



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

October 8, 2024

Galicia Construction Corporation
Roberto Firvida
9405 Crosstimber Ct
Fairfax Station, VA 22039

Dear Roberto,

Subject: Contract Renewal Letter

Virginia Tech Contract #: VTS-1439-2021
Commodity/Service: Brick, Stone Masonry, Cast Stone Masonry Installation & Restoration Services
Renewal Period: 12/1/24 - 11/30/25
Renewal #: (4 of 4) one-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

Galicia Construction Corporation **agrees** to renew the contract under the terms and conditions of the subject contract.

Authorized Signature:  Date: 11/6/2024
Name: Roberto Firvida Title: President
(please print)

We currently participate in the Wells One Program: _____

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

Approved: 
Director of Procurement

Date: 11/6/2024

**Procurement**

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November 8, 2023

Galicia Construction Corporation
 Robert Picardi
 9405 Crosstimber Ct
 Fairfax Station, VA 22039

Dear Robert,

Subject: Contract Renewal Letter

Virginia Tech Contract #: VTS-1439-2021
 Commodity/Service: Brick, Stone Masonry, Cast Stone Masonry Installation & Restoration Services
 Renewal Period: 12/1/23 - 11/30/24
 Renewal #: (3 of 4) one-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 11/23/23.

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

Galicia Construction Corporation **agrees** to renew the contract under the terms and conditions of the subject contract.

Authorized Signature:  _____ Date: 11/10/2023
 Name: Bob Picardi _____ Title: Vice President
 (please print)

We currently participate in the Wells One Program: _____

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

Approved:  _____
 Director of Procurement

Date: 11/13/2023

**Procurement**

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 Blacksburg, Virginia 24061
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www.procurement.vt.edu

October 6, 2022

Galicia Construction Corporation
 Robert Picardi
 9405 Crosstimber Ct
 Fairfax Station, VA 22039

Dear Robert,

Subject: Contract Renewal Letter

Virginia Tech Contract #: VTS-1439-2021
 Commodity/Service: Brick, Stone Masonry, Cast Stone Masonry Installation & Restoration Services
 Renewal Period: 12/01/2022 to 11/30/2023
 Renewal #: 2 one-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 10/20/22.

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.

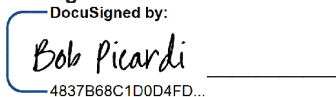
In addition, review the attached form which shows your company information as listed in the university's vendor database. If any of this information has changed, make corrections directly on the form, and return with this letter. It is essential this information be accurate for payments to be processed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

Galicia Construction Corporation **agrees** to renew the contract under the terms and conditions of the subject contract.

Authorized Signature:  Date: 10/7/2022
 Name: Bob Picardi Title: Vice President
 (please print)

We currently participate in the Wells One Program: ☒ X

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

Approved:  _____
 Director of Procurement

Date: 10/18/2022

CONTRACT MODIFICATION AGREEMENT

Date: March 24, 2022

Contract No.: VTS-1439-2021

Modification No.: One (1)

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

Contractor: Galicia Construction Corporation

Commodity: Brick, Stone Masonry, Cast Stone Masonry Installation & Restoration Services

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

Description of Modification:

Per email dated September 22, 2020, turn-key hourly rates are as follows:

Laborer: \$45.00
Skilled Laborer/Operator: \$56.00
Mason \$71.00
Foreman: \$88.00
Superintendent: \$114.00

Except as provided herein, all terms and conditions of Contract Number VTS-1439-2021, as heretofore changed, remain unchanged and in full force and effect.

Contractor

By: **Bob Picardi**
(Signature)

Name and Title

Digitally signed by Bob Picardi
DN: C=US,
E=bob.galiciacc@gmail.com,
O=Galicia Construction Corp.,
OU=Vice President, CN=Bob
Picardi
Date: 2022.03.24 14:29:26-04'00'

Virginia Tech

By: **Mary Helmick**

Mary W. Helmick
Associate Director for Goods and Services

DocuSigned by:

5943314F5CD3478...



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October 7, 2021

Galicia Construction Corporation
Attn: Roberto Firvida
9405 Crosstimber Ct
Fairfax Station, VA 22039

Dear Mr. Firvida:

Subject: Contract Renewal Letter

Virginia Tech Contract #: VTS-1439-2021
Commodity/Service: Brick, Stone Masonry, Cast Stone Masonry Installation & Restoration Services
Renewal Period: December 1, 2021 - November 30, 2022
Renewal #: (1) one-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 as soon as possible.

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,
Kim Widrig *KW for KW*
Senior Buyer

Telephone: (540) 231-8543

Galicia Construction Corporation agrees to renew the contract under the terms and conditions of the subject contract.

Authorized Signature:

Name

Roberto Firvida
Roberto Firvida
(please print)

Date:

10-8-2021

Title

President

We currently participate in the Wells One Program. ☒

We would like to participate in the Wells One Program ☒

KW/sr

DocuSigned by:

Approved:

Mary Helmick
Mary Helmick
Director of Procurement
10/9/2021

Date:

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: VTS-1439-2021

This contract entered into this 10th day of November 2020 by Galicia Construction Corporation, 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 brick, stone masonry, cast stone masonry installation and restoration services to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From December 1, 2020 through November 30, 2021. There will be an option for four (4) one-year renewals, or as negotiated.

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 0061318 dated August 10, 2020, together with Addendum Number 1 To RFP dated August 20, 2020, Addendum Number 2 dated September 1, 2020, the proposal submitted by the Contractor dated August 31, 2020 and the negotiation questions and answers dated October 19, 2020, 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)

Roberto Firvida President
Name and Title

Virginia Tech

By: 

Mary W. Helmick
Director of Procurement



Request for Proposal # 0061318

For

Brick, Stone Masonry, Cast Stone Masonry Installation
and Restoration Services

August 10, 2020

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 0061318
GENERAL INFORMATION FORM

QUESTIONS: All inquiries for information regarding this solicitation should be directed to: Kim Widrig, Senior Buyer Phone: (540) 231-8543 e-mail: kdcromer@vt.edu

DUE DATE: Proposals will be received until September 1, 2020 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

PROPOSAL SUBMISSION:

Bids or Proposals may NOT be hand deliver to the Procurement Office.

Due to the COVID-19 Emergency Declaration, Virginia Tech will be accepting electronic submission of proposals. All submissions should be submitted to procurement@vt.edu with the RFP number, due date, and time in the subject line of the email.

Virginia Tech will not confirm receipt of proposals. It is the responsibility of the proposers to make sure their proposal is delivered on time. Delivery Confirmation functionality is recommended from the proposer's email system.

Attachments must not exceed 25MB to avoid delivery issues thru email servers.

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: _____

03/17/2020

I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit proposals to establish a contract through competitive negotiations for brick, stone masonry, cast stone masonry installation and restoration 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 year(s), or as negotiated. There will be an option for four 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.

The stone façade on campus buildings is comprised of "Hokie Stone", a coined term indicating a mixture of dolomitic limestone and its particular jointing, which dominates the architectural character of Virginia Tech's main campus buildings. The local stone typically ages to a wide color pallet, including beige, brown, pink and gray. Virginia Tech owns and operates its own quarry. Virginia Tech personnel quarry the raw rock into the stone used on campus buildings. The hand finished stones are provided by Virginia Tech to their construction contractors.

The public-at-large, as well as the academic community, has a special interest and appreciation for the unique character of this style of construction. Because of the great public interest in this work, only the best possible aesthetic and physical results will be acceptable to Virginia Tech, irrespective of what otherwise would be acceptable in an ordinary commercial masonry restoration project.

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

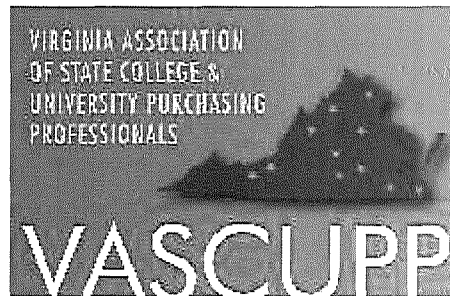
The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods 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. STATEMENT OF NEEDS:

A. SERVICE REQUIREMENTS: The contractor shall provide all labor, supervision, materials, tools, equipment, transportation, and all incidentals required and/or implied for complete brick, stone masonry and cast stone masonry restoration services on an as needed basis by Virginia Tech. The services include, but are not limited to, the following:

1. Maintenance, repair, restoration, installation and construction of all types of brick, stone masonry and cast stone masonry restoration services as specified by Virginia Tech.
2. Constructing mock-ups for restoration work.
3. Removing plant and root growth.
4. Dismantle unused inserts in masonry.
5. Repair holes in stone.
6. Repair broken masonry, including patching where acceptable.
7. Dismantle and replace damaged and missing stone with new stone where indicated.
8. Dismantle and reconstruct stone masonry where indicated and where it is required for performance of other indicated work.
9. Rake out, clean and repoint mortarless and deteriorated joints, point joints at new and repaired work, and point joints with mortar and sealant where indicated.
10. Perform all related work, including but not limited to, dismantling existing anchorages and providing new anchorages.
11. Coordinating restoration work with other trades involved.
12. Construction photographs.
13. Structural steel reinforced concrete repair.
14. Have the ability to read and interpret construction specifications and work drawings.
15. Provide submittals for Virginia Tech review and approval of materials used related to the project installation.

B. CONTRACTOR QUALIFICATIONS: The contractor should be an experienced stone-masonry installation/restoration firm, not a unit masonry installer, who has completed work similar in scope and detail to that indicated in this Request for Proposal with more than five (5) years of successful in-service performance. The stone-masonry installer/restorer should

maintain a steady work crew consisting of qualified masons who fully understand the requirements of the job.

- C. PERSONNEL QUALIFICATIONS: All personnel used by the contractor for the performance of this work shall be properly trained and qualified for work of this type and shall have the ability and experience for his/her classification as defined below. The stone-masonry installer/restorer should maintain an experienced full-time supervisor on the project site during times that masonry work is in progress. Virginia Tech reserves the right to refuse services from any personnel deemed by Virginia Tech to be unqualified or unable to perform assigned work.

1. Mason: Shall be skilled in brick and stone masonry work at the journeyman level. Must be able to work independently from rough drawings and blueprints, or other instructions, and able to accurately layout and direct masonry work. Must be able to supervise one or more mason helpers. Must have thorough knowledge of the standard practices, materials, and processes of the masonry trade and the ability to efficiently use the tools, equipment, and materials of the trade. Shall be equipped with all tools, masonry equipment, safety equipment, and other incidentals necessary for the performance of the work, including transportation to and from Virginia Tech and work sites. Must present a minimum of five (5) or more completed projects, as Virginia Tech may require, that demonstrate the Mason's qualifications to perform this work to Virginia Tech's satisfaction.
2. Mason Helper: Shall be able to independently perform unskilled and semi-skilled tasks under the supervision of a Mason. Shall be able to perform routine preparatory tasks associated with masonry work, such as routine masonry work, material and equipment transportation, loading and unloading, mortar mixing, clean-up work, and assisting the Mason in the performance of this work. Shall be equipped with all tools, masonry equipment, safety equipment, and other incidentals necessary for the performance of the work, including transportation.

- D. QUALITY OF WORK: All work shall be quality work performed according to the complete satisfaction of Virginia Tech. All work shall be performed in accordance with the Uniform Statewide Building Code of the Commonwealth of Virginia and the latest editions of the following referenced codes and standards, whichever is more stringent:

- American National Standard Institute (ANSI)
- American Society of Mechanical Engineers (ASME)
- American Society of Testing Materials (ASTM)
- International Code Council (ICC)
- VT Hokie Stone Standard

Unsatisfactory work shall be immediately corrected by the contractor at no additional cost to Virginia Tech.

- E. GENERAL QUALITY OBJECTIVE:

1. Hokie Stone masonry construction is a major identifying characteristic of Virginia Tech's campus. The public-at-large as well as the academic community has a special interest and appreciation for the unique character of this style of construction. Because of the great public interest in this work, only the best possible aesthetic and physical results will be acceptable to Virginia Tech, irrespective of what otherwise would be acceptable in an ordinary commercial masonry restoration project.

2. Information in the contract documents establish requirements for both aesthetic effects and performance stonework. Aesthetic effects relative to formal characteristics are indicated by dimensions, arrangements, alignment, and profiles of components and assemblies, as they relate to sight lines and to one another and to adjoining construction.

The contractor shall not modify intended aesthetic effects without the Virginia Tech designated project manager and the Virginia Tech Office of the University Architects written approval and only to the extent exclusively needed to comply with performance requirements. Where modifications are proposed, the contractor shall submit comprehensive explanatory data to the project manager for review.

- F. RESPONSE TIME: The contractor shall be prepared at a minimum to provide masonry crews to Virginia Tech on an as needed basis and upon a one (1) week notice.

G. OTHER REQUIREMENTS:

1. Parking Policy: All Contractor vehicles parked on the Virginia Tech campus must display a parking permit. Contractors shall note that vehicles parked on the Virginia Tech campus without a parking pass or permit are subject to ticketing and fines.

For overnight parking, the Contractor's company owned vehicles shall use the parking lot in front of Virginia Tech Printing Services and Surplus Property offices at 1411 South Main Street also known as the old K-Mart parking lot. Privately owned vehicles (POV) may park at the location. No overnight (24 hours) parking is allowed on campus. If parking POV's on campus, Parking Services will identify which lot the POV shall park; currently the Track/Soccer, Overflow or East Cassell lot. To be entitled to park in these lots the Contractor shall be required to buy a daily, weekly, monthly or annual permit from Parking Services. It shall be the responsibility of the Contractor to shuttle employees to the job site.

If the need arises, Virginia Tech may direct that Contractor owned vehicles be parked in a location or locations other than 1411 South Main Street, Blacksburg, VA.

2. Turf Permits: These permits are issued by Parking Services to all vehicles requiring temporary parking on the grass except for construction equipment, loaders, graders, etc. Parking Services' management shall decide who can obtain a Turf Permit. This permit does not allow parking on sidewalks and plazas. As a courtesy please do not park under trees. Refer to University Policy 5000, Section 2.9.12, point 6 on the internet for more details. There will be a \$50 charge per permit for all non-state vehicles.
3. Sidewalk Policy: Sidewalk access to land-locked buildings is only allowed along designated routes. Vehicle pull-offs are designed at land-locked building sites to move parked vehicles off sidewalks (but not onto turf). Parking an unattended vehicle on a sidewalk is strictly prohibited by State Law and shall be subject to fines. 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 sidewalk. The Contractor shall be responsible for any damage to the turf and anything that is located adjacent to the sidewalk.

The procedure to obtain a permit to operate vehicles on a sidewalk is the same as outlined for Turf Policy. Any vehicle parked illegally on a sidewalk shall be subject to ticketing, fines and towing if necessary.

4. Work Schedule: Hourly rate work shall normally be performed according to Virginia Tech's work schedule which at present, is 8:00 a.m. to 4:30 p.m. with 1/2 hour for lunch.

The work schedule may be adjusted as agreed upon by Virginia Tech and the Contractor. The work schedule for unit price work shall be as agreed upon for each project by Virginia Tech and the Contractor.

5. Utilities: Virginia Tech will provide water and electricity if readily available as necessary for the performance of this work. The Contractor shall supply all connections to utilities, such as hoses, cords, etc.
6. Asbestos: The Contractor is contracted by Virginia Tech to perform work in buildings where asbestos-containing materials (ACM) may be located. The Contractor will be informed by the Virginia Tech project coordinator/manager of the location of suspect and known ACM in the work area(s) to which the Contractor is assigned. The Contractor shall under no circumstances damage or disturb suspect or known ACM's unless the Contractor has been specially retained to perform this work as a part of the contract and is legally qualified to perform this work. The Contractor shall provide his/her employees with asbestos awareness and other training or activities required by 29 CFR 1926.1101 for the safe performance of their work. Prior to commencement of work, the Contractor shall submit to Virginia Tech Facilities Safety (FS), for review and approval, his written work practices, precautions, procedures, and engineering controls to be used during work that may disturb ACM. Work shall not proceed until the proposed work practices have been approved by FS.

No asbestos containing floor materials or flooring adhesives are permitted for new installations.

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

No lead containing products shall be permitted for new installations.

8. Uniforms: All employees of the Contractor and Subcontractor shall wear uniforms or other appropriate Owner approved attire at all times to designate their affiliation with the Contractor.
9. Duty to Protect Property: The Contractor shall continuously maintain adequate protection of all his work from damage and shall protect all other property from damage, injury, or loss arising in connection with the work. The Contractor shall make good any such damage, injury, or loss except such as may be directly the result of errors in the Contract Documents or such as shall be caused directly by the Owner.

10. Safety Precautions: The Contractor shall comply with the rules and regulations of OSHA and the Department of Labor. The Contractor alone shall be responsible for the safety, efficiency and adequacy of his plant, appliances, and methods, and for any damage which may result from their improper construction, maintenance or operation. The Contractor shall erect and properly maintain at all times, as required by the conditions and progress of the work, proper safeguards for the protection of workers and the public and shall post danger warnings against any hazards created by the construction operations. The Contractor shall designate a responsible member of his organization on the work whose duty shall be the prevention of accidents. In the absence of notice to the contrary, filed with the Owner in writing with copy to Virginia Tech Police, this person shall be the Superintendent of the Contractor.
11. Existing Utilities: Verify with owner's Representative that the location of existing underground utilities in the area of work has been performed. If utilities are to remain in place, the Contractor shall provide adequate means of protection during earthwork operations. Should uncharted or incorrectly charted piping or other utilities be encountered during excavation, consult Owner immediately for directions. Cooperate with the Owner and utility companies in keeping respectable services and facilities in operation. **Contractor shall be responsible for contacting Miss Utilities.**
12. Submission of List: As soon as possible, after notice of Work Order and in any event not later than three days prior to the time fixed in the Work Order, the Contractor will submit in writing to the Owner a list of the names of Subcontractors the Contractor shall employ on the work. The list is to include all emergency contact phone/pager/cellular phone numbers of Contractor and Subcontractor. The list of Subcontractors is for the purpose of establishing what trades and portions of the work are to be performed under the Work Order.
13. Key Control:
 - a. No person shall knowingly possess an unauthorized key to property owned by Virginia Tech. Physical Plant's Key Control Office is the only authorized vendor for University key requests.
 - b. All keys remain the property of Virginia Tech. Keys must be returned to the Facilities/DSA Key Control Office daily unless otherwise approved..
 - c. Stolen or lost keys must be reported immediately to the Virginia Tech Police Department & Key Control Office and the Virginia Tech Project Manager.
 - d. The installation, changing or removal of locks shall be performed only by contractor or an authorized Key Control Office designate.
 - e. Unauthorized locks are prohibited on doors and if found will be removed and discarded. Any damage or repairs necessitated by the removal of unauthorized locks will be the responsibility of the contractor found in violation of this section.
 - f. Keys should at no time be left unattended (hanging in a door lock, lying on a desk, etc.). These actions will result in the loss of privileges to obtain keys.
 - g. Each Contractor will be responsible for developing and enforcing a key return policy. All Contractors must surrender all University keys issued to them upon termination or completion of project.

- h. Keys are not to be transferred from their assigned carrier to another without approval of the Facilities/DSA Key Control Office and proper check out procedures being followed.
- i. The Contractor shall be responsible for the total cost of keys requested and for work done to re-secure an area whenever a key is lost or stolen. There are no exceptions to this condition of use.
- j. The contractor shall return any existing hardware removed from a project to the Facilities/DSA Key Control Office immediately upon its removal.
- k. No area outside of the project scope will be accessed by the contractor for an individual without the approval of the Owner's Representative designated as responsible for the area. Said designate will be responsible for verifying authority and identity of the individual requesting access via addition of the company and individual company employees authorized to secure keys in the company's name to the corresponding work order in HokieServ.

H. ESTIMATES OF WORK:

1. Upon request by Virginia Tech and for work with adequate plans and specifications or written directions, the Contractor shall prepare and submit to Virginia Tech a written estimate (quantity of each contract billable unit) required to perform the work specified under this contract. This work may then be performed by the Contractor only with Virginia Tech's written authorization. Invoices submitted by the Contractor for work performed shall be itemized by each contract billable unit and the total dollar amount of the invoice(s) submitted shall not exceed the Contractor's written estimate.
2. Virginia Tech reserves the right to make or obtain other estimates prior to authorizing the Contractor to proceed in order to comply with the requirements of state regulations to determine price reasonableness. If the estimate is considered not to be reasonable, the Contractor will be asked to review his estimate and resubmit. If the revised estimate is still considered to be unreasonable, Virginia Tech reserves the right to obtain the work from another source.

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. Price:
 - a. Complete a detailed proposed pricing schedule for the services proposed by the Offeror.
 - b. Describe your plan for conveying price changes, if any, during the initial contract period and subsequent renewal periods.
2. Qualifications and Experience:

- a. Organization data, including size and structure of firm, joint venture arrangements if any, and location of main office.
 - b. Listing of management and staff personnel to be used for this contract, designated by discipline and detailing qualifications and experience relative to the services described herein. Include a resume for each and proof of required certification.
 - c. Four (4) recent references, either educational or governmental, for whom you have provided the type of services described herein. Include the date(s) the services were furnished, the client name, address and the name and phone number of the individual Virginia Tech has your permission to contact.
3. Plan for Providing Services:
- a. Proposed methods and procedures for providing services including procedure for providing cost/construction estimates.
 - b. Provide description of current and proposed methods of environmental training and equipment required for a safe performance of the work.
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) electronic document** in WORD format or searchable PDF (*flash drive*) of the entire proposal as one document, INCLUDING ALL ATTACHMENTS emailed to procurement@vt.edu.

Reference the Due Date and Hour, and RFP Number in the subject line of the email. No confirmation receipt will be provided by Virginia Tech.

Any proprietary information should be clearly marked in accordance with 2.d. below.

- b. Should the proposal contain **proprietary information**, provide **one (1) redacted electronic copy** of the proposal and attachments **with proprietary portions removed or blacked out**. This copy should be clearly marked "*Redacted Copy*" within the name of the document. 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.

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. 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	20
2. Qualifications and experiences of Offeror in providing the goods/services	25
3. Specific plans or methodology to be used to provide the Services	20
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. 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 12:00 PM on August 21, 2020. Inquiries must be submitted to the procurement officer identified in this solicitation.

XI. 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

XII. 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.

XIII. 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.

XIV. 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.

XV. 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.

XVI. TERMS AND CONDITIONS:

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

XVII. CONTRACT ADMINISTRATION:

- A. Lynn Eichhorn, Director for Facilities Contracts, 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.

XVIII. ATTACHMENTS:

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

ATTACHMENT A
TERMS AND CONDITIONS

RFP GENERAL TERMS AND CONDITIONS

See:

http://procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_RFP_08012020.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 EMAIL:** Due to the COVID-19 emergency declaration, Virginia Tech will be accepting electronic submission of proposals. All submissions should be submitted to procurement@vt.edu with the **RFP number, due date, and time in the subject line of the email**. No confirmation receipt will be provided. It is the responsibility of the proposers to make sure their proposal is delivered on time. Delivery Confirmation receipts are highly recommended from the vendor side. Attachments must be smaller than 25MB in order to be received by the University.
- The offeror takes the risk that if the email 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 **NOT** hand deliver to the Procurement Office.

- 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 via email.

- 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

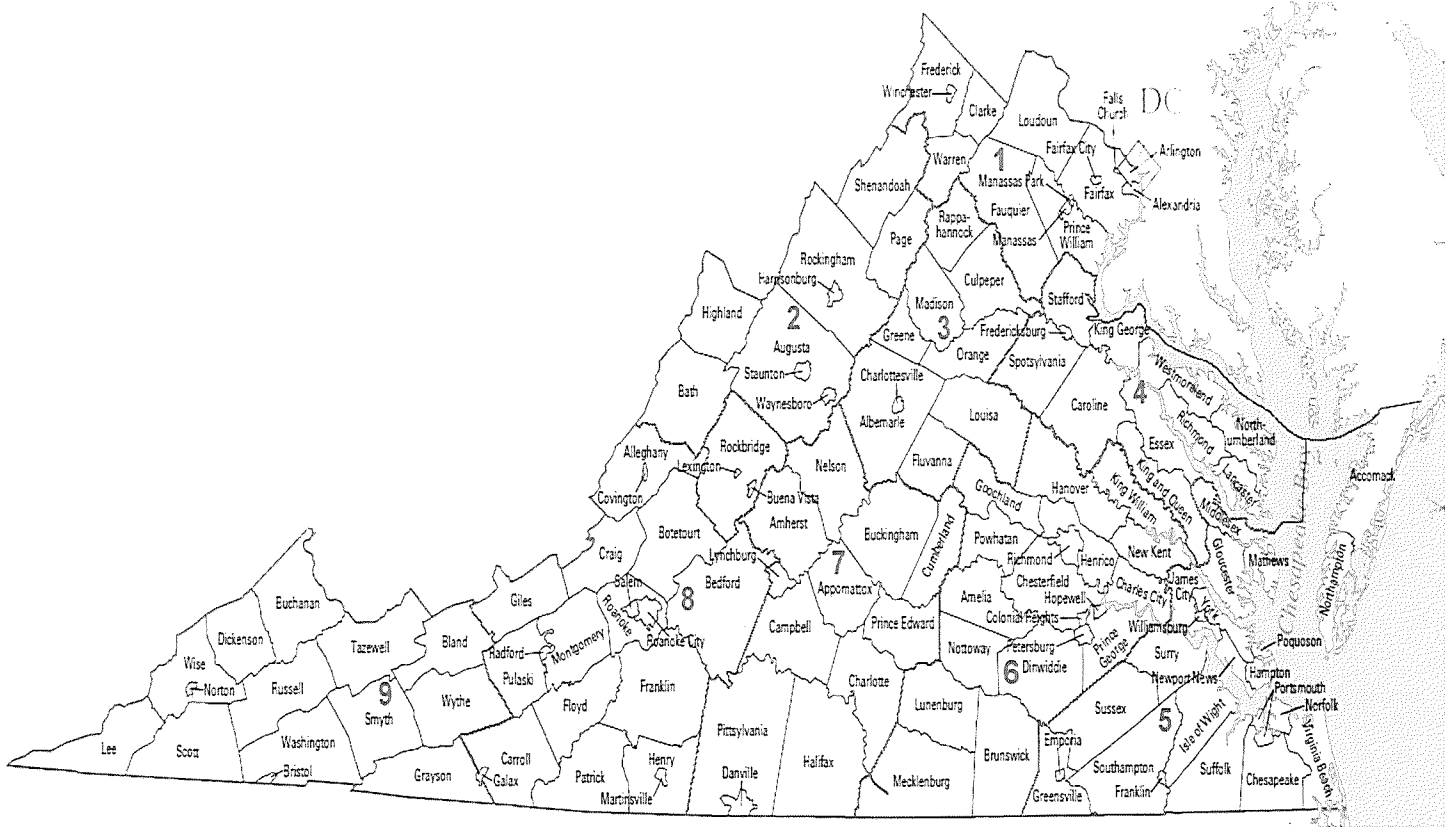
SPECIAL TERMS AND CONDITIONS

- A. **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.
- B. **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.
- C. **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.
- D. **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.
- E. **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.

F. 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: _____

ADDENDUM # 1 TO RFP # 0061318

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	DUE DATE AND HOUR
August 20, 2020	September 1, 2020 @ 3:00 PM

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO: Kim Widrig, Buyer Senior
E-MAIL ADDRESS: kdcromer@vt.edu TELEPHONE NUMBER (540) 231-8543
FAX NUMBER (540) 231-9628 AFTER HOUR MESSAGES (540) 231-6221

Brick, Stone Masonry, Cast Stone Masonry Installation and Restoration Services

1. Two Special Terms and Conditions were left out of the original RFP. They are attached below.
2. All other terms, conditions and descriptions remain the same.

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

Signature

Date

SPECIAL TERMS AND CONDITIONS

G. CRIMINAL CONVICTION CHECKS: All criminal conviction checks must be concluded prior to the Contractor's employees gaining access to the Virginia Tech Campus. Employees who have separated employment from Contractor shall undergo another background check prior to re-gaining access to the Virginia Tech campus. Contractor shall ensure subcontractors conduct similar background checks. Virginia Tech reserves the right to audit a contractor's background check process at any time. All employees have a duty to self-disclose any criminal conviction(s) occurring while assigned to the Virginia Tech campus. Such disclosure shall be made to Contractor, which in turn shall notify the designated Virginia Tech contract administrator within 5 days. If at any time during the term of the contract Virginia Tech discovers an employee has a conviction which raises concerns about university buildings, property, systems, or security, the contractor shall remove that employee's access to the Virginia Tech campus, unless Virginia Tech consents to such access in writing. Failure to comply with the terms of this provision may result in the termination of the contract.

H. 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 - \$2,000,000.00 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. Builders Risk – For all renovation and new construction projects under \$100,000 Virginia Tech will provide All Risk – Builders Risk Insurance. For all renovation contracts, and new construction from \$100,000 up to \$500,000 the contractor will be required to provide All Risk – Builders Risk Insurance in the amount of the contract and name Virginia Tech as additional insured. All insurance verifications of insurance will be through a valid insurance certificate.
1. F. 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.

ADDENDUM # 2 TO RFP # 0061318

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	DUE DATE AND HOUR
September 1, 2020	September 3, 2020 @ 3:00 PM

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO: Kim Widrig, Buyer Senior
E-MAIL ADDRESS: kdcromer@vt.edu TELEPHONE NUMBER (540) 231-8543
FAX NUMBER (540) 231-9628 AFTER HOUR MESSAGES (540) 231-6221

Brick, Stone Masonry, Cast Stone Masonry Installation and Restoration Services

1. Note the change in due date. The due date and hour is changed from **September 1, 2020 at 3:00 PM TO September 3, 2020 at 3:00 PM.**
2. All other terms, conditions and descriptions remain the same.

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

Signature

Date



Galicia Construction Corporation
Request for Proposal # 0061318

For

**Brick, Stone Masonry, Cast Stone Masonry Installation
and Restoration Services**

August 10, 2020

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.

**GALICIA CONSTRUCTION CORPORATION
VIRGINIA TECH RFQ #0061318
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Galicia Construction Corp.

9405 Crosstimber Court, Fairfax Station Virginia 22039 * Phone: 703-856-3396 * Galiciacc@gmail.com

VIRGINIA TECH RFQ #0061318

SUBSECTION A.1.A: DETAILED PROPOSED PRICING SCHEDULE FOR THE SERVICES

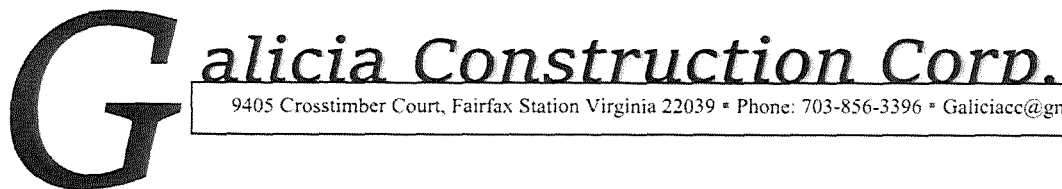
PROPOSED BY THE OFFEROR

Proposed Pricing Schedule

A proposed pricing schedule was not included within the RFQ, so one is not provided here.

Galicia will price individual work orders specific to the requirements of the individual projects. Labor, material, equipment will be charged at the current rates at the time the work is being priced.

In the event the University would like to establish labor rates for various crafts; masons, operators, laborers and for owned equipment, for time and material work for the initial contract period, these can be established at the request of Virginia Tech. Purchased materials, rented equipment and subcontracted work will be charged at the current unit rates quoted by the vendors at the time the proposed work is priced, or the T&M work is being done.



9405 Crosstimber Court, Fairfax Station Virginia 22039 • Phone: 703-856-3396 • Galiciacc@gmail.com

VIRGINIA TECH RFQ #0061318

**SUBSECTION A.1.B: PLAN FOR CONVEYING PRICE CHANGES, IF ANY, DURING THE INITIAL
CONTRACT PERIOD AND SUBSEQUENT RENEWAL PERIODS**

PLAN FOR CONVEYING PRICE CHANGES

Galicia would not anticipate making price changes to any negotiated or established unit prices for the duration of the initial contract period, unless there are extenuating market events or circumstances outside of the industry norm that would warrant a price change. In this case, Galicia would notify Virginia Tech of the potential price change and would negotiate in good faith to a reasonable adjustment.

For subsequent renewal periods; on notification from Virginia Tech, Galicia would anticipate confirming established unit prices for the extended period, or if warranted would negotiate adjusted prices based on current market conditions or establish industry indexes such as the current CPI.

During the completion of any awarded contract work, if there is a change condition within the scope of work for that task order, Galicia will submit a change order request to Virginia Tech on the state established DGS-30-200 GC-1 Form, for consideration and authorization before proceeding with the work.



Galicia Construction Corp.

9405 Crosstimber Court, Fairfax Station Virginia 22039 • Phone: 703-856-3396 • Galiciacc@gmail.com

VIRGINIA TECH RFQ #0061318
SUBSECTION A.2: QUALIFICATIONS AND EXPERIENCE

QUALIFICATIONS AND EXPERIENCE

Galicia Construction Corporation was established in 2009 to provide first quality general contracting services to the public and private development community.

As a GC we self-perform masonry and civil work; primarily natural stone masonry structures; roadway re-construction; pipe culverts and drainage structures; timber guardrail; site concrete and unit pavers; erosion control and traffic control.

As a general contractor and subcontractor with a specialized concentration in natural stone, masonry and masonry restoration, Galicia continues to develop and grow its name and reputation as a dependable well qualified contractor in its field.

Major F&I Scope Items:

1. New Stone Masonry Construction; Hand Tooled and Dimensional
2. CMU/Brick/Arriscraft Masonry
3. Architectural Precast
4. Unit Pavers
5. Stone Curbing
6. Site Concrete
7. Flashing
8. Pointing
9. Caulking
10. Sealing
11. Stone/Masonry Restoration
12. Stone/Masonry Cleaning

Other areas of experience:

1. Roadway Patching and Reconstruction
2. F&I Inlets, Pipe Culverts, Headwalls and Drainage Structures
3. F&I Timber Guardrail

VIRGINIA TECH RFQ #0061318

Past Projects:

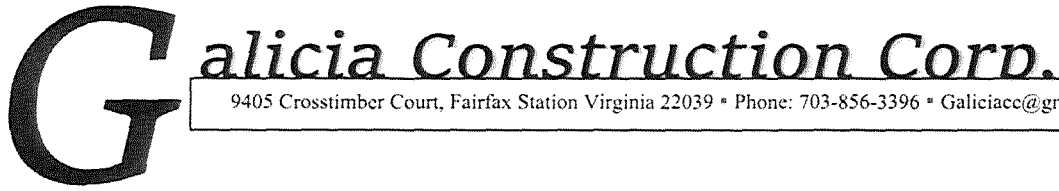
1. Virginia Tech: Remove and replace precast sign panels with new VT Logo panels; Burress Hall Donor Alcoves; Basketball Coach Office Wall; O'Shaughnessy Hall Renovation; Rector Field House Addition and Renovation; Major Williams Hall Exterior Repairs; Derring Hall Exterior Repairs; Pamplin Hall Exterior Repairs; Burress Hall Exterior Repairs; McBryde Hall Exterior Repairs; New Data Center Mechanical Screen Wall.
2. James Madison University: Phillips Dining Hall; New Dining Hall Construction; JMU Farm Amphitheatre Construction; Newman Lake Campus Gateway Signs; Reservoir Street Campus Gateway Sign; Wilson Hall Renovation and Restoration; Renovation of Jackson Hall.
3. Liberty University: Radial Wall Repair; Music Building; APC Building; Tower Walls
4. City of Harrisonburg: New City Hall Addition; Market Street Retaining Wall Reconstruction
5. Shenandoah Valley Electrical Cooperative Headquarters Building
6. Shenandoah National Park: Reline Culvert Pipes and Drainage Structure Restoration
7. Federal Highway/NPS: Foothills Parkway Roadway Construction; New Found Gap Roadway Construction

Galicia's major clients include:

1. The National Park Service
2. The Federal Highway Administration
3. Virginia Tech
4. James Madison University
5. Liberty University

Galicia has subcontracted masonry and masonry restoration work from CM and General Contractors including:

1. Whiting Turner
2. Skanska USA
3. W. M. Jordan
4. Nielson Builders
5. Lantz Construction
6. Branch & Associates
7. Harman Construction
8. Harrisonburg Construction



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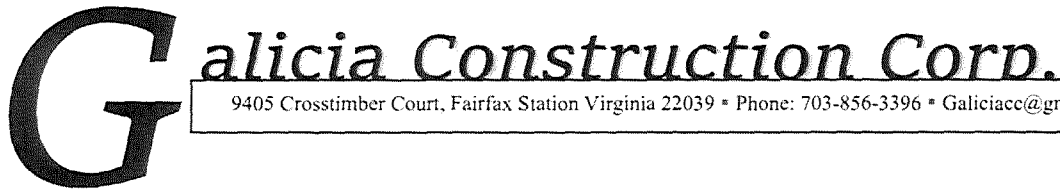
VIRGINIA TECH RFQ #0061318

SUBSECTION A.2.A: SIZE AND STRUCTURE OF THE FIRM

COMMITMENT OF RESOURCES

Galicia Construction Corporation has an established presence in the I-81 Corridor, servicing several clients in the region. Our project management team and field staff are prepared to service Virginia Tech in the same professional manner as we approach and service all our clients.

1. Galicia employs approximately 50 persons. In addition to executive and administrative staff most of Galicia's employees are craft workers and field support staff.
2. Galicia has a manpower pool that is accessible to Virginia Tech. Many of our employees live in Harrisonburg, Blacksburg, Christiansburg and other surrounding areas.
3. Our core group of employees have been with us for several years, traveling from project to project.
4. All employees are on Galicia's payroll. We do not employ 1099 or piecework employees. Our field staff are paid hourly; straight time and overtime in accordance with U. S. Department of Labor Standards. While employed by Galicia, they are under our supervision, solely working for Galicia.
5. The nucleus of the workforce assigned to Virginia Tech will be long term Galicia employees, but we also try to support the local labor force. As needed, Galicia will attempt to fill general labor, and if available skilled craftsmen, from the local labor market. These employees are screened by Galicia pre-employment and are placed under the guidance of Galicia supervision and or lead workers to ensure their work meets Galicia standards.
6. Galicia has a yard in Elkton, VA, where we stage equipment and miscellaneous materials to support the work crews. Equipment available to our jobs include service trucks, skid steer loaders, backhoes, forklifts, scaffolding, mortar mixers, power tools, generators etc.
7. Galicia has established accounts with material vendors and equipment rental companies, readily accessible to Virginia Tech, to compensate our owned equipment, and to fill specific project needs.
8. Galicia has the financial means to resource our projects accordingly.
9. Galicia is committed to Virginia Tech to furnish the necessary resources; personnel (field, project management and administrative), equipment and financial resources that are required to fulfill the contract work we are awarded.



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VIRGINIA TECH RFQ #0061318
SUBSECTION A.2.A: LOCATION OF MAIN OFFICE

GEOGRAPHIC LOCATION

Galicia Construction Corporation operates from the following locations:

1. Main Office/Warehouse/Equipment:

Physical Plant:

Galicia Construction Corporation
7799 Cinderbed Road
Newington, VA 22079

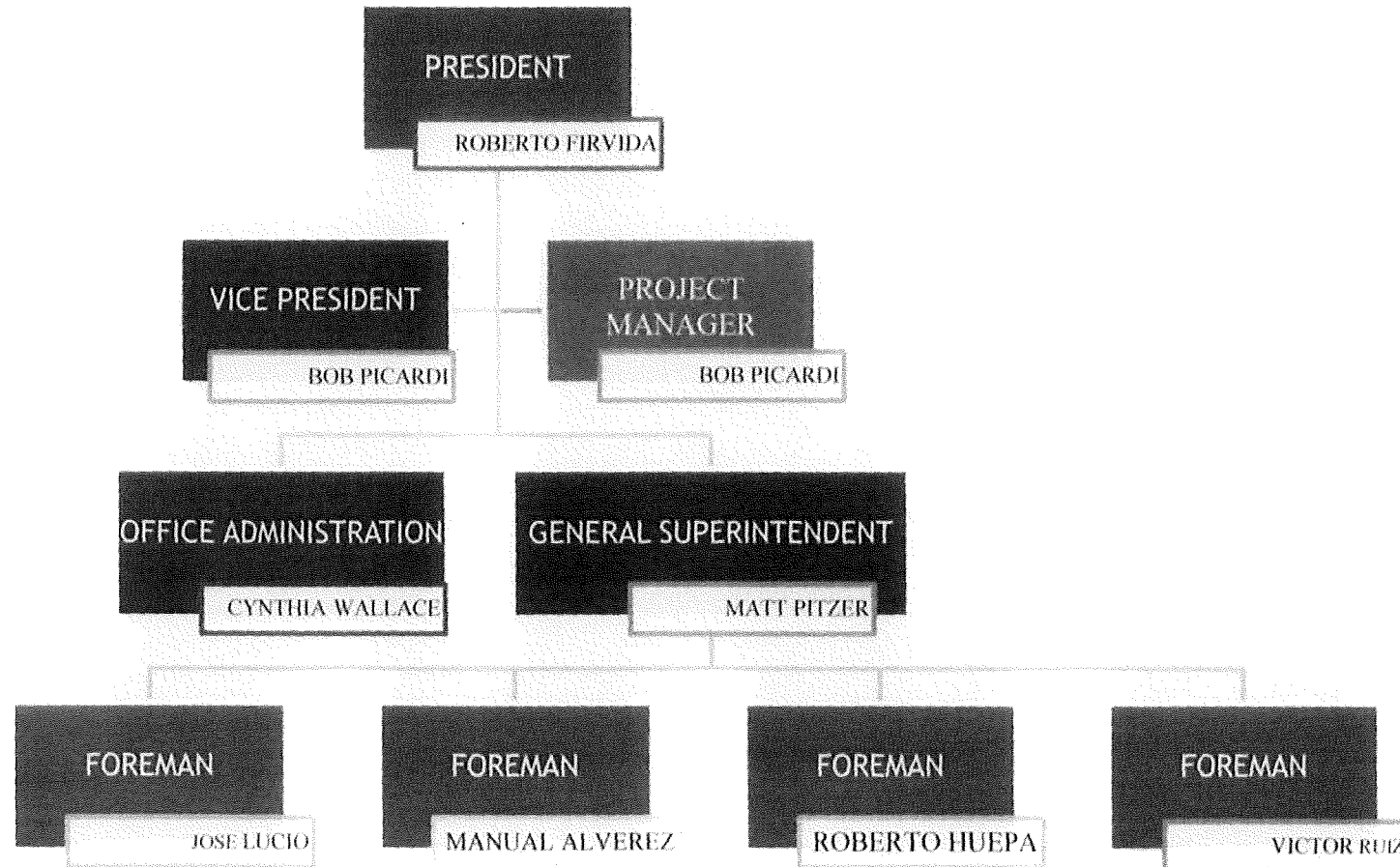
Mailing Address:

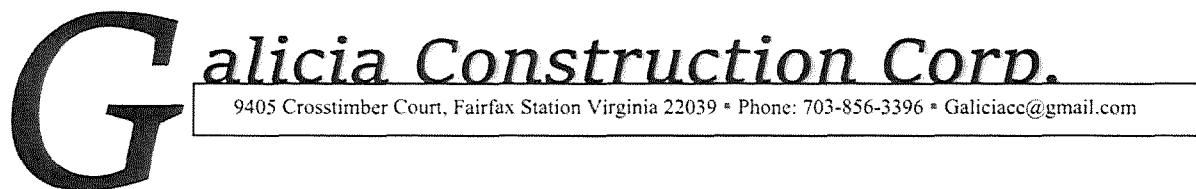
Galicia Construction Corporation
9405 Crosstimber Court
Fairfax Station, VA 22039

2. Equipment/Material Storage:

Galicia Construction Corporation
835 Florist Road
Elkton, VA 22827

GALICIA CONSTRUCTION CORP.





VIRGINIA TECH RFQ #0061318

SUBSECTION A.2.B: LISTING OF MANAGEMENT AND STAFF PERSONNEL TO BE USED FOR THIS CONTRACT

Contract Staff Personnel

Roberto Firvida – President

Mr. Firvida, as President of the company has ultimate responsibility for all aspects of the company. He will have intimate knowledge of any agreement with Virginia Tech and will be fully responsible for the contract.

Bob Picardi-Vice President/Project Manager

Mr. Picardi, as Vice President and Project Manager of the company will have knowledge of any agreement with Virginia Tech and will be responsible for responding to the universities needs as they pertain to the contract work. Mr. Picardi will be the point of contact for Virginia Tech's RFP's and Task Orders. Mr. Picardi will oversee the administration of the contract.

Matt Pitzer – General Superintendent

Mr. Pitzer, as general superintendent will have working knowledge of the contract and will be responsible for coordinating the execution of all RFP's and Task Orders issued to Galicia by Virginia Tech.

ROBERTO FIRVIDA

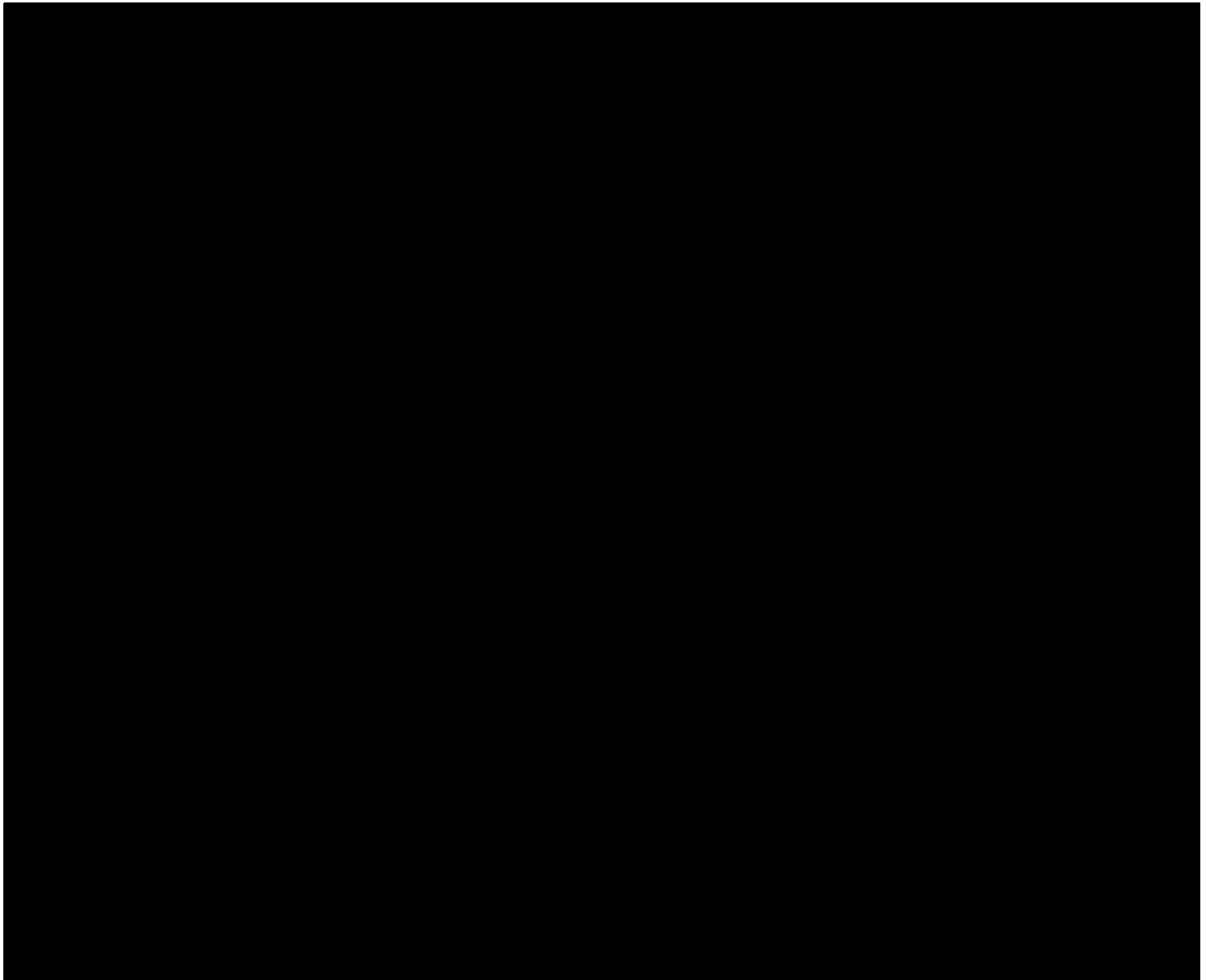
VIRGINIA TECH RFQ #0061318

**SUBSECTION A.2.B: LISTING OF MANAGEMENT AND STAFF PERSONNEL TO BE USED FOR THE
PROJECT**

Key Personnel Qualifications

Contractor: **Galicia Construction Corporation**

Name: **Bob Picardi**



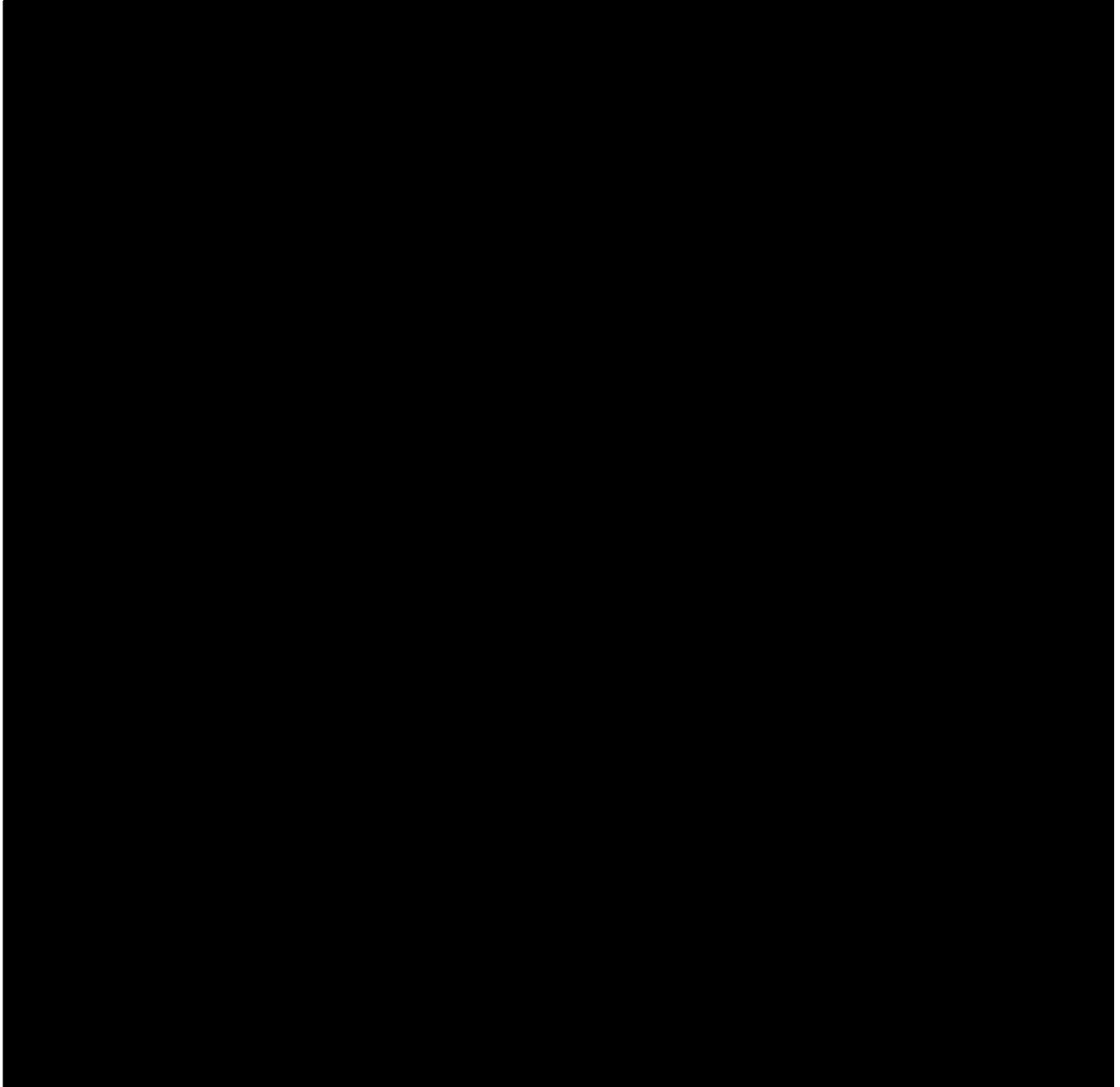
VIRGINIA TECH RFQ #0061318

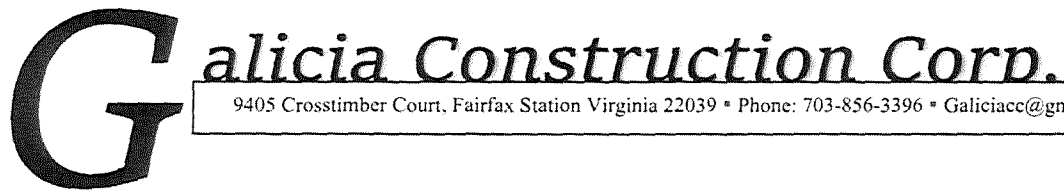
SUBSECTION A.2.B: LISTING OF MANAGEMENT AND STAFF PERSONNEL TO BE USED FOR THE
PROJECT

Key Personnel Qualifications

Contractor: Galicia Construction Corporation

Name: Matt Pitzer





VIRGINIA TECH RFQ #0061318
SUBSECTION A.2.C: REFERENCES

REFERENCES

1. Virginia Tech – [REDACTED]

[REDACTED]

2. Virginia Tech – [REDACTED]

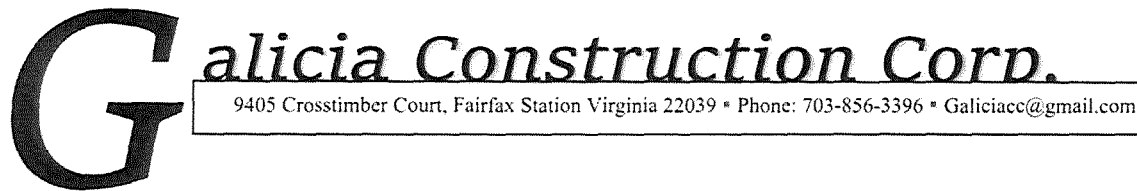
[REDACTED]

3. Virginia Tech – [REDACTED]

[REDACTED]

4. James Madison University – [REDACTED]

[REDACTED]



VIRGINIA TECH RFQ #0061318

SUBSECTION A.3.A: PROPOSED METHODS AND PROCEDURES FOR PROVIDING SERVICES INCLUDING PROCEDURES FOR PROVIDING COST/CONSTRUCTION ESTIMATES.

METHODOLOGY AND PLAN TO SERVICE THE UNIVERSITY

Galicia Construction Corporation has an established presence in the I-81 Corridor, servicing several clients in the region. Our project management team and field staff are prepared to service Virginia Tech in the same professional manner as we approach and service all our clients.

Pre-Bid

1. Thoroughly review the statement of needs, the general and special terms and conditions, the contract administrative process and all addendum incorporated into the RFQ.
2. Conduct a site visit of the University to familiarize the company with the general layout of the facility, and to identify any preliminary logistical challenges.

Post Award

1. Complete and submit all required administrative documentation to the University, not to delay the execution of any task work orders or RFP's as they are issued.

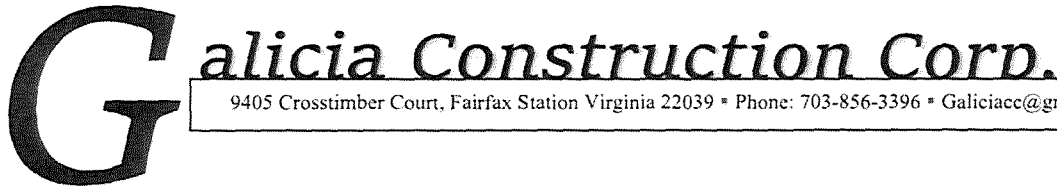
On Receipt of an On-Demand Task Order/RFP

1. Thoroughly review the scope of work.
2. Notify the Institute of intent to submit a cost proposal
3. Attend all pre-bid meetings and or site visits to best understand the scope and logistics of the RFP.
4. Submit any RFI's for clarification prior to preparing the cost proposal.
5. Promptly submit a comprehensive cost proposal in accordance with the requirements of the RFP or instructions issued by the University.

On Receipt of Purchase Order

1. Promptly review, execute and return the PO to the University.
2. Schedule the work in accordance with the PO, as coordinated with the University's CO.
3. Issue Subcontract and Purchase Agreements accordingly

4. Schedule pre-construction/pre-installation meetings as required.
5. Timely submit all required product data, shop drawings, samples and schedules for approval.
6. Order all long lead items to insure availability and on time delivery to the job.
7. Review contract documents; plans, specs, general and special conditions with the assigned superintendent and project team.
8. Commit the appropriate resources to the project to insure the job meets the schedule and quality standards the University requires.
9. Mobilize to the jobsite and execute the PO as coordinated with the CO, in the highest quality and professional manner.
10. Maintain a safe and clean work site.
11. Accommodate the day to day operations of the University, not to disrupt the normal daily activities, as coordinated with the CO.
12. Monitor the progress of the work to stay on schedule.
13. Conduct weekly and or monthly coordination and progress meeting as required to maintain quality and schedule.
14. Conduct daily inspections and weekly safety meetings.
15. Address any deficiencies, punch list items, safety concerns or logistical issues as soon as they are known.
16. Maintain the administrative flow of the project from start to finish.
17. Close out the PO in accordance with the general and special terms and conditions of the PO and or instructions of the CO.
18. Receive final approval and acceptance of the work from the University.
19. Warrant the completed work in accordance with the PO and the general and special terms and conditions.
20. Promptly respond to and address any warranty issues or concerns the University may contact the company about the completed PO.



VIRGINIA TECH RFQ #0061318

**SUBSECTION A.3.B: PROPOSED METHODS OF ENVIRONMENTAL TRAINING AND EQUIPMENT REQUIRED
FOR SAFE PERFORMANCE OF THE WORK**

PROPOSED ENVIRONMENTAL TRAINING AND EQUIPMENT

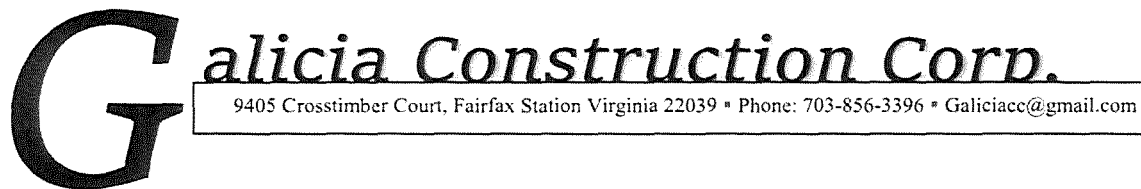
Galicia Construction Corporation maintains a corporate safety manual that is regularly updated to reflect current safety requirements; most recently updated for COVID related plans and procedure for PPE, distancing in the work place, daily health and hygiene check lists and sick leave procedures, to ensure the safest possible work environment for our employees and the clients we serve. Included in the safety manual are safety data sheets (SDS) for the products used in our work, for health and medical treatment procedures if needed.

Galicia's project administrative team reviews environmental reports that are part of the RFP, that identify area that are known to contain asbestos or other hazardous materials. Galicia's employees are briefed on these hazards and are trained to identify them when found in the field. If potential hazardous material is suspected or encountered, Galicia will immediately stop operations in the area in question and notify the CO for further action. If the University doesn't have a contractor to remove the hazardous material, Galicia has the capability to subcontract this work to a licensed and certified hazmat contractor.

Our employees participate in weekly safety toolbox meetings where safety and environmental related matters, including current and job specific hazard awareness topics are discussed. Daily pre-task planning group huddles are conducted to proactively plan the daily work tasks and to identify potential safety and environmental issues that could affect the work.

Galicia's workers wear all required PPE; hard hats, safety vests, eye protection, dust masks, gloves and work boots. In addition, they are medically fitted for respirators to wear when performing cutting, chipping and sawing operations that produce silica dust. If we are not able to manage dust by wet cutting methods, our cutting equipment is fitted with vacuums that bag the dust for disposal. Protective screening and overhead protection measures are put in place as necessary to mitigate the disbursement of potential airborne contaminants.

As needed, employee training is provided for specific equipment operation and material installation certifications. Our superintendents and foreman are First Aid/CPR and OSHA Certified.



VIRGINIA TECH RFQ #0061318

SUBSECTION A.4: PARTICIPATION OF SMALL, WOMEN-OWNED AND MINORITY-OWNED BUSINESS (SWAM)

SWAM

Galicia Construction Corporation maintains its certification as a Small, Minority-owned Business with the Commonwealth of Virginia, Department of Small Business and Supplier Diversity.

Certification Number [REDACTED]
Expiration Date: March 17, 2025



Galicia Construction Corporation
Request for Proposal # 0061318

For

**Brick, Stone Masonry, Cast Stone Masonry Installation
and Restoration Services**

August 10, 2020

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 0061318
GENERAL INFORMATION FORM

QUESTIONS: All inquiries for information regarding this solicitation should be directed to: Kim Widrig, Senior Buyer Phone: (540) 231-8543 e-mail: kdcromer@vt.edu

DUE DATE: Proposals will be received until September 1, 2020 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

PROPOSAL SUBMISSION:

Bids or Proposals may NOT be hand deliver to the Procurement Office.

Due to the COVID-19 Emergency Declaration, Virginia Tech will be accepting electronic submission of proposals. All submissions should be submitted to procurement@vt.edu with the RFP number, due date, and time in the subject line of the email.

Virginia Tech will not confirm receipt of proposals. It is the responsibility of the proposers to make sure their proposal is delivered on time. Delivery Confirmation functionality is recommended from the proposer's email system.

Attachments must not exceed 25MB to avoid delivery issues thru email servers.

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) Galicia Construction Corporation		FEDERAL TAXPAYER NUMBER (ID#) <div style="background-color: black; width: 100px; height: 20px; margin: 10px auto;"></div>	
BUSINESS NAME/DBA NAME/TA NAME (If different than the Full Legal Name)		BILLING NAME (Company name as it appears on your invoice) Galicia Construction Corporation	
PURCHASE ORDER ADDRESS 9405 Crosstimber Court Fairfax Station, Virginia 22039		PAYMENT ADDRESS 9405 Crosstimber Court Fairfax Station, Virginia 22039	
CONTACT NAME/TITLE (PRINT) Roberto Firvida - President Bob Picardi - Vice President			E-MAIL ADDRESS galiciacc@gmail.com bob.galiciacc@gmail.com
TELEPHONE NUMBER Roberto 703-856-3396 Bob 703-898-8670	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 Bob Picardi Digitally signed by Bob Picardi; DN: cn=US, e=bob.galiciacc@gmail.com, o=Galicia Construction Corp., ou=Vice President, cn=Bob Picardi, Date: 2020.08.31 17:25:19-0400 Date: August 31, 2020

03/17/2020

ADDENDUM # 1 TO RFP # 0061318

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	DUE DATE AND HOUR
August 20, 2020	September 1, 2020 @ 3:00 PM

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO: Kim Widrig, Buyer Senior E-MAIL ADDRESS: kdcromer@vt.edu TELEPHONE NUMBER (540) 231-8543 FAX NUMBER (540) 231-9628 AFTER HOUR MESSAGES (540) 231-6221
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Brick, Stone Masonry, Cast Stone Masonry Installation and Restoration Services

1. Two Special Terms and Conditions were left out of the original RFP. They are attached below.
2. All other terms, conditions and descriptions remain the same.

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

Bob Picardi
Digitally signed by Bob Picardi
DN: C=US,
E=bbpicardi@gmail.com, O=Garica
Construction Corp., OU=Vice President,
CN=Bob Picardi
Date: 2020.08.27 11:07:53 -0400

Signature

Date

Revised 01/01/2018



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

October 19, 2020

Galicia Construction Corporation
9405 Crosstimber Court
Fairfax Station, VA 22039

Dear Mr. Firvida & Mr. Picardi:

Subject: Virginia Tech RFP #0061318

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 the RFP. We are pleased to inform you that Galicia Construction Corporation has been selected for negotiations. Therefore, we would appreciate your response to the following:

1. 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.
There is no information provided in Galicia proposal that would require a redacted copy to be submitted.
2. Are there any additional financial or value-added incentives you would like to offer at this time?
None at this time.
3. Are there any additional forms or documents that you will require to be incorporated into the contract documents? If so, please submit.
None.
4. Does Galicia Construction Corporation agree to provide monthly invoices with payment due thirty (30) days after receipt of invoice or goods/services, whichever is later?
Yes, Galicia agrees to net thirty (30) day payment terms, after Virginia Tech's receipt of invoice or goods/services, whichever is later.
5. 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?
Galicia is an Independent Contracting Corporation, not affiliated with Virginia Tech or any other Commonwealth Entity and will be providing/performing services to Virginia Tech as such.

6. 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?
Galicia agrees that Virginia Tech will not withhold any income taxes from its payments to Galicia or provide any employment benefits to Galicia or Galicia employees, as part of this contract.
7. Do you agree that the initial contract period shall be one year?
Galicia agrees that the initial contract period will be for one (1) year.
8. Upon completion of the initial contract period, does Galicia Construction Corporation agree that the contract may be renewed by Virginia Tech upon written agreement of both parties for four (4) one-year periods, under the terms of the current contract?
Galicia agrees that, upon completion of the initial contract period, the contract may be renewed by Virginia Tech, upon written agreement of both parties, for four (4) one-year periods, under the terms of the current contract.
9. If awarded a contract, do you agree to limit price increases to no more than the increase in the Consumer Price Index, CPI-W, Services category for the latest twelve (12) months for which statistics are available at the time of renewal or 3 percent, whichever is less?
In general Galicia will agree to these terms. We did not increase our labor rates throughout the duration of our past contract for these services with Virginia Tech. We are living in trying times, with a global pandemic, an election year, and increased civil unrest, that has had varying degrees of effect on the business community. Galicia agree to no more than an increase equal to the CPI-W for the past twelve (12) months for which statistics are available at the time of renewal, or 3 percent, whichever is less. However, Galicia asks to reserve its right to revisit this agreement in the event of an abnormal market occurrence, that effects these terms, that would increase the CPI-W for any twelve (12) months for which statistics are available above 5 percent.
10. If awarded a contract, are you willing to hold prices firm for the initial contract period and the first renewal year?
See above, Galicia is willing to hold prices firm for the initial contract period and the first renewal year, pending an abnormal market occurrence.
11. Will Galicia Construction Corporation agree to participate in the Wells One AP Control Payment System?
Galicia agrees to participate in the Wells One AP Control Payment System.
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.
Roberto Firvida, Principal and President of Galicia Construction Corporation, alumnus of Virginia Tech, is the highest-level executive in the organization that is aware of this solicitation. Roberto, through Galicia, has committed the Company's resources to providing high quality contracting services to Virginia Tech since 2016 and will continue to do so as part of the services performed under this contract, if it is awarded to Galicia.
13. Please describe your quickest turn-around time if emergency services are needed.

Galicia has resources; employees and equipment that live and are staged in the greater Blacksburg/Christiansburg area. Our General Superintendent lives in Meadows of Dan, VA, about an hour from Virginia Tech, with some of our Foreman closer. We typically have crews working on campus on a daily basis, during normal business hours. For emergency services, Galicia would be able to react, immediately, within hours, or a maximum of 24 hours after notification, depending on the time of notification and the nature/severity of the emergency services required.

14. Are you willing to contact departments on a monthly basis to address service issues?
Normally Galicia is contacted by Virginia Tech or a third-party consultant representing Virginia Tech for service issues. However, Galicia is willing to contact departments on a monthly basis to address service issues, if Virginia Tech would like us to do so. We would ask Virginia Tech to provide the contact information and points of contact for the departments they would like us to contact on a regular basis.
15. Will you be able to handle increased volumes of business and/or provide service to additional departments during the course of the contract?
Based on past volumes of business/services provided through similar contracts with Virginia Tech, Galicia would be able to handle increased volumes of business and/or provide services to additional departments during the course of the contract.
16. How soon after contract award can you begin providing services?
Immediately.
17. Are you registered with and willing to participate in the eVA internet procurement solution described in the terms and conditions of the RFP?
Galicia is registered with and willing to participate in the eVA internet procurement system.
18. Do you acknowledge, agree and understand that Virginia Tech cannot guarantee a minimum amount of business if a contract is awarded to your company?
Galicia acknowledges, agrees and understands that Virginia Tech cannot guarantee a minimum amount of business, if a contract is awarded to Galicia.
19. Are the prices for all goods/services listed in your proposal inclusive of all applicable eVA system transaction fees?
Galicia includes all applicable eVA system transaction fees in our proposal for goods/services provided.
20. Does the vendor acknowledge, agree, and understand that the terms and conditions of the RFP # 0061318 shall govern the contract if a contract is awarded to your company?
Galicia acknowledges, agrees and understands that the terms and conditions of the RFP # 0061318 shall govern the contract, if awarded to Galicia.
21. 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.

Roberto Firvida - President

703-856-3396

galiciacc@gmail.com

e-commerce; accounts receivable; emergency orders

Robert (Bob) Picardi – VP/PM

703-898-8670

Bob.galiciacc@gmail.com

e-commerce; emergency orders

Cynthia Wallace – Accountant

202-421-9162

a.galiciacc@gmail.com

accounts receivable

All the above may be contacted by mail at Galicia Construction Corporation,
9405 Crosstimber Court, Fairfax Station, VA 22039.

Your response by 3:00pm October 19, 2020 would be greatly appreciated.

Sincerely,

Kim Widrig
Senior Buyer