

**COMMONWEALTH OF VIRGINIA**  
**STANDARD CONTRACT**

**Contract Number:** LU214-24-003

This contract entered into this 30<sup>th</sup> day of August 2023 by Lipscomb Electric & Contracting LLC hereinafter called the "Contractor" and Commonwealth of Virginia, Longwood University hereinafter called the "Purchasing Agency."

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

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

**PERIOD OF PERFORMANCE:** From September 1, 2023 through August 31, 2024.

The contract documents shall consist of:

- (1) This signed form;
- (2) The following portions of the Invitation for Bids dated July 26, 2023;
  - a. The Governing Rules;
  - b. The Scope of Work/Description of Items (Specifications);
  - c. The Special Terms and Conditions together with any negotiated modifications of those Special Terms and Conditions;
- (3) Addendum 1, dated August 11, 2023; and
- (4) The Contractor's Bid dated August 10, 2023 and the following agreement, all of which documents are incorporated herein.

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

**CONTRACTOR:**

By:   
Robert Lipscomb  
Title: Owner  
(Print or Type Name and Title)  
Date: 8/31/23

**PURCHASING AGENCY:**

By:   
Matthew C. McGregor  
Title: Vice President for Administration and Finance  
(Print or Type Name and Title)  
Date: 8-31-23

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

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

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

- a. For orders issued July 1, 2014, and after, the Vendor Transaction Fee is:
  - (i) DSBSD-certified Small Businesses: 1%, capped at \$500 per order.
  - (ii) Businesses that are not DSBSD-certified Small Businesses: 1%, capped at \$1,500 per order.
- b. Refer to Special Term and Condition "eVA Orders and Contracts" to identify the number of purchase orders that will be issued as a result of this solicitation/contract with the eVA transaction fee specified above assessed for each order.

For orders issued prior to July 1, 2014, the vendor transaction fees can be found at [www.eVA.virginia.gov](http://www.eVA.virginia.gov).

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, typically within 60 days of the order issue date. Any adjustments (increases/decreases) will be handled through purchase order changes.

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

Issue Date: July 26, 2023  
Title: **SET-ASIDE FOR DSBSD-CERTIFIED SMALL BUSINESSES**  
Term Contract for General Contracting Services

IFB#LU214-24-003  
Commodity Codes: 91484

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

**OPTIONAL PRE-BID CONFERENCE:**  
August 8, 2023 at 10:00 a.m.  
Eason Hall, Room 223  
Longwood University  
Farmville, Virginia

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

Period of Contract: From September 1, 2023 through August 31, 2024. Optional (4) Successive (1) Year Renewals.

**Sealed Bids Will Be Received Until: August 22, 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 [materielmanagement@longwood.edu](mailto:materielmanagement@longwood.edu) or Fax (434) 395-2246 using ATTACHMENT A – Written Pre-Bid Question Form. Questions are due by 12:00 Noon on August 11, 2023. The University will not accept questions after this date/time.

**BIDS SHALL BE MAILED OR HAND DELIVERED DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. Note: If you use an express delivery service, you may be told that Farmville, VA/Longwood University is a next day delivery location from your location; bidder should make sure the carrier 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 In Bid Documents.

eVA Member  Yes  No  
eVA Vendor ID#: 696551  
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. 696551  
Expiration Date 1 / 17 / 28

**Contractor shall be a registered eVA vendor and DSBSD certified (see NOTES TO BIDDERS on page 3) by the date/time bids are due to receive an award. Bidder must include cost of eVA transaction fee in their bids.**

**NAME AND ADDRESS OF FIRM:**

Lipscomb Electric + Contracting LLC  
206 Timber Creek Farm Dr  
Farmville, VA Zip 23901  
E-mail: rklipscomb@live.com  
Telephone: 804 347-8880  
(Toll Free if available)

Date: 8/9/23  
By: [Signature]  
(Signature in Ink)  
Name: Robert Lipscomb  
(Please Print)  
Title: owner  
Fax: 434 315-0090  
(Toll Free if available)

**SET-ASIDE FOR DSBSD-CERTIFIED SMALL BUSINESSES**  
IFB#LU214-24-003  
Term Contract for General Contracting Services

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	\$ <u>80</u> Per Hour
Carpenter	\$ <u>35</u> Per Hour
Carpenter's Helper	\$ <u>28</u> Per Hour
Plasterer	\$ <u>38</u> Per Hour
Painter	\$ <u>35</u> Per Hour
Laborer	\$ <u>28</u> Per Hour
Helper	\$ <u>25</u> Per Hour
Gypsum Board Installer	\$ <u>44</u> Per Hour
HVAC Mechanic	\$ <u>68</u> Per Hour
Electrician	\$ <u>70</u> Per Hour
Flooring Installer	\$ <u>45</u> 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.

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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.

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

**ZONE #** 3  
 (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	\$ <u>90</u> Per Hour
Carpenter	\$ <u>40</u> Per Hour
Carpenter's Helper	\$ <u>30</u> Per Hour
Plasterer	\$ <u>40</u> Per Hour
Painter	\$ <u>38</u> Per Hour
Laborer	\$ <u>32</u> Per Hour
Helper	\$ <u>30</u> Per Hour
HVAC Mechanic	\$ <u>75</u> Per Hour
Electrician	\$ <u>85</u> Per Hour
Gypsum Board Installer	\$ <u>48</u> Per Hour
Flooring Installer	\$ <u>50</u> 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 I – ALTERNATE PRICING SCHEDULE (ZONES OTHER THAN ZONE 7)**

**ZONE #** 6  
 (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	\$ <u>90</u> Per Hour
Carpenter	\$ <u>40</u> Per Hour
Carpenter's Helper	\$ <u>30</u> Per Hour
Plasterer	\$ <u>40</u> Per Hour
Painter	\$ <u>38</u> Per Hour
Laborer	\$ <u>32</u> Per Hour
Helper	\$ <u>30</u> Per Hour
HVAC Mechanic	\$ <u>75</u> Per Hour
Electrician	\$ <u>85</u> Per Hour
Gypsum Board Installer	\$ <u>48</u> Per Hour
Flooring Installer	\$ <u>50</u> 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 I – ALTERNATE PRICING SCHEDULE (ZONES OTHER THAN ZONE 7)**

**ZONE #** 8  
 (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	\$ <u>90</u> Per Hour
Carpenter	\$ <u>40</u> Per Hour
Carpenter's Helper	\$ <u>30</u> Per Hour
Plasterer	\$ <u>40</u> Per Hour
Painter	\$ <u>38</u> Per Hour
Laborer	\$ <u>32</u> Per Hour
Helper	\$ <u>30</u> Per Hour
HVAC Mechanic	\$ <u>75</u> Per Hour
Electrician	\$ <u>85</u> Per Hour
Gypsum Board Installer	\$ <u>48</u> Per Hour
Flooring Installer	\$ <u>50</u> 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.