



COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT

Contract No. UCPJMU7397

This contract entered into this 4th day of March 2026, by Midway Productions Services 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 10, 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:

PURCHASING AGENCY:

By: [Signature]
(Signature)

By: [Signature]
(Signature)

John Haramis
(Printed Name)

Adam Fleming
(Printed Name)

Title: Managing Member

Title: Buyer Senior



RFP # ASF-1245, Audio Visual Event Services
Midway Production Services, LLC.
02/16/2026
Negotiations Summary

1. Pricing shall be in accordance with the final pricing list provided by Midway Production Services, LLC. (*See Appendix D 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.

Midway Production Services, LLC

555 Industrial Drive NE, Christiansburg, VA 24073-2501
(540)951-5600 Fax (540)552-1770 <http://midwayps.com>
Virginia SWaM and Microbusiness Certified VASCUPP UCPJMU5994

Response 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 Event 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 p.m. on 12/11/2025 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.

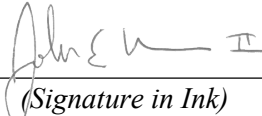
All Inquiries For Information and Clarification Should Be Directed To: Adam Fleming, Buyer Senior, Procurement Services, fleminas@jmu.edu 540-568-4280 (Fax) 540-568-7935 not later than five business days before the proposal closing date.

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:

Midway Production Services, LLC
555 Industrial Drive
Christiansburg, VA 24073-2501

By: 
(Signature in Ink)
Name: John E. Haramis II
(Please Print)
Title: Managing Member

Date: 12/10/2025

Phone: (540)951-5600

Web Address: <https://midwayps.com>

Fax #: (540)552-1770

Email: accounting@midwayps.com

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

SMALL, WOMAN OR MINORITY OWNED BUSINESS:

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

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.

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 15 Months 5

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

CLIENT	LENGTH OF SERVICE	ADDRESS	CONTACT PERSON/PHONE #
Virginia Tech Division of Student Affairs Student Engagement and Campus Life	> 15 Years	Squires Student Center 290 College Avenue, Room 325 Blacksburg, VA 24061	West Livingston Assistant Director of Production Services (540)231-5431
Center for the Arts at Virginia Tech	> 15 Years	Moss Arts Center 190 Alumni Mall Blacksburg, VA 24061	Robert Gainer Associate Director of Production/Audio Supervisor (540)231-5406
Virginia Tech University Advancement/Alumni Relations	> 15 Years	University Gateway Center 902 Prices Fork Road, Suite 3000 Blacksburg, VA 24061	Eryn Giegel Assistant Director of Student Engagement (540)231-4613
Virginia Tech Athletics Department	> 11 Years	Cassell Coliseum 675 Washington Street SW Blacksburg, VA 24061-0502	Brian Walls Senior Associate AD, Technology Integration (540)231-7866
Virginia Tech University Advancement/Special Events	> 12 Years	University Gateway Center 902 Prices Fork Road, Suite 3000 Blacksburg, VA 24061	Jessie Richards Director of Special Events (540)231-3720
Radford University Advancement	> 15 Years	247 Russell Hall 801 East Main Street Radford, VA 24142	Hunter Gresham Senior Director, Advancement Communications (540)831-5344
Town of Blacksburg	> 15 Years	Blacksburg Parks and Recreation 615 Patrick Henry Drive Blacksburg, VA 24060	Dean Crane Director of Parks and Recreation (540)443-1101
Town of Christiansburg	> 15 Years	Christiansburg Recreation Center 1600 North Franklin Street Christiansburg, VA 24073	Charlton McCoy Assistant Director of Parks and Recreation (540)382-2349 x2005
Salem Civic Center/City of Salem	> 3 Years	Salem Civic Center 1001 Roanoke Boulevard Salem, VA 24153	Chris Fischer Event and Production Manager (540)375-9775
Snowshoe Mountain, Inc.	> 15 Years	Snowshoe Events Department 10 Snowshoe Drive Snowshoe, WV 26209	Missey Turley Events Coordinator (304)572-5688
The Lyric Theatre	> 15 Years	The Lyric Theatre 135 College Avenue Blacksburg, VA 24060	Seth Davis Executive Director (540)951-1772
Local Colors of Western VA	> 15 Years	Jefferson Center 541 Luck Avenue SW #228 Roanoke, VA 24016	Lisa L. Spencer Executive Director (540)904-2234

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

John Haramis, Managing Members for Midway Production Services, LLC
555 Industrial Drive, Christiansburg, VA 24073-2501

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: _____

RETURN OF THIS PAGE IS REQUIRED

ATTACHMENT B

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

Offeror Name: Midway Production Services LLC **Preparer Name:** John Haramis

Date: 12/01/2025

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

If yes, Certification number: 709084 Certification date: 05/27/2014

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

If yes, Certification number: _____ Certification date: _____

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

If yes, Certification number: _____ Certification date: _____

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

If yes, Certification number: 709084 Certification date: 09/25/2014

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 (DSBSD) to be counted in the SWaM program. Certification applications are available through DSBSD at 800-223-0671 in Virginia, 804-786-6585 outside Virginia, or online at <http://www.sbsd.virginia.gov/> (Customer Service).

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

Procurement Name and Number: RFP # ASF-1245 Audio/Visual Event Rental Services Date Form Completed: 12/01/2025

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

Offeror / Proposer:

Midway Production Services, LLC
 Firm

555 Industrial Drive, Christiansburg, VA 24073-2501
 Address

John Haramis, (540)951-5600
 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 <small>(to be submitted with request for payment from JMU)</small>

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

RETURN OF THIS PAGE IS REQUIRED

Midway Production Services, LLC

555 Industrial Drive, Christiansburg, VA 24073-2501
(540)951-5600 Fax (540)552-1770 accounting@midwayps.com
Virginia SWaM and Microbusiness Certified

Introduction

Midway Production Services, LLC is a Christiansburg, VA based provider of live event services including audio, video, lighting, staging, rigging, power distribution, decor, special effects, and technical labor. Our staff has extensive experience in concert, music festival, theatrical, gala, graduation, sporting, and meeting events, large and small, and we maintain an extensive inventory of equipment.

Midway has many years of experience working with both private and public collegiate institutions and has established many long term relationships in this space through providing high quality service, unmatched attention to detail, and our ability to work effectively with student managed organizations as well as academic administration.

Through continued investment in state-of-the-art equipment, Midway has made a long term commitment to grow our service offerings with an overriding goal to provide ever greater value for our clients as a turnkey event services vendor. Our purpose-built headquarters and warehouse facility located immediately off interstate 81 in Christiansburg, VA provides significant operational efficiencies in meeting our client's expectations.

We appreciate the opportunity to be a part of this bidding process for a third time and look forward to answering any questions that may come up as you consider our response. We would also like to make you aware that in addition to our company website, we actively update and maintain a company social media resources with photos of events we have recently supported. This information can be found across multiple platforms, e.g., Instagram, Facebook, Tumbler, Snapchat, as user "midwaypsllc".

Responses to RFP Questions

Section IV-A1 *"Describe ability to provide audio visual services for the following. Be specific in detailing the event from beginning to end"*

a. Large Arena Concerts

Midway Productions Services, LLC is very experienced in servicing large venue concert events with a scalable inventory of industry accepted equipment that allows us to select the most appropriate systems for the task at hand while meeting nearly any performing artist's requests.

Our workflow for an event of this type starts by collaborating with the client to obtain a show performance schedule as well as accurate and up-to-date technical requirements for each performing artist on the bill as the event is being

planned. Our involvement at the earliest stages of the process can help accurately plan for and avoid excessive production costs driven by artist demands that are best negotiated before contractual commitments are made between the client, agent(s), and artist(s). Once artists' technical needs are determined, a site visit may be scheduled to ascertain the audio coverage needs given the specific seating plan for an event, rigging availability/limitations, power availability, load-in/out logistics, and available facility services such as existing contract technical labor arrangements, house spotlights, fork lifts, and aerial work platforms. Because many large arena tour shows are a mix of local hire and tour equipment, we would begin to advance tour specific labor and equipment needs as early in the process as possible.

Once advance work is substantially complete, we would create a formal proposal that takes into account all production needs for the specific event – audio, video, lighting, staging, rigging, power distribution, backline, staffing, trucking, and day-of-show schedule – and determine how they interact with any tour provided equipment. Once we have a signed proposal and purchase order from the client, we would immediately begin to book labor and commit equipment resources for the specific event date.

On the day-of-show, we would typically arrive thirty minutes before the scheduled load-in time to place trucks, meet tour crew, meet/divide local crew across departments, and begin to lay out rigging points. Depending on the complexity of the show, most load-in work is accomplished within the first five hours of a call which typically corresponds with a meal break. After lunch, we would complete any outstanding work needed to be ready for lighting focus/programming and any sound checks as well as neatly store any empty cases in preparation for any planned walkthrough with the local fire and/or building code enforcement officials.

Lighting focus/programming and sound checks are typically completed in the afternoon. Our site supervisor would finalize staffing details with regard to changeover and show call positions (e.g., spotlight operators, deck hands) with the input of the tour crew at this time. There is typically a dinner break ahead of doors opening and once doors are open, our crew is standing by to start the show on-time, as scheduled.

Once the show is complete, our crew would work to divide up labor giving priority to any tour needs first as load-out begins. A typical load-out duration for an event of this scale is two to four hours. Once loaded out, we would release any local crew and leave the facility in good condition.

b. Large Scale Events

Midway has been an integral part of many successful large scale events including graduations with satellite viewing locations, gala/banquet events, facility dedications, media events, and athletic game day activities. The challenge with

these types of events is that there are typically many moving parts with several client stakeholders e.g., event planners, facility managers, and code enforcement officials as well as multiple support vendors including caterers, tent/table/chair rental companies, and entertainers. We approach this work with a collaborative approach to establish good working relationships early on with all parties involved and strive to be considerate and accommodating to everyone working within the same space. The most critical aspect of any large scale event is planning and attention to detail long before our arrival on-site.

An event of this type and scale typically begins with client planning meeting to develop a project scope and estimated budget. In cases where a “ballpark” estimate is required to determine the feasibility of moving forward with an event, we will provide an estimate based on the best available information with clearly stated assumptions. There is typically some creative brainstorming in the case of a themed event involving multiple collaborative back and forth conversations with the client’s team. As ideas start to firm up, we typically begin to assess power, labor, and access needs at the event facility. Because some events involve starting with an empty field, Midway can offer many services unique among regional A/V vendors including comprehensive, code compliant power distribution and generator support for an entire event site as well as turf protection.

Once A/V, lighting (stage, décor, and site), décor, staging, and rigging needs are determined and we have developed a comprehensive design which may include layout drawings, renderings, and pre-visualization, we would present this work to the client and seek their input regarding any desired changes or improvements. Pending design approval, we would work to develop a site-build and event schedule with the client and all other vendors involved to efficiently accomplish all required tasks efficiently.

With planning behind us, we would submit a proposal for client approval. Once the proposal is approved and a purchase order is generated, we would begin committing resources to the project.

The load-in and load-out processes are similar to a large scale concert in terms of labor management and work flow, but in the case of the large scale events envisioned in this query, we, at all times, remain sensitive and considerate of other vendors needs in the same workspace and are ready to make collaborative changes as needed.

Once we reach the point where the event starts, our work is far from done. We consider graduation and commencement ceremonies some of our highest stake events where the reading of every name represents the culmination of an entire family’s hopes for their college graduate. Because we have designed an audio system to properly cover the venue, we know every attendee will hear every name announced. In situations like graduation ceremonies, we would have a crew member, in contact by radio, walk the venue to be sure that our audio system is performing as expected.

In the case of other large scale events, each technician has assigned show duties and there will typically be one crew member tasked with checking the venue to make sure all systems are performing as expected as well as keeping an eye out for potential safety issues, e.g., cable tripping hazards.

c. Small Scale Events

Midway is equipped to provide A/V equipment and technicians to assist with smaller scale presentations and meetings. Similar to the other events discussed above, the process usually starts with a client discussion to determine specific needs including audience size, venue location, room lighting and how this might affect projected video, streaming media needs, power availability, and schedule. Since this work typically involves interfacing presenter content to vendor provided video display systems, we work to determine the exact nature of any media to be presented so we have the correct tools available on-site to provide a worry-free experience.

Section IV-A2 *“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.”*

Midway would typically be able to service a large, last minute event with as little as twenty-four hours notice depending on overall complexity and the resources required. Our warehouse in Christiansburg, VA is 130-miles from JMU, an approximate two-hour drive, and would allow us to provide smaller systems and rental equipment deliveries for same day delivery on most requests made before 10AM.

Section IV-A3 *“Specify the approximate timeframe for individual event proposals to be submitted to JMU after receiving a request.”*

Once all required information is received from a client and any required site visits have been completed, we will typically turn around event proposals within five business days. If a client communicates a pressing need to have a completed proposal and we have all required information, we would very likely be able to fulfill this request the same day.

Section IV-A4 *“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.”*

Our employees will appear dressed neatly and appropriately for each event wearing a shirt with company logo. Concert and theater events would typically involve black or dark clothing with a company logo T-shirt. For higher profile events, e.g. graduations, our staff would wear a collared company logo shirt and pants. If any event requires more formal dress, we will gladly meet that need as conveyed by our client contact.

Section IV-A5 *“Describe in detail warranty given on all equipment and service.”*

Although we make every effort to ensure that each piece of equipment is fully operational before leaving our warehouse, we remain available if any rental equipment is malfunctioning. In “dry-rental” situations, our customers are encouraged to call our company telephone number at any time, including times outside normal business hours. If the situation requires, we will dispatch help to the customer location. If fault is of the client, a minimum setup charge may apply. Credit for any malfunctioning equipment will be given only if we have had the opportunity to correct the problem and would be limited in all cases to the total rental invoice amount.

In staffed show situations, we have purposely designed redundancy into all of our systems and can work through most any problem seamlessly. In the unlikely case where we cannot resolve an issue with the resources available at an event location, we would work to have a suitable replacement dispatched from our warehouse location or from another nearby allied vendor at our sole cost.

In the highly unlikely situation where we were not able to perform the services described in any agreement due to equipment or staff failure resulting in loss of service detrimental to the event operation and completion, a portion of the fee charged by Midway will be refunded in proportion to the amount of service lost, not including sponsorship/advertising fees charged by the client. We are not responsible for loss of service resulting from conditions beyond our control such as any act of God or force majeure, event accidents, inclement weather conditions, ground/turf conditions, life safety or risk management decisions rendered by duly authorized third parties, orders by duly authorized law enforcement officials, or limitations imposed by event location property owner(s).

Section IV-A6 *“Describe in detail cancellation requirements.”*

Because each event can be unique in terms of scheduling complexity and overall resource needs, we will very often include event-specific cancellation language in

each proposal. If not explicitly stated in a proposal, we will adhere to the cancellation policies stated below.

Once our equipment and personnel have been dispatched from our warehouse location or are otherwise en route to the venue prepared to provide the agreed upon services, payment of the full contract price is expected.

If an event is cancelled within forty-eight hours of the scheduled load-in, but before trucks are dispatched from our warehouse, 50% payment of the full contract price is expected.

If an event cancels within 30-days of the scheduled load-in, we will only bill for incurred costs of specialized cross rented equipment or job specific consumables that are in-transit or cannot otherwise be cancelled.

On a case-by-case basis, and subject to already incurred costs, we will consider crediting back a portion of any amount already paid for a cancelled event that is rescheduled to a later date.

Any change of venue for an event will require careful consideration with regard to the appropriateness of the equipment and staffing agreed to in the original proposal and may require development of a revised proposal with updated design, staff, and pricing parameters. If there is a last minute change of venue once our equipment and personnel have arrived, our staff would endeavor to accommodate this change, but some additional charges may be incurred that would be determined and agreed to with the client before proceeding. It must be stated that in the case of a venue change being undertaken after equipment setup has started, it may not be practical to accomplish the task in the remaining time available before the scheduled event start time.

Section IV-A7 *“Identify any certification and licenses that the contractor and/or employee(s) may currently hold.”*

John Haramis: ETCP Entertainment Electrician Certification; OSHA 10 General Industry Safety and Health Certification; Red Cross First Aid/CPR/AED Certification; Aerial Work Platform Boom-Scissor Certification; Rough Terrain and Industrial Forklift Certification; Virginia Master Electrician/Class A Contractor License Anticipated Q2/2026.

In general, any of our IATSE affiliated employees have OSHA 10 General Industry Safety and Health Certification, Red Cross First Aid/CPR/AED Certification, Aerial Work Platform Boom-Scissor Certification, and Rough Terrain and Industrial Forklift Certification. Others carry Dante Level 1/2 certification.

Section IV-A8 *“Describe invoicing provide sample invoice with proposal.”*

Invoices will be submitted at the time services are rendered via e-mail subject to NET 30 payment terms via check or other mutually acceptable electronic payment method. Any credit card payments will incur a credit card convenience fee to be calculated at the time of payment for each invoice using our credit card processing service. Please refer to *Appendix A* for a sample invoice.

Section IV-A9 *“Describe how scheduling conflicts are handled and how your firm will ensure JMU events are given top priority.”*

Midway always strives to meet any request for our services. In the unlikely event that we would be unable to fulfill a service request by JMU because of resource or personnel limitations due to previously booked events, we would work to fill the resource gap using the resources of other allied regional vendors under our direct supervision. We would also seek the assistance of any other vendors awarded a contract under this RFP.

While we cannot promise 100% availability to any customer, we can assure you that JMU will be a high priority in our decision process as we take on work from others. We will always be honest and up front if we have any concerns about being overextended beyond our available resources and will assist in any way possible to cover any event when asked.

Section IV-B1 *“Describe ability to provide audio visual event services including but not limited to speakers, microphones, audio mixers, screens, projectors, lighting elements and equipment.”*

After many years in the live event industry, we are confident that our continuing investments in dependable, industry standard equipment will provide our staff with the proper tools to meet the needs of the events we service efficiently and with enough redundancy to service multiple simultaneous venues concurrently.

While equipment is an important part of what we do, these items are merely tools and the real value we provide is in the people who put these tools to use every day – professionally with the ability to work through the most stressful situations with a calm demeanor. We have always done our best to nurture talent through academic/professional affiliations, training, and industry certifications because making our people a priority allows them to provide our clients with the highest level of service available in the industry.

Every successful event starts with good communication and planning at the earliest stages and we take the time to do the advance work for every job, every time. We strive to make sure we arrive at every event with the correct equipment, the right staffing, and a clear plan of action. We believe it is this attention to detail that sets us apart from our competitors.

Section IV-B2 *“Describe ability to provide operational support equipment including but not limited to scaffolding, extension cords, connectors, and patch cords.”*

Midway stocks a wide variety of load rated staging components and rigging items including stage decks, stairs, ramps, scaffolding, specialized ground support lifts/towers, truss, chain hoist, fall arrest systems, and associated hardware such as shackles, deck chains, galvanized aircraft cable, and spansets. We can also provide aerial work platforms. These items are typically provided as part of a vendor supervised service/event and are only “dry-rented” unsupervised to a client that can provide proof of liability and workman’s compensation insurance and any applicable required training.

In terms of power distribution, our inventory of standard and custom equipment and cabling meets or exceeds all NEC code requirements and is unmatched by any of our regional competitors. We provide these services at many major university events in addition to several multi-stage music festivals to cover the power needs for event production, vendors, and catering over very large areas.

We have a large inventory of signal, speaker, power, and data cabling as well as industry standard lighting multi-cables and adapters available in both per piece and packaged options. In addition to our ability to fabricate most cables in-house, we are also authorized dealers for several well regarded manufactures including Martin Whirlwind, VTG/Rapco, Lex Products, Creative Stage Lighting, and EliteCore.

Section IV-B3 *“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.”*

Please refer to *Appendix D “Itemized Rental and Labor Price List”*. While this list is extensive, please keep in mind that we have established relationships with other wholesale equipment rental providers and can competitively source nearly any request for equipment.

Section IV-B4 *“Describe plan for delivery, set-up, tear-down and pickup of equipment. Include the associated cost in Section X. Pricing Schedule below.”*

Midway will establish an arrival time for each event and include this information in the submitted proposal. We would expect the client to assist with venue access for vehicles and personnel at the planned arrival and end times. Per the RFP directive in IV “Statement of Needs” prohibiting the use of paid or volunteer student labor, Midway would be responsible for all required labor to setup and strike our equipment and would not be permitted to add any JMU students to our payroll system or make use of any student organization labor, paid or otherwise, as a cost savings measure. Please refer to *Appendix D “Itemized Rental and Labor Price List”* for delivery pricing.

Section IV-B5 *“Describe ability to provide external media feeds.”*

Midway can provide balanced analog audio feeds directly from our audio consoles as well as standard press boxes typically placed at press/media risers. We also carry an array of passive and active adapters to interface to any consumer devices that might be presented. Digital feeds can be provided via AES/EBU, Dante, MADI, or embedded into SDI video signals on an as-needed basis. Custom audio mixes can be created as requested and we can provide discrete multitrack recording and stereo two-track recordings deliverable via digital media.

Video feeds can be provided in an array of analog or digital signal formats at various standard resolutions and timings. We can also provide appropriate distribution amplifiers to split these video signals as well as UTP/STP and fiber distribution solutions to traverse long signal transmission distances.

Streamed media feeds can be provided via standard protocols and commercial services over TCP/IP network connections.

Section IV-C1 *“Describe the training, expertise, and supervision of personnel employed by the contractor that may be assigned to service James Madison University.”*

Midway will designate a site-supervisor who will be one of our most experienced lead technicians to act as a main point-of-contact at each event. This staff member will be charged with supervising all other on-site staff and will be trusted to make decisions regarding the safe deployment and use of all resources.

Most of our staff has extensive experience in the live event industry and many have related college level engineering or theatrical training. We have provided brief resumes for each of our key staff members below to highlight their various expertise and training. References for individuals can be provided upon request.

John Haramis, Owner - John has worked in the event production industry since 1990, initially specializing in audio systems as a freelance technician and later as a senior level technician at Stage Sound, Inc. in Roanoke, VA. His skill set has grown to include strong competencies in live event lighting, video, power distribution, rigging, staging, and décor. He is a member and officer with IATSE Local 55. John also worked as a commercial electrician from 1994 to 2006. He holds B.S. (1994) and M.S. (1997) degrees in Civil Engineering from Virginia Tech.

Andrew Swanson, Owner - Andrew has been building and operating professional audio systems since 1989. He started building what would eventually become Midway Production Services in 1991 during his undergraduate years at Virginia Tech while working as a technician for Virginia Tech's in-house production services department and other regional production services providers. Andrew

holds a B.S. degree in Electrical Engineering (1993) and a M.B.A. (1995), both from Virginia Tech.

Austin Addair, Operations Manager, Audio/Recording Technician – Austin has been active in the live event industry since 2005 as a FOH engineer, monitor engineer, and audio system technician. He is equally at home in the studio where he has recorded and mixed numerous projects for regional artists in addition to studio production and audio editing work for various corporate and institutional clients. Austin is an experienced repair technician with a broad knowledge of audio electronics as well as acoustical design. Austin has been with Midway since 2016.

Eric Steinberg, Audio/Video/Rigging Technician - Eric has been involved with Midway (and precursor companies) as a primary show technician since 2005. He spent his formative years as a student working for the Virginia Tech in-house production services department as a technician and supervisor. Eric handles the bulk of our rigging and power distribution needs. Eric holds a 2007 B.S. degree in Mechanical Engineering from Virginia Tech and is a member of IATSE Local 55 in Roanoke, VA.

Rick Wright, Audio/Video/Lighting Technician - Rick has been involved with live event production since 2001 starting as a technician and supervisor for Virginia Tech's in-house production services department. His primary interest is in audio, but he is equally at home with lighting and video. Rick has been with Midway (and precursor companies) since 2003 and, when not working locally, he stays busy as an in-demand freelance FOH and monitor engineer for internationally touring artists including Lifehouse, Ledisi, Robert Glasper, and Jason Derulo. Rick also worked for several years as a senior level technician and production manager for Stage Sound, Inc. in Roanoke, VA and holds a 2002 B.S. in Finance from Virginia Tech.

Mike Snow, Audio/Video Technician - Mike began his involvement with Midway (and precursor companies) in 2007 and has become one of our most trusted FOH, monitor, and system design engineers. He has a strong information technology background and significant experience with digital recording systems. Mike regularly engineers and records contemporary church service concerts and then masters this material in his personal recording studio. Mike holds B.S. (2004) and M.S. (2006) degrees from Virginia Tech, both in Electrical and Computer Engineering.

George Ligon, Audio/System Technician - George started working with Midway in 2010 and handles FOH and monitor engineering duties as well as system design and audio equipment maintenance. George is the technical lead for Midway at Virginia Tech Athletics, servicing all aspects related to signal distribution and system maintenance for the large scale installations at Lane Stadium and Cassell Coliseum. He is a 2013 graduate of Virginia Tech with a B.A. in Theater Design and Technology.

Maril Olivia “Blue” St. James, Audio/Video/Lighting Technician – Blue has been involved in the music industry since 2013 earning an A.A.S. degree in Audio Production Technologies. She started actively working in the live event industry in 2015, primarily in audio, but expanding her skillset to include video, lighting, and crew management. She is a member of IATSE Local 55. Blue started with Midway in 2016 and, in addition to her live event technical work, she handles our social media and marketing efforts. She has also expanded into audio book and podcast editing. She has been a touring A2 audio technician with the travelling Broadway production “Beautiful: The Carole King Musical” as well as a monitor engineer with Cruise Productions. Blue completed her B.A. in Creative Writing at Virginia Tech in December 2020.

Alex Booker, Audio/Video/Rigging Technician – Before starting with Midway in 2016, Alex was a construction and acoustic treatment specialist for Sound Museum Rehearsal Complex, New Alliance Studios, and Small Church Studios, all in Cambridge, MA. He holds an A.A. degree in Audio Production from the New England Institute of Art and has been a member of IATSE Local 55 since 2018. He is an experienced rigger, often traveling to assist other nearby IATSE locals on large events.

Joshua Hall, Audio/Video/Lighting Technician – Joshua got started in live event production in 2016, working for Virginia Tech's in-house production services office as a student technician and then as a full-time event specialist. During his tenure with the university, he served as point-of-contact and technical designer serving both departmental and student organizations. The diverse scope of work he encountered at VT has made him widely curious and widely useful as a live event technician. He holds a B.S. in Residential Property Management from Virginia Tech.

Robert Ruthenberg, Audio/Video/Lighting/Rigging Technician – Rob started his broadcast career in 1995 as a technical director and operations manager with a concentration in live sports and theatrical events. He has toured the United States working with Productions East Video, supporting the United States Equestrian Federation, ISI World Figure Skating, NFL Films, NBC Sports, and a host of other networks, including CBS and BET. Rob later served as the Director of Technology Services for the Hotel Roanoke and Conference Center, as well as a lead show technician for Encore Global, Stage Sound, IATSE Local 55, and now, Midway.

Section IV-C2 *“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.”*

Midway will not hesitate to offer guidance or advice with regard to A/V needs for a specific event or venue. We welcome the opportunity to share the knowledge we've acquired in our many years of working in the live event industry, not only in terms of equipment deployment, but also with respect to logistics and scheduling expertise. We are more than willing to accommodate requests for site visits and appreciate the opportunity to see any venue first-hand during the planning stages for an event – the earlier, the better!

Section IV-C3 *“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.”*

Midway will provide basic event site layout diagrams, as required, and can provide renderings and previsualization services as part of more complex designs. Please refer to *Appendix B “Example, Small Event Quote”* and *Appendix C “Example, Large Event Quote”*.

Section IV-C4 *“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 JMU audio visual event services, should Midway Production Services, LLC be awarded a contract under this RFP, will be John Haramis who will be the dedicated account manager. Midway will designate a site-supervisor/lead technician for each event at JMU as stipulated by this RFP and communicate this technician's name when advancing each event.

Section IV-C5 *“Describe replacement of any malfunctioning/non-conforming equipment. List discounts that will be given for any inconveniences.”*

We have addressed this question in our reply to the question in *Section IV-A5* above.

Section IV-C6 *“Describe all other services provided and list any associated costs in Section 3 Pricing Schedule.”*

In addition to traditional A/V equipment and services, Midway can provide backline, decor, special effects items, power distribution equipment, technical labor, design services, custom media development, and post-production editing services using our own resources as well as the resources of other allied vendors. Please refer to *Appendix D “Itemized Rental and Labor Price List”* for specific details.

Section IV-C7 *“Specify the expertise level and associated hourly rate for onsite technician(s). Provide an hourly rate in Section 3 Pricing Schedule.”*

Our show technicians are billed in three tiers: a senior show designer that would manage the overall design and installation of an entire large scale event and would have at least ten years of related experience; lead technicians that would be in charge of installing and operating one discrete type of system at each event and would be intimately familiar with all design and operational aspects of any related equipment; and regular technicians working in support roles supervised by a lead technician. Specialty rates related to content creation, post-production audio/video editing services, and design drawing/rendering/previsualization services are also included.

We also provide professional support labor used in theatrical and other event settings broken down in accordance with established entertainment industry practice. We will typically price any loading and ancillary setup labor using these prevailing wages and work rules as part of our event proposals.

Please refer to *Appendix D “Itemized Rental and Labor Price List”*.

Section V-B6 *“Identify the amount of sales your company had during the last twelve months with each VASCUPP Member Institution.”*

Midway Production Services, LLC works regularly with three VASCUPP member institutions – Christopher Newport University with 2025 sales-to-date totaling \$18,788.46, Radford University with 2025 sales-to-date totaling \$25,019.00, and Virginia Tech with 2025 sales-to-date totaling \$581,251.12.

Appendix A – “Sample Invoice”

Midway Production Services LLC
 555 Industrial Drive NE
 Christiansburg, VA 24073-2501

Invoice

Date	Invoice #
2020-11-22	20110402

Bill To
Moss Arts Center 190 Alumni Mall Blacksburg, VA 24061-0916

Project	P.O. Number	Terms	Due Date
20110000 Illuminating Flight and Refuge		NET 30	2020-12-22

Quantity	Description	Rate	Amount
2	Christie Roadster HD18 Video Projector (1-Week)	1,800.00	3,600.00
1	Christie CT Lens Short Throw Fixed HD 1.2:1 (1-Week)	250.00	250.00
1	Christie CT Lens Long Throw Zoom HD 4.9-9.1:1 (1-Week)	250.00	250.00
2	Black Magic Design HDMI-to-SDI 4K (1-Week)	15.00	30.00
2	SDI Cable, 25' (1-Week)	2.00	4.00
2	HDMI Cable, 25' (1-Week)	2.00	4.00
1	Black Magic Design Hyperdeck Studio Mini Playback Deck (1-Week)	35.00	35.00
2	MadMapper Mini Mad (1-Week)	10.00	20.00
	Subtotal, Operated Rental Equipment		4,193.00
1	Feeder, Pin-and-Sleeve 100A to #2 CamLok RGN (1-Week)	20.00	20.00
1	Feeder, #2 Five-Wire CamLok 25' (1-Week)	25.00	25.00
1	Power Distro, CamLok 5-Wire In / 4xCS50 Out (1-Week)	50.00	50.00
1	Feeder, CS50 6/4 Tail (1-Week)	5.00	5.00
1	Feeder, CS50 4/4 250' (1-Week)	75.00	75.00
2	Feeder, CS50 6/4 100' (1-Week)	30.00	60.00
2	Feeder, CS50 6/4 50' (1-Week)	20.00	40.00
2	Power Distro, CS50 In/Thru, 4xEdison / 2xL1430 Out (1-Week)	35.00	70.00
1	Scaffolding Tower (1-Week)	150.00	150.00
2	Worklight, 2500 Lumen LED Tripod Tower Battery 18V (1-Week)	10.00	20.00
	Subtotal, Rental Equipment		515.00
18	Labor, Lead Technician 11/04/2020	50.00	900.00
7	Labor, Lead Technician 11/05/2020	50.00	350.00
14	Labor, Lead Technician 11/06/2020	50.00	700.00
12	Labor, Lead Technician 11/07/2020	50.00	600.00
12	Labor, Lead Technician 11/08/2020	50.00	600.00
	Subtotal, Labor		3,150.00
	Rental Out: 11/04/2020; Rental In: 11/08/2020 Pricing Per VASCUPP Term Contract UCPJMU4545		
		Total	\$7,858.00
		Credits	\$0.00
		Balance Due	\$7,858.00

Appendix B – “Example, Small Event Quote”

Midway Production Services

555 Industrial Drive NE, Christiansburg, VA 24073-2501
 (540)951-5600 Fax (540)552-1770 <http://www.midwayps.com>

Quote

Hillel at Virginia Tech
 Attn: Sue Kurtz
 710 Toms Creek Road
 Blacksburg, VA 24060
 (540)951-2060
 hillel@vt.edu

Event: #20092702 Yom Kippur Services

Audio Equipment

1 package	Small Speakers-on-Sticks Audio System <i>(2) QSC HPR122i Powered Speaker</i> <i>(2) Ultimate Support Stand</i> <i>Audio Cable Package</i>	\$100.00
1 each	Soundcraft Signature 12 Series Audio Console	\$25.00
1 each	Wireless Handheld Microphone (for student presenter)	\$50.00
1 each	Microphone Stand Tall Boom	\$5.00
1 each	Whirlwind PCDI (for client-supplied computer)	\$15.00
Subtotal		\$195.00

Required Show Staffing: (1) Audio Operator/Technician

Video Equipment

2 each	Video Display, LCD/LED 75" Class 16:9 UHD	\$700.00
1 each	Standard Video Converter HDMI-to-SDI	\$10.00
1 package	Video Cable	\$15.00
Subtotal		\$725.00

Labor/Trucking

1 each	Delivery Fee	Waived
1 each	Lead Audio/Video Technician	\$750.00
Subtotal		\$750.00

Summary

First Day Equipment Subtotal	\$920.00
Second Day Equipment Subtotal	\$460.00
Equipment Discount	(\$780.00)
EQUIPMENT SUB-TOTAL	\$600.00
LABOR SUB-TOTAL	\$750.00
TOTAL:	\$1,350.00

Appendix B – “Example, Small Event Quote”

Midway Production Services

555 Industrial Drive NE, Christiansburg, VA 24073-2501
(540)951-5600 Fax (540)552-1770 <http://www.midwayps.com>

Event Schedule/Client Notes

2020/09/27, Sunday

13:30 Load-In

15:30 Set Ready

17:30-19:00 Formal program; strike to follow program during dinner.

19:00-21:30 Dinner

2020/09/28, Monday

08:00 Setup

09:30 Set Ready

10:00-12:00 Formal program; equipment stays set for second program.

17:00 Crew Returns

17:30 Set Ready

18:00-19:00 Formal program; strike to follow program.

19:00-21:30 Dinner

Notes

Client to provide computer for video playback; computer must have an HDMI output and 1/8" headphone jack.

Client to provide one person to assist lifting the LCD displays onto stands and again to take them down.

Client to provide power at tent perimeter.

Client to provide secure on-site overnight storage area for vendor equipment on 09/27/2020.

Client to supervise and secure event area between Monday events.

Appendix C – “Example, Large Event Quote”

Midway Production Services, LLC

555 Industrial Dr NE, Christiansburg, VA 24073
(540)951-5600 accounting@midwayps.com

QUOTE

Client:
Virginia Tech Foundation, Inc. for the benefit of Virginia
Polytechnic Institute and State University
Office of Special Events
902 Prices Fork Road (0102)
Blacksburg, VA 24061

#19101101
Anderson Paak and Fitz & The Tantrums
Virginia Tech Drill Field
Blacksburg, VA
Friday October 11th, 2019

The following quotation has been prepared based on all available documentation and communication with artist production management to date.

Audio Equipment

Main PA: XL Flown Line-Source Concert Audio System "A", Racks/Stacks Only

Martin Audio W8LC Line Array System Modules, Quantity 18-24
Martin W8LC Fly Rigging with Chain Hoists and Rigging Hardware
Martin Audio W8LM Line Array System Modules, Quantity 6-8
Martin W8LC-W8LM Underhang Fly Rigging Frame
Martin Audio W8LM Front Fill Modules, Quantity 4-6
EAW SB1000 Subwoofers, Quantity 16-20
Comprehensive Main Speaker Package Amplification, Processing, and Cabling

Delay System (3 towers): Medium Flown Line-Source Concert Audio System, Racks/Stacks Only

Martin Audio W8LM/W8LMD or WPM Line Array System Modules, Quantity 24-30
Martin W8LM or WPM Fly Rigging
Applied LA12-25 Line Array Tower or Sumner Eventer 20/25 Lift, Quantity 3
Comprehensive Main Speaker Package Amplification, Processing, and Cabling
Cable Ramps from FOH to Delay Towers, Quantity 50

Lake LM44 FOH Drive

"A" Mic Stand Package

"A" XLR/Subsnake Package

"A" Powercon/L14-30 Package

"B" Mic Stand Package

"B" XLR/Subsnake Package

Fitz & the Tantrums Consoles/Wireless/Misc

(2) Avid S6L-24D w/ Waves Extreme Server

Snake/Splitter Package

Shure PSM1000 8-Channel IEM Package

Shure Axient Wireless Mic Package

(4) L-Acoustics 115XTHIQ Stage Monitors w/ Amplification

Appendix C – “Example, Large Event Quote”

Midway Production Services, LLC

555 Industrial Dr NE, Christiansburg, VA 24073
(540)951-5600 accounting@midwayps.com

Anderson Paak Consoles/Wireless/Misc

- (2) Digico SD5 w/ SD-Rack (70ch Required)*
- Snake/Splitter Package*
- (1) Waves Soundgrid Server One*
- (1) Apple Mac Mini i5 (Qlab/Smaart)*
- (1) Bricast M7 Digital Reverb*
- (2) Empirical Labs Distressor*
- (1) Rupert Neve 5045 Primary Source Enhancer*
- (2) Avalon VT-737*
- (2) X8 Nearfield Speakers*
- (2) Behringer Eurolive B205D Personal Monitor*
- (4) L-Acoustics 115XTHIQ Stage Monitors w/ Amplification*
- Sidefill Monitor Package*
- Shure Axient 16-channel Wireless Mic Package*
- Shure PSM1000 16-channel IEM Package*
- (6) Shure P6HW Wired IEM Pack*

Audio Equipment Subtotal: \$27,650

Lighting Equipment

Custom Lighting Package

- Martin Mac Viper Performance Moving Light, Quantity 23*
- Chauvet Rogue R2 Wash Moving Light, Quantity 14*
- Chauvet Colorband PIX 12-Pixel Batten, Quantity 6*
- Chroma-Q Colorforce II-72 Batten, Quantity 10*
- GLP JDC1 LED Strobe, Quantity 23*
- GLP X4Bar-20 Motorized Batten, Quantity 13*
- 40' Motorized Truss, Quantity 3*
- 6-8' Truss Tower, Quantity 2*
- Power Distribution Package*
- Comprehensive Data Cable Package and Opto Splitters*
- Comprehensive Power Cabling Package*
- DMX Control Snake*
- Moving Light Control Console – GrandMA2 Full w/ NPU*
- HazeBase Water Based Hazer, Quantity 4*

Lighting Equipment Subtotal: \$24,475

Appendix C – “Example, Large Event Quote”

Midway Production Services, LLC

555 Industrial Dr NE, Christiansburg, VA 24073
(540)951-5600 accounting@midwayps.com

Video Rigging Equipment

Up to 40' Trussing and chain hoists w/ controller for rigging of upstage video wall \$600
Truss length and type, Hoist quantity and type TBD based on final video wall location

Stageline SL320 40'x40'x5' Stage w/ (2) 24'x40' Wings

Rolling Risers for Anderson Paak
3-Tiered Custom Riser, Various Heights – (16) Decks
(2) 4' Stair Units

Rolling Risers for Fitz & The Tantrums
(3) 8'x8'x3' (Rolling)
(2) 4'x4'x3' (Fixed Legs)
(2) 3' Stair Units

20' x 20' x 2' FOH Riser:
(12) Wenger Versalite 4x8' Decks w/ 16"-28" Legs
(1) Wenger Versalite 4x4' Decks w/ 16"-28" Legs
(1) Stair Unit

(1) 20' x 20' FOH Tent w/ Sidewalls
(2) 20' x 30' Stage Wing Tents w/ Sidewalls

FOH Cable Ramps, Quantity 35

Staging Equipment Subtotal: \$21,175

Technical Labor

(1) Senior Show Designer
(1) Crew Chief
(1) Lead (A1) Audio Technician, (3) Load-In/Show/Load-Out Days
(2) Reg. (A2) Audio Technicians, (3) Load-In/Show/Load-Out Days
(2) Lead (L1) Lighting Technician, (3) Load-In/Show/Load-Out Days
(2) Reg. (L2) Lighting Technicians, (3) Load-In/Show/Load-Out Days
(1) Audio Console Technician, (3) Load-In/Show/Load-Out Days+Travel

Labor Subtotal: \$18,300

Trucking/Hotels/Misc

Local Trucking
Rental Equipment Trucking/Freight
(1) Round Trip Charlotte, NC
(1) Round Trip Orlando, FL
(2) Round Trip DC/DE/MD
Administrative and Shop Labor, Misc Consumables

Misc Subtotal: \$5,975

Total Package Price: \$98,175

Appendix D – “Itemized Equipment Rental and Labor Price List”

Racks and Stacks Audio Packages (continued)	
Medium Stacked Point-Source Audio System (Racks/Stacks)	\$600
<i>Turbosound TA-880H Speaker, Quantity 6</i>	
<i>EAW SB1000 Subwoofers, Quantity 4</i>	
<i>Comprehensive Amplification, Processing, and Cabling Package</i>	
<i>Typical Required Staffing, (1) A1</i>	
Small Premium Line-Array Audio System with Subs "A" (Racks/Stacks)	\$450
<i>Martin Audio WPM with Stand, Quantity 4</i>	
<i>Martin SXH218 or EAW SB1000 Subwoofers, Quantity 2</i>	
<i>Comprehensive Amplification, Processing, and Cabling Package</i>	
<i>Typical Required Staffing, (1) A1</i>	
Small Premium Line-Array Audio System with Subs "B" (Racks/Stacks)	\$400
<i>Martin Audio W8LM/W8LMD with Stand, Quantity 4</i>	
<i>Martin SXH218 or EAW SB1000 Subwoofers, Quantity 2</i>	
<i>Comprehensive Amplification, Processing, and Cabling Package</i>	
<i>Typical Required Staffing, (1) A1</i>	
Small Powered Audio System with Subs "A" (Racks/Stacks)	\$250
<i>Powered Speaker with Stand, Quantity 2</i>	
<i>Powered Subwoofer, Quantity 2</i>	
<i>Comprehensive Cable Package</i>	
Small Powered Audio System with Sub "B" (Racks/Stacks)	\$175
<i>Powered Speaker with Stand, Quantity 2</i>	
<i>Powered Subwoofer, Quantity 1</i>	
<i>Comprehensive Cable Package</i>	
Small Powered Audio System "C" (Racks/Stacks)	\$125
<i>Powered Speaker with Stand, Quantity 2</i>	
<i>Comprehensive Cable Package</i>	
Stage Monitor Audio System Packages	
Large Concert Stage Monitor Audio System with Stage Package "A"	\$1,165
<i>Large Format Monitor Console and Snake Split Stagebox</i>	
<i>Large Concert Stage Monitor Audio System "A"</i>	
<i>Comprehensive Microphone/Stand/Cable Package</i>	
<i>Typical Required Staffing, (1) A1</i>	
Large Concert Stage Monitor Audio System with Stage Package "B"	\$965
<i>Large Format Monitor Console and Snake Split Stagebox</i>	
<i>Large Concert Stage Monitor Audio System "B"</i>	
<i>Comprehensive Microphone/Stand/Cable Package</i>	
<i>Typical Required Staffing, (1) A1</i>	
Large Concert Stage Monitor Audio System "A"	\$650
<i>Martin Audio XE3300 Stage Monitor, Quantity 8-12</i>	
<i>Comprehensive Amplification and Processing Package</i>	
<i>Powered Drum Sub 18", Quantity 1-2</i>	
<i>Comprehensive Cable Package</i>	
Large Concert Stage Monitor Audio System "B"	\$450
<i>JBL SRX712M Bi-Amplified Stage Monitor, Quantity 8-12</i>	
<i>Comprehensive Amplification and Processing Package</i>	
<i>Powered Drum Sub 18"</i>	
<i>Comprehensive Cable Package</i>	

Appendix D – “Itemized Equipment Rental and Labor Price List”

Rental equipment prices are for rental equipment only. Any applicable labor and delivery charges as well as exact equipment configurations will be determined and formally quoted upon request. We reserve the right to substitute equipment with items that are functionally equivalent or better at no additional charge to client. Pricing for multi-day events will be billed at the full rate for the first show/rehearsal day and one-half rate for each additional show/rehearsal day.

Speakers	First Day
Bag End TA6002 (1"/2x6", Passive)	\$35
Berhinger B205D Powered (1x5.25")	\$15
EAW LA 215 (2"/15", Passive)	\$60
EAW SB1000zR Subwoofer (2x18")	\$125
EV Evolve 50 Powered Column (8x3.5"/1x12")	\$95
Galaxy Audio NSPA Nano Powered Speaker (1x3")	\$15
Grundorf GT3600 Subwoofer (2x18")	\$75
JBL SRX712M (2"/12", Passive or Bi-Amp)	\$45
Martin Audio CDD-LIVE12 Powered (1x1"/1x12" Coaxial)	\$85
Martin Audio SXH218 Subwoofer (2x18")	\$225
Martin Audio W8LM/W8LMD Line Array Module (2x1"/2x8", Passive or Bi-Amp)	\$125
Martin Audio WPC Line Array Module (2x0.7"/2x5", 2x10", Bi-Amp)	\$200
Martin Audio WPM Line Array Module (3x1.5"/2x6.5", Passive)	\$75
Martin Audio XE300 Two-Way Stage Monitor (1.4"/12", Passive or Bi-Amp)	\$95
Nexo P12 (1x12"/1x1.3")	\$125
QSC HPR122i Powered (1.5"/12")	\$50
QSC HPR151i Powered Subwoofer (1x15")	\$55
QSC HPR152i Powered (1x1.75"/1x15")	\$85
QSC HPR181i Powered Subwoofer (1x18")	\$65
QSC K12.2 Powered (1.4"/12")	\$50
QSC K112 Powered Subwoofer 1x12")	\$60
QSC KS118 Powered Subwoofer (1x18")	\$80
QSC K212C Powered Subwoofer (2x12" Cardioid)	\$100
RCF HD12-A MK5 Powered Speaker (1x12", 1x1.4")	\$30
Renkus-Heinz TRX82 (1x1"/2x8" Passive)	\$45
Turbosound IP300 Inspire Powered (4x2"/2x6.5")	\$25
Turbosound IQ12 Powered (1x1"/1"12")	\$30
Turbosound TA-880H (2x1.5"/10"/2x10", Tri-Amp Only)	\$150
Yamaha CM12V (1"/12", Passive)	\$25
Power Amplifiers	First Day
Generic Powered Mix Head	\$50
Nexo NXAMP4X4	\$200
QSC CX404 (4x400W @ 4Ω)	\$55
QSC PL 224 (2x750W @ 4Ω)	\$45
QSC PL 236 (2x1200W @ 4Ω)	\$60
QSC PL 380 (2x2500W @ 4Ω)	\$90
QSC PLD 4.2 (4x400W @ 4Ω)	\$70
QSC PLD 4.5 (4x1250W @ 4Ω)	\$125
Lab Gruppen FP10000Q/14000	\$120
Lab Gruppen PLM20000Q	\$160
Martin Audio iKON iK42	\$300
Martin Audio iKON iK81	\$200
Audio Consoles and Digital Stageboxes	First Day
Allen & Heath AB84 Stagebox (8x4 Analog, dSnake)	\$50
Allen & Heath AB168 Stagebox (16x8 Analog, dSnake)	\$75
Allen & Heath AR2412 Stagebox (24x12 Analog, dSnake)	\$90
Allen & Heath Avantis Deep with ME-U 10-Port PoE Hub (128x128, 12x12 Analog, 1x1 AES, Dante, dSnake)	\$500
Allen & Heath ME-1 Personal Mixer (32x2, dSnake)	\$40
Allen & Heath Miz Wizard WZ3 (16x6x2)	\$60
Allen & Heath SQ5 (48x24, 16+3x16 Analog Onboard, 0x1 AES, Dante, dSnake)	\$200
Allen & Heath Zed 428 (24+2x6x3)	\$90
Avid/Digidesign Venue SC48 Digital (48x16x3)	\$400
Aviom 16/o-Y1 A-Net Card for Yamaha Digital Audio Consoles	\$30

Appendix D – “Itemized Equipment Rental and Labor Price List”

Audio Consoles and Digital Stageboxes (continued)	First Day
Behringer FLOW8 Digital (4+2x2 with 10x2 USB Interface)	\$20
Behringer Monitor1 Volume Control	\$5
Behringer X32 Digital (32x16 Analog, 0x1 AES, AES50)	\$150
Behringer X32 RACK Digital (16x8 Analog, AES50, ULTRANET)	\$75
Behringer X-Touch Control Surface	\$30
Behringer SD16 Stagebox (16x8 Analog, AES50, Ultratex4)	\$35
Behringer S32 Stagebox (32x16 Analog, AES50)	\$75
Behringer X-DANTE 32-Channel Dante Expansion Card	\$30
Digico SD9 Digital Audio Console (8x8 Analog, 2x2 AES)	\$300
Digico SD9 Digital Audio Console (8x8 Analog, 2x2 AES) with D-Rack (32x16 Analog)	\$400
Digico SD11 Digital Audio Console (16x8 Analog, 1x1 AES)	\$250
Digico SD11 Digital Audio Console (16x8 Analog, 1x1 AES) with D-Rack (32x16 Analog)	\$335
Digico SD12 Digital Audio Console (8x8 Analog, 8x8 AES)	\$600
Digico SD12 Digital Audio Console (8x8 Analog, 8x8 AES) with D-Rack (32x16 Analog)	\$900
Digico D-Rack 32x16	\$300
Digico D-Rack 32x8	\$250
Digico Stagebox Package; includes Two D-Rack (32x8 Analog) and 56-Channel Split Box with One Direct W4 Output	\$650
Digico X-LBB Little Blue Box D-Rack Sharing Interface for Two or Three Digico Audio Consoles	\$70
Digico X-LRB Little Red Box Digital Audio MADI Converter	\$70
Generic Dante I/O Device	\$20
Generic LED Console Surface Light	\$6
Generic Small Format PoE Ethernet Switch	\$5
Klark Teknik DN32-LIVE SD/SDHC and USB 2.0 Expansion Module for Behringer/Midas	\$15
Midas DL16 Stagebox (16x8 Analog, AES50, Ultratex4)	\$50
Midas DL153 Stagebox (16x8, 2xAES50)	\$125
Midas DL251 Stagebox (48x16, 3xAES50)	\$200
Midas Heritage H3000 (44+4x24x3)	\$500
Midas M32 Live Digital (32x16 Analog, 0x1 AES, AES50)	\$250
Midas M32R Digital (16x8 Analog, 2xAES50)	\$150
Midas M32C Core Digital Rack Mount (AES50)	\$75
Midas Pro2C Digital (8x8 Analog, 2x3 AES, 6 AES50) with DL251 (48x16, 3 AES50)	\$450
Soundcraft Notepad 102 (2+4x1x2)	\$20
Soundcraft Signature 12 (10+2x2)	\$25
Whirlwind PODMIXAI Active Mic/Line Mixer	\$15
Yamaha DM3-D Digital (16+1x8)	\$100
Yamaha M7CL-48 Digital (48+4x16x3)	\$350
Yamaha MY16-AT 16 ADAT Interface Card	\$30
Yamaha MY16-CII Cobranet Interface Card	\$40
Yamaha MY8-AE 8-Channel AES/EBU Card	\$20
Yamaha Tio1608-D2 Stagebox (16x8)	\$85
Signal Processing Individual Components	First Day
Ashly Protea 4.24RD	\$25
Ashly Protea System II 4.24G	\$75
Ashly Protea System II 4.24GS	\$50
Avalon VT-737SP	\$150
BSS FCS-960	\$60
DBX 1046	\$30
DBX 1066	\$25
DigiGrid MGB 128/128 MADI Interface	\$250
Empirical Labs EL8 Distressor	\$70
Eventide Harmonizer H3000	\$80
Klark Technic DN410B	\$60
Lake LM26	\$200
Lake LM44	\$300
Lexicon PCM 91	\$90
RA SMAART Package w/ SMAART V8, Roland Octacapture, Lectrosonics TM400 Wireless Measurement Microphone	\$500
RA SMAART Package w/ SMAART V8, Roland Octacapture, Measurement Microphone	\$350
T.C. Electronic D2	\$40
T.C. Electronic M1	\$35

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Signal Processing Individual Components (continued)	First Day
T.C. Electronic M2000	\$50
T.C. Electronic M3000	\$75
Waves Extreme Server Package with DigiGrid MGB, Axis One Computer, Complete Waves Plugin Collection	\$500
Waves Impact Server Package with DigiGrid MGB, Computer, Waves Mercury Bundle, Abbey Road Collection	\$400
Yamaha SPX90II	\$25
Audio Playback and Recording Devices	First Day
Focusrite Scarlett 2i2 USB Audio Interface	\$15
ProTools Recording System, Various I/O Configurations	\$500
Qlab Audio Playback Rig with Tactile Control	\$150
Roland Octacapture USB Audio Interface (4 Microphone In, 8x8 Line)	\$45
Sound Devices USBPre2	\$60
Tascam CD-160 CD Player	\$15
Tascam CD-RW900SL CDR Recorder/Rewriter	\$35
Intercom	First Day
Clearcom Freespeak Wireless Base Station with Transceiver, Two Active Antenna Modules, Cabling	\$600
Clearcom Freespeak Wireless Beltpack with Headset	\$100
Clearcom HME DMX210 Wireless Package with Base Station and Four Packs	\$500
Clearcom MS-704 4-Channel Master Station	\$100
Clearcom SB-412 4-Channel Master Station	\$50
PiCom AD-CAT5 Interface (Pair)	\$20
PiCom BLAZON/3 Strobe/Beeper	\$15
PiCom BP-1 Beltpack with Headset	\$20
PiCom BP-1 Beltpack with PTT Telephone-Style Handset	\$20
PiCom PS-1 Rackmount Power Supply	\$25
PiCom PS-4 AC Power Supply	\$15
Microphones and DI's	First Day
AKG C-414	\$65
AKG C-451B	\$25
AKG C-535	\$30
AKG D-112	\$20
Audio Technica AE2500 Dual-Element	\$40
Audix ADX51	\$20
Audix D2	\$15
Audix D4	\$15
Audix D6	\$20
Audix i5	\$10
Audix OM2	\$10
Audix OM3xb	\$15
Audix OM7	\$20
Beyerdynamic M420	\$25
Beyerdynamic M88	\$35
Countryman e6 Omni Earset	\$50
Countryman Type 85 Active Direct Box	\$15
Crown PZM Boundary Microphone	\$20
DPA 4088 Core Cardioid Headset	\$50
DPA 4098 Core Supercardioid 17" Table Mic	\$50
DPA 4099 Core Instrument Microphone	\$30
DPA 4099 Specialized Instrument Clip (Accordion/Bass/Cello/Drum/Guitar/Piano/Sax/Trumpet/Universal/Violin)	\$3
DPA 4488 Core+ Directional Headset	\$55
DPA CM2250B00 Microdot Extension Cable Black 2.2mm x 1.8M	\$2
DPA CM2250B00 Microdot Extension Cable Black 2.2mm x 5M	\$3
DPA DAD6001BC Microdot-to-XLR Adapter with Beltclip	\$5
DPA DAD6010 Microdot-to-TA4F Shure Wireless Adapter	\$5
Electrovoice PL10	\$10
Electrovoice RE20	\$25
Electrovoice RE320	\$20
Klark-Teknik DW20BR Stereo Bluetooth Adapter	\$10

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Microphones and DI's (continued)	First Day
Radial BT-Pro Stereo Bluetooth Adapter	\$20
Radial Hotshot A/B Switch	\$15
Radial J48/Pro48 Active Direct Box	\$15
Radial JDI/ProDI Passive Direct Box	\$10
Radial USBPro2 Direct Box	\$15
SE Electronics SE7	\$10
Sennheiser e604	\$15
Sennheiser e609	\$15
Sennheiser e906	\$20
Sennheiser MD-421	\$35
Sennheiser MKE 600 Shotgun	\$20
Shure Beta 181	\$25
Shure Beta 52A	\$20
Shure Beta 91	\$20
Shure Beta SM57/Beta SM58	\$15
Shure KSM137	\$25
Shure KSM32	\$50
Shure MX418S Gooseneck Microphone	\$15
Shure SM35 Headset Cardioid Condenser	\$10
Shure SM57/SM58/SM58SW	\$10
Shure SM86	\$15
Shure WB98 H/C	\$10
Shure WH20 Headset Cardioid Dynamic	\$10
Whirlwind MicMute	\$15
Whirlwind MultiDirector 4-Channel Direct Box	\$35
Whirlwind PCDI Direct Box	\$15
Basic Live Band Microphone Package	\$100
Stereo Microphone Bar	\$1
Straight Mic Stand	\$5
Short Boom Mic Stand	\$5
Tall Boom Mic Stand	\$5
Tall Studio Boom Mic Stand	\$10
Atlas MS-25E Stand	\$15
Wireless Microphone and Instrument Systems	First Day
Lectrosonics TM400 Plug-On Wireless Microphone System for Test Measurement	\$150
RF Antenna Telescoping Mast with Thread Adapter	\$10
RF Venue 4Zone Diversity Antenna Combiner	\$85
RF Venue D-Fin Polarization Diversity Antenna with Cables	\$30
Sennheiser Directional Paddle Antenna with Cable	\$20
Sennheiser EW300-G3 Beltpack Microphone System with Countryman e6 Omni Earset	\$75
Sennheiser EW312-G3 Omnidirectional Lavalier Microphone System	\$50
Sennheiser EW322-G3 Cardioid Lavalier Microphone System	\$50
Sennheiser EW352-G3 Cardioid Headset Microphone System	\$50
Sennheiser EW372-G3 Instrument System	\$50
Sennheiser Omnidirectional Paddle Antenna with Cable	\$15
Shure ULXD Beltpack Microphone System with Countryman e6 Omni Earset	\$75
Shure ULXD Beltpack Microphone System with DPA 4488 Core+ Directional Headset	\$95
Shure ULXD Beltpack Microphone System with Lavalier Microphone	\$60
Shure ULXD Handheld Microphone System with Beta 87A Capsule	\$65
Shure ULXD Handheld Microphone System with KSM9 Capsule	\$80
Shure ULXD Handheld Microphone System with SM58 Capsule	\$60
Other Wireless Microphone System or Accessory	Call
Wireless In-Ear Monitor (IEM) Systems	First Day
Sennheiser EW 300 IEM G3 System	\$75
RF Distribution With Packages of Four or More Systems	\$0
Sennheiser Directional Paddle Antenna with Cable	\$20
RF Venue CP Beam High Gain Folding Helical Antenna with Cable	\$30

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Wireless Assisted Listening Device (ALD) Systems	First Day
BE BV-AXS-FMTD FM Transmitter	\$15
RF Based Assisted Listening Device System with Single Channel Transmitter and Fifteen Receivers	\$365
RF Based Assisted Listening Device System with Single Channel Transmitter and Five Receivers	\$200
RF Based Assisted Listening Device System with Single Channel Transmitter and Ten Receivers	\$275
RF Based Assisted Listening Device System with Single Channel Transmitter and Twenty Receivers	\$450
Rolls HR70 FM Transmitter	\$15
Audio Cables	First Day
XLR Cable, 50'-100'	\$3
XLR Cable, 10'-25'	\$2
XLR Y-Cable, Turnaround, Ground Lift, Phase Reverse, and Other Adapters	\$1
1/4" Instrument Cable	\$1
NL8 Speakon, 50-75'	\$10
NL8 Speakon, 5'-25'	\$5
NL4 Speakon, 50'-125'	\$10
NL4 Speakon, 5'-35'	\$5
NL4/NL8 Barrel	\$2
NL8 to Dual NL4 Break-In/Break-Out	\$5
STP Ethercon Tactical, 4x200'	\$50
STP Ethercon Tactical, 250'	\$15
STP Ethercon Tactical, 100'-200'	\$10
STP Ethercon Tactical, 50-100'	\$8
STP Ethercon Tactical, 25'-50'	\$5
Fiber Optic Data Transport Package	\$125
Audio Snakes	First Day
Snake, 58-Channel 3-Way Split W4 Connectors (250')	\$225
Snake, 48-Channel with 2-Way Split W4 Connectors (150')	\$150
Snake, 32-Channel with 2-Way Split on 100' and 40' Fans	\$75
Snake, 24x8-Channel Snake (100')	\$40
Snake, 16x4-Channel (100')	\$25
Subsnake, 12-Channel (50'-100')	\$15
Subsnake, 6- or 12-Channel (25'-50')	\$10
Drive Snake, 12-Channel CPC (250')	\$50
Drive Snake, 6-Channel (125')	\$20
Press Mult Box Passive with Line-Level Input and Twelve Mic-Level Output	\$25
Radial Catapult Mini Four-Channel Balanced Audio-Over-STP	\$5
Audio Signal Cable Packages	First Day
"A" Signal Cable Package - Extra Large Selection of XLR Cable, XLR Subsnakes, STP Cable	\$125
"B" Signal Cable Package - Large Selection of XLR Cable, XLR Subsnakes, STP Cable	\$75
"C" or "E" Signal Cable Package - Medium Selection of XLR Cable, XLR Subsnakes, STP Cable	\$50
"D" Signal Cable Package - Medium Selection of XLR Cable for Powered Speaker Applications	\$35
Audio Speaker Cable Packages	First Day
"A" Speaker Cable Package - Extra Large Selection of Speaker Cables, Break-Ins/Outs, Barrels	\$125
"B" Speaker Cable Package - Large Selection of Speaker Cables, Break-Ins/Outs, Barrels	\$100
"C" or "E" Speaker Cable Package - Medium Selection of Speaker Cables, Break-Ins/Outs, Barrels	\$75
Audio Power Cable Packages	First Day
"A" Power Cable Package - Extra Large Selection of PowerCon, Edison Quads, L14-30 Cable, Adapters	\$125
"B" Power Cable Package - Large Selection of PowerCon, Edison Quads, L14-30 Cable, Adapters	\$100
"C" and "E" Power Cable Package - Medium Selection of PowerCon, Edison Quads, L14-30 Cable, Adapters	\$50
"D" Power Cable Package - Small Selection of Edison Quads/Cables	\$35
Audio Mic Stand Packages	First Day
"A" Mic Stand Package - Extra Large Mic Stand Package	\$150
"B", "C", or "D" Mic Stand Package - Large Mic Stand Package	\$75
Rental Stand Bag with Six Mic Stands	\$50

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Backline	First Day
Akai MPC 2000 Drum Pad	\$200
Bass Guitar Amplifier Premium	\$500
Bass Guitar Amplifier Head Standard	\$100
Bass Guitar Cabinet 8x10" Cabinet Standard	\$100
Bass Guitar Cabinet 4x10" Cabinet Standard	\$65
Drum Cymbal Package Premium	\$100
Drum Cymbal Package Standard	\$60
Drum Kit Premium	\$500
Drum Kit Standard	\$225
Drum Rug	\$15
Drum Throne	\$10
Electronic Piano/Synthesizer Premium	\$300
Electronic Piano/Synthesizer Standard	\$200
Guitar Amplifier Combo or Head Premium	\$500
Guitar Amplifier Combo or Head Standard	\$100
Guitar Cabinet Standard	\$65
Hammond B3 Organ with Leslie 122 Cabinet	\$450
Keyboard Amplifier Standard	\$75
Keyboard Bench	\$10
Laptop Stand	\$5
LP Quinta/Conga/Tumba/Bongos/Djembe/Timbales, Including Hardware	\$50
Percussion Toys/Blocks	\$35
Pioneer CDJ-2000NXS CD Player	\$180
Pioneer CDJ-1000MK3 CD Player	\$50
Pioneer DDJ-SX2 DJ Serato Controller	\$100
Pioneer DJM S11 DJ Mixer	\$210
Pioneer DJM S9 DJ Mixer	\$180
Pioneer DJM 900-NEXUS DJ Mixer	\$100
Rane Serato SL 3 DJ Interface	\$75
Roland SPD 20 Drum Pad	\$75
Stand, Guitar	\$10
Stand, Keyboard	\$10
Technics SL-1200MK2 Turntable	\$75
Yamaha YC88 Keyboard	\$200
Lighting Fixtures	First Day
Altman 1KAF Fresnel 1000W	\$20
Altman MR-16 Zip Strip	\$25
Altman Q-Lite	\$10
Altman Single Cell Cyc	\$15
American DJ UV Cannon HID 400W	\$30
Apollo Donut 6-1/4", 7.5", 12", or 14" for ERS	\$1
Apollo Gobo Rotator for ERS - Dual Rotation	\$25
Apollo Gobo Rotator for ERS - Dual Rotation DMX Control	\$35
Apollo Gobo Rotator for ERS - Single Rotation	\$15
Apollo Template/Gobo Holder for ERS	\$2
Apollo Template/Gobo, "B" Size Custom Glass, Full Color	Min 10%-Off MSRP
Apollo Template/Gobo, "B" Size Custom Glass, Grey Scale	Min 10%-Off MSRP
Apollo Template/Gobo, "B" Size Custom Glass, Two Color	Min 10%-Off MSRP
Apollo Template/Gobo, "B" Size Custom Glass, One Color	Min 10%-Off MSRP
Apollo Template/Gobo, "B" Size Custom Steel	Min 10%-Off MSRP
Apollo Template/Gobo, "B" Size Stock Glass	\$7
Apollo Template/Gobo, "B" Size Stock Steel	\$3
Chauvet DJ 4BarFlex	\$30
Chauvet DJ Abyss2 Water Effect	\$10
Chauvet DJ Colorband PiX IP LED Bar (Outdoor/IP65)	\$35
Chauvet DJ Festoon 2 RGB DMX Controller/Power Supply (Maximum Three Strings)	\$15
Chauvet DJ Festoon 2 RGB String 15M/20 Lamp	\$20
Chauvet DJ FreedomCyc LED Deco (Battery/D-Fi/IP65)	\$20
Chauvet DJ FreedomFlex H9 IP LED Deco (Battery/D-Fi/IP65)	\$25

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Lighting Fixtures (continued)	First Day
Chauvet DJ FreedomH1X4 Single LED Deco with Magnetic Mount Four-Pack (Battery/D-Fi)	\$50
Chauvet DJ FreedomStick LED Effect Four-Pack (Battery/D-Fi)	\$30
Chauvet DJ Freedom Par Quad-4 IP LED Deco (Battery/D-Fi/IP65)	\$20
Chauvet DJ Helicopter Q6 LED Effect	\$15
Chauvet DJ Intimidator Hybrid 140SR HID Moving Head	\$65
Chauvet DJ Intimidator Trio LED Moving Head	\$45
Chauvet DJ Shocker2 LED Wash/Blinder	\$20
Chauvet Professional COLORado 2-Solo Zoom RGBW LED Wash (IP65)	\$45
Chauvet Professional ERS Drop-In Diffusion	\$1
Chauvet Professional Ovation E-910FC LED ERS Light Engine	\$50
Chauvet Professional Ovation OHD 14 Degree High Definition Lens Tube	\$12
Chauvet Professional Ovation OHD 15-30 Zoom High Definition Lens Tube	\$20
Chauvet Professional Ovation OHD 19/26/36/50 Degree High Definition Lens Tube	\$10
Chauvet Professional Rogue R1 Wash LED Moving Head	\$85
Chauvet Professional Rogue R2 Wash LED Moving Head	\$100
Chauvet Professional Rogue RH-1 Hybrid HID Moving Head	\$175
Chauvet Professional Vesuvio II Effect	\$30
Elation CUEPIX WW2 LED Wash/Blinder	\$45
ETC Source4 10/14/70/90 Degree Lens Tube	\$10
ETC Source4 19/26/36/50 Degree Lens Tube	\$5
ETC Source4 19/26/36/50 Extended Definiton Lens Tube	\$10
ETC Source4 5 Degree Lens Tube	\$15
ETC Source4 ERS Drop-In Iris	\$10
ETC Source4 Fixture Body 750W	\$17
ETC Source4 Par 750W	\$15
Genaray BLT-60B Torpedo LED Bi-Color Focusing Floodlight	\$20
Generic DWE Blinder Bank 2-Cell	\$15
Generic DWE Blinder Bank 8-Cell	\$35
Generic Par64 500W/1000W	\$10
Generic Par64 Bank, 4x600W ACL	\$50
Generic Par64 Bank, 6x1000W WFL/MFL/NSP/VNSP 19-Pin Input	\$60
HID Site/Work Light 1000W HID with Ballast	\$50
Ikan IB508-v2 Bi-Color LED 3-Light Studio Kit	\$50
Ikan Mylo MB8 Halfx1 Bi-Color 3-Point Studio Light Kit	\$75
Martin Atomic 3000 DMX Strobe (208V)	\$50
Martin Mac700 Profile HID Moving Head Fixture	\$225
Mirror Ball 24"	\$30
Mirror Ball 20"	\$20
Mirror Ball Motor	\$5
Portable Battery Powered Rechargeable Worklight	\$10
Rain Shield for Moving Head Light Fixture	\$2
Robe Pointe Profile HID Moving Head Fixture	\$225
SIRS LED Waterproof RGB Tape with Control Package, 15'	\$30
String Lights, C9 Base/White Cord/15" Spacing/25' Length/G50 Bulbs	\$30
String Lights, Medium Base/Black Cord/24" Spacing/100' Length/S11 Bulbs	\$100
String Lights, Oversize LED Edison Lamp with Cordset	\$20
Other Specialized Conventional Light Fixture	Call
Other Specialized Intelligent Light	Call
Atmospheric Effects	First Day
Antari HZ-300 DMX Hazer	\$50
Chauvet DJ Funfetti Shot	\$25
Chauvet DJ Funfetti Shot Refill per Charge	\$25
Chauvet DJ Hurricane Bubble Haze	\$20
Chauvet Professional AMHaze II Water-Based Hazer	\$75
Froggy's Fog Poseidon Aqua 2 Ultrasonic Ground Fog Generator	\$125
Froggy's Fog 5"x10' Flexible Hose	\$5
Froggy's Fog 5"x5"x5" Wye Fitting	\$5
Froggy's Fog 5" Floor Hugger Diffuser	\$10
Generic Cryojet with Hose	\$75

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Atmospheric Effects (continued)	First Day
Hazebase BaseHazerPro Hazer	\$75
Hazebase TheFab2 Hazer	\$125
REEL FX DF-50 Hazer	\$75
Spotlights	First Day
Lycian 1275 Follow-Spot 1200W	\$175
Lycian 1290 Follow-Spot 2000W	\$400
Other Specialty Spotlight	Call
Lighting Consoles and Control Interfaces	First Day
Chamsys MagicQ Mini Connect Control Surface	\$65
Chamsys MagicQ Mini Connect Control Surface with Computer	\$125
Chamsys MagicQ Compact Connect Control Surface	\$140
Chamsys MagicQ Compact Connect Control Surface with Computer	\$200
Chauvet DJ D-Fi Wireless DMX Transmitter/Receiver Node	\$10
Chauvet NET-X II Multi-Protocol Lighting Network Node Rack	\$50
Entec Single Universe ARTnet Node	\$10
Entec Single Universe USB Lighting Controller	\$100
ETC ColorSource 40AV Lighting DMX Controller	\$150
ETC Smartfade 1248 Lighting DMX Controller	\$55
ETC Smartfade 2496 Lighting DMX Controller	\$75
Generic 4-Way Opto-Splitter	\$25
Generic LED Console Surface Light	\$6
Generic PC Based Lighting Control System	\$150
Lightronics DMX-to-MPX Converter	\$20
LSC Clarity LX600 Lighting Console	\$350
MA Lighting GrandMA3 Full Size	\$1,100
MA Lighting MA onPC Command Wing System	\$350
Other Specialized Lighting Console	Call
Dimming	First Day
Chauvet Pro-D6 Dimmer Pack (6-Channel X 600W, Dual Edison Inlet)	\$35
Doug Fleenor DMX1REL DMX Relay Pack	\$15
ETC Sensor 48x2.4kW Dimmer Rack (3Φ CamLok Input, 16x6CH 19-Pin, StagePin)	\$250
ETC Sensor 12x2.4kW Dimmer Rack (3Φ CamLok Input, StagePin output)	\$100
Generic Light Sensing Countdown Timer	\$2
Lighting Cable	First Day
19-Pin Multicable 10' 12/14	\$15
19-Pin Multicable 30' 12/14	\$20
19-Pin Multicable 60' 12/14	\$30
19-Pin Multicable 100' 14/18	\$30
19-Pin Multicable 150' 14/18	\$40
19-Pin Multicable Harness Staggered 16/18 118'-150'	\$150
19-Pin 6-Circuit Edison/Stagepin/PowerCon Break-In, 3'	\$15
19-Pin 6-Circuit Edison/Stagepin/PowerCon Break-Out, 6' or Staggered	\$15
19-Pin 6-Circuit L6-20/True1 Break-Out, 3'	\$20
19-Pin 6-Circuit L6-20/True1 Break-Out, Staggered	\$20
12/3 Edison/PowerCon Cable, 5'-15'	\$5
12/3 Edison/PowerCon Cable, 25'-50'	\$10
12/3 Edison/PowerCon Cable, 100'	\$15
12/3 Quad Box	\$10
14/3 Edison Twofer/Tri-Tap	\$2
14/3 PowerCon Twofer/Pass-Through	\$5
14/3 TRUE1 Cable Extender (IP65), 3'-15'	\$5
14/3 TRUE1 Cable Extender (IP65), 25'-50'	\$10
16/3 Edison Molded Cable Single or Tritap 5'-15'	\$1
12/3 L6-20 Cable, 25'	\$10
12/3 L6-20 Staggered Twofer	\$10
Edison-to-Stagepin Adapter Cable	\$3

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Lighting Cable (continued)	First Day
Stagepin-to-Edison Adapter Cable	\$3
PowerCon-to-True1 Adapter Cable	\$5
DMX Snake, 4x 5-Pin, 1x 3-Pin, 12/3 Edison, 250'	\$100
DMX Cable Extender (IP65), 3'	\$2
DMX Cable, 5'-35'	\$4
DMX Cable, 50'-100'	\$8
DMX Terminators, Adapters	\$2
Lighting Cable Package, Small	\$75
Lighting Cable Package, Large	\$200
Decor	
	First Day
Backdrop 16'x21' Black Encore22, No Fullness	\$50
Backdrop 35'x28' Black Encore22, No Fullness	\$75
Backdrop 41'x28' Black Encore22, No Fullness	\$90
Stage Border/Teaser 12"x10' Black Performance Velour, No Fullness	\$10
Stage Border/Teaser 16"x21' Black Encore22, No Fullness	\$25
Stage Border/Teaser 30"x21' Black Encore22, No Fullness	\$25
Stage Leg 5'x28' Pair Black Encore22, No Fullness	\$50
Stretch Shapes Three-Point Right Triangle 5'x8' Left or Right	\$20
Stretch Shapes Truss Wrap for 12"x10' Truss Tower	\$20
Cyclorama 40'x24'	\$125
Textured Crushed Aluminum Screen Mesh Backdrop 6'x28'	\$25
Kabuki Drop Solenoid System (Mechanism Only, No Fabric)	\$350
Pipe & Drape	
	First Day
Banjo Cloth 1' Height Valance, Per Linear Foot Including Hardware - Black	\$1
Banjo Cloth 3' Height, Per Linear Foot Including Hardware - Black	\$3
Banjo Cloth 5' Height, Per Linear Foot Including Hardware - Black	\$4
Banjo Cloth 8' Height, Per Linear Foot Including Hardware - Black, White	\$5
Banjo Cloth 12' Height, Per Linear Foot Including Hardware - Black, White	\$7
Banjo Cloth, 16' Height, Per Linear Foot Including Hardware - Black, Snow White, Champagne, Dove Grey, Hunter Green, Navy Blue, Orange, Burgundy	\$9
Banjo Cloth 8' Height, Per Linear Foot Including Hardware - Purple	\$7
Banjo Cloth 12' Height, Per Linear Foot Including Hardware - Purple	\$9
Banjo Cloth 16' Height, Per Linear Foot Including Hardware - Purple	\$12
Performance Velour 14oz, 16' Height, Per Linear Foot including Hardware - Black	\$30
Crossbar Adjustable 9-16' Versatop	\$5
Crossbar Adjustable 6-10' Versatop	\$3
Crossbar Adjustable 3-5' Versatop	\$2
Upright Adjustable 9-16' Versatop	\$8
Upright Adjustable 3-5' Versatop	\$4
Upright Fixed 8' Versatop	\$2
Upright Fixed 3' Versatop	\$2
Valance Hanger Versatop	\$2
Base 35Lb	\$3
Base Pin, Small or Large	\$1
Spring Clip, 2"	\$1
Exit Sign LED Illuminated	\$10
Video Screens	
	First Day
Video Screen, Draper Travel Screen 45"x90" Wide-Format (82" Diagonal)	\$40
Video Screen, Fast-Fold 6'x8'	\$100
Video Screen, Fast-Fold 9'x12'	\$200
Video Screen, Fast-Fold 7'x12' Wide-Format	\$200
Video Screen, Truss-Style 10.5'x14'	\$350
Video Screen, Truss-Style 7'x12' Wide-Format	\$300
Video Screen, Truss-Style 9'x16' Wide-Format	\$350

Appendix D – “Itemized Equipment Rental and Labor Price List”

Video Projectors and Displays	First Day
AV Cart	\$10
AV Cart Skirting	\$10
Black Magic Design SmartView 4K 15.6" Rackmount LCD Monitor	\$50
Black Magic Design SmartView Duo Dual 8" Rackmount LCD Monitor	\$25
Black Magic Design Video Assist UHD Monitor/Recorder	\$50
Chauvet Professional DRBF50CM Dual Function F-Series Rigging Bar	\$15
Chauvet Professional F4XIP LED Video Panel 500mm x 1000m, 104 x 208 pixel	\$80
Chauvet Professional VIP Drive 43 NOVA V2 Video Wall Controller	\$175
Liliput 7" 1920x1200 Field Monitor	\$10
Samsung S27R750QEN 27" 2560x1440 LCD Monitor with Bracket	\$20
Samsung S32R750QEN 32" 2560x1440 LCD Monitor with Bracket	\$30
Shinobi ATOMOS 5" 1920x1080 HDMI Field Monitor	\$20
Totevision LED-1562HDR HD 15.6" LCD Monitor	\$30
Video Display Dell 2719H 27" 1920x1080 LCD Monitor with Desktop Stand or C-Stand Mount	\$25
Video Display LCD/LED 19-32" Class 16:9 1080p	\$25
Video Display LCD/LED 43" Class 16:9 UHD	\$65
Video Display LCD/LED 65" Class 16:9 UHD	\$85
Video Display LCD/LED 75" Class 16:9 UHD	\$125
Video Display LCD/LED 85" Class 16:9 UHD	\$250
Video Display Rolling Stand	\$25
Video Display Truss Mounting Bracket, Pair	\$25
Video Display VESA Mount for 5/8" Baby Pin	\$5
Video Projector Ceiling/Truss Rigging Bracket	\$50
Video Projector Christie Roadster HD18 WXGA 18,000 ANSI Lumens HID (Wide-Format)	\$1,800
Video Projector Epson EB-L730U WUXGA 7,500 ANSI Lumens Laser with 1.35-2.2:1 Lens (Wide-Format)	\$300
Video Projector Lens Christie 104-111101-01 1.1:1 Fixed Short Throw	\$275
Video Projector Lens Christie 104-112101-01 1.4-1.8:1 Variable Zoom Short Throw	\$250
Video Projector Lens Christie 104-115101-01 4.1-6.9:1 Variable Zoom Long Throw	\$250
Video Signal Distribution, Storage, Switching, and Control	First Day
Adapter Dongle Premium	\$15
Adapter Dongle Standard	\$5
AJA FIDO SDI-LC Fiber Interface "-2T" TX or "-R" RX Mini Converter	\$40
Black Box VGHDMI EDID Ghost	\$10
Black Magic Design 12X12 Smart Video Hub	\$75
Black Magic Design ATEM Extreme ISO SDI Switcher	\$75
Black Magic Design ATEM Mini Pro ISO HDMI Switcher	\$30
Black Magic Design HyperDeck Shuttle	\$15
Black Magic Design HyperDeck Studio Mini Record/Playback Deck	\$35
Black Magic Design Mini Converter Bidirectional 12G SDI to SFP	\$10
Black Magic Design Mini Converter SFP Module LC Optical	\$10
Black Magic Design MultiDock 10G	\$30
Black Magic Design Web Presenter HD	\$25
Computer Based Media Playback System Premium	\$175
Computer Based Media Playback System Standard	\$100
Computer System for Video Control/Streaming	\$75
Datavideo HS2200 6-Channel SDI Video Switcher	\$200
Decimator MD-HX SDI/HDMI Scaler/Scan Converter	\$15
Distribution Amplifier Premium	\$25
Distribution Amplifier Standard	\$10
DSAN PerfectCue Presenter Control System	\$75
Ground Loop Isolator BNC	\$25
LiveU Solo PRO Streaming Encoder with 4G/5G Cellular Bonding	\$500
Logitech R400 Presenter Remote Control	\$2
Magwell USB Capture HDMI Gen 2	\$10
Magwell USB Capture SDI Gen 2	\$15
Network PoE Switch Rack 10-Port	\$20
Network PoE Switch Rack 24-Port	\$25
Panasonic AG-HMX-100 Video Mixer	\$400
Premium Video Switching/Streaming/Recording Rack with Accessories	\$450

Appendix D – “Itemized Equipment Rental and Labor Price List”

Video Signal Distribution, Storage, Switching, and Control (continued)	First Day
Resolume Media Server Package	\$350
Roland V-1HD Video Switcher	\$60
Roland V-1SDI Video Switcher	\$85
Roland VR-1HD Streaming Switcher	\$60
Roland V8-HD Video Switcher	\$85
Roland VR-120HD Streaming Switcher	\$350
Scan Converter Premium	\$300
Scan Converter Standard	\$100
Video Cable HDMI/SDI Long	\$5
Video Cable HDMI/SDI Short	\$2
Video Cable HD Broadcast Reel with Two HD-SDI and Four Balanced Audio 250'	\$150
Video Cable Single Mode 2-Channel Fiber Reel 250'	\$30
Video Cable Package Large	\$150
Video Cable Package Small	\$50
Video Converter Premium	\$20
Video Converter Standard	\$10
Video Switcher/Scaler Premium	Call
Video Switcher/Scaler Standard	\$200
Video Cameras	First Day
Generic Fixed HD-SDI Camera	\$30
Lumens VC-A50P PTZ Camera	\$100
Owl Labs Owl 3 360° Video Conference Camera	\$75
Panasonic AW-HE120 PTZ Camera	\$200
Panasonic RP50N PTZ Camera Controller	\$60
Panasonic AG-CX10 UHD Camera	\$150
Panasonic HPX-500 HD Studio Camera	\$500
PTZ Optics Move SE PTZ Camera	\$100
PTZ Optics SuperJoy-G1 PTZ Camera Controller	\$75
Magnus VT-4000 Fluid Head Tripod System	\$20
Magnus VC-20-SCP Zoom Control	\$5
Camera Tripod Premium	\$125
Camera Tripod Standard	\$50
Power Distribution	First Day
Power Distro L14-30 1Φ 30A 2-Circuit (GFCI Edison, PowerCon, L14-30 Thru)	\$15
Power Distro L14-30 1Φ 30A 4-Circuit (GFCI Edison, PowerCon, L14-30 Thru)	\$20
Power Distro CS-50 1Φ 50A (GFCI Edison, PowerCon, L14-30, CS-50 Thru)	\$35
Power Distro Dual 1Φ 50A CS-50A (Dual 6-Circuit 208V 19-Pin)	\$60
Power Distro Camlok 3Φ 100A (CS50, L14-30, Edison)	\$75
Power Distro Camlok 3Φ 200A (4xCS50)	\$50
Power Distro Camlok 3Φ 200A (6xCS50)	\$60
Power Distro Camlok 1Φ/3Φ 125A (True1, 19-Pin, Edison)	\$125
Power Distro Camlok 1Φ/3Φ 100A (Edison, PowerCon, L14-30)	\$75
Power Distro Camlok 1Φ/3Φ 200A (GFCI Edison, PowerCon, L14-30, CS-50)	\$125
Power Distro Camlok 1Φ/3Φ 200A (Edison/19-Pin, 48-Circuit) with Optosplitters	\$150
Transformer Stepdown Three-Phase 480V-Delta-to-120/208V-Wye 75kVA	\$400
Transformer Stepdown Three-Phase 480V-Delta-to-120/208V-Wye 45kVA	\$200
Transformer Stepdown Single Phase 480V-to-120/240V Split-Phase 15kVA	\$150
Transformer Isolation Three-Phase 208V-Delta-to-120/208V-Wye 30kVA	\$150
Pin-and-Sleeve 60A 480V Feeder Cable 25'	\$40
Pin-and-Sleeve 60A 480V Feeder Cable 50'	\$60
Pin-and-Sleeve 60A 480V Feeder Cable 100'	\$80
Pin-and-Sleeve 100A to 5-Wire CamLok 5'	\$35
Camlok 2AWG 5-Wire Tails	\$13
Camlok 2AWG 5-Wire Feeder Cable 10'	\$20
Camlok 2AWG 5-Wire Feeder Cable 25'	\$35
Camlok 2AWG 5-Wire Feeder Cable 50'	\$45
Camlok 2AWG 5-Wire Feeder Cable 100'	\$65
Camlok 2/0 5-Wire Tails	\$20

Appendix D – “Itemized Equipment Rental and Labor Price List”

Power Distribution (continued)	First Day
Camlok 2/0 5-Wire Feeder Cable 10'	\$35
Camlok 2/0 5-Wire Feeder Cable 50'	\$65
Camlok 2/0 5-Wire Feeder Cable 100'	\$100
Camlok 4/0 5-Wire Tails	\$35
Camlok 4/0 5-Wire Feeder Cable 25'	\$65
Camlok 4/0 5-Wire Feeder Cable 50'	\$100
Camlok 4/0 5-Wire Feeder Cable 100'	\$165
Camlok Tapping Tee M-F-F	\$7
Camlok Paralleling Tee F-M-M	\$7
Camlok Turn-Around M-M or F-F	\$3
Camlok 400M-to-150F Adapter	\$3
CS-50 Plug to 4-Wire Camlok 25'	\$20
CS-50 6/4 Tails	\$7
CS-50 8/4 Feeder Cable 25'	\$20
CS-50 8/4 Feeder Cable 35'	\$22
CS-50 6/4 Feeder Cable 50'	\$25
CS-50 6/4 Feeder Cable 100'	\$40
CS-50 6/4 Feeder Cable 150'	\$65
CS-50 4/4 Feeder Cable 250'	\$100
CS-50 Y-Splitter M-F-F	\$20
L14-30 10/4 Tails	\$5
L14-30 10/4 Cable 25'	\$10
L14-30 10/4 Cable 50'	\$16
L14-30 10/4 Cable 75'	\$25
L14-30 8/4 Cable 100'	\$35
L14-30 8/4 Cable 250'	\$100
TT30/Bus Adapter	\$7
Reusable Ground Rod or Clamp and Conductor	\$25
Cable Ramp, GuardDog 2-Channel x 36"	\$7
Cable Ramp, GuardDog 2-Channel ADA x 36"	\$15
Cable Ramp, GuardDog 5-Channel x 36"	\$10
Cable Ramp, GuardDog 5-Channel ADA x 18"	\$15
Generator 2kW Gasoline Portable	\$50
EGO PST3040 Nexus Power+ Portable Power Station	\$75
EGO PAD5000 Nexus Power+ Inverter	\$10
EGO Power+ Li-Ion Battery 56-Volt 5Ah	\$15
Generator Set or Exposition Power	Call
Staging	First Day
Apple Box Step	\$10
Carpet 16'x12' Black	\$75
Carpet 4'x4' Charcoal Grey	\$30
Checkers TrackMat 90T 36"x96" Black Turf Protection	\$35
Checkers TrackMat HDU-2 or HDU-4 Linking Unit	\$2
Construction Barrier Fence with Posts Per LF	\$1
Lectern Acrylic or Wood	\$75
Shelter EZ-Up 10'x10'	\$50
Shelter EZ-Up 10'x15'	\$60
Shelter KD Kanopy 10'x10'	\$60
Stage Railing 4' or 8'	\$30
Stage Skirting 1'/2'/3' Height, Per Linear Foot	\$2
Stage Stair Tilt-and-Tote 8" Step with Railing	\$25
Stage Stairs with Handrail	\$75
Stage Toe Kick, Per Liner Foot	\$2
Stageline SL100 Mobile Stage & Load Bearing Roof System (24'x20')	Call
Stageline SL260 Mobile Stage & Load Bearing Roof System (32'x24')	Call
Stageline SL320 Mobile Stage & Load Bearing Roof System (40'x40')	Call
Truck Dock Plate 48"W x 26"L	\$25
Truck Ramp 16'	\$100
Truck Ramp 8'	\$60

Appendix D – “Itemized Equipment Rental and Labor Price List”

Staging (continued)	First Day
Wenger Versalite Stage Deck 4'x4' with Legs	\$45
Wenger Versalite Stage Deck 4'x8' with Legs	\$55
Wenger Versalite Stage Deck Connector Extrusion	\$1
Wenger Versalite Stage Leg Fixed Height 4", 6", 8", 12", 18"	\$3
Wenger Versalite Stage Leg Adjustable Height 8"	\$3
Wenger Versalite Stage Leg Adjustable Height 12"	\$3
Wenger Versalite Stage Leg Adjustable Height 12" Rolling	\$8
Wenger Versalite Stage Leg Adjustable Height 16"	\$3
Wenger Versalite Stage Leg Telescoping Adjustable Height 16-28"	\$4
Wenger Versalite Stage Leg Telescoping Adjustable Height 24-40"	\$5
Wenger Versalite Stage Leg Telescoping Adjustable Height 30-54"	\$7
Wenger Versalite Stage Leg Connector Bracket Dual	\$5
Wenger Versalite Stage Leg Connector Bracket Quad	\$7
Wenger Versalite Stage Leg Screw-On Caster	\$5
Wenger Versalite Stage Leg Stabilizer Kit 4' or 8'	\$15
Rigging Equipment	
	First Day
Chauvet TRUSST Crank-Up Speaker/Lighting Stand, Pair	\$35
CM 1-Ton Manual Chain Fall	\$45
CM Lodestar ½-Ton Chain Motor, 60' 120V/1PH	\$100
CM Lodestar 1-Ton Chain Motor, 60' 120V/1PH	\$125
CM Prostar ¼-Ton Chain Motor, 60' 120V/1PH	\$75
CM Prostar ½-Ton Double Reeved Chain Motor, 30' 120V/1PH	\$100
Generic C-Stand	\$10
Generic Lighting Floor Stand	\$10
JLG 30AM Vertical Mast Push-Around Lift	\$225
JLG Straddle Kit for 30AM Lift	\$100
Motor Control Cable, 25'-100'	\$20
Motor Control Harness, Dual Staggered 115'/150'	\$65
Motor Controller, 4-Way with 25' Control Pendant	\$75
Motor Controller, 8-Way with 100' Control Pendant	\$125
Sand Bag 25LB Saddle Style	\$5
Scaffolding Rolling Wheels, Set of Four	\$25
Scaffolding Tower with Black Mesh Blow Through Fabric 5'Lx7'Wx10'H	\$150
Sumner Eventer 20/25 Lift	\$175
Ultimate Speaker Stand	\$10
Rigging Hardware	
	First Day
Access Control Fencing Plastic with Hardware 4'H per LF	\$1
Airwall Hanger, 500lb Capacity	\$20
Beam Clamp	\$20
Coupler Clamp with Forged Eye	\$5
Deck Chain 3'	\$5
Fence T-Post 6'	\$1
Griplock Gripper Hook for 1/8" GAC 250LB WLL	\$2
Griplock Looping Gripper for 1/8" GAC 250LB WLL	\$1
Ground Stake 1-1/8"x3'	\$2
Horizontal Lifeline System, 80'	\$50
JBL SRX712M-YK Speaker Yoke	\$20
Lighting Clamp Premium	\$2
Lighting Clamp Standard	\$1
Lighting T-Bar/Taildown	\$5
Martin Audio ASF20045 Pole Cap for CDD-Live12	\$5
Martin Audio CDDLYA12B Speaker Yoke for CDD-Live12	\$15
Martin Audio W8LM Flying/Ground-Stacking Frame, Pair	\$100
Martin Audio WPM Flying/Ground-Stacking Frame, Pair	\$75
Martin Audio WPC Flying/Ground-Stacking Frame, Pair	\$125
Pear Ring	\$2
Pipe Aluminum 1-1/2" SCH80 1M-3.5M	\$10
Pipe Steel 1-1/2" SCH40 4'-12'	\$5

Appendix D – “Itemized Equipment Rental and Labor Price List”

Midway Production Services, LLC – Labor Pricing	
Technical Labor per Hour	
Audio Editing, Video Editing, Media/Content Creation	\$150.00
CAD, Rendering, Previsualization Services	\$125.00
Senior Show Designer	\$100.00
Lead Technician – A1, L1, V1, System Technician	\$65.00
Regular Technician – A2, L2, V2, Camera Operator	\$55.00
Installation/Service Technician	\$95.00
<p><i>Applicable work rules for “Technical Labor”:</i> Minimum call is four hours; Overtime rates shall apply after twelve hours; Drive time shall be billed at one-half rate and will not accrue as overtime hours.</p>	
Professional Support Labor per Hour	
Job Steward	\$47.00
Department Head	\$44.75
Stagehand (Carpenter, Electrician, Fly, Props, Wardrobe, Spotlight Operator, Audio, Video, Cable Page, Pusher)	\$37.00
Add for Ancillary Overhead Work by Non-Rigger (Light Focus, Weight Loading, Cable Picks, Grid Work)	\$10.00
Head Rigger	\$71.00
Rigger/Truss Focus/Truss Spotlight Operator	\$62.50
Truck Loader (Hourly rate plus \$12.25 for each truck/trailer beyond two 48’ trailers or equivalent.)	\$44.75
Fork Lift Operator	\$44.75
Tie-In Electrician	\$51.75
<p><i>These rates shall apply to “Professional Support Labor” hired for events at James Madison University, Virginia Tech, Radford University, Virginia Military Institute, and Longwood University. Local prevailing wages/fees and work rules, while likely similar to those listed, shall be determined and quoted in advance as required for other VASCUPP participating institutions.</i></p> <p><i>Applicable work rules for “Professional Support Labor”:</i></p> <ul style="list-style-type: none"> - Minimum call is four hours; load-in, show, and load-out shall each be treated as discrete minimum calls; any work fifteen minutes or more after the start of a new hour shall constitute an additional full billable hour; - Overtime rates shall apply after eight hours per day and double time rates shall apply after sixteen hours per day; overtime rates shall apply on all national/state holidays and between the hours of 12:00AM and 08:00AM; - Show calls shall be treated discretely with overtime rates starting in the fifth hour; show calls shall begin thirty minutes before advertised curtain time; up to two (2) continuity hours shall be charged at overtime rate for any show call hours starting more than thirty minutes before the advertised curtain time and shall be paid in addition to the four hour minimum show call; show call hours do not count toward accrual of overtime for non-show call hours; - Drive time to/from labor hiring office shall be charged at stagehand rate for any call duration less than eight hours; - A fifteen minute break shall be provided at least every two-and-one-half hours during a call; - Any part of an hour worked beyond five consecutive hours without a meal break shall be charged as penalty time which shall continue until a meal break is taken; a meal break shall consist of a thirty minute paid meal period if food is provided by the client at the venue or a one hour unpaid period if crew must leave the venue and pay for their own meal; there is a two hour minimum when returning from any meal break. - A job steward is required for all calls and shall be a non-working position for calls greater than ten workers; the first position in any department shall be paid at the department head rate; - Wardrobe items not provided by the venue shall be rented as follows with advance notice; sewing machine or steamer, \$125; iron/ironing board or sewing kit, \$100. - Any event recorded for broadcast/distribution or other non-ticket generated revenue shall incur a \$10.00/hour rate premium subject to all overtime rules; 	

Appendix D – “Itemized Equipment Rental and Labor Price List”

Midway Production Services, LLC – Delivery Fees	
Trucking	
Tractor-Trailer, Per Mile	\$2.50
Round Trip Tractor-Trailer Charge for JMU	\$650.00
Straight-Truck, Per Mile	\$2.00
Round Trip Straight-Truck Charge for JMU	\$520.00
Van, Per Mile	\$1.50
Round Trip Van Charge for JMU	\$390.00
<i>Midway Production Services, LLC shall provide rental equipment and services to all zones and VASCUPP Member Institutions listed in this RFP, subject to applicable trucking mileage fees and labor charges. Drive time labor charges for delivery shall be billed for at one-half the applicable “Technical Labor” rate for each technician.</i>	

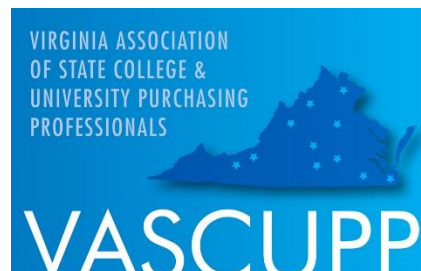


Request for Proposal

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

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

1. For orders issued July 1, 2014 and after, the Vendor Transaction Fee is:
 - a. Department of Small Business and Supplier Diversity (SBSD) certified Small Businesses: 1% capped at \$500 per order.
 - b. Businesses that are not Department of Small Business and Supplier Diversity (SBSD) certified Small Businesses: 1% capped at \$1,500 per order.
2. For orders issued prior to July 1, 2014 the vendor transaction fees can be found at www.eVA.virginia.gov.
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 SBSB-certified small businesses. This shall not exclude SBSB-certified women-owned and minority-owned businesses when they have received SBSB 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 (SBSB) 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 SBSB 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 (SBSB) 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 (SBSB)-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:

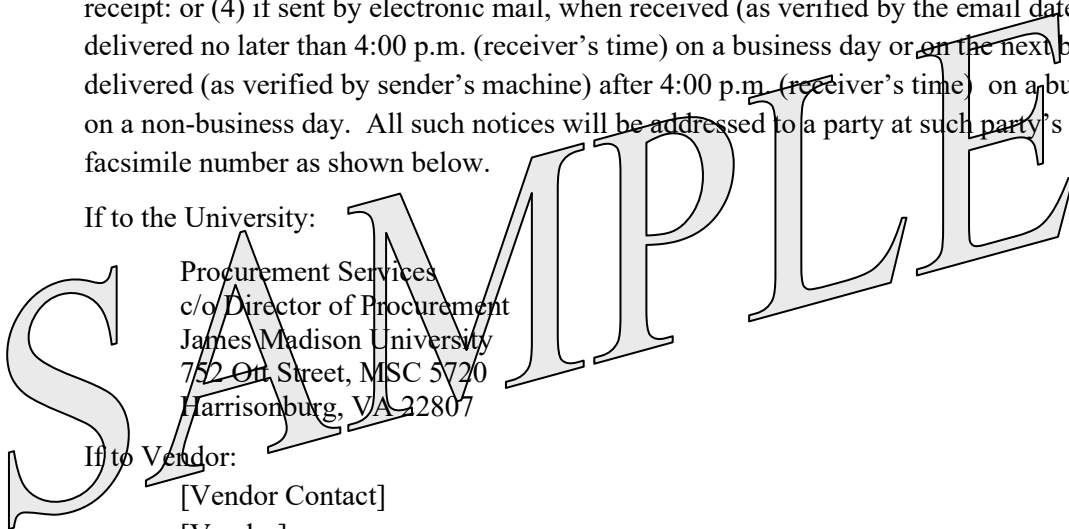
Any notice required or permitted to be given under this Agreement will be in writing and will be deemed duly given: (1) if delivered personally, when received; (2) if sent by recognized overnight courier service, on the date of the receipt provided by such courier service; (3) if sent by registered mail, 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 Orr 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