



REQUEST FOR PROPOSAL # R25-003

ON DEMAND SERVICES

JUNE 18, 2025

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

REQUEST FOR PROPOSAL (RFP)
RFP # R25-003

GENERAL INFORMATION FORM

QUESTIONS/INQUIRIES: All questions/inquiries for information regarding this solicitation should be directed to:

Name: Sheryl S. Sullivan
Phone: (540) 831-6106
Email: sssullivan@radford.edu.

Written questions to be submitted via email no later than: **July 11, 2025 by 3:00 PM Eastern Standard Time (hereinafter EST)**

PROPOSAL DUE DATE AND TIME: Proposals will be received until **August 6, 2025, up to and including 3:00 PM EST. *Email and fax responses will not be accepted.***

In Person*

Deliver proposal to:
Radford University
David E. Armstrong Complex
501 Stockton Street
Radford, VA 24142

Mail or Courier*

Mailing Address:
Radford University
Procurement and Contracts
PO Box 6885
Radford, VA 24142-6885

Electronically through eVA

Electronic Submissions:
A PDF of your proposal may be submitted through eVA's Virginia Business Opportunities ([VBO](#)) site. See **Attachment F** for more details.

* Identify the envelope package as instructed in **Attachment A – Terms and Conditions**.

BUSINESS HOURS: Radford University's Procurement and Contracts Department is open Monday through Friday from 8:00 AM to 4:30 PM EST.

LATE PROPOSAL RECEIPT:

In-Person or Mail/Courier Delivery:

To be considered for selection, *proposals must be received by Radford University's Procurement and Contracts Department* by the due date and time identified in this solicitation document. The official time used in documenting the receipt of In-Person and Mail/Couriered proposals is that time identified on the automatic time stamp machine located in the Procurement and Contracts Department in the David E. Armstrong building on the main campus of Radford University. Proposals received after the date and time designated herein are automatically deemed non-responsive and will not be given consideration. The University is not responsible for delays in delivery conducted by the U.S. Postal Service, private couriers, or the intra-university mail system. It is the sole responsibility of the Offeror to ensure their proposal reaches the Procurement and Contracts Department at Radford University by the designated date and time.

For Electronic Submission through eVA:

To be considered for selection, proposals must be submitted through the eVA Electronic Submission process by the date and time identified herein. *In order to submit an electronic proposal, the Vendor **MUST BE** properly registered with eVA.* Registration may be accomplished through this site: <https://eva.virginia.gov/register-now.html>. It is strongly encouraged that registration be completed well in advance of the submission deadline to avoid any delays in the process. Upon successful submission, the Contractor will receive confirmation of submission through eVA. Radford University will not confirm receipt of the proposal. For a tutorial on how to view and respond to a solicitation, visit: <https://www.youtube.com/watch?v=KSxcAkOekW0>. The University is not responsible for delays, miscommunications, or transmission errors that may occur during the electronic submission process. This includes but is not limited to issues related to internet connectivity, email servers, or other technical malfunctions. It is the sole responsibility of the Offeror to ensure the proposal is submitted on time.

UNIVERSITY CLOSINGS: If the University is closed as a result of an act of God or an emergency situation, the University's website shall post notices of said closings. It is the responsibility of the vendor to check the website at www.radford.edu for said notifications. If the University is closed on the day proposals are due, proposals will be accepted at the same time on the next scheduled business day the University is open. If the University is closed on the day of a scheduled pre-proposal conference a written addendum will be issued to officially reschedule the conference.

OPTIONAL PRE-PROPOSAL CONFERENCE: A pre-proposal conference will be held on **June 26, 2025 at 10:00 AM**. See **Section (13)** for additional information.

TYPE OF BUSINESS: (Please check all applicable classifications). In order to qualify for assigned Small, Women and Minority (SWaM) points your business must be certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), provide your assigned SBSB certification number. For assistance with SWaM certification, visit the SBSB website at <https://www.sbsd.virginia.gov/>.

- ☐ **Large**
- ☐ **Small business** – A business that is at least 51% independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of these individual owners shall control both the management and daily business operations of the small business.
- ☐ **Women-owned business** – A business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in owned by one or more women who are citizens of the United States or legal resident aliens, and both the management and daily business operations are controlled by one or more women.
- ☐ **Minority-owned business** – A business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals, or any historically black college or university, regardless of the percentage ownership by minority individuals or, in the case of a corporation, partnership, or limited liability company or other entity, the equity ownership interest in the corporation, partnership, or limited liability company or other entity.

INTENTIONALLY LEFT BLANK

COMPANY INFORMATION/SIGNATURE: In compliance with this Request for Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal inclusive of all addenda, if applicable, and as mutually agreed upon by subsequent negotiation.

Information Requested	Vendor Response (Please write or fill in legibly)
FULL LEGAL NAME OF BUSINESS: (Please print the company name as it appears with your Federal Taxpayer Identification Number)	
FEDERAL TAXPAYER IDENTIFICATION NUMBER (TIN):	
BUSINESS NAME / DBA NAME/ TA NAME: (If different than the Full Legal Name)	
BILLING NAME: (Company name as it appears on your invoice)	
PAYMENT ADDRESS:	
CONTACT NAME:	
CONTACT TITLE:	
EMAIL:	
TELEPHONE NUMBER:	
TOLL FREE TELEPHONE NUMBER:	
EVA VENDOR ID NUMBER:	
VIRGINIA STATE CORPORATION COMMISSION REGISTRATION NUMBER:	

I acknowledge that I have received the following addenda posted for this solicitation.

1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ (Please check all that apply.)

SIGNATURE: _____ **DATE:** _____

1. **PURPOSE:** The intent and purpose of this Request for Proposal (RFP) is to establish contracts through competitive negotiations for On-Demand Services for Radford University located at 801 East Main Street, Radford, Virginia 24142, an agency of the Commonwealth of Virginia.

2. **SMALL, WOMEN-OWNED AND MINORITY OWNED - SWaM BUSINESS PARTICIPATION:**

The mission of Radford University is to ensure strategic business development practices are in place to promote Small, Women-Owned and Minority-Owned (SWaM) businesses to the maximum extent. Radford University encourages prime suppliers, Contractors, and service providers to facilitate the participation of small businesses, and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other inclusive and innovative relationships.

Radford University has established SWaM goals that are posted on the Procurement and Contract website. Links to the University's SWaM initiative can be located at: [Procurement and Contracts | Radford University](#).

3. **CONTRACT PERIOD:** The initial term of this contract is for one year, or as negotiated. There will be an option for four (4) one-year renewals, or as mutually negotiated.

4. **BACKGROUND:**

Radford University Background: Radford University is a comprehensive public university of 7,812 students that has received national recognition for many of its undergraduate and graduate academic programs, as well as its sustainability initiatives. Well known for its strong faculty/student bonds, innovative use of technology in the learning environment and vibrant student life on a beautiful 211-acre American classical campus, Radford University offers students many opportunities to get involved and succeed in and out of the classroom. With over 300 clubs and organizations, Radford University offers many opportunities for student engagement, leadership development and community service. In addition to robust academic offerings and engaging student experiences on the main campus located in Radford, Virginia, Radford University also offers a clinical-based educational experience for some 1,000 students living and learning in Roanoke, Virginia as part of Radford University Carilion, a public-private partnership focused on the cutting-edge delivery of health sciences programming, outreach, and service. Radford University joins several other institutions in offering degree programs and continuing education opportunities at the Roanoke Higher Education Center in Roanoke, the Southwest Virginia Higher Education Center in Abingdon and flexible online offerings through its virtual campus.

Specific Background: The Department of Facilities Management is dedicated to supporting the physical development and growth of Radford University. They are committed to serving students, faculty, staff, alumni, and visitors by providing clean, safe, functional, cost-effective, and well-maintained buildings and grounds, achieved by well-trained and motivated personnel with effective tools and equipment to assist Radford University in meeting its short-term and long-term goals. **On-Demand Services** are vital to Facilities in supporting the trades departments, for a variety of maintenance, repair, and renovation projects. Radford University's average spend for the last five (5) year period is estimated to be approximately \$761,000.00± per year. The Department of Facilities Management intends to expand upon the university's pool of pre-qualified and properly licensed contractors to provide contracting services on an "as needed" basis for future Radford projects involving plumbing, electrical work, carpentry/drywall, cabinetry/casework/counter tops, masonry, fencing, painting/caulking, insulation, mechanical services, and exterior building work, such as siding and roofing. This pool of prequalified contractors is utilized to provide services through Radford's On-Demand bid program. Projects for this program will include the Radford campus as well as offsite locations. Radford University will issue purchase orders to a contracted contractor as a result of this RFP. Purchase orders issued for projects under this program will not exceed \$100,000 and must be reviewed and approved by the Assistant Vice President, Facilities Management or their designee.

5. **EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCURMENT SYSTEM:** The eVA internet electronic procurement solution, web site portal eva.virginia.gov, streamlines and automates government purchasing activities within the Commonwealth. Radford University, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. We are therefore requesting that your firm participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration as a **self-registered** vendor.

There are transaction fees involved with the use of eVA. These fees must be considered within the provision of quotes, bids, and price proposals offered to Radford University. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <https://eva.virginia.gov/register-now.html> and register with eVA. This process needs to be completed

before Radford University can issue your firm a Purchase Order or contract. If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at <http://www.eva.virginia.gov>, or call eVA Customer Care at eva.virginia.gov/get-help-customer-care.html

6. **CONTRACT PARTICIPATION:** INTENTIONALLY LEFT BLANK

7. **CONTRACT ADMINISTRATION:** Radford University assigns Contract Administrators to each contract awarded. The Contract Administrator shall be the initial point of contact for the Contractor. Contract Administrators are charged with ensuring the terms and conditions of the contract are followed, payments are made in accordance to the contractual pricing schedule, and reporting noncompliance issues to the Procurement and Contracts Department at Radford University. Contract Administrators **do not** have the authority to authorize changes and/or modifications to the contract. Should noncompliance issues exist and cannot be resolved at this level or changes/modifications to the contract are required, the assigned Procurement Officer in the Procurement and Contracts Department must be notified immediately by the Contract Administrator.

8. **DEFINITIONS:**

1. **Equipment:** Non-power/power tools, and/or equipment used in the performance of work, to include, but not limited to, hammers, drills, saws, ladders, forklifts, vehicles, etc. Equipment is to be provided by the Contractor.
2. **Incidentals:** Small items that may or may not be consumed completely as part of a project that allows the Contractor to perform the work and will include safety items, for example, but not limited to: personal protective equipment (safety glasses, gloves, dust masks, ear plugs, etc.), tape, adhesive, work gloves, plastic sheeting, disposal bags, welding rods and gasses, etc. Incidentals are to be provided by the Contractor.
3. **Materials:** Consumable items utilized as part of a project in order to complete the work, for example, but not limited to, drywall, wire, cable, paint, pipe, conduit, insulation, faucets, cabinets, ceiling tiles, fence, bricks, roofing shingles, etc. Materials will be provided by the Contractor or the University and will be communicated in requests for quote.
4. **Overtime:** Overtime hours are based on any work time over forty (40) hours in a single week, and Saturdays and Sundays, except when the work schedule has been changed in agreement with the University and the Contractor. Overtime rates apply only to jobs for Radford University; hours worked at other jobs during the same week will not apply toward the University's overtime rate.
5. **Paid Hours:** Hours paid by an hourly rate under a contract awarded per this RFP will be only for productive hours at the job site, unless authorized by the Contract Administrator or designee. No payment per hourly rate will be made for travel time, lunch breaks, or other extended breaks.
6. **Regular Time:** Regular time is defined as normal working hours from 8:00 a.m. to 5:00 p.m., Monday through Friday, except on Virginia state holidays. Sundays, except when the work schedule has been changed in agreement with the University and the Contractor. Overtime rates apply only to jobs for Radford University; hours worked at other jobs during the same week shall not apply toward the University's overtime rate.

9. **STATEMENT OF NEEDS:** The Contractor is expected to furnish all labor, tools, materials, equipment, staff, and supervision to provide On Demand Services to Radford University as stated in this Statement of Needs.

- A. **Compliance:** All materials and application work shall be in strict compliance with all currently applicable codes, standards and specifications and any future codes, standards and specifications which may become applicable during the term of this contract.
- B. **Requirements:** On Demand Service Contractors will be utilized on an "as needed" basis for projects that include maintenance, repair, and renovation as specified by the university's Facilities department, to include campus locations and leased properties.
 1. The contractor must be licensed, and in good standing, through the Virginia Department of Professional and Occupational Regulation (DPOR) as a "CLASS A CONTRACTOR" OR "CLASS B CONTRACTOR" as required under Title 54.1-1100, Code of Virginia (1950), as amended.

2. The Contractor is expected to respond promptly to requests for maintenance, repairs and renovation work, and to complete projects in accordance with the University's established guidelines and timelines. All services provided are expected to meet or exceed industry standards. Work in progress will be inspected periodically by the Contract Administrator, Project Manager, and/or any other designated University representative.
3. Contractor services are expected to meet the needs of the University with minimum disruption to the operation of the University or any other Contractor.
4. The Contractor will be responsible for establishing and maintaining valid "Miss Utility" tickets when applicable.
5. The Contractor will be expected to comply with the Commonwealth of Virginia safety codes and standards. See link to the University's Occupational and Construction Safety Program: https://www.radford.edu/content/ehs/home/programs/occupational-safety.html#par_text_0
6. The Contractor should provide proper noise and dust control barriers in accordance with OSHA standards to contain dust, and potential exposure to respirable crystalline silica, during the performance of renovations, repairs, or maintenance activities.
7. The University reserves the right to provide materials to be used in the completion of a project. University supplied materials will be specified in the request for quote. However, the University will not furnish any tools or equipment. The Contractor is expected to provide the transportation, protection, and safekeeping of its tools and equipment.
8. The terms and conditions of this RFP shall be binding and apply to all subsequent projects awarded. Contractor terms and conditions submitted with bids will not be accepted by Radford University.
9. If any defective work or materials are found during inspection the contractor shall remove or repair, at its own expense, such defective work or rejected material and will rebuild and/or replace same without extra charge within ten (10) days of being notified of disapproval by the University. If any such work is concealed or enclosed without approval or consent, it must, if required by the University, its representative or other proper authorities, be uncovered for examination at the contractor's expense.
10. All work performed under the contract should be guaranteed for one year from the date of final acceptance by the University, against defects resulting from the use of contractor provided materials, tools, equipment, or workmanship. Any work requiring correction will be done at no additional expense to the University.

C. WORK SCHEDULE:

1. Contractor work should be scheduled during the University's business hours, Monday through Friday, 8:00 AM to 5:00 PM, except Virginia state holidays.
2. Work required outside of these hours or any hours when work should be avoided will be communicated to the Contractor prior to or during the project.
3. Work near or inside the residence halls will not begin before 9:00 AM.

D. EMERGENCY SERVICE REQUESTS:

1. The Contractor will be expected to respond to emergency repair requests twenty-four (24) hours a day, seven (7) days a week, and should be able to provide qualified service personnel on site within four (4) hours of receipt of request. The University, not the Contractor, will determine if a repair request is an emergency. Emergency work will be paid at the overtime hourly rate, if applicable.

E. PROCEDURES, QUOTES, AND PROJECT AWARDS:

1. Initiation Procedures for On-Demand Services During the Contract Period:
 - a. During the contract period, the University may issue a written scope of work along with a purchase order for a project utilizing the negotiated, pre-established unit or hourly rate, if one exists. If pre-established unit or hour rates are used, the University may issue a single purchase order up to \$100,000 to one Contractor. However, the university reserves the right to disregard the unit or hourly rate if one exists to have a project quoted in its entirety instead.

- b. The University may issue invitations for bid to pre-qualified contractors, including a written scope of work and project requirements, to obtain a fixed price quote for a specific project. If the invitation for bid contains a provision for a pre-bid conference, contractors are strongly encouraged to attend in order to thoroughly examine the proposed work site to gain a complete understanding of the project's nature and scope. Contractors should submit an itemized fixed price quote, inclusive of all labor, materials, and any additional costs necessary for the full completion of the project. Additional hours may be granted upon request to complete a specified project deadline. All responses received will be evaluated, and a purchase order will be issued to the most responsive and responsible contractor whose quote meets all project requirements. The University reserves the right to reject all quotes for a project if the quotes are deemed unfair and unreasonable.
 - c. In preparing bids, the Contractor may conduct personal inspections and/or contact the Project Manager to review existing building drawings. However, the Contractor is solely responsible for verifying all measurements, site conditions, and construction details prior to submitting a bid. The University will not be liable for any discrepancies resulting from the Contractor's failure to perform adequate due diligence.
2. Purchase Order Guidelines:
- a. Requests for Quote:
 - 1. The University reserves the right to request a quote from one contractor if the project is estimated at \$50,000.00, or less. *
 - 2. The University will request quotes from all on-demand service contractors. Projects that are estimated to cost more than \$50,000 but not more than \$200,000. No single contractor will be awarded a project exceeding \$200,000.
 - 3. The University may issue a purchase order, not to exceed \$100,000 to one certified SWaM vendor.
- *Relative to Radford University's current Small Purchase Procedures
- 3. The University may request a project completion date on the request for the quote. The Contractor's quote represents the agreement to all factors and requirements involved in meeting the project completion date, to include:
 - a. Submission of requested quote documents
 - b. Contract documents
 - c. Consideration of local conditions
 - d. Availability of materials
 - e. Equipment
 - f. Labor – contractor is expected to provide sufficient staffing and support needed to meet project deadline date.
 - g. All other elements that may affect the completion of the work.
 - 4. The issued purchase order serves as the authorization to proceed with work. The purchase order will incorporate the Contractor's quote as a "not to exceed" price and will list the agreed upon start and completion dates, if applicable. The Contractor should not begin work on any project until the contractor has received a purchase order from the University. The Contractor should not perform work on a project that would result in exceeding the dollar amount of the purchase order without first obtaining written approval from the University.
 - 5. The University will notify the Contractor of any required permits based upon the scope of work.
 - 6. The University reserves the right to complete any project with its own staff or cancel a purchase order at any time. Contractors are not required to submit a quote for all projects. However, the University reserves the right to cancel the contract with any Contractor who fails to submit a quote on any project during the preceding contract term or if a Contractor consistently fails to meet established or agreed upon completion dates or complete satisfactory work for projects which the Contractor has been issued a purchase order for.

F. USE OF UNIVERSITY PREMISES:

- 1. All projects will be performed in a manner that will not adversely affect the integrity of a building's structural, mechanical, electrical, fire protection and life safety systems, or any other building systems or utilities that may overload or render useless any portion of the building without first seeking approval from the Contract Administrator. Utility shutdowns will be coordinated in advance. The Contractor will be responsible for coordinating utilities shutdowns with the Contract Administrator.

2. The Contractor is responsible for coordinating parking arrangements and storage locations for materials, tools, and equipment with the Contract Administrator, ensuring all items are stored securely. The Contractor will monitor the release of materials to minimize the risk of theft or vandalism. Any incidents of theft or vandalism should be promptly reported to the Radford University Police Department.
 3. The Contractor will limit use of premises to the areas assigned by the Contract Administrator. The Contractor is expected to keep all driveways, sidewalks, and building entrances clear unless the contractor is working in the immediate area. The Contractor should provide adequate signs and temporary barriers for the work site and should schedule deliveries to minimize disruptions from its operations.
 4. The Contractor is responsible to report to the University, in the original quote, any damage or issue found prior to beginning work at any site that was not disclosed by the University in the request for quote.
 5. The Contractor will be responsible for repairing or replacing any work damaged by its operations within ten (10) days after notification by the University, unless delayed by availability of materials or weather.
 6. The Contractor will not operate or disturb the setting of any valves, switches or electrical equipment on the service lines to the building except by proper previous arrangement with and in the presence of an authorized representative of the University. The Contractor should provide ample advance notice of the need for cut-off or adjustments which will be scheduled at the convenience of the University.
 7. The Contractor will be responsible for all cutting, filling, or patching of its work required to make the same conform to the drawings and specifications, and except with the consent of the University, not to cut or otherwise alter the work of any other Contractor. The Contractor will not damage or endanger any portion of the work or premises, including existing improvements, unless called for by the purchase order.
 8. Access to work in restricted areas requires a 48-hour minimum notice to the University, and work in these areas may require escort.
 9. Existing restroom facilities, electricity, and water may be used by the Contractor as directed by the University.
 10. The Contractor is responsible for cleaning up the work site daily to remove rubbish, scrap materials, and debris, which should be properly disposed of in a licensed recycling site or landfill. The work site should maintain a neat and orderly appearance.
 11. All building materials are the property of the University, and the University reserves the right to retain and salvage the materials from any project.
 12. Before final payment, the Contractor will remove all surplus material, support structures, temporary structures, including foundations thereof, and debris of every nature resulting from their operations and to put the site in a neat, orderly condition; to thoroughly clean and leave reasonably dust free finished surfaces including all equipment, piping, etc. on the interior of all buildings; and to thoroughly clean all installed glass including the removal of all paint and mortar splatters and other defacements.
 13. The Contractor is expected to use measures to prevent soil erosion at the work site during construction and upon completion of the work. All storm drain inlets should be protected using filter socks, fabric drain inserts, or equivalent methods to capture runoff from site cleaning activities. Captured sediment should be collected and disposed of in an appropriate receptacle. The work site should be cleared of all debris in accordance with the applicable requirements and standards outlined in the latest edition of the *Virginia Erosion and Sediment Control Handbook*, as well as any additional contract specifications.
- G. **PERSONNEL:** Contractor staff should wear uniforms or other appropriate attire at all times to designate Contractor affiliation, be professional, properly trained and qualified to deliver high quality work. The contractor is responsible for assuring their employees abide by a standard of conduct that emphasizes open communication, professionalism, respect and adherence to laws.
1. The Contractor is to provide sufficient personnel to ensure project completion by the specified deadline date in the request for quote.

2. The Contractor is expected to provide on-site supervision at all times while work is in progress. The designated on-site foreman shall be authorized to act on behalf of the Contractor and will serve as the primary point of contact for coordination with Facilities Management staff. This supervisor is responsible for facilitating project progress, addressing and correcting deficiencies, and resolving issues promptly to ensure that the work proceeds efficiently and in accordance with project requirements.
3. For projects deemed complex by the University, the University may require the assignment of a full-time superintendent, subject to University approval, who must remain on-site at all times. The Contractor must notify the University of any proposed changes of the superintendent during the course of such projects. The Contractor is solely responsible for all construction means, methods, sequences, and procedures; for coordinating all aspects of the work under the purchase order; and for implementing all safety and worker health programs and practices.

H. PROTECTION OF PERSONS AND PROPERTY:

1. The Contractor will be responsible, both directly and through its subcontractors, and always take precautions for the protection of persons and property, that may result on the building site or caused by the Contractor's operation in connection with the work. The Contractor should make good on any such damage, injury or loss, except such as may be directly due to errors in the contract documents or caused by agents or employees of the University.
2. Any damage, including damage to finished surfaces resulting from the performance of the contract must be repaired at the Contractor's expense to the satisfaction of the University.
3. Radford University will be responsible for the abatement of previously identified hazardous materials (including asbestos and lead containing building materials). If additional suspect materials are discovered by the contractor during the course of work, all work should cease immediately in such areas until the materials can be assessed for hazard potential. Any subsequently discovered and confirmed hazardous materials would then be abated by the university.

I. INSPECTION OF WORK: The University, its specified agents, and any public authority and their representatives should have access to inspect a safe work site at all times, whenever work is in progress.

1. The Contractor should notify the Contract Administrator or designee prior to completion of work to coordinate all rough-in and final inspections. Any omission or failure on the part of the Contract Administrator, or designee, to disapprove or reject defective work or materials should not be construed as a final acceptance of any such work or material.

J. PARKING POLICY: All Contractors' vehicles parked on the Radford University campus must be registered with the Radford University Parking Services Department and display a valid Contractor's parking pass. Contractor's vehicles parked on the Radford University campus without a parking pass or permit are subject to ticketing and fines. In the unlikely event a driver should find it necessary to drive on Radford University sidewalks, plazas and areas heavily used by pedestrians, the driver must yield to pedestrians.

K. TRADE CATEGORIES AND DESCRIPTIONS: The examples below are intended to provide each Offeror with an idea of work that may be requested during the course of the contract. **It is not required that each Offeror be capable of performing all work as described in each category.** The University requests that capabilities and expertise the Offeror may have related to these areas be addressed in the Vendor Submission Form, **Attachment E**.

1. **Cabinetry, Casework, and Countertops.** Examples of cabinetry services are as follows, but are not limited to:
 - a. Installation of cabinetry, cased goods, and countertops. The Contractor should offer multiple product lines and provide shop drawings or renderings upon request. Cabinets should contain all necessary components (face frame, end panels, backs, shelves, doors, bottoms, drawers, hardware, and accessories).
2. **Carpentry and Drywall.** Examples of carpentry services are as follows, but are not limited to:
 - a. General building framing; hang and finish drywall and ceilings; suspended ceilings; building insulation; doors and windows; finish carpentry and trim work; demolition of, modify existing, construct new, or relocate interior building walls or partitions, permanent or temporary in nature; and minor roof repair.

3. **Demolition and General Labor.** Examples of demolition and general labor services are as follows, but are not limited to:
 - a. **Selective Building Demolition.** Demo of selected interior partitions, systems, and building components; exterior façade, structures and components; protection of areas adjacent to or affected by selective demo; removal of abandoned utilities and wiring systems; salvage of designated items. Pollution control during demo, including noise and dust control; and removal and legal disposal of debris. Provide and maintain interior and exterior shoring and bracing.
 - b. **General Labor.** Inside and outside work; heavy lifting; clean and prepare job site; load, unload, and deliver materials; use a variety of tools and machines; set up and take down ladders, scaffolding, and other temporary structures; assist carpenters, masons, and other specialized trades.
4. **Electrical Services.** Examples of electrical services are as follows, but are not limited to:
 - a. Maintain, repair, and install all types of commercial and residential electrical systems, which may include conduit and wireway work; power and structural wiring; lighting systems; communication systems; sound systems; fire alarm systems; equipment hookup and installation; and other related electrical work. Some projects may require work in confined spaces or in aerial lift equipment.
 - b. Work may be required on a variety of voltage systems including 120, 208, 277, and 480; and may be performed on main service panels and disconnects. Work may be required on the campus medium voltage system (4160), which may include duct banks, cables, switches, and transformers.
5. **Fencing.** Examples of fencing services are as follows, but are not limited to:
 - a. Provide, install, and repair residential and commercial fencing; handrail fabrication; fences including wood, chain link, aluminum, and woven wire; and wrought iron railings and fence.
6. **Insulation.** Examples of insulation services are as follows, but are not limited to:
 - a. Provide and install appropriate insulation on a variety of piping and mechanical systems that may include hot water, chilled water, steam piping, and duct work.
7. **Masonry.** Examples of masonry services are as follows, but are not limited to:
 - a. Provide materials such as masonry sand, mortar mix, cement, precast concrete lintels, wall reinforcements, block fill insulation, ready mix textured coating, two-component cement-base acrylic resin bonding agent for patching, heavy duty cement-base aggregate type non-metallic waterproof coating, non-shrink grout, and bricks.
 - b. Provide labor for brick and block laying; for removal and replacement of existing sidewalks, pavers, patios, and roadways; and to repair and build retaining walls, free standing walls, and chimneys.
8. **Mechanical Services.** Examples of mechanical services are as follows, but are not limited to:
 - a. **HVAC.** Provide installation, service, maintenance, and repair of commercial type HVAC systems, equipment, and components. Provide installation, service, maintenance, and repair of residential type HVAC systems, equipment, and components.
 - b. **Sheet Metal.** Fabricate and install duct work of various materials and dampers for commercial and residential applications. Provide associated sheet metal for HVAC systems, hoods, and exhaust applications.
 - c. **Welding.** Fabrication and maintenance welding of pipe, structural steel, stainless steel, aluminum, brass, and copper.
9. **Painting and Caulking.** Examples of painting and caulking services are as follows, but are not limited to:

- a. Apply coats of paint, varnish, stain, enamel, lacquer, or caulk to interior and exterior surfaces, trimmings and fixtures of buildings and other structures. Furnish and use ladders and scaffolding as needed. If paint is provided by the Contractor, the type and manufacturer should be approved and the color specified by the University.

10. **Plumbing.** Examples of plumbing services are as follows, but are not limited to:

- a. Plumbing testing, repair, and replacement; routine and emergency drain cleaning services; modify existing plumbing; and provide hookups for new equipment. Provide services for commercial projects, including plumbing renovations and commercial hot water heaters and tanks. Provide services for residential projects, including plumbing renovations and residential hot water heaters and tanks. Patch and repair surrounding services.

11. **Roofing.** Examples of roofing services are as follows, but are not limited to:

- a. Install, maintain, and repair shingle, slate, synthetic slate, metal, various flat roof systems, parapet walls, and flashing. Repair exposed and hidden guttering and down spouts. Provide emergency roof repairs as needed. Locate and repair roofing system leaks.
- b. Install new roofs and roofing repair materials in accordance with manufacturer's recommendations.

12. **Siding.** Examples of siding services are as follows, but are not limited to:

- a. Provide, install, and repair vinyl, wood, and Hardie plank or similar siding; repair and replace soffit, gutters, and gutter guards.

10. **SPECIFIC REQUIREMENTS:** Proposals should be as thorough and detailed as possible so that Radford University may properly evaluate your capabilities to provide the required goods or services. Offerors are required to submit the following information/items as a complete proposal:

A. **Plan or Methodology for Delivery of Services:** Provide your plan for providing On-Demand Services. Include the following:

1. A description of what specific services the Contractor proposes to provide, including but not limited to the proposed staffing to be used, when the services will be performed, by whom, and the anticipated time durations for typical services, specifically addressing:
2. A description of any reports, certifications, or deliverables in the performance of the work included in this solicitation. Please include copies of all standard certifications, business licenses, resumes of key employees, reports, example receipts, and tracking tools.
3. Identification of application codes, regulations, standards and recommended practices to be followed by the Offeror in the performance of specific tasks proposed by the Offeror.
4. Details of how you and your employees intend to communicate with Radford University.
5. Plan for increasing the workforce if the need arises.

B. **Experience and Qualifications:** Please provide a written narrative outlining the experience of the firm in providing the services described.

1. Provide names, qualifications and experience of personnel to be assigned to the project, including an organization chart, individual qualifications and duties.
2. Resumes of key employees to be assigned to the project.

C. **Vendor Submission Form:** Attachment D. Complete sections A through E for each trade category your company is proposing. If your company intends to propose more than one trade, you will need to complete a separate Attachment E for each trade.

- D. **Pricing:** Please fully complete Attachment E with the pricing as indicated in Section 9. above. The rates provided must be “fully burdened” to include any ancillary expenses associated with the project performance. Transportation, travel time, soft costs or other expenses will not be paid for separately. These must be inclusive rates.
1. Any pricing for hourly rates as listed on Attachment E shall be paid for productive hours at the job site, unless otherwise authorized by the Contract Administrator. No payment of hourly rates will be made for travel, lunch breaks, or other extended breaks.
- E. **References:** Provide four (4) references on Attachment C either educational (preferred) or governmental, for whom you have provided the type of services described herein. Include the date(s) services were furnished, the client name, address, and the name and phone number of the individual Radford University has your permission to contact.
- F. ***Participation of Small, Women-owned and Minority-owned business (SWaM) Business:** If your business cannot be classified as SWaM, describe your plan for utilizing SWaM subcontractors if awarded a contract. Describe your ability to provide reporting on SWaM subcontracting spend when requested. If your firm or any business that you plan to subcontract with can be classified as SWaM, but has not been certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), it is expected that the certification process will be initiated no later than the time of the award. If your firm is currently certified, you agree to maintain your certification for the life of the contract. For assistance with SWaM certification, visit the SBSB website at <http://www.sbsd.virginia.gov>.
- G. **RFP Submission Checklist:** Refer to Attachment F for guidance to ensure your proposal submission includes all of the requirements and documents.

11. SELECTION CRITERIA AND AWARD:

A. Selection Criteria:

Proposals will be evaluated by Radford University using the following weighted evaluation criteria.

	Evaluation Criteria	Percentage of Points
1	Qualifications and experience of Offeror in providing the goods/services.	25%
2	Quality of products/services offered and suitability for the intended purposes.	25%
3	Specific plans or methodology to be used to provide the products/services.	20%
4	Financial (Cost)	20%
5	Participation of Small, Women-Owned and Minority-Owned (SWaM) Businesses.	10%
	TOTAL	100%

- B. **Award to Multiple Offerors:** Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposal. Negotiations shall be conducted with the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected Radford University shall select the Offerors which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. Radford University reserves the right to make multiple awards as a result of this solicitation. Radford University may cancel this Request for Proposal or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. Should Radford University determine in writing and in its sole discretion that only one Offeror is fully qualified or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Contractor’s proposal as negotiated. See **Attachment B** for sample contract form.

12. **PROPOSAL PREPARATION AND SUBMISSION:**

A. **GENERAL INSTRUCTIONS:** Response shall be submitted in one of the following ways:

In Person*	Mail or Courier*	Electronically through eVA
<u>Deliver proposal to:</u> Radford University David E. Armstrong Complex 501 Stockton Street Radford, VA 24142	<u>Mailing Address:</u> Radford University Procurement and Contracts PO Box 6885 Radford, VA 24142-6885	<u>Electronic Submissions:</u> A PDF of your proposal may be submitted through eVA's Virginia Business Opportunities (VBO) site. See Attachment F for more details.

* **Identify the envelope/package as instructed in Attachment A – Terms and Conditions**

No other distribution of the proposal shall be made by the Offeror.

1. **IN PERSON or MAIL/COURIER RFP Responses:** In order to be considered for selection, Offerors shall submit a complete response to this RFP to include.
 - a. **One (1) original paper copy of the entire proposal, INCLUSIVE OF ALL ATTACHMENTS.** Any proprietary information should be clearly marked in accordance with section 12.A.1.c below.
 - b. **One (1) electronic copy** in WORD format or searchable PDF (USB/Flash Drive) of the entire proposal as one document, **INCLUSIVE OF ALL ATTACHMENTS** mailed along with the hard copy above. Any proprietary information should be clearly marked in accordance with 12.A.1.c below.
 - c. Should the proposal contain **proprietary information**, provide **one (1) redacted** electronic copy in WORD format or searchable PDF (USB/Flash Drive) of the entire document **INCLUSIVE OF ALL ATTACHMENTS. All identified proprietary information should be blacked out.** This USB/Flash Drive should be marked “*Redacted Copy.*”
2. **ELECTRONIC SUBMISSION via eVA VBO RFP Responses:** In order to be considered for selection, Offerors shall submit a complete response to this RFP to include. A brief tutorial on how to submit a response through eVA VBO can be found here: [eVA VBO Electronic Submission](#).
 - a. **One (1) electronic copy** in WORD format or searchable PDF (USB/Flash Drive) of the entire proposal as one document, **INCLUSIVE OF ALL ATTACHMENTS.** Any proprietary information should be clearly marked in accordance with 12.A.2.b. below.
 - b. Should the proposal contain **proprietary information**, provide **one (1) redacted** electronic copy in WORD format or searchable PDF of the entire document **INCLUSIVE OF ALL ATTACHMENTS. All identified proprietary information should be blacked out.** This file should be clearly labeled or marked “*Redacted Copy.*”

B. **PROPOSAL PREPARATION:**

1. **Sign and Complete:** Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Radford University requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Radford University. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
2. **Concise & Clear:** Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
3. **Organization:** Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the attachment, paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The proposal should contain a table of contents, which cross-

references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find the RFP requirements are specifically addressed.

4. **Word Usage:** As used in this RFP, the terms “must”, “shall”, “should” and “may” identify the criticality of requirements. “must” and “shall” identify requirements whose absence will have a major impact on the suitability of the proposed solution. Items labeled as “should” or “may” are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “must” and “shall” requirements. The inability of an Offeror to satisfy a “must” or “shall” requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offeror's proposal.
 5. **Binding:** The original proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
 6. **Ownership:** Ownership of all data, materials and documentation originated and prepared for Radford University pursuant to the RFP shall belong exclusively to Radford University and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia of Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in the rejection of the proposal.
 7. **Legal Agreement:** Unless noted in the proposal, a signed and submitted proposal certifies that the firm's principals or legal counsel has reviewed the Request for Proposal General Terms and Conditions and the Special Terms and Conditions and agrees that these provisions will become a part of any final agreement, and that the principals or legal counsel has reviewed and approved the firm's entire proposal prior to submission to the University.
- C. **ORAL PRESENTATIONS:** Offerors who submit a proposal in response to this RFP may be invited to give an oral presentation of their proposal to Radford University. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but in no way will change the original proposal. The University will schedule the time and location of these presentations. Oral presentations may be conducted at the option of Radford University; therefore, proposals should be complete.

13. **OPTIONAL PRE-PROPOSAL CONFERENCE:**

- A. An optional pre-proposal conference will be held **June 26, 2025 at 10:00 AM** via Zoom. While attendance at this conference will not be a prerequisite to submitting a proposal, Offerors who intend to submit a proposal are encouraged to attend online. It is recommended you have a copy of the solicitation readily available to review during the conference.

Any vendor who is unable to attend via Zoom and wishes to attend in person may do so by registering in advance via email with the Procurement Officer of record, Austin Eads.

ZOOM ATTENDANCE (Registration is required):

You are invited to a Zoom meeting.

When: June 26, 2025, at 10:00 AM (EST)

Register in advance for this meeting:

<https://radford.zoom.us/meeting/register/ZiseeUXpQ-6pW0HYjs9HOg>

After registering, you will receive a confirmation email containing information about joining the meeting. Please allow a few extra minutes prior to the Pre-Proposal Conference to complete registration and to obtain the link to the meeting via email.

- B. The purpose of the pre-proposal conference is to allow potential Offerors an opportunity to present questions and requests for clarification, with final responses provided in an RFP Addendum that will be published on [eVA - Virginia's eProcurement Portal](#). The Addendum will include any updates to the RFP, including changes as well as responses to questions presented.
14. **INVOICES and PAYMENT:** Invoices for goods or services provided under any contract resulting from this solicitation should be submitted by email to acctspayable@radford.edu. Invoices shall be identified with the assigned contract number. Invoices shall identify contract pricing for all good/services payment is being requested. If submitting invoices by mail use the following address. **Email is the preferred method of invoice receipt.**
- RADFORD UNIVERSITY
ACCOUNTS PAYABLE
POST OFFICE BOX 6906
RADFORD, VA 24142-6906**
- Payment will be made thirty days after receipt of proper invoice for the amount of payment due, or thirty days after receipt of goods / services, whichever is later, in accordance with the [Commonwealth of Virginia Prompt Pay Act](#).
15. **ADDENDUM:** Any **ADDENDUM** issued for this solicitation may be accessed on Virginia Business Opportunities by going to www.eva.virginia.gov. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.
16. **COMMUNICATIONS:** Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the Procurement and Contracts Department at Radford University rejects all proposals. Formal communications will be directed to the Procurement Officer listed on this solicitation. Reference General Information – Questions/Inquiries. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than a Procurement and Contracts Department representative may result in the offending Offeror's proposal being rejected.
17. **TERMS AND CONDITIONS:** This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions. See **Attachment A**.
18. **ATTACHMENTS:**

Informational:

Attachment A – Terms and Conditions
Attachment B – Sample of Standard Contract Form
Attachment F – RFP Submission Checklist
Attachment G – Virginia Business Opportunities Information

To be returned with proposals:

Attachment C – Vendor Data Sheet (References)
Attachment D – Vendor Submission Form
Attachment E – Financial Proposal

Attachment A

TERMS AND CONDITIONS

I. GENERAL TERMS AND CONDITIONS: See [GENERAL TERMS AND CONDITIONS](#)

II. ADDITIONAL TERMS AND CONDITIONS:

1. **ADDITIONAL GOOD AND SERVICES:** The University may acquire other goods or services that the supplier provides other than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services, under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the contract.
2. **AUDIT:** The Contractor hereby agrees to 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. Radford University, its authorized agents, and/or state auditors shall have full access and the right to examine any of said materials during said period.
3. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Radford University shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this contract.
4. **CANCELLATION OF CONTRACT:** Radford University reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
5. **CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Request for Proposal including all addendums thereof, the proposal submitted by the Contractor, the written results of negotiations, the University Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
6. **IDENTIFICATION OF PROPOSAL ENVELOPE:** The signed proposal should be returned in a separate envelope or package and identified as follows:

From

<hr/>	
Name of Offeror	Due Date
<hr/>	
Street or Box Number	Solicitation Number
<hr/>	
City, State, Zip Code	Solicitation Title
<hr/>	
Name of Procurement Officer:	
<hr/>	

The envelope should be addressed to:

RADFORD UNIVERSITY
Procurement and Contracts Department
P.O. Box 6885
501 Stockton Street

Radford, Virginia 24142

The Offeror takes the risk that if the envelope is not marked as described above, it may be inadvertently opened and the information compromised, which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

7. **NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing, hand delivered, mailed or electronically submitted to the address of the respective party at the following address:

If to the Contractor: Address Shown on the RFP Cover Page

Attention: Name of Person Signing RFP

If to Radford University:

RADFORD UNIVERSITY
Procurement and Contracts Department
Attn: Procurement Officers Name
P.O. Box 6885
501 Stockton Street
Radford, Virginia 24142

8. **PUBLIC POSTING:** INTENTIONALLY LEFT BLANK

9. **SEVERAL LIABILITY:** Radford University will be severally liable to the extent of its purchase made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.

III. SPECIAL TERMS AND CONDITIONS:

1. **ACCEPTANCE PERIOD:** Any Proposal received in response to this solicitation shall be valid for (365) days. At the end of the (365) days the Proposal may be withdrawn at the written request of the Offeror. If the Proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
2. **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 inform all employees that the suspect material is not to be disturbed, and shall vacate and secure the area until an identification has been made if suspect debris is present. 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.
3. **CONTRACTOR PERSONNEL:** All employees of the Contractor shall comply with the rules, regulations, policies and procedures of Radford University and shall maintain proper conduct. In the event the University finds, at its sole discretion, that an employee of the Contractor is objectionable to the University that employee shall be removed by the Contractor from University grounds and shall not again be employed by the Contractor on University grounds until approved by the University.
4. **CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENT:** By my signature on this solicitation, I certify that this firm/individual and/or subcontractor is properly licensed for providing the goods/services specified.

Contractor Name: _____ Subcontractors Name: _____

License #: _____ Type: _____

5. **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 Offeror within any 12-month period is \$750,000 or more, the bidder/offeror is required under Title 54.1-1100, *Code of Virginia* (1950), as amended, to be licensed by the State Board of Contractors (Board) 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 Offeror within any 12-month period is \$150,000 or more, but less than \$750,000 or more, the Offeror 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 Offeror 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 Offeror shall place on the outside of the envelope containing the proposal and shall place in the proposal 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 Offeror shall fail to provide this information on the proposal or on the envelope containing the proposal 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 proposals, he shall be deemed to be in violation of § 54.1-1115 of the *Code of Virginia* (1950), as amended, and his proposal will not be considered.

If the bidder/offer fails to provide the required license as requested by the University within a specific period of time, the bid/proposal shall not be considered for further evaluation.

6. **CONTRACTOR'S TITLE TO MATERIALS:** No materials or supplies for the work shall be purchased by the Contractor or by any subcontractor's 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.
7. **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 Radford University.
8. **FINAL INSPECTION:** At the conclusion of the work, the Contractor shall demonstrate to the authorized owner's representatives that the work is fully operational and 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.
9. **ELECTRICAL INSTALLATION:** All equipment/material shall conform to the latest issue of all applicable standards as established by National Electrical Manufacturer's Association (NEMA), American National Standards Institute (ANSI), and Underwriters' Laboratories, Incorporated (UL) or other Nationally Recognized Testing Laboratories (NRTL) currently listed with the US Department of Labor. All equipment and material, for which there are NEMA, ANSI, UL or other NRTL standards and listings, shall bear the appropriate label of approval for use intended.
10. **INSURANCE:** By signing and submitting a Proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§2.2-4332 and 65.2-800 et seq of the *Code of Virginia*. The Offeror further certifies that the Contractor and any subcontractors will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

INSURANCE COVERAGES AND LIMITS REQUIRED:

- ☒ Worker's Compensation - Statutory requirements and benefits.
- ☒ Employers Liability - \$100,000.00
- ☒ Commercial General Liability - \$1,000,000.00 per occurrence and \$2,000,00 in the aggregate to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. Radford University shall be named as an additional insured to the policy by endorsement.
- ☒ Automobile Liability - \$1,000,000 combined single limit. *Contractor must assure that the required coverage is maintained by the Contractor (or third-party owner of such motor vehicle.)*
- ☒ Builders Risk – For all renovation and new construction projects under \$100,000 Radford University will provide All Risk – Builders Risk Insurance. For all renovation contracts, and new construction from \$100,000 up to \$500,000 the Contractor will be required to provide All Risk – Builders Risk Insurance in the amount of the Contract and name Radford University as additional insured. All insurance verifications of insurance will be through a valid insurance certificate.

*The Contractor agrees to be responsible for, indemnify, defend and hold harmless Radford University, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the Contract, including but not limited to claims under the Worker's Compensation Act. The Contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Radford University, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the Contract.

11. **MATERIALS CONTAINING ASBESTOS:** The Offeror shall not incorporate any materials into the work containing asbestos. The Offeror shall not incorporate any material known by the Offeror to contain a substance known to be hazardous to health when the building is occupied unless specifically approved by Radford University or required by the specifications. If the Offeror becomes aware that a material required by the specifications contains asbestos, it shall notify Radford University immediately and shall take no further steps to acquire or install any such material.
12. **ORDER PLACEMENT:** The University does not place verbal orders for Goods and Services. The University may only place orders for Goods and Services by issuing a formal written Purchase Order in advance delivery of Goods and Services. If the Contractor provides Goods and Services prior to receipt of a formal written Purchase Order or incurs costs in excess of authorized purchase order fee amounts, it does so at its own risk.
13. **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.
14. **RENEWAL OF CONTRACT:** This Contract may be renewed by Radford University for a period of one year only under the terms and conditions of the original Contract except as stated in A, B, C, & D below. Price increases may be negotiated only at the time of renewal. Written notice of Radford University's intention to renew shall be given (approximately 90 day) prior to the expiration date of each Contract period.
 - A. If Radford University elects to exercise the option to renew the Contract for an additional one-year period, the Contract price(s) for the additional year shall not exceed the contract prices of the original Contract increased/decreased by no more than the percentage increase/ decrease of the "services" category of the CPI-U section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
 - B. If during the first one-year renewal Radford University elects to exercise the option to renew the Contract for the second additional one-year period, the Contract price(s) for the second additional one-year period shall not exceed the contract price(s) of the first one-year renewal period increased/decreased by no more than the percentage increase/decrease of the "services" category of the CPI-U section for the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
 - C. If during the second one-year renewal Radford University elects to exercise the option to renew the Contract for the third additional one-year period, the Contract price(s) for the third additional one-year period shall not exceed the contract price(s) of the second one-year CPI-U renewal period increased/decreased by no more than the percentage increase/decrease of the "services" category of the section for the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
 - D. If during the third one-year renewal Radford University elects to exercise the option to renew the Contract for the fourth additional one-year period, the Contract price(s) for the fourth additional one-year period shall not exceed the contract price(s) of the third one-year renewal period increased/decreased by no more than the percentage increase/decrease of the "services" category of the CPI-U section for the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
15. **SAFETY DATA SHEETS (SDS):** Safety Data Sheets and descriptive literature shall be provided with the Proposal for each chemical and/or compound offered. Failure on the part of the Offeror to submit such data sheets may be cause for declaring the Proposal as nonresponsive.
16. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of Radford University. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish Radford University 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 his subcontractor(s) and shall assure compliance with all requirements of the Contract.

17. **WARRANTY (COMMERCIAL):** The Contractor agrees that the supplies 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 supplies or services and that the rights and remedies provided therein are in addition to and do not limit those available to Radford University by any other term of this solicitation. A copy of this warranty must be furnished with the Proposal.
18. **WORK SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this Contract shall be repaired to the Owner's satisfaction at the Contractor's expense.

INTENTIONALLY LEFT BLANK

Attachment B

SAMPLE CONTRACT FORM

Standard Contract form for reference only
Offerors do not need to fill in this form.



This contract entered into this __ day of ____, 20__, by ____, located at (insert complete physical address), hereinafter called the “Contractor” and Commonwealth of Virginia, **Radford University**, called the “Purchasing Agency or Radford University”, located at 801 East Main Street, Radford, VA. 24142.”

1. **WITNESSETH** that the Contractor and Radford University, in consideration of the mutual covenants, promises and agreements contained, agree as follows:
2. **SCOPE OF CONTRACT:** The Contractor shall provide _____ to Radford University as set forth in the Contract Documents.
3. **TERM OF CONTRACT:** From _____ through _____ with _____ **(number of years) year renewal options or as negotiated, to include all contractual provisions contained herein.**
4. **THE CONTRACT DOCUMENTS SHALL CONSIST OF:**

This signed Radford University Standard Contract. Document;

Radford University’s Request for Proposal (RFP) **Rxx-xxx** dated _____, Addendum **xxx** dated _____
(list all addendums in this format).

Contractor’s Proposal signed and dated _____

Negotiation Summation: **(List each document by title and execution date)**

5. **COMPENSATION AND METHOD OF PAYMENT:** The Contractor shall be paid by Radford University in accordance with the contract documents. **(*Note: If advantageous you can list compensation here.)**

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

CONTRACTOR:

Print Name: _____

Title: _____

Signature: _____

Date: _____

RADFORD UNIVERSITY

Print Name: _____

Title: _____

Signature: _____

Date: _____

Attachment C
VENDOR DATA SHEET

*Note: The following information is required as part of your response to this solicitation. Failure to complete and provide this sheet may result in finding your bid/offer nonresponsive.

Qualifications: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.	
Vendor's Primary Contact:	
NAME:	PHONE:
Year's in Business: Indicate the length of time you have been in business providing this type of good or service: YEARS: MONTHS:	
References: Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods/services. Include the length of service and the name, address and telephone number of the point of contact.	

Company:	Contact:
Phone: ()	Email:
Fax: ()	
Project:	
Dates of Service:	\$ Value:

Company:	Contact:
Phone: ()	Email:
Fax: ()	
Project:	
Dates of Service:	\$ Value:

VENDOR DATA SHEET

Company:	Contact:
Phone: ()	Email:
Fax: ()	
Project:	
Dates of Service:	\$ Value:

Company:	Contact:
Phone: ()	Email:
Fax: ()	
Project:	
Dates of Service:	\$ Value:

I certify the accuracy of this information.

Signed: _____

Title: _____

Date: _____

Attachment D

**RFP# R25-003
Vendor Submission Form**

Proposals should be as thorough and detailed as possible so that the University may properly evaluate your capabilities to provide the required goods/services. Offerors are required to submit this completed document as part of the proposal:

Company Name: _____

Select Each Trade Category for which you wish to be considered:

<input type="checkbox"/>	Cabinetry, Casework, & Countertops	<input type="checkbox"/>	Fencing	<input type="checkbox"/>	Painting & Caulking
<input type="checkbox"/>	Carpentry & Drywall	<input type="checkbox"/>	Insulation	<input type="checkbox"/>	Plumbing
<input type="checkbox"/>	Demolition & General Labor	<input type="checkbox"/>	Masonry	<input type="checkbox"/>	Roofing
<input type="checkbox"/>	Electrical Services	<input type="checkbox"/>	Mechanical Services	<input type="checkbox"/>	

INSTRUCTIONS: Complete the following sections for each trade you selected (make additional copies of this form if necessary). If you have checked more than one box, please indicate on the line below which trade you are addressing in each copy of the form. Offerors may attach additional information to each copy of this form. The University requests that offerors limit additional information to not more than ONE (1) PAGE per section (A – E). Each additional page should clearly identify which section it is referring to.

Selected Skilled Trade: _____

- A. **Describe your company's experience and qualifications in providing the skilled trade indicated above. Include your company's size, the location of your central office, and the office location from which services would be provided to the University.**

- B. **List the expertise and qualifications of the personnel that would be assigned to provide services to the University for the selected skilled trade and attach any trade certifications held.**

- C. **Describe how you plan on accomplishing the work for the selected skilled trade per the Statement of Needs.**

- D. **Describe your commitment to the University in terms of resources, personnel, and investment, including your company's ability to respond to emergency calls.**

- E. **Attach or provide an organizational chart indicating which individuals or positions would have knowledge of the contract with the University.**

Attachment E
R25-003 – FINANCIAL PROPOSAL

INSTRUCTIONS: Complete and include any unit or hourly rates that apply to your company for the specific trade listed below. It is not necessary to complete every option. You will only complete the financial proposal for any skilled trades your company is submitting a proposal on.

If applicable, the Offeror may attach additional information pertaining to hourly rates or equipment fees. Be sure to properly identify the appropriate skilled trade on any additional sheets.

An example pricing schedule for Carpentry & Drywall Services is provided as a guide.

Job Category	Regular Rate (p/hour)	Overtime Rate (p/hour)	Other
Superintendent General	80.00	120.00	
Skilled Labor	65.00	97.50	
General Labor	50.00	75.00	
Other (Please specify):			

Material Discount Available:	10%
------------------------------	-----

1. CABINETRY, CASEWORK & COUNTERTOPS PRICING

Job Category	Regular Rate (p/hour)	Overtime Rate (p/hour)	Other
Lead/Supervisor			
Carpenter (Experienced)			
Carpenter Helper			
Cabinet Installers			
Cabinet Makers/Finishers			
Design Services (CAD/CAM)			
Other (Please specify):			
Other (Please specify):			
Other (Please specify):			

Material Discount Available:	%
------------------------------	---

2. CARPENTRY & DRYWALL PRICING

Job Category	Regular Rate (p/hour)	Overtime Rate (p/hour)	Other
Superintendent			
Foreman			
Skilled Labor			
General Labor			
Other (Please specify):			
Other (Please specify):			
Other (Please specify):			

Material Discount Available:	%
------------------------------	---

3. DEMOLITION & GENERAL LABOR PRICING

Job Category	Regular Rate (p/hour)	Overtime Rate (p/hour)	Other
Superintendent			
Foreman			
Project Manager			
Mechanic			
Laborer / Helper			
Other (Please specify):			
Other (Please specify):			
Other (Please specify):			

Material Discount Available:	%
------------------------------	---

4. ELECTRICAL SERVICES PRICING

Job Category	Regular Rate (p/hour)	Overtime Rate (p/hour)	Other
LOW VOLTAGE & GENERAL ELECTRICAL SERVICES			
Superintendent			
Project Manager			
Mechanic / Skilled Labor			
Laborer / Helper			
Electrician			
Apprentice			
Other (Please specify):			
Other (Please specify):			
Other (Please specify):			
MEDIUM VOLTAGE SERVICES*			
General Foreman			
Underground Foreman			
Underground Technician			
Underground Equipment Operator			
Underground Groundman			
Other (Please specify):			
Other (Please specify):			
Other (Please specify):			

* The University is aware that these services often require equipment to complete. If applicable, please attach an Equipment List with hourly rates.

Material Discount Available:	%
------------------------------	---

5. FENCING PRICING

Job Category	Regular Rate (p/hour)	Overtime Rate (p/hour)	Other
Superintendent			
Fabricator			
Welder			
Laborer / Helper			
Other (Please specify):			
Other (Please specify):			
Other (Please specify):			

Material Discount Available:	%
------------------------------	---

6. INSULATION PRICING

Job Category	Regular Rate (p/hour)	Overtime Rate (p/hour)	Other
Superintendent			
Foreman			
Project Manager			
Skilled Mechanic			
Laborer / Helper			
Other (Please specify):			
Other (Please specify):			
Other (Please specify):			

Material Discount Available:	%
------------------------------	---

7. MASONRY PRICING

Job Category	Regular Rate (p/hour)	Overtime Rate (p/hour)	Other
Superintendent			
Foreman			
Mason			
Skilled Laborer / Operator			
General Laborer / Helper			
Other (Please specify):			
Other (Please specify):			
Other (Please specify):			

Material Discount Available:	%
------------------------------	---

8. MECHANICAL SERVICES PRICING

Job Category	Regular Rate (p/hour)	Overtime Rate (p/hour)	Other
Superintendent			
Foreman			
Project Manager			
Technician			
Laborer / Helper			
Other (Please specify):			
Other (Please specify):			
Other (Please specify):			

Material Discount Available:	%
------------------------------	---

9. PAINTING & CAULKING PRICING

Job Category	Regular Rate (p/hour)	Overtime Rate (p/hour)	Other
Superintendent			
Foreman			
Painter			
Painter Helper			
Other (Please specify):			
Other (Please specify):			
Other (Please specify):			

Material Discount Available:	%
------------------------------	---

10. PLUMBING PRICING

Job Category	Regular Rate (p/hour)	Overtime Rate (p/hour)	Other
Superintendent			
Foreman			
Master Plumber/Supervisor			
Plumber – Journeyman			
Plumber - Helper			
Other (Please specify):			
Other (Please specify):			
Other (Please specify):			

Material Discount Available:	%
------------------------------	---

11. ROOFING PRICING

Job Category	Regular Rate (p/hour)	Overtime Rate (p/hour)	Other
Superintendent			
Foreman – Roofer/Sheet Metal			
Assistant – Roofer/Sheet Metal			
Laborer / Helper			
Other (Please specify):			
Other (Please specify):			
Other (Please specify):			

Material Discount Available:	%
------------------------------	---

Attachment F

R25-003 RFP Submission Checklist

The following items are required as part of your RFP submission.

- ___ Completed and Signed Legal Name, Address and additional information, inside cover sheet (Pages **3 & 4**)
- ___ Acknowledgement of Addendum(s) to RFP
- ___ Detailed RFP Response per section 10, Specific Requirements
- ___ Refer to instructions in section 12, Proposal Preparation and Submission
- ___ Provide references and sign **Attachment D** – Offeror Data Sheet
- ___ Vendor Submission Form, **Attachment E** (each proposed trade)
- ___ Pricing Proposal, **Attachment F**
- ___ Certificate of Insurance
- ___ Contractor's License(s)