



COMMONWEALTH OF VIRGINIA  
STANDARD CONTRACT

Contract No. UCPJMU6700

This contract entered into this 24th day of August 2023, by Fisher Auto Parts, Inc. 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 August 25, 2023 through August 24, 2025.

The contract documents shall consist of:

- (1) This signed form;
- (2) The following portions of the Request for Proposal RFP DKM-1179 dated May 19, 2023
  - (a) The Statement of Needs,
  - (b) The General Terms and Conditions,
  - (c) The Special Terms and Conditions together with any negotiated modifications of those Special Conditions;
  - (d) Addendum No. One June 12, 2023
- (3) The Contractor's Proposal dated June 29, 2023 and the following negotiated modification to the Proposal, all of which documents are incorporated herein.
  - (a) Negotiations Summary, dated August 17, 2023

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

CONTRACTOR:  
By: David Reid  
(Signature)  
David Reid  
(Printed Name)  
Title: COO

PURCHASING AGENCY:  
By: Dylan Morris  
(Signature)  
Dylan Morris  
(Printed Name)  
Title: Buyer Senior, Procurement

8/17/2023

1. Contractor agrees for any purchase excluding from Point-of-Sale purchases, the University will issue an eVA purchase order based upon a quote provided by your firm. No additional agreements, orders forms, or signatures shall be required.
2. Contractor agrees the 50% off default is intended for any three-digit line code that is not listed on the pricing schedule or that might be added at a future date. Special order items for parts, supplies, equipment, etc. will be quoted on an individual basis and the discount off of list will be communicated at the time of quote.
3. Contractor shall agree to waive all credit card fees for all purchases related to this contract.
4. Contractor shall agree that all fees have been disclosed. No additional fees will be accepted.
5. Contract pricing shall be as outlined in attached pricing schedule.
6. Any changes in the pricing and products offered described herein shall be mutually agreed upon by the Purchasing Agency and Contractor with all changes first being authorized through either a contract modification and/or a change order issued by the Purchasing Agency.
7. Parties agree that this Negotiation Summary modifies RFP # DKM-1179 and the Contractor's initial response to RFP # DKM-1179, and in the event of conflict this negotiation summary shall take precedence.
8. Contractor agrees that all exceptions taken within their initial response to RFP # DKM-1179 that are not specifically addressed within this negotiation summary are null and void.

**JMU Pricing from Fisher Auto Parts**

<b>Fisher Auto Parts pricing for JMU</b>		
<b>LineCode</b>	<b>Brand</b>	<b>% off List</b>
	Default	50.00%
011	Amsoil	41.86%
014	Auveko (KOI)	50.00%
025	Elite (KOI PBE)	55.95%
029	Forney (KOI)	54.95%
031	Blair Equip (NHWSE)	55.95%
035	Jones Exhaust (KOI)	55.95%
039	ANSA Exhaust	51.92%
041	Marshall Engine (KOI)	55.95%
064	Durago (Allied)	57.08%
090	Nason	55.95%
093	AC Delco Belts/Hoses	65.03%
098	AC Deloc Shocks/Struts	55.95%
099	AC Delco Trans Parts	55.95%
100	AC Delco Filters	60.00%
102	AC Delco Batteries	60.94%
104	AC Delco Brakes	57.08%
105	AC Delco Emissions	51.92%
106	AC Delco Fuel Pumps	55.95%
107	AC Delco Ignition	57.08%
108	AC Delco Filter	60.00%
109	AC Delco Plugs	57.08%
110	AC Delco Carb Parts	55.95%
111	AC Delco Starters/Alt	59.02%
112	AC Delco Wire	57.08%
114	AC Delco Wipers	59.02%
115	Cardone Brake MC	57.08%
116	Cardone Brake Parts	57.08%
118	Cardone Water Pump	55.95%
119	Cardone Rack & Pinion	55.95%
120	Cardone Misc. Parts	55.95%
121	ACI	50.00%
123	AAE Power Steering	55.95%
124	Accurate / ETX	55.95%
126	Alcoa Rivets	50.00%
130	Oil / Grease	45.05%
135	American Grease	57.08%
147	Amrep Chemical	55.95%
150	Anchor Motor Mounts	55.95%
160	Anco Wiper	59.02%
162	EVS Brake Friction	57.08%
172	ATK Engine/Trans	55.95%
173	Autolite Plugs	57.08%
180	Baldwin Filters	60.00%
181	Bando	65.03%

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<b>Fisher Auto Parts pricing for JMU</b>		
<b>LineCode</b>	<b>Brand</b>	<b>% off List</b>
185	Buff & Shine Pads	55.95%
186	BCA Hub Bearings	53.92%
187	BCA Bearings	53.92%
190	Bar's Leak	50.00%
195	Carb Clean/Dry Gas	55.95%
196	Benchmark (Reman)	59.02%
197	Benchmark (New)	59.02%
199	Blaster	50.98%
200	Blitz Gas Cans	54.95%
201	Blue Devil	50.00%
209	Bosal	51.92%
210	Bearings	53.92%
211	SRT Bearings	53.92%
212	Federated Wire & Cable	57.08%
215	Bosch 02	57.08%
216	Bosch Wipers	59.02%
224	EVS Brake Friction	57.08%
230	Car Brite (KOI)	55.95%
231	Camel	54.95%
232	Fuel Pumps	55.95%
233	Carrand	54.95%
234	CRC Chemical	50.98%
235	Carlson Brake Hardware	57.08%
238	Centric GCX Rotor	57.08%
240	Century	54.95%
245	Service Item	54.95%
247	Champion Plugs	57.08%
255	Chassis Saver	55.95%
262	Cloyes	55.95%
267	Continental (BFC)	55.95%
290	Dayco Belts/Hoses	65.03%
291	Dayco	65.03%
292	Dayco Hose / Misc.	65.03%
293	Dayco Serpentine	65.03%
294	Dayco Fract/HP/Misc Belts	65.03%
295	Dayco Hyd Hose	65.03%
297	Delphi Chassis	55.95%
298	Delphi	55.95%
299	Denso 02	57.08%
300	Devilbiss	60.00%
305	Ditzler	55.95%
320	Dorman	50.00%
321	Dorman Chassis	55.95%
322	Dorman Hard Parts	50.00%
323	Dorman Hydraulics	57.08%

# JMU Pricing from Fisher Auto Parts

Fisher Auto Parts pricing for JMU		
LineCode	Brand	% off List
324	Dorman Window Motors	50.00%
326	Dorman Wheel Hardware	55.95%
327	Dorman Fuel Acc	55.95%
330	East Penn Batteries	60.94%
334	Paint	55.95%
335	Duragloss Wax	55.95%
340	Dynatron/Bondo	55.95%
351	East Penn/Deka Batt Acc	60.94%
361	EF Products	53.05%
362	EIKO	65.99%
371	E-Z Mix	55.95%
372	Flashers	65.99%
379	Fel Pro Gaskets	53.05%
380	Fiberglass Evercoat	55.95%
381	Five Star PBE	55.95%
382	Five Star Engine Heaters	57.08%
383	Flowmaster (KOI)	51.92%
385	Four Seasons	53.05%
386	Four Seasons Compressors	53.05%
389	FMSI	57.08%
394	Freon	57.98%
396	AVM Strong Arm	50.00%
400	Gates Rubber	65.03%
403	GB	55.95%
405	RCA Brake Kits	57.08%
408	Gent-L-Kleen	54.95%
412	Gerson	54.95%
420	Magid Road Master Gloves	54.95%
425	GMB Water Pumps	55.95%
432	Go Jo	54.95%
440	Grote	65.99%
452	Chemicals	55.95%
458	FED Oil Filters	60.00%
459	FED Air Filters	60.00%
460	Filter	60.00%
461	Filter	60.00%
470	Hayden	57.08%
520	Hoppy Winter	57.98%
528	House of Kolor	55.95%
533	Holstein ABS (BFC)	57.08%
535	Hose Clamps, Bx	65.03%
536	Hose Clamps, Ea	65.03%
542	JB Weld	54.95%
547	K&N	60.00%
553	Klean-Strip	57.08%

**JMU Pricing from Fisher Auto Parts**

<b>Fisher Auto Parts pricing for JMU</b>		
<b>LineCode</b>	<b>Brand</b>	<b>% off List</b>
565	Krylon	55.95%
569	K-Source Mirrors	65.99%
571	Lesjofors Springs	55.95%
572	KYB	55.95%
574	Lubegard	55.95%
575	Littlefuse	55.95%
577	Lubrimatic	53.05%
580	Mann Filters	60.00%
581	Mirka Prod (KOI)	65.99%
582	Mahle/Clevite	55.95%
583	Lucas Oil	53.05%
618	Masking Paper	65.99%
621	Matrix	55.95%
624	Marvel Oil	53.05%
627	Meguiars	55.95%
629	Metalux/Montana	55.95%
630	Merit	51.92%
631	Merit Mufflers	51.92%
632	Enforcer	51.92%
635	Micro Flex Gloves	54.95%
637	Millman	41.86%
641	3M	65.99%
642	3M Promotional	65.99%
647	A-Tork Towels	55.95%
650	Moog Chassis	55.95%
651	Cylinder Heads	55.95%
655	Mothers	55.95%
656	Motor Guard	55.95%
657	Motormite	50.00%
658	Motorad	57.08%
661	Motorcraft	57.08%
662	Motorcraft Oil	45.05%
663	NGK Spark Plugs	57.08%
665	Seals	53.05%
666	National Bearing	53.92%
667	Moog Hub Bearings	53.92%
671	Octane Boost	55.95%
672	Norton Products	65.99%
673	Odyssey	60.94%
696	Omega PS Hose	55.95%
697	OPW Fuel Nozzle	55.95%
699	Power Service	57.98%
701	Paint & Body	55.95%
706	Perfection Clutch	55.95%
708	Pig Mat	54.95%

**JMU Pricing from Fisher Auto Parts**

<b>Fisher Auto Parts pricing for JMU</b>		
<b>LineCode</b>	<b>Brand</b>	<b>% off List</b>
709	Misc All (KOI)	55.95%
711	Misc Chemical (KOI)	55.95%
714	Misc Tool (KOI)	55.95%
721	Pentosin	55.95%
726	Phillips Lighting	65.99%
729	POR-15	55.95%
735	Permatex	54.95%
736	P D P	55.95%
738	Plews Tool / Eqp	55.95%
739	U-Joints	55.95%
741	Glass Beads	55.95%
750	Presta Products	55.95%
761	Preval	60.00%
762	Lifts/Jacks/Eqp	55.95%
765	Pro Form	55.95%
767	Pro Source	57.08%
769	Rags	54.95%
770	Chemical	50.00%
771	Anco 14 Series	59.02%
772	FED Rotors/Drums	57.08%
773	Loaded Calipers	57.08%
774	Raybestos Srve Gr Friction	57.08%
775	Raybestos AT Rotors	57.08%
776	Brake Pads	57.08%
777	FED Brake Shoes	57.08%
779	Raybestos Fleet/Police	57.08%
781	RBL Products	55.95%
785	Redneck Trailer Supplies	55.95%
803	Rust Oleum	55.95%
804	Sata Spray Guns	60.00%
805	SAS Safety Corp	54.95%
807	Scott Towels	54.95%
810	Seafoam	55.95%
812	SEM Paint	55.95%
815	Engine Parts	55.95%
817	Security Chain	57.98%
818	Sheet Metal	50.00%
823	Paint	55.95%
824	Silent Stop	57.08%
825	SKF	55.95%
826	SKU Hardware	57.98%
827	Signalton Horn	55.95%
828	Slick 50	53.05%
829	Slime Tire Seal	55.95%
835	Spicer U-Joints	55.95%

**JMU Pricing from Fisher Auto Parts**

<b>Fisher Auto Parts pricing for JMU</b>		
<b>LineCode</b>	<b>Brand</b>	<b>% off List</b>
840	Snowplow AFT	57.98%
842	Starcke	65.99%
848	Specialty Alignment	55.95%
852	SRT Shocks & Struts	55.95%
853	Sprayway Cleaner	54.95%
854	Heat Transfer	57.08%
855	Spectra Fuel	55.95%
856	Spectra Premium	55.95%
857	Standard TPMS	55.95%
858	SRT Chassis	55.95%
859	Standard Emission	51.92%
860	Standard Fuel Injection	51.92%
861	Standard Hygrade	51.92%
862	Standard Ignition	57.08%
863	SMP T Series	57.08%
864	SMP/Pro Wires	57.08%
865	STP Chemical	53.05%
866	Sunex/Pit Pro	65.99%
867	S.U.R. & R. Fuel Line	55.95%
869	Stant	57.08%
870	Antifreeze / WS Solv	50.00%
871	Trakmotive	55.95%
872	Symtech	55.95%
873	Techron	55.95%
875	Tiff/Robinair	55.95%
876	TCI	57.08%
878	Themadyne	54.95%
880	Thermoid	65.03%
881	Midwest Can	55.95%
882	Timken	55.95%
883	Titan	55.95%
895	Trico	59.02%
900	TRW	55.95%
912	Tru-Flate	54.95%
915	Turtle Wax	55.95%
920	TYC	65.99%
936	U-POL	55.95%
939	US Chem & Plastic	55.95%
945	Valvoline Oil	45.05%
947	Wagner Hardware	57.08%
952	FED SST Ceramic	57.08%
954	FED SST Friction	57.08%
962	Wilmar	65.99%
963	VDO Sensors	55.95%
969	Versa Chemical	54.95%

# JMU Pricing from Fisher Auto Parts

Fisher Auto Parts pricing for JMU		
LineCode	Brand	% off List
970	Oil Dry	54.95%
972	Warn Hubs	55.95%
973	Warren Dist	45.05%
974	WD-40	54.95%
975	Wix	60.00%
978	Wizzard Products	55.95%
980	WPS Electrical	59.02%
995	ZEP	54.95%



### RFP DKM-1179 PROPOSERS RESPONSE FORM

In compliance with the Request for Proposal and to all the conditions imposed therein, the undersigned offers and agrees to furnish the goods/services in accordance with this signed proposal or as mutually agreed upon by subsequent negotiation.

Name and Address of Firm:

Fisher Auto Parts, Inc.

1471 S Main Street

Harrisonburg, VA 22801-2910

Date: 06/29/2023

Web Address: www.fisherautoparts.com

Email: HSBG.Manager@FisherAutoParts.com

By:

David Reid Co.  
(Signature)

Name: David Reid Co.  
(Please Print)

Title: C.O.O.

Phone: (540) 434-1741

Fax #: (540) 885-2068

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

## DESCRIBE

1. Describe your company's history and experience with providing equipment and materials.

Please see attachment.

2. Describe your company's method of obtaining and distributing goods to customers.

Please see attachment.

3. Describe other agencies or Universities in which you have performed similar services of providing equipment, materials and supplies to in the past.

Please see attachment.

4. List a central point of contact for ordering, invoicing, and customer service.

Fisher Auto Parts - HSBG  
1471 S Main St.  
Harrisonburg, VA 22801-2910  
(540) 434-1741  
Scott White - Store Manager - (540) 255-5828  
Scott Brady - Salesperson - (540) 241-2233

James Madison University  
RFP DKM-1179  
On-Demand Equipment, Materials and Supply Services  
Due Date: July 13, 2023 at 2 pm

Attachment A

On behalf of Fisher Auto Parts located at 1471 S Main St, Harrisonburg, VA 22801-2910, please accept this response to your Request For Proposal.

Section A – General Information

1. Company headquarters:

Fisher Auto Parts, Inc.  
512 Greenville Ave  
Staunton, VA 24401  
Phones: (540) 885-8901  
Fax: (540) 885-2068  
Website: [www.FisherAutoParts.com](http://www.FisherAutoParts.com)

2. Company history

In 1929, Blair Coiner founded Coiner Auto Parts in Staunton, VA. He started by selling auto parts to car dealers, service stations and garages. A Model T 1-ton truck ran a sales route from Winchester, VA into North Carolina, “rendering dealer service of the highest character at all times.” By 1941, the company had grown to 18 employees and serviced approximately 800 “wholesale only” accounts. Training and education were extremely important, even then, to providing quality service. Employees and customers loaded onto buses for trips to manufacturer’s facilities for up-to-date training. After growing to 60 stores and 300 employees, Coiner Parts changed its name to Fisher Auto Parts in 1983. Art Fisher continued the company’s dedication to providing the professional installer with quality service that was second to none. Giving our customers name brand parts at competitive prices and the fastest, most accurate delivery service available was, and still is, the focus of Fisher Auto Parts. And now, over 90 years later, Fisher Auto Parts is still dedicated to the professional technician. Bo Fisher, Mr. Coiner’s grandson and C.E.O. of Fisher Auto Parts, continues the commitment to “rendering dealer service of the highest character at all times.” We are also seeing the fourth generation of the Fisher family involved in the day to day operations with Bo Fisher’s four children joining the team!

Our goal is to provide our customers “the best overall value in the automotive aftermarket” because we strive to serve our customers by:

- Exceeding expectations in value, quality and service.
- Offering fast, dependable delivery service – “Out The Door In Four”
- Providing quality name brand parts at affordable prices.
- Saving customers money by saving them time through express delivery.
- Pleasing each customer with service they deserve.
- Providing employees with the opportunity to advance and treating them with respect

Fisher Auto Parts opened its twelve location in Harrisonburg, VA in 1977. We have proudly served the Harrisonburg Community for over 46 years. We have served James Madison University for over 43 years. We are proud to have knowledgeable Parts Professionals to serve you, safe/friendly Delivery Drivers to deliver your parts along with a competent Salesperson and Store Manager that will address all of your needs and concerns locally.

Our store is located less than a mile from your facility and we are prepared to provide the best service possible to your eight technicians that are operating in your eleven bays. We also have a good understanding of your diverse fleet of vehicles and what we need to stock in Harrisonburg to keep your fleet and equipment in operation.

We are also proud of the fact that Fisher Auto Parts is also the founding member of the Federated Auto Parts national program group formed in 1986. Federated Auto Parts is a nationally known auto parts distribution network with over 4,000 Auto Parts stores across the country, and that number is growing. Federated strives to provide both the trained professional and the do-it-yourselfer with quality products that meet or exceed O.E.M. specifications and are made by America's top automotive part manufacturers.

3. Pertinent information:
  - A. Number of employees in Harrisonburg: 15
  - B. Number of employees in Virginia : 802
  - C. Total number of employees: 4,914
4. Certificate of Liability Insurance is enclosed with our RFP response.
5. Pricing. Please see the Pricing Attachment for your discount off of Manufacturers List Price by category. Special Order items will be quoted on an individual basis and discount off of list communicated at the time of quote. No credit card fees will be applied to your purchases.

#### Section B – Customer Service Approach

Our strategy is to exceed your expectations. We do this by partnering with you, delivering most orders in about 30 minutes (Out The Door In Four\*), by personally helping your employees when they drive to our locations, by providing your facility a customer service representative, to personally visit your locations and handle any issues, by quickly answering or returning your phone calls, by giving you the ability to talk with any level of our management in order to resolve your concerns locally. \* “Out The Door In Four” is our goal to have your parts picked, invoiced and ready to go out the door for delivery within four minutes of receiving your order.

## 1. Order process and delivery.

Orders may be placed with us by phone, fax, or online with our FedLink electronic parts catalog. All three options may be used to place stock orders, regular On-Demand orders, and emergency On-Demand orders. Phone numbers, fax numbers, usernames and passwords, and employee contact names are provided to you and can be provided to any other parts of your organization or partnering agencies. When you place an order we will package and deliver your order using our own fleet of delivery vehicles with the goal of "Out The Door In Four". You will be notified quickly if any order is not able to be delivered within your time expectations. You and your employees are also welcome to come to our location to order or pickup any part(s).

Stock orders can be placed as often as daily if needed. These orders will be delivered no later than next day for any item in stock. You are welcome to place these orders any day of the week and we are happy to deliver them whenever you request. Please let us know what works best for you.

Our goal is to deliver regular On-Demand and emergency On-Demand orders within about 30 minutes for in-stock items. Items that are not in stock can be transferred from our main warehouse in Staunton and will be delivered within one to two hours. We run four shuttles every day from our store here in Harrisonburg to our main warehouse in Staunton in order to get you the parts that you need. We also have the ability to order from any of our other seven warehouses and 400 plus stores across the 18 states where we operate. We can get your parts the next day or the day after from most of these locations.

Special order items will be delivered based upon your preferred delivery method and time. We will happily inform you of all delivery options and any shipping costs at the time you place a special order.

## 2. Inventory availability.

We have over \$700,000 invested in over 16,000 part numbers in inventory at our store here in Harrisonburg with over \$17,000,000 invested in over 72,000 part numbers in inventory at our main warehouse in Staunton. Over the years we have demonstrated our willingness to adjust our inventory and add new part numbers to meet your needs. Please let us know what part numbers you are using and we will be happy to adjust our inventory to stock those part numbers here in Harrisonburg. In addition, we have over 155,000 part numbers system wide and combined with our ability to special order from our Vendor Partners and other sources, the number of parts available to you is countless.

### 3. Inventory Control.

We can help you manage inventory by conducting a fleet survey, looking at regional popularity rankings, and looking at your usage reports. As vehicles and equipment get purged from your fleet we can return these parts and replace them with parts that fit newer vehicles entering the fleet. We prefer to do this consistently throughout the year, a little bit at a time, so we never allow you to be stuck with unused inventory.

### 4. Training.

Several times throughout the year we offer clinics and seminars taught by our various manufacturers that will be available to JMU. We also have webinars and other training materials that the manufacturers offer that we can make available to you and your team.

## Section C – Experience

Fisher Auto Parts has over 90 years of experience serving the Professional Installer, Institutions, Municipalities, Fleets, Service Centers, Garages, etc. Our focus as always been on the getting the right parts to the right people as quickly as possible. Even though we welcome D.I.Y business into our store, we do not focus on D.I.Y. business as evidenced by the fact that we do not advertise on TV, radio or print. We have provided a list of five organizations that include schools systems and municipalities. We can provide many more references upon request. We have over 40 years of experience serving James Madison University and strongly feel like we can continue to provide excellent customers service and value.

Fisher Auto Parts is very proud to have served the needs of James Madison University over the many years and very much look forward to serving you in the future. Thank you for considering our RFP response.

### 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.

Item/Manufacturer	% Discount Off
Please see attached price sheets by category.	Please see attached price sheets by category.
Other	

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

[illegible]

Fisher Auto Parts pricing for JMU		
LineCode	Brand	% off List
	Default	50.00%
011	Amsoil	41.86%
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031	Blair Equip (NHWHSE)	55.95%
035	Jones Exhaust (KOI)	55.95%
039	ANSA Exhaust	51.92%
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118	Cardone Water Pump	55.95%
119	Cardone Rack & Pinion	55.95%
120	Cardone Misc. Parts	55.95%
121	ACI	50.00%
123	AAE Power Steering	55.95%
124	Accurate / ETX	55.95%
126	Alcoa Rivets	50.00%
130	Oil / Grease	45.05%
135	American Grease	57.08%
147	Amrep Chemical	55.95%
150	Anchor Motor Mounts	55.95%
160	Anco Wiper	59.02%
162	EVS Brake Friction	57.08%
172	ATK Engine/Trans	55.95%
173	Autolite Plugs	57.08%
180	Baldwin Filters	60.00%
181	Bando	65.03%

Fisher Auto Parts pricing for JMU		
LineCode	Brand	% off List
185	Buff & Shine Pads	55.95%
186	BCA Hub Bearings	53.92%
187	BCA Bearings	53.92%
190	Bar's Leak	50.00%
195	Carb Clean/Dry Gas	55.95%
196	Benchmark (Reman)	59.02%
197	Benchmark (New)	59.02%
199	Blaster	50.98%
200	Blitz Gas Cans	54.95%
201	Blue Devil	50.00%
209	Bosal	51.92%
210	Bearings	53.92%
211	SRT Bearings	53.92%
212	Federated Wire & Cable	57.08%
215	Bosch 02	57.08%
216	Bosch Wipers	59.02%
224	EVS Brake Friction	57.08%
230	Car Brite (KOI)	55.95%
231	Camel	54.95%
232	Fuel Pumps	55.95%
233	Carrand	54.95%
234	CRC Chemical	50.98%
235	Carlson Brake Hardware	57.08%
238	Centric GCX Rotor	57.08%
240	Century	54.95%
245	Service Item	54.95%
247	Champion Plugs	57.08%
255	Chassis Saver	55.95%
262	Cloyes	55.95%
267	Continental (BFC)	55.95%
290	Dayco Belts/Hoses	65.03%
291	Dayco	65.03%
292	Dayco Hose / Misc.	65.03%
293	Dayco Serpentine	65.03%
294	Dayco Fract/HP/Misc Belts	65.03%
295	Dayco Hyd Hose	65.03%
297	Delphi Chassis	55.95%
298	Delphi	55.95%
299	Denso 02	57.08%
300	Devilbiss	60.00%
305	Ditzler	55.95%
320	Dorman	50.00%
321	Dorman Chassis	55.95%
322	Dorman Hard Parts	50.00%
323	Dorman Hydraulics	57.08%

Fisher Auto Parts pricing for JMU		
LineCode	Brand	% off List
324	Dorman Window Motors	50.00%
326	Dorman Wheel Hardware	55.95%
327	Dorman Fuel Acc	55.95%
330	East Penn Batteries	60.94%
334	Paint	55.95%
335	Duragloss Wax	55.95%
340	Dynatron/Bondo	55.95%
351	East Penn/Deka Batt Acc	60.94%
361	EF Products	53.05%
362	EIKO	65.99%
371	E-Z Mix	55.95%
372	Flashers	65.99%
379	Fel Pro Gaskets	53.05%
380	Fiberglass Evercoat	55.95%
381	Five Star PBE	55.95%
382	Five Star Engine Heaters	57.08%
383	Flowmaster (KOI)	51.92%
385	Four Seasons	53.05%
386	Four Seasons Compressors	53.05%
389	FMSI	57.08%
394	Freon	57.98%
396	AVM Strong Arm	50.00%
400	Gates Rubber	65.03%
403	GB	55.95%
405	RCA Brake Kits	57.08%
408	Gent-L-Kleen	54.95%
412	Gerson	54.95%
420	Magid Road Master Gloves	54.95%
425	GMB Water Pumps	55.95%
432	Go Jo	54.95%
440	Grote	65.99%
452	Chemicals	55.95%
458	FED Oil Filters	60.00%
459	FED Air Filters	60.00%
460	Filter	60.00%
461	Filter	60.00%
470	Hayden	57.08%
520	Hoppy Winter	57.98%
528	House of Kolor	55.95%
533	Holstein ABS (BFC)	57.08%
535	Hose Clamps, Bx	65.03%
536	Hose Clamps, Ea	65.03%
542	JB Weld	54.95%
547	K&N	60.00%
553	Klean-Strip	57.08%

Fisher Auto Parts pricing for JMU		
LineCode	Brand	% off List
565	Krylon	55.95%
569	K-Source Mirrors	65.99%
571	Lesjofors Springs	55.95%
572	KYB	55.95%
574	Lubegard	55.95%
575	Littlefuse	55.95%
577	Lubrimatic	53.05%
580	Mann Filters	60.00%
581	Mirka Prod (KOI)	65.99%
582	Mahle/Clevite	55.95%
583	Lucas Oil	53.05%
618	Masking Paper	65.99%
621	Matrix	55.95%
624	Marvel Oil	53.05%
627	Meguiars	55.95%
629	Metalux/Montana	55.95%
630	Merit	51.92%
631	Merit Mufflers	51.92%
632	Enforcer	51.92%
635	Micro Flex Gloves	54.95%
637	Millman	41.86%
641	3M	65.99%
642	3M Promotional	65.99%
647	A-Tork Towels	55.95%
650	Moog Chassis	55.95%
651	Cylinder Heads	55.95%
655	Mothers	55.95%
656	Motor Guard	55.95%
657	Motormite	50.00%
658	Motorad	57.08%
661	Motorcraft	57.08%
662	Motorcraft Oil	45.05%
663	NGK Spark Plugs	57.08%
665	Seals	53.05%
666	National Bearing	53.92%
667	Moog Hub Bearings	53.92%
671	Octane Boost	55.95%
672	Norton Products	65.99%
673	Odyssey	60.94%
696	Omega PS Hose	55.95%
697	OPW Fuel Nozzle	55.95%
699	Power Service	57.98%
701	Paint & Body	55.95%
706	Perfection Clutch	55.95%
708	Pig Mat	54.95%

Fisher Auto Parts pricing for JMU		
LineCode	Brand	% off List
709	Misc All (KOI)	55.95%
711	Misc Chemical (KOI)	55.95%
714	Misc Tool (KOI)	55.95%
721	Pentosin	55.95%
726	Phillips Lighting	65.99%
729	POR-15	55.95%
735	Permatex	54.95%
736	P D P	55.95%
738	Plews Tool / Equip	55.95%
739	U-Joints	55.95%
741	Glass Beads	55.95%
750	Presta Products	55.95%
761	Preval	60.00%
762	Lifts/Jacks/Equip	55.95%
765	Pro Form	55.95%
767	Pro Source	57.08%
769	Rags	54.95%
770	Chemical	50.00%
771	Anco 14 Series	59.02%
772	FED Rotors/Drums	57.08%
773	Loaded Calipers	57.08%
774	Raybestos Srve Gr Friction	57.08%
775	Raybestos AT Rotors	57.08%
776	Brake Pads	57.08%
777	FED Brake Shoes	57.08%
779	Raybestos Fleet/Police	57.08%
781	RBL Products	55.95%
785	Redneck Trailer Supplies	55.95%
803	Rust-Oleum	55.95%
804	Sata Spray Guns	60.00%
805	SAS Safety Corp	54.95%
807	Scott Towels	54.95%
810	Seafoam	55.95%
812	SEM Paint	55.95%
815	Engine Parts	55.95%
817	Security Chain	57.98%
818	Sheet Metal	50.00%
823	Paint	55.95%
824	Silent Stop	57.08%
825	SKF	55.95%
826	SKU Hardware	57.98%
827	Signalton Horn	55.95%
828	Slick 50	53.05%
829	Slime Tire Seal	55.95%
835	Spicer U-Joints	55.95%

Fisher Auto Parts pricing for JMU		
LineCode	Brand	% off List
840	Snowplow AFT	57.98%
842	Starcke	65.99%
848	Specialty Alignment	55.95%
852	SRT Shocks & Struts	55.95%
853	Sprayway Cleaner	54.95%
854	Heat Transfer	57.08%
855	Spectra Fuel	55.95%
856	Spectra Premium	55.95%
857	Standard TPMS	55.95%
858	SRT Chassis	55.95%
859	Standard Emission	51.92%
860	Standard Fuel Injection	51.92%
861	Standard Hygrade	51.92%
862	Standard Ignition	57.08%
863	SMP T Series	57.08%
864	SMP/Pro Wires	57.08%
865	STP Chemical	53.05%
866	Sunex/Pit Pro	65.99%
867	S.U.R. & R. Fuel Line	55.95%
869	Stant	57.08%
870	Antifreeze / WS Solv	50.00%
871	Trakmotive	55.95%
872	Symtech	55.95%
873	Techron	55.95%
875	Tiff/Robinair	55.95%
876	TCI	57.08%
878	Themadyne	54.95%
880	Thermoid	65.03%
881	Midwest Can	55.95%
882	Timken	55.95%
883	Titan	55.95%
895	Trico	59.02%
900	TRW	55.95%
912	Tru-Flate	54.95%
915	Turtle Wax	55.95%
920	TYC	65.99%
936	U-POL	55.95%
939	US Chem & Plastic	55.95%
945	Valvoline Oil	45.05%
947	Wagner Hardware	57.08%
952	FED SST Ceramic	57.08%
954	FED SST Friction	57.08%
962	Wilmar	65.99%
963	VDO Sensors	55.95%
969	Versa Chemical	54.95%

Fisher Auto Parts pricing for JMU		
LineCode	Brand	% off List
970	Oil Dry	54.95%
972	Warn Hubs	55.95%
973	Warren Dist	45.05%
974	WD-40	54.95%
975	Wix	60.00%
978	Wizzard Products	55.95%
980	WPS Electrical	59.02%
995	ZEP	54.95%

**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 94 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 #
--------	-------------------	---------	---------------------------

Albemarle County Public Schools (since 1983) 401 McIntire Rd, Charlottesville, VA 22902 William Shifflett (434) 973-5716

Blue Ridge Community College (since 1992) 1 College Lane, Weyers Cave, VA 24486 Scott Russell (540) 453-2515

Roanoke County Garage (since 1997) 5235 Hollins Rd, Roanoke, VA 24019 Hope Ratliff (540) 238-8147

Delaware State Police Headquarters (since 2007) 1441 N Dupont Hwy, Dover, DE 19901 Hallie Erickson (302) 672-5402

City of Farmington Hills, Michigan (since 2005) 27245 Halstead Rd, Farmington Hills, MI 48331 Joesph Goehner (302) 542-7198

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

Fisher Auto Parts, Inc. - HSBG, 1471 S Main St, Harrisonburg, VA 22801-2910 (540) 434-1741

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: \_\_\_\_\_

**SMALL, WOMEN AND MINORITY-OWNED BUSINESSES (SWAM) UTILIZATION PLAN**

**Offeror Name:** Fisher Auto Parts, Inc.

**Preparer Name:** Scott White

**Date:** 06/29/2023

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!ext here

**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).**

**SMALL, WOMEN AND MINORITY-OWNED BUSINESSES (SWAM) UTILIZATION PLAN (CONTINUED)**

Procurement Name and Number: DKM-1179

Date Form Completed: 06/29/2023

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

Offeror / Proposer:  
Fisher Auto Parts, Inc.  
Firm

1471 S Main Street, Harrisonburg, VA 22801-2910  
Address

Scott White (540) 434-1741  
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)
n/a	n/a	n/a	n/a	n/a	n/a

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

## ATTACHMENT B

### Zone Map



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

### List of member institutions by zones

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

**Attachment B**  
**Fisher Auto Parts Sales to VASCUPP Members - Last 12 months**

	Sales
James Madison University	\$102,488.90
Longwood University	\$145.89
UVA	\$50,802.76
Virginia Tech	\$4,884.00





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/1/2023

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

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

<b>PRODUCER</b> Scott Insurance 10 Franklin Road SE Ste. 550 Roanoke VA 24011		<b>CONTACT</b> NAME: Jennifer Burchette PHONE (A/C, No, Ext): 434-832-2137 E-MAIL: jburchette@scottins.com ADDRESS: [blank] FAX (A/C, No): 434-455-8839		
<b>INSURED</b> Fisher Auto Parts, Inc. PO Box 2246 Staunton VA 24402		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		INSURER A: CINCINNATI INS CO (A+)		10677
		INSURER B: Sentry Insurance (A+)		24988
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

**COVERAGES**      **CERTIFICATE NUMBER: 1855369850**      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y	EPP0585356	1/1/2023	1/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		EBA0675161	1/1/2023	1/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	9004410001	1/1/2023	1/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Certificate Holder is an additional insured as respects General Liability if required by written contract.

<b>CERTIFICATE HOLDER</b>  Commonwealth of Virginia James Madison University Procurement Services MSC 5720 752 Ott Street, Wine Price Building First Floor, Suite 1023 Harrisonburg VA 22807	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <i>Kam Jones</i>
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# Request for Proposal

## **RFP# DKM-1179**

**On Demand Equipment, Materials and Supply  
Services**

**May 19, 2023**



***REQUEST FOR PROPOSAL***  
***RFP# DKM-1179***

**Issue Date:** May 19, 2023  
**Title:** On Demand Equipment, Materials and Supplies  
**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 Two Years**

**Sealed Proposals Will Be Received Until 2:00 PM on July 6th, 2023 for Furnishing The Services Described Herein.**

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

**OPTIONAL PREPROPOSAL CONFERENCE:** An optional pre-proposal conference will be at **10:00 AM on Tuesday June 6, 2023** at James Madison University; Wine Price Building Conference room 1001, 752 Ott Street (MSC 5720), Harrisonburg, VA 22807. The purpose of this conference is to allow potential offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

All Inquiries For Information And Clarification Should Be Directed To: Dylan Morris, Buyer Senior, Procurement Services, [morrisdk@jmu.edu](mailto:morrisdk@jmu.edu); 540-568-3002; (Fax) 540-568-7935 not later than five business days before the proposal closing date.

# ***REQUEST FOR PROPOSAL***

*RFP # DKM-1179*

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Attachment A: Response Form for Proposers

## **I. PURPOSE**

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals from qualified sources to enter into a contract to provide on-demand equipment, materials and supplies for Facilities Management at James Madison University (JMU), an agency of the Commonwealth of Virginia. Contract term shall be for two (2) years.

## **II. BACKGROUND**

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

The University is seeking to partner with local qualified vendors (within 50 miles of the University) to supply parts and supplies on an as-needed basis. The University is looking to solicit for plumbing, mechanical fittings, automotive parts, lumber, hardware, etc. This solicitation is part of ongoing efforts to ensure the upkeep of current systems and increase quality of life for students, faculty, and staff at James Madison University.

## **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**

- A. The University will only accept responses from certified firms that have registered business licenses and have proven/ can prove the capacity with man-power to provide the volume of goods that the University may need.
- B. The University will only accept responses that are complete and have addressed all the items in the attached "Response Form" (Attachment A) or applicable proposal.
- C. No equipment, material or supplies shall be authorized without a University issued purchase order or notice to proceed and no minimum or maximum amount of work is guaranteed to any firm under any resulting agreement.
- D. Contractor shall provide an itemized list of equipment, materials and supplies with a dollar amount for that item or provide a discounted amount to the University for such equipment.
- E. Awarded firm shall have a supervisor/point of contact that is responsible for coordinating with JMU managers the needs/requests each day.

- F. If there is a need of installation for the equipment, materials or supplies purchased, the contractor's hours of work shall be mutually agreed upon and granted at the discretion of the JMU managing personnel.

## 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 one (1) copies** of the proposal (Attachment A). 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 proposal (Attachment A). Any proprietary information should be clearly marked in accordance with 3.f. below.
  - c. Should the proposal contain **proprietary information**, provide **one (1) redacted hard copy** of the proposal and all attachments with **proprietary portions removed or blacked out**. This copy should be clearly marked "*Redacted Copy*" on the front cover. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. JMU shall not be responsible for the Contractor's failure to exclude proprietary information from this redacted copy.

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

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

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

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

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

## B. SPECIFIC PROPOSAL INSTRUCTIONS

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

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

## VI. EVALUATION AND AWARD CRITERIA

### A. EVALUATION CRITERIA

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

	<u>Points</u>
1. Quality of products/services offered and suitability for intended purposes	20
2. Qualifications and experience of Offeror in providing the goods/services	30
3. Specific plans or methodology to be used to perform the services	20

4. Participation of Small, Women-Owned, & Minority (SWaM) Businesses	10
5. Cost	20
	<hr/> 100

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

Any firm not a part of this original solicitation that meets the requirements as specified herein may be evaluated and added at a future time at the sole discretion of the University. This RFP includes an annual open enrollment period that allows proposals to be considered and awarded within 60 days of the first generation of awards are made.

## 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](http://www.eva.virginia.gov)) for a minimum of 10 days.
- S. DRUG-FREE WORKPLACE: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
- T. NONDISCRIMINATION OF CONTRACTORS: An offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion,

color, sex, sexual orientation, gender identity, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

- U. eVA BUSINESS TO GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS: The eVA Internet electronic procurement solution, website portal [www.eVA.virginia.gov](http://www.eVA.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet procurement solution by completing the free eVA Vendor Registration. All offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the proposal being rejected. Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

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

1. For orders issued July 1, 2014 and after, the Vendor Transaction Fee is:
  - a. Department of Small Business and Supplier Diversity (SBSD) certified Small Businesses: 1% capped at \$500 per order.
  - b. Businesses that are not Department of Small Business and Supplier Diversity (SBSD) certified Small Businesses: 1% capped at \$1,500 per order.
2. For orders issued prior to July 1, 2014 the vendor transaction fees can be found at [www.eVA.virginia.gov](http://www.eVA.virginia.gov).
3. The specified vendor transaction fee will be invoiced by the Commonwealth of Virginia Department of General Services approximately 60 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

- V. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the Commonwealth of Virginia shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

- W. PRICING CURRENCY: Unless stated otherwise in the solicitation, offerors shall state offered prices in U.S. dollars.

- X. E-VERIFY REQUIREMENT OF ANY CONTRACTOR: Any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with James Madison University to perform work or provide services pursuant to such

contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to any awarded contract.

- Y. CIVILITY IN STATE WORKPLACES: The contractor shall take all reasonable steps to ensure that no individual, while performing work on behalf of the contractor or any subcontractor in connection with this agreement (each, a “Contract Worker”), shall engage in 1) harassment (including sexual harassment), bullying, cyber-bullying, or threatening or violent conduct, or 2) discriminatory behavior on the basis of race, sex, color, national origin, religious belief, sexual orientation, gender identity or expression, age, political affiliation, veteran status, or disability.

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

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

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

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

- 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.

- AA. USE OF BRAND NAMES: Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict offerors to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equivalent of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The offeror is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Commonwealth to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in a competitive sealed solicitation only the information furnished with the proposal will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a proposal nonresponsive. Unless the offeror clearly indicates in its proposal that the product offered is an equivalent product, such proposal will be considered to offer the brand name product referenced in the solicitation.

- BB. TRANSPORTATION AND PACKAGING: By submitting their proposals, all Offerors certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.

## 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 (Attachment A) 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. 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.
- G. OPERATING VEHICLES ON JAMES MADISON UNIVERSITY CAMPUS: Operating vehicles on sidewalks, plazas, and areas heavily used by pedestrians is prohibited. In the unlikely event a driver should find it necessary to drive on James Madison University sidewalks, plazas, and areas heavily used by pedestrians, the driver must yield to pedestrians. For a complete list of parking regulations, please go to [www.jmu.edu/parking](http://www.jmu.edu/parking); or to acquire a service representative parking permit, contact Parking Services at 540.568.3300. The safety of our students, faculty and staff is of paramount importance to us. Accordingly, violators may be charged.
- H. 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.

I. SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:

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

J. 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.

- K. 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.
- L. 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.
- M. 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.
- N. 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.
- O. ADVERTISING: In the event a contract is awarded for supplies, equipment, or services resulting from this proposal, no indication of such sales or services to James Madison University will be used in product literature or advertising without the express written consent of the University. The contractor shall not state in any of its advertising or product literature that James Madison University has purchased or uses any of its products or services, and the contractor shall not include James Madison University in any client list in advertising and promotional materials without the express written consent of the University.
- P. ELECTRICAL EQUIPMENT STANDARDS: All equipment/material shall conform to the latest issue of all applicable standards as established by National Electrical Manufacturer's

Association (NEMA), American National Standards Institute (ANSI), and Occupational Safety & Health Administration (OSHA). All equipment and material, for which there are OSHA standards, shall bear an appropriate label of approval for use intended from a Nationally Recognized Testing Laboratory (NRTL).

- Q. OPTIONAL PREPROPOSAL CONFERENCE: An optional pre-proposal conference will be at **10:00 AM on Tuesday June 6, 2023** at James Madison University; Wine Price Building Conference room 1001, 752 Ott Street (MSC 5720), Harrisonburg, VA 22807. The purpose of this conference is to allow potential offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

## **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: Response Form for Proposers

Attachment B: Zone Map



## RFP DKM-1179 PROPOSERS RESPONSE FORM

In compliance with the Request for Proposal and to all the conditions imposed therein, the undersigned offers and agrees to furnish the goods/services in accordance with this signed proposal or as mutually agreed upon by subsequent negotiation.

Name and Address of Firm:

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

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

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

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

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

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

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

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

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

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

## DESCRIBE

1. Describe your company's history and experience with providing equipment and materials.

2. Describe your company's method of obtaining and distributing goods to customers.

3. Describe other agencies or Universities in which you have performed similar services of providing equipment, materials and supplies to in the past.

4. List a central point of contact for ordering, invoicing, and customer service.

## 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.

Item/Manufacturer	% Discount Off
Other	

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

[illegible]

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


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).**

**SMALL, WOMEN AND MINORITY-OWNED BUSINESSES (SWAM) UTILIZATION PLAN (CONTINUED)**

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)*

## ATTACHMENT B

### Zone Map



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

### List of member institutions by zones

#### Zone 1

George Mason University (Fairfax)

#### Zone 4

University of Mary Washington (Fredericksburg)

#### Zone 7

Longwood University (Farmville)

#### Zone 2

James Madison University (Harrisonburg)

#### Zone 5

College of William and Mary (Williamsburg)

Old Dominion University (Norfolk)

#### Zone 8

Virginia Military Institute (Lexington)

Virginia Tech (Blacksburg)

Radford University (Radford)

#### Zone 3

University of Virginia (Charlottesville)

#### Zone 6

Virginia Commonwealth University (Richmond)

#### Zone 9

University of Virginia - Wise (Wise)



**June 12, 2023**

**ADDENDUM NO.: One**

**TO ALL OFFERORS:**

**REFERENCE:** Request for Proposal No: **RFP DKM-1179**  
Dated:  
Commodity: **On-Demand Equipment, Materials and Supplies**  
RFP Closing On: July 13, 2023

- For Freight charges, please reference Section VII, Letter BB in the RFP. All other charges shall be outlined in section X pricing schedule.
- Firms should submit product listing with only items/materials they specialize in.
- This solicitation will result in a multi-award contract with multiple firms. Please reference section VI, Evaluation and Award Criteria.
- RFP DKM-1179 On-Demand Equipment, Materials and Supplies will be extended to have a close date of July 13, 2023 at 2pm.

Sincerely,  
Dylan Morris  
Buyer Senior  
Phone: (540-568-3002)

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