



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

**INVITATION FOR BIDS**

**#LU214-24-003**

**SET-ASIDE FOR DSBSD-CERTIFIED SMALL BUSINESSES**  
**TERM CONTRACT FOR GENERAL CONTRACTING SERVICES**

**July 26, 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 VII. VASCUPP ZONE MAP on Page | 9)

**Bidder shall return this cover page with their Bid Documents**

Page | 2

**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 **LU214-24-003**, and their Public Posting Board at the southeast corner wall of Dorrill 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 10:00 a.m. on August 8, 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.**

**NOTES TO BIDDERS:**

1. Contractor shall maintain SWaM certification with DSBSD for the duration of the contract. If a Contractor's SWaM certification expires, the University will not solicit the Contractor for quotes on any new projects under this contract, until they have been recertified by DSBSD.
2. Parking is difficult, please plan to arrive early. If you require ADA accommodations to deliver bid, contact the Materiel Management & Purchasing Office at (434) 395-2093 twenty-four (24) hours prior to solicitation closing.

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

## TABLE OF CONTENTS

	<u>Page</u>
I. PURPOSE	5
II. GOVERNING RULES	5
III. SCOPE OF WORK/DESCRIPTION OF ITEMS (SPECIFICATIONS)	5
IV. PRE-BID CONFERENCE – OPTIONAL	7
V. PRICING SCHEDULE FOR ZONE 7 (LONGWOOD UNIVERSITY)	8
VI. BID EVALUATION	9
VII. VASCUPP ZONE MAP	10
VIII. SPECIAL TERMS AND CONDITIONS	11
IX. METHOD OF PAYMENT	16
X. ATTACHMENTS	16
A – Written Pre-Bid Question Form	17
B – Vendor Data Sheet	18
C – Longwood University Site Regulations	19
D – Longwood University Construction Standards	21
E – Contractor Public Safety Related Issues Memo	23
F – Longwood University 2023 Holiday, Winter Closing, and Recognition Day Schedule	24
G – Written Cost of Work Quotation Form (Sample)	25
H – Project Notification Form (Sample)	27
I – Alternate Pricing Schedule (Zones other than Zone 7)	28
J – State Corporation Commission Form	29
VASCUPP Zone Map	
Longwood University Campus Map – Directory	

**I. PURPOSE:**

The purpose and intent of this Invitation for Bids is to establish contracts with no more than six (6) DSBSD-Certified Small Businesses to provide building alteration and remodeling services on an as needed basis for a period of one year with the option to renew for four additional one-year periods, for the Facilities Management Department and Capital Design & Construction Department of Longwood University, an agency of the Commonwealth of Virginia. This contract is intended for jobs not to exceed **\$100,000 each**.

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

- A. Purchasing Manual for Institutions of Higher Education and their Vendors: <https://vascupp.org>.
- B. Governing Rules: <https://vascupp.org>.
- C. General Terms and Conditions: <http://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](http://www.longwood.edu/media/materiel-management/public-site/LUDataProtectionAddendum_effec_09072021.pdf)

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

A. General

The contractor shall furnish all necessary labor, supervision, equipment, materials, tools and supplies as may be required to provide building alteration and remodeling services on an as needed basis in accordance with specifications and terms and conditions set forth herein. The general contractor shall be responsible for carrying out projects under \$100,000. Individual projects which are estimated to cost more than \$100,000 shall be solicited separately from this contract. Examples of the types of building alterations and remodeling projects that may be requested include, but are not limited to the following:

- 1. Remove existing partitions (wood or metal stud wallboard or masonry/plaster construction) with doors, electrical outlets, switches, thermostats, associated mechanical devices.
- 2. Remove door and frame from existing partition (wood or metal wallboard or masonry/plaster construction), seal openings, and finish to match existing area.
- 3. Furnish and install regular 5/8" gypsum wallboard (drywall) partition finished two sides, taped or batten strip, furnish as directed, prime one coat and paint two coats.
- 4. Furnish and install wood doors in wood or metal frames and/or steel doors in steel frames; prime one coat and finish two coats on both sides; install hardware (locks).
- 5. Install acoustical suspended ceiling systems.
- 6. Install chair rail, install handicap ramps, build/install shelving, bookcases, etc.
- 7. Various minor, non-maintenance actions:

- a. Install vinyl wall covering; soundproof walls and ceilings; hang portraits, bulletin boards, maps, clocks, drapes, venetian blinds, modesty panels; install deadbolts; cut off doors.
  - b. Install flooring such as carpet, vinyl planks or VCT.
  - c. Make minor HVAC system modifications.
  - d. Make minor electrical modifications to include rewire light switches, add outlets, replace lights.
8. Longwood University reserves the right to obtain estimates from any or all contract sources for any individual project.

The bidder shall be familiar with all Federal, State and Local laws, ordinances, rules and regulations that in any manner affect the work.

**B. Projected Requirements/Estimated Volume**

The potential dollar volume of work that may be ordered under this contract is unknown. However, estimated annual requirements within the range of \$50,000 to \$100,000 are not considered unreasonable. This estimate is given for the information of potential bidders only. It does not indicate the volume which will be experienced, since such volume will depend upon requirements which develop during the contract period and available funding.

**C. General Procedure:**

1. Longwood University will use the following scale for obtaining quotes on jobs. From \$0 - \$5,000, Longwood University will contact two (2) Contractors from those on the contract for a quote on the job. From \$5,000 to \$50,000, Longwood University will contact four (4) Contractors from those on the contract for a quote on the job (**NOTE:** For projects estimated to be \$0 - \$5,000 or \$5,000 - \$50,000, Contractors will be selected for quotes in alphabetical order on a revolving basis). From \$50,000 - \$100,000, Longwood University will contact all Contractors on the contract for a quote on the job. Upon receipt of a telephonic, faxed, email or written request from the Facilities Management Department or Capital Design & Construction Department of Longwood University, the Contractor will be required to visit the work site of the job opportunity on the date and time established by the University. The Contractor will examine the site of the proposed work to acquire a full understanding of the nature and scope of the project to be accomplished. Using ATTACHMENT G – Written Cost of Work Quotation Form, the Contractor shall furnish the University, within five (5) workdays or revised date agreed upon at the site visit, an estimate of the cost to complete the project to include a breakout of major items of materials needed, labor costs, and number of days to complete the project. The Contractor, in establishing the target date for completion, will take into account the time required to obtain delivery of the required materials and, where appropriate, will advise the University if the availability of materials will delay the start of work on the project. In preparing such estimates, the Contractor may choose to rely on personal inspections, or to contact the University to obtain access to building blueprints. Upon approval by the University, a Notice to Proceed will incorporate the Contractor's estimate and the terms and conditions of the basic contract. The University reserves the right to furnish to the Contractor any or all of the materials for the job and reduce the estimated cost of the Scope of Work accordingly.

2. It is understood that the work to be performed under this contract shall not require the services of an architect, engineer, or consultant, and that the work required can be done as a result of routine field surveys by the Contractor, examinations of written information and simple sketches and diagrams briefly describing the University's needs, and building blueprints if necessary. However, if upon completing the site investigation of the work, the Contractor determines that the scope of work in response to the University's request requires the services of an architect, engineer or consultant, then the Contractor shall notify the University that work requested cannot be accomplished under this contract.
3. The Contractor shall be responsible for ensuring that all materials used comply with all applicable laws, ordinances, rules, regulations and codes and are compatible with pre-existing materials and equipment in the building involved.

D. Contractor's Superintendents and Supervision

It shall be the Contractor's responsibility to completely supervise and direct the work under this contract and all subcontractors that they may utilize, using their best skill and attention. Subcontractors who perform work under this contract shall be responsible to the General Contractor. The Contractor shall repair or replace any work damaged by their operation within ten (10) working days after notification by the University. The Working Superintendent or Lead Tradesman on the projects shall speak English.

E. Contract Administration and Project Management

**Contract Administration:** Upon award, the University will designate an individual as authorized representative to administer all work performed in conjunction with this contract. The University Contract Administrator, contract inspector, or designated official is, in the first instance, the interpreter of the conditions of the contract and the judge of its performance, they shall use all powers under the contract to enforce its faithful performance. The Contract Administrator, inspector, or designated official shall determine the amount, quality, acceptability, and fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, inspector, or designated official, shall have no authority to approve changes in the services which alter the contract terms or price. Any contract modifications made must first be authorized by the Longwood University Materiel Management & Purchasing Office and issued as a written modification of the contract.

**Project Management:** Project Managers assigned to projects to be awarded under this contract shall use the PROJECT NOTIFICATION FORM (included as ATTACHMENT H to this IFB), to document the soliciting of quote(s) from the Contractor(s) on the contract.

- IV. **PRE-BID CONFERENCE - OPTIONAL:** An optional pre-bid conference will be held at 10:00 a.m. Local Time on August 8, 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 **LU214-24-003** and their Public Posting Board at the southeast corner wall of Dorrill Hall on Redford Street, Farmville, VA.

- V. **PRICING SCHEDULE FOR ZONE 7 (LONGWOOD UNIVERSITY):** The Contractor agrees to provide general contracting services in accordance with the terms and conditions and specifications of this Invitation for Bids at the rates specified herein. **BIDDER SHALL COMPLETE SECTION 1 BELOW.**

1. Insert unit cost for each labor category below.

<u>LABOR CATEGORY</u>	<u>COST</u>
Working Superintendent	\$ _____ Per Hour
Carpenter	\$ _____ Per Hour
Carpenter's Helper	\$ _____ Per Hour
Plasterer	\$ _____ Per Hour
Painter	\$ _____ Per Hour
Laborer	\$ _____ Per Hour
Helper	\$ _____ Per Hour
Gypsum Board Installer	\$ _____ Per Hour
HVAC Mechanic	\$ _____ Per Hour
Electrician	\$ _____ Per Hour
Flooring Installer	\$ _____ Per Hour

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

2. List below any other applicable rates or pricing that might apply to this contract. If none, so state.

---



---



---



---



---



---

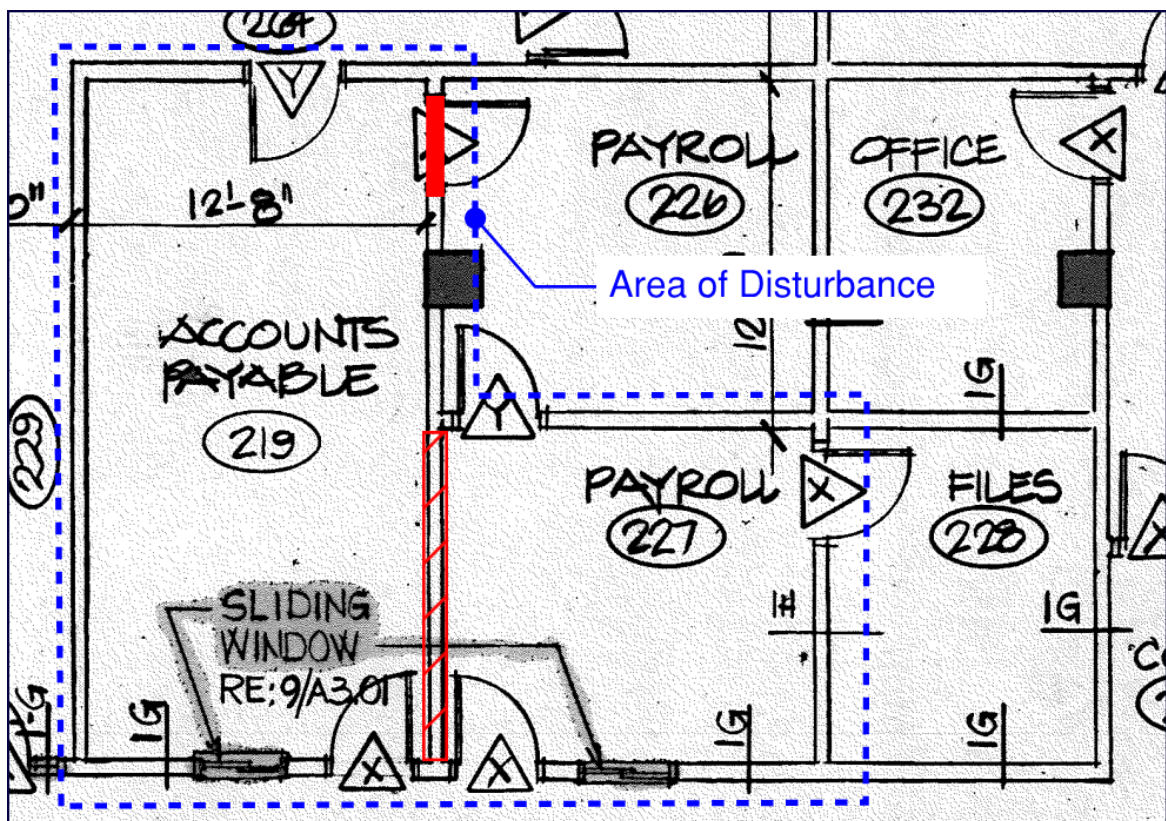
3. **Materials:** The owner may elect to supply materials in some instances. When the Contractor is required to provide materials, these will be charged at Supplier's invoiced cost, the invoice for which shall be submitted with the Contractor's project invoice.
4. The University will provide a Written Cost of Work Quotation Form, included as ATTACHMENT G to this Invitation for Bids, which the contractor **must** use to submit their bid when solicited.
5. The Commonwealth desires that all work, when required, be scheduled and started no later than five (5) calendar days from the date the University notifies Contractor to proceed with the work. Contractor shall indicate in the space provided on the Written Cost of Work Quotation Form, if different than 5 days.



- VI. **BID EVALUATION:** Bids will be evaluated on the basis of the Pricing Schedule submitted in Section V. The low bidders will be determined by the **TOTAL BILLING AMOUNT** for the following sample project.

**BIDDER SHALL FILL IN THE BLANKS OF THE SAMPLE PROJECT BILLING BELOW**  
(Based on prices in Pricing Schedule in Section V.)

The project is comprised of removing a wall between two offices to create one office. The scope of work is 470 square feet. The wall to be demolished is 12 feet long and its height to the ceiling is 9 feet above finished floor. Remove seven existing 2x4 light fixtures and install eight 2x2 LED light fixtures. Demolish the existing 2x4 acoustical tile ceilings and grid and install new 2x2 acoustical ceiling tiles with grid. Remove one wood door and frame, roughly 3 ft. x 7 ft., and infill the opening with stud framing and gypsum wall board on each side. Paint all walls and three existing door frames. Remove existing carpet flooring and install 2x2 carpet floor tiles.



<b><u>Labor Category</u></b>	<b><u>Qty.</u></b>	<b><u>Hours</u></b>	<b><u>@ Rate</u></b>	<b><u>= Total</u></b>
Working Superintendent	1	40	@ \$ _____	= \$ _____
Carpenter	1	40	@ \$ _____	= \$ _____
Carpenter's Helper	1	40	@ \$ _____	= \$ _____
Plasterer	1	16	@ \$ _____	= \$ _____
Painter	1	16	@ \$ _____	= \$ _____
Laborer	1	40	@ \$ _____	= \$ _____
Helper	1	40	@ \$ _____	= \$ _____
Gypsum Board Installer	1	16	@ \$ _____	= \$ _____
HVAC Mechanic	1	24	@ \$ _____	= \$ _____
Electrician	1	24	@ \$ _____	= \$ _____
Flooring Installer	1	40	@ \$ _____	= \$ _____
<b>TOTAL BILLING AMOUNT</b>				<b>\$ _____</b>

**VII. 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 an Alternate Pricing Schedule for each of those Zones (the Alternate Pricing Schedule is included as ATTACHMENT I to this Invitation for Bids to submit pricing for Zones other than Zone 7, Longwood University).

The resulting contracts that Longwood University awards for their use will be awarded based on the **TOTAL SCENARIO BILLING** above for Zone 7 (Longwood University).

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

**VIII. SPECIAL TERMS AND CONDITIONS:**

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

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

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

services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

6. **ASBESTOS:** Whenever and wherever during the course of performing any work under this contract, the contractor discovers the presence of asbestos or suspects that asbestos is present, he shall stop the work immediately, secure the area, notify the building owner and await positive identification of the suspect material. During the downtime in such a case, the contractor shall not disturb any surrounding surfaces but shall protect the area with suitable dust covers. In the event the contractor is delayed due to the discovery of asbestos or suspected asbestos, then a mutually agreed extension of time to perform the work shall be allowed the contractor but without additional compensation due to the time extension.
7. **BID ACCEPTANCE PERIOD:** Any bid in response to this solicitation shall be valid for thirty (30) days. At the end of the thirty (30) 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 BOND OR GUARANTEE:** There will be no bid bond or guarantee requirements under this contract.
9. **BID PRICES:** Bid shall be in the form of a firm unit price for each item during the contract period.
10. **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.

11. **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 \_\_\_\_\_

12. **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.

13. **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.
14. **DELIVERY AND STORAGE:** It shall be the responsibility of the contractor to make all arrangements for delivery, unloading, receiving and storing materials in the building during installation. The owner will not assume any responsibility for receiving these shipments. Contractor shall check with the owner and make necessary arrangements for security and storage space in the building during installation.
15. **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.

16. **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.
17. **FINAL INSPECTION:** At the conclusion of the work, the contractor shall demonstrate to the authorized owner's representative that the work is fully in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the contractor at the contractor's sole expense prior to final acceptance of the work.
18. **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: _____	<u>8/22/2023</u>	<u>2:00 p.m.</u>
Name of Bidder	Due Date	Time
_____	<u>LU214-24-003</u>	
Street or Box Number	IFB No.	
	Term Contract for	
_____	<u>General Contracting Services</u>	
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 & Purchasing

19. **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.
20. **MATERIAL SAFETY DATA SHEETS:** Material Safety Data Sheets and descriptive literature shall be provided with the project quote for each chemical and/or compound offered. Failure on the part of the contractor to submit such data sheets may be cause for declaring the project quote as nonresponsive.
21. **OPTIONAL PREBID CONFERENCE:** An optional prebid conference will be held at 10:00 a.m. on August 8, 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.
22. **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.

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

contractor's actual invoice costs (contractor shall furnish copies of all invoices for materials) or discount off the list price, whichever is specified in the contract. If the agency determines that the estimated price is not fair and reasonable, the agency has the right to ask the contractor to reevaluate the estimate. If the revised estimate is determined to be not fair and reasonable, the agency reserves the right to obtain additional quotes from other vendors. A work order will be issued to the contractor, as the authority to proceed with the work, which will incorporate the contractor's estimate and the terms and conditions of the contract. The contractor and his/her personnel shall log in with the designated contract administrator each day before and after work to confirm labor hours.

**IX. METHOD OF PAYMENT**

Service provided will be checked against the above written specifications/requirements prior to payment of invoice. Contractor must send complete invoice to: Longwood University, Accounts Payable, 201 High Street, Eason Hall, Room 213A, Farmville, VA 23909.

**X. ATTACHMENTS:**

A – Written Pre-Bid Question Form

B – Vendor Data Sheet

C – Longwood University Site Regulations

D – Longwood University's Standards for Campus Construction Projects

E – Contractor Public Safety Related Issues Memo

F – Longwood University 2023 Holiday, Winter Closing, and Recognition Day Schedule

G – Written Cost of Work Quotation (Sample)

H – Project Notification Form (Sample)

I – Alternate Pricing Schedule (Zones other than Zone 7)

J – State Corporation Commission Form

VASCUPP Zone Map

Longwood University Campus Map – 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, telephone number and email address 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 2<sup>nd</sup> 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 2<sup>nd</sup> 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.

**SET-ASIDE FOR DSBSD-CERTIFIED SMALL BUSINESSES**

IFB#LU214-24-003

Term Contract for General Contracting Services

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’S STANDARDS FOR CAMPUS CONSTRUCTION PROJECTS**

(Also applies to all Vendors doing business with the university)

It is our goal to preserve pedestrian safety, the daily business of the University, and the campus aesthetics while allowing construction to occur on campus.

### **Safety**

- Student, faculty and staff safety are of the highest priority.
- No work shall begin until a pre-construction meeting is held that addresses fencing of construction areas, construction traffic, parking of contractor’s vehicles and work hours.
- The Contractor bears sole responsibility for the safety of his or her employees. The Contractor is expected to take all steps necessary to establish, administer, and enforce safety rules that meet the regulatory requirements of the Virginia Department of Labor and Industry (VDLI) and federal and state Occupational Safety and Health Administration (OSHA) compliance requirements. These regulations include, but are not limited to:

Title 29 of the Code of Federal Regulations (CFR) Parts 1910, Occupational Safety and Health Administration (OSHA) Standards for General Industry,  
Title 29 of the Code of Federal Regulations (CFR) Parts 1926, Occupational Safety and Health Administration (OSHA) Standards for the Construction Industry, and  
Those requirements with which cover specific hazards in regards to Longwood University and its operations to assure protection for all students, faculty, staff and visitors.

The Contractor bears sole responsibility for communication of safety-related information and requirements to his or her Subcontractors. Contractors shall assure that their Subcontractors comply with the requirements outlined herein.

- Contractor’s workers shall not interface with students. Inappropriate behavior from any worker will result in an immediate dismissal from the project.
- Vehicles shall not be parked on sidewalks for any period of time that blocks egress from a building.
- Construction sites shall be secured for safety at the end of each day.

### **University Business**

- Contractor shall work with the University Project Manager to coordinate service and pedestrian access to affected adjacent buildings and major pedestrian walkways.
- Work schedules are subject to quiet times for student exams and other University functions.
- Jack-hammering and other excessive noise shall be limited and may be restricted to non-working hours.

### **Campus Aesthetics**

- Equipment shall not drive or park on grass lawns or sidewalks. Sidewalk access may be allowed if first cleared with the University Project Manager.
- Equipment that leaks any fluids will not be allowed on campus.
- Any vehicle or equipment that travels over University sidewalks, providing permission is granted, shall first place protective mats over the sidewalk surface to protect against tire marks and stains.

- Any damage to University property, such as residue from leaked fluids on sidewalks or pavement, tracks in grass areas, or damage to trees, shrubs, sprinkler systems, signs, light-posts or any other University property shall be removed, replaced or repaired before final payment will be made for Work.
- It is intent of the University for the campus to appear as good as or better than before the start of each construction project.

## ATTACHMENT E – CONTRACTOR PUBLIC SAFETY RELATED ISSUES MEMO

### MEMORANDUM

**TO:** All Contractors Performing Activities at Longwood University

**FROM:** Longwood University Police Department

**SUBJECT:** Contractor Public Safety Related Issues

---

For a safe and orderly process during your activity at Longwood University the procedures below shall be followed:

- All contractor vehicles, to include sub-contractors that will be parked on University property, must have a "Contractors Parking Pass". These can be obtained in the Parking Services Office located on the 2<sup>nd</sup> floor of Eason Hall, Monday through Friday between 8:30 a.m. and 4:00 p.m. The fee for the Contractors Parking Pass is \$10.00 per vehicle, paid by cash or check in the Cashiering Office located across from the Parking Services Office on the 2<sup>nd</sup> floor of Eason Hall, and is valid for the duration of the project. Parking will be designated per request. Parking in any other location than designated spots will be subject to a \$50.00 parking ticket. Three unpaid tickets will mean that subsequent tickets will also be accompanied by a tow from the property at the vehicle owner's expense.
- All Contractors, to include Sub-Contractors, shall obtain a Contractors ID Card from Longwood University Lancer Card & Campus Services Office located on the 2<sup>nd</sup> 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 located across from the Lancer Card & Campus Services Office on the 2<sup>nd</sup> floor of Eason Hall. If an ID Card is lost, there is a \$15.00 replacement fee. Anyone found on site without their card will be removed from the work site until an ID card is produced. This requirement is waived if the Contractor/Sub-Contractor employees wear a company uniform (e.g., a shirt), that displays the company's name.
- It is the responsibility of the contractor to make sure that no registered Sex offenders are employed on any of the contractor job at Longwood University.
- It is the responsibility of the contractor to make sure that all employees are legal aliens with appropriate documentation while working at Longwood University.
- Contractors that will be disrupting alarms in any facility on campus must notify the Longwood University Police Department at least 24 hours in advance to work out details on maintaining the security of the facility and to assure that appropriate documentation of such outage is completed.
- All contractors performing work for Longwood University are expected to take appropriate measures when disrupting traffic or requesting street closures for more than a few minutes. Contractors must communicate with the Longwood Police Department through the Longwood University Project Administrator at least 48 hours prior to the closure or disruption.
- Temporary traffic disruptions must be coordinated through the Longwood University Project Administrator. The contractor creating the disruption must provide Flagmen. Temporary disruptions should not exceed 30 minutes.
- Traffic disruptions that have a longer term of duration must also be coordinated with the Longwood Police Department. A minimum of a two business days' notice is required for significant traffic disruptions. The Police Department will assess the situation and the Police Department will dictate measures to be taken by the contractor to ensure public safety. This can include the need for police control of the situation at the contractor's expense.

**SET-ASIDE FOR DSBSD-CERTIFIED SMALL BUSINESSES**

IFB#LU214-24-003

Term Contract for General Contracting Services

## ATTACHMENT F – LONGWOOD UNIVERSITY 2023 HOLIDAY, WINTER CLOSING, AND RECOGNITION DAY SCHEDULE

The following days are the Official University holidays for 2023. The awarded Recognition Days are also noted below. The University will be closed on all of these days.

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

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



## ATTACHMENT G – WRITTEN COST OF WORK QUOTATION (SAMPLE)

Within five (5) business days of the mandatory work site visit, deliver this Written Cost of Work Quotation for completing the project to the University's designated representative. The quotation must be based upon the established prices resulting from the award from the Invitation for Bids.

<u>Category of Labor Required*</u>	<u>Quantity</u>	<u>Labor Price</u>	<u>Total</u>
_____	_____	\$ _____/hr.	\$ _____
_____	_____	\$ _____/hr.	\$ _____
_____	_____	\$ _____/hr.	\$ _____

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List and describe the materials needed:

<u>Materials*</u>	<u>Cost</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

\*Continued on the back of this page for additional labor and materials.

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

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

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

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

SET-ASIDE FOR DSBSD-CERTIFIED SMALL BUSINESSES

IFB#LU214-24-003

Term Contract for General Contracting Services

**Written Cost of Work Quotation (cont.)**

Project: \_\_\_\_\_

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

<b><u>Category of Labor Required</u></b>	<b><u>Quantity</u></b>	<b><u>Labor Price</u></b>	<b><u>Total</u></b>
_____	_____	\$ _____ /hr.	\$ _____
_____	_____	\$ _____ /hr.	\$ _____
_____	_____	\$ _____ /hr.	\$ _____
_____	_____	\$ _____ /hr.	\$ _____
_____	_____	\$ _____ /hr.	\$ _____
_____	_____	\$ _____ /hr.	\$ _____
_____	_____	\$ _____ /hr.	\$ _____
_____	_____	\$ _____ /hr.	\$ _____
_____	_____	\$ _____ /hr.	\$ _____
_____	_____	\$ _____ /hr.	\$ _____

**Materials****Cost**

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

**ATTACHMENT H – PROJECT NOTIFICATION FORM (SAMPLE)**

Contract No. \_\_\_\_\_

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

Estimated Project Value: \$ \_\_\_\_\_ Project Manager: \_\_\_\_\_

Date Notification Sent: \_\_\_\_\_ Date/Time of Site Visit: \_\_\_\_\_

Quote Due Date: \_\_\_\_\_ Time: \_\_\_\_\_

Est. Project Start Date: \_\_\_\_\_ Est. Project Completion Date: \_\_\_\_\_

<u>Contractor(s) Notified</u>	<u>Name of Contact</u>	<u>Email Address</u>
1) _____	_____	_____
Phone: _____		Fax: _____
2) _____	_____	_____
Phone: _____		Fax: _____
3) _____	_____	_____
Phone: _____		Fax: _____
4) _____	_____	_____
Phone: _____		Fax: _____
5) _____	_____	_____
Phone: _____		Fax: _____
6) _____	_____	_____
Phone: _____		Fax: _____

Contractors at Site Visit (contractor's number from above): \_\_\_\_\_

Contractors submitting quote(s) for project (contractor's number from above): \_\_\_\_\_

Contractor awarded project: \_\_\_\_\_ Date: \_\_\_\_\_

Project Price: \$ \_\_\_\_\_ eVA Requisition Number: \_\_\_\_\_

Project Manager: \_\_\_\_\_  
Signed

Date: \_\_\_\_\_ Copy to Materiel Management & Purchasing: \_\_\_\_\_  
Date

**SET-ASIDE FOR DSBSD-CERTIFIED SMALL BUSINESSES**

IFB#LU214-24-003

Term Contract for General Contracting Services

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

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

The Contractor agrees to provide services in compliance with the SCOPE OF WORK/DESCRIPTION OF ITEMS (SPECIFICATIONS), GENERAL TERMS AND CONDITIONS and SPECIAL TERMS AND CONDITIONS referenced or contained in Invitation for Bids LU214-24-003 at the firm hourly rate for each labor category below:

<u>LABOR CATEGORY</u>	<u>COST</u>
Working Superintendent	\$ _____ Per Hour
Carpenter	\$ _____ Per Hour
Carpenter's Helper	\$ _____ Per Hour
Plasterer	\$ _____ Per Hour
Painter	\$ _____ Per Hour
Laborer	\$ _____ Per Hour
Helper	\$ _____ Per Hour
HVAC Mechanic	\$ _____ Per Hour
Electrician	\$ _____ Per Hour
Gypsum Board Installer	\$ _____ Per Hour
Flooring Installer	\$ _____ Per Hour

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

## ATTACHMENT J – STATE CORPORATION COMMISSION FORM

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

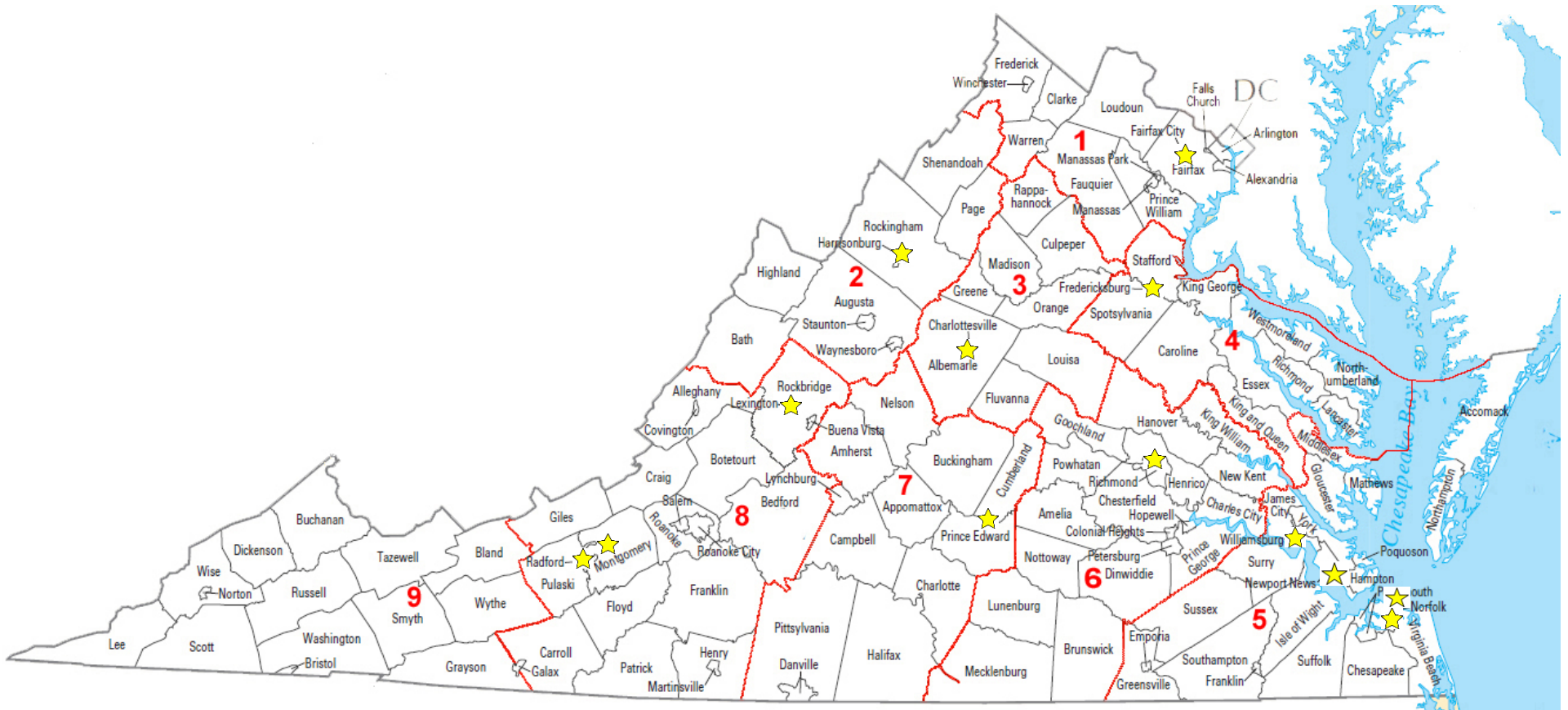
☐ is a corporation or other business entity with the following SCC identification number: \_\_\_\_\_ -OR-

☐ 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

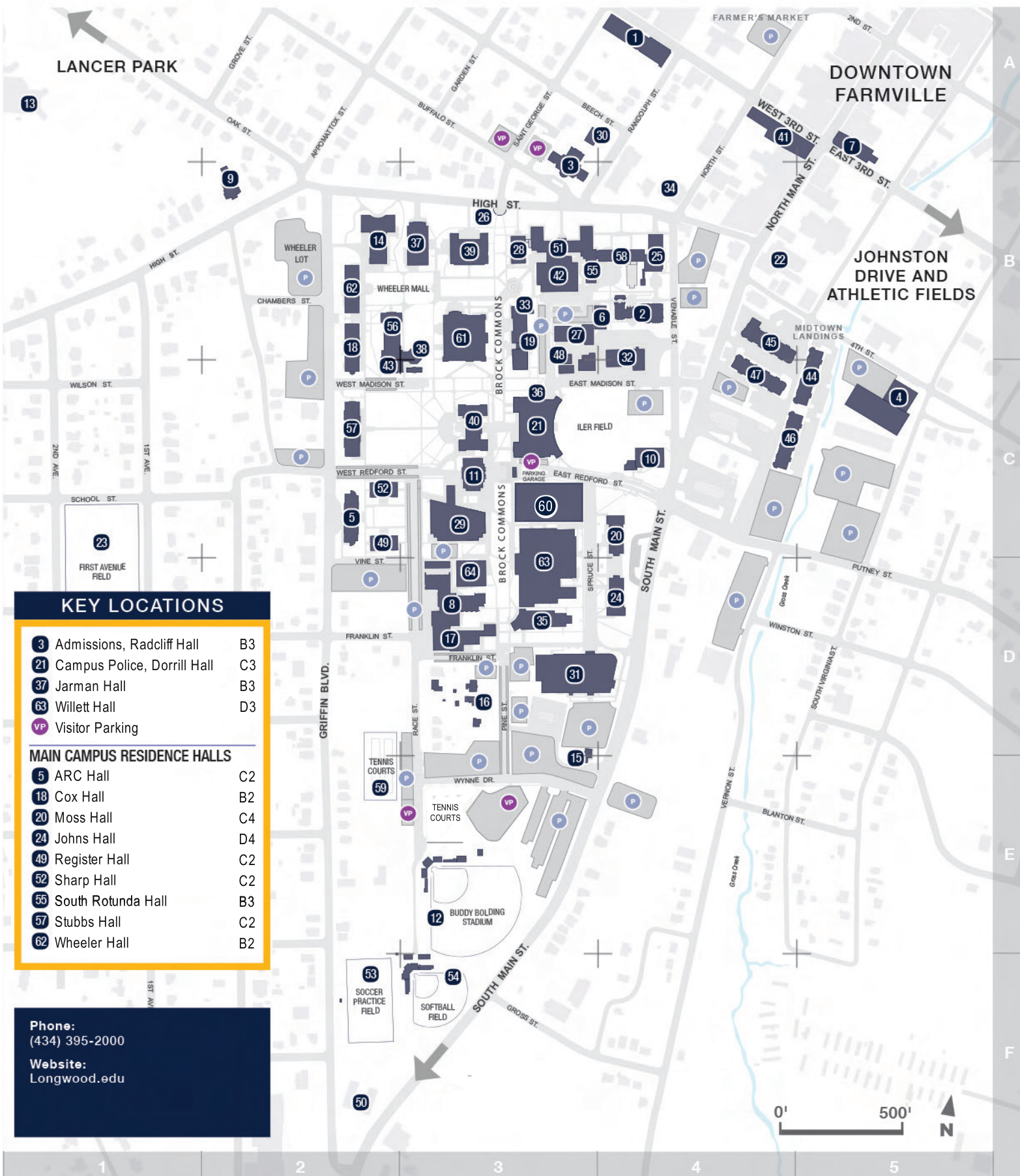
University of Virginia (Charlottesville)

#### Zone 6

Virginia Commonwealth University (Richmond)

#### Zone 9







## Campus Map Directory

# BUILDING	GRID
1 315 W. 3rd St.	A4
2 Allen Hall	B4
3 Radcliff Hall	B3
4 Future Facilities Building	
5 ARC Residence Hall	C5
6 Barlow Hall	B3
7 Barnes & Noble Bookstore	A5
8 Bedford Hall	D3
9 Alumni House	B2
10 Bristow Hall	C4
11 Brock Hall	C3
12 Buddy Bolding Stadium – Baseball Field	E3
13 Centra Southside Community Hospital	A1
14 Chichester Science Center	B2
15 Clark House	E3
16 Clean Virginia Waterways	D3
17 Communication Studies and Theatre	D3
18 Cox Residence Hall	B2
19 Coyner Hall	B3

# BUILDING	GRID
20 Moss Residence Hall	C4
21 Dorrill Dining Hall	C3
22 Farmville Town Hall	B4
23 First Avenue Field	C1
24 Johns Residence Hall	D4
25 French Hall	B4
26 Gateway	B3
27 Graham Hall	B3
28 Grainger Hall	B3
29 Greenwood Library	C3
30 Hardy House	A4
31 Pierson Hall (Health & Fitness Center)	D3
32 Heating Plants	B4
33 Hiner Hall	B3
34 Hotel Weyanoke	B4
35 Hull Hall	D3
36 Iler Hall	C3
37 Jarman Hall	B3
38 Jeffers Hall	B3
39 Eason Hall	B3
40 Lankford Hall	C3
41 Longwood Center for the Visual Arts	A4
42 Mougans Alumni Center	B3

# BUILDING	GRID
43 McCorkle Hall	B3
44 Middtown Landings NE	B4
45 Middtown Landings NW	C5
46 Middtown Landings SE	C4
47 Middtown Landings SW	C4
48 Recycling Center	B3
49 Register Residence Hall	C3
50 Robert Russa Moton Museum	F2
51 Rotunda Hall	B3
52 Sharp Residence Hall	C2
53 Soccer Practice Field	F2
54 Softball Field	F3
55 South Rotunda Residence Hall	B4
56 Stevens Hall	C2
57 Stubbs Residence Hall	C2
58 Tabb Hall	B4
59 Tennis Courts (Race Street)	E2
60 Joan Perry Brock Center (future)	
61 Upchurch University Center	B3
62 Wheeler Residence Hall	B2
63 Willett Hall	D3
64 Wygal Hall	D3

### Lancer Park



### Johnston Drive and Athletic Fields

