



COMMONWEALTH OF VIRGINIA  
STANDARD CONTRACT

Contract No. UCPJMU6564

This contract entered into this 27<sup>th</sup> day of March 2023, by ServPro of Rockingham and Augusta Counties 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 March 27, 2023 through March 26, 2024 with four (4) one-year renewal options.

The contract documents shall consist of:

- (1) This signed form;
- (2) The following portions of the Request for Proposal RFP DKM-1173 dated January 19, 2023
  - (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;
- (3) The Contractor's Proposal dated February 9, 2023 and the following negotiated modification to the Proposal, all of which documents are incorporated herein.
  - (a) Negotiations Summary, dated March 6, 2023

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

CONTRACTOR:  
 By: [Signature]  
 (Signature)  
Arthur V. Hall  
 (Printed Name)  
 Title: Pres.

PURCHASING AGENCY:  
 By: [Signature]  
 (Signature)  
Dylan Morris  
 (Printed Name)  
 Title: Buyer Senior



**RFP # DKM-1173, Fire & Water Damage Cleanup Services  
Negotiation Summary for ServPro Rockingham & Augusta  
Counties**

**3/6/2023**

1. Hourly pricing for services will be followed as listed below:

Cleaning Technician – per hour	HR	\$60.48
Cleaning Technician – after hours	HR	\$90.82
Hazardous Waste/Mold Cleaning Technician – per hour	HR	\$91.38
Hazardous Waste/Mold Cleaning Technician – after hours	HR	\$137.20
Water Extraction & Remediation Technician – per hour	HR	\$74.75
Water Extraction & Remediation Technician – after hours	HR	\$112.14
Trauma/Crime Scene Cleaning Technician – per hour	HR	\$242.87
Trauma/Crime Scene Cleaning Technician – after hours	HR	\$364.67
General Laborer- per hour	HR	\$57.70
General clean – up – per hour	HR	\$60.49
General Demolition – per hour	HR	\$61.55
Carpenter – General Framers – per hour	HR	\$92.90
On-Site Evaluation and/or Supervisor/Admin -per hour	HR	\$79.24
Hazardous Waste/Mold Cleaning Supervisory/Admin – per hour	HR	\$104.43
Hazardous Waste/Mold Cleaning Supervisory/Admin – after hours	HR	\$156.80
Trauma/Crime Scene Cleaning -Supervisory/Admin- per hour	HR	\$104.43
Trauma/Crime Scene Cleaning -Supervisory/Admin- after hours	HR	\$156.80

2. JMU Shall only accept Xactimate pricing, except when pre-approved by University in writing. Services used during the term of this contract shall reflect the correct Xactimate pricing model, which will be provided by the contractor



## RFP # DKM-1173, Fire & Water Damage Cleanup Services Negotiation Summary for ServPro Rockingham & Augusta Counties

3/6/2023

\*Contractor and purchasing agency will re-evaluate Xactimate pricing model to be used at each renewal period.

3. The University will issue a purchase order for each order based upon a quote provided by your firm. No additional agreements, orders forms, or signatures shall be required.
4. 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.
5. Travel Expenses: James Madison University is an agency of the Commonwealth of Virginia and as such, Contractors billing for travel related expenses must invoice in accordance with the U. S. General Services Administration (*GSA*) for lodging, meals and incidental expenses at the time of travel, which can be referenced at: <http://www.jmu.edu/finprocedures/4000/4215mie.shtml>.

Transportation for air travel and car rental will be paid at cost with Contractor providing a documented receipt to the University. Contractor shall book air travel and car rental to ensure expenses remain economical. Air fare shall be reimbursed for coach/standard with no upgrades and car rental shall be reimbursed for standard with no upgrades.

6. The Contractor has disclosed all potential fees. Additional charges will not be accepted.



Cleaning. Restoration. Construction.

**SUBMITTED TO: JAMES MADISON UNIVERSITY**

Procurement Services MSC 5720  
752 Ott Street, Wine Price Building  
First Floor, Suite 1023  
Harrisonburg, VA 22807

Art Hall – SERVPRO of Rockingham and Augusta counties

<https://www.servprorockinghamaugustacounties.com/>

431 Pleasant Valley Road

Harrisonburg, VA 22801

Mobile #: 301-748-2423

To Whom It May Concern:

SERVPRO of Rockingham and Augusta counties and the entire team of technicians are delighted to submit a proposal for fire and water damage cleanup services under RFP# DKN-1173. Flooding, water, fire, mold, and storm emergencies don't wait for regular business hours and neither do we.

SERVPRO of Rockingham and Augusta Counties is ready to respond 24/7. Our professionals are trained and understand how to manage the damage. We offer a quick response to minimize loss of use. With our reconstructive services, we can help you resume normal business functions quickly while avoiding costly downtime.

You will see that in our proposal we leverage our outstanding experience, our commitment to excellent customer service and our ability to bring back normalcy to unplanned and disrupting events caused by water and fire damage.

We have invested in state-of-the-art equipment (see attachments) that allows for quick and efficient deployment and resolution. We also pride ourselves to be ahead of the competition with such equipment and with the technology tools that allow us to be steps ahead in communication and reporting during and after restoration jobs.

As part of the local community and a close neighbor to James Madison University, we understand and support JMU's mission to prepare students to be educated and enlightened citizens who lead productive and meaningful lives. We hope to be the successful bidder and we look forward to serving James Madison University.

We look forward to hearing from you and stand ready for any questions or clarifications.

**Art Hall**

Mobile: 301-748-2423

Office: 540-433-6100

# REQUEST FOR PROPOSAL RFP# DKM-1173

Issue Date: January 19, 2023  
 Title: Fire and Water Damage Cleanup  
 Services 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 February 9, 2023 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: Dylan Morris, Buyer Senior, Procurement Services, [morrisdk@jmu.edu](mailto:morrisdk@jmu.edu); 540-568-7003; (Fax) 540-568-7935 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:

SERVPRO \_\_\_\_\_

431 PLEASANT VALLEY ROAD \_\_\_\_\_

HARRISONBURG, VA 22801 \_\_\_\_\_

Date: 02/09/2023 \_\_\_\_\_

Web Address:  
<https://www.servprorockinghamaugustcounties.com> \_\_\_\_\_

Email:  
a h a l l @ s e r v p r o f g g . c o m \_\_\_\_\_

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

Name: A r t H a l l \_\_\_\_\_  
(Please Print)

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

Phone: 3 0 1 - 7 4 8 - 2 4 2 3 \_\_\_\_\_

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;  MicroNote:

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. Rev. 1/12/21

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## **I. PURPOSE**

SERVPRO is submitting a proposal to RFP# DKN-1173 as a highly qualified fire and water damage cleanup service provider in Harrisonburg, Rockingham, and Augusta counties.

## **II. BACKGROUND**

SERVPRO of Rockingham and Augusta Counties has over 50 trained employees on site. Due to the nature of our business, we are prepared to mobilize and have initial personnel arrive on-site within two hours of receiving an emergency response call. All of our specialized technicians are IICRC trained for 5 Cleaning and Restoration Categories which include fire, water, carpet, upholstery, and ASD (Applied Structural Drying).

As the home of institutions like James Madison University and a sizable grouping of historic properties, having experienced restoration professionals to help after damaging events is critical. We are ready 24/7 for everyday disasters and damages that can threaten the structures of Rockingham and Augusta Counties.

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

SERVPRO of Rockingham and Augusta counties does not fall in any of those categories.

## **IV. STATEMENT OF NEEDS**

For more than 54 years SERVPRO has been offering services in the cleanup and restoration industry. As a national service provider SERVPRO offers a long history of providing rapid response in the event of fire or water mitigation emergency. As a SERVPRO franchise, SERVPRO of Harrisonburg / Rockingham and SERVPRO of Augusta County franchise holds itself to the high standards set by our corporate headquarters. As such we maintain a 24/7 rapid response team of IICRC certified technicians that prides itself in being onsite within 4 hours of any emergency, often responding in half the time.

SERVPRO of Harrisonburg / Rockingham County and SERVPRO of Augusta County prides itself on hiring only the most trustworthy of applicants and each employee has a full background check conducted via "QuickSearch" prior to employment. Also, as an IICRC certified firm every job that comes through will be assigned to the appropriate IICRC certified technician.

Our technicians are specifically trained to arrive on scene and immediately evaluate the severity of the emergency. Utilizing top brands in the water mitigation industry our technicians employ moisture meters and infrared cameras to track down the path of any water to ensure that all potentially

structurally damaging water is accounted for and dried quickly. Following IICRC S500 recommendations our technicians will utilize extraction equipment to include truck mounted and portable extractors or submersible and gas-powered pumps depending on the severity of the water intrusion and technician determined best equipment for the job.

Following bulk extraction our technicians will manage the psychometric properties of the environment and set proper equipment volume in order to promote surface evaporation from the affected materials. SERVPRO of Harrisonburg / Rockingham County and SERVPRO of Augusta County maintain a diverse inventory of low grain refrigerant dehumidifiers and desiccant dehumidifiers as well as a variety of centrifugal and axial high speed air movers capable of ensuring proper evaporation of moisture from affected materials.

Additionally, our team maintains a large supply of "Injectidry" equipment for utilization in wall cavity and floor drying and has the equipment necessary to provide heat and electricity to a structure when it is otherwise unavailable. SERVPRO also maintains a large collection of chemicals for use in cleaning and prevention of microbial growth. We also can provide extremely detailed sketches and estimates through partnership with DocuSketch which uses geospatial scanning in order to generate 3d walkthroughs of affected areas and extremely accurate Xactimate generated sketches.

In addition to water emergencies our team maintains equipment and chemicals for use in the treatment of fire and hazardous material remediation. Our team includes IICRC certified technicians that are certified in anti-microbial remediation, Fire and Smoke Damage Restoration, and Trauma and Crime Scene remediation. We also maintain a team of state licensed asbestos supervisors and contents processing technicians. This allows our team to respond to a variety of situations that may occur on JMU facilities. Additional equipment for assisting in our responsibilities include commercial grade negative air machines, ozone generators, foggers, dry ice blasters, and hydroxyl generators. In addition to equipment the SERVPRO of Harrisonburg / Rockingham County and SERVPRO of Augusta County franchises maintain a large selection of deodorization and cleaning products to fit the needs of our technicians.

SERVPRO utilizes a proprietary software called "Drybook" in the collection of all data pertinent to a mitigation and restoration project. Upon initial contact all pertinent information is input into our system that may provide information for our technicians. This information will include the customer information, address, point of contact and a brief synopsis of the situation. Our technicians or office staff will request information such as what happened, how much area is affected, and what materials are affected. This information is then utilized to ensure that the team arrives onsite with the proper equipment to get under way.

"Drybook" then walks our technicians through the process of properly documenting and work conducted onsite. This process includes a thorough sketch which is then seamlessly integrated with Xactimate software for pricing. The software then prompts the technicians to gather photographs of any affected areas, affected materials, and removed materials. Drybook also requires the input of monitoring readings for all affected areas and materials. Additionally, the software then utilizes monitoring numbers and affected area to calculate the required equipment needed to create the greatest evaporation possible from affected materials. This ensures that equipment is neither under nor over set thus providing for the fastest possible dry time. SERVPRO of Harrisonburg / Rockingham County and SERVPRO of Augusta County strives to ensure that drying time is maintained within the industry

standard 3-5 days barring any unforeseen difficulties. Following initial remediation activities the office staff are then able to utilize the reports in Drybook to fully generate a drying report with pictures and itemized billing for submission to JMU staff within 24 to 48 hours of mitigation completion.

## **SERVPRO of Harrisonburg / Rockingham County and SERVPRO of Augusta County Plan and Methodology**

### **Initial Customer Contact (Hour 0)**

-Customer information will be gathered to include:

- Customer name and point of contact (POC)
- POC contact information.
- Billing Address
- Address of Loss
- Cause of loss and affected area.
- Affected materials i.e., drywall, tile floor, ceiling tiles etc.
- Any safety or security issues.
- Power and water availability.

(This info is utilized to better ensure our technicians arrive onsite with the proper equipment to begin work immediately)

### **Team Arrival (Hour 0-4)**

-Our team will be onsite within 4 hours to begin initial emergency mitigation (This timeline may be subject to change in times of regional emergencies such as high localized flooding, freezing, etc)

### **Initial Mitigation (Hour 0 – UTC)**

Onsite team will evaluate mitigation needs and begin work as needed to include:

- Initial monitoring of affected area to include moisture points and water migration.
- Full detailed sketch of the affected area utilizing industry standard Xactimate sketching software.
- Photographic documentation of all affected areas both before and after initial mitigation.
- Bulk extraction of any standing water utilizing pumps, truck mounted extractors and/or portable extractors.
- Removal of all required affected material IAW IICRC S500 recommendations and customer limitations. (JMU staff will be advised of all recommendations prior to the removal of any affected materials)
- Implementation of any necessary equipment per IICRC recommendations which may include, low grain refrigerant dehumidifiers, desiccant dehumidifiers, high powered air movers, heaters, or other equipment as recommended by the IICRC S500 standard.
- Application of an anti-microbial to all affected area to aid in the prevention of microbial growth.

### **Continued Monitoring (Hour 24 – UTC)**

Technicians will be onsite daily to monitor progress and adjust equipment needs as necessary. Technicians will maintain detailed drying logs of all readings throughout the drying process.

#### **Initial Report Generation (Hour 48)**

SERVPRO office staff will be available to provide an initial drying report to JMU staff upon request. This report will include:

- Initial pre-mitigation and daily departure photos for initial visit.
- Initial scope and materials removed.
- Monitoring points for initial visit.
- Any expected delays in reaching the 3-day drying timeline. (Will also be communicated by onsite technician to JMU POC should this occur.)

#### **Reconstruction Team Consultation (24-48 Hours Post Demolition)**

Reconstruction Supervisor will schedule a consultation with the JMU POC within 48 hours of demolition completion for a consultation on the project's reconstruction needs. The Reconstruction Manager will determine:

- Material selection needed for use during reconstruction. (i.e., carpet type, paint color, cabinetry choice, etc.)
- Electrical, plumbing, and code issues.
- Any needed coordination between JMU maintenance staff and SERVPRO sub-contractors.
- Communicate intended timeline for reconstruction.

#### **Final Walkthrough (Mitigation Completion)**

Technician onsite will conduct a final walkthrough of affected areas with JMU staff and answer any questions as well as address any concerns.

#### **Final Drying Report and Itemized invoice (24-48 Hours Post Mitigation Completion)**

SERVPRO office staff will submit the final drying report with pictures, moisture reading and itemized invoice to JMU within 48 hours of job completion.

#### **Reconstruction (TBD)**

Reconstruction time will very base upon on availability of supplies and complexity of work to be performed. Reconstruction times will be communicated with JMU POC prior to commencement of work.

***NOTE: SERVPRO of Harrisonburg / Rockingham County and SERVPRO of Augusta County makes every attempt to adhere to the above timelines however, due to the nature of the water and fire mitigation industry complications may arise that cause delays in our standard timelines. Any delays will be communicated with the JMU POC as they arise.***

SERVPRO Equipment List ([See additional documents](#)):

<b>Machinery and Equipment</b>				
<b>Asset</b>	<b>Type</b>	<b>Manufacturer</b>	<b>Model</b>	<b>Quantity</b>
Air Mover	Axial Air Mover	Super Vac	Fireman's Fan	1
Air Mover	Axial Air Mover	Dri-Eaz	Ace Turbodryer	2
Air Mover	Axial Air Mover	Dri-Eaz	Stealth AV3000	14
Air Mover	Axial Air Mover	Dri-Eaz	Jet CXV	3
Air Mover	Centrifugal Air Mover	Dri-Eaz	Sahara Pro X3	150
Air Mover	Centrifugal Air Mover	Phoenix	Phoenix AirMax	74
NAM	Air Scrubbers	Dri-Eaz	500	2
NAM	Air Scrubbers	Nikro Industries	PS1000	8
NAM	Air Scrubbers	Nikro Industries	1500	1
NAM	Air Scrubbers	Guardian	2000	1
Dehumidifier	Conventional Dehumidifier	Dri-Eaz	DrizAir 1200	2
Dehumidifier	Desiccant Dehumidifier	Phoenix	D385 Desiccant	1
Dehumidifier	Low Grain Refrigerant Dehumidifier	Dri-Eaz	DrizAir LGR 2000	8
Dehumidifier	Low Grain Refrigerant Dehumidifier	Dri-Eaz	Evolution LGR	26
Dehumidifier	Low Grain Refrigerant Dehumidifier	Phoenix	DryMax XL	23
Dehumidifier	Low Grain Refrigerant Dehumidifier	Phoenix	Phoenix DryMax Large	4
Generators	Generators	Generac	XP6500E-Generac	1
Generators	Generators	Husky		1
Heaters	Heaters	Phoenix	Firebird Compact 20	2
Heaters	Indirect-fired Heaters	Wacker Neuson	HI400 HD	1
Meter	Three-In-One Meter	Delmhorst Instrum	Navigator Pro	7
Truck Mount				1
Flood Extractor				1
Fresh Water Tank				1
Upholstery Machine				1
Foggers				2
Rotary Floor Machine				1
Carpet Stretcher				1
Duct Cleaner	Nikro	Nikro Industries		1
Washer				1
Dryer				1
Back pack Vacuum		Nilisk		4
Canister Vacuum		Nikro		5
Shop Vac				6
Dry Ice	Media Blaster	AERO 30		1
Dry Ice	Accessories			1
Floor Drying Systems		Injecti Dry		3
Ozone Machines		SERVPRO		2
Adapter	Air Mover	Dri-Eaz		1
Power Distribution boxes				3
Scorpion Box				1
Infrared Camera			FLR i7	1
Rover	Top Down	Dri-Eaz		1
Insulation Extractor				1
Hydroxyl	Deodorizer	Titan		1
Scaffolding				1
Ladders				8
Power Tools				1
Misc Hand Tools				1
Pressure Washer				1
Press Washer Attachment				1
Air Compressor Gas				1
Air Compressor Electric				1
SX Hard Surface				2
Wands				5
Flood King Extractor				1
Mega XL Extractor				2
Edge Extractor				1
Hydraport Extractor				1
Jack Rabbit				1

Our technicians will continue to monitor the equipment daily until the monitoring shows the area is dry and mitigation is complete. Our technicians are available to meet with JMU staff within 48-72 hours of initial cleanup to ensure the area meets JMU standards and satisfaction.

SERVPRO routinely uses DOCUSKETCH to photograph/video large losses to ensure the loss is documented in complete detail. Samples of recent DOCU SKETCH are below. You can also access in full via the QR code provided.



### Equipment and Chemical methods

The list below confirms that SERVPRO has the suitable equipment for the job:

- Moisture detectors, hygrometers and other meters measure the extent of moisture saturation.
- Infrared cameras.
- Submersible and gas-powered pumps for continuous pumping of high-level water.
- Truck mounted and portable extraction units perform efficient water removal.
- Drying equipment
- Industrial-grade dehumidifiers

- High-speed air movers
- Deodorization products
- Disinfection products
- Moisture Monitoring Follow-up Equipment
- Microbial Remediation Equipment
- DocuSketch 360 degree photographing pre and post cleanup.

### **General Guidelines (Fire Damage)**

TYPES OF SMOKE RESIDUES Not all soot residues are the same. Some types of soot are easier to clean than other types. SERVPRO® Franchise technicians will most often clean one of four different types of soot:

1. Dry smoke residues
2. Wet smoke residues
3. Protein smoke residues
4. Fuel oil smoke residues

#### Dry and Wet Smoke Residues

Every fire progresses through stages, generating both wet and dry smoke. Some fires produce a large enough proportion of one type of smoke to characterize the entire exposure as predominately wet smoke or predominately dry smoke. Different cleaning methods are used to remove different types of residues. Generally, wet smoke is more difficult to remove than dry smoke. Whether smoke residues tend to be dry or wet is determined by several factors:

- The rate of combustion.
- The amount of oxygen present during the fire.
- The type of material or substance that is burning.

In many fires, the more oxygen available while the fire is in progress, the faster the combustion process takes place. Fast-burning, oxygen rich fires usually produce a dry smoke. Oxygen-starved, slow burning, smoldering fires usually produce a wet smoke. The type of materials burned also affects the smoke particles and aerosols produced by a fire.

Natural materials tend to produce dry, powdery, small, non-smearly residues, or dry smoke. Examples of natural materials are dry wood, paper, cork, and natural fibers (wool, cotton). Synthetic materials tend to produce wet, large, easily smeared particles of residue, or wet smoke. Examples of synthetic materials are plastics, foam rubber, and similar polymers.

#### Cleaning Dry Smoke Residues

More types of materials are restorable in dry smoke conditions than in wet. Dry smoke residue carries few aerosols and deposits small, dry particles on surfaces. Dry smoke does not stain surfaces as deeply as wet smoke, and the odor is less pungent.

Less aggressive cleaning procedures will usually remove dry smoke residues. One problem, however, is that dry smoke generally comes from hotter fires, which cause more heat damage than do cooler fires.

#### Cleaning Wet Smoke Residue

Wet smoke residues are more difficult to remove than dry smoke, making restoration more difficult. Wet smoke typically contains a high proportion of aerosols such as varnishes, solvents, and other liquid components. With Synthetic materials tend to produce wet smoke. Natural materials tend to produce dry smoke.

SERVPRO® FIRE DAMAGE RESTORATION MANUAL THEORY OF FIRE 26 Convection a slow-burning fire, air currents do not drive the smoke from the heat of the fire. Wet smoke moves slowly and has time to work its way into crevices and enclosed areas that normally would not be contaminated by a faster-burning fire. Within minutes of contact, very hot oily residues will discolor plastic materials. In many instances, contents exposed to a smoldering fire and wet smoke are not restorable even though heat damage is minimal.

Aerosols in wet smoke soften, penetrate, and stain finished surfaces. Unfinished surfaces also absorb and entrap these residues. Burning plastics and rubbers produce large, black particles that tend to smear or smudge. Removing wet smoke may not be possible, and sometimes even stripping and refinishing may not prove adequate.

#### Cleaning Protein smoke residues

Protein Residues Kitchen fires often involve burning meat, poultry, or fish. Burning these materials leaves protein residues, which may be yellow or amber in color or virtually invisible, causing only slight discoloration of painted walls and cabinet surfaces.

Protein smoke odors are extremely pungent, so odor removal is usually the biggest problem in protein fires. Odors in protein fires cannot be controlled without thoroughly cleaning all surfaces contaminated with the greasy protein residue. Sometimes an entire home may require cleaning even though residue concentrations are not visually obvious.

#### Cleaning Fuel oil smoke residues

Fuel Oil Soot Furnace puff-backs, very common in the Northeast, occur when a malfunctioning oil burner suddenly ignites, jarring loose old soot. Improper venting or a crack in the heat exchanger may cause a puff-back. Soot from a puff-back consists of dust particles from the ductwork and fuel oil that did not properly burn. It may be gray to black in color, greasy, and consist of small or large particles.

The fresh soot is usually removable without damaging painted surfaces. However, the soot particles are sometimes hard and crusty, so one must be careful not to scratch surfaces. If the furnace has been emitting smoke over an extended period prior to ignition, the soot may bond to wall paints making it impossible to remove the soot without removing some of the paint.

### Document and Report Guidelines

SERVPRO intends to provide JMU a concise and clear report complete with a summary of the damage and the specific steps taken during mitigation. The report shall be presented within 48-72 hours after initial clean-up is finalized.

SERVPRO will use DocuSketch 360-degree photographing to visually document progress and job completion. A detailed itemized invoice will be provided via Xactimate Pricing, and it will include all costs, materials, and work.

It is standard for SERVPRO to schedule a site visit with representative within 48-72 hours or sooner after initial clean-up has been completed to make sure that we have met the clients' standards of satisfaction.

### General Guidelines

- At SERVPRO, Xactimate pricing is the preferred software for estimating.
- Companies shall be IICRC Certified. (Institute of Inspection Cleaning and Restoration Certification):

Certified Firms						
Firm	Credential	Process	Status	Start Date	Due Date	Termination Date
Servpro Of Harrisonburg / Rockingham County	CertFirm	Renewal	Active: In Progress	01/31/2023	12/31/2023	<a href="#">Manage</a>

- SERVPRO will have a minimum of one WRT certified technician on every Water Damage Restoration job.
- SERVPRO will have a minimum of one AMRT certified technician on every Mold Remediation job.

Technician Certifications						
Firm	Technician	Credential	Process	Status	Annual Fee Due Date	CEC Due Date
Servpro Of Harrisonburg / Rockingham County	Mr. Arthur Hall	ASD	Renewal	Certified: In Progress	12/31/2023	12/31/2024
Servpro Of Harrisonburg / Rockingham County	Mr. Arthur Hall	WRT	Renewal	Certified: In Progress	12/31/2023	12/31/2024
Servpro Of Harrisonburg / Rockingham County	Mr. Arthur Hall	AMRT	Renewal	Certified: In Progress	12/31/2023	12/31/2024
Servpro Of Harrisonburg / Rockingham County	Mr. Arthur Hall	FSRT	Renewal	Certified: In Progress	12/31/2023	12/31/2024
Servpro Of Harrisonburg / Rockingham County	Zachary Robinson	WRT	Renewal	Certified: In Progress	11/30/2022	11/30/2025
Servpro Of Harrisonburg / Rockingham County	Zachary Robinson	WRT	Renewal	Certified: In Progress	11/30/2022	11/30/2025
Servpro Of Harrisonburg / Rockingham County	Zachary Robinson	TCST	Renewal	Certified: In Progress	11/30/2022	11/30/2025
Servpro Of Harrisonburg / Rockingham County	John Lee Pritchett	WRT	Renewal	Certified: In Progress	10/31/2023	10/31/2026
Servpro Of Harrisonburg / Rockingham County	Mrs. Brittany Kaye Kirtley	WRT	Renewal	Certified: In Progress	07/31/2023	07/31/2026
Servpro Of Harrisonburg / Rockingham County	Tavon Mussington	WRT	Renewal	Certified: In Progress	05/31/2022	05/31/2025
Servpro Of Harrisonburg / Rockingham County	Mr. Blake Harlan Mohler	WRT	Renewal	Certified: In Progress	10/31/2023	10/31/2026
Servpro Of Harrisonburg / Rockingham County	Clayton Burnette	WRT	Renewal	Certified: In Progress	11/30/2023	11/30/2026

- SERVPRO runs Background checks via “Quick Search” on all its employees when hired, and yearly after hired. <https://quicksi.com/>

## V. PROPOSAL PREPARATION AND SUBMISSION

The proposal has been prepared and submitted per the requirements stated in RFP# DKN1173. The amount of sales SERVPRO had during the last twelve months with each VASCUPP Member Institution is below:

- James Madison University - \$63,172.64

## VI. EVALUATION AND AWARD CRITERIA

The evaluation and award criteria have been read and acknowledged.

## VII. GENERAL TERMS AND CONDITIONS

The general terms and conditions have been read and acknowledged.

## VIII. SPECIAL TERMS AND CONDITIONS

The special terms and conditions have been read and acknowledged

## IX. METHOD OF PAYMENT

SERVPRO of Rockingham and Augusta Counties has no issues with JMU's preferred method of payment.

## X. PRICING SCHEDULE

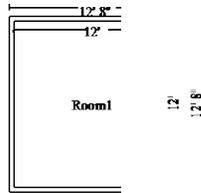
SERVPRO has provided a pricing sample for products and services related to fire and water damage. It is our expectation to provide JMU a similarly detailed, itemized breakdown of all costs, materials, and work as included in the ensuing sample. January 2023 pricing has been used. Xactimate pricing is our preferred software for estimating.

### PRICING SAMPLE:

<b>Claim Number:</b>	<b>Policy Number:</b>	<b>Type of Loss:</b>
Date of Loss:	Date Received:	
Date Inspected:	Date Entered:	8/16/2022 4:07 PM
Price List:	CALA8X_JAN23	
	Restoration/Service/Remodel	
Estimate:	TEST	



**TEST**  
**Main Level**

**Room 1****Height: 8'**

384.00 SF Walls  
528.00 SF Walls & Ceiling  
16.00 SY Flooring  
48.00 LF Ceil. Perimeter

144.00 SF Ceiling  
144.00 SF Floor  
48.00 LF Floor Perimeter

DESCRIPTION	QTY	REMOVE	REPLACE	TAX	TOTAL
117. Tear out trim	48.00 LF	0.69	0.00	0.00	33.12
119. Tear out baseboard	48.00 LF	0.69	0.00	0.00	33.12
120. Apply anti-microbial agent to the floor	144.00 SF	0.00	0.34	0.00	48.96
121. Tear out and bag wet insulation	528.00 S		1.00	0.00	570.24
122. Tear out wet carpet pad and bag for disposal	144.00 S		1.00	0.00	106.56
123. Containment Barrier/Airlock/Decon. Chamber	528.00 S		1.15	0.00	607.20
124. Emergency service call - after business hours	1.00 F		1.96	0.00	316.96
125. Emergency service call - during business hours	1.00 EA	0.00	211.30	0.00	211.30
126. Water extraction from hard surface floor	144.00 SF	0.00	0.27	0.00	38.88
127. Air mover (per 24 hour period) - No monitoring	1.00 EA	0.00	27.50	0.00	27.50
128. Air mover axial fan (per 24 hour period) - No monitoring	1.00 EA	0.00	30.00	0.00	30.00
129. Tear out wet drywall, cleanup, bag for disposal	528.00 SF	1.29	0.00	0.00	681.12
130. Equip. setup, take down & monitoring - after hrs	HR	0.00	112.24	0.00	0.00
131. Apply plant-based anti-microbial agent to the floor	144.00 SF	0.00	0.35	0.00	50.40
132. Dehumidifier (per 24 hr period)- up to 69 ppd- No monitor.	1.00 EA	0.00	65.00	0.00	65.00
133. Dehumidifier (per 24 hr period)- 70-109 ppd - No monitor.	1.00 EA	0.00	85.00	0.00	85.00
134. Dehumidifier (per 24 hr period)- 110-159 ppd - No monitor.	1.00 EA	0.00	107.50	0.00	107.50
135. Equipment setup, take down, and monitoring (hourly charge)	HR	0.00	74.75	0.00	0.00
136. Tear out wet non-salvageable carpet, cut & bag for disp.	144.00 SF	0.79	0.00	0.00	113.76

DESCRIPTION	QTY	REMOVE	REPLACE	TAX
138. Toilet - Detach	1.00 EA	0.00	66.93	0.00
139. Lift carpet for drying	144.00 SF	0.00	0.53	0.00
140. Baseboard - Detach	48.00 LF	0.00	1.67	0.00
141. Baseboard - Detach - oversized or multi-member	48.00 LF	0.00	1.96	0.00
142. Peel & seal zipper	1.00 EA	0.00	14.24	0.00
143. Peel & seal zipper - heavy duty	1.00 EA	0.00	17.44	0.00
144. Block and pad furniture in room	1.00 EA		66.78	0.00
145. Block and pad furniture in room - Small amount	1.00 EA		55.44	0.00
146. Block and pad furniture in room - Large amount	1.00 EA		91.00	0.00
147. Ducting - lay-flat	LF	0.00	0.35	0.00
148. Ducting - lay-flat - Large	LF	0.00	0.45	0.00
149. Sink - single basin - Detach	1.00 EA	0.00	39.88	0.00
150. Trim - Detach	48.00 LF	0.00	1.18	0.00
151. Baseboard - Detach & reset	48.00 LF	0.00	2.77	0.00
152. Tear out cabinetry - vanity	LF	12.38	0.00	0.00
153. Protect - Cover with plastic	528.00 SF	0.00	0.37	0.00
154. Sand exposed framing - Floor	144.00 SF	0.00	2.73	0.00
155. Sand exposed framing - Walls	384.00 SF	0.00	1.48	0.00
156. Sink - double basin - Detach	1.00 EA	0.00	42.62	0.00
157. Pedestal sink - Detach	1.00 EA	0.00	75.61	0.00
158. Toilet - Detach - after hours	1.00 EA	0.00	99.95	0.00
159. Bathtub - Detach	1.00 EA	0.00	152.28	0.00
160. Water extract from carpeted floor - Cat 2 wtr- after hours	144.00 SF	0.00	1.42	0.00
161. Water extract from carpeted floor - Cat 3 wtr- after hours	144.00 SF	0.00	2.17	0.00
162. Dishwasher - Detach	1.00 EA	0.00	74.71	0.00
163. Baseboard - Detach - after hours	48.00 LF	0.00	2.49	0.00
164. Cabinet - vanity unit - Detach	LF	0.00	23.12	0.00
165. HEPA Vacuuming - hourly charge	HR	0.00	77.88	0.00
166. Cleaning Technician - per hour	HR	0.00	60.48	0.00
168. Refrigerator - Detach	1.00 EA	0.00	38.43	0.00
169. Muck-out/Flood loss cleanup	144.00 SF	2.65	0.00	0.00
170. Muck-out/Flood loss cleanup - Light	144.00 SF	1.18	0.00	0.00



DESCRIPTION	QTY	REMOVE	REPLACE	TAX
171. Muck-out/Flood loss cleanup - Heavy	144.00 SF	5.30	0.00	0.00
172. Tear out trim - after hours	48.00 LF	1.04	0.00	0.00
173. Lift carpet for drying - after hours	144.00 SF	0.00	0.81	0.00
174. Water heater - Detach	1.00 EA		114.44	0.00
175. Peel & seal zipper - after hours	1.00 EA		16.54	0.00
176. Tear out baseboard - after hours	48.00 LF		0.00	0.00
177. Discounts (Bid Item)	1.00 EA		0.00	0.00
178. Tear out wet drywall, no bagging - Cat 3	528.00 SF		0.00	0.00
179. Tear out wet carpet pad, no bagging	144.00 SF	0.23	0.00	0.00
180. Drill holes for wall cavity drying	1.00 EA	0.00	0.74	0.00
181. Dryer - gas - Detach	1.00 EA	0.00	44.02	0.00
182. Tear out wet drywall, no bagging	528.00 SF	1.01	0.00	0.00
183. Hang dry carpet in plant	144.00 SF	0.00	0.77	0.00
184. Tear out wet insulation, no bagging	528.00 SF	0.89	0.00	0.00
185. Tear out toe kick and bag for disposal	48.00 LF	4.32	0.00	0.00
186. Tear out wet paneling, bag for disposal	528.00 SF	0.81	0.00	0.00
187. Tear out trim and bag for disposal - up to Cat 3	48.00 LF	1.23	0.00	0.00
188. Cabinet - full height unit - Detach	LF	0.00	26.92	0.00
189. Cabinet - lower (base) unit - Detach	LF	0.00	27.02	0.00
190. Dehumidifier (per 24 hour period) - Desiccant - No monit.	1.00 EA	0.00	230.00	0.00
191. Interior door slab only - Detach	1.00 EA	0.00	8.88	0.00
192. Dryer - electric - Detach	1.00 EA	0.00	28.83	0.00
193. Water extraction from carpeted floor- after hours	144.00 SF	0.00	0.89	0.00
194. 2" Submersible pump with hose (per hour)	HR	0.00	80.38	0.00
195. Screen wood floor	144.00 SF	0.00	0.65	0.00
197. Add for HEPA filter (for negative air exhaust fan)	1.00 EA	0.00	199.17	0.00
198. Add for HEPA filter (for canister/backpack vacuums)	1.00 EA	0.00	76.35	0.00
199. HEPA Vacuuming - Detailed - (PER SF)	528.00 SF	0.00	0.90	0.00

**SAMPLE ONLY**

DESCRIPTION	QTY	REMOVE	REPLACE	TAX
200. Heat drying - thermal air mover - Electric	DA	0.00	180.00	0.00
201. Tear out and bag wet insulation in confined space	528.00 SF	2.09	0.00	0.00
202. Tear out subfloor, sleepers & bag for disposal	144.00 SF	2.86	0.00	0.00
203. Transport carpet for drying	144.00 SF	0.00	0.50	0.00
204. Fill holes created by wall cavity drying	1.00 EA	0.00	1.83	0.00
205. Remove wet suspended ceiling tile and bag for disposal	144.00 SF		0.00	0.00
206. Plastic bag - used for disposal of contaminated items	1.00 EA		3.20	0.00
207. Containment Barrier - tension post (per day)	DA		3.30	0.00
208. Block and pad furniture in room - after hours	1.00 EA	0.00	100.58	0.00
209. Block and pad furniture - hourly charge	HR	0.00	76.76	0.00
210. Tear out cabinetry - lower (base) units	LF	12.38	0.00	0.00
211. Cabinet - lower (base) unit - Detach - after hours	LF	0.00	40.53	0.00
212. Cabinet - upper (wall) unit - Detach	LF	0.00	23.12	0.00
213. Cabinet - vanity unit - Detach - after hours	LF	0.00	34.67	0.00
214. Interior door slab only - Detach - after hours	1.00 EA	0.00	13.32	0.00
215. Ducting - flexible - 6" round	LF	0.00	1.68	0.00
216. Water extraction from carpeted floor	144.00 SF	0.00	0.59	0.00
217. Water extraction from carpeted floor - Heavy	144.00 SF	0.00	0.72	0.00
218. Water extraction from floor - Weight-assisted	144.00 SF	0.00	1.11	0.00
219. Tear out wet non-salvageable carpet, no bagging	144.00 SF	0.47	0.00	0.00
220. Clean the walls and ceiling - Light	528.00 SF	0.00	0.59	0.00
222. Clean the walls and ceiling - Heavy	528.00 SF	0.00	0.97	0.00
223. Peel & seal zipper	1.00 EA	0.00	15.35	0.00
224. Peel & seal zipper - heavy duty	1.00 EA	0.00	18.55	0.00
225. Clean stud wall	384.00 SF	0.00	1.69	0.00
226. Clean stud wall - Heavy	384.00 SF	0.00	2.35	0.00



**Grand Total Areas:**

384.00 SF Walls	144.00 SF Ceiling	528.00 SF Walls and Ceiling
144.00 SF Floor	16.00 SY Flooring	48.00 LF Floor Perimeter
0.00 SF Long Wall	0.00 SF Short Wall	48.00 LF Ceil. Perimeter
144.00 Floor Area	160.44 Total Area	384.00 Interior Wall Area
456.00 Exterior Wall Area	50.67 Exterior Perimeter of Walls	
0.00 Surface Area	0.00 Number of Squares	0.00 Total Perimeter Length
0.00 Total Ridge Length	0.00 Total Hip Length	

Coverage	Item Total	%	ACV Total	%
Dwelling	31,708.04	99.02%	31,708.04	99.02%
Other Structures	0.00	0.00%	0.00	0.00%
Contents	313.80	0.98%	313.80	0.98%
<b>Total</b>	<b>32,021.84</b>	<b>100.00%</b>	<b>32,021.84</b>	<b>100.00%</b>



## **XI. ATTACHMENTS**

A. OFFEROR DATA SHEET

ATTACHMENT A  
OFFEROR DATA SHEET

TO BE COMPLETED BY OFFEROR

- QUALIFICATIONS OF OFFEROR: Offerors must have the capability and capacity in all respects to fully satisfy the contractual requirements.
- YEARS IN BUSINESS: Indicate the length of time you have been in business providing these types of goods and services.  
Years 5 Months 0
- 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 #
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Horizons Edge Sports Campus - 3 days - 325 Cornerstone Lane Harrisonburg VA – Younes Haimani – 540-421-9240

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Camp Horizons – 4 days – 3586 Horizons Way Rockingham VA – Jon Tebeau – 540-742-2095

---

Hood College – 401 Rosemont Ave, Frederick MD 21701 – Cathy Thomas – 443-907-6049

---

YMCA 1000 N. Market St. Frederick, MD 21701 – Judy Couillard – 240-457-1105

---

F P Duffy 2931 Francis Scott Key Highway, Tawneytown MD 21787 – Fain Moran - 301-748-9369

---

Maryland National Golf Club – 8836 Hollow Road, Middletown MD 21769 – Alyssa Eshelman – 301-371-0000

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

Art Hall 431 Pleasant Valley Rd, Harrisonburg VA 22801

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Jennifer Lolli-Hall 431 Pleasant Valley Rd, Harrisonburg VA 22801

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Zach Robinson 431 Pleasant Valley Rd, Harrisonburg VA 22801

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- 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:

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## B. SWaM UTILIZATION PLAN

## 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 **X**\_\_\_\_\_

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 **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 SBSB 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

## **XII. ADDITIONAL DOCUMENTS**

### C. STAFF RESUMES

#### **Art Hall, Owner**

BBA Degree, WVU

IICRC WRT (Water Restoration Technician) Certification

IICRC ASD (Applied Structural Drying) Certification

IICRC AMRT (Applied Microbial Remediation Technician) Certification

IICRC FRST (Fire and Smoke Restoration Technician)

#### **Jennifer Lolli-Hall, Owner/Operations Manager 2019-Present**

Bachelor's Degree, WVU

IICRC WRT (Water Restoration Technician) Certification

President, Smoketown Rotary Club

American Red Cross First Aide/CPR Certification

#### **Zach Robinson, Operations Manager 2021-present**

IICRC WRT (Water Restoration Technician) Certification

IICRC TCST (Trauma and Crime Scene Technician) Certification

Virginia Licensed Asbestos Supervisor

United States Army, 2005-2010

Bachelors BBA, Jan 2021-Present, Strayer Univ.

#### **Justin Hadden, Production Manager 2021-Present**

Employed in the restoration industry since 2015

IICRC WRT (Water Restoration Technician) Certification

IICRC ASD (Applied Structural Drying) Certification

IICRC TCST (Trauma and Crime Scene Technician) Certification

**Eliel Morales, Project Manager 2019- Present**

Employed in the restoration industry since 2010

IICRC WRT (Water Restoration Technician) Certification

IICRC AMRT (Applied Microbial Remediation Technician) Certification

**Josh Hadden, Project Manager 2021-Present**

Employed in the restoration industry since

IICRC WRT (Water Restoration Technician) Certification

**Sara Contreras, Project Manager 2019-Present**

Employed in the restoration industry since 2003

IICRC WRT (Water Restoration Technician) Certification

IICRC OCT (Odor Control Technician) Certification

IICRC FRST (Fire and Smoke Restoration Technician)

**Other Technicians Certified with IICRC WRT (Water Restoration Technician) Certification**

- Blake Mohler
- John Pritchett
- Brittany Kirtley
- Tavon Mussington
- Clayton Burnette

## D. SERVPRO EQUIPMENT LIST

Servpro of Harrisonburg / Rockingham County & SERVPRO of Augusta County Equipment Example list.

- Phoenix D385 Desiccant Dehumidifier
- Phoenix DryMAX Low Grain Refrigerant Dehumidifier
- Mega XL Flood Extractor
- Rover HVE Extractor
- Revolution Dehumidifier
- 370SS High-Capacity Truck Mount
- AirMax Air Mover
- PS 1000 Air Scrubber
- PS2009 Poly Air Scrubber
- HP Plus Floor Drying Package

Other equipment available at the Maryland location

- Ace Turbo Dryers – 94 units
- Focus Axial air movers – 18
- Centrifugal air movers – 344
- Conventional dehumidifiers (Drizair 1200) – 53
- Evolution LGR – 9
- DrizAir LGR 2000 – 14
- Phoenix R200 – 26
- Driz-Eaz - 20

**This extensive list is intended to show general capabilities and specs of equipment maintained by SERVPRO of Harrisonburg / Rockingham County & Servpro of Augusta County.**

## Owner's Manual — Phoenix D385

### Installation, Operation & Service Instructions

#### Read and Save These Instructions

The Phoenix D385 provides the perfect combination of features and performance the restoration industry has been craving in a desiccant dehumidifier. Designed to operate vertically or horizontally, the Phoenix D385 provides the wide operating range and ultra-low grains of a desiccant with the water removal capacity of the largest LGR's in cabinet dimensions identical to our popular Phoenix 200 Max.

The D385 delivers 385 CFM of ultra-low grain process air and removes an incredible 116 pints per day at AHAM conditions. The true four hole configuration\* allows the Phoenix D385 to be located in the affected area with the 75 CFM re-activation air stream isolated from the drying chamber. Three hole designed units\*\* inherently pull unaffected and/or outside air into the drying chamber. The D385's four hole design allows the restoration contractor to set-up for effective positive, neutral or negative pressure operation.

Able to operate vertically or horizontally, the D385 will fit inside most crawlspaces. Having the D385 securely inside, rather than outside the crawlspace access, deters the

possibility of tampering with the dehumidifier or the set-up. The 385 CFM of process air will provide 3 ACH on an affected area up to 7000 cubic feet.

The Phoenix D385 is easy to transport and set-up. The D385 will fit on your truck in the areas already designed for your LGR's and will move around the jobsite with the same portability. All the power to the unit is provided by two 115 volt grounded power cords. Simply plug the cords into separate 15 amp circuits. Each cord draws only 11 amps to power the D385. The re-activation air stream is ducted through 6" flex duct provided with the unit and stores conveniently in the top of the unit.

*\*Having completely separate process and regeneration airstreams.*

*\*\*Where regeneration airstream is pulled from the process airstream.*

#### The Phoenix D385 Desiccant Dehumidifier

- Ultra low grains
- Wide operating range
- 116 pints per day @ AHAM
- Operates vertically or horizontally
- Process airflow 385 CFM
- Two 23' power cords:
  - 11 Amps per cord
  - 22 Amps
  - 115 Volts/60 Hz
- Unlimited ducting possibilities
- Legendary stainless construction



Phoenix D385  
PN 4026700

TS-387  
Revised 1/08

Specifications subject to change without notice.

Toll-Free 1-800-533-7533

1

www.usephoenix.com • sales@thermastar.com



#617

## Owner's Manual — Phoenix DryMAX LGR Dehumidifier

### Installation, Operation & Service Instructions

#### Read and Save These Instructions

##### The Phoenix DryMAX LGR Dehumidifier

- **LGR Capacity** - Removes moisture even in dry conditions for deep drying.
- **Energy Efficiency** - Removes 80 pints at AHAM while drawing only 5.7 amps.
- **Smallest Footprint Large Category Dehumidifier.**
- **Slide Out Handle with Recessed Wheels for Easy Maneuverability and Compact Storage.**
- **Integrated Cord and Hose Management for Transportation and Storage.**
- **Bright, 4 Line Control Panel** - Displays the Most Common Readings without the Need for Scrolling.
- **Status Light Indicator** - Tell at a Glance What Operating Mode the Unit is in.
- **Integrated, Superior Stacking for Transportation and Storage.**
- **170 CFM** - Optimized process air speeds drying and provides static pressures for ducting.
- **Plastic Housing** - Rugged roto-molded housing resists dents and scratches
- **Outlet Ducting** - 10" lay flat exhaust.
- **Pleated Media Air Filter** - MERV 10
- **Lighted cord** - Easy to determine power to the unit.

The Phoenix DryMAX is 6% smaller than the closest dehumidifier and yet it still has an integrated handle and wheels as well as onboard storage for the power cord and condensate hose! The all-new Phoenix Micro-Channel condenser allows us to pack so much performance into such a small dehumidifier.

The feedback on the stacking of the AirMax was so positive we made sure to build it into the Phoenix DryMAX.

We've also added a new four line display which provides you with all the information you need to take readings directly from the home screen.

A new Status Bar is located at the top of the new control panel to give you instant feedback about the dehumidifier from across the room.

Remove only four fasteners and you have easy access to service the unit.



SERVPRO® Part No. 617  
PN 4036010  
Patent Pending

Specifications subject to change without notice.

Manufactured by Phoenix Restoration Equipment for Servpro Industries, Inc.

TS-944  
07/18 Rev. C

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



## MEGA XL Flood Extractor

Item # : 640



The MEGA XL gives you powerful extraction with unmatched durability. With the power of a truck mount and a 63 gpm discharge pump, the MEGA XL is powerful enough to handle the toughest water damage jobs.

**Please Note:** Wand is *NOT* included with this machine.

: 100 lbs

★★★★★  
(Based on 2 vote(s))

2 review(s) | [Add your review](#)

[Login with your SSO to view price](#)

Mouse over image to zoom.



**Availability:** In stock

CLICK TO ENLARGE



FEATURES	PARTS & ACCESSORIES	SPECIFICATIONS	VIDEO & OPERATING TIPS	SET-UP & OPERATION	MAINTENANCE
WARRANTY	TIPS AND TRICKS	PRODUCT REVIEW(S)			

- Dual 6.6", 2-stage Ametek vacuums, epoxy-coated for longevity with sealed bearings
- True two-inch intake throughout for maximum vacuum.
- Electronically controlled discharge pump.
- Top mounted water-resistant switches.
- Ball-float vacuum shutoff.
- Complete pump unit can be removed for easy cleaning.
- Clear, removable lid for viewing inside the tank.
- Large tank access opening.
- Large, built-in lint & debris basket.
- 1½" bayonet connector on discharge hose; bucket height dump valve for tank cleaning or emptying without using auto discharge feature.
- 15-gallon tank capacity; unlimited using auto discharge.
- Rotationally molded tank and base with a hinged clamshell design for easy servicing.
- Smooth, non-porous tank interior resists microbial growth.
- Rain gutter lip between tanks to provide spill proof protection.
- Silencing box design for quieter operation; 68 decibels.
- Cross ventilation, cooling fan and vacuum release plug keep motors from overheating during long usage or while using weighted extraction tools.
- Non-marking, grey 12" rear wheels; 5" front swivel casters.
- Can be used with any 1½" or 2" wand





## Rover HVE Extractor

Item # : 856



The Rover HVE maximizes water removal from all types of carpet to accelerate drying in water damage restoration projects. Operated by a joystick control, the ride-on Rover maneuvers better, reduces operator fatigue and boost extraction rates. Easy to carry and transport, it's the deep extractor that techs prefer. Works great with a truck mount or portable extractor.

: 81 lbs

★ ★ ★ ★ ★  
(Based on 1 vote(s))

1 review(s) | [Add your review!](#)

[Login with your SSO to view price](#)

Mouse over image to zoom.



**Availability:** In stock

CLICK TO ENLARGE



FEATURES	SPECIFICATIONS	PRODUCT REVIEW(S)
<p>Model F354</p> <p>Weight 67 lbs.   30 kg</p> <p>Extraction path width 19.75 in.   50.2 cm</p> <p>Dimensions 45.7 × 22 × 27.6 in. (H × W × D)</p> <p>Dimensions (folded) 40.5 × 22 × 10.7 in. (H × W × D)</p> <p>Amp draw 3 amps</p> <p>Speed 2 speed switch</p> <p>Power 110 W/115V</p> <p>Motor One 0.148 HP motor on each wheel</p> <p>Cord length 45 ft.   13.7 m</p> <p>Glide Replaceable polymer</p> <p>Handle Collapsible</p> <p>Housing Rotomolded polyethylene</p>		



## Revolution Dehumidifier

Item # : 613

**Smallest, lightest compact LGR Dehu in Xsotimate "large" category**

The Revolution fits Precision Control LGR technology into the most compact design ever achieved for the restorative drying industry. Stackable and easy to transport, the Revolution's space-saving design lets restorers pack more drying power into their trucks, saving extra trips and boosting profitability. Built tough for water damage restoration, the Revolution features Dri-Eaz' legendary rugged rotomolded housing and durable made-in-USA construction.



PRODUCT INFORMATION	
<a href="#">Parts List</a>	<a href="#">Spec Sheet</a>
<a href="#">Owner's Manual</a>	<a href="#">Maintenance Guide</a>
MISCELLANEOUS DOCUMENTATION	
<a href="#">Float Switch Kit</a>	<a href="#">Control Panel Replacement</a>
<a href="#">Receptacle Replacement</a>	<a href="#">Power Cord Installation</a>
<a href="#">Product Video</a>	



70 lbs  
 ★ ★ ★ ★ ★  
 (Based on 6 vote(s))

3 review(s) | [Add your review!](#)

[Login with your SSO to view price](#)

**Availability:** In stock

FEATURES	PARTS & ACCESSORIES	DOCUMENTATION	SPECIFICATIONS	VIDEO & OPERATING TIPS
<a href="#">SET-UP &amp; OPERATION</a>	<a href="#">MAINTENANCE</a>	<a href="#">WARRANTY</a>	<a href="#">PRODUCT REVIEW(S)</a>	
<ul style="list-style-type: none"> <li>Precision Control technology auto-adjusts to optimize water removal across range of conditions</li> <li>Solid state control panel</li> <li>Automatic humidistat sets and maintains desired humidity level</li> <li>Hour meter displays total operating hours and can be set to record current job hours</li> <li>40' condensate hose</li> <li>25' power cord with hospital-grade lighted plug</li> <li>Durable, rugged rotomolded housing</li> <li>Easy-carry handles</li> <li>Attached cord and drain hose storage wraps</li> <li>Stackable up to three units for transport and storage</li> <li>Quiet operation</li> <li>Easy access for cleaning and maintenance</li> </ul>				
<p>FOR ADDITIONAL INFORMATION VISIT</p>				



## 370SS High Capacity Truck Mount with Accessories

Item # : 742KHC

Updated due to supply chain, the patent-pending 370SS design now has a 23HP air-cooled Kawasaki engine and Eurus vacuum blower combined with ingenious uses of space and high-efficiency heat exchange to simplify operation and maintenance and ensure the longest service life at lower cost.

Tapping into the 30+ years of experience of well-known industry truck mount experts, the patent-pending 370SS design employs trusted components combined with ingenious uses of space and high-efficiency heat exchange to simplify operation and maintenance and ensure the longest service life at lower cost.

Utilizing a unique patent-pending heat diverter system to keep the blower cool, Sapphire truck mounts do not bypass or dump water to the waste tank, no matter how much time elapses. This saves water and preserves space in the waste tank, allowing operators to keep cleaning carpets longer.

The unit is designed for carpet, upholstery, tile, and grout, and water damage restoration. It can also be used for pressure washing up to 1200 psi.

**Not CARB compliant - California Air Resources Board (CARB)** check out the new 500 Peak 500 for California truck mount.



Be the first to write a review for this product!

Login with your SSO to view price



Code	Size	Information	Availability	Quantity
742KHC	120 gallon marine-grade aluminum		In stock	

**This kit contains:**

- 370SSHC 120gl. Waste Tank and Ship Kit - NOT FOR INDIVIDUAL SALE (x 1)
- Sapphire 370SS Truck Mount w/120 gallon tank (NOT FOR CA) (x 1)

FEATURES	PARTS & ACCESSORIES	SPECIFICATIONS	SET-UP & OPERATION	MAINTENANCE	AREAS OF USE	WARRANTY	SAFETY
----------	---------------------	----------------	--------------------	-------------	--------------	----------	--------

**PRODUCT REVIEW(S)**

- Kawasaki power plant and Eurus blower combine for reduced vibration and sound over previous models.
- Strong heat production with minimal heat loss.
- Stainless chemical pump last-step chemical injection.
- Compact design service parts are 8" from exterior
- Strong aluminum frame reduces vibration and design directs cooling airflow to drive belts extends belt life.
- Easy-off panels for quick access
- "No-dump" system saves water and waste tank space
- Pulsation dampener to reduce water pump pulsations for longer component life.





## AirMax Air Mover

Item # : 605



The AirMax provides performance, convenience, portability, and safety in a compact, low profile air mover. The AirMax delivers high velocity over a large area and its branch protection GFCI protects the air mover's onboard components as well as connected equipment.

**XACTIMATE**  
WTRDRY



Mouse over image to zoom.



: 25 lbs

★★★★☆  
(Based on 8 vote(s))

5 review(s) | [Add your review!](#)

[Login with your SSO to view price](#)

[CLICK TO ENLARGE](#)



**Availability:** In stock

FEATURES	PARTS & ACCESSORIES	DOCUMENTATION	SPECIFICATIONS	VIDEO & OPERATING TIPS	MAINTENANCE
WARRANTY	FAQS	PRODUCT REVIEW(S)			
Power	1.9 amps / 110V / 60 Hz				
CFM	925				
Motor	Single speed, 1/4 HP				
Dimensions	20.5" L x 17" W x 9" H				
Assembled Weight	21 lbs				
Cord	20', 14/3 black with lighted plug				



## PS 1000 Air Scrubber

Item #: 624



The PS 1000 portable air scrubber is constructed of dent and corrosion resistant polyethylene and has been specifically designed for remediation, restoration and abatement work. The uniquely designed filtration system with a 99.97% Certified HEPA Filter is located after the motor assembly. This design not only filters particulate from the work area, but also prevents carbon and bearing dust produced by the motor from exhausting into the environment. The result is 99.97% absolute clean exhaust air.

**XACTIMATE**  
WTRNAFAN



Conforms to UL STD 507 and certified CSA STD C22.2 No. 113

Meets UL94HB flammability requirements for polymer cabinet housing electrical components

: 80 lbs

★★★★★  
(Based on 4 vote(s))

4 review(s) | [Add your review](#)

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Mouse over image to zoom.



[CLICK TO ENLARGE](#)



Availability: In stock

FEATURES	DIRECTIONS FOR USE	PARTS & ACCESSORIES	DOCUMENTATION	SPECIFICATIONS
VIDEO & OPERATING TIPS	SET-UP & OPERATION	MAINTENANCE	WARRANTY	PRODUCT REVIEW(S)

- Durable, dent-proof and corrosion resistant polyethylene housing
- 99.97% Certified HEPA filter is located after the motor assembly, preventing carbon and bearing dust from entering the environment.
- Sealed HEPA filter prevents bypass of particulate
- Variable speed operation - 500 to 950 CFM
- Low AMP draw - 2.3 to 2.8 AMPS
- Three-stage filter design
- 12" intake and exhaust flanges for easy hose connection
- Stair-climbing wheels
- Front caster for easy navigation
- Hour meter
- HEPA replacement indicator light
- Daisy-chain outlet - (connect up to three units on a single power outlet)
- Duplex GFCI and circuit breaker
- Upright design for maneuverability and portability
- Includes metal intake/exhaust cover and 5 disposable intake/exhaust covers





## PS2009 Poly Air Scrubber

Item # : 794

The NIKRO PS2009 Air Scrubber is used for cleaning and controlling air quality and creating negative pressure in a work area. How It Works: Air enters the unit and passes through three-stage filtration capturing smoke, fumes, mold spores, dust and particulate. Clean air is returned to the environment. When larger areas are to be cleaned, multiple units can be strategically placed for optimum cleaning. A 12" exhaust flange allows an operator to exhaust to a remote area or create controlled negative pressure in a contained area.

**XACTIMATE**  
WTRNAFAN>>

: 120 lbs

★★★★★  
(Based on 2 vote(s))

2 review(s) | Add your review!

Login with your SSO to view price



**Availability:** In stock

FEATURES	DIRECTIONS FOR USE	PARTS & ACCESSORIES	DOCUMENTATION	SPECIFICATIONS	MAINTENANCE
WARRANTY	PRODUCT REVIEW(S)				

- 3-stage filtration with 99.97% 0.3 micron HEPA filter.
- Dent & corrosion proof durable polyethylene cabinet.
- Two speed blower.
- Built in 12" exhaust duct flange.
- Filter monitor gauge.
- Hour meter.
- Heavy duty locking castor wheels.
- Lifting handles.
- Stackable for transport and storage.





## HP Plus Floor Drying Package

Item #: 631K

Use the Injectidry HP-Plus Floor Drying Package to dry hidden areas of moisture in and under flooring including wood flooring, marble, tile, sub-flooring, etc. Panels can also be used to dry plaster walls and other dense materials.

This item may be purchased individually or is included as part of the 634K HP Plus Complete System.

1.0 lbs

Be the first to write a review for this product!

Login with your SSO to view price



Availability: In stock

### This kit contains:

- HP Plus Floor Drying Package (order as 631K) - NOT FOR INDIVIDUAL SALE (x 1)
- Box 2 of 4 (631 main hose in/out, silencer, roll of tubing - NOT FOR INDIVIDUAL SALE (x 1)
- Box 3 of 4 (631 panels, ports, vac-T, tubing stoppers, endcap plugs - NOT FOR INDIVIDUAL SALE (x 1)
- Box 4 of 4 (631 blank hose, hose cuffs, carry bags, hose connectors - NOT FOR INDIVIDUAL SALE (x 1)

FEATURES	DIRECTIONS FOR USE	PARTS & ACCESSORIES	DOCUMENTATION	VIDEO & OPERATING TIPS
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### PRODUCT REVIEW(S)

- Durable Regenerative Blower with 20,000 hr. life expectancy
- Variable frequency drive blower
- Patented technology
- Medium density polyethylene blower housing
- Quiet operation



## E. DRYBOOK WITH XACTIMATE SKETCH

**Accuracy** and **speed** are critical to the restoration industry. Our ability to **quickly** and **completely** document important details about individual restoration projects is beneficial to your clients and anyone else connected with the property damage.

By capturing **notes**, **photos**, and **readings** in the moment; we instantly become more detailed and minimize the potential that clients or an insurance representative will need more information days or weeks after the restoration is complete. **Drybook Mobile with Xactimate Sketch** can be downloaded directly to a tablet, which provides on the spot note captures and added value to our customers.



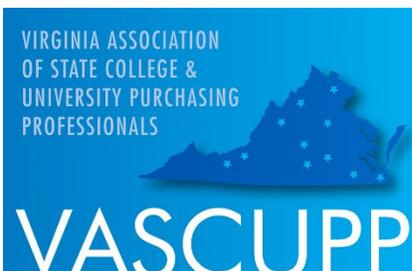


# Request for Proposal

## **RFP# DKM-1173**

**Fire and Water Damage Cleanup Services**

**January 19, 2023**



**REQUEST FOR PROPOSAL**  
**RFP# DKM-1173**

**Issue Date:** January 19, 2023  
**Title:** Fire and Water Damage Cleanup Services  
**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 February 9, 2023 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: Dylan Morris, Buyer Senior, Procurement Services, [morrisdk@jmu.edu](mailto:morrisdk@jmu.edu); 540-568-7003; (Fax) 540-568-7935 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 # DKM-1173*

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## **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 Fire and Water Damage Cleanup 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 four (4) additional one-year periods.

## **II. BACKGROUND**

James Madison University (JMU) is a comprehensive public institution in Harrisonburg, Virginia with an enrollment of approximately 22,000 students and approximately 4,000 faculty and staff. There are over 600 individual departments on campus that support seven (7) academic divisions. The University offers over 120 majors, minors, and concentrations. Further information about the University can be found at the following website: [www.jmu.edu](http://www.jmu.edu).

## **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**

This Request for Proposals is for proposals from vendors engaged in Fire and Water damage cleanup and restoration. The resulting contract/contracts will be awarded to vendors based on their qualifications, experience, pricing scenarios, equipment rental fees, and references.

The primary goal of this RFP is to contract with vendors who can respond rapidly to fire and water damage occurrences in order that the clean-up phase of the occurrence can commence. Awarded vendor must be on site within hours with water extraction completed and dehumidification well under way in the 24 to 36 hour range and dehumidification completed in 72 hours with moisture monitoring to follow as quickly as possible so that overall damage can be assessed and repairs can be procured.

### **EQUIPMENT AND CHEMICAL GUIDELINES (WATER DAMAGE)**

Materials and Methods: The Fire and Water Damage Cleaning and Restoration professional is responsible for choosing materials and methods appropriate to the objectives of each specific occurrence and consistent with currently accepted practices.

Suitability: Equipment and chemicals used must be suitable for the task at hand. Such equipment may include, but not be limited to:

- Moisture detectors, hygrometers and other meters measure the extent of moisture saturation.
- Infrared cameras.
- Submersible and gas-powered pumps for continuous pumping of high-level water.
- Truck mounted and portable extraction units perform efficient water removal.
- Drying equipment

- Industrial-grade dehumidifiers
- High-speed air movers
- Deodorization products
- Disinfection products
- Moisture Monitoring Follow-up Equipment
- Microbial Remediation Equipment

#### GENERAL GUIDELINES (FIRE DAMAGE)

The vendor shall use all industry and professional standards in gathering and testing smoke, protein, and soot residues to determine the appropriate cleaning procedures.

#### DOCUMENTATION AND REPORT GUIDELINES

At a minimum, the vendor is to present a concise and to-the-point report to the affected client, summarizing the damage to the property and the steps taken to mitigate the damage. This report should be presented to the affected client 48 to 72 hours after the initial clean-up is concluded, and shall include photo documentation. A detailed, itemized invoice breaking down all costs, materials, and work shall be submitted before payment can be made.

In addition, contractor shall schedule site visit with a JMU representative within 48-72 hours after initial cleanup has been completed to insure that the area meets JMU standards/satisfaction.

#### GENERAL GUIDELINES

- Xactimate pricing is the preferred software for estimating.
- Companies shall be IICRC Certified. (Institute of Inspection Cleaning and Restoration Certification):
- Companies shall have a minimum of one WRT certified technician on every Water Damage Restoration job.
- Companies shall have a minimum of one AMRT certified technician on every Mold Remediation job.
- Companies shall do Background checks on their employees when hired, and yearly after hired.

## 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 two (2) 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’ 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
5. Cost	<u>10</u>
	100

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.

## 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, sexual orientation, gender identity, 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, sexual orientation, gender identity, 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 condition to the award, shall deliver to the contracting agency or institution, on or before request for final 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.)*

NOTE: In addition, various Professional Liability/Errors and Omissions coverages are required when soliciting those services as follows:

<b>Profession/Service</b>	<b>Limits</b>
Accounting	\$1,000,000 per occurrence; \$3,000,000 aggregate
Architecture	\$2,000,000 per occurrence; \$6,000,000 aggregate
Asbestos Design, Inspection, or Abatement Contractors	\$1,000,000 per occurrence; \$3,000,000 aggregate
Health Care Practitioner [to include Dentists, Licensed Dental Hygienists, Optometrists, Registered or Licensed Practical Nurses, Pharmacists, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical Therapist Assistants, Clinical Psychologists, Clinical Social Workers, Professional Counselors, Hospitals, or Health Maintenance Organizations.]	\$2,450,000 per occurrence; \$4,250,000 aggregate
Limits increase each July 1 through fiscal year 2031. Contractor shall maintain coverage that meets or exceeds statutory limitations in compliance with the <i>Code of Virginia</i> ( <a href="https://law.lis.virginia.gov/vacode/title8.01/chapter21.1/section8.01-581.15/">https://law.lis.virginia.gov/vacode/title8.01/chapter21.1/section8.01-581.15/</a> ) §8.01-581.15.	
Insurance/Risk Management	\$1,000,000 per occurrence; \$3,000,000 aggregate
Landscape/Architecture	\$1,000,000 per occurrence; \$1,000,000 aggregate
Legal	\$1,000,000 per occurrence; \$5,000,000 aggregate
Professional Engineer	\$1,000,000 per occurrence; \$6,000,000 aggregate
Surveying	\$1,000,000 per occurrence; \$1,000,000 aggregate

- R. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract over \$100,000, 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, sexual orientation, gender identity, 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:
1. For orders issued July 1, 2014 and after, the Vendor Transaction Fee is:
    - a. Department of Small Business and Supplier Diversity (SBSD) certified Small Businesses: 1% capped at \$500 per order.
    - b. Businesses that are not Department of Small Business and Supplier Diversity (SBSD) certified Small Businesses: 1% capped at \$1,500 per order.
  2. 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).
  3. 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. CIVILITY IN STATE WORKPLACES: The contractor shall take all reasonable steps to ensure that no individual, while performing work on behalf of the contractor or any subcontractor in connection with this agreement (each, a “Contract Worker”), shall engage in 1) harassment (including sexual harassment), bullying, cyber-bullying, or threatening or violent conduct, or 2) discriminatory behavior on the basis of race, sex, color, national origin, religious belief, sexual orientation, gender identity or expression, age, political affiliation, veteran status, or disability.

The contractor shall provide each Contract Worker with a copy of this Section and will require Contract Workers to participate in training on civility in the State workplace. Upon request, the contractor shall provide documentation that each Contract Worker has received such training.

For purposes of this Section, “State workplace” includes any location, permanent or temporary, where a Commonwealth employee performs any work-related duty or is representing his or her agency, as well as surrounding perimeters, parking lots, outside meeting locations, and means of travel to and from these locations. Communications are deemed to occur in a State workplace if the Contract Worker reasonably should know that the phone number, email, or other method of communication is associated with a State workplace or is associated with a person who is a State employee.

The Commonwealth of Virginia may require, at its sole discretion, the removal and replacement of any Contract Worker who the Commonwealth reasonably believes to have violated this Section.

This Section creates obligations solely on the part of the contractor. Employees or other third parties may benefit incidentally from this Section and from training materials or other communications distributed on this topic, but the Parties to this agreement intend this Section to be enforceable solely by the Commonwealth and not by employees or other third parties.

## **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 540/568-7935.
- F. RENEWAL OF CONTRACT: This contract may be renewed by the Commonwealth for a period of four (4) 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 SBSBD-certified small businesses. This shall not exclude SBSBD-certified women-owned and minority-owned businesses when they have received SBSBD 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 SBSBD 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. 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.
- P. 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.
- Q. 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).

- R. **ASBESTOS:** Whenever and wherever during the course of performing any work under this contract, the contractor discovers the presence of asbestos or suspects that asbestos is present, he shall stop the work immediately, secure the area, notify the building owner and await positive identification of the suspect material. During the downtime in such a case, the contractor shall not disturb any surrounding surfaces but shall protect the area with suitable dust covers. In the event the contractor is delayed due to the discovery of asbestos or suspected asbestos, then a mutually agreed extension of time to perform the work shall be allowed the contractor but without additional compensation due to the time extension.

**IX. METHOD OF PAYMENT**

The contractor will be paid based on 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 request that our vendors and suppliers enroll in our bank’s Comprehensive Payable options: either the Virtual Payables Virtual Card or the PayMode-X electronic deposit (ACH) to your bank account so that future payments are made electronically. Contractors signed up for the Virtual Payables process will receive the benefit of being paid Net 15. Additional information is available online at:

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

**X. PRICING SCHEDULE**

The Contractor shall provide pricing for all products and services included in this proposal. A detailed, itemized break down of all costs, materials, and work shall be submitted. January 2023 pricing shall be used. Xactimate pricing is the preferred software for estimating.

TECHNICIAN	UNIT	COST
Straight Time	1 hour	\$
Overtime	1 hour	\$

The offeror shall provide pricing for all products and services included in proposal indicating one-time and on-going costs. The resulting contract will be cooperative and pricing shall be inclusive for the attached Zone Map, of which JMU falls within Zone 2.

Specify any associated charge card processing fees, if applicable, to be billed to the university. Vendors shall provide their VISA registration number when indicating charge card processing fees. Any vendor requiring information on VISA registration may refer to <https://usa.visa.com/support/small-business/regulations-fees.html> and for questions <https://usa.visa.com/dam/VCOM/global/support-legal/documents/merchant-surcharging-qa-for-web.pdf> .

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

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5. **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: \_\_\_\_\_

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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: \_\_\_\_\_

# ATTACHMENT D

## Zone Map



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

#### List of member institutions by zones

- |                                                                        |                                                                                                                               |                                                                     |
|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|
| <b><u>Zone 1</u></b><br>George Mason University (Fairfax)              | <b><u>Zone 2</u></b><br>James Madison University (Harrisonburg)                                                               | <b><u>Zone 3</u></b><br>University of Virginia (Charlottesville)    |
| <b><u>Zone 4</u></b><br>University of Mary Washington (Fredericksburg) | <b><u>Zone 5</u></b><br>College of William and Mary (Williamsburg)<br>Old Dominion University (Norfolk)                       | <b><u>Zone 6</u></b><br>Virginia Commonwealth University (Richmond) |
| <b><u>Zone 7</u></b><br>Longwood University (Farmville)                | <b><u>Zone 8</u></b><br>Virginia Military Institute (Lexington)<br>Virginia Tech (Blacksburg)<br>Radford University (Radford) | <b><u>Zone 9</u></b><br>University of Virginia - Wise (Wise)        |