

**COMMONWEALTH OF VIRGINIA  
STANDARD CONTRACT**

Contract No. UCPJMU4718

This contract entered into this 24<sup>th</sup> day of October 2016, by Abington Sunshade and Blinds Co., Inc. hereinafter called the "Contractor" and Commonwealth of Virginia, James Madison University called the "Purchasing Agency".

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

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

**PERIOD OF PERFORMANCE:** From October 24, 2016 through October 23, 2017 with five (5) one-year renewal options.

The contract documents shall consist of:

- (1) This signed form;
- (2) The following portions of the Request for Proposal AK-913 dated July 25, 2016:
  - (a) The Statement of Needs,
  - (b) The General Terms and Conditions,
  - (c) The Special Terms and Conditions together with any negotiated modifications of those Special Conditions;
  - (d) Addendum No. One, dated August 18, 2016;
  - (e) Clarification emails and attachment from Lou Cabrera, dated August 25, 2016.
- (3) The Contractor's Proposal dated July 27, 2016 and the following negotiated modification to the Proposal, all of which documents are incorporated herein.
  - (a) Negotiations Summary, dated October 19, 2016.

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

CONTRACTOR:  
By:   
(Signature)  
Lou CABRERA  
(Printed Name)

Title: Pres

PURCHASING AGENCY:  
By:   
(Signature)  
Annie Horn  
(Printed Name)

Title: Buyer Specialist



**RFP # RFP AK-913 Window Treatments and Screens  
Negotiation Summary for Abington Sunshade and Blinds, Co. Inc.**

**10/19/16**

1. Contractor's pricing schedule is as follows:

a. Installation Services

i. Insect Screens (*prices include the cost of the screen*):

Insect Screen	Price
<b>Repairs:</b>	
Reattach existing frame to window	\$30.97
Remove and replace fabric & reinstall	\$74.34
<b>New:</b>	
Remove existing & install new	\$96.60
Special "Z" Frame*:	\$30.97
<b>NOTE: Prices are for MIL finish frames only, Special Color Frames will be quoted as needed. Prices are based on windows located in Village Area, larger sizes will be quoted as needed.</b>	

*\*Needed on some dorm windows*

ii. Security Screens (*prices include the cost of the screen*):

Security Screen	Price
<b>Repairs:</b>	
Reattach existing frame to window	\$43.37
<b>New:</b>	
Mill Finish (clear)	\$305.10
Bronze Finish	\$360.60

iii. Window Treatments (*prices **do not** include the cost of the product*):

Window Treatments	Price
<b>Measurement Service Fee</b> ( <i>applicable only if installing 10 blinds or less OR an order is not placed</i> )	\$56.53
<b>Takedown Charge</b> with onsite storage or disposal	\$6.01/each
<b>Installation per bracket</b> - wood/aluminum	\$6.29
<b>Installation per bracket</b> - steel/concrete	\$8.79
<b>Replace clutch mechanism</b> including labor and chain	\$74.50

b. Roller Shade Pricing per Room and Measurement: Graber Essential Blackout Fabric & SW4000 - Attachment A (*Pricing does not include the cost of installation. See section a. Installation Services for these charges.*) Contractor agrees to provide best pricing available to the University which may be lower than the contract pricing when



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- making bulk purchases (*orders of 20 units or more*) OR if the Contractor is receiving better pricing from the manufacturer.
- c. Frosted Opaque Film or Reflective Solar Films:
    - i. Frosted Film: \$7.00 per sq' with a minimum of 12 sq' per order (*material only*)
    - ii. Reflective Solar Films: \$9.00 sq' with a minimum of 12sq' per order (*material only*)
    - iii. Labor: \$55.00 per man hour (*most jobs require (2) men per order*)
  - d. Additional products and services such as Motorized Skylight shades, Awnings, Fabric panels, etc. will be quoted on an as-needed basis.
2. Contractor shall provide detailed quote that clearly demonstrates contract pricing.
  3. JMU Facilities Management shall dictate the type of screw that is ultimately used for security/insect screens – the screw shall not be longer than needed to secure the screen.
  4. Contractor shall not use JMU owned machines and lifts to complete any work. If a lift or other special equipment is required, pricing will be included in the quote which will be submitted for approval prior to work starting.
  5. The following shall hereby be incorporated into the contract:
    - a. Manufacturer's Warranty
      - i. Window Screens (insect and security) will be warranted one (1) year for normal wear and tear. Does not cover vandalism.
      - ii. Window Treatment – Garber's Springs Window Fashions Limited Warranty – *Attachment B*
  6. RFP # AK – 913 dated July 25, 2016 is amended as follows to incorporate Price Escalation/De-Escalation for Window Shade prices only (pricing for installation services will be in accordance with Special Terms & Condition AA. *Renewal of Contract*):
    - a. PRICE ESCALATION/DE-ESCALATION: Price adjustments may be permitted for changes in the contractor's cost of materials not to exceed the increase in the following index/indices: Window Shades & Window Shade Accessories & Rollers (12690101). No price increases will be authorized for 180 calendar days after the



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**10/19/16**

effective date of the contract. Price escalation may be permitted only at the end of this period and each 180 days thereafter and only where verified to the satisfaction of the purchasing office. However, “across the board” price decreases are subject to implementation at any time and shall be immediately conveyed to the Commonwealth.

Contractor shall give not less than 30 days advance notice of any price increase to the purchasing office. Any approved price changes will be effective only at the beginning of the calendar month following the end of the full 30 day notification period. The contractor shall document the amount and proposed effective date of any general change in the price of materials. Documentation shall be supplied with the contractor’s request for increase which will: (1) verify that the requested price increase is general in scope and not applicable just to the Commonwealth of Virginia; and (2) verify the amount or percentage of increase which is being passed on to the contractor by the contractor’s suppliers.

The purchasing office will notify the using agencies and contractor in writing of the effective date of any increase which it approves. However, the contractor shall fill all purchase orders received prior to the effective date of the price adjustment at the old contract prices. The contractor is further advised that decreases which affect the cost of materials are required to be communicated immediately to the purchasing office.

7. Contractor shall not require the University to sign additional order forms or agreements for work being done under this contract.

<b>Attachment A</b>					
<b>Manual clutch roller shades, no top treatment, essential blackout fabric in a variety of colors</b>					
<b>Building Name</b>	<b>Floor</b>	<b>Wall to Wall</b>	<b>Window</b>	<b>Shade size</b>	<b>Price</b>
ASHBY (101)	1ST	33 1/4 x 86	23 x 86	31x86	\$101.90
ASHBY (201)	2ND	33 1/4 x 86	23 x 86	31x86	\$101.90
ASHBY (101)	SIDE WINDOW	35 1/2 x 86	25 x 86	31x86	\$101.90
CONVERSE (118)	1ST	77 x 58	70 x 58	75x58	\$185.13
CONVERSE (218)	2ND	81 3/4 x 88	68 x 88	79x88	\$310.68
GIFFORD (110)	1ST	48 1/4 x 84	35 x 84	46x84	\$135.84
GIFFORD (210)	2ND	49 x 64	34 3/4 x 64	47x84	\$135.84
HOFFMAN (117)	STD ALL ROOMS	70 1/2 x 63	66 1/4 x 63	69x63	\$160.95
LOGAN (115)	STD ALL ROOMS	72 1/2 x 83 1/2	67 x 83 1/2	70x84	\$192.11
SPOTSWOOD (109)	1ST	76 3/4 x 86	71 x 86	75x86	\$290.69
SPOTSWOOD (213)	2ND	76 1/2 x 86 3/4	72 1/4 x 86 3/4	75x86	\$290.69
WAMPLER (210)	RA ROOM	69 x 92	64 x 92	67x92	\$211.17
WAMPLER (212)	RESIDENT ROOM	32 x 72	23 1/2 x 72	30x72	\$82.37
WAMPLER (210)	SMALL WINDOW	32 x 32	26 1/2 x 32	30x32	\$69.81
WAYLAND	RESIDENT ROOM	46 1/2 X 85		46 X 85	\$149.33
WAYLAND	SMALL WINDOW	30 5/8 X 57		30 1/8 X 57	\$73.07
TREEHOUSES A-D	STD ALL ROOMS	40 1/2 x 59	28 1/2 x 59	39x60	\$97.71
TREEHOUSES E-F	STD ALL ROOMS	41 x 59	28 1/2 x 59	39x60	\$97.71
HILLSIDE (110)	STD ALL ROOMS	37 x 63 1/4	28 1/2 x 63 1/4	35x64	\$91.20
BELL (118)	STD ALL ROOMS	37 x 55 1/8	29 1/4 x 55 1/8	35x64	\$91.20
MCGRAW LONG(110)	STD ALL ROOMS	37 x 63	30 1/4 x 63	35x64	\$91.20

<b>Attachment A</b>					
<b>Manual clutch roller shades, no top treatment, essential blackout fabric in a variety of colors</b>					
<b>Building Name</b>	<b>Floor</b>	<b>Wall to Wall</b>	<b>Window</b>	<b>Shade size</b>	<b>Price</b>
CHANDLER (117)	RA ROOM	48 x 91	40 1/2 x 91	46x91	\$149.33
CHANDLER (118)	RESIDENT ROOM	48 x 91	40 1/2 x 91	46x91	\$149.33
CHANDLER (214)	2nd fl RA room	107 1/2 x 74 1/2	100 1/2 x 74 1/2	2 @ 46 x 76	128.40ea
CHANDLER (225)	RESIDENT 2ND FL	48 1/2 X 75 1/2	40 1/2 X 75 1/2	46x76	\$128.40
EAGLE (107)	RA ROOM	125 1/2 79	118 1/2 x 79	3 @ 36X80	106.08ea
EAGLE (111)	RESIDENT ROOM	49 x 79 1/2	40 3/4 x 79	46X80	\$135.84
EAGLE 2ND-8TH FL	RESIDENT ROOM			46X71	\$123.29
SHORTS (110)	RA ROOM	48 X 79 1/2	40 3/4 x 79 1/2	46X80	\$135.84
SHORTS (B315)	RESIDENT ROOM	48 X 71	40 3/4 X 71	46X71	\$123.29
CHESAPEAKE (111)	STD ALL ROOMS	52 1/2 X 64	47 X 64	51X64	\$128.40
SHENANDOAH(108)	STD ALL ROOMS	52 1/2 X 64	44 3/8 X 64	51X64	\$128.40
POTOMAC (159)	STD ALL ROOMS	52 1/2 X 64	47 X 64	51X64	\$128.40
CHAPPELEAR (B303B)	RA ROOM 3RD FL	48 X 65 1/2	44 X 65 1/2	47X66	\$116.31
CHAPPELEAR (B303B)	SUITE 3RD FL	96 X 66	92 X 66	95X66	\$235.82
DINGLEDINE	RA ROOM 3RD	47 x 65 1/2	41 1/4 x 65 1/2	46X66	\$116.31
DINGLEDINE	SUITE 3RD FL	96 1/4 x 66	89 3/4 x 66	95X66	\$235.82
FREDERIKSON	RA ROOM 3RD FL	48 x 65	43 3/4 x 65	47X66	\$116.31
FREDERIKSON	SUITE 3RD FL	95 3/4 x 65	92 1/4 x 65	95X66	\$235.82
GARBER	RA ROOM 3RD FL	47 x 65 1/2	41 x 65 1/2	46X66	\$116.31
GARBER	SUITE 3RD FL	95 3/4 x 65 1/2	89 1/2 x 65 1/2	95X66	\$235.82
HANSON (B303b)	RA ROOM 3RD FL	48 X 65 1/2	44 X 65 1/2	47X66	\$116.31

<b>Attachment A</b>					
<b>Manual clutch roller shades, no top treatment, essential blackout fabric in a variety of colors</b>					
<b>Building Name</b>	<b>Floor</b>	<b>Wall to Wall</b>	<b>Window</b>	<b>Shade size</b>	<b>Price</b>
HANSON (B303b)	SUITE 3RD FL	96 X 66	92 X 66	95X66	\$235.82
HUFFMAN	RA ROOM 3RD FL	48 x 65	43 1/2 x 65	47X66	\$116.31
HUFFMAN	SUITE 3RD FL	95 1/2 x 65	92 x 65	95X66	\$235.82
IKENBERRY	RA ROOM 3RD FL	47 1/2 x 65	41 x 65	46X66	\$116.31
IKENBERRY	SUITE 3RD FL	96 x 65 1/2	90 x 65 1/2	95X66	\$235.82
WEAVER	RA ROOM 3RD FL	47 1/4 x 65 1/2	41 x 65 1/2	46X66	\$116.31
WEAVER	SUITE 3RD FL	95 1/2 x 65	90 x 65	95X66	\$235.82
WHITE	RA ROOM 3RD FL	47 1/4 x 65	41 x 65	46X66	\$116.31
WHITE	SUITE 3RD FL	95 3/4 x 65	90 x 65	95X66	\$235.82
Village Area	Tv lounge			48 1/2 x 95	\$165.14

### Attachment A

#### Manual clutch roller shades, no top treatment, SW4000 Sheer fabric in a variety of colors

Building Name	Floor	Wall to Wall	Window	Shade size	Price
ASHBY (101)	1ST	33 1/4 x 86	23 x 86	31x86	\$121.89
ASHBY (201)	2ND	33 1/4 x 86	23 x 86	31x86	\$121.89
ASHBY (101)	SIDE WINDOW	35 1/2 x 86	25 x 86	31x86	\$121.89
CONVERSE (118)	1ST	77 x 58	70 x 58	75x58	\$229.77
CONVERSE (218)	2ND	81 3/4 x 88	68 x 88	79x88	\$380.90
GIFFORD (110)	1ST	48 1/4 x 84	35 x 84	46x84	\$168.39
GIFFORD (210)	2ND	49 x 64	34 3/4 x 64	47x84	\$168.39
HOFFMAN (117)	STD ALL ROOMS	70 1/2 x 63	66 1/4 x 63	69x63	\$200.01
LOGAN (115)	STD ALL ROOMS	72 1/2 x 83 1/2	67 x 83 1/2	70x84	\$239.54
SPOTSWOOD (109)	1ST	76 3/4 x 86	71 x 86	75x86	\$358.11
SPOTSWOOD (213)	2ND	76 1/2 x 86 3/4	72 1/4 x 86 3/4	75x86	\$358.11
WAMPLER (210)	RA ROOM	69 x 92	64 x 92	67x92	\$263.25
WAMPLER (212)	RESIDENT ROOM	32 x 72	23 1/2 x 72	30x72	\$101.43
WAMPLER (210)	SMALL WINDOW	32 x 32	26 1/2 x 32	30x32	\$87.95
WAYLAND	RESIDENT ROOM	46 1/2 X 85		46 X 85	\$183.71
WAYLAND	SMALL WINDOW	30 5/8 X 57		30 1/8 X 57	\$93.53
TREEHOUSES A-D	STD ALL ROOMS	40 1/2 x 59	28 1/2 x 59	39x60	\$120.96
TREEHOUSES E-F	STD ALL ROOMS	41 x 59	28 1/2 x 59	39x60	\$120.96
HILLSIDE (110)	STD ALL ROOMS	37 x 63 1/4	28 1/2 x 63 1/4	35x64	\$112.13
BELL (118)	STD ALL ROOMS	37 x 55 1/8	29 1/4 x 55 1/8	35x64	\$112.13

### Attachment A

#### Manual clutch roller shades, no top treatment, SW4000 Sheer fabric in a variety of colors

Building Name	Floor	Wall to Wall	Window	Shade size	Price
MCGRAW LONG(110)	STD ALL ROOMS	37 x 63	30 1/4 x 63	35x64	\$112.13
CHANDLER (117)	RA ROOM	48 x 91	40 1/2 x 91	46x91	\$183.74
CHANDLER (118)	RESIDENT ROOM	48 x 91	40 1/2 x 91	46x91	\$183.74
CHANDLER (214)	2nd fl RA room	107 1/2 x 74 1/2	100 1/2 x 74 1/2	2 @ 46 x 76	160.49ea
CHANDLER (225)	RESIDENT 2ND FL	48 1/2 X 75 1/2	40 1/2 X 75 1/2	46x76	\$160.49
EAGLE (107)	RA ROOM	125 1/2 79	118 1/2 x 79	3 @ 36X80	131.19ea
EAGLE (111)	RESIDENT ROOM	49 x 79 1/2	40 3/4 x 79	46X80	\$168.39
EAGLE 2ND-8TH FL	RESIDENT ROOM			46X71	\$151.19
SHORTS (110)	RA ROOM	48 X 79 1/2	40 3/4 x 79 1/2	46X80	\$168.39
SHORTS (B315)	RESIDENT ROOM	48 X 71	40 3/4 X 71	46X71	\$151.19
CHESAPEAKE (111)	STD ALL ROOMS	52 1/2 X 64	47 X 64	51X64	\$159.09
SHENANDOAH(108)	STD ALL ROOMS	52 1/2 X 64	44 3/8 X 64	51X64	\$159.09
POTOMAC (159)	STD ALL ROOMS	52 1/2 X 64	47 X 64	51X64	\$159.09
CHAPPELEAR (B303B)	RA ROOM 3RD FL	48 X 65 1/2	44 X 65 1/2	47X66	\$143.28
CHAPPELEAR (B303B)	SUITE 3RD FL	96 X 66	92 X 66	95X66	\$296.73
DINGLEDINE	RA ROOM 3RD	47 x 65 1/2	41 1/4 x 65 1/2	46X66	\$143.28
DINGLEDINE	SUITE 3RD FL	96 1/4 x 66	89 3/4 x 66	95X66	\$296.73
FREDERIKSON	RA ROOM 3RD FL	48 x 65	43 3/4 x 65	47X66	\$143.28
FREDERIKSON	SUITE 3RD FL	95 3/4 x 65	92 1/4 x 65	95X66	\$296.73
GARBER	RA ROOM 3RD FL	47 x 65 1/2	41 x 65 1/2	46X66	\$143.28

### Attachment A

**Manual clutch roller shades, no top treatment, SW4000 Sheer fabric in a variety of colors**

<b>Building Name</b>	<b>Floor</b>	<b>Wall to Wall</b>	<b>Window</b>	<b>Shade size</b>	<b>Price</b>
GARBER	SUITE 3RD FL	95 3/4 x 65 1/2	89 1/2 x 65 1/2	95X66	\$296.73
HANSON (B303b)	RA ROOM 3RD FL	48 X 65 1/2	44 X 65 1/2	47X66	\$143.28
HANSON (B303b)	SUITE 3RD FL	96 X 66	92 X 66	95X66	\$296.73
HUFFMAN	RA ROOM 3RD FL	48 x 65	43 1/2 x 65	47X66	\$143.28
HUFFMAN	SUITE 3RD FL	95 1/2 x 65	92 x 65	95X66	\$296.73
IKENBERRY	RA ROOM 3RD FL	47 1/2 x 65	41 x 65	46X66	\$143.28
IKENBERRY	SUITE 3RD FL	96 x 65 1/2	90 x 65 1/2	95X66	\$296.73
WEAVER	RA ROOM 3RD FL	47 1/4 x 65 1/2	41 x 65 1/2	46X66	\$143.28
WEAVER	SUITE 3RD FL	95 1/2 x 65	90 x 65	95X66	\$296.73
WHITE	RA ROOM 3RD FL	47 1/4 x 65	41 x 65	46X66	\$143.28
WHITE	SUITE 3RD FL	95 3/4 x 65	90 x 65	95X66	\$296.73
Village Area	Tv lounge			48 1/2 x 95	\$205.13

## Springs Window Fashions Limited Warranty

### WHAT IS COVERED

The product is warranted against original defects in materials or workmanship for the time period specified below, provided that the product was properly installed, the product was made or assembled exclusively from Springs Window Fashions' materials and components, and all Springs Window Fashions' recommendations were followed with regard to limitations and specifications. This warranty extends only to you as the original purchaser of the product.

#### Limited Lifetime Warranty

- Cellular shades
- Roller shades
- Solar shades
- Roman shades
- Natural shades
- Pleated shades (with looped tape)
- Sheer shades
- Layered shades
- Wood blinds
- Faux wood blinds
- Composite blinds
- Wood shutters
- Composite shutters
- Sliding panels
- 1" and 2" aluminum horizontal blinds
- 2" vinyl horizontal blind headrails and components
- Vertical blind headrails, channel panels, and sheer fabric
- Painted and stained valances
- Painted and stained cornices
- Ladders and cloth tapes

### WHAT IS NOT COVERED

- Unfinished cornices, valances, or Palladian shelves
- Normal wear and tear, including:
  - » Loss of color intensity, discoloration, fading, cracking, or yellowing caused by long exposure to direct sunlight
  - » Slight color variation
  - » Natural variations in color or grain of wood
  - » Natural variations, cracking, splitting, twisting, bowing, shrinking, or stretching of organic material used in natural shades
  - » Slight warpage of wood blinds or shutters; excessive warpage of wood blinds or shutters caused by moisture or high humidity

### WARRANTY OBLIGATIONS

The obligations of Springs Window Fashions are limited to the replacement or repair of parts or products found to be defective. If repairs are made under this warranty, the repairs will be made with like or similar parts. It is at the sole discretion of Springs Window Fashions to determine whether product will be replaced or repaired.

Springs Window Fashions is not responsible for shipping costs or labor costs, for measuring and taking the product down, or for re-measuring or reinstalling the product.

SWF may defer actions on any claim for warping for a period of up to twelve (12) months from the date of the claim in order to permit acclimating to humidity and temperature conditions.

Warranty coverage applies to defective product only. Other window coverings in the room/household will not be replaced.

THIS WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER WRITTEN OR ORAL WARRANTIES OR OBLIGATIONS AND LIABILITIES. THE DURATION OF ANY IMPLIED WARRANTIES FOR ANY PRODUCT IS LIMITED IN DURATION TO THE WARRANTY TERM APPLICABLE TO SUCH PRODUCT AS SET FORTH ABOVE.

SPRINGS WINDOW FASHIONS SHALL HAVE NO LIABILITY WHATSOEVER FOR INCIDENTAL, PUNITIVE, OR CONSEQUENTIAL DAMAGES.

Some states do not allow the exclusion or limitation of incidental, punitive or consequential damages, so this limitation or exclusion may not apply to you.

No person is authorized to extend or alter this warranty.

#### Five-Year Warranty

- Motorized components and accessories (batteries not included)
- Exterior solar shades
- Draperies
- Fabric covered cornices and valances
- Fabric tailored shades and accessories

#### Three-Year Warranty

- Operating cords
- Pleated shades (without looped tape)
- 2" vinyl horizontal blind slats
- Vertical blind vanes

### SERVICE

To learn more about warranty claims, contact customer service at 1-800-221-6352 or [windowfashions@springswindowfashions.com](mailto>windowfashions@springswindowfashions.com).

Warranty claims must be accompanied by the original sales receipt as well as details regarding the nature of the problem, location of the product, etc. Warranty claims may be submitted to the Customer Service Center at:

Customer Service Center  
Springs Window Fashions, LLC  
8467 Route 405 Highway South  
PO Box 500  
Montgomery, PA 17752-0500

**From:** [Lou Cabrera](#)  
**To:** [Korn, Annie - kornah](#)  
**Subject:** Re: RFP AK- 913 - Window Treatments and Blinds - Abington  
**Date:** Thursday, August 25, 2016 4:18:36 PM

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Annie,

Here's the information you requested, sorry for the oversight.

G1- Abington Sunshade has been providing these products/services for over 20 years, during this time we have developed a working relationship with many of the JMU staff/faculty meeting their special requirements and needs specific to their locations.

2- Graber, Draper are our main suppliers for Aluminum blinds in 1", 2" and Wood Blinds and Roller shades styles with a full array of fabrics and colors, these are available in standard cord controls as well as Cordless, Clutch and Motorized options. Our screens are custom made to our specifications to meet JMU requirements, these are available in Extruded Aluminum frames in Mill (clear) and custom Powder Coated colors, frames are supplied with either Aluminum insect screen or Stainless Steel wire for security screens.

3 a&b- Abington Sunshade has been in business in the state of VA since 1985, we have had the opportunity of working with JMU for much of this time, during this time we have been able to provide JMU with most of their window treatment needs for the many departments on campus, during this time we have been challenged to create special custom products for the Athletics/Facilities/Arts departments these products include Motorized Skylight shades, Awnings, Fabric panels for Arched and Odd shaped windows, we also developed the two insect screen system used on many of the student dorms.

4a- Representative name: Lou Cabrera tel# 540-435-6450

b- One to Two days sometimes the same day or at the convenience of staff requesting services

c- Meet with JMU staff to discuss issues, repair/replace as needed in a timely manner

d- Contact JMU staff via email/telephone to schedule day/time best suited for installations

e- Immediate

5- Contact JMU staff to schedule installation, most orders are fulfilled from two to three weeks from the time a PO is received by our office, some orders may take longer due to matters beyond our control such as shipping delays, if this occurs we will make JMU aware of the situation.

Abington Sunshade will provide the adequate amount of personnel needed to complete each job in a timely manner

6- All our products meet or exceed current fire codes

7- Attached

8- We follow standard installation procedures as recommended by our suppliers.

Please let me know if there's anything else you need.

Thank you,

Lou Cabrera  
Abington Sunshade & Blind Co., Inc.  
7680 Kathleen Court  
Penn Laird, VA 22846

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**From:** "Korn, Annie - kornah" <kornah@jmu.edu>  
**To:** Lou Cabrera <loucabrera1@yahoo.com>  
**Sent:** Thursday, August 25, 2016 10:02 AM  
**Subject:** RFP AK- 913 - Window Treatments and Blinds - Abington

Good Morning Lou,

JMU Procurement Services has received your proposal in response to the RFP listed above; however, we are unable to fully evaluate it as it is not complete. Please provide the following by 5:00 p.m. on Monday August 29, 2016.

- Responses to 1 – 8 beginning on page 4 of the RFP, Section IV. Statements of Needs (G)
- A copy of your firm's State of Virginia Contractor's License

I have attached the original RFP for reference. Please let me know if you have any questions.

Thanks,  
Annie

[Annie H. Korn | James Madison University](#)  
Buyer Specialist | Procurement Services/MSC 5720  
phone: 540.568.3133 | fax: 540.568.7936  
[kornah@jmu.edu](mailto:kornah@jmu.edu) | [jmu.edu](http://jmu.edu)

**From:** [Lou Cabrera](#)  
**To:** [Korn, Annie - kornah](#)  
**Subject:** contractors license  
**Date:** Thursday, August 25, 2016 4:20:17 PM  
**Attachments:** [scan0001.pdf](#)

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Annie,

Here's our license for RFP AK-913

Thank you,

Lou Cabrera, President  
Abington Sunshade & Blind Co., Inc.  
7680 Kathleen Court  
Penn Laird VA 22846

Phone 540-435-6450  
Fax 540-289-3389  
WEb site: [abingtonsunshade.com](http://abingtonsunshade.com)

COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400, Richmond, VA 23233

Telephone: (804) 367-8500

EXPIRES ON  
05-31-2018

NUMBER  
2705024259

BOARD FOR CONTRACTORS  
CLASS B CONTRACTOR  
INVALID ON JOBS \$120,000 OR MORE  
\*CLASSIFICATIONS\* CIC HIC



ABINGTON SUNSHADE & BLINDS CO INC  
7680 KATHLEEN COURT  
PENN LAIRD, VA 22846

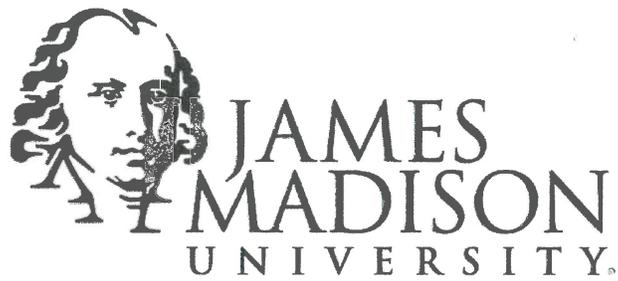


*Jay W. DeBoer*  
Jay W. DeBoer, Director

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

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (05/2015)

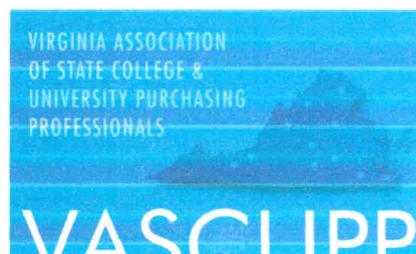


# Request for Proposal

## **RFP # AK-913**

**Window Treatments and Screens**

**July 25, 2016**



**REQUEST FOR PROPOSAL**

**RFP # AK-913**

**Issue Date:** July 25, 2016  
**Title:** Window Treatments and Screens  
**Issuing Agency:** Commonwealth of Virginia  
James Madison University  
Procurement Services MSC 5720  
752 Ott Street, Wine Price Bldg.  
First Floor, Suite 1023  
Harrisonburg, VA 22807

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

**Sealed Proposals Will Be Received Until 2:00 p.m. on August 18, 2016 For Furnishing The Services Described Herein.**

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

All Inquiries for Information and Clarification Should Be Directed To: Annie Korn, Buyer Specialist Procurement Services, [kornah@jmu.edu](mailto:kornah@jmu.edu) 540/568-3133 (Fax) 540/568-3133 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. **By my signature on this solicitation, I certify that this firm/individual and subcontractor is properly licensed for providing the goods/services specified.**

Name and Address of Firm:

Abington Sunshade & Blind Co., Inc

7680 Kathleen Court

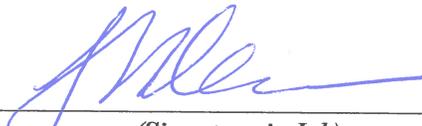
Penn Laird, VA. 22846

Date: 07/27/2016

Web Address: [abingtonsunshade.com](http://abingtonsunshade.com)

Email: [lou.abingtonsunshade@verizon.net](mailto:lou.abingtonsunshade@verizon.net)

Subcontractor Name: \_\_\_\_\_

By:   
(Signature in Ink)

Name: LUIS CABRERA  
(Please Print)

Title: PRES / OWNER

Phone: 540-435-6450

Fax #: 540-289-3389

Firm's License # 270502425 Type B Contractor

Sub's License # \_\_\_\_\_ Type \_\_\_\_\_

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

SMALL, WOMAN OR MINORITY OWNED BUSINESS:

X YES;  NO; *IF YES* => X SMALL;  WOMAN;  MINORITY **IF MINORITY:**  AA; X 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 # AK-913**  
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## **I. PURPOSE**

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals from qualified sources to enter into a contract to furnish and/or install Window Treatments and Insect/Security Screens on an as-needed basis for various departments throughout 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 (5) five one-year periods.

## **II. BACKGROUND**

James Madison University (JMU) campus currently consists of approximately 68 Academic/Administrative Buildings, 36 Support Facilities, 34 Student Housing Buildings and multiple other properties throughout the Harrisonburg/Rockingham area. The University intends to combine two (2) separate contracts it currently has in place, UCPJMU3482 - Window Blinds/Shades and UCPJMU3731 - Window Screens into a comprehensive contract.

While a majority of the campus purchases occur on an as needed basis, the JMU Office of Residence Life (ORL), which operates 34 dormitory buildings and Greek Houses, has a continual need for both the replacement and repair of window screens and window treatments throughout the year. The heaviest usage period is May through August when the dormitories are prepared for the upcoming fall semester. During the past 12 month period there were approximately 121 insect screens and 24 security screens repaired or replaced. Residence hall window sizes vary and roller shade measurement for each building/floor are listed under *Attachment E – Shade sizes for Residence Halls*.

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

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

## **IV. STATEMENT OF NEEDS**

James Madison University (JMU) seeks to establish multiple contracts for a variety of window treatment products and services on an as-needed basis. The University has identified three (3) areas where products and services are required: 1: Purchase of Window Treatments, 2. Purchase of Window Screens (insect & security) and 3. Installation of Window Treatments and/or Screens. Offerors interested in responding to this solicitation may choose one (1), two (2) or all of these areas to respond to under the Statement of Needs section of this RFP. The successful contractor(s) shall be responsible to furnish all labor, equipment, tools, parts, materials and supervision necessary to deliver and/or install a variety of window treatments (*as noted above and herein*). Requests may be made for new construction projects, renovation projects and smaller projects as needed, including satellite and remote locations of James Madison University.

JMU does not guarantee any set volume of orders resulting from this contract and cannot provide an estimate of potential contract usage. JMU reserves the right to obtain cost estimates from one or more contractors prior to authorizing work as may be deemed in the best interest of the University. Projects over \$50,000 may be competed through a separate solicitation process at the University's discretion. Upon approval of the quotation received by the University, an Agency

Purchase Order will be issued as authority to proceed with the work. **NO WORK IS TO BE UNDERTAKEN BY THE CONTRACTOR UNTIL A WRITTEN PURCHASE ORDER HAS BEEN RECEIVED.** Contractor shall not perform work which would result in exceeding the dollar limitation of the purchase order without first having obtained written approval from the University. All work will be performed during routine work hours Monday through Friday.

JMU will provide access to the building needing window treatments/screens at the time of installation. The contractor will be provided the details for each building or area with the work required via fax or email. The contractor shall keep the department representative informed of all completed projects in a timely manner.

1. **AT A MINIMUM THE CONTRACTOR SHALL:** Have the ability to provide a variety of product lines with various options including styles, materials, colors, designs, etc. for existing and new areas.
2. If requested, come on-site, regardless of the order volume, to provide design and consultation services to include, but not limited to drawings, diagrams, verify measurements, product/material selections and specifications, etc.
3. Provide cost estimates based on the recommended design concept and current costs for projects of similar scope and quality within a timely manner.
4. Provide prompt customer service response to telephone and email inquiries for estimates and appointments.
5. Be responsive to problems concerning the quality of the products and/or the workmanship, installation or maintenance/repairs and provide prompt resolution of any complaints to the satisfaction of the department.
6. Provide a minimum one year warranty on product and workmanship.
7. Provide warranty information, special care or cleaning instructions.
8. Be responsible for the pickup and removal of all debris resulting from services performed under this contract.
9. Coordinate delivery and installation with the requesting department.
10. All work for insect screens should be completed within five (5) work days after the service call is placed unless mutually agreed to in writing. All work for the window treatments and/or security screens shall be completed within fifteen (15) days after the issuance of a purchase order. However, if necessary, these time frames may be altered by JMU and agreed to by the contractor prior to the individual project.
11. Have a qualified Customer Services Representative with a background in the installation of window treatments assigned to James Madison University.
12. Ensure all window treatments shall be noncombustible or flame resistant in accordance with the Building Officials Code Administrators (BOCA) National Building Code Sections 807.1 and 807.2; ensure all window treatments will meet or exceed the National Fire Protection Association (NFPA) 701 Standards.

13. Possess and maintain a State of Virginia Contractor's License, which shall remain current for the duration of the contract.

#### **A. INSECT SCREEN REQUIREMENTS**

1. **GENERAL:** Insect screens should be constructed of PVC coated fiberglass and/or polyester yarns specifically woven into an insect fabric which is splined into a four-sided aluminum frame. The screened panels should be attached to the opening or enclosure to be covered either by means of an offset double slide track or by clips and screws. Replacement screens shall match the existing screens in the buildings where the replacement occurs.
2. **SCREENING:** 18 x 16 mesh insect screen or better for maximum control of insects.
3. **FRAMING:** 7/16" x 1" .005 gauge 6063T5 alloy, or better, extruded aluminum. The frames shall be shaped to receive and hold the retaining spline and screen securely.
4. **SPLINE:** Extruded PVC or better, .145 diameter, serrated or lined for extra holding power of the screening to the frame.
5. **HARDWARE:** All attaching clips shall be either high impact strength thermoplastic or aluminum, or an approved (by JMU) equal. All screws shall be stainless steel and **TAMPER-PROOF**. If your firm has its own attaching system, please include that information under section *G. PROVIDE A DETAILED RESPONSE TO EACH OF THE FOLLOWING* Item #9 below.
6. **COLORS & FINISHES:** Screen frames should match the existing buildings color. JMU now has dark bronze, clear and white with enameled Polycron III Duracron finish. An alternate, approved finish may be acceptable.
7. **FINISHES:** Standard finish is bronze, but will vary throughout the campus.

#### **C. SECURITY SCREENS REQUIREMENTS**

1. **SECURITY SCREENS:** JMU currently has screen frames manufactured with heliarc welded frames, made of non-high tensile strength stainless steel alloy #304, 12-12 mesh, .82 diameter wire, or an approved equal, for heavy security.
2. **QUALITY ASSURANCE:** JMU currently has screens that meet or exceed AAMA/ANSI and the Screen Manufacturers Association specifications (SMA 600A, 10-84) tested and certified. The product certification of performance and testing shall comply with Impact Test, Sag Test, and Forced Entry Resistance Test for each type and classification of screen unit required in each case.
3. **FINISHES:** Standard finish is bronze, but will vary throughout the campus.
4. **HARDWARE:** See above.
5. **COLOR & FINISHES:** See above.

#### **D. REPAIR OF SCREENS**

Screens that are damaged but salvageable shall be repaired using the same type or approved equal as specified above or as agreed upon by negotiations, if any. The contractor will be advised of the extent of repair expected at the time a service call is placed by JMU.

## **E. WINDOW TREATMENT REQUIREMENTS**

All installed and/or repaired window treatments must not interfere with the correct operation of the windows where such window treatments are installed. The offeror must have the ability to supply Hunter Douglas, or an equivalent, solar and/or room darkening roller shades (*but not limited to just these items*) in various sizes, colors, and fabrics. Installation will be needed on a case by case basis.

## **F. SITE VISIT**

Offerors are encouraged to visit the JMU sight. To schedule a visit, see “*Section VII. Special Terms & Conditions, § P. Inspection of Job Site,*” for information.

## **G. PROVIDE A DETAILED RESPONSE TO EACH OF THE FOLLOWING:**

1. Describe in detail how your firm plans to provide the “Services” outlined under Section III – *Statement of Needs, A – E.*
2. Describe the type and style of all the window blinds and/or screens your company offers and the services to provide said services. This should include, but not be limited to blinds, frames, screens, retainer bars, wire cloth, hardware, accessories and finishes.
3. Provide a brief history of your firm, its qualifications & experience in providing the services as described herein. Provide any photographs, examples, etc. of completed projects if possible.
  - a. Names, qualifications, certifications, and experience of personnel (*Project Manager, Representative assigned to James Madison University, in-house Customer Service Representative, Accounting Personnel, etc.*) to be assigned to the James Madison University projects
  - b. Describe your firm and personnel’s background and knowledge of the types of window treatments/screens required for individual settings, variety of selection and installation services in the following categories.
    - i. Classrooms/Instruction Areas
    - ii. Office and Commercial Areas
    - iii. Athletic Facilities
    - iv. Libraries
    - v. Residence Halls
    - vi. Medical/Health Care Facilities
    - vii. Private Residence
4. Describe your firm’s plan for Customer Service to include:
  - a. A summary of all information that will be provided to the requesting department when contacting the contractor for service
  - b. Normal response time needed in scheduling consultations and measurement appointments
  - c. Procedure for handling complaints and resolving problems
  - d. Procedure for coordinating installations
  - e. The responsiveness to problems such as manufacturer warranty, installation workmanship, etc.

5. Provide a detailed plan/standard procedure for window treatment installation (*building vs. individual office - number of hours of notice required, typical timeframe from receipt of order until delivery, describe steps involved and number of employees assigned to the JMU contract, types of applications we can choose from, etc.*).
6. State your firm's ability to meet the Fire and Building Code requirements.
7. Provide a copy of your firm's State of Virginia Contractor's License.
8. Provide any additional information (*such as your firm's own attaching system(s), products your company recommends that may be better than what JMU is currently using*) that the University should consider when evaluating proposals.

## 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.**

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. **One (1) original and five (5) copies** of the entire proposal, INCLUDING ALL ATTACHMENTS. Any proprietary information should be clearly marked in accordance with 3.f below.
  - b. **One (1) electronic copy in WORD format or searchable PDF (CD or flash drive)** of the entire proposal, INCLUDING ALL ATTACHMENTS. Any proprietary information should be clearly marked in accordance with 3.f below.
  - c. Should the proposal contain **proprietary information**, provide **one (1) redacted hard copy** of the proposal and 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.

2. The version of the solicitation issued by JMU Procurement Services as amended by any 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 modifications 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.

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

4. Oral Presentation: Offerors who submits 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 acknowledgments, if any, signed and filled out as required.
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 limited to the expertise, qualifications, and experience of the firm and resumes of specific personnel to be assigned to perform the work.
4. Offeror Data Sheet, included as Attachment A to this RFP.
5. Small Business Subcontracting Plan, included as Attachment B to this RFP. Offeror shall provide a Small Business Subcontracting plan which summarizes the planned utilization of Department of Small Business and Supplier Diversity (SBSD)-certified small businesses which include businesses owned by women and minorities, when they have received Department of Small Business and Supplier Diversity (SBSD) small business certification, under the contract to be awarded as a result of this solicitation. This is a requirement for all prime contracts in excess of \$100,000 unless no subcontracting opportunities exist.
6. Identify the amount of sales your company had during the last twelve months with each VASCUPP Member Institution. A list of VASCUPP Members can be found at: [www.VASCUPP.org](http://www.VASCUPP.org).
7. Proposed Cost. See Section X. “*Pricing Schedule*” of this Request for Proposal.

**VI. EVALUATION and AWARD CRITERIA**

**A. EVALUATION CRITERIA:**

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

	<u>Points</u>
1. Quality of products/services offered and suitability for the intended purposes.	20
2. Qualifications and experience of Offeror in providing the goods/services.	20

3. Specific plans or methodology to be used to perform the services.	25
4. Participation of Small, Women-Owned and Minority (SWAM) Businesses	10
5. Cost	25

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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 (Revised 8/18/15 ABS)

- 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 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, 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 subcontractor(s), 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 payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.
  4. The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.
- K. PRECEDENCE OF TERMS: : Paragraphs A through J of these General Terms and Conditions and the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors, shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- L. QUALIFICATIONS OF OFFERORS: The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Commonwealth that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- M. TESTING AND INSPECTION: The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
- O. CHANGES TO THE CONTRACT: Changes can be made to the contract in any of the following ways:
  1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
  2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the

following methods:

- a. By mutual agreement between the parties in writing; or
  - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
  - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.
- P. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- Q. **INSURANCE:** By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with § 25 of the Rules Governing Procurement – Chapter 2, Exhibit J, Attachment 1, and 65.2-800 et. Seq. of the Code of Virginia (available for review at <http://www.jmu.edu/procurement>). The offeror further certifies that the contractor and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

#### MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. Workers' Compensation – Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirement under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability - \$100,000.

3. Commercial General Liability - \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
4. Automobile Liability - \$1,000,000 combined single limit. *(Required only if a motor vehicle not owned by the Commonwealth is to be used in the contract. Contractor must assure that the required coverage is maintained by the Contractor (or third party owner of such motor vehicle.)*

R. ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract over \$50,000, as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA web site ([www.eva.virginia.gov](http://www.eva.virginia.gov)) for a minimum of 10 days.

S. DRUG-FREE WORKPLACE: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

T. NONDISCRIMINATION OF CONTRACTORS: An offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

U. eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS: The eVA Internet electronic procurement solution, website portal [www.eVA.virginia.gov](http://www.eVA.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet 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:

- a. For orders issued July 1, 2014 and after, the Vendor Transaction Fee is:
- (i) Department of Small Business and Supplier Diversity (SBSD)-certified Small Businesses: 1%, capped at \$500 per order.
  - (ii) Businesses that are not Department of Small Business and Supplier Diversity (SBSD)-certified Small Businesses: 1%, capped at \$1,500 per order.

For orders issued prior to July 1, 2014 the vendor transaction fees can be found at [www.eVA.virginia.gov](http://www.eVA.virginia.gov).

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 US 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. 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.
- Z. USE OF BRAND NAMES: Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict offerors to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equivalent of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The offeror is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Commonwealth to determine if the product offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in a competitive sealed solicitation only the information furnished with the proposal will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a proposal nonresponsive. Unless the offeror clearly indicates in its proposal that the product offered is an equivalent product, such proposal will be considered to offer the brand name product referenced in the solicitation.
- AA. TRANSPORTATION AND PACKAGING: By submitting their proposals, all offerors certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be

used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity.

## VIII. SPECIAL TERMS AND CONDITIONS

- A. 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.
- B. 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.
- C. 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.
- D. 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.
- E. ASBESTOS: Whenever and wherever during the course of performing any work under this contract, the contractor discovers the presence of asbestos or suspects that asbestos is present, he shall stop the work immediately, secure the area, notify the building owner and await positive identification of the suspect material. During the downtime in such a case, the contractor shall not disturb any surrounding surfaces but shall protect the area with suitable dust covers. In the event the contractor is delayed due to the discovery of asbestos or suspected asbestos, then a mutually agreed extension of time to perform the work shall be allowed the contractor but without additional compensation due to the time extension.
- F. 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.

- G. **CONTRACTOR REGISTRATION:** If a contract for construction, removal, repair or improvement of a building or other real property is for \$120,000 or more, or if the total value of all such contracts undertaken by offeror within any 12-month period is \$750,000 or more, the offeror is required under Title 54.1-1100, *Code of Virginia* (1950), as amended, to be licensed by the State Board of Contractors a "CLASS A CONTRACTOR." If such a contract is for \$10,000 or more but less than \$120,000, or if the total value of all such contracts undertaken by offeror within any 12-month period is \$150,000 or more, but less than \$750,000 or more, the offeror is required to be licensed as a "CLASS B CONTRACTOR." If such a contract is over \$1,000 but less than \$10,000, or if the contractor does less than \$150,000 in business in a 12-month period, the offeror is required to be licensed as a "CLASS C CONTRACTOR." The board shall require a master tradesmen license as a condition of licensure for electrical, plumbing and heating, ventilation and air conditioning contractors. The offeror shall place on the outside of the envelope containing the proposal and shall place in the proposal over his signature whichever of the following notations is appropriate, inserting his contractor license number:

Licensed Class A Virginia Contractor No. \_\_\_\_\_ Specialty \_\_\_\_\_  
Licensed Class B Virginia Contractor No. **2705024259** Specialty **CIC HIC**  
Licensed Class C Virginia Contractor No. \_\_\_\_\_ Specialty \_\_\_\_\_

If the offeror shall fail to provide this information on his proposal or on the envelope containing the proposal and shall fail to promptly provide said contractor license number to the Commonwealth in writing when requested to do so before or after the opening of proposals, he shall be deemed to be in violation of § 54.1-1115 of the *Code of Virginia* (1950), as amended, and his proposal will not be considered.

If an offeror shall fail to obtain the required license prior to submission of his proposal, the proposal shall not be considered.

- H. **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 he has clear title to all materials and supplies for which he invoices for payment.
- 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. 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.

K. DELIVERY AND STORAGE:

It shall be the responsibility of the contractor to make all arrangements for delivery, unloading, receiving and storing materials in the building during installation. The owner will not assume any responsibility for receiving these shipments. Contractor shall check with the owner and make necessary arrangements for security and storage space in the building during installation.

L. 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).

M. FINAL INSPECTION:

At the conclusion of the work, the contractor shall demonstrate to the authorized owners representative that the work is fully operational and in compliance with contract specifications and codes. Any deficiencies shall be promptly and permanently corrected by the contractor at the contractor's sole expense prior to final acceptance of the work.

N. FLAME RETARDANT CERTIFICATE:

Each offeror shall submit a certification in writing with their proposal that all materials used in fabricating draperies or curtains are inherently flame retardant or have been treated to meet NFPA Standard 701 (latest version), large or small scale test.

O. 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

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Street or Box No. RFP Number

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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.

- P. INSPECTION OF JOB SITE: My signature on this solicitation constitutes certification that I have been given the opportunity to inspect the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by the Commonwealth. To schedule a site visit contact Annie Korn at [kornah@jmu.edu](mailto:kornah@jmu.edu) no less than five (5) business days prior to the close of the solicitation. NOTE: Any questions as a result of the site visit must be sent to the Procurement Officer. Any changes to this solicitation will be issued as an addendum form the JMU Procurement Services Office.
  
- Q. INSTALLATION: All items must be assembled and set in place, ready for use. All crating and other debris must be removed from the premises.
  
- R. 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.
  
- S. KEYS: If the Contractor is given keys for this project, it is the Contractor's responsibility to return the keys when the project is completed, as well as for the safekeeping of the keys during the project period. The Contractor shall not loan or duplicate the keys. In the event the Contractor loses the keys, they will be charged for the replacement of the keys and any locks which are rekeyed or replaced.
  
- T. 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.
  
- U. OPERATING VEHICLES ON JAMES MADISON UNIVERSITY CAMPUS: Operating vehicles on sidewalks, plazas, and areas heavily used by pedestrians is prohibited. In the unlikely event a driver should find it necessary to drive on James Madison University sidewalks, plazas, and areas heavily used by pedestrians, the driver must yield to pedestrians. For a complete list of parking regulations, please go to [www.jmu.edu/parking](http://www.jmu.edu/parking); or to acquire a service representative parking permit, contact Parking Services

at 540.568.3300. The safety of our students, faculty and staff is of paramount importance to us. Accordingly, violators may be charged.

- V. PRIME CONTRACTOR RESPONSIBILITIES: The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
  
- W. PRODUCT INFORMATION: The offeror shall clearly and specifically identify the product being offered and enclose complete and detailed descriptive literature, catalog cuts and specifications with the proposal to enable the Commonwealth to determine if the product offered meets the requirements of the solicitation. Failure to do so may cause the proposal to be considered nonresponsive.
  
- X. PRODUCT AVAILABILITY/SUBSTITUTION: Substitution of a product, brand or manufacturer after the award of contract is expressly prohibited unless approved in writing by the Contract Officer. The Agency may, at its discretion, require the contractor to provide a substitute item of equivalent or better quality subject to the approval of the Contract Officer, for a price no greater than the contract price, if the product for which the contract was awarded becomes unavailable to the contractor.
  
- Y. 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.
  
- Z. QUANTITIES: Quantities set forth in this solicitation are estimates only, and the contractor shall supply at contract prices based on actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.
  
- AA. RENEWAL OF CONTRACT: This contract may be renewed by the Commonwealth for a period of five (5) 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.
  
- BB. 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.**
  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.** 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.**
- CC. **SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- DD. **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.

- EE. STANDARDS OF CONDUCT: The work site will be occupied by students and University Personnel during the times work is performed. Contractor and Contractor's personnel shall exercise a particularly high level of discipline, safety and cooperation at all times while on the job site. Contractor shall ensure all employees are clearly identifiable, i.e., company shirt/uniform, ID tag while on James Madison University's premises. The Contractor shall be responsible for controlling employee conduct, for assuring that its employees are not boisterous or rude, and assuring that they are not engaging in any destructive or criminal activity. The Contractor is also responsible for ensuring that its employees do not disturb papers on desks, or open desk drawers, cabinets, or briefcases, or use State phones, and the like, except as authorized.
- FF. 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 by Fax to 540/ 568-7936 or 540/568-7935.
- GG. WARRANTY: All materials and equipment shall be fully guaranteed against defects in material and workmanship by the most favorable commercial warranties the contract gives any customer for such goods and services and that the rights and remedies provided therein are in addition to and do not limit those available to James Madison University by any other clause of this solicitation. A copy of this warranty should be furnished with the proposal. Should any defect be noted by the owner, the Purchasing Office will notify the contractor of such defect or non-conformance. Notification will state either (1) that the contractor shall replace or correct, or (2) the owner does not require replacement or correction, but an equitable adjustment to the contract price will be negotiated. If the contractor is required to correct or replace, it shall be at no cost to the Commonwealth and shall be subject to all provisions of this clause to the same extent as materials initially delivered. If the contractor fails or refuses to replace or correct the deficiency, the office issuing the purchase order may have the materials corrected or replaced with similar items and charge the contractor the costs occasioned thereby or obtain an equitable adjustment in the contract price.
- HH. 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.
- II. WORK SITE DAMAGES: Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Commonwealth's satisfaction at the contractor's expense.

## **IX. METHOD OF PAYMENT**

The contractor will be paid on the basis of 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 are asking our vendors and suppliers to enroll in the Wells Fargo Bank single use Commercial Card Number process or electronic deposit (ACH) to your bank account so that future payments are made electronically. Contractors signed up for the Wells Fargo Bank single use Commercial Card Number process will receive the benefit of being paid in Net 15 days. Additional information is available online at:

[http://www.jmu.edu/acctgserv/expenditures/vendor\\_pay\\_methods.shtml](http://www.jmu.edu/acctgserv/expenditures/vendor_pay_methods.shtml)

**X. PRICING SCHEDULE**

The offeror shall provide pricing for all products and services included in proposal indicating one-time and on-going costs.

- A. Specify your firm’s proposed fee(s) for providing the installation of products in accordance with the specifications outlined herein, to include all applicable hourly and mileage rates. Pricing must be inclusive of all travel and other reimbursable expenses. The resulting contract(s) will be cooperative and pricing shall be inclusive for the attached Zone Map, of which JMU falls within Zone 2. If offeror is unable to service a particular zone indicate so with “N/A”.

a. Insect Screens

	<b>PRICING SCHEDULE BY ZONE</b>								
	<i>Zone 1</i>	<b>Zone 2 (JMU)</b>	<i>Zone 3</i>	<i>Zone 4</i>	<i>Zone 5</i>	<i>Zone 6</i>	<i>Zone 7</i>	<i>Zone 8</i>	<i>Zone 9</i>
Repairs									
Reattach existing frame to window		32.50							
<b>Remove and replace fabric &amp; reinstall</b>		77.45							
New									
Remove existing & install <i>new</i>		96.60							
<b>Special "Z" Frame*</b>		45.50							
<b>Other fees/charges</b>									
<b>Charge Card Processing Fees:</b>	<b>%</b>								
<i>NOTE: Prices are for MIL finish frames only, Special Color Frames will be quoted as needed.</i>									
<i>Prices are based on windows located in Village Area, larger sizes will be quoted as needed.</i>									

\*Needed on some dorm windows

(SEE NEXT PAGE)

b. Security Screens

<b>PRICING SCHEDULE BY ZONE</b>									
	<i>Zone 1</i>	<i>Zone 2 (JMU)</i>	<i>Zone 3</i>	<i>Zone 4</i>	<i>Zone 5</i>	<i>Zone 6</i>	<i>Zone 7</i>	<i>Zone 8</i>	<i>Zone 9</i>
Repairs									
Reattach existing frame to window		43.50							
New:									
Mill Finish (clear)		305.10							
Bronze Finish		360.60							
<b>Other fees/charges</b>									
<b>Charge Card Processing Fees:</b>	<b>%</b>								

c. Window Treatments

<b>PRICING SCHEDULE BY ZONE</b>									
	<i>Zone 1</i>	<i>Zone 2 (JMU)</i>	<i>Zone 3</i>	<i>Zone 4</i>	<i>Zone 5</i>	<i>Zone 6</i>	<i>Zone 7</i>	<i>Zone 8</i>	<i>Zone 9</i>
Measurement Fee <i>(applicable only if order not placed)</i>		65.00							
Takedown Charge with onsite storage or disposal		15.00							
Installation per bracket - wood/aluminum		7.50							
Installation per bracket - steel/concrete		9.55							
Service Fee per Project <i>(applies to the purchase of 10 blinds or less only)</i>		75.00							
Replace clutch mechanism including labor and chain		74.50							
<b>Other fees/charges</b>									
<b>Charge Card Processing Fees:</b>	<b>%</b>								

B. **PUBLISHED PRICE LIST** - In addition to the installation rates above, the University would like to establish a published discount price list and/or catalog for the purchase of products. In order for the published price list/catalog to be considered as part of this solicitation, the offeror must indicate a

minimum percentage discount that will be extended to the University. The discount offered is subject to negotiations and acceptance is at the University's sole discretion. A copy of the pricing, or a website link shall be provided to the University upon award and will be published on the University's contract portal. **VERY IMPORTANT - PROVIDE DETAILED PRICING SCHEDULE FOR ALL ITEMS OFFERED IN THE TYPICAL SIZES AVAILABLE KNOWING THAT ALL WINDOWS ON THE UNIVERSITY CAMPUS ARE DIFFERENT – OR PRICE PER SQUARE FOOT.**

- C. **COST EVALUATION** - In order to evaluate each offeror's cost, provide pricing for the following Scenarios (1 thru 4) based on work being performed on the JMU campus (Zone 2). *Note: The following scenarios are for evaluation purposes only and will not result in actual work being done.*

Scenario #1:

Provide Pricing to <b>furnish and install</b> : 1" mini blind per the specifications.	Qty: 50 Size: 56-3/4"W x 43-1/2"H
	Surface – wood/aluminum
	Takedown – No
	Color - Standard
Total product cost:	\$3352.50
Total installation cost (including measure):	\$815.00
Total cost to furnish and install:	\$

Scenario #2:

Provide pricing to <b>purchase &amp; deliver</b> : Manual clutch roller shade. No top treatment.	Qty: 30 Size: 51"W x 64"H
	Blackout Fabric
	Color – Light Cream/Oyster
Product cost:	\$3510.00
Total cost to including delivery:	\$3510.00

Scenario #3:

Provide pricing to <b>furnish and install</b> : 18 x 16 mesh insect screen	Qty: 100 Size: 7/16" x 1" .005 gauge 6063T5 alloy, or better, extruded aluminum
	Surface – concrete with aluminum framing
	Takedown – Yes
	Color – Standard
Total product cost:	\$7390.00
Total installation cost (including measure and takedown):	\$2565.00
Total cost to furnish and install:	\$9955.00

Scenario #4:

Provide pricing to <b>furnish and install</b> : security screen(s) with heliarc welded frames, made of non-high tensile strength stainless steel alloy #304, 12-12 mesh, .82 diameter wire, or an approved equal, for heavy security	Qty: 100 Size: 30W" x 45" H
	Surface – concrete with aluminum framing
	Takedown – Yes
	Color - Standard
Total product cost:	\$27510.00
Total installation cost (including measure and takedown):	\$3065.00
Total cost to furnish and install:	\$30575.00

## XI. ATTACHMENTS

Attachment A: Offeror Data Sheet

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

Attachment C: Standard Contract Sample

Attachment D: Zone Map

Attachment E: Shade Sizes for Residence Halls

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 31 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 #
EMU	21	1200 PARK RD HARRISONBURG VA	ELDON KURTZ 5404324392
B'WATE COLLEGE	17	402 E. COLLEGE ST. BIRDEWATER, VA 22812	J.WIDDOWFIELD 5408285440
HARTMAN CONSTRUCTION	16	1024 PLEASANT VALLEY RD HARRISONBURG, VA	GARY MCBRIDE 5404344459
GREAT EASTERN RESORT	21	MASSANUTTEN RESORT, VA	MIKE SHIFFLETT 5402894002
JMU	21	HARRISONBURG, VA	HOLME BROWN 5405683490

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

ABINTON SUNSHADE & BLIND CO., INC (OFFICE & WAREHOUSE)

7680 KATHLEEN COURT

PENN LAIRD, VA 22846

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

[ ] YES [ X ] NO

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## ATTACHMENT B

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

**Offeror Name:** ABINTON SUNSHADE & BLIND CO., INC **Preparer Name:** LUIS H CABRERA

**Date:** 07/27/2016

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

If yes, certification number: **647152** Certification date: 06/30/2014 \_\_\_\_\_

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

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 **XX** No \_\_\_\_\_

If yes, certification number **647152** Certification date: 06/30/2014 \_\_\_\_\_

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

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 SBSDB 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: **James Madison University MSC 5720**  
 Listing of Sub-Contractors, to include, Small, Woman Owned and Minority Owned Businesses  
 for this Proposal and Subsequent Contract

Date Form Completed

Offeror / Proposer:  
Abington Sunshade & Blind Co. Inc  
 Firm

7680 Kathleen Court, Penn Laird Va 22846  
 Address

Luis Cabrera 5404356450  
 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, again with submission of each request for payment)*

**RETURN OF THIS PAGE IS REQUIRED**

ATTACHMENT C



COMMONWEALTH OF VIRGINIA  
STANDARD CONTRACT

Contract No. \_\_\_\_\_

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

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

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

PERIOD OF PERFORMANCE: From \_\_\_\_\_ through \_\_\_\_\_

The contract documents shall consist of:

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

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

CONTRACTOR:

PURCHASING AGENCY:

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Printed Name)

Title: \_\_\_\_\_

Title: \_\_\_\_\_

ATTACHMENT D

Zone Map



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

List of member institutions by zones

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

**ATTACHMENT E**  
**Shade Sizes for Residence Halls**

<b>Building Name</b>	<b>Floor</b>	<b>Wall to Wall</b>	<b>Window</b>	<b>Shade size</b>
ASHBY (101)	1ST	33 1/4 x 86	23 x 86	31x86
ASHBY (201)	2ND	33 1/4 x 86	23 x 86	31x86
ASHBY (101)	SIDE WINDOW	35 1/2 x 86	25 x 86	31x86
CONVERSE (118)	1ST	77 x 58	70 x 58	75x58
CONVERSE (218)	2ND	81 3/4 x 88	68 x 88	79x88
GIFFORD (110)	1ST	48 1/4 x 84	35 x 84	46x84
GIFFORD (210)	2ND	49 x 64	34 3/4 x 64	47x84
HOFFMAN (117)	STD ALL ROOMS	70 1/2 x 63	66 1/4 x 63	69x63
LOGAN (115)	STD ALL ROOMS	72 1/2 x 83 1/2	67 x 83 1/2	70x84
SPOTSWOOD (109)	1ST	76 3/4 x 86	71 x 86	75x86
SPOTSWOOD (213)	2ND	76 1/2 x 86 3/4	72 1/4 x 86 3/4	75x86
WAMPLER (210)	RA ROOM	69 x 92	64 x 92	67x92
WAMPLER (212)	RESIDENT ROOM	32 x 72	23 1/2 x 72	30x72
WAMPLER (210)	SMALL WINDOW	32 x 32	26 1/2 x 32	30x32
WAYLAND	RESIDENT ROOM	46 1/2 X 85	n/a	46 X 85
WAYLAND	SMALL WINDOW	30 5/8 X 57	n/a	30 1/8 X 57
TREEHOUSES A-D	STD ALL ROOMS	40 1/2 x 59	28 1/2 x 59	39x60
TREEHOUSES E-F	STD ALL ROOMS	41 x 59	28 1/2 x 59	39x60
HILLSIDE (110)	STD ALL ROOMS	37 x 63 1/4	28 1/2 x 63 1/4	35x64
BELL (118)	STD ALL ROOMS	37 x 55 1/8	29 1/4 x 55 1/8	35x64
MCGRAW LONG(110)	STD ALL ROOMS	37 x 63	30 1/4 x 63	35x64
CHANDLER (117)	RA ROOM	48 x 91	40 1/2 x 91	46x91
CHANDLER (118)	RESIDENT ROOM	48 x 91	40 1/2 x 91	46x91
CHANDLER (214)	2nd fl RA room	107 1/2 x 74 1/2	100 1/2 x 74 1/2	2 @ 46 x 76
CHANDLER (225)	RESIDENT 2ND FL	48 1/2 X 75 1/2	40 1/2 X 75 1/2	46x76
EAGLE (107)	RA ROOM	125 1/2 79	118 1/2 x 79	3 @ 36X80
EAGLE (111)	RESIDENT ROOM	49 x 79 1/2	40 3/4 x 79	46X80
EAGLE 2ND-8TH FL	RESIDENT ROOM	n/a	n/a	46X71

Building Name	Floor	Wall to Wall	Window	Shade size
SHORTS (110)	RA ROOM	48 X 79 1/2	40 3/4 x 79 1/2	46X80
SHORTS (B315)	RESIDENT ROOM	48 X 71	40 3/4 X 71	46X71
CHESAPEAKE (111)	STD ALL ROOMS	52 1/2 X 64	47 X 64	51X64
SHENANDOAH(108)	STD ALL ROOMS	52 1/2 X 64	44 3/8 X 64	51X64
POTOMAC (159)	STD ALL ROOMS	52 1/2 X 64	47 X 64	51X64
CHAPPELEAR (B303B)	RA ROOM 3RD FL	48 X 65 1/2	44 X 65 1/2	47X66
CHAPPELEAR (B303B)	SUITE 3RD FL	96 X 66	92 X 66	95X66
DINGLEDINE	RA ROOM 3RD	47 x 65 1/2	41 1/4 x 65 1/2	46X66
DINGLEDINE	SUITE 3RD FL	96 1/4 x 66	89 3/4 x 66	95X66
FREDERIKSON	RA ROOM 3RD FL	48 x 65	43 3/4 x 65	47X66
FREDERIKSON	SUITE 3RD FL	95 3/4 x 65	92 1/4 x 65	95X66
GARBER	RA ROOM 3RD FL	47 x 65 1/2	41 x 65 1/2	46X66
GARBER	SUITE 3RD FL	95 3/4 x 65 1/2	89 1/2 x 65 1/2	95X66
HANSON (B303b)	RA ROOM 3RD FL	48 X 65 1/2	44 X 65 1/2	47X66
HANSON (B303b)	SUITE 3RD FL	96 X 66	92 X 66	95X66
HUFFMAN	RA ROOM 3RD FL	48 x 65	43 1/2 x 65	47X66
HUFFMAN	SUITE 3RD FL	95 1/2 x 65	92 x 65	95X66
IKENBERRY	RA ROOM 3RD FL	47 1/2 x 65	41 x 65	46X66
IKENBERRY	SUITE 3RD FL	96 x 65 1/2	90 x 65 1/2	95X66
WEAVER	RA ROOM 3RD FL	47 1/4 x 65 1/2	41 x 65 1/2	46X66
WEAVER	SUITE 3RD FL	95 1/2 x 65	90 x 65	95X66
WHITE	RA ROOM 3RD FL	47 1/4 x 65	41 x 65	46X66
WHITE	SUITE 3RD FL	95 3/4 x 65	90 x 65	95X66
Village Area	Tv lounge	n/a	n/a	48 1/2 x 95