

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: VTG-3252-2026

This contract entered into this 1st day of July 2026 by Amtek Company Inc. hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech."

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

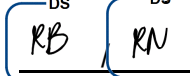
SCOPE OF CONTRACT: The Contractor shall provide specialized scientific equipment and instrumentation to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From July 1, 2026 through June 30, 2028 with the option for four (4) two-year renewals.

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

CONTRACT DOCUMENTS: The Contract Documents shall consist of this signed contract, the VHEPC Publicly Accessible Contract Agreement, Request for Proposal (RFP) number 952642606 dated April 10, 2026, together with Addendum Number 1 To RFP dated April 24, 2026, the proposal submitted by the Contractor dated May 11, 2026 and the negotiation summary, all of which Contract Documents are incorporated herein.

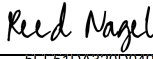
ELECTRONIC TRANSACTIONS: If this paragraph is initialed by both parties, to the fullest extent permitted by Code of Virginia, Title 59.1, Chapter 42.1, the parties do hereby expressly authorize and consent to the use of electronic signatures as an additional method of signing and/or initialing this contract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


(Initials)

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

Contractor
By: 
DocuSigned by:
9745583EAEBF47D...
(Signature)
Ron Baddock

Name and Title
President

Virginia Tech
By: 
DocuSigned by:
5EF51DA320D049B...
Reed Nagel
Assistant Vice President and
Director of Procurement

**AGREEMENT
PUBLICLY ACCESSIBLE CONTRACT**

This Agreement executed this 1 day of July, 2026 by and between Virginia Polytechnic Institute and State University (“the University”) and Amtek Company, Inc. (“Supplier”).

TERM

The term of this Publicly Accessible Contract (“PAC”) shall remain in effect until the expiration or termination of the Primary Agreement.

WITNESS

WHEREAS, the University and Supplier have executed an agreement, VTG-3252-2026 dated July 1, 2026 (the “Primary Agreement”), and included in the Primary Agreement is a third party access / cooperative procurement clause. Now therefore, the University and Supplier agree to the specific terms that will allow third-party access to the Primary Agreement, and based on other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- I. Supplier will:
 - A. Allow third parties to obtain goods and services from Supplier in accordance with the terms and pricing of the Primary Agreement (“Third-Party Access”).
 - B. Pay the Virginia Higher Education Procurement Consortium (“Consortium”) one percent (1%) of all revenue received by Supplier from non-Consortium entities through Third-Party Access (the “PAC Annual Fee”). The PAC Annual Fee will be paid in exchange for marketing services provided by the University and the Consortium described in Section II.
 - C. Fully support this marketing relationship by promoting the availability of the Third Party Access to non-Consortium entities; and
 - D. Provide quarterly reports detailing the amount of revenue received from non-Consortium entities through Third-Party Access.

- II. The University will ensure the Consortium:
 - A. Promotes the Primary Agreement and Third-Party Access on its website and through other channels (e.g., conferences) to non-Consortium members; and
 - B. Maintains a Supplier-approved version of the Supplier’s logo on the Consortium website.

III. Payment

- A. Supplier shall remit the PAC Annual Fee to the Consortium no later than August 31st of each year. The University and Consortium will share the payments equally and allocate payments to the appropriate accounts.

If the Primary Agreement expires or terminates before August 31st, Supplier shall remit the PAC Annual Fee no later than 45 calendar days from expiration or termination date of the Primary Agreement.

- B. Supplier shall remit the PAC Annual Fee by check in U.S. dollars. Checks will be made payable to the University of Virginia and sent to:

Procurement Office Manager
Procurement and Supplier Diversity Services
University of Virginia, Carruthers Hall
PO Box 400202
1001 N. Emmet Street
Charlottesville, VA 22904

Note 'PAC payment' on check.

IV. Notices

Any notice required or permitted to be given under this Agreement will be in writing and will be deemed duly given: (1) if delivered personally, when received; (2) if sent by recognized overnight courier service, on the date of the receipt provided by such courier service; (3) if sent by registered mail, postage prepaid, return receipt requested, on the date shown on the signed receipt; or (4) if sent by electronic mail, on the next business day of the receiver. All such notices will be addressed to a party at such party's address as shown below.

If to the University:

Reed Nagel, Director of Procurement
procurement@vt.edu
540-231-6221
300 Turner Street NW Suite 2100
Blacksburg, VA 24061

If to Supplier:

Name: Ronald Baddock
Address: 1244 Ritchie Highway, Suite 10 Arnold, MD 21012

Email: rbaddock@amtekcompany.com

ACCEPTANCE

For
Virginia Polytechnic Institute
& State University

For Supplier

DocuSigned by:

SEF51DA320D049B...
Reed Nagel
Director of Procurement

7/23/2026

Date

DocuSigned by:

9745583EAE47D...
Name: Ron Baddock
Title: President

7/22/2026

Date

Agreement #: VTG-3252-2026-PAC



Request for Proposal # 952642606

For

Specialized Scientific Equipment & Instrumentation

April 10, 2026

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

RFP # 952642606, Specialized Scientific Equipment & Instrumentation

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

DUE DATE: Proposals will be received until **May 11th, 2026 at 3:00 PM**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

INQUIRIES: All inquiries for information regarding this solicitation should be directed to Levi Henry, Phone: (540) 231-7852 e-mail: lhenry29@vt.edu. All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 3:00 PM on April 24, 2026. Inquiries must be submitted to the procurement officer identified in this solicitation.

PROPOSAL SUBMISSION:

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

Proposals may NOT be hand delivered to the Procurement Office.

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

Proposals must be submitted electronically at:

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

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

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

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

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

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

AUTHORIZED SIGNATURE: _____ Date: _____

[INCLUDE THIS PAGE]

I. PURPOSE:

- A. Background: The Virginia Higher Education Procurement Consortium (VHEPC), on behalf of participating member institutions, is issuing this Request for Proposal (RFP) as part of a coordinated R&D sourcing initiative designed to modernize and streamline research-related contract coverage.

VHEPC represents public institutions of higher education and seeks to establish competitively awarded, category-based contracts that support the diverse and evolving research needs of its members. These contracts are intended for use by VHEPC participating institutions and may also serve as nationally accessible cooperative contracts for eligible public agencies that elect to utilize them.

Historically, research-related procurements have often been addressed through individual contract actions or sole-source justifications based on specialized needs. This initiative replaces fragmented approaches with structured, transparent, and scalable competitive procurement aligned to defined R&D categories.

The objective of this RFP is to establish a pool of qualified firms within the specified category that can provide reliable, compliant, and cost-effective solutions to VHEPC members while maintaining flexibility necessary for research environments.

This RFP is targeted for offerors providing specialized scientific equipment and instrumentation, which is defined as capital or system-based scientific, engineering, and research equipment, including highly specialized instruments and integrated systems. This category also includes incidental services such as installation, configuration, calibration, training, and equipment-specific maintenance that are inseparable from the acquisition and operation of the equipment.

B. Coordinated Multi-Institution Model

Multiple R&D RFPs are being issued concurrently by designated lead institutions within VHEPC. Each RFP corresponds to a distinct and clearly defined category of goods or services.

Each participating institution serves as the issuing authority for its assigned category. However, awarded contracts are intended for use by eligible VHEPC members in accordance with the terms of each solicitation.

This coordinated approach:

- Distributes administrative responsibility across institutions
- Aligns evaluation with subject-matter expertise
- Replaces numerous individual contracts with structured category-based coverage
- Preserves continuity of research operations

C. Category-Based Structure

This RFP corresponds to the following category: **Specialized Scientific Equipment & Instrumentation.**

Each category is defined based on the primary value delivered, whether capital equipment, consumable products, regulated research inputs, labor-based services, or software platforms.

Category definitions are consistent across all coordinated RFPs to ensure clarity and prevent duplication.

D. Vendor Response Guidance (Important)

Vendors are advised that multiple R&D RFPs are being issued simultaneously under this coordinated initiative.

To prevent duplication and ensure efficient evaluation:

- Vendors should submit a proposal in response to only one RFP category.
- Vendors offering products or services that could reasonably align with more than one category should select the RFP that best represents their primary line of business.
- Vendors should not submit identical or substantially similar proposals to multiple RFPs under this initiative.

If a vendor is uncertain which category is most appropriate, the vendor is strongly encouraged to contact Ryan Balber, VHEPC Director at rbalber@virginia.edu for guidance. VHEPC reserves the right to redirect or reassign proposals if a submission is clearly misaligned with the category scope.

E. Scope Intent

This RFP is intended to establish competitively awarded contracts within the defined category to:

- Reduce reliance on sole-source justifications
- Improve transparency and audit defensibility
- Provide predictable and sustainable contract coverage
- Support diverse and evolving research needs across participating institutions

The resulting contracts are not intended to limit research flexibility, but rather to provide structured, compliant procurement pathways.

F. Coordination and Consistency

While issued by a designated lead institution, this RFP is part of a broader, coordinated VHEPC initiative. Category definitions, evaluation principles, and vendor response guidance are aligned across all related solicitations.

This structure ensures vendors experience a unified and organized market approach despite multiple issuing institutions.

G. Open Enrollment/Additional Opportunities

This RFP establishes an initial award group. Following the initial award, the University reserves the right to open an additional RFP at its sole discretion to establish additional agreements for these goods and/or services, which may occur annually or as operationally needed.

During any subsequent open enrollment period:

- Firms not previously awarded may submit proposals.
- Proposals will be evaluated using the same published criteria.
- Additional contracts may be awarded to qualified Firms.

II. SWaM BUSINESS PARTICIPATION:

The mission of the Virginia Tech supplier opportunity program is to foster opportunity in the university supply chain and accelerate economic growth in our local communities through the engagement and empowerment of high quality and cost competitive SWaM, and local suppliers. Virginia Tech encourages prime suppliers, contractors, and service providers to facilitate

participation through partnerships, joint ventures, subcontracts, and other inclusive and innovative relationships.

For more information, please visit: <https://www.sbsd.virginia.gov/>

III. CONTRACT PERIOD:

The term of this contract is for two years, or as negotiated. There will be an option for four (4) two-year renewals, or as negotiated.

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

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

There are transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

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

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

V. CONTRACT PARTICIPATION:



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

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. The Contractor shall notify Virginia Tech in writing of any such entities accessing the contract, if requested. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract, as requested. Participating entities shall place their own

orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Virginia Tech. Virginia Tech shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Virginia Tech is not responsible for the acts or omissions of any entity, and will not be considered in default of the contract no matter the circumstances.

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

VI. STATEMENT OF NEEDS/SCOPE OF WORK:

- A. Discounts/Logistics: Deep discounts off list are expected. Except for special handling, prices should be inclusive of delivery (FOB Destination).
- B. Sales representation: Provide a plan for sales representation. We recognize that not all institution accounts will warrant full-time on-campus representation. Provide a narrative on how you propose to provide this service.
- C. Product Satisfaction: The Contractor should act as a customer advocate and coordinator for communications and is responsible for performance and problem resolution. Customer satisfaction will be a determining factor in measuring the Contractor's performance.
- D. Warranty: All products purchased under this contract will minimally include the Original Equipment Manufacturer's warranty which will pass directly to Virginia Tech. Products which fail after acceptance and installation will be covered under warranty. Products which are inoperative at installation will either be replaced by the Contractor or repaired under warranty. The decision to replace such products or accept warranty repair will be at the sole discretion of Virginia Tech, except in the event Virginia Tech fails to provide timely notice of product failure to the Contractor. The Contractor should provide contact information for requests for warranty services for all equipment sold under the contract. Any maintenance agreements available from the Contractor should be provided to Virginia Tech as an option and priced as discounted off list price.
- E. Sustainability: The Contractor is encouraged to address environmental concerns related to the purchase of recycled products, reductions of operating and maintenance costs, improved energy efficiencies, reduction of waste, use of 'green' products, and efforts to reduce consumption of energy, water, and materials.
- F. Minimum Order: There shall be no minimum order requirement.
- G. Quarterly Reporting Requirements
 1. Reporting Obligation

The awarded Contractor shall provide quarterly sales reports to VHEPC for the duration of the contract.

Reports are mandatory regardless of sales volume and must be submitted even if there were no purchases during the reporting period (in which case a "zero sales" report shall be submitted).

Reports shall be submitted electronically no later than thirty (30) calendar days following the end of each calendar quarter.

2. Reporting Format

All reports must be submitted using the VHEPC Unified Quarterly Reporting Template provided as an attachment to this RFP.

Contractors shall not modify the structure, column order, or formatting of the template. Alternative reporting formats will not be accepted.

The template includes:

- A “Quarterly Reporting” tab for VHEPC member purchases
- A “Non-Member Reporting” tab for purchases made by entities accessing the contract under the Publicly Accessible Contract (PAC) structure

3. Member Reporting Requirement

The “Quarterly Reporting” tab shall include item-level detail for all purchases made by VHEPC participating institutions during the reporting period.

Each transaction line shall include, at minimum:

- University
- PO Number
- Order Date
- Invoice Number
- Invoice Date
- Department
- Vendor SKU (if applicable)
- Product Category
- Item Description or Service Description
- Manufacturer Name (if applicable)
- Manufacturer Number (if applicable)
- Unit of Measure
- MSRP (if applicable)
- Contract Price
- Net Price
- Quantity (or Hours for services)
- Extended Volume (total invoiced amount)

Summary-only reporting is not acceptable.

4. Non-Member (PAC) Reporting Requirements

If the Contractor elects to permit third-party access under the Publicly Accessible Contract (PAC) structure, the Contractor shall also complete the “Non-Member Reporting” tab.

The Non-Member Report shall include all item-level transactions associated with non-VHEPC entities that accessed the contract during the reporting period.

The Non-Member Report shall serve as the basis for PAC Annual Fee calculation in accordance with the PAC Agreement.

If no non-member sales occurred, the Contractor shall indicate “No Sales” on the Non-Member Reporting tab.

5. Submission Method

Quarterly reports shall be submitted electronically to:

VHEPC Contract Administrator

Anu Mathew

amathew@virginia.edu

Reports must be submitted in Excel format and shall clearly identify in the title of the excel file:

- Vendor Name
- Contract Number
- Reporting Period (Quarter Ending)

6. Use of Reported Data

Reported data may be used by VHEPC for:

- Spend analysis and reporting
- Pricing consistency review
- Identification of cost savings opportunities
- Contract performance monitoring
- PAC Annual Fee verification

Reported data will be treated as confidential to the extent permitted by applicable law.

7. Failure to Comply

Failure to provide accurate and timely quarterly reporting may result in:

- Withholding of contract renewal or extension
- Suspension of third-party access privileges
- Audit review
- Termination for default in cases of repeated non-compliance

H. Publicly Accessible Contract (PAC) Requirement (see **ATTACHMENT C** for PAC Agreement)

1. Mandatory Execution of PAC Agreement

As a condition of award, all Offerors awarded a contract under this RFP shall execute the VHEPC Publicly Accessible Contract ("PAC") Agreement.

Execution of the PAC Agreement is mandatory and is not subject to post-award negotiation.

The PAC Agreement shall be incorporated by reference into the resulting contract.

2. Optional Third-Party Access

The PAC Agreement provides a mechanism through which eligible public entities that are not VHEPC participating institutions may elect to access the awarded contract.

Participation in third-party access is voluntary for the awarded Contractor.

An awarded Contractor may elect whether to permit third-party access under the PAC structure. Such election shall be documented at the time of contract execution or amended thereafter by mutual agreement.

No guarantee of third-party usage is made or implied.

3. PAC Annual Fee

If an awarded Contractor elects to permit third-party access and receives revenue from non-VHEPC entities under the PAC structure, the Contractor shall remit a Publicly Accessible Contract Annual Fee equal to one percent (1%) of revenue received from such non-VHEPC entities, in accordance with the PAC Agreement.

The PAC Annual Fee:

- Applies only to revenue received from non-VHEPC entities utilizing third-party access
- Does not apply to purchases made by VHEPC participating institutions
- Shall not be invoiced or passed through as a separate line item to participating institutions

Offerors shall incorporate any anticipated PAC-related costs into their proposed pricing.

4. Reporting and Reconciliation

Contractors electing to permit third-party access shall submit quarterly Non-Member (PAC) reports in accordance with the RFP Reporting Requirements section.

Reported data shall serve as the basis for PAC Annual Fee calculation.

VHEPC reserves the right to reconcile reported revenue against PAC fee remittance.

5. Future Open Enrollment Applicability

All firms awarded under future open enrollment generations of this RFP shall be subject to the same PAC execution requirement.

VII. PROPOSAL PREPARATION AND SUBMISSION:

A. Specific Requirements

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

1. Provide a summary overview of the company, including qualifications and experiences, geographical operations, unique services provided to the higher education marketplace and any envisioned company changes including planned technological advances and acquisitions.
2. List all contact information for ordering, invoicing, customer service, etc.
3. Describe delivery options and policies including special handling charges, installation and training if required for the items being offered. **All orders shall be FOB destination.** Include information regarding delivery costs and/or free delivery. Specify costs in Attachment B Pricing Schedule.
4. Specify typical turnaround time for delivery (standard, rush, etc.) for the items being offered.
5. Describe return policy (including replacement of defective, broken, or damaged items) and identify any associated costs. Any costs to be specified in **Attachment B Pricing Schedule**.

6. Provide sample quote and invoice. Quotes shall include manufacturer list price and contracted discount price.
7. Identify any other goods or services offered to Virginia Tech and associated costs as specified in **Attachment B Pricing Schedule**.
8. Participation of SWaM Business:

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

D. General Requirements

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

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

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

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

2. Proposal Preparation:
 - a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Virginia Tech requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Virginia Tech at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

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

VIII. SELECTION CRITERIA AND AWARD:

A. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

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

B. Award

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

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

IX. INVOICES:

Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted by email to vtinvoices@vt.edu or by mail to:

Virginia Polytechnic Institute and State University (Virginia Tech)
Accounts Payable
North End Center, Suite 3300
300 Turner Street NW
Blacksburg, Virginia 24061

X. METHOD OF PAYMENT:

Virginia Tech will authorize payment to the contractor as negotiated in any resulting contract from the aforementioned Request for Proposal.

Payment can be expedited through the use of the Wells One AP Control Payment System. Virginia Tech strongly encourages participation in this program. For more information on this program please refer to Virginia Tech's Procurement website: <http://www.procurement.vt.edu/vendor/wellsone.html> or contact the procurement officer identified in the RFP.

XI. ADDENDUM:

Any **ADDENDUM** issued for this solicitation may be accessed at <https://bids.scquest.com/apps/Router/PublicEvent?CustomerOrg=VATech>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

XII. COMMUNICATIONS:

Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the Procurement Department rejects all proposals. Formal communications will be directed to the procurement officer listed on this solicitation. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than a Procurement Department representative may result in the offending Offeror's proposal being rejected.

XIII. CONTROLLING VERSION OF SOLICITATION:

The posted version of the solicitation and any addenda issued by Virginia Tech Procurement Services is the mandatory controlling version of the document. Any modification of/or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by Virginia Tech Procurement Services. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, Virginia Tech reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

XIV. TERMS AND CONDITIONS:

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

XV. CONTRACT ADMINISTRATION:

- A. The individual user departments at Virginia Tech shall be identified as the Contract Administrators and shall use all powers under the contract to enforce its faithful performance.
- B. The Contract Administrators in each user departments shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. Contract Administrators, or designees, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Procurement Department through a written amendment to the contract.
- C. Levi Henry, Senior Contracting Officer, Procurement, shall oversee the contract in its entirety and will serve as the point of contact for issues involving this contract.

XVI. ATTACHMENTS:

Attachment A - Terms and Conditions

Attachment B - Pricing Schedule

Attachment C – PAC Agreement

ATTACHMENT A

TERMS AND CONDITIONS

RFP GENERAL TERMS AND CONDITIONS

See:

https://www.procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/RFP-General-Terms-And-Conditions.pdf

ADDITIONAL TERMS AND CONDITIONS.

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

9. CLOUD OR WEB HOSTED SOFTWARE SOLUTIONS: For agreements involving Cloud-based Web-hosted software/applications refer to link for additional terms and conditions: https://www.procurement.vt.edu/content/dam/procurement_vt_edu/itprocurement/Data_Security_FER_PA_Addendum_2024.docx.

10. ADVERTISING: In the event a contract is awarded for supplies, equipment, or services resulting from this solicitation, no indication of such sales or services to Virginia Tech will be used in product literature or advertising. The contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.

11. ELECTRICAL INSTALLATION: All equipment/material shall conform to the latest issue of all applicable standards as established by National Electrical Manufacturer's Association (NEMA), American National Standards Institute (ANSI), and Underwriters' Laboratories, Incorporated (UL) or other Nationally Recognized Testing Laboratories (NRTL) currently listed with the US Department of Labor. All equipment and material, for which there are NEMA, ANSI, UL or other NRTL standards and listings, shall bear the appropriate label of approval for use intended.

12. INSURANCE

By signing and submitting a Proposal/Bid under this solicitation, the offeror/bidder certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

During the period of the contract, Virginia Tech reserves the right to require the contractor to furnish certificates of insurance for the coverage required.

INSURANCE COVERAGES AND LIMITS REQUIRED:

A. Worker's Compensation - Statutory requirements and benefits.

B. Employers Liability - \$100,000.00

C. General Liability - \$2,000,000.00 combined single limit. Virginia Tech and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.

D. Automobile Liability - \$500,000.00

E. The contractor agrees to be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Virginia Tech, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract

13. LABELING OF HAZARDOUS SUBSTANCES: If the items or products requested by this solicitation are "Hazardous Substances" as defined by the # 3.1-250 of the Code of Virginia (1950), as amended, or # 1261 of Title 15 of the United States Code, then the offeror/bidder, by submitting its Proposal/Bid, certifies and warrants that the items or products to be delivered under this contract shall be properly labeled as required by the foregoing sections and that by delivering the items or products the offeror/bidder does not violate any of the prohibitions of # 3.1-252 of the Code of Virginia or Title 15 U.S.C. # 1263.

- 14. LICENSE TO USE VIRGINIA TECH LICENSED INDICIA:** By signing and submitting this Proposal/Bid, the offeror/bidder agrees that if it is awarded a purchase order/contract as a result of this solicitation, it will follow the procedures outlined by Virginia Tech's Licensing and Trademarks Administration to become a licensed vendor authorized to use Virginia Tech licensed trademarks indicia identified in the solicitation and to follow all procedures for submitting artwork for product for approval prior to producing any product with Virginia Tech indicia. As a licensed vendor, the offeror/bidder will be required to pay the university's standard royalty rate for similarly licensed vendors. *More information on the licensing process and application can be found at: <http://clc.com/Licensing-Info.aspx>.*
- 15. ORDERS:** Applicable departments, institutions, agencies and Public Bodies of the Commonwealth of Virginia may order by issuing a purchase order against any contract resulting from this solicitation.
- 16. PRICE ESCALATION/DEESCALATION:** Price adjustments for changes in the contractor's price of materials, labor and transportation may be permitted. Request for price adjustments for any other reasons will not be granted. No price increases will be authorized for 365 calendar days after the effective date of the contract. Contractor shall give not less than 30 days advance notice prior to the annual renewal of the contract of any desired price increase.

The Contractor shall document the amount and proposed effective date of any general change in the price of materials, labor and transportation. Documentation shall be supplied with the contractor's request for increase which will (1) verify that the requested price increase is general in scope and not applicable just to Virginia Tech, and (2) verify the amount or percentage of increase which is being passed on to the contractor by the contractor's suppliers. Failure by the contractor to supply the aforementioned verification with the request for price increase will result in a delay of the effective date of such increase. The Virginia Tech Procurement Department may verify such change in price independently. The Virginia Tech Procurement Department may make such verification as it deems adequate. However, any increase which the Virginia Tech Procurement Department determines is excessive, regardless of any documentation supplied by the contractor, may be cause for cancellation of the contract by the Virginia Tech Procurement Department. The Virginia Tech Procurement Department will notify the contractor in writing of the effective date of any increase which is approved. However, the contractor shall fill all purchase orders received prior to the effective date of the price adjustments of the old contract prices.

"Across the Board" price decreases are subject to implementation at any time and shall be immediately conveyed to Virginia Tech. The contractor is further advised that price decreases which affect the price of materials, labor, and transportation are required to be passed on to Virginia Tech immediately. Failure to do so will result in action to recoup such amounts.

- 17. SPECIAL OR PROMOTIONAL DISCOUNTS:** The Contractor shall extend any special promotional sale prices or discounts immediately to Virginia Tech during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.
- 18. SIDEWALK POLICY:** Driving on sidewalks is allowed when there is no other way to get a needed vehicle to a designated place or building on campus. The vehicle operator shall be made aware that extreme caution shall be used to operate the vehicle in a way that will not be a hazard or hindrance to pedestrians using the walk. The contractor shall be responsible for any damage to turf and anything that is located adjacent to the walk. Parking an unattended vehicle on a sidewalk is strictly prohibited by State Law. The contractor is allowed to park a vehicle on a sidewalk if there is no other way to perform necessary work. The procedure to obtain a permit to operate a vehicle on sidewalks is the same as for the turf as outlined in Turf Policy. Any vehicle parked illegally on sidewalks shall be subject to ticketing, fines and towing if necessary.
- 19. TURF POLICY:** Parking or driving on campus turf or sidewalk is strictly prohibited, except as specifically directed or otherwise allowed by the Physical Plant Grounds Department. In this case, a

turf permit must be obtained from Virginia Tech Parking Services and displayed by the vehicle. Turf parking is not allowed under the canopy of any tree on campus. Any vehicle parked illegally on turf or sidewalks shall be subject to ticketing and fines.

20. 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 Virginia Tech by any other clause of this solicitation.

Attachment B

Pricing Schedule

The offeror shall provide pricing using the template below as applicable. The pricing schedule should include percentage off list price for specific manufacturer/product lines and/or categories. The “volume tier” section is intended to allow the offeror to provide volume-based incentives if applicable.

Equipment Category	Manufacturer	Model	List Price	Discount %	Net Price	Installation Cost	AVG Lead Time (Days)	Volume Tier (if applicable)

Attachment C
AGREEMENT
PUBLICLY ACCESSIBLE CONTRACT

This Agreement executed this [Date] day of [Month, Year] by and between [VASCUPP MEMBER NAME], (“the University”) and [Supplier NAME] (“Supplier”).

TERM

The term of this Publicly Accessible Contract (“PAC”) shall remain in effect until the expiration or termination of the Primary Agreement.

WITNESS

WHEREAS, the University and Supplier have executed an agreement, [CONTRACT NUMBER], dated [CONTRACT DATE] (the “Primary Agreement”), and included in the Primary Agreement is a third party access / cooperative procurement clause. Now therefore, the University and Supplier agree to the specific terms that will allow third-party access to the Primary Agreement, and based on other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- I. Supplier will:
 - A. Allow third parties to obtain goods and services from Supplier in accordance with the terms and pricing of the Primary Agreement (“Third-Party Access”).
 - B. Pay the Virginia Higher Education Procurement Consortium (“Consortium”) one percent (1%) of all revenue received by Supplier from non-Consortium entities through Third-Party Access (the “PAC Annual Fee”). The PAC Annual Fee will be paid in exchange for marketing services provided by the University and the Consortium described in Section II.
 - C. Fully support this marketing relationship by promoting the availability of the Third Party Access to non-Consortium entities; and
 - D. Provide quarterly reports detailing the amount of revenue received from non-Consortium entities through Third-Party Access.
- II. The University will ensure the Consortium:
 - A. Promotes the Primary Agreement and Third-Party Access on its website and through other channels (e.g., conferences) to non-Consortium members; and
 - B. Maintains a Supplier-approved version of the Supplier’s logo on the Consortium website.
- III. Payment
 - A. Supplier shall remit the PAC Annual Fee to the Consortium no later than August 31st of each year. The University and Consortium will share the payments equally and allocate payments to the appropriate accounts.

If the Primary Agreement expires or terminates before August 31st, Supplier shall remit the PAC Annual Fee no later than 45 calendar days from expiration or termination date of the Primary Agreement.

- B. Supplier shall remit the PAC Annual Fee by check in U.S. dollars. Checks will be made payable to the University of Virginia and sent to:

Procurement Office Manager
Procurement and Supplier Diversity Services
University of Virginia, Carruthers Hall
PO Box 400202
1001 N. Emmet Street
Charlottesville, VA 22904

Note 'PAC payment' on check.

IV. Notices

Any notice required or permitted to be given under this Agreement will be in writing and will be deemed duly given: (1) if delivered personally, when received; (2) if sent by recognized overnight courier service, on the date of the receipt provided by such courier service; (3) if sent by registered mail, postage prepaid, return receipt requested, on the date shown on the signed receipt; or (4) if sent by electronic mail, on the next business day of the receiver. All such notices will be addressed to a party at such party's address as shown below.

If to the University:

[Lead School Procurement Director]
[Lead School Procurement Address & Contact Info]

If to [Supplier]:

[Supplier Contact]
[Supplier]
[Address]
Email: [\[Supplier\]](#) Email]

ACCEPTANCE

For [Lead Institution]

For [Supplier]

[Lead Procurement Director]
[Lead Job Title]

[Supplier Contact]
[Supplier Contact Title]

Date

Date

Agreement #: [Contract-Number]-PAC



**VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
PROCUREMENT DEPARTMENT**

ADDENDUM NO. 1

DATE: April 24, 2026
TO: All Offerors
FROM: Levi Henry, Senior Contracts Officer
TOTAL PAGE(S): 2
SOLICITATION TITLE: Specialized Scientific Equipment and Instrumentation
SOLICITATION NUMBER: 952642606

I. CLARIFICATIONS AND ADDITIONAL INFORMATION

1. The VHEPC Quarterly Reporting Template referenced in the RFP is included as an attachment as part of this addendum. ***Please note that not all fields are required, and we are flexible in allowing the offeror to do the best they can to provide the data as it applies to their product/service offering.

II. REQUESTS FOR INFORMATION

1. We utilize a standardized pricing model that structures pricing by supplier and product line, providing a defined range of minimum and maximum discount percentages within each category. As a result, pricing components such as list price, net price, and installation costs may not be applicable. Will this pricing approach be acceptable for the RFP?

Yes, this is acceptable just please clearly indicate the discount percentages as part of your pricing approach.

2. Section 10 of Attachment A prohibits stating in our literature that any Commonwealth agency or institution has purchased or uses its products. Are contractors permitted to advertise the agreement itself in its literature? In the PAC it states the University will promote the PAC, but can the contractor promote it as well?

Yes, contractors are permitted to advertise the agreement itself in its literature. Virginia Tech and VHEPC will both work in conjunction to promote the PAC, and we highly encourage the contractor to promote the PAC as well.

3. *The link in Attachment A appears to be inactive. Please confirm if the doc in the following link is correct:*

https://www.procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/RFP-General-Terms-And-Conditions.pdf

Please use the following link instead:

https://www.procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/RFP-General-Terms-And-Conditions.pdf

4. We are seeking clarification regarding invoicing requirements under this contract. Specifically, Section 1X states: "Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted by email to vtinvoices@vt.edu." Could you please confirm whether this means that all invoices from all participating entities must be submitted to Virginia Tech's Accounts Payable, or whether this requirement applies only to VT.edu, with other entities receiving invoices directly?

This section refers strictly to Virginia Tech invoices. Other entities shall be invoiced directly and do not need to be sent to Virginia Tech.

AMTEK COMPANY, INC.

Proposal in Response to RFP #952642606

Specialized Scientific Equipment and Instrumentation

Submitted to: Virginia Polytechnic Institute and State University on behalf of the Virginia Higher Education Procurement Consortium (VHEPC)

Levi Henry, Contracting Officer North End Center, Suite 2100, Virginia Tech (0333) 300 Turner Street NW, Blacksburg, VA 24061 lhenry29@vt.edu | (540) 231-7852

Submitted by: Amtek Company, Inc. 1244 Ritchie Highway, Suite 10 Arnold, Maryland 21012 Phone: (800) 926-8359 | Fax: (410) 315-9249 eVA Vendor Registration: C10605

Authorized Signatory: Ronald Baddock, President **Contact for Proposal**

Correspondence: rbaddock@amtekcompany.com **Submission Date:** May 11, 2026

The required RFP signature/submission page and the signed acknowledgment of Addendum No. 1 (issued April 24, 2026) are included separately, executed by Ronald Baddock, President.

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Section I — Company Overview, Qualifications, and Experience

Responds to RFP §VII.A.1, and provides the qualifications and experience evidence evaluated under Selection Criterion #2

Company Overview

Amtek Company, Inc. is a regional specialist supplier of technical training, scientific, engineering, and laboratory equipment, founded in 1979 and headquartered at 1244 Ritchie Highway, Suite 10, Arnold, Maryland 21012. Amtek is a 13-person organization serving Maryland, Virginia, West Virginia, Delaware, and the District of Columbia. Ronald Baddock has served as President since 1996 and is the authorized signatory for this proposal and the resulting contract.

Amtek is not a catalog vendor. We work with institutions to design and deliver complete technical learning environments — helping select equipment and furniture across multiple manufacturers, coordinating delivery and installation, helping institutions get the software and IT side working, and providing training and ongoing support after the equipment is in place. Our portfolio spans technical training, scientific instrumentation, additive manufacturing, welding, engineering teaching systems, and purpose-built laboratory furniture. Our work begins before equipment is selected — through program consultation, layout planning, and quoting — and continues after delivery. We measure the success of a project not by the equipment that was delivered but by whether it is being used effectively to teach.

This orientation is reflected in how we are organized. Amtek's outside sales representatives are regionally based and assigned to long-term territories rather than rotated through accounts. Our technical staff perform on-site installation, training, and warranty service for most equipment categories within our territory; for specialized installation needs (purpose-built furniture and certain manufacturer-certified equipment) we work with established installation partners under Amtek's coordination, as described in Section III. Our administrative and finance team has been continuously staffed for decades, providing the operational continuity that contract administration requires.

Amtek's primary market is education. The majority of our work is with high school career and technical centers, community colleges, and four-year universities, with a smaller share supporting workforce development organizations and select commercial customers whose needs align with the same product portfolio. Within our territory, Virginia institutions represent the core of our existing contract business — under the predecessor VHEPC contract (UVA1998173), Virginia institutions accounted for the substantial majority of all activity in 2025.

Amtek is registered with the Commonwealth of Virginia eVA procurement system (vendor number **C10605**) and is a SWaM-certified Small Business (SBSD certification number 651958, current through June 23, 2028). Amtek's SWaM certification is for Small Business only; Amtek is not Woman-owned or Minority-owned. Full certification details and the

Amtek Company, Inc.**RFP #952642606**

certification document are provided in Section VIII. Amtek has no planned acquisitions or mergers anticipated during the contract term. Ongoing investment is focused on continued modernization of our quoting and order-management infrastructure and on expansion of our authorized manufacturer relationships in categories adjacent to our current portfolio.

A Proven, Active Partner to the VHEPC Community

Amtek Company, Inc. is not a new entrant to this consortium. We have served VHEPC member institutions continuously for nearly a decade as the awarded supplier under the current consortium contract (UVA1998173, originally awarded under University of Virginia RFP KF042916 in 2016 and currently extended through December 31, 2026). This RFP transitions the lead-institution role to Virginia Tech; the relationships, processes, and operational discipline required to support a multi-institution Virginia higher education contract are not theoretical for us — they are how we have run our business for the past nine years and they will carry forward into the new contract under Virginia Tech's leadership.

In calendar year 2025 alone, VHEPC member institutions purchased approximately \$5.6 million in equipment and services from Amtek under this consortium. Member purchases under this contract span the full range of VHEPC institutions — both community colleges and four-year universities — with active engagement across the Virginia Community College System and the Commonwealth's universities. This is not a contract we won and held passively. It is a contract that the institutions of the Commonwealth actively use, year after year, to acquire the technical and scientific equipment that supports their instructional programs.

Depth Across Virginia's Community Colleges and Universities

Amtek has built and currently maintains active working relationships across both categories of VHEPC institution — community colleges and four-year universities. Our particular depth in the Virginia Community College System reflects both the scale of the VCCS itself (the consortium's most geographically distributed segment) and the long-standing operational match between Amtek's regional, relationship-driven model and the way community-college campuses purchase technical and instructional equipment. VCCS campuses across the Commonwealth, from the Tidewater region through Northern Virginia, Central Virginia, the Shenandoah Valley, and Southwest Virginia, are active Amtek customers under the existing contract. Our representatives know these institutions by program, by department, and by individual instructor.

University engagement under the contract is equally meaningful. Amtek maintains active working relationships across the VHEPC university membership — institutions that run the technical, engineering, and applied-science programs that depend on the equipment categories Amtek represents.

Serving the full mix of VHEPC institutions well requires regional presence, predictable response, and relationships that survive staff turnover at both the institution and the supplier. Amtek has demonstrated all three under the existing contract.

Portfolio Spanning the Specialized Scientific Equipment and Instrumentation Category

Amtek represents authorized manufacturer relationships across every major segment of the Specialized Scientific Equipment and Instrumentation category contemplated by this RFP. With this contract in place, VHEPC member institutions and other accessing entities can source any product in Amtek's portfolio through the contract without needing to separately compete each purchase. The contract creates a single accountable channel — for product selection, quoting, delivery, installation, training, warranty, and service — across the full range of categories below.

- **Scientific instrumentation, laboratory equipment, and measurement systems** — Creaform (3D scanning and dimensional metrology), Forest Scientific, BOFA Americas (laboratory fume extraction), DAC Worldwide (process control and instrumentation training), and others.
- **Engineering teaching and laboratory experimentation systems** — TecQuipment (fluid mechanics, thermodynamics, and structural behavior demonstration platforms with five-year warranties), Lucas-Nülle (power engineering, smart grid, and electrical systems instrumentation), Quanser (controls, dynamics, and mechatronics), and others.
- **Additive manufacturing and 3D printing** — Stratasys (industrial F123, J-series, P3, and SAF systems), UltiMaker / MakerBot (desktop and benchtop systems for instructional environments), Formlabs, Bambu Lab Pro Series, and others.
- **CNC, robotics, and industrial automation** — FANUC (industrial robots, collaborative robots, CNC machines and simulators, CERT certification packages), Dobot Robots, OnRobot, Levil Technology, Techno CNC, Clausing, Denford, JPW Industries (Jet, Powermatic, Wilton, Baileigh, Edwards, Axiom), and others.
- **Lasers, finishing, and digital fabrication** — Universal Laser Systems, Kern Laser, Trotec Laser, SawStop, xTool, Wazer, and others.
- **Welding equipment and welding training systems** — Miller Welding and Lincoln Electric, including conventional welding equipment and AR/VR welding training simulators.
- **Technical training and curriculum systems for industrial and trade education** — Amatrol (industrial maintenance, mechatronics, automation, controls, robotics, and process technology), LJ Create (automotive technology including hybrid and EV training, electronics, and engineering fundamentals), MSSC, and others.
- **Purpose-built laboratory and technical furniture** — Greene Manufacturing Inc. (GMI), CEF (Custom Educational Furnishings), WB Manufacturing, OM Seating, Media Technologies, Diversified Spaces, Columbia Manufacturing, Office Star, Paragon, Safco, and others.
- **Specialty instructional and software platforms** — SolidWorks / 3D Experience, Matrix Multimedia, Real Games, Simlog, MINDS-i Education, VRSim, Clear Touch Interactive, and others.

Amtek Company, Inc.**RFP #952642606**

A complete list of authorized manufacturer relationships and corresponding contract discount percentages appears in Section X (Attachment B).

Long-Tenured Staff and Institutional Memory

Amtek's 13-person team is characterized by exceptionally long employee tenure. Our President, Ronald Baddock, joined the company in 1982 and has held the role of President since 1996. Our senior outside sales representatives serving Virginia have been with Amtek for between 12 and 30 years. Our technical staff carry product certifications and field experience measured in decades, not training cycles. Institutional knowledge lives in the people who actually serve this contract, not in a procedure manual.

This matters in two practical ways. First, the same individuals who have managed VHEPC member relationships under the existing contract will continue to manage them under the new contract — there is no handoff to a new account team and no learning curve. Second, the institutional knowledge required to navigate Virginia's higher education procurement processes, eVA workflows, agency-specific terms, and consortium reporting requirements lives in our staff, not in a procedure manual that a national distributor would attempt to retrain a regional team on.

Reporting and Administration Track Record

Under the current VHEPC contract, Amtek has consistently submitted accurate annual reports of contract activity to the consortium's Contract Administrator. The new contract under Virginia Tech's leadership requires a quarterly cadence using the VHEPC Unified Quarterly Reporting Template, separated by member and non-member activity. This is an operational evolution rather than a structural challenge, and Amtek's plan for implementing the quarterly reporting commitment is detailed in Section IX.E.

Summary of Qualifications

The case for awarding this contract to Amtek rests on facts that are already on the record:

- Nearly a decade of continuous, active service to VHEPC institutions under the predecessor contract
 - \$5.59 million in 2025 VHEPC member volume — verifiable through existing consortium contract reports
 - Active engagement across both categories of VHEPC institution — community colleges and four-year universities
 - Authorized manufacturer representation across every major segment of the Specialized Scientific Equipment and Instrumentation category contemplated by this RFP
 - A 13-person organization with the tenure, focus, and accountability to deliver consistently across the contract's full term
-

Amtek Company, Inc.**RFP #952642606****Section II — Contact Information***Responds to RFP §VII.A.2*

The following contacts are designated for ongoing contract administration. Phone calls to the main number (800) 926-8359 are routed during business hours.

<i>Function</i>	<i>Contact</i>	<i>Title</i>	<i>Direct Phone</i>	<i>Email</i>
Authorized Contract Signatory	Ron Baddock	President	(410) 885-4959	rbaddock@amtekcompany.com
Primary Contract Contact	Rich Sykes	Sales Manager	(410) 885-4960	rsykes@amtekcompany.com
Contract Administration	Rich Sykes	Sales Manager	(410) 885-4960	rsykes@amtekcompany.com
Quarterly Reporting	Diane Jones	Office Manager	(410) 885-4961	djones@amtekcompany.com
Order Placement	Amtek Order Processing team	—	(800) 926-8359	orders@amtekcompany.com
Invoicing / Accounts Receivable	Kaydee Hynson	Business Operations Support Specialist	(410) 885-4966	khynson@amtekcompany.com
Customer Service	Amtek Customer Service team	—	(800) 926-8359	services@amtekcompany.com
Technical Support	Amtek Technical Support team	—	(800) 926-8359	support@amtekcompany.com

The Order Placement, Customer Service, and Technical Support inboxes above are monitored continuously during business hours and route to the appropriate Amtek team member based on the nature of the request. The named Amtek technical-support specialists who staff Virginia coverage (Brian Hall in Richmond, Jim Deal at the Arnold MD HQ, and Charlie Fox in Blacksburg) are described in Section IX.A.

Mailing and shipping address for all official correspondence: **Amtek Company, Inc.** 1244 Ritchie Highway, Suite 10 Arnold, Maryland 21012 Phone: (800) 926-8359 | Fax: (410) 315-9249

Amtek Company, Inc.**RFP #952642606**

Per the RFP and Addendum 1, Q&A #4, invoices for purchases by Virginia Tech are submitted to vtinvoices@vt.edu. Invoices for purchases by other participating entities are submitted directly to the purchasing entity per its standard accounts payable instructions.

Section III — Delivery, Installation, and Training

Responds to RFP §VII.A.3

Delivery. All products supplied under this contract are shipped FOB Destination via Amtek's choice of carrier. Standard ground shipping to a standard-height loading dock is included in Amtek's quoted price for each product, and the contract discount applies to that quoted price — the customer is not separately invoiced for ground freight. Special handling (lift-gate service, inside delivery, elevated-floor delivery, white-glove handling, residential delivery, and remote or non-dock locations) is not included in standard ground shipping. Customers who anticipate needing special handling services for a particular order should request a special-handling quote at the time of ordering so the additional charges can be incorporated into the quoted price. The complete shipping and delivery policy is set forth in Section X (Pricing).

Installation. Installation is offered as a separately-priced service for equipment requiring it. Installation is not included in the product price; it is quoted as a distinct line item, with the pricing mechanic depending on which of three modes performs the on-site work. In every case, Amtek serves as the customer's single point of contact for the installation, regardless of who performs the on-site labor.

Mode 1 — Amtek staff installation. For most equipment categories — including most technical training systems, 3D printing equipment, welding equipment and welding training simulators, and engineering teaching platforms — installation is performed on-site by Amtek's own technical staff within our territory. Amtek-staff installation is billed at the contract rate set forth in the attached Discount Schedule of \$1,295 per Amtek technician, per day, plus any required materials. A typical installation may involve one technician for one day; larger or more complex installations may require multiple technicians and multiple days, and the daily rate scales accordingly. Complex Amtek-staff installations requiring non-standard equipment or extended on-site time (for example, large furniture installations requiring lifts, staging, or trades sequencing) may carry additional per-engagement charges as described in the Discount Schedule.

Mode 2 — Furniture installation through Amtek's installation partners. For purpose-built laboratory and technical furniture (Greene Manufacturing, WB Manufacturing, CEF, OM Seating, and similar lines), Amtek frequently engages established furniture-installation partner companies to perform the on-site labor. These are long-standing partner relationships maintained specifically for furniture installation work — not arms-length subcontractors sourced job by job. Amtek scopes the installation, provides the install specification and product list to the partner installer, manages scheduling and the customer interface, performs final walk-through, and remains accountable to the

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institution for any installation issues that arise. The installation is quoted on a per-engagement basis from the partner installer's labor cost for the work, with the contract discount applied at the same percentage that applies to the underlying furniture line in the attached Discount Schedule. From the institution's perspective, the engagement is with Amtek; the partner installer's role is invisible to the customer experience.

Mode 3 — Manufacturer-certified installation. For specialized equipment requiring manufacturer-certified installation (certain laser systems, certain CNC systems, and similar categories), installation is coordinated through the manufacturer's certified installer with Amtek as the customer's single point of contact for scheduling, coordination, and follow-up. The installation is quoted on a per-engagement basis from the manufacturer's installation quote to Amtek, with the contract discount applied at the same percentage that applies to that manufacturer's product line in the attached Discount Schedule.

In all three modes, installation scope and price are disclosed in the quote so the institution sees the full delivered cost before issuing a purchase order.

Training. Training is offered as a separately-priced service when appropriate to the equipment and to the institution's needs. Training is not always provided — Amtek does not include training on small or simple equipment (for example, desktop 3D printers in standard configurations) or on subsequent purchases of equipment a customer is already familiar with — and is never bundled into the product price. When training is offered, it is quoted as a distinct line item so the institution can elect the level of training appropriate to its program. Like installation, training is delivered through one of three modes, with Amtek as the customer's single point of contact in every case.

Training Mode 1 — Amtek staff training. For equipment categories where Amtek's technical staff have direct manufacturer training and curriculum experience, training is delivered on-site by Amtek personnel at the contract rate set forth in the attached Discount Schedule of \$1,295 per Amtek trainer, per day, with a one-day minimum charge per engagement. The per-trainer-per-day rate scales with class size and complexity (for example, a 20-person SolidWorks training that requires two or three Amtek trainers will be quoted accordingly). The one-day minimum reflects the operational reality that travel time and on-site setup make a half-day visit functionally equivalent to a full day; per-hour billing is not offered for on-site training.

Training Mode 2 — Manufacturer-certified training. For equipment categories where the manufacturer maintains a certified training curriculum (Stratasys, FANUC, Lucas-Nülle, and others), training is coordinated through the manufacturer's certified trainer with Amtek as the customer's single point of contact. The training is quoted on a per-engagement basis from the manufacturer's training quote to Amtek, with the contract discount applied at the same percentage that applies to that manufacturer's product line in the attached Discount Schedule.

Training Mode 3 — Qualified local third-party instructor. When the manufacturer's certified trainer would be prohibitively expensive for the institution — most commonly when training is on equipment from an international manufacturer where flying a manufacturer-certified trainer to the site would significantly exceed locally-available options — Amtek

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may engage a qualified local instructor with documented expertise on the equipment. This is offered as a cost-saving alternative to the institution: qualified instruction on the equipment, at a fraction of the manufacturer-trainer cost. These engagements are quoted on a per-engagement basis from the local instructor's quoted labor cost, with the contract discount applied at the same percentage that applies to the corresponding manufacturer's product line in the attached Discount Schedule where the equipment is from a represented manufacturer, or 5% otherwise.

Training scope is set at the time of quoting to match the institution's program objectives.

Other technical services. Design, configuration, and consulting services are offered at the contract rate set forth in the attached Discount Schedule of \$195 per hour. Calibration, recurring preventive maintenance, and extended warranty coverage are available for select product lines and are quoted on request.

Section IV — Turnaround Time

Responds to RFP §VII.A.4

Lead times vary substantially by manufacturer, by product line, by configuration, and by current manufacturer production conditions. Because manufacturer lead times move frequently — driven by production schedules, component availability, freight conditions, and order-volume dynamics that change month to month — Amtek does not publish a fixed lead-time table under this contract. Instead, Amtek provides a current, manufacturer-confirmed lead time estimate with every quote issued under this contract, so the institution sees an accurate timeline at the point of decision rather than a table that may be outdated.

If a lead time changes after order placement — most commonly due to manufacturer production schedule changes — Amtek proactively notifies the institution; customers are not left to follow up on their own.

Rush orders are accommodated on a case-by-case basis depending on manufacturer availability. Where a rush is feasible, Amtek discloses any associated expedite charges before order placement.

Section V — Return Policy

Responds to RFP §VII.A.5

General return policy. Products supplied under this contract are technical and scientific equipment, the substantial majority of which are configured or built to order for the specific institution and the specific project. These products are not stock items, are not interchangeable, and are not returnable to the manufacturer once an order has been placed

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and accepted. Amtek does not accept returns of non-defective product under this contract. Order cancellation requests are addressed below under “Cancellations.”

Damaged or defective products. Products that arrive damaged or are found defective at installation are addressed at no cost to the institution, provided the institution has met its receiving-inspection responsibilities (described below). The remedy is repair or replacement under warranty, coordinated with the manufacturer. Repair is the primary remedy in most damage and defect scenarios; replacement is reserved for cases in which the manufacturer determines the product is not repairable. The form and timing of the remedy follow the manufacturer’s published warranty and return policy and the manufacturer’s assessment of the specific damage or defect, and Amtek advocates for the institution’s preferred outcome with the manufacturer. The cost of the resolution itself is covered through the manufacturer’s warranty or, in the case of in-transit damage, the freight carrier’s claim process. In all cases, the resolution is repair or replacement under warranty — orders are not cancelled or refunded as a remedy for damaged or defective product.

Receiving inspection and bill of lading. The institution’s receiving staff is responsible for inspecting all packaging and accessible product surfaces for visible damage before signing the carrier’s bill of lading or proof of delivery. Any visible damage must be noted on the bill of lading at the time of receipt. If the freight cannot be opened and checked at the time of delivery, the bill of lading should be marked “pending further inspection,” and the freight should be inspected and any damage reported within 24 hours. Freight carriers will only honor freight claims on damage that is documented on the bill of lading at the point of delivery; if the bill of lading is signed free and clear and damage is reported afterward, Amtek’s recourse with the carrier is forfeited and Amtek cannot accept responsibility for replacement of the unit on that basis.

When damage is properly documented on the bill of lading, the institution should report the damage to Amtek immediately, and Amtek will coordinate the appropriate resolution with the manufacturer and the carrier. Whether installation proceeds depends on the nature of the damage. Minor damage that does not affect the equipment’s operability or instructional use (for example, a small cracked or cosmetic part that can be repaired or replaced after the equipment is in service) typically does not delay installation; damage that affects function, safety, or the manufacturer’s warranty coverage is addressed before installation begins.

Cancellations. Once an order has been placed and accepted by the manufacturer, the order generally cannot be cancelled — most products supplied under this contract are configured or built to order, with production scheduled and components committed at the time of order acceptance. Cancellation requests received before the manufacturer has begun production may be considered on a case-by-case basis and are subject to manufacturer-imposed cancellation fees and Amtek coordination costs, which Amtek will disclose to the institution before any cancellation is finalized.

Section VI — Sample Quote and Invoice

Responds to RFP §VII.A.6

Samples of an Amtek quote and a corresponding Amtek invoice are included as **Appendix 3** and **Appendix 4** of this proposal, respectively. The sample quote illustrates an integrated solution including equipment, installation, and training, with both manufacturer list price and contract discount price shown for each line item — a representative example of how a typical contract purchase appears to the institution at the quoting stage.

Section VII — Additional Goods and Services

Responds to RFP §VII.A.7

Amtek's role on this contract is to deliver complete, functional technical and scientific learning environments — not just discrete pieces of equipment. To that end, the following additional goods and services are offered under the contract in addition to the core scientific equipment and instrumentation categories:

- **Purpose-built laboratory and technical furniture.** Amtek represents Greene Manufacturing Inc. (GMI), WB Manufacturing, CEF (Custom Educational Furnishings), Diversified Spaces, OM Seating, Media Technologies, and other manufacturers of furniture engineered specifically for technical and laboratory environments. This is not office furniture. It is heavy-duty workbenches, demonstration tables, instructor stations, mobile carts, fume-managed welding tables, electronics lab benches, secure tool storage, and related items designed around the equipment they support and the loads, tools, and chemistries that real instructional and research programs impose. GMI furniture is built to order. Manufacturer warranty terms vary by line and are summarized in Section X (General Warranty Statement). Furniture is included in this proposal because it is a structurally integral part of every complete laboratory or technical training installation Amtek delivers, and Attachment A Section 1 of the RFP expressly contemplates additional goods and services that the supplier provides beyond those specifically solicited.
- **Installation, software/computer setup, and calibration services.** On-site installation is offered as a separately-priced service for substantially all equipment categories under this contract (see Section III for the three install modes and the attached Discount Schedule for rates). For equipment that requires associated computer or software setup to function — for example, software-driven CNC machines, laser cutters, 3D printers, and similar systems — Amtek can come on-site to help the institution configure the computers and software required for the equipment to operate. Calibration and routine tune-up services for 3D printers, laser cutters, CNC machines, and similar precision equipment are available on request.

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- **Training services.** On-site training delivered by Amtek technical staff, manufacturer-certified trainers, or qualified local third-party instructors, as described in Section III.
- **Maintenance agreements and extended warranties.** Where offered by the manufacturer (e.g., Stratasys extended warranty programs, and similar offerings from select laser and CNC manufacturers), Amtek can quote the program as an option to a contract purchase, priced at the same discount off list as the manufacturer’s product lines in the attached Discount Schedule (Attachment B).
- **Consumables and supplies for supported equipment.** Amtek offers 3D printing materials, welding consumables, replacement components, and similar supplies for equipment supplied under this contract.
- **Design and consulting services for new program build-outs.** When an institution is planning a new technical program — a makerspace, fab lab, welding suite, or lab build-out — our sales reps get involved early in the planning. We help think through what equipment actually fits the program, how the space should be laid out, the order things need to happen in, and how the new program fits with what the institution is already running.

Section VIII — SWaM Business Participation

Responds to RFP §VII.A.8 — Evaluation Criterion #5 — 10 of 100 points

Amtek is a Commonwealth of Virginia SWaM-certified Small Business. As a certified SWaM firm, Amtek’s own performance under this contract qualifies as SWaM participation; SWaM goals are met directly through the prime contract relationship rather than requiring subcontract flow-through.

Certification details on file with the Virginia Department of Small Business and Supplier Diversity (SBSD):

<i>Item</i>	<i>Value</i>
Certification Type	Small Business
SBSD Certification Number	651958
Certification Effective Date	June 23, 2023
Certification Expiration Date	June 23, 2028
Business Category on File	Equipment and Supplies
NIGP Codes on File	78592 (Training Aids and Equipment for Industrial Trades), 78593 (Vocational Equipment and Supplies), 78555 (Engineering and Technical Instruction Equipment and Materials), 78588 (Science Instruction Equipment)

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The SBSD-listed NIGP codes align directly with the categories of this solicitation, including training aids and equipment for the industrial trades (welding, electrical, instrumentation, industrial mechanics), vocational equipment and supplies, engineering and technical instruction equipment, and science instruction equipment for classroom and laboratory use.

A copy of Amtek’s current SWaM certification is included as **Appendix 5** of this proposal. The certification is in good standing and current as of the date of this submission and covers the entire initial two-year term of any contract awarded under this RFP. Amtek commits to renewing the certification on or before its June 23, 2028 expiration and to maintaining SWaM certification continuously throughout the term of the contract, including all renewal periods, and to providing updated certification documentation to the Contract Administrator upon each renewal.

Note regarding the legal name on the SBSD record: SBSD certification #651958 currently displays the company name field as “Amtek Corporation.” This is a clerical error in the SBSD record. Every other identifying field on the SBSD record — physical and mailing address (1244 Ritchie Highway, Suite 10, Arnold, MD 21012), phone (410) 315-9260, fax (410) 315-9249, business website (www.amtekcompany.com), contact name (Ronald Baddock), and contact email (rbaddock@amtekcompany.com) — matches Amtek Company, Inc. exactly and corresponds to no other entity. Amtek Company, Inc. is the legal entity that holds this certification, and Amtek will submit a correction request to SBSD to update the company name field on the record. If the evaluation committee requires written confirmation of this correspondence prior to award, Amtek will provide it on request.

Section IX — Plans and Methodology

Responds to the Statement of Needs in RFP §VI (Sales Representation, Product Satisfaction, Warranty, Sustainability, and Quarterly Reporting) and addresses Selection Criterion #3 (Specific plans or methodology to be used to provide the Services, 25 of 100 points)

This section describes how Amtek will operate the contract on a day-to-day basis: how customers are reached and supported, how problems are resolved, how warranty obligations are administered, how sustainability is reflected in our recommendations, and how the new quarterly reporting requirement will be met.

A. Sales Representation Plan

Outside Sales Coverage of Virginia

Virginia is served by three dedicated Amtek outside sales representatives, each with an assigned regional territory within the Commonwealth. Across these three territories, Amtek currently maintains active account relationships with 100+ Virginia higher-education institutions — including the substantial majority of the Virginia Community College System and the four-year universities most active in technical and applied science

programs — alongside coverage of an additional 100+ Virginia secondary technical-education programs that often serve as feeder programs to VHEPC institutions.

<i>Sales Representative</i>	<i>Title</i>	<i>Territory in Virginia</i>
Rich Sykes	Sales Manager	Eastern, Central, and Tidewater Virginia
Alex Baddock	Sales Consultant	Northern Virginia
Gary Daniels	Sales Consultant	Central and Southwest Virginia

Account assignments are anchored by geography rather than by single institutions, and the same Amtek representative an institution worked with last year is the representative they will work with next year. Account assignments are reviewed periodically to reflect territory changes, but the principle of regional continuity is constant.

A Note on Engagement Model

This RFP and similar consortium solicitations sometimes contemplate the assignment of full-time representatives dedicated to specific institutions. Amtek does not staff that way, and we want to be transparent about why: no single VHEPC institution generates the volume that would justify a representative assigned to that institution alone, and attempting to staff that way would dilute coverage everywhere else without improving service anywhere. Our model is dedicated regional coverage, in which each representative is assigned a defined Virginia territory, maintains ongoing relationships with every institution in that territory, and is the institution’s known, named, accessible point of contact across multiple programs and budget cycles. This produces the practical equivalent of a dedicated representative — the same person, year after year, who knows the institution’s programs, instructors, prior purchases, and pipeline — without the staffing premise that would not be sustainable at any single institution’s volume.

Engagement intensity within each territory is calibrated to account need. High-activity institutions — including the larger VCCS campuses and the universities with the most active technical and engineering program purchases — receive regularly scheduled in-person visits, equipment demonstrations on request, and direct access to the assigned representative for quoting and program planning. Smaller and lower-frequency institutions are served through a combination of remote support, periodic check-ins, and on-site visits scheduled around specific projects.

Technical Support Coverage of Virginia

Outside sales is supported by Amtek’s three-person technical support team, which is geographically distributed to provide on-site coverage across the entire Commonwealth without relying on third-party subcontractors:

<i>Support Specialist</i>	<i>Based In</i>	<i>Primary Geographic Coverage</i>
Jim Deal	Arnold, Maryland (Amtek HQ)	Northern Virginia and Maryland HQ-based coverage
Brian Hall	Richmond, Virginia	Central, Eastern, and Tidewater Virginia

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First-line technical support requests are routed through support@amtekcompany.com (see Section II), with the request triaged to the regional specialist best positioned to respond based on customer location and equipment type. Together, the three-person team provides Amtek-employed (not subcontracted) on-site service capability throughout Virginia, with a base of operations in the Tidewater/Central, Northern Virginia/HQ, and Southwest regions, respectively. This geographic distribution — combined with ongoing manufacturer certifications maintained by each technician — is the operational backbone behind the warranty administration commitment described in Section IX.C.

Industry and Workforce-Development Engagement

Beyond direct account engagement, Amtek participates regularly in Virginia higher-education and workforce-development conferences such as the VCCS New Horizons Conference, the Virginia ACTE conference, and regional workforce summits that bring institutions, instructors, and program leaders together. These events serve both as a way to maintain relationships with existing contract users and as a channel for surfacing new program opportunities at institutions Amtek may not yet be working with.

In addition to attending these convenings, Amtek directly hosts technical workshops, partner showcases, and certification seminars throughout the year — typically three to four events per year — that bring manufacturers and institutional users together in formats designed to fit instructional schedules. Recent and recurring examples include:

- **Virginia Tech Engineering Expo (March 2026)** — Amtek hosted multiple manufacturer partners on the Virginia Tech campus so faculty and program staff could engage with current technology directly on campus, without travel.
- **Old Dominion University — “Building the Future Maritime Workforce” seminar** — Amtek-organized seminar at ODU focused on workforce-development priorities relevant to the region’s maritime and applied-technology programs.
- **Laser Cutter Workshops** — held at Amtek’s Maryland headquarters and at host locations in Virginia (most recently in Mechanicsville).
- **Hands-on HVACR training workshops** — instructor-focused workshops on HVAC and refrigeration training equipment for community college and high school technical-center programs.
- **Amatrol Ignite and SACA certification seminars** — bringing manufacturer-led certification preparation directly to instructional staff in our territory.
- **“Ignite” lunch-and-learn series** — short, focused product introductions pairing manufacturer representatives with instructional staff at customer locations.

Members of Amtek’s team also serve on advisory committees at VHEPC institutions, including a current seat on the Perkins Advisory Committee at Northern Virginia Community College. These relationships position Amtek to engage with institutions earlier in the program-planning cycle — surfacing opportunities, contributing to curriculum and equipment-planning conversations, and maintaining working relationships with the people responsible for program direction at the institutional level.

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Whenever Amtek adds a new manufacturer line relevant to VHEPC institutions, the addition is communicated to existing contract users through the assigned representative and, where appropriate, supported with on-site demonstrations or pilot installations.

B. Customer Advocacy and Problem Resolution

For products and product categories within Amtek's direct service scope, Amtek functions as the institution's primary point of contact for issues that arise during and after a purchase — managing manufacturer warranty processes, freight claims, technical configuration questions, and training scheduling on the institution's behalf. For lower-cost consumer or desktop equipment whose manufacturer's warranty does not include on-site service (commonly desktop 3D printers, low-cost laser cutters, and similar instructional accessories), Amtek directs the customer to the manufacturer's published support channel — consistent with the warranty service-method framework set forth in Section X (General Warranty Statement).

This is a deliberate operating model. Our outside sales representatives maintain personal working relationships with the equivalent counterparts at each manufacturer — service managers, regional representatives, technical support leads. When a problem requires escalation, the escalation path is a phone call between people who know each other, not a ticket queued in a vendor portal. The result, in practice, is faster resolution and less administrative burden on the institution.

When a customer issue arises that is genuinely an issue — equipment that arrived damaged, a configuration that does not match the order, a training session that did not deliver the intended outcome — Amtek's policy is to advocate for the customer through resolution, not to defer to manufacturer policy as a way of closing the case. This is the operating philosophy under the existing contract and will continue under the new contract.

C. Warranty Administration

All products supplied under this contract carry the original equipment manufacturer's warranty, passed directly to the purchasing institution at time of sale. The general warranty framework is set forth in Section X (Pricing) of this proposal; the manufacturer's published warranty document is the controlling text in each case.

Amtek administers all warranty claims on the institution's behalf. This includes:

- Receiving the warranty issue from the institution and confirming the product, serial number, and symptoms
- Coordinating the manufacturer's authorized warranty response — whether that is a parts shipment, an on-site service dispatch, or a return-and-replace
- For product lines serviced directly by Amtek technicians, performing first-year warranty repairs on-site within our territory wherever possible
- Tracking the claim to closure and confirming with the institution that the resolution was satisfactory

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If a product is found to be inoperative at installation, Amtek will replace or repair the product through coordination with the manufacturer, with the institution's preference governing the chosen remedy.

Warranty terms by product line are detailed in the pricing schedule. As a representative reference, five-year warranties apply to TecQuipment lines; three-year warranties apply to Forest Scientific lines; and two-year warranties apply to Lucas-Nülle and Universal Lasers (laser tube). Manufacturer-standard one-year warranties apply to most other product lines, with the option to purchase extended warranty coverage where the manufacturer offers it.

D. Sustainability

Amtek's product portfolio is dominated by long-lifecycle, repairable, industrial-grade equipment — categories where the most meaningful sustainability impact is product longevity rather than single-purchase carbon accounting. Industrial training systems, laboratory furniture, and engineering teaching platforms supplied under this contract are routinely in active service ten to twenty years after installation, often longer. Reducing replacement frequency is the single largest lever Amtek can pull on environmental impact, and our recommendation practice explicitly favors equipment that will hold up under sustained instructional use.

Within that framing, several specific practices apply:

- **Product selection** — Amtek's sales representatives are trained to recommend equipment matched to the program's actual usage profile, avoiding overspecification that drives unnecessary embodied cost or undersized purchases that lead to early replacement.
- **Energy-conscious manufacturer offerings** — While Amtek's manufacturing partners are not positioned as sustainability-first producers, their products are designed for long service life, modular repair, and repeated use across many years, which reduces lifecycle waste and resource consumption. Their primary sustainability contribution is through workforce training systems that support renewable energy, efficient manufacturing, and infrastructure resilience.
- **Shipment consolidation** — Where program purchases include multiple line items shipping from a single manufacturer, Amtek consolidates shipments where lead times allow to reduce freight count and packaging.
- **Furniture longevity** — Amtek's primary lab furniture line, GMI, is designed for technical environments where standard classroom furniture would fail within a few years.

E. Quarterly Reporting Commitment

Amtek understands that the new contract requires quarterly reports submitted via the VHEPC Unified Quarterly Reporting Template, with separate tabs for member and non-member activity, due within thirty days following the close of each quarter. Reports will be submitted to the VHEPC Contract Administrator (currently Anu Mathew, amathew@virginia.edu) on the prescribed schedule.

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Amtek has maintained accurate annual reporting throughout the current VHEPC contract. The transition to a quarterly cadence under Virginia Tech's leadership is an operational evolution that requires adjustments to internal reporting workflows, not a structural change to the underlying data Amtek already captures. Specifically:

- Amtek's quoting and order management systems already capture customer institution, order date, line items, manufacturer, and order value at the level of detail required by the template.
- The template's two-tab structure (member and non-member) maps cleanly to the way Amtek already segments contract activity for fee calculation purposes.
- Where the template includes fields that are not applicable to a given product or sale (for example, line-level list price detail for products from manufacturers that provide cost-only pricing, or unit-of-measure detail for integrated solution sales), Amtek will populate those fields per the consortium's stated flexibility — including, where appropriate, reporting at the project or bundle level using "Project" as the unit of measure as expressly contemplated by the template.
- Internal reporting cadence will be set monthly, with the quarterly report compiled and submitted from already-generated monthly extracts, ensuring that the thirty-day post-quarter deadline is met without last-minute compilation pressure.

The pricing methodology Amtek uses for the smaller number of manufacturers that provide cost-only pricing is described in the Pricing Methodology Statement at the start of Section X. That methodology is consistent with the reporting approach described here: the list price Amtek establishes for these products serves as the basis for the discount calculation, and that figure is what is reported.

Section X — Pricing (Attachment B)

Addresses Selection Criterion #4

Pricing Methodology Statement

Amtek prices products under this contract using a consistent, transparent, and auditable methodology. For each manufacturer represented, a list price basis is established and a contract discount percentage is applied to that basis. The contract price is the resulting net figure.

List Price represents the established commercial price for the products, inclusive of all applicable costs associated with procurement, handling, and delivery. Contract pricing will be determined by applying the stated discount to the List Price. For the smaller number of manufacturers that provide Amtek with cost-only pricing, Amtek establishes a list price that fairly reflects those costs, and that price serves as the list basis. In both cases, the list basis is the figure that appears on Amtek's quotes, is consistent with the FOB Destination

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pricing requirement of the contract, and is applied consistently across all VHEPC institutions purchasing under this contract.

The contract discount percentage applies off the list basis and remains fixed for the term unless modified through the contract amendment process described in the price escalation provisions. Manufacturer-driven price adjustments to the underlying products — typically annual, sometimes more frequent in response to material or component cost changes — flow through automatically as a function of the discount-off-list structure. This methodology is the one Amtek has applied under the current consortium contract since 2016 and is offered here for transparency.

For installation, training, and consulting services, Amtek offers fixed contract rates rather than discounts off a list price, since these services are not list-priced commodities. The fixed service rates set forth in the attached Discount Schedule are firm for the first 365 days of the contract per the price escalation clause; thereafter, any change to the service rates would be subject to the thirty-day advance notice requirement before contract renewal as set forth in the contract terms.

The complete manufacturer-by-manufacturer discount schedule and the contract service rates are provided as a separate attached file titled **“Discount Schedule” (Attachment B)**, included with this submission. That file is the controlling source for the manufacturer discount schedule (manufacturer name and contract discount from list price); service rates for Amtek-staff training, installation, and consulting; service-rate treatment for installations and training delivered through a furniture-installation partner, a manufacturer-certified resource, or a qualified third-party instructor under Amtek coordination; treatment of manufacturer extended warranties and maintenance agreements; treatment of manufacturer-direct service when factory service is required; and treatment of parts and consumables.

Shipping, delivery, and warranty terms applicable under this contract are set forth in the subsections below.

General Education Discount Schedule - Products	
Manufacturer	Discount %
Amatrol	5%
APT	2%
Atech	2%
Bambu - Pro Series	2%
Bayport	5%
BOFA Americas	3%
CEF (Custom Educational Furnishings)	10%
Clausing	2%
Clean Air Industries	2%
Clear Touch	2%
CM Labs	2%
Collins	5%
Columbia Manufacturing	20%
Creaform	10%
C-Tech	2%
DAC Worldwide	5%
Denford CNC	5%
Diversified Spaces	20%
Dobot Robots	5%
Edsall Sandusky	10%
Emerson (Greenlee, Ridgid)	2%
FANUC CERT Program Packages	20%
FANUC CNC Machines	2%
FANUC CNC Simulators	2%
FANUC Collaborative Robots	5%
FANUC Industrial Robots	5%
Fomcore	15%
Forest Scientific	5%
Formech	3%
Formlabs - Machines Only	2%
Greene Manufacturing Inc.	10%
Haskell	15%
Horizon	2%
JPW Industries (Jet, Powermatic, Wilton, Baileigh, Edwards, Axiom)	5%
Kern Laser	2%
KI Industries	15%
Levil Technology	2%
Lincoln Electric	2%
LJ Create	5%
Lucas Nuelle	2%
Matrix Multimedia	5%
Maxfloair	2%
Media Technologies	15%
Miller Welding & Digital Welding Technology	2%

MINDS-i	3%
MSSC	2%
Office Star	15%
OM Seating	15%
OnRobot	5%
Paragon	15%
Purex	2%
Quanser	3%
Real Games	3%
Roland	3%
Safco	15%
SawStop	1%
Siemens	†
Simlog	3%
Smith System	10%
SnapOn	2%
Solidworks/3D Experience	†
Stratasys 3D printers	5%
Techno CNC	2%
TecQuipment	5%
Trotec	2%
UltiMaker / MakerBot - Machines Only	2%
Universal Laser Systems	5%
VR Sim	3%
Wazer	2%
WB Manufacturing	15%
xTool	2%
Additional goods and services	case by case basis
Parts and Consumables - All manufacturers	0%
† Pricing already reflects deeply discounted educational rates and the maximum discount Amtek can offer; no additional contract discount applies.	
General Education Discount Schedule - Services	
Standard on-site training (\$1,395 / day)	\$1,295
Standard on-site installation (\$1,395 / day)	\$1,295
Stratasys Extended Warranties	5%
Design, configuration and consulting services (\$225 / hr)	\$195/hr
If it becomes necessary to have service work performed directly by a product manufacturer for any reason, the service work will be discounted at the applicable manufacturer discount rate listed in the Product Discount Schedule above and billed accordingly.	N/A

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RFP #952642606

Shipping and Delivery

All products supplied under this contract are shipped FOB Destination via Amtek's choice of carrier. Standard ground shipping to a standard-height loading dock is included in Amtek's quoted price for each product, and the contract discount applies to that quoted price. The customer is not separately invoiced for ground freight.

Special handling — including but not limited to lift-gate service, inside delivery, elevated-floor delivery, white-glove handling, residential delivery, and remote or non-dock locations — is not included in standard ground shipping. Customers who anticipate needing special handling services for a particular order should request a special-handling quote at the time of ordering so the additional charges can be incorporated into the quoted price.

General Warranty Statement

All products carry the original equipment manufacturer's warranty, passed directly to the purchasing institution. Representative warranty terms by product line:

- **Five-year warranty:** TecQuipment
- **Three-year warranty:** Forest Scientific
- **Two-year warranty:** Lucas-Nülle (parts only); Universal Lasers (laser tube only)
- **One-year warranty:** All other manufacturer lines, per the manufacturer's published warranty document

Warranty service method varies by product line and is governed by the manufacturer's published warranty terms. Where the manufacturer's warranty for a particular product line includes on-site service and Amtek's technicians are equipped to service that product line, first-year warranty repairs will be performed on-site within Amtek's territory wherever possible. For product lines whose manufacturer warranty does not include on-site service — most commonly desktop, consumer-grade, or lower-cost equipment — warranty service is handled per the manufacturer's published policy, which may include depot return, parts-only support, or self-service via Customer Replaceable Units (CRUs) for components the manufacturer designates for customer installation. After the first year, warranty repairs are handled per manufacturer policy in all cases.

All non-warranty repairs are billed at Amtek's standard daily service rate plus any necessary parts; should a non-warranty repair require an on-site visit, travel expenses are billed at the contract-published rates. If a product manufacturer performs warranty or non-warranty service directly (for example, when the manufacturer requires factory service for a particular system), the service is treated per the manufacturer-direct service treatment set forth in the attached Discount Schedule.

Section XI — Appendices

The following items are included as appendices to this proposal:

Amtek Company, Inc.

RFP #952642606

- 1. Signed RFP Signature / Submission Page** — Required RFP submission page, executed by Ronald Baddock, President.
- 2. Signed Acknowledgment of Addendum No. 1** — Signed acknowledgment of Addendum No. 1 (issued April 24, 2026), executed by Ronald Baddock, President.
- 3. Sample Quote** — A representative Amtek quote showing list price and contract discount price for each line.
- 4. Sample Invoice** — A representative Amtek invoice.
- 5. SWaM Certification Documentation** — Current SBSD Small Business certification (certification number 651958).
- 6. Certificate of Insurance** — Current Amtek Company, Inc. certificate of insurance.
- 7. eVA Vendor Registration Confirmation** — Confirmation of Amtek's active eVA vendor registration (C10605).

RFP # 952642606, Specialized Scientific Equipment & Instrumentation

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

DUE DATE: Proposals will be received until **May 11th, 2026 at 3:00 PM**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

INQUIRIES: All inquiries for information regarding this solicitation should be directed to Levi Henry, Phone: (540) 231-7852 e-mail: lhenry29@vt.edu. All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 3:00 PM on April 24, 2026. Inquiries must be submitted to the procurement officer identified in this solicitation.

PROPOSAL SUBMISSION:

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

Proposals may NOT be hand delivered to the Procurement Office.

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

Proposals must be submitted electronically at:

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

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

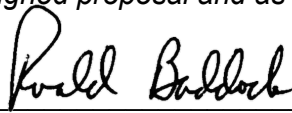
Click on the opportunity and log in to your vendor account to begin preparing your submission. Upon completion, you will receive a submission receipt email confirmation. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered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

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

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

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

AUTHORIZED SIGNATURE: _____



Date: 5/6/2026

[INCLUDE THIS PAGE]



VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY
PROCUREMENT DEPARTMENT

ADDENDUM NO. 1

DATE:	April 24, 2026
TO:	All Offerors
FROM:	Levi Henry, Senior Contracts Officer
TOTAL PAGE(S):	2
SOLICITATION TITLE:	Specialized Scientific Equipment and Instrumentation
SOLICITATION NUMBER:	952642606

I. CLARIFICATIONS AND ADDITIONAL INFORMATION

1. The VHEPC Quarterly Reporting Template referenced in the RFP is included as an attachment as part of this addendum. ***Please note that not all fields are required, and we are flexible in allowing the offeror to do the best they can to provide the data as it applies to their product/service offering.

II. REQUESTS FOR INFORMATION

1. We utilize a standardized pricing model that structures pricing by supplier and product line, providing a defined range of minimum and maximum discount percentages within each category. As a result, pricing components such as list price, net price, and installation costs may not be applicable. Will this pricing approach be acceptable for the RFP?

Yes, this is acceptable just please clearly indicate the discount percentages as part of your pricing approach.

2. Section 10 of Attachment A prohibits stating in our literature that any Commonwealth agency or institution has purchased or uses its products. Are contractors permitted to advertise the agreement itself in its literature? In the PAC it states the University will promote the PAC, but can the contractor promote it as well?

Yes, contractors are permitted to advertise the agreement itself in its literature. Virginia Tech and VHEPC will both work in conjunction to promote the PAC, and we highly encourage the contractor to promote the PAC as well.

3. *The link in Attachment A appears to be inactive. Please confirm if the doc in the following link is correct:*

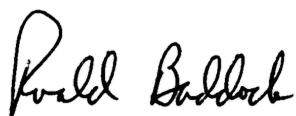
https://www.procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/RFP-General-Terms-And-Conditions.pdf

Please use the following link instead:

https://www.procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/RFP-General-Terms-And-Conditions.pdf

4. We are seeking clarification regarding invoicing requirements under this contract. Specifically, Section 1X states: "Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted by email to vtinvoices@vt.edu." Could you please confirm whether this means that all invoices from all participating entities must be submitted to Virginia Tech's Accounts Payable, or whether this requirement applies only to VT.edu, with other entities receiving invoices directly?

This section refers strictly to Virginia Tech invoices. Other entities shall be invoiced directly and do not need to be sent to Virginia Tech.



5/6/2026



Quotation

Quote Number: A261897

Date: 06-May-26

1244 Ritchie Hwy, Suite 10, Arnold MD 21012
Phone: (800) 926-8359 Fax: (410) 315-9249

Please email purchase orders to orders@amtekcompany.com

Customer:

Test1 Client
123 Teest Road
Test, AK 11111
Attn: Test 1 Contact
Ph:
test1@email.email

Terms:

Validity: 30 Days
Delivery: 60 - 75 Days ARO
Pay't Terms: Net 30 Days
FOB Point: **Delivered**
Consultant: House Account

Sample Quote for RFP #: 952642606 - (insert contract #) PAC Contract Pricing

Model No	Description	Quantity	Unit Price	Ext. Price
990-ACDC1	Amatrol - Portable AC / DC Electrical Learning System Requires 100-240V/50-60Hz/1ph electrical and PC. For PC requirements, see amatrol.com/support . Recommended table 82-610 Mobile Technology Workstation or equivalent. Optional 23150 Spare Parts kit available. Includes: (1) Portable Console; (1) Power Cord; (1) Output Component Set; (1) Input Component Set; (1) Transformer Module; (1) Capacitor/Inductor Set; (1) Digital Multimeter; (1) Fuse Puller and Fuses; (1) Neon Circuit Tester; (1) M11133 Student Curriculum - Interactive PC-Based Multimedia; (1) C11133 Instructor's Guide; (1) K11133 Instructor's Resource Print CD; (1) D11133 Installation Guide; (1) H11133 Student Reference Guide.	1	\$10,064.00	\$10,064.00
	Contract Discount	1	(\$503.00)	(\$503.00)
ATK-SERV1	On-Site System Setup and Familiarization By Amtek	1	\$1,395.00	\$1,395.00
	Contract Discount	1	(\$100.00)	(\$100.00)
Grand Total				\$10,856.00

NOTE:

- 1) Amtek Company PAC Contract # is: ****.
- 2) Please consider this quote as authorization to utilize the Amtek PAC contract pricing
- 3) Unless otherwise noted, delivery does not include rigging charges (if required), expedited delivery, or extra delivery/handling charges required because of changes made to the facility after PO is generated.
- 4) Equipment is invoiced upon delivery and payable per stated terms. Installation and training services are invoiced separately upon completion and are payable per stated terms.
- 5) Seller reserves the right to invoice for partial shipments and/or partial project completion. Customer agrees to pay such invoices in accordance with stated terms.
- 6) Delays in installation or training due to customer scheduling, site readiness, or access will not delay invoicing or payment. Additional costs incurred due to such delays (including storage, remobilization, or rescheduling) may be invoiced to the customer.
- 7) Orders once received and processed cannot be cancelled.

Invoice

Amtek Company, Inc.

1244 Ritchie Hwy, Ste. 10
Arnold, MD 21012

Supplier Number

Date	Invoice #
5/4/2026	51520

Bill To
Virginia Polytechnic Institute & State University Attn: Accounts Payable 300 Turner Street NW Blacksburg, VA 24061

Ship To
Test1 Client 123 Teest Road Test, AK 11111

P.O. Number		Terms		Rep	Ship	Via	F.O.B.	Project	
120120		Net 30		AB	5/4/2026	UPS	Delivered	S-26054	
Quantity	Item Code	Description					Price Each		Amount
1	990-ACDC1	Amatrol - Portable AC / DC Electrical Learning System					10,064.00		10,064.00
		Contract Discount					-503.00		-503.00
	ATK-SERV1	On-Site System Setup and Familiarization By Amtek					1,395.00		1,395.00
		Contract Discount					-100.00		-100.00

FEIN #: 52-1741665 Payments made by Visa/MasterCard are subject to a 4% convenience fee.	Total	\$10,856.00
--	-------	-------------

Phone #	Fax #
4103159260	410-315-1887

Payments/Credits	27	\$0.00
Job Total Balance		\$10,856.00



COMMONWEALTH OF VIRGINIA
Department of Minority Business Enterprise

SWaM Certification Program

Request for Additional Certified SWaM Type

Company Name: Amtek Company, Inc.

Contact Name: Dawn Baddock

Address: 1244 Ritchie Highway, Suite 10

City / State/ Zip: Arnold, MD 21012

Phone: (800) 926-8359

Email Address: dbaddock@amtekcompany.com

SWaM Certification / Record Tracking number: 651958

Type of SWaM Type Currently Certified:

☐ Small, ☐ Women Owned, ☐ Minority Owned

Additional SWaM Type Requested:

☐ Small, ☐ Women Owned, ☐ Minority Owned

Justification for Request:

Dawn Baddock is majority owner of Amtek Company, Inc., see attached documentation.

The undersigned understand that any material misrepresentation as stipulated above will be grounds for denial or revocation of certification and initiation of action under State laws (Code of Virginia § 18.2-213.1) concerning falsely sworn statements.

Code of Virginia § 18.2-213.1:

A person shall be guilty of a Class 1 misdemeanor if, in the course of business, he willfully makes a false statement knowing it to be untrue, whether by affidavit, report or other representation, to an official or employee of a public body for the purpose of influencing the certification or denial of certification of any business entity as a small, women-owned, or minority-owned business, or disadvantaged business;

Business Owner's Name: Dawn Baddock

Company Position: CFO

Business Owner's Signature: Dawn G. Baddock

Please send the completed form and supporting documents to DMBE:

Mailing address: Department of Minority Business Enterprise
1111 East Main Street, Suite 300
Richmond, Virginia 23219

Fax number: (804) 786-9736

Example of Supporting Documents: IRS letter of EIN notification, Federal Tax Return (Corporation Schedule: E; S Corporation Schedule: K-1; Partnership: Schedule K-1 **OR** Schedule C; LLC: Schedule E **OR** Schedule K1 **OR** Schedule C), Articles of Incorporation Amendments, Corporate Board Meeting Minutes, etc.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/6/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BAY AREA INSURANCE GROUP LLC 1 ANNAPOLIS STREET SUITE 100 ANNAPOLIS MD 21401	CONTACT NAME: PHONE (A/C, No, Ext): 410-647-7333 FAX (A/C, No): E-MAIL: ADDRESS: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: SELECTIVE INS CO OF SOUTH CAROLINA</td> <td>19259</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: SELECTIVE INS CO OF SOUTH CAROLINA	19259	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
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INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															
INSURED AMTEK COMPANY INC, BADDOCK PROPERTIES LLC 1244 RITCHIE HWY ARNOLD MD 21012-1887															

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Business Owners GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☒ LOC OTHER:	X		S 2296252	7/8/2025	7/8/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ INCLUDED GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED ☒ AUTOS ONLY HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			S 2296252	7/8/2025	7/8/2026	COMBINED SINGLE LIMIT (Ea accident) \$ Included BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☐ DED ☒ RETENTION \$ ZERO	X		S 2296252	7/8/2025	7/8/2026	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

This Certificate of Liability Insurance was created by Selective on behalf of the agent.

VIRGINIA TECH is included as additional insured with respect to General Liability as required by written contract or agreement.

CERTIFICATE HOLDER**CANCELLATION**

VIRGINIA TECH 290 COLLEGE AVENUE Blacksburg VA 24061	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	---

© 1988-2015 ACORD CORPORATION. All rights reserved.

AGENCY CUSTOMER ID: _____
LOC #: _____



ADDITIONAL REMARKS SCHEDULE

AGENCY BAY AREA INSURANCE GROUP LLC		NAMED INSURED AMTEK COMPANY INC, BADDOCK PROPERTIES LLC	
POLICY NUMBER S 2296252		1244 RITCHIE HWY	
CARRIER SELECTIVE INS CO OF SOUTH CAROLINA	NAIC CODE 19259	ARNOLD	MD 21012-1887
		EFFECTIVE DATE: 7/8/2025	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

JOB #

JOB LOCATION



Vendor Information



Vendor Location and HQ information

Vendor Information

Vendor

Location Standard Name - eMail Supplier:
AMTEK COMPANY

Location Name - eMail Contact:
AMTEK Company

eVA Status: Active(Self-Registered)

eVA ID: C10605

VLIN ID: VA10048787

Headquarter: Yes

Order Address

1244 RITCHIE HIGHWAY
SUITE 10
ARNOLD, MD 21012

Contact Information

Contact: Jones, Diane
Phone No: 4103159260
Email:
orders@amtekcompany.com

HQ Information

Headquarter Information

HQ Legal Name:
AMTEK COMPANY

eVA ID: C10605

Headquarter Ordering Address

1244 RITCHIE HIGHWAY
SUITE 10
ARNOLD, MD, 21012

Vendor SWAM

Business Type	Certification #	Start Date	Expire Date
Small Business	651958	6/23/2023	6/23/2028

PCard & Orders	Purchase Order Dollars
Accepts P-Cards: No Accepts Visa: No Accepts Electronic Orders: Y	Current FY (2026): \$4,486,872.39 Past FY (2025): \$5,006,408.50

NIGP Commodity Code(s)

NIGP Code	Description
03100	AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS AND ACCESSORIES (SEE CLASS 740 ALSO)
05050	Engraving, Etching, and Lithography Equipment and Supplies (Burins, etc.)
06061	Hydraulic System Components and Parts
07500	AUTOMOTIVE SHOP AND RELATED EQUIPMENT AND SUPPLIES
07589	Training Aids and Instructional Equipment and Supplies, Automotive
19524	Jewelers' and Watchmakers' Shop Equipment and Furniture
20332	Computer Instructional Aids and Training Devices, Environmentally Certified Products
20424	Controllers, Programmable: Industrial Control Devices, Robots, etc.

NIGP Code	Description
20482	Printers, Microcomputer (Not Otherwise Classified)
20496	Workstations: SPARC, RISC, etc. (For Use With CAD/CAM, etc.)
20672	Printers, High Speed, Line Printers, and Printer Subsystems
20732	Computer Instructional Aids and Training Devices
20830	Computer Aided Design and Vectorization Software
20880	Software, Microcomputer (Not Otherwise Classified)
20882	Scientific, Statistical, Engineering, Mathematical, and Mapping Software (Including Photogrammetry)
20931	Computer Aided Design
26054	Models, Manikins, and Instructional Aids
28551	Lamps: Scientific Instrument: Microscope, Oscilloscope, etc.
28724	Circuit Boards, Modular, Printed (PCB), and Proto
28778	Teaching and Demonstration Units: Electronic Kits, etc.
29000	ENERGY COLLECTING EQUIPMENT AND ACCESSORIES: SOLAR AND WIND
29010	Cells, Solar (Photovoltaic Cells), Unmounted
29082	Solar Energy Systems, Complete
29095	Wind Electrical Generating Systems and Accessories
30532	Drafting Machines and Scales
34500	FIRST AID AND SAFETY EQUIPMENT AND SUPPLIES (EXCEPT NUCLEAR AND WELDING)
34510	C.P.R. Equipment and Supplies (See 345-68 For Models)
34540	First Aid and Safety Teaching Equipment and Supplies: Charts, Manuals, Posters, Safety Placards, Safety Training Videos, etc.
34568	Manikins and Models, First Aid and Safety Teaching
41500	FURNITURE: LABORATORY
41555	Furniture, Laboratory (Custom Made)
42003	Arts and Crafts Furniture (Tables, etc.)
42030	Furniture, General (Custom Made)
42044	Institutional Furniture, All Types
42056	Library Furniture: Book Trucks, Card Cabinets, Carrels, Chairs, Curb-Side Book Returns, Dictionary Stands, Step Stools, Tables, etc.
42084	Schoolroom Furniture, Metal: Cabinets, Chairs, Desks, etc.
42086	Schoolroom Furniture; Plastic, Polypropylene, Fiberglass Type: Cabinets, Chairs, Desks, etc. (Incl. Stacking Types)
42088	Schoolroom Furniture, Wood: Cabinets, Chairs, Desks, etc.
42096	Work Benches, Shop Desks and Tables
42517	Data Processing Furniture, Metal and Plastic (For Storage Cabinets See Item 87)
42518	Data Processing Office Furniture, Wood (Not Storage Cabinets -See Item 87)
42530	Drafting Chairs and Stools, Metal and Wood
42537	Drafting Tables, Metal and Wood
42548	Furniture, Office (Custom Made)

NIGP Code	Description
42558	Plastic, Polypropylene, Fiberglass Office Furniture: Chairs, Desks, Tables, etc.
42594	Work Stations, Modular, Systems Furniture
49043	Laboratory and Scientific Equipment and Supplies (Not Otherwise Classified)
49300	LABORATORY EQUIPMENT, ACCESSORIES, AND SUPPLIES: BIOCHEMISTRY, CHEMISTRY, ENVIRONMENTAL SCIENCE, ETC.
54531	Industrial and Construction Machinery, Equipment, Components and Parts (Not Otherwise Classified)
54533	Lathe, Metalworking, Accessories and Supplies
54548	Milling Machines
54575	Saws, Stationary, Powered: Band, Bench, Electric, Scroll, Radial Arm, Table, Veneer, etc. (See 755-65 for Concrete Saws)
54584	Shears, Metal, Electric
54590	Woodworking Machines and Tools (Not Otherwise Classified), Portable and Stationary
57874	Robots (For Manufacturing Applications, etc.)
57876	Robots (For Educational, Scientific Applications, etc.)
62543	Laser Systems Instruments and Equipment (Including Lens and Laser Windows)
69059	Power Plants (Hydro, Marine, Petrol, Solar, Steam, Wind, Thermal)
70028	Graphic Art Equipment: Cameras, Darkroom Sinks, Engraving Machines, Heliographic Equipment, Light Tables, Photoengravers, Processors, Waxers, etc.
70030	Graphic Art Supplies: Films and Chemistry, Opaguing Supplies, Proofing Papers, Stripping Base, etc.
70077	Sign Engraving Equipment
78500	SCHOOL EQUIPMENT, TEACHING AIDS, AND SUPPLIES
78503	Anatomical Models (For Medical and Nursing Instruction) (See Also First Aid Manikins and Models In Class 345-68)
78555	Engineering and Technical Instruction Equipment and Materials (For Air Conditioning, Electronics, Machine Shop, etc.)
78588	Science Instruction Equipment (For Classroom or Laboratory Use)
78592	Training Aids, Materials, and Equipment for the Industrial Trades (Welding, Electrical, Instrumentation, Industrial Mechanics, etc.)
78593	Vocational Equipment and Supplies
80100	SIGNS, SIGN MATERIALS, SIGN MAKING EQUIPMENT, AND RELATED SUPPLIES
80145	Sign Making Equipment Including Computerized Type
84034	Editing, Titling, and Special Effects Systems, Accessories, and Parts
84500	TESTING APPARATUS AND INSTRUMENTS (NOT FOR ELECTRICAL OR ELECTRONIC MEASUREMENTS)
88020	Film Editing and Splicing Equipment and Supplies: Cement, Cleaner, Conditioner, Editors, Film Leader, Splicers, etc.
89500	WELDING EQUIPMENT AND SUPPLIES
89550	Gas Welding Apparatus
89570	Welding Accessories: Cutting Tips, Hammers, Hose, Inspection Shields, Lighters, Lighter Flints, Soapstone, Tip Cleaner, Tip Dip, etc.
89571	Welding Equipment and Supplies, Plastic

NIGP Code	Description
90948	Furnishings: Artwork, Cabinets, Furniture, Window Treatments, etc.
91485	Welding
91838	Education and Training Consulting
92014	Applications Software (For Minicomputer Systems)
92018	Computer Aided Design Services
92091	Training, Computer Based (Software Supported)
92416	Course Development Services, Instructional/Training
92486	Vocational Training, All Types (Including Vocational Rehabilitation and Technical Education)
92534	Energy Management Engineering
92557	Instrumentation/Engineering
93100	EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR APPLIANCE, ATHLETIC, CAFETERIA, FURNITURE, MUSICAL INSTRUMENTS, AND SEWING EQUIPMENT
93145	Furniture Installation and Reconfiguration Services (Including Systems Furniture)
93636	Furniture, School (Including Student Lockers), Maintenance and Repair (Includes Refinishing and Reupholstery)
93648	Industrial Equipment (Not Construction and Repair, or HVAC) Maintenance and Repair
93846	Furniture, Laboratory, Specialized, Maintenance and Repair (Includes Refinishing and Reupholstering)
96731	Classroom and Educational Furnishings and Equipment
97741	Furniture, Not Office, Rental or Lease
98460	Printers and Plotters, Computer (All Types), Rental or Lease
99277	Scientific Equipment Testing and Calibration Services
99846	Furniture, Sale of Surplus and Obsolete Items
99889	School Equipment, Sale of Surplus and Obsolete Items

Report 9001 VendorDetail.1.1

Negotiation Questions

1. **Virginia Tech question:** Cost to the University is a major component of this solicitation and one of the 5 factors considered during the award process. Please submit your best and final pricing/discount structure for consideration.

Response: Amtek appreciates the opportunity to submit its best and final pricing. Amtek's pricing under this contract is structured as a fixed discount percentage off each manufacturer's published list price (or, for manufacturers without a published U.S. list price, off Amtek's established market price), as set forth in the Discount Schedule (Attachment B). Having reviewed that schedule in response to this request, Amtek is pleased to improve its best-and-final discount structure on the following lines: **Clear Touch – discount is improved from 2% to 4%, Media Technologies – discount is improved from 15% to 17%, and Wisconsin Bench, discount is improved from 15% to 20%** All other discount percentages set forth in Attachment B are confirmed as Amtek's best and final pricing. Amtek's fixed service rates are confirmed at \$1,295 per technician/trainer per day for installation and training and \$195 per hour for consulting services.

2. **Virginia Tech question:** Are the prices provided with your proposal as favorable (or more favorable) as pricing provided to other Higher Educational Institutions?

Response: Yes. The discount structure offered in Amtek's proposal represents Amtek's most competitive higher-education pricing and is as favorable as, or more favorable than, the pricing Amtek extends to other higher education institutions and cooperative purchasing programs. Amtek has served Virginia's higher education institutions under the predecessor consortium contract since 2016, and the pricing offered here reflects the volume and partnership represented by VHEPC membership.

3. **Virginia Tech question:** Do you agree to provide invoices with payment due thirty (30) days after receipt of invoice or goods/services, whichever is later?

Response: Yes. Amtek agrees to provide invoices with payment due thirty (30) days after receipt of the invoice or receipt of the goods/services, whichever is later.

4. **Virginia Tech question:** If awarded a contract, do you agree to limit price increases to no more than the increase in the Consumer Price Index, CPI-W for the latest twelve (12) months for which statistics are available at the time of renewal or 3 percent, whichever is less?

Response: Amtek's pricing under this contract is expressed as fixed discount percentages off manufacturer list price, not as fixed prices. Amtek commits that the contracted discount percentages will not change during the periods for which they are held firm — institutions will always receive the full contracted discount. Amtek also agrees that any increase to its own controllable pricing — its fixed installation, training, and consulting service rates — will be limited to no more than the lesser of CPI-W or 3% at the time of renewal. Amtek cannot, however, commit to a CPI/3% cap on the underlying manufacturer list prices themselves, because those prices are set by the manufacturers and are outside Amtek's control; if a manufacturer

implements a significant cost-driven increase (for example, a material-cost increase in steel or electronic components), that change flows through to the customer's price at the same contracted discount. In short, the discount the institution receives is firm and protected; the manufacturer's underlying list price remains market-driven.

5. **Virginia Tech question:** If awarded a contract, are you willing to hold prices firm for the initial contract period and the first renewal term?

Response: Amtek agrees to hold its discount schedule — the contracted discount percentages off manufacturer list price — firm through the initial two-year contract period and the first two-year renewal term. Amtek cannot hold absolute prices firm over that period, because the underlying manufacturer list prices are set by the manufacturers and will move with market conditions; the customer's price moves with the manufacturer's list price but always at the firm contracted discount. Amtek's fixed installation, training, and consulting service rates are held firm for the initial two-year contract period; any adjustment to those service rates at the first renewal would be subject to the CPI-W/3% cap described above.

6. **Virginia Tech question:** Are you registered with and willing to participate in the eVA internet procurement solution described in the terms and conditions of the RFP?

Response: Yes. Amtek is an active, registered eVA vendor (vendor number C10605) and is willing to participate in the eVA procurement system as described in the terms and conditions of the RFP. Amtek has transacted through eVA with Virginia public institutions for many years.

7. **Virginia Tech question:** Are the prices for all goods/services listed in your proposal inclusive of all applicable [eVA system transaction fees](#)?

Response: Yes. Amtek's pricing is inclusive of applicable eVA system transaction fees. eVA fees will not be itemized or passed through to ordering institutions as a separate charge.

8. **Virginia Tech question:** Are you willing to provide a report at the end of each Virginia Tech Fiscal Year detailing the money saved by the University by utilizing this contract? Virginia Tech's Fiscal Year ends June 30th of each year.

Response: Yes. Amtek agrees to provide a report at the end of each Virginia Tech fiscal year (ending June 30) summarizing Virginia Tech's purchasing activity and the savings realized through use of this contract. This annual report is provided in addition to the quarterly VHEPC consortium reporting Amtek already commits to under the contract.

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

Response: Yes. Amtek agrees that the initial contract period shall be two years.

10. **Virginia Tech question:** Upon completion of the initial contract period, do you agree that the contract may be renewed by Virginia Tech upon written agreement of both parties for four (4) two-year periods, under the terms of the current contract?

Response: Yes. Amtek agrees that, upon completion of the initial contract period, the contract may be renewed by Virginia Tech upon written agreement of both parties for four (4) additional two-year periods, under the terms of the then-current contract.

11. **Virginia Tech question:** Prior to renewal do you agree to reevaluate pricing to be sure Virginia Tech is receiving the best possible discount or rate structure you can provide?

Response: Yes. Prior to each renewal, Amtek agrees to re-evaluate its pricing and discount structure to ensure Virginia Tech and participating institutions continue to receive the best discount and rate structure Amtek can provide.

12. **Virginia Tech question:** Do you agree that you will be performing services as an Independent Contractor, Company, Corporation or other business entity and are not an employee of Virginia Tech or any other Commonwealth Entity?

Response: Yes. Amtek Company, Inc. agrees that it will perform under this contract as an independent business entity and not as an employee of Virginia Tech or any other Commonwealth entity.

13. **Virginia Tech question:** Do you further agree that Virginia Tech will not withhold any income taxes from its payments to contractors nor will it provide any employment benefits to the contractor or contractor's employees?

Response: Yes. Amtek agrees and understands that Virginia Tech will not withhold any income taxes from its payments to Amtek, and will not provide any employment benefits to Amtek or to Amtek's employees.

14. **Virginia Tech question:** Please describe your turn-around time if emergency services are needed.

Response: Amtek maintains technical support staff based within Virginia — in Northern Virginia, in the Richmond / Central and Eastern Virginia region, and in the Blacksburg / Southwest Virginia region — in addition to its Maryland headquarters. When a customer reports an emergency, Amtek responds with phone and remote diagnostic support the same business day. When an on-site visit is required, the geographic distribution of Amtek's Virginia-based support staff allows Amtek to reach most institutions promptly, typically within one to two business days depending on location and the nature of the issue. For issues that require manufacturer involvement or replacement parts, Amtek escalates directly with the manufacturer's service contacts to expedite resolution.

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

Response: Amtek can begin providing goods and services immediately upon contract award and execution. Amtek is an existing consortium contractor that has served

VHEPC institutions under the predecessor contract since 2016, is already registered in eVA, and is fully staffed — there is no ramp-up period and no transition of account staff. Quotes can be issued and orders accepted as soon as the contract is effective.

16. **Virginia Tech question:** Do you acknowledge, agree and understand that your contract is not exclusive, and that Virginia Tech cannot guarantee a minimum amount of business if a contract is awarded to your company?

Response: Yes. Amtek acknowledges, agrees, and understands that any contract awarded is not exclusive, and that Virginia Tech cannot guarantee a minimum amount of business if a contract is awarded to Amtek.

17. **Virginia Tech question:** Does the vendor acknowledge, agree, and understand that the terms and conditions of the RFP # 952642606 shall govern the contract if a contract is awarded to your company?

Response: Yes. Amtek acknowledges, agrees, and understands that the terms and conditions of RFP #952642606 shall govern the contract if a contract is awarded to Amtek.

18. **Virginia Tech question:** If applicable, do you agree to become a certified SWaM vendor with the Virginia Department of Small Business and Supplier Diversity and maintain that certification throughout the term of this contract?

Response: Yes. Amtek is already a certified SWaM Small Business with the Virginia Department of Small Business and Supplier Diversity (SBSD certification #651958, current through June 23, 2028) and agrees to maintain that certification throughout the term of this contract.

19. **Virginia Tech question:** Please submit a W-9 on the current IRS Form Revision, and a copy of your Certificate of Insurance that meets the requirements of the solicitation.

Response: Amtek will provide a completed W-9 on the current IRS Form revision. A Certificate of Insurance meeting the requirements of the solicitation was submitted with Amtek's proposal as Appendix 6, and a current Certificate of Insurance is provided with this response.