



Response to RFQ  
PROJECT #V211-24-023

On Demand Services  
for VIRGINIA MILITARY INSTITUTE



November 17, 2023

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

REQUEST FOR QUALIFICATIONS

RFP# V211-24-023

Issue Date: 16 October 2023

Title: On-Demand Trades Pool for Renovation and Repair Services  
SET-ASIDE FOR SBSD Certified SWaM VENDORS ONLY -- Limited to Area 103

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

Due Date: 16 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 renewals. VMI will also solicit for new vendors to add to the contract annually during an open enrollment period.

Proposals should be mailed or hand-delivered directly to the Issuing Agency shown above.

IDENTIFICATION OF BID ENVELOPE: The signed bid should be returned in a separate envelope or package, sealed and identified as instructed in Section XII, paragraph H. 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.

PRE-PROPOSAL CONFERENCE- No pre-proposal conference will be held for this solicitation.

All Inquiries for Information Should Be Directed To: LTC Lynn W. 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 Qualifications 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:

Don Largent Roofing, Inc.

Date: November 17, 2023

P. O. Box 627 (22803) mailing

By: 

(Signature In Ink)

1740 Erickson Avenue (physical) 22801

Name: Michael B. Taylor

(Please Print)

Harrisonburg, VA Zip Code: 22801

Title: President

EVA Vendor ID or DUNS number E9181

Phone: ( 540 ) 434-0868

E-mail: mtaylor@donlargentroofing.com

Fax: ( 540 ) 433-2334

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.

## CONFLICT OF INTEREST STATEMENT

Ensure that the solicitation is thoroughly read and completed. Complete, sign and return the information requested below with your proposal. FAILURE TO FURNISH THIS DATA MAY RESULT IN REJECTING YOUR PROPOSAL.

NAME: Don Largent Roofing, Inc.

ADDRESS: P. O. Box 627

CITY/STATE: Harrisonburg, VA 22803

TELEPHONE NUMBER: (540) 434-0868

FEDERAL ID NUMBER(FIN): 52-0697444

THE ABOVE FIRM IS A: (CHECK, AS APPLICABLE)

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> SMALL BUSINESS | <input type="checkbox"/> INDIVIDUAL BUSINESS    |
| <input type="checkbox"/> WOMAN-OWNED BUSINESS      | <input type="checkbox"/> SOLE PROPRIETORSHIP    |
| <input type="checkbox"/> MINORITY-OWNED BUSINESS   | <input type="checkbox"/> PARTNERSHIP            |
| <input type="checkbox"/> SHELTERED WORKSHOP        | <input checked="" type="checkbox"/> CORPORATION |

RELATIONSHIP WITH THE COMMONWEALTH OF VIRGINIA:

IS ANY MEMBER OF THE FIRM AN EMPLOYEE OF THE COMMONWEALTH OF VIRGINIA WHO HAS A PERSONAL INTEREST IN THIS CONTRACT PURSUANT TO THE CODE OF VIRGINIA, SECTION 2.1-639.1-639.24? ☐ YES ☒ NO

IF YES, EXPLAIN: N/A

 November 17, 2023  
SIGNATURE OF OFFEROR DATE

Please tell us how you received this solicitation:

- ☐ It was mailed to you directly.  
☐ You requested a copy through the Virginia Business Opportunities.  
☐ You obtained a copy from the Virginia Department of Small Business and Supplier Diversity  
☒ Other (please specify) eVA website

## CONTRACTOR DATA SHEET

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. 64 Years  
10 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:

SEE ATTACHED		
Account Name, Address & Phone #	Length of Service	\$ Volume/Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

LOST ACCOUNTS:

NONE KNOWN		
Account Name, Address & Phone #	Length of Service	\$ Volume/Year
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

## CONTRACTOR DATA SHEET

## CURRENT ACCOUNTS

DON LARGENT ROOFING, INC. OFFERER

Account Name, Address & Phone Number	Length of Service	\$Volume/year
<b>James Madison University Facilities Management MSC 7002 Harrisonburg, VA 22807</b>	<b>45 years</b>	<b>\$1,233,716.00</b>
<b>Rockingham County Schools 1210 North Liberty Street Harrisonburg, VA 22802</b>	<b>47 years</b>	<b>\$129,922.00</b>
<b>Bridgewater Retirement Village 302 North 2<sup>nd</sup> Street Bridgewater, VA 22812</b>	<b>34 years</b>	<b>\$36,155.00</b>
<b>Harrisonburg City Schools One Court Square Harrisonburg, VA 22802</b>	<b>43 years</b>	<b>\$137,728.00</b>
<b>Shenandoah County Schools 600 North Main Street #200 Woodstock, VA 22664</b>	<b>35 years</b>	<b>\$26,162.00</b>
<b>Modine Manufacturing Company 360 Colliertown Road Lexington, VA 24450</b>	<b>25 years</b>	<b>\$36,600</b>

## 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: Harrisonburg City Public Schools

ADDRESS: One Court Square, Harrisonburg, VA 22802

## CONTACT

PERSON/PHONE#: Shawn Printz (540) 434-9916

APPROXIMATE DOLLAR VOLUME PER YEAR: \$137,728.00

PROJECTS/DATES/DESCRIPTION: Roof repairs and roof replacement

2020-2023

CLIENT: Frederick County Public Schools

ADDRESS: P.O. Box 3508, Winchester, VA 22604

## CONTACT

PERSON/PHONE#: Delbert Whitacer (540) 303-1116

APPROXIMATE DOLLAR VOLUME PER YEAR: \$304,201.00

PROJECTS/DATES/DESCRIPTION: Roof repairs and roof replacement

2020-2023

CLIENT: James Madison University

ADDRESS: Facilities Management, MSC 7002, Harrisonburg, VA 22807

## CONTACT

PERSON/PHONE#: Clark Driver

APPROXIMATE DOLLAR VOLUME PER YEAR: \$1,233,716.00

PROJECTS/DATES/DESCRIPTION: Roof repair, roof replacement and gutter cleaning

2020-2023

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 SBSD-certified women- and minority-owned businesses when they have received SBSD 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 (SBSD) 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: Don Largent Roofing, Inc.

Preparer Name: Michael B. Taylor

Date: November 17, 2023

## Instructions

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

## Section A

CERTIFICATION TYPE (check only one below):

☒ x Small Business

☐ Small and Women-owned Business

☐ Small and Minority-owned Business

Certification Number: 8846 Certification Date: May 11, 2020

Expiration Date: May 11, 2025

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.

VMI CONTRACTOR / VENDOR STANDARDS OF CONDUCT

The contractor shall be responsible for controlling employee conduct, for assuring that its employees are not boisterous or rude, and are not engaging in any destructive or criminal activity.

Foul language of any kind will not be tolerated. Engaging in verbal or physical behavior that causes distress to cadets, faculty, staff and/or employees will result in immediate removal from the job site.

All employees of the contractor and subcontractors shall wear uniforms or other appropriate Institute approved attire at all times to designate their affiliation with the contractor.

Brandishing a firearm, whether threatening or non-threatening, will result in immediate removal from the job site.


Contractor's employees who appear to be under the influence of alcohol or other substance shall not be permitted on VMI property.

Contractor's employees shall not use VMI owned equipment without the distinct permission of the Director of Physical Plant or Director of Construction or their designees. This equipment includes but is not limited to telephones and computers, hand tools and operable equipment.

The contractor is also responsible for insuring that its employees do not disturb papers on desks, or open desk drawers, cabinets or briefcases, or use the Institute equipment and the like, except as authorized in the preceding paragraph.

Smoking is not permitted on Post or at other VMI owned property except in designated areas as indicated by **General Order 45**. Tobacco use in VMI-owned or leased buildings, covered walkways, temporary enclosed structures, trailers, and tents as well as structures placed on state-owned property by contractors or vendors is prohibited. Tobacco use in VMI provided vehicles is prohibited. Outside smoking or tobacco use will not be permitted within 50 feet of building entrances or exits. Smoking will not be permitted in outside areas identified as hazardous areas.

Agreed to by:

	SIGNATURE
<u>Michael B. Taylor</u>	PRINTED NAME
<u>Don Largent Roofing, Inc.</u>	COMPANY
<u>November 17, 2023</u>	DATE



## TRADE CONSIDERATION

Contractor Pool for Non-Capital Construction, Renovation and Repair Services for projects valued at less than \$50k

Check all trades for which your firm is proposing:

TRADE:	CHECK ALL THAT APPLY FOR CONSIDERATION
General Construction	
Asbestos Remediation	
Asphalt Repair	
Casework/Millwork	
Concrete Work	
Demolition	
Disaster Recovery	
Dry Wall Installation/Finishing	
Electrical	
Elevator Inspections	
Excavation/Grading	
Exterior Waterproofing	
Fencing	
Fire System Services	
Flooring Installation/Refinishing	
Guttering	X
HVAC	
Insulation services	
Masonry	
Mechanical	
Metal Fabrication	
Mold Remediation	
Painting	
Plumbing	
Roofing	X
Tile and Grout Work	
Water Mitigation	
Welding	
Window & Door Repair/Replacement	
OTHER: (Describe)	

# COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400, Richmond, VA 23233

Telephone: (804) 367-8500

EXPIRES ON

01-31-2024

NUMBER

2701006019

BOARD FOR CONTRACTORS  
CLASS A CONTRACTOR  
\*CLASSIFICATIONS\* CIC



DON LARGENT ROOFING INC  
PO BOX 627  
HARRISONBURG, VA 22803



*Mary Broz-Vaughan*  
Mary Broz-Vaughan, Director

Status can be verified at <http://www.dpor.virginia.gov>

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)

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## Don Largent Roofing, Inc.

Michael B. Taylor

P. O. Box 627

Harrisonburg, VA 22803

Phone: (540) 434-0868

Fax: (540) 433-2334

[mtaylor@donlargentroofing.com](mailto:mtaylor@donlargentroofing.com)

[www.donlargentroofing.com](http://www.donlargentroofing.com)

Certification Number: 8846

**SWaM Certification Type:**

Small Start Date: 05-11-2020

SWaM Expiration Date: 05-11-2025

NIGP Code and Description:

77000

ROOFING MATERIALS AND SUPPLIES

Pcard: N

Business Category: Construction

## Administrative Organization Chart

Name	Position	Experience
Michael B Taylor	Primary Contact and Account Manager	35 years at Don Largent Roofing as Roofer, Estimator, Project Manager, Vice President, and current President
Jeremy Beach	Estimating / Project Manager	30 years at Don Largent Roofing as Project Manager and Estimator of New Roofing projects
Chad Snoddy	Estimating / Project Manager	12 years at Don Largent Roofing as Estimator of Roof Replacement Projects and Project Manager
Brett Smiley	Service Manager	6 years at Don Largent Roofing as Sheet Metal Manager, Service Manager
Jackie Slye	Billings, Leak Reports, Purchase Orders, Inspection Reports	25 years at Don Largent Roofing as Accounts Receivable Manager

LABOR	HOURLY RATE (\$)
Supervisor	
Carpenter	
Mason	
Plaster	
Drywall Installer	
Painter	
Electrician	
Plumber/Pipe Fitter	
HVAC Mechanic	
Trades Helper	
Concrete Laborer	
Cleaning Person	
Unskilled Worker	
Roofing Foreman	\$75.00
Roofing Mechanic	\$72.00
Roofing Laborer	\$68.00

## **Company Qualifications and Experience:**

Don Largent Roofing, Inc. is a full service roofing and sheet metal company doing business in Harrisonburg, Virginia for 64 years. Our primary focus has been on commercial jobs with emphasis on single-ply roof and sheet metal application. Locally owned and operated, Don Largent Roofing, Inc. has grown with the Harrisonburg community. We take pride in our commitment to quality and service, having installed over 45 million square feet of roofing systems.

Our Management and Field Supervisors have over 325 collective years of experience installing and repairing all types of roofing systems including Single-Ply EPDM, Clay Tile, Standing Seam Metal, and various types of gutter systems. We successfully manage and install jobs ranging in size from \$5,000 to over \$1,000,000 throughout the year. Each project, regardless of size, receives the same quality of supervision.

Don Largent Roofing, Inc. has full understanding of all requirements and specifications listed in RFQP#V211-24-023. Our company has the available resources and knowledge to comply with those stated conditions. In addition to our own well-trained roofers, we will utilize reputable, certified subcontractors familiar with Virginia Military Institute projects and protocol. Many of those subcontractors are local, small business certified contractors.

Our company is a Crown Contractor with Ludowici Tile Roof Tile. We have in-depth knowledge of the varying tile profiles and the necessary accessories to complete intricate tile projects. Several of our projects, including JMU Maury Hall and JMU Jackson Hall, are featured in the photo gallery on the Ludowici website.

Don Largent Roofing, Inc. is an approved Hall of Fame applicator for Carlisle Syntec Roofing. Our company has attained Carlisle Syntec's ESP status every year since the program's inception. ESP (Excellence in Single Ply) Membership is based upon annual qualifications for quality installation achievements. Don Largent Roofing, Inc. is now a 24-year member of this elite program.

All of our Field Supervisors are fluent in English and have current knowledge of protocol at Virginia Military Institute with regards to building access, parking, and student interaction. Our key personnel receive up-to-date training on new roofing systems and products.

### Customer Service

DLR provides exceptional service to our customer base. We pride ourselves on not only knowing roofing systems, but also the dynamics of a roof system as it relates to a particular type of application. Our Management Team works with architects, general contractors, and owners to ensure the best product choice is made for the job. Any potential problems during construction are usually resolved quickly due to the proximity of our staff and equipment, the availability to a variety of materials, and the strong relations with local subcontractors.

Response to emergency situations is executed with the proper personnel in a timely manner.

### Safety Compliance

In addition, Don Largent Roofing, Inc. has complied with numerous voluntary VOSH inspections with positive results. Our insurance companies also conduct random safety inspections periodically throughout the year to ensure safety compliance. The Virginia Department of Labor and Industry's Voluntary Consultation Services Division provides a formal safety and health training presentation to our employees on a yearly basis.



Procurement Name and Number: RFQ Project #V211-24-023

Listing of Sub-Contractors, to include, Small, Woman Owned and Minority Owned Businesses  
for this Proposal and Subsequent Contract

11/17/2023

Date Form  
Completed

Offeror / Proposer:

Don Largent Roofing, Inc.

Firm

P.O. Box 627, Harrisonburg, VA 22803

Address

Michael B. Taylor

Contact Person/No.(540) 434-0868

Sub-Contractor's Name and Address	Contact Person & Phone Number	DMBE Certification Number or FEIN No.	Services or Materials Provided	Total Subcontractor Contract Amount (to include change orders)	Total Dollars Paid Subcontractor to date (to be submitted with request for payment from JMU)	Federal Employer Identification Number
SEMCO Services 589 Lee Highway Staunton, VA 24401	James Haltigan 540-885-7480	#649188	Asbestos abatement demolition			#54-1791521
Dean Steel P.O. Box 1164 Harrisonburg, VA 22803	Rick Rowe 540-434-7465	#674908	Equipment & labor for crane rental			#54-0933534
Loehr Lightning 5268 Hull Street Road Richmond, VA 23224	JJ Loehr 804-272-1627	#653642	Materials, labor, & taxes for lightning protection install			#54-1783288
Nielsen Builders, Inc. 3588 Early Road Harrisonburg, VA 22801	Jacob Hull 540-271-0102	#653299	Labor for demo, wood repairs			#540540965

lists and a copy of all warranties for all equipment. All "as built" drawings and wiring diagrams, maintenance manuals, parts lists and warranties shall be delivered to the Commonwealth upon completion of the work and prior to final payment.

E. AUDIT: The Contractor hereby agrees to retain all books, records, systems, 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. The Commonwealth of Virginia, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.

F. CANCELLATION OF CONTRACT: Virginia Military Institute reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

G. CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENT: By my signature on this solicitation, I certify that this firm/individual and subcontractor are properly licensed for providing the goods/services specified.

H. CONTRACTOR REGISTRATION: If a contract for construction, removal, repair or improvement of a building or other real property is for one hundred and twenty thousand dollars (\$120,000) or more, or if the total value of all such contracts undertaken by offeror within any 12-month period is seven hundred and fifty thousand dollars (\$750,000) or more, the offeror is required under Title 54.1-1100, *Code of Virginia* (1950), as amended, to be licensed by the State Board of Contractors as a "CLASS A CONTRACTOR." If such a contract is for ten thousand dollars (\$10,000) or more but less than one hundred and twenty thousand dollars (\$120,000), or if the total value of all such contracts undertaken by offeror within any 12-month period is between one hundred and fifty thousand dollars (\$150,000) and seven hundred and fifty thousand dollars (\$750,000) or more, the offeror is required to be licensed as a "CLASS B CONTRACTOR." If such a contract is for one- thousand dollars (\$1,000) or more but less than ten thousand dollars (\$10,000), or if the contractor does less than \$150,000 in business in a 12-month period, the offeror is required to be licensed as a "CLASS C CONTRACTOR." The board shall require a master tradesmen license as a condition of licensure for electrical, plumbing and heating, ventilation and air conditioning contractors. The bidder/offeror shall place on the outside of the envelope containing the bid/proposal and shall place in the bid/proposal over his signature whichever of the following notations is appropriate, inserting his contractor license number:

Licensed Class A Virginia Contractor No. 2701006019 Specialty Roofing & Sheet Metal

Licensed Class B Virginia Contractor No. \_\_\_\_\_ Specialty \_\_\_\_\_

Licensed Class C Virginia Contractor No. \_\_\_\_\_ Specialty \_\_\_\_\_

If the bidder/offeror shall fail to provide this information on his bid/proposal or on the envelope containing the bid/proposal and shall fail to promptly provide said contractor license number to the Commonwealth in writing when requested to do so before or after the opening of



## ADDENDUM 1 V211-24-023

330 VMI Parade Lexington, VA 24450  
Phone: 540-464-7323 Fax: 540-464-7669

**Project:** *On Demand Trades Pool, Project Values to \$50K*  
Set-Aside for SBSD Certified SWaM Vendors

**Date:** *31 October 2023*

**To:** *Prospective Offerors*

This Addendum forms a part of the Contract Documents and modifies, corrects or supplements the original Request for Proposal dated 16 October 2023.

***Additional Scope:***

This addendum is provided to add Solar Panel Design, Manufacturing and Installation Services to the trades that are being solicited for contract. This scope is detailed in Additional Requirements Attachment O included as part of this addendum. The Trade Consideration, Attachment G, document has been updated and the new version is also attached.

The solicitation schedule is also amended:

***Questions Due: 2:00 PM, 8 November 2023***

***Proposals Due: 2:00 PM, 17 November 2023***

Proposals are due at 330 VMI Parade Avenue, Room 314 by the posted deadline. Late proposals will not be accepted. Please note that VMI is not in a guaranteed delivery zone and vendors should plan accordingly.

Submitted by:

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

ADDITIONAL REQUIREMENTS FOR  
SOLAR PANEL DESIGN, MANUFACTURING & INSTALLATION SERVICES

**Objective.** Contractor shall provide a total “turnkey” project including all necessary equipment, materials, design, manufacturing, and installation services for the installation of a [Roof-Mounted, Ground-Mounted, and Carport-Mounted Grid-Tied PV System] utility-interactive photovoltaic (PV) system. The contractor should prepare a system summary detailing each location, applicable equipment/size, and predicted system energy production (kWh). With regard to any building-mounted system, the contractor shall evaluate roof conditions and may remove the existing roof system and replace it with either an integrated roof/PV system or a new roof with a PV system installed. See roofing specification for these requirements. The project shall meet all requirements of this statement of work and other specifications included that apply.

**Scope.** The contractor shall perform all professional services as necessary to provide Virginia Military Institute with a complete design package, including the requirements outlined in this statement of work. The contractor shall install the project such that it is operational and compliant with all applicable standards, building codes, utility interconnection requirements, and Virginia requirements. The contractor shall include specifications, calculations, and drawings in the design package and submit it to VMI Construction Office for review and approval. After approval by Virginia Military Institute of the final design package, the contractor shall provide all necessary construction services to successfully complete the PV system installation.

**Design Guidelines for [Roof Mounted, Ground Mounted, and Carport].**

**Design Guidelines for Rooftop PV.** Contractor shall develop a design for a new PV system at [LOCATION]. See attached drawings indicating available areas for installation and existing roof structure plans. These drawings are meant for informational purposes only and must be field-verified by the contractor.

- The mounting system shall minimize roof penetrations and may include building-integrated roof PV or fully ballasted. The mounting system design needs to meet applicable local building code requirements with respect to snow, wind, and earthquake factors.
- Conduit penetrations shall be minimized.
- If the system is not building-integrated or membrane-sealed, the system shall be fixed-tilt (minimum 5-degree tilt for flat roof or flush mounted for sloped roof) with an orientation that maximizes annual energy production.
- All roof access points shall be securely locked at the end of each day.
- The system layout shall meet local fire department, code, and ordinance requirements for roof access.

**Design Guidelines for Ground-Mounted PV.** The contractor shall develop a design for a new PV system at [LOCATION]. See attached drawings indicating available areas for installation. Not all locations need to be used. It is the responsibility of the contractor to assess site topography and review geotechnical report to estimate costs related to project installation. The entity will provide geotechnical report as part of this request for proposal

- The mounting system shall be either directly anchored into the ground (driven piers, concrete footers, etc.) or ballasted on the surface without ground penetration. The mounting system design needs to meet applicable local building code requirements with respect to snow, wind, and earthquake factors.



- Panels' orientation or azimuth shall be within 20–30 degrees of due south.
- Panels' tilt shall be based on site latitude and wind conditions.
- Ground cover and vegetation management shall be included in the proposal.
- The stormwater management and erosion control management plan shall be included in the proposal.
- OPTIONAL. Chain link fencing and gate shall be included in the proposal.
- All lines interconnecting PV arrays to the point of interconnection (POI) shall be underground.

**Design Guidelines for Carport PV.** The contractor shall develop a design for a new PV system at [LOCATION]. See attached drawings indicating available areas for carport installation. Not all locations need to be used. It is the responsibility of the contractor to assess site topography and geotechnical attributes to estimate costs related to the project installation.

- Carport PV shall be tilted at a minimum of 5 degrees to allow for drainage and reduce soil buildup.
- The carport PV shall be at least 9 ft clear in all locations.
- Lighting shall be provided under each carport. This lighting shall be efficient (e.g., light-emitting diode, LED) and allow for adjustable times for illumination with photocell controls to turn the lights on at dusk and off in the morning prior to daylight.

All lines interconnecting PV arrays to the POI shall be underground.

**Performance Criteria.** The following performance criteria shall be met for all arrays:

- The power provided shall be three-phase compatible with the on-site distribution system. Winning bidder will be required to submit design drawings stamped (by a licensed professional engineer) specifying connection voltage and location.
- The proposal shall provide an estimated energy delivery for each array, for each month of the year, and for the total for the year at the delivered voltage.
- The standard test condition (STC)-rated power value, slope, and orientation will be entered into PVWatts (<http://pvwatts.nrel.gov/>) using the nearest weather file to determine estimated energy delivery in kWh AC. A default value for the system losses of 14% shall be used.
- The PV array shall mean one or more PV modules having the same orientation and on the same maximum power point tracking (MPPT) system. Every array with differing orientation shall have a separate MPPT system.
- All proposed/implemented PV array locations shall be shade-free from 9 a.m. to 3 p.m. (solar time). The contractor shall provide documentation of shading calculations for exterior extents for each proposed array. These calculations may be modified for shading obstructions that will be removed and mitigated as part of the project. Suggested documentation would include sun path diagrams for exterior array locations or SunEye measurements.
- All PV hardware components shall be either stainless steel or aluminum. PV structural components shall be corrosion-resistant (e.g., galvanized steel, stainless steel, composites, or aluminum).
- The project, including supports and power conductors, shall not interfere with roof drains, water drainage, expansion joints, air intakes, existing electrical and mechanical equipment, existing antennas, and planned areas for future installation of equipment shown on drawings.

**Production Metering.** The project shall have at least one production meter at POI of the building.

**Construction.** Contractor (unless otherwise noted by Virginia Military Institute) shall perform all construction services necessary for the successful installation of the system based upon the design generated

### **Technical Requirements and Reference Materials**

- **Code Compliance.** The installation and equipment shall comply with applicable building, mechanical, fire, seismic, structural, and electrical codes. Only products that are listed, tested, identified, or labeled by Underwriters Laboratories (UL), Factory Manual (FM), Electrical Testing Laboratories (ETL), or another nationally recognized testing laboratory shall be used as components in the project. Non-listed products are only permitted for use as project components when a comparable useable listed component does not exist. Non-listed products proposed for use as components must be identified as such in all submittals.
- The contractor shall use project components that are or made of materials that are recyclable, that contain recycled materials, and that are or ENERGY STAR<sup>®</sup> rated if they are available on the market.
- The publications listed below form a part of this document and are hereby incorporated by reference:
  - National Electrical Code (NEC)
  - UL 1703 Flat – Plate PV Modules and Panels
  - UL 1741 – Standard for Static Inverters and Charge Controllers for Use in PV Power Systems
  - FM Approved – Fire Protection Tests for Solar Component Products
  - International Electrotechnical Commission (IEC) 62446 Grid-Connected PV Systems – Minimum Requirements for System Documentation, Commissioning Tests, and Inspections
- Other technical codes that shall apply include:
  - American Society of Mechanical Engineers (ASME) Performance Test Codes (PTC) 50 (solar PV performance)
  - American National Standards Institute (ANSI) Z21.83 (solar PV performance and safety)
  - National Fire Protection Association (NFPA) 853 (solar PV systems near buildings)
  - Institute of Electrical and Electronics Engineers (IEEE) 1547 (interconnections)
  - American Society of Civil Engineers/Structural Engineering Institute (ASCE/SEI)-7 – ASCE – “Minimum Design Loads for Buildings and Other Structures”
  - National Roofing Contractors Association (NRCA)

### **Roles and Responsibilities**

**Contractor.** The contractor is required to provide:

- Conceptual Design Drawings
- Construction documents and engineering calculations that are signed and sealed by a licensed architect or professional engineer in the appropriate discipline of the subject design drawings (e.g. architectural, geotechnical, electrical, structural)
- Submittals for materials and products
- Construction materials, equipment, and labor
- Design and construction supervision/contract management
- A quality control plan (QCP)
- A safety plan
- Inspections and tests (per QCP)
- Manuals (e.g., design calculations, operation/maintenance, a shop drawing, etc.)



- Commissioning of the project
- Mentoring and training of building operating staff for operation and maintenance
- Operation and maintenance during the first year and an optional service plan after the first year
- A web-based monitoring system for 20 years

Virginia Military Institute will:

- Provide information and facility site visits per the contractor's request
- Review for approval design submittals and QCP
- Witness inspections to verify attainment of performance requirements
- Make progress payments for design/construction as agreed

## TRADE CONSIDERATION

Contractor Pool for Non-Capital Construction, Renovation and Repair Services for projects valued at less than \$50k

Check all trades for which your firm is proposing:

TRADE:	CHECK ALL THAT APPLY FOR CONSIDERATION
General Construction	
Asbestos Remediation	
Asphalt Repair	
Casework/Millwork	
Concrete Work	
Demolition	
Disaster Recovery	
Dry Wall Installation/Finishing	
Electrical	
Elevator Inspections	
Excavation/Grading	
Exterior Waterproofing	
Fencing	
Fire System Services	
Flooring Installation/Refinishing	
Guttering	
HVAC	
Insulation services	
Masonry	
Mechanical	
Metal Fabrication	
Mold Remediation	
Painting	
Plumbing	
Roofing	
Solar Panel Services	
Tile and Grout Work	
Water Mitigation	
Welding	
Window & Door Repair/Replacement	
OTHER: (Describe)	



February 24, 2023

Re: Don Largent Roofing, Inc. – Prequalification Letter

To Whom It May Concern:

It has been the privilege of McGriff Insurance Services, LLC and Fidelity & Deposit Company of Maryland to provide surety bonds on behalf of Don Largent Roofing, Inc. for over 11 years. During that time, Don Largent Roofing, Inc. has performed admirably. In our opinion, Don Largent Roofing, Inc. remains properly financed, well equipped, and capably managed.

At the present time, Fidelity & Deposit Company of Maryland provides a \$5,000,000 single project and \$15,000,000 aggregate surety program to Don Largent Roofing, Inc. As always, Fidelity & Deposit Company of Maryland reserves the right to perform normal underwriting at the time of any bond request, including, without limitation, prior review and approval of relevant contract documents, bond forms, and project financing. We assume no liability to you or any other third party if for any reason we do not execute such bonds.

Fidelity and Deposit Company of Maryland (Zurich) is listed on the U. S. Treasury Department's Listing of Approved Sureties (Department Circular 570) and is rated A+ (Superior) for Grade and XV (\$2 Billion or greater) for Financial Size Category by A.M. Best Company.

If you require any additional information, please let us know.

Sincerely,

Christopher Brandon Pulliam  
**McGriff Insurance Services, Inc.**  
**Attorney-in-Fact for Fidelity & Deposit Company of Maryland**

# STANDARD ONE YEAR LIMITED GUARANTY FORM

WHEREAS, Don Largent Roofing, Inc., of Harrisonburg, Virginia, herein called "the Contractor", has completed application of the following roof

Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

Name of Building: \_\_\_\_\_

Location: \_\_\_\_\_

Area of Roof: \_\_\_\_\_

Date of Completion of Roof: \_\_\_\_\_

Date Limited Guaranty Expires: \_\_\_\_\_

WHEREAS, pursuant to the terms of that certain written proposal between the Contractor and \_\_\_\_\_ to provide the following Limited Guaranty, subject to the conditions herein set forth:

NOW, THEREFORE, the Contractor hereby guarantees, subject to the conditions herein set forth that during a period of one (1) years from the date of completion of said roof, it will, at its own cost and expense, make or cause to be made such repairs to said roof as may be necessitated solely by faults in workmanship or defects in material performed or applied by or through the Contractor pursuant to the terms of the above-referenced contract and further, as may be necessary to maintain said roof in a watertight condition.

This Limited Guaranty is made subject to the following conditions:

1. Specifically excluded from this Limited Guaranty is any and all damage caused by conditions or occurrences beyond the control of the Contractor; construction and/or design which is the responsibility of other trades or professions; lightning, windstorm, hailstorm, or other unusual phenomena of the elements; foundations settlement; failure or cracking of the roof deck; defects or failure of material used as a roof base over which the roof is applied; faulty construction of parapet walls, copings, chimneys, skylights, vents, supports, or other parts of the building; work which is not part of or included in the aforesaid contract; or fire. If the roof is damaged by reason of any of the foregoing, this Limited Guaranty shall thereupon become null and void for the balance of the limited Guaranty period unless such damage is repaired by the Contractor at the expense of the party requesting such repairs.

2. NOTHING IN THIS LIMITED GUARANTY SHALL RENDER THE CONTRACTOR LIABLE TO OWNER OR BUILDING OCCUPANT OF INCIDENTAL OR CONSEQUENTIAL DAMAGES RESULTING FROM FAULTS IN WORKMANSHIP OR DEFECTS IN MATERIAL APPLIED BY OR THROUGH THE CONTRACTOR.

3. THIS LIMITED GUARANTY IS GIVEN AND ACCEPTED IN LIEU OF ALL OTHER WARRANTIES, EITHER EXPRESSED OR IMPLIED, AND IT IS UNDERSTOOD AND AGREED THAT ALL WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE OR USE ARE EXPRESSLY EXCLUDED HEREBY AND THAT THERE ARE NO WARRANTIES WHICH EXTEND BEYOND THE FACE HEREOF, AND WITH RESPECT TO MATERIALS, THIS LIMITED GUARANTY IS FURTHER LIMITED BY ALL TERMS, CONDITIONS, AND/OR LIMITATIONS IMPOSED UPON THE CONTRACTOR AND/OR MATERIALS BY AT THE MANUFACTURER AND/OR SUPPLIER OF SUCH MATERIALS.

4. No work shall be done on said roof, including, but without limitations, openings made for flues, vents, drains, sign braces, or other equipment fastened to or set on the roof, unless the Contractor shall be first notified, shall be given the opportunity to make the necessary roofing application recommendations with respect thereto, and such recommendations are complied with. Failure to observe this condition shall render this Limited Guaranty null and void. The Contractor shall be paid for time and material expended in making recommendations or repairs occasioned by the work of others on said roof.

5. This Limited Guaranty shall not be or become effectiveness and until it has been fully executed by both parties hereto and further, until the contractor has been paid in full for said roof in accordance with the terms of the above referenced contract.

6. Additional conditions or exclusions: \_\_\_\_\_

IN WITNESS WHEREOF, this instrument has been duly executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Owner

Don Largent Roofing, Contractor