

INSTRUCTIONS FOR THE PROCUREMENT PROCESS ON USE OF THE

UNIVERSITY'S PRE-QUALIFIED SKILLED TRADES CONTRACTORS - Contract #23-ODU-04-CCC

The pre-qualified Contractors listing is located at <http://www.odu.edu/facultystaff/university-business/purchasing/contracts> under "Skilled Trades Contractors".

The work solicited using the pre-qualified micro business, small business, small women owned business and small minority owned business, and contractors list are restricted to projects \$500,000 or less.

The following process applies to all Skilled Trades construction opportunities as detailed below:

TOTAL CONSTRUCTION COST LESS THAN \$5,000:

1. Contract Administrator (CA) develops a scope of work. The CO-7 General Terms & Conditions is incorporated by reference.
2. The CA informally solicit a Request For Quotation (RFQ) via e-mail notification to ONLY those Pre-Qualified Contractors for the associated trade(s) that are certified as a MICRO business through the Commonwealth's Department of Small Business and Supplier Diversity (DSBSD).
3. The CA will conduct a site visit to give the Contractors a full understanding of the nature and scope of the project.
4. The selected Contractors must respond to the RFQ via email, in accordance with the response requirements specified in the notification request.
5. If the low quote is deemed by the University to be unfair and unreasonable, or upon due diligence by the University it is determined that no "Micro" contractors in the required trade(s) exist, or were not willing to submit a quotation, the University may seek RFQs from DSBSD certified SMALL business and non-certified business within the required trade(s) and award in accordance with **EO35**.
6. Should it become necessary to negotiate with the lowest responsive and responsible Quoter, approval of same must be obtained from Procurement Services prior to any negotiation.
7. Award shall be made by either issuing an eVA Electronic Purchase (EP) order, or using University's PCARD.

TOTAL CONSTRUCTION COST FROM \$5,001.00 to \$10,000:

1. Contract Administrator (CA) develops a scope of work. The CO-7 General Terms & Conditions is incorporated by reference.
2. The CA informally solicit RFQs via e-mail notification to ONLY those Pre-Qualified Contractors for the associated trade(s) that are certified as a MICRO business through DSBSD.
3. The CA will conduct a site visit to give the Contractors a full understanding of the nature and scope of the project.
4. The selected Contractors must respond to the RFQ via email, in accordance with the response requirements specified in the notification request.
5. If the low quote is deemed by the University to be unfair and unreasonable, or upon due diligence by the University it is determined that no "Micro" contractors in the required trade(s) exist, or were not willing to submit a quotation, the University may seek RFQs from DSBSD certified SMALL business and non-certified business within the required trade(s) and award in accordance with **EO35**.
6. Should it become necessary to negotiate with the lowest responsive and responsible Quoter, approval of same must be obtained from Procurement Services prior to any negotiation.
7. Award shall be made by issuing an eVA Electronic Purchase (EP) order.

8. The Contractor shall begin the work as stated in the University's notification, unless otherwise modified on its proposal. If no starting time is stated, the work shall begin within five (5) working days of receipt of the purchase order or as scheduled by the University's representative. The typical work hours shall be between 7 AM to 5 PM, Monday through Friday, unless otherwise approved by the University.

TOTAL CONSTRUCTION COST FROM \$10,001 to \$100,000:

1. The CA develops a scope of work. The CO-7 General Terms & Conditions is incorporated by reference.
2. The CA shall informally solicit RFQs via e-mail notification to ALL Contractors listed for a required trade(s), to include MICRO, SMALL business, and non-certified business.
3. The CA will conduct a site visit to give the Contractors a full understanding of the nature and scope of the project.
4. The solicited Contractors must respond to the RFQs via email, in accordance with the response requirements specified in the notification request.
5. Award of this RFQ shall be per the requirements of the Governor's Executive Order 35, dated July 3, 2019 and shall be made to a Department of Small Business and Supplier Diversity ("DSBSD") certified (i) MICRO business for projects <\$10,000 when the price quoted is fair and reasonable and does not exceed 5% of the lowest responsive and responsible noncertified quoter, or (ii) MICRO or small business when the price quoted is fair and reasonable and does not exceed 5% of the lowest responsive and responsible noncertified quoter.
6. If the low cost and/or all cost quotations are deemed by the University to be unfair and unreasonable, or upon due diligence by the University it is determined that no pre-qualified contractors in the required trade(s) exist, or were not willing to submit a quotation, the University may seek project pricing via use of eVA's Quick-Quote tool and process.
7. Should it become necessary to negotiate with the lowest responsive and responsible Quoter, approval of same must be obtained from Procurement Services prior to any negotiation.
8. Award shall be made by using DEB's CO-9 Form - Construction Contract and issuing an eVA Electronic Purchase (EP) order.
9. CA shall attach to their eVA Purchase Requisition (PR) i) the project order notification (e-mail blast) for the specified trade, (ii) the Contractors response to same, (iii) DEB's CO-9, signed by the Contractor and a VCCO in PS for final review and approval by PS.
10. The Contractor shall begin the work as stated in the University's notification, to proceed which may be communicated via either by email and/or stated in the eVA electronic purchase order. If no starting time is stated, the work shall begin within five (5) working days of receipt of the purchase order or as scheduled by the University's representative.

TOTAL CONSTRUCTION COST MORE THAN \$100,001 - \$250,000:

1. The CA will develop a scope of work to be submitted to Procurement Services along with a signed requisition to include established budget, budget code, project timeline, parking/laydown area (if applicable), include Johnson Controls and Siemens price quotes, and any other applicable costs. (SUBMIT TO: Harry Smithson)
2. The assigned VCCO in PS will contact the CA to develop a schedule for the site-visit and closing quote date to add to the RFQ.
3. The VCCO will informally solicit via email to ALL Contractors listed for a required trade(s), a request for written sealed bids.
4. The CA will conduct a site visit to give the Contractors a full understanding of the nature and scope of the project.

5. The solicited Contractors may ONLY respond to the request by providing a written sealed response, delivered to the Department of PS in accordance with the instructions specified in the notification(s).
6. PS shall receive the informal sealed quotes on the due date and time specified, documenting same.
7. The VCCO shall open the informal sealed quotes twenty-four (24) hours after the specified due date and time, and will open and read publicly via either ZOOM or Conference Call.
8. If the low cost and/or all cost quotations are deemed by the University to be unfair and unreasonable, or upon due diligence by the University it is determined that no pre-qualified contractors in the required trade(s) exist, or were not willing to submit a quotation, the University may seek project pricing via use of the competitive formal sealed Invitation for Bids ("IFB") process.
9. The VCCO shall reserve the right to negotiate with the lowest responsive and responsible Quoter if proposed cost exceeds associated budget.
10. The VCCO shall issue the award by using DEB forms CO-9.1a (Notice of Award), CO-9 Form (Construction Contract), and CO-9.2 (Notice to Proceed), and by issuing an eVA Electronic Purchase (EP) order. At the VCCO's discretion, the eVA EP may be used as the Notice to Proceed.
11. The VCCO may create the PR in eVA and maintain copies of the quotes received, signed CO-9, tabulation, etc. for audit / documentation. The awarded EP will be issued in eVA.
12. The Contractor shall begin the work as stated in CO-9.2. and/or issued eVA EP. The typical work hours shall be between 7 AM to 5 PM, Monday through Friday, unless otherwise approved by the University.

TOTAL CONSTRUCTION COST MORE THAN \$250,001 - \$500,000:

1. The CA will develop a scope of work to be submitted to Procurement Services along with a signed requisition to include established budget, budget code, project timeline, parking/laydown area (if applicable), include Johnson Controls and Siemens price quotes, and any other applicable costs. (SUBMIT TO: Harry Smithson)
2. The assigned VCCO in PS will contact the Department of Labor and Industry (DOLI) to obtain a current copy of the General Wage Determination for the State of Virginia. This request must be at least ten (10) but not more than twenty (20) days prior to the date of the solicitation.
3. The assigned VCCO in PS will contact the CA to develop a schedule for the site-visit and closing quote date to add to the RFQ.
4. The VCCO will informally solicit via email to ALL Contractors listed for a required trade(s), a request for written sealed bids.
5. The CA and the VCCO will conduct a site visit to give the Contractors a full understanding of the nature and scope of the project.
6. The solicited Contractors may ONLY respond to the request by providing a written sealed response, delivered to the Department of PS in accordance with the instructions specified in the notification(s).
7. PS shall receive the informal sealed quotes on the due date and time specified, documenting same.
8. The VCCO shall open the informal sealed quotes twenty-four (24) hours after the specified due date and time, and will open and read publicly via either ZOOM or Conference Call.
9. If the low cost and/or all cost quotations are deemed by the University to be unfair and unreasonable, or upon due diligence by the University it is determined that no pre-qualified contractors in the required trade(s) exist, or were not willing to submit a quotation, the University may seek project pricing via use of the competitive formal sealed Invitation for Bids ("IFB") process.

10. The VCCO shall reserve the right to negotiate with the lowest responsive and responsible Quoter if proposed cost exceeds associated budget.
11. The VCCO shall issue the award by using DEB forms CO-9.1a (Notice of Award), CO-9 Form (Construction Contract) with the General Wage Determination, and CO-9.2 (Notice to Proceed), and by issuing an eVA Electronic Purchase (EP) order. At the VCCO's discretion, the eVA EP may be used as the Notice to Proceed.
12. The VCCO may create the PR in eVA and maintain copies of the quotes received, signed CO-9, tabulation, etc. for audit / documentation. The awarded EP will be issued in eVA.
13. The Contractor shall begin the work as stated in CO-9.2. and/or issued eVA EP. The typical work hours shall be between 7 AM to 5 PM, Monday through Friday, unless otherwise approved by the University.

**BONDING REQUIREMENTS FOR PROJECTS USING THE PRE-QUALIFIED CONTRACTORS LISTING:
PERFORMANCE BONDS AND LABOR AND MATERIALS PAYMENT BONDS**

At the request of the Contract Administrator, performance and payment bonds may be requested within the scope of work. The successful contractor would be required to furnish bonds in the amount of the project price as security for faithful performance of the work in strict conformity of the contract. Such bond must be submitted prior to the commencement of any work, but in each case no later than ten (10) calendar days from request. The surety on such bonds shall be duly authorized to do business in the Commonwealth of Virginia and satisfactory to the University, and shall remain in force throughout the completion of the specific project. The cost of each bond requested shall be submitted as a separate line item cost in the associated project response(s), and upon approval by General Counsel shall be reimbursed as a separate line item under the purchase order.

CONTRACT ADMINISTRATOR:

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