REQUEST FOR PROPOSAL (RFP)

Issue Date: July 5, 2006
RFP# 214-06-Facilities Management

Title: Facilities Management Services

Issuing Agency:
Commonwealth of Virginia
Longwood University
Materiel Management Department
Bristow Building, Room #218
Corner Main and Redford Streets
Farmville, Virginia 23909

Using Agency And/Or Location
Where Work Will Be Performed:
Longwood University
Farmville, Virginia 23909

Initial Period Of Contract: From October 1, 2006 Through September 30, 2007 (Renewable). (* One year with option of 4 one-year renewals)

Sealed Proposals Will Be Received Until 2:00 p.m. August 18, 2006 For Furnishing The Goods/Services Described HereIn.
Time and Date

All Inquiries For Information Should Be Directed To: Mr. James E. Simpson, CPPB, VCO, Director Materiel Management
Phone: (434)395-2093

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF PROPOSALS ARE HAND DELIVERED, THEN DELIVER TO: Longwood University, Materiel Management Department
Bristow Building, Room 218, Corner Main and Redford Streets Farmville, Virginia 23909

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/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.

Name and Address of Firm: ____________________________
Date: ____________________________

______________________________
By: ____________________________

______________________________
Signature in Ink

______________________________
Name: ____________________________

______________________________
(Please Print or Type)

______________________________
Zip Code

______________________________
FEI/FIN No. ____________________________

______________________________
Phone(____)__________________

______________________________
E-Mail ____________________________

______________________________
Fax (____)__________________

______________________________
eVA member yes_____ no____

Please check one: Small Business__________Women Owned Business__________Minority
Owned__________Other_______

PREPROPOSAL CONFERENCE: A optional preproposal conference will be held on July 19, 2006 2:00 p.m. at the Bristow Building Conference Room. (Reference: Paragraph VI (herein).

Addendums: Any changes resulting from the University’s requirements will be issued in an addendum and will be posted to the eVA (http://www.dgs.state.va.us) and Longwood University Materiel Management website, http://www.longwood.edu/. Click on offices, Purchasing, Solicitations/Awards, Open Invitation for Bids/Addenda/Awards. Click on the solicitation 214-06-Facilities Management.
It is the sole responsibility of the bidder to check these web pages for all changes to the IFB prior to submission. Failure to do so may cause your bid to be determined non-responsive. Longwood University will not mail or fax these documents.

This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, 11-35.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

NOTE TO BIDDERS: PARKING IS DIFFICULT, PLEASE PLAN TO ARRIVE EARLY. IF YOU REQUIRE ADA ACCOMMODATIONS TO DELIVER PROPOSAL, CONTACT THE MATERIEL MANAGEMENT OFFICE AT (434) 395.2093 TWENTY-FOUR (24) HOURS PRIOR TO SOLICITATION CLOSING.

CALENDAR OF EVENTS

Listed below are specific and estimated dates and times of action related to the RFP. The action with specific dates must be completed as indicated unless otherwise changed by the University. In the event that the University finds it is necessary to change any of the specific dates and times in the Calendar of Events listed below, it will do so by issuing an addendum to the RFP. There may or may not be a formal notification issued for changes in estimated dates and times.

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Monthly Small/Women Owned/ Minority Business Reporting
I. PURPOSE: The purpose of this Request for Proposal (RFP) is to solicit sealed proposals from qualified firms to establish a contract through competitive negotiations for facilities management services. This contract will provide overall management to the University’s Facilities Operations Department, as well as management and supplemental personnel for a Longwood University Department of Utilities and Energy Management.

The Department of Utilities and Energy Management will replace the current Heating Plant Department. The mission of the department will be to provide efficient, cost effective, consistent, and reliable energy and utilities programs in support of the University’s mission. Primary responsibilities of the department will be the:

Management, Maintenance & Operation of:
- University Boiler Operations
  - Central Boiler plant
  - Library Boiler
  - Fuel Management Operation
  - Distribution System

Measurement, Monitoring, Analysis and Reporting of:
- Electrical Utilization
- Water Consumption

Development of Energy Management and Savings Programs and Proposals

Current Heating Plant personnel will be assigned to the new department. The Contractor shall supply any additional personnel required to safely and effectively maintain operations.

The initial term of the contract is one year with the option to renew for four (4) additional one year terms.

The contract is required for the Division of Facilities Management and Public Safety at Longwood University, an agency of the Commonwealth of Virginia.

II. OPTIONAL USE CONTRACT:

The resulting contract(s) will be an optional use contract. Longwood is in no way required to make purchases from the Contractor and may in its Sole discretion purchase the identical and/or similar goods/services from other sources. Any estimates/quantities contained herein do not represent a purchase commitment by Longwood.

III. BACKGROUND:

A. Longwood University is:

   Character

   Longwood is a public, coeducational University with over 100 majors, minors, and concentrations in the arts and sciences, business, and education. Graduate programs are provided in education, English, sociology, and environmental studies. Longwood’s over 4,000 students come from over 25 states and foreign countries. The students are 35% male and 13% minority. Freshmen classes are approximately 900 students in size.

   Campus

   Facilities on the 60-acre campus are a mix of red-brick colonial revival in the style of Thomas Jefferson and contemporary architecture. Approximately 70 percent of undergraduates live in university-sponsored housing.

   Class Size

   The average class has 25 students. One-quarter of all classes have 10 or fewer students.

   - Students/faculty ratio: 19:1
• Full-time faculty with terminal degrees: 80%
• Retention Rate: approximately 80% of freshmen continue to sophomore year.
• Graduation Rate: 60% (within 5 years)

**Computer Resources**

The University has a fully networked campus. The network provides full access to the Internet from all campus buildings and each residence hall room.

**Other Facilities and Resources**

Other facilities and resources include a Health and Physical Education complex with pool, dance studio, human performance lab and a 2,000-seat gymnasium; eight tennis courts; and a nine-hole golf course.

**B. Facilities Operations**

The Facilities Operations Department (FO) conducts operational activities for operating and maintaining University facilities. A manager has oversight for planning and fiscal management and supervision of staff. The department is comprised of seven specific shops with a total of twenty three (23) full-time positions. Part-time seasonal help is added as needed.

**Carpentry and Painting**

The carpentry shop houses the carpentry and masonry functions within the Physical Plant. Some of the services provided include routine maintenance of ceiling, floors, doors, interior/exterior walls and sidewalks. The wood shop repairs wood products on campus. This group takes the lead for coordinating the assembly of facilities for Commencement exercises and other large events, such as Spring Weekend.

The responsibility of the paint shop is to protect the exterior of buildings and maintain the appearance of the interior facilities through administration of a regular paint program. Additionally this shop has a task of maintaining all traffic marking on streets and parking lots.

**Electrical Shop**

The Electrical Shop is responsible for all power and lighting systems in buildings on campus and in leased property. Additionally, they maintain emergency generators and battery systems and test them as required. Additional responsibilities include the repair and replacement of all electrical motors.

Elevator Maintenance, inspections and testing are provided by contract with a private company under the supervision of the Electrical Shop. The maintenance and testing contractor performs monthly preventive maintenance, annual tests and services. They respond to emergencies 24 hours per day, seven days per week. The inspection contractor performs semi-annual inspections and witnesses annual tests.

**Plumbing Shop**

The Plumbing Shop makes repairs to hot and cold domestic water systems and drains, such as sinks and rest rooms, steam and hot water heat in radiators or convectors, water fountains, small heating and ventilating units and other related equipment and services.

**HVAC Shop**

The Air Conditioning and Refrigeration Shop makes repairs to air conditioning, heating and ventilation systems, window air conditioners, refrigerators, freezers and coolers, water coolers, and temperature controls.
Key Shop

The key control office provides lock repair, lock changes, lockout services (file cabinet, desk, office) and issuing of keys (except residence halls) to authorized members of the University community.

Auto Shop

The auto shop provides demand, scheduled and preventative maintenance to the University owned and leased vehicles & motorized equipment.

Lancer Village Maintenance

The Lancer Village Maintenance crew provides demand, scheduled and preventative maintenance to the University leased apartment facilities at Lancer Village. This crew is supplemented by and supplements the main campus trades crews as work loads and work order scopes fluctuate on an as needed basis.

C. Definitions

Routine/Demand Maintenance

Routine maintenance activities are unscheduled, day-to-day repairs that restore facility components, equipment or systems to operation and should be accomplished quickly. Routine maintenance activities may be identified either by facilities occupants or through facilities assessments.

Planned/Scheduled Maintenance

Planned maintenance is a program of scheduled maintenance activities necessary to arrest the deterioration of facilities. These projects are typically categorical and cyclical in nature such that scheduled maintenance activities are continuous.

Preventive Maintenance

Preventive maintenance is a program of scheduled maintenance activities that extend the serviceable life of equipment and systems and reduce breakdowns and repairs. It includes inspection, lubrication, adjustment and replacement of components, as well as performance testing and analysis.

Deferred Maintenance

Deferred maintenance are projects that result from un-funded or delayed planned maintenance. These types of projects will include both the normal planned maintenance activity, as well as the restoration necessary by deterioration of the facility.

D. University Boiler Operation

1. Central Boiler Plant

The Boiler plant was commissioned in 1938. It contains four boilers that provide steam to 99% of the campus. The boiler plant currently has a total rated steam generating capacity of 85,300 pounds of steam per hour and a peak load demand of approximately 39,000 pounds of steam per hour. The current average maximum load demand is approximately 24,000 pounds of steam per hour during the heating season.

Rated capacities are as follows:

Unit 1: 40,000 pounds per hour,
Unit 4: 16,000 pounds per hour,
Unit 5: 8,600 pounds per hour,
Unit 6: 20,700 pounds per hour,

Note: Operational experience reveals Unit 4 is capable of attaining only 72% of its rated capacity.

Fuel sources are as follows:
Unit 1: #6 fuel oil,
Unit 4: #6 fuel oil,
Unit 5: #2 fuel oil
Unit 6: Dual-fuel using sawdust and capable of being permitted for #6 fuel oil.

Sawdust is stored in an adjacent shed. A conveyor system transports the sawdust from the shed to the boilers. Buried in Barlow field adjacent to the plant are three underground storage tanks. There are two 22,000-gallon tanks for #6 fuel oil and one 12,000-gallon tank for #2 fuel oil. These tanks were installed in 1998: During the heating season, Units 6 and 4 are the primary sources of steam. This combination is used because the sawdust unit is more economical to operate but cannot generate sufficient steam to meet peak demand. Therefore Unit 4 is used in conjunction with Unit 6. Unit 1 is the reserve unit during the heating season. This unit is sized to create sufficient steam to meet demands without using 6 and 4 but not as cost efficient. During the summer season, we operate Unit 6 alone to meet the reduced demand for steam.

2. Library Boiler

The library boiler was commissioned in 1990. The rated capacity is 2,000 pounds per hour. The fuel source is #2 Fuel Oil that is stored in a 10,000 gallon underground storage tank next to the library. The boiler is only used in emergencies.

3. Fuel Management Operation

Longwood University manages its own sawdust operation. The University owns a Kenworth tractor trailer and three (3) walking bed trailers. Sawdust is purchased from local saw mills and hauled to an outdoor stockpile site. Sawdust is then hauled to the boiler plant on an as needed basis.

4. Distribution System

The University's steam distribution system is made up of 6,804 linear feet of direct buried lines and 12,909 linear feet of lines in tunnels.

5. The Boiler Plant Operation is managed by a private contractor and staffed by classified state employees.

IV. STATEMENT OF NEEDS

Longwood University requires a Contractor to provide a qualified, experienced manager for the Longwood University Facilities Operations Department. The department is responsible for all routine/demand maintenance, planned/scheduled maintenance, and preventative maintenance for University facilities, as well as other services. The manager will manage all Longwood University personnel and activities of the department. Longwood University requires a Contractor to provide a qualified, experienced staff to manage the Department of Utilities and Energy Management, operate the Longwood University Boiler Plant, maintain the University's heating and cooling systems, and ensure compliance with all applicable regulations and standards.
distribution systems, monitor and maintain the University’s heating and cooling control systems, as well as manage Longwood University’s HVAC maintenance personnel.

A. Longwood has the reasonable expectation that the Contractor shall provide staff with adequate management, technical and interpersonal skills including good judgment to support the required functions. In the event that Contractor staff do not perform assigned duties satisfactorily, the Contractor is responsible for replacing the staff member(s) within thirty (30) days upon receipt of a written notification from the Longwood Contract Administrator.

B. Longwood requires a designated contact with decision making authority located in the corporate office.

C. Corporate personnel directly responsible for the management of the contract and contract manager shall have significant experience and knowledge in facilities maintenance operations and a good working knowledge of steam producing heating plant operations.

Department Management

A. The Contractor shall furnish a full-time on-site manager with demonstrated experience necessary to successfully manage Longwood’s facilities operations department, including the Department of Utilities and Energy Management. The manager will plan, organize, coordinate and manage the University’s facilities maintenance operations and activities. The individual will assign, schedule and deploy staff to ensure adequate coverage; train, supervise and evaluate journey-level maintenance staff; assist with the preparation and administration of assigned budgets; as well as ensure compliance with University policies and applicable state and federal regulations related to facilities maintenance projects and activities.

Specifically, the manager shall have knowledge and experience in the following areas:

- 10 years of increasingly responsible experience in facilities maintenance, construction, or a closely-related field including at least 5 years of experience in a supervisory capacity.
- Bachelor’s degree from an accredited college or university with major course work in mechanical engineering or a closely related field.
- Knowledge of materials, methods, practices, machinery and equipment used for major facilities projects, construction, facilities maintenance, as well as electrical, plumbing, HVAC and swimming pool maintenance activities.
- Knowledge of building trades and Virginia construction codes; occupational hazards and OSHA safety standards; principles and practices of construction plan and specification preparation; budget preparation and administration.
- Computer proficiency in Microsoft Office Suite, including database management, spreadsheet, word processing and specialized software.
- Excellent planning, budgeting and organizational skills
- Ability to develop clear, concise policies, procedures and guidelines.

B. The Contractor shall manage all University personnel according to all Commonwealth of Virginia and Longwood University policies and procedures.

C. The Contractor shall develop and maintain policies and procedures to ensure on-time, on-budget, high quality facilities maintenance, as well as compliance with all Commonwealth of Virginia capital project requirements.

D. The Contractor shall develop a scheduled maintenance program for all facilities that provides for the necessary planned maintenance of University facilities to avoid future deferred maintenance and to maintain the facilities in good operating order.
E. The Contractor shall develop a preventative maintenance program for the regular maintenance of all University mechanical systems.

F. The Contractor shall develop a facilities audit program for the periodic and continuous review of the condition of all facilities and to identify deficiencies and require maintenance projects.

G. The Contractor shall review all Facilities Operations Policies and Procedures and update them as required.

H. The Contractor shall work with the University’s Health and Safety Officer to develop and implement a departmental safety program to include but not be limited to toolbox talks, as well as routine and regular training.

I. The Contractor shall develop a training and certification program for all University and contract employees in order to ensure they are qualified to perform their duties.

J. The Contractor shall develop and implement a standard method for status reports.

K. The Contractor shall be responsible for establishing and maintaining close working relationships with the Longwood Contract Administrator and University Management Personnel.

Department Operations

A. The Contractor shall be responsible for establishing and maintaining close working relationships with the other Longwood University departments. It is expected that the Utilities and Energy Management Department will operate as an integral operating department of the University.

B. The Contractor shall be responsible for establishing and maintaining close working relationships with the Longwood Contract Administrator and upper level Facilities Management personnel. Longwood desires a designated contact with decision making authority located in the corporate office.

C. The Contractor shall work closely with the Longwood Department of Capital Planning and Construction on developing and reviewing all plans for new construction, renovation and repair of facilities.

D. The Contractor shall reimburse the University for Contractor personnel vacancies of a contract total exceeding fourteen (14) days per year. Any required reconciliation for overpayment must occur on a quarterly basis.

E. Longwood will provide the following for the use of Contractor personnel:
   - Operating Budget
   - Equipment, parts & tools for maintenance of the systems.
   - Existing office space at the Longwood Boiler Plant including the furniture and computers already installed.
   - Existing shop space for the HVAC department.
   - Parking adjacent to the Boiler Plant.
   - University owned and maintained trucks assigned to the department to be used for work related to the plant.
   - Existing office space at the Longwood University physical plant facility including the furniture and computers already installed.

Boiler Plant Operations Center

The University Boiler Plant operations center will also serve as the University operations center for monitoring and management of HVAC systems. The Contractor shall be responsible for the management of the University provided Energy Management/Building Management systems. Operators in the center will monitor and manage the boiler systems, as well as HVAC systems. It is the desire of the University to expand the monitoring capability for both electricity and water consumption across the campus.
Fuel Management

The Contractor shall manage the complete fuel chain operation for wood fuels as well as managing the procurement of fossil fuels. The fuel management operation will include the purchase, hauling and stockpiling of wood fuels. Longwood University will supply all trucks, fuel handling equipment and stockpile areas required for the operation.

Distribution Systems

The Contractor shall perform demand and preventative maintenance on the University’s heating and cooling distribution systems. Additionally, the Contractor shall analyze the distribution systems and make recommendations to the University regarding deferred maintenance, enhancement and expansion activities. The Contractor shall provide sufficient qualified personnel to perform this function.

University Heating, Ventilation and Air Conditioning (HVAC) Systems

The Contractor shall manage the demand and preventative maintenance for the University’s HVAC systems, including all building mechanical rooms. Additionally, the Contractor shall analyze the HVAC systems and make recommendations to the University regarding deferred maintenance, enhancement and expansion activities. The University’s HVAC shop and personnel will be assigned to the Contractor.

Energy Management and Savings Programs and Proposals

The Contractor shall analyze University facilities, systems and data to develop recommendations for energy management programs and proposals. It will be the responsibility of the Contractor to implement all feasible energy savings programs possible with existing resources.

Utilities and Energy Management Personnel

A. The Contractor shall furnish a full-time on-site manager with demonstrated experience necessary to successfully operate and maintain the Longwood Boiler Plant Operation, as well as the Longwood University Department of Utilities and Energy Management. The manager shall have direct, successful experience operating multiple solid fuel/oil fired boilers with capacities and in plants of equal or greater size than the boiler plant at Longwood. Specifically, the manager shall have knowledge and experience in the following areas:

- Environmental Protection Agency (EPA), Department of Environmental Quality (DEQ) and Title V regulations and permitting requirements.
- Operation and maintenance of solid and fossil fuel steam generating boiler systems of a size equal to or greater than the Longwood Boiler Plant.
- Safety standards and programs.
- Steam distribution system management and repair.
- Budget administration of $1,000,000 or more per year.
- Automated control and equipment monitoring systems.
- Personnel management to include staffing, training, evaluation, discipline, and scheduling.
- Mechanical and electrical systems maintenance of steam plants equal to or larger than the Longwood Boiler Plant, incorporating a computer based maintenance program.
- PC based energy and boiler management systems.
- Mechanical and electrical engineering concepts and practices sufficient to successfully maintain and improve the operating efficiencies of the plant.

B. Contractor shall furnish a sufficient number of full-time control operators to maintain a twenty-four (24) hour-a-day, seven (7) day-a-week operation with demonstrated knowledge and skills in the following areas:
• High school graduate or GED.
• Must be able to understand and carry out detailed instructions and perform routine duties without supervision and have knowledge in the operation and maintenance of steam boiler/chilled water plant equipment and instrumentation.
• Must have completed training in power plant fundamentals with a working knowledge of combustion, heat/chilled water power engineering, generation and use of steam/chilled water, elementary applied electricity and related subjects.
• Must have correctable good eyesight and hearing.
• Must be able to work in inclement weather, shovel, climb ladders, steps and scaffolds, bend, kneel, stand, work in confined spaces and physically capable of handling heavy work (lift 30 lbs).
• Must be willing and able to work overtime, rotating shifts, holidays and weekends.
• Must present a good image of the Company when dealing with visitors, customers and vendors.
• Must be totally proficient as an Auxiliary Operator and must be able to pass written and hands-on test for Control Operator position.
• Must be able to communicate with others, read and write, know common weights and measures and have basic arithmetic skills (read scales and ruler and make practical calculations involving fractions and decimals).
• Must be able to react quickly, think clearly, make decisions and remain calm in emergency situations.
• Must possess valid State of Virginia Drivers License, have clean driving record and be able to drive vehicles with a manual transmission.

C. Contractor shall furnish a sufficient number of full-time auxiliary operators to maintain a twenty-four (24) hour a day, seven (7) day a week operation with demonstrated knowledge and skills in the following areas:

• High school graduate or GED.
• 1-1/2 years plant experience (or equivalent outside on-the job experience) including a practical knowledge of the functions, operation and care of plant equipment.
• Must have completed training in power plant fundamentals with a working knowledge of combustion, heat/chilled water power engineering, generation and use of steam/chilled water, elementary applied electricity and related subjects.
• Must be able to work in inclement weather, shovel, climb ladders, steps and scaffolds, bend, kneel, stand, work in confined spaces and physically capable of handling heavy work (lift 30 lbs).
• Must have correctable good eyesight and hearing.
• Working knowledge of maintenance and repair procedures/practices required in the steam/chilled water sections of the plant.
• Must be willing and able to work overtime, rotating shifts, holidays and weekends.
• Must be able to pass written and hands-on test for the position.
• Must be able to communicate with others, and have basic arithmetic skills (and read scales and ruler and make practical calculations involving fractions and decimals).
• Must be able to react quickly, think clearly, make decisions and remain calm in emergency situations.
• Must present a good image of the Company when dealing with visitors, customers and vendors.
• Must possess valid State of Virginia Drivers License, have clean driving record, be able to drive vehicles with a manual transmission.

D. Contractor shall furnish a sufficient number of steam pipe fitters or mechanics to maintain the steam distribution and condensate return system with demonstrated knowledge and skills in the following areas:
• Knowledge of industrial maintenance and construction of high-pressure/low/pressure boiler operations, steam distribution, and condensate return systems.
• Must be able to communicate with operators, maintenance personnel and customers.
• Must be able to diagnose steam, hot water, air, fuel and mechanical problems and repair in a timely manner.
• Appropriate experience including participation in a pipe fitting or steam fitting apprenticeship program or combined education, military experience repairing steam systems preferred. Boiler operating experience will not be considered equivalent to repair experience. The ability to obtain a Master’s or Journeyman’s card, as appropriate within twelve months of employment preferred.
• Virginia Drivers license required.
• Experience in University, Central Boiler Plant, Power Plant or Central District Heating System preferred.
• Knowledge of EPA air regulations, ASME piping and pressure vessel codes desirable but not required.

E. Contractor shall furnish a sufficient number of fuel management staff to maintain a twenty-four (24) hour a day, seven (7) day a week operation with demonstrated knowledge and skills in the following areas:

• Operation of Heavy Equipment, such as Track hoes and Front-end Loaders.
• Operation of tractor trailers.
• Must have a valid Virginia Commercial Drivers License and a positive driving record.

F. University personnel currently assigned to the Heating Plant will be assigned to work in the department. The Contractor shall manage all University personnel according to all Longwood University and Commonwealth of Virginia policies and procedures.

G. All contract personnel shall be subject to random alcohol and drug testing, at the request of the Longwood University Contract Administrator.

Training

A. The Contractor shall provide safety training for all employees assigned to the department to ensure compliance with all OSHA standards. Training shall include, at a minimum, confined space entry, lock out/tag out, and the use of plant safety equipment.

B. The Contractor shall train all employees assigned to the Longwood Boiler Plant to ensure that they are qualified to operate and maintain each system within the plant.

Utilities and Energy Management Policies, Procedures, Records, Standards & Reports

A. The Contractor shall develop and maintain standard operating procedures to ensure safe and efficient operations, maximizing of equipment life, compliance with all environmental permit requirements, as well as state and federal emission standards.

B. The Contractor shall inventory and document all plant equipment and systems within the plant, as well as establish a standard component identification and tagging system.

C. The Contractor shall keep detailed maintenance records, including but not limited to the component serviced, date of service, problem, resolution & cost.

D. The Contractor shall develop and maintain a system of daily shift logs that documents
activity on the shift, problems, fixes, and any other pertinent information as approved by the Longwood Contract Administrator.

E. The Contractor shall develop and maintain a staff scheduling and timekeeping system to record and report staff attendance.

F. The Contractor shall maintain a spare parts inventory for all major plant components.

G. The Contractor shall develop a series of standard reports, including but not limited to fuel consumption, costs and steam production.

H. The Contractor shall be authorized to expend operating funds on behalf of the University. Detailed expenditure records must be kept current and expenditure reports turned into Facilities Administrative Services on a daily basis. The Contractor shall follow all Commonwealth of Virginia and Longwood University procurement policies and procedures.

I. The Contractor shall develop an annual Project Management Plan (PMP) that outlines all strategic, performance, operations and facility improvement goals and objectives for the upcoming contract year. The plan shall also include projected budgetary needs, recommended deferred maintenance needs and capital investment needs. The format of the plan must be approved by the Longwood Contract Administrator.

Utilities and Energy Management Programs

A. The Contractor shall implement and maintain a preventive & scheduled maintenance program that incorporates manufacturers recommended maintenance procedures, vibration analysis, and oil analysis where applicable.

B. The Contractor shall develop and implement a steam distribution system and condensate return program that includes maintenance of steam traps, steam and condensate lines, valve operation, packings and line insulation.

C. The Contractor shall develop and implement an energy management program that incorporates University provided automated energy management systems capable of monitoring and managing campus heating and cooling systems, as well as monitor electrical and water consumption.

D. The Contractor shall develop and implement an energy facilities audit program that provides for periodic review of the operating condition and remaining useful life of all components of the heating and cooling systems. The reviews will be used to generate facilities condition indexes, recommendations to the University for deferred maintenance projects, as well as major repair or renovation projects.

Capital Investment

A. In order to enhance operations and services, the Contractor, at its discretion, may offer to make a capital investment.

B. If the Contractor does propose such capital investment, it shall include a description of any such plan(s), the dollar amount of the investment and the basis of the cost estimates of same.
C. The Contractor agrees that at the end of the contract period, the capital investment will have been fully amortized and shall become the property of the University. Should the University, before the normal termination of the contract, cancel the contract for any reason, the University agrees to repay the Contractor for the amount of the capital investment that was not amortized. The amount of the unamortized payment will be calculated at the same percentage rate as the percentage of the contract period that was cancelled.

D. The Contractor agrees that the extent and nature of any capital investment and scheduling of same shall be mutually agreed upon with the University.

E. After the completion of any such capital investment project, the Contractor shall provide the University with the actual cost of the project and sufficient supporting documentation to justify the actual cost.

V. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS:

A. GENERAL INSTRUCTIONS:

1. **RFP Response**: In order to be considered for selection, offerors shall submit a complete response to this RFP. One (1) original and (4) copies of each proposal shall be submitted to the issuing agency. No other distribution of the proposal shall be made by the offeror. **MARK the original copy with a label and label each of the copies.**

2. **Proposal Preparation**:

   a. 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 the purchasing agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals that are substantially incomplete or lack key information may be rejected by the purchasing agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

   b. 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. Elaborate proposals in the form of brochures or other presentations beyond that necessary to present a complete and effective proposal are not desired.

   c. 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 paragraph number, subletter, 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 subletter should be repeated at the top of the next page. The proposal should contain a table of contents that 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 where the RFP requirements are specifically addressed.

   d. Each copy of the 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. **Label the ORIGINAL and copies on the documents.**

   e. Ownership of all data, materials, and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State 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 Freedom of Information Act, however, the offeror shall invoke the protections of 11-52D of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice shall specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted shall be identified by some distinct method such as highlighting or underlining and shall indicate only the specific words, figures, or paragraphs that constitute trade secret or 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 will result in rejection of the proposal. Any costs incurred by offerors in preparing or submitting offers are the offeror’s sole responsibility; the State of Virginia will not reimburse any offeror for any costs incurred prior to award.

f. As used in this RFP, the terms “must”, “shall”, “should” and “may” identify the criticality of requirements whose absence will have a major negative 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 Offerors’ proposal.

3. Oral Presentation:

Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the agency. This provides an opportunity for the offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The issuing agency will schedule the time and location of these presentations. Oral presentations are an option of the purchasing agency and may or may not be conducted.

4. Site Visits:

At the option of Longwood University, site visits may be conducted with some or all of the firms responding to this RFP.

B. SPECIFIC PROPOSAL INSTRUCTIONS:

Proposals shall be as thorough and detailed as possible so that Longwood University may properly evaluate your capabilities to provide the required goods/services. Offerors are required to submit the following items as a complete proposal:

1. Return the RFP in its entirety and all addenda acknowledgments, if any, signed and filled out as required.

2. Offeror Data Sheet, included as an attachment to the RFP, and other specific items or data requested in the RFP.

3. Offerors shall provide a written narrative statement to include:
   a. Description of the firm's qualifications and experience providing facilities maintenance and central plant management services during the last three (3) years. Information provided shall include, but is not limited to, similar accounts, types of facilities managed, and the scope of the services. Please include reference contact information with the name, address and current phone number.
   b. Provide the qualifications and experience for the individual proposed as the
corporate liaison. Include a current resume and any applicable professional certifications.

c. Provide the qualifications and experience for the individual proposed as the department manager. Include a current resume and any applicable professional certifications.

d. Specific plans and approach for providing the proposed services as specified in the Statement of Needs including:

1. Describe philosophy and approaches to facilities maintenance management.
2. Describe approaches for project management including, but not limited to scope, time, cost, quality, human resource, communications, risk and procurement.
3. Describe approaches to preventative and scheduled maintenance.
4. Describe your firm's approach to development and implementation of the Facilities Audit Program.
5. Describe approaches to development of annual and long-range operating budgets.
6. Describe approaches to project cost estimating.
7. Describe approaches to organization/department management.
8. Include an implementation and action plan, indicating how long after the award of a contract your firm can begin to provide the required services, a proposed task list and timeline to develop the various programs as defined in the Statement of Needs, as well as the responsible parties and corporate resources to be applied to the tasks.
9. Describe plans to establish and maintain close working relationships with the Longwood Contract Administrator, University management personnel, as well as other University departments.
10. Describe plans to operate and maintain the Longwood Department of Utilities and Energy Management to ensure successful operation. The plans should include approaches for all aspects of the operation including, but not limited to: Management, Maintenance & Operation of:
   - University Boiler Operations
     - Central Boiler plant
     - Library Boiler
     - Fuel Management Operation
     - Distribution System
   - Heating Ventilation and Air Conditioning (HVAC) Control Systems

   Measurement, Monitoring, Analysis and Reporting of:
   - Electrical Utilization
   - Water Consumption

   Development of Energy Management and Savings Programs and Proposals

11. Elaborate on any efficiencies gained by your firm's approach or any strategies for cost savings.
12. Describe and provide samples of standard operating procedures to ensure compliance with all environmental permit requirements as well as state and federal emission standards.
13. Describe how employees will be trained to operate and maintain each system within the plant.
14. Describe plans to maintain a current inventory on all plant equipment and systems as well as a spare parts inventory.

15. Describe the proposed preventive and scheduled maintenance program.

16. Describe your firm's approach to development and implementation of the steam distribution and condensate return program.

17. Describe your firm's approach to development and implementation of the Energy Management Program.

18. Describe how employees assigned to the department will be trained to ensure compliance with all OSHA standards.

19. Proposed energy or cost savings programs to be implemented with the contract.

20. Detail the manner in which vendor intends to utilize resources or workers located outside of the United States, and the State of Virginia will evaluate the additional risks, costs and other factors associated with such utilization to make the award for this proposal as deemed by the awarding authority to be in the best interest of the State.


22. Propose any portions of the work that might be potentially subcontracted. Clearly indicate what work they plan to subcontract and to whom and that all information required about the prime Contractor is also included for each proposed subcontractor.


4. Specific plans for providing the proposed goods/services including:

   a. A tabular format is required for this proposal. The proposal should be submitted with five (5) tabs as noted below:

   b. Statement of Requirement: State in specific terms your understanding of the requirement presented by the RFP.

   c. Management Summary: Include a narrative description of the proposed effort and a list of services that will be rendered.

   d. Financial Capabilities: Include your latest audited annual financial reports and your latest quarterly reports as acceptable proofs of financial responsibility.

   e. Technical Plan: Describe in narrative form your technical plan for accomplishing the work and the services you will provide. Use the information detailed in Section 3 above, and the vendor’s requirements noted in that Section, as your point of departure. Indicate the availability and back-up availability of hardware (and software, if appropriate), techniques and other capabilities your Firm possesses to perform the required services.

   f. Cost: The information in this section is required to be stated on Section XI. of this RFP. In addition to Section XI, the Offeror may describe alternative pricing arrangements which may be beneficial to the University; however, the University intends to accept a simple, easily audited, pricing method wholly inclusive of all Contractor costs, including start-up costs.

5. COMMUNICATIONS:

Informal Communications:

Between the University and the Firm regarding this Request for Proposal from the date of receipt of this RFP by each Firm until a binding contractual agreement exists with the Selected Firm and all other Firms have been notified, informal communications regarding
this procurement will cease. Informal communications will include, but not limited to:

1. Requests from the Firm to any department at the University, with the exception of Materiel Management, for information, comment, speculation, etc.

2. Request from any department at the University or any employee of the University, with the exception of Materiel Management, for information, comment, speculation, etc.

Formal Communications:

1. From the date of receipt of this RFP by each Firm until a binding contractual agreement exists with the Selected Firm and all other Firms have been notified or when the University rejects all proposals, all communications between the University will be formal or as provided for in this RFP, or as requested by Materiel Management. Formal Communications will include, but not limited to:

   a. Proposal Conference
   b. Oral Presentation
   c. Site visits, interviews, etc.

Any failure to adhere to these provisions set force in Informal communication and the Formal Communications sections above may result in the rejection of any Firms’s proposal or cancellation of this RFP.

   a. Longwood University will not reimburse any Firm that responds to the RFP any expenses incurred in preparing responses to this RFP.

VI. EVALUATION AND AWARD CRITERIA

A. EVALUATION CRITERIA: “Proposals will be evaluated by Longwood University using the following criteria”:

1. a. Understanding of Requirements of RFP - Operation and maintenance of central plant facilities. Solid fuel boilers and fuel handling systems, as well as solid fuel storage and management. Preference will be given to experience in managing wood fired boilers. Capital program management of central heating/cooling plants & distribution systems.

   b. Offerors Qualifications – quality controls to ensure a high-quality service. Qualifications and experience of proposed onsite and corporate management personnel.

   c. Soundness of Approach – techniques for providing the services requested and ability to deliver services on schedule.

   d. Implementation and operation of automated monitoring and control systems.

EVALUATION AND AWARD CRITERIA: Proposals shall be evaluated by Longwood University using the following criteria.

A. The evaluation process consists of two phases – analysis and evaluation.

1. Analysis: During the analysis phase, proposals are reviewed by the Selection Committee to certify that proposals address all the requirements of the RFP, and to prepare technical and financial analysis papers to document the adequacy of the proposals.
Once the qualified Offerors have been determined, the Evaluation Committee may ask individual Offerors to meet with the Committee to clarify specific matters presented in their proposals. These discussions may include such things as how costs were determined, implementation plan, cost/benefit analysis of proposal, implementation timing, price negotiation or other pertinent information. The Evaluation Committee will use information gained during these discussions and information presented in the proposal to identify responsive proposals.

2. **Evaluation:** The evaluation involves the rating of each responsive proposal on various evaluation criteria, multiplying each rating by a weighting factor, and summing the weighted factors to determine a cumulative score. It should be emphasized that the evaluation will not be based solely on the criterion of the lowest price, but will be based both on price and the Offeror’s ability to perform the desired service in a responsible manner using high-quality standards.

The selected Offeror will be required to assume responsibility for all services offered in their proposal, whether or not they produce them. Further, Longwood University will consider the selected Offeror to be the sole point of contact with regard to contractual matters.

**B. EVALUATION CRITERIA:**

<table>
<thead>
<tr>
<th>FOR SERVICES</th>
<th>POINT VALUE</th>
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<tbody>
<tr>
<td>1. Understanding the Requirements:</td>
<td>20</td>
</tr>
<tr>
<td>This refers to the Offeror’s understanding of the University’s needs that generated the RFP, of the University’s objectives in asking for the services, and of the nature and scope of work involved.</td>
<td></td>
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<tr>
<td>2. Offeror’s Qualifications:</td>
<td>40</td>
</tr>
<tr>
<td>This criterion includes the ability of the Offeror to meet the terms of the RFP, the quality controls in place to ensure a high-quality service, the breadth and qualifications of corporate technical and engineering resources, the qualifications and expertise of personnel available to directly support the contract and any special processes which the Offeror feels may increase his/her ability to perform the contract.</td>
<td></td>
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<tr>
<td>3. Soundness of Approach:</td>
<td>30</td>
</tr>
<tr>
<td>Emphasis here is on the techniques for providing the services requested, and on the Offeror’s capability to deliver the desired services on schedule.</td>
<td></td>
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<tr>
<td>4. Implementation approach:</td>
<td>10</td>
</tr>
<tr>
<td>Include offered approach for training and other implementation assistance; implementation plan; scheduling and timing for completion of implementations; team qualifications, skills, and experiences; performance history (including References)</td>
<td></td>
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</tbody>
</table>

**TOTAL** 100
C. AWARD OF CONTRACT:

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror, which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (Code of Virginia, 11-65D). Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor’s proposal as negotiated.

VII. OPTIONAL PRE-PROPOSAL CONFERENCE:

An optional pre-proposal conference will be held on 2:00 p.m. July 19, 2006 at the Facilities Management Conference Room, Bristow Building. The purpose of this conference is to allow potential Offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

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. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

Bring your copy of the solicitation with you to the conference.

Any changes resulting from this conference will be issued in a written addendum to the solicitation. If special ADA accommodations are needed, please contact James Simpson at 434.395.2093 by 12:00 noon on July 18, 2006.
VIII. GENERAL TERMS AND CONDITIONS:

A. **VENDORS MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any changes or revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors Manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at [www.dgs.state.va.us/dps](http://www.dgs.state.va.us/dps) under “Manuals.”

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 agency and the contractor are encouraged to resolve any issues in controversy arising from the award of the contract or any contractual dispute using Alternative Dispute Resolution (ADR) procedures (*Code of Virginia*, § 2.2-4366). ADR procedures are described in Chapter 9 of the *Vendors Manual*. 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* (VPPA). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

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**

1. **(For Invitation For Bids):** Failure to submit a bid on the official state form provided for that purpose shall be a cause for rejection of the bid. Modification of or additions to any portion of the Invitation for 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:**

1. **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, § 2.2-4363).

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.

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

K.  **PRECEDENCE OF TERMS:** The following General Terms and Conditions VENDORS MANUAL, APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN PUBLIC CONTRACTING, IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT 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 and Conditions shall apply.

L.  **QUALIFICATIONS OF (BIDDERS/OFFERORS):** The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the (bidder/offeror) to perform the services/furnish the goods and the (bidder/offeror) shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect (bidder’s/offeror’s) physical facilities prior to award to satisfy questions regarding the (bidder’s/offeror’s) capabilities. The Commonwealth further reserves the right to reject any (bid/proposal) if the evidence submitted by, or investigations of, such (bidder/offeror) fails to satisfy the Commonwealth that such (bidder/offeror) is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

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.

O. **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/offerees) 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/offereor) 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 coverage 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 coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGE AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. Workers’ Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers’ compensation requirements under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.

2. Employer’s Liability - $100,000.

3. Commercial General Liability - $1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.

4. Automobile Liability - $1,000,000 per occurrence. (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:

<table>
<thead>
<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>
</tr>
<tr>
<td>Asbestos Design, Inspection or Abatement Contractors</td>
<td>$1,000,000 per occurrence, $3,000,000 aggregate</td>
</tr>
</tbody>
</table>

Health Care Practitioner (to include Dentists, Licensed Dental Hygienists, Optometrists, Registered or Licensed Practical Nurses, Pharmacists, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical Therapist Assistants, Clinical Psychologists, Clinical Social Workers, Professional Counselors, Hospitals, or Health Maintenance Organizations.) $1,800,000 per occurrence, $3,000,000 aggregate

(Limits increase each July 1 through fiscal year 2008, as follows: 25
July 1, 2005 - $1,800,000, July 1, 2006 - $1,850,000, July 1, 2007 - $1,925,000, July 1, 2008 - $2,000,000. This complies with §8.01-581.15 of the Code of Virginia.

Insurance/Risk Management $1,000,000 per occurrence, $3,000,000 aggregate
Landscape/Architecture $1,000,000 per occurrence, $1,000,000 aggregate
Legal $1,000,000 per occurrence, $5,000,000 aggregate
Professional Engineer $2,000,000 per occurrence, $6,000,000 aggregate
Surveying $1,000,000 per occurrence, $1,000,000 aggregate

U. ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract over $50,000, as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA web site (www.eva.state.va.us) 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, 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, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of 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, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders or offerors must register in eVA; failure to register will result in the bid/proposal being rejected.

a. eVA Basic Vendor Registration Service: $25 Annual Registration Fee plus a Transaction Fee plus the appropriate order Transaction Fee specified below. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, electronic bidding, and the ability to research historical procurement data available in the eVA purchase transaction data warehouse.

b. eVA Premium Vendor Registration Service: $25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. 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.

c. For orders issued prior to August 16, 2006 and after, the Vendor Transaction Fee is:
   1% capped @ max of $500 per order.
d. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:

   (i) DMBE-certified Small Businesses: 1%, capped at $500 per order.
   (ii) Businesses that are not DMBE-certified Small Businesses: 1%, capped at $1,500 per order.
IX. SPECIAL TERMS AND CONDITIONS

1. **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. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

2. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

3. **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 factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror that, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (Code of Virginia, §11-65D). Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor’s proposal as negotiated.

4. **CANCELLATION OF CONTRACT:** The purchasing agency 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. **MINORITY/WOMEN OWNED BUSINESSES SUBCONTRACTING AND REPORTING:** Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such business to minority and/or women-owned businesses. Names of firms may be available from the buyer and/or from the Division of Purchases and Supply. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office the following information: name of firm, phone number, total dollar amount subcontracted and type of product/service provided.

6. **IDENTIFICATION OF BID/PROPOSAL ENVELOPE:** If a special label is not furnished, the signed bid/proposal should be returned in a separate envelope or package, sealed and identified as follows:

   **From:**

   Name of Offeror: ____________________________

   Due Date: ____________________________

   Time: ____________________________

   Street or Box Number: ____________________________

   IFB No./RFP No.: ____________________________

   City, State, Zip Code: ____________________________

   IFB/RFP Title: ____________________________

   Name of Contract/Purchase Officer or Buyer: ____________________________

   The envelope should be addressed as directed on the label or Page 1 of the solicitation.

   If a bid/proposal is not contained in a sealed envelope with the label or properly addressed, the offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the bid or proposal to be disqualified. Bids/proposals may be hand delivered to the designated location in the office issuing the solicitation. Nor other correspondence or other bids/proposals should be placed in the envelope.
7. **RENEWAL OF CONTRACT:** This contract is for **one year with the option of four consecutive one-year renewals.** This contract may be renewed by the Commonwealth for three successive one year periods under the terms and conditions of the original contract except as stated in 1. And 2. Below. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth’s intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.

   1. If the Commonwealth elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased/decreased by no more than the percentage increase/decrease of the “SERVICES” category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

   2. If during the first one-year renewal the Commonwealth elects to exercise the option to renew the contract for the second additional one-year period, the contract price(s) for the second additional one-year period shall not exceed the contract price(s) of the first one-year renewal period increased/decreased by no more than the percentage increase/decrease of the “SERVICES” category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.


8. **METHOD OF PAYMENT:** Contractor shall reference contract number 214-06-Facilities Management Services on all invoices. Invoices shall be submitted to Longwood University, Facilities Management Department, Farmville, VA 23909.

9. **LATE PROPOSALS:** To be considered for selection proposals shall be received in the issuing office by the designated date and hour. The official time used in the receipt of proposals is that time on the automatic time stamp machine in the issuing office. Proposals received in the issuing office after the date and hour designated are automatically disqualified and will not be considered. The University is not responsible for delays in the delivery of mail by the U. S. Postal Service, private couriers, or the intraUniversity mail system. It is the sole responsibility of the Offeror to insure that its proposal reaches the issuing office by the designated date and hour.

10. **OWNERSHIP OF MATERIAL:** Ownership of all data, material and documentation originated and prepared for Longwood University pursuant to the RFP shall belong exclusively to Longwood University and be subject to public inspection in accordance with the Virginia Freedom of Information Act; however, the Offeror shall invoke the protection of this section prior to or upon submission of the data or other materials, and shall identify the data or other materials to be protected and state the reasons why protection is necessary. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

11. **MODIFICATION OF CONTRACT:** No contract may be renewed or extended unless provided for in the original contract. No additional consideration may be paid to the contractor because of renewal or extension unless specifically authorized under the original contract. No fixed-priced contract may be increased by more than 25% of the original amount of the contract or $10,000, whichever is greater, without the advance written approval of the Governor or his designee.

12. **CONTRACT COORDINATOR:** After award, all coordination for services required shall be with the Longwood University Contract Administrator. The successful Firm shall designate, in writing, a contact person, preferable one of the Firm’s principals, and all coordination between Longwood University and the successful Firm shall be the responsibility of the two respective coordinators.

13. Proposals will be available for public inspection after the award announcement, except to the extent that a proposer designates trade secrets or other proprietary data to be confidential. Material designated as confidential must be readily separable from the remainder of the proposal to facilitate public inspection of the nonconfidential portion of the proposal. A proposer’s designation of material as confidential will not necessarily be conclusive, and the proposer may be required to provide justification why such material should not be disclosed on request. An entire proposal may not be declared confidential.
14. **RELEASE OF INFORMATION (CONFIDENTIALITY):** In submitting its proposal the offeror agrees not to discuss or otherwise reveal the contents of the proposal to any source outside of the using or issuing agency, until after the award of the contract. Offerors not in compliance with this provision may be disqualified, at the option of the State, from contract award. Only discussions authorized by Longwood University are exempt from this provision.

15. **eVA BUSINESS-TO-GOVERNMENT CONTRACTS AND ORDERS:** The solicitation/contract will result in purchase order(s) with the eVA transaction fee specified below assessed for each order.

   a. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of $500.00 per order.

   b. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:

      (i) DMBE-certified Small Businesses: 1%, Capped at $500 per order.
      (ii) Businesses that are not DMBE-certified Small Businesses: 1%, Capped at $1,500 per order.

   The eVA transaction fee will be assessed approximately 30 days after each purchase order is issued. Any adjustments (increases/decreases) will be handled through eVA change orders.

   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.

   Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following:

   If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from [www.eVA.virginia.gov](http://www.eVA.virginia.gov). Contractors should email Catalog or Index Page information to eVA-catalog-manager@dgs.virginia.gov.

15. **TIME FOR ACCEPTANCE:** Each proposal shall state that it is a firm offer which may be accepted within a period of at least 60 days. Although the contract is expected to be awarded prior to that time, the day period is requested to allow for unforeseen delays.

16. **TITLES:** Titles and headings in this RFP and any subsequent contract are for convenience only and shall have no binding force or effect.

17. **EXAMINATION OF CONDITIONS:** It shall be understood and mutually agreed that by submitting a proposal, the Offeror acknowledges that it has carefully examined all pertinent documents pertaining to the work, the general location, and has satisfied itself as to the nature of the work; condition of existing buildings and their accessory structures; conformation of the ground; character, quality and quantity of the materials to be encountered; general and local conditions, construction hazards and all other matters which can in any way affect the work under the contract. It is further mutually agreed that by submitting a proposal the Offeror acknowledges that it has satisfied itself as to the feasibility and meaning of these specifications and any associated documents relative to the work and that it accepts all the terms, conditions and stipulations contained therein; and that it is prepared to work in cooperation with other Contractors or University employees performing work at any of the sites.
X. **OFFEROR DATA SHEET**

**TO BE COMPLETED BY VENDOR:**

1. **QUALIFICATION OF OFFERORS:** The Offeror shall have the capability and capacity in all respects to fully satisfy all of the contractual requirements.

2. **YEARS IN BUSINESS:** Indicate the length of time you have been in business providing this type of service:
   
   ___________ Years

3. **REFERENCES:** Indicate below a listing of at least four (4) recent references for whom you have provided this type of service. Include the date service was furnished and the name, address and telephone number of the person the Agency has your permission to contact.

<table>
<thead>
<tr>
<th>Client Name</th>
<th>Address</th>
<th>Phone Number</th>
<th>Fax Number</th>
<th>Date of Service</th>
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XI. PRICING SCHEDULE

The Cost Proposal shall be submitted with detail cost information to include the following:

Personnel costs- complete page 33 for each position.
Travel and Subsistence Expenses
Subcontractor Costs (if any)
Other costs (e.g., office expenses)
TOTAL COST: A total not to exceed cost representing the maximum amount for all work to be performed must be clearly indicated under this heading.

Furnish Facilities Management Operation for Longwood University per Statement of Needs:

Initial start-up and implementation charges $_______________
Year 1 $_______________
Year 2 $_______________
Year 3 $_______________
Year 4 $_______________
Year 5 $_______________

Furnish Facilities Management Services – Boiler Plant Operations for Longwood University per Statement of Needs:

Initial start-up and implementation charges $_______________
Year 1 $_______________
Year 2 $_______________
Year 3 $_______________
Year 4 $_______________
Year 5 $_______________

Total for Facilities Management Services (Plant and Boiler) $_______________

ANNUAL ESTIMATED PERCENT ESCALATION OF MANAGEMENT FEE: ________ %. THIS INCREASE WILL BE NEGOTIATED EACH YEAR BASED IN PART ON THE CPI INDEX.
Provide Title and Salary information on all of the proposers employees who will be assigned to this contract full or part-time.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Direct Salary</th>
<th>Medical</th>
<th>Dental</th>
<th>Vision</th>
<th>Life Insurance</th>
<th>Pension Plan</th>
<th>Total Annual Salary and Benefits</th>
</tr>
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</table>

Duplicate this sheet as needed to provide information on all employee positions employed by the proposer assigned to the contract.

Total Number staff to be billed against the contract both full and part time:

Total Staffing Costs of full and part time (including Benefits listed):
XII. **INSTRUCTIONS TO OFFERORS:**

In order to validate a proposal, the following Sections of this Request for Proposal shall be completed by the offeror and returned to Longwood University.

A. The complete number of copies of the Request For Proposals requested, completed and signed.

B. Offeror Data Sheet shall be completed.

C. If there are any questions or clarifications of any aspect of this RFP, please fax the request to Materiel Management Office; fax number 434-395-2246 on the form attached. Phone calls will not be accepted.

Proposals shall be clearly marked on the outside of the packaging according to the instructions in the Special Terms and Conditions, #6.
XIII. PRE-PROPOSAL QUESTION FORM

Project: Facilities Management Services
Longwood University
Farmville, Virginia 23909

Attn: Jane Crawley, CPPB, VCO
Buyer
217 Bristow Building
Longwood University
Ph. (434) 395-2094 Fax (434) 395-2246

The following questions are against RFP #214-06-Facilities Management Services

<table>
<thead>
<tr>
<th>Section, Page, Line(s)</th>
<th>Question</th>
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All questions shall be received by 12:00 noon July 17, 2006. All responses to questions will be made by an Addendum.

Question(s) submitted by:

Name

Company

Phone# ______________________ Fax# _______________________
Before returning your proposal, please insure the following are included:

- Entire proposal package
- Envelope labeled as required
- Cover page signed and dated
- Reference Data Sheet completed
- Any additional or special requirements included
- Signature and return of any applicable addenda, if issued
**SWAM (Small, Women, and Minority-owned Businesses) Utilization**

Company Name: ____________________ Preparer Name_________________ Date:________________

Is your firm a **Small Business Enterprise** certified by the Department of Minority Business Enterprise?    Yes____
No____
If yes, certification number:_____________  Certification date:_______________

Is your firm a **Woman-owned Business Enterprise** certified by the Department of Minority Business Enterprise?  
Yes__________      No____________
If yes, certification number:_______________ Certification date:_________________

Is your firm a **Minority-owned Business Enterprise** certified by the Department of Minority Business Enterprise?  
Yes_______      No______
If yes, certification number:_______________ Certification date:_______________

**Instructions:** Use the following form to report SWAM usage for the monthly report to Longwood University. This report shall be submitted to Mr. James E. Simpson, VCO, CPPB, Materiel Management Department, Longwood University, Bristow Building, Corner Main & Redford Streets, Farmville, Virginia 23909 at the beginning of each month for the previous month of the contract. A monthly report shall be submitted each month of the contract.

All small, women, and minority owned businesses must be certified by the Commonwealth of Virginia Department of Minority Business Enterprise (DMBE) to be counted in the SWAM program. Certification applications are available through DMBE at 800-223-0671 in Virginia, 804-789-6585 outside Virginia, or online at [www.dmbe.virginia.gov](http://www.dmbe.virginia.gov) (Customer Service).

<table>
<thead>
<tr>
<th>SWAM Business Name and Address</th>
<th>SWAM Status: Small (S), Women (W), Minority (M) &amp; DMBE Certification # and date</th>
<th>Contact Person, Telephone and email</th>
<th>Type of Goods and/or Services</th>
<th>Contract Involvement</th>
<th>Current Contract Dollar Expenditure Amount</th>
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1. Utilization of SWAM Businesses

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