



REQUEST FOR PROPOSAL (RFP)

LABORATORY SAFETY AND LIFE SCIENCES SUPPLIES

**EASTERN VIRGINIA MEDICAL SCHOOL
MATERIALS MANAGEMENT**

RFP: EVMS LAB19-104

December 19, 2018

REQUEST FOR PROPOSAL (RFP)

RFP Number: EVMS LAB19-104
[INTERNAL REFERENCE ONLY: BV19-2]

Issue Date: December 19, 2018

Project Title: Campus-Wide Laboratory Safety and Life Sciences Supplies

Issuing Department: Eastern Virginia Medical School
Department of Materials Management
711 Southampton Avenue
Norfolk, VA 23510

Location Where Products Will Be Delivered: Eastern Virginia Medical School
Campus-Wide Laboratory and Research Facilities

Anticipated Dates of Initial Contract Term: From: July 1, 2019
To: June 30, 2022
With two (2) one-year renewal options:
July 1, 2022 to June 30, 2023
July 1, 2023 to June 30, 2024

Due Date (Sealed Proposals will be received until): January 18, 2019 at 4:00 PM EST

Additional RFP Information: Addenda and Amendments to this RFP will be posted on the following EVMS website:

http://www.evms.edu/about_evms/administrative_offices/materials_management/solicitations/

Please direct all inquiries for information about this RFP, in writing, to the Materials Management Contract Specialist, at the following email address: Michele Jean @ jeanma@evms.edu

NO QUESTIONS WILL BE ANSWERED BY PHONE

EVMS will post all questions and responses on:

http://www.evms.edu/about_evms/administrative_offices/materials_management/solicitations/ to ensure that responses to RFP questions are available to all responsible bidders (“Offerors”). However, it is the sole responsibility of the Offeror(s) to periodically check the before mentioned website for any response(s) to RFP question(s).

In addition, while the RFP is open, and once the RFP has closed, Offeror(s) shall not contact EVMS staff directly to ask questions about the RFP. **This restriction on Offeror communication with EVMS staff is to ensure fairness in the competitive process.**

Due Date for RFP
Questions:

January 11, 2019

RFP Time
Extensions:

Requests for additional RFP information and the associated responses shall not extend the due date for bids in response to this RFP. To ensure fairness in the competition process and that all Offerors are given the same amount of time to respond to the RFP. EVMS reserves the right, at EVMS’s sole discretion, to extend the time for responses to this RFP to all Offerors, as deemed appropriate; and, under no circumstances shall separate or individual extensions be granted. EVMS will post all RFP extensions on the following website:

http://www.evms.edu/about_evms/administrative_offices/materials_management/solicitations/

PROPOSALS MAY BE MAILED, SENT BY OVERNIGHT OR EXPRESS COURIER, OR HAND-DELIVERED TO:

Mail, Overnight or Express Courier

Eastern Virginia Medical School
Materials Management
Attn: RFP No: EVMS LAB19-104
714 Woodis Avenue
Norfolk, VA 23510

Hand Delivery

Eastern Virginia Medical School
Materials Management
Subject: RFP No: EVMS LAB19-104
711 Southampton Avenue
Norfolk, VA 23510

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1.0 PURPOSE:

The purpose of this RFP is to provide information to responsible bidders (referred throughout this RFP as “Offeror(s)” and/or “Contractor(s)”) in order to solicit competitive proposals (“Proposals”) for a primary supplier to provide laboratory safety and life sciences supplies to Eastern Virginia Medical School as needed.

2.0 BACKGROUND

Eastern Virginia Medical School (EVMS) was born of necessity in 1973, the result of a community-led effort to improve health care in a region then plagued with a severe shortage of physicians. Patients often had to leave the area in search of specialized care. Today, the region enjoys modern medical facilities and a full-range of medical specialties. As community leaders foresaw, EVMS was a catalyst for change, playing a key role in the region’s medical renaissance through its commitment to education, research and patient care.

Education

EVMS offers a variety of graduate and doctoral degrees in the medical and health professions. Interest in all programs continues to grow. In the most recent year, EVMS received nearly 8,000 applications for 450 openings. The school now has 6,800 graduates who practice throughout Hampton Roads, across Virginia and around the globe. EVMS also provides specialty training for some 300 medical residents annually and offers Continuing Medical Education to thousands of health-care professionals practicing in the region.

Research

EVMS is the largest biomedical research institution in southeastern Virginia. More than 100 EVMS faculty members are engaged in basic and clinical research focused in areas where the community has pressing needs. Innovative research has brought EVMS to the forefront of groundbreaking discoveries — from the pioneering of in vitro fertilization in America, to the recognition of new cancer detection and treatment methods and innovative therapies for individuals suffering from the debilitating side effects of diabetes. We continually strive to enhance our research enterprise in order to improve the health of the people of Hampton Roads and beyond.

Patient Care

What once was one of the nation’s most medically underserved communities is today a destination for people from around the country seeking the best available care. For the 1,500 people each day who receive high-quality, patient-centered care at more than 20 convenient EVMS Medical Group locations across the region, it equates to the best possible care, delivered with a healthy dose of compassion.

3.0 STATEMENT OF NEEDS / SCOPE OF WORK

- A. EVMS seeks to establish a Primary Supplier Contract through competitive negotiations to provide laboratory, safety, and life sciences supplies for authorized users throughout the Medical School campus, department, laboratory, and research facilities. It is estimated that the Medical School may purchase in excess of \$475,000 annually through use of this contract.
- B. The Medical School's intent is to reduce the complexity and cost of the procurement of laboratory safety and life sciences supplies, decrease turnaround time, enhance supplier support, and assure a functional process for the procurement of these supplies and other related services. Offeror will establish working relationships between their management staff and EVMS in order to meet the requirements for ordering, receiving, stocking supplies.
- C. Pricing:
- Pricing term for all laboratory safety and life sciences supplies listed in Attachment G (core list) must be firm fixed for three (3) years from 7/01/2019 through 6/30/2022 regardless of manufacturer rebates, with the option to renew two (2) one-year periods 7/01/22 – 6/30/24.
 - For all other items not listed in attachment G, Offeror shall provide a schedule of discounts identifying the list of product categories and percentage discount for each category. Attachment H (noncore list) must be fixed for each fiscal year based on the pre-established discount structure as quoted.
 - Attachment G – Pricing Schedule (core list) – provides the list of items to be quoted. This excel file can be requested electronically by emailing Michele Jean, Contract Specialist, at JeanMA@evms.edu. Pricing must be submitted in the same format electronically.
 - Any decreases in price from the manufacturer must be passed to EVMS immediately when effective.
 - Offeror must guarantee price match for any competitive promotional pricing received by the Medical School and its duration.
 - No freight charges on ground shipments, including any direct manufacturer drop ship orders, non-contract items, third party, or backorders.
 - If an item listed on the core list, Attachment G – Pricing Schedule, cannot be quoted, Offeror must note line item as NO BID or quote a similar substitutable item.
- D. Catalogs and Master Product File:
- The Offeror must provide full-color catalogs to all requesting department in addition to the Department of Materials Management at no charge to the Medical School.
 - Electronic catalogs should display net prices reflective of discounts. Except for special handling, prices should be inclusive of delivery (FOB Destination).
 - Offeror must provide a punch-out solution through Open Buying over the Internet (OBI) to allow access to the Offeror's website from within the Medical School's procurement application (OneSource). All cost associated with incorporating the punch-out system will be paid for by the Offeror. This includes any cost to install and maintain the system during the contract period.
- E. Delivery:
- The Medical School requires delivery of laboratory safety and life sciences supplies on an as needed basis according to Purchase Orders. All orders received must be accompanied by a packing list indicating quantities ordered, quantities shipped, a description of the item and a Purchase Order number.
 - There must not be any minimum order charge for delivery.
 - Desktop delivery for all items ordered is preferred.
 - No additional charges will be incurred for product shipped requiring refrigerant or dry ice. Such products will be clearly labeled on the outside of each shipping carton.
 - No additional charges will be incurred for any hazmat or fuel charges.

- For any direct manufacturer drop-ship orders, Offeror must ensure that EVMS Purchase Order numbers are referenced on all shipping documents.
 - On site delivery and standard manufacture installation must be provided on any laboratory equipment purchased from Offeror at no additional charge to the Medical School.
- F. Customer Service:
- Dedicated Customer Service representative must be assigned to work with the Medical School's procurement staff on order entry, backorder updates, credit processing, returns, and any other task that will assist in a streamline relationship. Offeror shall identify the outside and inside representative to include their respective names, phone numbers and email addresses.
 - All Purchase Orders must be sent back to the EVMS Buyer confirming the delivery status of each item ordered with order confirmation numbers.
 - Dedicated Sales Consultant is required to visit the Medical School Buyer on a weekly basis and be available to assist in daily needs and inquiries with prompt turnaround time.
 - Dedicated Sales Consultant must assist EVMS with personalized order guide or "hot list" customized for each ship to sites to reduce the contents to exactly what the individual sites uses.
 - Sales Consultant specific duties shall include: Assist the Medical School with placing orders (PO required), facilitating next day delivery, ensuring low units of measure, arranging multiple delivery days for high volume facilities, fill and hold orders, order guides, order confirmation, weekly backorder review, and weekly visits to Materials Management and/or sites.
 - If needed, Sales Consultant will provide inventory management plans for each of the Medical School's dedicated locations. Inventory management includes:
 - Labeling shelves in storage rooms, closets and cabinets
 - Creating min/max par levels for all items
 - Providing custom order guides "hot list" for each account
 - Through the use of an inventory management system, Offeror must provide product availability status, and product usage history on-site to departments, laboratory and research facilities or Materials Management. Quarterly reports shall be generated for use in identifying usage patterns and comparison of usage and fill rates.
 - Offeror must be willing to participate in any vendor fairs organized by EVMS such as Research Day.
- G. Business Review:
- Offeror shall provide overall annual business reviews to include product purchasing history and product utilization data to Materials Management.
 - Offeror may also be required to provide end-user departments monthly, quarterly or yearly comprehensive reports, with all information necessary to track and report items and its usage history.
- H. Return Goods:
- All items ordered shall have a 100% no hassle return guarantee. No restocking charges. Full credit will be issued to EVMS, including items returned due to department cancellation or ordering errors.
 - All return goods must be picked up at EVMS Department of Materials Management no later than 24 hours following the request for return authorization and call tag. Credit slip for returns should be issued at the time of pick-up.
 - Offeror must only provide products that are new and of good quality and free from all defects in materials and workmanship that is standard in the industry. Any goods not meeting this standard that are in the same condition as originally shipped may be returned for full credit.

- Non-conforming goods or mistakenly shipped products will be returned for full credit at no expense to the Medical School.
 - Dated items shall have the longest expiration date from the manufacturer.
 - Any products with expiration dates delivered to the Medical School deemed unacceptable can be returned for credit or exchanged at no charge.
 - Offeror shall manage all reasonable aspects and assume all reasonable and direct efforts for product recalls relating to their products at the Medical School. This includes being responsible for the notification and pickup or return of all product recalls. Support personnel or sales representatives will work in coordination with each department to assure prompt handling of each transaction.
 - Offeror will assist the Medical School with the removal of expired and obsolete products from inventory areas while sales consultant conducts inventory management.
- I. Fill Rates:
- Offeror must insure the Medical School no less than a 98% fill rate on all core items.
 - Offeror must work closely with EVMS Buyer to bring into stock items regularly ordered but not currently in stock to reduce backorders.
 - Backorders must be resolved, by suggesting substitute product or by expediting, within 24 hours of the original order.
 - No substitutions will be made without approval from Materials Management. All would-be substituted items must be addressed on an individual basis through the backorder review list.
 - Offeror shall present solutions to meet the needs of EVMS without increasing the price if an alternative is suggested by the Offeror.
 - Offeror must strive to offer the lowest unit of measure provided in the Master Product File.
- J. Product Mix:
- Offeror shall provide a full line of laboratory, chemicals, safety and life science supplies and equipment.
- K. Automation:
- Offeror must make available an online ordering website that allows EVMS to pull up account history, including accounts payable, backorders and order history. The site also must allow EVMS to view an electronic catalog, with pictures and quantity descriptions.
 - Offeror must allow Internet ordering through punch out (OBI) to their www.catalog/order site. Thus, Offeror must be CXML compliant. Offeror must also verify that their company will allow interface - a standard CXML to be constructed to the company's www.catalog/order site.
 - Punch-out catalog must not include any products unrelated to Life Science, Lab Safety or Chemical commodities.
 - Inclusion of any other product categories other than the commodities listed above requires EVMS approval and must be removed upon notice.
 - Punch-out catalog must have the functionality to restrict items exceeding user-authorization limits as indicated by EVMS Materials Management.

4.0 PRICING SCHEDULE

- Proposal must include unit cost for each of the list of core items.
- If an item listed on the core list, Attachment G – Pricing Schedule, cannot be quoted, Offeror must note line item as NO BID or quote a similar substitutable item.

5.0 METHOD OF PAYMENT:

- Payment terms are Net 30 from the date of receipt of an invoice by EVMS.
- All invoices shall reference a valid Purchase Order
- Payment to Supplier:
 1. The Offeror shall enroll in and acknowledges that payment will be made by payment card, also known as ePayables. Once an invoice is approved for payment, an electronic remittance advice shall be sent to the Offeror by email or facsimile, instead of a check. Payments can be retrieved with EVMS’s designated account number that will be assigned to the Offeror. Terms begin after receipt of proper invoice or material/service, whichever is later.
 2. Offeror cannot charge fees to accept ePayables.
 3. A .5% administrative fee may be charged for check payments and default payment terms of Net 30, or others outside of ePayables.

Submit invoices to the following address:

Eastern Virginia Medical School
Attn: Accounts Payable
PO Box 2020
Norfolk, VA 23501-2020

Email: apinvoices@evms.edu

6.0 INVOICES AND DELIVERY INSTRUCTIONS

- The Supplier shall prepare and submit invoices to EVMS according to the Purchase Orders upon EVMS’ 100% inspection and acceptance of deliverables.

7.0 PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS

A. General Instructions:

Delivery of the Proposal must be by one of the following methods:

Mail, Overnight or Express Courier

Eastern Virginia Medical School
Materials Management
Attn: RFP No: EVMS LAB19-104
714 Woodis Avenue
Norfolk, VA 23510

Hand Delivery

Eastern Virginia Medical School
Materials Management
Subject: RFP No: EVMS LAB19-104
711 Southampton Avenue
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B. RFP Submission:**1. Complete Submissions:**

Except as provided for under the Proposal Preparation Section, 7.0 (A)(2)(a)(iii), which addresses the circumstances under which the submission of missing Proposal information would be acceptable, Offerors must submit a complete response to this RFP in order to be considered for selection under this RFP.

2. Delivery:

By Mail, Overnight or Express Courier or Hand Delivery -

If Proposals are delivered by mail, overnight or express courier or hand-delivery, Offerors must provide **one (1) original and two (2) copies** of each Proposal along with an electronic copy of the proposal on a flash drive in Microsoft Word, Excel(if applicable) and PDF format must be submitted to EVMS for consideration. Each copy must include all addenda acknowledgements, if any, and completed attachments signed and filled out as required.

3. Proposal Acceptance Period:

All Proposals must be received by the Due Date and time found on page 1 of this RFP (the "RFP Close"). Proposals received after RFP Close will not be considered. RFP modifications, unless requested by EVMS and posted to all Offerors on the EVMS RFPs website, will not be considered.

4. Proposal Withdrawals:

At the sole discretion of the Offeror(s), Proposals may be withdrawn at any time prior to the RFP Close. After RFP Close, letters to withdraw a Proposal will not be accepted and Proposals will remain valid until an award is made and a contract is executed or the RFP is canceled. If an award is not made within 120 days from the RFP closure date, the Proposal may be withdrawn at the written request of the Offeror.

A. Proposal Preparation:

1. Proposals shall be signed by an authorized representative of the Offeror (Section 11 Attachment B). All information requested should be submitted to ensure

consideration as a responsive bidder. Failure to submit all information requested may result in the following:

- a. EVMS may reject the Proposal as unresponsive. Proposals, which are substantially incomplete or lack key information, may be rejected by EVMS; or,
 - b. EVMS may lower the overall evaluation score due to missing information; or,
 - c. EVMS may require prompt submission of missing information within a prescribed time period and/or the Offeror shall receive a lower overall evaluation score due to missing information lowered evaluation of the Proposal. If after being given an opportunity to submit missing information, the Offeror does not provide all of the requested information then subsections 7.0 C (1)(a) and (b) above apply.
2. All information above must be submitted along with the RFP cover sheet (Section 13, Attachment A) and an Entity Data Sheet (Section 13, Attachment C). Failure to submit all information requested may result in EVMS requiring prompt submission of missing information and/or giving a lowered evaluation of the Proposal. EVMS may reject Proposals, which are substantially incomplete or lack key information.
3. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content and include or address the following:
- a. **Organization** - Proposals should be organized in the order in which the requirements are presented in the RFP;
 - b. **Pagination** - All pages of the Proposal should be numbered;
 - c. **Paragraph Structure** - Each paragraph in the Proposal should reference the paragraph number of the corresponding section of the RFP and it is also helpful to cite the paragraph number, sub letter, 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 sub letter should be repeated at the top of the next page;
 - d. **Table of Contents** - The Proposal should contain a table of contents, which cross-references the RFP requirements; and,
 - e. **Additional Information** - 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.

Incomplete Proposals or Proposals, which, lack clarity of content and organization submitted to EVMS submitted under this RFP may risk a reduced evaluation score or elimination from consideration.

4. As used in this RFP, the terms “must”, “shall”, “should” and “may” identify the critical requirements. “Must” and “shall” identify requirements where absence will have a major negative impact on the suitability of the Project and/or mandatory requirements, which are required by law or regulation and as such they cannot be waived and are not subject to negotiation. This includes any applicable prime award funding flow-down provisions, which are mandatory and/or required as applicable. Any federal standard provisions are an example of mandatory terms and conditions that are not subject to negotiation. Items labeled as “should” or “may” are highly desirable, although their absence will not have a large impact on the Project and would be useful, but are not absolutely necessary or required. The inability of an Offeror to satisfy a “must” or “shall” requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offerors’ Proposal.
5. Each copy of the submitted Proposal contained in a single volume where practical (i.e., binder, stapled, or otherwise secured so that the pages will not easily separate or come loose). All documentation submitted with the Proposal should be contained in that single volume.
6. All expenses involved with the preparation and submission of Proposals to EVMS, or any work performed in connection therewith, shall be borne by the Offeror. No payment(s) will be made for any responses received; or, for any other effort required of or made by the Offeror(s) prior to commencement of work as defined by a fully executed contract.
7. Ownership of all data, materials, and documentation originated and prepared for EVMS pursuant to the RFP shall belong exclusively to EVMS and may be subject to public inspection in accordance with the Virginia Freedom of Information Act (FOIA) unless a confidentiality or non-disclosure agreement is signed by the parties.

D. **Oral Presentation:**

Offerors who submit a Proposal in response to this RFP may be invited or required to give an oral presentation of such Proposal to EVMS. This provides an opportunity for the Offeror to clarify or elaborate on the Proposal. This is a fact finding and explanation session only and does not include negotiation. If such oral presentations are deemed appropriate at the sole discretion of EVMS, EVMS will schedule the time and location for such presentations. Oral presentations, including telephone, video/internet conferencing are available at the sole discretion of EVMS and may or may not be conducted.

1. **Specific Proposal Instructions:**

Proposals should be as thorough and detailed as possible so EVMS may properly evaluate your capabilities to provide the required goods/services. Offerors are required to submit the following items as a complete Proposal:

- a. Return the RFP cover sheet (Attachment A) and all addenda, if any, along with all attachments signed and filled out as required;
 - b. Completed Entity Data Sheet (Attachment C) attached to the RFP, and other specific items or data requested in the RFP;
 - c. Offeror must provide proof of insurance via a Certificate of Liability Insurance (COI) to the EVMS Materials Management Contract Specialist upon award of Contract.
 - d. Address each item in the Statement of Work;
 - e. Briefly describe what sets your Company/Proposal apart from your competitors;
 - f. A written narrative statement to include company history and key information relative to Offeror's company as it pertains to this RFP;
 - g. A written narrative describing experience in providing the goods/services described herein, samples from similar projects within the last five (5) years;
 - h. Provide an organizational chart illustrating the team structure and interrelationships, and provide an executive summary describing the roles and responsibilities of the team members;
 - i. Provide names, qualifications and experience of key personnel to be assigned to this the project; and,
 - j. Resumes of key personnel to be assigned to the project;
 - k. Offeror must provide three (3) references to include contact name, title, company name, email address, phone number, and how long Offeror has been doing business with that company. References from Higher Education, Medical/Health Centers or Research Facilities are preferred. References should be from within the past ten (10) years.
2. Specific plans for providing the proposed goods/services, such as:
- a. List of proposed equipment/goods/etc. including operating parameters, illustrations, etc.
 - b. What, when and how the service will be performed and reference to any detailed work plans, milestones and timelines; and,

- c. Time frame for completion (if not otherwise specified by EVMS in the Statement of Needs);
- 3. Proposed Price broken down by line-item categories, as applicable
- 4. Internal Revenue Service (IRS) form W-9 for entities based in the United States (US) and appropriate W-8 for non-US based entities, signed by the Contractor’s authorized official (See Section 11, Attachment D for W9/W8 Instructions).

8.0 PROPOSAL EVALUATION

A. Evaluation Criteria

Award of the Contract under this RFP shall be based on a written evaluation of the RFP evaluation criteria below (i.e., score sheet) of each responsible Offeror. Note that failure to provide accurate information required by this RFP may result in a lower score or rejection of the Proposal. EVMS has broad flexibility in fashioning the details of competition for this RFP. This may include conducting on-line Reverse Auctions for certain products within this RFP or setting price targets as part of follow-on negotiations in order to determine the prices that will be used to evaluate the pricing part of your Proposal.

B. EVALUATION CRITERIA:

		<u>Point Value</u>
1.	Price	40
2.	Qualifications and experience in providing laboratory safety, life sciences, supplies	30
3.	Service Support	15
4.	Small, Women, and Minority Vendors (SWaM) (Including Small Business Plan, Attachment F)	10
5.	References	5

Total 100

9.0 GENERAL TERMS AND CONDITIONS

- A. Applicable Laws and Courts: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- B. Anti-Discrimination: By submitting their proposals, Offerors certify to the Medical School that they will conform to the provisions of the Civil Rights Act of 1964, as amended as well as the Virginia Fair Employment Contracting Act of 1975 as amended, where applicable. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and may be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided.

In every contract, the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 2. The contract will include the provision of 1. above in every subcontract or purchase order, so that the provisions will be binding upon each subcontractor or vendor.
- C. Ethics In Contracting: By submitting their proposal, Offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any Medical School employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit

of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

- D. Immigration Reform and Control Act of 1986: By submitting their proposals, Offerors certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- E. Debarment Status: By submitting their proposals, Offerors certify that they are not currently debarred by the Commonwealth of Virginia, from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred. Also, Offerors certify that they are not on the Department of Health and Human Services (HHS) and Office of Inspector General's (OIG) monthly list of excluded individuals/entities from providing medical services and supplies to Medicare, Medicaid or other federal health care program participants.
- F. Antitrust: By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Medical School all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Medical School under said contract.
- G. Mandatory Use of Terms and Conditions for RFPs: Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Medical School reserves the right to decide, on a case-by-case basis, in its sole discretion, whether to reject such a proposal.
- H. Clarification of Terms: If any prospective Offeror has questions about the specification or other solicitation documents, the prospective Offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.
- I. Payment:
1. To Prime Contractor:
 - a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the purchase order number and the contract number.
 - b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery,

whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.

- c. All goods and services provided under this contract/purchase order, shall be billed by the contractor at the contract price, regardless of which department is being billed.
- d. The date of postmark shall be deemed to be the date of payment in all cases where payment is made by mail.
- e. **Unreasonable Charges.** Under certain emergency procurements and for most time and materials purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Medical School shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within sixty (60) days of notification.

2. To Subcontractors:

- a. A contractor awarded a contract under this solicitation is hereby obligated:
 - i. To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Medical School for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - ii. To notify the Medical School and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.
- b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Medical School, except for amounts withheld as stated in (ii) above. The date of mailing of any payment by U.S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Medical School.

- J. Precedence of Terms: The following General Terms and Conditions APPLICABLE LAWS AND COURTS, ANTI-DISCRIMINATION, ETHICS IN CONTRACTING IMMIGRATION REFORM AND CONTROL ACT OF 1986, DEBARMENT STATUS, ANTITRUST, MANDATORY USE OF TERMS AND CONDITIONS, CLARIFICATION OF TERMS, PAYMENT shall apply in all instance. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- K. Qualifications of Offerors: The Medical School may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to perform the services/furnish the goods and the Offeror shall furnish to the Medical School all such information and data for this purpose as may be requested. The Medical School reserves the right to inspect Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. The Medical School further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Offeror fails to satisfy the Medical School that such Offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- L. Testing and Inspection: The Medical School reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- M. Assignment of Contract: A contract shall not be assignable by the contractor in whole or in part without the written consent of the Medical School.
- N. Changes to the Contract: Changes can be made to the contract in any of the following ways followed by a change order/revised purchase order:
1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 2. The Purchasing Department may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Department a credit for any savings. Said compensation shall be determined by one of the following methods:

- a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed subject to the Purchasing Department's right to audit the contractor's records and/or to determine the correct number of units independently; or
 - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Department with all vouchers and records of expenses incurred and savings realized. The Purchasing Department shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Department within thirty (30) days from the date of receipt of the written order from the Purchasing Department.
- O. Disputes: Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the performance of the contract generally or with the changes ordered by the Purchasing Department.
- P. Default: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Medical School, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Medical School may have.
- Q. Taxes: Sales to the Medical School are normally exempt from State sales tax including prepared meals, catering and all serving charges, food, audio/visual services in connection with catering. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall be free of excise or transportation taxes.
- R. Use of Brand Names: Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict Offerors to a specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the Medical School, in its sole discretion, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The Offeror is responsible to clearly and specifically identify

the product being offered and to provide sufficient descriptive literature, catalog cuts, and technical detail to enable the Medical School to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Failure to furnish adequate data for evaluation purposes may result in declaring a bid nonresponsive. Unless the Offeror clearly indicates in its proposal that the product offered is an equal product, such proposal will be considered to offer the brand name product referenced in the solicitation.

- S. Transportation and Packaging: By submitting their proposals, all Offerors certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number.
- T. Insurance: By signing and submitting a proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with § 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The Offeror further certifies that the contractor and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. Workers' Compensation – Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Medical School of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability - \$1,000,000.
3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Medical School must be named as an additional insured and so endorsed on the policy.

4. Automobile Liability - \$1,000,000 per occurrence.
5. Pollution Liability with a minimum limit of \$1,000,000 per claim with no exclusion for mold/fungus/microbial water.
6. Professional Liability (unless otherwise listed below) - \$1,000,000 per occurrence, \$3,000,000 aggregate.

<u>Profession/Service</u>	<u>Limits</u>
Accounting	\$1,000,000 per occurrence, \$3,000,000 aggregate
Architecture	\$2,000,000 per occurrence, \$6,000,000 aggregate
Asbestos Design, Inspection or Abatement Contractors	\$1,000,000 per occurrence, \$3,000,000 aggregate
Health Care Practitioner	\$1,800,000 per occurrence, \$3,000,000 aggregate (to include Dentist, Licensed Dental Hygienists, Optometrists, Registered or Licensed Practical Nurses, Pharmacists, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical Therapist Assistants, Clinical Psychologists, Clinical Social Workers, Professional Counselors, Hospitals, or Health Maintenance Organizations.)
Insurance/Risk Management	\$1,000,000 per occurrence, \$3,000,000 aggregate
Landscape/Architecture	\$1,000,000 per occurrence, \$1,000,000 aggregate
Legal	\$1,000,000 per occurrence, \$5,000,000 aggregate
Professional Engineer	\$2,000,000 per occurrence, \$6,000,000 aggregate
Surveying	\$1,000,000 per occurrence, \$1,000,000 aggregate

- U. Announcement of Award: Upon the award or the announcement of the decision to award a contract over \$100,000, as a result of this solicitation, the Department of Materials Management will publicly post such notice on the EVMS Internet web site at www.evms.edu for a minimum of 10 days.

- V. Drug-Free Workplace: During the performance of this contract, the contractor agrees to provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purpose of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- W. Nondiscrimination of Contractors: An Offeror or contractor shall not be discriminated against in the solicitation or award of this contract because of race religion, color, sex, national origin, age or disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the bidder or Offeror employs ex-offenders unless the Medical School has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the Medical School shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- X. Permits and Fees: All proposals submitted shall have included in price the cost of any business or professional licenses, permits or fees required by the Commonwealth of Virginia. The Offeror must have all necessary licenses to perform the services in Virginia, and, if practicing as a corporation, be authorized to do business in the Commonwealth of Virginia.
- Y. OSHA Standards: All contractors and subcontractors performing services for the Medical School are required and shall comply with all Occupational Safety and Health Administration (OSHA) State and City Safety and Occupational Health Standards and any other applicable rules and regulations. Also, all contractors and subcontractors shall be held responsible for the safety of their employees and any

unsafe acts or conditions that may cause injury or damage to any persons or property within and around the work site area under this RFP.

- Z. Equal Employment Opportunity (EEO) Clause for Veterans: An Offeror or contractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.
- AA. Equal Employment Opportunity (EEO) Clause for Individuals with Disabilities: An Offeror or contractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.
- BB. Equal Employment Opportunity (EEO) Clause for Individuals based on Race, Color, Religion, Sex, or National Origin: An Offeror or contractor shall abide by the requirements of 41 CFR 60-1.4(a). This regulation prohibits discrimination against qualified individuals on the basis of race, color, religion, sex, or national origin, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals without regard to their race, color, religion, sex, or national origin.

10.0 SPECIAL TERMS AND CONDITIONS

- A. Advertising: In the event a contract is awarded for supplies, equipment, or services resulting from this proposal, no indication of such sales or services to the Medical School will be used in product literature or advertising. The contractor shall not state in any of its advertising or product literature that the Medical School has purchased or uses its products or services.
- B. Audit: The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Medical School, whichever is sooner. The Medical School, its authorized agents, and/or auditors shall have full access to and the right to examine any of said materials during said period.
- C. Best and Final Offer (BAFO): At the conclusion of negotiations, the Offeror(s) may be asked to submit in writing, a Best And Final Offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the Offeror(s). The Offeror's proposal will be rescored to combine and include the information contained in the BAFO. The decision to award will be based on the final evaluation including the BAFO.

D. Proposal Acceptance Period: Any proposal in response to this solicitation shall be valid for 120 days. At the end of the 120 days the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

Proposals received after the proposal due date and time are late and will not be considered. Modifications received after the proposal due date are late and will not be considered. Letters of withdrawal received either after the proposal due date or time, or after contract date, whichever is applicable, are late and will not be considered.

E. RFP Postponement/Cancellation: The Medical School may, at its sole and absolute discretion, reject any and all, or parts of any or all proposals; re-advertise this RFP; postpone or cancel, at any time, this RFP process; or waive any irregularities in this RFP or in the proposals received as a result of this RFP.

F. Cancellation of Contract: The Medical School 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.

G. Identification of Proposal Envelope: If a special envelope is not furnished, or if return in the special envelope is not possible, the signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: _____

Name of Offeror	Due Date	Time
_____	_____	
Street or Box Number	RFP No.	
_____	_____	
City, State, Zip Code	RFP Title	

Name of Contract/Purchase Officer or Buyer		

The envelope should be addressed as direct of Page 3 of the solicitation.

If a proposal not contained in the special envelope is mailed, the Offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

- H. Indemnification: Contractor agrees to indemnify, defend and hold harmless the Medical School, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the contractor/any services of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the Medical School or to failure of the Medical School to use the materials, goods, or equipment in the manner already and permanently described by the contractor on the materials, goods or equipment delivered.
- I. Accuracy/Competition: By submitting a proposal, Offerors certify that all information provided in response to this RFP is true and accurate. Failure to provide information required by this RFP may ultimately result in rejection of the proposal.

Furthermore, the Medical School has broad flexibility in fashioning the details of competition for this RFP. This may include conducting on-line Reverse Auctions for certain products within this RFP or setting price targets as part of follow-on negotiations in order to determine the prices that will be used to evaluate the pricing part of your proposal.

- J. Additional Cost: No service fees or additional costs will be invoiced to the Medical School by the contractor during the term of the contract except as allowed for in the contract.
- K. Bonds: By submitting a proposal, Offerors confirm that the company and subcontractors involved in construction or facility improvements exceeding \$100,000 will provide the following:
1. A bid guarantee equivalent to five percent of bid price as assurance that the bidder upon acceptance of his bid, execute such contractual documents as may be required within the time specified.
 2. A performance bond on the part of the Offeror for 100 percent of the contract price to secure fulfillment of all the Offerors obligations under such contract.
 3. A payment bond on the part of the Offeror for 100 percent of the contract price to assure payment as required by statute of all persons supplying labor and material in the execution of the work provided for in the contract.

4. Bonds shall be obtained from companies holding certificates of authority as acceptable sureties pursuant to 31 CFR Part 223, "Surety Companies Doing Business with the United States".

11.0 CONTRACT NEGOTIATION

- A. Based on evaluation of the Proposals, one or more successful Offerors will be selected. Award of the contract shall be made to the Offeror(s) deemed to be fully qualified and best suited for the project based on the evaluation criteria set forth herein. EVMS will select the Proposal determined during the evaluation of the timely submitted Proposals to be the most advantageous in meeting the specifications as outlined under this RFP. This may or may not be the Offeror, which presented the lowest costs/price.
- B. EVMS will request a copy of the contract from the Offeror. If the Offeror does not have a template, an EVMS contract will be provided.
- C. General Terms and Conditions that are added or modified from EVMS approved terms and conditions shall require EVMS approval.
- D. Special Terms and Conditions added to or deviating from EVMS approved terms and conditions shall require EVMS approval.
- E. Non-Negotiable Terms and Conditions.

By submitting a response to this RFP the Offeror agrees that it, and any subcontractors that Offeror shall utilize to fulfill the Contract Work scope, shall be subject to mandatory standard provisions that flow-down from the prime award made to EVMS by the Federal Government or private funders applicable to that contract under the prime award and that it must certify compliance with certain federal laws/guidelines, as applicable, including, but not limited to the following:

1. ***Equal Employment Opportunity (EEO) Clause for Veterans.*** An Offeror or contractor shall abide by the requirements of *41 CFR 60-300.5(a)*. This regulation prohibits discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.
2. ***Equal Employment Opportunity (EEO) Clause for Individuals with Disabilities.*** An Offeror or contractor shall abide by the requirements of *41 CFR 60-741.5(a)*. This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.
3. ***Equal Employment Opportunity (EEO) Clause for Individuals based on Race, Color, Religion, Sex, or National Origin.*** An Offeror or contractor shall abide by

the requirements of *41 CFR 60-1.4(a)*. This regulation prohibits discrimination against qualified individuals on the basis of race, color, religion, sex, or national origin, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals without regard to their race, color, religion, sex, or national origin;

4. ***Copeland “Anti-Kickback” Act*** (*18 U.S.C. 874 and 40 U.S.C. 276c*), as supplemented by Department of Labor regulations (*29 CFR part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”*), prohibiting the Contractor from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part or compensation to which otherwise entitled;
 5. ***Davis-Bacon Act***, as amended (*40 U.S.C. 276a to a-7*) and as supplemented by Department of Labor regulations (*29 CFR part 5, “Labor Standards Provisions applicable to Contracts Governing Federally Financed and Assisted Construction”*), regulating wages to laborers and mechanics;
 6. ***Contract Work Hours and Safety Standards Act*** (*40 U.S.C. 327-333*) as supplemented by Department of Labor regulations (*29 CFR part 5*), regulating laborer and mechanic work hours and safety standards;
 7. ***Rights to Inventions Made Under a Contract or Agreement*** – (*37 CFR part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Grants, Contracts and Cooperative Agreements,”* providing for the invention rights of the Parties and the Federal Government;
 8. ***Clean Air Act*** (*42 U.S.C. et seq.*) and the Federal Water Pollution Control Act (*33 U.S.C 1251 et seq.*) as amended related to applicable standards under said regulations; and,
 9. ***Worker’s Compensation Insurance*** (*42 U.S.C. 1651, et seq.*) requiring worker’s compensation insurance for contracts, which require performance outside the United States as applicable per the circumstance of each particular contract.
- F. All EVMS contracts are subject to prime funding constraints and applicable federal and state laws, regulations, guidelines as well as EVMS policies and procedures. If EVMS and the Offeror(s) are unable to agree on the negotiated contract terms and conditions, EVMS may elect to terminate negotiations and begin negotiations with the second best ranked Offeror and so forth. If those negotiations do not result in mutually acceptable contract terms and conditions, the negotiations with the next best qualified Offeror(s) will continue until there is an executed contract, there are no more Offerors to negotiate with based on submitted/complete Proposals or EVMS, at its sole discretion, terminates the RFP. No Offeror shall have any claims and/or rights against EVMS arising from such negotiations and/or the RFP evaluation or overall process.
- G. At the conclusion of negotiations, the Offeror(s) may be asked to submit in writing, a Best And Final Offer (BAFO) along with an executed copy of the negotiated contract with the understanding that all contracts funded under prime awards to EVMS by the United States

Government, private foundations or other nonprofit organizations may be subject to availability of funds. Under these circumstances, there may be additional approval requirements required by the funding federal agency, private foundation or other organization. After submitting the BAFO and/or the Contract is fully executed, no further negotiations shall be conducted with the Offeror(s). In the case of BAFO submission, the Offeror's Proposal will be rescored to combine and include the information contained in the BAFO. EVMS will base its final decision regarding the contract award on the final evaluation, which will include the BAFO.

H. Cancellation of Contract.

EVMS reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, unless otherwise negotiated under the contract, upon thirty (30) days prior written notice to the contractor. Any contract cancellation notice shall not relieve the Offeror of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

12.0 AWARD

A. Upon the announcement of the decision to award under this RFP, the EVMS Department of Materials Management will publicly post such notice on the EVMS Internet web site at <https://www.evms.edu> for a minimum of ten (10) days. EVMS will contact each successful Offeror with additional post-award information as deemed appropriate per award.

B. While it is the intent of EVMS to award only one contract. EVMS reserves the right to not make an award or to award multiple contracts, if deemed in the best interest of EVMS or as required under the applicable prime funding award. All decisions made by EVMS are final. In addition, EVMS reserves the right, in its sole and absolute discretion, to:

1. Issue or not reissue a subsequent RFP if no award is made;
2. Not select any Offeror that submitted a Proposals
3. Make a partial award;
4. Modify, change or reduce the scope of work for this RFP; and/or
5. Waive any irregularities in this RFP or in the Proposals received as a result of this RFP.

13.0 ATTACHMENTS:

- Attachment A – RFP Coversheet
- Attachment B – Offeror RFP Certification
- Attachment C - Entity Data Sheet
- Attachment D – W9/W8 Instruction Sheet

- Attachment E – Contractor’s License & Insurance Information
- Attachment F – Small Business Subcontracting Plan
- Attachment G – Pricing Schedule
- Attachment H – Discount Structure

Attachment A

**RFP
Coversheet**

From: _____ Due Date: _____

Approximate Time: _____

Address: _____

Name of Contractor's Project Manager: _____

Project Title: _____

Name of EVMS Technical Monitor: _____

Attachment B

Offeror RFP Certification

RFP Number: _____

Issue Date: _____

Project Title: _____

Name of Entity: _____

Street Address: _____

State/ Zip Code: _____

Federal Employer Identification Number (FEIN): _____

Foreign Identification Number (FIN), if applicable: _____

Data Universal Numbering System # (DUNS): _____

By signing below, I hereby certify that:

1. I have the authority to submit the attached Proposal and am the authorized signatory for the entity listed above;
2. The terms and conditions of this RFP are accepted by the entity listed above and all good/services will be provided in accordance with the attached Proposal; and,
3. All information provided in the attached Proposal is true and correct to the best of my knowledge, information and belief.

Signature By: _____

Date: _____

Name: _____

Title: _____

Phone: _____

Fax: _____

E-mail: _____

Attachment C

Entity Data Sheet

Please complete the following information:

1. **Entity Name:** _____

2. **Signatory Name:
& Title** _____

3. **Address:** _____

4. **Primary Negotiation
Point of Contact**

Name: _____

Title: _____

Email Address: _____

Telephone Number: _____

5. Is the entity registered in System for Award Management (SAM), formerly known as the Central Contractor Registration (CCR)? Registration in SAM is required under 2 CFR 25 unless the entity is exempt under 2 CFR 25.110.

Yes _____ No _____ Expiration Date: _____

6. **Entity
DUNS Number:** _____

7. **Entity Employer Identification Number(EIN):** _____

8. **Commercial and Government Entity Code, if applicable (CAGE):** _____

9. **Past Work Experience:** *(Past work experience in general and as it pertains to the Proposal submitted in response to an RFP or an RFQ.)*

10. **Key Personnel:**(List Names and Titles and attach resumes).

11. **Professional references:** Please include length of time Offeror has been providing this type of service and what year the service was provided).

12. **Small Business Status (Check all that apply):** Offeror must be registered with an authorizing agency, such as the Small Business Administration or Department of Small Business and Supplier Diversity. A copy of the certificate(s) must be provided.

- ___ Small Disadvantaged Owned Business (SDB)
- ___ Woman Owned Small Business (WOSB)
- ___ Veteran Owned Small Business (VOSB)
- ___ Minority Owned Small Business (MOSB)
- ___ HubZone Small Business (HSB)
- ___ Service Disabled Small Business (SDVOSB)
- ___ Small Business (SB)
- ___ Not Applicable (NA)

Attachment D**W9/W8 Instruction Sheet**

The Internal Revenue Service (IRS) requires verification of taxpayer information when making disbursements to individuals and entities. This is accomplished by either IRS form W9 for United States (US) entities or W8 for foreign entities not based in the US.

Please refer to <https://IRS.gov> for more detailed information regarding which is the appropriate taxpayer information form that must be completed by your organization and returned with your Proposal in response to the RFP. The links below are provided for your convenience but it is the responsibility of your organization to submit the correct form with your request. Please see the below for links to examples of Taxpayer Information Forms:

IRS Form - W9 (US)

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>.

IRS Form – W8 (Non-US)

There are several types of W8 forms that are available. See the following as an example of one type of W8 that is frequently used:

<http://www.irs.gov/pub/irs-pdf/fw8ben.pdf>.

Attachment E

**Contractor's License & Insurance Information
(COPIES OF ALL LICENSES AND INSURANCE CERTIFICATES MUST BE PROVIDED)**

Contractor's License:

- 1. Virginia Contractor's License Number: _____
- 2. Class: _____
- 3. Specialty Codes: _____
- 4. Expiration Date: _____

Insurance Information:

- 1. Producer Of Insurance: _____
- 2. Name and Address of Insured: _____

- 3. Commercial General Liability: _____YES _____NO
 -Policy Number _____
 -Effective Dates _____
- 4. Automobile Liability: _____YES _____NO
 -Policy Number _____
 -Effective Dates _____
- 5. Workers Compensation: _____YES _____NO
 -Policy Number _____
 -Effective Dates _____
- 6. Property Insurance: _____YES _____NO
 -Policy Number _____
 -Effective Dates _____

Attachment F
Small Business
Subcontracting Plan

SMALL BUSINESS SUBCONTRACTING PLAN

Offeror: _____

Address: _____

Solicitation Number: _____

Supplies or services offered: _____

Total estimated cost of subcontract to Small Businesses: \$ _____

Period of Performance From: _____ To: _____

- 1. We plan to subcontract the following principal types of supplies and services to SDB, WOSB, VOSB, MOSB, HSB, SDVOSB, SB(reference Attachment B – Section12)

Types of Supplies and Service

Type of SB

**It is the policy of the Medical School to facilitate the establishment, preservation, and strengthening of small businesses and businesses owned by woman and minorities and service disabled veterans and to encourage their participation in the Medical School’s procurement activities. Toward that end the Medical School encourages these firms to compete and encourages other firms to provide for the participation of these firms through partnerships, joint ventures, subcontracts, or other contractual opportunities. Offeror are asked, as part of their submission, to describe any planned use of such business in fulfilling this contract.

2. We developed the small business subcontracting principles in 1 above by the following methods. Explain how they are to be used and identify any source list used.

3. Identify the overall goals you plan to accomplish by instating this small business subcontracting plan.

4. The employee who will administer our subcontracting program is:

Name: _____

Title: _____

Address: _____

Telephone: _____

The administrator's duties include:

5. We will make the following internal/external efforts to ensure that SDB, WOSB, VOSB, MOSB, HSB, SDVOSB, SB have an equitable opportunity to compete for subcontracts by:

6. We will maintain the following types of records to document our efforts to solicit small businesses as it relates to this small business subcontracting plan:

***DO NOT ALTER, SKIP OR RE-SORT ANY LINE ITEMS, OR DELETE ANY LINE ITEMS OR LINES**
****Substitute items can only be quoted if original item is not available.**
*****If item is not available and can not be substituted please put NO BID under quoted cost.**
******Do not deviate from U/M listed on this quote sheet.**

****Substitute items can only be quoted if original item is not available.**

Fisher Item Number	Item Description:	Annual Usage	U/M	Vendor Part #	MFG Part #	Manufacturer	Item Description	Unit Cost	Substitute Vendor Part #	Substitute MFG Part#	Substitute Manufacturer	Substitute Item Description	Substitute U/M	Substitute Unit Cost
19167633	LB CT SMS BLU 3X 30CS	654	CS											
19167631	LB CT SMS BLU XL 30CS	639	CS											
NC9928481	MICROTRANSPONDER LANCET 1.3X4	480	EA											
191201243	FACEMASK BL W/EARLP 300/CS	147	CS											
034485	BOX MICROSCOPE SLIDE 100P WHITE	116	EA											
03446	BOX F/100 SLIDES LABCRAFT BAND	83	EA											
03395455	CRYO FIBERBOX WT 5X5X2	82	EA											
DNA002	BASE PAIR 25 NMOL SCALE	81	EA											
19181600A	FACESHIELD, FULL SZ, DISP, 25/PK	80	CS											
19167295B	ULTRA SENSE PF NTRIL MD 100PK	77	CS											
A15612	13007 Custom DNA Oligo, 25N, Desalted, Dry	66	EA											
06666A	KIMWIPE SML 4-1/2X8-1/2 280/PK	63	PK											
03395465	100 PL CRYO FIBERBOX WT 5X5X2	60	EA											
13994071	BOX 3 W/81 CELL DIVIDERBOX 3	60	EA											
19 058 801C	Medium latex gloves powder free 100/PK	60	EA											
S66279	THERM/CLOCK/HUMID. DEVICE	59	EA											
1367811D	PIPET SER STL 1/10 5ML 200/CS	58	CS											
1367520	PIPET SEROLOGICAL 10ML 200/CS	57	CS											
A15612T	hoSFTPCF1 Value DNA Oligo Desalted, Dry, > 24 25 nmol	57	EA											
88821	PH STRIPS, 4.5-10.0 PH	54	EA											
MT21040CV	PBS 1X W/O CA MG 6X500 6/CSPB	54	CS											
14726502	MOUSE IGLOO_ AMBER CERT	50	EA											
10902104	SF 900 II SFM	49	EA											
0877224	TIS CUL DISH 150X25MM 60/CS	48	CS											
1367811E	PIPET STER 10ML(0.1GRAD)200/CS	48	CS											
MT10017CV	DMEM/GLNHGLU W/OPYR 6X500 6/CS	48	CS											
03395454	CRYO FIBERBOX WT 5X5X4	46	EA											
ENN301	TMB SUBSTRATE SOLUTION 100ML	46	EA											
034482	BOX MICROSCOPE SLIDE 100PGREEN	43	EA											
034483	BOX MICROSCOPE SLIDE 100P RED	43	EA											
1482763	CONTAINER SHARPS-A-GATOR 1GAL	41	EA											
11965126	DMEM, high glucose 6 x 1000mL	40	CS											
19156218	BFFNT CP PPSB 24 1000/CSBFFNT	40	CS											
23332408	20L BUFFER SALINE SOL BLD BNK	40	EA											
1367610H	PIPET STER 5ML(0.1GRAD)200/CS	39	CS											
19058801C	GLOVES EXAM AMB LTX PF Medium, 100/PK	38	PK											
03052571	EASY-SPRAY C18 3M 15CM X 75M	36	EA											
1050027	5.0ML CRYOVIAL EXT THRD 50/PK	36	PK											
11995065	DMEM	36	EA											
034481	BOX MICROSCOPE SLIDE 100P BLUE	35	EA											
1367522	PIPET SEROL 5ML X 1/10 200/CS	34	CS											
15497022	NAPCO 8000 HEPA FILTER	34	EA											
1367549	PIPET SER1X10 10ML 200/CS	33	CS											
1371120	FB TRNSFR PIPET IND STL 500/PK	33	PK											
0540306	EPTPS SNGL 2-200 BPR 100/CS	32	CS											
26050088	HORSE SERUM HEAT INACTIVATED	32	EA											
02681151	1-200UL YEL BLVD GRAD 1000/PK	31	PK											
04-355-223	ETOH, 200 proof, 4 gal./cs	30	CS											
04-355-224	ETOH, 200 proof, 5 gal. drum	30	EA											
1368065	TCFLSK 75CM2 VENTD CANTD 60CS	30	CS											
14955110	FB UNIVERSAL PIPET FILL 10 ML G	30	EA											
19041171C	NITRILE 3M PF TEX MD 200PK	30	PK											
1367548	PIPET SER1X10 5ML 200/CS	29	CS											
19167295A	ULTRSN NTL PF SM 100/PK	29	CS											
03395464	81PL CRYO FIBERBOX WT 5X5X2	28	EA											
19167295C	ULTRA SENSE PF NTRIL LG 100PK	28	CS											

13994070	BOX 2 W/81 CELL DIVIDERBOX 2	10	EA																	
1443222	TUBE SCREW CAP GRAD 500/CS	10	CS																	
15903	1/2X60 YARD AUTOCLAVE TAPE	10	EA																	
191301597B	FB NITRILE GLV PF LF S 100/PK	10	CS																	
19149863A	EXAMGLV NITR 9.5 SZ S 100EA/PK	10	PK																	
22363750	FB ALC PREP PAD ST 2PLY 200/PK	10	PK																	
820002	Fiberboard Storage Boxes 5 x 5 x 2 in	10	E																	
A258500	PROPIONIC ACID CERTIFIED 500ML	10	EA																	
AB 0600	.2ML RKN PT PP N-SKRT NAT 25PK	10	EA																	
BP399500	PBS PHOSPHATE BUFFER SALI 10X	10	CS																	
NC0125910	HUMAN INSULIN ELISA 10X96WELLS	10	EA																	
NC0447686	CLEAR SC W/ORING STL 500/PK	10	PK																	
NC0848560	EPTPS SNGL 2-200 BPR 100/CS	10	CS																	
NC9441302	BOX CB 81 P F/MTUBE 5X5X1	10	EA																	
S47299	KIMWIPES DELICATES TASK WIPERS	10	PK																	
SLGV033RS	MILX GV .22UM PVDF 50/PK	10	PK																	
SP15100	PERMOUNT FISHER 100ML	10	EA																	
WG1401BOX	NP MIDI 4-12BT GEL 12+2W	10	EA																	
04355305	ETHYL ALCOHOL 140 PROOF 4/CS	9	CS																	
0540381	EPTPS SNGLSTL 2-200UL 1000CS	9	CS																	
08774162	CL INS PLT CNTRL 8U 24WL 24/CS	9	CS																	
1050026	2.0ML CRYOVIAL EXT THRD 100/PK	9	CS																	
10787018	1 KB PLUS DNA LADDER	9	EA																	
11966025	DMEM, no glucose	9	E																	
12545F	CVR GLASS NO 1 50X24MM 1 OZ/PK	9	CS																	
12565270	NUNC 50ML CONICL TBE BLK 500CS	9	CS																	
12567603	PIPET 10ML STR IND PAPER PK	9	CS																	
1367527	PIPET SERO 50ML INDIV 100/CS	9	CS																	
14065056	HBSS (10X), calcium, magnesium, no phenol red	9	E																	
1437929	SOAP SOFTCIDE-NA 32 OZ.	9	EA																	
14826AA	NEEDLE 25G 5/8 IN DISP 100/PK	9	PK																	
19065787	WYPALL L30 ECONOMIZER QF1080CS	9	CS																	
23021752	LEICA PPLST XTRA PRFN 8X1KG/CS	9	CS																	
23245684	PROTOCOL 10% BUFF FORMLIN 1 GL	9	EA																	
31985062	OPTI MEM I	9	EA																	
4444556	TAQMAN FAST ADVANCED MASTER MIX 1 ML	9	EA																	
M35500	MAGNES CHLOR HEX USP/FCC 500GM	9	CS																	
NC0304169	3M VETBOND TISSUE ADHESIVE	9	EA																	
PRV5111	MODIFIED TRYPSIN SEQ GRD 100UG	9	EA																	
TA125ADQ	ANTIBODY DILUENT OP QUANTO FOR	9	EA																	
WG1402BOX	NP MIDI 4-12BT GEL 20W	9	EA																	
01828D	BG AUTO PP RED 25X35 200/PK	8	PK																	
02 707 138	1-200UL RND GEL LOAD-NS 960/PK	8	EA																	
0267012	LAB COUNTER 2 UNIT	8	EA																	
0337436G	CAP INSERTS ASSORTED 500/CS	8	CS																	
0877222	TIS CULT DISH 100X20MM 500/CS	8	CS																	
0976171	RD BTM CRYOVIAL SS 2ML 500/CS	8	CS																	
11960069	DMEM	8	CS																	
1255015	SLIDE SUPERFR + 25X75MM 144/PK	8	CS																	
12565269	NUNC 15ML CONICL TBE RKD 500CS	8	CS																	
13678652	PIPETTE PASTEUR STERILE 250/CS	8	CS																	
13681500	PIPET BASIN NS PVC 50ML 100/CS	8	CS																	
1482679	SYRINGE U100 1/2CC 100/PK	8	CS																	
149592A	5ML TB PS/12X75/STR/SNP 1000CS	8	CS																	
1496127	TUBE CULT DSP 13X100MM 1000/CS	8	CS																	
150318	DISH ST 35X10MM NOVENT 500/CS	8	CS																	
15070063	Penicillin-Streptomycin (5,000 U/mL), 100 ml	8	E																	
1518512	POLYFIN 8X1KG 8/CS	8	CS																	
15596026	TRIZOL REAGENT	8	EA																	
18568	GOWN PE BLUE DISPOS LG 15/PK	8	PK																	
19041171E	NITRILE 3M PF TEX XL 180PK	8	PK																	
191301597A	FB NITRILE GLV PF LF XS 100/PK	8	PK																	
20012027	PBS PH 7.2	8	EA																	
A452SK4	METHANOL HPLC 4L SAFECOTE	8	EA																	

BDB556449	AC-DEVD-AMC CASP-3 FLRGNC SBST	8	EA																		
C6667	CBQCA PROTEIN QUANTIFICATION KIT	8	EA																		
I36933	IMAGE-IT FX SIGNAL ENHANCER	8	EA																		
NC9285650	CORROSION INHIBITOR .5LBS	8	EA																		
NC9511236	TISSUE-TEK CRYOMOLD 100/PK	8	PK																		
NP0007	NP LDS SAMPLE BUF (4X)	8	EA																		
NP0335BOX	NUPAGE 4-12% BT GEL 1.5MM 10W	8	CS																		
PI26619	PAGERULER PLUS LADDER 2X250UL	8	EA																		
01213101	ALUMINUM FOIL 12IN X 200FT	7	EA																		
0266933	MICRTAINR DIPOTAS EDTA 50/PKRX	7	CS																		
02707437	10UL TIP RACK STER 960/PK	7	CS																		
0337423	CRYOVIAL RB 4ML 500/CS	7	CS																		
043204	SPARKLEEN I MANWSH 3-1/4LB BOX	7	EA																		
07200210	TUBE DOLPHIN 2ML BULK 1000/CS	7	CS																		
0720083	PLATE 6-WELL TC 50/CS	7	CS																		
087721C	PLATE TC PS STRL 48 WELL 50/CS	7	CS																		
087722C	TC PLATE W/LID 96 WELLS 50/CS	7	CS																		
10010023	PBS PH 7.4	7	EA																		
11-401-0	8-Bromo-cAMP, sodium salt, Tocris (10 mg)	7	EA																		
11-754-050	SuperScript VLO cDNA Synthesis Kit (50 rxn)	7	EA																		
12550143	SLIDE SUPERFR 25X75X11MM 144/PK 10PK/CS	7	CS																		
1367811	PIPET STER 25ML(0.08GRAD)200CS	7	CS																		
1367811F	PIPET WRAP 50ML(0.5GRAD)100/CS	7	CS																		
14282300	EPPENDORF TUBE 5.0ML 200/CS	7	CS																		
148265C	NEEDLES 20GX11/2 100/PK	7	PK																		
148265D	NEEDLES 18GX11/2 100/PK RX	7	PK																		
1495910B	14MLTBE PP\17X100\ST\SNP 500CS	7	CS																		
19058801D	GLV EXAM AMB LTX PF LG 100/PK	7	PK																		
19460102	FACE SHIELD DISP. 25/PK	7	CS																		
21403190	HLT .6ML TB GRAD ST CL 1000PK	7	PK																		
21870076	RPMI 1640	7	EA																		
22110637	STAIN EOSINY ALC 1PT 4/CS	7	CS																		
23245658	PROTOCOL EOSIN Y 1% ALC 1L	7	EA																		
25300054	TRYPSIN .05% EDTA	7	EA																		
2546701	ALCOHOL REAGENT (DENATURED ALCOHOL), 70% (V/V) AQUEOUS	7	EA																		
33016015	HUMAN PLASMA FIBRONECTIN LYO	7	EA																		
4346907	96-WELL FAST THERMAL CYCLING	7	EA																		
4369016	FG TAQMAN GEX MASTER MIX 5 ML	7	EA																		
50202107	10ML SEROLOGICAL PIPET	7	CS																		
50371478	CLOROX BLEACH 121OZ 8.25% 3/CS	7	CS																		
A16F1GAL	ACETONE HISTO F-STYL POLY 1GAL	7	EA																		
A433P4	METHANOL HISTO 4L POLY	7	EA																		
A9981	ACETONITRILE HPLC GRADE 1L	7	EA																		
BP2818500	MOLECULAR BIOLOGY GRADE ETHANO	7	CS																		
BP3994	10XPPOS BUFF SALINE (PBS) 4L	7	EA																		
D1820	DEXTRAN FLUORESCIN 10	7	EA																		
ERBDNF	RT BDNF ELISA PK	7	PK																		
M1095420001	PH STRIPS PH 4.0 - 7 100STR/EA	7	EA																		
MT10041CV	RPMI 1640W/GLNHPS 6X500 6/CS	7	CS																		
NC9563670	101-1000 BLU TIPS 960PK	7	PK																		
NC9888126	SUPER PAP PEN REG 16.5ML	7	EA																		
NP0002	Novex NuPAGE MES SDS Running Buffer (20X) 500ml	7	EA																		
PI80197	PIERCE ECL 2 WB SUBSRATE 25 M	7	EA																		
R01580	MANNITOL SALT AGAR 10/PK	7	PK																		
RM9106S	ANTI-KL-67 CLONE SP6 1.0ML	7	EA																		
X3P1GAL	XYLENES HIST GRD 1GA	7	EA																		
01213103	ALUMINUM FOIL 18IN X 25FT	6	CS																		
03251157	C18 SPE COLUMN 50MG 1ML 100/PK	6	PK																		
04-355-221	ETOH, 190 proof, 5 gal.	6	EA																		
0720087	PLATE 96-WELL 0.1 -0.2ML 50/CS	6	CS																		
0877120	CELL CULTR INSR 6WE 8ML 48/CS	6	CS																		
0877212	ORGN CULT DISH 60X15MM 500/CS	6	CS																		
087723A	BULK PKGD PLATE 12 WELL 36/CS	6	CS																		
08816	DISH STAIN COPLIN W/SCREW CAP	6	EA																		

08914A	KNIFE BLADE NO10 150/CS	6	CS																
09740105	SYRINGE FLTR,SFCA,0.2UM,25MM,S	6	CS																
1050025	1.2ML CRYOVIAL EXT THRD 100PK	6	PK																
11-676-017	2 LITER EHRENMAYER CLAMP	6	EA																
11875085	RPMI 1640	6	EA																
120097A	BOX DISP GLASS FLOOR MDL 6/PK	6	PK																
12567602	PIPET 5ML STR IND PAPER PK	6	CS																
12633012	Advanced RPMI 1640 Medium	6	E																
1367515B	PIPET SERO 1X1/100ML/1000/CS	6	CS																
137116M	FB TRNS PIPT THINBODY NS 5C/PK	6	PK																
14200166	DPBS x10	6	CS																
14222158	MICROTUB 1.5ML LR CLEAR 250PK	6	CS																
1424561	IMMULON II FLAT PLATE 50/CS	6	CS																
1464983	TIMER-DIGITAL	6	EA																
1482113D	NEEDLE DISP HYPO 25GX1 100/PK	6	PK																
14823434	SYRINGE SLIP TIP 1ML 200/PK RX	6	CS																
15 497 022	Filter, Main HEPA; Thermo Scientific; Replacement part for	6	EA																
15230204	DISTILLED WATER	6	CS																
15240062	ANTIBIOTIC ANTIMYCOTIC	6	EA																
19041171B	NITRILE 3M PF TEX SM 200PK	6	CS																
22050283	CLEARANT XYLENE 4/CS	6	CS																
22130031	IATA-B FROZEN SHIPPER 4/CS	6	CS																
23600900	STL E SWB+STD FLOCK SWB 50/PK	6	PK																
3051835	MX35 PREMIER LP BLADES 50/CS	6	CS																
410MT010	RMTNF-A (AA 80-235) 10 UG	6	EA																
50202105	5ML SEROLOGICAL PIPET	6	CS																
5030130	PERIODIC ACID 1% AQUEOUS SOL	6	EA																
50590816	TC DISH 100X20 ST TC VENT 360C	6	CS																
5391341ML	PROTEASE INHIBITOR COCKTAIL SE	6	EA																
9991002	SLIDE COLORFROST PLUS YL 100CS	6	CS																
A11001	ALEXA FLUOR 488 GOAT A	6	EA																
A11008	ALEXA FLUOR 488 GOAT A	6	EA																
A300212	SULFURIC ACID REAG ACS 21/2L	6	EA																
BP1600100	BOVINE SERUM ALBUM FRACT 100GR	6	EA																
DVE00	HUMAN VEGF QUANTIKINE ELISA KIT	6	EA																
IPFL00010	IMMOBILON-FL MEMBRANE 3.75M RL	6	EA																
NC0312203	5GAL T2 XRAY DEVELOPER 2/CS	6	CS																
NC0483667	DCFDA ASSAY KIT 300 TESTS	6	EA																
NC9291087	2ML SC MTUBE CBSNOCAPGW/CS1000	6	CS																
NC9508563	10MM CRYO CANE 100PK	6	PK																
NC9561248	1-200 UL BEVELED PIPET TIPS	6	PK																
NC9856617	MOUSE INSULIN ELISA KIT (10X 9 - 10124710	6	PK																
NP0322BOX	NUPAGE 4-12% BT GEL 1.0MM12W	6	CS																
NW00100BOX	BOLT BIS-TRIS PLUS 10% 10 WELL	6	EA																
R503154	LOOP M-GREEN HANDLE 5PKLOOP M	6	PK																
S01960	THERMOMETER -80/+125F -60/+55C	6	EA																
S25309B	ETHYL ALCOHOL DENATURED 95PCT	6	EA																
S419500	SODIUM SULFATE DECAHY CERT500G	6	EA																
SB101500	BUFFER COLRD RED PH 4.00 500ML	6	EA																
X5P1GAL	XYLENES ACS 1 GAL POLY	6	CS																
01826E	BG AUTO PP CLR 37X48 100/CS	5	CS																
02681168	PIPETTETIPS 101-1000UL 1000PK	5	PK																
02682000	0.5 MICROCENRIFUGE TUBE NAT	5	PK																
0268399D	VACT TB K2EDTA13X100 6MLC/PKRX	5	PK																
0268429	VAC TUBE YELLOW 6ML 100/PK RX	5	PK																
02707420	200UL TIP RACK RELOAD 960/PK	5	CS																
0337420	CRYOVIAL SS 1.2ML 500/CS	5	CS																
0435516	BACDOWN HANDSOAP 1 LITER	5	EA																
087726	DISH INTEGRI T/C 150X25 100/CS	5	CS																
08813E	5 SLIDESTAINING JAR WWHTPPCAP	5	EA																
09761107	FLT PES 500/500 .22UM 12/CS	5	CS																
097617	SYS FILTR .45UM STR DSP 12/CS	5	CS																
098036D	FILTER PAPER 9CM 100/PK	5	PK																
0989812A	WEIGHING PPR 3X3 IN 500/PK	5	PK																

NC9525043	EGM 2 BULLET KIT	5	EA												
NC9549801	NUCLEASE MICROCOCCAL 15000U	5	EA												
NC9686974	XL-10 TIPS 96/RK STERILE FILTER	5	PK												
NC9832662	1.5ML MTUBE CONFLATS SAFE/PK1000	5	PK												
OB10001	FLUOROMOUNT-G 25ML	5	EA												
P36935	PROLONG GOLD ANTIFADE REAGENT	5	EA												
PI20291	NO-WEIGH DTT 1PK	5	PK												
PRU1330	DNTPS 100MM 10UMOLES OF EACH	5	EA												
S00310	LSGS 10ML	5	EA												
S2711	SODIUM CHLORIDE CERT ACS 1KG	5	EA												
X3P1GAL	XYLENES HIST GRD 1GA	5	CS												

VWR Item Number	Item Description:	Annual Usage	U/M	Vendor Part #	MFG Part #	Manufacturer	Item Description	Unit Cost	Substitute Vendor Part #	Substitute MFG Part#	Substitute Manufacturer	Substitute Item Description	Substitute U/M	Substitute Unit Cost
71001-640	CARDBOARD FREEZER BOX (5 1/4 x 5 1/4 x 2) 1/EA R3015A	100	EA											
25384-146	SPECIMEN CONTAINERS 4.5OZ 100/CS	66	CS											
90001-282	TSA with 5% sheep blood	62	CS											
VWRL0119-0500	DPBS (1X) w/out Ca, w/out Mg, 500mL each	62	EA											
45000-412	RPMI 1640 with L-glutamine and 25 mM HEPES, 6 x 500mL	40	PK											
414004-430	VWR GLOVE LATEX POWDER FREE M PK100	34	PK											
53300-421	Pipets 5mL Individually Wrapped (50/Bag) case of 200	34	CS											
89000-028	VWR TUBE GRAD NAT 1.5ML PK500.	28	PK											
82003-820	VWR-brand Kimwipes small, each pack of 280	25	EA											
53300-523	10mL, Disposable Serological Pipets, Individually Wrapped	23	CS											
89130-900	VWR PIPETTE SERO 25ML PR CS200	23	CS											
VWRL0154-0100	Trypsin (0.25%) EDTA (1X), 100mL each	22	E											
89510-186	Fetal Bovine Serum, USDA Approved Origin 500ML	21	EA											
10017-210	P200 tips, 96/Rack, 10 Racks/Pack, case of 4800 tips	20	EA											
10034-020	50 µL tip; 480ct	20	EA											
89038-272	VWR Soft Nitrile Examination Gloves 10BX/CS	20	CS											
89128-202	BOX (3 x 3 x 2) WITH 25 PLACE INSERT 1/EA R3025A	20	EA											
89038-270	VWR Soft Nitrile Examination Gloves Medium	19	EA											
414004-431	VWR GLOVE LATEX POWDER FREE Large, PK100	15	PK											
PAV5111	Catalog #: V5111 Sequencing Grade Modified Trypsin 1000µg	15	EA											
8504	20L BUFFER SALINE SOL BLD BNK	12	EA											
89405-024	A10 BLOOD AGAR, 10/PK	12	PK											
89413-034	PLAIN DOUBLE SWABS, STERILE, STARPLEX SCIENTIFIC 500/CS	12	CS											
90006-208	MSA agar	12	CS											
101319-388	EndoFree Plasmid Maxi Kit, Omega Bio-tek	10	EA											
16004-386	#16004-386 VISTAVISION MICRO SLIDES 75X25 1mm, 72/BX	10	PK											
45000-672	CELL CULTURE GRADE WATER, CORNING (6 PACK OF 500 ML)	10	EA											
47729-572	BOROSILICATE GLASS CULTURE TUBES (13 x 100 mm)	10	CS											
52877-310	Lab Markers, Black, Fine, Pack of 10	10	PK											
82050-748	Greiner Bio-One, Black wall, clear bottom, 96-Well Plates,	10	CS											
89407-126	G02 A8 AGAR, 60mm PLATES, 10/PK	10	PK											
89407-238	G25 EMB LEVINE AGAR, 10/PK	10	PK											
98000-254	#98000-254 THERMOMETER WITH DOUBLE SPRING MOUNT, -20 TO 60	10	EA											
G02	A8 AGAR, 60mm PLATES, 10/PK	10	PK											
21008-918	Falcon 15mL conical tubes case of 500	9	CS											
25383-103	Falcon Tissue Culture Dishes, Polystyrene, Sterile,	9	CS											
25608-930	CRYO-OCT COMPOUND 4OZ	9	CS											
82021-126	81 place cardboard cell divider, pack of 12	9	PK											
83007-380	1000ul pipet tips, sterile, 96/hinged rack, pack of 576	9	PK											
90006-206	MacConkey agar	9	CS											
75838-758	2 Liter Pitchers with Molded Graduations, Globe Scientific	8	EA											
8312-4	CYTOSEAL XYL 4 OZ	8	EA											
89130-898	VWR Disposable Serological Pipets, Polystyrene, Sterile,	8	CS											
MISC-LIFESCI	3433-001-R1 Cultrex R1 Reduced, 1mL each	8	EA											
PAE2610	#E2610 BRIGHT-GLO LUCIFERASE ASSAY SYSTEM 10 ML	8	EA											
10017-222	200 ul tips Case of 4800	7	CS											
228780	vial storage boxes	7	EA											
490005-981	70 µm Nylon Mesh Cell Strainer, Orange	7	EA											
82050-854	T75 CELLSTAR, Greiner Bio One flask, case of 120	7	CS											

10017-194	10uL Pipetman tips, pack of 1000	6	PK																		
10062-860	VWR FLASK TISSUE CULTURE 250ML VENT CAP	6	CS																		
101326-476	Reflex7mm wound clips; 100	6	PK																		
16777-166	Trypsin (0.25%-)EDTA, 100mL each	6	EA																		
21008-951	Falcon 50mL conical tubes case of 500 (mfr 352098)	6	CS																		
30128-269	VWR 80-Place tube racks, pack of 5	6	PK																		
414004-429	VWR Small Powder-Free Latex Gloves, pack of 100	6	EA																		
414004-432	VWR GLOVE LATEX POWDER FREE XL PK90 (price quote attached)	6	EA																		
45000-446	Phosphate-Buffered Saline, 1X Without Calcium and	6	BX																		
45000-664	Trypsin EDTA 1X, pack of 6, 100mL/ea	6	EA																		
47751-792	SCIENCEWARE?, Coplin Staining Jar, Bel-Art Cat#	6	EA																		
50071	Stand Pipettor 3 Position	6	EA																		
53498-063	Rechargeable NiMH Battery for Drummond Pipet-Aid XP	6	EA																		
53503-792	VWR TIP SILICON 1-200UL 960/PK	6	PK																		
66011-675	file storage for 4ml	6	EA																		
760175	REPLACEMENT HEPA FILTER (1 EA)	6	EA																		
83007-376	VWR Pipet tips 1000uL, Bulk, Case of 10,000 tips,	6	CS																		
89198-992	RACK FOAM RND THICK BLUE	6	EA																		
ESBT-100	ENZYCHROM SORBITOL ASSAY KIT	6	EA																		
G25	EMB LEVINE AGAR, 10/PK	6	PK																		
M18848-4002	ICE BUCKET W/LID 4.0L BLACK	6	EA																		
PAG8081	CellTiter-BlueA® Cell Viability Assay 100mL supplier# G8081	6	EA																		
10017-220	10 ?L XL pipet tips Case of 4800	5	CS																		
10017-224	VWR? Pipet Tips, Standard Line. (Case of 3840)	5	CA																		
100500-810	COVER GLASS 22X50MM 1OZ BX144	5	BX																		
101320-568	Saline Solution, 0.9%, 250 ML	5	E																		
15621-005	Falcon® Cell Scrapers, Sterile, Corning® 18cm case of 100	5	CS																		
21905-026	KIMWIPES; case-16800	5	CS																		
25382-100	FALCON TISSUE CULTURE DISHES, POLYSTYRENE, 60 X 15 MM	5	CS																		
28200-016	Plastic Syringe Filters, Corning, SFCA 0.2 um (Case of 50)	5	EA																		
414004-039	4ml INDIV WRAPPED STERILE TRANSFER PIPETS, 400/PK	5	PK																		
490001-930	BLUE BASIC AUTORAD FILM 5X7 BOX=100	5	BX																		
53300-567	Falcon serological pipets 25mL Ind. Wrapped, case of 200	5	CS																		
66011-325	vial storage boxes	5	CS																		
82050-916	Greiner Bio-One 100x20mm cell culture dishes case of 360	5	CS																		
89079-067	Reynolds Wrap Foil; EA	5	EA																		
89130-896	VWR PIPETTE SERO 5ML PR CS200	5	CS																		
89404-804	MBP 1000 uL Pipet Tips, 1000/PK	5	PK																		

USA Scientific Item Number	Item Description:	Annual Usage	U/M	Vendor Part #	MFG Part #	Manufacturer	Item Description	Unit Cost	Substitute Vendor Part #	Substitute MFG Part#	Substitute Manufacturer	Substitute Item Description	Substitute U/M	Substitute Unit Cost
9023-4981	SHALLOW LID, 81 PLACE BOX	140	BX											
1111-1700	200 ul TipOne natural, beveled tip wafers	114	CS											
1615-5500	1.5 ML SEALRITE TUBES CLEAR 500/BAG	95	BG											
1111-2721	TipOne PIPET TIPS (200-1000 ul) PK OF 960	79	PK											
1415-2600	1.5 ml low adhesion microcentrifuge tube, natural 500/BG	61	BG											
1110-1700	TipONE PIPET TIPS 20-200 ul (PK OF 960)	55	PK											
1111-3700	TipONE PIPET TIPS 1-10 ul (PK OF 960)	50	PK											
1071-0810	10 mL serological pipet, sterile	44	CS											
1111-0706	PIPET TIPS 200UL	41	PK											
1075-0110	5 mL serological pipet, sterile	36	CS											
1163-1700	200 ul TipOne RPT Profile tip wafers (10 racks)	35	CS											
1180-3710	0.1-10/20 ul XL TipOne RPT ultra low retention filter tip	31	E											
1615-5510	Seal-Rite 1.5 ml graduated microcentrifuge tube, natural,	29	BG											
1120-1840	FILTER PIPET TIPS, 100UL, 10 RACKS OF	28	PK											
1111-2821	1000 ul TipOne graduated blue tip in racks	27	PACK											
2381-5048	Polypropylene 81-place box; 5 pack	25	EA											
1120-8810	200 ul TipOne graduated filter tip, sterile	21	CS											
1110-1200	200 ul tip, stacks	20	EA											
9023-8181	Premium 81-place cardboard box, deep lid	20	EA											
1111-1800	#1111-1800 PIPET TIPS 200 UL TIPS IN RACKS 10 RACKS/PK	19	EA											
1182-1730	1000 ul XL TipOne RPT ultra low retention filter tip refill	19	E											
1120-3810	0.1-10/20 ul XL TipOne filter tip, sterile, Certified free	16	BX											

1180-8710	200 ul TipOne RPT ultra low retention filter tip refill	14	E																	
1110-1800	200 ul TipOne Profile graduated tip in racks	12	BX																	
1111-3200	10ul tips (bulk stack/ not sterile)	12	EA																	
1120-3710	0.1-10/20 ul XL TipOne filter tip refill	12	EA																	
1126-7810	1000 ul TipOne filter tip, sterile	12	CS																	
1160-3700	0.1-10/20 ul XL TipOne RPT tip wafers (10 racks)	12	CS																	
1183-1710	20 ul TipOne RPT ultra low retention Profile filter tip	12	E																	
1111-0806	200 ul TipOne yellow tip in racks	11	EA																	
1620-2700	2.0ML FLAT CAP TUBE 500/BG	10	BG																	
9023-1650	16-place cardboard box for 50 ml tubes	10	EA																	
9023-3100	100-place cardboard box for 12 x 75 mm tubes Cat. #	10	E																	
1180-8810	200 ul TipOne RPT ultra low retention filter tip, sterile	9	BG																	
9187-2016	MICROTUBE TOUGH-TAGS WHITE2 BOXES, 2125 PER BOX	9	BX																	
CC7682-4815	CytoOne T150 filter cap TC flask	9	E																	
1121-3810	0.1-10 ul TipOne filter tip, sterile	8	CS																	
1402-8100	0.2ML TEMPASSURE PCR TUBE, ATTACHED FLAT CAP, NATURAL,	8	BG																	
1405-2600	0.5 ml low adhesion microcentrifuge tube, natural	8	BG																	
1418-7410	1.8 ml Internal Thread Self-Standing ArcticIce Cryogenic	8	EA																	
1605-0000	SEAL-RITE 0.5 ML TUBES - NATURAL COLOR 1000/BG	8	BG																	
2602-1100	11-place, chest freezer rack *BUY 3 GET 1*	8	EA																	
CC7682-7506	CytoOne 6-well TC plate	8	E																	
1111-0006	#1111-0006 200ul YELLOW PIPET TIPS, 1000/BG	7	BG																	
1112-1720	TipOne 101-1250 ul XL graduated pipet tip refill wafers,	7	EA																	
1180-3810	0.1-10/20 ul XL TipOne RPT ultra low retention filter tip,	7	PK																	
14023900	TempAssure PCR 8-Strips, Optical Caps, Natural	7	BX																	
2380-2000	Hinged 80-place rack holder	7	EA																	
1182-1830	1000 ul XL TipOne RPT ultra low retention filter tip,	6	E																	
1615-5501	#1615-5501 1.5ml TUBES BLUE, 500/BG	6	BG																	
1615-5505	#1615-5505 1.5ml TUBES VIOLET, 500/BG	6	BG																	
2380-1008	80-place tube rack, mixed standard colors	6	EA																	
4914-4400	Kimberly-Clark Powder-free nitrile gloves, cobalt blue,	6	BX																	
4950-5500	Cobalt Ultra Nitrile Exam Gloves, Case, XL	6	CS																	
9187-1200	CRYOTAGS 1.5"X0.75" WHITE ON SHEETS	6	EA																	
1110-3700	0.1-10/20 ul XL TipOne natural tip wafers	5	BX																	
1110-3800	0.1-10/20 ul XL TipOne natural tip in racks TipOne	5	EA																	
1111-0800	200 ul TipOne natural tip in racks	5	PACK																	
1120-8812	TipOne 200 1/4 natural filter pipettips in racks, sterile,	5	EA																	
1402-9500	TempPlate non-skirted 96-well PCR plate, low profile,	5	E																	
1615-5502	#1615-5502 1.5ml TUBES GREEN, 500/BG	5	BG																	
1615-5504	1.5mL eppies (red)	5	EA																	
2310-5848	100-place hinged boxes, mixed neon colors (5 boxes per	5	PK																	
9023-1615	36-place cardboard box for 15 ml tubes	5	EA																	
9185-0500	Item Number: 9185-0500 Tough-Spots, large, white labels for	5	EA																	
CC7682-7506	CytoOne 6-well TC plate 50/CS	5	CS																	

<u>McKesson Item Number</u>	<u>Item Description:</u>	<u>Annual Usage</u>	<u>U/M</u>	<u>Vendor Part #</u>	<u>MFG Part #</u>	<u>Manufacturer</u>	<u>Item Description</u>	<u>Unit Cost</u>	<u>Substitute Vendor Part #</u>	<u>Substitute MFG Part#</u>	<u>Substitute Manufacturer</u>	<u>Substitute Item Description</u>	<u>Substitute U/M</u>	<u>Substitute Unit Cost</u>
188618	WIPE, KIMWIPE 4 1/2"X8 1/2" (280/BX) KIMCON	80	BX											
803319	CLEANSER, MULTI-ENZYMATIC SPRING FRAG 1GL (4/CS)	34	EA											
556517	ALCOHOL, ISOPROPYL 70% QT (12/CS)	26	EA											
853538	ALCOHOL, ISO 70% 1GL	19	EA											
365061	GLOVE, NITRILE PF PUR MD (100/BX) KIMCLK	14	BX											
330238	ANOSCOPE, STD SPEC CLR DISP (25/BG)	12	BG											
1030119	REAGENT, ACETONE ACS GRADE 16OZ	10	EA											
206395	LUBE, INSTRUMENT SPRAY 8OZ (12/CS) 1-PUMP/CS	10	EA											
556517	ALCOHOL, ISOPROPYL 70% QT (12/CS)	10	CS											
678086	GLOVE, EXAM NITRL PF LAV MED (250/BX 10BX/CS) KIMCLK	10	BX											
365061	GLOVE, NITRILE PF PUR MD (100/BX) KIMCLK	8	CS											
454934	ETHYL CHLORIDE, MED JET STREAM 3.5OZ	8	DZ											
741114	SYRINGE, LS 1CC (200/BX 8BX/CS)	8	BX											
365060	GLOVE, NITRILE PF PUR SM (100/BX) KIMCLK	6	BX											
446701	SOLUTION, ETHANOL 70% GALLON	6	EA											
832944	CONTROL, PICCOLO LIPID+GEN CHEM	6	CS											

365060	EXAMGLV NITR 9.5 SZ S 100EA/PK	5	CS											
523804	WIPER, WYPALL X60 TERI BRAG BOX (180/CS) KIMCON	5	CS											
803319	CLEANSER, MULTI-ENZYMATIC SPRING FRAG 1GL (4/CS)	5	EA											
958869	CLEANER, CLOROX GERMICIDAL SPRAY 32OZ (6/CS)	5	CS											

Genesee Item Number	Item Description:	Annual Usage	U/M	Vendor Part #	MFG Part #	Manufacturer	Item Description	Unit Cost	Substitute Vendor Part #	Substitute MFG Part#	Substitute Manufacturer	Substitute Item Description	Substitute U/M	Substitute Unit Cost
32-112	DROSOPHILA VIALS, WIDE (KR) K-RESIN, TRAY [AS-510] 5 TRAYS	160	EA											
49-101	FLUGS-WIDE PLASTIC VIALS DROSOPHILA CLOSURES [AS275] 1000	75	EA											
21-124W	2-inch Cardboard Box w/ Lid. White, 100-Place Divider. 1	10	EA											
62-101	YELLOW CORNMEAL (11KG+)	8	EA											
21-106	50ml Centrifuge Tubes, Racked, Sterile, 500/unit	6	CS											
62-118	MOLASSES, 5 GALLONS (18.93L) UNSULPHURED 5 GALLONS/UNIT	5	EA											

Denville Scientific Item Number	Item Description:	Annual Usage	U/M	Vendor Part #	MFG Part #	Manufacturer	Item Description	Unit Cost	Substitute Vendor Part #	Substitute MFG Part#	Substitute Manufacturer	Substitute Item Description	Substitute U/M	Substitute Unit Cost
1005314	Colored Cardboard Box, No Divider, Blue 5 1/4 x 5 1/4 x 2"	65	E											
C2170	Posi-Click 1.7 ml microcentrifuge tube, 1.7ml natural	54	PK											
P2101-N	TIPS,200uL RELOAD, NATURAL,	45	PK											
P2104	Woodpecker Reloads?Tip Transfer System, 10?l extra	32	EA											
P2101-NB	Woodpecker Reloads?Tip Transfer System, 200?l	24	EA											
R2000-100D	Cardboard Dividers 100-Place, for 2 or 3" Standard Boxes,	21	PK											
R3030-100	Cat# R3030-100 BOX, CARDBOARD,5.25X5.25X2" W/100 PLACE	20	EA											
T1225	250ml, 75cm ² CELL CULTURE FLASK, VENT CAPS, 100/CS	19	CS											
P7134	SEROLOGICAL PIPETS, 10ML,STER, IND WRAPPED, 200/PK	12	PK											
P2401	200UL EZ-RACK UNIV FIT,NAT TIP IN VAC UNIT,10 RKS/60pk LOW	9	EA											
P3020-CPS	TIPS,200uL,NATURAL,10 HINGED STERILE RACKS,960/PK	8	PK											
P1096-FR	Precision Barrier Tips, 10ul	6	PK											
P7133	SEROLOGICAL PIPETS, 5ML, STER, IND WRAPPED, 250/PK	6	EA											
1005318	Colored Cardboard Box, No Divider, Violet 5 1/4 x 5 1/4 x	5	EA											
C1017-P	TUBE, 15ML CONICAL W/SCREWCAP PTD GRAD,STERILE,BA25/CS 500	5	EA											
C1062-P	TUBE, 50ML CONICAL W/SCREWCAP PTD GRAD,STERILE,BA25/CS 500	5	EA											
P2102	Woodpecker Reloads Tip Transfer System, 10ul	5	PK											
P2108	Cat #: P2108 Low Retention Pipet Tips, 1000Ål (fits	5	EA											
P7123-B	SEROLOGICAL PIPETS, STD, 5ML STER,BULK 20 PK OF 25, Quote	5	EA											

ATTACHMENT H - DISCOUNT STRUCTURE

**OFFEROR MAY SUPPLY THEIR OWN FORMAT FOR THIS ATTACHMENT

<u>CATEGORY</u>	<u>CATEGORY DESCRIPTION</u>	<u>TYPES OF PRODUCTS</u>	<u>% DISCOUNT</u>