214:05 Ruffner Conference Table

Issue Date: January 25, 2005

Title: Ruffner Table
Issuing Agency: Longwood University
201 High Street
Farmville, VA 23909

Unsealed bids will be received until **2:00 P.M., on February 4, 2005.** You may fax your responses to (434) 395-2246, however wood samples shall be received on or before **2:00 P.M.** Failure to do so shall cause your bid to be declared non-responsive and your bid shall not be considered.

All inquiries for information shall be directed to **Shelly Farley, (434) 395-2306.**

In Compliance With This Invitation For Bids And All The Conditions Imposed Therein, The Undersigned Offers And Agrees To Furnish The Good at the Price Indicated in Section VI., of the Pricing Schedule.

Name/ Address of Firm: __________________ Date: ______________
________________________ Signature: __________
________________________ Name: ______________
________________________ Title: ______________
FEI/FIN# ________________ Phone: _______________

Member of eVA ___Yes ___No

Minority Vendor _____ Yes____No
Longwood University

CUSTOM CONFERENCE TABLE

I. Scope of Work:

A. Provide a custom fabricated conference table for Room 103 at Ruffner Building. The table shall be designed and constructed in accordance with the drawings and shall be fabricated from solid rock maple and maple veneered hardwoods.

1.) Edge details shall be as indicated and shall be of solid maple.

2.) Table tops shall be quarter sliced veneers with grain direction as indicated to produce pattern indicated.

3.) Finish shall be a dark red mahogany stain/dye for the veneers and a medium red mahogany stain/dye for the edges and cross bands. Finish shall be a catalyzed polyurethane in 3 coats minimum in a satin gloss finish.

4.) All components of the table shall be strong, stable, durable and capable of supporting a uniform load of not less than 50# per LF along the edges of the table top without deflection/sag, or instability for overturning.

5.) The table top shall be a minimum of 2" thick in solid materials.

6.) Table shall be constructed in 6 pieces fastened together on site with tight joint fasteners and gusseting ¼" thick aluminum plates under the joints. Joints shall be hairline tight and uniformly flush.

7.) Legs and center strongbacks shall be constructed to provide accessibility to access wiring troughs for wiring of the pop-up data/phone/power plugs.

8.) Power pop-ups shall be similar to Woodtech’s Concept series AFOO and shall be finished in a flush brushed stainless steel finish 6” diameter (approximate) cap plate. Unit shall include two outlets, one telephone and one data outlet at each pop-up. Pop-ups shall be flush with the table top when closed and full height to allow access to the outlets when in the “up” position.

Fabrication:

A. The custom conference table shall be fabricated in accordance with fabricator’s approved shop drawings and attached specifications.
II. **Submittals:**

A. Product Data: *(Due 5 days after award of Bid)*

   1.) Submit manufacturer’s complete product data literature for electrical components of the table. Include all installation instructions and general recommendations for use and care.

B. Shop Drawings: *(Due 5 days after award of Bid)*

   1.) Submit fabricator’s complete shop drawings showing plan, elevation, and details for construction. Show anchors, fasteners and construction details.

C. Samples: *(Due at time of bid submission)*

   1.) Submit samples of solid rock maple and maple veneered stained according to the specifications.

III. **Delivery and Storage:**

A. Deliver, store, and handle fabricated components in a manner to prevent damage and deterioration, and in accordance with fabricator’s printed instructions.

B. Provide packaging such as cardboard or other suitable materials and wrappings to protect the items.

C. Store in a protected dry area off the floor, in the room 103 until installed.

D. Protect the walls and trim in all areas during delivery to assure that the move-in does not cause damage to adjacent finishes.

E. Special storage and handling shall conform to the requirements of the fabricator.

F. Installation:

   a. Set the table in position.
   b. Clean and polish and leave ready for use.
   c. Repair or replace damaged components or finishes.
   d. Remove all rubbish, wrapping paper, selvages from the job site including shipping cartons and packaging and leave the room clean.
   e. Provide instruction to the Owner’s representative regarding care and maintenance.

IV. **General Terms and Conditions**
A. **VENDORS MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia Vendors Manual and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is normally available for review at the purchasing office and in addition, a copy can be obtained by calling the Division of Purchases and Supply (804) 786-3842.

B. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.

C. **ANTI-DISCRIMINATION:** By submitting their (bids/proposals), (bidders/offerors) certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the Virginia Public Procurement Act. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipients religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. *(Code of Virginia, § 2.2-4343.1 E).*

In every contract over $10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:

   a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

   b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

   c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

2. The contractor will include the provisions of 1. above in every subcontract or purchase order over $10,000, so that the provisions will be binding upon each subcontractor or vendor.
D. **ETHICS IN PUBLIC CONTRACTING:** By submitting their (bids/proposals), (bidders/offerors) certify that their (bids/proposals) are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other (bidder/offeror), supplier, manufacturer or subcontractor in connection with their (bid/proposal), and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

E. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By submitting their (bids/proposals), (bidders/offerors) certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.

F. **DEBARMENT STATUS:** By submitting their (bids/proposals), (bidders/offerors) certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

G. **ANTITRUST:** By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.

H. **MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS FOR IFBs AND RFPs**

Bids may be cause for rejection of the bid; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a bid as nonresponsive. As a precondition to its acceptance, the Commonwealth may, in its sole discretion, request that the bidder withdraw or modify nonresponsive portions of a bid which do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.

2. (For Request For Proposals:) Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

I. **CLARIFICATION OF TERMS:** If any prospective (bidder/offeror) has questions about the specifications or other solicitation documents, the prospective (bidder/offeror) should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

J. **PAYMENT:**

To Prime Contractor:
a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).

b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.

c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.

d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.

e. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (Code of Virginia, § 2.2-43 63).

2. To Subcontractors:

a. A contractor awarded a contract under this solicitation is hereby obligated:
   (1) To pay the subcontractor(s) within seven (7) days of the contractor’s receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
   (2) To notify the agency and the subcontractor(s), in writing, of the contractor’s intention to withhold payment and the reason.

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

K. PRECEDENCE OF TERMS: Paragraphs A-J of these General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms
L. **QUALIFICATIONS OF (BIDDERS/OFFERORS):** The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the (bidder/offor) to perform the services/furnish the goods and the (bidder/offor) shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect (bidder's/offor's) physical facilities prior to award to satisfy questions regarding the (bidder's/offor's) capabilities. The Commonwealth further reserves the right to reject any (bid/proposal) if the evidence submitted by, or investigations of, such (bidder/offor) fails to satisfy the Commonwealth that such (bidder/offor) is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

M. **TESTING AND INSPECTION:** The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

N. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.

0. **CHANGES TO THE CONTRACT:** Changes can be made to the contract in any of the following ways:

1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:

   a. By mutual agreement between the parties in writing; or

   b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency’s right to audit the contractor’s records and/or to determine the correct number of units independently; or

   c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in
accordance with the disputes provisions of the Commonwealth of Virginia Vendors Manual. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

P. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.

Q. **TAXES:** Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth’s excise tax exemption registration number is 54-73-0076K.

R. **USE OF BRAND NAMES:** Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict (bidders/offerors) to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The (bidder/offeror) is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Commonwealth to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in competitive sealed bidding only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the (bidder/offeror) clearly indicates in its (bid/proposal) that the product offered is an equal product, such (bid/proposal) will be considered to offer the brand name product referenced in the solicitation.

S. **TRANSPORTATION AND PACKAGING:** By submitting their (bids/proposals), all (bidders/offerors) certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.

T. **INSURANCE:** By signing and submitting a bid or proposal under this solicitation, the bidder or 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 bidder or offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages 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.

1. Worker’s Compensation - Statutory requirements and benefits.
2. Employers Liability - $100,000.
3. Commercial General Liability - $500,000 combined single limit. Commercial General Liability is to include Premises/Operations Liability, Products and Completed Operations Coverage, and Independent Contractor’s Liability or Owner’s and Contractor’s Protective Liability. The Commonwealth of Virginia must be named as an additional insured when requiring a Contractor to obtain Commercial General Liability coverage.
(Note to Agency/Institution: When the requirement is for parking facilities and garages for motor vehicle maintenance contracts, the foregoing sentence should be changed to read: These coverages are to include Products, Completed Operations Coverage and Garagekeeper’s Liability.)

4. Automobile Liability - $500,000 - Combined single limit. (Only used if motor vehicle is to be used in the contract.)

NOTE: In addition, various Professional Liability/Errors and Omissions coverages are required when soliciting those services as follows:

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<tr>
<th>Profession/Service</th>
<th>Limits</th>
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<tbody>
<tr>
<td>Accounting</td>
<td>$1,000,000 per occurrence, $3,000,000 aggregate</td>
</tr>
<tr>
<td>Architecture</td>
<td>$2,000,000 per occurrence, $6,000,000 aggregate</td>
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<tr>
<td>Asbestos Design, Inspection or Abatement Contractors</td>
<td>$1,000,000 per occurrence, $3,000,000 aggregate</td>
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<tr>
<td>Health Care Practitioner (to include Dentists, Optometrists, Nurses, Pharmacists, Doctors, etc.)</td>
<td>$1,600,000 per occurrence, $3,000,000 aggregate</td>
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<td>(Increased limit effective August 1, 1999)</td>
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<tr>
<td>Insurance/Risk Management</td>
<td>$1,000,000 per occurrence, $3,000,000 aggregate</td>
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<tr>
<td>Landscape/Architecture</td>
<td>$500,000 per occurrence, $1,000,000 aggregate</td>
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<tr>
<td>Legal</td>
<td>$1,000,000 per occurrence, $5,000,000 aggregate</td>
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<tr>
<td>Professional Engineer</td>
<td>$2,000,000 per occurrence, $6,000,000 aggregate</td>
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<tr>
<td>Surveying</td>
<td>$100,000 per occurrence, $300,000 aggregate</td>
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U. ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract as a result of this solicitation, the purchasing agency will publicly post such notice on Longwood University Public Posting Board, Bristow Building for a minimum of 10 days.

V. DRUG-FREE WORKPLACE: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor’s employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor’s workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, “drug-free workplace” means a site for the performance of work done in connection with a specific contract awarded to a contractor in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

W. NONDISCRIMINATION OF CONTRACTORS: A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion,
color, sex, national origin, age, or disability or against faith-based organizations. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

X. **eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION:** The eVA Internet electronic procurement solution, web site portal [www.eva.state.va.us](http://www.eva.state.va.us), streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service, and complete the Ariba Commerce Services Network registration.

Vendors are strongly encouraged to register prior to submitting a bid or offer. Failure to register will result in the bid being found non-responsive and rejected. All vendors must register in both the eVA and the Ariba Commerce Services Network Vendor Registration Systems.

a. **eVA Basic Vendor Registration Service:** $25 Annual Fee plus a Transaction Fee of 1% per order received. The maximum transaction fee is $500 per order. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, and electronic bidding, as they become available.

b. **eVA Premium Vendor Registration Service:** $200 Annual Fee plus a Transaction Fee of 1% per order received. The maximum transaction fee is $500 per order. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments, and ability to research historical procurement data, as they become available.

c. **Ariba Commerce Services Network Registration.** The Ariba Commerce Services Network (ACSN) registration is required and provides the tool used to transmit information electronically between state agencies and vendors. There is no additional fee for this service.
V. SPECIAL TERMS AND CONDITIONS

1. **ADVERTISING**: In the event a contract is awarded for supplies, equipment, or services resulting from this bid, no indication of such sales or services to the Longwood College will be used in product literature or advertising. The Contractor shall not state in any of its advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.

2. **BID ACCEPTANCE PERIOD**: Any bid in response to this solicitation shall be valid for (60) days. At the end of the (60) days the bid may be withdrawn at the written request of the Bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

3. **AUDIT**: The contractor shall 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. Longwood College, its authorized agents, and/or State Auditors shall have full access to and the right to examine any of said materials during said period.

4. **AWARD OF CONTRACT**: The Commonwealth will make the award on Lump Sum Total to the lowest responsive, responsible Bidder. The purchasing office reserves the right to conduct any test it may deem advisable and to make all evaluations. The Commonwealth also reserves the right to reject any or all bids, in whole or in part, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the procuring public body to be in its best interest.

5. **PAYMENT OF INVOICE**: The service being provided will be checked against the above written specifications prior to payment of invoice. The Contractor(s) awarded this solicitation must send complete invoice to: Longwood University, Accounts Payable Office, Jackie Wallace, 201 High Street, Farmville, Va. 23909.

6. **DELIVERY**: State your earliest firm delivery__. Desired delivery date is on or before, April 1, 2005. This may be a determining factor in making the award.

7. **DELIVERY NOTIFICATION**: The University shall be notified 48 hours prior to delivery or any items so that personnel may be available to allow access to the building and verify items received. Notification shall be made to: **David Pletcher, (434) 395-2089**.

8. **DELIVERY AND STORAGE**: It shall be the responsibility of the contractor to make all arrangements for delivery, unloading, and storing in the building during installation. The owner shall not assume any responsibility for receiving this shipment.

9. **FINAL INSPECTION**: At the conclusion of the work and installation the contractor shall demonstrate to the authorized owners representative that the work is fully operational and
in compliance with the 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.

10. **NEGOTIATION WITH THE LOWEST BIDDER:** Unless all bids are canceled or rejected
the University reserves the right granted by 2.2-4318 of the Code of Virginia to negotiate
with the lowest responsive, responsible bidder to obtain a contract price within the funds
available to the agency whenever such low bid exceeds the agency’s available funds. For
the purpose of determining when such negotiations may take place, the term “available
funds” shall mean those funds which were budgeted by the agency for this contract prior to
the issuance of the written IFB. Negotiations with the low bidders may include both
modifications of the bid price and the Scope of Work/ Specifications to be performed. The
agency shall initiate such negotiations by written notice to the lowest responsive,
responsible bidder that its bid exceeds the available funds and that the agency wishes to
negotiate a lower contract price. The times, places and manner of negotiating shall be
agreed to by the agency and the lowest responsive, responsible bidder.

11. **EXTRA CHARGES NOT ALLOWED:** The bid price shall be for complete installation ready
charges for the Commonwealth’s use, and shall include all applicable freight and installation
charges, extra will not be allowed.

12. **INSTALLATION:**
   A. Set the table in position.
   B. Clean and polish and leave ready for use.
   C. Repair or replace damaged components or finishes.
   D. Remove all rubbish, wrapping paper, selvages from the job site including shipping
cartons and packaging and leave the room clean.

13. **REFERENCES:** Bidders shall provide a list of at least 3 references where similar custom
goods have been provided. Each reference shall include the name of the organization, the
complete mailing address, the name of the contract person and the telephone number.

14. **Work Site Damages:** Any damage to existing utilities, equipment or finished surfaces
resulting from the performance of this contract shall be repaired to the Universities
satisfaction at the contractor’s expense.
VI. Pricing Schedule

Lump Sum Total: __________

Delivery Date: ______________
**VIII References**: Bidders shall provide a list of at least 3 references where similar custom goods have been provided. Each reference shall include the name of the organization, the complete mailing address, the name of the contract person and the telephone number.

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<th>Organization Name</th>
<th>Mailing Address</th>
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