



Contract Number: RU25007

This contract entered into this 19th day of December 2024, by **Creative Glass, Inc.**, located at 600 N. 22nd St, Wytheville, VA, 24382, 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 Glass & Glazing Services to Radford University as set forth in the Contract Documents.
3. **TERM OF CONTRACT:** From December 19, 2024, through _December 18, 2025 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) R25-005 dated September 27, 2024, Addendum 01 dated October 21, 2024.
 - C. Contractor’s Proposal signed and dated October 30, 2024.
 - D. Negotiation Summation: Negotiation Points dated December 8, 2024.
5. **FINANCIAL COMPENSATION AND METHOD OF PAYMENT:** The Contractor shall be paid by Radford University in accordance with the contract documents.

- A. **FINANCIAL CONSIDERATIONS:** Financial considerations for this contract are as follows:

Labor:

<i>Line Item</i>	<i>Description</i>	<i>Regular Time Per Hour</i>	<i>Overtime/Emergency Rate Per Hour</i>
1	Technician	\$74.00	\$111.00

Material:

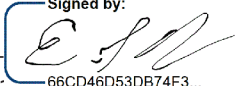
The Contractor will be paid for materials that are incorporated into the finished product at the current manufacturer’s published list price less the percentage discount allowed of _15_ %.

If any material is provided that has no current manufacturer’s published price list available, the Contractor will be reimbursed by the University at the Contractor’s actual cost of the material.

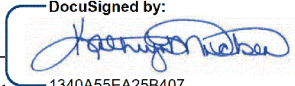
6. This Standard Contract identifies terms as negotiated and as agreed by both parties. In the event there is a conflict between the Standard Contract, Request for Proposal R25-005, the Contractor’s Proposal or Negotiation/Clarification points, the Standard Contract shall prevail.

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

CONTRACTOR:

Print Name: Shane Farmer
Title: Secretary/treasurer
Signature: 
Date: 12/13/2024 4:00 PM EST

RADFORD UNIVERSITY

Print Name: Kathryn Dicken
Title: Senior Procurement Officer
Signature: 
Date: 12/13/2024 4:00 PM EST



REQUEST FOR PROPOSAL # R25-005

GLASS & GLAZING SERVICES

SEPTEMBER 27, 2024

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

REQUEST FOR PROPOSAL (RFP)
RFP # R25-005
GENERAL INFORMATION FORM

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

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

Written questions to be submitted via email no later than: **OCTOBER 17, 2024 by 4:30 PM** Eastern Standard Time (hereinafter EST)

PROPOSAL DUE DATE AND TIME: Proposals will be received until **NOVEMBER 5, 2024** up to and including **3:00 PM EST**. Email and fax responses will not be accepted.

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

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

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

LATE PROPOSAL RECEIPT:

In-Person or Mail/Courier Delivery:

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

For Electronic Submission through eVA:

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

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

OPTIONAL PRE-PROPOSAL CONFERENCE: A pre-proposal conference will be held on **OCTOBER 10, 2024, at 3:00 PM** (EST). See Section (13) for additional information.

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

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

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

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

VIRGINIA STATE CORPORATION COMMISSION REGISTRATION NUMBER:	
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I acknowledge that I have received the following addenda posted for this solicitation.

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

SIGNATURE: _____ **DATE:** _____

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

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

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

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

3. **CONTRACT PERIOD:** The initial term of this contract is for one (1) year, or as negotiated. There will be an option for four (4) additional one-year (1-year) renewals, or as mutually negotiated.

4. **BACKGROUND:**

Radford University Background:

Radford University is a comprehensive public university of 7,718 students that has received national recognition for many of its undergraduate and graduate academic programs, as well as its sustainability initiatives. Well known for its strong faculty/student bonds, innovative use of technology in the learning environment and vibrant student life on a beautiful 211-acre American classical campus, Radford University offers students many opportunities to get involved and succeed in and out of the classroom. With over 300 clubs and organizations, Radford University offers many opportunities for student engagement, leadership development and community service. In addition to robust academic offerings and engaging student experiences on the main campus located in Radford, Virginia, Radford University also offers a clinical-based educational experience for some 1,000 students living and learning in Roanoke, Virginia as part of Radford University Carilion, a public-private partnership focused on the cutting-edge delivery of health sciences programming, outreach, and service. Radford University joins several other institutions in offering degree programs and continuing education opportunities at the Roanoke Higher Education Center in Roanoke, the Southwest Virginia Higher Education Center in Abingdon and flexible online offerings through its virtual campus.

Specific Background: Radford University contracts Glass and Glazing Services for glass, door, window, screen, and glazing materials as well as installation, replacement, and repair services. The University's approximate spend over the past five-year period is \$60,000 annually.

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

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

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <https://eva.virginia.gov/register-now.html> and register with eVA. This process needs to be completed before Radford University can issue your firm a Purchase Order or contract. If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

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

6. **CONTRACT PARTICIPATION-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. 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.

8. **DEFINITIONS:**

- A. **OVERTIME** – Overtime is defined as any hours worked outside of 8:00 a.m. to 5:00 p.m., Monday through Friday, as well as on weekends and Virginia state holidays. Emergency service calls will be paid at the overtime rate.
- B. **REGULAR TIME** – Regular time is defined as normal working hours from 8:00 a.m. to 5:00 p.m., Monday through Friday, except on Virginia state holidays.
- C. **PAID HOURS** – Labor hours paid under this contract shall be only for productive hours at the job site, unless authorized by the Contract Administrator or authorized designee. No payment will be made for travel time, lunch breaks, or other extended breaks.

9. **STATEMENT OF NEEDS:** The Contractor should furnish all labor, tools, equipment, and staff required for the completion of all work as specified herein.

- A. **COMPLIANCE:** All work, materials, and installations should be in strict compliance with the specifications contained herein and all applicable codes and standards.

- B. **REQUIREMENTS:**

- a.) **Material:**

- a. Glass, including but not limited to, single and double strength glass, heavy glass, tempered and plate tabletop glass with polished edges and cut holes, tempered and laminated safety glass, tinted glass, wire glass, obscure and textured glass, insulated glass units, curtain wall, plexiglass, and mirrors with safety backing.
 - b. Reception windows, aluminum, and glass doors, storefront components, and related hardware.

- c. Exit devices and single swing door operators.
 - d. Storm door and window repair products.
 - e. Window and patio door screen units.
 - f. Glazing compounds, butyl/silicone caulking, tac tape, foam tape, and glass film (Lexan & frosted window film).
2. Aerial Lifts: When using aerial lifts, the Contractor must coordinate with Radford University to locate appropriate locations to operate the lift. The Contractor must use sidewalks or plywood to prevent lifts from damaging the grounds. Locations must be coordinated with the Contract Administrator to avoid driving on steam tunnels, duct banks, etc. The Contractor shall observe established guidelines on aerial lift operation and fall protection.
- a. The Contractor must abide by the latest OSHA and ANSI regulations and safety standards while operating aerial lifts on campus, including but not limited to:
 - 1) Use of properly trained and authorized operators
 - 2) Inspections of lifts
 - 3) Use of fall protection and OSHA approved equipment
 - 4) Load capacities
 - 5) Operating conditions and overhead hazards; and
 - 6) Emergency procedures.
 - b. If use of an aerial lift is not feasible, the University does not prohibit the option of climbing/repelling to accomplish the task. However, it is important to note that not all buildings have the appropriate tie off points. Any decision to climb or repel would need to be discussed with the Contract Administrator in advance to ensure that all safety measures are met.

C. INSTALLATION AND REPAIR:

- 1. The Contractor should provide qualified technicians, equipment and tools to install glass products on the Radford University campus or in any University owned and operated building in the immediate area. The Contractor should be prepared to provide the following services, to include but not limited to:
 - a.) Install heavy glass with railings, framing system, door, and reception windows.
 - b.) Remove and reinstall windows (i.e. for construction purposes).
 - c.) Install frosted window film
 - d.) Replace broken glass in windows and doors.
 - e.) Replace broken mirrors
 - f.) Provide window screen repair.
 - g.) Repair and install aluminum door and frame components to include door handles, latches, closers, continuous hinges, and insulation/weather stripping.

D. SERVICE:

- 1. Service Call Expectations
 - a. All work performed should have a 100% satisfaction guarantee with a ninety (90) day warranty.
 - b. The Contractor is expected to have a service shop or material pickup facility within a fifty (50) mile radius of Radford University.
- 2. Non-Emergency Service Calls
 - a. The Contractor should provide same-day response to non-emergency service calls received by 10:00 a.m. and next business day response to non-emergency service calls received after 10:00 a.m.
- 3. Emergency Service Calls
 - a. The Contractor will be expected to provide emergency glass services twenty-four (24) hours a day, seven (7) days a week, and shall provide an emergency contact telephone number or answering service.
 - b. The Contractor is expected to respond to emergency service calls within four (4) hours of a call.

- E. **SAFETY PRECAUTIONS:** The Contractor shall comply with the rules and regulations of OSHA and the Department of Labor. The Contractor shall be responsible for the safety, efficiency, and adequacy of materials, equipment, and methods,

and for any damage that may result from improper construction, maintenance, or operation. The Contractor shall erect and maintain proper signage at all times, as required by the conditions and progress of the work, proper safeguards for the protection of its employees and the public and shall post danger warnings against any hazards created by glass operations.

- F. **UNIFORMS:** All employees of the Contractor shall wear uniforms or other appropriate Owner approved attire at all times to designate their affiliation with the Contractor. All contractor vehicles used on campus to service this contract shall include contractor's company signage.
- G. **PARKING POLICY:** All Contractors' vehicles parked on the Radford University campus must be registered with the Radford University Parking Services Department and display a valid Contractor's parking pass. A pass may be obtained by filling out an application for a Radford University Contractor's Parking Pass and submitting it to the Radford University Parking Services Department. Contractors should be aware that vehicles parked on the Radford University campus without a parking pass or permit are subject to ticketing and fines. Operating vehicles on sidewalks, plazas, and areas heavily occupied by pedestrians is prohibited. In the unlikely event a driver should find it necessary to drive on Radford University sidewalks, plazas and areas heavily used by pedestrians, the driver must yield to pedestrians. For a complete list of parking regulations, please go to Radford Parking. Radford University Parking Services may also be contacted by calling (540) 831-6361. The safety of our students, faculty and staff is of paramount importance to us. Accordingly, violators may be charged.

10. **SPECIFIC REQUIREMENTS:** Please provide your plan for providing glass and glazing services. Include the following:

A. **Plan Providing Services:** Provide your plan for providing Glass & Glazing Services. Include the following:

1. A description of what specific services the Contractor proposes to provide, including but not limited to the proposed staffing to be used, when services shall be performed, by whom, and the anticipated time durations for typical services, specifically addressing:
 - a.) Service call expectations.
 - b.) Non-Emergency service calls; and
 - c.) Emergency service calls.
2. A description of all certifications, certifications, or deliverables provided by the Contractor in the performance of the work included in this solicitation. Please include copies of all standard certifications, business licenses, and reports.
3. Identification of application codes, regulations, standards and recommended practices to be followed by the Offeror in the performance of specific tasks proposed by the Offeror.
4. List of service equipment to be used by the Contractor in the performance of work included in this solicitation.
5. Details of how you and your employees intend to communicate with Radford University.
6. Plan for increasing staff if the need arises.

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

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

C. **Pricing:** Please fully complete Attachment E with the pricing as indicated in Section 9. above. The rates provided must be "fully burdened" to include any ancillary expenses associated with the project performance. Transportation, travel time, soft costs or other expenses will not be paid separately by the University. These must be inclusive rates.

1. Any pricing for hourly rates as listed on Attachment E shall be paid for productive hours at the job site, unless otherwise authorized by the Contract Administrator. No payment of hourly rates will be made for travel, lunch breaks, or other extended breaks.
- 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>.

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.	30%
3	Specific plans or methodology to be used to provide the products/services.	20%
4	Financial (Cost)	10%
5	Participation of Small, Women-Owned and Minority-Owned (SWaM) Businesses.	10%
	TOTAL	100%

B. Award

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 criteria included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offers 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 Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. Radford University may cancel this Request for Proposal or reject proposals at any time prior to award. Should Radford University determine in writing and in its sole discretion that only one Offeror has made the best proposal 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. **Radford University reserves the right to award multiple contracts as a result of this solicitation.**

12. PROPOSAL PREPARATION AND SUBMISSION:

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

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

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

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

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

B. PROPOSAL PREPARATION:

1. **Sign and Complete:** Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Radford University requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Radford University. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
2. **Concise & Clear:** Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
3. **Organization:** Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the attachment, paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The proposal should contain a table of contents, which cross-references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find the RFP requirements are specifically addressed.
4. **Word Usage:** As used in this RFP, the terms “must”, “shall”, “should” and “may” identify the criticality of requirements. “must” and “shall” identify requirements whose absence will have a major impact on the suitability of the proposed solution. Items labeled as “should” or “may” are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “must” and

“shall” requirements. The inability of an Offeror to satisfy a “must” or “shall” requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offeror's proposal.

5. **Binding:** The original proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
6. **Ownership:** Ownership of all data, materials and documentation originated and prepared for Radford University pursuant to the RFP shall belong exclusively to Radford University and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia of Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in the rejection of the proposal.
7. **Legal Agreement:** Unless noted in the proposal, a signed and submitted proposal certifies that the firm’s principals or legal counsel has reviewed the Request for Proposal General Terms and Conditions and the Special Terms and Conditions and agrees that these provisions will become a part of any final agreement, and that the principals or legal counsel has reviewed and approved the firm’s entire proposal prior to submission to the University.

- C. **ORAL PRESENTATIONS:** Offerors who submit a proposal in response to this RFP may be invited to give an oral presentation of their proposal to Radford University. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but in no way will change the original proposal. The University will schedule the time and location of these presentations. Oral presentations may be conducted at the option of Radford University; therefore, proposals should be complete.

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

- A. An **OPTIONAL** pre-proposal conference will be held on **October 10, 2024 at 3:00 PM (EST)** in the Procurement and Contracts Conference Room #231 located in the Armstrong Complex. The street address is 501 Stockton Street, Radford, VA 24142.

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.

IN PERSON ATTENDANCE:

For those who wish to attend in person, you may do so by coming to the Armstrong Complex, Conference Room #231. The street address is 501 Stockton Street, Radford, VA 24142.

ZOOM ATTENDANCE (Registration is required):

You are invited to a Zoom meeting.

When: **OCTOBER 10, 2024, at 3:00 PM (EST)**

Register in advance for this meeting:

<https://radford.zoom.us/meeting/register/tJMrf-mvpj8oEtzFeBPuAX6OriX2HV4FeRAA>

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

- B. The purpose of the pre-proposal conference is to allow potential Offerors an opportunity to present questions and requests for clarification, with final responses provided in an RFP Addendum that will be published on [eVA - Virginia's](#)

[eProcurement Portal](#). The Addendum will include any updates to the RFP, including changes as well as responses to questions presented.

Attendance at the conference can be either in person or via teleconference

14. **INVOICES and PAYMENT:** Invoices for goods or services provided under any contract resulting from this solicitation should be submitted by email to acctspayable@radford.edu. Invoices shall be identified with the assigned contract number. Invoices shall identify contract pricing for all good/services payment is being requested. If submitting invoices by mail use the following address. **Email is the preferred method of invoice receipt.**

**RADFORD UNIVERSITY
ACCOUNTS PAYABLE
POST OFFICE BOX 6906
RADFORD, VA 24142-6906**

Payment will be made thirty days after receipt of proper invoice for the amount of payment due, or thirty days after receipt of goods / services, whichever is later, in accordance with the [Commonwealth of Virginia Prompt Pay Act](#).

15. **ADDENDUM:** Any **ADDENDUM** issued for this solicitation may be accessed on Virginia Business Opportunities by going to www.eva.virginia.gov. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.
16. **COMMUNICATIONS:** Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the Procurement and Contracts Department at Radford University rejects all proposals. Formal communications will be directed to the Procurement Officer listed on this solicitation. Reference General Information – Questions/Inquiries. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than a Procurement and Contracts Department representative may result in the offending Offeror's proposal being rejected.
17. **TERMS AND CONDITIONS:** This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions. See **Attachment A**.
18. **ATTACHMENTS:**
- Informational:
Attachment A – Terms and Conditions
Attachment B – Sample of Standard Contract Form
Attachment C – Zone Map for Cooperative Contracts
Attachment F – Virginia Business Opportunities Information
- To be returned with proposals:
Attachment D – Vendor Data Sheet (References)
Attachment E – Pricing Schedule

Attachment A

TERMS AND CONDITIONS

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

II. ADDITIONAL TERMS AND CONDITIONS:

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

From

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

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: Sheryl S. Sullivan
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.

III. 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/Bid may be withdrawn at the written request of the Offeror. If the Proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
2. **ASBESTOS:** Whenever and wherever during the course of performing any work under this Contract, the Contractor discovers the presence of asbestos or suspects that asbestos is present, he shall stop the work immediately, secure the area, notify the Building Owner and await positive identification of the suspect material. During the downtime in such a case, the Contractor shall not disturb any surrounding surfaces but shall inform all employees that the suspect material is not to be disturbed, and shall vacate and secure the area until an identification has been made if suspect debris is present. In the event the Contractor is delayed due to the discovery of asbestos or suspected asbestos, then a mutually agreed extension of time to perform the work shall be allowed the Contractor but without additional compensation due to the time extension.
3. **CONTRACTOR PERSONNEL:** All employees of the Contractor shall comply with the rules, regulations, policies and procedures of Radford University and shall maintain proper conduct. In the event the University finds, at its sole discretion, that an employee of the Contractor is objectionable to the University that employee shall be removed by the Contractor from University grounds and shall not again be employed by the Contractor on University grounds until approved by the University.
4. **EXTRA CHARGES NOT ALLOWED:** The Proposal prices provided shall be "fully burdened" to include all costs associated with a quoted project. Travel, trip charges, fuel, soft costs or other expenses are not allowed and will not be paid separately by the University.
5. **FINAL INSPECTION:** At the conclusion of the work, the Contractor shall demonstrate to the authorized owner's representatives that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the Contractor at the Contractor's sole expense prior to final acceptance of the work.

6. **INSPECTION OF JOB SITE:** My signature on this solicitation constitutes certification that I have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by Radford University.

7. **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.

8. **LABELING OF HAZARDOUS SUBSTANCES:** If the items or products requested by this solicitation are "Hazardous Substances" as defined by the § 10.1-1400 of the Code of Virginia (1950), as amended, or #§ 1261 of Title 15 of the United States Code, then the Offeror, by submitting its Proposal, certifies and warrants that the items or products to be delivered under this Contract shall be properly labeled as required by the foregoing sections and that by delivering the items or products the Offeror does not violate any of the prohibitions of the Virginia Waste Management Act, Title 10.1, Chapter 15 of the Code of Virginia. or Title 15 U.S.C. § 1263.
9. **LEAD:** The Contractor is contracted by Radford University to perform work in buildings where lead-containing materials such as lead-based paint may be located. Work performed under this Contract may impact these lead materials (for example, during building renovations), but does not include lead abatement or de-leading operations. The Contractor will be informed by Radford University project coordinator/manager of the location of suspect and known lead containing materials in the work area(s) to which the Contractor is assigned. The Contractor shall provide all training and equipment required by §29 CFR 1926.62 for the safe performance of the work. The Contractor may not perform de-leading or lead abatement unless they hold a valid Virginia Lead Contractor license and have been specifically retained to perform this work as a part of the contract. The Contractor shall submit to Radford University Facilities Management Department for review and approval his written Lead Work Plan which outlines work practices, precautions, procedures, and engineering controls to be used during work that disturbs lead prior to commencement of this work. Work will not proceed until the Lead Work Plan has been approved by Radford University Facilities Management.
10. **ORDER PLACEMENT:** The University does not place verbal orders for Goods and Services. The University may only place orders for Goods and Services by issuing a formal written Purchase Order in advance delivery of Goods and Services. If the Contractor provides Goods and Services prior to receipt of a formal written Purchase Order or incurs costs in excess of authorized purchase order fee amounts, it does so at its own risk.

11. **PRICES:** Proposal shall be in the form of a firm unit price for each item during the Contract period.
12. **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.
13. **RENEWAL OF CONTRACT:** This Contract may be renewed by Radford University for a period of 365 days, only under the terms and conditions of the original Contract except as stated in 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.
1. 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, or three percent (3%), whichever is less, for all renewal periods under the contract.
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. **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.
16. **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.
17. **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: **RUxxxxxx**

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: _____

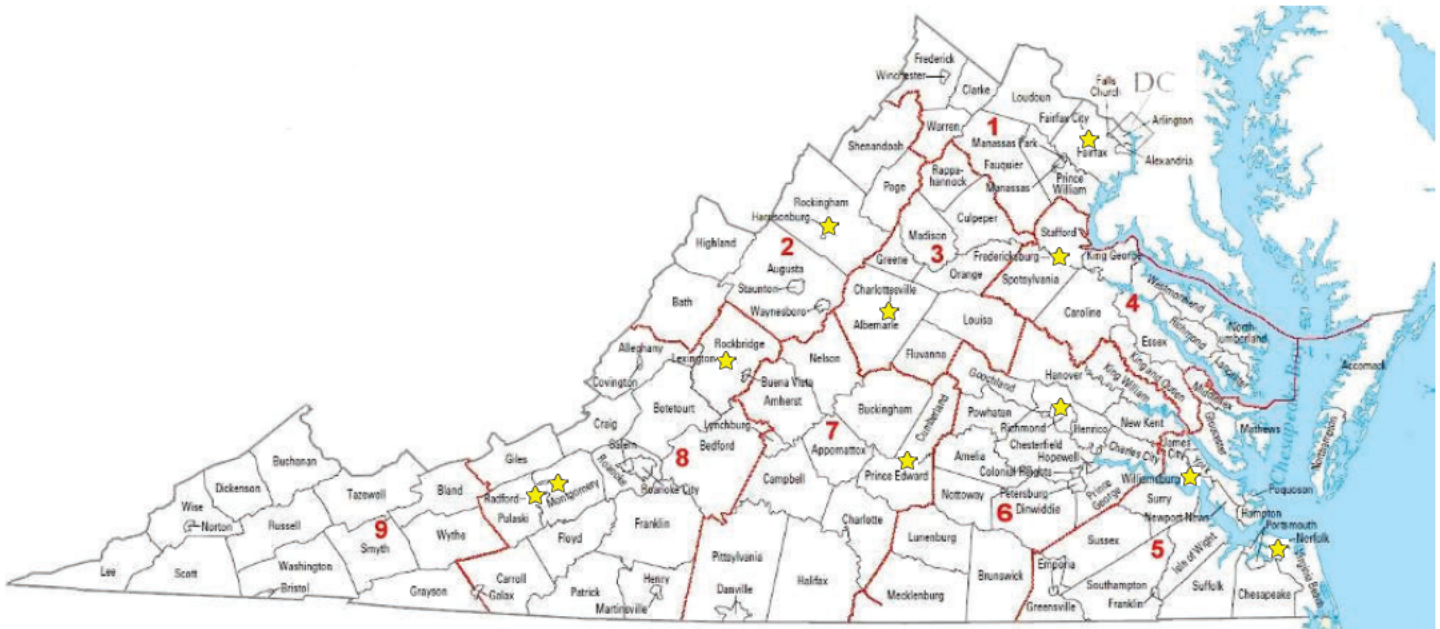
Signature: _____

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.

ATTACHMENT D VENDOR DATA SHEET

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

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

VENDOR DATA SHEET

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

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

I certify the accuracy of this information.

Signed: _____

Title: _____

Date: _____

Attachment E – Pricing Schedule

Attachment E is to be completed and submitted by the Contractor as part of a complete proposal. The Contractor should identify all costs associated with providing the goods/services as specified in this document and should submit pricing per the pricing format as instructed below.

The Contractor agrees to provide the services in compliance with the Statement of Needs and Terms and Conditions at the firm fixed price as follows:

Labor:

<i>Line Item</i>	<i>Description</i>	<i>Regular Time Per Hour</i>	<i>Overtime/Emergency Rate Per Hour</i>
1	Technician	\$	\$

Material:

The Contractor will be paid for materials that are incorporated into the finished product at the current manufacturer's published list price less the percentage discount allowed of _____%.

If any material is provided that has no current manufacturer's published price list available, the Contractor will be reimbursed by the University at the Contractor's actual cost of the material.

PROPOSAL EVALUATION PROCEDURES: Proposals will be evaluated based on an estimated total.

Contractor – Do not fill in the blank spaces.

This example is only intended to reflect the procedure to be used.

Evaluation Tabulation:

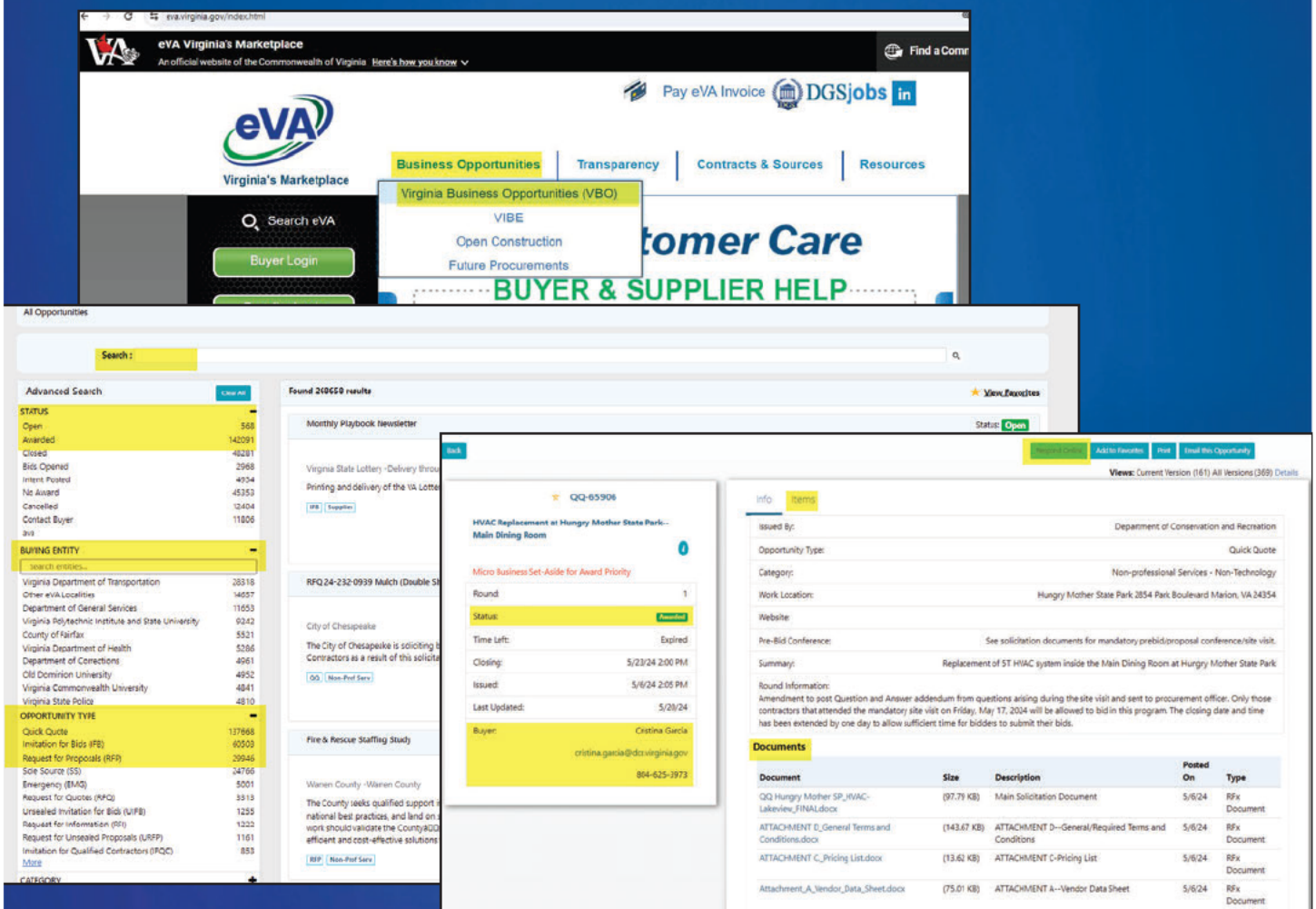
	Description	Estimate Hours	Hourly Rate	Extended Total
A.	Technician (Regular Time)	500	\$	\$
B.	Technician (Overtime/Emergency)	75	\$	\$
C.	Materials	\$1000.00 Less % Discount		
		Estimated Total Sum		\$

ATTACHMENT F

Virginia Business Opportunities (VBO)

Want to sell your goods and/or services to Virginia entities? From paper clips to consulting services to vehicles and everything in between, eVA is *the* marketplace for Virginia, connecting businesses to Virginia's buyers and bidding opportunities.

Visit eVA's public posting page, <https://mvendor.cgieva.com/Vendor/public/AllOpportunities.jsp>, the VBO, to find sealed and unsealed solicitations such as Quick Quotes, Invitations for Bid (IFB), Request for Proposal (RFP), and more! You will also find historic award information, bid tabulations and detailed solicitation documents.



The screenshot shows the eVA Virginia's Marketplace website. The top navigation bar includes links for "Business Opportunities", "Transparency", "Contracts & Sources", and "Resources". The main content area features a search bar and a list of opportunities. A detailed view of a specific opportunity is shown, including the title "HVAC Replacement at Hungry Mother State Park - Main Dining Room", the status "Expired", and the closing date "5/23/24 2:00 PM". The opportunity is categorized as "Micro business Set-Aside for Award Priority". The buyer is identified as "Cristina Garcia" with the email "cristina.garcia@dcr.virginia.gov" and phone number "804-625-1973". The opportunity type is "Quick Quote". The documents section lists several files, including "QQ Hungry Mother SP_HVAC-Lakeview_FINAL.docx", "ATTACHMENT D-General/Required Terms and Conditions.docx", "ATTACHMENT C-Pricing List.docx", and "Attachment_A-Vendor Data Sheet.docx".



Get Registered, it's FREE!

Visit eVA.virginia.gov and click Register Now.

eVA.virginia.gov

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866-289-7367



Addendum Number 1

Date: October 21, 2024

Reference Request For Proposal Number:	R25-005
Commodity:	Glass & Glazing Services
Dated	September 27, 2024
For Delivery To:	Radford University Agency, Commonwealth of Virginia 501 Stockton Street Radford, Virginia 24142
Proposal Due Date/Time:	November 5, 2025

No Requests for Information received.

e-Proposal Conference: 5-005 Glass & Glazing Services

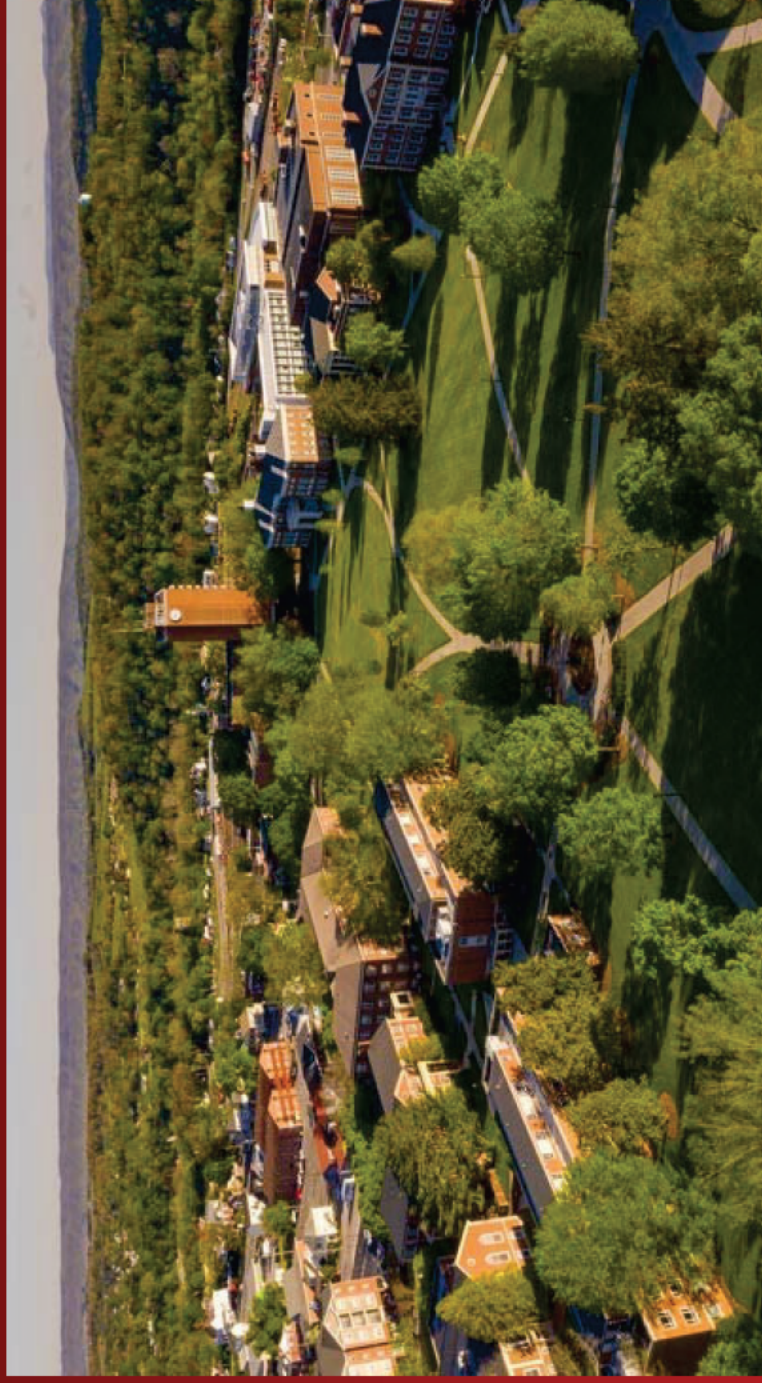


Radford
UNIVERSITY

Questions or concerns should be
directed to:

Requirement Officer:

John J. Sullivan
6885
Radford, VA 24142-6885
(540)831-6106
jsullivan@Radford.edu



Purpose of RFP:



Radford is seeking to establish a term contract for Glass & Glazing services.

Term of Contract: The initial term will be one (1) year, with four additional one-year renewals available (five years total).

Glass & Glazing Services include glass, door, window, screen, and glazing materials, as well as installation, replacement and repair.

The approximate annual spend for these services is \$60,000.

Important Dates:



Radford
UNIVERSITY

October 17, 2024 by 3:00 PM: Deadline to submit Request for Information (RFI), submitted in writing to sullivan@Radford.edu].

October 21, 2024 by 4:30 PM: Deadline to post Addendum A, in response to all RFI's received.

November 5, 2024 by 3:00 PM: SEALED proposals must be received by Procurement & Contracts no later than 3:00 PM. Late proposals will not be accepted.

Radford University Procurement and Contracts Business Hours
M-F, 8:00 AM – 4:30 PM





E-Virginia Electronic Procurement System:



Radford
UNIVERSITY

Radford utilizes eVA for all our business transactions.

Suppliers must be registered with eVA to do business with Radford University.

Suppliers can register with eVA at: <https://eva.virginia.gov/register-now.htm>

If you have any questions/concerns about registration, you may contact me or reach out to the eVA Customer Care team:
ACustomerCare@DGS.Virginia.gov.

VASCUPP Cooperative Contract:



Radford is making this contract cooperative.

Participation with other schools is strictly voluntary.

Attachment C is the Zone Map and shows all the VASCUPP schools and their Zones. Radford University is in Zone 8.

If you wish to have pricing considered for multiple Zones, please submit a separate pricing sheet for each Zone, and clearly indicate which Zones you are pricing.

ement of Needs:



Contractor is to provide all labor, tools, materials, equipment, staff & provision required for the completion of all work as specified.

PLIANCE: All work, materials, and installations should be in strict compliance with specifications contained herein with all applicable codes and standards.

IREMENTS:

terial

Glass (single & double strength), heavy glass, tempered & plate tabletop glass with polished edges & cut holes, tempered & laminated safety glass, tinted glass, wire glass, obscure & textured glass, insulated glass units, curtain wall, plexiglass, and mirrors with safety backing

Reception windows, aluminum and glass doors, storefront components, and related hardware

Exit devices and single swing door operators

Storm door and window repair products

Window and patio screen door units

Glazing compounds, butyl/silicone caulking, tac tape, foam tape, and glass film (Lexan & frost

Assessment of Needs: Cont'd



LIFTS: Contractor must coordinate with the University to locate appropriate local aerial lift. Sidewalk/plywood must be used to prevent damaging the grounds. Coordinate with the Contract Administrator to avoid driving on steam tunnels or duct banks. Contractor must comply with the latest OSHA and ANSI regulations and safety standards for operating aerial lifts on campus, including but not limited to:

- Use of properly trained and authorized operators;
- Inspections of lifts;
- Use of fall protection and OSHA approved equipment;
- Load capacities;
- Operating conditions and overhead hazards; and
- Emergency procedures

If a lift cannot be used, the University does not prohibit climbing/repelling to complete work.

Note not all buildings have appropriate tie off points, and the decision to climb/repel would need to be made with the Contract Administrator in advance to ensure compliance with safety measures.

Statement of Needs: Cont'd



INSTALLATION AND REPAIR: Contractor should provide qualified technicians, equipment and all glass products on the University campus or in any University owned and operated building in the immediate area. The Contractor should be prepared to provide the following services, to include but not limited to:

- Install heavy glass with railings, framing system, doors, and reception windows.

- Remove and reinstall windows

- Install frosted window film

- Replace broken glass in windows and doors

- Replace broken mirrors

- Provide screen repair

- Repair and install aluminum door and frame components to include door handles, latches, continuous hinges, and insulation/weather stripping

CE:

- Price Call Expectations

- All work performed should have a 100% satisfaction guarantee with a 90-day warranty

- The Contractor is expected to have a service shop/material pickup facility within a 50-mile radius of the University.

Statement of Needs Cont'd:



-Emergency Service Calls

Contractor should provide same-day service for non-emergency calls for calls received by 10:00 AM and next business day for non-emergency calls after 10:00 AM.

Emergency Service Calls

Contractor will be expected to provide emergency glass services 24 hours a day, 7 days a week, and provide an emergency contact phone number/answering service.

Contractor is expected to respond to emergency service calls within 4 hours of a call.

UNIFORMS: All employees of Contractor must wear uniforms/appropriate attire at all times to indicate company affiliation. All contractor vehicles used on campus to service contract shall include company signage.

PARKING POLICY: All Contractors' vehicles parked on the University campus must be registered with the University Parking Services Department and display a valid parking pass.

Statement of Needs Cont'd:



SAFETY PRECAUTIONS:

Contractor shall comply with the rules and regulations of OSHA and the Department of Labor.

Contractor shall be responsible for the safety, efficiency, and adequacy of materials, equipment appliances, and methods, and for any damage which may result from their improper performance, maintenance, or operation.

Contractor shall maintain proper signage as required by conditions and progress of work at all times, to ensure safeguards to protect workers and the public, and shall post danger warnings against any hazards created by glass operations.

posals must include:

close attention to Section 10. Specific Requirements

ailed plan for providing glass and glazing services, as described in the R

Specific services provided

All requested certifications, reporting documentation, and licensure

identification of application codes, regulations, standards of practice and recomm
practices

List of equipment used to be used in the performance of work

Qualifications and experience

References (provide at least 4) – Complete Attachment D

ing Schedule – Complete Attachment E

SWaM certification/plan for use of SWaM vendors

Selection Criteria and Award:



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

	Evaluation Criteria	Percent 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.	30
3	Specific plans or methodology to be used to provide the products/services.	20
4	Financial (Cost)	10
5	Participation of Small, Women-Owned and Minority-Owned (SWaM) Businesses.	10
	TOTAL	100

Submission of Proposal:



Radford University now has three options for submitting a proposal:

<u>In Person</u>	<u>Mail or Courier</u>	<u>Electronically through eVA</u>
<p><u>Deliver proposal to:</u></p> <p>Radford University David E. Armstrong Complex 11 Stockton Street Radford, VA 24142</p>	<p><u>Mailing Address:</u></p> <p>Radford University Procurement and Contracts PO Box 6885 Radford, VA 24142-6885</p>	<p><u>Electronic Submissions:</u></p> <p>A PDF of your proposal may be submitted through eVA's Virginia Business Opportunities (<u>VBO</u>) site. See Attachment F for more details.</p>

Person or Mail/Courier posol Submission Process



PERSON or MAIL/COURIER RFP Responses: In order to be considered for selection, bidders shall submit a complete response to this RFP to include.

One (1) original paper copy of the entire proposal, INCLUSIVE OF ALL ATTACHMENTS.

One (1) electronic copy in WORD format or searchable PDF (USB/Flash Drive) of the entire proposal as one document, **INCLUSIVE OF ALL ATTACHMENTS.** Should the proposal contain **proprietary information**, provide **one (1) redacted** electronic copy in WORD format or searchable PDF (USB/Flash Drive) of the entire document **INCLUSIVE OF ALL ATTACHMENTS. All identified proprietary information** should be blacked out. This USB/Flash Drive should be marked “*Redacted Copy*.”

Person or Mail/Courier

Proposal Submission Process Cont'd



When you mail your proposal, place your proposal in a sealed envelope inside a delivery envelope. Affix a label as shown below on the outside of the sealed Proposal envelope (also included in Attachment A, Section II):

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

Person or Mail/Courier

Proposal Submission Process Cont'd

The mailing address for proposal submission is:

RADFORD UNIVERSITY

Procurement and Contracts Department

P.O. Box 6885

501 Stockton Street

Radford, Virginia 24142



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

Electronic Proposal Submission Process:



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

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

Radford University is not responsible for delays, miscommunications, or transmission errors that may occur during the electronic submission process. This includes but is not limited to issues related to internet connectivity, email servers, or other technical malfunctions.

Electronic Proposal Submission Process Cont'd:



Tips for submitting the bid/proposal:

- 01** Read the solicitation in its entirety, including attachments, before submitting your response. This includes reviewing each tab of the solicitation located on the left navigation menu.
- 02** Follow all instructions for responding to the solicitation.
- 03** If you have a specific question about the opportunity, please contact the buyer listed on the solicitation.

Electronic Proposal Submission Process Cont'd:



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

one (1) electronic copy in WORD format or searchable PDF of the entire proposal as one document, **INCLUSIVE OF ALL ATTACHMENTS.**

Should the proposal contain **proprietary information**, provide **one (1) redacted** electronic copy in WORD format or searchable PDF of the entire document **INCLUSIVE OF ALL ATTACHMENTS. All identified proprietary information should be blacked out.** This file should be clearly labeled or marked “*Redacted Copy.*”

Submission of Proposal cont'd:

Turn all requested documents with your proposal :
Complete and sign pages 3 & 4 of the RFP.
Complete and sign Vendor Data Sheet (Attachment D)
Complete Pricing Schedule (Attachment E) for the services provided by your company

Thoroughly review all documents to be returned and confirm documents have been completed and signed before submission. Failure to sign documents can result in the proposal being deemed disqualified/non-responsive.

Ensure you include requested license numbers (either OR/State Corp. Commission) where requested. This information will be verified after the proposal deadline has passed.

Licensing should be in good standing. Radford cannot award a contract to a vendor not properly licensed to do business in Virginia.



Review the Terms and Conditions

Terms and Conditions (Attachment A)

General Terms & Conditions - Mandatory and standard in every state issued citation.

Additional Terms & Conditions - Specific to Radford University's business practices
Special Terms & Conditions – Contract specific to Radford solicited services.

Please take time to read and understand the terms and conditions relative with the contract. Address any questions you may have before the deadline date for RFI.

Questions?



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OPTIONAL PRE-PROPOSAL CONFERENCE

RFP NO: R25-005

TITLE: GLASS & GLAZING SERVICES

Facilitator: Sheryl Sullivan

Conference Date:

10/10/2024

Place/Room:

Armstrong #231

Name	Title	Company	Phone	E-Mail
Sheryl Sullivan	Procurement Officer	Radford	540-831-6606	ssullivan@radford.edu
Kate Dicken	Procurement	Radford	(540) 831-5090	kdicken@radford.edu
Shirley Farmer	Owner Creative Glazing		(540) 392-0330	shirley@mycreativeglazing.com
Andrea McClure	Asst Dir Contract Compliance	RU	540-831-7803	aemcclure1@radford.edu
Jennifer Handrup	Dir, Facilities Management	RU	540-831-6491	jhandrup7@radford.edu



600 N. 22nd St
Wytheville, VA 24382
(276)228-6100

October 30, 2024

Sheryl S. Sullivan
Radford University
David E. Armstrong Complex
501 Stockton Street
Radford, VA 24142

Dear Ms. Sullivan,

I am writing to express our interest in responding to the Request for Proposal (RFP # R25-005)) for glass and glazing services dated September 27, 2024. We pride ourselves on our extensive experience and commitment to quality in providing innovative glass solutions tailored to meet the unique needs of our clients.

With over 30 years in the industry, our team has successfully completed numerous projects ranging commercial buildings to residential properties. Our expertise encompasses a wide array of services, including installation of heavy glass framing systems, door and reception windows, replacement of glass among others.

We understand the importance of timely response and quality workmanship provided in safe working environment and we strive to incorporate these principles into all our projects. Our dedication to using high-quality materials and the latest technologies ensures that we deliver not only aesthetically pleasing solutions but also durable and efficient results.

In reviewing the requirements outlined in the RFP, we are confident in our ability to meet and exceed your expectations. We have attached our proposal, which includes our project approach, timelines, and pricing structure, as well as examples of our past work and references from satisfied clients.

We would welcome the opportunity to discuss our proposal in further detail and explore how we can contribute to the success of Radford University. Thank you for considering Creative Glass as a potential partner. I look forward to working together.

Sincerely,

A handwritten signature in dark ink, appearing to read "Shane Farmer", with a stylized flourish at the end.

Shane Farmer
Owner, Secretary/Treasurer
Creative Glass Inc.

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Radford
UNIVERSITY

Procurement and
Contracts

REQUEST FOR PROPOSAL # R25-005

GLASS & GLAZING SERVICES

SEPTEMBER 27, 2024

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

REQUEST FOR PROPOSAL (RFP)
RFP # R25-005
GENERAL INFORMATION FORM

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

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

Written questions to be submitted via email no later than: **OCTOBER 17, 2024 by 4:30 PM** Eastern Standard Time (hereinafter EST)

PROPOSAL DUE DATE AND TIME: Proposals will be received until **NOVEMBER 5, 2024** up to and including **3:00 PM EST**. Email and fax responses will not be accepted.

In Person*

Mail or Courier*

Electronically through eVA

Deliver proposal to:

Radford University
David E. Armstrong Complex
501 Stockton Street
Radford, VA 24142

Mailing Address:

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

Electronic Submissions:

A PDF of your proposal may be submitted through eVA's Virginia Business Opportunities (VBO) site. See Attachment F for more details.

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

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

LATE PROPOSAL RECEIPT:

In-Person or Mail/Courier Delivery:

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

For Electronic Submission through eVA:

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

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

OPTIONAL PRE-PROPOSAL CONFERENCE: A pre-proposal conference will be held on **OCTOBER 10, 2024, at 3:00 PM (EST)**. See Section (13) for additional information.

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

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

Information Requested	Vendor Response (Please write or fill in legibly)
FULL LEGAL NAME OF BUSINESS: (Please print the company name as it appears with your Federal Taxpayer Identification Number)	Creative Glass Inc.
FEDERAL TAXPAYER IDENTIFICATION NUMBER (TIN):	
BUSINESS NAME / DBA NAME/ TA NAME: (If different than the Full Legal Name)	
BILLING NAME: (Company name as it appears on your invoice)	Creative Glass Inc
PAYMENT ADDRESS:	600 N. 22nd St. Wytheville, VA 24382
CONTACT NAME:	Shane Farmer
CONTACT TITLE:	Owner, Secretary Treasure
EMAIL:	shane@mycreativeglass.com
TELEPHONE NUMBER:	540-392-0330
TOLL FREE TELEPHONE NUMBER:	n/a
EVA VENDOR ID NUMBER:	C16431

VIRGINIA STATE CORPORATION COMMISSION REGISTRATION NUMBER:	
---------------------------------------------------------------	--

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

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

SIGNATURE: *Shawn* DATE: 10-30-24

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

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

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

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

3. **CONTRACT PERIOD:** The initial term of this contract is for one (1) year, or as negotiated. There will be an option for four (4) additional one-year (1-year) renewals, or as mutually negotiated.

4. **BACKGROUND:**

Radford University Background:

Radford University is a comprehensive public university of 7,718 students that has received national recognition for many of its undergraduate and graduate academic programs, as well as its sustainability initiatives. Well known for its strong faculty/student bonds, innovative use of technology in the learning environment and vibrant student life on a beautiful 211-acre American classical campus, Radford University offers students many opportunities to get involved and succeed in and out of the classroom. With over 300 clubs and organizations, Radford University offers many opportunities for student engagement, leadership development and community service. In addition to robust academic offerings and engaging student experiences on the main campus located in Radford, Virginia, Radford University also offers a clinical-based educational experience for some 1,000 students living and learning in Roanoke, Virginia as part of Radford University Carilion, a public-private partnership focused on the cutting-edge delivery of health sciences programming, outreach, and service. Radford University joins several other institutions in offering degree programs and continuing education opportunities at the Roanoke Higher Education Center in Roanoke, the Southwest Virginia Higher Education Center in Abingdon and flexible online offerings through its virtual campus.

Specific Background: Radford University contracts Glass and Glazing Services for glass, door, window, screen, and glazing materials as well as installation, replacement, and repair services. The University's approximate spend over the past five-year period is \$60,000 annually.

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

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

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <https://eva.virginia.gov/register-now.html> and register with eVA. This process needs to be completed before Radford University can issue your firm a Purchase Order or contract. If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

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

6. **CONTRACT PARTICIPATION-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. 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.

8. **DEFINITIONS:**

- A. **OVERTIME** – Overtime is defined as any hours worked outside of 8:00 a.m. to 5:00 p.m., Monday through Friday, as well as on weekends and Virginia state holidays. Emergency service calls will be paid at the overtime rate.
- B. **REGULAR TIME** – Regular time is defined as normal working hours from 8:00 a.m. to 5:00 p.m., Monday through Friday, except on Virginia state holidays.
- C. **PAID HOURS** – Labor hours paid under this contract shall be only for productive hours at the job site, unless authorized by the Contract Administrator or authorized designee. No payment will be made for travel time, lunch breaks, or other extended breaks.

9. **STATEMENT OF NEEDS:** The Contractor should furnish all labor, tools, equipment, and staff required for the completion of all work as specified herein.

- A. **COMPLIANCE:** All work, materials, and installations should be in strict compliance with the specifications contained herein and all applicable codes and standards.

B. **REQUIREMENTS:**

a.) **Material:**

- a. Glass, including but not limited to, single and double strength glass, heavy glass, tempered and plate tabletop glass with polished edges and cut holes, tempered and laminated safety glass, tinted glass, wire glass, obscure and textured glass, insulated glass units, curtain wall, plexiglass, and mirrors with safety backing.
- b. Reception windows, aluminum, and glass doors, storefront components, and related hardware.

- c. Exit devices and single swing door operators.
 - d. Storm door and window repair products.
 - e. Window and patio door screen units.
 - f. Glazing compounds, butyl/silicone caulking, tac tape, foam tape, and glass film (Lexan & frosted window film).
2. Aerial Lifts: When using aerial lifts, the Contractor must coordinate with Radford University to locate appropriate locations to operate the lift. The Contractor must use sidewalks or plywood to prevent lifts from damaging the grounds. Locations must be coordinated with the Contract Administrator to avoid driving on steam tunnels, duct banks, etc. The Contractor shall observe established guidelines on aerial lift operation and fall protection.
- a. The Contractor must abide by the latest OSHA and ANSI regulations and safety standards while operating aerial lifts on campus, including but not limited to:
 - 1) Use of properly trained and authorized operators
 - 2) Inspections of lifts
 - 3) Use of fall protection and OSHA approved equipment
 - 4) Load capacities
 - 5) Operating conditions and overhead hazards; and
 - 6) Emergency procedures.
 - b. If use of an aerial lift is not feasible, the University does not prohibit the option of climbing/repelling to accomplish the task. However, it is important to note that not all buildings have the appropriate tie off points. Any decision to climb or repel would need to be discussed with the Contract Administrator in advance to ensure that all safety measures are met.

C. INSTALLATION AND REPAIR:

- 1. The Contractor should provide qualified technicians, equipment and tools to install glass products on the Radford University campus or in any University owned and operated building in the immediate area. The Contractor should be prepared to provide the following services, to include but not limited to:
 - a.) Install heavy glass with railings, framing system, door, and reception windows.
 - b.) Remove and reinstall windows (i.e. for construction purposes).
 - c.) Install frosted window film
 - d.) Replace broken glass in windows and doors.
 - e.) Replace broken mirrors
 - f.) Provide window screen repair.
 - g.) Repair and install aluminum door and frame components to include door handles, latches, closers, continuous hinges, and insulation/weather stripping.

D. SERVICE:

- 1. Service Call Expectations
 - a. All work performed should have a 100% satisfaction guarantee with a ninety (90) day warranty.
 - b. The Contractor is expected to have a service shop or material pickup facility within a fifty (50) mile radius of Radford University.
- 2. Non-Emergency Service Calls
 - a. The Contractor should provide same-day response to non-emergency service calls received by 10:00 a.m. and next business day response to non-emergency service calls received after 10:00 a.m.
- 3. Emergency Service Calls
 - a. The Contractor will be expected to provide emergency glass services twenty-four (24) hours a day, seven (7) days a week, and shall provide an emergency contact telephone number or answering service.
 - b. The Contractor is expected to respond to emergency service calls within four (4) hours of a call.

- E. **SAFETY PRECAUTIONS:** The Contractor shall comply with the rules and regulations of OSHA and the Department of Labor. The Contractor shall be responsible for the safety, efficiency, and adequacy of materials, equipment, and methods,

and for any damage that may result from improper construction, maintenance, or operation. The Contractor shall erect and maintain proper signage at all times, as required by the conditions and progress of the work, proper safeguards for the protection of its employees and the public and shall post danger warnings against any hazards created by glass operations.

F. **UNIFORMS:** All employees of the Contractor shall wear uniforms or other appropriate Owner approved attire at all times to designate their affiliation with the Contractor. All contractor vehicles used on campus to service this contract shall include contractor's company signage.

G. **PARKING POLICY:** All Contractors' vehicles parked on the Radford University campus must be registered with the Radford University Parking Services Department and display a valid Contractor's parking pass. A pass may be obtained by filling out an application for a Radford University Contractor's Parking Pass and submitting it to the Radford University Parking Services Department. Contractors should be aware that vehicles parked on the Radford University campus without a parking pass or permit are subject to ticketing and fines. Operating vehicles on sidewalks, plazas, and areas heavily occupied by pedestrians is prohibited. In the unlikely event a driver should find it necessary to drive on Radford University sidewalks, plazas and areas heavily used by pedestrians, the driver must yield to pedestrians. For a complete list of parking regulations, please go to Radford Parking. Radford University Parking Services may also be contacted by calling (540) 831-6361. The safety of our students, faculty and staff is of paramount importance to us. Accordingly, violators may be charged.

10. **SPECIFIC REQUIREMENTS:** Please provide your plan for providing glass and glazing services. Include the following:

A. **Plan Providing Services:** Provide your plan for providing Glass & Glazing Services. Include the following:

1. A description of what specific services the Contractor proposes to provide, including but not limited to the proposed staffing to be used, when services shall be performed, by whom, and the anticipated time durations for typical services, specifically addressing:
 - a.) Service call expectations.
 - b.) Non-Emergency service calls; and
 - c.) Emergency service calls.
2. A description of all certifications, certifications, or deliverables provided by the Contractor in the performance of the work included in this solicitation. Please include copies of all standard certifications, business licenses, and reports.
3. Identification of application codes, regulations, standards and recommended practices to be followed by the Offeror in the performance of specific tasks proposed by the Offeror.
4. List of service equipment to be used by the Contractor in the performance of work included in this solicitation.
5. Details of how you and your employees intend to communicate with Radford University.
6. Plan for increasing staff if the need arises.

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

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

C. **Pricing:** Please fully complete Attachment E with the pricing as indicated in Section 9. above. The rates provided must be "fully burdened" to include any ancillary expenses associated with the project performance. Transportation, travel time, soft costs or other expenses will not be paid separately by the University. These must be inclusive rates.

1. Any pricing for hourly rates as listed on Attachment E shall be paid for productive hours at the job site, unless otherwise authorized by the Contract Administrator. No payment of hourly rates will be made for travel, lunch breaks, or other extended breaks.
- 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>.

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.	30%
3	Specific plans or methodology to be used to provide the products/services.	20%
4	Financial (Cost)	10%
5	Participation of Small, Women-Owned and Minority-Owned (SWaM) Businesses.	10%
	TOTAL	100%

B. Award

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 criteria included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offers 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 Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. Radford University may cancel this Request for Proposal or reject proposals at any time prior to award. Should Radford University determine in writing and in its sole discretion that only one Offeror has made the best proposal 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. **Radford University reserves the right to award multiple contracts as a result of this solicitation.**

12. PROPOSAL PREPARATION AND SUBMISSION:

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

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

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

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

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

B. PROPOSAL PREPARATION:

1. **Sign and Complete:** Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Radford University requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Radford University. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
2. **Concise & Clear:** Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
3. **Organization:** Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the attachment, paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The proposal should contain a table of contents, which cross-references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find the RFP requirements are specifically addressed.
4. **Word Usage:** As used in this RFP, the terms “must”, “shall”, “should” and “may” identify the criticality of requirements. “must” and “shall” identify requirements whose absence will have a major impact on the suitability of the proposed solution. Items labeled as “should” or “may” are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “must” and

“shall” requirements. The inability of an Offeror to satisfy a “must” or “shall” requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offeror's proposal.

5. **Binding:** The original proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
6. **Ownership:** Ownership of all data, materials and documentation originated and prepared for Radford University pursuant to the RFP shall belong exclusively to Radford University and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia of Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in the rejection of the proposal.
7. **Legal Agreement:** Unless noted in the proposal, a signed and submitted proposal certifies that the firm's principals or legal counsel has reviewed the Request for Proposal General Terms and Conditions and the Special Terms and Conditions and agrees that these provisions will become a part of any final agreement, and that the principals or legal counsel has reviewed and approved the firm's entire proposal prior to submission to the University.

C. **ORAL PRESENTATIONS:** Offerors who submit a proposal in response to this RFP may be invited to give an oral presentation of their proposal to Radford University. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but in no way will change the original proposal. The University will schedule the time and location of these presentations. Oral presentations may be conducted at the option of Radford University; therefore, proposals should be complete.

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

- A. An **OPTIONAL** pre-proposal conference will be held on **October 10, 2024 at 3:00 PM (EST)** in the Procurement and Contracts Conference Room #231 located in the Armstrong Complex. The street address is 501 Stockton Street, Radford, VA 24142.

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.

IN PERSON ATTENDANCE:

For those who wish to attend in person, you may do so by coming to the Armstrong Complex, Conference Room #231. The street address is 501 Stockton Street, Radford, VA 24142.

ZOOM ATTENDANCE (Registration is required):

You are invited to a Zoom meeting.

When: **OCTOBER 10, 2024, at 3:00 PM (EST)**

Register in advance for this meeting:

<https://radford.zoom.us/meeting/register/UJMrf-mvpj8oEtzFeBPuAX6OriX2HV4FeRAA>

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

- B. The purpose of the pre-proposal conference is to allow potential Offerors an opportunity to present questions and requests for clarification, with final responses provided in an RFP Addendum that will be published on eVA - Virginia's

eProcurement Portal. The Addendum will include any updates to the RFP, including changes as well as responses to questions presented.

Attendance at the conference can be either in person or via teleconference

14. **INVOICES and PAYMENT:** Invoices for goods or services provided under any contract resulting from this solicitation should be submitted by email to acctspayable@radford.edu. Invoices shall be identified with the assigned contract number. Invoices shall identify contract pricing for all good/services payment is being requested. If submitting invoices by mail use the following address. **Email is the preferred method of invoice receipt.**

**RADFORD UNIVERSITY
ACCOUNTS PAYABLE
POST OFFICE BOX 6906
RADFORD, VA 24142-6906**

Payment will be made thirty days after receipt of proper invoice for the amount of payment due, or thirty days after receipt of goods / services, whichever is later, in accordance with the Commonwealth of Virginia Prompt Pay Act.

15. **ADDENDUM:** Any **ADDENDUM** issued for this solicitation may be accessed on Virginia Business Opportunities by going to www.eva.virginia.gov. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.
16. **COMMUNICATIONS:** Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the Procurement and Contracts Department at Radford University rejects all proposals. Formal communications will be directed to the Procurement Officer listed on this solicitation. Reference General Information – Questions/Inquiries. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than a Procurement and Contracts Department representative may result in the offending Offeror's proposal being rejected.
17. **TERMS AND CONDITIONS:** This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions. See **Attachment A**.
18. **ATTACHMENTS:**

Informational:

Attachment A – Terms and Conditions
Attachment B – Sample of Standard Contract Form
Attachment C – Zone Map for Cooperative Contracts
Attachment F – Virginia Business Opportunities Information

To be returned with proposals:

Attachment D – Vendor Data Sheet (References)
Attachment E – Pricing Schedule

TERMS AND CONDITIONS

I. GENERAL TERMS AND CONDITIONS: See TERMS AND CONDITIONS.

II. ADDITIONAL TERMS AND CONDITIONS:

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

From

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

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: Sheryl S. Sullivan

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.

III. 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/Bid may be withdrawn at the written request of the Offeror. If the Proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
2. **ASBESTOS:** Whenever and wherever during the course of performing any work under this Contract, the Contractor discovers the presence of asbestos or suspects that asbestos is present, he shall stop the work immediately, secure the area, notify the Building Owner and await positive identification of the suspect material. During the downtime in such a case, the Contractor shall not disturb any surrounding surfaces but shall inform all employees that the suspect material is not to be disturbed, and shall vacate and secure the area until an identification has been made if suspect debris is present. In the event the Contractor is delayed due to the discovery of asbestos or suspected asbestos, then a mutually agreed extension of time to perform the work shall be allowed the Contractor but without additional compensation due to the time extension.
3. **CONTRACTOR PERSONNEL:** All employees of the Contractor shall comply with the rules, regulations, policies and procedures of Radford University and shall maintain proper conduct. In the event the University finds, at its sole discretion, that an employee of the Contractor is objectionable to the University that employee shall be removed by the Contractor from University grounds and shall not again be employed by the Contractor on University grounds until approved by the University.
4. **EXTRA CHARGES NOT ALLOWED:** The Proposal prices provided shall be "fully burdened" to include all costs associated with a quoted project. Travel, trip charges, fuel, soft costs or other expenses are not allowed and will not be paid separately by the University.
5. **FINAL INSPECTION:** At the conclusion of the work, the Contractor shall demonstrate to the authorized owner's representatives that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the Contractor at the Contractor's sole expense prior to final acceptance of the work.

6. **INSPECTION OF JOB SITE:** My signature on this solicitation constitutes certification that I have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by Radford University.

7. **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.

8. **LABELING OF HAZARDOUS SUBSTANCES:** If the items or products requested by this solicitation are "Hazardous Substances" as defined by the § 10.1-1400 of the Code of Virginia (1950), as amended, or #§ 1261 of Title 15 of the United States Code, then the Offeror, by submitting its Proposal, certifies and warrants that the items or products to be delivered under this Contract shall be properly labeled as required by the foregoing sections and that by delivering the items or products the Offeror does not violate any of the prohibitions of the Virginia Waste Management Act, Title 10.1, Chapter 15 of the Code of Virginia. or Title 15 U.S.C. § 1263.

9. **LEAD:** The Contractor is contracted by Radford University to perform work in buildings where lead-containing materials such as lead-based paint may be located. Work performed under this Contract may impact these lead materials (for example, during building renovations), but does not include lead abatement or de-leading operations. The Contractor will be informed by Radford University project coordinator/manager of the location of suspect and known lead containing materials in the work area(s) to which the Contractor is assigned. The Contractor shall provide all training and equipment required by §29 CFR 1926.62 for the safe performance of the work. The Contractor may not perform de-leading or lead abatement unless they hold a valid Virginia Lead Contractor license and have been specifically retained to perform this work as a part of the contract. The Contractor shall submit to Radford University Facilities Management Department for review and approval his written Lead Work Plan which outlines work practices, precautions, procedures, and engineering controls to be used during work that disturbs lead prior to commencement of this work. Work will not proceed until the Lead Work Plan has been approved by Radford University Facilities Management.

10. **ORDER PLACEMENT:** The University does not place verbal orders for Goods and Services. The University may only place orders for Goods and Services by issuing a formal written Purchase Order in advance delivery of Goods and Services. If the Contractor provides Goods and Services prior to receipt of a formal written Purchase Order or incurs costs in excess of authorized purchase order fee amounts, it does so at its own risk.

11. **PRICES:** Proposal shall be in the form of a firm unit price for each item during the Contract period.
12. **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.
13. **RENEWAL OF CONTRACT:** This Contract may be renewed by Radford University for a period of 365 days, only under the terms and conditions of the original Contract except as stated in 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.
 1. 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, or three percent (3%), whichever is less, for all renewal periods under the contract.
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. **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.
16. **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.
17. **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.

RADFORD
UNIVERSITY

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.

**ATTACHMENT D
VENDOR DATA SHEET**

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

Qualifications: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

Vendor's Primary Contact:

NAME: Shane Farmer **PHONE:** 540-392-0330

Year's in Business: Indicate the length of time you have been in business providing this type of good or service. **YEARS:** 30
MONTHS: 6

References: Indicate below a listing of at least four (4) current or recent accounts, either commercial or governmental, that your company is servicing, has serviced, or has provided similar goods/services. Include the length of service and the name, address and telephone number of the point of contact.

Company: Extreme Construction	Contact: [REDACTED]
Phone: ()	Email: [REDACTED]
Fax: () [REDACTED]	[REDACTED]
Project: Pulaski, Botetourt and Roanoke County School Systems	
Dates of Service: June - September 2024	\$ Value: \$350,000

Company: Kessler Contracting	Contact: [REDACTED]
Phone: ()	Email: [REDACTED]
Fax: () [REDACTED]	[REDACTED]
Project: Board of Elections	
Dates of Service: 2023	\$ Value: \$75,000

VENDOR DATA SHEET

Company: Radford City Public Schools		Contact: [REDACTED]
Phone: () [REDACTED]		Email: [REDACTED]
Fax: () [REDACTED]		
Project: Radford High School Door Replacement		
Dates of Service: July 2024		\$ Value: \$60,000

Company: Virginia Tech		Contact: [REDACTED]
Phone: () [REDACTED]		Email: [REDACTED]
Fax: () [REDACTED]		
Project: windows, glass, door repairs campus wide		
Dates of Service: 2024		\$ Value: 100,000

I certify the accuracy of this information.

Signed: [Signature]

Title: Owner, Secretary/Treasurer

Date: 10.30.24

Attachment E – Pricing Schedule

Attachment E is to be completed and submitted by the Contractor as part of a complete proposal. The Contractor should identify all costs associated with providing the goods/services as specified in this document and should submit pricing per the pricing format as instructed below.

The Contractor agrees to provide the services in compliance with the Statement of Needs and Terms and Conditions at the firm fixed price as follows:

Labor:

<i>Line Item</i>	<i>Description</i>	<i>Regular Time Per Hour</i>	<i>Overtime/Emergency Rate Per Hour</i>
1	Technician	\$ 74	\$ 111

Material:

The Contractor will be paid for materials that are incorporated into the finished product at the current manufacturer's published list price less the percentage discount allowed of 15 %.

If any material is provided that has no current manufacturer's published price list available, the Contractor will be reimbursed by the University at the Contractor's actual cost of the material.

PROPOSAL EVALUATION PROCEDURES: Proposals will be evaluated based on an estimated total.

Contractor – Do not fill in the blank spaces.

This example is only intended to reflect the procedure to be used.

Evaluation Tabulation:

	Description	Estimate Hours	Hourly Rate	Extended Total
A.	Technician (Regular Time)	500	\$	\$
B.	Technician (Overtime/Emergency)	75	\$	\$
C.	Materials	\$1000.00 Less % Discount		
		Estimated Total Sum		\$

Virginia Business Opportunities (VBO)

Want to sell your goods and/or services to Virginia entities? From paper clips to consulting services to vehicles and everything in between, eVA is *the* marketplace for Virginia, connecting businesses to Virginia's buyers and bidding opportunities.

Visit eVA's public posting page, <https://mvendor.cgieva.com/Vendor/public/AllOpportunities.jsp>, the VBO, to find sealed and unsealed solicitations such as Quick Quotes, Invitations for Bid (IFB), Request for Proposal (RFP), and more! You will also find historic award information, bid tabulations and detailed solicitation documents.

The screenshot displays the eVA Virginia's Marketplace website. The top navigation bar includes links for 'Pay eVA Invoice', 'DGSjobs in', and 'Find a Com'. The main header features the eVA logo and the text 'Virginia's Marketplace'. Below this, there are tabs for 'Business Opportunities', 'Transparency', 'Contracts & Sources', and 'Resources'. A search bar is prominently displayed with the text 'Search eVA' and a 'Buyer Login' button. A dropdown menu for 'Virginia Business Opportunities (VBO)' shows options like 'VIBE', 'Open Construction', and 'Future Procurements'. The main content area is titled 'All Opportunities' and shows a search result for 'HVAC Replacement at Hungry Mother State Park'. The search results are organized into columns: 'STATUS' (Open, Awarded, Closed, etc.), 'BUYING ENTITY' (Virginia Department of Transportation, etc.), 'OPPORTUNITY TYPE' (Quick Quote, Invitation for Bid, etc.), and 'CATEGORY'. The selected opportunity is 'HVAC Replacement at Hungry Mother State Park' with a 'Quick Quote' opportunity type. The details section shows the project location, status, closing date, and a list of documents for download.

STATUS

STATUS	Count
Open	956
Awarded	142091
Closed	49281
Elig. Opened	2056
Unful. Perfor.	4884
No Award	45529
Cancelled	12404
Contact Buyer	11006

BUYING ENTITY

BUYING ENTITY	Count
Virginia Department of Transportation	20818
Other Gov. Agencies	14057
Department of General Services	11653
Virginia Polytechnic Institute and State University	9241
County of Fairfax	5224
Virginia Department of Health	5268
Department of Corrections	4081
Old Dominion University	4052
Virginia Commonwealth University	4841
Virginia State Police	4810

OPPORTUNITY TYPE

OPPORTUNITY TYPE	Count
Quick Quote	137685
Invitation for Bid (IFB)	60902
Request for Proposal (RFP)	29946
Sole Source (SS)	14700
Emergency (EMG)	5001
Request for Quotes (RFQ)	2112
Unsealed Invitation for Bid (U-IFB)	1255
Request for Information (RFI)	1232
Request for Information (RFI)	1101
Invitation for Qualified Contractors (IQC)	893

Category

Category	Count
Construction	10000
Information Technology	10000
Professional Services	10000
Manufacturing	10000
Transportation	10000
Healthcare	10000
Education	10000
Government	10000
Other	10000

Search Results

Found 268558 results

Monthly Playbook Newsletter

Virginia State Lottery - Lottery Results

Printing and delivery of the Virginia Lottery

RFQ 24-232-0939 Mutch (Double S)

City of Charlottesville

The City of Charlottesville is soliciting Contractors as a result of this solicitation.

Fire & Rescue Staffing Study

Worham County - Worham County

The County seeks qualified support national best practices, and find on work should validate the County's efficient and cost-effective solutions.

HVAC Replacement at Hungry Mother State Park

Main Dining Room

Round: 1

Status: Expired

Time Left: Expired

Closing: 5/23/24 2:00 PM

Event: 5/6/24 2:00 PM

Last Updated: 5/20/24

Buyer: Cristina Garcia

crisgarcia@dmva.virginia.gov

804-625-1272

Documents

Document	Size	Description	Posted On	Type
QO Hungry Mother ST HVAC	87.79 KB	Main Solicitation Document	5/6/24	IFB Document
ATTACHMENT D - General/Required Terms and Conditions	133.67 KB	ATTACHMENT D - General/Required Terms and Conditions	5/6/24	IFB Document
ATTACHMENT E - Pricing Worksheet	113.62 KB	ATTACHMENT E - Pricing Worksheet	5/6/24	IFB Document
Attachment A - Vendor Data Sheet	125.01 KB	ATTACHMENT A - Vendor Data Sheet	5/6/24	IFB Document



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eVA.virginia.gov



866-289-7367



(800) 633-4527
(276) 228-6100
Fax: (276) 228-3887
600 N. 22nd St.

Proposal

Proposal Submitted To:

Name: <u>Radford University</u> Street: <u>501 Stockton Street</u> City: <u>Radford</u> State: <u>Virginia</u> Phone: <u>(540)831-6106</u> Email: <u>sssullivan@Radford.edu</u>	In reference to: RFP # R25-005
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We hereby submit this proposal for consideration for RFP #R25-005

Creative Glass has been a trusted provider of glass and glazing services for over 30 years, delivering high-quality solutions for both residential and commercial needs. We value our current partnership with Radford University and look forward to the opportunity to continue.

SPECIFIC REQUIREMENTS: Please provide your plan for providing glass and glazing services. Include the following: (Page 7)

A. Plan Providing Services: Provide your plan for providing Glass & Glazing Services. Include the following:

1. A description of what specific services the Contractor proposes to provide, including but not limited to the proposed staffing to be used, when services shall be performed, by whom, and the anticipated time durations for typical services, specifically addressing:

Creative Glass Inc. will provide at the request of Radford University the following services with 100% workmanship guaranteed for one year and all materials with a minimum of 90 warranty or longer as indicated by the manufacturer. (Page 6)
Installation of heavy glass framing systems, door systems, door and reception windows. Will remove any necessary windows and reinstall as needed for construction purposes. Install window film as required. Replace broken glass and mirrors as need. Provide window screen repair. Install and repair aluminum doors and frames to include door handles, latches, closers, continuous hinges and insulation/weather stripping.

The following materials will be furnished as needed and in a timely manner in accordance with industry lead times. All delivery times of such materials will be communicated.

(Page 5) Glass, single and double strength, heavy glass, tempered and plate tabletop glass with polished edges, glass with cut holes as required, tempered and laminated safety glass, tinted glass, wire glass, obscure and textured glass, insulated glass units, curtain wall, plexiglass and mirrors with safety backing. Reception windows, aluminum and glass doors, storefront components and related hardware, (Page 6) exit devices, single swing door operators, storm door and window repair products, window and patio screen units, glazing compounds, butyl/silicone caulking, tac tape, foam tape, and glass film to include Lexan and frosted. Creative Glass agrees to furnish any other materials necessary for the completion of requested projects within the scope of glass and glazing work. All materials are from high quality vendors with reputable service follow up. (ex.: Kawneer, Republic, CR Lawrence, Algoma)

Typical timeframes will be adhered to and communicated with Radford University staff in the manner in which requested. Our company prioritizes the recruitment, training, and retention of skilled personnel to ensure the highest standards of service in glass and glazing operations.

- a.) Service call expectations. Creative Glass will prioritize all services calls with intent to respond as soon as possible and ensure that calls are handled efficiently in order minimize down time and disruption for the University. (page 6)
 - b.) Non-Emergency service calls
All non emergency service calls received by 10am will have same day response. All non emergency service calls received after 10 am will be addressed by the next business day at the latest. (Page 6)
 - c.) Emergency service calls. Service Availability: Creative Glass commits to responding to all emergency service calls within 4 hours of receipt. Immediate assessment of the situation with quick repair and temporary solutions to ensure safety and security will be provided. Coordination for any follow up work needed will be provide (Page 6)
2. A description of all certifications or deliverables provided by the Contractor in the performance of the work included in this solicitation. Please include copies of all standard certifications, business licenses, and reports.

Creative Glass - Shane Farmer, Class A Contractor, License #2705147229 - Licensed in the State of Virginia as a Class A Classifications for CBC and RBC

SWaM certification #8830 - Creative Glass is certified as a small and micro business through SWaM certification , a state program in Virginia that certifies small, women-owned, and minority-owned businesses (SWaM). The program is administered by the Virginia Department of Small Business and Supplier Diversity (DSBSD).

Creative Glass is licensed for business in Wytheville, VA the primary location of the office.

3. Identification of application codes, regulations, standards and recommended practices to be followed by the Offeror in the performance of specific tasks proposed by the Offeror.

Creative Glass will provide all services, installations and repairs in compliance with industry standards and safety regulations not limited to but including OSHA , Department of Labor and other governing bodies.

4. List of service equipment to be used by the Contractor in the performance of work included in this solicitation.

Creative Glass will utilize a range of specialized equipment to ensure efficient and safe execution of all work tasks including but not limited to power tools, glass handling tools, suction cups and lifting devices for safe glass transportation, glass cutters, aerial lifts, laser levels, power tools , etc. All equipment will be regularly maintained and inspected to ensure safety and compliance with industry standards with proper training and certification on all equipment.

5. Details of how you and your employees intend to communicate with Radford University.

Employees will utilize a variety of methods to maintain clear and professional communication with Radford University throughout the contract period. Direct phone conversation and written communication will be utilized in addition to on site communication to discuss work progress and address any concerns.

6. Plan for increasing staff if the need arises.

Creative Glass will ensure that staffing levels are adjusted accordingly and efficiently to meet increased demand for services needed within the scope of the contract. Workload volumes and service calls will be monitored for adjustment as necessary to meet demand.

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

Creative Glass has extensive experience to include well over 30 years in the glass and glazing industry, demonstrating a strong track record of successful projects and satisfied clients. We have successful installations in office buildings, retail spaces, and educational institutions as well as expertise in providing custom glass solutions for homes, including windows, shower doors, and glass railings. We have provided multiple specialty applications with unique glass products such as tinted, laminated, and energy-efficient glazing. Our team includes skilled technicians trained in the latest glass handling and installation techniques.

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

Shane Farmer, Class A Contractor, 15 years of glass and glazing experience
[REDACTED], Class A Contractor, 5 years of glass and glazing experience
[REDACTED], Glass Technician, 9 years experience glass and glazing experience
[REDACTED], Specialized Glass Installer, 17 years construction experience
[REDACTED], Laborer, 2 years experience
[REDACTED], Laborer, 2 years experience

2. Resumes of key employees to be assigned to the project
Resume of key employee is attached as an addendum.

C. Pricing: Please fully complete Attachment E with the pricing as indicated in Section 9. above. The rates provided must be “fully burdened” to include any ancillary expenses associated with the project performance. Transportation, travel time, soft costs or other expenses will not be paid separately by the University. These must be inclusive rates.

Pricing completed in Attachment E , page 21

Date: 10.30.24

Signature: 



TOWN OF WYTHEVILLE
(276) 223-3333
WYTHEVILLE, VA 24382

BUSINESS AND PROFESSIONAL LICENSE

License Year JANUARY 01, 2024 - DECEMBER 31, 2024
RENEW BY MAY 1, 2025

Account: 3069

Name: CREATIVE GLASS INC

Address: 600 N 22ND ST
WYTHEVILLE VA 24382

Category: Retail Sales
Contractor
Repair, Personal, Business & Other Services

A handwritten signature in black ink, appearing to read "Michael G. Stephens".

MICHAEL G. STEPHENS, TREASURER
TOWN TREASURER

EXPIRES ON
05-31-2026

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400, Richmond, VA 23233
Telephone: (804) 367-8500

NUMBER
2705147229

BOARD FOR CONTRACTORS
CLASS A CONTRACTOR
CLASSIFICATIONS CBC RBC

CREATIVE GLASS INC
600 N 22ND ST
WYTHEVILLE, VA 24382



John A. Selt

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

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)



Find a Commonwealth Resource



Directory Listing

DATA last updated on
OCT 23, 2024 04:16 AM EST

Search Filters

Certification
Type

NIGP

NAICS

City

State

ZIP
Code

Business
Category

All

contains

creative glass



Export

Match

Sort

Show

Jump to

Found: 1

By:

Company Name

Entries:

5

[1 - 1]:

Applied Filters

Reset Filters



CREATIVE GLASS, INC.

E. Shane Farmer
600 N. 22ND STREET
Wytheville, VA 24382
Phone: (276) 228-
6100 Ext:
Fax: (276) 228-3887
[shane@mycreativegl
ass.com](mailto:shane@mycreativeglass.com)

Certificati
on 8830
Number

SWaM Certification Type

Small 04-01-2024
Start Date

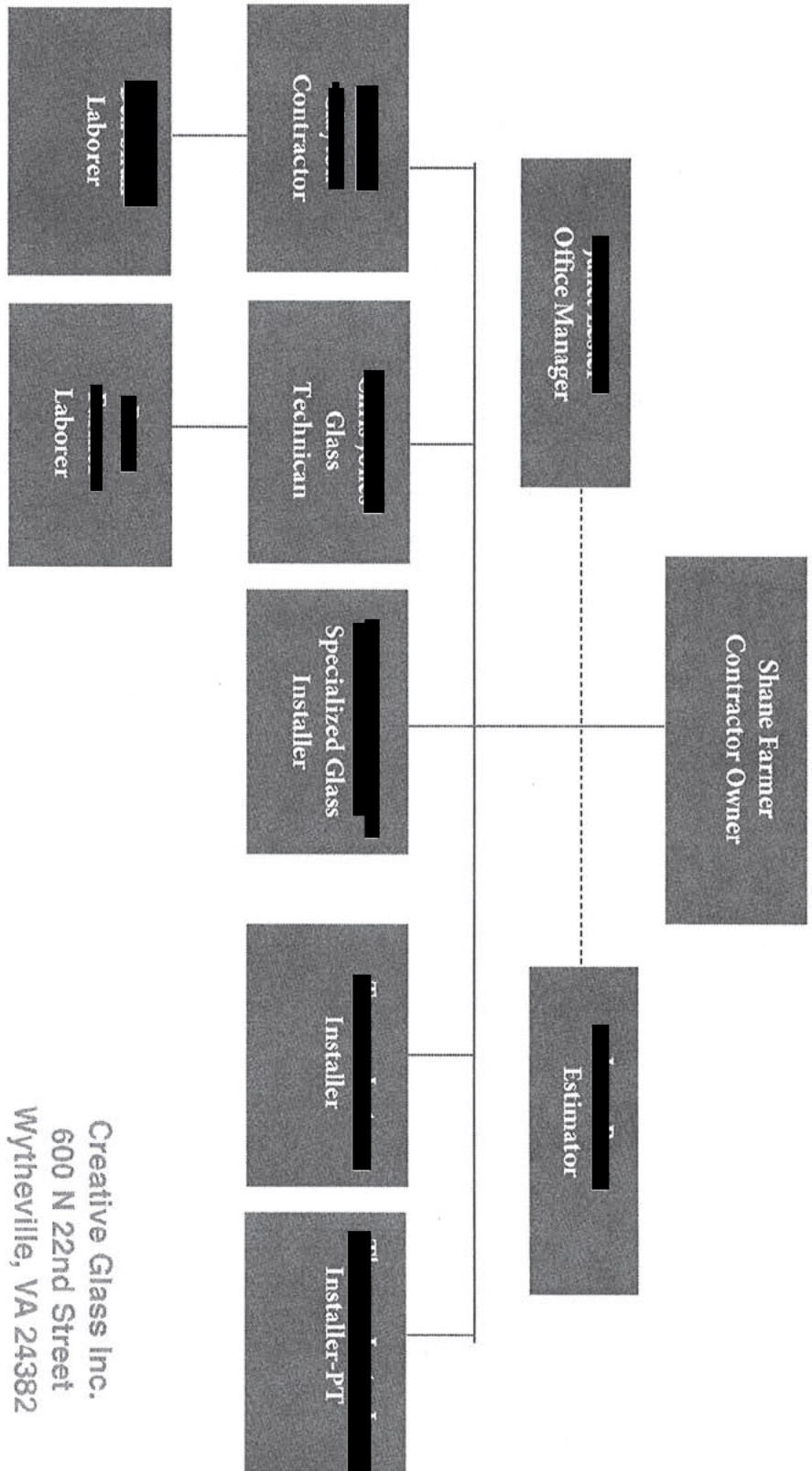
Micro 04-01-2024
Start Date

SWaM
Expiration 04-01-2029
Date

NIGP Code and Description:

4400
0
GLASS AND
GLAZING
SUPPLIES
9100
0
BUILDING
MAINTENANCE,
INSTALLATION
AND REPAIR

Page 28



Creative Glass Inc.
600 N 22nd Street
Wytheville, VA 24382

E. Shane Farmer

899 Walker Drive
Radford, VA 24141
540-392-0330
shane@mycreativeglass.com

EXPERIENCE

Owner, Secretary/Treasure Creative Glass Incorporated — 2010-Present

Manage day to day operations, installation and estimation of storefront systems, mirrors, commercial doors and hardware. Work with customers to ensure satisfaction with product and maintain operations with a focus on continuous improvement.

Class A General Contractor -2019-Present

Oversee, contract and build 3 single family homes. Completion of various construction projects

United Parcel Service 1994-2014

Loader/Driver - Sort, Load and Organize UPS truck routes

Drive delivery truck route to deliver packages per protocol

Estimator, Creative Glass and Mirror Inc., Intern

Interned to learn job duties of estimation as a potential commission opportunity

EDUCATION/LICENSES

Associates Degree Instrumentation - New Rivera Community College 1994

Associates Degree in Electrical Motors - New River Community college 1995

General Diploma, Radford, High School 1992- electrical, wiring, woodworking and drafting specialization

Class B Contractors License 2012-2020

Class A Contractors License - 2020- Present

Negotiation Points

Radford University RFP #R25-005 Glass & Glazing Services

As allowed in Section [11.B.] – *Award of Contract*, of the subject RFP, the University is conducting negotiations. We are requesting a response to the negotiation questions listed below.

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 Creative Glass, Inc. agree that the contract may be renewed by Radford University upon written agreement by both parties for four (4) additional one-year (1-year) renewals, 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: We are in agreement.

6. **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

7. **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

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: No

2. **RADFORD UNIVERSITY:** Does Creative Glass, Inc. 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 Creative Glass, Inc. most competitive price structure.

VENDOR: Hourly Rate Pricing Structure :
\$74 per hour – Labor
Materials will be given a 15% discount.

5. **RADFORD UNIVERSITY:** Do you further agree that Radford University will not withhold any income taxes from its payments to contractors nor will it provide any employment benefits to the contract or contractor's employees?

VENDOR: Yes

6. **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 4%, whichever is less?

VENDOR: Yes

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

VENDOR: Yes

SCOPE IMPLEMENTATION:

8. **RADFORD UNIVERSITY:** If awarded a contract, identify all employees that will be working with Radford University to achieve the requirements of the contract.

VENDOR: Creative Glass Inc has the following employees who could be assigned to perform work at Radford University
Shane Farmer, Michael Clayton, Christopher Jones, Matthew Pence, Jason Beam, Janet Lester

9. **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: Creative Glass will continue business operations as usual, maintaining the same approach we had under the previous contract. Our team will engage with personnel as needed to ensure the full implementation of the contract and the successful completion of all assigned tasks.

9. **RADFORD UNIVERSITY:** Please list any expectations you have of Radford University should you be awarded the contract.

VENDOR: Creative Glass has valued the relationship with Radford University that included clear and concise contractual information, timely payments of invoices, as well as clear communication and responsiveness.

10. **RADFORD UNIVERSITY:** If awarded a contract by December 15, 2024, would you be in a position to support all aspects of this contract?

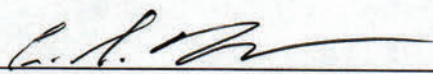
VENDOR: Yes

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

VENDOR: Creative Glass will adhere all turn around times required in contract. We will operate with intent to respond as soon as possible but commit to the 4 hour window as requested.

Shane Farmer _____
Print Name

Owner, Secretary, Treasurer _____
Title


Signature

December 8, 2024
Date

Page 5 of 5
Updated: 10.31.2019 [ta]