

ADDENDUM 01

RFP#: VT-208-L00050-003
VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
(VIRGINIA TECH)
RENOVATE FIRST FLOOR OF DIETRICK HALL /
QUILLEN FAMILY SPIRIT PLAZA

Date: October 28, 2021

Issued By: Kathryn M. Dicken, Capital Construction Contracting Officer
Virginia Tech Procurement
300 Turner St., Ste. 2100
Blacksburg, Virginia 24061
Telephone: (540) 231-7326
Email: kate011@vt.edu

1. The Pre-Bid Meeting Minutes are attached for reference.
2. The Pre-Bid conference slides are attached for reference.
3. The Pre-Bid attendance sheets are attached for reference.
4. The most recent Bid Bond (CO-10.2) is attached for reference.
5. A revised Request for Information form is attached.
6. The Bid Form has been modified to include certification regarding wage theft and is attached for use with submission.
7. DGS-30-360 Form is attached for submission of a subcontractor plan as indicated on the bid form and in the IFB.
8. The following deadlines are hereby amended:
 - a. The deadline for submitting bids is **December 2, 2021 by 2:00 PM**. All sealed bids shall be submitted via e-mail, in the form of a printable pdf to the following e-mail: Procurement@vt.edu.
 - b. The bids will be opened publicly and read aloud on **December 3, 2021 by 2:00 PM**. The bid opening shall be conducted via Zoom. The invitation to attend the bid opening remains unchanged.
 - c. The deadline for submitting RFI's is **November 19, 2021 by 2:00 PM**.

The remainder of the IFB as posted remains unchanged.

END OF ADDENDUM 01

To: Kyle White
Capital Project Manager
University Design & Construction
Sterrett Facilities Complex
Blacksburg, VA 24061

Date: October 28, 2021

Re: **Virginia Tech Renovation of First Floor Dietrick Hall and Plaza – Prebid Meeting**
Virginia Tech Project #: 208-L00050/CP-0000
Hanbury Project #: 19029.00

On October 21, 2021 at 2:00 PM a meeting was held in the Sterrett Classroom and the following were in attendance:

See attendee sign in sheet.

Items discussed were as follows:

1. Virginia Tech (KW) gave a general introduction to the meeting.
 - a. The project was introduced as having two major components, the interior project to capture the overhang for added seating and dining capacity and the Quillen Family Spirit Plaza project.
 - b. This is the project's second time out to bid.
 - i. Changes to the bid documents include:
 1. Projecting vestibule redesign to a more standard storefront system.
 2. Elimination of the demolition work at the tenant space.
 3. Deet's Place – work to service counter area has been completed since last time the project went to bid, no longer in scope of work.
 4. Food Service Equipment – no longer in bid, owner furnished owner installed, contractor will be expected to coordinate installation and make final utility connections.
 5. Plantings are now owner furnished owner installed.
2. VT (DT) welcomed attendees and gave an overview of the project history and bidding process.
 - a. It was noted that it had been 1 ½ years since the last time the project went to bid, which resulted in an overbid scenario.
 - b. The project is being broken into two parts to align with funding.
 - c. Ideally construction will start when students are gone over winter break.
 - d. Construction duration is noted as 300 days, prospective bidders are encouraged to submit RFIs regarding schedule if this appears too aggressive after review of scope of work.
3. Question: Is Virginia Tech prepared to pay more for the project?
 - a. VT (DT) – Yes, the budget has been increased.
4. VT (KD) reviewed the following:
 - a. Invitation for Bid
 - i. Bid form includes parts A-G; bidders are expected to complete all sections.
 - ii. Bid due date and time, allow for time for electronic submission to be received.
 - iii. Be sure that the bids are signed.
 - iv. Bid opening via Zoom.
 - v. Be sure to use latest version of Bid Bond form.
 - vi. SWAM percentages will be reviewed, Virginia Tech can work with awarded bidder to increase percentages.
5. VT (KW) reviewed the delineation between Part A and Part B of the bid form.
 - a. It was noted that Part B is for direct costs for the plaza scope of work only.
6. Hanbury gave an overview of the project.

Pre-bid Meeting

Meeting held October 21st 2021

Page 2

- a. Hanbury showed a photo of the existing conditions, highlighting the area underneath the overhang to be enclosed and the hardscaped plaza to be renovated.
 - b. The project scope includes relocation of the HokieBird statue that is currently located in Cassell Coliseum. The location of the new fire lane and existing steam tunnel were also noted.
 - c. Hanbury included renderings of the exterior and interior in the presentation to describe the work.
 - i. It was noted that moveable furniture is not in the contract, but built-in furnishings are as indicated in the contract documents.
 - d. Graphic plans were presented illustrating the following:
 - i. Delineation between existing and new enclosure.
 - ii. Locations of three venues on the first floor:
 - 1. Deet's Place
 - a. Work at the service counter and behind as aforementioned is completed and therefore not included in this project.
 - 2. New Grab and Go Venue
 - 3. DXpress
 - a. Current footprint will be converted to back of house and queuing area and seating will be added in newly enclosed area to the south.
 - 4. Tenant area demolition no longer in scope.
 - iii. Location of new restroom.
 - iv. Location of existing elevator to be accessible throughout construction.
 - v. Food service equipment will be owner provided, owner set in place and GC to make final connections.
 - vi. Hanbury noted that extents of work to basement level are limited to that required for MEP. Work to second floor should be limited to that needed to run refrigerant lines from the walk-in cooler to the roof unit.
 - e. Phasing
 - i. It was noted that the phasing plans included in the documents on G003 and G004 are a suggestion and the contractor can modify if there are alternate strategies that work within the identified constraints.
 - f. The location of the existing steam tunnel (not to be disturbed) was noted.
7. Question:
- a. Has a Food Service Vendor been selected?
 - i. VT- Not yet.
 - b. How will the site be accessed?
 - i. VT will work with the contractor to identify site access.
 - ii. There is an ongoing chilled water project that should be complete prior to the start of work for this project. Once complete it may be possible to access the site from the East corner of the building instead of across Dietrick lawn.
8. After the meeting, there was a walk-through of the affected areas. The tour stopped in route to view the Hokie Bird currently located in the lobby of Cassell. The steam tunnel path was also walked.
9. Questions asked during the walkthrough included the following:
- a. Question: What is the weight of the Hokie Bird?
 - i. See the contract documents for approximate weight.
 - b. Question: What are the dimensions of the Hokie Bird?
 - i. This has not been documented. VT noted that there are existing bolted connections through beam above that were historically used to maneuver the statue into the Coliseum. Statue will need to exit through front doors of Coliseum.
 - c. Question: Is the existing exterior ceiling under overhang of Dietrick to be demolished?
 - i. Yes. It was noted that exterior ceiling is to remain at corners and patched /repaired as required for new lighting.
 - 1. Clarification: See extents of demolition on AD201 and AD202.
 - d. Question: Is existing spray-on material in current tenant space to be removed?

Pre-bid Meeting

Meeting held October 21st 2021

Page 3

- i. Hanbury noted that this question will be followed-up.
 - 1. Clarification: See note C5 on AD201 for direction.
 - e. There were several questions about the extents of finishes in Deet's Place.
 - i. Hanbury noted extents of new finishes are shown on the finish plans.
 - f. Question: Is existing storefront at east and west corners to remain?
 - i. Yes. For clarification and extents, see AD101 and AD102.
 - g. Hanbury noted location of ductwork to be replaced above Deet's Place ceiling / enclosed in soffits.
 - h. Question: Are sunshades in Part A or B of the bid form?
 - i. Sunshades are in Part A along with first floor renovation work.
 - i. Question: Hanbury noted that there is an existing unused data bank next to the steam tunnel that will be demolished.
 - i. For clarification and extents of work, see C201 Demolition Plan.
 - ii. See C401 for associated new work.
10. It was noted that prospective bidders can reach out to VT (Kyle White) to schedule additional site visits if desired.

The aforementioned is our understanding of items discussed and decisions made during the meeting. Please contact this office with any additions or corrections to these notes.

AC/ac

file:

RENOVATE DIETRICK FIRST FLOOR AND PLAZA

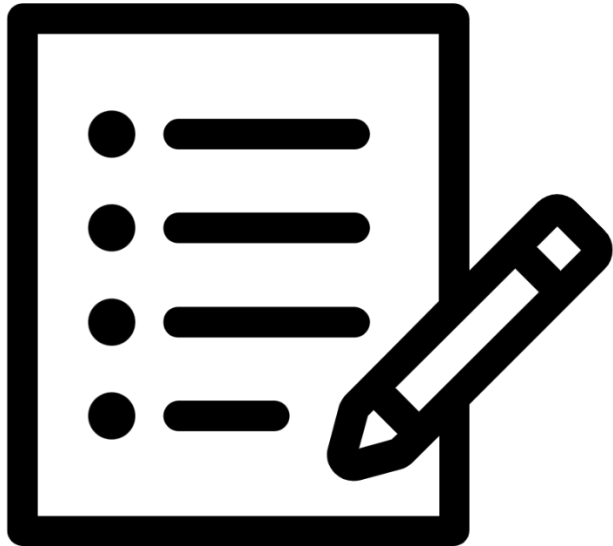
Prebid Conference

October 21st, 2021



Introductions & Agenda

Introductions & Agenda



Introductions

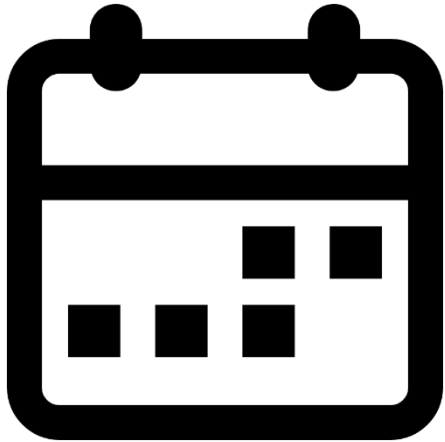
- Welcome
- Project Team
 - Virginia Tech
 - Hanbury
- Prospective Bidders

Agenda

- Introductions
- Bidding Information
 - Invitation for Bid
 - Bid Form
 - Construction Schedule
- Project Overview
- Tour / Site Walkthrough

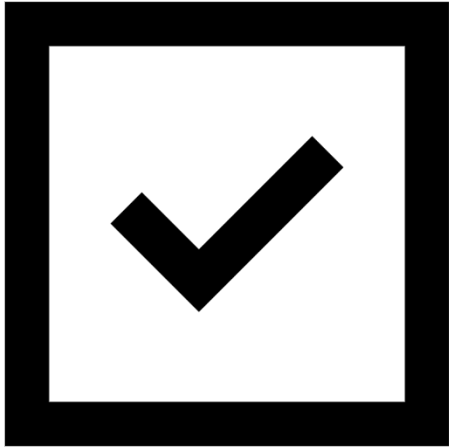
Bidding Information

Invitation for Bid



Dates of Note

- The cutoff date for pre-bid questions will be **November 4, 2021, at 2:00PM.**
- The deadline for submitting bids is **November 16, 2021, by 2:00 PM** sharp, as determined by the Contracting Officer. Electronic submission to Procurement@vt.edu.
- The bids will be opened publicly and read aloud on **November 17, 2021, at 2:00PM.** The bid opening shall be conducted via Zoom.



Bidding Information

- CO-7A
- Prebid Question Form
- Bid Bond (CO-10.2 – Newest Version)
- Responsible Bidder Determination
- Contract Award and Negotiation

Be familiar with:

- HECO-7
- Supplemental General Conditions
- Special Terms and Conditions

Bid Form

PART A. RENOVATE FIRST FLOOR DIETRICK HALL

Lump sum price for construction of the building to the demising line shown on Exhibit A attached to the Bid Form (except for work described in PARTS B, C, D, E, F, and G) complete and in accordance with the Plans and Specifications. This bid amount should include all general conditions and administrative costs associated with PARTS A THROUGH G.

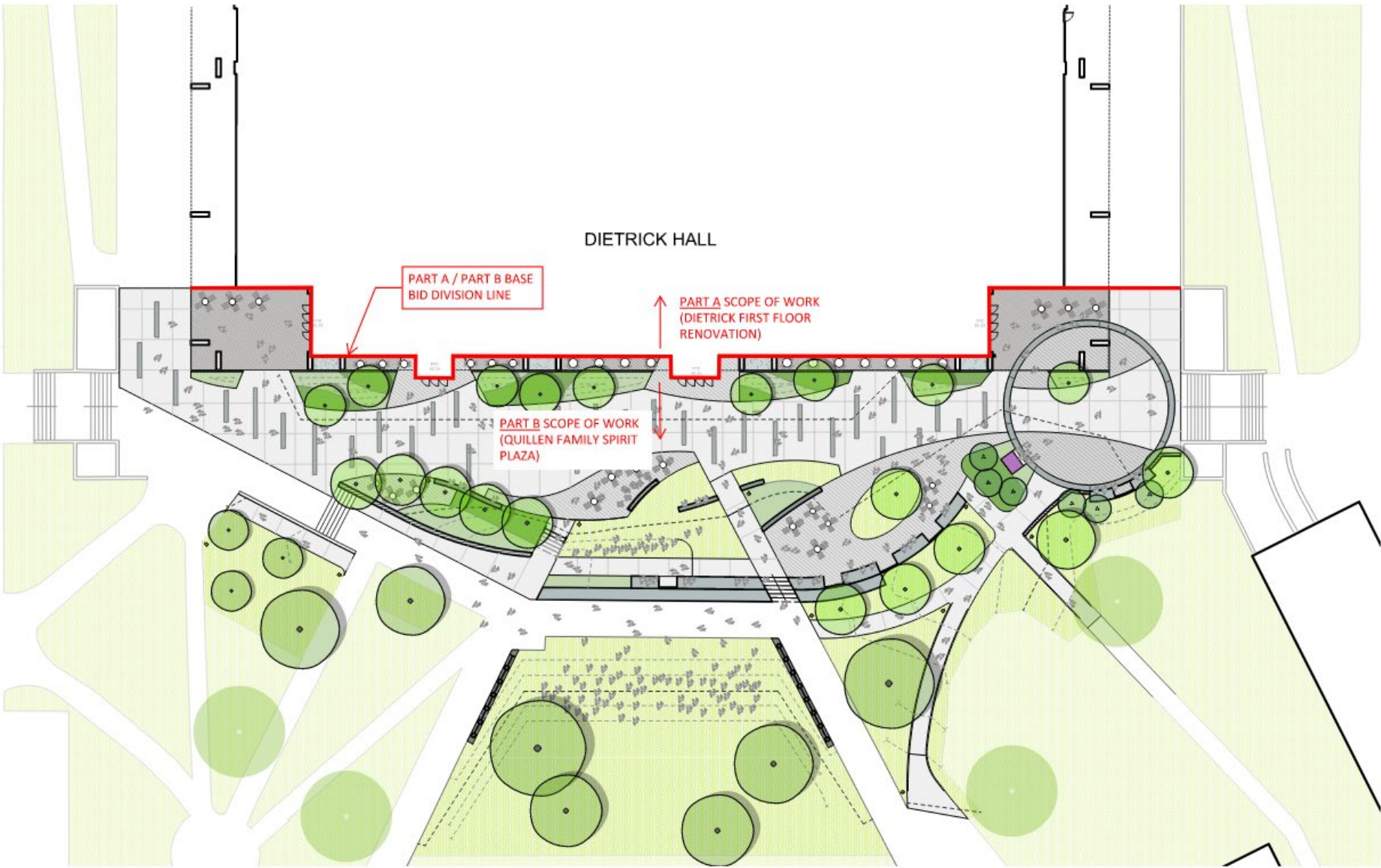
PART A = _____ Dollars (\$_____).

PART B. QUILLEN FAMILY SPIRIT PLAZA

Lump sum price for the sitework associated with the Quillen Family Spirit Plaza beyond the building portion of the demising line shown on Exhibit A attached to the Bid Form (except for work described in PARTS A, C, D, E, F, and G) complete and in accordance with the Plans and Specifications. The bid amount should be limited to costs directly associated with labor, materials and equipment (no general conditions/administrative costs).

PART B = _____ Dollars (\$_____).

Bid Form



VIRGINIA TECH
BLACKSBURG, VA

DIETRICK PLAZA
PROPOSED SITE PLAN

DIETRICK FIRST FLOOR RENOVATION &
QUILLEN FAMILY SPIRIT PLAZA
EXHIBIT A
OCTOBER 13, 2021



Construction Schedule

- Substantial Completion **300** consecutive calendar days from the date of commencement

Project Overview

Project Overview

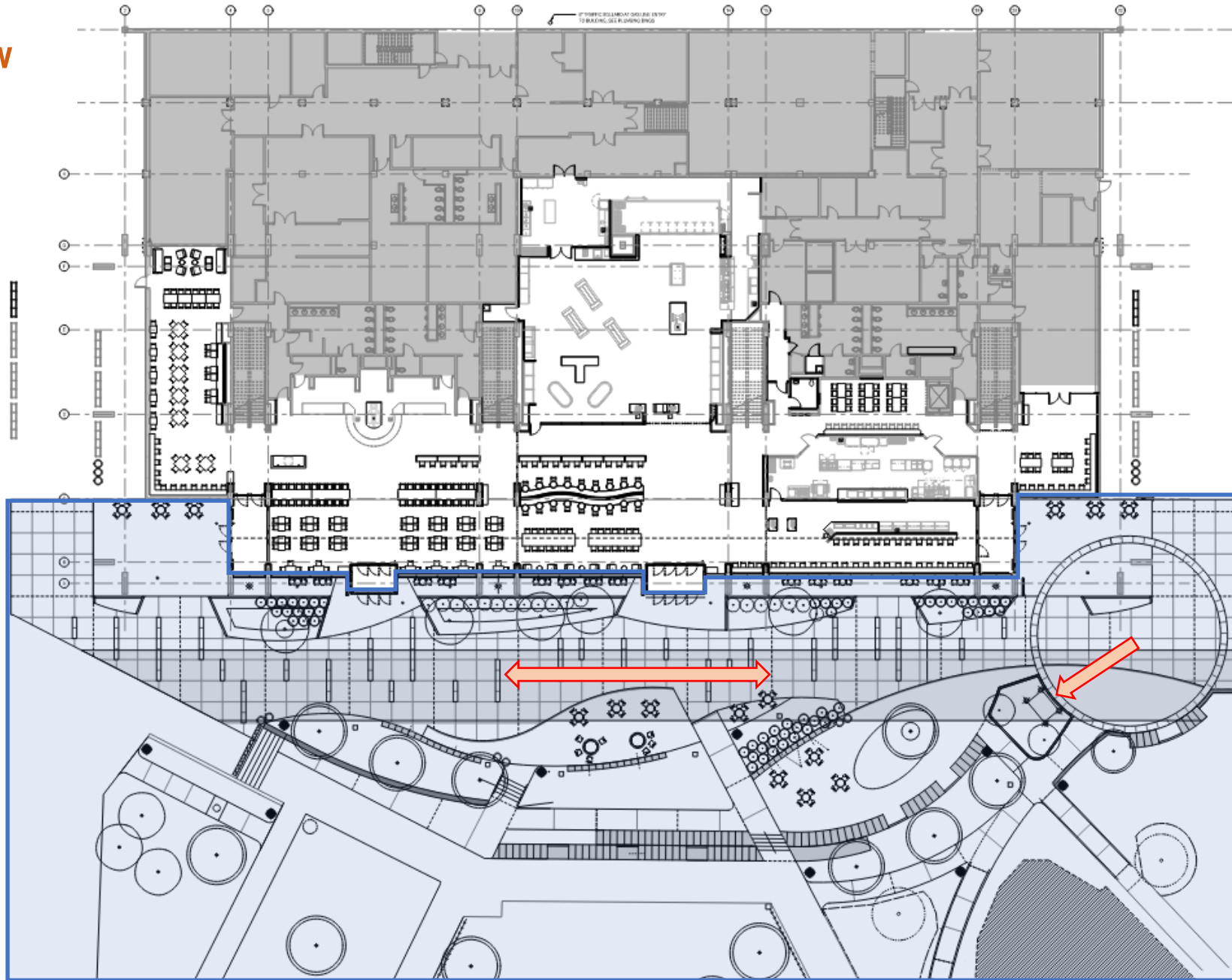
Existing Conditions



Project Overview

Quillen Family

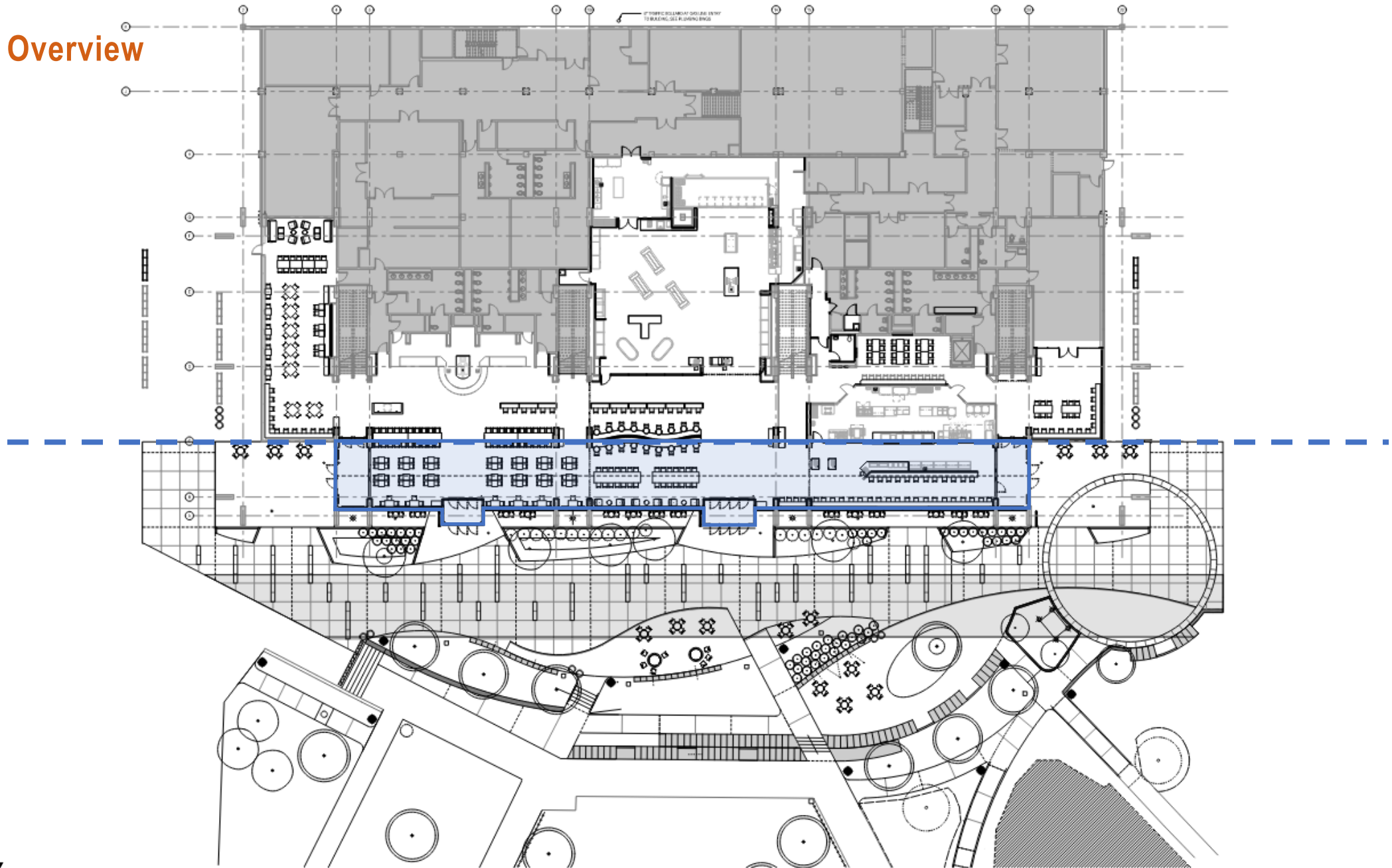
Spirit Plaza



Project Overview



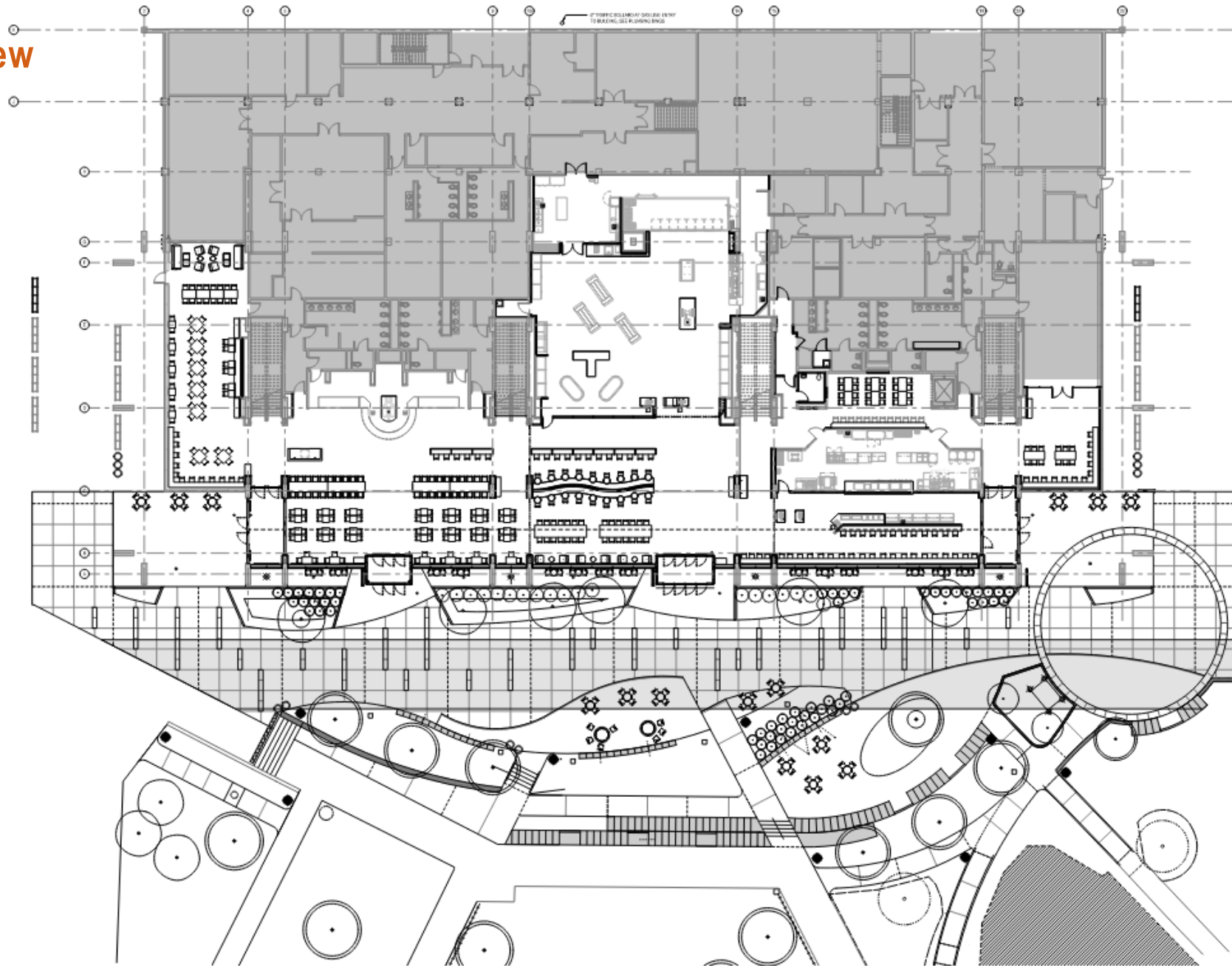
Project Overview



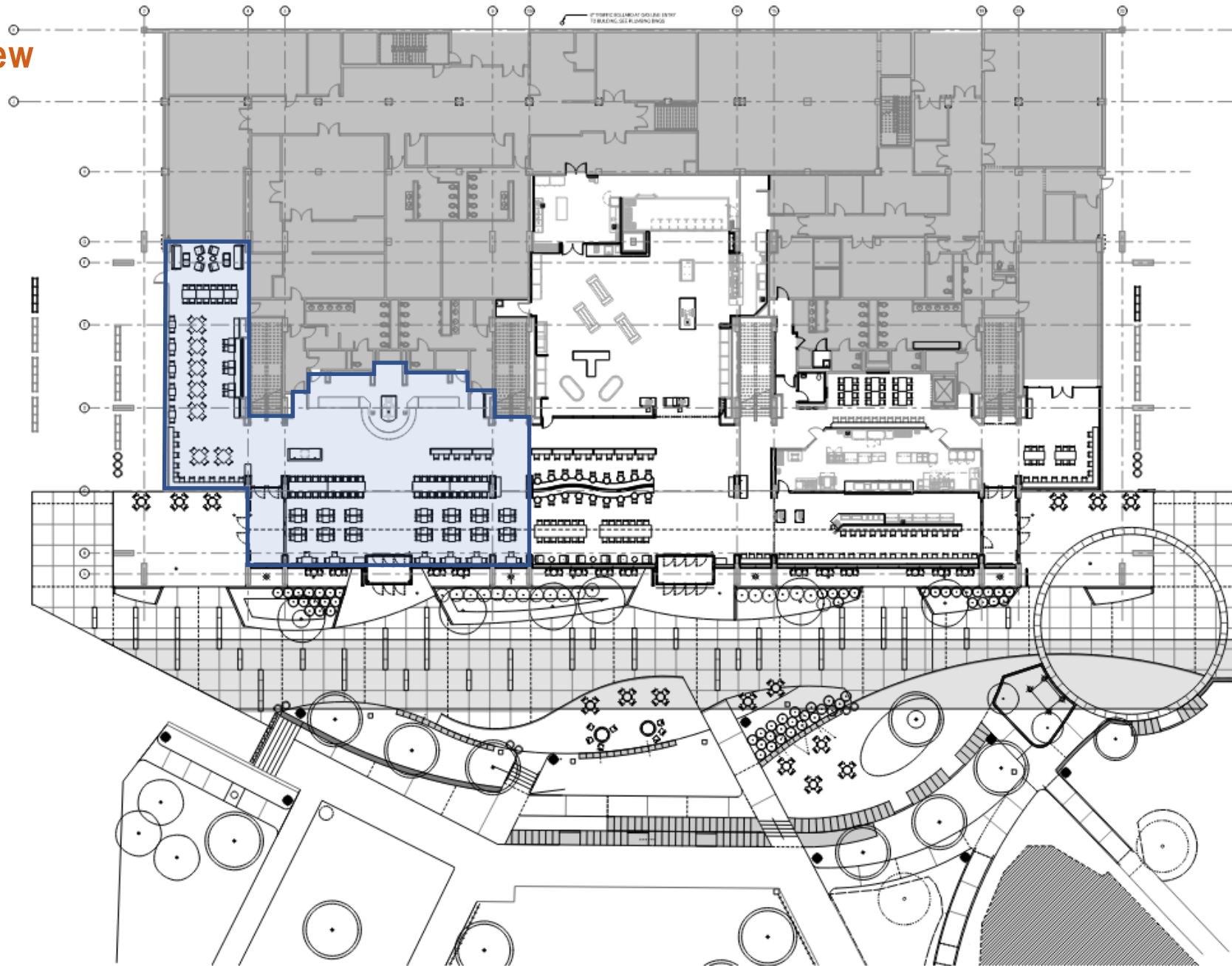
Project Overview



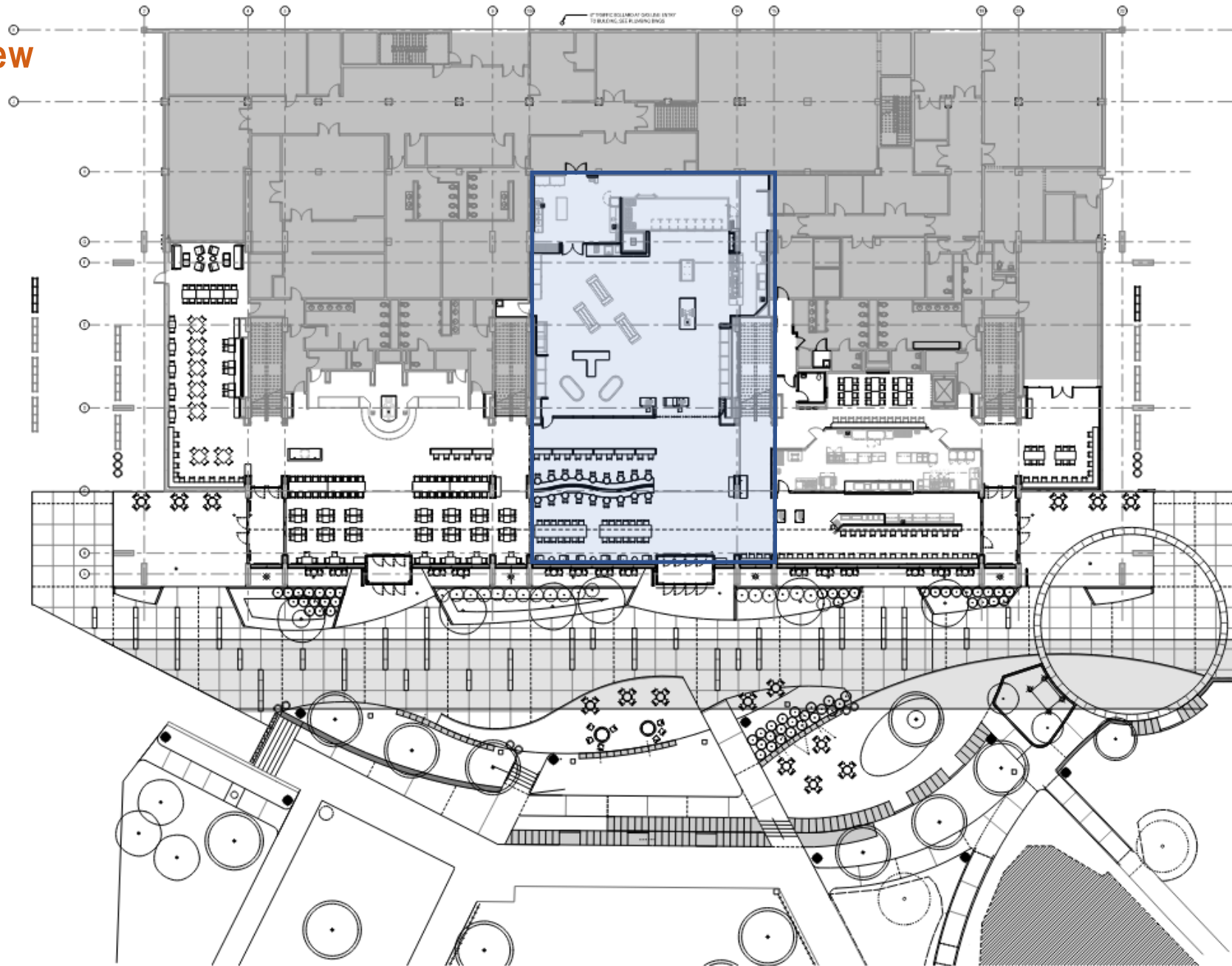
Project Overview



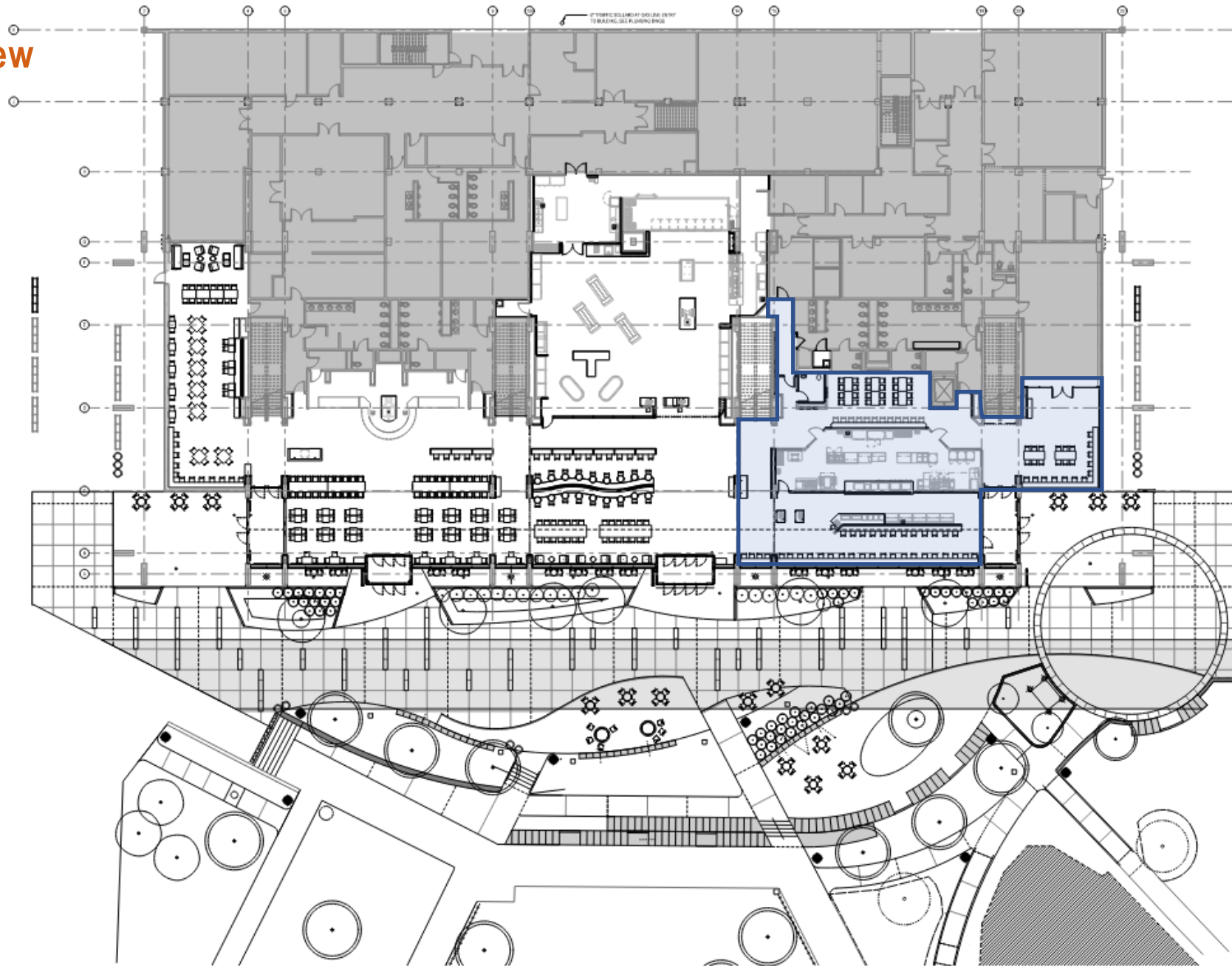
Project Overview



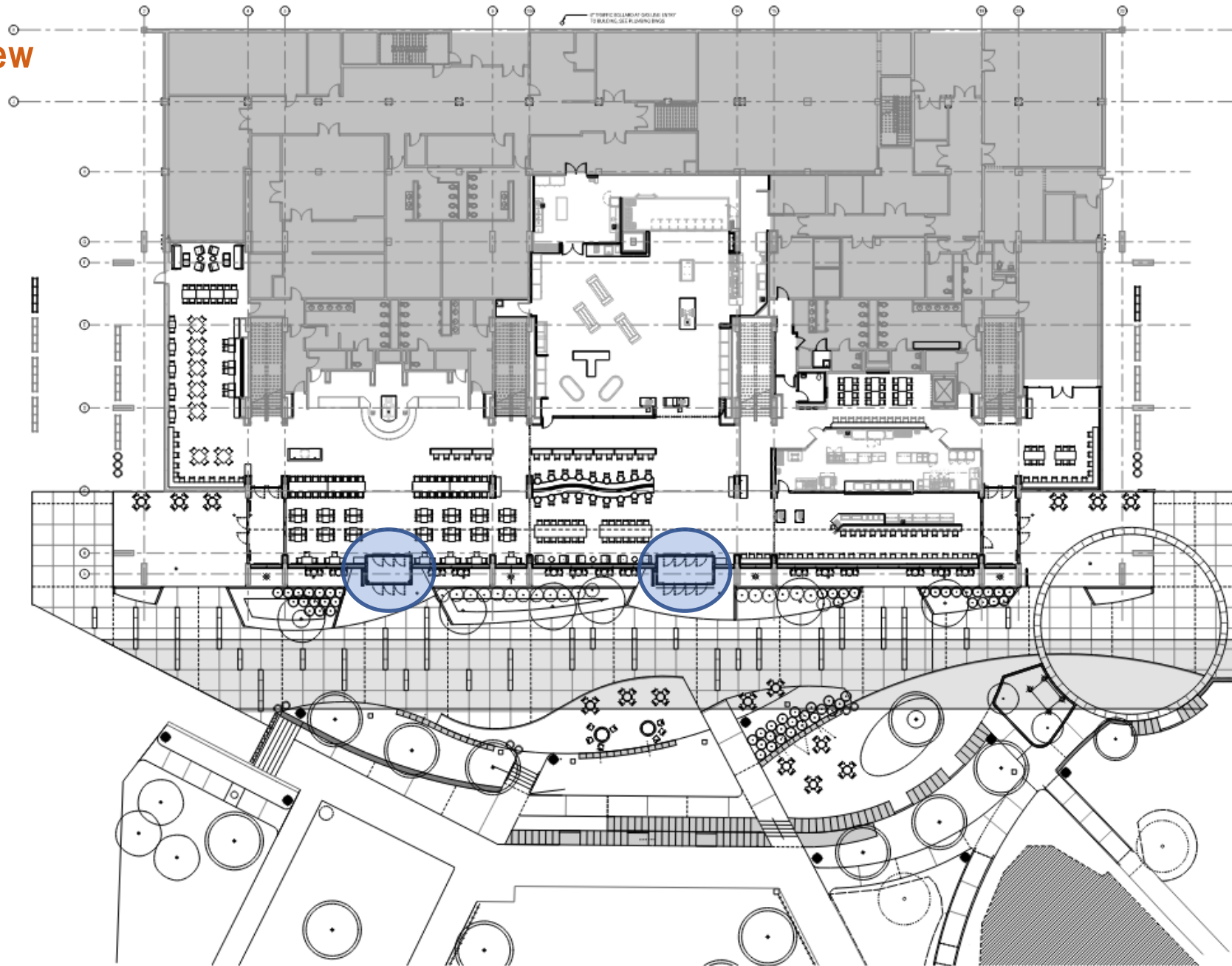
Project Overview



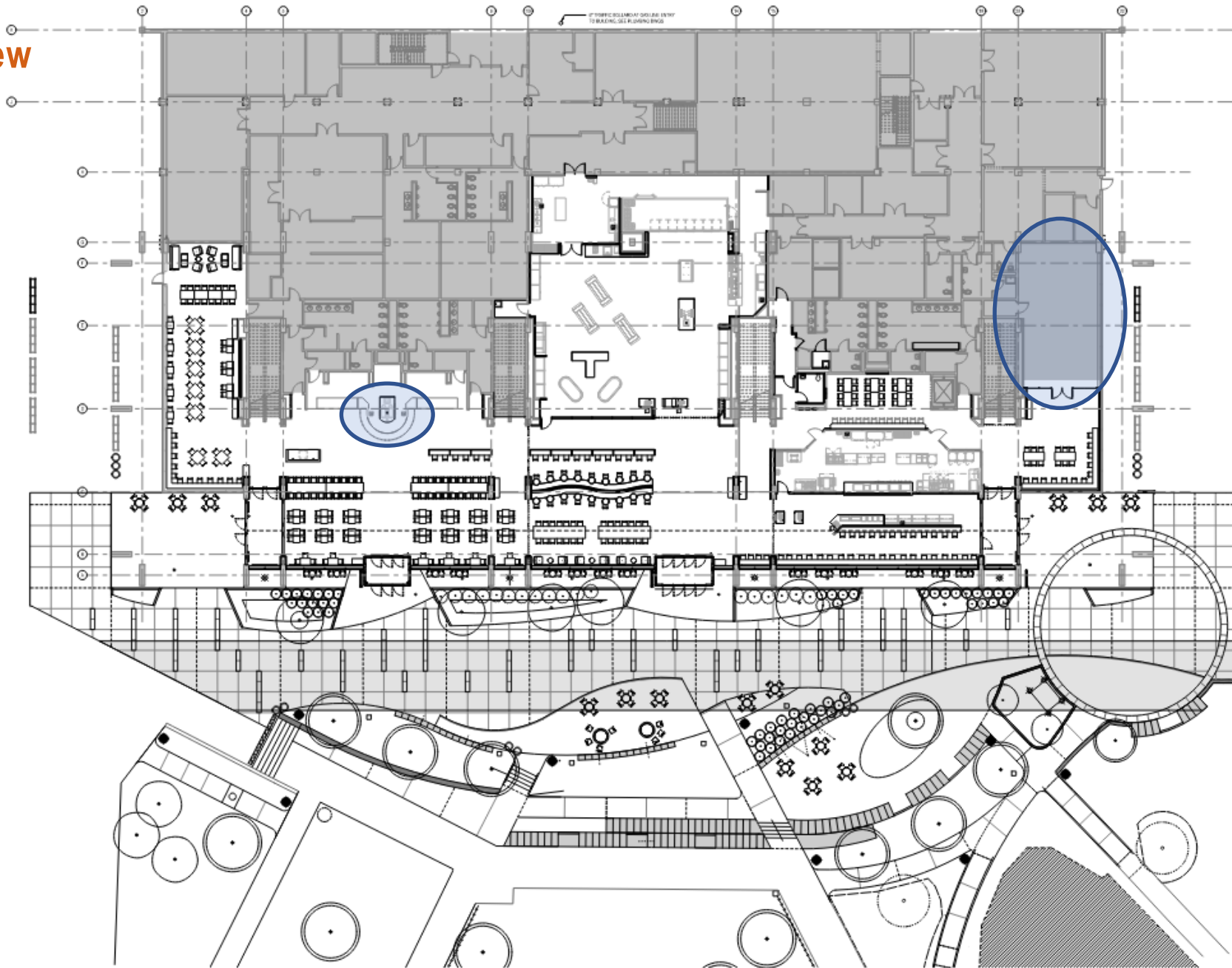
Project Overview



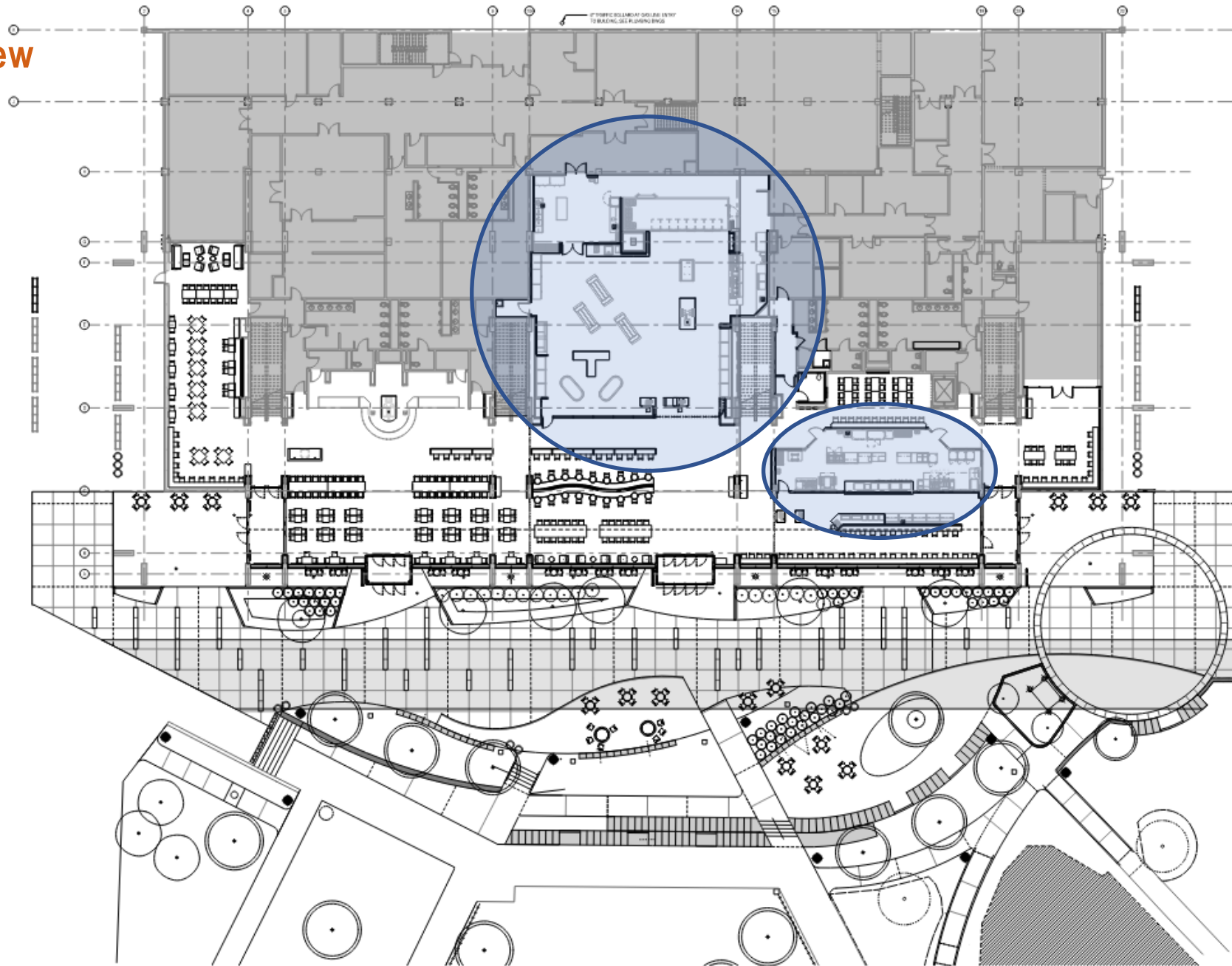
Project Overview



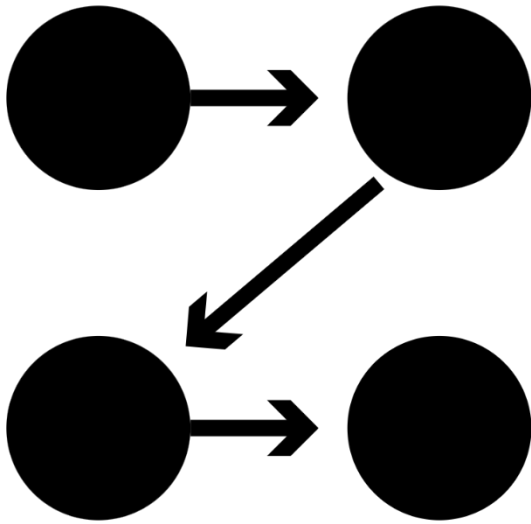
Project Overview



Project Overview



Phasing



- Construction Phasing Diagrams shown on G003 and G004 in the contract documents.
- Phasing shown is a suggestion and alternate approaches can be submitted by the awarded Contractor.
- Owner's criteria for phasing include emergency vehicle access, pedestrian routing, emergency egress, elevator access and dining venue schedules.
- Minimum of three (3) exits shall be maintained at all times that D2 is operational; four (4) exits required during peak occupancy events.
- Additional criteria included in specifications and drawings.

Questions?



Site Tour / Walkthrough

Pre-Bid Conference Sign In Sheet

Renovate First Floor of Dietrick Hall / Quillen Family Spirit Plaza

RFP#: VT-208-L00050-003

Pre-Bid Conference

October 21, 2021 @ 2:00 PM

NAME	COMPANY	EMAIL	PHONE
Adam Smith	Virginia Tech	adams@vt.edu	4040
Alan Demastre	Simcon Company	bids@simconcompany.com	336-789 4909
TEM NNN	VA Tech	timn@vt.edu	
Kevin Rogers	Whiting-Turner	Kevin.Rogers@whiting-turner.com	540-750 0767
Jeff Comer	Electric Pros	jwcomer@aol.com	540-330-6352
Tony C Brown	Branch Builds	tonyb@branchbuilds.com	540-989-5215
Dwight Turner	VT	dwynt@vt.edu	540-231-4673
Brandon Handrickes	VT	Brandon19	540 275 6715

Renovate First Floor of Dietrick Hall / Quillen Family Spirit Plaza
RFP#: VT-208-L00050-003

RFP#: VT-208-L00050-003

Pre-Bid Conference
October 21, 2021 @ 2:00 PM

NAME	COMPANY	EMAIL	PHONE
Anna Carpenter	Hanbury	accarpenter@hew. com	757 639 2095
Kathryn Dicken	VT Procurement	kate011@vt.edu	540 231-7324
Kyle White	VT Capital Construction	kwhite@vt.edu	540-739-5098
Jeff Orzola	VT Capital Construction	ORZOLA@VT.EDU	540-231-6766

Renovate First Floor of Dietrick Hall / Quillen Family Spirit Plaza

Pre-Bid Conference
October 21, 2021 @ 2:00 PM

[illegible]

**COMMONWEALTH OF VIRGINIA
STANDARD BID BOND**

KNOW ALL MEN BY THESE PRESENTS: That _____, the Contractor (“Principal”) whose principal place of business is located at _____ and _____ (“Surety”) whose address for delivery of ‘Notices’ is located at _____ are held and firmly bound unto the Commonwealth of Virginia, Virginia Polytechnic Institute and State University, the Owner (“Obligee”) in the amount of five percent (5%) of the Amount (Total Base Bid plus all Additive Bid Items) Bid by Principal, for the payment whereof, Principal and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for

NOW, THEREFORE, the conditions of this obligation are as follows. This Bid Bond shall guarantee that the Principal will not withdraw his bid during the period of thirty (30) days following the opening of bids; that if his bid is accepted, Principal will enter into a formal contract with the Owner in accordance with the Contract Between Owner and Contractor, Form CO-9, included as a part of the Invitation for Bids (IFB Documents); that Principal will submit a properly executed and authorized Standard Performance Bond and Standard Labor and Material Payment Bond on the forms included in the IFB documents; and that in the event of the withdrawal of said bid within said period, or failure to enter into said contract and give said bonds within ten (10) days after Principal has received notice of acceptance of his bid, Principal and Surety shall be jointly and severally liable to the Owner for the difference between the amount specified in said bid and such larger amount for which the Owner may contract with another party to perform the work covered by said bid, up to the amount of the bid guarantee. This amount represents the damage to the Owner of account of the default of the bidder in any particular thereof.

The Surety represents to the Principal and to the Obligee that it is legally authorized to do business in the Commonwealth of Virginia.

Signed and sealed this _____ day of _____, 2021

Contractor / Principal (SEAL)

Witness

By: _____
Typed Name:
Title:

Surety (SEAL)

By: _____
Attorney-in-Fact
Typed Name:

AFFIDAVIT AND ACKNOWLEDGEMENT OF ATTORNEY-IN-FACT

COMMONWEALTH / STATE OF _____)
CITY/COUNTY/TOWN of _____

I, the undersigned notary public, do certify that _____, whose name is signed to the foregoing bid bond in the amount of five percent (5%) of the Total Bid Amount and which names the Commonwealth of Virginia, _____, as Obligee, personally appeared before me today in the above jurisdiction and made oath that he/she is the attorney-in-fact of _____, a _____ corporation which is the Surety in the foregoing bond, that he/she is duly authorized to execute on the above Surety's behalf the foregoing bond pursuant to the Power of Attorney noted above and attached hereto, and on behalf of the surety, he/she acknowledged the foregoing bond before me as the above Surety's act and deed.

She/he has further certified that her/his Power of Attorney has not been revoked.
[Complete if Power is recorded: Clerk's Office: _____;
Deed Book/Page No. or Instrument No.: _____.]

Given under my hand this _____ day of _____, 2021 .

Notary Public (SEAL)

My name (printed) is:
My registration number is:
My commission expires:

PREBID QUESTION FORM

(Use separate Form for each question submitted.)

Date: _____

Project Title: Renovate First Floor of Dietrick Hall / Quillen Family Spirit Plaza

Project Code No.: 208-L00050-003

The following question concerns Drawing Sheet (number) _____:

The following question concerns Specifications Section (number) _____, page _____, paragraph _____:

All responses to questions will be made by Addendum.

Question submitted by: _____

Name

Organization

Bidders shall submit form to: Kyle White Virginia Tech

Name

Organization

Email address:

kwwhite@vt.edu

Copy all requests to:

kate011@vt.edu and acarpenter@hewv.com

Deadline for submission of all RFI's is: NOVEMBER 17, 2021 by 2:00PM

BID FORM

DATE: _____

PROJECT: Renovate First Floor Dietrick Hall & Plaza

VA STATE PROJECT #: PC# 208-L00050-003

To: Virginia Polytechnic Institute and State University (Virginia Tech)
Procurement Department – North End Center
ATTN: Kathryn M. Dicken, Capital Construction Contracting Officer
Procurement@vt.edu

In compliance with and subject to your Invitation for Bids and the documents therein specified, all of which are incorporated herein by reference, the undersigned bidder proposes to furnish all labor, equipment, and materials and perform all work necessary for construction of this project, in accordance with the Plans and Specifications dated October 13, 2021, and the addenda noted below, as prepared by Hanbury for the consideration of the following amount:

BASE BID (including the following parts but excluding work in Additive Bid Items):

PART A. RENOVATE FIRST FLOOR DIETRICK HALL

Lump sum price for construction of the building to the demising line shown on Exhibit A attached to the Bid Form (except for work described in PARTS B, C, D, E, F, and G) complete and in accordance with the Plans and Specifications. This bid amount should include all general conditions and administrative costs associated with PARTS A THROUGH G.

PART A = _____ Dollars (\$_____).

PART B. QUILLEN FAMILY SPIRIT PLAZA

Lump sum price for the sitework associated with the Quillen Family Spirit Plaza beyond the building portion of the demising line shown on Exhibit A attached to the Bid Form (except for work described in PARTS A, C, D, E, F, and G) complete and in accordance with the Plans and Specifications. The bid amount should be limited to costs directly associated with labor, materials and equipment (no general conditions/administrative costs).

PART B = _____ Dollars (\$_____).

PART C. - EXCAVATION OF UNSUITABLE MATERIALS

Excavation of unsuitable material, where authorized or directed, below or in addition to defined subgrade required for the Work of Part A and B and backfill with compacted material per specifications (price per cubic yard). Final amount shall be adjusted upward or downward based on actual quantity authorized.

Estimated quantity of (250) cy @ \$ _____ per cy = _____

PART C = _____ Dollars (\$_____).

PART D. – EXCAVATION OF ROCK MATERIAL

Excavation of rock material, where authorized or directed, and proper disposal off-site of excess material, complete per specifications (priced per cubic yard). Final amount shall be adjusted upward or downward based on actual quality authorized.

Estimated quantity of (250) cy @ \$ _____ per cy = _____

PART D = _____ Dollars (\$ _____).

PART E. - EXCAVATION OF ROCK MATERIAL AT TRENCHES

Excavation of rock material, where authorized or directed, proper disposal off-site of excess material and backfill with compacted trench fill material per specifications. (price per cubic yard). Final amount shall be adjusted upward or downward based on actual quantity authorized.

Estimated quantity of (10) cy @ \$ _____ per cy = _____

PART E = _____ Dollars (\$ _____).

PART F. – LETTERING FOR ENGRAVED GRANITE PAVERS

Provide Unit Cost for engraving per paver. Cost provided in this section should be for engraving only. Provide cost of paver material in base bid. Sandblasting engraving could be done either on site or in the factory. Font: San-Serif or Michelangelo in the following font sizes and quantities:

Engraving on Rectilinear Granite Pavers:

1 row of 9 characters at 1.5" per rectilinear paver
12 rows of 12 characters at 1" per rectilinear paver

Engraving on Arched Granite Pavers:

5 rows of 20 characters at 1.5" per arched paver

F1. Estimated quantity of rectilinear pavers (90) units @ \$ _____ per unit = \$ _____

F2. Estimated quantity of arched granite pavers (54) units @ \$ _____ per unit = \$ _____

PART F. _____ Dollars (\$ _____).
(Sum F1+F2)

PART G. – LETTERING FOR ENGRAVED PRECAST ELEMENTS

Provide Unit Cost of engraving per letter. Cost provided in this section is for engraving only; provide cost of precast elements in base bid. Sandblasting engraving could be done either on site or in the factory. Font: San-Serif or Michelangelo;

Engraving on Precast Stadium Seat Face – Text highlighted to contrast color of precast (infill);

Three (3) characters at 6" per sq ft
Four (4) characters at 4" per sq ft
69 sq. ft. total engravable area across all Stadium Seat Faces

G1. Estimated quantity of 6"H letters (207) @ \$_____ per letter = \$_____
G2. Estimated quantity of 4"H letters (276) @ \$_____ per letter = \$_____

Engraving Precast Stair Riser – text highlighted to contrast color of precast (infill). Height 3".

(10) risers @ riser 8' long each, offset 6" either side for 7' total length per riser.
1 row of 24 characters at 3" per Precast Stair Riser (3.3 sq.ft. per tread, 29.7 sq.ft. total)

G3. Estimated quantity of 3"H letter (216) @ \$_____ per letter = \$_____

PART G _____ Dollars (\$_____).
(Sum G1+G2+G3)

TOTAL BASE BID AMOUNT (Sum of PARTS A, B, C, D, E, F & G) IS:

_____ Dollars (\$_____)

Contract award will be based on the **TOTAL BASE BID AMOUNT shown above** (including any properly submitted bid modifications) plus as many Additive Bid Items taken in sequence as the Owner in its discretion decides to award.

The bidder has relied upon the following public historical climatological records:

National Weather Service for Blacksburg, Virginia.

The undersigned understands that time is of the essence and agrees that the time for Substantial Completion of the entire project shall be **300** consecutive calendar days from the date of commencement of the Work as specified in the Notice to Proceed, and Final Completion shall be achieved within 30 consecutive calendar days after the date of Substantial Completion as determined by the A/E.

Acknowledgment is made of receipt of the following Addenda: _____.

If notice of acceptance of this bid is given to the undersigned within 90 days after the date of opening of bids, or any time thereafter before this bid is withdrawn, the undersigned will execute and deliver a contract in the prescribed form within 10 days after the contract has been presented to him for signature. The required payment and performance bonds, on the forms prescribed, shall be delivered to the Owner along with the signed contract.

Immigration Reform and Control Act of 1986: The undersigned certifies that it does not and shall not during the performance of the Contract for this project violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens, or knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

DISQUALIFICATION OF CONTRACTORS: By signing this bid or proposal, the undersigned certifies that this Bidder or any officer, director, partner or owner is not currently barred from bidding on contracts by any Agency of the Commonwealth of Virginia, or any public body or agency of another state, or any agency of the federal government, nor is this Bidder a subsidiary or affiliate of any firm/corporation that is currently barred from bidding on contracts by any of the same. We have attached an explanation of any previous disbarment(s) and copies of notice(s) of reinstatement(s).

DISQUALIFICATION FOR WAGE THEFT: By signing this bid or proposal, the undersigned certifies that this Bidder or their proposed subcontractor(s), or any officer, director, partner or owner thereof is not currently in litigation, under investigation, or criminal indictment for wage theft on contracts by any Agency of the Commonwealth of Virginia, or any public body or agency of another state, or any agency of the federal government.

Apparent low bidder shall submit, within two (2) business days of the bid opening, a complete subcontracting plan listing all tiered subcontractors on the DGS-30-360 form, which can be downloaded from: <https://dgs.virginia.gov/search/documents-and-forms/>. In addition, Contractor shall identify all subcontractors that are Small, Woman Owned and Minority Owned firms.

Either the undersigned or one of the following individuals, if any, is authorized to modify this bid prior to the deadline for receipt of bids by writing the modification and signing his name on the face of the bid, on the envelope in which it is enclosed, on a separate document, or on a document which is telefaxed to the Owner:

I certify that the firm name given below is the true and complete name of the bidder and that the bidder is legally qualified and licensed by the Virginia Department of Professional and Occupational Regulation, Board for Contractors, to perform all Work included in the scope of the Contract.

Virginia License No.: _____

Bidder: _____
(Name of Firm)

Contractor Class: _____

By: _____
(Signature)

Specialty: _____

Valid until: _____

FEIN/SSN: _____

Title: _____

If General Partnership (List Partners' Names)

Business Address:

Telephone # _____

FAX # _____

If Corporation, affix Corporate Seal &
list State of Incorporation

State: _____

(Affix Seal)

Virginia State Corporation Commission ID No.: _____; or

If Contractor is a foreign business entity not required to be authorized to transact business in the Commonwealth under Titles 13.1 or 50 of the Code of Virginia, or as otherwise required by law, please provide an explanation as to why such entity is not required to be so authorized: _____

_____.

Contractor's Proposed Small Business Participation: _____% (Contractor insert percentage)

**PARTICIPATION IN STATE PROCUREMENT TRANSACTIONS
BY
MICRO BUSINESSES, SMALL BUSINESSES,
AND
BUSINESSES OWNED BY WOMEN, MINORITIES AND SERVICE-DISABLED VETERANS**

The Proposer is required to provide information concerning utilization of micro businesses, small businesses, women-owned businesses, minority-owned businesses and service-disabled veteran-owned businesses proposed for this project as well as on past projects. Failure to complete and return this form with the response to the RFP will result in the proposing firm being considered “non-responsive”.

PART I – DEFINITIONS

The definitions below are applicable to vendors doing business with the Commonwealth of Virginia. Federal definitions shall govern with respect to meeting federally funded highway construction and other federally financed programs.

DSBSD: Virginia Department of Small Business and Supplier Diversity

Micro Business: A small business certified as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD). For purposes of DSBSD micro certification, the business must have no more than 25 employees and has no more than \$3 million in average annual revenue over the three-year period prior to certification.

Minority-Owned Business: A business certified as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD). For purposes of DSBSD certification, the *Code of Virginia* defines “minority” as an individual who is a citizen of the United States or a legal resident alien and who is African American, Hispanic American, Asian American or Native

Service Disabled Veteran-Owned Business: A business owned by a veteran who (i) served on active duty in the United States military ground, naval or air service, (ii) was discharged or released under conditions other than dishonorable, and (iii) has a service-connected disability rating fixed by the United States Department of Veterans Affairs.

Small Business: A business certified by the Virginia Department of Small Business and Supplier Diversity (DSBSD) as compliant with *Code of Virginia*, §§ 2.2-1604 and 2.2-4310. The *Code of Virginia* defines a “small business” as one that is at least 51% independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees or average gross receipts of \$10 million or less averaged over the previous

Women-Owned Business: A business certified as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD). The *Code of Virginia* defines this to include businesses which are at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens.

DGS-30-360

(Rev. 06/20)

PART II
DATA ON FIRM SUBMITTING PROPOSAL

OFFEROR / PROPOSER:

Firm Name:

Contact Person:

Phone Number:

DPOR Registration # :

PROPOSAL FOR:

Agency:

Project Title:

Project Code No.:

PARTICIPATION STATUS:

As defined by Part I:

**VA Department of
Small Business and
Supplier Diversity
(DSBSD) Certificate #**

Is the Proposer a Micro Business?

☐

Is the Proposer a Small Business?

☐

Is the Proposer a Woman-Owned Business?

☐

Is the Proposer a Minority-Owned Business?

☐

Is the Proposer a Service-Disabled Veteran-Owned Small Business?

☐

REMARKS / COMMENTS:

LISTING OF SMALL/DIVERSE BUSINESSES PROPOSED FOR THIS PROJECT

Firm Name:	
Contact Person:	
Phone Number:	

Date Form Completed: _____

Agency: _____
 Project: _____
 Project Code No.: _____

List Offeror's plans to involve micro businesses, small businesses, businesses owned by women, businesses owned by minorities, and businesses owned by service-disabled veterans in the performance of this contract either as part of a joint venture, as a partnership, as subcontractors, as consultants, or as suppliers. Offerors are encouraged to provide additional information and expand upon the following format.

[illegible]

(Complete additional pages if needed)

Firm Name:

Phone Number:**Phone Number:**

Is this the final report?

Is this the final report?

Agency:

Code No.:

Project Code No.:

%

%

(Include ONLY small and micro business participation)

--	--	--	--	--	--	--

Firm Type									
									Micro Business
									Small Business
									Woman-Owned Business
									Minority-Owned Business
									Service Disabled Veteran-Owned Bus.