



COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT

Contract No. UCPJMU7398

This contract entered into this 4th day of March 2026, by Lee Hartman & Sons Inc, hereinafter called the "Contractor" and Commonwealth of Virginia, James Madison University called the "Purchasing Agency".

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

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

PERIOD OF PERFORMANCE: From 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 11, 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] By: [Signature]
(Stephen M Hartman) (Adam Fleming)
(Printed Name) (Printed Name)
Title: President Title: Buyer Senior

1. Pricing shall be in accordance with the final pricing list provided by Lee Hartman & Sons (*See RFP Pg. 17*).
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 to offer a discount for weekly and monthly rentals (ex. Renting a video projector that is \$100 a day, a weekly rental would be \$300 instead of \$700 and a monthly rental would be \$600 instead of \$3000-\$3,100).
10. Contractor agrees that this Negotiation Summary modifies the Contractor's response to RFP# ASF-1245.

LEE HARTMAN
**& SONS INC.**

3236 Cove Rd. N.W.
Roanoke, VA 24017
(540)-366-3493

James Madison University

VASCUPP

ATTN: Adam Fleming
Buyer Senior– Procurement Services
fleminas@jmu.edu

RFP Response for:

ASF-1245

Audio/Visual Event Rental Services

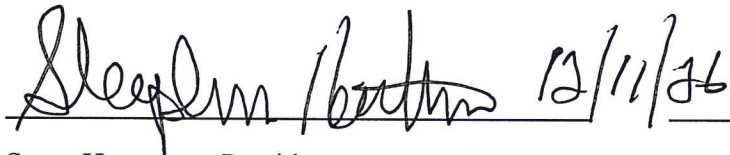
12/11/2025

Cover Letter

Thank you for the opportunity to submit a bid in response to RFP: ASF1245. I hope you will find our response to be complete, concise, and comprehensive, offering a superior value to the James Madison University College System. Lee Hartman's past performance on similar contracts, and with the many clients, and with our experience, capabilities, and expertise make us the logical fit for this contract.

If you have any questions concerning this response to RFP: ASF-1245, please do not hesitate to reach out and contact me at your convenience.

I have fully read, understand, and will comply with all the buyer's requirements outlined in RFP: ASF-1245, and all addendums received.

 12/11/26

Steve Hartman – President

Date

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REQUEST FOR PROPOSAL

RFP# ASF-1245

Issue Date: November 11, 2025

Title: Audio/Visual Events Rental Services

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

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

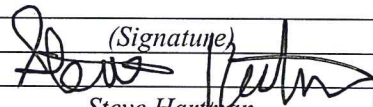
Sealed Proposals Will Be Received Until 2:00 PM on December 11, 2025 for Furnishing The Services Described Herein. (See Special Terms & Conditions "D. Late Proposals")

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

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

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

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

Name and Address of Firm:		By:	December 11 th , 2025
3236 Cove Rd			
Roanoke, VA 24017		Name:	 (Signature) Steve Hartman (Please Print)
Date:	12/11/2025	Title:	President
Web Address:	leechartman.com	Phone:	540-362-4659
Email:	shartman@leechartman.com	Fax #:	540-362-4659

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

SMALL, WOMAN OR MINORITY OWNED BUSINESS:

ÿ YES; ÿ NO; *IF YES* => ÿ SMALL; ÿ WOMAN; ÿ MINORITY *IF MINORITY*: ÿ AA; ÿ HA; ÿ AsA; ÿ

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

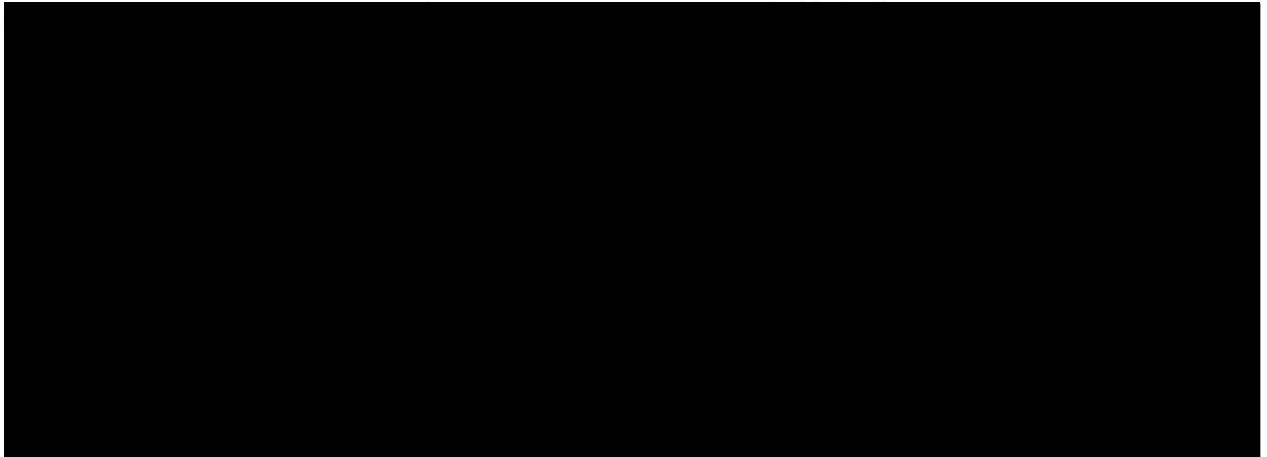
OFFEROR DATA SHEET
TO BE COMPLETED BY OFFEROR

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 89 Months 11

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.

Lee Hartman & Sons, 3236 Cove Rd, Roanoke, VA 24017

1. 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:

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ATTACHMENT B

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

Offeror Name: Lee Hartman & Sons, Inc. Preparer Name: Garan K. Sink

Date: 12/10/2025

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

If yes, certification number: 6972 Certification date: 10/24/29

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

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 SBSB 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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Introduction

Lee Hartman & Sons, Inc. (LHS) was founded in 1936 in Roanoke, Virginia, originally as a radio service station. Over its impressive 90-year history, LHS has steadfastly upheld the founding principles of Lee Hartman Sr. by consistently delivering exceptional sales, service, design, and installation in the Audio-Visual (AV) industry. As AV technology has evolved in complexity and prevalence, LHS has adeptly adapted to meet and surpass clients' expectations. Since its incorporation in 1962, LHS has grown from a modest repair station into a prominent corporation with four offices across four states in the Mid-Atlantic region.

In addition to its comprehensive integration services, LHS has become a trusted partner for event production and AV rentals, supporting everything from small meetings to large-scale conferences, commencements, and special events. LHS provides turnkey event solutions, including professional staging, lighting, audio, projection, LED walls, hybrid/streaming services, and on-site technical support, ensuring smooth, reliable, and polished live experiences. The rentals division is stocked with an extensive inventory of current generation AV equipment, making it possible to meet tight timelines, specialized requirements, and rapidly changing event needs with ease and efficiency.

Throughout the years, LHS has built and maintained a distinguished client roster, including some of the largest higher education institutions in Virginia, Maryland, North Carolina, and West Virginia. Boasting an extensive product line that spans every facet of the AV industry, LHS offers a comprehensive suite of services: pre-sales engineering, design, installation, system service, component repair, temporary equipment rentals, and full-service event support. The company's commitment to excellence is further evidenced by its holding of numerous high-level industry certifications, which uniquely position LHS to deliver high-quality A-V solutions at competitive prices.

With over 90 years of industry experience, LHS has the expertise, manufacturer partnerships, and skilled team necessary to tackle even the most challenging AV installations. Recent years have seen LHS undertaking some of the region's largest AV projects, showcasing a diverse range of installation types and equipment configurations. Complementing this installation expertise is LHS's dedicated events team, trained to manage live productions with precision: from pre-event planning and site surveys to real-time technical operation and post-event breakdown.

At LHS, we deeply understand the unique AV needs of community colleges/universities and are exceptionally qualified to design and install systems that meet these needs. From leveraging top-tier manufacturers' equipment to providing comprehensive in-house design services, maintaining flexibility with contractors, consultants, and customers, and offering robust post-installation support, LHS is committed to delivering superior AV solutions at competitive prices. This includes supporting campus-wide events such as graduations, lectures, athletic events, and donor functions with dependable rental equipment and experienced technical staff.

LHS has built strong relationships with leading manufacturers, resulting in a diverse and comprehensive line card suited to various commercial AV applications. Our fully equipped rental department and event specialists are complimented by our other departments, LHS is uniquely positioned to support both permanent installations and live-event needs, providing a complete AV solution that adapts to any environment.

IV. Statement of Needs: Responses to RFP Questions

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 audiovisual services for the following. Be specific in detailing the event from beginning to end:**

Lee Hartman & Sons, Inc. has over 90 years of experience providing comprehensive audio-visual services, including design, engineering, installation, rental, and support for events of all scales. As a SWaM-certified small business with established contracts serving Virginia public universities (including through VASCUPP cooperative purchasing for institutions like James Madison University), we maintain a robust inventory of state-of-the-art equipment and a dedicated team of certified technicians. Our approach emphasizes seamless integration, reliability, and collaboration to ensure every event, regardless of size, delivers exceptional quality. Below, we detail our capabilities for each event type, outlining the full lifecycle from initial consultation to post-event wrap-up.

- a. **Large arena concerts**

For large-scale arena concerts (5,000–14,000 attendees) at JMU or similar venues, Lee Hartman & Sons has a large and experienced full-time staff, which allows us to execute large scale events and concerts. Our long-term relationships with others in the industry along with the IATSE 55 allow us to cover even the most complex rigging and concert set ups. Pre-production includes complete rider review and fulfillment, CAD drawings, weight-load and rigging plots, power plans, stage plots, and full coordination with promoters, artist management, venue staff, and IATSE Local 55. Our owners and senior staff personally advance and oversee arena shows to ensure flawless execution.

- b. **Large scale events (e.g.: graduations, building dedications, and athletic banquets)**

For formal large-scale events (1,000–5,000 attendees), the focus is on high-quality audio, projection and video wall displays, digital signage, lighting, live video capture, and streaming to enhance both the ceremony experience and any additional breakouts. Pre-event planning includes scope review, system design, and coordination with venue and other vendors. Load-in involves installing truss, drapery, staging, and audio video systems, followed by testing. On event day, a full rehearsal ensures proper audio levels and video framing. During execution, operators manage mixing, video direction, and lighting cues, with options for live captioning and streaming. Post-event, crews strike equipment quickly, deliver recordings, and provide performance summaries.

- c. **Small scale events (e.g.: presentations and meetings)**

For intimate events (e.g., 10-200 attendees in conference rooms or lecture halls), we leverage the same solutions and capabilities mentioned above, while

providing scalable, plug-and-play AV solutions that prioritize clarity and ease of use, including podium mics, screen sharing, room lighting, and collaborative meetings. Our process includes a quick pre-event consult to assess room AV and recommend portable gear, same-day setup by experienced technicians for projectors, monitors, and connectivity, a brief rehearsal to test slides and audio, and on-call support during the event for troubleshooting and recording if needed. Afterward, we pack up efficiently, restore the room, and share access links.

- 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.**

Lee Hartman & Sons maintains true 24/7/365 availability for James Madison University, with dedicated account managers and an after-hours emergency dispatch line that routes directly to senior staff who have authority to mobilize resources immediately. While lead times naturally vary with the scope of work required, we do not impose inflexible minimum notice periods on JMU. When an unanticipated event arises, our commitment is straightforward: we will do whatever is reasonably required to deliver the necessary services on the University's timeline. This capability is supported by redundant inventory, a permanent roster of technicians, and long-established partnerships for expedited transportation and labor. In practice, we have repeatedly executed complete event builds for university clients with notice measured in only a few hours. James Madison University may contact us at any time, day or night, and confidently expect a solution-oriented response.

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

Upon receiving a request from JMU (via email, portal, or phone), we respond same business day. For small to medium events, we are able to provide a customized quote, equipment schematics, staffing plan, and timeline within 3 business days.

- 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.**

Our standard dress code for all customer-facing event staff is a Lee Hartman & Sons branded collared shirt, black or khaki pants, and closed-toe shoes. We fully comply with JMU dress-code approval and will adjust as requested (e.g., adding purple accents for Dukes events or formal attire for ceremonies). Identification will be presented immediately upon request.

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

All our equipment is warranted to function as designed. If we discover a problem with any gear at any time, we will replace it at no additional charge. In the majority of cases, we bring additional gear on site and stage for backup. If for any reason our service does not meet our client's expectations, we will work to immediately resolve this issue at no additional charge.

6. Describe in detail cancellation requirements.

- Day of reservation date: 100% of the total rental price will be charged.
- Day before reservation date: 50% of the total rental price will be charged.
- Two or more days prior to reservation date: No Charges, excluding any cross rental or supply expenses incurred for the rental.
- All cancellations must be confirmed in writing.

7. Identify any certifications and licenses that the contractor and/or employee(s) may currently hold. Below is a summary list of certifications and licenses held by one or more of our staff.

- Avixa, CTS-D, CTS-I, CTS
- OSHA 10 & OSHA 30
- CDL Class A
- Chauvet, Video Wall Installation
- Department of Criminal Justice Sales and Installations
- Video Director, Video Engineer, and Live-streaming producer
- LED Tech, Media Server Tech, Projectionist, Camera Operator, Robo Operator
- PMP
- Crestron Masters Certified Programmer
- Crestron DMC-E-4K; DMC-D-4K; DM-NVX; DM-NVX-N; DMC-T,
- BSS SoundWeb Certification
- Extron AV Associate & Control Professional
- Renkus-Heinz Iconyx Certification
- BiAmp Audia Certification
- BiAmp Tesria Certification & Server Certification
- Symetrix Symnet & Edge Certification
- QSC Q-Sys Certification
- Peavey MediaMatrix Certification
- VBrick VNCE
- Polycom Endpoint Certification
- Smart Technologies Installer and Cisco ATP Certifications
- Audinate Dante - Level 2 certified.

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

Lee Hartman & Sons fully complies with James Madison University's standard practice of invoicing in full after services have been rendered, with no deposits or advance payments required. Upon event completion, the on-site lead technician electronically approves the final work order. The invoice is immediately generated, audited by our billing department, and issued (typically within 1–3 business days). The PDF invoice is emailed to the designated event contact(s) and, when required, uploaded directly to eVA. Payment terms are Net 30 from invoice date; Virginia public-entity tax-exempt status is applied. All supporting documentation is attached or available via a secure link from Lee Hartman & Sons. See Appendix A.

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

Because JMU dates are locked early and treated as non-negotiable, we are rarely unable to accommodate an event need. The earlier it's entered; the sooner equipment and personnel are reserved. We maintain deep crew and equipment resources, backed by cross-trained staff from other departments who are fully capable of stepping into production roles. In the extremely rare case, we were stretched beyond internal capacity; we immediately engage long-standing with industry partners for additional resources as needed. All subcontractors would operate under Lee Hartman for direction, insurance, and quality standards.

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.

Lee Hartman & Sons is equipped for live event services, including audio, video, lighting, staging, rigging, power distribution, décor, furniture, special effects, and technical labor. With 90 years in the industry, we maintain an extensive inventory of state-of-the-art, industry-standard equipment that allows us to scale systems for events large and small, ensuring reliability and redundancy to handle multiple venues concurrently. Our team of experienced technicians, many with college-level engineering or theatrical training, focuses on professional deployment, calm problem-solving, and thorough planning to deliver worry-free experiences. We offer speakers (e.g., line arrays, point-source, powered subs), microphones (wired, wireless, lavalier, headsets), audio mixers (Yamaha, Midas, and QSC), video distribution and switching (Roland, Analog Way), screens and projectors (HD/LED video walls, PTZ cameras for streaming), and lighting elements (moving heads, stage lighting, uplighting, hazers). This equipment is backed by strong vendor relationships for sourcing any specialized needs, prioritizing client communication from initial consultation to on-site execution.

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

Lee Hartman & Sons stocks a comprehensive range of operational support gear to ensure seamless event setup and safety. This includes load-rated staging components like stage decks, stairs, ramps, podiums, pipe and drape, scaffolding, ground support towers, truss, and chain hoists. For power distribution, we offer NEC-compliant cabling and panels. Our inventory features signal, speaker, power, and data cabling in per-piece or packaged options, including lighting, snakes, and adapters. Extension cords, connectors, and patch cords are readily available for in-house fabrication, ensuring compatibility and reliability for any setup.

3. Provide an itemized equipment rental list of all audio visual equipment available and associated cost in section Appendix D 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 the itemized rental and labor price list below. This list is extensive but not exhaustive; we can competitively source additional items through wholesale partners. All rented equipment is thoroughly tested before deployment, meets manufacturer and industry standards, and includes redundancy for reliability. Pricing is for the first day; multi-day events are billed at daily rates with discounts for more than two days. Labor and delivery costs are separate and quoted per event.

4. Describe plan for delivery, set-up, tear-down and pick-up of equipment. Include the associated cost in Service, Question 7 below.

Lee Hartman & Sons establishes a schedule as needed including prep, load, delivery, set-up, in-use, take-down, pickup, unload, and de-prep for each event during the proposal phase. At the time of delivery, client assistance is expected for venue access for vehicles and personnel at planned start and end times. Delivery involves transporting equipment from our Roanoke, VA warehouse. Set-up and take-down are handled by our trained staff. We arrive with a clear plan, correct equipment, and staffing for efficient installation, including rigging, cabling, and testing. Pickup follows immediately after take-down, with equipment returned to warehouse for unload and de-prep. Costs are quoted per event based on distance, complexity, and vehicle needs; see Section Pricing Schedule for examples.

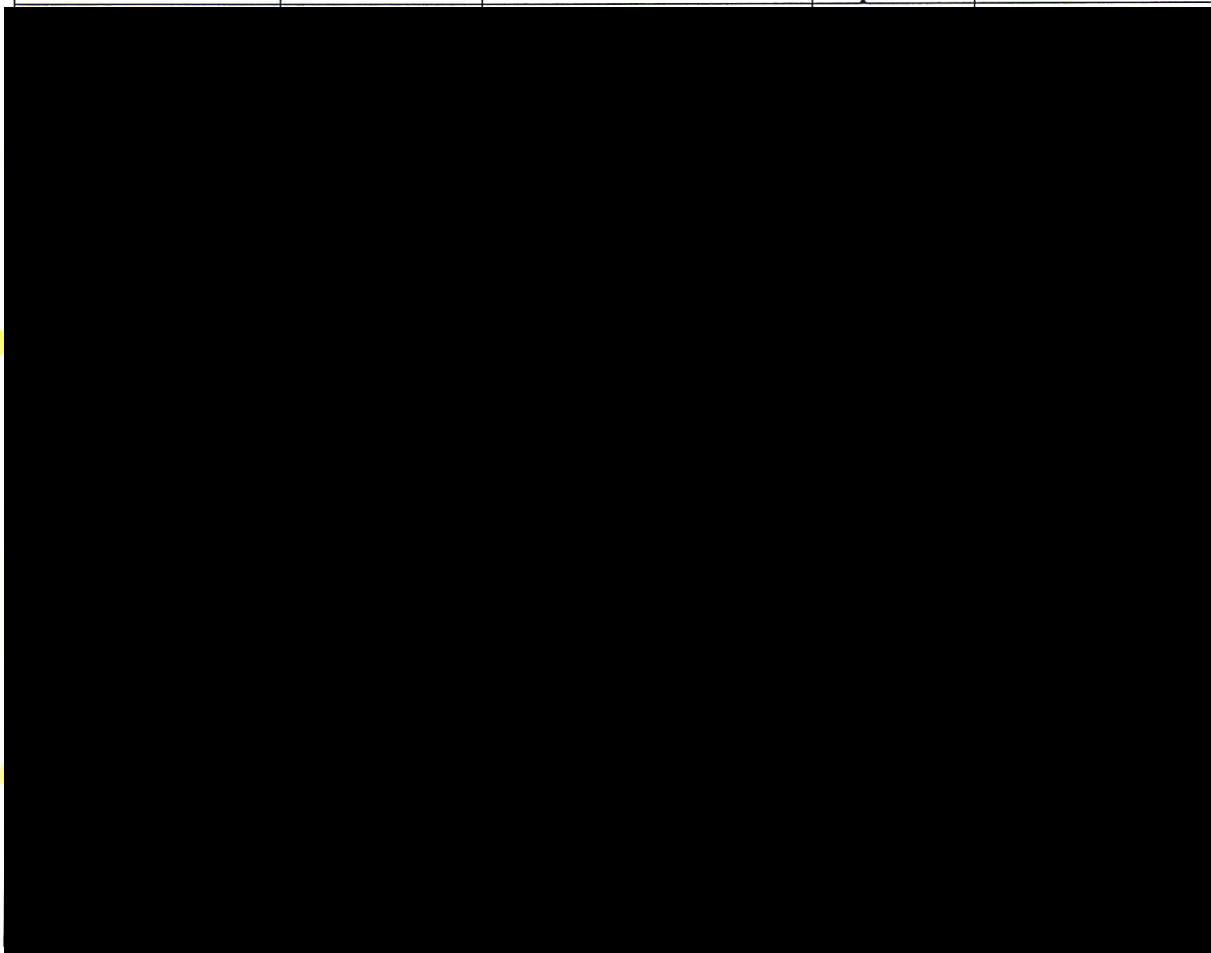
5. Describe ability to provide external media feeds.

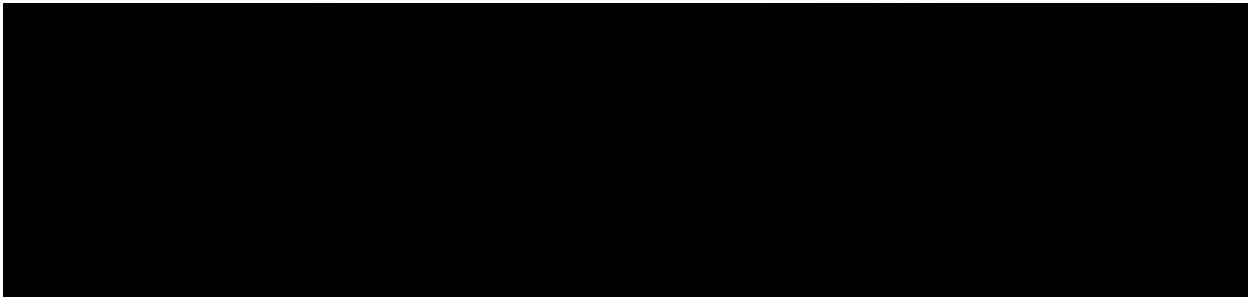
Lee Hartman & Sons provides versatile external media feeds for broadcasting, streaming, or press needs. Audio feeds include balanced analog from consoles, press boxes at media risers, and adapters for consumer devices; digital options available. Custom mixes, multitrack recording, and stereo deliverables are available. Video feeds support analog/digital formats at standard resolutions, with distribution amplifiers, UTP/STP, or fiber for long distances. Streaming uses standard protocols integrated with our HD camera/switching packages. We ensure compatibility and reliability for events like concerts or graduations.

C. Service:

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

Name	Title	Education	Years of Experience	Expertise
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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.

Lee Hartman & Sons follows a comprehensive design-implementation process for every event to ensure we fully understand the AV scope and technical requirements. This includes an initial discussion with JMU to grasp the event's scope and specifications, creating a scope of work statement for review, conducting site visits (essential for most events but optional for small ones), collaborating on solution recommendations and options, developing a system design for client review, and preparing a quote based on the agreed design. We will not hesitate to offer guidance or advice regarding A/V needs for specific events or venues, sharing our extensive knowledge from years in the live event industry, including equipment deployment, logistics, and scheduling. We are more than willing to accommodate requests for site visits to make recommendations and suggestions concerning equipment needed, appreciating the opportunity to assess venues first-hand during planning - the earlier, the better!

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. See Appendix B for Large Event Quote. See Appendix C for Small Event Quote.

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.

Steve Hartman, President

Office Phone: (540) 366-3493 Ext 1120

Cell: (540) 580-8937

Email: shartman@leehartman.com

Steve is JMU's dedicated single point of contact and account manager. He personally ensures every client is exceptionally well communicated with, all details are thoroughly advanced, and every expectation is exceeded. Steve will assign an experienced lead technician to serve as the on-site Site Supervisor for each event or will be on-site himself when requested or when the production warrants it.

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

Lee Hartman & Sons tests and preps every piece of equipment before it leaves our warehouse. All staffed productions include built-in redundancy (back-up microphones, amplifiers, processors, consoles, projectors, etc.) so that 99% of issues are resolved instantly and transparently on-site with no interruption to the event.

In the rare event that a problem cannot be immediately corrected with on-site spares, we will dispatch replacement gear from our Roanoke warehouse or pull from one of our long-standing affiliate vendors in the DC/Richmond/Charlottesville area at our sole expense.

If a failure that is clearly our responsibility results in material downtime or loss of a critical system, a credit will be applied to the client's account. We are not responsible for downtime caused by force majeure, power loss not supplied by Lee Hartman & Sons, Inc., venue restrictions, or client-provided equipment/content. Credits are issued only after we have been given a reasonable opportunity to remedy the issue.

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

All relevant services are included in this proposal.

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

<u>Role</u>	<u>Hour Rate</u>
Technician	\$60.00
Camera Operator	\$65.00
Event Consultant	\$75.00
Rigger	\$80.00
Engineer	\$85.00
Local Delivery/ Pick Up	\$65.00 for local (30-miles from shop)
Delivery/ Pick Up	\$2.00 a mile

LEE HARTMAN
& SONS INC.

Invoice

#422XXX

Lee Hartman & Sons, Inc. - FEIN: 540716361
 3236 Cove Rd NW
 Roanoke VA 24017
 United States
info@leehartman.com
 P: 540-366-3493 F: 540-362-4659

Bill To

Ship To

Terms	Invoice Date	Due Date	PO #	Sales Rep	Shipping Method	Source	Memo
Net 30	4/8/2025	5/8/2025	Example				

Item	Description	Qty	Price	Ext. Price
LHS - Rental	Equipment rental	1	\$14,542.74	\$14,542.74
LHS - Event Technician	Event and rental technician labor	1	\$9,775.00	\$9,775.00

Subtotal	\$24,317.74
Shipping	\$0.00
Tax	\$0.00
Total	\$24,317.74
Amount Paid	\$0.00
Amount Due	\$24,317.74

LEE HARTMAN & SONS INC.

Rental Agreement

Rental	Job Example
In Use	Event Location
	Participant
	Owner

Item	Type	Qty	Price	Days	Discount	Total
Transport						\$375.00
Delivery / Pickup	Service	1	375.00	1.0		375.00
Transport Subtotal						\$375.00
Rigging						\$1,713.15
10' x 12" Truss	Rental	15	90.00	1.0	53%	211.50
10' x 12" Truss (JTE)	Rental	6	90.00	1.0	53%	84.60
12" Mega-Truss Multi-Hole Pick	Rental	5	30.00	1.0	53%	23.50
3-Way 12" Truss Corner Block	Rental	2	75.00	1.0	53%	23.50
5' x 12" Truss	Rental	2	75.00	1.0	53%	23.50
8' x 12" Truss	Rental	4	75.00	1.0	53%	47.00
B - Rigging Box	Rental	1	0.00	1.0	53%	0.00
20' 3/8" GAC Sling (Blue) (accessory)	Rental	5	6.00	1.0	53%	4.70
10' 3/8" GAC Sling (White) (accessory)	Rental	20	3.00	1.0	53%	9.40
5' 3/8" GAC Sling (Red) (accessory)	Rental	20	6.00	1.0	53%	18.80
6' Spanset (accessory)	Rental	20	6.00	1.0	53%	18.80

LEE HARTMAN & SONS INC.

Item	Type	Qty	Price	Days	Discount	Total
3' Spanset (accessory)	Rental	20	3.00	1.0	53%	9.40
STAC Chain (accessory)	Rental	10	12.00	1.0	53%	18.80
12" Mega-Truss Multi-Hole Pick (accessory)	Rental	4	30.00	1.0	53%	18.80
12" Mega-Truss Pick (accessory)	Rental	4	30.00	1.0	53%	18.80
5/8" Shackle (accessory)	Rental	45	3.00	1.0	53%	21.15
5/8" Pear Ring (accessory)	Rental	4	3.00	1.0	53%	1.88
3/4" Pear Ring (accessory)	Rental	4	3.00	1.0	53%	1.88
1/2" Pear Ring (accessory)	Rental	4	3.00	1.0	53%	1.88
Burlap (accessory)	Rental	15	3.00	1.0	53%	7.05
Body Harness w/Lanyard (accessory)	Rental	1	3.00	1.0	53%	0.47
Truss Bolt Ammo Can	Rental	1	0.00	1.0	53%	0.00
Motor/Multi Harness	Rental	2	0.00	1.0	53%	0.00
Multi 100' (accessory)	Rental	6	300.00	1.0	53%	282.00
Multi 30' (accessory)	Rental	6	75.00	1.0	53%	70.50
110' Motor Cable (accessory)	Rental	2	75.00	1.0	53%	23.50
150' Motor Cable (accessory)	Rental	2	75.00	1.0	53%	23.50
5 Pin DMX 100' (accessory)	Rental	4	30.00	1.0	53%	18.80
5 Pin DMX 25' (accessory)	Rental	4	9.00	1.0	53%	5.64
Multi - Edison Break-In (accessory)	Rental	2	30.00	1.0	53%	9.40
Multi - Edison Break-Out (accessory)	Rental	6	30.00	1.0	53%	28.20
CM 1 Ton Chain Hoist	Rental	4	375.00	1.0	53%	235.00
CM 1/2 Ton Chain Hoist	Rental	9	270.00	1.0	53%	380.70
Motion Labs 8-Way Motor Controller	Rental	1	450.00	1.0	53%	70.50
Rigging Boxes						\$0.00
12 AWG Motor Cable - Case	Rental	1	0.00	1.0	53%	0.00
					Rigging Subtotal	\$1,713.15
Video						\$4,820.79
Chauvet F4XIP Video Wall Panel	Rental	84	300.00	1.0	53%	3948.00
Chauvet VIP Drive 10-5 Nova Processor	Rental	2	750.00	1.0	53%	235.00

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LEE HARTMAN & SONS INC.

Item	Type	Qty	Price	Days	Discount	Total
Roland V-80HD Video Switcher	Rental	1	900.00	1.0	53%	141.00
Vaddio Roboshot 40 UHD	Rental	2	600.00	1.0	53%	188.00
Vaddio PCC Premier	Rental	1	0.00	1.0	53%	0.00
HP V24i FHD 24" PC Monitor	Rental	2	51.00	1.0	53%	15.98
250' SDI Cable Spool	Rental	1	75.00	1.0	53%	11.75
50lb Stand Base	Rental	2	15.00	1.0	53%	4.70
10' Stand Pipe	Rental	1	30.00	1.0	53%	4.70
8' Stand Pipe	Rental	2	24.00	1.0	53%	7.52
Video Boxes						\$264.14
Video Wall Rigging Case	Rental	2	0.00	1.0	53%	0.00
Chauvet RB-F100CM Double Rig Bar (accessory)	Rental	10	99.00	1.0	53%	155.10
Chauvet RB-F50CMX2 Single Rig Bar (accessory)	Rental	4	51.00	1.0	53%	31.96
3' Spanset (accessory)	Rental	32	3.00	1.0	53%	15.04
5/8" Shackle (accessory)	Rental	32	3.00	1.0	53%	15.04
SDI - Case	Rental	1	0.00	1.0	53%	0.00
SDI Accessory Case (accessory)	Rental	1	300.00	1.0	53%	47.00
					Video Subtotal	\$4,820.79
Computer						\$117.50
Lenovo ThinkBook 14 G2 ARE Laptop, Video	Rental	2	150.00	1.0	53%	47.00
Lenovo ThinkBook 15 G3 Laptops, Production Only 101-106	Rental	2	150.00	1.0	53%	47.00
Lenovo Flex 7	Rental	1	150.00	1.0	53%	23.50
					Computer Subtotal	\$117.50
Audio						\$2,189.26
Meyer Sound LINA Array Speaker	Rental	10	900.00	1.0	53%	1410.00
Lina Fly Case	Rental	1	0.00	1.0	53%	0.00
5/8" Shackle (accessory)	Rental	8	3.00	1.0	53%	3.76
Meyer Sound MG-Lina Grid (accessory)	Rental	2	300.00	1.0	53%	94.00
Meyer Sound Ultra - X40 Loudspeaker	Rental	2	600.00	1.0	53%	188.00

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LEE HARTMAN & SONS INC.

Item	Type	Qty	Price	Days	Discount	Total
Meyer Sound Galaxy 816 Processor	Rental	1	1050.00	1.0	53%	164.50
Midas M32 Live Mixer	Rental	1	525.00	1.0	53%	82.25
Midas DL32 Stage Box	Rental	1	150.00	1.0	53%	23.50
Atlas Heavy Base Microphone Stand	Rental	1	15.00	1.0	53%	2.35
Four Bank 1 QLXD	Rental	1	900.00	1.0	53%	141.00
Shure UA874US Active Directional Antenna	Rental	1	75.00	1.0	53%	11.75
Audio Boxes						\$68.15
XLR - Case	Rental	1	0.00	1.0	53%	0.00
250' FOH Audio CAT5 Harness	Rental	1	0.00	1.0	53%	0.00
1430 100' (accessory)	Rental	2	75.00	1.0	53%	23.50
1430 50' (accessory)	Rental	1	45.00	1.0	53%	7.05
Meyer Cable Box	Rental	1	0.00	1.0	53%	0.00
3Pin m - 5Pin f (accessory)	Rental	4	60.00	1.0	53%	37.60
					Audio Subtotal	\$2,189.26
Lighting						\$5,396.54
Chauvet COLORado 1-Quad Wash Light	Rental	36	105.00	1.0	53%	592.20
Chauvet Rogue R3X LED Wash Moving Light	Rental	12	480.00	1.0	53%	902.40
Chauvet WELL Panel LED Wash Light	Rental	24	150.00	1.0	53%	564.00
HES Hog 4 Console	Rental	1	1500.00	1.0	53%	235.00
HES Whole Hog DP8000 Processor	Rental	1	300.00	1.0	53%	47.00
Vari-Lite VL4000 BeamWash Moving Light	Rental	8	1500.00	1.0	53%	1880.00
Elation CUEPIX Blinder WW2 LED Light	Rental	32	150.00	1.0	53%	752.00
Chauvet Ovation E-910FC ERS RGBA-Lime Light	Rental	8	300.00	1.0	53%	376.00
Chauvet D-Fi Wireless Hub	Rental	5	30.00	1.0	53%	23.50
50lb Stand Base	Rental	4	15.00	1.0	53%	9.40
8' Stand Pipe	Rental	4	24.00	1.0	53%	15.04
Lighting Boxes						\$0.00
5 pin DMX - Case	Rental	1	0.00	1.0	53%	0.00
L6-20 - Case	Rental	1	0.00	1.0	53%	0.00

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LEE HARTMAN & SONS INC.

Item	Type	Qty	Price	Days	Discount	Total
Power Con Jumper Box	Rental	1	0.00	1.0	53%	0.00
Lighting Subtotal						\$5,396.54
Power						\$305.50
200AMP 208v Distribution Rack	Rental	1	600.00	1.0	53%	94.00
400AMP 208v Distribution Rack	Rental	1	900.00	1.0	53%	141.00
Power Boxes						\$70.50
AC - Case	Rental	1	0.00	1.0	53%	0.00
Edison Quad (In Cases) (accessory)	Rental	10	15.00	1.0	53%	23.50
Cable Ramp Case	Rental	1	0.00	1.0	53%	0.00
Linebacker 5 Channel Cable Ramp (accessory)	Rental	10	30.00	1.0	53%	47.00
#2 Feeder - Case	Rental	1	0.00	1.0	53%	0.00
Power Subtotal						\$305.50
Crew						\$9,400.00
Technician	Service	1	9400.00	1.0		9400.00
Crew Subtotal						\$9,400.00
Discount Total						\$16,399.26
Rental Total						\$14,542.74
Surcharge Total						\$0.00
Labor Total						\$9,775.00
Sale Total						\$0.00
Subtotal						\$24,317.74
Tax						\$0.00
Grand Total						\$24,317.74

Applicable taxes will be billed in addition to the quoted subtotal.

Thank you for your business! Please let us know if there is anything we can do to better serve you for your next event.

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LEE HARTMAN & SONS INC.

TERMS & CONDITIONS

These Terms and Conditions shall apply to any quotation issued by Lee Hartman & Sons, Inc. ("LHS") to which they are attached or referenced, whether physically or electronically. Sales, rentals, and orders of any goods or services ("Products") are subject to final approval by LHS and shall be subject to these Terms and Conditions, which take precedence over any additional or different terms and conditions from Customer, unless specifically provided in a separate written agreement between LHS and Customer. A signed ticket, quote or written notice constitute a Purchase Order. Any amendment, change order, revision, or termination to an already-accepted Purchase Order shall be subject to acceptance by an authorized representative of LHS. Unless otherwise specified, all quotations are valid for 30 days from the date issued.

PRICES & TAXES

Customer is solely liable for all taxes, customs duties, or any other excises imposed by Federal, State, County or Municipal authority under any current or future law, upon or with respect to the sale, delivery, or use of the Products and Customer agrees to pay the amount thereof under the same terms as the Purchase Order.

TERMS OF PAYMENT

LHS will invoice Customer for the exact quantity of Products on the day delivered or collected and event completion by LHS. Payment shall be made for invoices in accordance with such terms of payment specified. All payments must be met by invoice due date. Unpaid balances after the due date are subject to a late fee of 2% per month.

PERFORMANCE & DELIVERY

LHS shall not be responsible or liable for any damages of any kind for delays or non-performance with respect to Purchase Orders for Products due to any cause beyond the direct control of LHS. This includes, but is not limited to, supplier shortages, riots, strikes, natural disasters, state or national emergencies, and acts of God. LHS's delivery dates and schedules represent its best estimates based on current schedules and workloads. LHS shall have no liability for delay or any damages or losses sustained in meeting such dates or schedules. Time is specifically not of the essence as to any such dates.

LIMITATION OF LIABILITY

LHS's LIABILITY TO CUSTOMER, WHETHER IN CONTRACT, IN TORT, UNDER ANY WARRANTY, IN NEGLIGENCE OR OTHERWISE, SHALL NOT EXCEED IN ANY CASE THE RETURN OF THE AMOUNT OF THE PURCHASE PRICE PAID BY CUSTOMER AND UNDER NO CIRCUMSTANCES SHALL LHS BE LIABLE FOR SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES. THE PRICE STATED FOR THE PRODUCTS IS CONSIDERATION FOR LIMITING LHS'S LIABILITY. WITHOUT LIMITATION OF THE FOREGOING, IN NO EVENT WILL LHS BE RESPONSIBLE OR LIABLE FOR (A) PENALTIES OR PENALTY CLAUSES OF ANY DESCRIPTION, OR (B) INDEMNIFICATION OF CUSTOMER OR OTHERS FOR COSTS, DAMAGES OR EXPENSES ARISING OUT OF OR RELATED TO THE PRODUCTS.

I, the undersigned, accept the terms and conditions of rental, and do hereby rent and accept the above listed equipment, acknowledge that it is in good working order and pay LHS a stipulated rental fee, and agree to take care of all equipment and use in a proper manner and pay for all repair/replacement fees.

Signed:

Printed:

Date:

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Rental Agreement

Roanoke VA 24011

Rental _____
 Setup _____
 In Use _____
 Takedown _____

Customer PO _____
 Job Example _____
 Event Location _____
 Participant _____
 Participant _____
 Participant _____
 Owner _____

Item	Type	Qty	Price	Days	Total
Audio					\$192.34
EV Everse 8	Rental	2	200.00	1.0	133.34
Shure Beta87A Microphone	Rental	1	75.00	1.0	25.00
25' XLR Cable	Rental	1	6.00	1.0	2.00
50' XLR Cable	Rental	1	6.00	1.0	2.00
Ultimate Speaker Stand (Short)	Rental	2	7.50	1.0	5.00
Mackie 1402-VLZ3 Mixer	Rental	1	75.00	1.0	25.00
Audio Subtotal					\$192.34
Transport					\$88.00

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LEE HARTMAN & SONS INC.

Item	Type	Qty	Price	Days	Total
Delivery / Pickup	Service	1	2.00	44.0 miles	88.00
				Transport Subtotal	\$88.00
Crew					\$360.00
Technician	Service	1	60.00	6.0 hours	360.00
				Crew Subtotal	\$360.00
				Rental Total	\$192.34
				Surcharge Total	\$0.00
				Labor Total	\$448.00
				Sale Total	\$0.00
				Subtotal	\$640.34
				Tax	\$10.19
				Grand Total	\$650.53

Applicable taxes will be billed in addition to the quoted subtotal.

Thank you for your business! Please let us know if there is anything we can do to better serve you for your next event.

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LEE HARTMAN & SONS INC.

TERMS & CONDITIONS

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PRICES & TAXES

Customer is solely liable for all taxes, customs duties, or any other excises imposed by Federal, State, County or Municipal authority under any current or future law, upon or with respect to the sale, delivery, or use of the Products and Customer agrees to pay the amount thereof under the same terms as the Purchase Order.

TERMS OF PAYMENT

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I, the undersigned, accept the terms and conditions of rental, and do hereby rent and accept the above listed equipment, acknowledge that it is in good working order and pay LHS a stipulated rental fee, and agree to take care of all equipment and use in a proper manner and pay for all repair/replacement fees.

Signed:

Printed:

Date:

Name	Product Group	Description	VASCUPP First Day Rate
Type B to Type G power adapter(White)	Audio	UAE Power Adapter	\$ 0.75
Mic Clip	Audio	Mic Clip	\$ 1.13
Shock Mount Clip	Audio	Shock Mount Clip	\$ 1.13
Short Gooseneck Microphone Lectern Stand	Audio	Short Gooseneck Microphone Lectern Stand	\$ 1.13
Short XLR Patch Cable	Audio	5' or Less XLR Cable	\$ 1.13
Meyer Blue 5Pin m - 3Pin f	Audio	5 Pin male - 3 pin female Blue	\$ 1.88
Short Round Base Microphone Boom Stand	Audio	Short Round Base Microphone Boom Stand	\$ 2.25
Short Tripod Microphone Boom Stand	Audio	Short Tripod Microphone Boom Stand	\$ 2.25
Tabletop Microphone Stand	Audio	Tabletop Microphone Stand	\$ 2.25
Tall Gooseneck Microphone Lectern Stand	Audio	Tall Gooseneck Microphone Lectern Stand	\$ 2.25
Ultimate Speaker Stand (Short)	Audio	Ultimate Speaker Stand	\$ 3.00
Atlas Round Microphone Stand	Audio	Atlas Round Microphone Stand	\$ 3.75
JBL SRX712M U Bracket	Audio	712 Yoke with pipe clamp	\$ 3.75
Ultra X40 Hanging Hardware	Audio	Hardware to hang X40 from their mounted	\$ 3.75
Atlas Heavy Base Microphone Stand	Audio	Atlas Heavy Base Microphone Stand	\$ 5.63
Shure WL93 Microphone	Audio	Shure miniature Lavalier Microphone	\$ 5.63
Ultimate Speaker Stand (Tall)	Audio	Ultimate Speaker Stand	\$ 6.00
Meyer MPK-Pole, 35mm/M20 Adjustable Univer	Audio	Pneumatic assisted lift pole For X40	\$ 7.50
Meyer MUB-X20 U-Bracket	Audio	Meyer MUB-X20 U-Bracket for hanging x20 sp	\$ 7.50
Sony CDP-CE375 5 Disc CD Carousel Changer	Audio	Sony CDP-CE375 5 Disc CD Carousel Changi	\$ 7.50
Tall Tripod Microphone Boom Stand	Audio	Tall Tripod Microphone Boom Stand	\$ 7.50
Whirlwind Director direct box	Audio	Whirlwind DI , 1/4in inputs XLR Outs	\$ 7.50
Whirlwind Hot Spot Direct Box	Audio	Active direct box - batteries or phantom powe	\$ 7.50
Whirlwind IMP-2 Direct Box	Audio	Whirlwind IMP-2 Direct Box	\$ 7.50
Whirlwind Line Balance Splitter	Audio	Whirlwind Line Balance Splitter	\$ 7.50
AKG D112 Microphone	Audio	Professional dynamic bass drum microphone	\$ 11.25
Anchor LBH-30 Megaphone	Audio	Anchor LBH-30 Little Big Horn	\$ 11.25
Anchor PB-25 Minivox PA Speaker	Audio	MINIVOX Battery Powered Handheld Public A	\$ 11.25
Anchor PB-35 Mega Vox PA Speaker	Audio	MegaVOX Battery Powered Handheld Public /	\$ 11.25
Clear-Com Blazon Signal Light	Audio	Clear-Com Blazon Signal Light	\$ 11.25
Clear-Com Double Muff Headset	Audio	Clear-Com Double Muff Headset	\$ 11.25
Clear-Com RS-501 Beltpack	Audio	Clear-Com RS-501 Single Channel Beltpack	\$ 11.25

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Clear-Com RS-601 Beltpack	Audio	Clear-Com RS-601 Single Channel Belt Pack	\$	11.25
Clear-Com RS-701 Beltpack	Audio	Clear-Com RS-701 Beltpack	\$	11.25
Countryman Type 85 Direct Box	Audio	Instrument pickup to balanced XLR - Phantom	\$	11.25
Crown CM-30 Microphone	Audio	Crown Audio CM-30 Miniature Supercardioid	\$	11.25
Crown SG2 Microphone	Audio	Crown Soundgrabber II Pressure Zone Microp	\$	11.25
Electro-Voice N/D468 Microphone	Audio	Electro-Voice dynamic supercardioid instrum	\$	11.25
Mackie SRM150 Tabletop Speaker	Audio	5" Compact Active PA System	\$	11.25
Meyer Lina U Bracket	Audio	Meyer Lina U Bracket	\$	11.25
Motorola 2-way Radio	Audio	Motorola 2-way Radio Mag One (pictured) or	\$	11.25
Sennheiser ME80/K3 Microphone	Audio	Sennheiser ME80/K3 Shotgun Microphone	\$	11.25
Shure SM57 Microphone	Audio	Shure SM57 Cardioid Dynamic Instrument Mi	\$	11.25
Shure SM58-LC Microphone	Audio	Vocal Microphone with Pneumatic Shock Moi	\$	11.25
Shure SM58S Microphone	Audio	Shure SM58S Vocal Microphone with On/Off :	\$	11.25
Shure WH20 Headset Microphone	Audio	Shure WH20 Headset Mic	\$	11.25
Soundcraft 12FX Mixer 6-Ch	Audio	Soundcraft Notepad-12FX Mixer 6-Ch	\$	11.25
Whirlwind pcDI Direct Box	Audio	Whirlwind pcDI Direct Box	\$	11.25
AKG C535 EB Microphone	Audio	AKG reference condenser vocal microphone	\$	15.00
Audio Technica AT8035 Condenser Microphone	Audio	Audio Technica AT8035 Directional Shotgun (\$	15.00
Blue Yeti USB	Audio	Blue MicrophonesÂ Yeti Multi-pattern USB Cc	\$	15.00
Clear-Com CS-222 Power Supply	Audio	Clear-Com CS-222 Power Supply	\$	15.00
Clear-Com PK-5 Power Supply	Audio	Clear-Com Single Channel power supply	\$	15.00
Clear-Com PS-704 Power Supply	Audio	Clear-Com Four-Channel Intercom Power Su	\$	15.00
Mackie 802-VLZ3 Mixer	Audio	Mackie 8-Channel Compact Mixer	\$	15.00
Marantz PMD 201 Cassette Recorder	Audio	Marantz PMD201 Professional - 3 head casse	\$	15.00
Meyer Leopard Pull Over Cover	Audio	Leopard Pull Over Cover	\$	15.00
Numark DM1200 Mixer	Audio	Numark DM1200 DJ Mixer	\$	15.00
Numark Mixdeck Express DJ Controller	Audio	DJ Controller with Dual CD and USB Playback	\$	15.00
Shure Beta 27 Microphone	Audio	Shure Beta 27	\$	15.00
Shure Beta 52A Microphone	Audio	Kick Drum Microphone - Supercardioid Dynar	\$	15.00
Shure Beta 57A Microphone	Audio	Shure Beta 57A	\$	15.00
Shure Beta 58 Microphone	Audio	Supercardioid Dynamic Vocal Microphone	\$	15.00
Shure Beta 91 Microphone	Audio	Shure Beta 91	\$	15.00

Shure Beta 98 Microphone	Audio	Shure Beta 98 w/ drum mount	\$	15.00
Shure Beta87A Microphone	Audio	Shure Beta 87A Supercardioid Condenser H	\$	15.00
Shure MX412D/S Gooseneck Microphone	Audio	12" Cardioid Gooseneck Microphone	\$	15.00
Shure MX418D/C Gooseneck Microphone	Audio	18" Cardioid Gooseneck Microphone	\$	15.00
Shure SM81-LC	Audio	Condenser Instrument Microphone	\$	15.00
Shure UA860SWB Antenna	Audio	Shure Non-Directional Antenna	\$	15.00
Shure UA874US Active Directional Antenna	Audio	Shure UA874 Active Directional Antenna	\$	15.00
Tascam CD-RW900 CD Recorder	Audio	CD Recorder with MP3 Playback	\$	15.00
Tascam CD-RW900SL CD Recorder	Audio	CD Recorder with MP3 Playback	\$	15.00
Yamaha MG10 Mixer	Audio	10-channel Analog Mixer with 4 Microphone F	\$	15.00
Clear-Com MS-200B Power Station	Audio	Clear-Com MS200B 2 Channel Power Station	\$	18.75
Clear-Com MS-200B Power Supply	Audio	Clear-Com Two Channel Power Supply	\$	18.75
Countryman E6 Earset Microphone	Audio	Countryman E6 Earset Microphone	\$	18.75
Mackie 1202-VLZ PRO Mixer	Audio	Mackie 12-Channel Compact Mixer	\$	18.75
Mackie 1402-VLZ3 Mixer	Audio	Mackie 14-Channel Compact Mixer	\$	18.75
Marantz PMD 661 MKII Solid State Recorder	Audio	Marantz Professional PMD-661MKIII Hand	\$	18.75
Meyer Lina Caster Frame Kit	Audio	Meyer Lina Caster Frame Kit	\$	18.75
Meyer Lina Pull Over Cover	Audio	Meyer Lina Pull Over Cover	\$	18.75
Meyer MCF-900-LFC Caster Frame Kit	Audio	MCF-900-LFC caster frame kit	\$	18.75
Meyer MCF-LEOPARD Caster Kit	Audio	Meyer Sound MCF-LEOPARD Caster Frame K	\$	18.75
Shure KSM32 Microphone	Audio	Shure KSM32 Large-diaphragm Condenser I	\$	18.75
Shure MX153	Audio	Shure Head set microphones (E6)	\$	18.75
Shure PA805 Directional Antenna	Audio	PSM Directional Antenna	\$	18.75
Yamaha C112V Passive Speaker	Audio	Non powered Two-Way 12" Speaker	\$	18.75
Allen & Heath Mix Wizard 16:2 Mixer	Audio	Allen & Heath Mix Wizard 16:2 Mixer	\$	22.50
Bose S1 Pro Powered PA Speaker	Audio	S1 Pro portable Bluetooth speaker system	\$	22.50
JBL EON610 Powered Speaker	Audio	Portable 2-Way Multipurpose Self-Powered S	\$	22.50
QSC CP-8 Powered Speaker	Audio	Two-Way 8" 1000W Compact Powered Louds	\$	22.50
QSC K10 Powered Speaker	Audio	10" 2-Way Active Speaker, 1000W	\$	22.50
Whirlwind 16x4 Snake 100'	Audio	Whirlwind Medusa Standard 16x XLR Send/4	\$	22.50
Yamaha P7000S Amplifier	Audio	2 Channel Amplifier (700W into 8 Ohm Stere	\$	22.50
Fender Passport P-250 Portable PA	Audio	Fender Passport P-250 Event Portable PA Sys	\$	26.25
Shure SCM810 Automatic Microphone Mixer	Audio	Shure SCM810 Automatic Microphone Mixer	\$	26.25

Shure UA844 Antenna Distro	Audio	Shure UA844 Antenna Distro	\$	26.25
Shure UA845UWB Directional Antenna w/ Power	Audio	5-way Active Antenna and Power Distribution	\$	26.25
Behringer S16 Digital Stage Box	Audio	Behringer 16-input / 8-output Digital Stage Box	\$	30.00
Fender Passport PR-845 Portable PA	Audio	Fender Passport PR845 Event Portable PA System	\$	30.00
QSC CP-12 Powered Speaker	Audio	Two-Way 12" 1000W Compact Powered Loudspeaker	\$	30.00
Ultra X40 Hanging Hardware Ammo Can	Audio	Ammo Can with Hanging Hardware and Hardware	\$	30.00
EAW SM109z Stage Monitor	Audio	Compact 2-way 10" Stage Monitor	\$	33.75
JBL SRX712M Passive Speaker	Audio	12" High-Power 2-Way Stage Monitor	\$	33.75
Shure BLX14R/W93 Wireless Microphone System	Audio	Shure BLX14R/W93 Rackmount Wireless Omnidirectional	\$	33.75
Shure BLX24/SM58 Wireless Microphone System	Audio	Shure BLX24/SM58 Wireless Handheld Vocal Microphone	\$	33.75
Crown Com-Tech 800 Amplifier	Audio	Com-Tech 800 2-Channel Commercial Power Amplifier	\$	37.50
D'San Large Timer Display	Audio	D'San Large Timer Display	\$	37.50
D'San Limitimer AV-1000 Speech Timer	Audio	Speaker Time Keeper	\$	37.50
EV Everse 8	Audio	Bluetooth, Battery powered, Speaker	\$	37.50
Horizon S12X4-150 Snake	Audio	XLR Snake, 12 Input, 4 Return, 150'	\$	37.50
QSC K10.2 Powered Speaker	Audio	10" 2-Way Active Speaker, 2000W	\$	37.50
QSC K12 Powered Speaker w/ Tote	Audio	1000-Watt Active 2-Way PA Speaker w/ Tote	\$	37.50
Radical M116B Press Box	Audio	Radical M116B Press Box	\$	37.50
Sennheiser EW100 Camera Microphone	Audio	Sennheiser EW 100 ENG G4 Camera-Mount Wireless	\$	37.50
Williams Assistive Listening System	Audio	Williams Assistive Listening System with 1 transmitter	\$	37.50
Yamaha EMX2 Mixer	Audio	Yamaha EMX2 10-Channel 500 Watt Power Amplifier	\$	37.50
Yamaha RIO 1608 Digital Snake Box	Audio	Yamaha RIO 1608 Digital Snake Box	\$	37.50
QSC KW 122 Powered Speaker w/Cover	Audio	1,000-watt KW Series PA Speaker with 12" Loudspeaker	\$	45.00
Yamaha EMX512 Mixer	Audio	Yamaha EMX 512 12-Input Powered Mixer	\$	48.75
Community R.25 Outdoor Speaker	Audio	Community R.25-94Z 8" 2-Way Coaxial Full Range	\$	52.50
Clear-Com RM-704 Remote Station	Audio	Clear-Com Four-Channel Intercom Remote Station	\$	56.25
Community R.5-66X Outdoor Speaker	Audio	12" 2-Way Full Range Speaker 200W, Weather Resistant	\$	56.25
D'San Limitimer PRO-2000 Speech Timer	Audio	Speaker Time Keeper	\$	56.25
Mackie SRM-FLEX Powered Speaker	Audio	Mackie SRM-FLEX Portable 1300W Column Powered	\$	56.25
Meyer Sound LINA Array Speaker	Audio	2x6.5" Active Arrayable Loudspeaker, 5-Pin, Full Range	\$	56.25
Meyer Sound MG-Lina Grid	Audio	Meyer Sound MG-Mina/Lina Grid	\$	56.25
Meyer Sound RMServer System	Audio	Ethernet-based control and communication for	\$	56.25
Midas DL32 Stage Box	Audio	Midas DL32 Stage Box	\$	56.25

QSC KS118 Powered Subwoofer	Audio	QSC KS118 3600W 18 inch Powered Subwoo	\$	56.25
RCF EVOX 5 Powered Speaker	Audio	RCF Evox 5 Compact Active Two-Way PA Spe	\$	56.25
Shure PA421A Antenna Distribution	Audio	PSM Antenna Distro	\$	56.25
Shure ULXP124/85 Wireless System	Audio	Shure ULXP124/85 Wireless System	\$	56.25
Whirlwind PRESSPOWER Active Press Box	Audio	Whirlwind PRESSPOWER Active Press Box	\$	56.25
Yamaha EMX7 Mixer	Audio	Yamaha EMX7 12-channel 1420W Powered M	\$	56.25
Yamaha Tio 1608-D2 I/O Rack	Audio	Yamaha Tio1608-D2 Dante-Equipped I/O Rac	\$	56.25
Lab Gruppen IPD 2400 Amplifier	Audio	2 Channel 2,400W Amplifier	\$	60.00
Meyer Sound ULTRA-X20 Speaker	Audio	Meyer Sound ULTRA-X20 Speaker	\$	63.75
EAW MW15 Stage Monitor	Audio	Floor Monitor, 15" Woofer, Single or Bi-Amp, I	\$	67.50
QSC TouchMix-16 Mixer	Audio	QSC TouchMix-16 Compact Digital Mixer with	\$	67.50
Behringer X32 Compact Mixer	Audio	Behringer X32 Compact Mixer 40 Ch	\$	75.00
Behringer X32 Producer Mixer	Audio	Behringer X32 Producer Mixer 40 Ch	\$	75.00
Community R2-52Z Outdoor Speaker	Audio	Dual 12" 3-Way Speaker with 50x20 Dispersio	\$	75.00
Meyer Sound 750-LFC Subwoofer	Audio	Compact Low-Frequency Control Element with	\$	75.00
Meyer Sound LEOPARD Array Speaker	Audio	2x9" Active Arrayable Loudspeaker 5-Pin, RM	\$	75.00
Meyer Sound LEOPARD-M80 Array Speaker	Audio	Meyer LEOPARD Compact Linear Line Array L	\$	75.00
Meyer Sound MDM-832 Power Signal Distributi	Audio	Meyer Sound MDM-832 Power Signal Distribu	\$	75.00
Meyer Sound MG-LEOPARD 900-LFC Grid Kit	Audio	Meyer Sound MG-LEOPARD 900-LFC Grid Kit	\$	75.00
Meyer Sound Ultra - X40 Loudspeaker	Audio	Compact Wide Coverage Loudspeaker	\$	75.00
Meyer Sound Ultra - X42 Loudspeaker	Audio	Compact Narrow Coverage Loudspeaker	\$	75.00
P10R Diversity Bodypack Receiver	Audio	A low-profile, diversity bodypack receiver for	\$	75.00
QSC WL2102 Array Speaker	Audio	Wide Angle, Line Array Speaker, Dual 10" Driv	\$	75.00
RCF EVOX 8 Powered Speaker	Audio	RCF Evox 8 Compact Active Two-Way PA Spe	\$	75.00
Shure P10T-G10 Wireless Transmitter	Audio	PSM1000 Transmitter	\$	75.00
Shure QLXD124/85 Wireless Microphone Syste	Audio	Shure QLXD124/85 Digital Wireless Combo M	\$	75.00
Yamaha DM3 Mixer	Audio	Yamaha DM3 Digital Mixing Console	\$	75.00
Yamaha RIO 3224 Stage Box	Audio	Yamaha Rio RIO3224-D Stage Box	\$	75.00
Lab Gruppen PLM 10000Q SP Amplifier	Audio	4 Channel 10,000W Amplifier	\$	90.00
Lab Gruppen PLM 14000 SP Amplifier	Audio	2 Chaanel 14,000W Amplifier	\$	90.00
Behringer X32 Full Size Mixer	Audio	Behringer X32 Mixer Full Size 40 Ch	\$	93.75
CBI ES24/24-10/10 24 Channel Monitor Split	Audio	CBI ES24/24-10/10 24-Channel EarSplitter In	\$	112.50
Lab Gruppen PLM 20000Q SP Amplifier	Audio	4 Channel 20,000W Amplifier	\$	112.50

Lab Gruppen PLM 20K44 SP Amplifier	Audio	4 Channel 20,000W Amplifier	\$	112.50
Meyer Sound 900-LFC Subwoofer	Audio	Meyer Sound 900-LFC 3100W 18-inch Powe	\$	112.50
Meyer Sound MDM-5000 Power Signal Distrib	Audio	Meyer Sound MDM-5000 Power Signal Distrib	\$	112.50
SLXD24D Digital Wireless Dual Microphone Sys	Audio	Digital Wireless Dual Handheld System	\$	112.50
LAKE LM 26 Audio Processor	Audio	Loudspeaker Processor with Raised Cosine E	\$	131.25
Meyer Sound Galaxy 408 Processor	Audio	Meyer Sound Galaxy 408 Processor	\$	150.00
Midas M32 Live Mixer	Audio	Digital Console for Live and Studio with 40 Inj	\$	150.00
PSM-1000 x2 unit Kit	Audio	In-Ear Personal Monitoring System	\$	150.00
LAKE LM 44 Audio Processor	Audio	Audio Processor, 4x4 analog; 8x8 digital; 4x8	\$	187.50
Meyer Sound Galaxy 816 Processor	Audio	Meyer Sound Galaxy 816 Processor	\$	225.00
Shure SLXD4Q+ 4 wireless mic system	Audio	Shure SLXD4Q+ 4 wireless mic system with 4	\$	225.00
Shure ULXD4Q-GV Wireless System	Audio	Shure ULXD124/85 Wireless System	\$	225.00
Shure Axient AD4Q Four Channel Wireless Syst	Audio	Shure AD4Q Four-channel Axient System	\$	300.00
Yamaha CL5 Mixer	Audio	Yamaha CL5 72-channel Digital Mixer	\$	300.00
PSM-1000 x8 unit Kit	Audio	In-Ear Personal Monitoring System	\$	600.00
SABRENT Multi-Port USB C Hub	Computer	SABRENT Multi-Port USB Type-C Hub with 4K	\$	3.75
USB Keyboard	Computer	USB Keyboard	\$	3.75
USB Mouse	Computer	USB Mouse	\$	3.75
Logitech C922 Pro HD Stream Webcam	Computer	Logitech C922 Pro Stream 1080	\$	7.50
Wireless Presenter with Laser	Computer	Wireless Presenter with Laser	\$	7.50
Mackie Onyx Artist 1-2 USB Audio Interface	Computer	Mackie Onyx Artist 1-2 USB Audio Interface	\$	11.25
Shure X2U Adapter	Computer	Microphone (XLR) to USB Adapter	\$	11.25
Magewell USB Capture HDMI 4k Plus	Computer	Usb interface to capture HDMI + embedded a	\$	18.75
Magewell USB Capture SDI 4k Plus	Computer	Interface to capture SD/HD/3G/2K/6G SDI + e	\$	18.75
Mobile Hotspot	Computer	Portable WiFi Hotspot to provide internet acc	\$	18.75
PC Stick	Computer	Mini PC for Digital Signage.	\$	18.75
D'San Perfect Cue Micro	Computer	D'San Perfect Cue Micro	\$	30.00
Zebra ZD421 DT Label Printer	Computer	Zebra ZD421 DT 300 dpi,USB,ModConSlot,BT	\$	30.00
Dell Inspiron 15 3567 Laptop	Computer	Dell Inspiron 15 3567 Laptop	\$	37.50
HP Laptop 17-by4061nr	Computer	Video Editing	\$	37.50
Lenovo Flex 7	Computer	Lighting and Audio Laptops	\$	37.50
Lenovo G50-80 Laptop	Computer	Lenovo G50-80 Laptop	\$	37.50
Lenovo IdeaPad 330S-15IKB Laptop	Computer	IdeaPad 330S-15IKB Laptop	\$	37.50

Lenovo ThinkBook 14 G2 ARE Laptop, Video	Computer	VIDEO LAPTOPS	\$	37.50
Lenovo ThinkBook 15 G3 Laptop 210	Computer	Lenovo ThinkBook 15 G3 Laptop 210	\$	37.50
Lenovo ThinkBook 15 G3 Laptops, Production C	Computer	PRODUCTION LAPTOPS 101-106	\$	37.50
Lenovo ThinkBook 15 G4 ABA Laptops, Product	Computer	PRODUCTION LAPTOPS 1-50	\$	37.50
Lenovo ThinkBook 15 G4 Laptops, Production C	Computer	PRODUCTION LAPTOPS 107-116	\$	37.50
Lenovo ThinkPad E430 Laptop	Computer	ThinkPad E430 Laptop	\$	37.50
Lenovo ThinkPad E531 Laptop	Computer	ThinkPad E531 Laptop	\$	37.50
Lenovo ThinkPad E585 Laptop, 209, 219	Computer	RENTAL LAPTOPS 209, 219	\$	37.50
Lenovo ThinkPad T490 Laptop 205	Computer	RENTAL LAPTOP 205	\$	37.50
Brother MFC-9970 Monochrome Laser Printer	Computer	Color Laser All-in-One with Wireless Network	\$	41.25
Brother HL-L8360 Color Laser Printer	Computer	Business Color Laser Printer with Duplex Prin	\$	56.25
Base Pin 2" x 4"	Drape	2" x 4" Base Pin	\$	0.38
Base Pin 2" x 6"	Drape	2" x 6" Base Pin	\$	0.38
Base Pin 2" x 10"	Drape	2" x 10" Extra Long Base Pin	\$	0.75
Base Medium (25 lb) Black	Drape	18" x 18" x 3/8" (25 lb)	\$	2.25
Base Small (17.5 lb)	Drape	18" x 18" x 3/16" (17.5 lb)	\$	2.25
Base Large (31Lb.)	Drape	24" x 24" x 3/16" (31 lb)	\$	2.63
Base Weight 18" x 18" Rubber	Drape	18" x 18" Rubber Weights	\$	2.63
Cross Bar 4' - 7'	Drape	4' - 7' Cross Bar	\$	3.00
Cross Bar 6' - 10'	Drape	6' - 10' Cross Bar	\$	3.00
Drape Per Foot 3' Including Hardware	Drape	3' Drape Per Running Foot	\$	3.00
Cross Bar 8' - 14'	Drape	8' - 14' Cross Bar	\$	3.75
Cross Bar 9' - 16'	Drape	9' - 16' Cross Bar	\$	3.75
Drape Per Foot 8' Including Hardware	Drape	8' Drape Per Running Foot	\$	3.75
Upright 5' - 8'	Drape	5' - 8' Upright	\$	3.75
Banjo Drape White 12ft Including Hardware	Drape	Banjo Drape White 12ft Including Hardware	\$	5.25
Drape Per Foot 12' Including Hardware	Drape	12' Drape Per Running Foot	\$	5.25
Upright (3 Stage) 8' - 20'	Drape	8' - 20' Upright (3 Stage)	\$	5.63
Upright 9' - 16'	Drape	9' - 16' Upright	\$	5.63
Spandex Truss Cover 8' White	Drape	8' White Spandex Truss Cover	\$	13.50
Spandex Square 7'	Drape	7' Spandex Square	\$	15.00
Spandex Truss Cover 10' White	Drape	10' White Spandex Truss Cover	\$	15.00
Backdrop Velour Heavy Drape 13' x 16'	Drape	13' x 16' Heavy Drape	\$	18.75

Backdrop Velour Thin Drape 13' x 16'	Drape	13' X 16' Thin Drape	\$	18.75
Spandex Square 16'	Drape	16' Spandex Square	\$	18.75
Spandex Triangle 16'	Drape	16' Spandex Triangle	\$	18.75
Backdrop Black Plateau Velour 8' x 13'	Drape	8' x 13' Drape Black Plateau Velour PnD	\$	22.50
Stage Truss Teaser Black 51' x 3'	Drape	51' X 3' Black Truss Teaser	\$	22.50
Stage Truss Teaser White 51' x 3'	Drape	51 X 3' White Truss Teaser	\$	22.50
Backdrop Black Plateau Velour 18' x 13'	Drape	18' x 13' Black Plateau Velour PnD	\$	30.00
Backdrop Black 12' x 21'	Drape	12' X 21' Backdrop Black	\$	37.50
Stage Leg Black 15' x 30'	Drape	15' X 30' Black Leg	\$	37.50
Backdrop Black 41' x 30'	Drape	41' X 30' Backdrop Black	\$	67.50
1' x 1' Dance Floor Edge	Flooring	1' x 1' Dance Floor Edge	\$	0.75
1' x 1' Dance Floor Square White	Flooring	1' x 1' Dance Floor Square White	\$	1.88
Carpeted Floor Mat	Flooring	Carpeted Floor Mat	\$	3.75
Linebacker 5 Channel Cable Ramp	Flooring	Linebacker 5 Channel Cable Ramp	\$	5.63
American DJ UV Cannon	FX	American DJ UV Cannon	\$	11.25
American DJ Entour Faze Haze	FX	American DJ Entour Faze 450W Fog Machine	\$	18.75
Chauvet Arena 2100 Flex Fogger	FX	Chauvet Arena 2100 Flex DMX Controller Fog	\$	18.75
Chauvet Hurricane Haze 4D Haze	FX	CHAUVET DJ Hurricane Haze 4D - Haze Mach	\$	18.75
MBT 9000 Fogger	FX	MBT FM9000 Super Fogger 1000w	\$	18.75
MBT FM-850 Fogger	FX	MBT The Brute II FM-850 700w Fog Mact	\$	18.75
Motorized Mirror Ball	FX	Motorized Mirror Ball	\$	18.75
Eliminator Furious Three RG Effect Light	FX	Eliminator Furious Three RG Effect Light	\$	22.50
Reel EFX DF-50 Diffusion Haze	FX	Reel EFX DF-50 Diffusion Hazer, Atmospheric	\$	75.00
ETC Source 4 Gel Frame	Lighting	ETC Source 4 Gel Frame	\$	0.38
ETC Gobo Holder B Size	Lighting	Gobo Holder B Size	\$	1.13
ETC Lighting Doughnut	Lighting	Lighting Doughnut	\$	1.13
Generic Safety Cable	Lighting	Safety Cable	\$	1.13
Chauvet Lighting Stand	Lighting	Stand Only	\$	3.00
Altman Par 36 Pinpoint Fixture	Lighting	Par 36 Pinpoint Fixture	\$	3.75
Altman Par 38 Fixture	Lighting	Par 38 Fixture	\$	3.75
Chauvet Foot Controller	Lighting	Chauvet DJ Foot Controller for 4BAR, 4BAR Fl	\$	3.75
Gobo	Lighting	A gobo is an object placed inside or in front of	\$	3.75
ETC Lens Tube 19 Degree	Lighting	Lens Tube 19 Degree	\$	5.63

ETC Lens Tube 26 Degree	Lighting	Lens Tube 26 Degree	\$	5.63
ETC Lens Tube 36 Degree	Lighting	Lens Tube 36 Degree	\$	5.63
ETC Lens Tube 50 Degree	Lighting	Lens Tube 50 Degree	\$	5.63
ETC Lighting Barndoor	Lighting	Lighting Barndoor	\$	5.63
ETC Source 4 Iris	Lighting	ETC Source 4 Iris	\$	5.63
Chauvet D-Fi Wireless Hub	Lighting	Chauvet D-Fi Hub Compact Wireless DMX Tr	\$	7.50
ETC Source 4 Jr Lens (26 degree)	Lighting	ETC Source 4 Jr Light (26 degree)	\$	7.50
ETC Source 4 Par	Lighting	ETC Source 4 Par	\$	7.50
ETC Source 4 Zoom Lens (15-30 degree)	Lighting	ETC Source 4 Zoom (15-30 degree)	\$	7.50
Chauvet DMX-4 Dimmer	Lighting	4-channel dimmer/relay pack providing DMX	\$	11.25
ETC Source 4 575W Ellipsoidal	Lighting	ETC Source 4 575W Ellipsoidal	\$	11.25
Leprecon ULD-340 15A Dimmer Pack (1800W)	Lighting	4-Channel Stage Pin Tree-Mount Dimmer, 15.	\$	15.00
Altman ZipStrip Light	Lighting	Altman ZipStrip Light	\$	18.75
Chauvet DJ EVE P-160 RGB LED Wash Light	Lighting	160W LED wash light with thirteen red, thirte	\$	18.75
Chauvet Q-Spot 260-LED Light	Lighting	CHAUVET PROFESSIONAL Q-Spot 260-LED D	\$	18.75
Chauvet Q-Wash 260-LED Light	Lighting	CHAUVET PROFESSIONAL Q-Wash 260-LED I	\$	18.75
Generic Eliminator Furious Five RG Effect Light	Lighting	Generic Eliminator Furious Five RG Effect Ligh	\$	18.75
Leprecon LP-612 Console	Lighting	Leprecon LP-612 Microplex - DMX Console	\$	18.75
Leprecon ULD-340-HP 20A Dual Dimmer Pack	Lighting	4-Channel Stage Pin High Power Tree-Mount	\$	18.75
Chauvet COLORado 1-Quad Wash Light	Lighting	CHAUVET PROFESSIONAL COLORado 1-Qua	\$	26.25
Chauvet COLORado Tri IP Wash Light	Lighting	CHAUVET PROFESSIONAL COLORado Tri IP	\$	26.25
Leviton N7532 Console	Lighting	32/64 channel memory console, 512 memor	\$	26.25
Elation CUEPIX Blinder WW2 LED Light	Lighting	2x 100W WW LED Blinder	\$	33.75
Chauvet 4BAR Quad Wash Light	Lighting	Chauvet DJÂ 4BAR Quad ILS 4 x RGBA PAR Sy	\$	37.50
Chauvet 4BAR Tri USB Wash Light	Lighting	Chauvet DJÂ 4BAR Tri USB 4 x RGB Par Syster	\$	37.50
Chauvet Data Stream 4	Lighting	Chauvet DMX Splitter. Accepts 5pin DMX as	\$	37.50
Chauvet Ovation E-910FC ERS RGBA-Lime Ligh	Lighting	CHAUVET PROFESSIONAL Ovation E-910FC I	\$	37.50
Chauvet WELL Panel LED Wash Light	Lighting	CHAUVET PROFESSIONAL WELL Panel Wirele	\$	37.50
ETC Source 4wd LED Ellipsoidal	Lighting	ETC Source 4 Ellipsoidal with LED Conversior	\$	37.50
Jands Stage CL Console	Lighting	JandsÂ Stage CL 512-ch DMX Lighting Consol	\$	37.50
Chauvet Followspot 200st Spot Light	Lighting	Chauvet DJ FollowSpot 200ST LED FollowSp	\$	56.25
ETC SmartPack SL1210 Dimmer	Lighting	SmartPack Portable Pack with 12 1200w dim	\$	56.25
ETC SmartPack SL620 Dimmer	Lighting	SmartPack Portable Pack with 6 2400w dimr	\$	56.25

HES Hog 3 Expansion Wing	Lighting	HES Hog 3 Expansion Wing	\$	56.25
HES Hog 3 PC	Lighting	HES Hog 3 PC	\$	56.25
Kino Flo 4Bank Diva Light Kit	Lighting	Kino Flo Interview 2' 4Bank, 2-Light Kit (120U)	\$	56.25
Lycian Midget 1206 Midget Follow Spot w/Stand	Lighting	Lycian's 1206 is a compact 1000 watt follow spot	\$	56.25
Lycian Super Clubspot 1238 Follow Spot w/Stand	Lighting	The Lycian Superclub 1238 Followspot has a 1200 watt follow spot	\$	56.25
Vari-Lite VL2500 Spot Moving Light	Lighting	Vari-Lite VL2500 Spot Moving Head Light	\$	56.25
Vari-Lite VL2500 Wash Moving Light	Lighting	Vari-Lite VL2500 Wash Moving Head Light	\$	56.25
Chauvet Rogue R3X LED Wash Moving Light	Lighting	CHAUVET PROFESSIONAL Rogue R3X LED Wash Moving Light	\$	75.00
HES Whole Hog DP8000 Processor	Lighting	High End Systems DP8000 DMX Processor	\$	75.00
HES Road Hog 4 Console	Lighting	Catering to the advanced lighting designer, the HES Road Hog 4 Console is the most advanced console available	\$	150.00
Vari-Lite VL4000 BeamWash Moving Light	Lighting	Vari-Lite VL4000 BeamWash Spot Arc Moving Light	\$	225.00
HES Hog 4 Console	Lighting	HES Hog 4 Controller	\$	300.00
Cisco 8 Port Switch	Network	Cisco 8 Port Switch	\$	7.50
Netgear GS108 8 Port Gigabit Switch	Network	Netgear GS108 8 Port Gigabit Switch	\$	7.50
Tplink LS105G 5 Port Gigabit Desktop Switch	Network	Tplink LS105G 5 Port Gigabit Desktop Switch	\$	7.50
Tplink LS108G 8 Port Gigabit Desktop Switch	Network	Tplink LS108G 8 Port Gigabit Desktop Switch	\$	7.50
Tplink TL-SG105 5 Port Gigabit Switch	Network	Tplink TL-SG105 5 Port Gigabit Switch	\$	7.50
Tplink TL-SG108E 8 Port Gigabit Easy Smart Switch	Network	Tplink TL-SG108E 8 Port Gigabit Easy Smart Switch	\$	7.50
Cisco SG300-10 Switch	Network	Cisco Cisco SG300-10 10-Port 10/100/1000 Gigabit Ethernet Switch	\$	11.25
Cisco SG300-20 Switch	Network	Cisco SG300-20 20-Port 10/100/1000 Gigabit Ethernet Switch	\$	15.00
TP-Link Archer AX21 Wireless Router	Network	Wireless router	\$	15.00
AX3000 Indoor/Outdoor Wi-Fi 6 Access Point	Network	AX3000 Indoor/Outdoor Wi-Fi 6 Access Point	\$	22.50
Edge Router 4	Network	Edge Router 4	\$	22.50
Omada Hardware Controller OC200	Network	Omada Hardware Controller OC200	\$	22.50
Tarp	Outside	Vinyl tarps (various sizes) for covering equipment	\$	1.88
6' Folding Table	Outside	6' Folding Table	\$	7.50
10' x 10' Tent	Outside	10' x 10' Tent	\$	18.75
12' x 12' Tent	Outside	12' x 12' Tent	\$	18.75
40" TV Booth Package	Packages	40" TV package for a vendor booth.	\$	71.25
50" TV Booth Package	Packages	50" TV package for a vendor booth.	\$	93.75
65" TV Booth Package	Packages	65" TV package for a vendor booth	\$	150.00
75" TV Booth Package	Packages	75" TV package for a vendor booth.	\$	187.50
Edison 15' (In Cases)	Power	Edison 15' in AC Cases	\$	2.25

1430 - 50 Amp	Power	L14-30 male to 50 amp female	\$	3.75
Edison 25' (In Cases)	Power	Edison 25' in AC Cases	\$	3.75
Edison 50' (In Cases)	Power	Edison 50' in AC cases	\$	3.75
Juice Goose JG9 Power Strip	Power	Juice Goose JG9 Power Strip	\$	3.75
Edison Quad (In Cases)	Power	Edison Quad in Cases	\$	5.63
Edison 100' (In Cases)	Power	Edison 100' in AC Cases	\$	7.50
50 Amp Distribution Panel	Power	Power Distro rated at 50 AMPS	\$	56.25
50 Amp Distribution Rack	Power	Power Distro rated at 50 AMPS	\$	56.25
Cam Distribution Rack	Power	Cam Splitter	\$	56.25
200AMP Distribution Rack	Power	200 AMP 208Y Distro	\$	93.75
200AMP 208v Distribution Rack	Power	200 AMP 208Y Distro	\$	93.75
400AMP 208v Distribution Rack	Power	400 AMP 208v	\$	112.50
400AMP Distribution Rack	Power	400 AMP 72 Circuit	\$	112.50
Clamp Spring	Rigging	Spring Clamp	\$	0.75
Truss Bolt	Rigging	Bolt w/ 2-washer & 1-nut	\$	0.75
Clamp "C" Style	Rigging	C-Clamp	\$	1.50
Clamp 1 Ton Beam	Rigging	Large 1 Ton Beam Clamp	\$	1.50
Clamp 2" Cheeseboro (Swivel)	Rigging	Mega-Coupler 2" Cheeseboro 90 Swivel Clarr	\$	1.50
Clamp 2" Cheeseboro (Fixed)	Rigging	2" Cheeseboro Clamp	\$	1.50
Clamp Aluminum Pipe	Rigging	Aluminum Pipe Clamp	\$	1.50
Clamp Black Mega	Rigging	Mega-Clamp, Black Anodized	\$	1.50
Clamp Black Mega-Claw	Rigging	Mega-Claw, Black Anodized	\$	1.50
Clamp Black Slim Claw	Rigging	Slim Claw, Black Anodized	\$	1.50
Clamp Iron Pipe	Rigging	Iron Pipe Clamp	\$	1.50
Clamp Silver Mega	Rigging	Mega-Claw, Silver	\$	1.50
Pipe Iron 10' x 1.5"	Rigging	10 Foot Pipe	\$	3.75
Pipe Iron 12' x 1.5"	Rigging	12 Foot Pipe	\$	3.75
Pipe Iron 2' x 1.5"	Rigging	2 Foot Pipe	\$	3.75
Pipe Iron 4' x 1.5"	Rigging	4 Foot Pipe	\$	3.75
Pipe Iron 8' x 1.5"	Rigging	8 Foot Pipe	\$	3.75
Scaffold Cross Bar Pair 5'	Rigging	5' Scaffold Cross Bar	\$	3.75
Scaffold Leveling Jack Pair	Rigging	Scaffold Leveling Jack	\$	3.75
Scaffold Outrigger Pair	Rigging	Scaffold Outrigger	\$	3.75

Scaffold Upright w/ 2 Stack Pins 5'	Rigging	5' Scaffold Upright w/ 2 Stack Pins	\$	3.75
Scaffold Walk Board 7'	Rigging	7' Scaffold Walk Board	\$	3.75
Scaffold Wheel Pair	Rigging	Scaffold Wheel	\$	3.75
Clamp 4" Mega-Airwall Hanger	Rigging	4" Mega-Airwall Hanger, Silver	\$	5.25
Clamp 7" Mega-Airwall Hanger	Rigging	7" Mega-Airwall Hanger, Silver	\$	5.25
Applied Electronics Double Pole Speaker Adapt	Rigging	Applied Electronics Double Pole Speaker Ada	\$	5.63
Applied Electronics Lighting T-Bar	Rigging	Applied Electronics Lighting T-Bar	\$	5.63
Applied Electronics Square Tube Dual Hanging	Rigging	Applied Electronics Square Tube Dual Hangin	\$	7.50
Pipe Iron Base 50#	Rigging	50 pound base	\$	7.50
Truss Box 2' x 12"	Rigging	Tomcat 12" X 12" X 2'	\$	11.25
Truss Box 3' x 12"	Rigging	Tomcat 12" X 12" X 3'	\$	11.25
Applied Electronics Truss Adapter	Rigging	Applied Electronics 12" Truss Adapter	\$	11.25
Truss Box 12" Floor Plate	Rigging	Tomcat 12" Floor Plate	\$	11.25
Truss Box 3-Way 12" Corner Block	Rigging	Three way corner block for Tomcat 12" x 12" E	\$	11.25
Truss Box 5-Way 12" Corner Block	Rigging	Five way corner block for Tomcat 12" x 12" Bo	\$	11.25
Truss Pin Style Floor Plate	Rigging	Trusst Floor plate	\$	11.25
Truss Pin Style Corner Block	Rigging	Trusst Corner Block	\$	11.25
12" Mega-Truss Multi-Hole Pick	Rigging	Mega-Truss Pick, 12 inch Multi-Hole, 1 ton	\$	15.00
12" Mega-Truss Pick	Rigging	Mega-Truss Pick, 12 inch Truss, 1 ton, Silver	\$	15.00
Truss Box 5' x 12"	Rigging	Tomcat 12" X 12" X 5'	\$	15.00
Truss Box 8' x 12"	Rigging	Tomcat 12" X 12" X 8'	\$	18.75
Truss Box 10' x 12"	Rigging	Tomcat 12" X 12" X 10'	\$	22.50
Truss Box 10' x 12"(JTE)	Rigging	JTE Truss 12" X 12" X 10' (Holes do not line	\$	22.50
Truss Pin Style 10' x 12"	Rigging	CT290-430S 3 m (9.84 ft) x 11.44	\$	22.50
Truss Box 10' x 20"	Rigging	Tomcat 20.5 x 20.5 x 10	\$	30.00
Applied Electronics L-16 Lift	Rigging	Applied Electronics L-16 Lift	\$	37.50
Clamp Tent Pole	Rigging	"Quick Clamp" by Stage Dimension. Tent Pol	\$	37.50
Truss Box "Super" 8' x 30"	Rigging	JT 26"x30"x8' Super Truss	\$	41.25
Genie GL-10	Rigging	11' 8" Max Lifting Height 350 Lbs. Capacity	\$	48.75
Genie GL-12	Rigging	13' 9.5" Max Lifting Height 350 Lbs. Capacit	\$	48.75
Motion Labs 4-Way Motor Controller	Rigging	Motion Labs 4-Way Motor Controller	\$	56.25
Motion Labs 8-Way Motor Controller	Rigging	Motion Labs 8-Way Motor Controller	\$	93.75
Genie ST-25 Tower Lift	Rigging	Genie Industries ST25 290-Kilogram (650-poi	\$	112.50

Screen Da-Lite Insta-Theater 5'	Video	Da-Lite 5' Insta-Theater Projector Screen	\$	18.75
Screen Da-Lite Insta-Theater 6'	Video	Da-Lite 6' Insta-Theater Projector Screen	\$	18.75
Screen Da-Lite Tripod 4' x 6'	Video	Da-Lite 4' x 6' Tripod Projector Screen	\$	18.75
Screen Da-Lite Insta-Theater 7'	Video	Da-Lite 7' Insta-Theater Projector Screen	\$	22.50
Screen Da-Lite Tripod 6' x 8'	Video	Da-Lite 6' x 8' Tripod Projector Screen	\$	22.50
Kramer VS-41H HDMI Switcher	Video	4x1 HDMI Switcher	\$	22.50
PTZ Optics PT20X Studio 4K Camera	Video	Move 4K SDI/HDMI/USB/IP PTZ Camera with :	\$	30.00
Camera Tripod - Acebil CS-780G(F) T1000 with	Video	Acebil CS-780G(F) T1000 Tripod with CH7(F)	\$	30.00
Camera Tripod - Manfrotto 501 Pro Video Fluid	Video	Manfrotto 501 Pro Video Fluid Head Tripod	\$	30.00
Camera Tripod - Manfrotto 504 Pro Video Fluid	Video	Manfrotto 504 Pro Video Fluid Head Tripod	\$	30.00
42" Sony KDL-42EX440 TV	Video	Sony KDL-42EX440 42" TV	\$	37.50
46" NEC E464 TV	Video	NEC E464 46" LED Edge-lit Commercial-Grac	\$	37.50
46" Samsung UN46C6800UFXZA TV	Video	Samsung UN46C6800UFXZA 46" TV	\$	37.50
50" Vizio V4K50C-0809 TV	Video	Vizio V4K50C-0809 50" TV with stand	\$	37.50
AJA U-TAP HDMI to USB Capture Device	Video	AJA U-TAP USB 3.0 (3.2 Gen 1) Powered HDM	\$	37.50
AJA U-TAP SDI to USB Capture Device	Video	AJA U-TAP USB 3.0 (3.2 Gen 1) Powered SDI C	\$	37.50
Switcher 4x2 "High Speed" HDMI	Video	Atlona AT-HD4-V42 HDMI Switcher	\$	37.50
Screen Da-Lite C-Mount 8'	Video	Da-Lite 8' C-Mount Projector Screen	\$	41.25
Screen Da-Lite Insta-Theater 8'	Video	Da-Lite 8' Insta-Theater Projector Screen	\$	41.25
50" Vizio V505-J09 TV	Video	Vizio V505-J09 50" TV with stand	\$	48.75
65" Samsung UN65DU7200D TV	Video	Samsung UN65DU7200D 65" TV w/ stand	\$	48.75
65" Sony KD-65X75K TV	Video	Sony KD-65X75K 65" TV with table top stand	\$	48.75
Screen Da-Lite C-Mount 10'	Video	Da-Lite 10' C-Mount Projector Screen	\$	48.75
Screen Elite 8' Insta-Theater	Video	Elite Screens (115" Long Case (9.5Ft)) 135" I	\$	48.75
65" Vizio V4K65C-0804 TV	Video	V4K65C-0804 65" TV with stand	\$	52.50
70" Vizio V705-J09 TV	Video	Vizio V705-J09 70" TV with stand	\$	56.25
75" Samsung QN75Q6FNAFXZA TV	Video	Samsung QN75Q6FNAFXZA 75" TV	\$	56.25
75" Samsung UN75DU7200D TV	Video	Samsung UN75DU7200D 75" TV	\$	56.25
75" Vizio V4K75C-0804 TV	Video	V4K75C-0804 75" TV with stand	\$	56.25
Camcorder Canon XA15	Video	Canon XA15 Professional Camcorder with HI	\$	56.25
Camcorder Canon XA25	Video	Canon XA25 High Definition Camcorder, 192i	\$	56.25
Camcorder Canon XA30	Video	Canon XA30 Camera	\$	56.25
Camcorder JVC GY-HM200	Video	JVC GY-HM200 4KCAM Compact Handheld S	\$	56.25

Camera Controller Panasonic PTZ AW-RP50N	Video	Panasonic AW-RP50N Remote Camera Contr	\$	56.25
Camera Controller Vaddio PCC Premier	Video	Vaddio PCC Premier	\$	56.25
Chauvet F4XIP Panel Video Wall	Video	Chauvet 4.8mm pitch; IP65 (outdoor-rated);	\$	56.25
Screen Da-Lite C-Mount 12'	Video	Da-Lite 12' C-Mount Projector Screen	\$	56.25
Screen Elite 10' Insta-Theater	Video	Elite Screens (150" Long Case (9.5Ft)) 135" I	\$	56.25
Switcher Roland V-8HD	Video	8ch video switcher with 8 HDMI inputs and 3	\$	56.25
Camcorder Canon XA65	Video	Canon XA65 4K Ultra HD Compact 20x Zoom	\$	63.75
80" Sharp LC80LE661U TV	Video	Sharp LC80LE661U 80" TV	\$	71.25
Camera Controller Vaddio PCC Mini 4	Video	Vaddio's PCC Mini, Precision Camera Cor	\$	75.00
Epson 4,000-Lumen PowerLite EB-L210SF Proj	Video	PowerLite EB-L210SF Short Throw HA75A 3LC	\$	75.00
Epson 4,200-Lumen 1925W Projector	Video	Epson PowerLite 1925W 3LCD Projector	\$	75.00
Epson 4,200-Lumen 1940W Projector	Video	PowerLite 1940W WXGA 3LCD Projector	\$	75.00
Epson 4,200-Lumen 2247U Projector	Video	PowerLite 2247U Wireless Full HD WUXGA 3I	\$	75.00
Epson 5,000-Lumen PowerLite 2250U Projecto	Video	PowerLite 2250U Full HD WUXGA 3LCD 5k Pr	\$	75.00
Switcher Extron DVS 605 Scaler	Video	Five Input HDCP-Compliant Scaler with Sear	\$	75.00
Chauvet VIP Drive 10-5 Nova Video Wall Proces	Video	CHAUVET PROFESSIONAL Vip Drive 10-5 Nov	\$	93.75
Chauvet VIP Drive 43 Nova Video Wall Scaler S	Video	CHAUVET PROFESSIONAL VIP Drive 43Nova	\$	93.75
Epson 7,000-Lumen Powerlite L695SU Project	Video	Epson Product Code: V11HB31120	\$	93.75
Recorder AJA Ki Pro Rack	Video	AJA Ki Pro Rack Recorder and Player	\$	93.75
Streaming Extron SMP 111 Network Encoder	Video	Extron SMP 111 Single Channel H.264 Strea	\$	93.75
Epson 7,000-Lumen L775U Projector	Video	Epson PowerLite L775U 3LCD Laser Projecto	\$	112.50
Epson ELPLL08 Long Throw Projector Lens	Video	5.27 - 7.41 9k and above / 7.21 - 10.11 8.5K a	\$	112.50
Epson ELPLM08 Middle Throw Projector Lens	Video	1.42 to 2.28 8.5k and below	\$	112.50
Epson ELPLM10 Middle Throw Projector Lens	Video	2.42 - 3.71 9k and above / 3.32 - 5.06 8.5k an	\$	112.50
Epson ELPLM11 Middle Throw Projector Lens	Video	3.54 to 5.41 throw ratio- 9k and above / 4.85 i	\$	112.50
Epson ELPLM15 Middle Throw Projector Lens	Video	1.57 - 2.56 9K and above / 2.16 - 3.48 8.5k an	\$	112.50
Epson ELPLU03S Short Throw Projector Lens	Video	0.48 - 0.57 9k and above / 0.65 - 0.78 8.5K an	\$	112.50
Epson ELPLU04 Short Throw Projector Lens	Video	0.64 - 0.77 9k and above / 0.87 - 1.05 8.5K an	\$	112.50
Epson ELPLW05 Wide Short Throw Projector Le	Video	0.77 to 1.07 9K and above / 1.04 - 1.46 8.5k a	\$	112.50
Epson ELPLW06 Wide-Throw #2 Zoom Projecto	Video	1.19 - 1.62 9k and above / 1.62 - 2.22 8.5K an	\$	112.50
Recorder AJA Ki Pro Ultra 12G	Video	Tapeless, file-based video recorder that capti	\$	112.50
Switcher Roland V-80HD	Video	8-channel HD Video Production Switcher with	\$	112.50
Camera - PTZ - Panasonic AW-HE120WP	Video	Panasonic AW-HE120WP	\$	131.25

Camera - PTZ - Vaddio Roboshot 20 UHD	Video	Vaddio Roboshot 20 UHD	\$	150.00
Camera - PTZ - Vaddio Roboshot 40 UHD	Video	Vaddio Roboshot 40 UHD	\$	150.00
Screen Da-Lite 15' X 20' Kit	Video	15' x 20' Truss Style w/Front & Rear Surface	\$	150.00
Switcher Analog Way Eikos LE - EKS400	Video	Multi-Layer Hi-Resolution Mixer Matrix Scaler	\$	150.00
Camcorder JVC GY-HM700	Video	JVC GY-HM700 ProHD Solid-State Camcorde	\$	187.50
Camcorder JVC GY-HM850U	Video	JVC GY-HM850U ProHD Shoulder Camcorder	\$	187.50
Camcorder JVC HM-750CHU	Video	JVC GY-HM750 ProHD Compact Shoulder Ca	\$	187.50
Screen AV Stumpfl 6'9" x 12' Kit	Video	AV Stumpfl 6'9" x 12' Screen Kit	\$	187.50
Streaming Epiphan Pearl-2 Video Encoder	Video	Epiphan Pearl-2 Rackmount Video Production	\$	187.50
Switcher Analog Way OPS 300	Video	Analog Way OPS300 Switcher / Scaler	\$	187.50
Screen AV Stumpfl 9' x 16' Kit	Video	AV Stumpfl 9' X 16' Screen Kit	\$	225.00
Switcher Analog Way Pulse 2 PLS350	Video	Switcher, 8 inputs, 2 outputs, 2 live layers, 2 c	\$	225.00
Screen Da-Lite 10' x 18' Kit	Video	Da-Lite 10' x 18' Truss Screen Kit	\$	262.50
Screen AV Stumpfl 11'3" x 20' Kit	Video	AV Stumpfl 11'3" x 20' Screen Kit	\$	300.00
Screen AV Stumpfl 15' x 26'9" Kit	Video	AV Stumpfl 15' x 26'9" Screen Kit	\$	300.00
Switcher Analog Way NeXtage 08 (LiveCore) Pr	Video	Powerful true-Seamless AV processor based	\$	300.00
Epson 8,000-Lumen Pro L1300U Projector	Video	Pro L1300U Laser WUXGA 3LCD Projector w/	\$	375.00
Epson 8,000-Lumen Pro L1405U Projector	Video	Pro L1405U Laser WUXGA 3LCD Projector w/	\$	375.00
Epson 8,500-Lumen EB-PU1008B Projector	Video	EB-PU1008B WUXGA 3LCD Laser Projector w	\$	375.00
Epson 12,000-Lumen Pro L1500U Projector	Video	Pro L1500U Laser WUXGA 3LCD Projector wit	\$	525.00
Epson 13,000-Lumen EB-PQ2213B 4K 3LCD Le	Video	Compact, premium large venue 4K projector	\$	562.50
Epson 13,000-Lumen EB-PU2113W Projector	Video	EB-PU2113W 13,000-Lumen 3LCD Laser Pro	\$	562.50
Screen Inflatable 22' x 40' Kit	Video	22' x 40' Inflatable Screen	\$	750.00

VMB TL-A500 Lift	Rigging	TL-A Line Array Series 1102 lbs. / 23' Max	\$	150.00
R2 Crossbar w/Clamp	Rigging	R2 Crossbar w/Clamp	\$	-
Wenger Stagetek 24" - 40" Stage Leg	Stage	Stagetek 24" - 40" Stage Leg	\$	2.25
Wenger Versalite 16" - 24" Stage Leg	Stage	Versalite 16" - 24" Stage Leg	\$	2.25
Wenger Versalite 24" - 40" Stage Leg	Stage	Versalite 24" - 40" Stage Leg	\$	2.25
Stage Skirt 30" x 8'	Stage	30" x 8' Stage Skirt	\$	11.25
Stage Skirt 40" x 8'	Stage	40" x 8' Stage Skirt	\$	11.25
Stage Skirt 47" x 8'	Stage	47" x 8' Stage Skirt	\$	11.25
Steps 16" (No Handrail)	Stage	Small Stage 2 Step (No Hand Rail)	\$	15.00
Wenge Handrail 4'	Stage	4' Stage Handrail	\$	18.75
Wenger Handrail 8'	Stage	8' Stage Handrail	\$	22.50
Wenger Stagetek 4' x 4' Stage Deck	Stage	Wenger 4' x 4' Stagetek Stage Deck	\$	22.50
Wenger Versalite 4' x 4' Stage Deck	Stage	Wenger 4' x 4' Versalite Stage Deck	\$	22.50
Wenger Stairs 16" - 24"	Stage	Wenger 16" - 24" Stage Stairs	\$	26.25
Wenger Stagetek 4' x 8' Stage Deck	Stage	Wenger 4' x 8' Stagetek Stage Deck	\$	30.00
Wenger Versalite 4' x 8' Stage Deck	Stage	Wenger 4' x 8' Versalite Stage Deck	\$	30.00
Wenger Stairs 30" - 40"	Stage	Wenger 30" - 40" Stairs	\$	52.50
Lectern Clear Acrylic	Stage	Clear Acrylic Lectern	\$	56.25
Lectern Wood	Stage	Wood Lectern	\$	56.25
Camera Tripod - Small	Video	Small handy cam tripod. (Canon XA Cams)	\$	7.50
21.5" Acer R221Q PC Monitor	Video	Acer R221Q 21.5" PC Monitor	\$	11.25
24" HP V24i FHD PC Monitor	Video	HP V24i FHD 24" PC Monitor	\$	11.25
24" Samsung UN24H4000AF TV	Video	Samsung UN24H4000AF 24" TV	\$	11.25
Camera Tripod - Velbon UP 4DX II 4 Section Uni	Video	Velbon UP 4DX II 4 Section Unipod	\$	11.25
Chauvet RB-F100CM Video Wall Double Rig Bar	Video	Chauvet Pro F-Series Rig Bar - 100CM	\$	11.25
Chauvet RB-F50CMX2 Video Wall Single Rig Bar	Video	Chauvet Pro F Series Rig Bar - 50CMX2	\$	11.25
Chief Heavy Duty Ceiling (8K - 13K) Epson Proje	Video	Chief Heavy Duty Ceiling Projector Mount	\$	11.25
Da-Lite 203 Projector Stand	Video	Da-Lite 203 Project-O-Stand Projector Stand	\$	11.25
Rolling Video Card - Various Height	Video	Cart w/ Skirt 34"	\$	11.25
Player Sony BDP-S380 Bluera	Video	Blue Ray/DVD player BDP-S380	\$	15.00
Camera - PTZ - Vaddio OneLINK Bridge	Video	Vaddio PTZ controller	\$	18.75
Player Sony SLV-D350P DVD VHS Combo	Video	Sony SLV-D350P DVD/VHS Player	\$	18.75
Player Sony SLV-D380P DVD VHS Combo	Video	Sony SLV-D380P DVD/VHS Combo Player	\$	18.75

Member

Amount





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

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

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

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

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

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

- Y. CIVILITY IN STATE WORKPLACES: The contractor shall take all reasonable steps to ensure that no individual, while performing work on behalf of the contractor or any subcontractor in connection with this agreement (each, a "Contract Worker"), shall engage in 1) harassment

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

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

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

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

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

- Z. TAXES: Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K. [**NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS.**]

VIII. SPECIAL TERMS AND CONDITIONS

- A. AUDIT: The Contractor hereby agrees to retain all books, records, systems, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The Commonwealth of Virginia, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
- B. CANCELLATION OF CONTRACT: James Madison University reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- C. IDENTIFICATION OF PROPOSAL ENVELOPE: The signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: _____

Name of Offeror	Due Date	Time
Street or Box No.	RFP #	
City, State, Zip Code	RFP Title	

Name of Purchasing Officer:

The envelope should be addressed as directed on the title page of the solicitation.

The Offeror takes the risk that if the envelope is not marked as described above, it may be inadvertently opened and the information compromised, which may cause the proposal to be disqualified. Proposals may be hand-delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

- D. LATE PROPOSALS: To be considered for selection, proposals must be received by the issuing office by the designated date and hour. The official time used in the receipt of proposals is that time on the automatic time stamp machine in the issuing office. Proposals received in the issuing office after the date and hour designated are automatically non responsive and will not be considered. The University is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or the intra university mail system. It is the sole responsibility of the Offeror to ensure that its proposal reaches the issuing office by the designated date and hour.
- E. UNDERSTANDING OF REQUIREMENTS: It is the responsibility of each offeror to inquire about and clarify any requirements of this solicitation that is not understood. The University will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. Therefore, all inquiries deemed to be substantive in nature must be in writing and submitted to the responsible buyer in the Procurement Services Office. Offerors must ensure that written inquiries reach the buyer at least five (5) days prior to the time set for receipt of offerors proposals. A copy of all queries and the respective response will be provided in the form of an addendum to all offerors who have indicated an interest in responding to this solicitation. Your signature on your Offer certifies that you fully understand all facets of this solicitation. These questions may be sent via email directly to the Procurement Officer listed on the signature page of this solicitation or by Fax to 540/568-7935.
- F. RENEWAL OF CONTRACT: This contract may be renewed by the Commonwealth for a period of four (4) successive one-year periods under the terms and conditions of the original contract except as stated in 1. and 2. below. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.
1. If the Commonwealth elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased/decreased by no more than the percentage increase/decrease of the other services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
 2. If during any subsequent renewal periods, the Commonwealth elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more

than the percentage increase/decrease of the other services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

- G. SUBMISSION OF INVOICES: All invoices shall be submitted within sixty days of contract term expiration for the initial contract period as well as for each subsequent contract renewal period. Any invoices submitted after the sixty day period will not be processed for payment.
- H. OPERATING VEHICLES ON JAMES MADISON UNIVERSITY CAMPUS: Operating vehicles on sidewalks, plazas, and areas heavily used by pedestrians is prohibited. In the unlikely event a driver should find it necessary to drive on James Madison University sidewalks, plazas, and areas heavily used by pedestrians, the driver must yield to pedestrians. For a complete list of parking regulations, please go to www.jmu.edu/parking; or to acquire a service representative parking permit, contact Parking Services at 540.568.3300. The safety of our students, faculty and staff is of paramount importance to us. Accordingly, violators may be charged.
- I. COOPERATIVE PURCHASING / USE OF AGREEMENT BY THIRD PARTIES: It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body, (to include government/state agencies, political subdivisions, etc.), cooperative purchasing organizations, public or private health or educational institutions or any University related foundation and affiliated corporations may access any resulting contract if authorized by the Contractor.

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

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

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

- J. SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:
1. It is the goal of the Commonwealth that 42% of its purchases are made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All potential offerors are required to submit a Small Business Subcontracting Plan. Unless the offeror is registered as a Department of Small Business and Supplier Diversity (SBSD)-certified small business and where it is practicable for any portion of the awarded contract

to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to 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:

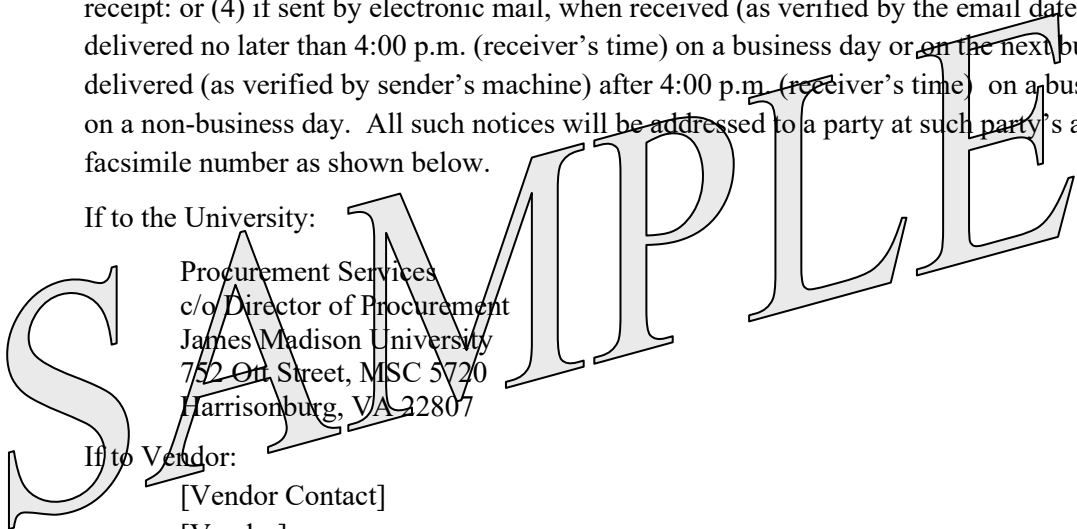
Any notice required or permitted to be given under this Agreement will be in writing and will be deemed duly given: (1) if delivered personally, when received; (2) if sent by recognized overnight courier service, on the date of the receipt provided by such courier service; (3) if sent by registered mail,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