

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: VTS-2018-2024

This contract entered into this 15th day of June 2023 by Montgomery Consulting, LLC dba Montgomery Consulting, LLC 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 On-Demand Construction & Skilled Trades Services to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From July 1, 2023 through June 30, 2025.

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 337312324 dated March 13, 2023, together with Addendum Number 1 To RFP dated March 31, 2023, Addendum Number 2 To RFP dated April 6, 2023, the proposal submitted by the Contractor dated April 24, 2023 and the negotiation summary, all of which Contract Documents are incorporated herein.

ELECTRONIC TRANSACTIONS: If this paragraph is initialed by both parties, to the fullest extent permitted by Code of Virginia, Title 59.1, Chapter 42.1, the parties do hereby expressly authorize and consent to the use of electronic signatures as an additional method of signing and/or initialing this contract and agree electronic signatures (for example, the delivery of a PDF copy of the signature of either party via facsimile or electronic mail or signing electronically by utilizing an electronic signature service) are the same as manual executed handwritten signatures for the purposes of validity, enforceability and admissibility.

DS DS  
CM MH  
initials

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

Contractor  
By: Chris Montgomery  
(Signature)  
2BC02382F06F441...

Chris Montgomery  
Name and Title  
Montgomery Consulting, President

Virginia Tech  
By: Mary Helmick  
5943314F5CD3478...

Mary W. Helmick  
Director of Procurement



Request for Proposal # 337312324

For

On-Demand Construction & Skilled Trades Services

March 13, 2023

**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, sexual orientation, gender identity, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.**

RFP # 337312324, On-Demand Construction & Skilled Trades Services

**INCLUDE THIS PAGE WITH YOUR PROPOSAL, SIGNATURE AT SUBMISSION IS REQUIRED**

**DUE DATE:** Proposals will be received until April 10, 2023 at 3:00 PM. Failure to submit proposals by the designated date and hour will result in disqualification.

**INQUIRIES:** All inquiries for information regarding this solicitation should be directed to Mary Seyler, Phone: (540) 231-3813 e-mail: mseyler@vt.edu. All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 3PM on March 27, 2023. Inquiries must be submitted to the procurement officer identified in this solicitation.

**PRE-PROPOSAL CONFERENCE:** A pre-proposal conference will be held on March 20, 2023 at 4PM. See RFP Section IX, Pre-proposal Conference for additional information.

**PROPOSAL SUBMISSION:**

**Proposals may NOT be hand delivered to the Procurement Office.**

Virginia Tech has partnered with Bonfire Interactive to create a new procurement portal that will allow you to access business opportunities and submit bids and proposals to Virginia Tech digitally.

**Proposals must be submitted electronically at:**

<https://procurement-vt.bonfirehub.com/>.

Vendors are requested to visit the new Procurement Portal then follow the link to the Bonfire vendor registration page to register your company. Registration is easy and free. If you have any challenges with the registration process, please contact Bonfire Interactive Support at [support@gobonfire.com](mailto:support@gobonfire.com).

**It is encouraged for all vendors to register prior to the proposal submission deadline to avoid late submissions.** Log into your Bonfire Vendor account in order to access the opportunity and begin preparing your submission. Upon completion you will be directed to your Submission Receipt. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time.

For a quick tutorial on how to upload a submittal, visit: [https://support.gobonfire.com/hc/en-us/articles/360011034814-Creating-and-Uploading-a-Submission-for-Vendors-?\\_ga=2.42375717.1472165071.1588110542-997330893.1585332052](https://support.gobonfire.com/hc/en-us/articles/360011034814-Creating-and-Uploading-a-Submission-for-Vendors-?_ga=2.42375717.1472165071.1588110542-997330893.1585332052)

Hard copy or email proposals will not be accepted. Late proposals will not be accepted, nor will additional time be granted to any individual Vendor.

**Attachments must be smaller than 1000MB in order to be received by the University.**

*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.*

AUTHORIZED SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

06/27/2022

**[INCLUDE THIS PAGE]**

I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit proposals to establish contracts through competitive negotiations for On-Demand Construction and Skilled Trades 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 the contracts will be Two (2) years.

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 University currently has a group of pre-qualified contractors who are able to provide general contracting, electrical contracting and mechanical contracting services on an "as needed" basis for future construction/renovation projects. This pool of prequalified contractors is used to provide renovation services for various projects through Virginia Tech's On-Demand bid program. This includes projects on the Blacksburg campus as well as other locations across the state. These current contracts expire June 30, 2023. This RFP is being issued to establish new contracts which will go into effect July 1, 2023.**

**No single project will exceed \$500,000.00. Construction may include, but is not necessarily limited to, roofing, plumbing, painting, HVAC work, electrical work, carpentry, masonry, or similar interior or exterior building alteration or renovation work.**

**During the contract period, the contractor will be sent solicitations to evaluate, and asked to respond with written bids. After the contractors submit bids, Virginia Tech will evaluate the bids to determine whether or not the bids are responsive to the IFB. The contractors will be guided in submitting bids and project completion schedules from outline specifications**

**as available in accordance with Commonwealth of Virginia's recognized codes and standards.**

**Virginia Tech may elect to assign projects under \$10,000 to any one of the pre-qualified on-demand contractors.**

**Note: There has been a history of contractors being awarded on-demand contracts and then either, not responding to any on-demand IFBs, or not fulfilling the timeline requirements of an IFB. Virginia Tech reserves the right to consider this past performance when making awards for this solicitation. If your firm falls into one of these categories, you are not prohibited from responding to this solicitation. However, it is suggested that you address these deficiencies in your response and provide information about improvements made to your company's operations that would prevent these instances in the future.**

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. Please visit the eVA website portal at <https://eva.virginia.gov/register-now.html> to access the "supplier" registration link and registration guidelines. Your firm must provide the necessary information. *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. STATEMENT OF NEEDS:

A. General:

1. Contractor shall provide construction services in a professional, safe and timely manner while adhering to all policies and procedures set forth in this solicitation.
2. Contractor shall provide all labor, materials, equipment, supervision, disposal and documentation necessary for on-demand projects such as: minor construction, renovation, general maintenance, electrical, mechanical, plumbing, demolition, excavation, specialty type work, emergency repair/replacement, etc. as needs arise.
3. Contractor's hours of work shall be established by the Virginia Tech project manager noted in the particular project IFB. Additional work hours may be granted at the sole discretion of the Virginia Tech project manager.

4. Terms and Conditions set forth in this RFP shall be binding for all subsequent projects awarded. Contractor terms and conditions submitted with their proposals/bids will not be accepted by Virginia Tech.
5. **IFB Participation: Failure to bid on at least 4 projects during the 2 year contract period, may result in removal from the on-demand pool and not being awarded an on-demand contract in the future.**
6. **Contractors who don't meet project timelines, or provide poor performance, are unable to maintain a safe working environment, or workmanship due to failures on their part, may be removed or suspended from the on-demand pool. See item 7 below.**
7. **Remediation: In the event a contractor does not meet the requirements of a particular project or does not follow the terms of their on-demand contract, Virginia Tech will document the offense by issuing the contractor a "deficiency" notice or cure letter outlining the issues and remedies for correction. The contractor will be asked to respond with proposed corrective action and a timeline for these remedies to be completed. Depending on the severity of the infraction and the contractor's response to remedy the situation, Virginia Tech reserves the right to terminate or suspend the vendor's contract. See below.**
  - a. **Safety violations: Depending on the severity of the violation, Virginia Tech may terminate or suspend the on-demand contract after one documented offense.**
  - b. **Failure to meet project deadlines or milestones: After 2 documented offenses; Virginia Tech may terminate or suspend the vendor's on-demand contract.**

**B. Invitations for Bid and Future Awards:**

Virginia Tech will periodically issue invitations for bids to the pre-qualified contractors for construction projects. Projects are expected to fall within the range of \$10,000 to \$500,000.00 in cost. The contractors will then be requested to submit bids based on Fixed Price (FP).

Fixed Price (FP): This type of bid is the most commonly used especially when the scope of work includes both labor and materials and is adequately defined. The contractor shall include all of the costs necessary to complete the construction project when submitting a fixed price bid.

Awards are made to the contractor based on the lowest responsive bid that fully complies with the bid documents. However, Virginia Tech reserves the right to complete any project with its own forces/contract or cancel the procurement at any time. The number of contractors and types of contractors asked to bid on projects may depend on the estimated cost and type of project being solicited. (See sections C, D and E below). While contractors are not required to submit a bid for all projects, penalties may apply for non-participation. See item A, 5 above. Further, if a contractor consistently fails to meet established completion dates for projects or otherwise does not adequately perform on projects which the contractor has been awarded, that contractor may be penalized. See section A, 6 above. Virginia Tech will also reserve the right to award to the next lowest bidder if it is determined that the low bidder is unable to complete the project, in the time required, due to current workload. This will only be considered after conferring with the low bidder as part of the determination. NOTE: Bid results may be requested from Virginia Tech Procurement (Mary Seyler) but will only be provided after the project manager has consulted with the low bidder.



C. Projects Estimated between \$10,000 and \$200,000:

A Virginia Tech representative project manager will contact at least three of the prequalified contractors within the pool to provide bids on the project. Virginia Tech may include contractors outside the on-demand pool if it is determined they have special expertise with the project scope of work or the work location is outside of the Blacksburg area.

D. Projects Estimated between \$200,001 and \$500,000:

1. Upon the decision by Virginia Tech to utilize the On Demand Bid pool, notification from Virginia Tech Renovations Department, Department of Student Affairs or the Procurement Department will be sent to all pre-qualified contractors by email. **It is the contractor's responsibility to keep the email and phone contact information up to date by informing the Virginia Tech contract administrators AND the Procurement Department of changes. Failure to do so could result in missed bid opportunities.**
2. All On-Demand Construction & Skilled Trades contract holders will receive the invitation to bid.
3. Contractors will have a minimum of four (4) days from issuance of the IFB to attend a pre-bid meeting.
4. Contractors will be provided with a scope of work to include materials, equipment and installation requirements and any technical specifications or drawings that apply.
5. Contractors, in most cases, will be given minimal time to submit questions and clarifications prior to receipt of bid.
6. The bid due date and time will be specified within the IFB. Bids will be opened immediately following closing date and time. Award will be issued to the lowest responsive/responsible bidder.
7. Bid responses should include a list of all items the contractor intends to self-perform. In the event that the contractor desires to sub-contract some part of the work specified in the IFB, the contractor should furnish, within their bid response, the names, and Virginia Contractor's license number of their proposed sub-contractors. The University reserves the right to request/deny sub-contractors.
8. For projects that are not in the Blacksburg vicinity, Virginia Tech may invite other contractors near the project site to increase competition. Bidders will be notified if Virginia Tech invites non on-demand contract holders to participate.

E. Contractor Requirements:

1. License Requirements: The contractor shall be licensed by the Commonwealth of Virginia State Board of Contractors as a Class A, B, or C Contractor. **Contractors shall only provide bids for which they are appropriately licensed. Bidding on projects for which the contractor is not appropriately licensed may be grounds for removing the contractor from the On-Demand pool.**
  - a. Class A Contractor's: Are unrestricted in the dollar amount of contracts they may complete.

- b. Class B Contractor's: Can perform work on or manage projects up to \$120,000 per project, or if the total value of all such contracts undertaken by Contractor within any 12-month period does not exceed \$750,000.
  - c. Class C Contractor's: Can perform work on or manage projects up to \$10,000 per project, or if the total value of all such contracts undertaken by Contractor within any 12-month period does not exceed \$150,000.
2. The contractor shall provide high quality construction services equal to or better than construction industry standards. This includes prompt response to requests for construction and completion of projects in a timely manner once guidelines and timetables are established by Virginia Tech. Work in progress shall be inspected periodically by Virginia Tech University Building Official's office for adherence to the VUSBC, Virginia Tech Design and Construction Standards and quality workmanship. (see link here) <https://www.facilities.vt.edu/planning-financing/design-and-construction-standards.html>
- 3. The contractor shall provide sufficient project(s) management to adequately meet Virginia Tech's needs. The contractor shall be responsible for working with various Virginia Tech departments and shall provide assistance, expedite work, correct deficiencies and handle any other miscellaneous issues which may occur during work-in-progress.
  - 4. The contractor shall provide a competent, well-trained and experienced staff that exhibits professionalism and service excellence. The contractor shall provide on-site supervision of all trades at all times that the work is in progress. This on-site supervisor shall be empowered to act on behalf of the contractor.
  - 5. All employees of the contractor and subcontractors shall wear uniforms or other appropriate Virginia Tech approved identification at all times to designate their affiliation with the contractor.
  - 6. The contractor shall be required to adhere to the requirements of the Virginia Tech Environmental Health and Safety's document Safety Requirements for Contractors and Subcontractors. This includes adhering to the Commonwealth of Virginia safety codes and standards, and scheduling work around Virginia Tech's special events and holidays. (See link to EHS safety standards link here) <https://ehs.vt.edu/programs/occupational-safety/contractor-safety.html>
  - 7. On many projects, bid/construction documents may be limited. Under these circumstances the quality of materials and workmanship shall be in conformance with the high-quality standards established by the Virginia Tech Design Guidelines and Construction Standards Manual and the total scope of work would be that which can be reasonably implied and inferred from the construction documents.
  - 8. The contractor shall be required to provide a detailed plan of operation on assigned projects to demonstrate to Virginia Tech how the contractor plans to accomplish the projects. The plan shall include all facets of the project including, but not limited to; personnel to be allocated to the project, inspection review by the Contractor, provisions for warranty and maintenance integrity, a schedule showing steps from start to finish of stages of project work, follow-up work etc. This plan may be compared to the plans of Virginia Tech to make an analysis of the strengths and weakness of each plan enabling Virginia Tech to determine if Virginia Tech will complete the work by utilizing Virginia Tech's resources or seeking the contractor's resources.



9. The contractor's work force and the work force of its subcontractors shall be staffed with licensed journeymen in all trades with demonstrated experience in their respective fields of work.
10. All construction furnished in fulfilling any project shall be of the highest quality as measured by the highest standards or grade of the particular trade(s) involved, except where a lower standard or grade is defined in Virginia Tech's contract documents or instructions.
11. In the event that the contractor desires to subcontract some part of their work, the contractor shall furnish Virginia Tech the names, qualifications and experience of its proposed subcontracts before beginning work on any awarded project. Contractor shall also submit all emergency contact phone/pager/cell phone numbers of the contractor and subcontractors. The contractor shall be responsible for completely supervising and directing the work under the contract and all subcontractors that it may utilize, using its best skill and attention. Virginia Tech reserves the right to reject any subcontractor proposed to complete the work or a portion of the work.

F. Procedure:

1. Contractors selected as a result of this solicitation will receive invitations for bid for projects in accordance with the Section IV, subsections B, C and D above. If the bid contains a provision for a pre-bid conference, the contractor should attend and carefully examine the site of the proposed work to acquire a full understanding of the nature and scope of the project. Under certain circumstances, a virtual pre-bid meeting may be set up instead of an in-person meeting. When this is done, potential bidders will be allowed to schedule site visits with the Virginia Tech project manager to inspect the work site.
2. The contractor shall deliver to Virginia Tech, a written bid of the cost to complete the project. Virginia Tech's designated representative will review the contractor's bid and, if the bid is acceptable, initiate purchase procedures. Up to 30-days should be allowed for bid review and obtaining internal approval by Virginia Tech. Virginia Tech reserves the right to reject all bids. Bid prices shall be good for 30 days from the date of the proposal.
3. In preparing bids, the contractor may choose to rely on personal inspection and/or contact the project manager to obtain access to existing building drawings. It shall remain the contractor's responsibility to field verify all measurements and construction conditions prior to submitting any bid.
  - a. Bids shall include proposed schedule for project completion
  - b. Bids shall include Contractor's license.
4. Upon approval of a bid by Virginia Tech, a Purchase Order will be issued as authority to proceed with the work. The Purchase Order will incorporate all components of the original IFB (including timelines and all associated documents), the bid submitted by the contractor, and the on-demand contract resulting from this solicitation. ***The contractor shall undertake no work until a written Purchase Order has been received from Virginia Tech. All work shall be completed within the time period set forth in the IFB scope of work.***
5. The contractor is required to confirm that the building permit is in place prior to starting work.

6. The contractor shall perform no work that would result in exceeding the dollar limitation of the Purchase Order without first having obtained written approval from the Virginia Tech.
7. If construction documents are developed for specific projects, the contractor will be given an electronic set of construction documents at no charge. All other sets of documents required by the contractor for its use or for use of any of its subcontractors and suppliers or for other use, are the responsibility of the contractor.
8. If a contractor consistently fails to provide high-quality construction and/or fails to respond promptly and fully to complaints, Virginia Tech may, in its sole discretion, elect not to solicit or accept bids from this contractor for one or more future on-demand construction projects.

G. Use Of Premises:

1. The contractor shall be responsible for repairing or replacing any work damaged by its operations within ten (10) days after notification by Virginia Tech, unless delayed by availability of materials.
2. It is the responsibility of the contractor to report to Virginia Tech, in the original bid, any damage found prior to beginning any work at the site. In addition, it is the responsibility of the awarded contractor to take site photos of the existing conditions prior to beginning work.
3. The contractor shall not operate or disturb the setting of any valves, switches or electrical equipment on the service lines to the building except by proper previous arrangement with and in the presence of an authorized representative of Virginia Tech. The contractor shall give advance notice of the need for cut-off or adjustments which will be scheduled at the convenience of Virginia Tech.
4. All work shall be coordinated and scheduled with Virginia Tech to minimize disruption of operations.
5. Access for work in restricted areas requires a 48-hour minimum notice to Virginia Tech. Work in these areas may require escort.
6. To the extent feasibly available, bathroom facilities, electricity and water may be used by the contractor as directed by Virginia Tech.
7. All projects shall be performed in a manner that shall not adversely affect the integrity of a building's structural, mechanical, electrical, fire protection and life safety systems or any other building systems or utilities that may overload or render useless any portion of the building without first seeking approval by Virginia Tech's representative. Utilities shutdowns must be coordinated in advance. The contractor shall be responsible for coordinating utilities shutdowns with Virginia Tech's designated representative.
8. Where materials and equipment must be stored, and are of value or attractive for theft, the contractor shall provide a secure lockup. The contractor shall enforce discipline in connection with the installation and release of material to minimize the opportunity for theft and vandalism. Any theft or vandalism shall be reported to the Virginia Tech Police Department for investigation.

9. The contractor shall:

- a. Perform all work in such a manner as to minimize interruptions or interfere with the operation of any existing activity on the premises or with the work of any contractor.
- b. Store apparatus, materials, supplies, and equipment in such orderly fashion at the site of the work as will not unduly interfere with the progress of its work or the work of Virginia Tech.
- c. Provide to the jobsite (1) set of 24"x36" set of "For Construction" drawings for use by Virginia Tech and (1) job site binder to remain on site at all times during construction with tabs to include but not be limited to the following items:
  - Coversheet with jobsite address and emergency contact information
  - 11"x17" set of the "For Construction set" with addendums within 3 days
  - Copies of all required permits
  - 11"x17" detailed project schedule for each trade and major milestone task defined.
  - Finalized RFIs and approval by UBO
  - Unless otherwise coordinated with the Virginia Tech project manager in writing, finalized submittals for awarded projects must be submitted to the Virginia Tech project manager within 14 days of purchase order date
- d. In accordance with applicable codes and industry standards, provide proper ventilation and dust control so as not to endanger building occupants or contract workers. Dust/noise control barriers shall be in accordance with applicable building codes.

Safety: All work shall be in accordance with Virginia Tech's EHS "Safety Requirements For Contractors" which are outlined here: <https://ehs.vt.edu/programs/occupational-safety/contractor-safety.html>

- e. Continuity: All work shall conform to the Virginia Tech "Design & Construction Standards" which are outlined here: <https://facilities.vt.edu/planning-financing/design-and-construction-standards.html>
10. The contractor expressly undertakes, to effect all cutting, filling or patching of its work required to make the same conform to the drawings and specifications, and except with the consent of Virginia Tech, not to cut or otherwise alter the work of any other contractor. The contractor shall not damage or endanger any portion of the work or premises, including existing improvements, unless called for by the contract.
  11. The contractor expressly undertakes, either directly or through its subcontractor(s), to clean up frequently all refuse, rubbish, scrap materials and debris caused by its operation, to the end that at all times the site of the work shall present a neat, orderly and workman-like appearance. No such refuse, rubbish, scrap material and debris shall be left within the completed work nor buried on the building site, but shall be removed from the site and properly disposed of in a licensed landfill or otherwise as required by law. The contractor shall present evidence (such as delivered weight tickets) to Virginia Tech as confirmation that all refuse, rubbish, scrap materials and debris are hauled to a recycling site as opposed to disposal via a landfill.
  12. The contractor expressly undertakes, either directly or through its subcontractors, the responsibility to clean daily, all areas associated with the project scope of work which will include, but not be limited to the project work area, egress to and from the work areas,

elevators, mechanical/electrical rooms, janitor's closets, restrooms (when applicable). If the contractor fails to clean these areas, Virginia Tech may do so and charge for the cost thereof to the contractor.

13. The contractor expressly undertakes, either directly or through its subcontractor(s), before final payment, to remove all surplus material, false work, temporary structures, including foundations thereof, plants of any description and debris of every nature resulting from its operations and to put the site in a neat, orderly condition; to thoroughly clean and leave reasonable dust free all finished surfaces including all equipment, piping, etc. on the interior of all buildings included in the contract; and to thoroughly clean all glass installed under the contract including the removal of all paint and mortar splatters and other defacements. If a contractor fails to clean up at the completion of the work, Virginia Tech may do so and charge for costs thereof to the contractor.
14. The contractor is responsible for obtaining and displaying the appropriate parking passes (See attachment A – Terms and Conditions). Vehicles parked outside the designated limit of disturbance/construction fencing are the contractor's responsibility. Any vehicles not properly permitted to park on turf or sidewalks will received one verbal warning and parking services will be notified for any additional occurrence. The contractor will be responsible for tickets and /or towing expenses. In addition, the contractor will be responsible to repair, clear, replace any turf or sidewalk damaged by vehicle parking/travel.
15. During and at completion of the work, the contractor shall prevent site soil erosion, the runoff of silt and/or debris carrying water from the site, and the blowing of debris off the site in accordance with the applicable requirements and standards of the Virginia Erosion and Sediment Control Handbook, latest edition, and of the contract documents.

#### H. Access to and Inspection Of Work:

1. The contractor shall notify the designated Project Manager from Virginia Tech prior to completion of work to arrange for all rough-in and final inspections. Any omission or failure on the part of the University Building Official to disapprove or reject inferior or defective work or materials shall not be construed to be a final acceptance of any such work or material. If any defective work or materials are found during inspection the contractor shall remove or repair, at its own expense, such defective work or rejected material and shall rebuild and/or replace same without extra charge within ten (10) days of being notified of disapproval by Virginia Tech. If any such work shall be concealed or enclosed without approval or consent, it must, if required by Virginia Tech, its representative or other proper authorities, be uncovered for examination at contractor's expense.
2. Virginia Tech, its specified agents, any public authority and their representative shall at all times have access to the work, whenever it is in preparation or progress. The contractor shall provide safe facilities for such access and inspection.

#### I. Superintendence by Contractor:

1. The contractor shall have ONE competent foreman or superintendent, satisfactory to Virginia Tech, dedicated for EACH job site at all times during the progress of the work. The contractor shall be responsible for all aspects of the construction to include but not limited to means, methods, sequences and procedures, for coordinating all portions of the work under the contract except where otherwise specified in the contract documents, and for all safety and worker health programs and practices. The contractor shall notify Virginia Tech,

in writing, of any proposed changes in superintendent including the reason for making such change.

2. The contractor shall, at all times, enforce strict discipline and good order among the workers on the project, and shall not employ on the work any unfit person or anyone not skilled in the work assigned to him/her or anyone who will not work in harmony with those employed by the contractor, the subcontractors, Virginia Tech or Virginia Tech's separate contractors and their subcontractors. Virginia Tech may require the contractor to remove from the work any employee Virginia Tech deems to be incompetent, careless, not working in harmony with others on the site, or is otherwise objectionable.

J. Warranty of Materials and Workmanship:

1. The contractor warrants that, unless otherwise specified, all materials and equipment incorporated in the work under the contract shall be new, free of defects and in accordance with the contract documents for a period of one year following the date of the acceptance of the work. The contractor further warrants that workmanship shall be of the highest quality and in accordance with contract documents and shall be performed by persons qualified and licensed in their respective trades. Work not conforming to these warranties shall be considered defective. This warranty of materials and workmanship is separate and independent from and in addition to any other guarantees in this contract.

K. Protection of Persons and Property:

1. The contractor expressly undertakes both directly and through its subcontractors, to take every precaution at all times for the protection of persons and property which may come on the building site or be affected by the contractor's operation in connection with the work.
2. The contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the work.
3. The contractor shall continuously maintain adequate protection of all work from damage and shall protect Virginia Tech's property from injury or loss arising in connection with this contract. The contractor shall make good on any such damage, injury or loss, except such as may be directly due to errors in the contract documents or caused by agents or employees of Virginia Tech. The contractor shall adequately protect adjacent property to prevent any damage to it or loss of use and enjoyment by Virginia Tech. The contractor shall provide and maintain all passageways, guard fences, lights and other facilities for protection required by public authority, local conditions, any of the contract documents or erected for the fulfillment of its obligation for the protection of persons and property.
4. Any damage, including damage to finished surfaces, resulting from the performance of the contract shall be repaired to Virginia Tech's satisfaction at the contractor's expense.

L. Standards of Conduct:

1. The contractor shall be responsible for controlling employee conduct, for assuring that its employees are not boisterous or rude, and assuring that they are not engaging in any destructive or criminal activity. The contractor is also responsible for insuring that its employees do not disturb papers on desks, or open desk drawers, cabinets or briefcases, or use Virginia Tech phones, and the like, except as authorized.

2. Contractors should not engage with students or faculty/staff occupants. Any communication with staff or occupants must be run through the Virginia Tech project manager.
3. Contractors should not discuss projects with end users. Any concerns about a project must be discussed with the Virginia Tech project manager or their designee.

#### M. Time for Completion:

1. The time required for completion will be designated by Virginia Tech on the Invitation for Bids or other bid documents. In some instances, the Time for Completion may be stated on the Invitation for Bids or other bid document in the form of a Project Completion Date. The Work must be substantially completed by the Time for Completion or the Project Completion Date. Unless otherwise specified, the Contractor shall achieve Final Completion within thirty (30) calendar days after the date of Substantial Completion. The contractor may submit with their bids a proposed construction completion date based on material/equipment lead times or availability of manpower for Virginia Tech to review and discuss prior to the award of a bid.
2. The Time for Completion date will be noted in the purchase order as the "Must Be Delivered By" section of the PO and shall become a binding part of the Contract upon which Virginia Tech may rely in planning the use of the facilities to be constructed and for all other purposes. If the Contractor fails to substantially complete the work within the Time for Completion or Project Completion Date, as set forth in the Contract, the Contractor shall be subject to payment of actual damages incurred by Virginia Tech or liquidated damages, if provided for in the Contract. The contractor is responsible for providing an updated project schedule within 2 days of the request from Virginia Tech. The recovery schedule will be reviewed with Virginia Tech to determine if the project completion will be extended and formal change will be made to contract documents.
3. The Contractor represents and agrees that they have taken into account in their bid the requirements of the bid documents, the contract documents, local conditions, availability of materials, equipment, and labor, and any other factors which may affect the performance of the Work. The Contractor agrees and warrants that they will achieve Substantial Completion of the Work to allow Virginia Tech to have Beneficial Occupancy not later than the Time for Completion or Project Completion Date. The Contractor agrees and warrants that they will achieve Final Completion of the Work (the entire completion of all Work, including "punch list" items), not later than thirty (30) calendar days after achieving Substantial Completion.

### VII. 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. Provide an overview of your experience, details about regular staff, and three projects recently completed.
2. Provide a copy of your Virginia Department of Professional and Occupational Regulation (DPOR) License. In the matrix below, check all trades your firm has the appropriate type of



licensing and qualifications to become a pre-qualified contractor on the Virginia Tech, On-Demand Services listing:

TRADES —	CHECK TO BE PRE- QUALIFIED
General	
Flooring installation / refinishing	
Electrical	
Excavation	
Plumbing	
Mechanical	
Demolition	
Siding	
Patio Repair/Surface	
Structure/Metals	
Aluminum /Metal	
Masonry	
Concrete	
Paving	
Fencing	
Painting	
Tile work	

3. Provide a statement that speaks to the financial stability of your company. In this section, include an Insurance Certificate as outlined in Attachment A under the “Special Terms and Conditions” clause number 12.

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;

4. **One (1) electronic document** in WORD format or searchable PDF of the entire proposal as one document, INCLUDING ALL ATTACHMENTS must be uploaded through the Bonfire online submission portal. Refer to page 2 for instructions.

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

5. 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, sub-letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub-letter should be repeated at the top of the next page. The proposal should contain a table of contents which cross-references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
- d. Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume.
- e. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F

of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.

- 3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Virginia Tech. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. Virginia Tech will schedule the time and location of these presentations. Oral presentations are an option of Virginia Tech and may not be conducted. Therefore, proposals should be complete.

VIII. SELECTION CRITERIA AND AWARD:

A. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

<u>Criteria</u>	<u>Maximum Point Value</u>
1. Quality of products/services offered and suitability for the intended purposes	25
2. Qualifications and experiences of Offeror in providing the goods/services	25
3. Specific plans or methodology to be used to provide the Services	20
4. Financial Stability	20
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.

IX. OPTIONAL PRE-PROPOSAL CONFERENCE:

**An optional, virtual pre-proposal conference will be held on March 20, 2023 at 4PM via "Zoom". If you wish to attend this conference, send an email to [mseyler@vt.edu](mailto:mseyler@vt.edu) no later than 12 PM March 20<sup>th</sup>. A link for the conference will be sent to you by 1PM March 20, 2023<sup>th</sup>.** The purpose of this conference is to allow potential Offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

While attendance at this conference will not be a prerequisite to submitting a proposal, offerors who intend to submit a proposal are encouraged to attend.

**Be sure to have copy of this solicitation with you during the meeting. Any changes resulting from this conference will be issued in a written addendum to 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 3PM on March 27, 2023. 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](mailto: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. Mary Seyler, Contracts Officer/ Buyer Senior, Procurement Department, at Virginia Tech or their designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance.
- B. The Contract Administrator, or their designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or their designee, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Procurement Department through a written amendment to the contract.

XVIII. ATTACHMENTS:

Attachment A - Terms and Conditions

## ATTACHMENT A

### TERMS AND CONDITIONS

#### **RFP GENERAL TERMS AND CONDITIONS**

See:

[https://www.procurement.vt.edu/content/dam/procurement\\_vt\\_edu/docs/terms/GTC\\_RFP\\_02182022.pdf](https://www.procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_RFP_02182022.pdf)

#### **ADDITIONAL TERMS AND CONDITIONS**

1. **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.
2. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. 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.
3. **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.
4. **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.
5. **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.
6. **PROPOSAL SUBMISSION:** Virginia Tech will only be accepting electronic submission of proposals. All submissions must be submitted to <https://procurement-vt.bonfirehub.com/>. Upon completion you will be directed to your Submission Receipt. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time. **Attachments must be smaller than 1000MB in order to be received by the University.** Proposals may **NOT** be hand delivered to the Procurement Office.
7. **NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing via email.
8. **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.



- 9. CLOUD OR WEB HOSTED SOFTWARE SOLUTIONS:** For agreements involving Cloud-based Web-hosted software/applications refer to link for additional terms and conditions: [http://www.ita.vt.edu/purchasing/VT\\_Cloud\\_Data\\_Protection\\_Addendum\\_final03102017.pdf](http://www.ita.vt.edu/purchasing/VT_Cloud_Data_Protection_Addendum_final03102017.pdf)
- 10. 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.
- 11. AS-BUILT DRAWINGS:** The contractor shall provide Virginia Tech a clean set of reproducible "as built" drawings and wiring diagrams, marked to record all changes made during installation or construction. The Contractor shall also provide Virginia Tech with maintenance manuals, parts lists and a copy of all warranties for all equipment. All "as built" drawings and wiring diagrams, maintenance manuals, parts lists and warranties shall be delivered to Virginia Tech upon completion of the work and prior to final payment.
- 12. MATERIALS CONTAINING ASBESTOS:** The contractor shall not incorporate any materials into the work containing asbestos. The contractor shall not incorporate any material known by the contractor to contain a substance known to be hazardous to health when the building is occupied unless specifically approved by Virginia Tech or required by the specifications. If the contractor becomes aware that a material required by the specifications contains asbestos, it shall notify Virginia Tech immediately and shall take no further steps to acquire or install any such material
- 13. COMPLETE INFORMATION:** All offerors/Bidders shall state manufacturer and product offered, and enclose complete and detailed specifications with Proposal/Bid for all products offered. This is required even if quoting on the exact brand name as shown. Failure to do so may cause Proposal/Bid to be considered nonresponsive.
- 14. CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENT:** By my signature on this solicitation, I certify that this firm/individual and/or subcontractor is properly licensed for providing the goods/services specified
- Contractor Name: \_\_\_\_\_ Subcontractor Name: \_\_\_\_\_
- License #: \_\_\_\_\_ Type: \_\_\_\_\_
- 15. CONTRACTOR'S TITLE TO MATERIALS:** No materials or supplies for the work shall be purchased by the Contractor or by any Subcontractor subject to any chattel mortgage or under a conditional sales or other agreement by which an interest is retained by the seller. The contractor warrants that he has clear title to all materials and supplies for which he invoices for payment.
- 16. ELECTRICAL INSTALLATION:** All equipment/material shall conform to the latest issue of all applicable standards as established by National Electrical Manufacturer's Association (NEMA), American National Standards Institute (ANSI), and Underwriters' Laboratories, Incorporated (UL) or other Nationally Recognized Testing Laboratories (NRTL) currently listed with the US Department of Labor. All equipment and material, for which there are NEMA, ANSI, UL or other NRTL standards and listings, shall bear the appropriate label of approval for use intended.
- 17. EXTRA CHARGES NOT ALLOWED:** The Proposal/Bid price shall be for complete installation ready for Virginia Tech use, and shall include all applicable freight and installation charges; extra

charges will not be allowed.

- 18. FINAL INSPECTION:** At the conclusion of the work, the contractor shall demonstrate to the authorized owner's representatives that the work is 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.
- 19. INSPECTION OF JOB SITE:** My signature on this solicitation constitutes certification that I have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by Virginia Tech.
- 20. INSTALLATION:** All items must be assembled and set in place, ready for use. All crating and other debris must be removed from the premises.
- 21. 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.
  - 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.
  - 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.
- 22. MAINTENANCE MANUALS:** The contractor shall provide with each piece of equipment an operations and maintenance manual with wiring diagrams, parts list, and a copy of all warranties.
- 23. ORDERS:** Applicable departments, institutions, agencies and Public Bodies of the Commonwealth of Virginia may order by issuing a purchase order against any contract resulting from this solicitation.

- 24. PROPOSAL/BID ACCEPTANCE PERIOD:** Any Proposal/Bid received in response to this solicitation shall be valid for (60) days. At the end of the (60) days the Proposal/Bid may be withdrawn at the written request of the offeror/bidder. If the Proposal/Bid is not withdrawn at that time, it remains in effect until an award is made or the solicitation is cancelled.
- 25. 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 <https://ehs.vt.edu/programs/occupational-safety/contractor-safety.html>. 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.
- 26. 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.
- 27. 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.
- 28. TURF POLICY:** Parking or driving on campus turf or sidewalk is strictly prohibited, except as specifically directed or otherwise allowed by the Physical Plant Grounds Department. In this case, a turf permit must be obtained from Virginia Tech Parking Services and displayed by the vehicle. Turf parking is not allowed under the canopy of any tree on campus. Any vehicle parked illegally on turf or sidewalks shall be subject to ticketing and fines.
- 29. WARRANTY (COMMERCIAL):** The contractor agrees that the supplies or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such supplies or services and that the rights and remedies provided therein are in addition to and do not limit those available to Virginia Tech by any other clause of this solicitation. A copy of this warranty must be furnished with the Proposal/Bid.
- 30. 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.

## ADDENDUM # 1 TO RFP # 337312324

**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 <b>March 31, 2023</b>	DUE DATE AND HOUR April 10, 2023 3PM
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ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO: Mary Seyler / Buyer Senior  
E-MAIL ADDRESS: mseyler@vt.edu TELEPHONE NUMBER (540) 231- 3813  
FAX NUMBER (540) 231-9628 AFTER HOUR MESSAGES (540) 231-6221

### On-Demand Construction & Skilled Trades Services

1. See the following information on page 2
  - RFP Clarifications and responses to vendor questions.
  - Pre-proposal meeting attendance roster
2. All other terms, conditions and descriptions remain the same.
3. The proposal due date and hour remains April 10, 2023 by 3PM

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## RFP Clarifications and Answers to Vendor Questions

1. Question: Section VII, A, 5 of the RFP states the following proposal submission requirement: “The return of the General Information Form and addenda, if any, signed and filled out as required”.

Virginia Tech Response: Disregard the requirement for the “General Information Form”. This information is now captured when offerors sign up with “Bonfire”. Offerors will still need to acknowledge this addendum with their proposals.

2. Question: Will this be a cooperative contract?

Virginia Tech Response: No.

3. The following is a list of those who attended the virtual pre-proposal meeting held on March 20, 2023

Mary Seyler – Virginia Tech  
Joy Manning – Virginia Tech  
Anthony Watson – Virginia Tech  
Brandon Williams – Virginia Tech  
Kenneth Black – Virginia Tech  
Peter Duplantier – JFJ Contractors  
Richard Wood – Carolina Restoration & Waterproofing  
Brian Bower – Thor Construction  
Tom Nicholson – Hammerhead Construction  
Leland McCray, Chris Montgomery – Montgomery Consulting  
Joe Hubble – Waco Inc  
Jaime Witt, Daniel Hurst, Sandy Murray – Building Specialists  
Tina Rush – F&S Building Innovations  
Barry Bedwell – TBS Construction  
Mike Cagle – MB Contractors  
Al Smith – Consolidated Construction  
Rob Quarles  
Travis Echols – Extreme Concrete  
Jeff Comer – Electric Pros  
Darron Oliver – Comfort Systems USA  
Marcus Morgan – Varney Inc  
Matt Schmidt – PBS Contracting  
Mike Young – SRC, Inc  
Jeff Loveless – TLI Construction Services  
Doug Martin – TLI Construction Services  
Tyler Craghead – Davis H. Elliot Company  
Daniel Bowman – Air Duct Solutions  
Fredy Vasquez – Ebenezer Electric  
Hristo Katrev – CPE Contractors  
Bob Picardi – Galicia Construction Corp  
Bradley Cockram, Jason Bartley – Kesler Contracting  
Deskins Inc - Darren

## **ADDENDUM # 2 TO RFP # 337312324**

**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 <b>April 6, 2023</b>	NEW DUE DATE AND HOUR <b>April 24, 2023 at 3PM</b>
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ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO: Mary Seyler / Buyer Senior  
E-MAIL ADDRESS: mseyler@vt.edu TELEPHONE NUMBER (540) 231- 3813  
FAX NUMBER (540) 231-9628 AFTER HOUR MESSAGES (540) 231-6221

### **On-Demand Construction and Skilled Trades Services**

1. This addendum is being issued to change the proposal due date from April 10, 2023 at 3PM to April 24, 2023 at 3PM
2. All other terms, conditions and descriptions remain the same.

Revised 10/19/21



**April 24, 2023**

**Proposal from**



**to**



**For**

**RFP# 337312324**

**On-Demand Construction & Skilled Trades Services**

MONTGOMERY CONSULTING, LLC

April 24, 2023

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

Re: RFP# 337312324- Proposal for Term Contract for  
On-Demand Construction & Skilled Trades Services

Dear Ms. Seyler,

Montgomery Consulting is pleased to provide this proposal for this term contract to provide General Contractor services to Virginia Tech on your projects. We are a Virginia Class A General Contractor with employees living and working across central Virginia. Montgomery Consulting started business in 1999 as a sole proprietor and certified in 2005 as an LLC in Virginia. We have excellent experience managing and performing on term contracts for construction services, and 90% of our work is for municipalities, state and federal agencies. We have a staff of experienced professionals to provide those services.

Montgomery Consulting has appointed Mr. Leland McCray as Project Manager for this contract. Leland is a 2009 graduate of Virginia Tech with a degree in Building Construction and has worked for some of the top contractors in Virginia. His tremendous experience, local knowledge and undoubtedly excellent education will help in providing a top-notch Project Manager to manage projects under this contract.

From the RFP we have divided the proposal into sections as follows:

- Cover Letter
- Page 1 - Signed Title Sheet from the RFP
- Page 2 - Qualifications
- Page 3 – Scope of Work and Management Plan
- Page 4 – Proposed Subcontractors on Team
- Pages 5-10 - References / Experience
- Pages 11-23 – Staffing and Resumes
- Pages 24-25 – Signed addenda 1&2
- Page 26 – Certificate of Insurance
- Pages 27-28 – DPOR license, SWAM certification

If you have any questions, please contact me on my cell at 804-241-8490.

Thank you.



Chris Montgomery  
President

## RFP # 337312324, On-Demand Construction &amp; Skilled Trades Services

**INCLUDE THIS PAGE WITH YOUR PROPOSAL, SIGNATURE AT SUBMISSION IS REQUIRED**

**DUE DATE:** Proposals will be received until April 10, 2023 at 3:00 PM. Failure to submit proposals by the designated date and hour will result in disqualification.

**INQUIRIES:** All inquiries for information regarding this solicitation should be directed to Mary Seyler, Phone: (540) 231-3813 e-mail: mseyler@vt.edu. All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 3PM on March 27, 2023. Inquiries must be submitted to the procurement officer identified in this solicitation.

**PRE-PROPOSAL CONFERENCE:** A pre-proposal conference will be held on March 20, 2023 at 4PM. See RFP Section IX, Pre-proposal Conference for additional information.

**PROPOSAL SUBMISSION:**

**Proposals may NOT be hand delivered to the Procurement Office.**

Virginia Tech has partnered with Bonfire Interactive to create a new procurement portal that will allow you to access business opportunities and submit bids and proposals to Virginia Tech digitally.

**Proposals must be submitted electronically at:**

<https://procurement-vt.bonfirehub.com/>.

Vendors are requested to visit the new Procurement Portal then follow the link to the Bonfire vendor registration page to register your company. Registration is easy and free. If you have any challenges with the registration process, please contact Bonfire Interactive Support at [support@gobonfire.com](mailto:support@gobonfire.com).

**It is encouraged for all vendors to register prior to the proposal submission deadline to avoid late submissions.** Log into your Bonfire Vendor account in order to access the opportunity and begin preparing your submission. Upon completion you will be directed to your Submission Receipt. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time.

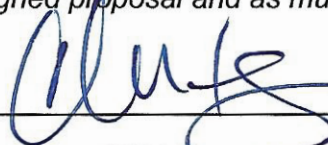
For a quick tutorial on how to upload a submittal, visit: [https://support.gobonfire.com/hc/en-us/articles/360011034814-Creating-and-Uploading-a-Submission-for-Vendors-?\\_ga=2.42375717.1472165071.1588110542-997330893.1585332052](https://support.gobonfire.com/hc/en-us/articles/360011034814-Creating-and-Uploading-a-Submission-for-Vendors-?_ga=2.42375717.1472165071.1588110542-997330893.1585332052)

Hard copy or email proposals will not be accepted. Late proposals will not be accepted, nor will additional time be granted to any individual Vendor.

**Attachments must be smaller than 1000MB in order to be received by the University.**

*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.*

AUTHORIZED SIGNATURE: \_\_\_\_\_



Date: \_\_\_\_\_

4-24-23

06/27/2022

**[INCLUDE THIS PAGE]**

## Qualifications - Overview of Montgomery Consulting, LLC

Headquartered in Richmond, Virginia, Montgomery Consulting is a general contractor and consulting company, working with clients and projects throughout Virginia. Our team of construction and consulting professionals are seasoned veterans in the industry, and able to provide the best service possible. Our business model is to focus on term contracts, where we work on more projects with fewer clients than the typical contractor. This is evidenced through the nine term contracts that we currently have with various government agencies. We are dedicated to using proven principles with the latest technology and information to meet your requirements and exceed your expectations. Our Project Managers are used to managing multiple projects of all types and sizes, while using many of the same subcontractors over and over.

Montgomery Consulting is certified by Virginia DSBSD as a small and micro business and licensed as a Class A Contractor in Virginia, with specialties of CBC and RBC (formerly BLD). We provide general contracting and construction management services for owners. Our consulting and support services include Construction Inspection and Clerk of the Works, environmental services, cost estimating, value engineering, scheduling, and project management. As the general contractor, we subcontract major trades, use our own staff for various carpentry and specialty projects, and our own superintendents and project management team to manage all the work. Our top management team for this contract includes three professionals, each with more than 20 years of experience, and includes the owner, Chris Montgomery as the Contract Manager. The other two professionals are Leland McCray and Kevin Hardin, both Project Managers that also do estimating. Four other company personnel include project managers, superintendents and various carpenters and construction technicians. Resumes for the team are included.

The company was originally formed as a sole proprietor in March of 1999 and then licensed as a Virginia LLC in 2005 and has been providing reliable construction and consulting services to many clients since that time. The owner, Chris Montgomery, has been managing construction and engineering operations in Virginia since 1988 for several different firms, always focusing on working with Virginia State Agencies and Municipalities. Through this period, Mr. Montgomery has managed thousands of construction services projects, more than 30 clerk of the works projects, and more than 50 term contracts for construction services for a variety of municipalities and Virginia agencies.

**Financial Stability** – Montgomery consulting has been in business nearly 25 years and remains very stable financially. The company is debt free, has maintained full insurance and licensing from the beginning, has consistently maintained a staff from 5-15 employees. We retain the services of a Richmond accounting firm that specializes in construction companies, and we use an outside bookkeeper for day to day operations, and are current with all tax liabilities and payments. The owner, Chris Montgomery, owns 100% of the company and maintains a net worth over \$5M that backs up the company.

**Company headquarters:**

**1618 Richmond, Virginia, 23238**

**Phone 804-754-8010**

**Satellite offices in Staunton and Blacksburg, Virginia**



## Scope of Work and Management Plan

We understand the services under this contract will vary depending on the facility and situation. We are comfortable doing a small \$500 project or a \$1 million renovation. We have experience managing a variety of services and have a team of professionals available to do the work. We are constantly interviewing and hiring, so that we add bench strength along the way. Our network of subcontractors is constantly being refined and increased, and we typically use most of the same subcontractors repeatedly to develop an excellent working relationship with them. We do have a staff of seasoned employees that provide carpentry and some skilled trades.

**Management Team** – For this contract Chris Montgomery will be the Contract Manager responsible for managing our contract assignments, assigning manpower, personnel issues, financial management, operational management, and administrative functions for the company. Mr. Montgomery has 35 years of extensive experience managing operations, contracts and working with government facilities, and is also the sole owner of Montgomery Consulting and thus has the authority to devote the necessary resources to get the project done whenever and wherever it is needed.

This type of contract has been the bread and butter of this company and the owner for the last 30 years in Virginia. Mr. Montgomery has 35 years of experience managing a contract like this, finding employees that fit key roles, team members to provide professional or non-professional services, and servicing municipalities and state agencies all over Virginia. He has managed similar term contracts successfully in the past, many other term contracts all over the state, and he knows what it takes to keep up with the hiring needs, the quality control issues, dealing with multiple subcontractors, and keeping the staff happy and busy at the same time.

**Strategy** - Our strategy is to have two Project Managers available to respond to requests to price and manage projects for Virginia Tech. The Project Manager will personally look at every project to put together an estimate and game plan for execution, including coordinating with required subcontractors. Mr. Montgomery also is readily available to deal with any issues and will review every estimate and project before it is provided to the customer. Upon notice to proceed, the Project Manager will then manage the execution and timeline necessary for completion, and manage the project through completion, so the client will deal with the same person from our team from start to finish to maintain that important continuity.

**Project Manager, Leland McCray, is a product of the Virginia Tech with a B.S. in Building Construction (2009) and an avid fan and supporter of Virginia Tech.** He will be the first contact on this contract and will utilize his familiarity with the campus and local subcontractors to provide the best service and product for the university.

We are very confident in our ability to fulfil the needs of this contract and the customers that will use it. We have the experience of managing term contracts, we have a great network of local subcontractors, and the management team locally to provide excellent service. Our comfort zone is the small to medium sized projects, a perfect match for Virginia Tech.

## Proposed Subcontractors on Team

All subcontractors must have properly licensed and certified employees for each specific trade, be fully licensed and insured to meet all requirements of the contract.

### Electrical/Controls –

- Houston Electrical
- Honeywell
- Johnson Controls
- Siemens Automation

### Mechanical –

- Waco
- Moore's
- Miller Mechanical
- eTEC Mechanical

### Plumbing –

- Moore's
- eTEC Mechanical
- Miller Mechanical

### Masonry and Concrete –

- KahnCo
- Lopez Masonry
- WJ Rapp
- Liesfield

### Demolition –

- Waco
- ISI
- CD Hall

### Environmental –

- Meridian Environmental
- EI Group
- Waco
- ISI

### Signs and Glass –

- Glen Glass
- Fast Signs

### Flooring –

- Specified Flooring & Tile
- Touch of Color
- LL

### Roofing and Gutters –

- NW Martin & Bros.
- Phoenix Roofing

### Painting –

- M&M Painting
- Citywide Painting

### Powerwashing and Waterproofing

- Envirowash
- Dominion Waterproofing

### Carpentry and Interior Finish

- Wilbur French Inc.
- Woodmark Designs Inc.
- Wright's Cleaning & Restoration
- Capital Interiors

### Elevators –

- Priority Elevator
- Otis Elevator

### Steel –

- Liphart Steel
- Dean Steel Erectors
- Somerset Steel

### Doors –

- Modern Door
- Architectural Hardware

### Fire/Sprinkler –

- Liberty Fire Solutions
- Magic City Sprinkler
- Simplex Grinnell

### Sitework –

- Liesfield
- RJ Smith
- CD Hall
- Scaffolding Solutions



## References / Experience

Project Experience - Montgomery Consulting thrives on government projects, with 95% of our projects coming from municipalities, state agencies, or the federal government in Virginia. Projects have included the following:

- Replacement of siding and gutters on multi-story government building
- HVAC replacement and service work with multiple agencies and buildings
- Installation of two new press boxes for local county, equipped with HVAC and electrical
- Installation of COVID-related glass partitions in public buildings for local county
- Installation of COVID-related barriers for correctional facilities
- Concrete pads installed at state facilities
- Power wash and painting of multiple facilities
- Penthouse building built on the roof of a 5-story building to house HVAC equipment
- Bathroom renovations
- Pouring new concrete dugouts for baseball fields
- Roof and gutter projects, renovating office areas
- Replacing a clock tower
- Replacing a steeple
- Repairing hard plaster in an historic building
- Adding rooms to animal shelters
- Installing cabinets to offices
- Replacing doors and windows
- Electrical upgrades with new wiring and LED lighting
- Renovating and re-wiring cubicle areas, dealing with high security areas
- Various environmental projects with lead paint, mold and asbestos
- New flooring with linoleum, carpeting, tile, and special painting applications
- Making and installing church pews for new courthouse building
- Installed new kitchen appliances
- Currently managing over 100 projects for state agency grant program

Because we are a general contractor, we do not specialize in any one type of project, but in fact thrive on doing a wide variety of work by utilizing an excellent network of subcontractors along with our own personnel.

## Current Term Contracts

Current term contracts Montgomery Consulting is working on include:



### **Hanover County**

General Construction Services term contract



### **Goochland County Schools**

General Construction Services term contract



### **Prince George County**

General Construction Services term contract



### **VA Dept. of Corrections**

General Construction Services term contract



### **Virginia Commonwealth University**

General Construction Services term contract

### **VA Department of General Services**

Non-professional construction services – statewide

SWAM Contractor for Statewide Construction Services

Statewide Contract for Non-professional construction services



### **Skookum Contract Services at Fort Lee**

General Construction Services term contract



### **Virginia Military Academy**

General Construction Services term contract

## Public Sector Clients for Montgomery Consulting in the Last Three Years

- **VCU** – multiple projects on term contract for bathroom renovations, replacing exterior doors, demo and interior concrete work, and general renovation
- **WWRC in Fishersville** – multiple projects in 4 years, several over \$10 Million to manage and act as owner's representative. Projects Included
  - Renovate Anderson Vocational Training Building #803 Phase 1: \$7.7 million
  - Renovate Anderson Vocational Training Building #803 Phase 2: \$14.6 million
  - Renovate Watson Activities Building #802 Phase 2: \$6.9 million
- **Western State Hospital** – Project Manager for DBHDS at WSH \$23M renovation for new addition to this state mental health facility In Staunton.
- **Hanover County** – term contract, many projects related to COVID and protection of county employees from public, new press boxes for softball and baseball fields, new dugouts, French drains and sitework at baseball fields, interior renovations, various interior renovations.
- **Department of Corrections** – term contract awards at multiple prisons Including glass dividers for visitation rooms, new sheds and storage Buildings, renovation of site church facility, and various interior renovations.
- **Department of General Services** – term contract for non-professional construction services with multiple projects for Clerk of the Works, project management, construction inspection, and other construction services
- **Virginia State Police** – multiple small renovation projects that Included water fountain replacement, signage changes, door Replacement, office renovations, concrete and sidewalk repair



- **RRHA** – Lobby and board room renovations at headquarters in Richmond that involved glass door frontage, MEP repairs, and Other interior renovations.
- **Dept. for the Blind and Vision Impaired** – complete renovation of historical house to be used for offices, other various renovation projects such as office cubicle and electrical renovations and upgrades, water well repair and installation, roof repair, MEP repairs at multiple facilities, lighting changes and upgrades.
- **Virginia Industries for the Blind** – numerous projects with mechanical, electrical and general renovation including installation of water fountains, cubicles, roof and gutter repairs
- **Dept. of Aging and Rehabilitative Services** – office renovation, managing \$3.5M grant construction project at 150 different facilities across Virginia over a 2-year period.
- **The College of William & Mary** – mechanical renovation of Recreation Building that involved total replacement of Entire HVAC system for the pool area. Other projects included Stormwater pond cleaning and upgrades, UST and environmental remediation and consulting, and other various Renovations.
- **King William County** – addition to animal shelter and various sitework and interior renovations.
- **Commonwealth Center for Children and Adolescents** – Cabinet installation and painting at Staunton facility.



## References

The following references have worked with Montgomery Consulting over the years. This includes a wide variety of contracts and services.

[REDACTED] – Wilson Workforce and Rehabilitation Center  
[REDACTED]  
[REDACTED]



Montgomery Consulting has worked at WWRC for more than five consecutive years to provide general construction services, construction project management, and clerk of the works services on numerous construction projects. Projects have included complete renovation of the activities facility and swimming pool, classrooms, offices, and many others.

[REDACTED]  
VA Dept. of Aging and Rehabilitative Services  
[REDACTED]  
[REDACTED]



Montgomery Consulting is managing a \$3.5 million construction grant for DARS at 150 different facilities across Virginia.

[REDACTED] – Hanover County Schools  
[REDACTED]  
[REDACTED]



Montgomery Consulting has performed construction services on a term contract to rebuild concrete dugouts, install two new press boxes with HVAC and electrical, other small projects.

[REDACTED] – Hanover County  
[REDACTED]  
[REDACTED]  
[REDACTED]



We completed numerous projects for Hanover County in 5 years, especially dealing with CARES funds for COVID-related projects. We custom made glass and wood counter dividers to create a divide between the county employees and the public. Montgomery Consulting also performed various other renovation projects in county buildings under the term contract.



## Staffing

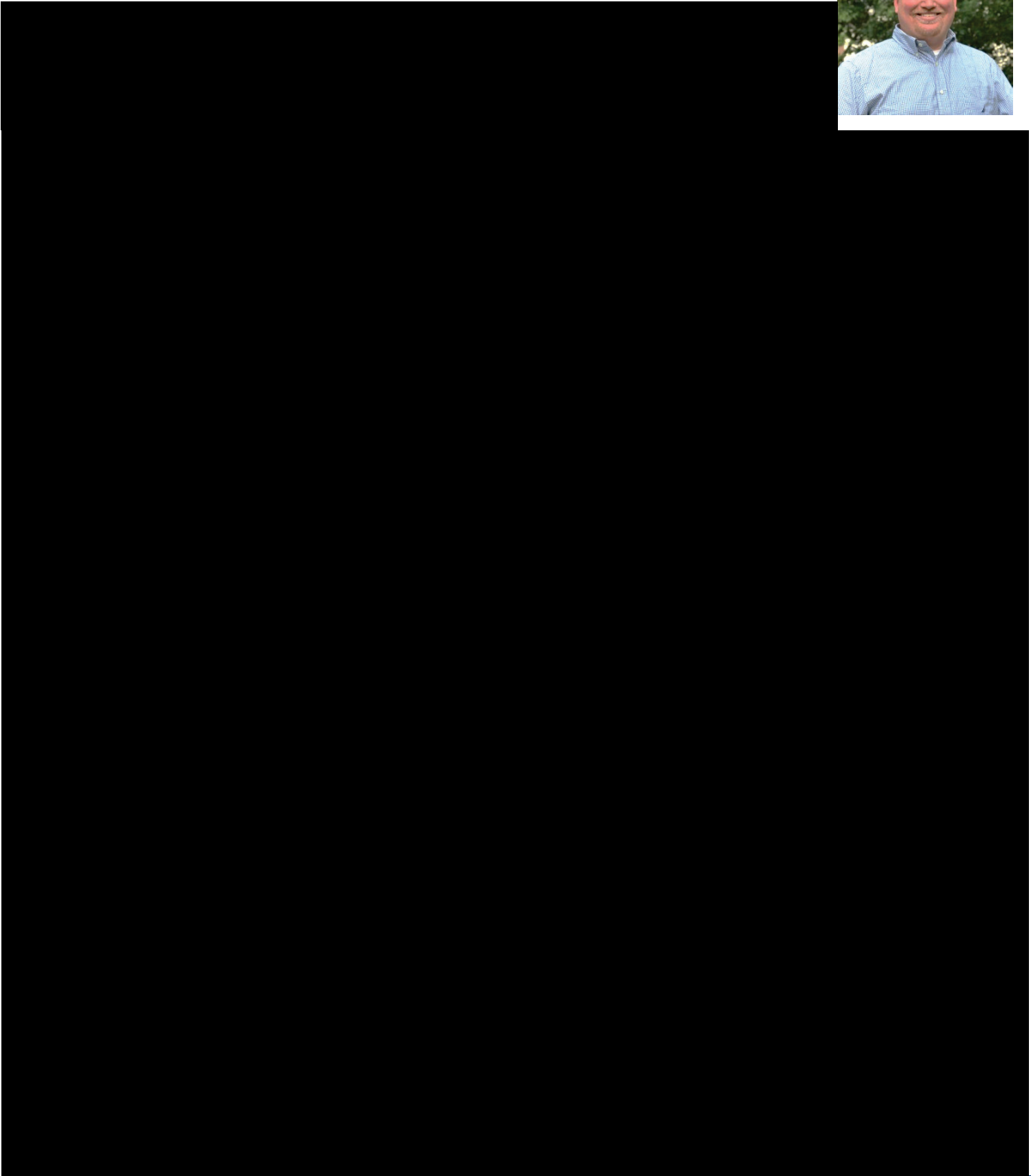
The following resumes are all employees of Montgomery Consulting and will be involved in projects depending on the type of project, scheduling and availability. Mr. Montgomery will be involved with every project and the Primary Project Managers for all work will be Kevin Hardin and Leland McCray. Both project managers also provide estimating, so they manage projects from the initial site visit through completion. Depending on the projects, the project managers may also be on site as superintendents to manage the work firsthand. In addition, we have other superintendents available to be on site for projects.

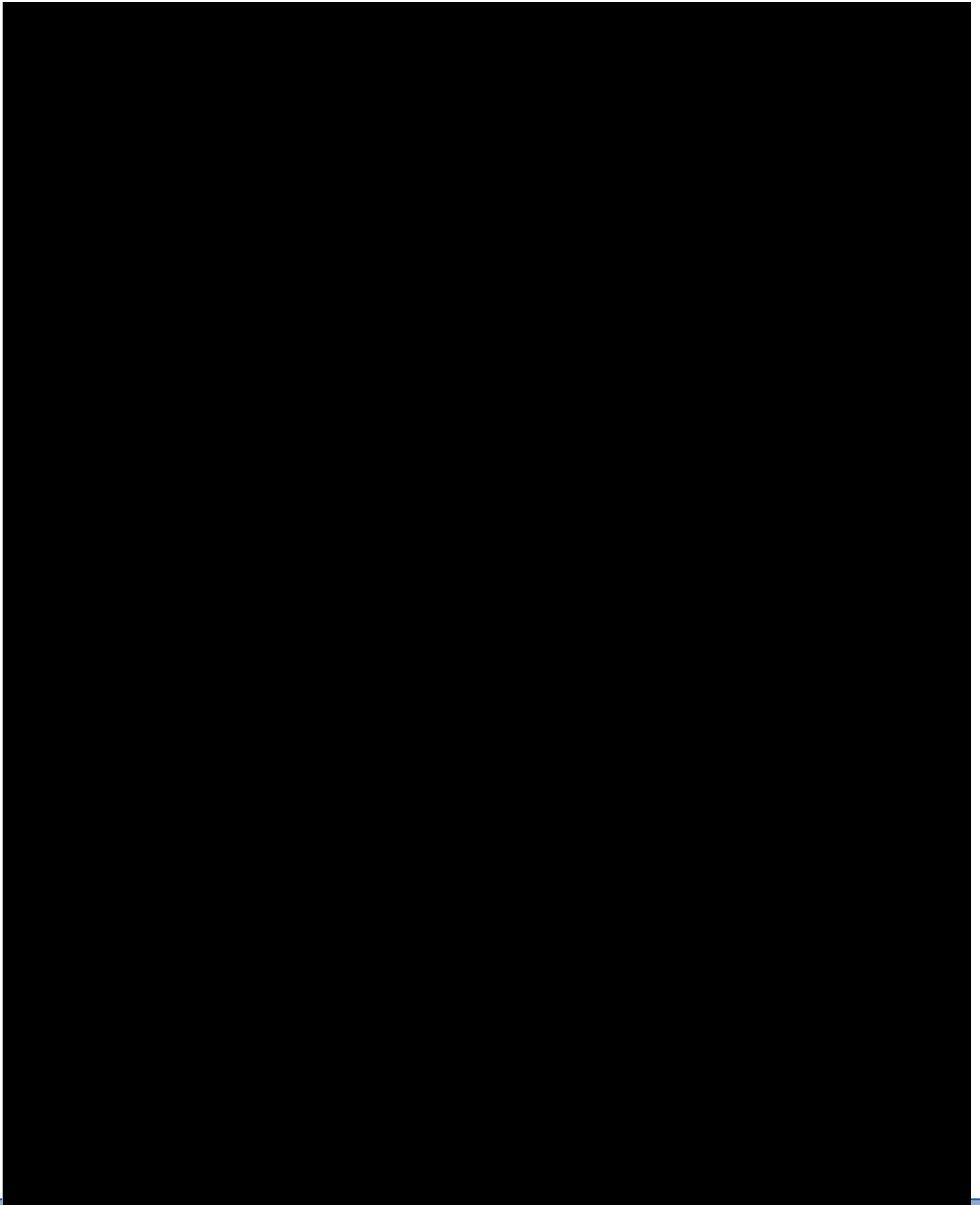
Chris Montgomery

Owner and President



Leland McCray  
Project Manager





Kevin C. Hardin Sr.

Project Manager

**Timothy Young**

Clerk of the Works / Construction Manager



Project Manager

KCI Technologies, Inc. - Sparks, MD

Jose Flores

MONTGOMERY CONSULTING LLC  
804-754-8010



Codi Ward

MONTGOMERY CONSULTING LLC  
804-754-8010

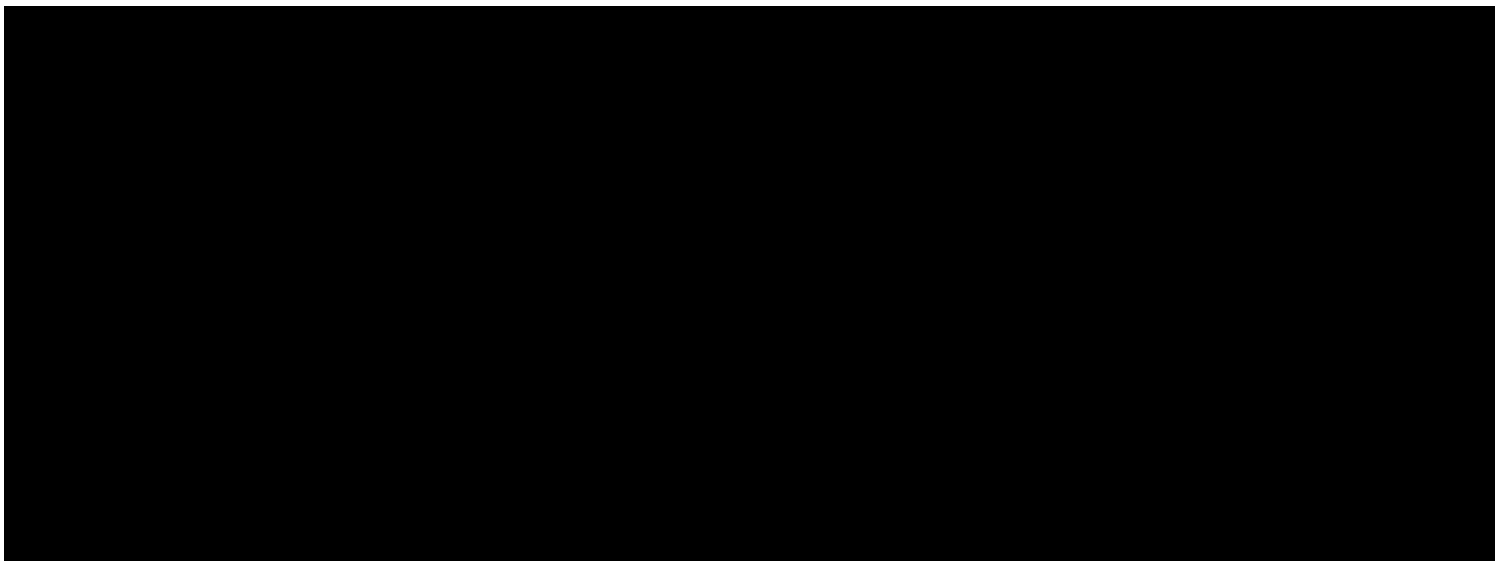
Grant Sutherland



John Walker







## ADDENDUM # 1 TO RFP # 337312310

**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 <b>March 31, 2023</b>	DUE DATE AND HOUR April 10, 2023 3PM
-------------------------------	---


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

### On-Demand Construction & Skilled Trades Services

1. See the following information on page 2
  - RFP Clarifications and responses to vendor questions.
  - Pre-proposal meeting attendance roster
2. All other terms, conditions and descriptions remain the same.
3. The proposal due date and hour remains April 10, 2023 by 3PM

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

 \_\_\_\_\_  
Signature

 \_\_\_\_\_  
Date

Revised 10/19/21

## ADDENDUM # 2 TO RFP # 337312324

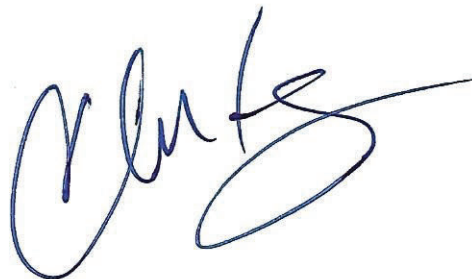
**VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY** (Virginia Tech)  
**Procurement Department** (MC 0333)  
North End Center, Suite 2100  
300 Turner Street NW  
Blacksburg, Virginia 24061

DATE <b>April 6, 2023</b>	NEW DUE DATE AND HOUR <b>April 24, 2023 at 3PM</b>
------------------------------	---

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

### On-Demand Construction and Skilled Trades Services

1. This addendum is being issued to change the proposal due date from April 10, 2023 at 3PM to April 24, 2023 at 3PM
2. All other terms, conditions and descriptions remain the same.

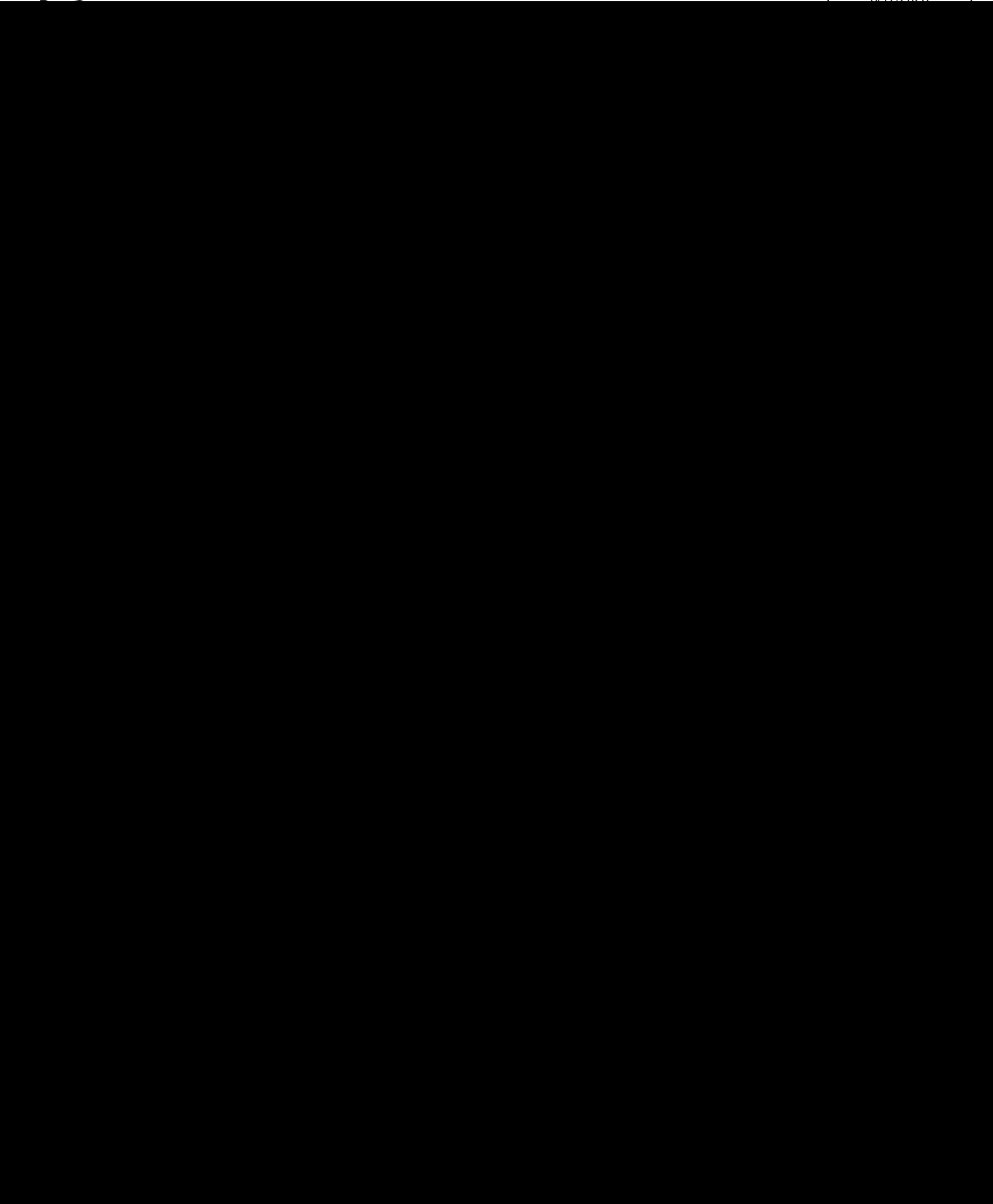


Revised 10/19/21



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 3/17/2023
--------------------------------



# COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400, Richmond, VA 23233

Telephone: (804) 367-8500

EXPIRES ON

04-30-2024

NUMBER



BOARD FOR CONTRACTORS  
CLASS A CONTRACTOR  
\*CLASSIFICATIONS\* CBC RBC



MONTGOMERY CONSULTING LLC  
1618 WESTCASTLE DR  
HENRICO, VA 23238



*Demetrios J. Melis*  
Demetrios J. Melis, Director

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

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)



COMMONWEALTH of VIRGINIA  
Department of Professional and Occupational Regulation

CLASS A BOARD FOR CONTRACTORS  
CONTRACTOR

\*CLASSIFICATIONS\* CBC RBC

NUMBER: [REDACTED] EXPIRES: 04-30-2024

MONTGOMERY CONSULTING LLC  
1618 WESTCASTLE DR  
HENRICO, VA 23238



(FOLD)

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

DPOR-PC (02/2017)

(DETACH HERE)



Montgomery Consulting, LLC

Chris Montgomery  
1618 Westcastle Drive  
Richmond, VA 23238  
Phone: (804) 754-8010 Ext:  
Fax: (804) 754-8012

[chris@montgomeryconsulting.net](mailto:chris@montgomeryconsulting.net)

Certification Number [REDACTED]  
SWaM Certification Type  
Small Start Date 10-27-2022  
Micro Start Date 10-27-2022  
SWaM Expiration Date 10-27-2027  
NIGP Code and Description:  
91200 CONSTRUCTION SERVICES, GENERAL (INCL. MAINTENANCE AND REPAIR SERVICES)  
91800 CONSULTING SERVICES  
95800 MANAGEMENT SERVICES  
Pcard N  
Business Category Consulting Services



RFP 337312324 - Negotiation Summary for [Montgomery Consulting](#)  
[Answers in BLUE](#)

1. Virginia Tech Question: 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.

Vendor Response:            [No](#)

2. Virginia Tech Question: The following Term & Condition regarding Criminal Background Checks needs to be added to any resulting contract. Does your company agree to the following?

**CRIMINAL CONVICTION CHECKS:** All criminal conviction checks must be concluded before the Contractor's employees gaining access to the Virginia Tech Campus. Employees who have separated employment from Contractor shall undergo another background check before re-gaining access to the Virginia Tech campus. Contractor shall ensure subcontractors conduct similar background checks. **All criminal conviction checks will normally include a review of the individual's records to include Social Security Number Search, Credit Report (if related to potential job duties), Criminal Records Search (any misdemeanor convictions and/or felony convictions are reported) in all states in which the employee has lived or worked over the past seven years, and the National Sex Offender Registry. In addition, the Global Watch list (maintained by the Office of Foreign Assets Control of The US Department of Treasury) should be reviewed.** Virginia Tech reserves the right to audit a contractor's background check process at any time. All employees must 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, 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.

- a. The University has an awarded contract with a service provider for criminal conviction screening and background checks. The University prefers this vendor be utilized by the Contractor to comply with the contractual obligations and University Policy 4060.
- b. If Contractor chooses to utilize a different firm than the university's preferred provider, the Contractor's selected service provider shall be pre-approved by the Virginia Tech Police department as an acceptable service provider for criminal conviction and background checks to ensure that firm's service levels meet the requirements of University Policy 4060.
- c. If a Contractor chooses to utilize a different firm than the university's preferred provider, a five-day hold will be required before placement of

employees deemed by the Contractor to meet all of the requirements of the University including a clean background check. Contractor shall provide the University with the name, date of birth and the last four digits of the social security number of all individual(s) to be placed in a temporary position under this contract. The University reserves the right to conduct its own background check process during this hold period.

Vendor Response:        [yes](#)

3. Virginia Tech Question: Does Montgomery Consulting agree to provide invoices with payment due thirty (30) days after receipt of invoice and sign off by Virginia Tech's project manager?

Vendor Response:        [yes](#)

4. Virginia Tech Question: 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?

Vendor Response:        [yes](#)

5. Virginia Tech Question: Do you agree that the contract period shall be two years?

Vendor Response:        [yes](#)

6. Virginia Tech Question: Will Montgomery Consulting agree to participate in the Wells One AP Control Payment System?

Vendor Response:        [No. We have direct deposit set up through Virginia's Dept. of Accounting that allows all VA state agencies to pay us electronically, or payment by check is fine.](#)

7. Virginia Tech Question: Are you registered with and willing to participate in the eVA internet procurement solution described in the terms and conditions of the RFP?

Vendor Response:        [yes](#)

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

Vendor Response:        [yes](#)

9. Virginia Tech Question: Does the vendor acknowledge, agree, and understand that the terms and conditions of the RFP # 337312324 and question 2 of this document shall govern the contract if a contract is awarded to your company?

Vendor Response:        [yes](#)

10. Virginia Tech Question: 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.

Vendor Response: Chris Montgomery will be the liaison for a, b, and c.

Chris Montgomery  
Montgomery Consulting  
Cell [REDACTED]  
[chris@montgomeryconsulting.net](mailto:chris@montgomeryconsulting.net)

11. Virginia Tech Question: Please provide the names, phone numbers and email addresses of no more than 2 people who should receive On-Demand IFBs. **NOTE:** Any changes to these contacts must be conveyed to Virginia Tech Procurement to avoid your firm missing bid opportunities under any resulting contract.

Vendor Response: The two people are Chris Montgomery and Leland McCray

Chris Montgomery  
[REDACTED]  
[chris@montgomeryconsulting.net](mailto:chris@montgomeryconsulting.net)

Leland McCray  
[REDACTED]  
[leland@montgomeryconsulting.net](mailto:leland@montgomeryconsulting.net)

12. Virginia Tech Question: Please provide your base location address and the mileage radius you would travel to bid on jobs and provide service.

Vendor Response: Montgomery Consulting is situated with 3 locations, two of which will be physically responding and dealing with the construction in Blacksburg.

Primary Superintendent – Grant Sutherland is in Blacksburg  
1105 Lora Lane  
Blacksburg, VA 24060  
Grant's radius is 200 miles from Blacksburg

Project Manager – Leland McCray is in Staunton  
72 Rolling Green Drive  
Staunton, VA 24401  
Leland's radius is 200 miles from his address, so he covers southwest VA, northern VA, and into the Richmond area.

Company President and main office – Chris Montgomery and Kevin Hardin  
1618 Westcastle Drive  
Richmond, VA 23238  
As the President, Chris has no limits and travels across all of Virginia for anything that is necessary. He manages all operations.  
Kevin is another Project Manager, if necessary, with a radius of 250 miles and is available to fill in when necessary for Leland and work in most parts of the state.