

INVITATION FOR BIDS (IFB)

Bidder MUST complete and return this cover page with their Bid Documents

Issue Date: November 5, 2025
Title: Lankford Hall ADA Restroom Renovation

IFB# LU214-26-019
Project Code: 214-B5214-004
Commodity Code: 90900,91065,90961,90963,
90966

Issuing Agency: Commonwealth of Virginia
Longwood University
Office of Procurement Services
201 High Street, Eason Hall, Room G08H
Farmville, Virginia 23909

OPTIONAL PRE-BID CONFERENCE:
Charter Hall, Room 143
211 4th Street
Longwood University
Farmville, Virginia
November 12, 2025 10:30 a.m.

Location Where Work Will Be Performed: Longwood University, Farmville, Virginia

Period of Contract: From Date of Award Through Owner Approved Completion of Project

Sealed Bids Will Be Received Until: December 9, 2025 at 2:00 p.m. Local Time At the office of Procurement Services, 201 High Street, Eason Hall, Room G08H, Farmville, Virginia 23909 and then opened in public and read aloud **December 10, 2025 at 2:00 p.m. Local Time in Charter Hall, Room 200.** Bids shall be date/time stamped upon receipt by the University.

All Inquiries for Information Should Be Directed To: Sheree Havens, Contracting Officer at email procurement@longwood.edu or fax (434) 395-2246 using ATTACHMENT 1 – PREBID QUESTION FORM. **Questions are due by 12:00 Noon on November 19, 2025. The University will not accept questions after the stated deadline.**

Bids shall be received electronically (via eVA the Commonwealth of Virginia's electronic procurement system), mailed or hand delivered. If bids are mailed or hand delivered they must be sent to the issuing agency shown above. If using an express service to deliver your bid package, Longwood University may not be guaranteed next day delivery by 2:00 p.m. location from bidder's location. Bidder should confirm delivery date/time with service.

In Compliance with This Invitation for Bids and To All the Conditions Imposed Herein, The Undersigned Offers and Agrees to Furnish the Services at the Price(s) Indicated on Bid Form.

State Corporation Commission (SCC) ID#: _____ or statement why bidder is not required to have a SCC ID# must be furnished with your bid or it will be found nonresponsive.

eVA Member [] Yes [] No
eVA Vendor ID#: _____
eVA registration information is on page 11.

Check all that apply: Small Business [] Micro Business []
Minority-Owned Business [] Woman-Owned Business []
DSBSD Certificate No. _____
Expiration Date _____

_____/_____/_____
Contractor shall be a registered eVA vendor by the due date/time for receipt of bids to receive award. Bidder must include cost of eVA transaction fee in their bid.

Virginia Contractor License No.: _____
Class: _____
Specialty Codes if Applicable: _____

NAME AND ADDRESS OF FIRM:

Date: _____

By: _____
(Signature in Ink)

_____ Zip _____

Name: _____
(Please Print)

E-mail: _____

Title: _____

Addendums: Any changes resulting from the University's requirements will be issued in an addendum and will be posted on the eVA website at <http://www.eVA.virginia.gov>, the Longwood University Office of Procurement Services & Purchasing Public Posting Board at Eason Hall/ lower level and their website at <http://tkts.longwood.edu/ListIFB.aspx>, click on View This IFB next to Bid Number **LU214-26-019** then click on Download File at the bottom of the page.

It is the sole responsibility of the bidder to check these web pages for all changes to the IFB prior to submission. Failure to do so may cause your bid to be determined non-responsive. Longwood University will not mail or fax these documents.

PRE-BID CONFERENCE - OPTIONAL: An optional pre-bid conference will be conducted at **10:30 a.m. Local Time on November 12, 2025** in Charter Hall, 211 4th Street Farmville, Virginia, Room 143. The purpose of this conference is to discuss with prospective Bidders the scope of work and to answer questions arising from their initial review of this IFB. Bidders should have reviewed the IFB thoroughly before the Pre-Bid Conference and be familiar with its contents. Please bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation. If ADA accommodations are needed, please contact Sheree Havens at (434) 395-2357.

If Longwood University is closed for any reason on the date/time specified for receipt of bids, bids will be due at the same time the next business day the University is open. Bidders should check the University's website at <http://www.longwood.edu> or call the main number at 434-395-2000 after 6:00 a.m., to see if the University is going to be open or if a delayed opening has been implemented.

NOTE TO BIDDERS: PARKING TO DELIVER YOUR BID IS DIFFICULT, PLEASE PLAN TO ARRIVE EARLY. IF YOU REQUIRE ADA ACCOMMODATIONS TO DELIVER BID, CONTACT THE OFFICE OF PROCUREMENT SERVICES AT (434) 395-2094 TWENTY-FOUR (24) HOURS PRIOR TO SOLICITATION CLOSING.

This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, 11-35.1 or against a bidder because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

ENCOURAGEMENT OF SWaM BUSINESSES: It is the policy of the Commonwealth of Virginia to contribute to the establishment, preservation, and strengthening of Small, Woman-owned and Minority-owned (SWaM) business enterprises and to encourage the participation of Department of Small Business and Supplier Diversity (DSBSD) certified SWaM businesses in State procurement activities. Toward that end, Longwood University encourages DSBSD-certified SWaM firms to compete and encourages non-SWaM firms to provide for the participation of DSBSD-certified SWaM businesses through partnerships, joint ventures, subcontracts, and other contractual opportunities.

Longwood University has adopted an annual SWaM Procurement Plan that specifies goals for SWaM procurement by Prime Contractors (A/E or Construction) in support of the State's initiative for increasing state procurement from SWaM businesses. It requires reporting the use of SWaM certified subcontractors and suppliers and reporting of payments made to these firms. Upon award of contract, a Prime Contractor is required to create and certify a SWaM subcontracting plan to meet SWaM goals when submitting their list of sub-contractors for approval. Prime contractors are then required to submit reports of payments made to SWaM sub-contractors and direct suppliers with each invoice or Schedule of Values (CO-12) submitted. The CO-12 has been updated by the state to include fields for SWaM information and can be downloaded from the Department of General Services website <http://www.dgs.virginia.gov/>. Monthly invoices or Schedules of Values will not be accepted unless SWaM information is included. **Final payment under the contract in question shall be withheld until certification of SWaM compliance is received and confirmed by the agency.** SWaM reporting is a Prime contractor responsibility that must be submitted to receive progress payments.

In addition to submission of subcontractor information with each invoice or CO-12, SWaM Reports will be required on a monthly basis. Monthly reports will be due with monthly invoices.

No vendor is considered a SWaM business unless it has obtained certification from the Commonwealth. For SWaM registration guidelines and additional registration information, refer to the Virginia Department of Small Business and Supplier Diversity website at <https://www.sbsd.virginia.gov/>. All certified SWaM vendors are assigned a SWaM identification number by DSBSD which should be used in monthly reports. If you have any questions, please do not hesitate to contact the Director of Procurement Services or your Project Manager.

If bidder is SWaM certified, then the above procedures do not apply.

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**NOTICE OF
INVITATION FOR BIDS (IFB)**

Sealed bids are invited for the construction of **214-B5214-004 – Longwood University – Lankford Hall: ADA Restroom Renovation** at **201 High Street, Farmville, VA 23909**.

Renovation of approximately ±125 GSF for a limited interior renovation convert (2) existing storage areas into (2) ADA accessible family restrooms in an existing two story building adjacent to group restrooms. Scope includes interior partitions, finishes, plumbing, HVAC and electrical updates as indicated in the contract documents.

Sealed bids will be received at the office of Procurement Services, 201 High Street, Eason Hall, Room G08H, Farmville, Virginia 23909. **The deadline for submitting bids is 2:00 P.M. sharp on December 09, 2025. Bids shall be date/time stamped upon receipt by the University.**

The bids will be opened publicly and read aloud **at 2:00 P.M., on December 10, 2025** at 213 4th St, Farmville, VA 23901 - Charter Hall, Room 200.

A Bid Bond is **NOT** required.

eVA Vendor Registration: The bidder or offeror shall be a registered vendor in eVA. See the attached **eVA Vendor Registration Requirements**.

Procedures for submitting a bid, claiming an error, withdrawal of bids and other pertinent information are contained in the Instructions to Bidders, which is part of the Invitation for Bids. Withdrawal due to error in bid shall be permitted in accord with Section 9 of the Instructions to Bidders and § 2.2-4330, Code of Virginia. The Owner reserves the right to reject any or all bids.

A pre-bid conference will be held November 12, 2025 at 10:30 am at Charter Hall, Room 200. A site visit will follow the pre-bid conference. All inquiries for information should be directed to **Sheree Havens, Procurement Officer, Longwood University** at Procurement@longwood.edu using the PREBID QUESTION FORM included herein.

Bids shall be received electronically (via eVA the Commonwealth of Virginia's electronic procurement system), mailed or hand delivered. If bids are mailed or hand delivered they must be sent to the issuing agency shown above. If using an express service to deliver your bid package, Longwood University may not be guaranteed next day delivery by 2:00 p.m. location from bidder's location. Bidder should confirm delivery date/time with service.

The contract shall be awarded on a lump sum basis as follows: the Total Base Bid Amount including any properly submitted and received bid modifications plus such successive Additive Bid Items as the Owner in its discretion decides to award in the manner set forth in Paragraph 12 of the Instructions to Bidders. **'Notice of Award' or 'Notice of Intent to Award' will be posted on eVA, Virginia Department of General Services' central electronic procurement website, at <https://eva.virginia.gov> and on Longwood University's The Office of Procurement Services: Public Postings <https://tkts.longwood.edu/>**

Contractor registration is required in accordance with Section 54.1-1103 of the Code of Virginia. See the Invitation for Bids for additional qualification requirements.

All executive branch agencies are directed to advance Executive Order 35, dated July 3, 2019.

DGS-30-256

(Rev. 07/21)

Copies of the Invitation for Bids documents, including the plans and the specifications, will also be available for inspection at the following locations and links below.

214-B5214-004 - DWGS_2025.10.01.pdf

214-B5214-004 - PROJECT MANUAL_2025.10.01.pdf

Sign in to the RRMM Architects, PC Info Exchange site

RRMM Architects, PC

115 S. 15th Street, Suite 502, Richmond, VA 23219

T: (804) 277-8987 Attn: Quintin Potter

Longwood University

Capital Design and Construction

201 High Street Farmville, VA 23909

T:(434) 395 2141

Attn: Carl Benhoff

BID FORM

DATE: _____

PROJECT: Longwood University
Lankford Hall: ADA Restroom
Renovation
201 High Street
Farmville, VA 23901
Project Code: 214-B5214-004

To: Commonwealth of Virginia
ATTN: Sheree Havens, Procurement Officer
Longwood University
201 High Street
Eason Hall Room G08H
Farmville, VA 23901

In compliance with and subject to your Invitation for Bids and the documents therein specified, all of which are incorporated herein by reference, the undersigned bidder proposes to furnish all labor, equipment, and materials and perform all work necessary for construction of this project, in accordance with the Plans and Specifications dated **June 13, 2025**, and the Addenda noted below, as prepared by **RRMM Architects, PC – RRMM, 115 S. 15th Street, Ste 502, Richmond, VA 23219** for the consideration of the following amount:

BASE BID (including the following parts but excluding work in Additive Bid Items):

PART A.

Lump sum price for construction of the building in accordance with the Plans and Specifications:

PART A = _____ Dollars (\$_____).

Base Bids for PART B shall be based on the estimated quantities indicated to be provided complete and in accordance with the applicable portions of the plans and specifications. Payment amounts for each of these items will be based on the actual quantities authorized, provided and approved times the unit prices indicated by the bidder. The final contract amount shall be adjusted upward or downward based on the actual payment amounts versus the bid amounts for PART B.

PART B - Self-Leveling Gypcrete floor system

Where required to provide a level floor surface, remove up to 1/4" of existing concrete, prepare existing concrete surface(s) and provide approximately 1/4" thick new gypcrete floor leveling system.

Estimated quantity of (100) SF @ \$ _____ per SF = _____

TOTAL BASE BID AMOUNT (Sum of PARTS A, B) IS:

_____ DOLLARS (\$_____)

Contract award will be based on the **TOTAL BASE BID AMOUNT shown above** (including any properly submitted bid modifications) plus as many Additive Bid Items taken in sequence as the Owner in its discretion decides to award.

The bidder has relied upon the following public historical climatological records:
NOAA/NCEI data for Farmville, VA.

Code of Virginia, § 2.2-4376.2 shall be applicable to the Work of the Contract.

The undersigned understands that time is of the essence and agrees that the time for Substantial Completion of the entire project shall be 60 consecutive calendar days from the date of commencement of the Work as specified in the Notice to Proceed, and Final Completion shall be achieved within 30 consecutive calendar days after the date of Substantial Completion as determined by the A/E.

* * * * *

Acknowledgment is made of receipt of the following Addenda: _____

If notice of acceptance of this bid is given to the undersigned within 30 days after the date of opening of bids, or any time thereafter before this bid is withdrawn, the undersigned will execute and deliver a contract in the prescribed form (Commonwealth of Virginia Contract Between Owner and Contractor, Form CO-9) within 10 days after the contract has been presented to him for signature. The required payment and performance bonds, on the forms prescribed, shall be delivered to the Owner along with the signed Contract.

Immigration Reform and Control Act of 1986: The undersigned certifies that it does not and shall not during the performance of the Contract for this project violate the provisions of the Federal Immigration Reform and Control Act of 1986, which prohibits employment of illegal aliens, or knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.

DISQUALIFICATION OF CONTRACTORS: By signing this bid or proposal, the undersigned certifies that this Bidder or any officer, director, partner or owner is not currently barred from bidding on contracts by any Agency of the Commonwealth of Virginia, or any public body or agency of another state, or any agency of the federal government, nor is this Bidder a subsidiary or affiliate of any firm/corporation that is currently barred from bidding on contracts by any of the same. We have attached an explanation of any previous disbarment(s) and copies of notice(s) of reinstatement(s).

Either the undersigned or one of the following individuals, if any, is authorized to modify this bid prior to the deadline for receipt of bids by writing the modification and signing his name on the face of the bid, on the envelope in which it is enclosed, on a separate document, or on a document which is telefaxed to the Owner:

I certify that the firm name given below is the true and complete name of the bidder and that the bidder is legally qualified and licensed by the Virginia Department of Professional and Occupational Regulation, Board for Contractors, to perform all Work included in the scope of the Contract.

Virginia License No.: _____	Bidder: _____ (Name of Firm)
Contractor Class: _____	By: _____ (Signature)
Specialty: _____	Valid until: _____
FEIN/SSN: _____	Title: _____

If General Partnership (List Partners' Names)

Business Address:

Telephone # _____

FAX # _____

If Corporation, affix Corporate Seal &
list State of Incorporation

State: _____

(Affix Seal)

Virginia State Corporation Commission ID No.: _____; or

If Contractor is a foreign business entity not required to be authorized to transact business in the Commonwealth under Titles 13.1 or 50 of the Code of Virginia, or as otherwise required by law, please provide an explanation as to why such entity is not required to be so authorized: _____

Agency Small Business Minimum Participation Requirement: 20%

Contractor's Proposed Small Business Participation: _____ %
(required)

***SWaM Participation is REQUIRED to be completed and match the minimum Participation requirement, fail to complete form in its entirety will result in a non-responsive bid**

PREBID QUESTION FORM

(Use separate Form for each question submitted.)

Date: _____

Project Title: Longwood University – Lankford Hall: ADA Restroom Renovation

Project Code No.: 214-B5214-004

The following question concerns Drawing Sheet (number) _____:

The following question concerns Specifications Section (number) _____, page _____, paragraph _____:

All responses to questions will be made by Addendum.

Question submitted by: _____

Name

Organization

Bidders shall submit form to:

Sheree Havens, Procurement Officer

Longwood University

Name

Organization

Email address: procurement@longwood.edu

Vendor eVA Registration Requirements

eVA Business-to-Government Vendor Registration, Contracts, and Orders: *The eVA Internet electronic procurement solution, web site portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide construction and/or professional services to the Commonwealth shall participate in the eVA Internet e-procurement solution by completing the free eVA Vendor Registration. All bidders or offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the bid/proposal being rejected.*

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees can be found on the eVA website at <https://eva.virginia.gov/eva-billing.html>.

eVA Orders and Contracts: *It is anticipated that the contract will result in multiple purchase orders (i.e., one for each delivery requirement) with the applicable eVA transaction fee assessed for each order.*

LONGWOOD UNIVERSITY'S STANDARDS FOR CAMPUS CONSTRUCTION PROJECTS**March 1, 2023**

Longwood University has established these standards to ensure a safe environment, limit disruptions to the daily business of the University, and preserve the campus appearance while allowing construction projects to be accomplished on campus.

General

- Maps and directions are available <https://www.longwood.edu/about/directions/>.
- These standards also apply to vendors doing business with the University.
- No work shall begin until a pre-construction meeting is held to address safety, construction area fencing, construction traffic, contractor vehicle parking, and work hours.
- Some projects will require the contractor's vehicles to park in off-campus parking areas.

Safety

- Personnel safety is the highest priority.
- The contractor bears sole responsibility for the safety of his or her employees. The contractor is expected to take all necessary steps to establish, administer, and enforce safety rules that meet the regulatory requirements of the Virginia Department of Labor and Industry (VDLI), federal and state Occupational Safety and Health Administration (OSHA) organizations, and Longwood University. The regulations include, but are not limited to:
 - Virginia Statewide Fire Prevention Code for projects affecting occupied
 - structures
 - Title 29 of the Code of Federal Regulations (CFR) Parts 1910, Occupational Safety and Health Administration (OSHA) Standards for General Industry
 - Title 29 of the CFR Parts 1926, OSHA Standards for the Construction Industry
 - The Longwood University Environmental Health and Safety Department web page <http://solomon.longwood.edu/ehs/construction-safety/>
- The contractor bears sole responsibility for communication of safety-related information and requirements to his or her subcontractors. Contractors shall ensure that their subcontractors comply with the requirements listed herein.
- Vehicles shall not be parked in any location that blocks a building's emergency exits.
- Construction sites shall be secured at the end of each day using a dual lock system that will allow after-hours access for personnel from the Longwood University Police or Facilities Departments.
- If required, the contractor must obtain Longwood ID cards. This document <https://www.longwood.edu/media/capital-design-and-construction/public-site/Contractor-Identification-Cards-Feb-20-2023.pdf> contains specific requirements and procedures.

University Business

- Contractor's workers shall not interface with students. Inappropriate behavior by any worker will result in immediate removal from the project.
- Contractors shall work with the University project manager to coordinate service and pedestrian access to the project area, adjacent buildings, and major pedestrian walkways.

- Work schedules are subject to quiet times for student exams and other University functions. Jack-hammering and other excessive noise may be prohibited during certain specific periods.
- During student move-in and move-out periods, the contractor should limited delivery and construction vehicle traffic.
- Work near, or disruptions to, utility lines will require advance notice and approval by the University.

Campus Appearance

- It is the intent of the University for the campus to appear as good as or better than before the start of each construction project.
- Equipment that leaks any fluid will not be allowed on campus.
- Equipment shall not drive or park on grass areas or sidewalks. Access may be allowed if first approved by the University project manager.
- Before any vehicle or equipment travels over University grass areas or sidewalks, providing permission has been granted, the contractor shall place protective mats over the surfaces to protect against structural damage, tire marks, and stains.
- Dust, smoke, or fumes created by the project shall be controlled or mitigated.
- Any damage to University property, such as residue from leaked fluids on sidewalks or pavement, tracks in grass areas, or damage to trees, shrubs, sprinkler systems, signs, light posts, or other University property shall be restored, repaired, or replaced before final payment will be made for the project work.

CONTRACTOR PUBLIC SAFETY RELATED ISSUES MEMO**MEMORANDUM**

TO: All Contractors Performing Activities at Longwood University

FROM: Longwood University Police Department

SUBJECT: Contractor Public Safety Related Issues

For a safe and orderly process during your activity at Longwood University the procedures below shall be followed:

- All contractor vehicles, to include sub-contractors that will be parked on University property, must have a "Contractors Parking Pass". These can be obtained in the Parking Services Office located on the 2nd floor of Eason Hall, Monday through Friday between 8:30 a.m. and 4:00 p.m. The fee for the Contractors Parking Pass is \$10.00 per vehicle, paid by cash or check in the Cashiering Office located across from the Parking Services Office on the 2nd floor of Eason Hall, and is valid for the duration of the project. Parking will be designated per request. Parking in any other location than designated spots will be subject to a \$50.00 parking ticket. Three unpaid tickets will mean that subsequent tickets will also be accompanied by a tow from the property at the vehicle owner's expense.
- All Contractors, to include Sub-Contractors, shall obtain a Contractors ID Card from Longwood University Lancer Card & Campus Services Office located on the 2nd floor of Eason Hall, Room 205A. Lancer Card & Campus Services hours are Monday through Friday, 8:30 a.m. to 4:00 p.m. The fee for an ID Card is \$8.00, paid by cash or check in the Cashiering Office located across from the Lancer Card & Campus Services Office on the 2nd floor of Eason Hall. If an ID Card is lost, there is a \$15.00 replacement fee. Anyone found on site without their card will be removed from the work site until an ID card is produced. This requirement is waived if the Contractor/Sub-Contractor employees wear a company uniform (e.g., a shirt), that displays the company's name.
- It is the responsibility of the contractor to make sure that no registered Sex offenders are employed on any of the contractor job at Longwood University.
- It is the responsibility of the contractor to make sure that all employees are legal aliens with appropriate documentation while working at Longwood University.
- Contractors that will be disrupting alarms in any facility on campus must notify the Longwood University Police Department at least 24 hours in advance to work out details on maintaining the security of the facility and to assure that appropriate documentation of such outage is completed.
- All contractors performing work for Longwood University are expected to take appropriate measures when disrupting traffic or requesting street closures for more than a few minutes. Contractors must communicate with the Longwood Police Department through the Longwood University Project Administrator at least 48 hours prior to the closure or disruption.
- Temporary traffic disruptions must be coordinated through the Longwood University Project Administrator. The contractor creating the disruption must provide Flagmen. Temporary disruptions should not exceed 30 minutes.
- Traffic disruptions that have a longer term of duration must also be coordinated with the Longwood Police Department. A minimum of a two business days' notice is required for significant traffic disruptions. The Police Department will assess the situation and the Police Department will dictate measures to be

taken by the contractor to ensure public safety. This can include the need for police control of the situation at the contractor's expense.

LONGWOOD UNIVERSITY SITE REGULATIONS

The contractor shall conduct his operations in compliance with the regulations established by the University for the construction site and personnel. Such regulations will be prescribed as necessary by the Director of the Facilities Management Department or such persons as he may direct. The regulations shall include, but shall not be limited to the following:

1. The contractor shall schedule work in cooperation with the University. Normal work hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. Any deviations from these work hours will be approved by the University. All necessary interruptions to the University utilities and roadways shall be kept to a minimum and shall be coordinated with the University two work days (48 hours) prior to the outage. The contractor shall coordinate the work with the University to ensure continual operation of the University functions. The contractor shall provide a schedule of work for approval by the University. Schedule shall be updated as needed.
2. The contractor shall confine equipment, the storage of materials and equipment, and the operation of his forces to the immediate vicinity of the project in the areas designated by the University.
3. The contractor shall exercise extreme care to protect University property during his operations. The contractor shall restore to original condition any plantings, grassed areas, utilities, roads, structures, and other University facilities damaged as a result of his operations, and at no additional cost to the University. Any damage including damage to finished surfaces resulting from the performance of this contract shall be repaired to the University's satisfaction at the contractor's expense.
4. The contractor shall be required to manage the project in a safe manner so as to protect University personnel, students, and visitors from injury. Sites are to be appropriately designated by signs, fenced and flagged. Minimum fence to be equal to 6' tall chain link panel.
5. The parking of the vehicles belonging to the contractor, his employees, and his subcontractors shall be limited to the areas designated by the University. In no event will they be parked on lawns or sidewalks. Parking permits will be required by the University. Permits are available in the Parking Services Office located on the 2nd floor of Eason Hall.
6. No signs or advertisements shall be posted on University property unless approved by the University.
7. The contractor may use University sanitary facilities, water and power. Any modifications of these utilities required by the contractor shall be made by the contractor at his expense. These modifications may be made only after receiving written permission from the Facilities Management Department. Contractor shall remove modifications upon completion of project. No charges to the contractor will be made by the University for the use of University utilities unless persistent wastage occurs. In such cases, the contractor will be charged for the utilities at the same rates the University pays for them.
8. The work site shall be kept in such an orderly fashion as to not unduly interfere with the progress of the work or the work of any other contractor. Trash/debris shall be collected daily and removed by the contractor.
9. All contractor/sub-contractor personnel, if not wearing a company uniform that displays the company's name, must obtain a Contractors ID Card from the Longwood University Lancer Card & Campus Services Office located on the 2nd floor of Eason Hall, Room 205A. Lancer Card & Campus Services hours are Monday through Friday, 8:30 a.m. to 4:00 p.m. The fee for an ID Card is \$8.00, paid by cash or check in the Cashiering Office across from Lancer Card & Campus Services Office on the 2nd floor of Eason Hall.

Anyone found on site without their ID card will be removed from the work site until an ID card is obtained or produced.

10. The contractor shall be responsible for properly security any equipment or material prior to leaving the site to prevent damage to both secured and installed material and equipment.
11. The contractor shall be responsible to secure and monitor concrete until it hardens and held accountable for damage incurred prior to hardening.
12. Sensitivity to the unique nature of the University environment is essential. A high standard of civility must be maintained by contractors and their employees for a meaningful learning environment to exist. Behaviors displayed by contractor's employees, such as catcalling, whistling, leering, and other similar gestures or comments of a sexual nature made toward students or employees of the University, have the very real potential of creating serious liabilities for the University and the contractor. They cannot be tolerated by the University and contractor's employees exhibiting such behavior will be barred from the work site permanently. Chronic problems of this nature may be deemed a material breach of the construction agreement. Title IX of the Education Amendments of 1972 creates legal claim rights for University students, visitors or employees sexually harassed by third parties such as contractors and their employees.

Longwood University Holiday and Winter Closing Schedule for 2025

The following official university paid holidays for 2025 will not require the use of annual or compensatory time. Recognition Days awarded are also noted below.

Wednesday, January 1	New Year's Day	Closed
Monday, January 20	MLK Day	Closed
Monday, March 10	Spring Break	Closed (G. Washington Day 2/17)
Friday, May 23	Recognition Day	Closed (Recognition Day)
Monday, May 26	Memorial Day	Closed
Thursday, June 19	Juneteenth	Closed
Friday, July 4	Independence Day	Closed
Monday, September 1	Labor Day	Closed
Wednesday, November 26	Day before Thanksgiving	Closed - See Below
Thursday, November 27	Thanksgiving Day	Closed
Friday, November 28	Day after Thanksgiving	Closed
Monday, December 22	Winter Break	Closed (Columbus Day 10/13)
Tuesday, December 23	Winter Break	Closed (Election Day 11/4)
Wednesday, December 24	Additional Holiday Time (4hrs)	Closed – See Below
Thursday, December 25	Christmas	Closed
Friday, December 26	Additional Holiday Time (8hrs)	Closed
Monday, December 29	Winter Break	Closed (Veterans Day 11/11)
Tuesday, December 30	Winter Break	Closed (Recognition Day)
Wednesday, December 31	Winter Break	Closed (Recognition Day)
Thursday, January 1, 2026	New Year's Day	Closed
Friday, January 2, 2026	Winter Break	Closed (Recognition Day)

Additional Winter Break Closings

Wednesday, November 26 - University is closed all day
(4 hours charged to recognition leave and 4 hours charged to state holiday.)

Wednesday, December 24 - University is closed all day
(4 hours charged to recognition leave and 4 hours charged to state holiday.)

Longwood University

Holiday and Winter Closing Schedule for 2026

The following outlines the official university paid holidays and designated recognition days for 2026. Dates not covered by paid holidays or recognition days will require the use of available leave: family personal, annual, compensatory, overtime, or recognition.

Thursday, January 1	New Year's Day	Closed
Friday, January 2	Day after New Year's	Closed (2025 Recognition Day)
Monday, January 19	Martin Luther King, Jr. Day	Closed
Monday, March 9	Spring Break	Closed (G. Washington Day 2/16)
Friday, May 22	Recognition Day	Closed (Recognition Day)
Monday, May 25	Memorial Day	Closed
Friday, June 19	Juneteenth	Closed
Friday, July 3	Independence Day (observed)	Closed
Monday, September 7	Labor Day	Closed
Friday, October 9	Fall Break	Closed (Recognition Day)
Wednesday, November 25	Day before Thanksgiving	Closed (4 hours charge to available leave and 4 hours charge to state holiday.)
Thursday, November 26	Thanksgiving Day	Closed
Friday, November 27	Day after Thanksgiving	Closed
Monday, December 21	Winter Break	Closed (Columbus Day & Yorktown Victory Day 10/12)
Tuesday, December 22	Winter Break	Closed (Election Day 11/3)
Wednesday, December 23	Winter Break	Closed (Veterans Day 11/11)
Thursday, December 24	Additional Holiday	Closed
Friday, December 25	Christmas	Closed
Monday, December 28	Winter Break	Closed (Recognition Day)
Tuesday, December 29	Winter Break	Closed (Recognition Day)
Wednesday, December 30	Winter Break	Closed (Recognition Day)
Thursday, December 31	Winter Break	Closed (8 hours charge to available leave.)



Campus Map



KEY LOCATIONS

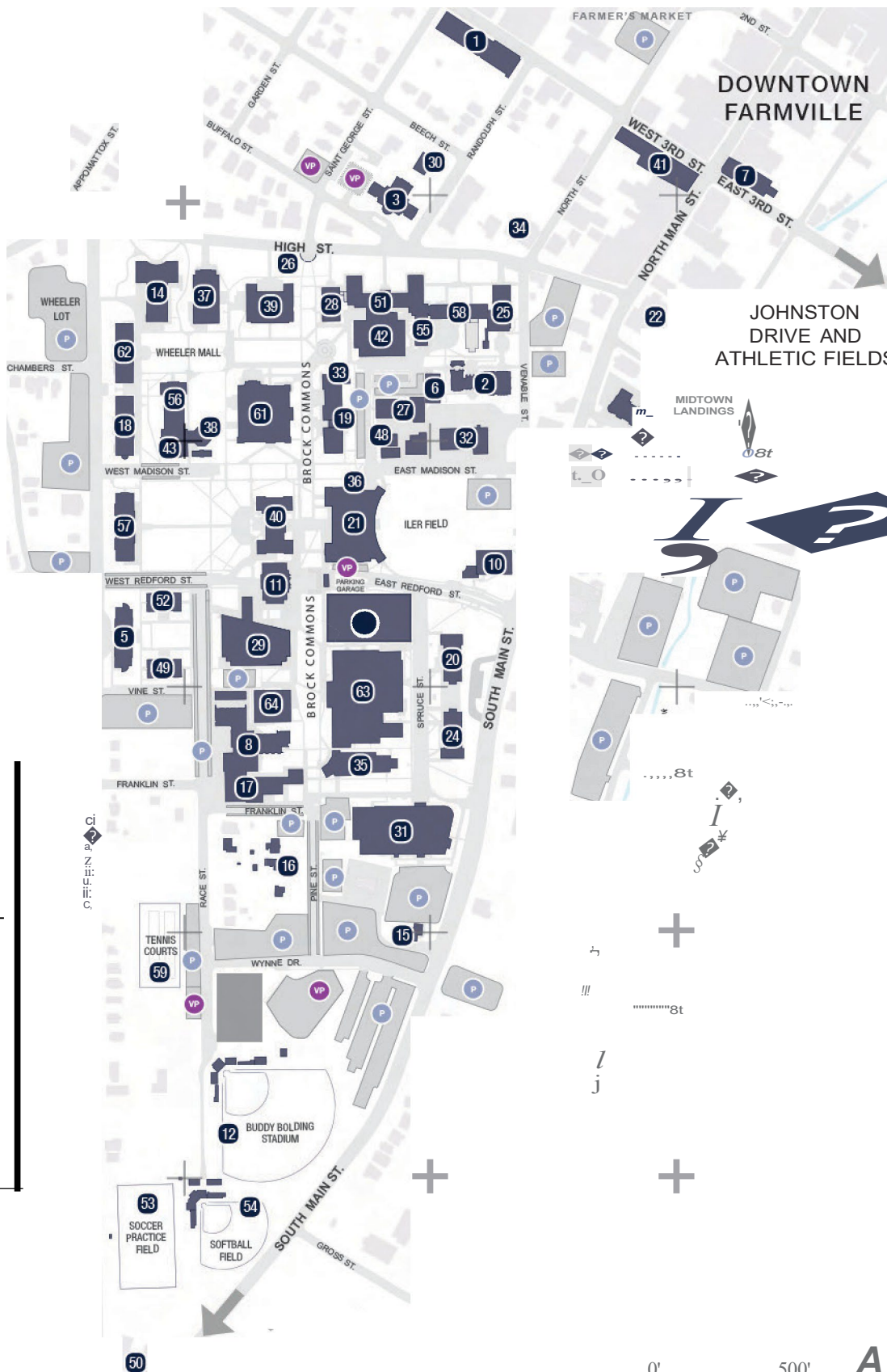
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MAIN CAMPUS RESIDENCE HALLS

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C:D
GB

Phone:
(434) 395-2000

Website:
Longwood.Odu



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Campus Map Directory

# BUILDING	GRID	# BUILDING	GRID	# BUILDING	GRID
0 315 W. 3rd St.	A4	a Dorrell Dining Hall	C4	l) McCorkle Hall	B3
f) Radcliff Hall	B4	fa Farmville Town Hall	C3	CD Midtown Landings NE	B4
l) Charter Hall	B3	fi) First Avenue Field	B4	&) Midtown Landings NW	CS
U Brock Hall	C5	fJ French Hall	C1	l) Midtown Landings SE	C4
		fJ Gateway	D4	CD Midtown Landings SW	C4
0 ARC Residence Hall	C2	Ci) Graham Hall	B4	l) Recycling Center	B3
0 Barlow Hall	B3	fJ Grainger Hall	B3	l) Register Residence Hall	C3
0 Barnes & Noble Bookstore	AS	fb Hardy House	B3	l) Robert Russa Moton Museum	F2
(!) Bedford Hall	D3	fzi) Greenwood Library	B3	ED Sharp Residence Hall	B3
Q!!) Bristow Hall	B4	fi) Pierson Hall (Health & Fitness Center)	C3	l) Soccer Practice Field	C2
Gt Brock Hall	C3	8i Heating Plants	D3	lt Softball Field	F3
OJ Buddy Bolding Stadium - Baseball Field	E3	IE Hiner Hall	B4	GD Stevens Hall	B4
o) Centra Southside Community Hospital	A1	9 Hotel Weyanoke	B3	IID Stubbs Residence Hall	C2
ID Chichester Science Center	B2	ID Hull Hall	B4	l) Tabb Hall	B4
G) Clark House	E3	€i) Jarman Hall	D3	Eli) Tennis Courts (Race Street)	E2
III) Clean Virginia Waterways	D3	ID Jeffers Hall	C3	cm> Upchurch University Center	B3
m Communication Studies and Theatre	D3	IIi) Lankford Hall	B3	CD Wheeler Residence Hall	B2
Gi) Cox Residence Hall	B2	CD Longwood Center for the Visual Arts	C3	CI Willett Hall	D3
lii) Coyner Hall	B3	G Murgans Alumni Center	A4	(i9 Wygal Hall	D3

Lancer Park

Johnston Drive and Athletic Fields

