



**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](http://www.procurement.vt.edu)

August 16, 2024

Transcat Inc  
Lori Moore  
35 Vantage Point Dr  
Rochester, NY 14624

Dear Lori,

Subject: Contract Renewal Letter

Virginia Tech Contract #: VTG-1868-2023  
Commodity/Service: Research Equipment, Supplies and Related Services  
Renewal Period: 2/1/25 - 1/31/27  
Renewal #: (1 of 4) two-year renewals

In accordance with the renewal provision of the original contract, the university would like to renew the contract for an additional term. Please advise concerning your intention by signing in the appropriate space below. A signed copy of this letter should be received in Procurement by 11/1/24.

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

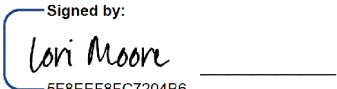
In addition, review the attached form which shows your company information as listed in the university's vendor database. If any of this information has changed, make corrections directly on the form, and return with this letter. It is essential this information be accurate for payments to be processed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

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

Sincerely,

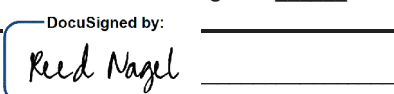
Chad Dalton  
Systems and Contracts Lead  
(540) 231-9129

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

Authorized Signature:  Date: 8/16/2024  
Name: Lori Moore (please print) Title: \_\_\_\_\_  
5F8EEF8FC7204B6...

**We currently participate in the Wells One Program:** \_\_\_\_\_

**We would like to participate in the Wells One Program:** \_\_\_\_\_

Approved:  Date: 8/16/2024  
5EF51DA320D049B...  
Director of Procurement

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: VTG-1868-2023

This contract entered into this 13<sup>th</sup> day of October 2022 by Transcat Inc. hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech."

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

SCOPE OF CONTRACT: The Contractor shall provide Research Equipment, Supplies and Related Services to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From February 1, 2023 through January 31, 2025 with the option for four (4) two-year renewals.


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

CONTRACT DOCUMENTS: The Contract Documents shall consist of this signed contract, Request for Proposal (RFP) number 952642205 dated June 9, 2022, together with Addendum Number 1 To RFP dated July 6, 2022, the proposal submitted by the Contractor dated July 15, 2022 and the negotiation summary, all of which Contract Documents are incorporated herein.

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

HH / RN  
(Initials)

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

Contractor  
By:   
(Signature)  
Hilary Hagen  
Name and Title  
Manager of Corporate Development, Contracts,  
Health and Safety, and Real Estate

Virginia Tech  
By:   
DocuSigned by:  
5EF51DA320D049B...  
Reed Nagel  
Associate Director for Goods and Services



Request for Proposal # 952642205

For

Research Equipment, Supplies and Related Services

06/09/2022

**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 # 952642205, Research Equipment, Supplies and Related Services

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

**DUE DATE:** Proposals will be received until July 15, 2022 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

**INQUIRIES:** All inquiries for information regarding this solicitation should be directed to Levi Henry, Phone: (540) 231- 7852 e-mail: [lhenny29@vt.edu](mailto:lhenny29@vt.edu) . All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 3:00 PM on July 1, 2022. Inquiries must be submitted to the procurement officer identified in this solicitation.

**PROPOSAL SUBMISSION:**

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

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

**Proposals must be submitted electronically at:**

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

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

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

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

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

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

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

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

9/29/2021

**[INCLUDE THIS PAGE]**

I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit proposals to establish a contract to provide research equipment, supplies and related services through competitive negotiations by Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

Virginia Tech regularly purchases a wide variety of research items to carry out its mission. These items include, but are not limited to research equipment, supplies, chemicals, biologicals, laboratory equipment, related items, and services.

**If your firm currently has an existing contract with a Virginia State Entity, please do not respond to this solicitation.**

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

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

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

III. CONTRACT PERIOD:

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

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

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

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

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

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

V. CONTRACT PARTICIPATION:



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

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

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

VI. STATEMENT OF NEEDS/SCOPE OF WORK:

- A. Virginia Tech desires to partner with contractors to provide quality research equipment, supplies, related items, and services. Offerors are encouraged to submit proposals for any or all of the product categories they can provide. All items are to be new and in original packaging. The Contractor shall not ship substitute items without prior approval from Virginia Tech personnel.
- B. Deep discounts off list are expected. Except for special handling, prices should be inclusive of delivery (FOB Destination). Pricing may be adjusted downward at any time and upward annually to reflect changes in manufacturers pricing. Contractor must provide full price files to Virginia Tech in either Access or Microsoft Excel to support price increase requests. Virginia Tech has 30 days to review price increase requests and reserves the right to challenge increases based on CPI or other relevant market data.
- C. Sales representation: Provide a plan for sales representation. We recognize that not all institution accounts will warrant full-time on-campus representation. Provide a narrative on how you propose to provide this service.

- D. Addition of new lines of products and services: It is important to have the flexibility in this contract to allow for future events that add value to the relationship. Examples include, but are not limited to, the addition of products and services that are new to the marketplace; the addition to the distribution chain of a new supplier and the acquisition of a complimentary company.
- E. Volume and Growth Incentives: In order to support the growth of the partnership, we look for preferred suppliers to provide financial incentives, payable to the institution at the close of each contract year.
- F. Substitutions of alternate items of products ordered are only allowed with Virginia Tech's prior approval. If a product is not available in a given package size, Virginia Tech will have the option to purchase another size at the same or lower unit price.
- G. Product Satisfaction: The Contractor should act as a customer advocate and coordinator for communications with the manufacturers and is responsible for performance and problem resolution. The Contractor's responsibility for support continues even if the Contractor discontinues selling a manufacturer's product to the extent that resolution is available from the manufacturer. The Contractor must take the necessary actions with manufacturers to reduce, minimize and prevent stock-outs of products and to ensure that promised lead times are accurate. Customer satisfaction will be a determining factor in measuring the Contractor's performance.
- H. Warranty: All products purchased under this contract will minimally include the Original Equipment Manufacturer's warranty which will pass directly to Virginia Tech. Products which fail after acceptance and installation will be covered under warranty. Products which are inoperative at installation will either be replaced by the Contractor or repaired under warranty. The decision to replace such products or accept warranty repair will be at the sole discretion of Virginia Tech, except in the event Virginia Tech fails to provide timely notice of product failure to the Contractor. The Contractor should provide contact information for requests for warranty services for all equipment sold under the contract. Any maintenance agreements available from the Contractor should be provided to Virginia Tech as an option and priced as discounted off list price.
- I. Sustainability: The Contractor is encouraged to address environmental concerns related to the purchase of recycled products, reductions of operating and maintenance costs, improved energy efficiencies, reduction of waste, use of 'green' products, and efforts to reduce consumption of energy, water, and materials.
- J. Minimum Order: There shall be no minimum order requirement.
- K. Additional Charges: The Contractor shall not add additional fees except as allowed by contract terms.

## VII. PROPOSAL PREPARATION AND SUBMISSION:

### A. Specific Requirements

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

1. Provide a summary overview of the company, including qualifications and experiences, geographical operations, unique services provided to the higher education marketplace and envisioned company changes including planned technological advances and acquisitions.



2. If applicable, provide the link to your complete electronic catalog containing all available items being offered. Include published price list or instructions on how to access published price list electronically.
3. List all contact information for ordering, invoicing, customer service, etc.
4. Describe experience in working with various departments at educational institutions similar to Virginia Tech. Include method of collaboration for individual orders.
5. Describe delivery options and policies including special handling charges, installation and training if required for the items being offered. **All orders shall be FOB destination.** Include information regarding delivery costs and/or free delivery. Specify costs in Attachment B Pricing Schedule.
6. Specify typical turnaround time for delivery (standard, rush, etc.) for the items being offered.
7. Describe return policy and identify any associated costs. Any costs to be specified in Attachment B Pricing Schedule.
8. Describe the process for replacement of defective, broken, or damaged items.
9. Provide sample quote and invoice. Quotes shall include manufacturer list price and contracted discount price.
10. Identify any other goods or services being offered to Virginia Tech and associated costs as specified in Attachment B Pricing Schedule.
11. 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/>

## 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 of the entire proposal as one document, INCLUDING ALL ATTACHMENTS must be uploaded through the Bonfire online submission portal. Refer to page 2 for instructions.  
  
Any proprietary information should be clearly marked in accordance with 2.d. below.
  - b. Should the proposal contain **proprietary information**, provide **one (1) redacted electronic copy** of the proposal and attachments **with proprietary portions removed or blacked out**. This redacted copy should follow the same upload



procedures as described on Page 1 of this RFP. This redacted copy should be clearly marked "*Redacted Copy*" within the name of the document. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable. Virginia Tech shall not be responsible for the Contractor's failure to exclude proprietary information from this redacted copy.

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

## 2. Proposal Preparation:

- a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Virginia Tech requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Virginia Tech at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. Proposals should be prepared simply and economically providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
- d. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. –The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.

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

VIII. SELECTION CRITERIA AND AWARD:

A. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

<u>Criteria</u>	<u>Maximum Point Value</u>
1. Quality of products/services offered and suitability for the intended purposes	30
2. Qualifications and experiences of Offeror in providing the goods/services	20
3. Specific plans or methodology to be used to provide the Services	20
4. Cost (or Price)	20
5. Participation of Small, Women-Owned and Minority (SWAM) Business	10
Total	<u>100</u>

B. Award

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall then be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, Virginia Tech shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Virginia Tech may cancel this Request for Proposal or reject proposals at any time prior to an award. Should Virginia Tech determine in writing and in its sole discretion that only one offeror has made the best proposal, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the Contractor's proposal as negotiated. See Attachment C for sample contract form.

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

IX. INVOICES:

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

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

X. METHOD OF PAYMENT:

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

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

XI. ADDENDUM:

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

XII. COMMUNICATIONS:

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

XIII. CONTROLLING VERSION OF SOLICITATION:

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

XIV. TERMS AND CONDITIONS:

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

XV. CONTRACT ADMINISTRATION:

- A. The individual user departments at Virginia Tech shall be identified as the Contract Administrators and shall use all powers under the contract to enforce its faithful performance.
- B. The Contract Administrators in each user departments shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. Contract Administrators, or designees, 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.
- C. Levi Henry, Buyer Senior, Procurement, shall oversee the contract in its entirety and will serve as the point of contact for issues involving this contract.

XVI. ATTACHMENTS:

Attachment A - Terms and Conditions  
Attachment B – Pricing Schedule

## ATTACHMENT A

### TERMS AND CONDITIONS

#### RFP GENERAL TERMS AND CONDITIONS

See: [http://procurement.vt.edu/content/dam/procurement\\_vt\\_edu/docs/terms/GTC\\_RFP\\_09242021.pdf](http://procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_RFP_09242021.pdf)

#### ADDITIONAL TERMS AND CONDITIONS

1. **ADDITIONAL GOODS AND SERVICES:** The University may acquire other goods or services that the supplier provides other than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the Agreement.
2. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.
3. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
4. **CANCELLATION OF CONTRACT:** Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
5. **CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Request for Proposal including all modifications thereof, the proposal submitted by the Contractor, the written results of negotiations, the Commonwealth Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
6. **IDENTIFICATION OF PROPOSAL EMAIL:** Virginia Tech will only be accepting electronic submission of proposals. All submissions must be submitted to <https://procurement-vt.bonfirehub.com/>. Upon completion you will be directed to your Submission Receipt. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time. **Attachments must be smaller than 1000MB in order to be received by the University.** Proposals may **NOT** be hand delivered to the Procurement Office.
7. **NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing via email.
8. **SEVERAL LIABILITY:** Virginia Tech will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.

- 9. CLOUD OR WEB HOSTED SOFTWARE SOLUTIONS:** For agreements involving Cloud-based Web-hosted software/applications refer to link for additional terms and conditions: [http://www.ita.vt.edu/purchasing/VT\\_Cloud\\_Data\\_Protection\\_Addendum\\_final03102017.pdf](http://www.ita.vt.edu/purchasing/VT_Cloud_Data_Protection_Addendum_final03102017.pdf)

## **SPECIAL TERMS AND CONDITIONS**

- 1. ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this solicitation, no indication of such sales or services to Virginia Tech will be used in product literature or advertising. The contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
- 2. 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.

**3. 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

- 4. LABELING OF HAZARDOUS SUBSTANCES:** If the items or products requested by this solicitation are "Hazardous Substances" as defined by the # 3.1-250 of the Code of Virginia (1950), as amended,



or # 1261 of Title 15 of the United States Code, then the offeror/bidder, by submitting its Proposal/Bid, certifies and warrants that the items or products to be delivered under this contract shall be properly labeled as required by the foregoing sections and that by delivering the items or products the offeror/bidder does not violate any of the prohibitions of # 3.1-252 of the Code of Virginia or Title 15 U.S.C. # 1263.

5. **LICENSE TO USE VIRGINIA TECH LICENSED INDICIA:** By signing and submitting this Proposal/Bid, the offeror/bidder agrees that if it is awarded a purchase order/contract as a result of this solicitation, it will follow the procedures outlined by Virginia Tech's Licensing and Trademarks Administration to become a licensed vendor authorized to use Virginia Tech licensed trademarks indicia identified in the solicitation and to follow all procedures for submitting artwork for product for approval prior to producing any product with Virginia Tech indicia. As a licensed vendor, the offeror/bidder will be required to pay the university's standard royalty rate for similarly licensed vendors. *More information on the licensing process and application can be found at: <http://clc.com/Licensing-Info.aspx>.*
6. **MATERIAL SAFETY DATA SHEETS:** Material Safety Data Sheets and descriptive literature shall be provided with the Proposal/Bid for each chemical and/or compound offered. Failure on the part of the offeror/bidder to submit such data sheets may be cause for declaring the Proposal/Bid as nonresponsive.
7. **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.
8. **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.

9. **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.



- 10. 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.
- 11. 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.
- 12. 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.

**Attachment B**

**Pricing Schedule**

The offeror shall provide pricing for all proposed research equipment, supplies, chemicals, biologicals, laboratory equipment, related items, and services. The pricing schedule should include percentage off list price for specific manufacturer/product lines or percentage discount off catalog. The following sample shall be used: Category/Item, Manufacturer, and Discount Off List Price.

Category/Item	Manufacturer	Discount off List Price

**ADDENDUM # 1 TO RFP # 952642205**

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

DATE	ORIGINAL DUE DATE AND HOUR
July 6, 2022	July 15, 2022 @ 3:00 PM

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO: Levi Henry, Buyer Senior  
E-MAIL ADDRESS: lhenry29@vt.edu TELEPHONE NUMBER (540) 231-7852  
FAX NUMBER (540) 231-9628 AFTER HOUR MESSAGES (540) 231-6221

Research Equipment, Supplies and Related Services

A. The following questions have arisen as a result of this solicitation. Please see answers below:

1. Would VA Tech accept freight quoted as "Pre-Pay & Add" vs. inclusive in the pricing of the products offered. If we were to quote freight included, we would have to assume "worst case" which would be one of each item. If you were to order multiple units or items, the freight would be exorbitant. Also due to the "cooperative" structure of this contract, an item shipping to California would have a different freight amount as compared to the same item shipped to Florida.

**Virginia Tech Response:** It is desired to have inclusive pricing, however this can be further addressed with firms at the time of negotiations if applicable.

2. Price escalation/Increases – in today's inflationary world, it is very difficult for vendors to hold pricing for a one-year period. Would VA Tech consider, at a minimum, bi-annual price changes. Ideally, vendors would like a quarterly option.

**Virginia Tech Response:** Price escalations/increases shall be held at a minimum for one-year periods.

3. Would VA Tech accept Minimum Orders on some products?

**Virginia Tech Response:** There shall be no minimum order requirement.

A. All other terms, conditions and descriptions remain the same.

B. The due date and hour remains at 3:00 PM on July 15, 2022.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

BioTek Services, A Transcat Company

Capabilities Statement  
For Calibration & Preventative  
Maintenance of Pipettes

**CALIBRATED**  
BY **TRANSCAT**<sup>®</sup>

August 5, 2022

Chadrick Cole  
Service Calibration Manager

[Chadrick.cole@biotekservices.com](mailto:Chadrick.cole@biotekservices.com)

Lori Moore  
General/QA Manager

[lori.moore@biotekservices.com](mailto:lori.moore@biotekservices.com)

Frank Ceraci  
Director, Business Operations

[Frank.ceraci@transcat.com](mailto:Frank.ceraci@transcat.com)



Our focus is always on the critical needs of the complaint laboratory. We are ISO/IEC 17025:2017 accredited, which is the highest level of quality assurance one can obtain in this industry and is recognized internationally.

BioTek Services, Inc has been in business since 1998 and became ISO accredited in 2002. In December 2020, BioTek Services, Inc., was acquired by Transcat Inc., and has become BioTek Services, A Transcat Company. With this acquisition BioTek Services has become an even stronger calibration company. Transcat's capabilities are discussed at the end of this statement.

In addition, below is certain required information related to our company.

Name of Submitter: BioTek Services, a Transcat Company

DUNS: [REDACTED]

EIN: [REDACTED]

Cage Code: [REDACTED]

Website: <https://www.biotechcalibrations.com>

Accreditation No. [REDACTED] (ANAB, Ansi National Accreditation Board)

Point of Contact: Lori Moore  
General/QA Manager  
5310 S Laburnum Ave  
Henrico, VA 23231

We are one of the few calibration companies in the country that is Accredited for On-Site at your facility. BioTek Services, a Transcat Company is a growing network of, currently, 8 satellite locations strategically located around the country. This gives us the ability to provide you with fast, reliable, and competitively priced, NIST Traceable or ISO Accredited Calibration Services. Also, we use six place balances in the field for pipette calibration.

- BioTek Services will provide pre-scheduled Service at your location.
- Our Service includes Preventive Maintenance (PM) and preparation 3x5 "As Found/As Left" data reports.
- BioTek Services performs accredited calibration on each item.
  - Capture the AF (as found) calibration data.
- If pipette is not in need of repair:
  - If any pipettes are found to be out of tolerance (OOT), then perform PM and adjustment.
  - Perform AL (as left) calibration
  - Capture AL (as left calibration) data
- If pipette is found to need repair, initiate repair action.
  - 98% of all repair work is done at your lab reducing your downtime significantly.

- After repair, perform PM and adjustment.
- Perform (AL) calibration
- Capture AL (as left calibration) data
- Multichannel pipette data is provided from each channel.
- Aside from PM's performed when pipette is found to be OOT, pipettes should also all be PM'ed once per year, regardless of cycle or OOT.

\*Depending on the model of pipette, the PM includes cleaning the piston, and as needed; re-greasing, replace seal, replace o-ring, inspect the body for damage; check the plunger and ejector for smooth operation and adjust the pipette, as necessary.

\*Once completed and the equipment PASSES\*, a label/sticker with the Serial Number or Asset Number with the date of service and the next calibration due date on each piece of equipment.

\*A calibration certificate with the collected data will be generated and made available in paper and/or digital format. Any failing instruments will be red tagged and quarantined and the point of contact will be notified. All certificates (paper or electronic) will be QC'd.

\* We follow simple acceptance, statements of conformity (e.g. Pass/Fail) to specifications are made in this report without taking measurement uncertainties into account. However, measurement uncertainties are provided for your utilization. Pass= Results within limits/specifications Fail= Results exceed limits/specifications.

### ***About Transcat Inc. Uncompromising Quality & Technical Expertise***

Transcat Inc., has made it our priority to invest in the personnel, training, and assets necessary to continually provide the most consistent and trustworthy calibrations. Transcat's documented, internally monitored, and externally audited Quality Management Systems exceed ISO/IEC 17025 requirements. A big part of trusting your measurements and your calibration service provider's accuracy is the assurance of calibration process consistency:

- ✓ Transcat boasts the largest ISO/IEC 17025 scope of accreditation in the industry.
- ✓ Transcat maintains centrally controlled datasheets and calibration processes that are used across all our labs and technicians. Unlike our competitors' calibration process that may differ for the same instrument depending on the lab and tech that performs the work.
- ✓ Transcat double checks unexpected results as a means of mitigating false-positive out of tolerance (OOT) reporting to avoid unnecessary investigations of the part of our clients.
- ✓ Multiple audits are performed at all our labs; from annual ISO/IEC 17025 external audits to random Daily Data Desktop audits & Over-The-Shoulder Technical Audits, ensuring consistent and accurate calibration process and keeping measurement risk at an absolute minimum.
- ✓ Transcat invests in the best, highest quality equipment for all our labs.
- ✓ Transcat goes above ISO 17025 requirements for Proficiency Testing (PT), which requires a PT for each parameter on the lab's scope of accreditation at a minimum. This increases client confidence that their instruments are being calibrated by industry proven experts and does not leave them hoping



their instruments are serviced by the one technician who passed the PT under ISO 17025 minimum requirements.

- ✓ Our highly skilled technicians continually improve their skills through ongoing training. With knowledgeable experts performing the most up-to-date procedures on state-of-the-art equipment, you can be assured of the most accurate calibration possible.
- ✓ Transcat employs over 400 formally trained technicians averaging 15 years of calibration experience each.

Best regards,

Lori Moore | General/QA Manager

Ph: [REDACTED] | [lori.moore@biotekservices.com](mailto:lori.moore@biotekservices.com)





## **VA Tech – Price Sheet**

### **Single Channel Pipette Calibrations:**

Level 1 - \$19.50 (Statement of Calibration/NIST Traceable)

Level 2 - \$25.00 (As Left Reports) Non-ISO

Level 3 - \$30.00 (As Found & As Left Reports) ISO accredited

### **Multi-Channel Pipette Calibrations:**

Level 1 - \$39.00 (Statement of Calibration/NIST Traceable)

Level 2 - \$80.00 (As Left Reports) Non-ISO

Level 3 - \$100.00 (As Found & As Left Reports) ISO accredited

### **Balances Calibrations:**

#### **Non-accredited:**

\$80.00 (As Left Reports)

\$155.00 (As Left Reports - large scales, over 25kg/50lbs)

### **Centrifuges Calibrations:**

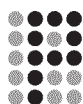
\$77.00 per unit (PM & NIST Traceable calibration of speed and time)

### **Freezers, Refrigerators, Incubators, Ovens Calibrations:**

\$77.00 per unit (NIST Traceable temperature mapping/time calibration)

### **pH Meters Calibrations:**

\$77.00 each (PM service, NIST Traceable probe and meter calibration)



**pipettes.com™**  
A **TRANSCAT** Company

PAGE#

1

**\*\* INVOICE \*\***

Date	Invoice#
05/04/22	41523

**Inquiries:**

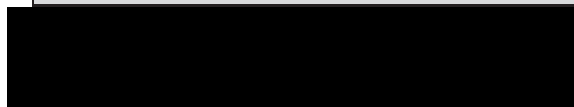
35 Vantage Point Dr.  
Rochester, NY 14624  
Tel: 800-828-1470  
Sales@Transcat.com

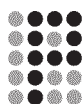
Bill To
VA POLYTECHNIC INST & STATE U 300 TURNER STREET NORTHWEST BLACKSBURG, VA 24061 UNITED STATES

Ship to
VA TECH 1410 PRICES FORK RD BLDG 447D BLACKSBURG, VA 24060-3831 UNITED STATES

PO Number	Terms	Order#	Customer#	Ship Via	CO#	WH#
P4078794	Net 30 Days	GR4NU/00	1/0000621652	ONSITE SERVICE	01	43
item	Description	Qty Ord	Qty Ship	Qty B/O	Unit Price	total Invoiced
PM0305-1	Balance (aka, Single Pan, Dual Pan, Digital, Electro	37.00	37.00		80.00	2,960.00
PM0305-2	Balance (aka, Single Pan, Dual Pan, Digital, Electro 01 Technician(s) - 02 Day Minimum Rate - APRIL 27-28 2022	2.00	2.00		155.00	310.00
					<b>SUB TOTAL:</b>	3,270.00 USD
					<b>SALES TAX:</b>	.00
					<b>DUE DATE</b> 06/03/22	<b>INVOICE TOTAL:</b> 3,270.00 USD

Remit To:





**pipettes.com™**  
A **TRANSCAT** Company

PAGE#

1

**\*\* INVOICE \*\***

Date	Invoice#
05/10/22	41536

**Inquiries:**

35 Vantage Point Dr.  
Rochester, NY 14624  
Tel: 800-828-1470  
Sales@Transcat.com

Bill To
VA POLYTECHNIC INST & STATE U 300 TURNER STREET NORTHWEST BLACKSBURG, VA 24061 UNITED STATES

Ship to
VA TECH 220 AG QUAD LN 324 LATHAM HALL BLACKSBURG, VA 24061 UNITED STATES

PO Number	Terms	Order#	Customer#	Ship Via			CO#	WH#
P4078472	Net 30 Days	GR7VB/00	1/0000621652	ONSITE SERVICE			01	43
item	Description	Qty Ord	Qty Ship	Qty B/O	Unit Price	total Invoiced		
LC0105-2	Pipet, Serological	8.00	8.00		18.95	151.60		
LC0107-2	Chemical/Biological Instruments Pipette, 8 Channel	1.00	1.00		37.50	37.50		
PM0305-1	Balance (aka, Single Pan, Dual Pan, Digital, Electro 01 Technician(s) - 01 Day Minim um Rate - MAY 05, 2022	1.00	1.00		80.00	80.00		
						<b>SUB TOTAL:</b> 269.10 USD <b>SALES TAX:</b> .00 <b>DUE DATE</b> 06/09/22 <b>INVOICE TOTAL:</b> 269.10 USD		

Remit To:



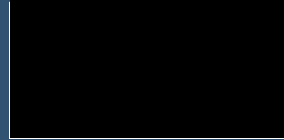
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A **TRANSCAT** Company

**TRANSCAT®**  
Trust in every measure

# Virginia Tech University - LP03242022- updated

Quote created: March 24, 2022 Reference [REDACTED]

Virginia Tech  
University



## Onsite Service Offering

Pipettes.com, a Transcat Company (formerly BioTek Services) will provide the services specified below. Depending on the pipette, the preventative maintenance (PM) includes cleaning the piston, and as needed; re-greasing, replace seal/o-ring, inspect the body for damage; check the plunger/ejector for smooth operation and adjust the pipette as necessary. All other non-pipette equipment will be calibrated per standard operating procedures and/or customer request.

A label/sticker will be affixed with the Serial Number, and/or Asset Number, date of service, and calibration due date on each piece of equipment. A calibration certificate will be generated and provided in paper and/or digital format. Any failing instruments will be red tagged and quarantined and the point of contact notified.

We follow simple acceptance, statements of conformity (e.g. Pass/Fail) to specifications are made in this report without taking measurement uncertainties into account. However, measurement uncertainties are provided for your utilization. Pass= Results within limits/specifications Fail= Results exceed limits/specifications.

Lauren Powell - Regional Onsite Coordinator Pipettes.com



# Products & Services

Item & Description	SKU	Quantity	Unit Price	Total
<b>Balance/Scale</b> Non-accredited calibration of customer balance or scale traceable through NIST Service includes: recording "As Left" data for the repeatability test, eccentricity test, and linearity test. Then the technician shall do Preventive Maintenance (PM*) and calibrate the balance/scale. Once completed, the technician will repeat the repeatability test, eccentricity test, and linearity test and collect the "As Left" data for the cert. A calibration sticker shall be placed on all balances that PASS**. Any failing instruments will be red-tagged and quarantined, and the point of contact will be notified. (up to 25kg)	PM0305-2-10KG	39	\$80.00	\$3,120.00

Item & Description	SKU	Quantity	Unit Price	Total
<b>Balance/Scale</b>	PM0305-2-	10	\$155.00	\$1,550.00
Non-accredited calibration of customer balance or scale traceable through NIST	10KG			
Service includes: recording "As Left" data for the repeatability test, eccentricity test, and linearity test. Then the technician shall do Preventive Maintenance (PM*) and calibrate the balance/scale. Once completed, the technician will repeat the repeatability test, eccentricity test, and linearity test and collect the "As Left" data for the cert. A calibration sticker shall be placed on all balances that PASS*. Any failing instruments will be red-tagged and quarantined, and the point of contact will be notified. (over 25kg)				

**Subtotals**

One-time subtotal	\$4,670.00
<b>Total</b>	<b>\$4,670.00</b>

**This quote expires on June 22, 2022**



### Purchase terms and scheduling

A Purchase Order and/or credit card is required before a technician can begin your service. Onsite services are scheduled 30 days in advance. ***A payment method must be provided to reserve your service date.*** Please provide the PO number or credit card number to Pipettes.com, a Transcat Company at [accounting@biotekservices.com](mailto:accounting@biotekservices.com) prior to service being completed. Please call or e-mail if there are any questions or considerations not addressed herein.

We look forward to being of service to you and await your response and or questions. Thank you for your business!

### Questions? Contact me



**Lauren Powell**

Regional Onsite Coordinator  
[lauren.powell@transcat.com](mailto:lauren.powell@transcat.com)

### **Pipettes.com**


5310 South Laburnum Ave.  
Richmond, VA 23231  
800-792-3625



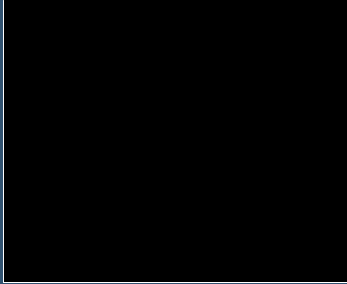
**pipettes.com™**  
A **TRANSCAT** Company

**TRANSCAT®**  
Trust in every measure

# Virginia Tech University - LP04182022

Quote created: April 18, 2022 Reference: 

Virginia Tech -  
Eastwood Disease  
Ecology Lab



## Onsite Service Offering

Pipettes.com, a Transcat Company (formerly BioTek Services) will provide the services specified below. Depending on the pipette, the preventative maintenance (PM) includes cleaning the piston, and as needed; re-greasing, replace seal/o-ring, inspect the body for damage; check the plunger/ejector for smooth operation and adjust the pipette as necessary. All other non-pipette equipment will be calibrated per standard operating procedures and/or customer request.

A label/sticker will be affixed with the Serial Number, and/or Asset Number, date of service, and calibration due date on each piece of equipment. A calibration certificate will be generated and provided in paper and/or digital format. Any failing instruments will be red tagged and quarantined and the point of contact notified.

We follow simple acceptance, statements of conformity (e.g. Pass/Fail) to specifications are made in this report without taking measurement uncertainties into account. However, measurement uncertainties are provided for your utilization. Pass= Results within limits/specifications Fail= Results exceed limits/specifications.

Lauren Powell - Regional Onsite Coordinator Pipettes.com



# Products & Services

Item & Description	SKU	Quantity	Unit Price	Total
<b>Level 1 Non-Accredited Single Channel Pipette Onsite Calibration Service</b>  Level 1 includes a batch certificate with list of pipettes calibrated. No As Found/As Left data is provided. Service for Repeat Dispensers (repeaters) are priced as single channels unless a service is required on each tip used.	LC0105-2-10S	8	\$18.95	\$151.60
<b>Level 1 Non-Accredited Multi-Channel Onsite Pipette Calibration Service</b>  Level 1 is a non-accredited calibration that includes a "Statement of Calibration Report" of pass/fail. No As Found/As Left data is provided.	LC0107-2-10S	1	\$37.50	\$37.50
<b>Balance/Scale</b>  Non-accredited calibration of customer balance or scale traceable through NIST (up to 10kg)	PM0305-2-10KG	1	\$80.00	\$80.00
<b>Subtotals</b>				
One-time subtotal				\$269.10
<b>Total</b>				<b>\$269.10</b>

**This quote expires on July 17, 2022**

### **Purchase terms and scheduling**

A Purchase Order and/or credit card is required before a technician can begin your service. Onsite services are scheduled 30 days in advance. ***A payment method must be provided to reserve your service date.*** Please provide the PO number or credit card number to Pipettes.com, a Transcat Company at [accounting@biotekservices.com](mailto:accounting@biotekservices.com) prior to service being completed. Please call or e-mail if there are any questions or considerations not addressed herein.

We look forward to being of service to you and await your response and or questions. Thank you for your business!

### **Questions? Contact me**



**Lauren Powell**

Regional Onsite Coordinator  
[lauren.powell@transcat.com](mailto:lauren.powell@transcat.com)

### **Pipettes.com**

5310 South Laburnum Ave.  
Richmond, VA 23231  
800-792-3625

## Negotiations Summary

1. **Virginia Tech question:** List all contact information for ordering, invoicing, customer service, etc.

**Transcat Inc. response:** You can contact Lauren Powell by phone (804) 508-7299 or email. [Lauren.powell@biotekservices.com](mailto:Lauren.powell@biotekservices.com)

2. **Virginia Tech question:** Specify typical turnaround time for delivery (standard, rush, etc.) for the services being offered.

**Transcat Inc. response:** We normally complete Onsite service for VT. Mail-in turnaround time is normally, 3-5 days after we received the equipment (depending on workload). There is a fee for expediate services, which depends on the amount of pipettes and what level is being requested. Min expediate fee is \$75.

3. **Virginia Tech question:** Do you agree that there shall be no minimum order requirement for purchase orders applied against this potential contract?

**Transcat Inc. response:** Yes, we agree.

4. **Virginia Tech question:** How would BioTek handle a potential situation in which a calibration services rendered were unsuccessful?

**Transcat Inc. response:** Customer is notified at the time the pipette fails or before repairs are done.

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

**Transcat Inc. response:** No information needs to be redacted.

6. **Virginia Tech question:** Are there any additional financial or value-added incentives you would like to offer at this time?

**Transcat Inc. response:** No, not at this time.

7. **Virginia Tech question:** Are there any additional forms or documents that you will require to be incorporated into the contract documents? If so, please submit.

**Transcat Inc. response:** No additional documents required.

8. **Virginia Tech question:** Does Transcat Inc. agree to provide monthly invoices with payment due thirty (30) days after receipt of invoice or goods/services, whichever is later?

**Transcat Inc. response:** Yes, we agree.

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

**Transcat Inc. response:** Yes, we agree.

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

**Transcat Inc. response:** Yes, we agree.

11. **Virginia Tech question:** Do you agree that the initial contract period shall be two years?

**Transcat Inc. response:** Yes, we agree.

12. **Virginia Tech question:** Upon completion of the initial contract period, does BioTek Services agree that the contract may be renewed by Virginia Tech upon written agreement of both parties for four (4) two-year periods, under the terms of the current contract?

**Transcat Inc. response:** Yes, we agree.

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

**Transcat Inc. response:** Yes, we agree.

14. **Virginia Tech question:** If awarded a contract, are you willing to hold prices firm for the initial contract period and the first renewal year?

**Transcat Inc. response:** Yes, we agree.

15. **Virginia Tech question:** While other factors such as the methodology, quality of service and prior experience are considered during the selection process, the evaluation of price, including the annual maintenance fee, is a key element of the evaluation. With this in mind, please provide Transcat Inc.'s most competitive price structure for services offered.

**Transcat Inc. response:** Best pricing has been provided.

16. **Virginia Tech question:** 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.



Transcat Inc. response:

Frank Ceraci  
Director, Business Operations  
Frank.ceraci@transcat.com  
(585) 454.8501

Frank and Lori work diligently together to make sure Virginia Tech receives the highest quality of service.

17. **Virginia Tech question:** Please describe your quickest turn-around time if emergency services are needed.

Transcat Inc. response: 24 – 36 hours.

18. **Virginia Tech question:** Will you be able to handle increased volumes of business and/or provide service to additional departments during the course of the contract?

Transcat Inc. response: Yes.

19. **Virginia Tech question:** 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?

Transcat Inc. response: Yes, we agree.

20. **Virginia Tech question:** How soon after contract award can you begin providing services?

Transcat Inc. response: 30 – 45 days.

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

Transcat Inc. response: Yes.

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

Transcat Inc. response: Yes, we agree.

23. **Virginia Tech question:** Are the prices for all goods/services listed in your proposal inclusive of all applicable eVA system transaction fees?

Transcat Inc. response: Yes.

24. **Virginia Tech question:** Does the vendor acknowledge, agree, and understand that the terms and conditions of the RFP # 952642205 shall govern the contract if a contract is awarded to your company?

Transcat Inc. response: Yes, we agree.

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

Transcat Inc. response:

Lori Moore  
General QA Manager



[Lori.moore@biotekservices.com](mailto:Lori.moore@biotekservices.com)