JAMES MADISON UNIVERSITY

COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT

Contract No. UCPJMU7617

This contract entered into this 2nd day of November 2026, by Whitley/Service Roofing and Sheet Metal Company of Charlottesville, hereinafter called the "Contractor" and Commonwealth of Virginia, James Madison University called the "Purchasing Agency".

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

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

PERIOD OF PERFORMANCE: From November 14, 2026 through November 13, 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 MPM-1263 dated July 17, 2026
  (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 August 17, 2026 and the following negotiated modification to the Proposal, all of which documents are incorporated herein.
  (a) Negotiations Summary, dated October 22, 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: Michael Morrison (Signature)
Joe Feldmann (Printed Name)	Michael Morrison (Printed Name)
Title: President	Title: Lead Contract Officer and PM

Rev. 5/12/21

NEGOTIATION SUMMARY **WHITLEY/SERVICE ROOFING & SHEET METAL COMPANY OF CHARLOTTESVILLE**

RFP# MPM-1263 ROOFING INSPECTION, INSTALLATION, MAINTENANCE, & REPAIR

10/22/2026

The Primary Point of Contact for this Contract is:

Joe Feldmann – President
434-984-0550
jfeldmann@serviceroofing.com

GENERAL:

1. Any change in the scope described herein shall be mutually agreed upon by the Purchasing Agency and Contractor with all changes first being authorized through either a contract modification and/or a change order issued by the Purchasing Agency.

2. Parties agree that this Negotiation Summary modifies RFP# MPM-1263 and the Contractor's initial response to RFP# MPM-1263, and in the event of conflict this negotiation summary shall take precedence.

3. Contractor agrees that all exceptions taken within their initial response to RFP# MPM-1263 that are not specifically addressed within this negotiation summary are null and void.

4. Contractor agrees that the terms and conditions as stated in the RFP will govern and be abided by. No terms and conditions of proposals, quotes, or invoices are agreed to by JMU.

5. Contractor acknowledges and agrees to abide by all response times as outlined in negotiations: within 2 business days for non-emergency projects and within 12 hours for emergency work.

6. Contractor agrees that SWaM subcontractor usage will be reported as applicable to work performed for James Madison University.

7. Contractor agrees to include the PAC agreement as a part of this contract.

8. Contractor hereby rescinds confidentiality of its entire proposal dated August 17, 2026 and all subsequent negotiations.

NEGOTIATION SUMMARY **WHITLEY/SERVICE ROOFING & SHEET METAL COMPANY OF CHARLOTTESVILLE**

PRICING SCHEDULE:
The following Labor, Other Fees, and Discounts sections represent the negotiated pricing for all represented items and should be reflected in all quotes and proposals for the University. No other fees or charges shall be acceptable. The following pages, taken from the RFP and edited where negotiated, represent the agreed-upon pricing for this contract.

The following labor rates are listed by discipline and classification and include base wages, benefits, taxes, insurance and payroll costs complete.

LABOR RATES		
Personnel	**Normal Working Hours**	**Overtime/Weekend/ Holiday/Emergency Hours**
Supervisor/Superintendent/Foreman	$74.50 / hour	$110.50 / hour
Laborer	$59.20 / hour	$89.00 / hour
Inspector	$74.50 / hour	$110.50 / hour
Project Estimator	$42.00 / hour	$42.00 / hour
Pressure Washing Fee	$74.50 / hour	$110.50 / hour

PARTS & SUPPLIES				
Item	**Manufacturer**	**List Price**	**% Discount Off**	**University Price**
No discount extended for materials, parts, and supplies.				

EQUIPMENT & RENTAL EQUIPMENT			
Item	**List Price**	**% Discount Off**	**University Price**
Crane (hourly)	$230.00 / hour	3%	$223.10
Crane (daily mobilization)	$810.00 / day	3%	$785.70
Skylift (hourly)	$110.00 / hour	3%	$106.70
Skylift (daily mobilization)	$650.00 / day	3%	$630.50

OTHER PRICING	
Subcontractor Fees	**0%**

Pricing for VASCUPP Zone pricing should be negotiated between the Contractor and agency.

AGREEMENT
PUBLICLY ACCESSIBLE CONTRACT (PAC)

This Agreement, effective the 14th day of November 2026, is by and between James Madison University (the "University"), on behalf of the Virginia Higher Education Procurement Consortium (the "Consortium") (collectively the "University"), and Whitley/Service Roofing & Sheet Metal Company of Charlottesville, ("Vendor").

TERM

The term of this Agreement shall begin November 14, 2026 to November 13, 2027 with 4, one-year renewal options, and an expected final expiration date of November 13, 2031. This end date coincides with the Primary Agreement's [UCPJMU7617] end date.

WITNESS

WHEREAS, the University and Vendor have executed an agreement, UCPJMU7617, dated November 14, 2026 (the "Primary Agreement"), and included in the Primary Agreement is a third-party access / cooperative clause. Now therefore, the University and Vendor wish to express in this Agreement the specific terms that will allow third party access to the Primary Agreement.

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

I. Vendor will:

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

II. The University/Consortium will:

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

III. Payment:

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

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

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

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

IV. Notices:

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

If to the University:

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

If to Vendor:

Joe Feldman
Whitley/Service Roofing & Sheet Metal Company of Charlottesville
1977 Snow Point Lane
Charlottesville, VA 22902
Email: jfeldman@serviceroofing.com

ACCEPTANCE

For James Madison University

Michael Morrison
Lead Contract Officer & Project Manager

11/5/2026
Date

Whitley/Service Roofing & Sheet Metal Company of Charlottesville

Joe Feldmann
President

11/2/26
Date

Agreement #: UCPJMU7617-PAC

Whitley/Service

Roofing & Sheet Metal Company of Charlottesville

P. O. Box 525
Charlottesville, Virginia 22902
(434) 984-0550
Fax (434) 984-0549

Contractors For:
Roofing
Industrial Sheeting
Sheet Metal Fabrication & Erection
VA Contractor Registration #2705157565

JAMES MADISON UNIVERSITY

Roofing Inspection, Installation, Maintenance, & Replacement

RFP # MPM-1263

August 18, 2026

This document serves as Whitley/Service Roofing and Sheet Metal Company's interest in the above RFP #MPM-1263 issued by James Madison University

Whitley/ Service Roofing and Sheet Metal Company claims all information contained herein (and related attachments) as proprietary and confidential as it contains private information of private sector business partners, private information of employees and proprietary company management strategies and is intended only for the informational purposes required by the selection committee regarding this RFP and is not intended for public disclosure. This specifically pertains to all financial information and documentation, job specific descriptions and resumes.

All agreements are contingent upon government requirements, strikes, acts of God, or other causes beyond our control. Offers to subcontract are based upon execution of the AGC/ASA/ASC Standard Form Construction Subcontract – 1994 Edition. Insurance certificates will be furnished in accordance with the standard form issued by our insurance company. Stenographic errors are subject to correction.

REQUEST FOR PROPOSAL
RFP# MPM-1263

Issue Date: **July 17, 2026**

Title: **Roofing Inspection, Installation, Maintenance, & Replacement**

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 August 18, 2026 for Furnishing The Services Described Herein. (See Special Terms & Conditions "D. Late Proposals")

MANDATORY/ OPTIONAL PRE-PROPOSAL: No Pre-proposal meeting is scheduled

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: Michael Morrison, Lead Contract Officer & Project Manager, Procurement Services, morrismp@jmu.edu; 540-568-6181; (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:
Whitley/Service Roofing & Sheet Metal Company of Charlottesville
1977 Snow Point Lane
Charlottesville, VA 22902

By: _____ *(Signature)*

Name: Joe Feldmann *(Please Print)*

Date: 08/17/2026

Title: President

Web Address: tri-stateservicegroup.com/charlottesville-va/

Phone: 434-984-0550

Email: jfeldmann@serviceroofing.com

Fax #: 434-984-0549

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.

Whitley/Service

Roofing & Sheet Metal Company of Charlottesville

P. O. Box 525
Charlottesville, Virginia 22902
(434) 984-0550
Fax (434) 984-0549

Contractors For:
Roofing
Industrial Sheeting
Sheet Metal Fabrication & Erection
VA Contractor Registration #2705157565

JAMES MADISON UNIVERSITY
Roofing Inspection, Installation, Maintenance, & Replacement
RFP # MPM-1263

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Whitley/Service

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Contractors For:
Roofing
Industrial Sheeting
Sheet Metal Fabrication & Erection
VA Contractor Registration #2705157565

SECTION IV – STATEMENT OF NEEDS

I. Class A Contractor's License is required. Include a copy of license with proposal.

Virginia Class A Contractor: 27005157565

Expires on: 09/30/2027

See attachment – Class A License

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400, Richmond, VA 23233
Telephone: (804) 367-8500

EXPIRES ON
09-30-2027

NUMBER
2705157565

BOARD FOR CONTRACTORS
CLASS A CONTRACTOR
CLASSIFICATIONS ROC

WHITLEY/SERVICE ROOFING & SHEET METAL
COMPANY OF CHARLOTTESVILLE
PO BOX 525
CHARLOTTESVILLE, VA 22902

DPOR

James B. "Jeb" Wilkinson, Jr., DIRECTOR

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

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)

(DETACH HERE)

DPOR COMMONWEALTH of VIRGINIA
Department of Professional and Occupational Regulation

CLASS A BOARD FOR CONTRACTORS
CONTRACTOR

CLASSIFICATIONS ROC
NUMBER: 2705157565 EXPIRES: 09-30-2027

WHITLEY/SERVICE ROOFING & SHEET METAL COMPANY OF
CHARLOTTESVILLE
PO BOX 525
CHARLOTTESVILLE, VA 22902

(FOLD)

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

DPOR-PC (02/2017)

Whitley/Service

Roofing & Sheet Metal Company of Charlottesville

P. O. Box 525
Charlottesville, Virginia 22902
(434) 984-0550
Fax (434) 984-0549

Contractors For:
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SECTION IV – STATEMENT OF NEEDS

O. Describe in detail your approach to each of the following items and include all associated costs.

1. Describe approach to providing roofing inspection, installation, maintenance, and replacement services to JMU for both large and small scale projects. Include your process, methodology, and work plans.

Our approach to providing roofing inspections, installation, maintenance and replacement services to JMU for both large and small projects is outlined below:

For all services we only employ our own workforce. By doing this we feel that we can better service JMU and other clients. Our own people are trained inhouse so that we can provide top end communication, safety and service the entities that we work for.

Honesty: Whether it is a large roof replacement project or a roof inspection, our goal is to communicate clearly and honestly with our clients. We will only recommend the services and products that are needed for our clients. Our roof assessments include a list of deficiencies with photos, length of remaining useful life and estimated cost of repairs. We will not ever recommend a service that is not needed. See following pages for example of one of our roof assessments. Our service crews are honest and will list all time and materials used during a repair and nothing more. We take photos before and after each repair so that our clients can visually recognize the services that we have provided. Whether it is a large or small roof replacement project, we will only use the products and details that are specified by the owner or architect. We do not cross manufacturers, install incorrect details or vary from the contract documents.

Safety: Safety is our number one priority. Because we do not subcontract our labor force, we are confident that each person who steps on our client's roof are trained properly in all aspects of safety. As a company we hold an annual safety meeting that addresses our safety program, near misses during the year and new safety standards and equipment that we intend to adopt during the upcoming year. Our safety team meets once a month and discusses safety topics and reviews the prior month's jobs for any safety related concerns or issues. Weekly, our superintendents conduct tool box talks with all of our people to highlight certain topics such as heat stress, proper ladder setup , etc. Daily, our foremen and superintendents fill out job safety audits for all projects and service work order jobs. We invest heavily in the latest safety equipment such as, harnesses, fall protection carts, hard perimeter rails, PPE, etc.

Each of our jobs are set using a Job Safety Analysis. The project manager and superintendent review this document with our foremen and field crew to ensure that they are aware of all of the safety concerns for each unique project. By focusing and investing in our safety program, we feel that we are protecting our people and the clients that we serve from the risks associated with our trade.

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SECTION IV – STATEMENT OF NEEDS

O. Describe in detail your approach to each of the following items and include all associated costs.

1. Describe approach to providing roofing inspection, installation, maintenance, and replacement services to JMU for both large and small scale projects. Include your process, methodology, and work plans.

Projects: (Large and Small): When setting up a new project, we first meet at a group to discuss the job (Project Manager, Superintendent and Foreman). During this meeting we go over the jobsite setup, laydown areas, safety loading procedures, goals, existing roofing conditions and new roofing components. Our first day on the job is typically a safety set up and materials loading day. Our superintendent reviews this set up and ensure that the job is ready to begin. Our daily production goals are communicated with our clients so that we are clear on expected hours of work, noise and odor restrictions, and other items that may concern the client as we tear off the old roof and install the new roof. We will watch the weather hourly and will only tear off a section of roof when the forecasts shows less than a 30% chance of rain for the day. We will also not tear off more roof than we can safety put back in a day. Each evening our new roof is tied in and waterproof so that we do not risk water entry for our clients. Our superintendents make site visits to our projects daily to ensure that safety, daily production, material needs and goals are all being satisfied without issue. At least weekly our project managers will meet with our clients to further communicate progress, upcoming sections to be re-roofed, review any issues that may have occurred. At the conclusion of the project, we will walk the completed job to ensure that all parties (owner, architect, etc.) are pleased with the work. We will leave the site clean and rid of all debris, extra materials, etc.

Repairs: We believe that it takes an extremely high level of communication to ensure that all repairs and service tickets completed effectively and efficiently. When a client calls into our office for a service repair, we ask if this is an emergency. If it is, we will dispatch a crew immediately. If it is not, then we will set a clear response time, typically 1 or 2 days from the date of the call. Our current clients appreciate this level of communication so that they can communicate internally and trust that the request will be serviced by a specific date. When our service crews arrive, they are appropriately dressed in company uniform and represent our company and the clients that we are servicing. Our techs are trained to locate and fix leaks for all major roofing manufacturers. We are well versed in EPDM, TPO, PVC, BUR, Metal, slate, and shingles. Once the owner's rep has shown our techs the issue, or crew will go to work on completing the repair efficiently, neatly and in compliance with appropriate materials. Because we are certified installers for all major manufacturers, our repairs will allow your roofs to stay within warranty without issue. At the conclusion of the repair our techs will call your representative and communicate with them what they found and how it was resolved. If further works needs to be done, then the tech will communicate this as well. Our service tickets are quickly processed and then returned to the customer with photos, materials used, and description of the work performed. If additional work is to take place, then this is communicated with the expected cost of the work to be performed.

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SECTION IV – STATEMENT OF NEEDS

O. Describe in detail your approach to each of the following items and include all associated costs.

1. Describe approach to providing roofing inspection, installation, maintenance, and replacement services to JMU for both large and small scale projects. Include your process, methodology, and work plans.

Roof Inspection: We offer our roof inspection services to our clients. In these reports, we gather information by walking the roof with the client, taking photos, noting deficiencies, and taking core cuts. From this information, we will put together a detailed report than includes the remaining useful life of the roof, existing roof components, photos of deficiencies and cost to repair deficiencies. If a replacement budget price is requested, we can provide that as well. See following pages for sample of one of our roof inspection reports.

Whitley/Service
Roofing & Sheet Metal Company

Date: _____

Job Name: _____

Address: _____

City/State: _____

Job No.: _____

Project Mgr: _____

Call with any questions:
800-926-3264

Site Safety Contacts

Primary: _____ Cell: _____ Office: _____

Secondary: _____ Cell: _____ Office: _____

Other: _____

JOB SITE SAFETY ANALYSIS

Roof Type: ☐ Low Slope ☐ Steep Slope

Deck Type: ☐ Metal ☐ Concrete ☐ Wood ☐ Tectum ☐ Lt. Wt. Concrete ☐ Metal Roof

Roof Access: ☐ EXTERIOR ☐ Ladder Ht:_____ ☐ Stair Scaffold Ht:_____

☐ INTERIOR ☐ Hatch ☐ Door ☐ Ladder Ht:_____ ☐ Stair

Wall Condition: ☐ Metal Edge _____LF ☐ Parapet < 42" _____ LF ☐ Parapet > 42" _____ LF

☐ Skylights #_____ Debris Removal ☐ Chute ☐ Truck ☐ Crane

☐ Holes cut in deck #_____

☐ If there are skylights or holes in deck, complete "Hole" - Skylight JSA Addendum form.

Hazards:	**Counter Measures:**
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____

(Big Four Construction Hazards: FALLS, ELECTROCUTION, CAUGHT IN & STRUCK BY)

Fall Protection:

☐ 100 % Tie Off ☐ Tie Off @ 6 Ft. ☐ Warning Lines w/Tie Off @ 6 Ft.

Fall Protection Plan: _____

PPE: (Site or Task specific) ☐ Hard Hat ☐ Gloves ☐ Safety Glasses ☐ Long Sleeve Shirt ☐ Other (see below)
☐ Steel Toe Boots ☐ Goggles ☐ Hearing Protection ☐ FR Clothing ☐ Hi-Viz

☐ Ladder Properly Secured with: _____ ☐ Fire Extinguisher within 50' of work area

☐ GFCI in place ☐ Hot Work Permits ☐ Fire Watch Cutting & Torch Cutting (SM only)

☐ Power Lines < 10 Ft. ☐ Work Permits ☐ Other _____

☐ HVAC/Other Equipment ☐ Energy Control: Lock out/Tag out

Driving Route: ☐ **Map Attached**

Notes: _____

NAME: Foreman _____ FOL _____

SIGNATURE: _____ _____

******Foreman and Crew to review JSA each morning prior to starting work. Rear side of JSA to be signed first day on site by Foreman and ALL crew members. Fill out RM&S form each day.**

"Hole" - Skylight JSA Addendum

A hole is defined as any roof opening that is at least 2" wide. A skylight fixture may not qualify as a proper cover if it's not strong enough to support twice the weight of worker(s) and materials.

☐ Warning Lines will be used to cordon off areas where skylights are located.
_____ LF' required.

☐ Guardrails will be used to protect workers from skylights and/or holes.
_____ LF' required.

☐ Fall Arrest equipment will be used by workers when working around uncovered holes and/or skylights.
If Fall Arrest equipment is used, tie-off will be to:
☐ Raptor or equivalent equipment
☐ Other anchorage device

☐ Skylight and/or "hole" covers will be installed by TSRSM/SRSM workers. Materials needed at the job site including plywood, screws, spray paint ("Hole") or other OSHA approved cover.

☐ Skylight and/or "holes" will be covered by others.
Who is responsible for "hole" covers?_____
If skylights and/or "holes" are covered by others, the Foreman will determine if the cover is OSHA compliant and if not, will stop work until Fall Arrest equipment is being used by workers exposed to a skylight or "Hole".

COMMONWEALTH CONTRACTORS



SAFETY TOPIC OF THE MONTH — JUNE 2020

HEAT STRESS | HOT TIPS FOR WORKING IN THE HEAT

You're working hard and it's hot. Your clothes are soaked with sweat. You feel light-headed and you're very thirsty. What you may not know is that you could be suffering the first signs of heat stress. Working in hot conditions is not only uncomfortable – it can be deadly if you don't take the right precautions. Every year, dozens of workers die and thousands more become ill while working in extreme heat or humid conditions. When the human body is unable to cool and maintain a normal temperature, heat illnesses can occur.

FIRST WATCH:

HEAT STRESS – FACTS & PREVENTION
https://safetysourceonline.com/video/heat-stress-facts-and-prevention/
Username: Commonwealth, Password: CCGSIA

DISCUSS: *(check off each item as you discuss it)*

- ❑ What does it mean when we say that heat stress is "cumulative"? What factors can increase your risk of heat stress?
- ❑ How do you plan for the day when working outside in the heat? What resources (shelter, water) are typically available at your jobsites, and what would you need to bring?
- ❑ What are some of the early signs you may notice if your body is getting too hot? What should you do if you notice these early signs in yourself or a coworker?
- ❑ Discuss an emergency plan for heat illness on the job. How would you cool someone who is experiencing heat stress?
- ❑ Consider the process of acclimatization (building up tolerance to heat over time). When a heat wave occurs, after vacations or on Mondays after a weekend spent in air conditioning, how should we modify our behavior or schedules to ensure we reacclimatize?

REMEMBER: **WATER. REST. SHADE.**

Ensure that cool drinking water is available and easily accessible.*
Drink a liter of water over each hour working in hot conditions, which is about 1 cup every 15 minutes.
Take regularly scheduled breaks in fully shaded or air-conditioned areas.

**Due to COVID-19: Consider single use or personal water bottles to avoid sharing large water coolers.*

SIGN-IN SHEET

Today's Date: _____

Safety Meeting Leader:

_____

*While social distancing measures are in effect to combat the spread of COVID-19, please do not gather employees together in a way that violates CDC guidelines or applicable state orders! Rather than collecting signatures, consider having employees text or email the Safety Meeting Leader to confirm they are in attendance, and save those messages in your files.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

CONDUCTING A SAFETY MEETING

1. Gather employees together*
2. Have all employees sign-in!
3. Review the material
4. Have an employee sum up the lesson
5. Lead by example!

Be sure to keep the instruction sheet and the sign-in sheet in your permanent files!

It may be used as evidence of training in a future workers' compensation case or at an OSHA inspection.

Daily Safety Audit Form

Project _____

City and State _____

Customer _____

	YES	NO
Dr., hospital, or ambulance phone # posted		
First aid kit available		
Someone trained in first aid		
Clean job site		
Ladder in good condition, extended & tied off		
Materials stored safely		
Fall protection/Perimeter protection provided		
Holes barricaded		
GFCI/Tools properly grounded		
Cords, plugs & receptacles in good condition		
Fire extinguishers readily available		
Evacuation/Fire procedures in place		
Personnel protective equipment in use		
Equipment in good repair & properly guarded		
Proper clothing being worn		
Kettle and hoist safety measures in place		
Trash chute guardrail in place		
Heat stress: Water, Shade, Rest		

Comments _____

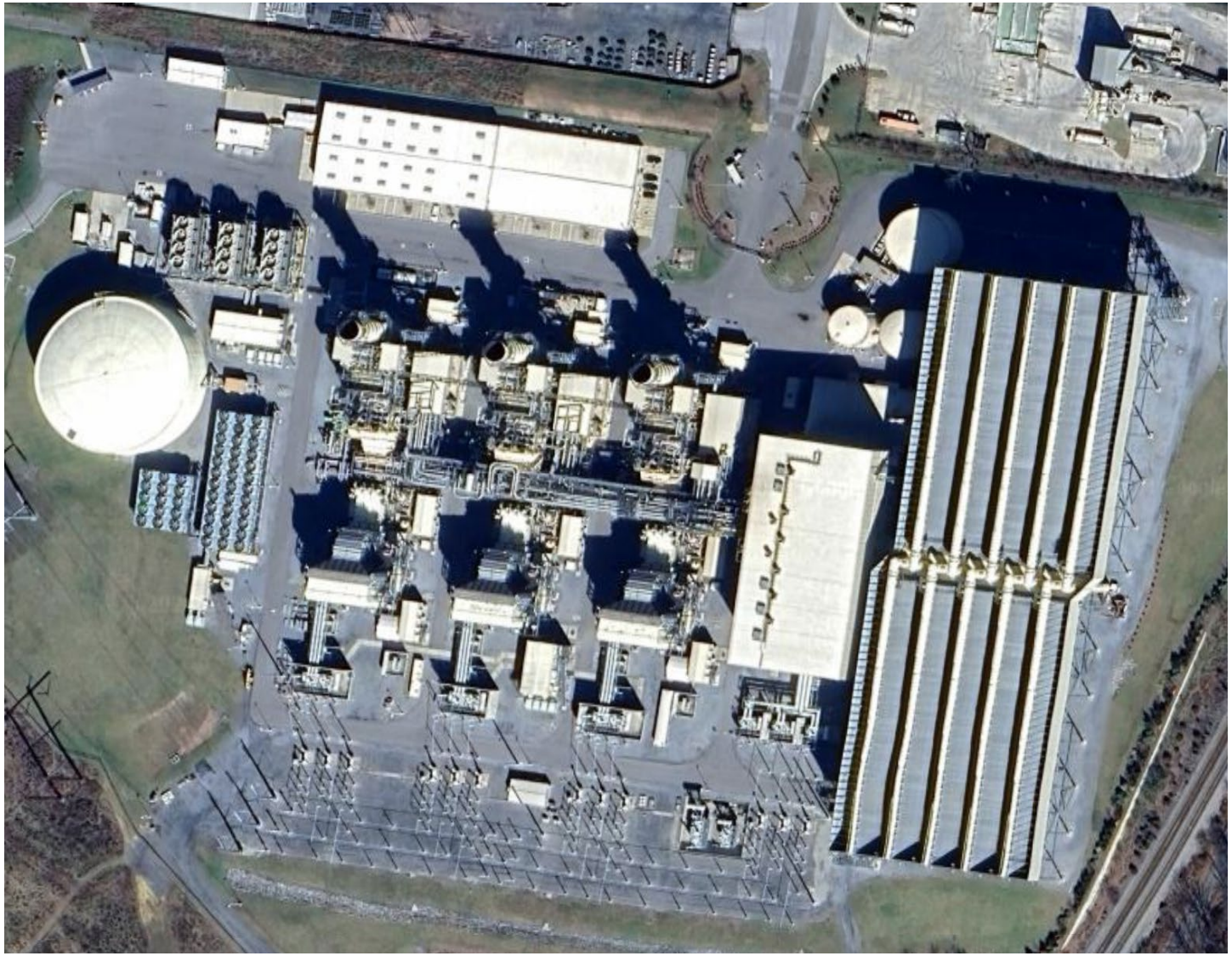
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of _____

Date _____ Time _____



Dominion Energy®

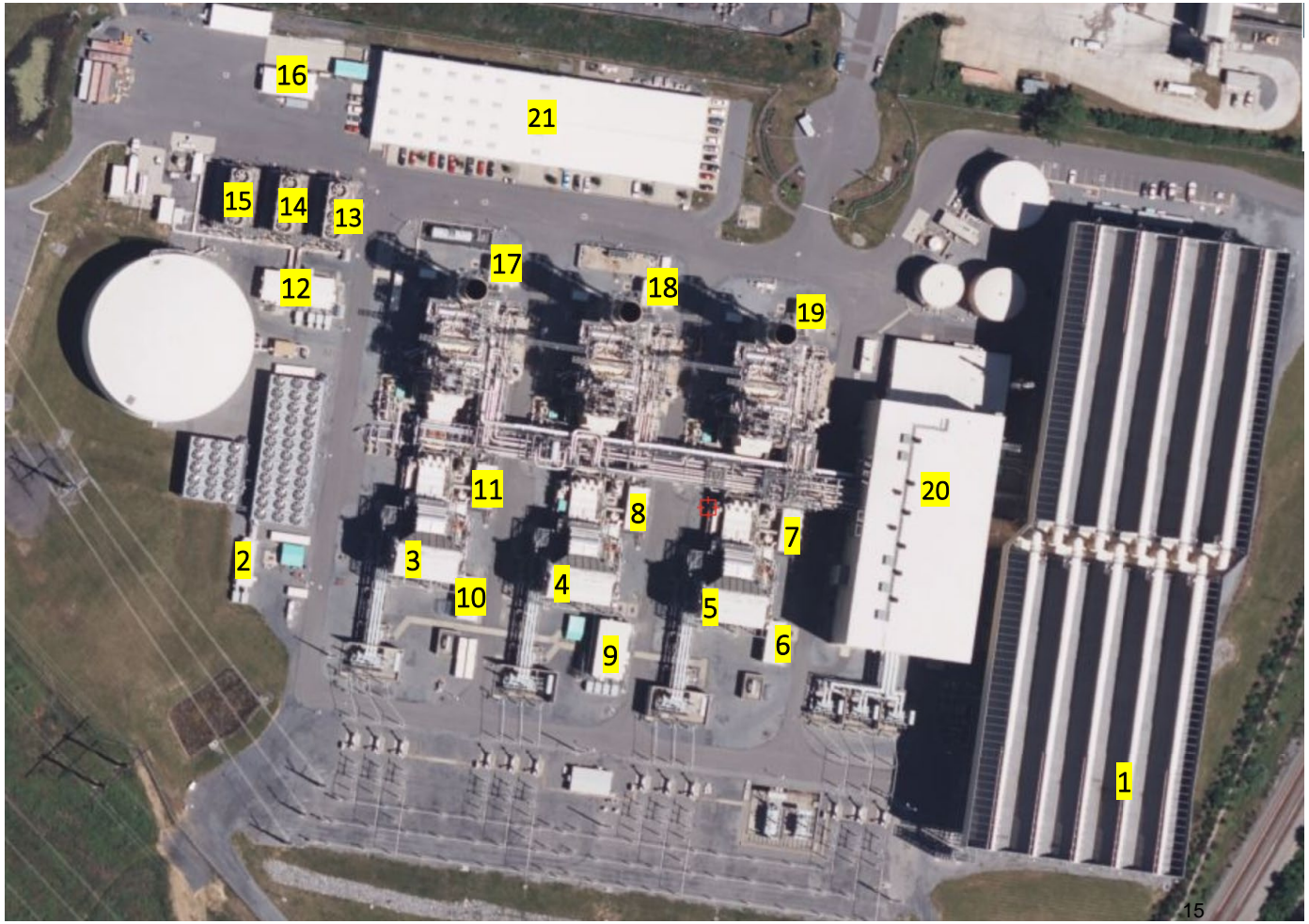
ROOF MANAGEMENT PROGRAM JUN -2026

Whitley/Service
Roofing & Sheet Metal Company

Dominion Energy Plant *Front Royal, VA*

Roof Schedule

- **Roof Assessments:** Sections divided based on roof location



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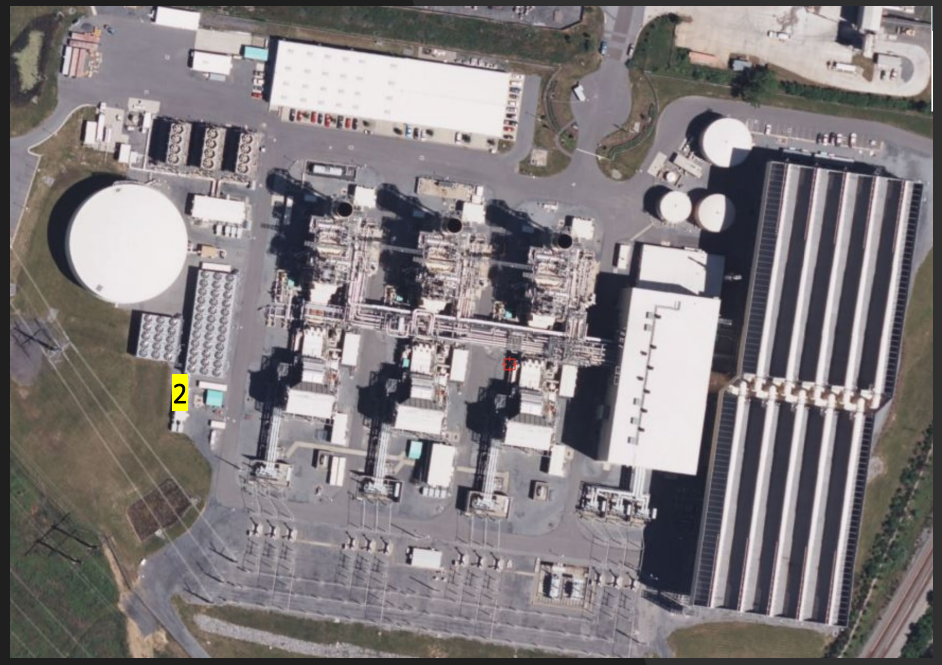
Roof 1: Metal



- **Type of Roof:** Standing Seam Metal Panels
- **Size:** Aprox 800 square feet
- **Estimated Remaining Useful Life of Roof:** 10 years
  - Can be affected by external conditions
- **<u>Summary:</u>**
  - This roof system consists of standing seam metal panels. The panels are in fair condition and present normal signs of wear and tear. Some of the screws are backing out and some need to be replaced.
- **<u>Recommended course of action:</u>**
  - Tighten screws and cover deteriorated ones with caulk.

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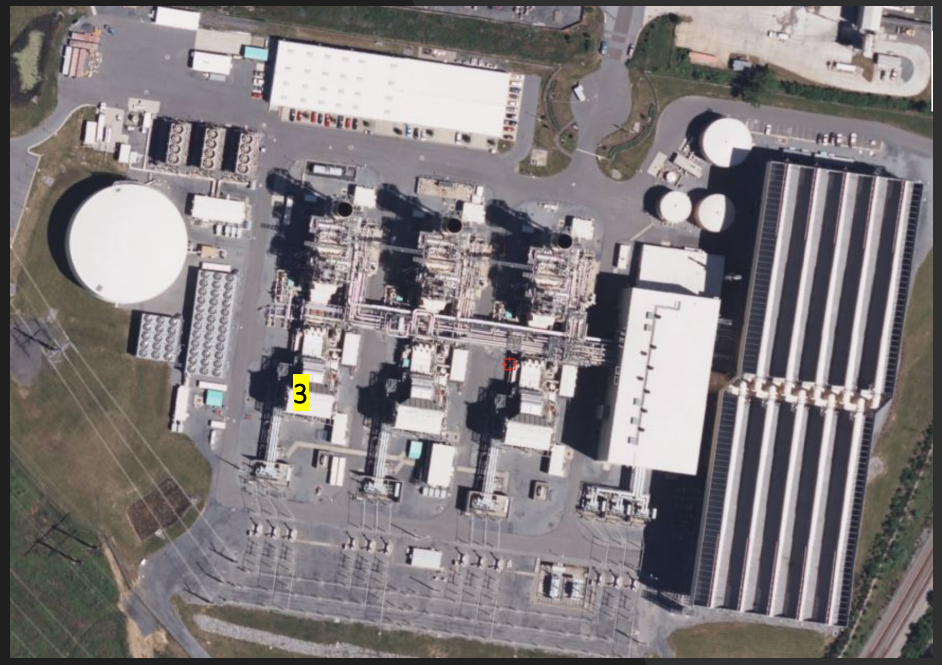
Roof 2: Metal



- **Type of Roof:** Standing Seam Metal Panels
- **Size:** Aprox 720 square feet
- **Estimated Remaining Useful Life of Roof:** 10 years
  - Can be affected by external conditions
- **<u>Summary:</u>**
  - This roof system consists of standing seam metal panels. The panels are in fair condition and present normal signs of wear and tear. No issues were found on this roof.
- **<u>Recommended course of action:</u>**
  - No issues were found on this roof.

Dominion Energy Plant

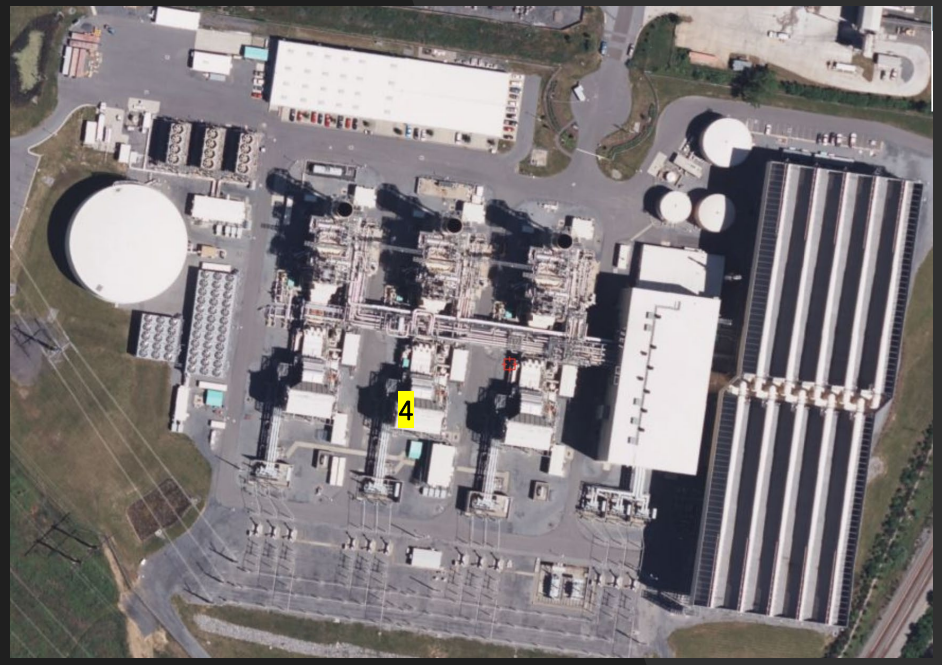
Roof 3: Metal



- **Type of Roof:** Standing Seam Metal Panels
- **Size:** Aprox 500 square feet
- **Estimated Remaining Useful Life of Roof:** 10 years
  - Can be affected by external conditions
- **<u>Summary:</u>**
  - This roof system consists of standing seam metal panels. The panels are in fair condition and present normal signs of wear and tear. Some of the screws are backing out and some need to be replaced.
- **<u>Recommended course of action:</u>**
  - Tighten screws and replace where needed.

Dominion Energy Plant

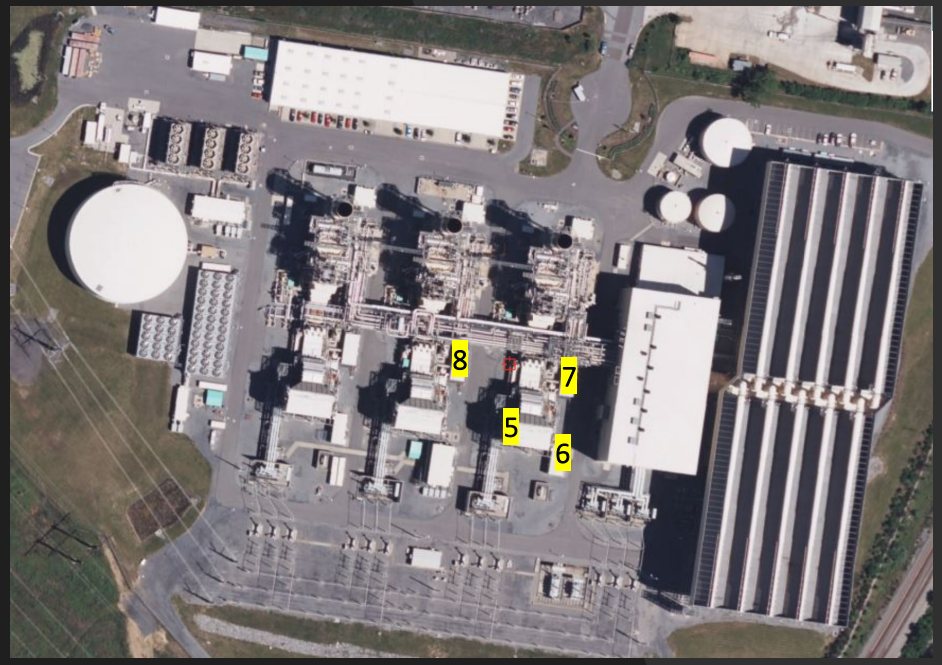
Roof 4: Metal



- **Type of Roof:** Standing Seam Metal Panels
- **Size:** Aprox 500 square feet
- **Estimated Remaining Useful Life of Roof:** 10 years
  - Can be affected by external conditions
- **Summary:**
  - This roof system consists of standing seam metal panels. The panels are in fair condition and present normal signs of wear and tear. Some of the screws are backing out and some need to be replaced.
- **Recommended course of action:**
  - Tighten screws and replace where needed.

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Roofs 5, 6, 7 & 8: Metal



- **Type of Roof:** Standing Seam Metal Panels
- **Size:** Aprox 500, 770, 1000 & 1000 square feet
- **Estimated Remaining Useful Life of Roof:** 10 years
  - Can be affected by external conditions
- **Summary:**
  - These roof systems consist of standing seam metal panels. The panels are in fair condition and present normal signs of wear and tear. No issues were found on these roofs.
- **Recommended course of action:**
  - Regular inspections.

Dominion Energy Plant

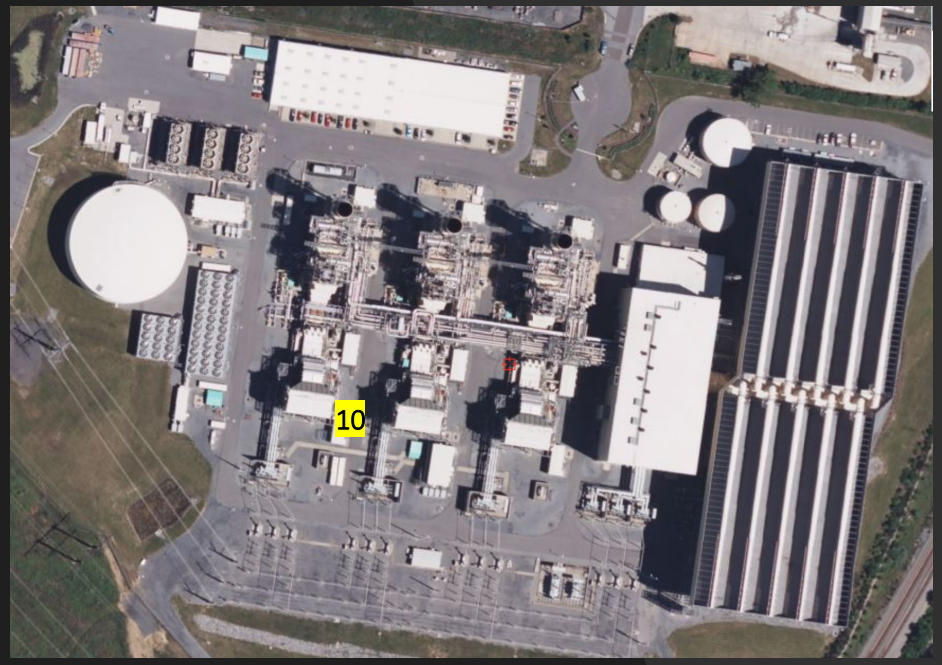
Roof 9: Metal



- **Type of Roof:** Standing Seam Metal Panels
- **Size:** Aprox 1,900 square feet
- **Estimated Remaining Useful Life of Roof:** 10 years
  - Can be affected by external conditions
- **Summary:**
  - This roof system consists of standing seam metal panels. The panels are in fair condition and present normal signs of wear and tear. The ridge cap contains a seam that shows signs of previous repair attempts that need to be properly sealed. Some of the screws are backing out and some need to be replaced.
- **Recommended course of action:**
  - Apply 3 course coating on the ridge seam and tighten screws and cover deteriorated ones with caulk.

Dominion Energy Plant

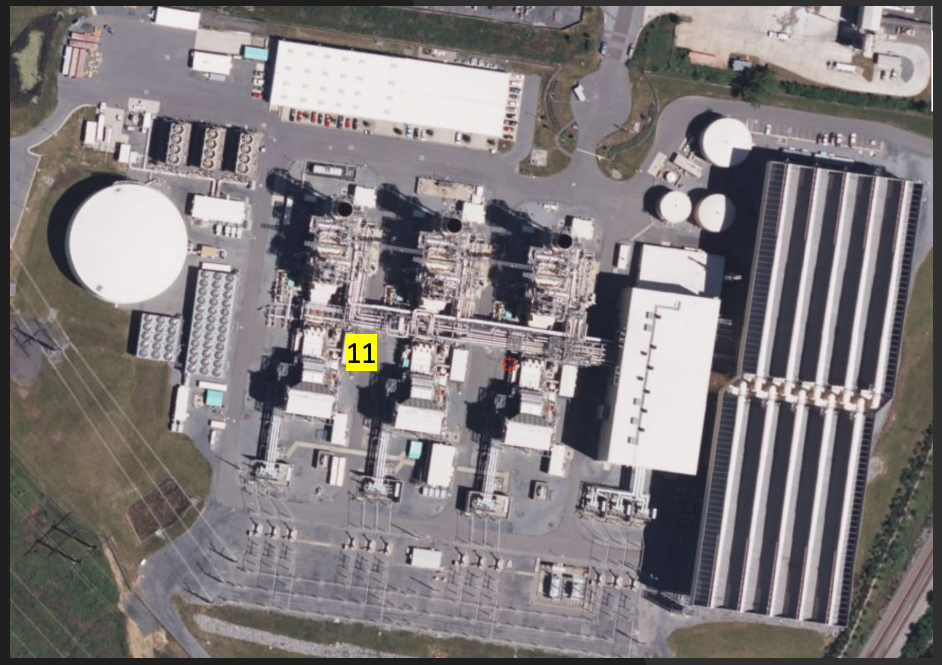
Roof 10: Metal



- **Type of Roof:** Standing Seam Metal Panels
- **Size:** Aprox 800 square feet
- **Estimated Remaining Useful Life of Roof:** 10 years
  - Can be affected by external conditions
- **Summary:**
  - This roof system consists of standing seam metal panels. The panels are in fair condition and present normal signs of wear and tear. Some of the screws are backing out and some need to be replaced.
- **Recommended course of action:**
  - Tighten or replace screws and cover deteriorated ones with caulk.

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Roof 11: Metal



- **Type of Roof:** Standing Seam Metal Panels
- **Size:** Aprox 1,000 square feet
- **Estimated Remaining Useful Life of Roof:** 10 years
  - Can be affected by external conditions
- **Summary:**
  - This roof system consists of standing seam metal panels. The panels are in fair condition and present normal signs of wear and tear. Two spots were found where the paint on the panels is pealing off.
- **Recommended course of action:**
  - Apply silicone coating to the spots with deteriorated paint to avoid rust.

Dominion Energy Plant

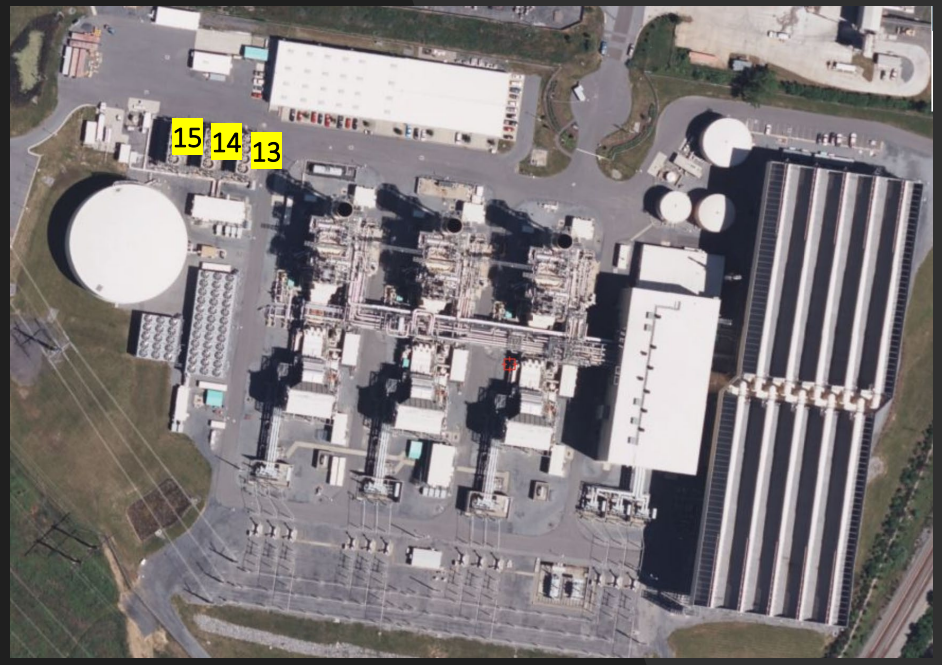
Roof 12: Metal



- **Type of Roof:** Standing Seam Metal Panels
- **Size:** Aprox 2,300 square feet
- **Estimated Remaining Useful Life of Roof:** 10 years
  - Can be affected by external conditions
- **Summary:**
  - This roof system consists of standing seam metal panels. The panels are in fair condition and present normal signs of wear and tear. Some of the screws are backing out and some need to be replaced.
- **Recommended course of action:**
  - Tighten or replace screws.

Dominion Energy Plant

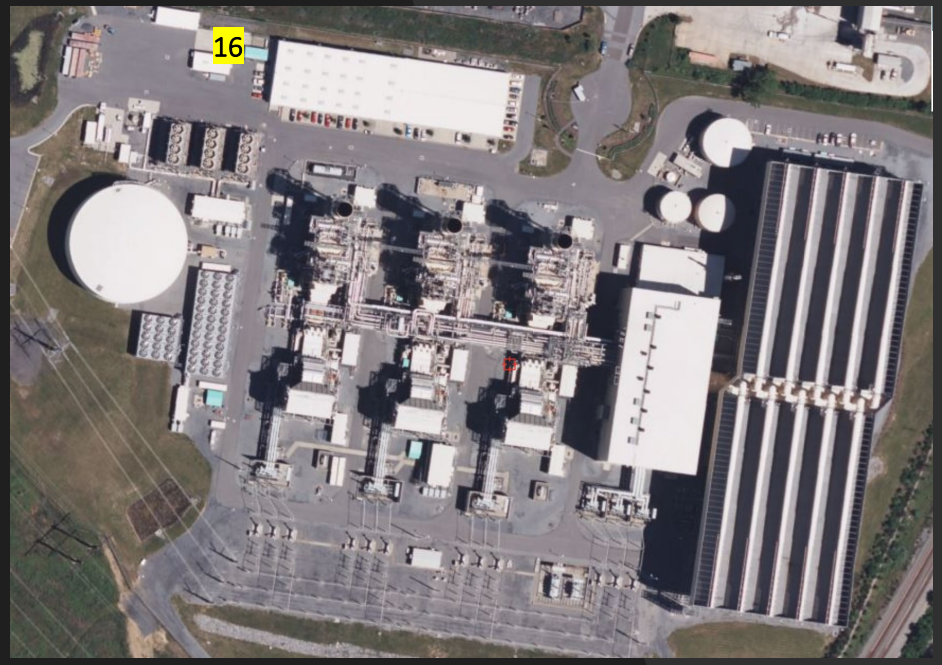
Roof 13, 14 & 15: Membrane



- **Type of Roof:** Membrane Roofs
- **Size:** Aprox 2,000 square feet each
- **Estimated Remaining Useful Life of Roof:** 10 years
  - Can be affected by external conditions
- **Summary:**
  - These roofs contain only a membrane mechanically fastened to the roof deck. This assembly should be removed and replaced and a proper watertight roof system.
- **Recommended course of action:**
  - Removal of existing cover and installation of roof system with mechanically fastened cover board and adhered membrane (EPDM, TPO or PVC) on top.
- **Budget for this project**
  - $70,000 dollars for each roof.

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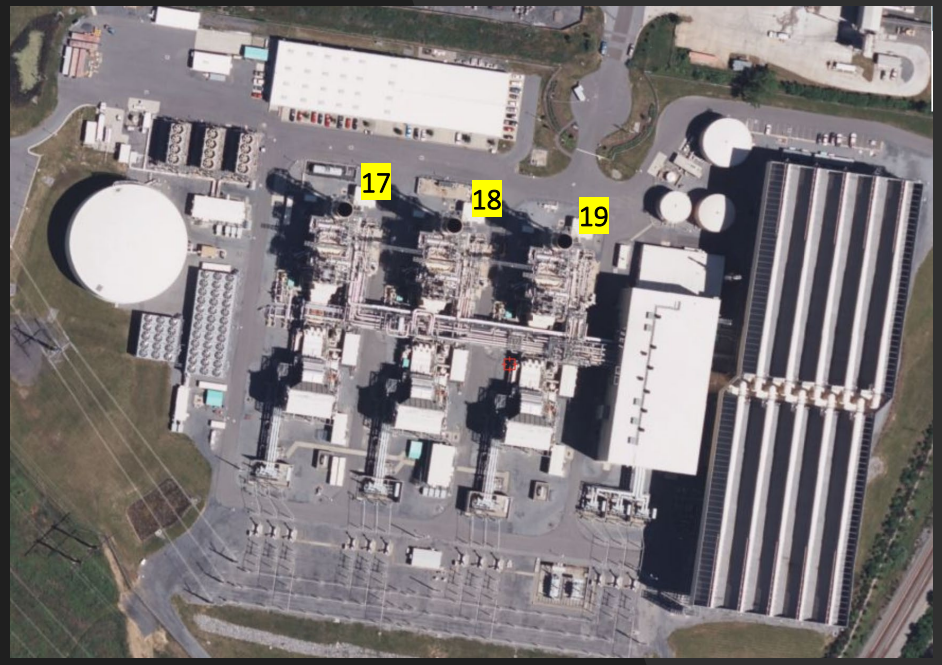
Roof 16: Metal



- **Type of Roof:** Standing Seam Metal Panels
- **Size:** Aprox 1,500 square feet
- **Estimated Remaining Useful Life of Roof:** 10 years
  - Can be affected by external conditions
- **Summary:**
  - This roof system consist of standing seam metal panels. The panels are in fair condition and present normal signs of wear and tear. No issues were found on this roof.
- **Recommended course of action:**
  - Regular inspections.

Dominion Energy Plant

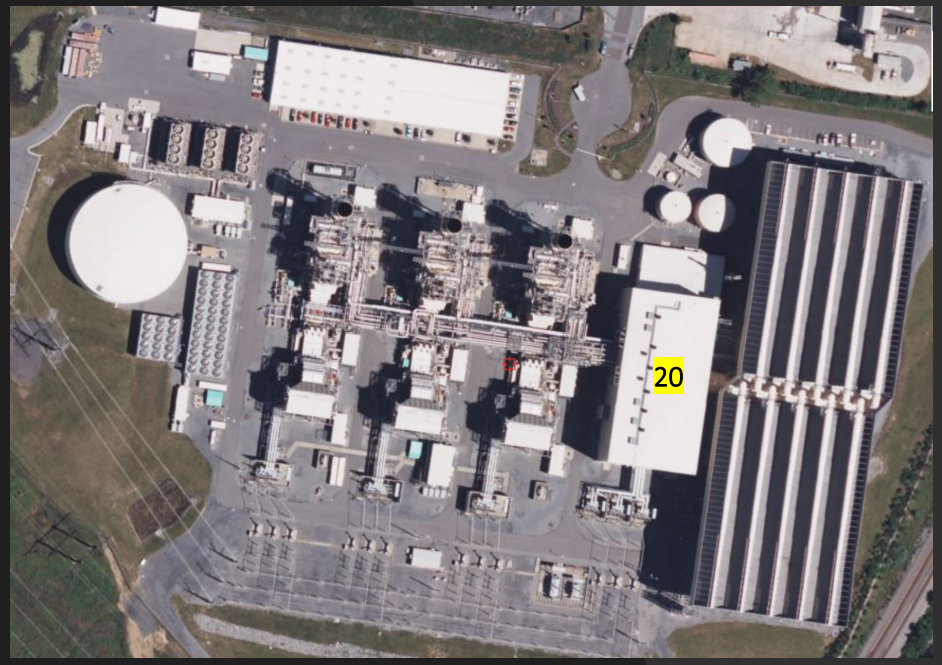
Roof 17, 18 & 19: Metal



- **Type of Roof:** Standing Seam Metal Panels
- **Size:** Aprox 750 square feet each
- **Estimated Remaining Useful Life of Roof:** 10 years
  - Can be affected by external conditions
- **Summary:**
  - These roof system consists of standing seam metal panels. The panels are in fair condition and present normal signs of wear and tear. Some of the screws are backing out and some need to be replaced.
- **Recommended course of action:**
  - Tighten or replace screws and cover deteriorated ones with caulk.

Dominion Energy Plant

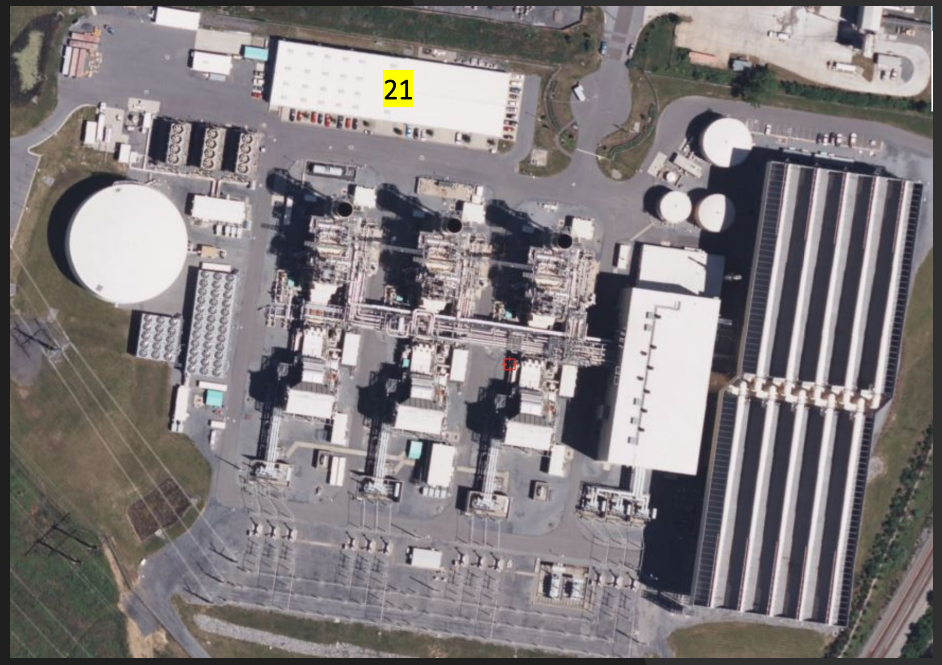
Roof 20: Metal



- **Type of Roof:** Standing Seam Metal Panels
- **Size:** Aprox 31,100 square feet
- **Estimated Remaining Useful Life of Roof:** 10 years
  - Can be affected by external conditions
- **Summary:**
  - This roof system consists of standing seam metal panels. The panels are in fair condition and present normal signs of wear and tear. There are 2 pipe boots that need to be replace and some of the screws are backing out and some need to be replaced (mostly on the gutter line).
- **Recommended course of action:**
  - Replace pipe boots, tighten screws and cover deteriorated ones with caulk.

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Roof 21: Metal



- **Type of Roof:** Standing Seam Metal Panels
- **Size:** Aprox 32,100 square feet
- **Estimated Remaining Useful Life of Roof:** 10 years
  - Can be affected by external conditions
- **Summary:**
  - This roof system consists of standing seam metal panels. The panels are in fair condition and present normal signs of wear and tear. The seal on the skylights, however, is showing signs of deterioration and needs to be addressed. Some of the screws are backing out and some need to be replaced.
- **Recommended course of action:**
  - Re-seal skylights, tighten or replace screws and cover deteriorated ones with caulk.

Whitley/Service

Roofing & Sheet Metal Company of Charlottesville

P. O. Box 525
Charlottesville, Virginia 22902
(434) 984-0550
Fax (434) 984-0549

Contractors For:
Roofing
Industrial Sheeting
Sheet Metal Fabrication & Erection
VA Contractor Registration #2705157565

SECTION IV – STATEMENT OF NEEDS

O. Describe in detail your approach to each of the following items and include all associated costs.

2. Describe experience providing roofing inspection, installation, maintenance, and replacement services. Emphasize experience with other higher education institutions.

Below is a list of some of the clientele that we currently serve:

- University of Virginia
  - Currently 1 of 5 firms on their On-Demand roofing contract
  - We service 90% of the repairs at UVA hospital
  - We replace 3 to 5 roofs per year at UVA as well as 4 to 5 hospital roofs
- Aerojet / L3Harris
  - We provide on call service for repairs
  - We replace 3 to 5 roofs per year
- Albemarle County Schools
  - Currently provide ACS with all of their service needs
  - We replace 1 to 2 roofs per year for Albemarle County
- Colliers International
  - We service all of Colliers commercial properties in the Richmond and Charlottesville areas (leak repairs)
- UVA Foundation
  - Currently provide UVA foundation with service repairs, roof inspection reports, roof replacements
- Dominion Energy
  - We provide service and roof replacement to Dominion's power stations, sub stations and administrative facilities
- DuPont Richmond
  - We provide 24 hour service and roof replacement to DuPont in Richmond, VA
- Many more clients available upon request

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SECTION IV – STATEMENT OF NEEDS

O. Describe in detail your approach to each of the following items and include all associated costs.

3. Provide examples of recent projects of comparable services that have been completed by your firm. List the dollar amount, time frame, work performed, and contact information.

Project Name & Location: Fulks Run Elementary
Kitchen Reroof
11089 Brocks Gap Rd
Fulks Run, Va 22830

Owner Contact: Rockingham County Schools
Shannon Clem
540-434-4434

Size and Type of Project: 30 Squares- Tear off existing EPDM roof and install new 60 mil EPDM with new tapered iso system.

Price: $55,000

Date Completed: 7.30.26

Project Type: Low Slope Tear-off and Re-roof (60 mil EPDM, Pavers, Academic Building)

Project Description: This project consisted of the removal of the existing EPDM roof system to the structural deck and the installation of a new 60 mil EPDM system. New tapered insulation board was set-in low-rise foam to provide slope to roof drains. EPDM was adhered over the new insulation board and tied into adjacent roof systems with 30-year warrantable details.

Adjacent walls were encapsulated with EPDM to prevent water intrusion through masonry. New edge metal was shop fabricated to match existing construction. Due to slope of insulation package and existing roof systems, Whitley designed and installed a new divider wall to separate slopes. New pavers were provided for mechanical walkways and ballast and were set on 60 mil slip sheets.

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SECTION IV – STATEMENT OF NEEDS

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3. Provide examples of recent projects of comparable services that have been completed by your firm. List the dollar amount, time frame, work performed, and contact information.

Project Name & Location: L3 Harris/Aerojet
7499 Pine Stake Rd
Culpeper, Virginia

Owner Contact: Leigha Barton
Phone: 540 854 2192

Size and Type of Project: Tear-off and replacement of multiple roofs as well as retrofits of multiple roofs.

Price: $70,000-$250,000

Date Completed: Various completion dates: 2024 through August 2026

Project Type: Tear-off existing roof(s) and replace with 60 Mil EPDM. Retrofit of Metal roofs systems with flute fill iso and TPO. FM Global insured facility.

Project Description:
L3 Harris has chosen Whitley repeatedly to remove and replace or retrofit roofs ranging in size from 5 squares to 160 squares. Coordination of schedule between L3Harris and Whitley is absolutely critical to the process. All roofs must be FM approved assemblies and each project requires specific safety plans and pedestrian access plans.

Each roof varies in its components (Insulation Thickness, Deck Type, Roof System Type, Etc.). Because of this, Whitley has to be prepared with the appropriate tools and equipment to effectively tear-off and replace each roof.

On ballasted flat roofs we have provided tear-off and replacement services using 60 mil adhered EPDM systems. For metal roof retrofits we have used custom bevel cut insulation board and Rhinobond TPO systems.

L3Harris has the resources to select only the best contractor, inspector and materials for their re-roofing projects. Whitely was chosen over every other contractor in the state due to their expertise, workmanship, safety and ability to stay on schedule

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SECTION IV – STATEMENT OF NEEDS

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3. Provide examples of recent projects of comparable services that have been completed by your firm. List the dollar amount, time frame, work performed, and contact information.

Project Name & Location: Rivanna Water & Sewer Authority
Moore's Creek Recycling Building
695 Moores Creek Rd
Charlottesville, VA 22901

General Contractor: W.M. Schlosser Company
John Porter (301) 773-1300, Ext. 1394

Size and Type of Project: New Standing Seam Metal Roof System

Price: $1,100,000

Date Completed: August 2026

Project Type: 24 ga. standing seam system over existing open truss building

Project Description:
Two metal roofs were fully torn off to expose open trusses and purlins which were inspected and replaced with new 14 gauge purlins on a T&M basis. Whitley then installed a pre-engineered trapezoidal standing seam roof system by mechanically fastening clips to the purlins. Metal rake flashings, drip edge and gutters were shop fabricated and installed using 24-gauge Kynar coated sheet metal.

Close coordination with the General Contractor was required due to the tight phasing of the project. Whitley had to manage multiple safety concerns working over open purlins and coordinate multiple pieces of equipment to provide proper access to work areas throughout the project.

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SECTION IV – STATEMENT OF NEEDS

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3. Provide examples of recent projects of comparable services that have been completed by your firm. List the dollar amount, time frame, work performed, and contact information.

Project Name & Location: University of Virginia
JPA Medical Office Buildings
1222 Jefferson Park Ave
Charlottesville, Va 22903

Owner Contact: Warren Britts
University of Virginia
Phone: (434) 243 9738

Size and Type of Project: 50 Squares of Low Slope .060 EPDM (Fully adhered)

Date Completed: December 2025

Price: $150,000

Project Type: Tear-off existing Roof System and Replace with .060 EPDM

Project Description: This project took place at an active medical facility for University of Virginia. We tore off 2 roof systems down to steel decking and disposed of them offsite via crane lifts scheduled from 1am-5am. New tapered iso was mechanically fastened down and coverboard was adhered over the iso. New 60 mil EPDM was then adhered to the coverboard. 30-year warrantable details.

This project was highly visible throughout the medical campus and required scaffolding install for overhead protection prior to job start. Material and trash were only able to be loaded and unloaded in the middle of the night to prevent traffic issues.

We have been the preferred contractor at UVA Health for everything from leak tickets to sheet metal repair to full roof replacements for several years due to our ability to manage complex projects using our own employees.

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SECTION IV – STATEMENT OF NEEDS

O. Describe in detail your approach to each of the following items and include all associated costs.

3. Provide examples of recent projects of comparable services that have been completed by your firm. List the dollar amount, time frame, work performed, and contact information.

Project Name & Location: Washington and Lee
Wilson Hall
Hospital Drive
Lexington, VA 24450

Owner Contact: Randy Cook
W&L University
(434) 243 9738

Size and Type of Project: 120 Sqs. of EPDM Tear off and Install of 2 ply modified bitumen system

Date Completed: July 2026

Price: $480,000

Project Type: Modified 2 ply reroof

Project Description: This project consisted of tearing off existing EPDM system over concrete deck. All debris was removed via trash chute into dumpsters.

New ¼'' tapered iso was set-in low-rise adhesive followed by 5/8'' gypsum board. Base and cap asphalt sheets were installed in cold asphalt-based adhesive. Approximately 30 penetrations and parapet walls around the area were fully flashed. Whitley also provided a new ballasted guardrail system for perimeter fall protection.

Whitley has performed the above scope of work on multiple W&L buildings the past 5 years and has become the preferred roof service provider on campus.

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SECTION IV – STATEMENT OF NEEDS

O. Describe in detail your approach to each of the following items and include all associated costs.

3. Provide examples of recent projects of comparable services that have been completed by your firm. List the dollar amount, time frame, work performed, and contact information.

Project Name & Location: University of Virginia
Hereford Dorms
202 Jeanette Lancaster Way
Charlottesville, Va 22902

Owner Contact: Zach Brackett
University of Virginia

Size and Type of Project: 185 Squares of Low Slope .060 EPDM (Fully Tapered Insulation on Concrete Deck)

Date Completed: August 2024

Price: $1,500,000

Project Type: Tear-off existing Roof System and Replace with .060 EPDM (Fully adhered tapered insulation on concrete deck)

Project Description: This project involved the replacement of 5 roof sections at various heights at the UVA Hereford Dorms. All sections of the dorms were partially occupied throughout construction requiring close coordination with University of Virginia management.

Low-slope roofing required the removal and disposal of the existing EPDM roof system. The new system included a base layer of polyiso insulation and a fully tapered insulation package to improve the drainage of each section. All insulation was adhered to the existing concrete roof deck. A fully adhered .060 Reinforced EPDM roof system was then installed and properly terminated and detailed to receive a 15 year manufacturer's total system warranty. All seams were redundantly stripped in with manufacturer's 6" wide overlayment stripping.

All edge metal and counter flashings were shop fabricated using 20 oz. copper. On various sections, new scuppers were added by cutting through the existing masonry. Regeleted counter-flashings were added by saw-cutting into the mortar joint above the membrane termination bar.

This was a complex project that had to be completed within the summer months so that student pedestrian activity was limited. Whitley provided 2 crews of our own full time employees and brought the substantial completion of the work within the targeted time span.

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SECTION IV – STATEMENT OF NEEDS

O. Describe in detail your approach to each of the following items and include all associated costs.

4. Describe in detail warranty given on all services and materials. Contractor shall be the primary point of contact for warranty responsibility for all equipment, material, and work.

Please see attached a sample warranty covering our workmanship. Also attached are sample warranties from Carlisle and GAF.

WHITLEY SERVICE ROOFING & SHEET METAL COMPANY
P. O. BOX 525, 1975 SNOW POINT LANE
CHARLOTTESVILLE, VIRGINIA 22902

Owner: **TERM**: 2 year

Building: **Roofing Specification:**

Address: **Number of Squares:**

Date of Completion: **Date of Expiration:**

Whitley/Service Roofing & Sheet Metal Company (hereinafter "Contractor") hereby warrants, subject to the terms and conditions set forth herein, that for a period of 2 (two) years from the date of completion, Contractor will, free of charge to the Owner, make repairs to leaks in the roofing and flashing installed by Contractor resulting from defects in workmanship applied by or through Contractor. Contractor shall, within the warranty period and during normal working hours, inspect and furnish the labor and materials to repair leaks covered under this Warranty at no cost to Owner.

This Warranty is made under and subject to the following terms and conditions:

1. In order for this Warranty to be effective, the Owner must first notify Contractor of any repairs required under this Warranty. Notice may be given orally, but in order to pursue any claim that Contractor has not honored this Warranty, notification of a leak must be given to Contractor in writing at the address shown above within five (5) days after a leak is experienced. Contractor shall make repairs as soon as practicable after notification.

2. This Warranty does not extend to conditions caused by, and Contractor shall not be responsible for leaks or damage to the roof caused by (1) abuse, misuse, vandalism, lack of maintenance, accident or negligence in maintaining the roof; (2) lightning, hail, windstorm, hurricane, earthquake, thermal shock or other acts of God; (3) other building components, including solar equipment, building movement, settlement, deflection of roof deck, dry rot, deterioration of walls, water entry through masonry or other building components, and defects in the materials used as a base under the roof; (4) faulty vents, equipment supports, and other penetrations of the roof work and edge conditions, unless such work was performed by Contractor; (5) installation service or maintenance of roof top equipment, solar equipment, plant media, overburden or traffic of any nature on the roof; (6) acts or omissions of other trades or contractors; (7) movement of metal work; (8) ponding of water; (9) discharge of oils, greases, solvents or chemicals; (10) damage caused by termites, insects, birds or animals; (11) penetration of the roofing from beneath by nails or other fasteners; or (12) blockage of roof drains or gutters. If, during the term of this warranty, the subject property is exposed to tornadoes, hurricanes, or earthquakes, the warranty will be void and cancelled.

3. No work shall be done on said roof, including, but without limitation, openings made for flues, vents, drains, sign braces, railings, or other equipment fastened to or set on the roof, and no repairs or alterations shall be made to the roof or flashings, unless Contractor shall first be notified and be given the opportunity, at the expense of the Owner, to make the necessary roofing application thereto. Failure to observe this condition shall render this Warranty null and void with respect to any area of the roof affected thereby.

4. Nothing in this Warranty shall render Contractor liable in any respect for any damage to the Owner's building, or any components or contents thereof, mold, mildew or interruption of any business conducted in the building. Owner should inspect ceilings and overhangs periodically for signs of leakage.

WHITLEY/SERVICE ROOFING & SHEET METAL COMPANY SHALL NOT BE LIABLE FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES.

5. This Warranty is intended solely for the benefit of the Owner named above and is not transferable or assignable by the Owner without the express written consent of Contractor.

6. This Warranty shall not be effective unless Contractor receives full payment for installation, repairs, or service in connection with the roofing system covered by this Warranty.

7. Contractor's obligation to make repairs to leaks resulting from a deficiency in workmanship during the term of this Warranty is its sole and exclusive obligation to Owner and Owner's exclusive remedy against Contractor. This warranty is not a maintenance contract. Upon expiration of the warranty, Contractor shall have no further obligation.

THIS WARRANTY IS GIVEN AND ACCEPTED IN LIEU OF ALL OTHER LIABILITY OR WARRANTIES ON THE PART OF WHITLEY/SERVICE ROOFING & SHEET METAL COMPANY, EXPRESS OR IMPLIED, IN FACT OR IN LAW. ALL IMPLIED WARRANTIES AND SPECIFICALLY THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY EXCLUDED AND DISCLAIMED.

8. If Contractor is called upon to investigate a reported leak and the condition is determined not to be covered under this warranty, Owner will compensate Contractor for repairs, if any, and time expended by Contractor. Contractor will not be responsible for leaks, or damage to the roof caused by service to or maintenance of heating , air conditioning and ventilating equipment mounted on or above the roofing and specifically excludes from this Warranty all areas of roofing lying under or within five (5) feet of the perimeter of this equipment and/or its supports.

9. Any claim alleging a breach of this Warranty against Contractor shall be resolved through arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association or through such other neutral organization as the parties may agree and must be initiated no later than one year after he claim arose and in no event later than one year after expiration of this warranty.

Whitley/Service Roofing & Sheet Metal Company

By:_____

SAMPLE

WARRANTY NO.:
BUILDING OWNER:
NAME OF BUILDING:
BUILDING ADDRESS:
DATE OF COMPLETION OF THE CARLISLE TOTAL ROOFING SYSTEM:
DATE OF ISSUE:

Carlisle Roofing Systems, Inc., (Carlisle) warrants to the Building Owner (Owner) of the above described building, that; subject to the terms, conditions, and limitations stated in this warranty, Carlisle will repair any leak in the Carlisle Roofing System (Carlisle Total Roofing System) installed by a Carlisle Authorized Roofing Applicator for a period of -- years, commencing with the date of Carlisle's acceptance of the Carlisle Total Roofing System installation. However, in no event shall Carlisle's obligations extend beyond -- years, subsequent to the date of substantial completion of the Carlisle Total Roofing System. See below for exact date of warranty expiration.

The Carlisle Total Roofing System is defined as the following newly installed Carlisle brand materials: Membrane, Flashings, Adhesives and Sealants, Insulation, Cover Boards, Fasteners, Fastener Plates, Fastening Bars, Insulation Adhesives and any other newly installed Carlisle brand products utilized in this installation.

TERMS, CONDITIONS, LIMITATIONS

1. Owner shall provide Carlisle with written notice via letter, fax or email within thirty (30) days of any leak in the Carlisle Total Roofing System. Owner should send written notice of a leak to Carlisle's Warranty Services Department at the address set forth at the bottom of this warranty. By so notifying Carlisle, the Owner authorizes Carlisle or its designee to investigate the cause of the leak. Should the investigation reveal the cause of the leak to be outside the scope of this Warranty, investigation and repair costs for this service shall be paid by the Owner.

2. If, upon inspection, Carlisle determines that the leak is caused by a defect in the Carlisle Total Roofing System's materials, or workmanship of the Carlisle Authorized Roofing Applicator in installing the same, Owner's remedies and Carlisle's liability shall be limited to Carlisle's repair of the leak. Carlisle shall have sole responsibility in determining the method of repair of the area.

3. This warranty shall not be applicable if, upon Carlisle's inspection, Carlisle determines that any of the following has occurred:
(a) The Carlisle Total Roofing System is damaged by: natural disasters, lightning, fire, insects, animals, windblown debris or objects, earthquakes, tornados, hail, hurricanes, and winds of (3 second) peak gust speeds of -- mph or higher measured at 10 meters above ground; or
(b) Loss of integrity of the building envelope and/or structure, including, but not limited to, partial or complete loss of roof decking, wall siding, windows, roof top units, doors or other envelope components; or
(c) All associated building components, including but not limited to the deck substrate, joists, columns and foundation, must also meet wind speed design requirements.
(d) The Carlisle Total Roofing System is damaged by any acts, accidents, misuse, abuse, vandalism, civil disobedience or the like; or
(e) Deterioration or failure of building components, including, but not limited to, the roof substrate, walls, mortar, HVAC units, non Carlisle brand metal work, etc., occurs and causes a leak, or otherwise damages the Carlisle Total Roofing System; or
(f) Deterioration of metal materials and accessories caused by marine salt water, atmosphere, or by regular spray of either salt or fresh water; or

SAMPLE

800-233-0551 | P.O. Box 7000 | Carlisle, PA 17013 | Fax: 717-245-7121 | www.carlislesyntec.com

(g) Acids, oils, harmful chemicals and the like come in contact with the Carlisle Total Roofing System and cause a leak, or otherwise damage the Carlisle Total Roofing System; or
(h) The Carlisle Total Roofing System encounters leaks or is otherwise damaged by condensation resulting from any condition within the building that may generate moisture; or
(i) The Carlisle Authorized Applicator or any additional contractor or subcontractor failed to follow Carlisle's published specifications and details for the approved system assembly or failure to correct all installation deficiencies listed in any Carlisle inspection report.

4. This Warranty shall be null and void if any of the following shall occur:
(a) If, after installation of the Carlisle Total Roofing System by a Carlisle Authorized Roofing Applicator, there are any alterations or repairs made on or through the roof or objects such as, but not limited to, structures, fixtures, solar arrays, wind turbines, roof gardens or utilities are placed upon or attached to the roof without first obtaining written authorization from Carlisle; or
(b) Failure by the Owner to use reasonable care in maintaining the roof, said maintenance to include, but not be limited to, those items listed on Carlisle's Care & Maintenance Guide which accompanies this Warranty.

5. In addition, it shall be Owner's sole responsibility to remove and re-install at Owner's expense, all obstructions, including, but not limited to, structures, fixtures, solar arrays, wind turbines, roof gardens, utilities or other overburden from the affected area as determined by Carlisle that would hinder or impede repairs being made in the most expedient and least expensive manner possible. Owner shall be responsible for all costs associated with any loss of power generation in the event that removal of a solar array is required to repair the roofing system.

6. During the term of this Warranty, Carlisle shall have free access to the roof during regular business hours.

7. Carlisle shall have no obligation under this Warranty while any bills for installation, supplies, service, and/or warranty charges have not been paid in full to the Carlisle Authorized Roofing Applicator, Carlisle, or material suppliers.

8. Carlisle's failure at any time to enforce any of the terms or conditions stated herein shall not be construed to be a waiver of such provision.

9. Carlisle shall not be responsible for the cleanliness or discoloration of the Carlisle Total Roofing System caused by environmental conditions including, but not limited to, dirt, pollutants or biological agents.

10. Carlisle shall have no liability under any theory of law for any claims, repairs, restoration, or other damages including, but not limited to, consequential or incidental damages relating, directly or indirectly, to the presence of any irritants, contaminants, vapors, fumes, molds, fungi, bacteria, spores, mycotoxins, or the like in the building or in the air, land, or water serving the building.

11. This warranty shall be transferable upon a change in ownership of the building when the Owner has completed certain procedures, including a transfer fee and an inspection of the Roofing System by a Carlisle representative.

12. Any dispute, controversy or claim between the Owner and Carlisle concerning this Limited Warranty shall be settled by mediation. In the event that the Owner and Carlisle do not resolve the dispute, controversy or claim in mediation, the Owner and Carlisle agree that any and all suits, proceedings, or claims shall be filed in either the state courts of Cumberland County, Pennsylvania or in the United States District Court for the Middle District of Pennsylvania. Each party irrevocably consents to the jurisdiction and venue of the above-identified courts.

SAMPLE

13. Roof System Design Assembly: Carlisle, as manufacturer of commercial roofing products with the sole purpose of offering products for an Owner, design professional, architect, consultant, or engineer when designing/choosing a roof system assembly, assumes no liability nor implies to the suitability of the products for any particular assembly or specific building operation or structure. The Owner, design professional, architect, consultant, or engineer is solely responsible for the assembly chosen for a particular building structure to include the responsibility to properly calculate wind uplift values, design dead loads and live loads, and suitability and condition of building envelope substrate, decking, parapets, drainage, slope, and other attributes pertaining to the performance of the roof system assembly.

14. The Carlisle Authorized Applicator or any additional contractor or subcontractor are not agents of Carlisle.

CARLISLE DOES NOT WARRANT PRODUCTS UTILIZED IN THIS INSTALLATION WHICH IT HAS NOT FURNISHED AND SPECIFICALLY DISCLAIMS LIABILITY, UNDER ANY THEORY OF LAW, ARISING OUT OF THE INSTALLATION AND PERFORMANCE OF, OR DAMAGES SUSTAINED BY OR CAUSED BY, PRODUCTS NOT FURNISHED BY CARLISLE OR THE PRIOR EXISTING ROOFING MATERIAL OVER WHICH THE CARLISLE ROOFING SYSTEM HAS BEEN INSTALLED.

THE REMEDIES STATED HEREIN ARE THE SOLE AND EXCLUSIVE REMEDIES FOR FAILURE OF THE CARLISLE TOTAL ROOFING SYSTEM OR ITS COMPONENTS. THERE ARE NO WARRANTIES EITHER EXPRESSED OR IMPLIED, INCLUDING THE IMPLIED WARRANTIES OF FITNESS FOR A PARTICULAR PURPOSE AND MERCHANTABILITY, WHICH EXTEND BEYOND THE FACE HEREOF. CARLISLE SHALL NOT BE LIABLE FOR ANY INCIDENTAL, CONSEQUENTIAL OR OTHER DAMAGES INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFITS OR DAMAGE TO THE BUILDING OR ITS CONTENTS UNDER ANY THEORY OF LAW.

SAMPLE

BY: Mark J. Long
AUTHORIZED SIGNATURE
TITLE: Director, Technical and Warranty Services
This Warranty Expires: --

Carlisle Care and Maintenance Guide

In order to ensure the long-term performance of your Roofing System and continued warranty service and coverage, regular rooftop maintenance inspections are necessary. While normal aging will occur on all roofs, if not detected early, problems stemming from abuse, contamination, accidents and severe weather can result in extensive and costly repairs or premature failure of the roofing system. Single-ply Roofing Systems are typically low-slope and easy to inspect, but caution must be taken to ensure safety. Carlisle disclaims and assumes no liability for any rooftop activity.

- Owner must retain records related to the Roofing System. Such records include, but are not limited to: the warranty document and serial number, maintenance inspection logs, rooftop traffic logs, service logs, and invoices for work performed on the roofing system.
- Inspect the roof at least every six months (preferably spring and fall) and immediately following any weather event that includes excessive rainfall, high winds and/or hail warnings. Increased number of rooftop maintenance inspections may be required on some roofs as the location may dictate, such as higher trees near the building which will accumulate leaves and debris on the roof and have adverse effects on drainage. In addition, rooftop maintenance inspections should occur after regular maintenance of any rooftop unit.

When inspecting the Roofing System, pay special attention to the following:
- Walls/Parapets/Roof Edge – Wind damage often begins at the perimeter of the roof. Ensure all membrane terminations and edge metal and copings are secure.
- Roof Deck Membrane – Inspect the field of the roof, scanning for damage caused by wind-blown debris or traffic.
- Penetrations/Rooftop Units – Inspect the membrane, flashings and terminations around penetrations and roof top units for possible damage from service work. Ensure the units and terminations are secure.
- Remove debris (leaves, dirt, trash, etc.) – Good roofing practice dictates that water should drain from the roof and that ponded water should evaporate within 48 to 72 hours after a rainfall. Debris can inhibit drainage.

Additional Maintenance Items:
- Foot Traffic – Walkways must be provided if regular traffic is required or if rooftop equipment has a regular thirty (30) day or less maintenance schedule.
- Petroleum Products & Chemicals - Keep all liquids containing petroleum products or chemicals off the membrane to avoid product degradation.
- Animal Fats/Vegetable Oils: EPDM Membranes - Do not exhaust animal fats/vegetable oils directly onto EPDM roof surfaces. TPO & PVC Membranes – Animal fats/vegetable oils must be regularly removed and the rooftop surface cleaned with a mixture of soap and water.

What to do if a leak occurs:
- After verifying the leak is through the roofing system, contact Carlisle at 1-800-233-0551 or at www.carlislesyntec.com.
- If minor, emergency temporary repairs are made to a suspected leak area, use Carlisle's Lap Sealant or a good-grade rubber caulk to address the repair area (do not use asphaltic roof cement). Please note, Carlisle is not responsible for the cost associated with any emergency temporary repairs.

Alterations to the Roofing System:
- Alterations to the Roofing System must be completed by a Carlisle Authorized Applicator. The Carlisle Authorized Applicator must notify Carlisle when the revision work is complete. The necessary form can be found on the Carlisle website via the Authorized Applicators login.

Warranty Transfer:
- Warranties shall be transferable upon a change in ownership of the building when the Owner has completed certain procedures. This form can be found on the Carlisle website for additional guidelines.

SAMPLE

EverGuard® Diamond Pledge™ NDL Roof Guarantee

Enhanced Wind Coverage

OWNER OF BUILDING	GUARANTEE NUMBER
NAME OF BUILDING	PERIOD OF COVERAGE
ADDRESS OF BUILDING	DATE OF COMPLETION
AREA OF ROOF (SQUARES)	GUARANTEE EXPIRATION DATE
APPLIED BY	ROOF SPECIFICATION

SPECIMEN

THE GUARANTEE/SOLE AND EXCLUSIVE REMEDY

GAF Warranty Company, LLC" ("GAF") guarantees to you, the owner of the building described above, that GAF will provide "Edge To Edge" protection by repairing leaks through the GAF roofing membrane, liquid-applied membrane or coating, base flashing, high-wall waterproofing flashing, insulation, expansion joint covers, preflashed accessories, and metal flashings used by the contractor of record that were designed and installed in accordance with an appropriate ES-1-certified edge detail (the "GAF Roofing Materials") resulting from a manufacturing defect, ordinary wear and tear, or workmanship in applying the GAF Roofing Materials. There is no dollar limit on covered repairs. Leaks caused by any non-GAF materials, such as the roof deck or non-GAF insulation, are not covered.

GUARANTEE PERIOD

This guarantee ends on the expiration date listed above.

OWNER RESPONSIBILITIES

Notification of Leaks

In the event of a leak through the GAF Roofing Materials, you **MUST** make sure that GAF is notified directly about the leak, in writing, within **30 days** either online at leakreporting.gaf.com, by email at guaranteeleak@gaf.com, or by postal mail to GAF Warranty Claims Department, 1 Campus Drive, Parsippany, NJ 07054, or GAF will have no responsibility for making repairs. **NOTE:** The roofing contractor is **NOT** an agent of GAF; notice to the roofing contractor is **NOT** notice to GAF.

By notifying GAF, you authorize GAF to investigate the cause of the leak. If the investigation reveals that the leak is not covered by this guarantee, you agree to pay an investigation cost of $500. This guarantee will be cancelled if you fail to pay this cost within 30 days of receipt of an invoice for it.

Preventative Maintenance and Repairs

A. You must perform regular inspections and maintenance and keep records of this work.
B. To keep this guarantee in effect, you must repair any conditions in the building structure or roofing system that are not covered by this guarantee but that GAF concludes may be threatening the integrity of the GAF Roofing Materials. Any such repairs must be performed by a GAF-certified roofing contractor. Failure to make timely repairs may jeopardize guarantee coverage.
C. You may make temporary repairs to minimize damage to the building or its contents in an emergency, at your sole expense. These repairs will not result in cancellation of the guarantee as long as they are reasonable and customary and do not result in permanent damage to the GAF Roofing Materials.
D. Any equipment or material that impedes any inspection or repair must be removed at your expense so that GAF can perform inspections or repairs.

EXCLUSIONS FROM COVERAGE

(E.g., items that are not "ordinary wear and tear" or are beyond the control of GAF)

This guarantee does **NOT** cover conditions other than leaks. This guarantee also does **NOT** cover leaks caused by any of the following:

1. Inadequate roof maintenance, that is, the failure to follow the Scheduled Maintenance Checklists provided with this guarantee (extra copies available by calling Guarantee Services at 1-877-GAF-ROOF) or the failure to repair owner responsibility items.
2. Unusual weather conditions or natural disasters including, but not limited to, winds in excess of ___ miles per hour, hail, floods, hurricanes, lightning, tornados, and earthquakes, unless specifically covered by this guarantee.
3. Impact of foreign objects or physical damage caused by any intentional or negligent acts, accidents, misuse, abuse, or the like.
4. Damage to the roof constructed of the GAF Roofing Materials due to: (a) movement, cracking, or other failure of the roof deck or building; (b) improper installation or failure of any non-GAF insulation or materials; (c) condensation or infiltration of moisture through or around the walls, copings, building structure, or surrounding materials except where high-wall GAF waterproofing flashings are installed; (d) chemical attack on the membrane, including, but not limited to, exposure to grease or oil; (e) the failure of wood nailers to remain attached to the structure; (f) moisture migration from the building interior or any building component other than the GAF Roofing Materials; (g) use of materials that are incompatible with the GAF Roofing Materials; or (h) architectural, engineering, or design defects or flaws.
5. Traffic of any nature on the roof unless using GAF walkways applied in accordance with GAF published application instructions.
6. Changes in the use of the building or any repairs, installation of any overbuden modifications, or additions to the GAF Roofing Materials after the roof is completed, unless prior written approval is obtained from GAF.
7. Exposure to sustained high-temperature conditions; however, for systems utilizing EverGuard Extreme® TPO membrane, exposure in excess of 195°F.

No representative, employee, or agent of GAF, or any other person, has the authority to assume any additional or other liability or responsibility for GAF, unless it is in writing and signed by an authorized GAF Field Services Manager or Director. GAF does not practice engineering or architecture. Neither the issuance of this guarantee, nor any review of the roof constructed of the GAF Roofing Materials (or the plans for the roof), by GAF shall constitute any warranty of such plans, specifications or construction, or the suitability or code compliance of the GAF Roofing Materials for any particular structure. **NOTE:** Any inspections made by GAF are limited to a surface inspection only, are for the sole benefit of GAF, and do not constitute a waiver or extension of any of the terms and conditions of this guarantee.

This guarantee MAY BE SUSPENDED OR CANCELLED IF THE ROOF IS DAMAGED BY any cause listed above as AN EXCLUSION FROM COVERAGE that may affect the integrity or watertightness of the roof.

TRANSFERABILITY

You may transfer or assign this guarantee to a subsequent owner of this building for the remaining term only if: 1) the request is in writing to GAF at the address listed below within 60 days after ownership transfer; 2) you make any repairs to the GAF Roofing Materials or other roofing or building components that are identified by GAF after an inspection as necessary to preserve the integrity of the GAF Roofing Materials; and 3) you pay an assignment fee of $500. This guarantee is NOT otherwise transferable or assignable by contract or operation of law, either directly or indirectly.

LIMITATION OF DAMAGES; MEDIATION; JURISDICTION; CHOICE OF LAW

THIS GUARANTEE IS EXPRESSLY IN LIEU OF ANY OTHER GUARANTEES OR WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, and of any other obligations or liability of GAF, whether any claim against it is based upon negligence, breach of warranty, or any other theory. In **NO** event shall GAF be liable for any CONSEQUENTIAL OR INCIDENTAL DAMAGES of any kind, including, but not limited to, interior or exterior damages and/or mold growth.

The parties agree that, as a condition precedent to litigation, any controversy or claim relating to this guarantee shall be first submitted to mediation before a mutually acceptable mediator unless GAF, at its sole option, elects to waive said requirement. In the event that mediation is unsuccessful, or is waived by GAF, the parties agree that neither one will commence or prosecute any lawsuit or proceeding other than before the appropriate state or federal court in the State of New Jersey. This guarantee shall be governed by the laws of the State of New Jersey, without regard to principles of conflicts of laws. Each party irrevocably consents to the jurisdiction and venue of the above identified courts.

NOTE: GAF shall have no obligation under this guarantee unless and until all bills for installation and supplies have been paid in full to the roofing contractor and materials suppliers, and the guarantee charge has been paid to GAF.

By: _____

Authorized Signature

GAF
1 CAMPUS DRIVE
PARSIPPANY, NJ 07054

Visit gaf.com

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We protect what matters most™

Whitley/Service

Roofing & Sheet Metal Company of Charlottesville

P. O. Box 525
Charlottesville, Virginia 22902
(434) 984-0550
Fax (434) 984-0549

Contractors For:
Roofing
Industrial Sheeting
Sheet Metal Fabrication & Erection
VA Contractor Registration #2705157565

SECTION IV – STATEMENT OF NEEDS

O. Describe in detail your approach to each of the following items and include all associated costs.

5. Identify and provide copies of all relevant certification and licenses that the contractor and/or employees currently hold.

OSHA 30-hour Construction Safety and Health – Tony Whaley, Eric Proffit, Chris Moreno, Jonathan Hawkins

OSHA 10- hour Construction Safety and Health – Allen John Dorman, Tim Hawkins, Mike Johnson

12-Hour Asbestos Roofing Competent Person – Victor Vega, John Turner, Chris Moreno, Pedro Maguina

4-Hour Asbestos Roofing Worker – Tony Whaley

Note: Asbestos certifications are updated on an as needed basis.

CCO Certified for Boom Truck – Eric Proffit

GAF Gold Elite Commercial Roofing Contractor

Carlisle Authorized Applicator

Member of NRCA, ABC, and AGC

VA Class A Contractor

OSHA®
Occupational Safety and Health Administration

34-602282732

This card acknowledges that the recipient has successfully completed:

30-hour Construction Safety and Health

This card issued to:

TONY WHALEY

PETER B. RICE — Trainer Name

01/02/2024 — Date of Issue

OSHA Training Institute Education Centers®
University of California, San Diego

800-358-9206
extension.ucsd.edu/oshaverification/

OSHA recommends Outreach Training Courses as an orientation to occupational safety and health for workers. Participation is voluntary. Workers must receive additional training on specific hazards of their job. This course completion does not expire.

Use or distribution of this card for fraudulent purposes, including false claims of having received training, may result in prosecution under 18 U.S.C. 1001. Potential penalties include substantial criminal fines, imprisonment up to 5 years, or both.

To verify this training, scan the QR code with your mobile device.

Rev. 1/2016

OSHA
Occupational Safety and Health Administration

26-607272448

This card acknowledges that the recipient has successfully completed:

30-hour Construction Safety and Health

This card issued to:

ERIC PROFFIT

Curtis Chambers	11/16/2019
Trainer Name	Date of Issue

OSHA®
Occupational Safety and Health Administration

34-602417630

This card acknowledges that the recipient has successfully completed:

30-hour Construction Safety and Health

This card issued to:

CHRISTOPHER MORENO

ROLANDO CEDILLO
Trainer Name

12/30/2025
Date of Issue

OSHA Training Institute Education Centers®
University of California, San Diego

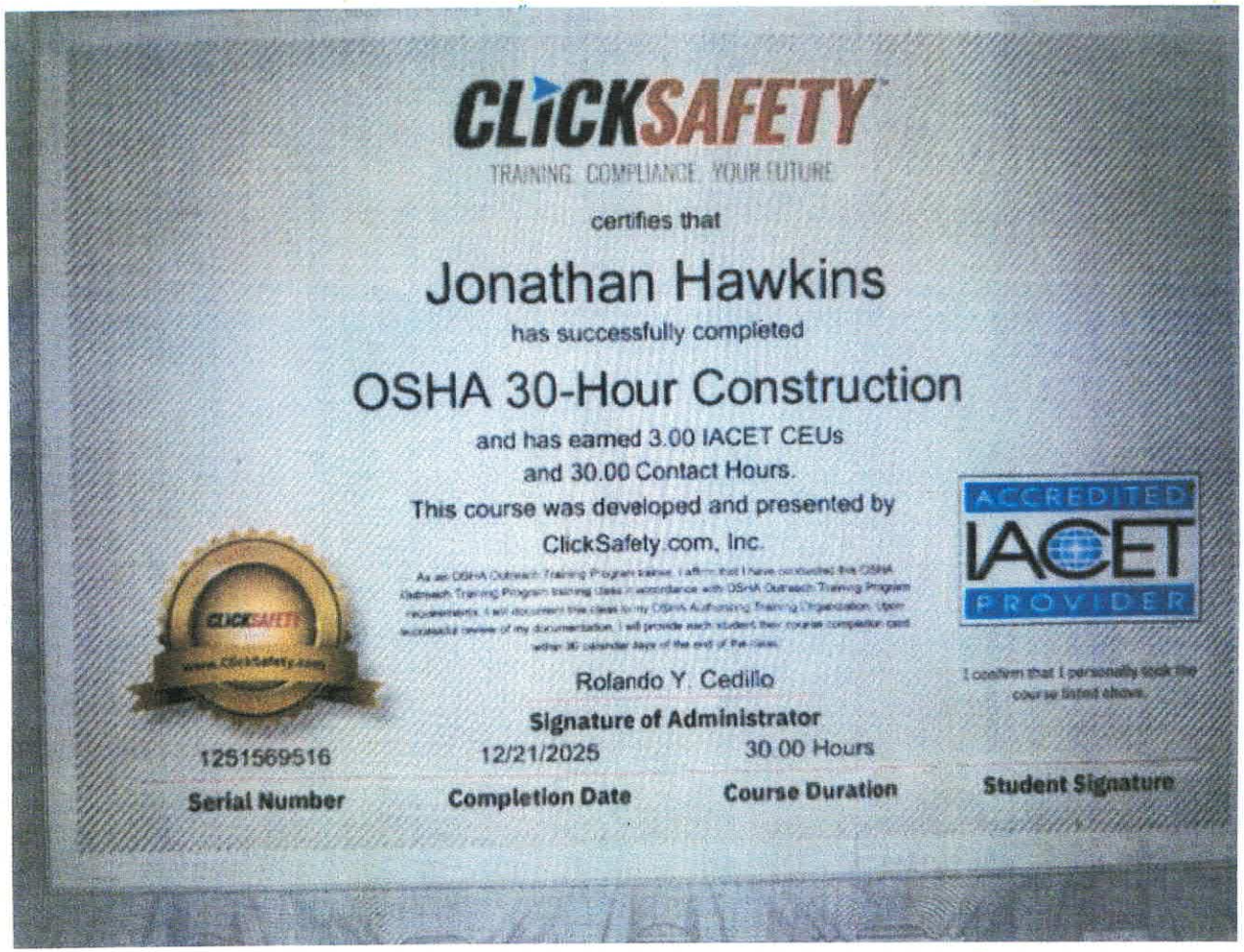
800-358-9206
extension.ucsd.edu/oshaverification/

OSHA recommends Outreach Training Courses as an orientation to occupational safety and health for workers. Participation is voluntary. Workers must receive additional training on specific hazards of their job. This course complete does not expire.

Use or distribution of this card for fraudulent purposes, including false claims of having received training, may result in prosecution under 18 U.S.C. 1001. Potential penalties include substantial criminal fines, imprisonment up to 5 years, or both.

To verify this training, scan the QR code with your mobile device.

Rev. 1/2016



CLICKSAFETY

TRAINING. COMPLIANCE. YOUR FUTURE

certifies that

Jonathan Hawkins

has successfully completed

OSHA 30-Hour Construction

and has earned 3.00 IACET CEUs

and 30.00 Contact Hours.

This course was developed and presented by

ClickSafety.com, Inc.

As an OSHA Outreach Training Program trainer, I affirm that I have conducted this OSHA Outreach Training Program training class in accordance with OSHA Outreach Training Program requirements. I will document this class to my OSHA Authorizing Training Organization. Upon successful review of my documentation, I will provide each student their course completion card within 30 calendar days of the end of the class.

Rolando Y. Cedillo

Signature of Administrator

ACCREDITED IACET PROVIDER

I confirm that I personally took the course listed above.

1251569516	12/21/2025	30.00 Hours	
Serial Number	**Completion Date**	**Course Duration**	**Student Signature**

OSHA Occupational Safety and Health Administration

15-00930502097

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:

Allen Dorman

Pinkie Elizabeth Wood
Trainer Name

09/08/2023
Date of Issue

OSHA Training Institute Education Centers | National Resource Center

1-800-626-4748
www.wvusafetyandhealth.org

OSHA recommends Outreach Training Courses as an orientation to occupational safety and health for workers. Participation is voluntary. Workers must receive additional training on specific hazards of their job. This course completion card does not expire.

Use or distribution of this card for fraudulent purposes, including false claims of having received training, may result in prosecution under 18 U.S.C. 1001. Potential penalties include substantial criminal fines, imprisonment up to 5 years, or both.

To verify this training, scan the QR code with your mobile device.

Rev. 1/2016

OSHA
Occupational Safety and Health Administration

15-00930502098

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:

Tim Hawkins

Pinkie Elizabeth Wood
Trainer Name

09/08/2023
Date of Issue

OSHA Training Institute Education Centers | National Resource Center

1-800-626-4748
www.wvusafetyandhealth.org

OSHA recommends Outreach Training Courses as an orientation to occupational safety and health for workers. Participation is voluntary. Workers must receive additional training on specific hazards of their job. This course completion card does not expire.

Use or distribution of this card for fraudulent purposes, including false claims of having received training, may result in prosecution under 18 U.S.C. 1001. Potential penalties include substantial criminal fines, imprisonment up to 5 years, or both.

To verify this training, scan the QR code with your mobile device.

Rev. 1/2016

OSHA
Occupational Safety and Health Administration

15-00930502091

This card acknowledges that the recipient has successfully completed:

10-hour Construction Safety and Health

This card issued to:

Mike Johnson

Pinkie Elizabeth Wood
Trainer Name

09/08/2023
Date of Issue

OSHA Training Institute Education Centers | National Resource Center

1-800-626-4748
www.wvusafetyandhealth.org

OSHA recommends Outreach Training Courses as an orientation to occupational safety and health for workers. Participation is voluntary. Workers must receive additional training on specific hazards of their job. This course completion card does not expire.

Use or distribution of this card for fraudulent purposes, including false claims of having received training, may result in prosecution under 18 U.S.C. 1001. Potential penalties include substantial criminal fines, imprisonment up to 5 years, or both.

To verify this training, scan the QR code with your mobile device.

Rev. 1/2016

Certificate of Completion

This is to certify

Victor Q Vega

has attended and satisfactorily completed the course entitled

12-Hour Asbestos Roofing Competent Person

in accordance to OSHA 29 CFR 1926.1101

August 29, 2023
Course Date

ECS 23 1102
Certificate Number

1985 Snow Point Lane
Charlottesville, Virginia 22902
Course Location

August 29, 2024
Expiration Date

Christopher J. Chapman
Training Program Manager

Israel Santana, III
Instructor

SETTING THE STANDARD FOR TRAINING

ECS MID-ATLANTIC,LLC
5320 Peters Creek Road, Suite F, Roanoke, Virginia 24019
T: 540-362-2000 F:540-362-1202

Certificate of Completion

This is to certify

John Turner

has attended and satisfactorily completed the course entitled

12-Hour Asbestos Roofing Competent Person

in accordance to OSHA 29 CFR 1926.1101

August 29, 2023
Course Date

ECS 23 1101
Certificate Number

1985 Snow Point Lane
Charlottesville, Virginia 22902
Course Location

August 29, 2024
Expiration Date

Christopher J. Chapman
Training Program Manager

Israel Santana, III
Instructor

ECS MID-ATLANTIC,LLC
5320 Peters Creek Road, Suite F, Roanoke, Virginia 24019
T: 540-362-2000 F:540-362-1202

Certificate of Completion

This is to certify

Christopher Moreno

has attended and satisfactorily completed the course entitled

12-Hour Asbestos Roofing Competent Person

in accordance to OSHA 29 CFR 1926.1101

August 29, 2023
Course Date

ECS 23 1098
Certificate Number

1985 Snow Point Lane
Charlottesville, Virginia 22902
Course Location

August 29, 2024
Expiration Date

Christopher J. Chapman
Training Program Manager

Israel Santana, III
Instructor

ECS MID-ATLANTIC,LLC
5320 Peters Creek Road, Suite F, Roanoke, Virginia 24019
T: 540-362-2000 F:540-362-1202

Certificate of Completion

This is to certify

Pedro Maguina

has attended and satisfactorily completed the course entitled

12-Hour Asbestos Roofing Competent Person

in accordance to OSHA 29 CFR 1926.1101

August 29, 2023
Course Date

ECS 23 1097
Certificate Number

1985 Snow Point Lane
Charlottesville, Virginia 22902
Course Location

August 29, 2024
Expiration Date

Christopher J. Chapman
Training Program Manager

Israel Santana, III
Instructor

ECS MID-ATLANTIC,LLC
5320 Peters Creek Road, Suite F, Roanoke, Virginia 24019
T: 540-362-2000 F:540-362-1202

Certificate of Completion

This is to certify

Tony Whaley

has attended and satisfactorily completed the course entitled

4-Hour Asbestos Roofing Competent Person Refresher

in accordance to OSHA 29 CFR 1926.1101

August 29, 2023
Course Date

ECS 23 1095
Certificate Number

1985 Snow Point Lane
Charlottesville, Virginia 22902
Course Location

August 29, 2024
Expiration Date

Christopher J. Chapman
Training Program Manager

Israel Santana, III
Instructor

SETTING THE STANDARD FOR TRAINING

ECS MID-ATLANTIC,LLC
5320 Peters Creek Road, Suite F, Roanoke, Virginia 24019
T: 540-362-2000 F:540-362-1202


CCO CERTIFIED
CCO ID: 55531010
Scan QR code or go to www.verifycco.org to verify current certification(s)
ERIC J. PROFFIT
Committed to Quality, Integrity, and Fairness since 1995

GAF GOLDELITE
Commercial Contractor

Whitley/Service Roofing & Sheet Metal Co
1985 Snow Point Ln
Charlottesville, Virginia, 22902

1/29/2026
GAF ID: 1133738

Re: GAF GoldElite™ Commercial Contractor

Dear valued customer,

On behalf of GAF Commercial, we are pleased to confirm that Whitley/Service Roofing & Sheet Metal Co is a GAF GoldElite™ Commercial Contractor for 2026.

Whitley/Service Roofing & Sheet Metal Co qualified to become a GAF GoldElite™ Contractor based on their commitment to quality workmanship and customer service in commercial roofing. As a GAF GoldElite™ Commercial Contractor, Whitley/Service Roofing & Sheet Metal Co is able to offer enhanced GAF warranties and guarantees including the Integrated System Limited Warranty, the System Pledge™ Roof Guarantee for qualified projects, and our premier guarantee, the GAF Diamond Pledge™ NDL Roof Guarantee.

GAF prides itself on partnering with knowledgeable and reputable roofing businesses that share our commitment to delivering you the very best quality and service.

Sincerely,

Alma Garnett
SVP, Commercial Roofing Sales

Pete Vollmar
SVP, Sales Operations

Contractors enrolled in GAF certification programs are not employees or agents of GAF, and GAF does not control or otherwise supervise these independent businesses. For more information, view the *Contractor Terms of Use*, available at gaf.com.

GAF GOLD ELITE
Commercial Contractor

Whitley/Service Roofing & Sheet Metal Co

is a 2026 GAF GoldElite™ Commercial Contractor

Based on their consistent commitment to excellence and passion for quality, GAF Commercial is pleased to recognize this company as a GAF GoldElite™ Commercial Roofing Contractor. They are eligible to offer the following enhanced GAF Commercial Roofing Warranties and Guarantees for qualified projects:

Diamond Pledge™ NDL Roof Guarantee
System Pledge™ Roof Guarantee
Integrated System Limited Warranty

Alma Garnett
SVP, Commercial Roofing Sales

Pete Vollmar
SVP, Sales Operations

GAF ID: 1133738

Contractors enrolled in GAF certification programs are not employees or agents of GAF, and GAF does not control or otherwise supervise these independent businesses. For more information, view the Contractor Terms of Use, available at gaf.com.

August 14, 2026

WHITLEY/SERVICE ROOFING & SHEET METAL COMPANY
2700 GOODS BRIDGE ROAD (27224)
RICHMOND, VA 23224
US

Project: James Madison University

To Whom It May Concern:

This letter is to confirm that WHITLEY/SERVICE ROOFING & SHEET METAL COMPANY of RICHMOND, VA is an authorized applicator in good standing.

WHITLEY/SERVICE ROOFING & SHEET METAL COMPANY has been awarded with the following awards:
Centurion
ESP: 2008
Hall of Fame: 250, 500

If you should have any further questions, please feel free to contact me.

Sincerely,



Waymon Cassell

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400, Richmond, VA 23233
Telephone: (804) 367-8500

EXPIRES ON
09-30-2027

NUMBER
2705157565

BOARD FOR CONTRACTORS
CLASS A CONTRACTOR
CLASSIFICATIONS ROC

WHITLEY/SERVICE ROOFING & SHEET METAL
COMPANY OF CHARLOTTESVILLE
PO BOX 525
CHARLOTTESVILLE, VA 22902

DPOR

James B. "Jeb" Wilkinson, Jr., DIRECTOR

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

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)

(DETACH HERE)

DPOR COMMONWEALTH of VIRGINIA
Department of Professional and Occupational Regulation

CLASS A BOARD FOR CONTRACTORS
CONTRACTOR

CLASSIFICATIONS ROC
NUMBER: 2705157565 EXPIRES: 09-30-2027

WHITLEY/SERVICE ROOFING & SHEET METAL COMPANY OF
CHARLOTTESVILLE
PO BOX 525
CHARLOTTESVILLE, VA 22902

(FOLD)

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

DPOR-PC (02/2017)

Whitley/Service

Roofing & Sheet Metal Company of Charlottesville

P. O. Box 525
Charlottesville, Virginia 22902
(434) 984-0550
Fax (434) 984-0549

Contractors For:
Roofing
Industrial Sheeting
Sheet Metal Fabrication & Erection
VA Contractor Registration #2705157565

SECTION IV – STATEMENT OF NEEDS

O. Describe in detail your approach to each of the following items and include all associated costs.

6. Provide the names, qualifications, and experience of personnel expected to be assigned to JMU for roofing services. Designate the primary point of contact for this account.

Primary contact for this account will be Joe Feldmann. Please see attached resumes for Joe Feldmann, Andy Pearcy, and Brett Larson.

Jospeh Feldmann

Email: jfeldmann@serviceroofing.com
Phone: 434-310-2667

Core Competencies

- Relationship Management
- Communication
- Critical thinking
- Project Management
- Sales and Business Development
- Estimating
- Operation Management
- Scheduling
- Hiring/Personnel Management

Education

Bachelor of Science: Hanover College
Masters in Business Administration: University of Florida

Experience

President: Whitley Service Roofing and Sheet Metal of Charlottesville
2024- Present
Responsible for oversight of all company operations and financial performance. Company leader on safety and quality. Report directly to ownership quarterly financial results and performance towards long-term growth goals.

Vice President: Tri-State Roofing and Sheet Metal Company- Lexington, KY
2020-2024
Drove company growth through full cycle management of roofing projects- from initial relationship formation to sales/estimating to project management. Responsible for $3-4 million in annual revenue on contract projects at target margins.

Mergers and Acquisitions- Integration Specialist: Probo Medical- Indianapolis, Indiana
2016-2019
Joined the company as an early employee embracing our early start-up culture, I managed inter-departmental roles including directing e-commerce efforts to drive additional revenue while moving excess inventory and implementing CRM “plug-in” services to improve sales operations workflow. Eventually I moved into a role focused on growth via acquisitions and mergers of similar platforms.

Brett C. Larson – President

Work Experience

-2024 to Present: Whitley/Service Roofing & Sheet Metal Co
President – Richmond Office

-2015 to 2024: Whitley/Service Roofing & Sheet Metal Co-
President – Charlottesville Office

Duties Include: Project Management
Sales and Business Development
Estimating
Operations
Safety Procedures and Enforcement
Contract Negotiation
Scheduling
Hiring/Personnel Management

-2012 to 2015: Whitley/Service Roofing & Sheet Metal Co- **SEPL**

Duties Include: Project Management
Sales and Business Development
Estimating
Service Order Management
Safety Program
Logistics Management

Special Skills:

Extensive knowledge in all facets of roofing project management. Responsible for the day to day operations of our Charlottesville office. Scheduling, hiring and personnel management are also key duties to my employment at Whitley/Service. Seasoned estimator with excellent track record of successfully completed project. Knowledgeable in various roofing materials, manufacturers, and systems.

Education:

California Polytechnic University at San Luis Obispo
Major: Business/Accounting

Projects:

University of Mary Washington- Virginia Hall
Walton Middle School Roof Replacement
University of Virginia Clinical Department Wing
UVA Runk Dining Hall
University of Virginia New Cabell Hall- Court Yard
Crescent Hall
Ivy Garden Apartments at UVA
Riverside II
Dominion Power Sub-Stations
University of Virginia Jordan Hall
University of Virginia Corner Building
Albemarle County Schools- Western Phase IIa Coating
Dominion Energy- Clover Power Station - Powerhouse Roof
Boars Head Kitchen Roof
TC Energy Strasberg
UVA- 1003 West Main St
University of Virginia McLeod Hall
Rivanna Water & Sewer Authority Observatory/South Rivanna
Dominion Energy Headquarters
UVA Bookstore Roof Replacement

Andrew B. Pearcy

[redacted]

PROFESSIONAL EXPERIENCE

Whitley/Service Roofing & Sheet Metal Company
Superintendent/FOL (Field Operations Leader) **2016 - Present**

Cremium, LLC **2013-Aug. 2016**
Co-founder, Chief Operating Officer **Amherst, VA**

In 2013 established a 15-acre manufacturing facility producing large-scale packaged-firewood; sales presently on track to exceed $500,000.00 for 2016. Oversee day-to-day plant operations including but not limited to:

- *Procurement*: Manage all raw material procurement
- *Production*: Manage all aspects of log processing, kiln drying, packaging, and warehousing
- *Human Resources*: Supervise 12 employees; manage all hiring, dismissals, training, day to day personnel oversight, payroll administration
- *Logistics/Transportation*: Coordinate outbound delivery of between 100-200, 14-cord loads/yr
- *Inventory control*: Receive, prepare and store raw material and finished goods
- *Accounting/bookkeeping*: Manage plant business administration, accounts payable, accounts receivable, payroll, etc.

Nations Roof Mid-Atlantic **2011 - 2013**
General Manager **Baltimore, MD**

Managed day to day operations for the Mid Atlantic location of a national roofing contractor with 30 + employees, and revenue of $9,000,000.00 averaging 20% GM. Oversaw all aspects of installations and timely completion of roofing projects for the Mid-Atlantic region.

- Recruit and retain qualified workers.
- Safety planning coordination and implementation.
- Pre - job site inspection, project planning, quality control, and post job - inspections.
- Addressing any and all problems arising during the course of installation.
- Ensure customer satisfaction and promote continued customer relationships.
- Develop and maintain relations with general contractors, building owners, property managers, and independent roofing consultants.

Prospect Waterproofing Company **2002 – 2011**
Project Manager / Superintendent (2005-2011) **Sterling, VA**

Project operations management for the premier commercial waterproofing and roofing contractor in the Mid-Atlantic / Washington DC Metropolitan area.

- Scheduled daily manpower and materials for multiple projects with contractual values exceeding $7.5 million.
- Represented company at project management and progress meetings.
- Managed all project documentation and client correspondence.

- Coordinated with product / system manufacturers.

Safety Officer (2003-2005)

- Developed and enforced all aspects of company safety policy to a work force exceeding 400 field employees.
- Company liaison for corporate insurance claims.
- Managed new hire safety training.
- Developed company safety incentive program.

Contracts Administrator (2002-2003)

- Provided support to contracts exceeding $50 million.
- Coordinated and managed all project submittal and shop drawings requirements.
- Distributed and cataloged all system warranties from product manufacturers.

Chancellor's Rock Farm – Flint Hill, VA **1995 - 2002**
Estate Manager

- Day to day operations of working farm and estate.
- Managed and delegated duties to staff of 8 full time employees.
- Overall estate featured in Architectural Digest.

Linden Vineyards – Linden, VA **1990 – 1995**
Vineyard Manager

Insulated Building Systems – Sterling, VA **1986 – 1990**
Marketing Representative

SIGNIFICANT PROJECTS

U.S. Capitol Visitors Center – Manhattan Construction, **Defense Intelligence Analysis Center** – Manhattan Construction, **Swiss Embassy Residence** – James G. Davis Construction, **Reston Mid-Town** – Bovis Lend Lease - **Pentagon Mall Terrace –** Hensel Phelps**, Dulles Corridor Metro** – Dulles Transit Partners / Bechtel**, Prince William Hospital** – Brasfield & Gorrie

EDUCATION

B.A. - Lock Haven University Lock Haven, PA, 1986

Additional Credentials

- Languages - English / Intermediate conversational Spanish.
- Associated Builders and Contractors; Member Hispanic Council, Blue print reading, OSHA 30, 100 hour safety course.
- Knowledge of all primary single ply roofing systems and membranes including TPO, EPDM, PVC, HRAM, Modified Bitumen, and BUR.
- Knowledge of all major manufacturers including Firestone, Carlisle, GAF, Johns Manville, Sarnafil, Fibertite, American Hydrotech, Henry Bakor

Whitley/Service

Roofing & Sheet Metal Company of Charlottesville

P. O. Box 525
Charlottesville, Virginia 22902
(434) 984-0550
Fax (434) 984-0549

Contractors For:
Roofing
Industrial Sheeting
Sheet Metal Fabrication & Erection
VA Contractor Registration #2705157565

SECTION IV – STATEMENT OF NEEDS

O. Describe in detail your approach to each of the following items and include all associated costs.

7. Describe approach to mobilization of management and work staff to meet the needs stated herein. Include how you will meet the needs of fast turnaround projects. Include information on how contractor will meet these needs if your firm is not located in close proximity to JMU.

Our shop in Charlottesville is less than an hour away from the campus of JMU. It will be no issue for our crews or supervisors to mobilize to Harrisonburg for repairs or roof replacement projects. Some of our employees live in Harrisonburg and will be utilized for JMU projects. On larger projects, we may keep our workforce close to campus by having them stay overnight at a local hotel or Air BNB.

Whitley/Service

Roofing & Sheet Metal Company of Charlottesville

P. O. Box 525
Charlottesville, Virginia 22902
(434) 984-0550
Fax (434) 984-0549

Contractors For:
Roofing
Industrial Sheeting
Sheet Metal Fabrication & Erection
VA Contractor Registration #2705157565

SECTION IV – STATEMENT OF NEEDS

O. Describe in detail your approach to each of the following items and include all associated costs.

8. Describe invoicing procedure. Provide a sample invoice and proposal.

Invoices are submitted upon completion of project. Any relevant purchase orders will be referenced. Should the project require a more extensive repair than anticipated, a proposal can be submitted before proceeding.

Please see attached sample invoice and proposal.

INVOICE

INVOICE DATE	INVOICE NO.	PAGE
10/19/2021	1234	1

WHITLEY / SERVICE

ROOFING & SHEET METAL COMPANY of CHARLOTTESVILLE
P.O. Box 525
Charlottesville, VA 22902
(434) 984-0550

SOLD TO
Any Company
123 Your Street
Anytown, VA 12345

SHIP TO
Building Name
123 Their Street
Anytown, VA 12345

	PURCHASE ORDER NO.	SHIP VIA	SHIP DATE	TERMS
	1234567			Upon Receipt

Inspected leak area. Found [description of roof defects]. Repaired by [description of repair].

$xxxx.xx

This billing includes all costs and markups to perform the work as described including labor, material, taxes, supervision, insurance, tools and equipment, shop and warehouse expenses, vehicular cost and record keeping, dump charges, and environmental compliance.

For localized leak repair, Whitley/Service Roofing & Sheet Metal Company will make a good faith effort to identify the source of the leaks and make the appropriate repairs. Whitley/Service Roofing does not warrant that future leaks will not occur. Depending upon the condition, age and type of roof, future leaks may well be expected. Whitley/Service Roofing is not responsible for indoor air quality, interior or consequential damages, including mold, mildew, loss of use, damage to personal property, personal injury or claims from building occupants.

SALE AMOUNT	$xxxx.xx
MISC. CHARGES SALES TAX FREIGHT	
TOTAL	$xxxx.xx

Artur Corassa

Whitley/Service Roofing

Aug 11, 2026 | 6 Photos

Whitley/Service
Roofing & Sheet Metal Company

MR-6 - 24456

1



Project: Mr6
Date: Aug 10, 2026, 8:19 AM
Creator: Brett Larson

2



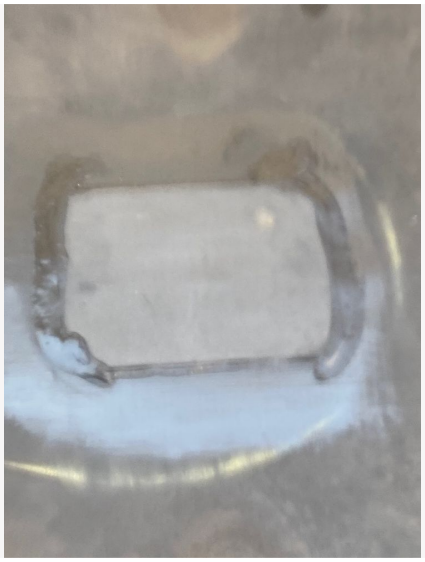
Project: Mr6
Date: Aug 10, 2026, 8:19 AM
Creator: Brett Larson

3



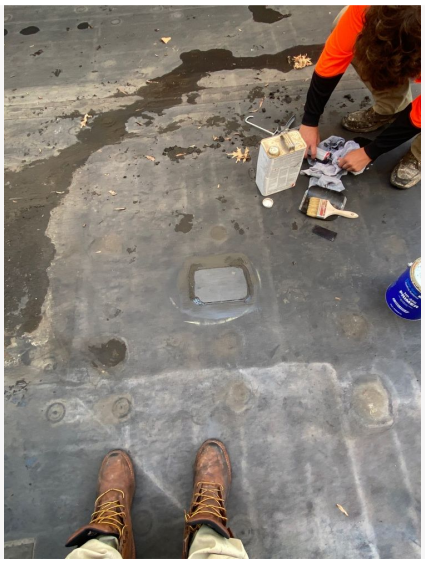
Project: Mr6
Date: Aug 10, 2026, 8:19 AM
Creator: Brett Larson

4



Project: Mr6
Date: Aug 10, 2026, 8:48 AM
Creator: Brett Larson

5



Project: Mr6
Date: Aug 10, 2026, 8:48 AM
Creator: Brett Larson

6



Project: Mr6
Date: Aug 10, 2026, 8:48 AM
Creator: Brett Larson

Whitley/Service

Roofing & Sheet Metal Company of Charlottesville

P.O. Box 525
Charlottesville, Virginia 22902
(434) 984-0550
Fax (434) 984-0549

Contractors For:
Roofing
Industrial Sheeting
Sheet Metal Fabrication & Erection

VA. Contractor's Registration #2705157565-A

August 18, 2026

Contact Name
Contact's Company

RE: Building/Project name

Note:

- We do not relinquish lien rights
- AIA contract
- Standard Insurance Certificate only
- Mutually agreed upon schedule
- No broad or intermediate indemnification

Whitley Service Roofing & Sheet Metal Company shall perform the work described at the price quoted subject to the following adjustment: in the event the price of any materials, products, or labor to be used in this work should increase 5% or greater from the price at which the material, product, or labor was available to the contractor at the time of submission of this proposal, then the price quoted shall be increased to reflect the additional cost.

DESCRIPTION OF WORK TO BE PERFORMED:

- We will repair [roof defect #1].
- We will install [roofing materials].
- [Additional description of work.

TOTAL PRICE:

X Thousand X Hundred Dollars and zero $XX00.00

*In the event the price of any materials, products or labor to be used in this work should increase 5% or greater from the price at which the material/product or labor was available to the contractor at the time of submission of this proposal, then the price quoted shall be increased to reflect the additional cost.

ACCEPTED:

Firm/Owner: _____ WHITLEY/SERVICE ROOFING & SHEET METAL COMPANY

By: _____ By: Joe Feldmann

Title: _____ Title: President

Date: _____ Date: August 18, 2026

The terms and conditions set forth on the reverse side are a part of this proposal and contract. This Proposal is subject to revision or withdrawal by Whitley/Service until communication of acceptance and may be revised after communication of acceptance where an inadvertent error by Whitley/Service has occurred. This Proposal expires thirty (30) days after the date stated above, unless Whitley/Service Roofing & Sheet Metal Company expressly agrees to an extension in writing.

(See reverse side for terms and conditions)

TERMS & CONDITIONS

1. Acceptance. This Proposal and the plans, specifications and such other documents, if any, as are referenced on the face of this Proposal shall constitute the entire agreement between the parties. If acceptance of this Proposal is conditioned upon any additional or inconsistent terms and the parties cannot agree on mutually acceptable terms and conditions, then in such event AIA Standard Form of Agreement and AIA Document A201, General Conditions of the Contract for Construction 2007 edition, shall be used.

2. Nature of Work. Whitley/Service Roofing & Sheet Metal Company ("Whitley") shall furnish the labor and material necessary to perform the work described herein or in the referenced contract documents. Whitley does not provide design, engineering, consulting or architectural services. It is the Owner's responsibility to retain a licensed architect or engineer to provide a proper design, which complies with applicable building code requirements, is consistent with desired fire and wind uplift resistance ratings, and includes a determination as to whether and what type of a vapor or air retarder is needed. If plans, specifications or other design documents have been furnished to Whitley, Customer warrants that they are sufficient and conform to all applicable laws and building codes. Whitley is not responsible for any loss, damage or expense due to defects or omissions in plans or specifications or building code violations unless such damage results from a deviation by Whitley from what is specified. Whitley is not responsible for condensation, moisture migration from the building interior or other building components, location or size of roof drains, deck deflection or existing deck conditions.

3. Drainage. Roof drainage, including secondary drainage, should be evaluated, designed and specified by a qualified mechanical engineer for compliance with current plumbing and other applicable codes and site conditions. Whitley does not evaluate or design roof drainage, including the number, size and spacing of roof drains, and is not responsible for the adequacy of roof drainage and the consequences of inadequate roof drainage. Because retrofit drains reduce capacity of existing roof drainage, Whitley does not recommend use of retrofit drains and is not responsible for the consequences of an owner's or design professional's decision to have Whitley install retrofit drains. Whitley is not responsible for damages resulting from clogged drains, scuppers and downspouts. The owner should regularly inspect all roof drains, scuppers (both primary and secondary) and downspouts to determine that drainage is not impeded.

4. Deck Conditions. Customer warrants that structures on which Whitley is to work are in sound condition and capable of withstanding roof construction, equipment and operations and will not adversely affect the roofing materials or performance of the roof. Whitley is not responsible for adhesion to concrete decks or the effects on the roofing materials of residual moisture in concrete decks. Whitley is not responsible to test or assess moisture content of the deck or substrate and for water intrusion while the deck is drying and advises that admixtures are not effective in preventing moisture or vapor migration from adversely affecting roofing materials. Whitley's commencement of roof installation indicates only that Whitley has visually inspected the surface of the deck for visible defects or deficiencies. Whitley is not responsible for the quality of construction, structural sufficiency, undulations, durability, fastening, moisture content, suitability, or physical properties of the roof deck or other trades' work or design.

5. Asbestos and Toxic Materials. This proposal is based on Whitley's not coming into contact with asbestos-containing or toxic materials. Whitley is not responsible for expenses, claims or damages arising out of the presence, disturbance or removal of asbestos-containing or toxic materials. Whitley shall be entitled to reasonable compensation for all additional expenses incurred as a result of the presence of asbestos-containing or toxic materials at the work site. Customer agrees to indemnify Whitley from and against any liability, damages, losses, claims, demands or citations arising out of the presence of asbestos or toxic materials at the work site.

6. Mold. Owner will make periodic inspections for signs of water intrusion and act promptly including prompt notice to Whitley if Owner believes there are roof leaks. Whitley is not responsible for indoor air quality, mold, mildew or any alleged injury resulting therefrom. Owner shall hold harmless and indemnify Whitley from claims due to indoor air quality and resulting from a failure by Owner to maintain the interior of the building in a manner to avoid growth of mold or deterioration of Air Quality.

7. Payment. Payment by credit card is not permitted, unless agreed to by Whitley. Unless stated otherwise on the face of this proposal, Customer shall pay the contract price plus any additional charges for changed or extra work within ten (10) days of substantial completion of the Work. If completion of the Work extends beyond one month, Customer shall make monthly progress payments to Whitley by or before the fifth (5th) day of each month for the value of Work completed during the preceding month, plus the value of materials suitably stored for the project. All sums not paid when due shall earn interest at the rate of 1-1/2% per month. Whitley shall be entitled to recover from Customer all costs of collection incurred by Whitley, including attorney's fees, resulting from Customer's failure to make proper payment when due. Whitley's entitlement to payment is not dependent upon criteria promulgated by Factory Mutual Global ("FMG"), including wind uplift testing.

8. Insurance. Whitley shall carry worker's compensation, automobile and commercial general liability and such other insurance as required by law. Whitley will furnish a Certificate of Insurance, evidencing the types and amounts of its coverages, upon request. Customer shall purchase and maintain builder's risk and property insurance, without a deductible, including the labor and materials furnished by Whitley, covering fire, windstorm, extended coverage, malicious mischief, vandalism and theft on the premises to protect against loss or damage to material and equipment and partially completed work until the job is completed and accepted. Moneys owed to Whitley shall not be withheld by reason of any damage or claim against Whitley covered by liability or property damage insurance.

If Customer requires and Whitley agrees to name Customer or others as additional insureds on Whitley's liability insurance policy, Customer and Whitley agree that the naming of Customer or other parties as additional insureds is intended to apply to claims made against the additional insured to the extent the claim is due to the negligence of Whitley and is not intended to make Whitley's insurer liable for claims that are due to the fault of the additional insured.

9. Working Conditions. Whitley shall not be charged for reasonable use of job utilities and services, watchmen and security, sanitary facilities, temporary structures, or general office expense or other prorated expenses of any description.

10. Interior Protection. Whitley is not responsible for damage caused by the elements or debris that may fall into the building during the course of the work, including leakage due to the condition of the existing roof, drainage deficiencies or water entry through other parts of the building. *Whitley is not liable for special, incidental or consequential damages.* Customer acknowledges that re-roofing of an existing building or substantial repairs may cause disturbance, dust, debris or fireproofing to fall into the interior. Customer agrees to remove or protect property directly below the roof to minimize potential interior damage and to provide written notice of locations of hi-tech equipment or machinery or sensitive operations located directly underneath areas to be re-roofed or repaired and take steps necessary to protect such equipment or machinery during re-roofing. Whitley shall not be responsible for disturbance, interruption, clean up, loss of revenue or loss to interior property including gym floors and technical equipment or machinery that Customer did not remove or protect prior to commencement of roofing operations. Customer shall notify occupants and tenants of roofing work and the need to provide protection underneath areas being re-roofed. Customer agrees to hold Whitley harmless from claims of tenants and occupants who were not so notified and did not provide protection. If there is interior damage due to water entry or debris that falls into the building for which the Customer contends Whitley may be responsible, Whitley shall be given prompt written notice by Customer and the opportunity to take needed remedial action without prejudice to Whitley's or Customer's rights or contentions as to liability or responsibility for the costs incurred. Whitley will not be liable for remedial expenses if Whitley was not afforded the opportunity to perform the remedial work. Customer shall maintain builder's risk and property insurance which shall be used to cover such claims and losses. Whitley and Customer waive rights of subrogation for claims covered under builder's risk and property insurance.

11. Roof Projections. Whitley will flash all projections through roofing that are shown on the architectural plans provided to Whitley and that are in place prior to installation of roofing. Any penetrations through the roofing to be installed by Whitley not shown on the plans provided to Whitley prior to submittal of this proposal or required after installation of roofing shall be considered an order for extra work, and Whitley shall be compensated at its customary time and material rates for performing such additional work.

12. Backcharges. No backcharges or claims for payment of services rendered or materials and equipment furnished by Customer to Whitley shall be valid unless previously authorized in writing by Whitley and unless written notice is given to Whitley within ten (10) days of the event, act or omission which is the basis of the backcharge.

13. Availability of Site. Whitley shall be provided with direct access to the work site for the passage of trucks and materials and direct access to the roof. Whitley shall not be required to begin work until underlying areas are ready and acceptable to receive Whitley's work and sufficient areas of roof deck are clear and available for continuous full operation until job completion. The expense of any extra trips by Whitley to and from the job as a result of the job not being ready for the Work after Whitley has been notified to proceed will be charged as an extra.

14. Safety. Owner warrants there will be no live power lines on or near the roof servicing the building where Whitley will be working and that Owner will turn off any such power supplies to avoid an electrocution risk to Whitley's employees. Whitley's price is based upon there not being electrical conduit or other materials embedded within the roof assembly or attached directly to the underside or topside of the roof deck upon which Whitley will be installing the new roof. Owner will indemnify Whitley from personal injury and other claims and expenses if Owner fails to turn-off power so as to avoid injury to Whitley's personnel or resulting from the presence of concealed electrical conduit and live electrical power. Whitley is not responsible for costs of repair or damages, including disruption of service, resulting from damage to undisclosed or concealed electrical or other utility lines. Owner shall shut down roof located electronic equipment that emits or receives radio frequency waves while roofing contractor is to be working on the roof so that roofing personnel will not be subject to radio frequency waves or electromagnetic radiation while working on the roof and shall indemnify and hold Whitley and its personnel harmless from any personal injury claims resulting from a failure by Owner to do so. Whitley is not responsible for the safety of persons on the roof other than its own employees. Owner and general contractor agree to indemnify and hold Whitley harmless, including attorney's fees, from claims for personal injury by persons or entities whom owner or general contractor have allowed or authorized to be on the roof. Whitley is not responsible for and shall be compensated for additional costs incurred due to the existence of utilities, damaged or wet insulation, deteriorated deck or other subsurface or latent conditions not disclosed in writing to Whitley and specifically referenced on the face of this proposal.

15. Mechanic's Lien and Payment Bond. Whitley shall be entitled to file a lien if payment to Whitley is not made. If a payment bond is issued, a copy of payment bond shall be furnished to Whitley upon request.

16. Warranty. Whitley's work will be warranted by Whitley in accordance with its standard warranty, which is made a part of this proposal and contract and incorporated by reference. A facsimile of Whitley's standard warranty is attached or, if not, will be furnished upon request. *Whitley is not liable for special, incidental or consequential damages.* The acceptance of this proposal by the Customer signifies his agreement that this warranty shall be and is the exclusive remedy against Whitley.

A manufacturer's warranty shall be furnished to Customer if a manufacturer's warranty is called for on the face of this proposal. It is expressly agreed that in the event of alleged defects in the materials furnished pursuant to this contract, Customer shall have recourse only against the manufacturer of such material. If solar panels or green roofing materials are installed on the roof, Customer will be responsible for deconstructing or removing such panels or materials at customer's expense to allow Whitley to perform roofing work or respond to warranty requests.

17. Wind Loads or Uplift Pressures. Whitley relies upon the Design Professional to specify appropriate materials and components including deck construction to obtain the required or desired wind uplift rating. If wind load or uplift pressures are specified but Owner has not retained a Design Professional, Whitley will install insulation and membrane materials that have been listed either by FMG, the membrane manufacturer or others as having been tested and found to meet the designated load or rating. Whitley itself makes no representation regarding wind uplift capacity and assumes no liability for wind uplift.

18. Right to Stop Work. The failure of Customer to make proper payment to Whitley when due shall, in addition to all other rights, constitute a material breach of contract and shall entitle Whitley, at its discretion, to suspend all work and shipments, including furnishing warranty, until full payment is made. The time period in which Whitley shall perform the work shall be extended for a period equal to the period during which the Work was suspended, and the contract sum to be paid Whitley shall be increased by the amount of Whitley's reasonable costs of shut-down, delay and start-up.

19. Damages and Delays. Whitley is not responsible for damage done to Whitley's work by others. Any repairing of the same by Whitley will be charged as an extra. Whitley will not be responsible for roof damage or impaired performance or diminished roof life expectancy due to installation of solar equipment or green roofing materials, whether such damage occurs during or after installation Whitley shall not be liable for liquidated or delay damages due to a delay in completion of the Project unless the delay was caused by Whitley. Whitley shall not be responsible for loss, damage or delay caused by circumstances beyond its reasonable control, including but not limited to acts of God, accidents, fire, weather, vandalism, regulation, strikes, jurisdictional disputes, failure or delay of transportation, shortage of or inability to obtain materials, equipment or labor. In the event of these occurrences, Whitley's time for performance under this proposal shall be extended for a time sufficient to permit completion of the Work.

20. Tolerances. All labor and materials shall be furnished in accordance with normal industry standards and industry tolerances for uniformity, color, variation, thickness, size, weight, finish and texture. Specified quantities are intended to represent an average over the entire roof area.

21. Oil-canning. Metal roofing and especially lengthy flat-span sheet-metal panels often will exhibit waviness, commonly referred to as "oil-canning." The extent of oil-canning and the appearance of the panels will vary depending on factors such as panel length and color, alloy, gauge, galvanizing process, substrate condition, and exposure to sunlight. Oil-canning pertains to aesthetics and not the performance of the panels and is not controlled by Whitley. Whitley is not responsible for oil-canning or aesthetics. Oil-canning shall not be grounds to withhold payment or reject panels of the type specified.

22. Fumes and Emissions. Customer acknowledges that odors and emissions from roofing products will be released and noise will be generated as part of the roofing operations to be performed by Whitley. Customer shall be responsible for interior air quality, including controlling mechanical equipment, HVAC units, intake vents, wall vents, windows, doors and other openings to prevent fumes and odors from entering the building. Customer is aware that roofing products emit fumes, vapors and odors during the application process. Some people are more sensitive to these emissions than others. Customer shall hold Whitley harmless from claims from third parties relating to fumes and odors that are emitted during the normal roofing process.

23. Dispute Resolution. If a dispute shall arise between Whitley and Customer with respect to any matters or questions arising out of or relating to this Agreement or the breach thereof, such dispute shall be decided by arbitration administered by and conducted in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association unless the parties mutually agree otherwise. This Agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in any Court having jurisdiction thereof. Any legal claim against Whitley, including a claim alleging any breach of this contract or negligence by Whitley must be initiated no later than two (2) years after Whitley performed the roofing installation covered by this contract. Collection matters may be processed through litigation or arbitration at the discretion of the Whitley.

24. Material References. Whitley is not responsible for the actual verification of technical specifications of product manufacturers; i.e., R-value or ASTM or UL compliance, but rather the materials used are represented as such by the material manufacturer.

25. Whitley shall have the benefit of all rights, remedies and redress against the Contractor, which the Contractor has against the Owner, as provided in the Prime Contract. Acceptance of payment shall not constitute a waiver of Whitley's rights.

Whitley/Service

Roofing & Sheet Metal Company of Charlottesville

P. O. Box 525
Charlottesville, Virginia 22902
(434) 984-0550
Fax (434) 984-0549

Contractors For:
Roofing
Industrial Sheeting
Sheet Metal Fabrication & Erection
VA Contractor Registration #2705157565

SECTION IV – STATEMENT OF NEEDS

O. Describe in detail your approach to each of the following items and include all associated costs.

9. Describe change order procedure. Provide a sample change order.

Should a change order be required, a HECO GC-1 will be submitted. Please see attached sample.

GENERAL CONTRACTOR ESTIMATE FOR CHANGE ORDER

HECO-GC-1
Revised: 10/03/2013

Project Code:
Agency:
Project:

General Contractor:
Change Description:

GENERAL CONTRACTOR DIRECT COSTS

Scope Description				Direct Labor				Direct Material		Direct Equipment	
Item No.	Description	Quantity	Qty Units	Direct Labor Hours Per Unit	Total Direct Labor Hours	Hourly Wage Rate (Fully Loaded)	Total Labor Cost	Material Cost Per Unit	Total Material Cost	Equipment Cost Per Unit	Total Equipment Cost
A	B	C	D	E	F = C x E	G	H = F x G	I	J = C x I	K	L = C x K
1.01			E		0.00		$0.00		$0.00		$0.00
1.02			E		0.00		$0.00		$0.00		$0.00
1.03			E		0.00		$0.00		$0.00		$0.00
1.04			E		0.00		$0.00		$0.00		$0.00
1.05			E		0.00		$0.00		$0.00		$0.00
1.06			E		0.00		$0.00		$0.00		$0.00
1.07			E		0.00		$0.00		$0.00		$0.00
1.08			E		0.00		$0.00		$0.00		$0.00
1.09	**Subtotal from Estimate Continuation Sheets**						$0.00		$0.00		$0.00
1.97	**Subtotal (S/T) Direct Costs:**						**$0.00**	**Subtotal Mat'l**	**$0.00**	**Subtotal Equip.**	**$0.00**
1.98								Sales Tax	5.3% $0.00	Sales Tax	5.3% $0.00
1.99	**Total Direct Costs**					**Total Labor**	$0.00	**Total Mat'l**	$0.00	**Total Equip.**	$0.00

SUBCONTRACT COSTS

Item No.	Subcontractor Name (List totals from attached HECO-SC-1 forms)	Total Cost
A	B	C
2.01		
2.02		
2.03		
2.04		
2.05		
2.06		
2.07		
2.08		
2.09		
2.99	**Total Subcontract Costs**	$0.00

SUMMARY

Item No.	Description		Total Cost
3.01	Total Direct Labor Cost	Item 1.99H	$0.00
3.02	Total Direct Material Cost	Item 1.99J	$0.00
3.03	Total Equipment Cost	Item 1.99L	$0.00
3.04	Subtotal	3.01+3.02+3.03	$0.00
3.05	Overhead and Profit* (%)	15.00%	$0.00
3.06	Subtotal	3.04+3.05	$0.00
3.07	Subcontractor Cost	Item 2.99	$0.00
3.08	GC Markup on Subcontractors** (%	10.00%	$0.00
3.09	Subtotal	3.06+3.07+3.08	$0.00
3.10	Additional Bond Cost		$0.00
3.99	**Total Change Order Cost**	(3.09+3.10)	$0.00

Submitted By

Name:

Signature:

Title:

Date:

Qty Units Table		
C	=	100
E	=	1
M	=	1,000

Note: Mark-up is capped in conformance with the provisions of the General Conditions (CO-7).
*Limited to 15% on self-performed work.
**Limited to a total of 10%, shared (cumulative total) if multiple tier subs, on subcontracted work. See the tab "Mark-up limitations" for a more detailed description.

ESTIMATE CONTINUATION SHEET

(Attach to Form GC-1, SC-1, or SS-1 as necessary for continuation of the direct cost estimates.)

Project Code: 0
Agency: 0
Project: 0

Performing Contractor: 0

Change Description: 0

PERFORMING CONTRACTOR DIRECT COSTS

Scope Description				Direct Labor				Direct Material		Direct Equipment	
Item No.	Description	Quantity	Qty Units	Direct Labor Hours Per Unit	Total Direct Labor Labor Hours	Hourly Wage Rate (Fully Loaded)	Total Labor Cost	Material Cost Per Unit	Total Material Cost	Equipment Cost Per Unit	Total Equipment Cost
A	B	C	D	E	F = C x E	G	H = F x G	I	J = C x I	K	L = C x K
			C		0.00		$0.00		$0.00		$0.00
			E

Whitley/Service

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Charlottesville, Virginia 22902
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Fax (434) 984-0549

Contractors For:
Roofing
Industrial Sheeting
Sheet Metal Fabrication & Erection
VA Contractor Registration #2705157565

SECTION IV – STATEMENT OF NEEDS

O. Describe in detail your approach to each of the following items and include all associated costs.

10. Identify other goods and/or services offered to JMU and any associated costs.

See below for a list of good and service that Whitley/Service Roofing offers:

- Roof Inspections
- Roof Repairs
- Roof Design
- Roof Replacement
  - EPDM
  - TPO
  - BUR
  - Metal
  - PVC
  - Copper
  - Slate
  - Shingle
- Sheet metal fabrications
  - Gutters
  - Downspouts
  - Copings
  - Gravel Stop
  - Flashings
  - More
- Skylight replacement
- Mechanical upfit flashing assistance
- Gutter Cleaning
- Rooftop Snow Removal
- Moisture testing
- Core cuts
- Drone roof inspection

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SECTION V – PROPOSAL PREPARATION AND SUBMISSION

B. SPECIFIC PROPOSAL INSTRUCTIONS

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.

Whitley/ Service Roofing and Sheet Metal Company has been providing commercial and industrial roofing and sheet metal services in central Virginia for forty plus years. These services focus primarily on projects involving low slope single ply and built-up roofing, steep slope metal and tile roofing, and architectural and industrial sheet metal fabrication and installation. Work on these projects range from service (repair and upfit work), roof replacement and new construction. With each project, we emphasize safety, quality, logistical coordination with the customer, and value.

Whitley/ Service Roofing and Sheet Metal has a project management team that has a long history of working together to provide our business partners with superior quality, service and value in the most efficient and less disruptive manner possible. This management team works carefully to plan and organize details so that each project field team is in position to execute and complete a successful project. Each project is delegated to a single project manager who oversees the project at pre-bid and ending at final inspection. We aim to employ people who have many years in the roofing industry and who represent our company and clients in a positive and professional manner. We own and utilize the proper equipment to allow these employees to successfully complete each project. We complete all roofing and sheet metal work with our own labor force in order to ensure the highest standards of safety and quality.

Whitley/ Service Roofing and Sheet Metal Company is committed to both the safety of its employees along with the patrons and employees of the facilities we do work.

Whitley/ Service Roofing and Sheet Metal Company is a debt free company with excellent relationships with all suppliers and manufacturers. We have the capacity to bond projects in excess of $5 million. These financial factors enable our business partners to know we will have the ability to complete any project we commit to.

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 34 Months 0

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

CLIENT	LENGTH OF SERVICE	ADDRESS	CONTACT PERSON/PHONE #
UVA	17 years	Charlottesville, VA	Martin Best 434-243-3541
Colliers International	12 years	Charlottesville, VA	Robert Stockhausen 434-531-4004
Albemarle Co. Schools	20 years	Albemarle Co, VA	Jeff Rohm 434-531-6143
Dominion Energy	25 years	Richmond, VA	Daniel Cave 540-872-6601
UVA Hospital	17 years	Charlottesville, VA	Warren Britts 434-243-9738

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

   Whitley/Service Roofing & Sheet Metal Company

   1977 Snow Point Lane; Charlottesville, VA 22902

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: Whitley/Service Roofing & Sheet Metal Company **Preparer Name:** Joe Feldmann

Date: 08/18/2026

Is your firm a **Small 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 **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 ✓

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

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

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

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

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

Name of Subcontractor	First / Second Tier	Subcontractor's Fed. Tax ID #	SBSD Certification Number	Certification Expiration Date	Certification Type(s)	Current Project Payments
Rockingham Steel (Sample)	1	11-2222222	654361	7/11/2009	SB	$
Harrisonburg Industrial (Sample)	2	22-3333333	612345	6/11/2010	MB	$
Linville Erectors (Sample)	2	33-4444444	789101	10/11/2009	WB	$
None N/A						

ATTACHMENT B (CNT'D)

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

Procurement Name and Number: We are not SWaM _____ Date Form Completed: 08/18/2026

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

Offeror / Proposer:

Whitley/Service Roofing & Sheet Metal Company (Firm) PO Box 525; Charlottesville, VA 22902 (Address) Joe Feldmann 434-984-0550 (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)
N/A	N/A	N/A	N/A	N/A	N/A

(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

Whitley/Service

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Contractors For:
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SECTION V – PROPOSAL PREPARATION AND SUBMISSION

B. SPECIFIC PROPOSAL INSTRUCTIONS

6. Identify the amount of sales your company had during the last twelve months with each VASCUPP Member Institution.

University of Virginia – $284,000

Virginia Military Institute - $277,000

Rates by Role for RFP# MPM-1263
Roofing Inspection, Installation, Maintenance, & Replacement

LABOR RATES		
Personnel	**Normal Working Hours**	**Overtime/Weekend/ Holiday/Emergency Hours**
Supervisor/Superintendent/Foreman	**$** 74.50 **/hour**	**$** 110.50 **/hour**
Laborer	**$** 59.20 **/hour**	**$** 89.00 **/hour**
Inspector	**$** 74.50 **/hour**	**$** 110.50 **/hour**
Project Estimator	**$** 42.00 **/hour**	**$** 42.00 **/hour**
Pressure Washing Fee	**$** 74.50 **/hour**	**$** 110.50 **/hour**

- If other role designations are needed, please provide labor rates and an explanation of how this additional designation is needed to meet the needs expressed in the scope of the Request for Proposals.

- Please also address the % Off of List price for Parts & Supplies and Equipment/Rental Equipment offered to the University by Manufacturer. The University does not seek a complete catalogue of available products. Indicate which manufacturer's products you will offer to the University and the % Discount Off List you will offer the University. You may designate specific items as needed or if pertinent to the scope of the RFP. Add as many rows as needed but please follow the format laid out below.

PARTS & SUPPLIES				
Item	**Manufacturer**	**List Price**	**% Discount Off**	**University Price**
N/A		**$**	**%**	**$**
		$	**%**	**$**
		$	**%**	**$**
		$	**%**	**$**

EQUIPMENT & RENTAL EQUIPMENT			
Item	**List Price**	**% Discount Off**	**University Price**
Crane ($/hour)	**$** 230	3 **%**	**$** 223.10
Crane (daily mobilization)	**$** 810	3 **%**	**$** 785.70
Skylift ($/hour)	**$** 110	3 **%**	**$** 106.70
Skylift (daily mobilization)	**$** 650	3 **%**	**$** 630.50

- Please also address any other discounts or fees which may be anticipated.

OTHER PRICING				
Early Payment Discount				N/A **%**
Subcontractor Fees				N/A **%**
				$
				$

ATTACHMENT G

Student Internship and Learning Opportunities

Firm Name: Whitley/Service Roofing & Sheet Metal Company
Primary Contact Name & Title: Joe Feldmann, President
Email Address: jfeldmann@serviceroofing.com
Phone Number: 434-984-0550

Section 1: Overview of Student Engagement Potential/Opportunities
Summary of approach/willingness:

Section 2: Proposed Student Internship & Learning Opportunities *(check all applicable or of interest to your firm*)

[x] **Career Fairs**
Brief Description:
Contact Information for Career Fairs, if different from Primary Contact:

[x] **Paid Experiential Roles**
Brief Description:
Contact Information for Paid Experiential Roles, if different from Primary Contact:

[ ] **Unpaid Experiential Roles**
Brief Description:
Contact Information for Unpaid Experiential Roles, if different from Primary Contact:

[x] **Participation in Projects**
Brief Description:
Contact Information for Participation in Projects, if different from Primary Contact:

[x] **Job Shadowing**
Brief Description:
Contact Information for Job Shadowing, if different from Primary Contact:

[x] **Mentoring Program**
Brief Description:
Contact Information for Mentoring Programs, if different from Primary Contact:

[ ] **Career Talks / Guest Lectures**
Brief Description:
Contact Information for Career Talks/Guest Lectures, if different from Primary Contact:

[x] **Campus Interviews**
Brief Description:
Contact Information for Campus Interviews, if different from Primary Contact:

[ ] **Engagement with JMU Employer Services Team**
Brief Description:
Contact Information for Engagement with JMU Employer Services Team, if different from Primary Contact:

[ ] **Other**
Brief Description:
Contact Information for Other, if different from Primary Contact:



SUMMER 2026
SALES INTERN POSITION LEADING TO FULL TIME CAREER OPPORTUNITY

Summer Sales Intern position in one of our specialty construction company offices.

We will have future full-time opportunities in North Carolina, Virginia, Kentucky, Florida and West Virginia.

June – August 2026
$800 - $1,000 per week depending on experience, etc.
We will also assist with living expenses.

Candidate Profile:

- Excellent student graduating December 2026 or later.
- Sales interest and extroverted/outgoing personality.
- Enthusiastic and competitive.
- Work ethic demonstrated at an early age.
- Desires interesting variety of work, career growth, and superior compensation opportunity.

Intern Duties/Experiences:

1. History, culture, and principles of the company.
2. Sales call preparation and presentation.
3. Estimating, bid preparation, proposal presentation.
4. Field operations.
5. Project work.

Reply by emailing resume to:
summerintern@tri-stateservicegroup.com
cc: rreed@themountaincompany.com



Company Profile
&
Internship Information

Why the Tri-State/Service Group?

100 YEARS

Here are just a few of the reasons why joining the Tri-State/Service Group is a great career decision.

Since 1923
TRI-STATE / Service
Roofing & Sheet Metal Group

1. **100 years** *Established in 1923, the Tri-State/Service Group started small and has been growing strong ever since, becoming a regional force in the roofing and sheet metal industry. Today, we have thirteen locations covering nine states.*

2. **Interesting Work** *Our sales position offers you great variety and freedom in how you approach your work. Your days will be filled with the right mix of challenging and stimulating sales, estimating, and project management.*

3. **Reputation** *Our past success in providing quality work and services makes selling easier. We have a great reputation in the marketplace. Just ask around.*

4. **Training/Mentoring** *You'll train alongside our top people during your orientation period. And the learning won't stop there. You'll participate in industry training and events, keeping you up to date on products and trends.*

5. **Independence** *You'll benefit from the strength our size brings, but you're not going to get lost in the crowd. Hard work is individually recognized and compensated for. We're looking for someone willing to bet on themselves.*

6. **Career Growth** *We offer opportunity for growth in responsibility and income, uninhibited by seniority.*

7. **Compensation** *Your hard work is rewarded with top-in-the-industry compensation. And as a bonus, we do not cap bonuses.*

8. **Benefits** *We will provide you with a company vehicle and your insurance paid. Additional benefits include a retirement plan, medical insurance, vacation, holidays, long-term disability insurance, and more.*

9. **Communication** *We communicate openly and honestly.*

10. **We are an industry leader.** *Active, and with leadership experience with national industry organizations, you'll be working with a respected roofing and sheet metal industry leader.*

A88 22023 IH

WEST VIRGINIA

Tri-State/Service Group Administrative Office
The Mountain Company
PO Box 5310, Vienna, WV 26105
304-295-3311 Fax: 304-295-6991
info@mountainco.com

Tri-State Roofing & Sheet Metal Co.
PO Box 1949, Parkersburg, WV 26102
304-485-6593 Fax: 304-485-2841
parkersburg@tri-stateservice.com

Tri-State Roofing & Sheet Metal Co.
PO Box 4255, Morgantown, WV 26504
304-328-5244 Fax: 304-328-5248
morgantown@tri-stateservice.com

Tri-State Roofing & Sheet Metal Co.
PO Box 1231, Charleston, WV 25324
304-755-8135 Fax: 304-755-5275
charleston@tri-stateservice.com

Tri-State Roofing & Sheet Metal Co.
221 Plum Run Road, Ridgeley, WV 26753
304-738-0502 Fax: 304-738-0505
cumberland@tri-stateservice.com

KENTUCKY

Tri-State Roofing & Sheet Metal Co.
PO Box 56, Lexington, KY 40588
859-233-4546 Fax: 859-231-9747
lexington@tri-stateservice.com

NORTH CAROLINA

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PO Box 1864, Greenville, NC 27835
252-758-2179 Fax: 252-830-9198
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PO Box 13085, Richmond, VA 23225
804-276-5555 Fax: 804-674-5970
richmond@serviceroofing.com

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PO Box 525, Charlottesville, VA 22902
434-984-0550 Fax: 434-984-0549
charlottesville@serviceroofing.com

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PO Box 791, Martinsville, VA 24114
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FLORIDA

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PO Box 1628, Ocala, FL 34478
352-622-7256 Fax: 352-622-1466
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PO Box 23280, Jacksonville, FL 32241
904-861-0057 Fax: 904-861-0065
jax@serviceroofing.com

WWW.TRI-STATESERVICEGROUP.COM

We'd like you to meet some of Tri-State/Service Group's exceptional people.

Since 1923
TRI-STATE / Service
Roofing & Sheet Metal Group

Jason Lewis

Jason is a licensed Professional Engineer and member of the company's board of directors since 2011. He is president of Tri-State's Parkersburg division. Jason has been with the company since 2001, first serving as a college engineering intern. He is a mechanical engineering graduate of West Virginia University Institute of Technology.


Jason Lewis, P.E.

Corey Strimer

Corey started his career with Tri-State in 2008 as a sales engineer. He holds a BS in mechanical engineering and MS in mechanical engineering from West Virginia University. Additionally, he earned a Master of Engineering Management degree from Duke University. Corey is a licensed Professional Engineer and LEED Accredited Professional, BD+C designation. He is president of the company's Morgantown, WV operation and member of the group's board of directors.


Corey Strimer, P.E.

Josh Foltz

Josh started with the Tri-State/Service Group as a business school intern in 2006, was promoted to vice president of sales in 2010. Today, he is president and chief operations leader of the company's Raleigh, NC office. Josh earned a BS in business and MBA from East Carolina University.


Josh Foltz

Rachel Reed

Rachel has a strong background in our specialty contracting business, having worked as a sales and marketing college intern in three Tri-State locations. She is a Bucknell University graduate with a degree in management. Rachel worked as an account director with a recruiting firm in New York, NY prior to joining Tri-State/Service Group full time in 2014 as a sales/estimator/project leader (SEPL) in our Charleston, WV office. She is currently a Vice President of Tri-State/Service Group in Parkersburg, WV.


Rachel Reed

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Brett Larson

Recently promoted to president of our Richmond, VA location, Brett previously served as president of the Charlottesville, VA division for ten years. He is a business administration graduate of California Polytechnic State University. Brett's work experience covers sales, business development, and accounting roles, including owning a transportation business. He was recipient of a baseball scholarship at Cal Poly, and played in the professional minor league for the San Diego Padres organization.

CAL POLY
SAN LUIS OBISPO


Brett Larson

Pat Haden

Pat was introduced to the company as a summer college intern. He graduated from West Virginia University in 2008 with a degree in business administration, majoring in finance. Upon graduation, Pat served as a sales/estimator/project leader (SEPL) in the Charleston, WV office. He is now vice president of the Charleston division.


Pat Haden

Joe Feldmann

Joe attended Hanover College in Indiana for his undergraduate studies and spent five years working in sales and acquisitions for a start-up medical device company in Indianapolis. He completed his MBA at the University of Florida before joining the Tri-State/Service Group in 2020 as a sales/estimator/project leader (SEPL) in our Lexington, KY division. Joe was recently promoted to president of our Charlottesville, VA Whitley/Service division.

UF
UNIVERSITY of FLORIDA


Joe Feldmann

JP Hushion

JP came to the Tri-State/Service Group from FedEx, where he led a freight service center for the company, managing, training, and working in field sales. He has a business administration degree with a marketing emphasis from West Virginia University. JP started as a sales/estimator/project leader in our Parkersburg, WV office and is now a company vice president.


JP Hushion

Locations

Tri-State/Service Roofing & Sheet Metal Group



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jax@serviceroofing.com

WWW.TRI-STATESERVICEGROUP.COM

#A166 9/08 IH

Amanda Nelson

Account Executive
Travelers Bond
Charleston, WV

(304) 941-0701
(866) 275-0651 (fax)

119 Virginia Street West
Charleston, WV 25302

March 23, 2026

RE: Whitley / Service Roofing & Sheet Metal Company of Charlottesville
PO Box 525
Charlottesville, VA 22902

To Whom It May Concern:

It has been the privilege of Travelers Casualty and Surety Company of America ("Travelers")[1] to provide surety bonds for Whitley / Service Roofing and Sheet Metal Company of Charlottesville for over 20 years. During that time, they have built and we have bonded projects for a wide variety of owners in the $3MM range with an aggregate bond capacity of $6MM.

Please note that if required the decision to issue performance and payment bonds is a matter between Whitley / Service Roofing and Sheet Metal Company of Charlottesville and Travelers, and will be subject to our standard underwriting at the time of the final bond request, which will include but not be limited to the acceptability of the contract documents, bond forms and financing. Travelers Casualty and Surety Company of America anticipates that bonding will be provided. We assume no liability to third parties or to you if for any reason we do not execute said bonds.

Travelers Casualty and Surety Company of America is rated A+ (Superior) by A.M. Best. If you have any questions or need any additional information, please do not hesitate to contact me.

Sincerely,

TRAVELERS CASUALTY AND SURETY
COMPANY OF AMERICA



Amanda Nelson, Account Executive

[1] Travelers is an A+ (Superior) A.M. Best rated insurance company (Financial Size Category XV ($2 billion or more)).

Low-slope Roofing

Whitley/Service
Roofing & Sheet Metal Company

Single-ply, Built-up (BUR), Modified, Structural Metal



TIME-TESTED LOW-SLOPE ROOFING SYSTEMS & SERVICES



Left: *National retailers choose Whitley/Service Roofing & Sheet Metal over competitors because we offer regional services and resources backed by a reputation for quality work.*

Below: *New construction ballasted single-ply roof and rooftop equipment installation, corporate office building*

Right: *New construction built-up roof (BUR) combined with structural metal roof, medical office building*



LOW-SLOPE ROOFING SOLUTIONS SINCE 1923 From its start as a built-up roofing specialist in 1923, the Tri-State/Service Roofing & Sheet Metal Group has earned a reputation for quality work and outstanding customer service. Over the decades, our group's roofing services expanded to include all types of high-performance, time-tested low-slope systems. And today, as new materials enter the marketplace and techniques evolve, we guide customers to the best-suited products for their building's unique requirements, complemented by expert installation in the field.

As part of the Tri-State/Service Group, Whitley/Service Roofing & Sheet Metal Company is certified to install, repair, and maintain all types of low-slope roofing systems from all major manufacturers.
- single-ply
- built-up roofing (BUR)
- modified bitumen
- structural metal

Whether for new construction, or an existing building, Whitley/Service offers its customers *total roofing service*. We can deliver it all, or just what you need.
- inspection
- specification
- budgeting
- engineering
- estimation
- design/build services
- metal shop fabrication
- installation
- cleaning
- maintenance
- repair





Our in-house sheet metal fabrication shop supports the needs of our roofing professionals, crafting custom-fitted architectural metal details and assuring a quality, watertight installation.





Right: *Professional and flexible, Whitley/Service is sensitive to noise and odor reduction and providing undisturbed access to vital hospital facilities during construction.*

Bottom of page: *43,000 sq. ft. modified bitumen new construction elementary school. Our group also installed metal soffits and wall panels.*





THE RIGHT SPECIFICATION

A successful low-slope roofing project begins with selection of an appropriate system for the structure. Starting with the desired life span and energy efficiency considerations, Whitley/Service takes into account deck composition, slope, drainage, insulation, foot traffic protection, environmental impact, wind and fire resistance, and ease of maintenance to determine the best system for your application. As an independent contractor, we can select from the full range of available materials.

QUALITY INSTALLATION

Next, quality assurance during installation is critical, as a low-slope system's success depends on the details of its construction in the field. Our crews participate in ongoing training and certification; and experienced foremen and workers pay meticulous attention to metal flashing details, where most roof leaks occur.

THE LONGEST POTENTIAL SERVICE LIFE

Regular inspection and maintenance helps assure that your roof will achieve its longest potential service life. Whitley/Service roofing inspectors are experienced professionals familiar with all major roofing systems. They can effectively evaluate structures of all ages and conditions, assessing

- wall movement, settling
- roof deck
- roof drainage
- roof penetrations and edges
- vapor barrier
- insulation
- roof membrane
- flashing
- sheet metal
- surfacing

Minor problems can be identified and repaired early, preventing more costly repairs and heating and cooling losses.

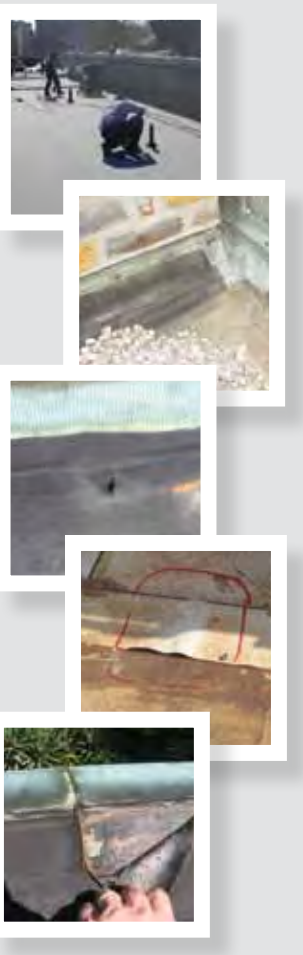




Left and right: *Properly designed and installed flashings are the most technical and most difficult aspect of roofing projects with extensive piping, roof penetrations, and rooftop mechanical equipment.*







REPAIR

Whitley/Service can assist with repairs of all types of low-slope roofing systems as well as other commercial roofing applications including slate, tile, shingles and metal. Through systematic and controlled testing using the latest tools and methods, including nondestructive testing with a licensed state-of-the-art moisture gauge, Whitley/Service can detect any existing moisture and its concentration within the roof assembly. Repairs are made in accordance with industry standards and manufacturers' specifications, assuring compatibility of materials, and continued effectiveness of the remaining warranty.

NEW OR OLD

From historically significant structures to modern industrial projects with demanding performance specifications, property owners trust Whitley/Service with their important reroofing and restoration projects.

SIZE AND SCOPE

Plus, with the financial strength to take on even the largest projects, Whitley/Service is capable of bonding jobs of all sizes and has full insurance to maximum amounts for your protection. Whitley/Service takes pride in each job regardless of size. No job is too small…no job is too large.

Above: *A modified bitumen roofing system and custom-fabricated lead-coated copper copings and counterflashings were installed at the Virginia capitol.*

Below: *Modified bitumen with paver ballast re-roofing project, Duke University Levine Science Research Center*

Above: *Whitley/Service performs warranty repair work for all major roofing manufacturers' products.*





Left: *Advances in roof coatings have broadened their use and effectiveness in a greater range of applications. Benefits of different roof coatings may include improved reflectivity, reduced cooling loads, protection of roof substrate, and extended roof service life.*

Below: *Whitley/Service is experienced with strict regulatory, safety, and security requirements; and provides a full and integrated range of quality roofing and sheet metal services to energy companies and other industrial customers.*

A SAFE WORKSITE, SAFE WORKERS No other company places safety as a higher priority than Whitley/Service. Our comprehensive approach exceeds government requirements, reflecting our commitment to the safety and well-being of our people and our customers.

- supervisors and foremen average twenty years of experience
- in-house safety director and risk manager
- ongoing safety training and certification
- pre-job material and equipment use planning
- *Working Safe* program job site compliance audits
- new hires participate in comprehensive safety training program
- background checks and drug testing
- safety compliance recognition and awards
- ongoing evaluation of processes with a zero-injury and illness goal









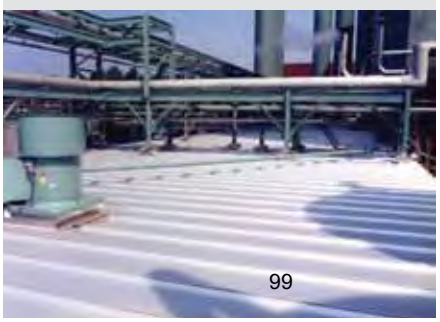


Above: *Modified bitumen roof was installed over rigid insulation and an acoustical steel deck to absorb noise at this University of Florida basketball practice facility.*

PUTTING OUR CUSTOMERS FIRST From initial inquiry to installation and beyond, our customer service distinguishes us from less experienced contractors. Property owners, property managers, architects, and general contractors have trusted us with their important projects for over 85 years.

Our professional, qualified staff is ready to go to work for you. Call Whitley/Service Roofing & Sheet Metal Company any time, 24 hours a day, 365 days a year.

Below: *Structural metal roofing, warehouse facility. According to the* Manual of Low-Slope Roofing Systems, *where they are practicable, metal roofs may offer the lowest life cycle cost of any competing roof system.*







Whitley/Service Roofing & Sheet Metal is a part of

Since 1923

TRI-STATE / Service

Roofing & Sheet Metal Group

Above: *Eight light-brown warehouse roofs visible in photo show completed re-roofing projects for tobacco company: 4-ply built-up roofing (BUR) with gravel surface.*

Above, right: *Our group installed both single-ply and built-up roofing (BUR) as well as metal siding and custom-fabricated architectural sheet metal at this hospital facility expansion.*





Above and below: *As one of the University of Virginia's on-demand roofing contractors, our group performed tear-off and re-roofing of this classroom facility and dormitory complex to the university architect's specifications with high-quality fully-adhered .060 EPDM.*



Right: *Performed tear-off of ballasted EPDM roof membrane and installed fully-adhered PVC single-ply roof and new metal flashings at this publishing company. Kept affected areas watertight in rainy season during modification to the roof support structure by the general contractor.*



Our client list reads like a corporate "Who's Who" of the Mid-Atlantic and Southeast regions: Abbott Laboratories, Alcan Rolled Products, American Electric Power, Allied Chemical, Anheuser-Busch, Bayer Corporation, BB&T, Black and Decker, Camden-Clark Memorial Hospital, CB Richard Ellis, Dominion Resources, Dow Chemical, Duke University, E.I. DuPont de Nemours & Co., Fortune Brands, General Electric, General Mills, The Greenbrier Resort, IBM, Kraft, Kraton Polymers, Kroger, Matsushita, McDonald's, Miller Brewing, Mylan Pharmaceuticals, Nestlé, Norfolk Southern, Philip Morris USA, Ruby Memorial Hospital, Simon Property Group, Smucker's, Toyota, University of Florida, U.S. Bureau of Public Debt, Verizon, Walmart, West Virginia University, and Weyerhaeuser.

VIRGINIA

Whitley/Service Roofing & Sheet Metal Co.
PO Box 13085, Richmond, VA 23225
804-276-5555 Fax: 804-674-5970
richmond@serviceroofing.com

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Steep Roofing

Whitley/Service
Roofing & Sheet Metal Company

Construction, Maintenance and Restoration



A NEW ANGLE ON STEEP ROOF CONSTRUCTION

Commercial, institutional or residential: no matter how large or small the project, Whitley/Service Roofing and Sheet Metal Company is equipped to engineer your steep roof design.







Striking architectural silhouettes created by the incorporation of steep roofing design are found in residential, institutional and commercial structures ranging from Victorian to Modern styles. While beautiful, a steep roofing design poses special construction and maintenance challenges.

THAT'S WHERE WHITLEY/ SERVICE COMES IN.

As part of the Tri-State/ Service Group of Companies, we have been repairing and maintaining roofs like these, as well as building them, since 1923. We know what it takes to construct a roof that will perform. Whitley/ Service Roofing and Sheet Metal Company is specially equipped to handle all your steep roofing concerns: appropriate material selection, safety, and the specialized techniques and experience required to properly construct complex dormers, valleys and roof penetrations.

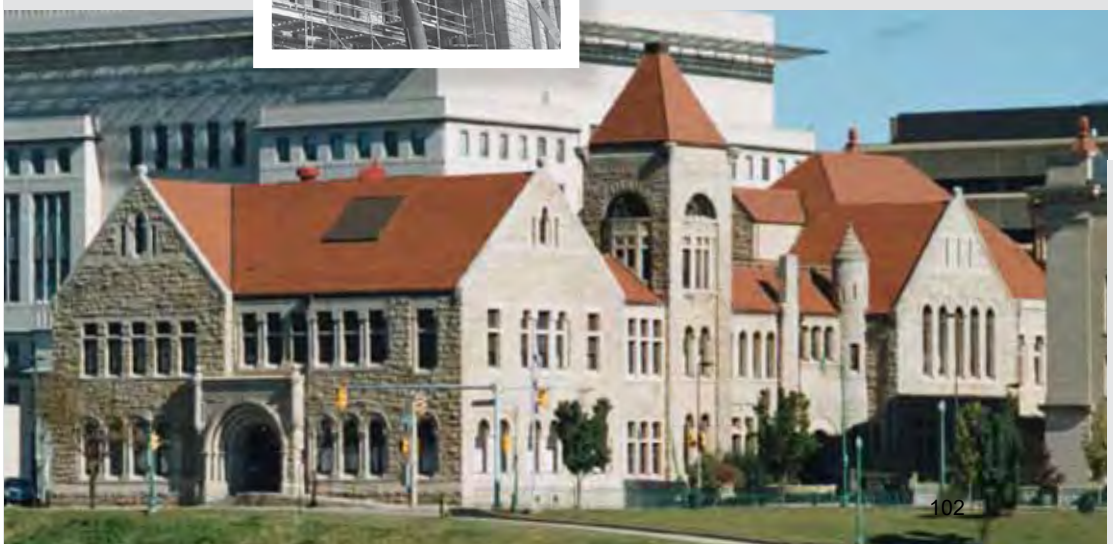
MATERIALS

Whitley/Service buys the right materials for your application, working with the best products available from major suppliers. We have successfully restored important historic steep roof structures and can construct new ones incorporating both





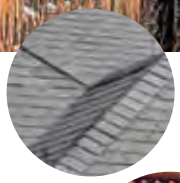
Below: *This county courthouse was built in the Richardson Romanesque architectural style in 1892. Our group repaired and restored the historic structure's tile roof and copper flashing to its original specifications.*



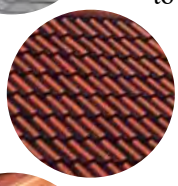


Left: *Colleges and other institutions contract with us for repair and maintenance of their steep-roofed structures.*





traditional and modern materials: slate, clay tile, concrete tile, wood, copper, standing seam metal, stainless steel, and composite and asphalt shingles.

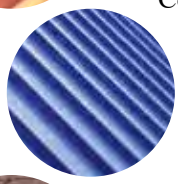


We know you want to do business with a company that feels as strongly about safety as we do.



SAFETY

Safety challenges posed by steep roofing require specialized equipment and procedures. Our group of companies provides continuing training for compliance with Occupational Safety and Health Administration (OSHA) regulations and employs an in-house Safety Director and Risk Manager. Our superintendents average twenty years of experience and survey each job for compliance with our "Working Safe" program. And very importantly, we are fully insured to top dollar amounts for your protection, as well as ours.



EXPERIENCE

Whitley/Service Roofing and Sheet Metal Company is proud of our breadth of experience and commitment to continuing education. Our people are thoroughly trained, and continually updated on the latest developments and techniques. Our sheet metal shop capabilities assure a complete water-tight installation, including gutters, flashing and other roof drainage details. No matter how large or small, simple or complex the job, we've probably faced a similar situation before.



TRUSTED SINCE 1923

That's why companies, institutions and individuals have entrusted their projects with Whitley/Service Roofing and Sheet Metal Company since 1923. We stand ready to bring our experience to bear on your important steep roofing job.





In-house sheet metal fabrication capabilities streamline your steep roofing project.



Above: *Our team replaced wood decking, slate shingles, and copper flashing on this 19th century Gothic structure.*

Above and at Right: *Steep roofing details create architectural interest in these retail facades.*





Above: *New residential Vermont slate installation with custom-fabricated half-round copper gutters and standing seam copper dormer roofs.*



Whitley/Service Roofing & Sheet Metal is a part of

Since 1923

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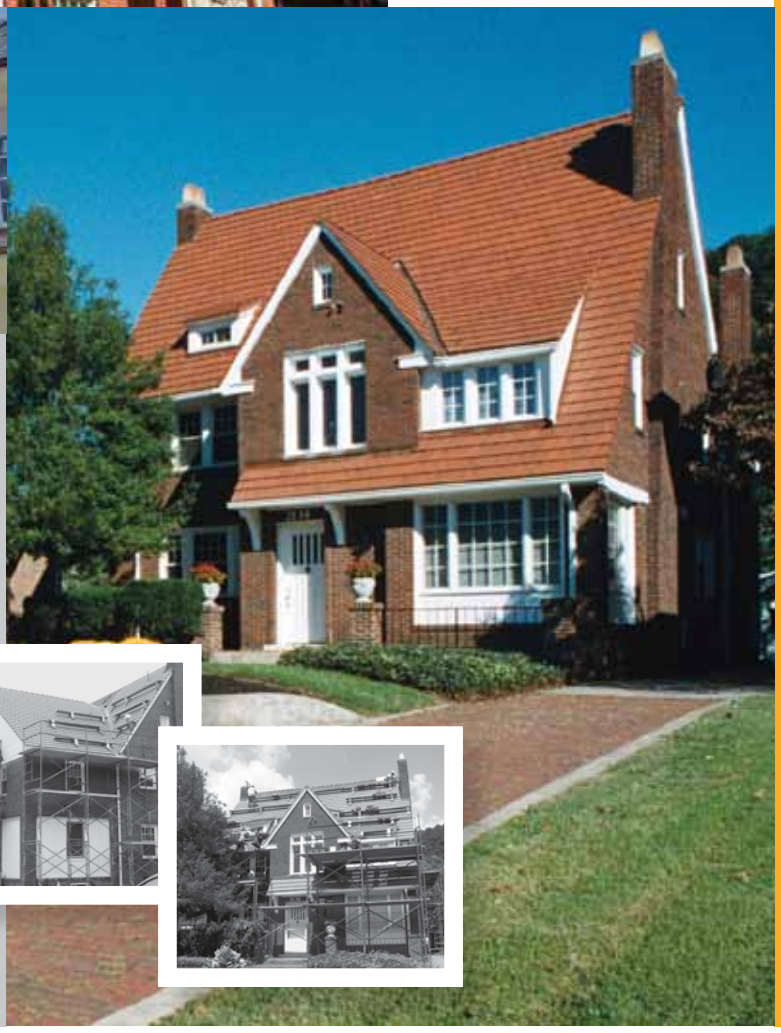
Roofing & Sheet Metal Group



Above: *Standing seam metal roof and dormers complement traditional style of this personal care and rehabilitation facility.*

Left: *Our group restored the steep French style clay tile roof and complex exterior cornices at The University of Florida's Griffin-Floyd Hall.*





Right: *A state contractors association entrusted us with the restoration of its headquarters' roof. This structure, built in 1925, posed unique challenges due to the number of valleys, dormers and penetrations. Complicated roof designs with steep angles and multiple penetrations like these are common in many contemporary residential plans.*

VIRGINIA

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304-485-6593 Fax: 304-485-2841
parkersburg@tri-stateservice.com

Tri-State Roofing & Sheet Metal Co.
1651 Blue Horizon Dr.
Morgantown, WV 26501-2056
304-328-5244 Fax: 304-328-5248
morgantown@tri-stateservice.com

Tri-State Roofing & Sheet Metal Co.
PO Box 1231, Charleston, WV 25324
304-755-8135 Fax: 304-755-5275
charleston@tri-stateservice.com

Tri-State Roofing & Sheet Metal Co.
Rte. 2, Box 126-E, Ridgeley, WV 26753
304-738-0502 Fax: 304-738-0505
cumberland@tri-stateservice.com

KENTUCKY

Tri-State Roofing & Sheet Metal Co.
PO Box 56, Lexington, KY 40588
859-233-4546 Fax: 859-231-9747
lexington@tri-stateservice.com

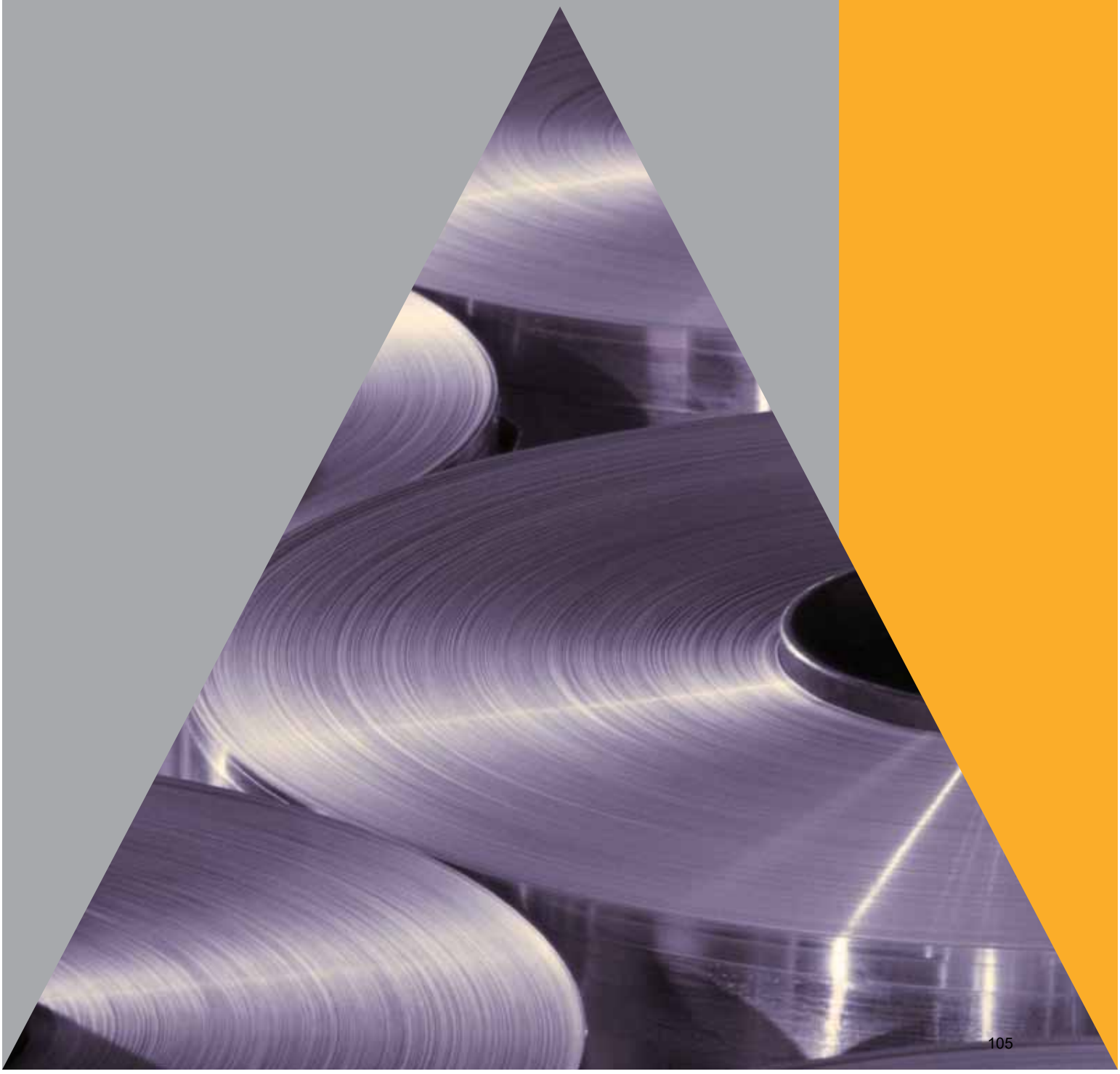
CUSTOM METAL FABRICATION
CONSULTING AND DESIGN SERVICES
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Metal Services

Since 1923
TRI-STATE / Service
Roofing & Sheet Metal Group

Custom Fabrication and Installation



ANYTHING OUT OF METAL



A manufacturer contracted with us to fabricate custom wire baskets that are used to run parts through a washing mechanism. The baskets were constructed by bending and welding 3/16" stainless steel rods to the manufacturer's specifications.

Do you have a project that calls for custom metal fabrication? Your product or assembly may be one-of-a-kind, but you want someone with experience to take it on. The Tri-State/Service group of companies has created a broad range of unique and custom-engineered metal products for commercial, industrial, and institutional customers of all sizes–and we have the full-service capability to install your fabrication as required.

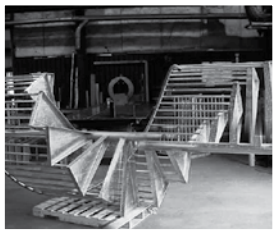
A BRIEF LOOK BACK

Since 1923, we have been serving customers with quality roofing and sheet metal work. Beginning in the 1950's we expanded to better serve our customers' needs for custom-engineered solutions to special HVAC needs. And today, our highly trained engineers and craftsmen can design, lay out, and measure sheet metal products to meet your need for just about anything to be made out of metal.

STATE OF OUR ART

How do we do it? It's a matter of old values meeting new technology. Building on the principles that have made our business a success over the years: quality, craftsmanship, customer service, safety, and value, we are continually investing in technology and talented

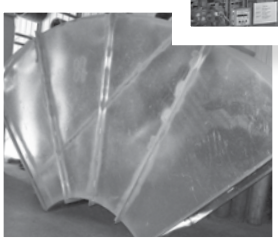
We can engineer custom solutions for your industrial site like this heavy gauge stairway, platform, and handrail fabrication.



Below: *This complex design and installation at an Ohio MIBA facility illustrates why corporations and institutions select us for their custom metal fabrication needs.*

Bottom: *Large ductwork components for U.S. Bureau of Public Debt facility of 16 gauge galvanized steel with 2" thick interior insulation. Some were as large as 128" x 96".*









Since 1923, the Tri-State/Service Group has served customers throughout the Mid-Atlantic and Southeast regions. We fabricated this one-of-a-kind 14-foot tall,11-foot wide, 3000-pound metal sign to greet visitors to our Davisville, West Virginia shop.



people, keeping us on the cutting edge of custom metal fabrication. We can get the job done for you.

Customers tell us they appreciate working with a contractor who can address a broader range of their needs. When you contract with us, you benefit from the experience of seasoned engineers, project managers, superintendents, and field working foremen who are both craftsmen and leaders. They average over 20 years of experience in the shop and in the field.

Our shop is equipped to handle shearing, bending, rolling, welding, punching and fabrication of ferrous and nonferrous metals. For faster service, we stock sheets of galvanized and black steel, aluminum, copper, and a wide range of pre-painted metal. We are ready to cut, form, and finish your job to your custom requirements. In addition to custom mechanical pieces– ductwork for air conditioning, dust collection, pollution control systems, and fume hoods; and architectural pieces– gutters, downspouts, flashings, ornamental fascias and cornices, louvers, roofs, skylights, gravel stops, and ventilators; we've created these special components and more:

- hoods
- hoppers and chutes
- stair treads
- caged ladders
- access platforms
- support frames
- machine guards
- tote boxes



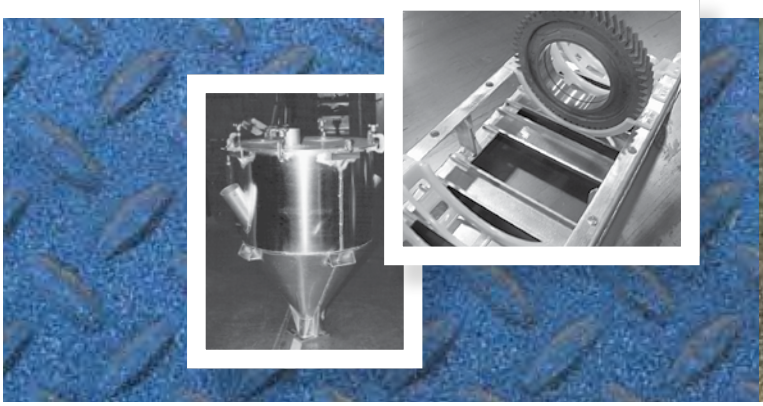


THE LONG AND SHORT OF IT.

Our operations throughout the Mid-Atlantic and Southeast are ready to serve you. From one-of-a-kind pieces to short- or long-run fabrications, consider the Tri-State/Service Group for your custom metal fabrication and installation needs.

Above: *This gleaming stainless steel ductwork is a part of a design/build project for the bakery mixing area of a General Mills plant. A Tri-State/Service Professional Engineer designed the project and prepared the shop drawings.*

Above Left: *A shop-fabricated rooftop unit is loaded on a truck bound for on-site installation.*





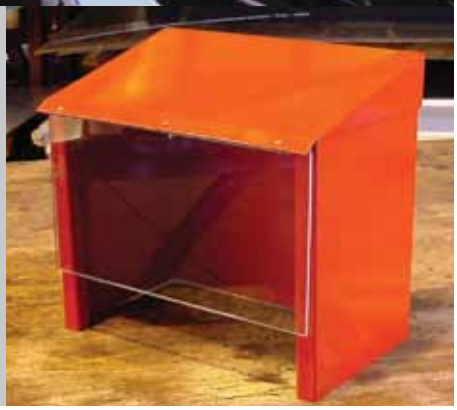
Near Left: *Alpharma lockable electrical service box with three conduit openings for site electricians.*

Far Left: *The Tri-State/Service Group can create special components like this hopper and production line fixture for industrial applications.*









Our client list reads like a corporate "Who's Who" of the Mid-Atlantic and Southeast regions: Abbott Laboratories, Alcan Rolled Products, American Electric Power, Allied Chemical, Anheuser-Busch, BB&T, Black and Decker, Camden-Clark Memorial Hospital, Century Aluminum, Dominion Resources, Dow Chemical, Duke University, E.I. DuPont de Nemours & Co., Fortune Brands, General Electric, General Mills, The Greenbrier Resort, Kraft, Kraton Polymers, Matsushita, Miller Brewing, Mylan Pharmaceuticals, Norfolk Southern, Philip Morris USA, Toyota, U.S. Bureau of Public Debt, Verizon, Wachovia, West Virginia University, and Weyerhaeuser.

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TRI-STATE / Service

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WEST VIRGINIA

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lexington@tri-stateservice.com

NORTH CAROLINA

Service Roofing & Sheet Metal Co.
PO Box 1864, Greenville, NC 27835
252-758-2179 Fax: 252-830-9198
greenville@serviceroofing.com

Service Roofing & Sheet Metal Co.
PO Box 1915, Wilmington, NC 28402
910-343-9860 Fax: 910-343-4278
wilmington@serviceroofing.com

Service Roofing & Sheet Metal Co.
PO Box 41285, Raleigh, NC 27629
919-873-0370 Fax: 919-873-9450
raleigh@serviceroofing.com

VIRGINIA

Whitley/Service Roofing & Sheet Metal Co.
PO Box 13085, Richmond, VA 23225
804-276-5555 Fax: 804-674-5970
richmond@serviceroofing.com

Service Roofing & Sheet Metal Co.
PO Box 791, Martinsville, VA 24114
276-638-2493 Fax: 276-638-6003
martinsville@serviceroofing.com

FLORIDA

Marion/Service Roofing & Sheet Metal Co.
PO Box 1628, Ocala, FL 34478
352-622-7256 Fax: 352-622-1466
ocala@serviceroofing.com

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ANSI/SPRI ES-1

Wind Design Standard for Perimeter Edge Metal Systems Used with Low Slope Roofing

Whitley/Service
Roofing & Sheet Metal Company

Shop-fabricated edge metals from the Tri-State/Service Group are in compliance with ANSI/SPRI ES-1. We have always followed the specification details outlined in the Architectural Sheet Metal Manual published by SMACNA (Sheet Metal and Air Conditioning Contractors' National Association). In fact, our former CEO and Chairman, Harry Esbenshade Jr. was one of a handful of select contributors to this text. The industry regards the Architectural Sheet Metal Manual as the authority on all types of architectural sheet metal details. Additionally, our edge metals comply with the NRCA 5th Edition Construction, Fabrication and Installation Details. Both SMACNA and NRCA details have passed ANSI/SPRI ES-1 testing. The Tri-State/Service Group also complies with all appropriate manufacturers' details.

ANSI/SPRI ES-1 is a standard adopted by the International Building Code for those who design, specify, or install edge materials used with low slope roofing systems. While a pre-fabricated metal trim manufacturing company can be certified, most metal failures are the result of improper installation, not with the fabrication of the metal itself.

The Tri-State/Service Group of Companies can field measure, custom fabricate, and install architectural metal, achieving a superior fit to pre-fabricated metals. A successful finished job absolutely depends on the quality of the field installation. We control the schedule and time of completion, usually resulting in better, faster service. We have the ability to adapt to job site changes, tweak details and handle last-minute changes by the owner, architect, or others–while maintaining a quality, watertight installation. In short, we are the experienced and knowledgeable choice for architectural metal and its effective installation.

Where pre-fabricated just won't do (clockwise from right): the Virginia State Capitol building, pharmaceutical company offices, modern medical office facility, USDA laboratory.









VIRGINIA

Whitley/Service
Roofing & Sheet Metal Company
Richmond *804-276-5555*
richmond@serviceroofing.com

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Martinsville *276-638-2493*
martinsville@serviceroofing.com

NORTH CAROLINA

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Greenville *252-758-2179*
greenville@serviceroofing.com
Wilmington *910-343-9860*
wilmington@serviceroofing.com
Raleigh *919-873-0370*
raleigh@serviceroofing.com

FLORIDA

Marion/Service
Roofing & Sheet Metal Company
Ocala *352-622-7256*
ocala@serviceroofing.com

WEST VIRGINIA

Tri-State Roofing & Sheet Metal Company
Davisville/Parkersburg *304-485-6593*
parkersburg@tri-stateservice.com
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Charleston *304-755-8135*
charleston@tri-stateservice.com
Ridgeley/Cumberland, MD *304-738-0502*
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Can Whitley/Service do that?

Yes! If it's on the roof, we can help.

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Roofing & Sheet Metal Company
Since 1923

- ☑ Leak Repair

- ☑ Modified Bitumen

- ☑ LEED Consulting

- ☑ Roof System Specification

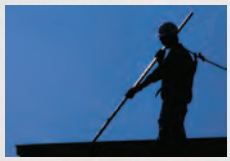
- ☑ Single-ply Roofing

- ☑ Metal Roofing

- ☑ Structural Metal Roofing

- ☑ Photovoltaics

- ☑ Providing Slope

- ☑ Roof Maintenance

- ☑ EPDM

- ☑ New Construction

- ☑ Restoration

- ☑ Vegetative Roofing

- ☑ Elastomeric Roof Coatings

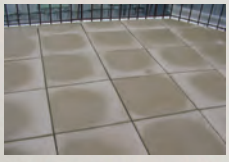
- ☑ Built-up Roofing

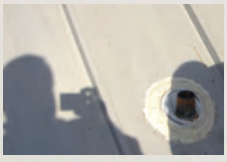
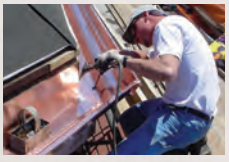
- ☑ Re-roofing

- ☑ Slate

- ☑ Tile

- ☑ Reflective Roofing

- ☑ Paver-ballasted

- ☑ Emergency Repairs


- ☑ Roof Leak Analysis

- ☑ Architectural Metal Fabrication

- ☑ Cold-applied

- ☑ Steep-slope Roofing

- ☑ Metal Roof Decking

- ☑ Low-slope Roofing


You probably know Whitley/Service as experienced roofing professionals. But did you know we do more than just installation?

Starting with selection of the right system for your project's needs, we put our nearly 90 years of experience to work for you. With an eye toward long-term value, Whitley/Service recommends and installs only the very best, time-tested low-slope and steep-slope roofing systems. Our in-house sheet metal capabilities assure an expert, watertight installation. Plus, we have years of experience inspecting, maintaining, repairing, and extending the life of your roofing investment.

In short, if it's on the roof, we can help. Call today for more information–because you want someone with experience to take on jobs like these.

Experience experience. Call today to learn more about our roofing services, or to schedule a roof inspection.

RICHMOND, VIRGINIA: 804-276-5555 richmond@serviceroofing.com
CHARLOTTESVILLE, VIRGINIA: 434-984-0550 charlottesville@serviceroofing.com

JAMES MADISON UNIVERSITY

Request for Proposal

RFP# MPM-1263

Roofing Inspection, Installation, Maintenance, & Replacement

July 17, 2026

VIRGINIA ASSOCIATION OF STATE COLLEGE & UNIVERSITY PURCHASING PROFESSIONALS

VASCUPP

REQUEST FOR PROPOSAL
RFP# MPM-1263

Issue Date: **July 17, 2026**

Title: **Roofing Inspection, Installation, Maintenance, & Replacement**

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 August 18, 2026 for Furnishing The Services Described Herein. (See Special Terms & Conditions "D. Late Proposals")

MANDATORY/ OPTIONAL PRE-PROPOSAL: No Pre-proposal meeting is scheduled

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: Michael Morrison, Lead Contract Officer & Project Manager, Procurement Services, morrismp@jmu.edu; 540-568-6181; (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 # MPM-1263

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X. PRICING SCHEDULE ..... Page 21

XI. ATTACHMENTS ..... Page 22

A. Offeror Data Sheet
B. SWaM Utilization Plan
C. Sample of Standard Contract
D. Zone Map
E. VHEPC PAC Agreement
F. SWaM Standard Reporting Template (separate attachment)
G. Student Internship and Learning Opportunities
H. JMU Design and Construction Guidelines (separate attachment)
I. Rates and Product Pricing (separate attachment)

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 roofing inspection, installation, maintenance, and repair 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

JMU is a comprehensive public institution in Harrisonburg, Virginia with an enrollment of nearly 23,000 students and over 3,700 faculty and staff. There are over 600 individual departments on campus that support seven academic divisions. The University offers over 120 majors, minors, and concentrations. Further information about the University may be found at the following website: http://www.jmu.edu.

The JMU campus is 721 acres and includes more than 150 buildings. The University has numerous roofing installations of various ages which will be in need of maintenance and inspection on a regularly scheduled basis.

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

A. James Madison University (JMU) seeks to secure the services of contractors with direct experience and expertise to provide campus-wide roofing inspection, installation, maintenance, & replacement on an as-needed basis. The contractor shall furnish all documentation, equipment, insurance, labor, materials, and supervision necessary to provide these services to the University. The contractor shall develop clear, concise, and professional quality proposal quotes for each project for review and acceptance by James Madison University.

B. JMU reserves the right to obtain other cost estimates prior to authorizing work and to solicit and contract separate and apart from the resultant contract(s) as deemed to in the best interest of the University. Upon approval of a proposal for a specific project received by the University, a purchase order will be issued as authority to proceed with the work. 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.

C. Contract shall be responsible for adhering to all University Design and Construction Guidelines and shall work directly with relevant personnel at the University. Contractor shall be responsible for any measurements, calculations, and other details for each project.

D. Contractor to perform removal, replacement, maintenance, and repair of roofing materials, including, but not limited to, flashings of all types, asphalt shingle, clay tile, fully-adhered

EPDM, ballasted rubber, slate, built up asphaltic materials, metal, and various other types of roofing materials as required. Contractor shall be responsible for ensuring all installations are performed according to specifications, best professional practices, and required standards.

E. Projects resulting from awarded contracts may also include minor construction and/or repairs to rooftop appurtenances (such as parapet wall, roof vents, and/or cupolas) and may include application of waterproof coatings on various surfaces.

F. Contractor to perform inspections of existing roofing on an as-needed basis to identify conditions of the existing roofing and related roofing components. All costs for roof inspections shall be estimated by the contractor and provided to the University in a proposal. Inspections may require testing of roofing systems including, but not limited to, confirming roofing materials used; the type, thickness, and attachment method of insulation; type and condition of roof deck; and the location and quantity of insulation. Contractor shall provide a report summarizing current conditions and recommended repairs.

G. Contractor to inspect gutters, downspouts, and door canopies/overhangs with each roof inspection (or on an as-needed basis) as determined by the University. Contractor shall provide an estimate for all work based on labor rates established through this solicitation. Contractor shall be capable of cleaning entire gutter and downspout systems to include door canopies/overhangs of debris and washing the same clear.

H. The University shall provide asbestos inspections and abatement activities as require to complete any work. The Contract shall coordinate these activities with the University project manager and consider this coordination in all project proposals and schedules.

I. Class A Contractor's License is required. Include a copy of license with proposal.

J. Contractor shall warrant all work and supply written verification of warranty to the University project manager. Warranty requirements shall be provided by the University on a per-job basis for consideration in each project proposal.

K. Contractor shall comply with all applicable federal, state, local, and University regulations in the performance of work under any resulting contract.

L. Contractor should have sufficient resources to be able to work multiple jobs at the same time.

M. The job supervisor and project manager (or project lead if the same person is serving in both capacities) shall be present on the job site during all work.

N. The University reserves the right to specify precisely the types of materials and methods to be utilized.

O. Describe in detail your approach to each of the following items and include all associated costs.

1. Describe approach to providing roofing inspection, installation, maintenance, and replacement services to JMU for both large and small scale projects. Include your process, methodology, and work plans.

2. Describe experience providing roofing inspection, installation, maintenance, and replacement services. Emphasize experience with other higher education institutions.

3. Provide examples of recent projects of comparable services that have been completed by your firm. List the dollar amount, time frame, work performed, and contact information.

4. Describe in detail warranty given on all services and materials. Contractor shall be the primary point of contact for warranty responsibility for all equipment, material, and work.

5. Identify and provide copies of all relevant certification and licenses that the contractor and/or employees currently hold.

6. Provide the names, qualifications, and experience of personnel expected to be assigned to JMU for roofing services. Designate the primary point of contact for this account.

7. Describe approach to mobilization of management and work staff to meet the needs stated herein. Include how you will meet the needs of fast turnaround projects. Include information on how contractor will meet these needs if your firm is not located in close proximity to JMU.

8. Describe invoicing procedure. Provide a sample invoice and proposal.

9. Describe change order procedure. Provide a sample change order.

10. Identify other goods and/or services offered to JMU and any associated costs.

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.

8. Student Internship Learning Opportunities: JMU values partnerships that contribute to the professional development of its students. While not mandatory, the University encourages Firms to consider offering internships, cooperative education, or applied learning opportunities to JMU students in connection with the goods and/or services provided under this agreement. If applicable, please describe in the **Student Internship and Learning**

Opportunities Attachment G any opportunities your Firm may offer for student engagement, such as:

- Career Fairs
- Paid or unpaid experiential roles (inclusive of short-term or semester-long internships)
- Participation in relevant projects or initiatives
- Job shadowing, mentoring, or career talks
- Campus Interviews
- Your organization's HR meeting with JMU Employer Services Team

Firms are welcome to outline any support structures for student participants, including mentorship, training, or supervision. Responses will be sent to JMU's University Career Center office for coordination with Firms to connect students with potential opportunities.

VI. EVALUATION AND AWARD CRITERIA

A. EVALUATION CRITERIA

Proposals shall be evaluated by James Madison University using the following criteria:

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

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

VII. GENERAL TERMS AND CONDITIONS

A. PURCHASING MANUAL: This solicitation is subject to the provisions of the Commonwealth of Virginia's Purchasing Manual for Institutions of Higher Education and Their Vendors and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is available for review at the purchasing office. In addition, the manual may be accessed electronically at http://www.jmu.edu/procurement or a copy can be obtained by calling Procurement Services at (540) 568-3145.

B. APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with applicable federal, state and local laws and regulations.

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

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

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

   a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

   b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.

   c. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting these requirements.

2. The contractor will include the provisions of 1. above in every subcontract or purchase order over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

D. ETHICS IN PUBLIC CONTRACTING: By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

E. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

F. DEBARMENT STATUS: By submitting their proposals, offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.

G. ANTITRUST: By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.

H. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS RFPs: Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

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

J. PAYMENT:

1. To Prime Contractor:

    a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).

    b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.

c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.

d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.

e. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Rules Governing Procurement, Chapter 2, Exhibit J, Attachment 1 § 53; available for review at http://www.jmu.edu/procurement*).

2. To Subcontractors:

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

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

      (2) To notify the agency and the subcontractors, in writing, of the contractor's intention to withhold payment and the reason.

   b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

4. The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.

K. PRECENDENCE 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.*)

Profession/Service	Limits
Architecture	$2,000,000 per occurrence; $6,000,000 aggregate
Asbestos Design, Inspection, or Abatement Contractors	$1,000,000 per occurrence; $3,000,000 aggregate
Professional Engineer	$1,000,000 per occurrence; $6,000,000 aggregate

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.

VIII. SPECIAL TERMS AND CONDITIONS

A. AUDIT: The Contractor hereby agrees to retain all books, records, systems, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The Commonwealth of Virginia, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.

B. CANCELLATION OF CONTRACT: James Madison University reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

C. IDENTIFICATION OF PROPOSAL ENVELOPE: The signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: _____

Name of Offeror | Due Date | Time

_____

Street or Box No. | RFP #

_____

City, State, Zip Code | RFP Title

Name of Purchasing Officer: _____

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

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

D. LATE PROPOSALS: To be considered for selection, proposals must be received by the issuing office by the designated date and hour. The official time used in the receipt of proposals is that time on the automatic time stamp machine in the issuing office. Proposals received in the issuing office after the date and hour designated are automatically non responsive and will not be considered. The University is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or the intra university mail system. It is the sole responsibility of the Offeror to ensure that its proposal reaches the issuing office by the designated date and hour.

E. UNDERSTANDING OF REQUIREMENTS: It is the responsibility of each offeror to inquire about and clarify any requirements of this solicitation that is not understood. The University will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. Therefore, all inquiries deemed to be substantive in nature must be in writing and submitted to the responsible buyer in the Procurement Services Office. Offerors must ensure that written inquiries reach the buyer at least five (5) days prior to the time set for receipt of offerors proposals. A copy of all queries and the respective response will be provided in the form of an addendum to all offerors who have indicated an interest in responding to this solicitation. Your signature on your Offer certifies that you fully understand all facets of this solicitation. These questions may be sent via email directly to the Procurement Officer listed on the signature page of this solicitation or by Fax to 540/568-7935.

F. RENEWAL OF CONTRACT: This contract may be renewed by the Commonwealth for a period of four (4) successive one year periods under the terms and conditions of the original contract except as stated in 1. and 2. below. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.

1. If the Commonwealth elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased/decreased by no more than the percentage increase/decrease of the other services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

2. If during any subsequent renewal periods, the Commonwealth elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the other services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

G. SUBMISSION OF INVOICES: All invoices shall be submitted within sixty days of contract term expiration for the initial contract period as well as for each subsequent contract renewal period. Any invoices submitted after the sixty day period will not be processed for payment.

H. OPERATING VEHICLES ON JAMES MADISON UNIVERSITY CAMPUS: Operating vehicles on sidewalks, plazas, and areas heavily used by pedestrians is prohibited. In the unlikely event a driver should find it necessary to drive on James Madison University sidewalks, plazas, and areas heavily used by pedestrians, the driver must yield to pedestrians. For a complete list of parking regulations, please go to www.jmu.edu/parking; or to acquire a service representative parking permit, contact Parking Services at 540.568.3300. The safety of our students, faculty and staff is of paramount importance to us. Accordingly, violators may be charged.

I. COOPERATIVE PURCHASING / USE OF AGREEMENT BY THIRD PARTIES: It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body, (to include government/state agencies, political subdivisions, etc.), cooperative purchasing organizations, public or private health or educational institutions or any University related foundation and affiliated corporations may access any resulting contract if authorized by the Contractor.

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

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

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

J. SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:

1. It is the goal of the Commonwealth that 42% of its purchases are made from small businesses. This includes discretionary spending in prime contracts and subcontracts. All potential offerors are required to submit a Small Business Subcontracting Plan. Unless the offeror is registered as a Department of Small Business and Supplier Diversity (SBSD)-certified small business and where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such subcontracting opportunities to SBSD-certified small businesses. This shall not exclude SBSD-certified women-owned and minority-owned businesses when they have received SBSD small business certification. No offeror or subcontractor shall be considered a Small Business, a Women-Owned Business or a Minority-Owned Business unless certified as such by the Department of Small Business and Supplier Diversity (SBSD) by the due date for receipt of proposals. If small business subcontractors are used, the prime contractor agrees to report the use of small business subcontractors by providing the purchasing office at a minimum the following information: name of small business with the SBSD certification number or FEIN, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product/service provided. **This information shall be submitted to: JMU Office of Procurement Services, Attn: SWAM Subcontracting Compliance, MSC 5720, Harrisonburg, VA 22807 or swamreporting@jmu.edu .**

2. Each prime contractor who wins an award in which provision of a small business subcontracting plan is a condition of the award, shall deliver to the contracting agency or institution with every request for payment, evidence of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the small business subcontracting plan. **This information shall be submitted to: JMU Office of Procurement Services, SWAM Subcontracting Compliance, MSC 5720, Harrisonburg, VA 22807 or swamreporting@jmu.edu** . When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm with the Department of Small Business and Supplier Diversity (SBSD) certification number or FEIN number, phone number, total dollar amount subcontracted, category type (small, women-owned, or minority-owned), and type of product or service provided. Payment(s) may be withheld until compliance with the plan is received and confirmed by the agency or institution. The agency or institution reserves the right to pursue other appropriate remedies to include, but not be limited to, termination for default.

3. Each prime contractor who wins an award valued over $200,000 shall deliver to the contracting agency or institution with every request for payment, information on use of subcontractors that are not Department of Small Business and Supplier Diversity (SBSD)-certified small businesses. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office at a minimum the following information: name of firm, phone number, FEIN number, total dollar amount subcontracted, and type of product or service provided. **This information shall be submitted to: JMU Office of Procurement Services, Attn: SWAM Subcontracting Compliance, MSC 5720, Harrisonburg, VA 22807 or swamreporting@jmu.edu** .

K. AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH: A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described above that enters into a contract with a public body shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

L. PUBLIC POSTING OF COOPERATIVE CONTRACTS: James Madison University maintains a web-based contracts database with a public gateway access. Any resulting cooperative contract/s to this solicitation will be posted to the publicly accessible website. Contents identified as proprietary information will not be made public.

M. CRIMINAL BACKGROUND CHECKS OF PERSONNEL ASSIGNED BY CONTRACTOR TO PERFORM WORK ON JMU PROPERTY: The Contractor shall obtain criminal background checks on all of their contracted employees who will be assigned to perform services on James Madison University property. The results of the background checks will be directed solely to the Contractor. The Contractor bears responsibility for confirming to the University contract administrator that the background checks have been completed prior to work being performed by their employees or subcontractors. The Contractor shall only assign to work on the University campus those individuals whom it deems qualified and permissible based on the results of completed background checks. Notwithstanding any other provision herein, and to ensure the safety of students, faculty, staff and facilities, James Madison

University reserves the right to approve or disapprove any contract employee that will work on JMU property. Disapproval by the University will solely apply to JMU property and should have no bearing on the Contractor's employment of an individual outside of James Madison University.

N. INDEMNIFICATION: Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the contractor/any services of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the contractor on the materials, goods or equipment delivered.

O. ADDITIONAL GOODS AND SERVICES: The University may acquire other goods or services that the supplier provides than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms, and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services that are newly introduced during the term of this Agreement. Such additional goods and services will be provided to the University at favored nations pricing, terms, and conditions.

P. ADVERTISING: In the event a contract is awarded for supplies, equipment, or services resulting from this proposal, no indication of such sales or services to James Madison University will be used in product literature or advertising without the express written consent of the University. The contractor shall not state in any of its advertising or product literature that James Madison University has purchased or uses any of its products or services, and the contractor shall not include James Madison University in any client list in advertising and promotional materials without the express written consent of the University.

Q. ELECTRICAL EQUIPMENT STANDARDS: All equipment/material shall conform to the latest issue of all applicable standards as established by National Electrical Manufacturer's Association (NEMA), American National Standards Institute (ANSI), and Occupational Safety & Health Administration (OSHA). All equipment and material, for which there are OSHA standards, shall bear an appropriate label of approval for use intended from a Nationally Recognized Testing Laboratory (NRTL).

R. AS BUILT DRAWINGS: The contractor shall provide the University a clean set of reproducible "as built" drawings and wiring diagrams, marked to record all changes made during installation or construction. The contractor shall also provide the University with maintenance manuals, parts lists, and a copy of all warranties for all equipment. All "as built" drawings, wiring diagrams, maintenance manuals, parts lists, and warranties shall be delivered to the University upon completion of the work and prior to final payment.

S. CONTRACTOR'S TITLE TO MATERIALS: No materials or supplies for the work shall be purchased by the contractor or by any subcontractor subject to any chattel mortgage or under a conditional sales or other agreement by which an interest is retained by the seller. The contractor warrants that they have clear title to all materials and supplies for which they invoice for payment.

T. FINAL INSPECTION: At the conclusion of the work, the contractor shall demonstrate to the authorized owner's representative that the work is fully operational and in compliance with

contract specification and codes. Any deficiencies shall be promptly and permanently corrected by the contractor at the contractor's sole expense prior to final acceptance of the work.

U. 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 safekeeping of the keys during the contract period. The contract 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.

V. LIQUIDATED/ACTUAL DAMAGES, FURNISH AND INSTALL: Work shall begin after receipt of purchase order or contract and all work shall be completed no later than the agreed upon date. It is hereby understood and agreed by the bidder that time is of the essence in the delivery of supplies, services, materials, or equipment of the character and quality specified in the bid document. In the event these specified supplies, services, materials, or equipment are not delivered by the date specified, there will be deducted, not as a penalty but as liquidated and/or actual damages, the sum of $ 500.00 per day for each and every calendar day of delay beyond the time specified; except that if the delivery be delayed by any act, negligence, or default on the part of the Commonwealth, public enemy, war, embargo, fire, or explosion not caused by the negligence or intentional act of the contractor or his supplier(s), or by riot, sabotage, or labor trouble that results from a cause or causes entirely beyond the control or fault of the contractor or his supplier(s), a reasonable extension of time as the procuring public body deems appropriate may be granted. Upon receipt of a written request and justification for an extension from the contractor, the purchasing office may extend the time for performance of the contract or delivery of goods herein specified at the purchasing office's sole discretion for good cause shown.

W. PRIME CONTRACTOR RESPONSIBILITIES: The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that they may utilize, using their best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that they are as fully responsible for the acts and omissions of their subcontractors and of persons employed by them as they are for the acts and omissions of their own employees.

X. RETAINAGE: The Owner may withhold as retainage an amount not exceeding 5% of the contract dollar value. Retainage will be released upon project completion and all documentation/invoicing (as-built drawings, SWaM/Subcontracting Plan, etc.) has been submitted to the owner.

Y. STANDARDS OF CONDUCT: Work sites under this contract will be occupied by students and University personnel during times when work is performed. Contractor and contractor's personnel shall exercise a particularly high level of discipline, safety, and cooperation at all times while on any job site. The contractor shall be responsible for controlling employee conduct, for assuring that its employees are not boisterous or rude, and ensuring that they are not engaging in any destructive or criminal activity. The contractor is also responsible for ensuring that its employees to not disturb papers on desks, open desk drawers, cabinets, briefcases, or use University phones, and the like, except as authorized.

Z. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the University. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the University 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.

AA. WORK SITE DAMAGES: Any damage to existing utilities, equipment, or finished surfaces resulting from the performance of this contract shall be repaired to the University's satisfaction at the contractor's expense.

BB. WORK ESTIMATES (TIME AND MATERIAL CONTRACTS): Under this time and material contract, the contractor shall furnish the agency with a non-binding written estimate of the total costs to complete the work required. The estimate must include the labor category(ies), the contractor's hourly rates specified in the contract, and the total material cost. Material costs shall be billed at contractor's actual invoice costs (contractor shall furnish copies of all invoices for materials) or discount off the list price, whichever is specified in the contract. If the agency determines that the estimated price is not fair and reasonable, the agency has the right to ask the contractor to reevaluate the estimate. If the revised estimate is determined to be not fair and reasonable, the agency reserves the right to obtain additional quotes from other vendors. A work order will be issued to the contractor, as the authority to proceed with the work, which will incorporate the contractor's estimate and the terms and conditions of the contract. The contractor and his/her personnel shall log in with the designated contract administrator each day before and after work to confirm labor hours.

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 **require** 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

Suppliers that do not sign up for one of these payment processes may risk their contract being suspended until such enrollment occurs or terminated, at the discretion of the university. Enrollment should begin no more than 10 days after award. Invoices shall include the applicable PO number.

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.

Attachment I Rates and Product Pricing provides a template which includes the most common expected labor roles and expenses that the University expects to be provided rates for. Specify all parts and materials discounts, shipping charges, and any other one-time or ongoing costs. Add additional lines, role designations, etc. as needed for your firm's offerings. Labor rates should be inclusive of all expected overhead and additional fees.

XI. ATTACHMENTS

A. Offeror Data Sheet

B. SWaM Utilization Plan

C. Sample of Standard Contract

D. Zone Map

E. VHEPC PAC Agreement

F. SWaM Standard Reporting Template (separate attachment)

G. Student Internship and Learning Opportunities

H. JMU Design and Construction Guidelines (separate attachment)

I. Rates and Product Pricing (separate attachment)

ATTACHMENT A

OFFEROR DATA SHEET

TO BE COMPLETED BY OFFEROR

1. QUALIFICATIONS OF OFFEROR: Offerors must have the capability and capacity in all respects to fully satisfy the contractual requirements.

2. YEARS IN BUSINESS: Indicate the length of time you have been in business providing these types of goods and services.

   Years_____ Months_____

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

CLIENT	LENGTH OF SERVICE	ADDRESS	CONTACT PERSON/PHONE #

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

_____

_____

_____

_____

5. RELATIONSHIP WITH THE COMMONWEALTH OF VIRGINIA: Is any member of the firm an employee of the Commonwealth of Virginia who has a personal interest in this contract pursuant to the CODE OF VIRGINIA, SECTION 2.2-3100 – 3131?
   [ ] YES [ ] NO
   IF YES, EXPLAIN:_____

_____

_____

_____

ATTACHMENT B

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

Offeror Name: _____ Preparer Name: _____

Date: _____

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

If yes, certification number: _____ Certification date:_____

Is your firm a **Woman-owned Business Enterprise** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes_____ No_____

If yes, certification number: _____ Certification date:_____

Is your firm a **Minority-Owned Business Enterprise** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes____ No_____

If yes, certification number: _____ Certification date:_____

Is your firm a **Micro Business** certified by the Department of Small Business and Supplier Diversity (SBSD)? Yes_____ No_____

If yes, certification number: _____ Certification date: _____

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

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

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

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

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

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

RETURN OF THIS PAGE IS REQUIRED

ATTACHMENT B (CNT'D)

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

Procurement Name and Number: _____ Date Form Completed:_____

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

Offeror / Proposer:

_____ _____ _____

Firm Address Contact Person/No.

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

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

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 _____.

SAMPLE

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

CONTRACTOR:	PURCHASING AGENCY:
By:_____	By:_____
(Signature)	(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	**Zone 2**	**Zone 3**
George Mason University (Fairfax)	James Madison University (Harrisonburg)	University of Virginia (Charlottesville)
Zone 4	**Zone 5**	**Zone 6**
University of Mary Washington (Fredericksburg)	Christopher Newport University (Newport News)	Virginia Commonwealth University (Richmond)
	College of William and Mary (Williamsburg)	Virginia State University (Petersburg)
	Norfolk State University (Norfolk)	
	Old Dominion University (Norfolk)	
Zone 7	**Zone 8**	**Zone 9**
Longwood University (Farmville)	Virginia Military Institute (Lexington)	University of Virginia - Wise (Wise)
	Virginia Tech (Blacksburg)	
	Radford University (Radford)	

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/Consortiu m 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:

SAMPLE

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

IV. Notices:

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

If to the University:

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

If to Vendor:

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

SAMPLE

ACCEPTANCE

For James Madison University	**For [Vendor]**
_____	_____
[Lead Proc]	[Vendor Contact]
[Lead Job Title]	[Vendor Contact Title]
_____	_____
Date	Date

Agreement #: [JMU Contract-Number]-PAC

SAMPLE

ATTACHMENT G

Student Internship and Learning Opportunities

Firm Name:
Primary Contact Name & Title:
Email Address:
Phone Number:

Section 1: Overview of Student Engagement Potential/Opportunities
Summary of approach/willingness:

Section 2: Proposed Student Internship & Learning Opportunities *(check all applicable or of interest to your firm*)

[ ] **Career Fairs**
Brief Description:
Contact Information for Career Fairs, if different from Primary Contact:

[ ] **Paid Experiential Roles**
Brief Description:
Contact Information for Paid Experiential Roles, if different from Primary Contact:

[ ] **Unpaid Experiential Roles**
Brief Description:
Contact Information for Unpaid Experiential Roles, if different from Primary Contact:

[ ] **Participation in Projects**
Brief Description:
Contact Information for Participation in Projects, if different from Primary Contact:

[ ] **Job Shadowing**
Brief Description:
Contact Information for Job Shadowing, if different from Primary Contact:

[ ] **Mentoring Program**
Brief Description:
Contact Information for Mentoring Programs, if different from Primary Contact:

[ ] **Career Talks / Guest Lectures**
Brief Description:
Contact Information for Career Talks/Guest Lectures, if different from Primary Contact:

[ ] **Campus Interviews**
Brief Description:
Contact Information for Campus Interviews, if different from Primary Contact:

[ ] **Engagement with JMU Employer Services Team**
Brief Description:
Contact Information for Engagement with JMU Employer Services Team, if different from Primary Contact:

[ ] **Other**
Brief Description:
Contact Information for Other, if different from Primary Contact:

Reporting Instructions

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

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

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

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

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

Name of Subcontractor	First / Second Tier	Subcontractor's Fed. Tax ID #	SBSD Certification Number	Certification Expiration Date	Certification Type(s)	Current Project Payments
Rockingham Steel (Sample)	1	11-2222222	654361	7/11/2009	SB	$
Harrisonburg Industrial (Sample)	2	22-3333333	612345	6/11/2010	MB	$
Linville Erectors (Sample)	2	33-4444444	789101	10/11/2009	WB	$

Rates by Role for RFP# MPM-1263
Roofing Inspection, Installation, Maintenance, & Replacement

LABOR RATES		
Personnel	**Normal Working Hours**	**Overtime/Weekend/ Holiday/Emergency Hours**
Supervisor/Superintendent/Foreman	**$ /hour**	**$ /hour**
Laborer	**$ /hour**	**$ /hour**
Inspector	**$ /hour**	**$ /hour**
Project Estimator	**$ /hour**	**$ /hour**
Pressure Washing Fee	**$ /hour**	**$ /hour**

- If other role designations are needed, please provide labor rates and an explanation of how this additional designation is needed to meet the needs expressed in the scope of the Request for Proposals.

- Please also address the % Off of List price for Parts & Supplies and Equipment/Rental Equipment offered to the University by Manufacturer. The University does not seek a complete catalogue of available products. Indicate which manufacturer's products you will offer to the University and the % Discount Off List you will offer the University. You may designate specific items as needed or if pertinent to the scope of the RFP. Add as many rows as needed but please follow the format laid out below.

PARTS & SUPPLIES				
Item	**Manufacturer**	**List Price**	**% Discount Off**	**University Price**
		$	**%**	**$**
		$	**%**	**$**
		$	**%**	**$**
		$	**%**	**$**

EQUIPMENT & RENTAL EQUIPMENT			
Item	**List Price**	**% Discount Off**	**University Price**
Crane ($/hour)	**$**	**%**	**$**
Crane (daily mobilization)	**$**	**%**	**$**
Skylift ($/hour)	**$**	**%**	**$**
Skylift (daily mobilization)	**$**	**%**	**$**

- Please also address any other discounts or fees which may be anticipated.

OTHER PRICING				
Early Payment Discount				**%**
Subcontractor Fees				**%**
				$
				$