

ORIGINAL

**Virginia Military Institute**  
Lexington, Virginia 24450-0304

REQUEST FOR QUALIFICATIONS

RFP# V211-24-030

Issue Date: 31 October 2023

Title: On-Demand Construction, Renovation and Repair Services  
SET-ASIDE FOR SBSO Certified SWaM VENDORS ONLY

Questions Due: 14 November 2023 at 2:00 PM EST

Due Date: 30 November 2023 at 2:00 PM EST (mailed or hand delivered to VMI Procurement Services)

Commodity Code: 91200 – Construction Services, General

Issuing Agency: Virginia Military Institute  
Procurement Services  
330 Parade Avenue  
Smith Hall, Room 314  
Lexington, VA 24450

Period of Contract: Date of Award through 31 December 2024, with four (4) optional one-year renewals.

Proposals should be mailed or hand delivered to Virginia Military Institute, Procurement Services, 330 Parade Avenue, Smith Hall – Room 314, Lexington, VA 24450.

IDENTIFICATION OF BID ENVELOPE: The signed bid should be returned in a separate envelope or package, sealed and identified as instructed in Section XI, paragraph N. The envelope should be addressed as directed in the heading of this Page of the solicitation. No other correspondence or other bids should be placed in the envelope.

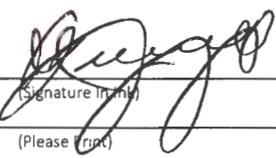
All Inquiries for Information Should Be Directed To: LTC Lynn Carmack, VMI Procurement Services at [carmacklw@vmi.edu](mailto:carmacklw@vmi.edu). The Understanding of Requirement Form (Attachment A) must be used for questions concerning specifications or statement of needs.

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/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.

Name and Address Of Firm:  
The Carpentry and Painting Experts, LLC

Date: 11/30/2023

3006 Lincoln Ave

By:   
(Signature In Ink)

Richmond, VA Zip Code: 23228

Name: Hristo Katrev  
(Please Print)  
Title: General Manager

EVA Vendor ID or DUNS number 0000035752

Phone: ( 804 ) 441-8278

E-mail: estimate@fixandpaint.net

Fax: ( 888 ) 592-5062

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, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.



## ADDENDUM 1 V211-24-030

314 Smith Hall  
Phone: 540-464-7357

Lexington, VA 24450  
Fax: 540-464-7682

**Project:** *On-Demand Construction Contract*

**Date/Time:** *11:28 AM, 11/24/23*

**To:** *Prospective Bidders*

This Addendum forms a part of the Contract Documents and modifies, corrects or supplements the original Bid Documents.

**Response to Questions:**

1. **Section VIII, Paragraph B,3, page 14: Small, Woman-Owned and Minority-owned business (SWaM). This section does not appear to ask for any information. Is anything required to be submitted for this section?**
  - This section provides an overview of the SWaM requirement and identifies that the solicitation is a set-aside for certified vendors. Attachment E, page 36 is included for vendors to provide their SWaM information and should be included in the proposal.
  
2. **Does the form referenced in Section "N", page 26, need to be turned in with this proposal?**
  - This section identifies the information that should be included on the outside of the proposal package. Page 26 does not need to be completed and returned.

Submitted by:

LTC Lynn W. Carmack  
Assistant Director of Procurement Services  
540-464-7223  
[carmacklw@vmi.edu](mailto:carmacklw@vmi.edu)

OFFEROR: The Carpentry and Painting Experts, LLC

RFP#: RFP #V211-24-023

Date: 11/16/2023

The following question concerns specifications, Section (number) \_\_\_\_\_

Paragraph \_\_\_\_\_, page \_\_\_\_\_.

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All responses to questions may be made by Addendum.  
Questions not submitted on this form WILL NOT BE ANSWERED.

Questions Submitted by: \_\_\_\_\_

NAME

\_\_\_\_\_

ORGANIZATION

\_\_\_\_\_

PHONE

\_\_\_\_\_

EMAIL

This may be FAXED to: (540) 464-7669 or E-Mail to: [carmacklw@vmi.edu](mailto:carmacklw@vmi.edu), LTC Lynn W. Carmack



**QUALIFICATIONS OF OFFEROR:** Offerors must have the capability and capacity in all respects to fully satisfy the contractual requirement.

Indicate the length of time you have been in business providing this type of service. 19 Years  
5 Months

Provide a list of current references, either college, Educational Institutions, and/or other companies that your firm is servicing. Include the length of service, dollar volume, year contract was entered into, and the name and address of the person the State has your permission to contact. Such listing shall be comprehensive of your firm’s customer base and can be formatted as follows:

**CURRENT ACCOUNTS:**

Account Name, Address & Phone #	Length of Service	\$ Volume/Year
Hanover Co, 7530 County Complex Rd, Hanover, VA, 23069	Edward Buzzelli, 804-339-8819-Term contract since 2013	420,216/year
Department of Correction, 5900 Almore Drive, Richmond, VA, 23225	David Baksi, 434-422-3620-Term Contract-2017	235,727.00/year
JMU, 800 Virginia Highway 42 Harrisonburg, 22802	Brian Owens, 540-568-6870-Term -2019	77,909.00/year
Dept. of Aviation, 5702 Gulfstream rd, Richmond, 23250	Barry Briere, 804-236-3641-Term-2017	117,397.00/year
VDOT, 87 Deacon rd, Fredericksburg, VA, 22405	Noel Lemle, 540-899-4210-Term-2017	267,066.50/year
Albemarle Co, 401 McBride Road, Charlottesville, 22902	Sheila Hoopmann, 434-906-9176	232,221.00/year
Chesterfield Co, 9901 Lori road, Chesterfield, 23832	Earl Kirby, 804-717-6395, Term-2020	580,157.00/year
Goochland Co, 1800 Sandy Hook Rd, P.O. Box 15, Goochland, 23063	Scott Foster, 804-298-4427-Term 2019	68,604.20/year
Spotsylvania Co, 8020 River stone Dr, Fredericksburg, 22407	Barry Dickenson-540-841-8055-Term 2019	268,456.00/year

**LOST ACCOUNTS:**

Account Name, Address & Phone #	Length of Service	\$ Volume/Year
N/A		

REFERENCES

Please list at least three references for whom you have performed each applicable category of service specified herein and within the past five years.

CLIENT: VDOT Fredericksburg District

ADDRESS: 87 Deacon Rd, Fredericksburg, 22405

CONTACT PERSON/PHONE#: Noel Lemle 540-899-4210

APPROXIMATE DOLLAR VOLUME PER YEAR: 267,066.50

PROJECTS/DATES/DESCRIPTION: Term Contract 2017-Present

CLIENT: Chesterfield County

ADDRESS: 9901 Lori Rd, Chesterfield, 23832

CONTACT PERSON/PHONE#: Earl Kirby 804-717-6395

APPROXIMATE DOLLAR VOLUME PER YEAR: 580,157.15

PROJECTS/DATES/DESCRIPTION: Term Contract

CLIENT: Goochland County

ADDRESS: 1800 Sandy Hook Rd, Goochland 23063

CONTACT PERSON/PHONE#: Scott Foster 804-298-4427

APPROXIMATE DOLLAR VOLUME PER YEAR: 191,665.00

PROJECTS/DATES/DESCRIPTION: Term Contract 2019-Present

Please use a separate sheet of paper for additional references.

Small Business Certification

Definitions

Small Business: "Small business " means an independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. Note: This shall not exclude SBSB-certified women- and minority-owned businesses when they have received SBSB small business certification.

Women-Owned Business: Women-owned business means a business concern that is at least 51% owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, and both the management and daily business operations are controlled by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law.

Minority-Owned Business: Minority-owned business means a business concern that is at least 51% owned by one or more minority individuals or in the case of a corporation, partnership or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

All small businesses must be certified by the Commonwealth of Virginia Department of Small Business and Supplier Diversity (SBSB) by the due date of the solicitation to participate in the SWaM program. Certification applications are available online at [www.sbsd.virginia.gov](http://www.sbsd.virginia.gov).

Offeror Name: The Carpentry and Painting Experts, LLC

Preparer Name: Hristo Katrev Date: 11/30/2023

Instructions

- A. Businesses certified by the Department of Small Business and Supplier Diversity (SBSB) as a small business must complete Section A of this form.

Section A

CERTIFICATION TYPE (check only one below):

- Small Business
- Small and Women-owned Business
- Small and Minority-owned Business

Certification Number: 672999 Certification Date: 12/16/2014  
Expiration Date: 01/13/2028

NOTE: It is your responsibility to ensure that your certification is renewed and does not lapse. Should your certification expire, you will no longer be eligible to receive awards under this contract.



## »»OUR STORY

CPE Contractors was founded in Richmond, Virginia in 2004 and has quickly grown from a two-person organization to a team of dedicated and energetic employees. CPE Contractors is a family owned and operated business. We have been serving the Richmond Area for a number of years and we are your neighbor. We see our clients in the store, restaurant or at the coffee shop, almost every day and we are proud to say "Hi", because we are proud of the work that we did for this customer.

We offer variety of services to our residential and commercial/government customers. CPE Contractors LLC specializes in exterior/interior repairs and painting services, handyman service, tenant build-outs, Historical property renovations as well as small to mid-size ground-up structures.

We have established a reputation of being able to complete projects with difficult and compressed schedules, and concentrate on projects in the following areas: single family houses, corporate and high-end interiors, healthcare facilities, and state and government organizations. CPE Contractors adapts its management skills to meet the demanding needs of our customers and clients as the industry evolves. This company has the necessary expertise and support to complete a full-scope of critical and time-sensitive projects. At CPE Contractors a great deal of pride is taken in its long-standing customer relationships. As a result, more than 50% of its projects come from repeat clients and referrals.

## »WHO WE ARE

We are a Local General Contractor specializing in Residential and Commercial Construction.

We maintain a commitment to excellence by holding true to our core values and we will always fight for our team, our clients and our integrity.



### » FOCUS

We are committed to providing outstanding service and enhancing the success of our clients by turning over quality projects on time. We honor our commitments and focus on executing exceptional projects while practicing fiscal responsibility.

### » INTEGRITY

We provide honest service, both internally and externally, upholding our high standard of excellence and ethical conduct in all decisions we make.

### » TEAM SPIRIT

We work as a team towards a common goal. Our team environment promotes cooperation, accountability, collaboration and ingenuity.

### » EXCELLENCE

We strive to excel in all areas of service, quality, safety and efficiency by empowering our team to make decisions and holding them accountable for producing Results.



## »BRINGING YOU EXPERIENCE

### » STANIMIR BOZHILOV, COMMERCIAL PROJECT MANAGER – PAINTING DIVISION



Stanimir, or how we call him—Stan serves as Commercial Project Manager for CPE Contractors, LLC where he is responsible for the strategic planning, management and execution of painting projects for our commercial customers.

Stan also manages CPE's compliance and fulfillment of the commitments made to commercial clients, subcontractors, employees and owners.

With an extensive background in all aspects of the painting industry, Stan fosters strong relationships with clients, subcontractors, industry agents and employees within CPE Contractors. Stan oversees commercial painting projects of various sizes and has great problem solving skills.



100% licensed and insured  
**QUALIFIED TO GO WHEREVER YOU NEED US IN THE  
STATE OF VIRGINIA**

## »» OUR SERVICES

### **PAINTING**

Exterior Painting \* Interior Painting \* Lead Abatement \* Power Washing/Pressure Washing

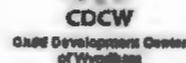
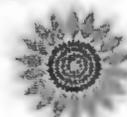
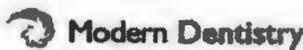
### **GENERAL CONTRACTING**

Additions and Renovations \* Building Restorations \* Investor Home Flips \* Porches and Decks \*  
Historical Restoration \* Kitchen Remodeling \* Tenant Build-out \* Fire and Water Damage \* Custom  
Finished Basements \* Dry Wall- Ceilings and Walls \* Demolition and Cleanup Services

### **REPAIRS**

Exterior Repairs \* Interior Repairs \* Carpentry-wood or PVC Hardiplank Siding \* Gutters Cleaning \*  
Masonite sidings repairs \* PVC trim repairs \* Deck repairs \* Door frame repairs \* Brick molding  
repairs \* Door Replacement Railings repairs and installation \* Window repairs \* Porch columns  
repairs \* Window sill replacement \* Framing walls \* Window replacement \* Fire and Water damage  
Window frame repairs \* Subfloor repairs \* Crown molding installation \* General Maintenance \* Chair  
rail molding.

# » OUR CUSTOMERS



SHAHEEN LAW FIRM, P.C.



broadwaynational



Pleasant Valley CORPORATION

Construction Facility Management Real Estate



WILLIAM & MARY

CHARTERED 1693



MODERN ORTHODONTICS



## » SAFETY

CPE Contractors, LLC has worked an unprecedented 1,698,721 man hours without a lost time injury. This has been realized through management commitment and safety leadership that reaches all supervisors and works. It is the policy of CPE Contractors to provide a place of employment free from hazards, which may cause illness or injury to our clients the general public or our on-site workers. Safety is our first priority. We believe that all injuries and accidents are preventable through establishing and complying with safe work practices during all phases of construction. CPE Contractors implement Site Specific Health and Safety Plans for all projects. This plan focus on identifying, preventing and controlling the hazards associated with each individual project. Subcontractors for this project will develop their open plans for any specialty work that are reviewed and approved by CPE. Such plans will be included in the CPE site specific plan. Compliance with the plan will be enforced and evaluates through jobsite inspection form all management staff. Selecting qualified subcontractors with a history of good safe performance will ensure the overall safe project performance by all parties. Subcontractors using lower tier contractors are required to certify that their subcontractors have been selected using an equivalent qualifications process. All subcontractors must meet the following health and safety criteria in order to be considered approved for work as a CPE subcontractor on the project. The subcontractor's EMR must be one or less The EMR must be substantiated with a letter from the subcontractor's insurance carrier or a letter from the subcontractor stating why an EMR is not established. Both the average of the EMRs listed and the most recent EMR should be less than or equal to 1.0. The OSHA total recordable incident rate, days away case rate and days away rate must be consistent with or less than the average rates for the industry classification. All approved subcontractors must have in place a health and safety program which contains the appropriate OSHA required programs for the proposed tasks. All competent persons, foremen, and management staff, including subcontractor personnel, will be responsible for constant jobsite monitoring. The safety performance of the project will be evaluated by Reviewing the following:

- Documented inspections of the jobsite with any inadequacies noted and corrective action taken.
- The accuracy of the deficiency tracking log.
- Subcontractor participation in safety meetings and site inspections.
- Documented competent person inspections when required (i.e. fall protection, excavations, equipment inspections etc.)
- Compliance with and accuracy of Activity Hazard Analysis plans.

It is the policy of CPE to provide a place of employment free from hazards, which may cause illness or injury to our clients, the general public or our on-site workers. Safety is our first priority. We believe that injuries and accidents are preventable through establishing a strong health and safety program. Some of our innovative and unique policies are:

- Mandated fall protection at heights of 6 feet or more, to include ladder work
- Safety glasses worn at all times on all projects (CPE offers full reimbursement to employees for prescription safety glasses.)
- Drug Free Work Place Policy
- Written steel erection, crane use and lift plans with use of rigging are reviewed and approved by CPE.
- All CPE superintendents/QC Managers are First Aid/CPR & OSHA 30 trained.

In order to create a safe work environment, CPE has established a process to conduct a review and evaluation of the health and safety of our employees and our subcontractors. CPE requires pre-employment "fit for duty physicals" for all employees and an incentive program for annual physicals, we believe this helps contribute to the health and safety of our employees thus improving jobsite safety. CPE provides an extensive safety orientation for all new employees. Each worker (including subcontractors) receives instruction from CPE's site superintendent prior to starting work on our jobsites. We anticipate the continued success of our safety program with this project.

## »» APPROACH

The Carpentry and Painting Experts, LLC has over 18 years of experience in working on term contracts with government agencies and universities in Virginia. We have systems in place including proprietary software to track and project manage multiple projects simultaneously. Most of the contracts on which we have been in the past or currently are, have required mandatory bidding on each project requested by the clients. We have never failed to meet this requirement. Although, each organization has their own requirements as it relates to deadlines, submittals, invoicing etc. We have never failed to meet their expectations. We put a great emphasis on punctuality and professionalism. Our company culture has brought to live a team that is extremely careful and respectful when it comes to working in occupied spaces. Most of our long term clients will often praise us for blending in with the environment like we were not even there. All of our employees and subcontractors are expected to be respectful to the environment they are in, and experts in their respective trades. All of our employees are well trained craftsmen with more than sufficient experience in their respective trades. We have been rated by our customers in numerous websites, thank you letters and have A+ BBB rating.

We self-perform a number of trades with in house employees. Our company is a Class A licensed Commercial and Residential Builder in Virginia, and we are licensed Lead Paint Abatement contractor, Electrical, Plumbing, HVAC, Carpentry, Painting, Building, Commercial Renovations, Gas fitting. We have a vast and comprehensive group of subcontractors as well, with which we work on permanent basis. Our team is proficient in all facets of construction and all of our superintendents and key personal are selected based on their problem solving abilities and consistently responsible behavior. Having the ability to do in-house all trades, allows us the unique ability to be flexible and efficient in meeting our client needs whatever they may be. We are not dependent on third parties to get the job done and we can take a project from start to finish in-house.

We regularly do business with a number of local universities as well as a multiple private organizations and non-profits. We are experienced in providing an ongoing construction services for many State contracts. We are currently contracted on 1 year renewable contracts with Department of Military Affairs. We are also contracted on a renewable term contracts for contraction services with the following agencies: Culpeper County, Hanover County, Louisa County, Albemarle County- Public Schools, Virginia Commonwealth University, and Virginia Community College System. We are on term contracts for General Construction and Skilled Trade Services with a number of local universities -VCU, Longwood University, College of William and Mary, James Madison University, Richard Bland College, George Mason University. We are contracted on 1 year renewable contracts with Virginia Department of Transportation –VDOT Fredericksburg, Virginia Department of Aviation, Goochland County and Department of Corrections. Having this experience with state/government contracts helps us and our employees to be familiar with the work requirements for state agencies

including: invoicing requirements, work order compliance, payment structure and payment methods.

By selecting us as one of your contractors you can expect that each project will be assessed and bid, based on the needs of the customer, including timelines, scope, work outside of business hours or during etc. We have been known to make impossible deadlines, by being creative and also using multiple shift crews to achieve the needed goal. Our philosophy is that every problem has a solution and when in need, our teams always creates a solution when faced with a problem. Renovation projects often present unexpected situations, but we pride ourselves in always being able to present a quick and effective resolution to our customers in a timely fashion without compromise to quality.

When assessing a job to bid, we would like to be able to observe the existing conditions, need for permits, submittal requirements and scheduling requirements. Our estimators and project managers will closely work with the agent of the client responsible for each job to make sure that all of their needs are covered. We will also work closely with the customers' agents to clarify any scope inconsistencies and clarify and eliminate misunderstandings. Each project has an assigned project manager who is the point of contact with the customer. The project manager is in charge of making sure all submittals, change order requests, schedules are submitted properly and within the time frame that the deadlines allow for. The project manager is also in charge of ensuring that the project schedule is being followed and the deadlines are met. In the case that this is not happening as expected project manager along with the general manager of the company will create a solution to get back on track.

*Plan and methodology for providing the goods/services*

- Once an award is received we will contact the project representative to schedule a pre-construction meeting to discuss specifications and requirements.
- Contractor will address safety questions and concerns with the customer and come up with procedures acceptable by OSHA. Safety Data Sheets will be provided on all materials used on campus.
- Contractor will discuss emergency procedures and protocol with contract administrator to ensure best response, in case of emergency.
- Contractor will discuss parking of work vehicles locations.
- Contractor will discuss methods of protecting and preserving all surroundings including plants masonry, shrubs, irrigation etc.

- Contractor will discuss their plan for usage of aerial equipment.
- Contractor will establish strict start date and performance schedule with the customer.
- Contractor will assign a Project manager and a Superintendent and introduce them to the customer representative.
- Contractor will always assign the appropriate number of employees needed to complete the project within the prospected timeframe by customer.
- The project will have one assigned employee, who is the onsite point of contact and in charge of the work process in the field. This person will always be aware of the entire scope of the project and available on site. Project managers will be the administrative point of contact for this job.
- Once at jobsite all employees will follow instructions specified depending on the requirements and specs provided by contract officer.
- All employees are expected to behave professionally and look clean and presentable, while on jobsite. They will wear name tags as requested.
- All employees will be held accountable for maintaining the order and cleanliness of the jobsite on a daily basis.
- All work will be done in accordance with all applicable laws, ordinances, rules, regulations and codes including Virginia OSHA requirements and the Virginia Uniform Statewide Building Code issued by the department of housing and Community Development.
- Contractor will perform all work in a fire-safe manner.
- Employees will have on them or in their van all necessary and adequate tools and equipment for the job.
- The work being performed will be done to meet and exceed industry standards
- The contractor will check in with University's designated representative daily while project lasts.
- Close out procedures:
  - Contractor and Contract Administrator to inspect the job site and create a punch list if necessary
  - Contractor will complete any punch list items expeditiously
  - Contractor to send invoice to customers upon completion