



Procurement

300 Turner Street NW
North End Center, Ste 2100
Blacksburg, Virginia 24061
P: (540) 231-6221 F: (540) 231-9628
www.procurement.vt.edu

December 18, 2024

Westview Companies Inc
Afton Johnson
PO Box 21
Oilville, VA 23129

Dear Afton,

Subject: Contract Renewal Letter

Virginia Tech Contract #: VTG-1297-2020
Commodity/Service: Wayfinding Signage
Renewal Period: 1/1/25 - 12/31/26
Renewal #: (2 of 4) two-year renewal

In accordance with the renewal provision of the original contract, the university would like to renew the contract for an additional term. Please advise concerning your intention by signing in the appropriate space below. A signed copy of this letter should be received in Procurement by ASAP.

If allowed by the contract, price adjustments must be requested at the time of renewal in accordance with the contract documents. Price adjustments are not automatic or retroactive and are only implemented upon request by the vendor at the time of renewal.

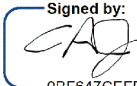
In addition, review the attached form which shows your company information as listed in the university's vendor database. If any of this information has changed, make corrections directly on the form, and return with this letter. It is essential this information be accurate for payments to be processed in a timely manner.

Virginia Tech recommends that our vendors utilize the Wells One AP Control Payment System for payment of all invoices and strongly encourages all vendors under contract with the university to participate in this program. If your firm is not enrolled in the program, refer to our website: <http://www.procurement.vt.edu/Vendor/WellsOne.html> or contact me directly for more information.

Sincerely,

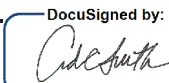
Chad Dalton
Systems and Contracts Lead
(540) 231-9129

Westview Companies Inc **agrees** to renew the contract under the terms and conditions of the subject contract.

Authorized Signature:  _____ Date: 12/18/2024
Name: Afton Johnson _____ Title: President
(please print)

We currently participate in the Wells One Program: X

We would like to participate in the Wells One Program: _____

Approved:  _____
E6B827C6BAF742F...
Associate Director of Procurement –
Capital Construction
Date: 12/19/2024

CONTRACT MODIFICATION AGREEMENT

Date: January 30, 2023

Contract No.: VTG-1297-2020

Modification No.: 2

Issued By: Virginia Polytechnic Institute and State University (Virginia Tech)

Contractor: Westview Companies, Inc

Commodity: Wayfinding Signage

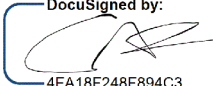
This Supplemental Agreement is entered into pursuant to the provisions of the basic contract.

Description of Modification:

This modification is to change payment terms from net 30 days to net 15 days after invoice and receipt of goods and service.

Except as provided herein, all terms and conditions of Contract Number VTG-1297-2020, as heretofore changed, remain unchanged and in full force and effect.

Contractor

By: 
 (Signature)
 Afton Johnson C. Afton Johnson Pres.
 Name and Title

Virginia Tech

By: 
 (Signature)
 Reed Nagel
 Associate Director for Goods and Services

**Procurement**

300 Turner Street NW
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 Blacksburg, Virginia 24061
 P: (540) 231-6221 F: (540) 231-9628
www.procurement.vt.edu

October 20, 2022

WestView Companies Inc
 Afton Johnson
 PO Box 21
 Oilville, VA 23129

Dear Afton,

Subject: Contract Renewal Letter

Virginia Tech Contract #: VTG-1297-2020
 Commodity/Service: Wayfinding Signage
 Renewal Period: 1/1/23 - 12/31/24
 Renewal #: (1 of 4) two-year renewal

In accordance with the renewal provision of the original contract, the university would like to renew the contract for an additional term. Please advise concerning your intention by signing in the appropriate space below. A signed copy of this letter should be received in Procurement by 10/28/22.

If allowed by the contract, price adjustments must be requested at the time of renewal in accordance with the contract documents. Price adjustments are not automatic or retroactive and are only implemented upon request by the vendor at the time of renewal.

In addition, review the attached form which shows your company information as listed in the university's vendor database. If any of this information has changed, make corrections directly on the form, and return with this letter. It is essential this information be accurate for payments to be processed in a timely manner.

Virginia Tech recommends that our vendors utilize the Wells One AP Control Payment System for payment of all invoices and strongly encourages all vendors under contract with the university to participate in this program. If your firm is not enrolled in the program, refer to our website: <http://www.procurement.vt.edu/Vendor/WellsOne.html> or contact me directly for more information.

Sincerely,

Chad Dalton
 Procurement Contract Support Specialist
 (540) 231-9129

WestView Companies Inc **agrees** to renew the contract under the terms and conditions of the subject contract.

Authorized Signature: _____

Name: _____

DocuSigned by:

 4FA18F248F894C3...
 Afton Johnson
 (please print)

Date: 11/8/2022

Title: C. Afton Johnson Pres.

We currently participate in the Wells One Program: _____

We would like to participate in the Wells One Program: _____

Approved: _____

DocuSigned by:

 5EF51DA320D049B...
 Associate Director for Goods and Services

Date: _____

11/8/2022

CONTRACT MODIFICATION AGREEMENT

Date: March 2, 2022

Contract No.: VTG-1297-2020

Modification No.: 1

Issued By: Virginia Polytechnic Institute and State University (Virginia Tech)

Contractor: Westview Companies, Inc

Commodity: Exterior Wayfinging signage signs installation

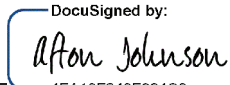
This Supplemental Agreement is entered into pursuant to the provisions of the basic contract.

Description of Modification:

1. To incorporated price changes per attached price schedule
2. Where applicable and agreed to by Virginia Tech, "Trip charges" from the contractor shall be calculated based on the current GSA per diem rates for the area of service at the time of quote. Current rates found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Except as provided herein, all terms and conditions of Contract Number VTG-1297-2020, as heretofore changed, remain unchanged and in full force and effect.

Contractor

By:  _____
(Signature)
Afton Johnson C. Afton Johnson Pres.
Name and Title

Virginia Tech

By:  _____
(Signature)
Reed Nagel
Associate Director for Goods and Services

**Contract VTG-1297-2020 Modification 1
Price Schedule**

PLEASE NOTE THE FOLLOWING:

All labor, material, and equipment required for work associated with concrete, block, Hokie stone, or electrical work shall be completed by the owner. The contractor shall be responsible for providing the sign and any and all anchoring to the substrate. The contractor shall provide all labor, material, and equipment for the concrete work associated with the installation of the signs as referenced in the construction details in the Wayfinding & Signage System Standards Manual - Footer/concrete sign base detail.

EXTERIOR SIGNAGE

(SEE EXTERIOR SIGNAGE STANDARDS FOR EXAMPLES OF SIGNS LISTED HERE)

SIGN TYPE	NOTES	COST PER SIGN
GATEWAY		
CG.1		\$ 15,247.00
CG.2		\$ 13,937.00
BUILDING ID		
DT.1		\$ 18,969.00
B.1		\$ 5,481.00
B.2		\$ 1,922.00
B.2a		\$ 3,083.00
B.3		\$ 1,764.00
B.3a		\$ 3,072.00
B.4		\$ 1,509.00
B.5		\$ 1,489.00
VEHICULAR DIRECTIONAL		
VD.1		\$ 7,362.00
VD.1a		\$ 6,138.00

VD.2		\$	5,080.00
VD.2a	(Shorter option)	\$	4,791.00
VD.3		\$	5,822.00
VD.3a	(Shorter option)	\$	4,931.00
VDIR.4		\$	3,003.00

PARKING

PK.1		\$	4,362.00
PK.2		\$	4,516.00
PK.3		\$	4,391.00
PK.4		\$	4,570.00
PK.4		\$	4,570.00
PS.1		\$	521.00
PS.2	(C/G)	\$	521.00
PS.2a	(C/G-C/P)	\$	521.00
PS.3	(F/S)	\$	521.00
PS.3a	(F/S-CP)	\$	521.00
PS.3a	(F/S-MC)	\$	521.00
PS.3B	(F/S-24)	\$	521.00
PS.4	(P-24)	\$	521.00
PS.4a	(P-15)	\$	521.00
PS.4b	(P-FOOD)	\$	521.00
PS.5	(V)	\$	521.00
PS.5	(V-15)	\$	521.00
PS.6	(S)	\$	521.00
PS.6a	(S-24)	\$	521.00
PS.6b	(S-24-RESERVED)	\$	554.00
PS.7	(VBC)	\$	521.00
PS.7	(VBC-RESERVED)	\$	554.00
PK.6		\$	4,471.00

PK.7	\$	9,846.00
PK.8	\$	29,992.00

PEDESTRIAN

PD.1	\$	779.00
PD.1a	\$	2,488.00
PD.2	\$	647.00
PD.3	\$	1,764.00
BK.1	\$	380.00
BK.2	\$	1,129.00
CM.1	\$	1,661.00
IN.1	\$	1,594.00
BS.1	\$	625.00
CK.1	\$	17,436.00
HC.1	\$	1,134.00
HC.1a	\$	333.00
HC.1b	\$	286.00
HC.2	\$	286.00
HC.3	\$	1,134.00
HC.3a	\$	286.00
HC.4	\$	1,158.00
HC.4a	\$	333.00

PAVILLION

PAVILLION.1	\$	9,549.00
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STREET SIGNS

RG.1	\$	1,366.00
RG.2	\$	1,205.00
ST.2	\$	750.00

ST.3	\$	964.00
ST.1	\$	465.00
BN.1	\$	3,784.00
BN.2	\$	1,120.00

EVENT		
EV.1	\$	1,649
EV.2	\$	1,472
EV.3	\$	908.00

END EXTERIOR SIGNANGE

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: VTG-1297-2020

This contract entered into this 19th day of December 2019 by Westview Companies, Inc hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech."

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide the wayfinding signage and installation services to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From January 1, 2020 through December 31, 2022 with the possibility for four (4) two year renewals.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the Contract Documents.

CONTRACT DOCUMENTS: The Contract Documents shall consist of this signed contract, Request for Proposal (RFP) number 0058177 dated February 27, 2019, together with Addendum Number 1 To RFP dated March 22, 2019 , Addendum Number 2 To RFP dated April 2, 2019 , the proposal submitted by the Contractor dated April 12, 2019 and the Contractor's letter dated December 13, 2019, all of which Contract Documents are incorporated herein.

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

Contractor
By: _____

(Signature)

C. A. TON JOHNSON

Name and Title

PRESIDENT - WESTVIEW COS INC

12/19/19

Virginia Tech
By: _____

Reed Nagel

Interim Assistant Director of Procurement



Request for Proposal # 0058177

For

***Wayfinding Signage and
Turn-Key Signage Installation***

February 27, 2019

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 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.

RFP 0058177
GENERAL INFORMATION FORM

QUESTIONS: All inquiries for information regarding this solicitation should be directed to: Mary Seyler, CPPB, CUPO, Contracts Officer, Phone: (540) 231-3813 e-mail: mseyler@vt.edu

DUE DATE: Proposals will be received until March 28, 2019 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

ADDRESS: Proposals should be mailed or hand delivered to: Virginia Polytechnic Institute and State University (Virginia Tech), Procurement Department (MC 0333) North End Center, Suite 2100, 300 Turner Street NW, Blacksburg, Virginia 24061. Reference the due date and hour, and RFP Number in the lower left corner of the return envelope or package.

Please note that USPS is delivered to a central location and is not delivered directly to Procurement. Allow extra time if sending proposal via USPS. It is the vendor's responsibility to ensure proposals are received in the Procurement office at the appropriate date and time for consideration.

PRE-PROPOSAL CONFERENCE: A pre-proposal conference will be held on March 12, 2019 at 1:00p.m. See section X, Pre-proposal Conference for additional information.

TYPE OF BUSINESS: (Please check all applicable classifications). If your classification is certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), provide your certification number: _____. For assistance with SWaM certification, visit the SBSD website at <http://sbsd.virginia.gov/>.

_____ **Large**

_____ **Small business** – An independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of \$10 million or less averaged over the previous three years. Commonwealth of Virginia Department of Small Business and Supplier Diversity (SBSD) certified women-owned and minority-owned business shall also be considered small business when they have received SBSD small business certification.

_____ **Women-owned business** – A business concern that is at least 51% owned by one or more women who are U. S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U. S. citizens or legal resident aliens.

_____ **Minority-owned business** – A business concern that is at least 51% owned by one or more minority individuals (see Section 2.2-1401, Code of Virginia) or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

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

FULL LEGAL NAME (PRINT) (Company name as it appears with your Federal Taxpayer Number)		FEDERAL TAXPAYER NUMBER (ID#)	
BUSINESS NAME/DBA NAME/TA NAME (If different than the Full Legal Name)		BILLING NAME (Company name as it appears on your invoice)	
PURCHASE ORDER ADDRESS		PAYMENT ADDRESS	
CONTACT NAME/TITLE (PRINT)			E-MAIL ADDRESS
TELEPHONE NUMBER	TOLL FREE TELEPHONE NUMBER	FAX NUMBER TO RECEIVE E-PROCUREMENT ORDERS	

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

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

Is any member of the firm an employee of the Commonwealth of Virginia who has a personal interest in this contract pursuant to the Code of Virginia, 2.2 – 3102 - 3112

YES _____ NO _____

SIGNATURE _____ Date: _____

Revised 09/17/2018

I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit proposals to establish a contract or contracts, through competitive negotiations, for Wayfinding Signage and Turn-Key Signage Installation Services by Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

II. SMALL, WOMAN-OWNED AND MINORITY (SWAM) BUSINESS PARTICIPATION:

The mission of the Virginia Tech supplier opportunity program is to foster inclusion in the university supply chain and accelerate economic growth in our local communities through the engagement and empowerment of high quality and cost competitive small, minority-owned, women-owned, and local suppliers. Virginia Tech encourages prime suppliers, contractors, and service providers to facilitate the participation of small businesses, and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other inclusive and innovative relationships.

III. CONTRACT PERIOD:

The term of this contract is for one (1) year, or as negotiated. There will be an option for four (4) one-year renewals, or as negotiated.

IV. BACKGROUND:

Virginia Polytechnic Institute and State University (Virginia Tech) is located in Blacksburg, Virginia, approximately 40 miles southwest of Roanoke, Virginia, the major commercial hub of the area. In addition to the university's main campus in Blacksburg, major off campus locations include twelve agriculture experiment research stations, the Marion duPont Scott Equine Medical Center and graduate centers in Roanoke and Fairfax, Virginia. Regularly scheduled air service is provided at the Roanoke Regional Airport.

Dedicated to its motto, Ut Prosim (That I May Serve), Virginia Tech takes a hands-on, engaging approach to education, preparing scholars to be leaders in their fields and communities. As the Commonwealth's most comprehensive university and its leading research institution, Virginia Tech offers 240 undergraduate degree programs to more than 31,000 students and manages a research portfolio of nearly \$513 million. The university fulfills its land-grant mission of transforming knowledge to practice through technological leadership and by fueling economic growth and job creation locally, regionally, and across Virginia.

A unique and functional wayfinding system can market Virginia Tech, present a friendly image and communicate that the University is efficient, organized and caring. Helping a visitor "find their way" is an important part of their experience and time spent on campus. With this in mind, Virginia Tech completed a Campus Wayfinding Master Plan. The Wayfinding Master Plan for the Virginia Tech Campus takes a holistic view of wayfinding and considers the variety of tools that users may encounter as they find their way to and around the campus. These wayfinding tools include: signage, technology, print materials, orientation maps and landmarks. One of the primary goals of the Wayfinding Master Plan includes achieving a consistent and unified wayfinding system incorporating graphic improvements based on university branding initiatives, accessibility for persons with disabilities, safety, cost, durability and sustainability. It is Virginia Tech's intent to systematically implement the signage portion of the Wayfinding Master Plan through a series of phased projects (Phase II, Phase III, etc.) as well as to install appropriate signage in and around new or newly renovated buildings as they come on-line within the campus structure. This Request for Proposal seeks to establish a term contract(s) with vendor(s) fully capable of providing Virginia Tech with wayfinding signage and turn-key signage installation services in accordance with the

information contained within the Virginia Tech Campus Wayfinding Guidelines and the ADA Signage Study – Exterior documents.

Universal Design principles shall be embraced in all aspects of wayfinding. The contractor shall apply Universal Design principles in the signage to allow for ease of access, use, and understanding, to the greatest extent possible, by all people regardless of their age, size, ability, or disability. Submittals should demonstrate a thorough understanding of Universal Design principles as to wayfinding signage (both interior and exterior).

V. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

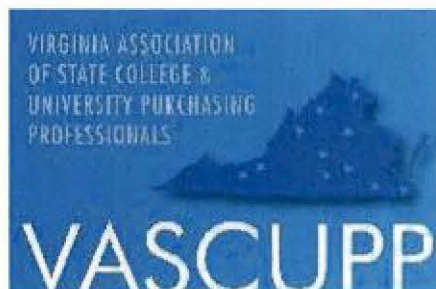
The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. *We are, therefore, requesting that your firm register as a vendor within the eVA system.*

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

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <http://www.eva.virginia.gov/pages/eva-registration-buyer-vendor.htm> and **register both with eVA and Ariba**. *This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract.* If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: <http://www.eva.virginia.gov>, or call 866-289-7367 or 804-371-2525.

VI. CONTRACT PARTICIPATION:



It is the intent of this solicitation and resulting contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or Virginia Tech's affiliated corporations and/or partnerships may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. The Contractor shall notify Virginia Tech in writing of any such entities accessing the contract, if requested. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports

for all entities accessing the Contract, as requested. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Virginia Tech. Virginia Tech shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Virginia Tech is not responsible for the acts or omissions of any entity, and will not be considered in default of the contract no matter the circumstances.

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

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

VII. SCOPE OF SERVICE:

Provide wayfinding signage and turn-key signage installation services in accordance with all Terms and Conditions herein, and the following documents:

- Interior Signage Standards Manual 2018
- Campus Wayfinding Guidelines May 2017 (Exterior Signage Standards)
- 2010 ADA standards for Accessible Design
- Wayfinding Master Plan June 2012

To view and download the four (4) above referenced documents, please visit the Virginia Tech laserfiche site at:

Shortcut link: <https://records.facilities.vt.edu/weblink8>

Shortcut: **WaySign**

Password: **W@y\$!gn**

It is Virginia Tech's intention to continue the process of wayfinding signage and turn-key signage installation throughout the Virginia Tech campus and buildings. With the many ongoing and future construction and renovation projects slated for Virginia Tech, the need for wayfinding signage will increase. Any future signage projects to be identified under any term contract(s) established as a result of this solicitation are anticipated to include additional phases of wayfinding signage for the campus as well as capital and renovation project signage. Additionally, Virginia Tech has recently modified branding and logos, which will require changes to current signage throughout the campus and buildings. Any branding or logos must be pre-approved through the Office of University Planning and the correct format for said logos and branding will be provided when appropriate.

VIII. PROPOSAL PREPARATION AND SUBMISSION:

A. Specific Requirements

Proposals should be as thorough and detailed as possible so that Virginia Tech may properly evaluate your capabilities to provide the required goods or services. Offerors are required to submit the following information/items as a complete proposal:

1. Plan for Providing Goods and Services:

- a. Provide complete and detailed description of the offeror's method and plan for providing the goods and services described herein.
 - b. Provide delivery information including lead-times for all goods services offered.
 - c. Describe your firm's production methods and production facility capabilities in providing the goods and services described herein.
 - d. Provide information about any additional goods and services your firm offers that you feel might benefit Virginia Tech now, or in the future.
2. Qualifications and Experience:
- a. Provide complete and detailed description of the Offeror's qualifications and experience relative to the goods and services described herein.
 - b. Offeror's organization data, including size and structure of firm, joint venture and/or subcontractor arrangements if any, location of branch offices, and financial standing.
 - c. Provide Proof of Insurance.
 - d. Provide a list of three (3) references. These references should include the company name, contact name with phone number and or email address.
3. Pricing Schedule:
- a. Please complete Attachment D – Pricing Schedule. Unit prices should include all costs associated with manufacture, delivery and installation
 - b. Provide separate pricing for any goods and services that you feel might benefit Virginia Tech now or in the future.
4. Participation of Small, Women-owned and Minority-owned Business (SWAM) Business:
- If your business cannot be classified as SWaM, describe your plan for utilizing SWaM subcontractors if awarded a contract. Describe your ability to provide reporting on SWaM subcontracting spend when requested. If your firm or any business that you plan to subcontract with can be classified as SWaM, but has not been certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), it is expected that the certification process will be initiated no later than the time of the award. If your firm is currently certified, you agree to maintain your certification for the life of the contract. For assistance with SWaM certification, visit the SBSD website at <http://www.sbsd.virginia.gov/>
5. The return of the General Information Form and addenda, if any, signed and filled out as required.

B. General Requirements

1. RFP Response: In order to be considered for selection, Offerors shall submit a complete response to this RFP to include;
 - a. **One (1) original** of the entire proposal, including all attachments. Any proprietary information should be clearly marked in accordance with 2.e. below.

- b. **One (1) electronic copy** in WORD format or searchable PDF (*flash drive*) of the entire proposal as one document, INCLUDING ALL ATTACHMENTS. Any proprietary information should be clearly marked in accordance with 2.e. below.
- c. Should the proposal contain **proprietary information**, provide **one (1) redacted hard copy** of the proposal and attachments with **proprietary portions removed or blacked out**. This copy should be clearly marked "*Redacted Copy*" on the front cover. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable. Virginia Tech shall not be responsible for the Contractor's failure to exclude proprietary information from this redacted copy.

Response shall be submitted to:

Virginia Polytechnic Institute and State University (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

Reference the Due Date and Hour, and RFP Number in the lower left hand corner of the return envelope or package.

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

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 Virginia Tech requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Virginia Tech at its discretion. 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 on completeness and clarity of content.
- 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 which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

- d. Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume.
 - e. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech 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, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret 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 may result in rejection of the 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 Virginia Tech. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. Virginia Tech will schedule the time and location of these presentations. Oral presentations are an option of Virginia Tech and may not be conducted. Therefore, proposals should be complete.

IX. SELECTION CRITERIA AND AWARD:

A. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

<u>Criteria</u>	<u>Maximum Point Value</u>
1. Quality of products/services offered and suitability for the intended purposes	25
2. Qualifications and experiences of Offeror in providing the goods/services	25
3. Specific plans or methodology to be used to provide the Services	15
4. Cost (or Price)	25
5. Participation of Small, Women-Owned and Minority (SWAM) Business	10
Total	<u>100</u>

B. Award

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall then 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, Virginia Tech shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Virginia Tech may cancel this Request for Proposal or reject proposals at any time prior to an award. Should Virginia Tech determine in writing and in its sole discretion that only one offeror has made the best proposal, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the Contractor's proposal as negotiated. See Attachment C for sample contract form.

Virginia Tech reserves the right to award multiple contracts as a result of this solicitation.

X. OPTIONAL PRE-PROPOSAL CONFERENCE:

An optional pre-proposal conference will be held on March 12, 2019 at 1:00pm in The Classroom in the Sterrett Facilities Complex, Blacksburg, Virginia. 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.

Bring a copy of this solicitation with you. Any changes resulting from this conference will be issued in a written addendum to this solicitation.

It is strongly recommended that you obtain a Virginia Tech parking permit for display on your vehicle prior to attending the conference. Parking permits are available from the Virginia Tech Parking Services Department located at 605 Research Center Drive, phone: (540) 231-3200, e-mail: parking@vt.edu.

XI. INQUIRIES:

All inquiries concerning this solicitation should be submitted in writing via email, citing the particular RFP section and paragraph number. All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 10AM March 15, 2018. Inquiries must be submitted to the procurement officer identified in this solicitation.

XII. INVOICES:

Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted by email to vtinvoices@vt.edu or by mail to:

Virginia Polytechnic Institute and State University (Virginia Tech)
Accounts Payable
North End Center, Suite 3300
300 Turner Street NW
Blacksburg, Virginia 24061

XIII. METHOD OF PAYMENT:

Virginia Tech will authorize payment to the contractor as negotiated in any resulting contract from the aforementioned Request for Proposal.

Payment can be expedited through the use of the Wells One AP Control Payment System. Virginia Tech strongly encourages participation in this program. For more information on this program please refer to Virginia Tech's Procurement website: <http://www.procurement.vt.edu/vendor/wellsone.html> or contact the procurement officer identified in the RFP.

XIV. ADDENDUM:

Any **ADDENDUM** issued for this solicitation may be accessed at <http://www.apps.vpfin.vt.edu/html/docs/bids.php>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

XV. COMMUNICATIONS:

Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the Procurement Department rejects all proposals. Formal communications will be directed to the procurement officer listed on this solicitation. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than a Procurement Department representative may result in the offending Offeror's proposal being rejected.

XVI. CONTROLLING VERSION OF SOLICITATION:

The posted version of the solicitation and any addenda issued by Virginia Tech Procurement Services is the mandatory controlling version of the document. Any modification of/or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by Virginia Tech Procurement Services. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, Virginia Tech reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

XVII. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions, see Attachment A.

XVIII. CONTRACT ADMINISTRATION:

- A. Kate Dicken, Contracts Officer, Facilities Department, at Virginia Tech or their designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance.
- B. The Contract Administrator, or their designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or their designee, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Procurement Department through a written amendment to the contract.

XIX. ATTACHMENTS:

- Attachment A - Terms and Conditions
- Attachment B - Zone Map for Cooperative Contracts
- Attachment C - Sample of Standard Contract Form
- Attachment D - Pricing Schedule

ATTACHMENT A

TERMS AND CONDITIONS

RFP GENERAL TERMS AND CONDITIONS

See:

https://procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_RFP_09172018.pdf

ADDITIONAL TERMS AND CONDITIONS

- A. ADDITIONAL GOODS AND SERVICES:** The University may acquire other goods or services that the supplier provides other than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the Agreement.
- B. AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.
- C. AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- D. CANCELLATION OF CONTRACT:** Virginia Tech 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
- E. CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Request for Proposal including all modifications thereof, the proposal submitted by the Contractor, the written results of negotiations, the Commonwealth Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
- F. IDENTIFICATION OF BID/PROPOSAL ENVELOPE:** The signed bid or proposal should be returned in a separate envelope or package and identified as follows:

From:

Name of Bidder or Offeror

Due Date

Time Due

Street or Box No.

Solicitation Number

City, State, Zip Code

Solicitation Title

Name of Procurement Officer: _____

The envelope should be addressed to:

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

The offeror takes the risk that if the envelope is not marked as described above, it may be inadvertently opened and the information compromised, which may cause the proposal to be disqualified. Bids or Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other bids/proposals should be placed in the envelope.

- G. NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing, hand delivered or mailed to the address of the respective party at the following address

If to Contractor: Address Shown On RFP Cover Page
Attention: Name Of Person Signing RFP

If to Virginia Tech:

Virginia Polytechnic Institute and State University (Virginia Tech)
Attn: Mary Seyler
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

and

Virginia Polytechnic Institute and State University (Virginia Tech)
Attn: Kathryn M. Dicken, VCCO
Facilities Department
230 Sterrett Drive
Blacksburg, Virginia 24061

- H. SEVERAL LIABILITY:** Virginia Tech will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.
- I. CLOUD OR WEB HOSTED SOFTWARE SOLUTIONS:** For agreements involving Cloud-based Web-hosted software/applications refer to link for additional terms and conditions:
http://www.ita.vt.edu/purchasing/VT_Cloud_Data_Protection_Addendum_final03102017.pdf

SPECIAL TERMS AND CONDITIONS

1. **ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this solicitation, no indication of such sales or services to Virginia Tech will be used in product literature or advertising. The contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
2. **ASBESTOS:** Whenever and wherever during the course of performing any work under this contract, the Contractor discovers the presence of asbestos or suspects that asbestos is present, he shall stop the work immediately, secure the area, notify the Building Owner and await positive identification of the suspect material. During the downtime in such a case, the contractor shall not disturb any surrounding surfaces but shall inform all employees that the suspect material is not to be disturbed, and shall vacate and secure the area until an identification has been made if suspect debris is present. In the event the contractor is delayed due to the discovery of asbestos or suspected asbestos, then a mutually agreed extension of time to perform the work shall be allowed the contractor but without additional compensation due to the time extension.
3. **MATERIALS CONTAINING ASBESTOS:** The contractor shall not incorporate any materials into the work containing asbestos. The contractor shall not incorporate any material known by the contractor to contain a substance known to be hazardous to health when the building is occupied unless specifically approved by Virginia Tech or required by the specifications. If the contractor becomes aware that a material required by the specifications contains asbestos, it shall notify Virginia Tech immediately and shall take no further steps to acquire or install any such material.
4. **CONTRACTOR'S TITLE TO MATERIALS:** No materials or supplies for the work shall be purchased by the Contractor or by any Subcontractor subject to any chattel mortgage or under a conditional sales or other agreement by which an interest is retained by the seller. The contractor warrants that he has clear title to all materials and supplies for which he invoices for payment.
5. **DELIVERY AND STORAGE:** It shall be the responsibility of the contractor to make all arrangements for delivery, unloading, receiving and storing materials in the building during installation. Virginia Tech will not assume any responsibility for receiving these shipments. Contractor shall check with Virginia Tech and make necessary arrangements for security and storage space in the building during installation.
6. **FINAL INSPECTION:** At the conclusion of the work, the contractor shall demonstrate to the authorized owner's representatives that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the contractor at the contractor's sole expense prior to final acceptance of the work.
7. **INSURANCE:**

By signing and submitting a Proposal/Bid under this solicitation, the offeror/bidder certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract, Virginia Tech reserves the right to require the contractor to furnish certificates of insurance for the coverage required.

INSURANCE COVERAGES AND LIMITS REQUIRED:

 - A. Worker's Compensation - Statutory requirements and benefits.
 - B. Employers Liability - \$100,000.00
 - C. General Liability - \$1,000,000.00 combined single limit. Virginia Tech and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured.

This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.

D. Automobile Liability - \$500,000.00

E. The contractor agrees to be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.

8. **LICENSE TO USE VIRGINIA TECH LICENSED INDICIA:** By signing and submitting this Proposal/Bid, the offeror/bidder agrees that if it is awarded a purchase order/contract as a result of this solicitation, it will follow the procedures outlined by Virginia Tech's Licensing and Trademarks Administration to become a licensed vendor authorized to use Virginia Tech licensed indicia identified in the solicitation and to follow all procedures for submitting artwork for product for approval prior to producing any product with Virginia Tech indicia. As a licensed vendor, the offeror/bidder will be required to pay the university's standard royalty rate for similarly licensed vendors. *More information on the licensing process and application can be found at: <http://clc.com/Licensing-Info.aspx>.*

9. **MATERIALS CONTAINING ASBESTOS:** The offeror/bidder shall not incorporate any materials into the work containing asbestos. The offeror/bidder shall not incorporate any material known by the offeror/bidder to contain a substance known to be hazardous to health when the building is occupied unless specifically approved by Virginia Tech or required by the specifications. If the offeror/bidder becomes aware that a material required by the specifications contains asbestos, it shall notify Virginia Tech immediately and shall take no further steps to acquire or install any such material.

10. **PRICE ESCALATION/DEESCALATION:** Price adjustments may be permitted only for changes in the contractor's cost of materials not to exceed the increase in the following index/indices: CPI-W. No price increases will be authorized for 365 calendar days after the effective date of the contract. Price escalation may be permitted only at the end of this period and each 365 days thereafter and only where verified to the satisfaction of the Virginia Tech Procurement Department. However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to Virginia Tech.

Contractor shall give not less than 30 days advance notice of any price increase to the Virginia Tech Procurement Department. Any approved price changes will be effective only at the beginning of the calendar month following the end of the full 30 day notification period. The contractor shall document the amount and proposed effective date of any general change in the price of materials. Documentation shall be supplied with the contractor's request for increase which will: (1) verify that the requested price increase is general in scope and not applicable just to Virginia Tech; and (2) verify the amount or percentage of increase which is being passed on to the contractor by the contractor's suppliers.

The Virginia Tech Procurement Department will notify the Contractor in writing of the effective date of any increase which it approves. However, the Contractor shall fill all purchase orders received prior to the effective date of the price adjustment at the old contract prices. The Contractor is further advised that decreases which affect the cost of materials are required to be communicated immediately to the Virginia Tech Procurement Department.

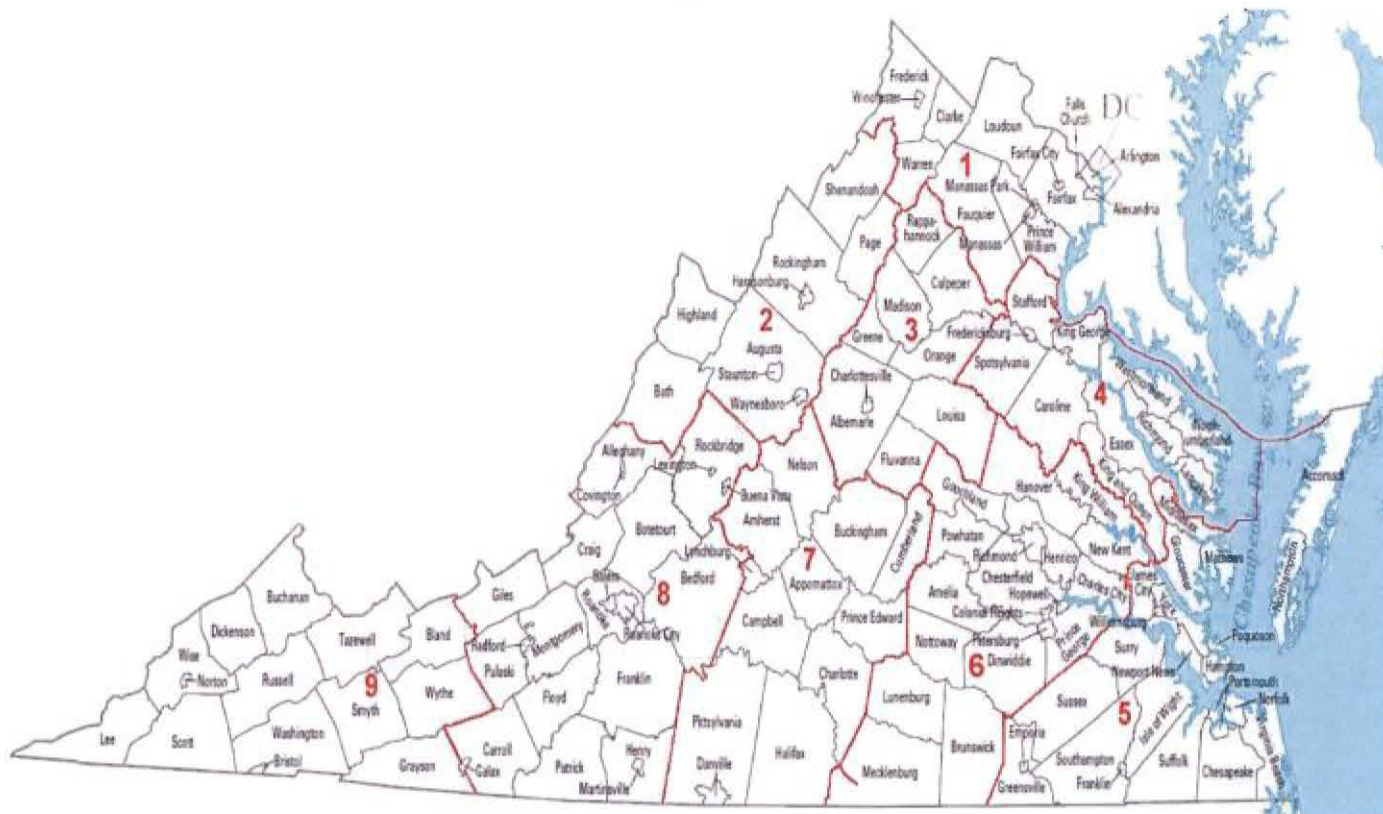
11. **PRIME CONTRACTOR RESPONSIBILITIES:** The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
12. **PROPOSAL/BID ACCEPTANCE PERIOD:** Any Proposal/Bid received in response to this solicitation shall be valid for (120) days. At the end of the (120) days the Proposal/Bid may be withdrawn at the written request of the offeror/bidder. If the Proposal/Bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
13. **PROPOSAL/BID PRICES:** Proposal/Bid shall be in the form of a firm unit price for each item during the contract period.
14. **QUANTITIES:** Quantities set forth in this solicitation are estimates only, and the contractor shall supply at Proposal/Bid prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.
15. **RENEWAL OF CONTRACT:** This contract may be renewed by Virginia Tech upon written agreement of both parties for 4 successive one year periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.
16. **SAFETY:** The contractor bears sole responsibility for the safety of its employees. The contractor shall take all steps necessary to establish, administer, and enforce safety rules that meet the regulatory requirements of the Virginia Department of Labor and Industry (VDLI) and the Occupational Safety and Health Administration (OSHA). The contractor shall take steps as necessary to protect the safety and health of university employees, students, and visitors during the performance of their work. In addition, the contractor must also provide the university with a written safety program that it intends to follow in pursuing work under this contract. By entering into a contract with Virginia Tech, the contractor and its subcontractors agree to abide by the requirements described in Safety Requirements for Contractors and Subcontractors located on Virginia Tech's Environmental, Health and Safety Services (EHSS) web site at this URL http://www.ehss.vt.edu/programs/contractor_safety.php. A copy of the publication may also be obtained by contacting EHSS at 540/231- 5985. No work under this contract will be permitted until the university is assured that the contractor has an adequate safety program in effect.
17. **SAMPLES:** After Proposal/Bids are received, and at its option, Virginia Tech may require contractor to provide a sample for each designated item so offered. Samples shall be an exact and true representative sample of the actual material offered and may be considered by Virginia Tech in making a contract award decision. Each sample shall be properly tagged or labeled with the name of the contractor and manufacturer. Bid samples shall be provided at no cost to Virginia Tech. Samples will be handled and disposed of in accordance with Section 2, paragraph X10 of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors. Furthermore, Virginia Tech reserves the right to secure additional check samples from the actual material supplied. In the event the check samples fail to conform to the contract requirements, the contractor shall immediately replace the portion of the delivered commodity with acceptable material conforming to the contract requirements at no additional costs to Virginia Tech. Submit samples to:
Virginia Polytechnic Institute and State University (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street, NW
Blacksburg, VA 24061
Solicitation #

Opening Date & Hour 3:00 PM

18. **SPECIAL OR PROMOTIONAL DISCOUNTS:** The Contractor shall extend any special promotional sale prices or discounts immediately to Virginia Tech during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.
19. **SIDEWALK POLICY:** Driving on sidewalks is allowed when there is no other way to get a needed vehicle to a designated place or building on campus. The vehicle operator shall be made aware that extreme caution shall be used to operate the vehicle in a way that will not be a hazard or hindrance to pedestrians using the walk. The contractor shall be responsible for any damage to turf and anything that is located adjacent to the walk. Parking an unattended vehicle on a sidewalk is strictly prohibited by State Law. The contractor is allowed to park a vehicle on a sidewalk if there is no other way to perform necessary work. The procedure to obtain a permit to operate a vehicle on sidewalks is the same as for the turf as outlined in Turf Policy. Any vehicle parked illegally on sidewalks shall be subject to ticketing, fines and towing if necessary.
20. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of Virginia Tech. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish Virginia Tech the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.
21. **WARRANTY (COMMERCIAL):** The contractor agrees that the supplies or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such supplies or services and that the rights and remedies provided therein are in addition to and do not limit those available to Virginia Tech by any other clause of this solicitation. A copy of this warranty must be furnished with the Proposal/Bid.
22. **WORK SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Owner's satisfaction at the contractor's expense.

ATTACHMENT B

Zone Map



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

List of member institutions by zones

Zone 1

**George Mason University
(Fairfax)**

Zone 2

**James Madison University
(Harrisonburg)**

Zone 3

**University of Virginia
(Charlottesville)**

Zone 4

**University of Mary Washington
(Fredericksburg)**

Zone 5

**College of William and Mary
(Williamsburg)
Old Dominion University (Norfolk)**

Zone 6

**Virginia Commonwealth
University (Richmond)**

Zone 7

**Longwood University
(Farmville)**

Zone 8

**Virginia Military Institute
(Lexington)
Virginia Tech (Blacksburg)
Radford University (Radford)**

Zone 9

**University of Virginia - Wise
(Wise)**

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

ATTACHMENT C

SAMPLE CONTRACT FORM

Standard Contract form for reference only
Offerors do not need to fill in this form

COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT

Contract Number: _____

This contract entered into this ____ day of _____, 20____, by _____, hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech".

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agrees as follows:

SCOPE OF CONTRACT: The Contractor shall provide the _____ to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From _____ through _____.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the contract documents.

CONTRACT DOCUMENT: The Contract Documents shall consist of this signed contract, Request For Proposal Number _____ dated _____, together with all written modifications thereof and the proposal submitted by the Contractor dated _____ and the Contractor's letter dated _____, all of which Contract Documents are incorporated herein.

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

Contractor:

Virginia Tech

By: _____

By: _____

Title: _____

Title: _____

ATTACHMENT D - PRICING SCHEDULE
(To be completed by offeror)

PLEASE NOTE THE FOLLOWING:

All labor, material, and equipment required for work associated with concrete, block, Hokie stone, or electrical work shall be completed by the owner. The contractor shall be responsible for providing the sign and any and all anchoring to the substrate. The contractor shall provide all labor, material, and equipment for the concrete work associated with the installation of the signs as referenced in the construction details in the Wayfinding & Signage System Standards Manual - Footer/concrete sign base detail.

EXTERIOR SIGNAGE

(SEE EXTERIOR SIGNAGE STANDARDS FOR EXAMPLES OF SIGNS LISTED HERE)

SIGN TYPE	NOTES	COST PER SIGN
GATEWAY		
CG.1		\$ _____
CG.2		\$ _____
BUILDING ID		
DT.1		\$ _____
B.1		\$ _____
B.2		\$ _____
B.2a		\$ _____
B.3		\$ _____
B.3a		\$ _____
B.4		\$ _____
B.5		\$ _____
VEHICULAR DIRECTIONAL		
VD.1		\$ _____
VD.1a		\$ _____
VD.2		\$ _____
VD.2a	(Shorter option)	\$ _____
VD.3		\$ _____
VD.3a	(Shorter option)	\$ _____
VDIR.4		\$ _____
PARKING		
PK.1		\$ _____
PK.2		\$ _____
PK.3		\$ _____

PK.4		\$	
PK.4		\$	
PS.1		\$	
PS.2	(C/G)	\$	
PS.2a	(C/G-C/P)	\$	
PS.3	(F/S)	\$	
PS.3a	(F/S-CP)	\$	
PS.3a	(F/S-MC)	\$	
PS.3B	(F/S-24)	\$	
PS.4	(P-24)	\$	
PS.4a	(P-15)	\$	
PS.4b	(P-FOOD)	\$	
PS.5	(V)	\$	
PS.5	(V-15)	\$	
PS.6	(S)	\$	
PS.6a	(S-24)	\$	
PS.6b	(S-24-RESERVED)	\$	
PS.7	(VBC)	\$	
PS.7	(VBC-RESERVED)	\$	
PK.6		\$	
PK.7		\$	
PK.8		\$	

PEDESTRIAN

PD.1		\$	
PD.1a		\$	
PD.2		\$	
PD.3		\$	
BK.1		\$	
BK.2		\$	
CM.1		\$	
IN.1		\$	
BS.1		\$	
CK.1		\$	
HC.1		\$	
HC.1a		\$	
HC.1b		\$	
HC.2		\$	
HC.3		\$	
HC.3a		\$	
HC.4		\$	
HC.4a		\$	

PAVILLION

PAVILLION.1 \$ _____

STREET SIGNS

RG.1 \$ _____

RG.2 \$ _____

ST.2 \$ _____

ST.3 \$ _____

ST.1 \$ _____

BN.1 \$ _____

BN.2 \$ _____

EVENT

EV.1 \$ _____

EV.2 \$ _____

EV.3 \$ _____

END EXTERIOR SIGNANGE

SEE NEXT PAGE FOR INTERIOR
SIGNAGE

INTERIOR SIGNAGE

(SEE INTERIOR SIGNAGE STANDARDS FOR EXAMPLES OF SIGNS LISTED HERE)

SIGN TYPE

NOTES

COST PER SIGN

REGULATORY SIGNAGE

R-M		\$ _____
R-W		\$ _____
R-SUR		\$ _____
R-S		\$ _____
R-SE		\$ _____
R-FL1		\$ _____
R-FL2		\$ _____
R-MO		\$ _____
R-EL		\$ _____
R-E1		\$ _____
R-E2		\$ _____
R-AL		\$ _____
R-MED		\$ _____
R-FP		\$ _____
R-EXT		\$ _____

ROOM ID SIGNAGE

ID-S + ID-U		\$ _____
ID-S-WET		\$ _____
ID-S-CTS		\$ _____
ID-S-SLD		\$ _____

EMERGENCY EGRESS, DIRECTIONAL, DIRECTORY & INFORMATIONAL SIGNAGE

E-MAP		\$ _____
DIR		\$ _____
DIR-CM1		\$ _____
DIR-CM2		\$ _____
DIR-CM3		\$ _____
DIR-FM1		\$ _____
DIR-FM2		\$ _____
DIR-D-22x17		\$ _____
DIR-D-36x24		\$ _____
INFO-6x6		\$ _____
INFO-8.5x11		\$ _____
INFO-8.5x11-IA		\$ _____

ADDENDUM # 1 TO RFP # 0058177

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

DATE	NEW DUE DATE AND HOUR
March 22, 2019	April 8, 2019 3PM

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO: mseyler@vt.edu
E-MAIL ADDRESS: mseyler@vt.edu TELEPHONE NUMBER (540) 231-3813
FAX NUMBER (540) 231-9628 AFTER HOUR MESSAGES (540) 231-6221

Wayfinding Signage and Turn-Key Signage Installation

- This addendum is being issued to:**
 - Provide spend history for interior and exterior signage as requested at the preproposal meeting (see attached)
 - Provide the attendance roster from pre-proposal meeting held on March 12, 2019 (see attached)
 - Extend proposal due date
- A second addendum will be issued to answer additional inquiries received in accordance with section XI of the RFP.**
- All other terms, conditions and descriptions remain the same.
- The new due date and hour is ***April 8, 2019 at 3PM***

I acknowledge that I have read and understand this addendum in its entirety.

Signature

Date

ADDENDUM 1 TO RFP 0058177

The following is the most recently available fiscal year (FY) spend data for interior and exterior wayfinding signage as requested. Note that VA Tech's Fiscal Year runs July 1 through June 30:

Exterior:

FY 18/19 – \$6,041.00 (current fiscal year)

FY 17/18 - \$67,076.00

FY 16/17 - \$81,825.00

FY 15/16 – \$95,889.06

Interior:

FY 18/19 – \$0 (current fiscal year)

FY 17/18 - \$92,811.35

FY 16/17 - \$39,017.55

FY 15/16 - \$50,742.50

ADDENDUM # 2 TO RFP # 0058177

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

DATE	New DUE DATE AND HOUR
April 2, 2019	April 12, 2019 3PM

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO: Mary Seyler, Buyer Senior / Contracts Officer
E-MAIL ADDRESS: mseyler@vt.edu TELEPHONE NUMBER (540) 231-3813
FAX NUMBER (540) 231-9628 AFTER HOUR MESSAGES (540) 231-6221

Wayfinding Signage and Turn-Key Signage Installation

1. This addendum is being issued to answer vendor questions received prior to inquiry deadline in accordance with RFP Section IX "Inquiries". See attached.
2. All other terms, conditions and descriptions remain the same.
3. **The due date and hour is changed from April 8, 2019 at 3 pm TO April 12, 2019 at 3 pm.**

I acknowledge that I have read and understand this addendum in its entirety.

Signature

Date

Revised 01/01/2018

1. Vendor Question:

RFP Section IX.B "Award" states "Virginia Tech reserves the right to award multiple contracts as a result of this solicitation". *May a vendor respond to only a portion of this RFP, such as interior only, or exterior only?*

Virginia Tech Response:

Yes. However, vendors shall provide pricing for each and every sign on the price schedule they are proposing. For example, if your company is only providing a proposal on exterior signage, you must provide pricing for all examples.

2. Question:

RFP Attachment D "Pricing Schedule" – Should "Cost per Sign" include Shipping & Handling and/or installation? Without knowing quantities needed, factoring in these expenses will disproportionately inflate one-off product prices because it does not take into consideration economies gained by shipping and installing many signs at one time.

Virginia Tech Response:

The expectation for the exterior signage is that any quantity ordered would require installation. Provide your pricing for delivery and installation of one of each of these signs. In other words, each individual price would include delivery and installation of one (1) of that single sign ordered on its own. With regard to interior signage, please see new price schedules and instructions attached. These will replace the price schedule for interior signage listed in the original RFP.

3. Question: Is the sign contractor responsible for the foundations and masonry bases? Some information in the RFP makes it unclear who is responsible for providing these?

Virginia Tech Response: Virginia Tech will be responsible for foundations and masonry bases, for signs that sit on an above ground structure – refer to sign CG-1 for an example.

The contractor is responsible for concrete footings for all direct burial signs – refer to sign B1 for an example.

NOTE: The decorative chamfered tops of these footings are under review and may be eliminated in future installations. Facilities will notify procurement when evaluation is complete. Refer to page 184 of the sign manual to reference this detail.

4. Question: As relates to Interior Signage, is commercial-grade, double-sided foam tape acceptable instead of "Vinyl Tape &MFH"?

Virginia Tech Response: No, Mechanical fastening is required where indicated in the sign type, mounting details.

5. Question: As relates to Interior Sign Types R-M, R-W, R-SUR, R-S, & R-SE: The pictogram inserts on this designs are 6x6 laser print on paper. Instead of paper, are either direct-to-substrate printing or vinyl graphics acceptable?

Virginia Tech Response: No. These pictograms will change on occasion so graphics need to be on paper stock so they can be changed out easily.

6. Question: As relates to Interior Sign Types R-M, R-W, R-SUR, R-S, & R-SE: If paper is required, would it be acceptable to increase sign height by one inch for an overall dimension of 9x6 instead of 8x6.

Virginia Tech response: No, the size specifications for these signs must be followed to maintain continuity with current standards.

7. Question: Regarding Sign Type "E-Map", will vectored artwork be provided? If not, what file format is supplied?

Virginia Tech Response: Yes, an adobe illustrator template is provided by Virginia Tech to the designer/ architect of the project; they are asked to submit the artwork to the vendor (after Virginia Tech review) for the E-MAP sign type.

8. Question: Regarding Sign Types DIR-CM1, DIR-CM2, these signs hold paper sizes 12x48 and 12x24. Would it be acceptable to increase the height by 2" or 3" to properly secure the acrylic facing?

Virginia Tech Response: No, due to common head height restrictions, a maximum sign depth of 12" is preferred.

9. Question: Again regarding DIR-CM1, DIR-CM2, would it be acceptable to use and alternate sign style having a soft, curved profile with a choice of 11"h or 14"h instead of 12"h.

Virginia Tech Response: No, a curved profile would conflict with the square/ flat/ thin aesthetic of the sign standard.

10. Question: With regard to DIR-CM2, Is the backside of this sign intended to be left blank, or would graphics be applied front and back?

Virginia Tech Response: Content is intended for both the front and back of this sign type.

11. Question: With regard to DIR-CM3, would it be acceptable to use an alternate sign style having a soft curved profile? Paper size would change from 8"h to 8.5"h.

Virginia Tech Response: No, a curved profile would conflict with the square/ flat/ thin aesthetic of the sign standard.

INTERIOR SIGNAGE PRICE SCHEDULE A
(SEE INTERIOR SIGNAGE STANDARDS FOR EXAMPLES OF SIGNS LISTED HERE)

Instructions for completion: Vendors price should be reflective of delivery and installation of one of each sign listed below, in one order. Unit prices shall include delivery and installation.

SIGN TYPE	NOTES	COST PER SIGN
REGULATORY SIGNAGE		
R-M		\$ _____
R-W		\$ _____
R-SUR		\$ _____
R-S		\$ _____
R-SE		\$ _____
R-FL1		\$ _____
R-FL2		\$ _____
R-MO		\$ _____
R-EL		\$ _____
R-E1		\$ _____
R-E2		\$ _____
R-AL		\$ _____
R-MED		\$ _____
R-FP		\$ _____
R-EXT		\$ _____
ROOM ID SIGNAGE		
ID-S + ID-U		\$ _____
ID-S-WET		\$ _____
ID-S-CTS		\$ _____
ID-S-SLD		\$ _____
EMERGENCY EGRESS, DIRECTIONAL, DIRECTORY & INFORMATIONAL SIGNAGE		
E-MAP		\$ _____
DIR		\$ _____
DIR-CM1		\$ _____
DIR-CM2		\$ _____
DIR-CM3		\$ _____
DIR-FM1		\$ _____
DIR-FM2		\$ _____
DIR-D-22x17		\$ _____
DIR-D-36x24		\$ _____
INFO-6x6		\$ _____
INFO-8.5x11		\$ _____
INFO-8.5x11-IA		\$ _____

INTERIOR SIGNAGE PRICE SCHEDULE B
(SEE INTERIOR SIGNAGE STANDARDS FOR EXAMPLES OF SIGNS LISTED HERE)

Instructions for completion: Vendors price should be reflective of an individual purchase of one of the signs. Each unit price to include delivery (no installation)

SIGN TYPE	NOTES	COST PER SIGN
REGULATORY SIGNAGE		
R-M		\$ _____
R-W		\$ _____
R-SUR		\$ _____
R-S		\$ _____
R-SE		\$ _____
R-FL1		\$ _____
R-FL2		\$ _____
R-MO		\$ _____
R-EL		\$ _____
R-E1		\$ _____
R-E2		\$ _____
R-AL		\$ _____
R-MED		\$ _____
R-FP		\$ _____
R-EXT		\$ _____
ROOM ID SIGNAGE		
ID-S + ID-U		\$ _____
ID-S-WET		\$ _____
ID-S-CTS		\$ _____
ID-S-SLD		\$ _____
EMERGENCY EGRESS, DIRECTIONAL, DIRECTORY & INFORMATIONAL SIGNAGE		
E-MAP		\$ _____
DIR		\$ _____
DIR-CM1		\$ _____
DIR-CM2		\$ _____
DIR-CM3		\$ _____
DIR-FM1		\$ _____
DIR-FM2		\$ _____
DIR-D-22x17		\$ _____
DIR-D-36x24		\$ _____
INFO-6x6		\$ _____
INFO-8.5x11		\$ _____
INFO-8.5x11-IA		\$ _____



RFP #0058177

Virginia Tech
Blacksburg, VA

**Wayfinding Signage and Turn-Key Signage
Installation**

Bid and submittal package for April 12, 2019 – 3:00 PM

Offeror:

WestView Companies, Inc.
Office 804.784.0095 | 2508 Turkey Creek Road | PO Box 21 | Oilville, VA
23129

www.westviewcompanies.com
Jeff Daly, jeff@westviewcompanies.com

Section VIII

1.

A. Plan for providing services:

Each job is evaluated, via plans, art work, sign style and or renderings provided and if available. The proof is either generated by Westview from "scratch" or the rendering provided by the university is used and evaluated. The materials are identified and final proofs are submitted to VA Tech for final approval. In the case of a newly designed or specialty signs, plans and schematics are secured and reviewed for fabrication. Any suggestions or suggestions for efficiency are then discussed with the university. Site pre visits when required or necessary are made and the scope of work reviewed internally. Specified and required ancillary materials and equipment are noted. Material submissions if need be are made to the university if required.

Formal proposals are submitted to the appropriate personnel at the university or in most cases the signs are matched to the pre priced grids provided in the RFP. A great deal of time was spent in developing the grid and it hopefully reflects fair pricing to both parties. In the case of new proposals, we will outline the tasks to be performed, cost estimations (time, material, labor), estimation of project times are determined and communicated.

Each job task and site is evaluated by Westview project managers as well as consultation with university officials as to specific concerns. Any unique or extraordinary circumstances are taken under consideration with plans of actions communicated to Westview employees and approved by the university if necessary. Westview employees are trained in "best" safety practices in both personal protection and mechanical equipment. This would include reviews of any items or equipment that is not used in the normal practice of work before any of that work is performed.

Commitment to Virginia Tech

The co-owners of Westview, Afton and Melissa Johnson are both graduates of Virginia Tech. They have deep seeded feelings for the university and an interest to see it thrive. In our previous work at Virginia Tech, Westview has always made itself available in person or by electronic means. Even though there is a distance between entities, it has never interfered with the delivering of services. Overnight stays when required are arranged. Staff and artisans are very familiar with the campus and respectful of its nature. We take this potential opportunity with great seriousness and will devote the resources to make each endeavor successful. We hope our previous projects on the campus will reflect that.

Sub contractors

Westview has not used subcontractors on any of the previous signage jobs with the university and does not anticipate in doing so at this time. If the need were to arise we would supply the university with the required documentation.

B. Delivery Information – Lead times

Having produced the vast majority of the signs that are involved in VA Techs's current wayfinding and signage program, Westview is very familiar with what certain lead times are for each type of signage. That will clearly be stated when an order for a sign(s) are received. We are always happy to discuss the university's needs if a "rush" job came about. Typically lead times have run 45-60days.

Once the sign is completed it is securely delivered to the campus by Westview employees and they will install the signage. We do like to try to package as many signs into a trip as possible. Westview having a masonry arm to the company, we are well versed in any and all types of securing signage in place

C. Capability & Skills

WestView is a small and very nimble company. The employees are experienced in a number of the company's disciplines and are very capable of moving amongst projects regardless of size and scope. WestView uses its own employees for graphic design, all genres of sign manufacturing, architecture, masonry, carpentry, electrical and metal fabrication. It is a rare occurrence that we need to go outside the company for subcontractors.

WestView has a full array of up-to-date equipment and machinery which allows us expeditious and cost effective project completion. Pertinent to this project, equipment includes:

- ☐ Gerber Sabre 408 CNC router
- ☐ Miller MIG welding equipment
- ☐ Fully enclosed paint booth with compressor and air sprayers
- ☐ Assortment of machine shop and hand tools
- ☐ Laminator
- ☐ Plotter
- ☐ HP Latex 315 Printer
- ☐ John Deere Mini Excavator
- ☐ John Deere Skid Steer
- ☐ Bob Cat
- ☐ Trucks, flatbed trailers, dump trailers
- ☐ Fully enclosed work shop space of approximately 12,000 sq. foot

[Type here]

WestView is a company driven by customer service and client communication. We pride ourselves on the projects we undertake being done to the Client's wishes, correctly, on-time and on budget. WestView's many willing references, over a wide spectrum, will bear this out.

D. Additional Goods and Services

As mentioned we are a masonry, carpentry, metal fabrication and signage firm. Westview has staff that is very talented in design and materials in all disciplines and enjoys collaborating with clients on undertakings. We would welcome the opportunity to discuss projects that maybe mutually beneficial to both Westview and the university.

2. Qualifications and Experience

A. Qualifications

WestView Companies is a class A contractor licensed in the Commonwealth of Virginia and located in Oilville (Goochland County), VA. The company is enjoying its thirteenth year in business. WestView is a masonry, construction, signage, identity and design firm that serves residential, institutional, governmental and commercial clients. The company is fully accredited by the Better Business Bureau and carries an A+ rating. They are a certified SWaM – "Small" business in Virginia.

Westview employees are versed and crossed trained in all the major disciplines of the sign making process and the equipment used to produce them. We have been involved in everything from residential, commercial, institutional, municipal, and educational signage for over 10 years. We have a number of repeat clients and have had term contracts renewed regularly. This includes design, fabrication and installation. Obviously with the VA Tech signage we will be very familiar with the mediums, materials and client expectations having been selected the previous supplier.

B. Organization Data

Names & Resume Qualifications

Westview has a total of 29 employees in various disciplines within the company. We are a very team oriented organization where many are cross trained and proficient in a number of the day to day tasks that Westview performs. The president of the company is just as likely to be working on site as his supervising, and this holds true for project managers as well.

We believe in customer service and interaction to produce a successful end result. There is always a prompt call back or communication while a purchase order unfolds.

Westview does not anticipate using any subcontractors at this time but would provide any and all necessary information if one was needed. It would be our goal to use a SWaM approved contractor if so.

Direct contacts at WestView Companies for the Virginia Tech Wayfinding and Signage project would be with the following:

- ☐ Afton Johnson, [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

[Type here]

- ☐ Jeff Daly, [REDACTED]
[REDACTED]
[REDACTED]
- ☐ Melissa Johnson, [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
- ☐ Matt Helms, [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
- ☐ Cliff Purvis, [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

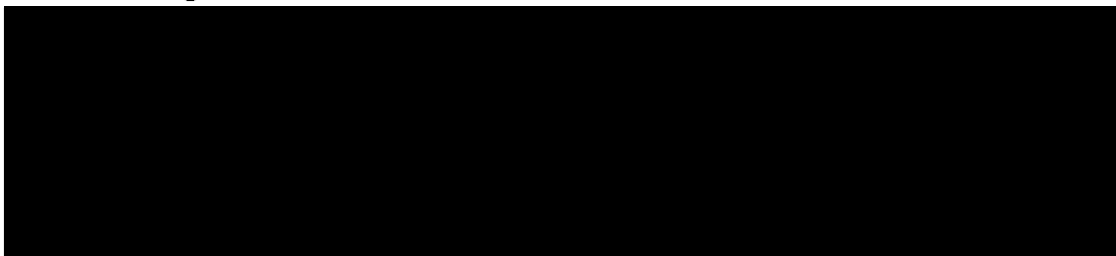
Our team of the above contacts will strive to interact positively and efficiently with VA Tech to ensure that the consultation, design, and fabrication are to WestView's, as well as to VA Tech's standards. They are a dedicated group to our company's mission and clients, and look forward to this opportunity to partner with owners and designers.

C. Proof of Insurance

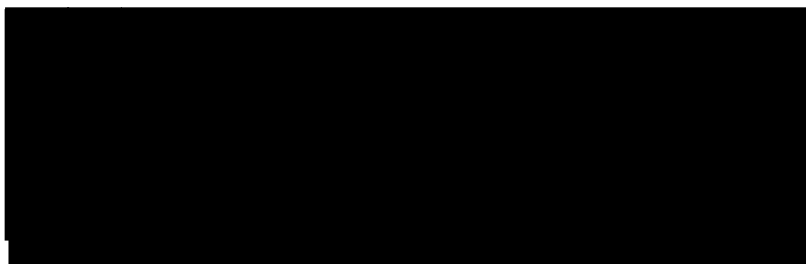
Please see attached compliance documents in the following pages.

D. References

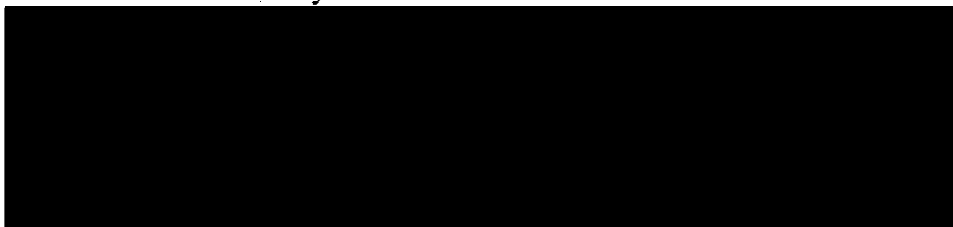
The Collegiate Schools



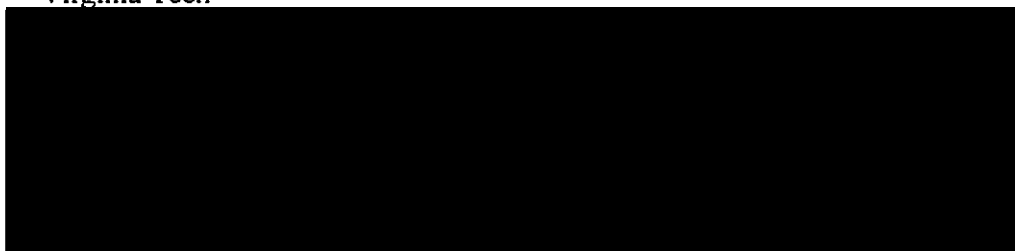
Town of Scottsville, VA



Fort Monroe Authority



Virginia Tech



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RFP #0058177

Section VIII

3. Pricing Schedules

A. See following pages "Attachments D" schedules

ATTACHMENT D - PRICING SCHEDULE
(To be completed by offeror)

PLEASE NOTE THE FOLLOWING:

All labor, material, and equipment required for work associated with concrete, block, Hokie stone, or electrical work shall be completed by the owner. The contractor shall be responsible for providing the sign and any and all anchoring to the substrate. The contractor shall provide all labor, material, and equipment for the concrete work associated with the installation of the signs as referenced in the construction details in the Wayfinding & Signage System Standards Manual - Footer/concrete sign base detail.

EXTERIOR SIGNAGE

(SEE EXTERIOR SIGNAGE STANDARDS FOR EXAMPLES OF SIGNS LISTED HERE)

SIGN TYPE	NOTES	COST PER SIGN
GATEWAY		
CG.1		\$ 9,022.00
CG.2		\$ 8,247.00
BUILDING ID		
DT.1		\$ 11,224.00
B.1		\$ 3,243.00
B.2		\$ 1,137.00
B.2a		\$ 1,824.00
B.3		\$ 1,044.00
B.3a		\$ 1,818.00
B.4		\$ 893.00
B.5		\$ 881.00
		Panel updates 4,442.00
VEHICULAR DIRECTIONAL		
VD.1		\$ 4,356.00
VD.1a		\$ 3,632.00
VD.2		\$ 3,006.00
VD.2a	(Shorter option)	\$ 2,835.00
VD.3		\$ 3,445.00
VD.3a	(Shorter option)	\$ 2,918.00
VDIR.4		\$ 1,777.00
PARKING		
PK.1		\$ 2,581.00
PK.2		\$ 2,672.00
PK.3		\$ 2,598.00

PK.4		\$	2,704.00
PK.4		\$	2,704.00
PS.1		\$	308.00
PS.2	(C/G)	\$	308.00
PS.2a	(C/G-C/P)	\$	308.00
PS.3	(F/S)	\$	308.00
PS.3a	(F/S-CP)	\$	308.00
PS.3a	(F/S-MC)	\$	308.00
PS.3B	(F/S-24)	\$	308.00
PS.4	(P-24)	\$	308.00
PS.4a	(P-15)	\$	308.00
PS.4b	(P-FOOD)	\$	308.00
PS.5	(V)	\$	308.00
PS.5	(V-15)	\$	308.00
PS.6	(S)	\$	308.00
PS.6a	(S-24)	\$	308.00
PS.6b	(S-24-RESERVED)	\$	328.00
PS.7	(VBC)	\$	308.00
PS.7	(VBC-RESERVED)	\$	328.00
PK.6		\$	2,645.00
PK.7		\$	5,826.00
PK.8		\$	17,747.00

PEDESTRIAN

PD.1		\$	461.00
PD.1a		\$	1,472.00
PD.2		\$	938.00
PD.3		\$	1,044.00
BK.1		\$	225.00
BK.2		\$	668.00
CM.1		\$	983.00
IN.1		\$	943.00
BS.1		\$	310.00
CK.1		\$	10,317.00
HC.1		\$	671.00
HC.1a		\$	197.00
HC.1b		\$	169.00
HC.2		\$	169.00
HC.3		\$	1671.00
HC.3a		\$	169.00
HC.4		\$	685.00
HC.4a		\$	197.00

PAVILLION

PAVILLION.1

\$ 5650.⁰⁰**STREET SIGNS**

RG.1

\$ 808.⁰⁰

RG.2

\$ 713.⁰⁰

ST.2

\$ 444.⁰⁰

ST.3

\$ 511.⁰⁰

ST.1

\$ 275.⁰⁰

BN.1

\$ 2239.⁰⁰

BN.2

\$ 643.⁰⁰**EVENT**

EV.1

\$ 976.⁰⁰

EV.2

\$ 871.⁰⁰

EV.3

\$ 531.⁰⁰

END EXTERIOR SIGNAGE

SEE NEXT PAGE FOR INTERIOR
SIGNAGE

INTERIOR SIGNAGE PRICE SCHEDULE A
(SEE INTERIOR SIGNAGE STANDARDS FOR EXAMPLES OF SIGNS LISTED HERE)

Instructions for completion: Vendors price should be reflective of delivery and installation of one of each sign listed below, in one order. Unit prices shall include delivery and installation.

SIGN TYPE	NOTES	COST PER SIGN
REGULATORY SIGNAGE		
R-M		\$ 687. ⁰⁰
R-W		\$ 687. ⁰⁰
R-SUR		\$ 687. ⁰⁰
R-S		\$ 687. ⁰⁰
R-SE		\$ 687. ⁰⁰
R-FL1		\$ 909. ⁰⁰
R-FL2		\$ 677. ⁰⁰
R-MO		\$ 624. ⁰⁰
R-EL		\$ 716. ⁰⁰
R-E1		\$ 677. ⁰⁰
R-E2		\$ 677. ⁰⁰
R-AL		\$ 595. ⁰⁰
R-MED		\$ 590. ⁰⁰
R-FP		\$ 673. ⁰⁰
R-EXT		\$ 635. ⁰⁰
ROOM ID SIGNAGE		
ID-S + ID-U		\$ 650. ⁰⁰
ID-S-WET		\$ 650. ⁰⁰
ID-S-CTS		\$ 604. ⁰⁰
ID-S-SLD		\$ 683. ⁰⁰
EMERGENCY EGRESS, DIRECTIONAL, DIRECTORY & INFORMATIONAL SIGNAGE		
E-MAP		\$ 1319. ⁰⁰
DIR		\$ 850. ⁰⁰
DIR-CM1		\$ 1257. ⁰⁰
DIR-CM2		\$ 930. ⁰⁰
DIR-CM3		\$ 879. ⁰⁰
DIR-FM1		\$ 830. ⁰⁰
DIR-FM2		\$ 774. ⁰⁰
- DIR-D-22x17		\$ 1165. ⁰⁰
- DIR-D-36x24		\$ 2280. ⁰⁰
INFO-6x6		\$ 146. ⁰⁰
INFO-8.5x11		\$ 643. ⁰⁰
INFO-8.5x11-1A		\$ 643. ⁰⁰

INTERIOR SIGNAGE PRICE SCHEDULE B
(SEE INTERIOR SIGNAGE STANDARDS FOR EXAMPLES OF SIGNS LISTED HERE)

Instructions for completion: Vendors price should be reflective of an individual purchase of one of the signs. Each unit price to include delivery (no installation)

SIGN TYPE	NOTES	COST PER SIGN
REGULATORY SIGNAGE		
R-M		\$ 182. ⁰⁰
R-W		\$ 182. ⁰⁰
R-SUR		\$ 182. ⁰⁰
R-S		\$ 182. ⁰⁰
R-SE		\$ 182. ⁰⁰
R-FL1		\$ 404. ⁰⁰
R-FL2		\$ 172. ⁰⁰
R-MO		\$ 119. ⁰⁰
R-EL		\$ 211. ⁰⁰
R-E1		\$ 172. ⁰⁰
R-E2		\$ 172. ⁰⁰
R-AL		\$ 90. ⁰⁰
R-MED		\$ 85. ⁰⁰
R-FP		\$ 168. ⁰⁰
R-EXT		\$ 70. ⁰⁰
ROOM ID SIGNAGE		
ID-S + ID-U		\$ 151. ⁰⁰
ID-S-WET		\$ 151. ⁰⁰
ID-S-CTS		\$ 99. ⁰⁰
ID-S-SLD		\$ 178. ⁰⁰
EMERGENCY EGRESS, DIRECTIONAL, DIRECTORY & INFORMATIONAL SIGNAGE		
E-MAP		\$ 814. ⁰⁰
DIR		\$ 285. ⁰⁰
DIR-CM1		\$ 692. ⁰⁰
DIR-CM2		\$ 365. ⁰⁰
DIR-CM3		\$ 314. ⁰⁰
DIR-FM1		\$ 265. ⁰⁰
DIR-FM2		\$ 174. ⁰⁰
DIR-D-22x17		\$ 1160. ⁰⁰
DIR-D-36x24		\$ 1775. ⁰⁰
INFO-6x6		\$ 121. ⁰⁰
INFO-8.5x11		\$ 163. ⁰⁰
INFO-8.5x11-1A		\$ 163. ⁰⁰

Section VIII

A.

4.

SWaM Information:

Westview Companies is a fully certified SWaM member through the Virginia Department of Small Business and Supplier Diversity. SWaM number is [REDACTED]...SWaM certified "S" – Small ...expiration 11/9/2022. Certificate information is in the compliance section.

Westview regularly uses its own employees to complete job specifications. When subcontractors are used the firm is committed to use qualified contractors with a deference to SWaM members. Being a small business itself, the firm has developed a network of contacts that provide complimentary trades. We know and trust their work and the majority of these firms are SWaM certified.

5.

General Information

Please see following pages

RFP 0058177
GENERAL INFORMATION FORM

QUESTIONS: All inquiries for information regarding this solicitation should be directed to: Mary Seyler, CPPB, CUPO, Contracts Officer, Phone: (540) 231-3813 e-mail: mseyler@vt.edu

DUE DATE: Proposals will be received until March 28, 2019 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

ADDRESS: Proposals should be mailed or hand delivered to: Virginia Polytechnic Institute and State University (Virginia Tech), Procurement Department (MC 0333) North End Center, Suite 2100, 300 Turner Street NW, Blacksburg, Virginia 24061. Reference the due date and hour, and RFP Number in the lower left corner of the return envelope or package.

Please note that USPS is delivered to a central location and is not delivered directly to Procurement. Allow extra time if sending proposal via USPS. It is the vendor's responsibility to ensure proposals are received in the Procurement office at the appropriate date and time for consideration.

PRE-PROPOSAL CONFERENCE: A pre-proposal conference will be held on March 12, 2019 at 1:00p.m. See section X, Pre-proposal Conference for additional information.

TYPE OF BUSINESS: (Please check all applicable classifications). If your classification is certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), provide your certification number: [REDACTED] For assistance with SWaM certification, visit the SBSD website at <http://sbsd.virginia.gov/>.


☐ Large

☒ **Small business** – An independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of \$10 million or less averaged over the previous three years. Commonwealth of Virginia Department of Small Business and Supplier Diversity (SBSD) certified women-owned and minority-owned business shall also be considered small business when they have received SBSD small business certification.

☐ **Women-owned business** – A business concern that is at least 51% owned by one or more women who are U. S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U. S. citizens or legal resident aliens.

☐ **Minority-owned business** – A business concern that is at least 51% owned by one or more minority individuals (see Section 2.2-1401, Code of Virginia) or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

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

FULL LEGAL NAME (PRINT) (Company name as it appears with your Federal Taxpayer Number)		FEDERAL TAXPAYER NUMBER (ID#)	
WESTVIEW COMPANIES, INC.			
BUSINESS NAME/DBA NAME/TA NAME (If different than the Full Legal Name)		BILLING NAME (Company name as it appears on your invoice)	
WESTVIEW COMPANIES		WESTVIEW COMPANIES	
PURCHASE ORDER ADDRESS		PAYMENT ADDRESS	
PO Box 21 OILVILLE, VA 23129		PO Box 21 OILVILLE, VA 23129	
CONTACT NAME/TITLE (PRINT)			E-MAIL ADDRESS
C. AFTON JOHNSON - President			afton@westviewcompanies.com
TELEPHONE NUMBER (804) 784-0095	TOLL FREE TELEPHONE NUMBER N/A	FAX NUMBER TO RECEIVE E-PROCUREMENT ORDERS (888) 316-7244	

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

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

Is any member of the firm an employee of the Commonwealth of Virginia who has a personal interest in this contract pursuant to the Code of Virginia, 2.2 - 3102 - 3112

YES ☐ NO ☒

SIGNATURE  Date: 4-10-19

Revised 09/17/2018

ADDENDUM # 1 TO RFP # 0058177

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

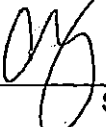
DATE	NEW DUE DATE AND HOUR
March 22, 2019	April 8, 2019 3PM

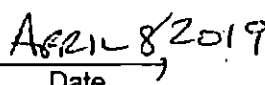
ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO: mseyler@vt.edu
E-MAIL ADDRESS: mseyler@vt.edu TELEPHONE NUMBER (540) 231-3813
FAX NUMBER (540) 231-9628 AFTER HOUR MESSAGES (540) 231-6221

Wayfinding Signage and Turn-Key Signage Installation

1. This addendum is being issued to:
 - Provide spend history for interior and exterior signage as requested at the preproposal meeting (see attached)
 - Provide the attendance roster from pre-proposal meeting held on March 12, 2019 (see attached)
 - Extend proposal due date
2. A second addendum will be issued to answer additional inquiries received in accordance with section XI of the RFP.
3. All other terms, conditions and descriptions remain the same.
4. The new due date and hour is **April 8, 2019 at 3PM**

I acknowledge that I have read and understand this addendum in its entirety.

 _____
Signature

 _____
Date

Revised 01/01/2018

ADDENDUM # 2 TO RFP # 0058177

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

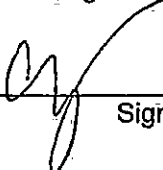
DATE	New DUE DATE AND HOUR
April 2, 2019	April 12, 2019 3PM.

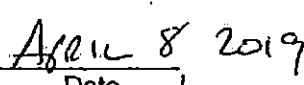
ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO: Mary Seyler, Buyer Senior / Contracts Officer
E-MAIL ADDRESS: mseyler@vt.edu TELEPHONE NUMBER (540) 231-3813
FAX NUMBER (540) 231-9628 AFTER HOUR MESSAGES (540) 231-6221

Wayfinding Signage and Turn-Key Signage Installation

1. This addendum is being issued to answer vendor questions received prior to inquiry deadline in accordance with RFP Section IX "Inquiries". See attached.
2. All other terms, conditions and descriptions remain the same.
3. The due date and hour is changed from April 8, 2019 at 3 pm TO April 12, 2019 at 3 pm.

I acknowledge that I have read and understand this addendum in its entirety.

 _____
Signature

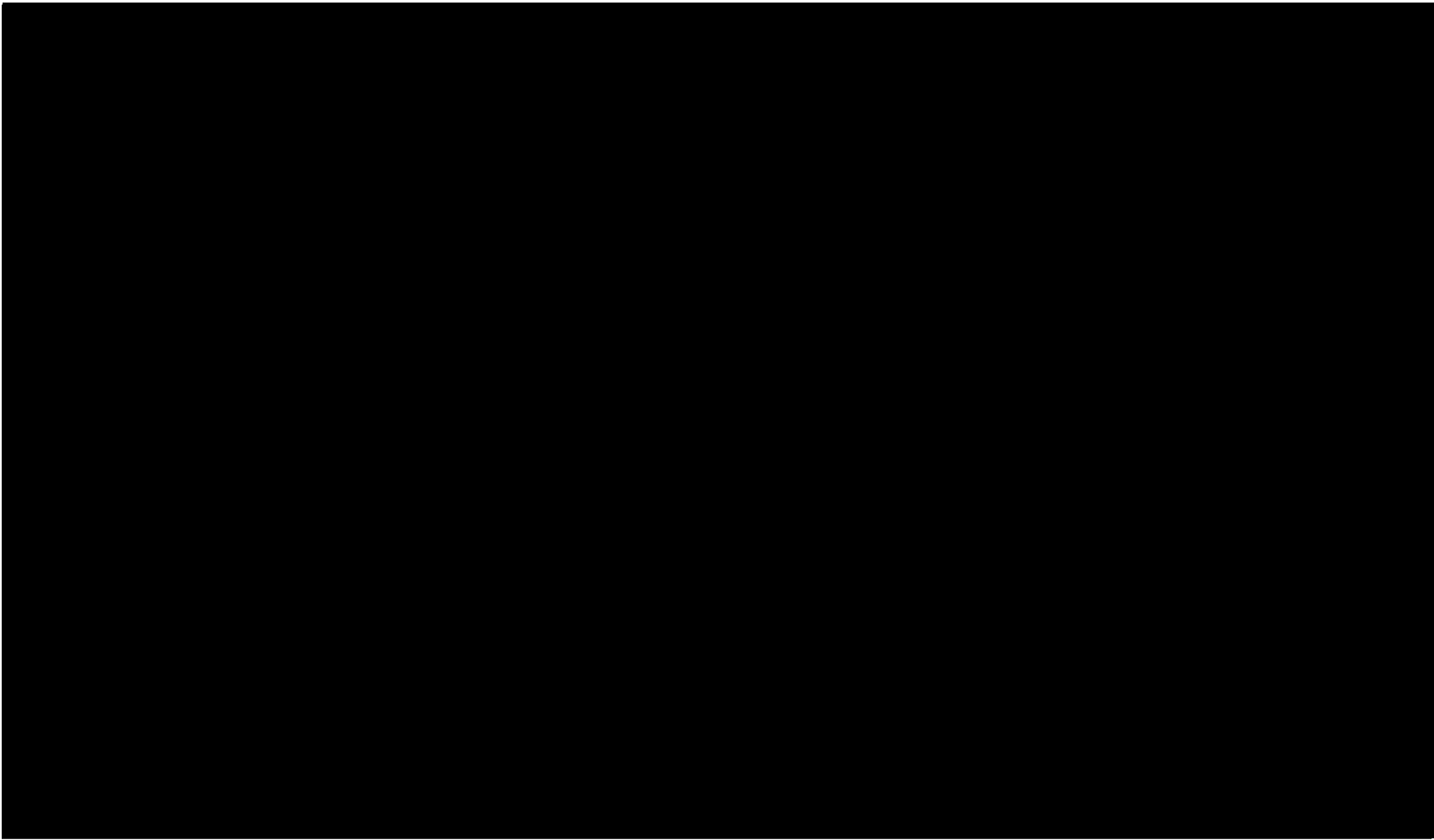
 _____
Date

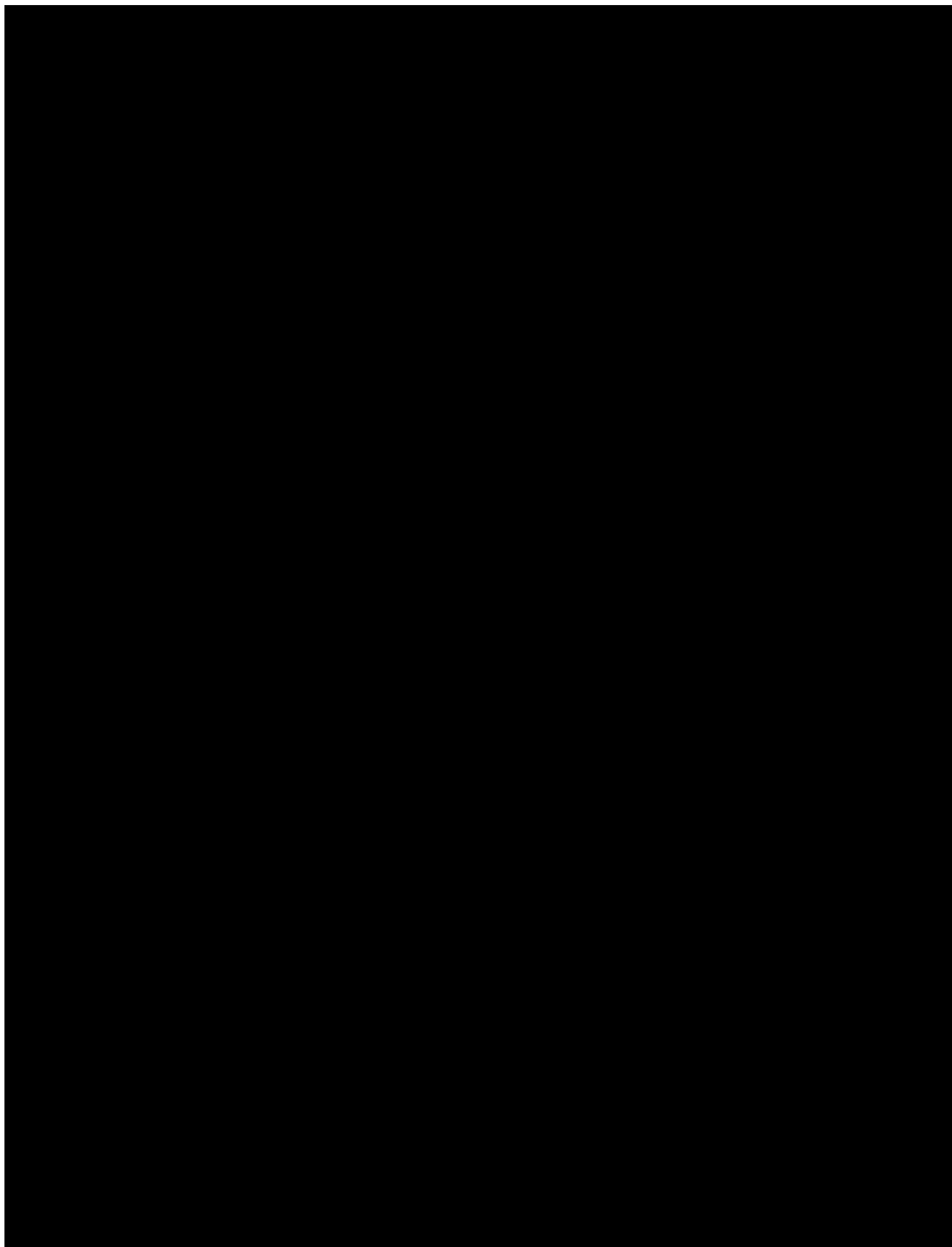
Revised 01/01/2018

RFP #0058177

Section VIII

Compliance Information





DPOR License Lookup License Number 670517903

License Details

Name	WESTVIEW COMPANIES INC
License Number	[REDACTED]
License Description	Contractor
Firm Type	Corporation
Rank ¹	Class A
Address	2508 TURKEY CREEK RD, OILVILLE, VA 23129
Specialties ²	Commercial Building (CBC) Landscape Irrigation (ISC) Landscape Service (LSC) Residential Building (RBC)
Initial Certification Date	2007-09-19
Expiration Date	2019-09-30

- 1 Refer to the Statutory Definitions (<http://law.lis.virginia.gov/vacode/title54.1/chapter11/section54.1-1100/>) for descriptions of the rank or class of license (A, B, or C) that determines the monetary limits on contracts/projects.
- 2 Refer to the Classification Definitions (<http://lis.virginia.gov/cgi-bin/legp604.exe?000+reg+18VAC50-22-20>) and Specialty Definitions (<http://lis.virginia.gov/cgi-bin/legp604.exe?000+reg+18VAC50-22-30>) for detailed definitions of these classifications and specialties.

The data located on this website are not the public records of the Department of Professional and Occupational Regulation (DPOR). All public records are physically located at DPOR's Public Records Section: 9960 Mayland Drive, Suite 400, Richmond, VA 23233. While DPOR works to ensure the accuracy of the data provided online, the data available on these pages are updated routinely but may not be up to date at all times (due to document processing delays, technical maintenance, etc.).

DPOR assumes no liability for any errors, omissions, or inaccuracies in the information provided or for any reliance on data provided online. While DPOR has attempted to ensure that the data contained herein are accurate and reflect the status of its regulants, DPOR makes no warranties, expressed or implied, concerning the accuracy, completeness, reliability, or suitability of this data. If discrepancies or errors are discovered, please inform DPOR so that appropriate action may be taken.

DPOR License Lookup build 1,198 (built 2017-07-13 02:34:41).



Directory Listing

Certification Type

NIGP

NAICS

City

ZIP Code

All



exact match

westview Companies, inc.



Match found 1

Sort by: Company name



Show entries: 5



Applied Filters

Reset filters



WestView Companies, Inc.

Melissa Johnson

PO Box 21

Oilville, VA 23129

Phone: (804) 784-0095

Fax: (804) 784-0097

melissa@westviewcompanies.com (mailto:melissa@westviewcompanies.com)

Certification Number

SWaM Certification Type:

Small Start Date: 11-09-2017

SWaM Expiration Date: 11-09-2022

NIGP/Description:

35000

55970

90656

90954

91231

91455

FLAGS, FLAG POLES, BANNERS, AND ACCESSORIES

Signage (Includes Destination, Routing and Advertising)

Landscape Architecture

Home Construction, Single Family

Construction, Statues and Monuments

Masonry

96279

Sign Writing Services

71530

Display, Exhibit, and Promotional Materials

91200

CONSTRUCTION SERVICES, GENERAL (INCL. MAINTENANCE AND REPAIR SERVICES)

91400

CONSTRUCTION SERVICES, TRADE (NEW CONSTRUCTION)

98852

Landscaping (Including Design, Fertilizing, Planting, etc., But Not Grounds Maintenance or Tree Trim

Board: N



Request for Proposal # 0058177

For

***Wayfinding Signage and
Turn-Key Signage Installation***

February 27, 2019

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 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.

RFP 0058177
GENERAL INFORMATION FORM

QUESTIONS: All inquiries for information regarding this solicitation should be directed to: Mary Seyler, CPPB, CUPO, Contracts Officer, Phone: (540) 231-3813 e-mail: mseyler@vt.edu

DUE DATE: Proposals will be received until March 28, 2019 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

ADDRESS: Proposals should be mailed or hand delivered to: Virginia Polytechnic Institute and State University (Virginia Tech), Procurement Department (MC 0333) North End Center, Suite 2100, 300 Turner Street NW, Blacksburg, Virginia 24061. Reference the due date and hour, and RFP Number in the lower left corner of the return envelope or package.

Please note that USPS is delivered to a central location and is not delivered directly to Procurement. Allow extra time if sending proposal via USPS. It is the vendor's responsibility to ensure proposals are received in the Procurement office at the appropriate date and time for consideration.

PRE-PROPOSAL CONFERENCE: A pre-proposal conference will be held on March 12, 2019 at 1:00p.m. See section X, Pre-proposal Conference for additional information.

TYPE OF BUSINESS: (Please check all applicable classifications). If your classification is certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), provide your certification number: _____. For assistance with SWaM certification, visit the SBSD website at <http://sbsd.virginia.gov/>.

_____ **Large**

_____ **Small business** – An independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of \$10 million or less averaged over the previous three years. Commonwealth of Virginia Department of Small Business and Supplier Diversity (SBSD) certified women-owned and minority-owned business shall also be considered small business when they have received SBSD small business certification.

_____ **Women-owned business** – A business concern that is at least 51% owned by one or more women who are U. S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U. S. citizens or legal resident aliens.

_____ **Minority-owned business** – A business concern that is at least 51% owned by one or more minority individuals (see Section 2.2-1401, Code of Virginia) or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

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

FULL LEGAL NAME (PRINT) (Company name as it appears with your Federal Taxpayer Number)		FEDERAL TAXPAYER NUMBER (ID#)	
BUSINESS NAME/DBA NAME/TA NAME (If different than the Full Legal Name)		BILLING NAME (Company name as it appears on your invoice)	
PURCHASE ORDER ADDRESS		PAYMENT ADDRESS	
CONTACT NAME/TITLE (PRINT)			E-MAIL ADDRESS
TELEPHONE NUMBER	TOLL FREE TELEPHONE NUMBER	FAX NUMBER TO RECEIVE E-PROCUREMENT ORDERS	

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

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

Is any member of the firm an employee of the Commonwealth of Virginia who has a personal interest in this contract pursuant to the Code of Virginia, 2.2 – 3102 - 3112

YES _____ NO _____

SIGNATURE _____ Date: _____

Revised 09/17/2018

I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit proposals to establish a contract or contracts, through competitive negotiations, for Wayfinding Signage and Turn-Key Signage Installation Services by Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

II. SMALL, WOMAN-OWNED AND MINORITY (SWAM) BUSINESS PARTICIPATION:

The mission of the Virginia Tech supplier opportunity program is to foster inclusion in the university supply chain and accelerate economic growth in our local communities through the engagement and empowerment of high quality and cost competitive small, minority-owned, women-owned, and local suppliers. Virginia Tech encourages prime suppliers, contractors, and service providers to facilitate the participation of small businesses, and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other inclusive and innovative relationships.

III. CONTRACT PERIOD:

The term of this contract is for one (1) year, or as negotiated. There will be an option for four (4) one-year renewals, or as negotiated.

IV. BACKGROUND:

Virginia Polytechnic Institute and State University (Virginia Tech) is located in Blacksburg, Virginia, approximately 40 miles southwest of Roanoke, Virginia, the major commercial hub of the area. In addition to the university's main campus in Blacksburg, major off campus locations include twelve agriculture experiment research stations, the Marion duPont Scott Equine Medical Center and graduate centers in Roanoke and Fairfax, Virginia. Regularly scheduled air service is provided at the Roanoke Regional Airport.

Dedicated to its motto, Ut Prosim (That I May Serve), Virginia Tech takes a hands-on, engaging approach to education, preparing scholars to be leaders in their fields and communities. As the Commonwealth's most comprehensive university and its leading research institution, Virginia Tech offers 240 undergraduate degree programs to more than 31,000 students and manages a research portfolio of nearly \$513 million. The university fulfills its land-grant mission of transforming knowledge to practice through technological leadership and by fueling economic growth and job creation locally, regionally, and across Virginia.

A unique and functional wayfinding system can market Virginia Tech, present a friendly image and communicate that the University is efficient, organized and caring. Helping a visitor "find their way" is an important part of their experience and time spent on campus. With this in mind, Virginia Tech completed a Campus Wayfinding Master Plan. The Wayfinding Master Plan for the Virginia Tech Campus takes a holistic view of wayfinding and considers the variety of tools that users may encounter as they find their way to and around the campus. These wayfinding tools include: signage, technology, print materials, orientation maps and landmarks. One of the primary goals of the Wayfinding Master Plan includes achieving a consistent and unified wayfinding system incorporating graphic improvements based on university branding initiatives, accessibility for persons with disabilities, safety, cost, durability and sustainability. It is Virginia Tech's intent to systematically implement the signage portion of the Wayfinding Master Plan through a series of phased projects (Phase II, Phase III, etc.) as well as to install appropriate signage in and around new or newly renovated buildings as they come on-line within the campus structure. This Request for Proposal seeks to establish a term contract(s) with vendor(s) fully capable of providing Virginia Tech with wayfinding signage and turn-key signage installation services in accordance with the

information contained within the Virginia Tech Campus Wayfinding Guidelines and the ADA Signage Study – Exterior documents.

Universal Design principles shall be embraced in all aspects of wayfinding. The contractor shall apply Universal Design principles in the signage to allow for ease of access, use, and understanding, to the greatest extent possible, by all people regardless of their age, size, ability, or disability. Submittals should demonstrate a thorough understanding of Universal Design principles as to wayfinding signage (both interior and exterior).

V. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

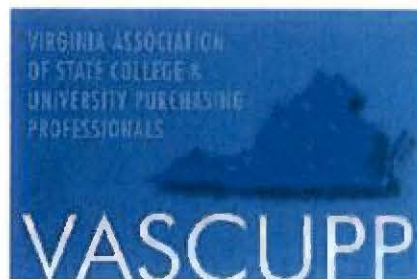
The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. *We are, therefore, requesting that your firm register as a vendor within the eVA system.*

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

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <http://www.eva.virginia.gov/pages/eva-registration-buyer-vendor.htm> and register both with eVA and Ariba. *This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract.* If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: <http://www.eva.virginia.gov>, or call 866-289-7367 or 804-371-2525.

VI. CONTRACT PARTICIPATION:



It is the intent of this solicitation and resulting contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or Virginia Tech's affiliated corporations and/or partnerships may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. The Contractor shall notify Virginia Tech in writing of any such entities accessing the contract, if requested. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports

for all entities accessing the Contract, as requested. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Virginia Tech. Virginia Tech shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Virginia Tech is not responsible for the acts or omissions of any entity, and will not be considered in default of the contract no matter the circumstances.

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

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

VII. SCOPE OF SERVICE:

Provide wayfinding signage and turn-key signage installation services in accordance with all Terms and Conditions herein, and the following documents:

- Interior Signage Standards Manual 2018
- Campus Wayfinding Guidelines May 2017 (Exterior Signage Standards)
- 2010 ADA standards for Accessible Design
- Wayfinding Master Plan June 2012

To view and download the four (4) above referenced documents, please visit the Virginia Tech laserfiche site at:

Shortcut link: <https://records.facilities.vt.edu/weblink8>

Shortcut: **WaySign**

Password: **W@y\$ign**

It is Virginia Tech's intention to continue the process of wayfinding signage and turn-key signage installation throughout the Virginia Tech campus and buildings. With the many ongoing and future construction and renovation projects slated for Virginia Tech, the need for wayfinding signage will increase. Any future signage projects to be identified under any term contract(s) established as a result of this solicitation are anticipated to include additional phases of wayfinding signage for the campus as well as capital and renovation project signage. Additionally, Virginia Tech has recently modified branding and logos, which will require changes to current signage throughout the campus and buildings. Any branding or logos must be pre-approved through the Office of University Planning and the correct format for said logos and branding will be provided when appropriate.

VIII. PROPOSAL PREPARATION AND SUBMISSION:

A. Specific Requirements

Proposals should be as thorough and detailed as possible so that Virginia Tech may properly evaluate your capabilities to provide the required goods or services. Offerors are required to submit the following information/items as a complete proposal:

1. Plan for Providing Goods and Services:

- a. Provide complete and detailed description of the offeror's method and plan for providing the goods and services described herein.
 - b. Provide delivery information including lead-times for all goods services offered.
 - c. Describe your firm's production methods and production facility capabilities in providing the goods and services described herein.
 - d. Provide information about any additional goods and services your firm offers that you feel might benefit Virginia Tech now, or in the future.
2. Qualifications and Experience:
- a. Provide complete and detailed description of the Offeror's qualifications and experience relative to the goods and services described herein.
 - b. Offeror's organization data, including size and structure of firm, joint venture and/or subcontractor arrangements if any, location of branch offices, and financial standing.
 - c. Provide Proof of Insurance.
 - d. Provide a list of three (3) references. These references should include the company name, contact name with phone number and or email address.
3. Pricing Schedule:
- a. Please complete Attachment D – Pricing Schedule. Unit prices should include all costs associated with manufacture, delivery and installation
 - b. Provide separate pricing for any goods and services that you feel might benefit Virginia Tech now or in the future.
4. Participation of Small, Women-owned and Minority-owned Business (SWaM) Business:
- If your business cannot be classified as SWaM, describe your plan for utilizing SWaM subcontractors if awarded a contract. Describe your ability to provide reporting on SWaM subcontracting spend when requested. If your firm or any business that you plan to subcontract with can be classified as SWaM, but has not been certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), it is expected that the certification process will be initiated no later than the time of the award. If your firm is currently certified, you agree to maintain your certification for the life of the contract. For assistance with SWaM certification, visit the SBSD website at <http://www.sbsd.virginia.gov/>
5. The return of the General Information Form and addenda, if any, signed and filled out as required.

B. General Requirements

1. RFP Response: In order to be considered for selection, Offerors shall submit a complete response to this RFP to include;
 - a. **One (1) original** of the entire proposal, including all attachments. Any proprietary information should be clearly marked in accordance with 2.e. below.

- b. One (1) electronic copy in WORD format or searchable PDF (*flash drive*) of the entire proposal as one document, INCLUDING ALL ATTACHMENTS. Any proprietary information should be clearly marked in accordance with 2.e. below.
- c. Should the proposal contain proprietary information, provide one (1) redacted hard copy of the proposal and attachments with proprietary portions removed or blacked out. This copy should be clearly marked "Redacted Copy" on the front cover. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable. Virginia Tech shall not be responsible for the Contractor's failure to exclude proprietary information from this redacted copy.

Response shall be submitted to:

Virginia Polytechnic Institute and State University (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

Reference the Due Date and Hour, and RFP Number in the lower left hand corner of the return envelope or package.

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

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 Virginia Tech requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Virginia Tech at its discretion. 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 on completeness and clarity of content.
- 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 which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

- d. Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume.
 - e. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech 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, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret 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 may result in rejection of the 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 Virginia Tech. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. Virginia Tech will schedule the time and location of these presentations. Oral presentations are an option of Virginia Tech and may not be conducted. Therefore, proposals should be complete.

IX. SELECTION CRITERIA AND AWARD:

A. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

<u>Criteria</u>	<u>Maximum Point Value</u>
1. Quality of products/services offered and suitability for the intended purposes	25
2. Qualifications and experiences of Offeror in providing the goods/services	25
3. Specific plans or methodology to be used to provide the Services	15
4. Cost (or Price)	25
5. Participation of Small, Women-Owned and Minority (SWAM) Business	10
Total	100

B. Award

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall then 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, Virginia Tech shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Virginia Tech may cancel this Request for Proposal or reject proposals at any time prior to an award. Should Virginia Tech determine in writing and in its sole discretion that only one offeror has made the best proposal, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the Contractor's proposal as negotiated. See Attachment C for sample contract form.

Virginia Tech reserves the right to award multiple contracts as a result of this solicitation.

X. OPTIONAL PRE-PROPOSAL CONFERENCE:

An optional pre-proposal conference will be held on March 12, 2019 at 1:00pm in The Classroom in the Sterrett Facilities Complex, Blacksburg, Virginia. 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.

Bring a copy of this solicitation with you. Any changes resulting from this conference will be issued in a written addendum to this solicitation.

It is strongly recommended that you obtain a Virginia Tech parking permit for display on your vehicle prior to attending the conference. Parking permits are available from the Virginia Tech Parking Services Department located at 605 Research Center Drive, phone: (540) 231-3200, e-mail: parking@vt.edu.

XI. INQUIRIES:

All inquiries concerning this solicitation should be submitted in writing via email, citing the particular RFP section and paragraph number. All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 10AM March 15, 2018. Inquiries must be submitted to the procurement officer identified in this solicitation.

XII. INVOICES:

Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted by email to vtinvoices@vt.edu or by mail to:

Virginia Polytechnic Institute and State University (Virginia Tech)
Accounts Payable
North End Center, Suite 3300
300 Turner Street NW
Blacksburg, Virginia 24061

XIII. METHOD OF PAYMENT:

Virginia Tech will authorize payment to the contractor as negotiated in any resulting contract from the aforementioned Request for Proposal.

Payment can be expedited through the use of the Wells One AP Control Payment System. Virginia Tech strongly encourages participation in this program. For more information on this program please refer to Virginia Tech's Procurement website: <http://www.procurement.vt.edu/vendor/wellsone.html> or contact the procurement officer identified in the RFP.

XIV. ADDENDUM:

Any ADDENDUM issued for this solicitation may be accessed at <http://www.apps.vpfin.vt.edu/html/docs/bids.php>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

XV. COMMUNICATIONS:

Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the Procurement Department rejects all proposals. Formal communications will be directed to the procurement officer listed on this solicitation. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than a Procurement Department representative may result in the offending Offeror's proposal being rejected.

XVI. CONTROLLING VERSION OF SOLICITATION:

The posted version of the solicitation and any addenda issued by Virginia Tech Procurement Services is the mandatory controlling version of the document. Any modification of/or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by Virginia Tech Procurement Services. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, Virginia Tech reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

XVII. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions, see Attachment A.

XVIII. CONTRACT ADMINISTRATION:

- A. Kate Dicken, Contracts Officer, Facilities Department, at Virginia Tech or their designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance.
- B. The Contract Administrator, or their designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or their designee, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Procurement Department through a written amendment to the contract.

XIX. ATTACHMENTS:

- Attachment A - Terms and Conditions
- Attachment B - Zone Map for Cooperative Contracts
- Attachment C - Sample of Standard Contract Form
- Attachment D - Pricing Schedule

ATTACHMENT A

TERMS AND CONDITIONS

RFP GENERAL TERMS AND CONDITIONS

See:

https://procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_RFP_09172018.pdf

ADDITIONAL TERMS AND CONDITIONS

- A. **ADDITIONAL GOODS AND SERVICES:** The University may acquire other goods or services that the supplier provides other than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the Agreement.
- B. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.
- C. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- D. **CANCELLATION OF CONTRACT:** Virginia Tech 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
- E. **CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Request for Proposal including all modifications thereof, the proposal submitted by the Contractor, the written results of negotiations, the Commonwealth Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
- F. **IDENTIFICATION OF BID/PROPOSAL ENVELOPE:** The signed bid or proposal should be returned in a separate envelope or package and identified as follows:

From: _____

Name of Bidder or Offeror	Due Date	Time Due

Street or Box No.	Solicitation Number	

City, State, Zip Code	Solicitation Title	

Name of Procurement Officer: _____

The envelope should be addressed to:

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

The offeror takes the risk that if the envelope is not marked as described above, it may be inadvertently opened and the information compromised, which may cause the proposal to be disqualified. Bids or Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other bids/proposals should be placed in the envelope.

- G. NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing, hand delivered or mailed to the address of the respective party at the following address

If to Contractor: Address Shown On RFP Cover Page
Attention: Name Of Person Signing RFP

If to Virginia Tech:

Virginia Polytechnic Institute and State University (Virginia Tech)
Attn: Mary Seyler
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

and

Virginia Polytechnic Institute and State University (Virginia Tech)
Attn: Kathryn M. Dicken, VCCO
Facilities Department
230 Sterrett Drive
Blacksburg, Virginia 24061

- H. SEVERAL LIABILITY:** Virginia Tech will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.
- I. CLOUD OR WEB HOSTED SOFTWARE SOLUTIONS:** For agreements involving Cloud-based Web-hosted software/applications refer to link for additional terms and conditions:
[http://www.ita.vt.edu/purchasing/VT Cloud Data Protection Addendum final03102017.pdf](http://www.ita.vt.edu/purchasing/VT%20Cloud%20Data%20Protection%20Addendum%20final03102017.pdf)

SPECIAL TERMS AND CONDITIONS

1. **ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this solicitation, no indication of such sales or services to Virginia Tech will be used in product literature or advertising. The contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
2. **ASBESTOS:** Whenever and wherever during the course of performing any work under this contract, the Contractor discovers the presence of asbestos or suspects that asbestos is present, he shall stop the work immediately, secure the area, notify the Building Owner and await positive identification of the suspect material. During the downtime in such a case, the contractor shall not disturb any surrounding surfaces but shall inform all employees that the suspect material is not to be disturbed, and shall vacate and secure the area until an identification has been made if suspect debris is present. In the event the contractor is delayed due to the discovery of asbestos or suspected asbestos, then a mutually agreed extension of time to perform the work shall be allowed the contractor but without additional compensation due to the time extension.
3. **MATERIALS CONTAINING ASBESTOS:** The contractor shall not incorporate any materials into the work containing asbestos. The contractor shall not incorporate any material known by the contractor to contain a substance known to be hazardous to health when the building is occupied unless specifically approved by Virginia Tech or required by the specifications. If the contractor becomes aware that a material required by the specifications contains asbestos, it shall notify Virginia Tech immediately and shall take no further steps to acquire or install any such material.
4. **CONTRACTOR'S TITLE TO MATERIALS:** No materials or supplies for the work shall be purchased by the Contractor or by any Subcontractor subject to any chattel mortgage or under a conditional sales or other agreement by which an interest is retained by the seller. The contractor warrants that he has clear title to all materials and supplies for which he invoices for payment.
5. **DELIVERY AND STORAGE:** It shall be the responsibility of the contractor to make all arrangements for delivery, unloading, receiving and storing materials in the building during installation. Virginia Tech will not assume any responsibility for receiving these shipments. Contractor shall check with Virginia Tech and make necessary arrangements for security and storage space in the building during installation.
6. **FINAL INSPECTION:** At the conclusion of the work, the contractor shall demonstrate to the authorized owner's representatives that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the contractor at the contractor's sole expense prior to final acceptance of the work.
7. **INSURANCE:**

By signing and submitting a Proposal/Bid under this solicitation, the offeror/bidder certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract, Virginia Tech reserves the right to require the contractor to furnish certificates of insurance for the coverage required.

INSURANCE COVERAGES AND LIMITS REQUIRED:

 - A. Worker's Compensation - Statutory requirements and benefits.
 - B. Employers Liability - \$100,000.00
 - C. General Liability - \$1,000,000.00 combined single limit. Virginia Tech and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured.

This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.

D. Automobile Liability - \$500,000.00

E. The contractor agrees to be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.

8. **LICENSE TO USE VIRGINIA TECH LICENSED INDICIA:** By signing and submitting this Proposal/Bid, the offeror/bidder agrees that if it is awarded a purchase order/contract as a result of this solicitation, it will follow the procedures outlined by Virginia Tech's Licensing and Trademarks Administration to become a licensed vendor authorized to use Virginia Tech licensed indicia identified in the solicitation and to follow all procedures for submitting artwork for product for approval prior to producing any product with Virginia Tech indicia. As a licensed vendor, the offeror/bidder will be required to pay the university's standard royalty rate for similarly licensed vendors. *More information on the licensing process and application can be found at: <http://clc.com/Licensing-Info.aspx>.*

9. **MATERIALS CONTAINING ASBESTOS:** The offeror/bidder shall not incorporate any materials into the work containing asbestos. The offeror/bidder shall not incorporate any material known by the offeror/bidder to contain a substance known to be hazardous to health when the building is occupied unless specifically approved by Virginia Tech or required by the specifications. If the offeror/bidder becomes aware that a material required by the specifications contains asbestos, it shall notify Virginia Tech immediately and shall take no further steps to acquire or install any such material.

10. **PRICE ESCALATION/DEESCALATION:** Price adjustments may be permitted only for changes in the contractor's cost of materials not to exceed the increase in the following index/indices: CPI-W. No price increases will be authorized for 365 calendar days after the effective date of the contract. Price escalation may be permitted only at the end of this period and each 365 days thereafter and only where verified to the satisfaction of the Virginia Tech Procurement Department. However, "across the board" price decreases are subject to implementation at any time and shall be immediately conveyed to Virginia Tech.

Contractor shall give not less than 30 days advance notice of any price increase to the Virginia Tech Procurement Department. Any approved price changes will be effective only at the beginning of the calendar month following the end of the full 30 day notification period. The contractor shall document the amount and proposed effective date of any general change in the price of materials. Documentation shall be supplied with the contractor's request for increase which will: (1) verify that the requested price increase is general in scope and not applicable just to Virginia Tech; and (2) verify the amount or percentage of increase which is being passed on to the contractor by the contractor's suppliers.

The Virginia Tech Procurement Department will notify the Contractor in writing of the effective date of any increase which it approves. However, the Contractor shall fill all purchase orders received prior to the effective date of the price adjustment at the old contract prices. The Contractor is further advised that decreases which affect the cost of materials are required to be communicated immediately to the Virginia Tech Procurement Department.

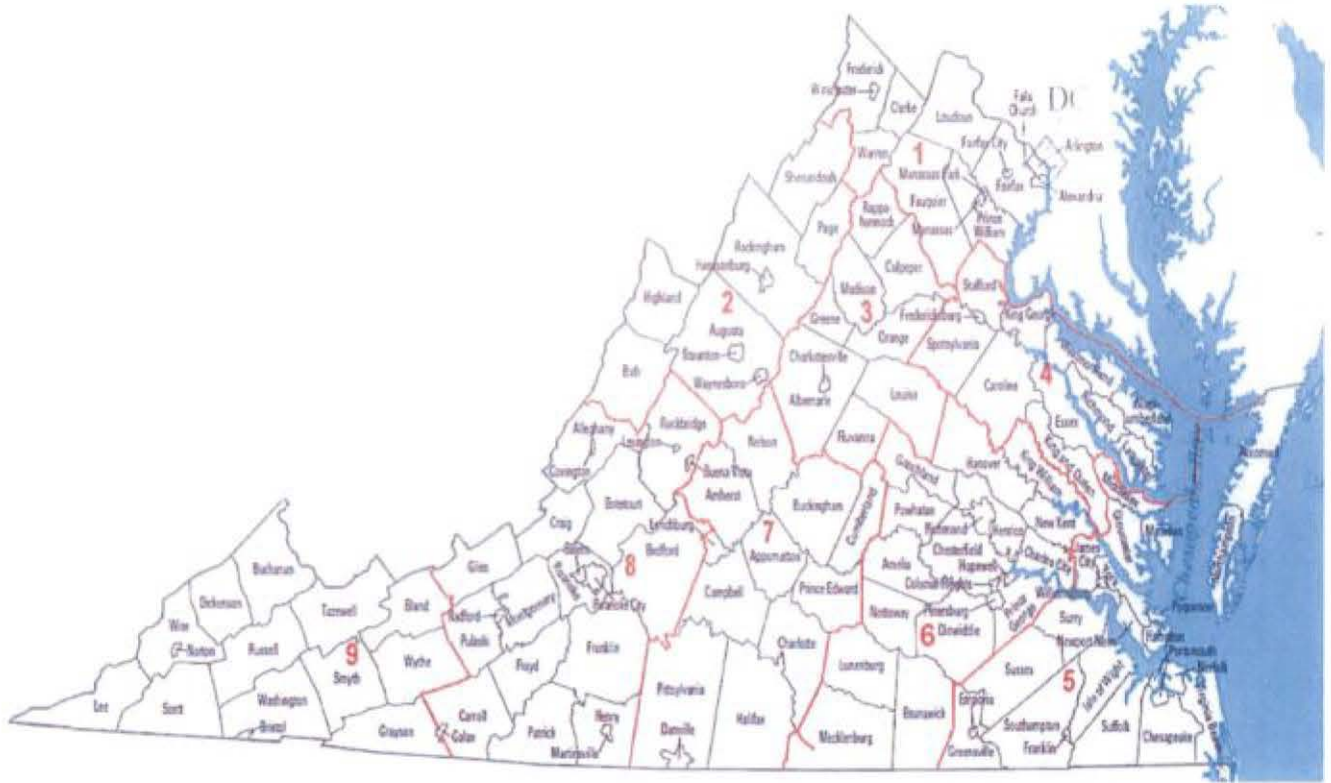
11. **PRIME CONTRACTOR RESPONSIBILITIES:** The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
12. **PROPOSAL/BID ACCEPTANCE PERIOD:** Any Proposal/Bid received in response to this solicitation shall be valid for (120) days. At the end of the (120) days the Proposal/Bid may be withdrawn at the written request of the offeror/bidder. If the Proposal/Bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
13. **PROPOSAL/BID PRICES:** Proposal/Bid shall be in the form of a firm unit price for each item during the contract period.
14. **QUANTITIES:** Quantities set forth in this solicitation are estimates only, and the contractor shall supply at Proposal/Bid prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.
15. **RENEWAL OF CONTRACT:** This contract may be renewed by Virginia Tech upon written agreement of both parties for 4 successive one year periods, under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.
16. **SAFETY:** The contractor bears sole responsibility for the safety of its employees. The contractor shall take all steps necessary to establish, administer, and enforce safety rules that meet the regulatory requirements of the Virginia Department of Labor and Industry (VDLI) and the Occupational Safety and Health Administration (OSHA). The contractor shall take steps as necessary to protect the safety and health of university employees, students, and visitors during the performance of their work. In addition, the contractor must also provide the university with a written safety program that it intends to follow in pursuing work under this contract. By entering into a contract with Virginia Tech, the contractor and its subcontractors agree to abide by the requirements described in Safety Requirements for Contractors and Subcontractors located on Virginia Tech's Environmental, Health and Safety Services (EHSS) web site at this URL http://www.ehss.vt.edu/programs/contractor_safety.php. A copy of the publication may also be obtained by contacting EHSS at 540/231- 5985. No work under this contract will be permitted until the university is assured that the contractor has an adequate safety program in effect.
17. **SAMPLES:** After Proposal/Bids are received, and at its option, Virginia Tech may require contractor to provide a sample for each designated item so offered. Samples shall be an exact and true representative sample of the actual material offered and may be considered by Virginia Tech in making a contract award decision. Each sample shall be properly tagged or labeled with the name of the contractor and manufacturer. Bid samples shall be provided at no cost to Virginia Tech. Samples will be handled and disposed of in accordance with Section 2, paragraph X10 of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors. Furthermore, Virginia Tech reserves the right to secure additional check samples from the actual material supplied. In the event the check samples fail to conform to the contract requirements, the contractor shall immediately replace the portion of the delivered commodity with acceptable material conforming to the contract requirements at no additional costs to Virginia Tech. Submit samples to:
Virginia Polytechnic Institute and State University (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street, NW
Blacksburg, VA 24061
Solicitation #

Opening Date & Hour 3:00 PM

18. **SPECIAL OR PROMOTIONAL DISCOUNTS:** The Contractor shall extend any special promotional sale prices or discounts immediately to Virginia Tech during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.
19. **SIDEWALK POLICY:** Driving on sidewalks is allowed when there is no other way to get a needed vehicle to a designated place or building on campus. The vehicle operator shall be made aware that extreme caution shall be used to operate the vehicle in a way that will not be a hazard or hindrance to pedestrians using the walk. The contractor shall be responsible for any damage to turf and anything that is located adjacent to the walk. Parking an unattended vehicle on a sidewalk is strictly prohibited by State Law. The contractor is allowed to park a vehicle on a sidewalk if there is no other way to perform necessary work. The procedure to obtain a permit to operate a vehicle on sidewalks is the same as for the turf as outlined in Turf Policy. Any vehicle parked illegally on sidewalks shall be subject to ticketing, fines and towing if necessary.
20. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of Virginia Tech. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish Virginia Tech the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.
21. **WARRANTY (COMMERCIAL):** The contractor agrees that the supplies or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such supplies or services and that the rights and remedies provided therein are in addition to and do not limit those available to Virginia Tech by any other clause of this solicitation. A copy of this warranty must be furnished with the Proposal/Bid.
22. **WORK SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Owner's satisfaction at the contractor's expense.

ATTACHMENT B

Zone Map



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

List of member institutions by zones

Zone 1

George Mason University
(Fairfax)

Zone 2

James Madison University
(Harrisonburg)

Zone 3

University of Virginia
(Charlottesville)

Zone 4

University of Mary Washington
(Fredericksburg)

Zone 5

College of William and Mary
(Williamsburg)
Old Dominion University (Norfolk)

Zone 6

Virginia Commonwealth
University (Richmond)

Zone 7

Longwood University
(Farmville)

Zone 8

Virginia Military Institute
(Lexington)
Virginia Tech (Blacksburg)
Radford University (Radford)

Zone 9

University of Virginia - Wise
(Wise)

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

ATTACHMENT C

SAMPLE CONTRACT FORM

Standard Contract form for reference only
Offerors do not need to fill in this form

COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT

Contract Number: _____

This contract entered into this ____ day of _____, 20____, by _____, hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech".

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agrees as follows:

SCOPE OF CONTRACT: The Contractor shall provide the _____ to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From _____ through _____.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the contract documents.

CONTRACT DOCUMENT: The Contract Documents shall consist of this signed contract, Request For Proposal Number _____ dated _____, together with all written modifications thereof and the proposal submitted by the Contractor dated _____ and the Contractor's letter dated _____, all of which Contract Documents are incorporated herein.

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

Contractor: _____ Virginia Tech

By: _____ By: _____

Title: _____ Title: _____

ATTACHMENT D - PRICING SCHEDULE
(To be completed by offeror)

PLEASE NOTE THE FOLLOWING:

All labor, material, and equipment required for work associated with concrete, block, Hokie stone, or electrical work shall be completed by the owner. The contractor shall be responsible for providing the sign and any and all anchoring to the substrate. The contractor shall provide all labor, material, and equipment for the concrete work associated with the installation of the signs as referenced in the construction details in the Wayfinding & Signage System Standards Manual - Footer/concrete sign base detail.

EXTERIOR SIGNAGE

(SEE EXTERIOR SIGNAGE STANDARDS FOR EXAMPLES OF SIGNS LISTED HERE)

SIGN TYPE	NOTES	COST PER SIGN
GATEWAY		
CG.1		\$ _____
CG.2		\$ _____
BUILDING ID		
DT.1		\$ _____
B.1		\$ _____
B.2		\$ _____
B.2a		\$ _____
B.3		\$ _____
B.3a		\$ _____
B.4		\$ _____
B.5		\$ _____
VEHICULAR DIRECTIONAL		
VD.1		\$ _____
VD.1a		\$ _____
VD.2		\$ _____
VD.2a	(Shorter option)	\$ _____
VD.3		\$ _____
VD.3a	(Shorter option)	\$ _____
VDIR.4		\$ _____
PARKING		
PK.1		\$ _____
PK.2		\$ _____
PK.3		\$ _____

PK.4		\$
PK.4		\$
PS.1		\$
PS.2	(C/G)	\$
PS.2a	(C/G-C/P)	\$
PS.3	(F/S)	\$
PS.3a	(F/S-CP)	\$
PS.3a	(F/S-MC)	\$
PS.3B	(F/S-24)	\$
PS.4	(P-24)	\$
PS.4a	(P-15)	\$
PS.4b	(P-FOOD)	\$
PS.5	(V)	\$
PS.5	(V-15)	\$
PS.6	(S)	\$
PS.6a	(S-24)	\$
PS.6b	(S-24-RESERVED)	\$
PS.7	(VBC)	\$
PS.7	(VBC-RESERVED)	\$
PK.6		\$
PK.7		\$
PK.8		\$

PEDESTRIAN

PD.1		\$
PD.1a		\$
PD.2		\$
PD.3		\$
BK.1		\$
BK.2		\$
CM.1		\$
IN.1		\$
BS.1		\$
CK.1		\$
HC.1		\$
HC.1a		\$
HC.1b		\$
HC.2		\$
HC.3		\$
HC.3a		\$
HC.4		\$
HC.4a		\$

PAVILLION

PAVILLION.1

\$ _____

STREET SIGNS

RG.1

\$ _____

RG.2

\$ _____

ST.2

\$ _____

ST.3

\$ _____

ST.1

\$ _____

BN.1

\$ _____

BN.2

\$ _____

EVENT

EV.1

\$ _____

EV.2

\$ _____

EV.3

\$ _____

END EXTERIOR SIGNANGE

SEE NEXT PAGE FOR INTERIOR
SIGNAGE

INTERIOR SIGNAGE

(SEE INTERIOR SIGNAGE STANDARDS FOR EXAMPLES OF SIGNS LISTED HERE)

SIGN TYPE	NOTES	COST PER SIGN
REGULATORY SIGNAGE		
R-M		\$ _____
R-W		\$ _____
R-SUR		\$ _____
R-S		\$ _____
R-SE		\$ _____
R-FL1		\$ _____
R-FL2		\$ _____
R-MO		\$ _____
R-EL		\$ _____
R-E1		\$ _____
R-E2		\$ _____
R-AL		\$ _____
R-MED		\$ _____
R-FP		\$ _____
R-EXT		\$ _____
ROOM ID SIGNAGE		
ID-S + ID-U		\$ _____
ID-S-WET		\$ _____
ID-S-CTS		\$ _____
ID-S-SLD		\$ _____
EMERGENCY EGRESS, DIRECTIONAL, DIRECTORY & INFORMATIONAL SIGNAGE		
E-MAP		\$ _____
DIR		\$ _____
DIR-CM1		\$ _____
DIR-CM2		\$ _____
DIR-CM3		\$ _____
DIR-FM1		\$ _____
DIR-FM2		\$ _____
DIR-D-22x17		\$ _____
DIR-D-36x24		\$ _____
INFO-6x6		\$ _____
INFO-8.5x11		\$ _____
INFO-8.5x11-IA		\$ _____

ADDENDUM # 1 TO RFP # 0058177

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

DATE	NEW DUE DATE AND HOUR
March 22, 2019	April 8, 2019 3PM

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO: mseyler@vt.edu
E-MAIL ADDRESS: mseyler@vt.edu TELEPHONE NUMBER (540) 231-3813
FAX NUMBER (540) 231-9628 AFTER HOUR MESSAGES (540) 231-6221

Wayfinding Signage and Turn-Key Signage Installation

1. This addendum is being issued to:
 - Provide spend history for interior and exterior signage as requested at the preproposal meeting (see attached)
 - Provide the attendance roster from pre-proposal meeting held on March 12, 2019 (see attached)
 - Extend proposal due date
2. A second addendum will be issued to answer additional inquiries received in accordance with section XI of the RFP.
3. All other terms, conditions and descriptions remain the same.
4. The new due date and hour is **April 8, 2019 at 3PM**

I acknowledge that I have read and understand this addendum in its entirety.

Signature

Date

ADDENDUM 1 TO RFP 0058177

The following is the most recently available fiscal year (FY) spend data for interior and exterior wayfinding signage as requested. Note that VA Tech's Fiscal Year runs July 1 through June 30:

Exterior:

FY 18/19 – \$6,041.00 (current fiscal year)

FY 17/18 - \$67,076.00

FY 16/17 - \$81,825.00

FY 15/16 – \$95,889.06

Interior:

FY 18/19 – \$0 (current fiscal year)

FY 17/18 - \$92,811.35

FY 16/17 - \$39,017.55

FY 15/16 - \$50,742.50

ADDENDUM # 2 TO RFP # 0058177

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

DATE	New DUE DATE AND HOUR
April 2, 2019	April 12, 2019 3PM

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO: Mary Seyler, Buyer Senior / Contracts Officer
E-MAIL ADDRESS: mseyler@vt.edu TELEPHONE NUMBER (540) 231-3813
FAX NUMBER (540) 231-9628 AFTER HOUR MESSAGES (540) 231-6221

Wayfinding Signage and Turn-Key Signage Installation

1. This addendum is being issued to answer vendor questions received prior to inquiry deadline in accordance with RFP Section IX "Inquiries". See attached.
2. All other terms, conditions and descriptions remain the same.
3. The due date and hour is changed from April 8, 2019 at 3 pm TO April 12, 2019 at 3 pm.

I acknowledge that I have read and understand this addendum in its entirety.

Signature

Date

Revised 01/01/2018

1. Vendor Question:

RFP Section IX.B "Award" states "Virginia Tech reserves the right to award multiple contracts as a result of this solicitation". *May a vendor respond to only a portion of this RFP, such as interior only, or exterior only?*

Virginia Tech Response:

Yes. However, vendors shall provide pricing for each and every sign on the price schedule they are proposing. For example, if your company is only providing a proposal on exterior signage, you must provide pricing for all examples.

2. Question:

RFP Attachment D "Pricing Schedule" – Should "Cost per Sign" include Shipping & Handling and/or installation? Without knowing quantities needed, factoring in these expenses will disproportionately inflate one-off product prices because it does not take into consideration economies gained by shipping and installing many signs at one time.

Virginia Tech Response:

The expectation for the exterior signage is that any quantity ordered would require installation. Provide your pricing for delivery and installation of one of each of these signs. In other words, each individual price would include delivery and installation of one (1) of that single sign ordered on its own. With regard to interior signage, please see new price schedules and instructions attached. These will replace the price schedule for interior signage listed in the original RFP.

3. Question: Is the sign contractor responsible for the foundations and masonry bases? Some information in the RFP makes it unclear who is responsible for providing these?

Virginia Tech Response: Virginia Tech will be responsible for foundations and masonry bases, for signs that sit on an above ground structure – refer to sign CG-1 for an example.

The contractor is responsible for concrete footings for all direct burial signs – refer to sign B1 for an example.

NOTE: The decorative chamfered tops of these footings are under review and may be eliminated in future installations. Facilities will notify procurement when evaluation is complete. Refer to page 184 of the sign manual to reference this detail.

4. Question: As relates to Interior Signage, is commercial-grade, double-sided foam tape acceptable instead of "Vinyl Tape &MFH"?

Virginia Tech Response: No, Mechanical fastening is required where indicated in the sign type, mounting details.

5. Question: As relates to Interior Sign Types R-M, R-W, R-SUR, R-S, & R-SE: The pictogram inserts on this designs are 6x6 laser print on paper. Instead of paper, are either direct-to-substrate printing or vinyl graphics acceptable?

Virginia Tech Response: No. These pictograms will change on occasion so graphics need to be on paper stock so they can be changed out easily.

6. Question: As relates to Interior Sign Types R-M, R-W, R-SUR, R-S, & R-SE: If paper is required, would it be acceptable to increase sign height by one inch for an overall dimension of 9x6 instead of 8x6?

Virginia Tech response: No, the size specifications for these signs must be followed to maintain continuity with current standards.

7. Question: Regarding Sign Type "E-Map", will vectored artwork be provided? If not, what file format is supplied?

Virginia Tech Response: Yes; an adobe illustrator template is provided by Virginia Tech to the designer/ architect of the project; they are asked to submit the artwork to the vendor (after Virginia Tech review) for the E-MAP sign type.

8. Question: Regarding Sign Types DIR-CM1, DIR-CM2, these signs hold paper sizes 12x48 and 12x24. Would it be acceptable to increase the height by 2" or 3" to properly secure the acrylic facing?

Virginia Tech Response: No, due to common head height restrictions, a maximum sign depth of 12" is preferred.

9. Question: Again regarding DIR-CM1, DIR-CM2, would it be acceptable to use an alternate sign style having a soft, curved profile with a choice of 11"h or 14"h instead of 12"h.

Virginia Tech Response: No, a curved profile would conflict with the square/ flat/ thin aesthetic of the sign standard.

10. Question: With regard to DIR-CM2, is the backside of this sign intended to be left blank, or would graphics be applied front and back?

Virginia Tech Response: Content is intended for both the front and back of this sign type.

11. Question: With regard to DIR-CM3, would it be acceptable to use an alternate sign style having a soft curved profile? Paper size would change from 8"h to 8.5"h.

Virginia Tech Response: No, a curved profile would conflict with the square/ flat/ thin aesthetic of the sign standard.

INTERIOR SIGNAGE PRICE SCHEDULE A
(SEE INTERIOR SIGNAGE STANDARDS FOR EXAMPLES OF SIGNS LISTED HERE)

Instructions for completion: Vendors price should be reflective of delivery and installation of one of each sign listed below, in one order. Unit prices shall include delivery and installation.

SIGN TYPE	NOTES	COST PER SIGN
REGULATORY SIGNAGE		
R-M		\$ _____
R-W		\$ _____
R-SUR		\$ _____
R-S		\$ _____
R-SE		\$ _____
R-FL1		\$ _____
R-FL2		\$ _____
R-MO		\$ _____
R-EL		\$ _____
R-E1		\$ _____
R-E2		\$ _____
R-AL		\$ _____
R-MED		\$ _____
R-FP		\$ _____
R-EXT		\$ _____
ROOM ID SIGNAGE		
ID-S + ID-U		\$ _____
ID-S-WET		\$ _____
ID-S-CTS		\$ _____
ID-S-SLD		\$ _____
EMERGENCY EGRESS, DIRECTIONAL, DIRECTORY & INFORMATIONAL SIGNAGE		
E-MAP		\$ _____
DIR		\$ _____
DIR-CM1		\$ _____
DIR-CM2		\$ _____
DIR-CM3		\$ _____
DIR-FM1		\$ _____
DIR-FM2		\$ _____
DIR-D-22x17		\$ _____
DIR-D-36x24		\$ _____
INFO-6x6		\$ _____
INFO-8.5x11		\$ _____
INFO-8.5x11-IA		\$ _____

INTERIOR SIGNAGE PRICE SCHEDULE B
(SEE INTERIOR SIGNAGE STANDARDS FOR EXAMPLES OF SIGNS LISTED HERE)

Instructions for completion: Vendors price should be reflective of an individual purchase of one of the signs. Each unit price to include delivery (no installation)

SIGN TYPE	NOTES	COST PER SIGN
REGULATORY SIGNAGE		
R-M		\$ _____
R-W		\$ _____
R-SUR		\$ _____
R-S		\$ _____
R-SE		\$ _____
R-FL1		\$ _____
R-FL2		\$ _____
R-MO		\$ _____
R-EL		\$ _____
R-E1		\$ _____
R-E2		\$ _____
R-AL		\$ _____
R-MED		\$ _____
R-FP		\$ _____
R-EXT		\$ _____
ROOM ID SIGNAGE		
ID-S + ID-U		\$ _____
ID-S-WET		\$ _____
ID-S-CTS		\$ _____
ID-S-SLD		\$ _____
EMERGENCY EGRESS, DIRECTIONAL, DIRECTORY & INFORMATIONAL SIGNAGE		
E-MAP		\$ _____
DIR		\$ _____
DIR-CM1		\$ _____
DIR-CM2		\$ _____
DIR-CM3		\$ _____
DIR-FM1		\$ _____
DIR-FM2		\$ _____
DIR-D-22x17		\$ _____
DIR-D-36x24		\$ _____
INFO-6x6		\$ _____
INFO-8.5x11		\$ _____
INFO-8.5x11-IA		\$ _____



Procurement
300 Turner Street NW
North End Center, Ste 2100
Blacksburg, Virginia 24061
P: (540) 231-6221 F: (540) 231-9628
www.procurement.vt.edu

November 1, 2019

Responses December 13, 2019

Afton Johnson
Westview Companies
PO Box 21
Oilville, VA 23129

Dear Mr. Johnson:

Subject: Virginia Tech RFP #0058177

Thank you for submitting a proposal in response to the subject RFP.

We have reached the point in the evaluation process where we are ready to negotiate as provided for in Section IX, B of the RFP. We are pleased to inform you that Westview Companies has been selected for negotiations. Therefore, we would appreciate your response to the following:

1. With regard to your prices for Exterior signage. Do your unit prices include all costs associated with providing, delivering and installing signage?

YES

2. As part of Virginia Tech standard procedures, all awarded contracts will be publicly posted on an online contracts portal. Is there any information included that would be used to identify or harm a person's identity, finances or personal information? If so, please provide a redacted copy of your proposal.

NO SUCH INFORMATION IS IN THE PROPOSAL

3. Does Westview Companies agree to provide invoices with payment due thirty (30) days after receipt of invoice or goods/services, whichever is later?

YES

4. Do you agree that you will be performing services as an Independent Contractor, Company, Corporation or other business entity and are not an employee of Virginia Tech or any other Commonwealth Entity?

YES – WE AGREE

5. Do you further agree that Virginia Tech will not withhold any income taxes from its payments to contractors nor will it provide any employment benefits to the contractor or contractor's employees?

YES - WE AGREE

6. End of Contract Service Transition Expectations: If or when a transition of service to another provider is required (end of contract life or otherwise), the university would require the incumbent firm to cooperative fully in a successful transition of services. Explain any requirements your firm might have in preparing for such a transition of services. Additionally, please indicate your willingness to establish a transition plan alongside the new provider of service which may include but not be limited to sharing important data and/or existing service information via a cooperative knowledge transfer process.

WESTVIEW WOULD BE WILLING TO WORK WITH A NEW PROVIDER IN TRANSITION SERVICES/END OF CONTRACT SCENARIO; UPON RECEIVING THAT PROVIDERS INFORMATION AND INQUIRIES INTO OUR PROVIDED PRODUCT

7. Does your company agree to all of the RFP terms and conditions?

YES

8. Virginia Tech wishes to propose an increase to the length of the initial contract period. Is your company willing to agree to a two (2) year initial contract period?

YES

9. Virginia Tech wishes to propose an increase to the length of the renewal periods. Upon completion of the initial contract period, does Westview Companies agree that the contract may be renewed by Virginia Tech upon written agreement of both parties for four (4) **two** year periods, under the terms of the current contract?

YES

10. If awarded a contract, do you agree to limit price increases to no more than the increase in the Consumer Price Index, CPI-W, All Items category for the latest twelve (12) months for which statistics are available at the time of renewal or 3 percent, whichever is less?

YES

11. If awarded a contract, are you willing to hold prices firm for the initial negotiated contract period?

YES

12. Please identify the highest-level executive in your organization that is aware of this solicitation. Describe that person's commitment to assuring the highest quality service to Virginia Tech if your organization is awarded a contract.

C. AFTON JOHNSON – PRESIDENT WESTVIEW COMPOANIES, INC.

MR. JOHNSON IS AN ALUMNUS OF VIRGINIA TECH AND WORKED CLOSELY WITH THE VARIOUS PARTIES INVOLVED IN THE RFP ON PREVIOUS OCCASIONS WITHIN THE PARAMETERS OF EXPIRING SIGN CONTRACT. HE PERSONALLY WAS INVOLVED IN THE RESPONSE TO THE NEW SIGNAGE RFP, HE OVERSEES THE FABRICATION AND FINAL PRODUCT AS WELL AS PARTICIPATES IN A NUMBER OF THE INSTALLS ON CAMPUS.

13. Please describe your quickest turn-around time if emergency services are needed.

WORK WOULD BEGIN IN AN EXTREMELY EXPEDITIOUS MANNER AND DEPENDING UPON THE ORDER – WOULD BE EXECUTED WITH THE UTMOST EXPEDIANCY IN BOTH FABRICATION AND INSTALLATION

14. Will you be able to handle increased volumes of business and/or provide service to additional departments during the course of the contract?

YES

15. How soon after contract award can you begin providing services?

IMMEDIATELY

16. Since our purchasing system requires precise and accurate information, please provide the following:

- a. Legal name of your company.

WESTVIEW COMPANIES, INC.

- b. Trade name (DBA) if different from legal name.

SAME AS ABOVE

- c. Taxpayer identification Number.

- d. Company name and address to which Virginia Tech should mail purchase orders.

**WESTVIEW COMPANIES, INC
POBOX 21
OILVILLE, VA 23129
ATTN: AFTON JOHNSON**

- e. Company name and address to which Virginia Tech should mail payments.

WESTVIEW COMPANIES, INC

POBOX 21
OILVILLE, VA 23129
ATTN: AFTON JOHNSON

17. Do you acknowledge, agree and understand that Virginia Tech cannot guarantee a minimum amount of business if a contract is awarded to your company?

YES

18. Are the prices for all goods/services listed in your proposal inclusive of all applicable eVA system transaction fees?

YES

19. Does the vendor acknowledge, agree, and understand that the terms and conditions of the RFP # 0058177 shall govern the contract if a contract is awarded to your company?

YES

20. Please submit a revised quotation to incorporate any changes resulting from these negotiations.

NONE AT THIS TIME

21. Do you agree to maintain your certification with the Virginia Department of Small Business and Supplier Diversity throughout the term of this contract?

YES

22. For purposes of interacting with HokieMart, please identify the person (name, phone number, email address, etc.) in your company that will serve as liaison for a) e-commerce, b) accounts receivable, c) emergency orders.

1. C AFTON JOHNSON ... [REDACTED] ...AFTON@WESTVIEWCOMPANIES.COM

2. MELISSA JOHNSON ... [REDACTED] ...MELISSA@WESTVIEWCOMPANIES.COM

3. LISA CHERLIN ... [REDACTED] ...LISA@WESTVIEWCOMPANIES.COM

4. JEFF DALY... [REDACTED] ...JEFF@WESTVIEWCOMPANIES.COM

Your response by 2PM on November 6, 2019 will be greatly appreciated.

Sincerely,

Mary Seyler, CPPB, CUPO
Contracts Officer / Buyer Senior
(540) 231-3813

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