

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: VTG-3227-2026

This contract entered into this 11th day of June 2026, by McMaster-Carr Supply Company, 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:

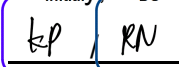
SCOPE OF CONTRACT: The Contractor shall provide Research and Industrial Equipment & Supplies to Virginia Tech as set forth in the Contract Documents.

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

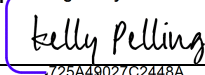
COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the Contract Documents.

CONTRACT DOCUMENTS: The Contract Documents shall consist of this signed contract, the Publicly Accessible Contract Agreement, Request for Proposal (RFP) number 952642607 dated April 10, 2026, together with Addendum Number 1 To RFP dated April 24, 2026, the proposal submitted by the Contractor dated May 11, 2026, and the negotiation summary, all of which Contract Documents are incorporated herein.

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

  
(Initials)

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

Contractor  
By:   
(Signature)  
Kelly Pelling  
Name and Title

Virginia Tech  
By:   
Reed Nagel  
Assistant Vice President and  
Director of Procurement

**AGREEMENT  
PUBLICLY ACCESSIBLE CONTRACT**

This Agreement executed this 11th day of June 2026, by and between Virginia Polytechnic Institute and State University (“the University”), and McMaster-Carr Supply Company (“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-3227-2026 dated June 11, 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 unless the sender receives an automated message that the email has not been delivered. 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: McMaster-Carr Supply Company, ATTN: Company Operations Senior Manager  
Address: 600 N County Line Road, Elmhurst, IL 60126  
Email: [commerce.group@mcmaster.com](mailto:commerce.group@mcmaster.com)

ACCEPTANCE

**For**  
**Virginia Polytechnic Institute**  
**and State University**

**For Supplier**

DocuSigned by:  
  
5EF51DA320D049B...  
\_\_\_\_\_  
Reed Nagel  
Director of Procurement  
  
7/30/2026  
\_\_\_\_\_  
Date

Signed by:  
  
725A49027C2448A...  
\_\_\_\_\_  
Name: Kelly Pelling  
Title: Vice President  
  
7/30/2026  
\_\_\_\_\_  
Date

Agreement #: VTG-3227-2026-PAC



Request for Proposal # 952642607

For

Research & Industrial Equipment and Supplies

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 # 952642607, Research & Industrial Equipment and Supplies

**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: [lhenny29@vt.edu](mailto:lhenny29@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 research and industrial supplies used across research and instructional environments as well as industrial applications. This includes general lab consumables, operating supplies, basic laboratory support items, industrial machinery and supplies, etc.

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: **Research and Industrial Supplies.**

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 SBSD 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/GTC\\_RFP\\_02182022.pdf](https://www.procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_RFP_02182022.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.

| Product Category | Manufacturer | List Price | Discount % | Net Price | UOM | Volume Tier (if applicable) |
|------------------|--------------|------------|------------|-----------|-----|-----------------------------|
|                  |              |            |            |           |     |                             |
|                  |              |            |            |           |     |                             |
|                  |              |            |            |           |     |                             |
|                  |              |            |            |           |     |                             |
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|                  |              |            |            |           |     |                             |
|                  |              |            |            |           |     |                             |
|                  |              |            |            |           |     |                             |

**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>  | Research & Industrial Equipment and Supplies |
| <b>SOLICITATION NUMBER:</b> | 952642607                                    |

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**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. Can the eVA transparency reports be utilized to fulfill the VHEPC member reporting requirements?

**VHEPC already incorporates eVA data into their PO and P-card datasets. The vendor provided invoice data is usually much better and necessary to calculate rebates and PAC fees accurately, and therefore the eVA transparency reports would not be sufficient. However, please be advised that not all fields are required on the template.**

2. What criteria must be met for purchases to be attributed to the contract?

**After contract award, each contract will be assigned a specific #. We request that all quotes and/or invoices provided to Virginia Tech during the contract term reference this contract #, and include the appropriate contract pricing.**

3. We understand that the PAC requirement is not subject to post-award negotiation. However, would an alternative structure be considered as part of the proposal?

**At this time we are not entertaining alternative structures as the goal is to have a streamlined process.**

4. Please clarify whether the Additional Terms and Conditions included in Attachment A are subject to post-award negotiation, or if redlines should be included with the proposal submission.

**We will negotiate terms and conditions during the negotiations phase after the submission deadline has passed. Redlines do not need to be included with the proposal submission.**

5. For suppliers that are not designated as SWaM businesses and do not have opportunities to subcontract, are there any opportunities to support initiatives to utilize SWaM businesses?

**Absolutely. Virginia Tech has dedicated personnel to support SWaM utilization and will partner with you to help support initiatives post contract award. However, for the SWaM points allocation, points are only awarded to SBSD certified SWaM companies and/or usage of certified subcontractors.**

6. Please confirm if an alternative to FOB destination delivery would be considered as part of the proposal.

**Alternatives may be considered but only in the event where ownership of the goods passes to the University at the point of delivery.**

7. Please confirm whether the requirement to submit invoices for goods provided under the contract applies exclusively to orders placed by Virginia Tech.

**If referring to section IX. INVOICES, yes that is strictly for Virginia Tech orders.**

8. Please confirm the anticipated timeline for contract award issuance and the expected effective date of the contract.

**Our goal is to establish contract awards as timely as possible. Once the submission deadline has passed, we will enter negotiations prior to establishing contract awards. The timeline will be dependent upon successful negotiations. \*\*\*Please be advised that redlining terms and conditions will significantly delay the contract award timeline.**



Request for Proposal # 952642607

For

Research & Industrial Equipment and Supplies

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.

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## Cover Letter

Mr. Levi Henry  
Virginia Polytechnic Institute and State of University  
North End Center, Suite 2100  
300 Turner Street NW Blacksburg, VA 24061

Reference: RFP 952642607, Research & Industrial Equipment and Supplies

Dear Mr. Henry,

McMaster-Carr Supply Company ("McMaster-Carr") is pleased to submit this proposal in response to the above-referenced Request for Proposal.

McMaster-Carr is a leading distributor of industrial supplies, trusted by organizations across higher education, government, research, and industry. We support thousands of laboratories, engineering teams, facilities groups, and campus operations nationwide by providing reliable access to high-quality products and exceptional customer service.

We offer high-quality items in convenient quantities with no minimum order requirements. Our focus is fast, reliable shipping from inventory, including many hard-to-find items. 98% of orders are fulfilled directly from stock and arrive the same day or the next by noon.

If you have any questions regarding this proposal, please contact Emma Ziessler at (609) 223-4157 or [emma.ziessler@mcmaster.com](mailto:emma.ziessler@mcmaster.com).

Sincerely,



Kelly Pelling  
McMaster-Carr Vice President

## Invocation of Protection for Proprietary Information

Pursuant to Section 2.2-4342(F) of the Code of Virginia, McMaster-Carr hereby invokes protection from disclosure for specific proprietary and/or trade secret information contained within this proposal. The information for which protection is requested is limited to Pricing Attachment B as specifically identified and marked within the submission.

The protected information includes commercially sensitive data that is proprietary to McMaster-Carr, is not disclosed without requiring the recipient to agree to confidentiality obligations, and is not publicly available. Each instance of proprietary or trade secret material has been removed in the redacted copy of this proposal and is limited to the specific words, figures, or paragraphs for which protection is requested.

## VII. A. 1. Company 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.”

### Company Background and Qualifications

Founded in 1901, McMaster-Carr Supply Company has supported customers for 125 years. We are a leading e-commerce supplier offering more than 700,000 industrial products. McMaster-Carr provides the hardware, tools, and equipment VHEPC Members need to support research, engineering, facilities, and campus operations. Our offering includes high-quality items, available in convenient quantities with no order minimums. Our focus is fast, reliable shipping from inventory – including many hard-to-find items. 98% of products ordered ship from stock and deliver same or next day.

#### *Pipe, Tubing, Hose & Fittings*



Pipe Fittings & Pipe/ Pipe & Tube Repair Clamps/ Tank Fittings/ Pipe Joints/ Tubing/ Tube Fittings/ Manifolds/ Hose/ Hose & Tube Clamps/ Hose Fittings/ Hose Reels/ Hose Nozzles

#### *Pumping and Filtering*



Pumps/ Mufflers/ Breather Vents/ Strainers/ Steam Traps/ Water Filters/ Filter Cartridges, Bags & Housings/ Oil Filters & Skimmers/ Magnetic Separators/ Sieves/ Wire Cloth/ Plastic Mesh/ Perforated Metal

#### *Vacuum, Flow, Level, Pressure & Temperature Control*



High-Vacuum Fittings/ Valves/ Orifices/ Regulators/ Mixers/ Vibrators/ Process Heaters/ Heat Exchangers/ Chillers/ Sights/ Switches/ Flowmeters/ Gauges/ Thermometers/ Controllers/ Weather Instruments/ Water Chemistry Testers & Meters

#### *Heating and Cooling*



Environmental Heaters/ Duct & Fittings/ Thermostats/ Equipment Coolers/ Air Conditioners/ Fans/ Louvers/ Roof Exhaust Fans/ Blowers/ Fume Exhausters/ Air Cleaners/ Humidifiers/ Dehumidifiers/ Desiccants/ Air Filters

#### *Lighting and Electrical*



Light Bulbs/ Ballasts/ Light Fixtures/ Lights/ Flashlights/ Batteries/ Generators/ Terminal Blocks/ Connectors/ Wire Strippers & Crimpers/ Plugs & Receptacles/ Extension Cords/ Wire & Cable/ Heat-Shrink Tubing/ Sleeve/ Conduit/ Cable

#### *Power Transmission*



Compressors/ Tanks/ Air Flow & Pressure Boosters/ Moisture Separators & Drain Valves/ Dryers/ Filters, Regulators & Lubricators/ Hydraulic Filters, Pumps & Valves/ Actuators/ Motors/ Speed Reducers/ Roller Chain/ Sprockets/ Bushings

#### *Material Handling*



Conveyors/ Trucks & Carts/ Trailers & Trailer Accessories/ Dollies/ Dock Equipment/ Floor Locks/ Casters/ Wheels/ Glides/ Machinery Mounts/ Jacks/ Fibrous Rope/ Wire Rope/ Chain/ Turnbuckles/ Hooks/ Pulleys/ Winches/ Hoists/ Slings/ Hoist

#### *Furniture & Storage*



Cabinets/ Chests/ Shelving/ Racks/ Pallets/ Lockers/ Storage Buildings/ Partitions/ Workbenches/ Tables/ Desks & Workstations/ Chairs, Stools & Seats/ File Cabinets/ Bottles/ Sprayers/ Funnels/ Scoops/ Pails/ Drums/ Tanks/ Spill-Control

#### *Safety & Office Supplies*



Clothing/ Wash Stations/ First-Aid Supplies/ Safety Glasses/ Welding Helmets/ Hard Hats/ Earplugs/ Respirators/ Protective Screens/ Mirrors/ Fire Extinguishers & Sprinklers/ Buzzers, Bells & Horns/ Data & Voice Equipment/ Warning Lights/ Signs

#### *Plumbing and Janitorial*



Lavatory Partitions/ Toilets/ Soap Dispensers/ Drinking Fountains/ Faucets & Sinks/ Drain Cleaners/ Expansion Plugs/ Cleaners/ Brushes/ Wipes/ Mops/ Sorbents/ Vacuums/ Dust Collectors/ Pressure Washers/ Garden Hose/ Spray Nozzles

#### *Lubricating, Measuring & Inspecting*



Grease/ Oil/ Lubricants/ Metalworking Fluids/ Grease Guns/ Grease Fittings/ Oilers/ Oil Reservoirs/ Coolant Hose & Dispensers/ Knobs/ Handles & Hand Wheels/ Rulers/ Tape Measures/ Squares & Protractors/ Calipers/ Micrometers/

#### *Cutting and Sawing*



Punches/ Presses/ Sheet Metal Formers/ Tube Benders/ Tube Cutters/ Tile Cutters/ Gasket Cutters/ Drum Deheaders/ Bolt & Chain Cutters/ Snips/ Nibblers/ Paper Cutters/ Scissors/ Knives/ Chisels/ Scrapers/ Saws/ Band Saw, Jigsaw, Hacksaw

#### *Machining and Clamping*



Drills/ Chucks/ Arbors/ Drill Bits/ Countersinks/ Counterbores/ Routers & Bits/ Reamers/ End Mills/ Milling Machines/ Broaches/ Lathe Tools/ Carbide Inserts & Holders/ Collets/ Taps/ Tapping Tools/ Dies/ Threading Tools/ Vises/ Positioning

#### *Abrading & Polishing*



Files/ Deburring Tools/ Burs/ Grinding Bits/ Grinders/ Grinding Wheels/ Sanding Abrasives/ Sanders/ Sharpeners/ Cylinder Hones/ Lapping & Polishing Compounds/ Buffing Tools/ Finishing Media/ Wire Brushes/ Abrasive Blasting Media

#### *Hand Tools*



Tweezers & Retrievers/ Pliers/ Wrenches/ Tool Sets/ Sockets/ Screwdrivers/ Hex Keys & Drivers/ Nutdrivers/ Screw Extractors/ Nonsparking Tools/ Hammers/ Pry Bars

#### *Hardware*



Window Hardware/ Weatherstripping/ Doors/ Folding Gates/ Air Curtains/ Vinyl Strip Doors/ Door Track & Hangers/ Door Holders & Stops/ Door Locks/ Door Closers/ Exit Devices/ Magnetic Contacts/ Video Surveillance/ Lockouts/ Padlocks

#### *Fastening & Sealing*



Screws & Bolts/ Threaded Studs & Rods/ Nuts/ Washers/ Shims & Shim Stock/ Spacers & Standoffs/ Retaining Rings/ Helical & Threaded Inserts/ Rivets/ Anchors/ Pins/ Key Stock/ Spring Plungers/ Staples & Staplers/ Nails & Nailers/ Welding

#### *Raw Materials*



Felt/ Fabric/ Brake & Clutch Lining/ Insulation/ Rubber/ Foam/ Plastic/ Carbon Fiber/ Glass/ Ceramic/ Graphite/ 3D Printing/ Casting Compounds/ Chemicals/ Metals/ Caps, Plugs & Grips/ Bumpers & Trim/ Grommets/ Bellows

VII. A. 1. Company Overview

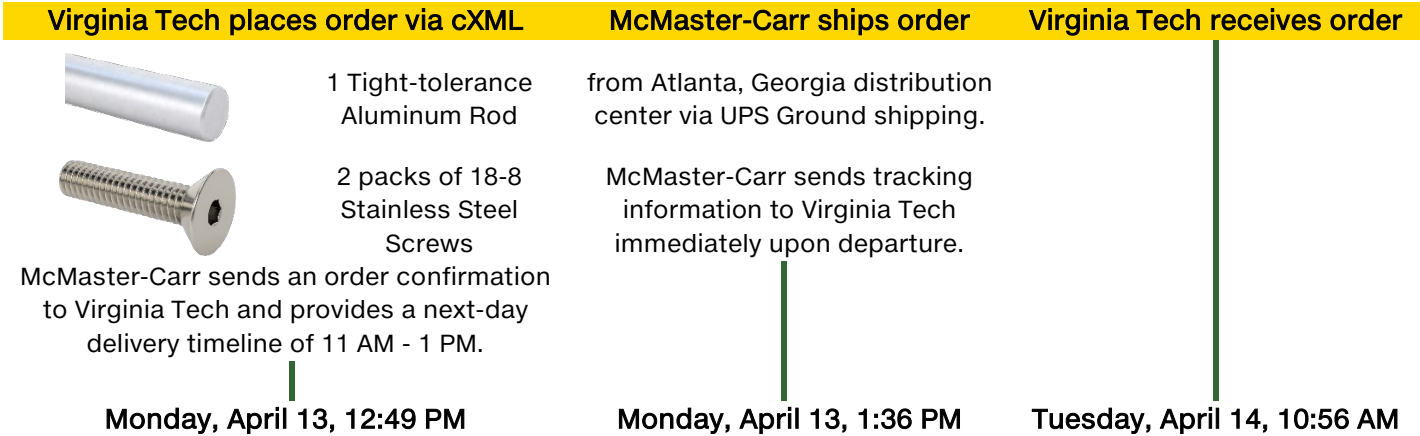
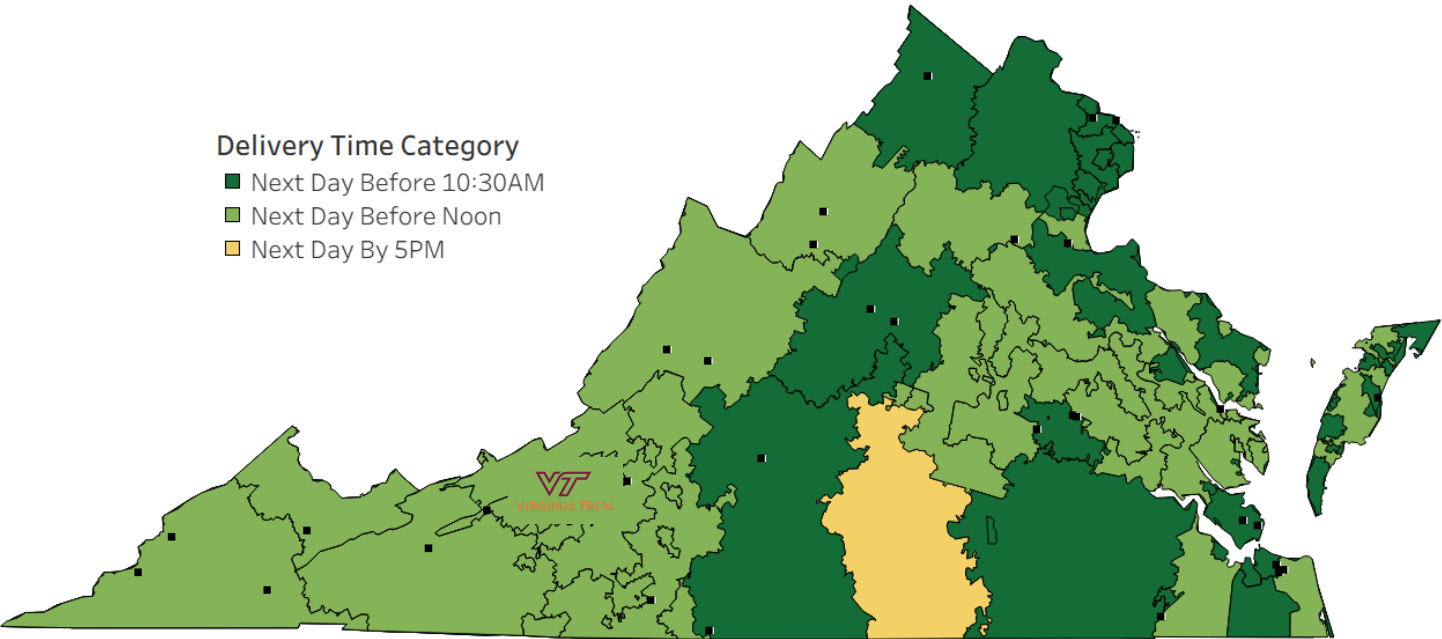
Geographic Footprint and Distribution Capabilities

McMaster-Carr serves customers across all 50 states, the District of Columbia, and all U.S. territories. Products are shipped from five operational facilities located in Elmhurst, Illinois; Robbinsville, New Jersey; Santa Fe Springs, California; Aurora, Ohio; and Douglasville, Georgia. In 2026, McMaster-Carr will open a sixth facility in the Dallas/Fort Worth, Texas area.

Key highlights of our shipping and distribution capabilities include:

- 98% of products ship from inventory for same-day or next-day delivery.
- Orders to VHEPC Member institutions typically deliver the next day by noon.
- In addition to standard delivery services, we offer door-to-door courier service and customers may pick up products at all locations.

VHEPC Members can expect next-day delivery by noon. See below for McMaster-Carr’s average delivery performance in Virginia and a typical Virginia Tech order.



## VII. A. 1. Company Overview

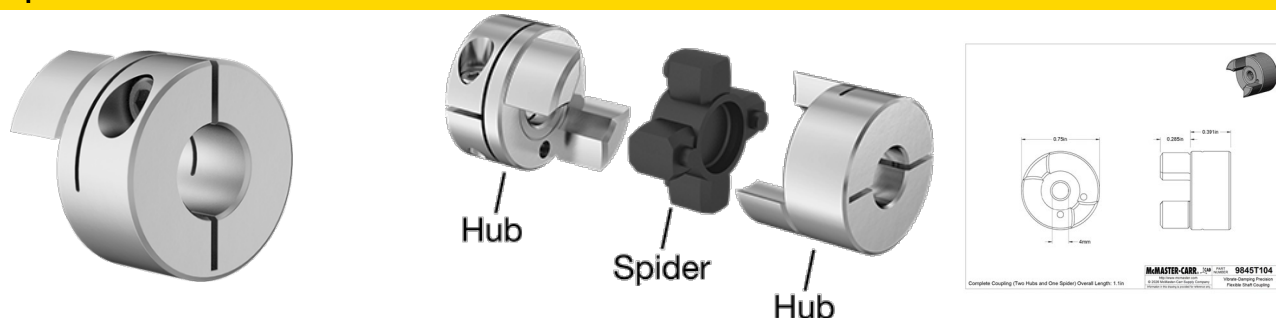
### Long Standing Partnerships with Virginia Higher Education

McMaster-Carr has decades of experience supporting Virginia Tech and other VHEPC Member institutions. Across these partnerships, we deliver consistent, high quality customer service and reliable access to a vast range of supplies. So far in fiscal year 2026, we have supported VHEPC Members with more than 10,000 products.

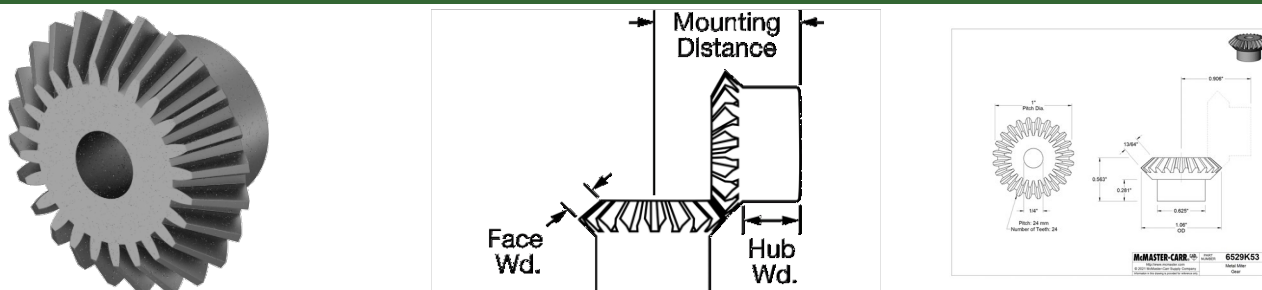
- **Design Integration with CAD Library**

- Recognizing the importance of CAD models in academic and research environments, McMaster-Carr provides downloadable CAD models for more than 500,000 products, enabling students, faculty, and researchers to design efficiently and accurately. McMaster-Carr recently enhanced its CAD offerings by expanding support for Parasolid® files. Customers using Parasolid based CAD platforms such as NX, Solid Edge, Onshape, and SolidWorks benefit from significantly faster file imports compared to STEP files. In many cases, Parasolid files can load up to twice as fast, an advantage that becomes especially valuable when working with large or complex assemblies. Since 2020, VHEPC Members have downloaded nearly 4,000 CAD models. A sample selection is shown below.

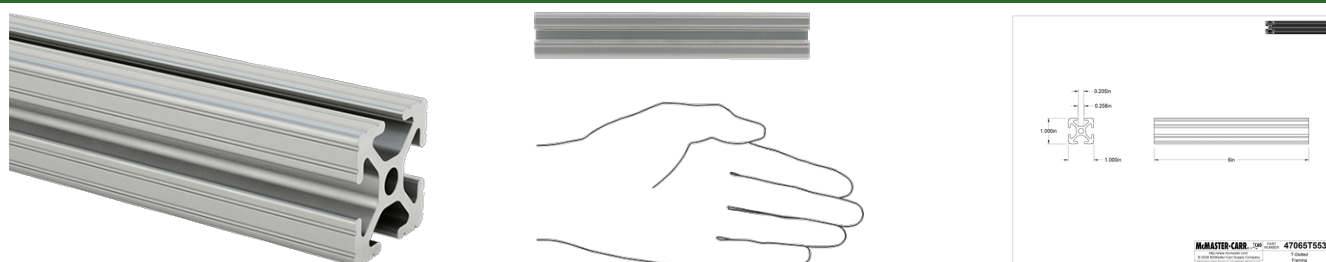
### Sample of VHEPC Members CAD Model Downloads



Vibrate-Damping Precision Flexible Shaft Coupling Clamping Hub, 1-7/64" Long, 3/4" OD, for Round Shaft [9845T1](#)



Metal Miter Gear 1144 Carbon Steel, Round Bore, 24 Pitch, 24 Teeth [6529K53](#)



T-Slotted Framing Single Four Slot Rail, Silver, 1" High x 1" Wide, Solid [47065T101](#)

## VII. A. 1. Company Overview

### Long-Standing Partnerships with Virginia Higher Education

- ***Punchout Integrations***

- McMaster-Carr has successfully supported numerous VHEPC member institutions with Punchout and cXML integrations, including Virginia Tech.
- Our Punchout catalog delivers the same intuitive, reliable experience as our website while removing several manual, time-consuming steps from the search-to-pay process.
- End-to-end integration ensures purchase orders automatically match receiving documents, reducing manual entry in Purchasing and Accounts Payable and helping prevent pricing or unit-of-measure discrepancies.
- Punchout and cXML integrations also align seamlessly with eVA, enabling VHEPC members to simplify procurement workflows and strengthen overall purchasing efficiency.

- ***24/7 Support***

- If you can't find what you're looking for, our team is available 24/7 and answers calls, texts, or chat in seconds and emails within minutes. We will review requests for products that are not in our catalog and leverage our product expertise and extensive network of suppliers to source the right product for the job.



## **VI. 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.”

### **Sustainability at McMaster-Carr**

We advance sustainability through a range of initiatives integrated across our operations. For example: We strive to pack orders using as few boxes as possible. Our durable outbound packaging is designed to be recyclable, with 100% of corrugate materials and tubes certified by the Sustainable Forestry Initiative (SFI). We continually evaluate packaging materials for recycled content and work to reduce overall packaging weight while maintaining product protection.

We offer an extensive selection of products that promote energy efficiency and resource conservation, including LED lighting, energy-saving thermostats, and motion-sensor controls. As our customers’ environmental priorities evolve, we remain committed to expanding and updating our product offerings to support those goals.

Our low return rate, representing only a fraction of a percent of all orders, helps minimize waste and reduce emissions associated with reverse logistics.

Our paper catalogs are deliberately designed to be fully recyclable and produced in partnership with an EcoVadis Platinum-rated printing company. This partner sources 100% of pulp from sustainably managed forests certified by the Programme for the Endorsement of Forest Certification (PEFC) and/or the Forest Stewardship Council (FSC).

## **VI. B. and VII. A. 2. Sales Representation and Contact Information**

“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.”

### **Sales Representation**

We operate our own dedicated domestic customer service team across five facilities, providing 24/7 support for our customers. We respond to calls, texts, and chats within seconds, and emails within minutes, in English, Spanish, or French. Our team works closely with a network of thousands of suppliers to source the right product for each job. Purchase orders are processed within an hour, with same-day shipping available. Customers can reach our customer service team by phone at 330-995-5500, by text at 76947, or by email at [sales@mcmaster.com](mailto:sales@mcmaster.com).

For customers who prefer self-service, we offer comprehensive product information on our website and in our printed catalog. Catalog requests can be made by emailing [sales@mcmaster.com](mailto:sales@mcmaster.com).

VHEPC Members can contact [VHEPC@mcmaster.com](mailto:VHEPC@mcmaster.com) with questions about the contract. We also welcome the opportunity to visit campus as needed and are happy to coordinate conference calls to review member contract usage and volume saving opportunities.

### **Customer Service Contact Information**

We are available 24 hours a day, 7 days a week. We answer calls, texts, or chat in seconds and emails within minutes, and provide comprehensive product support. Our team is ready to work with our network of thousands of suppliers to locate the right product for the job.

VHEPC Members can place orders using their preferred method, including our website, mobile app, email, phone, or integrated eCommerce platforms. We accept ACH, wire transfer, check, and credit card payments, with invoices sent electronically once orders ship. We can honor your preferences to email Virginia Tech invoices 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

We can be reached for purposes of ordering, customer service, and questions about invoices as follows:

- Email: [sales@mcmaster.com](mailto:sales@mcmaster.com) or [VHEPC@mcmaster.com](mailto:VHEPC@mcmaster.com)
- Phone: 330-995-5500
- Text: 76947
- Live chat is available Monday through Friday, 6 am - 8 pm EST on <https://www.mcmaster.com/>

**VI. F., VII. A. 3., and VII. A. 4. Delivery Options and Turnaround Time**

“There shall be no minimum order requirement. Describe delivery options and policies including special handling charges, installation and training. Specify typical turnaround time for delivery (standard, rush, etc.).”

**Fast and Subsidized Delivery**

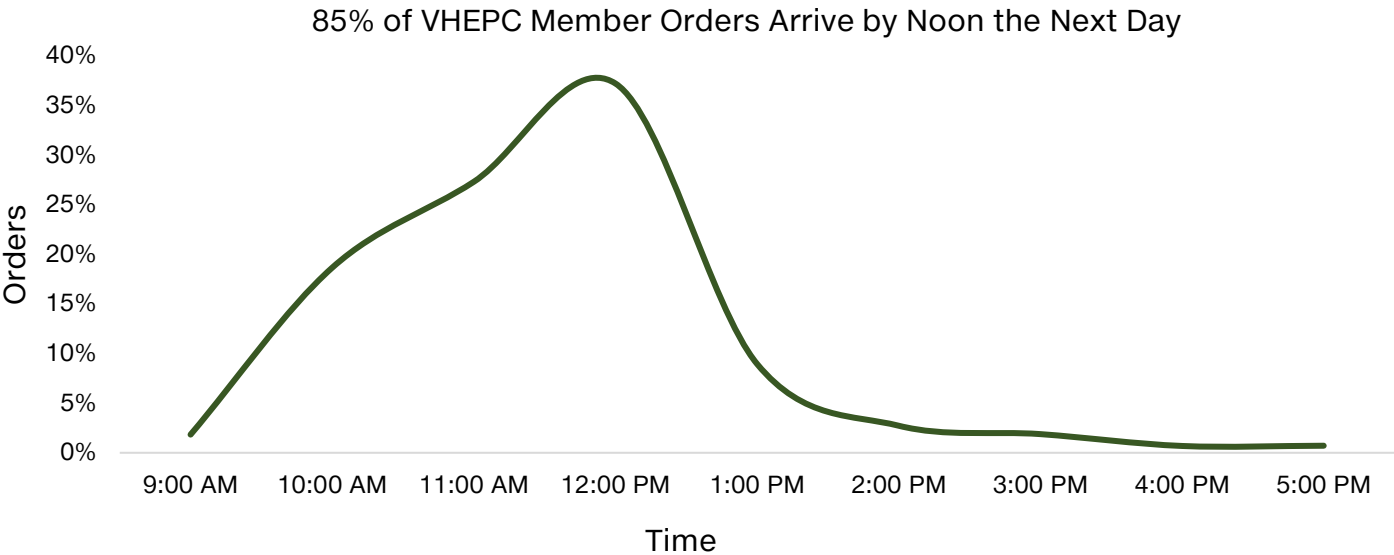
There is no minimum order requirement when ordering from McMaster-Carr. We ship products directly from inventory for same-day or next-day delivery at subsidized rates. VHEPC Members can expect to pay substantially less than published UPS and FedEx Ground rates for this priority service. A sample of transportation charges is provided in Attachment B: Pricing Schedule.

VHEPC Members can expect transparent shipping costs – shipping costs are quoted on our website and invoiced as a separate line item. Ownership of goods will pass directly to the receiving entity at point of delivery. If we miss a delivery commitment, we'll cover the cost of shipping. Transportation costs are calculated based on package weight, dimensions, and delivery distance. To help control costs and reduce waste, we strive to ship orders in as few boxes as possible.

We also honor customer preferences to bill shipping charges to FedEx or UPS collect accounts. In addition, we subsidize shipments so that eligible UPS collect customers can receive priority next-day delivery at their ground rates.

**Delivery Turnaround Time**

With 98% of our products shipping directly from inventory, customers in Virginia can typically expect next-day delivery by noon.



McMaster-Carr ships from the closest stocked location to ensure the fastest and most efficient delivery possible. In addition to our standard delivery service, we also offer door-to-door courier service and pick up from our five locations.

## **VI. C., VI. D., and VII. A. 5. Product Satisfaction, Warranty, and Return Policy**

“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. All products purchased under this contract will minimally include the Original Equipment Manufacturer’s warranty which will pass directly to Virginia Tech.

Describe return policy (including replacement of defective, broken, or damaged items) and identify any associated costs.”

### **McMaster-Carr Product Satisfaction**

At McMaster-Carr, we stand behind the quality of our over 700,000 products as well as the information we publish about them. If anything does not meet your expectations or fails within its useful life, it can be returned for full credit. The return policy includes products that are otherwise covered under a manufacturer's warranty. Returns are simple and convenient. Customers can send material back to the nearest McMaster-Carr location for credit. We do not require a Return Authorization Number or charge restocking fees. You can view more information at <https://www.mcmaster.com/returns/> or contact us with any questions by phone at 330-995-5500, by text at 76947, or by email at [sales@mcmaster.com](mailto:sales@mcmaster.com).

## VII. A. 6. Sample Quote and Invoice

“Provide sample quote and invoice. Quotes shall include manufacturer list price and contracted discount price.”



404-346-7000  
404-349-9091 (fax)  
atl.sales@mcmaster.com

Virginia Tech  
Address  
Blacksburg VA 24061

Quote  
533462

Date  
2/25/26

## Quotation

| Line | Product                                                                                                                         | Quantity | Available | Price          | Total |
|------|---------------------------------------------------------------------------------------------------------------------------------|----------|-----------|----------------|-------|
| 1    | 6802K19 High-Density Thread Sealant Tape, PTFE, 0.0032" Thick, 3/8" Wide, 14 Yard Long, White                                   | 2 each   | today     | 4.83 each      | 9.66  |
| 2    | 6516T43 Soft Tygon PVC Plastic Tubing for Air and Water, 1/8" ID, 3/16" OD, 25 Feet Long                                        | 25 feet  | today     | 0.78 per foot  | 19.50 |
| 3    | 6311N33 High-Flow Quick-Disconnect Tube Coupling for Air and Water, Acetal Plastic Socket, for 3/16" Tube ID, 7/8 Coupling Size | 2 each   | today     | 20.44 each     | 40.88 |
| 4    | 5372K555 Plastic Barbed Tube Fitting for Air and Water, Straight Adapter, for 3/16" Tube ID x 1/4 NPT Female, packs of 10       | 1 pack   | today     | 24.07 per pack | 24.07 |
| 5    | 5012K87 Plastic Quick-Disconnect Tube Coupling for Air and Water, Plug with Shut-Off, 1/4 Coupling Size, 1/4 NPT Male           | 2 each   | today     | 12.05 each     | 24.10 |
| 6    | 5233K946 Soft Masterkleer PVC Tubing for Air and Water, 3/16" ID, 1/4" OD, 50 Feet Long                                         | 50 feet  | today     | 0.75 per foot  | 37.50 |

Merchandise prices good through 3/25/26.

|              |                 |
|--------------|-----------------|
| Merchandise  | \$155.71        |
| Shipping     | 25.40           |
| <b>Total</b> | <b>\$181.11</b> |

Your order is subject only to our terms and conditions, available at [www.mcmaster.com](http://www.mcmaster.com) or from our Sales Department.

McMaster-Carr Supply Company

VII. A. 6. Sample Quote and Invoice

“Provide sample quote and invoice. Quotes shall include manufacturer list price and contracted discount price.”



404-346-7000  
404-349-9091 (fax)  
atl.sales@mcmaster.com

Billed to  
VIRGINIA TECH  
ADDRESS  
BLACKSBURG VA 24061-6100

Shipped to  
Attention: Contact Information  
Address  
Blacksburg VA 24061

Invoice

|                                                 |                       |
|-------------------------------------------------|-----------------------|
| Purchase Order                                  | <i>PO Number</i>      |
| Total                                           | <b>\$181.11</b>       |
| Invoice                                         | <i>Invoice Number</i> |
| Invoice Date                                    | <b>2/25/26</b>        |
| Payment Terms                                   | <b>2% 10, Net 30</b>  |
| Deduct \$3.11 on merchandise if paid by 3/7/26. |                       |

Mail Payment to      McMaster-Carr  
                                 PO Box 7690  
                                 Chicago IL 60680-7690

Your Account      *Account Number*

Hal Holmes placed this order.

| Line        | Product                                                                                                                              | Ordered    | Shipped | Balance | Price             | Total           |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------|------------|---------|---------|-------------------|-----------------|
| 1           | 6802K19      High-Density Thread Sealant Tape, PTFE, 0.0032" Thick, 3/8" Wide, 14 Yard Long, White                                   | 2<br>Each  | 2       | 0       | 4.83<br>Each      | 9.66            |
| 2           | 6516T43      Soft Tygon PVC Plastic Tubing for Air and Water, 1/8" ID, 3/16" OD, 25 Feet Long                                        | 25<br>Feet | 25      | 0       | 0.78<br>Per Foot  | 19.50           |
| 3           | 6311N33      High-Flow Quick-Disconnect Tube Coupling for Air and Water, Acetal Plastic Socket, for 3/16" Tube ID, 7/8 Coupling Size | 2<br>Each  | 2       | 0       | 20.44<br>Each     | 40.88           |
| 4           | 5372K555      Plastic Barbed Tube Fitting for Air and Water, Straight Adapter, for 3/16" Tube ID x 1/4 NPT Female, Packs of 10       | 1<br>Pack  | 1       | 0       | 24.07<br>Per Pack | 24.07           |
| 5           | 5012K87      Plastic Quick-Disconnect Tube Coupling for Air and Water, Plug with Shut-Off, 1/4 Coupling Size, 1/4 NPT Male           | 2<br>Each  | 2       | 0       | 12.05<br>Each     | 24.10           |
| 6           | 5233K946      Soft Masterkleer PVC Tubing for Air and Water, 3/16" ID, 1/4" OD, 50 Feet Long                                         | 50<br>Feet | 50      | 0       | 0.75<br>Per Foot  | 37.50           |
| Merchandise |                                                                                                                                      |            |         |         |                   | 155.71          |
| Shipping    |                                                                                                                                      |            |         |         |                   | 25.40           |
| Total       |                                                                                                                                      |            |         |         |                   | <b>\$181.11</b> |

| Packing List | Shipped | Weight | Carrier | Tracking        |                                     |
|--------------|---------|--------|---------|-----------------|-------------------------------------|
| 3289345-01   | 2/25/26 | 1 lb   | FedEx   | Tracking Number | Received by <i>Contact</i> 2/27/26. |
| 3289345-02   | 2/25/26 | 2 lb   | UPS     | Tracking Number | Received by <i>Contact</i> 2/26/26. |

VII. A. 7. Additional Goods and Services

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

Additional goods and services are available to VHEPC Members at no additional cost.

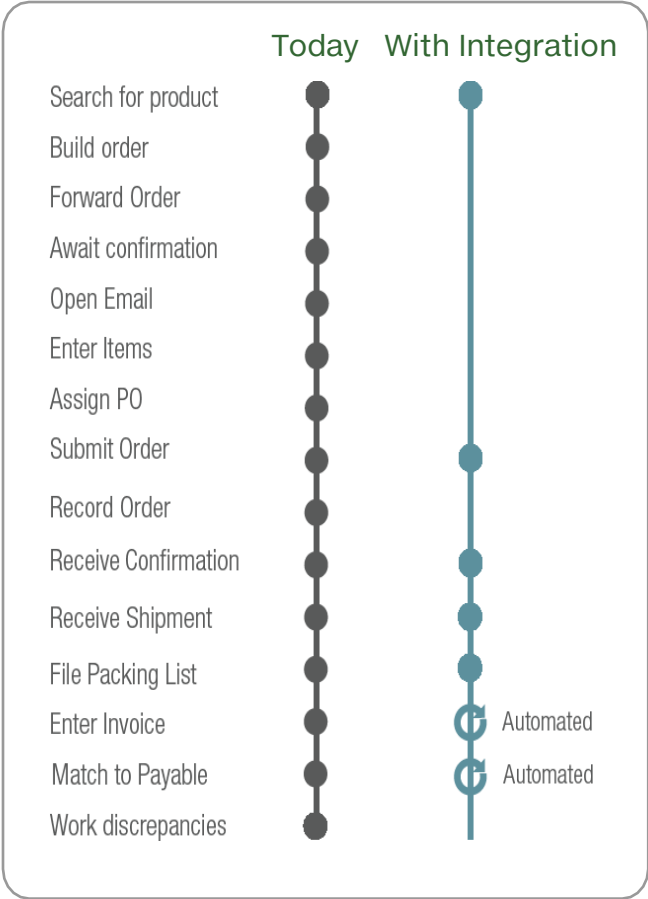
Punchout & cXML Integration

Our punchout catalog provides the same seamless user experience as our website while streamlining several time-consuming steps in your search-to-pay process. Integration via cXML automates document transmission including purchase orders, confirmations, advanced shipping notices, and invoices.

End-to-end integration has allowed numerous Virginia higher education institutions to streamline their transactions. With integration, you can:

- Automatically match POs to receiving documents
- Eliminate manual entries in Purchasing & A/P
- Avoid pricing and UOM discrepancies

To learn more, visit <https://www.mcmaster.com/ecommerce>



Enablement Timeline

Our eProcurement team is prepared to load a test catalog and begin the integration process within 1 day of your request.

**Our eCommerce Capabilities**

 Punchout Orders

 Invoices

 Confirmations

**Any Language**

 cXML

 EDI

 Email

**Any Platform**







## VII. A. 7. Additional Goods and Services

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

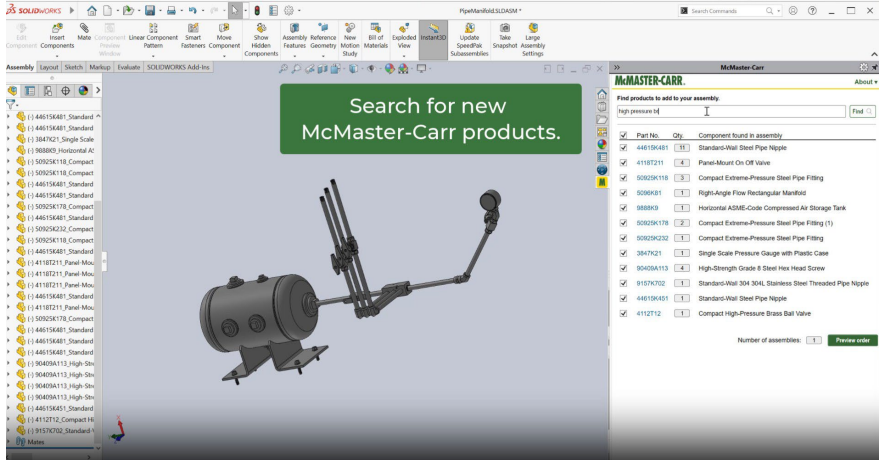
**Additional goods and services are available to VHEPC Members at no additional cost.**

### Solidworks Add-In

Streamline your designing and ordering process with our Solidworks Add-In to access over 500,000 McMaster-Carr CAD models. VHEPC Members have downloaded nearly 4,000 CAD models since 2020.

Within Solidworks, you can:

- Browse mcmaster.com
- Download CAD models
- Insert models directly into your assembly
- Replace a CAD model with one that meets your design needs
- Build your order as you insert your CAD models



The add-in automatically adds part numbers and descriptions to your bill of materials and calculates the correct quantities. Copy your bill of materials from the add-in or send your order to mcmaster.com. To learn more, visit <https://www.mcmaster.com/solidworksaddin>

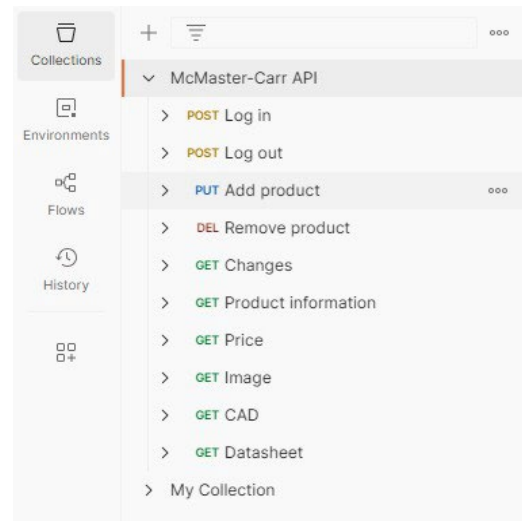
### Product Information API

The McMaster-Carr Product Information API provides an external method for programmatically retrieving our publicly available product information.

With the API integration, you can retrieve:

- Product information, including descriptions, specifications, and available compliance data
- The current price of products
- Datasheets
- Images and CAD files

Reach out to us at [ecommerce@mcmaster.com](mailto:ecommerce@mcmaster.com) to begin the integration process.



### Relevant Product Information

Safety Data Sheets for more than 80,000 products are available on our website, and material certificates for over 60,000 products are provided at no extra cost. Certificates are emailed and available for download from Order History as soon as the order ships.

#### **VII. A. 8. SWaM Participation**

“If your business cannot be classified as SWaM, describe your plan for utilizing SWaM subcontractors if awarded a contract.”

##### **McMaster-Carr Classification**

McMaster-Carr cannot be classified as a SWaM business and does not subcontract any portion of its work. Since all requirements of the contract are fulfilled by McMaster-Carr, there are no opportunities for SWaM participation. When selecting and maintaining supplier relationships, McMaster-Carr takes all affirmative steps outlined in CFR 200.321 to ensure that minority-owned businesses, women’s business enterprises, and labor-surplus-area firms are used when possible.

## **VI. G Quarterly Reporting Requirements**

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

### **VHEPC Quarterly Reporting**

McMaster-Carr will deliver quarterly reports for each VHEPC Member institution highlighting order activity, process improvements, opportunities to enhance savings through volume purchasing or punchout integration, and customer support insights.

The Quarterly Reporting tab will include item-level detail for all purchases made by VHEPC Members during the reporting period. Each transaction line will include:

- University
- Purchase Order (PO) Number
- Order Date
- Invoice Number
- Invoice Date
- Department
- Vendor SKU
- Product Category
- Item Description
- Unit of Measure
- Contract Price
- Net Price
- Quantity
- Extended Volume (total invoiced amount)

Quarterly reports will be delivered in accordance with established reporting timelines and submitted electronically to designated VHEPC contacts. McMaster-Carr has established internal controls and reporting processes to ensure accuracy, consistency, and on-time delivery of all required submissions. VHEPC Members can email [VHEPC@mcmaster.com](mailto:VHEPC@mcmaster.com) with any questions.

## **VI. H. Publicly Accessible Contract (PAC)**

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

### **Publicly Accessible Contract**

McMaster-Carr acknowledges that execution of the VHEPC Publicly Accessible Contract (PAC) Agreement is mandatory and confirms its willingness to permit third-party access.

McMaster-Carr can agree to remit a PAC Annual Fee equal to one percent (1%) of revenue received from non-VHEPC entities that initiate orders pursuant to this Agreement, where and to the extent it is clear that such entities have initiated orders pursuant to this Agreement and have agreed to the terms of the PAC Agreement. McMaster-Carr, however, requests the opportunity to discuss the structure and application of this fee during the negotiation process.

McMaster-Carr will maintain internal tracking of third-party (non-VHEPC) contract usage. Consistent with McMaster-Carr’s customer confidentiality practices, we are unable to share order data for non-VHEPC entities. Reporting related to VHEPC Member usage will be provided in accordance with agreed-upon VHEPC reporting requirements.

## Attachment B: Pricing

McMaster-Carr's proposal includes our entire offering of more than 700,000 products, delivering comprehensive support for the research, engineering, facilities, and campus operations needs of VHEPC Members.

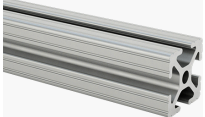
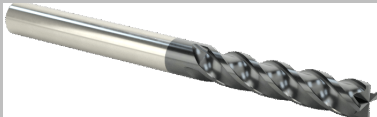
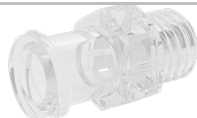
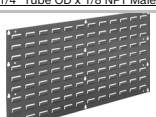
McMaster-Carr offers straightforward, net pricing with no order minimums. Our list prices are our net prices, and all pricing is published transparently on our website. We secure pricing that is competitive with the discounts that list-price suppliers offer. Pricing is consistent for all customers—including the Federal Government—so VHEPC Members can purchase with confidence, knowing they receive our best price on every order.

### Value we provide to Virginia Tech and VHEPC Members

|                            |                                                                                                                                                                                                                                                                                          |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Volume Discounts           | McMaster-Carr reviews VHEPC Member quotations and orders totaling more than \$25,000 to identify opportunities for additional savings from our suppliers. These reviews typically result in discounts ranging from 5% to 15%, which are passed directly to VHEPC Members when available. |
| Prompt Payment Discount    | McMaster-Carr's VHEPC Member payment terms are 2% 10, net 30. VHEPC Members may take advantage of a two percent discount when invoices are paid via ACH, wire transfer, or check within 10 days of product shipment or pickup.                                                           |
| Subsidized Shipping        | McMaster-Carr ships to VHEPC Members directly from inventory, with most orders delivered the same or next day. Our shipping rates are, on average, 38% less than published priority delivery rates. Ownership of goods will pass directly to VHEPC Members at point of delivery.         |
| Convenient Returns         | Returns are simple and convenient. VHEPC Members may return items to the nearest McMaster-Carr location for full credit. We do not require return authorization numbers and do not charge restocking fees.                                                                               |
| In-stock Availability      | McMaster-Carr ships 98% of orders from stock for immediate delivery to VHEPC Members, minimizing downtime and project delays.                                                                                                                                                            |
| Domestic Sourcing Options  | 65% of our products are sourced domestically to meet compliance and procurement requirements.                                                                                                                                                                                            |
| Flexible Order Quantities  | VHEPC Members purchase only what is needed with no minimum order quantities. Most products are available by the each or small pack sizes.                                                                                                                                                |
| Comprehensive Publications | VHEPC Members quickly find what they need via our catalog, website, and mobile app.                                                                                                                                                                                                      |

## Attachment B: Pricing

**Table 1.** A sample of products most frequently purchased by VHEPC Members in comparison to the equivalent product sold by three alternative sources.

| Category                           | Description                                                                                                                                                                                                           | Product Information | McMaster-Carr     | Alternative A    | Alternative B | Alternative C    |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------|------------------|---------------|------------------|
| T-Slotted Framing and Fittings     | <br><u>T-Slotted Framing Single Four Slot Rail, Silver, 1 inch High x 1 inch Wide, Solid 47065T209</u>                               | Cost per foot       | <b>\$6.35</b>     | \$7.27           | \$15.63       | \$8.38           |
|                                    |                                                                                                                                                                                                                       | Smallest Unit Sold  | <b>2 feet</b>     | 2 feet           | 2 feet        | 8 feet           |
|                                    |                                                                                                                                                                                                                       | Stock Status        | <b>In-stock</b>   | 10-day lead time | In-stock      | 9-day lead time  |
|                                    |                                                                                                                                                                                                                       | Country of Origin   | <b>USA</b>        | USA              | USA           | USA              |
| Fasteners and hardware             | <br><u>End-Feed T-Slotted Framing Fasteners Easy-Slide Spring Tab Nut for 1.5 inch and 40mm Rail, M8 4976N48</u>                     | Cost per 1 each     | <b>\$3.02</b>     | Does not Sell    | Does not Sell | Does not Sell    |
|                                    |                                                                                                                                                                                                                       | Smallest Unit Sold  | <b>Pack of 4</b>  |                  |               |                  |
|                                    |                                                                                                                                                                                                                       | Stock Status        | <b>In-stock</b>   |                  |               |                  |
|                                    |                                                                                                                                                                                                                       | Country of Origin   | <b>China</b>      |                  |               |                  |
| Mills and Drills                   | <br><u>Diamondlike Carbon-Coated Carbide End Mill Square-End, 4 Flute, 1/8 inch Mill Diameter, 1-1/2 inch Overall Length 4119A15</u> | Cost per 1 each     | <b>\$43.16</b>    | \$143.80         | \$130.90      | \$164.32         |
|                                    |                                                                                                                                                                                                                       | Smallest Unit Sold  | <b>1</b>          | 1                | 1             | 1                |
|                                    |                                                                                                                                                                                                                       | Stock Status        | <b>In-stock</b>   | 6-day lead time  | In-stock      | 3-day lead time  |
|                                    |                                                                                                                                                                                                                       | Country of Origin   | <b>USA</b>        | USA              | USA           | USA              |
| Tubing and Tube Fittings           | <br><u>Plastic Luer Lock Tube Coupling for Air and Water Sockets, 1/4 inch-28 UNF Thread Size, Polycarbonate 51525K243</u>           | Cost per 1 pack     | <b>\$12.59</b>    | Does not Sell    | Does not Sell | Does not Sell    |
|                                    |                                                                                                                                                                                                                       | Smallest Unit Sold  | <b>Pack of 10</b> |                  |               |                  |
|                                    |                                                                                                                                                                                                                       | Stock Status        | <b>In-stock</b>   |                  |               |                  |
|                                    |                                                                                                                                                                                                                       | Country of Origin   | <b>USA</b>        |                  |               |                  |
| T-Slotted Framing and Fittings     | <br><u>Silver Corner Bracket, 2 inch Long for 1 inch High Rail T-Slotted Framing 47065T239</u>                                      | Cost per 1 each     | <b>\$8.54</b>     | \$9.99           | \$10.26       | \$10.11          |
|                                    |                                                                                                                                                                                                                       | Smallest Unit Sold  | <b>1</b>          | 1                | 1             | 1                |
|                                    |                                                                                                                                                                                                                       | Stock Status        | <b>In-stock</b>   | In-stock         | In-stock      | 9-day lead time  |
|                                    |                                                                                                                                                                                                                       | Country of Origin   | <b>USA</b>        | USA              | USA           | USA              |
| Beakers, Flasks, and Test Tubes    | <br><u>Borosilicate Glass Beaker 8.5 FL oz/250 ml Capacity, 2-3/4 inch Diameter, 3-7/8 inch High 2766T53</u>                       | Cost per 1 each     | <b>\$3.84</b>     | \$4.40           | \$7.05        | Does not Sell    |
|                                    |                                                                                                                                                                                                                       | Smallest Unit Sold  | <b>1</b>          | Pack of 12       | Pack of 12    |                  |
|                                    |                                                                                                                                                                                                                       | Stock Status        | <b>In-stock</b>   | In-stock         | In-stock      |                  |
|                                    |                                                                                                                                                                                                                       | Country of Origin   | <b>India</b>      | India            | India         |                  |
| Washers                            | <br><u>Extreme-Vibration-Resistant Wedge Lock Washers Black Zinc-Coated Steel, for 3/4 inch Screw, 1.210 inch OD 97913A119</u>     | Cost per 1 each     | <b>\$3.77</b>     | Does not Sell    | Does not Sell | Does not Sell    |
|                                    |                                                                                                                                                                                                                       | Smallest Unit Sold  | <b>Pack of 4</b>  |                  |               |                  |
|                                    |                                                                                                                                                                                                                       | Stock Status        | <b>In-stock</b>   |                  |               |                  |
|                                    |                                                                                                                                                                                                                       | Country of Origin   | <b>Taiwan</b>     |                  |               |                  |
| Tubing and Tube Fittings           | <br><u>Yor-Lok Fitting for Stainless Steel Tubing Straight Adapter for 1/4 inch Tube OD x 1/8 NPT Male 5182K807</u>                | Cost per 1 each     | <b>\$11.87</b>    | \$24.58          | \$21.65       | \$16.25          |
|                                    |                                                                                                                                                                                                                       | Smallest Unit Sold  | <b>1</b>          | 1                | 1             | 1                |
|                                    |                                                                                                                                                                                                                       | Stock Status        | <b>In-stock</b>   | In-stock         | In-stock      | 2-day lead time  |
|                                    |                                                                                                                                                                                                                       | Country of Origin   | <b>USA</b>        | USA              | USA           | South Korea      |
| Storage                            | <br><u>Wall-Mount Bin-Box Rack 36 inch x 19 inch x 1/2 inch Overall Size 4666T41</u>                                               | Cost per 1 each     | <b>\$66.74</b>    | \$89.92          | Does not Sell | \$71.54          |
|                                    |                                                                                                                                                                                                                       | Smallest Unit Sold  | <b>1</b>          | 1                |               | Pack of 4        |
|                                    |                                                                                                                                                                                                                       | Stock Status        | <b>In-stock</b>   | In-stock         |               | 43-day lead time |
|                                    |                                                                                                                                                                                                                       | Country of Origin   | <b>USA</b>        | USA              |               | USA              |
| Strut Channel Framing and Fittings | <br><u>Strut Channel Nut with Spring, 1-5/8 inch High Channel, Steel, 3/8 inch-16 Thread 3259T14</u>                               | Cost per 1 each     | <b>\$1.78</b>     | Does not Sell    | \$3.88        | \$3.05           |
|                                    |                                                                                                                                                                                                                       | Smallest Unit Sold  | <b>1</b>          |                  | 1             | Pack of 25       |
|                                    |                                                                                                                                                                                                                       | Stock Status        | <b>In-stock</b>   |                  | In-stock      | In-stock         |
|                                    |                                                                                                                                                                                                                       | Country of Origin   | <b>USA</b>        |                  | Varies        | 3-day lead time  |

## Attachment B: Pricing

**Table 2.** VHEPC Members pay substantially less in shipping costs compared to published carrier rates.

| Origin           | Destination         | Package Weight (lbs) | Package Dimensions (L x W x H, inches) | Delivery Service | Delivery Day      | FedEx/UPS Published Cost | McMaster-Carr Shipping Cost |
|------------------|---------------------|----------------------|----------------------------------------|------------------|-------------------|--------------------------|-----------------------------|
| Atlanta, GA      | Charlottesville, VA | 8                    | 13 x 8 x 6                             | FedEx Priority   | Next Day by 12 PM | \$197.69                 | \$13.28                     |
| Atlanta, GA      | Blacksburg, VA      | 45                   | 14 x 13 x 26                           | UPS Next Day Air | Next Day by 1 PM  | \$526.49                 | \$29.45                     |
| Atlanta, GA      | Blacksburg, VA      | 3                    | 13 x 8 x 6                             | UPS Ground       | Next Day by 2 PM  | \$137.88                 | \$12.07                     |
| Aurora, OH       | Blacksburg, VA      | 5                    | 10 x 7 x 4                             | FedEx Priority   | Next Day by 12 PM | \$111.03                 | \$13.40                     |
| Aurora, OH       | Blacksburg, VA      | 2                    | 6 x 9 x 14                             | FedEx Priority   | Next Day by 12 PM | \$122.85                 | \$13.08                     |
| Robbinsville, NJ | Charlottesville, VA | 14                   | 9 x 18 x 18                            | UPS Next Day Air | Next Day by 10 AM | \$159.60                 | \$18.48                     |
| Robbinsville, NJ | Charlottesville, VA | 18                   | 11 x 13 x 16                           | UPS Ground       | Next Day by 1 PM  | \$159.60                 | \$15.65                     |
| Robbinsville, NJ | Richmond, VA        | 8                    | 6 x 13 x 16                            | UPS Next Day Air | Next Day by 10 AM | \$113.57                 | \$14.54                     |
| Robbinsville, NJ | Richmond, VA        | 3                    | 9 x 18 x 18                            | UPS Next Day Air | Next Day by 10 AM | \$159.60                 | \$12.16                     |
| Robbinsville, NJ | Richmond, VA        | 3                    | 6 x 9 x 14                             | UPS Next Day Air | Next Day by 12 PM | \$99.79                  | \$11.98                     |

**Table 3.** McMaster-Carr reviews VHEPC Member quotations and orders over \$25,000 for potential discounts, consistent with other higher education institutions.

| Original Order Value | Description                                                                                                    | Lines per Order | Discount Percentage (%) | Total Savings |
|----------------------|----------------------------------------------------------------------------------------------------------------|-----------------|-------------------------|---------------|
| \$75,160.00          | University purchased outlet surge protectors to upgrade dormitories.                                           | 1               | 8.01%                   | \$6,020.32    |
| \$62,936.64          | College purchased workbenches for their Aviation Career Education Center.                                      | 6               | 13.24%                  | \$8,332.81    |
| \$61,464.29          | University purchased components for X-Ray cells to use in their Medical Labs.                                  | 37              | 6.74%                   | \$4,144.26    |
| \$39,481.20          | University purchased casters to ensure safe transport of heavy components in their Aviation Research facility. | 1               | 13.00%                  | \$5,132.56    |
| \$21,530.19          | College purchased steel bars for a construction project.                                                       | 2               | 11.56%                  | \$2,488.58    |

RFP # 952642607, Research & Industrial Equipment and Supplies

**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](mailto: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: Kelly Pelling Date: May 11, 2026

**[INCLUDE THIS PAGE]**



**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>  | Research & Industrial Equipment and Supplies |
| <b>SOLICITATION NUMBER:</b> | 952642607                                    |

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**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. Can the eVA transparency reports be utilized to fulfill the VHEPC member reporting requirements?

**VHEPC already incorporates eVA data into their PO and P-card datasets. The vendor provided invoice data is usually much better and necessary to calculate rebates and PAC fees accurately, and therefore the eVA transparency reports would not be sufficient. However, please be advised that not all fields are required on the template.**

2. What criteria must be met for purchases to be attributed to the contract?

**After contract award, each contract will be assigned a specific #. We request that all quotes and/or invoices provided to Virginia Tech during the contract term reference this contract #, and include the appropriate contract pricing.**

3. We understand that the PAC requirement is not subject to post-award negotiation. However, would an alternative structure be considered as part of the proposal?

**At this time we are not entertaining alternative structures as the goal is to have a streamlined process.**

4. Please clarify whether the Additional Terms and Conditions included in Attachment A are subject to post-award negotiation, or if redlines should be included with the proposal submission.

**We will negotiate terms and conditions during the negotiations phase after the submission deadline has passed. Redlines do not need to be included with the proposal submission.**

5. For suppliers that are not designated as SWaM businesses and do not have opportunities to subcontract, are there any opportunities to support initiatives to utilize SWaM businesses?

**Absolutely. Virginia Tech has dedicated personnel to support SWaM utilization and will partner with you to help support initiatives post contract award. However, for the SWaM points allocation, points are only awarded to SBSD certified SWaM companies and/or usage of certified subcontractors.**

6. Please confirm if an alternative to FOB destination delivery would be considered as part of the proposal.

**Alternatives may be considered but only in the event where ownership of the goods passes to the University at the point of delivery.**

7. Please confirm whether the requirement to submit invoices for goods provided under the contract applies exclusively to orders placed by Virginia Tech.

**If referring to section IX. INVOICES, yes that is strictly for Virginia Tech orders.**

8. Please confirm the anticipated timeline for contract award issuance and the expected effective date of the contract.

**Our goal is to establish contract awards as timely as possible. Once the submission deadline has passed, we will enter negotiations prior to establishing contract awards. The timeline will be dependent upon successful negotiations. \*\*\*Please be advised that redlining terms and conditions will significantly delay the contract award timeline.**

## 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: Our cost proposal reflects our best and final pricing structure, reflecting our competitive offering of more than 700,000 products in stock for next day delivery at highly subsidized rates.*

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

*Response: Yes. The pricing offered is as favorable as that extended to other higher education institutions and is consistent with the pricing provided to our Federal Government customers.*

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: While we are unable to commit to a fixed cap tied to CPI-W, we actively monitor market conditions to ensure our pricing remains fair and competitive. For example, in the past 12 months our sell prices have increased by less than 3%.*

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: While we are unable to guarantee fixed pricing, we are committed to maintaining fair and competitive pricing. We actively monitor market conditions and adjust pricing as appropriate, including passing along cost decreases.*

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. We do not increase our prices to offset the eVA system transaction fees.*

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. We will provide an annual report summarizing spend activity, contract usage, and identifying potential cost-saving opportunities, particularly for frequently purchased items.*

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

*Response: Yes, we agree to an initial contract period of 2 years.*

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

*Response: Yes, we agree.*

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. We continuously evaluate our pricing and will ensure Virginia Tech continues to receive our most competitive pricing.*

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, we agree.*

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, we agree.*

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

*Response: Virginia Tech and other VHEPC Members can typically expect next-day delivery by noon on stocked items. If needed, Virginia Tech and VHEPC Members can request expedited delivery.*

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

Response: *We are prepared to begin fulfilling orders immediately upon contract award.*

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, we acknowledge and agree.*

17. **Virginia Tech question:** Does the vendor acknowledge, agree, and understand that the terms and conditions of the RFP # 952642607 shall govern the contract if a contract is awarded to your company?

Response: *We have reviewed the RFP terms and conditions and have provided our additional revisions.*

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: *Not applicable, McMaster-Carr does not qualify as a SWaM vendor.*

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: *We've attached a W-9 and our Certificate of Insurance that meets the requirements of the solicitation.*

## **Special Terms and Conditions**

Contractor and Virginia Tech (the "University") hereby agree that the following Special Terms and Conditions shall form a part of Standard Contract Number VTG-3227-2026 and shall take precedence over any conflicting or differing terms and conditions.

### **Pricing**

Pricing shall be as listed on Contractor's website, [www.mcmaster.com](http://www.mcmaster.com), at the time of order placement by the University. The University acknowledges that Contractor has indicated the pricing listed on Contractor's website is the lowest pricing offered to any of Contractor's customers, including the United States Federal Government. Contractor may increase or decrease the pricing listed on Contractor's website at any time without prior notice.

### **Counterfeit Parts**

Contractor shall maintain procedures to prevent the distribution of counterfeit products. Contractor's inventory receiving personnel shall be trained to review all receipts to ensure products: (i) have been received from the manufacturer or authorized distributor with which the order was placed; and (ii) contain only unaltered original manufacturer labels and other markings.

Upon the University's request prior to order placement, Contractor shall agree in writing to provide the University with all required documentation, including that required of DFARS 252.246-7007 for electronic parts, demonstrating that the products are not counterfeit goods and confirm to any additional contract requirements including, but not limited to, country or origin restrictions and requirements for the parts to be from a single manufacturing lot or date code.

### **Indemnification**

To the fullest extent permitted by the laws of the Commonwealth of Virginia, Contractor and University hereby agree as follows:

- If the University has any claim against Contractor for injury or property damage due to defects in the design or manufacture of a Product sold by Contractor, Contractor shall tender such claim to Contractor's supplier, and to the extent Contractor's supplier indemnifies and defends Contractor, Contractor shall pass that indemnification and defense through to the University. Should this circumstance occur, Contractor agrees to provide the University with all applicable communication, indemnification agreements, and other contractual documents from Contractor's supplier who will be indemnifying and defending said claim or action.
- If a claim or action is brought against the University that is not indemnified by Contractor's supplier, Contractor shall indemnify and defend the University if it is determined that losses were due to Contractor's own gross negligence, willful misconduct, intentional misrepresentations, and/or fraud. And, Contractor's liability for damages shall not be capped if the losses were due to Contractor's own gross negligence, willful misconduct, intentional misrepresentations, and/or fraud.
- Contractor shall not provide indemnification or defense if damage was caused by the University's negligence or other wrongful act.
- If a claim or action is brought against the University that is not indemnified by Contractor's supplier then, to the extent permitted by applicable law, for damages to the University caused by a negligent act or omission on Contractor's part that does not rise to the level of gross negligence, willful misconduct, intentional misrepresentation, and/or fraud, Contractor shall be liable for damages not to exceed the amount of Contractor's sales to the University in the most recent twelve-month (12-month) period or two-hundred thousand United States Dollars (\$200,000 USD), whichever is greater.