



Purchasing Department
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December 19, 2024

**REQUEST FOR PROPOSAL
RFP 3164**

Notice is hereby given of the intention of the School Board for the City of Roanoke, Virginia, to contract for:

**VENDING SERVICES FOR WILLIAM B. ROBERTSON ADMINISTRATION BUILDING
AND THE ADMINISTRATION ON DOUGLASS BUILDING**

Proposal Submission Requirements:

Proposals must be received by the Proposal Due Date and Time at <https://eva.virginia.gov/>. Instructions on how to submit a proposal are in Section VII (page 7) of this RFP.

Proposal Due Date and Time: January 31, 2025; 3:00 P.M.

Announcement of Award: Upon the award or the announcement of the decision to award a contract as a result of this Request for Proposals (“RFP”), the Director of Purchasing will publicly post such notice on the Roanoke City Public School’s web site (<https://www.rcps.info/Page/262>) (**Click on Bids, RFPs, and Cancellations**) for a minimum 10 day period.

ROANOKE CITY SCHOOL BOARD
Eric Thornton
Purchasing Director

Electronic Invitation to Bid/RFP Retrieval Instructions: **Full copies of Requests for Proposals, Bids, and Addenda must be retrieved over the Internet at the following address: <https://www.rcps.info/Page/262>.**

Click on “Bids, RFPs, Cancellations”

This Public Body does not discriminate against Faith-Based Organizations

TABLE OF CONTENTS
REQUEST FOR PROPOSAL
RFP 3164

**VENDING SERVICES FOR WILLIAM B. ROBERTSON ADMINISTRATION BUILDING
AND THE ADMINISTRATION ON DOUGLASS BUILDING**

	<u>PAGE</u>
I. PURPOSE	3
II. BACKGROUND	3
III. SCOPE OF SERVICES	3
IV. CONTRACT PERIOD	6
V. PRE-PROPOSAL CONFERENCE	6
VI. CALENDAR OF EVENTS	7
VII. PROPOSAL SUBMITTAL REQUIREMENTS AND PREPARATION	7
VIII. EVALUATION AND AWARD OF CONTRACT	8
IX. COOPERATIVE PROCUREMENT	9
X. GENERAL TERMS AND CONDITIONS	10
XI. SPECIAL TERMS AND CONDITIONS	13
XII. ADDITIONAL FORMS	16
EXHIBIT 1 – WILLIAM B. ROBERTSON BUILDING DRAWING	
EXHIBIT 2 – ADMINISTRATION ON DOUGLASS BUILDING DRAWING	

RFP 3164

VENDING SERVICES FOR WILLIAM B. ROBERTSON ADMINISTRATION BUILDING AND THE ADMINISTRATION ON DOUGLASS BUILDING

I. PURPOSE

The purpose of this RFP is to solicit sealed proposals through competitive negotiation for vending services for staff and visitors at the William B. Robertson Administration Building of the School Board of City of Roanoke, more commonly known as Roanoke City Public Schools, located at 201 Campbell Avenue SW, Roanoke, VA 24011 and the Administration on Douglass Building, located at 40 Douglass Avenue NW, Roanoke, VA 24012. Roanoke City Public Schools (“RCPS”, “Owner”, or “Division”) intends to retain a qualified firm (“Contractor”, “Offeror”) to provide these services for the Division.

RCPS will select the Contractor, who, in the aggregate, most completely meets the needs of the Division.

This document establishes the anticipated services to be performed and outlines the evaluation and selection process. However, this document does not guarantee a contract.

II. BACKGROUND

There are an estimated 175 staff members working at the William B. Robertson Administration Building and an estimated 25 staff members working at the Administration on Douglass Building.

III. SCOPE OF SERVICES

The services, work, and/or items that the Contractor shall provide in a timely and proper manner in accordance with the Contract include, but are not necessarily limited to, the following:

A. Products and Product Quality

1. Vending machines shall be stocked at all times with fresh products of current manufacture that are within their expiration date. All dated products shall be removed from machines no later than the expiration date shown on the product. All merchandise kept for sale will be subject to inspection and approval.
2. Contractor shall supply a Plan-O-Gram including a variety of cold beverages and packaged foods, with several suggested products, and the general price range of suggested products, with their proposal.
3. Contractor shall include in the plan the types of cold beverages listed below. Also, beverages must be in bottles; no cans are allowed.

- a. Variety of soft drinks, including, but not limited to, cola, diet cola, and clear (lemon-lime type) soft drink.
 - b. Energy drinks
 - c. Cold coffee drinks
 - d. Iced teas
 - e. Bottled water
 - f. Juice(s)
 - g. No hot beverages are requested.
4. Contractor shall provide a suggested variety of food items to be stocked in the Plan-O-Gram, including, but not limited to, the following types of food:
- a. Breakfast pastries
 - b. Candy
 - c. Cookies
 - d. Crackers
 - e. Potato chips
 - f. Other chips (for example, corn chips)
 - g. Pretzels

***Notes:**

- 1) Drinks and beverages will not currently be part of the scope of services for the Administration on Douglass Building as those services are currently under contract with another provider.**
- 2) All services for the William B. Robertson Building must be fully operational by March 15, 2025.**
- 3) RCPS reserves the option to add additional vending services under any resulting contract from this proposal, food and/or beverage, to additional buildings, including schools, depending on operational needs and other contractual obligations.**

B. Locations

For the William B. Robertson Administration Building, vending machines will be located on the second floor in room number 237 warming kitchen (**Exhibit 1**).

For the Administration on Douglass Building, vending machines will be located on the second floor in room 203 (**Exhibit 2**).

C. Equipment

1. Contractor shall provide a suggested solution, including the total number of vending machines, to meet the current needs of the facility.

2. All equipment furnished under this Contract shall be warranted by the Contractor to be free of defects and fit for its intended use.
3. All vending machines provided by the vendor shall be new, current, state-of-the-art equipment. Machines must accept major credit cards and U.S. currency. In addition, each machine shall be able to provide accurate change.
4. Contractor shall keep be responsible for keeping all vending machines clean, orderly, in sanitary condition and operational for business. Contractor shall be responsible for the maintenance, cleaning, and repair of all vending machines. In the event that a machine cannot be repaired on-site, a substitute machine must be provided for the duration of the repair. RCPS shall determine if substitute and/or repaired machines are in acceptable condition. Should a machine be deemed unacceptable, the Contractor shall replace it with an acceptable machine as soon as possible.
 - 4) All vending machines shall comply with all accessibility requirements established by the federal, state, and local guidelines.
6. All machines shall be appropriate for the type and kinds of foods and/or drinks being distributed (e.g., refrigerated or non-refrigerated, where applicable).
7. RCPS may adjust the scope, quantity, and types of machines as needed, with any modifications documented in written amendments.
8. RCPS will supply utilities, including water, sewer, and electricity, but assumes no liability for service interruptions.
9. The Contractor shall provide a telephone number where they can be reached during normal business hours. A response time of no more than 24 hours shall be required for the service and/or repair of machines that are not working properly.
10. Offerors should outline the method utilized in handling maintenance, emergency service, and repairs in their proposal.
11. Machines shall be installed at the William B. Robertson building; however, title ownership of each machine shall be retained by the Contractor, who shall be responsible for the equipment at all times and in all aspects. RCPS will neither own nor rent the machines in conjunction with this Contract.
12. Upon installation, the Contractor shall furnish RCPS with a list of machines by location indicating machine capacity, product selection and size, serial numbers and date of installation.
13. It shall be the responsibility of the Contractor to obtain any insurance coverage deemed necessary to protect any/all vending machines as well as the vendor's interests.

14. Contractor shall make all reasonable efforts to maintain a clean and sanitary environment to deter all types of common pests that can contaminate items served through vending machines. Contractor shall work with RCPS contracted pest control teams to help ensure a safe environment for RCPS staff.

D. Pricing and Refunds

1. Prices for each item shall be plainly posted on each machine.
2. Only appropriate product advertising will be allowed on the vending machines. RCPS reserves the right to approve all product advertising.
3. Pricing shall remain in force for the term of this Contract, and for any renewal period, unless modified by mutual agreement of both parties.
4. Contractor shall be responsible for all refunds. A uniform system of refunding money, in a timely manner, due to machine failure or faulty product, and acceptable to RCPS, shall be in operation. The contractor shall provide excellent customer service to facilitate resolution of issues arising from sales to RCPS staff.

E. Commission

For the term of this Contract, there will be no commission payments to RCPS. The Contractor will retain all revenue generated from vending sales and is responsible for remitting all sales taxes to the appropriate authorities. A quarterly sales report may be requested by RCPS for the purpose of evaluating services provided to RCPS staff.

Responding vendors should include all services proposed for this project within the response. Final scope of services will be determined during negotiation and within the contract.

IV. CONTRACT PERIOD

The initial contract period will be from execution of the Contract until June 30, 2025. Upon the mutual agreement of the parties in writing, Contract may be extended by RCPS for up to four (4) optional one (1) year renewals.

V. PRE-PROPOSAL CONFERENCE

A **Non-mandatory** pre-bid meeting/site visit will be conducted on January 13, 2025, at 9:00 A.M. at the Roanoke City Public Schools William B. Robertson Building, located at 201 Campbell Avenue SW, Roanoke, Virginia 24011. Site visit to the Administration on Douglass Building, located at 40 Douglass Avenue NW, Roanoke VA 24012 will also be available. Written questions regarding the project may be submitted via e-mail to ethornton@rcps.info.

VI. CALENDAR OF EVENTS

	Date	
Release RFP	December 19, 2024	
Non-mandatory Pre-Proposal Conference	January 13, 2025	9:00 A.M.
Receive Written Inquiries (no later than)	January 17, 2025	5:00 P.M.
Answer Written Inquiries (no later than)	January 24, 2025	5:00 P.M.
Receive Proposals	January 31, 2025	3:00 P.M.

VII. PROSPOSAL SUBMITTAL REQUIREMENTS AND PREPARATION

In order to be considered for selection, Offerors must electronically submit a complete response to this RFP. Specifically, Offerors must provide one (1) original and one (1) redacted copy that omits any proprietary or confidential information that the Offeror requests to be withheld from public view.

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 RCPS requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal.

Proposals should be prepared simply and economically, providing a straight forward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content. 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, sub letter, and repeat the text of the requirements as it appears in the RFP. If a response covers more than one 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.

Ownership of all data, materials and documentation originated and prepared for the Owner pursuant to the RFP shall belong exclusively to the Owner 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, the Offeror must invoke the protections of § 2.2- 4342F of the Code of Virginia, in writing, either before or at the time 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 proposal and/or total proposal prices as proprietary or trade secrets is not acceptable.

eVA Registration: Proposals must be received by the Proposal Due Date and Time through the Commonwealth of Virginia's eVA procurement marketplace where Roanoke City Public Schools as

well as all of Virginia State Agencies, Colleges and Universities, and many Local Governments, post bidding opportunities, get quotes and place orders for goods and services. You must register with eVA in order to submit a proposal. eVA Registration: <https://eva.virginia.gov/register-now.html>.

Contact eVA Customer Care with the information provided below for help with registration:

eVA Customer Care: <https://eva.virginia.gov/get-help-customer-care.html>.

Responses must be received not later than 3:00 P.M. on January 31, 2025.

Interested firms should submit a proposal that responds to the items listed below. **Proposals should be concise and address each item in the order outlined below:**

1. Summarize the firm’s general qualifications, background, number of employees, office locations, etc.
2. Discuss the firm’s previous relevant work experience on jobs of this nature.
3. Present the firm’s plan to meet the Scope of Services as enumerated in this RFP.
4. Identify three of the firm’s recent reference clients and provide contact information.
5. Indicate the firm’s qualifications as a locally owned business enterprise (LBE), minority business enterprise (MBE), and/or women business enterprise (WBE) as defined in this RFP.

VIII. EVALUATION AND AWARD OF CONTRACT

A. **Evaluation Criteria:** Proposals shall be evaluated using the following criteria.

<u>Criteria</u>	<u>Points</u>
1. Understanding of scope of services to be provided.	20
2. Plan to meet the Scope of Services in the RFP.	30
3. Demonstrated professional skill and credentials	30
4. Related experience and references.	14
5. Certified locally owned business enterprise (LBE).	2
6. Certified minority business enterprise (MBE).	2
7. Certified women business enterprise (WBE).	<u>2</u>
Total Points	100

Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the selection committee or person. Offerors may also be asked to provide product samples for the selection committee. This provides an opportunity for the Offeror to clarify or elaborate on their proposal. This is a fact finding and explanation session only and does not include negotiation.

B. Award:

Selection shall be made of one or more Offeror(s) deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for Proposal. Negotiations shall be conducted with the Offeror(s) selected. Price shall be considered but need not be the sole determining factor. After negotiations have been conducted with each Offeror(s) so selected, RCPS shall select the Offeror(s) which, in its opinion, has made the best proposal, and shall award the contract to that Offeror(s). RCPS may cancel this Request for Proposal or reject proposals at any time prior to an award and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous (Section 2.2-4319 and Section 2.2-4359, Code of Virginia). Should RCPS determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Offeror.

C. Definitions: LBE, MBE, WBE.

“Local owner” – an individual who has an ownership interest in a business enterprise and whose primary residence is within the Roanoke Metropolitan Area. For the purposes of this policy, the Roanoke Metropolitan Area shall include all cities, counties, and towns within the Commonwealth of Virginia that are within a 50-mile radius of the City of Roanoke.

“Locally-owned business enterprise (LBE)” – a business that (i) is privately held, (ii) has Local Owners that own at least fifty-one percent of the business, (iii) has Local Owners that control the management and daily operations of the business, (iv) is registered in Virginia with no corporate headquarters outside of the Commonwealth, and (v) has completed the certification steps set forth below.

In order to be placed on the Purchasing Division’s list as a LBE, a business must provide the Purchasing Director with (i) a copy of its local business license, (ii) a copy of the businesses articles of incorporation or partnership agreement, and (iii) a completed sworn certification form (found in the “Additional Forms” section of this RFP).

“Minority business enterprise (MBE)” – a business that has been certified by the Virginia Department of Small Business and Supplier Diversity (www.sbsd.virginia.gov) as a business that is both owned and controlled by minorities.

“Women business enterprise (WBE)” – a business that has been certified by the Virginia Department of Small Business and Supplier Diversity (www.sbsd.virginia.gov) as a business that is both owned and controlled by women.

IX. COOPERATIVE PROCUREMENT

The procurement of goods and/or services provided for in this Bid is being conducted pursuant to Virginia Code Section 2.2-4304. Therefore, the Offeror or Bidder is advised, and by submitting a

response to this procurement, such Offeror or Bidder agrees that any resulting contract from this procurement may be extended to other public bodies in the State of Virginia. The successful Offeror or Bidder shall deal directly with each public agency or body seeking to obtain any goods and/or services pursuant to any contract that may result from this procurement and in accordance with Virginia Code Section 2.2-4304. The Roanoke City School Board shall not be responsible or liable for any costs, expenses, or any other matters of any type to either the successful Offeror or Bidder or the public agency or body seeking to obtain any goods and/or services pursuant to this cooperative procurement provision.

X. GENERAL TERMS AND CONDITIONS

1. **Taxes:** State sales and use tax certificate of exemption, Form ST-12 will be issued upon request, if you do not have same on file. Deliveries against this proposal shall be free of excise or transportation taxes.
2. **Mandatory use of RCPS Forms and Terms and Conditions:** Failure to submit a proposal on the official forms provided for that purpose shall be a cause for rejection of the proposal. Return of the completed document is required. Modification of or additions to any portion of the solicitation may be cause for rejection of the proposal; however, RCPS reserves the right to decide, on a case-by-case basis, in its sole discretion, whether or not to reject such a proposal as non-responsive. Supplementary data and information which respond to inquiries, demonstrate qualifications and expertise, etc., may be attached to the proposal forms.
3. **Precedence of Terms:** Except for Paragraphs 1 and 2 of the General Terms and Conditions for Professional Services, which shall apply in all instances, in the event there is a conflict between the General Terms and Conditions for Professional Services and any Special Terms and Conditions used in a particular procurement, the Special Terms and Conditions shall apply.
4. **Default:** In case of failure to deliver the reports, documents or services in accordance with the contract terms and conditions, RCPS, after due oral and written notice, may procure from other sources and hold Vendor responsible for any resulting additional procurement and administrative. This remedy shall be in addition to any other remedies which RCPS may have incurred.
5. **Assignment of Contract:** A contract shall not be assignable by the Contractor in whole or in part without the written consent of RCPS.
6. **Antitrust:** By entering into a contract, the Offeror conveys, sells, assigns, and transfers to RCPS all rights, title, and interest in and to all causes of the action it may now or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by RCPS under said contract.
7. **Ethics in Public Contracting:** By submitting the proposal, all Offerors certify and warrant that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer, or subcontractor in connection with their proposal, and that they have not conferred with any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything, present or promised, unless consideration of substantially equal or greater value is exchanged.
8. **Anti-Discrimination:** By submitting their proposal, all Offerors certify to RCPS that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and Section 11-51 of the Virginia Public Procurement Act which provides:

- a. In every contract over \$10,000, the provisions 1 and 2 below apply:
 - i. During the performance of this contract, the contractor agrees as follows:
 1. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer. Notices, advertisements, and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
 2. The contractor will include the provisions of paragraphs 1, above, in every subcontract or purchase order over \$10,000 so that the provisions will be binding upon each subcontractor or Contractor.
9. **Debarment Status:** By submitting a proposal, all Offerors certify that they are not currently debarred from submitting proposals on contracts by any agency of the Commonwealth of Virginia, nor are they an agent of any person or entity that is currently debarred from submitting proposals on contracts by any agency of the Commonwealth of Virginia.
10. **Applicable Law and Courts:** Any contract resulting from this solicitation shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The contractor shall comply with applicable federal, state and local laws and regulations.
11. **Asbestos:** Comply with applicable Federal, State and Local regulations
 - a. Asbestos Hazard Emergency Response Act (AHERA) regulations contained in 40 CFR 763.
 - b. Title 29, Code of Federal Regulations, Section 1910.134, 1910.1001, 1910.1200, 1926.58, and 1926.1101 of the Occupational Safety and Health Administration (OSHA), US. Department of Labor.
 - c. Title 40, Code of Federal Regulations, EPA workplace guidelines include those pertinent sections of part I and II, EPA Guideline document 560/5-S5-024, "Guidance for Controlling Asbestos Containing Materials in Buildings".
 - d. All State, County, and City codes and ordinances as applicable.
12. **Lead:** Comply with applicable Federal, State and Local regulations
 - a. Title 29, Code of Federal Regulations (CFR), Occupational Safety and Health Administration (OSHA), U.S. Department of Labor:
 - 1910 General Industry Standards
 - 1910.1025 Lead Standard for General Industry
 - 1910.134 Respiratory Protection
 - 1910.1200 Hazard Communication
 - 1910.245 Specifications for Accident Prevention (Sign and Tags)
 - 1926.62 Lead Exposure in Construction
 - b. Title 40, CFR Part 50, Appendix G, National Ambient Air Quality for Lead.
 - c. ASTM-American Society for Testing Materials
 - d. ANSI Z288.2.8 Practices for Respiratory Protection
 - e. ANSI Z9.2 1979 Fundamentals Governing the Design and Operation of Local Exhaust systems

- f. United States Housing and Urban Development (HUD) Guidelines for the Evaluation and Control of Lead-Based Paint in Housing, revised, October, 1997
 - g. Code of Virginia, Lead-Based Paint Activities VAC 15-30-650
 - h. Virginia Department of Environmental Quality, Hazardous Waste Management Regulations 9VAC 20-60-10 thru 1480
 - i. USEPA 40 CFR Part 260 Hazardous waste management system
 - j. USEPA 40 CFR Part 261 Identification and listing of hazardous waste
 - k. USEPA 40 CFR Part 262 Standards applicable to generators of hazardous waste
 - l. USEPA 40 CFR Part 263 Standards applicable to transporters of hazardous waste
 - m. USEPA 40 CFR Part 264 Standards for owners and operators of hazardous waste treatment, storage and disposal facilities
 - n. USEPA 40 CFR Part 265 Interim status standards for owners and operators of hazardous waste treatment, storage and disposal facilities
 - o. USEPA 40 CFR part 266 Standards for the management of specific hazardous wastes and specific types of hazardous waste management facilities
 - p. USEPA 40 CFR Part 267 Interim standards for owners and operators of new hazardous waste land disposal facilities
 - q. USEPA 40 CFR Part 268 Land disposal restrictions
 - r. USEPA 40 CFR Part 269 EPA administered permit programs: The Hazardous Waste Permit Program
 - s. USEPA 40 CFR Part 270 Requirements for authorization of State hazardous waste programs
 - t. USEPA 40 CFR Part 270 Approved State hazardous waste management programs.
13. **Qualifications of Offerors:** RCPS may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the work and the Offeror shall furnish to RCPS all such information and data for this purpose as may be requested. RCPS reserves the right to inspect Offeror's physical plant prior to award to satisfy questions regarding the Offeror's capabilities. RCPS further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy RCPS that such Offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
14. **Anti-Collusion Certification:** By signing the proposal, the Offeror certifies that the proposal is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. The Offeror understands that collusive bidding is a violation of the Virginia Governmental Frauds Act and Federal Law and can result in fines, prison sentences, and civil damage awards. The Offeror agrees to abide by all conditions of the proposal and certifies that the individual signing the proposal is authorized to do so.
15. **Payment Terms:** Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days.
16. **Immigration Reform & Control Act of 1986:** By submitting a proposal, Offerors certify that they do not and will not, during the performance of this contract, employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.
17. **Relationship of Offeror to Owner:** After the Contract for services has been fully executed, the Offeror shall be the professional advisor and consultant to the Owner for technical matters related to the project and shall be responsible directly to and only to the Owner. The Owner shall

communicate all approvals, rejections, change requirements and other similar information to the Offeror.

18. **Code and Regulatory Compliance:** Review, comments and approvals by Owner or the staff of RCPS, in no way absolve any other person, firm or corporation involved in a project from their full responsibilities under the applicable laws, codes, and professional practice as required in projects for Roanoke City Public Schools.
19. **Contract Incorporation:** These terms and conditions are made a part of any resulting contract.

XI. SPECIAL TERMS AND CONDITIONS

1. Insurance:

Prior to the start of any work under the contract, the Contractor shall provide to RCPS Certificate of Insurance Forms approved by RCPS and maintain such insurance until the completion of all project orders issued under the contract. The minimum limits of liability shall be:

A. Workers' Compensation. Workers' Compensation insurance covering Contractor's statutory obligation under the laws of the Commonwealth of Virginia and Employer's Liability insurance shall be maintained for all its employees engaged in work under this Agreement.

B. Automobile Liability. The minimum limit of liability for automobile liability insurance shall be \$1,000,000 combined single limit applicable to owned or non-owned vehicles

C. Commercial General Liability Broad Form insurance shall insure against all claims, loss, cost, damage, expense, or Contractor's performance under this contract. The minimum limits of liability for this coverage shall be \$2,000,000 combined single limit for any one occurrence.

2. **Audit:** The Offeror agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by RCPS. RCPS shall have full access to and the right to examine any of said materials during said period.
3. **Termination of Contract:** RCPS reserve the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver any outstanding orders issued prior to the effective date of cancellation.
4. **Modification of Contract:** RCPS may, upon mutual agreement with the Offeror, issue written modifications to the statement of needs as a part of this contract, except that no modifications can be made which will result in an increase of the original project order contract price by \$50,000 or a cumulative amount of more than 25%, whichever is greater, without the advance written approval of the Deputy Superintendent or his designee. In making any modification, the resulting increase or decrease in cost for the modification shall be determined by one of the following methods as selected by RCPS in accordance with the requirements of the Public Procurement Act.
5. **Ownership of Materials:** Ownership of all data, materials, and documentation originated and prepared for the Roanoke City School Board pursuant to the proposal shall belong exclusively to the Roanoke City School Board and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by the Offeror shall not be *subject* to public disclosure under the *Freedom of Information Act*, unless otherwise required by law or a court; however, the Offeror must invoke the protection of Section 2.2-

4332(F) of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must *SPECIFICALLY* identify the data or materials to be protected and state the reason 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.*

6. **Subcontracts:** No portion of work shall be subcontracted without prior written consent of RCPS. In the event the Contractor desires to subcontract some or part of the work specified herein, the Contractor shall furnish RCPS the names, qualifications, and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work done by the subcontractor(s) and shall assure compliance with all contract requirements.
7. **Indemnification:** The contractor agrees to be responsible for, indemnify, defend, and hold harmless RCPS, its officers, agents, and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Workers' Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend, and hold harmless RCPS, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contractor.
8. **Proposal Acceptance Period:** Any proposal resulting from this solicitation shall be valid for 90 days. At the end of the 90 days, the proposal may be withdrawn at the "*written*" request of the Offeror. If the proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is canceled. Withdrawal of proposals due to error shall be in accordance with Section II-54 (ii), Code of Virginia.
9. **Late proposals:** To be considered for award, proposals must be received by Roanoke City Public Schools, Attention: Eric Thornton, 40 Douglass Ave NW, Roanoke, VA 24012, by the designated opening date and hour. The official time used in the receipt of proposals is that time on the clock located in RCPS Purchasing Department. Proposals received after the designated opening date and hour are automatically disqualified and will not be considered. Roanoke City Public Schools is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or another means of delivery. It is the sole responsibility of the Offeror to insure that its proposal reaches Roanoke City Public Schools Purchasing Department by the designated date and hour.
10. **Gifts by Offeror, Contractor, or Subcontractor:** No Offeror, contractor or subcontractor shall confer on any public employee having official responsibility for a procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is exchanged.
11. **Qualification of Offerors:** Roanoke City Public Schools may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the work and the Offeror shall furnish to Roanoke City Public Schools all such information and data for this purpose as may be requested. Roanoke City Public Schools reserves the right to inspect Offeror's physical plant prior to award to satisfy questions regarding the Offeror's capabilities. Roanoke

City Public Schools further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy Roanoke City Public Schools that such Offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.

12. **Availability of Funds:** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available, or which may hereafter become available for the purpose of this agreement.
13. **Contract Documents:** The contract entered into by the parties shall consist of the Request for Proposal, the signed proposal submitted by the Contractor, Roanoke City Public Schools Standard Contract, the General and Special Terms and Conditions, the Statement of Need including all modifications thereof, all of which shall be referred to collectively as the Contract Documents.
14. **Rejection of Proposals:** The Superintendent or designee, on behalf of the School Board, reserves the right to reject any and all proposals
15. **Procedure for Protest:** Any vendor submitting a proposal may protest the award or decision to award a contract by submitting a written protest to the Superintendent of the ROANOKE CITY SCHOOL BOARD no later than ten (10) days after the award or the announcement of the decision to award whichever occurs first. The written protest shall include the basis for the protest and the relief sought (Section 2.2-4360, Code of Virginia).
16. **Contract Incorporation:** These terms and conditions are made a part of any resulting contract.

REMEINDER OF THIS PAGE LEFT INTENTIONALLY BLANK

XII. ADDITIONAL FORMS

STATE CORPORATION COMMISSION FORM

This form must be returned with response to solicitation.

Virginia State Corporation Commission ("SCC") registration information. The undersigned Offeror:

_____ is a corporation or other business entity with the following SCC identification number:

_____.

-OR-

_____ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust.

-OR-

_____ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from offeror's out-of-state location).

-OR-

_____ is an out-of-state business entity that is including with this proposal an opinion of legal counsel which accurately and completely discloses the undersigned offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia.

****NOTE**** Check the following if you have not completed any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for proposals (the Commonwealth reserves the right to determine in its sole discretion whether to allow such waiver): _____.

Signature: _____ Date: _____

Printed Name: _____

Title: _____

Name of Firm: _____

PROPRIETARY AND CONFIDENTIAL INFORMATION FORM

This form must be returned with response to solicitation.

Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the *Virginia Freedom of Information Act*; however, the Offeror must invoke the protections of § 2.2- 4342F of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected including the section of the proposal in which it is contained and the page numbers and state the reasons why protection is necessary. The proprietary or trade secret material submitted in the original and all copies of the proposal 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. In addition, a summary of proprietary information submitted shall be submitted on this form. The classification of an entire proposal document, line-item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. If, after being given five business days, the Offeror refuses to withdraw such a classification designation, the proposal will be rejected.

Name of Offeror (Firm): _____ invokes the protections of § 2.2-4342F of the *Code of Virginia* for the following portions of my proposal submitted on _____.

Date

Signature: _____

Title: _____

_____ No portion of this proposal is to be considered confidential and/or proprietary.

_____ The data/material indicated below is to be considered confidential and/or proprietary.

DATA/MATERIAL TO BE PROTECTED	SECTION NO., & PAGE NO.	REASON WHY PROTECTION IS NECESSARY

*Attachments may be made to this form for further clarification, but this form shall serve as the official request to invoke the protections of § 2.2- 4342F of the Code of Virginia.

ANTI-COLLUSION CERTIFICATION

The Offeror certifies that this proposal response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same product and that this proposal is in all respects bona fide, fair, and not the result of any act of fraud or collusion with another person or firm engaged in the same line of business or commerce. The Offeror understands collusive bidding is a violation of Federal Law and that any false statement hereunder constitutes a felony and can result in fines, imprisonment, as well as civil damages. The Offeror also understands that failure to sign this statement will make the proposal non-responsive and unqualified for award.

Signed: _____

Date: _____

Name of Company: _____

MINORITY & WOMEN-OWNED BUSINESS ENTERPRISE CERTIFICATION

The Proposer should complete the following information:

Is Proposer a qualified minority or women-owned business enterprise (MBE/WBE)?

Yes: _____ No: _____. Regardless of response to this question, Bidder shall complete the following:

Will Bidder be using Subcontractors? Yes: _____ No: _____

In conjunction with the desire of the School Board of the City of Roanoke, VA’s policy to utilize Minority and Women-Owned Business Enterprises wherever possible, the Bidder (Proposer) has solicited quotations for labor, material, and/or services from the following MBE/WBE: (Attach additional sheet if necessary.)

1.	<u>Name of Firm</u>	<u>Person(s) Contacted</u>	<u>Type of Labor, Service or Material Quoted</u>	<u>Date</u>
	_____	_____	_____	_____
	_____	_____	_____	_____

2. Of those Listed above, we intend to utilize the following MBE/WBE in completion of the work required by this contract. (Attach additional sheet if necessary.)

<u>Name of Firm</u>	<u>Type of Labor, Service or Material Quoted</u>	<u>Amount of Contract Subcontract</u>
_____	_____	_____
_____	_____	_____

The Bidder will utilize the indicated MBE/WBE firms in this project. If the Proposer determines not to use the indicated MBE/WBE, Bidder must notify the School Board and provide a valid non-discriminatory business reason for not employing the MBE/WBE.

3. If the MBE/WBE's indicated in paragraph 1 will not be utilized, please state the reason for each firm. (Attach additional sheet if necessary.)

<u>Name of Firm</u>	<u>Results of Contact</u>
_____	_____
_____	_____

4. If unable to contact MBE/WBE's, please indicate efforts made: (Attach additional sheet if necessary.)

This firm has made a good faith effort to utilize MBE/WBE's whenever possible.

Offeror: _____
(Firm)

(Address)

(Telephone) (FAX)

(Ink Signature and title) (Date)

**ROANOKE CITY PUBLIC SCHOOLS
CERTIFICATION OF COMPLIANCE WITH VIRGINIA CODE**

1. A sworn statement or affirmation from the Contractor that neither the Contractor nor any of its employees have been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child nor a crime of moral turpitude is mandated by Virginia Code Section 22.1-296.1.
2. Affirmation from the Contractor that the Contractor does not, and shall not, during the performance of the contract for goods and services in Virginia, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
3. A sworn statement or affirmation from the Contractor that the employees have submitted to and passed an employment drug screening.
4. Affirmation from the Contractor that the Contractor does not and shall not during the performance of the contract for goods and services in Virginia, knowingly employ an individual that has been convicted of any violent felony set forth in the definition of barrier crime in subsection A of Virginia Code Section 19.2-392.02.

Bid/Proposal Number: **3164**

Company Name: _____

List of employee(s) assigned to the project:	

By signature below, I hereby certify that 1) a criminal background check has been performed as part of the employment process for the above listed persons and that based upon the results of such background check these individuals have never been convicted of a violent felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; nor a crime of moral turpitude; 2) to the best of my knowledge and belief none of these individuals is currently the subject of any pending criminal charges involving a violent felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child; nor a crime of moral turpitude; and 3) I do not nor shall I during the performance of the contract knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986; 4) the above listed persons have submitted to and passed an employment drug screening.

If the employees assigned to the project change, an updated copy of this form must be submitted to the Purchasing Office before an added employee can begin to work on the project. Only employees on this list will be allowed to provide services to the schools or be allowed to interact with students.

Name of Company Officer _____ Date _____

Signature of Company Officer _____ Rev. 8/2020

Reference Form

1. Project Location and Scope: _____

Agency Name: _____

Address: _____

Contact Person: _____ Telephone #: _____

E-mail: _____

2. Project Location and Scope: _____

Agency Name: _____

Address: _____

Contact Person: _____ Telephone #: _____

E-mail: _____

3. Project Location and Scope: _____

Agency Name: _____

Address: _____

Contact Person: _____ Telephone #: _____

E-mail: _____

Company: _____

Signature: _____

Title: _____ **Date:** _____

**ROANOKE CITY PUBLIC SCHOOLS' CERTIFICATION FOR LOCALLY OWNED BUSINESS ENTERPRISE
(FORM DJI-F)**

In an effort to qualify as a locally owned business enterprise under the Roanoke City School Board's Plan for Participation in Procurement Transactions with locally owned businesses, I voluntarily submit that the information set forth below is true and accurate.

Name of Business _____

____ Corporation _____ Partnership
____ Other (Please Describe)

Address of Business _____

Business Phone No. _____ Other Phone No. _____

Name of Owner(s)/Owner's Permanent Address/% of Ownership

The following documents must be attached to or accompany this Certification in order to be considered a locally owned independent business under the Roanoke City School Board's procurement program.

Copy of current business license AND

- a. If a corporation - Copy of the Articles of Incorporation and the minutes from the last annual meeting.
- b. If a partnership - Copy of the Partnership Agreement.

By signature below, I hereby certify that the information set forth in this certification is true and accurate. I further certify that I am an owner of the independent business listed in this certification and that my permanent residence is in the Commonwealth of Virginia within fifty (50) miles of the City of Roanoke. Finally, I certify that the business documents that are attached to and made a part of this certification are true and accurate copies.

Name of Company Officer/Date

Signature of Company Officer

CERTIFICATION OF PROPOSAL

RFP 3164

**VENDING SERVICES FOR WILLIAM B. ROBERTSON ADMINISTRATION BUILDING
AND ADMINISTRATION ON DOUGLASS BUILDING**

The undersigned certifies a comprehension of the specifications in the foregoing proposal, and that the merchandise or service submitted for this proposal meets or exceeds the specifications as listed herein. The successful Offeror certifies that the Offeror, all principals, and sub recipients, are not suspended or debarred from providing the services described in this contract. Further, Roanoke City Public Schools reserves the right to review the List of Parties Excluded from Federal Procurement or Non-Procurement Programs to determine that the successful Offeror, including all principals and sub recipients, has not been suspended or debarred from providing the services described in this proposal.

FIRM _____

BY _____

(Signature validates proposal)

(Print or type name)

TITLE _____

ADDRESS _____

CITY _____

STATE, ZIP _____

TELEPHONE _____

TOLL-FREE NUMBER _____

FAX NUMBER _____

E-MAIL _____

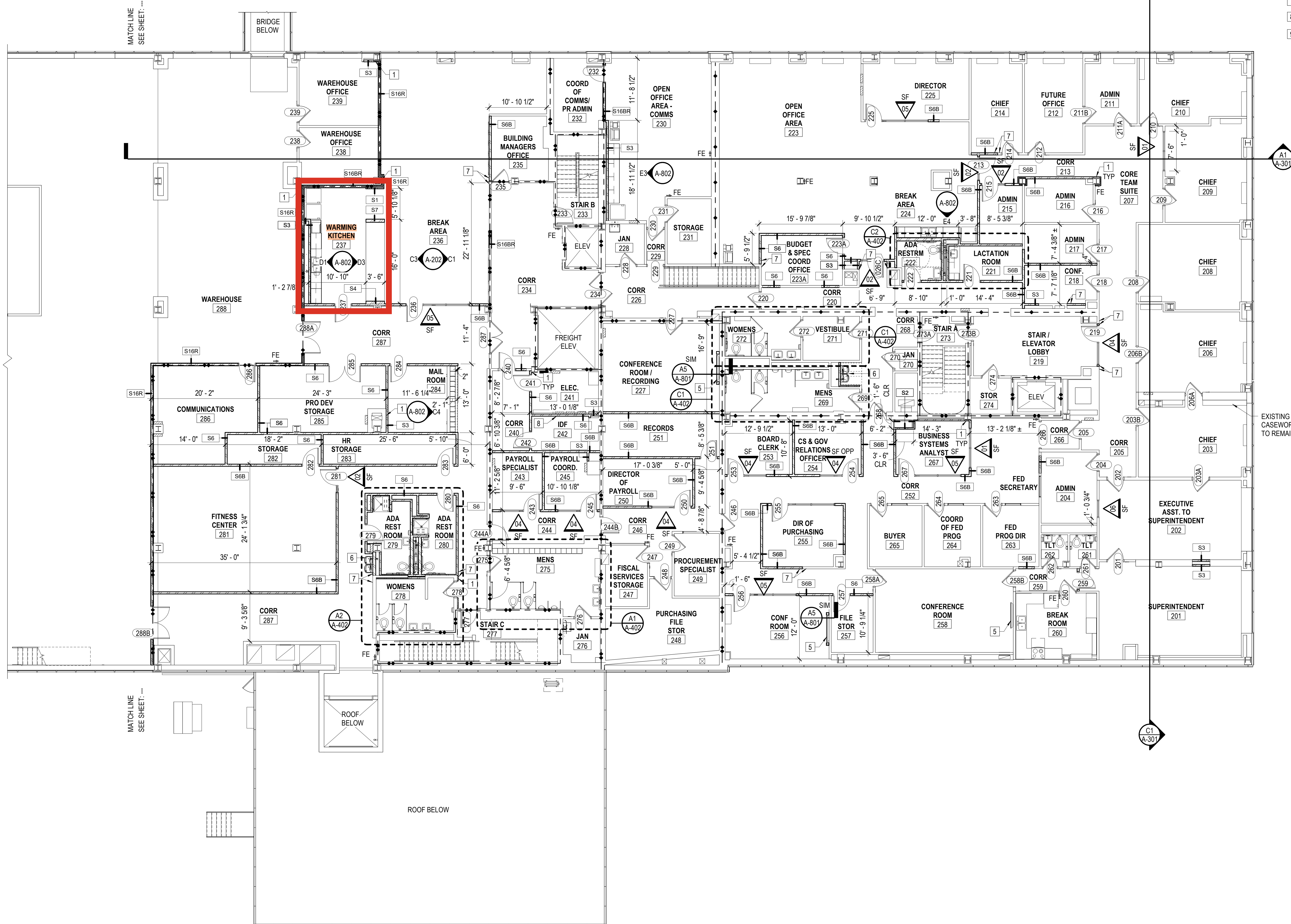
DATE _____

EXHIBIT 1

GENERAL NOTES (REFER TO SHEET A-101)

NEW WORK KEYNOTES

- 1 NEW WALL FRAMING FLUSH AGAINST EXISTING SUBSTRATE.
- 2 ALIGN NEW WALL WITH FACE OF EXISTING KNEE WALL BELOW.
- 3 FILL GAP BETWEEN EXISTING PARTITIONS AND LEVEL CUT SURFACE TO MATCH ADJACENT WALL.
- 4 NEW FOLDING WALL PARTITION.
- 5 WALL MOUNTED TELEVISION (NIC). PROVIDE SUPPORTS TO WALL AS REQ'D BY MANUF. REF D2/A-101.
- 6 NEW ADA COMPLIANT DRINKING FOUNTAIN / BOTTLE FILL STATION COMBO - OF/CI.
- 7 ALIGN NEW WALL WITH EXISTING FACE OF WALL.
- 8 NEW FIRE RETARDANT 3/4" PLYWOOD FINISH ON WALL.
- 9 NOTIFY ARCHITECT OF UNCOVERED TERRAZZO CONDITION FOR PATCHING RECOMMENDATION WHERE NEEDED.



DESCRIPTION	BY	MARK	DATE	REVISIONS



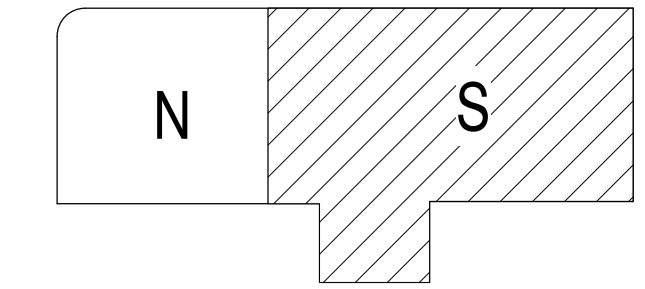
DATE	12/08/2023	PROJECT	18106-07	BLH	LJS
DESIGNED		DRAWN			
CHECKED					



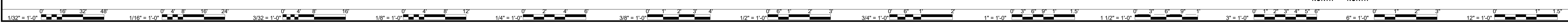
PROJECT ROANOKE CITY PUBLIC SCHOOLS
RENOVATIONS TO THE ADMINISTRATION ON CAMPBELL
 201 Campbell Ave SW
 Roanoke, VA 24011
DRAWING SECOND FLOOR PLAN

SHEET
A-103

SECOND FLOOR PLAN
SCALE: 1/8" = 1'-0"

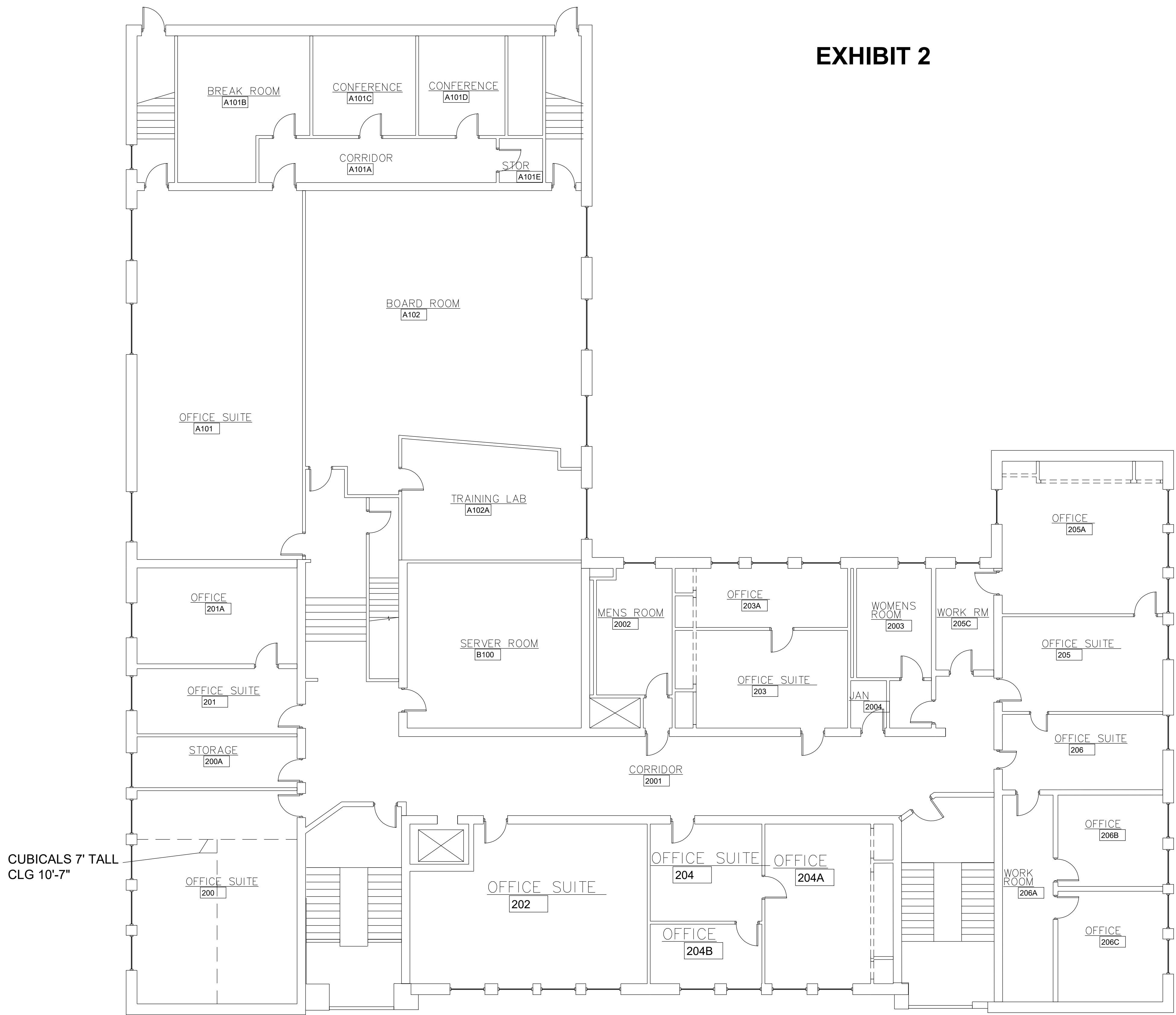


KEY PLAN SOUTH
NOT TO SCALE



12/8/2023 4:38:37 PM
 BM 360/18106-07 RCPS Roanoke Times Building Rev'd 18106-07 C1 RCPS Roanoke Times Bldg Reno - ARCH1.rvt

EXHIBIT 2



SECOND FLOOR

CENTRAL ADMINISTRATION BUILDING

BACKGROUNDS WERE CREATED FROM RCPS SCANS OF EXISTING HAND DRAWINGS WITH NO DIMENSIONS OF BUILDING. DRAWINGS WERE SCALED TO CREATE ROUGH GENERAL BASE DRAWINGS FOR SQUARE FOOTAGES UTILIZED IN VENTILATION STUDY. SITE VISITS TO MEASURE AREAS ALTERED FROM DRAWINGS PROVIDED WERE CONDUCTED IN MODIFIED AREAS ONLY. DRAWING ACCURACY SHALL BE REVIEWED FOR FIELD VERIFICATION PRIOR TO ANY WORK.

NOTES



DOLLY-DAVIS DOLLBERG, PA
 ARCHITECTURE AND PLANNING
 4421 BANDY RD, ROANOKE, VIRGINIA 24014
 • 540.793.3339 FAX 540.427.0045 •
 DDOLLBERG@COX.NET

**RCPS SCHOOL
 EVALUATION
 BOOKER GYM**

Roanoke, Virginia

**PROGRESS
 DRAWINGS FOR
 OWNER REVIEW**

DATE	OCTOBER 25, 2020
PROJECT ARCHITECT	DDD
DRAWN / DESIGN BY	DDD
REVISIONS	NUMBER DATE

SHEET TITLE

**SECOND FLOOR PLAN
 VENTILATION STUDY
 A102**