees appearing to be under the influence of alcohol or drugs shall not be permitted on Longwood's premises.
 - b. No loud, boisterous or rude conduct shall be permitted.

- c. Contractor's employees shall not use or tamper with office machines nor use Longwood telephones at any time.
- d. No Smoking inside buildings. Smoking is allowed outdoors in designated areas only.
- e. No personal radios or other portable music sources, nor the use of residence hall televisions shall be permitted.
- f. No Unauthorized Personnel: The Contractor's employees are not to be accompanied in their work areas or on the premises by acquaintances, family members, or any other person unless said person is an authorized Contractor employee performing work under the contract.

K. TRAINING

The Contractor shall provide training and information to Longwood's Department of Environmental Health & Safety on alterations, changes, operation, function of the system(s), including any and all installed maintenance parts. Services manuals shall be provided for any installed parts.

L. COORDINATION OF INSPECTIONS

Work shall be coordinated with Longwood's Department of Environmental Health and Safety. The Contractor shall report to Longwood Police at the beginning and at the end of each work day to check in for credentials. The Contractor shall also be required to provide Longwood with access to the Contractor's technician via mobile radio, telephone, pager, or other means as approved by Longwood.

- IV. PRE-BID CONFERENCE - OPTIONAL:** An optional pre-bid conference and site visit will be held at 3:00 p.m. Local Time on May 2, 2017 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/ifbrfp/reviewwifb.asp>, click on bid number [LU214-17-020](#) and the University's Public Posting Board at Bristow Hall, Corner of Main and Redford Streets, Farmville, VA.

V. PRICING SCHEDULE

BIDDER SHALL COMPLETE THIS SECTION. Failure to complete any of the hourly rates listed below, will result in a bid being deemed non-responsive and cause for rejection of the bid.

The bidder agrees to furnish the services in compliance with Section III, **SCOPE OF WORK/DESCRIPTION OF ITEMS (SPECIFICATIONS)** under the General Terms and Conditions and Special Terms and Conditions contained herein at the following rates:

PREVENTATIVE MAINTENANCE

FIRE PROTECTION SYSTEM INSPECTIONS AND TESTS (including Water Hood Suppression Systems)

Main Campus Buildings (annual rate)

ARC Residence Hall	\$_____
Bedford Hall	\$_____
Blackwell/Maugans Hall	\$_____
Brock Commons (Subgrade Garage)	\$_____
Chichester Science Center	\$_____
Communication Studies and Theatre	\$_____
Cox Residence Hall	\$_____
Coyner Connector to Hiner	\$_____
Curry Residence Hall	\$_____
Dorrill Dining Hall	\$_____
Frazer Residence Hall	\$_____
French	\$_____
Graham Hall	\$_____
Grainger Hall	\$_____
Greenwood Library	\$_____
Health and Fitness Center	\$_____
Hiner Hall	\$_____
Hull Education Center	\$_____
Jarman Hall	\$_____
Lancaster Hall	\$_____

Lancer Park	\$ _____
Longwood Center for the Visual Arts (LCVA)	\$ _____
Longwood Landings	\$ _____
Longwood Village	\$ _____
Lumber Yard – 213 Fourth Street	\$ _____
Moton Museum	\$ _____
New Heating Plant	\$ _____
Register Residence Hall	\$ _____
Ruffner Hall	\$ _____
Sharp Residence Hall	\$ _____
South Ruffner	\$ _____
South Tabb (unoccupied)	\$ _____
Stevens/McCorkle/Jeffers Halls	\$ _____
Stubbs Residence Hall	\$ _____
Tabb Hall	\$ _____
Wheeler Residence Hall	\$ _____
Willett Hall	\$ _____
Wygall Hall	\$ _____

LUMP SUM TOTAL FOR ALL BUILDINGS \$ _____

FIRE DAMPERS (rate per damper) \$ _____

Other FIRE EXTINGUISHING SYSTEMS (annual rate)

Sum of semi-annual inspections for the number of
systems indicated below:

Dry Chemical – 3 systems \$ _____

Halon 1301 – 1 system \$ _____

ANNUAL CARBON DIOXIDE INSPECTION – HEAT PLANT \$ _____

Note: Each of the Heating Plant silos will need to be empty for proper inspection, thus, separate inspection dates will need to be coordinated. A lift is required and a confined space entry team is also required.

PREVENTIVE MAINTENANCE

3 Year Sprinkler Inspection Rate Per System \$ _____

5 Year Sprinkler Inspection Rate Per System \$ _____

10 Year Sprinkler Inspection Rate Per System \$ _____

12 Year Chemical Extinguishing System
Hydrostatic Pressure Test \$ _____

LABOR RATES

Supervisor/Technician Hourly Non-Emergency Rate: \$ _____

Emergency Rate: \$ _____

Assistant/Helper Hourly Non-Emergency Rate: \$ _____

Emergency Rate: \$ _____

Discount off list price of parts used in Corrective Maintenance: _____ %

Prices shall remain fixed throughout the term of the contract, unless an increase is requested and pre-approved, in writing, by Longwood University, prior to being placed in effect (reference Special Terms and Conditions 5). Submission of invoices with unauthorized price increases, or unauthorized substitutions, will not be honored, and may be cause for contract termination.

As this is a cooperative contract that other entities may use, if your company or other locations of your company, wish to provide the same services in other geographic locations within the Commonwealth, please refer to the VASCUPP Zone Map, included as an attachment to this IFB, and provide a separate PRICING SCHEDULE for the zones you want to service.

VI. 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 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.
4. **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 to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or 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 Longwood 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. 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 Longwood University. Longwood 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 Longwood 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. Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

5. **eVA ORDERS AND CONTRACTS:** The solicitation/contract will result in multiple purchase order(s) 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. Contractors should email Catalog or Index Page information to eVA-catalog-manager@dgs.virginia.gov.

6. **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.
7. **BID ACCEPTANCE PERIOD:** Any bid in response to this solicitation shall be valid for sixty (60) days. At the end of the 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. **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.
- Contractor Name: _____
- License # _____ Type _____
- Subcontractor Name: _____
- License # _____ Type _____
10. **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.

11. **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.
12. **IDENTIFICATION OF BID/PROPOSAL 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: _____	_____	_____
Name of Bidder	Due Date	Time
_____	_____	
Street or Box Number	IFB No.	
_____	_____	
City, State Zip Code	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

13. **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.
14. **MATERIAL SAFETY DATA SHEETS:** Material Safety Data Sheets and descriptive literature shall be provided with the bid for each chemical and/or compound offered. Failure on the part of the bidder to submit such data sheets may be cause for declaring the bid as nonresponsive.

15. **SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:**

- A. It is the goal of the Commonwealth that 42% of its purchases be made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All bidders are required to submit a Small Business Subcontracting Plan. Unless the bidder is registered as a DSBSD-certified small business and where it is not practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to DSBSD-certified small businesses. This shall include DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification. No bidder or subcontractor shall be considered a small business unless certified as such by the Department of Small Business and Supplier Diversity (DSBSD) by the due date for receipt of bids or proposals. If small business subcontractors are used, the prime contractor agrees to report the use of small business subcontractors by providing the purchasing office at a minimum the following information: name of small business with the DSBSD certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product/service provided.
- B. Each prime contractor who wins an award in which a small business subcontracting plan is a condition of the award, shall deliver to the contracting agency or institution on a quarterly basis, evidence of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the small business subcontracting plan. Upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm with the DSBSD certification number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product or service provided. Payment(s) may be withheld until compliance with the plan is received and confirmed by the agency or institution. The agency or institution reserves the right to pursue other appropriate remedies for non-compliance to include, but not be limited to, termination for default.
- C. Each prime contractor who wins an award valued over \$200,000 shall deliver to the contracting agency or institution on a quarterly basis, information on use of subcontractors that are not DSBSD-certified small businesses. Upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, total dollar amount subcontracted, and type of product or service provided.

16. **OPTIONAL PREBID CONFERENCE:** An optional prebid conference will be held at 3:00 p.m. on May 2, 2017 at Longwood University in 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.

17. **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.
18. **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, telephone number and email address. A Vendor Data Sheet is included as an attachment to IFB to provide this information.
19. **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.
20. **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. A copy of this warranty should be furnished with the bid/proposal.
21. **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.
22. **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.
23. **CONTINUITY OF SERVICES:**
 - a.) The Contractor recognizes that the services under this contract are vital to the Agency and must be continued without interruption and that, upon contract

expiration, a successor, either the Agency or another contractor, may continue them. The Contractor agrees:

- (i) To exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor;
- (ii) To make all Agency owned facilities, equipment, and data available to any successor at an appropriate time prior to the expiration of the contract to facilitate transition to successor; and
- (iii) That the Agency Contracting Officer shall have final authority to resolve disputes related to the transition of the contract from the Contractor to its successor.

- b.) The Contractor shall, upon written notice from the Contract Officer, furnish phase-in/phase-out services for up to ninety (90) days after this contract expires and shall negotiate in good faith a plan with the successor to execute the phase-in/phase-out services. This plan shall be subject to the Contract Officer's approval.
- c.) The Contractor shall be reimbursed for all reasonable, pre-approved phase-in/phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract. All phase-in/phase-out work fees must be approved by the Contract Officer in writing prior to commencement of said work.

24. **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 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.

25. **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.

VII. ATTACHMENTS:

A – Written Pre-Bid Question Form

B – Vendor Data Sheet

C – List of Buildings to be Inspected

D – Small Business Subcontracting Plan

E – Quarterly SWaM Subcontractor Expenditure Reporting Form

VASCUPP Zone Map

Bid Evaluation Scenario

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 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 – LIST OF BUILDINGS TO BE INSPECTED

ARC Residence Hall 47,548 sq.ft. Reliable Model E, 4" Valve, OS&Y Main control valves with tamper switch, F.D. Siamese Connection, Conbraco double check valve assemble, inspectors test valves and all electrical controls. Four control valves in basement ceiling at North Stairwell, South Stairwell, and two at elevator.

Bedford Hall 26,242 sq.ft. 6" Wet System, Fire Pump 20 HP (Patterson), pony pump, (1) PIV, (1) FDC. Two 1 1/2 " Pre-action line.

Blackwell Hall 48,448 sq.ft. (1) Reliable, 6" alarm valve, with (1) OS&Y Main Control, 4" Shotgun riser, (1) Water Motor Gong. (1) F.D. Siamese Connection. Control valve in Riser Room, ITV in ceiling of Prince Edward Room and Women's Restroom 202.

Brock Commons (Subgrade Garage) 47,754 sq.ft. (3) Reliable Model D 4" dry pipe valves; Flooding Valve Co. Model TPF-2 preaction valve for elevator; (1) air compressor; (7) Suncor pressure switch; (6) tamper switch; (1) Fire Department connection; (1) post indicator valve; (4) inspector's test.

Chichester Science Center 71,804 sq.ft. Building fully sprinkled. Main line size 6" w/check valve Fire pump 20HP @1170rpm, 6"line w/6" check valve. Hubbell Fire Pump Controller and limited service fire pump controller M/N: LX-2500. (2) 2" deluge valves Viking M/N: E-1 also has (2) 4" wet riser lines serving the building. (2) Viking maintenance air compressors for the two deluge valves, Gast 12630 2LAF-49S-M223X. Viking Deluge Preaction control panel M/N: B-1. Exterior Building (1) two head fire pump test, (1) Auto sprinkler, Fire department connection two head. Heads: Viking Pendant 155 degree, Globe pendant GL5615.

Communication Studies and Theatre 41,983 sq.ft. Building fully sprinkled. 6" main line, Ames double check valve M/N: Colt 300, (1) 6" check valve Viking M/N:F-1, (2) 6"Reliable check valves, (3) 6" wet risers to building. Dry System: ~1-1/2" line, appears to serve elevator system. Reliable Model: H Prepak with electronics being PFC Series Fire Control Panel, small line compress ~1/6HP inside Prepak cabinet. Dry valves and check valves not listed inside Prepak cabinet. No fire pump in mech room for this building. (1) FDC. (1) PIV on SW side of building.

Coyner (including connector to Hiner) 18,300sq.ft./ 2" Pre Action System for Elevator Shaft.

Cox Residence Hall 44,888 sq.ft. Cox and Wheeler are very similar. Building fully sprinkled. Main outside line 6" down to 4" for fire protection. 4" wet line check valve, 4" Viking alarm valve M/N: J-1, 3" Viking alarm valve M/N: J-1. (7) gauges (4) B07, (2) B08, (1) 10SP.100.2008. 1-1/2" (Pre-action) line serves elevator, Deluge valve Viking M/N: F-1. Viking VFR400 Firecycle III Surefire Deluge & Preaction Panel, small line mounted air compressor General Air Products M/N: OL11016AC. (1) PIV, (1) FDC.

Curry Residence Hall 107,424 sq.ft. 6" Wet System, 40 H.P. Fire Pump, Pony Pump, 120 lb. Basement - 10 floors.

Dorrill Dining Hall 60,171 sq.ft. Building fully sprinkled. Main line enters by Police station side, back left corner. Building is fully covered with sprinklers. Main line 6" wet, check valve, 4" wet Rasco, 6" wet Reliable, 2-1/2" dry Reliable 2-1/2" water control valve single interlock type. (7) gauges (5) 4-07, (2) B-99; small line compressor. (1) FDC on Brock Commons. Heads: Rasco Pendant G SSPD, and G SSUPD. Ventmaster waterwash system.

Frazer Residence Hall 103,990 sq.ft. 6" Wet System, 40 H.P. Fire Pump, Pony Pump, 120 lb. Basement - 10 floors.

French 35,000 sq.ft. 6" OS&Y, FDC, Patterson Fire Pump, 750 gpm, 48.3 HP, 1.25" Jockey Pump 3/4 HP, 4" Shotgun Riser, Pre-action – 2" Reliable in Room 204D.

Graham Hall 12,843 sq.ft. 2" Wet System, No panel, one floor.

Grainger Hall 27,712 sq.ft. A.C. 6"X4" – 20HP fire pump; Grundfos 1HP pony pump; tamper switches; Victaulic Series 751 6" alarm check valve; Victaulic Series 758 2" Preaction system for elevator; Victaulic Series 756 4" dry pipe valve [located in attic]; Siemens alarm panel; air compressor; (1) Fire Department connection; (1) post indicator valve; (1) test header.

Greenwood Library 70,790 sq.ft. 6" Wet System, Firematic Model #L-1989. (1) FDC.

Health and Fitness Center 74,683 sq.ft. Building fully sprinkled. Sprinkler eq. located in both two locations. Upper Mech room has fire pump and main wet sprinkler system. Lower Sprinkler room off gym / basketball court has dry pipe system for elevator. Lower Sprinkler control room by gym basketball court. Preaction system all mechanical 1-1/2" line, Victaulic S/758 water control valve. Small wall mounted maintenance air compressor ~1/6 HP, General Air Products, M/N:G16AC812. Victaulic Series 728 system control ball valve; (2) Potter control / monitor points: PS10-1A (3) Gauges (2) 0-300lbs (1) 0-80>250lbs All dated 111.10SP.100.2006. Upper Mech Room: Has outside entrance only. 8" main line, Zurn Wilking 8" check valve (angled not typical linear check valve, looks like an upside down 'v'). (2) OS&Y control valves, Gem 6 model strainer, 6" line to fire pump. Fire Pump: w/Jockey Pump Firetrol Electronic Fire Pump Controller FTA1300-AM20B Fire Pump Transfer Switch FTA900-AL100B. ITV located in Room 314. FDC and PIV upper parking lot by South Main. Building fully sprinkled. (2) 4" wet lines out to the building.

Hiner Hall 36,869 sq.ft. 4" Wet System, three floors. Attic has 4" Dry Pipe Valve.

Hull Education Center 29,063 sq.ft. 4" Wet System, Double Check assembly, Model #2000SS Serial # 2KK0546. 2" Dry System in Room 132 Central Deluge 9648 Listed 1111R.

Jarman Hall 26,555 sq.ft. (1) "Automatic" Model 153. 6" & 4" alarm valve, with (1) OS&Y Main Control. (1) Water Motor Gong. (1) F.D. Siamese Connection. Inspectors test valve located at G03B, G13C, G01A, G14 and 202, (2) hand hose stations with hoses.

Lancaster Hall 45,671 sq.ft. 6" Wet System, Fire Pump 20 HP (Patterson), pony pump 120 pounds; 4" Dry System, Reliable Auto Model #D. 1 1/2" Dry System in Room 221, ITV outside in hallway, reliable auto Model #6719, Listed 104A.

Lancer Park Apartment Buildings 201-205 Domestic – Polybutylene.

Lancer Park Apartment Buildings(4) 96,100 sq.ft.: Total of four (4) Apartment buildings. Buildings fully sprinkled, ~1-1/2" CPVC wet line. 2" check valve. Small fire pump 3.0HP by Talco Fire Systems, flow switch. (4) FDC per building.

Lancer Park Commons 12,894 sq.ft. No Sprinkler system.

Lancer Park North & South 94,553 sq.ft. each / North and South Building, 4" Shotgun Riser, 2" Shotgun Riser in basement, FDC each, Butterfly valves in Room T23 and center stairwell. Commons Building – 2" Shotgun Riser and ITV at 103B.

Longwood Center for the Visual Arts (LCVA) 27,619 sq.ft. 4" Wet System, Reliable Valve. (1) FDC. Limited system.

Longwood Landings(4) (NE, NW, SE, SW) 38,211 sq.ft. per building. Total of four (4) buildings. Each Building fully sprinkled, 4" main wet line. (2) control valves (Not OS&Y), Victaulic 702series w/backflow. (1) 4" wet line riser, (1) 4" dry line riser Victaulic Dry Valve S/756, (2) monitor points, (1) medium air compressor ~1/2-2hp. Stand Pipe connection outside 2-head. (1) FDC per building. (ITV in SE ground floor lounge, SW in Sweet Frogs, NW in Credit Union, and NE in Bookstore).

Longwood Village Apartment Buildings(8) (by Sheetz) 125,670 sq.ft. Total of eight (8) buildings. Building fully sprinkled. 1-1/2" feed line feeds with (2) ball valves. Matts regulator 007M2 1-1/2" DC; Milwaukee valve BB-SCS Series. Potter flow switch VSR-SF, (1) gauge 0-200lbs. Feeds into 1-1/4" CPVC main water line. Heads: Rasco Pendant F1/Res. (1) FDCper building.

Longwood Village Clubhouse: 4" main wet line double check valve, Watts No 709, (2) OS&Y w/Tampers. (1) 4" Tyco Dry Pipe Valve M/N: DPV-1 w/ a 4" feed line. (2) Potter PS &/or flow switch. (2) gauges. Outside Auto Sprinkler – (1) FDC.

Lumber Yard (213 Fourth Street) 33,792 sq.ft. 6" OSY, Dry Valve, Star Model A-1, FDC.

New Heating Plant 10,896 sq. ft. Silo, Ansul Preferred CO2 system, 6-ton Part Number: 425899 also two FDC on exterior of silo building total of four (4) heads. Main Heating Plant: 8" main wet line (2) OS&Y with backflow. 8" OS&Y to Fire pump to Patterson pump to 8"backflow. 60HP Fire Pump, 3HP Jockey Pump 8" check valve. (2) wet risers (1) 4" Viking alarm Model: J-1, (1) 6" Viking alarm Model: J-1. FDC w/6" check valve also has (4) hose connections to exterior. Fire Pump control: FTA1350-AM60B; Fire Pump Transfer Switch: FTA900-AL100B. **Note:** Each of the Heating Plant silos will need to be empty for proper inspection, thus, separate inspection dates will need to be coordinated. A lift is required and a confined space entry team is also required.

Moton Museum 1 story, partial basement, 3900 square feet. Fully sprinkled with 66 sprinkler heads. Includes 2 1/2" hose connection. 25 HP, A-C Fire Pump System. Installed 2011. Digital addressable fire alarm system.

Register Residence Hall 4 story, 26420 square feet. Building fully sprinkled with 228 sprinkler heads. 6" main line. Class 1 standpipe system. Includes 2 1/2" hose connections. Siemens digital, addressable fire alarm system. Installed 2016

Ruffner Hall 80,926 sq.ft. Patterson 5"X5" – 60HP fire pump; Patterson 1" – 1.5HP pony pump; (3) OS&Y 6" valves; (1) 6" butterfly valve; (2) 4" risers – 5 floor lines; (3) 2" Victaulic preaction systems for elevator; flow switch, tamper switch and inspector test on each floor; (2) 2" Victaulic dry pipe valves; (1) 8: post indicator valve; (1) test header; (1) Fire Department connection.

Sharp Residence Hall 4 story, 26420 square feet. Building fully sprinkled with 228 sprinkler heads. 6" main line. Class 1 standpipe system. Includes 2 1/2" hose connections. Siemens digital, addressable fire alarm system. Installed 2016.

South Ruffner 16,040 sq.ft. (1) Viking model F-1 – 4" dry pipe valve; (2) pressure switch; (1) tamper switch; air compressor; aerator; (1) post indicator valve; (1) inspector test valve; (1) Fire Department connection; control panel.

South Tabb 9,817 sq.ft. (1) Grinnell Model E-2, Dry Pipe Valve, with (1) OS&Y Main control. (1) air compressor. (1) Water Motor Gong. (1) F.D. Siamese connection. (1) Inspector's test valves.

Stevens/McCorkle/Jeffers Hall 32,916 sq.ft. + 17,653 sq.ft. No sprinkler coverage in these connected buildings.

Stubbs Residence Hall 54,000 sq.ft. 6" Viking Alarm Valve, J-1 Model, PIV, FDC, (3) Butterfly valves, backflow. Control valves located in stairwells, in ceiling 1st floor for elevator in Room 121 & 113, (3) Denlar Range Hoods Model 1030 with suppression.

Tabb Hall 38,019 sq.ft. A.C. 5"X5" – 25HP fire pump; 1 1/2" – 1HP pony pump; (3) OS&Y valves; (8) tamper switches; (1) test header; (1) Fire department connection. Wet System: Victaulic Series 751 4" alarm check valve; inspector's test; flow switch. Dry System [attic]: Victaulic Series 756 4" dry system check valve; inspector's test; air compressor; (2) pressure switch; (1) Fire Department connection; (2) post indicator valve.

Willett Hall 73,238 sq.ft. Flow switch and inspector test valve. Limited domestic system, 2 1/2" OS&Y located in Pool Room 110F and Housekeeping 100M, check valve and flow switch. Old style pendant heads with metal slug. ITV located in Rooms 119B and 110S.

Wheeler Residence Hall 45,978 sq.ft. Wheeler and Cox are very similar. Building fully sprinkled. Main outside line 6" down to 4" for fire protection. 4" wet line check valve, 4" alarm valve M/N: AV-1, 4" wet line and 1-1/2" (Pre-action) line, (Pre-action) valve TFP Water control valve DV-5 DY502FSGNP. Water gong TFP WMA-1 2006. (5) gauges 0-300lbs 2-styles (3) B-06, (1)-B-07 (1) 111.10SP.100.2006. FDC by street 4" line 2-head. No fire pump. Heads: Tyco Pendant TY2234, TY 3131, Sidewall Y1884. 3" Viking alarm valve M/N: J-1. (7) gauges (4) B07, (2) B08, (1) 10SP.100.2008. 1-1/2" (Pre-action) line serves elevator, Deluge valve Viking M/N: F-1. Viking VFR400 Firecycle III Surefire Deluge & Preaction Panel, small line mounted air compressor General Air Products M/N: OL11016AC. (1) PIV, (1) FDC.

Wygall Hall 24,961 sq.ft. Elevator has dry pipe system ~3 heads, 2 tos and 1 elevator eq. room. The main Wygal building does not have any sprinkler coverage. Elevator sprinkler eq. located on NW corner exterior of building. Wet line 1-1/2" to dry valve, Water control valve TFP DV515FSGNP, TFP 2" check valve, small line compressor Marathon 1/6HP M100GX, (3) gauges Tyco (B09) 0-300lbs. (1) FDC.

ATTACHMENT D – SMALL BUSINESS SUBCONTRACTING PLAN

Definitions

DSBSD: Department of Small Business and Supplier Diversity.

Small Business: “Small Business” means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. Note: This shall not exclude DSBSD-certified women- and minority-owned businesses when they have received DSBSD small business certification.

Women-Owned Business: Women-owned business means a business concern that is at least 51% owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, and both the management and daily business operations are controlled by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law.

Minority-Owned Business: Minority-owned business means a business concern that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

All small businesses must be certified by DSBSD by the due date of the solicitation to participate in the SWaM program. Certification applications are available through DSBSD online at www.dmbv.virginia.gov (Customer Service).

Offeror’s Name: _____

Preparer Name: _____ **Date:** _____

Instructions

A. If you are certified by DSBSD as a small business, complete only Section A of this form. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification.

B. If you are not a DSBSD-certified small business, complete Section B of this form. For the offeror to receive credit for the small business subcontracting plan evaluation criteria, the offeror shall identify the portions of the contract that will be subcontracted to DSBSD-certified small business in this section. Points will be assigned based on each offeror’s proposed subcontracting expenditures with DSBSD-certified small businesses for the initial contract period as indicated in Section B in relation to the offeror’s total price.

Section A

If your firm is certified by DSBSD, are you certified as a **(check only one below)**:

_____ Small Business
_____ Small and Women-owned Business
_____ Small and Minority-owned Business

Certification Number: _____
Certification Date: _____

Section B

Populate the table below to show your firm's plans for utilization of DSBSD-certified small businesses in the performance of this contract. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.

Plans for Utilization of DSBSD-Certified Small Businesses for this Procurement

Small Business Name & Address	Status if Small Business is also:	Contact Person, Telephone & Email	Type of Goods and/or Services	Planned Involvement During Initial Period of the Contract	Planned Contract Dollars During Initial Period of the Contract
DSBSD Certificate #	Women (W) Minority (M)				
Totals \$					

ATTACHMENT E – QUARTERLY SWaM SUBCONTRACTOR EXPENDITURE REPORTING FORM

THIS PAGE FOR REFERENCE ONLY – DO NOT COMPLETE FOR RFP#LU214-17-013 PROPOSALS

The subcontractor expenditure information provided on this form will be submitted in an electronic dashboard on behalf of Longwood University to the Virginia Department of Small Business and Supplier Diversity (DSBSD). Provide all information requested for actual expenditures for the monthly billing period.

Reporting Period: Fiscal Year _____ Quarter Ended _____

Prime Contractor Information: Complete one form for each Prime Contractor

Company Name:	_____	Company Contact:	_____
Company Address:	_____	Company Tax ID:	_____
	_____	LU Contract/Project ID	_____

Subcontracting Expenditures: The amount paid by prime contractors to DSBSD-certified SWaM business for work directly traceable to the fulfillment of a contract or project with Longwood University.

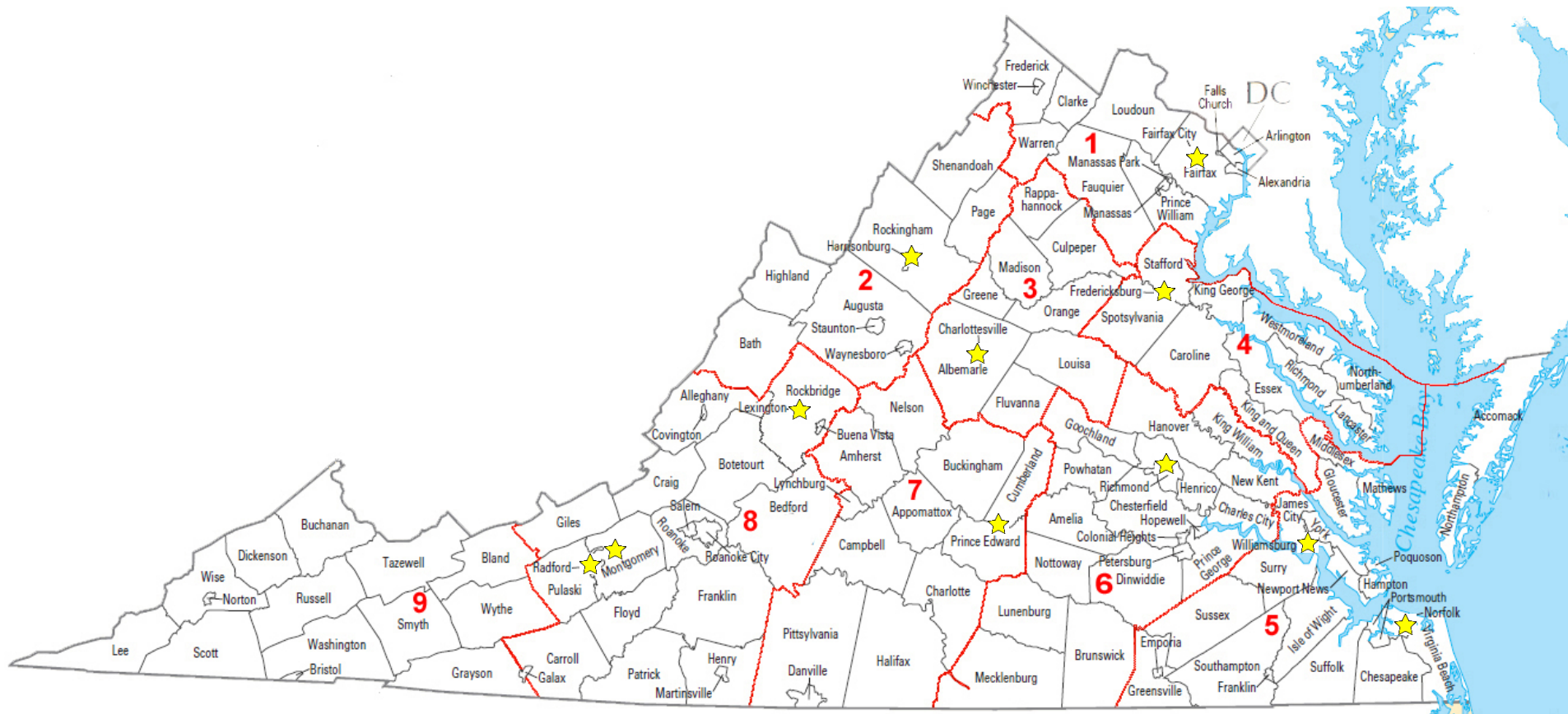
Subcontractor Name	Subcontractor Tax ID	Category * (MB/WB/SB)	Subcontractor Dollar Amount	DSBSD Certification Number

* Category: (MB) Minority Business, (WB) Women-owned Business, (SB) Small Business.
(Attach additional pages if necessary)

Summary of Expenditures by SWaM Category

Total Subcontracting Amount with Minority Businesses (MB)	Total Subcontracting Amount with Women-owned Business (W)	Total Subcontracting Amount with Small Business (SB)

Submitted by:	_____	Name:	_____
Title:	_____	Signature	_____
Telephone:	_____	Title	_____



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

List of member institutions by zones

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

BID EVALUATION SCENARIO

Bids shall be evaluated on the basis of the Pricing Schedule in Section V. The low bidder(s) shall be determined by the total billing for the hypothetical scenario billing below.

BIDDER SHALL FILL IN THE BLANKS BELOW

<u>Description</u>	<u>Cost</u>
Annual cost of fire protection system inspections and tests (including Water Hood Suppression Systems) for all main campus buildings	\$ _____
Annual Inspection of 200 dampers @ \$ _____ per damper	\$ _____
Annual cost of three (3) dry chemical systems	\$ _____
Annual cost of one (1) Halon1301 system	\$ _____
Annual cost of carbon dioxide inspection at Heat Plant	\$ _____
One (1) 3-Year Sprinkler Inspection of one (1) system	\$ _____
One (1) 5-Year Sprinkler Inspection of one (1) system	\$ _____
One (1) 10-Year Sprinkler Inspection of one (1) system	\$ _____
One (1) 12-Year Chemical Extinguishing System Hydrostatic Pressure Test of one (1) system	\$ _____

<u>Labor Category</u>	<u>Hourly Labor Rate</u>	<u>Quantity</u>	
Supervisor/Technician One (1) Non-Emergency call	\$ _____	8	\$ _____
Supervisor/Technician One (1) Emergency call	\$ _____	6	\$ _____
Assistant/Helper One (1) Non-Emergency	\$ _____	8	\$ _____
Assistant/Helper One (1) Emergency call	\$ _____	6	\$ _____
Materials used in corrective maintenance _____ \$818.67 (list) _____			
Less discount of _____ % off list = \$ _____			

TOTAL SCENARIO BILLING \$ _____

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	
Baseball Field (Buddy Bolding Stadium)	44
Bedford Hall	36
Art	
Bedford Auditorium	
Maugans Alumni Center	11
Alumni, Career Center	
Blackwell Hall, Prince Edward & Virginia Rooms	
Institutional Advancement	
Bristow Hall	27
Physical Plant Operations/Materiel 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	53

Dorrill Dining Hall	28
Campus Police & Public Safety Information	
Financial Aid	13
First Avenue Field	32
French Hall	6
Information Technology	
Assessment & Institutional Research	
Graham Hall	24
Disability Support Services	
Parking	
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	
Student Health	
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	
Financial Aid	
Human Resources	
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	
Golf Course	
Longwood House	
Longwood Landings	5
Barnes & Noble Campus Bookstore	
Residence Hall	
Nursing	19
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	42
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	48
Willett Hall	38
Lancer Gymnasium & Pool	
Health, Athletic Training, Recreation & Kinesiology (Temporary Location)	52
Wygall Hall	35
Music	
Molnar Recital Hall	

On-Campus Residence Halls

ARC Residence Hall	33
Cox Residence Hall	18
Curry Residence Hall	40
Frazier 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	5
Longwood Village	(off-map: Clark St.)

