

**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

August 27, 2024

Scoville Specialties Inc
 Att: Lynn Scoville
 2250 Murrell Rd Ste C
 Lynchburg, VA 24501

Dear Ms. Scoville:

Subject: Virginia Tech Contract # VTS-976-2019
 Commodity/Service: Promotional Items
 Renewal Period: September 7, 2022 - September 6, 2024

This is to inform you that the subject contract expires 9/6/2024. Since the university would like to extend the contract through October 31, 2024, please advise concerning your intention by signing in the appropriate space listed below. Please return this letter to me by 8/29/20.

Please 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. If all information is correct and no changes need to be made, do not return this form. It is essential that this information be accurate in order for payments to be processed in a timely manner.

Thank you for your attention to this matter.

Sincerely,

Mary Seyler
 Buyer Senior
 Telephone: (540) 231-3813

agrees to extend the contract through _____ in accordance with the terms and conditions of the subject contract.

Authorized Signature: _____

Date: 8/28/2024

Name: _____

Lynn Scoville
7B9AB081D3ED4E6...

Title: Owner / President

(please print)

does not agree to extend the contract through _____

Authorized Signature: _____

Date: _____

Name: _____

(please print)

Title: _____

Approved: _____

DocuSigned by:

Reed Nagel
55F7D0A322D049B...

Reed Nagel
 Director of Procurement

Date: _____

8/28/2024

**Procurement**

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July 5, 2022

Scoville Specialties, Inc.
 Attn: Lauren Whistlehunt
 2250 Murrell Rd Ste C
 Lynchburg, VA 24501

Dear Ms. Whistlehunt:

Subject: Contract Renewal Letter

Virginia Tech Contract #: VTS-976-2019
 Commodity/Service: Promotional Items
 Renewal Period: September 7, 2022 – September 6, 2024
 Renewal #: (2) two-year renewal (Last Renewal)

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

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

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

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

Sincerely,
 Angela Caldwell
 Buyer

Telephone: (540) 231-1269

Scoville Specialties, Inc. **agrees** to renew the contract under the terms and conditions of the subject contract.

Authorized Signature: Lauren Whistlehunt Date: 8/4/2022
 Name: Lauren Whistlehunt Title: Sales Manager
 (please print)

We currently participate in the Wells One Program. _____

We would like to participate in the Wells One Program _____

PQ/ _____
 Approved: Mary Helmick
 5943314F5CD3478...
 Director of Procurement
 Date: 8/4/2022

CONTRACT MODIFICATION AGREEMENT

Date: May 31st, 2023

Contract No.: VTS-976-2019

Modification No.: 1

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

Contractor: Scoville Specialties Inc

Commodity: Promotional Items

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

Description of Modification:

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

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

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

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

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

Except as provided herein, all terms and conditions of Contract Number VTS-976-2019, as heretofore changed, remain unchanged and in full force and effect.

Contractor

By: 
 7B9AB081D3ED4E6...
 Lynn Scoville Owner / President

 Name and Title

Virginia Tech

By: 
 5943314F5CD3478...
 Mary Helmick
 Director of Procurement



Procurement
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Blacksburg, Virginia 24061
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www.procurement.vt.edu

July 15, 2020

Scoville Specialties, Inc.
Attn: Lynn Scoville
2250 Murrell Rd Ste C
Lynchburg, VA 24501

Dear Ms. Scoville:

Subject: Contract Renewal Letter


Virginia Tech Contract #: VTS-976-2019
Commodity/Service: Promotional Items
Renewal Period: September 7, 2020 - September 6, 2022
Renewal #: (1) two-year renewal

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

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.

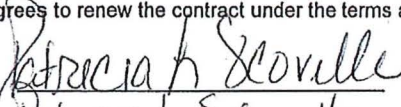
Sincerely, 
Daysha Holmes
Assistant Director for Supplier Opportunity

Telephone: (540) 231-1269

Scoville Specialties, Inc. agrees to renew the contract under the terms and conditions of the subject contract.

Authorized Signature:

Name:


Patricia H. Scoville
(please print)

Date:

Title:

7/28/2020

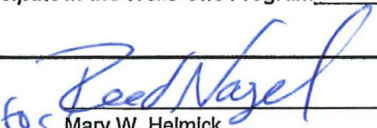
President/owner

We currently participate in the Wells One Program. ☒

We would like to participate in the Wells One Program ☐

RN/sr

Approved:


Mary W. Helmick
Director of Procurement
7/28/20

Date:

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: VTS-976-2019

This contract entered into this 7th day of September 2018 by Scoville Specialties, 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 promotional items to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From September 7, 2018 through September 6, 2020 with an option for two-two year renewals.

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

FREIGHT: Contractor will incorporate Virginia Tech's inbound freight program for shipping orders to the university by utilizing the university's third party carrier number and referencing the university's PO number on the shipping label. It is understood that some of the contractor's suppliers may charge a handling fee when shipping via a third party carrier number. This may include a per-box fee or a flat fee. In those circumstances, both parties acknowledge that the handling fee will be passed along to the university. If the shipper fails to provide the university's PO number on the shipping label, freight charges may be returned to the shipper and any resulting carrier fees may not be passed along to the university.

CONTRACT DOCUMENTS: The Contract Documents shall consist of this signed contract, Request for Proposal (RFP) number 0055170 dated April 4, 2018, together with Addendum Number 1 To RFP dated April 23, 2018, the proposal submitted by the Contractor dated May 2, 2018, Virginia Tech's letter dated August 3, 2018, the Contractor's letter dated August 3, 2018, Virginia Tech's letter dated August 30, 2018, and the Contractor's letter dated August 30, 2018, all of which Contract Documents are incorporated herein.

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

Contractor
By:

(Signature)

Name and Title

Virginia Tech
By:

Kimberly Dulaney, CPSM, CUPO
Assistant Director and Contracts Manager



Request for Proposal # 0055170

For

Promotional Items

April 4, 2018

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, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

RFP 0055170
GENERAL INFORMATION FORM

QUESTIONS: All inquiries for information regarding this solicitation should be directed to: Daysha Holmes, Contracts Specialist Phone: (540) 231-1269 e-mail: daysha94@vt.edu.

DUE DATE: Proposals will be received until May 9, 2018 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

ADDRESS: Proposals should be mailed or hand delivered to: Virginia Polytechnic Institute and State University (Virginia Tech), Procurement Department (MC 0333) North End Center, Suite 2100, 300 Turner Street NW, Blacksburg, Virginia 24061. Reference the due date and hour, and RFP Number in the lower left corner of the return envelope or package.

Please note that USPS is delivered to a central location and is not delivered directly to Procurement. Allow extra time if sending proposal via USPS. It is the vendor's responsibility to ensure proposals are received in the Procurement office at the appropriate date and time for consideration.

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

_____ **Large**

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

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

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

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

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

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

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

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

YES _____ NO _____

SIGNATURE _____ Date: _____

Revised 01/01/2018

I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit proposals to establish multiple contracts through competitive negotiations for Promotional Items by Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

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

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

III. CONTRACT PERIOD:

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

IV. BACKGROUND:

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

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

Virginia Tech purchases a wide variety of promotional items to carry out its mission. These items include, but are not limited, t-shirts, pens, magnets, lanyards, hats, key chains, buttons, mugs, hand sanitizer, lip balm, etc. Virginia Tech desires to partner with local contractors to provide quality promotional items. The Contractor shall be an authorized reseller of the promotional items being offered. The Contractor shall not ship substitute items without prior approval from Virginia Tech personnel. Virginia Tech shall provide and approve all logo(s) to be used on promotional items.

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

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

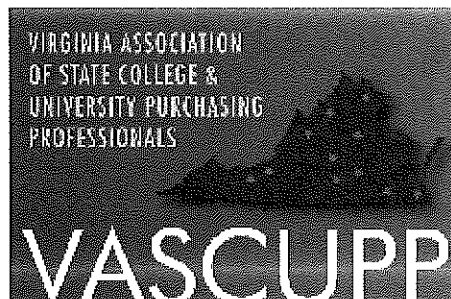
There are transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the

eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

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

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

VI. CONTRACT PARTICIPATION:



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

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

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

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

VII. STATEMENT OF NEEDS:

Contractor will be required to use licensed material in accordance with Virginia Tech Guidelines.

The Contractor shall provide the services as requested below. This scope of services is representative and actual services requested may be more or less comprehensive than those outlined herein. Contractor may be assigned tasks to include, but not be limited to, the following;

- A. Provide a link to a complete electronic catalog containing all available promotional items being offered. Include published price list or instructions on how to access published price list electronically.
- B. The ability to customize electronic catalog for the University.
- C. Provide marketing plan to communicate your company to campus.
- D. List all contact information for ordering, invoicing, customer service, etc.
- E. Provide experience in working with various departments at educational institutions similar at Virginia Tech. Include method for collaboration for individual orders.
- F. Provide plan for pre-production samples of promotional items with logo.
- G. Provide timeframe for adequate sample items, material, or color swatches.
- H. Describe delivery options and policies, including in-stock, rush, and manufacturing order for the promotional items being offered. All orders shall be FOB destination. Include information regarding delivery costs and/ or free delivery.
- I. Specify typical turnaround time for delivery (standard, rush, etc.) of the promotional items being offered.
- J. Describe return policy and associated costs.
- K. Describe the process for replacement of defective, broken, or damaged promotional items.
- L. Describe quality control process.
- M. Provide sample quote and invoice.
- N. Describe all embroidery, screen-printing, and imprinting services and associated costs.

VIII. PROPOSAL PREPARATION AND SUBMISSION:

A. Specific Requirements

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

1. Plan for Providing Services:

- a. Complete a detailed description of the Offeror's method and plan for providing the services described herein in the Statement of Needs, Section VII.A through N.
- b. Description of specific services the Offeror proposes to provide to include, but not be limited to, when the services will be performed, by whom, and the anticipated time duration for typical services.

2. Qualifications and Experience:

- a. Complete a detailed description of the Offeror's qualifications and experience relative to the services described herein.
- b. Description of the Offeror's experience with the following:
 - 1) Working with universities to create innovative strategies that helped achieve goals.
 - 2) Experience with specialized institutions such as student and faculty for promotional items.
- c. Offeror's organization data, including size and structure of firm, joint venture and/or subcontractor arrangements if any, location of branch offices, and financial standing.
- d. Listing of Offeror's management and staff personnel to be used for this contract, designated by discipline and detailing qualifications and experience relative to the services described herein, including a short job description for each position. Include a résumé of each and proof of required certifications, if any.
- e. If you have an existing VASCUPP contract, please provide as a response to this solicitation.
- f. Are you currently an approved/licensed vendor and which schools are you approved and licensed with?

3. Price:

- a. Suggest a pricing format for services provided, either by hour or by service type. Include your requested prices for your suggested pricing format. Please note that Virginia Tech cannot enter into a cost-plus type of contract.
- b. Discuss price firmness and provide a plan for conveying price decrease/increase if Virginia Tech elects to renew the contract.
- c. Outline any additional expenses to be reimbursed that fall outside of the normal hourly or service type rate.

4. References:

Provide four (4) 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, address, and the name and phone number of the individual

Virginia Tech has your permission to contact. Identify work or projects similar in scope and size to those being requested in this Request for Proposal.

5. Participation of Small, Women-owned and Minority-owned Business (SWaM) Business:

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

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

B. General Requirements

1. RFP Response: In order to be considered for selection, Offerors shall submit a complete response to this RFP to include;
 - a. **One (1) original and six (5) copies** of the entire proposal, including all attachments. Any proprietary information should be clearly marked in accordance with 2.e. below.
 - b. **One (1) electronic copy** in WORD format or searchable PDF (*flash drive*) of the entire proposal as one document, INCLUDING ALL ATTACHMENTS. Any proprietary information should be clearly marked in accordance with 2.e. below.
 - c. Should the proposal contain **proprietary information**, provide **one (1) redacted hard copy** of the proposal and attachments **with proprietary portions removed or blacked out**. This copy should be clearly marked "*Redacted Copy*" on the front cover. 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.

Response shall be submitted to:

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

Reference the Due Date and Hour, and RFP Number in the lower left hand corner of the return envelope or package.

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

IX. SELECTION CRITERIA AND AWARD:

A. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

<u>Criteria</u>	<u>Maximum Point Value</u>
1. Quality of products/services offered and suitability for the intended purposes	20
2. Qualifications and experiences of Offeror in providing the goods/services	25
3. Specific plans or methodology to be used to provide the Services	20
4. Cost (or Price)	25
5. Participation of Small, Women-Owned and Minority (SWAM) Business	10
Total	100

B. Award To Multiple Offerors:

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

XI. INQUIRIES:

All inquiries concerning this solicitation should be submitted in writing via email, citing the particular RFP section and paragraph number. All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 3:00 pm on April 18, 2018. Inquiries must be submitted to the procurement officer identified in this solicitation.

XII. 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

XIII. 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.

XIV. 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.

XV. 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.

XVI. 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.

XVII. TERMS AND CONDITIONS:

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

XVIII. 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 department 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. Daysha Holmes, Contracts Specialist, Procurement, shall oversee the contract in its entirety and will serve as the point of contact for issues involving this contract.

XIX. ATTACHMENTS:

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

ATTACHMENT A

TERMS AND CONDITIONS

RFP GENERAL TERMS AND CONDITIONS

See:

http://www.procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_RFP_01012018.pdf

ADDITIONAL TERMS AND CONDITIONS

- A. ADDITIONAL GOODS AND SERVICES:** The University may acquire other goods or services that the supplier provides other than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the Agreement, and should be provided at favored nations pricing, terms and conditions.
- B. AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.
- C. AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- D. CANCELLATION OF CONTRACT:** Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- E. CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Request for Proposal including all modifications thereof, the proposal submitted by the Contractor, the written results of negotiations, the Commonwealth Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
- F. IDENTIFICATION OF BID/PROPOSAL ENVELOPE:** The signed bid or proposal should be returned in a separate envelope or package and identified as follows:

From: _____

Name of Bidder or Offeror	Due Date	Time Due

Street or Box No.	Solicitation Number	

City, State, Zip Code	Solicitation Title	

Name of Procurement Officer: _____

The envelope should be addressed to:

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

The offeror takes the risk that if the envelope is not marked as described above, it may be inadvertently opened and the information compromised, which may cause the proposal to be disqualified. Bids or Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other bids/proposals should be placed in the envelope.

- G. NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing, hand delivered or mailed to the address of the respective party at the following address

If to Contractor: Address Shown On RFP Cover Page
Attention: Name Of Person Signing RFP

If to Virginia Tech:

Virginia Polytechnic Institute and State University (Virginia Tech)
Attn: Daysha Holmes
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

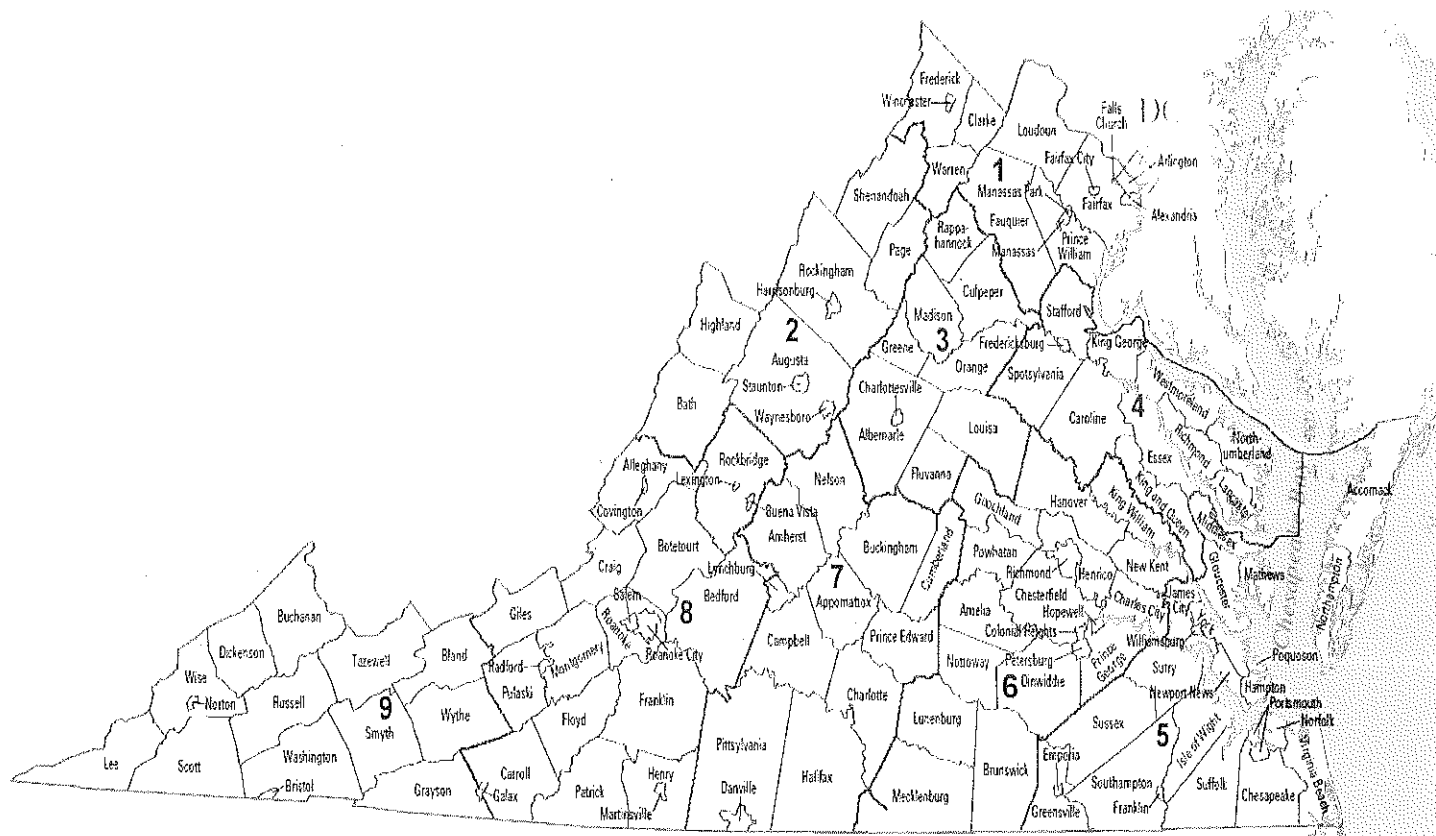
- H. SEVERAL LIABILITY:** Virginia Tech will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.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

SPECIAL TERMS AND CONDITIONS

- A. 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.
- B. 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 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>.*
- C. 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.

ATTACHMENT B

Zone Map



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

List of member institutions by zones

Zone 1

**George Mason University
(Fairfax)**

Zone 2

**James Madison University
(Harrisonburg)**

Zone 3

**University of Virginia
(Charlottesville)**

Zone 4

**University of Mary Washington
(Fredericksburg)**

Zone 5

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

Zone 6

Virginia Commonwealth University (Richmond)

Zone 7

**Longwood University
(Farmville)**

Zone 8

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

Zone 9

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

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

ATTACHMENT C

SAMPLE CONTRACT FORM

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

COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT

Contract Number: _____

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

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

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

PERIOD OF CONTRACT: From _____ through _____.

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

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

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

Contractor: _____ Virginia Tech

By: _____ By: _____

Title: _____ Title: _____

ADDENDUM # 1 TO RFP # 0055170

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
Monday, April 23, 2018	Wednesday, May 9, 2018, 3:00 p.m.

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO: Daysha Holmes, Contracts Specialist
E-MAIL ADDRESS: daysha94@vt.edu TELEPHONE NUMBER (540) 231-1269
FAX NUMBER (540) 231-9628 AFTER HOUR MESSAGES (540) 231-6221

Promotional Items

1. The following questions have arisen as a result of the aforementioned RFP:

Question 1: Will the e-catalog need to be designated per school or department? As an example, will the logo need to be available per school or department depending on the users?

Virginia Tech Answer: No, the expectation is there would be one e-catalog for all of Virginia Tech.

Question 2: Will the e-catalog need super user access?

Virginia Tech Answer: Not that we are aware of. Include in your proposal what, if any, functionality is offered to a super user.

Question 3: Will the e-catalog be the only source available for purchasing? Or can a department simply source an item with an approved vendor through a phone call or e-mail?

Virginia Tech Answer: A department can source an item with an approved vendor through a phone call or e-mail but a quote must be provided.

Question 4: Is the user allowed to order any dollar volume?

Virginia Tech Answer: Yes as long as the user is ordering against the contract, the pricing is tied back to the contract, and is auditable.

Question 5: Are budgets needed for the e-catalog in order to control spend by department or user?

Virginia Tech Answer: No, departments will manage their own budget.

Question 6: Will there be any inventory requirements of the vendor? Will a vendor have to hold inventory or maintain par levels or products?

Virginia Tech Answer: The vendor will work with individual departments and make that determination. Timeliness of providing orders is important to Virginia Tech.

Question 7: Are customers allowed to stray from the VT Brand Guidelines? As an example, can a History Professor order a t-shirt with a co-branded logo for an event or specific outing? If so, is there an approval process? If no, how is that enforced?

Virginia Tech Answer: All customers must adhere to the VT Brand Guidelines. Vendor will be accountable to adhere to VT Brand guidelines.

Question 8: Will each order need to be reviewed by the licensing director for brand compliance? If so, what is the time frame for return?

Virginia Tech Answer: Yes. It varies as the artwork needs to go to IMGCL 360 system first then to us. We always make sure the art we receive has a 24-hour turnaround.

Question 9: Are all orders considered internal consumption by licensing?

Virginia Tech Answer: Yes there is a payment. Below are two links of information from our licensing page:
<http://www.clc.com/Licensing-Info.aspx>
<http://www.clc.com/CollegiateLicensing/media/PDFDOCS/Institution-List-as-of-January-2018.pdf>

Question 10: Do all orders have to be sent to IMG – CLC for review? If so, what is the time frame for return?

Virginia Tech Answer: Yes. Please refer to question #8.

Question 11: In regards to SWaM, does a small business meet basic requirements if it is less than 250 employees OR less than \$10 Million in sales? To be clear, it is not BOTH less than 250 employees and \$10 Million in sales?

Virginia Tech Answer: Correct, you have to have one of those requirements. Please refer to <https://www.sbsd.virginia.gov/>

Question 12: Will all orders be FOB destination? Will all vendors be required to quote delivered prices?

Virginia Tech Answer: Yes, all orders will be FOB destination. Yes, all vendors will be required to quote delivered prices. We have our inbound freight program which is our preferred method for shipment to campus. Please refer to http://www.procurement.vt.edu/content/dam/procurement_vt_edu/procedures/how/Freight%20Management%20Services.pdf.

2. Section VIII. B.1., in the original RFP, is hereby deleted and replaced in its entirety with the following:
 1. RFP Response: In order to be considered for selection, Offerors shall submit a complete response to this RFP to include;
 - a. **One (1) original and two (2) copies** of the entire proposal, including all attachments. Any proprietary information should be clearly marked in accordance with 2.e. below.
 - b. **One (1) electronic copy** in WORD format or searchable PDF (*flash drive*) of the entire proposal as one document, INCLUDING ALL ATTACHMENTS. Any proprietary information should be clearly marked in accordance with 2.e. below.
 - c. Should the proposal contain **proprietary information**, provide **one (1) redacted hard copy** of the proposal and attachments **with proprietary portions removed or blacked out**. This copy should be clearly marked "*Redacted Copy*" on the front cover. 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.

Response shall be submitted to:

Virginia Polytechnic Institute and State University (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100

300 Turner Street NW
Blacksburg, Virginia 24061

Reference the Due Date and Hour, and RFP Number in the lower left hand corner of the return envelope or package.

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

3. All other terms, conditions and descriptions remain the same.
4. The due date and hour remains **Wednesday, May 9, 2018, 3:00 p.m.**

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

Signature

Date



Request for Proposal # 0055170

For

Promotional Items

Presented by:



Promotional & Specialty Advertising

ESTABLISHED 2000

Original

VIRGINIA TECH
Request for Proposal #0055170
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Virginia Tech
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STATEMENT OF NEEDS

VII. STATEMENT OF NEEDS:

Contractor will be required to use licensed material in accordance with Virginia Tech Guidelines.

The Contractor shall provide the services as requested below. This scope of services is representative and actual services requested may be more or less comprehensive than those outlined herein. Contractor may be assigned tasks to include, but not be limited to, the following;

- A. Provide a link to a complete electronic catalog containing all available promotional items being offered. Include published price list or instructions on how to access published price list electronically.

www.ssi-promos.com

The above link showcases more than 800,000 promotional products and apparel offerings available to Scoville Specialties. Manufacturer's suggested pricing is shown based on quantity. Contact your dedicated Sales Representative at Scoville Specialties for up to minute inventory availability and discounted pricing exted to Virginia Tech. There are no additional costs to the University for the creation and maintenance of this site.

- B. The ability to customize electronic catalog for the University.

Scoville Specialties is able to customize an electronic catalog (website) specifically to Virginia Tech. As a member of Advertising Specialty Institute (ASI), Scoville Specialties is able to create a custom website using ASI's extensive database of products and apparel, (the same offerings on our website!) This site is created from a selection of stock templates and customized with your brand. There are no additional costs to the University for the creation and maintenance of this site.

- C. Provide marketing plan to communicate your company to campus.

Scoville Specialties actively participates in all applicable trade shows, vendor events and marketing events offered by Virginia Tech and similar entities, ie: Swamfest, SBSB events, etc. A dedicated sales representative also assigned to the University specifically on outreach to various departments upon request.

- D. List all contact information for ordering, invoicing, customer service, etc.

Please refer to Attachment E for a list of all contact information for ordering, invoicing & customer service.

- E. Provide experience in working with various departments at educational institutions similar at Virginia Tech. Include method for collaboration for individual orders.

Since 2000, Scoville Specialties has provided promotional advertising items to many institutions to include, but not limited to:

Virginia Polytechnic Institute and State University

Old Dominion University

University of Mary Washington

Virginia Commonwealth University

James Madison University

Liberty University

Randolph College

The many departments Scoville Specialties has experience in working with include but are not limited to: Athletics, Institutional Advancement, Development, Human Resources, Student Activities, Student Affairs, Recreation & Wellness, Career & Professional Development, Alumni and Alumna, Enrollment, Recruiting, Procurement, Marketing, Campus Bookstores/Gift shops.

The prevailing collaboration for individual orders has been through direct sales efforts which include phone calls, email and face-to-face interaction with faculty and staff members. This leads to a better understanding of desired project/program outcome as well as identifying features / benefits of the promotional item as it relates to their project.

In some instances, Scoville Specialties must work directly with / through the procurement offices. These orders are normally a bid process regardless of the dollar amount. Scoville Specialties also works with the states procurement system, eVa.

- F. Provide plan for pre-production samples of promotional items with logo.
Scoville Specialties will provide promotional preproduction spec samples, upon request, for client review and quality and style at no cost to the University. Spec sample are normally provided with a placed order. Samples will be delivered to the University either by the designated sales rep and/or other means of transportation. I.e: UPS, Fed-ex.
- G. Provide timeframe for adequate sample items, material, or color swatches.
After initial request, normal timeframe for stock sample promotional item, material, or color swatches is 2-5 days depending on transit time from factory.
- H. Describe delivery options and policies, including in-stock, rush, and manufacturing order for the promotional items being offered. All orders shall be FOB destination. Include information regarding delivery costs and/ or free delivery.

Delivery Options and Policies:

Preferred shipping methods include UPS or FedEx Ground. In the event an order requires truck line service, the University will make available a loading dock for delivery.

In Stock Rush and Manufacturer Order:

Information will be provided as to the availability of stock at the time of order. In the event stock is not immediately available, Scoville Specialties will make every effort to indentify same product at another factory or locate similar items at clients request.

Rush Service:

Rush service is available on many promotional items and varies from factory to factory. In the event a rush order is needed, Scoville Specialties makes every effort to accommodate by utilizing suppliers offering a free rush service.

Delivery Costs and/or Free Delivery:

Scoville Specialties will price all items FOB and include all ground shipping rates from those carriers upon request from the client. When not requested, all shipping rates are invoiced at cost. At time no time will Scoville Specialties upcharge shipping costs in this contract. These rates are typically preferred rates that have been negotiated with carriers based on volume. Free delivery savings, when offered by the factory, will be passed along to the University.

- I. Specify typical turnaround time for delivery (standard, rush, etc.) of the promotional items being offered.

Standard Order time:

Typical turnaround time for standard delivery will vary factory to factory, however the following is considered standard:

Placement of order

Art proof after receipt of order: 24-48 hours

Production time: 7-10 days after receipt of all proofs from customer and Branding portal.

Delivery / Transit time – Depending on where factory is located, 2-4 days transit time. (West cost time is 5 days)

Rush order Time:

Rush order will vary based on requested timeline. Due to Branding requirements, not all available Rush Options are available.

- J. Describe return policy and associated costs.

Scoville Specialties makes every effort to ensure all products ordered by the University to be exactly as presented and without decoration defects. If for any reason the University is not completely satisfied, the University will make a claim within (5) five business days after receipt of order. A call tag will be immediately issued to collect the unsatisfactory items and will be replaced at no additional charge.

- K. Describe the process for replacement of defective, broken, or damaged promotional items.

Scoville Specialties makes every effort to ensure all products ordered by the University be delivered as ordered. In the event of breakable items are ordered, ie: glassware, ceramics, etc., Scoville Specialties is required by the manufacturer the package in safe pack cartons to avoid breakage. If the order is received with broken pieces, Scoville Specialties will make appropriate claims with the manufacturer and replace and/or credit broken pieces.

- L. Describe quality control process.

Scoville Specialties is dedicated to providing its customers with safe products that exceed expectations for quality and safety and designed to comply with all statutory and voluntary standards and regulations. We constantly review and inspect product lines from our top suppliers through factory representative visits, attending our industry tradeshow, to ensure they meet our standard for quality, style and durability.

M. Provide sample quote and invoice.

Please Refer to Attachment F. & F.1

N. Describe all embroidery, screen-printing, and imprinting services and associated costs.

Embroidery:

Scoville Specialties uses contract embroiderer partners. Services include digitizing artwork, custom embroidery swatches for approval, up to 9 thread colors per decoration, fold and polybag per customers request.

Design embroidery pricing is based on number of pieces to be decorated as well as the number of stitches it requires to create your artwork / logo. These costs are included in the per piece pricing for all embroidered apparel and will be discounted based on your contract pricing schedule.

Screen Printing:

Scoville Specialties uses contract screen printers. Services include four automatic presses, two manual presses, numbering machine, silk screen printing on fabric, direct to garment imprint capabilities. Custom screen printing pricing is based on number of pieces to be decorated as well as the number of ink colors for all screen printed apparel and will be discounted based on your contract pricing schedule.

Direct to garment print will all be discounted based on your contract pricing schedule.

Imprinting Services: *A variety of imprint services are available and include but no limited to: Hot-stamping, Silk-Screen, Pad-Print, Transfer Printing, Off-Set printing, Debossing, Embossing, Laser etching. Typically all of the printing noted, with the exception of the silk screen is applied to promotional items and the first color, first location is included in the price.*

Virginia Tech
Request for Proposal #0055170

MARKETING PLAN OF ACTION

VIII. Proposal Preparation and Submission

A. Specific Requirements

- a. Description of specific services the Offeror proposes to provide to include, but not be limited to, when the services will be performed, by whom, and the anticipated time duration for typical services.

STATEMENT

It is the desire of Scoville Specialties to enter into a contractual agreement with Virginia Tech to provide Promotional Products / Apparel. Scoville Specialties will work closely with the University Staff to identify promotional advertising items and apparel to help build and strengthen the brand that is Virginia Tech.

Marketing Plan of Action

Assign Lauren Whistlehunt as the Dedicated Sales & Marketing Representative. Lauren's experience with Virginia Tech began in 2015 after beginning her career as a Sales & Marketing Representative with the family owned business. She continues to grow and service her existing clients and will be readily available to be your dedicated sales representative. Lauren will be in continuous contact with your enduser to provide everything from ideas, samples and quotes to communicating the process and follow up on finished produce. Scoville Specialties strongly believes communication is the essence of a good business relationship.

Assign In-House Customer Service Representative. This will ensure a seamless ordering process to include interaction with Scoville Specialties preferred factories and apparel mills for contract items / apparel. Scoville Specialties Customer service department closely monitors and provides timely updates on all states of the ordering / fulfillment process including tracking information for timely delivery.

Establish one-on-one relationships with key Department Leaders within the University to ensure a more direct line of communication and service.

Schedule meetings with Department Leaders, as directed through the University Procurement Offices to identify and participate in program and project initiatives requiring promotional advertising.

Maintain and coordinate all Licensing and Quarterly Reports with Collegiate Licensing Company. This pertains to always providing artwork submittal as required by the University for any promotional and/or apparel that is being provided. Scoville Specialties will not print the Virginia Tech logo without going through the appropriate channels to do so.

Virginia Tech
Request for Proposal #0055170

QUALIFICATIONS & EXPERIENCE

VIII. PROPOSAL PREPARATION AND SUBMISSION:

A. Specific Requirements

1. Qualifications and Experience:

a. Complete a detailed description of the Offeror's qualifications and experience relative to the services described herein.

b. Description of the Offeror's experience with the following:

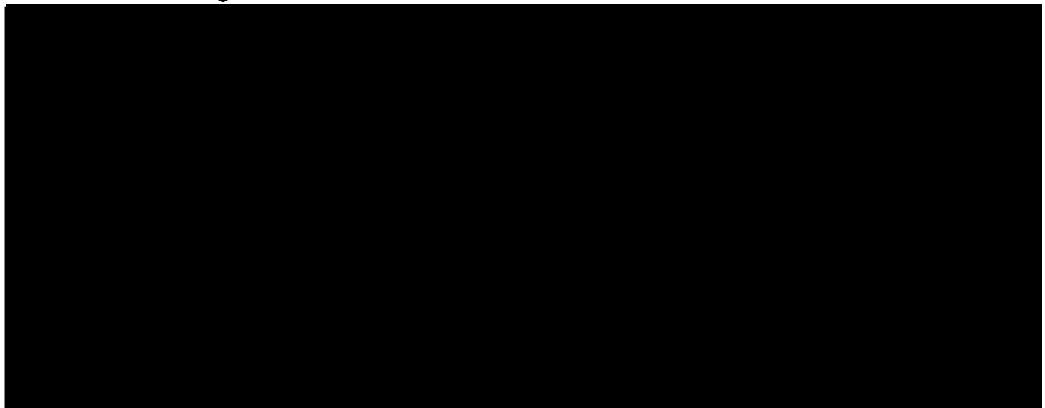
1) Working with universities to create innovative strategies that helped achieve goals.

Scoville Specialties consults with individual departments to develop and implement unique plans of action to best achieve the endusers goals. This includes but is not limited to recruitment circumstances, staff retention, University Marketing initiatives.

2) Experience with specialized institutions such as student and faculty for promotional items.

Scoville Specialties has been providing promotional and specialty advertising items for over 18 years. We have worked with Universities procurement offices, Marketing departments, Alumni Departments, Student Activities, Student Affairs, Enrollment Services, Athletics, Human Resources, Campus Book Stores and Gift Stores, individual departments, to name a few.

c. Offeror's organization data, including size and structure of firm, joint venture and/or subcontractor arrangements if any, location of branch offices, and financial standing.



- d. Listing of Offeror's management and staff personnel to be used for this contract, designated by discipline and detailing qualifications and experience relative to the services described herein, including a short job description for each position. Include a résumé of each and proof of required certifications, if any.

SEE ATTACHMENT G, G.1, G.2, G.3, G.4

- e. If you have an existing VASCUPP contract, please provide as a response to this solicitation.

Scoville Specialties currently holds a VASCUPP contract through James Madison University and just completed the re-application process.

- f. Are you currently an approved/licensed vendor and which schools are you approved and licensed with?

Scoville Specialties is an approved/licensed vendor with the following Universities:

Virginia Tech

James Madison University

Old Dominion University

Virginia Commonwealth University

Virginia Tech
Request for Proposal #0055170

PRICE SCHEDULE

PRICING SCHEDULE FOR VIRGINIA TECH

A. Promotional Items

1. The offeror shall provide contract pricing and/or percentage discounts of published list price and quantity discounts.
Scoville Specialties will offer a 25% discount off of published price list broken down by quantity.
2. The offeror shall provide associated costs for electronic proofs.
Scoville Specialties will provide electronic proofs at no charge to the University
3. The offeror shall provide standard, rush order, and manufacturer order delivery costs.
Scoville Specialties does not charge for processing of standard production orders. Rush order are negotiated on a case by case basis. We make every effort to utilize suppliers offering free rush service. In the event rush charges are incurred, they will be invoiced at cost to the University. Delivery cost / rates are invoiced at cost.
4. The offeror shall provide associated costs for restocking and shipping of returns/exchanges.
In the event there are exchanges and/or returns due to misprint or damages by the manufacturer, no fees are incurred to the University.
5. The offeror shall provide associated costs for the replacement of defective, broken, or damaged items.
In the event of misprint or damages incurred by the manufacturer, no fees are incurred to the University.
6. The offeror shall specify any associated charge card processing fees, if applicable.
There are no additional credit card processing fees to the University.
8. The offeror shall provide associated costs for any other goods or services being offered including set-up fees, etc.
Scoville Specialties will waive the first setup fee on all orders. For every setup fee thereafter, Scoville Specialties will offer a 20% discount. On orders that have reset fees incurred, the first reset will be waived and a 20% discount offered on every reset thereafter. A variety of imprint services are also available and include but not limited to: Hot stamping, pad print, transfer print, offset printing, debossings, laser engraving. Typically one color / one location is included in the per piece price for screen printed items. Additional colors and decoration locations are offered as well on a variety of products.

Die Fees and Mold charges will be provided at a 20% discount to the University.
9. The offeror shall provide associated costs for set-up fees.
Scoville Specialties will waive the first setup fee on all orders. For every setup fee thereafter, Scoville Specialties will offer a 20% discount. On orders that have reset fees incurred, the first reset will be waived and a 20% discount offered on every reset thereafter.

10. The offeror shall provide quantity limits and associated costs for samples of promotional items with logo.

Scoville Specialties will provide promotional preproduction spec samples for all active/placed orders for client review at no cost to the University.

B. Embroidery and Screen Printing

1. The offeror shall complete the following Embroidery Price List.

Number of Stitches	7 or under	8-14 pieces	15-29 pieces	30-74 pieces	75-149 pieces	150-299 pieces	300-599 pieces	600-999 pieces	1000-4000 pieces
Up to 4000	\$8.00	\$7.50	\$7.10	\$5.50	\$3.90	\$3.20	\$2.90	\$2.60	\$2.30
Up to 5000	\$8.00	\$7.50	\$7.40	\$5.80	\$4.20	\$3.40	\$3.10	\$2.80	\$2.50
Up to 6000	\$8.00	\$7.50	\$7.70	\$6.20	\$4.50	\$3.60	\$3.30	\$3.00	\$2.70
Up to 7000	\$8.00	\$7.50	\$8.00	\$6.50	\$4.80	\$3.90	\$3.50	\$3.20	\$2.90
Up to 8000	\$8.00	\$7.50	\$8.30	\$6.80	\$5.10	\$4.20	\$3.80	\$3.50	\$3.20
Up to 9000	\$8.00	\$7.50	\$8.60	\$7.10	\$5.40	\$4.50	\$4.10	\$3.80	\$3.50
Up to 10000	\$8.00	\$7.50	\$9.0	\$7.40	\$5.70	\$4.70	\$4.30	\$4.00	\$3.70
Each Addtl. 1000 stitches	\$26	\$7.50	\$26	\$26	\$26	\$26	\$25	\$25	\$25
Each Addtl 1000 Stitches (NO CHARGE)	N/A	\$N/A	\$N/A	\$N/A	\$N/A	\$N/A	\$N/A	\$N/A	\$N/A

- i. The offeror shall provide a complete pricing guide for embroidery services. (i.e. tape edits, personalization, excessive thread color changes, etc.)

Embroidered apparel receives a 30% discount off of published price list broken down per quantity. The per piece price shown above includes up to 9 colors. Fold & polybag upon request. Original tape / digitizing fees for each logo will be discounted at 20% off of contract price. Tape fees are charged at 10.00 per 1,000 stitches. Tape edits are at no charge to the University. Thread color changes are at no charge to the University. All tape / digitizing fees will be waived for orders over 500 pieces.

ii. The offeror shall complete the following table for screen printing services.

Quantity	Number of Colors						Each add'l color
	1	2	3	4	5	6	
1-11	\$4.50	\$5.50	\$7.00	\$8.50	\$10.00	\$12.00	\$
12-23	\$4.50	\$5.50	\$7.00	\$8.50	\$10.00	\$12.00	\$
24-47	\$2.08	\$2.40	\$2.82	\$3.72	\$4.62	\$5.52	\$
48-71	\$3.20	\$3.70	\$4.20	\$4.70	\$5.20	\$5.70	\$
72-143	\$2.80	\$3.00	\$3.40	\$3.70	\$4.10	\$4.40	\$
144-287	\$2.10	\$2.30	\$2.50	\$2.70	\$2.90	\$3.10	\$
288-499	\$1.40	\$1.60	\$1.80	\$2.00	\$2.20	\$2.40	\$
500-999	\$1.10	\$1.30	\$1.50	\$1.70	\$1.90	\$2.10	\$
1,000-1,999	\$.98	\$1.22	\$1.34	\$1.44	\$1.54	\$1.64	\$
2,000-4,999	\$.78	\$.90	\$1.10	\$1.20	\$1.30	\$1.40	\$
5,000-up	\$.60	\$.80	\$1.00	\$1.10	\$1.20	\$1.30	\$

Pricing above reflects imprint on White or Light colored tshirts. If printing on dark shirts, add 1 color charge to obtain the highest quality imprint.. Screen printed apparel receives a 30% discount off of published price list broken down by quantity. **T-shirts need to be quoted on an individual basis due to the fluctuation of cotton prices**

- i. The offeror shall provide associated costs per hour for designing and creating artwork.
Scoville Specialties has an off-site contract graphic designer. Scoville Specialties will pass through their current rate of 35.00 per hour (invoiced at cost)
- ii. The offeror shall provide associated costs per hour for designing print screen and embroidery artwork.
Scoville Specialties has an off-site contract graphic designer. Scoville Specialties will pass through their current rate of 35.00 per hour (invoiced at cost)
- iii. The offeror shall provide associated costs for sample items, material, or color swatches.)
Scoville Specialties will provide sample blank tshirts for screenprint to the University at no charge for review. If a preproduction spec sample is required, Scoville Specialties will provide a spec sample for an active/placed order at no charge. Scoville Specialties will provide a color swatch binder showing different brands of tshirts at no charge to the University.
- iv. The offeror shall provide associated costs for standard and rush orders
Scoville Specialties does not charge for processing of standard production orders. Rush order are negotiated on a case by case basis. We make every effort to utilize suppliers offering free rush service. In the event rush charges are incurred, they will be invoiced at cost to the University. Delivery cost / rates are invoiced at cost.
- v. The offeror shall provide associated costs for returns for embroidery and screen printing items.
Scoville Specialties makes every effort to ensure all embroidered or screen printed apparel ordered by the University to be exactly as presented either via sewout, email proofs or pre-production samples. If for any reason the University is not completely satisfied with the end product due to a manufacturer defect, a claim must be made within 5 days, a call tag will be immediately issued to collect the unsatisfactory items and will be replaced at no charge.

- vi. The offeror shall provide associated costs for set-up fees.
Scoville Specialties will waive the first setup fee on all orders. For every setup fee thereafter, Scoville Specialties will offer a 20% discount. On orders that have reset fees incurred, the first reset will be waived and a 20% discount offered on every reset thereafter. All setup fees will be waived on quantities ordered over 500 pieces for screen printed apparel.
- vii. The offeror shall specify associated charge card processing fees.
There are no additional credit card fees charged to the University.
- viii. The offeror shall provide associated costs for any other goods or services being offered including set-up fees, etc.
Scoville Specialties will waive the first setup fee on all orders. For every setup fee thereafter, Scoville Specialties will offer a 20% discount. On orders that have reset fees incurred, the first reset will be waived and a 20% discount offered on every reset thereafter. A variety of imprint services are also available and include but not limited to: Hot stamping, pad print, transfer print, offset printing, debossings, laser engraving. Typically one color / one location is included in the per piece price for screen printed items. Additional colors and decoration locations are offered as well on a variety of products. Die Fees and Mold charges will be provided at a 20% discount to the University.

Virginia Tech

Request for Proposal #0055170

REFERENCES

VIII. PROPOSAL PREPARATION AND SUBMISSION:

1. References:

Provide four (4) 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, address, and the name and phone number of the individual Virginia Tech has your permission to contact. Identify work or projects similar in scope and size to those being requested in this Request for Proposal.

1. *University of Mary Washington;*

[REDACTED]

2. *Liberty University;*

[REDACTED]

3. *Commonwealth of Virginia*

[REDACTED]

4. *Virginia Tech,*

[REDACTED]

2. 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/>

Scoville Specialties is SWAM # [REDACTED]

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

Virginia Tech
Request for Proposal #0055170

GENERAL INFORMATION FORM & ADDENDA

RFP 0055170
GENERAL INFORMATION FORM

QUESTIONS: All inquiries for information regarding this solicitation should be directed to: Daysha Holmes, Contracts Specialist Phone: (540) 231-1269 e-mail: daysha94@vt.edu.

DUE DATE: Proposals will be received until May 9, 2018 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

ADDRESS: Proposals should be mailed or hand delivered to: Virginia Polytechnic Institute and State University (Virginia Tech), Procurement Department (MC 0333) North End Center, Suite 2100, 300 Turner Street NW, Blacksburg, Virginia 24061. Reference the due date and hour, and RFP Number in the lower left corner of the return envelope or package.

Please note that USPS is delivered to a central location and is not delivered directly to Procurement. Allow extra time if sending proposal via USPS. It is the vendor's responsibility to ensure proposals are received in the Procurement office at the appropriate date and time for consideration.

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

☐ **Large**

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

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

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

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

FULL LEGAL NAME (PRINT) (Company name as it appears with your Federal Taxpayer Number) SCOVILLE SPECIALTIES, INC.		FEDERAL TAXPAYER NUMBER (ID#) <div style="background-color: black; width: 100px; height: 15px;"></div>	
BUSINESS NAME/DBA NAME/TA NAME (If different than the Full Legal Name)		BILLING NAME (Company name as it appears on your invoice)	
PURCHASE ORDER ADDRESS 2250 MURRELL ROAD, SUITE C LYNCHBURG, VA 24501		PAYMENT ADDRESS 2250 MURRELL ROAD, SUITE C LYNCHBURG, VIRGINIA	
CONTACT NAME/TITLE (PRINT) LYNN SCOVILLE , OWNER/PRESIDENT			E-MAIL ADDRESS Lynn@ssipromos.com
TELEPHONE NUMBER 434.528.8828	TOLL FREE TELEPHONE NUMBER 877.509.1158	FAX NUMBER TO RECEIVE E-PROCUREMENT ORDERS 434.528.8808	

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

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

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

YES ☐ NO ☒

SIGNATURE Patricia H. Scoville Date: May 2, 2018

Revised 01/01/2018

ADDENDUM # 1 TO RFP # 0055170

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
Monday, April 23, 2018	Wednesday, May 9, 2018, 3:00 p.m.

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO: Daysha Holmes, Contracts Specialist
E-MAIL ADDRESS: daysha94@vt.edu TELEPHONE NUMBER (540) 231-1269
FAX NUMBER (540) 231-9628 AFTER HOUR MESSAGES (540) 231-6221

Promotional Items

1. The following questions have arisen as a result of the aforementioned RFP:

Question 1: Will the e-catalog need to be designated per school or department? As an example, will the logo need to be available per school or department depending on the users?

Virginia Tech Answer: No, the expectation is there would be one e-catalog for all of Virginia Tech.

Question 2: Will the e-catalog need super user access?

Virginia Tech Answer: Not that we are aware of. Include in your proposal what, if any, functionality is offered to a super user.

Question 3: Will the e-catalog be the only source available for purchasing? Or can a department simply source an item with an approved vendor through a phone call or e-mail?

Virginia Tech Answer: A department can source an item with an approved vendor through a phone call or e-mail but a quote must be provided.

Question 4: Is the user allowed to order any dollar volume?

Virginia Tech Answer: Yes as long as the user is ordering against the contract, the pricing is tied back to the contract, and is auditable.

Question 5: Are budgets needed for the e-catalog in order to control spend by department or user?

Virginia Tech Answer: No, departments will manage their own budget.

Question 6: Will there be any inventory requirements of the vendor? Will a vendor have to hold inventory or maintain par levels or products?

Virginia Tech Answer: The vendor will work with individual departments and make that determination. Timeliness of providing orders is important to Virginia Tech.

Question 7: Are customers allowed to stray from the VT Brand Guidelines? As an example, can a History Professor order a t-shirt with a co-branded logo for an event or specific outing? If so, is there an approval process? If no, how is that enforced?

Virginia Tech Answer: All customers must adhere to the VT Brand Guidelines. Vendor will be accountable to adhere to VT Brand guidelines.

Question 8: Will each order need to be reviewed by the licensing director for brand compliance? If so, what is the time frame for return?

Virginia Tech Answer: Yes. It varies as the artwork needs to go to IMGCL 360 system first then to us. We always make sure the art we receive has a 24-hour turnaround.

Question 9: Are all orders considered internal consumption by licensing?

Virginia Tech Answer: Yes there is a payment. Below are two links of information from our licensing page:
<http://www.clc.com/Licensing-Info.aspx>
<http://www.clc.com/CollegiateLicensing/media/PDFDOCS/Institution-List-as-of-January-2018.pdf>

Question 10: Do all orders have to be sent to IMG – CLC for review? If so, what is the time frame for return?

Virginia Tech Answer: Yes. Please refer to question #8.

Question 11: In regards to SWaM, does a small business meet basic requirements if it is less than 250 employees OR less than \$10 Million in sales? To be clear, it is not BOTH less than 250 employees and \$10 Million in sales?

Virginia Tech Answer: Correct, you have to have one of those requirements. Please refer to <https://www.sbsd.virginia.gov/>

Question 12: Will all orders be FOB destination? Will all vendors be required to quote delivered prices?

Virginia Tech Answer: Yes, all orders will be FOB destination. Yes, all vendors will be required to quote delivered prices. We have our inbound freight program which is our preferred method for shipment to campus. Please refer to http://www.procurement.vt.edu/content/dam/procurement_vt_edu/procedures/how/Freight%20Management%20Services.pdf.

2. Section VIII. B.1., in the original RFP, is hereby deleted and replaced in its entirety with the following:
 1. RFP Response: In order to be considered for selection, Offerors shall submit a complete response to this RFP to include;
 - a. **One (1) original and two (2) copies** of the entire proposal, including all attachments. Any proprietary information should be clearly marked in accordance with 2.e. below.
 - b. **One (1) electronic copy** in WORD format or searchable PDF (*flash drive*) of the entire proposal as one document, INCLUDING ALL ATTACHMENTS. Any proprietary information should be clearly marked in accordance with 2.e. below.
 - c. Should the proposal contain **proprietary information**, provide **one (1) redacted hard copy** of the proposal and attachments **with proprietary portions removed or blacked out**. This copy should be clearly marked "*Redacted Copy*" on the front cover. 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.

Response shall be submitted to:

Virginia Polytechnic Institute and State University (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100

300 Turner Street NW
Blacksburg, Virginia 24061

Reference the Due Date and Hour, and RFP Number in the lower left hand corner of the return envelope or package.

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

3. All other terms, conditions and descriptions remain the same.
4. The due date and hour remains **Wednesday, May 9, 2018, 3:00 p.m.**

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

Patricia H. Scoville May 2, 2018
Signature Date

Virginia Tech
Request for Proposal #0055170

**REQUIRED ATTACHMENTS FROM STATEMENT OF
NEEDS AND QUALIFICATIONS**

VII. STATEMENT OF NEEDS: D.

List all contact information for ordering, invoicing, customer service, etc.

ATTACHMENT E

ORDERING CONTACT:

Lauren Whistlehunt, Dedicated Sales Representative for Virginia Tech

Scoville Specialties, Inc.
2250 Murrell Road, Suite C
Lynchburg, VA 24501
Toll Free: 877.509.1158
Phone: 434.528.8828
Fax: 434.528.8808
Email: Lauren@ssipromos.com

CUSTOMER SERVICE CONTACT

Kristen Holman; Lead Customer Service Administrator

Scoville Specialties, Inc.
2250 Murrell Road, Suite C
Lynchburg, VA 24501
Toll Free: 877.509.1158
Phone: 434.528.8828
Fax: 434.528.8828
Email: csr@ssipromos.com

INVOICING CONTACT / PAYMENT CONTACT

Lynn Scoville
Lauren Whistlehunt
Scoville Specialties, Inc.
2250 Murrell Road, Suite C
Lynchburg, VA 24501
Toll Free: 877.509.1158
Phone: 434.528.8828
Fax: 434.528.8808
Email: Lynn@ssipromos.com / Lauren@ssipromos.com



Scoville Specialties, Inc.
2250 Murrell Road, Suite C
Lynchburg, VA 24501
434.528.8828 * 877.509.1158

ATTACHMENT F

Invoice

Date

5/2/2018

Invoice #



Description	Qty	Rate	Amount
Cooler Duffel	500	9.58	4,790.00T
Maroon with White Imprint			
Discount - 25%	1	-1,197.50	-1,197.50T
VT VASCUPP Promotional Items Discount			
Sub-Total			3,592.50
Shipping	1	65.00	65.00
Tax Exempt		0.00%	0.00

a 3% convenience fee will be assessed if paying by credit card at time of payment. Terms are NET 30 unless otherwise stated. Min. finance charge of 25.00 on balances 30 days past due. Interest will accrue at 2% per month after 30 days. Scoville Specialties is not responsible for collection fees or attorney's fees in collecting past due balances.

Total

\$3,657.50

Payments/Credits

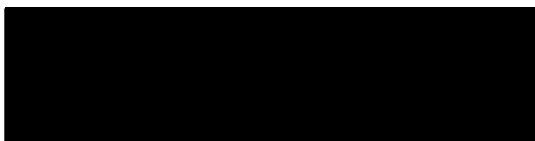
\$0.00

Balance Due

\$3,657.50



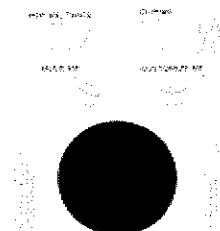
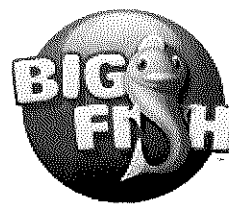
ATTACHMENT F.1



Quantity	Description	Retail Price	25% Off	Unit Price	Item Total
300	PopSockets 1 color imprint	\$5.08	(\$1.27)	\$3.81	\$1,143.00
1	Setup	\$41.67	(\$41.67)	\$0.00	\$0.00
				TOTAL	\$1,143.00

Shipping will be invoiced at cost
This quote is good for 30 days.

POPSOCKETS





SCOVILLE
SPECIALTIES, INC.
2250 Murrell Road
Suite C
Lynchburg, VA 24501

Contact:
Lynn Scoville
President / Sales

Office: 434-528-8828
877-509-1158
FAX: 434-528-8808
Lynn@ssipromos.com

WEBSITES

www.ssipromos.com

* * * *

eVa # E2722

VASCUPP# UCPJMU3970

SAM

Duns 028210776 / 5PEP1

SWAM CERTIFICATION:
SMALL * MICRO
ASI / VAPPA / AIM

SBSD – Dept. of Small
Business & Supplier
Diversity:
Certification: #9701
Expiration date: 5-12-20

LRG & CLC Licensed
ASI/321935

Capability Statement

BUSINESS SUMMARY:

Scoville Specialties, Inc. was established 18 years ago by Joe and Lynn Scoville. Scoville Specialties provides promotional advertising, both domestically and internationally, from our Central Virginia location. A member of ASI (Advertising Specialty Institute), we represent more than 800,000 promotional and specialty advertising items including embroidered and screen printed wearables.

CAPABILITIES

- Specialize in analyzing client program objectives to match unique and diverse promotional items and apparel to achieve desired results.
- Offer discounts on custom embroidered and screen printed apparel as well as decorated promotional items.
- Established long term relationships with ASI certified apparel mills, promotional product factories as well as embroidery and screen printers resulting in high quality, low cost, professional results.
- Collaboration for individual orders through direct sales efforts which include phone calls, email and face-to-face interaction with our customers. This leads to a better understanding of desired project / program outcome.

KEY PERSONNEL:

Lynn Scoville is the President of Scoville Specialties, Inc. and has more than 28 years of experience both in direct sales and the promotional advertising industry. Mrs. Scoville has a comprehensive knowledge of promotional advertising and continues to service the company's top 10 accounts. She is also responsible for the company's financials.

Joe Scoville is the Vice President/Sales & Marketing Director and has more than 33 years of direct sales experience. Along with attending to his own clients, Mr. Scoville manages and directs the Scoville Sales Team.

Lauren Whistlehunt joined our team in 2015 as a Sales and Marketing Representative. After completing her degree at Virginia Tech in 2008, Lauren went to work in Property Management and Higher Education Housing. Seven years later she is the second generation brought on to Scoville Specialties team.

Kristen Holman has joined Scoville Specialties as a team member and lead Customer Service Administrator. Kristen brings with her previous marketing and administrative experience. Her attention to detail and enthusiastic attitude provide our customers a unique and personalized interaction.

Other KEY PERSONNEL:

Serena Rhoades; Outside Sales & Marketing

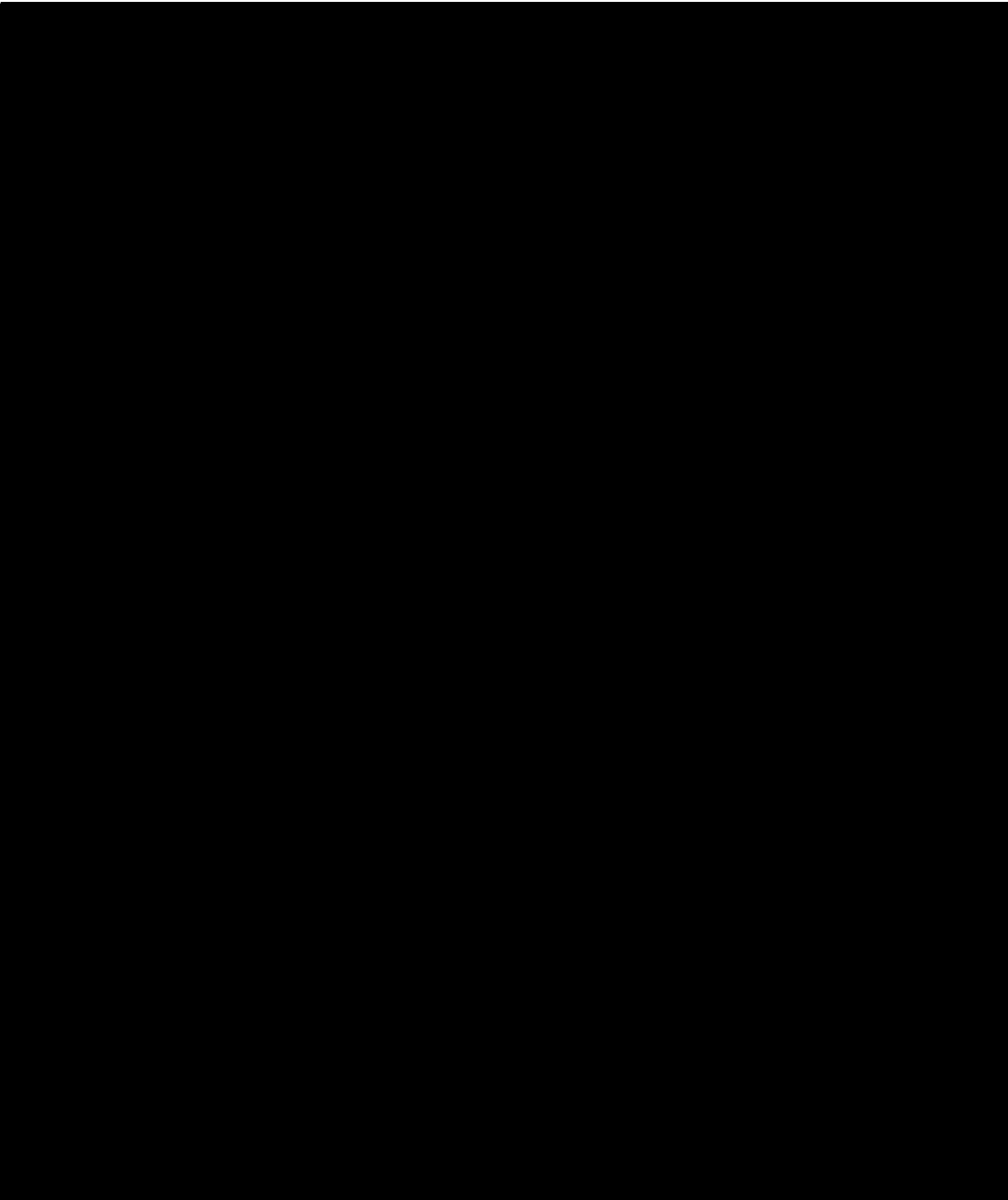
Cameron Scoville: Part time Outside Sales & Marketing

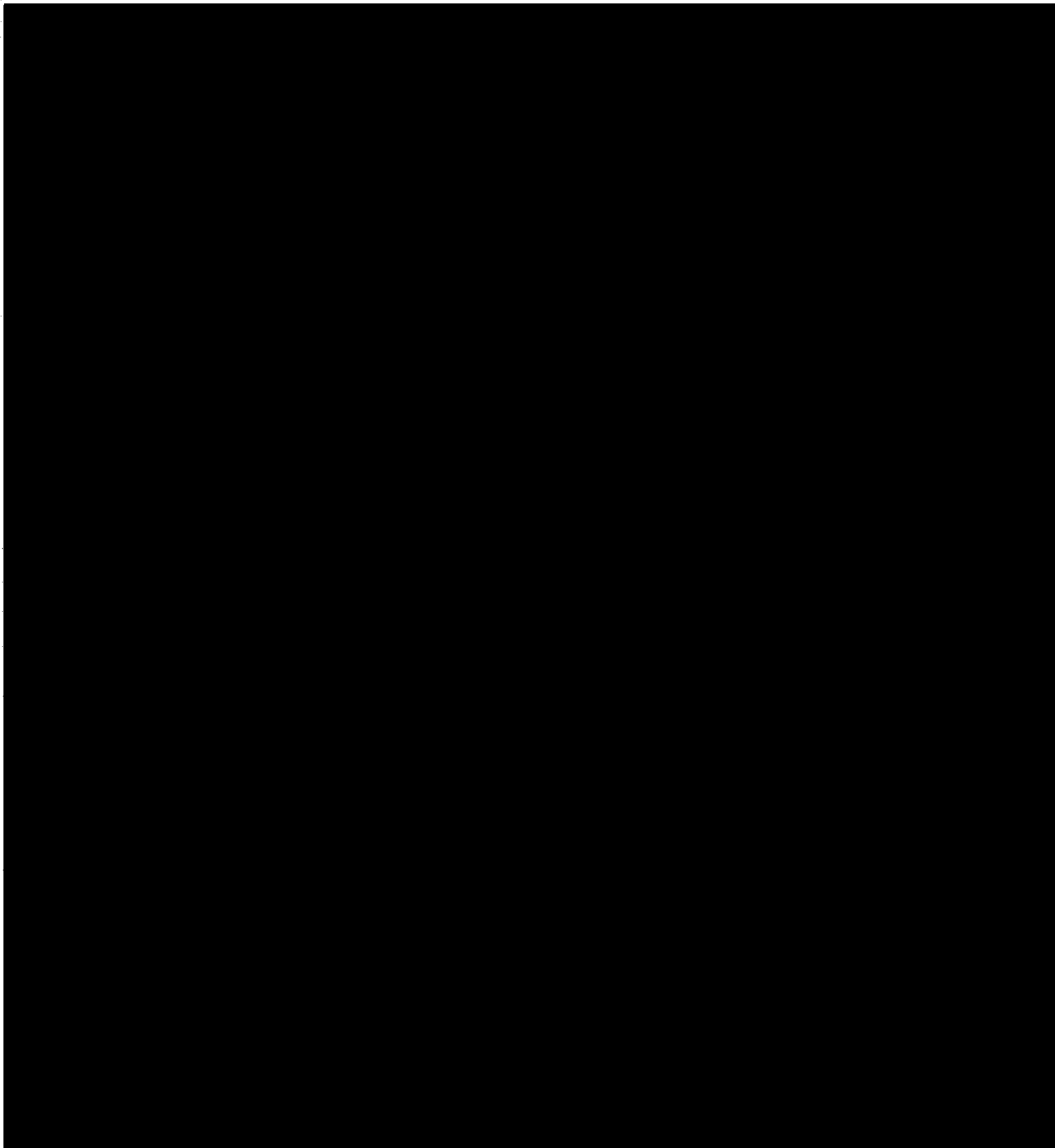
SUMMARY:

Here, at Scoville Specialties, we feel what sets us apart from our competition is our core mission to value people, vendors, clients and employees alike. We place a high priority on the rights, trust and respect of the people we do business with. We are happy to share knowledge and experiences with one another as a way to support and encourage a healthy working relationship.

LAUREN WHISTLEHUNT

G-1



Joseph C. Scoville, Jr

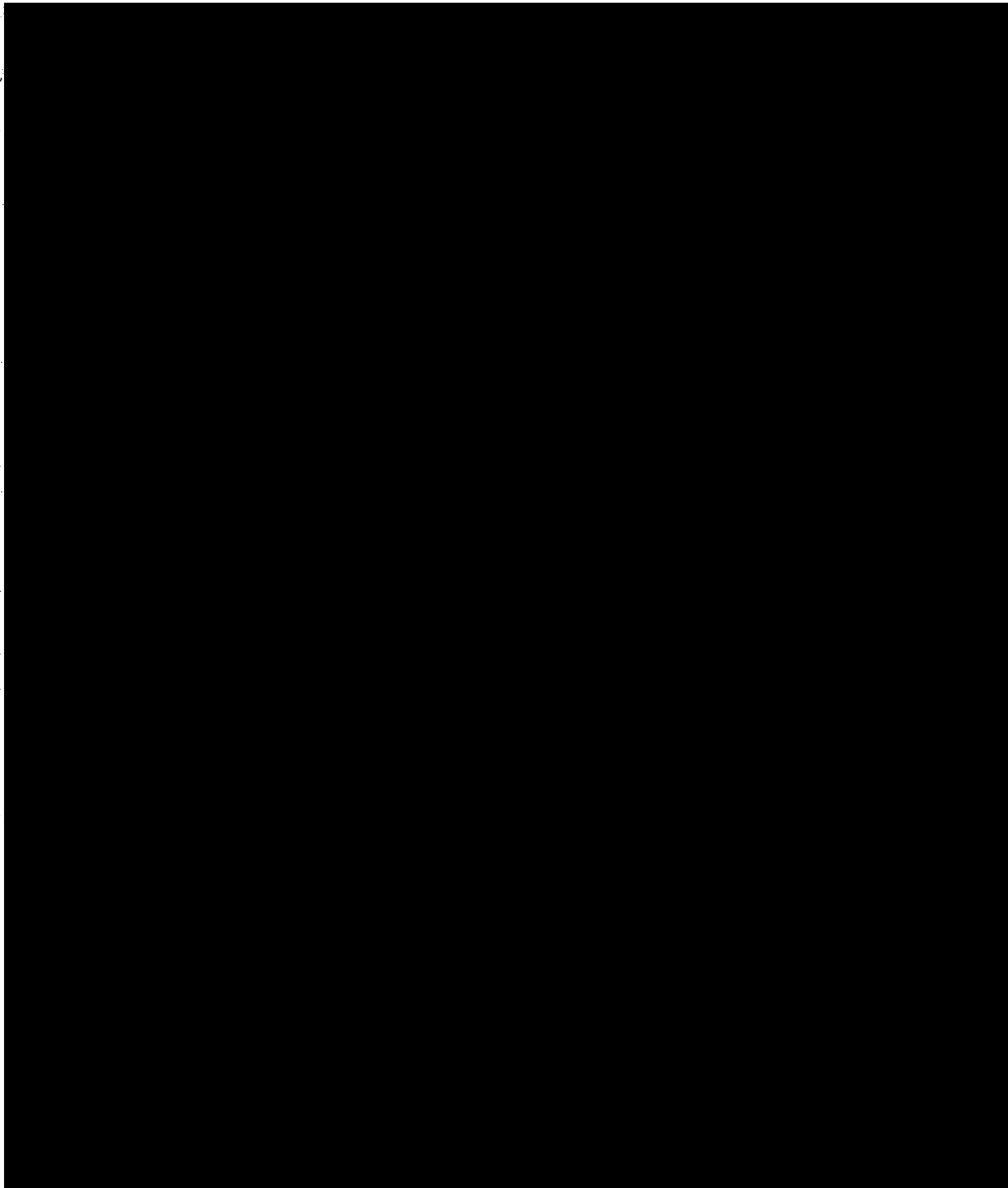
PROFESSIONAL RESUME

Patricia Lynn Scoville



G.4

Kristen L. Holman



**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

August 3, 2018

Scoville Specialties, Inc.
Attn: Lynn Scoville
2250 Murrell Road,
Lynchburg, VA 240501

Dear Lynn:

Subject: RFP # 0055170

Thank you for submitting a proposal to the subject RFP.

We have reached the point in the evaluation process where we are ready to negotiate as provided for in the RFP.

Please respond in writing to the following negotiation questions.

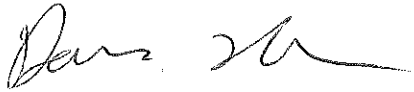
1. Please provide your best schedule of prices for all services offered.
2. Is the pricing provided the manufacturer list?
3. Are you willing to waive your set-up charges for all orders?
4. Are there any additional forms or documents that you will require to be incorporated into the contract documents? If so, please submit?
5. What is your return policy on defective or damaged products?
6. What is your minimum order policy? Will you waive the minimum order?
7. Any discount on invoices paid within XX days (example: 15 days)?
8. Does Scoville Specialties, Inc agree to provide monthly invoices with payment due thirty (30) days after receipt of invoice or goods/services, whichever is later?
9. If awarded a contract, upon completion of the initial contract period, do you agree the contract may be renewed by Virginia Tech upon written agreement of both parties for two, (2) two year periods, or as negotiated, under the terms of the current contract?

10. If awarded a contract, are you willing to hold prices firm for the initial contract period and the first renewal year?
11. Do you agree that the initial contract period shall be two years?
12. 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?
13. Are you willing to contact departments on a monthly basis to address service issues?
14. 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?
15. Are you willing to deliver to different locations within a department?
16. Since our purchasing system requires precise and accurate information, please provide the following:
 1. Legal name of your company.
 2. Trade name (DBA) if different from legal name.
 3. Taxpayer identification Number.
 4. Company name and address to which Virginia Tech should mail purchase orders.
 5. Company name and address to which Virginia Tech should mail payments.
 6. IRS W-9 form (Request for Taxpayer Identification Number and Certification).
17. Will Scoville Specialties, Inc agree to participate in the Wells One AP Control Payment System?
18. Are you registered with and willing to participate in the eVA internet procurement solution described in the terms and conditions of the RFP?
19. Are the prices for all goods/services listed in your proposal inclusive of all applicable eVA system transaction fees?
20. Please describe your quickest turn-around time if emergency services are needed?
21. Do you acknowledge, agree and understand that Virginia Tech cannot guarantee a minimum amount of business if a contract is awarded to your company?
22. Is Scoville Specialties, Inc currently licensed by CLC for Virginia Tech? If not, will Scoville Specialties, Inc go through the process of being licensed?
23. How soon after contract award can you begin providing services?
24. Does Scoville Specialties, Inc agree to follow Virginia Tech's shipping guidelines by using VPL shipping as addressed in our Purchase Orders?
25. Are there any additional fees?

26. Are there any additional financial or value-added incentives you would like to offer at this time?

Please submit your response to negotiation questions numbered 1-26 by 3:00 p.m. on August 13, 2018. If you have specific questions for us, do not hesitate to contact me at 540-231-1269 or daysha94@vt.edu.

Sincerely,

A handwritten signature in black ink, appearing to read "Daysha Holmes", with a stylized flourish at the end.

Daysha Holmes
Contract Specialist
Telephone: (540) 231-1269



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

August 3, 2018

Scoville Specialties, Inc.
Attn: Lynn Scoville
2250 Murrell Road,
Lynchburg, VA 240501

Dear Lynn:

Subject: RFP # 0055170

Thank you for submitting a proposal to the subject RFP.

We have reached the point in the evaluation process where we are ready to negotiate as provided for in the RFP.

Please respond in writing to the following negotiation questions.

1. Please provide your best schedule of prices for all services offered.
Scoville Specialties will offer the 25% discount off of published price list broken down by quantity.
Scoville Specialties will offer a 30% discount off of published price list broken down by quantity for decorated apparel.
See attached revised embroidery list and screenprinted list.
2. Is the pricing provided the manufacturer list?
All pricing in the above proposal is shown as list.
3. Are you willing to waive your set-up charges for all orders?
Scoville Specialties will waive the 1st setup and then a 25% discount thereafter for each setup.
4. Are there any additional forms or documents that you will require to be incorporated into the contract documents? If so, please submit?
There are no additional documents to my knowledge.

5. What is your return policy on defective or damaged products?
For any damaged or defective products, Scoville Specialties should be notified within 5 days of receipt of goods. A call tag will be issued to pickup the goods and items will be replaced by the manufacturer.
6. What is your minimum order policy? Will you waive the minimum order?
Minimum orders are set by each manufacturer Scoville Specialties orders from. Scoville Specialties will waive less than minimum fees.
7. Any discount on invoices paid within XX days (example: 15 days)?
Scoville Specialties does not offer discounts for early payment.
8. Does Scoville Specialties, Inc agree to provide monthly invoices with payment due thirty (30) days after receipt of invoice or goods/services, whichever is later?
Scoville Specialties agrees to the NET 30 payment terms.
9. If awarded a contract, upon completion of the initial contract period, do you agree the contract may be renewed by Virginia Tech upon written agreement of both parties for two, (2) two year periods, or as negotiated, under the terms of the current contract?
Scoville Specialties agree to the above.
10. If awarded a contract, are you willing to hold prices firm for the initial contract period and the first renewal year?
Scoville Specialties agrees to the above.
11. Do you agree that the initial contract period shall be two years?
Scoville Specialties agrees to the above.
12. 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?
Scoville Specialties agrees to perform services as an Independent Contractor and does not have any employees at Virginia Tech or any other Commonwealth Entity.
13. Are you willing to contact departments on a monthly basis to address service issues?
Scoville Specialties is happy to contact departments on an "as-need" basis for service issues.
14. 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?
Scoville Specialties agrees to the above.
15. Are you willing to deliver to different locations within a department?
Per Virginia Tech Purchase Orders, we are requested to use the University shipper account or Vantage Point Logistics for delivery. Special delivery request will be taken into account for each order.

16. Since our purchasing system requires precise and accurate information, please provide the following:

1. Legal name of your company.
SCOVILLE SPECIALTIES, INC.
2. Trade name (DBA) if different from legal name.
Same as above
3. Taxpayer Identification Number.
[REDACTED]
4. Company name and address to which Virginia Tech should mail purchase orders.
2250 Murrell Road, Suite C., Lynchburg, VA 24501
5. Company name and address to which Virginia Tech should mail payments.
2250 Murrell Road, Suite C., Lynchburg, VA 24501
6. IRS W-9 form (Request for Taxpayer Identification Number and Certification).
See attached
17. Will Scoville Specialties, Inc agree to participate in the Wells One AP Control Payment System?
Scoville Specialties agrees to participate in the payment system required by Virginia Tech.
18. Are you registered with and willing to participate in the eVA internet procurement solution described in the terms and conditions of the RFP?
Scoville Specialties participate in eVa. Our eVA number is 009701.
19. Are the prices for all goods/services listed in your proposal inclusive of all applicable eVA system transaction fees?
Scoville Specialties does not charge eVA fees to the University.
20. Please describe your quickest turn-around time if emergency services are needed?
Scoville Specialties will make every effort to provided rush orders / emergency services on a as-needed basis. We will utilize suppliers offering free rush service.
21. Do you acknowledge, agree and understand that Virginia Tech cannot guarantee a minimum amount of business if a contract is awarded to your company?
Scoville Specialties understands the above.
22. Is Scoville Specialties, Inc currently licensed by CLC for Virginia Tech? If not, will 4imprint, Inc go through the process of being licensed?
Scoville Specialties is currently licensed with CLC for Virginia Tech.
23. How soon after contract award can you begin providing services?
Scoville Specialties can beging providing services immediately after being awarded contract.
24. Does Scoville Specialties, Inc agree to follow Virginia Tech's shipping guidelines by using VPL shipping as addressed in our Purchase Orders?
Scoville Specialties agrees to the above.

25. Are there any additional fees?

To our knowledge, there are no additional fees at this time.

Are there any additional financial or value-added incentives you would like to offer at this time?

Scoville Specialties would like to thank Virginia Tech for the opportunity to respond to this current RFP. We have held a VASCUPP contract with JMU since 2012 and in responding to this RFP, the current pricing schedules have been kept or reduced some of the fees. Scoville Specialties would be honored to donate to the General Scholarship Fund \$1,000 per year. It is our hope to increase the total sales volume with this contract to allow for additional contributions or rebates with the University.

Please submit your response to negotiation questions numbered 1-26 by 3:00 p.m. on August 13, 2018. If you have specific questions for us, do not hesitate to contact me at 540-231-1269 or daysha94@vt.edu.

Sincerely,

Daysha Holmes
Contract Specialist
Telephone: (540) 231-1269

Virginia Tech Negotiated Screen Printed Run Charge (apparel item not included)

Number of Colors							
Quantity	1	2	3	4	5	6	Each add'l color
1-11	\$4.50	\$5.50	\$7.00	\$8.50	\$10.00	\$12.00	\$ Call
12-23	\$4.50	\$5.50	\$7.00	\$8.50	\$10.00	\$12.00	\$ Call
24-47	\$4.50	\$5.50	\$7.00	\$8.50	\$10.00	\$12.00	\$ Call
48-71	\$3.20	\$3.70	\$4.20	\$4.70	\$5.20	\$5.70	\$ Call
72-143	\$2.80	\$3.00	\$3.40	\$3.70	\$4.10	\$4.40	\$ Call
144-287	\$2.10	\$2.30	\$2.50	\$2.70	\$2.90	\$2.20	\$ Call
288-499	\$1.40	\$1.60	\$1.80	\$2.00	\$2.20	\$2.40	\$ Call
500-999	\$1.10	\$1.30	\$1.50	\$1.70	\$1.90	\$2.10	\$ Call
1,000-1,999	\$1.00	\$1.20	\$1.40	\$1.60	\$1.80	\$2.00	\$ Call
2,000-4,999	\$.96	\$1.15	\$1.35	\$1.54	\$1.73	\$1.92	\$ Call
5,000-up	\$.90	\$1.00	\$1.10	\$1.20	\$1.30	\$1.40	\$ Call

Virginia Tech Negotiated Embroidery Run Charge (apparel item not included)

Number of Stitches	7 or under	8-14 pieces	15-29 pieces	30-74 pieces	75-149 pieces	150-299 pieces	300-599 pieces	600-999 pieces	1000-4000 pieces
Up to 4000	\$7.90	\$7.50	\$6.83	\$5.29	\$3.90	\$3.20	\$2.79	\$2.50	\$2.30
Up to 5000	\$7.90	\$7.50	\$7.12	\$5.58	\$4.20	\$3.40	\$2.98	\$2.69	\$2.50
Up to 6000	\$7.90	\$7.50	\$7.40	\$5.96	\$4.50	\$3.60	\$3.17	\$2.88	\$2.70
Up to 7000	\$7.90	\$7.50	\$7.69	\$6.25	\$4.80	\$3.90	\$3.37	\$3.08	\$2.90
Up to 8000	\$7.90	\$7.50	\$7.98	\$6.54	\$5.10	\$4.20	\$3.65	\$3.37	\$3.20
Up to 9000	\$7.90	\$7.50	\$8.27	\$6.83	\$5.40	\$4.50	\$3.94	\$3.65	\$3.50
Up to 10000	\$7.90	\$7.50	\$8.65	\$7.12	\$5.70	\$4.70	\$4.13	\$3.85	\$3.70
Each Addtl. 1000 stitches	\$.26	.26	\$.26	.26	.26	.25	.25	.25	.25

Per piece embroidery pricing includes up to 9 thread colors. Tape edits are no charge. Personalization per piece is 3.50; Original Tape Fees charged at 10.00 per 1,000 stitches. Scoville Specialties will discount tape fees at 25%.



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300 Turner Street NW
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Blacksburg, Virginia 24061
P: (540) 231-6221 F: (540) 231-9628
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August 30, 2018

Scoville Specialties, Inc.
Attn: Lynn Scoville
2250 Murrell Road,
Lynchburg, VA 240501

Dear Lynn:

Subject: RFP # 0055170

Thank you for submitting a proposal to the subject RFP.

We have reached the point in the evaluation process where we need clarification on a few questions.

Please respond in writing to the following negotiation questions.

1. Are promotional items ordered through your company dropped shipped by distributors and if so, can you ensure your distributors will utilize our inbound freight program under the directions so stated on the purchase order?

Please submit your response to the negotiation question by 3:00 p.m. on September 6, 2018. If you have specific questions for us, do not hesitate to contact me at 540-231-1269 or daysha94@vt.edu.

Sincerely,

A handwritten signature in black ink, appearing to read 'Daysha Holmes', written over a horizontal line.

Daysha Holmes
Contract Specialist
Telephone: (540) 231-1269



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August 30, 2018

Scoville Specialties, Inc.
Attn: Lynn Scoville
2250 Murrell Road,
Lynchburg, VA 240501

Dear Lynn:

Subject: RFP # 0055170

Thank you for submitting a proposal to the subject RFP.

We have reached the point in the evaluation process where we need clarification on a few questions.

Please respond in writing to the following negotiation questions.

1. Are promotional items ordered through your company dropped shipped by distributors and if so, can you ensure your distributors will utilize our inbound freight program under the directions so stated on the purchase order?

Promotional products are dropped shipped directly from the manufacturer's production facilities. Scoville Specialties will utilize the inbound freight program as directed by the purchase order.

Please submit your response to the negotiation question by 3:00 p.m. on September 6, 2018. If you have specific questions for us, do not hesitate to contact me at 540-231-1269 or daysha94@vt.edu.

Sincerely,

Daysha Holmes
Contract Specialist
Telephone: (540) 231-1269