



COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT

Contract No. UCPJMU5327

This contract entered into this 12th day of November 2018, by The TES Group, Inc. dbaTCS Event Rentals & Piedmont Portables 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 December 6, 2018 through December 5, 2019 with 6 one-year renewal options.

The contract documents shall consist of:

- (1) This signed form;
- (2) The following portions of the Request for Proposal #JGM-999 dated May 1, 2018:
 - (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 May 18, 2018
 - (e) Addendum No. Two dated June 8, 2018
 - (f) Addendum No. Three dated July 5, 2018
- (3) The Contractor's Proposal dated July 17, 2018 and the following negotiated modification to the Proposal, all of which documents are incorporated herein.
 - (a) Negotiations Summary, dated October 10, 2018.

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

CONTRACTOR:

By: Bob Ratliff
(Signature)

BOB RATLIFF
(Printed Name)

Title: MGR. - INSTITUTIONAL ACCOUNTS

PURCHASING AGENCY:

By: Garrett Morris
(Signature)

Garrett Morris
(Printed Name)

Title: Buyer Senior



RFP # JGM-999 Special Event Equipment Rental
Negotiation Summary for The TES Group, Inc dba TCS Event Rentals
& Piedmont Portables
October 10, 2018

1. Contractor Pricing Schedule:

- a. Contractor shall provide James Madison University with the pricing identified in *Attachment A, TSC Special Event Guide*.
- b. Tent and stage rental pricing, to include accessories and skirting, shall be inclusive of labor for set-up and take-down.
- c. Onsite consultation visits shall be billed at a flat fee of \$500.00 per person only as requested by the Purchasing Agency. No additional expenses will be allowed.
- d. Delivery charges shall include the delivery *and* pick up of rented items. Delivery charges are per full truck load in accordance with the Zone Map:

Zone 1	\$3,300.00
Zone 2	\$2,530.00
Zone 3	\$1,980.00
Zone 4	\$2,915.00
Zone 5	\$2,585.00
Zone 6	\$2,145.00
Zone 7	\$590.00
Zone 8	\$1,980.00

- e. Replacement cost for damaged or lost items shall be determined at fair market value depending upon condition and age of the item. The replacement charge shall not exceed the Contractor's current cost *plus* freight. Contractor shall provide documentation of item cost at the Purchasing Agency's request.
- f. Contractor shall not require the Purchasing Agency to place a deposit on rental items.
- g. The performance of all scheduled equipment rentals shall be subject to government regulations, civil disorders, disasters, or any events making it illegal or impossible to hold the event for which the rental is for. It is provided that the equipment rental may be terminated without liability including cancellation fees for any one or more of such reasons by prompt written notice from one party to the other. In the event of inclement weather the parties further agree to use its best efforts to correct the Force Majeure Event as quickly as practicable and to give the other Party prompt written notice when it is again fully able to perform such obligations.



**RFP # JGM-999 Special Event Equipment Rental
Negotiation Summary for The TES Group, Inc dba TCS Event Rentals
& Piedmont Portables
October 10, 2018**

2. In the event that the Purchasing Agency would cancel an order, the following cancellation charges will apply to values of Rental Equipment Charges only- in accordance with timing of receipt of cancellation in advance of delivery as indicated below
 - a. Commencement
 - i. Minimum Ninety (90) days – 50%
 - ii. Less than Ninety (90), but no more than forty-five (45) days – 75%
 - iii. Less than forty-five (45) days - 100%
 - b. All other Major Events
 - i. Minimum forty-five (45) days – No Charge
 - ii. Less than forty-five (45) but more than fifteen (15) days – 50%
 - iii. Less than fifteen (15) days – 75%
3. The Purchasing Agency will issue a purchase order for each order based upon a quote provided by the Contractor. No additional agreements, order forms, or signatures will be required.
4. The Contractor has disclosed all potential fees. Additional charges will not be accepted.
5. Payments shall be made in accordance with the Code of Virginia, §2.2-4347 through 2.2-4354, Prompt Payment.
6. For all James Madison University orders Contractor shall:
 - a. Notify Julie Bubb Dove, JMU Facilities Management Administration, 540-568-4103, bubbja@jmu.edu upon receiving **ANY** James Madison University rental order for a temporary structure, in order for James Madison University to obtain proper permits and to mark underground utilities.
 - b. Follow and acknowledge all ground markings and directions provided by James Madison University Facilities Management.
7. Contractor shall provide, to the satisfaction of Purchasing Agency, an ample amount of trained personnel, delivery vehicles, and support to provide well maintained rental items that are delivered and picked up within the specified timeframe to complete an order placed by the Purchasing Agency.
8. The Contractor shall provide uniforms for all personnel assigned to work at the Purchasing Agency. Uniforms will contain the Contractor's name. All temporary or subcontracted employees shall be required to wear identifying vests clearly marked with Contractor's name. Uniforms shall be worn at all times while on University property to designate Contractor affiliation. Contractor shall not use unpaid or volunteer JMU student labor during deliveries or installation.



**RFP # JGM-999 Special Event Equipment Rental
Negotiation Summary for The TES Group, Inc dba TCS Event Rentals
& Piedmont Portables
October 10, 2018**

9. The Contractor warrants the services under the contract will be performed: (a) in a diligent, professional and workmanlike manner in accordance with the highest applicable industry standards; (b) in accordance with this Agreement and the applicable Statement(s) of Work; and (c) by experienced and qualified personnel.
10. Contractor shall provide proper permitting, spec sheets, and material flammability sheets for tents, stages, and inflatables upon request from the Purchasing Agency. Securing required tenting and or staging permits will be the responsibility of the Purchasing Agency.
11. James Madison University responsibilities will be as follows:
 - a. Provide a complete summary of full graduation program thirty days in advance of commencement weekend.
 - b. Permit Contractor to begin actual distribution of product to respective sites one full week in advance of commencement weekend. Staging installs will commence at various sites on the Saturday and Sunday prior to commencement.
 - c. Permit Contractor to start the set-up of chairs at respective sites starting Monday morning and continuing consecutively until completed.
 - d. Provide prompt access to commencement facilitator or assigned representative(s).
12. Contractor's response to section IV. *Statement of Needs* and VI. *Evaluation and Award Criteria letter B. Award to Multiple Offerors* is here by amended as follows:

For Commencement and large University events, James Madison University will work with Contractor to establish the University's event requirements. The University reserves the right to obtain other cost estimates for equipment Contractor cannot provide or is cost prohibitive.
13. The following hereby replaces *Section VIII. B. Renewal of Contract* listed on pg. 17 of the RFP.

Cancellation of contract:

James Madison University reserves the right to cancel and terminate any resulting contract, if TCS fails to provide quality goods or services in a professional manner, solely as determined by the University, and, upon receipt of notice of same from the University, does not correct the deficiency to the University's satisfaction within a time not to exceed five calendar days - unless otherwise agreed to by both parties in writing - the University reserves the right to terminate the contract upon written notice to TCS. James Madison University and Contractor both reserve the right to cancel and terminate the resulting contract, in part or in whole, without penalty upon 60 days written notice to the other.



RFP # JGM-999 Special Event Equipment Rental
Negotiation Summary for The TES Group, Inc dba TCS Event Rentals
& Piedmont Portables
October 10, 2018

14. The following hereby replaces *Section VIII. G. Renewal of Contract* listed on pg. 18 of the RFP.

Renewal of Contract:

This contract may be renewed by the Commonwealth for a period of six (6) successive one year periods under the terms and conditions of the original contract except as follows. 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. Pricing adjustments applicable to contract renewals will be determined through good faith bargaining. All price increases shall be capped at a 5% maximum increase, unless Contractor can provide sufficient documentation showing supplier and or labor increases to justify an increase beyond the allowable cap.

15. The following hereby replaces *Addendum No. One, Z.* :

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 pricing to be determined at the time to be fair and reasonable for the respective application(s) and under terms and conditions fairly representing those of the original contract.

16. Section VI. *Evaluation and Award Criteria, C. Award of Contract* is hereby deleted in its entirety from the RFP dated May 1, 2018 and Contractor's Proposal dated July 17, 2018.

Attachment A: TCS Special Event Guide

<u>Chairs</u>	<u>Unit Price</u>
Samsonite Folding Chair -All Colors	
White	\$2.00
Black	\$1.65
Burgundy	\$1.65
<u>Staging</u>	<u>Unit Price</u>
36' x 16'x 2' ht black skirt on three (3) sides, two (2) ADA ramps, and safety rail on three (3) sides	



RFP # JGM-999 Special Event Equipment Rental
Negotiation Summary for The TES Group, Inc dba TCS Event Rentals
& Piedmont Portables
October 10, 2018

~Convocation Center	\$6,950.00
32' x 16' skirt on four (4) sides, two (2) stairways, safety rail on three (3) sides ~Rose Library	\$3,320.00
32' x 20' x 3' ht Skirt on four (4) sides, two (2) stairways, one (1) ADA ramp, and safety rails on three (3) sides. ~Wilson Quad	\$5,800.00
36' x 28' black skirt on four (4) sides, one (1) stairway, safety rail on three (3) sides, and two (2) ADA ramps. ~Stadium	\$8,500.00
24' x 20' x 2' ht black skirt on four (4) sides . two (2) stairways, and safety rail on three (3) sides	\$3,100.00
4' x 4' x 36" ht black skirt on four sides one stairway, safety rail on two (2) sides ~Videographer's Stand	\$400.00
<u>White Frame Tents w/ Concrete Anchors & Fire Extinguisher</u>	<u>Unit Price</u>
10' x 10'	\$360.00
15' x 15'	\$430.00
20' x 20'	\$620.00
20' x 30'	\$850.00
20' x 40'	\$1,110.00
30' x 45' ADA Tent	\$1,650.00
60' x 120' Fire Package Tent – NOTE: THIS IS A POLE TENT	\$5,400.00
<u>Staked White Frame Tents & Fire Extinguisher</u>	<u>Unit Price</u>
10' x 10'	\$200.00



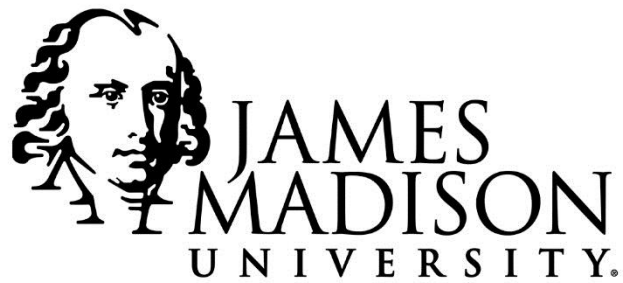
RFP # JGM-999 Special Event Equipment Rental
Negotiation Summary for The TES Group, Inc dba TCS Event Rentals
& Piedmont Portables
October 10, 2018

15' x 15'	\$265.00
20' x 20'	\$380.00
20' x 30'	\$500.00
20' x 40'	\$750.00
30' x 60'	\$1,800.00
40' x 60'	\$2,400.00
40' x 80'	\$3,000.00
<u>Tables</u>	<u>Unit Price</u>
8' Banquet Table	\$12.00
6' Banquet Table	\$12.00
6' Round Dining Table	\$14.50
36" x 42" ht Cocktail Round Table	\$12.00
30" Cocktail Table w/ 30" & 42" ht Columns & Bases	\$12.00
<u>Miscellaneous</u>	<u>Unit Price</u>
White Resin Stanchion w/ Chain	\$14.25 each
Pipe and Drape- Black x 8' height (per linear foot)	\$5.50 per ft.
Barricaded Crowd Control Stanchion (per foot)	\$2.25 per ft.
Stage Skirt per linear foot	\$3.75 per ft.
Staging per sq. ft. (if multiple options of staging are available, provide pricing for each)	\$5.00 per ft.
Safety Rail per linear foot	\$3.75 per ft.
ADA Ramp per linear foot	\$48.00 per ft.
Event Carpet Runner	\$14.44 per ft.
<u>Sanitation</u>	<u>Unit Price</u>
Mobile Comfort Station - Advantage	\$3,450.00
Skid Mounted ADA Comfort Station	\$,1700.00



RFP # JGM-999 Special Event Equipment Rental
Negotiation Summary for The TES Group, Inc dba TCS Event Rentals
& Piedmont Portables
October 10, 2018

Mobile Elite Comfort Station with ADA (2) ADA ramps	\$1,775.00
<u>Flooring</u>	<u>Unit Price</u>
Portable Flooring w/ edge ramps for entire perimeter of layout — Standard Enhanced *Pricing shown includes installation and removal of flooring.	 \$1.43 per ft. \$1.83 per ft.
<u>Labor</u>	<u>Unit Price</u>
Set up and take down table(s)	\$5.00 per table
Set up and take down of chair(s) – Note: SERVICE IS OFFERED FOR ALL UNIVERSITY EVENTS – INDOOR AND / OR OUTDOOR Note: SERVICE IS OFFERED FOR ALL COMMENCEMENT SITES, CONTINGENT UPON CONDITIONS LISTED ABOVE	 \$2.50 per chair \$4.50 per chair for Commencement
Equipment Distribution Charge (Commencement)	NTE \$36,500.00
Equipment Distribution Charge (Non-Commencement Events)	Up to 50% of the total equipment rental cost for any respective event

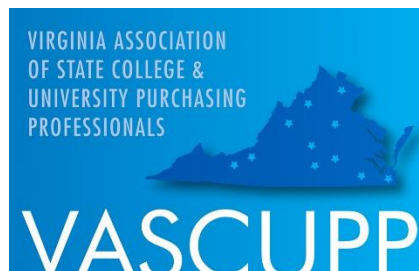


Request for Proposal

RFP# JGM-999

Special Event Equipment Rentals

May 1, 2018



REQUEST FOR PROPOSAL

RFP# JGM-999

Issue Date: 05/01/2018
Title: Special Event Rentals
Issuing Agency: Commonwealth of Virginia
James Madison University
Procurement Services MSC 5720
752 Ott Street, Wine Price Building
First Floor, Suite 1023
Harrisonburg, VA 22807

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

Sealed Proposals Will Be Received Until 2:00 PM on July 10, 2018 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: Garrett Morris, Buyer Specialist, Procurement Services, morrisjg@jmu.edu; 540-568-4501; (Fax) 540-568-7936 not later than five business days before the proposal closing date.

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

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

Name and Address of Firm:

The TES Group, Inc dba TCS Event Rentals
& Piedmont Portables

By: _____

(Signature in Ink)

3158 Lear Drive

Name: Bob Ratliff

(Please Print)

Burlington, NC 27215

Date: July 17, 2018

Title: Director of Institutional Sales &
Accounts

Web Address: www.tcseventrentals.com

Phone: 336-437-0534 – 800-918-8901

Email: bob@tcseventrentals.com

Fax #: 336-437-0538

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

SMALL, WOMAN OR MINORITY OWNED BUSINESS:

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

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

REQUEST FOR PROPOSAL

RFP # JGM-999

TABLE OF CONTENTS

I.	PURPOSE	Page	1
II.	BACKGROUND	Page	1-2
III.	SMALL, WOMAN-OWNED, AND MINORITY PARTICIPATION	Page	2
IV.	STATEMENT OF NEEDS	Page	2-7
V.	PROPOSAL PREPARATION AND SUBMISSION	Page	7-9
VI.	EVALUATION AND AWARD CRITERIA	Page	9-10
VII.	GENERAL TERMS AND CONDITIONS	Page	10-16
VIII.	SPECIAL TERMS AND CONDITIONS	Page	17-22
IX.	METHOD OF PAYMENT	Page	22
X.	PRICING SCHEDULE	Page	22-23
XI.	ATTACHMENTS	Page	23-35
	A. Offeror Data Sheet		
	B. SWaM Utilization Plan		
	C. Sample of Standard Contract		
	D. Zone Map		

I. PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals from qualified sources to enter into a contract to provide Special Event Rental Services for James Madison University (JMU), an agency of the Commonwealth of Virginia. Initial contract shall be for one (1) year with an option to renew for six (7) additional one-year periods.

SECTION I Agreed to in entirety as presented

II. BACKGROUND

A. James Madison University (JMU) Background:

James Madison University (JMU) is a comprehensive public institution in Harrisonburg, Virginia with an enrollment of approximately 22,000 students and 4,000 faculty and staff. There are over 600 individual departments on campus that support seven academic divisions. The University offers over 120 majors, minors, and concentrations. Further information about the University may be found at the following website: <http://www.jmu.edu>.

JMU regularly rents a wide variety of on demand special event items for small to medium functions held on campus. These items include, but are not limited to, tables, chairs, tents, staging, and generators. The approximate spend for the last 12 months for on-demand special events rental services was \$70,000; however, this is subject to change annually.

Aside from on demand special event items, one of the University's most prestigious events is its annual commencement ceremony occurring each May (spring) and December (winter). The commencements consist of multiple diploma ceremonies located at different locations across campus. In May 2017, JMU celebrated the commencement of approximately 4,365 graduate and undergraduate students. In December of 2017, JMU celebrated the commencement of approximately 900 graduate and undergraduate students. The approximate spend for the last 12 months for these services was \$273,824.38.

B. University of Virginia (UVA) Background:

The Rector and Visitors of the University of Virginia (the University), a Virginia public corporation, under a separate Agreement, will engage the Selected Firm(s) to provide equipment for its graduation, opening convocation, and other events throughout the year.

Additional information about the University may be found at the following website: <http://www.virginia.edu>

In 2015 the University began dividing graduation ceremonies (e.g. "Final Exercises") into two days. On Saturday, the ceremony is for the Graduate School of Arts & Sciences and the College of Arts & Sciences. On Sunday, graduation ceremonies are held for approximately eleven other schools. The University also conducts multiple diploma ceremonies at various locations around Grounds. The approximate spend for the last 12 months was \$175,743.00. The approximate spend for the University with the current contract is \$1,201,855.

The University's academic procession is comprised of graduating students and faculty members wearing academic regalia proceeding from the Rotunda down the lawn to Cabell Hall. The procession takes approximately one hour from start to finish. The main final exercises on both days last approximately one hour.

C. VASCUPP Background:

The mission of the Virginia Association of State College and University Purchasing Professionals (VASCUPP) is:

- to recognize and effectively use the common procurement principles, knowledge, experience, challenges, support and resources of all decentralized higher education member institutions;
- to be a united group with common goals of addressing the complexities of the Commonwealth of Virginia procurement processes;
- enhance the ability of each individual member institution to effectively provide efficient and responsive customer service in facilitating the purchase of goods and services for their Institution; and
- to support diversified vendor advocacy to enhance the capability of each member institution in seeking open competition for the highest valued products and services.

More information about each VASCUPP member university can be located at the following website: <https://vascupp.org>

SECTION II Agreed to in entirety as presented

III. SMALL, WOMAN-OWNED AND MINORITY PARTICIPATION

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

SECTION III Agreed to in entirety as presented

IV. STATEMENT OF NEEDS

James Madison University's intent is to enter into contract(s) with selected firm(s) to furnish all labor, materials, tools and resources necessary to provide special event equipment rental services to include those goods and services necessary to help the University achieve its goals as outlined in this RFP. The University wishes to secure the services of professional special event rental firms with direct experience and expertise in the convention, event, or hospitality industry. The contractor shall work independently to furnish all equipment, labor, insurance, supervision, and incidental necessary to provide special event rental services to the University. The contractor shall develop clear, concise, and professional quality written proposal quotes for each event for review and acceptance by James Madison University.

All equipment shall be uniform, clean, sanitized, superior quality, operable, with no broken parts, and the same color within each ceremony/location. James Madison University will at its sole discretion determine if equipment is acceptable for use.

The Contractor shall be responsible at all times for the actions and work of its employees. The contractor shall enforce strict discipline and good order among event personnel. James Madison University reserves the right to require the contractor to remove any employee whose behavior is deemed as unprofessional or objectionable.

The Contractor shall provide uniforms for all personnel assigned to work at the University. Uniforms will contain the Contractor's name and individual's name. Uniforms shall be worn at all times while on University property to designate Contractor affiliation.

The Contractor shall analyze and recommend improvements to the University's current timeline for delivery, set up, and take down of the rental equipment. The contractor shall use effective procedures to insure timely delivery and set-up for the University's scheduled special events, which may include hours of service after normal working hours to include weekends and holidays.

The Contractor shall have both the demonstrated experience and the existing, proven capacity of licensed, trained, and qualified, personnel to effectively meet the requirements of this RFP and scope of duties therein. Contractor shall have chair stacking and transporting systems that allow one worker to securely transport a stack of approximately fifty (50) chairs across turf and hard surfaces without damage to the chairs or the terrain.

The contractor shall have obtained all applicable permits and licenses pursuant to Commonwealth of Virginia State Fire Prevention Code for temporary tents and membrane structures. For more information please reference:

https://www2.iccsafe.org/states/virginia/Fire_Prevention/fire_Frameset.html

TCS respectfully declines to supply named permits and licenses

No portion of work will be subcontracted without prior written consent of the University. In the event that the selected firm(s) desires to subcontract any part of the work specified herein, the selected firm(s) will furnish the University the names, qualifications, and experience of its proposed subcontractors. The selected firm(s) will remain fully liable and responsible for the work to be performed by its subcontractor(s) and will assure compliance with all requirements of the Agreement.

The University has identified two (2) distinct areas where special event equipment rental services are needed: 1) on demand, small or large quantity, multi-location events 2) spring and winter commencement and other large University events. James Madison University reserves the right to obtain other cost estimates prior to authorizing work, and to solicit any project separate and apart from the resulting contract(s) as may be deemed in the best interest of the University. James Madison University reserves the right to request a quotation from one or more contractors with which the University has a contract

The right of the awarded contractor to provide all equipment and services as required for all respective events will not be abridged.

Special Events at the University may include, but is not limited to:

1. Student Events
2. Major Speakers
3. Athletic Events
4. Faculty/Staff Events
5. Capital Project Kick-off
6. Back to School Events

Offerors may respond to Section A, Section B, or both dependent upon the services being offered.

A. On Demand Event Equipment Rental

1. General

- a. Describe ability to provide special event rental services for small or medium, multi-location events. Be specific in detailing the event from beginning to end including ability to provide set-up and take-down services.
- b. Unanticipated events may be held with little to no notice. Describe the expected turnaround time for events at James Madison University and how tight deadlines are met.
- c. Describe in detail warranty given on all equipment and service.
 - d. Describe in detail cancellation requirements.
 - e. Identify any certifications and licenses that the contractor and or employee(s) may currently hold.
 - f. Describe invoicing procedure. Provide sample invoice with proposal.

2. Equipment

- a. Provide a link to your firm's online special event rental catalog.
- b. Describe seating options including the maximum number of uniform chairs that can be accommodated with one order. Include seating specifications, colors, etc. Provide descriptive literature, specifications and pictures, of seating options being offered.
- c. Describe staging options to include various sizes, styles, skirting etc. Provide descriptive literature, specifications, and pictures of staging being offered.
- d. Describe table options to include various sizes and styles. Provide descriptive literature, specifications, and pictures of tables being offered.
- e. Describe tent options to include various sizes and styles and associated cost. Provide descriptive literature, specifications, and pictures of tents being offered.
- f. Describe mobile portable sanitation unit options to include various sizes and styles and associated cost. Provide descriptive literature, specifications, and pictures of sanitation units being offered.
- g. Describe portable generator options to include various sizes and power capabilities. Provide descriptive literature, specifications, and pictures of generators being offered.
- h. Provide information on other items your firm provides for special event rental.
- i. Describe minimum order requirements.

3. Service

- a. Describe timeframe for set-up and take-down of equipment.
- b. Describe the training, expertise, and supervision of personnel employed by the contractor that may be assigned to service James Madison University.

- c. Describe consultation and guidance that may be provided to James Madison University in determining exact needs for specific events and locations. Describe ability to accommodate requests for site visits to make recommendations and suggestions concerning equipment needed
- d. Provide primary contact for all James Madison University special event rental services.

PARAGRAPH A Not applicable to TCS

B. Spring and Winter Commencement and other Large Events Equipment Rental

Projected Commencement schedules and dates for VASCUPP institutions are as follows:

James Madison University:

2019 – May 2, 3, and 4

2020 - May 7, 8, and 9

2021 – May 6, 7, and 8

University of Virginia:

2019 – May 17, 18, and 19

2020 – May 15, 16, and 17

2021- May 21, 22, and 23

Offerors shall respond in detail to the following:

1. Goods and Services

- a. Describe in detail how your firm plans to provide the “services” outlined under *Section IV- Statement of needs and attachment E* to include timeframe for set-up and take-down.

TCS has a long history of serving college and university graduation and commencement events. We currently have a staff of 32 team members, including managerial, administrative, warehouse, installation and drivers, employed on a full time basis. Our available inventory of all necessary chairs, staging, ADA ramps, tents and other items allows us to serve numerous large events independently during concurrent time frames.

- b. Describe how the firm plans to provide quality equipment, delivery, chair, staging mobility, set-up, and equipment removal in a timely professional manner for large, multi-location events. Include a description on how the firm will work with the University to ensure last minute schedule changes and equipment requirements.

TCS maintains its own fleet of road tractors and trailers for transporting equipment throughout the southeast. Through a strategic partnership with a regional logistics company we have additional CDL drivers, and tractor trailers, available should the need arise.

- c. Describe the firm’s equipment rental services including:

- i. Available inventory for chairs, tents, staging, tables, flooring, portable sanitation units, and any additional special equipment. Describe options, sizes, styles, etc. for each. Provide descriptive literature, specifications, and pictures of all items being offered. Provide special event rental catalog.

TCS owns over 100,000 chairs in various colors and styles. Our complete inventory can be found at our website www.tcseventrentals.com. We have a host of affiliates and partners throughout the rental industry that we also call upon for specific specialty items

- ii. Capability to meet University's expanding requirements for special event equipment to include new equipment options as University student enrollment, demands, and events increase.

Due to the large inventory already on hand we don't find it necessary to consistently add to our inventory. However, TCS generally adds new inventory items as the need arises or as the needs of our clients change.

- iii. Provide a narrative demonstrating your firm's ability to provide quality equipment to include, at a minimum, the process utilized for cleaning, storing, moving, and replacing equipment.

TCS owns two warehouse facilities, both located in Burlington, NC. Our main warehouse and office facility consists of a 32,000 sq ft main office and warehouse space, plus we have an adjacent warehouse space offering an additional 30,000 sq feet. Both facilities are equipped with ample storage, cleaning, loading and maintenance equipment. Our chair wash pits allow our staff to clean 4000 units per hour. All damaged or unclean/dirty items are removed from inventory on an as needed basis and placed in a secured location awaiting repair or refurbishing. Our inventory is refurbished as needed, generally targeted during the slower rental periods. We also have a unique delivery system for chairs, which allows us to move large quantities with relative speed and efficiency. Our current inventory totals over 100,000 chairs, thousands of tables, over 15,000 sq. ft. of staging, and a wide range of accessory items.

- iv. Ability to provide thorough instructions, diagrams, and other tools set-up and take-down services for large, multi-location events with little or no supervision from the University.

The majority of our clients have a layout or diagram for their event that we generally use as a guide for set up and take down. It is imperative that the client is clear on their desired set up prior to our mobilization. We have the ability to provide tent diagrams using one of two widely used industry programs (All Seated or Party CAD). Any information given to us by a client is reviewed and shared with all pertinent drivers, project managers, installation crew or any other necessary onsite personnel. Each project is assigned a project manager to handle all instruction of onsite crews.

- v. Provide manufacturer load and sway test results that have passed review by a Virginia licensed structural engineer.

These can be provided for specific staging manufacturers as requested.

- vi. Warranty provided on all equipment and services.

TCS/PP is not the manufacturer of the materials, supplies and equipment provided to the client and therefore cannot make any warranty, expressed or implied, as to suitability of the items ordered.

- vii. Cancellation requirements and associated costs.

See MAJOR PARAGRAPH VIII – Paragraph B for cancellations made with greater than 60 days notice. For cancellations of equipment cancelled with less than 60 days notice then TCS Standard Terms and Conditions for cancellations would apply. SEE ATTACHMENT F

- d. Describe your firm's plan to for customer service to include:

- i. Contingency plans for unforeseen events such as vehicle breakdowns, equipment damage in transit to the University, and /or delays due to weather, accidents, etc.

TCS is equipped with ample inventory, personnel and fleet capabilities to mobilize additional resources in the event of the above mentioned circumstances. Our partnerships with other rental firms are utilized on an as needed basis if TCS inventory should not be available due to damage or destruction of any sort.

- ii. Special Event reservation time period and days/hours notice for additions or deletions for equipment rental requirements.

TCS will always make needed inventory available at last minute when and where necessary and when available. However, our standard operating procedures are to have all rental items secured two weeks prior to expected mobilization of fleet.

- iii. Accommodating the University's preference to set up equipment requirements as close to the actual date of the event(s), without compromising the ability to execute an on time installation.

TCS will always try and accommodate the client's schedule. However, different equipment set up, access, weather and entire event needs will dictate how long an event set up will take. TCS can provide the required time needed to complete an entire event set up and take down when responding to specific event needs.

- iv. Expected turnaround time for unanticipated events, and how shortened deadlines are met.

TCS can mobilize inventory and crew within a 24 hour time frame. As long as inventory is available we are happy to serve when needed.

- v. Consultation and guidance in determining exact needs for specific events and locations.

TCS does not staff event planners but has seasoned personnel with many years of experience handling large, multi-day events. TCS urges all our clients to consult with TCS staff regarding the specifics of any event. Consultation fees are generally applied to an order when onsite visits are required.

- vi. Ability to accommodate requests for site visits to make recommendations and suggestions concerning equipment needs.

TCS will make their best effort to attend any onsite visits when requested by the client. All recommendations made to the client are based on the expertise and experience of our team.

- vii. Training, expertise, and supervision of personnel that may be assigned to service the University.

TCS has been in business for over 30 years. Over 30% of our staff has been employed by TCS for greater than 10 years. TCS is a current member of the American Rental Association and has been for more than 20 years. All staff is highly trained in their areas of expertise and responsibility and all projects are assigned a project manager that is responsible for onsite crew management.

- e. Describe additional equipment the firm has access to and can provide the University.

TCS has reciprocal partnership agreements with various rental firms offering equipment such as light towers, large generators, flooring systems, linens, and a host of specialty furniture available on the rental market.

- f. Provide minimum order and delivery requirements for smaller special events (i.e. chairs, staging, tents, etc.)

TCS has no minimum order requirements. However, our delivery cost structure - hereinafter described – applies to all orders, regardless of size.

- g. Describe invoicing procedures. Provide a sample invoice with your proposal.

Invoices are processed daily based on the date of delivery for clients with established terms. Should additional charges be applied after a job commences these are generally added to an additional invoice that would be generated after the return of equipment when damages or shortages are reported. SEE ATTACHMENT G

2. General Information, Personnel, References

- a. Provide a brief history of your firm, its qualifications & experience in providing special event equipment rental services for University and College commencement ceremonies.

For over 30 years, we have been the go-to source providing rental equipment for hundreds of special events at major colleges and universities, organizations and businesses from Chicago to Miami, New York to New Orleans – and points up, down and all across the eastern United States. The company is an active member of the American Rental Association. A partial list of notable events in which TCS Event Rentals and Piedmont Portables have participated include: - seating and logistical assistance for the World War II Memorial dedication on the Mall in Washington, DC - seating for an appearance in Alabama by the Dalai Lama - seating for VIP Viewing during historic launch and spaceflight test of NASA's new Orion Spacecraft (at Cape Canaveral Air Force Station in Florida) - mobile comfort station restrooms crane-lifted for placement on a garden terrace at Biltmore House in Asheville, NC, and on an upper level hotel parking deck for an upscale reception - staging and ancillary products for an NFL Hall of Fame Game pre-game concert - staging, seating and crowd control items for an annual G-8 Summit held on St. Simons Island, Georgia - staging, chairs, tables, and logistical assistance for a 'first on the east coast' Cattle Baron's Ball fundraiser for

the American Cancer Society - staging, seating and crowd control for numerous campaign events by presidential and state candidates, including White House functions and public appearances for Presidents Clinton to Obama.

- b. Provide information of essential personnel who will be assigned to work with the University including a description of their experience in providing similar Special Equipment Rental Services.

Edwin Scott – Vice President – 33 years with TCS

Dwight Chandler – Chief Operating Officer – 3 years with TCS

Bob Ratliff – Director of Institutional Sales & Accounts – 16 years with TCS

Kim Taylor. CERP – Director of Business Development – 7 years with TCS

All above personnel work on an assortment of major projects with colleges, universities, corporations, non-profits, political affiliates and various other institutions. Events served range in attendance of 50 – 50,000 or more.

- c. Identify any certifications and licenses that the contractor and or employee(s) may currently hold.
- d. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of VASCUPP members can be found at <https://vascupp.org/>
For the period July 2017 – June 2018

James Madison University	\$284,555
University of Virginia	\$207,792
Radford University	\$ 35,481
Virginia Tech	\$ 19,714
All other VASCUPP Members	\$ - 0 -

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 (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 all attachments with **proprietary portions removed or blacked out**. This copy should be clearly marked “*Redacted Copy*” on the front cover. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. JMU shall not be responsible for the Contractor’s failure to exclude proprietary information from this redacted copy.

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

- 2. The version of the solicitation issued by JMU Procurement Services, as amended by an addenda, is the mandatory controlling version of the document. Any modification of, or additions to, the solicitation by the Offeror shall not modify the official version of the solicitation issued by JMU Procurement services unless accepted in writing by the University. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, JMU reserves the right to decide, on a case-by-case basis in its sole discretion, whether to reject such a proposal. If the modification or additions are not identified until after the award of the contract, the controlling version of the solicitation document shall still be the official state form issued by Procurement Services.

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 shall be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, sub letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub letter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at the appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
- d. As used in this RFP, the terms “must”, “shall”, “should” and “may” identify the criticality of requirements. “Must” and “shall” identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as “should” or “may” are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall

response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “must” and “shall” requirements. The inability of an offeror to satisfy a “must” or “shall” requirement does not automatically remove that offeror from consideration; however, it may seriously affect the overall rating of the offeror’s proposal.

- e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
 - f. Ownership of all data, materials and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by the offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protection of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret materials submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection and return of the proposal.
4. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to James Madison University. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact-finding and explanation session only and does not include negotiation. James Madison University will schedule the time and location of these presentations. Oral presentations are an option of the University and may or may not be conducted. Therefore, proposals should be complete.

B. SPECIFIC PROPOSAL INSTRUCTIONS

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

- 1. Return RFP cover sheet and all addenda acknowledgements, if any, signed and filled out as required.
- 2. Plan and methodology for providing the goods/services as described in Section IV. Statement of Needs of this Request for Proposal.
- 3. A written narrative statement to include, but not be limited to, the expertise, qualifications, and experience of the firm and resumes of specific personnel to be assigned to perform the work.
- 4. Offeror Data Sheet, included as *Attachment A* to this RFP.
- 5. Small Business Subcontracting Plan, included as *Attachment B* to this RFP. Offeror shall provide a Small Business Subcontracting plan which summarizes the planned utilization

of Department of Small Business and Supplier Diversity (SBSD)-certified small businesses which include businesses owned by women and minorities, when they have received Department of Small Business and Supplier Diversity (SBSD) small business certification, under the contract to be awarded as a result of this solicitation. This is a requirement for all prime contracts in excess of \$100,000 unless no subcontracting opportunities exist.

6. Identify the amount of sales your company had during the last twelve months with each VASCUPP Member Institution. A list of VASCUPP Members can be found at: www.VASCUPP.org.
7. Proposed Cost. See Section X. Pricing Schedule of this Request for Proposal.

SECTION V Agreed to in entirety as presented

VI. EVALUATION AND AWARD CRITERIA

A. EVALUATION CRITERIA

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

	<u>Points</u>
1. Quality of products/services offered and suitability for intended purposes	25
2. Qualifications and experience of Offeror in providing the goods/services	25
3. Specific plans or methodology to be used to perform the services	30
4. Participation of Small, Women-Owned, & Minority (SWaM) Businesses	10
5. Cost	10
	<u>100</u>

At the pleasure of the university

- 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.

~~TCS will accept aware ONLY as sole contractor~~ Contractor rescinds statement

- C. [REDACTED]

VII. GENERAL TERMS AND CONDITIONS

- A. PURCHASING MANUAL: This solicitation is subject to the provisions of the Commonwealth of Virginia's Purchasing Manual for Institutions of Higher Education and Their Vendors and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is available for review at the purchasing office. In addition, the manual may be accessed electronically at <http://www.jmu.edu/procurement> or a copy can be obtained by calling Procurement Services at (540) 568-3145.
- B. APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with applicable federal, state and local laws and regulations.
- C. ANTI-DISCRIMINATION: By submitting their proposals, offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and §10 of the Rules Governing Procurement, Chapter 2, Exhibit J, Attachment 1 (available for review at <http://www.jmu.edu/procurement>). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender 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 subcontractors, in writing, of the contractor's intention to withhold payment and the reason.
 - b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.
3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a 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) 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, 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.

The specified vendor transaction fee will be invoiced by the Commonwealth of Virginia Department of General Services approximately 60 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

- V. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the Commonwealth of Virginia shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- W. PRICING CURRENCY: Unless stated otherwise in the solicitation, offerors shall state offered prices in U.S. dollars.
- X. E-VERIFY REQUIREMENT OF ANY CONTRACTOR: Any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with James Madison University to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to any awarded contract.
- Y. 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.

SECTION VII Agreed to in its entirety as presented.

VIII. SPECIAL TERMS AND CONDITIONS

- A. AUDIT: The Contractor hereby agrees to retain all books, records, systems, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The Commonwealth of Virginia, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
~~TCS respectfully declines any routine schedule of audit of its books, but will agree to an audit from the University, the substantiation of which must be approved in advance by TCS, that may be submitted at any time during the contract. Any audit(s) authorized by TCS will be performed only at the convenience of TCS and at the University's sole expense.~~
Contractor rescinds statement.
- B. CANCELLATION OF CONTRACT: James Madison University reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

If TCS fails to provide quality goods or services in a professional manner, solely as determined by the University, and, upon receipt of notice of same from the University, does not correct the deficiency to the University's satisfaction within a time not to exceed five calendar days - unless otherwise agreed to by both parties in writing - the University reserves the right to terminate the contract upon written notice to TCS.

James Madison University and TCS both reserve the right to cancel and terminate the resulting contract, in part or in whole, without penalty upon 60 days written notice to the other.

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

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

Name of Purchasing Officer:			

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

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

PARAGRAPH C Agreed to in its entirety

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

PARAGRAPH D Agreed to in its entirety

- E. UNDERSTANDING OF REQUIREMENTS: It is the responsibility of each offeror to inquire about and clarify any requirements of this solicitation that is not understood. The University will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. Therefore, all inquiries deemed to be substantive in nature must be in writing and submitted to the responsible buyer in the Procurement Services Office. Offerors must ensure that written inquiries reach the buyer at least five (5) days prior to the time set for receipt of offerors proposals. A copy of all queries and the respective response will be provided in the form of an addendum to all offerors who have indicated an interest in responding to this solicitation. Your signature on your Offer certifies that you fully understand all facets of this solicitation. These questions may be sent by Fax to 540/ 568-7936 or 540/568-7935.

PARAGRAPH E Agreed to in its entirety

- F. RENEWAL OF CONTRACT: This contract may be renewed by the Commonwealth for a period of six (6) 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.

This contract may be renewed by the Commonwealth for a period of six (6) successive one year periods under the terms and conditions of the original contract except as follows. 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. Pricing adjustments applicable to contract renewals will be determined through good faith bargaining.

- G. SUBMISSION OF INVOICES: All invoices shall be submitted within sixty days of contract term expiration for the initial contract period as well as for each subsequent contract renewal period. Any invoices submitted after the sixty day period will not be processed for payment.
PARAGRAPH G Agreed to in its entirety
- H. OPERATING VEHICLES ON JAMES MADISON UNIVERSITY CAMPUS: Operating vehicles on sidewalks, plazas, and areas heavily used by pedestrians is prohibited. In the unlikely event a driver should find it necessary to drive on James Madison University sidewalks, plazas, and areas heavily used by pedestrians, the driver must yield to pedestrians. For a complete list of parking regulations, please go to www.jmu.edu/parking; or to acquire a service representative parking permit, contact Parking Services at 540.568.3300. The safety of our students, faculty and staff is of paramount importance to us. Accordingly, violators may be charged.
PARAGRAPH H Agreed to in its entirety
- 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.

PARAGRAPH I Agreed to in its entirety

J. SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:

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

PARAGRAPH J Agreed to in its entirety

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

PARAGRAPH K Agreed to in its entirety

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

PARAGRAPH L Agreed to in its entirety

- M. **CRIMINAL BACKGROUND CHECKS OF PERSONNEL ASSIGNED BY CONTRACTOR TO PERFORM WORK ON JMU PROPERTY:** The Contractor shall obtain criminal background checks on all of their contracted employees who will be assigned to perform services on James Madison University property. The results of the background checks will be directed solely to the Contractor. The Contractor bears responsibility for confirming to the University contract administrator that the background checks have been completed prior to work being performed by their employees or subcontractors. The Contractor shall only assign to work on the University campus those individuals whom it deems qualified and permissible based on the results of completed background checks. Notwithstanding any other provision herein, and to ensure the safety of students, faculty, staff and facilities, James Madison University reserves the right to approve or disapprove any contract employee that will work on JMU property. Disapproval by the University will solely apply to JMU property and should have no bearing on the Contractor's employment of an individual outside of James Madison University.

"Criminal checks will be obtained for regular TCS career employees only. Temporary employees secured through personnel agencies are expressly exempted."

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

PARAGRAPH S Agreed to in its entirety

- T. 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.

PARAGRAPH T Agreed to in its entirety

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

PARAGRAPH U Agreed to in its entirety

- V. KEYS: If the Contractor is given keys for this project, it is the Contractor's responsibility to return the keys when the contract is terminated, as well as for the safekeeping of the keys during the contract period. The Contractor shall not loan or duplicate the keys. In the event the Contractor loses the keys, they will be charged for the replacement of the keys and any locks which are rekeyed or replaced.

PARAGRAPH V Agreed to in its entirety

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

PARAGRAPH W Agreed to in its entirety

- X. EXTRA CHARGES NOT ALLOWED: The bid price shall be for complete installation ready for the Commonwealth's use, and shall include all applicable freight and installation charges; extra charges will not be allowed.

PARAGRAPH X Agreed to in its entirety

- Y. QUANTITIES: Quantities set forth in this solicitation are estimates only, and the contractor shall supply at bid prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.

PARAGRAPH Y Agreed to in its entirety

- Z. ADDITIONAL GOODS AND SERVICES: (Ref. RFP Addendum #: ONE). The original language of this Addendum is agreed to except for the final sentence, which is changed as follows: "Such additional goods and services will be provided to the University at pricing to be determined at the time to be fair and reasonable for the respective application(s) and under terms and conditions fairly representing those of the original contract."

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/financeoffice/accounting-operations-disbursements/cash-investments/vendor-payment-methods.shtml>

Other VASCUPP institutions may have different methodologies regarding invoicing. Each entity is responsible for negotiating their invoicing options and payment terms.

SECTION IX Agreed to in its entirety

X. PRICING SCHEDULE

A. On Demand Event Equipment Rental

1. The contractor shall provide pricing for all products and services included in proposal indicating the percentage discount off of retail rental pricing that would be offered to the University.
2. The offeror shall clearly indicate all travel, delivery, set up, and take-down costs along with any other miscellaneous fees that would apply. Include all applicable hourly or daily rates.
3. The offeror shall provide travel and delivery costs for each zone outlined in attachment D, Zone Map.

Not applicable to TCS

B. Spring and Winter Commencement and other Large Events Equipment Rental

1. The offeror shall provide pricing for all products and services included in proposal indicating the percentage off of retail rental pricing that would be offered to the University.

TCS will provide pricing for all products and services included in proposal. Percentages of retail rental pricing are not applicable.

2. The offeror shall clearly indicate all travel, delivery, set up, and take-down costs along with any other miscellaneous fees that would apply. Include all applicable hourly or daily rates.

TCS will provide set up and take down costs, along with any applicable miscellaneous fees, that may apply to items on following Attachment E

3. The offeror shall provide pricing for each item specified in attachment E.

TCS will provide pricing for each item specified in Attachment E., except where otherwise indicated.

4. The offeror shall provide travel and delivery costs for each zone outlined in attachment D, Zone Map.

TCS will provide delivery costs – PER TRUCK LOAD – for each zone outlined in Attachment D, Zone Map.

XI. ATTACHMENTS

Attachment A: Offeror Data Sheet

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

Attachment C: Standard Contract Sample

Attachment D: Zone Map

Following summary indicates total Delivery Cost (includes pick up post event) – PER TRUCK LOAD – to destinations indicated:

Zone 1	\$3,300.00
Zone 2	\$2,530.00
Zone 3	\$1,980.00
Zone 4	\$2,915.00
Zone 5	\$2,585.00
Zone 6	\$2,145.00
Zone 7	\$ 590.00
Zone 8	\$1,980.00

Attachment E: Event Pricing and Requirements

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 32 Months 7

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 #
James Madison University	18 Years	Harrisonburg, VA	Julie Bubb Dove 540-568-4103
University of Virginia	15 Years	Charlottesville, VA	Michael Merriam 434-982-4665
Radford University	16 Years	Radford, VA	Stephen Harrison 540-831-7804
Virginia Tech	16 Years	Blacksburg, VA	Henry Price 540-231-9908
Guilford College	18 Years	Greensboro, NC	John Garrison 336-316-2109

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

The TES Group, Inc.

DBA TCS Event Rentals & Piedmont Portables

3158 Lear Drive

PO Box 1957

Burlington, NC 27215

Burlington, NC 27216

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

[] YES [X] NO

IF YES, EXPLAIN: _____

RETURN OF THIS PAGE IS REQUIRED

ATTACHMENT B

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

Offeror Name: TCS Event Rentals **Preparer Name:** Bob Ratliff

Date: July 18, 2018

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

If yes, certification number: 009725 Certification date: May 7, 2018

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

If yes, certification number: Certification date:

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

If yes, certification number: Certification date:

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

If yes, certification number: Certification date:

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

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

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

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

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

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

RETURN OF THIS PAGE IS REQUIRED

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

Procurement Name and Number:-Special Event Equipment Rentals – RFP #JGM-999 __

Date Form Completed:___July 18, 2018__

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

Offeror / Proposer:

TCS Event Rentals

Firm

3158 Lear Drive Burlington, NC 27215

Address

Bob Ratliff 336-437-0534 Ext. 1230

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)
NONE					

(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)

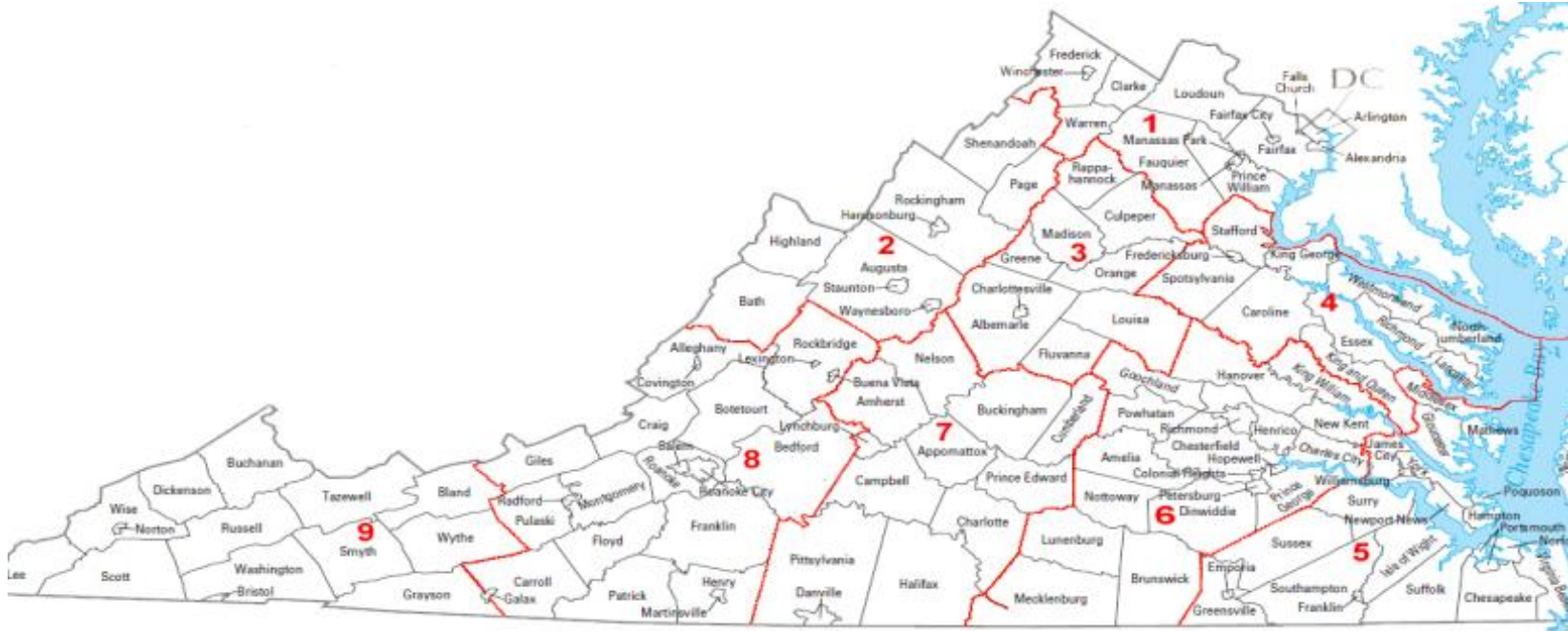
(Printed Name)

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> James Madison University (Harrisonburg)	<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

Event Pricing and Requirements

Contractor shall provide a detailed schedule of delivery and equipment setup, two months prior to the scheduled Commencement date. All equipment and setup shall be in accordance to the locations, quantities, and requirements outlined below:

1. Staging Requirements

- a. Two (2) sets of stairs
- b. Four (4) sides of skirting
- c. Handrails on three (3) sides
- d. Shall meet all applicable codes.

2. ADA Ramps Requirements

- a. Accommodate the needs of disabled users
- b. In compliance with American Disabilities Act (ADA)

3. Mobile Restroom Requirements

- a. Waterproof
- b. Fiberglass interior
- c. Reinforced plastic walls and ceiling liner
- d. Nonskid epoxy floors
- e. Fluorescent lightening
- f. Water heater/wall hung urinals
- g. Porcelain covered steel lavatories
- h. Plastic countertop
- i. Locking base cabinets w/ mirrors

4. Elite Mobile Restroom Requirements

- a. Accommodate the needs of disabled users
- b. In compliance with American Disabilities Act (ADA)
- c. Must accommodate male, female, and ADA user
- j. Waterproof
- k. Fiberglass interior
- l. Reinforced plastic walls and ceiling liner
- m. Nonskid epoxy floors
- n. Fluorescent lightening
- o. Water heater/wall hung urinals
- p. Porcelain covered steel lavatories
- q. Plastic countertop
- d. Locking base cabinets w/ mirrors

5. Tent Requirements – Frame tents secured by concrete blocks: Industry standards for proper and safe installation of concrete block anchoring process currently are under review. Respective pricing will be provided upon publication of new standards.

- a. Fire extinguishers and related signs to meet Virginia Fire Code requirements
- b. Tents that cannot be staked in the ground must be weighed down by portable solid concrete anchors with covers matching the tent
- c. The availability of sidewalls if needed, solid or windowed
- d. Styles include standard frame, high peak frame, pole tents, marquee

6. Chair Requirements

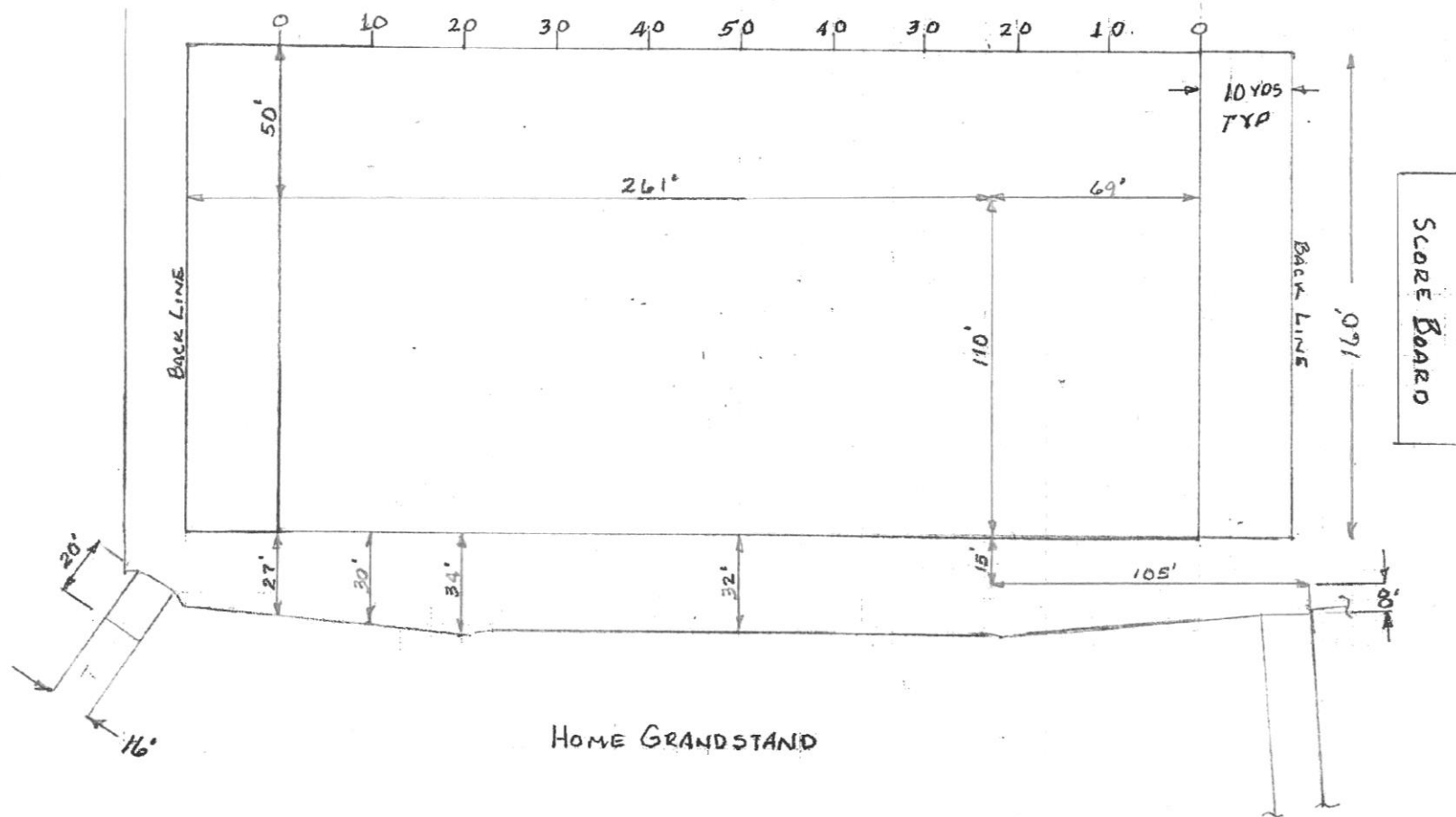
- a. Samsonite white resin base structure chairs with matching padded seat for indoor venue
- b. Basic folding chairs, seats and backs are molded plastic- Outdoor
- c. Rubber foot tips

7. Table Requirements

- a. Rectangle 6' and 8' lengths
- b. Round dining 3'-6'
- c. Cocktail 30"-36"

8. Flooring Requirements (See drawings below)

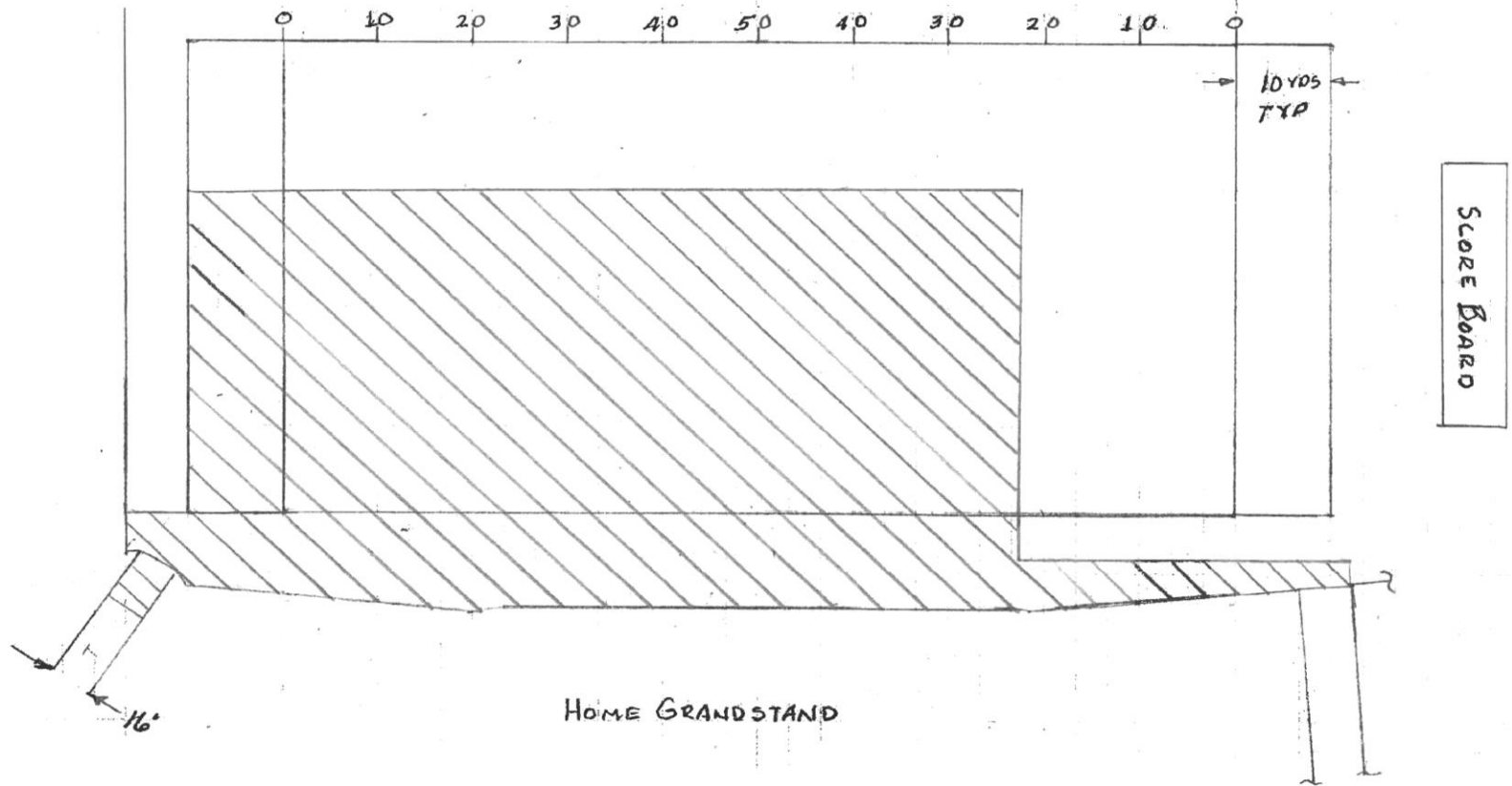
- a. Flooring is approximately 38,540 sq ft.
- b. Must be acceptable to covering field turf
- c. Allows expansion and contraction safeguards available in joints
- d. Provide manpower and equipment to offload and load from trailers
- e. Edge ramps around entire perimeter
- f. A company representative onsite at all times during construction and takedown
- g. Must stay locked together



HOME GRANDSTAND

JAMES MADISON UNIVERSITY

2017 PAGE 1 OF 2



JAMES MADISON UNIVERSITY
 2017 PAGE 3 OF 2
 COVER HASH MARKED AREA - FLOOR

**Pricing Schedule – Special Event Equipment
James Madison University**

<u>Chairs</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
Samsonite Folding Chair -All Colors (White*, Black, Burgundy) *See pricing difference for color white	7,200 White 2,700 Burgundy 9,700 Black	\$2.00 \$1.65 \$1.65	\$ 14,400.00 \$4,455.00 \$16,005.00
<u>Staging</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
36’ x 16’x 2’ ht black skirt on three (3) sides, two (2) ADA ramps, and safety rail on three (3) sides ~Convocation Center	1	\$7,008.00	\$7,008.00
32’ x 16’ skirt on four (4) sides, two (2) stairways, safety rail on three (3) sides ~Rose Library	1	\$3,328.00	\$3,328.00
32’ x 20’x 3’ ht Skirt on four (4) sides, two (2) stairways, one (1) ADA ramp, and safety rails on three (3) sides. ~Wilson Quad	1	\$5,888.00	\$5,888.00
36’ x 28’ black skirt on four (4) sides, one (1) stairway, safety rail on three (3) sides, and two (2) ADA ramps. ~Stadium	1	\$8,856.00	\$8,856.00
24’ x 20’x 2’ ht black skirt on four (4) sides, two (2) stairways, and safety rail on three (3) sides ~Duke Lawn	1	\$3,120.00	\$3,120.00
4’ x 4’ x 36’’ ht black skirt on four sides one stairway, safety rail on two (2) sides ~Videographer’s Stand	1	\$400.00	\$400.00
<u>White Frame Tents w/ Concrete Anchors & Fire Extinguisher</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
10’ x 10’	3	TBD	
15’ x 15’	7	TBD	
20’ x 20’	1	TBD	
20’ x 30’	1	TBD	
20’ x 40’	1	TBD	
30’ x 60’	1	TBD	
40’ x 60’	1	TBD	
40’ x 80’	1	TBD	
30’ x 45’ ADA Tent	1	TBD	
<u>Staked White Pole Tent</u>			
60’ x 120’ Fire Package Tent	1	\$5,400.00	\$5,400.00
<u>Staked White Frame Tents & Fire Extinguisher</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
10’ x 10’	1	\$350.00	\$350.00
15’ x 15’	1	\$360.00	\$360.00
20’ x 20’	1	\$460.00	\$460.00
20’ x 30’	1	\$690.00	\$690.00
20’ x 40’	1	\$920.00	\$920.00
30’ x 60’	1	\$2,070.00	\$2,070.00
40’ x 60’	1	\$2,760.00	\$2,760.00
40’ x 80’	1	\$3,680.00	\$3,680.00
<u>Tables</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
8’ Banquet Table	30	\$12.20	\$366.00
6’ Banquet Table	1	\$12.20	\$12.20
6’ Round Dining Table	1	\$14.60	\$14.60
36’’ x 42’’ ht Cocktail Round Table	1	\$12.20	\$12.20
30’’ Cocktail Table w/ 30’’ & 42’’ ht Columns & Bases	1	\$12.20	\$12.20
<u>Miscellaneous</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
White Resin Stanchion w/ Chain	50	\$14.25	\$712.50
Pipe and Drape- Black x 8’ height (per linear foot)	80 ft.	\$5.50	\$440.00

Barricaded Crowd Control Stanchion (per foot)	50 ft.	\$2.25	\$112.50
Stage Skirt per linear foot	1 ft.	\$3.75	\$3.75
Staging per sq. ft. (if multiple options of staging are available, provide pricing for each)	1ft.	\$6.50	\$6.50
Safety Rail per linear foot	1 ft.	\$3.75	\$3.75
ADA Ramp per linear foot	1 ft.	\$48.00	\$48.00
Event Carpet Runner – LOT PRICE	90 ft.	\$1,200.00	\$1,200.00
Sanitation	Estimated Quantity	Unit Price	Total Price
Mobile Comfort Station - Advantage	2	\$3,450.00	\$6,900.00
Mobile Comfort Station with two (2) ADA ramps	1	N/A	N/A
Skid Mounted ADA Comfort Station	1	\$1,700.00	\$1,700.00
Mobile Elite Comfort Station with ADA (2) ADA ramps	1	\$1,775.00	\$1,775.00
Flooring	Estimated Quantity	Unit Price	Total Price
Portable Flooring w/ edge ramps for entire perimeter of layout – Installation Included in price	38,540 sqft –Standard 38,540 sqft –Enhanced	\$55,000.00 \$70,500.00	\$55,000.00 \$70,500.00
Labor	Estimated Quantity	Unit Price	Total Price
Set up and take down table(s)	1	\$3.00	\$3.00
Set up and take down of chair(s) – SERVICE OFFERED FOR INDOOR EVENTS ONLY	1	\$2.50	\$2.50
Installation and removal of flooring	1	Listed Above	
Delivery	Total Price	Unit Price	Total Price
Delivery Per Truck (Commencement)		\$2,530.00	TBD
Equipment Distribution Charge (Commencement)	\$24,000.00		

TCS DECLINING TO QUOTE UVA ITEMS, LISTED BELOW, AT THIS TIME
Pricing Schedule – Special Event Equipment
University of Virginia

<u>Description</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
Samsonite Folding Chair -All Colors	31,500		
Staging			
40’ x 20’ x 2’ht 80’ Black Skirt Two stairways 64’ Safety rail Aquatics	1		
36’ x 20’ x 2’ht Black Skirt on three sides ~Law School	1		
48’ x 12’ x varying heights- Black skirt on front side Two stairways Safety rail on two sides Old Cabell~	1		
Extend Rental Additional Three Weeks ~Old Cabell~	1		
8’ x 16’ Two Tier Press Riser (Each tier 4’ x 16’) Old Cabell~	1		
4’ x 4’ x 16”ht Interpreter’s Riser (With one single step) ~Old Cabell~	1		
8’ x 8’ x 2’ht- White Skirt on four sides One stairway ~Darden Photo~	1		
32’ x 24’ x 2’ht- White Skirt on three sides One stairway ~Darden~	1		

Description	Estimated Quantity	Unit Price	Total Price
12' x 8' x 2'ht- White Skirt on four sides No stairways ~ North Grounds Rec ~ ~Staff set up~	1		
24' x 12' x 2'ht- 48' Black Skirt Two stairways Safety rail on back side 24' x 8' ht Pipe & Black Drape ~North Grounds Rec~	1		
4' x 8' x 2'ht- Skirt on four sides One stairway ~North Grounds Rec Audio	1		
8' x 8' x 2'ht- Black Skirt on four sides One stairway ~Law School~	1		
12' x 8' x 2'ht- Black skirt on four sides One stairway ~Law School~	1		
20' x 12' x 8'ht- No stairway ~Art School~(Band Rehearsal)	1		
32' x 16' x 2'ht Black skirt on three sides Two ADA Ramps x 24' (48') No Stairway ~Thornton Courtyard~	1		
36" x 20' x 2'ht – Black skirt on three sides Two ADA Ramps x 28' No Stairway or railings ~Clay Hall~	1		
White Frame Tents –			
30"x60' on 10' legs	1		
30' x 30' (set with water barrels	1		
20' x 40'	1		
20' x 20'	1		
15' x 15'	1		
Folding Tables – 8' x 30" x 29"ht	92		
Table Linens -			
White Tablecloth for 8' Table	7		
Black Tablecloth for 8' Table	7		
White Table Skirt x 14' x 29"	7		
Black Table Skirt x 14' x 29"	7		
Staging Accessories			
Stage Skirt per linear foot	1		
Stage safety rail per linear foot	1		
White Stage Skirt – 24" x 8'	24		
Black Stage Skirt – 24" x 8'	12		
Miscellaneous			
Pipe and Drape Black x 8' ht - per linear foot	50		
Chrome Stanchion with Retractable black tape	6		
ADA Ramp 24' ramp plus one turn deck ~Amphitheater~	1		

Quantities provided in this RFP are estimates, and the Selected Firm(s) will supply actual quantities ordered at the proposed price, regardless of whether the total quantities are more or less than, the estimates provided in this RFP.

ATTACHMENT F

TCS

EVENT RENTALS

TCS Event Rentals
PO Box 1957
Burlington, NC 27216-1957
Ph: (800) 918- 8901

JOB INVOICE

JOB DESCRIPTION: JMU Graduation 2018 - No. 3 CISE Charge		Invoice # 270742 Job #: 453333	
100653 <u>INVOICE TO:</u> James Madison University MSC 5712, FSD Suite 8 Harrisonburg, VA 22807 Attention: Garrett Morris Phone: (540) 568-4501 Email: morrisjg@jmu.edu	<u>JOB SITE:</u> James Madison University Harrisonburg, VA ,22807 Contact: Julie Bubb Dove Phone: Email:	Event Date:5/4/2018 Load-in: 4/9/2018 Show Start: 5/4/2018 Load Out: 5/5/2018 Order Status: Invoiced	
		Invoice Date: 5/4/2018 Terms: Net-30 PO: Quote by: Bob Ratliff Email: bob@tcseventrentals.com	
EQUIPMENT & DESIGN	Deliver 4/9/2018	Event Start 5/4/2018	Pickup 5/5/2018

Quantity	Description	Duration	Price	Subtotal
Tables				
10	Banquet Table-8'	1 Days	\$11.10	\$111.00
Total Tables:				\$111.00
Tents				
1	Frame Tent 20' x 40' - White <i>Note: Set by staking</i>	1 Days	\$826.00	\$826.00
Total Tents:				\$826.00
Total :				\$937.00

Notes:
*Deliver NLT 4/30/18

Product Total:	\$937.00
Service Charge:	\$0.00
Damage Waiver:	\$0.00
Labor:	\$0.00
Delivery/Misc:	\$0.00
Tax:	\$0.00

Job Total: \$937.00

Payment Applied: \$937.00

Total Due: \$0.00



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/19/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER ECM Solutions 4000 Park Road Charlotte NC 28209	CONTACT NAME: Lori Short PHONE (A/C, No, Ext): 704-909-2567 E-MAIL ADDRESS: short@ecmins.com FAX (A/C, No): 704-909-2568
INSURED The TES Group, Inc dba TCS Events Rentals; Piedmont Portables PO Box 1957 Burlington NC 27216	INSURER(S) AFFORDING COVERAGE INSURER A: AXIS Insurance Company INSURER B: Accident Fund Insurance Co Of America INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** 2128833289**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			A1TCNC00101889014	1/10/2018	1/10/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Comp \$1000 <input checked="" type="checkbox"/> Coll \$1000			A1TCNC00101889014	1/10/2018	1/10/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			A5TCNC001018896213	1/10/2018	1/10/2019	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N/A		WCV6120773	1/10/2018	1/10/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Blanket Equipment Coverage Special Form including theft and conversion			A1TCNC00101889014	1/10/2018	1/10/2019	Limit Deductible Actual Loss Sustained-No Limit \$5,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

James Madison University
Procurement Services
752 Ott Street (MSC 5720)
Wine-Price Hall, Suite 1033
Harrisonburg VA 22807

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2015 ACORD CORPORATION. All rights reserved.



May 18, 2018

**ADDENDUM #: ONE
TO ALL OFFERORS:**

REFERENCE: Request for Proposal No: **RFP# JGM-999**
Dated: **May 1, 2018**
Commodity: **Special Event Equipment Rentals**
RFP Closing On: **July 10, 2018 2:00 p.m.**

1 The following shall hereby be incorporated into the RFP under *Section VIII. Special Terms and Conditions.*

Z. 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 pricing to be determined at the time to be fair and reasonable for the respective application(s) and under terms and conditions fairly representing those of the original contract.

Acknowledgement of this addendum must be indicated on the original proposal document at the time your proposal is submitted.

Sincerely,

Garrett Morris
Buyer Specialist
Phone: (540-568-4501)



June 8, 2018

**ADDENDUM #: TWO
TO ALL OFFERORS:**

REFERENCE: Request for Proposal No: **RFP# JGM-999**
Dated: **June 8, 2018**
Commodity: **Special Event Equipment Rentals**
RFP Closing On: **July 10, 2018 2:00 p.m.**

1. Question: Please provide a parking location for which we will be able to park our vehicles and work to serve the requirements for any respective University event.

JMU Answer: Vendors will be permitted to park at the R10 and R11 lots to service University commencement and other large events. Further information on these lots can be found at <https://www.jmu.edu/parking/lots/all-lots/r10-lot.shtml>

UVA Answer: Vendors will be required to secure their own off-site parking.

Acknowledgement of this addendum must be indicated on the original proposal document at the time your proposal is submitted.

Sincerely,

Garrett Morris
Buyer Senior
Phone: (540-568-4501)



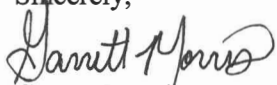
July 5, 2018

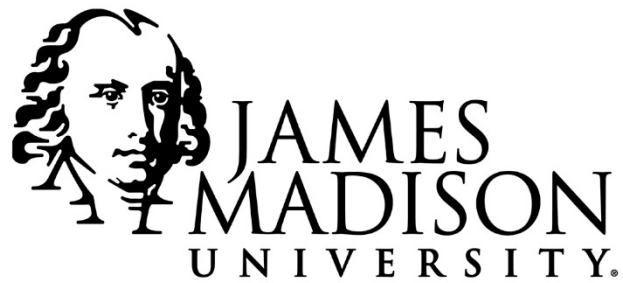
**ADDENDUM #: THREE
TO ALL OFFERORS:**

REFERENCE: Request for Proposal No: **RFP# JGM-999**
Dated: **July 5, 2018**
Commodity: **Special Event Equipment Rentals**
RFP Closing On: **~~July 10, 2018 2:00 p.m.~~**
July 19, 2018 2:00 p.m.

1. The closing date and time has been extended to July 19, 2018 at 2:00 p.m.

Acknowledgement of this addendum must be indicated on the original proposal document at the time your proposal is submitted.

Sincerely,

Garrett Morris
Buyer Senior
Phone: (540-568-4501)



Request for Proposal

RFP# JGM-999

Special Event Equipment Rentals

May 1, 2018



REQUEST FOR PROPOSAL

RFP# JGM-999

Issue Date: 05/01/2018
Title: Special Event Rentals
Issuing Agency: Commonwealth of Virginia
James Madison University
Procurement Services MSC 5720
752 Ott Street, Wine Price Building
First Floor, Suite 1023
Harrisonburg, VA 22807

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

Sealed Proposals Will Be Received Until 2:00 PM on July 10, 2018 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: Garrett Morris, Buyer Specialist, Procurement Services, morrisjg@jmu.edu; 540-568-4501; (Fax) 540-568-7936 not later than five business days before the proposal closing date.

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

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

Name and Address of Firm:

By: _____
(Signature in Ink)

Name: _____
(Please Print)

Date: _____

Title: _____

Web Address: _____

Phone: _____

Email: _____

Fax #: _____

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

SMALL, WOMAN OR MINORITY OWNED BUSINESS:

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

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

REQUEST FOR PROPOSAL

RFP # JGM-999

TABLE OF CONTENTS

I.	PURPOSE	Page	1
II.	BACKGROUND	Page	1-2
III.	SMALL, WOMAN-OWNED, AND MINORITY PARTICIPATION	Page	2
IV.	STATEMENT OF NEEDS	Page	2-7
V.	PROPOSAL PREPARATION AND SUBMISSION	Page	7-9
VI.	EVALUATION AND AWARD CRITERIA	Page	9-10
VII.	GENERAL TERMS AND CONDITIONS	Page	10-16
VIII.	SPECIAL TERMS AND CONDITIONS	Page	17-22
IX.	METHOD OF PAYMENT	Page	22
X.	PRICING SCHEDULE	Page	22-23
XI.	ATTACHMENTS	Page	23-35
	A. Offeror Data Sheet		
	B. SWaM Utilization Plan		
	C. Sample of Standard Contract		
	D. Zone Map		

I. PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals from qualified sources to enter into a contract to provide Special Event Rental Services for James Madison University (JMU), an agency of the Commonwealth of Virginia. Initial contract shall be for one (1) year with an option to renew for six (7) additional one-year periods.

II. BACKGROUND

A. James Madison University (JMU) Background:

James Madison University (JMU) is a comprehensive public institution in Harrisonburg, Virginia with an enrollment of approximately 22,000 students and 4,000 faculty and staff. There are over 600 individual departments on campus that support seven academic divisions. The University offers over 120 majors, minors, and concentrations. Further information about the University may be found at the following website: <http://www.jmu.edu>.

JMU regularly rents a wide variety of on demand special event items for small to medium functions held on campus. These items include, but are not limited to, tables, chairs, tents, staging, and generators. The approximate spend for the last 12 months for on-demand special events rental services was \$70,000; however, this is subject to change annually.

Aside from on demand special event items, one of the University's most prestigious events is its annual commencement ceremony occurring each May (spring) and December (winter). The commencements consist of multiple diploma ceremonies located at different locations across campus. In May 2017, JMU celebrated the commencement of approximately 4,365 graduate and undergraduate students. In December of 2017, JMU celebrated the commencement of approximately 900 graduate and undergraduate students. The approximate spend for the last 12 months for these services was \$273,824.38.

B. University of Virginia (UVA) Background:

The Rector and Visitors of the University of Virginia (the University), a Virginia public corporation, under a separate Agreement, will engage the Selected Firm(s) to provide equipment for its graduation, opening convocation, and other events throughout the year.

Additional information about the University may be found at the following website: <http://www.virginia.edu>

In 2015 the University began dividing graduation ceremonies (e.g. "Final Exercises") into two days. On Saturday, the ceremony is for the Graduate School of Arts & Sciences and the College of Arts & Sciences. On Sunday, graduation ceremonies are held for approximately eleven other schools. The University also conducts multiple diploma ceremonies at various locations around Grounds. The approximate spend for the last 12 months was \$175,743.00. The approximate spend for the University with the current contract is \$1,201,855.

The University's academic procession is comprised of graduating students and faculty members wearing academic regalia proceeding from the Rotunda down the lawn to Cabell Hall. The procession takes approximately one hour from start to finish. The main final exercises on both days last approximately one hour.

C. VASCUPP Background:

The mission of the Virginia Association of State College and University Purchasing Professionals (VASCUPP) is:

- to recognize and effectively use the common procurement principles, knowledge, experience, challenges, support and resources of all decentralized higher education member institutions;
- to be a united group with common goals of addressing the complexities of the Commonwealth of Virginia procurement processes;
- enhance the ability of each individual member institution to effectively provide efficient and responsive customer service in facilitating the purchase of goods and services for their Institution; and
- to support diversified vendor advocacy to enhance the capability of each member institution in seeking open competition for the highest valued products and services.

More information about each VASCUPP member university can be located at the following website: <https://vascupp.org>

III. SMALL, WOMAN-OWNED AND MINORITY PARTICIPATION

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

IV. STATEMENT OF NEEDS

James Madison University's intent is to enter into contract(s) with selected firm(s) to furnish all labor, materials, tools and resources necessary to provide special event equipment rental services to include those goods and services necessary to help the University achieve its goals as outlined in this RFP. The University wishes to secure the services of professional special event rental firms with direct experience and expertise in the convention, event, or hospitality industry. The contractor shall work independently to furnish all equipment, labor, insurance, supervision, and incidental necessary to provide special event rental services to the University. The contractor shall develop clear, concise, and professional quality written proposal quotes for each event for review and acceptance by James Madison University.

All equipment shall be uniform, clean, sanitized, superior quality, operable, with no broken parts, and the same color within each ceremony/location. James Madison University will at its sole discretion determine if equipment is acceptable for use.

The Contractor shall be responsible at all times for the actions and work of its employees. The contractor shall enforce strict discipline and good order among event personnel. James Madison University reserves the right to require the contractor to remove any employee whose behavior is deemed as unprofessional or objectionable.

The Contractor shall provide uniforms for all personnel assigned to work at the University. Uniforms will contain the Contractor's name and individual's name. Uniforms shall be worn at all times while on University property to designate Contractor affiliation.

The Contractor shall analyze and recommend improvements to the University's current timeline for delivery, set up, and take down of the rental equipment. The contractor shall use effective procedures to insure timely delivery and set-up for the University's scheduled special events,

which may include hours of service after normal working hours to include weekends and holidays.

The Contractor shall have both the demonstrated experience and the existing, proven capacity of licensed, trained, and qualified, personnel to effectively meet the requirements of this RFP and scope of duties therein. Contractor shall have chair stacking and transporting systems that allow one worker to securely transport a stack of approximately fifty (50) chairs across turf and hard surfaces without damage to the chairs or the terrain.

The contractor shall have obtained all applicable permits and licenses pursuant to Commonwealth of Virginia State Fire Prevention Code for temporary tents and membrane structures. For more information please reference:

https://www2.iccsafe.org/states/virginia/Fire_Prevention/fire_Frameset.html

No portion of work will be subcontracted without prior written consent of the University. In the event that the selected firm(s) desires to subcontract any part of the work specified herein, the selected firm(s) will furnish the University the names, qualifications, and experience of its proposed subcontractors. The selected firm(s) will remain fully liable and responsible for the work to be performed by its subcontractor(s) and will assure compliance with all requirements of the Agreement.

The University has identified two (2) distinct areas where special event equipment rental services are needed: 1) on demand, small or large quantity, multi-location events 2) spring and winter commencement and other large University events. James Madison University reserves the right to obtain other cost estimates prior to authorizing work, and to solicit any project separate and apart from the resulting contract(s) as may be deemed in the best interest of the University. James Madison University reserves the right to request a quotation from one or more contractors with which the University has a contract

Special Events at the University may include, but is not limited to:

1. Student Events
2. Major Speakers
3. Athletic Events
4. Faculty/Staff Events
5. Capital Project Kick-off
6. Back to School Events

Offerors may respond to Section A, Section B, or both dependent upon the services being offered.

A. On Demand Event Equipment Rental

1. General

- a. Describe ability to provide special event rental services for small or medium, multi-location events. Be specific in detailing the event from beginning to end including ability to provide set-up and take-down services.
- b. Unanticipated events may be held with little to no notice. Describe the expected turnaround time for events at James Madison University and how tight deadlines are met.
- c. Describe in detail warranty given on all equipment and service.

- d. Describe in detail cancellation requirements.
- e. Identify any certifications and licenses that the contractor and or employee(s) may currently hold.
- f. Describe invoicing procedure. Provide sample invoice with proposal.

2. Equipment

- a. Provide a link to your firm's online special event rental catalog.
- b. Describe seating options including the maximum number of uniform chairs that can be accommodated with one order. Include seating specifications, colors, etc. Provide descriptive literature, specifications and pictures, of seating options being offered.
- c. Describe staging options to include various sizes, styles, skirting etc. Provide descriptive literature, specifications, and pictures of staging being offered.
- d. Describe table options to include various sizes and styles. Provide descriptive literature, specifications, and pictures of tables being offered.
- e. Describe tent options to include various sizes and styles and associated cost. Provide descriptive literature, specifications, and pictures of tents being offered.
- f. Describe mobile portable sanitation unit options to include various sizes and styles and associated cost. Provide descriptive literature, specifications, and pictures of sanitation units being offered.
- g. Describe portable generator options to include various sizes and power capabilities. Provide descriptive literature, specifications, and pictures of generators being offered.
- h. Provide information on other items your firm provides for special event rental.
- i. Describe minimum order requirements.

3. Service

- a. Describe timeframe for set-up and take-down of equipment.
- b. Describe the training, expertise, and supervision of personnel employed by the contractor that may be assigned to service James Madison University.
- c. Describe consultation and guidance that may be provided to James Madison University in determining exact needs for specific events and locations. Describe ability to accommodate requests for site visits to make recommendations and suggestions concerning equipment needed
- d. Provide primary contact for all James Madison University special event rental services.

B. Spring and Winter Commencement and other Large Events Equipment Rental

Projected Commencement schedules and dates for VASCUPP institutions are as follows:

James Madison University:

2019 – May 2, 3, and 4

2020 - May 7, 8, and 9

2021 – May 6, 7, and 8

University of Virginia:

2019 – May 17, 18, and 19

2020 – May 15, 16, and 17

2021- May 21, 22, and 23

Offerors shall respond in detail to the following:

1. Goods and Services

- a. Describe in detail how your firm plans to provide the “services” outlined under *Section IV- Statement of needs and attachment E* to include timeframe for set-up and take-down.
- b. Describe how the firm plans to provide quality equipment, delivery, chair, staging mobility, set-up, and equipment removal in a timely professional manner for large, multi-location events. Include a description on how the firm will work with the University to ensure last minute schedule changes and equipment requirements.
- c. Describe the firm’s equipment rental services including:
 - i. Available inventory for chairs, tents, staging, tables, flooring, portable sanitation units, and any additional special equipment. Describe options, sizes, styles, etc. for each. Provide descriptive literature, specifications, and pictures of all items being offered. Provide special event rental catalog.
 - ii. Capability to meet University’s expanding requirements for special event equipment to include new equipment options as University student enrollment, demands, and events increase.
 - iii. Provide a narrative demonstrating your firm’s ability to provide quality equipment to include, at a minimum, the process utilized for cleaning, storing, moving, and replacing equipment.
 - iv. Ability to provide thorough instructions, diagrams, and other tools set-up and take-down services for large, multi-location events with little or no supervision from the University.
 - v. Provide manufacturer load and sway test results that have passed review by a Virginia licensed structural engineer.

- vi. Warranty provided on all equipment and services.
- vii. Cancellation requirements and associated costs.
- d. Describe your firm's plan to for customer service to include:
 - i. Contingency plans for unforeseen events such as vehicle breakdowns, equipment damage in transit to the University, and /or delays due to weather, accidents, etc.
 - ii. Special Event reservation time period and days/hours notice for additions or deletions for equipment rental requirements.
 - iii. Accommodating the University's preference to set up equipment requirements as close to the actual date of the event(s), without compromising the ability to execute an on time installation.
 - iv. Expected turnaround time for unanticipated events, and how shortened deadlines are met.
 - v. Consultation and guidance in determining exact needs for specific events and locations.
 - vi. Ability to accommodate requests for site visits to make recommendations and suggestions concerning equipment needs.
 - vii. Training, expertise, and supervision of personnel that may be assigned to service the University.
- e. Describe additional equipment the firm has access to and can provide the University.
- f. Provide minimum order and delivery requirements for smaller special events (i.e. chairs, staging, tents, etc.)
- g. Describe invoicing procedures. Provide a sample invoice with your proposal.

2. General Information, Personnel, References

- a. Provide a brief history of your firm, its qualifications & experience in providing special event equipment rental services for University and College commencement ceremonies.
- b. Provide information of essential personnel who will be assigned to work with the University including a description of their experience in providing similar Special Equipment Rental Services.
- c. Identify any certifications and licenses that the contractor and or employee(s) may currently hold.

- d. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of VASCUPP members can be found at <https://vascupp.org/>

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 (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 all attachments with **proprietary portions removed or blacked out**. This copy should be clearly marked "*Redacted Copy*" on the front cover. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. JMU shall not be responsible for the Contractor's failure to exclude proprietary information from this redacted copy.

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

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

and explanation session only and does not include negotiation. James Madison University will schedule the time and location of these presentations. Oral presentations are an option of the University and may or may not be conducted. Therefore, proposals should be complete.

B. SPECIFIC PROPOSAL INSTRUCTIONS

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

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

VI. **EVALUATION AND AWARD CRITERIA**

A. EVALUATION CRITERIA

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

	Points
1. Quality of products/services offered and suitability for intended purposes	25
2. Qualifications and experience of Offeror in providing the goods/services	25
3. Specific plans or methodology to be used to perform the services	30
4. Participation of Small, Women-Owned, & Minority (SWaM) Businesses	10

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

C. 

VII. GENERAL TERMS AND CONDITIONS

- A. PURCHASING MANUAL: This solicitation is subject to the provisions of the Commonwealth of Virginia's Purchasing Manual for Institutions of Higher Education and Their Vendors and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is available for review at the purchasing office. In addition, the manual may be accessed electronically at <http://www.jmu.edu/procurement> or a copy can be obtained by calling Procurement Services at (540) 568-3145.
- B. APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with applicable federal, state and local laws and regulations.
- C. ANTI-DISCRIMINATION: By submitting their proposals, offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and §10 of the Rules Governing Procurement, Chapter 2, Exhibit J, Attachment 1 (available for review at <http://www.jmu.edu/procurement>). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender 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 subcontractors, in writing, of the contractor's intention to withhold payment and the reason.
- b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.
3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a 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) 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, 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.

The specified vendor transaction fee will be invoiced by the Commonwealth of Virginia Department of General Services approximately 60 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

- V. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the Commonwealth of Virginia shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- W. PRICING CURRENCY: Unless stated otherwise in the solicitation, offerors shall state offered prices in U.S. dollars.
- X. E-VERIFY REQUIREMENT OF ANY CONTRACTOR: Any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with James Madison University to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to any awarded contract.
- Y. TAXES: Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.

VIII. SPECIAL TERMS AND CONDITIONS

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

From: _____	
Name of Offeror	Due Date Time
Street or Box No.	RFP #
City, State, Zip Code	RFP Title
Name of Purchasing Officer: _____	

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

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

- D. LATE PROPOSALS: To be considered for selection, proposals must be received by the issuing office by the designated date and hour. The official time used in the receipt of proposals is that time on the automatic time stamp machine in the issuing office. Proposals received in the issuing office after the date and hour designated are automatically non responsive and will not be considered. The University is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or the intra university mail system. It is the sole responsibility of the Offeror to ensure that its proposal reaches the issuing office by the designated date and hour.
- E. UNDERSTANDING OF REQUIREMENTS: It is the responsibility of each offeror to inquire about and clarify any requirements of this solicitation that is not understood. The University will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. Therefore, all inquiries deemed to be substantive in nature must be in writing and submitted to the responsible buyer in the Procurement Services Office. Offerors must ensure that written inquiries reach the buyer at least five (5) days prior to the time set for receipt of offerors proposals. A copy of all queries and the respective response will be provided in the form of an addendum to all offerors who have indicated an interest in responding to this solicitation. Your signature on your Offer certifies that you fully understand all facets of this solicitation. These questions may be sent by Fax to 540/ 568-7936 or 540/568-7935.

- F. RENEWAL OF CONTRACT: This contract may be renewed by the Commonwealth for a period of six (6) successive one year periods under the terms and conditions of the original contract except as stated in 1. and 2. below. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.
1. If the Commonwealth elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased/decreased by no more than the percentage increase/decrease of the other services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
 2. If during any subsequent renewal periods, the Commonwealth elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the other services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
- G. SUBMISSION OF INVOICES: All invoices shall be submitted within sixty days of contract term expiration for the initial contract period as well as for each subsequent contract renewal period. Any invoices submitted after the sixty day period will not be processed for payment.
- H. OPERATING VEHICLES ON JAMES MADISON UNIVERSITY CAMPUS: Operating vehicles on sidewalks, plazas, and areas heavily used by pedestrians is prohibited. In the unlikely event a driver should find it necessary to drive on James Madison University sidewalks, plazas, and areas heavily used by pedestrians, the driver must yield to pedestrians. For a complete list of parking regulations, please go to www.jmu.edu/parking; or to acquire a service representative parking permit, contact Parking Services at 540.568.3300. The safety of our students, faculty and staff is of paramount importance to us. Accordingly, violators may be charged.
- I. COOPERATIVE PURCHASING / USE OF AGREEMENT BY THIRD PARTIES: It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body, (to include government/state agencies, political subdivisions, etc.), cooperative purchasing organizations, public or private health or educational institutions or any University related foundation and affiliated corporations may access any resulting contract if authorized by the Contractor.

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

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

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

J. SMALL BUSINESS SUBCONTRACTING AND EVIDENCE OF COMPLIANCE:

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

- K. AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH: A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described above that enters into a contract with a public body shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.
- L. PUBLIC POSTING OF COOPERATIVE CONTRACTS: James Madison University maintains a web-based contracts database with a public gateway access. Any resulting cooperative contract/s to this solicitation will be posted to the publicly accessible website. Contents identified as proprietary information will not be made public.
- M. CRIMINAL BACKGROUND CHECKS OF PERSONNEL ASSIGNED BY CONTRACTOR TO PERFORM WORK ON JMU PROPERTY: The Contractor shall obtain criminal background checks on all of their contracted employees who will be assigned to perform services on James Madison University property. The results of the background checks will be directed solely to the Contractor. The Contractor bears responsibility for confirming to the University contract administrator that the background checks have been completed prior to work being performed by their employees or subcontractors. The Contractor shall only assign to work on the University campus those individuals whom it deems qualified and permissible based on the results of completed background checks. Notwithstanding any other provision herein, and to ensure the safety of students, faculty, staff and facilities, James Madison University reserves the right to approve or disapprove any contract employee that will work on JMU property. Disapproval by the University will solely apply to JMU property and should have no bearing on the Contractor's employment of an individual outside of James Madison University.
- N. INDEMNIFICATION: Contractor agrees to indemnify, defend and hold harmless the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the contractor/any services of any kind or nature furnished by the contractor, provided that such liability is not attributable to the sole negligence of the using agency or to failure of the using agency to use the materials, goods, or equipment in the manner already and permanently described by the contractor on the materials, goods or equipment delivered.
- O. 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.

- P. 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).
- Q. 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.
- R. 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.
- S. 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.
- T. 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.
- U. WORK SITE DAMAGES: Any damage to existing utilities, equipment or finished surfaces resulting from the performance of this contract shall be repaired to the Commonwealth's satisfaction at the contractor's expense.
- V. KEYS: If the Contractor is given keys for this project, it is the Contractor's responsibility to return the keys when the contract is terminated, as well as for the safekeeping of the keys during the contract period. The Contractor shall not loan or duplicate the keys. In the event the Contractor loses the keys, they will be charged for the replacement of the keys and any locks which are rekeyed or replaced.
- W. STANDARDS OF CONDUCT: The work site will be occupied by students and University Personnel during the times work is performed. Contractor and Contractor's personnel shall exercise a particularly high level of discipline, safety and cooperation at all times while on the job site. The Contractor shall be responsible for controlling employee conduct, for assuring that its employees are not boisterous or rude, and assuring that they are not engaging in any destructive or criminal activity. The Contractor is also responsible for ensuring that its employees do not disturb papers on desks, or open desk drawers, cabinets, or briefcases, or use State phones, and the like, except as authorized.

- X. EXTRA CHARGES NOT ALLOWED: The bid price shall be for complete installation ready for the Commonwealth's use, and shall include all applicable freight and installation charges; extra charges will not be allowed.
- Y. QUANTITIES: Quantities set forth in this solicitation are estimates only, and the contractor shall supply at bid prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.

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/financeoffice/accounting-operations-disbursements/cash-investments/vendor-payment-methods.shtml>

Other VASCUPP institutions may have different methodologies regarding invoicing. Each entity is responsible for negotiating their invoicing options and payment terms.

X. PRICING SCHEDULE

A. On Demand Event Equipment Rental

1. The contractor shall provide pricing for all products and services included in proposal indicating the percentage discount off of retail rental pricing that would be offered to the University.
2. The offeror shall clearly indicate all travel, delivery, set up, and take-down costs along with any other miscellaneous fees that would apply. Include all applicable hourly or daily rates.
3. The offeror shall provide travel and delivery costs for each zone outlined in attachment D, Zone Map.

B. Spring and Winter Commencement and other Large Events Equipment Rental

1. The offeror shall provide pricing for all products and services included in proposal indicating the percentage off of retail rental pricing that would be offered to the University.
2. The offeror shall clearly indicate all travel, delivery, set up, and take-down costs along with any other miscellaneous fees that would apply. Include all applicable hourly or daily rates.
3. The offeror shall provide pricing for each item specified in attachment E.

4. The offeror shall provide travel and delivery costs for each zone outlined in attachment D, Zone Map.

XI. ATTACHMENTS

Attachment A: Offeror Data Sheet

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

Attachment C: Standard Contract Sample

Attachment D: Zone Map

Attachment E: Event Pricing and Requirements

ATTACHMENT A

OFFEROR DATA SHEET

TO BE COMPLETED BY OFFEROR

1. QUALIFICATIONS OF OFFEROR: Offerors must have the capability and capacity in all respects to fully satisfy the contractual requirements.
2. YEARS IN BUSINESS: Indicate the length of time you have been in business providing these types of goods and services.

Years _____ Months _____

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

CLIENT	LENGTH OF SERVICE	ADDRESS	CONTACT PERSON/PHONE #
--------	-------------------	---------	---------------------------

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

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

[] YES [] NO

IF YES, EXPLAIN: _____

RETURN OF THIS PAGE IS REQUIRED

ATTACHMENT B

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

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

Date: _____

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

If yes, certification number: _____ Certification date: _____

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

If yes, certification number: _____ Certification date: _____

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

If yes, certification number: _____ Certification date: _____

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

If yes, certification number: _____ Certification date: _____

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

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

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

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

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

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

RETURN OF THIS PAGE IS REQUIRED

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

Procurement Name and Number: _____

Date Form Completed: _____

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

Offeror / Proposer:

Firm

Address

Contact Person/No.

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

(Form shall be submitted with proposal and if awarded, 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> James Madison University (Harrisonburg)	<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

Event Pricing and Requirements

Contractor shall provide a detailed schedule of delivery and equipment setup, two months prior to the scheduled Commencement date. All equipment and setup shall be in accordance to the locations, quantities, and requirements outlined below:

1. Staging Requirements

- a. Two (2) sets of stairs
- b. Four (4) sides of skirting
- c. Handrails on three (3) sides
- d. Shall meet all applicable codes.

2. ADA Ramps Requirements

- a. Accommodate the needs of disabled users
- b. In compliance with American Disabilities Act (ADA)

3. Mobile Restroom Requirements

- a. Waterproof
- b. Fiberglass interior
- c. Reinforced plastic walls and ceiling liner
- d. Nonskid epoxy floors
- e. Fluorescent lightening
- f. Water heater/wall hung urinals
- g. Porcelain covered steel lavatories
- h. Plastic countertop
- i. Locking base cabinets w/ mirrors

4. Elite Mobile Restroom Requirements

- a. Accommodate the needs of disabled users
- b. In compliance with American Disabilities Act (ADA)
- c. Must accommodate male, female, and ADA user
- j. Waterproof
- k. Fiberglass interior
- l. Reinforced plastic walls and ceiling liner
- m. Nonskid epoxy floors
- n. Fluorescent lightening
- o. Water heater/wall hung urinals
- p. Porcelain covered steel lavatories
- q. Plastic countertop
- d. Locking base cabinets w/ mirrors

5. Tent Requirements

- a. Fire extinguishers and related signs to meet Virginia Fire Code requirements

- b. Tents that cannot be staked in the ground must be weighed down by portable solid concrete anchors with covers matching the tent
- c. The availability of sidewalls if needed, solid or windowed
- d. Styles include standard frame, high peak frame, pole tents, marquee

6. Chair Requirements

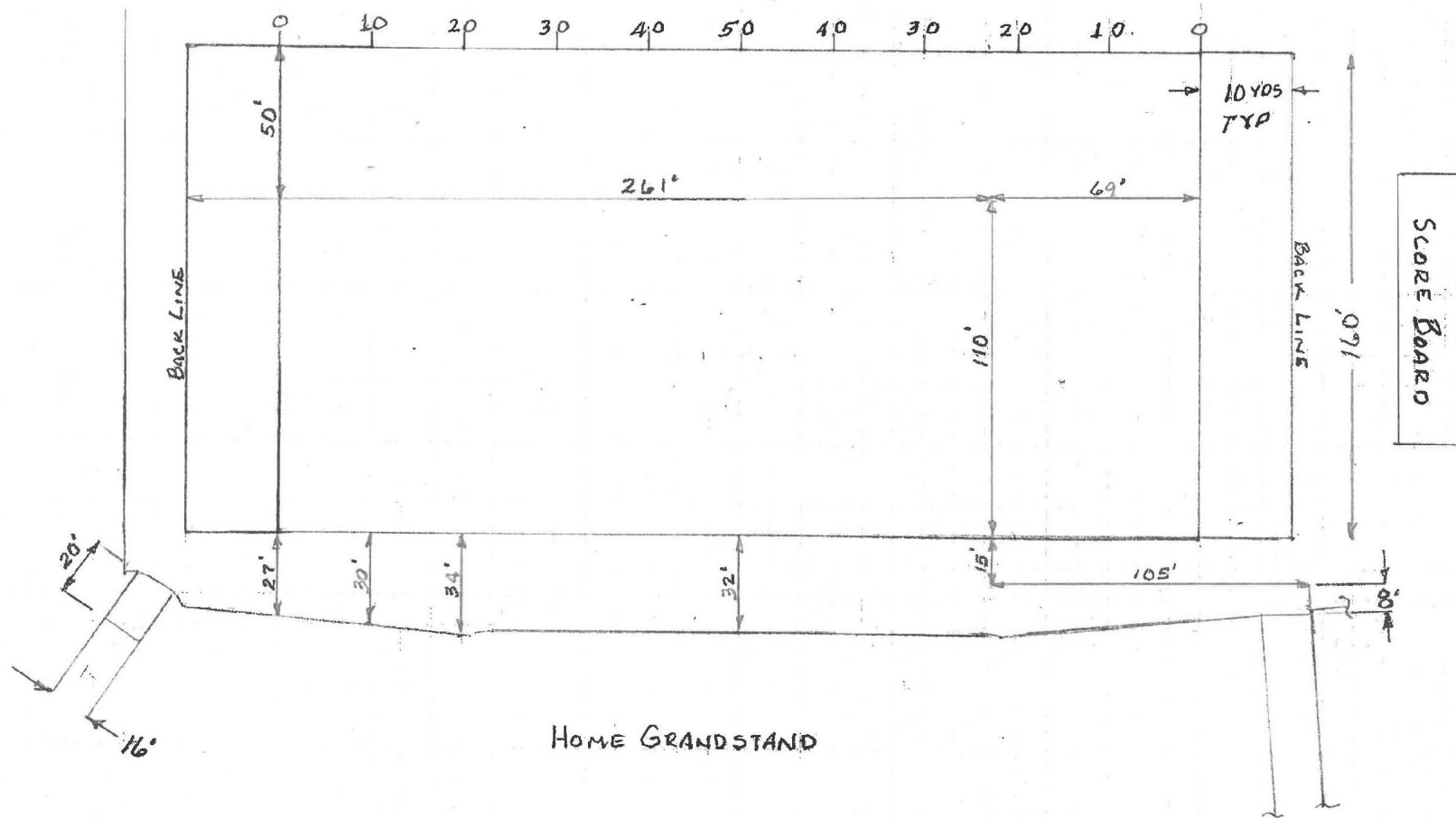
- a. Samsonite white resin base structure chairs with matching padded seat for indoor venue
- b. Basic folding chairs, seats and backs are molded plastic- Outdoor
- c. Rubber foot tips

7. Table Requirements

- a. Rectangle 6' and 8' lengths
- b. Round dining 3'-6'
- c. Cocktail 30"-36"

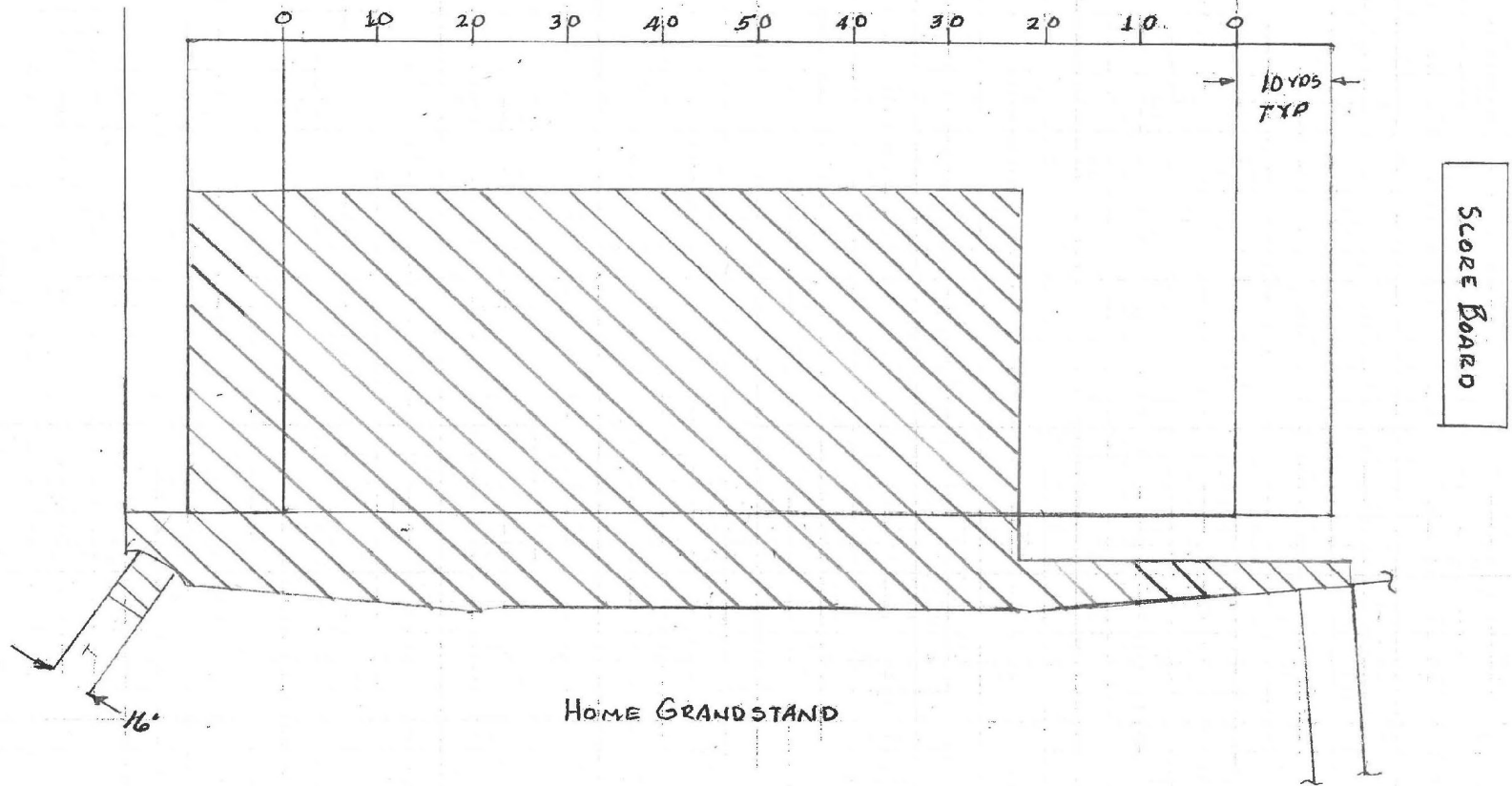
8. Flooring Requirements (See drawings below)

- a. Flooring is approximately 38,540 sq ft.
- b. Must be acceptable to covering field turf
- c. Allows expansion and contraction safeguards available in joints
- d. Provide manpower and equipment to offload and load from trailers
- e. Edge ramps around entire perimeter
- f. A company representative onsite at all times during construction and takedown
- g. Must stay locked together



JAMES MADISON UNIVERSITY

2017 PAGE 1 OF 2



JAMES MADISON UNIVERSITY
 2017 PAGE 3 OF 3
 COVER HASN MARKED AREA - FLOOR

Pricing Schedule – Special Event Equipment
James Madison University

<u>Chairs</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
Samsonite Folding Chair -All Colors (White, Black, Burgundy)	19,800		
<u>Staging</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
36’ x 16’x 2’ ht black skirt on three (3) sides, two (2) ADA ramps, and safety rail on three (3) sides ~Convocation Center	1		
32’ x 16’ skirt on four (4) sides, two (2) stairways, safety rail on three (3) sides ~Rose Library	1		
32’ x 20’x 3’ ht Skirt on four (4) sides, two (2) stairways, one (1) ADA ramp, and safety rails on three (3) sides. ~Wilson Quad	1		
36’ x 28’ black skirt on four (4) sides, one (1) stairway, safety rail on three (3) sides, and two (2) ADA ramps. ~Stadium	1		
24’ x 20’x 2’ ht black skirt on four (4) sides, two (2) stairways, and safety rail on three (3) sides ~Duke Lawn	1		
4’ x 4’ x 36’’ ht black skirt on four sides one stairway, safety rail on two (2) sides ~Videographer’s Stand	1		
<u>White Frame Tents w/ Concrete Anchors & Fire Extinguisher</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
10’ x 10’	3		
15’ x 15’	7		
20’ x 20’	1		
20’ x 30’	1		
20’ x 40’	1		
30’ x 60’	1		
40’ x 60’	1		
40’ x 80’	1		
30’ x 45’ ADA Tent	1		
60’ x 120’ Fire Package Tent	1		
<u>Staked White Frame Tents & Fire Extinguisher</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
10’ x 10’	1		
15’ x 15’	1		
20’ x 20’	1		
20’ x 30’	1		
20’ x 40’	1		
30’ x 60’	1		
40’ x 60’	1		
40’ x 80’	1		
<u>Tables</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
8’ Banquet Table	30		
6’ Banquet Table	1		
6’ Round Dining Table	1		
36’’ x 42’’ ht Cocktail Round Table	1		
30’’ Cocktail Table w/ 30’’ & 42’’ ht Columns & Bases	1		
<u>Miscellaneous</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
White Resin Stanchion w/ Chain	50		
Pipe and Drape- Black x 8’ height (per linear foot)	80 ft.		
Barricaded Crowd Control Stanchion (per foot)	50 ft.		
Stage Skirt per linear foot	1 ft.		

Staging per sq. ft. (if multiple options of staging are available, provide pricing for each)	1ft.		
Safety Rail per linear foot	1 ft.		
ADA Ramp per linear foot	1 ft.		
Event Carpet Runner	90 ft.		
<u>Sanitation</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
Mobile Comfort Station	2		
Mobile Comfort Station with two (2) ADA ramps	1		
Skid Mounted ADA Comfort Station	1		
Mobile Elite Comfort Station with ADA (2) ADA ramps	1		
<u>Flooring</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
Portable Flooring w/ edge ramps for entire perimeter of layout	38,540 sq ft.		
<u>Labor</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
Set up and take down table(s)	1		
Set up and take down of chair(s)	1		
Installation and removal of flooring	1		
<u>Delivery</u>	<u>Total Price</u>		
Delivery Lot (Commencement)			
Equipment Distribution Charge (Commencement)			

Pricing Schedule – Special Event Equipment
University of Virginia

<u>Description</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
Samsonite Folding Chair - All Colors	31,500		
<u>Staging</u>			
40’ x 20’ x 2’ht 80’ Black Skirt Two stairways 64’ Safety rail Aquatics	1		
36’ x 20’ x 2’ht Black Skirt on three sides ~Law School	1		
48’ x 12’ x varying heights- Black skirt on front side Two stairways Safety rail on two sides Old Cabell~	1		
Extend Rental Additional Three Weeks ~Old Cabell~	1		
8’ x 16’ Two Tier Press Riser (Each tier 4’ x 16’) Old Cabell~	1		
4’ x 4’ x 16’’ht Interpreter’s Riser (With one single step) ~Old Cabell~	1		
8’ x 8’ x 2’ht- White Skirt on four sides One stairway ~Darden Photo~	1		
32’ x 24’ x 2’ht- White Skirt on three sides One stairway ~Darden~	1		

<u>Description</u>	<u>Estimated Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>
12' x 8' x 2'ht- White Skirt on four sides No stairways ~ North Grounds Rec ~ ~Staff set up~	1		
24' x 12' x 2'ht- 48' Black Skirt Two stairways Safety rail on back side 24' x 8' ht Pipe & Black Drape ~North Grounds Rec~	1		
4' x 8' x 2'ht- Skirt on four sides One stairway ~North Grounds Rec Audio	1		
8' x 8' x 2'ht- Black Skirt on four sides One stairway ~Law School~	1		
12' x 8' x 2'ht- Black skirt on four sides One stairway ~Law School~	1		
20' x 12' x 8''ht- No stairway ~Art School~ (Band Rehearsal)	1		
32' x 16' x 2'ht- Black skirt on three sides Two ADA Ramps x 24' (48') No Stairway ~Thornton Courtyard~	1		
36'' x 20' x2'ht – Black skirt on three sides Two ADA Ramps x 28' No Stairway or railings ~Clay Hall~	1		
<u>White Frame Tents</u> –			
30''x60' on 10' legs	1		
30' x 30' (set with water barrels	1		
20' x 40'	1		
20' x 20'	1		
15' x 15'	1		
<u>Folding Tables</u> – 8' x 30'' x 29''ht	92		
<u>Table Linens</u> -			
White Tablecloth for 8' Table	7		
Black Tablecloth for 8' Table	7		
White Table Skirt x 14' x 29''	7		
Black Table Skirt x 14' x 29''	7		
<u>Staging Accessories</u>			
Stage Skirt per linear foot	1		
Stage safety rail per linear foot	1		
White Stage Skirt – 24'' x 8'	24		
Black Stage Skirt – 24'' x 8'	12		
<u>Miscellaneous</u>			
Pipe and Drape Black x 8' ht - per linear foot	50		
Chrome Stanchion with Retractable black tape	6		
ADA Ramp 24' ramp plus one turn deck ~Amphitheater~	1		

Quantities provided in this RFP are estimates, and the Selected Firm(s) will supply actual quantities ordered at the proposed price, regardless of whether the total quantities are more or less than, the estimates provided in this RFP.