



COMMONWEALTH OF VIRGINIA  
STANDARD CONTRACT

Contract No. UCPJMU6264

This contract entered into this **17<sup>th</sup> day of MARCH 2022**, by **Architectural Products of Virginia (APV)** hereinafter called the "Contractor" and Commonwealth of Virginia, James Madison University called the "Purchasing Agency".

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

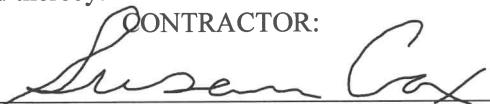
SCOPE OF CONTRACT: The Contractor shall provide the services to the Purchasing Agency as set forth in the Contract Documents.

PERIOD OF PERFORMANCE: From **March 24, 2022** through **March 23, 2023** with one (4) one-year renewal option.


The contract documents shall consist of:

- (1) This signed form;
- (2) The following portions of the Request for Proposal THW-1142 dated January 31, 2022:
  - (a) The Statement of Needs,
  - (b) The General Terms and Conditions,
  - (c) The Special Terms and Conditions together with any negotiated modifications of those Special Conditions;
- (3) The Contractor's Proposal dated February 25, 2022 and the following negotiated modification to the Proposal, all of which documents are incorporated herein.
  - (a) Negotiations Summary, dated March 16, 2022.

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

CONTRACTOR:  
By:   
(Signature)  
Susan Cox  
(Printed Name)

Title: President  
Rev. 5/12/21

PURCHASING AGENCY:  
By:   
(Signature)  
Theresa H. Wnensche  
(Printed Name)

Title: Buyer Specialist



**RFP #THW-1142, Door Hardware and Installation Services  
Negotiation Summary for Architectural Products of Virginia (APV)**

3/16/22

**LABOR RATES**

*Labor Rates are listed in Page 17 Pricing Information. On-line support, Technician, Locksmith Rates.*

**PARTS & SUPPLIES**

*Please see pages 15-16 Pricing Information for supplier discounts and product lines.*

**OTHER PRICING**

Charge Card Processing Fees	3%
Standard Freight, Standard Shipping and eVA Fees:	Included
Field Surveys and Keying Meetings:	No Charge
Next Day Shipping will be added to invoice.	Actual Cost will be added

1. APV shall turn quotes over to JMU within the 48hr response time. Exceptions to 48 hour response time shall include specialty manufacturers and Custom framing. JMU shall be notified during the site visit if an approximate quote delivery date shall exceed 48hrs.
2. APV Primary Contact is Shane Amos (434) 941-5408 and Alternate Contact is Eddie Saunders (804) 241-0712.
3. APV will set aside one full business day/week for on campus visits as requested by JMU.
4. JMU requests that all replacement frames to be painted (to match existing building color) campus wide unless otherwise specified.

# ***REQUEST FOR PROPOSAL***

## ***RFP# THW-1142***

**Issue Date:** January 31, 2022  
**Title:** Door Hardware Products and Installation Services  
**Issuing Agency:** Commonwealth of Virginia  
James Madison University  
Procurement Services MSC 5720  
752 Ott Street, Wine Price Building  
First Floor, Suite 1023  
Harrisonburg, VA 22807

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

**Sealed Proposals Will Be Received Until 2:00 PM on March 1, 2022 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: Terri Wuenschel, Buyer Specialist, Procurement Services, [wuenschth@jmu.edu](mailto:wuenschth@jmu.edu); 540-568-7209; (Fax) 540-568-7935 not later than five business days before the proposal closing date.

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

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

Name and Address of Firm:

Architectural Products of Virginia (APV)

10223 Sycamore Drive

Ashland, Virginia 23005

Date: 2/25/2022

Web Address: www.apva.com

Email: scox@apva.com

By:

  
(Signature in Ink)

Name: Susan Cox

(Please Print)

Title: President

Phone: (804) 550-2822 x119

Fax #: (804) 496-5973

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

SMALL, WOMAN OR MINORITY OWNED BUSINESS:

**[x]** YES; ☐ NO; *IF YES* ⇒⇒ [x] SMALL; [x] 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.



10223 Sycamore Drive  
 Ashland, VA 23005-8137  
 (804) 550-2822  
 Fax (804) 550-2826

## JMU Door and Installation Services Hardware Products

### APV PROPOSAL

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## **PLAN AND METHODOLOGY**

APV provides the university with a dedicated project manager. Shane Amos will coordinate all projects. **APV provides all products and services listed in the RFP Statement of Needs** (Paragraph IV). Please visit our website <http://www.apva.com/>.

APV has a company owned warehouse where we maintain service stock. The facility is 33,000 square feet in size. Assa Abloy, Allegion, and Best products are a portion of this stock. Based on requirements, we have the flexibility to stock items in support of a specific account.

**PROJECT SPECIFICATIONS** with properly specified doors and hardware will assure the most competitive pricing and help avoid costly change orders. Codes and regulations which affect doors and hardware are constantly evolving and can even vary by jurisdiction. New door and hardware technologies may be available to resolve previously unmet needs. We represent most every major door and hardware manufacturer which eliminates any bias toward a particular manufacturer and guarantees we are recommending the best product or solution for each specific situation. Our industry certified Architectural Hardware Consultants and Certified Door Consultants will help custom design doors and hardware for unique applications. We will assist in the preparation of project Door Schedules and specifications for complete, accurate construction documents. Meetings with building owners and site surveys of existing conditions help satisfy the needs and desires of your customer.

**BUILDING INFORMATION MODELING (BIM)** is being adopted by more architects, contractors, and building owners who require trades like doors and hardware to provide BIM “deliverables” and APV is prepared to support your door and hardware BIM needs. We can provide data-rich 3-D CAD objects with the critical product data embedded. ASSA ABLOY’s Openings Studio is a cloud-based web application which provides a tool to create and visualize 3D door opening objects (including hardware) and exchange data with Revit® models. You can export your door schedule information to Openings Studio and our consultants will work with you to refine and modify door and frame parameters and create the hardware sets. You can select only the information you desire to pull into your project model for use in design, construction, and building management.

**EDUCATION AND TRAINING** keep APV consultants, installers, and end user reps current with new and changing technologies. Our consultants are industry certified by the Door and Hardware Institute after years of experience, education, and testing. Factory trained and certified installers and technicians make sure door, hardware, and access control installations will provide years of properly functioning, low-maintenance service. Education and training of our customers are also very important to us in our partnership to provide and maintain the best door opening applications. We can arrange generic door and hardware related educational sessions in your office which qualify for AIA continuing education credits. We can provide training at the job site or your facility for the installation, operation, and continuing maintenance of any specific product. In partnership with our vendors, mobile showrooms travel throughout our region or forums are held at entertaining locations to demonstrate new products and technologies.

**APV** can provide an inspection of the fire rated swinging doors in your facility in accordance with the requirements of NFPA 80. This inspection should be performed annually, and a signed written copy kept on file for your local AHJ. Confirming that all fire rated openings are functioning properly is a critical part of making sure your building occupants are safe. Upon completion of an inspection, you will be provided a list of any deficiencies with the estimated cost to correct them. You are under no obligation to have APV provide the corrections. The openings will be tested and visually inspected to assess the condition of the assembly.

**INSTALLATION** of our products saves time and eliminates finger pointing. A single source of responsibility for both the product and installation means a single call to address any issues. The sophistication of many products requires expertise and sometimes factory certification and APV is certified to install anything that we sell. We can pre-install the hardware on the doors prior to delivery so that another contractor can hang the door and complete the installation with the knowledge that the hardware has been installed per the manufacturers' recommendations. APV can provide a complete door and hardware installation package including responsibility for receiving, unloading, staging, and "punching out" the door openings. Installation of the doors and hardware integrated with access control avoids coordination headaches and omission problems.

**KEY SYSTEMS** must be properly designed and maintained to provide any significant level of facility security. Over time, key systems tend to become compromised as lax levels of key issuance and tracking erode security. Although the most secure key system is to use electronic credentials exclusively and keep conventional keys out of everyone's hands, the higher costs of electronics will guarantee that keys will still be prevalent for years to come. Even the most sophisticated systems generally have key override capabilities. If you feel you have lost control of your present key system and are considering upgrading to a new system, there are several major areas you where you need to focus.

**KEY CONTROL** is critical with any new or upgraded key system to maintain its integrity. Key cabinets from Lund and Telkee keep original keys secured and include detailed indexing forms and key issue records and receipts. Computer software is available to make it easier to maintain large more complex systems. Digital data records are available from the cylinder manufacturers which can be uploaded to the system database saving hours of data entry. Allegion's Sitemaster, Best's Keystone®, and ASSA ABLOY's Key Wizard will make your system maintenance easier yet more secure. Electronic key boxes are the ultimate solution to managing and monitoring keys and can provide the ability to keep your top-level master and grandmaster keys from being outside your facility in off hours set by you.

**APV IS A SECURITY INTEGRATOR** with the experience and technical expertise to provide enterprise level access control and security products and systems. Few security integrators can provide or install door and hardware products and are totally dependent upon using a subcontractor for complicated door and hardware installation and service. Door and hardware companies that are also legitimate security integrators are even more rare. APV is factory trained and certified for major vendors of access control systems and security products.

**SERVICE AND SUPPORT IS AVAILABLE 24/7** for those facilities that need the peace of mind of a service contract.

## **APV NARRATIVE STATEMENT**

Architectural Products of Virginia (APV) is a locally owned company with fifty (50) years of operational experience in the Virginia and Washington, DC markets. We maintain the highest levels of integrity and customer service.

APV began operations in 1972 as a subsidiary of Oscar F. Henry Company which Mr. Henry opened in 1941 as a building products supplier in Charleston, West Virginia. In 1977, APV acquired Tom Jones Hardware in Richmond, Virginia which had been in business since 1922. Richmond soon became the center of operations for APV. The assets of Oscar F. Henry Company were sold in 1990 and it continues to operate in Charleston. APV continues to be owned and operated by the Henry family.

The Henry's continue to manage the day-to-day operation of APV and they are readily accessible to help any customer. It is this personal attention that has allowed APV to grow to become one of the premier door and hardware suppliers in the Virginia and Maryland area. As an authorized factory distributor of most of the manufacturers in the commercial door and hardware industry along with some of the most highly qualified door and hardware consultants, APV stands ready to satisfy today's demanding requirements.

We are *professionals*. We have the history, training, and experience that few companies can match. We have gained the respect of our vendors, our customers, and even our competition by maintaining the highest levels of integrity and customer service.

We are a Virginia SWaM Contractor that also employs SWaM certified subcontractors. APV's SWaM Contractor Certification is 10872.

We provide the TOTAL SOLUTION AT EVERY DOOR: doors, frames, hardware, electronic access control, video surveillance, and alarm monitoring.

## **STAFF EXPERIENCE**

### **Contractor Experience and Qualifications:**

1. APV has a highly experienced staff of Sixty (60) employees in Virginia.
2. New construction project managers on the APV staff specify and quote door frames, door hardware, and access control to the new construction market. As a result, we have close working relationships with many commercial general contractors and architectural firms.
3. Commercial end user representatives on the APV staff focus on supporting clients in the education vertical market. They are available to provide advice, assistance, and quotations in support of retrofit applications.



**APV employs four Certified Architectural Hardware Consultants (AHCs)** who are trained to recognize a builder's hardware requirements for door openings in all types of public, commercial, industrial and institutional buildings. AHCs coordinate thousands of builders' hardware items and options to ensure door openings are in compliance with fire, life safety, accessibility and building code requirements. This certification is through the Door Hardware Institute. The following employees are certified:

- David Henry
- Bryan Clarke
- Dave Allen
- David Huth

### **Field Service Resumes**

#### **Name: Shane Amos – APV Team Leader for JMU**

- Position: End User Acct Manager
- Years of Industry Experience: 21 Years
- Experience/Certifications/Registrations:
  - Virginia DCJS Electronic Access Control
  - University Access Control and Electromechanical Installation Technician
  - University Access Control and Electromechanical Installation Project Manager
  - Assa Abloy Manufacturer's Representative
  - Assa Abloy Certified Integrator
  - Allegion Electromechanical & Auto Operators
  - CompTIA A+, Security+ & Network+
  - RS2 Access Systems



- DSX Access Systems
- Contract Hardware Estimator/ Project Manager

**Name: Jeff Lancaster**

- Position: Sales Manager for Electronic Security Systems
- Responsibilities: **Electronic Access Control and Video Systems**
- Years of Industry Experience: 27 Years
- Electronic Systems Sales Manager: APV (2011-Present)
- District Sales Manager: Stanley CSS Washington DC (2007-2011)
- Vice President and General Manager: Select Security, Lancaster, PA (2004-2006)
- Major, United States Marine Corps (Retired) (1974-1994)
- Education: Bachelor of Science in Criminal Justice (BS) North Georgia College & State University
- Education: Master of Science in General Administration (MS) Central Michigan University
- Certifications:
  - DCJS Compliance Agent
  - DCJS Registration
  - RS2
  - Exacq
  - Avigilon
  - Assa Abloy Certified Integrator
  - Allegion Integrated Products

**Name: Darrell Warner**

- Position: Operations Manager
- Responsibilities: **Manages and schedules all technicians. Tasks include bringing projects to closure on time and under budget.**
- Years of Industry Experience: 30 Years Of Commercial Project Management
- Davis & Green Electrical: Field Superintendent/Electrician (1990-2010)
- Certifications:
  - High Voltage Electrician
  - DCJS Registration
  - OSHA 30 Certified

**Name: James Yancey**

- Years of Industry Experience: 18 Years
- Position: System Design manager (2012-present)
- Responsibilities: **System design, equipment requisition, drawings, submittals, O&M manuals, subcontractor coordination, project tracking, customer relations, product research.**
- Electronic Technician: Newell Communications (2004-2009)
- Certifications:
  - Virginia DCJS Registration

- Assa Abloy
- AMAG Access Systems
- Avigilon
- Checkpoint Access Systems
- RS2 Access Systems
- DSX Access Systems
- Casi Rusco
- Continental

**Name: Jeff Poore**

- Years of Industry Experience: 26 Years
- Position: Field Supervisor
- Responsibilities: **field technical supervision of installations; as required, supervises subcontractors and technicians; programs systems and trains end users.**
- Access Control Manager: Commonwealth Door and Hardware (2005-2011)
- Service Technician: ADT (1995-2005)
- Certifications:
  - Virginia DCJS Registration
  - DCJS Locksmith
  - RS2
  - AMAG
  - Assa Abloy Certified Integrator
  - Millennium
  - Vanderbilt / Schlage / SMS
  - Honeywell
  - CDL
  - Avigilon

**Name: Jason Price**

- Position: End User Acct Manager
- Years of Industry Experience: 20 Years
- Experience/Certifications/Registrations:
  - Professional Locksmith Diploma (Harcourt)
  - Master keying Specialist Diploma (Fowley Belsaw)
  - Maintenance Administration Diploma (US Navy)
  - Special Lite Sale Training Course (Special-Lite)
  - IR Bright Blue IP Access control (IR)
  - Assa Abloy Persona Certification/Installer
  - Assa Abloy Architectural Hardware Rev 2
  - Assa High Security Locks Certification
  - Locksmith Business Owner (DoorTech of Virginia 2.5yrs)

**Name: Bobby Duct**

- Years of Industry Experience: 20 Years
- Experience/Certifications/Registrations:
  - Virginia DCJS Registration
  - Locksmith certified

**Name: Eddie Saunders**

- Years of Experience: 18 years
- Position: Security Field Manager
- Responsibilities: Supervision of Field Technicians, Scheduling of projects, supervising sub-contractors, programming of systems, end user training.
- Lead Technician: Sheehy Municipal
- Lead Technician: Intelligent Access Systems
- Lead Technician: Securadyne Systems
- Lead Technician: Security 101
- Project Manager: Security 101
- Account Manager: Security 101
- Certifications:
  - Virginia DCJS Registration
  - Genetec
  - Honeywell ProWatch
  - Exacq
  - AMAG
  - RS2
  - Avigilon
  - Milestone
  - 2N

**Name: William Ellis**

- Years of Experience: 4 years
- Position: Lead Technician
- Responsibilities: Installation and programming/testing of Access Control and Video Systems; as required, supervises sub-contractors and technicians, customer training
- Installation Helper: Security 101
- Service Technician: Security 101
- Certifications:
  - Virginia DCJS Registration
  - Milestone
  - OSHA 10
  - RS2
  - Millenium
  - Schlage/Engage
  - Avigilon

**Name: Richard Bryant**

- Years of Experience: 25
- Position: Lead Technician
- Responsibilities: Installation and programming/testing of Access Control and Video Systems; as required, supervises sub-contractors and technicians, customer training
- Security Technician: SETEC
- Security Technician: Templeton Vest
- Lead Technician: United Security & Control Systems
- Certifications:
  - Virginia DCJS Registration
  - DSX
  - Bosch
  - Siemens
  - Honeywell (GSM and Vista)
  - Avigilon
  - RS2

**Name: Daniel Kinney**

- Years of Experience: 4
- Position: Installation Technician
- Responsibilities: Installation and service of Access Control and Video Systems, customer training
- Installation Technician: Structured Cable of VA
- Certifications:
  - Virginia DCJS Registration
  - Avigilon
  - Schlage/Engage
  - RS2

**Name: Hunter Jennings**

- Years of Experience: 2
- Position: Installation Technician
- Responsibilities: Installation and service of Access Control and Video Systems, customer training
- Certifications:
  - Virginia DCJS Registration
  - Avigilon
  - Schlage/Engage

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 50 Months 6

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 #
--------	-------------------	---------	---------------------------

**George Mason University / 10+ Years / Fairfax, Va / Danny Anthes (703) 993-2627**

**Northern VA Community College / 5+ Years / Fairfax, Va / Kym Bridgers (703) 323-3854**

**University of VA / 10+ Years / Charlottesville, VA / Gary Conley (434) 982-5169**

**Richmond Public Schools / Richmond, VA / Robert Trayer (804) 780-6111**

**University of VA (Wise) / Wise, VA / Mary Ramsey / (276) 328-0189**

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

**Company Distribution Warehouse: 10223 Sycamore Dr., Ashland, VA 23005**

**Installation Subcontractor: Vision Restoration / 343 Jefferson St., Winchester, VA**

**APV Sales Office / 114 Tradewynd Dr., Lynchburg , VA**

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

[ ] YES [ X] NO

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ATTACHMENT B

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

Offeror Name: **APV** Preparer Name: **Jeff Lancaster**

Date: **2/29/2022**

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

If yes, certification number: **10872** Certification date: **Valid Through July 25, 2023**

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: **10872** 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: **JMU RFP#THW-1142**

Date Form Completed: **2/29/2022**

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

Offeror / Proposer:

**APV**  
Firm

**10223 Sycamore Dr., Ashland, Virginia**  
Address

**Susan Cox (804) 212-6300 x119**  
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)
<b>Vision Restoration 343 Jefferson St., Winchester, VA</b>	<b>Mike Runion (540) 336-3232</b>	<b>678029</b>	<b>Door &amp; Door Hardware Installation</b>	<b>TBD</b>	<b>TBD</b>

*(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

APV will sign JMU  
contract without  
modifications



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: \_\_\_\_\_



APV will service all areas in the state of Virginia.

## ATTACHMENT D

### Zone Map



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

### List of member institutions by zones

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



10223 Sycamore Drive  
Ashland, VA 23005-8137  
(804) 550-2822  
Fax (804) 550-2826

## **METHOD OF PAYMENT**

OTHER PRICING - METHOD OF PAYMENT
APV is presently enrolled in the JMU ACH program
Credit card purchases are subject to a 3% fee

## **VASCUPP SALES LAST 12 MONTHS**

	SALES 3/1/21 -3/1/22
GMU	\$617,609.00
Longwood	\$20,034.00
UVA	\$77,165.00
VA Tech	\$52,096.00
UMW	\$98,421.00
William & Mary	\$26,632.00

## **PRICING INFORMATION**

Parts and Suppliers				
Manufacturer	Product Lines	List Price	% Off List	University Price(1)
Adams Rite	Locks & Exits	Current Published	56%	Based on Quoted Discount
Aiphone	Intercoms	Current Published	10%	Based on Quoted Discount
AMAG	Access Control Products	Current Published	5%	Based on Quoted Discount
Avigilon	Video Products	Current Published	20%	Based on Quoted Discount
Avigilon	Access Control Products	Current Published	20%	Based on Quoted Discount
BEST	Locks & Cylinders	Current Published	56%	Based on Quoted Discount
BEST	Repair Parts	Current Published	42%	Based on Quoted Discount
CBORD	Access Control Products	Current Published	5%	Based on Quoted Discount
Code Blue	Emergency Phones	Current Published	10%	Based on Quoted Discount

Corbin Russwin	Locks, Closers, Exits	Current Published	56%	Based on Quoted Discount
Falcon	Locks & Exits	Current Published	47%	Based on Quoted Discount
HES	Electric Strikes	Current Published	56%	Based on Quoted Discount
HID	Readers & Credentials	Current Published	20%	Based on Quoted Discount
Key Systems, Inc	Key/Asset Boxes	Current Published	30%	Based on Quoted Discount
LCN	Closers	Current Published	46%	Based on Quoted Discount
Millennium	Access Control Products	Current Published	25%	Based on Quoted Discount
Norton / Rixon	Closers/Stops	Current Published	47%	Based on Quoted Discount
Norton Electronic	6000 Series Operators	Current Published	54%	
Pemko	Thresholds & Seals	Current Published	46%	Based on Quoted Discount
Persona	Locks	Current Published	35%	Based on Quoted Discount
Precision / BEST	Exit Devices	Current Published	56%	Based on Quoted Discount
Precision / BEST	Repair Parts	Current Published	42%	Based on Quoted Discount
RS2 (ACRE)	Software/Boards/Locks	Current Published	35%	Based on Quoted Discount
RS2 (ACRE)	Professional Services	Current Published	10%	Based on Quoted Discount
RS2 (ACRE)	3rd Party Products	Current Published	25%	Based on Quoted Discount
Sargent	Locks, Closers, Exits	Current Published	56%	Based on Quoted Discount
Sargent	Repair Parts	Current Published	42%	Based on Quoted Discount
Schlage	Locks & Cylinders(2)	Current Published	46%	Based on Quoted Discount
Schlage	Repair Parts	Current Published	40%	Based on Quoted Discount
Securitron	Electronic Products	Current Published	56%	Based on Quoted Discount
Special-lite	Special-lite	Current Published	30%	Based on Quoted Discount
Stanley BEST	Closers	Current Published	40%	Based on Quoted Discount
Traka	Key/Asset Boxes	Current Published	10%	Based on Quoted Discount
Vanderbilt (ACRE)	Access Control Products	Current Published	35%	Based on Quoted Discount
Von Duprin	Exit Devices	Current Published	46%	Based on Quoted Discount
Von Duprin	Repair Parts		40%	
Yale	Locks, Closers, Exits	Current Published	40%	Based on Quoted Discount

### **SPECIAL SURCHARGES IMPOSED BY A MANUFACTURER**

Based on supply chain issues, some manufacturers have elected to add a surcharge to their

orders without an adjustment to the MSRP price. Unfortunately, these surcharges from a manufacturers are not predictable and could change on short notice. Hopefully, these surcharges are just a temporary. Until these surcharges are removed, we would need to cover these surcharges on items quoted to JMU. On any APV quote, we will justify if a surcharge from a manufacturer applies.

LABOR RATES				
<i>PERSONNEL</i>	<i>NORMAL WORKING HOURS</i>	<i>OVERTIME</i>	<i>HOLIDAY</i>	<i>SERVICE CALL SURCHARGE</i>
Certified Electronic Technician	\$ 90.00	\$ 135.00	\$ 180.00	\$ 75.00
Electronic Assistant Technician	\$ 80.00	\$ 120.00	\$ 190.00	\$ 75.00
Locksmith or Hardware Specialist	\$ 75.00	\$ 112.50	\$ 150.00	\$ 75.00
Automatic Door Technician	\$ 90.00	\$ 135.00	\$ 180.00	\$ 75.00
On-line Remote Technical Support	\$ 90.00	\$ 135.00	\$ 180.00	N/A



10223 Sycamore Drive, Ashland, VA 23005  
t. 804 550 2822 f. 804 550 2826

QUOTE

**To: GMU**

4400 University Drive  
Fairfax, V 22030

**Ship: GMU**

4400 University Drive  
Fairfax, VA 22030

**Attn:**

**Quoted by:** Jeff Lancaster  
jlancaster@apva.com  
804 550 2822 x140

	MSRP	Disc	Unit	Total
5 P1-EM04 ASSA ABLOY Mounting Plate				
5 P2-EM03 ASSA ABLOY Wifi Controller				

Please contact me if I can be of further assistance.

<b>SubTotal</b>	
<b>Tax</b>	\$0.00
<b>Shipping</b>	\$0.00
<b>Total</b>	



# Invoice

Page: 1

Invoice Number: 8853001-IN

Invoice Date: 10/19/2018

ARCHITECTURAL PRODUCTS OF VIRGINIA  
10223 SYCAMORE DRIVE  
ASHLAND, VA 23005  
(804) 550-2822 FAX:(804) 550-2826

Salesperson: PB  
Customer Number: GEORGEM

Sold To:			Ship To:			
GEORGE MASON UNIVERSITY ACCOUNTS PAYABLE 4400 UNIVERSITY DR MSN 3C1 acctpay@gmu.edu FAIRFAX, VA 22030			GMU HOUSING STORAGE FACILITY 10408 RIVANNA RIVER WAY COMMONWEALTH HALL FAIRFAX, VA 22030			
Customer P.O.		Ship VIA	Ship Date	Order No	Terms	
EP2869580		UPS	10/18/2018	0088530	NET 30 DAYS	
Qty Shipped	Unit	Description			Price	Amount
20	EACH	PERSONA PARTS - MATERIAL ONLY			480.00	9,600.00
		PERSONA WiFi CONTROLLER ITEM # 52-5409-0000				
					Net Invoice:	9,600.00
					Freight:	0.00
					Sales Tax:	0.00
					Invoice Total:	9,600.00

Any claim for shoratages must be reported within 48 hours of receipt of mterial. If you have any questions or problems with this invoice, contact our Accounts Receivables department at *receivables@apva.com*.  
PAST DUE BALANCES ARE SUBJECT TO A LATE CHARGE OF 1.5% PER MONTH.

# COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation

9960 Mayland Drive, Suite 400, Richmond, VA 23233

Telephone: (804) 367-8500

EXPIRES ON  
02-29-2024

NUMBER  
2701039798

BOARD FOR CONTRACTORS  
CLASS A CONTRACTOR  
\*CLASSIFICATIONS\* CIC FAS



ARCHITECTURAL PRODUCTS OF VIRGINIA INC  
10223 SYCAMORE DR  
ASHLAND, VA 23005



*Mary Broz-Vaughan*  
Mary Broz-Vaughan, Director

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

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)



COMMONWEALTH of VIRGINIA  
Department of Professional and Occupational Regulation

CLASS A BOARD FOR CONTRACTORS  
CONTRACTOR

\*CLASSIFICATIONS\* CIC FAS

NUMBER: 2701039798 EXPIRES: 02-29-2024

ARCHITECTURAL PRODUCTS OF VIRGINIA INC  
10223 SYCAMORE DR  
ASHLAND, VA 23005



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

DPOR-PC (02/2017)

(DETACH HERE)



# COMMONWEALTH OF VIRGINIA



## DEPARTMENT OF SMALL BUSINESS & SUPPLIER DIVERSITY

101 N. 14th Street, 11th Floor  
Richmond, VA 23219

### ARCHITECTURAL PRODUCTS OF VIRGINIA, INC.

is a certified Small, Women Owned  
Business meeting all the requirements set forth under the Code of Virginia Section 2.2-16.1 et seq.  
and Administrative Code 7VAC 13-20 et seq.

Certification Number: 10872

Valid Through: Jul 25, 2023

Accordingly Certified

A handwritten signature in blue ink, reading "Tracey G. Wiley".

Tracey G. Wiley, Director





# Commonwealth of Virginia



**Department of Criminal Justice Services**  
certifies that

**ARCHITECTURAL PRODUCTS OF VIRGINIA, INC.**  
T/A: APV

has satisfied the licensing requirements for  
**Private Security Service Business**

**To provide services for:**

BU06 Electronic Security Services, BU08 Locksmith Services

11-4467

License #

6/30/2023

Expiration Date

*Leon D. Baker, Jr.*

Director, Licensure and Regulatory Services



#### SCC eFile

[SCC eFile Home Page](#)  
[Check Name](#)  
[Distinguishability](#)  
[Business Entity Search](#)  
[Certificate Verification](#)  
[FAQs](#)  
[Contact Us](#)  
[Give Us Feedback](#)

#### Business Entities

#### UCC or Tax Liens

#### Court Services

#### Additional Services

## ARCHITECTURAL PRODUCTS OF VIRGINIA, INC

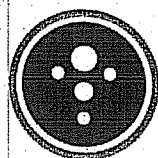
### General

SCC ID: 01407766  
Entity Type: Corporation  
Jurisdiction of Formation: VA  
Date of Formation/Registration: 9/18/1972  
Status: Active  
Shares Authorized: 500

### Principal Office

10223 SYCAMORE DRIVE  
ASHLAND VA23005

# Certificate of Completion



360training.com™

**This Certifies That**

Darrell Warner

---

**is awarded this certificate for**

OSHA 30 Hour Outreach Training Program - General Industry

**Credit Hours:** 30.00

**Completion Date:** 01/23/2014

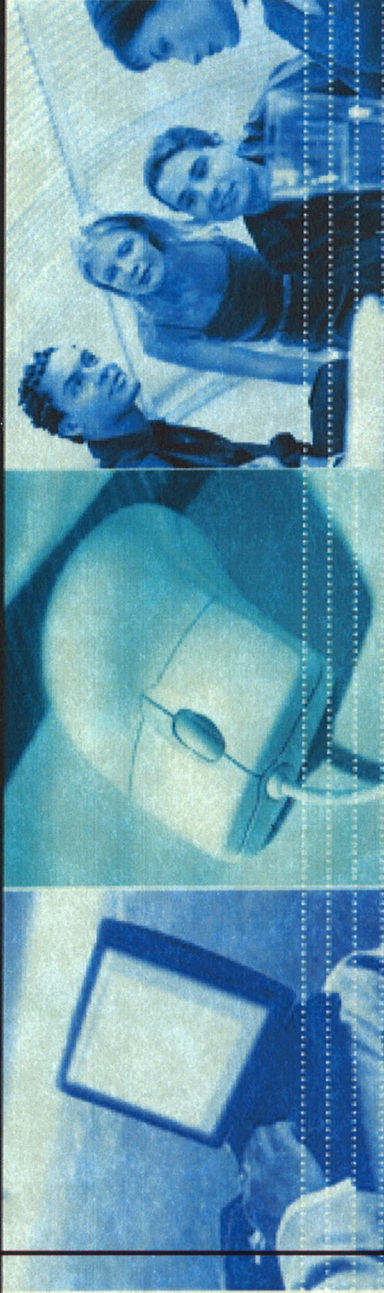
---

Marie Athey, Trainer C 0026383 and G 0034871

"As an OSHA authorized trainer, I verify that I have conducted this OSHA outreach training class in accordance with OSHA Outreach Training Program requirements. I will document this class to my authorizing OSHA training organization. Upon successful review of my documentation, I will provide each student their completion card within 90 days of the end of the class."

360training.com ♦ 13801 Burnet Rd., Suite 100 ♦ Austin, TX 78727 ♦ 888-360-TRNG ♦ [www.360training.com](http://www.360training.com)





# Award of Certification

*awarded to*

**Jeffery Poore**  
Commonwealth Door & Hardware, Inc.

Squadron Installation Certification

Presented by Michael Scalise

June 10, 2010

# of CPEUs

*Monica S. Sullivan*

Vice President of Client  
Support and Education

The CBORD Group, Inc.







# Request for Proposal

## **RFP# THW-1142**

**Door Hardware Products and Installation  
Services**

**January 31, 2022**



# ***REQUEST FOR PROPOSAL***

## ***RFP# THW-1142***

**Issue Date:** January 31, 2022  
**Title:** Door Hardware Products and Installation Services  
**Issuing Agency:** Commonwealth of Virginia  
James Madison University  
Procurement Services MSC 5720  
752 Ott Street, Wine Price Building  
First Floor, Suite 1023  
Harrisonburg, VA 22807

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

**Sealed Proposals Will Be Received Until 2:00 PM on March 1, 2022 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: Terri Wuenschel, Buyer Specialist, Procurement Services, [wuenschel@jmu.edu](mailto:wuenschel@jmu.edu); 540-568-7209; (Fax) 540-568-7935 not later than five business days before the proposal closing date.

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

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

Name and Address of Firm:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
(Signature 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 # THW-1142***

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## **I. PURPOSE**

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals from qualified sources to enter into a contract to provide Door/Lock/Key Hardware Products and Installation 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 (4) additional one-year periods.

## **II. BACKGROUND**

James Madison University (JMU) is a comprehensive public institution in Harrisonburg, Virginia with an enrollment of approximately 24,000 students and 3,000 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>.

The University has numerous installations of various door projects throughout the year.

## **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**

1. James Madison University is seeking to establish pricing agreements with multiple firms to provide Door/Lock/Key Hardware Products and/Installation Services on an as needed basis. The following is a non-exclusive list of products and services the University currently uses in the section below.

### **ADA Compliant Door Hardware**

- a) Aluminum and Wood Doors
- b) Automatic Door Operators
- c) Access Control Systems Components
- d) Builders Hardware
- e) Computer Managed Access Control Systems
- f) Closed-circuit Television (CCTV) Systems and Components
- g) Cylinders
- h) Door Opening Assemblies
- i) Electric Strikes
- j) Fire Rated Doors, Hardware, and Jambs
- k) Hollow Metal Doors and Frames
- l) Key Blanks
- m) Stand-Alone Locking Systems

2. Will obtain approval to proceed from a University representative prior to the commencement of any work.



3. Will permit the University, its agents, any public authority and their representatives' access to the work area for inspection. All work is subject to final approval by an authorized representative of the University upon completion.
4. Will be certified by the manufacturer or have established experience on all equipment, systems, and supplies on which the Selected Firm will provide or install. The Selected Firm will provide documentation on manufacturer certification and/or references (for previous customers with similar equipment) upon request by the end-using department.
5. Assure all employees of the Selected Firms are fully trained to perform the services required, including, but not limited to, the handling and disposal of materials in a manner complying with OSHA and EPA standards.
6. All Selected Firm(s) will deliver in-stock product in accordance with delivery expectations of the end-user. Delivery time on any non-stock products will be detailed to the end-user prior to order placement.
7. Failure of the Selected Firm(s) to deliver in the timeframe indicated may result in the University cancelling any order (or part of any order) without payment to the Selected Firm(s), and without the University being held responsible for any restocking fee or penalty. All orders shall be FOB destination. Include information regarding delivery costs and/or free delivery in Section X. Pricing Schedule of this RFP.
8. Quoted price to include all additional costs/fees associated with product procurement (such as but not limited to: freight/shipping cost, crating fee, eVA transaction fee, processing fee, etc.).
9. Contractor shall break down all quotes and invoices in accordance with pricing provided in the PRICING SCHEDULE, so as to verify pricing against the contract. The University will not issue a purchase order until an itemized quote is provided.
10. Provide sample quote and invoice. Samples should include how line items contain detailed quantities ordered, individual item cost, and extended total pricing.
11. Provide the University with labor charges for regular business hours as well as overtime/weekend/emergency hours on the PRICING SCHEDULE.
12. Provide the University with the brand names and discount to list price being offered to the University.
13. Contractor shall not undertake any work until an eVA purchase order is received.
14. Provide installation of materials in a competent manner to minimize the interruption of educational services and business operations provided by the University  
  
Plan its work with the understanding that the University's Housing Division regular working hours are Monday through Friday, 7:30 a.m. until 4:00 p.m., except established holidays observed by the University, unless otherwise approved by the University's Project Manager.
15. Be required to work under the same conditions as does the University's Housing maintenance employees. This includes, but is not limited to, vehicle parking arranged through the University's Department of Parking and Transportation, complying with all building and safety codes, and

scheduling work around the University's class schedules, special events, and holidays.

16. Will Provide a current product catalog. Detailed estimates will include parts and part #s, so that they can be found in catalog.

## 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 (1) copy** 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](http://www.VASCUPP.org).
7. Proposed Cost. See Section X. Pricing Schedule of this Request for Proposal.

## **VI. EVALUATION AND AWARD CRITERIA**

**A. EVALUATION CRITERIA**

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

	<u>Points</u>
1. Quality of products/services offered and suitability for 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	20
4. Participation of Small, Women-Owned, & Minority (SWaM) Businesses	10
5. Cost	20
	<u>100</u>

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

## **VII. GENERAL TERMS AND CONDITIONS**

- A. PURCHASING MANUAL: This solicitation is subject to the provisions of the Commonwealth of Virginia's Purchasing Manual for Institutions of Higher Education and Their Vendors and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is available for review at the purchasing office. In addition, the manual may be accessed electronically at <http://www.jmu.edu/procurement> or a copy can be obtained by calling Procurement Services at (540) 568-3145.
- B. APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with applicable federal, state and local laws and regulations.
- C. ANTI-DISCRIMINATION: By submitting their proposals, offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and §10 of the Rules Governing Procurement, Chapter 2, Exhibit J, Attachment 1 (available for review at <http://www.jmu.edu/procurement>). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods,

services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender, sexual orientation, gender identity, or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (§6 of the Rules Governing Procurement).

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

1. During the performance of this contract, the contractor agrees as follows:
    - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
    - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
    - c. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting these requirements.
  2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- D. ETHICS IN PUBLIC CONTRACTING: By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- E. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- F. DEBARMENT STATUS: By submitting their proposals, offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- G. ANTITRUST: By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the

Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.

- H. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS RFPs: Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.
- I. CLARIFICATION OF TERMS: If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.
- J. PAYMENT:

1. To Prime Contractor:

- a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Rules*

2. To Subcontractors:
    - a. A contractor awarded a contract under this solicitation is hereby obligated:
      - (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
      - (2) To notify the agency and the subcontractors, in writing, of the contractor's intention to withhold payment and the reason.
    - b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.
  3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.
  4. The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.
- K. PRECEDENCE OF TERMS: Paragraphs A through J of these General Terms and Conditions and the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors, shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.
- L. QUALIFICATIONS OF OFFERORS: The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Commonwealth that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.



- M. TESTING AND INSPECTION: The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
- O. CHANGES TO THE CONTRACT: Changes can be made to the contract in any of the following ways:
1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
  2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
    - a. By mutual agreement between the parties in writing; or
    - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
    - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.
- P. DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.

- Q. **INSURANCE:** By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with § 25 of the Rules Governing Procurement – Chapter 2, Exhibit J, Attachment 1, and 65.2-800 et. Seq. of the Code of Virginia (available for review at <http://www.jmu.edu/procurement>) The offeror further certifies that the contractor and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

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

1. Workers' Compensation: Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirement under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
  2. Employer's Liability: \$100,000
  3. Commercial General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
  4. Automobile Liability: \$1,000,000 combined single limit. *(Required only if a motor vehicle not owned by the Commonwealth is to be used in the contract. Contractor must assure that the required coverage is maintained by the Contractor (or third party owner of such motor vehicle.)*
- R. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract over \$100,000, as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA web site ([www.eva.virginia.gov](http://www.eva.virginia.gov)) for a minimum of 10 days.
- S. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution,

dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- T. NONDISCRIMINATION OF CONTRACTORS: An offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- U. eVA BUSINESS TO GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS: The eVA Internet electronic procurement solution, website portal [www.eVA.virginia.gov](http://www.eVA.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet eprocurement solution by completing the free eVA Vendor Registration. All offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the proposal being rejected. Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:
- Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:
1. For orders issued July 1, 2014 and after, the Vendor Transaction Fee is:
    - a. Department of Small Business and Supplier Diversity (SBSD) certified Small Businesses: 1% capped at \$500 per order.
    - b. Businesses that are not Department of Small Business and Supplier Diversity (SBSD) certified Small Businesses: 1% capped at \$1,500 per order.
  2. For orders issued prior to July 1, 2014 the vendor transaction fees can be found at [www.eVA.virginia.gov](http://www.eVA.virginia.gov).
  3. The specified vendor transaction fee will be invoiced by the Commonwealth of Virginia Department of General Services approximately 60 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.
- V. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the Commonwealth of Virginia shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- W. PRICING CURRENCY: Unless stated otherwise in the solicitation, offerors shall state offered prices in U.S. dollars.

- X. E-VERIFY REQUIREMENT OF ANY CONTRACTOR: Any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with James Madison University to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to any awarded contract.
- Y. CIVILITY IN STATE WORKPLACES: The contractor shall take all reasonable steps to ensure that no individual, while performing work on behalf of the contractor or any subcontractor in connection with this agreement (each, a “Contract Worker”), shall engage in 1) harassment (including sexual harassment), bullying, cyber-bullying, or threatening or violent conduct, or 2) discriminatory behavior on the basis of race, sex, color, national origin, religious belief, sexual orientation, gender identity or expression, age, political affiliation, veteran status, or disability.

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

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

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

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

**NOTE: For Goods contracts, may need to also add in the following General Terms & Conditions:**

- Z. TAXES: Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth’s excise tax exemption registration number is 54-73-0076K. **[NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS.]**
- AA. USE OF BRAND NAMES: Unless otherwise provided in this solicitation, the name of a certain brand, make or manufacturer does not restrict offerors to the specific brand, make or manufacturer named, but conveys the general style, type, character, and quality of the article desired. Any article which the public body, in its sole discretion, determines to be the equivalent of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The offeror is responsible to clearly and specifically identify the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Commonwealth to determine if the product

offered meets the requirements of the solicitation. This is required even if offering the exact brand, make or manufacturer specified. Normally in a competitive sealed solicitation only the information furnished with the proposal will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a proposal nonresponsive. Unless the offeror clearly indicates in its proposal that the product offered is an equivalent product, such proposal will be considered to offer the brand name product referenced in the solicitation. **[NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS.]**

- BB. **TRANSPORTATION AND PACKAGING:** By submitting their proposals, all Offerors certify and warrant that the price offered for FOB destination includes only the actual freight rate costs at the lowest and best rate and is based upon the actual weight of the goods to be shipped. Except as otherwise specified herein, standard commercial packaging, packing and shipping containers shall be used. All shipping containers shall be legibly marked or labeled on the outside with purchase order number, commodity description, and quantity. **[NOT NORMALLY REQUIRED FOR SERVICE CONTRACTS.]**

## VIII. SPECIAL TERMS AND CONDITIONS

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

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

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

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

- D. **LATE PROPOSALS:** To be considered for selection, proposals must be received by the issuing office by the designated date and hour. The official time used in the receipt of proposals is that

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

- E. UNDERSTANDING OF REQUIREMENTS: It is the responsibility of each offeror to inquire about and clarify any requirements of this solicitation that is not understood. The University will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. Therefore, all inquiries deemed to be substantive in nature must be in writing and submitted to the responsible buyer in the Procurement Services Office. Offerors must ensure that written inquiries reach the buyer at least five (5) days prior to the time set for receipt of offerors proposals. A copy of all queries and the respective response will be provided in the form of an addendum to all offerors who have indicated an interest in responding to this solicitation. Your signature on your Offer certifies that you fully understand all facets of this solicitation. These questions may be sent by Fax to 540/568-7935.
- F. RENEWAL OF CONTRACT: This contract may be renewed by the Commonwealth for a period of four (4) successive one year periods under the terms and conditions of the original contract except as stated in 1. and 2. below. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.
1. If the Commonwealth elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased/decreased by no more than the percentage increase/decrease of the other services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
  2. If during any subsequent renewal periods, the Commonwealth elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the other services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
- G. SUBMISSION OF INVOICES: All invoices shall be submitted within sixty days of contract term expiration for the initial contract period as well as for each subsequent contract renewal period. Any invoices submitted after the sixty day period will not be processed for payment.
- H. OPERATING VEHICLES ON JAMES MADISON UNIVERSITY CAMPUS: Operating vehicles on sidewalks, plazas, and areas heavily used by pedestrians is prohibited. In the unlikely event a driver should find it necessary to drive on James Madison University sidewalks, plazas, and areas heavily used by pedestrians, the driver must yield to pedestrians. For a complete list of parking regulations, please go to [www.jmu.edu/parking](http://www.jmu.edu/parking); or to acquire a service representative parking permit, contact Parking Services at 540.568.3300. The safety of our students, faculty and staff is of paramount importance to us. Accordingly, violators may be charged.
- 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. **ADDITIONAL GOODS AND SERVICES**: The University may acquire other goods or services that the supplier provides than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms, and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services that are newly introduced during the term of this Agreement. Such additional goods and services will be provided to the University at favored nations pricing, terms, and conditions.
- P. **ADVERTISING**: In the event a contract is awarded for supplies, equipment, or services resulting from this proposal, no indication of such sales or services to James Madison University will be used in product literature or advertising without the express written consent of the University. The contractor shall not state in any of its advertising or product literature that James Madison University has purchased or uses any of its products or services, and the contractor shall not include James Madison University in any client list in advertising and promotional materials without the express written consent of the University.
- Q. **ELECTRICAL EQUIPMENT STANDARDS**: All equipment/material shall conform to the latest issue of all applicable standards as established by National Electrical Manufacturer's Association (NEMA), American National Standards Institute (ANSI), and Occupational Safety & Health Administration (OSHA). All equipment and material, for which there are OSHA standards, shall bear an appropriate label of approval for use intended from a Nationally Recognized Testing Laboratory (NRTL).
- R. **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. **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.
- U. **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.

- V. WARRANTY (COMMERICAL): The contractor agrees that the goods or services furnished under any award resulting from this solicitation shall be covered by the most favorable commercial warranties the contractor gives any customer for such goods or services and that the rights and remedies provided therein are in addition to and do not limit those available to the Commonwealth by any other clause of this solicitation. A copy of this warranty should be furnished with the proposal.
- W. 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.

## **IX. METHOD OF PAYMENT**

The contractor will be paid based on invoices submitted in accordance with the solicitation and any negotiations. James Madison University recognizes the importance of expediting the payment process for our vendors and suppliers; we request that our vendors and suppliers enroll in our bank's Comprehensive Payable options: either the Virtual Payables Virtual Card or the PayMode-X electronic deposit (ACH) to your bank account so that future payments are made electronically. Contractors signed up for the Virtual Payables process will receive the benefit of being paid Net 15. Additional information is available online at:

<http://www.jmu.edu/financeoffice/accounting-operations-disbursements/cash-investments/vendor-payment-methods.shtml>

## **X. PRICING SCHEDULE**

The offeror shall provide pricing for all products and services included in proposal indicating one-time and on-going costs. The resulting contract will be cooperative and pricing shall be inclusive for the attached Zone Map, of which JMU falls within Zone 2.

Specify any associated charge card processing fees, if applicable, to be billed to the university. Vendors shall provide their VISA registration number when indicating charge card processing fees. Any vendor requiring information on VISA registration may refer to

<https://usa.visa.com/support/small-business/regulations-fees.html> and for questions <https://usa.visa.com/dam/VCOM/global/support-legal/documents/merchant-surcharging-qa-for-web.pdf> .

<b>LABOR RATES</b>		
<b>Personnel</b>	<b>Normal Working Hours</b>	<b>Overtime/Weekend/ Holiday/Emergency Hours</b>
<b>Supervisor</b>	\$ /hour	\$ /hour
<b>Laborer</b>	\$ /hour	\$ /hour

<b>PARTS &amp; SUPPLIES</b>				
<b>Manufacturer</b>	<b>Product Line</b>	<b>List Price</b>	<b>% Discount Off</b>	<b>University Price</b>
		\$	%	\$
		\$	%	\$
		\$	%	\$
		\$	%	\$

Specify any associated charge card processing fees, if applicable, to be billed to the University.

## **XI. ATTACHMENTS**

Attachment A: Offeror Data Sheet

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

Attachment C: Standard Contract Sample

Attachment D: Zone Map

## ATTACHMENT A

### OFFEROR DATA SHEET

#### TO BE COMPLETED BY OFFEROR

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

Years \_\_\_\_\_ Months \_\_\_\_\_

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

CLIENT	LENGTH OF SERVICE	ADDRESS	CONTACT PERSON/PHONE #
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4. List full names and addresses of Offeror and any branch offices which may be responsible for administering the contract.


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

[ ] YES [ ] NO

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


## ATTACHMENT B

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

**Offeror Name:** \_\_\_\_\_ **Preparer Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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

If yes, certification number: \_\_\_\_\_ Certification date: \_\_\_\_\_

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

If yes, certification number: \_\_\_\_\_ Certification date: \_\_\_\_\_

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

If yes, certification number: \_\_\_\_\_ Certification date: \_\_\_\_\_

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

If yes, certification number: \_\_\_\_\_ Certification date: \_\_\_\_\_

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

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

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

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

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

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

***RETURN OF THIS PAGE IS REQUIRED***

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

Procurement Name and Number: \_\_\_\_\_

Date Form Completed: \_\_\_\_\_

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

Offeror / Proposer:

\_\_\_\_\_  
Firm

\_\_\_\_\_  
Address

\_\_\_\_\_  
Contact Person/No.

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

*(Form shall be submitted with proposal and if awarded, 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

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