



**MATERIEL MANAGEMENT & PURCHASING
201 HIGH STREET
EASON HALL, ROOM 215B
FARMVILLE, VIRGINIA 23909**

INVITATION FOR BIDS

#LU214-24-007

**TERM CONTRACT FOR
FIRE EXTINGUISHER INSPECTION & SERVICES**

November 6, 2023



LONGWOOD UNIVERSITY IS A PROUD MEMBER OF VASCUPP
This procurement is being conducted by Longwood University on behalf of all VASCUPP members.
(See Section VI. VASCUPP ZONE MAP on Page | 9)

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

Issue Date: November 6, 2023
Title: Term Contract for Fire Extinguisher Inspection & Services

IFB#LU214-23-007
Commodity Code: 93634

Issuing Agency: COMMONWEALTH OF VIRGINIA
Longwood University
Materiel Management & Purchasing
201 High Street, Eason Hall, Room 215B
Farmville, Virginia 23909

OPTIONAL PRE-BID CONFERENCE:
2:00 p.m. November 15, 2023
Eason Hall, Room 223
Longwood University
Farmville, Virginia

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

Period of Contract: From January 15, 2024 through January 14, 2025. Optional Four (4) Successive One (1) Year Renewals.

Sealed Bids Will Be Received Until: December 7, 2023 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 Eason Hall, Room 223. **Bids shall be date/time stamped upon receipt by the University.**

All Inquiries For Information Should Be Directed To: Ryan A. Ferebee, Director of Materiel Management & Purchasing 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 November 28, 2023. No questions will be accepted after the due date/time.**

BIDS SHALL BE MAILED OR HAND DELIVERED DIRECTLY TO THE ABOVE ISSUING AGENCY. Note: If you use an express service, they may say Farmville/Longwood is a next day delivery location from your location; bidder should ensure the service guarantees desktop delivery by 2:00 p.m. before using this delivery method.

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

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

eVA Member [] Yes [] No
eVA Vendor ID#: _____
eVA registration information is on page 6 of the General Terms and Conditions.

Check all that apply: Small Business [] Micro []
Minority-Owned [] Woman-Owned []
DSBSD Certificate No. _____
Expiration Date ____/____/____

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

NAME AND ADDRESS OF FIRM:

Date: _____

By: _____
(Signature in Ink)

_____ Zip _____

Name: _____
(Please Print)

E-mail: _____

Title: _____

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

Fax: (____) ____ - ____
(Toll Free if available)

Addendums: Any changes resulting from the University's requirements will be issued in an addendum and will be posted on the eVA website at <http://www.eVA.virginia.gov>, the Longwood University Materiel Management & Purchasing website at <http://tkts.longwood.edu/ListIFB.aspx>; click on View This IFB next to Bid Number **LU214-24-007** and their Public Posting Board on the southeast end wall of Dorrill Dining Hall on Redford Street.

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

OPTIONAL PREBID CONFERENCE: An optional prebid conference will be held at 2:00 p.m. on November 15, 2023 in Eason Hall, Room 223 at Longwood University, Farmville, VA 23909. The purpose of this conference is to allow potential bidders an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

While attendance at this conference will not be a prerequisite to submitting a bid, bidders who intend to submit a bid are encouraged to attend. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

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

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

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

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I. PURPOSE:

The intent and purpose of this Invitation for Bids (IFB) is to establish a contract with one or more qualified contractors for furnishing inspection services for approximately 1,051 fire extinguishers on the main campus and numerous off campus locations 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://www.longwood.edu/media/materiel-management/public-site/LU-GENERAL-TERMS-AND-CONDITION-7-1-2022.pdf>
- D. Data Protection Addendum: http://www.longwood.edu/media/materiel-management/public-site/LUDataProtectionAddendum_effec_09072021.pdf

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

- A. The bidder shall provide service to approximately 1,051 fire extinguishers located in various buildings at Longwood University. This includes vehicle-mounted extinguishers, which will be removed from the vehicle for inspection/servicing. It will be the successful contractor's responsibility to contact the Contract Administrator for service on an on-going basis.

The extinguishers currently in use are:

- 1,032 multi-purpose, ammonium phosphate Class ABC, sizes from 2-½# to 20#;
- 19 Class K, CO2 and clean agent.

These fire extinguishers include such brands as Badger, Buckeye, Kidde, Amerex, Sentry and Ansul. These numbers are approximate. Longwood University reserves the right to add/delete or change the types, classes, sizes, and number of extinguishers.

- B. 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.
- C. All inspections, maintenance, and repairs shall be performed by properly trained, experienced and competent technicians.
- D. Inspection, service, and maintenance shall be required on an ongoing basis, with inspections, annual, services, and hydrostatic tests conducted under the guide of the latest accepted versions of NFPA # 10 (Portable Fire Extinguishers), OSHA, EPA, the Statewide Fire Prevention Code or any other State and Local regulations at all times. Contractor shall supply the University with a comprehensive list of (1) serial numbers, (2) size and number, (3) location of extinguishers (existing), (4) class code, and shall provide a copy to the Contract Administrator within 14 days after such work is complete on a generally accepted format such as MS Excel.
- E. Documentation of contractor's employee credentialing including background check status on each contractor's employee shall be provided to Longwood prior to that individual performing

work.

- F. Longwood identification and access badges shall be purchased by the contractor. The identification badge will be kept by the contractor. This identification badge will give access to a key box to get keys for campus access. The key box is located in Bristow Hall. Badges shall be worn by each employee whenever working at Longwood.
- G. Contractor and/or his employees shall sign in and sign out at the Police Department when performing services at Longwood. Keys can be signed out when checking in and **must be returned each day** when checking out.
- H. Service guidelines:
 - 1. The Contractor shall provide on-site monthly and annual inspections at the site where they are located. Monthly inspections shall include general visual check of condition of extinguishers and compliance to NFPA Code 10 (such as proper mounting location, access, dates of inspections. etc.) Scheduling of monthly inspections by the Contractor shall be coordinated with the Contract Administrator.
Note that monthly inspections for extinguishers inside of student residences (approximately 400 extinguishers) are done by University representatives. The annual, and periodic service inspections are under this contract.
 - 2. The fire extinguisher maintenance and periodic services shall include recharging and leak testing the extinguishers used, and repairs/replacement of parts, such as pins, seals, gaskets, hoses, and gauges, handles, etc. as required.
 - 3. If the fire extinguisher requires hydrostatic testing, the Contractor shall provide an equally approved replacement at that location until the University's extinguisher is replaced. All hydrostatic testing shall follow the guidelines established by NFPA 10 and the manufacturer. All test equipment shall meet the conditions to complete this test. Proof that the equipment has been calibrated and/or certified must be available upon request.
 - 4. If Agency requests, Contractor shall provide written estimate of costs prior to provision of maintenance/repairs.
 - 5. The Contractor shall provide, apply, and mark all required tags in accordance with NFPA.
 - 6. Upon determination that extinguisher is beyond repair, cannot pass inspection, is deemed unsafe, and is condemned; the Contractor shall return the unit to the Contract Administrator. The Agency will be responsible for disposal of same.
 - 7. Maintenance decals must be imprinted with contractor's name, address, area code and phone number, and affixed to extinguisher per NFPA 10.
- I. All repair parts used will meet or exceed specifications listed by the manufacturer of the unit being serviced. Replacement parts shall be invoiced at Contractor's cost. Agency reserves the right to request verification of Contractor's cost of any replacement parts provided. A parts price list shall be provided to Agency if requested.
- J. Contractor shall respond to request for service within two (2) business days from time call is placed by the Contract Administrator. Extinguishers removed from University's site for service

shall be returned within two (2) business days from time of pick-up unless approval from the Contract Administrator directs otherwise.

- K. Contractor shall provide on-site services, pickups, and returns of extinguishers from 8:15 a.m. and 5:00 p.m. Monday through Friday, holidays excluded. Strict adherence may be needed based on other events occurring on campus.
- L. The Contractor and/or his employees who perform the monthly inspections and annual maintenance or any other on-site services that would require access to the Campus buildings, shall be identifiable at all times as contractor's representative by uniform or shirt with company logo/emblem. Contractor shall give a 48 hour notice before coming to campus.
- M. All services provided under this contract shall be fully guaranteed against defects in material and workmanship for a period of not less than sixty (60) days following date of completion of work.
- N. Contractor shall abide by any procedural changes as needed or requested by Agency.
- O. The Contract Administrator will not accompany contractor while conducting the Monthly Inspections of all fire extinguishers located throughout the main campus of Longwood University or off campus housing.
- P. Contractor shall assign a coordinator to review all billings to assure complete and accurate information and to act as contact person to the Agency.
- Q. The Contractor providing the maintenance shall be certified according the NFPA 10. A copy of this certification shall be submitted with this bid.
- R. The Contractor shall repair, replace, or reimburse Longwood University for any equipment, furniture, fixtures, facilities, or property damaged during their performance of their work. All restitution shall be to Longwood University approval.

IV. PRE-BID CONFERENCE - OPTIONAL: An optional pre-bid conference and site visit will be held at 2:00 p.m. Local Time on November 15, 2023 in Eason Hall, Room 223, Longwood University, Farmville, VA. Any changes resulting from Longwood's requirements will be issued in an addendum and will be posted on the eVA website, <http://www.eVA.virginia.gov>, the Longwood University Materiel Management & Purchasing website, <http://tkts.longwood.edu/ListIFB.aspx>; click on View This IFB next to Bid Number **LU214-24-007** and their Public Posting Board on the southeast end wall of Dorrell Dining Hall on Redford Street, Farmville, VA.

V. PRICING SCHEDULE FOR ZONE 7 (LONGWOOD UNIVERSITY)

The Contractor agrees to furnish the services in compliance with Section III. SCOPE OF WORK/DESCRIPTION OF ITEMS (SPECIFICATIONS), GENERAL TERMS AND CONDITIONS and SPECIAL TERMS AND CONDITIONS contained herein at the following rates:

Part A: Five/Six Year Maintenance and Recharging Cost for each size extinguisher (New O-ring/gasket to be included in cost)

Type Extinguisher	Size Extinguisher	Recharging Cost (each)
ABC	2.5#	\$
ABC	5#	\$
ABC	10#	\$
CO2	10#	\$
CO2	15#	\$
Class K	2-½ gallon	\$
Class A (H2O)	2-½ gallon	\$
	SUB TOTAL PART A	\$

Part B: Hydrostatic Test Cost for each size extinguisher (to include recharge cost and O-ring/gasket)

For the purposes of submitting prices, bidder shall consider the extinguisher to be empty and include the price of product according to the size of the extinguisher.

Type Extinguisher	Size Extinguisher	Hydrostatic Test Cost (each)
ABC	2.5#	\$
ABC	5#	\$
ABC	10#	\$
CO2	10#	\$
CO2	15#	\$
Class K	2-½ gallon	\$
Class A (H2O)	2-½ gallon	\$
	SUB TOTAL PART B	\$

Part C: Inspection Cost: (Monthly cost for each size fire extinguisher – Based on 11 months)

Type Extinguisher	Size Extinguisher	Inspection Cost (each)
ABC	2.5#	\$
ABC	5#	\$
ABC	10#	\$
CO2	10#	\$
CO2	15#	\$
Class K	2-½ gallon	\$
Class A (H2O)	2-½ gallon	\$
	SUB TOTAL PART C	\$

Part D: Yearly Inspection Cost: (Cost for each size fire extinguisher for Combo Annual and Monthly Service – 12th month only)

Type Extinguisher	Size Extinguisher	Inspection Cost (each)
ABC	2.5#	\$
ABC	5#	\$
ABC	10#	\$
CO2	10#	\$
CO2	15#	\$
Class K	2-½ gallon	\$
Class A (H2O)	2-½ gallon	\$
	SUB TOTAL PART D	\$

Total (Part A + B + C + D) \$ _____

VI. VASCUPP Zone Map

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

The resulting contract(s) that Longwood University awards for their use will be awarded based on the Total of Parts A + B + C + D above.

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

VII. SPECIAL TERMS AND CONDITIONS:

1. **AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
2. **AWARD TO MULTIPLE BIDDERS:** The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The award(s) will be made to the lowest responsive and responsible bidder(s) meeting the requirements of the solicitation. The Commonwealth reserves the right to conduct any tests it may deem advisable and to make all evaluations. The Commonwealth also reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the procuring public body to be in its best interest.
3. **CANCELLATION OF CONTRACT:** The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may also be terminated by the contractor, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
4. **eVA ORDERS AND CONTRACTS:** The solicitation/contract will result in multiple purchase orders with the applicable eVA transaction fee assessed for each order.

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

5. **RENEWAL OF CONTRACT:** This contract may be renewed by the Commonwealth upon written agreement of both parties for four (4) successive one (1) year periods under the terms and conditions of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.
6. **BID ACCEPTANCE PERIOD:** Any bid in response to this solicitation shall be valid for sixty (60) days. At the end of the sixty (60) days the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
7. **BID PRICES:** Bid shall be in the form of a firm unit price for each item during the contract period.
8. **CONTRACT PARTICIPATION:** Under the authority of *\$6 of the Rules Governing Procurement of Goods, Services, Insurance and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia* (copy available at <http://www.longwood.edu/materielmanagement>), Cooperative Procurement, it is the intent of this solicitation and resulting contract(s) to allow for

cooperative procurement. Accordingly, any public body, public or private health or educational institutions or lead issuing institution’s affiliated corporations may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) will be extended to the public bodies indicated above to purchase at contract prices in accordance with contract terms. The Contractor shall notify the lead-issuing institution in writing of any such institutions accessing the contract. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract. Participating entities shall place their own orders directly with the Contractor(s) and shall fully and independently administer their use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the lead-issuing institution. The lead-issuing institution shall not be held liable for any costs or damages incurred by any other participating public body as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that the lead-issuing institution is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances.

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

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

Contractor Name:_____

License #_____Type_____

Subcontractor Name:_____

License #_____Type_____

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

Licensed Class A Virginia Contractor No._____Specialty_____

Licensed Class B Virginia Contractor No._____Specialty_____

Licensed Class C Virginia Contractor No._____Specialty_____

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

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

12. **CONTRACTOR'S TITLE TO MATERIALS:** No materials or supplies for the work shall be purchased by the contractor or by any subcontractor subject to any chattel mortgage or under a conditional sales or other agreement by which an interest is retained by the seller. The contractor warrants that he has clear title to all materials and supplies for which he invoices for payment.
13. **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.
14. **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.
15. **IDENTIFICATION OF BID ENVELOPE:** If a special envelope is not furnished, or if return in the special envelope is not possible, the signed bid/proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: _____	<u>12/7/2023</u>	<u>2:00 p.m.</u>
Name of Bidder	Due Date	Time
_____	<u>LU214-24-007</u>	
Street or Box Number	IFB No.	
	Term Contract for Fire Extinguisher	
	Inspection & Services	
City, State, Zip Code	IFB Title	

DSBSD-certified Micro Business or Small Business No. _____

Name of Contract/Purchase Officer or Buyer Ryan A. Ferebee, Director of Materiel Management and Purchasing

16. **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.
17. **OPTIONAL PREBID CONFERENCE:** An optional prebid conference will be held at 2:00 p.m. on November 15, 2023 at Longwood University, Eason 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.

18. **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.
19. **REFERENCES:** Bidders shall provide a list of at least 3 references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contact person and their email address and telephone number. A Vendor Data Sheet has been included as an attachment to this IFB for providing this information.
20. **STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:** Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid the identification number issued to it by the State Corporation Commission (SCC). Any bidder that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid a statement describing why the bidder is not required to be so authorized. Indicate the above information on the SCC Form, if provided. Contractor agrees that the process by which compliance with Titles 13.1 and 50 is checked during the solicitation stage (including without limitation the SCC Form provided) is streamlined and not definitive, and the Commonwealth's use and acceptance of such form, or its acceptance of Contractor's statement describing why the bidder was not legally required to be authorized to transact business in the Commonwealth, shall not be conclusive of the issue and shall not be relied upon by the Contractor as demonstrating compliance.
21. **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.
22. **WARRANTY (COMMERCIAL):** The contractor agrees that the goods or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such goods or services and that the rights and remedies provided therein are in addition to and do not limit those available to the Commonwealth by any other clause of this solicitation and rights and remedies permitted under applicable law. A copy of this warranty should be furnished with the bid.
23. **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.

VIII. METHOD OF PAYMENT

Service provided will be checked against the above written specifications/requirements prior to payment of invoice. Contractor must send complete invoice to: Longwood University, Environmental Health & Safety Office, 201 High Street, Bristow Hall, Room 218, Farmville, VA 23909.

IX. ATTACHMENTS:

A – Written Pre-Bid Question Form

B – Vendor Data Sheet

C – Longwood University Site Regulations

D – Longwood University Holiday, Winter Closing, & Recognition Day Schedules

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

F – State Corporation Commission Form

VASCUPP Zone Map

Campus Map and Directory

ATTACHMENT B – VENDOR DATA SHEET

1. QUALIFICATION OF BIDDER: The Bidders must have the capability and capacity in all respects to fully satisfy all of the contractual requirements.
2. YEARS IN BUSINESS: Indicate the length of time you have been in business providing this type of service:

_____ Years _____ Months
3. REFERENCES: Indicate below three (3) recent references for which you have provided this type of goods/service. Include the date(s) service was furnished and the name, address and telephone number of the person the Agency has your permission to contact.

1.	_____	
	Company/Name of Contact Person	

	Address	
	_____	_____
	Phone Number	Date(s) of Service

	Email Address	
2.	_____	
	Company/Name of Contact Person	

	Address	
	_____	_____
	Phone Number	Date(s) of Service

	Email Address	
3.	_____	
	Company/Name of Contact Person	

	Address	
	_____	_____
	Phone Number	Date(s) of Service

	Email Address	

ATTACHMENT C – LONGWOOD UNIVERSITY SITE REGULATIONS

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

1. The contractor shall schedule work in cooperation with the University. Normal work hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. Any deviations from these work hours will be approved by the University. All necessary interruptions to the University utilities and roadways shall be kept to a minimum and shall be coordinated with the University two work days (48 hours) prior to the outage. The contractor shall coordinate the work with the University to ensure continual operation of the University functions. The contractor shall provide a schedule of work for approval by the University. Schedule shall be updated as needed.
2. The contractor shall confine equipment, the storage of materials and equipment, and the operation of his forces to the immediate vicinity of the project in the areas designated by the University.
3. The contractor shall exercise extreme care to protect University property during his operations. The contractor shall restore to original condition any plantings, grassed areas, utilities, roads, structures, and other University facilities damaged as a result of his operations, and at no additional cost to the University. Any damage including damage to finished surfaces resulting from the performance of this contract shall be repaired to the University's satisfaction at the contractor's expense.
4. The contractor shall be required to manage the project in a safe manner so as to protect University personnel, students, and visitors from injury. Sites are to be appropriately designated by signs, fenced and flagged. Minimum fence to be equal to 6' tall chain link panel.
5. The parking of the vehicles belonging to the contractor, his employees, and his subcontractors shall be limited to the areas designated by the University. In no event will they be parked on lawns or sidewalks. Parking permits will be required by the University. Permits are available in the Parking Services Office located on the 2nd floor of Eason Hall.
6. No signs or advertisements shall be posted on University property unless approved by the University.
7. The contractor may use University sanitary facilities, water and power. Any modifications of these utilities required by the contractor shall be made by the contractor at his expense. These modifications may be made only after receiving written permission from the Facilities Management Department. Contractor shall remove modifications upon completion of project. No charges to the contractor will be made by the University for the use of University utilities unless persistent wastage occurs. In such cases, the contractor will be charged for the utilities at the same rates the University pays for them.
8. The work site shall be kept in such an orderly fashion as to not unduly interfere with the progress of the work or the work of any other contractor. Trash/debris shall be collected daily and removed by the contractor.
9. All contractor/sub-contractor personnel, if not wearing a company uniform that displays the company's name, must obtain a Contractors ID Card from the Longwood University Lancer Card & Campus Services Office located on the 2nd floor of Eason Hall, Room 205A. Lancer Card & Campus Services hours are Monday through Friday, 8:30 a.m. to 4:00 p.m. The fee for an ID Card is \$8.00, paid by cash or check in the Cashiering Office across from Lancer Card & Campus Services Office on the 2nd floor of Eason Hall. Anyone found on site without their ID card will be removed from the work site until an ID card is obtained or produced.

10. The contractor shall be responsible for properly security any equipment or material prior to leaving the site to prevent damage to both secured and installed material and equipment.
11. The contractor shall be responsible to secure and monitor concrete until it hardens and held accountable for damage incurred prior to hardening.
12. Sensitivity to the unique nature of the University environment is essential. A high standard of civility must be maintained by contractors and their employees for a meaningful learning environment to exist. Behaviors displayed by contractor's employees, such as catcalling, whistling, leering, and other similar gestures or comments of a sexual nature made toward students or employees of the University, have the very real potential of creating serious liabilities for the University and the contractor. They cannot be tolerated by the University and contractor's employees exhibiting such behavior will be barred from the work site permanently. Chronic problems of this nature may be deemed a material breach of the construction agreement. Title IX of the Education Amendments of 1972 creates legal claim rights for University students, visitors or employees sexually harassed by third parties such as contractors and their employees.

ATTACHMENT D – LONGWOOD UNIVERSITY HOLIDAY, WINTER CLOSING, & RECOGNITION DAY SCHEDULES

These are the University Holidays and Recognition Days for **2023** and **2024**. The University will be closed on all of these days. University closings are subject to change. Visit the Longwood University website at <http://www.longwood.edu> to verify current schedule.

2023

Monday, January 2	New Year's Day (observed)
Monday, January 16	MLK Day
Monday, March 6	Spring Break
Friday, May 26	Recognition Day
Monday, May 29	Memorial Day
Monday, June 19	Juneteenth
Tuesday, July 4	Independence Day
Monday, September 4	Labor Day
Friday, October 6	Recognition Day
Wednesday, November 22	Day before Thanksgiving
Thursday, November 23	Thanksgiving Day
Friday, November 24	Day after Thanksgiving
Monday, December 18	Winter Break
Tuesday, December 19	Winter Break
Wednesday, December 20	Winter Break
Thursday, December 21	Winter Break
Friday, December 22	Additional Holiday Time
Monday, December 25	Christmas
Tuesday, December 26	Winter Break
Wednesday, December 27	Recognition Day
Thursday, December 28	Recognition Day
Friday, December 29	Recognition Day

2024

Monday, January 1	New Year's Day
Monday, January 15	MLK Day
Monday, March 4	Spring Break
Friday, May 24	Recognition Day
Monday, May 27	Memorial Day
Wednesday, June 19	Juneteenth
Thursday, July 4	Independence Day
Friday, July 5	Recognition Day
Monday, September 2	Labor Day
Wednesday, November 27	Day before Thanksgiving
Thursday, November 28	Thanksgiving Day
Friday, November 29	Day after Thanksgiving
Wednesday, December 18	Winter Break
Thursday, December 19	Winter Break
Friday, December 20	Winter Break
Monday, December 23	Winter Break
Tuesday, December 24	Christmas Eve
Wednesday, December 25	Christmas
Thursday, December 26	Winter Break
Friday, December 27	Winter Break
Monday, December 30	Winter Break
Tuesday, December 31	Winter Break

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

ZONE # _____
(Insert Zone # from Zone Map)*

*If Contractor is submitting alternate pricing for multiple Zones that is the same for each Zone, list all Zone numbers above. If submitting alternate pricing for multiple Zones that is different for each Zone, submit a separate **ATTACHMENT E – ALTERNATE PRICING SCHEDULE** for each Zone.

The Contractor agrees to provide services in compliance with Section III. SCOPE OF WORK/DESCRIPTION OF ITEMS (SPECIFICATIONS), GENERAL TERMS AND CONDITIONS and SPECIAL TERMS AND CONDITIONS contained herein at the rates below:

Part A: Five/Six Year Maintenance and Recharging Cost for each size extinguisher (New O-ring/gasket to be included in cost)

Type Extinguisher	Size Extinguisher	Recharging Cost (each)
ABC	2.5#	\$
ABC	5#	\$
ABC	10#	\$
CO2	10#	\$
CO2	15#	\$
Class K	2-½ gallon	\$
Class A (H2O)	2-½ gallon	\$
	SUB TOTAL PART A	\$

Part B: Hydrostatic Test Cost for each size extinguisher (to include recharge cost and O-ring/gasket)

For the purposes of submitting prices, bidder shall consider the extinguisher to be empty and include the price of product according to the size of the extinguisher.

Type Extinguisher	Size Extinguisher	Hydrostatic Test Cost (each)
ABC	2.5#	\$
ABC	5#	\$
ABC	10#	\$
CO2	10#	\$
CO2	15#	\$
Class K	2-½ gallon	\$
Class A (H2O)	2-½ gallon	\$
	SUB TOTAL PART B	\$

Part C: Inspection Cost: (Monthly cost for each size fire extinguisher – Based on 11 months)

Type Extinguisher	Size Extinguisher	Inspection Cost (each)
ABC	2.5#	\$
ABC	5#	\$
ABC	10#	\$
CO2	10#	\$
CO2	15#	\$
Class K	2-½ gallon	\$
Class A (H2O)	2-½ gallon	\$
	SUB TOTAL PART C	\$

Part D: Yearly Inspection Cost: (Cost for each size fire extinguisher for Combo Annual and Monthly Service – 12th month only)

Type Extinguisher	Size Extinguisher	Inspection Cost (each)
ABC	2.5#	\$
ABC	5#	\$
ABC	10#	\$
CO2	10#	\$
CO2	15#	\$
Class K	2-½ gallon	\$
Class A (H2O)	2-½ gallon	\$
	SUB TOTAL PART D	\$

Total (Part A + B + C + D) \$ _____

ATTACHMENT F – STATE CORPORATION COMMISSION FORM

Virginia State Corporation Commission (SCC) registration information. The bidder:

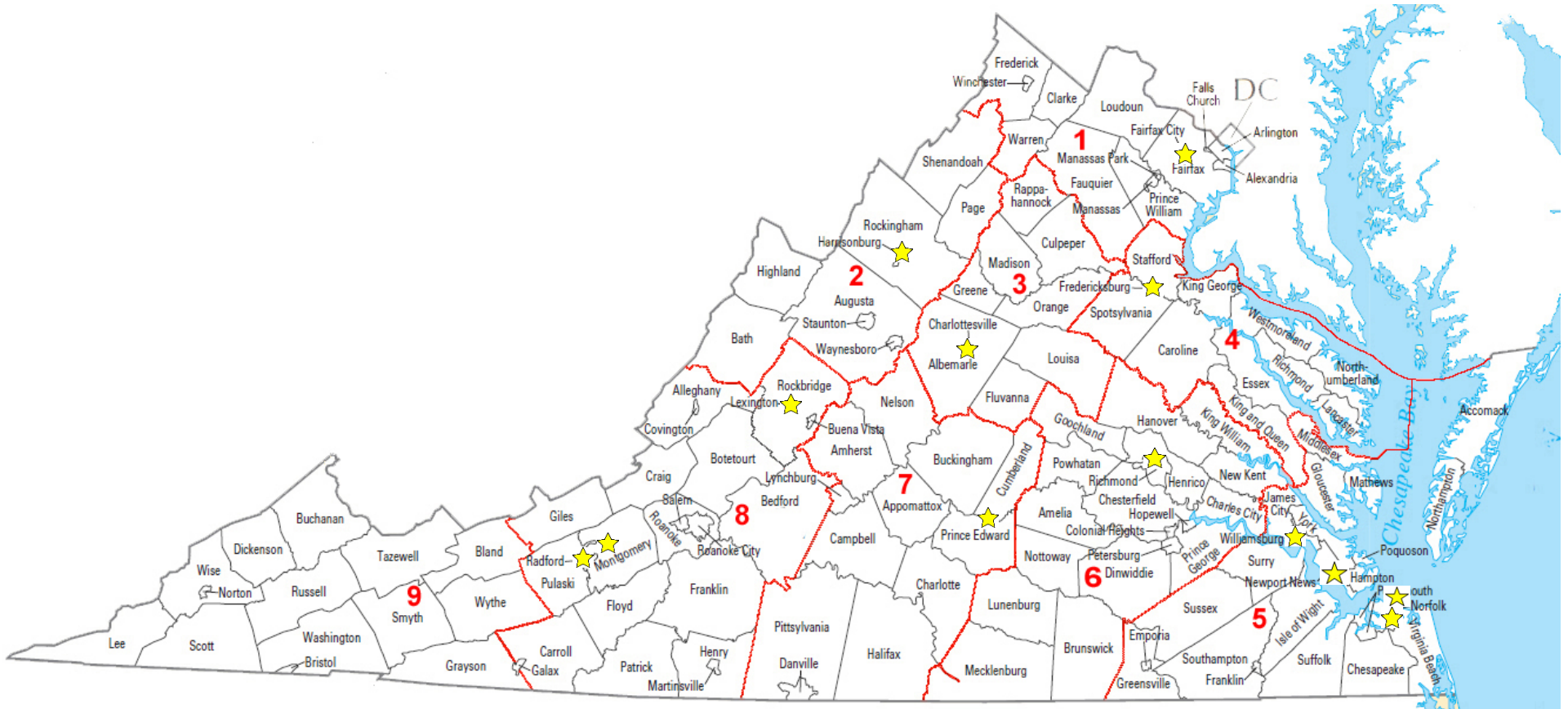
☐ is a corporation or other business entity with the following SCC identification number: _____ -OR-

☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust -OR-

☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the bidder in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location) -OR-

☐ is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned bidder's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** >> Check the following box if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver): ☐



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

List of member institutions by zones

Zone 1

George Mason University (Fairfax)

Zone 4

University of Mary Washington (Fredericksburg)

Zone 7

Longwood University (Farmville)

Zone 2

James Madison University (Harrisonburg)

Zone 5

Christopher Newport University (Newport News)

College of William and Mary (Williamsburg)

Norfolk State University (Norfolk)

Old Dominion University (Norfolk)

Zone 8

Virginia Military Institute (Lexington)

Virginia Tech (Blacksburg)

Radford University (Radford)

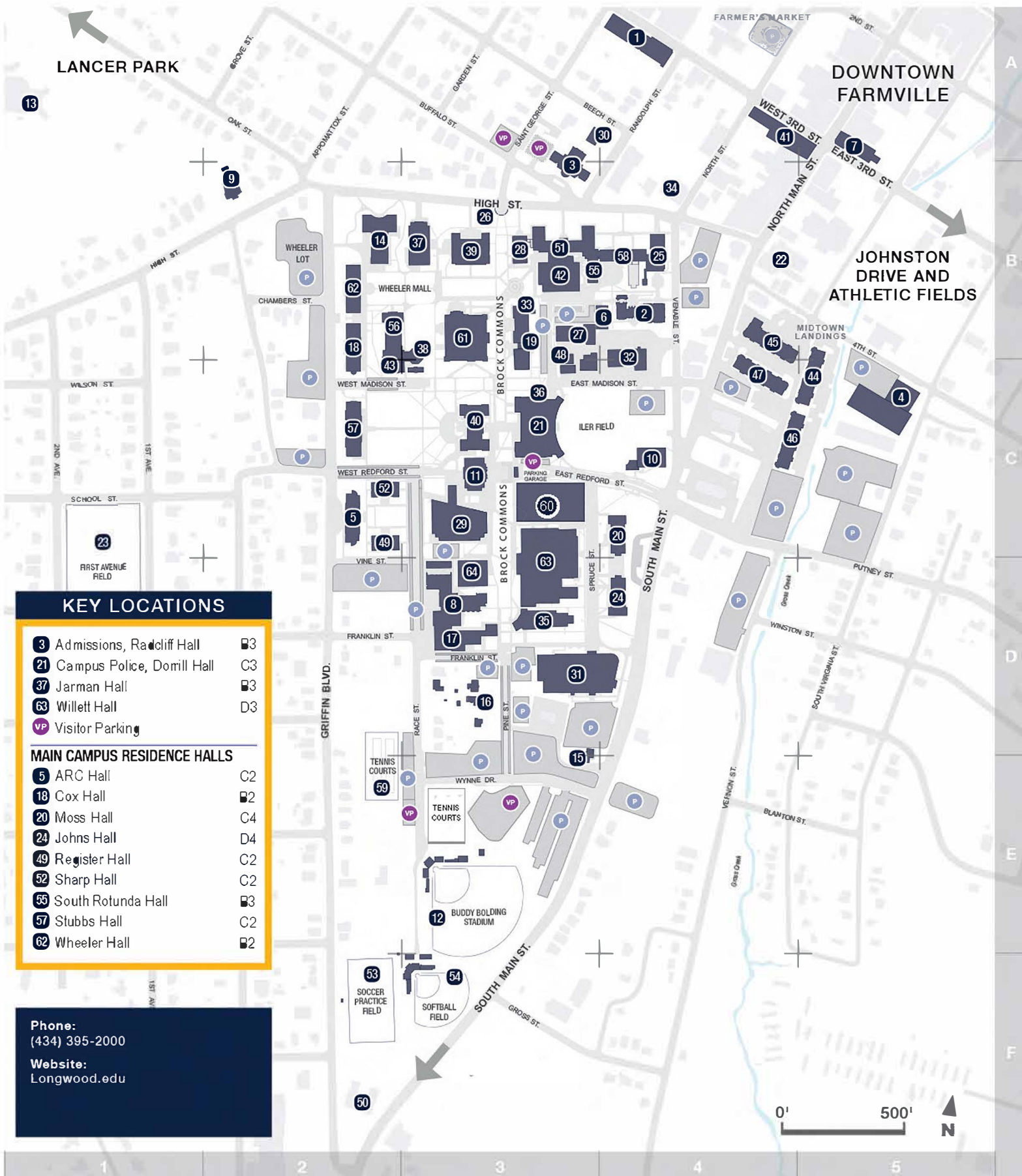
Zone 3

University of Virginia (Charlottesville)

Zone 6

Virginia Commonwealth University (Richmond)

Zone 9





Campus Map Directory

# BUILDING	GRID	# BUILDING	GRID	# BUILDING	GRID
1 315 W. 3rd St.	A4	20 Moss Residence Hall	C4	43 McCorkle Hall	B3
2 Allen Hall	B4	21 Dorrill Dining Hall	C3	44 Middtown Landings NE	B4
3 Radcliff Hall	B3	22 Farmville Town Hall	B4	45 Middtown Landings NW	C5
4 Future Facilities Building		23 First Avenue Field	C1	46 Middtown Landings SE	C4
		24 Johns Residence Hall	D4	47 Middtown Landings SW	C4
		25 French Hall	B4	48 Recycling Center	B3
5 ARC Residence Hall	C5	26 Gateway	B3	49 Register Residence Hall	C3
6 Barlow Hall	B3	27 Graham Hall	B3	50 Robert Russa Moton Museum	F2
7 Barnes & Noble Bookstore	A5	28 Grainger Hall	B3	51 Rotunda Hall	B3
8 Bedford Hall	D3	29 Greenwood Library	C3	52 Sharp Residence Hall	C2
9 Alumni House	B2	30 Hardy House	A4	53 Soccer Practice Field	F2
10 Bristow Hall	C4	31 Pierson Hall (Health & Fitness Center)	D3	54 Softball Field	F3
11 Brock Hall	C3	32 Heating Plants	B4	55 South Rotunda Residence Hall	B4
12 Buddy Bolding Stadium – Baseball Field	E3	33 Hiner Hall	B3	56 Stevens Hall	C2
13 Centra Southside Community Hospital	A1	34 Hotel Weyanoke	B4	57 Stubbs Residence Hall	C2
14 Chichester Science Center	B2	35 Hull Hall	D3	58 Tabb Hall	B4
15 Clark House	E3	36 Iler Hall	C3	59 Tennis Courts (Race Street)	E2
16 Clean Virginia Waterways	D3	37 Jarman Hall	B3	60 Joan Perry Brock Center	C3
17 Communication Studies and Theatre	D3	38 Jeffers Hall	B3	61 Upchurch University Center	B3
18 Cox Residence Hall	B2	39 Eason Hall	B3	62 Wheeler Residence Hall	B2
19 Coyner Hall	B3	40 Lankford Hall	C3	63 Willett Hall	D3
		41 Longwood Center for the Visual Arts	A4	64 Wygal Hall	D3
		42 Mougans Alumni Center	B3		

Lancer Park



Johnston Drive and Athletic Fields

