



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

May 12, 2023

State Electric Supply Company
Chris Caldwell
2010 2nd Ave
Huntington, WV 25703-1108

Dear Chris,

Subject: Contract Renewal Letter

Virginia Tech Contract #: VTG-1666-2022
Commodity/Service: Electrical Equipment and Supplies
Renewal Period: 9/1/23 - 8/31/25
Renewal #: (1 of 4) two-year-renewal

In accordance with the renewal provision of the original contract, the university would like to renew the contract for an additional term. Please advise concerning your intention by signing in the appropriate space below. A signed copy of this letter should be received in Procurement by 6/15/23.

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

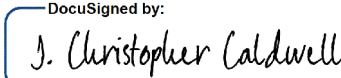
In addition, review the attached form which shows your company information as listed in the university's vendor database. If any of this information has changed, make corrections directly on the form, and return with this letter. It is essential this information be accurate for payments to be processed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

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

Sincerely,

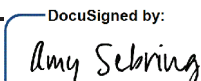
Chad Dalton
Procurement Contract Support Specialist
(540) 231-9129

State Electric Supply Company **agrees** to renew the contract under the terms and conditions of the subject contract.

DocuSigned by:

Date: 5/25/2023
Authorized Signature: _____
Name: J. Christopher Caldwell Title: Outside Sales / CEP-OS™
(please print)

We currently participate in the Wells One Program:

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

DocuSigned by:

Approved: _____
Date: 7/24/2023
Executive Vice President and Chief
Operating Officer

CONTRACT MODIFICATION AGREEMENT

Date: 5/23/23

Contract No.: VTG-1666-2022

Modification No.: 1

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

Contractor: State Electric Supply Company

Commodity: Electrical Equipment and Supplies

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

Description of Modification:

The Criminal Conviction Check Term and Condition within this contract is hereby replaced in its entirety and replaced with the following:

CRIMINAL CONVICTION CHECKS: All criminal conviction checks must be concluded before the Contractor's employees gaining access to the Virginia Tech Campus. Employees who have separated employment from Contractor shall undergo another background check before re-gaining access to the Virginia Tech campus. Contractor shall ensure subcontractors conduct similar background checks. All criminal conviction checks will normally include a review of the individual's records to include Social Security Number Search, Credit Report (if related to potential job duties), Criminal Records Search (any misdemeanor convictions and/or felony convictions are reported) in all states in which the employee has lived or worked over the past seven years, and the National Sex Offender Registry. In addition, the Global Watch list (maintained by the Office of Foreign Assets Control of The US Department of Treasury) should be reviewed. Virginia Tech reserves the right to audit a contractor's background check process at any time. All employees must self-disclose any criminal conviction(s) occurring while assigned to the Virginia Tech campus. Such disclosure shall be made to Contractor, which in turn shall notify the designated Virginia Tech contract administrator within 5 days. If, any time during the term of the contract, Virginia Tech discovers an employee has a conviction which raises concerns about university buildings, property, systems, or security, the contractor shall remove that employee's access to the Virginia Tech campus, unless Virginia Tech consents to such access in writing. Failure to comply with the terms of this provision may result in the termination of the contract.

- a. The University has an awarded contract with a service provider for criminal conviction screening and background checks. The University prefers this vendor be utilized by the Contractor to comply with the contractual obligations and University Policy 4060.
- b. If Contractor chooses to utilize a different firm than the university's preferred provider, the Contractor's selected service provider shall be pre-approved by the Virginia Tech Police department as an acceptable service provider for criminal

conviction and background checks to ensure that firm's service levels meet the requirements of University Policy 4060.

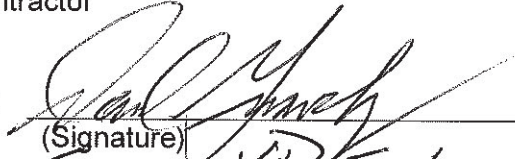
- c. If a Contractor chooses to utilize a different firm than the university's preferred provider, a five-day hold will be required before placement of employees deemed by the Contractor to meet all of the requirements of the University including a clean background check. Contractor shall provide the University with the name, date of birth and the last four digits of the social security number of all individual(s) to be placed in a temporary position under this contract. The University reserves the right to conduct its own background check process during this hold period.

Except as provided herein, all terms and conditions of Contract Number VTG-1666-2022, as heretofore changed, remain unchanged and in full force and effect.

Contractor

Virginia Tech

By:


(Signature)

Senior VP Sales
Name and Title

David Gravely
State Electric Supply

By:

DocuSigned by:
Reed Nagel
5EF51DA320D049B...

Mary W. Helmick
Director of Procurement

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: VTG-1666-2022

This contract entered into this 18th day of August 2021 by State Electric Supply Company 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 Electrical Equipment and Supplies to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From 9/1/21 through 8/31/23 with the option of four (4) two (2) year renewals.

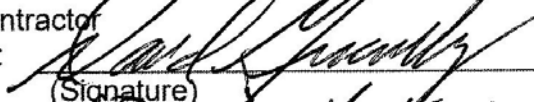
COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the Contract Documents.

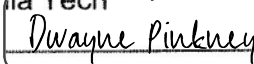
CONTRACT DOCUMENTS: The Contract Documents shall consist of this signed contract, Request for Proposal (RFP) number 052021-01RN dated May 18th, 2021, the proposal submitted by the Contractor dated June 18th, 2021, and the Summary of Negotiations, all of which Contract Documents are incorporated herein.

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: 
(Signature)
SVP Marketing
Name and Title
David Gravely

Virginia Tech
DocuSigned by:
By: 
8/20/2021
FF3F2B143DDE4C3...
Dwayne Pinkney
Senior Vice President and Chief Business Officer



Request for Proposal #052021-01RN

For

Electrical Equipment and Supplies

May 18, 2021

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 052021-01RN
GENERAL INFORMATION FORM

QUESTIONS: All inquiries for information regarding this solicitation should be directed to, Reed Nagel
Phone: (540) 231- 5240 e-mail: nagelr@vt.edu

DUE DATE: Proposals will be received until June 18, 2021 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

PROPOSAL SUBMISSION:

Proposals may NOT be hand delivered to the Procurement Office.

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

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

Attachments must be smaller than 25MB in order to be received by the University.

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

_____ **Large**

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

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

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

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

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

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

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

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

YES _____ NO _____

SIGNATURE _____ Date: _____

12/01/2020

I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit proposals to establish a contract through competitive negotiations for Electrical Equipment and Supplies by Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

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

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

III. CONTRACT PERIOD:

The term of this contract is for 2 year(s), or as negotiated. There will be an option for 3 2 year renewals, or as negotiated.

IV. BACKGROUND:

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

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

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

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

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

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <http://www.eva.virginia.gov/pages/eva-registration-buyer-vendor.htm> and **register both with eVA and Ariba.** *This process needs to be*

completed before Virginia Tech can issue your firm a Purchase Order or contract. If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

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

VI. CONTRACT PARTICIPATION:



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

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

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

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

VII. STATEMENT OF NEEDS:

A. Overview:

Virginia Tech needs the services of a Contractor to supply electrical equipment and supplies on an as needed basis when ordered by Virginia Tech.

B. Quality of Materials:

All materials supplied shall be institutional, industrial and/or commercial grade, whichever is more stringent, in accordance with the standards of the industry for institutional and/or industrial construction and maintenance.

C. Inventory:

The Contractor should stock and/or have available a large inventory and an adequate variety of materials for the construction, renovation, repair, and maintenance of building electrical systems, including but not limited to, the following:

1. **Wire and Cable:** All standard sizes and types in aluminum and copper and all insulation types, including control cable, building wire, ground rods, bare and insulated ground wire, and all associated wiring and cable fittings and accessories as well as a large variety of types and sizes from one or more top quality manufacturers. Power Cable 15 KV 1/0 to 1000 KCM.
2. **Conduit and Raceways:** All Standard sizes and types, including surface metal raceways, wireway, aluminum conduit, rigid galvanized steel conduit, intermediate steel conduit, PVC coated rigid steel conduit, electrical metallic tubing, PVC schedule 40 conduit, flexible liquid-tight conduit, and all associated fittings and accessories as well as a large variety of types and sizes from one or more top quality manufacturers.
3. **Boxes and Wiring Devices:** All standard types, including outlet and switch boxes, pull boxes, floor boxes, switches, receptacles, plugs, connectors, and ground fault devices as well as a large variety of types and sizes from one or more top quality manufacturers.
4. **Panels, Switches and Load Centers:** All standard types and sizes, including circuit breakers, fuses, safety switches, lighting contactors, distribution panels, panel boards and load centers as well as a large variety of types and sizes from an adequate variety of manufacturers.
5. **Data communication Supplies:** All common items related to data communications including Category 6 cabling, 210 blocks, jacks, faceplates, Pe89 telephone cable, and other miscellaneous items. Large variety of types and sizes from one or more top quality manufacturers.
6. **Tools:** All common types of electrical hand and power hand tools, including socket sets, hole saws, drills, fish tapes, cutters and strippers, and common types of testing instruments available from one or more top quality manufacturers.
7. **Miscellaneous Fasteners, Terminating Devices, Splicing, Marking:** Tapes, splicing kits, lubricants, and cleaners from a top quality manufacturer such as 3M Products. Also including connectors, terminals, ties, markers, signs, anchors, fasteners, channel systems, and other miscellaneous electrical items. Should have a large variety of types and sizes from one or more top quality manufacturers.

8. Light Fixtures: All common commercial types, particularly recessed fluorescent, track lighting, exit, and emergency light fixtures and all types of outdoor lighting that are available from one or more top quality manufacturers.
9. Motor Starters and Controls: Including contactors, control stations, control switches, relays, and a variety of starters, including magnetic, manual, reduced voltage, etc. as well as a large variety of types and sizes from an adequate variety of manufacturers.
10. Special Systems: Including all common types of wall and baseboard heaters, heating cable, kitchen and bath fans, thermostats, and portable heaters that are available from one or more top quality manufacturers.
11. Transformers: Including all types of dry-type, oil filled and general purpose transformers that are available from one or more top quality manufacturers. 1 Phase, 3 Phase, 12KV and current transformers.
12. Line Hardware: All varieties of line hardware and related materials to maintain a vast electric system within The Town of Blacksburg and the Virginia Tech Campus.
13. Metering Equipment: All types of metering equipment.
14. Services: All equipment manufacturers field services such as, but not limited to, diagnostic testing, analysis and troubleshooting, etc.

D. Delivery Policy:

The Contractor shall deliver and unload materials as required to any location on the Virginia Tech campus, or other Virginia Tech properties located in Montgomery County, Virginia. Prompt and reliable delivery is critical. All materials should be delivered from the Contractor's warehouse, unless otherwise requested or agreed to by Virginia Tech. The delivery schedule should be a minimum of once a week, or more often if necessary, or as agreed to otherwise by the parties.

E. Location:

A convenient location of the supply warehouse is necessary for pickup in special circumstances when the regular delivery schedule is not adequate. Therefore, it is desired that the Contractor have a warehouse within a fifty (50) mile radius of Blacksburg, Virginia.

F. Reservations:

Virginia Tech reserves the right to bid or purchase separately any items described herein. This includes, but is not limited to, items not in stock at the time of order placement, compatible items not in stock, items which are deemed to be of any inferior quality or items which are over-priced in comparison to similar items from other sources. Virginia Tech also reserves the right to purchase separately any item(s) which need to be obtained more quickly elsewhere due to an emergency, or in order to prevent discomfort to university clients, inefficient use of labor resources, or any other unusual circumstances.

OTHER REQUIREMENTS: The Contractor shall have the staff and organization sufficient to comply with the following requirements:

- A. All orders picked up or delivered shall be accompanied by a receipt or packing slip indicating date of sale, purchase order number, work order number and items/quantities received. If items from multiple purchase orders/work orders are delivered at the same time, a separate receipt or packing slip must be provided for each individual purchase order/work order number. Back-orders shall not be allowed, except as agreed to in advance by Virginia Tech.
- B. Invoices for items ordered and delivered shall be submitted by the Contractor directly to the payment address shown on the Contract or Purchase Order. Invoices shall indicate the Virginia Tech contract number, purchase order number, work order number, receipt or packing slip numbers, items and quantities received, date items were received, and verifiable pricing information including commodity, catalogue number, list price, discount, and discounted price. **Invoices shall be identified by the Virginia Tech work order number and/or Purchase Order number. Invoices shall be submitted on a bi-monthly basis during the week after receipt.**
- C. Orders shall be placed by approved Virginia Tech personnel, who have been identified in advance by the Assistant Director of Business Administration for University Planning, Design and Construction at Virginia Tech. Virginia Tech shall not be responsible for any purchases made by unauthorized personnel. Contractor shall require a legible signature from all Virginia Tech personnel on orders picked up or delivered.
- D. Contractor shall indicate pricing and expected delivery date at time of order placement.
- E. Supporting Documentation: Virginia Tech reserves the right to request supporting documentation on discounts, pricing, or any other information provided by the Contractor at any time during the contract period.
- F. Parking Policy:
All Contractor vehicles parked on the Virginia Tech campus must display a parking permit. Contractors shall note that vehicles parked on the Virginia Tech campus without a parking pass or permit are subject to ticketing and fines.

VIII. PROPOSAL PREPARATION AND SUBMISSION:

A. Specific Requirements

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

1. Plan for Providing Electrical Equipment and Supplies:

Describe and list Offeror's inventory in terms of volume, quantity, and variety of items in each category described in Section VII. (C.) Inventory.

Describe and list the variety of items and manufacturers which the Offeror has available through its suppliers, in terms of the items listed in Section VII. (C.) Inventory.

Describe the location and address of the facility that will serve Virginia Tech most frequently. Also describe and list addresses of any branch facilities that may be used to service Virginia Tech.

Describe Offeror's delivery policy in detail, including delivery charges if any.

Describe Offeror's invoicing procedure, including sample copies of sales tickets, delivery tickets, invoices, etc.

Describe methods available for placement of orders.

Describe your order fulfillment rate and the typical turnaround time from receipt of an order until delivery is made.

2. Price:

Describe your plan for pricing items that may be sold to Virginia Tech under any contract that may result from this solicitation. Comment on price firmness and describe your plan for conveying price changes during renewal periods of the contract. Please note that cost plus a percentage of cost pricing arrangements are not acceptable.

3. Qualifications, Experience and References:

Describe the qualifications and experience of your organization and the individuals that will service the Virginia Tech account.

Provide three references of account size similar to Virginia Tech for whom goods of the type described herein are provided on a regular basis. Include Client's Name, Address, Phone Number, Contact Person, and approximate dollar volume per year.

4. Inventory and Warehouse Locations:

Provide a complete description and listing of the Contractor's capabilities in terms of volume, quality and variety of items in each category in stock and on-site at Contractor's warehouse. Also provide complete descriptions and listings of all supplies available through manufacturers, and branch warehouses, including the volume, quality and variety of items and supplies available. This may also include a statement of willingness to alter inventory to better meet Virginia Tech's requirements.

Please provide mileage from the Contractor's supply warehouse to Virginia Tech's Sterrett Facilities Complex in Blacksburg, Virginia.

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 General Information Form and addenda, if any, signed and filled out as required.

B. General Requirements

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

- a. **One (1) electronic document** in WORD format or searchable PDF (*flash drive*) of the entire proposal as one document, INCLUDING ALL ATTACHMENTS emailed to procurement@vt.edu. Size not to exceed 25Mb.

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

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

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

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

2. Proposal Preparation:

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

- d. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.
3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Virginia Tech. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. Virginia Tech will schedule the time and location of these presentations. Oral presentations are an option of Virginia Tech and may not be conducted. Therefore, proposals should be complete.

IX. SELECTION CRITERIA AND AWARD:

A. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

<u>Criteria</u>	<u>Maximum Point Value</u>
1. Quality of products/services offered and suitability for the intended purposes	10
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)	30
5. Participation of Small, Women-Owned and Minority (SWAM) Business	10
	Total 100

Award To Multiple Offerors:

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole

determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offerors which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Virginia Tech reserves the right to make multiple awards as a result of this solicitation. Virginia Tech may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated. See Attachment C for sample contract form.

X. INQUIRIES:

All inquiries concerning this solicitation should be submitted in writing via email, citing the particular RFP section and paragraph number. All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 5:00 PM on June 3, 2021. Inquiries must be submitted to the procurement officer identified in this solicitation.

XI. INVOICES:

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

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

XII. METHOD OF PAYMENT:

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

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

XIII. ADDENDUM:

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

XIV. COMMUNICATIONS:

Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the Procurement Department rejects all proposals. Formal

communications will be directed to the procurement officer listed on this solicitation. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than a Procurement Department representative may result in the offending Offeror's proposal being rejected.

XV. CONTROLLING VERSION OF SOLICITATION:

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

XVI. TERMS AND CONDITIONS:

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

XVII. CONTRACT ADMINISTRATION:

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

XVIII. ATTACHMENTS:

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

ATTACHMENT A
TERMS AND CONDITIONS

RFP GENERAL TERMS AND CONDITIONS

See:

http://procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_RFP_08012020.pdf

ADDITIONAL TERMS AND CONDITIONS

- A. ADDITIONAL GOODS AND SERVICES:** The University may acquire other goods or services that the supplier provides other than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the Agreement.
- B. AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.
- C. AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- D. CANCELLATION OF CONTRACT:** Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- E. CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Request for Proposal including all modifications thereof, the proposal submitted by the Contractor, the written results of negotiations, the Commonwealth Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
- F. IDENTIFICATION OF PROPOSAL EMAIL:** Due to the COVID-19 emergency declaration, Virginia Tech will only be accepting electronic submission of proposals. All submissions must be submitted to procurement@vt.edu with the **RFP number, due date, and time in the subject line of the email**. No confirmation receipt will be provided. It is the responsibility of the offeror to make sure their proposal is delivered on time. Delivery Confirmation receipts from the offeror's own email system are highly recommended. **Attachments must be smaller than 25MB in order to be received by the University.**

The offeror takes the risk that if the email is not marked as described above, it may be inadvertently opened and the information compromised, which may cause the proposal to be disqualified. Proposals may **NOT** be hand delivered to the Procurement Office.

- G. NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing via email.

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

SPECIAL TERMS AND CONDITIONS

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.

AS-BUILT DRAWINGS: The contractor shall provide Virginia Tech a clean set of reproducible "as built" drawings and wiring diagrams, marked to record all changes made during installation or construction. The Contractor shall also provide Virginia Tech with maintenance manuals, parts lists and a copy of all warranties for all equipment. All "as built" drawings and wiring diagrams, maintenance manuals, parts lists and warranties shall be delivered to Virginia Tech upon completion of the work and prior to final payment.

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

DELIVERY AND STORAGE: It shall be the responsibility of the contractor to make all arrangements for delivery, unloading, receiving and storing materials in the building during installation. Virginia Tech will not assume any responsibility for receiving these shipments. Contractor shall check with Virginia Tech and make necessary arrangements for security and storage space in the building during installation.

DELIVERY POINT: Except when otherwise specified herein, all items shall be F.O.B. delivered any point within the Commonwealth of Virginia as directed by ordering department, institution or agency of the Commonwealth or Public bodies of the Commonwealth as defined in Section 2.2-4301 of the Virginia Public Procurement Act.

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.

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.

INSPECTION OF JOB SITE: My signature on this solicitation constitutes certification that I have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by Virginia Tech.

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.

MAINTENANCE MANUALS: The contractor shall provide with each piece of equipment an operations and maintenance manual with wiring diagrams, parts list, and a copy of all warranties.

ORDERS: Applicable departments, institutions, agencies and Public Bodies of the Commonwealth of Virginia may order by issuing a purchase order against any contract resulting from this solicitation.

PREVENTIVE MAINTENANCE: The contractor shall provide necessary preventive maintenance, required testing and inspection, calibration and/or other work necessary to maintain the equipment in complete operational condition during the warranty period.

PRICE ESCALATION/DEESCALATION: Price adjustments for changes in the contractor's price of materials, labor and transportation may be permitted. Request for price adjustments for any other reasons will not be granted. No price increases will be authorized for 365 calendar days after the effective date of the contract. Contractor shall give not less than 30 days advance notice prior to the annual renewal of the contract of any desired price increase.

The Contractor shall document the amount and proposed effective date of any general change in the price of materials, labor and transportation. Documentation shall be supplied with the contractor's request for increase which will (1) verify that the requested price increase is general in scope and not applicable just to Virginia Tech, and (2) verify the amount or percentage of increase which is being

passed on to the contractor by the contractor's suppliers. Failure by the contractor to supply the aforementioned verification with the request for price increase will result in a delay of the effective date of such increase. The Virginia Tech Procurement Department may verify such change in price independently. The Virginia Tech Procurement Department may make such verification as it deems adequate. However, any increase which the Virginia Tech Procurement Department determines is excessive, regardless of any documentation supplied by the contractor, may be cause for cancellation of the contract by the Virginia Tech Procurement Department. The Virginia Tech Procurement Department will notify the contractor in writing of the effective date of any increase which is approved. However, the contractor shall fill all purchase orders received prior to the effective date of the price adjustments of the old contract prices.

"Across the Board" price decreases are subject to implementation at any time and shall be immediately conveyed to Virginia Tech. The contractor is further advised that price decreases which affect the price of materials, labor, and transportation are required to be passed on to Virginia Tech immediately. Failure to do so will result in action to recoup such amounts.

RENEWAL OF CONTRACT: This contract may be renewed by Virginia Tech upon written agreement of both parties for (two years)/(three successive two year periods), under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.

SAFETY: The contractor bears sole responsibility for the safety of its employees. The contractor shall take all steps necessary to establish, administer, and enforce safety rules that meet the regulatory requirements of the Virginia Department of Labor and Industry (VDLI) and the Occupational Safety and Health Administration (OSHA). The contractor shall take steps as necessary to protect the safety and health of university employees, students, and visitors during the performance of their work. In addition, the contractor must also provide the university with a written safety program that it intends to follow in pursuing work under this contract. By entering into a contract with Virginia Tech, the contractor and its subcontractors agree to abide by the requirements described in Safety Requirements for Contractors and Subcontractors located on Virginia Tech's Environmental, Health and Safety Services (EHSS) web site at this URL http://www.ehss.vt.edu/programs/contractor_safety.php. A copy of the publication may also be obtained by contacting EHSS at 540/231- 5985. No work under this contract will be permitted until the university is assured that the contractor has an adequate safety program in effect.

SAMPLES: Offeror/Bidder shall provide a sample for each designated item so offered prior to or with their sealed Proposal/Bid. Samples shall be an exact and true representative sample of the actual material offered and may be considered by Virginia Tech in making a contract award decision. Each sample shall be properly tagged or labeled with the name of the offeror/bidder and manufacturer, the Proposal/Bid opening date, the requisition or inquiry number and the specific commodity or item number. Proposal/Bid samples shall be provided at no cost to Virginia Tech. Proposal/Bid samples will be handled and disposed of in accordance with Section 2, paragraph X10 of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors. Furthermore, Virginia Tech reserves the right to secure additional check samples from the actual material supplied. In the event the check samples fail to conform with the contract requirements, the Contractor shall immediately replace the portion of the delivered commodity with acceptable material conforming to the contract requirements at no additional costs to Virginia Tech.

Submit Proposal/Bid samples to:

Virginia Polytechnic Institute and State University (Virginia Tech)

Procurement Department (MC 0333)

North End Center, Suite 2100

300 Turner Street, NW

Blacksburg, VA 24061

RFP #

Opening Date & Hour 3:00 PM

SAMPLES: After Proposal/Bids are received, and at its option, Virginia Tech may require contractor to provide a sample for each designated item so offered. Samples shall be an exact and true representative sample of the actual material offered and may be considered by Virginia Tech in making a contract award decision. Each sample shall be properly tagged or labeled with the name of the contractor and manufacturer. Bid samples shall be provided at no cost to Virginia Tech. Samples will be handled and disposed of in accordance with Section 2, paragraph X10 of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors. Furthermore, Virginia Tech reserves the right to secure additional check samples from the actual material supplied. In the event the check samples fail to conform to the contract requirements, the contractor shall immediately replace the portion of the delivered commodity with acceptable material conforming to the contract requirements at no additional costs to Virginia Tech. Submit samples to:

Virginia Polytechnic Institute and State University (Virginia Tech)

Procurement Department (MC 0333)

North End Center, Suite 2100

300 Turner Street, NW

Blacksburg, VA 24061

Solicitation #

Opening Date & Hour 3:00 PM

SECURITY LICENSE: In accordance with Section 9.1-138 et seq. of the Code of Virginia (1950), the offeror/bidder shall be licensed by the Department of Criminal Justice Services for solicitations which include the following work: installation, service, maintenance, or design of security equipment; security officer service; central station alarm condition monitoring service; and/or private investigator service. Licenses must be obtained prior to submitting an offer. The contractor shall place their license number in the space provided below:

Private Security Services Business License Number: _____.

For assistance, Offeror/bidders may contact the Department of Criminal Justice Services at 804-786-4700.

SPECIAL OR PROMOTIONAL DISCOUNTS: The Contractor shall extend any special promotional sale prices or discounts immediately to Virginia Tech during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.

SIDEWALK POLICY: Driving on sidewalks is allowed when there is no other way to get a needed vehicle to a designated place or building on campus. The vehicle operator shall be made aware that extreme caution shall be used to operate the vehicle in a way that will not be a hazard or hindrance to pedestrians using the walk. The contractor shall be responsible for any damage to turf and anything that is located adjacent to the walk. Parking an unattended vehicle on a sidewalk is strictly prohibited by State Law. The contractor is allowed to park a vehicle on a sidewalk if there is no other way to perform necessary work. The procedure to obtain a permit to operate a vehicle on sidewalks is the same as for the turf as outlined in Turf Policy. Any vehicle parked illegally on sidewalks shall be subject to ticketing, fines and towing if necessary.

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.

TRANSPORTATION AND PACKAGING: By signing their Proposal/Bid the offeror/bidder certifies and warrants that the Proposal/Bid price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped.

Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be properly and legibly marked or labeled on the outside with the commodity description and number, size and quantity of the contents.

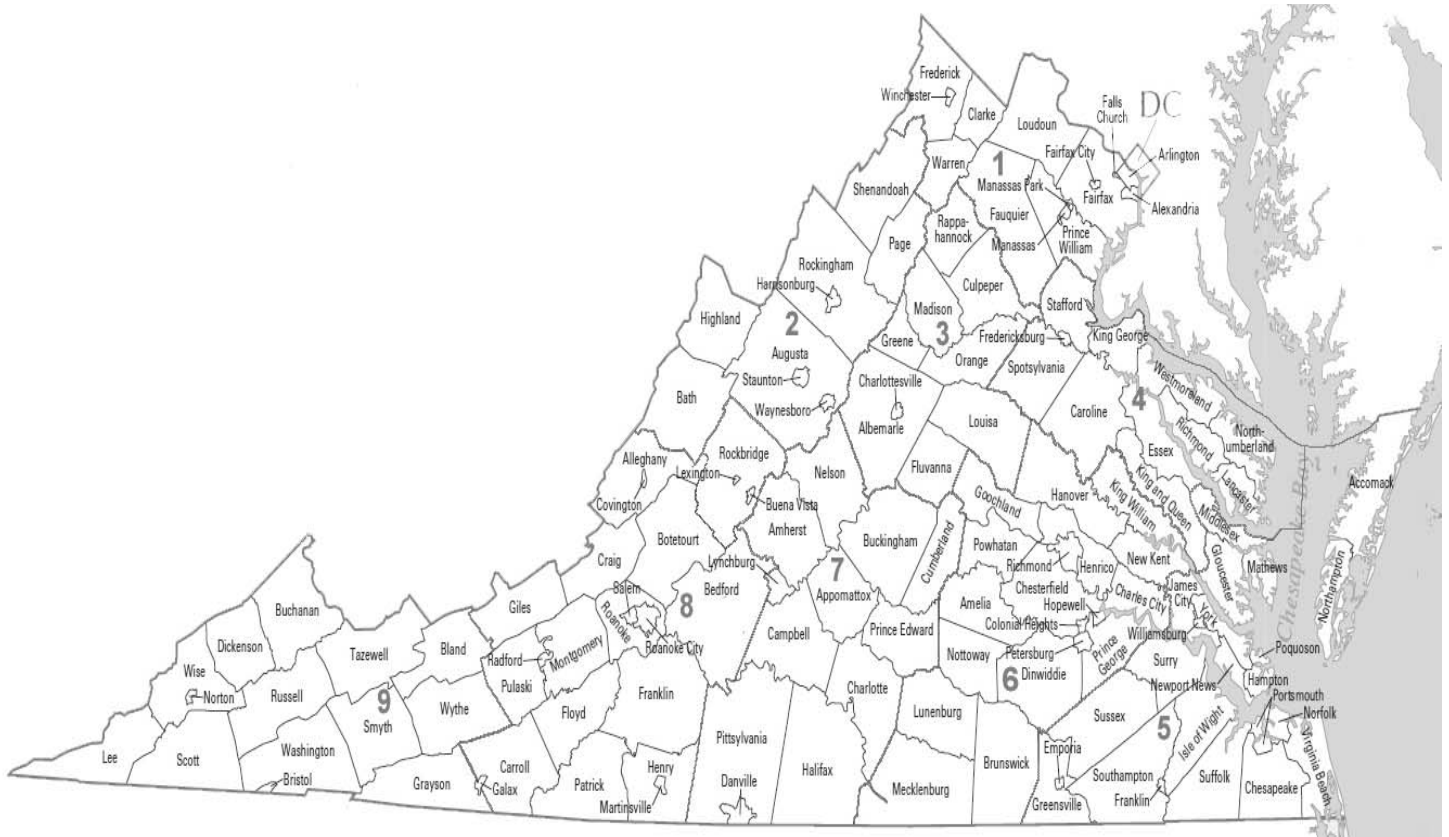
TURF POLICY: Parking or driving on campus turf or sidewalk is strictly prohibited, except as specifically directed or otherwise allowed by the Physical Plant Grounds Department. In this case, a turf permit must be obtained from Virginia Tech Parking Services and displayed by the vehicle. Turf parking is not allowed under the canopy of any tree on campus. Any vehicle parked illegally on turf or sidewalks shall be subject to ticketing and fines.

WARRANTY (COMMERCIAL): The contractor agrees that the supplies or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such supplies or services and that the rights and remedies provided therein are in addition to and do not limit those available to Virginia Tech by any other clause of this solicitation. A copy of this warranty must be furnished with the Proposal/Bid.

WORK SITE DAMAGES: Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Owner's satisfaction at the contractor's expense.

ATTACHMENT B

Zone Map



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

List of member institutions by zones

Zone 1

**George Mason University
(Fairfax)**

Zone 2

**James Madison University
(Harrisonburg)**

Zone 3

**University of Virginia
(Charlottesville)**

Zone 4

**University of Mary Washington
(Fredericksburg)**

Zone 5

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

Zone 6

**Virginia Commonwealth
University (Richmond)**

Zone 7

**Longwood University
(Farmville)**

Zone 8

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

Zone 9

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

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

ATTACHMENT C

SAMPLE CONTRACT FORM

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

COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT

Contract Number: _____

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

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

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

PERIOD OF CONTRACT: From _____ through _____.

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

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

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

Contractor: _____ Virginia Tech

By: _____ By: _____

Title: _____ Title: _____



June 18, 2021

Virginia Polytechnic Institute and State University
Attn: Reed Nagel, VCCO, CUPO Assistant Director for Facilities and Services
Procurement Department
North End Center, Suite 2100, Virginia Tech
300 Turner Street NW
Blacksburg, VA 24061

Subject: RFP #052021-01RN for Electrical Equipment and Supplies

Dear Mr. Nagel:

We want to thank you for the opportunity to submit a proposal for the electrical requirements of Virginia Tech University.

State Electric Supply Co. is an experienced full-line electrical, datacom, utility, and power transmission distributor ranked 17th nationally. We have contracts with other valued customers whose procurement requirements are similar to Virginia Tech. We believe with our experience, technical support, communication abilities, and dedicated employees, State Electric Supply Co. can provide the best service and overall value to Virginia Tech.

If you have any questions concerning our proposal please contact us at any time.

Sincerely,

A handwritten signature in black ink that reads 'J. Christopher Caldwell'.

Chris Caldwell
Account Manager

A handwritten signature in black ink that reads 'Steve Francis'.

Steve Francis
Branch Manager

A handwritten signature in black ink that reads 'Dave Creed'.

Dave Creed
Area Manager

A handwritten signature in black ink that reads 'David Gravely'.

David Gravely
Senior VP of
Marketing and
Digital Solutions



State Electric Supply Co.
A proposal for
Virginia Tech University
Electrical Equipment and Supplies
RFP # 052021-01RN

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Request for Proposal #052021-01RN

For

Electrical Equipment and Supplies

May 18, 2021

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 052021-01RN
GENERAL INFORMATION FORM

QUESTIONS: All inquiries for information regarding this solicitation should be directed to, Phone: (540) 231-e-mail:

DUE DATE: Proposals will be received until June 18, 2021 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

PROPOSAL SUBMISSION:

Proposals may NOT be hand delivered to the Procurement Office.

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

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

Attachments must be smaller than 25MB in order to be received by the University.

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

Large

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

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

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



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

FULL LEGAL NAME (PRINT) (Company name as it appears with your Federal Taxpayer Number) State Electric Supply Co.		FEDERAL TAXPAYER NUMBER (ID#) [REDACTED]	
BUSINESS NAME/DBA NAME/TA NAME (If different than the Full Legal Name) SAME		BILLING NAME (Company name as it appears on your invoice) State Electric Supply Co.	
PURCHASE ORDER ADDRESS 390 Arbor Drive Christiansburg, VA 24073		PAYMENT ADDRESS PO Box 890889 Charlotte, NC 28289-0889	
CONTACT NAME/TITLE (PRINT) David Gravely / SVP Marketing & Digital Solutions			E-MAIL ADDRESS dave.gravely@stateelectric.com
TELEPHONE NUMBER 540-382-6415	TOLL FREE TELEPHONE NUMBER 800-874-7856	FAX NUMBER TO RECEIVE E-PROCUREMENT ORDERS 540-381-1520	

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

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

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

YES _____ NO XX _____

SIGNATURE _____


Date: June 18, 2021

12/01/2020



I. PURPOSE:


The purpose of this Request for Proposal (RFP) is to solicit proposals to establish a contract through competitive negotiations for Electrical Equipment and Supplies by Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

 For your convenience and evaluation, we have prepared our proposal response by incorporating Virginia Tech's RFP document. Maintaining the structure and numeric sequence of the RFP, you will find our response inserted after each section and/or statement requiring a response. Our response is easily identified with our 'SE' logo and highlighted in gray.



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.


 While not directly qualifying as a small, minority or woman owned business (SWaM), State Electric supports these efforts and makes every attempt to support SWaM businesses. State Electric identifies and tracks internal spends with vendors deemed to be SWaM. In 2020, State Electric supported SWaM companies with over \$300,000.00 in business.

Additionally, State Electric supports the efforts of select SWaM businesses within our industry by offering them access to products they do not have direct access to do.

Having a Small Business and Women Owned Business plan will allow the Universities to selectively direct their SWaM spend through a single business source. We will work closely with the Universities' procurement and compliance team to educate and implement an effective business strategy that will assist the University in the completion of their SWaM objectives. By establishing an order flow process, we will be able to capture and provide the reporting and documentation required by the Universities.

III. CONTRACT PERIOD:

The term of this contract is for 2 year(s), or as negotiated. There will be an option for 3 2 year renewals, or as negotiated.


 State Electric accepts the terms and duration of this contract. We also welcome the opportunity to negotiate additional options beyond those stated above.



IV. BACKGROUND:

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

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

 State Electric is a full line electrical, datacom, utility and mechanical power transmission distributor established in 1952. Our business partners are able to take advantage of our industry relationships and quality programs developed to provide customer satisfaction and long-term partnerships. Committed to providing value to our customers, employees participate in our quality program – **QP⁴ Quality People, Products, Processes and Planning**. Standing committees include Vendor Evaluation, Wellness, Safety, and Suggestion Box campaign. Our Process Improvement Teams are comprised of branch delegates from various regions. State Electric was ISO 9002 registered in early 1996. Through aggressive training programs, comprehensive benefits, a comfortable work setting, and low turnover, a high degree of company loyalty is demonstrated. We work hard to establish and maintain our business culture that cultivates long-term relationships with customers such as Virginia Tech and Radford University.

We understand the continuous evolution and demands of the institutional environment. Participating in many progressive procurement contracts, we know the responsibility, service levels, dedication, resources and inventory commitment it takes to assist the Universities with their electrical, datacom and utility supplies, project schedules and strict deadlines. With our knowledgeable personnel, experience and familiarity with Virginia Tech, we feel State Electric can provide the best service and overall value to the Universities.

Company profile and demographics

- Established in 1952
- 38 Years experience implementing and managing supplies and systems contracts
- Currently participating in 50+ supplies contracts with varied requirements many of which are similar in scope to the requirements of Virginia Tech University.
- Currently 41 branches spanning seven (7) states – VA, WV, OH, KY, NC, IL, SC
- 632 employees
- Over 1,000,000 square feet of warehouse space
- Over 100,000+ line items
- Approximately 220 delivery vehicles in operation covering a seven (7) state area
- State of the art computer, communication, and network infrastructure
- On-line services available at www.stateelectric.com
 - Product catalog
 - Currently Electronic Ordering and Electronic Invoicing with Virginia Tech
 - Billing and invoicing history
 - Document search
 - Proof of delivery search
 - AP assistance
 - Punch Out / Jaggaer / Hokie Mart Compatible
 - eVA Registered




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

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

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

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

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

 As one of the original electrical distributors to participate, State Electric is registered and has been a member of eVA since its inception. In addition, State Electric has participated with Jaegger in the university environment since 2006.



VI. CONTRACT PARTICIPATION:




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

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

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

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


 State Electric welcomes the opportunity to include cooperative procurement as a part of this contract. With several locations directly servicing Virginia, we are uniquely positioned to service the commonwealth's institutional market. Each opportunity will be discussed with Virginia Tech and agreed upon by both parties.



VII. STATEMENT OF NEEDS:


A. Overview:

Virginia Tech needs the services of a Contractor to supply electrical equipment and supplies on an as needed basis when ordered by Virginia Tech.

 State Electric will provide qualified personnel to work closely with Virginia Tech to understand and establish inventory requirements. Staging, kitting, and JIT (just-in-time) are methods we utilize to assist our customers with supply requirements. We will jointly determine the inventory levels and processes needed to meet these goals. Proactive expediting will be utilized to maintain sufficient inventory levels to meet your requirements. Inventory levels will be monitored closely and adjustments made as demand dictates. Periodic reviews will be performed to determine that the quantities are adequate. We will also customize our local inventories to meet the needs of Virginia Tech, reducing the need for maintaining broad inventories on-site. It will be our goal to help the University reduce inventory, control suppliers cost and maintain sufficient inventory levels.

B. Quality of Materials:


All materials supplied shall be institutional, industrial and/or commercial grade, whichever is more stringent, in accordance with the standards of the industry for institutional and/or industrial construction and maintenance.

 State Electric fully understands and accepts the responsibility for the quality of products we represent. We are committed to provide quality products that will meet the specifications and requirements of Virginia Tech. As a full-line and authorized electrical, datacom, utility and power transmission distributor, our established relationships with industry leading manufacturers, site visits to manufacturer's facilities, and annual vendor evaluations are all areas we pursue to ensure quality vendors and products. We have a formal procedure established in case of any product recall notices. Through our quality program - *QP4 Quality People, **Products**, Processes and Planning* we have an established vendor quality policy with a rating system completed annually by a large cross-section of employees. The results are used by management and vendor representatives to recognize quality performance and issues.



C. Inventory:

The Contractor should stock and/or have available a large inventory and an adequate variety of materials for the construction, renovation, repair, and maintenance of building electrical systems, including but not limited to, the following:

 State Electric recognizes the importance of a diverse and easily accessible inventory. In addition to our local inventory, Virginia Tech will have quick access to our companywide inventories. State Electric will work closely with the personnel of Virginia Tech to coordinate and adjust our inventory levels to best serve the requirements of the University. We will maintain inventory of standard and special non-stock products based on mutually agreed upon requirements. With our close proximity, and twice-daily prompt delivery routine, the Virginia Tech can rely on our support allowing your surplus inventory to be reduced. In addition, State Electric will work with the Virginia Tech to secure products that we currently may not supply, but are necessary to the maintenance, repair, renovations, or operations of the University. Projects requiring timely release of materials can be staged with multiple releases from our Christiansburg facility, allowing Virginia Tech to efficiently expedite material without utilizing their own warehouse space.


Onsite material management, job site trailers, storeroom management, JIT and embedded material management are additional procurement and inventory management methods that are available to the Universities that can help reduce the overall cost of doing business. Below we have provided a list of companywide inventory values available to the Universities within 1 day.



Product Category
Wire and Cable
Lighting Fixtures, Lamps, Ballast
Boxes, Enclosures and Fittings
Fuses, Fasteners, Terminating, Splicing
Distribution Equipment
Control, Motor Control, Motors
Conduit and Raceway
Utility, Line Construction
Datacom
Wiring Devices
Signal & Safety
Tools
Power Transmission
Miscellaneous Other
Total Inventory Available within 24 Hours

*We request "Inventory Values" remain confidential

1. Wire and Cable: All standard sizes and types in aluminum and copper and all insulation types, including control cable, building wire, ground rods, bare and insulated ground wire, and all associated wiring and cable fittings and accessories as well as a large variety of types and sizes from one or more top quality manufacturers. Power Cable 15 KV 1/0 to 1000 KCM.

 Partial list of manufacturers available through State Electric

- ◆ Building Wire—*AIW, Cablec, Cerro, Colonial, Essex, General, Rome, Service Wire, Southwire, Triangle, Pirelli*
- ◆ Non-Metallic Cable NM—*Cerro, Colonial, Essex, General, Southwire, Triangle, Colonial*
- ◆ Datacom—*Siemon, Belden, Essex, Mohawk, West-Penn, Berk-Tek, General Cable, Hitachi*
- ◆ Armored Cables—*Alflex, American Flexible Conduit*
- ◆ Service Entrance Cable—*AIW, General, Southwire, Triangle*
- ◆ Bare and Weatherproof—*Service Wire, Southwire*
- ◆ Direct Burial—*Cerro, Colonial, Essex, General, Southwire, Triangle*
- ◆ High Voltage / Power Cables—*Hendrix, Southwire, Essex, BICC, Prysmian/Pirelli*
(Associated Connectors, Lugs, Splices, Terminals)
- ◆ Connectors & Lugs—*Burndy, IlSCO, Thomas & Betts, Penn-Union, Panduit, Blackburn, Anderson*



- ◆ Terminal Blocks—*Marathon, Ideal, Wiedmuller, Burndy, ABB, Seimens, GE*
- ◆ Clips—*Mueller, Caddy*
- ◆ Tape - *3-M, Plymouth*
- ◆ Insulating Compounds & Material—*3-M, Raychem, Plymouth*
- ◆ Splicing & Termination Material—*3-M, Raychem, Plymouth*
- ◆ Grounding—*Thomas & Betts, Burndy, Penn-Union, Anderson, Cadweld*
- ◆ Cable Ties—*Thomas & Betts, Panduit, Burndy, 3M*

2. Conduit and Raceways: All Standard sizes and types, including surface metal raceways, wireway, aluminum conduit, rigid galvanized steel conduit, intermediate steel conduit, PVC coated rigid steel conduit, electrical metallic tubing, PVC schedule 40 conduit, flexible liquid-tight conduit, and all associated fittings and accessories as well as a large variety of types and sizes from one or more top quality manufacturers.



Partial list of manufacturers available through State Electric

- ◆ Surface Raceways—*Wiremold, Hubbell, Panduit, Thomas & Betts, Mono Systems, Walker*
- ◆ Conduit—*Wheatland, Allied, Carlon, Certainteed, Picoma, Queen City, Hubbell, Alfex, Thomas & Betts, Cantex*
- ◆ Enclosures and Cabinets—*Crouse-Hinds, Hoffman, Austin, B-line, Carlon, Weigman, Hammond*

(Junction Boxes and Fittings)

- ◆ Conduit Connectors and Fittings—*Thomas & Betts, Crouse-Hinds, OZ Gedney, Arlington, Steel City, Picoma, Carlon, Conduit & Pipe Products, Cantex*
- ◆ Junction Boxes—*Steel-City, Hoffman, Raco, Queen City, Carlon, Cantex, Weigman, Hammond, B-Line, Quazite, Pencil, High Line, Armorcast, Austin, Old Castle*




3. Boxes and Wiring Devices: All standard types, including outlet and switch boxes, pull boxes, floor boxes, switches, receptacles, plugs, connectors, and ground fault devices as well as a large variety of types and sizes from one or more top quality manufacturers.

 Partial list of manufacturers available through State Electric

- ◆ Boxes—*Steel City, Thomas & Betts, Raco, Crouse-Hinds, Hoffman, Hammond, Austin, Weigman, B-Line, Panduit, Wiremold, Red Dot*
- ◆ Floor Boxes—*Hubbell, Steel City, Walker, Wiremold, Carlon, Lew*
- ◆ Wiring Devices—*Leviton, P&S, Hubbell, Bryant, Arrowhart, Cooper(Eagle)*
- ◆ Plugs and Connectors—*Leviton, P&S, Hubbell, Bryant, Arrowhart, Meltric, Crouse Hinds*
- ◆ Explosion Proof Plugs & Receptacles—*O-Z Gedney, Meltric, Crouse-Hinds*
- ◆ Surge Protectors and Ground Fault—*Pass & Seymour, Wiremold, Leviton, Hubbell, Tripp-Lite, Eaton*

4. Panels, Switches and Load Centers: All standard types and sizes, including circuit breakers, fuses, safety switches, lighting contactors, distribution panels, panel boards and load centers as well as a large variety of types and sizes from an adequate variety of manufacturers.


 Partial list of manufacturers available through State Electric

- ◆ Circuit Breakers—*GE, Cutler Hammer- Westinghouse, Siemens, ABB, Square D*
- ◆ Distribution Equipment—*GE, Cutler Hammer- Westinghouse, Siemens*
- ◆ Safety Switches—*GE, Cutler Hammer- Westinghouse, Siemens*
- ◆ Lighting Contactors—*GE, ABB, Cutler Hammer- Westinghouse, Siemens, Arrow-Hart*
- ◆ Load Centers/Service Entrance—*GE, Cutler Hammer- Westinghouse, Siemens*
- ◆ Panel Boards/Switchboard—*GE, Cutler Hammer- Westinghouse, Siemens*
- ◆ Fuses—*Bussman, Littelfuse, Mersen (Ferraz)*
- ◆ Plug Fuses—*Bussman, Mersen (Ferraz)*
- ◆ Cartridge Fuses—*Bussman, Littelfuse, Mersen (Ferraz)*
- ◆ Miniature Fuses—*Bussman, Littelfuse, Mersen (Ferraz)*
- ◆ Fuse Wire—*Bussman, Littelfuse, Mersen (Ferraz)*
- ◆ Fuse Holders, Clips & Reducers—*Bussman, Mersen (Ferraz)*



- ◆ High Voltage Fuses—*Bussman, Littelfuse, Mersen (Ferraz), S&C, GE, Cooper*

5. Data communication Supplies: All common items related to data communications including Category 6 cabling, 210 blocks, jacks, faceplates, Pe89 telephone cable, and other miscellaneous items. Large variety of types and sizes from one or more top quality manufacturers.

 Partial list of manufacturers available through State Electric

- ◆ BEP Devices—*Cira, Ditek, Porta Systems*
- ◆ Cabinets/Racks/Tray—*Belden Enclosures, Cabofil, Cady, Chalfant, Chatsworth, Cope, Copper/B-Line, Great Lakes, GS Metals, Hoffman, Middle Atlantic, Mono-Systems, Panduit, Rittal, Rack Technologies, SMP/OCC, X-Mark/CDT, Coyote*
- ◆ Cable Assemblies—*Leviton, Panduit, Quiktron, Semtron, SMP/OCC*
- ◆ CCTV—*American Dynamics, GBC Ganz, HAI, Infonova, Nitek, Pelco*
- ◆ Copper Cabling—*Siemon, Belden, Berktek, Comtran, General Cable, Gensis, Mohawk, Panduit, Superior Essex, West Penn, Commscope, Times Fiber*
- ◆ Distributed Audio—*HAI, Leviton, NuVo*
- ◆ Copper and Fiber Connectivity—*Leviton, Multilink, Panduit, Siecor, Signamax, SMP/OCC, Winston International, Siemon, Corning, Quiktron, Suttle, Amp, Gilbert*
- ◆ Fiber Connectors—*Belden/CDT, Leviton, Nordex, Panduit, SMP/OCC, Siecor, Corning*



- ◆ Fiber Optic Cabling—*Belden/CDT, Corning, General Cable, Mohawk, Panduit, SMP/OCC, Superior Essex*
- ◆ Flat Screen TVs and Monitors—*Olevia, Onkyo, Panasonic, Samsung*
- ◆ *Network Grounding Systems – Panduit*
- ◆ Label Makers—*Brady, Dymo/Rhino, Panduit, Thomas & Betts, 3-M*
- ◆ Premise Automation—*Elk, HAI, Leviton, Lutron, NuVo*
- ◆ Media Converters—*Allied Telesyn, IFS, Signamax*
- ◆ Networking Connectivity—*CIP Technologies, Hubbell, ICC, Leviton, Panduit, Signamax, SMP/OCC, Weltron, Siemon*
- ◆ Network Security—*Enterasys*
- ◆ Raceway/Innerduct & Accessories —*A-D Technologies, Arnco/Duraline, Carlon, Dek, Maxcell, Panduit, GS Industries(AeroQuip), Mule Tape, Bull Line*
- ◆ Routers/Switches—*3Com, Allied Telesyn, Cisco, Enterasys, Linksys, Nortel, Server Technology*
- ◆ Security—*Elk,HAI, Kantech*
- ◆ Test Equipment/Tools—*Clauss, Eclipse, Fluke Networks, Greenlee, Ideal, Klein Tools, Noyes, Nordex, Paladin, Platinum, Xcelite, Harris Dracon, Avaya, GMP, Milwaukee, Dewalt, Lenox*
- ◆ UPS/Surge—*APC, Ditek, Eaton Powerware, Tripp Lite, Liebert*
- ◆ Splice Enclosures – *3M*
- ◆ Protectors – *Circa, Krone, Lucent*
- ◆ Utility Vaults – *Smith Midland*
- ◆ Pedestals – *Emerson, Pencil, High Line, Hennessy, Maysteel*
- ◆ Bell, Buzzers, Sirens, Horns - *Federal Signal, Edwards*
- ◆ Signaling Transformers – *Nutone, Edwards, Sola*
- ◆ Fire Alarm Systems – *Edwards, Federal Signal*

6. Tools: All common types of electrical hand and power hand tools, including socket sets, hole saws, drills, fish tapes, cutters and strippers, and common types of testing instruments available from one or more top quality manufacturers.




Partial list of manufacturers available through State Electric


- ◆ Hand Tools—*Klein, Ideal, Greenlee, Channellock*
- ◆ Portable Electric Tools—*Milwaukee, DeWalt, Greenlee, Rigid*
- ◆ Cutting Tools—*Milwaukee, DeWalt, Greenlee, Ideal, Klein, Lenox, Cobra, Ideal, Rigid*
- ◆ Test Equipment—*Biddle, Greenlee, Fluke, Amprobe, Triplett, Klein, Ideal, Simpson*
- ◆ Outside Construction Tools—*Milwaukee, DeWalt, Klein, Maxim Tools*
- ◆ Pulling Compounds—*Ideal, 3-M, Greenlee, Current Tools*
- ◆ Flashlights & Batteries—*Eveready, Ray-o-vac, Streamlight, Brightstar, Pelican*
- ◆ Ladders—*Louisville Ladder, Werner*
- ◆ Tool Accessories—*Milwaukee, DeWalt, Greenlee, Klein, Ideal, Lenox*



7. Miscellaneous Fasteners, Terminating Devices, Splicing, Marking: Tapes, splicing kits, lubricants, and cleaners from a top quality manufacturer such as 3M Products. Also including connectors, terminals, ties, markers, signs, anchors, fasteners, channel systems, and other miscellaneous electrical items. Should have a large variety of types and sizes from one or more top quality manufacturers.

 Partial list of manufacturers available through State Electric

- ◆ Tape—*3-M, Plymouth*
 - ◆ Splicing & Termination Material—*3-M, Raychem*
 - ◆ Connectors & Lugs—*Burndy, IlSCO, Thomas & Betts, Blackburn, Penn-Union, Panduit*
 - ◆ Power Clips—*Mueller, Caddy*
 - ◆ Insulating Compounds & Material—*3-M, Raychem*
 - ◆ Aerosols and Lubricants—*3-M, CRC, LPS, Greenlee, Klein, Ideal, Advanced Technologies Lubricants, Rigid*
 - ◆ Heat Shrink—*Thomas&Betts, 3-M, Ideal, Raychem, Panduit*
 - ◆ Terminal Connectors—*Burndy, Thomas & Betts, Penn-Union, Ideal, 3-M, Panduit*
 - ◆ Terminal Blocks—*Marathon, Ideal, Wiedmuller, Burndy, ABB*
 - ◆ Wire nuts—*3-M, Ideal, Buchanan*
 - ◆ Grounding—*Thomas & Betts, Burndy, Penn-Union, Anderson, Cadweld, Panduit*
 - ◆ Cable Ties—*Thomas & Betts, Panduit, Burndy, Titan, 3-M*
 - ◆ Markers—*3-M, Thomas & Betts, Panduit, Ideal, Brady*
 - ◆ Signs – *Brady, Ideal, Panduit, Thomas & Betts*
 - ◆ *Label Makers, Systems, & Software—Brady, Panduit, Thomas & Betts, Rhino*
 - ◆ Channel Systems—*B-Line, Kindorf, Unistrut, Super-Strut*
 - ◆ Anchors & Fasteners—*Rawl, Thomas & Betts, Titan, Stewart Fasteners*
8. Light Fixtures: All common commercial types, particularly recessed fluorescent, track lighting, exit, and emergency light fixtures and all types of outdoor lighting that are available from one or more top quality manufacturers.

 Partial list of manufacturers available through State Electric

- ◆ LED Lighting—*Lithonia, Acuity, RAB, Acme, Cooper, Halo, Philips, Hubbell, Crouse Hinds, Kichler, Dialight, CREE, Progress, Hydrel, Tech Lighting, Hadco, Hanover, Lexalite, Leotek*
- ◆ Industrial Lighting Fixtures—*Lithonia, RAB, Metalux, Hi-tek, Regent, Hubbell, Crouse Hinds, GE Lighting, Cooper, Lumark, Holophane, Kenall*
- ◆ Commercial Lighting Fixtures—*Lithonia, Metalux, Prescolite, Day Brite, Hubbell, Regent, Columbia, Halo, GE, Holophane, Spec Lite, Hydrel, Kenall, Cree*
- ◆ Emergency Lighting—*Lithonia, Emergi-Lite, Exide, Dual-Lite, Surelite, Hubbell, Prescolite, Cooper, Holophane*
- ◆ Outdoor Lighting Fixture—*Lithonia, Metalux, Regent, Lumark, Hubbell, GE Lighting, Main Street Lighting, Holophane, Kenall, Hydrel, Bronzelite, Hanover, Hadco*
- ◆ Vap/Exp Lighting Fixture—*Lithonia, Hubbell, Metalux, OZ Gedney, Crouse Hinds, Kenall*

**(Residential Lighting)**

- ◆ Residential Lighting Fixtures—*American Lantern, Halo, Kichler, Lithonia, Progress Lighting, Quoizel, Thomas, Craftmade, Hanover, Seagul, Satco, Capital, Maxim, Stiffel*
- ◆ Portable Lamps—*Quoizel, Kichler*
- ◆ Landscape & Garden Lighting—*Kichler, Progress*
- ◆ LED—*Kichler, Progress, CREE, Maxim, American Fluorescent, Seagul*

(Ballasts)

- ◆ LED Drivers—*Universal, Cooper, Philips Electronics (Advance)*
- ◆ Fluorescent Lamp Ballast—*Advance, Universal/Magnetek, Atlas, Howard, Lutron, Bodine, Sylvania*
 - ◆ High Intensity Discharge Ballast—*Advance, Universal/Magnetek, Atlas*

(Lamps)

- ◆ LED—*Philips, Sylvania, GE, TCP, Wattman, Solais, Satco, LEDtronics*
- ◆ Incandescent—*Philips, Sylvania, Eiko, GE, Westinghouse, Satco*
- ◆ Fluorescent—*Philips, Sylvania, Eiko, GE, Westinghouse, Satco, TCP*
- ◆ Mercury Vapor, Quartz, Metal Halide & Halogen—*Philips, Sylvania, C-M, GE, Westinghouse, Satco, Venture*
- ◆ Miniature and Specialty Lamps—*Philips, Sylvania, C-M, GE, Ushio*
- ◆ Photo & Projection Lamps—*Philips, Sylvania, Eiko, GE, Ushio*
- ◆ Low/High Pressure Sodium—*Philips, Sylvania, Eiko, GE*

(Poles)

- ◆ Ornamental—*Hapco, Main Street*
- ◆ Parking and Sports—*Hapco, Valmont, Hubbell, Cooper-Lumark, Lithonia, Union, Holophane*

(Accessories)



- ◆ Lenses—*Lexalite, Formed Plastics, M & M Plastics, Louvers International, Satco, Lithonia, Hubbell, Cooper, Westinghouse, Malcolite, ALP, SLP, GE*
- ◆ Time Switches—*GE, Tork, Paragon, Intermatic, Wattstopper, Leviton*
- ◆ Dimming Systems—*Lutron, Lithonia, Leviton, Advance, Universal Magnetek, Hubbell*
- ◆ Photocells—*Tork, Area, Precision*
- ◆ Occupancy Sensors—*Wattstopper, Lutron, Leviton, Sensor Switch, Hubbell, Novitas*

9. Motor Starters and Controls: Including contactors, control stations, control switches, relays, and a variety of starters, including magnetic, manual, reduced voltage, etc. as well as a large variety of types and sizes from an adequate variety of manufacturers.

**Partial list of manufacturers available through State Electric**


- ◆ Starters—*Eaton Cutler Hammer-Westinghouse, ABB, GE, Siemens*
- ◆ Contactors and Relays—*Eaton Cutler Hammer-Westinghouse, ABB, GE, Idec, Arrow Hart, Siemens*
- ◆ Push Buttons—*Eaton Cutler Hammer-Westinghouse, ABB, GE, Idec, Siemens*



- ◆ Industrial Timers—*Eaton Cutler Hammer-Westinghouse, ABB, GE, Idec, Siemens*
 - ◆ Motor Control Centers—*Eaton Cutler Hammer-Westinghouse, ABB, GE*
 - ◆ Time Switches—*Eaton Cutler Hammer-Westinghouse, GE, Idec, ABB, Tork, Siemens, Intermatic*
 - ◆ Float Switches—*Eaton Cutler Hammer-Westinghouse, ABB, GE, Siemens*
 - ◆ Pressure Switches—*Eaton Cutler Hammer-Westinghouse, ABB, GE, Siemens*
 - ◆ Limit Switches All Types—*Eaton Cutler Hammer-Westinghouse, ABB, GE, Siemens, Micro Switch, Banner*
 - ◆ Photoelectric Controls—*Eaton Cutler Hammer-Westinghouse, ABB, GE, Area Lighting, Siemens*
 - ◆ Programmable Controllers—*Eaton Cutler Hammer-Westinghouse, ABB, GE, Siemens*
 - ◆ Reduced Voltage and Variable Frequency Drives—*Eaton Cutler Hammer-Westinghouse, GE, ABB, Siemens, Baldor*
 - ◆ Motors—*Baldor, Leeson, Emerson, Toshiba, Tech Top, Century*
10. Special Systems: Including all common types of wall and baseboard heaters, heating cable, kitchen and bath fans, thermostats, and portable heaters that are available from one or more top quality manufacturers.
-  Partial list of manufacturers available through State Electric
- ◆ Heating—*Honeywell, Markel, Marley, Chromalox, TPI, Aitken*
 - ◆ Fans & Ventilating—*Nutone, Chelsea, Fasco, Broan, Aitken, Markel, Panasonic*
 - ◆ Heating/Cooling Thermostats and Controls—*Honeywell, White Rogers, Markel, Aitken, HAI*
 - ◆ Paddle Fans—*Craftmade, Fasco, Nutone, Kichler, Leading Edge, Fanamation, Minka-Aire*
 - ◆ Hand Dryer—*American Dryer, World, Nova*
 - ◆ Roof/Gutter Cable Kits—*Raychem*
 - ◆ Snow Melting Mats/Kits—*Easy Heat*
 - ◆ Pipe Heating Cable/Kits—*Raychem, Easy Heat*
11. Transformers: Including all types of dry-type, oil filled and general purpose transformers that are available from one or more top quality manufacturers. 1 Phase, 3 Phase, 12KV and current transformers.
-  Partial list of manufacturers available through State Electric
- ◆ Dry-type Transformers—*GE, Cutler Hammer-Westinghouse, Hammond, ABB, Acme, Federal Pacific, Heavy Duty, Pemco, Jefferson, Acme*
 - ◆ Oil Filled Transformers—*GE, Solomon, Cutler Hammer-Westinghouse, ABB, Balteau, Olstrom, Howard*
 - ◆ General Purpose Transformers—*GE, Cutler Hammer-Westinghouse, Hammond, Acme, Heavy Duty, Jefferson*




12. Line Hardware: All varieties of line hardware and related materials to maintain a vast electric system within The Town of Blacksburg and the Virginia Tech Campus.

 Partial list of manufacturers available through State Electric

- ◆ Oil filled Transformers—*ABB, Howard, TNR, GE, Solomon, Eaton Cutler Hammer-Westinghouse, Cooper, Balteau, Olstrom, Kulhman, Federal Pacific, Acme, Pemco*
- ◆ Unit Substations—*GE, Solomon, Eaton Cutler Hammer-Westinghouse, McGraw Edison, ABB*
- ◆ High Voltage Switch gear—*GE, Cooper, AB Chance, Cutler Hammer-Westinghouse, Federal Pacific, S & C*
- ◆ Connectors & Devices - *Blackburn, RTE, Elastimold, Fargo, Reliable, Penn Union, Porcelain, Thomas & Betts, Hubbell Power Systems*
- ◆ Circuit Breakers over 600V—*Cutler Hammer-Westinghouse, GE, Federal Pacific, Siemens*
- ◆ Capacitors—*Eaton Cutler Hammer-Westinghouse, GE, Cooper, Solomon*
- ◆ Lightning Arresters—*Joslyn, Cooper, Delta*
- ◆ Cutouts & Reclosures—*Chance, S&C, Cooper, Solomon*
- ◆ Wood Poles & Crossarms—*Thomasson, Koppers, North Pacific, Hughes Bros.*
- ◆ Pole Line Hardware—*Chance, Joslyn, Hendrix*
- ◆ Insulators and Hardware—*Porcelain Products, Newell Porcelain, Chance*
- ◆ Racks, Wire Holders, Tunnel Racks—*Chance, Cab, Hendrix*
- ◆ Ground Rods & Clamps—*Apache, Thomas & Betts, Galuan*
- ◆ Potheads/Cable Bells - *Raychem, 3-M*
- ◆ Concrete & Fiberglass Boxes—*Quazite, Pencell, Old Castle*
- ◆ Man Holes—*Smith-Midland*
- ◆ Guy Wire/Steel Strand—*Southwire, Alcoa*
- ◆ Enclosures—*Hennessy, Quazite, Maysteel-Continental Columbus, Fargo, S & C, Pencell, High Line*
- ◆ Aluminum Poles—*Hapco, GE, Crouse Hinds, Lumark*
- ◆ Fiber Glass Poles—*Mainstreet Lighting*
- ◆ Line Material Tools—*AB Chance, Joslyn, Salisbury, Klein, Hastings*
- ◆ Trolley Distribution Systems—*Ductobar, ITE*
- ◆ Transfer Switches—*Amsco, Zenith, Eaton Cutler Hammer-Westinghouse*
- ◆ Dry type Transformers—*Eaton Cutler Hammer-Westinghouse, Acme, GE, FPE, Heavy Duty, Pemco, Jefferson*
- ◆ High Voltage / Power Cables—*Hendrix, Southwire, Essex, BICC, Rome*
- ◆ *Personal Protection Equipment(PPE) & Safety products – Cementex, CIP, Salsibury, Klein, T&B, Brady, Panduit, Ideal*

13. Metering Equipment: All types of metering equipment.

 Partial list of manufacturers available through State Electric



- ◆ Metering—*Durham, ABB, Milbank, Eaton Cutler Hammer-Westinghouse, Midwest, GE, Emon Dmon*
- ◆ Enclosures—*Hennessy, Quazite, Maysteel-Continental Columbus, Fargo, S & C, Pencil, High Line.*

****In addition to the specific manufacturers listed by categories in the previous pages (Section VII, C, 1. - 13. (Pgs 10-20); included on the next five (5) pages is an alphabetical listing of manufacturers we represent that will be available to Virginia Tech University (Pgs 21-25). As new products or solutions are introduced to the industry, or the Universities' desire new products, we will make every effort to add these products to our offering.**



Alphabetical Listing of Electrical & Utility Manufacturers Supported

3M

A

AB Chance

Aeroquip

AO Smith

Accu-Tech Corporation

Acme Electric

Advance Transformer

AFC Cable Systems

AFL Telecommunications LLC

Air Comfort/Emerson

Air King

Alan Wire Co.

Alcan Cable

Alflex Corp.

Allen Bradley - Not available in all locations

Allied Electronics

Allied Moulded

Allied Tube & Conduit

ALP Lighting Components

Alpha Wire Corp.

Aluma-Form Inc.

Americable Incorporated

American Electric Equipment

American Fluorescent Corp.

American Insulated Wire

American Mine Research

Anamet Electrical

Anderson Mining Prod.

Appleton/McGill

Arlington Industries

Austin Enclosures

B

Baldor Electric Co.

Batoray

Belden Wire & Cable

Berk-Tek Inc.

B-Line Systems

Brady Worldwide

Brennan Industries

Bridgeport Fittings

Briscon Electric Mfg.

Broan Mfg.

Broan-NuTone LLC

Bryant Electric/Hubbell Inc

Bussman

BWI Eagle

Bulbrite Industries

Burndy

Burns Electric Co.

Burton Wire & Cable

C

Cablofil

Calrad

Cambria Co. Assoc

Candela Corporation

Cantex

Carlisle Power Transmission

Chalfant Mfg.

ChannelLock Inc.

Charlotte Wire & Cable

Chromalox

Circle Wire

Clifford of Vermont Inc.

CME Wire & Cable

Coleman Cable

Colonial Wire & Cable

Columbia Lighting/Hubbell Inc.

Conduit Pipe Prod.

Contactor Mfg. (CMC)

Cooper Crouse Hinds

Cooper Lighting Division

Corelite

Craftmade International

CRC Industries

D

Damar Worldwide

Day-Brite/Capri/Omega

DEK Cable Accessories

Dekorun Wire & Cable

Delta Lighting Arrestor

Dewalt

Dolan Designs

Draka USA Wire & Cable Prod.

Dual-Lite

E

Eagle Elec/Cooper Wiring

Easy Heat

Eaton Electrical

E-Box

Edwards Signaling

EIKO Ltd.

Engineered Lighting Prod.

ERICO

Ericson Mfg.

Essex Electrical Prod.

EIS Wire & Cable

Electrical Materials Co.

Electri-Flex

Emerson Network Power

Encore Wire

Energizer Battery

Exitronix

Eye Lighting International

F

Federal Mogul Corp.

Federal Signal Corp.

Ferraz Shawmut

First Alert/BRK Brands

Fisher Pierce

Flexaust Industrial

Fluke

Focal Point

G

Gardner Bender

GE Industrial Systems

GE Lighting Lamp Division

GE Lighting Systems Inc.

General Cable

Genesis Cable

Gibson Stainless

Greenlee Textron

H

Hadco/Genlyte omas

Hanover Lantern

Helical Line Prod.

Hellerman Tyton Corp.

Heritage Plastics

Hoffman Enclosures Inc

Holophane

Howard Industries

Hubbell Inc.

Hubbell Premise Wiring

Hubbell-Ohio Brass

Hughes Brothers

Hughes Primeau Controls



I	Multi Fittings Corp.	Progress Lighting
ICB Porcelain Insulators	Murray Electrical	Q
Ideal Industries	Minka Lavery	Queen City Plastics
Invensys Climate Controls	Minka-Aire	Quiktron
IDEC Corporation	Moeller Electric Corp.	Quoizel
Intermatic Inc.	Murray Feiss	R
Interstate Battery Ctr.	Mohawk	RAB Lighting
IlSCO/Utilco	Mono-Systems	RACO
Indalex Alum. Solutions	MP Husky Corp.	Raychem/Tyco Electronics
Inland Inc.	Mulberry Metal Prod.	Rayovac
J	Mullins Machine	Regal Manufacturing
Joslyn Mfg.	N	Repco
K	National Fire Protection	Republic Conduit/Maverick
Kerite Co.	National Pipe & Plastics Inc.	Ridge Tool Co.
Kichler	Nehring Electrical Works	Rockbestos
Kidde Safety	Nexans Energy USA	S
Killark/Hubbell	NSI Industries	S&C Electric
Kinco International	NuTone	Saf-T-Gard
King Wire	Nuvo Technologies	Satco Prod.
Klein Tools	O	Sea Gull Lighting
Kurt Versen	Ocal Inc	Selecta Switch
Kaf-Tech Inc.	Okonite Co.	Service Wire Co.
Kenall Mfg.	Omni Cable Corp.	Shamrock Conduit Prod.
L	Optical Cable Corp.	Shat-R-Shield
Lambro Industries	Osram Sylvania	Siemens Energy & Automation
Lapp USA	OZ Gedney	Simpson Electric Co.
Lenox/American Saw & Mfg.	P	Soloman Corporation
Leviton Mfg.	PW Southern/PW Western	Southeast Lighting Controls
Lightolier	Panasonic	Southwire Co.
Line Power Mfg.	Panduit	Specified Technology Ind.
Lithonia Lighting	Pass & Seymour	Spectrum Industries
Littelfuse	Patterson	Stahlin
LSI Lighting	Peer Bearing	Steel City
Lutron	Peer Chain	Steren Electornics
M	Pennington Crossarm Co.	Stewart Fastener
Madison Electric Prod.	Penn-Union	Superior Essex Comm.
Marathon	Perma Cote	Superior Modular Prod.
Marley	Philips Lighting	Suttle Apparatus
Material Control	Phoenix Support Systems	T
McGill/Appleton	Plymouth Rubber	Taymac Corporation
Meltric Corp.	Porcelain Prod.	TCP
Metallics	Power Utility Prod.	Techtop Industries
Middle Atlantic Prod.	Precision Abrasives Corp.	Tech Lighting
Midwest Electric Prod.	Precision Multiple Controls	Thomas & Betts
Milbank Mfg.	Preformed Line Prod.	Thomasson Lumber
Milwaukee	Prescolite	Time Mark Corp.
Minerallac	Price Rubber Corp.	Tork Inc.
Mining Controls	Priority Wire & Cable	Toshiba



Trippe Mfg.	W	West Penn Wire Corp.
Tyco	Watt Stopper	Western Tube & Conduit Corp.
U	WH Salisbury	Westinghouse Lighting Corp.
United Copper Industries	WW Cross	Wheatland Tube
Universal Lighting Tech	WAC Lighting	Wire Rope Corp.
V	Waldom Electronics	Wiremold
Venture Lighting	Weidmuller	Wirexpress

Alphabetical Listing of Datacom Manufacturers Supported

3Com	Enterasys	O
3-M	F	Olevia
A	Flat Screen TVs	Optical Cable Corp. (OCC)
AFCO	Fluke Networks	P
AIM Electronics	G	Paladin
ALC	Genesis	Panasonic
Allied Telesyn	Great Lakes	Panduit
American Dynamics	Greenlee	Pelco
APC	GS Metals	Platinum
Arnco/Duraline	H	Q
B	HAI	Quiktron
Belden Enclosures (X-mark)	Hoffman	R
Belden/CDT	Hubbell	
Bogan Sound	I	S
Brady Corporation	ICC	Samsung
C	Ideal	Security
Cablofil	IFS	Semtron
Caddy	J	Siecor
CBC Ganz	No DataComm Lines	Signamax
Chalfant	K	Sony
Chatsworth Products, (CPI)	Klein Tools	Superior Essex
Circa	L	T
Cisco	Leviton	Thomas-Betts
Clauss	Linksys	Tripp-Lite
Cope	Lutron Dimming Systems	U
Copper B-Line	Lutron Shades	UPB
Copper Cabling	M	V
Corning	MGE	Valcom
Crown	Middle Atlantic Prod.	W
D	Mohawk	West Penn
Dantona	Mono-Systems	X
Dek	N	Xcelite
Ditek	Nordex	
Dymo/Rhino	Nortel	
Dymo/Rhino	Noyes	
E	Nutone	
Elk	Nuvo	




Alphabetical Listing of Mechanical Power Transmission Manufacturers Supported

3M	Dynacorp	J
A	Dynapar	Jason Industrial
ABB	Dyna-Veyor Inc.	Jones Bearings
Accurate Bushing Co.	E	K
Advanced Technology Lubricants	Eagle Signal	Ketchie Houston
Aeroquip Hydraulic Hose/Fittings	Eaton Electrical	KOP-Flex
AIE Company, Inc.	Edwards Signaling	Koyo Corporation of USA
Airmaster Fan Co.	Elastimold	KTR Corporation
Allied Lock Inc.	Electra-Gear	KWS Manufacturing Co.
American Pulley	Emerson Power Transmission	L
AO Smith	Ericson Mfg.	Lau Div Conaire
Arco Electric Prod.	Eurodrive	Leeson/Lincoln Motors
Aurora	Eveready	Lincoln Industries
B	F	Linn Gear
Babbitt Bearings Mfg	Fasco	LubeSite Systems
Baldor Electric Co.	Fenner Manheim	Lyon Metal Prod.
Bando USA	Fittings Unlimited, Inc.	M
BCA Bearing	FK Bearings	Machine Guard & Cover Co.
Benshaw	Flexaust Industrial	Mag-Lite
Boss Manufacturing Co.	Fluke	Maska Pulleys, Inc.
Brennan Industries	Fostoria	Medalist Leitzke
Bright Star Flashlights	FYH Bearings	Metallics
Browning Mfg.	G	Midland Brake
Budd Co.	General Bearing	Mill Sprockets
Bussman	General Electric	Milwaukee Sprayer
C	Gleason Reel	Moleculoc
Carlisle Power Transmission	Grove Gear	Moline Chain & Bearings
Chromalox	H	Morse Chain
Cleveland Gear	Habasit Belting	Morse Speed Reducers
Climax Metal Prod.	Handling Equipment Prod.	Mulhern Belting
Conductix	Henkel Loctite	N
Cooper Bearings	Hilliard Corp.	Nachi America
CRC Industries	Hitachi Maxco	Never-Seez
Crosby Clamps	HKK Chain	North American Electric
D	Hoffman Enclosures	Novaflex Group
Danaher Controls	I	NTN Bearing
Daniel Woodhead	IDC-USA	O
Dayco	Ideal Industries	Omni Metalcraft
DD Sling & Supply	IKO International	ORS Bearings
DeWalt	Industrial Electric Reels	Overly Hautz Motor Base Co.
Diamond Case	IPC Power Resistors	P
Dichtomatik Americas	IPTCI Bearing	Page Belting
Dixon Valve & Coupling	Isostatic Industries	Parker Hydraulic
Duct-O-Wire Co.	ITW Dykem/Dymon	Payson Casters
Duracell		Peer Bearing



Peer Chain	S	TPI Corp./Markel
Permatex	Saf-T-Guard	Trac-Rite
PIX Belts	Schatz Bearing Corp.	TRICO
Posi Lock Puller	Screw Conveyor Corp.	U
Power Transmission Solutions	Sealing Specialties Corp.	Universal Metal Hose Mfg.
Price Rubber Corp.	Selecta Switch	Universal Motors
Pro Cal Inc. (PCI)	SEW-Eurodrive	US Electric Motors
Production Tool Supply	SNR Bearing	US Seal Mfg.
Pulsar Lube	Soule Steam Feed	US Tsubaki
Q	SpillTech Environmental	V
QMark	SPX Power Team	Van Gorp Mfg.
R	SST Bearing Corp.	Veeder-Root
Randall Industries	Standard Lockout	Versabar
Rayovac	Super Lube	vibco
Reelcraft Industries, Inc.	Superior Carbon Prod.	Vibra-Tite
Renold Inc.	Superior Industries	Viking Chains Inc.
Renold Jeffrey	Superior Modular Prod.	W
Rollway	System Components	Washington Tools
Ronk	T	WD-40
Rossi Gearmotors	TAPCO Inc.	Wire Rope Corp.
RYCO Hydraulics	TB Woods	World Wide Electric Motors

14. Services: All equipment manufacturers field services such as, but not limited to, diagnostic testing, analysis and troubleshooting, etc.

 State Electric understands the demands of the institutional environment and the growing need to utilize field technicians. Virginia Tech University will have quick access to State Electric and factory technicians. Depending on the Universities' needs, the following services will be available. Our comprehensive offering of field services includes the following:

- ◆ Field Engineering Services, Management and Repair
- ◆ Technical Support and Service, Diagnostics and Trouble Shooting
- ◆ Energy Solutions and Analysis
- ◆ Lighting, Design, Audits and Walk Through Evaluation, ROI Documentation
- ◆ Lighting Control and Dimming Systems
- ◆ Power System Services and Analysts
- ◆ Arc Flash Studies and Training
- ◆ Power Quality Studies and Engineering
- ◆ Motor and Motor Control Analysis
- ◆ Variable Frequency Drives Support, Startup, and Service
- ◆ Programmable Logic Controllers Programming, Support, and Service
- ◆ Automation Technical Support and Troubleshooting
- ◆ Substation and Transformer Diagnostics, Repair, Testing
- ◆ Safety Training
- ◆ Critical Spare Analysis




- ◆ Preventive/Predictive Maintenance Programs, Preventative Maintenance
- ◆ Onsite or Factory Training
- ◆ 24/7/365 Emergency Service

***Depending on scope of work, date and time of assistance, complexity, technology requirements, and duration of job/project, some services may incur charges.*

D. Delivery Policy:

The Contractor shall deliver and unload materials as required to any location on the Virginia Tech campus, or other Virginia Tech properties located in Montgomery County, Virginia. Prompt and reliable delivery is critical. All materials should be delivered from the Contractor's warehouse, unless otherwise requested or agreed to by Virginia Tech. The delivery schedule should be a minimum of once a week, or more often if necessary, or as agreed to otherwise by the parties.

 Our facility in Christiansburg, Virginia will service Virginia Tech's facilities with free deliveries two (2) times a day 5 days a week, Monday - Friday. In addition to the 10 weekly deliveries, State Electric will offer additional special runs daily, as required by the University during normal business hours: 7:00 AM until 5:00 PM, Monday – Friday

All stocking material will be delivered on our trucks, FOB destination, prepaid and allowed. Large projects/orders and/or rapid delivery shipments may be shipped direct from the manufacturer to the University. Freight charges will only occur when material must be shipped special freight as requested by the Universities - air, rapid freight service, and other special carriers - or on material considered non-stock/special, not meeting manufacturer's terms and conditions of freight allowed shipments. When freight charges occur, State Electric will work on behalf of Virginia Tech to minimize freight costs.


Emergency deliveries from our stock items are available 24 hours a day, seven (7) days a week. Emergency deliveries from all supporting State Electric locations can be made within 24 hours to the University. University personnel will be provided key contact information; our after-hour phone service is provided to ensure prompt response time.

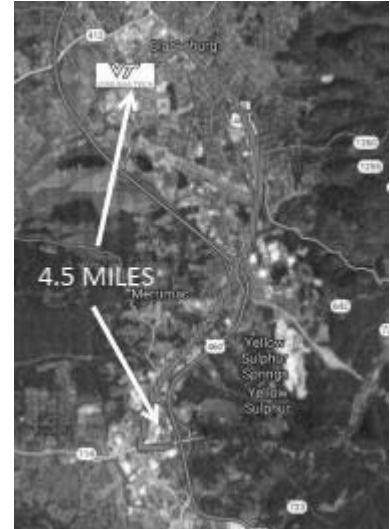




E. Location:

A convenient location of the supply warehouse is necessary for pickup in special circumstances when the regular delivery schedule is not adequate. Therefore, it is desired that the Contractor have a warehouse within a fifty (50) mile radius of Blacksburg, Virginia.

 State Electric has 3 locations within a 50 mile radius of Virginia Tech; Christiansburg, Roanoke, and Wytheville, Virginia. Our Christiansburg facility, located at 390 Arbor Drive Christiansburg, VA, will be the main facility servicing the Universities. It is located only 4½ miles from Virginia Tech's Main Campus. The adjacent map demonstrates our strategically placed location.




F. Reservations:

Virginia Tech reserves the right to bid or purchase separately any items described herein. This includes, but is not limited to, items not in stock at the time of order placement, compatible items not in stock, items which are deemed to be of any inferior quality or items which are over-priced in comparison to similar items from other sources. Virginia Tech also reserves the right to purchase separately any item(s) which need to be obtained more quickly elsewhere due to an emergency, or in order to prevent discomfort to university clients, inefficient use of labor resources, or any other unusual circumstances.

 State Electric understands and accepts the terms and conditions described above.



OTHER REQUIREMENTS: The Contractor shall have the staff and organization sufficient to comply with the following requirements:

 Virginia Tech will be serviced directly by a team of experienced and knowledgeable employees from our Christiansburg, VA location. In addition to your local support team, State Electric's corporate management along with many company-wide resources will assist in the support of the Universities to further enhance our local service. In addition, our Information Technology team will develop the necessary reports and documentation to properly monitor and support all Universities' requirements. Below is a list of State Electric personnel available to support the Universities' expectations and requirements.

Branch Management and Local Support Team

Inside Support Team Mgr. (DT=Local)	Tim Griffith	32 YOE * 
Inside Support Team (DT=Local).....	Heath Wilson	4 YOE
Inside Support Team (DT=Local).....	Chris DeMaria	3 YOE
Counter Sales (DT=Local).....	Greg Simon	44 YOE
Lead Area Purchasing (DT=Local).....	Elaine Byrd	26 YOE
Industrials Controls Specialist (DT=45min).....	Dave Newhouse	42 YOE
Account Manager, Onsite Support (DT=Local).....	Chris Caldwell	32 YOE * 
Area Sales Manager, (DT=3 hours).....	Robert Pound	39 YOE
Area Manager, Christiansburg, VA (DT=Local)	Dave Creed	44 YOE
Branch Manager, Christiansburg, VA (DT=Local).....	Steve Francis	27 YOE * 
Branch Manager, Roanoke, VA (DT=45min).....	Bill Schaeffer	27 YOE

Specialist Support and Service

Datacom (DT=45 Minutes).....	Wes Napier	33 YOE
Energy Solutions Specialist (DT=Local).....	Sara Purpura	15 YOE
Information Technology (DT=3 Hours).....	Randy Yoho	32 YOE
Technical Services & Automation (DT=Local).....	Guy Stike	33 YOE
TCO and Inventory Management (DT=3 Hours).....	Bill Wymer	9 YOE
Director of Pricing(DT=3 Hours).....	Jeremy Ratcliff	15 YOE
Utility Sales (DT=3 Hours).....	Charlie Hall	31 YOE
Utility Sales (DT=3 Hours).....	Darrin Jenkins	34 YOE
A.C.T. eCommerce Team Mgr. (DT=45min).....	Mike Laffoon	36 YOE

Corporate Management

Vice President (DT=1 ½ Hours).....	David Gravely	44 YOE * 
Senior VP (DT=3 Hours).....	Jeff Clark	44 YOE
President/COO (DT=3 Hours).....	John Spoor	42 YOE

Each of the above is experienced in the jobs they perform. State Electric's dedicated sales staff is available to our customers anytime during and after normal working hours for emergencies, special



projects and consultations. For your evaluation we have also included **DT-Drive Time** to the area and **YOE-Years Of Experience** for each employee.



*Many of State Electric's employees participate in the nationally recognized CEP—Certified Electrical Professional program. This program develops and measures the knowledge, skill and experience of sales professionals. It is an intensive program designed to professionally certify the competencies of our sales team and make sure they possess the knowledge and skills our customer's desire. The certification is conducted by NAED—National Association of Electrical Distributors in partnership with The Sales Institute at Florida State University. This one-of-a-kind industry designation is a powerful way for our customers to validate the sales professionals servicing their facilities possess the qualities they require.

- A. All orders picked up or delivered shall be accompanied by a receipt or packing slip indicating date of sale, purchase order number, work order number and items/quantities received. If items from multiple purchase orders/work orders are delivered at the same time, a separate receipt or packing slip must be provided for each individual purchase order/work order number. Back-orders shall not be allowed, except as agreed to in advance by Virginia Tech.



State Electric will comply with all packing slip requirements. For your review a sample document has been provided on the next page.



STATE ELECTRIC SUPPLY COMPANY
 CUSTOMER FOCUSED. QUALITY DRIVEN

P. O. BOX 5397
 HUNTINGTON, WV 25703-0397

ORIGINAL

Document: Pick Ticket/Packing List

Order # Page #
 11159635-00 1

Christiansbrg 540-382-6415 416 ** DO NOT PAY **** DO NOT PAY **** DO NOT PAY **
 State Electric Supply Co. Local: (540)382-6415/
 390 Arbor Drive Wats :
 Christiansburg, VA 24073 Fax : 540-381-1520

PO Date PO #
 09/01/15 P2887830

PO/WO Number

Ship to Location:
 Customer may specify
 different shipping
 locations.

Cust #: 825808

Bill To: V P I PHYSICAL PLANT
 STERRETT CENTER
 MAINTENANCE BLDG, RM 30
 BLACKSBURG, VA 24061

Ship To: CENTRAL STORES WAREHOUSE
 VPI PHYSICAL PLANT
 BLACKSBURG, VA 24061

Date of Sale

Special Instructions

Instructions
 CONTRACT PO# UCP-TG-009-11

Staging Area

Line #	Product And Description	Terms Net 30 Days	Ship From 0416	Order Writer 1631	UPC Item#	Bin Location	Quantity Ordered	Quantity B.O.	Quantity Shipped	Qty UN	Request 09/02/15	Shipped 09/01/15	Unit Price	Amount (Net)
1	6-ETHQB32030 BRKR 3P 30A 240V 10KA		01241	2E/2A/5 /			1.00	0.00	1.00	EACH			127.6900	127.6900
2	HWDBL2721 GRD LKG PLUG-N L15-30P		03922	2B/2C/2 /			1.00	0.00	1.00	EACH			26.4200	26.4200
3	CHN270 3/4 STL COND BODY COVER		00220	2C/1D/6 /			2.00	0.00	2.00	EACH			3.7900	7.5800
4	CHNGASK572 3/4 MED BODY GASKET		43530	2C/1C/6 /			2.00	0.00	2.00	EACH			3.0400	6.0800

Qty Ordered - Qty B.O. - Qty Shipped

Item Number and description.
 Customers may use their own part
 numbers to place orders.
 Customers may also specify Bin/Isle

Shipping information.
 All orders are double checked for
 accuracy.

4 Lines Total ** # of Lines Not Printed 0
 Picked By: Packed By: Checked By: Cube:

Weight:

Freight Charges:

PM
 Bags Bnds Boxes Coils Cndt
 1

47

Received By:

Date Received:

9-1-15

Packing & Shipping info

Signatures are scanned and saved

Date Received



B. Invoices for items ordered and delivered shall be submitted by the Contractor directly to the payment address shown on the Contract or Purchase Order. Invoices shall indicate the Virginia Tech contract number, purchase order number, work order number, receipt or packing slip numbers, items and quantities received, date items were received, and verifiable pricing information including commodity, catalogue number, list price, discount, and discounted price. **Invoices shall be identified by the Virginia Tech work order number and/or Purchase Order number. Invoices shall be submitted on a bi-monthly basis during the week after receipt.**

SE State Electric will comply with all Invoice requirements, as well Electronic Invoicing Capabilities. For your review a sample document has been provided below.

STATE ELECTRIC SUPPLY COMPANY

CUSTOMER FOCUSED. QUALITY DRIVEN

Local (304) 523-7491 Toll Free (800) 624-3417 Fax (304) 528-0243

INVOICE

Invoice Date & Number		
UPC V	INVOICE DATE	INVOICE NO.
000000	10/08/15	11244663-00
P.O. NO.		PAGE #
P2906594		1

CUST.#: 825808 Account No.

SHIP TO: CENTRAL STORES WAREHOUSE Shipped To
 VPI PHYSICAL PLANT
 BLACKSBURG, VA 24061

BILL TO: VPI PHYSICAL PLANT Bill To
 STERRETT CENTER
 MAINTENANCE BLDG, RM 30
 BLACKSBURG, VA 24061

PO/WO Number: Contract Number Shipping and Delivery Information

REMIT TO: State Electric Supply Company Payment Address
 P O Box 890889
 Charlotte, NC 28289-0889

Date Delivered: Date Delivered

INSTRUCTIONS		SALES REP	PLACED BY
CONTRACT PO# UP-TG-009-11		1631	
SHIP POINT	SHIP VIA	SHIPPED	TERMS
Christiansbrg 540-382-6415 41	Our Truck	10/08/15	Net 30 Days

LINE NO.	PRODUCT AND DESCRIPTION	QUANTITY ORDERED	QUANTITY B.O.	QUANTITY SHIPPED	QTY. U/M	UNIT PRICE	DISC %	AMOUNT (NET)
1	MUL97101 1G SAT-SS DPLX RCPT PLT	50	0	50	EACH	1.64	32.00	55.76
2	W-MV5745 COMB SWITCH&RCPT BOX 1 3/4 DEEP	10	0	10	EACH	6.82	14.00	58.65
3	ADVICN2S8635I BALLAST ELECT 1-2LAMP 44-86W T8HO 120/277V	6	0	6	EACH	233.16	79.00	293.78
Lines Total 3		Qty Shipped Total		66		Total Invoice Total		408.19
								408.19

Product item numbers and descriptions. In addition we can insert special markings, reference numbers, extended descriptions or special freight comments

Qty Ordered - Qty B.O. - Qty Shipped

Customers may use their own part numbers to place orders, those numbers will appear on these documents

List Price

Discount


Extended Price

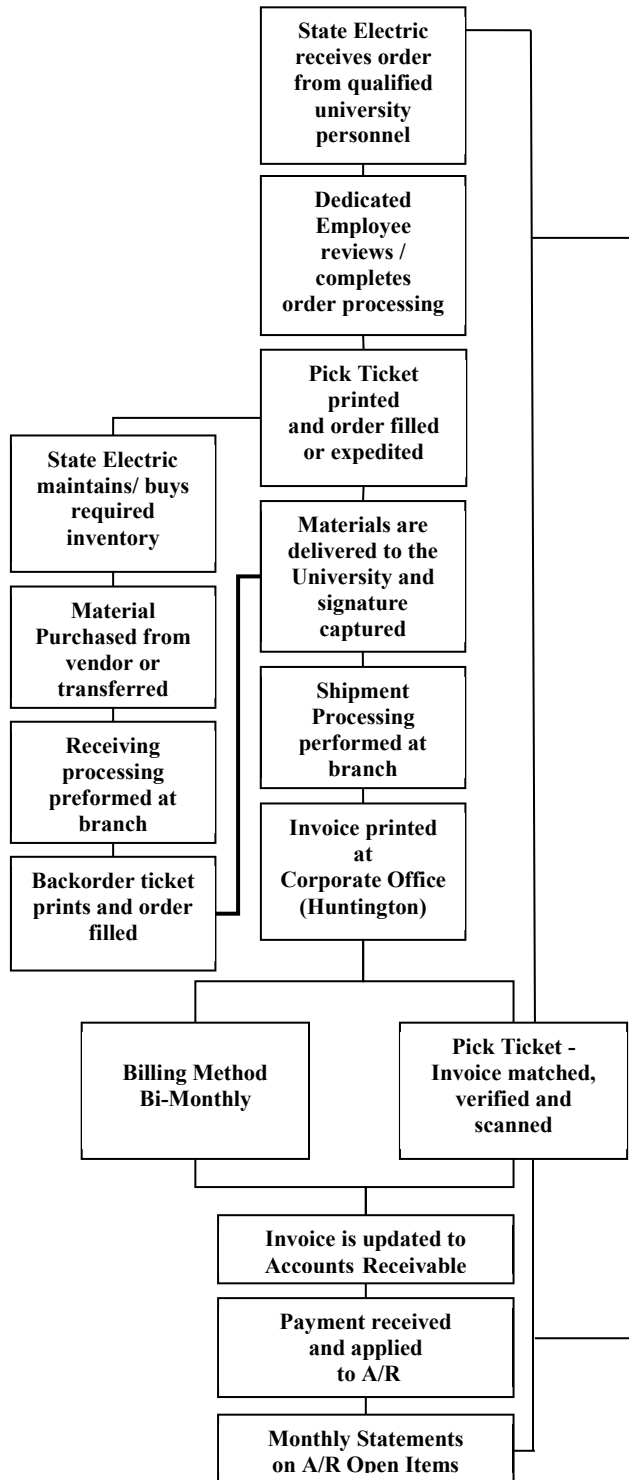
Total price with discount applied

Last Page
FEIN 55-0384235



- C. Orders shall be placed by approved Virginia Tech personnel, who have been identified in advance by the Assistant Director of Business Administration for University Planning, Design and Construction at Virginia Tech. Virginia Tech shall not be responsible for any purchases made by unauthorized personnel. Contractor shall require a legible signature from all Virginia Tech personnel on orders picked up or delivered.

 State Electric understands and accepts the terms and conditions described above. In addition, we scan and archive all signed delivery receipts for future reference and have them available upon request. For your review we have included an "Order Process" flow chart and details on the next page.



Only authorized personnel and approved order methods will be able to purchase material. As approved and directed by VaTech, orders may be placed directly, Jaegger portal, eVA, online, fax, email, PO document, phone or verbally.

Once the order is placed utilizing an approved method, the order will be reviewed by a dedicated inside sales associate and entered/released immediately into our system.

A Picking Ticket is printed and warehouse personnel pick, pack and stage items for delivery. Any out-of-stock condition is flagged then sourced and expedited by the buyer. Material is purchased from vendor or transferred from another location whichever meets the requirements of the University.

State Electric will monitor usage reports and stock levels making the necessary adjustments to meet your needs.

Deliveries will be made and signatures captured at points designated by Virginia Tech daily and around the clock for emergency needs. A two-part delivery document accompanies the material for proof of delivery. (1) For the University receipt and (1) for State Electric records.

Orders are shipment processed to authorize invoicing and to collect performance data.

Invoices are printed daily for delivered orders, matched and verified at the corporate office. Alternative billing schedules can be accommodated as required. Summary reports are available to VirginiaTech.

Virginia Tech may specify the need for unique account numbers for various departments on campus.

Payments are received manually or electronically. An A/R Clerk and Credit Officer are assigned to Virginia Tech's accounts for clearer internal and external communications if discrepancies occur. Any open items are reported on a monthly Accounts Receivable Statement.


State Electric utilizes MaxRecall, a document management and archive system, to maintain and store copies of all invoices, delivery receipts and signatures. These documents are available upon



D. Contractor shall indicate pricing and expected delivery date at time of order placement.

 State Electric understands and accepts the terms and conditions described above.

E. Supporting Documentation: Virginia Tech reserves the right to request supporting documentation on discounts, pricing, or any other information provided by the Contractor at any time during the contract period.

 Utilizing Hyperion, our comprehensive reporting software; our Information Technology team will develop the necessary reports and documentation needed to meet all the Universities' requirements.

F. Parking Policy:

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

 State Electric understands and accepts the terms and conditions described above.



VIII. PROPOSAL PREPARATION AND SUBMISSION:

A. Specific Requirements

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

1. Plan for Providing Electrical Equipment and Supplies:

Describe and list Offeror's inventory in terms of volume, quantity, and variety of items in each category described in Section VII. (C.) Inventory.

Please refer to Section VII; (C) Inventory, Pgs 10-26

Describe and list the variety of items and manufacturers which the Offeror has available through its suppliers, in terms of the items listed in Section VII. (C.) Inventory.

Please refer to Section VII; (C) Inventory, Pgs 10-26

Describe the location and address of the facility that will serve Virginia Tech most frequently. Also describe and list addresses of any branch facilities that may be used to service Virginia Tech.

Please refer to Section VII; (E) Location, Pg 26; also see Pgs 42 & 43 for map and branch listing.

Describe Offeror's delivery policy in detail, including delivery charges if any.

Please refer to Section VII; (D) Delivery Policy, Pg 26

Describe Offeror's invoicing procedure, including sample copies of sales tickets, delivery tickets, invoices, etc.

Please refer to Section VII OTHER REQUIREMENTS (A)&(B) Pgs 28-31

Describe methods available for placement of orders.

As approved and directed by Virginia Tech, orders may be placed directly, Jaegger portal, eVA, online, fax, email, PO document, phone, or verbally. Please refer to Section VII; (C) Pg 31, 33 for more detail

Describe your order fulfillment rate and the typical turnaround time from receipt of an order until delivery is made.


It is our goal to meet the requirements of Virginia Tech for "On Time Deliveries" both on stock, and non-stock materials. At the item level, precautions are taken to accommodate our customer's expected usage and lead-times. Additional precautions, such as quantity adjustments in safety stock, lead time adjustments, Min/Max order points, and reorder quantities are utilized to properly maintain desired inventory levels. The ability to fulfill a 100% on-time delivery rate is based on many factors; clearly defined interpretation of "on-time" on each order, accurate delivery collaboration and communication, mutually agreed to inventory types and quantities, sufficient and reasonable notice allowing procurement cycles of non-stock and specialty materials, well-timed notification and releases on material subject to manufacturer's lead times and advance notification of projects requiring material quantities exceeding normal inventory levels. Due to State Electric's



experience with the Universities' procurement and inventory requirements we have been able to maintain fill rates above 98% by utilizing the agreed to material types and quantities, as well as our APO system and fulfillment history.

2. Price:

Describe your plan for pricing items that may be sold to Virginia Tech under any contract that may result from this solicitation. Comment on price firmness and describe your plan for conveying price changes during renewal periods of the contract. Please note that cost plus a percentage of cost pricing arrangements are not acceptable.

 Trade Service and IDEA (The Industry Data Exchange Association) are national recognized pricing services that are the chosen standards for NAED (National Association of Electrical Distributors). Utilizing Trade Service and IDEA Fusion, we will provide a list price plus a discount. Pricing held consistent with the increase or decrease of the manufacturer's pricing. Pricing updates are available in paper form, or varied electronic formats. Other Non-Trade Service Items (additional electrical, electronic, datacom, utility, power transmission and accessories) are available upon request in a vendor catalog format. Following (pg. 36) is a listing of major product categories that State Electric is quoting to Virginia Tech with the discount offered. (Additional Manufacturers may be added as needed by Virginia Tech or as State Electric acquires new product lines. Any new vendors will be grouped into the appropriate product category and discounts will be offered utilizing the same criteria.)

In addition, we have provided a portion of our electronic catalog (attached file VTcontractpricefile). The electronic catalog displays products, descriptions, discounts and net pricing. We also included a link allowing you to view the products online. **Please note, for your convenience, the discounts offered have already been applied and the price calculated for you in the Price List Catalog (Attachment Vtcontractpricefile).** Evidence of price updates will be electronically indexed and maintained for Virginia Tech. Exceptions to pricing schedule is as follows.

***Pricing Exception:** Conduit, strut, wire, cables and fiber optic cables are commodity items where the market fluctuation of steel, PVC, copper, rare metals, resin compounds and aluminum dictates the pricing schedules. These prices are updated throughout the State Electric system **based on current market conditions**. Virginia Tech's pricing on these commodity items shall be changed using the same criteria which reflect our most favorable pricing.

****Special Negotiations** – State Electric works diligently to provide our best pricing and discounts to the Universities. Some products may be subject to discounts beyond those shown. Additional discounts may result with larger than normal quantities, large projects, special negotiations, promotional buys, manufacturer price reduction, introductory specials, etc. These discounts will be passed on to Virginia Tech and reported as requested.

Discount Schedule

PRODUCT CATEGORY	DISCOUNT	MULTIPLIER
Alarms, Security, Signaling	50.0%	0.500
Automation	52.0%	0.480
Ballasts	74.5%	0.255
Batteries, Flashlights	42.0%	0.580
Boxes, Enclosures	48.5%	0.515
Builder Products	42.5%	0.575
Cable Tray, and Strut (fittings)	63.0%	0.370
Cable, Cords, Wire - (Cordset)	32.5%	0.675
Cable, Cords, Wire	Current Market Value	
Chemicals, Lubricants, Janitorial Products	42.0%	0.580
Conduit, Flexible Conduit, Strut	Current Market Value	
DataCom	17.0%	0.830
Fans, Heaters, Ventilation	51.0%	0.490
Fasteners	32.0%	0.680
Fittings	61.0%	0.390
Fuses, Blocks, Holders	62.5%	0.375
Ground Rods & Grounding Systems	46.0%	0.540
Lamps	71.5%	0.285
Lighting Controls	20.0%	0.800
Lighting Fixtures	49.0%	0.510
Line Construction, Utility Products	49.0%	0.510
Motor Control	51.0%	0.490
Motors	25.0%	0.750
Power Distribution Equipment	58.5%	0.415
Raceway, Wireway	26.2%	0.738
Tapes, Insulating Products	31.5%	0.685
Test Equipment, Meters	15.0%	0.850
Tools & Safety	24.0%	0.760
Transformers	26.0%	0.740
Wire Connectors & Soldering Materials	45.0%	0.550
Wire Management, Markers	35.5%	0.645
Wiring Devices	41.5%	0.585
All Others - Misc. Items	15%	0.850




Please note, the discounts offered in the Discount Schedule have already been applied and the price calculated for you in the Complete Price List (Attachment VTcontractpricefile). State Electric has provided an extended price titled "CONT PRICE". Do Not Recalculate. Any vendor not listed above will be priced at list price less 15% (.85).

State Electric will work in the best interest of Virginia Tech to control suppliers cost and maintain sufficient inventory levels. Centralized purchasing for 41 locations helps maximize discounting and preferred vendor programs help to gain manufacturer support.

Projects requiring larger than normal quantities of negotiable products may be subject to additional discounts, which will be documented and passed on to Virginia Tech. State Electric will work to negotiate such projects whenever possible.

3. Qualifications, Experience and References:

Describe the qualifications and experience of your organization and the individuals that will service the Virginia Tech account.

 State Electric has over 68 years of experience servicing a wide variety of customers in the electrical, datacom, utility and power transmission industries. Virginia Tech will be serviced directly by a team of experienced employees from our Christiansburg, VA location along with company-wide resources (*see Section VII; Other Requirements, Pg 28-29 for list of individuals that will service the University*) that will provide additional support and service. State Electric Christiansburg was opened in 1990.

In addition to our local resources listed above, State Electric's corporate management team will assist in the support of the Universities to further enhance our service. Our business services department will provide the University with a dedicated account contact to interact with Virginia Tech for invoicing and accounts receivable needs.

State Electric has Electrical Engineers and field technicians on staff with diverse backgrounds, along with a fully qualified IT group, and Microsoft Certified System Engineer on staff, to support our communication systems. Vendor/Manufacturer Engineering and Sales Representatives are also available for support to Virginia Tech through State Electric. Also see list of our support team in *Section VII, Pg 28-29*.

Provide three references of account size similar to Virginia Tech for whom goods of the type described herein are provided on a regular basis. Include Client's Name, Address, Phone Number, Contact Person, and approximate dollar volume per year.

 References are listed on the next page.



References

Customer	Ohio University	

Customer	North Carolina State University	

Customer	Pemco/AMR	

Customer	West Virginia University	

Customer	CNX Gas	



4. Inventory and Warehouse Locations:

Provide a complete description and listing of the Contractor's capabilities in terms of volume, quality and variety of items in each category in stock and on-site at Contractor's warehouse. Also provide complete descriptions and listings of all supplies available through manufacturers, and branch warehouses, including the volume, quality and variety of items and supplies available. This may also include a statement of willingness to alter inventory to better meet Virginia Tech's requirements.

For description and listing of inventory levels and manufacturers available to the Universities please refer to *Section VI, (C; Items 1-13), Pgs 10-26.*

In addition to our local and corporate inventories, State Electric will work closely with the personnel of Virginia Tech to coordinate and adjust our inventory levels to best serve your requirements. **State Electric will maintain inventory of standard and special non-stock products based on your requirements.** With our close proximity, and twice-daily prompt delivery routine, the University can rely on our support allowing your surplus inventory to be reduced. State Electric Supply will work with the University to secure products that we currently may not supply, but are necessary to the maintenance, repair, renovations, or operations of your facilities. Projects requiring timely release of materials can be staged with multiple releases from our Christiansburg facility, allowing the University to efficiently expedite material without utilizing their own warehouse space.

State Electric compiles history of the items most commonly purchased by Virginia Tech . Utilizing our APO (Automatic Purchase Order) System, our dedicated buyers establish Min/Max inventory levels on such items to assure product availability when needed. The chart below is a sample of Virginia Tech's purchase history and estimated inventory levels.

SESCO Item Number
PHL9.5T8MAS48840IF16P101
WCUTHHN6STRBKR500
WAL15KV1/OTRXPAL
3-MO/B+POUCH
WCUTHHN10STRGN
WCUTHHN6STRWER500
WCEBEL2412-006-A1000
WCUTHHN12STRGN
PHLF32T8/ADV841/2XL/ 25W
WALURD4/03RN
WCUTHHN12STRBK
CONPVCSCH40100
T-BTY525M
WALXHHW500AL
WCECW09394-PUGY
WCUTHHN10STRWE
T-BTY526M
WCUTHHN12SOLBK
WCUTHHN12STRWE
WCUTHHN6STRBKR1000


(Additional documentation is available upon request)

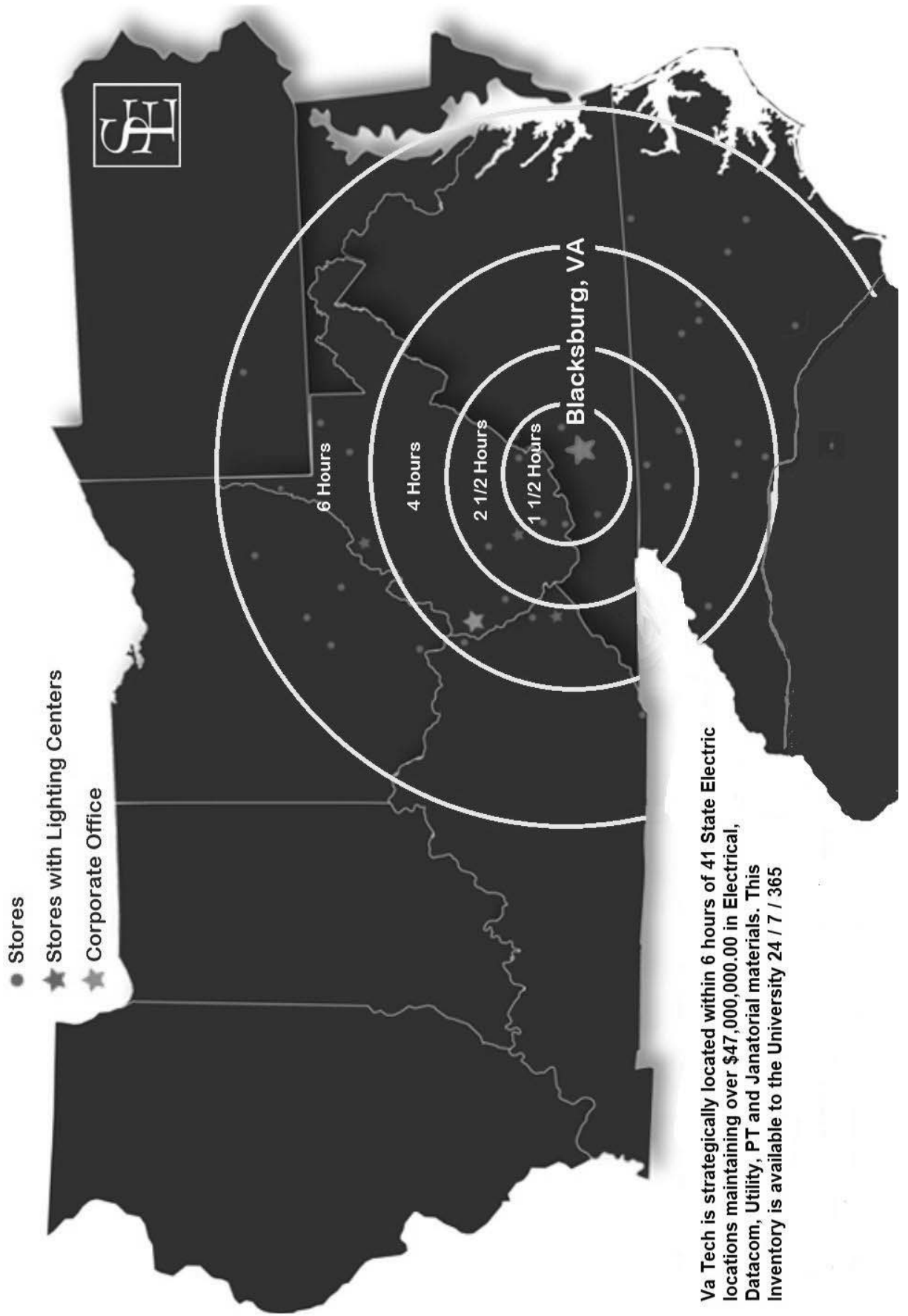


State Electric can also provide progressive inventory management programs such as onsite material management, job site trailers, storeroom management, and embedded material management. Each of these management methods are available to Virginia Tech and can be beneficial in reducing transactions and overall cost of doing business.

**We request "inventory levels" remain confidential*

Please provide mileage from the Contractor's supply warehouse to Virginia Tech's Sterrett Facilities Complex in Blacksburg, Virginia.

 Virginia Tech is serviced directly by our branch in Christiansburg, VA which is 4.5 miles from Virginia Tech's Facilities Complex (See location map in Section VI, (E) Pg 27). In addition, the University will have full access to multiple branch inventories through the State Electric system and/or direct if required. Inventories can be accessed within hours for emergencies or 24 hours for standard deliveries. (See map and list of locations Pgs 42 & 43 - next 2 pages).



Va Tech is strategically located within 6 hours of 41 State Electric locations maintaining over \$47,000,000.00 in Electrical, Datacom, Utility, P.T and Janatorial materials. This Inventory is available to the University 24 / 7 / 365



Virginia	West Virginia	North Carolina	Branches within 6 Hours of the Universities
<p>Local / Servicing Branch State Electric Supply Co. 390 Arbor Dr. Christiansburg, VA 24073</p>	<p>Corporate Offices State Electric Supply Co. 2010 2nd. Ave Huntington, WV 25703</p>	<p>State Electric Supply Co. 1221 National Dr. Winston Salem, NC 27113</p>	
<p>State Electric Supply Co. 348 North Monroe Ave. Covington, VA 24426</p>	<p>State Electric Supply Co. 2010 2nd. Ave Huntington, WV 25703</p>	<p>State Electric Supply Co. 989 W. Pine St., Hwy 89 Mt. Airy, NC 27030</p>	
<p>State Electric Supply Co. 3105 Shenandoah Ave. Roanoke, VA 24017</p>	<p>State Electric Supply Co. 1223 Charles Ave. Dunbar, WV 25064</p>	<p>State Electric Supply Co. 2709 Patterson St. Greensboro, NC 27407</p>	
<p>State Electric Supply Co. 225 N 111th St Wytheville VA 24382</p>	<p>State Electric Supply Co. 4601 Camden Ave. Parkersburg, WV 26101</p>	<p>State Electric Supply Co. 2115 W Front St Statesville, NC 28677</p>	Branches within 4 Hours of the Universities
Kentucky	<p>State Electric Supply Co. 530 Ragland Road Beckley, WV 25801</p>	<p>State Electric Supply Co. 703A Pitts School Rd NW Concord, NC 28027</p>	
<p>State Electric Supply Co. 2528 Greenup Ave. Ashland, KY 41101</p>	<p>State Electric Supply Co. 1356 Hanging Rock Highway Logan, WV 25601</p>	<p>State Electric Supply Co. 2349 Plastics Dr Gastonia, NC 28054</p>	
<p>State Electric Supply Co. 122 Johnson St. Pikeville, KY 41501</p>	<p>State Electric Supply Co. 820 Bluefield Ave. Bluefield, WV 24701</p>	<p>State Electric Supply Co. 485 Watson Rd Arden, NC 28704</p>	Branches within 2 1/2 Hours of the Universities
<p>State Electric Supply Co. 1420 E. Cumberland Ave. Middlesboro, KY 40965</p>	<p>SESCO Datacom 405 12st St Dunbar, WV 25064</p>	<p>State Electric Supply Co. 801 N George St Goldsboro, NC 27530</p>	
<p>State Electric Supply Co. 1518 Industrial Park Dr. Maysville, KY 41056</p>	<p>State Electric Supply Co. 890 East Pike St Clarksburg, WV 26301</p>	<p>State Electric Supply Co. 3925 Tarheel Dr. Raleigh, NC 27609</p>	
Ohio	<p>State Electric Supply Co. 3069 University Ave Morgantown WV 26505</p>	<p>State Electric Supply Co. 1953 Dr. Martin L King Blvd. Kinston, NC 28501</p>	Branches within 1 1/2 Hours of the Universities
<p>State Electric Supply Co. 555 Mill Park Dr. Lancaster OH 43130</p>	<p>State Electric Supply Co. 181 Oak Carriage Ln. Lewisburg WV 24901</p>	<p>State Electric Supply Co. 815 J R Allsbrook Hwy Roanoke Rapids, NC 27870</p>	
<p>State Electric Supply Co. 2045 8th St. Portsmouth, OH 45662</p>	<p>State Electric Supply Co. 108 Walnut St Princeton, WV 24740</p>	<p>State Electric Supply Co. 8065 Chapel Hill Rd. Cary, NC 27513</p>	
<p>State Electric Supply Co. 1262 Industrial Dr. Chillicothe, OH 45601</p>	<p>State Electric Supply Co. 50 East Cove Ave Wheeling, WV 26003</p>	<p>State Electric Supply Co. 1111 Person St. Durham, NC 27703</p>	
<p>State Electric Supply Co. 9 Herrold Ave. Athens, OH 45701</p>		<p>State Electric Supply Co. 4101 Raeford Rd Unit 200 Fayetteville NC 28304</p>	
Illinois		South Carolina	Color Key
<p>State Electric Supply Co. 1911 West Rendleman St. Marion, IL 62959</p>		<p>State Electric Supply Co. 2077 Burkett Rd. Rock Hill, SC 29730</p>	



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 SBSBD website at <http://www.sbsd.virginia.gov/>



Please refer to Section II; Small, Women-Owned and Minority (SWAM) Business Participation, Pg 5

6. The return of the General Information Form and addenda, if any, signed and filled out as required.



State Electric has attached all addenda (if any) in *Section XIII, Addendum, Pg 48* and signed all appropriate documents (if applicable).

B General Requirements

1. RFP Response: In order to be considered for selection, Offerors shall submit a complete response to this RFP to include;
 - a. **One (1) electronic document** in WORD format or searchable PDF (*flash drive*) of the entire proposal as one document, INCLUDING ALL ATTACHMENTS emailed to procurement@vt.edu. Size not to exceed 25Mb.

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

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

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

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




State Electric understands and accepts the terms and conditions described above.




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.


 For your convenience and evaluation, we have prepared our proposal response by incorporating Virginia Tech's RFP document. Maintaining the structure and numeric sequence of the RFP, you will find our response inserted after each section and/or statement requiring a response. Each section has been tabbed and our response easily identified with our 'SE' logo and highlighted in gray.

- 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.



 Due to the sensitivity of portions of our proposal we have identified items needing to remain confidential with the following notation—**We request “stated subject” remain confidential.*

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.


 State Electric has endeavored to make our proposal as thorough and detailed as possible. However in our best effort, we may have left some issues unclear. In order to bring clarity to questions your evaluation may reveal, or to further negotiate or illustrate our proposal, we welcome the opportunity to participate in an oral presentation.

IX. SELECTION CRITERIA AND AWARD:

A. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:


<u>Criteria</u>	<u>Maximum Point Value</u>
1. Quality of products/services offered and suitability for the intended purposes	10
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)	30
5. Participation of Small, Women-Owned and Minority (SWAM) Business	10
	Total 100

 State Electric understands the criteria as stated above.



Award To Multiple Offerors:

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

 State Electric understands the award criteria and welcomes the opportunity to participate in additional discussions and/or negotiations with Virginia Tech.


X. INQUIRIES:

All inquiries concerning this solicitation should be submitted in writing via email, citing the particular RFP section and paragraph number. All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 5:00 PM on June 3, 2021. Inquiries must be submitted to the procurement officer identified in this solicitation.

XI. INVOICES:

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

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

 In addition to the invoice address listed above, State Electric also offers all EDI transaction sets to accommodate electronic invoice and payment.

XII. METHOD OF PAYMENT:

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

Payment can be expedited through the use of the Wells One AP Control Payment System. Virginia Tech strongly encourages participation in this program. For more information on this



program please refer to Virginia Tech's Procurement website: <http://www.procurement.vt.edu/vendor/wellsone.html> or contact the procurement officer identified in the RFP.

State Electric adopted Virginia Tech's electronic single-use CAN—Control Account Number system in January 2011.

XIII. ADDENDUM:

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

No addendums were posted as of 06/18/2021 @ 10 AM.

XIV. COMMUNICATIONS:

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

XV. CONTROLLING VERSION OF SOLICITATION:

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

XVI. TERMS AND CONDITIONS:

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

State Electric has read, understands and accepts the attached terms and conditions with exceptions noted.

XVII. CONTRACT ADMINISTRATION:

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



XVIII. ATTACHMENTS:

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



ATTACHMENT A
TERMS AND CONDITIONS

RFP GENERAL TERMS AND CONDITIONS

See:

http://procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_RFP_08012020.pdf

ADDITIONAL TERMS AND CONDITIONS

- A. ADDITIONAL GOODS AND SERVICES:** The University may acquire other goods or services that the supplier provides other than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the Agreement.
- B. AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.
- C. AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- D. CANCELLATION OF CONTRACT:** Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- E. CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Request for Proposal including all modifications thereof, the proposal submitted by the Contractor, the written results of negotiations, the Commonwealth Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
- F. IDENTIFICATION OF PROPOSAL EMAIL:** Due to the COVID-19 emergency declaration, Virginia Tech will only be accepting electronic submission of proposals. All submissions must be submitted to procurement@vt.edu with the **RFP number, due date, and time in the subject line of the email**. No confirmation receipt will be provided. It is the responsibility of the offeror to make sure their proposal is delivered on time. Delivery Confirmation receipts from the offeror's own email system are highly recommended. **Attachments must be smaller than 25MB in order to be received by the University.**

The offeror takes the risk that if the email is not marked as described above, it may be inadvertently opened and the information compromised, which may cause the proposal to be disqualified. Proposals may **NOT** be hand delivered to the Procurement Office.

- G. NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing via email.



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



SPECIAL TERMS AND CONDITIONS

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.

AS-BUILT DRAWINGS: The contractor shall provide Virginia Tech a clean set of reproducible "as built" drawings and wiring diagrams, marked to record all changes made during installation or construction. The Contractor shall also provide Virginia Tech with maintenance manuals, parts lists and a copy of all warranties for all equipment. All "as built" drawings and wiring diagrams, maintenance manuals, parts lists and warranties shall be delivered to Virginia Tech upon completion of the work and prior to final payment.

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

DELIVERY AND STORAGE: It shall be the responsibility of the contractor to make all arrangements for delivery, unloading, receiving and storing materials in the building during installation. Virginia Tech will not assume any responsibility for receiving these shipments. Contractor shall check with Virginia Tech and make necessary arrangements for security and storage space in the building during installation.

DELIVERY POINT: Except when otherwise specified herein, all items shall be F.O.B. delivered any point within the Commonwealth of Virginia as directed by ordering department, institution or agency of the Commonwealth or Public bodies of the Commonwealth as defined in Section 2.2-4301 of the Virginia Public Procurement Act.

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.

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.



INSPECTION OF JOB SITE: My signature on this solicitation constitutes certification that I have inspected the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by Virginia Tech.

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.

MAINTENANCE MANUALS: The contractor shall provide with each piece of equipment an operations and maintenance manual with wiring diagrams, parts list, and a copy of all warranties.

ORDERS: Applicable departments, institutions, agencies and Public Bodies of the Commonwealth of Virginia may order by issuing a purchase order against any contract resulting from this solicitation.

PREVENTIVE MAINTENANCE: The contractor shall provide necessary preventive maintenance, required testing and inspection, calibration and/or other work necessary to maintain the equipment in complete operational condition during the warranty period.

PRICE ESCALATION/DEESCALATION: Price adjustments for changes in the contractor's price of materials, labor and transportation may be permitted. Request for price adjustments for any other reasons will not be granted. No price increases will be authorized for 365 calendar days after the effective date of the contract. Contractor shall give not less than 30 days advance notice prior to the annual renewal of the contract of any desired price increase.



The Contractor shall document the amount and proposed effective date of any general change in the price of materials, labor and transportation. Documentation shall be supplied with the contractor's request for increase which will (1) verify that the requested price increase is general in scope and not applicable just to Virginia Tech, and (2) verify the amount or percentage of increase which is being passed on to the contractor by the contractor's suppliers. Failure by the contractor to supply the aforementioned verification with the request for price increase will result in a delay of the effective date of such increase. The Virginia Tech Procurement Department may verify such change in price independently. The Virginia Tech Procurement Department may make such verification as it deems adequate. However, any increase which the Virginia Tech Procurement Department determines is excessive, regardless of any documentation supplied by the contractor, may be cause for cancellation of the contract by the Virginia Tech Procurement Department. The Virginia Tech Procurement Department will notify the contractor in writing of the effective date of any increase which is approved. However, the contractor shall fill all purchase orders received prior to the effective date of the price adjustments of the old contract prices.

"Across the Board" price decreases are subject to implementation at any time and shall be immediately conveyed to Virginia Tech. The contractor is further advised that price decreases which affect the price of materials, labor, and transportation are required to be passed on to Virginia Tech immediately. Failure to do so will result in action to recoup such amounts.



Please reference Pricing Plan as detailed under VIII, A, 2 Price, Pgs 36 – 38.

RENEWAL OF CONTRACT: This contract may be renewed by Virginia Tech upon written agreement of both parties for (two years)/(three successive two year periods), under the terms of the current contract, and at a reasonable time (approximately 90 days) prior to the expiration.

SAFETY: The contractor bears sole responsibility for the safety of its employees. The contractor shall take all steps necessary to establish, administer, and enforce safety rules that meet the regulatory requirements of the Virginia Department of Labor and Industry (VDLI) and the Occupational Safety and Health Administration (OSHA). The contractor shall take steps as necessary to protect the safety and health of university employees, students, and visitors during the performance of their work. In addition, the contractor must also provide the university with a written safety program that it intends to follow in pursuing work under this contract. By entering into a contract with Virginia Tech, the contractor and its subcontractors agree to abide by the requirements described in Safety Requirements for Contractors and Subcontractors located on Virginia Tech's Environmental, Health and Safety Services (EHSS) web site at this URL http://www.ehss.vt.edu/programs/contractor_safety.php. A copy of the publication may also be obtained by contacting EHSS at 540/231- 5985. No work under this contract will be permitted until the university is assured that the contractor has an adequate safety program in effect.

SAMPLES: Offeror/Bidder shall provide a sample for each designated item so offered prior to or with their sealed Proposal/Bid. Samples shall be an exact and true representative sample of the actual material offered and may be considered by Virginia Tech in making a contract award decision. Each sample shall be properly tagged or labeled with the name of the offeror/bidder and manufacturer, the Proposal/Bid opening date, the requisition or inquiry number and the specific commodity or item number. Proposal/Bid samples shall be provided at no cost to Virginia Tech. Proposal/Bid samples will be handled and disposed of in accordance with Section 2, paragraph X10 of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors. Furthermore, Virginia Tech reserves the right to secure additional check samples from the actual material supplied. In the event the check samples fail to conform with the contract requirements, the Contractor shall immediately replace the portion of the delivered commodity with acceptable material conforming to the contract requirements at no additional costs to Virginia Tech.

Submit Proposal/Bid samples to:



Virginia Polytechnic Institute and State University (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street, NW
Blacksburg, VA 24061
RFP #
Opening Date & Hour 3:00 PM

SAMPLES: After Proposal/Bids are received, and at its option, Virginia Tech may require contractor to provide a sample for each designated item so offered. Samples shall be an exact and true representative sample of the actual material offered and may be considered by Virginia Tech in making a contract award decision. Each sample shall be properly tagged or labeled with the name of the contractor and manufacturer. Bid samples shall be provided at no cost to Virginia Tech. Samples will be handled and disposed of in accordance with Section 2, paragraph X10 of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Vendors. Furthermore, Virginia Tech reserves the right to secure additional check samples from the actual material supplied. In the event the check samples fail to conform to the contract requirements, the contractor shall immediately replace the portion of the delivered commodity with acceptable material conforming to the contract requirements at no additional costs to Virginia Tech. Submit samples to:

Virginia Polytechnic Institute and State University (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street, NW
Blacksburg, VA 24061
Solicitation #
Opening Date & Hour 3:00 PM

SECURITY LICENSE: In accordance with Section 9.1-138 et seq. of the Code of Virginia (1950), the offeror/bidder shall be licensed by the Department of Criminal Justice Services for solicitations which include the following work: installation, service, maintenance, or design of security equipment; security officer service; central station alarm condition monitoring service; and/or private investigator service. Licenses must be obtained prior to submitting an offer. The contractor shall place their license number in the space provided below:

Private Security Services Business License Number: _____.

For assistance, Offeror/bidders may contact the Department of Criminal Justice Services at 804-786-4700.

SPECIAL OR PROMOTIONAL DISCOUNTS: The Contractor shall extend any special promotional sale prices or discounts immediately to Virginia Tech during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.

SIDEWALK POLICY: Driving on sidewalks is allowed when there is no other way to get a needed vehicle to a designated place or building on campus. The vehicle operator shall be made aware that extreme caution shall be used to operate the vehicle in a way that will not be a hazard or hindrance to pedestrians using the walk. The contractor shall be responsible for any damage to turf and anything that is located adjacent to the walk. Parking an unattended vehicle on a sidewalk is strictly prohibited by State Law. The contractor is allowed to park a vehicle on a sidewalk if there is no other way to perform necessary work. The procedure to obtain a permit to operate a vehicle on sidewalks



is the same as for the turf as outlined in Turf Policy. Any vehicle parked illegally on sidewalks shall be subject to ticketing, fines and towing if necessary.

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.

TRANSPORTATION AND PACKAGING: By signing their Proposal/Bid the offeror/bidder certifies and warrants that the Proposal/Bid price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be properly and legibly marked or labeled on the outside with the commodity description and number, size and quantity of the contents.

TURF POLICY: Parking or driving on campus turf or sidewalk is strictly prohibited, except as specifically directed or otherwise allowed by the Physical Plant Grounds Department. In this case, a turf permit must be obtained from Virginia Tech Parking Services and displayed by the vehicle. Turf parking is not allowed under the canopy of any tree on campus. Any vehicle parked illegally on turf or sidewalks shall be subject to ticketing and fines.

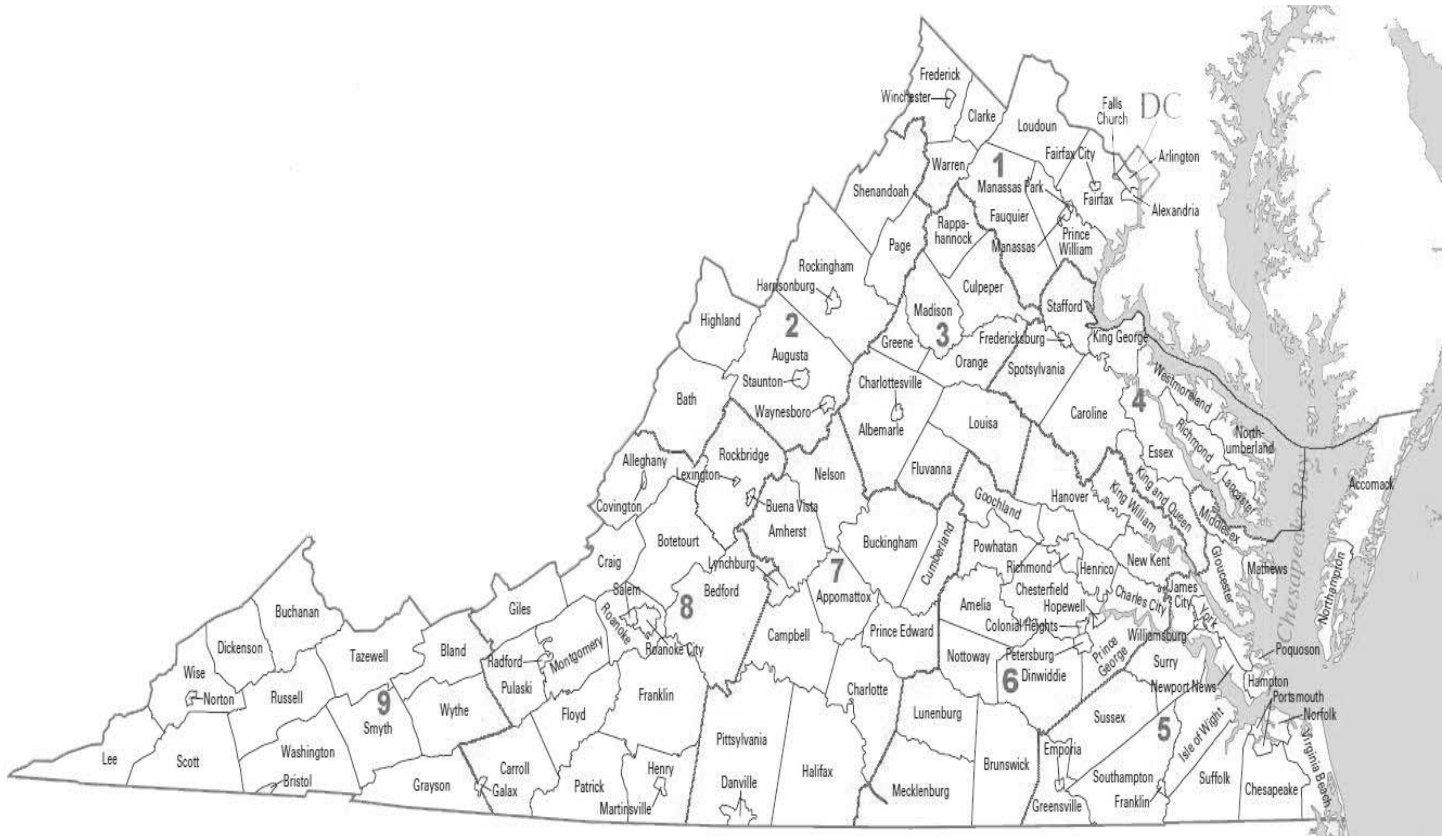
WARRANTY (COMMERCIAL): The contractor agrees that the supplies or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such supplies or services and that the rights and remedies provided therein are in addition to and do not limit those available to Virginia Tech by any other clause of this solicitation. A copy of this warranty must be furnished with the Proposal/Bid.

WORK SITE DAMAGES: Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Owner's satisfaction at the contractor's expense.



ATTACHMENT B

Zone Map



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

List of member institutions by zones

Zone 1

George Mason University
(Fairfax)

Zone 2

James Madison University
(Harrisonburg)

Zone 3

University of Virginia
(Charlottesville)

Zone 4

University of Mary Washington
(Fredericksburg)

Zone 5

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

Zone 6

Virginia Commonwealth
University (Richmond)

Zone 7

Longwood University
(Farmville)

Zone 8

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

Zone 9

University of Virginia - Wise
(Wise)

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



ATTACHMENT C

SAMPLE CONTRACT FORM

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

COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT

Contract Number: _____

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

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

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

PERIOD OF CONTRACT: From _____ through _____.

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

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

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

Contractor: _____ Virginia Tech

By: _____ By: _____

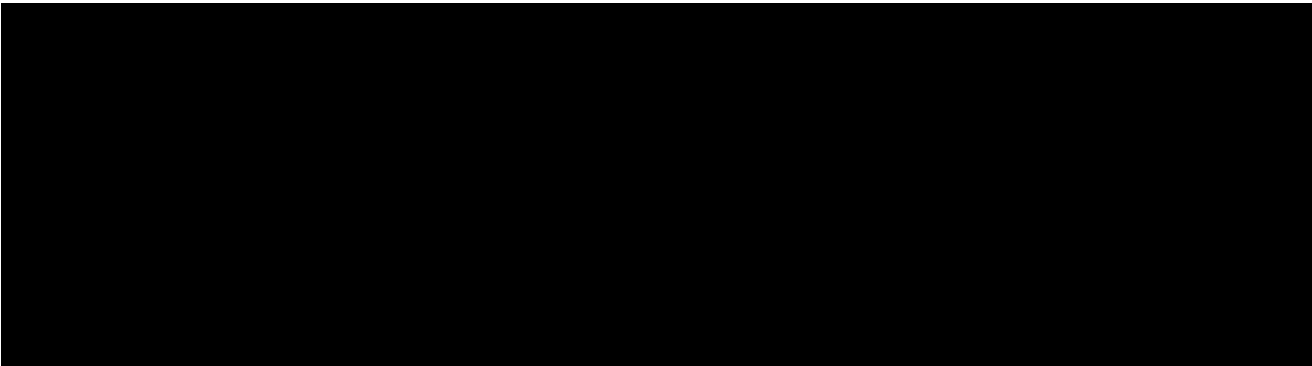
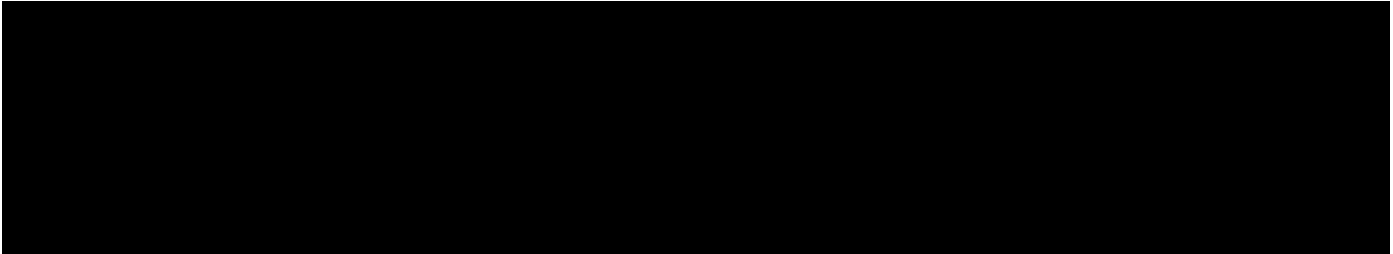
Title: _____ Title: _____



Attachment D

ADDITIONAL INFORMATION

 Upon successful execution of a contract, State Electric Supply is pleased to offer an incentive program to Virginia Tech.



Calculations will be based on the purchases of Virginia Tech.
Totals may not be combined or shared. This program is offered exclusively to Virginia Tech. It will not be offered to cooperative contract users.

*We request the "Contract Application Program Schedule" remain confidential



SE State Electric participates in many contracts and serves over 11,000 customers. We continually look for ways to improve service and provide solutions that help our customers operate more efficiently and safe. We strive to develop long-term relationships that add value to our customers business and help them to be more profitable. Below are further descriptions of services, or additional information to illustrate how we can add value to Virginia Tech and provide the best overall Electrical Equipment and Supplies solution provider.

ENERGY EFFICIENCY

Energy management has a positive impact on both the environment and your bottom line. We work to understand your specific needs and offer solutions that maximize energy efficiency, performance and sustainability. State Electric utilizes **ecolnsight**, an energy auditing software to evaluate the energy needs of institutional, commercial and industrial facilities. It includes a checklist to survey a building's current energy and lighting system. We compile the data to document and propose energy upgrades that reduce the amount of energy consumed without sacrificing performance.

Our solutions provide customers with an opportunity to lower energy cost, reduce carbon emissions, reduce maintenance cost, and improve the performance of their current system. We will deliver an energy audit report which documents your ROI and provides the details necessary to make an informed business decision. Below is an excerpt from an Energy Audit Report.

STATE ELECTRIC SUPPLY CO.
CUSTOMER FOCUSED. QUALITY DRIVEN

LAMP / BALLAST & FIXTURE UPGRADE

Executive Summary

Project Overview

Total Material Cost and Labor (\$)	
Less Rebates and Incentives (\$)	
Net Cost of Project (\$)	
Annual Operating Savings	3,325
Energy Savings (\$)	
Maintenance Savings (\$)	3,325
Total Annual Operating Savings (\$)	
Operating Savings Over 15 Years	4,441
Energy Savings (\$)	6,657
Maintenance Savings (\$)	1,098
Total Operating Savings Over 15 Years (\$)	
Payback Period (yrs)	66,619
Net Present Value (\$)	99,864
	66,483
Internal Rate of Return (%)	1.0
	17,974
	58.45

Monday, November 17, 2014



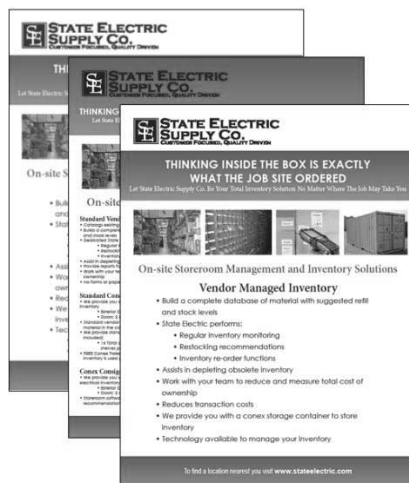
TECHNICAL SERVICES

Over the duration of the past contract period, Virginia Tech was supported numerous times by State Electric's Field Technicians. In addition, the University took advantage of the following services:

- ◆ Special Consultation
- ◆ Engineering Services
- ◆ Lighting, Design, Audits and Walk Through Evaluation, ROI Documentation
- ◆ Variable Frequency Drives Support, Startup, and Service
- ◆ Training
- ◆ Energy Efficiency Solutions
- ◆ Onsite Factory Training
- ◆ 24/7 Emergency Service

INVENTORY MANAGEMENT

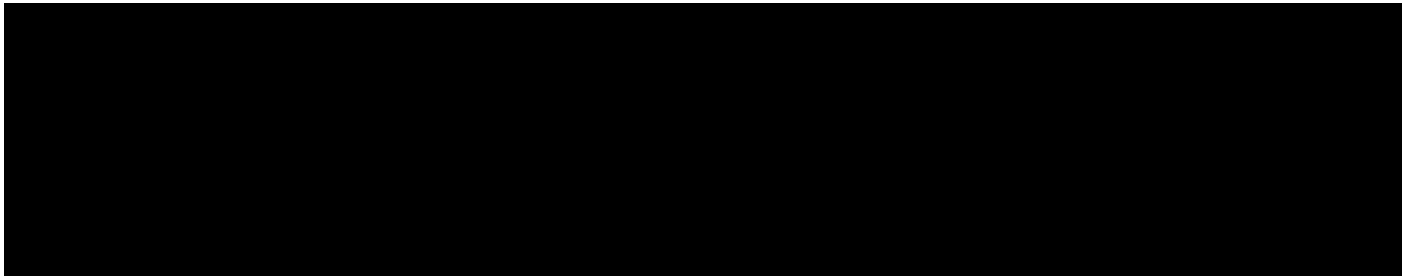
State Electric can provide many progressive inventory management solutions such as Vending Machines and Jobsite trailers. Vending machines can streamline the management of consumable goods, automate replenishment, reduce loss, and position inventory right where it's needed. Conex Jobsite Trailers assure the material you want is there when you need it, allowing large projects to flow smoother and faster, while reducing loss and damage. These and other "Total Cost of Ownership" (TCO) solutions are available to Virginia Tech.





INSTITUTIONAL

State Electric defines institutional accounts as Colleges, Universities, Medical Facilities, and Government accounts. We have an outstanding reputation and years of experience in serving the institutional segment of our business. Currently we partner with supplyFORCE, of which we are an owning member, for our work with the General Services Administration (GSA) procurement channel of the federal government.

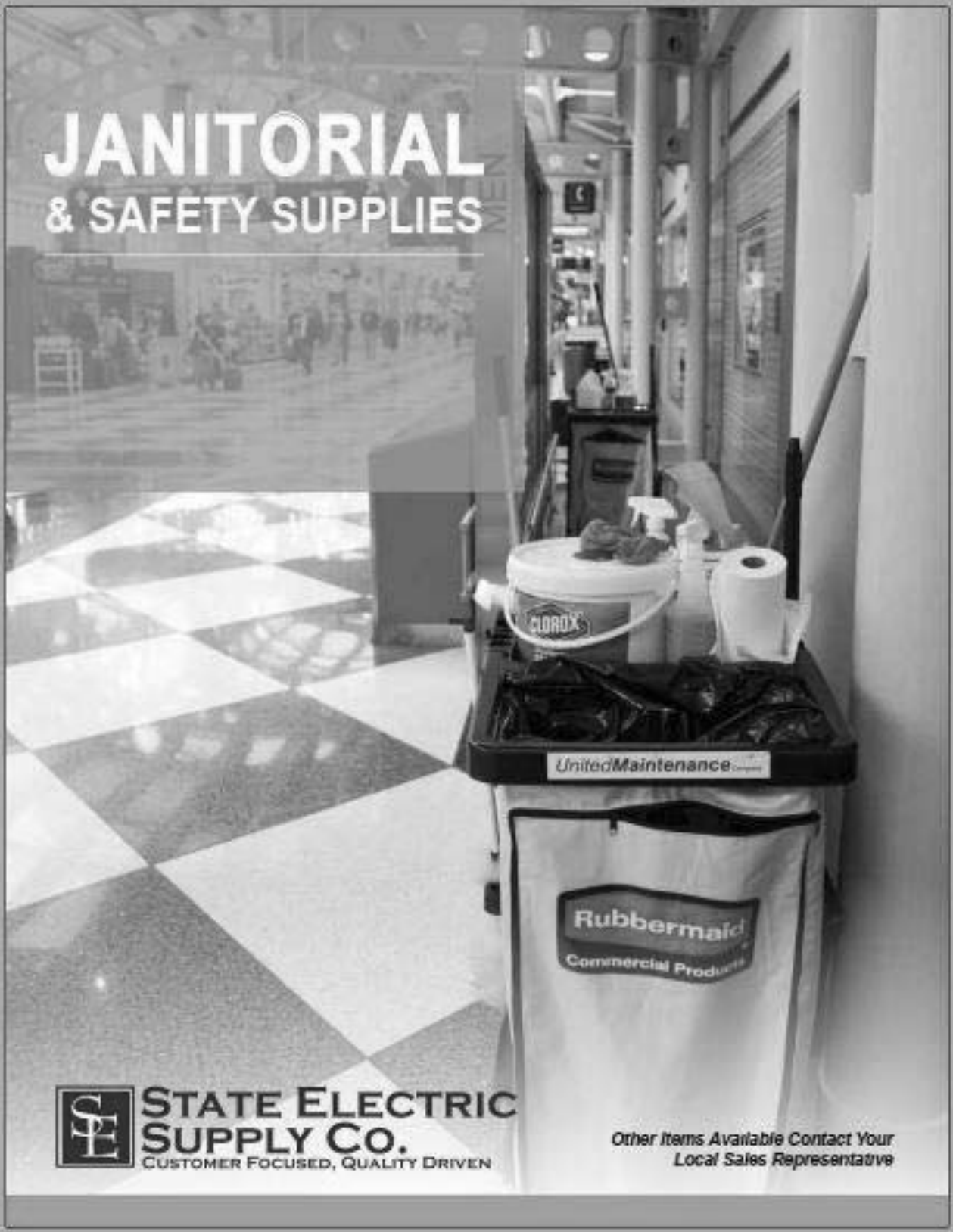


**We request "Faculty and Staff Discount program" remain confidential to cooperative users.*

State Electric Supply is also a full line distributor of Janitorial, Sanitation and Safety products (Jan-San). For your convenience we have included these products in this proposal. Following is a small sampling of the Jan-San products we offer.



JANITORIAL & SAFETY SUPPLIES



 **STATE ELECTRIC
SUPPLY CO.**
CUSTOMER FOCUSED, QUALITY DRIVEN

*Other Items Available Contact Your
Local Sales Representative*

CLEANERS

Dawn® Degreaser
MND04854
32 OZ

Sold Individually



Fantastik®
Multi-Surface
Disinfectant
Cleaner
SCJFANTASTIC-DIS
32 OZ

Sold Individually



Windex®
Multi-Surface
Disinfectant
Sanitizer Cleaner
SCJ682266
32 OZ

Sold Individually



Simple Green®
Industrial
Degreaser &
Cleaner
MND13006
5 GAL

Sold Individually



SD-20 All Purpose
Degreaser
MNDSD-20
Citrus Scent
20 OZ

Sold Individually



Dawn® Dish
Detergent
MND41134
7 OZ

Sold Individually



Spic and Span®
General Purpose
Cleaner Packets
MND01330
2 OZ Packs
120 Packs Per Case

Sold by Case



Damp Mop® General
Purpose
Cleaner
MND3016-05
5 GAL

Sold Individually



Sweeping Compound
MNDL91100MG
Green Oil Base
With Grit
100 LBS

Sold Individually



Aerosol Glass
Cleaner
MNDFSCL050
20 OZ

Sold Individually



Windex® Glass
Cleaner with
Ammonia-D
SCJWINDEX32
32 OZ

Sold Individually



Disinfecting
All Purpose &
Glass Cleaner
MND58775
32 OZ

Sold Individually



Disinfectant
Bathroom Cleaner
MNDDS420
32 OZ
12 Bottles Per Case

Sold by Case



Non-Acid
Disinfectant
Bathroom Cleaner
MND7116-03
32 OZ

Sold Individually



Clorox® Bleach
Cream Cleanser
MND30613
32 OZ

Sold Individually





Revolution bag GOING GREEN IS IN THE BAG

Can liners for every type of commercial or industrial need

QUALITY

STRONG, DURABLE CONSTRUCTION

Premium resin allows performance to equal or exceed that of liners made of non-recycled materials

All tubular construction means no slit seals to split under pressure

Star-sealed bottom

Perforated on coreless rolls for easy separation



ECO-FRIENDLY

EXCEEDS EPA PROCUREMENT GUIDELINES BY AN AVERAGE OF 700%

Qualifies in existing building USGBC LEED program

All bags contain 30% to 97% postconsumer recycled resin

More than 1 billion pounds of waste diverted from landfills to date

VALUE NO EXTRA COST FOR BEING GREEN

CLOSED-LOOP PROCESS A REVOLUTIONARY SYSTEM

Revolution Bag creates liners through a closed-loop, in-house system that ensures the highest-quality post-consumer recycled resin (PCR)



We make the irrigation polytube



We pick up the used polytube from farmers



We recycle the polytube into certified 100% PCR



We make Revolution Bag can liners for you



100% RECYCLED CONTENT POST-CONSUMER RESIN




PRODUCT CERTIFIED FOR REDUCED ENVIRONMENTAL IMPACT. VIEW SPECIFIC ATTRIBUTES EVALUATED: UL COMEEL UL128

ALL REVOLUTION BAG STOCK ITEMS AND BLENDS ARE ECOLOGO CERTIFIED


RR 1119

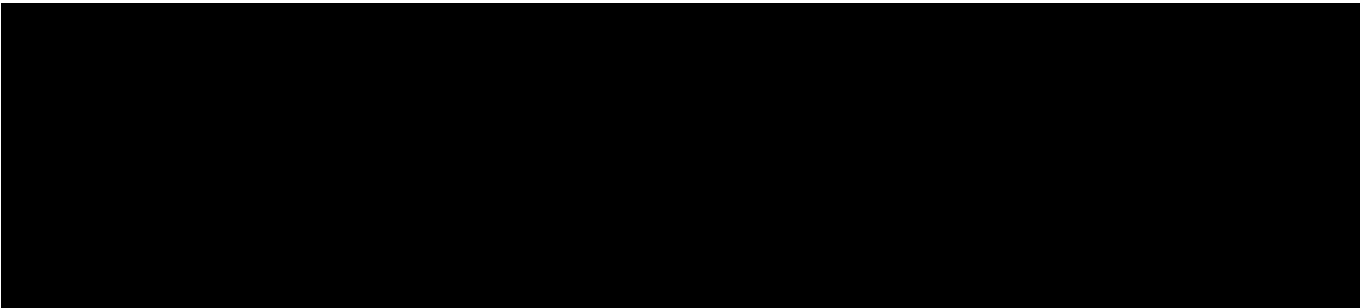
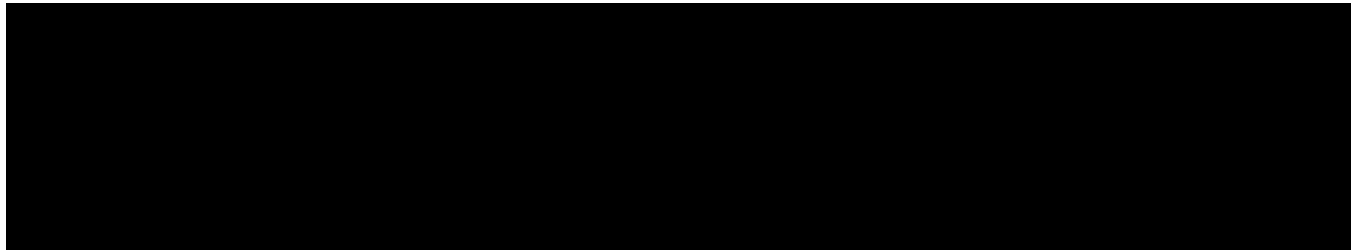


1. **As part of Virginia Tech standard procedures, all awarded contracts will be publicly posted on an online contracts portal. Is there any information included that would be used to identify or harm a person's identity, finances or personal information? If so, please provide a redacted copy of your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

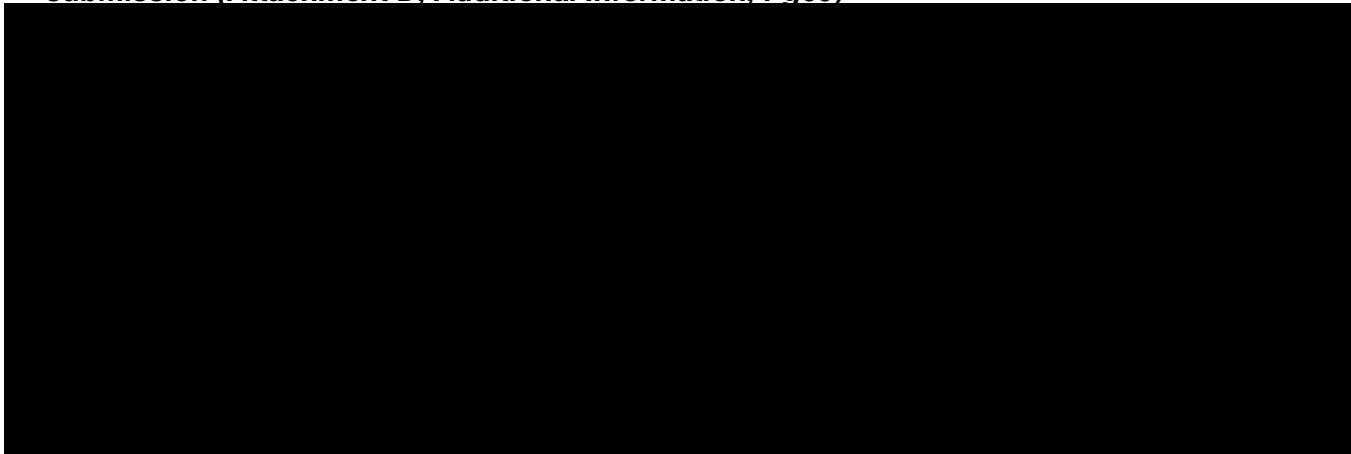
 State Electric provided a redacted copy of our proposal with the original submission. For your Convenience we have attached the redacted copy again, and a redacted copy of this response.

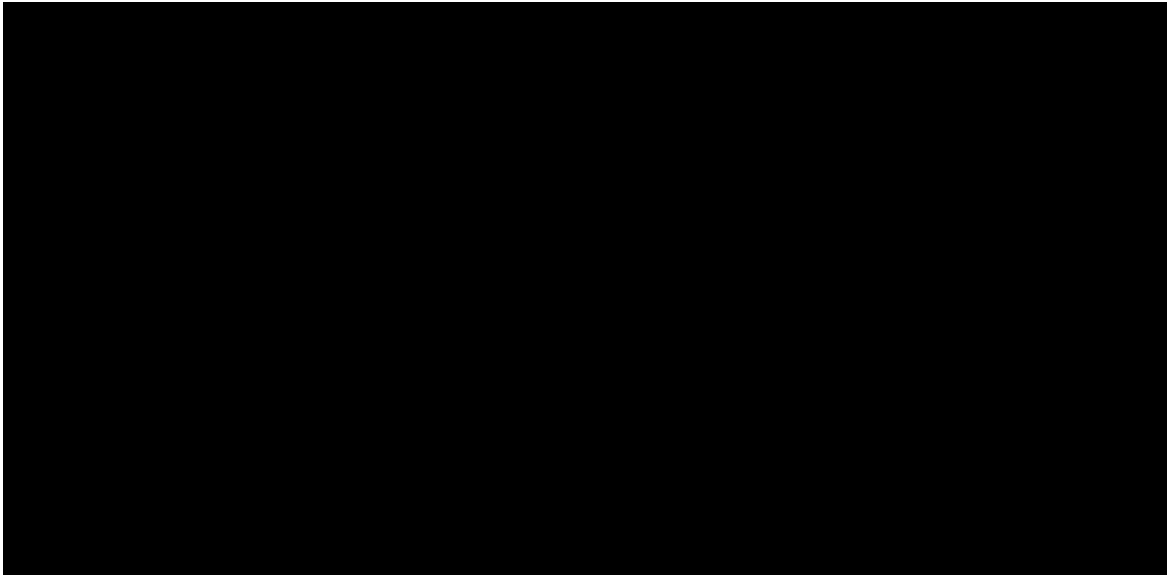
2. **In light of the amount of business Virginia Tech has done with State Electric, we would like a system of rebates incorporated into this contract. Please provide a potential system of rebates for the duration of this contract.**

 Upon successful execution of a contract, State Electric Supply is pleased to offer an incentive program to Virginia Tech. We have developed two (2) unique incentive programs from which you may choose one (1) to meet your specific needs. Programs may not be combined, or separate programs established between departments.



Program 2 – Virginia Tech Energy Efficiency Donation Plan as provided in the Original RFP submission (*Attachment D, Additional Information, Pg60*)





***We request both of these programs remain confidential.**

- 3. Are there any additional forms or documents that you will require to be incorporated into the contract documents? If so, please submit.**

There are no additional documents required.

- 4. Does State Electric agree to Net 30 terms for the duration of the contract?**

Yes, State Electric agrees to Net 30 terms for the duration of this contract.

- 5. Do you agree that the initial contract period shall be 2 years?**

State Electric agrees the initial contract period is 2 years.

- 6. Upon completion of the initial contract period, does State Electric agree that the contract may be renewed by Virginia Tech upon written agreement of both parties for 3 two (2) year periods, under the terms of the current contract?**

State Electric agrees the initial contract may be renewed for three, 2 year periods.

- 7. Please confirm that State Electric will not include any cost-plus a percentage of cost provisions within the pricing agreement.**

State Electric's pricing model will be as proposed in Section VIII, A, 2 Price, pages 36 – 38 of our proposal. The pricing is based on discounts and no cost-plus is used.


- 8. Will this equipment/material conform to all electrical standards as described in the solicitation?**

As proposed in Section VII Statement of Needs, B. Quality of Materials, page 9 of our proposal, State Electric fully understands and accepts the responsibility for the quality of products we represent. We are committed to provide quality products that will meet the specifications and requirements of Virginia Tech. As a full-line and authorized electrical, datacom, utility and power




transmission distributor, our established relationships with industry leading manufacturers, site visits to manufacturer's facilities, and annual vendor evaluations are all areas we pursue to ensure quality vendors and products. We have a formal procedure established in case of any product recall notices. Through our quality program - *QP⁴ Quality People, **Products**, Processes and Planning* we have an established vendor quality policy with a rating system completed annually by a large cross-section of employees. The results are used by management and vendor representatives to recognize quality performance and issues as noted.


9. How do you plan to keep and retain your staff in light of the general economic conditions that have often challenged many suppliers with workforce retention?

 The leadership of State Electric understands fully that our team is the key to delivering on our motto, Service Makes State. State Electric is committed to providing a rewarding work environment that both challenges our team members and allows for personal development. In addition to competitive wage and benefits, we offer new hire training, vendor product training, leadership development and more. State Electric actively promotes from within whenever possible, many examples are available upon request. Employees are encouraged to stretch beyond their comfort zones and try new roles as opportunities arise. This encourages our team members to view State Electric as a career rather than just a job. Notwithstanding the above, State Electric recognizes, occasionally an employee will leave for a variety of reasons, to prepare for this, State Electric has initiated a Trainee Program. Two trainees will be based in the Virginia locations closest to Virginia Tech. The purpose of this program is to develop employees who are thoroughly cross trained and ready to step into new roles as they become available, whether it be from someone leaving, or company growth.

10. Virginia Tech appreciates working with knowledgeable and capable Sales Associates. How do you plan to keep your staff trained on the latest products and services that electrical vendors offer?

 We offer an extensive new hire onboarding program, as well as continued education opportunities for all employees as they grow in our organization and change roles. These opportunities include safety training, certification opportunities, software & systems training, and industry-specific training like EPEC and VDV. Through our partnership with the NAED—National Association of Electrical Distributors learning center, our employees have access to skills training courses ranging from customer service to communication. NAED also offers curricula tailored to the different roles in our organization – including Outside Sales, Inside Sales, Counter Sales, Purchasing and Finance/Credit. These courses ensure that employees in every aspect of our business are highly trained and ready to serve our customer's needs. We host product demonstrations with our manufacturer partners at State Electric branch locations. We also encourage employees to attend 'factory schools' which are often multi-day training events held at a manufacturer facility. Employees can learn at their own pace utilizing the vast amount of product training materials available through the NAED Learning Center. We do note, some of these training activities have been stalled due to COVID, but will resume as promptly as allowed by the industry.

11. As an additional service, can your team or associated vendors provide any training that might be beneficial to Virginia Tech regarding the many electrical products purchased and used at Virginia Tech? If so, what types of training might be available?

 State Electric understands the demands of the institutional environment and the continuing need for training and new product awareness. State Electric provides both informal and formal training. Informal training generally takes place in the form of product demonstrations and reviews in the field. Generally focused on an immediate need or emerging technology, these



informal trainings are conducted by State Electric employees, manufactures representatives or a combination of the two. Our formal training typically takes place in classroom setting by certified instructors. Often the trainer is an employee of State Electric Supply.

In the past State Electric has provided multiple training sessions for Virginia Tech. Examples include: High Voltage Termination, Arc Flash Safety, Personal Protection Equipment, Basic electrical controls, VFD (Variable Frequency Drive), Fixture, Lamp, Ballast and LED Technology, Fuse Application, Power Quality, Electrical Meter Safety, Lock out Tag out training, and Electrical Distribution and Equipment training, among others. Listed on the next page is a sample of training we offer on a routine basis on or off campus.

Training

We offer several Industrial Automation training classes. These classes are usually conducted in our Roanoke training facility, but can be given on site as well. Below is a list of the courses we currently offer. Contact your local branch location for course dates.

Arc Flash Awareness

Agenda
 Article 110: Safety Manual
 Article 120: Lock Out Tag Out
 Article 130: Working on or near Electrical Hazards
 Understanding Known Electrical Hazards
 Limited Approach Boundary
 Restricted Boundary
 Arc Flash Boundary
 PPE Class Requirements
 Hazardous Risk Assessment

Basic Controls

Agenda
 Reading Drawings, One-Line and Schematics
 Basic AC and DC Circuits
 Explanation of DI, DO, AI, AO, RO, Pulse Related to Control Devices
 Understanding Relays
 In-Depth Look at Motor Starters, Applications and Sizing OL Units
 In-Depth Look into Properly Sizing IEC Contactors
 Basics of Solid State Relays
 Limit Switch Wiring, Mounting, Types and Application
 Proximity Switches (Inductive and Capacitive) Wiring, Types and Applications
 Photo Switches Wiring, Mounting, Types and Applications
 Binary Numbers
 Basic Process Control, Control Loop, Transducer, Transmitter and Control Drawing

Eaton Certified VFD Start-Up

This class is for electricians, technicians, HVAC technicians and others who desire to be certified to perform Eaton HMAX CSU to receive a 3 year warranty on the VFD.

Basic VFD

Agenda
 VFD Proper Installation
 VFD Power Structure
 VFD Rectifier
 VFD DC Buss
 VFD Inverter
 VFD Control
 VFD Applications
 VFD Energy Saving Topics
 VFD Troubleshooting
 VFD Safety Issues
 VFD Issues: Harmonics, Reflective Wave, Common Mode Current, Motor Bearings
 VFD Line Reactors, Filters, Cable, Sine Filters
 Basic Motor Operational Topics

VFD Programming

Agenda
 VFD Configuration
 VFD Parameter Layout
 VFD Wizards
 VFD Marco's
 VFD Control Modes
 VFD Control Wiring to Programming Relationships
 Various Application Programming
 Specific Applications on Request

PLC 100

Agenda
 PLC Theory
 PLC Layout
 PLC Wiring
 PLC Basic Programming
 PLC Troubleshooting
 PLC Program Documentation



12. Will State Electric agree to participate in the Wells One AP Control Payment System?

Yes, State Electric adopted Wells One, Virginia Tech's electronic single-use CAN—Control Account Number system in January 2011.

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

State Electric's executive management team is aware, involved and 100% committed to the success and service of this contract. Each of those listed below reviewed and were actively involved in the preparation of our original RFP submission. In addition, all are 100% committed to providing the highest quality products and exceptional service to Virginia Tech University.

Jeff Clark, Senior VP – has been involved in the business strategy and growth of our Christiansburg location since its inception. He has been on campus numerous times to assist in the development of our service and resources.

John Spoor, President/COO/Owner – involved daily with the operation, strategy and service levels of all locations. He has been on campus and was personally involved with the decision to open and expand our Christiansburg location with the primary purpose of supporting the University.

David Gravely, Senior VP of Marketing and Digital Solutions – involved daily with operations of Sales, eCommerce, and Marketing. David has worked with Virginia Tech directly as an Outside Sales Representative during the early 1990's, and in a Corporate Support role for the Christiansburg team since 1998 to help serve Virginia Tech. He was instrumental in State Electric's On-line Platform in which State Electric was one of the original participating vendors to support Virginia Tech's Hokie Mart Punch-Out system through SciQuest/Jaeggar.

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

As committed to in our proposal in Section VII Statement of Needs; D. Delivery Policy; Page 26. State Electric will provide immediate emergency service from our Christiansburg, VA facility which is located minutes from campus.

15. Are you willing to deliver to two or more different locations within a department?


Yes, State Electric will provide deliveries to multiple locations within a department. As described in our proposal in Section VII Statement of Needs; D. Delivery Policy; Page 26, State Electric makes multiple deliveries to Virginia Tech daily.

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

Yes, State Electric is well positioned to support and service all increases of volume and all participating departments. Please refer to our list of locations and map Under Section VIII. Proposal Preparation and Submission, A. Specific Requirements, 4. Inventory and Warehouse Locations on pages 41 through 43 of our proposal.

17. Please provide your best and final price sheets.



 In our original proposal, State Electric worked diligently to submit a complete, best faith offer which included our most favorable terms and most competitive price. Section VIII Proposal Preparation and Submission; B. Specific Requirements; 2. Price; Pages 36 – 38. For your convenience we have provided attachment (VTcontractpricefile) submitted with the RFP.


18. If awarded a contract, will you agree to work with each user department before you begin to provide service so that issues such as pick-up/delivery times and days and service requirements may be addressed?

 State Electric will meet with all user departments to identify needs and services required and develop a plan to address those needs.


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

 State Electric can begin providing services immediately after contract award.


20. Are you registered with and willing to participate in the eVA internet procurement solution described in the terms and conditions of the RFP?

 Yes. Per Section V; EVA Business-To-Government Electronic Procurement System; page 7 of our proposal, State Electric is one of the original electrical distributors to participate. State Electric is registered and has been a member of eVA since its inception. In addition, State Electric has participated with Jaegger in the university environment since 2006 supporting the Hokie Mart procurement platform.


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

 State Electric acknowledges, agrees, and understands that Virginia Tech cannot guarantee any amount of business under this contract.

22. Are you willing to rescind your Standard Terms and Conditions of Sale?

 State Electric acknowledges that as agreed to in our proposal under Section XVI Terms and Conditions, page 48 of our proposal, that this contract will be governed by the terms and conditions listed in Attachment A with exceptions noted; pages 50 – 56 of our proposal.

23. Does the vendor acknowledge, agree, and understand that the terms and conditions of the RFP # 052021-01RN shall govern the contract if a contract is awarded to your company?

 State Electric acknowledges that as agreed to in our proposal under Section XVI Terms and Conditions, page 48 of our proposal, that this contract will be governed by the terms and conditions listed in Attachment A with exceptions noted; pages 50 – 56 of our proposal.