



COMMONWEALTH OF VIRGINIA  
STANDARD CONTRACT

Contract No. UCPJMU5326

This contract entered into this 12<sup>th</sup> day of November 2018, by Central Virginia Rental hereinafter called the "Contractor" and Commonwealth of Virginia, James Madison University called the "Purchasing Agency".

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


SCOPE OF CONTRACT: The Contractor shall provide the services to the Purchasing Agency as set forth in the Contract Documents.

PERIOD OF PERFORMANCE: From November 15, 2018 through November 14, 2019 with 6 one-year renewal options.

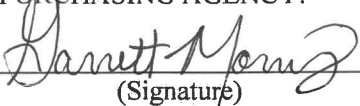
The contract documents shall consist of:

- (1) This signed form;
- (2) The following portions of the Request for Proposal #JGM-999 dated May 1, 2018:
  - (a) The Statement of Needs,
  - (b) The General Terms and Conditions,
  - (c) The Special Terms and Conditions together with any negotiated modifications of those Special Conditions;
  - (d) Addendum No. One dated May 18, 2018
  - (e) Addendum No. Two dated June 8, 2018
  - (f) Addendum No. Three dated July 5, 2018
- (3) The Contractor's Proposal dated July 16, 2018 and the following negotiated modification to the Proposal, all of which documents are incorporated herein.
  - (a) Negotiations Summary, dated October 10, 2018.

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

CONTRACTOR:  
By:   
(Signature)  
Tim McIntosh  
(Printed Name)

Title: Regional Manager

PURCHASING AGENCY:  
By:   
(Signature)  
Garrett Morris  
(Printed Name)  
Title: Buyer Senior

1. Contractor Pricing Schedule:

- a. Contractor shall provide the purchasing agency with 10% off of the retail list price found at <https://www.cvrrental.com/index.asp>
- b. Tent and stage rental pricing to include accessories and skirting shall be inclusive of labor for set-up and take-down.
- c. \$45/hour per person for additional labor costs as requested by the Purchasing Agency with a one (1) hour minimum charge and quarterly increments thereafter at \$11.25. This service shall include the set up and take down of chairs and tables. The Purchasing Agency will provide the following:
  - i. Instructions and or diagram of the area in which the tables and chairs will be setup.
  - ii. Should the Purchasing Agency not request the setup and takedown of tables and chairs, inventory will be stacked at a mutually agreed upon pickup/delivery location.
- d. Replacement cost for damaged or lost items shall be determined at a fair market value depending upon condition and age of the item. The replacement charge shall not exceed the Contractor's current cost *plus* freight. Contractor shall provide documentation of item cost to the Purchasing Agency's request.
- e. Contractor shall not require the Purchasing Agency to place a deposit on rental items.
- f. The Contractor shall only apply a cancellation charge to tent reservations if cancellation notice is provided by the Purchasing Agency 24 hours or less prior to delivery. This cancellation charge shall be 50% percent of the total tent rental fee. Any cancellations outside of twenty-four (24) hours shall not incur a cancellation fee.
- g. The performance of all scheduled equipment rentals shall be subject to government regulations, civil disorders, disasters, inclement weather, or any events making it illegal or impossible to hold the event for which the rental is for. It is provided that the equipment rental may be terminated without liability including cancellation fees for any one or more of such reasons by prompt written notice from one party to the other. Each affected Party further agrees to use its best efforts to correct the Force Majeure Event as quickly as practicable and to give the other Party prompt written notice when it is again fully able to perform such obligations.
- h. Delivery charges shall include the delivery *and* pick up of rented items. Delivery charges per truck are as follows:

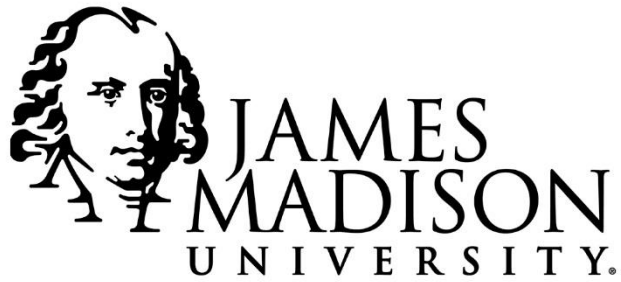
School	Delivery/Pick-Up
James Madison University	\$90.00
University of Virginia	\$90.00
George Mason University	\$400.00
University of Mary Washington	\$280.00



**RFP # JGM-999 Special Event Equipment Rental  
Negotiation Summary for Central Virginia Rental  
October 10, 2018**

College of William & Mary	\$480.00
Old Dominion University	\$680.00
Virginia Commonwealth University	\$272.00
Longwood University	\$288.00
Virginia Military University	\$90.00
Virginia Tech	\$320.00
Radford	\$336.00

2. The Purchasing Agency will issue a purchase order for each order based upon a quote provided by the Contractor. No additional agreements, order forms, or signatures will be required.
3. The Contractor has disclosed all potential fees. Additional charges will not be accepted.
4. Payments shall be made in accordance with the Code of Virginia, §2.2-4347 through 2.2-4354, Prompt Payment.
5. For all James Madison University orders Contractor shall:
  - a. Notify Julie Bubb Dove, JMU Facilities Management Administration, 540-568-4103, [bubbja@jmu.edu](mailto:bubbja@jmu.edu) upon receiving **ANY** James Madison University rental order for a temporary structure, in order for James Madison University to obtain proper permits and to mark underground utilities.
  - b. Provide timely notification that a temporary structure is scheduled to be installed. James Madison University will mark underground utilities in the installation area. Contractor shall be responsible for ensuring that underground utilities are not compromised during the installation of a temporary structure on-campus.
6. Contractor shall provide, to the satisfaction of Purchasing Agency, an ample amount of trained personnel, delivery vehicles, and support to provide well maintained rental items that are delivered and picked up within the specified timeframe to complete an order placed by the Purchasing Agency.
7. The Contractor shall provide uniforms for all personnel assigned to work at the University. Uniforms will contain the Contractor's name. Uniforms shall be worn at all times while on University property to designate Contractor affiliation. Contractor shall not use unpaid or volunteer JMU student labor during deliveries or installation.
8. The Contractor warrants the services under the contract will be performed: (a) in a diligent, professional and workmanlike manner in accordance with the highest applicable industry standards; (b) in accordance with this Agreement and the applicable Statement(s) of Work; and (c) by experienced and qualified personnel.
9. Contractor shall provide proper permitting, spec sheets, and material flammability sheets for tents, stages, and inflatables upon request from the Purchasing Agency.



*REQUEST FOR PROPOSAL: RFP# JGM-999*

A Special Event Equipment Rentals Proposal Submitted to  
James Madison University in Association with VASCUPP  
in partial fulfillment of the requirements for the Proposal RFP# JGM-999.

By

CVR Rentals Inc.  
*DBA*



Waynesboro, Virginia

July 16, 2018

## PROPOSAL ABSTRACT

Proposal: RFP# JGM-999  
Title: Special Event Equipment Rentals  
Issuing Agency: Commonwealth of Virginia  
James Madison University  
Procurement Services MSC 5720  
752 Ott Street, Wine Price Building  
First Floor, Suite 1023  
Harrisonburg, VA 22807  
Issue Date: 5/01/2018  
Submission Deadline: July 19, 2018 at 2:00 PM

Firm: CVR Rentals Inc.  
DBA Central Virginia Rentals  
2482 Jefferson Highway  
Waynesboro, VA 22980  
(540) 943-8173  
CVRRental.com  
Contact: Tim McIntosh  
[tmcintosh@CVRRental.com](mailto:tmcintosh@CVRRental.com)

Servicing Locations: Harrisonburg:	3380 Emmaus Road Harrisonburg, VA 22801 (540) 433-7368 Contact: Randy High <a href="mailto:rhigh@CVRRental.com">rhigh@CVRRental.com</a>
Staunton:	701 Richmond Road Staunton, VA 24401 (540) 886-7500 Contact: Wenda Fortney <a href="mailto:wfortney@CVRRental.com">wfortney@CVRRental.com</a>
Charlottesville:	1141 River Road Charlottesville, VA 22901 (434) 977-5917 Contact: Keith Showalter <a href="mailto:kshowalter@CVRRental.com">kshowalter@CVRRental.com</a>
Lexington:	101 Memorial Lane Lexington, VA 24501 (540) 464-4287 Contact: Jarrod Gleason <a href="mailto:jgleason@CVRRental.com">jgleason@CVRRental.com</a>
Waynesboro:	2482 Jefferson Highway Waynesboro, VA 22980 (540) 943-1979 Contact: Steve Balser <a href="mailto:sbalser@CVRRental.com">sbalser@CVRRental.com</a>

## TABLE OF CONTENTS

PROPOSAL ASTRACT.....	i
I. Proposal Details .....	2
On Demand Event Equipment Rental.....	2
1. General.....	2
a. ....	2
b. ....	2
c. ....	3
d. ....	3
e. ....	3
f. ....	3
2. Equipment .....	4
a. ....	4
b. ....	4
c. ....	5
d. ....	6
e. ....	8
f. ....	9
g. ....	9
h. ....	10
i. ....	14
3. Service .....	14
a. ....	14
b. ....	14
c. ....	15
d. ....	15
V. Proposal Preparation and Submission .....	16
B. Specific Proposal Instructions .....	16
6. ....	16
X. Pricing Schedule .....	16
A. On Demand Event Equipment Rental .....	16
1. Pricing .....	16
2. Delivery / Pick-up Charges .....	16
3. Delivery / Pick-up Charges by Zone .....	17
APPENDICES .....	18
Appendix A – CVR Back of Contract .....	19
Appendix B – CVR Certificate of Liability .....	21
Appendix C – CVR Credit Application .....	23
Appendix D – Signature Stage Instructions .....	26
Appendix E – Stage Engineer Stamp.....	41
Appendix F – Price Listing .....	45
ADDENDUMS .....	51
Request for Proposal Signature Page .....	52
Acknowledgement FRP#JGM-999 Addendum #1 .....	53
Acknowledgement FRP#JGM-999 Addendum #2 .....	54
Acknowledgement FRP#JGM-999 Addendum #3.....	55
ATTACHMENTS.....	56
Attachment A .....	57
Attachment B .....	58

## ***I. Proposal Details***

### **A. On Demand Event Equipment Rental**

#### **1. General**

- a. Describe ability to provide special event rental services for small or medium, multi-location events. Be specific in detailing the event from beginning to end including ability to provide set-up and take-down services.

CVR provides planning in preparation for your special event needs. Our Special Event Coordinators are trained in knowledge of our products, our services, local and states licensure, and possess the ability to provide a CAD Drawing for the event. Reservations are made in person, over the phone, and by email. Quotes are made on-line at our website ([www.CVRRental.com](http://www.CVRRental.com)) – however, these are Quotations only and must be confirmed either in person, by phone, or by email with the servicing location to be turned into a Reservation. All reservations are based upon inventory availability and a first-come, first-serve basis. Special Event Coordinators’ review with the customer to ensure that rental solutions are provided to meet all special event needs. Once these reservations are finalized, the special event coordinator will contact the customer the week prior to the event to confirm pick-up by the customer, and / or delivery of the reserved items. If items are being delivered, fees apply based upon the number of vehicles required for delivery and pick-up. Delivery and Pick-Up are based upon curbside services. Additional fees may apply if rental inventory is unable to be handled curbside.

Upon delivery to the venue(s) – CVR will erect tents, stage, install lighting, fans, and set dance floor. All other ancillary items – including, but not limited to, tables, chairs, linens, dishware, flatware, serving equipment are staged in like groupings in an appropriate manner. CVR does not offer set-up of tables and chairs.

CVR prefers that all tables and chairs be taken down and stacked in like manner as they were delivered. Should such items not be stacked accordingly, CVR will take-down and / or stack tables and chairs as needed for assessed fee. Upon completion of the event and during the agreed upon pick-up window, CVR will remove all rental items from the venue(s). CVR offers a non-refundable damage waiver program which equates to twelve (12) percent of the rental cost to cover accidental damage to inventory items on the rental contract. Should JMU not choose this option, then CVR would bill JMU replacement costs for any damaged inventory. CVR makes every effort to return the area footprint back to its original setting.

- b. Unanticipated events may be held with little to no notice. Describe the expected turnaround time for events at James Madison University and how tight deadlines are met.

CVR makes every effort to provide solutions for our Customer’s Rental Needs. When a customer contacts CVR’s Special Event Coordinator, he / she will search the database of our six (6) locations and determine availability and location of the needed items. CVR has several vehicles that operate between our locations – providing for the logistics of moving inventory in an

*I.A.1.b. - Continued*

efficient, timely manner. Typically, if the inventory is available, last minute requests can be provided for either same business day or next business day.

- c. Describe in detail warranty given on all equipment and service.

All rental inventory will be cleaned, serviced, safety inspected, and rental ready upon receipt by the Customer. CVR will make every realistic effort to provide services and equipment that are at or above rental industry standards. Should a situation arise, Customer are given a contact name and number for the servicing location to contact. Once contacted, CVR will make every realistic effort to assist the customer in rectifying any concerns with services or rental inventory. A detailed listing of Warranties and Services is provided upon the rear side of our contracts, is available, as well, on-line at our website ([www.CVRRental.com](http://www.CVRRental.com)), and is attached to this writ.

- d. Describe in detail cancellation requirements.

Customers who reserve Special Event Inventory Items, including but not limited to: tables, chairs, stage, dance floor, linens, dishware, flatware, glassware, and serving equipment may cancel their reservation without penalty up until the 24 hours' notice. Within 24 hours, CVR reserves the right to charge for any items that have already been obtained, prepared and loaded. Special Order Linens – linens that are not maintained in CVR's Inventory stock, must be cancelled one week prior to the event. Tents must be cancelled one week prior to the event set date. CVR will charge a minimum of fifty percent (50%) of the tent rental fee, if cancelled within one week of the event set date. CVR reserves the right to charge one-hundred percent (100%) of the tent rental fee for any tent cancelled within seventy-two (72) hours of the event date.

- e. Identify any certifications and licenses that the contractor and or employee(s) may currently hold.

CVR is a licensed rental inventory, small business (SWAM) operating in the United States. CVR belongs to and is recognized by The American Rental Association ([www.ararental.org](http://www.ararental.org)). Opening in 1972, CVR is the oldest, active member of the Greater Augusta Regional Chamber of Commerce ([www.augustava.com](http://www.augustava.com)). CVR is licensed dealer for Wacker Neuson Group ([www.wackerneuson.com](http://www.wackerneuson.com)). CVR is a licensed dealer for Interstate All Battery Center ([www.interstatebatteries.com](http://www.interstatebatteries.com)). CVR team members are trained and appropriately licensed to care for all our rental inventory – including, but not limited to: Small Contractor / Homeowner equipment rental, Special Event equipment rental, Warehouse (On-Site / Mini warehouse) rental, Vehicle Rental, and Property Rental.

- f. Describe invoicing procedure. Provide sample invoice with proposal.

CVR offers Account status to all customers in good standing and requesting as such. Such accounts are based upon a net thirty (30) days following their monthly invoice. CVR reserves the right to apply interest charge on any outstanding charges beyond thirty (30) days. See attached Credit Application and Example Invoice.








## 2. Equipment

- a. Provide a link to your firm's online special event rental catalog.



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

- b. Describe seating options including the maximum number of uniform chairs that can be accommodated with one order. Include seating specifications, colors, etc. Provide descriptive literature, specifications and pictures, of seating options being offered.

CVR rents several seat options – including, but not limited to: Brown Folding, Bone Folding, White Folding, White Fan Back Folding, Black Fan Back Folding, Natural Wood Folding with Cushion, and Cross Back Wood Stacking with Cushion. Each of these are also available for viewing on our website. Quantities are listed below:

Chair Options	Quantity Available	Picture
Brown Folding	2,500	
Bone Folding	500	
White Folding	2,250	
White Fan Back Folding	2,000	
Black Fan Back Folding	375	

*I.A.2.b. - Continued*



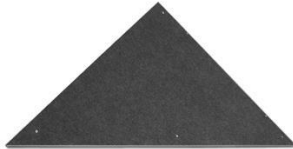
Natural Wood Folding w/ Cushion	225	
Cross Back Wood Stacking w/ Cushion	225	

Please note, image is for reference only. Actual item may look slightly different.



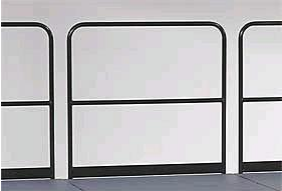
Additional quantities can be obtained with proper notice based upon availability.

- c. Describe staging options to include various sizes, styles, skirting etc. Provide descriptive literature, specifications, and pictures of staging being offered.

CVR stage pieces are in four feet by four feet (4'x4') pieces. Staging can be set at standard heights of twelve inches (12"), eighteen inches (18"), and twenty-four inches (24"). Additional heights, beyond these standard heights, can be obtained for an additional cost. Please note that any stage platforms set at twenty-four inches (24") or above requires guardrails (four feet – 4' sections), steps (four feet – 4' section with a maximum singular unit height of twenty-four inches – 24") and / or ramping with handrails. CVR offers these as an additional rental as well. In addition, CVR also carries a unique triangular corner section and rounded edge section as well. Attached you will find a PDF of our Staging Manufacture as well as our Stage Engineer Stamp Documentation.



Stage Options	Picture
4 Feet by 4 Feet Sections	
Stage Curve	
Stage Triangle	

*I.A.2.c. - Continued*

Stage Ramp w/ Handrail	
Stage Steps w/ Handrail	
Stage Guardrail	

Please note, image is for reference only. Actual item may look slightly different.


Additional quantities can be obtained with proper notice based upon availability.

Skirting Options	Picture
8 Feet / 13 Feet Black Skirting	
8 Feet / 13 Feet White Skirting	









Please note, image is for reference only. Actual item may look slightly different.

Additional quantities can be obtained with proper notice based upon availability.

- d. Describe table options to include various sizes and styles. Provide descriptive literature, specifications, and pictures of tables being offered.

Table Options	Picture
6 Feet Banquet	

*I.A.2.d. - Continued*

8 Feet Banquet	
6 Feet Press	
8 Feet Press	
60 Inch Round	
48 Inch Round	
36 Inch Round	
Cocktail Round	
Cocktail Square	

*I.A.2.d. - Continued*

Cocktail Barrel	
Bartop Barrel	

Please note, image is for reference only. Actual item may look slightly different.





Additional quantities can be obtained with proper notice based upon availability.

- e. Describe tent options to include various sizes and styles and associated cost. Provide descriptive literature, specifications, and pictures of tents being offered.


CVR is a licensed sales agent and installer of tent structures and related ancillary items from the following manufactures / dealers:

- Anchor Industries Incorporated ([www.anchorinc.com](http://www.anchorinc.com))
- Warner Shelter Systems Limited ([www.wssl.com](http://www.wssl.com))
- Tent and Table Company LLC ([www.tentandtable.net](http://www.tentandtable.net))

CVR currently carries the following pole and frame style tents within its' rental inventory:

Tents Options	Picture
10 Feet Wide Pop-Up Tents	
10 Feet Wide Frame Tents	
20 / 30 Feet Wide Canopy Tents	
10 Feet Wide Marque Tents	

*I.A.2.e. - Continued*

20 Feet Wide Frame Tents		
20 Feet Wide Peak Tents		
30 Feet Wide White / Clear / Combination Frame Tents		
45 Feet Wide Translucent Wooden Pole Tents		
30 / 40 / 60 Feet Wide Pole Tents		


Please note, image is for reference only. Actual item may look slightly different.

Additional quantities can be obtained with proper notice based upon availability.



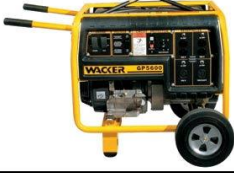


- f. Describe mobile portable sanitation unit options to include various sizes and styles and associated cost. Provide descriptive literature, specifications, and pictures of sanitation units being offered.

CVR does not offer sanitation units. CVR can make recommendations upon request.

- g. Describe portable generator options to include various sizes and power capabilities. Provide descriptive literature, specifications, and pictures of generators being offered.

Generator Options	Picture
2400 – 2500 WT	

*I.A.2.g. - Continued*


3500 – 3600 WT		
4300 – 5000 WT		
5600 – 6000 WT		
25 KW		
45 – 50 KW		

Please note, image is for reference only. Actual item may look slightly different.





Additional quantities can be obtained with proper notice based upon availability.

h. Provide information on other items your firm provides for special event rental.

CVR offers a wide array of rental inventory solutions to meet our Customer's rental needs. Though not an exhaustive list, some of these items include:

Additional Options	Picture
Arches	

*I.A.2.h. - Continued*







Audio / Visual	
Charger Plates	
Concessions	
Cooking Equipment	






*I.A.2.h. - Continued*

	
Dance Floor	
Dishware	
Flatware	
Light Tower	

*I.A.2.h. - Continued*

Linens	
Miscellaneous	
Pipe and Drape	
Recreation	
Serving Equipment	
Tent Heater	

*I.A.2.h. - Continued*

Tent Light Bistro / Globe	
Tent Walls	
Wine Barrel	

Please note, image is for reference only. Actual item may look slightly different.

Additional quantities can be obtained with proper notice based upon availability.

- i. Describe minimum order requirements.

CVR does not have a minimum order requirement.

3. Service

- a. Describe timeframe for set-up and take-down of equipment.

CVR works with its customers to provide a delivery, set-up, take-down, and pick-up schedule that is mutually beneficial. CVR also offers Customer Pick-Up and Drop-Off opportunities of rental equipment at our six (6) locations. When and where possible, CVR seeks to provide the customer with rental items in a timely manner that reduces concerns for the customer.

Depending upon the item(s) being rented, time frames adjust according to necessitated needs of the customer and the item.

- b. Describe the training, expertise, and supervision of personnel employed by the contractor that may be assigned to service James Madison University.

CVR team members are trained and appropriately licensed to care for all our rental inventory – including, but not limited to: Small Contractor / Homeowner equipment rental, Special Event equipment rental, Warehouse (On-Site / Mini warehouse) rental, Vehicle Rental, and Property

*I.A.3.b. - Continued*

Rental. Trained and certified leaders are sent on all deliveries, sets, take-downs, and pick-ups to ensure adherence to customer standards, company policies and procedures, and state and local laws.

- c. Describe consultation and guidance that may be provided to James Madison University in determining exact needs for specific events and locations. Describe ability to accommodate requests for site visits to make recommendations and suggestions concerning equipment needed

CVR provides planning in preparation for your special event needs. Our Special Event Coordinators are trained in knowledge of our products, our services, local and states licensure, and possess the ability to provide a CAD Drawing for the event. CVR also provides trained personnel to make on-site visitations to make recommendations and / or to certify that the proper equipment is being rented to provide the solutions for the Customer's needs.

- d. Provide primary contact for all James Madison University special event rental services.

Corporate Office: 2482 Jefferson Highway  
Waynesboro, VA 22980  
(540) 943-8173 ext. 102  
Contact: Danny Showalter  
President  
[danny@CVRRental.com](mailto:danny@CVRRental.com)

Regional Office: 2482 Jefferson Highway  
Waynesboro, VA 22980  
(540) 943-8173 ext. 103  
Contact: Tim McIntosh  
Regional Manager  
[tmcintosh@CVRRental.com](mailto:tmcintosh@CVRRental.com)

Harrisonburg: 3380 Emmaus Road  
Harrisonburg, VA 22801  
(540) 433-7368  
Contact: Randy High  
Manager  
[rhigh@CVRRental.com](mailto:rhigh@CVRRental.com)  
Contact: Alexis Redifer  
Special Event Coordinator  
[aredifer@CVRRental.com](mailto:aredifer@CVRRental.com)

**V. Proposal Preparation and Submission**

**B. Specific Proposal Instructions**

6. Identify the amount of sales your company had during the last twelve months with each VASCUPP Member Institution. A list of VASCUPP Members can be found at: [www.VASCUPP.org](http://www.VASCUPP.org).

VASCUPP Member	2017 Revenue
University of Virginia	\$16,666.97
James Madison University	\$10,090.65
Virginia Military Institute	\$8,611.60
George Mason University	0
Old Dominion University	0
Longwood University	0
Radford University	0
Virginia Commonwealth University	0
University of Mary Washington	0
Virginia Tech	0
William and Mary	0

**X. Pricing Schedule**

**A. On Demand Event Equipment Rental**

1. The contractor shall provide pricing for all products and services included in proposal indicating the percentage discount off retail rental pricing that would be offered to the University.

CVR provides a ten percent (10%) discount off current published rates to James Madison University (JMU). Published pricing may change, in the event of a published pricing change, JMU would receive a ten percent (10%) discount off the adjusted published pricing. Included in Appendix F is a current Price Listing of which JMU would receive a ten percent (10%) discount from.

2. The offeror shall clearly indicate all travel, delivery, set up, and take-down costs along with any other miscellaneous fees that would apply. Include all applicable hourly or daily rates.

All deliveries and pick-ups by CVR is based upon curb-side delivery. Additional costs may apply for inventory that must be transported beyond curb-side. JMU will receive ten percent (10%) off current standard delivery and pick-up rates. Current standard pricing may change, in the event of a pricing change, JMU would receive a ten percent (10%) discount off the adjusted pricing. The current standard pricing is one-dollar (\$1) per mile per truck with a one hundred-dollar (\$100) minimum. JMU would receive a ten percent (10%) discount, as such JMU would pay ninety-dollars (\$90) per vehicle for items delivered on-campus in Harrisonburg, VA.

*X.A.2 - Continued*

Set-up and take-down is included in rental pricing of inventory, except when otherwise stated within our published inventory descriptions – including but not limited to, staging beyond standard heights and dance floor beyond standard sizing.

When necessary, Labor costs is billed at a rate of \$45 per hour per person with a one hour minimum. Time, beyond the initial hour, will be billed in \$11.25 increments.

3. The offeror shall provide travel and delivery costs for each zone outlined in attachment D, Zone Map.

All deliveries and pick-ups by CVR is based upon curbside delivery. Additional costs may apply for inventory that must be transported beyond curbside. VASCUPP members will receive ten percent (10%) off current standard delivery and pick-up rates. Current standard pricing may change, in the event of a pricing change, VASCUPP members would receive a ten percent (10%) discount off the adjusted pricing. The current standard pricing is one-dollar (\$1) per mile per truck with a one hundred-dollar (\$100) minimum. VASCUPP members deliveries would be billed from the closest servicing CVR location.

## APPENDIX B – CVR CERTIFICATE OF LIABILITY



CVRRENT-01

LPAILIN

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/04/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Foundation Insurance Group 3190 Fairview Park Dr. Ste 104 Falls Church, VA 22042	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No, Ext):</b> (703) 527-8780	<b>FAX (A/C, No):</b> (703) 532-8300
	<b>E-MAIL ADDRESS:</b> info@figva.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A :</b> Axis Insurance Company	37273
	<b>INSURER B :</b> Flagship City Insurance Company	35585
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

**INSURED**  
  
CVR Rentals, Inc.  
2482 Jefferson Highway  
Waynesboro, VA 22980

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			A1CVVA002-020444-17	06/01/2018	06/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			A1CVVA002-020444-17	06/01/2018	06/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			A5CVVA002-020447-13	06/01/2018	06/01/2019	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	Q85-5102610	01/01/2018	01/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Equipment Floater			A1CVVA002-020444-17	06/01/2018	06/01/2019	Blanket Equipment 4,878,888

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

FOR INFORMATION PURPOSES ONLY\*

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



## APPENDIX C – CVR CREDIT APPLICATION

# Central Virginia Rental

Billing Office:

2482 Jefferson Hwy. Waynesboro, VA 22980

Office: 540-943-8173

Fax 540-943-2127

## Credit Application

This application must be fully and accurately completed before it can be processed.

Company or Individual Name \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Federal ID # \_\_\_\_\_ SSN # \_\_\_\_\_

Type of Business Individual \_\_\_\_\_ Corporation \_\_\_\_\_ Partnership \_\_\_\_\_

Corporate Officers: President \_\_\_\_\_

Secretary \_\_\_\_\_

Nature of Business \_\_\_\_\_

At Present Location since (Date) \_\_\_\_\_ Year Established \_\_\_\_\_

### **REFERENCES: (GIVE ONLY NAMES OF THOSE YOU BUY FROM ON AN OPEN ACCOUNT)**

Name \_\_\_\_\_ Account # \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Contact Person \_\_\_\_\_

Name \_\_\_\_\_ Account # \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Contact Person \_\_\_\_\_

Name \_\_\_\_\_ Account # \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Contact Person \_\_\_\_\_

### Company Banking Information

Name & Address \_\_\_\_\_ Phone \_\_\_\_\_

Checking Acct # \_\_\_\_\_ Savings Acct # \_\_\_\_\_

**\*\* Job Identification Name required? Yes ☐ No ☐ (check one)**

**\*\* Are Purchase Orders required? Yes ☐ No ☐ (check one)**

**\*\* Should invoices & statements be: Emailed ☐ Faxed ☐ Mailed ☐ (check one)**

**\*\* Are you exempt from VA Sales Tax? Yes ☐ No ☐ (check one) If YES, you MUST attach a copy of your exemption form for our files.**

**\*\* Require Authorized Buyers List? Yes ☐ No ☐ (check one) If YES, you MUST provide a list with authorized names for our files upon acceptance. It is solely your responsibility to keep your Authorized Buyers List up to date with us.**

**\*\* Damage Waiver? Decline ☐ Accept ☐ (For an additional 12% of each rental charge you can purchase a Damage Waiver for accidental damage done to rental equipment) IF YOU DECLINE YOU MUST PROVIDE A CERTIFICATE OF INSURANCE UPON ACCEPTANCE.**

In consideration for the granting of credit, we (I) certify the previous information as accurate. We (I) further authorize CVR Rental, Inc. to investigate any and all statements contained herein and further authorize any of our (my) creditors to release information to CVR Rental, Inc. regarding our (my) financial status. **This application is submitted with the understanding that all charges are due and payable within 30 days following our monthly invoice** after which the account is past due and is subject to interest charges of two percent (2%) per month, which is an annual percentage rate of twenty-four percent (24%). Accounts may be placed on a "cash upon delivery" status until the total is paid. It is agreed by all parties that in the event that this account is turned over to an attorney for collection, a reasonable attorney's fee of collection fee will be added to the account with or without initiation of legal proceedings. We (I) agree to all legal collection procedures, necessary to collect past due charges, will be in the state of Virginia, subject to Virginia law.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

If applicant is a corporation, the personal guarantee of an individual is required. I personally guarantee the debts of the above corporation.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

If applicant is an individual, the personal guarantee of the spouse is required. I personally guarantee the debts of the above individual.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

**When completed, please send application to the following:**

Central Virginia Rental, Credit Department

2482 Jefferson Hwy.

Waynesboro, VA 22980

**Fax:** 540-943-2127

**Email:** Sara@CVRRental.com

## APPENDIX D – SIGNATURE STAGE INSTRUCTIONS



## Signature Stage Deck Instructions



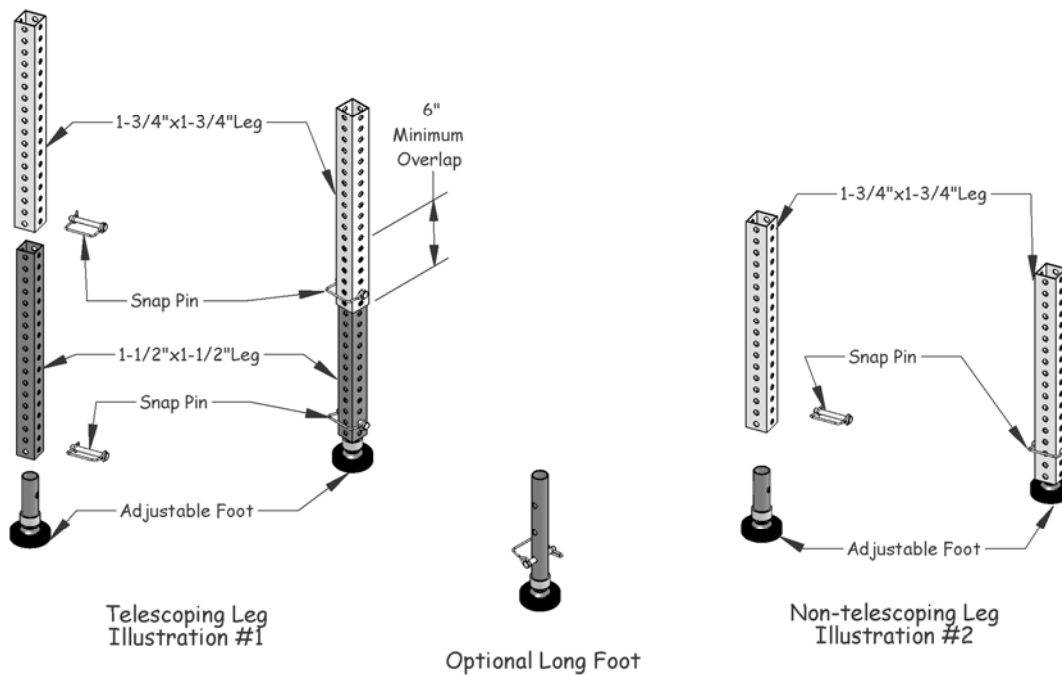
## Site Preparation

- Determine the exact location where the stage will be erected.
- For outdoor stages, mudsills are required to distribute the weight of 125psf on the stage legs. This will prevent the legs from sinking and ease the leveling of the stage.
- All base pads and mudsills should be placed only on a horizontal surface.

## Leg Assembly

- The leg sockets on the stage sections fit 1-3/4" square stage legs

Assemble legs as shown either as illustration #1 or #2, the telescoping legs must not exceed the 6" minimum overlap.



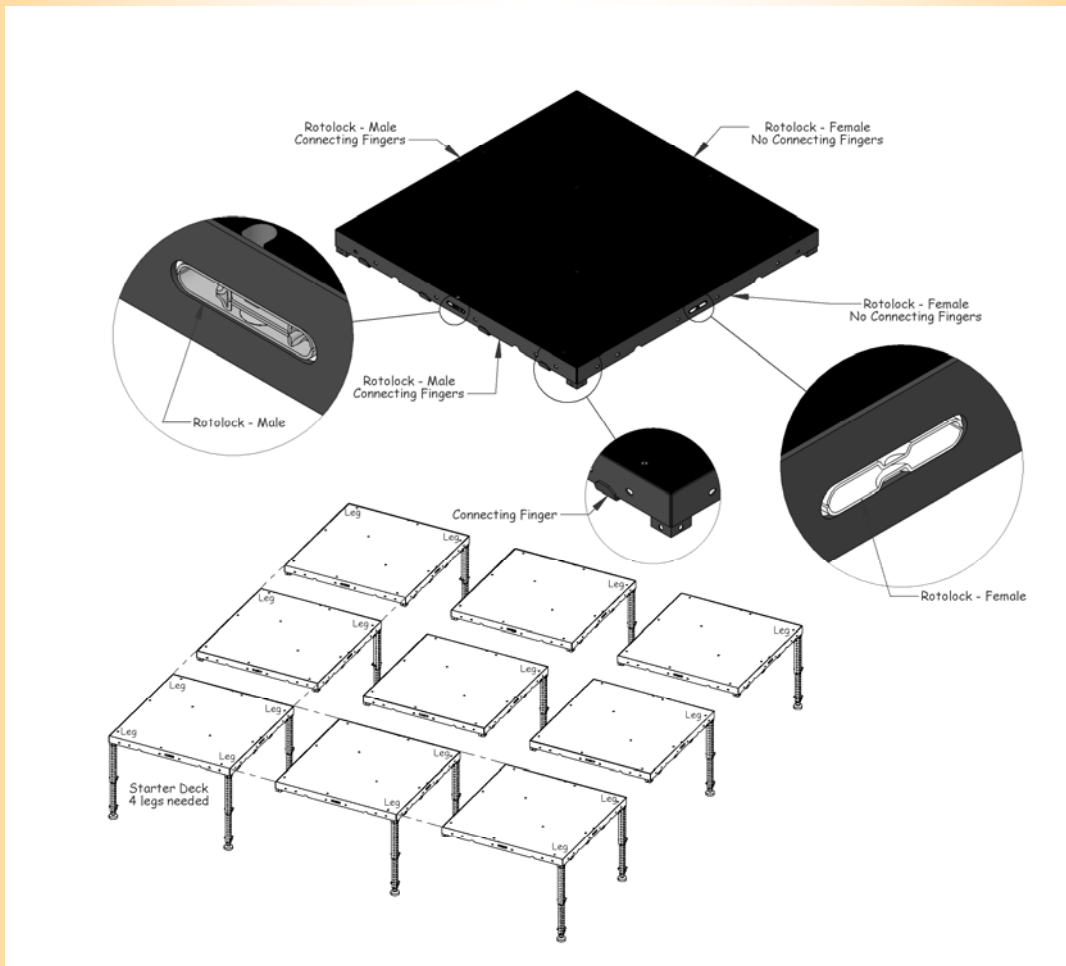
## Setting the Stage

- Insert legs completely into all four corner sockets on first stage section and tighten thumb screw which holds leg into deck.



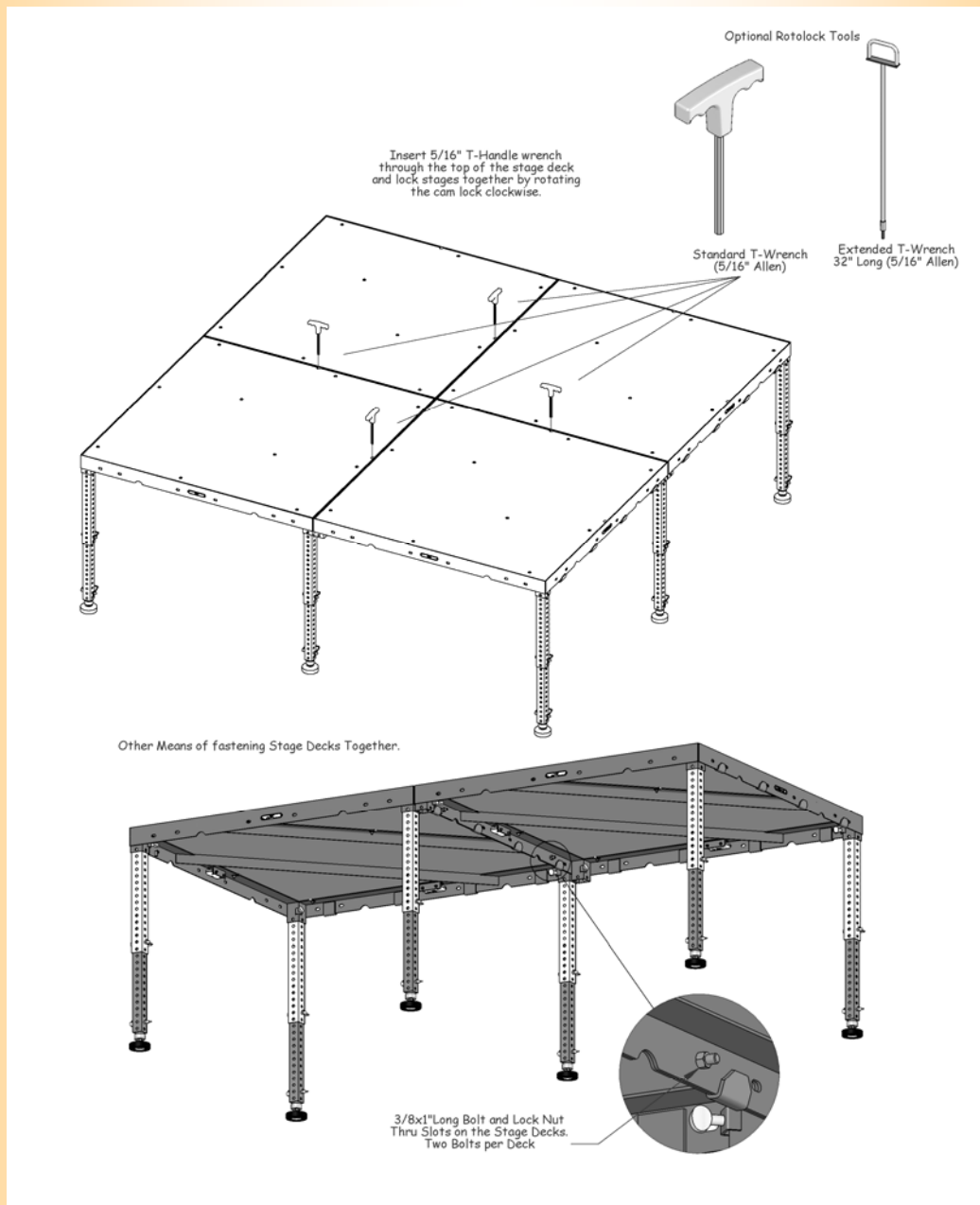
## Setting the Stage continued

- Set first section in back left-hand corner of stage area. Note: any corner may be used as a starting point. (the first deck is referred to as the starter deck)
- Align the stage section so that the connecting fingers are to the inside and the smooth sides are to the outside of the stage area.
- Set back row of stages first.
- Insert two legs into stage sections as you work your way along the back row, attaching each deck to the previous one back setting them together using the connecting fingers.
- Upon completion of the back row, begin the second row with one section with two legs.
- To continue the second row, insert one leg into corner socket, then set the deck into the connecting fingers onto both deck.

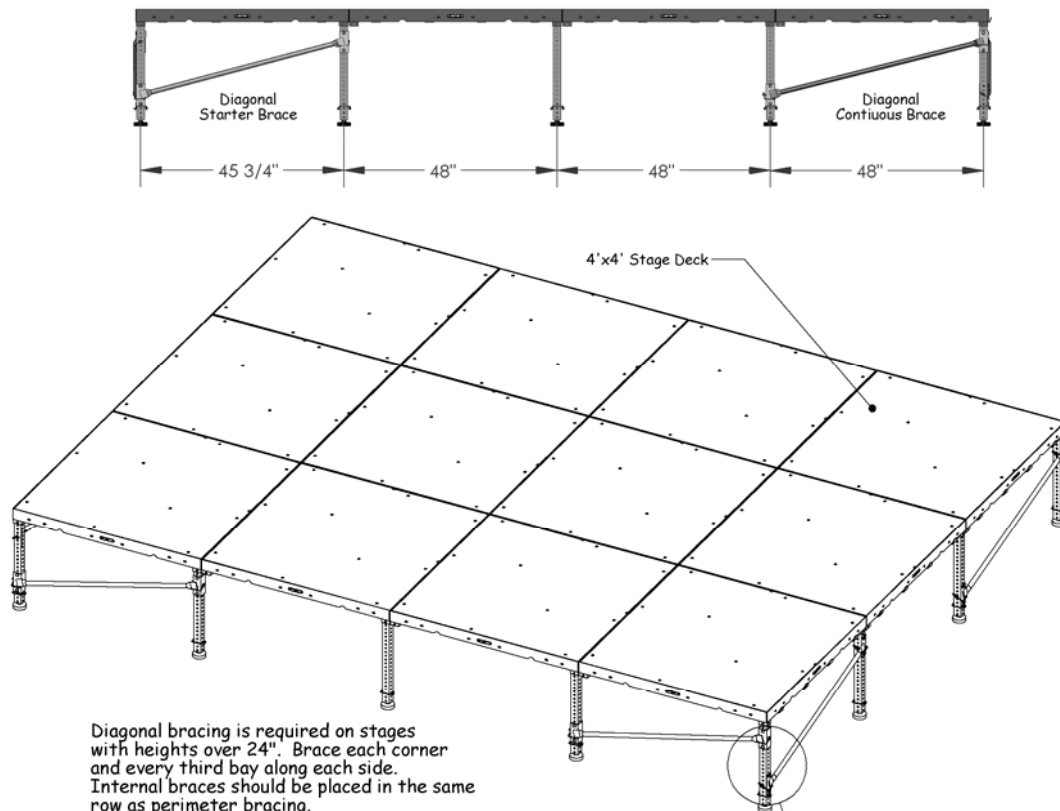




## Locking Stage Decks Together

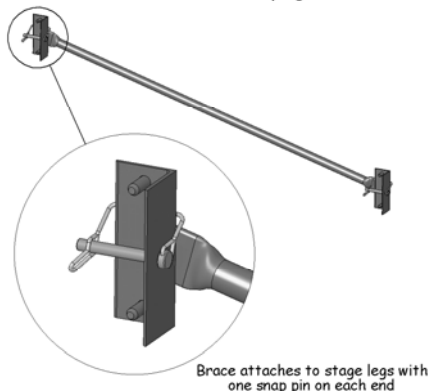


## Diagonal Bracing

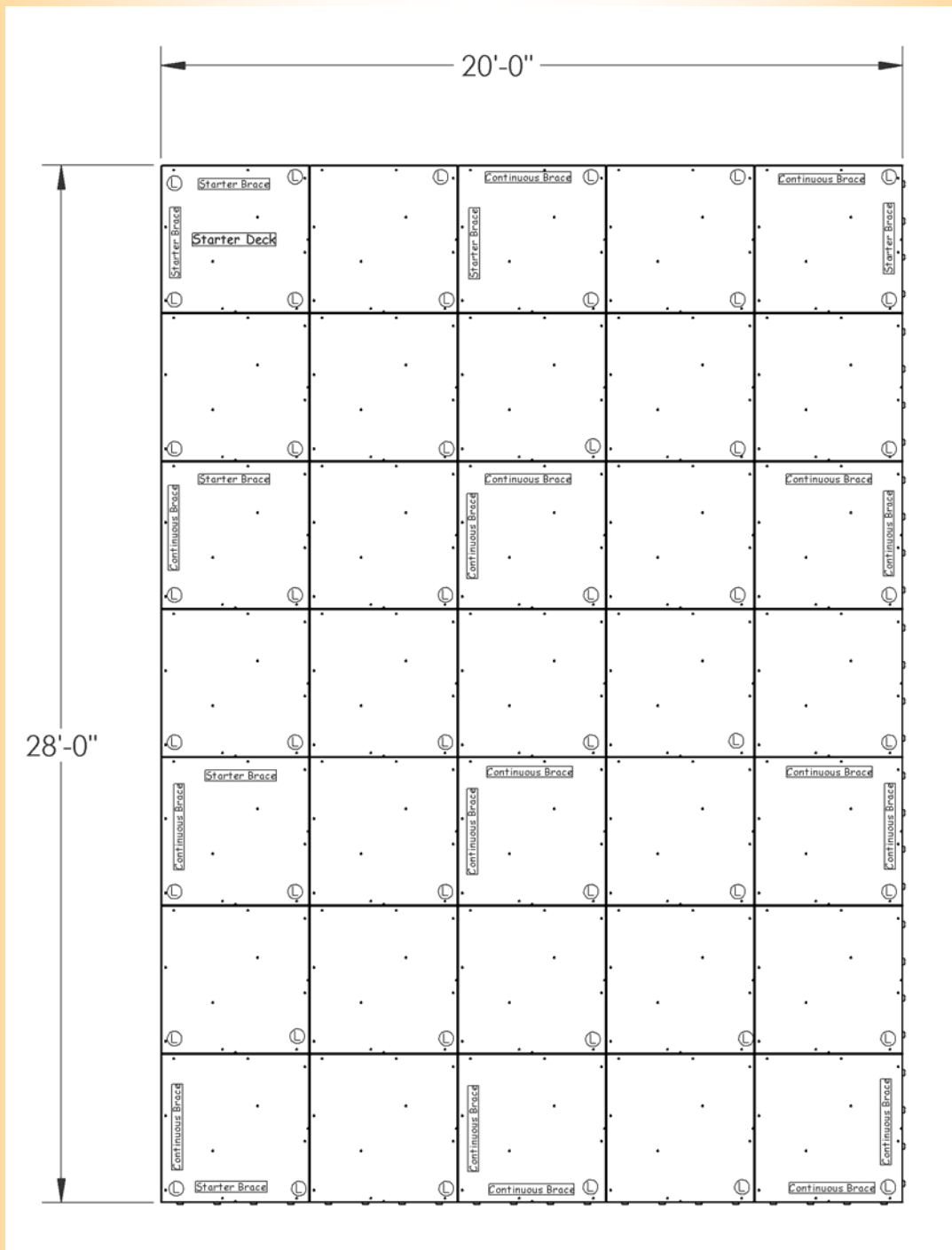


Diagonal bracing is required on stages with heights over 24". Brace each corner and every third bay along each side. Internal braces should be placed in the same row as perimeter bracing.

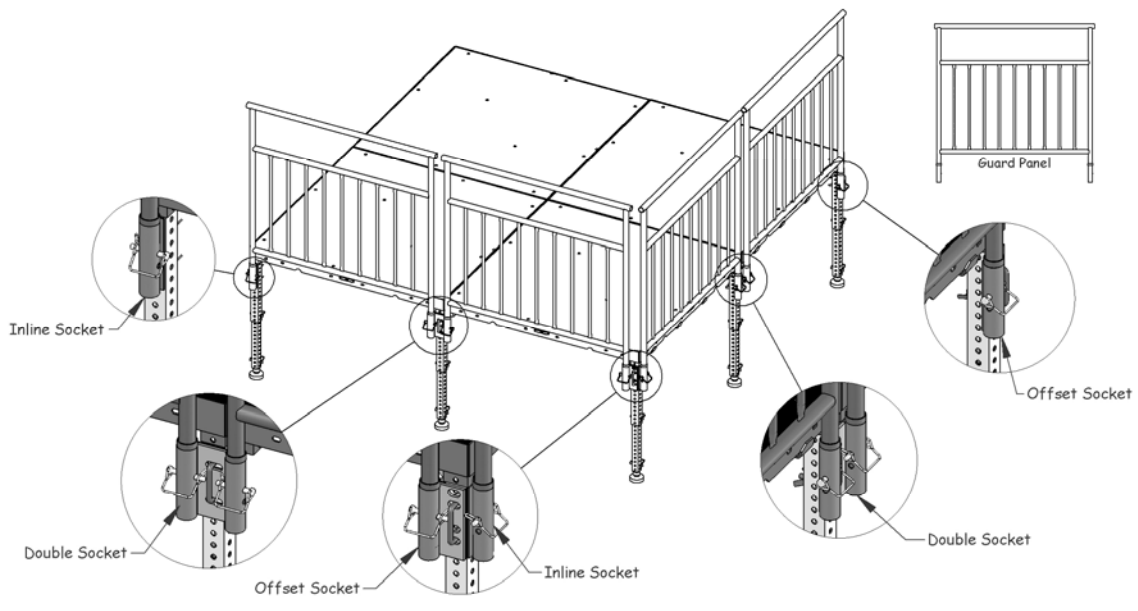
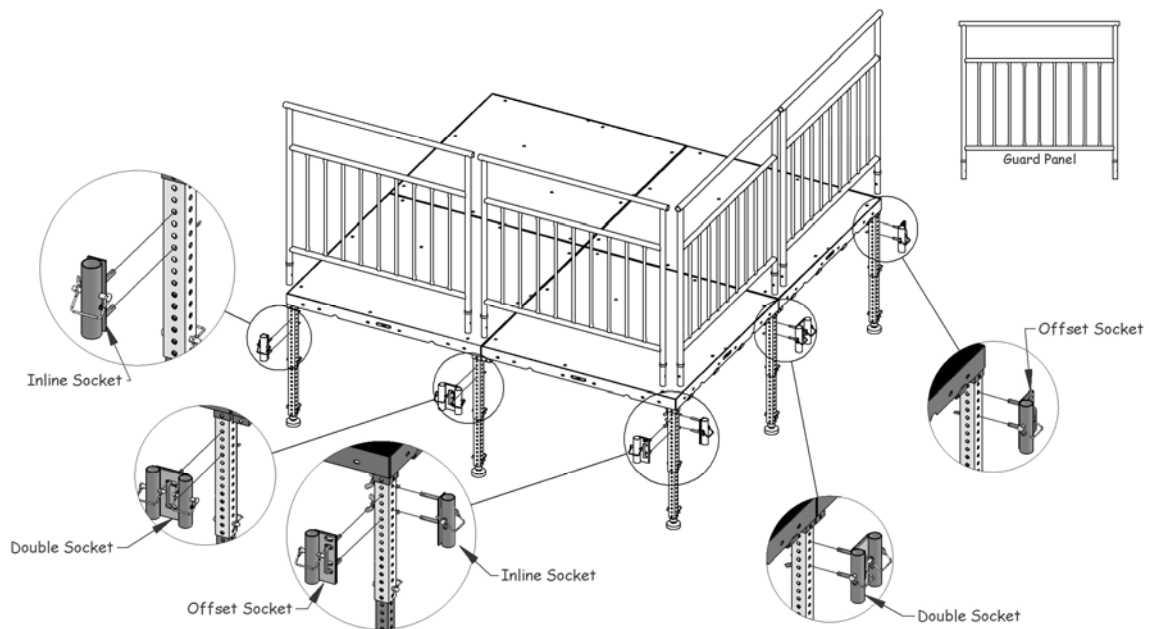
Double diagonal bracing should be used on heights over 48". At least one of the braces should span the connection between the 1-1/2" and the 1-3/4" telescoping sleeve.



## Diagonal Bracing Top View



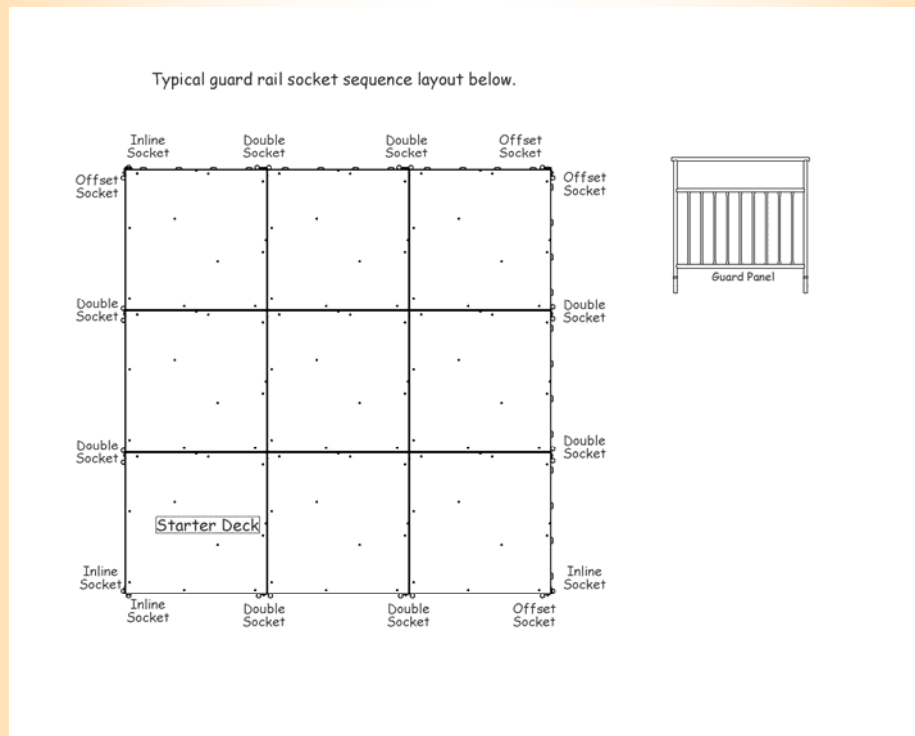
## Guardrail Panel Installation (Standard)



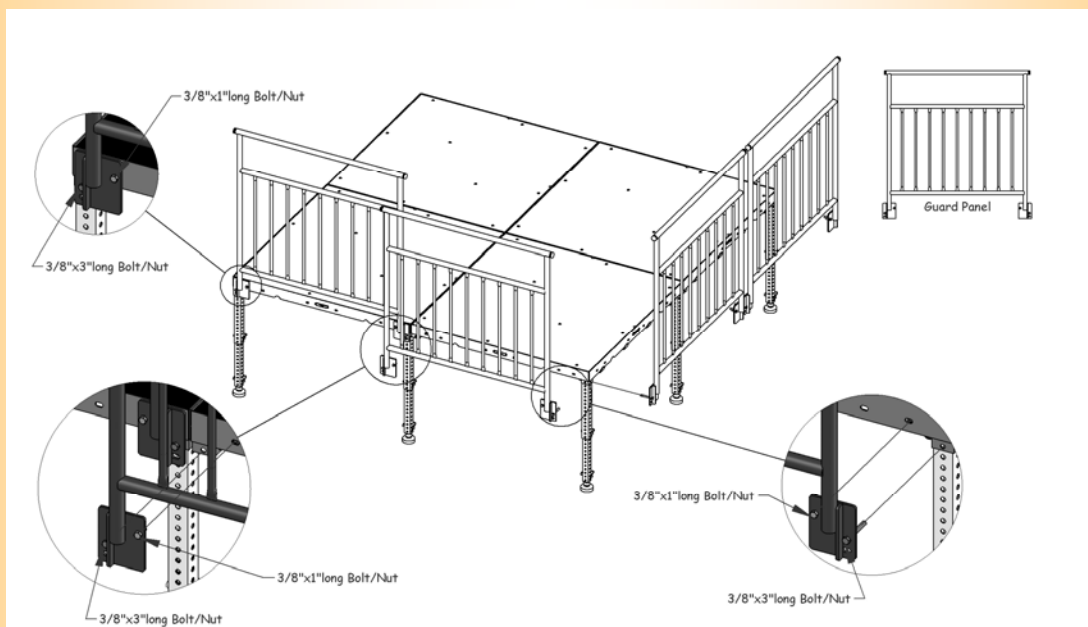


## Guardrail Panel Installation (Standard)

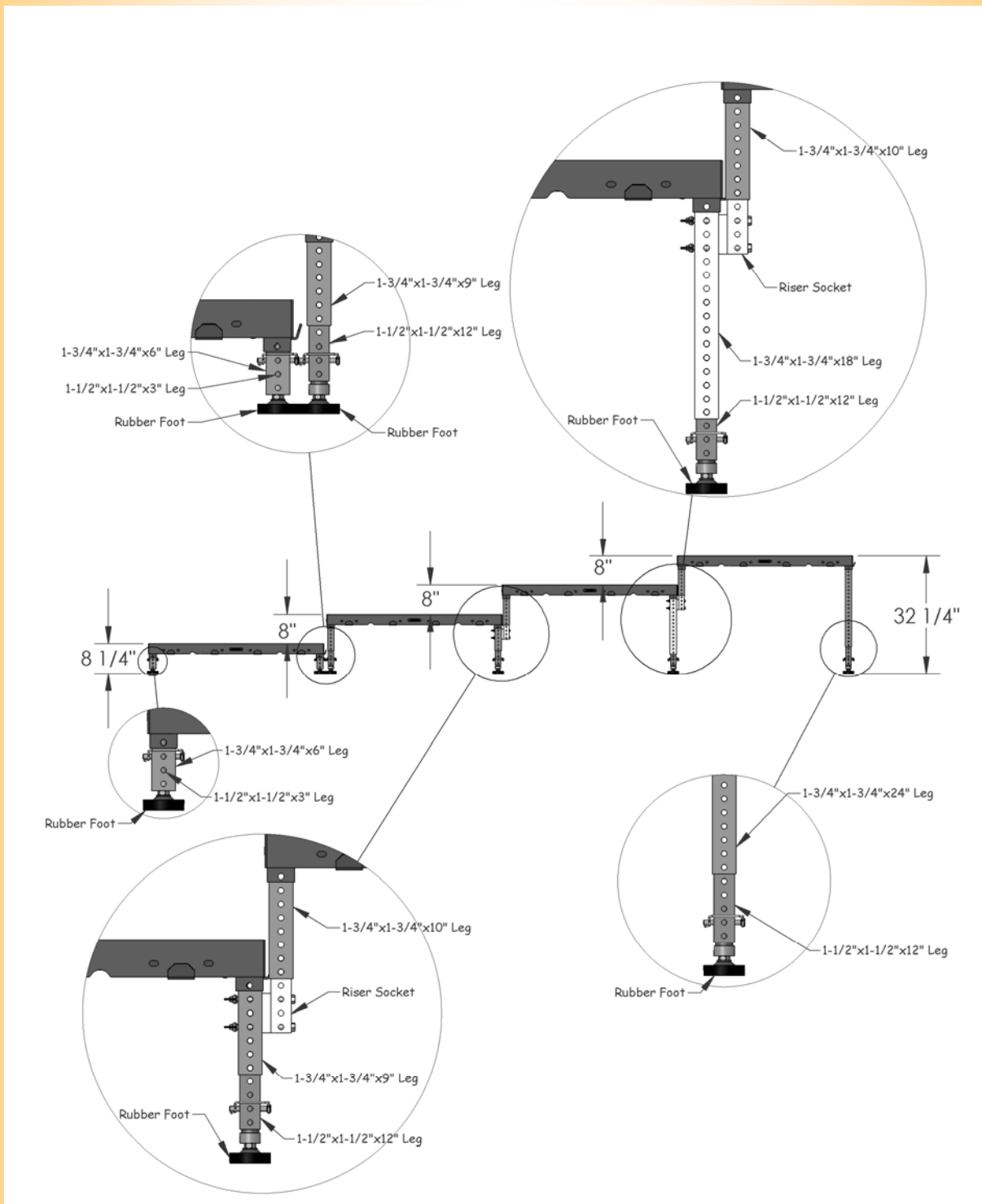
Top View



## Guardrail Panel Installation (Optional)

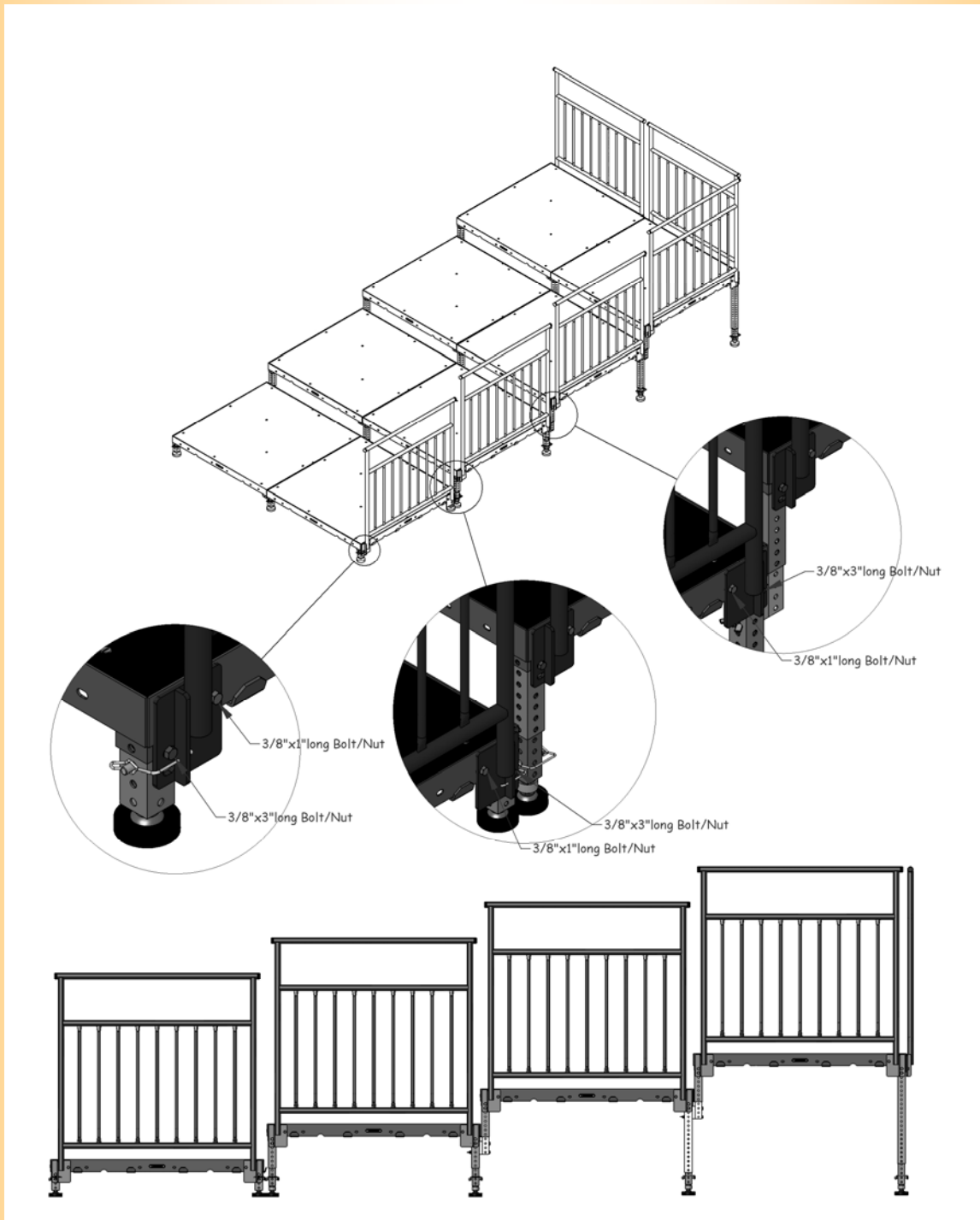


## Step Riser (8' Riser Setup Shown)

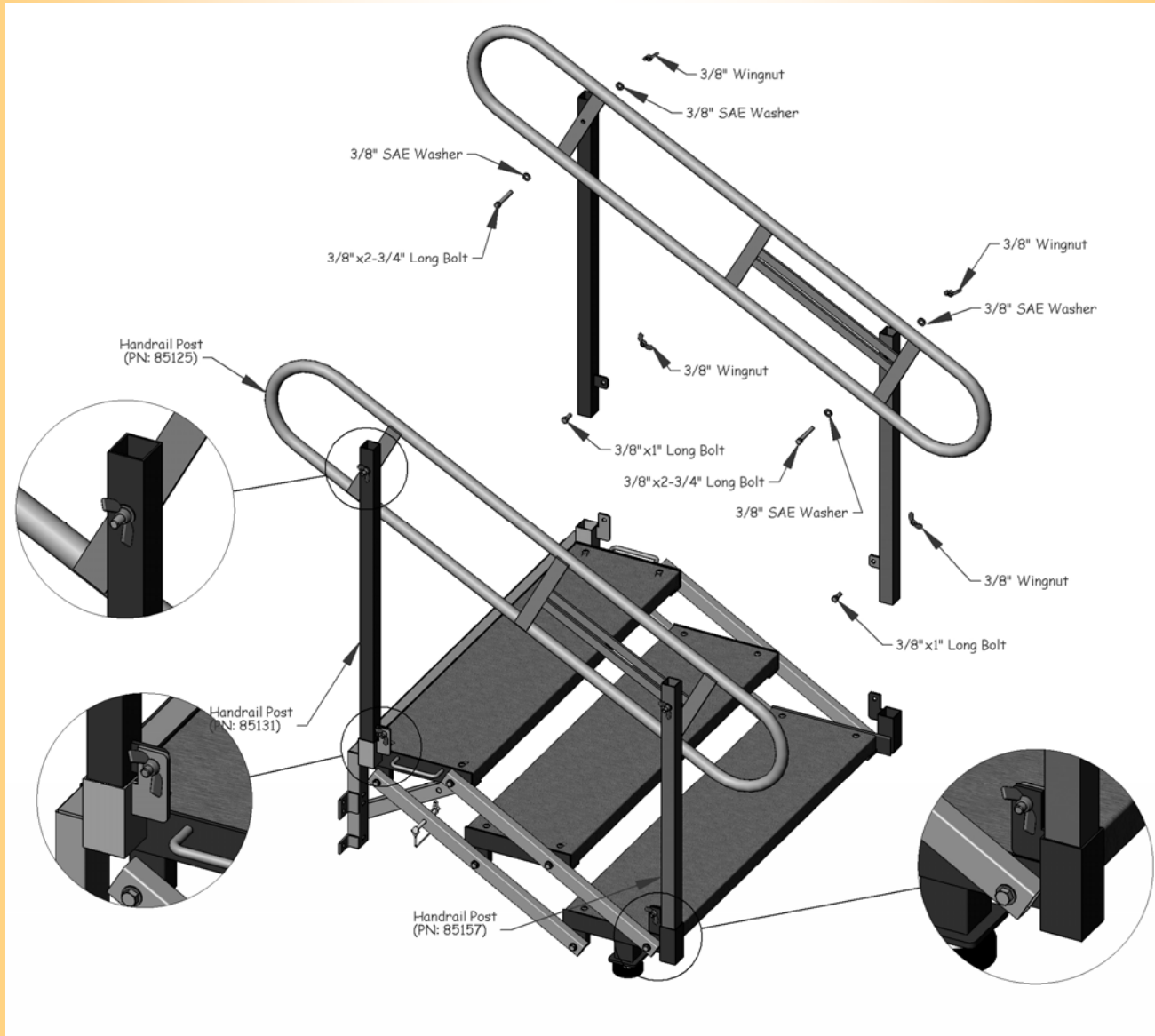


## Step Riser Optional Guardrail

(Guard railing is optional on decks below 30" in height, required 30" and above.)



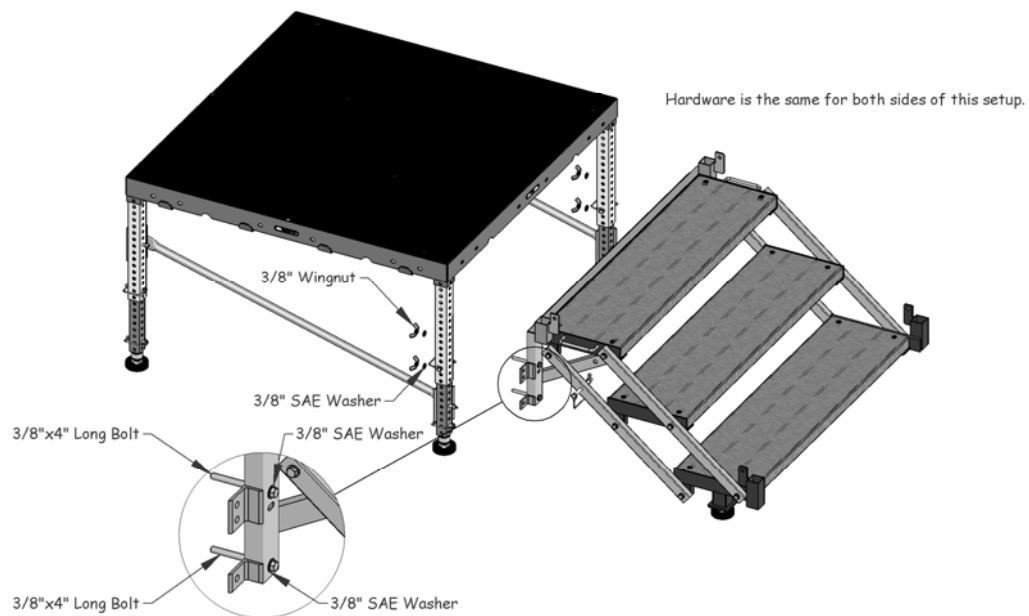
## Stair Handrail



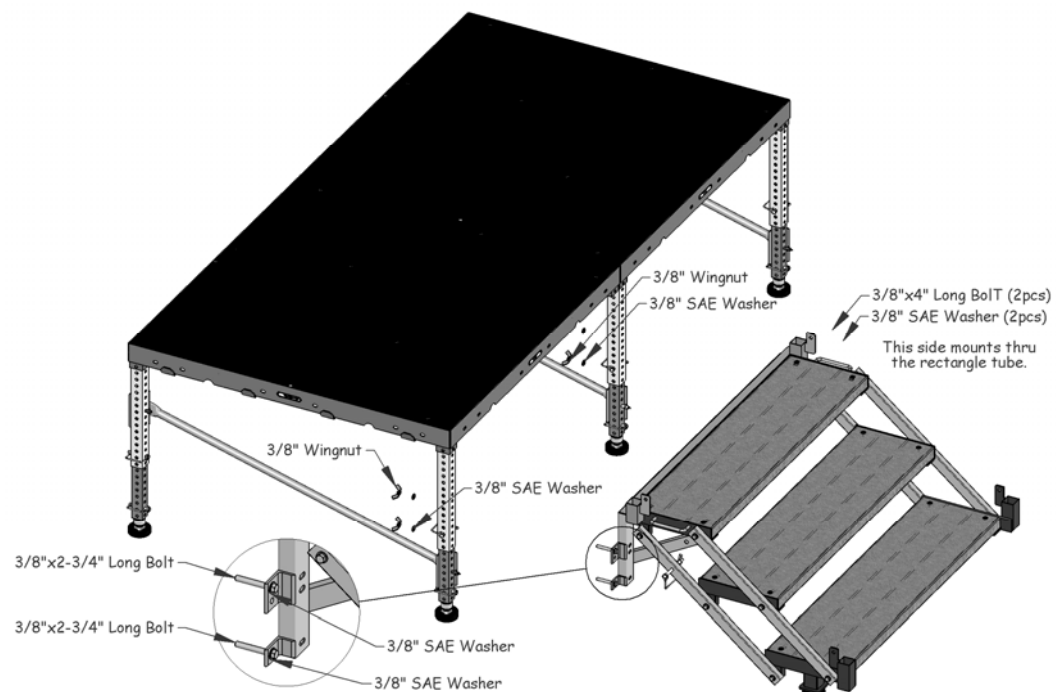


## Stair Installation

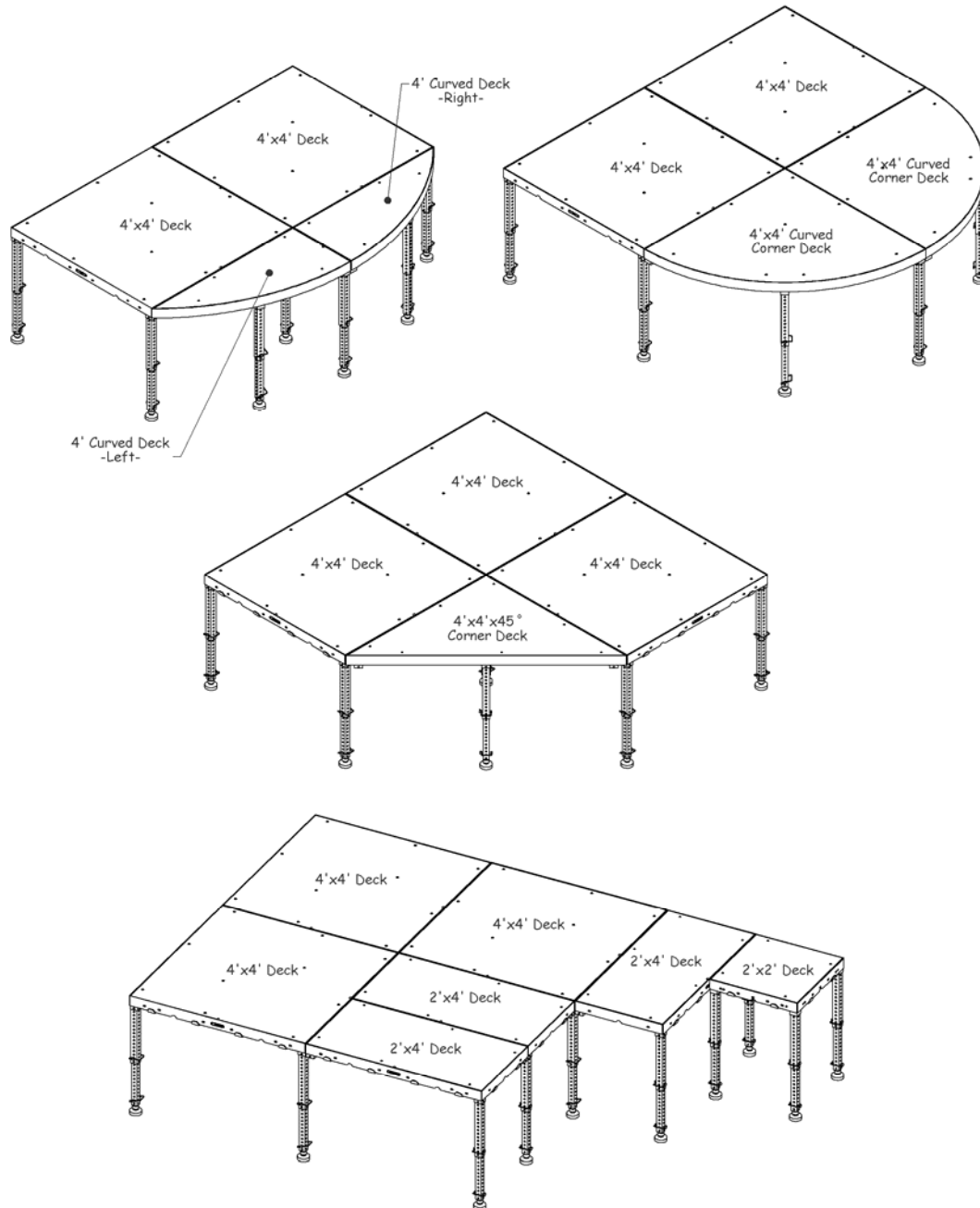
### STAIR ATTACHED TO 45-3/4" LEG SPACING DECK



### STAIR ATTACHED TO 48" LEG SPACING DECK



## Special Deck Configurations



## APPENDIX E – STAGE ENGINEER STAMP



April 6<sup>th</sup>, 2015

To Whom It May Concern:

The purpose of this letter is to certify that the Square Leg Signature 4 ft. x 4 ft. Stage Deck, designed and distributed by Granite Industries, Archbold, Ohio, has been tested in accordance with the 2012 International Building Code (IBC) Section 1715 and has been found to meet or exceed these requirements. This stage deck has a safe load rating of 125 psf. when properly assembled according to the installation instructions.

For more information or questions concerning any of this please contact Granite Industries at 877-447-2648

Sincerely,

*Brent Johnston*

Brent Johnston  
Engineer

I, David L. Geringer, have witnessed the above mentioned procedures and tests, and concur with the intent of this letter.

*David L. Geringer*

David L. Geringer P.E.  
Consulting Engineer





## Staging Capacity Test Results

### Objective:

To test the stage capacity at 2 times the rated maximum load of 160 psf.

### Procedure:

We first placed the rated load on the stage and check for any significant deformation (Fig. 1). We then tested at twice the rated load capacity and again check for signs of failure (Fig. 2).

FIG. 1

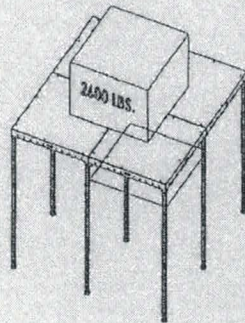


FIG. 2

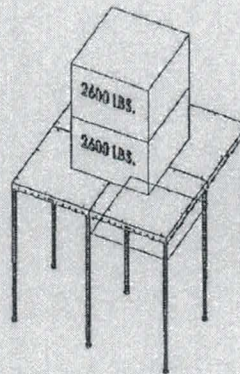


FIG. 3

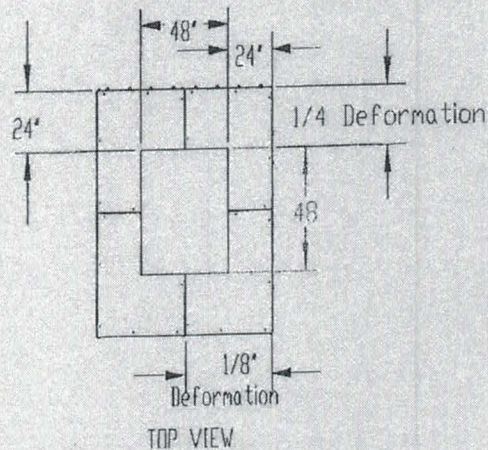
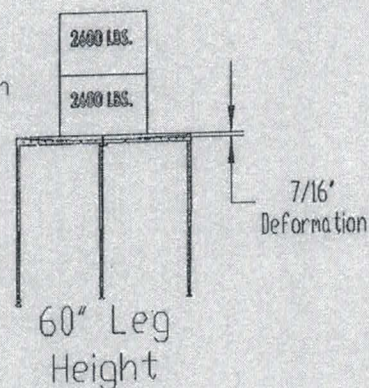


FIG. 4



Initials

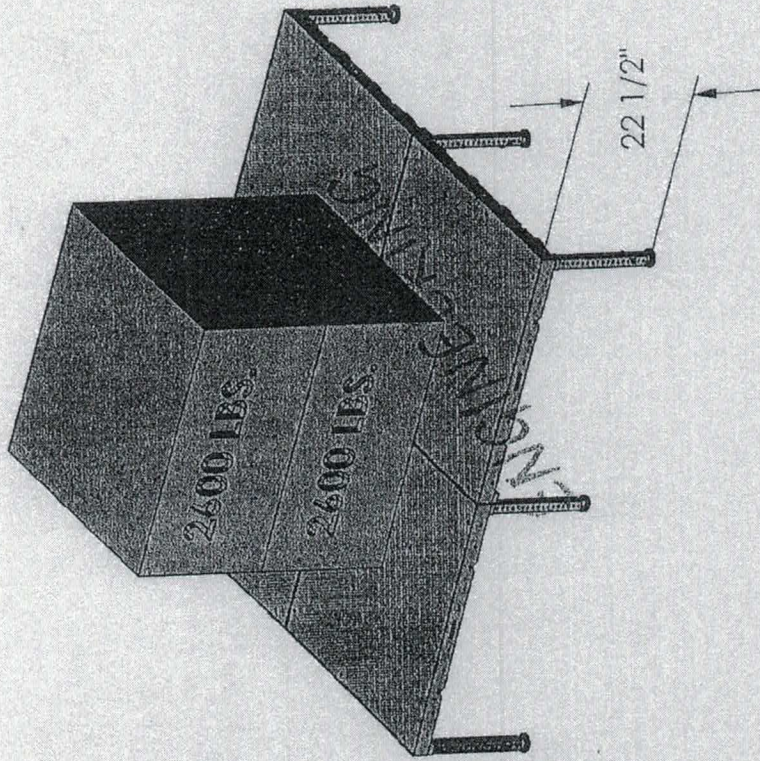
gdy  
BMS

Date:

11/26/01  
11/24/01



# STAGING CAPACITY



Design load = 160 psf

Tested to 2:1

5200 lbs Distributed on 4' x 4' area

*Brent Johnston, Engineer*

*Granite Industries Inc.*

595 E. Lugbill Rd.  
Archbold, OH 43502  
Ph. 877-447-2648  
Fax 419-445-3304

DO NOT SCALE DRAWING

DWG# .

SHEET . OF .



## APPENDIX F – CVR PRICE LISTING

CENTRAL VIRGINIA RENTAL #1

2482 JEFFERSON HIGHWAY  
WAYNESBORO, VA 22980  
540-943-1979

www.CVRRental.com

108 INCH ROUND LINENS							90X156 INCH LINENS						
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour		Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour	
LINEN 108" ROUND SPECIAL ORDER					15.00		LINEN 90X156 IVORY					20.00	
LINEN 108"RD BLACK					15.00		LINEN 90X156 WHITE					20.00	
LINEN 108"RD IVORY					15.00		LINEN 90X156" SPECIAL ORDER					20.00	
LINEN 108"RD WHITE					15.00		96 INCH ROUND LINENS						
LINEN SASH SPECIAL ORDER					3.45								
120 INCH ROUND LINENS							Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour	
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour		LINEN 96" ROUND SPECIAL ORDER					10.50	
LINEN 120" ROUND SPECIAL ORDER					19.00		LINEN 96"RD BLACK					10.50	
LINEN 120"RD BLACK					19.00		LINEN 96"RD BURGUNDY					10.50	
LINEN 120"RD BROWN					19.00		LINEN 96"RD CELERY GREEN					10.50	
LINEN 120"RD IVORY					19.00		LINEN 96"RD CHERRY RED					10.50	
LINEN 120"RD NAVY BLUE					19.00		LINEN 96"RD FOREST					10.50	
LINEN 120"RD PURPLE					19.00		LINEN 96"RD GOLD					10.50	
LINEN 120"RD WHITE					19.00		LINEN 96"RD IVORY					10.50	
132 INCH ROUND LINENS							LINEN 96"RD LEMON					10.50	
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour		LINEN 96"RD NAVY BLUE					10.50	
LINEN 132" ROUND SPECIAL ORDER					23.00		LINEN 96"RD PURPLE					10.50	
LINEN 132"RD IVORY					23.00		LINEN 96"RD RED/WH CHK					10.50	
LINEN 132"RD WHITE					23.00		LINEN 96"RD ROYAL BLUE					10.50	
54X54 INCH LINENS							LINEN 96"RD WHITE					10.50	
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour		AIR TOOLS						
LINEN 54X54 BLACK					6.00		Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour	
LINEN 54X54 CHERRY RED					6.00		AIR CHISEL POGO STICK 8CFM	24.00	32.00	39.00		47.00	
LINEN 54X54 FOREST GREEN					6.00		BREAKER 1" CHISEL OR POINT					5.00	
LINEN 54X54 NAVY					6.00		BREAKER 60# AIR	21.00	28.00	35.00		42.00	
LINEN 54X54 PURPLE					6.00		BREAKER 90# AIR	24.00	32.00	40.00		48.00	
LINEN 54X54 WHITE					6.00		BREAKER, CHISEL 5" ASPHALT					5.00	
LINEN 54X54" SPECIAL ORDER					6.00		BREAKER,BUSHING TOOL	5.00	6.00	8.00		9.00	
60X120 INCH LINENS							BREAKER,CHISEL 3"					5.00	
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour		BREAKER,CLAY SPADE					7.00	
LINEN 60X120 BLACK					10.00		CHIPPER, JET	16.00	21.00	26.00		32.00	
LINEN 60X120 FOREST					10.00		COMPRESSOR 5.5HP GAS 9CFM/100PSI	24.00	32.00	39.00		47.00	
LINEN 60X120 GOLD					10.00		COMPRESSOR ELEC 1.5HP	15.00	20.00	25.00		29.00	
LINEN 60X120 GREY					10.00		COMPRESSOR, 185 CFM DIESEL	60.00	81.00	101.00		121.00	
LINEN 60X120 IVORY STRIPE					10.00		DRILL ROCK AIR	29.00	39.00	48.00		58.00	
LINEN 60X120 IVORY					10.00		DRILL STEEL 30"	9.00	13.00	16.00		19.00	
LINEN 60X120 NAVY BLUE					10.00		DRILL STEEL 36"	11.00	14.00	18.00		21.00	
LINEN 60X120 PERIWINKLE					10.00		DRILL STEEL 48"	13.00	18.00	22.00		26.00	
LINEN 60X120 PURPLE					10.00		DRILL STEEL 72"	18.00	25.00	31.00		37.00	
LINEN 60X120 R/W CHECK					10.00		HOSE AIR 1/4X50'	2.00	3.00	4.00		4.00	
LINEN 60X120 RED					10.00		HOSE AIR 3/4X50' CROW FOOT	3.00	4.00	5.00		6.00	
LINEN 60X120 ROYAL BLUE					10.00		HOSE AIR 3/8X50'	2.00	3.00	4.00		4.00	
LINEN 60X120 WHITE					10.00		IN-LINE WATER TRAP (185CFM)	4.50	5.63	6.75		9.00	
LINEN 60X120" SPECIAL ORDER					10.00		NAILER, AIR FLOOR PRE-FINISH	16.00	21.00	26.00		32.00	
72X72 INCH LINENS							NAILER, FINISH 15GA ANGLE	16.00	21.00	26.00		32.00	
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour		NAILER, FLOOR AIR L NAIL	16.00	21.00	26.00		32.00	
LINEN 72X72 BLACK					9.00		NAILER, FRAMING	16.00	21.00	26.00		32.00	
LINEN 72X72 IVORY					9.00		NAILER, ROOFING	16.00	21.00	26.00		32.00	
LINEN 72X72 WHITE					9.00		STAPLER AIR FLOOR	16.00	21.00	26.00		32.00	
LINEN 72X72" SPECIAL ORDER					9.00		STAPLER AIR PREFINISH	16.00	21.00	26.00		32.00	
90X132 INCH LINENS							AUDIO-VISUAL						
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour		Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour	
LINEN 90X132 IVORY					20.00		LCD PROJECTOR					90.00	
LINEN 90X132 WHITE					20.00		PIPE & DRAPE 8' HIGH / PER FT					2.10	
LINEN 90X132" SPECIAL ORDER					20.00		PIPE & DRAPE BOOTH 6-10FT SECTIONS					26.25	
90X156 INCH LINENS							SCREEN 70" X 70"					29.40	
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour		SOUND SYSTEM BATT.PAC (INC. ONE MI					175.00	
LINEN 90X156 IVORY					20.00		SOUND SYSTEM TABLE LECTERN					75.00	
LINEN 90X156 WHITE					20.00		WIRELESS MIC (EXTRA MIC FOR SND SY					25.00	
LINEN 90X156" SPECIAL ORDER					20.00		AUTOMOTIVE TOOLS						
90X156 INCH LINENS							Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour	
LINEN 90X156 IVORY					20.00		ENGINE HOIST	21.00	28.35	34.65		42.00	
LINEN 90X156 WHITE					20.00		JACK TRANSMISSION	16.80	22.05	28.35		33.60	
LINEN 90X156" SPECIAL ORDER					20.00		WRENCH 400FT/LB TORQUE	10.50	12.60	15.75		18.90	



CHINA (ORIGINAL)						CONTRACTOR EQUIPMENT					
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour	Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour
CHINA 10" DINNER PLATINUM					0.60	BLADE DIAMOND 18"				82.95	
CHINA 10" DINNER SPECIAL ORDER						BLADE DIAMOND 20"				82.95	
CHINA 10" DINNER WH/GLD					0.55	BLADES, DIAMOND 14" MULTI				44.00	
CHINA 10" DINNER WHITE SQUARE					0.60	BRAKE, ALUMINUM 10'	24.15	31.50	38.85	47.25	
CHINA 10" DINNER WHITE					0.55	BROOM SWEEPER 2 CYCLE	17.85	25.20	30.45	36.75	
CHINA 6" B&B PLATINUM					0.55	GUN, STUD 27 CAL	14.70	19.95	25.20	29.40	
CHINA 6" B&B SPECIAL ORDER						LP TANK ALL SIZES				5.25	
CHINA 6" B&B WH/GLD					0.45	OZONE AIR PURIFIER SM	37.50	46.88	56.25	75.00	
CHINA 6" B&B WHITE SQUARE					0.55	SHINGLE EATER LONG HANDLE	5.25	6.30	8.40	9.45	
CHINA 6" B&B WHITE					0.45	SHINGLE EATER SHORT HANDLE	5.25	6.30	8.40	9.45	
CHINA 7" SALAD SPECIAL ORDER						TOW HITCH 3 WAY (RENTAL)				5.25	
CHINA 7" SALAD WH/GLD					0.45	TRAFFIC CONES 18"-36"				2.10	
CHINA 7" SALAD WHITE SQUARE					0.55	CUSTOMER WORK ORDER					
CHINA 7" SALAD WHITE					0.45						
CHINA 8" DINNER SPECIAL ORDER						Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour
CHINA 8" SALAD PLATINUM					0.55	MISCELLANEOUS, RENTAL ITEM					
CHINA BOWL SPECIAL ORDER						PERIODIC MAINTENANCE REQUIRED					
CHINA COFFEE MUG WHITE					0.50	SERVICE REQUIRED					
CHINA CUP PLATINUM					0.55	CUTTERS					
CHINA CUP SPECIAL ORDER						Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour
CHINA CUP WH/GLD					0.45						
CHINA CUP WHITE					0.45	BOLT CUTTER LARGE	6.30	8.40	10.50	12.60	
CHINA MUG SPECIAL ORDER						CUTTER CERAMIC TILE LG ELEC	33.60	46.20	56.70	68.25	
CHINA SAUCER PLATINUM					0.55	CUTTER CERAMIC TILE SM ELEC	17.85	25.20	30.45	36.75	
CHINA SAUCER SPECIAL ORDER						CUTTER VINYL TILE	6.30	8.40	10.50	11.55	
CHINA SAUCER WH/GLD					0.45	PIPE CAST IRON SNAPPER w/ RATCHET	9.45	12.60	15.75	18.90	
CHINA SAUCER WHITE					0.45	DANCE FLOOR					
CHINA SOUP BOWL WHITE					0.50	Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour
CLEANING											
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour	DANCE FLOOR 3'X 4'OAK					
HOSE PRESSURE WASHER 50' 4000psi	5.25	7.35	9.45	10.50		25.00					
SANDBLASTER 200#	29.40	38.85	48.30	57.75		DRILLS & BITS					
SANDBLASTER,300#	33.60	46.20	56.70	68.25		Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour
SANDBLASTER,HOOD	3.15	4.20	4.20	5.25							
WASHER 1000PSI HOT/COLD ELEC	42.00	55.65	70.35	84.00		BIT CARBIDE 1-1/4"-2" 24"L				12.60	
WASHER 2000psi HOT/GAS	42.00	55.65	70.35	84.00		BIT CARBIDE 1-1/4"-2"				9.45	
WASHER PRESSURE 2700PSI	26.25	34.65	44.10	52.50		BIT CARBIDE 3/16"-1/2"				4.20	
WASHER PRESSURE 3000PSI	31.50	42.00	52.50	63.00		BIT CARBIDE 9/16"-1"				6.30	
WASHER PRESSURE 4000PSI	36.75	49.35	60.90	73.50		BIT CARBIDE CORE 2-5/8"				30.00	
WASHER TRLR MOUNT 3000PSI	52.50	70.35	88.20	105.00		BIT CARBIDE CORE 3"				32.50	
COMPACTION EQUIPMENT						BIT CARBIDE CORE 4"				35.00	
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour	BIT CHISEL 3" MED				4.20	
BLADES GRINDING 10" GOLD AGGRESIV				45.00		BIT DRY DIA. CORE 1"				31.50	
ROLLER 1 TON	91.35	122.85	152.25	183.75		BIT DRY DIA. CORE 3"				57.75	
TAMPER PLATE	32.55	43.05	53.55	65.10		BIT DRY DIA. CORE 4"				63.00	
TAMPER UPRIGHT	38.85	52.50	66.15	78.75		BIT DRY DIA. CORE 5"				63.00	
CONCESSIONS						BIT DRY DIA.CORE 2"				47.25	
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour	BIT PT OR 1" CHISEL MED				4.20	
COTTON CANDY MACHINE				60.00		BIT WET DIA. CORE 1"-1-1/2"				42.00	
POPCORN MACHINE W/SCOOP				50.00		BIT WET DIA. CORE 10"				105.00	
SNO-CONE MACHINE				45.00		BIT WET DIA. CORE 2"-2-1/2"				52.50	
SNO-CONE PUMPS (RENTAL)				2.50		BIT WET DIA. CORE 3"-3-1/2"				57.75	
CONCRETE EQUIPMENT						BIT WET DIA. CORE 4"-4-1/2"				68.25	
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour	BIT WET DIA. CORE 5"				73.50	
BULL FLOAT W/2 HANDLES	9.45	12.60	15.75	18.90		BIT WET DIA. CORE 6"				84.00	
CONCRETE BLANKET 6X24				7.00		BIT WET DIA. CORE 8"				94.50	
CONCRETE BUGGY MOTORIZED	52.50	70.35	88.20	105.00		DRILL CORE FLOOR	38.85	52.50	66.15	78.75	
CONCRETE GAS GRINDER 10" DIA.HEAD	67.50	84.38	101.25	135.00		DRILL CORE HANDHELD DD110D DRY	32.50	40.63	48.75	65.00	
CONCRETE MIXER	34.65	46.20	57.75	69.30		DRILL CORE HANDHELD EDCO VA ABRA	32.50	40.63	48.75	65.00	
CONCRETE SCARIFIER 9H	78.75	105.00	130.20	157.50		DRILL CORE HANDHELD W/STAND DD13	38.85	52.50	66.15	78.75	
CONCRETE SCREED 10'	45.15	59.85	74.55	90.30		DRILL HAMMER SDS 1"	12.60	17.85	22.05	26.25	
CONCRETE SCREED 6' 2CYCLE	32.55	43.05	53.55	65.10		DRILL, ANGLE 3/8"	5.25	7.35	9.45	10.50	
CONCRETE STRIP SERTS (PER SET OF 3				55.00		DRILL, ELECTRIC 1/2"	6.30	8.40	10.50	12.60	
GRINDER CONC.DUAL HEAD ELEC	49.35	66.15	81.90	98.70		DRILL, HAMMER 1 1/2"	15.75	21.00	26.25	31.50	
GRINDER CONC.SGL HEAD ELEC	33.60	45.15	55.65	67.20		DRILL, HAMMER 1/2"	11.55	14.70	18.90	23.10	
GRINDER CONCRETE EDGE	33.60	45.15	55.65	67.20		DRILL, HAMMER 2"	24.15	31.50	38.85	47.25	
MIXER CONC. ELEC	19.95	27.30	32.55	39.90		DRILL, MAGNETIC	42.00	55.65	70.35	84.00	
MIXER, MORTAR	31.50	42.00	52.50	63.00		DRILL, RIGHT ANGLE 1/2"	10.50	13.65	17.85	21.00	
SAW BRICK/PAVER 10"GAS TBL W/BLADE	32.55	43.05	53.55	65.10		DRILL,ELEC 3/4" HEAVY DUTY	12.60	17.85	22.05	26.25	
SAW CONC.BLOCK TBL GAS [BLADE EXT	29.40	38.85	48.30	57.75		HOLE SAW 5/8" - 3 3/4"	3.15	4.20	5.25	6.30	
SAW CONCRETE 14"WALKBEHIND	33.60	46.20	56.70	68.25		HOLE SAW 4" - 6"	5.25	6.30	8.40	9.45	
SAW CONCRETE 18" WALK-BEHIND	45.15	59.85	74.55	90.30		ELECTRICAL EQUIPMENT					
TROWEL BLADES COMB						Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour
TROWEL BLADES FINISH											
TROWEL BLADES FLOAT						BREAKER ELEC LG HANDHELD	26.25	34.65	44.10	52.50	
TROWEL MACHINE 36"	31.50	42.00	52.50	63.00		BREAKER ELEC SM HANDHELD	21.00	28.35	34.65	42.00	
VIBRATOR CONCRETE 10'	21.00	28.35	34.65	42.00		BREAKER, ELEC JACKHAMMER	35.70	48.30	59.85	70.35	
VIBRATOR CONCRETE 3'	12.60	17.85	22.05	26.25		CORD 100' EXT				6.30	
VIBRATOR, CONCRETE 7'	17.85	25.20	30.45	36.75		CORD 50' EXT				5.25	
						DISTRIBUTION BOX X-TREME BOX	12.60	17.85	22.05	26.25	
						DISTRIBUTION BOX FLAT TYPE	12.60	17.85	22.05	26.25	
						DISTRIBUTION BOX PORTABLE w/ 50' CO	20.00	25.00	30.00	40.00	
						DRILL 3/8"DRIVE	5.25	7.35	9.45	10.50	

ELECTRICAL EQUIPMENT						GLASS CHAMPAGNE FLUTE 6OZ	0.45				
Rental						GLASS COFFEE MUG	0.50				
	3 Hour	4 Hour	5 Hour	Daily	72 Hour	HI-BALL REG	0.45				
GRINDER 7" ANGLE	11.55	14.70	18.90	23.10		MARTINI 10OZ TEMPERED	0.65				
SANDER RE-FINISH 12X18"	31.50	42.00	52.50	63.00		OLD FASHION 13OZ DBL	0.45				
SANDER, BELT 4"x24"	10.50	13.65	17.85	21.00		PILSNERS 12 OZ FOOTED	0.45				
SANDER, DRYWALL HOSE						PITCHER, PLASTIC	1.10				
SANDER, DRYWALL	17.85	25.20	30.45	36.75		PLATE, CLEAR 8"	0.50				
SANDER, EDGER FLOOR	17.85	25.20	30.45	36.75		SALT & PEPPER GLASS W/O CONDIMENT	1.10				
SANDER, FLOOR	29.40	38.85	48.30	57.75		TRAY 20" ROUND	7.50				
EXCAVATING & EARTHMOVING EQUIPMENT						TRAY GLASS 12"x 24"	12.75				
Rental						TRAY GLASS 16" OVAL	7.50				
EXCAVATOR 3 TON	130.00	162.50	195.00	260.00		TRAY GLASS 30" - "S" SHAPE	17.00				
EXCAVATOR, 1.5TON	105.00	131.25	157.50	210.00		WATER GOBLET	0.45				
GRAPPLE BUCKET ATT LOADER	31.50	42.00	52.50	63.00		WINE 8 OZ TALL	0.50				
LOADER SKID STEER 1500#	82.50	103.13	123.75	165.00		HEATER & BLOWERS					
LOADER SKID STEER 1700#	97.50	121.88	146.25	195.00		Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour
LOADER SKID STEER WACKER SW1600	97.50	121.88	146.25	195.00		BLOWER LEAF BACK PACK	21.00	28.35	34.65	42.00	
LOADER TRAC 1620#	129.15	171.15	213.15	256.20		BLOWER LEAF HANDHELD	10.50	13.65	17.85	21.00	
FLATWARE (ORIGINAL)						BLOWER LEAF WALKBEHIND	21.00	28.35	34.65	42.00	
Rental						BLOWER VENTILATION ELEC	19.95	27.30	33.60	40.95	
FLATWARE BOULLION SPOON S/T					0.40	COOLING FANS (Evaporative)					100.00
FLATWARE BUTTER KNIFE S/T					0.40	HEATER ELEC MILK HOUSE	2.63	3.29	4.20	5.25	
FLATWARE DINNER FORK HAMMERED					0.45	HEATER KERO 055K FORCED FAN	8.40	10.50	12.60	15.75	
FLATWARE DINNER FORK S/T					0.40	HEATER KERO 070K FORCED AIR	9.45	12.60	15.75	18.90	
FLATWARE DINNER KNIFE HAMMERED					0.45	HEATER KERO 100K-115K FORCED AIR	10.50	13.65	17.85	21.00	
FLATWARE DINNER KNIFE S/T					0.40	HEATER KERO 150K FORCED FAN	14.70	19.95	25.20	29.40	
FLATWARE ICE-TEA SPOON S/T					0.40	HEATER LP 15K RAD SINGLE-HEAD	5.00	6.25	7.50	10.00	
FLATWARE SALAD FORK HAMMERED					0.45	HEATER LP 24K RAD PATIO (INC. 20LB LI				42.00	
FLATWARE SALAD FORK S/T					0.40	HEATER LP 92K WAREHS 5X5	28.35	37.80	47.25	56.70	
FLATWARE SOUP SPOON S/T OVAL					0.45	HEATER PROPANE 035K FORCED AIR	6.30	8.40	10.50	12.60	
FLATWARE SPOON HAMMERED					0.45	HEATER PROPANE 055K FORCED AIR	7.35	10.50	11.55	14.70	
FLATWARE TABLE SPOON S/T					0.45	HEATER PROPANE 080K CONVECTION	7.35	10.50	11.55	14.70	
FLATWARE TEASPOON S/T					0.40	HEATER PROPANE 080K FORCED AIR	8.40	10.50	13.65	16.80	
KNIFE STEAK WOOD HANDLE					0.55	HEATER PROPANE 100K FORCED FAN	9.45	12.60	15.75	18.90	
FLOOR TOOLS						HEATER PROPANE 155K FORCED FAN	12.60	16.80	21.00	25.20	
Rental						HEATER PROPANE 200K CONVECTION	13.65	17.85	23.10	27.30	
BUFFER, FLOOR 13"	12.60	17.85	22.05	26.25		HEATER PROPANE 375K FORCED AIR	22.05	29.40	36.75	44.10	
BUFFER, FLOOR 17"	17.85	25.20	30.45	36.75		LAWN & GARDEN EQUIPMENT					
CARPET CLEANER	14.70	19.95	25.20	29.40		Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour
CARPET KNEE KICKER	8.40	10.50	12.60	15.75		AERATOR 36" SPIKE /DRUM PULL BEHIND	8.40	10.50	13.65	16.80	
CARPET KNIFE	2.63	3.28	3.93	5.25		AERATOR 48" SPIKE/DRUM PULL BEHIND	10.00	12.50	15.00	20.00	
CARPET TUCKING TOOL	2.63	3.28	3.93	5.25		AERATOR CORE 3PT HITCH	31.00	38.75	46.50	62.00	
CARPET, POWER STRETCHER	15.75	21.00	26.25	31.50		AERATOR CORE GAS EASY STEER	45.00	56.25	67.50	90.00	
CARPET, SEAMING IRON	10.50	13.65	17.85	21.00		AERATOR CORE GAS	35.00	43.75	52.50	70.00	
DEHUMIDIFIER INDUSTRIAL	36.75	49.35	60.90	73.50		AERATOR CORE/PLUG 32" PULL BEHIND	14.00	17.50	21.00	28.00	
DEHUMIDIFIER PUMP	36.75	49.35	60.90	73.50		AUGER ATT. LOADER	47.25	63.00	78.75	94.50	
DEHUMIDIFIER	9.45	12.60	15.75	18.90		AUGER ATT. TRACTOR 12" OR 18" BITS	44.10	58.80	73.50	88.20	
FAN CARPET TURBO	9.45	12.60	15.75	18.90		AUGER BITS HEX 10 BITS					
FAN ROUND 36"FLOOR	17.50	21.88	26.25	35.00		AUGER BITS HEX 12 BITS					
FAN ROUND 42" FLOOR	22.50	28.13	33.75	45.00		AUGER BITS HEX 6 BITS					
FAN SQUARE 36"FLOOR	17.50	21.88	26.25	35.00		AUGER BITS HEX 8 BITS					
FAN,PEDISTAL	17.50	21.88	26.25	35.00		AUGER BITS SQUARE 10 BITS					
MAGNETIC SWEEP 24" WIDE	7.35	10.50	11.55	14.70		AUGER BITS SQUARE 12 BITS					
POLISHER, FLOOR 20"	17.85	25.20	30.45	36.75		AUGER BITS SQUARE 18 BITS					
ROLLER, 100 LBS	8.40	10.50	12.60	15.75		AUGER BITS SQUARE 2 BITS					
SAW DOOR JAM	15.75	21.00	26.25	31.50		AUGER BITS SQUARE 4 BITS					
SAW TOE-KICK	12.60	17.85	22.05	26.25		AUGER BITS SQUARE 6 BITS					
SCRUBBER FLOOR 20"BATTERY	66.15	88.20	109.20	130.20		AUGER BITS SQUARE 8 BITS					
TILE REMOVER / TILE STRIPPER	33.60	46.20	53.55	68.25		AUGER BITS SQUARE EXTENSION					
UPHOLSTRY ATT CARPET CLEANER	2.63	3.28	3.93	5.25		AUGER HEX BIT LOADER 12"					
VACUUM 10GAL WET/DRY	9.45	11.55	14.70	17.85		AUGER HEX BIT LOADER 18"					
VACUUM 15GAL WET/DRY	10.50	13.65	17.85	21.00		AUGER HEX BIT LOADER 24"					
VACUUM DRYWALL 7.7 GALLON DRY ON	11.55	14.70	18.90	23.10		AUGER HEX BIT LOADER 6"					
GEM CAR						AUGER, ONE MAN TOW W/ ONE BIT	37.50	46.88	56.25	75.00	
Rental						AUGER, ONE MAN W/ BITS	30.00	37.50	45.00	60.00	
GEM E6 PASSENGER				135.00	270.00	AUGER, TWO MAN W/ ONE BIT	32.50	40.63	48.75	65.00	
GEM EL UTILITY				105.00	210.00	BLOWER STRAW/W TRAILER	52.50	70.35	88.20	105.00	
GEM ES UTILITY				105.00	210.00	CHIPPER, 6" MAX	125.00	156.25	187.50	250.00	
GENERATORS & ENGINES						DETHATCHER	24.15	31.50	38.85	47.25	
Rental						EDGER BED WITH ATTACHMENT CABLE/	51.45	70.35	88.20	105.00	
GENERATOR 2400-2500WT	17.85	25.20	30.45	36.75		EDGER BED	38.85	52.50	66.15	78.75	
GENERATOR 45-50KW TOWABLE	105.00	139.65	174.30	210.00		EDGER LAWN 3HP GAS	17.85	25.20	30.45	36.75	
GENERATOR, 25KW TOWABLE	87.15	115.50	143.85	172.20		LOG, SPLITTER 8HP VERT/HORZ	26.25	34.65	44.10	52.50	
GENERATOR, 3500-3600WT	21.00	28.35	34.65	42.00		MOWER HIGH WEED	38.85	52.50	66.15	78.75	
GENERATOR, 4300-5000WT	23.10	30.45	38.85	46.20		PULVARIZER 3PT HITCH	37.80	50.40	63.00	75.60	
GENERATOR, 5600-6000WT	32.55	43.05	53.55	65.10		RAKE YORK 48" PULL	9.45	12.60	15.75	18.90	
GLASSWARE						ROLLER LAWN SMOOTH	6.30	8.40	10.50	12.60	
Rental						SAW POLE GAS	24.15	31.50	38.85	47.25	
	3 Hour	4 Hour	5 Hour	Daily	72 Hour	SEEDER, DELTA REEL	25.20	33.60	42.00	50.40	
						SOD CUTTER 18"	42.00	55.65	70.35	84.00	
						STUMP GRINDER HYD TRACK	137.50	171.88	206.25	275.00	
						STUMP GRINDER	78.75	105.00	130.20	157.50	
						TILLER, FRONT TINE	21.00	28.35	34.65	42.00	
						TILLER, REAR TINE	47.25	63.00	78.75	94.50	
						TRIMMER HEDGE ELEC 24"	10.50	13.65	17.85	21.00	
						TRIMMER HEDGE GAS	15.75	21.00	26.25	31.50	
						TRIMMER HEDGE POLE GAS	21.00	28.35	34.65	42.00	

LAWN & GARDEN EQUIPMENT						PARTY ACCESSORIES					
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour	Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour
TRIMMER WEEDEATER	14.70	19.95	25.20	29.40		BARREL WINE 36" HEIGHT					30.00
WEED BURNER TORCH	8.40	10.50	12.60	15.75		BRONZE LANTERN					12.00
WHEELBARROW	5.25	6.30	8.40	9.45		CARPET INDR/OUTDR BY SQ/FT INSTALL				0.45	
LIGHTING						CENTERPIECE MIRROR OCTAGON 12"					5.00
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour	CHARGER BEADED ANTIQUE GOLD 14"					2.00
COLLAR LIGHT(6)W/53-40					75.00	CHARGER BEADED GOLD 13"					1.00
LIGHT TOWABLE TOWER 1000WATTX4	70.00	87.50	105.00	140.00		CHARGER BEADED SILVER 13"					1.00
LIGHT TRI-POD 500W BULBS	7.90			15.75		COAT RACK 5'FOLDING					9.00
SIGN 4'X8' W/LETTERS (NOT LIGHTED)				36.75		FIRE EXTINGUISHER				30.00	
LINENS						FOG MACHINE W/REMOTE				40.00	
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour	FRYER STANDING W/O LP				100.00	
LINEN CHAIR COVER SPECIAL ORDER					3.33	GRIDDLE GAS 20x36 W/O LP				52.50	
NAPKIN 20X20 NAVY					0.95	GRILL 28x21 W/O LP				52.50	
MATERIAL HANDLING EQUIPMENT						GRILL 2X5 CHARCOAL				50.00	
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour	GRILL, TOWABLE PIG ROASTER					150.00
BLANKET MOVING PER DZ (Rental)				11.55		HEATER TENT 170K W/DUCT					225.00
CHAIN BINDER RATCHET TYPE						HEATER TENT 80K W/DUCT					125.00
CHAIN LOAD BINDER CHAIN 14'						LIGHT 6 GLOBE WHITE APOLLO 24'					35.00
DOLLY 4 WHEEL	3.15	4.20	5.25	6.30		LIGHT 6GLOBE CLEAR APOLLO 24'					35.00
DOLLY APPLIANCE	5.25	7.35	9.45	10.50		LIGHT BISTRO RUSTIC 48 FEET - 28 LIGH					80.00
DOLLY PIANO PR.	6.30	8.40	10.50	12.60		RUSTIC LANTERN					12.00
DOLLY TOW	26.25	34.65	44.10	52.50		SIGN LIGHTED EXIT				45.00	
GLASS SUCTION CARRIER(PR)	8.40	10.50	12.60	15.75		SIGN NO SMOKING				5.00	
JACK BOTTLE 22 TON	6.30	8.40	10.50	12.60		STANCHION CHROME W/BLACK BELT (E				21.00	
LIFT 1-MAN AWP 25' ELEC.	50.40	67.20	82.95	99.75		TABLE MARKERS 12"CHROME					1.60
LIFT 34'BOOM TOWABLE BATTERY	99.75	132.30	165.90	199.50		THERMOSTAT					5.00
LIFT DUCT 12'COMPACT	21.00	28.35	34.65	42.00		TRASH CAN 32G W/ COVER W/ 1BAG					9.50
LIFT DUCT 15'	21.00	28.35	34.65	42.00		TUB GALVANIZED METAL W/ COPPER H/					12.00
LIFT DUCT 18'	21.00	28.35	34.65	42.00		WOOD CENTER PIECE					5.00
LIFT DUCT 8'COMPACT	15.75	21.00	26.25	31.50		PLUMBING EQUIPMENT					
LIFT DUCT EXT LEGS 8"-27" (SET OF 2)						Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour
LIFT SCISSOR 19-20'S/P BATT	66.15	88.20	109.20	130.20		CRIMPER QEST/PEX 1/2"	5.25	6.30	8.40	9.45	
LIFT SCISSOR 31' BATTERY	96.60	130.20	161.70	193.20		CRIMPER QEST/PEX 3/4"	5.25	6.30	8.40	9.45	
LIFT, DRYWALL	10.50	13.65	17.85	21.00		CRIMPER/QEST/PEX 1"	6.30	8.40	10.50	12.60	
LOADER PALLET FORKS ATT 42"	25.00	31.25	37.50	50.00		SEEKER PIPE	14.70	19.95	25.20	29.40	
PALLET JACK HYD	15.75	21.00	26.25	31.50		SEWER, ELEC 1/2"X50' SELF FEED	26.25	34.65	44.10	52.50	
ROLLER 10T SET (4)	16.80	23.10	29.40	34.65		SEWERSNAKE 50'MANUAL REEL	9.45	12.60	15.75	18.90	
STRAP NYLON LOAD BINDER 27'						SEWERSNAKE, 50' TAPE	6.30	8.40	10.50	11.55	
MEASURING EQUIPMENT						SEWERSNAKE, ELECTRIC 1/2"X50'	20.00	25.00	30.00	40.00	
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour	SEWERSNAKE, ELECTRIC 1/4"X25'DRILL	8.40	10.50	12.60	15.75	
CABLE/PIPE LOCATOR DITCHWITCH	37.80	50.40	63.00	75.60		SEWERSNAKE, ELECTRIC 3/4"X85'	33.60	46.20	56.70	68.25	
LASER LEVEL	21.00	28.35	34.65	42.00		THREADER PIPE MANUAL	9.45	12.60	15.75	18.90	
LEVEL BUILDERS GRADE	13.65	18.90	24.15	29.40		THREADER RATCHET/DIAL	10.50	13.65	17.85	21.00	
LEVEL GRADE ROD 13'						TOILET AUGER				5.25	
LEVEL GRADE ROD 8'						WRENCH PIPE 36"	5.25	6.30	8.40	9.45	
METAL DETECTOR	10.50	13.65	17.85	21.00		PUMPS & HOSES					
MISCELLANEOUS						Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour	HOSE DISCHARGE 2"X25'	3.15	4.20	4.20	5.25	
MISC INTEREST CHG						HOSE DISCHARGE 2"X50'	4.20	5.25	6.30	7.35	
MISCELLANEOUS, RENTAL ITEM						HOSE DISCHARGE 3"X50'	4.20	6.30	7.35	8.40	
MISCELLANEOUS, RENTAL ITEM						HOSE,DISCHARGE 4"X50'	5.25	6.30	8.40	9.45	
MISCELLANEOUS, RENTAL ITEM						PUMP, SUBMERSIBLE 2'ELEC W/50' HOSI	15.75	21.00	26.25	31.50	
MISCELLANEOUS, RENTAL ITEM						PUMP, SUBMERSIBLE GARDEN HOSE	6.30	8.40	10.50	12.60	
MISCELLANEOUS, RENTAL ITEM						PUMP, TRASH 2"	21.00	28.35	34.65	42.00	
MISCELLANEOUS, RENTAL ITEM						PUMP, TRASH 3"	24.15	31.50	38.85	47.25	
MISCELLANEOUS, RENTAL ITEM						PUMP, TRASH 4" GAS	34.65	46.20	57.75	69.30	
NAPKINS						SAWS					
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour	Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour
LINEN NAPKIN SPECIAL ORDER					0.95	SAW CUT-OFF 14" GAS	31.50	42.00	52.50	63.00	
NAPKIN 20X20 FOREST					0.95	SAW MITER 10"-12"	16.80	22.05	28.35	33.60	
NAPKIN 20X20 GOLD					0.95	SAWZALL ELEC	8.40	10.50	12.60	15.75	
NAPKIN 20X20 IVORY					0.95	SCAFFOLDING & SHORING EQUIPMENT					
NAPKIN 20X20 PURPLE					0.95	Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour
NAPKIN 20X20 RED					0.95	CEILING SUPPORT POST 4'-11'	3.15	5.25	6.30	7.35	
NAPKIN 20X20 WHITE					0.95	SCAFFOLD BASE PLATE					1.05
PAINTING EQUIPMENT						SCAFFOLD WHEELS FOR (BAKERS SET)					4.20
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour	SCAFFOLD, 8" WHEELS					5.25
LADDER EXTENSION 24' FIBER	10.50	13.65	17.85	21.00		SCAFFOLD, BRACES EXTRA					2.10
LADDER EXTENSION 32' FIBER	11.55	15.75	19.95	24.15		SCAFFOLD, CATWALK					7.35
LADDER EXTENSION 40' FIBER	17.85	24.15	30.45	35.70		SCAFFOLD, LEVEL STEMS					4.20
LADDER JACK(PAIR)	5.25	6.30	8.40	9.45		SCAFFOLD, OUT RIGGER					4.20
LADDER, STEP 12' FIBER	6.30	8.40	10.50	12.60		SCAFFOLD, PER FRAME 5'X5' HD W/BRAI					7.35
LADDER, STEP 6'-8" FIBER	5.25	7.35	9.45	10.50		SCAFFOLD, PLATFORM SET(BAKERS)					42.00
LINE STRIPER/SPRAY CAN	5.25	6.30	8.40	9.45		SCAFFOLD, SNAP PIN 3/8"x2"					
WALLPAPER, STEAMER	12.60	17.85	22.05	26.25		SCAFFOLD, GUARDRAIL (7")					2.10
						SCAFFOLD, GUARDRAIL POSTS					1.05
						SCAFFOLD, GUARDRAIL RAILS (5')					2.10
						STAGE WALKBOARD 10'-16"EXP	8.40	10.50	13.65	16.80	
						STAGE WALKBOARD ALUM 12'	8.40	10.50	13.65	16.80	
						STAGE WALKBOARD ALUM 16'X 12'	8.40	10.50	13.65	16.80	

SCAFFOLDING & SHORING EQUIPMENT					
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour
STAGE WALKBOARD ALUM 20"X 14"	9.45	12.60	15.75	18.90	
STAGE WALKBOARD ALUM 24"X 14"	10.50	13.65	17.85	21.00	
STAGE WALKBOARD ALUM 24"X 20"	11.55	14.70	18.90	23.10	
SERVING EQUIPMENT					
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour
BASKET BREAD WICKER OVAL 3"D					4.75
BEVERAGE DISPENSER 5G INSULATED					16.00
BOWL HAMMERED S/S PUNCH					22.50
BOWL S/S W/ STND					22.05
BOWL, GLASS PUNCH					9.00
BOWL, PEBBLE					6.50
BREAD BASKET SILVER OVAL					4.75
CAKE STAND 14" S/P					15.75
CARAFE,WINE 1 LITRE					3.15
CARRIER, FOOD					30.00
CHAFER, EXTRA 2.5" FOOD PANS					5.00
CHAFER, EXTRA 2.5"DIVIDED PANS					5.00
CHAFER, STAINLESS 8 QT					18.00
COFFEE, CARAFE WHITE					6.50
COFFEE, URN 100 CUP STAINLESS					21.00
COFFEE, URN 35 CUP STAINLESS					20.00
COFFEE, URN 55 CUP STAINLESS					25.00
COOLER 150-165QT CHEST					22.00
CUPCAKE HOLDER [24 CT]					22.00
CUPCAKE HOLDER [36 CT]					27.50
DRINK DISPENSER 2.5 GAL S/T					20.00
FOUNTAIN 5GAL STAINLESS DBL.DROP					48.00
HEAT LAMP W/CARVE BOARD					31.50
HOT BOX FLAT TRAY 18X26					3.00
HOT BOX FOOD CARRIER ELEC INC 8 TR					100.00
STAND CATER-TRAY					5.00
TRAY CATER 14" RND					6.50
TRAY CATER 27"x22"					6.50
TRAY GLASS 16" RD					7.50
TRAY GLASS 21"x21" SQUARE					34.00
TRAY OVAL HAMMERED S/S 11X15					7.50
TRAY OVAL HAMMERED S/S 13x17					9.50
TRAY OVAL HAMMERED S/S 16x20					13.00
SKIRTING LINENS					
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour
SKIRT BLK 13' SNAP-CLIP					18.00
SKIRT BLK 13' VELCRO(15CLIPS)					18.00
SKIRT BLK 8' VELCRO(10 CLIPS)					15.00
SKIRT WHT 13' VELCRO(15CLIPS)					18.00
SKIRT WHT 8' VELCRO(10CLIP)					15.00
SPORTS & RECREATION					
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour
CARNIVAL GAMES (PLINKO/STREET/STR					112.50
DUNK TANK				150.00	
MOON BOUNCE 15'X 15' CASTLE				185.00	
PLINKO GAME				50.00	
STREET SKEET GAME				50.00	
STRIKE ZONE GAME				50.00	
STAGE					
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour
STAGE 4X4 BIL-JAX					35.00
STAGE 4X4 GRANITE					35.00
STAGE GUARDRAIL 4'SEC					15.00
STAGE RAMP (PER SECTION)					35.00
STAGE RAMP w/ HANDRAIL (24"MAX)					150.00
STAGE STEPS W/HANDRAIL					35.00
STAGE TRIANGLE CORNER BILJAX					35.00
STORAGE CONTAINERS					
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour
OFFICE GRD LEVEL 22'					
OFFICE/STORAGE 40' CONTAINER					
STORAGE CONTAINERS10'X8'					
STORAGE CONTAINERS20'X8'					
STORAGE CONTAINERS22'X8'					
STORAGE CONTAINERS40'X8'					
TABLES/CHAIRS					
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour
CHAIR BONE FOLDING					1.45
CHAIR BROWN FOLDING					1.00
CHAIR FAN BACK BLACK					1.75
CHAIR FAN BACK WHITE					1.75
CHAIR WHITE FOLDING					1.45
CHAIR WOOD CROSS BACK W/ CUSHION					8.00
CHAIR WOOD NATURAL FOLDING W/ CU					3.50
TABLE 30" COCKTAIL RD 42" TALL					10.00
TABLE 30" COCKTAIL SQ 42" TALL					10.00
TABLE 36" RND COCKTAIL BARREL 36" H					45.00
TABLE BANQUET 6'X 30" WOOD					7.75
TABLE BANQUET 8'X 30" WOOD					8.75
TABLE BARTOP BARREL					125.00
TABLE PRESS 6'X18"					7.75
TABLE PRESS 8'X18"					8.00
TABLE ROUND 36"					8.00
TABLE ROUND 48"					8.50
TABLE ROUND 60"					9.00
TENTS					
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour
TENT 10X10 POP-UP					79.00
TENT 10X10 SQUARE PEAK					121.00
TENT 10X20 PEAK					130.00
TENT 15X15 SQUARE PEAK					184.00
TENT CANCELLATION FEE (WITHN WK OF					
TRAILERS & STORAGE					
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour
TRAILER 2500GW 5'X8' RAMP				37.00	
TRAILER 2900GW 5'X8' TILT				37.00	
TRENCHERS					
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour
TRENCHER 1030	75.00	93.75	112.50	150.00	
TRENCHER COMPACT (NO ROCKS)	47.25	59.35	70.90	94.50	
TRENCHER, #1820	92.50	115.65	138.75	185.00	
TRENCHER, #3700	135.00	168.75	202.50	270.00	
VEHICLE RENTAL UNITS					
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour
VEH AUTOTRANSPORT 82"X164" 4500#	32.50	43.33	54.17	65.00	
VEH TRUCK PICKUP				32.95	
VEH VAN CARGO				39.95	
VEHICLE DAMAGE WAIVER				15.95	
WEDDING					
Rental	3 Hour	4 Hour	5 Hour	Daily	72 Hour
ARCH WHITE (WESTHAVEN ARBOR)					45.00
ARCH WHITE VINYL (PLYMOUTH)					35.00
ARCH WOOD (CAPE WINDS)					75.00
BIRDCAGE (DECORATIVE)					5.00
CANDLE MECH.12" WH W/INSERT					1.00
CANDLE MECH.15" WH W/INSERT					1.05
CANDLE MECH.8" WH W/INSERT					1.05
CARPET RUNNER 50' RED					63.00
COLUMNS 32" WHITE					13.00
COLUMNS 40" WHITE					16.00
COLUMNS 48" WHITE					19.00
SCREENS TRI-FOLD WHITE					18.90
SILVER 15STK SPIRAL					18.90
SILVER 17STK HEART					17.85
SILVER 75TK ADJUSTABLE					13.65
SILVER LIGHTER/SNUFFER					9.45
STAND GUEST BOOK WHITE					18.90

## ADDENDUMS

# REQUEST FOR PROPOSAL

## RFP# JGM-999

**Issue Date:** 05/01/2018  
**Title:** Special Event Rentals  
**Issuing Agency:** Commonwealth of Virginia  
James Madison University  
Procurement Services MSC 5720  
752 Ott Street, Wine Price Building  
First Floor, Suite 1023  
Harrisonburg, VA 22807

**Period of Contract:** From Date of Award Through One Year (Renewable)

**Sealed Proposals Will Be Received Until 2:00 PM on July 10, 2018 for Furnishing The Services Described Herein.**

*SEALED PROPOSALS MAY BE MAILED, EXPRESS MAILED, OR HAND DELIVERED DIRECTLY TO THE ISSUING AGENCY SHOWN ABOVE.*

All Inquiries For Information And Clarification Should Be Directed To: Garrett Morris, Buyer Specialist, Procurement Services, [morrisjg@jmu.edu](mailto:morrisjg@jmu.edu); 540-568-4501; (Fax) 540-568-7936 not later than five business days before the proposal closing date.

**NOTE: THE SIGNED PROPOSAL AND ALL ATTACHMENTS SHALL BE RETURNED.**

In compliance with this Request for Proposal and to all the conditions imposed herein, 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:

CVR Rentals Inc. DBA Central Virginia Rental

2482 Jefferson Highway

Waynesboro, VA 22980

By: 

(Signature in Ink)

Name: Dr. Tim McIntosh

(Please Print)

Date: July 9, 2018

Title: Regional Manager

Web Address: [www.CVRRental.com](http://www.CVRRental.com)

Phone: (540) 943 - 8173 ext. 103

Email: [tmcintosh@CVRRental.com](mailto:tmcintosh@CVRRental.com)

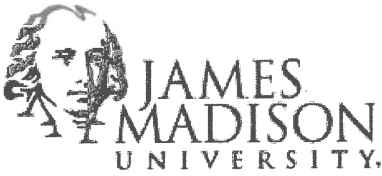
Fax #: (540) 943-2127

ACKNOWLEDGE RECEIPT OF ADDENDUM: #1  #2  #3  #4 \_\_\_\_\_ #5 \_\_\_\_\_ (please initial)

SMALL, WOMAN OR MINORITY OWNED BUSINESS:

X YES; ☐ NO; IF YES ⇒ X SMALL; ☐ WOMAN; ☐ MINORITY IF MINORITY: ☐ AA; ☐ HA; ☐ AsA; ☐ NW; ☐ Micro

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



**May 18, 2018**

**ADDENDUM #: ONE  
TO ALL OFFERORS:**

**REFERENCE:** Request for Proposal No: **RFP# JGM-999**  
Dated: **May 1, 2018**  
Commodity: **Special Event Equipment Rentals**  
RFP Closing On: **July 10, 2018 2:00 p.m.**

- 1. The following shall hereby be incorporated into the RFP under *Section VIII. Special Terms and Conditions*.**

**Z. ADDITIONAL GOODS AND SERVICES:** The University may acquire other goods or services that the supplier provides than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms, and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services that are newly introduced during the term of this Agreement. Such additional goods and services will be provided to the University at favored nations pricing, terms, and conditions.

Acknowledgement of this addendum must be indicated on the original proposal document at the time your proposal is submitted.

Sincerely,

Garrett Morris  
Buyer Specialist  
Phone: (540-568-4501)



**June 8, 2018**

**ADDENDUM #: TWO  
TO ALL OFFERORS:**

**REFERENCE:** Request for Proposal No: **RFP# JGM-999**  
Dated: **June 8, 2018**  
Commodity: **Special Event Equipment Rentals**  
RFP Closing On: **July 10, 2018 2:00 p.m.**

1. Question: Please provide a parking location for which we will be able to park our vehicles and work to serve the requirements for any respective University event.

**JMU Answer:** Vendors will be permitted to park at the R10 and R11 lots to service University commencement and other large events. Further information on these lots can be found at <https://www.jmu.edu/parking/lots/all-lots/r10-lot.shtml>

**UVA Answer:** Vendors will be required to secure their own off-site parking.

Acknowledgement of this addendum must be indicated on the original proposal document at the time your proposal is submitted.

Sincerely,

Garrett Morris  
Buyer Senior  
Phone: (540-568-4501)





July 5, 2018

**ADDENDUM #: THREE  
TO ALL OFFERORS:**

**REFERENCE:** Request for Proposal No: **RFP# JGM-999**  
Dated: **July 5, 2018**  
Commodity: **Special Event Equipment Rentals**  
RFP Closing On: **~~July 10, 2018 2:00 p.m.~~**  
**July 19, 2018 2:00 p.m.**

1. The closing date and time has been extended to July 19, 2018 at 2:00 p.m.

Acknowledgement of this addendum must be indicated on the original proposal document at the time your proposal is submitted.

Sincerely,

Garrett Morris

Buyer Senior

Phone: (540-568-4501)

## ATTACHMENTS

## ATTACHMENT A

### OFFEROR DATA SHEET

#### TO BE COMPLETED BY OFFEROR

1. **QUALIFICATIONS OF OFFEROR:** Offerors must have the capability and capacity in all respects to fully satisfy the contractual requirements.
2. **YEARS IN BUSINESS:** Indicate the length of time you have been in business providing these types of goods and services.

Years 46 Months \_\_\_\_\_

3. **REFERENCES:** Indicate below a listing of at least five (5) organizations, either commercial or governmental/educational, that your agency is servicing. Include the name and address of the person the purchasing agency has your permission to contact.

CLIENT	LENGTH OF SERVICE	ADDRESS	CONTACT PERSON/PHONE #
HVAC-MD	13 Years	2460 Mount Vernon Street Waynesboro, VA 22980	Todd Showalter (540) 271-4955
MITS of VA	15 Years	2075 West Main Street Waynesboro, VA 22980	Richard Baldwin (540) 932-7300
Patterson Doors	9 Years	2200 Lyndhurst Road Waynesboro, VA 22980	Jeff Patterson (540) 569-0439
County Cupboard Catering	12 Years	831 Rockfish Road Waynesboro, VA 22980	Patsy Wood (540) 943-0026
Bevins Equipment	8 Years	333 Madrid Waynesboro, VA 22980	John Bevins (540) 471-1913
IC8ER4U llc.	13 Years	1570 Pose Lane Charlottesville, VA 22911	Susan Nelson (434) 825-5386
Bowl of Good	4 Years	831 Mount Clinton Pike Harrisonburg, VA 22802	Jan Henley (540) 437-9020
The George's Inn	1 Year	11 North Main Street Lexington, VA 24450	Julie Rupert (540) 463-2500

4. List full names and addresses of Offeror and any branch offices which may be responsible for administering the contract.

Central Virginia Rental, 2482 Jefferson Highway, Waynesboro, VA 22980 (540) 943-8173

Central Virginia Rental, 3380 Emmaus Road, Harrisonburg, VA 22801 (540) 433-7368

Central Virginia Rental, 708 Richmond Road, Staunton, VA 24401 (540) 886-7500

Central Virginia Rental, 1140 River Road, Charlottesville, VA 22901 (434) 977-5917

Central Virginia Rental, 101 Memorial Lane, Lexington, VA 24450 (540) 464-4287

3. **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 2.2-3100 – 3131?

[ ] YES [ X ] NO

IF YES, EXPLAIN: \_\_\_\_\_

***RETURN OF THIS PAGE IS REQUIRED***

## ATTACHMENT B

Small, Women and Minority-owned Businesses (SWaM) Utilization Plan

**Offeror Name:** CVR Rentals Inc. dba Central Virginia Rental **Preparer Name:** Tim McIntosh

**Date:** July 9, 2018

Is your firm a **Small Business Enterprise** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes X No       

If yes, certification number: 653781 Certification date: August 5, 2015

Is your firm a **Woman-owned Business Enterprise** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes        No X

If yes, certification number:                      Certification date:                     

Is your firm a **Minority-Owned Business Enterprise** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes        No X

If yes, certification number:                      Certification date:                     

Is your firm a **Micro Business** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes        No X

If yes, certification number:                      Certification date:                     

**Instructions:** *Populate the table below to show your firm's plans for utilization of small, women-owned and minority-owned business enterprises in the performance of the contract. Describe plans to utilize SWAMs businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.*

**Small Business:** "Small business " means a business, independently owned or operated by one or more persons who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, 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.

**Woman-Owned Business Enterprise:** A business concern which is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more women, and whose management and daily business operations are controlled by one or more of such individuals. **For purposes of the SWAM Program, all certified women-owned businesses are also a small business enterprise.**

**Minority-Owned Business Enterprise:** A business concern which is at least 51 percent owned by one or more minorities or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more minorities and whose management and daily business operations are controlled by one or more of such individuals. **For purposes of the SWAM Program, all certified minority-owned businesses are also a small business enterprise.**

**Micro Business** is a certified Small Business under the SWaM Program and has no more than twenty-five (25) employees **AND** no more than \$3 million in average annual revenue over the three-year period prior to their certification.

**All small, women, and minority owned businesses must be certified by the Commonwealth of Virginia Department of Small Business and Supplier Diversity (SBSD) to be counted in the SWAM program. Certification applications are available through SBSD at 800-223-0671 in Virginia, 804-786-6585 outside Virginia, or online at <http://www.sbsd.virginia.gov/> (Customer Service).**

***RETURN OF THIS PAGE IS REQUIRED***

**ATTACHMENT B (CNT'D)**  
Small, Women and Minority-owned Businesses (SWaM) Utilization Plan

Procurement Name and Number: \_653781\_\_\_\_\_

Date Form Completed: \_August 5, 2015\_

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

Offeror / Proposer:

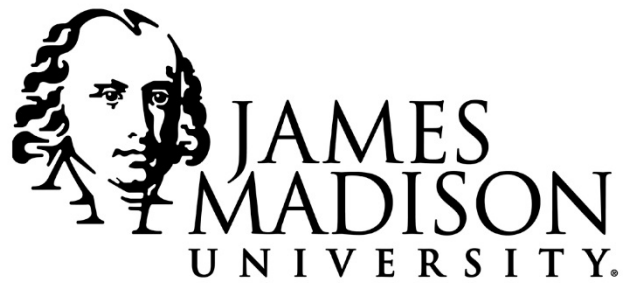
CVR Rentals Inc. dba Central Virginia Rental Firm      2482 Jefferson Highway, Waynesboro VA 22980  
Address

Tim McIntosh (540) 943-8173 ext. 103  
Contact Person/No.

Sub-Contractor's Name and Address	Contact Person & Phone Number	SBSD Certification Number	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)
None Planned at this Time					

*(Form shall be submitted with proposal and if awarded, again with submission of each request for payment)*

***RETURN OF THIS PAGE IS REQUIRED***



# Request for Proposal

## **RFP# JGM-999**

**Special Event Equipment Rentals**

**May 1, 2018**



# ***REQUEST FOR PROPOSAL***

## ***RFP# JGM-999***

**Issue Date:** 05/01/2018  
**Title:** Special Event Rentals  
**Issuing Agency:** Commonwealth of Virginia  
James Madison University  
Procurement Services MSC 5720  
752 Ott Street, Wine Price Building  
First Floor, Suite 1023  
Harrisonburg, VA 22807

**Period of Contract: From Date of Award Through One Year (Renewable)**

**Sealed Proposals Will Be Received Until 2:00 PM on July 10, 2018 for Furnishing The Services Described Herein.**

*SEALED PROPOSALS MAY BE MAILED, EXPRESS MAILED, OR HAND DELIVERED DIRECTLY TO THE ISSUING AGENCY SHOWN ABOVE.*

All Inquiries For Information And Clarification Should Be Directed To: Garrett Morris, Buyer Specialist, Procurement Services, [morrisjg@jmu.edu](mailto:morrisjg@jmu.edu); 540-568-4501; (Fax) 540-568-7936 not later than five business days before the proposal closing date.

**NOTE: THE SIGNED PROPOSAL AND ALL ATTACHMENTS SHALL BE RETURNED.**

In compliance with this Request for Proposal and to all the conditions imposed herein, 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
(Signature in Ink)

Name: \_\_\_\_\_  
(Please Print)

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Web Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Fax #: \_\_\_\_\_

ACKNOWLEDGE RECEIPT OF ADDENDUM: #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_ #5 \_\_\_\_\_ (please initial)

SMALL, WOMAN OR MINORITY OWNED BUSINESS:

☐ YES; ☐ NO; *IF YES* ⇒ ⇒ ☐ SMALL; ☐ WOMAN; ☐ MINORITY ***IF MINORITY:*** ☐ AA; ☐ HA; ☐ AsA; ☐ NW; ☐ Micro

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

# ***REQUEST FOR PROPOSAL***

*RFP # JGM-999*

## ***TABLE OF CONTENTS***

I.	PURPOSE .....	Page	1
II.	BACKGROUND .....	Page	1-2
III.	SMALL, WOMAN-OWNED, AND MINORITY PARTICIPATION .....	Page	2
IV.	STATEMENT OF NEEDS .....	Page	2-7
V.	PROPOSAL PREPARATION AND SUBMISSION .....	Page	7-9
VI.	EVALUATION AND AWARD CRITERIA .....	Page	9-10
VII.	GENERAL TERMS AND CONDITIONS .....	Page	10-16
VIII.	SPECIAL TERMS AND CONDITIONS .....	Page	17-22
IX.	METHOD OF PAYMENT .....	Page	22
X.	PRICING SCHEDULE .....	Page	22-23
XI.	ATTACHMENTS .....	Page	23-35
	A. Offeror Data Sheet		
	B. SWaM Utilization Plan		
	C. Sample of Standard Contract		
	D. Zone Map		



## **I. PURPOSE**

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals from qualified sources to enter into a contract to provide Special Event Rental Services for James Madison University (JMU), an agency of the Commonwealth of Virginia. Initial contract shall be for one (1) year with an option to renew for six (6) additional one-year periods.

## **II. BACKGROUND**

### **A. James Madison University (JMU) Background:**

James Madison University (JMU) is a comprehensive public institution in Harrisonburg, Virginia with an enrollment of approximately 22,000 students and 4,000 faculty and staff. There are over 600 individual departments on campus that support seven academic divisions. The University offers over 120 majors, minors, and concentrations. Further information about the University may be found at the following website: <http://www.jmu.edu>.

JMU regularly rents a wide variety of on demand special event items for small to medium functions held on campus. These items include, but are not limited to, tables, chairs, tents, staging, and generators. The approximate spend for the last 12 months for on-demand special events rental services was \$70,000; however, this is subject to change annually.

Aside from on demand special event items, one of the University's most prestigious events is its annual commencement ceremony occurring each May (spring) and December (winter). The commencements consist of multiple diploma ceremonies located at different locations across campus. In May 2017, JMU celebrated the commencement of approximately 4,365 graduate and undergraduate students. In December of 2017, JMU celebrated the commencement of approximately 900 graduate and undergraduate students. The approximate spend for the last 12 months for these services was \$273,824.38.

### **B. University of Virginia (UVA) Background:**

The Rector and Visitors of the University of Virginia (the University), a Virginia public corporation, under a separate Agreement, will engage the Selected Firm(s) to provide equipment for its graduation, opening convocation, and other events throughout the year.

Additional information about the University may be found at the following website: <http://www.virginia.edu>

In 2015 the University began dividing graduation ceremonies (e.g. "Final Exercises") into two days. On Saturday, the ceremony is for the Graduate School of Arts & Sciences and the College of Arts & Sciences. On Sunday, graduation ceremonies are held for approximately eleven other schools. The University also conducts multiple diploma ceremonies at various locations around Grounds. The approximate spend for the last 12 months was \$175,743.00. The approximate spend for the University with the current contract is \$1,201,855.

The University's academic procession is comprised of graduating students and faculty members wearing academic regalia proceeding from the Rotunda down the lawn to Cabell Hall. The procession takes approximately one hour from start to finish. The main final exercises on both days last approximately one hour.

### **C. VASCUPP Background:**

The mission of the Virginia Association of State College and University Purchasing Professionals (VASCUPP) is:

- to recognize and effectively use the common procurement principles, knowledge, experience, challenges, support and resources of all decentralized higher education member institutions;
- to be a united group with common goals of addressing the complexities of the Commonwealth of Virginia procurement processes;
- enhance the ability of each individual member institution to effectively provide efficient and responsive customer service in facilitating the purchase of goods and services for their Institution; and
- to support diversified vendor advocacy to enhance the capability of each member institution in seeking open competition for the highest valued products and services.

More information about each VASCUPP member university can be located at the following website: <https://vascupp.org>

### **III. SMALL, WOMAN-OWNED AND MINORITY PARTICIPATION**

It is the policy of the Commonwealth of Virginia to contribute to the establishment, preservation, and strengthening of small businesses and businesses owned by women and minorities, and to encourage their participation in State procurement activities. The Commonwealth encourages contractors to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other contractual opportunities. Attachment B contains information on reporting spend data with subcontractors.

### **IV. STATEMENT OF NEEDS**

James Madison University's intent is to enter into contract(s) with selected firm(s) to furnish all labor, materials, tools and resources necessary to provide special event equipment rental services to include those goods and services necessary to help the University achieve its goals as outlined in this RFP. The University wishes to secure the services of professional special event rental firms with direct experience and expertise in the convention, event, or hospitality industry. The contractor shall work independently to furnish all equipment, labor, insurance, supervision, and incidental necessary to provide special event rental services to the University. The contractor shall develop clear, concise, and professional quality written proposal quotes for each event for review and acceptance by James Madison University.

All equipment shall be uniform, clean, sanitized, superior quality, operable, with no broken parts, and the same color within each ceremony/location. James Madison University will at its sole discretion determine if equipment is acceptable for use.

The Contractor shall be responsible at all times for the actions and work of its employees. The contractor shall enforce strict discipline and good order among event personnel. James Madison University reserves the right to require the contractor to remove any employee whose behavior is deemed as unprofessional or objectionable.

The Contractor shall provide uniforms for all personnel assigned to work at the University. Uniforms will contain the Contractor's name and individual's name. Uniforms shall be worn at all times while on University property to designate Contractor affiliation.

The Contractor shall analyze and recommend improvements to the University's current timeline for delivery, set up, and take down of the rental equipment. The contractor shall use effective procedures to insure timely delivery and set-up for the University's scheduled special events,

which may include hours of service after normal working hours to include weekends and holidays.

The Contractor shall have both the demonstrated experience and the existing, proven capacity of licensed, trained, and qualified, personnel to effectively meet the requirements of this RFP and scope of duties therein. Contractor shall have chair stacking and transporting systems that allow one worker to securely transport a stack of approximately fifty (50) chairs across turf and hard surfaces without damage to the chairs or the terrain.

The contractor shall have obtained all applicable permits and licenses pursuant to Commonwealth of Virginia State Fire Prevention Code for temporary tents and membrane structures. For more information please reference:

[https://www2.iccsafe.org/states/virginia/Fire\\_Prevention/fire\\_Frameset.html](https://www2.iccsafe.org/states/virginia/Fire_Prevention/fire_Frameset.html)

No portion of work will be subcontracted without prior written consent of the University. In the event that the selected firm(s) desires to subcontract any part of the work specified herein, the selected firm(s) will furnish the University the names, qualifications, and experience of its proposed subcontractors. The selected firm(s) will remain fully liable and responsible for the work to be performed by its subcontractor(s) and will assure compliance with all requirements of the Agreement.

The University has identified two (2) distinct areas where special event equipment rental services are needed: 1) on demand, small or large quantity, multi-location events 2) spring and winter commencement and other large University events. James Madison University reserves the right to obtain other cost estimates prior to authorizing work, and to solicit any project separate and apart from the resulting contract(s) as may be deemed in the best interest of the University. James Madison University reserves the right to request a quotation from one or more contractors with which the University has a contract

Special Events at the University may include, but is not limited to:

1. Student Events
2. Major Speakers
3. Athletic Events
4. Faculty/Staff Events
5. Capital Project Kick-off
6. Back to School Events

**Offerors may respond to Section A, Section B, or both dependent upon the services being offered.**

#### **A. On Demand Event Equipment Rental**

##### **1. General**

- a. Describe ability to provide special event rental services for small or medium, multi-location events. Be specific in detailing the event from beginning to end including ability to provide set-up and take-down services.
- b. Unanticipated events may be held with little to no notice. Describe the expected turnaround time for events at James Madison University and how tight deadlines are met.
- c. Describe in detail warranty given on all equipment and service.

- d. Describe in detail cancellation requirements.
- e. Identify any certifications and licenses that the contractor and or employee(s) may currently hold.
- f. Describe invoicing procedure. Provide sample invoice with proposal.

2. Equipment

- a. Provide a link to your firm's online special event rental catalog.
- b. Describe seating options including the maximum number of uniform chairs that can be accommodated with one order. Include seating specifications, colors, etc. Provide descriptive literature, specifications and pictures, of seating options being offered.
- c. Describe staging options to include various sizes, styles, skirting etc. Provide descriptive literature, specifications, and pictures of staging being offered.
- d. Describe table options to include various sizes and styles. Provide descriptive literature, specifications, and pictures of tables being offered.
- e. Describe tent options to include various sizes and styles and associated cost. Provide descriptive literature, specifications, and pictures of tents being offered.
- f. Describe mobile portable sanitation unit options to include various sizes and styles and associated cost. Provide descriptive literature, specifications, and pictures of sanitation units being offered.
- g. Describe portable generator options to include various sizes and power capabilities. Provide descriptive literature, specifications, and pictures of generators being offered.
- h. Provide information on other items your firm provides for special event rental.
- i. Describe minimum order requirements.

3. Service

- a. Describe timeframe for set-up and take-down of equipment.
- b. Describe the training, expertise, and supervision of personnel employed by the contractor that may be assigned to service James Madison University.
- c. Describe consultation and guidance that may be provided to James Madison University in determining exact needs for specific events and locations. Describe ability to accommodate requests for site visits to make recommendations and suggestions concerning equipment needed
- d. Provide primary contact for all James Madison University special event rental services.

## **B. Spring and Winter Commencement and other Large Events Equipment Rental**

Projected Commencement schedules and dates for VASCUPP institutions are as follows:

### **James Madison University:**

2019 – May 2, 3, and 4

2020 - May 7, 8, and 9

2021 – May 6, 7, and 8

### **University of Virginia:**

2019 – May 17, 18, and 19

2020 – May 15, 16, and 17

2021- May 21, 22, and 23

**Offerors shall respond in detail to the following:**

#### **1. Goods and Services**

- a. Describe in detail how your firm plans to provide the “services” outlined under *Section IV- Statement of needs and attachment E* to include timeframe for set-up and take-down.
- b. Describe how the firm plans to provide quality equipment, delivery, chair, staging mobility, set-up, and equipment removal in a timely professional manner for large, multi-location events. Include a description on how the firm will work with the University to ensure last minute schedule changes and equipment requirements.
- c. Describe the firm’s equipment rental services including:
  - i. Available inventory for chairs, tents, staging, tables, flooring, portable sanitation units, and any additional special equipment. Describe options, sizes, styles, etc. for each. Provide descriptive literature, specifications, and pictures of all items being offered. Provide special event rental catalog.
  - ii. Capability to meet University’s expanding requirements for special event equipment to include new equipment options as University student enrollment, demands, and events increase.
  - iii. Provide a narrative demonstrating your firm’s ability to provide quality equipment to include, at a minimum, the process utilized for cleaning, storing, moving, and replacing equipment.
  - iv. Ability to provide thorough instructions, diagrams, and other tools set-up and take-down services for large, multi-location events with little or no supervision from the University.
  - v. Provide manufacturer load and sway test results that have passed review by a Virginia licensed structural engineer.

- vi. Warranty provided on all equipment and services.
- vii. Cancellation requirements and associated costs.
- d. Describe your firm's plan to for customer service to include:
  - i. Contingency plans for unforeseen events such as vehicle breakdowns, equipment damage in transit to the University, and /or delays due to weather, accidents, etc.
  - ii. Special Event reservation time period and days/hours notice for additions or deletions for equipment rental requirements.
  - iii. Accommodating the University's preference to set up equipment requirements as close to the actual date of the event(s), without compromising the ability to execute an on time installation.
  - iv. Expected turnaround time for unanticipated events, and how shortened deadlines are met.
  - v. Consultation and guidance in determining exact needs for specific events and locations.
  - vi. Ability to accommodate requests for site visits to make recommendations and suggestions concerning equipment needs.
  - vii. Training, expertise, and supervision of personnel that may be assigned to service the University.
- e. Describe additional equipment the firm has access to and can provide the University.
- f. Provide minimum order and delivery requirements for smaller special events (i.e. chairs, staging, tents, etc.)
- g. Describe invoicing procedures. Provide a sample invoice with your proposal.

## 2. General Information, Personnel, References

- a. Provide a brief history of your firm, its qualifications & experience in providing special event equipment rental services for University and College commencement ceremonies.
- b. Provide information of essential personnel who will be assigned to work with the University including a description of their experience in providing similar Special Equipment Rental Services.
- c. Identify any certifications and licenses that the contractor and or employee(s) may currently hold.

- d. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of VASCUPP members can be found at <https://vascupp.org/>

## V. PROPOSAL PREPARATION AND SUBMISSION

### A. GENERAL INSTRUCTIONS

**To ensure timely and adequate consideration of your proposal, offerors are to limit all contact, whether verbal or written, pertaining to this RFP to the James Madison University Procurement Office for the duration of this Proposal process. Failure to do so may jeopardize further consideration of Offeror's proposal.**

1. RFP Response: In order to be considered for selection, the **Offeror shall submit a complete response to this RFP**; and shall submit to the issuing Purchasing Agency:
  - a. **One (1) original and (5) copies** of the entire proposal, INCLUDING ALL ATTACHMENTS. Any proprietary information should be clearly marked in accordance with 3.f. below.
  - b. **One (1) electronic copy in WORD format or searchable PDF** (*CD or flash drive*) of the entire proposal, INCLUDING ALL ATTACHMENTS. Any proprietary information should be clearly marked in accordance with 3.f. below.
  - c. Should the proposal contain **proprietary information**, provide **one (1) redacted hard copy** of the proposal and all attachments with **proprietary portions removed or blacked out**. This copy should be clearly marked "*Redacted Copy*" on the front cover. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. JMU shall not be responsible for the Contractor's failure to exclude proprietary information from this redacted copy.

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

2. The version of the solicitation issued by JMU Procurement Services, as amended by an addenda, is the mandatory controlling version of the document. Any modification of, or additions to, the solicitation by the Offeror shall not modify the official version of the solicitation issued by JMU Procurement services unless accepted in writing by the University. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, JMU reserves the right to decide, on a case-by-case basis in its sole discretion, whether to reject such a proposal. If the modification or additions are not identified until after the award of the contract, the controlling version of the solicitation document shall still be the official state form issued by Procurement Services.
3. Proposal Preparation
  - a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submissions of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing

agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

- b. Proposals shall be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
  - c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at the appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
  - d. As used in this RFP, the terms “must”, “shall”, “should” and “may” identify the criticality of requirements. “Must” and “shall” identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as “should” or “may” are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “must” and “shall” requirements. The inability of an offeror to satisfy a “must” or “shall” requirement does not automatically remove that offeror from consideration; however, it may seriously affect the overall rating of the offeror’s proposal.
  - e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
  - f. Ownership of all data, materials and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by the offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret materials submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection and return of the proposal.
4. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to James Madison University. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact-finding



and explanation session only and does not include negotiation. James Madison University will schedule the time and location of these presentations. Oral presentations are an option of the University and may or may not be conducted. Therefore, proposals should be complete.

## B. SPECIFIC PROPOSAL INSTRUCTIONS

Proposals should be as thorough and detailed as possible so that James Madison University may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal:

1. Return RFP cover sheet and all addenda acknowledgements, if any, signed and filled out as required.
2. Plan and methodology for providing the goods/services as described in Section IV. Statement of Needs of this Request for Proposal.
3. A written narrative statement to include, but not be limited to, the expertise, qualifications, and experience of the firm and resumes of specific personnel to be assigned to perform the work.
4. Offeror Data Sheet, included as *Attachment A* to this RFP.
5. Small Business Subcontracting Plan, included as *Attachment B* to this RFP. Offeror shall provide a Small Business Subcontracting plan which summarizes the planned utilization of Department of Small Business and Supplier Diversity (SBSD)-certified small businesses which include businesses owned by women and minorities, when they have received Department of Small Business and Supplier Diversity (SBSD) small business certification, under the contract to be awarded as a result of this solicitation. This is a requirement for all prime contracts in excess of \$100,000 unless no subcontracting opportunities exist.
6. Identify the amount of sales your company had during the last twelve months with each VASCUPP Member Institution. A list of VASCUPP Members can be found at: [www.VASCUPP.org](http://www.VASCUPP.org).
7. Proposed Cost. See Section X. Pricing Schedule of this Request for Proposal.

## VI. **EVALUATION AND AWARD CRITERIA**

### A. EVALUATION CRITERIA

Proposals shall be evaluated by James Madison University using the following criteria:

	<u>Points</u>
1. Quality of products/services offered and suitability for intended purposes	25
2. Qualifications and experience of Offeror in providing the goods/services	25
3. Specific plans or methodology to be used to perform the services	30
4. Participation of Small, Women-Owned, & Minority (SWaM) Businesses	10

- B. AWARD TO MULTIPLE OFFERORS: Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The Commonwealth may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.
- C. AWARD OF CONTRACT: Award of a contract to perform services as described in this RFP does not obligate VASCUPP schools to use the contract and individual VASCUPP institutions will have the option of utilizing or not utilizing a particular contractor that has been awarded a contract.

## VII. GENERAL TERMS AND CONDITIONS

- A. PURCHASING MANUAL: This solicitation is subject to the provisions of the Commonwealth of Virginia's Purchasing Manual for Institutions of Higher Education and Their Vendors and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is available for review at the purchasing office. In addition, the manual may be accessed electronically at <http://www.jmu.edu/procurement> or a copy can be obtained by calling Procurement Services at (540) 568-3145.
- B. APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with applicable federal, state and local laws and regulations.
- C. ANTI-DISCRIMINATION: By submitting their proposals, offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and §10 of the Rules Governing Procurement, Chapter 2, Exhibit J, Attachment 1 (available for review at <http://www.jmu.edu/procurement>). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*§6 of the Rules Governing Procurement*).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:
    - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
    - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
    - c. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting these requirements.
  2. The contractor will include the provisions of 1. Above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- D. ETHICS IN PUBLIC CONTRACTING: By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- E. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- F. DEBARMENT STATUS: By submitting their proposals, offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- G. ANTITRUST: By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- H. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS RFPs: Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth

reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

- I. CLARIFICATION OF TERMS: If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

J. PAYMENT:

1. To Prime Contractor:

- a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Rules Governing Procurement, Chapter 2, Exhibit J, Attachment 1 § 53; available for review at <http://www.jmu.edu/procurement>*).

2. To Subcontractors:

- a. A contractor awarded a contract under this solicitation is hereby obligated:

- (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or

- (2) To notify the agency and the subcontractors, in writing, of the contractor's intention to withhold payment and the reason.
- b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.
3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.
4. The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.
- K. PRECEDENCE OF TERMS: Paragraphs A through J of these General Terms and Conditions and the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors, shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- L. QUALIFICATIONS OF OFFERORS: The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Commonwealth that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- M. TESTING AND INSPECTION: The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
- O. CHANGES TO THE CONTRACT: Changes can be made to the contract in any of the following ways:
  1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.

2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
  - a. By mutual agreement between the parties in writing; or
  - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
  - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.
- P. DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- Q. INSURANCE: By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with § 25 of the Rules Governing Procurement – Chapter 2, Exhibit J, Attachment 1, and 65.2-800 et. Seq. of the Code of Virginia (available for review at <http://www.jmu.edu/procurement>) The offeror further certifies that the contractor and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. Workers' Compensation: Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirement under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
  2. Employer's Liability: \$100,000
  3. Commercial General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
  4. Automobile Liability: \$1,000,000 combined single limit. *(Required only if a motor vehicle not owned by the Commonwealth is to be used in the contract. Contractor must assure that the required coverage is maintained by the Contractor (or third party owner of such motor vehicle.)*
- R. ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract over \$50,000, as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA web site ([www.eva.virginia.gov](http://www.eva.virginia.gov)) for a minimum of 10 days.
- S. DRUG-FREE WORKPLACE: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
- T. NONDISCRIMINATION OF CONTRACTORS: An offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

- U. eVA BUSINESS TO GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS: The eVA Internet electronic procurement solution, website portal [www.eVA.virginia.gov](http://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 goods and/or services to the Commonwealth shall participate in the eVA Internet eprocurement solution by completing the free eVA Vendor Registration. All offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the proposal being rejected. Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

- a. For orders issued July 1, 2014 and after, the Vendor Transaction Fee is:
- (i) Department of Small Business and Supplier Diversity (SBSD) certified Small Businesses: 1% capped at \$500 per order.
  - (ii) Businesses that are not Department of Small Business and Supplier Diversity (SBSD) certified Small Businesses: 1% capped at \$1,500 per order.

For orders issued prior to July 1, 2014 the vendor transaction fees can be found at [www.eVA.virginia.gov](http://www.eVA.virginia.gov).

The specified vendor transaction fee will be invoiced by the Commonwealth of Virginia Department of General Services approximately 60 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

- V. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the Commonwealth of Virginia shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- W. PRICING CURRENCY: Unless stated otherwise in the solicitation, offerors shall state offered prices in U.S. dollars.
- X. E-VERIFY REQUIREMENT OF ANY CONTRACTOR: Any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with James Madison University to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to any awarded contract.
- Y. TAXES: Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.

## **VIII. SPECIAL TERMS AND CONDITIONS**



- A. 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.
- B. CANCELLATION OF CONTRACT: James Madison University 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.
- C. IDENTIFICATION OF PROPOSAL ENVELOPE: The signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: _____	
Name of Offeror	Due Date      Time
Street or Box No.	RFP #
City, State, Zip Code	RFP Title
Name of Purchasing Officer: _____	

The envelope should be addressed as directed on the title page of the solicitation.

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

- D. LATE PROPOSALS: To be considered for selection, proposals must be received by the issuing office by the designated date and hour. The official time used in the receipt of proposals is that time on the automatic time stamp machine in the issuing office. Proposals received in the issuing office after the date and hour designated are automatically non responsive and will not be considered. The University is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or the intra university mail system. It is the sole responsibility of the Offeror to ensure that its proposal reaches the issuing office by the designated date and hour.
- E. UNDERSTANDING OF REQUIREMENTS: It is the responsibility of each offeror to inquire about and clarify any requirements of this solicitation that is not understood. The University will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. Therefore, all inquiries deemed to be substantive in nature must be in writing and submitted to the responsible buyer in the Procurement Services Office. Offerors must ensure that written inquiries reach the buyer at least five (5) days prior to the time set for receipt of offerors proposals. A copy of all queries and the respective response will be provided in the form of an addendum to all offerors who have indicated an interest in responding to this solicitation. Your signature on your Offer certifies that you fully understand all facets of this solicitation. These questions may be sent by Fax to 540/ 568-7936 or 540/568-7935.

- F. RENEWAL OF CONTRACT: This contract may be renewed by the Commonwealth for a period of six (6) successive one year periods under the terms and conditions of the original contract except as stated in 1. and 2. below. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.
1. If the Commonwealth elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased/decreased by no more than the percentage increase/decrease of the other services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
  2. If during any subsequent renewal periods, the Commonwealth elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the other services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
- G. SUBMISSION OF INVOICES: All invoices shall be submitted within sixty days of contract term expiration for the initial contract period as well as for each subsequent contract renewal period. Any invoices submitted after the sixty day period will not be processed for payment.
- H. OPERATING VEHICLES ON JAMES MADISON UNIVERSITY CAMPUS: Operating vehicles on sidewalks, plazas, and areas heavily used by pedestrians is prohibited. In the unlikely event a driver should find it necessary to drive on James Madison University sidewalks, plazas, and areas heavily used by pedestrians, the driver must yield to pedestrians. For a complete list of parking regulations, please go to [www.jmu.edu/parking](http://www.jmu.edu/parking); or to acquire a service representative parking permit, contact Parking Services at 540.568.3300. The safety of our students, faculty and staff is of paramount importance to us. Accordingly, violators may be charged.
- I. COOPERATIVE PURCHASING / USE OF AGREEMENT BY THIRD PARTIES: It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body, (to include government/state agencies, political subdivisions, etc.), cooperative purchasing organizations, public or private health or educational institutions or any University related foundation and affiliated corporations may access any resulting contract if authorized by the Contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) will be extended to the entities indicated above to purchase goods and services in accordance with contract terms. As a separate contractual relationship, the participating entity will place its own orders directly with the Contractor(s) and shall fully and independently administer its use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the University. No modification of this contract or execution of a separate agreement is required to participate; however, the participating entity and the Contractor may modify the terms and conditions of this contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor.

The Contractor will notify the University in writing of any such entities accessing this contract. The Contractor will provide semi-annual usage reports for all entities accessing the contract. The University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that the University is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances.

Use of this contract(s) does not preclude any participating entity from using other contracts or competitive processes as needed.

J. SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:

1. It is the goal of the Commonwealth that 42% of its purchases are made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All potential offerors are required to submit a Small Business Subcontracting Plan. Unless the offeror is registered as a Department of Small Business and Supplier Diversity (SBSD)-certified small business and where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to SBSD-certified small businesses. This shall not exclude SBSD-certified women-owned and minority-owned businesses when they have received SBSD small business certification. No offeror or subcontractor shall be considered a Small Business, a Women-Owned Business or a Minority-Owned Business unless certified as such by the Department of Small Business and Supplier Diversity (SBSD) by the due date for receipt of proposals. If small business subcontractors are used, the prime contractor agrees to report the use of small business subcontractors by providing the purchasing office at a minimum the following information: name of small business with the SBSD certification number or FEIN, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product/service provided. **This information shall be submitted to: JMU Office of Procurement Services, Attn: SWAM Subcontracting Compliance, MSC 5720, Harrisonburg, VA 22807.**
2. Each prime contractor who wins an award in which provision of a small business subcontracting plan is a condition of the award, shall deliver to the contracting agency or institution with every request for payment, evidence of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the small business subcontracting plan. **This information shall be submitted to: JMU Office of Procurement Services, SWAM Subcontracting Compliance, MSC 5720, Harrisonburg, VA 22807.** When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm with the Department of Small Business and Supplier Diversity (SBSD) certification number or FEIN number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product or service provided. Payment(s) may be withheld until compliance with the plan is received and confirmed by the agency or institution. The agency or institution reserves the right to pursue other appropriate remedies to include, but not be limited to, termination for default.
3. Each prime contractor who wins an award valued over \$200,000 shall deliver to the contracting agency or institution with every request for payment, information on use of subcontractors that are not Department of Small Business and Supplier Diversity (SBSD)-certified small businesses. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, FEIN number, total

dollar amount subcontracted, and type of product or service provided. **This information shall be submitted to: JMU Office of Procurement Services, Attn: SWAM Subcontracting Compliance, MSC 5720, Harrisonburg, VA 22807.**

- K. AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH: A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described above that enters into a contract with a public body shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.
- L. PUBLIC POSTING OF COOPERATIVE CONTRACTS: James Madison University maintains a web-based contracts database with a public gateway access. Any resulting cooperative contract/s to this solicitation will be posted to the publicly accessible website. Contents identified as proprietary information will not be made public.
- M. CRIMINAL BACKGROUND CHECKS OF PERSONNEL ASSIGNED BY CONTRACTOR TO PERFORM WORK ON JMU PROPERTY: The Contractor shall obtain criminal background checks on all of their contracted employees who will be assigned to perform services on James Madison University property. The results of the background checks will be directed solely to the Contractor. The Contractor bears responsibility for confirming to the University contract administrator that the background checks have been completed prior to work being performed by their employees or subcontractors. The Contractor shall only assign to work on the University campus those individuals whom it deems qualified and permissible based on the results of completed background checks. Notwithstanding any other provision herein, and to ensure the safety of students, faculty, staff and facilities, James Madison University reserves the right to approve or disapprove any contract employee that will work on JMU property. Disapproval by the University will solely apply to JMU property and should have no bearing on the Contractor's employment of an individual outside of James Madison University.
- N. INDEMNIFICATION: Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the contractor/any services of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the contractor on the materials, goods or equipment delivered.
- O. ADVERTISING: In the event a contract is awarded for supplies, equipment, or services resulting from this proposal, no indication of such sales or services to James Madison University will be used in product literature or advertising without the express written consent of the University. The contractor shall not state in any of its advertising or product literature that James Madison University has purchased or uses any of its products or services, and the contractor shall not include James Madison University in any client list in advertising and promotional materials without the express written consent of the University.

- P. ELECTRICAL EQUIPMENT STANDARDS: All equipment/material shall conform to the latest issue of all applicable standards as established by National Electrical Manufacturer's Association (NEMA), American National Standards Institute (ANSI), and Occupational Safety & Health Administration (OSHA). All equipment and material, for which there are OSHA standards, shall bear an appropriate label of approval for use intended from a Nationally Recognized Testing Laboratory (NRTL).
- Q. DELIVERY AND STORAGE: It shall be the responsibility of the contractor to make all arrangements for delivery, unloading, receiving and storing materials in the building during installation. The owner will not assume any responsibility for receiving these shipments. Contractor shall check with the owner and make necessary arrangements for security and storage space in the building during installation.
- R. FINAL INSPECTION: At the conclusion of the work, the contractor shall demonstrate to the authorized owners representative that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the contractor at the contractor's sole expense prior to final acceptance of the work.
- S. PRIME CONTRACTOR RESPONSIBILITIES: The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
- T. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- U. WORK SITE DAMAGES: Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Commonwealth's satisfaction at the contractor's expense.
- V. KEYS: If the Contractor is given keys for this project, it is the Contractor's responsibility to return the keys when the contract is terminated, as well as for the safekeeping of the keys during the contract period. The Contractor shall not loan or duplicate the keys. In the event the Contractor loses the keys, they will be charged for the replacement of the keys and any locks which are rekeyed or replaced.
- W. STANDARDS OF CONDUCT: The work site will be occupied by students and University Personnel during the times work is performed. Contractor and Contractor's personnel shall exercise a particularly high level of discipline, safety and cooperation at all times while on the job site. The Contractor shall be responsible for controlling employee conduct, for assuring that its employees are not boisterous or rude, and assuring that they are not engaging in any destructive or criminal activity. The Contractor is also responsible for ensuring that its employees do not disturb papers on desks, or open desk drawers, cabinets, or briefcases, or use State phones, and the like, except as authorized.

- X. EXTRA CHARGES NOT ALLOWED: The bid price shall be for complete installation ready for the Commonwealth's use, and shall include all applicable freight and installation charges; extra charges will not be allowed.
- Y. QUANTITIES: Quantities set forth in this solicitation are estimates only, and the contractor shall supply at bid prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.

## **IX. METHOD OF PAYMENT**

The contractor will be paid on the basis of invoices submitted in accordance with the solicitation and any negotiations. James Madison University recognizes the importance of expediting the payment process for our vendors and suppliers. We are asking our vendors and suppliers to enroll in the Wells Fargo Bank single use Commercial Card Number process or electronic deposit (ACH) to your bank account so that future payments are made electronically. Contractors signed up for the Wells Fargo Bank single use Commercial Card Number process will receive the benefit of being paid in Net 15 days. Additional information is available online at:

<http://www.jmu.edu/financeoffice/accounting-operations-disbursements/cash-investments/vendor-payment-methods.shtml>

Other VASCUPP institutions may have different methodologies regarding invoicing. Each entity is responsible for negotiating their invoicing options and payment terms.

## **X. PRICING SCHEDULE**

### **A. On Demand Event Equipment Rental**

1. The contractor shall provide pricing for all products and services included in proposal indicating the percentage discount off of retail rental pricing that would be offered to the University.
2. The offeror shall clearly indicate all travel, delivery, set up, and take-down costs along with any other miscellaneous fees that would apply. Include all applicable hourly or daily rates.
3. The offeror shall provide travel and delivery costs for each zone outlined in attachment D, Zone Map.

### **B. Spring and Winter Commencement and other Large Events Equipment Rental**

1. The offeror shall provide pricing for all products and services included in proposal indicating the percentage off of retail rental pricing that would be offered to the University.
2. The offeror shall clearly indicate all travel, delivery, set up, and take-down costs along with any other miscellaneous fees that would apply. Include all applicable hourly or daily rates.
3. The offeror shall provide pricing for each item specified in attachment E.

4. The offeror shall provide travel and delivery costs for each zone outlined in attachment D, Zone Map.

## **XI. ATTACHMENTS**

Attachment A: Offeror Data Sheet

Attachment B: Small, Women, and Minority-owned Business (SWaM) Utilization Plan

Attachment C: Standard Contract Sample

Attachment D: Zone Map

Attachment E: Event Pricing and Requirements

ATTACHMENT A

OFFEROR DATA SHEET

TO BE COMPLETED BY OFFEROR

1. QUALIFICATIONS OF OFFEROR: Offerors must have the capability and capacity in all respects to fully satisfy the contractual requirements.
2. YEARS IN BUSINESS: Indicate the length of time you have been in business providing these types of goods and services.

Years \_\_\_\_\_ Months \_\_\_\_\_

3. REFERENCES: Indicate below a listing of at least five (5) organizations, either commercial or governmental/educational, that your agency is servicing. Include the name and address of the person the purchasing agency has your permission to contact.

CLIENT	LENGTH OF SERVICE	ADDRESS	CONTACT PERSON/PHONE #
--------	-------------------	---------	---------------------------


4. List full names and addresses of Offeror and any branch offices which may be responsible for administering the contract.


3. 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 2.2-3100 – 3131?

[ ] YES [ ] NO

IF YES, EXPLAIN: \_\_\_\_\_


***RETURN OF THIS PAGE IS REQUIRED***



## ATTACHMENT B

### Small, Women and Minority-owned Businesses (SWaM) Utilization Plan

**Offeror Name:** \_\_\_\_\_ **Preparer Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Is your firm a **Small Business Enterprise** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, certification number: \_\_\_\_\_ Certification date: \_\_\_\_\_

Is your firm a **Woman-owned Business Enterprise** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, certification number: \_\_\_\_\_ Certification date: \_\_\_\_\_

Is your firm a **Minority-Owned Business Enterprise** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, certification number: \_\_\_\_\_ Certification date: \_\_\_\_\_

Is your firm a **Micro Business** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, certification number: \_\_\_\_\_ Certification date: \_\_\_\_\_

**Instructions:** *Populate the table below to show your firm's plans for utilization of small, women-owned and minority-owned business enterprises in the performance of the contract. Describe plans to utilize SWaMs businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc.*

**Small Business:** "Small business " means a business, independently owned or operated by one or more persons who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, 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.

**Woman-Owned Business Enterprise:** A business concern which is at least 51 percent owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more women, and whose management and daily business operations are controlled by one or more of such individuals. **For purposes of the SWAM Program, all certified women-owned businesses are also a small business enterprise.**

**Minority-Owned Business Enterprise:** A business concern which is at least 51 percent owned by one or more minorities or in the case of a corporation, partnership or limited liability company or other entity, at least 51 percent of the equity ownership interest in which is owned by one or more minorities and whose management and daily business operations are controlled by one or more of such individuals. **For purposes of the SWAM Program, all certified minority-owned businesses are also a small business enterprise.**

**Micro Business** is a certified Small Business under the SWaM Program and has no more than twenty-five (25) employees **AND** no more than \$3 million in average annual revenue over the three-year period prior to their certification.

**All small, women, and minority owned businesses must be certified by the Commonwealth of Virginia Department of Small Business and Supplier Diversity (SBSD) to be counted in the SWAM program. Certification applications are available through SBSD at 800-223-0671 in Virginia, 804-786-6585 outside Virginia, or online at <http://www.sbsd.virginia.gov/> (Customer Service).**

***RETURN OF THIS PAGE IS REQUIRED***

**ATTACHMENT B (CNT'D)**  
Small, Women and Minority-owned Businesses (SWaM) Utilization Plan

Procurement Name and Number: \_\_\_\_\_

Date Form Completed: \_\_\_\_\_

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

Offeror / Proposer:

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact Person/No.

Sub-Contractor's Name and Address	Contact Person & Phone Number	SBSD Certification Number	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)

*(Form shall be submitted with proposal and if awarded, again with submission of each request for payment)*

***RETURN OF THIS PAGE IS REQUIRED***

ATTACHMENT C



**COMMONWEALTH OF VIRGINIA  
STANDARD CONTRACT**

Contract No. \_\_\_\_\_

This contract entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ hereinafter called the "Contractor" and Commonwealth of Virginia, James Madison University called the "Purchasing Agency".

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

**SCOPE OF CONTRACT:** The Contractor shall provide the services to the Purchasing Agency as set forth in the Contract Documents.

**PERIOD OF PERFORMANCE:** From \_\_\_\_\_ through \_\_\_\_\_

The contract documents shall consist of:

- (1) This signed form;
- (2) The following portions of the Request for Proposals dated \_\_\_\_\_:
  - (a) The Statement of Needs,
  - (b) The General Terms and Conditions,
  - (c) The Special Terms and Conditions together with any negotiated modifications of those Special Conditions;
  - (d) List each addendum that may be issued
- (3) The Contractor's Proposal dated \_\_\_\_\_ and the following negotiated modification to the Proposal, all of which documents are incorporated herein.
  - (a) Negotiations summary dated \_\_\_\_\_.

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

**CONTRACTOR:**

**PURCHASING AGENCY:**

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Printed Name)

Title: \_\_\_\_\_

Title: \_\_\_\_\_

## Zone Map



# Virginia Association of State College & University Purchasing Professionals (VASCUPP)

### List of member institutions by zones

### Zone 1

### George Mason University (Fairfax)

## Zone 4

## University of Mary Washington (Fredericksburg)

## Zone 7

### Longwood University (Farmville)

## Zone 2

## James Madison University (Harrisonburg)

## Zone 5

### College of William and Mary (Williamsburg)

### Old Dominion University (Norfolk)

## Zone 8

### Virginia Military Institute (Lexington)

### Virginia Tech (Blacksburg)

**Radford University (Radford)**

### Zone 3

**University of Virginia (Charlottesville)**

## Zone 6

### Virginia Commonwealth University (Richmond)

## Zone 9

University of Virginia - Wise (Wise)

## ATTACHMENT E

### Event Pricing and Requirements

Contractor shall provide a detailed schedule of delivery and equipment setup, two months prior to the scheduled Commencement date. All equipment and setup shall be in accordance to the locations, quantities, and requirements outlined below:

#### **1. Staging Requirements**

- a. Two (2) sets of stairs
- b. Four (4) sides of skirting
- c. Handrails on three (3) sides
- d. Shall meet all applicable codes.

#### **2. ADA Ramps Requirements**

- a. Accommodate the needs of disabled users
- b. In compliance with American Disabilities Act (ADA)

#### **3. Mobile Restroom Requirements**

- a. Waterproof
- b. Fiberglass interior
- c. Reinforced plastic walls and ceiling liner
- d. Nonskid epoxy floors
- e. Fluorescent lightening
- f. Water heater/wall hung urinals
- g. Porcelain covered steel lavatories
- h. Plastic countertop
- i. Locking base cabinets w/ mirrors

#### **4. Elite Mobile Restroom Requirements**

- a. Accommodate the needs of disabled users
- b. In compliance with American Disabilities Act (ADA)
- c. Must accommodate male, female, and ADA user
- j. Waterproof
- k. Fiberglass interior
- l. Reinforced plastic walls and ceiling liner
- m. Nonskid epoxy floors
- n. Fluorescent lightening
- o. Water heater/wall hung urinals
- p. Porcelain covered steel lavatories
- q. Plastic countertop
- d. Locking base cabinets w/ mirrors

#### **5. Tent Requirements**

- a. Fire extinguishers and related signs to meet Virginia Fire Code requirements

- b. Tents that cannot be staked in the ground must be weighed down by portable solid concrete anchors with covers matching the tent
- c. The availability of sidewalls if needed, solid or windowed
- d. Styles include standard frame, high peak frame, pole tents, marquee

#### **6. Chair Requirements**

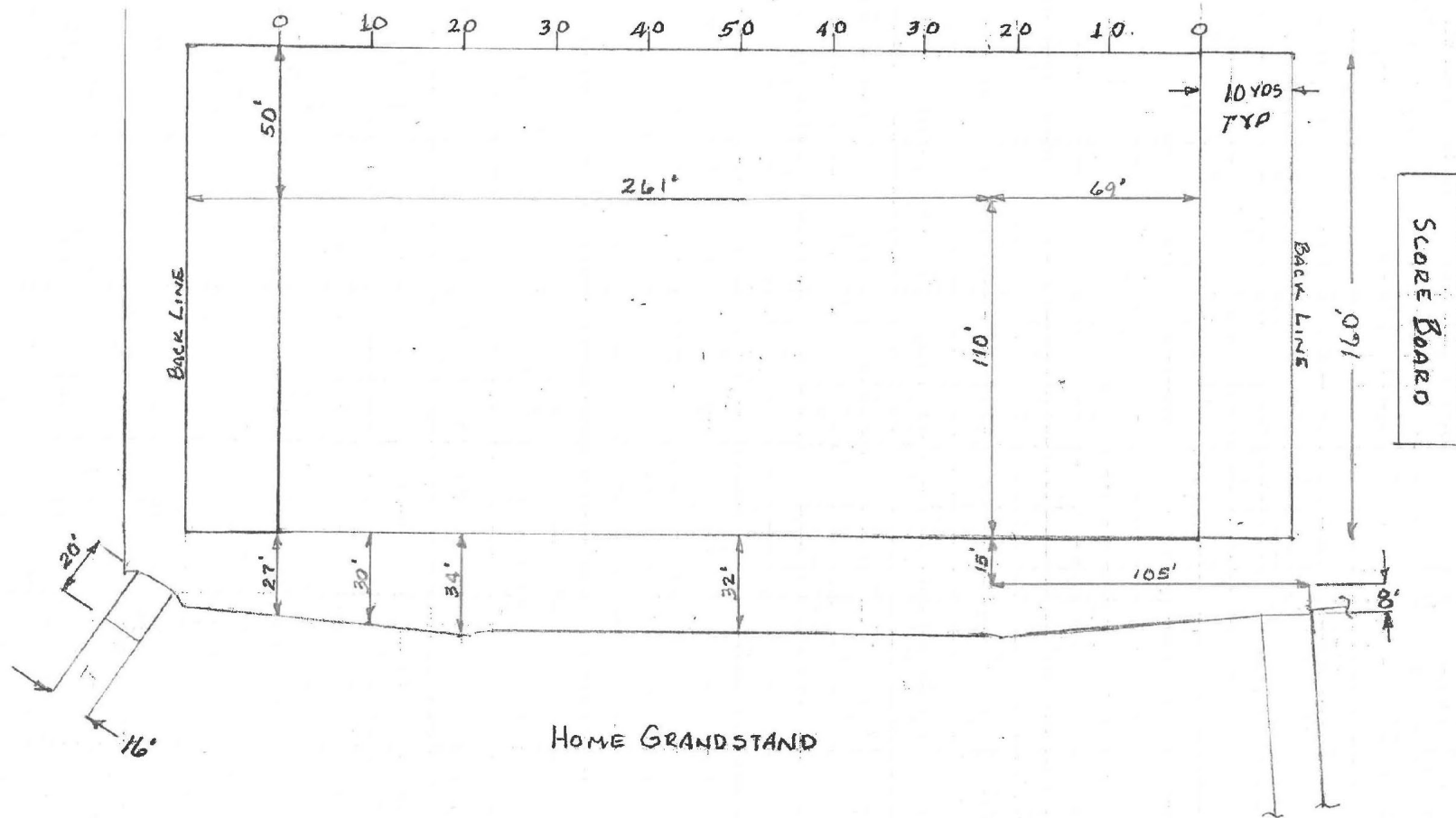
- a. Samsonite white resin base structure chairs with matching padded seat for indoor venue
- b. Basic folding chairs, seats and backs are molded plastic- Outdoor
- c. Rubber foot tips

#### **7. Table Requirements**

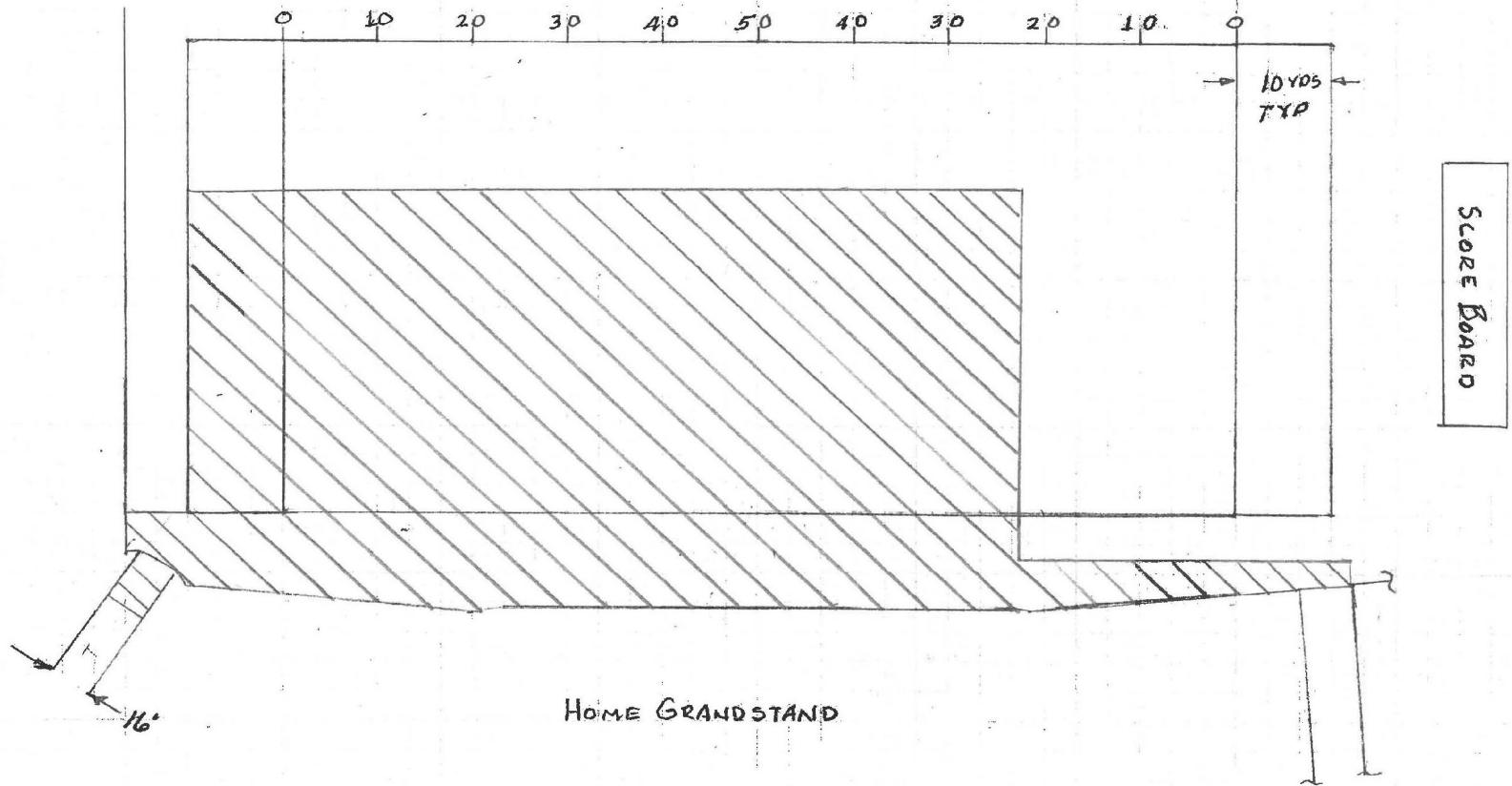
- a. Rectangle 6' and 8' lengths
- b. Round dining 3'-6'
- c. Cocktail 30"-36"

#### **8. Flooring Requirements (See drawings below)**

- a. Flooring is approximately 38,540 sq ft.
- b. Must be acceptable to covering field turf
- c. Allows expansion and contraction safeguards available in joints
- d. Provide manpower and equipment to offload and load from trailers
- e. Edge ramps around entire perimeter
- f. A company representative onsite at all times during construction and takedown
- g. Must stay locked together



JAMES MADISON UNIVERSITY  
2017 PAGE 1 OF 2



JAMES MADISON UNIVERSITY  
 2017 PAGE 3 OF 3  
 COVER HASN MARKED AREA - FLOOR



**Pricing Schedule – Special Event Equipment**  
**James Madison University**

<b><u>Chairs</u></b>	<b><u>Estimated Quantity</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>
Samsonite Folding Chair -All Colors (White, Black, Burgundy)	19,800		
<b><u>Staging</u></b>	<b><u>Estimated Quantity</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>
36’ x 16’x 2’ ht black skirt on three (3) sides, two (2) ADA ramps, and safety rail on three (3) sides ~Convocation Center	1		
32’ x 16’ skirt on four (4) sides, two (2) stairways, safety rail on three (3) sides ~Rose Library	1		
32’ x 20’x 3’ ht Skirt on four (4) sides, two (2) stairways, one (1) ADA ramp, and safety rails on three (3) sides. ~Wilson Quad	1		
36’ x 28’ black skirt on four (4) sides, one (1) stairway, safety rail on three (3) sides, and two (2) ADA ramps. ~Stadium	1		
24’ x 20’x 2’ ht black skirt on four (4) sides, two (2) stairways, and safety rail on three (3) sides ~Duke Lawn	1		
4’ x 4’ x 36’’ ht black skirt on four sides one stairway, safety rail on two (2) sides ~Videographer’s Stand	1		
<b><u>White Frame Tents w/ Concrete Anchors &amp; Fire Extinguisher</u></b>	<b><u>Estimated Quantity</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>
10’ x 10’	3		
15’ x 15’	7		
20’ x 20’	1		
20’ x 30’	1		
20’ x 40’	1		
30’ x 60’	1		
40’ x 60’	1		
40’ x 80’	1		
30’ x 45’ ADA Tent	1		
60’ x 120’ Fire Package Tent	1		
<b><u>Staked White Frame Tents &amp; Fire Extinguisher</u></b>	<b><u>Estimated Quantity</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>
10’ x 10’	1		
15’ x 15’	1		
20’ x 20’	1		
20’ x 30’	1		
20’ x 40’	1		
30’ x 60’	1		
40’ x 60’	1		
40’ x 80’	1		
<b><u>Tables</u></b>	<b><u>Estimated Quantity</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>
8’ Banquet Table	30		
6’ Banquet Table	1		
6’ Round Dining Table	1		
36’’ x 42’’ ht Cocktail Round Table	1		
30’’ Cocktail Table w/ 30’’ & 42’’ ht Columns & Bases	1		
<b><u>Miscellaneous</u></b>	<b><u>Estimated Quantity</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>
White Resin Stanchion w/ Chain	50		
Pipe and Drape- Black x 8’ height (per linear foot)	80 ft.		
Barricaded Crowd Control Stanchion (per foot)	50 ft.		
Stage Skirt per linear foot	1 ft.		

Staging per sq. ft. (if multiple options of staging are available, provide pricing for each)	1ft.		
Safety Rail per linear foot	1 ft.		
ADA Ramp per linear foot	1 ft.		
Event Carpet Runner	90 ft.		
<b><u>Sanitation</u></b>	<b><u>Estimated Quantity</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>
Mobile Comfort Station	2		
Mobile Comfort Station with two (2) ADA ramps	1		
Skid Mounted ADA Comfort Station	1		
Mobile Elite Comfort Station with ADA (2) ADA ramps	1		
<b><u>Flooring</u></b>	<b><u>Estimated Quantity</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>
Portable Flooring w/ edge ramps for entire perimeter of layout	38,540 sq ft.		
<b><u>Labor</u></b>	<b><u>Estimated Quantity</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>
Set up and take down table(s)	1		
Set up and take down of chair(s)	1		
Installation and removal of flooring	1		
<b><u>Delivery</u></b>	<b><u>Total Price</u></b>		
Delivery Lot (Commencement)			
Equipment Distribution Charge (Commencement)			

Pricing Schedule – Special Event Equipment
University of Virginia

<b><u>Description</u></b>	<b><u>Estimated Quantity</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>
Samsonite Folding Chair - All Colors	31,500		
<b><u>Staging</u></b>			
40’ x 20’ x 2’ht 80’ Black Skirt Two stairways 64’ Safety rail Aquatics	1		
36’ x 20’ x 2’ht Black Skirt on three sides ~Law School	1		
48’ x 12’ x varying heights- Black skirt on front side Two stairways Safety rail on two sides Old Cabell~	1		
Extend Rental Additional Three Weeks ~Old Cabell~	1		
8’ x 16’ Two Tier Press Riser (Each tier 4’ x 16’) Old Cabell~	1		
4’ x 4’ x 16’’ht Interpreter’s Riser (With one single step) ~Old Cabell~	1		
8’ x 8’ x 2’ht- White Skirt on four sides One stairway ~Darden Photo~	1		
32’ x 24’ x 2’ht- White Skirt on three sides One stairway ~Darden~	1		

<u>Description</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
12’ x 8’ x 2’ht- White Skirt on four sides No stairways ~ North Grounds Rec ~ ~Staff set up~	1		
24’ x 12’ x 2’ht- 48’ Black Skirt Two stairways Safety rail on back side 24’ x 8’ ht Pipe & Black Drape ~North Grounds Rec~	1		
4’ x 8’ x 2’ht- Skirt on four sides One stairway ~North Grounds Rec Audio	1		
8’ x 8’ x 2’ht- Black Skirt on four sides One stairway ~Law School~	1		
12’ x 8’ x 2’ht- Black skirt on four sides One stairway ~Law School~	1		
20’ x 12’ x 8”ht- No stairway ~Art School~ (Band Rehearsal)	1		
32’ x 16’ x 2’ht- Black skirt on three sides Two ADA Ramps x 24’ (48’) No Stairway ~Thornton Courtyard~	1		
36” x 20’ x2’ht – Black skirt on three sides Two ADA Ramps x 28’ No Stairway or railings ~Clay Hall~	1		
<b><u>White Frame Tents</u></b> –			
30”x60’ on 10’ legs	1		
30’ x 30’ (set with water barrels	1		
20’ x 40’	1		
20’ x 20’	1		
15’ x 15’	1		
<b><u>Folding Tables</u></b> – 8’ x 30” x 29”ht	92		
<b><u>Table Linens</u></b> -			
White Tablecloth for 8’ Table	7		
Black Tablecloth for 8’ Table	7		
White Table Skirt x 14’ x 29”	7		
Black Table Skirt x 14’ x 29”	7		
<b><u>Staging Accessories</u></b>			
Stage Skirt per linear foot	1		
Stage safety rail per linear foot	1		
White Stage Skirt – 24” x 8’	24		
Black Stage Skirt – 24” x 8’	12		
<b><u>Miscellaneous</u></b>			
Pipe and Drape Black x 8’ ht - per linear foot	50		
Chrome Stanchion with Retractable black tape	6		
ADA Ramp 24’ ramp plus one turn deck ~Amphitheater~	1		

Quantities provided in this RFP are estimates, and the Selected Firm(s) will supply actual quantities ordered at the proposed price, regardless of whether the total quantities are more or less than, the estimates provided in this RFP.