



**COMMONWEALTH OF VIRGINIA  
STANDARD CONTRACT**

Contract No. UCPJMU7181

This contract entered into this 2nd day of MAY 2025, by Nielsen Builders, 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 JUNE 8 2025 through JUNE 7 2026 with four (4) one-year renewal options.

The contract documents shall consist of:

- (1) This signed form;
- (2) The following portions of the Request for Proposal RFP THW-1226 dated February 7, 2025
  - (a) The Statement of Needs,
  - (b) The General Terms and Conditions,
  - (c) The Special Terms and Conditions together with any negotiated modifications of those Special Conditions;
- (3) The Contractor's Proposal dated March 4, 2025 and the following negotiated modification to the Proposal, all of which documents are incorporated herein.
  - (a) Negotiations Summary, dated April 21, 2025

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

CONTRACTOR:

By: Dan Hylton  
(Signature)

Dan Hylton  
(Printed Name)

Title: President and CEO

PURCHASING AGENCY:

By: Terri Wuenschel  
(Signature)

Terri Wuenschel  
(Printed Name)

Title: Buyer specialist

**RFP # THW-1226**  
**Custom Built Technology Consoles**  
**April 21, 2025**  
**Nielsen Builders, Inc.**  
**Negotiation Summary**

1. Direct Contacts for **Nielsen Builders, Inc.:**

- a. Account Manager: Zach Lokey [zlokey@nielsen-inc.com](mailto:zlokey@nielsen-inc.com) (540) 560-6492
- b. Accounts Receivable Rep: Pam Rosen [prosen@nielsen-inc.com](mailto:prosen@nielsen-inc.com) (540) 476-0878
- c. Jacob Hull ([jhull@nielsen-inc.com](mailto:jhull@nielsen-inc.com)) alternate to Zach Lokey (see above).

2. Pricing

	Finish Option: <i>Hard Rock Maple</i>	Finish Option: <i>Brazilian Walnut</i>	Finish Option: <i>Ankara Cherry</i>
<b>One (1)-Bay Workstation(s)</b> to include inside delivery to JMU			
Unit price ( <i>order quantity of 1</i> )	\$ 1,575	\$ 1,601	\$ 1,611
Unit price ( <i>order quantity of 2-5</i> )	\$ 1,315	\$ 1,341	\$ 1,351
Unit price ( <i>order quantity of 6-10</i> )	\$ 1,205	\$ 1,231	\$ 1,241
Unit price ( <i>order quantity of &gt;10</i> )	\$ 1,173	\$ 1,199	\$ 1,209
<b>One &amp; A Half (1 1/2) Bay Workstation(s)</b> to include inside delivery to JMU			
Unit price ( <i>order quantity of 1</i> )	\$ 1,664	\$ 1,710	\$ 1,720
Unit price ( <i>order quantity of 2-5</i> )	\$ 1,404	\$ 1,450	\$ 1,460
Unit price ( <i>order quantity of 6-10</i> )	\$ 1,294	\$ 1,340	\$ 1,350
Unit price ( <i>order quantity of &gt;10</i> )	\$ 1,262	\$ 1,308	\$ 1,318
<b>Two (2) Bay Workstation(s)</b> to include inside delivery to JMU			
Unit price ( <i>order quantity of 1</i> )	\$ 1,815	\$ 1,873	\$ 1,883
Unit price ( <i>order quantity of 2-5</i> )	\$ 1,545	\$ 1,603	\$ 1,613
Unit price ( <i>order quantity of 6-10</i> )	\$ 1,425	\$ 1,483	\$ 1,493
Unit price ( <i>order quantity of &gt;10</i> )	\$ 1,393	\$ 1,451	\$ 1,461
Per unit fee to outfit both boxes with rack rails	\$ 58		
<b>Three (3) Bay Workstation(s)</b> to include inside delivery to JMU			
Unit price ( <i>order quantity of 1</i> )	\$ 2,340	\$ 2,406	\$ 2,416
Unit price ( <i>order quantity of 2-5</i> )	\$ 2,070	\$ 2,136	\$ 2,146
Unit price ( <i>order quantity of 6-10</i> )	\$ 1,920	\$ 1,986	\$ 1,996
Unit price ( <i>order quantity of &gt;10</i> )	\$ 1,888	\$ 1,954	\$ 1,964
Second Keyboard Option (upcharge per unit)	\$ 128		
<b>Custom Work/Repairs/Etc.</b>			

**RFP # THW-1226**  
**Custom Built Technology Consoles**  
**April 21, 2025**  
**Nielsen Builders, Inc.**  
**Negotiation Summary**

Custom production of wood furnishings (hourly rate)	\$47.25/hr
Custom design engineering (hourly rate)	\$52.50/hr
Repair/Replacement (hourly rate)	\$47.25/hr
Materials, replacement parts/rails/additional keyboard trays will be charged at cost plus shipping and handling.	
Disposal is offered at an additional cost.	

3. Contractor shall provide inside delivery to include a variety of buildings and rooms. Regardless of what level floor, no extra charge will be added to the stated unit cost when there is access to and use of on-site elevators to transport the units to their specified floor. All podium units specified within this contract should fit dimensionally inside of the elevators on campus. If the Contractor needs to stair carry and/or dock lift the unit(s), Contractor will add an additional flat charge of \$25/unit to floors 3-4 and an additional charge of \$50/unit to floors 5+.
4. Contractor has disclosed all fees. No additional fees will be accepted.
5. Contractor acknowledges that JMU follows the Virginia Prompt Payment Act that states that payment terms are 30 days upon receipt of invoice.
6. Contractor shall utilize the eVA e-procurement system for purchase orders and agrees to the approximate 1 % eVA fees associated with this.
7. Parties agree that this Negotiation Summary Modifies RFP # THW-1226 and the Contractor's initial response to RFP # THW-1226, and in the event of conflict the negotiation summary shall take precedence.
8. Any change in the scope or pricing 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.



**3588 Early Rd.  
Harrisonburg, VA 22801**

**Custom Built Technology Consoles**

**RFP# THW-1226**

**Original**



*First Presbyterian Church*

**James Madison University  
Procurement Services  
752 Ott St.  
Harrisonburg, VA 22807**

**March 4, 2025**



**REQUEST FOR PROPOSAL**  
**RFP# THW-1226**

Issue Date: February 7, 2025  
Title: Custom Built Technology Consoles  
Issuing Agency: Commonwealth of Virginia  
James Madison University  
Procurement Services MSC 5720  
752 Ott Street, Wine Price Building  
First Floor, Suite 1023  
Harrisonburg, VA 22807

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

Sealed Proposals Will Be Received Until **2:00 PM on March 4, 2025** for Furnishing The Services Described Herein. (See Special Terms & Conditions "D. Late Proposals")

**OPTIONAL PRE-PROPOSAL CONFERENCE:** See Special Terms and Conditions: X: Optional Pre-Proposal Conference

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

All Inquiries For Information And Clarification Should Be Directed To: TERRI WUENSCHER, Buyer Specialist, Procurement Services, [wuenschth@jmu.edu](mailto:wuenschth@jmu.edu); 540-568-7209; (Fax) 540-568-7935 not later than five business days before the proposal closing date.

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


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

Name and Address of Firm:

Nielsen Builders, Inc.

3588 Early Rd. Harrisonburg, VA 22801

By:

  
(Signature)

Name:

Dan Hylton

(Please Print)

Date: March 4, 2025

Title:

President & CEO

Web Address: www.nielsen-inc.com

Phone:

(540) 434-7376

Email: dhylton@nielsen-inc.com

Fax #:

(540) 432-6134

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

SMALL, WOMAN OR MINORITY OWNED BUSINESS:

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

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

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# COMPANY HISTORY



## **OUR VISION**

To be acknowledged as a leading construction firm dedicated to delivering exceptional performance for our clients in the Commonwealth of Virginia. We pursue excellence and provide top-notch building services at every opportunity.

## **OUR VALUES**

### **PEOPLE:**

Nielsen recognizes that our people are the critical element in achieving our vision. We will support a team approach through open communication among all employees. We will promote the growth and empowerment of our people and commit to human resource practices based on standards of excellence, safety awareness, fair treatment and equal opportunity.

### **TOTAL CLIENT SATISFACTION:**

Nielsen will build on our reputation and commit to exceed the expectations of our clients by maintaining the highest level of skill and responsibility in providing professional services. We will deliver a superior price/value relationship in providing quality construction services with a profit objective at a fair level.

### **QUALITY ASSURANCE:**

Nielsen Builders' commitment to quality assurance is based on responsible craftsmanship, leadership, innovation, safety, awareness, and employee satisfaction. Our guarantee to furnish our clients with a total quality product is the heart of our company's existence.







Nielsen Builders is an employee owned commercial construction company based in Harrisonburg, Virginia, with a proud legacy spanning over a century. As one of the longest operating construction contractors in the Shenandoah Valley, we bring deep experience and a strong commitment to every project we undertake. Today, Nielsen employs nearly 80 dedicated employee-owners, all of whom share in the company's success and are invested in delivering exceptional results. Each year, we consistently generate over seventy five million dollars in project revenue, a testament to the trust our clients place in us.

At Nielsen Builders, we take pride in being more than just a builder of high quality facilities; we are a versatile, client-focused company that offers a wide range of services tailored to meet the unique needs of each construction project. Whether it's pre-construction planning, general contracting, or post construction support, we work closely with our clients to ensure their vision is realized every step of the way.

While our history is rich and deeply rooted in the community, we continually look toward the future. We are committed to strengthening our capabilities, adding talented employee-owners to our team, and continuously improving our processes to deliver outstanding, on-time results. We don't just build structures—we build lasting relationships and a legacy of excellence.



Our Small/Special Project division is equipped to handle a wide range of construction projects for both new and existing commercial clients. These projects can vary in size and duration, spanning from just a few days to several months, and occasionally up to a year. We currently holds term contracts with JMU, other VASCUPP Institutions, and municipalities.

Nielsen also provides services through our cabinetry & millwork division “Legacy”. For over 60 years, Nielsen’s millwork division has provided commercial cabinetry, custom wall panels, wood moldings and a variety of other types of architectural millwork. In January 2005, this division officially became known as Legacy Cabinets & Millwork. In 2014, Legacy expanded its services with the purchase of a local molding company to enhance the production and quality of its moldings. Legacy’s highly skilled craftsmen have years of experience in varying types of molding and millwork designs, fabrication and installation, including radius/arch-type moldings.

We are dedicated to ensuring client satisfaction by providing flexible service options. This commitment aligns with Nielsen’s vision of becoming a leading provider of construction services large and small.



*Old JMU Locker Room*



Our history and resume support our experience completing projects of this caliber. We have many happy clients and we assure that your projects will receive the same level of commitment and quality assurance.

The following pages highlight some of our similar completed projects within the last few years.



### JMU Dining Hall Door Package

150 Bluestone Dr., Harrisonburg, VA 22807

**Owner:**

James Madison University  
752 Ott St., Harrisonburg, VA 22807  
Michael Morrison (540) 568-6181

**Architect:**

Moseley Architects  
780 Lynnhaven Pkwy., Suite 200  
Virginia Beach, VA 23452  
Dave Harnage (757) 368-2800

**Contract Amount:**  
\$419,000

**Size:**  
150,000 SF

**Procurement Type:**  
Comp. Negotiation

**Completion Date:**  
June 2018

**Type:**  
Education



### John Wayland Elementary School Addition & Renovation

801 N. Main St., Bridgewater, VA 22812

**Owner:**

Rockingham County Public Schools  
100 Mt. Clinton Pike  
Harrisonburg, VA 22802  
Steve Reid (540) 434-4434

**Architect:**

Architecture, Inc.  
1902 Campus Commons Dr., Suite 101  
Reston, VA 20191  
Ken White (703) 476-3900

**Contract Amount:**  
\$9,149,821

**Size:**  
72,676 SF

**Procurement Type:**  
Bid

**Completion Date:**  
August 2018

**Type:**  
Education



### Pleasant Valley Elementary School Renovations

215 Pleasant Valley Rd., Harrisonburg, VA 22801

**Owner:**

Rockingham County Public Schools  
100 Mt. Clinton Pike  
Harrisonburg, VA 22802  
Steve Reid (540) 434-4434

**Architect:**

Architecture, Inc.  
1902 Campus Commons Dr., Suite 101  
Reston, VA 20191  
Ken White (703) 476-3900

**Contract Amount:**  
\$6,615,034

**Size:**  
42,000 SF

**Procurement Type:**  
Bid

**Completion Date:**  
August 2018

**Type:**  
Education



### Rockingham Academy

311 Pleasant Valley Rd., Harrisonburg, VA 22801

**Owner:**

Rockingham County Public Schools  
100 Mt. Clinton Pike  
Harrisonburg, VA 22802  
Steve Reid (540) 434-4434

**Architect:**

Architecture, Inc.  
1902 Campus Commons Dr., Suite 101  
Reston, VA 20191  
Ken White (703) 476-3900

**Contract Amount:**  
\$4,670,714

**Size:**  
19,544 SF

**Procurement Type:**  
Bid

**Completion Date:**  
August 2018

**Type:**  
Education



## Old Ivy Road Office Building Core and Shell

2476 Old Ivy Rd., Charlottesville, VA 22903

### Owner:

University of Virginia Foundation  
One Boar's Head Pointe  
Charlottesville, VA 22903  
Chris Schooley (434) 982-4848

### Architect:

Perkins and Will  
1250 24th St. NW  
Washington, DC 20037  
Jon Penndorf (202) 454-3177

### Contract Amount:

\$21,000,000

### Size:

101,528 SF

### Procurement Type:

CM at Risk

### Completion Date:

December 2018

### Type:

Education



## Old Ivy Road Office Building Office Upfit

2476 Old Ivy Rd., Charlottesville, VA 22903

### Owner:

University of Virginia Foundation  
One Boar's Head Pointe  
Charlottesville, VA 22903  
Chris Schooley (434) 982-4848

### Architect:

Perkins and Will  
1250 24th St. NW  
Washington, DC 20037  
Jon Penndorf (202) 454-3177

### Contract Amount:

\$4,537,246

### Size:

40,000 SF

### Procurement Type:

CM at Risk

### Completion Date:

December 2018

### Type:

Education



## VMRC Oak Lea Addition and Renovations

1475 Virginia Ave., Harrisonburg, VA 22802

### Owner:

VMRC  
1501 Virginia Ave.  
Harrisonburg, VA 22802  
Greg Nesselrodt (540) 564-3400

### Architect:

SFCS, Inc.  
305 S. Jefferson St.  
Roanoke, VA 24011  
Leonard Rowe (540) 344-6664

### Contract Amount:

\$6,600,000

### Size:

71,430 SF

### Procurement Type:

Bid

### Completion Date:

May 2019

### Type:

Healthcare



## Carilion Health Center

735 Steeles Fort Rd., Suite 2, Raphine, VA 24472

### Owner:

Bobby Berkstresser  
2440 Raphine Rd.  
Raphine, VA 24472  
(540) 377-2111

### Architect:

Mather Architects  
37 Paul St., Harrisonburg, VA 22801  
John Mather (540) 442-1400

### Contract Amount:

\$1,500,000

### Size:

8,400 SF

### Procurement Type:

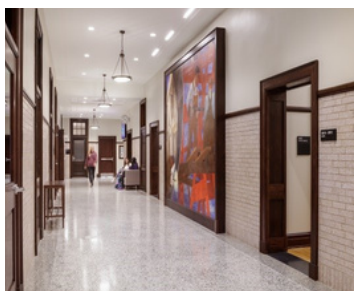
Design Build

### Completion Date:

July 2019

### Type:

Healthcare



## James Madison University Wilson Hall Renovations

951 Madison Dr., Harrisonburg, VA 22801

### Owner:

James Madison University  
752 Ott St., Harrisonburg, VA 22807  
Rick Miller (540) 568-3007

### Architect:

Glave and Holmes Architects  
2101 E. Main St.  
Richmond, VA 23223  
Karen Schmid (804) 649-9303

### Contract Amount:

\$20,405,179

### Size:

57,000 SF

### Procurement Type:

CM at Risk

### Completion Date:

August 2019

### Type:

Education



### Old Ivy Road Office Building 3rd Floor Upfit

2476 Old Ivy Rd., Charlottesville, VA 22903

**Owner:**

University of Virginia Foundation  
One Boar's Head Pointe  
Charlottesville, VA 22903  
Chris Schooley (434) 982-4848

**Architect:**

Perkins and Will  
1250 24th St. NW  
Washington, DC 20037  
Silas Haslam (202) 454-3177

**Contract Amount:**

\$4,599,554

**Size:**

35,000 SF

**Procurement Type:**

CM at Risk

**Completion Date:**

September 2019

**Type:**

Education



### Old Ivy Road Office Building 1st Floor Upfit

2476 Old Ivy Rd., Charlottesville, VA 22903

**Owner:**

University of Virginia Foundation  
One Boar's Head Pointe  
Charlottesville, VA 22903  
Chris Schooley (434) 982-4848

**Architect:**

Perkins and Will  
1250 24th St. NW  
Washington, DC 20037  
Silas Haslam (202) 454-3177

**Contract Amount:**

\$1,658,368

**Size:**

20,000 SF

**Procurement Type:**

CM at Risk

**Completion Date:**

December 2019

**Type:**

Education



### Quaker Steak & Lube and Museum

30 Commerce Park, Dr., Raphine, VA 24472

**Owner:**

Robert J. Berkstresser  
2440 Raphine Rd.  
Raphine, VA 24472  
(540) 463-3478

**Architect:**

Mather Architects  
37 Paul St.  
Harrisonburg, VA 22801  
John Mather (540) 442-1400

**Contract Amount:**

\$4,747,232

**Size:**

14,374 SF

**Procurement Type:**

Design Build

**Completion Date:**

October 2020

**Type:**

Business

### WWRC Watson Activities Building Addition & Renovations

243 Woodrow Wilson Ave., Fishersville, VA 22939



**Owner:**

Wilson Workforce and Rehabilitation Center  
28 Andrew Russell Ln.  
Fishersville, VA 22939  
Mark Snodgrass (540) 332-7281

**Architect:**

Spectrum Design  
10 Church Ave. SE, Plaza Suite 1  
Roanoke, VA 24011  
Granville Grant (540) 342-6001

**Contract Amount:**

\$6,767,265

**Size:**

30,500 SF

**Procurement Type:**

Bid

**Completion Date:**

January 2021

**Type:**

Healthcare



### BRC Independent Living Addition & Renovations

302 N. Second St., Bridgewater, VA 22812

**Owner:**

Bridgewater Village  
302 N. Second St.  
Bridgewater, VA 22812  
Rodney Aldefer (540) 828-2666

**Architect:**

RLPS  
250 Valleybrook Dr.  
Lancaster, PA 17601  
Joseph Kane (717) 560-9501

**Contract Amount:**

\$22,350,219

**Size:**

104,000 SF

**Procurement Type:**

Bid

**Completion Date:**

January 2021

**Type:**

Healthcare



### Staunton High School Additions and Renovations

1200 N. Coalter St., Staunton, VA 24401

**Owner:**

School Board of the City of Staunton, VA  
116 W. Beverley St.  
Staunton, VA 24401  
Dr. Garrett Smith (540) 332-3920

**Architect:**

Crabtree, Rohrbaugh & Associates-Architects  
250 W Main St. | Suite 200  
Charlottesville, VA 22902  
Joshua Bower (434) 957-7262

**Contract Amount:**

\$43,130,335

**Size:**

180,000 SF

**Procurement Type:**

Bid

**Completion Date:**

February 2021

**Type:**

Education



### WWRC Anderson Vocational Training Building Additions & Renovations

243 Woodrow Wilson Ave., Fishersville, VA 22939

**Owner:**

Wilson Workforce and Rehabilitation Center  
28 Andrew Russell Ln.  
Fishersville, VA 22939  
Mark Snodgrass (540) 332-7281

**Architect:**

Spectrum Design  
10 Church Ave. SE, Plaza Suite 1  
Roanoke, VA 24011  
Granville Grant (540) 342-6001

**Contract Amount:**

\$14,656,000

**Size:**

69,827 SF

**Procurement Type:**

Bid

**Completion Date:**

February 2021

**Type:**

Healthcare



### James Madison University Jackson Hall Renovations

Jackson Hall, Harrisonburg, VA 22801

**Owner:**

James Madison University  
752 Ott St.  
Harrisonburg, VA 22807  
Krista Nealis (540) 568-4160

**Architect:**

Blue Ridge Architects  
126 W. Bruce St., Suite 102  
Harrisonburg, VA 22801  
Anna Campbell (540) 437-1228

**Contract Amount:**

\$6,164,000

**Size:**

15,849 SF

**Procurement Type:**

Bid

**Completion Date:**

February 2021

**Type:**

Education

### Kendal at Lexington Senior Living Renovations

160 Kendal Dr., Lexington, VA 24450



**Owner:**

Kendal Retirement Community  
160 Kendal Dr.  
Lexington, VA 24450  
Mina Tepper (540) 463-1910

**Architect:**

Spectrum Design  
10 Church Ave. SE, Plaza Suite 1  
Roanoke, VA 24011  
Granville Grant (540) 342-6001

**Contract Amount:**

\$29,337,680

**Size:**

47,250 SF

**Procurement Type:**

CM at Risk

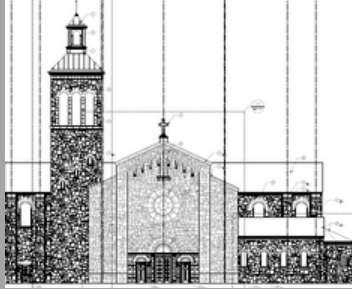
**Completion Date:**

May 2021

**Type:**

Healthcare





## St. John the Evangelist Catholic Church

301 Sheppard Ct., Waynesboro, VA 22980

### Owner:

The Most Reverent Barry C. Knestout, Bishop  
7800 Carousel Ln.  
Henrico, VA 23294  
(804) 359-5661

### Architect:

Harrison Design  
1054 31st St. NW, Suite 204  
Washington, D.C. 20007  
Nick Charbonneau (202) 733-1479

### Contract Amount:

\$8,632,568

### Size:

16,000 SF

### Procurement Type:

Comp. Negotiations

### Completion Date:

May 2021

### Type:

Religious



## UVA Hospital Door Package

120 11th St. SW, Charlottesville, VA 22903

### Owner:

University of Virginia  
1000 Ednam Center, Suite 100  
Charlottesville, VA 22904

### Architect:

Perkins and Will  
1250 24th St., NW Suite, 204  
Washington, D.C. 20037  
Silas Haslam (202) 737-1020

### Contract Amount:

\$5,375,029

### Size:

1,500 Doors

### Procurement Type:

CM at Risk

### Completion Date:

June 2021

### Type:

Healthcare



## BRC Assisted Living Additions and Renovations

302 N. Second St., Bridgewater, VA 22812

### Owner:

Bridgewater Village  
302 N. Second St.  
Bridgewater, VA 22812  
Rodney Aldefer (540) 828-2666

### Architect:

RLPS  
250 Valleybrook Dr.  
Lancaster, PA 17601  
Joseph Kane (717) 560-9501

### Contract Amount:

\$13,289,348

### Size:

56,200 SF

### Procurement Type:

CM at Risk

### Completion Date:

July 2021

### Type:

Healthcare



## Rockingham Eye Physicians

1690A Spring Port Dr., Rockingham, VA 22801

### Owner:

MSE Real Estate, LLC  
1921 Medical Ave.  
Harrisonburg, VA 22801  
Ken Miller (540) 433-2485

### Architect:

Mather Architects  
37 Paul St.  
Harrisonburg, VA 22801  
John Mather (434) 442-1400

### Contract Amount:

\$5,997,642

### Size:

20,000 SF

### Procurement Type:

Bid

### Completion Date:

December 2021

### Type:

Healthcare



## Sentara RMH Medical Center—Elkton Rehab Renovation

14171 Spotswood Trail, Elkton, VA 22827

### Owner:

Sentara RMH Medical Center  
2010 Health Campus Dr.  
Harrisonburg, VA 22801  
Robert J. Lynch (434) 981-3327

### Architect:

Innovate Architecture and Interiors, Inc.  
758 W. 22nd St., Suite A  
Norfolk, VA 23517  
Paul Garrison (757) 393-9900

### Contract Amount:

\$462,587

### Size:

3,246 SF

### Procurement Type:

Bid

### Completion Date:

February 2022

### Type:

Healthcare



## Western State Hospital Expansion

103 Valley Center Dr., Staunton, VA 24401

### Owner:

Virginia Dept. of Behavioral Hlth & Dev. Services HDR Architecture  
1220 Bank St., 7th Floor  
Richmond, VA 23219  
Rob Johnston (804) 956-5541

### Architect:

3001 Washington Blvd., Suite 200  
Arlington, VA 22201  
David Capelli (703) 518-8500

### Contract Amount:

\$26,492,984

### Size:

54,085 SF

### Procurement Type:

Bid

### Completion Date:

March 2022

### Type:

Healthcare



## Merck B89A Breakroom Renovations

2778 South East Side Highway, Elkton, VA 22827

### Owner:

Merck Sharp & Dohme Corp.  
P.O. Box 982122  
El Paso, TX 79998  
Ricky Eppard (540) 298-1211

### Architect:

Schlosser Steel Buildings, Inc.  
P.O. Box 638  
Hatfield, PA 19440  
Ryan Fennell (215) 723-9883

### Contract Amount:

\$254,647

### Size:

1,000 SF

### Procurement Type:

Bid

### Completion Date:

March 2022

### Type:

Industrial

## Healthy Community Health Center (HCHC) VMRC Suite Renovations

1475 Virginia Ave., Harrisonburg, VA 22802



### Owner:

Virginia Mennonite Retirement Community  
1501 Virginia Ave.  
Harrisonburg, VA 22802  
Scott Kleist (540) 564-3412

### Architect:

Blueline  
126 W. Bruce St.  
Harrisonburg, VA 22801  
Anna Campbell (540) 437-1228

### Contract Amount:

\$747,194

### Size:

6,878 SF

### Procurement Type:

Bid

### Completion Date:

March 2022

### Type:

Healthcare





### Petro 2 / Quaker Steak & Lube Additions & Renovation

2440 Raphine Rd., Raphine, VA 24472 / 30 Commerce Park Dr., Raphine, VA 24472

**Owner:**

Robert J. Berkstresser  
2440 Raphine Rd.  
Raphine, VA 24472  
(540) 463-3478

**Architect:**

Gaines Group Architects  
141 W. Bruce St., Suite 201  
Harrisonburg, VA 22801  
Charles Hendricks (540) 437-0012

**Contract Amount:**

\$7,077,673

**Size:**

35,586 SF

**Procurement Type:**

Design-Build

**Completion Date:**

May 2022

**Type:**

Industrial



### Crozet Elementary School Addition and Renovation

1407 Crozet Ave., Crozet, VA 22932

**Owner:**

School Board of Albemarle County, VA  
401 McIntire Road  
Charlottesville, VA 22902  
Allison McNally (434) 972-4055

**Architect:**

VMDO Architects  
200 E. Market St.  
Charlottesville, VA 22902  
Kenneth Thacker (434) 296-5684

**Contract Amount:**

\$17,683,940

**Size:**

35,000 SF

**Procurement Type:**

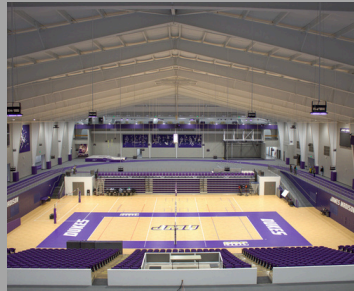
Bid

**Completion Date:**

April 2023

**Type:**

Education



### James Madison University—Existing Convocation Center Renovation

895 University Blvd., Harrisonburg, VA 22807

**Owner:**

James Madison University  
752 Ott St.  
Harrisonburg, VA 22807  
Scott Wachter (540) 568-7969

**Architect:**

Moseley Architects  
780 Lynnhaven Pkwy., Suite 200  
Roanoke, VA 24011  
Jeffrey Hyder (757) 368-2800

**Contract Amount:**

\$15,308,000

**Size:**

117,115 SF

**Procurement Type:**

Bid

**Completion Date:**

July 2023

**Type:**

Education



### Rocktown High School

2970 E. Kaylor Park Dr., Harrisonburg, VA 22801

**Owner:**

School Board of the City of Harrisonburg, VA  
One Court Square  
Harrisonburg, VA 22801  
Craig Mackail (540) 434-9916

**Architect:**

Grimm and Parker  
123 E. Main St.  
Charlottesville, VA 22902  
Jim Boyd (434) 270-0147

**Contract Amount:**

\$101,974,785

**Size:**

257,800SF

**Procurement Type:**

PPEA

**Completion Date:**

December 2023

**Type:**

Education



### Middle School Wing Additions & Renovations (Buffalo Gap High School)

1800 Buffalo Gap Hwy., Swoope, VA 24479

**Owner:**

Augusta County Public Schools  
18 Government Center Lane  
Verona, VA 24482  
Dr. Eric Bond (540) 245-5110

**Architect:**

RRMM Architects  
28 Church Ave SW  
Roanoke, VA 24011  
Ben Motley (540) 344-1212

**Contract Amount:**

\$25,586,481

**Size:**

66,483 SF

**Procurement Type:**

CM at Risk

**Completion Date:**

July 2024

**Type:**

Education



### Middle School Wing Additions & Renovations (Riverheads High School)

19 Howardsville Rd., Staunton, VA 24401

**Owner:**

Augusta County Public Schools  
18 Government Center Lane  
Verona, VA 24482  
Dr. Eric Bond (540) 245-5110

**Architect:**

RRMM Architects  
28 Church Ave SW  
Roanoke, VA 24011  
Ben Motley (540) 344-1212

**Contract Amount:**

\$27,092,776

**Size:**

62,033 SF

**Procurement Type:**

CM at Risk

**Completion Date:**

July 2024

**Type:**

Education



### First Presbyterian Fellowship Hall and Children's Wing Reno

17 Court Sq. Harrisonburg, VA 22802

**Owner:**

First Presbyterian Church  
17 Court Sq.  
17 Court Sq. Harrisonburg, VA 22802  
Paul Seddon (540) 434-6551

**Architect:**

Eugene Stoltzfus Architects  
61 S. Main St. Suite 300  
Harrisonburg, VA 22801  
Eugene Stoltzfus (540) 437-4286

**Contract Amount:**

\$1,182,588

**Size:**

6,943 SF

**Procurement Type:**

Comp. Negotiation

**Completion Date:**

August 2024

**Type:**

Religious



### Homeless Services Center

1111 N. Main St., Harrisonburg, VA 22802

**Owner:**

City of Harrisonburg, VA  
409 S. Main St.  
Harrisonburg, VA 22801  
Ande Banks (540) 432-7701

**Architect:**

MTFA Architecture  
3200 Lee Highway  
Arlington, VA 22207  
Michael Foster (703) 524-6616

**Contract Amount:**

\$6,995,868

**Size:**

21,645 SF

**Procurement Type:**

Bid

**Completion Date**

December 2024

**Type:**

Municipal



# DESCRIBE STATEMENTS



### **A-1. Your firm's ability to provide the four (4) standard technology consoles to the University as-needed.**

Nielsen's Cabinet and Millwork Shop Legacy can provide technology consoles to the University on an "as-needed" basis without concern; and we are submitting our response to this proposal due to our confidence in that ability. Our cabinet and millshop is equipped with the proper equipment, needed manpower, and required access to materials that are essential for this contract.

### **A-2. Any minimum or maximum order requirements.**

We will not carry a minimum or maximum order requirement for this contract.

### **A-3. The construction method for building the standard technology consoles including, but not limited to: Materials, Console Assembly Edge Banding Technique, and Hardware Selection**

- **Materials**

Materials needed for each type of console will be stored accordingly and handled with any necessary precautions/direction. Depending on the material, certain ones have different chemical compositions that could require various practices to be utilized correctly. Fortunately, we have worked with many of the materials that will most likely be used for this contract and understand how to construct products with them properly.

- **Console assembly**

Assembly for each console will begin with the receiving of materials from our suppliers, then offloaded and stored in our climate-controlled warehouse until ready to be used. Material will then be transported to our CNC machine for cutting, once cut, the products are cleaned and cycled through our edge-bander. Once the components are edge-banded, they will be placed in specifically labeled carts to awaiting fabrication. Pieces will be constructed to the specific console and the wrapped with plastic protection wrap and stored safely until delivery/install is scheduled.

- **Edge-banding technique**

Our edge-bander offers many user friendly features to help speed up the process. Additionally, it offers the ability to utilize ½ Mil or 3 Mil edge banding products. For the technique/process, though, once the pieces have been cut on the CNC machine, our employees clean the edges of each piece and make sure they meet our quality standards. Upon completion of cleaning, the various pieces will go through our edge-bander to obtain the proper finish. Each piece is followed by employees through the streamlined process and checked at the end to ensure quality.



#### **A-4. Your firm's ability to make modifications to the standard design at the University's request.**

We understand that the University has an existing and standard design for all consoles that may be needed. If the University requests any modifications to the standard design(s), we can easily make those revisions. We pre-draw mock ups of each consoles in our design software. Once drawn, the process of making changes is simple and straightforward and we will have no issues making modifications to the standard design.

#### **A-5. Associated timeline from the contractor's receipt of an order to the delivery of the finished product.**

Our anticipated timeline of events from receipt of an order to delivery of the finished product to the University is as follows:

- Receipt of order
- Confirmation of design(s) / Approval of Shop Drawings
- Confirmation of Colors/Hardware Selections/Finishes for Units
- Order Materials (if needed)
- Manufacturing Begins (Cutting parts on CNC, Edge-Banding, etc.)
- Build Consoles
- Coordinate Delivery to University

For smaller orders, roughly 1-4 units, if we have all needed materials on hand, available manpower, and existing drawings already completed and approved; the estimated turnaround time is 3-5 business days regardless of console selection. For larger orders, 5+ units of any console, turnaround time may be longer depending on which consoles are selected.

Please note that all work is subject to material lead times and current workload.



*Display Case at Buffalo Gap Middle*

### **B-1. Describe your firm's ability to provide custom wood furnishings, built-ins, cabinetry, etc.**

Similar to our ability to provide the standard consoles, we do not have any hesitations or reservations about providing custom products either. We have extensive experience and regularly perform custom wood furnishings when working with clients.

Custom work does entail more configuring and design in the early stages before manufacturing can begin.

### **B-2. The ability of your firm to provide design sketches based on information provided by the University.**

We utilize a number of software programs and have competent employees that enables us to provide design components for any and all requests at hand. In our industry, we understand the importance of design and approvals of such before being able to proceed. With our experience, we have a keen ability to listen and understand what the University needs and how to provide that result.

### **B-3. The process from start to finish for the design approval, construction, testing, and delivery/installation of custom products.**

Custom products, given their unique objective, have a process that goes as follows:

- Legacy will meet with the University to discover what they are looking to achieve
- Legacy will take the information derived from the meeting and construct an overall project scope
- Legacy will gather further details such as measurements, dimensions, finishes and colors, material preferences, etc.
- Legacy will then run cost exercises to provide the University with a Quote for the work
- Once the Quote is accepted, Legacy will create any sketches and drawings necessary for submittal approvals
- Once sketches/drawings are approved, we will order all materials needed to begin manufacturing of the custom products. Any testing is required, will be done at this time during the fabrication process.
- Upon completion of manufacturing/fabrication of the custom products, Legacy will coordinate delivery/installation.



#### **B-4. Any minimum or maximum order requirements for custom requests.**

We will not carry a minimum or maximum order requirement for this contract.

#### **B-5. Describe the finishes available for custom requests.**

Legacy has access to a vast pool of material suppliers and the selection of finishes we can offer is extensive. With an idea or example from the University, Legacy can either find the exact finish or something very similar to use for the project.

#### **C. Describe your ability to provide finish samples for various projects.**

Providing finish samples is a common practice for Legacy. All of our projects require samples to be submitted for approval before progress can be made. Whether it be paint/stain samples, a plastic laminate sample, solid surface sample, wood material, or beyond, we can provide them. Our suppliers also understand our need for samples, so requests to them are not uncommon.

#### **D. Describe your ability to key all service doors alike, at the University's request.**

Legacy has completed numerous projects in the past that have required uniform keying. With a component such as uniform keying, we work closely with the supplier(s) to ensure each door/lock aligns correctly.

#### **E. Describe the warranty provided on parts and labor.**

Legacy warrants our workmanship and products for a period of one-year after the substantial completion of a project has been met. If any of the parts used carry a longer warranty than our one-year warranty, we will honor that. Warranty documentation will be provided to the owner as requested.

#### **F. Describe your firm's inventory of parts:**

- 1. Indicate location where parts are stored**
- 2. Specify the suppliers used for materials and parts.**

Legacy has an entire conditioned warehouse where we perform all manufacturing/fabrication and storage of materials. Our address is 3588 Early Road, Harrisonburg, VA 22801. Within the warehouse, we have storage racks to properly hold and store sheets of materials for casework and millwork. Additionally, for materials that do not require climate controlled areas, we have numerous other warehouses on site to keep materials away from environmental conditions.

Most commonly, Legacy uses Wilsonart, A&M Supply, LivingStone, Corian, Meganite, Hafele, and a number of other well-known suppliers for materials and parts. We have accounts set up with each supplier for streamlined order processing. Outside of those listed above, we also have relationships and have done business with many other suppliers, too. If the University has recommendations or preferences for suppliers they want to use, we will certainly contact them.

#### **G. Describe your firm's ability to make furniture repairs, to include laminate and hardware replacement.**

Legacy has been in business for decades and developed a reliable ability to determine when furniture can be fixed/repaired and when it needs to be replaced. Most times, laminate repairs are difficult and more costly than full replacements. Our goal is to always advise our customers in the most honest way. When items are suitable for repair, we will create a plan for the process and a list of materials needed. Hardware replacements fall into the same process where we will review the damaged part and determine if it is fixable or needs to be replaced.

#### **H. Describe your return policy.**

Legacy does not have a return policy as we are not a retailer of goods. We provide products based on contractual obligations and scopes of work. If any of the scope changes, we have the ability to alter the contract and potentially offer value engineering and change orders to alter the contract value.

### **I. Describe your firm's ability to accommodate rush orders.**

Legacy will always do its best to accommodate rush orders. We understand that sometimes events happen that influence the need for expedited turnaround times. As long as we have the materials and manpower readily available/on-hand, we will do our best to provide them.

### **J. Describe your firm's approach to customer service.**

Customer service is of the utmost importance to Legacy. We strive to ensure our clients' satisfaction with not only our products, but personnel interactions as well. Our success is built on a foundation of integrity, honesty, respect, and trust. Great emphasis is placed amongst our employee base on customer service and what has allowed us to continue serving clients for years.

### **K. Specify any subcontractors used and services provided.**

Legacy for the most part is a one-stop-shop for casework and millwork needs. We self-perform all work in our shop. Instances arise for certain types of countertops, moulding, or metal work where that particular scope is outsourced. The primary subcontractors who we utilize can consist of Innovative Solid Surfaces (stone countertops), Knicely Planing Mill, LLC (moulding), Shickel Corporation (metal fabrications), Silver Lake Welding Service, Inc. (metal fabrications), and more.

### **L. Describe recycled content materials your firm offers.**

In our millshop, we make every effort to recycle as much material as we can. We save leftovers from previous projects/cuts with the idea of those pieces being able to be used on another project at some point. When possible, as long as the material is the same as what is needed/specified, we are able to avoid wasting whole sheets for smaller cuts or having to order more at the expense of the owner. Additionally, this ties in to our point about ordering more units at once because when we have larger orders, we are able to utilize sheets more effectively reducing the amount we order from the start.

**M. Indicate if your firm provides disposal/destruction/recycling services for old furniture.**

Legacy has the ability to provide disposal/destruction/recycling services for old furniture. Should a project call for removal and disposal, we can arrange to have a dump truck or dumpster on site for removal and disposal at the local landfill.

**N. Provide an example of an invoice that demonstrates how line item charges would appear.**

Please see the attached document which demonstrates a typical invoice from Legacy Cabinets & Millwork/Nielsen Builders, Inc. Clarification: Legacy Cabinets & Millwork is a subsidiary company of Nielsen Builders, Inc. where invoices are sent with Nielsen's information.

**O. Provide a catalog or inventory list of your firm's complete offerings.**

Legacy does not have a catalog or inventory list of offerings as we are not a retail-oriented business. We provide custom made products on an as-needed basis, which comes from contracted work with a project scope. However, to detail a brief list of what we can build, see the following list below:

- Base Cabinets
- Upper/Wall Cabinets
- Vanities
- Reception Desks
- Wardrobe Cabinets
- Shelving Units
- Mobile Cabinets
- Countertops (PLAM, Solid Surface)
- Wall Panels
- Decorative Wood Letters/Numbers
- CNC-Produced Signage
- And more...



# REPRESENTATIVE PROJECTS





**PROJECT NAME:**

FIRST PRESBYTERIAN FELLOWSHIP HALL AND CHILDREN'S WING RENO



**ADDRESS:**

17 Court Sq.  
Harrisonburg, VA  
22802

**TIMELINE:**

January 2024 -  
August 2024

**SIZE (SF):**

6,943 SF

**CONTRACT**

**VALUE:**

\$1.1 million

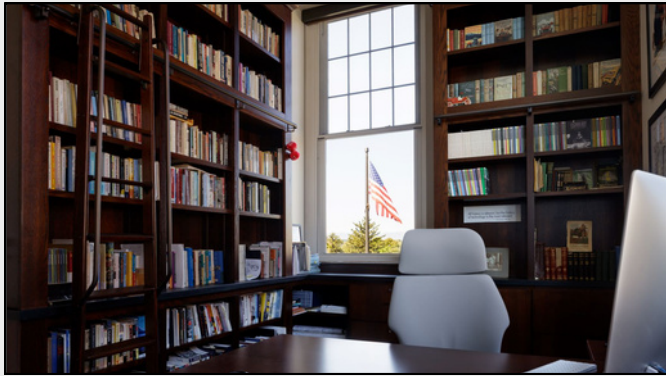
**CONTRACT TYPE:**

Competitive Neg.

OWNER	<ul style="list-style-type: none"> <li>• First Presbyterian Church</li> <li>• 17 Court Sq. Harrisonburg, VA 22802</li> <li>• Paul Seddon</li> <li>• (540) 434-6551</li> </ul>
ARCHITECT	<ul style="list-style-type: none"> <li>• Eugene Stoltzfus Architects</li> <li>• 61 South Main St. Suite 300 Harrisonburg, VA 22801</li> <li>• Eugene Stoltzfus</li> <li>• (540) 437-4286</li> </ul>
PROJECT DESCRIPTION	<p>Founded in 1930 First Presbyterian Church has undergone series of renovations to support the growth of their congregants and community. This renovation of the Children's Wing and Fellowship Hall will allow the church to expand their footprint with modern amenities that will serve their population better. The reno includes reconfiguring of existing space to create more usable areas for the growing children's wing and also provide a larger gathering space next to the sanctuary. The woodwork, built-ins and cabinetry were completed by Legacy.</p>
SERVICES PROVIDED	<ul style="list-style-type: none"> <li>• Preconstruction Services</li> <li>• Value Engineering/Management</li> <li>• Construction Services</li> </ul>



**PROJECT NAME:**  
WILSON HALL RENOVATION



**ADDRESS:**  
951 Madison Dr.  
Harrisonburg, VA

**TIMELINE:**  
June 2018 -  
August 2019

**SIZE (SF):**  
57,000 SF

**CONTRACT VALUE:**  
\$20.4 million  
**CONTRACT TYPE:**  
CM at Risk

OWNER	<ul style="list-style-type: none"> <li>James Madison University</li> <li>181 Patterson Dr. Harrisonburg, VA</li> <li>Rick Miller</li> <li>(540) 568-3007</li> </ul>
ARCHITECT	<ul style="list-style-type: none"> <li>Glave &amp; Holmes Architecture</li> <li>2101 E. Main St. Richmond, Virginia</li> <li>Lori Garrett</li> <li>(804) 649-9303</li> </ul>
PROJECT DESCRIPTION	Originally built by Nielsen in 1930, Wilson Hall stands as the face of James Madison University's iconic Quad. Through this CM at Risk project, Nielsen transformed the building to house the History Department. The flooring, wall finishes, and ceilings were replaced and/or refinished. Cabinetry, Bookcases, and Millwork were completed by Legacy. The entire electrical and lighting system was upgraded while the building was ultimately a skeleton. A mechanical room was created in the attic after a structural build out was preformed so the facility did not lose any operating space on the main levels. Externally, all of the concrete spandrel panels between the windows, front columns, cupola and other exterior woodwork features received new paint.
SERVICES PROVIDED	<ul style="list-style-type: none"> <li>Preconstruction Services</li> <li>Value Engineering/Management</li> <li>Construction Services</li> </ul>

**PROJECT NAME:**  
PETRO GAS & SHOPPING CENTER



**ADDRESS:**  
Raphine, VA

**TIMELINE:**  
Completed 2015  
Completed 2021

**SIZE (SF):**  
27,160 SF  
8,000 SF

**CONTRACT VALUE:**  
\$9.8 million  
**CONTRACT TYPE:**  
Design-Build

OWNER	<ul style="list-style-type: none"> <li>Robert J. Berkstresser</li> <li>2440 Raphine Rd. Raphine, VA 24472</li> <li>Robert J. Berkstresser</li> </ul>
ARCHITECT	<ul style="list-style-type: none"> <li>Gaines Group Architects</li> <li>141 W Bruce St #201, Harrisonburg, VA 22801</li> <li>Charles Hendricks</li> <li>540-437-0012</li> </ul>
PROJECT DESCRIPTION	<p>These projects were a part of multiple phases that Nielsen constructed beginning in 2015. The Petro brand influenced the design and construction of this “open mall” facility, complete with all the comforts of home for the truckers and other travelers. The facility offers 24/7 shower, laundry and dining features as well as a theater, barber shop and Medicine Shoppe Pharmacy. Subway, Popeyes and Caribou Coffee are located inside to offer a variety of dining options for the public. A travel retail store is also included for convenience shopping. This project is even more special because Legacy completed all the built-ins, cabinetry, millwork, display cases throughout the facility.</p>
SERVICES PROVIDED	<ul style="list-style-type: none"> <li>Value Engineering/Management</li> <li>Construction Services</li> </ul>



# PRICING SCHEDULE





1. Offeror shall provide pricing as outlined the following table. Prices shall include all materials, parts, labor, tools, equipment, supervision, travel, delivery, and incidentals:

	Finish Option: <i>Hard Rock Maple</i>	Finish Option: <i>Brazilian Walnut</i>	Finish Option: <i>Autumn Glow</i>  <i>Currently discontinued; will price with a new color/finish once selected.</i>
<b>One (1)-Bay Workstation(s)</b> to include inside delivery to JMU			
Unit price (order quantity of 1)	\$1,575	\$1,601	N/A
Unit price (order quantity of 2-5)	\$1,315	\$1,341	N/A
Unit price (order quantity of 6-10)	\$1,205	\$1,231	N/A
Unit price (order quantity of >10)	\$1,173	\$1,199	N/A
<b>One &amp; A Half (1 1/2) Bay Workstation(s)</b> to include inside delivery to JMU			
Unit price (order quantity of 1)	\$1,664	\$1,710	N/A
Unit price (order quantity of 2-5)	\$1,404	\$1,450	N/A
Unit price (order quantity of 6-10)	\$1,294	\$1,340	N/A
Unit price (order quantity of >10)	\$1,262	\$1,308	N/A
<b>Two (2) Bay Workstation(s)</b> to include inside delivery to JMU			
Unit price (order quantity of 1)	\$1,815	\$1,873	N/A
Unit price (order quantity of 2-5)	\$1,545	\$1,603	N/A
Unit price (order quantity of 6-10)	\$1,425	\$1,483	N/A
Unit price (order quantity of >10)	\$1,393	\$1,451	N/A
Per unit fee to outfit both boxes with rack rails	\$58		
<b>Three (3) Bay Workstation(s)</b> to include inside delivery to JMU			
Unit price (order quantity of 1)	\$2,340	\$2,406	N/A
Unit price (order quantity of 2-5)	\$2,070	\$2,136	N/A
Unit price (order quantity of 6-10)	\$1,920	\$1,986	N/A
Unit price (order quantity of >10)	\$1,888	\$1,954	N/A
Second Keyboard Option (upcharge per unit)	\$128		



Custom Work/Repairs/Etc.	
Custom production of wood furnishings (hourly rate)	\$47.25/Hour
Custom design engineering (hourly rate)	\$52.50/Hour
Repair/Replacement (hourly rate)	\$47.25/Hour
Materials, replacement parts/rails/additional keyboard trays will be charged at cost plus shipping and handling.	

## 2. Specify how the University will be charged for materials in custom orders.

With custom orders, depending on whether the University is looking for solely materials only without any fabrication, Legacy will charge cost of materials, plus a small percentage on top of that for handling purposes. If materials are being ordered for custom projects where Legacy is building something for the University, those materials will have already been included in the overall project cost that was quoted and sent to/approved by the owner. We have the ability to breakout project costs in labor and materials. The University would only see direct charges for materials on custom orders for materials only.

Given the nature of this business and how we order materials strictly based off of each project's specific needs, we do not have the ability to extend discounts (percent off) of parts/materials.

## 3. 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.

Nielsen/Legacy, unfortunately do not offer credit card processing for payment by owner (the University). We have the ability to process check and cash payments for projects through invoicing procedures initiated by our Accounting Department. The University will receive invoices from our Accounting Department with payment terms, schedule if applicable.

## 4. Identify any fees and/or charges that may be imposed on the University that have not previously been mentioned.

N/A

# ATTACHMENT A





ATTACHMENT A  
OFFEROR DATA SHEET  
TO BE COMPLETED BY OFFEROR

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

Years 117 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 #
UVA Academic	8 years	1571 Pratt Dr. Charlottesville, VA	George Cullen (434) 982-4620
UVA Health	8 years	1571 Pratt Dr. Charlottesville, VA	Berhan Aljiji (434) 982-4611
JMU	15 years	181 Patterson St. Harrisonburg, VA	Kirk Morris (540) 568-3003
VMI On-Demand	10 years	314 Smith Hall, Lexington, VA	Kathy Tomlin (540) 464-7166
Albemarle County	1 year	401 McIntire Road, Charlottesville, VA	Tyler Gifford (434) 989-0301

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

All work will be managed from our Main Office in Harrisonburg

Project Management Contact - Zach Lokey [3588 Early Road Harrisonburg, VA] (540) 434-7376

5. **RELATIONSHIP WITH THE COMMONWEALTH OF VIRGINIA:** Is any member of the firm an employee of the Commonwealth of Virginia who has a personal interest in this contract pursuant to the [CODE OF VIRGINIA](#), SECTION 2.2-3100 – 3131?

[ ] YES [X] NO

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400, Richmond, VA 23233

Telephone: (804) 367-8500

EXPIRES ON  
12-31-2026

NUMBER  
2701002224

BOARD FOR CONTRACTORS  
CLASS A CONTRACTOR  
\*CLASSIFICATIONS\* CBC RBC

NIELSEN BUILDERS INC  
3588 EARLY ROAD  
HARRISONBURG, VA 22801



*Barbara*  
Barbara K. Washburn, Director

Status can be verified at <http://www.dpor.virginia.gov>

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)

 COMMONWEALTH of VIRGINIA  
Department of Professional and Occupational Regulation

CLASS A BOARD FOR CONTRACTORS  
CONTRACTOR

\*CLASSIFICATIONS\* CBC RBC  
NUMBER: 2701002224 EXPIRES: 12-31-2026

NIELSEN BUILDERS INC  
3588 EARLY ROAD  
HARRISONBURG, VA 22801



(FOLD)

Status can be verified at <http://www.dpor.virginia.gov>

DPOR-PC (02/2017)

(DETACH HERE)



# ATTACHMENT B





## ATTACHMENT B

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

Offeror Name: Nielsen Builders, Inc. Preparer Name: Dan HyltonDate: 3/4/2025Is your firm a **Small Business Enterprise** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes X No       If yes, certification number:                      Certification date:                     Is your firm a **Woman-owned Business Enterprise** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes        No       If yes, certification number:                      Certification date:                     Is your firm a **Minority-Owned Business Enterprise** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes        No       If yes, certification number:                      Certification date:                     Is your firm a **Micro Business** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes        No       If yes, certification number:                      Certification date:                     

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

**Small Business:** "Small business" means a business, independently owned or operated by one or more persons who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years.

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

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

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

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

**RETURN OF THIS PAGE IS REQUIRED**

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

Procurement Name and Number: **RFP# THW-1226** Date Form Completed: **3/4/2025**

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

Offeror / Proposer:  
**Nielsen Builders, Inc.**  
Firm

**3588 Early Rd. Harrisonburg, VA 22801**  
Address

**Dan Hylton (540) 434-7376**  
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)
<b>Legacy Cabinets &amp; Millwork (A Division of Nielsen Builders)</b>					

(Form shall be submitted with proposal and if awarded, a SWaM Sub-contractor Reporting Form shall be submitted to [swamreporting@jmu.edu](mailto:swamreporting@jmu.edu) )

**RETURN OF THIS PAGE IS REQUIRED**

# COMMONWEALTH OF VIRGINIA



## DEPARTMENT OF SMALL BUSINESS & SUPPLIER DIVERSITY

101 N. 14th Street, 11th Floor  
Richmond, VA 23219

**NIELSEN BUILDERS, INC.**

is a certified Small Business meeting all the eligibility requirements set forth under the  
Code of Virginia Section 2.2-16.1 et seq. and Administrative Code 7VAC 13-20 et seq.

Certification Number: 653299  
Valid Through: Dec 26, 2028

Accordingly Certified

*Willis A. Morris*

Willis A. Morris, Director







# Request for Proposal

## **RFP# THW-1226**

**Custom Built Technology Consoles**

**February 7, 2025**



# ***REQUEST FOR PROPOSAL***

## ***RFP# THW-1226***

**Issue Date:** February 7, 2025  
**Title:** Custom Built Technology Consoles  
**Issuing Agency:** Commonwealth of Virginia  
James Madison University  
Procurement Services MSC 5720  
752 Ott Street, Wine Price Building  
First Floor, Suite 1023  
Harrisonburg, VA 22807

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

**Sealed Proposals Will Be Received Until 2:00 PM on March 4, 2025 for Furnishing The Services Described Herein. (See Special Terms & Conditions "D. Late Proposals")**

**OPTIONAL PRE-PROPOSAL CONFERENCE:** See Special Terms and Conditions: X:Optional Pre-Proposal Conference

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

All Inquiries For Information And Clarification Should Be Directed To: TERRI WUENSCHER, Buyer Specialist, Procurement Services, [wuenscth@jmu.edu](mailto:wuenscth@jmu.edu); 540-568-7209; (Fax) 540-568-7935 not later than five business days before the proposal closing date.

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

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

Name and Address of Firm:

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

By:

\_\_\_\_\_  
(Signature)

Name:

\_\_\_\_\_  
(Please Print)

Date:

\_\_\_\_\_

Title:

\_\_\_\_\_

Web Address:

\_\_\_\_\_

Phone:

\_\_\_\_\_

Email:

\_\_\_\_\_

Fax #:

\_\_\_\_\_

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

SMALL, WOMAN OR MINORITY OWNED BUSINESS:

☐ YES; ☐ NO; *IF YES* ⇒ ☐ SMALL; ☐ WOMAN; ☐ MINORITY *IF MINORITY:* ☐ AA; ☐ HA; ☐ AsA; ☐ NW; ☐ Micro  
**Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against an offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.**

# ***REQUEST FOR PROPOSAL***

*RFP # THW-1226*

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## **I. PURPOSE**

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals from qualified sources to enter into a contract to provide custom built technology consoles for James Madison University (JMU), an agency of the Commonwealth of Virginia. Initial contract shall be for one (1) year with an option to renew for four (4) additional one-year periods.

## **II. BACKGROUND**

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

James Madison University's Classroom Technology Services (*CTS*) department provides educational technologies and support for classroom teaching equipment in approximately 400 general classrooms and labs on campus. CTS is tasked with providing a stable and reliable teaching environment that is fully supported and maintained. As such, CTS supplies a standard technology package for every general classroom on campus. This package includes a teaching console that provides storage for computing and educational technology equipment as well as a teaching podium for professors.

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

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

## **IV. STATEMENT OF NEEDS**

James Madison University desires to partner with a contractor(s) that can provide quality custom-built, commercial grade wood consoles on an as-needed basis. Successful contractors shall provide all of the labor, tools, equipment, supervision, travel, and incidentals necessary to furnish and deliver the consoles to various locations on-campus. The ability of the Contractor to provide installation of items, at JMU's request, is preferred but is not a requirement.

The University does not guarantee any set volume of orders resulting from this contract and cannot provide an estimate of potential contract usage. The University reserves the right to obtain other cost estimates prior to authorizing work, and to solicit any project separate and apart from the resulting contract(s) as may be deemed in the best interest of the University. James Madison University reserves the right to request a quotation from one or more contractors with which the University has a contract. Upon approval of the quotation received by the University, an Agency Purchase Order will be issued as authority to proceed with the work. **NO WORK IS TO BE UNDERTAKEN BY THE CONTRACTOR UNTIL A WRITTEN PURCHASE ORDER HAS BEEN RECEIVED.** Contractor shall not perform work which would result in exceeding the

dollar limitation of the purchase order without first having obtained written approval from the University.

Contractors will be required to supply the University with mutually agreed upon dimensional shop drawings/PDFs of the custom technology consoles prior to initial manufacturing, and after any subsequent changes made to the specifications. Any furnished materials shall remain the property of JMU.

- A. The University currently uses four (4) standard technology wood console designs in classrooms on-campus (*see Attachment E*). In regards to the standard wood consoles describe the following:
1. Your firm's ability to provide the four (4) standard technology consoles to the University, as-needed.
  2. Any minimum or maximum order requirements.
  3. The construction method for building the standard technology consoles including, but not limited to:
    - a. Materials
    - b. Console assembly
    - c. Edge banding technique
    - d. Hardware selection (*e.g. hinges, lock styles, keyboard drawer glides, vents, metal channel brush sweep for electric cord pass-through*)
  4. Your firm's ability to make modifications to the standard design at the University's request.
  5. Associated timeline from the contractor's receipt of an order to the delivery of the finished product.
- B. At times, the University requires services for custom wood furnishings, built-ins, cabinetry, etc. In regards to custom products, describe the following:
1. Describe your firm's ability to provide custom wood furnishings, built-ins, cabinetry, etc.:
  2. The ability of your firm to provide design sketches based on information provided by the University.
  3. The process from start to finish for the design approval, construction, testing, and delivery/installation of custom products.
  4. Any minimum or maximum order requirements for custom requests.
  5. Describe the finishes available for custom requests.
- C. Describe your ability to provide finish samples for various projects.
- D. Describe your ability to key all service doors alike, at the University's request.
- E. Describe the warranty provided on parts and labor.

- F. Describe your firm's inventory of parts.
  - 1. Indicate location where parts are stored.
  - 2. Specify the suppliers used for materials and parts.
- G. Describe your firm's ability to make furniture repairs, to include laminate and hardware replacement.
- H. Describe your return policy.
- I. Describe your firm's ability to accommodate rush orders.
- J. Describe your firm's approach to customer service.
- K. Specify any subcontractors used and services provided.
- L. Describe recycled content materials your firm offers.
- M. Indicate if your firm provides disposal/destruction/recycling services for old furniture.
- N. Provide an example of an invoice that demonstrates how line item charges would appear.
- O. Provide a catalog or inventory list of your firm's complete offerings.

## **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.**

**ELECTRONIC OR PAPER SUBMISSIONS MAY BE ACCEPTED FOR THIS PROPOSAL. INSTRUCTIONS BELOW FOR OFFEROR'S CHOSEN METHOD (A. ELECTRONIC SUBMISSION or B. PAPER RESPONSE).**

- 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. **ELECTRONIC SUBMISSION:**

- i. ELECTRONIC RESPONSES SUBMITTED THROUGH eVA WILL BE ACCEPTED. **Emailed responses will not be accepted.** Please see below, "eVA Procurement Website and Registration" for additional information on registration. It is the responsibility of the Supplier to ensure their proposal and all required documentation is properly completed, readable, and uploaded to eVA. Suppliers should allow sufficient time to account for any technical difficulties they may encounter during online submission or uploading of the



documents. In the event of any technical difficulties, Suppliers shall contact the eVA Customer Care Center at 1-866-289-7367 or via email at [eVACustomerCare@DGS.virginia.gov](mailto:eVACustomerCare@DGS.virginia.gov).

- ii. eVA Procurement Website and Registration The Commonwealth's procurement portal, eVA, located at <http://www.eva.virginia.gov>, provides information about Commonwealth solicitations and awards. Suppliers shall be registered in eVA in order to submit a proposal to this RFP. To register with eVA, select "Register Now" on the eVA website homepage, <http://www.eva.virginia.gov>. For registration instructions and assistance, as well as instructions on how to submit proposals and accept orders please select "I Sell to Virginia". Suppliers are encouraged to check this site on a regular basis and, in particular, prior to submission of proposals to identify any amendments to the RFP that may have been issued.
- iii. Electronic Responses submitted through eVA shall be in WORD format or searchable PDF of the entire proposal, INCLUDING ALL ATTACHMENTS. PDFs must be submitted in an unlocked format. Any proprietary information should be clearly marked in accordance with Section V.4.e below.

**b. PAPER SUBMISSIONS:**

- i. **One (1) original and one (1) copy** of the entire proposal, INCLUDING ALL ATTACHMENTS. Any proprietary information should be clearly marked in accordance with V.4.e. below.
  - ii. **One (1) electronic copy in WORD format or searchable PDF (CD or flash drive)** of the entire proposal, INCLUDING ALL ATTACHMENTS. Any proprietary information should be clearly marked in accordance with 3.f. below.
  - iii. 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.
  - iv. See additional information in Section VIII.C, *IDENIFICATION OF PROPSAL ENVELOPE*.
2. Should the proposal contain **proprietary information, provide one (1) redacted 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.

3. 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.

#### 4. 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. Marking an entire proposal as confidential or attempts to prevent disclosure of pricing information by designating it as confidential, proprietary or trade secret will be ignored.

5. 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. (Electronic signature shall be accepted, i.e. Adobe Sign, DocuSign, etc.)
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:

	Points
1. Quality of products/services offered and suitability for intended purposes	25
2. Qualifications and experience of Offeror in providing the goods/services	20
3. Specific plans or methodology to be used to perform the services	25
4. Participation of Small, Women-Owned, & Minority (SWaM) Businesses	10
5. Cost	20
	<hr/> 100

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

## VII. GENERAL TERMS AND CONDITIONS

- A. PURCHASING MANUAL: This solicitation is subject to the provisions of the Commonwealth of Virginia's Purchasing Manual for Institutions of Higher Education and Their Vendors and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is available for review at the purchasing office. In addition, the manual may be accessed electronically at <http://www.jmu.edu/procurement> or a copy can be obtained by calling Procurement Services at (540) 568-3145.
- B. APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with applicable federal, state and local laws and regulations.

- C. ANTI-DISCRIMINATION: By submitting their proposals, offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and §10 of the Rules Governing Procurement, Chapter 2, Exhibit J, Attachment 1 (available for review at <http://www.jmu.edu/procurement>). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender, sexual orientation, gender identity, or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*§6 of the Rules Governing Procurement*).

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

1. During the performance of this contract, the contractor agrees as follows:
    - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
    - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
    - c. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting these requirements.
  2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- D. ETHICS IN PUBLIC CONTRACTING: By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- E. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- F. DEBARMENT STATUS: By submitting their proposals, offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting proposals on contracts for the type of

goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

- G. ANTITRUST: By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- H. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS RFPs: Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.
- I. CLARIFICATION OF TERMS: If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.
- J. PAYMENT:

1. To Prime Contractor:

- a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the



contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Rules Governing Procurement, Chapter 2, Exhibit J, Attachment 1 § 53; available for review at <http://www.jmu.edu/procurement>*).

2. To Subcontractors:
    - a. A contractor awarded a contract under this solicitation is hereby obligated:
      - (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
      - (2) To notify the agency and the subcontractors, in writing, of the contractor's intention to withhold payment and the reason.
    - b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.
  3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.
  4. The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.
- K. PRECEDENCE OF TERMS: Paragraphs A through J of these General Terms and Conditions and the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors, shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- L. QUALIFICATIONS OF OFFERORS: The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Commonwealth that such offeror is properly

qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

- M. TESTING AND INSPECTION: The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
- O. CHANGES TO THE CONTRACT: Changes can be made to the contract in any of the following ways:
1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
  2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
    - a. By mutual agreement between the parties in writing; or
    - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
    - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.
- P. DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other

sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.

- Q. INSURANCE: By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with § 25 of the Rules Governing Procurement – Chapter 2, Exhibit J, Attachment 1, and 65.2-800 et. Seq. of the Code of Virginia (available for review at <http://www.jmu.edu/procurement>) The offeror further certifies that the contractor and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. Workers' Compensation: Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirement under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
  2. Employer's Liability: \$100,000
  3. Commercial General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
  4. Automobile Liability: \$1,000,000 combined single limit. *(Required only if a motor vehicle not owned by the Commonwealth is to be used in the contract. Contractor must assure that the required coverage is maintained by the Contractor (or third party owner of such motor vehicle.)*
- R. ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract over \$100,000, as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA web site ([www.eva.virginia.gov](http://www.eva.virginia.gov)) for a minimum of 10 days.
- S. DRUG-FREE WORKPLACE: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.



- T. NONDISCRIMINATION OF CONTRACTORS: An offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- U. eVA BUSINESS TO GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS: The eVA Internet electronic procurement solution, website portal [www.eVA.virginia.gov](http://www.eVA.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet eprocurement solution by completing the free eVA Vendor Registration. All offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the proposal being rejected. Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:
- Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:
1. For orders issued July 1, 2014 and after, the Vendor Transaction Fee is:
    - a. Department of Small Business and Supplier Diversity (SBSD) certified Small Businesses: 1% capped at \$500 per order.
    - b. Businesses that are not Department of Small Business and Supplier Diversity (SBSD) certified Small Businesses: 1% capped at \$1,500 per order.
  2. For orders issued prior to July 1, 2014 the vendor transaction fees can be found at [www.eVA.virginia.gov](http://www.eVA.virginia.gov).
  3. The specified vendor transaction fee will be invoiced by the Commonwealth of Virginia Department of General Services approximately 60 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.
- V. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the Commonwealth of Virginia shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- W. PRICING CURRENCY: Unless stated otherwise in the solicitation, offerors shall state offered prices in U.S. dollars.
- X. E-VERIFY REQUIREMENT OF ANY CONTRACTOR: Any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with James Madison University to perform work or provide services pursuant to such contract shall register and

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

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

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

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

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

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

- 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. 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 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 via email directly to the Procurement Officer listed on the signature page of this solicitation or by Fax to 540/568-7935.
- F. RENEWAL OF CONTRACT: This contract may be renewed by the Commonwealth for a period of four (4) successive one year periods under the terms and conditions of the original contract except as stated in 1. and 2. below. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.



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

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

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

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

J. SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:

1. It is the goal of the Commonwealth that 42% of its purchases are made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All potential offerors are required to submit a Small Business Subcontracting Plan. Unless the offeror is registered as a Department of Small Business and Supplier Diversity (SBSD)-certified small business and where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to 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 or [swamreporting@jmu.edu](mailto:swamreporting@jmu.edu).**
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 or [swamreporting@jmu.edu](mailto:swamreporting@jmu.edu).** 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 or [swamreporting@jmu.edu](mailto:swamreporting@jmu.edu).**

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

Madison University in any client list in advertising and promotional materials without the express written consent of the University.

- Q. ELECTRICAL EQUIPMENT STANDARDS: All equipment/material shall conform to the latest issue of all applicable standards as established by National Electrical Manufacturer's Association (NEMA), American National Standards Institute (ANSI), and Occupational Safety & Health Administration (OSHA). All equipment and material, for which there are OSHA standards, shall bear an appropriate label of approval for use intended from a Nationally Recognized Testing Laboratory (NRTL).
- R. AS BUILT DRAWINGS: The contractor shall provide the Commonwealth a clean set of reproducible "as built" drawings and wiring diagrams, marked to record all changes made during installation or construction. The contractor shall also provide the Commonwealth with maintenance manuals, parts lists and a copy of all warranties for all equipment. All "as built" drawings and wiring diagrams, maintenance manuals, parts lists and warranties shall be delivered to the Commonwealth upon completion of the work and prior to final payment.
- S. CONTRACTOR/SUBCONTRACTOR LICENSE REQUIREMENT: By my signature on this solicitation, I certify that this firm/individual and subcontractor is properly licensed for providing the goods/services specified. Please note that any purchase orders resulting from a contract award that relate to work be done to or attached to an existing University building or wall, the vendor must hold a valid VA Contractor's License. The University does not require an offeror to hold a VA Contractor's License to provide "freestanding" furniture pieces.
- Contractor Name: \_\_\_\_\_ Subcontractor Name: \_\_\_\_\_
- License # \_\_\_\_\_ Type \_\_\_\_\_
- T. DELIVERY AND STORAGE: It shall be the responsibility of the contractor to make all arrangements for delivery, unloading, receiving and storing materials in the building during installation. The owner will not assume any responsibility for receiving these shipments. Contractor shall check with the owner and make necessary arrangements for security and storage space in the building during installation.
- U. FINAL INSPECTION: At the conclusion of the work, the contractor shall demonstrate to the authorized owners representative that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the contractor at the contractor's sole expense prior to final acceptance of the work.
- V. INSTALLATION: All items must be assembled and set in place, ready for use. All crating and other debris must be removed from the premises.
- W. KEYS: If the Contractor is given keys for this project, it is the Contractor's responsibility to return the keys when the contract is terminated, as well as for the safekeeping of the keys during the contract period. The Contractor shall not loan or duplicate the keys. In the event the Contractor loses the keys, they will be charged for the replacement of the keys and any locks which are rekeyed or replaced.
- X. OPTIONAL PREPROPOSAL CONFERENCE: An optional preproposal conference will be held on Tuesday, February 18, 2025 @ 3:00 p.m. Interested offerors please notify Terri Wuenschel at 540-568-7209 NO LATER THAN CLOSE OF BUSINESS, WEDNESDAY, FEBRUARY 12, 2025. Offerors shall meet in the Procurement Services Conference Room 1001, located in the Wine Price



Building @ 752 Ott Street, First Floor, Harrisonburg, VA 22801. Offerors will be taken to several classrooms across campus to allow potential offerors an opportunity to measure and evaluate the University's existing podiums, present questions and obtain clarification relative to any facet of this solicitation.

While attendance at this conference will not be a prerequisite to submitting a proposal, offerors who intend to submit a proposal are encouraged to attend. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

IF YOU ARE AN INDIVIDUAL WITH A DISABILITY WITH NEED OF REASONABLE ACCOMMODATIONS TO PARTICIPATE IN THIS ACTIVITY, PLEASE NOTIFY TERRI WUENSCHER AT 540-568-7209 NO LATER THAN CLOSE OF BUSINESS, WEDNESDAY, FEBRUARY 12, 2025. INDIVIDUALS WITH HEARING/SPEECH DISABILITY ARE ENCOURAGED TO USE THE VIRGINIA RELAY SERVICE. TDD USERS – 800-828-1120

- Y. ORDERING PRODUCT: James Madison University will place orders under the contract at the unit price through the issuance of separate purchase orders. James Madison University cannot guarantee a certain number of units will be ordered each year due to the fact that the availability of funds is unknown.
- Z. PRIME CONTRACTOR RESPONSIBILITIES: The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
- AA. PRODUCT INFORMATION: The offeror shall clearly and specifically identify the product being offered and enclose complete and detailed descriptive literature, catalog cuts and specifications with the proposal to enable the Commonwealth to determine if the product offered meets the requirements of the solicitation. Failure to do so may cause the proposal to be considered nonresponsive.
- BB. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- CC. WARRANTY: All materials and equipment shall be fully guaranteed against defects in material and workmanship for a period of **360 days** following date of delivery. Should any defect be noted by the owner, the Purchasing Office will notify the contractor of such defect or non-conformance. Notification will state either (1) that the contractor shall replace or correct, or (2) the owner does not require replacement or correction, but an equitable adjustment to the contract price will be negotiated. If the contractor is required to correct or replace, it shall be at no cost to the Commonwealth and shall be subject to all provisions of this clause to the same extent as materials initially delivered. If the contractor fails or refuses to replace or correct the deficiency, the office issuing the purchase order may have the materials corrected or replaced with similar items and charge the contractor the costs occasioned thereby or obtain an equitable adjustment in the contract price.

- DD. **WORK SITE DAMAGES:** Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Commonwealth's satisfaction at the contractor's expense.
- EE. **STANDARDS OF CONDUCT:** The work site will be occupied by students and University Personnel during the times work is performed. Contractor and Contractor's personnel shall exercise a particularly high level of discipline, safety and cooperation at all times while on the job site. The Contractor shall be responsible for controlling employee conduct, for assuring that its employees are not boisterous or rude, and assuring that they are not engaging in any destructive or criminal activity. The Contractor is also responsible for ensuring that its employees do not disturb papers on desks, or open desk drawers, cabinets, or briefcases, or use State phones, and the like, except as authorized.

## 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.

- Offeror shall provide pricing as outlined the following table. Prices shall include all materials, parts, labor, tools, equipment, supervision, travel, delivery, and incidentals:

	Finish Option: <i>Hard Rock Maple</i>	Finish Option: <i>Brazilian Walnut</i>	Finish Option: <i>Autumn Glow</i>
<b>One (1)-Bay Workstation(s) to include inside delivery to JMU</b>			
Unit price ( <i>order quantity of 1</i> )			
Unit price ( <i>order quantity of 2-5</i> )			
Unit price ( <i>order quantity of 6-10</i> )			
Unit price ( <i>order quantity of &gt;10</i> )			
<b>One &amp; A Half (1 1/2) Bay Workstation(s) to include inside delivery to JMU</b>			
Unit price ( <i>order quantity of 1</i> )			
Unit price ( <i>order quantity of 2-5</i> )			

Unit price ( <i>order quantity of 6-10</i> )			
Unit price ( <i>order quantity of &gt;10</i> )			
<b>Two (2) Bay Workstation(s)</b> to include inside delivery to JMU			
Unit price ( <i>order quantity of 1</i> )			
Unit price ( <i>order quantity of 2-5</i> )			
Unit price ( <i>order quantity of 6-10</i> )			
Unit price ( <i>order quantity of &gt;10</i> )			
Per unit fee to outfit both boxes with rack rails			
<b>Three (3) Bay Workstation(s)</b> to include inside delivery to JMU			
Unit price ( <i>order quantity of 1</i> )			
Unit price ( <i>order quantity of 2-5</i> )			
Unit price ( <i>order quantity of 6-10</i> )			
Unit price ( <i>order quantity of &gt;10</i> )			
Second Keyboard Option (upcharge per unit)			
<b>Custom Work/Repairs/Etc.</b>			
Custom production of wood furnishings (hourly rate)			
Custom design engineering (hourly rate)			
Repair/Replacement (hourly rate)			
Materials, replacement parts/rails/additional keyboard trays will be charged at cost plus shipping and handling.			

2. Specify how the University will be charged for materials in custom orders.
  - a. Provide a minimum percent off published list price for parts/materials (if applicable).
3. 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>.
4. Identify any fees and/or charges that may be imposed on the University that have not previously been mentioned.

## XI. ATTACHMENTS

Attachment A: Offeror Data Sheet

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

Attachment C: Standard Contract Sample

Attachment D: Zone Map

Attachment E: James Madison University – Standard Technology Consoles

Attachment F: New Subcontractor Goods & Services Reporting Form



## ATTACHMENT A

### OFFEROR DATA SHEET

#### TO BE COMPLETED BY OFFEROR

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

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

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

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


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


5. RELATIONSHIP WITH THE COMMONWEALTH OF VIRGINIA: Is any member of the firm an employee of the Commonwealth of Virginia who has a personal interest in this contract pursuant to the [CODE OF VIRGINIA](#), SECTION 2.2-3100 – 3131?

[ ] YES [ ] NO

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


## ATTACHMENT B

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

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

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

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

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

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

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

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

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

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

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

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

**Small Business:** "Small business " means a business, independently owned or operated by one or more persons who are citizens of the United States or non-citizens who are in full compliance with United States immigration law, which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years.

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

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

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

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

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

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

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

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

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

Offeror / Proposer:

\_\_\_\_\_ Firm

\_\_\_\_\_ Address

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

Sub-Contractor's Name and Address	Contact Person & Phone Number	SBSD Certification Number	Services or Materials Provided	Total Subcontractor Contract Amount (to include change orders)	Total Dollars Paid Subcontractor to date (to be submitted with request for payment from JMU)

*(Form shall be submitted with proposal and if awarded, a SWaM Sub-contractor Reporting Form shall be submitted to [swamreporting@jmu.edu](mailto:swamreporting@jmu.edu) )*

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

ATTACHMENT C



**COMMONWEALTH OF VIRGINIA  
STANDARD CONTRACT**

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

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

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

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

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

The contract documents shall consist of:

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

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

CONTRACTOR:

PURCHASING AGENCY:

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

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

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

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

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

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



## ATTACHMENT D

### Zone Map



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

### List of member institutions by zones

#### 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

Christopher Newport University (Newport News)

College of William and Mary (Williamsburg)

Norfolk State University (Norfolk)

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)

Virginia State University (Petersburg)

#### Zone 9





University of Virginia - Wise (Wise)

## ATTACHMENT E

### James Madison University – Standard Technology Consoles

\*All sizes are approximate. Vendor may visit campus and take measurements on campus at the date and time indicated in *Special Term & Condition, Y - Optional Preproposal Conference*.

One (1) - Bay podiums*	
<b>Dimensions:</b>	
Height = 35.5"	Work surface height = 33.75"
Width = 22.125"	Keyboard tray height = 30.875"
Depth = 25"	Height to top plate (above electronics module box) = 28.75"
Electronics module box = 24.375" x 20.5"	
<b>Features:</b>	
One (1) shelf per electronics module box	
Steel Rack Rails = 13U height (rails on the electronics module box)	
Side Cable hole 4" x 1.5"	
Strip Brush grommet = 16"	
1-gang cut out (1 per side)	
4" x 7" access hole in top plate and bottom plate	
One (1) Front kick plate 7.5"W x .75"H positioned 1" from right edge	
	
	
	

Two (2) Bay podiums*	
<b>Dimensions:</b>	
Height = 35.5"	Work surface height = 33.75"
Width = 42.875"	Keyboard tray height = 30.875"
Depth = 25"	Height to top plate (above electronics module box) = 28.75"
Electronics module box = 24.375" x 20.5"	
<b>Features:</b>	
One (1) shelf per electronics module box	
Steel Rack Rails = 13U height (rails on 1 of 2 the electronics module boxes)	
Side Cable hole 4" x 1.5"	
Strip Brush grommet = 18"	
1-gang cut out (1 per side)	
4" x 7" access hole in top plate and bottom plate	
Two (2) Front kick plates 7.5"W x .75"H positioned 1" from each edge	
	
	

Three (3) Bay podiums* (2 versions, 1 with two keyboard trays; 1 with one center keyboard tray)	
<b>Dimensions:</b>	
Height = 35.5"	Work surface height = 33.75"
Width = 64.5"	Keyboard tray height = 30.875"
Depth = 25"	Height to top plate (above electronics module box) = 28.75"
Electronics module box = 24.375" x 20.5"	
Electronics module cover panel 24.375" x 20.5"	
<b>Features:</b>	
One (1) shelf per electronics module box	
Steel Rack Rails = 13U height (rails on all 3 electronics module boxes)	
Side Cable hole 4" x 1.5"	
Strip Brush grommet = 18"	
1-gang cut out (1 per side)	
4" x 7" access hole in top plate and bottom plate (3 locations)	
Two (2) Front kick plates 7.5"W x .75"H positioned 1" from each edge	
	
	
	



One and a half (1-½) Bay podiums*	
<b>Dimensions:</b>	
Height = 35.5"	Work surface height = 33.75"
Width = 31.5"	Keyboard tray height = 30.875"
Depth = 25"	Height to top plate (above electronics module box) = 28.75"
Electronics module box = 24.375" x 20.5"	
<b>Features:</b>	
One (1) shelf per electronics module box	
Steel Rack Rails = 13U height (rails on the electronics module box)	
Side Cable hole 4" x 1.5"	
Strip Brush grommet = 18"	
1-gang cut out (1 per side)	
4" x 7" access hole in top plate and bottom plate	
Two (2) Front kick plates 7.5"W x .75"H positioned 1" from each edge	
	
	
Continued on next page.	



## Reporting Instructions

- 1) Complete all information accurately
- 2) Contact Phillip Ewell (swamreporting@jmu.edu, ewellpw@jmu.edu or 540-568-7999) to discuss questions or concerns with reporting on this form
- 3) Include the Schedule of Values No.(s) that relate to the payments received and being reported on the current reporting (*please note the Schedule of Values number(s) on this report **may not be** the same as the one you are submitting the form with*)
- 4) ALL sub-contractors should be reported, even if they are not currently SWAM certified (*our staff will attempt to contact them to see if they are capable of certifying*)
- 5) The Schedule of Values should be completed entirely with a vendor name included regardless of whether you believe the firm is SWAM or not - this helps for matching between this report and the Schedule of Values - it also helps us to continue to follow up on certifications with vendors that may not be currently certified.
- 6) Suppliers should be reported as they are considered the same as sub-contractors

## Attachment F:

## James Madison University - SWaM Subcontracting Expenses - Goods & Services Projects

<b>JMU Contract Number:</b>	"contract number"
<b>Name of Prime Contractor:</b>	"name"
<b>SWAM Reporter Contact:</b>	"contact name"
<b>SWAM Reporter Contact E-mail:</b>	"e-mail"
<b>SWAM Reporter Contact Phone:</b>	"phone"
<b>Prime Contractor Fed. Tax ID:</b>	"FEIN"
<b>Prime Contractor SWAM #: (if applicable)</b>	"cert #"

Certification Types	
<b>MB</b>	Minority-Owned Business
<b>WB</b>	Women-Owned Business
<b>O</b>	Micro Business
<b>SDV</b>	Service Disabled Veteran
<b>SB</b>	Small Business
<b>ESO</b>	Employment Service Organization
<b>8(a)</b>	8(A)
<b>EDWOSB</b>	Economically Disadvantaged Woman Owned Small Business
<b>FSDV</b>	Federal Service Disabled Veteran
<b>DBE</b>	Disadvantaged Business Enterprise
<b>ACDBE</b>	Airport Concession Disadvantaged Business Enterprise

\*Subcontractor Reporting Form must be completed and submitted quarterly to [swamreporting@jmu.edu](mailto:swamreporting@jmu.edu) *\*Payment may be withheld by terms of the contract if complete and accurate information is not submitted*  
*\*For questions or concerns contact Phillip Ewell ([swamreporting@jmu.edu](mailto:swamreporting@jmu.edu) or 540-568-7999)*

[illegible]