

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: VTR-2277-2024

This contract entered into this 17th day of June 2024 by Dorm Company Corporation DBA DormCo 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 Student Residential Supply Agreements to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From June 21, 2024 through June 20, 2027 with the option for one 3-year renewal.

CONTRACT DOCUMENTS: The Contract Documents shall consist of this signed contract, Request for Proposal (RFP) number 952642407 dated March 25, 2024, the proposal submitted by the Contractor dated April 25, 2024 and the negotiation summary, all of which Contract Documents are incorporated herein.

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

admissibility
DS DS
JG RN
(initials)

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

Contractor
By: DocuSigned by:
Jeff Gawronski
(Signature)
741460CBD75F45E...
Jeff Gawronski
Name and Title
President

Virginia Tech
By: DocuSigned by:
Reed Nagel
5EF51DA320D049B...
Reed Nagel
Associate Director of Procurement



Request for Proposal # 952642407

For

Student Residential Supply Agreements

March 25, 2024

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 # 952642407, Student Residential Supply Agreements

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

DUE DATE: Proposals will be received until April 25, 2024 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: lhenry29@vt.edu. All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 3:00 PM on April 11, 2024. Inquiries must be submitted to the procurement officer identified in this solicitation.

PROPOSAL SUBMISSION:

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

Proposals may NOT be hand delivered to the Procurement Office.

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

Proposals must be submitted electronically at:

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

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

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

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

Attachments must be smaller than 50MB in order to be received by the University.

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

AUTHORIZED SIGNATURE: _____ Date: _____

[INCLUDE THIS PAGE]

I. PURPOSE:

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

Virginia Tech provides on-campus housing to over 10,000 students. Residential Well-being creates intentional residential communities that are characterized by belonging, flourishing, compassion for self and others, and meaningful engagement in the Virginia Tech community. RWB (in partnership with prior student organizations) has worked with various vendors in the past to provide students and their families' opportunities to purchase items to make their rooms homier, such as lofting steps, desk hutches, rugs, and bed linens. In agreement for advertising our specific vendors, they have provided RWB with percentages of sales, which RWB uses for programs, student leader development, and other initiatives to support and develop residential students. RWB would like to continue to provide the convenience of these services to students while also earning commission that can be used to provide other opportunities to students throughout the year.

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 three year(s) with the option for a three-year renewal, 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:

Describe in detail the manner in which each applicable topic is addressed by your solution. The contractor shall provide all labor, materials, new parts, tools, equipment, travel, and all incidentals required and/or implied for the provision of the products as outlined below.

The Virginia Tech Residential Well-Being department will advertise on their website (housing.vt.edu) the products your firm can provide to students living on-campus in return for a commission percentage of sales. Expectations are for these items to be provided to students in time for move-in during the fall as well as throughout the academic year.

A. Describe your firm's ability to provide any of the following products listed below with specific consideration to the current logistical information provided:

1. Linens and bedding items like comforters, pillows, and blankets for extra-long mattresses (longer than 76")
2. Carpets for various room sizes
3. Towels, bath mats, and other bathroom accessories

4. Closet Organizers and storage accessories
5. Headboards
6. Nightstands

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. Specific Plans and Methodology

- a. Provide product information pertaining to the applicable items in the list above that your firm can provide. Include information such as brand, model, material, country of origin, and any other useful information.
- b. Describe how your firm would handle the logistics and distribution of supplies prior to move-in day as well as throughout the year.
- c. Provide estimated lead times for the applicable items listed above in the statement of needs that your firm can provide. Include where these will be shipping from.
- d. If applicable, provide warranty information on items and how returns are handled with your firm.
- e. Provide an example of what advertising/marketing method you would potentially provide to the RWB to share across the on-campus community (mailers, web links, etc.)

2. Price/Rebate

- a. Describe how your firm would propose offering a commission share with Virginia Tech RWB. Be sure to include sales milestones for higher commission rates if applicable.
- b. Provide a minimum commission percentage that will be maintained throughout the duration of the contract.
- c. Describe how commission will be calculated and what type of sales this will be based on (i.e. gross, net). Be sure to include what term lengths will be used to group sales (i.e. monthly, quarterly, annually)
- d. Provide detailed pricing to include price for product, delivery fees, service charges, installation fees, travel costs and/or any other fees.

3. Qualifications and Experience

- a. Describe the qualifications and experience of your firm in providing the applicable products and services described. Be sure to include recent references, either educational or governmental, for whom you have provided the type of services described herein. Include the date(s) the services were furnished, the client name, and contact information.

4. Participation of Small, Women-owned and Minority-owned Business (SWAM) Business:

If your business cannot be classified as SWaM, describe your plan for utilizing SWaM subcontractors if awarded a contract. Describe your ability to provide reporting on SWaM subcontracting spend when requested. If your firm or any business that you plan to subcontract with can be classified as SWaM, but has not been certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), it is expected that the certification process will be initiated no later than the time of the award. If your firm is currently certified, you agree to maintain your certification for the life of the contract. For assistance with SWaM certification, visit the SBSD website at <http://www.sbsd.virginia.gov/>

5. The return of the Submission Instruction page and addenda, if any, signed and filled out as required.

D. General Requirements

1. RFP Response: In order to be considered for selection, Offerors shall submit a complete response to this RFP to include;
 - a. **One (1) electronic document** in WORD format or searchable PDF of the entire proposal as one document, INCLUDING ALL ATTACHMENTS must be uploaded through the Virginia Tech online submission portal. Refer to page 2 for instructions.

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

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

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

2. Proposal Preparation:

- a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Virginia Tech requiring prompt submission of missing information and/or giving a

lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Virginia Tech at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

- b. Proposals should be prepared simply and economically providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
 - c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
 - d. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. -The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.
3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Virginia Tech.—This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. Virginia Tech will schedule the time and location of these presentations. Oral presentations are an option of Virginia Tech and may not be conducted. Therefore, proposals should be complete.

VIII. SELECTION CRITERIA AND AWARD:

A. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

<u>Criteria</u>	<u>Maximum Point Value</u>
1. Quality of products/services offered and suitability for the intended purposes	25
2. Qualifications and experiences of Offeror in providing the goods/services	25
3. Specific plans or methodology to be used to provide the Services	25
4. Cost (or Price)	15
5. Participation of Small, Women-Owned and Minority (SWAM) Business	10
Total	100

B. Award

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

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

X. 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. 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.

XIII. 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.

XIV. 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.

XV. TERMS AND CONDITIONS:

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

XVI. CONTRACT ADMINISTRATION:

- A. Dr. Rebecca Caldwell, Director, Residential Well-Being 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.

XVII. ATTACHMENTS:

Attachment A - Terms and Conditions

ATTACHMENT A

TERMS AND CONDITIONS

RFP GENERAL TERMS AND CONDITIONS

See:

https://www.procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_RFP_02182022.pdf

ADDITIONAL TERMS AND CONDITIONS

- 1. ADDITIONAL GOODS AND SERVICES:** The University may acquire other goods or services that the supplier provides other than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the Agreement.
- 2. AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.
- 3. AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- 4. CANCELLATION OF CONTRACT:** Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- 5. CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Request for Proposal including all modifications thereof, the proposal submitted by the Contractor, the written results of negotiations, the Commonwealth Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
- 6. IDENTIFICATION OF PROPOSAL:** Virginia Tech will only be accepting electronic submission of proposals. All submissions must be submitted to the Virginia Tech online submission portal. Upon completion you will be directed to your Submission Receipt. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time. **Attachments must be smaller than 50MB in order to be received by the University.** Proposals may **NOT** be hand delivered to the Procurement Office.
- 7. NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing via email.
- 8. SEVERAL LIABILITY:** Virginia Tech will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.

- 9. CLOUD OR WEB HOSTED SOFTWARE SOLUTIONS:** For agreements involving Cloud-based Web-hosted software/applications refer to link for additional terms and conditions: http://www.ita.vt.edu/purchasing/VT_Cloud_Data_Protection_Addendum_final03102017.pdf



DormCo | 528B Myatt Dr. Madison, TN 37115 | (888) 925-2899

RFP # 952642407, Student Residential Supply Agreements
Deadline: April 25, 2024 at 3:00PM

VII. PROPOSAL PREPARATION AND SUBMISSION:

A1. Specific Plans and Methodology

DormCo will provide a 15% commission on the net sales revenue of purchases made through a dedicated link. Virginia Tech students will be granted the student discount price as listed on our website (<https://www.dormco.com>). A selection of sample units will be provided to VT at no cost to stage a showroom for students to preview.

Included is a generic example of the mailing brochure used by our company in 2023. It will be updated based on our current product selection and personalized with the university name and logo. Our complete catalog can be viewed by students and parents at any time at the unique URL generated that we will use to monitor sales.

In further discussions we can determine the preferred delivery method, with the ability to hold orders at our warehouse until a preferred date to be delivered in bulk directly to the university closer to the start of the semester. Students are also able to ship to their home if preferred, with shipping costs starting at \$2.95 per order. Throughout the year students are able to place additional orders shipped directly to their campus mailing address. Our full return policy is available on our website, with a 30 day window from the time the order is delivered to return items in unused condition for a refund and a 120 day window to return for store credit. (<https://www.dormco.com/returns.asp>)

All orders are shipped from our warehouse located in Madison, TN. Our USA-based team provides customer support by phone, chat, and email during the week, Monday through Friday (8:30AM - 3:30PM CT), with extended assistance by email over weekends.

A2. Price/Rebate

This partnership would be at no cost to Virginia Tech. DormCo will provide a flat rate 15% commission on the net sales revenue of purchases made. Commission will be paid on a monthly basis by check, with a report detailing the sales and commission available.

A3. Qualifications and Experience

We have partnered with colleges to provide quality bedding and residence hall supplies, both in bulk to the organization and directly to students on an individual basis.

Cornell University - Ithaca, NY
[REDACTED]

Partnered from 2020 to present to provide bedding supplies and other dorm essentials to their incoming students.

Belmont University - Nashville, TN
[REDACTED]

Partnered from 2020 to present to provide bedding supplies and other dorm essentials to their incoming students.

Mississippi State University - Starkville, MS
[REDACTED]

Partnered from 2016 to present to provide bedding supplies and other dorm essentials to their incoming students.

VI. STATEMENT OF NEEDS/SCOPE OF WORK:

A1. Linens and bedding items like comforters, pillows, and blankets for extra-long mattresses (longer than 76")

We pride ourselves on our selection of Twin XL bedding, designed with 80" long mattress dimensions in mind to ensure ultimate comfort. Our TXL bedding includes comforters, duvet covers, sheet sets, pillowcases and shams, blankets, toppers, mattress pads and encasements so incoming students can outfit every inch of their bed. This bedding is available in a variety of colors, patterns, materials, and price points. (https://www.dormco.com/Essential_Twin_XL_Bedding_for_Twin_Extra_Long_Dorm_Beds_s/20.htm)

A2. Carpets for various room sizes

We carry machine washable rugs in a range of solid colors, with the sizes ranging from 3' x 4.75' up to 6' x 9'. (https://www.dormco.com/Soft_Essential_College_Dorm_Room_Rugs_s/22.htm)

A3. Towels, bath mats, and other bathroom accessories

We offer shower sandals, shower totes, laundry bags, bath mats, towel sets, wastebaskets, and more to cover laundry and bathroom basics.

(https://www.dormco.com/Community_College_Shower_Supplies_for_the_Dorm_s/25.htm)

A4. Closet Organizers and storage accessories

We understand the importance of smart organization and thus offer a variety of storage solutions. Our line of TUSK® products is designed to maximize available space, whether that be in a closet or under a bed.

(https://www.dormco.com/TUSK_College_Storage_Dorm_Room_Storage_s/268.htm)

We also offer a variety of products within our Yak About It® and Suprima® brands to offer a range of storage for under the bed, over the bed, on top of dorm desks, or to store small appliances and mini fridges.

(https://www.dormco.com/College_Dorm_Room_Organizers_and_Dorm_Space_Savers_s/28.htm)

A5. Headboards

We offer a wide variety of decorative headboards intended for Twin XL dorm beds. In addition to more traditional styles we also carry pillow-style versions for a softer comfort that provides support when studying.

(https://www.dormco.com/Soft_Essential_College_Dorm_Room_Rugs_s/22.htm)

A6. Nightstands

Our durable bedside tables are offered in a range of styles, colors, and heights to best accommodate the design of each dorm room.

(https://www.dormco.com/Stylish_and_Sturdy_College_Dorm_Storage_Tables_s/394.htm)



Heather Hughes, Retail Manager

heatherk@dormco.com

COMPLETE PACK
You Choose
COLORS & STYLE

- A: Student's Sheet Set (2)
- B: Foam Bedding Topper
- C: 6-Pack Towels
- D: 6-Pack Wash Cloths
- E: 16-Pack Microfiber Convenience
- F: Micro-Suede Comforter® (60" Blanket)
- G: Extra Pillowcase
- H: Trunk
- I: Trunk
- J: Mattress Pad
- K: Underbed Storage
- L: Pillow
- M: Laundry Bag
- N: Encasement
- O: Silverware

100% CUSTOMIZABLE BEDDING PACKAGES

Student **DISCOUNT PRICING**

dorm
co.com

Starter Pack
\$124.40

Upgraded Pack
\$196.16

Complete Pack
\$298.36

Student **DISCOUNT PRICING**

COLLEGE
BEDDING PACKAGES

STUDENT DISCOUNT PRICING

You Choose
COLORS & STYLE

COLLEGE BEDDING PACKAGES

SELECT *Your* FAVORITE OPTIONS
100% CUSTOMIZABLE

FLAT RATE
\$2.95
SHIPPING

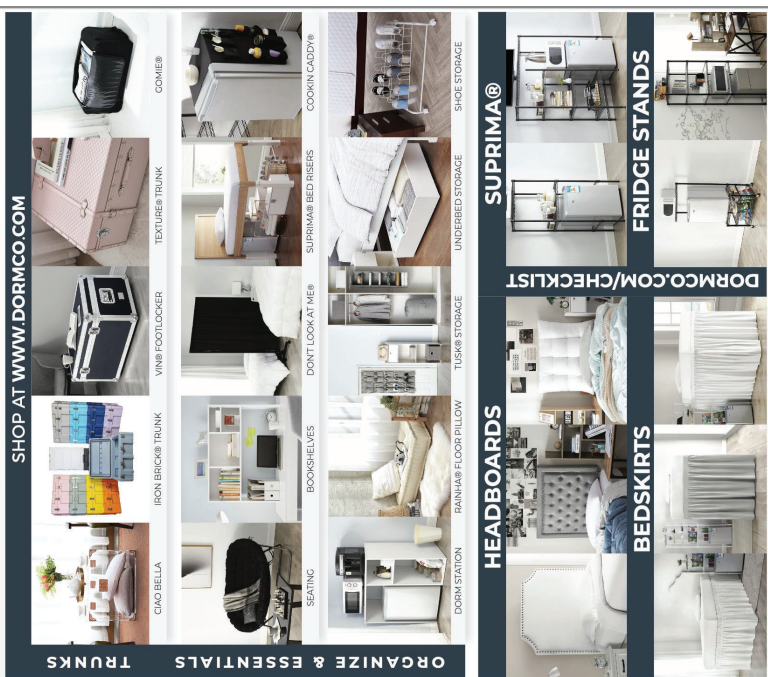
Student
DISCOUNTED PRICING



- INCLUDED
REVERSIBLES
50+ OPTIONS
- UPGRADE
COMA INDUCER®
(PLUSH & COZY)
150+ OPTIONS
- UPGRADE
LUXURY LOFT®
(100% COTTON, DOWN, & BAMBOO)
10+ OPTIONS
- UPGRADE
NATURAL LOFT®
(SOFT, CLOUD-LIKE)
10+ OPTIONS
- Student Favorite*
easy to wash
- Over 100**
COMFORTER OPTIONS



PACKS INCLUDE: SHEETS, BLANKETS, TOPPERS, MEMORY FOAM, COMPLETE PACK, STARTER PACK, UPGRADED PACK



ORGANIZE & ESSENTIALS TRUNKS

- CHAO BELLA
- IRON BRICK® TRUNK
- VIN® FOOTLOCKER
- TEXTURES® TRUNK
- COME®
- BOOKSHELVES
- DON'T LOOK AT ME®
- COOKIN' CADDY®
- SEATING
- RAINIUM® FLOOR PILLOW
- TUSK® STORAGE
- UNDERBED STORAGE
- SHOE STORAGE
- HEADBOARDS**
- BEDSKIRTS**
- SUPRIMA®**
- FRIDGE STANDS**

SHOP AT WWW.DORMCO.COM

DORMCO.COM/CHECKLIST

RFP # 952642407, Student Residential Supply Agreements

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PROPOSAL SUBMISSION:

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

Proposals may NOT be hand delivered to the Procurement Office.

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

Proposals must be submitted electronically at:

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

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

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

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

Attachments must be smaller than 50MB in order to be received by the University.

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

AUTHORIZED SIGNATURE: Heather Hughes Date: 4/23/2024

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Negotiations Summary

1. **Virginia Tech question:** Can you please specify your plan for delivering to students on campus? The preferred method that has worked well is to deliver directly to campus. On delivery day, the company arrives and staff let them into each room to deliver. This took about a half-day in summer of 2023.

DormCo Response: Our company does not offer delivery service on campus. Schools that we work with have handled the delivery of the packages directly to the dorm rooms, or have set pick-up locations on campus for students to retrieve their packages.

2. **Virginia Tech question:** Do you plan on delivering to student rooms on campus, at their homes prior to coming to campus, or both? Note: West Coast and international students are a common type of customer.

DormCo Response: We are able to deliver to student's homes prior to coming to campus, or an address on campus that they are available to pick it up at (mailroom, bookstore, etc - depends on the school)

3. **Virginia Tech question:** Can you please provide details for your marketing plan? Note: VT has a dedicated vendor page on housing.vt.edu where the company will be listed. If mailings are part of the plan, VT will provide addresses directly to the printer, but the company should plan to pay the printer directly.

DormCo Response: Yes, we have a customizable tri-fold brochure that we send out, along with an informative letter that explains the program/benefits. You are able to send the mailing list directly to our printer so that we never see it directly to maintain student privacy.

4. **Virginia Tech question:** Virginia Tech does not allow bed-risers in on-campus housing. Can you please remove this product offering and confirm it will not be marketed to VT students?

DormCo Response: We are unable to turn off a single product for just one school - it is viewable to everyone who looks at the website. It is recommended that VT include verbiage in their marketing/website that this product is not permitted in the residence halls.

5. **Virginia Tech question:** We have encountered situations in the past where the paint/ink from the headboards get transposed to the wall from contact. Have you encountered this issue with your products? What guidance is given to students?

DormCo Response: In the 6+ years I have worked at DormCo, I have not come across any feedback from students saying that this happened. Additionally, a good portion of our headboards do not have a colored backing.

6. **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.

DormCo Response: n/a

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.

DormCo Response: n/a

8. **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?

DormCo Response: Agreed

9. **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?

DormCo Response: Agreed

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

DormCo Response: Agreed

11. **Virginia Tech question:** Upon completion of the initial contract period, do you agree that the contract may be renewed by Virginia Tech upon written agreement of both parties for one (1) three-year period, under the terms of the current contract?

DormCo Response: Agreed

12. **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?

DormCo Response: Agreed

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

DormCo Response: We can typically get your site live and ready to market within 1 week of getting approval.

14. **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?

DormCo Response: No

15. **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?

DormCo Response: Agreed

16. **Virginia Tech question:** Does the vendor acknowledge, agree, and understand that the terms and conditions of the RFP # 952642407 shall govern the contract if a contract is awarded to your company?

DormCo Response: Agreed

17. **Virginia Tech question:** In regard to your response to question 3, since the mailers would contain students' addresses we would require that a Virginia Tech approved printer be used. Our list of approved printers can be found at the link below. Do you acknowledge and agree to this requirement?

VT approved printers: <https://www.procurement.vt.edu/departments/printing.html>

DormCo Response: Yes - this should be no problem, assuming the companies on the list are responsive and can complete the work requested. As a note, although the physical mailer can be completed, we do find that the most important method for reaching parent/students is by University direct emails.

18. **Virginia Tech question:** Do you agree to make the best effort possible to have deliveries made 2 weeks before the first day of move-in for fall semesters? (Aug 19 for the upcoming academic calendar)

DormCo Response: Yes - we normally list an "Order Deadline" about 8 days before move-in. However, we can list the deadline as August 5 to allow for most timing. However please note that our orders are shipped out within 1 business day, and typically take around 2-5 business days to arrive, depending on where they are being shipped - so orders even placed after this deadline can still arrive with plenty of time before move-in.

19. **Virginia Tech question:** Do you acknowledge and agree that all rebate checks shall be made out to Virginia Tech Residential Well-Being and mailed to New Hall West 144, 190 West Campus Drive, Blacksburg, VA 24061?

DormCo Response: Yes, all checks can be made out and sent to the requested name/address.