

RADFORD
UNIVERSITY

STANDARD CONTRACT

Contract Number: RU23010

This contract entered into this 23 day of January, 2023, by **W.C. CARPENTER, LLC.**, located at 5890 Thurston Avenue, Virginia Beach, Virginia 23455, 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 Flooring, Various Types Service and Materials to Radford University as set forth in the Contract Documents.
3. **TERM OF CONTRACT:** From February 1, 2023 through January 31, 2024 with four (4) one-year renewal options or as negotiated, to include all contractual provisions contained herein.
4. **THE CONTRACT DOCUMENTS SHALL CONSIST OF:**
 - A. This signed Radford University Standard Contract. Document;
 - B. Radford University's Request for Proposal (RFP) R23-002 dated September 23, 2022, Addendum 01 dated October 10, 2022 and Addendum 02 dated October 21, 2022.
 - C. Contractor's Proposal signed and dated October 26, 2022.
 - D. Negotiation Summation: Negotiation Points dated December 12, 2022; Clarification Questions dated December 12, 2022.
5. **FINANCIAL COMPENSATION AND METHOD OF PAYMENT:** The Contractor shall be paid by Radford University in accordance with the contract documents.
6. **RENEWAL OF CONTRACT:** This Contract may be renewed by Radford University for a period of four (4) one-year periods, only under the terms and conditions of the original Contract except as stated in Paragraph A 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.

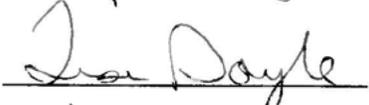
FOR LABOR ONLY:

- A. If Radford University elects to exercise the option to renew the Contract for any 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 section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available, or five percent (5%), whichever is less, for all renewal periods under this Contract.

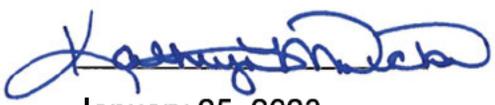
7. This Standard Contract identifies terms as negotiated and as agreed by both parties. In the event there is a conflict between the Standard Contract, Request for Proposal R23-002, the Contractor's Proposal or Negotiation/Clarification points, the Standard Contract shall prevail.

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

W.C. CARPENTER, LLC.

Printed Name: Lisa Doyle
Title: Operations mgre
Signature: 
Date: January 23, 2023

RADFORD UNIVERSITY

Printed Name: Kathryn M. Dicken
Title: Senior Procurement Officer
Signature: 
Date: January 25, 2023



WC
carpenter

Commercial & Residential Floor Coverings

Excellent Service & Reputation Since 1968

RADFORD
UNIVERSITY

**REQUEST FOR
PROPOSAL # R23-002**

**FLOORING, VARIOUS
TYPES SERVICE AND
MATERIALS**

November 3, 2022



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- Class A Contractors License
- Business License
- Certificate of Insurance
- Swam Certificate
- Copy of W9
- WC Carpenter Brochure
- Organizational Chart
- Example of computerized take off
- Photography of previous jobs (3)
- Sample Warranty Letter



REQUEST FOR PROPOSAL # R23-002

**FLOORING, VARIOUS TYPES
SERVICE AND MATERIALS**

SEPTEMBER 23, 2022



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 # R23-002

GENERAL INFORMATION FORM

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

Name: Kathryn M. Dicken
Phone: (540) 831-5090
Email: kdicken@radford.edu

Written questions (Request for Information) to be submitted via email no later than: **OCTOBER 20, 2022 at 3:00PM** Eastern Time

DUE DATE: Proposals will be received until **NOVEMBER 3, 2022** up to and including 3:00 PM Eastern Time

LATE PROPOSALS: 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 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 in the Procurement and Contacts Department after the date and time designated 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.**

ADDRESS: Proposals should be mailed or hand delivered to:

Radford University, Procurement and Contracts Department
P. O. Box 6885 (if via mail)
David E. Armstrong Complex, 501 Stockton St. (if via courier)
Radford, VA 24142-6885.

Identify the envelope package as instructed in **Section 9.F. of this Request for Proposals.**

PRE-PROPOSAL CONFERENCE: A Pre-Proposal Conference will be held on OCTOBER 6, 2022 at 11:00AM. The Pre-Proposal Conference will be conducted in a hybrid in-person/Zoom setting. Those who wish to attend in person may. Those who wish to attend via Zoom can access the meeting through the invitation information contained in Section 13 below. See Section 13 for additional information.

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 same time 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.

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 SBSBD certification number. For assistance with SWaM certification, visit the SBSBD 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.

X **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.

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.

| | | | |
|--|-----------------------------------|---|--|
| FULL LEGAL NAME (PRINT) (Company name as it appears with your Federal Taxpayer Number) W.C. Carpenter LLC | | FEDERAL TAXPAYER NUMBER (ID#) [REDACTED] | |
| BUSINESS NAME /DBA NAME/TA NAME (If different than the Full Legal Name) | | BILLING NAME (Company name as it appears on your invoice) W.C. Carpenter LLC | |
| PURCHASE ORDER ADDRESS 5890 Thurston Ave. Virginia Beach, VA 23455 | | PAYMENT ADDRESS 5890 Thurston Ave. Virginia Beach, VA 23455 | |
| CONTACT NAME/TITLE (PRINT) Lisa Doyle Operations Manager | | EMAIL ADDRESS Lisa@wccarpenter.com | |
| TELEPHONE NUMBER 7574601101 | TOLL FREE TELEPHONE NUMBER | FAX NUMBER 7573639579 | EVA VENDOR ID NUMBER [REDACTED] |
| | | | VIRGINIA STATE CORPORATION COMMISSION REGISTRATION NUMBER [REDACTED] |

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

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

SIGNATURE: Lisa Doyle

DATE: 10/26/2022

1. **PURPOSE:**

The intent and purpose of this Request for Proposal (RFP) is to establish a contract, with one or more qualified contractors, through competitive negotiations for Flooring, Various Types (Service and Materials) 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**

A. Radford University Background:

Radford University is a comprehensive public university of 8,998 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 more than 1,100 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.

B. Specific Background:

Radford University currently procures flooring materials and services on an as needed basis in support of Facilities Maintenance and Operations. The University is seeking to obtain one or more pre-qualified, properly licensed flooring vendors to provide materials and services for maintenance, repair and renovation projects. The estimated annual spend in flooring of various types for Radford University is approximately \$200,000.

C. Categories of Flooring:

Flooring categories listed below are being provided to demonstrate flooring types currently being used ; however, it is not all-inclusive. Proposals should address all flooring types currently provided by the Offeror.

- Carpet
- Tile
- Hardwood
- Laminate
- Terrazzo
- Epoxy
- Others not listed

5. **EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCURMENT SYSTEM:** The eVA internet electronic procurement solution streamlines and automates government purchasing activities within the

Commonwealth of Virginia. 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 register as a **self-registered** vendor in the eVA system.

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 866-289-7367 or 804-371-2525. Email eVACustomerCare@DGS.Virginia.gov

6. **CONTRACT PARTICIPATION-COOPERATIVE PURCHASING/USE OF AGREEMENT BY THIRD PARTIES**

Under the authority of §6 of the Rules Governing Procurement of Goods, Services, Insurance and Construction by a Public Institution of Higher Education of the Commonwealth of Virginia (see <https://vascupp.org/rules.pdf>), it is the intent of this solicitation and resulting contracts to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions or lead issuing institution's affiliated corporations may access any resulting contract if authorized by the Contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with the contract terms. The Contractor shall notify Radford University in writing of any such entities accessing the contract. No modification of this contract or execution of a separate contract is required to participate; however, the participating entity and the Contractor may modify the terms and conditions of this contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor. The Contractor will provide semi-annual usage reports for all entities accessing the contract. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Radford University. Radford University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Radford University is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances.

Refer to **Attachment C**, Zone Map, if the Offeror wishes to submit a separate pricing structure based on approved zones for cooperative institutions. All VASCUPP institutions of higher education are identified. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth of Virginia. If you wish to provide pricing for a zone other than which this solicitation originated, please indicate you are doing so in the response. If you anticipate pricing differentials for different zones, a separate pricing sheet must be submitted for each zone that includes appropriate pricing for that zone.

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

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. The assigned Contract Administrator is the Director of Facilities Maintenance and Operations.

8. **DEFINITIONS:** Intentionally left blank.

9. **STATEMENT OF NEEDS:**

It is the University's intent to enter into multiple contracts for flooring of various types as outlined in this RFP. The RFP identifies samples of flooring currently being procured, reference Section 4.D; however, proposals should address all types of flooring provided by the Offeror, by category.

Depending on the flooring needs of each project, selected Contractor(s) will be requested to provide flooring materials and/or services based on specific individual job requirements. Details shall be negotiated for each individual project and included in the Contractor's Cost Proposal which shall be incorporated into each Purchase Order issued by the University.

A. **General Requirements:**

1. Have the ability to provide all labor, inclusive of supervision, materials, tools, and equipment, as well as other incidentals required and/or implied to perform the requirements specified in the RFP document.
2. Have the capability and capacity to provide the following:
 - a. Installation inclusive of Materials
 - b. Installation with University providing Materials
 - c. Provide dust containment as needed
 - d. Repair Work
 - e. Materials only
 - f. Removal and debris disposal services on a daily basis during the project unless other arrangements have been made by the University
 - g. Final cleanup of work area after completion of installation which is inclusive of removal of tools and other contractor owned equipment.
 - h. Ensure protection of all existing work surface areas, equipment, fixtures, etc. in the designated project areas.
 - i. Conduct site visits prior to quoting a job or project
 - j. Provide site project managers
 - k. Provide job drawing/sketches when requested by the University
 - l. Capacity to accommodate various work hours based on University requirements
 - m. Ability to use e-commerce (e.g., eVA) to receive purchase orders from the University.
 - n. Other areas, based on project requirements, as identified by the University

B. **Purchase Order Requirements:** Contractor must have an executed purchase order **prior** to project work beginning at the University.

C. **Personnel Qualifications:** Contract personnel used for the performance of this work shall be properly trained and qualified for work of this type. Personnel shall have the minimum ability and experience for their classification. All personnel shall comply with the rules and regulations of the 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 the University grounds and shall not again be employed by the contractor on University grounds until approved by the University. The University has the right to refuse to accept services from any personnel deemed to be unqualified, disorderly, or otherwise unable to perform assigned work.

D. **Quality of Workmanship:** All work shall be top commercial quality work performed according to the standards of the industry, and to the completed satisfaction of the University. All work shall be completed as defined in the agreed upon Cost Proposal as well as the terms and conditions of the contract.

E. Contractor Responsibilities:

1. Contractor should have the ability and resources to provide floor samples of various types as well as color charts, etc. Please provide a detailed approach regarding what resources you have (e.g. websites, brochures, books, sample flooring, colors, etc.) to the University.
2. Provide supervision for all services provided under the contract. Supervision shall be performed by qualified technicians who have the demonstrated and work experience to oversee the work described in this RFP document. Supervisors must be directly employed by the Contractor. Evidence of qualifications, such as certifications of training from manufacturers may be requested by the University.
3. Contractor should have at a minimum, one supervisor at the job site designated as the supervisor or lead. That individual shall be deemed the liaison between the Contractor and the assigned University Project Manager. To ensure a streamline communication network is available, the Contractor's lead point of contact must speak and communicate in English.
4. The Contractor must maintain required levels of staffing on the project at all times to ensure the agreed upon completion date is met. If subcontractors are used to perform any aspect of the project the Contractor remains completely responsible for all work and supervision, as well as directing all work under the contract.
5. The Contractor shall keep the University Project Manager updated throughout the project as well as upon project completion in order to schedule final project inspections. Noted project deficiencies should be corrected within (48) forty-eight hours of University notification or sooner. The University reserves the right to withhold payment until documented deficiencies are corrected.
6. Access to University buildings with motor vehicles is extremely limited. The Contractor is required to coordinate campus and building access with the University Facilities Management Department. Contractor shall be prepared to transport supplies and equipment from the designated parking area to the job site by means other than motor vehicles, if required. Contractor must also obtain a Contractor's Parking Pass from Parking Services, located in Heth Hall.
7. Contractor is required to perform all installation work per manufacturer recommendations as well as provide the University a copy of required maintenance/cleaning instructions. If requested by the University, training regarding maintenance/cleaning should be provided.
8. Contractor will be required to prep floor surfaces based on the needs of the University. This could also include removal of existing flooring, base, reducer, transition strips, where applicable, etc.
9. Contractor's floor prep materials and products shall comply with OSHA Standards and the Virginia Uniform Statewide Building Codes.
10. Upon request of the University the Contractor will have the capability to move or remove existing furnishings in rooms requiring floor treatments.
11. Contractor should have staff available on site that are knowledgeable of asbestos awareness. (Reference Attachment A, Special Terms and Conditions, Section 3)

F. University Responsibilities:

1. Remove existing furnishings in rooms requiring floor treatments, if mutually agreed.
2. Provide temporary facilities (e.g., electricity, water, etc.) if applicable.
3. Provide access to building/rooms.

4. Provide temporary Turf Passes for unloading and loading materials
5. Provide keys if applicable.
6. Perform floor prep if the University Project Manager has agreed to as part of the Cost Proposal.
7. Other responsibilities as required by the University so noted in the Cost Proposal.

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. **Complete and Sign:** The return of the completed RFP inside cover sheet, with addenda acknowledged, if any. This document should be filled out and signed at the bottom (see Page 3).

B. **Experience and Qualifications:** Please provide the following deliverables within the body of your proposal:

1. Experience of the firm in providing services described herein.
2. Names, qualifications and experience of personnel to be assigned to the project, including an organization chart, individual qualifications and duties, etc.
3. Resumes of key employees to be assigned to the project

C. **Financial Proposal:**

1. Describe the fees that will be charged for the goods and services proposed in this RFP. Ensure that fees are provided for all Goods and Services.
2. Describe how the University will benefit from cost savings by accepting the firm's proposal.
3. Discounts may be provided as category discounts, line item discounts, or both.
4. Include any volume discounts, incentives, or rebates in your offering.
5. University Department users may request increased discounts or negotiate further value-added goods and services at any time. Selected Firm(s) may increase the minimum discount percentage at any time, either permanently or on a transaction only basis; any decrease to a minimum discount percentage requires written approval of Radford University.
6. **COST PROPOSAL:** A cost proposal template is being provided with this solicitation (See Attachment E). It is not mandatory to use the template. However, it does include all the items the University is requesting for fair and accurate comparisons between vendors. Pricing documents should include the following information (as applicable):
 - a. Item Description
 - b. Manufacturer Name
 - c. Manufacturer Number
 - d. Vendor Product Category and/or Code
 - e. Category Discount Structure
 - f. Unit of Measure
 - g. List Price
 - h. Net Price
 - i. Volume Discount
 - j. Hourly Rates for all installation services provided. Provide the job classification (supervisor, laborer, lead worker, etc.) and the hourly rate for all relevant positions. Be sure to indicate if these rates are different for any of the Zones specified in the zone map (Attachment C).*

* **The rates provided must be “fully burdened” to include any ancillary expenses associated with project performance. Transportation, travel time, soft costs, as well as other expenses, will not be paid for separately. This must be an inclusive hourly labor rate.**

D. **References:** Provide four (4) references, 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.

- E. ***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>.
- F. **Identification on Proposal Envelope:** The signed proposal should be returned to the University to the attention of the identified Procurement Officer in a sealed envelope or package with the following identifying information on the outside of the sealed envelope/package.

FROM:

| | |
|-------------------------------|---|
| Name of Offeror: | RFP#: R23-002 |
| Address: | Due date: |
| | |
| | RFP Title: Flooring, Various Types |
| City, State, Zip Code: | |
| | Procurement Officer: Kathryn M. Dicken |
| DPOR LICENSE #: | LICENSE CLASS: A B C |

If the signed proposal is not contained in a sealed envelope or package, the Offeror takes the risk that the envelope, even if marked as described above, 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 offers should be placed in the envelope

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. | 30% |
| 2 | Quality of products/services offered and suitability for the intended purposes. | 20% |
| 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:**

1. **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** delivered or 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 electronic copy must include "Redacted Copy" in the name and must be clearly identifiable from the original, non-redacted copy.
 - d. Response shall be submitted to:

Radford University
Procurement and Contracts Department
Attn: Kathryn M. Dicken
P.O. Box 6885
David E. Armstrong Complex
501 Stockton Street
Radford, VA 24142-6885

B. **PROPOSAL PREPARATION:**

- a. **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.
- b. **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.
- c. **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.

- d. **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.
- e. **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.
- f. **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.
- g. **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 conducted in a hybrid in-person/Zoom setting. Those who wish to attend in person may. Those who wish to attend via Zoom can access the meeting through the invitation information below. The Pre-Proposal Conference is scheduled for OCTOBER 6, 2022 at 11:00AM.

IN PERSON ATTENDANCE:

For those who wish to attend in person, you may do so by coming to the Armstrong Complex, Conference Room #186. The street address is 501 Stockton Street, Radford, VA 24142.

ZOOM ATTENDANCE (Registration is required):

You are invited to a Zoom meeting.

When: Oct 6, 2022 11:00 AM Eastern Time (US and Canada)

Register in advance for this meeting:

<https://radford.zoom.us/meeting/register/tJ0vduqsrjIsHNwTX-TCsUu6Rmh18CrA7QyN>

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

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. It is recommended you have a copy of the solicitation readily available to review during the conference.

- 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 General, Additional and Special Terms and Conditions. See **Attachment A**.
18. **ATTACHMENTS:**
- Attachment A – Terms and Conditions (General, Additional & Special)
 - Attachment B – Sample of Standard Contract Form
 - Attachment C – Zone Map for Cooperative Contracts
 - Attachment D – Vendor Data Sheet (References)
 - Attachment E – Cost Proposal Template

Attachment A

TERMS AND CONDITIONS

GENERAL TERMS AND CONDITIONS:

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

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 indicated in the Request for Proposal, Specific Requirements, Section 10.F. (above).

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: Kathryn Dicken
P.O. Box 6885
501 Stockton Street
Radford, Virginia 24142

8. **PUBLIC POSTING:** Radford University maintains a web-based contract database with a public gateway access. Any resulting cooperative contract(s) to this solicitation will be posted to the publicly accessible website. Contents identified and mutually negotiated, as proprietary information will not be made public.
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.

SPECIAL TERMS AND CONDITIONS

1. **ACCEPTANCE PERIOD:** Any Proposal received in response to this solicitation shall be valid for SIXTY (60) days. At the end of the SIXTY (60) 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. **ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this solicitation, no indication of such sales or services to Radford University will be used in product literature or advertising. The Contractor shall not state in any of the advertising or product literature that Radford University has purchased or uses its products or services, and the Contractor shall not include Radford University in any client list in advertising and promotion materials without the express written consent of the University.
3. **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.
4. **COMMUNICATIONS:** Communications regarding this Request for Proposals (RFP) shall be formal from the date of issue until either a Contractor has been selected or the University Procurement and Contracts Department rejects all proposals. Formal communications shall be directed to the University Procurement and Contracts Department. Informal communications including but not limited to, request for information, comments or speculations, regarding this RFP to any University employee other than a Procurement and Contracts Department representative may result in the offending Offeror's proposal being rejected.

5. CONTINUITY OF SERVICES:

- A. The Contractor recognizes that the services under this contract are vital to the University and must be continued without interruption and that, upon Contract expiration, a successor, either the University or another Contractor, may continue them. The Contractor agrees:
 - 1. To exercise its best efforts and cooperation to affect an orderly and efficient transition to a successor;
 - 2. To make all University owned facilities, equipment and data available to any successor at an appropriate time prior to the expiration of the Contract to facilitate transition to successor; and
 - 3. That the University Procurement Officer shall have final authority to resolve disputes related to the transition of the contract from the Contractor to its successor.
- B. The Contractor shall, upon written notice from the Procurement Officer, furnish phase-in/phase-out services for up to ninety (90) days after this Contract expires and shall negotiate in good faith a plan with the successor to execute the phase-in/phase-out services. This plan shall be subject to the Procurement Officer's approval.
- C. The Contractor shall be reimbursed for all reasonable, pre-approved phase-in/phase-out costs (i.e., costs incurred within the agreed period after Contract expiration that result from phase-in/phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this Contract. All phase-in/phase-out work fees must be approved by the Procurement Officer in writing prior to commencement of said work.

6. 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 the authorized signature whichever of the following notations is appropriate, inserting his contractor license number:

Licensed Class A Virginia Contractor No. 2705019708 Specialty CIC HIC
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, Offeror shall be deemed to be in violation of § 54.1-1115 of the *Code of Virginia* (1950), as amended, and the proposal will not be considered.

If an Offeror shall fail to obtain the required license prior to submission of the proposal, said proposal shall not be considered.

- 7. **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 there is clear title to all materials and supplies for which Contractor invoices for payment.
- 8. **DELIVERY AND STORAGE:** It shall be the responsibility of the Contractor to make all arrangements for delivery, unloading, receiving and storing materials in the building during installation. Radford University will not assume any responsibility for receiving these shipments. Contractor shall check with Radford University and make necessary arrangements for security and storage space in the building during installation.

9. **EXTRA CHARGES NOT ALLOWED:** Any quoted prices shall be for complete delivery or installation, ready for Radford University use, and shall include all applicable freight and installation charges; extra charges will not be allowed.
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.
- 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. **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.
12. **PRODUCT SUBSTITUTION:** During the term of any contract resulting from this solicitation, the vendor is not authorized to substitute any item for that product identified in the solicitation without the prior written consent of the Procurement Officer whose name appears on the front of this solicitation, or their designee.
13. **RENEWAL OF CONTRACT:** This Contract may be renewed by Radford University for a period of FOUR (4) one-year periods, 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.

FOR LABOR ONLY:

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

***Note: Follow these directions to locate the most recent percentage of increase/decrease:**

| Steps | Directions |
|---|---|
| Go to: www.bls.gov/cpi | Bureau of Labor Statistics website |
| Under “Browse CPI” go to: | CPI Databases |
| Under “Database Name” go to: | All Urban Consumers (Current Series) Consumer Price Index – CPI-U |
| Under “One Screen-Green Icon” go to: | One Screen Data Search |
| Under Item #1 Selection Area | Click on “On Screen-Data Search” |
| Under Item #2 Select One or More Items Use the “US City Average” | Whatever you referred to in the renewal clause must be selected here (i.e., other services, services, etc.). |
| Under Item #3 Seasonably or Not Seasonably | Always select not seasonally adjusted. *Note: Seasonally adjusted figures are for (5) years. Not Seasonally adjusted figures are for (1) year. |
| Select | GET DATA |
| A table will populate. | Click “MORE FORMATTING OPTIONS” |
| A table will populate. | Use the most recent figure available. |

Materials - % of Discount from List – contract discounts will be reviewed at time of renewal.

- 14. **SAFETY:** The Contractor bears sole responsibility for the safety of its employees. The Contractor shall take all steps necessary to establish, administer, and enforce safety rules that meet the regulatory requirements of the Virginia Department of Labor and Industry (VDLI) and the Occupational Safety and Health Administration (OSHA). The Contractor shall take steps as necessary to protect the safety and health of University employees, students, and visitors during the performance of their work. In addition, the Contractor must also provide the University with a written safety program that it intends to follow in pursuing work under this contract. No work under this Contract will be permitted until the university is assured that the Contractor has an adequate safety program in effect.
- 15. **SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:**
 - A. It is the goal of the Commonwealth that 50% of its purchases are made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All potential bidders/offerors are required to submit a Small Business Subcontracting Plan. Unless the bidder/offeror is registered as a DSBSD-certified small business and where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to DSBSD-certified small businesses. This shall not exclude DSBSD-certified women-owned and minority-owned businesses when they have received DSBSD small business certification. No bidder/offeror or subcontractor shall be considered a Small Businesses, a Women-

Owned Business or a Minority-Owned Businesses unless certified as such by the Department of Small Business and Supplier Diversity (DSBSD) by the due date for receipt of bids or proposals. If a small business subcontractors are used, the prime contractor agrees to report the use of small business subcontractors by providing the purchasing office at a minimum the following information: name of small business with the DSBSD certification number or FEIN, phone number, total dollar amount subcontracted, category type (small, women-owned, minority-owned), and type of product/service provided. **This information shall be submitted to: Radford University Procurement and Contracts Office, ATTN: SWAM Subcontracting Compliance, Post Office Box 6885, Radford, Virginia 24142.**

B. Each prime contractor who wins an award in which the provision of a small business subcontracting plan is a condition of the award, shall deliver to the contracting agency or institution with every request for payment, evidence of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the small business subcontracting plan. **This information shall be submitted to: Radford University Procurement and Contracts Office, ATTN: SWAM Subcontracting Compliance, Post Office Box 6885, Radford, Virginia 24142.** When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm with the DSBSD certification number of FEIN number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product or service provided. Payment(s) may be withheld until compliance with the plan is received and confirmed by the agency or institution. The agency or institution reserves the right to pursue other appropriate remedies to include but not be limited to, termination for default.

C. Each prime contractor who wins an award valued over \$200,000 shall deliver to the contracting agency or institution with every request for payment, information on use of subcontractors that are not DSBSD-certified small businesses. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, FEIN number, total dollar amount subcontracted, and type of product or service provided. **This information shall be submitted to: Radford University Procurement and Contracts Office, ATTN: SWAM Subcontracting Compliance, Post Office Box 6885, Radford, Virginia 24142.**

16. **SPECIAL OR PROMOTIONAL DISCOUNTS:** The Contractor shall extend any special promotional sale prices or discounts immediately to Radford University during the term of the Contract. Such notice shall also advise the duration of the specific sale or discount price.

17. **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.

18. **USE OF RECYCLED MATERIALS:** Notwithstanding the prohibition against used, damaged or obsolete items, vendors are encouraged to use secondary or recycled materials in the manufacture of products to the maximum extent practicable without jeopardizing the performance or intended end use of the product unless such use is precluded due to health and welfare of safety requirements or product specifications contained herein. Please provide the following information in this regard:

A. Do any of the goods offered contain recycled materials? Yes No

B. If so, please qualify the recycled material content: All Mills use recycled materials in production mainly for the backing of the materials. It is the goal of Tarkett to be 30% recycled content by 2030.

19. **VIRGINIA FREEDOM OF INFORMATION ACT:** Except as provided, once an award is announced, all proposals/bids submitted to this RFP/IFB will be open to inspection by any citizen, or interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a firm prior to or as part of its proposal will not be subject to public disclosure under the Virginia Freedom

of Information Act only under the following circumstances: (1) the appropriate information is clearly identified by some distinct method such as highlighting or underlining; (2) only the specific words, figures, or paragraphs that constitute trade secrets or proprietary information are identified; and (3) a summary page is supplied immediately following the proposal title page that includes (a) the information to be protected, (b) the section(s)/page number(s) where this information is found in the proposal, and (c) a statement why protection is necessary for each section listed. The firm must also provide a separate electronic copy of the proposal (CD, etc.) with the trade secrets and/or proprietary redacted. *If all of these requirements are not met, then the firm's entire proposal will be available for public inspection.*

20. **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.
21. **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.

Attachment B

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



STANDARD CONTRACT
Contract Number: RUxxxxx

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:

RADFORD UNIVERSITY

Print Name: _____

Print Name: _____

Title: _____

Title: _____

Signature: _____

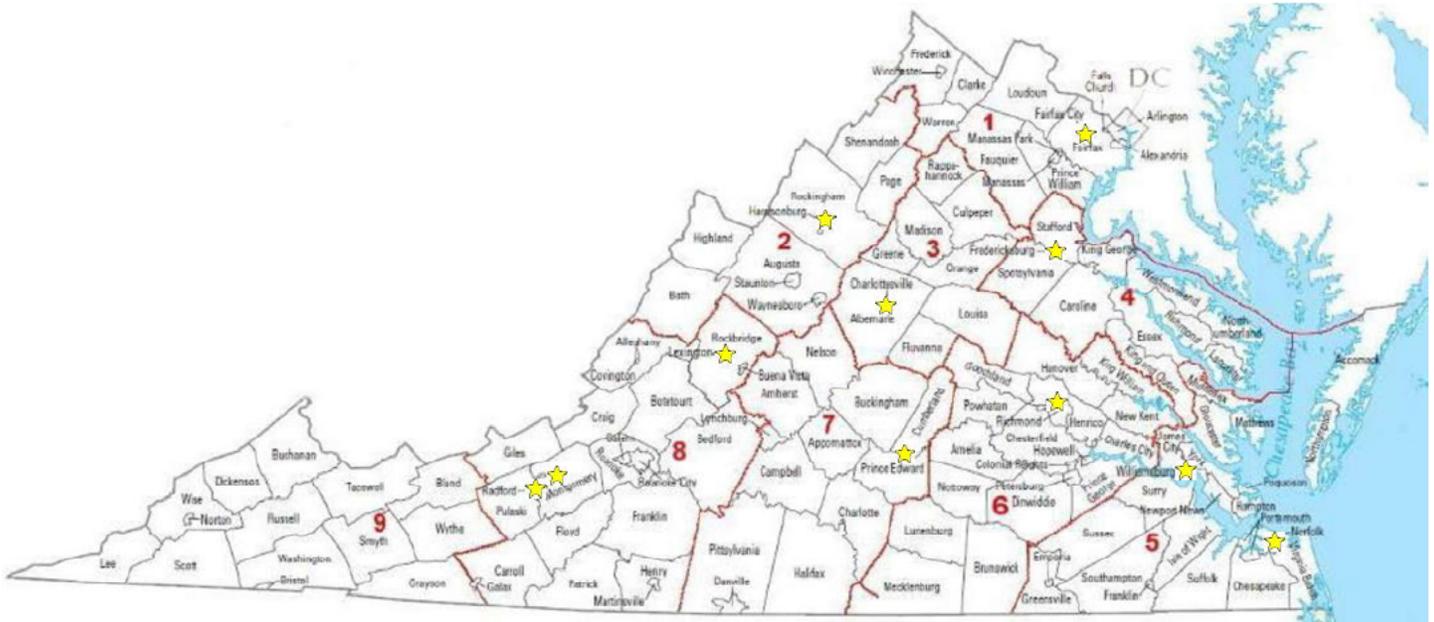
Signature: _____

Date: _____

Date: _____

Attachment C

Zone Map



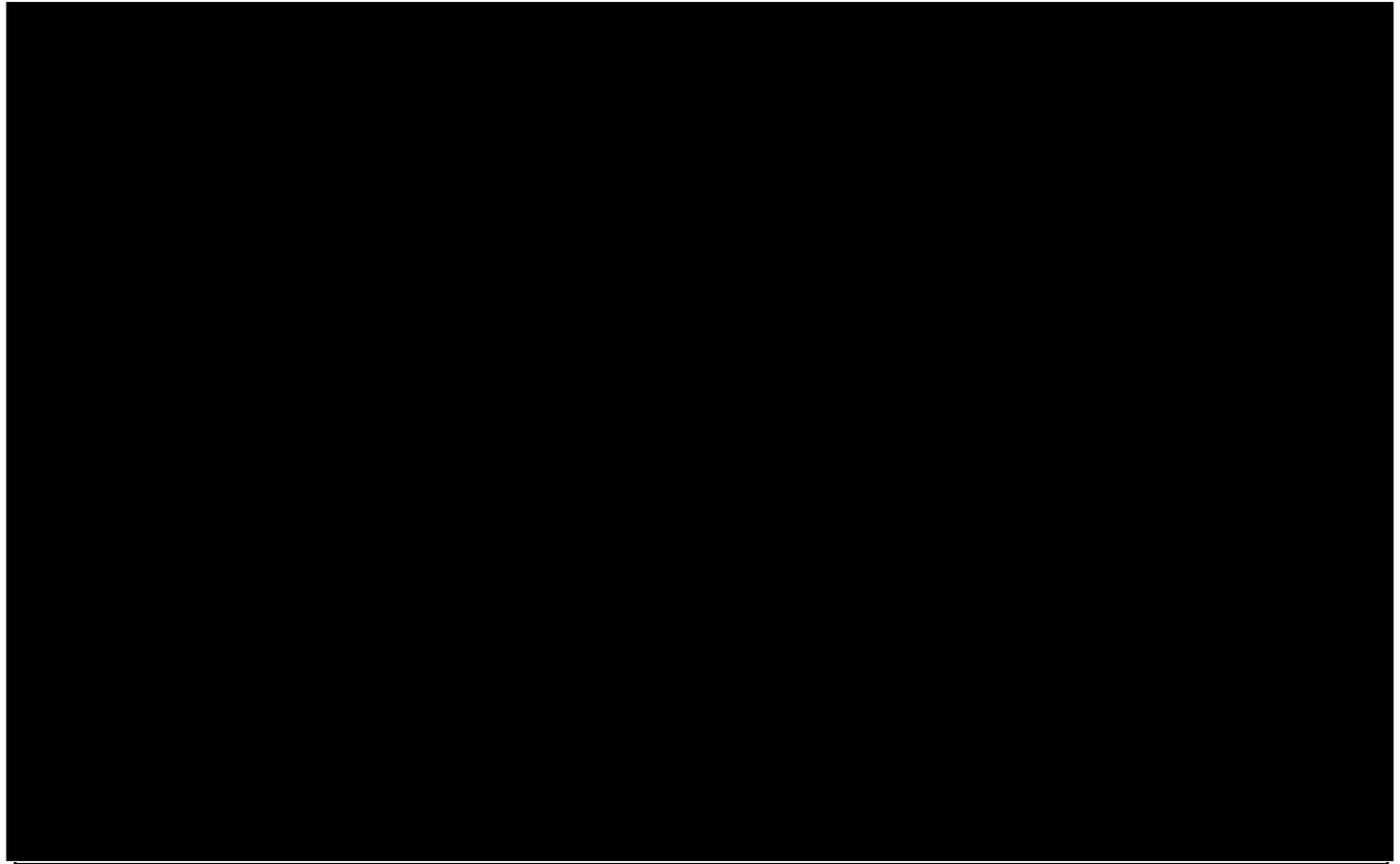
Virginia Association of State College & University Purchasing Professionals (VASCUPP)

List of member institutions by zones

| | | |
|---|---|--|
| <u>Zone 1</u> George Mason University (Fairfax) | <u>Zone 2</u> James Madison University (Harrisonburg) | <u>Zone 3</u> University of Virginia (Charlottesville) |
| <u>Zone 4</u> University of Mary Washington (Fredericksburg) | <u>Zone 5</u> Christopher Newport University (Hampton) College of William and Mary (Williamsburg) Old Dominion University (Norfolk) Norfolk State University (Norfolk) | <u>Zone 6</u> Virginia Commonwealth University (Richmond) |
| <u>Zone 7</u> Longwood University (Farmville) | <u>Zone 8</u> Virginia Military Institute (Lexington) Virginia Tech (Blacksburg) Radford University (Radford) | <u>Zone 9</u> |

The zone map is provided for the Offeror to determine appropriate pricing structures based on approved zones for cooperative institutions. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth of Virginia. If you wish to provide pricing for a zone other than which this solicitation originated, please indicate you are doing so in the response. If you anticipate pricing differentials for different zones, a separate pricing sheet must be submitted for each zone that includes appropriate pricing for that zone.

VENDOR DATA SHEET CONT'D



I certify the accuracy of this information.

Signed: Lisa Doyle

Printed Name: Lisa Doyle

Title: Operations Manager

Date: 10/26/2022

REQUEST FOR INFORMATION
(Use separate Form for each question submitted.)

Date: _____

Solicitation Title: Flooring, Various Types

Solicitation No.: R23-002

The following question concerns Section (number) _____, page _____, paragraph _____ of the Request for Proposals:

All responses to questions will be made by Addendum.

Question submitted by: _____
Name Organization

Bidders shall submit form to: Kathryn Dicken, VCCO Radford University
Name Organization

Email address: kdicken@radford.edu

Deadline for submission is OCTOBER 20, 2022 at 3:00 P.M.

RADFORD UNIVERSITY

Addendum Number 1

Date:

| | |
|--|--|
| Reference Request For Proposal Number: | R23-002 |
| Commodity: | Flooring, Various Types — Service & Materials |
| Dated | October 10, 2022 |
| For Delivery To: | Radford University Agency, Commonwealth of Virginia 501 Stockton Street Radford, Virginia 24142 |
| Proposal Due Date/Time: | November 3, 2022 by 3PM EST |

Attachments:

1. Attached hereto are the Pre-Proposal attendance registration and sign-in sheet.

Clarification Questions:

1. Question: We are on the VASCUPP contract from before. If we don't get picked to be one of the Radford Contracts, would we still be on the VASCUPP contract?
Radford Response: No. All of our contracts expire in December 2022 and January 2023. Any existing vendor not selected to move forward with award, would have those contracts expire.
2. Question: Is there another avenue to get back onto VASCUPP if that happens?
Radford Response: Another VASCUPP university would have to solicit the same services.
3. Question: In the Zone map, if you have services, can you offer different services by Zone? For example, if you wanted to offer services in Zone 6 that you could not offer in other zones, is that allowable?
Radford Response: Yes. For further clarification, Radford University is located in Zone 8. It is advisable that Zone 8 be included in the proposal since Radford is hosting this solicitation. However, it is not required.

End of Addendum.

Kathryn ("Kate") M. Dicken, VCCO Phone: (540)
831-5090
Email: kdicken@radford.edu

| NAME | COMPANY | EMAIL | PHONE |
|---|-------------------------|-----------------------|----------------|
| Kathryn M. Dicken, VCCO Senior Procurement Officer | Procurement & Contracts | kdicken@radford.edu | (540) 831-5090 |
| Fallon Kreye Procurement Specialist | Procurement & Contracts | fkreye@radford.edu | 540-831-5378 |
| Jennifer Hendrix Asst Dir, Fin. Budget & Finance | Facilities | jhendrix7@radford.edu | 831-64491 |
| Michael Clark Roofing/Mason / Flooring Foreman | Facilities | dclark7@radford.edu | 540-242-0623 |
| Tim Cudiff Asst. Dir. Facilities | RL | tcudiff@radford.edu | 540 835 2540 |
| | | | |
| | | | |
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| | | | |

Registrants for 'Flooring RFP Pre-Proposal Conference'

(Search by name or email

I Search)

| | Registrants | Email Address | Registration Date |
|---|--------------------|---------------------------|--------------------------|
| | Matt Poland | matt@whittcarpet1.com | Oct 6, 2022 10:24 AM |
| | Charles Whitt | charles@whittcarpet1.com | Oct 6, 2022 08:47 AM |
| 0 | Steve Kirk | steve.kirk@cavcarpets.com | Oct 6, 2022 08:13 AM |
| | Lisa Doyle | Lisa@wccarpenter.com | Oct 4, 2022 11:41 AM |
| | Emily Kiser | emily@whittcarpet1.com | Sep 27, 2022 04:01 PM |

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(Copy)

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Addendum Number__2

Date: October 21, 2022

| | |
|---|--|
| Reference Request For Proposal Number: | R23-002 |
| Commodity: | Flooring, Various Types - Service & Materials |
| Dated | October 21, 2022 |
| For Delivery To: | Radford University Agency, Commonwealth of Virginia 501 Stockton Street Radford, Virginia 24142 |
| Proposal Due Date/Time: | November 3, 2022 by 3PM EST |

Attachments:

1. Attached hereto are the Request for Information and responses thereto.

End of Addendum.

Kathryn ("Kate") M. Dicken, VCCO

Phone: (540) 831-5090

Email: kdickfill@radford.edu

REQUEST FOR INFORMATION

(Use separate Form for each question submitted.)

Date: 10.18.22

Solicitation Title: Flooring, Various Types

Solicitation No.: -----R'-'2=3 - 0=02 -----

Attachment A

The following question concerns Section (number) 15 , page 17 & 18 , paragraph A,B,C_ of the Request for Proposals:

Can we confirm that the subcontracting plan would be only for Radford University sales and would not be required should any other zones uses this award via the VASCUPP contract participation.

RADFORD RESPONSE: Please see Section 6 (Page 5) for further details pertaining to cooperative procurement with VASCUPP most conditions. All proposals should be specific to Radford University. Any entity (aside from Radford), who wishes to utilize this contract may work with the Contractor to modify the terms and conditions of this contract (to include the subcontracting plan) to accommodate specific issues, governing laws, regulations, policies, and business goals. Any such modification will apply solely between the participating entity and the Contractor. All further VASCUPP participation is voluntary.

All responses to questions will be made by Addendum.

Question submitted by: Jamie Collins
Name

Tarkett USA Inc.
Organization

Bidders shall submit form to: Kathryn Dicken, VCCO
Name

Radford University
Organization

Email address: kdicken@radford.edu

Deadline for submission is OCTOBER 20, 2022 at 3:00 P.M.

REQUEST FOR INFORMATION

(Use separate Form for each question submitted.)

Date: 10.18.22

Solicitation Title: Flooring, Various Types

Solicitation No.: R2_3 - 0 02

Attachment A

The following question concerns Section (number)___ , page 13 , paragraph ___ of the Request for Proposals:

Can you provide the General Terms and Conditions that is linked has a broken URL. Can you provide a new link to the pdf.

RADFORD RESPONSE: General Terms and Conditions have been attached for review.

All responses to questions will be made by Addendum.

Question submitted by: Jamie Collins
Name

Tarkett USA Inc.
Organization

Bidders shall submit form to: Kathryn Dicken, VCCO
Name

Radford University
Organization

Email address: kdicken@radford.edu

Deadline for submission is OCTOBER 20, 2022 at 3:00 P.M.

RADFORD UNIVERSITY

GENERAL TERMS AND CONDITIONS

This solicitation and any resulting contract are subject to the provisions of the *Commonwealth of Virginia's Purchasing Manual for Institutions of Higher Education and their Vendor's* and any revisions thereto, and the *Governing Rules*, which are hereby incorporated into this contract in their entirety. A copy of both documents is available for review at

www.vascupp.org

- I. **ADMINISTRATIVE APPEALS PROCEDURE:** Although Radford University is authorized to establish an administrative appeals procedure, it has chosen not to develop such procedures, but rather will rely on legal action for such determinations. (Governing Rule §55). However, Radford University reserves the right to use Alternative Dispute Resolution (ADR) for hearing appeals from decisions on disputes arising during the performance of a contract or when it is deemed to be in the best interest of the University. (Governing Rule §56).
2. **ANTI-DISCRIMINATION:** By submitting their bids/proposals, (bidders/offerors} certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans with Disabilities Act and §10 of the Governing Rules. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (Governing Rule §36).

In every contract over \$10,000 the provisions in I and 2 below apply:

- I. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The contractor will include the provision of I. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
3. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to Radford University, and the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
4. **ANNOUNCEMENT OF AWARD:** Upon award or the announcement of the decision to award a contract over \$50,000 as a result of this solicitation, Radford University will publicly post such notice on the DGS/DPS eVA web site (www.eva.virginia.gov) for a minimum often (10) days.

5. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth.
6. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of Radford University, an agency of the Commonwealth.
7. **AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:** A contractor organized as a stock or non-stock corporation, limited liability company, business, trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the *Code of Virginia* or as otherwise required by law. Any business entity described above that enters into a contract with a public body shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required by Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business fails to remain in compliance with the provisions of this section.
8. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:
 1. The parties may agree to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 2. The University may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the University a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the University's right to audit the contractor's records and/or to determine the correct number of units independently; or
 - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the University with all vouchers and records of expenses incurred and savings realized. The University shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the University within thirty (30) days from the date of receipt of the written order from the University. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract, or if there is none, in accordance with the dispute's clause provisions of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors (Governing Rule §53). Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the University or with the performance of the contract generally.
9. **CONTROLLING VERSION OF SOLICITATION:** The original version of the solicitation and any addenda issued by Radford University's Procurement and Contracts Department is the mandatory controlling version of the document. Any modification to the solicitation by the bidder or offeror shall not modify the original version of the solicitation issued by Radford University's Procurement and Contracts Department. Such modifications or additions to the solicitation by the bidder or offeror may be cause for rejection of the bid or proposal; however, Radford University reserves the right to decide, on a case-by-case basis, in its sole discretion, whether to reject such a bid or proposal.
10. **DEBARMENT STATUS:** By submitting their bids/proposals, bidders/offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

11. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the University, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
12. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibitions; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, possession or use of any controlled substance or marijuana during the performance of the contract. (Governing Rule§11).

13. **EO/AA STATEMENT:** If this contract is a covered government contract or subcontract, contractors and subcontractors shall abide by the requirements of 41 CFR §§ 60-1.4(a), 60-300.S(a) and 60-741.S(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. Radford University does not discriminate against employees, students, or applicants on the basis of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, or veteran status; or otherwise discriminate against employees or applicants who inquire about, discuss, or disclose their compensation or the compensation of other employees, or applicants; or any other basis protected by law.
14. **ETHICS IN PUBLIC CONTRACTING:** By submitting their bids/proposals, bidders/offerors certify that their bids/proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder/offeror, supplier, manufacturer or subcontractor in connection with their bid/proposal and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment; loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
15. **eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS:** The eVA Internet electronic procurement solution, website portal eVA Electronic Virginia Portal streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth should participate in the eVA internet e-procurement solution by completing the free eVA Vendor Registration. All bidders or offerors should self-register in eVA and pay applicable vendor transaction fees. Failure to register may result in the bid/proposal being rejected.
16. **E-VERIFY REQUIREMENT OF ANY CONTRACTOR:** Any contractor with more than an average of 50 employees for the previous 12-months entering into a contract in excess of \$50,000 with the University to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to any awarded contract.
17. **FEDERAL GRANTS:** The following provisions apply to a contract made under a federal grant: Appendix II C.F.R. 200§§200.317-200.326.
18. **FORCE MAJEURE:** The performance of the contract by either party shall be subject to force majeure, including but not limited to acts of God, fire, flood, natural disaster, war or threat of war, acts or threats of terrorism, civil disorder, unauthorized strikes, governmental regulation or advisory, recognized health threats as determined by the World Health Organization, the Centers for Disease Control, or local government authority or health agencies (including but not limited to the health threats of

COVID-19, H1N1, or similar infectious diseases), curtailment of transportation facilities, or other occurrence beyond the control of the parties, where any of those factors, circumstances, situations, or conditions or similar ones prevent, dissuade, or unreasonably delay the Event, or where any of them make it illegal, impossible, inadvisable, or commercially impracticable to hold the Event or to fully perform the terms of the contract. The contract may be cancelled by either party, without liability, damages, fees, or penalty, and any unused deposits or amounts paid shall be refunded, for any one or more of the above reasons, by written notice to the other party.

19. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into a contract with the Commonwealth of Virginia, the contractor certifies that the contractor does not, and shall not during the performance of this contract for goods and services in the Commonwealth, knowingly employ an unauthorized illegal alien as defined in the federal Immigration Reform and Control Act of 1986.
20. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the contractor; or any services of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the using agency or failure of the issuing agency to use the material, goods, or equipment in the manner already and permanently described by the contractor on the materials, goods or equipment delivered.
21. **MANDATORY USE OF RADFORD UNIVERSITY'S FORM AND TERMS AND CONDITIONS:** Failure to submit a response on Radford University's form provided for that purpose may be a cause for rejection of the response. Modification of or additions to the General Terms and Conditions of the solicitation may be cause of rejection of the response; however, the University reserves the right, on a case by case basis, in its sole discretion, whether or not to reject such a response.
22. **NONDISCRIMINATION OF CONTRACTORS:** A bidder/offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of the objection, access to equivalent goods, services, or disbursements from an alternative provider.
23. **PAYMENT:**
 1. Prime Contractor:
 - a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number, social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
 - b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. However, this shall not affect offers of discounts for payment in less than 30 days.
 - c. All goods and services provided under this contract or purchase order, that are to be paid with public funds shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
 - d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
 - e. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable the

Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve the University of its prompt payment obligations with respect to those charges which are not in dispute (*Governing Rule §53. Contractual disputes*).

2. To Subcontractors:

a. A contractor awarded a contract under this solicitation is hereby obligated:

- 1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment record for work performed by the subcontractor(s) under the contract; or
- 2) To notify the University and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.

b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise prohibited under the terms of the contract) on all amounts owed by contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U.S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

3. Each prime contractor who wins an award in which provision of a SWaM procurement plan as specified in the contract documents and is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only substantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the University or institution, or other appropriate penalties may be accessed in lieu of withholding such payment.

24. **PRECEDENCE OF TERMS:** The following paragraphs of these General Terms and Conditions shall apply in all instances: **Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors, Applicable Laws and Courts, Anti-Discrimination, Ethics in Public Contracting, Immigration Reform and Control Act of 1986, Debarment Status, Antitrust, Mandatory Use of Radford University's Form and Terms and Conditions, Clarification of Terms, and Payment.** In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
25. **PRICING CURRENCY:** Unless otherwise stated in the solicitation, bidder/offeror shall state bid/offer in U.S. dollars.
26. **QUALIFICATIONS OF (BIDDERS/OFFERORS):** The University may make such reasonable investigations as deemed proper and necessary to determine the ability of the bidder/offeror to perform the services/furnish the goods and the bidder/offeror shall furnish to the University all such information and data for this purpose as may be requested. The University reserves the right to inspect bidder/offeror's physical facilities prior to award to satisfy questions regarding the bidder/offeror's capabilities. The University further reserves the right to reject any bid/proposal if the evidence submitted by, or investigations of, such bidder/offeror fails to satisfy the University that such bidder/offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
27. **SUPREMACY CLAUSE:** Notwithstanding any provision in the bidder's/offeror's response to the contrary, the bidder/offeror agrees that the terms and conditions contained in Radford University's bid/offer prevail over contrary terms and conditions in the bidder's/offeror's response.
28. **TAXES:** Sales to the Commonwealth of Virginia and Radford University are normally exempt from state sales tax. State sales and use tax certificates of exemption ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The appropriate University Sales and Use Tax of Exemption number is as follows: RU 10-546001789F-001; FIN 54-6001789

29. **TESTING AND INSPECTION:** The University reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to specifications.
30. **TRANSPORTATION AND PACKAGING:** By submitting bids/offers, all bidders/offerors certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest band best rate upon the actual weight of the goods to be shipped. Except as otherwise specified herein standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description and quantity. **{NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS.}**
31. **USE OF BRAND NAMES:** Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict bidders/offerors to the specific brand, make or manufacturer name, but conveys the general style, type, character, and quality of the product desired. Any product which the public body, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The bidder/offeror is responsible to clearly identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the University to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring the bid as nonresponsive. Unless the bidder clearly indicates in its bid that the product offered is an equal product, such bid will be considered to offer the brand name product referenced in the solicitation. **{NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS.}**

10-B-1 Experience and Qualifications

W.C. Carpenter was established in 1968 by W. Cecil Carpenter. The company began as a carpet distributor, distributing carpet to retailers in Virginia, North Carolina, and South Carolina. Since then, the company has evolved into a premier commercial flooring dealer in Hampton Roads. Kaddy Hamilton, daughter of Mr. Carpenter, took leadership of the business in 1989. She has been President since then and took ownership in 1998. Kaddy was an integral part of that shift from operating as a distributor and then moving to the contracting side. The business is woman owned, a Virginia Class A Contractor, and a Virginia Certified SWaM Vendor.

W.C. Carpenter supplies and installs carpet, carpet tile, luxury vinyl plank, sheet vinyl, engineered and solid wood, vinyl composition tile (VCT), rubber products, ceramic tile, area rugs, epoxy/urethane floor systems, and paint/wallcoverings. Other services include floor leveling, moisture mitigation, material storage, abatement, refinishing of wood floors, lifting of modular furniture.

Our company is financially stable, has no debt, is in good standing with every manufacturer/distributor partner, and we have unlimited credit terms with many mills.

Belonging to the premier flooring Co-Operative buying group - Starnet Worldwide Commercial Flooring Partnership- gives our company a competitive advantage. This group is comprised of reputable flooring contracting businesses throughout the US and Canada, along with many top manufacturer partners. This membership introduces our team to top executives and pioneers in the flooring industry, supplies continuing education courses, specialized mill tours, and the ability to draw on the knowledge of the 171 members nationwide. We attend training meetings twice a year with added specialty training offered throughout the year. We discuss and are introduced to new products. We speak about successes and issues faced by other dealers. This results in a tremendous amount of valuable information that we use, to ensure we can supply the best practical solutions to our customers. This membership also enhances our relationships with the manufacture representatives at the local and highest levels. They work extraordinarily hard for our team and are often able to improve lead times for us to help meet a tight deadline. Additionally, our Operations Manager, Lisa Doyle, serves on the Finance and Technology Committee, and our VP of Sales, Cecil Ward serves on the Next Generation Committee.

W.C. Carpenter has worked with several universities in zone five, and we have also worked with a current VASCUPP contract holder to do work for universities in Zone 5. We work off the Sourcewell contract for the City of Virginia Beach, City of Hampton, Williamsburg James City County Schools, among others; we have a contract specific for Norfolk Public Schools for the last 5 years. We also collaborate with Regent University using the E&I contract. We enjoy the contract work because it allows the end user to assure, they are getting a quality job at a fair, negotiated rate. As we mentioned prior, we do not sell ourselves based on price. We pride ourselves on our integrity, quality artistry, timeliness, and doing the little things that so

many other contractors do not do. The contract pricing is set up to be fair to the end user as well as the dealers supplying the service, and each contract we have worked on is mutually beneficial to both parties.

The VASCUPP contract is similar to contract work we currently work on; the universities partaking in this contract will get the quality that they expect and deserve, with transparency and fair pricing. If Radnor University awards us this contract, the universities and end users who choose to use WC Carpenter, will get the job done the right way every single time.

We have reviewed the scope of work and it is our understanding that you are looking to find an honest and reputable flooring contracting business to work with; and eliminating the need to put jobs out to bid, knowing you will have a reputable company completing jobs for you off this contract.

We will supply the following:

- Honest guidance and suggestions on the best products available for each job; understanding of your budget and offering products with that in mind
- Competitive pricing due to our relationships with vendor partners
- Quality installations completed correctly and on time
- Education on product quality, and recommendations on appropriate products for each job
- A 1-year labor warranty on all jobs, and material warranty per each manufacturer/product; Material warranties are typically between 10-30 years and warrantied by the manufacture
- Performance, once you contract W.C. Carpenter to do a job, you will never have to worry if the job is installed the correct way. Our teams are the best in the business and ensure they install to manufacture guidelines on every job
- A high sense of urgency on all jobs, we pride ourselves on never missing a deadline
- One on one attention from our Account managers on every job
- Each job will be site visited prior to us providing the proposal to ensure that we not only understand the scope of each job, but the customer's vision for their space.
- Each install will always have a supervisor on site with a Project Manager overseeing progress daily
- Large designer showroom that highlights each of the Manufactures products, so end users can shop for the perfect solution for their project

W.C. Carpenter's approach to meet the requirements as outlined in the scope of work will be as follows:

Each job will be evaluated on an individual basis. We treat each job as it were our own space, and we give recommendations on solutions with that in mind. We do our best to educate the customer as much as possible which allows them to make the best decisions for their projects. If a university is requesting new flooring for an area, these are a few sample questions that will be considered:

1. *What will this space be used for?*

This will help us determine if we should propose carpet or a hard surface product. A few benefits of carpet/carpet tile include warmth in the room, acoustics, and comfort; a few benefits of a hard surface flooring include ease of maintenance and cleanability. Better understanding what the room will be used for will help us decide a recommended product for that space.

2. *Is this a long or short term? How long do you need this flooring to last?*

If you have an area that will be changing/getting remodeled in the next year and you just need something temporary, then we can offer an inexpensive, base-grade product that may only last a brief time. If you plan to keep this space for the next 20 years then we will recommend a product with a premium yarn system, or stronger wear layer, that we know will perform for as long as you need.

3. *Were you happy with the existing flooring; are you looking for something more durable, easier to clean, bleach resistant, or a fresh look?*

We want you to be happy with the products we install. We want your choice to resolve any problems you currently have with your existing flooring and give you the look you are looking for. If your current carpet is matted, crushed easily, was unraveling, or did not clean well, we would recommend a premium nylon carpet tile with a cushion back. This would help with the cleanability, and the cushion back will help with the performance as well. If your flooring did not perform to your expectations, we want to understand why and then present you a solution that will alleviate those issues.

4. *Based on the environment, would a different surface be better for you, i.e., carpet instead of LVP or LVP instead of carpet?*

A private school in Norfolk had vinyl in their cafeteria, however they often held board meetings and essential functions in this large room. They were looking to transform the cafeteria into more of a multifunctional meeting room. We were able to find the right carpet tile for this cafeteria and they have been thrilled with the results. This installation occurred 15 years ago, and they continue to have carpet in their cafeteria.

5. *What type of look are you looking for?*

There are a vast number of options today between carpet tile and carpet planks, luxury vinyl tiles and luxury vinyl planks, etc. Our design partners and team can help you determine the look you want.

6. *Did you have the right product, but a poor installation?*

Over the years, we have seen countless flooring installations that need replacement due to poor installation. We had a customer that came to us to fix their library floor that was shifting and coming off the subfloor. With proper installation, this material would have lasted for several more years. However, this resulted in the customer having to pay for the job two times. We do not sell ourselves on price alone we are quality installs. We are honest and fair with all our pricing. We guarantee all installations. Our installers take continuing education courses to stay current with the industry. We passionately believe in doing the job correctly and with the right product the first time.

10-B-2 Key Personnel

Without our office personnel and installation teams, we would not be in business! We are proud of our team as everybody plays a huge role in our operation. We are a small, family-owned business, and we treat all our team members as that- Family!

Kaddy Carpenter Hamilton- Owner and President

Kaddy was born and raised in the flooring business. Having been in the business forever, she has been to countless seminars, factory tours, and flooring conventions. Kaddy knows the flooring business as well as anybody. She is the backbone of our company and has built a reputation based on doing things the right way. She takes pride integrity, quality work, timeliness, and always taking care of the customer. She continuously educates our team and serves the company in an advisory role now.

Lisa Doyle- Operations Manager

Lisa has been with the company for 12 years. She makes things happen quickly within our office. She is well respected by all trade partners and customers that visit the office on a weekly basis. She places all the product orders and follows up to ensure the materials arrive on time. You will hear her voice when you call the office as she ensures our phones are always answered by a real person. She knows our showroom better than anybody and is knowledgeable on all products we display; and then some. She has the management skills and relationships with the factory representatives and has been an integral part in negotiating special pricing with our manufacturer partners. She helps with onboarding new employees, and even oversees our IT. Simply put, she does it ALL!

Cecil Ward- VP of Sales

Cecil is the third generation of the Carpenter family that has joined the business. Cecil is a graduate of The University of Mississippi, where he earned his BBA in Managerial Finance. He moved to Houston TX after graduating and has been with the company since he moved back to Virginia Beach in 2017. He has played a significant role in the expansion of our business to include resinous floor systems, paint, and wallcovering. He takes pride in constantly building relationships with customers, suppliers and treating people the way they expect to be treated.

Scott Sutherland- Project Manager

Scott has been with us for 23 years. His experience in scheduling, phasing, and planning jobs is second to none. He knows what each crew can do daily. Our company has **never** missed a deadline in our 54 years in business, and it is often we finish jobs ahead of schedule. This is due to Scott's management of our labor crews daily.

Kate VanGraafeiland- Lead Estimator

Kate has been with us for 15 years. She is highly organized and always meets proposal deadlines. If there are any questions about a floor plan, Kate is the person to find and answer any questions. She will be involved on any projects with architectural drawings. She keeps everything color coded and makes it easy for the customer to understand what products are going where.

Will Nelson- Warehouse Manager

Will has been with us for 7 years. Will ensures the materials coming into the warehouse are what we ordered and ensures that the correct material goes out on each job by personally pulling and loading each installers truck for each job. He keeps our 10,000 square ft warehouse organized and well ran.

Reanna Lopez- Account Manager

Reanna has been with us for 8 months. She has stepped into this role and has excelled. She manages several high-profile customers and does a lot of work with higher education. She has not slowed down since she started! Reanna comes to us from the textile industry. In addition to servicing accounts, she has stepped up to manage a lot of our design work as well. Having been in the industry, she has a flair for design and putting colors together.

Designer - TBA – Currently interviewing for this position

Linda Lombardi- Bookkeeper

Linda has been with our team for 6 years. Linda is responsible to track and manage our accounts payable and receivable. Linda is who will be sending the bills once the work is complete. She is very proficient having been in this industry for over 20 years. She is highly organized and aids in sending documents promptly.

Tim Caudle- Project Manager

Tim is a new hire. Tim comes to us with a background in GC work and emergency restorations services. We are excited to have him on board and know he will be an asset to our organization.

Installation Crews

We have several crews that will be working on your jobs. Our lead subcontractors that will be working on your jobs include Jeff Mize 25+ years, Joe Dayrit 15+ years, Dwayne Foster 15+ years and Eric McElroy 9 years.

Our installation teams are second to none. They work on large, detailed, and challenging commercial projects for us. They have all been working for W.C. Carpenter for an average 15 years. They are an integral part in making our company so successful.

10-C FINANCIAL PROPOSAL

The Universities in Zone 5 will benefit from this contract by removing the need to get multiple vendor's pricing. This will save the University time and money by eliminating the need to obtain multiple quotes and then be forced to use the lowest price estimate by an unqualified company. W.C. Carpenter will tailor a core product list for each University that meets their specific needs. The pricing listed below is some of our core products we currently use.

We included hourly rates as requested, but we do price labor by the square yard for carpet, Linear feet for cove base and square feet for resilient flooring. Items such as Epoxy, stained concrete and ceramic tile are complex materials and need to be looked at and evaluated on a per job basis.

| RFP # R23-002 | | | | | | | |
|----------------------|----------------|-----------------|------------|-----|------------|------------|-----------------|
| Radford University | | | | | | | |
| Zone 5 Core products | | | | | | | |
| Flooring Type | Manuf | Style | Backing | UOM | List Price | % Discount | Delivered Price |
| Powerbond | Tarkett | Abrasive action | M | SY | \$ 110.31 | 43% | \$ 63.23 |
| Powerbond | Tarkett | Texture Map | M | SY | \$ 47.52 | 37% | \$ 29.90 |
| Modular Cpt | Tarkett | Aftermath II | GS | SY | \$ 49.99 | 34% | \$ 32.84 |
| Modular Cpt | Tarkett | Color Map | GS | SY | \$ 54.10 | 34% | \$ 35.77 |
| Luxury Vinyl Plank | Tarkett | Countour | Tech | SF | \$ 7.89 | 23% | \$ 5.64 |
| | | | | | | | |
| Broadloom Cpt | Mannington | Mesh | SA | SY | \$ 39.51 | 42% | \$ 27.80 |
| Broadloom Cpt | Mannington | Telejector | SA | SY | \$ 54.31 | 35% | \$ 40.10 |
| Modular Cpt | Mannington | Outline | Infinity 2 | SY | \$ 39.92 | 31% | \$ 30.36 |
| Modular Cpt | Mannington | Transmit | Infinity 2 | SY | \$ 44.39 | 32% | \$ 33.64 |
| Luxury Vinyl Plank | Mannington | Spacia | LVS | SF | \$ 6.00 | 33% | \$ 4.50 |
| | | | | | | | |
| Broadloom Cpt | J&J Commercial | Mix III | PB | SY | \$ 27.00 | 42% | \$ 19.00 |
| Modular Cpt | J&J Commercial | Well Versed | eko | SY | \$ 39.00 | 39% | \$ 28.00 |
| Luxury Vinyl Plank | J&J Commercial | Classics | LV | SF | \$ 4.50 | 34% | \$ 3.35 |
| Kinetex | J&J Commercial | Provision | PET Felt | SF | \$ 6.00 | 26% | \$ 4.75 |
| | | | | | | | |

| | | | |
|---------------------------|-------------------------------|-------------|------------------------------|
| RFP # R23-002 | | | |
| Radford University | ZONE 5 | | |
| ITEM | DESCRIPTION OF SERVICE | UNIT | Not to exceed pricing |
| BROADLOOM | | | |
| 1A | INSTALL NO PATTERN | SY | \$8.75 |
| 1B | BORDER WORK | LF | \$3.00 |
| 1C | STRETCH AND TACK STRIP | SY | \$12.00 |
| 1D | OVERTIME | SY | \$11.81 |
| 1E | DEMO/DISPOSAL | SY | \$4.50 |
| 1F | MECHANICAL DEMO/DISPOSAL | SY | \$7.00 |
| CARPET TILE | | | |
| 2A | INSTALL CARPET TILE | SY | \$10.00 |
| 2D | INSTALL PATTERN | SY | \$12.00 |
| 2C | DEMO/DISPOSAL | SY | \$4.25 |
| 2D | OVERTIME | SY | \$12.15 |
| LVT | | | |
| 4A | INSTALL GLUEDOWN NO PATTERN | SF | \$2.50 |
| 4B | INSTALL RIGID CORE | SF | \$3.50 |
| 4C | OVERTIME | SF | \$3.37 |
| 4D | DEMO/DISPOSAL | SF | \$2.50 |
| 4E | MECHANICAL DEMO/DISPOSAL | SF | \$3.50 |
| COVEBASE | | | |
| 9A | INSTALL COVEBASE 6" | LF | \$3.00 |
| 9B | INSTALL COVEBASE 4" | LF | \$2.00 |
| 9C | DEMO/ DISPOSE | LF | \$1.00 |
| FLOOR PREP | INCLUDING MATERIALS | | |
| 10A | SCRAPE OLD ADHESIVE | SF | \$1.25 |
| 10B | PREP FLOOR W/MATERIALS | SF | \$1.50 |
| 10C | SELF LEVELING (NO MATERIALS) | SF | \$3.00 |
| ITEM | DESCRIPTION OF SERVICE | UNIT | |
| FURNITURE | | | |
| 11A | LIFT MODULAR FURNITURE | SY | \$13.50 |
| 11B | MOVE FREE STANDING FURN LIGHT | SY | \$3.75 |
| 11C | MOVE FREE STANDING FURN HEAVY | SY | \$8.25 |
| 11D | APPLIANCE MOVE | EA | |
| RECEIVE/STORE | | | |

| | | | |
|----------------------------|-------------------------------|-------------|--------|
| 12A | CARPET | SY | \$3.75 |
| 12B | RESILIENT | SF | \$1.00 |
| ITEM | DESCRIPTION OF SERVICE | UNIT | |
| ADDITIONAL SERVICES | | | |
| EPOXY INSTALL | PRICED PER JOB | | |
| CERAMIC INSTALL | PRICED PER JOB | | |
| ABATEMENT | PRICED PER JOB | | |
| MOISTURE MITIGATION | PRICED PER JOB | | |
| WOOD INSTALL | PRICED PER JOB | | |
| PAINTING | PRICED PER JOB | | |
| WALLPAPER | PRICED PER JOB | | |
| POWERWASHING | PRICED PER JOB | | |

| | | |
|---------------------------|---------------------------|-----------|
| RFP # R23-002 | | |
| Radford University | ZONE 5 | |
| | HOURLY LABOR RATES | |
| Job Title | Regular | OT |
| Project Manager | \$85.00 | \$105.00 |
| Lead Installer | \$65.00 | \$85.00 |
| Installer | \$45.00 | \$65.00 |
| Helper | \$30.00 | \$50.00 |
| | | |
| Blanket Discounts | % off list price | |
| Broadloom | 38% | |
| Carpet tile | 33% | |
| Luxury Vinyl | 29% | |
| Sundries | 20% | |

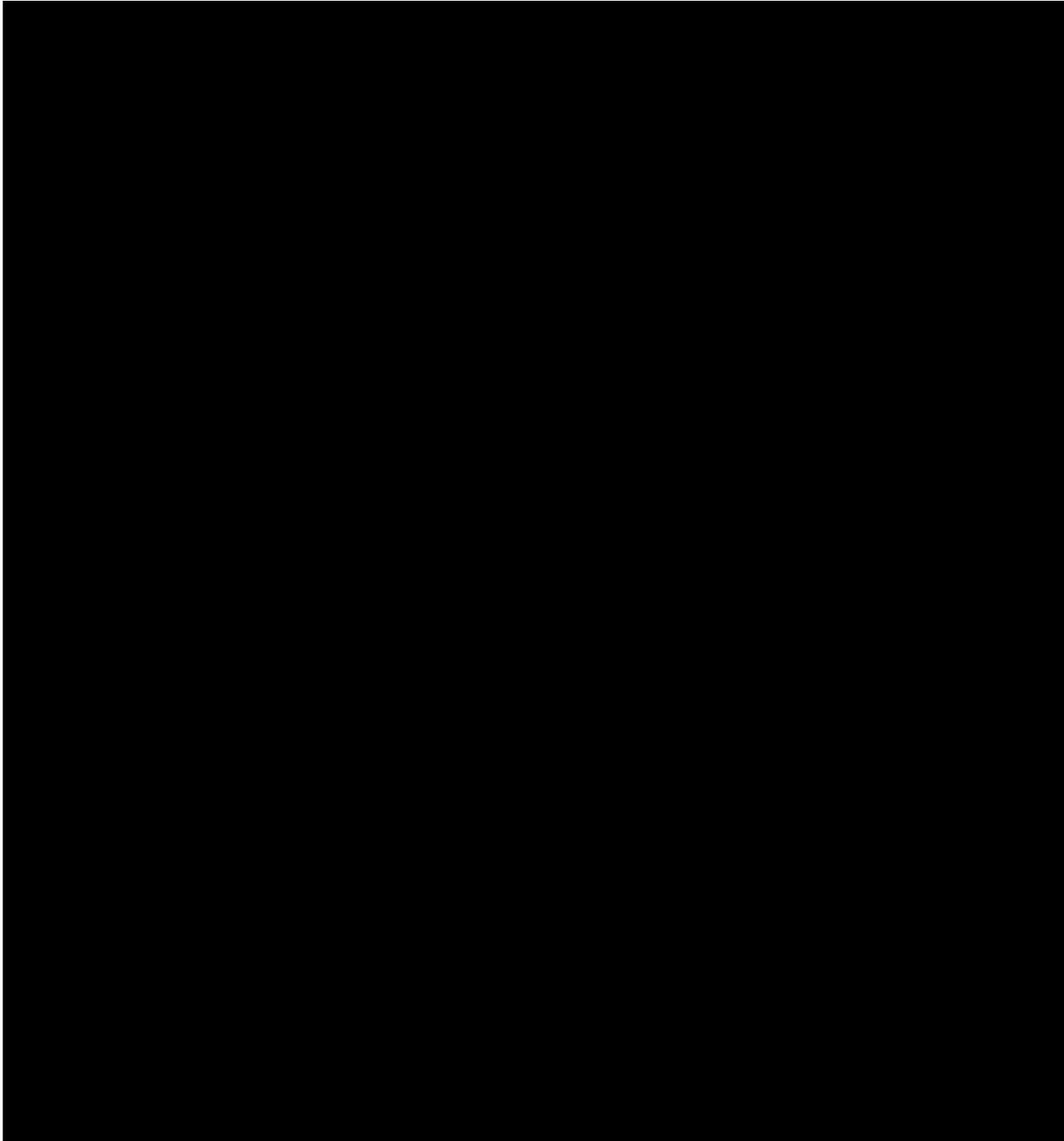
10-D VENDOR DATA SHEET

Vendors Primary Contact

Name: Lisa Doyle Phone 757 460 1101

Years in Business: 54 years and 4 months

REFERENCES



I certify that the accuracy of this information

Signed Lisa Doyle Date: 10/26/2022

Printed Name: Lisa Doyle Title: Operations Manager

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400, Richmond, VA 23233

Telephone: (804) 367-8500

EXPIRES ON
01-31-2023

NUMBER
2705019708

BOARD FOR CONTRACTORS
CLASS A CONTRACTOR
CLASSIFICATIONS CIC HIC



W C CARPENTER L C
5890 THURSTON AVENUE
VIRGINIA BEACH, VA 23455



Wayne A. Gardner
Wayne A. Gardner, Director

Status can be verified at <http://www.dpor.virginia.gov>

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)

(DETACH HERE)

DPOR COMMONWEALTH of VIRGINIA
Department of Professional and Occupational Regulation

CLASS A BOARD FOR CONTRACTORS
CONTRACTOR

CLASSIFICATIONS CIC HIC
NUMBER: 2705019708 EXPIRES: 01-31-2023

W C CARPENTER L C
5890 THURSTON AVENUE
VIRGINIA BEACH, VA 23455



(fold)

Status can be verified at <http://www.dpor.virginia.gov>

DPOR-PC (02/2017)



2022

PHILIP J. KELLAM
COMMISSIONER OF THE REVENUE
CITY OF VIRGINIA BEACH
CERTIFICATE OF BUSINESS LICENSE

2022



| NAME AND ADDRESS | CERTIFICATE NUMBER | LOCATION OF BUSINESS | | |
|---|---|---|-------------|------|
| W C CARPENTER L C T/A W C CARPENTER 5890 THURSTON AVE VIRGINIA BEACH VA 23455-3307 | 2022-008054 | 5890 THURSTON AVE VIRGINIA BEACH VA 23455-3307 | | |
| | PLEASE REFER TO THIS NUMBER IN ALL CORRESPONDENCE | | DATE ISSUED | |
| | BUSINESS ORIGINATION DATE | MONTH | DAY | YEAR |
| | 05/27/1968 | 2 | 28 | 2022 |

CERTIFICATE EXPIRES: December 31, 2022

THIS CERTIFICATE MUST BE AVAILABLE FOR INSPECTION AND IS NONTRANSFERABLE

Dear Taxpayer:

Thank you for your payment on your Virginia Beach Business License. Attached is your Business License Certificate and the amount shown was applied to this license. **ALL CERTIFICATES MUST BE AVAILABLE FOR INSPECTION.** If you have questions concerning your business license, contact the Business Taxpayer Division by telephone at 757.385.4515; by facsimile at 757.385.4183; by electronic mail at business@VBgov.com All in-person transactions are conducted by appointment only; to schedule an appointment now, visit www.vbgov.com/cor. Please contact me personally if you have any additional questions or suggestion on how I may

Sincerely,

Philip J. Kellam, Commissioner

Save time. visit online at www.VBgov.com/cor

| | |
|------------------------|-------------|
| License # | 2022-008054 |
| Date of Receipt: | 02/28/2022 |
| Amount Paid: | \$40.00 |
| Cumulative Payment(s): | \$3,941.78 |
| Balance Due: | \$0.00 |

COMMONWEALTH OF VIRGINIA



DEPARTMENT OF SMALL BUSINESS & SUPPLIER DIVERSITY

101 N. 14th Street, 11th Floor
Richmond, VA 23219

W. C. CARPENTER, LLC

is a certified Small, Women Owned Business meeting all the eligibility requirements set forth under the Code of Virginia Section 2.2-16.1 et seq. and Administrative Code 7VAC 13-20 et seq.

Certification Number: **8812**
Valid Through: **Sep 25, 2024**

Accordingly Certified

A handwritten signature in black ink, appearing to read "Matthew James".

Matthew James, Director



Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.

| | |
|--|---|
| 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. WC Carpenter, LLC | |
| 2 Business name/disregarded entity name, if different from above | |
| 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ <u>S</u> <small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) ▶ | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small> |
| 5 Address (number, street, and apt. or suite no.) See instructions. 5890 Thurston Avenue | |
| 6 City, state, and ZIP code Virginia Beach, VA 23455 | |
| 7 List account number(s) here (optional) | |
| Requester's name and address (optional) | |

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

| Social security number | | | | | | | | | | | |
|---|--|--|--|--|--|--|--|--|--|--|--|
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| | | | | | | | | | | | |

or

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Kath C Hamilton

Date ▶

1/1/2022

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



We provide customers with full service, hands on support from the consultation all the way through installation. From our knowledgeable consultants, to our certified mechanics, who are the best in the business, we promise to work with you to give you the best job possible. We invite you to visit our 3,200 square foot showroom and commercial library today to find the flooring solution you have been searching for.



5890 Thurston Avenue
Virginia Beach, VA 23455



Commercial & Residential Floor Covering Excellent Service & Reputation since 1968



Woman Owned and Operated
Commercial and Residential
Class A Flooring Contractor



5890 Thurston Avenue
Virginia Beach, VA 23455
(757) 460-1101
www.wccarpenter.com

COMMERCIAL

W.C. Carpenter is a leader in providing commercial flooring to universities, retirement facilities, places of worship, government agencies, businesses and more, for 50 years. We have continuously maintained great relationships with our customers and manufacturers nationwide, as well as our local suppliers in the Hampton Roads area.

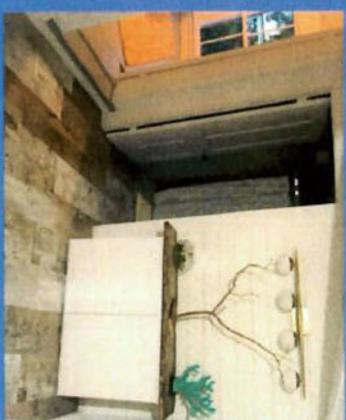
If you are starting a new project or in need of repair, we are here to help you make the right choices. Our installers are experienced and professional. They have the proper tools to move any type of furniture, from church pews to modular work stations. We install any type of flooring, from carpet and wood to epoxy and stained concrete. Our mission is to provide to you a worry-free installation from start to finish.



Founded in 1968 by W. Cecil Carpenter, W.C. Carpenter started out as a wholesale distributor of flooring products. In 1988, W.C. Carpenter decided to incorporate installation into their service model. The company saw an opportunity, and realized the benefit provided to the customer of dealing with solely one company for their projects. We pride ourselves in providing excellent service from start to finish. 50 years later, that dedication to our customers still holds true.



Today, W.C. Carpenter is owned and operated by Mr. Carpenter's daughter, Kaddy Hamilton. Kaddy has kept the passion for excellence in the business and is passing that along to the next generation. Being family owned and operated has allowed us to grow right along with the Hampton Roads area. We deliver premier sales and installation services to a variety of commercial and residential clients.



RESIDENTIAL

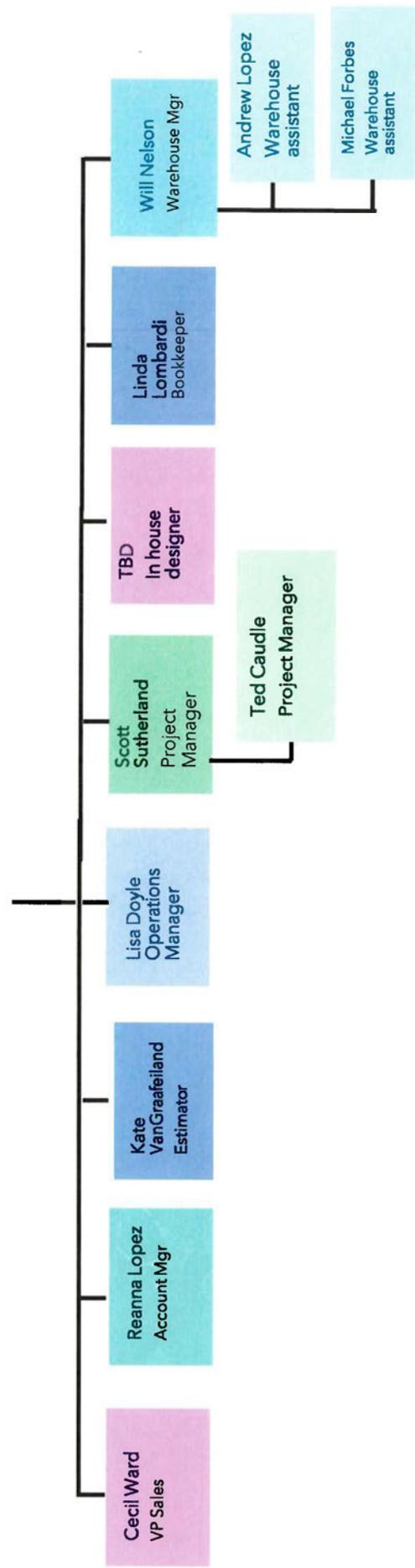
We take tremendous pride in our ability to help you find the perfect material to fit your home. Whether you are looking to cover one room, or an entire house, our showroom will provide you with unlimited options - from carpet to hardwood, we have it all.

The moment you walk into our showroom you will be greeted by knowledgeable representatives that will help you find exactly what you are looking for. We encourage our customers to take samples home to view the material in the intended space. We also offer complimentary in-home consultations and estimates for your project.

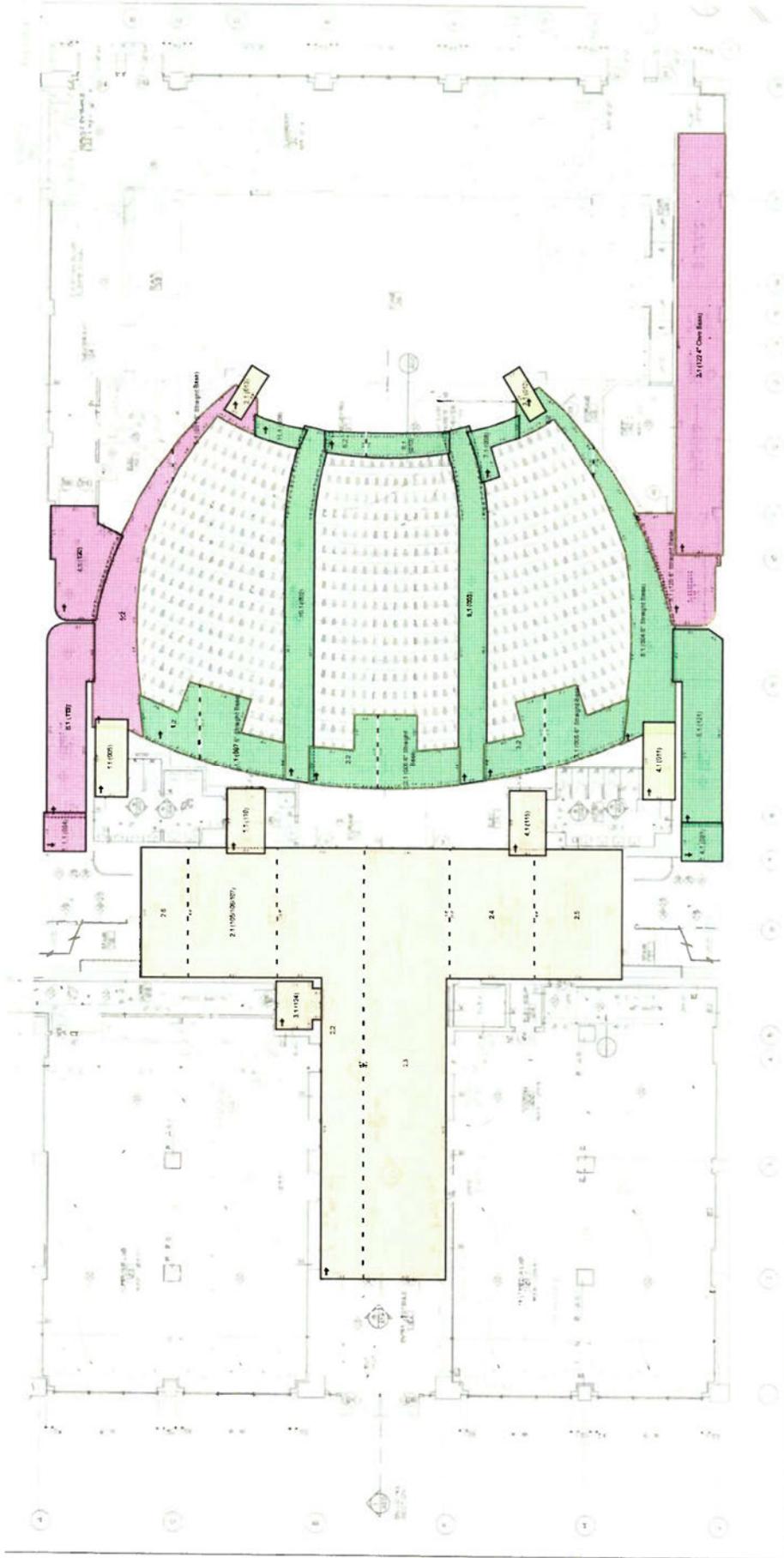
W.C. Carpenter LLC

Organization chart

Kaddy
Hamilton
President



W.C. Carpenter LLC
5890 Thurston Avenue
Virginia Beach, VA 23455



13'6" CPT with 6" x 6" repeat

1st Floor Lobby 13'6" CPT with 6" x 6" repeat

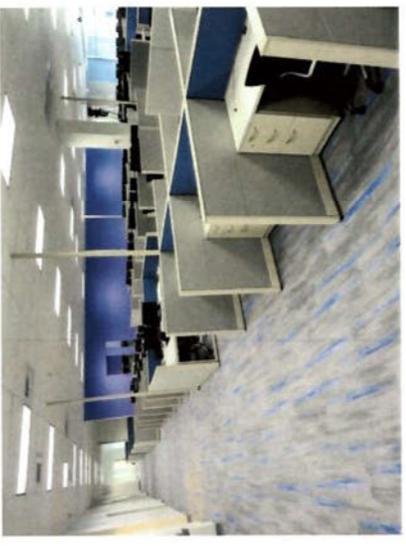
1st Floor Diagonal 13'6" with 6" x 6" repeat

1st Floor Mon 13'6" with 6" x 6" repeat

W.C. Carpenter LLC
 5890 Thurston Avenue
 Virginia Beach, VA 23455

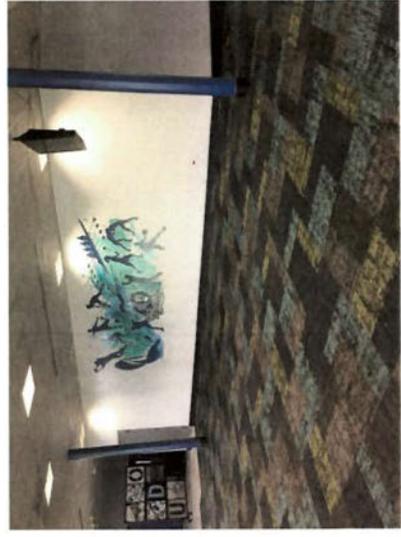
1st Floor

| Style: Color | Boxes | Width | Length | Gross Qty Unit | Sell Price | Tax | Subtotal |
|---|-------|--------|----------|----------------|------------|---------------|-------------|
|  13'6" CPT with 6" x 6" repeat | | 13' 6" | 22' 6" | 33.75 SY | 0.00 | 0.00 | 0.00 |
|  1st Floor Diagonal 13'6" with 6" x 6" repeat | | 13' 6" | 258' 7" | 387.87 SY | 0.00 | 0.00 | 0.00 |
|  1st Floor Lobby 13'6" CPT with 6" x 6" repeat | | 13' 6" | 224' 9" | 337.12 SY | 0.00 | 0.00 | 0.00 |
|  1st Floor Mon 13'6" with 6" x 6" repeat | | 13' 6" | 193' 10" | 290.75 SY | 0.00 | 0.00 | 0.00 |
|  4" Cove Base | | | | 145.81 LF | 0.00 | 0.00 | 0.00 |
|  6" Straight Base | | | | 541.73 LF | 0.00 | 0.00 | 0.00 |
| | | | | | | Tax: | 0.00 |
| | | | | | | Total: | 0.00 |



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SAMPLE LETTER

WC Carpenter

WARRANTY LETTER

Date

Project Name: TBA

Location: TBS

Owner: TBS

To Whom It May Concern:

We have supplied the materials and labor to install flooring as per plans and specifications. This installation is guaranteed for a period of one year from the date of delivery of this warranty. We warrant that the work conforms in all respects to the plans and specifications and the labor is free of all defects. Accordingly, during the effective period, we will repair at our full cost and expense all or any portion of the work which may be defective due to installation failure.

WC Carpenter

By: _____ Date: _____

Radford University RFP23-002, Flooring – Various Types
Negotiation Points
W.C. CARPENTER, LLC.

As allowed in Section 11.B. Award to Multiple Offerors, of the subject RFP, the University is conducting negotiations. We are requesting a response to the negotiation questions listed below.

A. CONTRACTUAL TERMS, CONDITIONS AND TEMPLATES:

1. **RADFORD UNIVERSITY:** Are you in agreement the terms and conditions as published in the RFP solicitation shall govern the contract if a contract is awarded to your company?

VENDOR: YES

2. **RADFORD UNIVERSITY:** If awarded a contract do you agree the standard two-party contract made available in the RFP document will be the only document used to award the contract? If your response is no, provide any additional forms or documents that you will require to be incorporated into the contract document.

VENDOR: YES

3. **RADFORD UNIVERSITY:** Do you agree that the initial contract is for a period of one (1) year?

VENDOR: YES

4. **RADFORD UNIVERSITY:** Upon completion of the initial contract period, does W.C. Carpenter, LLC agree that the contract may be renewed by Radford University upon written agreement by both parties for and addition four (4) one-year renewal periods, under the terms of the current contract?

VENDOR: YES

5. **RADFORD UNIVERSITY:** Please state that you are in agreement that, if awarded the contract, all sections identified in your proposal as **proprietary and confidential** can be made public since Radford University is a state agency and our records are available for public review.

VENDOR: YES

6. **RADFORD UNIVERSITY:** Are you registered with and willing to participate in the eVA internet procurement solution described in the terms and conditions of the RFP?

VENDOR: YES

7. **RADFORD UNIVERSITY:** Do you acknowledge, agree and understand that Radford University cannot guarantee a minimum amount of business if a contract is awarded to your company?

VENDOR: YES

8. **RADFORD UNIVERSITY:** If you have not already done so, do you agree to obtain and furnish Radford University with a United States federal tax identification number if you are awarded a contract?

VENDOR: YLS

9. **RADFORD UNIVERSITY:** If eligible, do you agree to become a certified SWaM vendor with the Virginia Department of Small Business and Supplier Diversity and maintain that certification throughout the term of this contract?

VENDOR: Yes

10. **RADFORD UNIVERSITY:** Do you agree that you will be performing services as an Independent Contractor, Company, Corporation or other business entity and are not an employee of Radford University or any other Commonwealth Entity?

VENDOR: YES

B. FINANCIAL CONSIDERATIONS:

1. **RADFORD UNIVERSITY:** Are there any additional financial or value-added incentives you would like to offer at this time? (i.e. signing bonus, scholarships, program support, SWaM sponsorship, etc.)

VENDOR: We offer competitive pricing and excellent service

2. **RADFORD UNIVERSITY:** Does W.C. Carpenter, LLC agree to provide monthly invoices with payment due thirty (30) days after receipt of invoices or goods/services, whichever is later?

VENDOR: Yes

3. **RADFORD UNIVERSITY:** If awarded a contract, are you willing to hold prices firm for the initial contract period and the first renewal year?

VENDOR: YES

4. **RADFORD UNIVERSITY:** While other factors such as methodology, quality of service, and prior experience are considered during the selection process, the evaluation of price, including the annual maintenance fee, is a key element of the evaluation. With this in mind, please provide W.C. Carpenter, LLC most competitive price structure.

VENDOR: See attached

5. **RADFORD UNIVERSITY:** If awarded a contract, do you agree to limit price increases to no more than the increase in the Consumer Price Index - CPI, "Services" category for the latest twelve (12) months for which statistics are available at the time of renewal or five percent (5%), whichever is less?

VENDOR: YES

6. **RADFORD UNIVERSITY:** Are the prices for all goods/services listed in your proposal inclusive of all applicable eVA system transaction fees?

VENDOR: Yes

C. SCOPE IMPLEMENTATION:

1. **RADFORD UNIVERSITY:** If awarded a contract, identify a point of contact that will be working with Radford University to achieve the requirements of the contract.

VENDOR: Lisa Doyle

2. **RADFORD UNIVERSITY:** If awarded the contract, please address specific implementation steps, inclusive of a timeline, and include what your expectations are of Radford University personnel.

VENDOR: See Attached

3. **RADFORD UNIVERSITY:** If awarded a contract by February 1, 2023, would you be in a position to support all aspects of this contract?

VENDOR: Yes

4. **RADFORD UNIVERSITY:** Please describe your quickest turn-around time if emergency services are needed.

VENDOR: 24 hours

W.C. CARPENTER, LLC

Lisa Doyle
Print Name

Gm
Title

Lisa Doyle
Signature

12/12/2022
Date

Radford University RFP23-002, Flooring – Various Types
Clarification Questions
W.C. CARPENTER, LLC.

As allowed in Section 11.B. Award to Multiple Offerors, of the subject RFP, the University is conducting negotiations. As part of the evaluation process, the committee is requesting clarification of the following:

1. The majority of the proposal submitted speaks to Zone 5 only. Does W.C. Carpenter, LLC wish to perform work in Zone 8, where Radford is located?

We are interested in working in this zone in the future. Currently we do not have the ability to service this area/distance to the standard we can service zone 5.

2. Is the pricing provided applicable to Zone 8? If able, please provide pricing for Zone 8.

NO

W.C. CARPENTER, LLC.

Lisa Doyle

Print Name

GM

Title

Lisa Doyle

Signature

12/12/2022

Date

Question 2

Radford University: If awarded the contract, please address specific implementation steps, inclusive of a timeline, and include what your expectations are of Radford University personnel.

VENDOR: Our implementation steps once awarded a contract would be within the first 48 hours, educate our employees about the contract, how it works and expectations.

Our process for the Zone 5 Universities within the first 2 weeks of being awarded the contract would be to schedule appointments with procurement staff at the universities. We would do this so we could introduce ourselves as a Vascupp contract holder to and if needed to educate them on what Vascupp offers.

Our expectation of the university personnel would be to call us when they have a project and provide plans for larger projects.

We will schedule an appointment to come out and measure within 24 hours. We help them determine the most appropriate flooring for the project and assisting with selections. We typically turn our proposals over in 2 business days. If the project size is large and we need to get our estimator involved, the turnaround time will extend to 5-10 business days.

| ITEM | DESCRIPTION OF SERVICE | UNIT | Not to exceed pricing |
|---|------------------------------|------|-----------------------|
| BROADLOOM | | | |
| 1A | INSTALL NO PATTERN | SY | \$8.75 |
| 1B | BORDER WORK | LF | \$3.00 |
| 1C | STRETCH AND TACK STRIP | SY | \$12.00 |
| 1D | OVERTIME | SY | \$11.81 |
| 1E | DEMO/DISPOSAL | SY | \$4.50 |
| 1F | MECHANICAL DEMO/DISPOSAL | SY | \$7.00 |
| CARPET TILE | | | |
| 2A | INSTALL CARPET TILE | SY | \$10.00 |
| 2D | INSTALL PATTERN | SY | \$12.00 |
| 2C | DEMO/DISPOSAL | SY | \$4.25 |
| 2D | OVERTIME | SY | \$12.15 |
| VCT | | | |
| 3A | INSTALL NO PATTERN | SF | \$1.75 |
| 3B | OVERTIME | SF | \$2.36 |
| 3C | DEMO/DISPOSAL | SF | \$2.25 |
| LVT | | | |
| 4A | INSTALL GLUEDOWN NO PATTERN | SF | \$2.50 |
| 4B | INSTALL RIGID CORE | SF | \$3.50 |
| 4C | OVERTIME | SF | \$3.37 |
| 4D | DEMO/DISPOSAL | SF | \$2.50 |
| 4E | MECHANICAL DEMO/DISPOSAL | SF | \$3.50 |
| RUBBER TILE /TREADS | | | |
| 5A | INSTALL RUBBER STAIR TREAD | LF | \$10.00 |
| 5B | INSTALL RUBBER STAIR RISER | LF | \$3.25 |
| 5C | DEMO/DISPOSE RUBBER TREAD | LF | \$3.50 |
| 5D | INSTALL STAIR NOSING | LF | \$4.25 |
| 5E | INSTALL RUBBER TILES | SF | \$3.00 |
| 5F | DEMO/DISPOSAL RUBBER TILES | SF | \$2.50 |
| SHEET GOODS | | | |
| 8A | INSTALL 6' OR 12' | SY | \$12.00 |
| 8B | INSTALL HEAT WELD VINYL | SY | \$20.00 |
| 8C | INSTALL HEAT WELD SEAMS | LF | \$5.50 |
| 8D | DEMO/DISPOSE SHEET VINYL | SF | \$0.75 |
| COVEBASE | | | |
| 9A | INSTALL COVEBASE 6" | LF | \$2.00 |
| 9B | INSTALL COVEBASE 4" | LF | \$1.50 |
| 9C | DEMO/ DISPOSE | LF | \$0.50 |
| FLOOR PREP INCLUDING MATERIALS | | | |
| 10A | SCRAPE OLD ADHESIVE | SF | \$0.75 |
| 10B | PREP FLOOR W/MATERIALS | SF | \$1.25 |
| 10C | SELF LEVELING (NO MATERIALS) | SF | \$2.25 |
| ITEM DESCRIPTION OF SERVICE UNIT | | | |
| FURNITURE | | | |
| 11A | LIFT MODULAR FURNITURE | SY | \$13.50 |

| | | | |
|----------------------------|-------------------------------|-------------|--------|
| 11B | MOVE FREE STANDING FURN LIGHT | SY | \$3.75 |
| 11C | MOVE FREE STANDING FURN HEAVY | SY | \$8.25 |
| 11D | APPLIANCE MOVE | EA | |
| RECEIVE/STORE | | | |
| 12A | CARPET | SY | \$3.75 |
| 12B | RESILIENT | SF | \$1.00 |
| MISC | | | |
| 13A | LABOR TO INSTALL REDUCERS | LF | \$1.75 |
| 13B | LABOR TO REMOVE REDUCERS | LF | \$1.00 |
| ITEM | DESCRIPTION OF SERVICE | UNIT | |
| ADDITIONAL SERVICES | | | |
| EPOXY INSTALL | PRICED PER JOB | | |
| CERAMIC INSTALL | PRICED PER JOB | | |
| ABATEMENT | PRICED PER JOB | | |
| MOISTURE MITIGATION | PRICED PER JOB | | |
| WOOD INSTALL | PRICED PER JOB | | |
| PAINTING | PRICED PER JOB | | |
| WALLPAPER | PRICED PER JOB | | |
| POWERWASHING | PRICED PER JOB | | |

