



COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT

Contract No. UCPJMU6676

This contract entered into this 19th day of July 2023, by Image Engineering 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 July 19, 2023 through July 18, 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 JGM-1177 dated March 21, 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;
(d) Addendum No. One April 7, 2023
(3) The Contractor's Proposal dated April 5, 2023 and the following negotiated modification to the Proposal, all of which documents are incorporated herein.
(a) Negotiations Summary, dated July 11, 2023

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

CONTRACTOR:
By: [Signature]
(Signature)
Michael Adamek
(Printed Name)

PURCHASING AGENCY:
By: [Signature]
(Signature)
Garrett Morris
(Printed Name)

Title: 7/13/23

Title: 7/13/2023

**RFP # JGM-1177, Pyrotechnic & Fireworks
Negotiation Summary for Image Engineering
July 11, 2023**

1. Contractor's pricing schedule is as follows:

Elements	Per Game	Season Total
EQUIPMENT AND ELEMENTS	\$13,490	\$174,483
Field Intro Duke Dogs - Client Owned Assets / One Time Fee		\$82,528
(2) 7' H x 5' W x 3' D Duke Dog Set Pieces		\$58,462
(8) LED Eyes - (4) Per Set Piece		\$8,000
(2) Custom CO2 Jets for Dog Nose - (1) Per Set Piece		\$2,353
(4) CO2 Jets for Dog Head - (2) Per Set Piece		\$4,706
Power and Cabling Package		\$1,429
Hosing Package		\$2,667
(2) 6 Channel Relay Pack		\$1,857
(1) Control Unit		\$2,857
(2) Smoke Device Holder		\$197
<i>*(TBD) 20lb Liquid Siphon CO2 Tanks To Be Ordered by Client Per Game*</i>		
Field Intro Wraps - One Time Fee		\$8,615
(2) Custom Tower Wraps		\$2,462
(2) Custom Sled Wraps		\$6,153
Field Intro Assets - Season Rental (6) Games - Towers	\$2,375	\$14,250
(2) Towers	\$800	\$4,800
(2) CO2 Jets	\$300	\$1,800
(2) CO2 Hose and Fitting Packages	\$50	\$300
(2) Power Cabling Package	\$100	\$600
(30) Mines - (15) Per Tower / (2) Towers	\$1,125	\$6,750
<i>*(TBD) 20lb Liquid Siphon CO2 Tanks To Be Ordered by Client Per Game*</i>		
Field Intro Assets - Season Rental (6) Games - Sleds	\$1,920	\$11,520
(2) 2'W x 20'L x 5'H Cryo Sleds	\$500	\$3,000
(8) CO2 Jets	\$1,120	\$6,720
(8) CO2 Hose and Fitting Packages	\$200	\$1,200
(2) Power Cabling Package	\$100	\$600
<i>*(TBD) 20lb Liquid Siphon CO2 Tanks To Be Ordered by Client Per Game*</i>		
Rooftop Pyrotechnics Package - (6) Games	\$8,820	\$52,920
(6) Home Games - (4) Positions		

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Player Introductions	\$3,080	\$18,480
National Anthem - Rockets Red Glare, Bombs Bursting, Finale	\$1,090	\$6,540
(5) Situationals - Touchdowns	\$2,350	\$14,100
Win Shot	\$2,100	\$12,600
Plates and Holders	\$150	\$900
Wireless Modules	\$50	\$300
Onfield Duke Dogs Pyrotechnics Package - (6) Games	\$375	\$2,250
(2) Duke Dogs Daytime Purple Pyro	\$375	\$2,250
(10) Daytime Pyro - (5) Per Dog / (2) Dogs		
Onfield Sled Pyrotechnics Enhancement Package - (2) Games	\$1,200	\$2,400
(30) Mines - (15) Per Sled / (2) Sleds	\$1,200	\$2,400
LABOR	\$3,150	\$18,900
Enhanced Pyro Game Labor	\$3,150	\$18,900
(1) Licensed Shooter	\$750	\$4,500
(6) Gamedays		
(1) Lead Technician	\$600	\$3,600
(6) Gamedays		
(4) Technician	\$1,800	\$10,800
(6) Gamedays		
<i>*JMU to Provide Hands to Move Set Pieces*</i>		
MISCELLANEOUS	\$1,325	\$7,950
Pyrotechnics Games Fees	\$1,325	\$7,950
Permits	\$375	\$2,250
Fire Watch - (2) Per Game	\$900	\$5,400
Permit Admin Fee	\$50	\$300
TRAVEL	\$920	\$7,760
Trucking		\$2,240
Season Load In Trucking - Baltimore, MD to Harrisonburg, VA		\$1,120
Season Load Out Trucking - Harrisonburg, VA to Baltimore, MD		\$1,120
Staff Travel	\$920	\$5,520
Staff Travel - Baltimore, MD to Harrisonburg, VA	\$620	\$3,720
Staff Per Diem - (6) Per Game	\$300	\$1,800
*Sales Tax [To be determined from final equipment list and to be charged via the final invoice]		
Regular Game Total *	\$18,885	\$75,540

**RFP # JGM-1177, Pyrotechnic & Fireworks
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Enhanced Game Total *	\$20,085	\$40,170
One-Time Fees (Fabrication & Wraps)		\$91,143
One-Time Discount		-\$9,114
Trucking		\$2,240
Season Total		\$199,979

*Additional Firework and Pyrotechnic packages can be furnished upon request. Contractor shall provide fair and reasonable pricing for additional firework and pyrotechnic packages.

2. In the event that inclement weather or other cause beyond the control of the Contractor should prevent the display on the day(s) of display(s), University shall not be required to reimburse Contractor.
3. Contractor has disclosed all fees. No additional fees will be accepted.
4. All subsequent contract renewals shall be initiated and processed solely by James Madison University for the duration of the contract. Additional documents requiring signature by the University will not be accepted.
5. Contractor's pyro technician(s) and staff shall:
 - A. Be at each game two (2) hours prior to launch time.
 - B. Demonstrate themselves in a professional manner at all times while on James Madison University Campus.
 - C. Adhere to all Virginia State Fire Marshal's and University's rules & regulations.
 - D. Maintain a professional appearance.
 - E. Maintain open lines of communication with JMU in advance of each home game to confirm arrival and set-up details.
6. Contractor shall at all times maintain up to date certifications to include Federal Explosives License and Virginia State Fire Marshal's Office certified pyrotechnician certificate for all individuals assigned to University. Contractor shall provide updated certificate prior to expiration each year.
7. In the event that James Madison University proposes new launch locations, the University requests that Image Engineering present a live demonstration from the proposed locations. Image Engineering shall coordinate with the Virginia State Fire Marshall prior to demonstration.
8. Contractor shall issue an updated copy of their Liability Insurance Certificate annually to University.
9. Contractor shall provide fireproof mats for the launch locations on the roof of the Robert & Frances Plecker Athletic Performance Center (APC) as outlined in the RFP.

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10. The Contractor hereby will be solely responsible for any damage caused to the scoreboard, either intentionally or unintentionally, during the ignition and launching of pyrotechnics and fireworks. The Contractor assumes all liability for any costs incurred by the facility for the repair or replacement of the scoreboard. Contractor will work with university to have all repairs done in a timely and efficient manner.



IMAGE

ENGINEERING

7525 Perryman Ct
Curtis Bay, MD 21226

www.imageengineering.com

REQUEST FOR PROPOSAL

RFP# JGM-1177

Issue Date: March 21, 2023
Title: Pyrotechnic & Firework Displays

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 April 11, 2023 2:00 PM on for Furnishing The Services Described Herein.

MANDATORY PREPROPOSAL: To be held on March 28, 2023 at Bridgeforth Stadium at 11:00 a.m. See Special Terms and Conditions. Please provide a list of individuals that will be representing your firm to Garrett Morris, Buyer Senior, Procurement Services, morrisjg@jmu.edu, by Thursday March 27, 2023. Parking will be at the following address: 280 Champions Drive, Harrisonburg, VA 22807, F Lot.
<https://www.jmu.edu/parking/files/parkingmap.pdf>

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

All Inquiries For Information And Clarification Should Be Directed To: Garrett Morris, Buyer Senior, Procurement Services, morrisjg@jmu.edu; 540-568-4501; (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:

Image Engineering
7525 Perryman Court
Curtis Bay, MD 21226

By: 
(Signature in Ink)

Name: Michael Adamek
(Please Print)

Date: 4/5/23

Title: Dir. Design & Project Operations

Web Address: imageengineering.com

Phone: (716) 983-0516

Email: mikea@imageengineering.com

Fax #: (443) 200-0238

ACKNOWLEDGE RECEIPT OF ADDENDUM: #1 MA #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.

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About Us

Image Engineering is a team of designers, engineers, project managers and skilled technicians producing visual effects elevating audience experiences. With over 25 years of experience engineering, designing, and managing projects for some of the nation's largest brands, Image Engineering has become an industry leader using a variety of visual media and effects for innovative projects. Our core staff is comprised of degreed engineers, technicians and professionally trained artists who have consulted, designed and executed hundreds of projects. Our award-winning team has helped our clients gain new exposure and meeting their objectives from uniquely tailored fabrications, innovative designs and specialty solutions.

Our Vision Statement

To be the most recognized and innovative visual effects company in the world.

Our Mission Statement

To provide innovative, creative, world class entertainment solutions and products utilizing the latest visual technology that ensure complete client satisfaction in an engaging, employee valued, and safe work environment.

Our Value Statement

Our client's success is our success.

SAFETY

We do not believe in compromises when it comes to safety. Everything we do focuses on assuring the safety of our team, our clients and the public.

CLIENT FOCUSED

We work diligently to ensure the longevity of our client relationships, treating them more like partnerships rather than the more traditional client-vendor approach.

QUALITY

We strive to produce products and services that are unsurpassed in quality, reliability, and safety.

INNOVATION

We think "outside the box" and exploit the latest technology to produce the most captivating and stunning engineering solutions in the world.

EMPLOYEE DEVELOPMENT

Our team is the heart of the company. We support and cultivate our employees so they can achieve the absolute best, both personally and professionally.

Proposed Football Game Pyrotechnics Display

Section IV, Subsection A:

Describe in detail proposed firework display for home football games as defined in Section II. Background and in accordance with Attachment E "Firework Launch Location & Logistics."

We intend to utilize (4) shooting positions from the top of the University's Robert & Frances Plecker Athletic Performance Center.

Each of these positions will be furnished with our pyrotechnic plates that are custom made to exceed all minimum safety requirements outlined in NFPA 1126. The pyrotechnic devices are placed in holders that are constructed of steel or aluminum to add a second layer of protection in the event of a highly unlikely event of a device malfunction. Each metal holder is secured to a support plate (which will be constructed of wood or HDPE) with at least four points of contact.

The firework show will be produced using high quality, proximate fireworks to maximize safety and artistry. Prior to the first game of the season, Image Engineering will supply pre-visualizations of the display for James Madison University approval.

The football game fireworks display will consist of the following products:

Pregame:

Cue 1 - (2) Purple 100 MM Mines, (2) Gold 100 MM Mines
Cue 2 - (4) Purple and Gold Glitter Combination 100 MM Mines
Cue 3 - (2) Purple 100 MM Mines, (2) White 100 MM Mines
Cue 4 - (2) Purple 100 MM Mines, (2) Gold 100 MM Mines
Cue 5 - (4) Purple and Gold Glitter Combination 100 MM Mines
Cue 6 - (2) Purple 100 MM Mines, (2) White 100 MM Mines
Cue 7 - (2) Purple 100 MM Mines, (2) Gold 100 MM Mines
Cue 8 - (4) Purple and Gold Glitter Combination 100 MM Mines

National Anthem:

Cue 1 (Rockets Red Glare) - to consist of (8) 50 mm Red Comets (2) 100 MM Red Mines
Cue 2 (Bomb's Bursting in Air) - (2) -5 point 30 MM Artillery Racks
Cue 3 (Brave Finale/ Anthem Ending)- Combination of 8 Red, White and Blue & Crackling 100 MM Mines.

Touchdowns:

(4) 100 MM Mines Purple and Gold with (2) 7point Zipper Purple Crossette Plates - Each game will have five touchdowns hits allocated.

Win Shot:

(14) Mines, Mixed variety of Purple, Gold and Glittering Crackle combined with Purple Crossette Fan Racks.

Paragraph II Background, Subsection A: In addition to gameday, Image Engineering is fully capable of providing fireworks for additional events at JMU such as commencement and/or presidential inaugurations. We have the ability to provide Aerial Display fireworks (commonly referred to as 1.3 Professional), Close Proximity Fireworks and multiple other pyrotechnic special effects.

Pyrotechnics Logistics & Burn Rate

Section IV, Subsection B:

Provide in detail your firms plan to provide firework displays and on field pyrotechnics for home football games and other events. No transportation or storage will be provided by James Madison University.

We are members of the American Pyrotechnics Association (APA) which is the industry leader in safety standards. All pyrotechnic devices will be shipped in containers that are approved by the Department of Transportation. All pyrotechnic devices will be in the custody and control of Image Engineering Employees for the entire event time. Prior to any display, site maps will be provided that will clearly identify any areas that would need to be secured to maximize safety.

Section IV, Subsection C:

Provide temperature/burn rate at the point of ignition to the time they come down for fireworks outlined in Attachment E.

The Auto-Ignition temperature of the Lift Charge is approximately 464 degrees C. This causes ignition of the device itself. Average pyrotechnic burn temps are approximately 1600 degrees C. This temperature varies greatly with color, state of confinement, etc.. The products used would not have anything "coming down" as the devices are designed to completely combust in air (self-consumable). The burn rate is not applicable to all devices as the rate varies so greatly between colors, composition and size.

Duke Dog Structure Fabrication

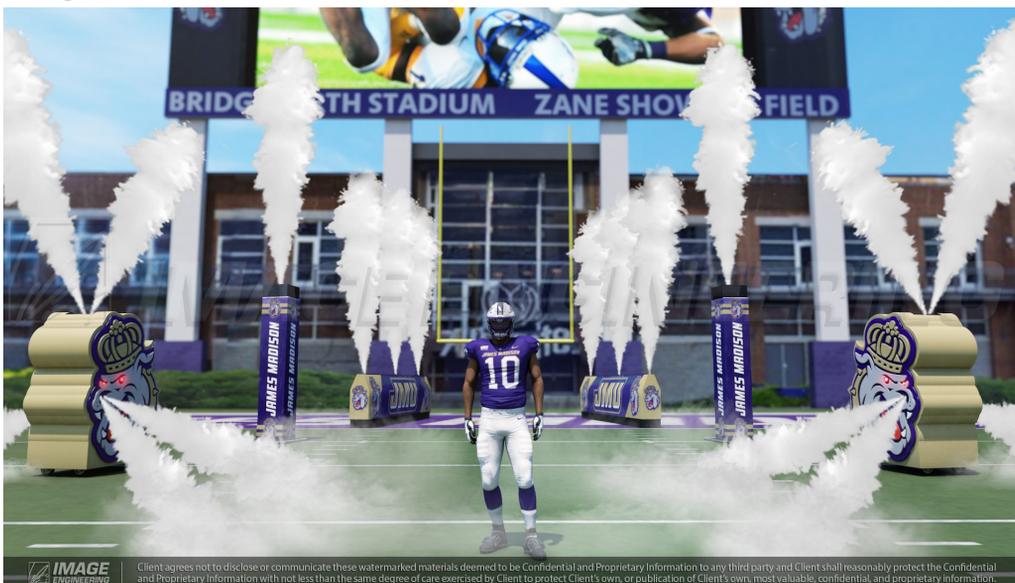
Section IV, Subsection D:

Describe firm's ability to provide a custom James Madison University pyrotechnic capable structure as outlined in Attachment F "Duke Dog Structure", that will enhance the visual appeal of the on-field display. Firm should provide rendering of structure sample. Sample should include all specifications including power requirements.

Image Engineering has provided on field set elements and special effects on fields across the country. Each team and stadium requires a custom solution that fits both the organization's branding and the stadium's logistics to get the structure on the field.

The Duke Dog structures will follow a similar fabrication method to other on field set element deployments. Internally, the Duke Dugs will have a metal structure that will connect to a set of (4) 8" wheels that are fit to roll on and off field without damaging the field. The metal structure will also support the weight of the CO2 tanks or other special effects that would be integrated into the set pieces. Finally, the exterior of the Duke Dogs is carved foam with a hard coat of paint most similar to the paint used on vehicles. Both the internal and external materials will make the Duke Dogs durable and quick to move on and off field.

The Duke Dogs will require (2) 120 amp circuits (non-GFI) as they use one 120 amp circuit per Duke Dog.

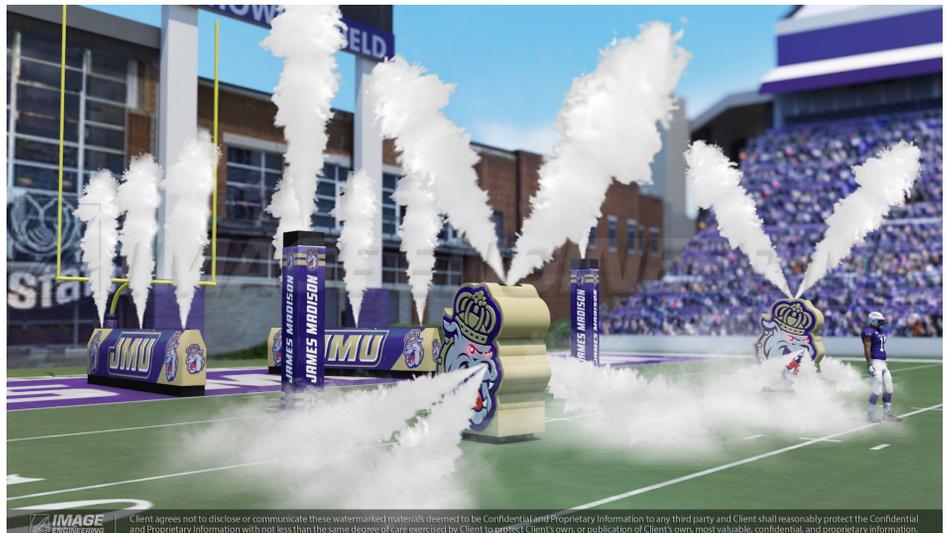


Duke Dog Structure Fabrication

Section IV, Subsection D, Continued:

Describe firm's ability to provide a custom James Madison University pyrotechnic capable structure as outlined in Attachment F "Duke Dog Structure", that will enhance the visual appeal of the on-field display. Firm should provide rendering of structure sample. Sample should include all specifications including power requirements.

Additional Renders



Section IV, Subsection G:

Provide resumes for the specific personnel to be assigned to perform work at James Madison University detailing experience, qualifications, and licenses/certifications.

ANDY SUEHLE

Executive Vice President, Client Relations

As Executive Vice President of Image Engineering, Andy has directed the sales team, client relationships, and has been influential in the company's trajectory for nearly twenty years. Andy instills in each one of Image Engineering's team members that the client and our relationship with them are at the heart of everything we do. It is those relationships, our work to exceed our client's expectations, and being there at every turn that sets Image Engineering apart. In addition to leading these teams internally, Andy has designed and produced many of the player introductions that can be seen around the National Football League – the father of the flame tower.

Andy holds pyrotechnic licenses in Virginia, Maryland, New York, North Carolina and Ohio. In recent years, Andy has been the licensed shooter onsite for the the Baltimore Ravens season, the Buffalo Bills season, Towne of Centreville's 4th of July 1.3 display, DC United's soccer season,, Catholic University's Commencement, and the 2020 MLS Cup.

MIKE ADAMEK

Director of Design and Project Operations

O 410.355.2055 x159 | M 716.983.0516, mikea@imageengineering.com

Mike Adamek is our Director of Design and Project Operations here at Image. Mike oversees the day-to-day operations of the project management, compliance, design and pyrotechnics teams at Image in addition to working with clients around the country. Mike has a wealth of on field experience from his 15 years at the Buffalo Bills, ending his tenure there as the Senior Director of Media and Content for nearly 4 years.

Section IV, Subsection H:

Mike will serve as the James Madison University project and account manager throughout the 2023 season.

TIM SMALL

Manager, Pyrotechnics & Field Services

Tim Small serves as our manager of pyrotechnics and field services ensuring that all pyrotechnics operations are executed safely and with accordance to all laws and guidelines. Tim has years of experience working on pyrotechnics shows as a license and technician and holds his outdoor and proximate fireworks license in Maryland. In recent years, Tim has been the pyrotechnics and special effects lead for the Philadelphia Eagles 2022 season, the Baltimore Ravens 2022 season, the Baltimore Orioles 2022 season, the Army-Navy game, MLS Cup, and MLS All Star games. In addition to these season long engagements, Tim has led and been the onsite license for the Ocean City Winter Fest Fireworks Display, the Catonsville 4th of July display (2012 – 2022) and the St. Michaels 4th of July display.

Section IV, Subsection G:

Provide resumes for the specific personnel to be assigned to perform work at James Madison University detailing experience, qualifications, and licenses/certifications.

PHIL PAYNE

Manager, Assets and Deployment

Phil Payne is our Manager of Asset Deployment and Maintenance here at Image. He uses his degree in Theatre Design and Production from Towson University to provide support for the wide variety of shows that come along. From fabricating set pieces to supervising touring crews, He has traveled all over the world, working for artists like Paul McCartney, BTS, and Tran Siberian Orchestra.

Phil holds licenses in Maryland and Virginia for both proximate and aerial pyrotechnics shows. Most recently, Phil has been on tour with Paul McCartney as crew chief operating flames, and close proximate pyro. In addition to touring, Phil has also been the onsite licensed shooter and crew chief for the College Football Championship from 2016 – 2023, the Middlebranch and Middle River 4th of July Fireworks in 2022, and the Columbus Crew, Austin FC and LA Galaxy MLS games.

BEN SUEHLE

Technician

Ben is one of Image Engineering's most experienced technicians with 7 years of on field experience. Ben also holds his Maryland license for both proximate and aerial pyrotechnics shows. Ben has led and worked on shows such as the Baltimore Ravens, Philadelphia Eagles, Philadelphia Union, DC United, Cornell University Homecoming, the Army Navy game, Temple University Football, in addition to commencements for Loyola University Maryland, Catholic University, and Johns Hopkins University.

ZACHARY A. PAUL

Technician

Zach brings his experience as a pyrotechnician for Walt Disney World to Image Engineering with well over 450 pyrotechnics shows in his resume. Zack safely and efficiently deploys 1.3 and 1.4 pyrotechnic devices on a weekly basis for Image Engineering. While at Image Engineering, Zack has worked on the season long engagements with the Philadelphia Eagles, the Washington Commanders, the New York Jets, the Philadelphia Union, DC United, the University of Maryland football team, and the University of Virginia football team.

Baltimore Ravens

Section IV, Subsection I:

Describe firm’s qualifications and experience in providing firework displays at large events, such as home football games or other sporting events. Describe experience working with Colleges or Universities similar in size to James Madison University.

Through a relationship with the Information Display Entertainment Association (IDEA), Image was contracted to do CO2 effects for player introductions during one of the Baltimore Ravens home games in 2004. The legendary Ray Lewis danced onto the field in smoky glory. As luck would have it, the NFL decided they would use a cable camera for the first time ever during that game. The audience was blown away and millions of viewers across the country saw repeated clips of Lewis doing his famous dance with our effects surrounding him.

In 2005, the Ravens contracted Image for the entire season, opening the door for our team to creatively challenge what other teams were doing across the NFL for player introductions. In 2008, Image created the NFL’s first flame tower, putting the Ravens player introductions on top for cutting edge effects. Since then, many have followed suit, collaborating with us to expand on creative visions for player introductions and stadium spectaculars. “Since that first season with the Ravens, the Image Engineering portfolio has expanded to included over 17 NFL teams and teams across several professional and collegiate level sports leagues.” In 2017, the Baltimore Ravens approached Image Engineering to help them once again redefine player introductions for the NFL. Image Engineering created on field elements that invokes the theme of the initial naming of the team after Edgar Allen Poe’s “The Raven” with a Raven’s themed graveyard that has low fog and CO2 elements and are still deployed on field today.



University of Maryland Football

Section IV, Subsection I:

Describe firm's qualifications and experience in providing firework displays at large events, such as home football games or other sporting events. Describe experience working with Colleges or Universities similar in size to James Madison University.

Image Engineering began working with the University of Maryland to enhance their football game presentation and player introductions. Image designed player introductions that use custom wrapped 20 foot long sleds that shoot cryogenic effects, and 12' flame towers.

As an evolution of the on field brand presence, Image Engineering fabricated large scale "M" structures that could shoot multiple effects depending on the event.

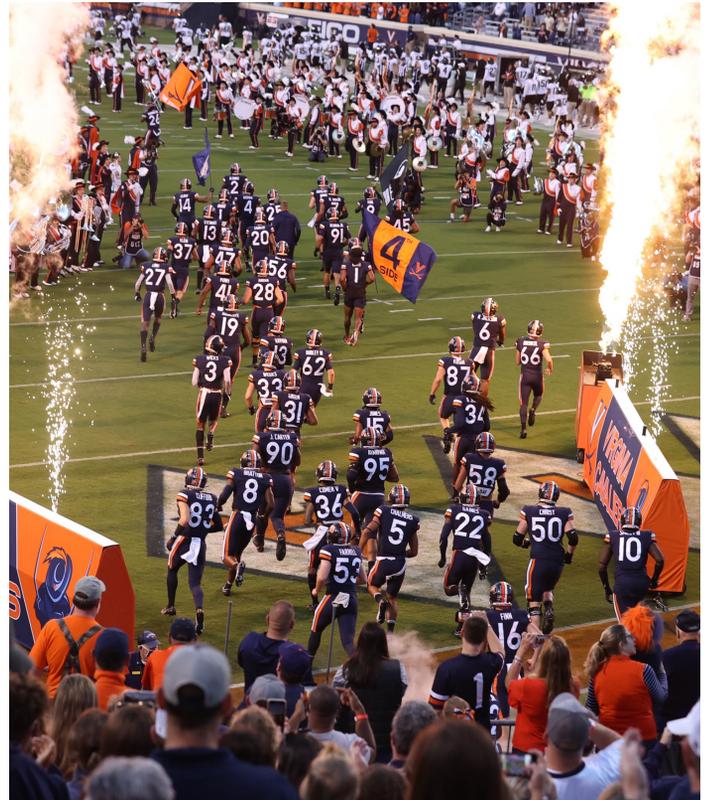


University of Virginia Football

Section IV, Subsection I:

Describe firm's qualifications and experience in providing firework displays at large events, such as home football games or other sporting events. Describe experience working with Colleges or Universities similar in size to James Madison University.

Image Engineering began working with the University of Virginia to enhance their on field player introductions and stadium pyrotechnics. At each home game, Image deploys a custom CO2 arch, (2) custom branded 20' sleds that shoot CO2 and (2) custom branded flame carts. In addition to these on field elements, Image produces (2) enhanced game packages for night games throughout the season which includes pyrotechnics shot from the roof, and (4) sparkular units that are added into the on field player introductions.



Cancellation/Rescheduling Policy

Section IV, Subsection J: Describe cancellation/reschedule policy. State any associated fees in Section X. Pricing Schedule.

Client's cancellation of the Display will only be effective upon receipt by Image Engineering of a written notice from an authorized person representing Client. In the event of cancellation of the Display, the parties agree as follows:

- If Client cancels the Display more than forty-six (46) days prior to the Display Date, Client agrees to pay Producer a cancellation fee equal to ten percent (10%) of the Purchase Price plus Additional Third-Party Charges, as defined below.
- If Client cancels the Display from thirty-one (31) to sixty (60) days prior to the Display Date, Client agrees to pay Producer a cancellation fee equal to twenty percent (20%) of the Purchase Price plus Additional Third-Party Charges, as defined below.
- If Client cancels the Display from five (5) to thirty (30) days prior to the Display Date, Client agrees to pay Producer a cancellation fee equal to thirty percent (30%) of the Purchase Price plus Additional Third-Party Charges, as defined below.
- If Client cancels the Display less than five (5) days prior to the day of the Display, Client agrees to pay Producer a cancellation fee equal to fifty percent (50%) of the Purchase Price plus Additional Third-Party Charges, as defined below.
- "Additional Third-Party Charges" shall mean all costs and expenses incurred by Producer and paid or payable to third parties in connection with the Display, including but not limited to security, permits, and licensing fees and expenses, barge and tow expenses, and firewatch fees.

Pyrotechnics Security

Section IV, Subsection K: Describe how your firm will ensure the security of the fireworks and firing materials while on University property.

All fireworks and firing materials used by Image Engineering are intended to only be onsite alongside trained technicians and licensed shooters. Image Engineering plans to load and wire all pyrotechnic products behind a closed and locked 7-foot door in the stadium to ensure the product is out in the open or close to the public. In addition, once out of the holding area, the product will always have oversight from the Image team and no product will be left unattended.

Supplemental Information

Section IV, Subsection L: Unanticipated events may be held with little notice. Describe the expected turnaround time for events at James Madison University and how tight deadlines are met.

Image Engineering is happy and able to meet quick turnarounds. As long as the desired gear and technicians to operate are available, the team will be able to service the events. If the desired effects are flames or pyrotechnics of any kind, Image Engineering will need 14 days or 10 business days notice in order to give the required notice to the Virginia Fire Marshal.

Section IV, Subsection M: Describe the training, expertise, and supervision of personnel employed by the contractor that may be assigned to service James Madison University. Specify if your firm uses subcontractors or additional staff when you have multiple events going on at the same time and provide the names of the subcontracting firms if applicable.

Image Engineering is a longstanding member of the American Pyrotechnic Association. All Image Engineering technicians and licensed shooters are all trained through the American Pyrotechnic Association's trainings and are expected to uphold all training tenets while onsite.

Image Engineering does not use any outside subcontracting firms to supplement staffing when we have multiple events occurring. All onsite technicians are employees and direct hired contractors for Image Engineering.

Section IV, Subsection N: Provide minimum and delivery requirements for smaller University events.

For smaller university events, Image Engineering is able to provide delivery as long as the mileage is accounted for in the specific event budget. There is no set minimum for events, rentals or deliveries as Image Engineering would like to service the university as best as possible.

Supplemental Information

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

Image Engineering also works with the University of Virginia, a VASCUPP Member each year. Annually, the University of Virginia accounts for about \$90,000 in sales for Image Engineering.

Section IV, Subsection P: Considered firms shall be required to meet onsite and present proposal plan and logistics with Virginia State Fire Marshall and University Risk Management for approval. Acknowledge Agreement

Image Engineering plans and produces all events and pyrotechnic shows in accordance with NFPA codes and state laws. In the state of Virginia, Image will coordinate with the Virginia State Fire Marshal and University Risk Management to ensure a safe and effective show with all logistics, and pyro plans approved in ample time prior to the event.

Section X: Pricing Schedule

Section IV, Subsection E: Provide an a la carte pricing list for applicable displays and custom structures. Please provide pricing in Section X. Pricing Schedule.

Section IV, Subsection F: Provide pricing list for onsite pyrotechnician and firewatch personnel in accordance with Attachment E & F. Please provide pricing in Section X. Pricing Schedule.

Bridgeforth Stadium

2023 Season

Install: TBD, Prior to 2023 Football Season

Strike: TBD, Conclusion of 2023 Football Season

Elements	Per Game	Season Total
EQUIPMENT AND ELEMENTS	\$14,745	\$188,084
Field Intro Duke Dogs - Client Owned Assets / One Time Fee		\$90,999
(2) 7' H x 5' W x 3' D Duke Dog Set Pieces		\$58,462
(8) LED Eyes - (4) Per Set Piece		\$9,412
(8) Custom CO2 Jets for Dog Nose - (4) Per Set Piece		\$9,412
(4) CO2 Jets for Dog Head - (2) Per Set Piece		\$4,706
Power and Cabling Package		\$1,429
Hosing Package		\$2,667
(2) 6 Channel Relay Pack		\$1,857
(1) Control Unit		\$2,857
(2) Smoke Device Holder		\$197

(TBD) 20lb Liquid Siphon CO2 Tanks To Be Ordered by Client Per Game

Field Intro Wraps - One Time Fee		\$8,615
(2) Custom Tower Wraps		\$2,462
(2) Custom Sled Wraps		\$6,153

Field Intro Assets - Season Rental (6) Games - Towers	\$2,575	\$15,450
(2) Towers	\$1,000	\$6,000
(2) CO2 Jets	\$300	\$1,800
(2) CO2 Hose and Fitting Packages	\$50	\$300
(2) Power Cabling Package	\$100	\$600
(30) Mines - (15) Per Tower / (2) Towers	\$1,125	\$6,750

(TBD) 20lb Liquid Siphon CO2 Tanks To Be Ordered by Client Per Game

Section X: Pricing Schedule

Field Intro Assets - Season Rental (6) Games - Sleds	\$3,200	\$19,200
(2) 2'W x 20'L x 5'H Cryo Sleds	\$500	\$3,000
(8) CO2 Jets	\$1,200	\$7,200
(8) CO2 Hose and Fitting Packages	\$200	\$1,200
(2) Power Cabling Package	\$100	\$600
(32) Mines - (16) Per Sled / (2) Sleds	\$1,200	\$7,200
<i>*(TBD) 20lb Liquid Siphon CO2 Tanks To Be Ordered by Client Per Game*</i>		
Rooftop Pyrotechnics Package - (6) Games	\$8,820	\$52,920
(6) Home Games - (4) Positions		
Player Introductions	\$3,080	\$18,480
National Anthem - Rockets Red Glare, Bombs Bursting, Finale	\$1,090	\$6,540
(5) Situationals - Touchdowns	\$2,350	\$14,100
Win Shot	\$2,100	\$12,600
Plates and Holders	\$150	\$900
Wireless Modules	\$50	\$300
Onfield Duke Dogs Pyrotechnics Package - (6) Games	\$150	\$900
(2) Duke Dogs Smoke	\$150	\$900
(4) Smoke Devices - (2) Per Dog / (2) Dogs		
LABOR	\$3,150	\$18,900
Enhanced Pyro Game Labor	\$3,150	\$18,900
(1) Licensed Shooter	\$750	\$4,500
(6) Gamedays		
(1) Lead Technician	\$600	\$3,600
(6) Gamedays		
(4) Technician	\$1,800	\$10,800
(6) Gamedays		
<i>*Labor Costs Decrease with Client Ability to Provide Gameday Hands*</i>		
MISCELLANEOUS	\$1,325	\$7,950
Pyrotechnics Games Fees	\$1,325	\$7,950
Permits	\$375	\$2,250
Fire Watch - (2) Per Game	\$900	\$5,400
Permit Admin Fee	\$50	\$300

Section X: Pricing Schedule

TRAVEL	\$920	\$7,760
Trucking		\$2,240
Season Load In Trucking - Baltimore, MD to Harrisonburg, VA		\$1,120
Season Load Out Trucking - Harrisonburg, VA to Baltimore, MD		\$1,120
Staff Travel	\$920	\$5,520
Staff Travel - Baltimore, MD to Harrisonburg, VA	\$620	\$3,720
Staff Per Diem - (6) Per Game	\$300	\$1,800
<i>*Labor Costs Decrease with Client Ability to Provide Gameday Hands*</i>		
<i>*Sales Tax [To be determined from final equipment list and to be charged via the final invoice]</i>		
TOTAL*	\$20,140	\$222,694

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 28 Months 0

- 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 #
<u>UNIV OF MARYLAND</u>	<u>20 yrs</u>	<u>90 STADIUM DRIVE COLLEGE PARK, MD 20742</u>	<u>COREY RAYMOND (716) 338-2821</u>
<u>UNIV OF VIRGINIA</u>	<u>10 yrs</u>	<u>1815 STADIUM ROAD CHARLOTTESVILLE, VA 22903</u>	<u>ERIC WALD (434) 728-4536</u>
<u>BALTIMORE RAVENS</u>	<u>19 yrs</u>	<u>1 WINNING DRIVE OWINGS MILLS, MD 21117</u>	<u>ILSA MARDEN (410) 428-8646</u>
<u>WASHINGTON COMMANDERS</u>	<u>10 yrs</u>	<u>1600 FEDEX WAY LANDOVER, MD 20785</u>	<u>JOEY COLBY-BEGOVICH (301) 276-6255</u>
<u>PHILADELPHIA EAGLES</u>	<u>8 yrs</u>	<u>ONE NONACAKE WAY PHILADELPHIA, PA 19145</u>	<u>POORVA NAYELAHMADI (215) 339-6749</u>

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

IMAGE ENGINEERING
7525 PERRYMAN CT
CURTIS BAY, MD 21226

- 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 [X] NO
 IF YES, EXPLAIN: _____

ATTACHMENT B

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

Offeror Name: Image Engineering Preparer Name: Mike Adomek

Date: 4/5/23

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



Request for Proposal

RFP# JGM-1177

Pyrotechnic & Firework Displays

March 21, 2023



REQUEST FOR PROPOSAL

RFP# JGM-1177

Issue Date: March 21, 2023

Title: Pyrotechnic & Firework Displays

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 April 11, 2023 2:00 PM on for Furnishing The Services Described Herein.

MANDATORY PREPROPOSAL: To be held on March 28, 2023 at Bridgeforth Stadium at 11:00 a.m. See Special Terms and Conditions. Please provide a list of individuals that will be representing your firm to Garrett Morris, Buyer Senior, Procurement Services, morrisjg@jmu.edu, by Thursday March 27, 2023. Parking will be at the following address: 280 Champions Drive, Harrisonburg, VA 22807, F Lot.
<https://www.jmu.edu/parking/files/parkingmap.pdf>

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

All Inquiries For Information And Clarification Should Be Directed To: Garrett Morris, Buyer Senior, Procurement Services, morrisjg@jmu.edu; 540-568-4501; (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 # JGM-1177

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I. PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals from qualified and licensed sources to enter into a contract to provide a pyrotechnic and fireworks display production 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 4,000 faculty and staff. Further information about the University may be found at the following website: <http://www.jmu.edu>.

The University sponsors an 18-sport intercollegiate athletics program that competes at The Division I level of the National Collegiate Athletic Association. JMU is a member of the Sun Belt Conference. JMU's football program has been a consistent force over the last two decades, having made the FCS playoffs eight times since 2004, including the 2004 and 2016 National Championship and National runner ups in 2017 and 2019. In its first season as a member of the Sun Belt, JMU finished 6-2 which stood as the best record in the conference.

For the past fifteen years JMU has included a firework display at the beginning of each home football game. In addition, firework displays have been provided at other large events held on campus such as inauguration of the new president. The Bridgeforth Football Stadium has a seating capacity of approximately 25,000. More information regarding the stadium and athletic branding can be found at http://jmusports.com/sports/2014/6/18/Tkt_0618142104.aspx.
<http://www.jmu.edu/ucm/visual-brand/visual-brand.shtml>

III. SMALL, WOMAN-OWNED AND MINORITY PARTICIPATION

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

IV. STATEMENT OF NEEDS

James Madison University desires to partner with a Contractor to provide quality state of the art, pyrotechnic displays and on-field displays for home football games and school events. The University will provide to the Contractor dates and times for each home football game as they become available. The decision to postpone a display event due to inclement weather or high wind will be made by the University, and the Contractor will be informed of the decision as soon as possible along with a "substitute date" if applicable. Contractor shall be responsible for obtaining all licenses and permits to conduct displays at James Madison University. Contractor shall provide all manpower, equipment and supplies to produce a firework and on field pyrotechnic display for each home football game or other events as requested by the University. Contractor shall work in conjunction with the University

on each fireworks display to include date, time, location, production, and design. All firework displays are subject to final review and modification by the University.

Safety of the audience is the main concern to James Madison University along with protection of the football field turf, scoreboard, roof areas and all other finishes potentially exposed to fireworks fallout. Contractor shall coordinate with the Commonwealth of Virginia State Fire Marshall's Office (SFMO) and provide necessary materials and personnel for protection and monitoring of surrounding launch area. Contractor shall ensure launch area is clean and free of debris immediately following each firework display, and as directed by the SFMO. The contractor shall adhere to any local, state, or federal laws regulations, etc. that may apply to pyrotechnic activity, including but not limited to applicable National Fire Protection Association (NFPA) requirements and shall comply with any directives from the University SFMO and local fire officials on-site. Any communication with the SFMO shall be logged with date and time and copied to the University SFMO Representative. The contractor shall coordinate with State Fire Marshall and provide payment or reimbursement to the University of all fees associated with display(s). The contractor assumes all risk of direct and indirect damage or injury to the property or persons used or employed on or in connection with the work contracted for, and of all damages or injury to any person or property wherever located, resulting from any action, omission, commission, or operation under the contract. 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 and Health Administration (OSHA) All equipment and material, for which there are UL standards, shall bear UL label of approval for use intended. The contractor shall provide safe delivery to the point of fire. No transportation or storage will be provided by James Madison University. Contractor shall provide all products and services necessary, but not specifically mentioned in this RFP, to provide the functional capabilities and safety measures needed. More information regarding explosives and fireworks as contained in the Virginia Statewide Fire Prevention Code can be found at

<https://law.lis.virginia.gov/vacodepopularnames/statewide-fire-prevention-code-act/>

Offeror shall provide a response to the following

- A. Describe in detail proposed firework display for home football games as defined in *Section II. Background* and in accordance with Attachment E "Firework Launch Location & Logistics."
- B. Provide in detail your firm's plan to provide firework displays and on field pyrotechnics for home football games and other events. No transportation or storage will be provided by James Madison University.
- C. Provide temperature/burn rate at the point of ignition to the time they come down for fireworks outlined in Attachment E.
- D. Describe firm's ability to provide a custom James Madison University pyrotechnic capable structure as outlined in Attachment F "Duke Dog Structure", that will enhance the visual appeal of the on-field display. Firm should provide rendering of structure sample. Sample should include all specifications including power requirements.
- E. Provide an a la carte pricing list for applicable displays and custom structures. Please provide pricing in *Section X. Pricing Schedule*.
- F. Provide pricing list for onsite pyrotechnician and firewatch personnel in accordance with Attachment E & F. Please provide pricing in *Section X. Pricing Schedule*.

- G. Provide resumes for the specific personnel to be assigned to perform work at James Madison University detailing experience, qualifications, and licenses/certifications.
- H. Provide contact information for the primary account representative for James Madison University.
- I. Describe firm's qualifications and experience in providing firework displays at large events, such as home football games or other sporting events. Describe experience working with Colleges or Universities similar in size to James Madison University.
- J. Describe cancellation/reschedule policy. State any associated fees in *Section X. Pricing Schedule*.
- K. Describe how your firm will ensure the security of the fireworks and firing materials while on University property.
- L. Unanticipated events may be held with little notice. Describe the expected turnaround time for events at James Madison University and how tight deadlines are met.
- M. Describe the training, expertise, and supervision of personnel employed by the contractor that may be assigned to service James Madison University. Specify if your firm uses subcontractors or additional staff when you have multiple events going on at the same time and provide the names of the subcontracting firms if applicable.
- N. Provide minimum and delivery requirements for smaller University events.
- O. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of VASCUPP members can be found at <https://vascupp.org/>
- P. Considered firms shall be required to meet onsite and present proposal plan and logistics with Virginia State Fire Marshall and University Risk Management for approval. Acknowledge Agreement

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.
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	5
5. Cost	15
	<u>100</u>

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

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.)*

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) 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, 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.
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

- Z. TAXES: Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.

VIII. SPECIAL TERMS AND CONDITIONS

- A. AUDIT: The Contractor hereby agrees to retain all books, records, systems, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The Commonwealth of Virginia, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
- B. CANCELLATION OF CONTRACT: James Madison University reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- C. IDENTIFICATION OF PROPOSAL ENVELOPE: The signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: _____

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

Name of Purchasing Officer:

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

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

- D. LATE PROPOSALS: To be considered for selection, proposals must be received by the issuing office by the designated date and hour. The official time used in the receipt of proposals is that time on the automatic time stamp machine in the issuing office. Proposals received in the issuing office after the date and hour designated are automatically non responsive and will not be considered. The University is not responsible for delays in the delivery of mail by the U.S.

Postal Service, private couriers, or the intra university mail system. It is the sole responsibility of the Offeror to ensure that its proposal reaches the issuing office by the designated date and hour.

- E. UNDERSTANDING OF REQUIREMENTS: It is the responsibility of each offeror to inquire about and clarify any requirements of this solicitation that is not understood. The University will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. Therefore, all inquiries deemed to be substantive in nature must be in writing and submitted to the responsible buyer in the Procurement Services Office. Offerors must ensure that written inquiries reach the buyer at least five (5) days prior to the time set for receipt of offerors proposals. A copy of all queries and the respective response will be provided in the form of an addendum to all offerors who have indicated an interest in responding to this solicitation. Your signature on your Offer certifies that you fully understand all facets of this solicitation. These questions may be sent by Fax to 540/568-7935.
- 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; 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. WORK SITE DAMAGES: Any damage to existing utilities, equipment or finished/athletic surfaces resulting from the performance of this contract shall be repaired to the Commonwealth's satisfaction at the contractor's expense.
- S. STANDARDS OF CONDUCT: The work site will be occupied by students and University Personnel during the times work is performed. Contractor and Contractor's personnel shall exercise a particularly high level of discipline, safety and cooperation at all times while on the job site. The Contractor shall be responsible for controlling employee conduct, for assuring that its employees are not boisterous or rude, and assuring that they are not engaging in any destructive or criminal activity. The Contractor is also responsible for ensuring that its employees do not disturb papers on desks, or open desk drawers, cabinets, or briefcases, or use State phones, and the like, except as authorized.
- T. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract
- U. KEYS: If the Contractor is given keys for this project, it is the Contractor's responsibility to return the keys when the contract is terminated, as well as for the safekeeping of the keys during the contract period. The Contractor shall not loan or duplicate the keys. In the event

the Contractor loses the keys, they will be charged for the replacement of the keys and any locks which are rekeyed or replaced.

- V. **FORCE MAJEURE:** The Parties are hereby relieved of any liability if unable to meet the responsibilities of this Agreement because of any act of God, weather, riots, acts of war or terrorism, epidemics, pandemics (including COVID-19), strikes, any act or order of public authority including, without limitation, the University, the University leadership, the State Board of Education, or local, state or federal government, civil or regulatory authority, or any other cause, similar or dissimilar, beyond the control of the parties (a “Force Majeure Event”). For the avoidance of doubt, the cancellation, curtailment, or material alteration of the Customer's collegiate schedule, whether by its conference or the NCAA, shall be considered a Force Majeure event under this section. In case of cancellation due to Force Majeure, any and all deposits and or pre-payments being held will be promptly refunded.
- W. **PREPROPOSAL CONFERENCE - MANDATORY:** A mandatory preproposal conference will be at 11:00 AM 3/28/23 at Bridgeforth Stadium : 280 Champions Drive, Harrisonburg, VA 22807, F Lot. <https://www.jmu.edu/parking/files/parkingmap.pdf>. The purpose of this conference is to allow potential bidders/offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

Due to the importance of all bidders/offerors having a clear understanding of the specifications/scope of work and requirements of this solicitation, attendance at this conference will be a prerequisite for submitting a bid/proposal. Bids/Proposals will only be accepted from those bidders/offerors who are represented at this preproposal conference. Attendance at the conference will be evidenced by the representative's signature on the attendance roster. No one will be admitted after 11:00 AM Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

IF YOU ARE AN INDIVIDUAL WITH A DISABILITY WITH NEED OF REASONABLE ACCOMMODATIONS TO PARTICIPATE IN THIS ACTIVITY, PLEASE NOTIFY Garrett Morris AT 540-568-4501 (PHONE) NO LATER THAN 3/27/2023. INDIVIDUALS WITH HEARING/SPEECH DISABILITY ARE ENCOURAGED TO USE THE VIRGINIA RELAY SERVICE. TDD USERS – 800-828-1120

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 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.

XI. ATTACHMENTS

Attachment A: Offeror Data Sheet

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

Attachment C: Standard Contract Sample

Attachment D: Zone Map

Attachment E: Firework Launch Location & Logistics

Attachment F: Duke Dog Structure

ATTACHMENT A

OFFEROR DATA SHEET

TO BE COMPLETED BY OFFEROR

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

Years _____ Months _____

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

CLIENT	LENGTH OF SERVICE	ADDRESS	CONTACT PERSON/PHONE #

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

- 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: _____

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

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

ATTACHMENT E

Firework Launch Location & Logistics

Pregame:

Cue 1 2 – 100mm Mines.
Cue 2 2 – 100mm Mines
Cue 3 2 – 100mm Mines
Cue 4 2 – 100mm Mines
Cue 5 2 – 100mm Mines
Cue 6 2 – 100mm Mines
Cue 7 2 – 100mm Mines
Cue 8 2 – 100mm Mines
Cue 9 8 – Concussions
Cue 10 2 – 30mm 5pt Mine Plates

National Anthem:

Cue 1 3 – 30mm Red Comet Plates (Rockets Red Glare)
Cue 2 3 – 30mm Gold Flitter Crossette Plates (Bombs Burst in Air)
Cue 3 3 – 100mm Comet Mines (1 Red, 1 White, 1 Blue)
Cue 4 3 – 100mm Comet Mines (1 Red, 1 White, 1 Blue)
Cue 5 3 – 100mm Comet Mines (1 Red, 1 White, 1 Blue)

Touchdowns:

Cue 1 3 – 70mm Transformation Mines – Gold to Purple
Cue 2 2 – 30mm 7pt Zipper Crossette Plates – Purple

In the event of a Win:

Cue 1 2 – 100mm Gold Flitter Mines + 1 – 7pt. Zipper Crossette Plate – Purple
Cue 2 2 – 100mm Gold Flitter Mines + 1 – 7pt. Zipper Crossette Plate – Purple
Cue 3 2 – 100mm Gold Flitter Mines + 1 – 7pt. Zipper Crossette Plate – Purple
Cue 4 2 – 100mm Gold Flitter Mines + 1 – 7pt. Zipper Crossette Plate – Purple
Cue 5 3 – 100mm Crackle Mines

Launch locations are notated by gold boxes located on the roof of University's Robert & Frances Plecker Athletic Performance Center. Information and specifications concerning the roof can be furnished upon request.



ATTACHMENT F

Duke Dog Structure

The structure(s) should be comprised of and have the following capabilities.

- (2) Custom Duke Dog structures, approximately 7ft in height, with the ability to shoot off CO2, smoke plume, and firework mines. Structures should be on wheels, and easily transportable and reloaded with CO2.
- (2) CO2 jets out of the top of the head, angled at 45 degrees] / (2) CO2 jets out of the nose, angled towards ground] / [red LED light up eyes (8 eyes = 2 eyes x 4 sides)] / purple smoke plume out of top center of head
- (2) Custom-wrapped towers, approximately 6ft in height, with the ability to shoot off CO2 and firework mines.
- (2) Custom-wrapped "sleds", approximately 4ft in height, and longer than tall. The sleds should have the ability to shoot off CO2 and firework mines.

The vendor will need to coordinate all structures to simultaneously shoot off on command and will need to staff Football game days as the Licensed Shooter and technicians. Please provide appropriate pricing in *Section X. Pricing Schedule*

*Alternative recommendations and structural proposals will be considered.

Any use of James Madison University logos and trademarks shall be in accordance with the identity standards found at <https://www.jmu.edu/identity/index.shtml> . Firms shall utilize the following approved JMU Athletics Logos and Marks for all structure buildouts - <https://jmusports.com/sports/2020/7/2/jmu-logos-and-marks#:~:text=Always%20use%20the%20artwork%20files,as%20representation%20of%20JMU%20Athletics>



April 7, 2023

ADDENDUM NO.: One

TO ALL OFFERORS:

REFERENCE: Request for Proposal No: **RFP JGM-1177**
Dated: **April 7, 2023**
Commodity: **Pyrotechnic & Firework Displays**
RFP Closing On: **April 11, 2023**

Please note the clarifications and/or changes made on this proposal program:

Signify receipt of this addendum by initialing "Addendum #1 _____" on the signature page of your proposal.

1. **Attachment F on pg. 29 of the RFP document shall hereby replaced with:**

ATTACHMENT F

Duke Dog Structure

The structure(s) should be comprised of and have the following capabilities.

- (2) Custom Duke Dog structures, approximately 7ft in height, with the ability to shoot off CO2, smoke plume, and firework mines. Structures should be on wheels, and easily transportable and reloaded with CO2.
- (4) CO2 jets (2) per dog, out of the top of the head, angled at 45 degrees] / (4) CO2 jets (2) per dog out of the nose, angled towards ground] / [red LED light up eyes (8 eyes = 2 eyes x 4 sides)] / purple smoke plume out of top center of head
- (2) Custom-wrapped towers, approximately 6ft in height, with the ability to shoot off CO2 and firework mines.
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The vendor will need to coordinate all structures to simultaneously shoot off on command and will need to staff Football game days as the Licensed Shooter and technicians. Please provide appropriate pricing in *Section X. Pricing Schedule*

***Alternative recommendations and structural proposals will be considered.**

MSC 5720
752 Ott Street, Room 1042
Wine Price Building
Harrisonburg, VA 22807
Office of 540.568.3145 Phone
PROCUREMENT SERVICES 540.568.7935 Fax

Any use of James Madison University logos and trademarks shall be in accordance with the identity standards found at <https://www.jmu.edu/identity/index.shtml> . Firms shall utilize the following approved JMU Athletics Logos and Marks for all structure buildouts - <https://jmusports.com/sports/2020/7/2/jmu-logos-and-marks#:~:text=Always%20use%20the%20artwork%20files.as%20representation%20of%20JMU%20Athletics>

Sincerely,



Garrett Morris

Buyer Senior

Phone: (540-568-4501)