

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: VTG-2310-2025

This contract entered into this 11th day of July 2024 by Carolina Biological Supply Company hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech."

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

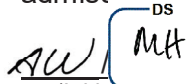
SCOPE OF CONTRACT: The Contractor shall provide Research and Scientific Equipment, Supplies and Related Services to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From August 1, 2024 through July 31, 2026 with the option for four (4) two-year renewals.

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

CONTRACT DOCUMENTS: The Contract Documents shall consist of this signed contract, the PAC agreement, Request for Proposal (RFP) number 952642405 dated March 27, 2024, together with Addendum Number 1 To RFP dated April 16, 2024, the proposal submitted by the Contractor dated May 16, 2024 and the negotiation summary, all of which Contract Documents are incorporated herein.

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


(Initials)

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

Carolina Biological Supply Company
Contractor

By: Angela Walker
(Signature)
Angela Walker, Contract Manager
Name and Title

Virginia Tech

By: Mary Helmick
DocuSigned by:
45C0F5F337E04D0...
Mary W. Helmick
Director of Procurement



Request for Proposal # 952642405

For

Research and Scientific Equipment, Supplies and
Related Services

March 27, 2024

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

RFP # 952642405, Research and Scientific Equipment, Supplies and Related Services

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

DUE DATE: Proposals will be received until **May 2, 2024 at 3:00 PM**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

INQUIRIES: All inquiries for information regarding this solicitation should be directed to Levi Henry, Phone: (540) 231- 7852 e-mail: lherry29@vt.edu . All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 3:00 PM on April 12, 2024. Inquiries must be submitted to the procurement officer identified in this solicitation.

PROPOSAL SUBMISSION:

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

Proposals may NOT be hand delivered to the Procurement Office.

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

Proposals must be submitted electronically at:

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

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

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

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

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

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

AUTHORIZED SIGNATURE: _____ Date: _____

9/29/2021

[INCLUDE THIS PAGE]

I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit proposals to establish term contracts to provide research equipment, supplies and related services through competitive negotiations on behalf of member institutions of The Virginia Higher Education Procurement Consortium (VHEPC) and executed by the Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

VHEPC member institutions regularly purchase a wide variety of research items to carry out their mission. These items include, but are not limited to research equipment, supplies, chemicals, biologicals, laboratory equipment, related items, and services.

If your firm currently has an existing cooperative contract with a Virginia State Entity you do not need to respond to this solicitation. This is to avoid duplication of contracts among the VASCUPP members. If you have an existing cooperative contract please notify the Contract Officer listed in this solicitation and a bridge agreement may be established to increase visibility of that contract at Virginia Tech. The purpose of this solicitation is to provide opportunities to vendors who do not have an existing term contract with the Commonwealth of Virginia.

II. VIRGINIA HIGHER EDUCATION CONSORTIUM (VHEPC)

By utilizing strategic sourcing principles and the collective buying power of Virginia's Higher Education institutions, the Virginia Higher Education Procurement Consortium seeks to identify opportunities, leverage vendors, and recommend courses of action in order to further the strategic sourcing initiatives of the member schools. Founding membership includes 12 senior Virginia Public Higher Education institutions, as well as the Virginia Community College System. In 2016, VHEPC welcomed an additional school to the fold bringing the total membership to 13 senior Colleges and Universities. The PAC agreement included in attachment C will be incorporated into any awarded contracts from this solicitation as a result of this participation.

III. LEAD INSTITUTION (VIRGINIA TECH)

Virginia Tech is serving as the lead institution for the procurement of the Request for Proposal. All communications should be strictly with the Contracting Officer of the lead institution. Contacting other institutions within the VHEPC to inquire or solicit information relating to this RFP will result in a firm's proposal being rejected.

IV. SMALL, WOMAN-OWNED AND MINORITY (SWAM) BUSINESS PARTICIPATION:

The mission of the Virginia Tech supplier opportunity program is to foster inclusion in the university supply chain and accelerate economic growth in our local communities through the engagement and empowerment of high quality and cost competitive small, minority-owned, women-owned, and local suppliers. Virginia Tech encourages prime suppliers, contractors, and service providers to facilitate the participation of small businesses, and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other inclusive and innovative relationships.

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

V. CONTRACT PERIOD:

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

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

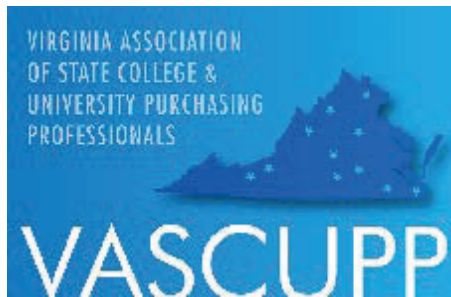
The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods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

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

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

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

VII. CONTRACT PARTICIPATION:



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

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. The Contractor shall notify Virginia Tech in writing of any such entities accessing the contract, if requested. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract, as requested. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Virginia Tech. Virginia Tech shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Virginia Tech is not responsible for the acts or omissions of any entity, and will not be considered in default of the contract no matter the circumstances.

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

VIII. STATEMENT OF NEEDS/SCOPE OF WORK:

- A. Virginia Tech desires to partner with contractors to provide quality research equipment, supplies, related items, and services. Offerors are encouraged to submit proposals for any or all of the product categories they can provide. All items are to be new and in original packaging. The Contractor shall not ship substitute items without prior approval from Virginia Tech personnel.
- B. Deep discounts off list are expected. Except for special handling, prices should be inclusive of delivery (FOB Destination). Pricing may be adjusted downward at any time and upward annually to reflect changes in manufacturers pricing. Contractor must provide full price files to Virginia Tech in either Access or Microsoft Excel to support price increase requests. Virginia Tech has 30 days to review price increase requests and reserves the right to challenge increases based on CPI or other relevant market data.
- C. Sales representation: Provide a plan for sales representation. We recognize that not all institution accounts will warrant full-time on-campus representation. Provide a narrative on how you propose to provide this service.
- D. Addition of new lines of products and services: It is important to have the flexibility in this contract to allow for future events that add value to the relationship. Examples include, but are not limited to, the addition of products and services that are new to the marketplace; the addition to the distribution chain of a new supplier and the acquisition of a complimentary company.
- E. Volume and Growth Incentives: In order to support the growth of the partnership, we look for preferred suppliers to provide financial incentives, payable to the institution at the close of each contract year.
- F. Substitutions of alternate items of products ordered are only allowed with Virginia Tech's prior approval. If a product is not available in a given package size, Virginia Tech will have the option to purchase another size at the same or lower unit price.
- G. Product Satisfaction: The Contractor should act as a customer advocate and coordinator for communications with the manufacturers and is responsible for performance and problem resolution. The Contractor's responsibility for support continues even if the Contractor discontinues selling a manufacturer's product to the extent that resolution is available from the manufacturer. The Contractor must take the necessary actions with manufacturers to reduce, minimize and prevent stock-outs of products and to ensure that promised lead times are accurate. Customer satisfaction will be a determining factor in measuring the Contractor's performance.
- H. Warranty: All products purchased under this contract will minimally include the Original Equipment Manufacturer's warranty which will pass directly to Virginia Tech. Products which fail after acceptance and installation will be covered under warranty. Products which are inoperative at installation will either be replaced by the Contractor or repaired under warranty. The decision to replace such products or accept warranty repair will be at the sole discretion of Virginia Tech, except in the event Virginia Tech fails to provide timely notice of product failure to the Contractor. The Contractor should provide contact information for requests for warranty services for all equipment sold under the contract. Any maintenance agreements available from

the Contractor should be provided to Virginia Tech as an option and priced as discounted off list price.

- I. Sustainability: The Contractor is encouraged to address environmental concerns related to the purchase of recycled products, reductions of operating and maintenance costs, improved energy efficiencies, reduction of waste, use of 'green' products, and efforts to reduce consumption of energy, water, and materials.
- J. Minimum Order: There shall be no minimum order requirement.
- K. Additional Charges: The Contractor shall not add additional fees except as allowed by contract terms.

IX. PROPOSAL PREPARATION AND SUBMISSION:

A. Specific Requirements

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

- 1. Provide a summary overview of the company, including qualifications and experiences, geographical operations, unique services provided to the higher education marketplace and envisioned company changes including planned technological advances and acquisitions.
- 2. If applicable, provide the link to your complete electronic catalog containing all available items being offered. Include published price list or instructions on how to access published price list electronically.
- 3. List all contact information for ordering, invoicing, customer service, etc.
- 4. Describe experience in working with various departments at educational institutions similar to Virginia Tech. Include method of collaboration for individual orders.
- 5. Describe delivery options and policies including special handling charges, installation and training if required for the items being offered. **All orders shall be FOB destination.** Include information regarding delivery costs and/or free delivery. Specify costs in Attachment B Pricing Schedule.
- 6. Specify typical turnaround time for delivery (standard, rush, etc.) for the items being offered.
- 7. Describe return policy and identify any associated costs. Any costs to be specified in Attachment B Pricing Schedule.
- 8. Describe the process for replacement of defective, broken, or damaged items.
- 9. Provide sample quote and invoice. Quotes shall include manufacturer list price and contracted discount price.
- 10. Identify any other goods or services being offered to Virginia Tech and associated costs as specified in Attachment B Pricing Schedule.

11. Participation of Small, Women-owned and Minority-owned Business (SWAM) Business:

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

B. General Requirements

1. RFP Response: In order to be considered for selection, Offerors shall submit a complete response to this RFP to include;

- a. **One (1) electronic document** in WORD format or searchable PDF of the entire proposal as one document, INCLUDING ALL ATTACHMENTS must be uploaded through the Bonfire online submission portal. Refer to page 2 for instructions.

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

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

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

2. Proposal Preparation:

- a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Virginia Tech requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Virginia Tech at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. Proposals should be prepared simply and economically providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
- c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page,

the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.

- d. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. –The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.
- 3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Virginia Tech.—This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. Virginia Tech will schedule the time and location of these presentations. Oral presentations are an option of Virginia Tech and may not be conducted. Therefore, proposals should be complete.

X. SELECTION CRITERIA AND AWARD:

A. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

<u>Criteria</u>	<u>Maximum Point Value</u>
1. Quality of products/services offered and suitability for the intended purposes	30
2. Qualifications and experiences of Offeror in providing the goods/services	20
3. Specific plans or methodology to be used to provide the Services	20
4. Cost (or Price)	20
5. Participation of Small, Women-Owned and Minority (SWAM) Business	10
Total	100

B. Award

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

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

XI. INVOICES:

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

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

XII. METHOD OF PAYMENT:

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

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

XIII. ADDENDUM:

Any **ADDENDUM** issued for this solicitation may be accessed at <http://www.apps.vpfin.vt.edu/html/docs/bids.php>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

XIV. COMMUNICATIONS:

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

XV. CONTROLLING VERSION OF SOLICITATION:

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

XVI. TERMS AND CONDITIONS:

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

XVII. CONTRACT ADMINISTRATION:

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

XVIII. ATTACHMENTS:

Attachment A - Terms and Conditions
Attachment B – Pricing Schedule
Attachment C – PAC Agreement

ATTACHMENT A

TERMS AND CONDITIONS

RFP GENERAL TERMS AND CONDITIONS

See: http://procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_RFP_09242021.pdf

ADDITIONAL TERMS AND CONDITIONS

1. **ADDITIONAL GOODS AND SERVICES:** The University may acquire other goods or services that the supplier provides other than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the Agreement.
2. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.
3. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
4. **CANCELLATION OF CONTRACT:** Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
5. **CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Request for Proposal including all modifications thereof, the proposal submitted by the Contractor, the written results of negotiations, the Commonwealth Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.
6. **IDENTIFICATION OF PROPOSAL EMAIL:** Virginia Tech will only be accepting electronic submission of proposals. All submissions must be submitted to <https://procurement-vt.bonfirehub.com/>. Upon completion you will be directed to your Submission Receipt. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered on time. **Attachments must be smaller than 1000MB in order to be received by the University.** Proposals may **NOT** be hand delivered to the Procurement Office.
7. **NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing via email.
8. **SEVERAL LIABILITY:** Virginia Tech will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.

- 9. CLOUD OR WEB HOSTED SOFTWARE SOLUTIONS:** For agreements involving Cloud-based Web-hosted software/applications refer to link for additional terms and conditions: http://www.ita.vt.edu/purchasing/VT_Cloud_Data_Protection_Addendum_final03102017.pdf

SPECIAL TERMS AND CONDITIONS

- 1. ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this solicitation, no indication of such sales or services to Virginia Tech will be used in product literature or advertising. The contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
- 2. ELECTRICAL INSTALLATION:** All equipment/material shall conform to the latest issue of all applicable standards as established by National Electrical Manufacturer's Association (NEMA), American National Standards Institute (ANSI), and Underwriters' Laboratories, Incorporated (UL) or other Nationally Recognized Testing Laboratories (NRTL) currently listed with the US Department of Labor. All equipment and material, for which there are NEMA, ANSI, UL or other NRTL standards and listings, shall bear the appropriate label of approval for use intended.

3. INSURANCE:

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

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

INSURANCE COVERAGES AND LIMITS REQUIRED:

- A. Worker's Compensation - Statutory requirements and benefits.
- B. Employers Liability - \$100,000.00
- C. General Liability - \$2,000,000.00 combined single limit. Virginia Tech and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.
- D. Automobile Liability - \$500,000.00
- E. Builders Risk – For all renovation and new construction projects under \$100,000 Virginia Tech will provide All Risk – Builders Risk Insurance. For all renovation contracts, and new construction from \$100,000 up to \$500,000 the contractor will be required to provide All Risk – Builders Risk Insurance in the amount of the contract and name Virginia Tech as additional insured. All insurance verifications of insurance will be through a valid insurance certificate.

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

- 4. LABELING OF HAZARDOUS SUBSTANCES:** If the items or products requested by this solicitation are "Hazardous Substances" as defined by the # 3.1-250 of the Code of Virginia (1950), as amended,

or # 1261 of Title 15 of the United States Code, then the offeror/bidder, by submitting its Proposal/Bid, certifies and warrants that the items or products to be delivered under this contract shall be properly labeled as required by the foregoing sections and that by delivering the items or products the offeror/bidder does not violate any of the prohibitions of # 3.1-252 of the Code of Virginia or Title 15 U.S.C. # 1263.

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

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

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

9. **SPECIAL OR PROMOTIONAL DISCOUNTS:** The Contractor shall extend any special promotional sale prices or discounts immediately to Virginia Tech during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.

10. **SIDEWALK POLICY:** Driving on sidewalks is allowed when there is no other way to get a needed vehicle to a designated place or building on campus. The vehicle operator shall be made aware that extreme caution shall be used to operate the vehicle in a way that will not be a hazard or hindrance to pedestrians using the walk. The contractor shall be responsible for any damage to turf and anything that is located adjacent to the walk. Parking an unattended vehicle on a sidewalk is strictly prohibited by State Law. The contractor is allowed to park a vehicle on a sidewalk if there is no other way to perform necessary work. The procedure to obtain a permit to operate a vehicle on sidewalks is the same as for the turf as outlined in Turf Policy. Any vehicle parked illegally on sidewalks shall be subject to ticketing, fines and towing if necessary.
11. **TURF POLICY:** Parking or driving on campus turf or sidewalk is strictly prohibited, except as specifically directed or otherwise allowed by the Physical Plant Grounds Department. In this case, a turf permit must be obtained from Virginia Tech Parking Services and displayed by the vehicle. Turf parking is not allowed under the canopy of any tree on campus. Any vehicle parked illegally on turf or sidewalks shall be subject to ticketing and fines.
12. **WARRANTY (COMMERCIAL):** The contractor agrees that the supplies or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such supplies or services and that the rights and remedies provided therein are in addition to and do not limit those available to Virginia Tech by any other clause of this solicitation.

Attachment B

Pricing Schedule

The offeror shall provide pricing for all proposed categories and/or items for research equipment, supplies, chemicals, biologicals, laboratory equipment, related items, and services. The pricing schedule should include percentage off list price for specific manufacturer/product lines or percentage discount off catalog. The following sample shall be used: Category/Item, Manufacturer, and Discount Off List Price.

Category/Item	Manufacturer	Discount off List Price

Attachment C
AGREEMENT
PUBLICLY ACCESSIBLE CONTRACT

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

TERM

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

WITNESS

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

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

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

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

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

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

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

Note 'PAC payment' on check.

IV. Notices

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

If to the University:

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

If to [Supplier]:

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

ACCEPTANCE

For [Lead Institution]

For [Supplier]

[Lead Procurement Director]
[Lead Job Title]

[Supplier Contact]
[Supplier Contact Title]

Date

Date

Agreement #: [Contract-Number]-PAC



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

ADDENDUM NO. 1

DATE:	April 16, 2024
TO:	All Offerors
FROM:	Levi Henry, Contracting Officer
TOTAL PAGE(S):	1 Page (not including attachments)
SOLICITATION TITLE:	Research and Scientific Equipment, Supplies and Related Services
SOLICITATION NUMBER:	952642405

I. CLARIFICATIONS AND ADDITIONAL INFORMATION

The deadline for proposal submission has been extended from May 2, 2024 @ 3:00 PM EST to **May 16, 2024 @ 3:00 PM EST**.

II. REQUESTS FOR INFORMATION

1. Is free shipping a requirement or can we propose FOB Shipping, pre-paid and added?

Virginia Tech Response: Free shipping is preferred. However, if this is not possible, FOB Destination Pre-paid and added can be accommodated.

2. Is it a requirement to use eVA?

Virginia Tech Response: Any offerors that are awarded a contract shall be required to be eVA registered.

3. Is it a requirement for us to accept the PAC? If it is, is the PAC language negotiable?

Virginia Tech Response: VHEPC has seen great success with Publicly Accessible Contracts over the last four years, in terms of wider contract adoption and increased revenue for our vendors, and PAC fees for our members and the consortium itself. However, it is not a requirement to accept the PAC, and the PAC language is negotiable.

4. What is the projected value of the award?

Virginia Tech Response: There is no estimated value of the award. Virginia Tech cannot guarantee a minimum amount of business for any term contract awarded from this solicitation.

Carolina Biological Supply Company

Proposal # 952642405 Response

Prepared For:

The Virginia Higher Education Procurement Consortium (VHEPC)
and executed by the Virginia Polytechnic Institute and State University (Virginia
Tech)
an agency of the Commonwealth of Virginia.

April 17, 2024



Prepared by :
Angela Walker
Contract Manager
Carolina Biological Supply Co.
2700 York Road
Burlington, NC 27215

Carolina Biological Supply Company

Proposal # 952642405

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Welcome to Carolina

World-Class Support for Science Education Since 1927

We began in 1927 as a vision of what a science supplier could be, and we still embody that future-focused visionary perspective. At Carolina, we are constantly striving to improve and innovate to be the best we can be, always aiming for excellence in everything that we do.

Since the time we were founded by Dr. Thomas E. Powell Jr., a young geology and biology professor at Elon College, we have prioritized people, and because of the dynamic people behind our company, we have been able to enjoy a successful tenure as a leading science supplier in the decades since we were established. With over 37 different departments, each employee plays a key role in our success. If you happened to tour our facilities, you would likely be fascinated by all the amazing things you'd see happening here.

We Culture, Collect, Develop, and Test Our Products

Carolina is an extraordinary company. From technical science expertise to business and leadership acumen, we are fortunate to have a broad range of strengths. Many of our employees also have a background in education, which we draw upon to create effective products and learning tools that get results.

We do our own field collection, grow many of our own cultures, prepare specimens for classroom study, and develop/test many of our new products right here at our Burlington, NC facilities.

We work in partnership with educators and scientists outside of Carolina to make sure we have a substantial, diverse offering.

In addition to serving schools, colleges, and governmental agencies, our products have also been used by the scientific and health communities. Carolina has also supplied NASA scientists with various products for their important work, including use in outer space.

Manufacturer/Distributor

Carolina is both a manufacturer and reseller. We are proud to have a network of vendors, and the company is an authorized distributor/reseller for hundreds of brands. Reseller authorization letter requests for specific items will be considered on a case-by-case basis. We carry over 12,000 products.

In addition to distribution and reselling, Carolina manufactures many products that the company sells. We culture several living and perishable materials as well as manufacture prepared microscope slides and preserved specimens. We do not have a dealer network for the distribution of our products; Carolina sells direct to the educational market. Through our marketing efforts, we promote contracts to our existing customers and attempt to acquire new contract customers.

Customers Served

Carolina has served over 3,400 school districts since January 2021. In these districts, Carolina has provided products for over 16,000 individual schools. The company has over 3,600 college customers since 2021. Hundreds

of government agencies are also Carolina customers. Carolina serves the kindergarten through college market with its inventory of over 12,000 quality products. Many of these districts, schools, and colleges have been customers for decades. For the same timeframe, Carolina has shipped over 12,000 unique products to over 250,000 locations.

Contact Information

Our Customer Service Team Is Just a Call, Chat, or Email Away

Need help? Need technical assistance? Looking for a particular product? Need help placing an order or checking the status of an order? We are here to help. Call us, chat with us, send an email, or try some of our self-service options on our website www.carolina.com.

Customer Service

- **Main Phone:** 800.334.5551 (8:00am to 6:00pm, ET, Monday–Friday)
- **Customer Service and Technical Support Live Chat:**
Chat with a representative at www.carolina.com (8:00am to 5:30pm, ET, Monday–Friday)
- **Email Our Customer Service Support Team:** https://carolina.formstack.com/forms/cust_svc or customer_service@carolina.com
- **Fax:** 800.222.7112

Check out our Carolina Help Center (support.carolina.com) where you can search our Frequently Asked Questions library to find the answer to your question.

Accounts Receivable

- **Main Phone:** 800.334.5551 (8:00am to 6:00pm, ET, Monday–Friday)
- **Fax:** 800.222.7112
- **Email:** accountsreceivable@carolina.com

Quotes and Contracts

Submit a quote directly to our Quotations Department. Please include a contact name, your complete address, and your fax and telephone number(s). You can also speed up the quote process by creating a shopping list on Carolina.com and using the “Email Shopping List” feature to email that list to our Quotations Department.

- **Phone:** 800.334.5551 (8:00am to 5:00pm, ET, Monday–Friday)
- **Fax:** 336.538.6330
- **Email:** quotations@carolina.com

Contract Inquiries:

- Angela Walker, Contract Manager
- **Phone:** [REDACTED] (8:00am to 5:00pm ET, Monday–Friday)
- **Email:** pricingagreements@carolina.com

Our Customer Service

Since 1927, our collaborative approach has not only brought teachers innovative quality products, it has also been instrumental in providing world-class support that includes unmatched customer service and prompt, reliable delivery. Each department at Carolina works together to ensure that we have what you want when you want it.

Every product we offer is backed by [The Carolina Pledge: Excellent Customer Support](#). We stand behind our products and offer a 100% satisfaction guarantee. Subject to the conditions and exclusions, items may be returned for a replacement, refund, or credit up to 180 days from date of purchase.

Carolina Quality Control Process

All Customer Service functions are handled within Carolina Biological by direct employees of the company. Carolina starts the process by hiring knowledgeable staff members and trains them to handle potential customer order/product questions. Customers may message Carolina by using the “Chat” feature on the Carolina website or by one of these channels:

- **Phone:** 800.334.5551
- **Fax:** 800.222.7112
- **Email:** customer_service@carolina.com

Once the customer is ready to order, Carolina makes it easy for them to do so.

- **Phone:** 800.334.5551
- **Fax:** 800.222.7112
- **Email:** customer_service@carolina.com
- **Online:** www.carolina.com

Also, through provided punchout and hosted catalogs

Once an order is placed, the customer will receive an Order Confirmation confirming the order and listing the anticipated ship date. If an item is temporarily out of stock, the customer is given an update on the ship date. The customer receives additional updates by email or mail (when email is not an option) on out-of-stock material so they are aware of any unanticipated delays.

The next step in the order process is to schedule the order for shipping. Most orders are shipped within 3 business days. However, the customer has the option of asking us to hold an order and ship at a later date, allowing the customer to order for the semester at one time and have products shipped to fit their teaching/lab schedule. This option is especially convenient for living and perishable material that is needed on a specific day and to avoid school closures, holidays, spring break, etc. Customers may order and know that it is captured in our system and that their requested products are allocated for a future ship date.

Most orders are shipped from our local warehouse. Some items are drop-shipped direct from the manufacturer, or in cases of living marine material, shipped direct from our collection sites. Once the order is shipped, the customer receives a Shipping Confirmation email showing all items shipped and the tracking number. Billing invoices are generated the day after an order is shipped. Customers have the option of receiving their invoices by mail, fax, or email.

Quality Control continued

Carolina Customer Service Representatives are tasked with the following metrics:

- Answer phone calls within 20 seconds
- Process mail, fax, and email orders within 48 hours (these are usually processed in the same business day)
- Respond to “Chat Correspondence” within 20 seconds
- Addressing Customer Service inquiries within 24 hours of receipt (these are usually addressed in the same business day)

Carolina doesn’t offer incentives to meet these goals. The company has highly-trained, qualified, and motivated staff who routinely meet or exceed the goals established by company management.

As a team, Carolina strives for operational excellence. Our mission is to provide educators with the finest products and service that help students of all ages learn and understand science. We constantly seek to improve and maximize operation efficiency while providing unmatched customer service and prompt, reliable delivery. Carolina takes great pride in our product quality and inventory and continuously seeks to improve our overall customer experience. We closely monitor all aspects of our specimen quality, production, and fulfillment and have maintained greater than 99% quality and order accuracy since 2020.

Carolina conducts frequent Net Promoter Surveys (customer satisfaction surveys) and reacts accordingly to customer feedback. The company NPS score is 65.2% through February 2024, which is considered a very strong score by comparison with all industries. The company order fill rate was 91.5% for October 2023. Line fill rate for the same period was 97.6%.

Carolina offers the widest variety of living organisms for use in all types of science curricula. Our large, state-of-the-art living materials facility enables our expert staff to produce or collect living organisms under environmentally-friendly conditions. This protects natural populations and enables us to maintain strict quality control. The facility is fully USDA compliant.

Shipping Methods

We offer 3 convenient shipping methods for online orders. Please note that many products can only ship using limited shipping methods, such as living/perishable items and hazardous chemicals, which can only ship Second Day or Overnight. Please see details below.

- **Standard delivery**
Orders arrive in 5–10 business days.
- **2nd Day delivery**
Orders placed by 11:00am (ET) arrive within 2 business days.
- **Overnight delivery**
Orders placed by 11:00am (ET) arrive within 1 business day.

Items requiring special shipping are clearly marked on our website as shown below:

Planaria, Living

Item #: 132950

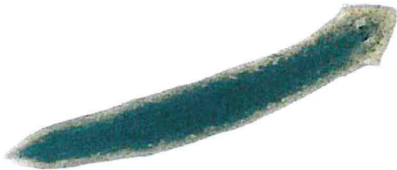
★★★★★ 4.5 (32)

Description

Specifications

Reviews

Q&A



QUANTITY	DISCOUNT PRICE
1 - 3	\$13.50
4+	\$12.15

Product Highlights

- Great for regeneration and memory studies

!

This product contains shipping or purchase restrictions. Read »

Quantity

(in stock)

- 1 +

Add to Cart

add to wishlist

Aceto-Carmine (Schneider), Laboratory Grade, 100 mL

Item #: 841423

★★★★★ 1.0 (1)

Description

Specifications

Reviews

Q&A



\$23.95

!

This product contains shipping or purchase restrictions. Read »

Quantity

(in stock)

- 1 +

Add to Cart

add to wishlist

7

Shipping Rates and Fees

Shipping rates and handling fees are based on the type of purchase you are making. See Shipping Information for Special Item Types on www.carolina.com for details.

Schools, Institutions, and Organizations: For qualified customers, our website will calculate your freight and handling charges based on the weight of the items in your order, the destination/distance, and your freight terms and discounts.

During checkout, you will see a freight and handling total for your entire order. You must be logged in and your user profile must be linked to your school to get the appropriate freight terms and applicable discounts. Visit the My Organization page (<https://www.carolina.com/account/login.jsp>) using the My Account link at the top of the site to view your contract terms.

Hazardous Materials

The shipment of many hazardous items is regulated by the US Department of Transportation. Items subject to regulation are identified by one of three hazardous material icons on our website. Hazardous materials shipments incur an additional transportation fee which is charged by the carrier.

Orders for hazardous materials (and kits and sets containing these items) can only be accepted from schools, research institutions, medical facilities, and businesses. Hazardous materials cannot be shipped to individuals, homeschoolers, and other customers, but there is often a safe substitute item.

Drop-Shipped Items

Some of our items are drop-shipped directly from the manufacturer. Drop-shipped items vary in their shipping timeframes and this information is available on the item's detail page—such as "This item ships from the manufacturer and will arrive in 2–4 weeks". These items are also separated from in-stock products on the Shipping Methods step of checkout.

Backordered Items

When an item is not in stock but we have more on the way, you can backorder the item. Backorder information along with the expected availability date is presented on the item's detail page. These items are also separated from in-stock products on the Shipping Methods step of checkout.

The Carolina Pledge: Excellent Customer Support

We stand behind our products. Subject to the conditions and exclusions below, items may be returned for a replacement, refund, or credit up to 180 days from date of purchase.



Exclusions

1. Items not in resalable condition—i.e., partially used, opened, altered, or discontinued—cannot be returned for refund or credit unless due to manufacturer's defect.
2. Digital products and Carolina Distance Learning® science kits are not refundable.
3. Prepaid coupons such as vouchers and living material cards are non-refundable and are not redeemable for cash or credit. They are redeemable only for the specific merchandise identified on the prepaid coupon or voucher.

Returns

Prior to returning any item, contact customer service. Have your purchase order number and/or Carolina order number available.

You will be provided with a Return Authorization Number and any additional instructions. Returning an item without a Return Authorization Number will delay processing your return and, consequently, delay your refund. Carolina reserves the right to deny a refund if, upon receipt and inspection, the returned item is found to be partially used, opened, altered, or discontinued. You may be responsible for shipping charges or a restocking fee for returned items.

There are 3 ways to contact us for a return:

- **Complete Online Replacement Form:**
https://carolina.formstack.com/forms/cust_svc_returns (24/7/365)
- **Phone:** 800.334.5551
(8:00am to 6:00pm, ET, Monday–Friday)
- **Live Chat:** <https://www.carolina.com/our-company/returns-exchanges-satisfaction-guarantee>
(8:00am to 5:30pm, ET, Monday–Friday)

Replacements

From time to time, items shipped may be damaged, lost, missing pieces, etc. In these situations, we are happy to replace items for issues that are of no fault of yours up to 180 days from date of purchase. When you contact customer service, have your purchase order number and/or Carolina order number available.

There are 3 ways to contact us for a replacement:

- **Complete Online Replacement Form:**
https://carolina.formstack.com/forms/cust_svc_returns (24/7/365)
- **Phone:** 800.334.5551
(8:00am to 6:00pm, ET, Monday–Friday)
- **Live Chat:** <https://www.carolina.com/our-company/returns-exchanges-satisfaction-guarantee>
(8:00am to 5:30pm, ET, Monday–Friday)

Welcome to Carolina

About Our Products and Services

Everything you need for science education—including living organisms, preserved specimens, anatomical models, laboratory chemicals and equipment, microscopes, prepared microscope slides, CTE (health science) products, STEM products, and more—can be purchased directly from Carolina. We specialize in serving the traditional K-12/college classroom

- **Life Science**

Inquiries in Science®, Living Organisms: *Viruses, Prokaryotes, Bacteria, Cyanobacteria, Archaea, Protists, Algae, Protozoa, Slime Molds, Fungi, Media and Supplies, Plants, Animals, Aquaria and Habitats*, Genetics, Evolution, Biotechnology, AP® Biology

- **Anatomy & Physiology**

Allied Health & Health Sciences, Physiology, Preserved Organisms, Carolina's Perfect Solution®, Biological Displays, Skeletons, Models

- **Microscopy**

Microscope Slides, Slide Preparation, Microscopes, Optics

- **Environmental Science**

AP® Environmental Science, Inquiries in Science®, Carolina EcoKits®, Carolina STEM Challenge® Emerging Energies Series

and lab. We also provide a Knowledge Center with free articles, resources, and teaching tools for educators as well as NGSS* compliant products, many of which are remote applicable. Additionally, many of our products are also geared to help you and your students get the most out of remote learning.

- **Earth & Space Science**

Earth Science, Space Science

- **Forensic Science**

- **3-Dimensional Learning**

- **Physical Science**

Carolina STEM Challenge® Physical Science Series, Visual Scientifics

- **Chemistry & Laboratory Safety**

AP® Chemistry, Inquiries in Science®, General Chemistry Lab Kits, Chemicals, Laboratory Safety

- **Laboratory Equipment & Supplies**

Classroom Resources, Laboratory Equipment and Supplies, Laboratory Furniture

- **K-College Classroom/Lab:** Carolina will help you introduce your students to the fascinating world of science—and build on their knowledge and skills as they grow. With our products in your classroom, you can provide hands-on learning for life science, physical and earth science, biotechnology, and more. We'll be right there with you, creating memorable and meaningful science experiences with relevance to the world outside your classroom.

- **Carolina Knowledge Center:** Discover free activities, articles, and how-to videos at <https://knowledge.carolina.com/>. These valuable resources cover life science, chemistry, physics, earth and space science, and environmental science as well as tips to keep you and your students safe in the lab. Want help stocking your lab according to the needs of your lesson plan? This is where you'll find buying guides that our team of experts has created to streamline the process.

*Next Generation Science Standards® is a registered trademark of WestEd. Neither WestEd nor the lead states and partners that developed the Next Generation Science Standards were involved in the production of these products, and do not endorse them.

We Take Customer Feedback Seriously

Everyone says this, but not everyone follows through. Here at Carolina, we meet regularly to discuss our performance and how we can improve. Customer service, product development, product management, and operations all have an equal voice in how to make the customer experience better for you. It's not uncommon to find a group of Carolina employees on the road making visits and collecting customer input and feedback. We

partner with many teachers and schools throughout the US to seek the best plan of action regarding next steps.

We know your time is valuable, and your voice matters. We appreciate you sharing your time and thoughts with us to help elevate the classroom experience of other science educators like you, which is why we frequently survey our customers to learn how we can improve.

Procurement and Punchout Services

As the leader in science education since 1927, it is important to Carolina that we meet and support the educational purchasing needs for your science materials and supplies. If you currently have an eProcurement system in place, Carolina would love to be added as a vendor.

We offer a variety of eProcurement support solutions, including punchout catalogs, hosted catalogs, electronic requisition support, and electronic invoicing support. If you are new to eProcurement, our talented team is ready to answer your questions and help with implementation. If your organization is adopting new purchasing standards, please contact us (<https://www.carolina.com/help/procurement-punchout-support#contact>) as soon as possible so we can work on a solution that fits your needs.

Benefits of eProcurement

- **Reduced Costs:** Prevent duplicate spending, and leverage customer-specific pricing.
- **Transparent Spending:** Keep track of everything! Once items are selected and the buyer returns the cart into their system, it follows the approval process established by the customer.
- **Increased Productivity:** Having your records stored electronically reduces administrative time spent preparing manual purchase orders and allows invoices to be entered direct into the Marketplace Portal.
- **Improved Accuracy:** Orders list vendor part numbers and descriptions.

eProcurement

If you have an eProcurement solution, you are familiar with some of the positive reasons to use it. You have:

- Customer-specific pricing
 - Visibility of online product availability and inventory status
 - Special website features (On Carolina.com, from time to time you will see product markdowns and volume discounts.)
- Depending on the product, you will also have access to product feature videos, lab and classroom safety information, safety data sheets, how-to techniques, teacher manuals, suggested classroom activities, and more.

Carolina currently supports the following solutions:



To view a full list, visit <http://www2.suppliersolutions.com/business/erp-providers>

eProcurement *continued*

Capabilities we support:

- Advanced Ship Notice
- Custom Pricing
- Draft Carts
- eInvoicing
- ePO
- Level 3 Credit Card PunchOut

Standards we support:

- cXML
- OAG
- XML
- OCI
- xCBL



Hosted Catalog

Generally, a hosted catalog is an Excel version of a supplier's offering. If you are using a hosted catalog solution, all the suppliers you have arrangements with will be considered together when using the search function. A hosted catalog provides:

- **Product Comparisons:** Compare similar products between different vendors.
- **Consistent User Experience:** You are using one system and incorporating data into it, so the data presents and is interacted with in the same way for all suppliers.
- **Products:** You can have control over the products that your users are able to see.

Getting Started

Already have an eProcurement system or Marketplace?

Carolina would love to be your provider for your science material needs. We are currently integrated with several solutions. If we are not integrated with your solution, we can get that done easily. Please contact us today at <https://www.carolina.com/help/procurement-punchout-support#contact>.

Hosted catalogs are what you need?

We have a variety of options available to meet your hosted catalog needs. Please contact us today at <https://www.carolina.com/help/procurement-punchout-support#contact> to discuss how we can set up a hosted catalog that meets your needs for your science classroom or lab. We will work with you to accomplish success.

Not sure if an eProcurement or a Hosted Catalog solution will work for you?

Carolina has many years of experience working with representatives of institutions in the K–12 and higher education markets who have questioned this as well. We would love to discuss your situation to help determine if these solutions are right for you and provide advice on getting started.

Ready to get started today?

If your organization is adopting new purchasing standards, please fill out our online contact form so we can work on a solution that fits your needs and meets your project schedule. For more information about eProcurement with Carolina, complete the contact form at:

<https://www.carolina.com/help/procurement-punchout-support#contact>

or contact Elizabeth Stanfield at [REDACTED] or Elizabeth.Stanfield@carolina.com.

Carolina Biological Supply is the Sole Source Provider of the following:

- Building Blocks of Science® 3D series (Not eligible for contract pricing)
- Carolina Distance Learning lab kits (Not eligible for contract pricing)
- Carolina Kits
- Carolina's Perfect Solution®
- Wolfe Microscopes
- Smithsonian Science Education Center (SSEC) programs for K-12 Science and Technology Concepts™ (STC and STCMS) and Smithsonian Science for the Classroom™ (Not eligible for contract pricing)

Sole source letters available upon request



Carolina Kits | 3D®

Carolina's Perfect Solution®



THIS CERTIFIES THAT

Central Carolina Products, Inc.



* Nationally certified by the: **CAROLINAS-VIRGINIA MINORITY SUPPLIER DEVELOPMENT COUNCIL**

*NAICS Code(s): 325211; 325510; 326199

* Description of their product/services as defined by the North American Industry Classification System (NAICS)

11/27/2023

Issued Date

Certificate Number



11/30/2024

Expiration Date

Ying McGuire
NMSDC CEO and President

Dominique Milton, President & CEO

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: <http://nmsdc.org>

[Certify](#), [Develop](#), [Connect](#), [Advocate](#).

* MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®



JOIN FORCES. SUCCEED TOGETHER.

hereby grants

National Women's Business Enterprise Certification

to

FORMS & SUPPLY, INC. DBA FSI OFFICE

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).

This certification affirms the business is woman-owned, operated and controlled and is valid through the date herein.

Certification Granted: January 7, 2019

Expiration Date: January 31, 2025

WBENC National Certification Number: [REDACTED]

WBENC National WBE Certification was processed and validated by Greater Women's Business Council, a WBENC Regional Partner Organization.

Authorized by Roz Lewis, President & CEO
Women's Business Center



NAICS: 424120, 423210
UNSPSC: 44120000, 47130000, 56101700, 72153606, 73151900





State of Illinois Commission on Equity and Inclusion
Business Enterprise Program
100 W. Randolph St., Suite 4-100, Chicago, IL 60601
www.cei.illinois.gov

August 18, 2023

Ritu Soni
United Scientific Supplies, Inc.
3055 Oak Grove Ave
Waukegan, IL 60087

Dear Business Owner:

Re: **NCA Certification Approval** Women/Minority Business Enterprise (WMBE)
Certification Term Expires: September 15, 2024

Congratulations! After reviewing the No-Change Affidavit (NCA) information you supplied, we are pleased to inform you that your firm has been granted continued certification under the Business Enterprise Program (BEP) for Minorities, Females and Persons with Disabilities.

This certification is in effect with the State of Illinois until the date specified above as long as you continue to submit annual No - Change Affidavits and are found to still meet the requirements of the Program.

Your firm's name will appear in the State's Directory as a certified vendor with the BEP in the specialty area(s) of:

NIGP 17542: GLASSWARE, LABORATORY, STOCK ONLY
NIGP 17568: PLASTIC WARE, ALL TYPES
NIGP 34572: MASKS, FILTERS, AND PARTS: DUST AND GAS
NIGP 34594: WIPES, DECONTAMINATION, PERSONNEL, EQUIPMENT
NIGP 78588: SCIENCE INSTRUCTION EQUIPMENT, CLASSROOM OR LABORATORY USE

Also, please be advised that this certification does not guarantee that you will receive a State contract. Please visit the Vendor Registration page on www.opportunities.illinois.gov and be sure to register with each of the Procurement Bulletins listed so that you are notified of upcoming solicitations in your NIGP codes. Certification with the Business Enterprise Program does not ensure you receive notifications; you must also register with the Procurement Bulletins.

Thank you for your participation in the BEP. We welcome your participation and wish you continued success.

Sincerely,

A handwritten signature in black ink, appearing to read "Carlos Gutiérrez".

Carlos Gutiérrez
Certification Manager
Business Enterprise Program



April 17, 2024

Virginia Polytechnic Institute and State University
North End Center, Suite 3300
300 Turner Street NW
Blacksburg, Virginia 24061

Dear Virginia Tech,

Enclosed is our proposal to provide you with science supplies for the period of 06/01/2024 – 06/30/2026. Prices and availability are subject to change due to market conditions and supply chain disruptions. Below are benefits and important features.

- **Free standard freight on orders of \$250 or more**— you receive FREE standard freight on orders of **\$250 or more**. **Note:** Living and perishable materials, hazardous chemicals, kits containing hazardous chemicals, furniture, drop-shipped items, and preserved specimens are subject to additional shipping fees. Motor freight shipments are dock delivery only; for inside delivery of motor freight shipments and expedited shipping methods additional fees apply. **Shipping and handling fees apply to all orders less than \$250.**
- **Contract pricing**—contract price is **10% off** our list price at www.carolina.com. When you log in to www.carolina.com with a registered Carolina Online Account linked to your contract, you can see contract pricing, use a purchase order (if applicable), and apply a tax exemption (if applicable). To register and link your account, click on “My Account” at www.carolina.com and follow the prompts. Please call Customer Service at 800.334.5551 (8 am to 8 pm, ET, Monday–Friday) if you need help with registering and linking.
- **Payment and terms**—Please reference **Proposal No. P107511** on purchase orders and all orders submitted during the contract period. We will send you an invoice for each individual shipment and a corresponding packing list will be included with each delivery. Our terms are net 30 days. If you create a new bill-to account, be sure to mention contract eligibility.
- **Exclusions**—This proposal cannot be used in conjunction with any other bid responses, phone or written quotations, price agreements, or promotions. Smithsonian STC™ products, Building Blocks of Science® products, OpenSciEd products, Twig products, our K–8 curriculum, Carolina Distance Learning® kits and a limited selection of science education, supplies and equipment are sold at list price. They are ineligible for discounts and subject to shipping and handling fees. A list of items ineligible for discounts is available upon request, please email request to pricingagreements@carolina.com.

- **Participating institutions**—Please provide a list of all participating institutions and their addresses using the enclosed form. This information is very important to ensure that those institutions receive your contract discount. Email or mail it to the address provided at the top of the form.

Please feel free to email me at pricingagreements@carolina.com or phone me at 800.334.5551 ext.7688 if you have any questions. I look forward to hearing from you soon and assisting you in the future.

Sincerely,

A handwritten signature in cursive script that reads "Angela Walker".

Angela Walker
Contract Manager

P.S. Please be sure to reference **Proposal No. P107511** on all purchase orders and correspondence.



Dear Customer:

I am pleased to announce that Carolina Biological Supply Company has added new functionality to our online Carolina OrdersPlus feature where you can access all your order, voucher, and invoice history. We recently launched the ability to pay your invoices online through the easy-to-use, encrypted location.

With This new invoice payment feature, you can:

- Pay for purchases via ACH payments, credit cards, and debit cards
- Store your payment account numbers (key them only once!) and control your personal information, knowing that all data is encrypted for security
- Download pdf copies of invoices for your records and view your payment history

IMPORTANT NOTICE:

To offset rising interest and processing costs associated with credit card payments, effective May 29, 2023, orders placed on an open account and paid afterward via a credit or debit card will incur a **2.5 percent service fee**. You can easily avoid the service fee by:

- Paying with a credit or debit card when you place the order
- Paying online via ACH
- Paying by check

If you want to use the new Carolina Orders Plus invoice payment feature, please contact our customer service department to have this feature enabled for your organization.

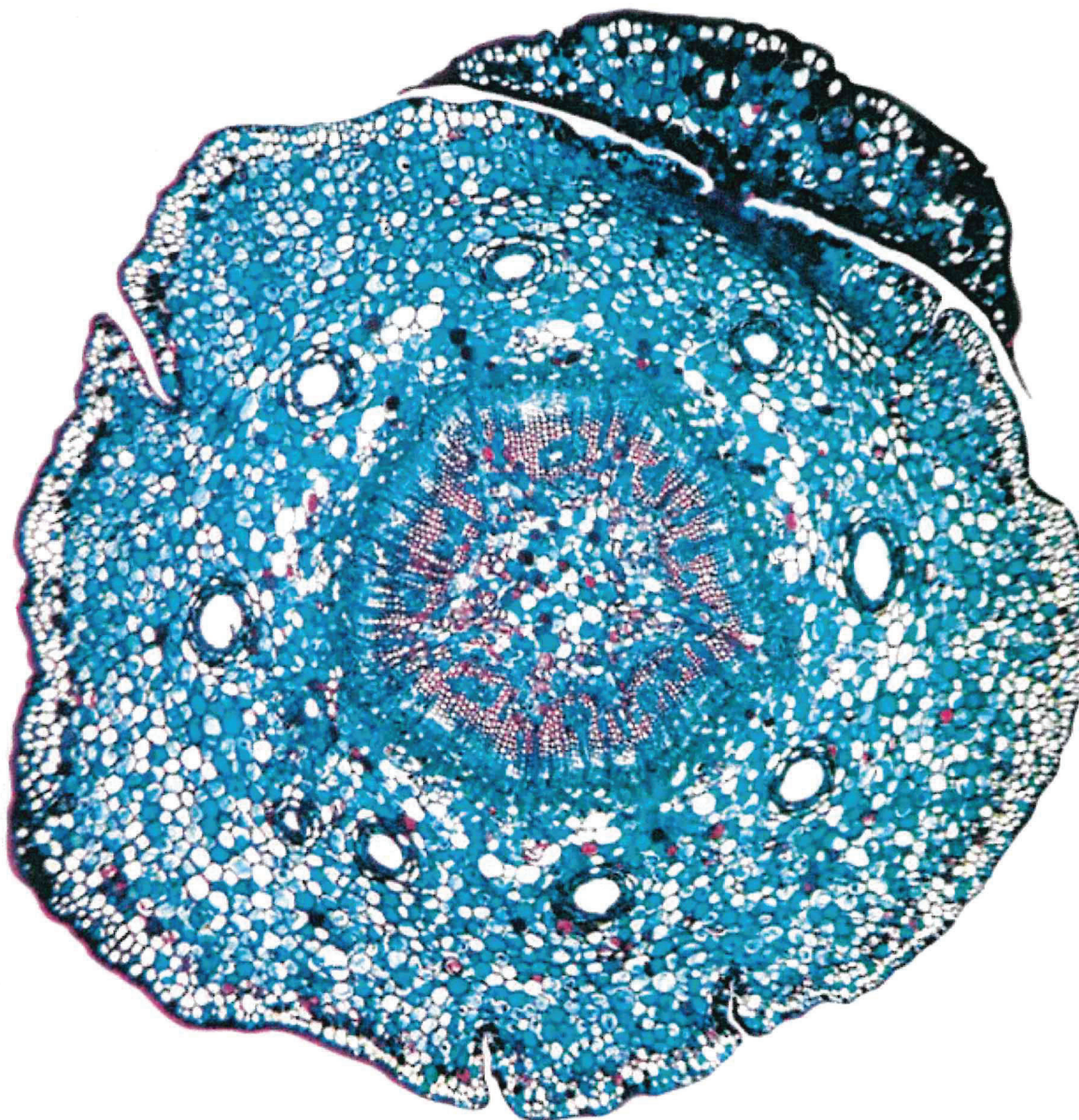
We are thankful to have you as a customer and appreciate your business.

Best,

Ken Pittman
Vice President and CFO
Ken.pittman@carolina.com

Online Digital Catalog 2024

Carolina® Science



2024–2025

Visit [Carolina.com](https://www.carolina.com) for new products and current pricing.

CAROLINA®

<https://www.pageturnpro.com/Carolina-Biological-Supply-Company/110597-Carolina-Science-Catalog-2024/sdefault.html>

RFP # 952642405, Research and Scientific Equipment, Supplies and Related Services

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

DUE DATE: Proposals will be received until **May 2, 2024 at 3:00 PM**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

INQUIRIES: All inquiries for information regarding this solicitation should be directed to Levi Henry, Phone: (540) 231- 7852 e-mail: lhenny29@vt.edu . All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 3:00 PM on April 12, 2024. Inquiries must be submitted to the procurement officer identified in this solicitation.

PROPOSAL SUBMISSION:

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

Proposals may NOT be hand delivered to the Procurement Office.

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

Proposals must be submitted electronically at:

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

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

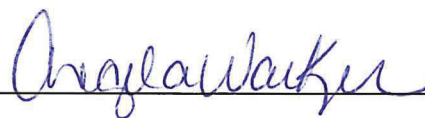
Click on the opportunity and log in to your vendor account to begin preparing your submission. Upon completion, you will receive a submission receipt email confirmation. Virginia Tech will not confirm receipt of proposals. It is the responsibility of the offeror to make sure their proposal is delivered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

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

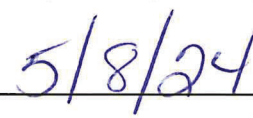
Attachments must be smaller than 50MB in order to be received by the University.

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

AUTHORIZED SIGNATURE: _____



Date: _____



9/29/2021

[INCLUDE THIS PAGE]

Attachment B

Pricing Schedule

The offeror shall provide pricing for all proposed categories and/or items for research equipment, supplies, chemicals, biologicals, laboratory equipment, related items, and services. The pricing schedule should include percentage off list price for specific manufacturer/product lines or percentage discount off catalog. The following sample shall be used: Category/Item, Manufacturer, and Discount Off List Price.

Category/Item	Manufacturer	Discount off List Price
items listed at		
www.Carolina.com		10%

INVOICE



World-Class Support for Science & Math

Please Remit Payment To:

Carolina Biological Supply Company
PO Box 60232
Charlotte, NC 28260-0232

Invoice Number	52483505 RI	P O Number	P4409577
Invoice Date	02/28/24	Shipping Terms	FOB: SHIPPING POINT
Sales Order Number	7853939 SO	IMPORTANT Please Refer to the Invoice Number on All Payments	
Sales Order Date	02/28/24	Please Pay This Amount:	\$ 229.00
Payment Terms	NET 30 **		

Bill To: 119415

VIRGINIA POLYTECH INST AND ST UNIV
ACCOUNTS PAYABLE
NORTH END CENTER STE 3300
MAIL CODE 0312
300 TURNER ST NW
BLACKSBURG VA 24061-5000

Ship To: 9055970

DANIEL CORTES
STEGER HALL
BIOCOMPLEXITY INSTITUTE OF VIR
1015 LIFE SCIENCES CIR
BLACKSBURG VA 24061-0001

Line #	Catalog #	Description	Shipped	Backordered	U / M	Unit Price	Extended Price
1	652158	STDNT PLANKTON NET 50 MICRONS	1		EA	229.00	229.00

Please send all other correspondence to:

Carolina Biological Supply Company
2700 York Road, Burlington, NC 27215-3398
Phone: (800) 334-5551 • Fax: (800) 222-7112

If you have a concern regarding your invoice,
please contact a Customer Service Representative
at (800) 334-5551 within 3 days of receipt.

We Truly Appreciate Your Business.
Thank you!

Sub Total	229.00
Freight & Handling	
Sales Tax	
Invoice Total	229.00
Less Payments	
Amount Due	\$ 229.00

SALES QUOTATION

PAGE: 1 of 1

CAROLINA*World-Class Support for Science & Math*

Telephone: 1-800-334-5551

Fax: 336-538-6330

QUOTE NUMBER	578981 SQ	QUOTE EXPIRES	08/30/24
DATE:	04/09/24	Reference: EMAIL REQUEST	
Shipment can be Made Within 14-28 days After Receipt of Your Order Unless Otherwise Stated.			
TRANSPORTATION METHOD most economical		PAYMENT TERMS: NET 30 **	

BILL TO ACCOUNT: 119415

VIRGINIA POLYTECH INST AND ST UNIV
 ACCOUNTS PAYABLE
 NORTH END CENTER STE 3300
 MAIL CODE 0312
 300 TURNER ST NW
 BLACKSBURG VA 24061-5000

LORI DURHAM
 QUOTATION SPECIALIST

CATALOG NUMBER	DESCRIPTION	UNIT	QUANTITY	UNIT PRICE	EXTENDED PRICE
706604	ALCOHOL LAMP WITH METAL CAP	EA	38	9.99	379.62
FREIGHT	FREIGHT AND HANDLING UPFRONT	EA	1	* FREE *	* FREE *
Lasley, Katrina <kkorcel@vt.edu>					

Carolina Biological Supply Company
 2700 York Road, Burlington, NC 27215-3398

CFR BLACKSBURG VA

WE TRULY APPRECIATE THE OPPORTUNITY TO PROVIDE YOU WITH THIS QUOTE. THANK YOU!

SUB TOTAL	\$	379.62
TAX		EXEMPT
TOTAL	\$	379.62

Negotiation Questions for Carolina Biological

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

Carolina Biological response: No, we are not eligible to become a SWaM vendor.

2. **Virginia Tech question:** If awarded a contract, do you acknowledge and agree that the PAC agreement included in the RFP as Attachment C shall be included as part of the contract?

Carolina Biological response: Yes

3. **Virginia Tech question:** As part of Virginia Tech standard procedures, all awarded contracts will be publicly posted on an online contracts' portal. Is there any information included that would be used to identify or harm a person's identity, finances or personal information? If so, please provide a redacted copy of your proposal.

Carolina Biological response: No redacted copy is needed.

4. **Virginia Tech question:** Are there any additional forms or documents that you will require to be incorporated into the contract documents? If so, please submit.

Carolina Biological response: No, the pricing agreement was included in the proposal

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

Carolina Biological response: Yes, we agree.

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

Carolina Biological response: Yes, we agree.

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

Carolina Biological response: Yes, we agree.

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

Carolina Biological response: Yes, we agree.

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

Carolina Biological response: Yes, we agree.

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

Carolina Biological response: No, we cannot guarantee price increase amount, however, we will do our best to limit prices increase to the CPI-W. Because of the fluidity of the market there could be a limited number of exceptions.

11. **Virginia Tech question:** If awarded a contract, are you willing to hold prices firm for the initial contract period of 2-years?

Carolina Biological response: No, our prices are updated yearly in January with some mid-year updates as needed.

12. **Virginia Tech question:** Please provide your best and final schedule of prices for all services offered.

Carolina Biological response: 10% discount from our products available at www.carolina.com – please see pricing agreement for exclusions

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

Carolina Biological response: Yes, we are a registered vendor and have provided a punch out catalog for their member use.

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

Carolina Biological response: Yes.

15. **Virginia Tech question:** Are the prices for all goods/services listed in your proposal inclusive of all applicable eVA system transaction fees?

Carolina Biological response: Yes.

16. **Virginia Tech question:** Does the vendor acknowledge, agree, and understand that the terms and conditions of the RFP # 952642405 shall govern the contract if a contract is awarded to your company?

Carolina Biological response: Yes.

17. **Virginia Tech question:** Please identify the person (name, phone number, email address, etc.) in your company that will serve as liaison for a) e-commerce, b) accounts receivable, c) emergency orders.

Carolina Biological response:

- A) e-commerce –
Elizabeth Stanfield
elizabeth.stanfield@carolina.com
[REDACTED]
- B) accounts receivable
Accounts Receivable
accountsreceivable@carolina.com
1-800-334-5551
- C) emergency orders
Customer Service
Customer_service@carolina.com
1-800-334-5551

18. **Virginia Tech question:** Are there any additional financial or value-added incentives you would like to offer at this time?

Carolina Biological response: No, the proposal has all incentives already included.