



Request for Proposals

RFP # 3125667JC

RFP Title Flat Roof Aerial Thermal Mapping
Surveys

Date June 5, 2009



College of William and Mary
George Mason University
James Madison University
Old Dominion University
Radford University
The University of Virginia
Virginia Commonwealth University
Virginia Military Institute
Virginia Tech

A VASCUPP Member Institution

REQUEST FOR PROPOSALS RFP# 3125667JC

Issue Date: June 5, 2009
Title: Flat Roof Aerial Thermal Mapping Surveys
Issuing and Using Agency: Virginia Commonwealth University
Attention: Jackie Colbert, C.P.M.
10 S 6th St., 2nd Floor
POB 980616
Richmond, Virginia 23298-0616

Proposals For Furnishing The Services Described Herein Will Be Received Until: 11:00 AM local time on July 7, 2009.

All Inquiries For Information Should Be Directed To: ISSUING AGENCY, address listed above at Phone: (804) 828-0163, email: jcolbert@vcu.edu, Fax: (804) 828-7837, VOICE TDD: (800) 828-1120

This solicitation & any addenda are posted on our website at: http://www.vcu.edu/procurement

HARD-COPY, ORIGINAL PROPOSALS MUST BE RECEIVED IN VIRGINIA COMMONWEALTH UNIVERSITY'S DEPARTMENT OF PROCUREMENT AND PAYMENT ON OR BEFORE THE DATE AND TIME DESIGNATED ON THIS SOLICITATION. ELECTRONIC SUBMISSIONS AND FACSIMILE SUBMISSIONS WILL NOT BE ACCEPTED IN LIEU OF THE HARD-COPY, ORIGINAL PROPOSAL. VENDORS ARE RESPONSIBLE FOR THE DELIVERY OF THEIR PROPOSAL. PROPOSALS RECEIVED AFTER THE OFFICIAL DATE AND TIME WILL BE REJECTED. THE OFFICIAL DATE AND TIME USED IN RECEIPT OF RESPONSES IS THAT TIME ON THE CLOCK OR AUTOMATIC TIME STAMP IN THE DEPARTMENT OF PROCUREMENT AND PAYMENT.

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO VIRGINIA COMMONWEALTH UNIVERSITY, PROPOSAL PROCESS DEPARTMENT, POB 980616, RICHMOND, VA 23298-0616. IF PROPOSALS ARE HAND DELIVERED OR SENT BY COURIER, DELIVER TO: VIRGINIA COMMONWEALTH UNIVERSITY, DEPARTMENT OF PROCUREMENT AND PAYMENT, 10 S 6TH ST., 2nd FLOOR, RICHMOND, VA 23219. THE RFP NUMBER, DATE AND TIME OF PROPOSAL SUBMISSION DEADLINE, AS REFLECTED ABOVE, MUST CLEARLY APPEAR ON THE FACE OF THE RETURNED PROPOSAL PACKAGE.

In Compliance With This Request for Proposals And To All Conditions Imposed Therein and Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services Described Herein In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation. Furthermore, The Undersigned Agrees Not To Start Any Work Relative To This Particular Solicitation Until A Resulting Formal Signed Purchase Order Is Received By The Contractor From University Purchasing. Any Work Relative To This Solicitation Performed By The Contractor Prior To Receiving A Formal Signed Purchase Order Shall Be At The Contractor's Own Risk And Shall Not Be Subject To Reimbursement By The University.

NAME AND ADDRESS OF FIRM:

Form fields for Name and Address of Firm, Date, Signature, Zip Code, Name Typed, E-Mail Address, Title, Telephone, Fax Number, DUNS NO., and FEI/FIN NO.

Form fields for Minority-Owned Business, Women-Owned, Registered with eVA, Small Business, DMBE Certified, and DMBE Certification #.

PRE-PROPOSAL CONFERENCE WILL BE HELD: An optional Pre-Proposal Conference will be held on June 16, 2009 at 1:00 PM. See Section VIII, Page 17 for additional details.

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Excel Electronic Attachment - VCU FMD Roof Listing

I. PURPOSE:

The intent and purpose of this Request for Proposals (RFP) is to establish a term contract with a qualified firm to perform aerial thermographic roof surveys of some or all of the flat roofs at Virginia Commonwealth University (VCU). The Physical Plant Division (PPD) of the VCU Facilities Management Department (FMD) requires reports containing data collected by thermal mapping that the University can use to help make decisions regarding roof longevity or needed repairs.

Virginia Commonwealth University (the lead issuing institution) is an agency of the Commonwealth of Virginia.

The term of the contract shall be for one year with the option to renew for four (4) additional one year terms.

It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institution or lead-issuing institution's affiliated foundations may access any resulting contract(s) if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. *The Contractor shall notify the lead-issuing institution in writing of any entities accessing the contract.* No modification of this contract or execution of a separate contract is required to participate. The Contractor shall provide semi-annual usage reports for all entities accessing the Contract. Participating entities shall place their own orders directly with the Contractor(s) and shall fully and independently administer their use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the lead-issuing *institution*. The lead-issuing *institution* 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 the *lead-issuing institution* is not responsible for the acts or omissions of

any entity, and will not be considered in default of the Agreement no matter the circumstances.

II. OPTIONAL USE CONTRACT:

The resulting contract(s) will be an optional use contract. VCU is in no way required to make purchases from the Contractor and may in its sole discretion purchase the identical and/or similar goods/services from other sources. Any estimates/quantities contained herein do not represent a purchase commitment by VCU.

III. THE UNIVERSITY:

Virginia Commonwealth University is ranked nationally by the Carnegie Foundation as a top research institution in the United States. With more than 29,000 students, VCU is the largest public urban doctoral-granting university in Virginia. The university offers 181 certificate, undergraduate, graduate, professional and doctoral programs in 15 schools and one college. It is also home to one of the nation's leading academic medical centers.

VCU ranks among the top 100 universities in the country in sponsored research, with more than \$200 million in sponsored programs during fiscal year 2005. Twenty of the university's graduate and professional programs are ranked among the best in the nation in *U.S. News & World Report's* "America's Best Graduate Schools." These include the number one ranked sculpture and nurse anesthesia programs.

VCU has a full-time instructional faculty of 1,700 -- many of them nationally and internationally recognized for excellence in the humanities, arts, sciences, engineering, education, social work, business and all of the health care professions. Dr. John B. Fenn, research professor in the department of chemistry and affiliate professor of chemical engineering, was one of three international scientists to be awarded the 2002 Nobel Prize in chemistry.

VCU Life Sciences is developing as a university-wide discipline that builds upon the university's traditional scientific strengths in the biological sciences, basic biomedical

sciences, patient care, biomedical engineering and biotechnology. VCU Life Sciences is comprehensive in its involvement of all levels of students in the study of life sciences, from freshmen to students in the professional programs to Ph.D. candidates, and integrates diverse disciplines from all over the university, including the academic medical center as well as arts and humanities.

The Virginia Commonwealth University Medical Center stands alone as the only academic medical center in Central Virginia. The medical center includes the 780-bed MCV Hospitals and outpatient clinics, MCV Physicians -- a 600-physician-faculty group practice, and the health sciences schools of Virginia Commonwealth University. The VCU Medical Center offers state-of-the art care in more than 200 specialty areas, many of national and international note, including organ transplantation, head and spinal cord trauma, burn healing and cancer treatment. The VCU Medical Center is the site for the region's only Level 1 Trauma Center. As a leader in healthcare research, the VCU Medical Center offers patients the opportunity to choose to participate in programs that advance evolving treatment, such as those sponsored by the National Cancer Institute through VCU's Massey Cancer Center, Virginia's first NCI-designated cancer center.

VCU's nationally recognized theatre, music and dance programs offer more than 365 concerts, performances and recitals a year. The VCU Anderson Gallery showcases regional art as well as work by international artists.

VCU is an urban leader, forging ties with business, industry and government in such innovative projects as the VCU School of Engineering and the Virginia Biotechnology Research Park. With the completion of the new Philip Morris Research and Technology Center, the Park will be two-thirds developed and encompass more than 1.2 million square feet of space in nine buildings that house more than 2,000 scientists, researchers, engineers and technicians in fields that include drug development, medical diagnostics, biomedical engineering, forensics and environmental analysis.

VCU is an economic engine in the greater Richmond area. The university and its medical center have combined budgets that exceed \$1.5 billion. Together, VCU and

the VCU Medical Center are the largest-single employer in the Richmond area with about 9,800 full-time and 5,500 part-time employees. Two-thirds of VCU's 110,000 alumni also live and work in Virginia.

VCU's 16 varsity sports compete at the NCAA Division I level as members of the Colonial Athletic Association. In recent years, VCU has participated in NCAA Tournaments in basketball, baseball, golf, men's soccer and men's and women's tennis.

It is the policy of the Commonwealth of Virginia to contribute to the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities and to encourage their participation in State procurement activities. The Commonwealth encourages Contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts or other contractual opportunities. By submitting a proposal, Offerors certify that all information provided in response to the Request for Proposals is true and accurate. Failure to provide information required by this Request for Proposals will ultimately result in rejection of the Proposal.

IV. STATEMENT OF NEEDS:

- A. Virginia Commonwealth University desires to have thermographic surveys conducted on all or some of the flat roofs on the VCU campuses to enable the University to make informed decisions regarding necessary replacements and repairs.
- B. It is also desired that the University will be able to have this service performed periodically over a five (5) year period to determine the extent of moisture infiltration and to determine the how quickly roofs may be degrading. Initial data collection should be completed during the first one year term of the contract then repeated as directed by the VCU Contract Administrator over the following annual renewal terms.
- C. PPD anticipates that the information obtained will be used to develop trend reports regarding roof condition.

- D. The maximum flat roof square footage at VCU is 1,700,000. This information is provided for information only to assist Offerors in preparing proposals. The contract awarded from RFP #3125667JC is a requirements type contract. VCU shall direct the Contractor to provide the services on an “as needed basis”. The square footage in the Pricing Schedule is an estimate only, and the Contractor shall provide services at the contract prices whether the square footage is more or less than the amount estimated.
- E. A Level III Certified Thermographer should be assigned to VCU for the provision of the services for the duration of the project.
- F. It is expected that the Contractor should use a thermographic camera with specifications equivalent or better to the following: spectral sensitivity with a range from 3-5 microns, focal Plan array detector of at least 320 x 240 insb elements, thermal sensitivity of <0.10 degrees Celsius. Technology for the infrared camera must be COOLED, not UNCOOLED technology.
- G. The Contractor should provide both daytime digital control imagery and nighttime thermographic imagery for this project. The Contractor should have the ability to perform campus “fly overs” to aerially collect the thermal mapping data at night which the Contractor can be put into an AutoCAD file for VCU to use. The thermal imagery should be taken from a data collection “platform” moving at no more than 10 miles per hour, and at an altitude of between 500 feet minimum and 700 feet maximum height, above the structure being surveyed. The data capture platform should move along and above the building centerline with no more than a 15-degree deviation from vertical on all thermographic imagery.
- H. Thermographic data should only be captured at night. This imagery should be digitally computer processed: formatted, enhanced and spatially rectified in preparation for use as described below.
- I. The processed nighttime thermograms should be able to be overlaid upon scaled daytime photographs of the same building structure to accurately document the location of the indications of sub-membrane moisture. The transfer of data to a roof top outline or one line drawing does not meet this requirement; daytime scaled photographs shall be used.

- J. Image analysis to expose anomalies invisible to the naked eye on the captured rooftop thermal imagery should be used. This analysis should be able to identify anomalies indicative of sub-membrane moisture in areas as small as 2 square feet. The Contractor must have the ability to remove False Positives from the thermographic imagery. The moisture analyst performing the services must have five (5) years of experience in analyzing thermographic data for purposes of moisture delineation.
- K. Finished Reports should be in a 6" X 8" computer processed and analyzed diagram of each roof, by section, 60,000 square feet or less to accurately delineate the location of thermal anomalies consistent with distinguishing between wet and dry insulation. All probable areas of moisture should be clearly indicated in shades of red. All possible areas of moisture should be clearly indicated in shades of yellow. Other colors may be proposed as long as easily distinguishable shades are used. Also included in the same finished reports should be daytime photographs of the same structures, along with an enlarged, fully moisture analyzed, thermographic image of each structure.
- L. All Processed Imagery should be scaled 1 inch to 50 feet or less in accord with standard accepted Engineering and Architectural practices. Roofs larger than 60,000 square feet or ones that require a scale that will exceed 1 inch equals 50 feet should be sectioned into report areas of less than 60,000 square feet with the maximum allowable deviation on all scaled imagery of less than 2%. VCU will not provide the dimensions for this scaling effort.
- M. A North indicator and Key should be included on the 6"x 8" processed image.
- N. All final reporting should meet or exceed ASTM guideline C1153-97 (American Society for Testing & Materials: Standard Practice for Location of Wet Insulation in Roofing Systems using Thermal Imaging).
- O. The Contractor should provide AutoCAD reports, in standard AutoCAD layers, on all Surveyed Roof-tops with the Report information to be provided to VCU in standard DWG File format upon a CD. Rooftop information should include: anomalies indicative of sub-membrane moisture, visible vents, ducts, pipes, HVAC units, and other identifiable penetrations of the rooftop.

- P. The Contractor must have the ability to produce and provide Scaled Campus Site-Plan Reports (fly over's) in AutoCAD that clearly and accurately display and define the spatial relationships of all Campus Buildings, recreational areas and structures such as sidewalks and parking lots, within boundaries to be furnished by VCU. Each structure category should be prepared as a separate data layer and be in a separate color. The reports should be delivered to VCU in the DWG File format upon a CD and should also include the imagery taken. VCU shall have the right and the ability to produce unlimited quantities of prints or images from each Scaled Campus Site Plan. Scaling will be to industry standard practice, AIA, Architectural Scale such as 1" =100 feet, 1"= 150 feet, etc., across the entire Campus site plan within the maximum allowable deviation on all scaled imagery of less than 2%.
- Q. Trended Reports: The Contractor must have the ability to provide VCU with trended, multi-year reports, incorporating multiple survey years results into a single page, or multiple page report format, to be provided in separate AutoCAD layers. Said trended report should be provided to VCU in the standard PDF and DWG File Format on CD.
- R. The Contractor should post the reports to an FTP Site and assign VCU a private access or password number that will enable PPD to view all reports via a website. The goal of this requirement is to enable VCU to share the reports with architects, general contractors, maintenance personnel, or anyone whom they deem appropriate without the exchange of paper reports or reports on CD.
- S. The Contractor should also provide finished reports in the following formats: one set of finished reports should be provided in a letter size, loose leaf bound report format, printed full color, on heavy gloss, 7mil, photographic paper stock or equivalent. A second report copy should be provided on CD in PDF format. AutoCAD reports should be provided in DWG format on a CD.
- T. When the project is completed during the initial term of the contract, the Contractor should meet with VCU Facilities Management at the University to deliver and review the survey reports and imagery for training purposes. This training session is expected to take approximately 2 hours.
- U. Required Minimum Insurance Coverage:

1. The Contractor shall have and maintain during all the terms of the contract the following minimum insurance coverage's and amounts:
 - a. Aircraft Liability = no less than \$6 Million (includes \$5 Million non-owned coverage)
 - b. Professional Liability = \$1 Million (Errors and Omissions Insurance)
 - c. General Liability \$1 Million, \$ 2 Million Aggregate
 - d. Workers Compensation
 - e. Employers liability (\$1,000,000/\$1,000,000/\$1,000,000)
 - f. Automobile Liability - \$1,000,000

See Section IX, Item T, Page 25 for additional information.

V. REPORTING AND DELIVERY REQUIREMENTS:

REPORT ON THE PARTICIPATION OF SMALL BUSINESSES AND BUSINESSES OWNED BY WOMEN AND MINORITIES

Unless the contractor is a DMBE certified small business, the contractor shall submit quarterly reports on the involvement of Department of Minority Business Enterprises (DMBE) certified SWAM Businesses. The report shall specify the actual dollars spent to date with Small Businesses, Women-Owned Businesses, and Minority-Owned Businesses based upon the Contractor's commitment for utilization of DMBE SWAM Businesses.

The Contractor shall provide this information to:

Virginia Commonwealth University
Department of Procurement and Payment
Attn: Ms. Sarah O'Neill
10 S 6th St, POB 980616
Richmond, VA 23298-0616

Failure to submit the required information will be considered a contract compliance issue and will be addressed accordingly. In addition, failure to submit the required information will result in invoices being returned without payment.

VI. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

A. GENERAL REQUIREMENTS:

1. RFP Response: In order to be considered for selection, the **Offeror shall submit a complete response to this RFP. One (1) original and four (4) copies** of the proposal must be submitted to the issuing Purchasing Agency. **In addition, the Offeror shall submit with the ORIGINAL hard copy of the proposal, an unsecured electronic copy of the proposal on a disc (i.e. CD or DVD) EXCLUDING ANY PROPRIETARY INFORMATION: proposals submitted by the Offeror(s) awarded a contract through this solicitation will be posted on the VCU Department of Procurement and Payment website. VCU shall not be responsible for the Contractor's failure to exclude proprietary information submitted in the unsecured electronic format.** No other distribution of the proposal shall be made by the Offeror.
2. The version of the solicitation issued by the Virginia Commonwealth University Purchasing Department as amended by any addenda 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 the Virginia Commonwealth University Purchasing Department unless accepted in writing by the University. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, Virginia Commonwealth University reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal. If the modifications or additions are not identified until after the award of the contract, the controlling version of the solicitation document shall still be the official state form issued by the Purchasing Department.
3. Proposal Presentation:

- a) Proposals shall be signed by an authorized representative of the Offeror. *The original proposal must be clearly marked on the outside of the proposal.* All information requested must be submitted. Failure to submit all information requested may result in the Purchasing Agency 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 the purchasing agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

All information requested by this Request for Proposals on the ownership, utilization and planned involvement of small businesses, women-owned businesses and minority-owned businesses must be submitted. If an Offeror fails to submit all information requested, the Purchasing Agency may require prompt submission of missing information after the receipt of Contractors proposals.

- 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 placed 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 the RFP requirements are specifically addressed.

- d) Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.

Ownership of all data, materials and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State 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 Section 2.2-4342 F. of the *Code of Virginia*, in writing, either before or at the time the data or other material is submitted. **The outside of the proposal must be marked to denote proprietary information is contained in the documents. The written notice must: 1) be submitted as an attachment to the Offeror's proposal; 2) specifically identify the applicable portions of the Offeror's proposal that contains data or materials to be protected (e.g. Tab 4, pages 1 through 3); and 3) state the reasons why protection is necessary. In addition, the specific (i.e. specific words, figures or paragraphs) proprietary or trade secret material submitted, must be identified on the applicable page(s) within the Offeror's proposal, by some distinct method, such as highlighting, underlining, etc. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is**

not acceptable and will result in rejection and return of the proposal.

4. 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 State Agency. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The Issuing State Agency will schedule the time and location of these presentations. Oral presentations are an option of the Purchasing Agency and may or may not be conducted.

B. SPECIFIC PROPOSAL REQUIREMENTS:

Proposals should be as thorough and detailed as possible so that VCU may properly evaluate your capabilities to provide the required goods/services.

Offerors are required to submit the following items as a complete proposal:

1. The return of the entire RFP cover sheet and all addenda acknowledgments, if any, signed and filled out as required.
2. **Experience and Qualifications:** Describe the qualifications and experience that your firm has to provide the required products and services. The required information is listed but not limited to the items below:
 - a. Describe the firm's qualifications and experience providing the required products and services during the last three (3) years. Information provided should include, but is not limited to, comparable accounts and the scope of the services. Include information for a minimum of three (3) similar accounts, describing the types of projects and the scope of the services provided. Please include contact information with the name, address, email address and current phone number.
 - b. Provide the names, qualifications, and experience of personnel to be assigned to the project. Resumes of staff to be assigned to the project may be used.

- c. For the proposed Level III Certified Thermographer provide a photocopy of his/her certification from a nationally recognized thermographic school and the school website information plus contact information at the certifying organization.
 - d. Submit a resume for the proposed moisture analyst that is consistent with Section IV, Item I.
 4. Plans and Methodology: Provide specific plans and an approach for providing the products and services including a statement of understanding that your firm shall comply with the mandatory requirements and indicating the desirable specifications that your firm agrees to provide. Mandatory requirements are designated by the words shall or must and desirable specifications or services are designated by the words should or may. The plans should include, but need not be limited to all points in Section IV, Statement of Needs, Items A through T and must include the following:
 - a. Submit a specification sheet for the proposed thermographic camera.
 - b. Provide an ACORD form originated by the insuring company to provide proof of the required minimum insurance coverage.
 - c. Describe the proposed start-up plan for your company to begin providing the products and services. Include information expressed as the number of calendar days after the award of the contract needed for your firm can begin to provide the products and services for VCU.
 - d. Describe any other products or services that your firm is capable of offering in addition to those specified herein that would add value.
 - f. Describe the warranty offered for the products and services proposed that is consistent with the RFP requirements in Section X, Item O, Page 32.
4. Proposed Price.
 - a. Indicate in the Pricing Schedule, Section XII of the RFP a cost per square foot (sf), inclusive of all requirements stated in the RFP,

- Statement of Needs, Section IV for initial thermal imaging of flat roofs.
- b. Indicate in the Pricing Schedule, Section XII of the RFP a cost per square foot (sf), inclusive of all requirements stated in the RFP, Statement of Needs, Section IV for the subsequent terms of the thermal imaging of flat roofs contract.
 - c. Provide a lump sum price in the Pricing Schedule, Section XII of the RFP for a Scaled Campus Site-Plan for each campus.
 - d. Include any written narrative explanation needed for clarity.
5. Small, Women-Owned and Minority-Owned Business commitment for utilization. (See Appendix I.)
- a. The Offeror must submit complete information unless the Offeror is a DMBE certified small business. DMBE certified small businesses must include their certification number on the coversheet of this RFP, but are not required to complete Appendix I.

VII. EVALUATION AND AWARD CRITERIA:

- A. EVALUATION CRITERIA: Proposals will be evaluated by Virginia Commonwealth University using the following criteria:

1. Experience and qualifications of the Offeror
2. Plans and approach to provide the products and services
3. Price
4. Commitment for utilization of Small, Women-Owned and Minority-Owned Businesses.

Scoring relative to this criterion will be assigned as follows:

- a) The highest percentage commitment shall be scored the maximum number of allocated points. All DMBE certified small businesses are considered to have a 100% commitment and will receive the maximum number of points.
- b) The commitment percentage for the other Offerors is then divided by the highest Offeror's percentage. The quotient is then multiplied

by the points allocated for SWAM utilization to determine the point allocation.

For example: If the point allocation is 15 points, all DMBE certified small businesses would receive 15 points for this criterion. If a non-small firm had a 25% small business subcontracting commitment, that firm would receive 3.75 points. (25 divided by 100 = .25 x 15 points = 3.75).

- B. AWARD OF CONTRACT: 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 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 Offeror which, in its opinion, has made the best offer, and shall award the contract to that Offeror. The Commonwealth 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 reason why a particular proposal was not deemed to be the most advantageous. (Section 2.2-4359 D., *Code of Virginia*.) 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.

Notice of Award(s) or Notice of Intent to Award may be accessed electronically at <http://www.vcu.edu/procurement> and are available in the lobby of Procurement and Payment at 10 S 6th Street, Richmond, VA during normal business hours.

- VIII. PRE-PROPOSAL CONFERENCE: An optional pre-proposal conference will be held at 1:00 PM (local time) on June 16, 2009 at the PPD Administration Building. The PPD Administration Building is located at 1050 Oliver Hill Way, Richmond, VA 23219. The

purpose of the conference is to allow potential Offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

While attendance at this conference will not be a prerequisite to submitting a proposal, Offerors who intend to submit a proposal are encouraged to attend. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

IX. GENERAL TERMS AND CONDITIONS:

- A. PURCHASING MANUAL: This solicitation is subject to the provisions of the Commonwealth of Virginia's Purchasing Manual for Institutions of Higher Education and their Vendors and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is available for review at the purchasing office. In addition, the manual may be accessed electronically at <http://www.vcu.edu/procurement> or a copy can be obtained by calling University Purchasing at (804) 828-1077.
- B. APPLICABLE LAW AND COURTS: This solicitation and any resulting contract 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 all applicable federal, state and local laws, rules and regulations.
- C. ANTI-DISCRIMINATION: By submitting their proposals, Offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and Section 2.2-4311 of the *Virginia Public Procurement Act*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for

the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the Contractor agrees as follows:
 - a) Virginia Commonwealth University is an equal opportunity/affirmative action institution providing access to education and employment without regard to age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability. As such, the Contractor will not discriminate against any employee or applicant for employment because of age, race, color, national origin, gender, religion, sexual orientation, veteran's status, political affiliation or disability or any other basis prohibited by state law related to discrimination in employment, except where there 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
 - b) 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.
 - c) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
 2. The Contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- D. **ETHICS IN PUBLIC CONTRACTING**: By submitting their proposals, Offerors certify 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 on any public employee having official responsibility for this 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 was exchanged.
- E. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By submitting their proposals, 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.
- F. DEBARMENT STATUS: By submitting their proposals, Offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- G. ANTITRUST: By entering into a contract, the Contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of the action it may now have 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 the Commonwealth of Virginia under said contract.
- H. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS: Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.
- I. CLARIFICATION OF TERMS: If any prospective Offeror has questions about the specifications or other solicitation documents, the prospective Offeror should contact the buyer whose name appears on the face of the solicitation no later

than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

J. PAYMENT:

1. To Prime Contractor:

- a) Invoices for items ordered, delivered and accepted shall be submitted by the Contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual Contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b) 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, however.
- c) All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the Contractor at the contract price, regardless of which public agency is being billed.
- d) The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e) Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the

Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (Code of Virginia, § 2.2-4363).

2. To Subcontractors:
 - a) A Contractor awarded a contract under this solicitation is hereby obligated:
 - (1) To pay the subcontractor(s) within seven (7) days of the Contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - (2) To notify the agency and the subcontractor(s), in writing, of the Contractor's intention to withhold payment and the reason.
 - b) The Contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the Contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in 2. above. The date of mailing of any payment by U.S. Mail is deemed to be payment to the addressee. These provisions apply to each sub tier Contractor performing under the primary contract. A Contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.
- K. PRECEDENCE OF TERMS: Paragraphs A-J of these General Terms and Conditions shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

- L. QUALIFICATIONS OF OFFERORS: The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the services/furnish the goods and the Offeror shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy the Commonwealth that such Offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- M. TESTING AND INSPECTION: The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Commonwealth.
- O. CHANGES TO THE CONTRACT: Changes can be made to the Contract in any one of the following ways:
1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the Contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The Contractor shall comply with the notice upon receipt. The Contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a) By mutual agreement between the parties in writing; or

- b) By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the Contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the Contractor's records and/or to determine the correct number of units independently; or
 - c) By ordering the Contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The Contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the Contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia's Purchasing Manual for Institutions of Higher Education and Their Vendors. Neither the existence of a claim or a dispute resolution process, litigation or any other provision of this contract shall excuse the Contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.
- P. DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the Contractor

- responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- Q. TAXES: Sales to the Commonwealth of Virginia are normally exempt from State sales tax, State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.
- R. USE OF BRAND NAMES: Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict Offerors to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article, which the public body, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The Offeror is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Commonwealth to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Unless the Offeror clearly indicates in its proposal that the product offered is an "equal" product, such proposal will be considered to offer the brand name product referenced in the solicitation.
- S. TRANSPORTATION AND PACKAGING: By submitting their proposals, all Offerors certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.
- T. INSURANCE: By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the contract is awarded. For construction contracts, if any

subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with §§ 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The offeror further certifies that the contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

Minimum Insurance Coverages and Limits Required:

1. Worker's Compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
 2. Employers Liability - \$1,000,000/\$1,000,000/\$1,000,000.
 3. Commercial General Liability - \$1,000,000 per occurrence, \$ 2,000,000 Aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
 4. Automobile Liability - \$1,000,000 per occurrence.
 5. Aircraft Liability = no less than \$6,000,000 (includes \$5,000,000 non-owned coverage)
 6. Professional Liability = \$1,000,000 (Errors and Omissions Insurance)
- U. ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract as a result of this solicitation, Virginia Commonwealth University will publicly post such notice electronically at <http://www.vcu.edu/procurement> and in the lobby of Procurement and Payment at 10 S 6th St., Richmond, VA during normal business hours for a minimum of 10 days.
- V. DRUG-FREE WORKPLACE: During the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the contractor's

employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition: (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the Contractor maintains a drug-free workplace: and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- W. NONDISCRIMINATION OF CONTRACTORS: A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, or disability or against faith-based organizations. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- X. eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION: The eVA Internet electronic procurement solution, web site portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods

and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. Vendors are strongly encouraged to register prior to submitting a bid or offer. Firms will be required to register in eVA prior to award.

1. eVA Basic Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, electronic bidding, and the ability to research historical procurement data available in the eVA purchase transaction data warehouse.
2. eVA Premium Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Premium Vendor Registration Service includes all the benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments.
3. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
4. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:
 - a) DMBE-certified Small Businesses: 1%, capped at \$500 per order.
 - b) Businesses that are not DMBE-certified Small Businesses: 1% capped at \$1,500 per order

X. SPECIAL TERMS AND CONDITIONS:

- A. ADVERTISING: In the event a contract is awarded for supplies, equipment, or services resulting from this proposal, no indication of such sales or services to Virginia Commonwealth University 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. ASBESTOS: Whenever and wherever during the course of performing any work under this contract, the Contractor discovers the presence of asbestos or

- suspects that asbestos is present, he shall stop the work immediately, secure the area, notify the Building Owner and await positive identification of the suspect material. During the downtime in such a case, the Contractor shall not disturb any surrounding surfaces but shall protect the area with suitable dust covers. In the event the Contractor is delayed due to the discovery of asbestos or suspected asbestos, then a mutually agreed extension of time to perform the work shall be allowed the Contractor but without additional compensation due to the time extension.
- C. AUDIT: The Contractor shall 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. The agency, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
- D. 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.
- E. PROPOSAL ACCEPTANCE PERIOD: Any proposal in response to this solicitation shall be valid for sixty (60) days. At the end of the sixty (60) 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 cancelled.
- F. PROPOSAL PRICES: Proposal prices shall be in the form of a firm unit price for each item during the contract period.
- G. CANCELLATION OF CONTRACT: The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon sixty (60) days written notice to the Contractor. In the event the initial contract period is for more than twelve (12) months, the resulting contract may be terminated by either party, without penalty, after the initial twelve (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.

H. DRUG FREE WORKPLACE: The Contractor acknowledges and certifies that it understands that the following acts by the Contractor, its employees and/or agents performing services on state property are prohibited:

1. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and
2. Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).

The Contractor further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the Commonwealth in addition to any criminal penalties that may result from such conduct.

I. IDENTIFICATION OF PROPOSAL ENVELOPE: If a special envelope is not furnished, or if return in the special envelope is not possible, the signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

FROM:

Name of Offeror	Due Date	Time
Street or Box Number	RFP No.	
City, State, Zip Code + 4	RFP Title	

Name of Contract/Purchase Officer or Buyer:

The envelope should be addressed as directed on Page 2 of the solicitation.

If a proposal not contained in the special envelope is mailed, the Offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the

proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

LATE PROPOSALS: To be considered for selection, proposals must be received by the issuing office by the designated date and hour. The official time used in the receipt of proposals is that time on the automatic time stamp machine in the issuing office. Proposals received in the issuing office after the date and hour designated are automatically disqualified and will not be considered. The University is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or the intrauniversity mail system. It is the sole responsibility of the Offeror to insure that its proposal reaches the issuing office by the designated date and hour.

- J. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, goods, or equipment delivered.
- K. **PRIME CONTRACTOR RESPONSIBILITIES:** The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
- L. **QUANTITIES:** Quantities set forth in this solicitation are estimates only, and the Contractor shall supply at proposal prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.

- M. RENEWAL OF CONTRACT: This contract may be renewed by the Commonwealth for four (4) successive one year periods under the terms and conditions of the original contract except as stated in 1. and 2. below. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew should be provided approximately 60 days prior to the expiration date of each contract period.
1. If the Commonwealth elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased/decreased by more than the percentage increase/decrease of the services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available or the negotiated contract price for the first renewal term whichever is lower.
 2. If during any subsequent renewal periods, the Commonwealth elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/ decreased by more than the percentage increase/decrease of the services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available or the negotiated contract price for each subsequent renewal term whichever is lower.
- N. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- O. WARRANTY (COMMERCIAL): The Contractor agrees that the supplies or services furnished under any award resulting from this solicitation shall be

covered by the most favorable commercial warranties the Contractor gives any customer for such supplies or services and that the rights and remedies provided therein are in addition to and do not limit those available to the Commonwealth by any other clause of this solicitation. A copy of this warranty must be furnished with the proposal.

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

Q. COMMUNICATIONS: Communications regarding this Request for Proposals (RFP) shall be formal from the date of issue for this RFP, until either a Contractor has been selected or the University Purchasing Department rejects all proposals. Formal communications shall be directed to the University Purchasing Department.

Informal communications including but not limited to, request for information, comments or speculations, regarding this RFP to any University employee other than a Purchasing Department representative may result in the offending Offeror's proposal being rejected.

R. eVA BUSINESS-TO-GOVERNMENT CONTRACTS AND ORDERS: The solicitation/contract will result in one annual purchase order(s) with the eVA transaction fee specified below assessed for each order.

1. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
2. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:
 - a) DMBE-certified Small Businesses: 1%, capped at \$500 per order.
 - b) Businesses that are not DMBE-certified Small Businesses: 1% capped at \$1,500 per order.

The eVA transaction fee will be assessed approximately 30 days after each purchase order is issued. Any adjustments (increases/decreases) will be handled through eVA change orders.

Internet electronic procurement solution, web site portal www.eva.state.va.us, streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following:

If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from www.eVA.virginia.gov. Contractors should email Catalog or Index Page information to eVA-catalog-manager@dgs.virginia.gov.

- S. **ELECTRONIC COPIES OF PROPOSALS:** The successful Contractor may be required to provide the VCU Department of Procurement and Payment with a copy of the Contractor's original proposal, and all subsequent correspondence (i.e. responses to requests for clarification and documents generated through the negotiation process) in an unsecured electronic format (i.e. email or disc – CD or DVD). **VCU will post the Contractor's original proposal, and all subsequent correspondence on the VCU Department of Procurement and Payment Website, VCU shall not be responsible for the Contractor's failure to exclude proprietary information submitted in the unsecured electronic format).**
- T. **CONTRACT SUMMARY:** The Contractor must provide to the University within fourteen (14) days after award of contract, an unsecured electronic summary of the contract. All the main features of the contract, including pricing, must be

summarized. The contract summary will provide information for authorized users that choose to access the contract.

XI. METHOD OF PAYMENT:

The Contractor shall submit a fully itemized invoice that references the Virginia Commonwealth University purchase order number, material descriptions, quantities and unit prices. Payment will be made thirty days after receipt of a proper invoice for the amount of payment due, or thirty days after receipt of the goods or services, whichever is later, in accordance with the Commonwealth of Virginia Prompt Payment Legislation. Mail invoices to: Virginia Commonwealth University, Accounts Payable and Support Services, P. O. Box 980327, Richmond, VA 23298-0327.

XII. PRICING SCHEDULE:

- A. Pricing shall include inside delivery (e.g. freight, transportation) charges, F.O.B. Destination/Pre-paid.
- B. Any travel and living expenses not included in the per square foot pricing shall only be reimbursed based on the VCU Travel Policy available at <http://www.vcu.edu/procurement/faapr09.doc>
- C. The Total Amount in Section XII, Item D shall be used for evaluation purposes to determine the price proposed. The total amount is an estimate only of the scope of this requirements contract. The Contractor shall provide the products and services at the contract prices whether the quantities are more or less than the estimated amount.

D. Proposed Price:	Quantity	Unit Price	Extended Price
1. Cost per square foot (sf), inclusive of all requirements stated in the RFP, Statement of Needs, Section IV for initial thermal imaging of flat roofs.	700,000sf	\$ _____	\$ _____

~~Relocate and inventory existing system from Sanger Hall Room 7-034 to temporary location on Sanger _____ components~~

~~Hall B-3 level. Relocate back to Sanger~~
~~Hall Room 7-034 after completion of~~
~~renovation, completely install and perform~~
~~start-up of equipment.~~

Additional components, if needed:

2.	Cost per square foot (sf), inclusive of all requirements stated in the RFP, Statement of Needs, Section IV for the first renewal term of the contract	700,000sf	\$ _____	\$ _____
	the second renewal term of the contract	700,000sf	\$ _____	\$ _____
	the third renewal term of the contract	700,000sf	\$ _____	\$ _____
	the fourth renewal term of the contract	700,000sf	\$ _____	\$ _____

~~one (1) year warranty.~~

3.	A lump sum price for a Scaled Campus Site-Plan for each campus	4ea	\$ _____	\$ _____
4.	Total Amount		\$ _____	

Small, minority and/or woman-owned businesses are required to certify through the Virginia Department of Minority Business Enterprise (DMBE; <http://www.dmb.e.state.va.us/vendors.html>); DMBE certification may be requested by VCU, prior to award.

APPENDIX I

PARTICIPATION IN STATE PROCUREMENT TRANSACTIONS SMALL BUSINESSES AND BUSINESSES OWNED BY WOMEN AND MINORITIES

The following definitions will be used in completing the information contained in this Appendix.

Definitions

- **Small business** is 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. Nothing in this definition prevents a program, agency, institution or subdivision from complying with the qualification criteria of a specific state program or federal guideline to be in compliance with a federal grant or program.
- **Women-owned business** is a business concern which is at least 51 percent 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 percent of the equity ownership interest in which is owned by one or more women, and whose management and daily business operations are controlled by one or more of such individuals.
- **Minority-owned business** is a business concern which is at least 51 percent owned by one or more minorities or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more minorities and whose management and daily business operations are controlled by one or more of such individuals.
- **Minority Individual:** "Minority" means a person who is a citizen of the United States or a legal resident alien and who satisfies one or more of the following definitions:
 - "Asian Americans" means all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands, including but not limited to Japan, China, Vietnam, Samoa, Laos, Cambodia, Taiwan, Northern Marianas, the Philippines, U. S. territory of the Pacific, India, Pakistan, Bangladesh and Sri Lanka and who are regarded as such by the community of which these persons claim to be a part.
 - "African Americans" means all persons having origins in any of the original peoples of Africa and who are regarded as such by the community of which these persons claim to be a part.
 - "Hispanic Americans" means all persons having origins in any of the Spanish speaking peoples of Mexico, South or Central America, or the Caribbean Islands or other Spanish or Portuguese cultures and who are regarded as such by the community of which these persons claim to be a part.
 - "Native Americans" means all persons having origins in any of the original peoples of North America and who are regarded as such by the community of which these persons claim to be a part or who are recognized by a tribal organization.
 - "Eskimos and Aleuts" means all persons having origins in any of the peoples of Northern Canada, Greenland, Alaska, and Eastern Siberia and who are regarded as such in the community of which these persons claim to be a part.

PARTICIPATION BY SMALL BUSINESSES, BUSINESSES OWNED BY WOMEN
BUSINESSES OWNED BY MINORITIES

This appendix should only be completed by firms that are not DMBE certified small businesses.

Offeror certifies that it will involve Small Businesses, Women-Owned Businesses, and/or Minority-Owned Businesses (SWAM) in the performance of this contract either as part of a joint venture, as a partnership, as Subcontractors or as suppliers.

List the names of the SWAM Businesses your firm intends to use and identify the direct role of these firms in the performance of the contract. State whether the firm is a Small Business (SB), Women-Owned (WO), or Minority-Owned (MO).

Name of Businesses:

SB, WO, MO:

Role in contract:

Commitment for utilization of DMBE SWAM Businesses:

_____ % of total contract amount that will be performed by DMBE certified SWAM businesses.

Identify the individual responsible for submitting SWAM reporting information to VCU:

Name Printed: _____

Email: _____

Phone: _____

Offeror understands and acknowledge that the percentages stated above represent a contractual commitment by the Offeror. Failure to achieve the percentage commitment will be considered a breach of contract and may result in contract default.

Acknowledged:

By (*Signature*): _____

Name Printed: _____

Title: _____

Email: _____

Note: Small, Minority and/or Women-owned business sub-contractors are required to become certified and maintain certification through the Virginia Department of Minority Business Enterprise (DMBE; <http://www.dmb.state.va.us/vendors.html>) to fulfill the Offeror's commitment for utilization.

**FACILITIES MANAGEMENT DIVISION
ROOF LISTING**

BLDG #	NAME OF BUILDING	ADDRESS	TYPE OF ROOF	DECKING	FLAT S.F.	YEAR BUILT	FLAT AREA	ORDER	E&G
2	Williams House	800 W. Franklin Street	Tile / Flat Section	Wood Plank	1,677	1890-91	4 small	2	FMD
3	Franklin Street Gym	817 W. Franklin Street	Rubber & Hot	Jip / Wood	37,636	1969	5 large	3	FMD
4	Founder Hall	827 W. Franklin Street	Metal / Built Up	Wood Plank	15,590	1883-85	3 large	4	FMD
5	Presidents House	910 W. Franklin Street	Tile / Flat Section	Wood Plank	800	1894	1 small	5	FMD
7	Ginter House	901 W. Franklin Street	Tile / Flat Section	Wood Plank	8,892	1888	2 large	7	FMD
8	Anderson House	913 W. Franklin Street	Tile / Flat Section	Wood Plank	3,201	1907	2 large	8	FMD
9	Keaney House	921 W. Franklin Street	Tile / Flat Section	Wood Plank	2,552	1894	2 large	9	FMD
10	Scherer Hall	923 W. Franklin Street	Rubber	Wood Plank	4,125	1910	1 large	10	FMD
12	Anderson Gallery	907 1/2 W. Franklin Street	Built Up	Concrete	2,700	1888	3 small	12	FMD
14	Ritter-Hickok	821 W. Franklin Street	Tile / Flat Section	Wood Plank	600	1855	6 small	14	FMD
16	T Edward Templ Bldg	901 W. Grace Street	Built Up	Concrete	27,485	1900	3 large	16	FMD
17	Mc Adams House	914 W. Franklin Street	Tile / Flat Section	Wood Plank	2,450	1891	1 large	17	FMD
21	Hibbs Hall	900 Park Avenue	Single Ply / Built Up	Steel	19,329	1967	2 large	21	FMD
22	Shafer playhouse	221 N. Shafer Street	Singles / Metal	Wood Plank	4,200	1890	1 large	22	FMD
23	Lafayette Hall	312 N. Shafer Street	Singles / Metal	Wood Plank	2,470	1905	1 large	23	FMD
24	James W. Black Music Ctr.	1015 Grove Avenue	Tile / Single Ply	Wood /Steel	4,410	1889-2008	1 large	24	FMD
25	Stark House	915 W. Franklin Street	Tile / Single Ply	Wood Plank	6,991	1885-1902	2 large	25	FMD
26	Education Annex	109 N. Harrison Street	Built Up	Concrete	3,600	1954	1 large	26	FMD
27	Younger House	919 W. Franklin Street	Tin Metal	Wood Plank	2,673	1891	1 small	27	FMD
34	Bowe House	917 W. Franklin Street	Tile / Flat Section	Wood Plank	2,407	1887	2 large	34	FMD
36	Thurston House	808 W. Franklin Street	Tile / Flat Section	Wood Plank	4,472	1893-94	2 large	36	FMD
38	Meredith House	1014 W. Franklin Street	Tile / Flat Section	Wood Plank	6,062	1900	2 large	38	FMD
44	Millhiser House	916 W. Franklin Street	Tile / Flat Section	Wood Plank	3,400	1891	4 small	44	FMD
46	Sitterding House	901 Floyd Avenue	Tile / Flat Section	Wood Plank	1,346	1885	1 small	46	FMD
55	White House	806 W. Franklin Street	Tile / Flat Section	Wood Plank	5,853	1881-83	4 large	55	FMD
58	Stokes House	918 W. Franklin Street	Tile / Flat Section	Wood Plank	2,678	1895	2 large	58	FMD
60	Stagg House	912 W. Franklin Street	Tile / Flat Section	Wood Plank	2,700	1891	2 large	60	FMD
67	Raleigh Building	1001 W. Franklin Street	Built Up	Concrete	8,700	1908	1 large	67	FMD
81	Buford House	922 W. Franklin Street	Tile / Flat Section	Wood Plank	2,867	1888-89	1 large	81	FMD
96	Franklin Terrace	812-814 W. Franklin Street	Rubber /Shingles	Concrete	20,291	1925	2 large	96	FMD
102	Hunton House	810 W. Franklin Street	Rubber	Concrete	3,480	1916	2 large	102	FMD
103	Valentine House	920 W. Franklin Street	Metal / Rubber	Wood Plank	2,700	1893-94	2 large	103	FMD
116	Bird House	820 W. Franklin Street	Tile / Flat Section	Wood Plank	2,584	1886	2 large	116	FMD
120	Harrison House	816 W. Franklin Street	Tile / Flat Section	Wood Plank	2,558	1887	1 large	120	FMD
122	VCU Fine Art's	1000 W. Broad Street	Rubber	Steel	47,458		2 large	122	FMD
123	Blanton House	826-828 W. Franklin Street	Tile / Flat Section	Wood Plank	1,400	1892	1 large	123	FMD
138	Cabell Library	901 Park Avenue	Single Ply	Concrete	49,682	1970	2 large	138	FMD
139	Pollark Building	325 N. Harrison Street	Rubber	Concrete	23,227	1971	11 large	139	FMD
149	Grace E. Harris Hall	1015 Floyd Avenue	Built Up	Concrete	53,030	1971	10 large	149	FMD
157	Power Plant (East) Rear	821 W. Franklin Street	Built Up	Concrete	2,671	1890	2 small	157	FMD
160	Scott House	909 W. Franklin Street	Rubber / Built Up	Wood Plank	13,695		5 large	160	FMD
163	Oliver Hall PHY. Sci. Wing	1001 W. Main Street	Built Up	Concrete	10,500	1976	1 large	163	FMD
166	Singleton Ctr. Arts	922 Park Avenue	Built Up	Concrete	40,663	1982	7 large	166	FMD
167	Oliver Hall Edu.	1015 W. Main Street	Built Up	Concrete	17,000	1976	4 large	167	FMD
174	School of Engineering. Cl,	607 W. Main Street	Rubber	Concrete	42,000	1998	2 large	174	FMD

**FACILITIES MANAGEMENT DIVISION
ROOF LISTING**

BLDG #	NAME OF BUILDING	ADDRESS	TYPE OF ROOF	DECKING	FLAT S.F.	YEAR BUILT	FLAT AREA	ORDER	E&G
175	School of Engineering W W	601 W. Main Street	Rubber	Concrete	36,048	1998	3 large	175	FMD
184	Alumni (Robertson)	924 W. Franklin Street	Tile / Flat Section	Wood Plank	2,100	1920	2 large	184	FMD
201	Mosley House	1001 Grove Avenue	Tile / Metal / Rubber	Wood Plank	3,300	1892	4 small	201	FMD
210	Trani Life Science	1000 W. Cary Street	Rubber	Steel	39,000	2001	1 large	210	FMD
243	Snead Hall	301 Main Street	Built Up	Concrete	145,000	2008	1 large	243	FMD
244	School of Engineering - East W	401 West Main Street	Built Up	Concrete	105,200	2008	2 large	244	FMD
266	Cathedral 1	14 Laurel Street	Touch Apply	Wood Plank	2,100	1938	2 large	266	FMD
268	Cathedral Print Shop	807 Cathedral Place	Touch Apply	Wood Plank	2,904	1938	2 large	268	FMD
270	Cathedral 3	811 Cathedral Place	Touch Apply	Wood Plank	2,904	1938	2 large	270	FMD
271	Cathedral 4	813 Cathedral Place	Touch Apply	Wood Plank	2,904	1938	2 large	271	FMD
272	Cathedral 5	815 Cathedral Place	Touch Apply	Wood Plank	2,904	1938	2 large	272	FMD
504	Smith Building	410 N. 12th Street	Built Up	Concrete	16,125	1984	3 large	504	FMD
505	Kontos Med Sci. Building	1217 E. Marshall Street	Built Up	Concrete	13,000	1996	2 large	505	FMD
506	Egyptian Building	1223 E. Marshall Street	Rubber	Concrete	5,917	1845	1 large	506	FMD
509	Leigh House	1000 E. Clay Street	Rubber	Wood Plank	2,900	1816	1 large	509	FMD
511	McGuire and Annex	1112 E. Clay Street	Built Up	Concrete	16,200	1912	3 large	511	FMD
513	Sanger Hall	1101 E. Marshall Street	Built Up	Concrete	29,870	1963	4 large	513	FMD
518	Alumni House (MCV)	1016 E. Clay Street	Rubber	Wood Plank	760	1900-1992	1 large	518	FMD
523	Strauss Research Lab	527 N. 12th Street	Built Up	Concrete	4,662	1961	2 large	523	FMD
525	Tompkins-McCaw Library	509 N. 12th Street	Rubber	Steel	22,327	1932	1 large	525	FMD
528	Wood Building	521 N. 11th Street	Built Up / Rubber	Concrete	15,434	1953	3 large	528	FMD
529	Massey Cancer	401 College Street	Rubber	Concrete	17,100	1981-2005	3 large	529	FMD
532	Lyons Building	520 N. 12th Street	Rubber	Concrete	19,840	1969	2 large	532	FMD
545	Hunton House	810 W. Franklin Street	Rubber	Concrete	3,550	1841	3 large	545	FMD
562	VMI	1000 E. Marshall Street	Rubber	Concrete	8,274	1925	2 large	562	FMD
564	Samuel Putney	1010 E. Marshall Street	Metal	Wood Plank	7,762	1861	2 large	564	FMD
565	Stephen Putney	1012 E. Marshall Street	Metal	Wood Plank	7,230	1859	2 large	565	FMD
602	Goodwin Building	401 College Street	Rubber	Concrete	22,100	2005	2 large	602	FMD
603	Academy of Medicine	1200 E. Clay Street	Rubber	Concrete	4,400	1920	2 large	603	FMD
605	School of Nursing Building	1100 E. Leigh Street	Rubber	Concrete	20,000	2007	1 large	605	FMD

TOTAL E&G S.F.	1,106,620
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**FACILITIES MANAGEMENT DIVISION
ROOF LISTING**

BLDG #	NAME OF BUILDING	ADDRESS	TYPE OF ROOF	DECKING	FLAT S.F.	YEAR BUILT	FLAT AREA	ORDER	AUX
15	Grace street theater	930-934 W. Grace Street	Rubber	Concrete /st	5,920		3 small	15	Foundation
19	Dance & Choreograph Bldg	1315 Floyd Avenue	Rubber	Wood	2,000		1 large	19	Foundation
28	Student Commons	907 Floyd Avenue	Built Up	Steel	18,523	1984	4 large	28	Dining
41	Johnson Hall	801 W. Franklin Street	Built Up	Concrete	8,833	1915	1 large	41	Student
42	Lindsey House	600 W. Franklin Street	Built Up	Wood	4,800		4 small	42	Foundation
43	VCU Police	938-944 W. Grace Street	Rubber	Wood	56		2 large	43	Foundation
47	Vissta 2	102 N. Linden Street	Built Up	Wood	4,500		1 small	47	Foundation
48	Vissta 3	104 N. Linden Street	Built Up	Wood	4,500		1 small	48	Foundation
49	Vissta 4	106 N. Linden Street	Rubber	Wood	3,800		1 small	49	Foundation
51	Student Houseing	701 W. Grace Street	Rubber	Concrete	12,400		4 large	51	Student
56	VCU (police)	944 W. Grace Street	Rubber	Wood	3,300		1 large	56	Foundation
112	Rhoads Hall	710 W. Franklin Street	Built Up	Concrete	18,500	1968	1 large	112	Student
150	VCU Dance	10 N. Brunswick	Rubber	Wood	4,100		2 small	150	Foundation
164	Gladding Residence	711 W. Main Street	Metal / Built Up	Steel	1,689	1979	2 small	164	Student
181	Stuart C. Siegel Center	1200 W. Broad Street	Rubber / Metal	Steel	134,500	1999	5 large	181	Athletic
183	906 W. Broad Street	906 W. Broad Street	Built Up	Wood	2,689	1911	1 small	183	Student
185		818 W Broad street	Built Up	Wood	2,600		1 small	185	Foundation
195	Sport Backers Stadium	100 Avenue of Champion	Built Up	Steel	3,500			195	Athletic
209	Center for Psychological S.	612-620 N. Lombardy Street	Rubber / Built Up	Wood	12,500		3 large	209	Foundation
211	Sports Medicine Building	1300 W. Broad Street	Built Up	Steel	21,500	2002	1 large	211	Athletic
212	Ackell residence Center	1100 W. Broad Street	Rubber	Wood	9,144	2001	3 large	212	Foundation
215	West Grace St. Student H	701 W. Grace Street	Built Up	Concrete	19,700	1977	1 large	215	Student
216	Collage Station	920-928 W. Grace Street	Rubber	Steel	6,100		1 large	216	Foundation
220	Bowe Street Parking Deck	609 Bowe Street	Rubber	Concrete	7,500	2002	1 large	220	Parking
237	Brandt Hall	720 W. Franklin Street	Built Up	Concrete	9,607	2005	1 large	237	Student
242	AIT	701 W. Broad Street	Rubber	Steel	7,298	2005	1 large	242	Foundation
501	Bear hall	600 N. 10th Street	Rubber	Concrete	4,625			501	Student
514	Ambulatory Care	417 N. 11th Street	Built Up	Steel/Concrete	33,700		2 large	514	Hospital
518	MCV Alumni	1016 Clay street	Rubber	Wood	760	1995	1 small	518	Hospital
521	Rudd hall	600 N. 10th Street	Rubber	Concrete	4,625			521	Student
527	Warn Hall	600 N. 10th Street	Rubber	Concrete	17,000			527	Student
531	Cabanas Hall	615 N. 8th Street	Built Up	Concrete	8,970	1967	1 large	531	Student
533	MCV Gym	10th & Turplin Street	Rubber	Steel	12,887		8 small	533	Athletic
543	VCUHS Children	1001 E. Marshall Street	Built Up	Steel	25,554		4 large	543	Hospital
546	A.D. Williams	1202 E. Marshall Street	Built Up	Jip Sion	11,094	1938	8 small	546	Hospital
549	West Hospital	1200 W. Broad Street	Built Up	Concrete	5,128	1940	8 small	549	Hospital
552	Nelson Clinic	401-409 N. 11th Street	Rubber	Steel	16,416	1970	2 large	552	Hospital
553	North Hospital	1300 E. Marshall Street	Foam	Concrete	15,095	1968	3 large	553	Hospital
554	VA Treatment	515 N. 10th Street	Built Up	Concrete	42,303	1963	3 large	554	Hospital
568	Main Hospital	1201 E. Marshall Street	Single Ply	Concrete	50,345	1982	4 large	568	Hospital
51	Facilities & Finance Svc Bldg	700 W. Grace Street	Single Ply	Metal			1 large		Foundation
241	RAMZ HALL	933 W. Broad Street							

TOTAL AUX S.F.	578,061
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TOTAL E&G & AUX S.F.	1,684,681
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