

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: VTG-3277-2026

This contract entered into this 1st day of July 2026 by Foster & Freeman USA 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.

AT RN  
(Initials)

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

Contractor  
By: DocuSigned by:  
amy temenak  
11090BAE14D34C4...  
(Signature)  
amy temenak  
\_\_\_\_\_  
Name and Title  
Corporate Secretary

Virginia Tech  
By: DocuSigned by:  
Reed Nagel  
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 Foster & Freeman USA 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-3277-2026 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 31<sup>st</sup> 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 31<sup>st</sup>, 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](mailto:procurement@vt.edu)  
540-231-6221  
300 Turner Street NW Suite 2100  
Blacksburg, VA 24061

If to Supplier:

Name: Amy Temenak  
Address: 20145 Ashbrook Place #190, Ashburn, VA 20147  
Email: [amy.temenak@fosterfreeman.com](mailto:amy.temenak@fosterfreeman.com)

## ACCEPTANCE

**For**  
**Virginia Polytechnic Institute**  
**& State University**

**For Supplier**

DocuSigned by:  
  
SEF5TDA320D049B...

Reed Nagel  
Director of Procurement

8/5/2026

Date

DocuSigned by:  
  
11098BAE14D34C4...

Name: amy temenak

Title: Corporate Secretary

8/4/2026

Date

Agreement #: VTG-3277-2026-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 11<sup>th</sup>, 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](mailto: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](mailto: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](mailto: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](mailto: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](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](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 31<sup>st</sup> 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**

|                             |                                                      |
|-----------------------------|------------------------------------------------------|
| <b>DATE:</b>                | <b>April 24, 2026</b>                                |
| <b>TO:</b>                  | <b>All Offerors</b>                                  |
| <b>FROM:</b>                | Levi Henry, Senior Contracts Officer                 |
| <b>TOTAL PAGE(S):</b>       | <b>2</b>                                             |
| <b>SOLICITATION TITLE:</b>  | Specialized Scientific Equipment and Instrumentation |
| <b>SOLICITATION NUMBER:</b> | 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](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](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](mailto: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.**



20145 Ashbrook Place #190  
Ashburn, VA 20147  
Tel: 888 445 5048  
Fax: 888 445 5049  
[www.fosterfreeman.com](http://www.fosterfreeman.com)

**Virginia Tech Proposal #952642606**  
**For Specialized Scientific Equipment and Instrumentation**

**Foster & Freeman USA Inc.**

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## VII. PROPOSAL PREPARATION AND SUBMISSION

### A1. Summary Overview

*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.*

Foster and Freeman is a globally recognized forensic science technology company specializing in the design, manufacture, and support of advanced systems used for questioned document examination, latent fingerprint detection, trace evidence analysis, and crime scene investigation. Founded in 1978 and headquartered in Evesham, United Kingdom, our company has developed a strong reputation for scientific innovation, research-driven product development, and forensic technology commercialization.

Our company serves law enforcement agencies, border security organizations, forensic laboratories, research institutions, and higher education institutions worldwide through both direct operations and a global distributor network. Foster and Freeman products are deployed in more than 140 countries, positioning our company as an international leader in forensic instrumentation and analytical technologies.

### A1. Qualifications/Experiences

Foster and Freeman has more than four decades of experience in forensic science innovation and instrumentation development. Our company is recognized for integrating scientific research, engineering expertise, and practical forensic applications into commercially successful technologies. Our qualifications include:

- Extensive experience in forensic imaging, fingerprint enhancement, document authentication, and trace evidence analysis
- Development of patented forensic technologies and specialized analytical systems
- Longstanding collaboration with universities, government agencies, and scientific institutions to support applied research and product validation
- Scientific Advisory Board engagement to evaluate emerging technologies, regulatory developments, and future innovation opportunities
- Proven research and development capabilities supported by private investment and strategic growth initiatives

The organization has demonstrated expertise in translating academic and laboratory research into operational technologies used by forensic professionals and researchers globally.

### A1. Geographical Operations

Foster and Freeman USA operates throughout North America from our U.S. office in Ashburn, providing direct sales, technical support, training, and customer service to federal, state, local, and

higher education laboratories across the United States and Canada. The U.S. office supports institutions with on-site demonstrations, installation services, preventative maintenance, and application-specific training to ensure long-term operational success for academic and research environments.

Foster and Freeman also operate internationally with products and support services distributed across Europe, Asia-Pacific, the Middle East, Africa, and Latin America. Our company exports its technologies to more than 140 countries through:

- Direct sales and technical support teams
- International distribution partners
- Global service engineer networks
- Collaborative research partnerships with universities and laboratories worldwide

Its headquarters and primary manufacturing operations remain in the United Kingdom, while its international reach supports government agencies, academic institutions, and forensic science programs globally.

## A1. Unique Services

Foster and Freeman maintain strong engagement with universities and academic research institutions through collaborative innovation initiatives, technology lending programs, and applied forensic science partnerships. Key higher education services include:

### 1. Academic Research Collaboration

Our company actively partners with universities to conduct forensic science research and technology validation studies. These collaborations provide institutions with access to specialized forensic equipment and emerging analytical methods.

### 2. Technology Access and Demonstration Programs

Universities are provided opportunities to evaluate advanced forensic technologies in laboratory and classroom environments, supporting practical learning and research applications.

### 3. Student Development and Workforce Preparation

Foster and Freeman support graduate development programs, internships, apprenticeships, and work placement opportunities that help prepare students for careers in forensic science and related disciplines.

### 4. Research-Based Innovation Partnerships

Our company participates in collaborative projects with academic institutions to accelerate innovation in forensic science technologies, including projects involving:

- Imaging technologies
- Chemical detection systems
- Evidence visualization
- Crime scene analysis methodologies

### 5. Knowledge Transfer and Scientific Engagement

Foster and Freeman contribute to webinars, educational content, applied research publications, and scientific forums designed to support forensic education and professional development.

These services make our company particularly valuable within higher education environments where practical forensic training, research capability, and industry collaboration are priorities.

## A1. Foster and Freeman Future Innovation

Foster and Freeman continue to invest heavily in research and development to maintain leadership in forensic technology innovation. Planned and ongoing advancements include:

### **1. Advanced Detection Technologies**

Our company is developing next-generation handheld detection devices and analytical tools capable of rapidly identifying synthetic drugs, trace substances, and forensic materials in real time.

### **2. Digital Identity and Border Security Solutions**

Foster and Freeman participate in collaborative initiatives such as the Global Identity Trust Alliance, aimed at improving identity verification standards and integrating biometric and digital authentication technologies.

### **3. Expanded R&D Investment**

Following acquisition and investment from a private company, we intend to accelerate product innovation, expand research capabilities, and increase development of next-generation forensic technologies.

### **4. Continued Industry-Academia Integration**

Foster and Freeman has ongoing plans to strengthen university partnerships to:

- Accelerate innovation cycles
- Access emerging scientific expertise
- Develop new forensic methodologies
- Support commercialization of research outcomes

## A2. Contact Information

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

Our U.S. office is located at:

*Foster & Freeman USA Inc.  
20145 Ashbrook Place, Suite 190  
Ashburn, VA 20147*

Office Phone Number  
888-445-5048

North America Operations/Technical Sales

General Manager (North America), Rebecca Nick  
888-445-5048  
540-533-9874  
rebecca.nick@fosterfreeman.com

#### Ordering/Delivery Updates

Corporate Secretary/Office Manager, Amy Temenak  
888-445-5048  
amy.temenak@fosterfreeman.com

#### Invoicing

Bookkeeper, James (Jim) Temenak  
888-445-5048 ext. 109  
james.temenak@fosterfreeman.com

#### Customer Support

Customer Support Manager (North America), Allyce McWhorter  
888-445-5048 ext. 103  
434-284-1980  
allyce.mcwhorter@fosterfreeman.com

### A3. Delivery Options and Policies

*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.*

FOB Destination, prepaid/added to CONUS Locations.

**See Attachment B Pricing Schedule (A7)** for associated shipping and training costs.

### A4. Delivery Turnaround Time

*Specify typical turnaround time for delivery (standard, rush, etc.) for the items being offered. **See Attachment B Pricing Schedule (A7)** for product-specific lead times.*

### A5. Return Policy

*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**.*

Items are eligible for return for 365 calendar days after receipt of goods. A 20% restocking fee will apply.

## A6. Sample Quote and Invoice

*Provide sample quote and invoice. Quotes shall include manufacturer list price and contracted discount price.  
(see below)*



Your Reference: RFQ - CRIME-LITE LASER B+G KIT

Our Reference:

Quote Reference: Q226816

Date: May 8, 2026

Page 1 of 6

## PRICE LIST

USA

Attention of \*\* \*\*

## QUOTATION Q226816 - FOR THE SUPPLY OF:

| LINE | PRODUCT DESCRIPTION | QTY | UNIT PRICE | DISC% | SUB TOTAL |
|------|---------------------|-----|------------|-------|-----------|
|------|---------------------|-----|------------|-------|-----------|

|   |                                                                                               |   |           |      |           |
|---|-----------------------------------------------------------------------------------------------|---|-----------|------|-----------|
| 1 | CRIME-LITE LASER - BLUE AND GREEN LASER KIT<br>120V (NON SP)<br>(QCL/LASER/BLUE-GREENKIT120V) | 1 | 29,077.28 | 6.00 | 27,332.64 |
|---|-----------------------------------------------------------------------------------------------|---|-----------|------|-----------|

CRIME-LITE LASER - BLUE  
(QCL/LASER/BLUE)- 447nm Blue forensic LASER light source

- ~12 Watts optical power.
- Provides high-intensity, shadow-free illumination
- Triple-interlocked safety features
- Advanced functionality via LCD interface

## HARDWARE FEATURES

- Powerful LASER diode array
- Ergonomically balanced design
- Weight (excluding battery) ~800g (approx.)
- Supplied with wrist lanyard and protective end cap

## LASER SAFETY FEATURES

- CLASS 3B LASER product\*
- Conforms to EN62471 and EN61010-1:2010 standards
- Operated via dead man's trigger interlocked safety switch
- Pass code activation
- Ergonomic beam shutter
- Emission indicator LEDs
- Interlock bypass plugs
- Supplied with safety interlock jack for lab integration

## INTERFACE

- Integrated 1.3" LCD display
- Easy to use, push-button operation
- Adjustable LASER intensity
- Light source 'Self-Test' function
- Dark adaptation checker
- Battery charge status indicator

Patent Pending. United Kingdom Patent Application No.  
2105301.2



Your Reference: RFQ - CRIME-LITE LASER B+G KIT

Our Reference:

Quote Reference: Q226816

Date: May 8, 2026

Page 2 of 6

\*Always ensure that appropriate safety measures are in place before operating a CLASS 3B LASER product  
Operators of CLASS 3B LASER products should receive laser safety training.  
An appointed Laser Safety Officer (LSO) and written Standard Operating Procedures (SOP) should be required for class 3B laser operation.  
Regional rules and restrictions may vary. Please check local LASER usage guidelines before operating a CLASS 3B LASER product.

**CRIME-LITE LASER - GREEN**  
(QCL/LASER/GREEN)- 520nm Green forensic LASER light source

- ~4 Watts optical power.
- Provides high-intensity, shadow-free illumination
- Triple-interlocked safety features
- Advanced functionality via LCD interface

#### HARDWARE FEATURES

- Powerful LASER diode array
- Ergonomically balanced design
- Weight (excluding battery) ~800g (approx.)
- Supplied with wrist lanyard and protective end cap

#### LASER SAFETY FEATURES

- CLASS 3B LASER product\*
- Conforms to EN62471 and EN61010-1:2010 standards
- Operated via dead man's trigger interlocked safety switch
- Pass code activation
- Ergonomic beam shutter
- Emission indicator LEDs
- Interlock bypass plugs
- Supplied with safety interlock jack for laboratory integration

#### INTERFACE

- Integrated 1.3" LCD display
- Easy to use, push-button operation
- Adjustable LASER intensity
- Light source 'Self-Test' function
- Dark adaptation checker
- Battery charge status indicator

Patent Pending. United Kingdom Patent Application No. 2105301.2

\*Always ensure that appropriate safety measures are in place before operating a CLASS 3B LASER product  
Operators of CLASS 3B LASER products should receive laser safety training.



Your Reference: RFQ - CRIME-LITE LASER B+G KIT

Our Reference:

Quote Reference: Q226816

Date: May 8, 2026

Page 3 of 6

An appointed Laser Safety Officer (LSO) and written Standard Operating Procedures (SOP) should be required for class 3B laser operation. Regional rules and restrictions may vary. Please check local LASER usage guidelines before operating a CLASS 3B LASER product.

#### CRIME-LITE LASER RECHARGEABLE BATTERY

(Quantity x 3.0)

(QCL/LASER/ACC/1)- 18V 5Ah Lithium Ion battery

- High capacity
- Individual cell monitoring
- Battery protection circuit
- Battery fuel gauge (4-stage LEDs)

#### CRIME-LITE LASER MAINS POWER SUPPLY

(QCL/LASER/ACC/6)- Operate the Crime-Lite LASER via AC mains power

#### CRIME-LITE PRO VISION LASER GOGGLE BLUE - GG495

(QCL/LASER/GG495)- EN207 classified laser goggle for use with Crime-lite Laser Blue, optimised for fluorescence viewing

- maximum anti-glare performance when used with laser light sources
- ergonomic fit to exclude ambient light and optimise fluorescence viewing
- EN207 437-460 D LB4
- Protective hard case included

#### CRIME-LITE PRO VISION LASER GOGGLE GREEN - OG570

(QCL/LASER/OG570)- EN207 classified laser safety goggles for use with Crime-lite Laser Green, optimized for fluorescent light viewing

- maximum anti-glare performance when using laser light sources
- ergonomic fit to exclude ambient light and optimize fluorescence viewing
- EN207 515-532 D LB45
- Protective hard case included

#### CRIME-LITE LASER BLUE - OVER SPECTACLE

(QCL/LASER/ACC/11)- EN207 classified polymer laser spectacle for use with Crime-Lite Laser Blue

- ergonomic fit designed to go over spectacles
- EN207 315-460 D LB45
- Supplied in a microfibre bag

#### CRIME-LITE LASER GREEN - OVER SPECTACLE



Your Reference: RFQ - CRIME-LITE LASER B+G KIT

Our Reference:

Quote Reference: Q226816

Date: May 8, 2026

Page 4 of 6

**(QCL/LASER/ACC/12)- EN207 classified polymer laser spectacle for use with Crime-Lite Laser Green**  
- ergonomic fit designed to go over spectacles  
- EN207 315-532 D LB6  
- Supplied in a microfibre bag

**A/G CAMERA FILTER GG495 62MM**  
**(QCL/153)- Schott GG495 long pass filter glass (1% cut-on wavelength at 476nm, nominal)**  
- reflective long pass coating to suppress auto-fluorescent emissions of filter glass  
- maximum anti-glare and optical performance when used with high power light sources  
(note: 60mm diameter glass fitted in 62mm diameter threaded holder)

**A/G CAMERA FILTER OG570 62MM**  
**(QCL/155)- Schott OG570 long pass filter glass (1% cut-on wavelength at 549nm, nominal)**  
- reflective long pass coating to suppress auto-fluorescent emissions of filter glass  
- maximum anti-glare and optical performance when used with high power light sources  
(note: 60mm diameter glass fitted in 62mm diameter threaded holder)

**CRIME-LITE LASER CASE - DUAL**  
**(QCL/LASER/CASE/2)- machined foam cut-outs to accommodate 2 x Crime-lite LASER plus batteries and accessories**  
- rugged, waterproof and shock resistant

**CRIME-LITE LASER BATTERY CHARGER 120V**  
**(QCL/LASER/ACC/2/120V)- Rapid charging of Crime-Lite LASER Li-Ion batteries**  
- Charge status display

**CRIME-LITE LASER SELF-TEST CAP**  
**(QCL/LASER/ACC/10)- Self-test end cap for Crime-Lite Laser**

**CRIME-LITE LASER FIRMWARE CABLE**  
**(QCL/LASER/ACC/14)- Firmware update cable**  
- USB2.0 A to C

**LASER CONTROLLED AREA SIGN (Quantity x 2.0)**  
**(269-163-AW-00)**

**CRIME-LITE DARK ADAPTATION GOGGLES 190-593NM**  
**(QCL/266)Red forensic dark adaptation glasses (suitable for use with QCL/264)**  
- allows user to retain useable vision whilst still dark adapting the eye prior to fluorescent examinations

**foster+freeman**  
FORENSIC SCIENCE INNOVATION

FOSTER+FREEMAN USA INC.  
20145 ASHBROOK PLACE #190  
ASHBURN, VA 20147  
T: 800 445 5040  
F: 888 445 5049  
usoffice@fosterfreeman.com

Federal Tax ID No. 56-2316954  
GST/HST No. R1939 6300 RT0001  
www.fosterfreeman.com

Your Reference: RFQ - CRIME-LITE LASER B+G KIT

Our Reference:

Quote Reference: Q226816

Date: May 8, 2026

Page 5 of 6

- light weight, universal over-glasses fit polycarbonate glasses with adjustable temples, soft touch frame and filtered side-shields for wide field of view
- blocks wavelengths 190-593nm to allow eyes to dark adapt, whilst maintaining vision at red wavelengths
- CE certified to EN207
- allows user the ability to remain dark adapted for interrupted periods of time spent outside of a darkened environment

CRIME-LITE LASER TRIGGER LOCK (269-400-AS-00)  
(Quantity x 2.0)  
(QCL/LASER/ACC/18)

CRIME-LITE LASER TRIPOD ADAPTOR (269-388-AS-00)  
(QCL/LASER/ACC/19)

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |        |      |        |
|---|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--------|------|--------|
| 2 | CRIME-LITE LASER TRAINING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 1 | 500.00 | 6.00 | 470.00 |
|   | On-site training by Foster & Freeman Applications Specialist. Includes unpacking and setup of equipment, followed by comprehensive operator training. Training will cover basic light theory and application, LASER safety, hands-on practice using realistic samples and scenarios, Crime-lite LASER hardware and software overview, and equipment maintenance. Training certificates provided upon successful completion and demonstrated proficiency. Costs are based on a single visit and include associated expenses for the Applications Specialist. |   |        |      |        |
| 3 | SHIPPING AND HANDLING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1 | 375.00 |      | 375.00 |
|   | 2 YEAR STANDARD WARRANTY                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |        |      |        |

**foster+freeman**  
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20145 ASHBROOK PLACE #190  
ASHBURN, VA 20147  
T: 888 445 5048  
F: 888 445 5049  
usaoffice@fosterfreeman.com

Federal Tax ID No. 56-2316854  
GST/HST No. R1939 6300 RT0001

www.fosterfreeman.com

Your Reference: RFQ - CRIME-LITE LASER B+G KIT

Our Reference:

Quote Reference: Q226816

Date: May 8, 2026

Page 6 of 6

|                    |            |                  |
|--------------------|------------|------------------|
| <b>TOTAL PRICE</b> | <b>USD</b> | <b>28,177.64</b> |
| <b>TOTAL TAX</b>   | <b>USD</b> | <b>0.00</b>      |
| <b>TOTAL VALUE</b> | <b>USD</b> | <b>28,177.64</b> |

**DESPATCH PERIOD:**

6-8 working weeks from receipt of order, subject to terms of payment details below. Please note despatch times are estimates and will be confirmed at time of order acknowledgement.

**TERMS OF DELIVERY:**

This price covers delivery including customs clearance, duties and local delivery, but excludes local sales tax.

**TERMS OF PAYMENT:**

Nett 30 Days from date of invoice Please note that a surcharge of 3% will apply to all credit card payments

**BANK DETAILS:**

United Bank, McLean, VA. Routing No 056004445, Foster & Freeman USA Inc., Account No. 70061289

**VALIDITY UNTIL:**

August 8, 2026

**SIGNED:**

Alexis Dodson

Foster & Freeman Ltd. terms and conditions of sale apply.

**foster+freeman**  
FORENSIC SCIENCE INNOVATION

FOSTER+FREEMAN USA INC.  
20145 ASHBROOK PLACE #190  
ASHBURN, VA 20147  
T: 888 445 5048  
F: 888 445 5049  
usoffice@fosterfreeman.com

Federal Tax ID No. 55-2316854  
GST/HST No. 81939 6300 RT0001

www.fosterfreeman.com

# SALES INVOICE

## IN000001

**Tax Pt.:** May 11, 2026

### To

VA Tech  
Accounts Payable  
North End Center, Suite 3300  
300 Turner Street NW  
Blacksburg, VA 24061

### Deliver to

VA Tech  
300 Turner Street NW  
Blacksburg, VA 24061

### Account

**Payment due**  
May 11, 2026

**Currency**  
USD US Dollars

**Contact:** Jane Doe

**Tel:** 888-888-8888

**Tax ID:** 00-0000000

**Tax ID:** 00-0000000

| Product Ref                             | Description                                      | CT Code  | Qty   | Net WGT | Unit Price | Net Value |
|-----------------------------------------|--------------------------------------------------|----------|-------|---------|------------|-----------|
| Invoice contact: Accounts Payable Tel:  |                                                  |          |       |         |            |           |
| <b>Customer Order No.:</b> P.O. #000000 |                                                  |          |       |         |            |           |
| QCL/LASER/BLUE-GREENKIT120V             | CRIME-LITE LASER - BLUE AND GREEN LASER KIT 120V | 90132000 | 1.000 | 10.780  | 27,332.64  | 27,332.64 |
| <b>FDA Product Code:</b> 95R- -GG       |                                                  |          |       |         |            |           |
| TRAINING-&-INSTALL                      | PRODUCT TRAINING ON-SITE - 1 DAY                 |          | 1.000 | 1.000   | 470.00     | 470.00    |
| CARRIAGE-USA                            | SHIPPING AND HANDLING                            |          | 1.000 | 1.000   | 375.00     | 375.00    |

Signed:.....

**Forensic Science Equipment**

### Payment terms

Nett 30 Days from date of invoice Please note that a surcharge of 3% will apply to all credit card payments

|                    |               |
|--------------------|---------------|
| <b>Goods Value</b> | 28,177.64 USD |
| <b>TAX</b>         |               |
| <b>Amount Due</b>  | 28,177.64 USD |

Bank Details: United Bank, McLean, VA. Routing No. 056004445, Foster + Freeman USA Inc., Account No. 70061289

## A7. Goods and Services Offered

Identify any other goods or services offered to Virginia Tech and associated costs as specified in **Attachment B Pricing Schedule**.

### ATTACHMENT B PRICING SCHEDULE

Equipment Offered:

| Equipment Category                                   | Manufacturer       | Model            | List Price  | Discount % | Net Price   | Installation/Training Cost | Shipping Cost | AVG Lead Time (Days) |
|------------------------------------------------------|--------------------|------------------|-------------|------------|-------------|----------------------------|---------------|----------------------|
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | MVC FFLEX SMALL  | \$21,281.20 | 6%         | \$20,004.33 | \$2,115                    | \$1,095       | 42-56                |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | MVC FFLEX MEDIUM | \$29,280.68 | 6%         | \$27,523.84 | \$2,115                    | \$1,495       | 42-56                |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | MVC FFLEX LARGE  | \$44,910.92 | 6%         | \$42,216.26 | \$5,358                    | \$2,645       | 56-70                |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | CRIME-LITE X10   | \$12,375.78 | 6%         | \$11,633.23 | \$470                      | \$200         | 42-56                |

|                                                      |                    |                                           |             |    |             |         |       |       |
|------------------------------------------------------|--------------------|-------------------------------------------|-------------|----|-------------|---------|-------|-------|
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | CRIME-LITE X5                             | \$11,308.44 | 6% | \$10,629.93 | \$470   | \$200 | 42-56 |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | CRIME-LITE LASER BLUE AND GREEN LASER KIT | \$29,077.28 | 6% | \$27,332.64 | \$470   | \$375 | 42-56 |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | CRIME-LITE LASER BLUE ONLY                | \$18,837.01 | 6% | \$17,706.79 | \$470   | \$345 | 42-56 |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | CRIME-LITE LASER GREEN ONLY               | \$21,080.01 | 6% | \$19,815.21 | \$470   | \$345 | 42-56 |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | DCS 6 RUVIS SYSTEM                        | \$70,505.11 | 6% | \$66,274.80 | \$4,418 | \$860 | 84-98 |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | CRIME-LITE 82S PRO BLUE KIT               | \$6,692.03  | 6% | \$6,290.51  | N/A     | \$200 | 42-56 |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | CRIME-LITE 82L PRO KIT                    | \$4,909.85  | 6% | \$4,615.26  | N/A     | \$200 | 42-56 |

## Preventative Maintenance Contracts Offered:

| Equipment Category                                   | Manufacturer       | Model            | List Price | Discount % | Net Price  |
|------------------------------------------------------|--------------------|------------------|------------|------------|------------|
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | MVC FFLEX SMALL  | \$3,328    | 6%         | \$3,128.32 |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | MVC FFLEX MEDIUM | \$4,128    | 6%         | \$3,880.32 |

|                                                      |                    |                 |         |    |            |
|------------------------------------------------------|--------------------|-----------------|---------|----|------------|
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | MVC FFLEX LARGE | \$5,491 | 6% | \$5,161.54 |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | DCS 6 RUVIS     | \$3,668 | 6% | \$3,447.92 |

## Extended Warranty Offered:

| Equipment Category                                   | Manufacturer       | Model                           | List Price | Discount % | Net Price  |
|------------------------------------------------------|--------------------|---------------------------------|------------|------------|------------|
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | CRIME-LITE X5                   | \$1,652    | 6%         | \$1,552    |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | CRIME-LITE X10                  | \$1,695    | 6%         | \$1,593.30 |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | CRIME-LITE LASER BLUE           | \$1,953    | 6%         | \$1,835.82 |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | CRIME-LITE LASER GREEN          | \$2,043    | 6%         | \$1,920.42 |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | CRIME-LITE BLUE AND GREEN LASER | \$2,363    | 6%         | \$2,221    |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | CRIME-LITE 82S PRO BLUE         | \$1,468    | 6%         | \$1,379.92 |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | CRIME-LITE 82L PRO              | \$1,396    | 6%         | \$1,312.24 |

## A8. SWaM

Although a small business as defined by our NAICS codes in SAM, Foster & Freeman USA Inc. is not classified as SWaM, nor do we utilize subcontractors.

## A9. Submission Instruction Page

*The return of the Submission Instruction page and addenda, if any, signed and filled out as required.*

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 11<sup>th</sup>, 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>

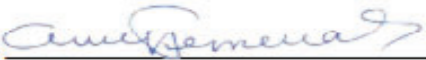
Vendors will need to register through this procurement portal, hosted by Jaggaer. **It is encouraged for all vendors to register prior to the proposal submission deadline to avoid late submissions.** Registration is easy and free. If you have any challenges with the registration process, please contact Jaggaer Support at 1-800-233-1121 or [procurement@vt.edu](mailto: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: 5/11/26

**[INCLUDE THIS PAGE]**

## Additional Product Information

# Crime-lite<sup>®</sup> LASER

For the detection and examination of every last trace of forensic evidence; the new Crime-lite LASER provides intense, ultra-narrowband LASER illumination from a truly portable light source.

Available in Blue (447nm) and Green (520nm) wavelengths, the Crime-lite LASER is capable of revealing evidence including latent and treated fingerprints, body fluids, and other invaluable traces of forensic evidence:

- ✓ Latent & treated fingerprints
- ✓ Body fluids (incl. blood, saliva, semen etc.)
- ✓ Accelerants and traces of GSR
- ✓ Illicit drug residues
- ✓ Other minute traces of evidence

### Power x Portability

Testament to the skills and experience within our Research and Development team, each Crime-lite LASER combines cutting-edge, patent-pending technology in a truly portable device easily transported to and operated at the crime scene.

### Complete End-User Safety

Designed to be the safest handheld forensic laser currently available, a combination of robust safety interlocks protects the end-user from accidental exposure to the laser beam at all times.



# Crime-lite LASER Product Specifications

## Crime-lite LASER 447nm

### BLUE LASER LIGHT SOURCE

Product Order Ref #QCL/LASER/BLUE

- 447nm Class 4 Blue Laser light source
- Even, despeckled, shadow-free illumination
- Triple-interlocked safety features
- Advanced functionality via LCD interface

## Crime-lite LASER 520nm

### GREEN LASER LIGHT SOURCE

Product Order Ref #QCL/LASER/GREEN

- 520nm Class 4 Green Laser light source
- Even, despeckled, shadow-free illumination
- Triple-interlocked safety features
- Advanced functionality via LCD interface

### COMMON FEATURES

#### HARDWARE FEATURES

- Premium, ergonomically balanced light source
- Weight (excluding battery) ~800g (approx.)
- Supplied with wrist lanyard and protective end cap

#### LASER SAFETY FEATURES

- CLASS 3B LASER product
- Conforms to EN60825-1:2014 and EN61010-1:2010 standards
- Operated via 'Dead man's trigger' safety switch
- Passcode activation
- Integrated mechanical beam shutter
- Emission indicator LEDs
- Safety Interlock override plug

#### INTERFACE

- Integrated 1.3" LCD
- Easy to use, push-button operation
- Adjust LASER intensity
- Light source 'Self-Test' function
- Dark adaptation checker
- Battery charge status indicator

#### RECHARGEABLE BATTERY

- Designed for use with 18v rapid-charge Li-ion battery (offered separately)
- Battery charge status indicator
- Up to 450 minutes run time (on a full battery charge)

#### AC MAINS POWER

- Versatile USB-C connector

Patent Pending. United Kingdom Patent Application No. 2105301.2

### FORENSIC LASER KITS

#### Crime-lite® LASER Blue Kit 447nm Laser +Accessories

Order # QCL/LASER/BLUEKIT

- 447nm Blue Laser light source
- Triple-interlocked safety features

#### Supplied in a Peli Air case with:

- 495nm PRO VISION safety goggles
- 2x MAKITA 18v Batterys
- Battery charger
- USB-C Power Supply Unit
- Interlock override plug
- Wrist lanyard
- Dark adaptation goggles

#### Crime-lite® LASER Green Kit 520nm Laser +Accessories

Order # QCL/LASER/GREENKIT

- 520nm Green Laser light source
- Triple-interlocked safety features

#### Supplied in a Peli Air case with:

- 570nm PRO VISION safety goggles
- 2x MAKITA 18v Batterys
- Battery charger
- USB-C Power Supply Unit
- Interlock override plug
- Wrist lanyard
- Dark adaptation goggles

#### Crime-lite® LASER Blue & Green Kit 447nm & 520nm Lasers +Accessories

Order # QCL/LASER/BLUE-GREENKIT

- 447nm Blue Laser diode light source
- 520nm Green Laser diode light source
- Triple-interlocked safety features

#### Supplied in a Peli Air case with:

- 495nm PRO VISION safety goggles
- 570nm PRO VISION safety goggles
- 3x MAKITA 18v Battery
- Battery charger
- USB-C Power Supply Unit
- 2x Interlock override plugs
- 2x Wrist lanyards
- Dark adaptation goggles

## Unrivalled functionality via simple LCD interface



Quickly cycle through illumination wavebands



Select multi-LED wavelength combinations



Adjust illumination output intensity



Self-test ISO standard performance check



Integral dark adaptation checker



Battery Status run time/power source



**1.25"**  
Integrated Display

Take complete control of Crime-lite X functions and monitor light source performance via the integral LCD display panel.



**370**  
Minutes Runtime

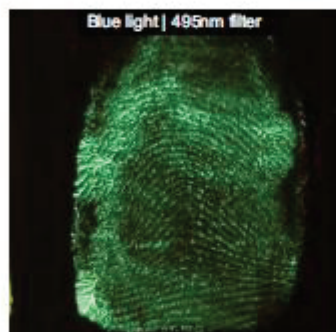
Provides over 6-hours runtime on a single charge. USB Micro input enables the Crime-lite X to operate via an external powerbank.



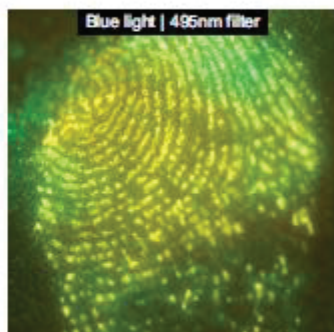
**Bluetooth®**  
Connectivity

Use the dedicated Crime-lite X mobile phone app to operate and monitor a single light source or to group multiple units for a variety of applications.

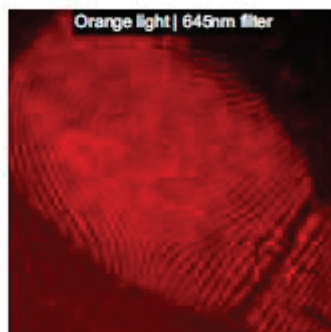
## Multi-wavelength illumination for crime scene and laboratory



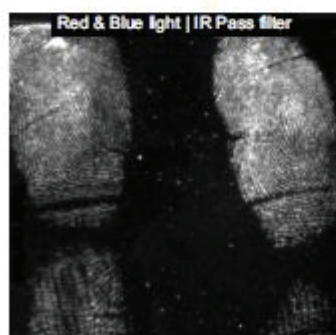
Fingerprint  
in engine grease



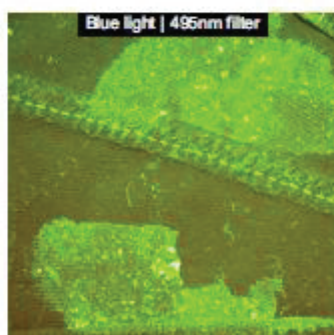
Fingerprint  
treated with BY-40



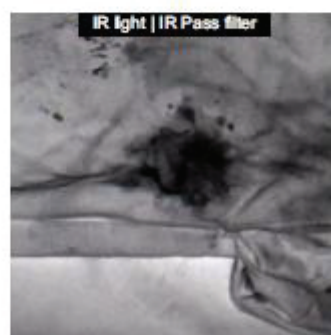
Fingerprint  
Treated with DFO



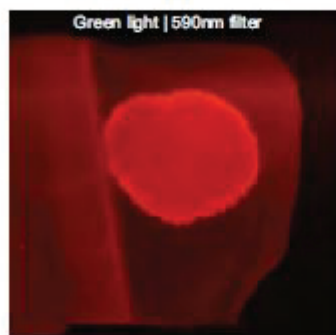
Fingerprint  
dusted with *f/pNATU*



Semen  
on dark fabric



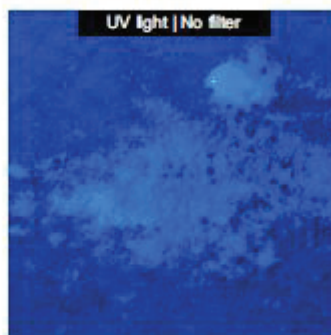
Blood  
on black fabric



Accelerant (petrol)  
on white fabric



Gunshot Residue  
on black footwear



Body Fluids  
on carpet



At the crime scene or in the forensic laboratory, the Crime-lite X provides up to 175x wavebands of intense illumination for the detection and examination of physical evidence.

**Crime-liteX FULL-SPECTRUM KIT**

Order #QCL/X/KIT/A

*10x waveband forensic light source for the detection and examination of all evidence types***CRIME-LITE X HIGH INTENSITY LED ILLUMINATION**

- Wavelengths: UV, Violet, Blue, Blue Green, Green, Orange, Red, IR, Cold White, Warm White



- 1x high intensity LED per wavelength
- Combine any 3 LEDs providing 175 wavelength combinations
- 100% constant light output
- Homogenous light beam
- Brightness control function
- Up to 370 minutes runtime using a single wavelength

**Full-Spectrum Kit includes:**

- Crime-lite X 10x waveband forensic light source
- Crime-lite PRO Vision Goggle headset
- 6x PRO Vision interchangeable filters
- Self-test cap and beam collector lens
- Tripod and tripod adaptor
- Batteries, Battery Charger, & USB-Micro charger cable
- Rugged, waterproof scene of crime case

**Crime-liteX SEROLOGY SEARCH KIT**

Order #QCL/X/KIT/B

*5x waveband forensic light source for the detection and examination of body fluids***CRIME-LITE X HIGH INTENSITY LED ILLUMINATION**

- Wavelengths: UV, Violet, Blue, Blue Green, Cold White



- 2x high intensity LEDs per wavelength
- Combine LEDs
- 100% constant light output
- Homogenous light beam
- Brightness control function
- Up to 370 minutes runtime using a single wavelength

**Serology Kit includes:**

- Crime-lite X 5x waveband forensic light source
- Crime-lite PRO Vision Goggle headset
- 4x PRO Vision interchangeable filters
- Self-test cap and beam collector lens
- Tripod and tripod adaptor
- Batteries, Battery Charger, & USB-Micro charger cable
- Rugged, waterproof scene of crime case

*LED safety: Crime-lite X is provisionally classified to European safety standard risk group 2 (IEC/EN 62471:2008)***COMMON FEATURES****HARDWARE FEATURES**

- H 225mm x W 80mm x D 70mm
- Weight (including battery) ~ 650g (approx.)
- LED life up to 50,000 hours
- 1/4-20 UNC tripod mounting thread
- IP64 splash proof/dust tight
- Supplied with wrist lanyard and protective end cap

**INTERFACE**

- Integrated 1.25" LCD display
- Easy to use, push-button operation
- Cycle through illumination wavelengths
- Adjust LED brightness
- Light source 'Self-Test' function
- Dark adaptation checker
- Battery charge status indicator

**POWER****RECHARGEABLE BATTERY**

- Supplied with 2x high quality 2.6Ah Li-Ion batteries
- High energy efficiency with low self-discharge rate
- Recharge up to 2000 times
- Up to 420 minutes run time on a single battery charge

**EXTERNAL BATTERY CHARGER**

- Rapid charging of Crime-lite X Li-Ion batteries
- Charge 1 or 2 batteries simultaneously
- Charge status display
- Includes micro USB cable
- 120 minute typical charge time

**AC MAINS POWER**

- Versatile USB-Micro connector

**PRO VISION FILTER GOGGLES** *for use with all Crime-lite forensic light sources.***PRO VISION GOGGLES**

Order # QCL/IFG

- Evidence viewing goggles with interchangeable filter slots
- Constructed from lightweight TPE with comfort-fit strap
- Can be worn over prescription glasses
- Dimensions H 75mm x W 160mm x D 75mm
- Weight (excluding lenses) 110g
- Compatible with PRO Vision and un-coated lenses

| Filter Type and Order # |                     |                        |                       |                        |
|-------------------------|---------------------|------------------------|-----------------------|------------------------|
| Filter Waveband         | For use with...     | PRO Vision Goggle Lens | Un-Coated Goggle Lens | PRO Vision Camera Lens |
| GG455                   | <b>X</b> Violet     | QCL/IFG/V              | QCL/IFG/UC-V          | QCL/152                |
| GG495                   | <b>X</b> Blue       | QCL/IFG/B              | QCL/IFG/UC-B          | QCL/153                |
| OG550                   | <b>X</b> Blue/Green | QCL/IFG/BG             | QCL/IFG/UC-BG         | QCL/154                |
| OG570                   | <b>X</b> Green      | QCL/IFG/G              | QCL/IFG/UC-G          | QCL/156                |
| OG590                   | <b>X</b> Orange     | QCL/IFG/O              | QCL/IFG/UC-O          | QCL/157                |
| RG645                   | <b>X</b> Red        | QCL/IFG/R              | QCL/IFG/UC-R          | QCL/825/017            |

*"An ALS range that ensures the highest quality of results, increasing evidence yields and providing superior visibility for the examination and photography of evidence."*

# Crime-lite<sup>®</sup> 82S PRO

**Tried & Trusted Technology**

**Superior Detection of Evidence**

**Power, Intensity, and Performance**

Used and trusted by law enforcement, military, & clinical forensic examiners worldwide, Crime-lite 82S light sources can be relied upon to provide the high-intensity narrow bandwidth illumination required to detect even the smallest traces of forensic evidence.



## Why Crime-lite 82S PRO?

**The World's #1 LED ALS**  
Providing unrivalled beam intensity and performance:

- ▶ 16x LEDs per Wavelength
- ▶ High-Intensity Beam
- ▶ Always 100% Output

**Durable, Reliable Performance**  
Proven technology tried and trusted by experts worldwide:

- ▶ Unrivalled Build Quality
- ▶ Best-in-Class Components
- ▶ Rigorously Tested

**Detect More Evidence**  
Search the forensic spectrum to detect more evidence.

- ▶ Fingerprints
- ▶ Body Fluids
- ▶ Physical Evidence

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**foster+freeman**

## Light Source Specifications



|               | UV        | Violet    | Blue      | BlueGreen | Green     | Orange    | Red       | Infrared | White              |
|---------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|----------|--------------------|
| Peak          | 365nm     | 410nm     | 445nm     | 475nm     | 530nm     | 590nm     | 640nm     | 860nm    | -                  |
| 10% Bandwidth | 350-380nm | 395-425nm | 420-470nm | 445-510nm | 480-560nm | 570-610nm | 600-660nm | -        | -                  |
| Runtime HIGH  | 60-mins   | 80-mins   | 80-mins   | 80-mins   | 80-mins   | 115-mins  | 115-mins  | 170-mins | 80-mins            |
| Runtime LOW   | 600-mins  | 750-mins  | 750-mins  | 750-mins  | 750-mins  | 750-mins  | 750-mins  | 750-mins | 750-mins           |
| Max. Output   | 30W       | 22W       | 19W       | 18W       | 5.8W      | 3.1W      | 11W       | 8W       | 18W<br>5970 Lumens |

### Beam Quality

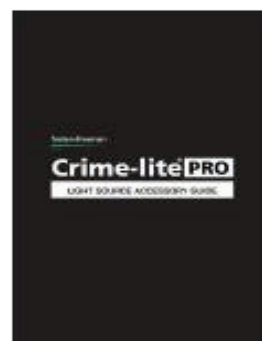
- 16x Surface-mount LEDs selected for wavelength accuracy.
- LED Radiometric Power Maintenance >70% at 50,000 Hours.
- Homogenous light beam uniform in wavelength and intensity.
- Supplied with certificate of wavelength output conformity.
- Optimised for use with Crime-lite PRO VISION viewing accessories.

### Dimensions

- Handle dia. 43mm, head 53mm x 65mm.
- Overall length 210mm.
- Weight: 560g.

### Battery and Power Requirements

- Designed for use with 5Ah 18V Lithium-Ion batteries (QCL/82S/008B).
- Flat battery indicator LED.
- Optional AC mains adaptor available for continuous running.



Discover Crime-lite PRO Spares and Accessories

<https://fosterfreeman.com/crime-lite-82s/>



MVC FFLEX **L**

An extra-large capacity cabinet to accommodate bulky items or facilitate batch-processing of evidence.

*i* Make use of the systems' adjustable shelving to improve cabinet access and reduce the strain of manual handling.

|               |                                  |
|---------------|----------------------------------|
| Capacity      | 2025 litres                      |
| External      | (H)2210mm x (W)1504mm x (D)900mm |
| Internal      | (H)2110mm x (W)1445mm x (D)665mm |
| Door Aperture | (H)2061mm x (W)761mm             |



MVC FFLEX **M**

A large capacity cabinet well-suited to the day-to-day tasks of laboratory fingerprint development.

*i* A natural upgrade for the MVC3000 cabinet, the MVCFFLEX M offers 35% greater internal capacity compared to its predecessor.

|               |                                     |
|---------------|-------------------------------------|
| Capacity      | 835 litres                          |
| External      | (H) 1780mm x (W) 1025mm x (D) 747mm |
| Internal      | (H) 1284mm x (W) 956mm x (D) 709mm  |
| Door Aperture | (H) 1163mm x (W) 650mm              |



MVC FFLEX **S**

A fully-featured compact cabinet suitable for use on a laboratory bench-top or in a mobile lab.

*i* Make use of the systems' adjustable shelving to improve cabinet access and reduce the strain of manual handling.

|               |                                    |
|---------------|------------------------------------|
| Capacity      | 323 litres                         |
| External      | (H) 1112mm x (W) 722mm x (D) 643mm |
| Internal      | (H) 874mm x (W) 652mm x (D) 604mm  |
| Door Aperture | (H) 754mm x (W) 352mm              |

## 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:** Please see our submitted best and final pricing/discount structure below.

### ATTACHMENT B PRICING SCHEDULE

Equipment Offered:

| Equipment Category                                   | Manufacturer       | Model            | List Price  | Discount % | Net Price   | Installation/Training Cost | Shipping Cost | AVG Lead Time (Days) |
|------------------------------------------------------|--------------------|------------------|-------------|------------|-------------|----------------------------|---------------|----------------------|
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | MVC FFLEX SMALL  | \$21,281.20 | 6%         | \$20,004.33 | \$2,115                    | \$1,095       | 42-56                |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | MVC FFLEX MEDIUM | \$29,280.68 | 6%         | \$27,523.84 | \$2,115                    | \$1,495       | 42-56                |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | MVC FFLEX LARGE  | \$44,910.92 | 6%         | \$42,216.26 | \$5,358                    | \$2,645       | 56-70                |

|                                                      |                    |                                           |             |    |             |         |       |       |
|------------------------------------------------------|--------------------|-------------------------------------------|-------------|----|-------------|---------|-------|-------|
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | CRIME-LITE X10                            | \$12,375.78 | 6% | \$11,633.23 | \$470   | \$200 | 42-56 |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | CRIME-LITE X5                             | \$11,308.44 | 6% | \$10,629.93 | \$470   | \$200 | 42-56 |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | CRIME-LITE LASER BLUE AND GREEN LASER KIT | \$29,077.28 | 6% | \$27,332.64 | \$470   | \$375 | 42-56 |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | CRIME-LITE LASER BLUE ONLY                | \$18,837.01 | 6% | \$17,706.79 | \$470   | \$345 | 42-56 |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | CRIME-LITE LASER GREEN ONLY               | \$21,080.01 | 6% | \$19,815.21 | \$470   | \$345 | 42-56 |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | DCS 6 RUVIS SYSTEM                        | \$70,505.11 | 6% | \$66,274.80 | \$4,418 | \$860 | 84-98 |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | CRIME-LITE 82S PRO BLUE KIT               | \$6,692.03  | 6% | \$6,290.51  | N/A     | \$200 | 42-56 |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | CRIME-LITE 82L PRO KIT                    | \$4,909.85  | 6% | \$4,615.26  | N/A     | \$200 | 42-56 |

Preventative Maintenance Contracts Offered:

| Equipment Category                                   | Manufacturer       | Model           | List Price | Discount % | Net Price  |
|------------------------------------------------------|--------------------|-----------------|------------|------------|------------|
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | MVC FFLEX SMALL | \$3,328    | 6%         | \$3,128.32 |

|                                                      |                    |                  |         |    |            |
|------------------------------------------------------|--------------------|------------------|---------|----|------------|
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | MVC FFLEX MEDIUM | \$4,128 | 6% | \$3,880.32 |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | MVC FFLEX LARGE  | \$5,491 | 6% | \$5,161.54 |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | DCS 6 RUVIS      | \$3,668 | 6% | \$3,447.92 |

## Extended Warranty Offered:

| Equipment Category                                   | Manufacturer       | Model                           | List Price | Discount % | Net Price  |
|------------------------------------------------------|--------------------|---------------------------------|------------|------------|------------|
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | CRIME-LITE X5                   | \$1,652    | 6%         | \$1,552    |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | CRIME-LITE X10                  | \$1,695    | 6%         | \$1,593.30 |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | CRIME-LITE LASER BLUE           | \$1,953    | 6%         | \$1,835.82 |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | CRIME-LITE LASER GREEN          | \$2,043    | 6%         | \$1,920.42 |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | CRIME-LITE BLUE AND GREEN LASER | \$2,363    | 6%         | \$2,221    |
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | CRIME-LITE 82S PRO BLUE         | \$1,468    | 6%         | \$1,379.92 |

|                                                      |                    |                    |         |    |            |
|------------------------------------------------------|--------------------|--------------------|---------|----|------------|
| Specialized Scientific Equipment and Instrumentation | Foster and Freeman | CRIME-LITE 82L PRO | \$1,396 | 6% | \$1,312.24 |
|------------------------------------------------------|--------------------|--------------------|---------|----|------------|

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: **More favorable.**

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.**

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: **Yes**

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: **Yes**

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**

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.**

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 30<sup>th</sup> of each year.

Response: **Yes.**

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

Response: Yes

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

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.

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.

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.

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

Response: Emergency service response times vary based on the type of service requested. Remote support and email inquiries can generally be responded to within 24-48 hours. In-person services are scheduled based on availability, travel requirements, and location. Product delivery timelines vary by item and shipping lead times. We prioritize urgent requests and provide estimated turnaround times as quickly as possible.

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

Response: As soon as needed.

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.

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.

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: N/A, foreign ownership

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: See attached W9 & proof of insurance. COI with VA Tech to be added when address is received as it needs to be shown