



Procurement

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

June 11, 2025

Color-Ad Inc
Julie A Velke
7200 Gary Rd
Manassas, VA 20109

Dear Julie,

Subject: Contract Renewal Letter

Virginia Tech Contract #: VTS-2100-2024
Commodity/Service: Graphic Design and Installation Services
Renewal Period: 9/1/25 - 8/31/26
Renewal #: (2 of 4) one-year renewal

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

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

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

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

Sincerely,

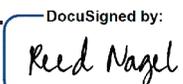
Chad Dalton
Systems and Contracts Lead
(540) 231-9129

Color-Ad Inc **agrees** to renew the contract under the terms and conditions of the subject contract.

Authorized Signature:  _____ Date: 6/11/2025
Name: Julie A Velke _____ Title: President
(please print)

We currently participate in the Wells One Program: _____

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

Approved:  _____
Director of Procurement

Date: 6/11/2025



Procurement

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

April 4, 2024

Courtney Bures
Color-Ad Inc
7200 Gary Road
Manassas, VA 20109

Dear Courtney:

Subject: Contract Renewal Letter

Virginia Tech Contract #: VTS-2100-2024
Commodity/Service: Graphic Design and Installation Services
Renewal Period: September 1, 2024 through August 31, 2025
Renewal #: 1 one-year renewal

In accordance with the renewal provision of the original contract, the university would like to renew the contract for an additional term. Please advise concerning your intention by signing in the appropriate space below. A signed copy of this letter should be received in Procurement by April 12, 2024.

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

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

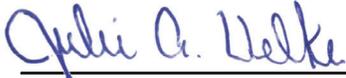
Virginia Tech recommends that our vendors utilize the Wells One AP Control Payment System for payment of all invoices and strongly encourages all vendors under contract with the university to participate in this program. If your firm is not enrolled in the program, refer to our website: <http://www.procurement.vt.edu/Vendor/WellsOne.html>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

Sincerely,

Angela Caldwell

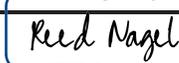
Telephone: (540) 231-1269

Color-Ad, Inc **agrees** to renew the contract under the terms and conditions of the subject contract.

Authorized Signature:  Date: 04/05/2024
Name: Julie A. Velke Title: President
(please print)

We currently participate in the Wells One Program. _____

We would like to participate in the Wells One Program _____

/ _____
Approved: 
Reed Nagel
Associate Director for Goods and Services
Date: 4/8/2024

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: VTS-2100-2024

This contract entered into this 28 day of August 2023 by Color Ad, Inc. hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech."

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

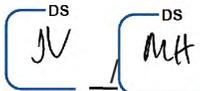
SCOPE OF CONTRACT: The Contractor shall provide Graphic Design and Installation Services to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From 9/1/2023 through 8/31/2024 with the option for four, one (1) year renewals.

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

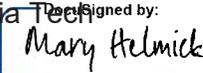
CONTRACT DOCUMENTS: The Contract Documents shall consist of this signed contract, Request for Proposal (RFP) number 351512401 dated 7/5/2023, together with Addendum Number 1 To RFP dated 7/17/2023, the proposal submitted by the Contractor dated 7/27/2023 and the negotiation summary, all of which Contract 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.


(Initials)

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

Contractor
By: 
7F90E6299EC2407...
(Signature)
Julie velke
Name and Title

Virginia Tech
By: 
45C0F5F337E04D0...
Mary W. Helmick
Director of Procurement



Request for Proposal 351512401

For

Graphic Design and Installation Services for Virginia Tech Athletics

July 5, 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 # 351512401, Graphic Design and Installation Services for Virginia Tech Athletics

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

DUE DATE: Proposals will be received until July 26, 2023 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

INQUIRIES: All inquiries for information regarding this solicitation should be directed to Emma Ruby, Phone: (540) 231- 9514, e-mail: emmaru97@vt.edu. All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 3 PM on July 12, 2023. Inquiries must be submitted to the procurement officer identified in this solicitation.

PROPOSAL SUBMISSION:

***Please note, proposal submission procedures have changed effective March 2023.**

Proposals may NOT be hand delivered to the Procurement Office.

Proposals should be submitted electronically through Virginia Tech’s procurement portal. This portal allows you access to view business opportunities and submit bids and proposals to Virginia Tech digitally and securely.

Proposals must be submitted electronically at:

<https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=VATech>

Vendors will need to register through this procurement portal, hosted by Jaggaer. **It is encouraged for all vendors to register prior to the proposal submission deadline to avoid late submissions.** Registration is easy and free. If you have any challenges with the registration process, please contact Jaggaer Support at 1-800-233-1121 or procurement@vt.edu.

Click on the opportunity and log in to your vendor account to begin preparing your submission. Upon completion, you will receive a submission receipt email confirmation. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time.

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 50MB 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: _____

[INCLUDE THIS PAGE]

I. PURPOSE:

This Request for Proposal (RFP) seeks to solicit proposals to establish a contract through competitive negotiations by Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

Virginia Tech Athletics is seeking proposals from qualified vendors to provide comprehensive environmental graphic design and installation services. Installations will be used to market, promote, and differentiate Virginia Tech from other Division 1 NCAA athletic programs. Vendors will design, fabricate, and install environmental graphics used in the university's state-of-the-art athletic facilities, including Lane Stadium, Cassell Coliseum, English Field, and Thompson Field. Located in Blacksburg, Virginia Tech Athletics oversees a diverse range of varsity sports teams and is member of the in the NCAA Division 1 Atlantic Coast Conference (ACC).

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.

For more information, please visit: <https://www.sbsd.virginia.gov/>

III. CONTRACT PERIOD:

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

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

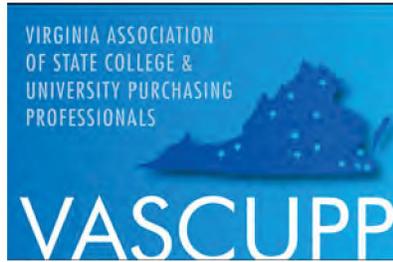
The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods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

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

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

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

V. CONTRACT PARTICIPATION:



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

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. The Contractor shall notify Virginia Tech in writing of any such entities accessing the contract, if requested. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract, as requested. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Virginia Tech. Virginia Tech shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Virginia Tech is not responsible for the acts or omissions of any entity, and will not be considered in default of the contract no matter the circumstances.

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

VI. STATEMENT OF NEEDS/SCOPE OF WORK:

- A. Scope of Work: The selected vendor will be responsible for designing, producing, and installing graphics and signage at Virginia Tech athletic facilities, including stadiums, arenas, training facilities, and other designated areas. The purpose of these graphics is to enhance the visual appeal and branding of the athletics program and create an engaging and immersive environment for fans, athletes, and visitors. Given the uniqueness of the type of graphic design needed by a Division I NCAA athletic program, the firm proposing should have experience working with and for large collegiate athletic programs.

The scope of work includes, but is not limited to, the following:

1. Graphic Design: Collaborate with Virginia Tech Athletics to conceptualize and develop graphic designs for various applications, such as large-scale wall graphics, banners, vehicle wraps, window decals, digital displays, and other promotional materials. Incorporate the official Virginia Tech Athletics branding guidelines into the design concepts while ensuring visual consistency and adherence to the university's visual identity

standards. Provide multiple design options and revisions based on feedback from Virginia Tech Athletics.

2. **Production and Installation:** Produce high-quality graphics and signage materials based on the approved designs. Utilize durable and weather-resistant materials suitable for both indoor and outdoor installations. Install graphics and signage at designated locations within Virginia Tech athletic facilities, ensuring proper alignment, sizing, and professional finishing. Coordinate with the facilities management team to schedule installations during appropriate times to minimize disruptions to regular operations.
3. **Project Management:** Assign a dedicated project manager who will serve as the main point of contact throughout the project's duration. Develop and adhere to a project timeline, including key milestones for design, production, and installation. Provide regular progress updates to Virginia Tech Athletics, including status reports, design proofs, and installation schedules.
4. **Deliverables:** The selected vendor will be responsible for delivering the following: Finalized graphic design files in appropriate formats for various applications (e.g., vector files, high-resolution images). Printed and finished graphics and signage materials ready for installation. Completed installations with proper alignment, sizing, and professional quality.

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. Company profile, including relevant experience in graphic design and installation services for sports or athletics programs.
2. Portfolio showcasing previous projects and designs. Including references from other Higher Education customers.
3. Proposed approach and methodology for fulfilling the requirements outlined in this RFP.
4. Detailed cost breakdown, including design, production, installation, and any additional charges or fees.
5. 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/>

6. The return of the signed Submission Instruction page.

D. General Requirements

1. RFP Response: In order to be considered for selection, Offerors shall submit a complete response to this RFP to include;

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

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

- b. Should the proposal contain **proprietary information**, provide **one (1) redacted electronic copy** of the proposal and attachments **with proprietary portions removed or blacked out**. This redacted copy should follow the same upload procedures as described on Page 1 of this RFP. This redacted copy should be clearly marked "*Redacted Copy*" within the name of the document. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable. Virginia Tech shall not be responsible for the Contractor's failure to exclude proprietary information from this redacted copy.

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

2. Proposal Preparation:

- a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Virginia Tech requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Virginia Tech at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. Proposals should be prepared simply and economically providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

d. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. –The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.

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

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	25
4. Cost (or Price)	15
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.

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

IX. INVOICES:

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

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

X. 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.

XI. 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.

XII. 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.

XIII. 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.

XIV. TERMS AND CONDITIONS:

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

XV. CONTRACT ADMINISTRATION:

A. Emma Ruby, Contracting Officer, Procurement, 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.

XVI. 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

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. **IDENTIFICATION OF PROPOSAL:** Virginia Tech will only be accepting electronic submission of proposals. All submissions must be submitted to [the Virginia Tech online submission portal](#). 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 50MB 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
- 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. FINAL INSPECTION:** At the conclusion of the work, the contractor shall demonstrate to the authorized owner's representatives that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the contractor at the contractor's sole expense prior to final acceptance of the work.
- 12. 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
- 13. INSTALLATION:** All items must be assembled and set in place, ready for use. All crating and other debris must be removed from the premises.
- 14. LICENSE TO USE VIRGINIA TECH LICENSED INDICIA:** By signing and submitting this Proposal/Bid, the offeror/bidder agrees that if it is awarded a purchase order/contract as a result of this solicitation, it will follow the procedures outlined by Virginia Tech's Licensing and Trademarks Administration to

become a licensed vendor authorized to use Virginia Tech licensed trademarks indicia identified in the solicitation and to follow all procedures for submitting artwork for product for approval prior to producing any product with Virginia Tech indicia. As a licensed vendor, the offeror/bidder will be required to pay the university's standard royalty rate for similarly licensed vendors. *More information on the licensing process and application can be found at: <https://brand.vt.edu/>.*

- 15. PRIME CONTRACTOR RESPONSIBILITIES:** The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
- 16. RENEWAL OF CONTRACT:** This contract may be renewed by Virginia Tech for a period of 4, 1 year terms only under the terms and conditions of the original contract except as stated in A, B, C, & D below. Price increases may be negotiated only at the time of renewal. Written notice of Virginia Tech's intention to renew shall be given (approximately 90 days) prior to the expiration date of each contract period.
- A. If Virginia Tech elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional year shall not exceed the contract prices of the original contract increased/decreased by no more than the percentage increase/ decrease of the other goods and services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
- B. If during the first one-year renewal Virginia Tech elects to exercise the option to renew the contract for the second additional one-year period, the contract price(s) for the second additional one-year period shall not exceed the contract price(s) of the first one-year renewal period increased/decreased by no more than the percentage increase/decrease of the other goods and service category of the CPI-W section for the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
- C. If during the second one-year renewal Virginia Tech elects to exercise the option to renew the contract for the third additional one-year period, the contract price(s) for the third additional one-year period shall not exceed the contract price(s) of the second one-year renewal period increased/decreased by no more than the percentage increase/decrease of the other goods and services category of the CPI-W section for the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
- D. If during the third one-year renewal Virginia Tech elects to exercise the option to renew the contract for the fourth additional one-year period, the contract price(s) for the fourth additional one-year period shall not exceed the contract price(s) of the third one-year renewal period increased/decreased by no more than the percentage increase/decrease of the other goods and services category of the CPI-W section for the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
- 17. FLAME RETARDANT CERTIFICATE:** Each offeror/bidder shall submit a certification in writing with their Proposal/Bid that all materials used in fabricating draperies or curtains are inherently flame retardant or have been treated to meet NFPA Standard 701, large and small scale test.
- 18. 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.

19. 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.

20. 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 EHS 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.

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



VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
PROCUREMENT DEPARTMENT

ADDENDUM NO. 1

DATE: Monday, July 17, 2023
TO: All Offerors
FROM: Emma Ruby, Contracting Officer
TOTAL PAGE(S): 3 pages (not including attachments)
SOLICITATION TITLE: Graphic Design and Installation Services for Virginia Tech Athletics
SOLICITATION NUMBER: 351512401

I. CLARIFICATIONS AND ADDITIONAL INFORMATION

The due date for this solicitation has changed from Wednesday, July 26th at 3 PM to Thursday, July 27th at 3 PM.

II. REQUESTS FOR INFORMATION

1. Please advise specifically what cost breakdown you are looking for. VII.A.4. Detailed cost breakdown, including design, production, installation and any additional charges or fees. It is not clear what you want pricing of. Are there more documents to follow that request specifics that you want priced?

Virginia Tech Response: This RFP seeks to get a vendor or vendors under contract to do a variety of environmental graphic design and installation across multiple athletic facilities. This is not for one specific job where we have sizes, quantities, and other pricing details to share. Vendors, using the scope of work section and the RFP purpose section, may describe the work they are able to provide to meet Virginia Tech's goals, associated hourly rates, material costs, and other fees, and any discounts they are able to provide the university.

2. How would you like vendors to handle the SWaM criteria if they are eligible in Virginia, but not yet certified?

Virginia Tech Response: Please include information about SWaM eligibility in your proposal. You may describe your eligibility and planned process to gain SWaM certification, if you are not currently certified but are eligible.

3. Just to confirm, Virginia Tech Athletics will provide all messaging, high res photographic images, and branding graphics for each task order?

Virginia Tech Response: Yes, Athletics will provide all messaging, high resolution photography, and branding graphics.

4. Can VT Athletics provide the approximate standard university and royalty rate to become a licensed vendor? Is this an annual cost for the IDIQ contractor or is it by each task order?

Virginia Tech Response: In most cases, facility project contractors do not need to be licensed.

5. Reflecting that there is no scope of work or task order, should our Company cost breakdown be hourly rates and material cost?

Virginia Tech Response: This RFP seeks to get a vendor or vendors under contract to do a variety of environmental graphic design and installation across multiple athletic facilities. This is not for one specific job where we have sizes, quantities, and other pricing details to share. Vendors, using the scope of work section and the RFP purpose section, may describe the work they are able to provide to meet Virginia Tech's goals, associated hourly rates, material costs, and other fees, and any discounts they are able to provide the university.

6. Does the athletic department have existing brand standards and/or messaging that the contractor will need to adhere to?

Virginia Tech Response: Yes, Virginia Tech has an Athletics Identity Guide that will need to be adhered to by the contractor. The guidelines are attached and begin on page 4.

7. Does Virginia Tech anticipate the work to be completed on an as-needed basis or are there specific projects already scheduled to be released under this contract?

Virginia Tech Response: Yes, work will be completed as-needed

8. Does Virginia Tech have an anticipated volume of work for the first year and subsequent years?

Virginia Tech Response: No, Virginia Tech does not have an anticipated volume or guarantee any minimum amount of work annually.

9. Does Virginia Tech have an expected response time for each project? Will the contractor set the completion schedule at the outset of each project based on the scope or does Virginia Tech have an expectation for how long each stage should take (design, fabrication, installation)?

Virginia Tech Response: The awarded contractor(s) will be expected to have an approved completion schedule prior to the start of work.

10. Given that part of the scoring relates to fee, what are the university's recommendations for how bidders provide this information? There is currently no defined scope, which makes providing a fee difficult.

Virginia Tech Response: This RFP seeks to get a vendor or vendors under contract to do a variety of environmental graphic design and installation across multiple athletic facilities. This is not for one specific job where we have sizes, quantities, and other pricing details to share. Vendors, using the scope of work section and the RFP purpose section, may describe the work they are able to provide to meet Virginia Tech's goals, associated hourly rates, material costs, and other fees, and any discounts they are able to provide the university.

11. Are there specific projects or design requests needed at this time?

Virginia Tech Response: Not at this time, we are seeking services for future needs.

12. Item IV references eVa and that associated fees must be included in our bids. What are the transaction fees involved with the use of eVA?

Virginia Tech Response: You can find further information about eVA and their associated fees here: <https://eva.virginia.gov/>.

13. Is the University open to a combination of in-person and remote meetings?

Virginia Tech Response: Yes, the University can discuss meeting format with selected vendors.

14. Is the contractor expected to provide custom illustration and/or photography, or will this component be handled during the production phase separately?

Virginia Tech Response: This will be discussed with the awarded contractor(s) on a project-by-project basis. There may be future needs for custom illustration and/or photography.

15. Has the University established key stakeholders and decision-makers for this project? If so, will this group be shared with the contractor?

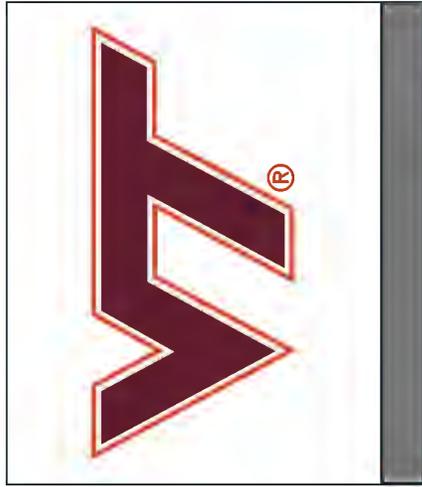
Virginia Tech Response: The selected contractor may meet some of the stakeholders during the interview and presentation process. Virginia Tech does not release decision-maker names during the procurement process.

16. Will the University be able to supply CAD drawings for the plans and elevations of each building?

Virginia Tech Response: Yes, they may be supplied on an as-needed basis.

VIRGINIA TECH - ATHLETIC IDENTITY GUIDE

PRIMARY MARK



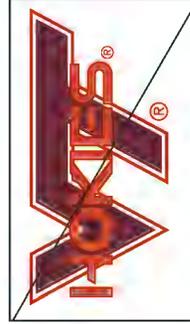
FULL COLOR



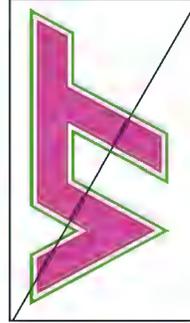
ONE COLOR



PRIMARY MARK - BRAND APPLICATION INCORRECT USAGE EXAMPLES



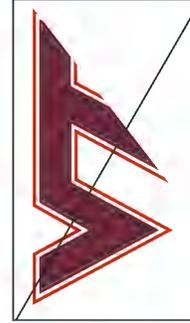
No text or graphic should be placed over the primary logo



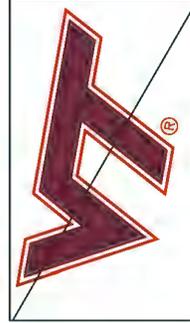
The primary logo should not be used in any other color combinations other than those specifically called out in this manual



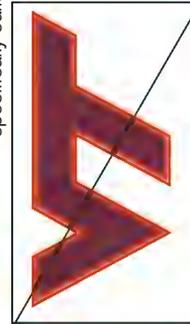
Primary logo should not be modified, stretched or distorted



Do not crop the primary logo in any way



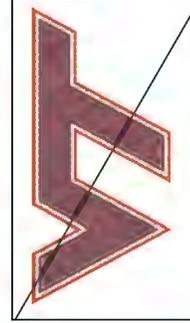
Primary logo should not be tilted, rotated or skewed



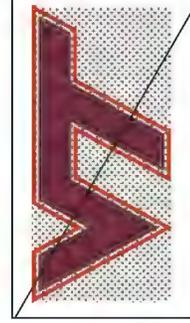
Primary logo should not be outlined in other ways than those in this manual



Do not invert the colors of the primary logo



No effects or patterns should be added to the primary logo



Primary logo should not appear against distracting textures or patterns

VIRGINIA TECH - ATHLETIC IDENTITY GUIDE

WORDMARKS



SPORT LOCK-UPS



One color
 Team Font - Berthold Akzidenz Grotesk - Super
 Keep tracking consistent
 The sport can extend beyond the boundaries of the wordmark

**SPORT LOCK-UPS APPLICATION
 INCORRECT USAGE EXAMPLES**



Proportions of the sport lock-ups should not be changed



Positions of the identity elements in the sport lock-ups should not be changed

APPROVED COLORS

	COLORS	PANTONE	CMYK	RGB	HTML
PRIMARY	CHICAGO MAROON	PMS 7428C	C:20 M:96 Y:36 K:62	R:106 G:44 B:62	6A2C3E
	ORANGE	PMS 173C	C:0 M:82 Y:94 K:2	R:207 G:69 B:32	CF4520
	WHITE	No Ink	C:0 M:0 Y:0 K:0	R:255 G:255 B:255	FFFFFF

	COLORS	PANTONE	CMYK	RGB	HTML
SECONDARY	LIGHT GRAY	Cool Gray 3C	C:8 M:5 Y:7 K:16	R:200 G:201 B:199	C8C9C7
	MEDIUM GRAY	Cool Gray 9C	C:30 M:22 Y:17 K:57	R:117 G:120 B:123	75787B
	DARK GRAY	PMS 447C	C:50 M:30 Y:40 K:90	R:55 G:58 B:54	373A36
	BLACK	Process Black	C:0 M:0 Y:0 K:100	R:44 G:42 B:41	2C2A29

QUESTIONS?

Please direct questions on branding identity and proper use of marks and logos to JC Whidden --
 Phone: 540-231-8783
 Email: jcw85@vt.edu

VIRGINIA TECH - ATHLETIC IDENTITY GUIDE

HERITAGE MARK

BASEBALL AND SOFTBALL UNIFORMS ONLY



HOKIEBIRD HEAD



HOKIEBIRD



BABY HOKIEBIRD YOUTH MARK





VIRGINIA TECH ATHLETICS

ORIGINAL PROPOSAL

Request for Proposal (RFP) #351512401

Graphic Design and Installation Services for
Virginia Tech Athletics

When opportunity knocks,
we answer.

Loud and clear.

Cover Letter

07.25.2023

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (VIRGINIA TECH)
PROCUREMENT DEPARTMENT
BLACKSBURG, VIRGINIA 24061

Dear Ms. Ruby,

The Color-Ad/CannonDesign team is excited to submit our proposal for the graphic design and installation services for Virginia Tech Athletics.

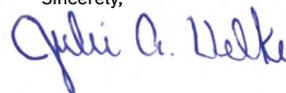
Color-Ad will serve as the prime contract holder and fabricator for this project. We have strategically chosen to enlist the expertise of CannonDesign to design and develop the branding elements for the project. Our two firms are located in Northern Virginia and we recently collaborated on similar athletic branding services for the University of Maryland, Washington and Lee University, and The College of the Holy Cross.

CannonDesign is an integrated global design architecture firm with a dynamic staff of architects, engineers, strategists, and specialty designers. The designers for this project have over 25 years of combined experience in identifying project goals, story lines and brand design concepts for various reputable colleges and universities across the country.

Color-Ad and CannonDesign will meet and exceed your expectations proven by our successes with similar athletic branding projects for esteemed college programs. Though no two projects are ever the same, we will leverage the vast experience and knowledge that we have gained in our history of working with college athletic programs to successfully provide Virginia Tech with a stellar product on time and within budget.

Thank you for considering the Color-Ad/CannonDesign team for the design, fabrication, and installation of your project. We appreciate the opportunity to participate in this bid process and we look forward to working with you to deliver an exciting, innovative atmosphere for the Virginia Tech Athletics Program.

Sincerely,



Julie A. Velke
President, Color-Ad, Inc.
jvelke@color-ad.com

Color-Ad Inc.
7200 Gary Road
Manassas, VA 20109

color-ad.com
t. 703.631.9100
f. 703.631.7849



Jones-Hill House Performance Center
The University of Maryland
Color-Ad, Inc. and CannonDesign

1. Company Profile

Firm Profiles



COLOR-AD, INC.

Color-Ad, Inc. is a full service project management, custom fabrication, and graphic production company specializing in the implementation of environmental graphic packages, architectural signage, and custom build-outs for themed and branded spaces across the globe.

Color-Ad is a privately owned, standalone C corporation located in Manassas, Virginia. We have been helping clients execute memorable visitor experiences since 1962. Our staff consists of a full-time team of craftsmen, designers, engineers, project managers, and front office personnel.

We have a total combined 56,675 square feet of production and office space tailored specifically for the design, management, and production of large and complex custom fabrication projects.

Our in-house production capabilities include:

- Custom woodworking and cabinetry
- Custom metal fabrication and welding
- CNC Routing
- Custom Finishing and painting
- Large format printing and graphic production
- CAD detailing and engineering
- Audiovisual programming and integration
- 3D modeling and printing

CANNONDESIGN

CannonDesign is a large A/E firm with service offerings including planning, architecture, interiors, engineering, lighting design, and environmental graphic design.

Our graphics team has over 75 years of combined experience in wayfinding design, master planning, signage design, environmental graphics and exhibition design.

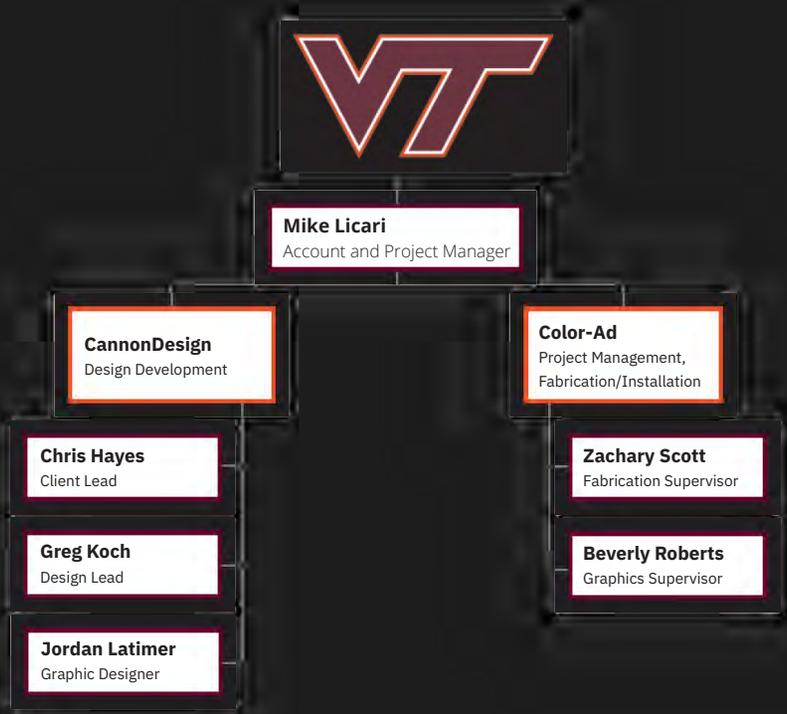
In addition, our team members have diverse backgrounds in branding, print design, web and multimedia. Our work expands across several building typologies to include education, corporate, health-care, museums and entertainment venues.

We understand the value of effective storytelling, place-making and communicating a brand in the built environment. Furthermore, we believe the key ingredient to the success of every project is close collaboration with our clients, their user constituents, and their partnering entities.

As a fully integrated architecture firm, we understand how a building comes together and have a full staff of architects, lighting designers, and engineers at our disposal to help your vision come to life.

Project Organization Chart

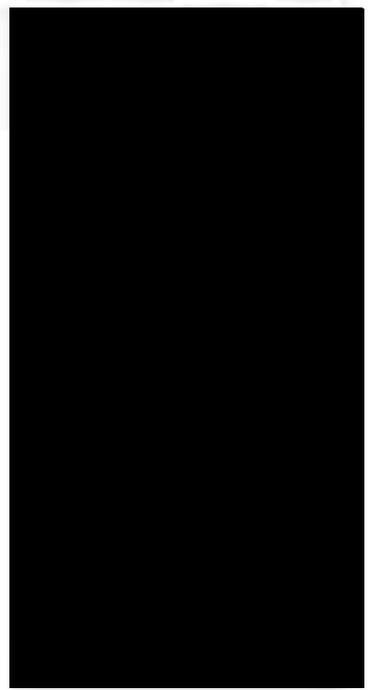
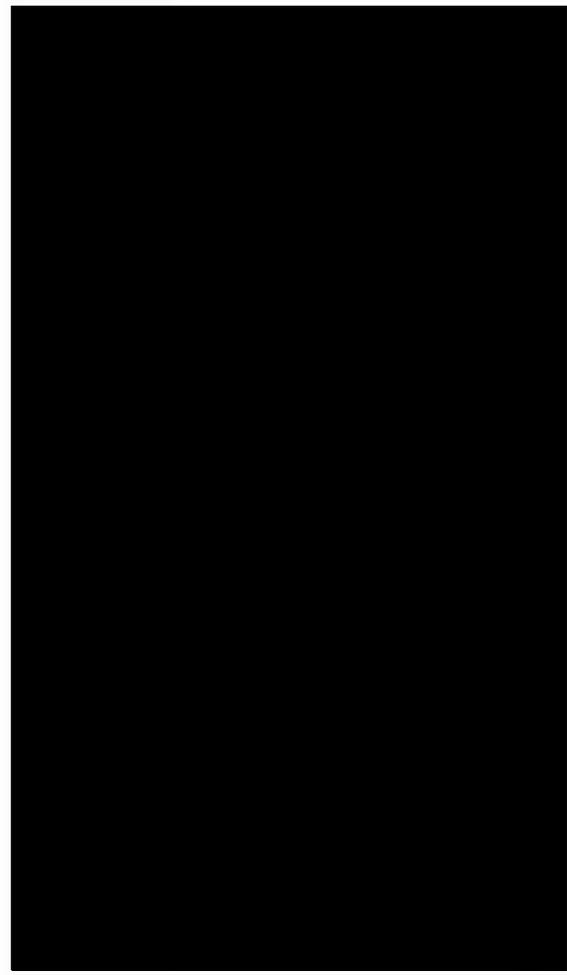
3 Personnel



Key Personnel Resumes

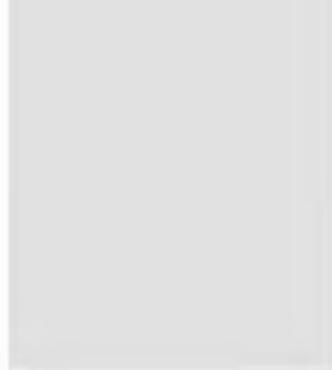
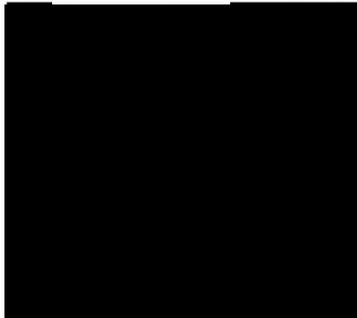
Personnel

Mike Licari



Key Personnel Resumes

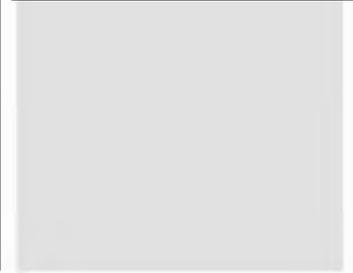
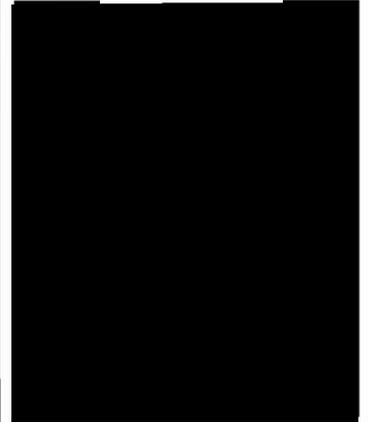
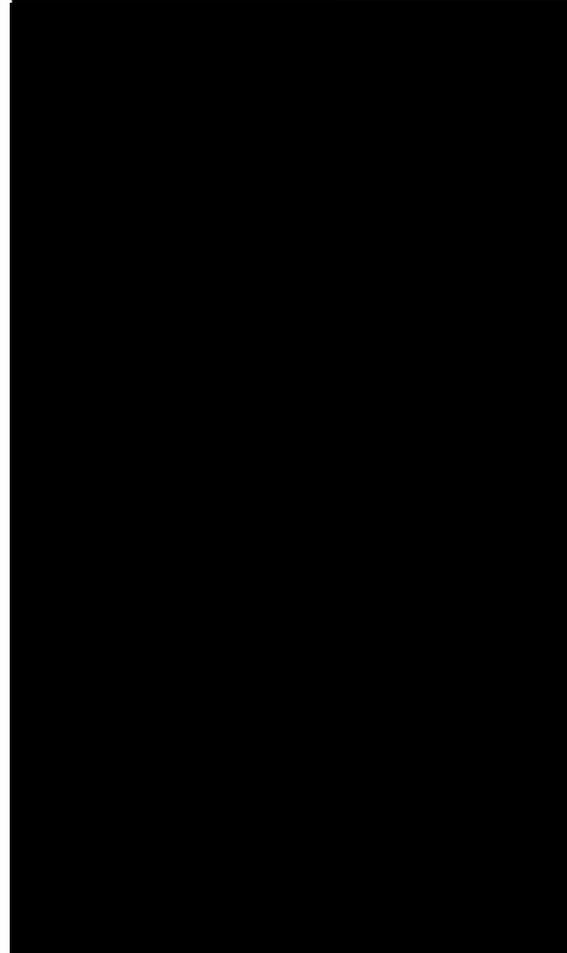
Chris Hayes



Key Personnel Resumes

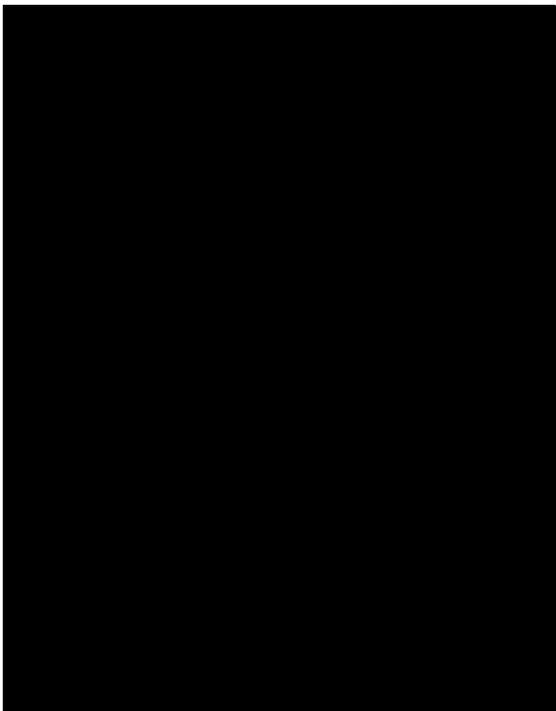
Personnel

Greg Koch



Key Personnel Resumes

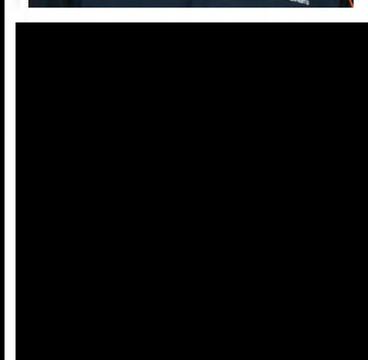
Jordan Latimer



Key Personnel Resumes

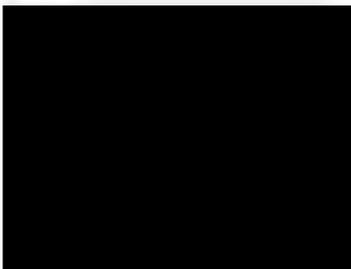
Personnel

Zachary Scott



Key Personnel Resumes

Beverly Roberts



2. Project Portfolio

Relevant Projects

Experience on Similar Projects

Welcome to Jones-Hill House

Jones-Hill House Performance Center

THE UNIVERSITY OF MARYLAND

The new Jones-Hill House consists of an indoor regulation size football practice field, two natural grass practice fields, world-class facilities, dynamic student-athlete sports medicine; and a new home for football operations, including coaching offices, team meeting spaces, a locker room, and a dining facility.

Color-Ad, Inc. and CannonDesign provided the entire environmental graphics and branding package for the newly constructed home of Terrapins football. CannonDesign worked with the athletics department to develop the custom experience in the building and Color-Ad, Inc was brought on toe fabricate and install all elements, including casework, large format wallpaper graphics, illuminated elements, dimensional displays and interactive A/V components.

FIRMS

Color-Ad and CannonDesign

SQUARE FOOTAGE

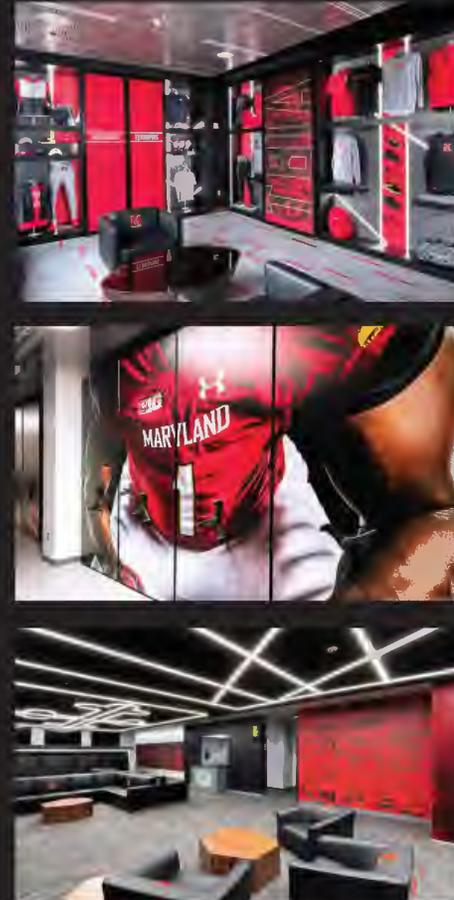
4 levels, approx. 70,000 square feet

CONTRACT PRICE

\$804,685.00

AWARD DATE - INSTALLATION DATE

July 2014 - August 2021



Relevant Projects

Experience on Similar Projects





Relevant Projects

Experience on Similar Projects

Re-Envisioning Athletics in a Campus Landmark

Richard L. Duchossois Athletic and Recreation Center

WASHINGTON AND LEE UNIVERSITY

Color-Ad, Inc. joined the team as a design-build partner to the existing designer - CannonDesign. CannonDesign worked with the W&L team to develop a custom graphics program that highlights the current sports programs as well as the athletics history of the university. Color-Ad collaborated with CannonDesign and the client to establish the final fabrication scope of work, provide value engineering opportunities, and determine final fabrication methods.

Color-Ad performed the entire scope of work for the project with our in-house capabilities. Our team of craftsmen and women produced and installed large format graphics, custom display cases, custom graphic displays, and wall build-outs.

FIRMS

Color-Ad, Inc. and CannonDesign

SQUARE FOOTAGE

Spread throughout 5-level facility

CONTRACT PRICE

\$482,226.00

AWARD DATE - INSTALLATION DATE

February 2017 - September 2020



Relevant Projects

Experience and Qualifications

University of Maryland Performance Strength Center

Football Strength Training & Athletic Performance

UNIVERSITY OF MARYLAND

CannonDesign and Color-Ad, Inc. teamed up to create a graphics experience for the new football strength performance center. Branded graphics throughout the space invoke the spirit of Terrapins football, creating a place of energy and engagement. Elements of the Maryland flag and terrapin shell, integral pieces of the Maryland brand, are incorporated into the graphics.

CannonDesign created the visual look for the space and Color-Ad, Inc. was responsible for the documentation, fabrication and final installation.

FIRM(S)

Color-Ad, Inc. (Fabrication and Installation)

CannonDesign (Graphic Design)

SQUARE FOOTAGE

24,000

CONTRACT PRICE

\$375,000.00

LOCATION

College Park, MD



Relevant Projects

Experience on Similar Projects

Creating the Best Possible Home-Field Advantage for Kentucky Football.



Commonwealth Stadium Branding

UNIVERSITY OF KENTUCKY



Commonwealth Stadium underwent a \$120 million dollar renovation which added premium seating, a new press level, loge box seating, expanded and renovated concessions/restrooms, new field lighting, and recruiting room/team game day facilities in the East end zone.

Color-Ad provided the graphics, branding, signage, and wayfinding package for the entire stadium. The scope included large format environmental graphics, custom dimensional branding displays with lighting programs, casework, room identification signage, large parking lot pylon markers with lighting programs, audiovisual hardware integration, overhead directional signage, banners, and various other specialty signage.

FIRM

Color-Ad, Inc.

SQUARE FOOTAGE

Spread throughout a 70,000 square feet stadium

CONTRACT PRICE

\$2,173,481.00

AWARD DATE - INSTALLATION DATE

March 2014 - September 2015



Relevant Projects

Experience and Qualifications

LSU Wally Pontiff, Jr. Baseball Hall of Fame

Hall of Fame

LOUISIANA STATE UNIVERSITY

The Wally Pontiff Jr. Baseball Hall of Fame is a recruit and fan-based experience designed to capture the hearts and minds of avid Tiger fans. The Hall of Fame pays homage to legendary teams and players from the program. Built within Alex Box Stadium, the Hall of Fame offers a unique gameday experience.

Working with the athletics department, CannonDesign created re-envisioned the existing space to create a miniature version of the stadium that features Players in the Pros, All-Americans, championship teams, Audiovisual displays and custom casework.

FIRM(S)
CannonDesign (Graphic Design)

SQUARE FOOTAGE
2,000

CONTRACT PRICE
\$518,200

LOCATION
Baton Rouge, LA



Relevant Projects

Experience and Qualifications

Virginia Tech Basketball Practice Facility

Practice Facility and Hall of Fame

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY

CannonDesign was commissioned to design a new basketball training facility for Virginia Tech's basketball programs. Cannon's environmental graphics group developed an interpretive story that champions the past, present and future of the basketball program. The interpretive program begins in the entry lobby and extends throughout the facility.



FIRM(S)

CannonDesign (Graphic Design)

SQUARE FOOTAGE

48,000

CONTRACT PRICE

\$484,700

LOCATION

Blacksburg, VA





The Joanne Chouinard-Luth Recreation and Wellness Center
College of the Holy Cross
Color-Ad, Inc. and CannonDesign

3. Proposed Approach and Methodology

Our Approach to the Project

OUR TEAM

Color-Ad and CannonDesign have collaborated together as design-build partners on a wide variety of projects for top-ranking universities throughout the country, including athletic, academic, engineering and administration spaces. Our combined team has recently completed athletics projects at The University of Maryland, Washington & Lee University and the The College of the Holy Cross. Our design-build team has worked together on similar projects at the University of Florida and the University of Georgia, both of which featured a custom branding and environmental graphics package. Color-Ad and CannonDesign are closely located in northern Virginia, providing our teams the ability to effectively collaborate with each other throughout the process. Color-Ad's capabilities allow for fabrication services all under one roof, offering a uniquely advantageous perspective. Our project manager can provide crucial input on materials, production techniques, and fabrication methods during the design phase of the project to ensure that we are truly maximizing budget and providing the Virginia Tech athletic program the most "bang for your buck." This will also help make the transition from design to fabrication as smooth as possible with no unexpected hitches since the personnel who are producing the branding elements are providing input on the implementation from the beginning.

In addition, CannonDesign, as an international A/E Design firm, allows us access to professionals in architecture, engineering, lighting design, and interior design as well as their expertise in environmental graphic design.

Working together with Virginia Tech, we will maintain consistent communication with the university representatives and all applicable personnel. Our account and project manager, Mike Licari, will serve as the communication representative for our design-build team. All communication will go through him throughout the duration of the project. CannonDesign will lead the design and discovery process with the university.

Greg Koch will lead the design process and manage the environmental graphics team to create thoughtful, impactful designs for the athletics program. The graphics team will work closely with the fabrication supervisors at Color-Ad throughout the design process to ensure our designs are innovative, dynamic, and cost-effective. As we transition from design to fabrication, Color-Ad will manage the fabrication and implementation process. The team includes Exhibit Detailer Philip Thoppil, Fabrication Shop Supervisor Zachary Scott, and Graphics Shop Manager Victor Santa Cruz. Each of these individuals will ensure that the final product meets the high standards of our design-build team.

Ability to Complete Projects On Time and Within Budget

We operate with an integrity-based, resolution-oriented philosophy. This means that we aren't here to rake you over the coals for any particular agenda such as maximizing profits at all costs, building a reputation as a vendor for a specific product, or using one project to fund the other. We will always advocate for the solution that will serve you and the project best.

Likewise, once our team submits our firm-fixed price and commits to a mutually-agreed upon schedule, we stand by our commitments whether there has been an oversight in our estimation process or the circumstances in the project change and we have to find creative solutions to meet the deadline.

The main thing we're concerned with is that we all walk away from the project proud to have been a part of it, with your needs met and vision achieved.

Completing the Project on Time

We commit to meeting the established project schedule and follow through on our commitments. We accomplish this by making sure we guide the project team to providing all information and approvals that will allow us to move forward with each stage of the project on time.

Color-Ad has never failed to complete any work awarded to us; we have never defaulted on a contract; there are no judgments, claims, arbitration proceedings or suits pending or outstanding against our organization or its officers; we have never filed any lawsuits or requested arbitration with regard to construction contracts; we have never had a contract termination or Surety take-over; we have never had a debarment by State, federal, or local jurisdictions; and we have never had liquidated damages assessed.

Completing the Project Within Budget

As stated above, we stand by our firm-fixed prices. While many times change orders are necessary to complete a project, we strive to meet a zero change order goal. We pride ourselves in our detailed review of any RFP and we submit our quotes as a firm-fixed price. Change orders will only be issued if there is a severe deviation from the original scope of work or additions by the client.

The change in the scope will be determined and mutually agreed upon by both the University of Maryland team and Color-Ad. Once the change is decided upon, our team will prepare a cost estimate for the additional work. Upon approval of the cost estimate, an official change order will be submitted by the Virginia Tech team to Color-Ad. We will begin production on the additional scope once we have received the change order.

Plan for Working in an Occupied Space

We frequently install our graphic, media, signage, and exhibit elements in occupied spaces. We routinely complete installations on college campuses while the buildings are occupied and in use. For example, the Washington and Lee Athletics Center and the University of Florida Reitz Union were both in use by the faculty, staff, and students when our crew completed the installations. Our team has even installed a project consisting of multiple twenty-foot cases and various graphics in the Cannon House Office Building (DC's oldest congressional office building) while congress was in session.

The Objective

Our installations are not as obtrusive as typical construction installations because we complete the majority of the fabrication at our shop. By the time we get on site, our installations are more akin to assembling furniture and applying wall finishes than construction work. Regardless of the types of tasks we are performing, the goal is to be as mindful and respectful as possible of the occupants' everyday activities and cause as little disturbance as possible.

Impacts to the Facility During Installation:

→ There may be instances where access to an entry or walkway will be blocked.

Impacts on Building Occupants During Installation:

→ There may be loud work or work that generates dust, debris, and/or fumes.

Potential Safety Risks During Installation:

- Our crew may be using power tools during the installation that could inadvertently be accessible to occupants of the building.
- Certain areas may be considered an active construction zone where our crew will be assembling and installing exhibit and graphic components.

Mitigation Strategies for these Impacts:

- We will plan ahead and coordinate with on-site personnel to understand the building occupancy schedule and minimize overlap between our activities and normal on-site activities.
- We will submit a work plan for approval that indicates the type of work to be completed each day including a list of materials and equipment being used. Loud work, any work that generates fumes, and any work that could negatively impact occupant activities will be scheduled during closed hours at the discretion of the UMCP team.
- We will designate a staging/storage area for all of our exhibit elements each day based on the priorities and preferences set by the UMCP team.
- We will set up safety barriers and caution tape around the active installation site, if necessary.
- We will ensure that a member of our installation crew is at the installation site at all times so that the tools, equipment, and materials are not left completely unattended.
- We will consolidate our tools and clean up debris after we are finished at each location and prior to leaving the site each day.

Project Progression

1 Post Award/Project Kick-off

2 Design Stage

- Discovery and Programming
- Ideation and Design Development

3 Fabrication Stage

- Production Submittals
- Prototyping
- Fabrication

4 Installation Stage

- Delivery
- On-Site Activities
- Walkthrough Inspection

5 Closeout Stage

- Punchlist Corrections
- Closeout Documentation
- Warranty

DESIGN AND REVIEW PROCESS

Throughout our collaboration with Virginia Tech, we will maintain continuous communication with the team. As we progress through each design phase, we will establish a series of touchbases and deliverables to present to the VT project team. Our typical schedule includes up to two weeks for client review after each milestone presentation but will vary based on each project.

Design Stage

While every project we undertake is different, the steps we take to design solutions often look like this:

Discovery	We take the time to deeply understand the culture, values and aspirations of every organization we work with. We ask a lot of questions, we look in unexpected places to find inspiration, and we work with clients to uncover distinct opportunities for impact.
Ideation	We explore what's possible by leading creative conversations aimed at sparking design concepts. We tap into both our creative and practical sides, developing surprising, functional solutions.
Strategy	We develop a seamless strategy for each project that ties the branded elements we create in with the larger built environment and its intended user experiences. We ensure impact across touchpoints to create a holistic experience.
Documentation	We create functional documents that can be bid and built. We understand how to work within budgets and how to achieve a vision without sacrificing quality.
Implementation	We see our work through to the end. We work with fabricators and installers and perform on-site oversight to make sure everything meets our standards of excellence.

Design Stage

1. DISCOVERY AND PROGRAMMING

To gain a full understanding of the project scope, the team will collectively review all existing materials and related research. All entities will collaborate in gathering and reviewing this information, including any related content provided by the owner. It is prudent that the entire team understand the extent of the content in order to consider the possible ways in which the graphic program could progress in the creative conception phase. The design team will prepare a master project schedule indicating key deliverable dates, reviews, and presentations. This will also clarify the appropriate time frame whereby we incorporate any required consultants into the process if required.

Our team will organize a design charrette for all individuals and stakeholders involved to review roles and responsibilities for the project. This charrette will be designed to collaborate on ideas and allow for contributions from all team members toward the preliminary creative thinking and analysis for the project. In this forum all stakeholders will have an opportunity to speak and be heard. These discussions would aim to identify key stories, imagery, and artifacts to be highlighted within the project, with the goal of developing the most content rich, compelling and engaging graphic experience for the project. At this time, we would review the existing spaces and verify the best locations for story telling. This task culminates with an established unified mission and vision for the project.

2. IDEATION AND DESIGN DEVELOPMENT

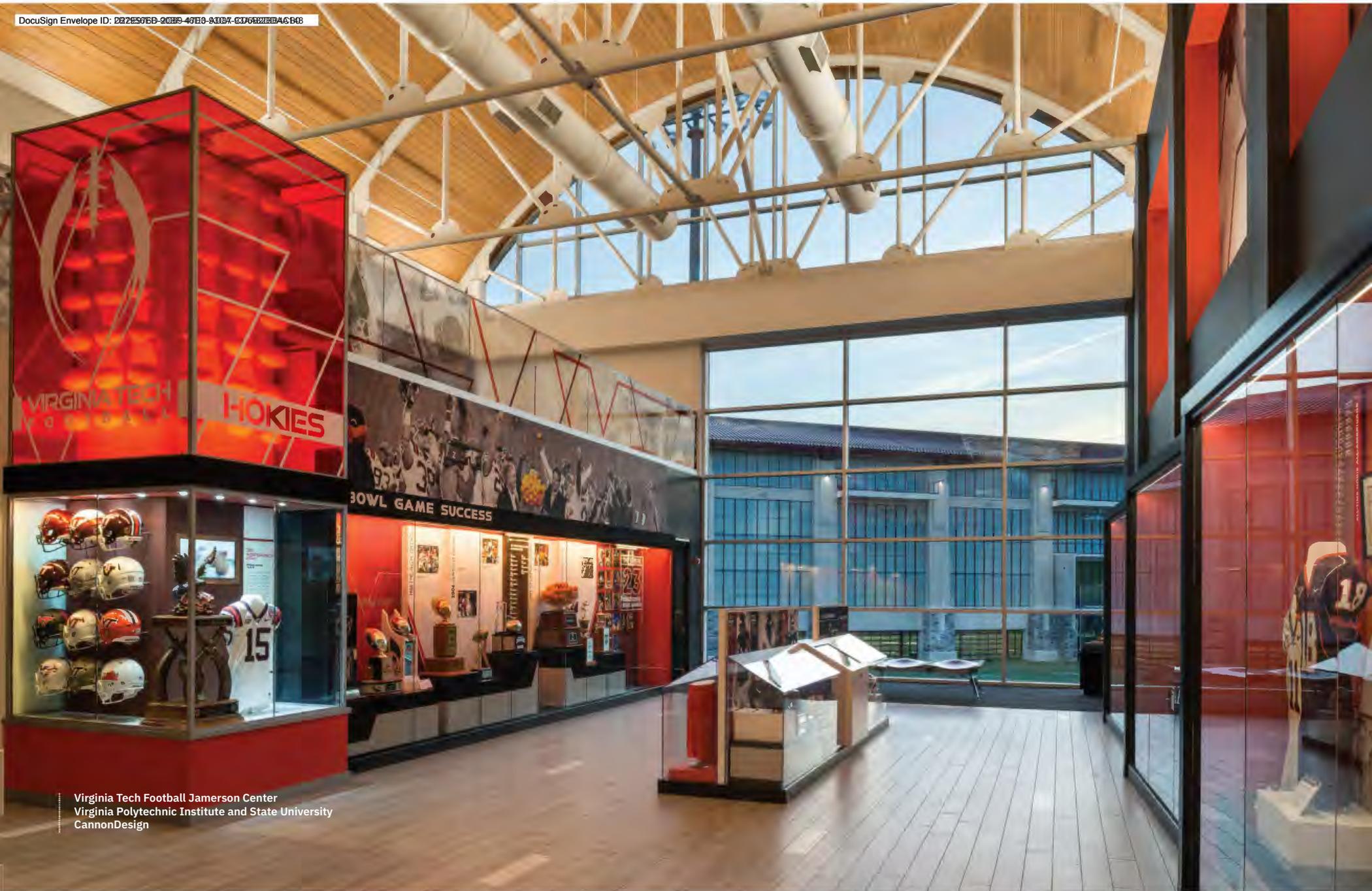
Upon approval of a selected option, CannonDesign will begin the development work required to fully illuminate and detail each component/element for the project. Refine and detail elements within the concept design package to include all areas within the project. These refinements will include the following:

- Incorporate any comments from the conceptual package, updating as appropriate.
- Finalize floor plans inclusive all of graphic, interpretive and signage elements
- Scaled elevations
- Detail studies, and preliminary fabrication details of all components
- Section details
- Integration of draft scripts, media concepts, and interactive components (as req.)

Fully develop the graphic design package and prepare preliminary specifications for inclusion of photos, text, and diagrams selected. Specifications will identify final type styles, color palettes, brand identity elements and finishes. We will provide full size color printed mock-ups of typical graphic treatment for review and comment by the project team as requested.

Coordinate all design input relative to architectural elements, lighting components, audio/visual components and security issues. Special consideration will be given to the prevailing building life safety codes. Fire, handicap, security and other building codes are given particular emphasis in this phase.

At the culmination of this phase, we will present the final design development package representing the entire experience, as well as an updated cost analysis for review.



Virginia Tech Football Jamerson Center
Virginia Polytechnic Institute and State University
CannonDesign

Fabrication Stage

3a. PRODUCTION SUBMITTALS

We will go through a series of submittals and approvals to determine crucial details for each work package before we begin production/fabrication. The due dates and specific deliverables for each submittal will be refined with the Virginia Tech team and CannonDesign throughout the design stage.

We define the production submittals process as the stage in the project where the Virginia Tech team will have the opportunity to ensure Color-Ad is executing your vision.

We have two main objectives during this stage:

1. Allow the Virginia Tech team an opportunity to make adjustments, corrections, and comments on each work package that we are producing.
2. Obtain all crucial information and any clarifications that allow us to responsibly move forward in the production process.

All submittals will come from our project manager, Mr. Licari, as he will be the single point of contact for the Virginia Tech team. All electronic submittals will be sent through email or a secure FTP site. All physical samples will be delivered to the appropriate team members.

3b. PROTOTYPING

Mock-ups or prototypes might be required for unusual or innovative approaches to presentation and interpretation. This includes elements that incorporate new technology, mechanical devices, lighting effects, or other special effects or concepts that are unfamiliar to the project team. In these cases, it is helpful to fabricate mock-ups or prototypes to test the idea and work out problems before making a final decision about their use in the project.

Our in-house craftsmen and women will fabricate each mock-up or prototype to demonstrate and test the functional characteristics required in the final production version. When the initial mock-ups or prototypes have been thoroughly reviewed and tested, we determine which elements need revisions and refinement and which elements can be confirmed for final fabrication. If necessary, our team will revise the design or implementation method based on the information and review comments we gather during the process. Once the items have been approved, our team will begin final fabrication on the exhibit elements.the entire experience, as well as an updated cost analysis for review.

Fabrication Stage

3c. FABRICATION

Our team has the in-house capability to produce all of the elements we anticipate for this project.

Graphics

We have our own in-house graphic output shop and as such, we take great pride in the graphics we produce. We have multiple printers that give us the ability to produce tactile, textured, and 3D graphics; large format prints; wallpaper murals; digitally printed graphics wrapped to various substrates; and direct-to-substrate prints. We produce our digital output on either the HP Latex 570 Printer, our Canon Arizona 1280XT Flatbed Direct Printer, or our Direct Color Systems 7200z Direct Jet UV-LED texturizing printer.

We do all of the digital file preparation, image retouching and large format output right here in our production facility. Our graphic designers routinely perform image acquisition, illustration/diagram creation, proper image placement, color management, accurate typography according to client feedback, quality control checks for output, and final graphic layout for each file.

Custom Exhibit Structures

Our in-house capabilities include custom woodworking, case fabrication, CNC routing, structural and ornamental metalwork, metal fabrication, mig & tig welding, acrylic vitrines, and plastic fabrication.

Audio/Visual and Lighting Components

We have the capability to produce various AV and lighting elements including but not limited to AV production and programming, AV hardware integration, AV interactives. We aim to make our systems easy to use, easy to maintain, and easy to troubleshoot down the road.

Installation Stage

4a. DELIVERY

Using information gathered throughout the project, our project manager will develop a delivery and installation plan. The plan will include specifying component sizes so they can be easily installed, locating the best possible building access points for the components and producing an installation schedule that sequences all on-site activities. Our project manager will coordinate all deliveries with facility personnel to ensure that the installation is handled in a proficient and safe manner with minimal impact on any other entities working inside the building.

4b. ON-SITE ACTIVITIES

Our project manager will travel to the site and oversee the entire installation of each work package, including that of our subcontractor, ensuring that all components meet the approval of the Virginia Tech team upon final walk through. Our team will shop fit all components for the custom structures and display cases which minimizes the need for on-site modifications and construction activities except where absolutely necessary. We will consolidate our tools and clean up debris prior to leaving the site each day. We will bring along brooms, shop wipes, and other cleaning agents to clean the exhibits prior to the walk-through inspection.

4c. WALKTHROUGH INSPECTION

Once the installation is complete, we will conduct a final walk-through with the Virginia Tech team. During the walk through, our team will create a punch-list and begin work on correcting any deficiencies. After the walk through, we will schedule a training session at the convenience of the staff. Our project manager and any appropriate members of our fabrication/installation team will be available to demonstrate and provide detailed information for the proper use, maintenance, and troubleshooting of the final product.

4. Cost Breakdown



Virginia Tech Football Jamerson Center
Virginia Polytechnic Institute and State University
CannonDesign

Cost Explanation

TYPE AND SCOPE OF ANTICIPATED WORK

The Color-Ad/CannonDesign team is best suited to perform mid-large scale branded environments with more than one or two elements in the project scope. Our companies are structured to streamline the design, fabrication, and installation process for projects that meet or exceed this size standard. We have optimized our workflow, honed our craftsmanship, and forged strategic partnerships to deliver these types of projects at the most competitive price point while providing branded environments that exceed expectations.

We acknowledge that projects with smaller scopes and expedited time frames do not align with our capabilities and thus, we would likely not be the most time or cost-effective solution for those specific needs. To ensure the utmost dedication to excellence and efficiency under this IDIQ contract, we will participate in the bidding process for projects that have a minimum fabrication cost threshold of around \$100,000.00.

Should Virginia Tech have requirements for mid-large scale branded environments, where the project scope encompasses multiple graphic installations and custom-fabricated elements, our team is your optimal solution. With an unwavering dedication to excellence, uncompromising quality, and competitive pricing, Color-Ad and CannonDesign deliver a rare combination of visual storytelling and fabrication excellence, resulting in immersive spaces that elevate your brand and captivate your audience.

DESIGN AND FABRICATION COST DETERMINATION

On a design-build contract, the fees are divided up between design fees and fabrication fees. Our design fees are determined based on the specific project's requirements such as the number of meetings/presentations, the size/complexity of the project, etc. Generally, the design fees fall somewhere between 13% and 25% of the fabrication costs. To give Virginia Tech an idea of what it looks like in application, we are providing the ratio of design-fabrication budgets on three of the projects listed in tab 2 "Past Projects".

- ▶ UMD Jones-Hill House: Fabrication 84%, Design 16%
- ▶ Washington and Lee University: Fabrication 81%, Design 19%
- ▶ UMD Performance Strength Center: Fabrication 87%, Design 13%

Cost Explanation

HOURLY RATES FOR REFERENCE

Position	Firm	Rate
Project Manager	Color-Ad, Inc.	\$89.20
Exhibit Detailer	Color-Ad, Inc.	\$115.75
Fabrication Shop Supervisor	Color-Ad, Inc.	\$69.38
Exhibits Fabrication Specialist	Color-Ad, Inc.	\$65.41
Graphics Specialist	Color-Ad, Inc.	\$65.41
Audio Visual Tech	Color-Ad, Inc.	\$89.20
Metal Fabrication Specialist	Color-Ad, Inc.	\$65.41
Metal Shop Supervisor	Color-Ad, Inc.	\$69.38
Graphic Installer	Color-Ad, Inc.	\$65.41
Installation Project Manager	Color-Ad, Inc.	\$89.20
Graphic Department Supervisor	Color-Ad, Inc.	\$69.38
Audio Description Writer	Color-Ad, Inc.	\$89.20
Custom Illustration Illustrator	Color-Ad, Inc.	\$89.20
Client Leader Level VIII	CannonDesign	\$352.30
Project Leader Level V	CannonDesign	\$182.15
Designer Level II/III	CannonDesign	\$129.79
Junior Designer Level I	CannonDesign	\$95.49

REFINING THE PRICE

Color-Ad and CannonDesign are very excited at the opportunity to work with Virginia Tech to enhance their athletic branding presence. We welcome the opportunity to provide the VT team any additional information that might be helpful in performing a comprehensive and thorough evaluation of all firms.

5. SWaM Participation

Color-Ad, Inc.

Julie A. Velke
7200 Gary Road
Manassas, VA 20109
Phone: (703) 631-9100
Fax: (730) 631-7849
jvelke@color-ad.com
www.color-ad.com

Certification Number: [REDACTED]

SWaM Certification Type:

Small Start Date: 04-09-2020
Women-Owned Start Date: 04-09-2020
SWaM Expiration Date: 04-09-2025

NIGP Code and Description:

- 80100 SIGNS, SIGN MATERIALS, SIGN MAKING EQUIPMENT, AND RELATED SUPPLIES
- 80156 Signs, American Disability Act (ADA)
- 80159 Signs: Braille (Including Markers and Plaques)
- 80160 Signs: Construction (Including Roll-Up Type Message Signs)
- 80166 Signs, Electronic Display (Marquee, etc.)
- 80171 Signs, Fiberglass (Including Blanks)
- 80182 Signs, Magnetic
- 80183 Signs, Metal (Not Blanks)
- 90652 Interior Design, Space Planning, and Exhibits/Displays

DBE Certification Type:

DBE Start Date: 04-09-2010
DBE Fed Type: DBE/WBE
DBE/ACDBE Certifying Agency: SBSDB

NAICS Code and Description:

- 323111 Commercial Printing (except Screen and Books)
- 337212 Custom architectural millwork and fixtures, manufacturing on a job shop basis
- 339950 Displays (e.g., counter, floor, point-of-purchase) manufacturing
- 339950 Electrical signs manufacturing
- 339950 Signs and signboards (except paper, paperboard) manufacturing

Pcard: Y
Business Category: Communication and Media Related Services

6. Submission Instruction Page

RFP # 351512401, Graphic Design and Installation Services for Virginia Tech Athletics

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

DUE DATE: Proposals will be received until July 26, 2023 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

INQUIRIES: All inquiries for information regarding this solicitation should be directed to Emma Ruby, Phone: (540) 231- 9514, e-mail: emmaru97@vt.edu. All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 3 PM on July 12, 2023. Inquiries must be submitted to the procurement officer identified in this solicitation.

PROPOSAL SUBMISSION:

***Please note, proposal submission procedures have changed effective March 2023.**

Proposals may NOT be hand delivered to the Procurement Office.

Proposals should be submitted electronically through Virginia Tech’s procurement portal. This portal allows you access to view business opportunities and submit bids and proposals to Virginia Tech digitally and securely.

Proposals must be submitted electronically at:

<https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=VATech>

Vendors will need to register through this procurement portal, hosted by Jaggaer. **It is encouraged for all vendors to register prior to the proposal submission deadline to avoid late submissions.** Registration is easy and free. If you have any challenges with the registration process, please contact Jaggaer Support at 1-800-233-1121 or procurement@vt.edu.

Click on the opportunity and log in to your vendor account to begin preparing your submission. Upon completion, you will receive a submission receipt email confirmation. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time.

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 50MB 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: Julie A. Welke Date: 07/26/2023

[INCLUDE THIS PAGE]

Negotiation Summary - Color-Ad, 351512401

1. As part of Virginia Tech standard procedures, all awarded contracts will be publicly posted on an online contracts portal. Is there any information included that would be used to identify or harm a person's identity, finances or personal information? If so, please provide a redacted copy of your proposal.
 - a. We do not need to redact our proposal.
2. Are there any additional financial or value-added incentives you would like to offer at this time?
 - a. Color-Ad and Cannon Design, working as a design-build team, are able to provide cost savings compared to solitary design firms or fabrication firms. By working as a team under one contract, we streamline the construction documentation and bidding process. This will save Virginia Tech time and money rather than having to bid and contract the design and fabrication of a project separately.
3. If you are awarded a contract, are there any additional forms or documents that you will require to be incorporated into the contract documents? If so, please submit.
 - a. We do not require any additional documents or forms for the contract.
4. If awarded a contract, 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?
 - a. Agreed.
5. Do you further agree that Virginia Tech will not withhold any income taxes from its payments to contractors nor will it provide any employment benefits to the contractor or contractor's employees?
 - a. Agreed.
6. Are you registered with and willing to participate in the eVA internet procurement solution described in the terms and conditions of the RFP?
 - a. Yes.
7. Do you acknowledge, agree, and understand that the terms and conditions of the RFP # 351512401 shall govern the contract if a contract is awarded to your company?
 - a. Yes.
8. Do you agree that the initial contract period shall be one year?
 - a. Yes.
9. Cost to the University is a major component of this solicitation and one of the 5 factors considered during the award process. With this in mind, please submit your best and final pricing for consideration.
 - a. In order to refine any of the pricing we presented in our proposal, it's crucial for us to have a clear understanding of the project specifics and details. However, we understand that Virginia Tech is not at that stage yet. We look forward to receiving more information on the projects that will be issued under this IDIQ contract and want to take this opportunity to assure you that we are committed to working closely with Virginia Tech to meet the needs of the athletic department with the best solutions possible.

10. Upon completion of the initial contract period, do you agree that the contract may be renewed by Virginia Tech upon written agreement of both parties for with 4, one-year periods?

a. Yes.

11. If awarded a contract, do you understand that on a case by case basis some designs will need to go through the University's Art and Architecture Review Board (AARB) and the Office of University Planning processes for approval?

a. Yes.