



COMMONWEALTH OF VIRGINIA STANDARD CONTRACT

Contract No. UCPJMU7395

This contract entered into this 6th day of March 2026, by Southard Audio LLC, hereinafter called the "Contractor" and Commonwealth of Virginia, James Madison University called the "Purchasing Agency".

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

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

PERIOD OF PERFORMANCE: From March 18, 2026 through March 17, 2027 with four (4) one-year renewal options.

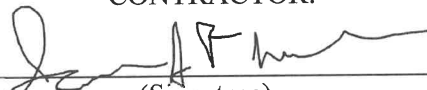
The contract documents shall consist of:

- (1) This signed form;
- (2) The following portions of the Request for Proposal RFP ASF-1245 dated November 11, 2025
 - (a) The Statement of Needs,
 - (b) The General Terms and Conditions,
 - (c) The Special Terms and Conditions together with any negotiated modifications of those Special Conditions;
- (3) The Contractor's Proposal dated December 8, 2025 and the following negotiated modification to the Proposal, all of which documents are incorporated herein.
 - (a) Negotiations Summary, dated February 16, 2026

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

CONTRACTOR:

By: _____


(Signature)

JASON A.F. MISTERKA

(Printed Name)

Title: OWNER / MANAGER

PURCHASING AGENCY:

By: _____


(Signature)

Adam Fleming
(Printed Name)

Title: Buyer Senior

1. Pricing shall be in accordance with the final pricing list provided by Southard Audio (*See Section IX pricing list*).
2. The Contractor has confirmed that there shall be no additional miscellaneous or incidental fees that have not been identified in the contract. There are no hidden charges, normal contract exclusions apply.
3. The Contractor agrees that no deposits are required prior to events unless otherwise negotiated and agreed upon between parties on a case-by-case basis.
4. The Contractor agrees to secure purple draping for JMU events upon contract award. Draping can be provided on a case-by-case basis with at least 21-day notice.
5. In case of equipment failure, the Contractor agrees to provide back-ups to key equipment items on-site. Additionally, Contractor agrees to utilize affiliate resources in case of emergency to prevent breach of contract.
6. JMU student employees will be allowed to be used for mobilizing equipment as long as they are trained on basic procedures for lifting and moving objects. This training will be maintained and administered by James Madison University.
7. The Contractor acknowledges and agrees to the force majeure clause outlined in ASF-1245 as it pertains to cancellation policy.
8. As an agency of the Commonwealth of Virginia, James Madison University makes payment(s) in accordance with the Code of Virginia, §2.2-4347 through 2.2-4354, Prompt Payment.
9. Contractor agrees that this Negotiation Summary modifies the Contractor's response to RFP# ASF-1245.



PHONE: (540) 234-0529
4301 TIMBER RIDGE DRIVE, MOUNT CRAWFORD, VA 22841
WWW.SOUTHARDAUDIO.COM INFO@SOUTHARDAUDIO.COM

Proposal to James Madison University

RFP# ASF-1245

Audio/Visual Event Rental Services

November 11, 2025

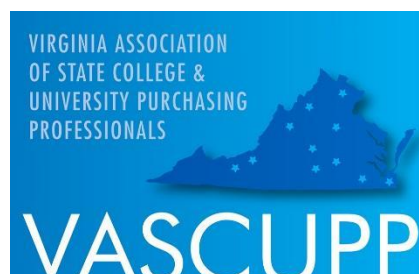


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REQUEST FOR PROPOSAL

RFP# ASF-1245

Issue Date: November 11, 2025
Title: Audio/Visual Events Rental Services
Issuing Agency: Commonwealth of Virginia
James Madison University
Procurement Services MSC 5720
752 Ott Street, Wine Price Building
First Floor, Suite 1023
Harrisonburg, VA 22807

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

Sealed Proposals Will Be Received Until 2:00 PM on December 11, 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: Adam Fleming, Buyer Senior, Procurement Services, fleminas@jmu.edu; 540-568-4280; (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:

Southard Audio, LLC.

Timber Ridge Drive

Mount Crawford, VA 22841

Date: December 8, 2025

Web Address: www.southardaudio.com

Email: jason@southardaudio.com

By:



(Signature)

Name: Jason A. F. Misterka

(Please Print)

Title: General Manager / Owner

Phone: (540)234-0529

Fax #: n/a

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

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 42 Months 6

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
George Mason University	23 years	Fairfax, VA	Jessica D'Angelo (703)993-9428
Red Wing Roots Festival	14 years	Mt Solon, VA	Jeremiah Jenkins (540) 820-5200
Bridgewater College	30 years	Bridgewater, VA	Tyler Bradley (540)828-8073
Washington & Lee University	35 years	Lexington, VA	Laura Ulmer (540) 458-5000
Shenandoah Valley Music Fest	26 years	Orkney Springs, VA	Dennis Lynch (540)459-3396
Wheatland Music Festival	37 years	Remus, MI	Tom Ball (989)330-4205
Babco Entertainment	23 years	VA Beach, VA	Melissa Aronson (757) 618-6398

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

Jason Alexander Friedman Misterka
4301 Timber Ridge Drive, Mt. Crawford, VA 22841

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

[] YES [X] NO

IF YES, EXPLAIN:

ATTACHMENT B

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

Offeror Name: Southard Audio, LLC. **Preparer Name:** Jason Misterka **Date:** November 24, 2025

Is your firm a **Small Business Enterprise** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes [☒] No [☐]

If yes, certification number: **818178** Certification date: 01/27/2024

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)

RETURN OF THIS PAGE IS REQUIRED



PHONE: (540) 234-0529
4301 TIMBER RIDGE DRIVE, MOUNT CRAWFORD, VA 22841
WWW.SOUTHARDAUDIO.COM INFO@SOUTHARDAUDIO.COM

INTRODUCTION:

I would like to extend my greetings to the JMU Procurement Department, and especially to everyone in the Selection Committee for the 2025 RFP. It has been a privilege after these last five years to again present our proposal for a continued partnership with JMU.

For those on the committee who may not be familiar with us, we provide concert audio, lighting, and video production, special event AV, and other supporting services throughout the mid-Atlantic region. Based in Harrisonburg, VA, our focus has always been on delivering high-quality production services and technical support, backed by a team whose expertise and training is otherwise unmatched in the region.

Southard Audio's formal contract with JMU began in 2010, but as a company we have been working on campus since the early 1980s. We at Southard Audio have grown up with, and grown up at JMU, and many of our team members are alumni. While we work with a number of other major universities, and have a corporate and festival roster as well, our close partnership with JMU is one of our most valued relationships. Over the years we have collaborated with departments and organizations across the campus to support thousands of events. We take pride in being a trusted partner in the planning and execution of events that help shape the student and JMU community experience.

These events include Spring and Winter Commencement Ceremonies, Purple Reign, the amazing JMU Football and Basketball games, Choices, Relay for Life, Greek Sing and many more. We appreciate the opportunity to work with event planners in many departments, as well as student organizations including the University Program Board, Athletics, University Events, Multicultural Student Services, The Forbes Center, Donor Relations, Admissions, Fraternity & Sorority Life, The Office of Disability Services, Orientation, Alumni, and the Atlantic Union Bank Center event team.

Our company values our people and our relationships. We also love technical equipment! Our warehouse in Harrisonburg has expanded to handle the addition of more high quality and useful tools that we use to support our clients. As technology evolves rapidly, we stay ahead of the curve and invest in tech that reliably and consistently helps us meet future needs. Over the last five years, we have added several cutting edge Martin Audio loudspeaker systems, ten new digital audio consoles, and racks of wireless audio technology. We now have a third offering in our popular, scalable, LED video wall inventory. We have purchased two large mobile LED wall trailers that can be deployed quickly and in locations that are otherwise prohibitive for a traditional LED wall. We have invested in a large number of next-generation lighting and video production equipment in the last few years, and have added three taller drape sizes to meet the expanding needs of our special event clients.



One of the things we enjoy most about our relationship with JMU has been working with the Music Industry Department's longstanding summer internship program. For over thirty-five years we have offered hands-on instruction and the opportunity to gain professional experience in event production. This is a mutually beneficial relationship; we live and work in Harrisonburg, at JMU, and around the mid-Atlantic, and we highly enjoy sharing our knowledge and experience with current JMU students in a variety of our production settings. Many of our current staff began as JMU interns or students and this remains as one of the best parts of our identity.

You will find that many of the answers below are the same or very similar to our answers in 2010, 2015, and 2020. That is a feature, not a bug. We have been in business for a long time, and we work hard to maintain consistency in our operations. We take all of our RFP processes very seriously, our responses are considered, and it helps that our company values are the same today as they were then, and we may have even learned some new things.

We appreciate the opportunity to submit this proposal, and are looking forward to continuing the strong and collaborative relationship between James Madison University and Southard Audio. Please feel free to contact me with any questions.

A handwritten signature in black ink, appearing to read "Jason A. F. Misterka", with a stylized, flowing script.

Jason A. F. Misterka
General Manager & Owner / Southard Audio LLC
Cell (540) 421-0207
Office (540) 234-0529
Email Jason@southardaudio.com
Website www.southardaudio.co



RESPONSES TO RFP QUESTIONS:

IV. STATEMENT OF NEEDS

A. GENERAL

A.1. All events held at James Madison University are of equal importance. Size of event does not designate significance. Describe ability to provide all audio visual services for the following. Be specific in detailing the event from beginning to end:

- a. Large arena concerts*
- b. Large scale events (e.g.: graduations, building dedications, and athletic banquets)*
- c. Small scale events (e.g.: presentations and meetings)*

Starting at our first event at JMU in 1985, we have provided production services for all types of special events held in every size and variety of venues throughout campus. From the original PC Ballroom to Festival Ballroom and Hotel Madison as well as the Hall of Presidents; in Memorial and Wilson Hall Auditoriums; in Godwin and UREC Gymnasiums; starting out at the JMU Convo Center and now inside the Atlantic Union Bank Center. We have managed events at all of the outdoor locations on campus as well, including Bridgeforth Stadium, The Quad, Festival Lawn, Rose Library Lawn, The Commons, Hillside Field, and Duke Lawn.

With all of these events, much of the pre-production work is very similar. We begin with initial contact and a discussion of the venue, event goals, and other big picture items. At that point we try to balance the existing venue requirements with the ideal audio-visual system design and the budget available. If there is a touring artist or performer, we have a technical and time-schedule advance with their representatives, as soon as they are available to discuss. After the technical advance is complete, we re-visit the system design and the budget to make sure everything is still on track. There will typically be a final pre-production discussion prior to the day of the event to confirm small details.

Instead of fully detailing an event from beginning to end, we hope that including examples of the varieties of events that we have recently provided audio-visual services for will underscore our abilities better than a line-by-line description of potential performance.

Here are a few notable examples to highlight the range of services we can provide:

Large Arena Concerts - At JMU, we have managed and provided for the production aspects of numerous events in Atlantic Union Bank center, including large concerts promoted by UPB, AUBC, the Forbes Center and even external renters. These include Jason Derulo, The Wallows, Swae Lee, Jim Gaffigan, Pops Concert, and others. Other large arena concert clients of ours include GMU's Eagle Bank Arena, UVA's John Paul Jones Arena, Radford's Dedmon Center, and on occasion the Richmond Coliseum and DC's Capital One Arena. We began with, and have maintained, a reputation as a high quality concert and festival audio production company and we work with many other clients who produce large-scale musical events.



Large Scale Events (e.g.: graduations, building dedications, and athletic banquets) - In this year alone, we have assisted with the planning and technical execution of at least four building dedications on JMU's campus. We have been a part of JMU's Commencement team since the 1990's and have provided services for JMU Commencement Ceremonies all around campus. Beginning in 2005 we managed production for the University Ceremony in Bridgeforth Stadium, through the trials of COVID, and until the building of Atlantic Union Bank Center was complete. Since AUBC's opening in 2020, we have helped the Commencement team from University Events and the staff at AUBC grow the technical and aesthetic design of the event. We've also worked to provide captioning, teleprompting, and wireless IFB for Sign Language Interpreters to help ensure that everyone in attendance can see and hear every word. We are currently working on the 2025 Winter Commencement and are also looking forward to working with the team to help plan the technical portion of the Inauguration of President Schmidt in April.

Small Scale Events (e.g.: presentations and meetings) - We have a number of AV items in house to help facilitate small scale events, including pipe & drape, small LED lighting systems, screens & projectors, televisions, and a few compact but high quality powered loudspeaker systems. We own the industry standard push-to-talk microphones, have automatic audio mixing systems, pressboxes, and a very large inventory of Shure digital wireless microphones. In the past few years we have provided design and production services in Festival Ballroom and Hall of Presidents for events including the Stewardship Luncheon, Bluestone Reunions, and the JMU Alumni Awards. We are currently in the planning stages of all three of these events in the Spring Semester.

A.2. 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.

Our warehouse location within Harrisonburg-city limits gives us the ability to respond to requests with very short notice. Most of our technicians have had years of experience on campus at JMU, and are familiar with all the venues on campus as well as with the special challenges that need to be met at each one. This means that once an unexpected event is announced, we are able to move quickly to prepare the systems that are necessary and we will be able to be on-site in a very timely fashion. In our many years of operation, we have also developed relationships with numerous other companies. In the event of a very special circumstance that we could not meet entirely in-house, most of the items that we would need to cross-rent have already been sourced and we have an existing plan of action to acquire them as needed.

A.3. Specify the approximate timeframe for individual event proposals to be submitted to JMU after receiving a request.

We will electronically submit proposals or quotations within five business days of confirming the event details and design choices, as well as a general overview of the time schedule. To ensure that our estimates are accurate and reflective of the events actual needs, we do prefer to work through many of the details diligently as incomplete information for complex events can significantly affect the scope of the project. However, we also recognize JMU may need certain estimates to be accelerated, and in that case we request an open communication with all parties to help facilitate that. And to this goal, over the last eight months we have been transitioning a current employee, with significant JMU experience, to be able to operate in a more advanced administrative role for this reason.



A.4. Describe the dress code for event staff. Dress code is subject to approval by James Madison University. All event personnel shall be easily and clearly identified, with the Contractor's name visible at all times. Event personnel shall, upon request, present appropriate identification.

All Southard Audio LLC staff on-site during the event will wear a black collared shirt with a company logo. For non-concert events, Southard Audio staff will wear long pants. If specified with advance notice, on-site technicians would also be able to wear formal attire, including a black suit or tuxedo. Loading and setup-only crew will wear black t-shirts with a company logo, and will typically not be on-site during the event.

A.5. Describe in detail warranty given on all equipment and service.

Southard Audio has never needed to offer an expressed and specific warranty for our work, and a written warranty for event production work is outside the industry norm.

We guarantee that we will have back up equipment nearby for all critical pieces of equipment, so any hardware related failure can be corrected quickly and on-site.

If for any reason we are unable to complete the terms of our contract which causes the event to be cancelled, we would not charge for that event. It is worth noting that in the history of our company, there has never been an occasion where an event was cancelled or postponed as a result of our company's performance. The fact that our business location lies less than three miles from the JMU campus practically eliminates any possibility of a transportation related issue preventing us from fulfilling our contract, and in the event of multiple hardware failures, we are only a fifteen minute round trip from the storage location of the remainder of our business inventory.

If a circumstance arises where there is some deficiency on our part that affected the overall outcome of the event, we are willing to discuss an appropriate and fair price reduction. This is extremely rare, but no electronic equipment is immune to performance bugs, especially computerized equipment. The art is in how professionally those failures are handled, if they do arise.

A.6. Describe in detail cancellation requirements.

We have historically had a very liberal cancellation policy as compared to other companies in our industry. For equipment and services that are not subcontracted, we have been and will remain as flexible as is possible to accommodate event rescheduling, with appropriate notice and communication. JMU has also historically acted in good faith with this relationship, and it has been extremely rare that a cancellation issue has arisen. COVID19-related Force Majeure cancellations are an exception, and everyone hopes that situation will not be repeated in the future.

However, as we do not charge JMU a deposit, and yet we are often required to pay a deposit to reserve the equipment and services of many of our subcontractors, JMU will be asked to reimburse Southard Audio for any out-of-pocket expenses in preparation for an event that has been cancelled.

Also, it must be understood that our work does not begin on the morning of the event. We spend a significant amount of time in advance at meetings, planning, and preparing, as well as other tasks while operating as the Production Manager for



larger events. The labor for production management of larger events (if in excess of four hours) will be included on the invoice as a line item, remaining billable even if the event has been cancelled.

- I. There is no deposit required for JMU clients, as has been requested by JMU. However, to reserve equipment and staffing, once a formal proposal for an event is approved, fifty-percent of the amount will be invoiced even if the event is subsequently cancelled. This amount (minus any out-of-pocket expenses paid by Southard Audio for the original date) can be applied to a rescheduled date within six months of the original date.
- II. Within twelve days of the scheduled load-in for the event, any staging and tenting will be charged for the full invoice price, even if the event is moved indoors or cancelled. This amount (minus any out-of-pocket expenses paid by Southard Audio for the original date) can be applied to a rescheduled date within six months of the original date.
- III. Within forty-eight hours of the scheduled load-in for the event, any AV systems (audio, lighting, video, backline), the client will be charged for the full invoice price. This amount (minus any out-of-pocket expenses paid by Southard Audio for the original date) can be applied to a rescheduled date within six months of the original date.
- IV. When trucks arrive at the venue, but before loading has begun, Southard Audio is able to set up an alternative “Rain Site” at the client’s request, if one is available. Please review in advance the location and logistical requirements of the “Rain Site”, as many times the “Rain Site” may have different labor, electrical, or other requirements.
- V. Once loading has begun at the designated location, Southard Audio will not normally move to an alternative venue. Moving the equipment to an alternative venue, once loading has already begun, is solely at the discretion of Southard Audio and may incur additional fees.
- VI. Please Note: If inclement weather conditions (including, but not limited to, heavy rain, rain with wind, or lightning) arise during an event, Southard Audio may stop the event until conditions improve. Typically, if there is adequate tenting and stage cover, the event can continue through drizzle and light rain. However, it is the client’s responsibility to provide for the safety of all patrons, artists, and staffs in the event of inclement or dangerous weather, to take precautions, including having an appropriate inclement weather plan in advance, to have an appropriate person with the proper information and authority to implement the weather plan, and to be pro-active in pausing or postponing all activities when necessary.

A.7. Identify any certifications and licenses that the contractor and/or employee(s) may currently hold.

Our lead audio staff have attended and obtained advanced level certificates in sound system measurement, optimization and acoustical analysis from Rational Acoustics’ Smaart training classes, as well as Synergetic Audio Concepts’ Sound Reinforcement for Technicians courses.

Most of our technicians have also taken training seminars for wireless microphone system coordination (Shure), digital signal processing design and implementation (QSYS), and advanced training for specific mixing consoles (Yamaha, Midas, Digico, A&H, AVID). Several have also completed Dante training courses.



As would be expected, all of our lead audio staff has been factory trained on our complex loudspeaker system design, implementation and management. This has included several full day training sessions with industry leaders in loudspeaker deployment and systems design. Our video teams have been factory trained by NovaStar on their LED wall processing systems.

The majority of our lighting staff have completed one or several advanced classes in hoist management and rigging safety. Many of our technicians maintain Commercial Drivers Licenses (CDL-A or CDL-B) for the operation of large vehicles.

Additionally, many of our audio, lighting, and video staff members have a Major or Minor from James Madison University Music or Technical Theater departments, or are graduates from similar departments at other universities.

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

A sample invoice is included in this proposal.

Over the last two years, we have moved to an industry-specialized software package that helps us manage inventory, determine pack lists, create and present estimates, and to submit invoices. That software has helped us greatly to keep the equipment in reserve and properly maintained for our clients. However, there was a learning curve, it has added some complexity, and may have reduced the “readability” on some of our invoices. With this new JMU contract, we have added many more package options, and we have made some modifications to how we input data into the system in an effort to offer a better experience for our JMU clients, and to accelerate the entry process for our staff.

From past conversations with JMU Accounts Payable, we understand their preferred invoicing procedure is as follows. Please advise if it needs to be changed.

- I. Southard Audio will submit an estimate via email in advance for each event.
- II. JMU will provide Southard Audio with an emailed purchase order and an eVA PO number, which will be included on any invoice.
- III. After the conclusion of the event, Southard Audio will email an updated invoice directly to JMU Accounts Payable, and will carbon copy our JMU department contact for their records. The invoice will match the estimate, unless any changes in parts or services were made by JMU. The invoice will be NET30, and we are already set up with the direct deposit system currently utilized by JMU.



A.9. Describe how scheduling conflicts are handled and how your firm will ensure JMU events are given top priority.

JMU has always been our top priority client, and we believe that our actions have shown that to be true. We are proud to say that Southard Audio has never had to decline a production request by a JMU department or organization. Our capabilities for providing multiple systems and servicing multiple events on the same day has reached the point where scheduling conflicts that would cause us to have to turn away work are very rare. We give you our pledge that on those rare occurrences, we will be certain that JMU's needs are met.

B. EQUIPMENT:

B.1. Describe ability to provide audio visual event services including but not limited to speakers, microphones, audio mixers, screens, projectors, lighting elements and equipment.

We have a warehouse full of audio-visual equipment located in Harrisonburg, and access to almost any item requested within our network. Our equipment is packaged to travel in high quality road cases, and all important supplementary items are included in the packaging.

Although the equipment is an integral part of what we offer, our highest priority is undoubtedly the service we provide. Our biggest asset is our professional, flexible, and dedicated team who can handle unexpected problems to guarantee a successful event. Our staff is the best in the business, and our equipment always meets high industry standards. Ask the people whom we have worked for at JMU. We are proud of the level of quality that we have demonstrated to all of these organizations, and proud of the fact that most of our business has derived from word of mouth among satisfied clients.

B.2. Describe ability to provide operational support equipment including but not limited to scaffolding, extension cords, connectors, and patch cords.

We own in inventory, or have wholesale access to, any number of operational support equipment, including trussing, speaker towers, hoists, lifts, and scaffolding. We have industry-standard varieties of cabling, adapter sets, and patch cord for audio, lighting, and video connections available at our warehouse. We can also typically fabricate or procure any esoteric cabling needed with limited notice.

B.3. Provide an itemized equipment rental list of all audio visual equipment available and associated cost. All equipment rented by James Madison University shall be in good working condition and shall conform to any/all established manufacturer/industry standards.

See attached JMU Rentals & Services Price List. As mentioned in the text above, our focus during this response process in configuring additional packages for some of our most common items, from small speaker-on-stick loudspeaker systems to full package large audio systems including control and wireless microphones. We now have package pricing



on all the most requested sizes of our scalable LED walls, with three options for screen resolution. We have re-worked our typical lighting packages to be reflective of the current surge in new and exciting types of special event and concert lighting that were not available even a few years ago.

A quick note on pricing: While we need to maintain an accurate price list to allow for all circumstances, our JMU clients will hopefully note that in most situations we are generous with our discounting for the good of the event and to help meet their budget needs. Have a look, and please ask questions if they arise.

B.4. Describe plan for delivery, set-up, tear-down and pick-up of equipment. Include the associated cost in section X. Pricing Schedule below.

Most package system prices include free delivery and pickup from James Madison University. Loading and setup labor will be provided by Southard Audio as necessary and billed at the standard rate as per the pricing schedule for labor. Loading and setup labor requirements depend on the venue, time schedule, and the exact equipment utilized at each event, and will be discussed in advance and specified on the individual event proposal.

In regards to dry rentals, most individual items on our Rental & Services Price List will also include free delivery and pickup at JMU with a \$400 minimum order (for items that fit in a van) and a \$600 minimum order (for items that require a box truck). Typically our staff would be available to assist in the setup at the standard rate, if requested. Individual items that are warehoused in Waynesboro or Richmond may incur additional delivery charges.

Some events may require an additional technical setup day, and if so, the package system(s) will be billed at half-price for that day. Staff for the additional day will be invoiced at the normal rate.

B.5. Describe ability to provide external media feeds.

All of our audio mixing consoles have an additional output capability to create a primary-mix press feed, a unique press feed, or a discrete mix-minus feed for a recording vehicle. We have several sizes and types of press boxes. We also have the ability to multi-track the entire event in a Pro-Tools compatible format for later mix down and editing in post-production. We have provided mix and mix-minus feeds to ESPN, other broadcasters, as well as local video production trucks at many events.

C. SERVICE:

C.1. Describe the training, expertise, and supervision of personnel employed by the contractor that may be assigned to service James Madison University.

At every event, we will provide a senior staff member to oversee the technical operations and staff. All of our senior staff members have been working with us for at least five years, and many for much longer than that. We only utilize corporate-friendly staff who understand their duties and responsibilities when working on-site at a university. Many of them even attended James Madison University and have an inherent understanding of JMU's culture.



Also, at Southard Audio, we compartmentalize our staff. For the most part, with a few notable exceptions, our Audio technicians are audio technicians, lighting technicians are lighting technicians, and video technicians are video technicians. We do this to improve the quality of the final product. On our events, you will not typically see a lighting technician attempting to be an audio technician, and vice versa. There are unique skills associated with all three positions, and we have found that we offer our clients a better product by having our operators hone their talents to a particular task.

Many of our technicians have come to us through our internship program with James Madison's Music Industry department. Our technicians began with us as an assistant, and move on to become an A2/L2 or A1/L1 once they have mastered the skills required to fulfill the position.

C.2. Describe consultation and guidance that may be provided to James Madison University in determining audio visual needs for specific events and locations. Describe ability to accommodate requests for site visits to make recommendations and suggestions concerning equipment needed.

Given our vast experience working within most of the venues on campus, and long history with many specific events in those venues, we can easily advise a JMU organization working to design a new event, or to re-imagine an existing event. Often a phone call or a zoom meeting will be enough to present the big-picture questions and begin working on a plan. A follow-up on-site meeting can be helpful to define the space and ensure that all parties are comfortable with the plan prior to execution.

Southard Audio's proximity to campus allows us significant flexibility in meeting on-site. Most of our primary system designers live in the Harrisonburg-area or Staunton, and someone can usually be available for design meetings, weekday or weekend, day or evening if needed.

C.3. Provide an example of a clear and concise written quote for both a small and large event. All event quotes shall state all electrical needs. A diagram or drawing of the event site and equipment layout may be requested on an as needed basis.

Please see the included estimate for an event at JMU Convocation Center as well as one for a proposed event at Bridgeforth Stadium. The in-house electrical services are known to be adequate at Convo Center, and were discovered to be inadequate at Bridgeforth Stadium during a site visit. A solution had already been determined using rental generators.

C.4. Provide primary contact for James Madison University audio visual event services. Each event shall have a designated site supervisor responsible for all managerial aspects of the specific site/event. Designated site supervisor shall be provided on each event quote.

The primary contact for all services is Jason Misterka, who can be reached at the office phone number (540) 234-0529, by cell phone (540) 421-0207 or by email at jason@southardaudio.com. Each event proposal quotation will include a



supervisor for that specific event, and if the supervisor will not be on-site for the entire event, the name and direct contact information of the on-site supervisor will be forwarded to JMU in advance.

C.5. Describe replacement of any malfunctioning/non-conforming equipment. List discounts that will be given for any inconveniences.

When providing a package system with staff for an event, Southard Audio has a policy of always providing a spare for every crucial component, and typically any piece of malfunctioning equipment can be swapped out in a moment's notice. In situations of catastrophic failure, for example a major voltage surge in the building's electrical mains, our warehouse location is optimal.

Regarding equipment provided to JMU as an individual component piece: at the time of the initial rental, all equipment provided to JMU will be inspected and tested by Southard Audio staff, typically in the presence of the user. While equipment in good condition, and tested as such, can fail during regular operation, we have found that it is much less likely when proper quality control is conducted. In the event of a failure of rental equipment, Southard Audio would send a technician to fix the equipment onsite or provide replacement equipment as soon as possible, at our expense. Appropriate discounts would be made for any inconvenience, including a full refund if the situation warrants.

C.6. Describe all other services provided and list any associated costs in section X. Pricing Schedule, below.

Southard Audio is an event production company with an emphasis on high quality audio, lighting, and video services. In addition, we can offer JMU component rental of our audio, lighting, and video equipment, plus an in-house inventory of backline equipment and pipe & drape, as listed in our JMU Rental & Services Pricing portion of this proposal.

We also have access to and can provide, if requested, all types of event equipment and services, including all types of portable staging and tenting, full service IMAG and video post-production, and a full catalogue of artist's backline equipment. We provide these services through our partner companies, with whom we have had lengthy past relationships and stand by the quality of their work. We still provide an on-site representative and follow all required JMU guidelines. If you are interested in any of these additional services, please contact us with a specific need and we will submit a proposal with the exact specifications for that event.

C.7. Specify the expertise level and associated hourly rate for onsite technician(s). Provide an hourly rate in section X. Pricing Schedule.

The hourly rates of our technicians are included in our JMU Rental & Services Pricing portion of this proposal. Our A1 / L1 / V1 technicians are primarily responsible for system deployment and console operations. If there are multiple A1 / L1 / V1 technicians, the senior technician is typically also our on-site supervisor, and will be specified in the event proposal.

Our A2 / L2 / V2 technician's role is to assist the A1 / L1 / V1 in system deployment and all event operations, including stage changeovers, wireless system coordination, and other tasks before and during an event to ensure smooth transitions and proper presentation of the event.



V. PROPOSAL PREPARATION AND SUBMISSION

B.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.

A reminder that we don't always know if some of these invoices are being paid directly through another source once we submit the invoice. These are from our Quickbooks records from 12/3/2024 through 12/3/2025.

James Madison University \$466,453
George Mason University \$467,356
University of Virginia \$32,536
Virginia Tech \$7,448

X. PRICING SCHEDULE

The offeror shall provide a comprehensive price list for equipment, labor, and delivery fees indicating one-time and on-going costs for your firm's services. The resulting contract will be cooperative and pricing shall be inclusive for the attached Zone Map, of which JMU falls within Zone 2.

Our price list is included as the "JMU Rental & Services Pricing" portion of this proposal. We will offer those prices as listed to any organization within VASCUPP, which includes all of the zones. However, additional travel and delivery charges may apply. We will follow the Commonwealth of Virginia per diem requirements listed on the DOA.Virginia.Gov website, including meals and lodging if they are required for the event.

We may charge up to the standard US IRS mileage rate on personal vehicles, and up to double the standard US IRS mileage rate on our large commercial trucks. Commercial Vans will be charged at 1.5 times the standard US IRS mileage rate. For our largest deliveries, which include tractor-trailers, we will get a rate quote from our transportation company based on the hours of service and mileage to the venue, and will include that cost on the estimate to the VASCUPP client. Tractor-trailer delivery is one of the few times we may charge a delivery fee to ZONE 2 for items that are stored in our local warehouse. This is to cover our direct transportation expenses required to move the trailers.

Depending on the circumstance, certain travel charges may be waived, please ask. We will estimate any travel charges that apply in advance.



PHONE / FAX: (540) 234-0529
 4301 TIMBER RIDGE DR, MT. CRAWFORD, VA 22841
 WWW.SOUTHARDAUDIO.COM INFO@SOUTHARDAUDIO.COM

Client PO Number: VHF Launch Event
James Madison University (JMU)
 ATTN: Accounts Payable
 MSC 5712 1031 South Main Street
 Harrisonburg VA 22807

Sarah Ciccone
 Associate Director of University Events

Usage Period: 04/25/2024 - 04/25/2024
 Location: Hall of Presidents (JMU)
 150 Bluestone Dr
 Harrisonburg VA 22807

Quotation number: 341
 Quotation version: 1
 Quotation date: 04/24/2024
 Valid until: 04/25/2024
 Payment: Fulfill within 30 days
 Created by: Jason Misterka

Equipment	Unit price	Factor	Discount	Price
AUDIO EQUIPMENT				
1 Martin Audio CDD-Live12B Powered Speaker Case (pair/case) Main loudspeakers	\$ 229.42	1	50%	\$ 114.71
2 Ultimate "Air Lift" Speaker Stand (Tall) Main speaker stands	\$ 8.61	1	50%	\$ 8.61
1 Martin Audio CDD-Live8 Powered Speaker Case (pair/case) Monitor loudspeakers	\$ 143.41	1	50%	\$ 71.71
1 Shure MX Podium Microphone Case For University podium	\$ 75.00	1	50%	\$ 37.50
1 FOH Audio Console Package (16ch) Professional 16ch Digital Audio Console with Snake Cabling	\$ 150.00	1	50%	\$ 75.00
1 Wireless Digital Microphone Package, 2ch Two channel professional Shure Digital wireless microphone system, includes antenna splitter, RF Venue antenna, and all cabling. Can be handheld or beltpack microphones.	\$ 230.00	1	50%	\$ 115.00
1 Cable Ramp (ADA), Case of 8 To cover cables across doorways and other paths	\$ 137.68	1	50%	\$ 68.84
Total AUDIO EQUIPMENT:				\$ 491.37

Crew		From	Until	Price
STAFF				
1	A1 Audio Technician (Daily)	04/25/2024	04/25/2024	\$ 550.64
1	Professional Stagehand	04/25/2024	04/25/2024	\$ 172.05
Total STAFF:				\$ 722.69

Total

Total rental equipment:	\$ 982.73
Total crew:	\$ 722.69
Total:	\$ 1,705.42
Discount rental equipment:	- \$ 491.37
Price:	\$ 1,214.06

Confirmation of quotation 341

[Click here to digitally sign the quotation](#)



PHONE / FAX: (540) 234-0529
 4301 TIMBER RIDGE DR, MT. CRAWFORD, VA 22841
 WWW.SOUTHARDAUDIO.COM INFO@SOUTHARDAUDIO.COM

Usage Period: 08/14/2025 - 08/23/2025
 Location: James Madison University (JMU)

1031 S. Main St.
 Harrisonburg VA 22802

Client PO Number: ORDER NO. PO05129215 - JMU
 WoW

James Madison University (JMU)
 ATTN: Accounts Payable
 MSC 5712 1031 South Main Street
 Harrisonburg VA 22807

Quotation number: 600
 Quotation version: 1
 Quotation date: 01/01/2025
 Valid until: 02/01/2025
 Payment: Fulfill within 30 days
 Created by: Jason Misterka

Casey Ouren
 Director, JMU Orientation & Transition

JMU Weeks of Welcome Events - New Student Convo / Playfair / Jimmy's Mad Jam

	Equipment	Unit price	Factor	Discount	Price
	NSC - AUDIO SYSTEM				
1	NOTE: AUBC to provide other necessary equipment, including audio console, digital stagebox, wireless mics, and fiber etc	\$ 0.00	1	100%	\$ 0.00
8	Black 16" Spigoted Truss, 94", Heavy Duty Audio Master Truss	\$ 61.38	1	35%	\$ 319.18
6	Truss Pick, 16" Black (for Audio Master Truss)	\$ 7.67	1	35%	\$ 29.91
4	1-Ton Hoist Package, incl steel and rigging Audio motors for master truss	\$ 153.45	1	35%	\$ 398.97
1	Martin Audio WPS Full System Package MAINS. Mid Format Martin Audio WPS System, includes Wavefront Precision line array, iK42 amplifiers w/ Dante, NL cabling, and power distribution. Discounted down to remove subwoofers.	\$ 3,051.09	1	40%	\$ 1,830.65
1	Martin Audio WPC Full System Package OUTFILLS. Mid Format Martin Audio WPC System, includes Wavefront Precision line array, iK42 amplifiers w/ Dante, LK cabling, and power distribution. Discounted down to account for smaller Outfill Arrays, no subs.	\$ 3,403.13	1	60%	\$ 1,361.25
1	Martin Audio X8B Corporate Package SIDEFILL & DS PODIUM MONITORS (4) Martin X8B Loudspeakers, Cased, with Rigging Hardware. Includes Cabling.	\$ 204.60	1	40%	\$ 122.76
1	Martin Audio Small Fill Speaker Package FRONT FILLS. Martin Audio 12" two-way loudspeakers for frontfills. Includes all processing, amplification, and cabling.	\$ 260.00	1	40%	\$ 156.00
1	Shure Wireless IFB System	\$ 300.00	1	25%	\$ 225.00

Equipment	Unit price	Factor	Discount	Price
<i>IEM FOR SIGN LANGUAGE INTERPRETERS. Shure professional IFB system with (1) transmitter and (2) beltacks plus spare. Includes cabling, directional antenna, Shure rechargeable batteries and dock charger. Frequency Range: 518-542mhz.</i>				
1 Shure MX Podium Microphone Case <i>(4) MX418/C Gooseneck Cardioid Podium Microphones, with Preamps, Extended Booms, Cabling, and Desktop Bases or Swivel Clamps.</i>	\$ 76.73	1	40%	\$ 46.04
Total NSC - AUDIO SYSTEM:				\$ 4,489.76
NSC - LIGHTING SYSTEM				
1 NOTE: lighting system utilizes (15) ETC ColorSource LED and DS truss from AUBC for downstage lighting. Southard Audio provided console, DMX splitter, motors, power cabling and labor to install, focus, and remove the downstage lighting	\$ 0.00	1		\$ 0.00
4 1/2-Ton Hoist Package, incl steel and rigging <i>For downstage lighting truss and two cable pick motors.</i>	\$ 107.42	1	10%	\$ 386.71
11 LED Par, Ultra Bright, IP64 <i>Uplighting on the drape</i>	\$ 52.81	1		\$ 580.91
1 ETC ColorSource40 Console <i>For control of lekos and uplighting</i>	\$ 199.38	1		\$ 199.38
1 Blizzard or Generic DMX Splitter <i>For control of lekos and uplighting</i>	\$ 17.60	1		\$ 17.60
1 DMX Cabling <i>Cabling to DMX splitter and uplights. AUBC has DMX cabling to Lekos. (provided by JMU)</i>	\$ 0.00	1	100%	\$ 0.00
1 Power cabling for DS lighting truss (2x 20A circuits min)	\$ 20.00	1		\$ 20.00
Total NSC - LIGHTING SYSTEM:				\$ 1,204.60
NSC - BACKDROP & FLAG TRUSS, FLOOR & TECH DRAPE				
2 1/2-Ton Hoist Package, incl steel and rigging <i>For Backdrop Drape & Flags</i>	\$ 107.42	1	10%	\$ 193.36
6 8ft Truss 26"x30" Box Heavy Duty <i>Upstage truss for backdrop and flags</i>	\$ 113.93	1	55%	\$ 307.61
1 Truss Masking, Black Commando/Flat - 16" High x 40' Wide (Teasers) <i>For upstage truss to hide flag rigging</i>	\$ 35.20	1		\$ 35.20
16 Drape Panel, Black Veolur, 30'x 58" <i>Approx 50' wide by 30' tall layered backdrop</i>	\$ 24.19	1		\$ 387.04
90 Pipe & Drape, 20ft Height, Black Velour Fabric, IFR, Price per foot <i>For drape sides</i>	\$ 15.86	1	25%	\$ 1,070.55
1 Tech Drape Package, 32' <i>For FOH and Teleprompter table masking</i>	\$ 164.96	1		\$ 164.96
Total NSC - BACKDROP & FLAG TRUSS, FLOOR & TECH DRAPE:				\$ 2,158.72
NSC - OTHER ITEMS				
1 Behringer B105D, 5" powered monitor (Pair in Pelican Case) <i>Audio Monitor for Teleprompter Tech, includes cabling</i>	\$ 26.00	4	40%	\$ 62.40
1 Cable Ramp (ADA), Case of 10	\$ 140.85	4	50%	\$ 281.70
Total NSC - OTHER ITEMS:				\$ 344.10
JMJ AUDIO SYSTEM				
1 Medium Corporate/Banquet Audio System Package <i>Stereo main speaker arrays consisting of a 3-way system with subwoofers, 24 channel professional digital mixing console, two monitor mixes, and wired microphones. Ideal for spoken word, music playback, video playback, a cappella singers (area mic technique), and assorted musicians, typically adequate for twenty to two-hundred people at a banquet, presentation, or other corporate-style university event.</i>	\$ 1,408.19	1		\$ 1,408.19
2 Applied L16 Lift with Adapter Kit (Mobile Version) <i>Tall lifts for main speakers due to audience area.</i>	\$ 58.67	1		\$ 117.34
1 Wireless Digital Microphone Package, 4ch <i>Four channel professional Shure Digital wireless microphone system, includes antenna splitter, RF Venue antenna, and all cabling. Handheld Wireless Microphones for Soloist & Emcees.</i>	\$ 460.35	1	15%	\$ 391.30
Total JMJ AUDIO SYSTEM:				\$ 1,916.83

Equipment	Unit price	Factor	Discount	Price
JMJ EXTRAS				
2 Cable Ramp (Tecnec), Case of 12 Cable covers	\$ 169.04	1	10%	\$ 304.27
1 Tent, 10 x 15 KD Kanopy XTF 150 <i>To protect audio equipment from direct sunlight or rain.</i>	\$ 97.19	1	50%	\$ 48.60
1 Tent, 10 x 10KD Kanopy XTF 100, Black <i>FOH tent for control position.</i>	\$ 75.00	1	50%	\$ 37.50
1 Two Tree Lighting System <i>Stage wash lighting</i>	\$ 234.70	1		\$ 234.70
Total JMJ EXTRAS:				\$ 625.07

Crew	From	Until	Price
NSC FRIDAY SETUP STAFF			
2 A1 Audio Technician (Daily)	08/15/2025	08/15/2025	\$ 1,126.56
1 L1 Lighting Technician (Daily)	08/15/2025	08/15/2025	\$ 563.28
3 Professional Stagehand (1st Shift)	08/15/2025	08/15/2025	\$ 792.00
5 Professional Stagehand (2nd Shift)	08/15/2025	08/15/2025	\$ 1,320.00
Total NSC FRIDAY SETUP STAFF:			\$ 3,801.84

NSC SUNDAY SHOW STAFF			
2 A1 Audio Technician (Daily)	08/17/2025	08/17/2025	\$ 1,126.56
Total NSC SUNDAY SHOW STAFF:			\$ 1,126.56

NSC SUNDAY ADDITIONAL LOADOUT STAFF			
1 L1 Lighting Technician (Daily)	08/17/2025	08/17/2025	\$ 563.28
8 Professional Stagehand (5HR Minimum Daily)	08/17/2025	08/17/2025	\$ 1,408.00
Total NSC SUNDAY ADDITIONAL LOADOUT STAFF:			\$ 1,971.28

SUNDAY STAFF - PLAYFAIR			
1 A1 Audio Technician (Daily)	08/17/2025	08/17/2025	\$ 563.28
1 A2 Audio Technician (Daily)	08/17/2025	08/17/2025	\$ 450.64
Total SUNDAY STAFF - PLAYFAIR:			\$ 1,013.92

JMJ STAFF			
1 A1 Audio Technician (Daily)	08/23/2025	08/23/2025	\$ 563.28
1 A2 Audio Technician (Daily)	08/23/2025	08/23/2025	\$ 450.64
2 Stagehand (Hourly) - 4hr Loadin / 4hr Loadout	08/23/2025	08/23/2025	\$ 563.20
Total JMJ STAFF:			\$ 1,577.12

Transport	Date	Price
VEHICLES		
1 Commercial Truck, CDL B	08/15/2025	\$ 0.00
Total VEHICLES:		\$ 0.00

Transport	Date	Price
Total transport:		\$ 0.00
Additional costs		Price
REIMBURSEMENT for TELEPROMPTER SERVICES, including per diem and travel.		\$ 2,255.59
SPECIAL DISCOUNT - Expires 2025		\$ -500.00
Total additional costs:		\$ 1,755.59

Total

Total rental equipment:	\$ 16,005.25
Total crew:	\$ 9,490.72
Total transport:	\$ 0.00
Total additional costs:	\$ 1,755.59
Total:	\$ 27,251.56
Discount rental equipment:	- \$ 5,266.17
Price:	\$ 21,985.39

Additional conditions

VASCUPP AUDIO VISUAL EVENT RENTAL SERVICES CONTRACT: UCPJMU5991

PLEASE NOTE:

Every effort was made to accurately estimate the final cost of the production based on the time schedule and the equipment required as per our meeting or advance. Southard Audio recommends adding a contingency amount to your budget due to unforeseen changes in labor or equipment requests.

Any discount amounts that have been extended to the Purchaser are in direct relation to the cost of the production. Should there be a reductions in labor or equipment made in sufficient advance, Southard Audio reserves the right to reduce the discount proportionally. Any onsite additions are not necessarily subject to discounting.

Any credit card or Paypal payments will add a 3.5% surcharge.

SOUTHARD AUDIO VASCUPP CANCELLATION POLICY:

There is no deposit required for VASCUPP clients. However, to reserve equipment and staffing, once a formal proposal for an event is approved, fifty-percent of the amount will be invoiced even if the event is subsequently canceled. This amount (minus any out-of-pocket expenses paid by Southard Audio for the original date) can be applied to a rescheduled date within six months of the original date.

Within twelve days of the scheduled loadin for the event, any staging and tenting will be charged for the full invoice price, even if the event is moved indoors or canceled. This amount (minus any out-of-pocket expenses paid by Southard Audio for the original date) can be applied to a rescheduled date within six months of the original date.

Within forty-eight hours of the scheduled loadin for the event, any AV systems (audio, lighting, video, backline, etc), the client will be charged for the full invoice price. This amount (minus any out-of-pocket expenses paid by Southard Audio for the original date) can

be applied to a rescheduled date within six months of the original date.

Southard Audio acknowledges and agrees to the force majeure clause outlined in SCK-1095 as it pertains to cancelation policy. If work for an event is already performed, Southard Audio reserves the right to invoice for said work.

SOUTHARD AUDIO WEATHER POLICY:

When trucks arrive at the venue, but before loading has begun, Southard Audio is able to setup at an alternative “Rain Site” at the client’s request, if one is available. Please review in advance the location and logistical requirements of the “Rain Site”, as many times the “Rain Site” may have different labor, electrical, or other requirements. Once loading has begun at the designated location, Southard Audio will not normally move to an alternative venue. Moving the equipment to an alternative venue, once loading has already begun, is solely at the discretion of Southard Audio and may incur additional fees.

PLEASE NOTE: If inclement weather conditions (including, but not limited to, heavy rain, rain with wind, or lightning) arise during an event, Southard Audio may stop the event without penalty until conditions improve. Typically, if there is adequate tenting and stage cover, the event can continue through drizzle and light rain. However, it is the client’s responsibility to provide for the safety of all patrons, artists, and staffs in the event of inclement or dangerous weather, to take precautions, including having an appropriate inclement weather plan in advance, to have an appropriate person with the proper information and authority to implement the weather plan, and to be pro-active in pausing or postponing all activities when necessary.

Confirmation of quotation 600

[Click here to digitally sign the quotation](#)



PHONE / FAX: (540) 234-0529
 4301 TIMBER RIDGE DR, MT. CRAWFORD, VA 22841
 WWW.SOUTHARDAUDIO.COM INFO@SOUTHARDAUDIO.COM

Client PO Number: eVA PO PO05172612 Quadfest 2025
James Madison University (JMU)
 ATTN. Accounts Payable
 MSC 5712 1031 South Main Street
 Harrisonburg VA 22807

Victoria Beahm
 Assistant Director of Alumni Relations
 Ship To: James Madison University's Quad
 800 S. Main St
 Harrisonburg VA 22801

Invoice		Project number:	1010
Invoice number:	479	Project name:	Quadfest 2025
Invoice date:	10/21/2025	Usage Period:	10/17/2025 - 10/17/2025
Due date:	11/20/2025	Payment:	30 Days after Invoice date

Equipment

QTY	Name	Unit price	Factor	Discount	Price
AUDIO SYSTEM					
1	Large FOH Speaker-on-Stand Package, with Subwoofers <i>Professional-grade large biamped loudspeaker-on-stand FOH system with additional front fill speakers and subwoofers, heavy-duty stands, speaker signal, data and power distribution cabling.</i>	\$ 1,023.00	1	35%	\$ 664.95
1	Small Monitor Wedge Package <i>4-Mix amplifier rack w/ (6) monitor wedges, power, and cabling.</i>	\$ 425.00	1	35%	\$ 276.25
1	FOH Audio Console Package (32ch) <i>Professional 32ch Digital Console with Digital IO Stagebox and Snake Cabling.</i>	\$ 255.75	1	35%	\$ 166.24
1	Microphone Stage Package (16ch) <i>16ch Standard Microphone Stage Package, includes K&M Mic Stands and Pro XLR Cables</i>	\$ 278.26	1	35%	\$ 180.87
1	Wireless Digital Microphone Package, 4ch <i>Four channel professional Shure Digital wireless microphone system, includes antenna splitter, RF Venue antenna, and all cabling. Can be handheld or belt-pack microphones.</i>	\$ 460.35	1	35%	\$ 299.23
Total AUDIO SYSTEM:					\$ 1,587.53
OTHER ITEMS					
1	Tent, 10 x 15 KD Kanopy XTF 150, White	\$ 97.19	1	30%	\$ 68.03
1	Cable Ramp (LEX), Case of 12	\$ 169.04	1	30%	\$ 118.33
Total OTHER ITEMS:					\$ 186.36

QTY	Name	Unit price	Factor	Discount	Price
LIGHTING ADD-ON					
1	Stage Wash Lighting System	\$ 250.00	1	20%	\$ 200.00
Total LIGHTING ADD-ON:					\$ 200.00
Total rental equipment:					\$ 2,958.59
Discount					- \$ 984.70
Total rental equipment:					\$ 1,973.90

Crew

QTY	Name	From	Until	Price
STAFF				
2	A1 Audio Technician (Daily)	10/17/2025	10/17/2025	\$ 1,126.56
1	Stagehand (Hourly) - 4hr Loadin / 4hr Loadout	10/17/2025	10/17/2025	\$ 281.60
Total STAFF:				\$ 1,408.16

Transport

	Name	Date	Discount	Price
	VEHICLES			
1	Commercial Truck	10/17/2025	100%	\$ 0.00
	Total VEHICLES:			\$ 0.00
	Total transport:			\$ 0.00

Additional costs

Description	Price
SPECIAL ADDITIONAL DISCOUNT: Expires After 2025	\$ -200.00
Total additional costs:	\$ -200.00

Total

Total rental equipment:	\$ 2,958.59
Total crew:	\$ 1,408.16
Total transport:	\$ 0.00
Total additional costs:	\$ -200.00
Total:	\$ 4,166.75
Discount rental equipment:	- \$ 984.70
Price excl. tax:	\$ 3,182.06
0% Tax:	\$ 0.00
Price incl. tax:	\$ 3,182.06
Payment	\$ -3,182.06
Total paid:	\$ -3,182.06
Outstanding balance:	\$ 0.00

JASON ALEXANDER FRIEDMAN MISTERKA

(540) 421-0207 jason@southardaudio.com

EXPERIENCE:

2022 – Present, Southard Audio LLC, Owner/Manager

2008 – 2022, Southard Audio LLC, Partner

Responsible for operations of a full-service event production company, rental house, and AV installation company. Responsibilities include staffing and scheduling, logistics, system design and deployment, training and mentoring junior staff and interns, large event audio engineering, onsite management, and business development.

1998 – 2008, A1 Audio Engineer, Southard Audio

Began as an audio intern from James Madison University, hired after internship as A2 audio engineer. Advanced to A1 audio engineer in 2000, responsibilities included system deployment, audio engineering, and onsite management for a full-service event production company at concerts, theatrical events, and festivals.

1998 – 2008, Court Square Theater, Harrisonburg, VA

Involved in most parts of the office and event management, artist booking, advertising, fundraising, and other tasks for a not-for-profit 250 seat venue. Specific job titles include Music Director, Audio Technician, and Theater Manager.

1998 – Present, Freelance Audio Engineer

Audio engineer and professional stage hand for concert and theatrical events, including at Blackfriar's Playhouse, Court Square Theater, Paramount Theater, Charlottesville Pavilion.

1998 – 1999, Recording Technician, James Madison University School Of Music

Operated recording system at JMU concerts and was audio engineer for the Jazz Ensemble.

EDUCATION:

1995-1999 James Madison University, Harrisonburg, VA

Bachelor of Music, 1999, Oboe & Music Industry, Minor in General Business

Martin Audio Display 2/3 & VuNet Systems Training

Shure Wireless Coordination Seminars & Training

Rational Acoustic Training, Systems Tuning and Smaart Audio Software

Synergetic Audio Concepts Training, Sound Reinforcement for Technicians

CDL-B Commercial Truck Driver License

FORREST MATTER

AVL SOLUTIONS + CONCERT PRODUCTION

CONTACT



[REDACTED]



forrestmatter@gmail.com



forrestmatter.com

ABOUT ME

Multi-skilled tech with 8 years of experience in event production. Proficient with industry standard AVL gear and software. Enjoys finding strong and creative solutions for time sensitive problems. Seeks dynamic work environments, open collaboration, and community focused events.

EDUCATION

Bachelor of Science in Philosophy

James Madison University
2020- 2024

AUDIO SKILLS

- System Tuning
- RF Coordination
- Q-SYS + Dante
- Pro Tools, Logic, Ableton

LIGHTING/VIDEO SKILLS

- NovaStar Programming
- Resolume
- MA3 Programming

EXPERIENCE

● Southard Audio LLC

A1, A2, V1, V2 | 2017 - Present

- Extensive FOH and Monitors experience on A&H, Midas, and Yamaha consoles. Worked to deploy Martin WPS, WPM, WPL, and Turbosound FLEX systems in a variety of spaces.
- Led teams to deploy Absen video panels in outdoor and arena environments. Extensive time programming NovaStar Processors.

● Arts Incarnate

Executive Director | 2023 - Present

- Managed a multipurpose, community focused art facility and all related business, including gallery curation, event planning, contract writing, and marketing campaigns.
- Led a team of 18 volunteers to create promote, book, and run events.

FREELANCE EXPERIENCE

● NATIONAL

- Toured nationally as LD for Illiterate Light, 2024 - Present
- Toured nationally as FOH for The Steel Wheels, 2023 - Present
- Toured nationally as LD for Palmyra, 2025 - Present

● REGIONAL

- Sports Broadcast Audio at JMU (Telemedia Productions), 2024 - Present
- A1, A2 at Jefferson Theater, 2023 - Present
- Owner/Operator at VA Production Experts LLC, 2025 - Present

GERALD MCNICHOLS

EMPLOYMENT

1984-1990 Safeway Food Stores Burke, VA
Food Service Clerk/ Meat/ Deli/ Produce

1988-1994 M-R Audio Services Harrisonburg, VA
Owner/ Audio Engineer/ Lighting Technician

1994-present M-R Audio Services Fredericksburg, VA
Owner/ Audio Engineer/ Lighting Technician

1994-2022 Eddie from Ohio Arlington, VA
FOH Engineer/ Production Manager

1999-2005 Eddie from Ohio Arlington, VA
Tour Manager/ Artist Maintenance

2000-2001 Pro-Tax Fredericksburg, VA
Tax Preparer/ Customer Service Manager

2002-present MR BOBS TAX SERVICE Fredericksburg, VA
Owner/ Tax Preparer/ IRS Enrolled Agent

2004-2006 Whitlow's on Wilson Arlington, VA
Audio Engineer

2005-2006 Paramount Theater Charlottesville, VA
Audio Engineer/ Stage Hand Services

2005-present Southard Audio Harrisonburg, VA
Audio Engineer/ Lighting Technician

EDUCATION

1985-1991 James Madison University Harrisonburg, VA
Bachelor of Music-Music Industry-Music Production

AWARDS

1984 Eagle Scout of America

2001 Pro-Tax Customer Service Manager of the Year

Matthew D. Hudson

matthudson75@gmail.com

Education

Bachelor of Arts – **James Madison University**

Harrisonburg, VA

August 2007 – December 2011

Major: **English**

Concentration: Modern to Contemporary American Literature

Minor: **Music Industry**

Experience

Southard Audio

Harrisonburg, VA

Audio Engineer: May 2010 - Present

- Build, tune, and operate complex audio systems including, D&B Audiotechnik, L-Acoustics, Martin Audio,
- Extensive knowledge of modern digital consoles including **Avid, Yamaha, and Midas**
- Mixed FOH and monitors for a wide range of concert and corporate events
- Repair, maintain, and build all custom cabling including NL8, NL4, star-quad mic cable etc
- Familiar with and practice safe techniques with regards to multiphase power distribution and entertainment rigging
- Ability to work in a fast-paced environment while maintaining a professional demeanor

AMCI – Infiniti University Tour Live

AV Tech: August 2012 – December 2013

- In charge of all Audio and Video equipment for training seminar tour for Infiniti auto group
- Work closely with the client to deliver all show content in a professional manner
- Created new content through audio and video editing
- Mix lavalier and handheld mics, video, music and design accent lighting

Freelance Audio Engineer/Stagehand

May 2010 - Present

- Audio Engineer and Professional Stagehand for concert and theatrical events at NTelos Wireless Pavilion, Paramount Theater, Jammin' Java

Certification

- **Class B Commercial Drivers License**
- Completed Yamaha Commercial Audio Systems training

CHAD WYATT

SPECIAL EXPERIENCE

Video Wall Technician- Design, deploy, troubleshooting, repair/maintain

Rf Co-Ordinator- Manage/co-ordinate RF frequency allocations for large scale and RF-dense environs

Repair Technician - Troubleshoot and repair electronic equipment

Stage Hand - Load-in set-up and testing of PA equipment

Sound Engineer - System design, deployment, and tuning- mix/engineer FOH sound and Monitor sound

WORK OF EXPERIENCE

2012-PRESENT **SOUTHARD AUDIO LLC**, Harrisonburg, Va.

- A1 audio technician, lead AV installer, repair technician
- Video wall technician
- System tech and design

2008-PRESENT Owner/Operator of **NOT NOW MUSIC LLC**- T/A **The Musician's Source**, Staunton, VA,

- Retail sales of Sound systems and musical instruments
- Troubleshoot and repair customers electronic equipment, install PA systems for commercial businesses
- Freelance audio engineer

2006-2008 **SHENANDOAH VALLEY JUVENILE DETENTION CENTER**, Staunton, VA, *Youth Worker*

- Work with juveniles in incarceration and assist them through their day to day activities

2003-2006 **CHARLIE OBAUGH AUTO GROUP**, Staunton, VA

- Sales, customer retention, internet sales

2001-2002 **NORB'S RESTAURANT**, Staunton, VA, *General Manager*

- Payroll, Ordering, Scheduling, Marketing/Advertising, Manage 50 employees, Oversee all aspects of restaurant

1994-1995/1999-2000 **FIRST WITNESS VIDEO & SURVEILLANCE**, Mt Sidney, VA, *Technician*

- Design, Development, Prototyping, and repair of surveillance equipment for government & public sectors

1995-1999 **STAUNTON POLICE DEPARTMENT**, Staunton, VA, *Police Officer*

- Investigate Criminal Cases, Routine Patrol, member of Critical Incident Response Team
- Live-in resource officer for low-income housing, court testimony, and Honor Guard

EDUCATION

2015-2023 Berklee College of Music

Berklee -online *Bachelor of Professional Studies*, Music Production & Engineering

2008- 2010

Berklee College of Music's extension school berkleemusic.com

Music Production and Technology Certificate - music production, physics of sound, microphone techniques, mixing and mastering, recording equipment, Pro Tools etc.

1994-1996

Blue Ridge Community College Weyers Cave, VA

Electronics Engineering Technology incomplete- 1 credit left for AS

Electronics, Digital and Analog Circuits, Computers.

1992-1993

Bridgewater College Bridgewater,VA
General Studies incomplete, General- Ed requirements.

1989-1992

Robert E Lee High School Staunton,VA
High School Diploma completed 1992, General- Ed requirements



CHRIS DAVIS

FOH Mix | System Engineer

PROFILE

Touring FOH Mixer and System Engineer with 20+ years of experience across a variety of genres (Soul, R&B, Traditional Acoustic, Jazz, Jamgrass, Country, Rock, Pop, CCM, Opera, Musical Theatre). Ever fascinated with the intersections of music, art, science, and technology, with a keen awareness of how those elements interact and inform each other in the context of live events, and a passion for connecting artists and audiences.

Selected audio examples available at:
chrisdavisaudio.com/mix-portfolio/
Password: ChrisDavisMix!

██████████ | chris@chrisdavisaudio.com
PO Box 861, Staunton, VA 24402
██

WORK EXPERIENCE

YO!A | FOH Engineer (Touring)

Mar 2020–Present

FOH Mix Engineer for a dynamic, 'Genre-fluid' female vocalist fronting a 6-piece band, in a variety of venues ranging from 500cap clubs to 50k+ cap stadiums/festivals. Track/mix/master audio for televised events including CBS Saturday Morning, The Tonight Show, Graham Norton, and direct-to-streaming live concert releases.

PRESERVATION HALL JAZZ BAND | FOH Engineer (Touring)

Nov–Dec 2023 | Mar 2024 | Nov–Dec 2024 | Mar 2025 |
Nov–Dec 2025

FOH Mix Engineer for a 6-piece New Orleans Jazz Band.

THE INFAMOUS STRINGDUSTERS | FOH Engineer (Touring)

Jan 2018

Substitute FOH Mix Engineer

OLD CROW MEDICINE SHOW | MON Engineer/RF Tech (Touring)

Jul 2009–Aug 2013

Monitor Mixer and RF Tech for a high-energy stringband in a variety of venues ranging from 500cap clubs to 50k+ cap stadiums/festivals. Successfully led the transition from using wedges to IEMs. Managed and coordinated 25+ channels of RF. Substitute FOH Engineer for select dates 2024-2025.

THE BIG SURPRISE | MON Engineer/Backline Tech (Touring)

Aug 2009

Monitor Mix Engineer (IEM and wedges) and Backline Tech for four artists on a package tour including Justin Townes Earl, The Felice Brothers, Gillian Welch & Dave Rawlings, and Old Crow Medicine Show.

SOUTHARD AUDIO LLC | FOH Engineer/System Engineer/Designer

August 2004–Present

Mix FOH and/or System Tech and served as crew-lead and on-site company representative for a variety of Music/Festival/Corporate/Educational/HOW events. Prep and safely load equipment based on event requirements and trucking weight and safety regulations. Drive company trucks (non-CDL) within applicable hours-of-service and safety standards. Survey venues and design/deploy speaker systems ranging from small 'speaker-on-a-stick' systems to full arena & outdoor music festival systems. Test and maintain equipment, including speaker/cable/console repair and software updates/maintenance. Design and build cabling systems/panels/rack wiring. Road case repair and construction. Design DSP presets for proprietary loudspeakers across multiple DSP/Amplifier platforms. Design, quote, integration, verification, optimization, commissioning, training, and accounting for installed audio projects.

CHRIS DAVIS AUDIO LLC | Freelance Audio Engineer/Consultant

August 2002–Present

Mixer/Tech/Designer/Consultant for a variety of music, theatre, corporate/special event, educational, and house-of-worship clients.

SKILLS

- Mixing FOH for a variety of genres
- Proficient in Avid S6L/VENUE, DiGiCo SD/Quantum, Yamaha, Midas, Allen & Heath, and Soundcraft mixing platforms.
- Design, prediction, deployment, measurement & alignment of point-source & line-array speaker systems
- Proficient with industry standard design, prediction, measurement, management, and record/playback software including: Array Calc, Dante Controller, Dante Via, EASE, EASE Focus, Display, Lake Controller, Network Manager, Pro Tools, QSControl, QLab, Q-SYS Designer, R1, Reaper, Smaart, Soundvision, SuperRack, Wireless Workbench, VU-Net
- Experience designing and deploying networks for audio transport & control
- Efficiently troubleshoot problems, solder, & perform routine system maintenance
- Basic backline tech skills: Troubleshooting amps/pedalboards/signal-flow, string changing & routine maintenance, stringed instrument tuning & intonation adjustment, experience with acoustic instruments, drum set-up & tuning, keys set-up
- Current US Passport, clean criminal record, no border crossing problems, non-smoker
- Valid Driver's License, clean driving record, experience driving trucks/Bandwagons/RV's <26,000lbs GVW + trailering

EDUCATION

James Madison University
2002 - 2006
Music Composition | Voice

CERTIFICATIONS

- Audinate Dante Level 2
- d&b SL-Series Workshop
- L'acoustics System Fundamentals
- Martin Audio System Technician
- Smaart Operator Level 1
- Waves SoundGrid Level 3

Cameron Triplett

Tour / Production Manager & Audio Engineer

Tour & Production Manager and Audio Engineer with over 15 years in live events. Experienced in planning and advancing tours, coordinating logistics, managing budgets, and handling both FOH and monitor duties when needed. Comfortable working anywhere from clubs to stadiums, keeping crews organized, and making sure each show runs smoothly. I focus on creating reliable, consistent productions and helping artists feel supported while keeping the technical side dialed in and the day-to-day details under control.

KEY SKILLS

- Production Planning & Coordination
- Tour Budgeting & Financial Management
 - Managing budgets upwards of \$5M+ per tour
- Crew Management & Leadership
 - Managing teams of 30+ crew members regularly
- Audio Systems Design & Implementation
- RF Coordination
- FOH and Monitor Mixing
- Logistics & Transportation Coordination
- Technical Problem Solving & Troubleshooting
- Event Design & Venue Optimization

TOURING EXPERIENCE

THE BACON BROTHERS - TOUR MANAGER

08/2025 – PRESENT | USA, CANADA

- Managed advancing all logistics, hospitality, and scheduling.
- Coordinated travel, backstage operations, and venue communication for smooth show execution.
- Managed day-of timelines, load-ins, and artist needs to ensure consistent, efficient events.

LISA LOEB - TOUR MANAGER & FOH ENGINEER

09/2025 – PRESENT | USA, CANADA, JAPAN

- Handled full tour management responsibilities including advancing, travel, hospitality, and settlement.
- Mixed Front of House, ensuring consistent, high-quality sound reinforcement.
- Oversaw on-site production, day sheets, runners, backline, and all show-day logistics from load-in to load-out.

OLIVER ANTHONY - PRODUCTION MANAGER & FOH ENGINEER

09/2024 – PRESENT | USA, CANADA, EUROPE, AUSTRALIA

- Managed full production operations for tours across multiple countries.
- Coordinated logistics, scheduling, and technical deployment for each event or tour.
- Delivered high-quality audio engineering for FOH and recordings for live releases.

CELTIC THUNDER - PRODUCTION MANAGER & MONITOR ENGINEER

07/2023 – PRESENT | USA, CANADA, EUROPE

- Production management for internationally touring show
- Supervised crew activities, advancing, and all technical requirements.
- Designed and implemented touring audio and lighting systems.

YOLA - PRODUCTION MANAGER & MONITOR ENGINEER

12/2019 – PRESENT | USA, CANADA, MEXICO, EUROPE

- Designed and implemented touring audio and lighting systems.
- Managed budgeting, crew hiring, and day-to-day show operations.

MORGAN WADE - PRODUCTION MANAGER & AUDIO ENGINEER

01/2023 – 07/2023 | USA

- Oversaw logistics, stage setups, all advancing as well as mixing FOH & Mons
- Managed all production and tour expenses across a 6-month tour.

INFAMOUS STRINGDUSTERS - PRODUCTION MANAGER & MONITOR ENGINEER

06/2015 – 08/2019 | USA, CANADA, MEXICO

- Recognized as Production Manager for grammy award-winning album Laws of Gravity.
- Managed all aspects of production and tour travel logistics.

Mixed 150+ shows a year.

Other Notable Artists: Nahko & Medicine for the People, Steep Canyon Rangers, Nate Ruess



CONTACT

Charlottesville, Virginia (primary)
Nashville, Tennessee (seasonally)

cameron@tricamtech.com
www.tricamtech.com

REFERENCES

Jonathan Insogna

Vice President | Wasserman
Jonathan.insogna@teamwass.com
(615) 251-4400

Chris Biggs

Spectrum Sound Inc
cbiggs@spectrumsound.net
615.400.0039

Todd Greene

Stage Manager | Chris Stapleton
setcarp@yahoo.com
615.293.5190

YOLA

Principal Artist
Contact info and Additional References
available upon request.

SKILLS & CERTIFICATIONS

Smaart Operator Level 1 Certification
Dante Certification Level 3
Automation and Programming
CDL B license - Extensive Coach Driving and
Trailer experience
CCNA – Cisco Certified Networking Associate
Excellent troubleshooting skills
Welding / Fabrication Design
Excel at improving efficiency and workflow

ADDITIONAL PRODUCTION EXPERIENCE

SOUTHARD AUDIO, LLC (A1 Engineer &
Production Manager) - 2010 – Current
KATZ AUDIO (A1 Engineer & Production
Manager) - 2013 – 2021
OMNITECH AUDIO (A1 Engineer & Production
Manager) - 2014 – 2021
LITE-TEK ENTERTAINMENT (L1 Lighting
System Tech & LD) - 2014 – 2018
Misc Others (Stage Manager, Set Carp,
Designer) - 2014 – Current

Kyle Johnson

Richmond, VA 23236

kjohnsonvideo@gmail.com



Work Experience

Freelance Videography, Filmmaking, & Editing

January 2017 to Present

I currently operate as a solo-video crew for smaller projects, ranging from Music Videos to Highlight Videos and YouTube Creator Content.

I am often hired out to fill in film crew positions on larger sets from Audio Engineer to Director of Photography, 2nd Assistant Camera, Digital Imaging Technician, and Camera Operator.

I also operate in the corporate world with my own video equipment for advertisement videos and live keynote presentations.

This year, as a producer and director of photography, I am in the middle of production for my first feature-length documentary, and in post-production for my first feature-length narrative film. I have made more than a handful of short films that have entered and won at film festivals around the US.

Co-Founder/Producer

Valley Media Group - Harrisonburg, VA

January 2019 to Present

Valley Media Group (VMG) focuses on larger-scale productions and advertising, hitting markets from local businesses and artisans to resorts and corporations.

Video Engineer/LED Technician

Southard Audio - Harrisonburg, VA

January 2022 to Present

With Southard Audio, I set up and operate large-scale LED walls for live events ranging from University graduation ceremonies to large arena concerts.

Videographer and Editor

Berry Media Group - Harrisonburg, VA

January 2017 to April 2022

At Berry MG, I wore many hats for a small production crew ranging from Camera Operation to Gaffing, Audio Engineering, and Editing on the Award-Winning Documentary Series, Made In Virginia.

I Also led many live event video productions working in camera, directing, and technical departments

Education

Bachelor of Science in Media Arts & Design

James Madison University - Harrisonburg, VA

September 2013 to December 2016

Hobbies

I have been managing a fantasy hockey league for 11 years running and have returning members from the East Coast to the West Coast. I even made commissioner weekly recap videos when I had the time.

I adore live music, and will often trade photo services for tickets and merchandise.

I love traveling every chance I get, especially if it involves a film project. This past year I was able to film and travel down the east coast to the Florida Keys and the Everglades, went on a week and a half bike trek up to Newport Folk Festival, and spent a month in Bali documenting a couple tour groups.

MICHAEL DOUGLAS SOUTHARD

----- Phone/Fax -----

EXPERIENCE:

2022 - Present, Southard Video Founder & Owner

2008 -2022, Southard Audio, Partner

1983 - 2008 Southard Audio, Founder & Owner

Founded Southard Audio, an event production company based in Harrisonburg, VA. Southard Audio provides equipment rentals, consulting, and complete integrated audio, lighting, staging and video packages for concerts and special events. Managed every aspect of the operation of Southard Audio, including building and maintaining equipment, bookkeeping, inventory, hiring, and onsite operation and supervision of large scale, multi-stage events.

1987-1992 Audio Technician, United States Information Agency

Primary audio technician for USIA overseas tours, including four tours in more than 30 countries throughout North Africa, the Middle East, Eastern Europe, the Mediterranean, and in Central and Eastern Asia.

1981-1983, Freelance Touring Audio Engineer

Audio engineering for various US and international touring concert performers.

1977-1981 Freelance Audio Engineer

Part time audio technician during college with an audio company, Sound Plus, and house sound engineer for the Elbow Room, a concert performance venue.

EDUCATION:

1978-1981 James Madison University, Psychology Major

1975-1977 Spartan School of Aeronautics, FAA Certification for Instrument, Commercial Pilot, and Airplane Flight Instructor



PROFILE

My primary focus is live sound engineering and I am proficient in production areas such as video, lighting, rigging and staging. I work in a freelance capacity producing shows small and large for various companies in Europe and the United States.



timreckley@gmail.com



American - 19.01.1990

SKILLS

Audio A1
Video V2
Lighting L2
Rigging
Truck Driving
Trombonist
Pianist
German A2

TIM RECKLEY

Sound Engineer

WORK EXPERIENCE

Sound Engineer 2010 – present

Southard Audio, LLC Virginia

- maintaining, transporting, setting up, and operating audio, lighting, video, and backline equipment.
- working hand-in-hand with event promoters, artists, band engineers, stage managers, and subcontractors to ensure events run smoothly and accurately.

Field Recordist 2017 – 2020

A Higher Art Hong Kong

- recorded on-location music, interviews, narration, and sounds for a documentary series about religious ritual and ceremony in south-east and east Asia.
- created unique sound design and mixed/mastered the audio for each episode.

Technician Specialist 2015 – 2019

Encore (PSAV) Louisiana

- audio, video, and lighting technology in hotels and conference centers for corporate events.
- operated digital audio consoles with wireless mics and computers/ switchers for projectors and video walls.

EDUCATION

Bachelor of Music 2008 – 2012

James Madison University, Virginia, USA

- audio devices, sound reinforcement, recording arts, and applicable software.
- courses included physics, communication, psychology of light and sound, and jazz.

David Pelikan



WORK EXPERIENCE

Shenandoah Valley Music Festival, Orkney Springs, VA — *Intern*

April 2018 - September 2018

Shadowed festival president in contract reading, day of show execution, and asset management.

Shenandoah Valley Music Festival, Orkney Springs, VA — *Stage Manager*

May 2020 - Present

Advances show dates with touring groups including contract reading. Manages and schedules work crew. Facilitates setup and strike of show. Prepares and organizes production assets for accessibility and storage. Helps allocate funds for asset acquisition.

Self-Employed, Virginia — *Freelance Stagehand*

April 2018 - Present

Travel across VA for show setup and teardown/technical. Usual venues include Charlottesville's Ting Pavillion, John Paul Jones Arena, The Paramount Theater, Harrisonburg's Atlantic Union Bank Center.

Pippin Hill Farm and Vineyard/Red Pump Kitchen, Easton Porter Restaurant Group, Charlottesville, VA — *Line, Event Cook*

April 2020 - November 2022

Prepared fine dining quality food for high-volume service environment. Responsible for food preparation for private events such as weddings, corporate events, and unique holiday services. Chosen to work in a small team to execute smaller events at a satellite location. Offered sous-ship in 2022, declined to pursue career in live music.

EDUCATION

Robinson Secondary School, Fairfax VA

2008 - 2012

James Madison University, Harrisonburg VA — *Studies in Music performance and Music Industry*

September 2013 - April 2019

SKILLS

Microsoft Word

Microsoft Excel

Google Suite

Interpersonal

Organizational

Time-Management

Delegation

Previous Orchestral Musician

REFERENCES

Ian Rynecki

Executive Chef, Pippin Hill

Xxx-xxx-xxxx

Dennis Lynch

SVMF President

Xxx-xxx-xxxx

Kristina Morden

Personal reference

xxx-xxx-xxxx

SOUTHARD AUDIO LLC
4301 Timber Ridge Drive, Mt. Crawford, VA 22841
(540) 234-0529 – sales@southardaudio.com – www.southardaudio.com

JMU RENTAL & SERVICES PRICING, updated for APRIL 2026
PACKAGES

We tailored these packages to fit many normal scenarios we have encountered at typical University venues and elsewhere. They can be easily modified to fit the needs of your event. Every event is different and there are many factors that affect the final invoice, including the time schedule, general technical complexity, loading and labor requirements, artist contract riders, and the overall design. We have a significant amount of experience in almost any venue on JMU's campus and can recommend the proper system and staffing for your events once the scope of your event is understood and the details are specified.

Package systems generally include free delivery to James Madison University. Some items that we do not warehouse in our Harrisonburg facility may have a higher minimum order or may incur delivery fees. Situations that require trailer delivery may have additional delivery fees.

Package prices do not include labor. Some packages are not available for dry rental and must include technicians. Certain events and venues may require Southard Audio to provide a stagehand crew for the load-in, build, and strike, at an additional expense.

Please note that we have wholesale access to a wide variety of audio-visual inventory. If you don't see it on the list, please ask! We can probably source it for you. We reserve the right to substitute similar or better quality equipment as needed as long as the substituted equipment meets the same requirements as the original was intended, at no additional cost to JMU.

Audio Packages	Package Description	Rental Price per Day
Small Breakout Room Audio Package	Includes (2) 8" or 12" Loudspeakers on tripods, small audio console, (2) wired mics on a podium or on mic stands, USB or aux playback connection for video laptop and program music.	300.00
Medium Breakout Room Audio Package	Includes (2) 12" Loudspeakers on tripods, small digital audio console, (2) Shure Podium Mics, 2ch Shure Wireless System, USB or aux playback connection for video laptop and program music.	675.00
Large Breakout Room Audio Package	Includes (2) 12" or 15" loudspeakers on tripods, (1) foldback monitor wedge, digital audio console, (2) Shure Podium Mics, 4ch Shure Wireless System, (2) USB or aux playback connection for video laptops and program music.	925.00
Panel Add-On Package	Add-on to General Session or Breakout Room Packages, to include (4) Shure MX Push-To-Talk microphones, cabling, and an upgraded digital console with professional automixer functions.	250.00
Small Concert Full Audio System Package	Basic full audio system, including small concert-style speaker system with subwoofers, appropriate for 100-350 capacity, with a 32ch professional digital mixing console, (4) foldback monitors from FOH, and all appropriate power distribution, hardware, and cabling. Additional items may be required depending on genre, artist rider requirements, and venue needs.	1,600.00
Medium Concert Full Audio System Package	Full audio system including a medium concert-style loudspeaker system with subwoofers, appropriate for 350-1000 capacity auditorium or outdoor field concert, with a 32ch professional digital mixing console, (4) foldback monitors, and all appropriate power distribution, hardware, and cabling. Additional items may be required depending on genre, artist requests, and venue requirements. Price does not include rigging hardware, motors, or lifts, as per venue.	2,500.00

Arena or Large Concert Full Audio System Package	Pricing for Large Concert or Arena Concert Audio System depends entirely on capacity, exact seating configuration and artist requirements. Pricing will utilize audio subsystem packages and individual items listed below, with an overall package discount applied.	TBD
Small Corporate/Banquet Full Audio System Package	Basic full audio system, appropriate for 20 - 150 people at a banquet, building dedication, or wedding. Includes small corporate-style speaker system with front fill if necessary, 16ch professional digital mixing console, (1) or (2) foldback monitors, (2) podium microphones, music & video audio playback, and a microphone package for spoken word and simple acoustic artist. Additional items may be required, as per venue.	1,150.00
Medium Corporate/Banquet Full Audio System Package	Full audio system, appropriate for 50 - 250 people at a banquet, presentation, or other corporate-style University event. Includes corporate-style speaker system with subwoofers, front fill, small delay fills on stands, 32ch professional digital mixing console, (2) foldback monitors, music and video-audio playback, (2) wireless microphones, and a small stage microphone package for (2) podiums and assorted musicians.	1,700.00
Large Corporate/Banquet Full Audio System Package	Full audio system, appropriate for a banquet, presentation, or other corporate-style University event for 150 - 500 people. Stereo arrays on lifts, or a large distributed speaker-on-stick system with appropriate fill speakers for adequate coverage of the venue. 32ch professional digital mixing console, (2) foldback monitors, music playback, video-audio playback, (2) wireless microphones, and a small stage microphone package for (2) podiums and assorted musical ensembles.	3,400.00
Standard Arena Outfill Loudspeaker Package	Flown pair of small or mid-sized arrays for spoken word or other moderate volume events. Price includes loudspeakers, amplifiers/processing, and cabling. Price does not include rigging hardware, motors, or lifts, as per venue.	2,500.00
Large Arena Outfill Loudspeaker Package	Flown pair of mid- or full-sized arrays for concert or other arena events. Price includes loudspeakers, amplifiers/processing, and cabling. Price does not include rigging hardware, motors, or lifts, as per venue.	3,500.00
Lower-Bowl Arena Commencement Loudspeaker System Package	Commencement-style professional loudspeaker system focused on arena floor and lower bowl coverage of a typical University basketball arena. Includes stereo main loudspeaker arrays with a large single outfill loudspeaker on each side, (2-4) front fills, (4) foldback monitors for podium and platform party. Price does not include rigging hardware, motors, or lifts, as per venue.	4,000.00
Full Arena Commencement Loudspeaker System Package	Commencement-style loudspeaker system with audio coverage provided for the floor, lower bowl, and upper bowl of a typical University basketball arena. Includes a master audio truss with a stereo main and outfill line array systems, (4) front fills, (4) foldback monitors for podium and platform party positions. Price does not include rigging hardware (other than master audio truss) or lifts, as per venue. Please note that other fill loudspeakers may be necessary if more than 180 degrees of coverage is required for the upper bowl.	7,000.00
Martin Audio WPS Loudspeaker System Package	Mid format Martin Audio WPS Wavefront Precision line array system, including SXC118 or SXH218 subwoofers, IKON amplifiers w/ Dante, NL cabling, and power distribution. Price does not include rigging hardware, motors, or lifts, as per venue.	4,200.00
Martin Audio WPC Loudspeaker System Package	Mid format Martin Audio WPC Wavefront Precision line array system, including SXH218 subwoofers, IKON amplifiers w/ Dante, LK or NL cabling, and power distribution. Price does not include rigging hardware, motors, or lifts, as per venue.	3,750.00

Martin Audio WPL Loudspeaker System Package	Large format Martin Audio WPL Wavefront Precision line array system, including SXH218 subwoofers, IKON amplifiers w/ Dante, LK or NL cabling, and power distribution. Price does not include rigging hardware, motors, or lifts, as per venue.	4,200.00
Flex Array Loudspeaker System Package (Turbosound)	Turbosound TFA-600HW Stereo Arrays with TFA-600L/B Subwoofers, Lab Gruppen PLM amplifiers w/ Lake Processing and Dante, cabling, and PD. Price does not include rigging hardware, motors, or lifts, as per venue.	2,600.00
Small Speaker-on-Stand FOH Loudspeaker Package	Professional-grade small biamped loudspeaker-on-stand FOH system with additional fill speakers, stands, and cabling.	400.00
Large Speaker-on-Stand w/ Subwoofers FOH Loudspeaker Package	Professional-grade large biamped loudspeaker-on-stand FOH system with front fill and subwoofers, heavy-duty stands, speaker signal, data and power distribution cabling.	1,100.00
Small Fill Loudspeaker Package	Martin Audio 8 or 12" two-way loudspeakers for front-, out-, or delay fills. Includes all processing, amplification, and cabling.	260.00
Small Monitor Wedge Loudspeaker Package	4-Mix amplifier rack w/ (6) monitor wedges, power, and cabling.	425.00
Standard Monitor Wedge Package	6- or 8-Mix professional amplifier rack w/ (8) bi-amped monitor wedges, 50A racpac PD, and cabling.	800.00
High-Power Monitor Wedge Package	6- or 8-Mix professional high powered amplifier rack w/ (8) bi-amp monitor wedges, (1) drum subwoofer, 50A racpac PD, and cabling.	1,050.00
Small Sidefill Monitor Package	Stereo sidefill monitors, including a single 2- or 3-way loudspeaker and one subwoofer per side, amplifiers, and cabling.	525.00
Large Sidefill Monitor Package	Stereo sidefill monitors, including a short array of 2- or 3-way loudspeakers and two subwoofers per side, amplifiers, and cabling.	950.00
Martin X8B Corporate Loudspeaker Package	(4) Martin X8B Loudspeakers, including amplifiers & cabling. Used for low profile fill and foldback monitor loudspeakers at corporate and spoken word events.	200.00
8CH Microphone Stage Package	8ch Standard Microphone Stage Package, includes K&M Mic Stands and Pro XLR Cables	150.00
16CH Microphone Stage Package	16ch Standard Microphone Stage Package, includes K&M Mic Stands and Pro XLR Cables	275.00
24CH Microphone Stage Package	24ch Standard Microphone Stage Package, includes K&M Mic Stands and Pro XLR Cables	400.00
32CH Microphone Stage Package	32ch Standard Microphone Stage Package, includes K&M Mic Stands and Pro XLR Cables	500.00
48CH Microphone Stage Package	48ch Standard Microphone Stage Package, includes K&M Mic Stands and Pro XLR Cables	700.00
64CH Microphone Stage Package	64ch Standard Microphone Stage Package, includes K&M Mic Stands and Pro XLR Cables	850.00
2CH Wireless Digital Microphone Package	Two channel professional Shure Digital wireless microphone system, includes antenna splitter, RF Venue antenna, and all cabling. Can be handheld or beltpack microphones.	240.00
4CH Wireless Digital Microphone Package	Four channel professional Shure Digital wireless microphone system, includes antenna splitter, RF Venue antenna, and all cabling. Can be handheld or beltpack microphones.	475.00
8CH Wireless Digital Microphone Package	Eight channel professional Shure Digital wireless microphone system, includes antenna splitter, RF Venue antenna, and all cabling. Can be handheld or beltpack microphones.	925.00
16CH FOH Audio Console Package	Professional 16ch Digital Audio Console with Snake Cabling	175.00
32CH FOH Audio Console Package	Professional 32ch Digital Console with Digital IO Stagebox and Snake Cabling.	275.00
48CH FOH Audio Console Package	Professional 48ch Digital Console with Digital IO Stagebox and Snake Cabling.	475.00
64CH FOH Audio Console Package	Professional 64ch Digital Console with Digital IO Stagebox and Snake Cabling.	775.00

96CH FOH Audio Console Package	Professional 96ch Digital Console with Digital IO Stagebox and Snake Cabling.	1,800.00
16CH MON Audio Console Package	Professional 16ch Digital Console with Analog Splitter System and Cabling.	175.00
32CH MON Audio Console Package	Professional 32ch Digital Console with Analog Splitter System and Cabling.	275.00
48CH MON Audio Console Package	Professional 48ch Digital Console with Digital IO Stagebox, Analog Splitter System and Cabling.	475.00
64CH MON Audio Console Package	Professional 64ch Digital Console with Digital IO Stagebox, Analog Splitter System and Cabling.	775.00
96CH MON Audio Console Package	Professional 96ch Digital Console with Digital IO Stagebox, Analog Splitter System and Cabling.	1,800.00
Large Power Distribution & Stage Power Package	Large Power Distribution Panel, 100A Feeder, 50A "Cali", & 12/3 Quadbox Package for Stage Power	400.00
Small Power Distribution & Stage Power Package	Small Power Distribution Panel, 50A Feeder, & 12/3 Quadbox Package for Stage Power	250.00

Lighting Packages	Package Description	Rental Price per Day
Small Stage Wash Lighting System Package	(2) Warm white wide-pattern IP rate LED Blinders, including ground support or clamps, a small DMX console. power distribution, hardware, and cabling.	275.00
Small Event LED Lighting System Package	(8) color changing LED PAR on stands, (8) LED uplights, small DMX console, power distribution, hardware and cabling.	850.00
Small Concert LED Lighting System Package	(24) color changing LED PAR placed between downstage stands and an upstage truss, small DMX console, power distribution, hardware and cabling.	1,250.00
Small Concert Intelligent Lighting System Package	(12) color changing LED PAR on ground support or flown downstage. Upstage ground package of (6-8) moving lights and (8-12) LED uplights. Hazer, medium DMX console, power distribution, hardware and cabling. Does not include hoists, lifts, or backdrop, if required, as per venue.	2,500.00
Medium Concert Intelligent Lighting System Package	Custom tailored lighting system including flown downstage truss with (10) moving lights and flown upstage truss with (12) moving lights. (12) LED PAR, tube, or strip lighting. Two water-based hazers with fans, multi-universe DMX console, power distribution, hardware, and cabling. Additional items may be required, depending on the genre and artist requests. Does not include hoists, lifts, or backdrop if required, as per venue.	3,500.00
Large Concert Intelligent Lighting System Package	Custom tailored concert lighting system consisting of three trusses, or two trusses plus a floor package. Includes approximately (32) moving lights and other special purpose lighting instruments such as blinders, tubes, strip lighting, strobes, etc. Includes two water-based hazers, multi-universe DMX console, power distribution, hardware and cabling. Does not include hoists, lifts, or backdrop if required, as per venue. The spec of this system depends on the final design, genre, and the performer's contractual requests, additional items may be required.	7,500.00
Corporate Lighting System Package	Pricing for Corporate Lighting Systems depends entirely on the venue and the design for the event. Pricing will utilize Individual items listed in the pricing sheet, with an overall package discount applied.	TBD

Video Packages	Package Description	Rental Price per Day
13'x7' LED Video Wall 3mm Indoor/Outdoor Package	Absen X3V LED wall panels to make 13' x 7.4' indoor/outdoor screen. Includes processing, header bars, cabling, and all power distribution. Does not include truss, hoists, or lifts, as per venue.	5,275.00

16'x9' LED Video Wall 3mm Indoor/Outdoor Package	Absen X3V LED wall panels to make 16.4' x 9.2' indoor/outdoor screen. Includes processing, header bars, cabling, and all power distribution. Does not include truss, hoists, or lifts, as per venue.	8,250.00
20'x11' LED Video Wall 3mm Indoor/Outdoor Package	Absen X3V LED wall panels to make 19.7' x 11' indoor/outdoor screen. Includes processing, header bars, cabling, and all power distribution. Does not include truss, hoists, or lifts, as per venue.	12,000.00
23'x13' LED Video Wall 3mm Indoor/Outdoor Package	Absen X3V LED wall panels to make 23' x 12.9' indoor/outdoor screen. Includes processing, header bars, cabling, and all power distribution. Does not include truss, hoists, or lifts, as per venue.	14,900.00
26'x15' LED Video Wall 3mm Indoor/Outdoor Package	Absen X3V LED wall panels to make 26.25' x 14.76' indoor/outdoor screen. Includes processing, header bars, cabling, and all power distribution. Does not include truss, hoists, or lifts, as per venue.	19,200.00
30'x17' LED Video Wall 3mm Indoor/Outdoor Package	Absen X3V LED wall panels to make 29.5' x 16.6' indoor/outdoor screen. Includes processing, header bars, cabling, and all power distribution. Does not include truss, hoists, or lifts, as per venue.	23,490.00
50'x9' LED Video Wall 3mm Triple Screen Package	Absen X3V LED wall panels to make 49.2' x 9.2' indoor/outdoor screen configured as three screens. A center graphics screen and a pair of flanking IMAG screens. Includes processing, header bars, cabling, and all power distribution. Does not include truss, hoists, or lifts, as per venue.	26,400.00
13'x7' LED Video Wall 5mm Indoor/Outdoor Package	Absen X5V LED wall panels to make 13' x 7.4' indoor/outdoor screen. Includes processing, header bars, cabling, and all power distribution. Does not include truss, hoists, lifts, as per venue.	4,640.00
16'x9' LED Video Wall 5mm Indoor/Outdoor Package	Absen X5V LED wall panels to make 16.4' x 9.2' indoor/outdoor screen. Includes processing, header bars, cabling, and all power distribution. Does not include truss, hoists, or lifts, as per venue.	7,250.00
20'x11' LED Video Wall 5mm Indoor/Outdoor Package	Absen X5V LED wall panels to make 19.7' x 11' indoor/outdoor screen. Includes processing, header bars, cabling, and all power distribution. Does not include truss, hoists, or lifts, as per venue.	9,925.00
23'x13' LED Video Wall 5mm Indoor/Outdoor Package	Absen X5V LED wall panels to make 23' x 12.9' indoor/outdoor screen. Includes processing, header bars, cabling, and all power distribution. Does not include truss, hoists, or lifts, as per venue.	13,720.00
26'x15' LED Video Wall 5mm Indoor/Outdoor Package	Absen X5V LED wall panels to make 26.25' x 14.76' indoor/outdoor screen. Includes processing, header bars, cabling, and all power distribution. Does not include truss, hoists, or lifts, as per venue.	17,920.00
30'x17' LED Video Wall 5mm Indoor/Outdoor Package	Absen X5V LED wall panels to make 29.5' x 16.6' indoor/outdoor screen. Includes processing, header bars, cabling, and all power distribution. Does not include truss, hoists, or lifts, as per venue.	22,350.00
12'x7' LED Video Wall 2mm Indoor Package	Absen A2Pro LED wall panels to make 11.6' x 6.76' indoor screen. Includes processing, header bars, cabling, and all power distribution. Does not include truss, hoists, or lifts, as per venue.	4,600.00
15'x8' LED Video Wall 2mm Indoor Package	Absen A2Pro LED wall panels to make 14.8' x 8.2' indoor screen. Includes processing, header bars, cabling, and all power distribution. Does not include truss, hoists, or lifts, as per venue.	7,400.00
16'x10' LED Video Wall 2mm Indoor Package	Absen A2Pro LED wall panels to make 16.4' x 9.8' indoor screen. Includes processing, header bars, cabling, and all power distribution. Does not include truss, hoists, or lifts, as per venue.	9,700.00
20'x12' LED Video Wall 2mm Indoor Package	Absen A2Pro LED wall panels to make 19.7' x 11.5' indoor screen. Includes processing, header bars, cabling, and all power distribution. Does not include truss, hoists, or lifts, as per venue.	13,500.00

25'x15' LED Video Wall 2mm Indoor Package	Absen A2Pro LED wall panels to make 24.6' x 14.8' indoor screen. Includes processing, header bars, cabling, and all power distribution. Does not include truss, hoists, or lifts, as per venue.	19,975.00
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SOUTHARD AUDIO LLC
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JMU RENTAL & SERVICES PRICING, updated for APRIL 2026
INDIVIDUAL COMPONENTS

We are offering free delivery to and pickup from James Madison University on items with a four-hundred dollar minimum order for a cargo van and a six-hundred dollar minimum order for commercial truck delivery. Some items that we do not warehouse in our Harrisonburg facility may have a higher minimum order or may incur delivery fees. Situations that require trailer delivery may have additional delivery fees.

Please note that we have wholesale access to a wide variety of audio-visual inventory. If you don't see it on the list, please ask! We can probably source it for you.

Individual Components

Audio Consoles	Remark	Single Day Rate Per Item
Avantis Console Package (Allen & Heath)		500.00
Avantis Dante Card (Allen & Heath)		80.00
AVID S6L Console Package		2,100.00
Console EZ Tilt		50.00
CQ-12T Console, in briefcase with cabling (Allen & Heath)		55.00
Klang DMI-KLANG		500.00
Klark-Technic DN9650 Network Bridge with Dante Card, AES50 - Dante Conversion		150.00
Midas HD96		950.00
Midas M32 Rack Console Bundle		225.00
Midas M32 Console (w USB)		225.00
Midas M32C Rack Console Package	w/ Midas DL Stagebox, Case	175.00
Midas M32R Console		150.00
Midas PRO1 Console Bundle		275.00
Midas PRO2 Console Bundle		475.00
Midas PRO2c Console Bundle		425.00
Q225 Console Package - CAT5 & D2 - (DiGiCo)	w 48x16 D-TWO Stage Box, Case, Waves Extreme Server, & CAT5e Snake	1,950.00
Q225 Console Package - Fiber & SDRack - (DiGiCo)	w 56ch SD 32bit Stage Box, Case, Waves Extreme Server, & Fiber Snake	2,900.00
Q225 Console Package - MADI & MQ - (DiGiCo)	w 48ch MQ Stage Box, Case, Waves Extreme Server, & MADI Snake	1,950.00
Q338 Console Package w SDRack (DiGiCo)		3,400.00
QSC Touchmix8 Digital Console, Case		65.00
SD12 Package (DiGiCo)	DiGiCo SD12 Surface w Stage Box, Case, Waves Server	1,950.00
Specialized Console (Larger Format Digico, Midas, Yamaha, or similar)		3,500.00
SQ Dante Card (Allen & Heath)		50.00

SQ Rack Console (Allen & Heath)		150.00
SQ5 Console (Allen & Heath)		175.00
SQ6 Console (Allen & Heath)		250.00
SQ7 Console (Allen & Heath)		275.00
Wing Console (Behringer)		250.00
WING Rack (Behringer)		150.00
X32 Console (Behringer)		150.00
X32-R (Behringer)		100.00
Yamaha DM3-D Digital Console w/ Dante, in briefcase with cabling		150.00
Yamaha DM7 Digital Console Package		1,500.00
Yamaha PM5 Digital Console Package		2,500.00
Zed-10 Console, 4+2 Ch, Briefcase (Allen & Heath)		35.00
Zed-6 Console, 2+2 Ch, Briefcase (Allen & Heath)		20.00

Stageboxes	Remark	Single Day Rate Per Item
A&H 48 Stagebox (Allen & Heath)		180.00
D2 Stagebox (DiGiCo)	D2-Rack, 48in x 16out, CAT5e MADl, Com, Rack Panel, & Cabling	475.00
DX168, in rack (Allen & Heath)		80.00
Midas 48 Stagebox		218.00
Midas DL153, in rack		90.00
MQ48 Stage Box (DiGiCo)	48in x 24out, MADl BNC, Com, UPS, Rack Panel, & Cabling	475.00
Yamaha 64 Stagebox Rack		650.00
Yamaha RIO 1608-D2, in rack		260.00

Speakers & Accessories	Remark	Single Day Rate Per Item
Anker AS1000 Active Monitor (Pair in Case)		55.00
B105D Active Monitor, pair in Case (Behringer)		27.00
Blackline XP12 Powered Speaker w/ Bluetooth (Martin Audio)		75.00
Blackline XP15 Powered Speaker w/ Bluetooth (Martin Audio)		90.00
CDD-Live12B Case Pair, Powered Speaker (Martin Audio)		250.00
CDD-Live15B Powered Speaker w/ Transport Cover (Martin Audio)		150.00
CDD-Live8 Case Pair, Powered Speaker (Martin Audio)		150.00
Community R-Series Announcement Speaker		75.00
CSX-Live118B Powered Subwoofer w/ Transport Cover (Martin Audio)		150.00
Flex TFA-600HW, Cart of 4		500.00
FlexPoint FP12 Loudspeaker (Martin Audio)		110.00
Fostex 6301 Powered Table Speaker	Includes cabling and distribution	22.00
Galaxy Hot Spot, Passive, Dual 5"	Includes Speaker Cabling.	20.00
Inclinometer Pelican		50.00
LE100 Monitor, Case, Pair (Martin Audio)		175.00
LE200 Monitor, Case, Pair (Martin Audio)		250.00
Other Assorted Speaker		250.00
QRx218s Subwoofer (Electro Voice)		150.00
QSC Wideline-10 Line Array Speaker		120.00

Soundworks SW2 Biamp 15"+2" Monitor Speaker		62.00
SX300 Speaker (Electro Voice)		45.00
SXC118 Cardioid Subwoofer (Martin Audio)		175.00
SXH218 Subwoofer (Martin Audio)		250.00
SXP218 Powered Subwoofer (Martin Audio)		220.00
TC Helicon "Hot Spot" Powered Monitor Speaker		30.00
TFA-600B Subwoofer Speaker (Turbosound)		150.00
TFA-600L Subwoofer, Cart of 3 (Turbosound)		400.00
THS Speaker, Case, Pair (Martin Audio)		375.00
TMW-112 Case, Pair (Turbosound)		120.00
TSW721 Subwoofer Speaker (Turbosound)		90.00
WPC Line Array Speakers, Cart of 4 (Martin Audio)		850.00
WPL Line Array Speakers, cart of 4 (Martin Audio)		1,500.00
WPS Line Array Speakers, Cart of 4 (Martin Audio)		700.00
WPS/c Ground Support Package, Pair Per (Martin Audio)		100.00
XD15 Speaker, Case (Martin Audio)		160.00
XE300 Monitor, Case, Pair (Martin Audio)		300.00
XE500 Monitor, Case, Pair (Martin Audio)		350.00
Yoke for THS (THSYLT, Landscape Touring, Martin Audio)		25.00
ZX5-60B Speaker (Electro Voice)		60.00

Cabling	Remark	Single Day Rate Per Item
50' - 12CH Subsnake (Box to Fan)		30.00
75' - 12CH Subsnake (Box to Fan)		35.00
100' -16CH Drivesnake		60.00
150' - 9CH Drivesnake (Whirlwind)		50.00
150' - 28CH Snake w Split (CBI)		120.00
250' - 6CH Drivesnake (CBI)		50.00
CBI Shuttle Snake (Female, XLR-3)		7.00
CBI Shuttle Snake (Male, XLR-3)		7.00
DL1 Drive Loom Case	275', (8) Cat5e/Cat6, (2) 12/3 AC Power with Powercon, (1) Com XLR, Case	250.00
DL2 Drive Loom Case	200', (7) STP Cat6A, (12) Line/XLR, (2) 12/3 AC Power with Powercon, (1) Com XLR, Case	200.00
DL4 Drive Loom Case	275', (4) Cat6 Shielded, (1) 12/3 AC Power with Powercon Quadbox, (1) Com XLR, in Snakeskin, Case	120.00
DL5 Drive Loom Case	275', (4) Cat6 Shielded, (1) 12/3 AC Power with Powercon Quadbox, (1) Com XLR, in Snakeskin, Case	120.00
DL6 Drive Loom Case	275', (3) Cat5e Shielded Cables, (1) 12/3 PowerCon AC Cable, in Snake Skin, 1650 Pelican Case	100.00
DL7 Drive Loom Case	275', (4) STP CAT6-ULT, (1) Com XLR, (1) 10/3 SJOOW in snakeskin w/ Powercon Quad Box, Case	150.00
10' - XLR Cable		1.25
30' - XLR Cable		2.50
50' - XLR Cable		3.75
100' - XLR Cable		8.75
10' - Cali 50A Cable		25.00
15' - Cali 50A Cable		30.00
25' - Cali 50A Cable		40.00
50' - Cali 50A Cable		50.00

75' - Cali 50A Cable		65.00
100' - Cali 50A Cable		75.00
50A Slug (Whirlwind, Power Stringer)	120/240v California Input, (6) 120v Edison Duplex Outlets	75.00
50A Slug w GFI (Whirlwind, Power Stringer)	120/240v California Input, (6) 120v GFI Edison Duplex Outlets	75.00
50A Slug, Video (Whirlwind, Power Stringer)	120/240v California Input, (4) 208/240v TRUE1 Outlets & (2) 120v Edison Duplex Outlets	75.00
Single-Phase Camlock to 50A Cali Adapter Pelican,	Single Phase Camlock Male with breaker box to 50A Cali cable installed in a Pelican briefcase.	75.00
10' - 5-Wire 2 Gauge Feeder Bundle with Camlocks		25.00
25' - 5-Wire 2 Gauge Feeder Bundle with Camlocks		60.00
50' - 5-Wire 2 Gauge Feeder Bundle with Camlocks		75.00
75' - 5-Wire 2 Gauge Feeder Bundle with Camlocks		100.00
20' - 5-Wire 2 Gauge Feeder Tails		40.00
25' Edi - Quad		15.00
50' Edi - Quad		25.00
100' Edi - Quad		40.00
100' Edi - Edi		30.00
150' Edi - Edi		50.00
Edi M - Tru1 Power Cable		5.00
10' - NL4 Cable		2.50
25' - NL4 Cable		6.00
50' - NL4 Cable		10.00
100' - NL4 Cable		18.00
125' - NL4 Cable		20.00
NL4 Coupler (Neutrik)		1.50
25' - NL8 Cable		15.00
75' - NL8 Cable		35.00
100' - NL8 Cable		45.00
NL8 Coupler (Neutrik)		5.00
WPL NL8 Cabling Kit (Martin Audio)		375.00
WPS/C Cabling Kit w/ NL8 & NL4 Cabling & Breakouts (Martin Audio)		300.00
75' - 2CH Unshielded Data Cable (Duracat Cable, Loomed)		25.00
200' - 2CH Unshielded Data Cable (Duracat Cable, Loomed)		50.00
75' - 2CH STP CAT5 (Tactical Shielded, Loomed)		40.00
200' - 2CH STP CAT5 (Tactical Shielded, Loomed)		75.00
50' - STP CAT5e (Shielded Whirlwind Tactical)		15.00
100' - STP CAT5e (Whirlwind Tactical Shielded)		25.00
100' - 4CH STP CAT6a (Shielded)		60.00
100' - STP CAT6 (Shielded CBI CAT6-ULT "Ultimate" Tactical)		30.00
275' - STP CAT6 (Shielded CBI CAT6-ULT "Ultimate" Tactical)		40.00
TFS Tactical Fiber Package		500.00
FOH Data Snake for Tour Use		75.00
W3 Splitter System, 2-Way 40ch (Whirlwind)	w/ W3 Connectors, (4) 12 ch Subsnakes with Boxes, Case	200.00
24CH Split Rack (2-Way, CBI Splitter System)		60.00
LK 3-Way Splitter System Package	3-Way 50 ch Split, Including LK150 Connectors, Whirlwind Patchmaster, (6) 12 ch Subsnakes w/ WI, (6) 12ch Boxes w WI, Drum Drop, Case	475.00

Amplifiers	Remark	Single Day Rate Per Item
iK42 Rack, 3 Amps (Martin Audio)	(3) iK42 Amplifiers, (2) SG350 Switches, 240volt 50A Rackpac Power and Custom Panel	950.00
iK42 Rack, 4 Amps (Martin Audio)	(4) iK42 Amplifiers, (2) SG350 Switches, 120/240volt Rackpac Power and Custom Panel	1,100.00
Single Martin iK42 Amp in Case		325.00
Linea Amp Rack	(3) Linea 8ch Amplifiers in Case, (2) Network Switch, Rack PD and Panel	950.00
MA 3,4,5: QSC Powelight Amp Rack	QSC Powerlight PL4.0/2.0/1.0 Amp Rack with Martin DX processing, Custom Panel	250.00
PLM-Subs Lab Gruppen Amp Rack	(2) Lab Gruppen PLM140000 Amplifiers with Lake Processing, Cisco Switch, Rack PD and Panel	375.00
PLM10000Q Single Amplifier in Case (Lab Gruppen)	(1) Lab Gruppen PLM10000Q with Lake Processing, Rack Case	275.00
PLM - Lab Gruppen Amplifier Rack	(3) Lab Gruppen PLM10/12K, (1) Lab Gruppen PLM14000 Amplifiers w/ Lake Processing, (2) Cisco Switches, Rack PD and Panel	725.00
QSC PLD4.5 Single Amplifier in Case		100.00

Microphones	Remark	Single Day Rate Per Item
Specialized Microphone (w K&M Stand & Pro XLR Cable)		120.00
Standard Microphone (w K&M Stand & Pro XLR Cable)		25.00
Studio Microphone (w K&M Stand & Pro XLR Cable)		50.00
Sennheiser ME36 Mini-Shotgun Microphone, with Micro Boom (w Cable)		30.00
Shure MX Podium Microphone Case	(4) MX418/C Gooseneck Cardioid Podium Microphones, with Preamps, Extended Booms, Cabling, and Desktop Bases or Swivel Clamps.	80.00
Shure MX Table Microphone, Push-To-Talk (w Cable)		44.00
Shure WB98H/C Beta98 w/ Clip-on Instrument Mic, TA4F Wireless Connectors & In-Line Preamp		22.00

Direct Boxes	Remark	Single Day Rate Per Item
Active Direct Box (Radial, BSS, or Klark)		25.00
Radial HotShot DM-1		15.00
Radial JDI Stereo Direct Box		35.00
Radial Passive Direct Box		25.00
Whirlwind Passive Direct Box		12.00

Wireless Systems	Remark	Single Day Rate Per Item
add Countryman B3 to Shure Wireless System		30.00
add Countryman E6 to Shure Wireless System		50.00
add sE V7 Capsule to Shure Wireless Microphone		20.00
add Shure Beta58 Capsule to Shure Wireless Microphone		20.00
add Shure KSM9 Wireless Capsule to Shure Wireless System		50.00
Axient Digital 4ch Wireless Microphone Bundle (Shure)		600.00
AXIENT PSM 4ch Bundle (Shure), Wireless IEM		800.00
AXIENT PSM 8ch Bundle (Shure), Wireless IEM		1,600.00
PA Extension Kit, RF Venue (2ch)	UHF wireless full-band audio transmission for additional system coverage.	150.00

Shure Antenna Distribution Case	(2) Shure UA844+SWB UHF Wideband Antenna Distribution Systems, (1) Cisco Network Switch, Power and Cabling, in a 4U Injection Molded Fly Rack.	105.00
Shure P10R Wireless IEM Beltpack (Extra Pack for PSM1000 System), including SB900A Battery		90.00
Shure P9HW Wired IEM Beltpack, bundle of four in case		200.00
Shure PSM1000, 4ch Wireless IEM Package	w RF Combine4, CP Beam Antenna, SB900A Batteries, Cabling, Rack Panel	650.00
Shure PSM1000, 8ch Wireless IEM System	w (2) RF Combine4, CP Beam Antenna, SBRC Battery Charger, SB900A Batteries, Cabling, Rack Panel	1,450.00
Shure UA874 Active Directional Antenna		25.00
Shure UHF-R Dual Wireless System	Dual Channel Shure UHF-R Wireless Handheld Microphones, includes RF Venue Antenna and Cabling	125.00
Shure ULXP Analog Wireless System	Single channel unit in briefcase, handheld or beltpack	40.00
Shure ULXD1 Bodypack Transmitter		45.00
Shure ULXD2 Handheld Transmitter,		45.00
Shure WA302, 1/4" to TA4F Wireless Adapter, Straight		2.50
Shure WA304, 1/4" to TA4F Adapter, Right-Angle		2.50
Shure WH20 Headset Mic, TA4F for Wireless Shure Bodypack Transmitters		10.00
Shure Wireless Audio Signal Transmission (PSM1000 transmitter with UHF-R receiver)		350.00
Shure Wireless IFB System	Shure professional IFB system with (1) transmitter and (2) beltpacks plus spare. Includes cabling, directional antenna, Shure rechargeable batteries and dock charger. Frequency Range: 518-542mhz.	275.00

Press Boxes & Broadcast	Remark	Single Day Rate Per Item
Low Wattage FM Radio Broadcaster		150.00
External Antenna for FM Broadcast, includes stand and cabling		100.00
Press Box	8ch or 12ch, Mic or Line Level Feed	90.00

Drive Racks	Remark	Single Day Rate Per Item
System Drive Rack, incl Console Switching	Drive Rack for audio system, includes Lab Gruppen LM44 (or similar) processor, XTA MX36 console switcher, dual redundant network switches, and rack console w/ computer/monitor control.	450.00

PD Racks	Remark	Single Day Rate Per Item
3P Conversion Rig	Custom AC electric generation system that converts from 120/240V single phase 50 amperes to 120/208V three phase 30 ampere.	500.00
Applied L21-30 Breakout Sled		40.00
Lex Socapex Pagoda (Three-Phase)	w Cam Locks, SOCA and Edison Circuits	250.00
Mini PD, Motion Labs 50A, in Rack		75.00
PD & Feeder 5: Case (80A Single-Phase only)	Motion Labs, 125' 4/4 Feeder Cable, with Cam Lock and Bare Tail Connections in a Case	200.00
PD Video: Case (100A Single-Phase)	Whirlwind, w/ Camlock Connections	250.00
PD1: Case (100A Single-Phase OR Three-Phase)	Katz w/ Camlock and Bare Tail Connections, incl Applied 4ch Single-Phase Motor Controller and Remote	315.00
PD2: Case (125A Three-Phase only)	Applied w/ Camlock and Bare Tail Connections, incl 3-Phase Motor Controller and Remote	375.00
PD3: Case (125A Three-Phase only)	Applied w/ Camlock and Bare Tail Connections, incl 3-Phase Motor Controller and Remote	375.00
PD4: Case (60A Single-Phase only)	Motion Labs, 75' 6/4 Feeder Cable with Cali, Cam Locks and Bare Tail Connections, Case	125.00
UPS Power Distro Case	50A in/thru to (3) APC 1500 UPS units, custom rack and patch panel to feed (6) discrete circuits.	125.00

Playback, Recording, & Computers	Remark	Single Day Rate Per Item
64CH Multitrack Rig, including Computer, Dante Soundcard, & Cabling. May require Dante capable console.		475.00
Computer with Multi-Channel Acoustic Measurement System, including Reference Microphones/Stands/Cabling		575.00
Focusrite Scarlett 2i2 Computer Audio Interface		10.00
Laptop, Audio Production-Grade with Playback/Cueing Software		250.00
Resolume Arena 7 Video Playback Laptop		200.00
Video Production-Grade Laptop with Playback/Cueing Software		425.00
Waves Extreme Server Package (FlyRack)		400.00

Clearcom & Communication	Remark	Single Day Rate Per Item
2 Station Com System with Handsets	Includes all power and cabling	60.00
2 Station Com System with Headsets	Includes all power and cabling	90.00
BPR40 Small Bundle, Motorola MAGOne Two-Way Radios	includes (4) MAG One BPR40, Batteries, Chargers, Speaker-Mics, Carrying Case	50.00
BPR40 Large Bundle, Motorola MAGOne Two-Way Radios	includes (6) MagOne BPR40 Radios, Batteries, Chargers, Speaker-Mics, Carrying Case	92.00
Eartec HUB8S UltraLITE Wireless Com	Full Duplex Wireless Intercom System including base station, eight UltraLITE single muff headsets, extra batteries and interface to wired com system.	300.00
ClearCom Base Station (2ch, Rackmount)		60.00
Integrated Com & Shout System Package	Two-Station Event Communication System including Full Com System (beltpack, handset, dual blazons), FOH Talkback, Powered Shout Speaker, PTT Gooseneck Mic, Custom Panel, and Cabling between FOH & Stage Positions.	120.00
Com Master Station Case	Rack mounted dual channel Com Master Station with external loudspeaker, includes headsets, blazons, and all cabling.	250.00
Video Com Package	incl Power Supply, Beltpacks, Headsets for Camera Ops & Director	185.00

Networking Hardware	Remark	Single Day Rate Per Item
Cisco Network Switch Lunchbox	10 port Cisco Network Switch with Fiber Trunk Ports, Ethercon Panel, in SKB Computer Rack	52.00

Lighting	Remark	Single Day Rate Per Item
24CH Professional DMX Console		100.00
6CH or 8CH LED Controller		35.00
Avolites Arena Console		320.00
Avolites Pearl Expert Prow/ Touch Wing Lighting Console		175.00
DMX Splitter		20.00
Chauvet Net-X ArtNET Node (Rack w/ Switch)		75.00
Chauvet Net-X ArtNET Node (Truss Mount)		37.00
Elation DMX Opto 4 Splitter		25.00
Elation EN-12 Node Rack		36.00
Elation eNode 4		31.00
Elation EW-DMX Wireless DMX Set		47.00
Elation RDMX 6 Opto Splitter		25.00
Elation Zeus Server w/ Arkaos Media Master		315.00
ETC ColorSource40 Console		200.00
Grand MA2 Light Console		450.00
Grand MA2 on PC with Command Wing		250.00
Grand MA3 Fullsize		925.00
Grand MA3 Light Console		625.00
High End Hog 4 Full Size		550.00
High End Hog Hedgehog 4 Lighting Console		120.00
High End Hog Nano Wing w/ PC		125.00
High End Hog RoadHog 4 Lighting Console		300.00
Laptop/iPad Software Lighting Controller w/ DMX Adaptor		90.00
Lightronics TL2448 Controller		64.54
Node w/ Control Laptop		75.00
NSI MC 7524 2 Scene Lighting Console		76.28
NSI MC7532 Controller		68.00
Specialized Lighting Console		1,500.00
Swisson Node Rack		52.00
ACME Pixel Line IP		57.00
ACME Pulsar S2		57.00
ACME Ultra Blinder IP		57.00
ADJ Encore Burst 200		75.00
ADJ Hydro Wash x7		75.00
Blizzard Aria Profile WW, LED Elipsoidal		50.00
Blizzard Motif Vignette RGBWW Bar, IP65		50.00
Blizzard Oberon Profile Zoom		70.00
Boulder 19x15W LED Moving Wash		75.00
Boulder 200W LED Blinder		40.00
Boulder 36x10W LED Moving Wash		75.00
Brighten 18x10W IP65 LED PAR		50.00
Brighten Focus 19x15W IP65 LED PAR Zoom		50.00

Brighten Focus 7R 230w Moving Head Beam w/ 24-facet prism		75.00
Brighten Focus 7x40W RGBW Moving Wash		75.00
Chauvet Force S Spot		90.00
Chauvet Nexus 4x4 Panel (400Watt RGB)		50.00
Chauvet Professional Rogue Outcast 2X Wash		75.00
Chauvet Professional Rogue R2 Wash		80.00
Chauvet Professional Rogue R2x Wash		80.00
Chauvet Rogue R3X Wash		100.00
Clay Paky Sharpy Plus		155.00
Clay Paky Sharpy Plus Aqua		160.00
Crowd Blinder, 20 Cell		40.00
Elation ACL 360 Bar, Moving LED Strip		56.00
Elation ACL 360 Matrix, Moving LED Panel		75.00
Elation Cuepix WW2 Blinder		25.00
Elation CuePix WW4 Blinder, 400Watt LED		55.00
Elation DTW 7001P LED Blinder		56.00
Elation DTW Bar 1000		44.00
Elation ePAR QA RGBA LED PAR		28.00
Elation Fuze Max Profile		178.00
Elation Fuze Max Spot		150.00
Elation Fuze Wash 500		90.00
Elation Platinum Beam SR		87.00
Elation Platinum Spot 35R Pro		155.00
Elation Professional Color Chorus 72		88.00
Elation Professional Platinum FLX		155.00
Elation Protron 3K Color Strobe		50.00
Elation Protron 3K Strobe		37.00
Elation Rayzor Q7 7x 15w RGBW LED Beam		62.00
Elation SixPAR Z19IP		46.00
Elation SixPAR100IP LED PAR		45.00
GLP JDC-1 Color Strobe		93.00
GLP KNV DOT	Package of 25	560.00
Jongtay 54x3W IP65 LED PAR		40.00
LED Bar (Generic)		40.00
LED Crowd Blinder (480Watt RGBW)		50.00
Lighting Clamp for PAR, LED, Leko, etc		2.50
Martin MAC Viper Performance		186.00
MEGA Lite Circa Scoop		62.00
Mega Lite Follow Bot 1000		200.00
MFL 7x10w LED PAR		20.00
Minuit Une IVL Dice		220.00
Portman Amulet		46.00
Portman Mantis		56.00
Portman S-Tribe		71.00
Robe CycFX8 Strip Lights		50.00
Robe Robin Pointe, Beam/Spot Hybrid		125.00
Robe Spikie 60w RGBW LED Wash		80.00

Robe Tetra 2 LED Strip		75.00
SHEHDS 275W Beam		70.00
Specialized Lighting Instrument (Intelligent)		500.00
Specialized Lighting Instrument (Not Including Intelligent Lighting)		200.00
Two-Tree Stage Lighting Bundle		250.00
VL4000 Beamwash		160.00
12" Mirror Ball with American DJ MBII Motor		30.00
16" Mirror Ball Kit		50.00
20" Mirror Ball with American DJ MBII Motor		60.00
Astera Titan Tube		65.00
Cafe Bulb Stringer, 50'		30.00
Chauvet Freedom Flex H4 IP		40.00
Chauvet Freedom PAR Quad-4		40.00
ETC Source 4 (Or Compatible)		25.00
ETC Source 4 Barrel		10.00
Music Stand Light		6.00
Glass Globe Table Toppers, Set of 3		25.00
Gobo Holders for ETC Source 4		5.00
LED Cube		40.00
LED Par, Ultra Bright, IP64		55.00
LED Pinpoint Package, adjustable, magnetic, with rechargeable batteries, remote (includes 8 pinspots)		150.00
Project Mount w/ 350watt LED light with Gobo Holder, includes stand or truss mount		90.00
RGB LED Par with rechargeable high capacity batteries, remote		55.00
Torchiere with Nostalgia Bulb, Variable Heights		12.50
Torchstar 50' IP67 LED Neon Rope		12.50
Tube Lights, set of 4, 2' length, battery powered		275.00
Antari M7 RGBA M7 Fog Machine with Fluid & Fan		155.00
Antari X-510 Fogger		93.00
Fan for Fogger or Hazer		10.00
HazeBase Base*Hazer Pro		100.00
MDG ATMe Haze Generator		315.00
Ultratec Radiance Hazer with Luminous 7 Fluid		100.00
50' Feeder Cable, Three Phase 4/0 AWG		125.00
50' Feeder Cable, Three Phase 2/0 AWG		100.00
50' Socapex Cable		35.00
75' Socapex Cable		45.00
100' Socapex Cable		55.00
125' Socapex Cable		65.00
Socapex Break-In or Break-Out		20.00
Short "Stinger" Lighting Power Cable		7.00
Long Lighting Power Cable		15.00
10' - DMX Cable		2.50
25' - DMX Cable		3.50
50' - DMX Cable		7.00
100' - DMX Cable		12.00

DMX FOH Drive Loom		75.00
36K Dimmer Rack		190.00
72K Dimmer Rack		275.00
PD Lighting		275.00
Intelligent Lighting Power Distro		150.00
Altman FS-700 LED Followspot		200.00
Lycian 1267 Spotlight		250.00
Lycian 1275 Spotlight		350.00
Lycian 1290 Spotlight		475.00
Spot Finder		40.00
Theatre Spotlight		150.00

Video	Remark	Single Day Rate Per Item
100' - 2CH CAT5e Data Loom		10.00
100' - 5CH Video STP CAT6-ULT Data Loom (CBI)		60.00
200' - 5CH Video STP CAT6-ULT Data Loom (CBI)		100.00
200' - 2CH CAT6a Data Loom		50.00
50' - 2CH HD-SDI-12G Loom		10.00
150' - 2CH HD-SDI-12G Loom		20.00
HD Video Cabling Package - HDSDI Cables & Adaptors for Digital HD Signal Transmission		475.00
Absen X5V LED Wall Panel	5mm, 500mm x 562mm, IP65 rated for Indoor/Outdoor use.	150.00
Absen X3V LED Wall Panel	3mm, 500mm x 562mm, IP65 rated for Indoor/Outdoor use.	175.00
Absen A2Pro LED Wall Panel	2mm, 500mm x 500mm, Indoor use.	175.00
A2PRO Ground Support Case		200.00
LED Wall Rigging Bar for Material Lifts		95.00
Stageline SL100 Video Rigging Bar		175.00
1.9mm Poster LED Display, Pair in Case	1.9mm ultra slim, foldable LED wall poster display, 1.6' wide by 6.6' tall. Control with wireless app, or HDMI. Link up to (8) displays together for a larger single image.	1,000.00
MAX 1710 Platform Mobile LED Trailer	Large outdoor video wall trailer, 17'x10' wall, 8000 nits, up to 20' height, IP rated with 45mph wind rating. Onboard generator available with additional cost for fuel. Requires tow vehicle.	6,138.00
Barco ImagePro-II Jr Video Scaler, w/ Case		160.00
NovaStar 4K Processor w/ ImagePro Scaler		300.00
NovaStar 4K Processor, w/ Case		160.00
VX1000 Processor Bundle (NovaStar), in Rack	High performance LED wall processing rig. 18RU Rolling rack case w/ (2) NovaStar VX1000 processors, network switch, panels, internal cabling, adapter sets in drawers, and with included laptop control.	375.00
VX4S Processor, Case, Pair (NovaStar)		150.00
VX6S Processor, Case, Pair (NovaStar)		200.00
HD Pro, Case, Pair (NovaStar)		200.00
HD Pro, Case, Single (NovaStar)		120.00
Dalite 12' X 7.5' Screen, Front or Rear Projection Surface, Ground Supported		350.00
Dalite 16' X 9' Screen, Front or Rear Projection Surface, Ground Supported		450.00
Dalite Fastfold 10' X 6' Screen, Front Or Rear Project		250.00
Dalite Fastfold 14' X 10' Screen, Front Or Rear Project		350.00
Dalite Instatheater 100" Diagonal Screen		150.00

Video Screen Rigging Bundle, includes Truss, Hoists & Rigging Hardware		300.00
Christie 14K Projector, packaged w/ Standard Lens		1,250.00
InFocus IN 5542 or Equivalent 7500 Lumen HD Video Projector		600.00
Specialized Lens for Projector	Projector lens for specialized use or extreme distance requirements. Includes shipping.	325.00
Specialized Video Projector, including cabling		1,500.00
Camera Crane, 12'		600.00
Camera Crane, 35'		1,200.00
Sony ENG Camera w/ Servo Zoom Lens Package cost		875.00
Cinema-Quality PTZ Robo Cameras w/ Motor Control Lens Package		800.00
Wireless Video System, High Def, 1000ft line-of-sight		180.00
Wireless Video System, High Def, 2000ft line-of-sight		300.00
HD Video Camera/ Remote PTZ Camera		375.00
Video Switcher Package	8 input 1080 HD switcher, HDSDI cabling and converters, A/D audio, HD Monitoring & Playback	975.00
ISO Switcher Package		1,075.00
add Web Streaming Services to IMAG or Other Video Services		125.00
COB 500watt LED Lighting Instrument for video production, w/ furnel or diffusion attachments		300.00
COB 5350watt LED Lighting Instrument for video production, w/ furnel or diffusion attachments		150.00
Super Panels, bi-color (Tungsten to Daylight) lighting for video production, 1x1		120.00
Super Panels, bi-color (Tungsten to Daylight) lighting for video production, 2x1		240.00
Television, 65" w/ Stand & Cabling		300.00
Confidence Monitor, w/ Stand & Cabling		200.00

Backline	Remark	Single Day Rate Per Item
Bongos		58.00
Double Kick Drum Pedal		40.00
Drum Head Fee (if new heads are required, no charge if existing heads can be used)		100.00
Conga		50.00
Specialized Drum Kit		450.00
Specialized Percussion		350.00
Timbales		60.00
Yamaha Custom Drum Kit (Not Including Cymbals or Drum Head Fee)		200.00
Zildjian Cymbal Package		70.00
Snare Extra		30.00
DW Kick Pedal Extra		25.00
Cymbal		15.00
Quinta		50.00
Tumba		50.00
Cradle		15.00
Cajon		45.00
Djembe		50.00
Toys		40.00

Toys Table		20.00
SVT 4PRO Bass Amplifier Head		120.00
Aguilar th500 or th700		100.00
Aguilar 410 Bass Cabinet		140.00
Aguilar 412 Bass Cabinet		165.00
Aguilar 750 or 751DB Bass Head		165.00
GK Bass Amp with Hartke 4x10 or 1x15		200.00
GK 410/415 RBH Bass Cabinet		100.00
Fender Bassman 59 Reissue Guitar Amplifier		100.00
SVT 410 Bass Cabinet		75.00
SVT 810 Bass Cabinet		110.00
SVT Classic Bass Head		150.00
Fender Blues Junior Guitar Amplifier		75.00
Fender Deluxe Reverb Guitar Amplifier		90.00
Fender Deville Guitar Amplifier		100.00
Fender Twin Guitar Amplifier		115.00
Roland JC120 Guitar Amplifier		100.00
Fender Hot Rod Deluxe Amplifier		85.00
Fender Hot Rod Deville Amplifier		90.00
Fender Blues Deluxe Amplifier		75.00
Fender Blues Deville Amplifier		85.00
Fender Princeton Amplifier		85.00
Fender Vibrolux Amplifier		125.00
Marshall JCM 2000 DSL Amplifier		125.00
Marshall JCM 800 or 900 Amplifier		125.00
Marshall 412 Guitar Speaker Cabinet		95.00
Fender Super Reverb Guitar Amp		100.00
Mesa Dual Rectifier Amplifier		115.00
Mesa 412 Rectifier Standard Slant Cabinet		100.00
Specialized Guitar or Bass Amplifier		300.00
Kurzweil PC88 Keyboard with Stand and Pedal		200.00
Montage 7 Keyboard with Stand and Pedal		240.00
Montage 8 Keyboard with Stand and Pedal		270.00
Nord Stage 2		270.00
Yamaha Motif 7 Synthesizer		150.00
Yamaha Motif 7es Synthesizer		185.00
Yamaha Motif 7xs Synthesizer		200.00
Yamaha Motif 7xf Synthesizer		215.00
Yamaha Motif 8 Synthesizer		200.00
Yamaha Motif 8es Synthesizer		215.00
Yamaha Motif 8xf Synthesizer		240.00
Roland RD700 Keyboard with Stand and Pedal		200.00
Roland RD700nx Keyboard with Stand and Pedal		210.00
Roland RD800 Keyboard with Stand and Pedal		275.00
Roland RD2000 Keyboard with Stand and Pedal		240.00
Nord Electro 3 Keyboard		150.00
Nord Electro 6d Keyboard		225.00

Nord Stage 3		260.00
Nord Stage 4		290.00
Nord Organ 3		290.00
Roland Fantom x7 or g7 Synthesizer		165.00
Roland Fantom 7 or 8 Synthesizer		190.00
Roland Fantom g8 Synthesizer		200.00
Korg Kronos 2 73-Key Synthesizer		200.00
Korg Kronos 2 88-Key Synthesizer		230.00
Hammond B-3 Organ with Leslie		425.00
Hammond B-3 Organ Pedals		75.00
Rhodes Keyboard		150.00
Rhodes Suitcase Speakers		150.00
Clavinet		150.00
Specialized Keyboard		450.00
Pioneer CDJ-2000 Nexus2, Case		250.00
Pioneer CDJ-2000, Case		175.00
Pioneer DJM2000		200.00
Pioneer DJM900NXS2, Case, Interconnect Cabling		200.00
Pioneer S9, Case		225.00
Pioneer CDJ-3000, Case		225.00
Pioneer DJM S11		225.00
Pioneer DDJ SX2		250.00
Pioneer DJ DDJ 1000SRT		240.00
Rane TTM 57 DJ Mixer		150.00
Rane DJ 12" Motorized Turntable Controller		150.00
Rane TTM 62 DJ Mixer, with Serato, Case, Interconnect Cabling		150.00
Technics SL-1200 MK2 Turntable, Case		150.00
Timing System		125.00
Air Fan for Stage		15.00

Softgoods	Remark	Single Day Rate Per Item
Backdrop, Black Commando/Flat - 24' High x 24' Wide		175.00
Backdrop, Black Commando/Flat - 24' High x 40' Wide		250.00
Backdrop, Black Commando/Flat - 30' High x 30' Wide		225.00
Backdrop, Black Commando/Flat - 30' High x 40' Wide		300.00
Drape Panel, Black Velour, 30' tall x 58" wide		26.75
Drape, 22ft Height, Black Velour Fabric w/ Ties, IFR, Price per foot, *NO HARDWARE*		14.75
Pipe & Base Set for 9ft-22ft Drape, incl sandbags. Drape fabric rented seperately.		30.25
Pipe & Drape, 20ft Height, Black Velour Fabric, IFR, Price per foot		16.75
Pipe & Drape, 6ft-10ft, Black Poly Premier Fabric, IFR, Price per foot		10.00
Pipe & Drape, 7ft-12ft or 8ft-14ft Height, Black Poly Premier Fabric, IFR, Price per foot		11.25
Pipe & Drape, 7ft-12ft, Black Velour Fabric, IFR, Price per foot		13.25
Pipe & Drape, 8ft-14ft Height, Purple Taffeta Fabric, IFR, Price per foot		13.75

Pipe Crossbar		6.00
Tech Drape Package, 32'		175.00
Truss Masking, Black Commando/Flat - 16" High x 40' Wide (Teasers)		37.00

Staging, Tents, & Tarps	Remark	Single Day Rate Per Item
DJ Table, 3' x 6'	3' x 6' Heavy-Duty DJ Table with Special Bracing, Set at Custom Height 36"-54"	190.00
DJ Table, 4' x 8'	4' x 8' Heavy-Duty DJ Table with Special Bracing, Set at Custom Height 36"-54"	250.00
Drum or DJ Riser, 8' X 8', Rolling, with Skirting		350.00
Drum or DJ Riser, 8' X 8', with Skirting		200.00
Railing, per foot		6.00
Small Riser Steps		90.00
Stage Skirting, per foot		2.50
Staging Dimensions Riser, 4' x 8' with legs		72.00
Tent, 10 x 15 KD Kanopy XTF 150, White		100.00
Tent, 10x10 White Top, California Style Frame Tent with Sidewalls		245.00
Tent, 15x15 White Top, California Style Frame Tent with Sidewalls		345.00
Tent, 10 x 10KD Kanopy XTF 100, Black		80.00
Lectern, Wooden		125.00
Adir Clear Lectern		130.00

Rigging	Remark	Single Day Rate Per Item
10' Boom & Base		95.00
Chauvet FLEXSTAND		30.00
K&M 21472 XL Speaker Stand		15.00
K&M Heavy Duty Steel Speaker Stand w/ Hand Crank		35.00
K&M Tall Lighting Stands 24640		25.00
Short Ultimate "Air Lift" Speaker Stand		10.00
Short Ultimate "Telelock" Speaker Stand		9.00
Tall Ultimate "Air Lift" Speaker Stand		12.00
Tall Ultimate "Telelock" Speaker Stand		10.00
Ultimate "Standard" Speaker Stand		7.00
VMB TP-20 Lift with Adapter Kit		35.00
Applied L16 Lift Bundle	Applied L16 Lift with Adapter Kit and Wood Squares	70.00
Sumner Eventer 20 Lift		250.00
VMB TL-A500 Lift		375.00
Work Pro WTS708 Lift		400.00
Telehoist, 12FT		50.00
Telehoist, 20FT		100.00
Genie or Sumner 18FT Lift		200.00
Genie or Sumner 24FT Lift		250.00
1-Ton Hoist Bundle, incl steel and rigging hardware		160.00
1/2-Ton Hoist Bundle, incl steel and rigging hardware		110.00
1/4-Ton Hoist, Motor with 40' Chain, Cabling, Case, (Pair)		100.00
25' - L21-30 Twistlock Cable		25.00

75' - L21-30 Twistlock Cable		75.00
125' - L21-30 Twistlock Cable		90.00
4CH Three-Phase Hoist Controller w/ Remote, Pelican Case, Cabling (Applied Electronics)		150.00
8CH Three-Phase Hoist Controller with Remote, Case, Cabling (Applied Electronics)		250.00
12CH Three-Phase Hoist Controller with Remote, Case, Cabling (Applied Electronics)		350.00
4CH Single-Phase Hoist Controller w/ Remote, Pelican Case, Cabling (Applied Electronics)		150.00
Camlock to Three-Phase Motor Adapter Pelican		100.00
Manual Chain Hoist, 1-Ton, 20ft Fall, Chain Bag, Case (CM 622 Series)		75.00
Spanset with Shackle (Kit)		6.00
5ft, 10ft, 15ft, 20ft Rigging Steel with Shackle (Silver)		10.00
5ft, 10ft, 15ft, 20ft Rigging Steel with Shackle (Black)		15.00
100' - Rope, Black, for Rigging		10.00
Moving Light PRT - 10' Length, Black		100.00
10' Truss 12" Box (Light Duty)		37.00
5' Truss 12" Box (Heavy Duty)		31.00
10' Truss 12" Box (Heavy Duty)		55.00
5' Truss 12" Box (Black)		32.00
10' Truss 12" Box (Black)		55.00
5' Truss 12" Box (Spigoted, Black)		35.00
10' Truss 12" Box (Spigoted, Black)		55.00
8' Truss 16" Box (Heavy Duty)		62.00
1.5m Video Truss 16" Box (Spigoted, Black)		85.00
2m Video Truss 16" Box (Spigoted, Black)		90.00
2m Video Truss 16" Box (Spigoted, Silver)		75.00
2.5m Video Truss 16" Box (Spigoted, Silver)		85.00
94" Truss 16" Box (Heavy Duty, Spigoted, Black)		70.00
10' Truss 16" Box (Heavy Duty, Spigoted, Black)		75.00
5' Truss 20" Box (Spigoted, Black)		50.00
10' Truss 20" Box (Spigoted, Black)		90.00
10' Truss 20.5" Box (Heavy Duty)		80.00
8' Truss 26"x30" Box (Heavy Duty)		120.00
5' Truss 26"x30" Box (Heavy Duty)		95.00
12" Truss, 5-way Corner (Black)		35.00
12' Outer Diameter Truss Circle Quadrant, 12" Architectural		36.00
3' Truss 12" Box (Architectural)		20.00
Truss Pick, 16", Black		8.00
36" Base Plate for 12" / 20.5" Truss		20.00
24" Base Plate for 12" Truss		15.00
36" Base Plate for 16" Truss		20.00
Stretch Shapes White Sleeve for 8'x16" box truss		15.00
Stretch Shapes Black Sleeve for 6'x12" box truss		15.00
Standing Truss w/ Floor Plates & White Sleeves		50.00
Standing Truss w/ Floor Plates & Black Sleeves		50.00
Speaker Scaffolding, per pair with Levelers, Cross Bracing, Full Walkboards		185.00

Other	Remark	Single Day Rate Per Item
Carpet, rubber backed, large tread, 4'x6', for cable cover		18.00
Work Lighting Bundle		40.00
Air Cannon		250.00
Air Cannon Consumables Avg/Shot	Price based upon Market Rate	TBD
Arena Confetti Blower	Pricing TBD based upon size of event	TBD
Chauvet DJ Cumulus Low Lying Fogger		70.00
Co2 Console & Cable Package (includes hoses, console, converters, shot bags, carts, stingers, etc)		160.00
Co2 Jets (not including Co2)		99.75
Co2 Tanks (Requires Special Delivery, reimburse at market price)	Price based upon Market Rate	TBD
Keyed DMX Controller		50.00
Standard Confetti Blower		250.00
X-Laser Aurora Cobalt	Any Laser Product requiring variance would ALSO require a Laser Tech for the duration of the rental.	100.00
X-Laser HPX M-10		300.00
X-Laser Skywriter M-10	Any Laser Product requiring variance would ALSO require a Laser Tech for the duration of the rental.	275.00
4' Loading Ramp, w/ Hooks		25.00
12' Loading Ramp w/ Hooks		100.00
8' Loading Ramp		75.00
16' Loading Ramp		325.00
4' Dock Plate, Metal		25.00
4' Dock Plate, Plastic		25.00
Gator with Trailer, Utility Vehicle Rental		500.00
Ladder, 8'		15.00
Ladder, 12'		25.00
Pallet ACM, 32"x24"		2.00
Plywood for Loading Path		25.00
Medium Capacity Diesel Generator, includes delivery & pickup (discount depends on hours of service)		1,200.00
Large Capacity Diesel Generator, includes delivery & pickup (discount depends on hours of service)		2,000.00
Inverter Generator, 9.5 kVA		275.00
Cable Ramp (ADA), Case of 10		150.00
Cable Ramp (Tecnec), Case of 12		175.00
Cable Ramp, 2CH, Case of 15		140.00

Staging	Remark	Single Day Rate Per Item
Priced on a case by case basis.		TBD
Design & Production Management	PLEASE NOTE: Labor & materials charges may still be invoiced even if an event is subsequently cancelled or postponed.	Rate
Design or Event Production Management Fee, 4 hours or less		FREE
Design Fee, per hour		95.00
Event Production Management, per hour		95.00

Labor & Service Packages	PLEASE NOTE: All labor shifts require a 4 hr minimum call and 1.5x overtime at 10 hrs. Some positions require a 5 hr minimum daily and some require an 8 hr minimum daily.	Rate
Audio A1, Lighting L1, or Video V1 Technician, per hour		81.25
Audio A2, Lighting L2, or Video V2 Technician, per hour		68.75
AV Installation or Service Technician, per hour, minimum call can include travel		96.50
Professional Stagehand, per man hour		40.00
Steward/Crew Chief, per man hour		45.00
Truss Tower Labor, per hour		75.00
Video Director, daily rate		750.00
Camera Operator, 5hr/Single Event rate		375.00
Camera Operator, daily rate		725.00
Video or Audio Production or Post-Production Labor, per hour		150.00
Backline Technician, per hour		75.00
College Football Labor Package	Includes two audio technicians providing audio services for gameday, prior day on-call for technical checks and interfacing house audio with network TV equipment, gameday wireless audio frequency and on-field referee microphone management, and basic testing and troubleshooting of in-house equipment.	2,100.00
Motorized Presidential Prompting Service, daily rate	Requires additional travel, hotel, and per diem to JMU, based on 8hr day. Travel is \$75/hr plus standard IRS mileage from Washington DC.	1,500.00

Delivery	Remark	Rate per Mile
Car/Van Delivery to JMU from local warehouse, if below \$400 minimum order		40.00
Truck Delivery to JMU from local warehouse, if below \$600 minimum order		75.00
Mileage Rate, per mile, if car travel required (varies each year based on standard IRS rate)		0.70
Mileage Rate, per mile, commercial truck (varies each year based on 2x standard IRS rate)		1.40
Mileage Rate, per mile, if Cargo Van required (varies each year based on 1.5X standard IRS rate)		1.05
Tractor Trailer Delivery (if required)	Amount TBD based on driver hours-of-service and mileage. Delivery quote will be provided.	TBD

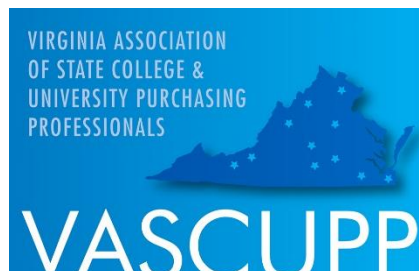


Request for Proposal

RFP# ASF-1245

Audio/Visual Event Rental Services

November 11, 2025



REQUEST FOR PROPOSAL

RFP# ASF-1245

Issue Date: November 11, 2025

Title: Audio/Visual Events Rental Services

Issuing Agency: Commonwealth of Virginia
James Madison University
Procurement Services MSC 5720
752 Ott Street, Wine Price Building
First Floor, Suite 1023
Harrisonburg, VA 22807

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

Sealed Proposals Will Be Received Until 2:00 PM on December 11, 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: Adam Fleming, Buyer Senior, Procurement Services, fleminas@jmu.edu; 540-568-4280; (Fax) 540-568-7935 not later than five business days before the proposal closing date.

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

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

Name and Address of Firm:

By: _____
(Signature)

Name: _____
(Please Print)

Date: _____

Title: _____

Web Address: _____

Phone: _____

Email: _____

Fax #: _____

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

SMALL, WOMAN OR MINORITY OWNED BUSINESS:

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

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

REQUEST FOR PROPOSAL

RFP # ASF-1245

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I. PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals from qualified sources to enter into a contract to provide on-demand Audio Visual 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 nearly 23,000 students and over 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.

JMU holds a large array of events, ranging from small dedications to large commencement ceremonies. Homecoming and family weekends, athletic auctions, scholarship dinners, CAA banquets, concerts, luncheon and dinner events are also held at JMU. JMU has approximately 30 major events held on campus every year in addition to many minor events that have less audio/visual needs. The events are held all over campus and are hosted by various departments at JMU. Events may be annual or on a one-time basis. Previous audio/ visual needs include a simple speaker set-up for sound amplification in an outdoor space to an entire ballroom with light and sound requirements.

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 wishes to secure the services of professional audio visual firms with direct experience and expertise in the convention, event, or hospitality industry. The contractor shall furnish all labor, insurance, supervision, equipment, and incidentals necessary to provide audio visual services to the University.

The University anticipates this RFP will result in multiple non-exclusive contract awards. Services will be provided on an on-call, as-needed basis throughout the term of the contract. There is no guarantee of the number of events and/or services required from any vendor(s) awarded a contract as a result of this RFP.

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. The contractor shall develop clear, concise, and professional quality written quotes containing firm pricing for each event for review and acceptance by James Madison University. Upon approval

of the quotation received by the University, an Agency Purchase Order will be issued as authority to proceed with the work. NO WORK IS TO BE UNDERTAKEN BY THE CONTRACTOR UNTIL A WRITTEN PURCHASE ORDER HAS BEEN RECEIVED. Contractor shall not perform work or include additional equipment which would result in exceeding the dollar limitation of the purchase order without first having obtained written approval from the University.

James Madison University will not provide labor for the loading and unloading of equipment or any other associated task. UNDER NO CIRCUMSTANCES SHALL CONTRACTOR UTILIZE STUDENT, PAID OR VOLUNTEERS, TO PROVIDE LABOR FOR THE DURATION OF THE CONTRACT TERM. All labor shall be the sole responsibility of the Contractor.

It is the standard practice of the University to be invoiced in full after the services have been provided with no up-front deposit to put down on a project.

Potential Events that would utilize AV Rental Services include (but not limited to):

Commencement and Related Ceremonies
Service Awards Ceremonies
Groundbreakings
Dedications and Inaugurations
Sports Events
Alumni Relations Events
Donor Relations Events
Orientation
Homecoming

Common places on campus to hold events include but are not limited to Wilson Hall, Wilson Quad, Duke Lawn, Soccer Complex, Rose Library Lawn, Convocation Center, Madison Union Ballroom, the Quad, the Commons and the Festival lawn. A map of the University may be found at: <https://www.jmu.edu/map/>.

Offerors shall respond to each of the following:

A. General:

1. All events held at James Madison University are of equal importance. Size of event does not designate significance. Describe ability to provide all audio visual services for the following. Be specific in detailing the event from beginning to end:
 - a. Large arena concerts
 - b. Large scale events (*e.g.: graduations, building dedications, and athletic banquets*)
 - c. Small scale events (*e.g.: presentations and meetings*)
2. 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.
3. Specify the approximate timeframe for individual event proposals to be submitted to JMU after receiving a request.

4. Describe the dress code for event staff. Dress code is subject to approval by James Madison University. All event personnel shall be easily and clearly identified, with the Contractor's name visible at all times. Event personnel shall, upon request, present appropriate identification.
5. Describe in detail warranty given on all equipment and service.
6. Describe in detail cancellation requirements.
7. Identify any certifications and licenses that the contractor and/or employee(s) may currently hold.
8. Describe invoicing procedure. Provide sample invoice with proposal.
9. Describe how scheduling conflicts are handled and how your firm will ensure JMU events are given top priority.

B. Equipment:

1. Describe ability to provide audio visual event services including but not limited to speakers, microphones, audio mixers, screens, projectors, lighting elements and equipment.
2. Describe ability to provide operational support equipment including but not limited to scaffolding, extension cords, connectors, and patch cords.
3. Provide an itemized equipment rental list of all audio visual equipment available and associated cost in section X. Pricing Schedule below. All equipment rented by James Madison University shall be in good working condition and shall conform to any/all established manufacturer/industry standards.
4. Describe plan for delivery, set-up, tear-down and pick-up of equipment. Include the associated cost in section X. Pricing Schedule below.
5. Describe ability to provide external media feeds.

C. Service:

1. Describe the training, expertise, and supervision of personnel employed by the contractor that may be assigned to service James Madison University.
2. Describe consultation and guidance that may be provided to James Madison University in determining audio visual needs for specific events and locations. Describe ability to accommodate requests for site visits to make recommendations and suggestions concerning equipment needed.
3. Provide an example of a clear and concise written quote for both a small and large event. All event quotes shall state all electrical needs. A diagram or drawing of the event site and equipment layout may be requested on an as needed basis.
4. Provide primary contact for James Madison University audio visual event services. Each event shall have a designated site supervisor responsible for all managerial aspects of the specific site/event. Designated site supervisor shall be provided on each event quote.

5. Describe replacement of any malfunctioning/non-conforming equipment. List discounts that will be given for any inconveniences.
6. Describe all other services provided and list any associated costs in section X. Pricing Schedule, below.
7. Specify the expertise level and associated hourly rate for onsite technician(s). Provide an hourly rate in section X. Pricing Schedule.

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.
- 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.f. below.

b. PAPER SUBMISSIONS:

- i. **One (1) original and one (1) copy** of the entire proposal, INCLUDING ALL ATTACHMENTS. Any proprietary information should be clearly marked in accordance with V.4.e. below.
 - ii. **One (1) electronic copy in WORD format or searchable PDF (CD or flash drive)** of the entire proposal, INCLUDING ALL ATTACHMENTS. Any proprietary information should be clearly marked in accordance with Section V.4.f. below.
 - iii. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
 - iv. See additional information in Section VIII.C, *IDENIFICATION OF PROPSAL ENVELOPE*.
2. Should the proposal contain **proprietary information, provide one (1) redacted copy of the proposal** and all attachments with **proprietary portions removed or blacked out**. This copy should be clearly marked “*Redacted Copy*” on the front cover. The classification of an entire proposal document, line-item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. JMU shall not be responsible for the Contractor’s failure to exclude proprietary information from this redacted copy.

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

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

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

will schedule the time and location of these presentations. Oral presentations are an option of the University and may or may not be conducted. Therefore, proposals should be complete.

B. SPECIFIC PROPOSAL INSTRUCTIONS

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

1. Return RFP cover sheet and all addenda acknowledgements, if any, signed and filled out as required. (Electronic signature shall be accepted, i.e. Adobe Sign, DocuSign, etc.)
2. Plan and methodology for providing the goods/services as described in Section IV. Statement of Needs of this Request for Proposal.
3. A written narrative statement to include, but not be limited to, the expertise, qualifications, and experience of the firm and resumes of specific personnel to be assigned to perform the work.
4. Offeror Data Sheet, included as *Attachment A* to this RFP.
5. Small Business Subcontracting Plan, included as *Attachment B* to this RFP. Offeror shall provide a Small Business Subcontracting plan which summarizes the planned utilization of Department of Small Business and Supplier Diversity (SBSD)-certified small businesses which include businesses owned by women and minorities, when they have received Department of Small Business and Supplier Diversity (SBSD) small business certification, under the contract to be awarded as a result of this solicitation. This is a requirement for all prime contracts in excess of \$100,000 unless no subcontracting opportunities exist.
6. Identify the amount of sales your company had during the last twelve months with each VASCUPP Member Institution. A list of VASCUPP Members can be found at: www.VASCUPP.org.
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	25
4. Participation of Small, Women-Owned, & Minority (SWaM) Businesses	10

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

VII. GENERAL TERMS AND CONDITIONS

- A. PURCHASING MANUAL: This solicitation is subject to the provisions of the Commonwealth of Virginia's Purchasing Manual for Institutions of Higher Education and Their Vendors and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is available for review at the purchasing office. In addition, the manual may be accessed electronically at <http://www.jmu.edu/procurement> or a copy can be obtained by calling Procurement Services at (540) 568-3145.
- B. APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with applicable federal, state and local laws and regulations.
- C. ANTI-DISCRIMINATION: By submitting their proposals, offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and §10 of the Rules Governing Procurement, Chapter 2, Exhibit J, Attachment 1 (available for review at <http://www.jmu.edu/procurement>). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender, sexual orientation, gender identity, or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*§6 of the Rules Governing Procurement*).

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

1. During the performance of this contract, the contractor agrees as follows:

- a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting these requirements.
2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- D. ETHICS IN PUBLIC CONTRACTING: By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
 - E. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
 - F. DEBARMENT STATUS: By submitting their proposals, offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
 - G. ANTITRUST: By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
 - H. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS RFPs: Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

I. CLARIFICATION OF TERMS: If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

J. PAYMENT:

1. To Prime Contractor:

- a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Rules Governing Procurement, Chapter 2, Exhibit J, Attachment 1 § 53; available for review at <http://www.jmu.edu/procurement>*).

2. To Subcontractors:

a. A contractor awarded a contract under this solicitation is hereby obligated:

- (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or

- (2) To notify the agency and the subcontractors, in writing, of the contractor's intention to withhold payment and the reason.
- b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.
3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.
4. The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.
- K. PRECEDENCE OF TERMS: Paragraphs A through J of these General Terms and Conditions and the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors, shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- L. QUALIFICATIONS OF OFFERORS: The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Commonwealth that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- M. TESTING AND INSPECTION: The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
- O. CHANGES TO THE CONTRACT: Changes can be made to the contract in any of the following ways:

1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
 - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.
- P. DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- Q. INSURANCE: By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with § 25 of the Rules Governing Procurement – Chapter 2, Exhibit J, Attachment 1, and 65.2-800 et. Seq. of the Code of Virginia (available for review at <http://www.jmu.edu/procurement>) The offeror further certifies that the contractor and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided

by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. Workers' Compensation: Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirement under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
 2. Employer's Liability: \$100,000
 3. Commercial General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
 4. Automobile Liability: \$1,000,000 combined single limit. *(Required only if a motor vehicle not owned by the Commonwealth is to be used in the contract. Contractor must assure that the required coverage is maintained by the Contractor (or third party owner of such motor vehicle.)*
- R. ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract over \$100,000, as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA web site (www.eva.virginia.gov) for a minimum of 10 days.
- S. DRUG-FREE WORKPLACE: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
- T. NONDISCRIMINATION OF CONTRACTORS: An offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based

organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

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

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

1. For orders issued July 1, 2014 and after, the Vendor Transaction Fee is:
 - a. Department of Small Business and Supplier Diversity (SBSD) certified Small Businesses: 1% capped at \$500 per order.
 - b. Businesses that are not Department of Small Business and Supplier Diversity (SBSD) certified Small Businesses: 1% capped at \$1,500 per order.
 2. For orders issued prior to July 1, 2014 the vendor transaction fees can be found at www.eVA.virginia.gov.
 3. The specified vendor transaction fee will be invoiced by the Commonwealth of Virginia Department of General Services approximately 60 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.
- V. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the Commonwealth of Virginia shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- W. PRICING CURRENCY: Unless stated otherwise in the solicitation, offerors shall state offered prices in U.S. dollars.
- X. E-VERIFY REQUIREMENT OF ANY CONTRACTOR: Any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with James Madison University to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to any awarded contract.
- Y. CIVILITY IN STATE WORKPLACES: The contractor shall take all reasonable steps to ensure that no individual, while performing work on behalf of the contractor or any subcontractor in connection with this agreement (each, a "Contract Worker"), shall engage in 1) harassment

(including sexual harassment), bullying, cyber-bullying, or threatening or violent conduct, or 2) discriminatory behavior on the basis of race, sex, color, national origin, religious belief, sexual orientation, gender identity or expression, age, political affiliation, veteran status, or disability.

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

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

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

This Section creates obligations solely on the part of the contractor. Employees or other third parties may benefit incidentally from this Section and from training materials or other 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. [NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS.]

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; 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 .**

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 .** 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 .**
- 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. 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.
- S. 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.
- T. WARRANTY (COMMERCIAL): The contractor agrees that the goods or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such goods or services and that the rights and remedies provided therein are in addition to and do not limit those available to the Commonwealth by any other clause of this solicitation. A copy of this warranty should be furnished with the bid/proposal.
- U. 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.
- V. 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.
- W. INSTALLATION: All items must be assembled and set in place, ready for use. All crating and other debris must be removed from view of the event area.
- 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. James Madison University reserves the right to require the Contractor to remove any employee whose behavior is deemed unprofessional or objectionable.
- Y. ELECTRICAL EQUIPMENT STANDARDS: Contractor should make every effort to utilize equipment and material that conforms to the standards of Underwriters Laboratory (UL), and bear the appropriate label.
- Z. EQUIPMENT INSPECTION: Prior to each event, the contractor shall demonstrate to the authorized owners representative that the equipment is fully operational and in compliance with contract specifications. Any deficiencies shall be promptly corrected by the contractor.

- AA. **FORCE MAJEURE:** In no event shall either party be liable to the other for cancellations or postponement of the Agreement (or PO if by Purchase Order) resulting from any cause beyond its control including, but not limited to, governmental orders, regulations, labor strikes, disease, virus, epidemic, pandemic, act of war, or terrorism, acts of God, fires, floods, curtailment of transportation, electrical failure or any event that prohibits attendees being able to attend the event. Notice of cancellation or postponement under this provision shall be received, by the non-cancelling party, within five (5) days of such occurrence. Such cancellation or postponement shall not constitute a breach hereunder and shall not subject either party to any penalties, liquidated damages, or forfeiture of any prepayment. In case of cancellation due to Force Majeure, any and all deposits being held will be promptly refunded.

IX. METHOD OF PAYMENT

The contractor will be paid based on invoices submitted in accordance with the solicitation and any negotiations. James Madison University recognizes the importance of expediting the payment process for our vendors and suppliers; we request that our vendors and suppliers enroll in our bank's Comprehensive Payable options: either the Virtual Payables Virtual Card or the PayMode-X electronic deposit (ACH) to your bank account so that future payments are made electronically. Contractors signed up for the Virtual Payables process will receive the benefit of being paid Net 15. Additional information is available online at:

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

X. PRICING SCHEDULE

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

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

XI. ATTACHMENTS

Attachment A: Offeror Data Sheet

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

Attachment C: Standard Contract Sample

Attachment D: Zone Map

Attachment E: PAC Agreement

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.

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

[] YES [] NO

IF YES, EXPLAIN: _____

ATTACHMENT B

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

Offeror Name: _____ **Preparer Name:** _____

Date: _____

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

If yes, certification number: _____ Certification date: _____

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

If yes, certification number: _____ Certification date: _____

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

If yes, certification number: _____ Certification date: _____

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

If yes, certification number: _____ Certification date: _____

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

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

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

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

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

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

RETURN OF THIS PAGE IS REQUIRED

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

Procurement Name and Number: _____

Date Form Completed: _____

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

Offeror / Proposer: _____

Firm

Address

Contact Person/No.

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

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

RETURN OF THIS PAGE IS REQUIRED

ATTACHMENT C



COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT

Contract No. _____

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

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

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

PERIOD OF PERFORMANCE: From _____ through _____

The contract documents shall consist of:

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

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

CONTRACTOR:

PURCHASING AGENCY:

By: _____
(Signature)

By: _____
(Signature)

(Printed Name)

(Printed Name)

Title: _____

Title: _____

ATTACHMENT D

Zone Map



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

List of member institutions by zones

Zone 1

George Mason University (Fairfax)

Zone 4

University of Mary Washington (Fredericksburg)

Zone 7

Longwood University (Farmville)

Zone 2

James Madison University (Harrisonburg)

Zone 5

Christopher Newport University (Newport News)

College of William and Mary (Williamsburg)

Norfolk State University (Norfolk)

Old Dominion University (Norfolk)

Zone 8

Virginia Military Institute (Lexington)

Virginia Tech (Blacksburg)

Radford University (Radford)

Zone 3

Univer

Zone 6

Virgini

Virgini

Zone 9

Univer

AGREEMENT
PUBLICLY ACCESSIBLE CONTRACT (PAC)

This Agreement, effective the [DAY^{st/nd}] 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 On 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