



COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT

Contract No. UCPJMU7322

This contract entered into this 9th day of October 2025, by CVR Rentals Inc. dba Central Virginia Rental, hereinafter called the "Contractor" and Commonwealth of Virginia, James Madison University called the "Purchasing Agency".

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

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

PERIOD OF PERFORMANCE: From November 15, 2025 through November 14, 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 DKM-1234 dated June 2, 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;
(d) Addendum No. One - June 4, 2025
(3) The Contractor's Proposal dated June 30, 2025 and the following negotiated modification to the Proposal, all of which documents are incorporated herein.
(a) Negotiations Summary, dated September 22, 2025

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

CONTRACTOR:
By: [Signature]
(Signature)

Daniel C SHEWALTER
(Printed Name)

Title: PRESIDENT

PURCHASING AGENCY:
By: [Signature]
(Signature)

Dylan Morris
(Printed Name)

Title: Buyer Senior

1. Contract Pricing Schedule:

- a. Contractor shall provide the purchasing agency with 10% off of the retail list price found at <https://www.cvrrental.com/index.asp>
- b. Rates include the set-up and take-down of tents, dance floor, and staging. Additional pricing can occur if the set-up and take-down are not curbside to the vehicle.
- c. \$50/hour per person for additional labor costs as requested by the Purchasing Agency with a one (1) hour minimum charge. Time, beyond the initial hour, will be billed in \$12.50 increments.
- d. Purchasing Agency shall not be required to place deposits on ordered rental items.
- e. Contractor shall not exceed 3% credit card on fee on all orders made by Purchasing Agency.
- f. Contractor shall invoice for lost or damaged items at Contractor’s purchase cost. Contractor may be required to provide documentation of item cost.
- g. Contractor shall only apply a cancellation charge to tent reservations if cancellation notice is provided by the Purchasing Agency twenty-four (24) hours or less prior to delivery. This cancellation charge shall be fifty (50%) percent of the total tent rental fee. Any cancellations outside of twenty-four (24) hours shall not incur a fee.
- h. The performance of all scheduled equipment rentals is subject to government regulations, civil disorders, disasters, inclement weather, or any events making it illegal or impossible to hold the event for which the rental is for. It is provided that the equipment rental may be terminated without liability including cancellation fees for any one or more of such reasons by written notice from one party to the other.
- i. Delivery charges shall include the delivery and pick up of rented items. Delivery charges are as follows:

<b><u>School</u></b>	<b><u>Delivery/Pick-Up</u></b>
James Madison University	\$220
University of Virginia	\$280
George Mason University	\$800
University of Mary Washington	\$520
Christopher Newport University	\$1,420
College of William & Mary	\$976
Norfolk State University	\$1,288
Old Dominion University	\$1,280
Virginia Commonwealth University	\$544

**RFP # DKM-1234, Special Event Equipment Rental  
Negotiation Summary for Central Virginia Rental  
9/22/2025**

Virginia State University	\$736
Longwood University	\$488
Virginia Military Institute	\$320
Virginia Tech	\$640
Radford University	\$672
University of Virginia - Wise	\$1,768

Pricing structure is \$2 per mile per vehicle with the expectation of both delivery and pick-up occurring. CVR Rates include the delivery and stacking of all other Special Event items, including but not limited to serving equipment, flatware, dishware, glassware, tables, and chairs, at the designated delivery site. Additional pricing can occur if the delivery site is not curbside to the vehicle.

2. For any purchase, excluding Point-of-Sale purchases, the University will issue an eVA purchase order based upon a quote provided by your firm. The contract number must be listed on the quote. No work shall be undertaken by the Contractor until a written purchase order is received. No additional agreements, orders forms, or signatures shall be required.
3. Payment Terms – As an agency of the Commonwealth of Virginia, James Madison University makes payment in accordance with the Code of Virginia, §2.2-4347 through 2.2-4354, Prompt Payment and as such, interest charges will not be accepted.
4. Parties agree that this Negotiation Summary modifies RFP # DKM-1234 and the Contractor’s initial response to RFP # DKM-1234, and in the event of conflict this negotiation summary shall take precedence.
5. For all James Madison University orders Contractor shall:
  - a. Contractor shall notify Julie Bubb Dove, JMU Facilities Management Administration, 540-568-4103/bubbja@jmu.edu upon receiving any and all JMU rental orders.
  - b. University students shall not be used for labor during delivery or installation.
  - c. Prior to rental company contractor installing a temporary structure on-campus, JMU Facilities Management marks underground utilities i.e. sprinkler systems, gas lines, electrical. Therefore, it shall be the responsibility of the rental company contractor to ensure that underground utilities are not compromised.
6. The contractor warrants the services under the contract will be performed: (a) in a diligent, professional and workmanlike manner in accordance with the highest applicable industry standards; (b) in accordance with this Agreement and the applicable Statement(s) of Work; and (c) by experienced and qualified personnel.
7. Contractor shall provide proper permitting, spec sheets, and material flammability sheets for tents, stages, and inflatables upon request from the University.

8. Contractor acknowledges that the VHEPC PAC Agreement, October 9th, 2025 shall be incorporated as part of this contract.

**AGREEMENT  
PUBLICLY ACCESSIBLE CONTRACT (PAC)**

This Agreement, effective the 9th day of October 2025, is by and between James Madison University (the “University”), on behalf of the Virginia Higher Education Procurement Consortium (the “Consortium”) (collectively the "University"), and CVR Rentals Inc. dba Central Virginia Rental, (“Vendor”).

**TERM**

The term of this Agreement shall begin November 15, 2025 to November 14, 2026 with 4 one-year renewal options, and an expected final expiration date of November 14, 2030. This end date coincides with the Primary Agreement’s UCPJMU7322 end date.

**WITNESS**

WHEREAS, the University and Vendor have executed an agreement, UCPJMU7322, dated October 9, 2025 (the “Primary Agreement”), and included in the Primary Agreement is a third-party access / cooperative clause. Now therefore, the University and Vendor wish to express in this Agreement the specific terms that will allow third party access to the Primary Agreement.

Accordingly, and in consideration of the mutual premises and provisions hereof, the parties hereby agree as follows:

- I. Vendor will:
  - A. Pay the University 1% of all sales to accessing entities outside of the Consortium membership associated with the Primary Agreement (as the “PAC Annual Fee”). The PAC Annual Fee will be paid in exchange for marketing services provided by the University and the Consortium described below in Section II.
  - B. Fully support this marketing relationship by promoting the availability of the Primary Agreement to non-Consortium entities;
  - C. Provide quarterly sales reports detailing the amount of sales to each non-Consortium accessing entity; and
- II. The University/Consortium will:
  - A. Promote the Primary Agreement on its website and through other channels (e.g., conferences) to non-Consortium members
  - B. Maintain an approved version of Vendor’s logo on the Consortium website
- III. Payment:
  - A. Payment of PAC Annual Fee will arrive at the University no later than August 31 of each year. The University and Consortium will share the payments equally and allocate payments to the appropriate accounts.

In the event of early termination of the Primary Agreement, this residual payment will arrive at the University no later than 45 calendar days from termination date of the Primary Agreement.

- B. Payment of PAC Annual Fee will take the form of a check. Checks will be made payable to the University of Virginia and sent to:

Constance Alexander, Office Manager  
Procurement and Supplier Diversity Services  
University of Virginia, Carruthers Hall  
c/o VHEPC  
PO Box 400202  
1001 N. Emmet Street  
Charlottesville, VA 22904

IV. Notices:

Any notice required or permitted to be given under this Agreement will be in writing and will be deemed duly given: (1) if delivered personally, when received; (2) if sent by recognized overnight courier service, on the date of the receipt provided by such courier service; (3) if sent by registered mail, postage prepaid, return receipt requested, on the date shown on the signed receipt: or (4) if sent by electronic mail, when received (as verified by the email date and time) if delivered no later than 4:00 p.m. (receiver's time) on a business day or on the next business day if delivered (as verified by sender's machine) after 4:00 p.m. (receiver's time) on a business day or on a non-business day. All such notices will be addressed to a party at such party's address or facsimile number as shown below.

If to the University:

Procurement Services  
c/o Director of Procurement  
James Madison University  
752 Ott Street, MSC 5720  
Harrisonburg, VA 22807

If to Vendor:

Daniel Showalter  
CVR Rentals Inc. dba Central Virginia Rental  
2482 Jefferson Highway  
Waynesboro, VA  
Email: danny@cvrrental.com  
Fax: 540-943-2127

**ACCEPTANCE**

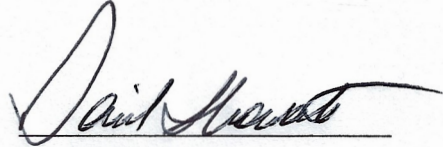
**For James Madison University**

**For CVR Rentals Inc. dba Central  
Virginia Rental**



\_\_\_\_\_  
Dylan Morris  
Buyer Senior

10/16/2025  
\_\_\_\_\_  
Date



\_\_\_\_\_  
Daniel Showalter  
President

10-16-2025  
\_\_\_\_\_  
Date

Agreement #: UCPJMU7322-PAC

**REQUEST FOR PROPOSAL**  
**RFP# DKM-1234**

**Issue Date:** June 2, 2025  
**Title:** Special Event Equipment Rentals  
**Issuing Agency:** Commonwealth of Virginia  
James Madison University  
Procurement Services MSC 5720  
752 Ott Street, Wine Price Building  
First Floor, Suite 1023  
Harrisonburg, VA 22807

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

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

*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: Dylan Morris, Buyer Senior, Procurement Services, [morrisdk@jmu.edu](mailto:morrisdk@jmu.edu); 540-568-3002; (Fax) 540-568-7935 not later than five business days before the proposal closing date.

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

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

Name and Address of Firm:

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

By:



Name:

Danny Showalter

Date:

June 30, 2025

Title:

President

Web Address:

www.CVRRental.com

Phone:

(540) 943 – 8173 ext. 102

Email:

TMcIntosh@CVRRental.com

Fax #:

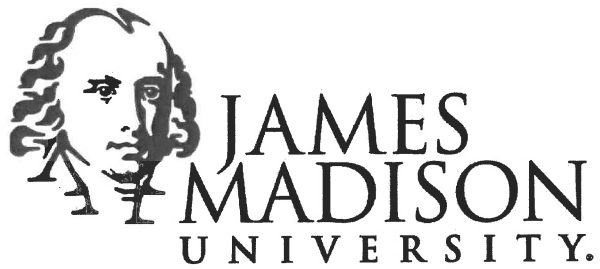
(540) 943 – 2127

ACKNOWLEDGE RECEIPT OF ADDENDUM: #1\_TMc\_ #2\_TMc\_ #3\_TMc\_ #4\_TMc\_ #5\_TMc\_ (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.



*CONTRACT PROPOSAL: #DKM-1234*

Equipment and Special Event Rentals Contract Submitted to  
James Madison University in Association with VASCUPP  
in partial fulfillment of the requirements for the Proposal RFP# DKM-1234.

By

CVR Rentals Inc.  
*DBA*



Waynesboro, Virginia

July 1, 2025

## CONTRACT ABSTRACT

Contract Proposal: #DKM-1234  
Title: Special Event Equipment Rentals  
Issuing Agency: Commonwealth of Virginia  
James Madison University  
Procurement Services MSC 5720  
752 Ott Street, Wine Price Building  
First Floor, Suite 1023  
Harrisonburg, VA 22807

Issue Date: 6/02/2025  
Submission Deadline: July 2, 2025

Firm: CVR Rentals Inc.  
DBA Central Virginia Rentals  
2482 Jefferson Highway  
Waynesboro, VA 22980  
(540) 943-8173  
CVRRental.com  
President: Danny Showalter ([danny@cvrrental.com](mailto:danny@cvrrental.com) )  
Regional Manager: Tim McIntosh ([tmcintosh@cvrrental.com](mailto:tmcintosh@cvrrental.com) )

Equipment Regional Coordinator: Keith Showalter ([kshowalter@cvrrental.com](mailto:kshowalter@cvrrental.com) )  
Special Event Regional Coordinator: Brandy Wade ([bwade@cvrrental.com](mailto:bwade@cvrrental.com) )

Servicing Locations:	Harrisonburg:	3380 Emmaus Road Harrisonburg, VA 22801 (540) 433-7368 Contact: Randy High <a href="mailto:rhigh@CVRRental.com">rhigh@CVRRental.com</a>
	Staunton:	701 Richmond Road Staunton, VA 24401 (540) 886-7500 Contact: Wenda Fortney <a href="mailto:wfortney@CVRRental.com">wfortney@CVRRental.com</a>
	Charlottesville:	1141 River Road Charlottesville, VA 22901 (434) 977-5917 Contact: Lachlan McIntosh <a href="mailto:lamcintosh@CVRRental.com">lamcintosh@CVRRental.com</a>
	Lexington:	101 Memorial Lane Lexington, VA 24501 (540) 464-4287 Contact: Carolyn Potter <a href="mailto:cpotter@CVRRental.com">cpotter@CVRRental.com</a>
	Waynesboro:	2482 Jefferson Highway Waynesboro, VA 22980 (540) 943-1979 Contact: Andrea Bodnarik <a href="mailto:abodnarik@CVRRental.com">abodnarik@CVRRental.com</a>

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#### *IV. Statement of Needs*

##### **“Offeror Shall Respond to the Following:”**

1. Provide a brief history of your firm, et. al.

Central Virginia Rental (CVR) is a Biblically Based, Family Oriented, Small Business providing Rental Solutions through World Class Customer Service. CVR was as established in 1972 by Norman Kiser. The first center was opened in a two-bay gas station at the corner of Meade Avenue and Market Street in Charlottesville, Virginia. The opening inventory had a cost of approximately \$75,000.

In 1975, the Center was moved to a larger building around the corner on Market Street. In 1977, it was moved again to a new location, a new 5,000 square foot building at 1141 River Road.

The Waynesboro Center was opened in 1976 and in 1980 moved to its present location.

The Staunton Center was opened in 1985 in the old Pepsi-Cola building at 708 Richmond Road.

In 1988, a full-service party center was opened in Charlottesville at 1139 River Road.

On December 1, 1991, the Culpeper Center, which had been in operation for more than 10 years, was purchased.

In 1994, the Harrisonburg Center was opened on Emmaus Rd.

In 1997, Central Virginia Rental Inc. was sold to RentX.

In 1997, CVR, Inc. was formed to handle the Trailer, Container and Vehicle rental inventory that was not sold to RentX. The vehicles and offices were moved to 2075 West Main St. in Waynesboro and the trailers and containers moved to the Carter building in Fishersville.

In 2003, CVR Rentals, Inc. was organized to open and run full-service equipment rental centers providing Rental Solutions for Equipment and Special Events. Fishersville was opened in the spring and Harrisonburg in the fall.

In 2005 CVR Rentals, Inc. purchased the remaining Rent X stores in Virginia. The locations were Staunton and Charlottesville. We also merged the CVR, Inc. Vehicle Rental Center into the company. In August we purchased the rental inventory from Tents and Events in Fishersville, Virginia.

In 2007 we purchased an existing property and renovated it to move our Charlottesville special events store.

In 2008 the new Charlottesville Special Events Store was opened.

In April 2009, a new location was opened in Lexington that is a Special Event and Equipment store.

On May 2, 2011 Central Virginia Rental expanded in a different direction by opening an Interstate All Battery Center franchise at 1702 Jefferson Highway in Fishersville.

2. Describe consultation and guidance et. al.

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

3. Describe firm's ability to accommodate et. al.

Upon request, CVR will provide trained staff to make on-site visits to help facilitate discussions and provide solutions for the Rental Needs of the University. Staff can include Division Management, Special Event Coordinators, and Tent Crew Leadership. Division Management and Special Event Coordinators are professionally trained as Certified Event Rental Professionals through the American Rental Association.

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

CVR prefers that all tables and chairs be taken down and stacked in like manner as they were delivered. Should such items not be stacked accordingly, CVR will take-down and / or stack tables and chairs as needed for assessed fee. Upon completion of the event and during the agreed upon pick-up window, CVR will remove all rental items from the venue(s). CVR offers a non-refundable damage waiver program which equates to fifth teen (15) percent of the rental cost to cover accidental damage to inventory items on the rental contract. Should JMU not choose this option, then CVR would bill JMU replacement costs for any damaged inventory.

Replacement cost for damaged or lost items shall be determined at a fair market value depending upon condition and age of the item. The replacement charge shall not exceed the Contractor's current cost *plus* freight. Contractor shall provide documentation of item cost to the

Purchasing Agency's request. CVR makes every effort to return the area footprint back to its original setting.

4. Unanticipated events may be held et. al.

CVR makes every effort to provide solutions for our Customer's Rental Needs. When a customer contacts CVR's Special Event Coordinator, he / she will search the database of our six (6) locations and determine availability and location of the needed items. CVR has several vehicles that operate between our locations – providing for the logistics of moving inventory in an efficient, timely manner. Typically, if the inventory is available, last minute requests can be provided for either same business day or next business day.

5. Provide information of essential personnel et. al.

a. Identify any certifications et. al.

CVR is a licensed rental inventory, small business (SWAM) operating in the United States. CVR belongs to and is recognized by The American Rental Association ([www.ararental.org](http://www.ararental.org)). Opening in 1972, CVR is the oldest, active member of the Greater Augusta Regional Chamber of Commerce ([www.augustava.com](http://www.augustava.com)). CVR is a licensed dealer for Interstate All Battery Center ([www.interstatebatteries.com](http://www.interstatebatteries.com)). CVR team members are trained and appropriately licensed to care for all our rental inventory – including, but not limited to: Small Contractor / Homeowner equipment rental, Special Event equipment rental, Warehouse (On-Site / Mini warehouse) rental, Vehicle Rental, and Property Rental. Trained and certified leaders are sent on all deliveries, sets, take-downs, and pick-ups to ensure adherence to customer standards, company policies and procedures, and state and local laws.

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

b. Describe the training et. al.

Our Regional Manager and Regional Special Event Coordinator are professionally trained through the American Rental Association and are Certified Event Rental Professionals (CERP) qualified. Our staff provides leadership experience with Special Events with more than twenty (20) years within the Rental Industry. All individuals from the Reservation Department, to the Dispatch Center, to Tent Crew leadership are fully qualified, trained, and prepared to meet the evolving Event Rental needs of the University.

6. Describe in warranty detail et. al.

All rental inventory will be cleaned, serviced, safety inspected, and rental ready upon receipt by the Customer. CVR will make every realistic effort to provide services and equipment that are at

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

7. Describe in detail cancellation requirements.

Customers who reserve Special Event Inventory Items, including but not limited to: tables, chairs, stage, dance floor, linens, dishware, flatware, glassware, and serving equipment may cancel their reservation without penalty up until the twenty-four (24) hours' notice. Within twenty-four (24) hours, CVR reserves the right to charge for any items that have already been obtained, prepared, and loaded. Special Order Linens – linens that are not maintained in CVR's Inventory stock, must be cancelled one (1) week prior to the event. Tents should be cancelled one (1) week prior to the event set date. CVR shall only apply a cancellation charge to tent reservations if cancellation notice is provided by the Purchasing Agency twenty-four (24) hours or less prior to delivery. This cancellation charge shall be fifty (50%) percent of the total tent rental fee. Any cancellations outside of twenty-four (24) hours shall not incur a fee.

8. Describe invoicing procedure. Provide sample invoice with proposal.

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

9. Provide the amount of annual sales et. al.

VASCUPP Member	2024 Annual Sales
Christopher Newport University	0
George Mason University	0
James Madison University	\$12,043.29
Longwood University	0
Norfolk State University	0
Old Dominion University	0
Radford University	0
University of Mary Washington	0
University of Virginia	\$13,042.62
Virginia Commonwealth University	0
Virginia Military Institute	\$1,272.02
Virginia State University	0
Virginia Tech	0
William & Mary	0

A. On Demand Event Equipment Rental

1. General

- a. Describe firm's ability to provide et. al.

CVR has been servicing the Rental Needs of Virginia's Customers for over fifty (50) years. The typical process occurs as follows:

1. Customer contacts CVR inquiring / requesting rental inventory.
2. CVR Personnel provide the necessary expertise in ensuring the rental needs for the event are met.
3. CVR Personnel confirm with the Customer prior to event and subsequent delivery to ensure the Contract represents all Rental Needs for the event.
4. CVR Personnel contact the Customer the day of the event just prior to delivery.
5. CVR Personnel arrives on-site to set-up / install all rental equipment. Please note: CVR does not set-up tables and chairs.
6. CVR Personnel confirms with Customer that Rental Needs on the Contract are met and a signature is obtained on the Rental Contract.
7. Following the event, CVR Personnel arrive at agreed take-down date and time to remove all rented inventory.

- b. Unanticipated events may be held et. al.

CVR makes every effort to provide solutions for our Customer's Rental Needs. When a customer contacts CVR's Special Event Coordinator, he / she will search the database of our six (6) locations and determine availability and location of the needed items. CVR has several vehicles that operate between our locations – providing for the logistics of moving inventory in an efficient, timely manner. Typically, if the inventory is available, last-minute requests can be provided for either same business day or next business day.

- c. Describe the timeframe et. al.

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

CVR makes every effort to meet the scheduling demands for our Customers. Equipment set-up and take-down requires specific procedures to accomplish in accordance with Manufacturer's Recommended Installation Instructions. Time needed to accomplish this varies depending upon the equipment being set / installed. CVR Reservations are typically based upon a set-up date and a tear-down date that can be outside of the Contractual Contract's Rental Period. When set outside of the Contract's Rental Period by choice of CVR – there are no additional charges. When set outside of the Contract's Rental Period per the request of the Customer – additional charges may apply. Please note that CVR does not set up tables and / or chairs.

d. Describe in detail cancellation requirements.

Customers who reserve Special Event Inventory Items, including but not limited to: tables, chairs, stage, dance floor, linens, dishware, flatware, glassware, and serving equipment may cancel their reservation without penalty up until the twenty-four (24) hours' notice. Within twenty-four (24) hours, CVR reserves the right to charge for any items that have already been obtained, prepared and loaded. Special Order Linens – linens that are not maintained in CVR's Inventory stock, must be cancelled one week prior to the event. Tents should be cancelled one (1) week prior to the event set date. CVR shall only apply a cancellation charge to tent reservations if cancellation notice is provided by the Purchasing Agency twenty-four (24) hours or less prior to delivery. This cancellation charge shall be fifty (50%) percent of the total tent rental fee. Any cancellations outside of twenty-four (24) hours shall not incur a fee.

e. Provide a primary contact et. al.

Brandy Wade, CERP  
Regional Special Event Coordinator

[BWade@CVRRental.com](mailto:BWade@CVRRental.com)  
(540) 943 – 6800, Option two (2) or Ext. 150  
2482 Jefferson Highway, Waynesboro, VA 22980



2. Equipment





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

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

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

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

Chair Options	Quantity Available	Picture
Brown Folding	2,500	
White Folding	2,250	


White Fan Back Folding	2,000	
Black Fan Back Folding	300	
Natural Wood Folding w/ Cushion	400	
Cross Back Wood Stacking w/ Cushion	225	


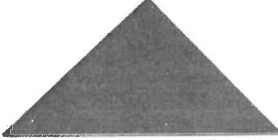


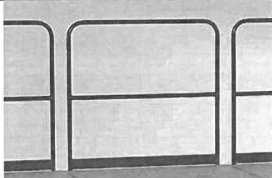
Please note, image is reference only. Actual item may look slightly different.

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

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



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

Stage Options	Picture
4 Feet by 4 Feet Sections	

Stage Curve	
Stage Triangle	
Stage Ramp w/ Handrail	
Stage Steps w/ Handrail	
Stage Guardrail	

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









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



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

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

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

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

Table Options	Picture
6 Feet Banquet	
8 Feet Banquet	
6 Feet Press	
8 Feet Press	
60 Inch Round	
48 Inch Round	
36 Inch Round	
Cocktail Round	

Cocktail Barrel	
Bartop Barrel	

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





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






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

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

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

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

Tents Options	Picture
10 Feet Wide Pop-Up Tents	
10 Feet Wide Frame Tents	
20 / 30 / 40 Feet Wide Canopy Tents	
10 Feet Wide Marque Tents	

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


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






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

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

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

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

Generator Options	Picture
2400 – 2500 WT	

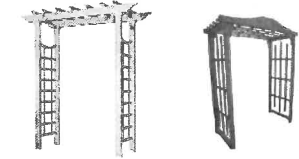
3500 – 3600 WT		
4300 – 5000 WT		
5600 – 6000 WT		
25 KW		
45 – 50 KW		


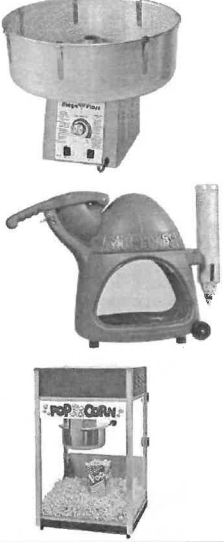

Please note, image is for reference only. Actual item may look slightly different.


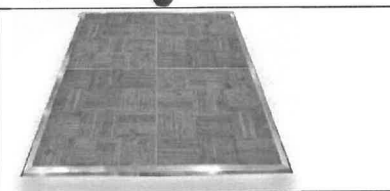
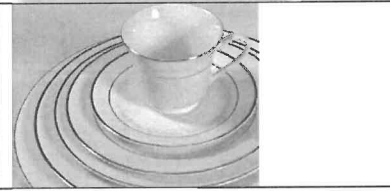
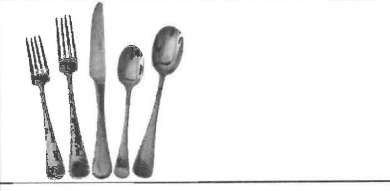
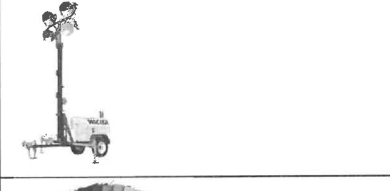
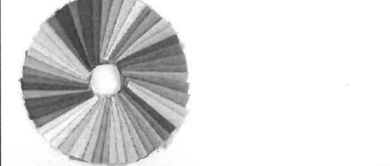
Additional quantities can be obtained with proper notice based upon availability.

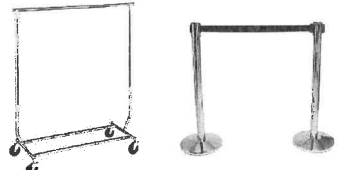

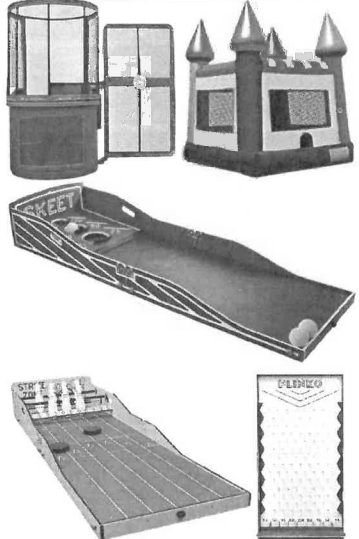


h. Provide information on other items your firm provides for special event rental.

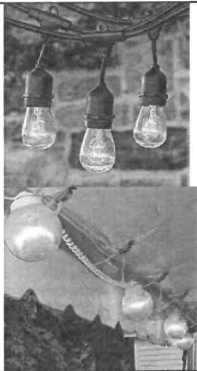


CVR offers a wide array of rental inventory solutions to meet our Customer's rental needs. Though not an exhaustive live, some of these items include:

Additional Options	Picture
Arches	

<p>Audio / Visual</p>	
<p>Concessions</p>	
<p>Cooking Equipment</p>	

	
Dance Floor	
Dishware	
Flatware	
Light Tower	
Linens	

<p>Miscellaneous</p>	
<p>Pipe and Drape</p>	
<p>Recreation</p>	
<p>Serving Equipment</p>	
<p>Tent Heater</p>	

Tent Light Bistro / Globe	
Tent Walls	
Wine Barrel	

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

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

- i. Describe minimum order requirements.

CVR does not have a minimum order requirement.

**X. Pricing Schedule**  
**A. On Demand Event Equipment Rental**

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

CVR provides a ten percent (10%) discount off current published rates to James Madison University (JMU). Published pricing may change, in the event of a published pricing change, JMU would receive a ten percent (10%) discount off the adjusted published pricing. Included in Addendum 3 is a current Price Listing of which JMU would receive a ten percent (10%) discount from.

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

All deliveries and pick-ups by CVR is based upon curbside delivery. Additional costs may apply for inventory that must be transported beyond curbside. JMU will receive ten percent (10%) off current standard delivery and pick-up rates. Current standard pricing may change, in the event of a pricing change, JMU would receive a ten percent (10%) discount off the adjusted pricing. The current standard pricing is two-dollars (\$2) per mile per truck with a two hundred-dollar (\$200) minimum. JMU would receive a ten percent (10%) discount off our posted rate, as such JMU would pay two hundred and twenty-dollars (\$220) per vehicle for items delivered on-campus in Harrisonburg, VA.

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

When necessary, Labor costs are billed at a rate of \$50 per hour per person with a one hour minimum. Time, beyond the initial hour, will be billed in \$12.50 increments.

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

All deliveries and pick-ups by CVR is based upon curbside delivery. Additional costs may apply for inventory that must be transported beyond curbside. VASCUPP members will receive ten percent (10%) off current standard delivery and pick-up rates. Current standard pricing may change, in the event of a pricing change, VASCUPP members would receive a ten percent (10%) discount off the adjusted pricing. The current standard pricing is two-dollars (\$2) per mile per truck with a two hundred-dollar (\$200) minimum. VASCUPP members deliveries would be billed from the closest servicing CVR location.

## ATTACHMENTS

ATTACHMENT A

OFFEROR DATA SHEET

TO BE COMPLETED BY OFFEROR

1. **QUALIFICATIONS OF OFFEROR:** Offerors must have the capability and capacity in all respects to fully satisfy the contractual requirements.
2. **YEARS IN BUSINESS:** Indicate the length of time you have been in business providing these types of goods and services.  
 Years:           53                               Months:           5
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	Years of Service	Address	Contact Person / Phone #
City of Waynesboro	50+	503 West Main Street Waynesboro, VA 22980	Kylee Ritts (540) 942 – 6735
Cove Creek Association	14	6296 Faber Road Faber, VA 22938	Jennifer Williams (434) 970 – 2255
Grace Covenant Church	17	3337 Emmaus Road Harrisonburg, VA 22801	Bert McTier (540) 433 – 9244
Delta Sorority House	9	8 Frank Parsons Way Lexington, VA 24450	Riley (501) 765 – 4569
Indigo House	3	142 Blundell Hollow Afton, VA 22920	Stephanie Thomas (678) 480 – 2976
James Madison University	50+	752 Ott Street Wine Price Building First Floor, Suite 1023 Harrisonburg, VA 22807	Dylan Morris (540) 568 - 3002

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

Special Events	Brandy Wade Special Events Regional Coordinator	2482 Jefferson Highway, Waynesboro VA 22980
Waynesboro	Andrea Bodnarik Manager	2482 Jefferson Highway, Waynesboro VA 22980
Harrisonburg	Randy High Manager	3380 Emmaus Road, Harrisonburg VA 22801

Staunton	Wenday Fortney Manager	708 Richmond Road, Staunton VA 24401
Charlottesville	Lachlan Ruiz Manager	1141 River Road, Charlottesville VA 22901
Lexington	Carolyn Potter Assistant Manager	101 Memorial Lane, Lexington VA 24450

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?

No

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

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

**Preparer Name:** Dr. Tim McIntosh

Is your firm a **Small Business Enterprise** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes

If yes, certification number: 653781      Date: August 28, 2024 to August 28, 2029

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

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

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

**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 SBSBD 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***

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

Procurement Name and Number: Special Event Equipment Rentals      Date Form Completed: July 2, 2025  
 RFP# DKM-1234

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

Offeror / Proposer: CVR Rentals Inc.      2482 Jefferson Highway, Waynesboro VA 22980      Danny Showalter  
 dba Central Virginia Rental      (540) 943 – 8173 ext. 102

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)
<i>Not Applicable</i>					

**(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 D  
**Zone Map**

*Delivery and Pick-Up Rates Per Vehicle*

Zone 1

George Mason University (Fairfax) - \$800

Zone 2

James Madison University (Harrisonburg) - \$220

Zone 3

University of Virginia (Charlottesville) - \$280

Zone 4

University of Mary Washington (Fredricksburg) - \$520

Zone 5

Christopher Newport University (Newport News) - \$1,420

College of William and Mary (Williamsburg) - \$976

Norfolk State University (Norfolk) - \$1,288

Old Dominion University (Norfolk) - \$1,280

Zone 6

Virginia Commonwealth University (Richmond) - \$544

Virginia State University (Petersburg) - \$736

Zone 7

Longwood University (Farmville) - \$488

Zone 8

Virginia Military Institute (Lexington) - \$320

Virginia Tech (Blacksburg) - \$640

Radford University (Radford) - \$672

Zone 9

University of Virginia – Wise (Wise) - \$1,768

## ADDENDUMS

**REQUEST FOR PROPOSAL**  
**RFP# DKM-1234**

**Issue Date:** June 2, 2025  
**Title:** Special Event Equipment Rentals  
**Issuing Agency:** Commonwealth of Virginia  
James Madison University  
Procurement Services MSC 5720  
752 Ott Street, Wine Price Building  
First Floor, Suite 1023  
Harrisonburg, VA 22807

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

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

*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: Dylan Morris, Buyer Senior, Procurement Services, [morrisdk@jmu.edu](mailto:morrisdk@jmu.edu); 540-568-3002; (Fax) 540-568-7935 not later than five business days before the proposal closing date.

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

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

Name and Address of Firm:

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

By:

Name:

Danny Showalter

Date: June 30, 2025

Title:

President

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

Phone:

(540) 943 – 8173 ext. 102

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

Fax #:

(540) 943 – 2127

ACKNOWLEDGE RECEIPT OF ADDENDUM: #1\_TMc\_#2\_TMc\_#3\_TMc\_#4\_TMc\_#5\_TMc\_ (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.



# CENTRAL VIRGINIA RENTAL #1

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

www.CVRRental.com

108 INCH ROUND LINENS						90X156 INCH LINENS					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly	Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
LINEN 108" ROUND SPECIAL ORDER				23.00		LINEN 90X156 IVORY				26.00	52.00
LINEN 108"RD BLACK				23.00	46.00	LINEN 90X156 WHITE				26.00	52.00
LINEN 108"RD IVORY				23.00	46.00	LINEN 90X156" SPECIAL ORDER				29.00	
LINEN 108"RD WHITE				23.00	46.00						
LINEN SASH SPECIAL ORDER				3.45							
120 INCH ROUND LINENS						96 INCH ROUND LINENS					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly	Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
LINEN 120" ROUND SPECIAL ORDER				25.00		LINEN 96" ROUND SPECIAL ORDER				17.00	
LINEN 120"RD BLACK				25.00	50.00	LINEN 96"RD BLACK				17.00	34.00
LINEN 120"RD BROWN				25.00	50.00	LINEN 96"RD BURGUNDY				17.00	34.00
LINEN 120"RD IVORY				25.00	50.00	LINEN 96"RD CELERY GREEN				17.00	34.00
LINEN 120"RD NAVY BLUE				25.00	50.00	LINEN 96"RD CHERRY RED				17.00	34.00
LINEN 120"RD PURPLE				25.00	50.00	LINEN 96"RD FOREST				17.00	34.00
LINEN 120"RD WHITE				25.00	50.00	LINEN 96"RD GOLD				17.00	34.00
						LINEN 96"RD IVORY				17.00	34.00
						LINEN 96"RD LEMON				17.00	34.00
						LINEN 96"RD NAVY BLUE				17.00	34.00
						LINEN 96"RD PURPLE				17.00	34.00
						LINEN 96"RD RED/WH CHK				17.00	34.00
						LINEN 96"RD ROYAL BLUE				17.00	34.00
						LINEN 96"RD WHITE				17.00	34.00
132 INCH ROUND LINENS						AIR TOOLS					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly	Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
LINEN 132" ROUND SPECIAL ORDER				29.00		15GA ANGLED FINISH NAILER	30.00	38.00	45.00		135.00
LINEN 132"RD IVORY				29.00	58.00	AIR CHISEL POGO STICK 8CFM	44.00	55.00	65.00		195.00
LINEN 132"RD WHITE				29.00	58.00	BREAKER 1" CHISEL OR POINT 1-1/8"			10.00		30.00
						BREAKER 1" CHISEL OR POINT SDS MAX			10.00		30.00
						BREAKER 1" CHISEL OR POINT SDS PLU			10.00		30.00
						BREAKER 1" CHISEL OR POINT TES			10.00		30.00
						BREAKER 60# AIR	40.00	50.00	60.00		180.00
						BREAKER 90# AIR	47.00	59.00	70.00		210.00
						BREAKER, CHISEL 5" ASPHALT 1 1/8 SHA			10.00		30.00
						BREAKER,BUSHING TOOL			15.00		45.00
						BREAKER,CHISEL 2" SDS MAX			10.00		30.00
						BREAKER,CHISEL 2" SDS PLUS			10.00		30.00
						BREAKER,CHISEL 2" TES			10.00		30.00
						BREAKER,CHISEL 3" 1-1/8" SHAFT			10.00		30.00
						BREAKER,CHISEL 3" SDS MAX			10.00		30.00
						BREAKER,CHISEL 3" TES			10.00		30.00
						BREAKER,CLAY SPADE SHOVEL 1 1/8			10.00		30.00
						BREAKER,CLAY SPADE SHOVEL TES			10.00		30.00
						COMPRESSOR 3HP 6.5 CFM ELECTRIC	37.00	46.00	55.00		165.00
						COMPRESSOR 5.5HP GAS 9CFM/100PSI	40.00	50.00	60.00		180.00
						COMPRESSOR, 185 CFM DIESEL	135.00	170.00	200.00		600.00
						DRILL ROCK AIR	54.00	67.00	80.00		240.00
						DRILL STEEL 30"	27.00	34.00	40.00		120.00
						DRILL STEEL 36"	27.00	34.00	40.00		120.00
						DRILL STEEL 48"	37.00	46.00	55.00		165.00
						DRILL STEEL 72"	37.00	46.00	55.00		165.00
						FLOOR NAILER (L-NAILS)	30.00	38.00	45.00		135.00
						FRAMING NAILER	30.00	38.00	45.00		135.00
						HOSE AIR 1/4X50"			10.00		30.00
						HOSE AIR 3/4X50" CROW FOOT			20.00		60.00
						HOSE AIR 3/8X50"			15.00		45.00
						IN-LINE WATER TRAP (185CFM)			15.00		45.00
						PRE-FINISHED FLOOR NAILER	30.00	38.00	45.00		135.00
						ROOFING NAILER	30.00	38.00	45.00		135.00
						STAPLER AIR FLOOR	30.00	38.00	45.00		135.00
						STAPLER AIR PREFINISH	30.00	38.00	45.00		135.00
60X120 INCH LINENS						AUDIO-VISUAL					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly	Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
LINEN 60X120 BLACK				17.00	34.00	DRAPES 3' SPECIAL ORDER					
LINEN 60X120 FOREST				17.00	34.00	DRAPES 8' SPECIAL ORDER					
LINEN 60X120 GOLD				17.00	34.00	LCD PROJECTOR			150.00		300.00
LINEN 60X120 GREY				17.00	34.00	PIPE & DRAPE 8' HIGH / PER FT			5.00		10.00
LINEN 60X120 IVORY STRIPE				17.00	34.00	PIPE & DRAPE BOOTH 6-10FT SECTIONS			56.00		112.00
LINEN 60X120 IVORY				17.00	34.00	SCREEN 70" X 70"			45.00		135.00
LINEN 60X120 NAVY BLUE				17.00	34.00						
LINEN 60X120 PERIWINKLE				17.00	34.00						
LINEN 60X120 PURPLE				17.00	34.00						
LINEN 60X120 RW CHECK				17.00	34.00						
LINEN 60X120 RED				17.00	34.00						
LINEN 60X120 ROYAL BLUE				17.00	34.00						
LINEN 60X120 WHITE				17.00	34.00						
LINEN 60X120" SPECIAL ORDER				17.00							
72X72 INCH LINENS											
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly						
LINEN 72X72 BLACK				13.00	26.00						
LINEN 72X72 IVORY				13.00	26.00						
LINEN 72X72 WHITE				13.00	26.00						
LINEN 72X72" SPECIAL ORDER				13.00							
90X132 INCH LINENS											
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly						
LINEN 90X132 IVORY				25.00	50.00						
LINEN 90X132 WHITE				25.00	50.00						
LINEN 90X132" SPECIAL ORDER				27.00							

AUDIO-VISUAL					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
SOUND SYSTEM BATT PAC (INC. ONE MI)				250.00	500.00
SOUND SYSTEM DUAL SPK (INC. TWO M				350.00	700.00
SOUND SYSTEM TABLE LECTERN				190.00	380.00
WIRELESS MIC (EXTRA MIC FOR SND SY				60.00	120.00

AUTOMOTIVE TOOLS					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
ENGINE HOIST	34.00	42.00	50.00		150.00

CHINA (ORIGINAL)					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
CHINA 10" DINNER PLATINUM				1.00	2.00
CHINA 10" DINNER SPECIAL ORDER					
CHINA 10" DINNER WH/GLD				1.00	2.00
CHINA 10" DINNER WHITE SQUARE				1.00	2.00
CHINA 10" DINNER WHITE				1.00	2.00
CHINA 6" B&B PLATINUM				1.00	2.00
CHINA 6" B&B SPECIAL ORDER					
CHINA 6" B&B WH/GLD				1.00	2.00
CHINA 6" B&B WHITE SQUARE				1.00	2.00
CHINA 6" B&B WHITE				1.00	2.00
CHINA 7" SALAD SPECIAL ORDER					
CHINA 7" SALAD WH/GLD				1.00	2.00
CHINA 7" SALAD WHITE SQUARE				1.00	2.00
CHINA 7" SALAD WHITE				1.00	2.00
CHINA 8" DINNER SPECIAL ORDER					
CHINA 8" SALAD PLATINUM				1.00	2.00
CHINA BOWL SPECIAL ORDER					
CHINA COFFEE MUG WHITE				1.00	2.00
CHINA CUP PLATINUM				1.00	2.00
CHINA CUP SPECIAL ORDER					
CHINA CUP WH/GLD				1.00	2.00
CHINA CUP WHITE				1.00	2.00
CHINA MUG SPECIAL ORDER					
CHINA SAUCER PLATINUM				1.00	2.00
CHINA SAUCER SPECIAL ORDER					
CHINA SAUCER WH/GLD				1.00	2.00
CHINA SAUCER WHITE				1.00	2.00
CHINA SOUP BOWL WHITE				1.00	2.00

CLEANING					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
HOSE EXTRA PRESSURE WASHER 50'	14.00	17.00	20.00		60.00
SANDBLASTER 200#	97.00	121.00	145.00		435.00
SANDBLASTER,HOOD			20.00		60.00
SURFACE CLEANER 19"			30.00		90.00
WASHER 2000psi HOT/GAS	117.00	146.00	175.00		525.00
WASHER PRESSURE 2700PSI	57.00	71.00	85.00		255.00
WASHER PRESSURE 3000PSI	64.00	80.00	95.00		285.00
WASHER PRESSURE 4000PSI	97.00	121.00	145.00		435.00
WASHER TRLR MOUNT 3000PSI	94.00	117.00	140.00		420.00

COMPACTION EQUIPMENT					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
ROLLER 1 TON	197.00	246.00	295.00		885.00
TAMPER PLATE	64.00	80.00	95.00		285.00
TAMPER UPRIGHT	57.00	71.00	85.00		255.00

CONCESSIONS					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
COTTON CANDY MACHINE				80.00	160.00
POPCORN MACHINE W/SLOOP				70.00	140.00
SNO-CONE MACHINE				60.00	120.00

CONCRETE EQUIPMENT					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
BATTERY 40 VOLT 4 AH					90.00
BULL FLOAT W/2 HANDLES	20.00	25.00	30.00		
CONCRETE BLANKET 6X24			18.00		54.00
CONCRETE GAS GRINDER 10" DIA HEAD	114.00	142.00	170.00		510.00
CONCRETE MIXER	60.00	75.00	90.00		270.00
CONCRETE SCREED 6" 2CYCLE	60.00	75.00	90.00		270.00
CONCRETE VIBRATOR 8' BATTERY	44.00	55.00	65.00		195.00
CONCRETE VIBRATOR BATTERY CHARG				50.00	150.00
DISC TUNGSTEN CARBIDE					390.00
GRINDER CONC DUAL HEAD ELEC	87.00	108.00	130.00		390.00
GRINDER CONC.SGL HEAD ELEC	77.00	96.00	115.00		345.00
GRINDER CONCRETE EDGE	57.00	71.00	85.00		255.00
MIXER CONCRETE ELEC.	47.00	59.00	70.00		210.00
MIXER, MORTAR	70.00	88.00	105.00		315.00
TROWEL BLADES COMB					
TROWEL BLADES FINISH					

CONTRACTOR EQUIPMENT					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
100LB TANK				15.00	45.00
20LB TANK				15.00	45.00
30LB TANK				15.00	45.00
40LB TANK				15.00	45.00
BLADES, DIAMOND 14" MULTI				65.00	195.00
BLADES, DIAMOND 18" MULTI				115.00	345.00
BRAKE TRIM CUTTER				15.00	45.00
BRAKE, ALUMINUM 10'	57.00	71.00	85.00		255.00
GUN, STUD 27 CAL	30.00	38.00	45.00		135.00
LP TANK ALL SIZES				15.00	45.00
OZONE AIR PURIFIER				60.00	180.00
POST DRIVER GAS	34.00	42.00	50.00		150.00
SANDER, DRYWALL HOSE					
SANDER, DRYWALL	34.00	42.00	50.00		150.00
SHINGLE EATER LONG HANDLE				15.00	45.00
SHINGLE EATER SHORT HANDLE				15.00	45.00
TOW HITCH (RENTAL)				15.00	45.00
TRAFFIC CONES 18"-36"				10.00	20.00

CUSTOMER WORK ORDER					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
MISCELLANEOUS, RENTAL ITEM					
PERIODIC MAINTENANCE REQUIRED					
SERVICE REQUIRED					

CUTTERS					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
CUTTER CERAMIC TILE LG ELEC	57.00	71.00	85.00		255.00
CUTTER CERAMIC TILE MEDIUM ELEC	50.00	63.00	75.00		225.00
CUTTER VINYL TILE	20.00	25.00	30.00		90.00
PIPE CAST IRON SNAPPER w/ RATCHET	24.00	30.00	35.00		105.00

DANCE FLOOR					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
DANCE FLOOR 3X4 DRIFTWOOD				30.00	60.00

DRILLS & BITS					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
BIT CARBIDE 1/4"-1/2" SDS MAX				10.00	
BIT CARBIDE 11/4" - 2" SDS MAX				20.00	
BIT CARBIDE 3/8"-1" SDS PLUS				17.00	
BIT CARBIDE 5/32"-1/4" SDS PLUS				10.00	
BIT CARBIDE 9/16"-1" SDS MAX				17.00	
BIT CARBIDE CORE 2" SDS MAX				45.00	
BIT CARBIDE CORE 2-5/8" SDS MAX				45.00	
BIT CARBIDE CORE 3" SDS MAX				50.00	
BIT CARBIDE CORE 4" SDS MAX				55.00	
BIT CRUCIFIX 2-5/8" SDS				50.00	
BIT DRY DIA CORE 1"				50.00	
BIT DRY DIA CORE 3"				70.00	
BIT DRY DIA CORE 4"				80.00	
BIT DRY DIA CORE 5"				90.00	
BIT DRY DIA CORE 2"				65.00	
BIT WET DIA CORE 1"-1-1/2"				55.00	
BIT WET DIA CORE 10"				145.00	
BIT WET DIA CORE 2"-2-1/2"				60.00	
BIT WET DIA CORE 3"-3-1/2"				75.00	
BIT WET DIA CORE 4"-4-1/2"				85.00	
BIT WET DIA CORE 5"				90.00	
BIT WET DIA CORE 6"				100.00	
BIT WET DIA CORE 8"				120.00	
DRILL CORE FLOOR	70.00	88.00	105.00		315.00
DRILL CORE HANDHELD DD110D DRY	57.00	71.00	85.00		255.00
DRILL CORE HANDHELD VA ABRASIVES	57.00	71.00	85.00		255.00
DRILL HAMMER SDS 1"	34.00	42.00	50.00		150.00
DRILL, ANGLE 3/8"				20.00	60.00
DRILL, ELECTRIC 1/2"				20.00	60.00
DRILL, HAMMER 1/2"	20.00	25.00	30.00		90.00
DRILL, HAMMER 2" BATTERY	50.00	63.00	75.00		225.00
DRILL, HAMMER 2"	50.00	63.00	75.00		225.00
DRILL, RIGHT ANGLE 1/2"				30.00	90.00
DRILL,ELEC 3/4" HEAVY DUTY	27.00	34.00	40.00		120.00
HILTI SPLINE CORE BIT ADAPTER 1 1/4 X					

ELECTRICAL EQUIPMENT					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
BREAKER ELEC LG HANDHELD 20LBS	40.00	50.00	60.00		180.00

ELECTRICAL EQUIPMENT						GLASSWARE SPECIAL ORDER					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly						
BREAKER ELEC LG HANDHELD 25LBS	50.00	63.00	75.00		225.00	HI-BALL REG 16oz	1.00		2.00		
BREAKER ELEC LG HANDHELD 35LB	60.00	75.00	90.00		270.00	OLD FASHION 13OZ DBL	1.00		2.00		
BREAKER ELEC SM HANDHELD	37.00	46.00	55.00		165.00	PILSNERS 12 OZ	1.00		2.00		
BREAKER, BATTERY JACKHAMMER	67.00	84.00	100.00		300.00	PITCHER, PLASTIC	1.25		2.50		
BREAKER, ELEC JACKHAMMER	67.00	84.00	100.00		300.00	PLATE, CLEAR 8"	1.00		2.00		
CORD 100' EXT					60.00	SALT & PEPPER GLASS W/O CONDIMENT	1.25		2.50		
CORD 50' EXT					12.00	WATER GOBLET	1.00		2.00		
DISTRIBUTION BOX FLAT TYPE					165.00	WINE 15 OZ STEMLESS	1.00		2.00		
DISTRIBUTION BOX PORTABLE w/ 50' CO					85.00	WINE 8 OZ TALL	1.00		2.00		
DRILL 3/8"DRIVE					17.00						
SANDER, BELT 4"x24"					25.00						
EXCAVATING & EARTHMOVING EQUIPMENT						HEATER & BLOWERS					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly	Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
BOBCAT SMOOTH BUCKET (S62 LOADEF						BLOWER LEAF BACK PACK	37.00	46.00	55.00		165.00
BOBCAT SMOOTH BUCKET (TRACK LOAI						BLOWER LEAF HANDHELD	24.00	30.00	35.00		105.00
BOBCAT TOOTH BUCKET (S62 LOADER)						BLOWER LEAF WALKBEHIND	44.00	55.00	65.00		195.00
BOBCAT TOOTH BUCKET (TRACK LOADE						BLOWER VENTILATION ELEC	37.00	46.00	55.00		165.00
EXCAVATOR 3 TON W/ THUMB BOBCAT	274.00	342.00	410.00		1,230.00	HEATER KERO 055K FORCED FAN			35.00		105.00
EXCAVATOR 3 TON	240.00	300.00	360.00		1,080.00	HEATER KERO 070K FORCED AIR			40.00		120.00
EXCAVATOR, 2 TON W/ THUMB BOBCAT	257.00	321.00	385.00		1,155.00	HEATER KERO 100K-115K FORCED AIR			45.00		135.00
EXCAVATOR, 1.5TON	207.00	259.00	310.00		930.00	HEATER KERO 150K FORCED FAN			45.00		135.00
LOADER COMPACT SKID STEER DINGO	183.00	229.00	275.00		825.00	HEATER LP 92K WAREHS 5X5			135.00		405.00
LOADER SKID STEER BOBCAT S62	240.00	359.00	360.00		1,080.00	HEATER PROPANE 035K FORCED AIR			30.00		90.00
LOADER SKID STEER WACKER SW1600	214.00	267.00	320.00		960.00	HEATER PROPANE 055K FORCED AIR			35.00		105.00
LOADER TRAC T62 BOBCAT	274.00	342.00	410.00		1,230.00	HEATER PROPANE 080K CONVECTION			25.00		75.00
						HEATER PROPANE 080K FORCED AIR			40.00		120.00
						HEATER PROPANE 100K FORCED FAN			45.00		135.00
						HEATER PROPANE 155K FORCED FAN			45.00		135.00
						HEATER PROPANE 200K CONVECTION			45.00		135.00
						HEATER PROPANE 375K FORCED AIR			90.00		270.00
FLATWARE (ORIGINAL)						LAWN & GARDEN EQUIPMENT					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly	Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
FLATWARE BOULLION SPOON S/T				1.15	2.30	4" AUGER BIT (BATTERY)					
FLATWARE BUTTER KNIFE S/T				1.15	2.30	AERATOR 36" SPIKE /DRUM PULL BEHINI	24.00	30.00	35.00		105.00
FLATWARE DINNER FORK HAMMERED				1.15	2.30	AERATOR 48" SPIKE/DRUM PULL BEHINC	27.00	34.00	40.00		120.00
FLATWARE DINNER FORK S/T				1.15	2.30	AERATOR CORE 3PT HITCH	80.00	100.00	120.00		360.00
FLATWARE DINNER KNIFE HAMMERED				1.15	2.30	AERATOR CORE GAS EASY STEER	80.00	100.00	120.00		360.00
FLATWARE DINNER KNIFE S/T				1.15	2.30	AERATOR CORE GAS	67.00	84.00	100.00		300.00
FLATWARE ICE-TEA SPOON S/T				1.15	2.30	AERATOR CORE/PLUG 32" PULL BEHIND	30.00	38.00	45.00		135.00
FLATWARE SALAD FORK HAMMERED				1.15	2.30	AERATOR CORE/PLUG 48" PULL BEHIND	34.00	42.00	50.00		150.00
FLATWARE SALAD FORK S/T				1.15	2.30	AUGER ATT. LOADER W/ ONE BIT	80.00	100.00	120.00		360.00
FLATWARE SPOON HAMMERED				1.15	2.30	AUGER BITS HEX 10 BITS					
FLATWARE TABLE SPOON S/T				1.15	2.30	AUGER BITS HEX 12 BITS					
FLATWARE TEASPOON S/T				1.15	2.30	AUGER BITS HEX 6 BITS					
KNIFE STEAK WOOD HANDLE				1.15	2.30	AUGER BITS HEX 8 BITS					
						AUGER BITS HEX EXTENSION					
						AUGER BITS SQUARE 10 BITS					
						AUGER BITS SQUARE 12 BITS					
						AUGER BITS SQUARE 18 BITS					
						AUGER BITS SQUARE 2 BITS					
						AUGER BITS SQUARE 6 BITS					
						AUGER BITS SQUARE 8 BITS					
						AUGER BITS SQUARE EXTENSION					
						AUGER HEX BIT LOADER 12"				60.00	
						AUGER HEX BIT LOADER 18"				85.00	
						AUGER HEX BIT LOADER 24"				85.00	
						AUGER HEX BIT LOADER 8"				60.00	
						AUGER, ONE MAN BATTERY	44.00	55.00	65.00		195.00
						AUGER, ONE MAN TOW W/ ONE BIT	94.00	117.00	140.00		420.00
						AUGER, ONE MAN W/ BITS	57.00	71.00	85.00		255.00
						AUGER, TWO MAN W/ ONE BIT	67.00	84.00	100.00		300.00
						BLOWER STRAWW W/ TRAILER	100.00	125.00	150.00		450.00
						BRUSH CUTTER / MOWER HIGH WEED	87.00	108.00	130.00		390.00
						CHIPPER, 6" MAX	207.00	259.00	310.00		930.00
						CHIPPER, 7" MAX	244.00	305.00	365.00		1,095.00
						DETHATCHER	54.00	67.00	80.00		240.00
						EDGER BED WITH ATTACHMENT CABLE/	87.00	108.00	130.00		390.00
						EDGER BED	67.00	84.00	100.00		300.00
						EDGER LAWN SIDEWALK 3HP GAS	34.00	42.00	50.00		150.00
						LOG, SPLITTER 8HP VERT/HORZ	64.00	80.00	95.00		285.00
						ONE MAN AUGER BATTERY CHARGER					
						POLE SAW BATTERY CHARGER					
						PULVIZER 3PT HITCH	60.00	75.00	90.00		270.00
						RAKE YORK 48" PULL	24.00	30.00	35.00		105.00
						ROLLER LAWN SMOOTH	20.00	25.00	30.00		90.00
						SAW POLE BATTERY (EXTENDS 9' to 13')	44.00	55.00	65.00		195.00
						SAW POLE GAS (EXTENDS 8' to 11')	44.00	55.00	65.00		195.00
						SOD CUTTER 18"	80.00	100.00	120.00		360.00
						STUMP GRINDER HYD TRACK BARRETO	250.00	313.00	375.00		1,125.00
						STUMP GRINDER HYD TRACK TORO (23)	234.00	292.00	350.00		1,050.00
						STUMP GRINDER	130.00	163.00	195.00		585.00
						TILLER, FRONT TINE	47.00	59.00	70.00		210.00
						TILLER, REAR TINE	87.00	108.00	130.00		390.00
						TRIMMER HEDGE ELEC 24"	20.00	25.00	30.00		90.00
						TRIMMER HEDGE GAS	34.00	42.00	50.00		150.00
						TRIMMER HEDGE POLE GAS	37.00	46.00	55.00		165.00
						TRIMMER WEEDEATER BATTERY CHARG					
						TRIMMER WEEDEATER BATTERY	34.00	42.00	50.00		150.00
						TRIMMER WEEDEATER	34.00	42.00	50.00		150.00
GENERATORS & ENGINES						GLASSWARE					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly	Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
GENERATOR 2400-2500WT	34.00	42.00	50.00		150.00	GLASS CHAMPAGNE FLUTE 6OZ				1.00	2.00
GENERATOR 45-50KW TOWABLE			475.00		1,425.00						
GENERATOR, 25KW TOWABLE			350.00		1,050.00						
GENERATOR, 3500-3800WT	40.00	50.00	60.00		180.00						
GENERATOR, 4300-5000WT	47.00	59.00	70.00		210.00						
GENERATOR, 5600-6000WT	54.00	67.00	80.00		240.00						

LAWN & GARDEN EQUIPMENT						PARTY ACCESSORIES					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly	Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
WEED BURNER TORCH	17.00	21.00	25.00		75.00	100LB TANK WITH PROPANE (SE ONLY)					95.00
WHEELBARROW			15.00			20LB TANK WITH PROPANE (SE ONLY)					25.00
<b>LIGHTING</b>						30LB TANK WITH PROPANE (SE ONLY)					35.00
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly	40LB TANK WITH PROPANE (SE ONLY)					45.00
COLLAR LIGHT(6)W/53-40				75.00	150.00	CARPET INDR/OUTDR BY SQ/FT INSTALL			3.00		6.00
LIGHT TOWABLE TOWER 1000WATTX4	97.00	121.00	145.00		435.00	COAT RACK 5'FOLDING			15.00		30.00
LIGHT TRI-POD LED WIDE ANGLE 4000LL			25.00		75.00	COOLING FANS (Evaporative)			115.00		230.00
<b>LINENS</b>						FAN ROUND 42" FLOOR			45.00		135.00
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly	FIRE EXTINGUISHER			30.00		60.00
LINEN CHAIR COVER SPECIAL ORDER				3.33		FRYER STANDING W/O LP			125.00		250.00
LINEN SPANDEX TABLE COVER SPECIAL				22.00		GRIDDLE GAS 20x36 W/O LP			60.00		120.00
LINEN TABLE RUNNER SPECIAL ORDER						GRILL 28x21 W/O LP			60.00		120.00
<b>MATERIAL HANDLING EQUIPMENT</b>						GRILL 2X5 CHARCOAL			75.00		150.00
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly	GRILL GRIDDLE EXPERIENCE			175.00		525.00
BLANKET MOVING (PER BLANKET)			10.00			GRILL, TOWABLE PIG ROASTER				200.00	400.00
CHAIN BINDER RATCHET TYPE						HAND SANITIZER STATION (TOUCHFREE)				10.00	30.00
CHAIN LOAD BINDER CHAIN 14'						HEATER LP 40K RAD PATIO (INC. 20LB LF)			80.00		160.00
DOLLY 4 WHEEL			10.00		30.00	HEATER TENT 170K W/DUCT				250.00	500.00
DOLLY APPLIANCE	17.00	21.00	25.00		75.00	LIGHT 6 GLOBE WHITE APOLLO 24"				40.00	80.00
DOLLY PIANO PR.	17.00	21.00	25.00		75.00	LIGHT 6GLOBE CLEAR APOLLO 24"				40.00	80.00
DOLLY TOW	57.00	71.00	85.00		255.00	LIGHT BISTRO BLACK 48 FEET - 28 LIGH1				60.00	120.00
GLASS SUCTION CARRIER(PR)	20.00	25.00	30.00		90.00	LIGHT BISTRO WHITE 48 FEET - 28 LIGH1				60.00	120.00
JACK BOTTLE 22 TON	17.00	21.00	25.00		75.00	MISCELLANEOUS SPECIAL ORDER			45.00		90.00
LIFT DUCT 12"COMPACT	64.00	80.00	95.00		285.00	SIGN LIGHTED EXIT			5.00		15.00
LIFT DUCT 15'	64.00	80.00	95.00		285.00	SIGN NO SMOKING			25.00		50.00
LIFT DUCT 18'	64.00	80.00	95.00		285.00	STANCHION CHROME W/BLACK BELT (E/				15.00	30.00
LIFT DUCT 8"COMPACT	64.00	80.00	95.00		285.00	THERMOSTAT				15.00	30.00
LIFT, DRYWALL W/EXTENSION (16')	30.00	38.00	45.00		135.00	TRASH CAN 32G W/ 1BAG				12.00	24.00
LIFT, DRYWALL	34.00	42.00	50.00		150.00	TUB GALVANIZED METAL W/ COPPER H/				12.00	24.00
LOADER PALLET FORKS ATT 42"	54.00	67.00	80.00		240.00	WINE / WHISKEY BARREL - 36" HEIGHT				30.00	60.00
PALLET JACK HYD	30.00	38.00	45.00		135.00	<b>PLUMBING EQUIPMENT</b>					
ROLLER 10T SET (4)	30.00	38.00	45.00		135.00	Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
<b>MEASURING EQUIPMENT</b>						CRIMPER QEST/PEX 1/2"	17.00	21.00	25.00		75.00
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly	CRIMPER QEST/PEX 3/4"	17.00	21.00	25.00		75.00
LASER LEVEL	67.00	84.00	100.00		300.00	CRIMPER/QUEST/PEX 1"	17.00	21.00	25.00		75.00
LEVEL BUILDERS GRADE	27.00	34.00	40.00		120.00	SEEKER PIPE	30.00	38.00	45.00		135.00
METAL DETECTOR	20.00	25.00	30.00		120.00	SEWER, ELEC 1/2"X50' SELF FEED	47.00	59.00	70.00		210.00
<b>MISCELLANEOUS</b>						SEWER, ELEC 1/2"X75' SELF FEED	60.00	75.00	90.00		270.00
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly	SEWERSNAKE 50'MANUAL REEL	20.00	25.00	30.00		90.00
MISC INTEREST CHG						SEWERSNAKE, 50' TAPE	17.00	21.00	25.00		75.00
MISCELLANEOUS, RENTAL ITEM						SEWERSNAKE, ELECTRIC 1/2"X50'	40.00	50.00	60.00		180.00
MISCELLANEOUS, RENTAL ITEM						SEWERSNAKE, ELECTRIC 1/4"X25'DRILL	24.00	30.00	35.00		105.00
MISCELLANEOUS, RENTAL ITEM						SEWERSNAKE, ELECTRIC 3/4"X85'	67.00	84.00	100.00		300.00
MISCELLANEOUS, RENTAL ITEM						TOILET AUGER			15.00		45.00
MISCELLANEOUS, RENTAL ITEM						WRENCH PIPE 48"			20.00		60.00
NON-REFUNDABLE DEPOSIT FEE						<b>PUMPS &amp; HOSES</b>					
<b>MOBILITY ASSISTANCE</b>						Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly	HOSE DISCHARGE 2"X25'			10.00		30.00
WALKER - KNEE						HOSE DISCHARGE 2"X50'			10.00		30.00
WHEELCHAIR - MANUAL						HOSE DISCHARGE 3"X50'			15.00		45.00
<b>NAPKINS</b>						PUMP, SUBMERSIBLE 2"ELEC W/50' HOSI	30.00	38.00	45.00		120.00
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly	PUMP, SUBMERSIBLE GARDEN HOSE	17.00	21.00	25.00		75.00
LINEN NAPKIN SPECIAL ORDER				1.50	3.00	PUMP, TRASH 2"	47.00	50.00	70.00		210.00
NAPKIN 20X20 FOREST				1.50	3.00	PUMP, TRASH 3"	57.00	71.00	85.00		255.00
NAPKIN 20X20 GOLD				1.50	3.00	<b>SAWS</b>					
NAPKIN 20X20 IVORY				1.50	3.00	Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
NAPKIN 20X20 NAVY				1.50	3.00	14" THIN KERF BLADE RENTAL			65.00		195.00
NAPKIN 20X20 PURPLE				1.50	3.00	9" CUT-OFF SAW BATTERY CHARGER				45.00	135.00
NAPKIN 20X20 RED				1.50	3.00	9" ULTRA-PREMIUM PLUS DIAMOND BLA					
NAPKIN 20X20 WHITE				1.50	3.00	BATTERY 18 VOLT 5 AH					
<b>PAINTING EQUIPMENT</b>						BATTERY 40 VOLT 8 AH					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly	BREAKER JACKHAMMER BATTERY CHAI			15.00		45.00
LADDER EXTENSION 24' FIBER	27.00	34.00	40.00		120.00	PRESSUREIZED WATER TANK (2.6 GAL.)					255.00
LADDER EXTENSION 32' FIBER	34.00	42.00	50.00		150.00	SAW 14" BLOCK TBL GAS [BLADE EXTRA	57.00	71.00	85.00		255.00
LADDER JACK(PAIR)			15.00		45.00	SAW 14"WALKBEHIND	64.00	80.00	95.00		285.00
LADDER, STEP 12' FIBER	20.00	25.00	30.00		90.00	SAW 18" WALK-BEHIND	84.00	105.00	125.00		375.00
LADDER, STEP 6'-8'FIBER	17.00	21.00	25.00		75.00	SAW BRICK/PAVER 10"GAS (DRY ONLY)	54.00	67.00	80.00		240.00
LINE STRIPER/SPRAY CAN	17.00	21.00	25.00		75.00	SAW CUT-OFF 14" BATTERY CHARGER					
WALLPAPER, STEAMER	27.00	34.00	40.00		120.00	SAW CUT-OFF 14" BATTERY	57.00	71.00	85.00		255.00
<b>SCAFFOLDING &amp; SHORING EQUIPMENT</b>						SAW CUT-OFF 14" GAS	57.00	71.00	85.00		255.00
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly	SAW CUT-OFF 9" BATTERY	44.00	55.00	65.00		195.00
CEILING SUPPORT POST 4'-11'				20.00		SAW MITER 10"-12"	27.00	34.00	40.00		120.00
SCAFFOLD BASE PLATE						SAWZALL ELEC	17.00	21.00	25.00		75.00
SCAFFOLD, 8" WHEELS						<b>SCAFFOLDING &amp; SHORING EQUIPMENT</b>					
SCAFFOLD, BRACES EXTRA						Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
SCAFFOLD, CATWALK						CEILING SUPPORT POST 4'-11'			20.00		60.00

SCAFFOLDING & SHORING EQUIPMENT					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
SCAFFOLD, LEVEL STEMS					8.50
SCAFFOLD, OUT RIGGER					8.50
SCAFFOLD, PER FRAME 5'X5' HD W/BRAI					15.00
SCAFFOLD, PIGTAIL HALF-MOON					
SCAFFOLD, PLATFORM SET(BAKERS)					65.00
SCAFFOLD, SNAP PIN 3/8"x2"					
SCAFFOLD, GUARDRAIL (7')					5.00
SCAFFOLD, GUARDRAIL POSTS					5.00
SCAFFOLD, GUARDRAIL RAILS (5')					5.00
STAGE WALKBOARD 10'-16'EXP			40.00		120.00
STAGE WALKBOARD ALUM 16'X 12"			40.00		120.00
STAGE WALKBOARD ALUM 20'X 14"			45.00		135.00
STAGE WALKBOARD ALUM 24'X 14"			55.00		165.00
STAGE WALKBOARD ALUM 24'X 20"			65.00		195.00

SERVING EQUIPMENT					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
BEVERAGE DISPENSER 5G INSULATED				25.00	50.00
BOARD, CHARCUTERIE APPETIZER				25.00	50.00
CARRIER, FOOD				50.00	100.00
CHAFER, EXTRA 2.5' FOOD PANS			6.00		12.00
CHAFER, EXTRA 2.5'DIVIDED PANS			6.00		12.00
CHAFER, STAINLESS 8 QT				20.00	40.00
COFFEE, CARAFE WHITE				7.00	14.00
COFFEE, URN 55 CUP STAINLESS				30.00	60.00
COOLER 150-165QT CHEST				28.00	56.00
CUPCAKE HOLDER [24 CT]				25.00	50.00
CUPCAKE HOLDER [36 CT]				30.00	60.00
FOUNTAIN 5GAL STAINLESS DBL.DROP				50.00	100.00
HEAT LAMP W/CARVE BOARD				40.00	80.00
HOT BOX FLAT TRAY 18X26				4.00	8.00
HOT BOX FOOD WARMER ELEC INC 8 TR				200.00	400.00
STAND CATER-TRAY			6.00		12.00
TRAY CATER 14" RND			7.00		14.00
TRAY CATER 27"x22"			7.00		14.00

SKIRTING LINENS					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
SKIRT BLK 13' SNAP-CLIP				28.00	56.00
SKIRT BLK 13' VELCRO(15CLIPS)				28.00	56.00
SKIRT BLK 8' VELCRO(10 CLIPS)				24.00	48.00
SKIRT WHT 13' VELCRO(15CLIPS)				28.00	56.00
SKIRT WHT 8' VELCRO(10CLIP)				24.00	48.00

SPORTS & RECREATION					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
CARNIVAL GAMES (PLINKO/STREET/STR				112.50	225.00
DUNK TANK			200.00		400.00
MOON BOUNCE 15'X 15' CASTLE			200.00		400.00
PLINKO GAME			50.00		100.00
STREET SKEET GAME			50.00		100.00
STRIKE ZONE GAME			50.00		100.00

STAGE					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
STAGE 4X4 BIL-JAX				50.00	100.00
STAGE 4X4 GRANITE				50.00	100.00
STAGE CURVE GRANITE				50.00	100.00
STAGE GUARDRAIL 4'SEC				20.00	40.00
STAGE RAMP (PER SECTION)				50.00	100.00
STAGE RAMP w/ HANDRAIL (24"MAX)				300.00	600.00
STAGE STEPS W/HANDRAIL				50.00	100.00
STAGE TRIANGLE CORNER BILJAX				50.00	100.00

STORAGE CONTAINERS					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
OFFICE GRD LEVEL 22' CONTAINER					
OFFICE/STORAGE 40' CONTAINER					
STORAGE CONTAINERS10'X8'					
STORAGE CONTAINERS20'X8'					
STORAGE CONTAINERS22'X8'					
STORAGE CONTAINERS40'X8'					

TABLES/CHAIRS					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
COCKTAIL BARREL W/TOP				60.00	120.00
CHAIR BROWN FOLDING				2.00	4.00
CHAIR FAN BACK BLACK				3.00	6.00
CHAIR FAN BACK WHITE				3.00	6.00
CHAIR WHITE FOLDING				2.50	5.00
CHAIR WOOD CROSS BACK W/ CUSHION				10.00	20.00
CHAIR WOOD NATURAL FOLDING W/ CU:				5.00	10.00

TABLE "BARTOP" BARREL	150.00	300.00
TABLE 30" COCKTAIL RD 42" TALL	13.00	26.00
TABLE BANQUET 6'X 30" WOOD	12.00	24.00
TABLE BANQUET 8'X 30" WOOD	12.00	24.00
TABLE PRESS 6'X18"	10.00	20.00
TABLE PRESS 8'X18"	11.00	22.00
TABLE ROUND 36"	11.00	22.00
TABLE ROUND 48"	12.00	24.00
TABLE ROUND 60"	14.00	28.00

TENTS					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
TENT 10X10 POP-UP				100.00	
TENT 10X10 SQUARE PEAK				200.00	
TENT 10X20 PEAK				300.00	
TENT 15X15 SQUARE PEAK				400.00	
TENT 20X40 WHITE CANOPY				520.00	
TENT 40X100 POLE ANCHOR				3800.00	
TENT 40X80 POLE ANCHOR				3040.00	
TENT CANCELLATION FEE					

TRAILERS & STORAGE					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
TRAILER 10K DEL			90.00		270.00
TRAILER 2500GW 5'X8' RAMP			45.00		135.00

TRENCHERS					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
TRENCHER COMPACT (NO ROCKS)	70.00	88.00	105.00		315.00
TRENCHER TRAC (24" DEPTH)	197.00	246.00	295.00		885.00
TRENCHER TRAC (36" DEPTH)	207.00	259.00	310.00		930.00
TRENCHER, RT24	150.00	188.00	225.00		675.00

VEHICLE RENTAL UNITS					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
VEH AUTOTRANSPORT 82"X164" 4500#	60.00	75.00	90.00		270.00
VEH TRUCK PICKUP			60.00		300.00
VEH VAN CARGO			60.00		300.00
VEHICLE DAMAGE WAIVER			20.00		100.00

WEDDING					
Rental	4 Hour	5 Hour	Daily	72 Hour	Weekly
ARCH WHITE VINYL (PLYMOUTH)				75.00	150.00
ARCH WOOD (CAPE WINDS)				125.00	250.00
CARPET RUNNER 50' RED				85.00	170.00
SCREENS TRI-FOLD WHITE				20.00	40.00
STAND GUEST BOOK WHITE				20.00	40.00



# Request for Proposal

## **RFP# DKM-1234**

**Special Event Equipment Rentals**

**June 2, 2025**



**REQUEST FOR PROPOSAL**  
**RFP# DKM-1234**

**Issue Date:** June 2, 2025  
**Title:** Special Event Equipment Rentals  
**Issuing Agency:** Commonwealth of Virginia  
James Madison University  
Procurement Services MSC 5720  
752 Ott Street, Wine Price Building  
First Floor, Suite 1023  
Harrisonburg, VA 22807

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

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

*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: Dylan Morris, Buyer Senior, Procurement Services, [morrisdk@jmu.edu](mailto:morrisdk@jmu.edu); 540-568-3002; (Fax) 540-568-7935 not later than five business days before the proposal closing date.

**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:
_____	_____
_____	<i>(Signature)</i>
_____	Name:
_____	_____
	<i>(Please Print)</i>
Date:	Title:
_____	_____
Web Address:	Phone:
_____	_____
Email:	Fax #:
_____	_____

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

SMALL, WOMAN OR MINORITY OWNED BUSINESS:  
 YES;  NO; *IF YES* ⇒⇒  SMALL;  WOMAN;  MINORITY ***IF MINORITY:***  AA;  HA;  AsA;  NW;  Micro

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

# ***REQUEST FOR PROPOSAL***

*RFP # DKM-1234*

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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 contract(s) to provide Special Event Rental Services for James Madison University (JMU), an agency of the Commonwealth of Virginia. Initial contract shall be for one (1) year with an option to renew for four (4) additional one-year periods.

## **II. BACKGROUND**

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

JMU regularly rents a wide variety of on demand special event items for small to medium functions held on campus. These items include, but are not limited to, tables, chairs, tents, staging, and generators.

### **VASCUPP Background:**

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

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

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

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

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

## **IV. STATEMENT OF NEEDS**

James Madison University's intent is to enter into contract(s) with selected firm(s) to furnish all labor, materials, tools and resources necessary to provide special event equipment rental services to include those goods and services necessary to help the University achieve its goals as outlined

in this RFP. The University wishes to secure the services of professional special event rental firms with direct experience and expertise in the convention, event, or hospitality industry.

1. The contractor shall work independently to furnish all equipment, labor, insurance, supervision, and incidents necessary to provide special event rental services to the University. The contractor shall develop clear, concise, and professional quality written proposal quotes for each event for review and acceptance by James Madison University.
2. All equipment shall be uniform, clean, sanitized, superior quality, operable, with no broken parts, and the same color within each ceremony/location. James Madison University will at its sole discretion determine if equipment is acceptable for use.
3. The Contractor shall be responsible at all times for the actions and work of its employees. The contractor shall enforce strict discipline and good order among event personnel. James Madison University reserves the right to require the contractor to remove any employee whose behavior is deemed as unprofessional or objectionable.
4. The Contractor should provide uniforms for all personnel assigned to work at the University. Uniforms will contain the Contractor's name and individual's name. Uniforms should be worn at all times while on University property to designate Contractor affiliation.
5. The Contractor shall analyze and recommend improvements to the University's current timeline for delivery, set up, and take down of the rental equipment. The contractor shall use effective procedures to insure timely delivery and set-up for the University's scheduled special events, which may include hours of service after normal working hours to include weekends and holidays.
6. The Contractor shall have both the demonstrated experience and the existing, proven capacity of licensed, trained, and qualified, personnel to effectively meet the requirements of this RFP and scope of duties therein. Contractor shall have chair stacking and transporting systems that allow one worker to securely transport a stack of approximately fifty (50) chairs across turf and hard surfaces without damage to the chairs or the terrain.
7. The contractor shall have obtained all applicable permits and licenses pursuant to Commonwealth of Virginia State Fire Prevention Code for temporary tents and membrane structures. For more information please reference:  
[https://www2.iccsafe.org/states/virginia/Fire\\_Prevention/fire\\_Frameset.html](https://www2.iccsafe.org/states/virginia/Fire_Prevention/fire_Frameset.html)
8. No portion of work will be subcontracted without prior written consent of the University. In the event that the selected firm(s) desires to subcontract any part of the work specified herein, the selected firm(s) will furnish the University the names, qualifications, and experience of its proposed subcontractors. The selected firm(s) will remain fully liable and responsible for the work to be performed by its subcontractor(s) and will assure compliance with all requirements of the Agreement.
9. The University has identified two (2) distinct areas where special event equipment rental services are needed:

**A. On demand, small or large quantity, multi-location events, and;**

**B. Spring and Winter Commencement and other large University events.**

10. James Madison University reserves the right to obtain other cost estimates prior to authorizing work, and to solicit any project separate and apart from the resulting contract(s) as may be deemed in the best interest of the University. James Madison University reserves the right to request a quotation from one or more contractors with which the University has a contract.
11. The Contractor shall work with the University's Parking Services to identify approved parking locations to be utilized. Other agencies utilizing this contract will provide further instructions regarding the institution's parking regulations.
12. Special Events at the University may include, but is not limited to:
  - Student Events
  - Major Speakers
  - Athletic Events
  - Faculty/Staff Events
  - Capital Project Kick-off
  - Back to School Events

**Offeror Shall Respond to the Following:**

1. Provide a brief history of your firm, its qualifications & experience in providing special event equipment rental services for small/on-demand and large-scale University and College commencement ceremonies.
2. Describe consultation and guidance that may be provided to James Madison University in determining exact needs for specific events and locations.
3. Describe firm's ability to accommodate requests for site visits to make recommendations and suggestions concerning equipment needed.
4. Unanticipated events may be held with little to no notice. Describe the expected turnaround time for events at James Madison University and how tight deadlines are met.
5. Provide information of essential personnel who will be assigned to work with the University including a description of their experience in providing similar Special Equipment Rental Services.
  - a. Identify any certifications and licenses that the contractor and or employee(s) may currently hold.
  - b. Describe the training, expertise, and supervision of personnel that may be assigned to service the University.
6. Describe in warranty detail for all equipment and services.
7. Describe in detail cancellation requirements.
8. Describe invoice procedures. Provide sample invoice with proposal.
9. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of VASCUPP members can be found at <https://vascupp.org/>

**Offerors may respond to Section A, Section B, or both depending upon the services Offeror provides.**

**A. On Demand Event Equipment Rental – Offerors shall provide a respond to the following:**

1. General
  - a. Describe firm’s ability to provide special event rental services for small or medium, multi-location events. Be specific in detailing the event from beginning to end including ability to provide set-up and take-down services.
  - b. Unanticipated events may be held with little to no notice. Describe the expected turnaround time for events at James Madison University and how tight deadlines are met.
  - c. Describe the timeframe for set-up and take-down of equipment.
  - d. Describe in detail cancellation requirements.
  - e. Provide primary contact for all James Madison University special event rental services.
2. Equipment
  - a. Provide a link to your firm’s online special event rental catalog.
  - b. Describe seating options including the maximum number of uniform chairs that can be accommodated with one order. Include seating specifications, colors, etc. Provide descriptive literature, specifications and pictures, of seating options being offered.
  - c. Describe staging options to include various sizes, styles, skirting etc. Provide descriptive literature, specifications, and pictures of staging being offered.
  - d. Describe table options to include various sizes and styles. Provide descriptive literature, specifications, and pictures of tables being offered.
  - e. Describe tent options to include various sizes and styles and associated cost. Provide descriptive literature, specifications, and pictures of tents being offered.
  - f. Describe mobile portable sanitation unit options to include various sizes and styles and associated cost. Provide descriptive literature, specifications, and pictures of sanitation units being offered.
  - g. Describe portable generator options to include various sizes and power capabilities. Provide descriptive literature, specifications, and pictures of generators being offered.
  - h. Provide information on other items your firm provides for special event rental.
  - i. Describe minimum order requirements, if applicable

**B. Large Scale Events – Offerors shall provide a respond to the following:**

1. Describe in detail how your firm plans to provide large-scale event services.

2. Describe how the firm plans to provide quality equipment, delivery, set-up and equipment removal in a timely professional manner for large, multi-location events. Include a description on how the firm will work with the University to ensure last-minute schedule changes and equipment requirements.
3. Describe the firm's equipment rental services including:
  - a. Available inventory for chairs, tents, staging, tables, flooring, portable sanitation units, and any additional special equipment. Describe options, sizes, styles, etc. for each. Provide descriptive literature, specifications, pictures, of all items being offered and event rental catalog.
  - b. Capability to meet University's expanding requirements for special event equipment to include new equipment options as University student enrollment, demands, and events increase.
  - c. Describe the process utilized for cleaning, storing, moving and replacing equipment.
  - d. Describe the firm's ability to provide thorough instructions, diagrams, and other tools set-up and take-down services for large, multi-location events with little or no supervision from the University.
  - e. Provide manufacturer load and sway test results that have passed review by a Virginia licensed structural engineer.
  - f. Warranty provided on all equipment and services.
4. Cancellation requirements and associated costs.
  - a. Describe additional equipment the firm has access to and can provide the University.
  - b. Provide minimum order and delivery requirements for smaller special events (i.e. chairs, staging, tents, etc.)
5. Describe your firm's plan for customer service to include:
  - a. Contingency plans for unforeseen events such as vehicle breakdowns, equipment damage in transit to the University, and /or delays due to weather, accidents, etc.
  - b. Special Event reservation time period and days/hours' notice for additions or deletions for equipment rental requirements.
  - c. Accommodating the University's preference to set up equipment requirements as close to the actual date of the event(s), without compromising the ability to execute an on-time installation.
  - d. Expected turnaround time for unanticipated events, and how shortened deadlines are met.
  - e. Consultation and guidance in determining exact needs for specific events and locations.
  - f. Ability to accommodate requests for site visits to make recommendations and suggestions concerning equipment needs.

## 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 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) copies** 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’ 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:

	<u>Points</u>
1. Quality of products/services offered and suitability for intended purposes	25
2. Qualifications and experience of Offeror in providing the goods/services	20
3. Specific plans or methodology to be used to perform the services	30
4. Participation of Small, Women-Owned, & Minority (SWaM) Businesses	10
5. Cost	15
	<u>100</u>

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 procurement solution by completing the free eVA Vendor Registration. All offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the proposal being rejected. Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

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

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

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

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

X. E-VERIFY REQUIREMENT OF ANY CONTRACTOR: Any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with James Madison University to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to any awarded contract.

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

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

For purposes of this Section, "State workplace" includes any location, permanent or temporary, where a Commonwealth employee performs any work-related duty or is representing his or her

agency, as well as surrounding perimeters, parking lots, outside meeting locations, and means of travel to and from these locations. Communications are deemed to occur in a State workplace if the Contract Worker reasonably should know that the phone number, email, or other method of communication is associated with a State workplace or is associated with a person who is a State employee.

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

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

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

**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. 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.
- S. 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.

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

## **IX. METHOD OF PAYMENT**

The contractor will be paid 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:

## **X. PRICING SCHEDULE**

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

Specify any associated charge card processing fees, if applicable, to be billed to the university.

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

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

### **B. Large Events Equipment Rental**

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

## **XI. ATTACHMENTS**

Attachment A: Offeror Data Sheet

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

Attachment C: Standard Contract Sample

Attachment D: Zone Map

Attachment E: Event Pricing and Requirements

Attachment F: VHEPC PAC

Attachment G: SWaM Sub-contractor Reporting Template

ATTACHMENT A

OFFEROR DATA SHEET

TO BE COMPLETED BY OFFEROR

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

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

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

CLIENT	LENGTH OF SERVICE	ADDRESS	CONTACT PERSON/PHONE #
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4. List full names and addresses of Offeror and any branch offices which may be responsible for administering the contract.

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

YES  NO

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

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ATTACHMENT B

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**RETURN OF THIS PAGE IS REQUIRED**

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

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

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

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

Offeror / Proposer: \_\_\_\_\_

\_\_\_\_\_ Firm \_\_\_\_\_ Address \_\_\_\_\_ Contact Person/No. \_\_\_\_\_

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

*(Form shall be submitted with proposal and if awarded, 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

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

**Attachment E**

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

<b><u>Chairs</u></b>	<b><u>Estimated Quantity</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>
Samsonite Folding Chair -All Colors (White, Black, Burgundy)	19,800		
<b><u>Staging</u></b>	<b><u>Estimated Quantity</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>
32' x 16' skirt on four (4) sides, two (2) stairways, safety rail on three (3) sides ~Rose Library	1		
32' x 20' x 3' ht Skirt on four (4) sides, two (2) stairways, one (1) ADA ramp, and safety rails on three (3) sides. ~Wilson Quad	1		
36' x 28' black skirt on four (4) sides, one (1) stairway, safety rail on three (3) sides, and two (2) ADA ramps. ~Stadium	1		
24' x 20' x 2' ht black skirt on four (4) sides, two (2) stairways, and safety rail on three (3) sides ~Duke Lawn	1		
4' x 4' x 36" ht black skirt on four sides one stairway, safety rail on two (2) sides ~Videographer's Stand	1		
<b><u>White Frame Tents w/ Concrete Anchors &amp; Fire Extinguisher</u></b>	<b><u>Estimated Quantity</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>
10' x 10'	3		
15' x 15'	7		
20' x 20'	1		
20' x 30'	1		
20' x 40'	1		
30' x 60'	1		
40' x 60'	1		
40' x 80'	1		
30' x 45' ADA Tent	1		
60' x 120' Fire Package Tent	1		
<b><u>Staked White Frame Tents &amp; Fire Extinguisher</u></b>	<b><u>Estimated Quantity</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>
10' x 10'	1		
15' x 15'	1		
20' x 20'	1		
20' x 30'	1		
20' x 40'	1		
30' x 60'	1		
40' x 60'	1		
40' x 80'	1		

<b><u>Tables</u></b>	<b><u>Estimated Quantity</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>
8' Banquet Table	30		
6' Banquet Table	1		
6' Round Dining Table	1		
36" x 42" ht Cocktail Round Table	1		
30" Cocktail Table w/ 30" & 42" ht Columns & Bases	1		
<b><u>Miscellaneous</u></b>	<b><u>Estimated Quantity</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>
White Resin Stanchion w/ Chain	50		
Pipe and Drape- Black x 8' height (per linear foot)	80 ft.		
Barricaded Crowd Control Stanchion (per foot)	50 ft.		
Stage Skirt per linear foot	1 ft.		
Staging per sq. ft. (if multiple options of staging are available, provide pricing for each)	1ft.		
Safety Rail per linear foot	1 ft.		
ADA Ramp per linear foot	1 ft.		
Event Carpet Runner	90 ft.		
<b><u>Sanitation</u></b>	<b><u>Estimated Quantity</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>
Mobile Comfort Station	2		
Mobile Comfort Station with two (2) ADA ramps	1		
Skid Mounted ADA Comfort Station	1		
Mobile Elite Comfort Station with ADA (2) ADA ramps	1		
<b><u>Flooring</u></b>	<b><u>Estimated Quantity</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>
Portable Flooring w/ edge ramps for entire perimeter of layout	38,540 sq ft.		
<b><u>Labor</u></b>	<b><u>Estimated Quantity</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>
Set up and take down table(s)	1		
Set up and take down of chair(s)	1		
Installation and removal of flooring	1		
<b><u>Delivery</u></b>	<b><u>Total Price</u></b>		
Delivery Lot (Commencement)			
Equipment Distribution Charge (Commencement)			

**Pricing Schedule – Special Event Equipment  
University of Virginia**

<b><u>Description</u></b>	<b><u>Estimated Quantity</u></b>	<b><u>Unit Price</u></b>	<b><u>Total Price</u></b>
Samsonite Folding Chair -All Colors	38,150		
<b><u>Staging</u></b>			
40' x 20' x 2'ht 80' Black Skirt Two stairways 64' Safety rail Aquatics	1		
4' x 4' x 16''ht Interpreter's Riser (With one single step) ~Aquatics~	1		
36' x 20' x 2'ht Black Skirt on three sides Two'28' ADA ramps ~Law School (Clay Hall)	1		
48' x 12' x varying heights- Black skirt on front side Two stairways Safety rail on two sides Old Cabell~	1		
Extend Rental Additional Three Weeks ~Old Cabell~	1		
8' x 16' Two Tier Press Riser (Each tier 4' x 16') Old Cabell~	1		
4' x 4' x 16''ht Interpreter's Riser (With one single step) ~Old Cabell~	1		
4' x 4' x 16''ht Interpreter's Riser (With one single step) ~Mid-Lawn between Old Cabell and Rotunda~			
28' x 28' x 2'ht- White Skirt on three sides One stairway Two 24' ADA ramps ~Darden~	1		

<u>Description</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
24' x 12' x 2'ht- 48' Black Skirt Two 16' ADA ramps Safety rail on back side 24' x 8' ht Pipe & Black Drape ~North Grounds Rec~	1		
4' x 8' x 2'ht- Black skirt on four sides One stairway ~North Grounds Rec Audio	1		
8' x 8' x 2'ht- Black Skirt on four sides One stairway ~Law School~	1		
12' x 8' x 2'ht- Black skirt on four sides One stairway ~Law School~	1		
20' x 12' x 8''ht- No stairway Black skirt on three sides ~Art School~ (Band Rehearsal)	1		
32' x 16' x 2'ht- Black skirt on three sides Two ADA Ramps x 24' (48') No Stairway ~Thornton Courtyard~	1		
32'' x 16' x 16''ht – Black skirt on three sides Two ADA Ramps x 28' No Stairway or railings Two 16' ADA ramps ~Slaughter Rec~	1		
<b>Folding Tables</b> – 8' x 30'' x 29''ht	110		
<b>Banquet Tables</b> – 6'	42		
Round Dining table – 6'	90		
<b>Table Linens</b> -			
White Tablecloth (90'' x 156'')	7		
Black Table Skirt x 14' x 29''	7		
<b>Staging Accessories</b>			
Stage Skirt per linear foot	1		
Stage safety rail per linear foot	1		
Black Stage Skirt – 24'' x 8'	12		
<b>Miscellaneous</b>			
Pipe and Drape Black x 12' ht - per linear foot	24'		
Pipe and Drape Black x 12'ht -per linear foot	60'		

Chrome Stanchion with Retractable black tape	6		
ADA Ramp 24' ramp plus one turn deck ~Amphitheater~	1		

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

**AGREEMENT  
PUBLICLY ACCESSIBLE CONTRACT (PAC)**

This Agreement, effective the [DAY<sup>st/nd</sup>] day of [MONTH, YEAR], is by and between James Madison University (the “University”), on behalf of the Virginia Higher Education Procurement Consortium (the “Consortium”) (collectively the "University"), and [VENDOR NAME], (“Vendor”).

**TERM**

The term of this Agreement shall begin [Date] to [Date] with [Number] of [Number] year renewal options, and an expected final expiration date of [Date]. This end date coincides with the Primary Agreement’s [Agreement Number] end date.

**WITNESS**

WHEREAS, the University and Vendor have executed an agreement, UCPJMUXXXX, dated MONTH XX, 20XX (the “Primary Agreement”), and included in the Primary Agreement is a third-party access / cooperative clause. Now therefore, the University and Vendor wish to express in this Agreement the specific terms that will allow third party access to the Primary Agreement.

Accordingly, and in consideration of the mutual premises and provisions hereof, the parties hereby agree as follows:

I. Vendor will:

- A. Pay the University 1% of all sales to accessing entities outside of the Consortium membership associated with the Primary Agreement (as the “PAC Annual Fee”). The PAC Annual Fee will be paid in exchange for marketing services provided by the University and the Consortium described below in Section II.
- B. Fully support this marketing relationship by promoting the availability of the Primary Agreement to non-Consortium entities;
- C. Provide quarterly sales reports detailing the amount of sales to each non-Consortium accessing entity; and

II. The University/Consortium will:

- A. Promote the Primary Agreement on its website and through other channels (e.g., conferences) to non-Consortium members
- B. Maintain an approved version of Vendor’s logo on the Consortium website

III. Payment:

- A. Payment of PAC Annual Fee will arrive at the University no later than August 31 of each year. The University and Consortium will share the payments equally and allocate payments to the appropriate accounts.

In the event of early termination of the Primary Agreement, this residual payment will arrive at the University no later than 45 calendar days from termination date of the Primary Agreement.

- B. Payment of PAC Annual Fee will take the form of a check. Checks will be made payable to the University of Virginia and sent to:

Constance Alexander, Office Manager  
Procurement and Supplier Diversity Services  
University of Virginia, Carruthers Hall  
c/o VHEPC  
PO Box 400202  
1001 N. Emmet Street  
Charlottesville, VA 22904

IV. Notices:

Any notice required or permitted to be given under this Agreement will be in writing and will be deemed duly given: (1) if delivered personally, when received; (2) if sent by recognized overnight courier service, on the date of the receipt provided by such courier service; (3) if sent by registered mail, postage prepaid, return receipt requested, on the date shown on the signed receipt; or (4) if sent by electronic mail, when received (as verified by the email date and time) if delivered no later than 4:00 p.m. (receiver's time) on a business day or on the next business day if delivered (as verified by sender's machine) after 4:00 p.m. (receiver's time) on a business day or on a non-business day. All such notices will be addressed to a party at such party's address or facsimile number as shown below.

If to the University:

Procurement Services  
c/o Director of Procurement  
James Madison University  
752 Ott Street, MSC 5720  
Harrisonburg, VA 22807

If to Vendor:

[Vendor Contact]  
[Vendor]  
[Address]  
[City, State, Zip]  
Email: [Vendor Email]  
Fax: [Fax]

**ACCEPTANCE**

**For James Madison University**

**For [Vendor]**

\_\_\_\_\_  
[Lead Proc]

[Lead Job Title]

\_\_\_\_\_  
[Vendor Contact]

[Vendor Contact Title]

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Agreement #: [JMU Contract-Number]-PAC

SAMPLE

## Reporting Instructions

- 1) Complete all information accurately
- 2) Contact Phillip Ewell (ewellpw@jmu.edu, swamreporting@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





**June 4, 2025**

**ADDENDUM NO.: ONE  
TO ALL OFFERORS:**

**REFERENCE:** Request for Proposal No: **RFP DKM-1234**  
Dated: **June 4, 2025**  
Commodity: **Special Event Equipment Rentals**  
RFP Closing On: ~~**June 2, 2025 at 2:00pm (Eastern)**~~  
**July 2, 2025 at 2:00pm (Eastern)**

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

- RFP DKM-1234 Special Event Equipment Rentals will have a closing date of July 2, 2025 at 2pm.

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

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

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