

# Pre-Proposal Conference:

## R25-003 On-Demand Services



**Radford**  
UNIVERSITY

All questions or concerns should be addressed to:

### Procurement Officer:

Austin Eads, Senior Procurement Officer  
PO Box 6885  
Radford, VA 24142-6885  
Phone: (540)831-5634  
Email: [ateads@Radford.edu](mailto:ateads@Radford.edu)



# Purpose of RFP:



- Radford is seeking to establish term contracts for On-Demand Services.
- Term of Contract: The initial term will be one (1) year, with four (4) additional one-year renewals available (five years total).
- 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.
- The average annual spend for these services over the last five years is \$761,000.00± per year.

# Important Dates:



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- **July 11, 2025 by 3:00 PM:** Deadline to submit Requests for Information (RFI), submitted in writing to [ateads@Radford.edu].
- **July 25, 2025 by 4:30 PM:** Deadline to post Addendum in eVA, in response to all RFI's received.
- **August 6, 2025 by 3:00 PM:** SEALED proposals must be received by Procurement & Contracts no later than 3:00 PM. Late proposals will not be accepted.
- Radford University Procurement and Contracts Business Hours are M-F, 8:00 AM – 4:30 PM





# E-Virginia Electronic Procurement System:



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- Radford utilizes eVA for all our business transactions.
- Vendors must be registered with eVA to do business with Radford University.
- Vendors can register with eVA at:  
<https://eva.virginia.gov/register-now.html>.
- If you have any questions/concerns about registration, you may contact me or reach out to the eVA Customer Care team:  
[eVACustomerCare@DGS.Virginia.gov](mailto:eVACustomerCare@DGS.Virginia.gov).

# 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 the Statement of Needs.
- **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.

# Statement of Needs:



- **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.
  - 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.
  - 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](https://www.radford.edu/content/ehs/home/programs/occupational-safety.html#par_text_0).



# Statement of Needs Cont'd:



- **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.
- **Cabinetry, Casework, and Countertops.** *Examples of cabinetry services are as follows, but are not limited to:*
  - 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).

# Statement of Needs Cont'd:



- **Carpentry and Drywall.** Examples of carpentry services are as follows, but are not limited to:
  - 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.
- **Demolition and General Labor.** Examples of demolition and general labor services are as follows, but are not limited to:
  - 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.



# Statement of Needs Cont'd:



- **Electrical Services.** Examples of electrical services are as follows, but are not limited to:
  - 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.
  - 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.
- **Fencing.** Examples of fencing services are as follows, but are not limited to:
  - 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.

# Statement of Needs Cont'd:



- **Insulation.** Examples of insulation services are as follows, but are not limited to:
  - 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.
- **Masonry.** Examples of masonry services are as follows, but are not limited to:
  - 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.
  - 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.

# Statement of Needs Cont'd:



- **Mechanical Services.** *Examples of mechanical services are as follows, but are not limited to:*
  - **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.
  - **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.
  - **Welding.** Fabrication and maintenance welding of pipe, structural steel, stainless steel, aluminum, brass, and copper.
- **Painting and Caulking.** *Examples of painting and caulking services are as follows, but are not limited to:*
  - 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.

# Statement of Needs Cont'd:



- **Plumbing.** *Examples of plumbing services are as follows, but are not limited to:*
  - 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.
- **Roofing.** *Examples of roofing services are as follows, but are not limited to:*
  - 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.
  - Install new roofs and roofing repair materials in accordance with manufacturer's recommendations.

# Statement of Needs Cont'd:



- 12. **Siding.** Examples of siding services are as follows, but are not limited to:
  - Provide, install, and repair vinyl, wood, and Hardie plank or similar siding; repair and replace soffit, gutters, and gutter guards.

# Proposals must include:



## Pay close attention to **Section 10. Specific Requirements**

- Detailed plan for providing the services as described in the RFP
  - Plan and methodology to deliver specific services as outlined
  - Qualifications and experience
  - All requested certifications, reporting documentation, and licensure
  - Identify codes, regulations, and standards of practice and recommended practices
  - List of equipment to be used
  - Communication plan
  - Plan for increasing workforce to meet demands if needed
- Financial Proposal– Complete Attachment E
- Vendor Submission Form – Complete Attachment D
- Qualifications and experience
- References (provide at least 4) – Complete Attachment C
- SWaM certification/plan for use of SWaM vendors



# Proposals must include: Attachment D 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:

- 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. Example Below;

**Company Name: Example Mechanical Services**

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 checked="" type="checkbox"/>	Mechanical Services	<input type="checkbox"/>	

# Proposals must include: Attachment D Cont. Vendor Submission Form



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## Selected Skilled Trade: **Example**

- 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.
- 

**Company Name:** *Example Mechanical Services, Inc.*

**Home Office Location:** Roanoke, Virginia

**Year Established:** 1987

**Number of Employees:** 120+ full-time skilled trade professionals

**Relevant Experience:**

- Ongoing facilities maintenance and emergency repair services for several Virginia public universities, including Public Schools for electrical upgrades.
- Recently completed full electrical system installations for a new 120,000 sq. ft. academic building at *Example Community College*.

**Key Trades Supported:**

- Licensed Master Electricians

# Proposals must include: Attachment D Cont. Vendor Submission Form



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.

**Lead Electrician – Don Ohms**  
**Title:** Master Electrician / Project Supervisor  
**Years of Experience:** 22  
**Certifications & Licenses:** Virginia Class A Electrical Contractor License, OSHA 30-Hour Safety Certification, NFPA 70E Electrical Safety Training, CPR & First Aid Certified

**Relevant Work:** Served as the lead on a 3-year campus-wide LED lighting retrofit at Example University.

**2. Journeyman Electrician – Joan Watts**  
**Title:** Field Electrician  
**Years of Experience:** 12  
**Certifications & Licenses:** Virginia Journeyman Electrician License, OSHA 10-Hour Certification, Lockout/Tagout Safety Training

**3. Electrical Apprentice – Jamal Wires**  
**Title:** Apprentice Electrician  
**Years of Experience:** 3  
**Enrolled in** Virginia Department of Labor & Industry Registered Apprenticeship Program

**4. Project Manager – Karen Grid**  
**Title:** Electrical Division Project Manager  
**Years of Experience:** 18  
**Certifications:** PMP Certified, LEED Green Associate, OSHA 30-Hour Safety Certification

**Role:** Responsible for scheduling, university coordination, permitting, procurement, and ensuring timely, budget-compliant execution of all assigned projects.

# Proposals must include: Attachment D Cont. Vendor Submission Form



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

We will assign licensed electricians with significant experience in both commercial and institutional environments. All work will be carried out in accordance with the National Electrical Code (NEC), Virginia Uniform Statewide Building Code (VUSBC), and Radford University’s internal facilities protocols.

- **Pre-Work Assessments:** Every task begins with a job hazard analysis (JHA) and on-site walkthrough.
- **Permits and Inspections:** All required permits will be obtained and closed with inspections by licensed third-party or university officials.
- **Documentation:** As-built drawings, circuit labeling, load calculations, and testing reports will be provided for each project.

We are fully equipped and experienced in handling work across a variety of voltage systems, including both low and medium voltage operations.

**1. Low Voltage Systems (120V – 480V):**  
Our licensed electricians regularly perform work on:

120/208V and 277/480V panelboards, transformers, breakers, disconnects, and switchgear.

Lighting circuits, motor control centers, and emergency backup systems.

Load balancing, phase rotation, and fault isolation in critical areas such as science labs and IT server rooms.

**2. Medium Voltage Systems (4160V):**  
For work involving Radford’s medium-voltage infrastructure, we will deploy our certified high-voltage team and coordinate closely with campus facilities personnel.

**Capabilities Include:**

- Installation and maintenance of **duct banks**, switchgear, **pad-mounted and pole-mounted transformers**, and **underground cable systems**.
- Use of **insulated tools**, arc-flash PPE, and **lockout/tagout (LOTO)** procedures.
- Scheduled shutdowns for preventive maintenance or equipment replacement, with notification and coordination to minimize campus disruptions.
- Thermal imaging and insulation resistance testing to assess system integrity and plan proactive repairs.

# Proposals must include: Attachment D Cont. Vendor Submission Form



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

**Example Mechanical Services, Inc. is fully committed to supporting Radford University with dependable, professional, and priority electrical services. Our long-term relationship approach is grounded in investing the right resources, maintaining highly qualified personnel, and ensuring rapid response capability for both scheduled and emergency work.**

**Regional Field Office in Christiansburg, VA (15 minutes from campus):**  
**Equipped with tool storage, spare equipment, service vehicles, and a rotating stock of electrical components to reduce delays and improve service delivery.**

**Fleet of Service Vehicles and Specialized Equipment:**  
**Including fully stocked vans, aerial lifts, bucket trucks, and portable generators ready for rapid dispatch to campus.**

**Assigned Team:** A core team of electricians and support staff will be designated for Radford University to ensure consistency and familiarity with campus systems and standards. These personnel will be cross-trained in campus safety protocols and administrative procedures.

**On-Call Staff:** We maintain a rotating schedule of licensed electricians and a project manager on standby for emergency calls, ensuring 24/7 coverage.

**Emergency Response Capability**

**Our emergency response program is structured to ensure fast and effective service in urgent situations:**

**24/7 Emergency Dispatch Line available to Radford University Facilities staff.**

**Guaranteed On-Site Response Time:** Within one hour for electrical emergencies including power loss, panel failures, and fire alarm malfunctions.

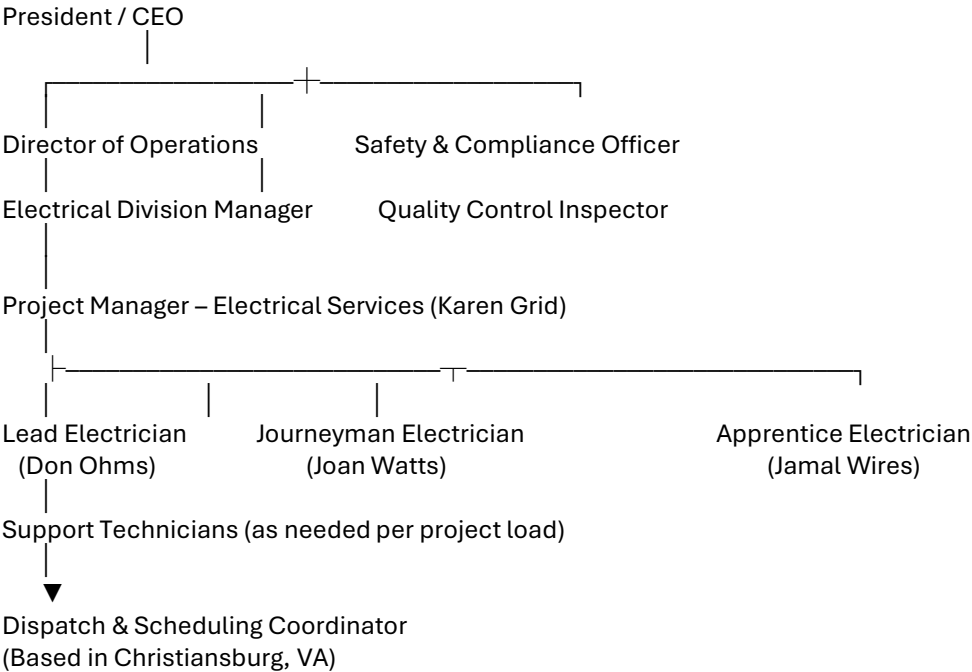
**Incident Reporting:** Rapid documentation and communication following emergency events, including root cause analysis and recommended mitigation steps.

**Conclusion:** Our commitment to Radford University is built on responsiveness, resource readiness, and trusted relationships. We are prepared to not only meet the University’s electrical needs but to invest in a lasting partnership that prioritizes reliability, safety, and service excellence.

# Proposals must include: Attachment D Cont. Vendor Submission Form



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



- Project Manager (Karen Grid) is the primary point of contact for University personnel and oversees all planning, communication, and execution of electrical work.
- Lead Electrician (Don Ohms) manages the field crew and ensures code-compliant installations.
- Support Roles such as Safety Officer and Quality Control Inspector monitor adherence to safety standards and workmanship quality.
- Dispatch Coordinator ensures rapid response and efficient allocation of manpower and equipment, especially for emergency calls.



# Proposals must include: Attachment E 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):	EXAMPLE		

EXAMPLE Material Discount Available:	10%
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# Selection Criteria and Award:



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%

# Submission of Proposal:



Radford University now has three options for submitting a proposal:

<u>In Person</u>	<u>Mail or Courier</u>	<u>Electronically through eVA</u>
<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 ( <u>VBO</u> ) site. See Attachment F for more details.

# In Person or Mail/Courier Proposal Submission Process



**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.

- **One (1) original paper copy of the entire proposal, INCLUSIVE OF ALL ATTACHMENTS.**
- **One (1) electronic copy** in WORD format or searchable PDF (USB/Flash Drive) of the entire proposal as one document, **INCLUSIVE OF ALL ATTACHMENTS.**
- 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.*”

# In Person or Mail/Courier Proposal Submission Process Cont'd



- If you mail your proposal, place your proposal in a sealed envelope inside the delivery envelope. Include this information on the outside of the sealed Proposal (also included in Attachment A, Section II):

From

Name of Offeror		Due Date	Time Due
Street or Box Number		Solicitation Number	
City, State, Zip Code		Solicitation Title	

Name of Procurement Officer: \_\_\_\_\_

# In Person or Mail/Courier Proposal Submission Process Cont'd



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- The mailing address for proposal submission is:

RADFORD UNIVERSITY

Procurement and Contracts Department

P.O. Box 6885

501 Stockton Street

Radford, Virginia 24142

- Allow plenty of time when mailing. All mail goes to the Post Office on campus, which is then picked up and delivered to the University Warehouse. It can take time to get delivered to Procurement. Late proposals will not be accepted or considered.



# Electronic Proposal Submission Process:



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**ELECTRONIC SUBMISSION via eVA VBO RFP Responses:** In order to be considered for selection, Offerors shall submit a complete response to this RFP. Use of electronic submission REQUIRES registration as an eVA vendor. If you wish to submit electronically and are not already a registered vendor with eVA, we encourage you to get registration completed well in advance of the deadline outlined in the solicitation.

**\*IMPORTANT\* On the date and time indicated for proposal submission within the solicitation, eVA will no longer allow submissions from vendors.**

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.

# Electronic Proposal Submission Process Cont'd:



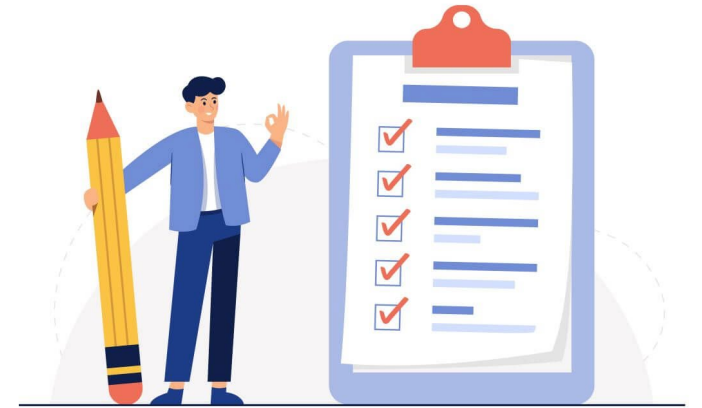
**ELECTRONIC SUBMISSION via eVA VBO RFP Responses:** Vendor will upload the following:

- **One (1) electronic copy** in WORD format or searchable PDF (USB/Flash Drive) of the entire proposal as one document, **INCLUSIVE OF ALL ATTACHMENTS.**
- 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.***”

# Submission of Proposal cont'd:



- Return all requested documents with your proposal
  - Complete and sign **Vendor Data Sheet (Attachment C)**
  - Complete **Vendor Submission Form (Attachment D)**
  - Complete **Financial Proposal (Attachment E)** for the services provided by your company.
- Carefully review all documents to be returned and confirm all documents have been completed and signed before submission. Failure to sign documents can result in the proposal being deemed disqualified/non-responsive.
- Ensure you include requested license numbers (either DPOR/State Corp. Commission) where requested. This information will be verified after the proposal deadline has passed.
  - Licensing should be in good standing. Radford cannot award a contract to a vendor not properly licensed to do business in Virginia.





# Review the Terms and Conditions

- Terms and Conditions (Attachment A)
- General Terms & Conditions - Mandatory and standard in every state issued solicitation.
- Additional Terms & Conditions - Specific to Radford University's business practices.
- Special Terms & Conditions – Contract specific to Radford solicited services.

Be sure to read and understand the terms and conditions relative with the contract and address any questions you may have before the deadline date for RFI.

# Questions?



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