



**COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT**

Contract No. UCPJMU6435

This contract entered into this 27th day of September, 2022, by Commonwealth Blinds & Shades, Inc. hereinafter called the "Contractor" and Commonwealth of Virginia, James Madison University called the "Purchasing Agency".

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

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

PERIOD OF PERFORMANCE: From October, 23 2022 through October, 22 2023 with four (4) one-year renewal options.

The contract documents shall consist of:

- (1) This signed form;
- (2) The following portions of the Request for Proposal RFP AHK-1156 dated July 21, 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 August 10, 2022 and the following negotiated modification to the Proposal, all of which documents are incorporated herein.
 - (a) Negotiations Summary, dated September 27, 2022

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

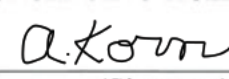
CONTRACTOR:

By: 
(Signature)

Eric D. DeShazor
(Printed Name)

Title: Vice-President

PURCHASING AGENCY:

By: 
(Signature)

Annie H. Korn
(Printed Name)

Title: Lead Commodity Contract Officer & FF&E PM

9/27/2022

1. Pricing for Hunter Douglas and Springs Window Fashions are in accordance with Attachment A, Attachment B and Pricing Proposals 1 & 2 (Mini Blinds).
2. Installation rates are as follows in accordance with the VASCUPP Zone Map (*RFP Attachment D*):

INSTALLATION PRICING SCHEDULE BY ZONE									
	Zone 1	Zone 2 (JMU)	Zone 3	Zone 4	Zone 5	Zone 6	Zone 7	Zone 8	Zone 9
Measurement Fee (applicable only if order isn't placed)	\$224.44	\$224.44	\$288.56	\$288.56	\$548.91	\$224.44	\$448.88	\$548.91	\$724.61
Takedown Charge with onsite storage or disposal Per Unit	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00	\$15.00
Installation per bracket - wood/aluminum	\$14.30	\$14.30	\$14.30	\$14.30	\$14.30	\$14.30	\$14.30	\$14.30	\$14.30
Installation per bracket - steel/concrete	\$26.00	\$26.00	\$26.00	\$26.00	\$26.00	\$26.00	\$26.00	\$26.00	\$26.00
Service Fee per Project (applies to the purchase of 10 blinds or less only)	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
Replace clutch mechanism include labor and chain	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00	\$160.00
Other Fee/Charges									
Charge Card Processing Fees: N/A									

3. The University will be responsible for supplying a licensed electrician when required by project for hardwired and/or solar installations.
4. All fees have been identified. No additional changes shall be allowed.
5. Vendors who responded to RFP # AHK-1156 – Window Treatments and Screens are unable to provide products and services for window screens; therefore, the contract title shall be referred to “Window Treatments” instead of “Window Treatments and Screens”.
6. Contractor shall not use JMU owned machinery and/or lifts to complete work. If required, pricing for these costs shall be included in the quote.

Attachment A
Virginia VASCUPP Pricing for Universities
NET COST PER SHADE

SW4400 3% WITH NO FASCIA									
	24	36	48	60	72	84	96	108	120
24	\$105.37	\$118.01	\$138.25	\$156.59	\$170.45	\$184.77	\$208.55	\$409.20	\$433.44
36	\$113.26	\$129.37	\$153.05	\$174.86	\$192.19	\$209.95	\$236.03	\$440.13	\$467.81
48	\$121.16	\$140.75	\$167.88	\$193.13	\$213.90	\$235.13	\$264.66	\$472.22	\$502.80
60	\$133.68	\$156.71	\$181.52	\$210.24	\$234.46	\$259.15	\$293.30	\$503.76	\$538.35
72	\$141.59	\$168.07	\$196.34	\$228.51	\$256.19	\$284.33	\$321.38	\$535.85	\$573.91
84	\$149.49	\$179.43	\$211.15	\$246.78	\$277.93	\$308.96	\$350.02	\$567.95	\$614.98
96	\$157.40	\$190.79	\$225.97	\$265.05	\$299.64	\$334.14	\$378.65	\$605.57	\$650.53
108	\$165.30	\$202.15	\$240.78	\$283.32	\$320.81	\$359.32	\$412.83	\$637.66	\$686.09
120	\$173.21	\$213.51	\$255.60	\$301.59	\$342.54	\$384.50	\$441.47	\$669.77	\$721.63
132	\$188.78	\$233.12	\$279.23	\$328.70	\$374.24	\$425.76	\$470.10	\$701.86	N/A
144	\$196.70	\$244.48	\$294.05	\$346.97	\$401.51	\$450.96	\$498.74	N/A	N/A

SW4400 3% WITH FASCIA									
	24	36	48	60	72	84	96	108	120
24	\$132.91	\$145.57	\$160.00	\$178.35	\$191.13	\$206.66	\$230.44	\$438.20	\$455.19
36	\$140.81	\$156.93	\$174.83	\$196.62	\$212.86	\$231.84	\$257.91	\$469.13	\$489.57
48	\$148.72	\$168.29	\$189.63	\$214.89	\$234.58	\$257.02	\$286.55	\$501.22	\$524.57
60	\$155.45	\$178.47	\$203.27	\$232.00	\$255.15	\$281.02	\$315.18	\$532.76	\$560.11
72	\$163.35	\$189.83	\$218.10	\$250.27	\$276.87	\$306.20	\$346.15	\$567.75	\$598.56
84	\$174.16	\$204.08	\$235.80	\$271.43	\$301.49	\$333.72	\$374.79	\$599.84	\$639.65
96	\$182.05	\$215.44	\$250.62	\$289.70	\$323.21	\$358.90	\$403.44	\$637.46	\$675.18
108	\$189.95	\$226.80	\$265.43	\$307.97	\$344.37	\$384.08	\$437.59	\$669.55	\$710.74
120	\$197.86	\$238.16	\$280.25	\$326.24	\$366.11	\$409.26	\$466.24	\$701.64	\$746.27
132	\$213.43	\$257.77	\$303.90	\$353.35	\$397.81	\$450.55	\$494.88	\$733.73	N/A
144	\$220.95	\$269.13	\$318.70	\$371.62	\$425.07	\$475.73	\$523.51	N/A	N/A

SW4800 1% WITH NO FASCIA									
	24	36	48	60	72	84	96	108	120
24	\$101.57	\$112.32	\$130.65	\$147.11	\$159.08	\$171.48	\$192.52	\$391.17	\$413.40
36	\$108.20	\$121.79	\$142.93	\$162.21	\$176.99	\$192.23	\$214.93	\$416.39	\$441.45
48	\$114.84	\$131.24	\$155.22	\$177.31	\$194.93	\$212.98	\$238.51	\$442.79	\$470.67
60	\$126.10	\$145.31	\$166.34	\$191.24	\$211.68	\$232.57	\$262.08	\$468.64	\$499.33
72	\$132.73	\$154.78	\$178.62	\$206.36	\$229.62	\$253.32	\$285.09	\$495.04	\$528.55
84	\$139.37	\$164.23	\$190.91	\$221.46	\$247.55	\$273.52	\$308.68	\$521.44	\$557.77
96	\$146.00	\$173.70	\$203.18	\$236.57	\$265.47	\$294.27	\$332.25	\$547.82	\$592.53
108	\$152.64	\$183.17	\$215.46	\$251.69	\$283.40	\$315.02	\$355.83	\$579.76	\$621.75
120	\$159.29	\$192.62	\$227.75	\$266.79	\$300.79	\$335.77	\$384.93	\$606.16	\$650.97
132	\$173.39	\$210.03	\$248.44	\$290.21	\$328.05	\$366.35	\$408.52	\$632.56	\$680.18
144	\$180.02	\$219.48	\$260.72	\$305.31	\$345.99	\$392.63	\$432.08	\$658.96	N/A

SW4800 1% WITH FASCIA

	24	36	48	60	72	84	96	108	120
24	\$129.11	\$139.86	\$152.40	\$168.86	\$179.75	\$193.37	\$214.42	\$420.17	\$435.15
36	\$135.75	\$149.33	\$164.69	\$183.96	\$197.66	\$214.12	\$236.82	\$445.39	\$463.21
48	\$142.38	\$158.78	\$176.97	\$199.08	\$215.60	\$234.87	\$260.39	\$471.79	\$492.42
60	\$147.85	\$167.09	\$188.09	\$213.02	\$232.35	\$254.44	\$283.95	\$497.64	\$521.09
72	\$154.49	\$176.54	\$200.38	\$228.12	\$250.29	\$275.19	\$309.88	\$526.94	\$553.20
84	\$164.02	\$188.90	\$215.56	\$246.11	\$271.12	\$298.29	\$333.45	\$553.32	\$582.42
96	\$170.65	\$198.35	\$227.84	\$261.21	\$289.03	\$319.04	\$357.01	\$579.72	\$617.18
108	\$177.31	\$207.82	\$240.13	\$276.33	\$306.97	\$339.79	\$380.60	\$611.65	\$646.40
120	\$183.94	\$217.27	\$252.41	\$291.43	\$324.35	\$360.54	\$409.72	\$638.05	\$675.62
132	\$198.04	\$234.68	\$273.09	\$314.86	\$351.62	\$391.11	\$433.28	\$664.45	\$704.83
144	\$204.67	\$244.13	\$285.37	\$329.96	\$369.55	\$417.39	\$456.85	\$690.85	N/A

MORROCCO VINYL BLACKOUT WITH NO FASCIA

	24	36	48	60	72	84	96	108	120
24	\$92.96	\$99.42	\$113.44	\$125.59	\$133.26	\$141.38	\$156.20	\$350.32	\$368.00
36	\$96.72	\$104.58	\$120.00	\$133.54	\$142.58	\$152.09	\$168.31	\$363.81	\$382.88
48	\$100.50	\$109.74	\$126.55	\$141.47	\$151.91	\$162.80	\$180.42	\$377.29	\$397.77
60	\$110.05	\$120.68	\$133.09	\$149.41	\$161.24	\$173.53	\$192.52	\$390.80	\$412.65
72	\$113.83	\$125.84	\$139.64	\$157.34	\$170.57	\$184.24	\$204.63	\$404.28	\$427.51
84	\$117.59	\$131.00	\$146.20	\$165.28	\$179.88	\$194.95	\$216.72	\$417.77	\$441.85
96	\$121.37	\$136.16	\$152.74	\$173.23	\$189.22	\$205.68	\$228.83	\$430.72	\$456.73
108	\$125.13	\$141.32	\$159.29	\$181.16	\$198.55	\$216.39	\$240.38	\$444.21	\$471.61
120	\$128.91	\$146.48	\$165.83	\$189.10	\$207.88	\$227.10	\$251.31	\$456.53	\$485.34
132	\$138.50	\$157.70	\$178.66	\$203.55	\$223.95	\$244.24	\$263.42	\$470.04	\$500.22
144	\$142.26	\$162.86	\$185.22	\$211.48	\$233.28	\$254.95	\$275.53	\$483.53	\$520.64

MORROCCO VINYL BLACKOUT WITH FASCIA

	24	36	48	60	72	84	96	108	120
24	\$120.51	\$126.96	\$135.21	\$147.36	\$153.94	\$163.25	\$178.09	\$379.30	\$389.75
36	\$124.27	\$132.12	\$141.75	\$155.30	\$163.27	\$173.98	\$190.18	\$392.81	\$404.64
48	\$128.05	\$137.28	\$148.31	\$163.23	\$172.58	\$184.69	\$202.29	\$406.29	\$419.52
60	\$131.81	\$142.44	\$154.84	\$171.16	\$181.91	\$195.40	\$214.40	\$419.80	\$434.40
72	\$135.59	\$147.60	\$161.40	\$179.10	\$191.24	\$206.11	\$226.50	\$433.28	\$449.29
84	\$139.37	\$152.76	\$167.95	\$187.05	\$200.58	\$216.84	\$238.61	\$446.77	\$463.62
96	\$143.13	\$157.91	\$174.49	\$194.99	\$209.89	\$227.55	\$250.72	\$459.72	\$478.49
108	\$146.91	\$163.09	\$181.05	\$202.92	\$219.22	\$238.26	\$262.26	\$473.21	\$493.37
120	\$150.67	\$168.25	\$187.60	\$210.85	\$228.55	\$248.99	\$273.20	\$485.53	\$507.09
132	\$160.26	\$179.45	\$200.42	\$225.30	\$244.62	\$266.12	\$285.31	\$499.04	\$521.97
144	\$164.04	\$184.61	\$206.97	\$233.24	\$253.95	\$276.83	\$297.42	\$512.52	\$545.28

** Orders for quantities greater than 25 units will be priced based on contract pricing received from manufacturer.

**Add \$15.25 per lineal foot of side channel (pair) required for Total Blackout Shades.

**Add \$6.00 per lineal foot of sill channel required for Total Blackout Shades.

**Add \$8.75 per lineal foot of back/cover required for Total Blackout Shades.

Attachment B
Hunter Douglas Roller Shade Pricing per Room and Measurement

Manual clutch roller shades, no top treatment, Morocco Blackout fabric in a variety of colors					
Building Name	Floor	Wall to Wall	Window	Shade Size	Price
ASHBY (101)	1ST	33 1/4 X 86	23 X 86	31 X 86	\$130.69
ASHBY (201)	2ND	33 1/4 X 86	23 X 86	31 X 86	\$130.69
ASHBY (101)	SIDE WINDOW	35 1/2 X 86	25 X 86	31 X 86	\$130.69
CONVERSE (118)	1ST	77 X 58	70 X 58	75 X 58	\$175.32
CONVERSE (218)	2ND	81 3/4 X 88	68 X 88	79 X 88	\$208.61
GIFFORD (110)	1ST	48 1/4 X 84	35 X 84	46 X 84	\$149.22
GIFFORD (210)	2ND	49 X 64	34 3/4 X 64	47 X 84	\$150.22
HOFFMAN (117)	STD ALL ROOMS	70 1/2 X 63	66 1/4 X 63	69 X 63	\$173.81
LOGAN (115)	STD ALL ROOMS	72 1/2 X 83 1/2	67 X 83 1/2	70 X 84	\$191.73
SPOTSWOOD (109)	1ST	76 3/4 X 86	71 X 86	75 X 86	\$199.63
SPOTSWOOD (213)	2ND	76 1/2 X 86 3/4	72 1/4 X 86 3/4	75 X 86	\$199.63
WAMPLER (210)	RA ROOM	69 X 92	64 X 92	67 X 92	\$195.04
WAMPLER (212)	RESIDENT ROOM	32 X 72	23 1/2 X 72	30 X 72	\$124.06
WAMPLER (210)	SMALL WINDOW	32 X 32	26 1/2 X 32	30 X 32	\$108.02
WAYLAND	RESIDENT ROOM	46 1/2 X 85		46 X 85	\$149.77
WAYLAND	SMALL WINDOW	30 5/8 X 57		30 1/8 X 57	\$118.20
TREEHOUSES A-D	STD ALL ROOMS	40 1/2 X 59	28 1/2 X 59	39 X 60	\$128.44
TREEHOUSES E-F	STD ALL ROOMS	41 X 59	28 1/2 X 59	39 X 60	\$128.44
HILLSIDE (110)	STD ALL ROOMS	37 X 63 1/4	28 1/2 X 63 1/4	35 X 64	\$124.79
BELL (118)	STD ALL ROOMS	37 X 55 1/8	29 1/4 X 55 1/8	35 X 64	\$124.79
MCGRAW LONG (110)	STD ALL ROOMS	37 X 63	30 1/4 X 63	35 X 64	\$124.79
CHANDLER (117)	RA ROOM	48 X 91	40 1/2 X 91	46 X 91	\$153.18
CHANDLER (118)	RESIDENT ROOM	48 X 91	40 1/2 X 91	46 X 91	\$153.18
CHANDLER (214)	2ND FL RA ROOM	107 1/2 X 74 1/2	100 1/2 X 74 1/2	2 @ 46 X 76	\$289.37
CHANDLER (225)	RESIDENT 2ND FL	48 1/2 X 75 1/2	40 1/2 X 75 1/2	46 X 76	\$144.68
EAGLE (107)	RA ROOM	125 1/2 X 79	118 1/2 X 79	3 @ 36 X 80	\$399.00
EAGLE (111)	RESIDENT ROOM	49 X 79 1/2	40 3/4 X 79	46 X 80	\$146.95
EAGLE 2ND-8TH FLOO	RESIDENT ROOM			46 X 71	\$141.84
SHORTS (110)	RA ROOM	48 X 79 1/2	40 3/4 X 79 1/2	46 X 80	\$146.95
SHORTS (B315)	RESIDENT ROOM	48 X 71	40 3/4 X 71	46 X 71	\$141.84
CHESAPEAKE (111)	STD ALL ROOMS	52 1/2 X 64	47 X 64	51 X 64	\$150.52
SHENANDOAH (108)	STD ALL ROOMS	52 1/2 X 64	44 3/8 X 64	51 X 64	\$150.52
POTOMAC (159)	STD ALL ROOMS	52 1/2 X 64	47 X 64	51 X 64	\$150.52
CHAPPELEAR (B303B)	RA ROOM 3RD FL	48 X 65 1/2	44 X 65 1/2	47 X 66	\$139.82
CHAPPELEAR (B303B)	SUITE 3RD FL	96 X 66	92 X 66	95 X 66	\$213.02
DINGLEDINE	RA ROOM 3RD FL	47 X 65 1/2	41 1/4 X 65 1/2	46 X 66	\$138.99
DINGLEDINE	SUITE 3RD FL	96 1/4 X 66	89 3/4 X 66	95 X 66	\$213.02
FREDERIKSON	RA ROOM 3RD FL	48 X 65	43 3/4 X 65	47 X 66	\$139.82
FREDERIKSON	SUITE 3RD FL	95 3/4 X 65	92 1/4 X 65	95 X 66	\$213.02
GARBER	RA ROOM 3RD FL	47 X 65 1/2	41 X 65 1/2	46 X 66	\$138.99
GARBER	SUITE 3RD FL	95 3/4 X 65 1/2	89 1/2 X 65 1/2	95 X 66	\$213.02
HANSON (B303B)	RA ROOM 3RD FL	48 X 65 1/2	44 X 65 1/2	47 X 66	\$139.82
HANSON (B303B)	SUITE 3RD FL	96 X 66	92 X 66	95 X 66	\$213.02
HUFFMAN	RA ROOM 3RD FL	48 X 65	43 1/2 X 65	47 X 66	\$139.82
HUFFMAN	SUITE 3RD FL	95 1/2 X 65	92 X 65	95 X 66	\$213.02
IKENBERRY	RA ROOM 3RD FL	47 1/2 X 65	41 X 65	46 X 66	\$138.99
IKENBERRY	SUITE 3RD FL	96 X 65 1/2	90 X 65 1/2	95 X 66	\$213.02
WEAVER	RA ROOM 3RD FL	47 1/4 X 65 1/2	41 X 65 1/2	46 X 66	\$138.99
WEAVER	SUITE 3RD FL	95 1/2 X 65	90 X 65	95 X 66	\$213.02
WHITE	RA ROOM 3RD FL	47 1/4 X 65	41 X 65	46 X 66	\$138.99
WHITE	SUITE 3RD FL	95 3/4 X 65	90 X 65	95 X 66	\$213.02
VILLAGE AREA	TV LOUNGE			48 1/2 X 95	\$166.92

Attachment B

Manual clutch roller shades, no top treatment, SW4000 Sheer fabric in a variety of colors					
Building Name	Floor	Wall to Wall	Window	Shade Size	Price
ASHBY (101)	1ST	33 1/4 X 86	23 X 86	31 X 86	\$168.38
ASHBY (201)	2ND	33 1/4 X 86	23 X 86	31 X 86	\$168.38
ASHBY (101)	SIDE WINDOW	35 1/2 X 86	25 X 86	31 X 86	\$168.38
CONVERSE (118)	1ST	77 X 58	70 X 58	75 X 58	\$241.38
CONVERSE (218)	2ND	81 3/4 X 88	68 X 88	79 X 88	\$308.63
GIFFORD (110)	1ST	48 1/4 X 84	35 X 84	46 X 84	\$204.58
GIFFORD (210)	2ND	49 X 64	34 3/4 X 64	47 X 84	\$206.80
HOFFMAN (117)	STD ALL ROOMS	70 1/2 X 63	66 1/4 X 63	69 X 63	\$238.93
LOGAN (115)	STD ALL ROOMS	72 1/2 X 83 1/2	67 X 83 1/2	70 X 84	\$276.65
SPOTSWOOD (109)	1ST	76 3/4 X 86	71 X 86	75 X 86	\$292.61
SPOTSWOOD (213)	2ND	76 1/2 X 86 3/4	72 1/4 X 86 3/4	75 X 86	\$292.61
WAMPLER (210)	RA ROOM	69 X 92	64 X 92	67 X 92	\$283.11
WAMPLER (212)	RESIDENT ROOM	32 X 72	23 1/2 X 72	30 X 72	\$155.11
WAMPLER (210)	SMALL WINDOW	32 X 32	26 1/2 X 32	30 X 32	\$124.94
WAYLAND	RESIDENT ROOM	46 1/2 X 85		46 X 85	\$205.73
WAYLAND	SMALL WINDOW	30 5/8 X 57		30 1/8 X 57	\$143.54
TREEHOUSES A-D	STD ALL ROOMS	40 1/2 X 59	28 1/2 X 59	39 X 60	\$163.20
TREEHOUSES E-F	STD ALL ROOMS	41 X 59	28 1/2 X 59	39 X 60	\$163.20
HILLSIDE (110)	STD ALL ROOMS	37 X 63 1/4	28 1/2 X 63 1/4	35 X 64	\$157.66
BELL (118)	STD ALL ROOMS	37 X 55 1/8	29 1/4 X 55 1/8	35 X 64	\$157.66
MCGRAW LONG (110)	STD ALL ROOMS	37 X 63	30 1/4 X 63	35 X 64	\$157.66
CHANDLER (117)	RA ROOM	48 X 91	40 1/2 X 91	46 X 91	\$212.67
CHANDLER (118)	RESIDENT ROOM	48 X 91	40 1/2 X 91	46 X 91	\$212.67
CHANDLER (214)	2ND FL RA ROOM	107 1/2 X 74 1/2	100 1/2 x 74 1/2	2 @ 46 X 76	\$390.64
CHANDLER (225)	RESIDENT 2ND FL	48 1/2 X 75 1/2	40 1/2 X 75 1/2	46 X 76	\$195.34
EAGLE (107)	RA ROOM	125 1/2 X 79	118 1/2 X 79	3 @ 36 X 80	\$522.63
EAGLE (111)	RESIDENT ROOM	49 X 79 1/2	40 3/4 X 79	46 X 80	\$199.95
EAGLE 2ND-8TH FL	RESIDENT ROOM			46 X 71	\$189.55
SHORTS (110)	RA ROOM	48 X 79 1/2	40 3/4 X 79 1/2	46 X 80	\$199.95
SHORTS (B315)	RESIDENT ROOM	48 X 71	40 3/4 X 71	46 X 71	\$189.55
CHESAPEAKE (111)	STD ALL ROOMS	52 1/2 X 64	47 X 64	51 X 64	\$198.96
SHENANDOAH (108)	STD ALL ROOMS	52 1/2 X 64	44 3/8 X 64	51 X 64	\$198.96
POTOMAC (159)	STD ALL ROOMS	52 1/2 X 64	47 X 64	51 X 64	\$198.96
CHAPPELEAR (B303B)	RA ROOM 3RD FL	48 X 65 1/2	44 X 65 1/2	47 X 66	\$185.56
CHAPPELEAR (B303B)	SUITE 3RD FL	96 X 66	92 X 66	95 X 66	\$309.21
DINGLEDINE	RA ROOM 3RD FL	47 X 65 1/2	41 1/4 X 65 1/2	46 X 66	\$183.76
DINGLEDINE	SUITE 3RD FL	96 1/4 X 66	89 3/4 X 66	95 X 66	\$309.21
FREDERIKSON	RA ROOM 3RD FL	48 X 65	43 3/4 X 65	47 X 66	\$185.56
FREDERIKSON	SUITE 3RD FL	95 3/4 X 65	92 1/4 X 65	95 X 66	\$309.21
GARBER	RA ROOM 3RD FL	47 X 65 1/2	41 X 65 1/2	46 X 66	\$183.76
GARBER	SUITE 3RD FL	95 3/4 X 65 1/2	89 1/2 X 65 1/2	95 X 66	\$309.21
HANSON (B303B)	RA ROOM 3RD FL	48 X 65 1/2	44 X 65 1/2	47 X 66	\$185.56
HANSON (B303B)	SUITE 3RD FL	96 X 66	92 X 66	95 X 66	\$309.21
HUFFMAN	RA ROOM 3RD FL	48 X 65	43 1/2 X 65	47 X 66	\$185.56

Attachment B

HUFFMAN	SUITE 3RD FL	95 1/2 X 65	92 X 65	95 X 66	\$309.21
IKENBERRY	RA ROOM 3RD FL	47 1/2 X 65	41 X 65	46 X 66	\$183.76
IKENBERRY	SUITE 3RD FL	96 X 65 1/2	90 X 65 1/2	95 X 66	\$309.21
WEAVER	RA ROOM 3RD FL	47 1/4 X 65 1/2	41 X 65 1/2	46 X 66	\$183.76
WEAVER	SUITE 3RD FL	95 1/2 X 65	90 X 65	95 X 66	\$309.21
WHITE	RA ROOM 3RD FL	47 1/4 X 65	41 X 65	46 X 66	\$183.76
WHITE	SUITE 3RD FL	95 3/4 X 65	90 X 65	95 X 66	\$309.21
VILLAGE AREA	TV LOUNGE			48 1/2 X 95	\$232.20

Pricing Proposal : 1" Mini Blind with 1' x 1 1/2" Headrail and .008 Gauge Slats

Standard: Springs Window Fashions Bali Classic .008 Gauge 1" Mini Blind

***NET COST per Blind (for quantities less than 25 units or 500 square feet)

		Width																				
		23	26	29	32	36	40	44	48	52	57	62	67	72	82	92	102	112	122	132	142	
Height	42	\$38.69	\$40.71	\$44.18	\$48.22	\$53.13	\$57.75	\$62.08	\$65.55	\$70.74	\$79.70	\$84.32	\$90.96	\$95.58	\$107.42	\$119.25	\$134.27	\$146.11	\$159.10	\$171.23	\$181.62	
	48	\$40.71	\$44.18	\$48.80	\$51.98	\$58.62	\$62.95	\$67.86	\$71.90	\$76.52	\$87.20	\$92.69	\$99.62	\$105.39	\$119.25	\$131.67	\$147.26	\$159.68	\$175.27	\$187.98	\$199.82	
	54	\$44.18	\$48.80	\$52.84	\$55.73	\$62.95	\$68.15	\$73.92	\$78.83	\$83.74	\$94.13	\$101.93	\$107.42	\$114.92	\$129.65	\$142.93	\$160.83	\$174.98	\$190.58	\$204.44	\$217.72	
	60	\$48.51	\$51.98	\$55.73	\$60.35	\$67.86	\$73.92	\$79.41	\$84.32	\$91.53	\$102.80	\$108.86	\$117.52	\$123.59	\$140.33	\$153.90	\$175.05	\$189.42	\$207.03	\$220.89	\$236.78	
	66	\$50.53	\$55.44	\$60.35	\$64.97	\$72.48	\$79.41	\$84.32	\$91.82	\$97.60	\$109.73	\$117.81	\$125.32	\$133.40	\$151.02	\$166.61	\$187.40	\$202.99	\$221.18	\$237.93	\$253.52	
	72	\$54.29	\$58.91	\$63.81	\$69.30	\$77.96	\$84.03	\$91.53	\$97.60	\$104.24	\$117.81	\$126.76	\$133.69	\$142.93	\$151.59	\$171.81	\$177.58	\$200.97	\$217.72	\$237.93	\$254.39	\$271.14
	78	\$57.75	\$62.95	\$68.15	\$73.92	\$83.45	\$90.67	\$97.31	\$104.24	\$111.46	\$125.32	\$133.69	\$142.93	\$151.59	\$171.81	\$190.00	\$212.81	\$230.71	\$252.66	\$271.14	\$289.62	
	84	\$61.22	\$65.84	\$71.90	\$78.83	\$87.20	\$94.13	\$103.37	\$109.73	\$118.10	\$133.11	\$142.35	\$151.59	\$160.83	\$182.49	\$201.26	\$225.80	\$246.30	\$268.54	\$287.88	\$307.52	
	90	\$63.81	\$70.74	\$76.23	\$82.87	\$92.11	\$101.64	\$107.70	\$117.52	\$124.16	\$140.33	\$151.02	\$159.68	\$170.94	\$193.17	\$212.52	\$239.09	\$260.45	\$283.26	\$304.34	\$325.42	
	96	\$67.86	\$73.92	\$79.98	\$86.91	\$97.60	\$105.97	\$114.92	\$122.72	\$131.96	\$147.26	\$158.52	\$169.21	\$179.89	\$203.28	\$224.94	\$252.66	\$274.60	\$299.15	\$320.80	\$343.61	
	102	\$71.32	\$77.96	\$84.03	\$91.53	\$102.80	\$111.46	\$119.83	\$129.65	\$138.02	\$155.64	\$166.90	\$177.58	\$189.42	\$213.10	\$237.64	\$265.36	\$289.33	\$315.03	\$338.70	\$361.23	
	108	\$74.21	\$80.56	\$88.07	\$95.58	\$107.13	\$117.52	\$126.76	\$136.00	\$145.82	\$161.99	\$174.98	\$187.11	\$197.79	\$224.94	\$249.77	\$278.64	\$302.90	\$329.75	\$354.59	\$378.26	
	114	\$77.96	\$84.32	\$92.11	\$99.62	\$111.75	\$121.85	\$132.54	\$142.35	\$151.59	\$170.94	\$182.78	\$195.77	\$207.61	\$236.78	\$260.45	\$291.93	\$317.05	\$345.35	\$371.62	\$396.17	
	120	\$79.98	\$88.07	\$96.15	\$104.24	\$117.52	\$127.63	\$137.73	\$147.55	\$158.81	\$177.58	\$190.58	\$204.44	\$217.43	\$246.30	\$272.29	\$305.21	\$332.06	\$362.38	\$388.08	\$413.20	
	126	\$83.74	\$92.11	\$101.06	\$107.70	\$121.85	\$133.11	\$144.38	\$154.19	\$166.61	\$186.24	\$198.66	\$212.52	\$226.38	\$256.70	\$283.26	\$317.34	\$345.06	\$378.26	\$405.12	\$431.10	

Pricing Proposal : 2" Mini Blind with 1-5/8" x 2-1/4" Headrail and .008 Gauge Slats

Standard: Springs Window Fashions Bali Heritage .008 Gauge 2" Mini Blind

***NET COST per Blind (for quantities less than 25 units or 500 square feet)

		Width																			
		23	26	29	32	36	40	44	48	52	57	62	67	72	82	92	102	112	122	132	142
Height	42	\$48.37	\$50.90	\$55.22	\$60.28	\$66.42	\$72.19	\$77.61	\$81.93	\$88.43	\$99.62	\$105.39	\$113.70	\$119.47	\$134.27	\$149.07	\$167.84	\$182.63	\$198.88	\$214.04	\$227.03
	48	\$50.90	\$55.22	\$61.00	\$64.97	\$73.27	\$78.68	\$84.82	\$89.87	\$95.65	\$109.00	\$115.86	\$124.52	\$131.75	\$149.07	\$164.59	\$184.07	\$199.60	\$219.09	\$234.97	\$249.77
	54	\$55.22	\$61.00	\$66.06	\$69.66	\$78.68	\$85.18	\$92.40	\$98.54	\$104.68	\$117.67	\$127.41	\$134.27	\$143.65	\$162.06	\$178.66	\$201.05	\$218.72	\$238.22	\$255.54	\$272.15
	60	\$60.64	\$64.97	\$69.66	\$75.44	\$84.82	\$92.40	\$99.25	\$105.39	\$114.42	\$128.49	\$136.07	\$146.91	\$154.48	\$175.42	\$192.38	\$218.81	\$236.78	\$258.80	\$276.12	\$295.97
	66	\$63.16	\$69.30	\$75.44	\$81.21	\$90.60	\$99.25	\$105.39	\$114.77	\$122.00	\$137.16	\$147.27	\$156.65	\$166.75	\$188.77	\$208.26	\$234.25	\$253.74	\$276.47	\$297.42	\$316.90
	72	\$67.86	\$73.63	\$79.77	\$86.63	\$97.45	\$105.03	\$114.42	\$122.00	\$130.30	\$147.27	\$158.46	\$167.11	\$178.66	\$201.05	\$221.98	\$251.22	\$272.15	\$297.42	\$317.99	\$338.92
	78	\$72.19	\$78.68	\$85.18	\$92.40	\$104.31	\$113.33	\$121.64	\$130.30	\$139.33	\$156.65	\$167.11	\$178.66	\$189.50	\$214.75	\$237.50	\$266.01	\$288.39	\$315.82	\$338.92	\$362.02
	84	\$76.52	\$82.29	\$89.87	\$98.54	\$109.00	\$117.67	\$129.22	\$137.16	\$147.62	\$166.40	\$177.95	\$189.50	\$201.05	\$228.12	\$251.57	\$282.25	\$307.88	\$335.68	\$359.85	\$384.40
	90	\$79.77	\$88.43	\$95.29	\$103.59	\$115.14	\$127.05	\$134.63	\$146.91	\$155.20	\$175.42	\$188.77	\$199.60	\$213.68	\$241.47	\$265.65	\$298.86	\$325.57	\$354.08	\$380.42	\$406.78
	96	\$84.82	\$92.40	\$99.98	\$108.65	\$122.00	\$132.46	\$143.65	\$153.40	\$164.95	\$184.07	\$198.15	\$211.51	\$224.86	\$254.10	\$281.17	\$315.82	\$343.26	\$373.93	\$401.01	\$429.52
	102	\$89.16	\$97.45	\$105.03	\$114.42	\$128.49	\$139.33	\$149.79	\$162.06	\$172.52	\$194.55	\$208.63	\$221.98	\$236.78	\$266.38	\$297.06	\$331.71	\$361.66	\$393.78	\$423.38	\$451.53
	108	\$92.76	\$100.71	\$110.09	\$119.47	\$133.90	\$146.91	\$158.46	\$170.01	\$182.27	\$202.49	\$218.72	\$233.89	\$247.25	\$281.17	\$312.21	\$348.30	\$378.62	\$412.19	\$443.23	\$472.82
	114	\$97.45	\$105.39	\$115.14	\$124.52	\$139.68	\$152.32	\$165.67	\$177.95	\$189.50	\$213.68	\$228.47	\$244.72	\$259.51	\$295.97	\$325.57	\$364.90	\$396.31	\$431.68	\$464.53	\$495.21
	120	\$99.98	\$110.09	\$120.20	\$130.30	\$146.91	\$159.53	\$172.17	\$184.44	\$198.52	\$221.98	\$238.22	\$255.54	\$271.79	\$307.88	\$340.36	\$381.51	\$415.07	\$452.98	\$485.10	\$516.51
	126	\$104.68	\$115.14	\$126.32	\$134.63	\$152.32	\$166.40	\$180.47	\$192.74	\$208.26	\$232.80	\$248.33	\$265.65	\$282.98	\$320.87	\$354.08	\$396.67	\$431.32	\$472.82	\$506.40	\$538.88

**Measure Fee - See Zone Map

**Take Down Fee - \$15.00/blind

Installation per Bracket - Wood/Aluminum : \$14.30/bracket

Installation per Bracket - Steel/Concrete: \$26.00/bracket

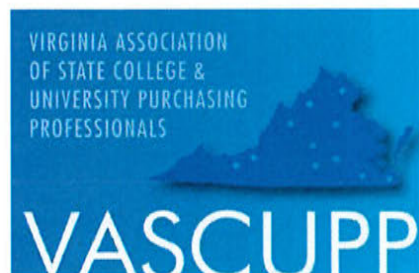


Request for Proposal

RFP# AHK-1156

Window Treatments and Screens

July 21, 2022



REQUEST FOR PROPOSAL
RFP# AHK-1156

Issue Date: July 21, 2022
Title: Window Treatments and Screens
Issuing Agency: Commonwealth of Virginia
James Madison University
Procurement Services MSC 5720
752 Ott Street, Wine Price Building
First Floor, Suite 1023
Harrisonburg, VA 22807

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

Sealed Proposals Will Be Received Until 2:00 PM on August 11, 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: ANNIE KORN, Buyer Lead Commodity Contract Officer & FF&E PM, Procurement Services, kornah@jmu.edu; 540-568-3133; (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:

Commonwealth Blinds and Shades, Inc.

8529 Meadowbridge Road, Suite 500

Mechanicsville, VA 23116

By:


(Signature in Ink)

Name: Eric D. DeShazor

(Please Print)

Date: 08/10/2022

Title: Vice-President

Web Address: www.commonwealthblinds.com

Phone: 804-357-1907

Email: ericd@commonwealthblinds.com

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 # AHK-1156

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PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals from qualified sources to enter into a contract to furnish and/or installation of Window Treatments and Screens 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) four additional one-year periods.

BACKGROUND

James Madison University is a comprehensive university in Harrisonburg, Virginia, that is part of the statewide system of public higher education in the Commonwealth. The university offers programs at the bachelor's, master's and doctoral levels with its primary emphasis on the undergraduate student. JMU's current enrollment is approximately 22,000 full and part-time students. The university employs approximately 4,000 faculty and staff. The campus of JMU currently consists of approximately 68 Academic/Administrative Buildings, 36 Support Facilities, 34 Student Housing Buildings and multiple other properties throughout the Harrisonburg/Rockingham area.

Window treatment and screen orders occur on an as needed basis through Facilities Management (FM) and the Office of Residence Life (ORL). Window sizes vary throughout campus and roller shade and/or window treatments measurements for each building/floor will also vary. The heaviest period of dormitory window treatment and/or screen replacement is May through August when the dormitories are prepared for the upcoming fall semester. *Attachment E – Shade Sizes of Residence Halls* may be used as a reference.

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.

STATEMENT OF NEEDS

James Madison University (JMU) seeks to establish a contract(s) for a variety of window treatment products and services to be utilized on an as-needed basis. The University has identified three (3) areas where products and services are required:

- 1.) Window Treatments products
- 2.) Window Screen (insect & security) products
- 3.) Installation services of Window Treatments and/or Screens

Offerors interested in this solicitation may choose one (1), two (2) or all of the areas under the Statement of Needs section of this RFP to respond to. The successful contractor(s) shall be responsible to furnish all labor, equipment, tools, parts, materials and supervision necessary to deliver and/or install a variety of window treatments, as noted above and herein. Requests may be

made for new construction projects, renovation projects and smaller projects as needed, including satellite and remote locations of James Madison University.

JMU does not guarantee any set volume of orders resulting from this contract. JMU reserves the right to obtain cost estimates from one or more contractors prior to authorizing work as may be deemed in the best interest of the University. The University reserves the right to compete projects through a separate solicitation process at the its sole discretion. Upon approval of the quotation received by the University, an Agency Purchase Order will be issued as authority to proceed with the work. **NO WORK IS TO BE UNDERTAKEN BY THE CONTRACTOR UNTIL A WRITTEN PURCHASE ORDER HAS BEEN RECEIVED.** Contractor shall not perform work which would result in exceeding the dollar limitation of the purchase order without first having obtained written approval from the University in the form of a change order. All work will be performed during routine work hours Monday through Friday. Contractor shall not require the University to sign additional order forms or agreements for work being done under this contract. Contractor shall not use JMU owned machines and lifts to complete any work.

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

A. CONTRACTOR REQUIREMENTS. At a minimum, Contractor shall:

1. Have the ability to provide a variety of product lines with various options including styles, materials, colors, designs, etc. for existing and new areas.
2. If requested, come on-site, regardless of the order volume, to provide design and consultation services to include, but not limited to drawings, diagrams, verify measurements, product/material selections and specifications, etc.
3. Provide cost estimates based on the recommended design concept and current costs for projects of similar scope and quality within a timely manner.
4. Provide prompt customer service response to telephone and email inquiries for estimates and appointments.
5. Be responsive to problems concerning the quality of the products and/or the workmanship, installation or maintenance/repairs and provide prompt resolution of any complaints to the satisfaction of the department.
6. Provide a minimum one-year warranty on product and workmanship.
7. Provide warranty information, special care or cleaning instructions.
8. Be responsible for the pickup and removal of all debris resulting from services performed under this contract.
9. Coordinate delivery and installation with ORL and FM.
10. Have a qualified Customer Services Representative with a background in the installation of window treatments assigned to James Madison University.

11. Hold a Virginia Contractor's License, which shall remain current for the duration of the contract.

B. INSECT SCREEN REQUIREMENTS

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

C. SECURITY SCREENS REQUIREMENTS

1. SECURITY SCREENS: JMU currently has screen frames manufactured with heliarc welded frames, made of non-high tensile strength stainless steel alloy #304, 12-12 mesh, .82 diameter wire, or an approved equal, for heavy security.
2. QUALITY ASSURANCE: JMU currently has screens that meet or exceed AAMA/ANSI and the Screen Manufacturers Association specifications (SMA 600A, 10-84) tested and certified. The product certification of performance and testing shall comply with Impact

Test, Sag Test, and Forced Entry Resistance Test for each type and classification of screen unit required in each case.

3. FINISHES: Standard finish is bronze, but will vary throughout the campus.
4. HARDWARE: See above.
5. COLOR & FINISHES: See above.
6. INSTALLATION for the security screens shall be completed within fifteen (15) days after the issuance of a purchase order. However, if necessary, these time frames may be altered by JMU and agreed to by the contractor prior to the individual project.

D. REPAIR OF SCREENS

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

E. WINDOW TREATMENT REQUIREMENTS

1. Contractor shall ensure all window treatments are noncombustible or flame resistant in accordance with the Building Officials Code Administrators (BOCA) National Building Code Sections 807.1 and 807.2; ensure all window treatments will meet or exceed the National Fire Protection Association (NFPA) 701 Standards.
2. Possess and maintain a State of Virginia Contractor's all installed and/or repaired window treatments must not interfere with the correct operation of the windows where such window treatments are installed. The offeror must have the ability to supply Hunter Douglas, or an equivalent, solar and/or room darkening roller shades (*but not limited to just these items*) in various sizes, colors, and fabrics.
3. Installation will be needed on a case by case basis, and must be completed within fifteen (15) days after the issuance of a purchase order. However, if necessary, these time frames may be altered by JMU and agreed to by the contractor prior to the individual project.

F. SITE VISIT

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

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

1. Describe in detail how your firm plans to provide the products and services outlined under Section III – *Statement of Needs*, A – E, or specially to the Customer Service plan for the following:
 - a. Normal response time needed in scheduling consultations and measurement appointments **CBS will need at least 48 hours for scheduling appointments.**
 - b. Procedure for coordinating installations-**Project Management will coordinate installation or repair with client within a reasonable time.**
 - c. The responsiveness to problems such as manufacturer warranty, installation workmanship, etc. **Project Management will respond within 72 hours of request.**

2. List the manufacturer(s), type and style of all window treatments and/or screens your company can offer. This should include, but not be limited to fabric window treatments/blinds, frames, screens, window films, motorized products, and/or any products or services not already identified. *(example: Garber; Hunter Douglas; 3M; etc.)* If any products are made in-house, please specify. **Hunter Douglas, Springs Window Fashion/Graber, Mechoshade, WT Shade/Inpro, Lutron and Draper.**
 - b. Hunter Douglas – Mini blinds, faux woods, manual and motorized roller shades**
 - c. Springs Window Fashions/Graber - Mini blinds, faux woods, manual and motorized roller shades**
 - d. Mechshade – Motorized and manual roller shades**
 - e. WT Shade/Inpro - Motorized and manual roller shades**
 - f. Lutron - Motorized and manual roller shades**
 - g. Draper - Motorized and manual roller shades**
1. Provide a brief history of your firm, its qualifications & experience in providing the services as described herein; to include: **See attached letterhead**
 - a. Examples of completed projects, such as: Classrooms/Instruction Areas, Office and Commercial Areas; Athletic Facilities; Libraries; Residence Halls; Medical/Health Care Facilities; & Private Residence
 - b. Names, qualifications, certifications, and experience of personnel to be assigned to the James Madison University projects *(specifically the Project Manager, Representative assigned to James Madison University)*
2. State your firm's ability to meet the state of Virginia Fire and Building Code requirements. **CBS sells commercial rated window treatments that meet or exceed all NFPA 701 fire retardant guidelines. Documentation for each product provided upon request.**
3. Provide a copy of your firm's State of Virginia Contractor's License.
4. Provide any additional information *(such as your firm's own attaching system(s), products your company recommends that may be better than what JMU is currently using)* that the University should consider when evaluating proposals.
5. Provide pricing as outlined in Section, X – Pricing Schedule Part 1 & 2.

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** 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. See Attachment
7. Proposed Cost. See Section X. Pricing Schedule of this Request for Proposal.

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	20
2. Qualifications and experience of Offeror in providing the goods/services	20
3. Specific plans or methodology to be used to perform the services	25
4. Participation of Small, Women-Owned, & Minority (SWaM) Businesses	10
5. Cost	25
	<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.

GENERAL TERMS AND CONDITIONS

- A. PURCHASING MANUAL: This solicitation is subject to the provisions of the Commonwealth of Virginia's Purchasing Manual for Institutions of Higher Education and Their Vendors and any revisions thereto, which are hereby incorporated into this contract in their entirety. A copy of the manual is available for review at the purchasing office. In addition, the manual may be accessed electronically at <http://www.jmu.edu/procurement> or a copy can be obtained by calling Procurement Services at (540) 568-3145.
- B. APPLICABLE LAWS AND COURTS: This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The Contractor shall comply with applicable federal, state and local laws and regulations.
- C. ANTI-DISCRIMINATION: By submitting their proposals, offerors certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and §10 of the Rules Governing Procurement, Chapter 2, Exhibit J, Attachment 1 (available for review at <http://www.jmu.edu/procurement>). If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender, sexual orientation, gender identity, or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*§6 of the Rules Governing Procurement*).

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

- 1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting these requirements.

2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- D. ETHICS IN PUBLIC CONTRACTING: By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
 - E. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
 - F. DEBARMENT STATUS: By submitting their proposals, offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
 - G. ANTITRUST: By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
 - H. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS RFPs: Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.
 - I. CLARIFICATION OF TERMS: If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.
 - J. PAYMENT:
 1. To Prime Contractor:
 - a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).

- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. Unreasonable Charges. Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the contractor, in writing, as to those charges which it considers unreasonable and the basis for the determination. A contractor may not institute legal action unless a settlement cannot be reached within thirty (30) days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges which are not in dispute (*Rules Governing Procurement, Chapter 2, Exhibit J, Attachment 1 § 53; available for review at <http://www.jmu.edu/procurement>*).

2. To Subcontractors:

- a. A contractor awarded a contract under this solicitation is hereby obligated:
 - (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - (2) To notify the agency and the subcontractors, in writing, of the contractor's intention to withhold payment and the reason.
- b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

- 3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to

insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.

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

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

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. Workers' Compensation: Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirement under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
2. Employer's Liability: \$100,000
3. Commercial General Liability: \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.

4. Automobile Liability: \$1,000,000 combined single limit. *(Required only if a motor vehicle not owned by the Commonwealth is to be used in the contract. Contractor must assure that the required coverage is maintained by the Contractor (or third party owner of such motor vehicle.)*
- R. ANNOUNCEMENT OF AWARD: Upon the award or the announcement of the decision to award a contract over \$100,000, as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA web site (www.eva.virginia.gov) for a minimum of 10 days.
- S. DRUG-FREE WORKPLACE: During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the contractor that the contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.
- T. NONDISCRIMINATION OF CONTRACTORS: An offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- U. eVA BUSINESS TO GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS: The eVA Internet electronic procurement solution, website portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet eprocurement solution by completing the free eVA Vendor Registration. All offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the proposal being rejected. Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:

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

1. For orders issued July 1, 2014 and after, the Vendor Transaction Fee is:
 - a. Department of Small Business and Supplier Diversity (SBSD) certified Small Businesses: 1% capped at \$500 per order.
 - b. Businesses that are not Department of Small Business and Supplier Diversity (SBSD) certified Small Businesses: 1% capped at \$1,500 per order.
 2. For orders issued prior to July 1, 2014 the vendor transaction fees can be found at www.eVA.virginia.gov.
 3. The specified vendor transaction fee will be invoiced by the Commonwealth of Virginia Department of General Services approximately 60 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.
- V. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the Commonwealth of Virginia shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- W. PRICING CURRENCY: Unless stated otherwise in the solicitation, offerors shall state offered prices in U.S. dollars.
- X. E-VERIFY REQUIREMENT OF ANY CONTRACTOR: Any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with James Madison University to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to any awarded contract.
- Y. CIVILITY IN STATE WORKPLACES: The contractor shall take all reasonable steps to ensure that no individual, while performing work on behalf of the contractor or any subcontractor in connection with this agreement (each, a "Contract Worker"), shall engage in 1) harassment (including sexual harassment), bullying, cyber-bullying, or threatening or violent conduct, or 2) discriminatory behavior on the basis of race, sex, color, national origin, religious belief, sexual orientation, gender identity or expression, age, political affiliation, veteran status, or disability.

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

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

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

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

- Z. TAXES: Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.
- 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.
- 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.

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:	Commonwealth Blinds and Shades, Inc.		
	Name of Offeror	Due Date	Time
	8529 Meadowbridge Road, Suite 500	AHK-1156	
	Street or Box No.	RFP #	
	Mechanicsville, VA 23116	Window	
		Treatments and	
		Screens	
	City, State, Zip Code	RFP Title	
Name of Purchasing Officer: Eric D. DeShazor			

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

Licensed Class A Virginia Contractor No. 2705072632 Specialty Window Treatments
Licensed Class B Virginia Contractor No. _____ Specialty _____
Licensed Class C Virginia Contractor No. _____ Specialty _____

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

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

- S. CONTRACTOR'S TITLE TO MATERIALS: No materials or supplies for the work shall be purchased by the contractor or by any subcontractor subject to any chattel mortgage or under a conditional sales or other agreement by which an interest is retained by the seller. The contractor warrants that he has clear title to all materials and supplies for which he invoices for payment.
- T. DELIVERY AND STORAGE: It shall be the responsibility of the contractor to make all arrangements for delivery, unloading, receiving and storing materials in the building during installation. The owner will not assume any responsibility for receiving these shipments. Contractor shall check with the owner and make necessary arrangements for security and storage space in the building during installation.
- U. FINAL INSPECTION: At the conclusion of the work, the contractor shall demonstrate to the authorized owner's representative that the work is fully operational and in compliance with contract 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.
- V. FLAME RETARDANT CERTIFICATE: Each offeror shall submit a certification in writing with their proposal that all materials used in fabricating draperies or curtains are inherently flame retardant or have been treated to meet NFPA Standard 701 (latest version), large or small scale test.

- W. INSPECTION OF JOB SITE: My signature on this solicitation constitutes certification that I have been given the opportunity to inspect the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by the Commonwealth. To schedule a site visit contact Annie Korn at kornah@jmu.edu no less than five (5) business days prior to the close of the solicitation. NOTE: Any questions as a result of the site visit must be sent to the Procurement Officer. Any changes to this solicitation will be issued as an addendum from the JMU Procurement Services Office.
- X. INSTALLATION: All items must be assembled and set in place, ready for use. All crating and other debris must be removed from the premises.
- Y. KEYS: If the Contractor is given keys for this project, it is the Contractor's responsibility to return the keys when the project is completed, as well as for the safekeeping of the keys during the project period. The Contractor shall not loan or duplicate the keys. In the event the Contractor loses the keys, they will be charged for the replacement of the keys and any locks which are rekeyed or replaced.
- Z. 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.
- AA. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- BB. PRODUCT INFORMATION: The bidder/offeree shall clearly and specifically identify the product being offered and enclose complete and detailed descriptive literature, catalog cuts and specifications with the bid/proposal to enable the Commonwealth to determine if the product offered meets the requirements of the solicitation. Failure to do so may cause the bid/proposal to be considered nonresponsive.
- CC. PRODUCT AVAILABILITY/SUBSTITUTION: Substitution of a product, brand or manufacturer after the award of contract is expressly prohibited unless approved in writing by the Contract Officer. The Agency may, at its discretion, require the contractor to provide a substitute item of equivalent or better-quality subject to the approval of the Contract Officer, for a price no greater than the contract price, if the product for which the contract was awarded becomes unavailable to the contractor.
- DD. STANDARDS OF CONDUCT: The work site will be occupied by students and University Personnel during the times work is performed. Contractor and Contractor's personnel shall exercise a particularly high level of discipline, safety and cooperation at all times while on the job site. Contractor shall ensure all employees are clearly identifiable, i.e., company shirt/uniform, ID tag while on James Madison University's premises. The Contractor shall be responsible for controlling employee conduct, for assuring that its employees are not boisterous or rude, and assuring that they are not engaging in any destructive or criminal activity. The Contractor is also responsible for ensuring that its employees do not disturb papers on desks, or open desk drawers, cabinets, or briefcases, or use State phones, and the like, except as authorized.

- EE. WARRANTY: All materials and equipment shall be fully guaranteed against defects in material and workmanship by the most favorable commercial warranties the contract gives any customer for such goods and services and that the rights and remedies provided therein are in addition to and do not limit those available to James Madison University by any other clause of this solicitation. A copy of this warranty should be furnished with the proposal. Should any defect be noted by the owner, the Purchasing Office will notify the contractor of such defect or non-conformance. Notification will state either (1) that the contractor shall replace or correct, or (2) the owner does not require replacement or correction, but an equitable adjustment to the contract price will be negotiated. If the contractor is required to correct or replace, it shall be at no cost to the Commonwealth and shall be subject to all provisions of this clause to the same extent as materials initially delivered. If the contractor fails or refuses to replace or correct the deficiency, the office issuing the purchase order may have the materials corrected or replaced with similar items and charge the contractor the costs occasioned thereby or obtain an equitable adjustment in the contract price.
- FF. WORK ESTIMATES (TIME AND MATERIAL CONTRACTS): Under this time and material contract, the contractor shall furnish the agency with a non-binding written estimate of the total costs to complete the work required. The estimate must include the labor category(ies), the contractor's hourly rates specified in the contract, and the total material cost. Material costs shall be billed at contractor's actual invoice costs (contractor shall furnish copies of all invoices for materials) or discount off the list price, whichever is specified in the contract. If the agency determines that the estimated price is not fair and reasonable, the agency has the right to ask the contractor to reevaluate the estimate. If the revised estimate is determined to be not fair and reasonable, the agency reserves the right to obtain additional quotes from other vendors. A work order will be issued to the contractor, as the authority to proceed with the work, which will incorporate the contractor's estimate and the terms and conditions of the contract. The contractor and his/her personnel shall log in with the designated contract administrator each day before and after work to confirm labor hours.
- GG. 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.
- HH. FORCE MAJEURE: James Madison University shall be excused from any and all liability for failure or delay in performance of any obligation under this Contract resulting from any cause not within the reasonable control of the university, which includes but is not limited to acts of God, fire, flood, explosion, earthquake, or other natural forces, war, civil unrest, accident, any strike or labor disturbance, travel restrictions, acts of government, disease, pandemic, or contagion, whether such cause is similar or dissimilar to any of the foregoing. Upon written notification from the university that such cause has occurred, Contractor agrees to directly refund all payments to the university, for services not yet performed, including any pre-paid deposits, within 14 days.

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:

PRICING SCHEDULE

The offeror shall provide pricing for all products and services being proposed as part of the proposal. The intent of the new contract is to establish hourly rates for installation services and a percentage discount off of all manufacturer's published price list(s) for products being offered under a resulting contract.

PART 1 – PROPOSED PRICING

- a. Discount off Manufacturer's Published Price List – Provide the minimum percentage off discount for each manufacturer listed under Section G.2. Offeror must be a certified dealer and/or installer of the manufacturers listed below. A copy of the published price list(s) or a website link shall be provided to the University upon request and may be published on the University's contract portal. *(Note: Different product lines within a manufacturer's catalog may have different discounts – see examples below):*

The offer should provide pricing for any additional products and services included in this proposal. *(Add additional rows, as needed).*

Manufacturer	Discount off List Price
<i>Hunter Douglas</i>	<i>N/A</i>
<i>Springs Window Fashions and Graber - shades</i>	<i>N/A</i>
<i>Springs Window Fashions and Graber - blinds</i>	<i>N/A</i>

- b. Installation Rates - Specify your firm's proposed fee(s) for providing the installation of products in accordance with the requirements listed in the Statement of Needs of this RFP. Hourly rates must be inclusive of all travel and other reimbursable expenses. The resulting contract(s) will be cooperative and pricing shall be inclusive for the attached Zone Map, of which JMU falls within Zone 2 *(See Attachment D. If labor rates differ for other Zones, please include the labor rate(s) per Zone details.)*.

(1) Window Treatment Installation *(prices do not include the cost of the product)*

Window Treatments	Price
Measurement Fee <i>(applicable only if installing 10 blinds or less OR an order is not placed)</i>	\$448.88
Takedown Charge <i>(with onsite storage or disposal)</i>	\$ 15.00
Installation per bracket - wood/aluminum	\$ 14.30
Installation per bracket - steel/concrete	\$ 26.00
Replace clutch mechanism <i>(including labor and chain)</i>	\$160.00

(2) Insect Screens *(price should include the cost of the screen.)*

Insect Screens	Price
Repairs:	N/A
Reattach existing frame to window	N/A
Remove and replace fabric & reinstall	N/A
New:	N/A

Remove existing & install new	N/A
Special "Z" Frame <i>(needed on some dorms)</i> :	N/A

(3) Security Screens *(price should include the cost of the screen.)*

Installation	Price
Repairs:	N/A
Reattach existing frame to window	N/A
New:	N/A
Mill Finish (clear)	N/A
Bronze Finish	N/A

(4) General Hourly Installation Rates or One-Time Fees *(If labor rates differ for other Zones, please include the labor rate(s) per Zone details. INCLUDE ALL RATES THAT MAY APPLY.)*

Installation	Rate/Hour
<i>See Zone Schedule</i>	

- a. 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>.

PART 2 - COST EVALUATION

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

Scenario #1:

Provide Pricing to furnish and install: 1" mini blind per the specifications.	Qty: 50 Size: 56-3/4" W x 43-1/2"H
	Surface – wood/aluminum
	Takedown – No
	Color - Standard
Total product cost:	\$3,260.00
Total installation cost (including measure):	\$1,143.00
Total cost to furnish and install:	\$4,403.00

Scenario #2:

Provide pricing to purchase & deliver: Manual clutch roller shade. No top treatment.	Qty: 30 Size: 51" W x 64"H
	Blackout Fabric
	Color – Light Cream/Oyster
Product cost:	\$3,291.00
Total cost to including delivery:	\$3,531.00

Scenario #3:

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

Scenario #4:

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

II. ATTACHMENTS

Attachment A: Offeror Data Sheet

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

Attachment C: Standard Contract Sample

Attachment D: Zone Map

Attachment E: Shade Sizes of Residence Halls

ATTACHMENT A

OFFEROR DATA SHEET

TO BE COMPLETED BY OFFEROR

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

Years 24 Months 8

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 #
VCU	26	700 West Franklin Street Richmond, VA 23220	Caren Girard 804-828-0770
Federal Reserve	15	701 East Byrd Street Richmond, VA 23219	Young Chung 804-697-8758
KSA Interiors	26	11531 Nuckols Road Richmond, VA 23059	Lorri Finn 804-527-0131
Commonwealth Commercial Construct	10	4685 Studley Road Mechanicsville, VA 23116	Tammy Townsend 804-241-7144
Dominon Energy	12	120 Tredegar Street Richmond, VA 23219	Jared Howe 804-316-2261

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

Chris A. Witte	8529 Meadowbridge Road, Suite 500 Mechanicsville, VA 23116
Eric D. DeShazor	8529 Meadowbridge Road, Suite 500 Mechanicsville, VA 23116
Tammy B. Deal	128-C Furlong Industrial Drive Kernersville, NC 27284

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: Commonwealth Blinds and Shades, Inc. **Preparer Name:** Eric D. DeShazor

Date: 08/10/2022

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

If yes, certification number: 10746 Certification date:/Expires 03/09/2025

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

If yes, certification number: Certification date:

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

If yes, certification number: Certification date:

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

If yes, certification number: Certification date:

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

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

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

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

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

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

RETURN OF THIS PAGE IS REQUIRED

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

Procurement Name and Number: _____

Date Form Completed: _____

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

Offeror / Proposer: _____

Firm

Address

Contact Person/No. _____

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

(Form shall be submitted with proposal and if awarded, again with submission of each request for payment)

RETURN OF THIS PAGE IS REQUIRED

ATTACHMENT C



COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT

Contract No. _____

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

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

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

PERIOD OF PERFORMANCE: From _____ through _____

The contract documents shall consist of:

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

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

CONTRACTOR:

PURCHASING AGENCY:

By: _____
(Signature)

By: _____
(Signature)

(Printed Name)

(Printed Name)

Title: _____

Title: _____

ATTACHMENT D

Zone Map



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

List of member institutions by zones

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

Attachment E – Shade Sizes of Residence Halls

Building Name	Floor	Wall to Wall	Window	Shade size
Bluestone Area				
CONVERSE (118)	1ST	77 x 58	70 x 58	75x58
CONVERSE (218)	2ND	81 3/4 x 88	68 x 88	79x88
GIFFORD (110)	1ST	48 1/4 x 84	35 x 84	46x84
GIFFORD (210)	2ND	49 x 64	34 3/4 x 64	47x84
Harper Allen-Lee (101)	1ST	33 1/4 x 86	23 x 86	31x86
Harper Allen-Lee (201)	2ND	33 1/4 x 86	23 x 86	31x86
Harper Allen-Lee (101)	SIDE WINDOW	35 1/2 x 86	25 x 86	31x86
HOFFMAN (117)	STD ALL ROOMS	70 1/2 x 63	66 1/4 x 63	69x63
LOGAN (115)	STD ALL ROOMS	72 1/2 x 83 1/2	67 x 83 1/2	70x84
SPOTSWOOD (109)	1ST	76 3/4 x 86	71 x 86	75x86
SPOTSWOOD (213)	2ND	76 1/2 x 86 3/4	72 1/4 x 86 3/4	75x86
WAMPLER (210)	RA ROOM	69 x 92	64 x 92	67x92
WAMPLER (212)	RESIDENT ROOM	32 x 72	23 1/2 x 72	30x72
WAMPLER (210)	SMALL WINDOW	32 x 32	26 1/2 x 32	30x32
WAYLAND	RESIDENT ROOM	46 1/2 x 85		46 X 85
WAYLAND	SMALL WINDOW	30 5/8 x 57		30 1/8 X 57

Building Name	Floor	Wall to Wall	Window	Shade size
Treehouses & Hillside Area				
TREEHOUSES A-D	STD ALL ROOMS	40 1/2 x 59	28 1/2 x 59	39x60
TREEHOUSES E-F	STD ALL ROOMS	41 x 59	28 1/2 x 59	39x60
HILLSIDE (110)	STD ALL ROOMS	37 x 63 1/4	28 1/2 x 63 1/4	35x64
BELL (118)	STD ALL ROOMS	37 x 55 1/8	29 1/4 x 55 1/8	35x64
MCGRAW LONG (110)	STD ALL ROOMS	37 x 63	30 1/4 x 63	35x64
Lake Area				
EAGLE (107)	RA ROOM	125 1/2 79	118 1/2 x 79	3 @ 36X80
EAGLE (111)	RESIDENT ROOM	49 x 79 1/2	40 3/4 x 79	46X80
EAGLE 2ND-8TH FL	RESIDENT ROOM			46X71
SHORTS (110)	RA ROOM	48 X 79 1/2	40 3/4 x 79 1/2	46X80
SHORTS (B315)	RESIDENT ROOM	48 X 71	40 3/4 X 71	46X71
Skyline Area				
Chandler (159)	STD ALL ROOMS	52 1/2 X 64	47 X 64	51 1/2 X64
CHESAPEAKE (111)	STD ALL ROOMS	52 1/2 X 64	47 X 64	51 1/2 X64
SHENANDOAH (108)	STD ALL ROOMS	52 1/2 X 64	44 3/8 X 64	51 1/2 X64
PAUL JENNINGS	BUILDING WIDE	RANGES FROM 20 X 100 TO 95 X 104		

Building Name	Floor	Wall to Wall	Window	Shade size
Village Area				
CHAPPELEAR (B303B)	RA ROOM 3RD FL	48 X 65 1/2	44 X 65 1/2	47X66
CHAPPELEAR (B303B)	SUITE 3RD FL	96 X 66	92 X 66	95X66
DINGLEDINE	RA ROOM 3RD	47 x 65 1/2	41 1/4 x 65 1/2	46X66
DINGLEDINE	SUITE 3RD FL	96 1/4 x 66	89 3/4 x 66	95X66
FREDERIKSON	RA ROOM 3RD FL	48 x 65	43 3/4 x 65	47X66
FREDERIKSON	SUITE 3RD FL	95 3/4 x 65	92 1/4 x 65	95X66
GARBER	RA ROOM 3RD FL	47 x 65 1/2	41 x 65 1/2	46X66
GARBER	SUITE 3RD FL	95 3/4 x 65 1/2	89 1/2 x 65 1/2	95X66
HANSON (B303B)	RA ROOM 3RD FL	48 X 65 1/2	44 X 65 1/2	47X66
HANSON (B303B)	SUITE 3RD FL	96 X 66	92 X 66	95X66
HUFFMAN	RA ROOM 3RD FL	48 x 65	43 1/2 x 65	47X66
HUFFMAN	SUITE 3RD FL	95 1/2 x 65	92 x 65	95X66
IKENBERRY	RA ROOM 3RD FL	47 1/2 x 65	41 x 65	46X66
IKENBERRY	SUITE 3RD FL	96 x 65 1/2	90 x 65 1/2	95X66
WEAVER	RA ROOM 3RD FL	47 1/4 x 65 1/2	41 x 65 1/2	46X66
WEAVER	SUITE 3RD FL	95 1/2 x 65	90 x 65	95X66
WHITE	RA ROOM 3RD FL	47 1/4 x 65	41 x 65	46X66
WHITE	SUITE 3RD FL	95 3/4 x 65	90 x 65	95X66
VILLAGE AREA	TV lounge			48 1/2 x 95



COMMONWEALTH

Blinds & Shades

At Commonwealth Blinds and Shades, Inc. (CBS) we are truly customer focused and driven. We strive to always make the customers' experience memorable by providing timely responses to our customer needs and staying equipped with industry knowledge of current and future offerings in the window treatment industry. I, Eric DeShazor, will be the contact person for your account and anyone else that may use this cooperative contract. I'm supported by two project managers, Harold Leftwich and Todd Stanley for all the zones listed in the potential contract. CBS agrees to respond to all requests within 48 hours of the request. At that time, a plan of action will be established with the requestor to provide pricing and/or service to the window treatment being inquired about.

My project managers and I have over 23 years' experience in the window treatment industry and have worked with Commonwealth Blinds and Shades, Inc. for over 15 years servicing various accounts along the way. We have experience servicing small to large university projects, healthcare sector, and various other governmental agencies. CBS installers are factory trained on the products that we sell and service. We continue to provide continuing education opportunities to further their knowledge of our current offerings and any new products we may choose to add to our offerings.

Contract Administration and Pricing

Eric DeShazor – ericd@commonwealthblinds.com

Cell – [REDACTED]

Office – 804-746-9112 ext. 803

Project Manager

Todd Stanley – todds@commonwealthblinds.com

Cell – [REDACTED]

Office – 804-746-9112 ext. 805

Project Manager

Harold Leftwich – haroldl@commonwealthblinds.com

Cell – [REDACTED]

Office – 804-746-9112 ext. 813



COMMONWEALTH

Blinds & Shades

Special Proposal Instructions – Section 6

Chesterfield County - \$23,201.25
City of Newport News - \$3,197.44
Colonial Heights Public Schools - \$29,580.60
George Mason - \$3,336.00
James Madison - \$25,326.00
Longwood University - \$1,621.00
New Kent County Schools - \$3,336.00
Old Dominion University - \$3,051.00
Prince William County - \$12,316.00
University of Virginia - \$3,514.00
Virginia Commonwealth University - \$31,711.89
Virginia Institute of Marine Science - \$2,863.00
Virginia Military Institute - \$10,539.00
Virginia State University - \$17,147.00
Virginia Tech - \$4,785.00
Washington & Lee - \$7,219.00
William & Mary - \$74,903.00

COMMONWEALTH OF VIRGINIA



DEPARTMENT OF SMALL BUSINESS & SUPPLIER DIVERSITY

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

COMMONWEALTH BLINDS & SHADES, INC.

is a certified Small

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.

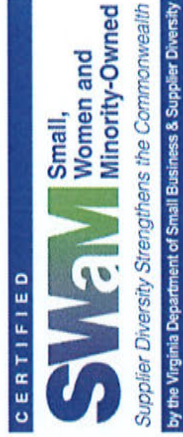
Certification Number: 10746

Valid Through: Mar 9, 2025

Accordingly Certified

A handwritten signature in blue ink, appearing to read "Tracey G. Wiley".

Tracey G. Wiley, Director



COMMONWEALTH of VIRGINIA

Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400, Richmond, VA 23233

Telephone: (804) 367-8500

EXPIRES ON
11-30-2022

NUMBER

2705072632

BOARD FOR CONTRACTORS
CLASS A CONTRACTOR
CLASSIFICATIONS CIC HIC



COMMONWEALTH BLINDS AND SHADES INC
8529 MEADOWBRIDGE ROAD
SUITE 500
MECHANICSVILLE, VA 23116



Wayne Vandeweyer
DPOR Director

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

(SEE REVERSE SIDE FOR PRIVILEGES AND INSTRUCTIONS)

DPOR-LIC (02/2017)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/10/2022

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

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

PRODUCER GHT Insurance Agency, Inc. 8253 Crown Colony Pkwy Ste. 101 Mechanicsville VA 23116		CONTACT NAME: Traci Sullivan PHONE (A/C, No, Ext): 804-428-0000 FAX (A/C, No): 804-428-9991 E-MAIL ADDRESS: traci@ghtinsurance.com		
INSURED Commonwealth Blinds and Shades, Inc. 8529 Meadowbridge Rd, Ste 500 Mechanicsville VA 23116		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: The Cincinnati Casualty Co.		28665
		INSURER B: Builders Mutual Insurance Co.		10844
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES**CERTIFICATE NUMBER:** 14769482**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CONTRACTUAL GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:			EPP 0571456	4/1/2022	4/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			EPP 0571456	4/1/2022	4/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			EPP 0571456	4/1/2022	4/1/2023	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	PWC1014058-02	4/1/2022	4/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER**CANCELLATION**

James Madison University
752 Ott Street
Wine Price Building
First Floor, Suite 1023
Harrisonburg VA 22807

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

AUTHORIZED REPRESENTATIVE

Traci Sullivan

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(prices do not include the cost of the product)

Charge Card Processing Fees:	N/A
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Attachment A
Virginia VASCUPP Pricing for Universities
NET COST PER SHADE

SW4400 3% WITH NO FASCIA									
	24	36	48	60	72	84	96	108	120
24	\$105.37	\$118.01	\$138.25	\$156.59	\$170.45	\$184.77	\$208.55	\$409.20	\$433.44
36	\$113.26	\$129.37	\$153.05	\$174.86	\$192.19	\$209.95	\$236.03	\$440.13	\$467.81
48	\$121.16	\$140.75	\$167.88	\$193.13	\$213.90	\$235.13	\$264.66	\$472.22	\$502.80
60	\$133.68	\$156.71	\$181.52	\$210.24	\$234.46	\$259.15	\$293.30	\$503.76	\$538.35
72	\$141.59	\$168.07	\$196.34	\$228.51	\$256.19	\$284.33	\$321.38	\$535.85	\$573.91
84	\$149.49	\$179.43	\$211.15	\$246.78	\$277.93	\$308.96	\$350.02	\$567.95	\$614.98
96	\$157.40	\$190.79	\$225.97	\$265.05	\$299.64	\$334.14	\$378.65	\$605.57	\$650.53
108	\$165.30	\$202.15	\$240.78	\$283.32	\$320.81	\$359.32	\$412.83	\$637.66	\$686.09
120	\$173.21	\$213.51	\$255.60	\$301.59	\$342.54	\$384.50	\$441.47	\$669.77	\$721.63
132	\$188.78	\$233.12	\$279.23	\$328.70	\$374.24	\$425.76	\$470.10	\$701.86	N/A
144	\$196.70	\$244.48	\$294.05	\$346.97	\$401.51	\$450.96	\$498.74	N/A	N/A

SW4400 3% WITH FASCIA									
	24	36	48	60	72	84	96	108	120
24	\$132.91	\$145.57	\$160.00	\$178.35	\$191.13	\$206.66	\$230.44	\$438.20	\$455.19
36	\$140.81	\$156.93	\$174.83	\$196.62	\$212.86	\$231.84	\$257.91	\$469.13	\$489.57
48	\$148.72	\$168.29	\$189.63	\$214.89	\$234.58	\$257.02	\$286.55	\$501.22	\$524.57
60	\$155.45	\$178.47	\$203.27	\$232.00	\$255.15	\$281.02	\$315.18	\$532.76	\$560.11
72	\$163.35	\$189.83	\$218.10	\$250.27	\$276.87	\$306.20	\$346.15	\$567.75	\$598.56
84	\$174.16	\$204.08	\$235.80	\$271.43	\$301.49	\$333.72	\$374.79	\$599.84	\$639.65
96	\$182.05	\$215.44	\$250.62	\$289.70	\$323.21	\$358.90	\$403.44	\$637.46	\$675.18
108	\$189.95	\$226.80	\$265.43	\$307.97	\$344.37	\$384.08	\$437.59	\$669.55	\$710.74
120	\$197.86	\$238.16	\$280.25	\$326.24	\$366.11	\$409.26	\$466.24	\$701.64	\$746.27
132	\$213.43	\$257.77	\$303.90	\$353.35	\$397.81	\$450.55	\$494.88	\$733.73	N/A
144	\$220.95	\$269.13	\$318.70	\$371.62	\$425.07	\$475.73	\$523.51	N/A	N/A

SW4800 1% WITH NO FASCIA									
	24	36	48	60	72	84	96	108	120
24	\$101.57	\$112.32	\$130.65	\$147.11	\$159.08	\$171.48	\$192.52	\$391.17	\$413.40
36	\$108.20	\$121.79	\$142.93	\$162.21	\$176.99	\$192.23	\$214.93	\$416.39	\$441.45
48	\$114.84	\$131.24	\$155.22	\$177.31	\$194.93	\$212.98	\$238.51	\$442.79	\$470.67
60	\$126.10	\$145.31	\$166.34	\$191.24	\$211.68	\$232.57	\$262.08	\$468.64	\$499.33
72	\$132.73	\$154.78	\$178.62	\$206.36	\$229.62	\$253.32	\$285.09	\$495.04	\$528.55
84	\$139.37	\$164.23	\$190.91	\$221.46	\$247.55	\$273.52	\$308.68	\$521.44	\$557.77
96	\$146.00	\$173.70	\$203.18	\$236.57	\$265.47	\$294.27	\$332.25	\$547.82	\$592.53
108	\$152.64	\$183.17	\$215.46	\$251.69	\$283.40	\$315.02	\$355.83	\$579.76	\$621.75
120	\$159.29	\$192.62	\$227.75	\$266.79	\$300.79	\$335.77	\$384.93	\$606.16	\$650.97
132	\$173.39	\$210.03	\$248.44	\$290.21	\$328.05	\$366.35	\$408.52	\$632.56	\$680.18
144	\$180.02	\$219.48	\$260.72	\$305.31	\$345.99	\$392.63	\$432.08	\$658.96	N/A

SW4800 1% WITH FASCIA

	24	36	48	60	72	84	96	108	120
24	\$129.11	\$139.86	\$152.40	\$168.86	\$179.75	\$193.37	\$214.42	\$420.17	\$435.15
36	\$135.75	\$149.33	\$164.69	\$183.96	\$197.66	\$214.12	\$236.82	\$445.39	\$463.21
48	\$142.38	\$158.78	\$176.97	\$199.08	\$215.60	\$234.87	\$260.39	\$471.79	\$492.42
60	\$147.85	\$167.09	\$188.09	\$213.02	\$232.35	\$254.44	\$283.95	\$497.64	\$521.09
72	\$154.49	\$176.54	\$200.38	\$228.12	\$250.29	\$275.19	\$309.88	\$526.94	\$553.20
84	\$164.02	\$188.90	\$215.56	\$246.11	\$271.12	\$298.29	\$333.45	\$553.32	\$582.42
96	\$170.65	\$198.35	\$227.84	\$261.21	\$289.03	\$319.04	\$357.01	\$579.72	\$617.18
108	\$177.31	\$207.82	\$240.13	\$276.33	\$306.97	\$339.79	\$380.60	\$611.65	\$646.40
120	\$183.94	\$217.27	\$252.41	\$291.43	\$324.35	\$360.54	\$409.72	\$638.05	\$675.62
132	\$198.04	\$234.68	\$273.09	\$314.86	\$351.62	\$391.11	\$433.28	\$664.45	\$704.83
144	\$204.67	\$244.13	\$285.37	\$329.96	\$369.55	\$417.39	\$456.85	\$690.85	N/A

MORROCCO VINYL BLACKOUT WITH NO FASCIA

	24	36	48	60	72	84	96	108	120
24	\$92.96	\$99.42	\$113.44	\$125.59	\$133.26	\$141.38	\$156.20	\$350.32	\$368.00
36	\$96.72	\$104.58	\$120.00	\$133.54	\$142.58	\$152.09	\$168.31	\$363.81	\$382.88
48	\$100.50	\$109.74	\$126.55	\$141.47	\$151.91	\$162.80	\$180.42	\$377.29	\$397.77
60	\$110.05	\$120.68	\$133.09	\$149.41	\$161.24	\$173.53	\$192.52	\$390.80	\$412.65
72	\$113.83	\$125.84	\$139.64	\$157.34	\$170.57	\$184.24	\$204.63	\$404.28	\$427.51
84	\$117.59	\$131.00	\$146.20	\$165.28	\$179.88	\$194.95	\$216.72	\$417.77	\$441.85
96	\$121.37	\$136.16	\$152.74	\$173.23	\$189.22	\$205.68	\$228.83	\$430.72	\$456.73
108	\$125.13	\$141.32	\$159.29	\$181.16	\$198.55	\$216.39	\$240.38	\$444.21	\$471.61
120	\$128.91	\$146.48	\$165.83	\$189.10	\$207.88	\$227.10	\$251.31	\$456.53	\$485.34
132	\$138.50	\$157.70	\$178.66	\$203.55	\$223.95	\$244.24	\$263.42	\$470.04	\$500.22
144	\$142.26	\$162.86	\$185.22	\$211.48	\$233.28	\$254.95	\$275.53	\$483.53	\$520.64

MORROCCO VINYL BLACKOUT WITH FASCIA

	24	36	48	60	72	84	96	108	120
24	\$120.51	\$126.96	\$135.21	\$147.36	\$153.94	\$163.25	\$178.09	\$379.30	\$389.75
36	\$124.27	\$132.12	\$141.75	\$155.30	\$163.27	\$173.98	\$190.18	\$392.81	\$404.64
48	\$128.05	\$137.28	\$148.31	\$163.23	\$172.58	\$184.69	\$202.29	\$406.29	\$419.52
60	\$131.81	\$142.44	\$154.84	\$171.16	\$181.91	\$195.40	\$214.40	\$419.80	\$434.40
72	\$135.59	\$147.60	\$161.40	\$179.10	\$191.24	\$206.11	\$226.50	\$433.28	\$449.29
84	\$139.37	\$152.76	\$167.95	\$187.05	\$200.58	\$216.84	\$238.61	\$446.77	\$463.62
96	\$143.13	\$157.91	\$174.49	\$194.99	\$209.89	\$227.55	\$250.72	\$459.72	\$478.49
108	\$146.91	\$163.09	\$181.05	\$202.92	\$219.22	\$238.26	\$262.26	\$473.21	\$493.37
120	\$150.67	\$168.25	\$187.60	\$210.85	\$228.55	\$248.99	\$273.20	\$485.53	\$507.09
132	\$160.26	\$179.45	\$200.42	\$225.30	\$244.62	\$266.12	\$285.31	\$499.04	\$521.97
144	\$164.04	\$184.61	\$206.97	\$233.24	\$253.95	\$276.83	\$297.42	\$512.52	\$545.28

** Orders for quantities greater than 25 units will be priced based on contract pricing received from manufacturer.

**Add \$15.25 per lineal foot of side channel (pair) required for Total Blackout Shades.

**Add \$6.00 per lineal foot of sill channel required for Total Blackout Shades.

**Add \$8.75 per lineal foot of back/cover required for Total Blackout Shades.

Attachment B
Hunter Douglas Roller Shade Pricing per Room and Measurement

Manual clutch roller shades, no top treatment, Morocco Blackout fabric in a variety of colors					
Building Name	Floor	Wall to Wall	Window	Shade Size	Price
ASHBY (101)	1ST	33 1/4 X 86	23 X 86	31 X 86	\$130.69
ASHBY (201)	2ND	33 1/4 X 86	23 X 86	31 X 86	\$130.69
ASHBY (101)	SIDE WINDOW	35 1/2 X 86	25 X 86	31 X 86	\$130.69
CONVERSE (118)	1ST	77 X 58	70 X 58	75 X 58	\$175.32
CONVERSE (218)	2ND	81 3/4 X 88	68 X 88	79 X 88	\$208.61
GIFFORD (110)	1ST	48 1/4 X 84	35 X 84	46 X 84	\$149.22
GIFFORD (210)	2ND	49 X 64	34 3/4 X 64	47 X 84	\$150.22
HOFFMAN (117)	STD ALL ROOMS	70 1/2 X 63	66 1/4 X 63	69 X 63	\$173.81
LOGAN (115)	STD ALL ROOMS	72 1/2 X 83 1/2	67 X 83 1/2	70 X 84	\$191.73
SPOTSWOOD (109)	1ST	76 3/4 X 86	71 X 86	75 X 86	\$199.63
SPOTSWOOD (213)	2ND	76 1/2 X 86 3/4	72 1/4 X 86 3/4	75 X 86	\$199.63
WAMPLER (210)	RA ROOM	69 X 92	64 X 92	67 X 92	\$195.04
WAMPLER (212)	RESIDENT ROOM	32 X 72	23 1/2 X 72	30 X 72	\$124.06
WAMPLER (210)	SMALL WINDOW	32 X 32	26 1/2 X 32	30 X 32	\$108.02
WAYLAND	RESIDENT ROOM	46 1/2 X 85		46 X 85	\$149.77
WAYLAND	SMALL WINDOW	30 5/8 X 57		30 1/8 X 57	\$118.20
TREEHOUSES A-D	STD ALL ROOMS	40 1/2 X 59	28 1/2 X 59	39 X 60	\$128.44
TREEHOUSES E-F	STD ALL ROOMS	41 X 59	28 1/2 X 59	39 X 60	\$128.44
HILLSIDE (110)	STD ALL ROOMS	37 X 63 1/4	28 1/2 X 63 1/4	35 X 64	\$124.79
BELL (118)	STD ALL ROOMS	37 X 55 1/8	29 1/4 X 55 1/8	35 X 64	\$124.79
MCGRAW LONG (110)	STD ALL ROOMS	37 X 63	30 1/4 X 63	35 X 64	\$124.79
CHANDLER (117)	RA ROOM	48 X 91	40 1/2 X 91	46 X 91	\$153.18
CHANDLER (118)	RESIDENT ROOM	48 X 91	40 1/2 X 91	46 X 91	\$153.18
CHANDLER (214)	2ND FL RA ROOM	107 1/2 X 74 1/2	100 1/2 X 74 1/2	2 @ 46 X 76	\$289.37
CHANDLER (225)	RESIDENT 2ND FL	48 1/2 X 75 1/2	40 1/2 X 75 1/2	46 X 76	\$144.68
EAGLE (107)	RA ROOM	125 1/2 X 79	118 1/2 X 79	3 @ 36 X 80	\$399.00
EAGLE (111)	RESIDENT ROOM	49 X 79 1/2	40 3/4 X 79	46 X 80	\$146.95
EAGLE 2ND-8TH FLOO	RESIDENT ROOM			46 X 71	\$141.84
SHORTS (110)	RA ROOM	48 X 79 1/2	40 3/4 X 79 1/2	46 X 80	\$146.95
SHORTS (B315)	RESIDENT ROOM	48 X 71	40 3/4 X 71	46 X 71	\$141.84
CHESAPEAKE (111)	STD ALL ROOMS	52 1/2 X 64	47 X 64	51 X 64	\$150.52
SHENANDOAH (108)	STD ALL ROOMS	52 1/2 X 64	44 3/8 X 64	51 X 64	\$150.52
POTOMAC (159)	STD ALL ROOMS	52 1/2 X 64	47 X 64	51 X 64	\$150.52
CHAPPELEAR (B303B)	RA ROOM 3RD FL	48 X 65 1/2	44 X 65 1/2	47 X 66	\$139.82
CHAPPELEAR (B303B)	SUITE 3RD FL	96 X 66	92 X 66	95 X 66	\$213.02
DINGLEDINE	RA ROOM 3RD FL	47 X 65 1/2	41 1/4 X 65 1/2	46 X 66	\$138.99
DINGLEDINE	SUITE 3RD FL	96 1/4 X 66	89 3/4 X 66	95 X 66	\$213.02
FREDERIKSON	RA ROOM 3RD FL	48 X 65	43 3/4 X 65	47 X 66	\$139.82
FREDERIKSON	SUITE 3RD FL	95 3/4 X 65	92 1/4 X 65	95 X 66	\$213.02
GARBER	RA ROOM 3RD FL	47 X 65 1/2	41 X 65 1/2	46 X 66	\$138.99
GARBER	SUITE 3RD FL	95 3/4 X 65 1/2	89 1/2 X 65 1/2	95 X 66	\$213.02
HANSON (B303B)	RA ROOM 3RD FL	48 X 65 1/2	44 X 65 1/2	47 X 66	\$139.82
HANSON (B303B)	SUITE 3RD FL	96 X 66	92 X 66	95 X 66	\$213.02
HUFFMAN	RA ROOM 3RD FL	48 X 65	43 1/2 X 65	47 X 66	\$139.82
HUFFMAN	SUITE 3RD FL	95 1/2 X 65	92 X 65	95 X 66	\$213.02
IKENBERRY	RA ROOM 3RD FL	47 1/2 X 65	41 X 65	46 X 66	\$138.99
IKENBERRY	SUITE 3RD FL	96 X 65 1/2	90 X 65 1/2	95 X 66	\$213.02
WEAVER	RA ROOM 3RD FL	47 1/4 X 65 1/2	41 X 65 1/2	46 X 66	\$138.99
WEAVER	SUITE 3RD FL	95 1/2 X 65	90 X 65	95 X 66	\$213.02
WHITE	RA ROOM 3RD FL	47 1/4 X 65	41 X 65	46 X 66	\$138.99
WHITE	SUITE 3RD FL	95 3/4 X 65	90 X 65	95 X 66	\$213.02
VILLAGE AREA	TV LOUNGE			48 1/2 X 95	\$166.92

Manual clutch roller shades, no top treatment, SW4000 Sheer fabric in a variety of colors					
Building Name	Floor	Wall to Wall	Window	Shade Size	Price
ASHBY (101)	1ST	33 1/4 X 86	23 X 86	31 X 86	\$168.38
ASHBY (201)	2ND	33 1/4 X 86	23 X 86	31 X 86	\$168.38
ASHBY (101)	SIDE WINDOW	35 1/2 X 86	25 X 86	31 X 86	\$168.38
CONVERSE (118)	1ST	77 X 58	70 X 58	75 X 58	\$241.38
CONVERSE (218)	2ND	81 3/4 X 88	68 X 88	79 X 88	\$308.63
GIFFORD (110)	1ST	48 1/4 X 84	35 X 84	46 X 84	\$204.58
GIFFORD (210)	2ND	49 X 64	34 3/4 X 64	47 X 84	\$206.80
HOFFMAN (117)	STD ALL ROOMS	70 1/2 X 63	66 1/4 X 63	69 X 63	\$238.93
LOGAN (115)	STD ALL ROOMS	72 1/2 X 83 1/2	67 X 83 1/2	70 X 84	\$276.65
SPOTSWOOD (109)	1ST	76 3/4 X 86	71 X 86	75 X 86	\$292.61
SPOTSWOOD (213)	2ND	76 1/2 X 86 3/4	72 1/4 X 86 3/4	75 X 86	\$292.61
WAMPLER (210)	RA ROOM	69 X 92	64 X 92	67 X 92	\$283.11
WAMPLER (212)	RESIDENT ROOM	32 X 72	23 1/2 X 72	30 X 72	\$155.11
WAMPLER (210)	SMALL WINDOW	32 X 32	26 1/2 X 32	30 X 32	\$124.94
WAYLAND	RESIDENT ROOM	46 1/2 X 85		46 X 85	\$205.73
WAYLAND	SMALL WINDOW	30 5/8 X 57		30 1/8 X 57	\$143.54
TREEHOUSES A-D	STD ALL ROOMS	40 1/2 X 59	28 1/2 X 59	39 X 60	\$163.20
TREEHOUSES E-F	STD ALL ROOMS	41 X 59	28 1/2 X 59	39 X 60	\$163.20
HILLSIDE (110)	STD ALL ROOMS	37 X 63 1/4	28 1/2 X 63 1/4	35 X 64	\$157.66
BELL (118)	STD ALL ROOMS	37 X 55 1/8	29 1/4 X 55 1/8	35 X 64	\$157.66
MCGRAW LONG (110)	STD ALL ROOMS	37 X 63	30 1/4 X 63	35 X 64	\$157.66
CHANDLER (117)	RA ROOM	48 X 91	40 1/2 X 91	46 X 91	\$212.67
CHANDLER (118)	RESIDENT ROOM	48 X 91	40 1/2 X 91	46 X 91	\$212.67
CHANDLER (214)	2ND FL RA ROOM	107 1/2 X 74 1/2	100 1/2 x 74 1/2	2 @ 46 X 76	\$390.64
CHANDLER (225)	RESIDENT 2ND FL	48 1/2 X 75 1/2	40 1/2 X 75 1/2	46 X 76	\$195.34
EAGLE (107)	RA ROOM	125 1/2 X 79	118 1/2 X 79	3 @ 36 X 80	\$522.63
EAGLE (111)	RESIDENT ROOM	49 X 79 1/2	40 3/4 X 79	46 X 80	\$199.95
EAGLE 2ND-8TH FL	RESIDENT ROOM			46 X 71	\$189.55
SHORTS (110)	RA ROOM	48 X 79 1/2	40 3/4 X 79 1/2	46 X 80	\$199.95
SHORTS (B315)	RESIDENT ROOM	48 X 71	40 3/4 X 71	46 X 71	\$189.55
CHESAPEAKE (111)	STD ALL ROOMS	52 1/2 X 64	47 X 64	51 X 64	\$198.96
SHENANDOAH (108)	STD ALL ROOMS	52 1/2 X 64	44 3/8 X 64	51 X 64	\$198.96
POTOMAC (159)	STD ALL ROOMS	52 1/2 X 64	47 X 64	51 X 64	\$198.96
CHAPPELEAR (B303B)	RA ROOM 3RD FL	48 X 65 1/2	44 X 65 1/2	47 X 66	\$185.56
CHAPPELEAR (B303B)	SUITE 3RD FL	96 X 66	92 X 66	95 X 66	\$309.21
DINGLEDINE	RA ROOM 3RD FL	47 X 65 1/2	41 1/4 X 65 1/2	46 X 66	\$183.76
DINGLEDINE	SUITE 3RD FL	96 1/4 X 66	89 3/4 X 66	95 X 66	\$309.21
FREDERIKSON	RA ROOM 3RD FL	48 X 65	43 3/4 X 65	47 X 66	\$185.56
FREDERIKSON	SUITE 3RD FL	95 3/4 X 65	92 1/4 X 65	95 X 66	\$309.21
GARBER	RA ROOM 3RD FL	47 X 65 1/2	41 X 65 1/2	46 X 66	\$183.76
GARBER	SUITE 3RD FL	95 3/4 X 65 1/2	89 1/2 X 65 1/2	95 X 66	\$309.21
HANSON (B303B)	RA ROOM 3RD FL	48 X 65 1/2	44 X 65 1/2	47 X 66	\$185.56
HANSON (B303B)	SUITE 3RD FL	96 X 66	92 X 66	95 X 66	\$309.21
HUFFMAN	RA ROOM 3RD FL	48 X 65	43 1/2 X 65	47 X 66	\$185.56

HUFFMAN	SUITE 3RD FL	95 1/2 X 65	92 X 65	95 X 66	\$309.21
IKENBERRY	RA ROOM 3RD FL	47 1/2 X 65	41 X 65	46 X 66	\$183.76
IKENBERRY	SUITE 3RD FL	96 X 65 1/2	90 X 65 1/2	95 X 66	\$309.21
WEAVER	RA ROOM 3RD FL	47 1/4 X 65 1/2	41 X 65 1/2	46 X 66	\$183.76
WEAVER	SUITE 3RD FL	95 1/2 X 65	90 X 65	95 X 66	\$309.21
WHITE	RA ROOM 3RD FL	47 1/4 X 65	41 X 65	46 X 66	\$183.76
WHITE	SUITE 3RD FL	95 3/4 X 65	90 X 65	95 X 66	\$309.21
VILLAGE AREA	TV LOUNGE			48 1/2 X 95	\$232.20

Pricing Proposal : 1" Mini Blind with 1" x 1 1/2" Headrail and .008 Gauge Slats
Standard: Springs Window Fashions Ball Classic .008 Gauge 1" Mini Blind
***NET COST per Blind (for quantities less than 25 units or 500 square feet)

	Width													
	23	26	29	32	36	40	44	48	52	57	62	67	72	82
42	\$38.69	\$40.71	\$44.18	\$48.22	\$53.13	\$57.75	\$62.08	\$65.55	\$70.74	\$79.70	\$84.32	\$90.96	\$95.58	\$107.42
48	\$40.71	\$44.18	\$48.80	\$51.98	\$58.62	\$62.95	\$67.86	\$71.90	\$76.52	\$87.20	\$92.69	\$99.62	\$105.39	\$119.25
54	\$44.18	\$48.80	\$52.84	\$56.25	\$62.95	\$68.15	\$73.92	\$78.83	\$83.74	\$94.13	\$101.93	\$107.42	\$114.92	\$129.65
60	\$48.51	\$51.98	\$55.73	\$60.35	\$67.86	\$73.92	\$79.41	\$84.32	\$91.53	\$102.80	\$108.86	\$117.52	\$123.59	\$140.33
66	\$50.53	\$55.44	\$60.35	\$64.97	\$72.48	\$78.43	\$84.32	\$91.82	\$97.60	\$109.73	\$117.81	\$123.69	\$133.40	\$154.48
72	\$54.29	\$58.91	\$63.81	\$69.30	\$77.96	\$84.03	\$91.53	\$97.60	\$104.24	\$117.81	\$126.76	\$133.69	\$142.93	\$160.83
78	\$57.75	\$62.95	\$68.15	\$73.92	\$83.45	\$90.67	\$97.31	\$104.24	\$111.46	\$125.32	\$133.69	\$142.93	\$151.59	\$168.83
84	\$61.22	\$65.84	\$71.90	\$78.83	\$87.20	\$94.13	\$103.37	\$109.73	\$118.10	\$133.11	\$142.35	\$151.59	\$160.83	\$182.49
90	\$63.81	\$70.74	\$76.23	\$82.87	\$92.11	\$101.64	\$107.70	\$112.72	\$124.16	\$140.33	\$151.02	\$159.68	\$170.94	\$193.17
96	\$67.86	\$73.92	\$79.98	\$86.91	\$97.60	\$105.97	\$114.92	\$122.72	\$131.96	\$147.26	\$158.52	\$169.21	\$179.89	\$203.28
102	\$71.32	\$77.96	\$84.03	\$91.53	\$102.80	\$111.46	\$119.83	\$129.65	\$138.02	\$155.64	\$166.90	\$177.58	\$189.42	\$213.10
108	\$74.21	\$80.56	\$88.07	\$95.58	\$107.13	\$117.52	\$126.76	\$136.00	\$145.82	\$161.99	\$174.98	\$187.11	\$197.79	\$224.94
114	\$77.96	\$84.32	\$92.11	\$99.62	\$111.75	\$121.85	\$132.54	\$142.35	\$151.59	\$170.94	\$182.78	\$195.77	\$207.61	\$236.78
120	\$79.98	\$88.07	\$96.15	\$104.24	\$117.52	\$127.63	\$137.73	\$147.55	\$158.81	\$177.58	\$190.58	\$204.44	\$217.43	\$246.30
126	\$83.74	\$92.11	\$101.06	\$107.70	\$121.85	\$133.11	\$144.38	\$154.19	\$166.61	\$186.24	\$198.66	\$212.52	\$226.38	\$256.70

Pricing Proposal : 2" Mini Blind with 1-5/8" x 2-1/4" Headrail and .008 Gauge Slats
Standard: Springs Window Fashions Ball Heritage .008 Gauge 2" Mini Blind
***NET COST per Blind (for quantities less than 25 units or 500 square feet)

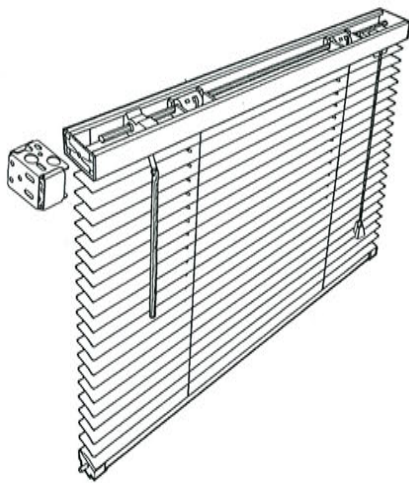
	Width													
	23	26	29	32	36	40	44	48	52	57	62	67	72	82
42	\$48.37	\$50.90	\$55.22	\$60.28	\$66.42	\$72.19	\$77.61	\$81.93	\$88.43	\$99.62	\$105.39	\$113.70	\$119.47	\$134.27
48	\$50.90	\$55.22	\$61.00	\$64.97	\$73.27	\$78.68	\$84.82	\$89.87	\$95.65	\$109.00	\$115.86	\$124.52	\$131.75	\$149.07
54	\$55.22	\$61.00	\$66.06	\$69.66	\$78.68	\$85.18	\$92.40	\$98.54	\$104.68	\$117.67	\$127.41	\$134.27	\$143.65	\$162.06
60	\$60.64	\$64.97	\$69.66	\$75.44	\$84.82	\$92.40	\$99.25	\$105.39	\$114.77	\$128.49	\$136.07	\$146.91	\$154.48	\$175.42
66	\$63.16	\$69.30	\$75.44	\$81.21	\$90.60	\$99.25	\$105.39	\$114.77	\$122.00	\$137.16	\$147.27	\$156.65	\$166.75	\$188.77
72	\$67.86	\$73.63	\$79.77	\$86.63	\$97.45	\$105.03	\$114.42	\$122.00	\$130.30	\$147.27	\$158.46	\$167.11	\$178.66	\$201.05
78	\$72.19	\$78.68	\$85.18	\$92.40	\$104.31	\$113.33	\$121.64	\$130.30	\$139.33	\$156.65	\$167.11	\$178.66	\$189.50	\$214.75
84	\$76.52	\$82.29	\$88.87	\$98.54	\$109.00	\$117.67	\$129.22	\$137.16	\$147.62	\$166.40	\$177.95	\$189.50	\$201.05	\$228.12
90	\$79.77	\$88.43	\$95.29	\$103.59	\$115.14	\$127.05	\$134.63	\$146.91	\$155.20	\$175.42	\$188.77	\$199.60	\$213.68	\$241.47
96	\$84.82	\$92.40	\$99.98	\$108.65	\$122.00	\$132.46	\$143.65	\$153.40	\$164.95	\$184.07	\$196.15	\$211.51	\$224.86	\$254.10
102	\$89.16	\$97.45	\$105.03	\$114.42	\$128.49	\$139.33	\$149.79	\$162.06	\$172.52	\$194.55	\$208.63	\$221.98	\$236.78	\$266.38
108	\$92.76	\$100.71	\$110.09	\$119.47	\$133.90	\$146.81	\$158.46	\$170.01	\$182.27	\$202.49	\$218.72	\$233.89	\$247.25	\$281.17
114	\$97.45	\$105.39	\$115.14	\$124.52	\$139.68	\$152.32	\$165.67	\$177.95	\$189.50	\$213.68	\$228.47	\$244.72	\$259.51	\$295.97
120	\$99.98	\$110.09	\$120.20	\$130.30	\$146.91	\$159.53	\$172.17	\$184.44	\$198.52	\$221.98	\$238.22	\$255.54	\$271.79	\$307.88
126	\$104.68	\$115.14	\$126.32	\$134.63	\$152.32	\$166.40	\$180.47	\$192.74	\$208.26	\$232.80	\$248.33	\$265.65	\$282.98	\$320.87

**Measure Fee - See Zone Map
**Take Down Fee - \$15.00/blind
Installation per Bracket - Wood/Aluminum : \$14.30/bracket
Installation per Bracket - Steel/Concrete: \$26.00/bracket

DATA SHEET

CLASSICS™ 1" ALUMINUM BLINDS

Product Features



- 1" x 1½" steel headrail
- Antistatic performance to repel dust
- Low HAP, low VOC paint process
- Disengaging clutch
- Crash-proof cordlock
- Enclosed bottomrail
- Box bracket
- GREENGUARD Gold certified
- Limited lifetime warranty

Product Specifications

Headrail shall be 1" high x 1½" wide x .025" thick U-shaped steel. The steel finishing process includes phosphate treatment for corrosion resistance, a chrome-free sealer, a low HAP urethane primer, and a topcoat of low HAP polyester-baked enamel.

Tilter shall be made of injection-molded thermoplastics for smooth low-friction operation and shall incorporate a clutch mechanism to prevent damage due to overtilting.

Tilt rod shall be electro-zinc coated solid steel measuring ¼" square.

Tilt wand shall be clear polycarbonate with a hexagonal cross section measuring approximately ¼" diameter and attached to the tilter shaft by means of a spring clip for easy removal.

Cordlock shall be a snap-in design made of durable high-impact nylon with a stainless steel wear guard incorporating a floating shaft-type locking pin. The design provides a crash-proof safety feature that will lock the blinds automatically upon release of the lift cord.

Drum and cradles shall be low-friction thermoplastic and provided for each ladder.

Installation brackets shall be made of phosphate-treated steel with a urethane primer and polyester-baked enamel finish to match headrail. The design shall incorporate a hinged front cover.

Braided ladder shall be made of 100% polyester yarn, incorporating two extra-strength rungs per ladder for slat support. Standard ladder spacing shall be 21.5mm.

Slats shall be 5000 series cold-rolled aluminum containing the maximum allowable recycled content to produce a high-strength and corrosion-resistant flexible product. Slats shall be nominally 1" wide x .006" thick and processed to provide a smooth, hard, less porous surface with antistatic performance to repel dust. Slats shall be treated with a topcoat of polyester-baked enamel.

Bottomrail shall be a completely enclosed tubular shape made of phosphate-treated steel for corrosion resistance and finished with a chrome-free sealer, low HAP urethane primer, and a topcoat of low HAP, polyester-baked enamel. Bottomrail shall measure .025" thick.

Options:

- .008" thick slat



The SWFcontract product presented is identical to Bali® Classics™ Aluminum Blinds.

Heritage™ 2" Aluminum Blinds

PRODUCT SPECIFICATIONS

SureTight™ Headrail shall be 1-5/8" high x 2-1/4" wide x .022" thick U-shaped steel with 1/8" lightblocking lip on the bottom center line. The steel finishing process includes phosphate treatment for corrosion resistance, a chrome-free sealer, a low hazardous air pollutants (HAP) urethane primer, and a topcoat of low HAP, polyester-baked enamel.

Tilter shall be a snap-in component incorporating a worm and pulley of low-friction thermoplastic and a nylon gear. Tilt cords shall measure 1.8 mm diameter.

Tilt Rod shall be electro-zinc coated solid steel measuring 1/4" square.

Tilt Wand shall be clear polycarbonate with a hexagonal cross section measuring approximately 5/16" diameter and attached to the tilter shaft by means of a spring clip for easy removal.

Lift Cord is available in 1.8 mm.

Cordlock shall be metal of a snap-in design incorporating a floating, shaft-type locking pin and shall incorporate a crash-proof safety feature that will lock blind automatically upon release of cord.

Drums shall be made of high-strength thermoplastic, which securely anchors braided ladders.

Installation Brackets shall be made of phosphate-treated steel with a urethane primer and polyester-baked enamel finish to match headrail. The design shall incorporate a hinged front cover.

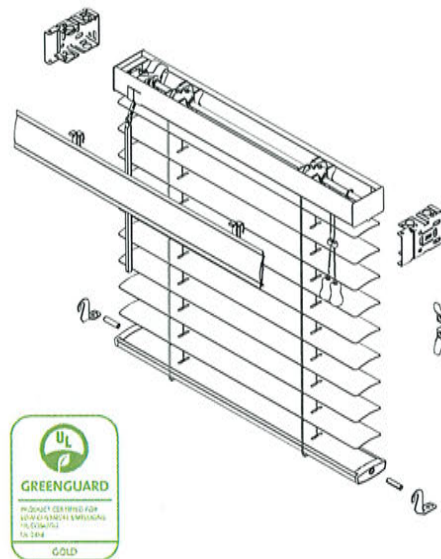
Braided Ladder shall be made of 100% polyester yarn, incorporating two extra-strength rungs per ladder for slat support. Standard ladder spacing shall be 44 mm.

Slats shall be 5000 series cold-rolled aluminum containing the maximum allowable recycled content to produce a high-strength and corrosion-resistant flexible product. Slats shall be nominally 2" wide x .008" thick and processed to provide a smooth, hard, less porous surface with antistatic performance to repel dust. Slats shall be treated with a topcoat of low HAP polyester-baked enamel.

Bottomrail shall be C-shaped 9/16" high x 2" wide x 0.40" thick anodized aluminum. It shall be fully enclosed with a dust cover slat and finished with a polyester-baked enamel to match headrail.

OPTIONS

- 1" or 1-1/2" FR rated cloth tapes
- Motorized – tilt only
- Cut-outs
- Inverted slat for daylighting
- Ring pull
- Deluxe channel panel valance
- Cord tilt
- Extension brackets
- Custom cord lengths available
- Ring tilt
- Hold down brackets

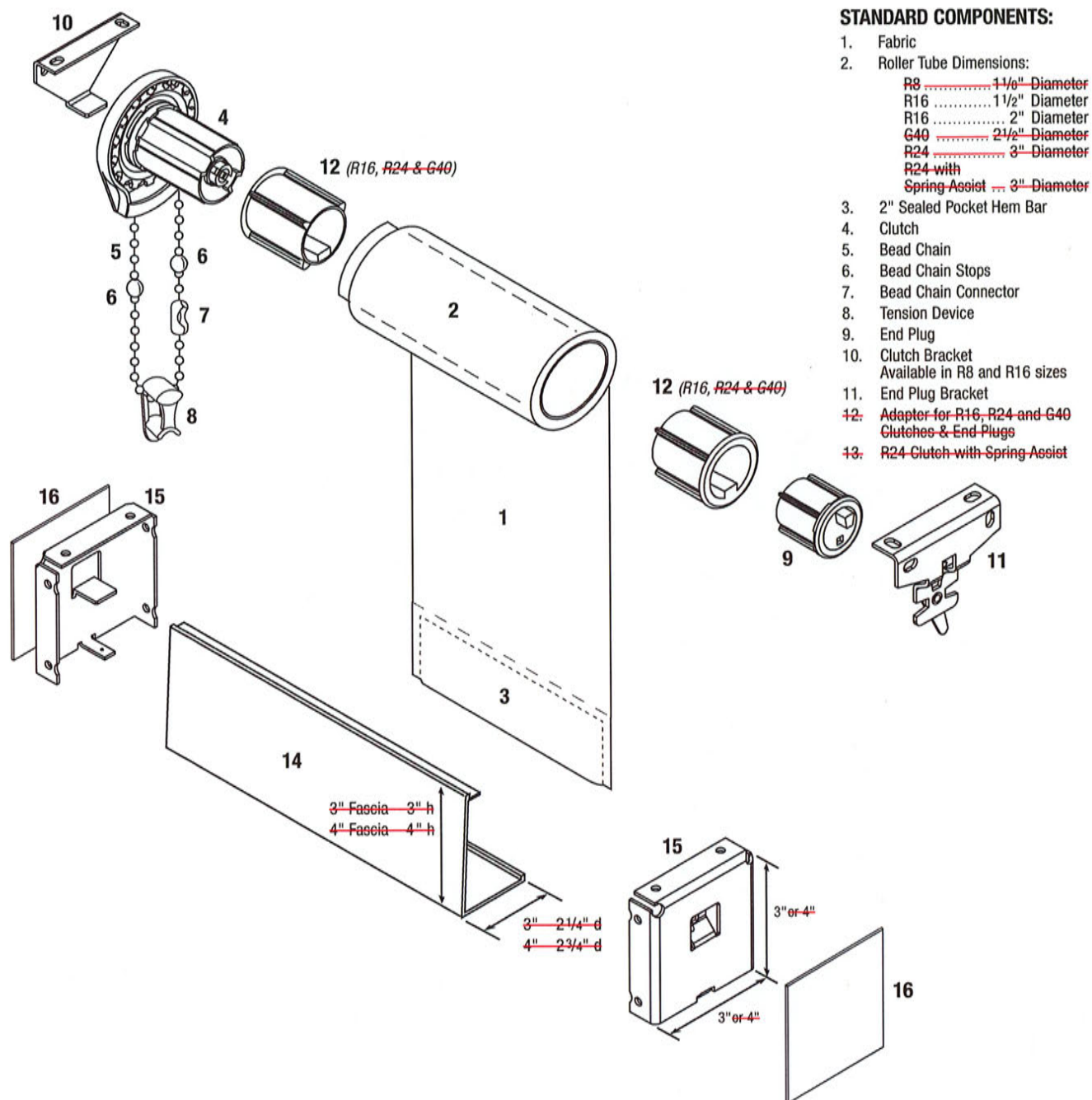


PRODUCT FEATURES AND BENEFITS

- Ideal for large window applications
- 1-5/8" x 2-1/4" SureTight heavy-duty steel headrail
- Lightblocking lip on headrail eliminates light leakage
- Enclosed bottomrail
- Box bracket
- Compliant with ANSI WCMA A100.1-2018 standard for cord length
- Antistatic performance to repel dust
- Low HAP, low VOC paint process
- Slats meet NFPA 701
- GREENGUARD Gold certified
- Limited lifetime warranty

*Identical to Bali® Heritage™
2" Aluminum Blinds*

— MANUAL ROLLER SHADE —



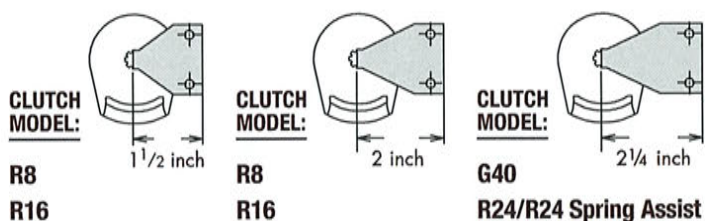
STANDARD COMPONENTS:

1. Fabric
2. Roller Tube Dimensions:
 - R8 1 1/8" Diameter
 - R16 1 1/2" Diameter
 - R16 2" Diameter
 - G40 2 1/2" Diameter
 - R24 3" Diameter
 - R24 with Spring Assist 3" Diameter
3. 2" Sealed Pocket Hem Bar
4. Clutch
5. Bead Chain
6. Bead Chain Stops
7. Bead Chain Connector
8. Tension Device
9. End Plug
10. Clutch Bracket
11. End Plug Bracket
12. Adapter for R16, R24 and G40 Clutches & End Plugs
13. R24 Clutch with Spring Assist

SHADE SIZES & WEIGHTS:

CLUTCH MODEL	SHADE WIDTH	SHADE DROP	MAXIMUM WEIGHT
R8	12" – 72"	12" – 144"	8 lbs.
R16	72 1/8" – 120"	12" – 144"	16 lbs.
G40	120 1/8" – 156"	12" – 144"	40 lbs.
R24/R24 with Spring Assist	156 1/8" – 192"	12" – 144"	40 lbs.

BRACKET PROJECTIONS:



— MANUAL ROLLER SHADE —

STANDARD COMPONENTS:

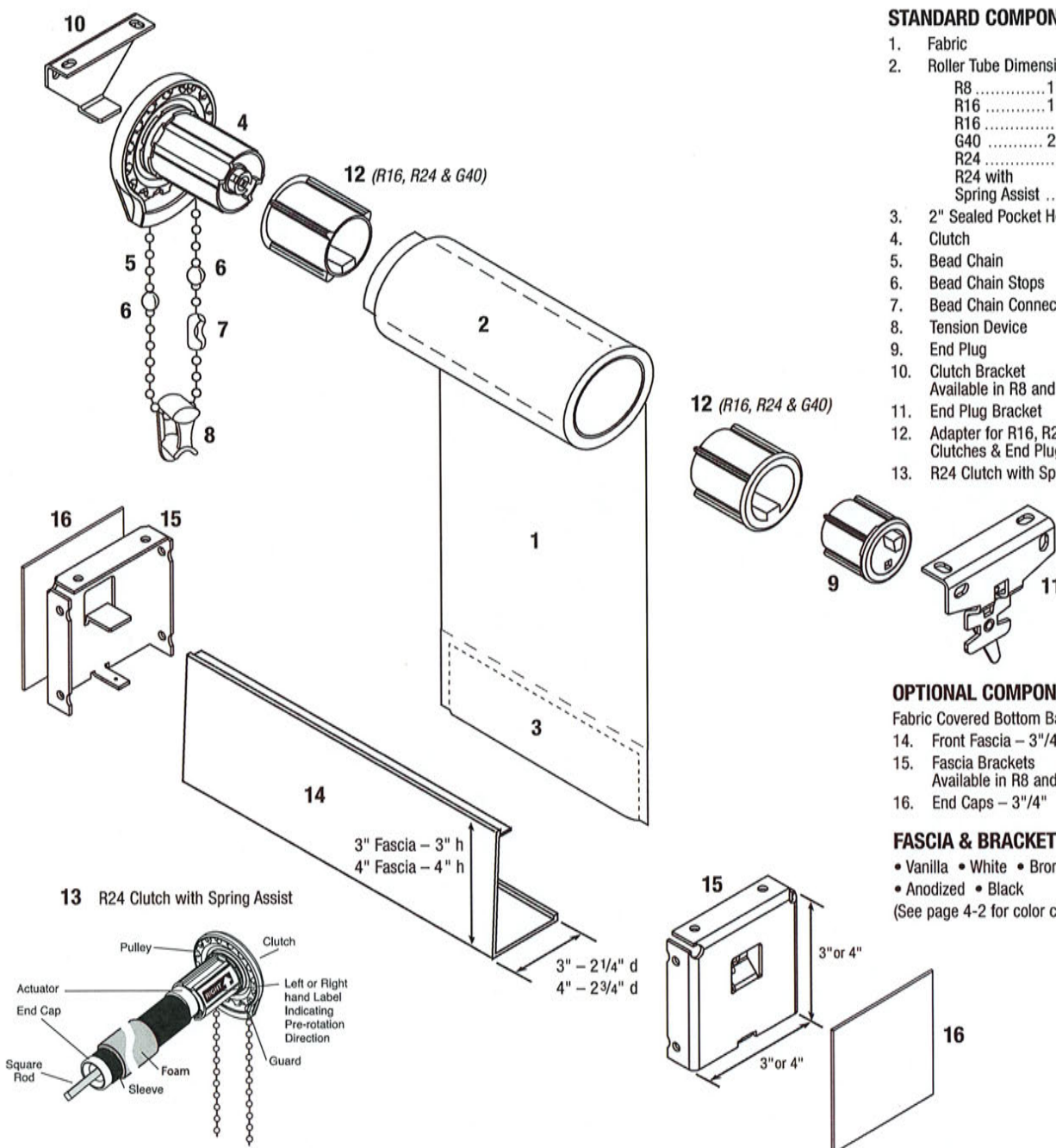
1. Fabric
2. Roller Tube Dimensions:
 - R8 1 1/8" Diameter
 - R16 1 1/2" Diameter
 - R16 2" Diameter
 - G40 2 1/2" Diameter
 - R24 3" Diameter
 - R24 with Spring Assist ... 3" Diameter
3. 2" Sealed Pocket Hem Bar
4. Clutch
5. Bead Chain
6. Bead Chain Stops
7. Bead Chain Connector
8. Tension Device
9. End Plug
10. Clutch Bracket
11. End Plug Bracket
12. Adapter for R16, R24 and G40 Clutches & End Plugs
13. R24 Clutch with Spring Assist

OPTIONAL COMPONENTS:

- Fabric Covered Bottom Bar, Flat or Oval
14. Front Fascia – 3" / 4"
 15. Fascia Brackets
 16. End Caps – 3" / 4"

FASCIA & BRACKET COLORS:

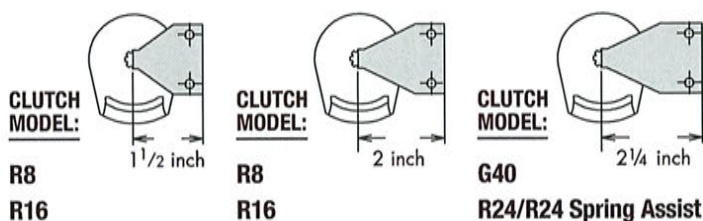
- Vanilla • White • Bronze
 - Anodized • Black
- (See page 4-2 for color chart.)

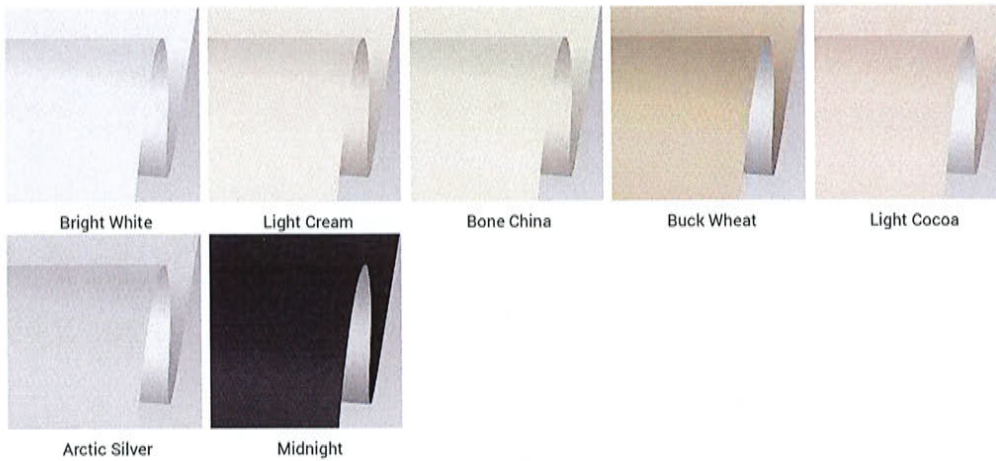


SHADE SIZES & WEIGHTS:

CLUTCH MODEL	SHADE WIDTH	SHADE DROP	MAXIMUM WEIGHT
R8	12" – 72"	12" – 144"	8 lbs.
R16	72 1/8" – 120"	12" – 144"	16 lbs.
G40	120 1/8" – 156"	12" – 144"	40 lbs.
R24/R24 with Spring Assist	156 1/8" – 192"	12" – 144"	40 lbs.

BRACKET PROJECTIONS:





Morocco

Content: 100% Fiberglass with Vinyl Laminates / Openness Factor 0% / Meets or Exceeds Fed. FR Spec. NFPA701 (small scale)* Fenestration data not yet available

Max Fabric Width: 72"

Roll Length - Yards: 30 yd

Fabric Weight: 11 oz/yd²

Fabric Thickness: 0.012"

Openness: 0%

Composition: 100% Fiberglass with Vinyl Laminates

Fire Classification: NFPA 701, CCC-C-521E (type 11 fiberglass) A-A150

Chart Of Solar Optical Properties And Shading Coefficient

COLOR	SOLAR OPTICAL PROPERTIES					SHADING COEFFICIENT (INTERNAL)		
	TS	RS	AS	TUV	TV	1/8CL	1/4CL	1/4HA
Bright White	-	-	-	-	-	-	-	-
Light Cream	-	-	-	-	-	-	-	-
Bone China	-	-	-	-	-	-	-	-
Buck Wheat	-	-	-	-	-	-	-	-
Light Cocoa	-	-	-	-	-	-	-	-
Arctic Silver	-	-	-	-	-	-	-	-
Midnight	-	-	-	-	-	-	-	-

TS : Solar Transmittance

RS : Solar Reflectance

AS : Solar Absorptance

Tuv : Ultra-Violet Transmittance

TV : Visual Transmittance

1/8CL : 1/8" Clear Glass

1/4CL : 1/4" Clear Glass

1/4HA : 1/4" Heat Absorbing Glass



Test Report

No. 2813375TX-01

Date: July 05, 2012

Page 1 of 2

INDIANA COATED FABRICS
PO Box 1017
Warsaw, Indiana 46581

Attn: David Brettell

The following (1) sample was submitted and identified by the client as:

Sample Description	:	4ply laminated window shade fabric
Sample #	:	NA
Fiber Content	:	Woven Fiberglass/ PVC Calendared Films
Color	:	NA
Care Instructions	:	NA
PO #	:	PO#10086
Country of Origin	:	United State
Sample Receiving Date	:	June 28, 2012
Test Performing Date(s)	:	June 29-July 05, 2012
Test Performed	:	Selected test(s) as requested by applicant against specified requirement / test request form / quotation.
	:	* * * *
Test Results	:	Please refer to the following page(s).

Reviewed by

Signed for and on behalf of
SGS North America Inc.

Prashanthi Alapati
Supervisor – Textile Laboratory

Greg S. Kolbeck
Manager – Textile Laboratory

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Test Report

No. 2813375TX-01

Date: July 05, 2012

Page 2 of 2

Test Result(s):

Flame Propagation of Textiles and Films

NFPA 701 Test Method 1 2010 Edition

Specimen	Original Wt. (grams)	Post Wt. (grams)	After Flame (seconds)	Residues (seconds)	Wt. Loss (percent)
1	28.1	22.4	0.0	0.0	20.3
2	28.5	21.7	0.0	0.0	23.9
3	28.6	21.9	0.0	0.0	23.4
4	28.1	22.9	0.0	0.0	18.5
5	28.6	23.5	0.0	0.0	17.8
6	28.6	22.1	0.0	0.0	22.7
7	28.5	21.3	0.0	0.0	25.3
8	28.6	21.6	0.0	0.0	24.5
9	28.5	20.6	0.0	0.0	27.7
10	28.4	21.6	0.0	0.0	23.9
			AVG	0.0	22.8
			3STDDEV		9.2
			AVG+3STDDEV		31.0

Note: Rapid Flaming but Self-Extinguished.

Requirements:

Fragments or residues of specimens that fall to the floor of the test chamber shall not continue to burn for more than an average of 2 seconds per specimen for the sample of 10 specimens. The average weight loss of the 10 specimens in a sample shall be 40% or less. No individual specimen's mass loss percent shall deviate more than 3 standard deviations from the mean for the 10 specimens.

Conclusion:

The submitted sample **meets** the requirements of NFPA 701 Test Method 1 – 2010 Edition, when tested in its original state.

Selected tests as requested by applicant against specified requirement / test request form / quotation.

*** End of Report ***

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DIGITAL SWATCH CARD

CLASSIX COLLECTION

ECOFABRIX® 700



FABRIC	700
AVAILABLE WIDTH (IN)	72
COMPOSITION	75% VINYL, 25% FIBERGLASS
OPENNESS FACTOR	0%
UV BLOCKAGE	100%
WEIGHT (OZ/YD ²)	12.5
THICKNESS (IN)	0.013
FIRE CLASSIFICATIONS	CALIFORNIA U.S. TITLE 19 (SMALL SCALE); NFPA 701:2004 (TEST 1 SMALL SCALE), NFPA 701-89 LARGE SCALE TEST, FTMS 191 METHOD 5903
AIR QUALITY CERTIFICATION	GREENGUARD, GREENGUARD GOLD
LEAD FREE	ASTM 4834-03+CSA. Can 600.08
FUNGAL RESISTANCE	ASTM G-21



-10 White



-01 Linen



-41 Champagne



-04 Ivory



-81 Grey/Grey

These colors have a white back



-83 Grey/White



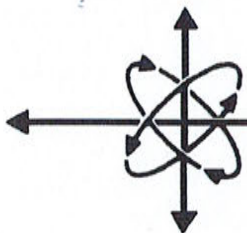
-93 Black/White

All colors are illustrative only. Accurate color representation in print is not guaranteed. For actual colors, we recommend that a physical sample be ordered. For documentation of test results and certificates please visit EcoFabrix.com.



WWW.ECOFABRIX.COM

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BURLINGTON, NORTH CAROLINA 27215
PHONE (336) 227-7710 • FAX (336) 227-1175
www.diversifiedtestinglabs.com

December 9, 2015

Ms. Dara Centonze
ECOFABRIX
77 Second Avenue
Garden City Park, NY 11040

Reference: Laboratory Test Report
Lab Identification No. 17775
Invoice No. 48644 (Attached)

Dear Ms. Centonze:

One (1) fabric sample, identified as 700, was received and tested in accordance with the California Administrative Code Title 19-- Public Safety, Section 1237. Flame Resistance, Small Scale Test. The results are as follows:

<u>Specimen Number</u>	<u>After Flame Time (sec)</u>		<u>Char Length (in)</u>	
	<u>Length</u>	<u>Width</u>	<u>Length</u>	<u>Width</u>
1	0.0	0.0	3.4	3.6
2	0.0	0.0	2.9	3.2
3	0.0	0.0	3.1	3.4
4	0.0	0.0	3.2	3.1
5	<u>0.0</u>	<u>0.0</u>	4.2	2.8
Avg.	0.0	0.0		

The sample submitted, in its original state, **meets** the minimum requirements of the above standard. The char length may not exceed 6.0 inches for any individual specimen and the average afterflame time may not exceed 4.0 seconds in the length or width directions.

If there are any questions or when we can be of further assistance, please let us know.

Sincerely,

Bobby E. Puett

BEP/mr
Attachment

Color Selection Required



STYLE 4400 WITH DOW ECOLIBRIUM™

AVERAGE OPENNESS 3% (4400)

As the only sun control fabrics on the market to use DOW's unique ECOLIBRIUM bio-based plasticizer, Styles 4400, 4000 and 4100 combine the durability of vinyl-coated polyester with the latest in green PVC technology. ECOLIBRIUM is a renewable alternative to traditional plasticizers that lowers greenhouse gas emissions as much as 40% vs existing PVC compounds. Style 4400/4000/4100 with DOW ECOLIBRIUM is phthalate-free, lead-free and RoHS compliant. These fabrics maintain all of the established benefits of traditional vinyl such as durability, cleanability and fabric longevity. Style 4400/4000/4100 can also be used in exterior shading systems.

FIRE CLASSIFICATION

California U.S. Title 19 (small scale), NFPA 701 TM#1 (small scale), NFPA 101 (Class A Rating), BS 5867 Part 2 Type B Performance, NFPA 701 TM#2 (large scale), CAN/ULC-S 109-03 (large and small scale), CAN/CGSB2-4.162-M80 and IBC Section 803.1.1 (Class A Rating)

BACTERIA AND FUNGAL RESISTANCE

ASTM E 2180, ASTM G21, AATCC30 Part 3, ASTM D 3273, GREENGUARD Mold and Bacteria Standard ASTM 6329; includes Microban antimicrobial additives

ENVIRONMENTAL CERTIFICATION

Certified to GREENGUARD and GREENGUARD Gold standards for low chemical emissions into indoor air during product usage

LEAD FREE

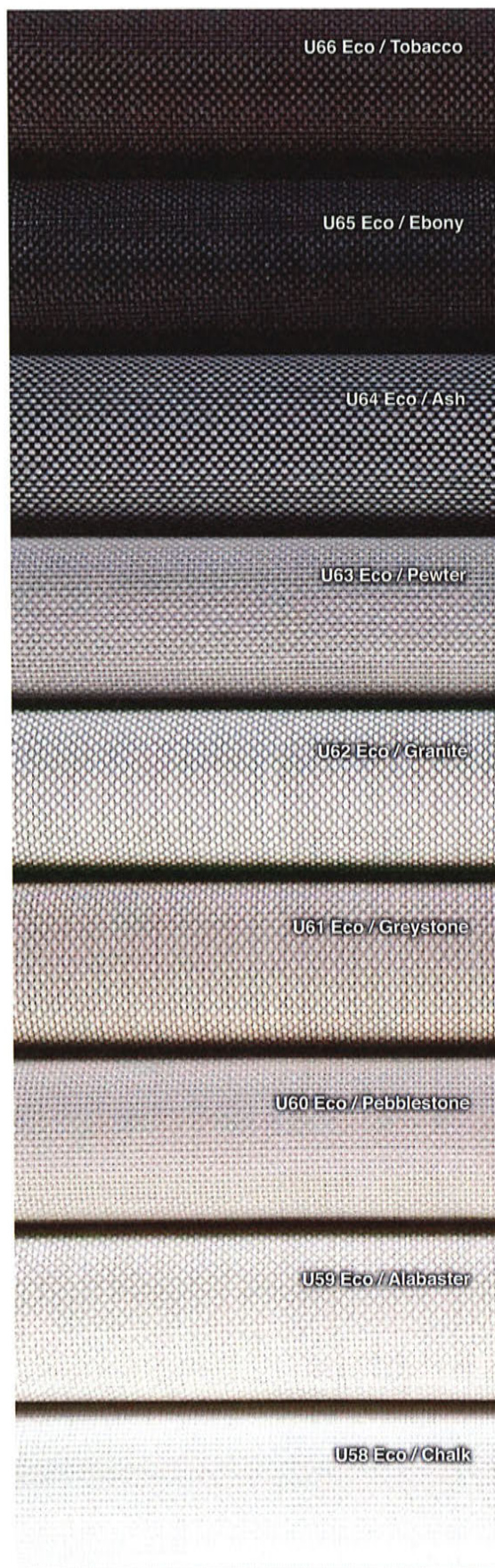
RoHS/Directive 2002/95/EC, US Consumer Product Safety Commission Section 101 and ANSI/WCMA A 100.1-2007 for lead content

STANDARD WIDTHS

STYLES 4400: 63", 84", 98" and 126" (160 cm, 213.4 cm, 248.9 cm and 320 cm)

STANDARD ROLL LENGTH

30 Linear Yards (27.4 m)





PHIFER

INCORPORATED

17 October 2017

DRAPER INC.

Sent Via Email: jessi.wright@DraperInc.com

Re: Flame Retardance Certificate

PHIFER INCORPORATED certifies that the materials described below manufactured in Tuscaloosa, Alabama, U.S.A., and furnished by our firm:

SheerWeave 4000 ECO, SheerWeave 4400 ECO (All colors and weaves)

is in compliance with the following standard(s):

1. Flammability per California Administrative Code, Title 19, Public Safety, Section 1237, Flame resistance Small Scale test, Interior Materials Qualification (California Registration F-99001).
2. National Fire Protection Association, NFPA No. 101, "Life Safety Code", Class "A" rating. (Tested in accordance to ASTM E84.)
SW 4000 ECO - Flame Spread Index = 20 Smoke Developed Value = 350
SW 4400 ECO - Flame Spread Index = 15 Smoke Developed Value = 250
3. International Building Code (IBC), Section 803.1.1, (Tested in accordance to ASTM E84), Class "A" rating.
4. NFPA 701, Standard Methods of Fire Test for Flame Propagation of Textiles and Films 2015 Edition - (Test 1, Small Scale).
5. NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films 2015 Edition - (Test 2, Large Scale).
6. CAN/ULC-S109-14 Standard for Flame Tests of flame-Resistant Fabrics & Films Small Flame Test.
7. CAN/ULC-S109-14 Standard for Flame Tests of flame-Resistant Fabrics & Films Large Flame Test, Single Sheet Specimen.
8. CAN/CGSB2-4.162-M80, "Hospital Textiles - Flammability Performance Requirements" as specified by Canadian General Standards Board (SGSB).
9. BS EN ISO 15025: 2002 - Protection against heat and flame - Method of test for limited flame spread (Procedure A - Surface Ignition); as cited by BS 5867-2:2008 - British Standard Specification for Fabrics for curtains, drapes and window blinds; Part 2: Type "B: Performance Requirements.

If you have any questions or need further information, please contact me at 1-800-633-5955 Ext. 3075.

Sincerely,

PHIFER INCORPORATED

Keith Euerle

Director of Specialty Textiles Testing and Analysis

*Testing was performed by a 3rd party certified laboratory on samples representing products listed.

P. O. Box 1700 • Tuscaloosa, Alabama 35403-1700 USA
Phone 205-345-2120 • FAX 205-750-4890 • www.phifer.com

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PHIFER

INCORPORATED

17 October 2017

DRAPER INC.

Sent Via Email: jessi.wright@DraperInc.com

Re: Flame Retardance Certificate

PHIFER INCORPORATED certifies that the materials described below manufactured in Tuscaloosa, Alabama, U.S.A., and furnished by our firm:

SheerWeave 4100 ECO (All colors and weaves)

is in compliance with the following standard(s):

1. Flammability per California Administrative Code, Title 19, Public Safety, Section 1237, Flame resistance Small Scale test, Interior Materials Qualification (California Registration F-99001).
2. National Fire Protection Association, NFPA No. 101, "Life Safety Code", Class "A" rating. (Tested in accordance to ASTM E84.)
Flame Spread Index = 15 Smoke Developed Value = 250
3. International Building Code (IBC), Section 803.1.1, (Tested in accordance to ASTM E84), Class "A" rating.
4. NFPA 701, Standard Methods of Fire Test for Flame Propagation of Textiles and Films 2015 Edition – (Test 1, Small Scale).
5. NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films 2015 Edition – (Test 2, Large Scale).
6. CAN/ULC-S109-14 Standard for Flame Tests of flame-Resistant Fabrics & Films Small Flame Test.
7. CAN/ULC-S109-14 Standard for Flame Tests of flame-Resistant Fabrics & Films Large Flame Test, Single Sheet Specimen.
8. CAN/CGSB2-4.162-M80, "Hospital Textiles - Flammability Performance Requirements" as specified by Canadian General Standards Board (SGSB).
9. BS EN ISO 15025: 2002 - Protection against heat and flame - Method of test for limited flame spread (Procedure A - Surface Ignition); as cited by BS 5867-2:2008 - British Standard Specification for Fabrics for curtains, drapes and window blinds; Part 2: Type "B: Performance Requirements.
10. CFR 49 V 571.302 (Federal Motor Vehicles Safety Standards), Flammability of Material use in the Interior of Motor Vehicle Occupant Compartments.

If you have any questions or need further information, please contact me at 1-800-633-5955 Ext. 3075.

Sincerely,
PHIFER INCORPORATED

Keith Euerle
Director of Specialty Textiles Testing and Analysis

*Testing was performed by a 3rd party certified laboratory on samples representing products listed.



STYLE 4800

AVERAGE OPENNESS 1%

Designed with privacy in mind, Style 4800 is woven in a dense plain weave to limit directional visibility while allowing natural light to enter the room. Woven from vinyl-coated polyester yarns, Style 4800 is durable, easy to maintain and high performing with a robust construction that makes it ideal for heavy traffic areas and public spaces. Style 4800 can also be used in exterior shading systems.

FIRE CLASSIFICATION

California U.S. Title 19 (small scale), NFPA 701 TM#1 (small scale), NFPA 101 (Class A Rating), BS 5867 Part 2 Type B Performance, NFPA 701 TM#2 (large scale), CAN/ULC-S 109-03 (large and small scale), CAN/CGSB2-4.162-M80 and IBC Section 803.1.1 (Class A Rating)

BACTERIA AND FUNGAL RESISTANCE

ASTM E 2180, ASTM G21, AATCC30 Part 3, ASTM D 3273, GREENGUARD Mold and Bacteria Standard ASTM 6329; includes Microban antimicrobial additives

ENVIRONMENTAL CERTIFICATION

Certified to GREENGUARD and GREENGUARD Gold standards for low chemical emissions into indoor air during product usage

LEAD FREE

RoHS/Directive 2002/95/EC, US Consumer Product Safety Commission Section 101, ANSI/WCMA A 100.1-2007 for lead content and REACH (EC 1907/2006) compliant

STANDARD WIDTHS

63", 98" and 126" (160.0 cm, 248.9 cm and 320 cm)

STANDARD ROLL LENGTH

30 Linear Yards (27.4 m)





PHIFER

INCORPORATED

31 March 2014

DRAPER INC.

Sent Via E-mail: jmiller@DraperInc.com

Re: Flame Retardance Certificate

PHIFER INCORPORATED certifies that the material described below manufactured in Tuscaloosa, Alabama, U.S.A., and furnished by our firm:

Phifer SheerWeave Vinyl Coated Polyester: SheerWeave 4800 (All colors and weaves manufactured with FR-34 compound.)

is in compliance with the following standard(s):

1. Flammability per California Administrative Code, Title 19, Public Safety, Section 1237, Flame resistance Small Scale test, Registration Number F-44202.
2. National Fire Protection Association, NFPA No. 101, "Life Safety Code", Class "A" rating. (Tested in accordance to ASTM E84.)
SW 4800: Flame Spread Index = 15 Smoke Developed Value = 300
3. International Building Code (IBC), Section 903.1, (Tested in accordance to ASTM E84), Class "A" rating.
4. NFPA 701, Standard Methods of Fire Test for Flame Propagation of Textiles and Films 2010 Edition – Test Method #1 (Small Scale).
5. NFPA 701, Standard Methods of Fire Tests for Flame Propagation of Textiles and Films 2010 Edition – Test Method #2 - Folded Specimens.
6. CAN/ULC-S109-03 Standard for Flame Tests of flame-Resistant Fabrics & Films Small Flame Test.
7. CAN/ULC-S109-03 Standard for Flame Tests of Flame-Resistant Fabrics & Films Large Flame Test, Single Sheet Specimen.
8. CAN/CGSB2-4.162-M80, Hospital Textiles - Flammability Performance Requirements.
9. BS EN ISO 15025:2002 - Protective clothing - Protection against heat and flame - Method of test for limited flame spread (Procedure A - Surface Ignition); as cited by BS 5867-2:2008 - British Standard Specification for Fabrics for curtains, drapes and window blinds; Part 2: Type "B" Performance Requirements.

If you have any questions or need further information, please contact me at 1-800-633-5955 Ext. 3075.

Sincerely,

PHIFER INCORPORATED

Keith Euerle

Director of Specialty Textiles Testing and Analysis

Hunter Douglas Architectural Window Coverings Lifetime Guarantee

Hunter Douglas, Inc. warrants that its contract products will be free from defects in materials and workmanship for so long as the original purchaser owns the product, subject to the exceptions set forth below, PROVIDED THAT SUCH PRODUCTS WERE: (1) purchased after May 15, 1992; (2) properly installed in commercial, institutional or multi-tenant facilities; and (3) made or assembled exclusively from Hunter Douglas materials and components.

Fabrics and cords are warranted from the date of purchase by the original purchaser as follows: 2 years for Silhouette® FR and Vignette® FR, 5 years for Roller Shades and 3 years for all other fabric and cords. Vertical tracks are warranted from the date of purchase by the original purchaser as follows: 3 years for Contract PC-0440, PermaTrack, & specialty tracks and 5 years for PermAlign tracks. All Hunter Douglas Architectural motorized products and motor control systems are warranted for a period of 5 years from the date of purchase by original purchaser.

Hunter Douglas shall repair or replace, in its sole discretion, the product or components found to be defective. Hunter Douglas shall not be responsible for shipping charges or labor costs incurred for measuring, demounting or installation. Repairs will be made with like or similar parts.

This warranty excludes any condition or damage relating to or resulting from accidents, alterations, exposure to the elements, discoloration or fading over time, misuse, abuse, normal wear & tear, a third party's motorized devices, removal and/or reinstallation of the product in another location, failure to follow Hunter Douglas instructions with respect to measurement, installation, cleaning or maintenance, or force majeure (including without limitation, fire, floods, standing water, explosions, earthquakes, vandalism, riots, acts of war, pollutants, acts of God or other occurrences beyond Hunter Douglas' control).

THIS WARRANTY IS EXCLUSIVE AND IN LIEU OF ALL OTHER OBLIGATIONS, LIABILITIES OR WARRANTIES. HUNTER DOUGLAS DISCLAIMS ALL OTHER WARRANTIES, WHETHER EXPRESS, IMPLIED OR STATUTORY, INCLUDING ANY WARRANTY OF MERCHANTABILITY, ANY WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE OR OTHERWISE. In no event shall Hunter Douglas or its distributors be liable or responsible for INCIDENTAL OR CONSEQUENTIAL DAMAGES or for any other direct or indirect damage, loss, cost, expense or fee. Some states do not allow the exclusion or limitation of consequential or incidental damages, so this exclusion or limitation may not apply to you.

This warranty gives you specific legal rights, and you may also have other rights, which vary from state to state. To obtain warranty service, contact Hunter Douglas Architectural Services. Warranty claims must be accompanied by proof of purchase.

HunterDouglas 
Architectural

800.727.8953 HDarchitectural.com

LIMITED WARRANTY

Springs Window Fashions, LLC ("SWF") provides the following warranties on its Bali®, Graber® and SWFcontract™ products:

TYPE OF WARRANTY

Limited lifetime warranty on all Bali®, Graber® and SWFcontract™ products sold by SWF or by an authorized dealer, other than the products listed below, which have the limited warranty periods as indicated:

2" vinyl and acrylic slats	Three years
Drapery hardware	Three years
FashionPleat pleated shade fabrics	Three years
Vertical louvers (vanes)	Three years
Exterior solar shade products	Five years
Motorization components & accessories (batteries not included)	Five years
Wood and faux wood slats (including composites)	Five years

WHAT IS COVERED

Products are warranted against original defects in materials or workmanship during the specified warranty period.

WHAT IS NOT COVERED

This Limited Warranty does not cover:

- Conditions or damage caused by abuse, accidents, alterations, misuse or failure to follow instructions for measurement, installation, use, cleaning or maintenance, including those instructions found at the end of this Limited Warranty.
- Normal wear and tear, including but not limited to fading or yellowing over the lifetime of the product, deterioration when exposed to sunlight for prolonged periods of time, and cord failure as a result of wearing out over time.
- Variations in colors from lot to lot (colors may not exactly match samples or previously purchased products).
- Products that are unusable by reason of mis-measurement or installation not in accordance with the instructions provided by SWF.
- For all products other than exterior solar shades, damage resulting from non-interior applications, exposure to outdoor elements, or extremely high humidity environments.

WHO IS COVERED

This Limited Warranty extends only to the original purchaser.

SWF's OBLIGATIONS

SWF's obligations under this Limited Warranty are limited to the repair or replacement of defective parts or products. SWF is not responsible for shipping costs or labor costs associated with measuring, removing or reinstalling products. Repairs or replacements under this Limited Warranty will be made with like or similar parts.

LIMITATION OF DAMAGES / DISCLAIMER OF WARRANTIES

THIS LIMITED WARRANTY DOES NOT COVER, AND IS INTENDED TO EXCLUDE, ANY AND ALL LIABILITY OF SWF, WHETHER UNDER THIS LIMITED WARRANTY OR UNDER ANY WARRANTY IMPLIED BY LAW, FOR ANY INDIRECT OR CONSEQUENTIAL DAMAGES. EXCEPT AS EXPRESSLY PROVIDED IN THIS LIMITED WARRANTY, SWF HEREBY DISCLAIMS ALL WARRANTIES TO THE EXTENT PERMITTED BY LAW. ANY IMPLIED WARRANTIES THAT CANNOT BE DISCLAIMED ARE, TO THE EXTENT PERMITTED BY LAW, LIMITED IN DURATION TO FIVE (5) YEARS.

Some states do not allow the exclusion or limitation of incidental or consequential damages, so the foregoing limitation or exclusion may not apply to you. This Limited Warranty gives specific legal rights, and you may also have other rights that vary from state to state. No person is authorized to extend or alter this Limited Warranty.

WARRANTY SERVICE

To obtain warranty service, contact the dealer from whom the product was purchased. The dealer will work with SWF to arrange for inspection of the product and warranty service as appropriate.

Warranty claims must be accompanied by the original sales information as well as relevant details regarding the claim, including the nature of the problem, the location of the product, cleaning/maintenance history, etc.

CLEANING AND MAINTENANCE INSTRUCTIONS

Aluminum, Vinyl, and Faux Wood Horizontal Blinds, Faux Wood Shutters, and Pleated Shades may be cleaned with mild soap and water only.

Roller shade fabric may be cleaned by regular dusting or vacuuming with a soft brush attachment. For stained shades, sponge the fabric with a mild detergent and thoroughly rinse. Allow the shade to dry completely before raising. Do NOT completely immerse the fabric. If commercial spot cleaners are used, they must first be tested and allowed to dry on an inconspicuous area, to ensure compatibility.

Solar shade fabric may be cleaned by occasional vacuuming. For stained shades, brush the fabric with a mild detergent and thoroughly rinse. Allow the shade to dry completely before raising. Do NOT completely immerse the fabric. If commercial spot cleaners or diluted bleach mixtures are used, they must first be tested and allowed to dry on an inconspicuous area, to ensure compatibility.

Vertical fabric louvers may be cleaned with regular dusting or vacuuming with a soft brush attachment. Vertical vinyl louvers may be cleaned by using mild detergent and warm water.

Wood blinds may be cleaned by occasional light vacuuming with a brush attachment. More severe soiling can be removed from painted wood blinds by using a soft cloth. Stained wood blinds can be treated with a soft cloth and lemon oil or other wood preservatives.

Wood shutters may be cleaned by occasional light vacuuming with a brush attachment. For minor soiled areas, clean with warm water using a clean cotton cloth. Dry with a second clean cotton cloth. For more severe soiling, use a mild detergent diluted to a 5% solution with room temperature water. Clean with a cotton cloth. Wipe area with clear water to remove any detergent residue and dry with cotton cloth.

Cellular shade fabric may be cleaned by regular dusting or vacuuming with a soft brush attachment. For soil removal, sponge the fabric with a mild detergent and warm water solution and blot dry. If deeper cleaning is desired, ultrasonic or injection/extraction cleaning may be done by a professional blind cleaner.

Professional blind cleaners use a variety of methods to clean blinds and vary in their capabilities. While Springs Window Fashions knows that many of our window treatments can be safely cleaned using the appropriate ultrasonic or injection/extraction cleaning methods, we cannot guarantee the outcome of any cleaning services provided by an independent company. For assistance in locating a certified blind cleaner that serves your area, visit www.blindcleaners.net.

Do not use cleaning methods involving heat, bleach, abrasives, or solvents. Use of these methods will void the warranty.



Request for Proposal

RFP# AHK-1156

Window Treatments and Screens

July 21, 2022



REQUEST FOR PROPOSAL

RFP# AHK-1156

Issue Date: July 21, 2022

Title: Window Treatments and Screens

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

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

Sealed Proposals Will Be Received Until 2:00 PM on August 11, 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: ANNIE KORN, Buyer Lead Commodity Contract Officer & FF&E PM, Procurement Services, kornah@jmu.edu; 540-568-3133; (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 # AHK-1156

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PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals from qualified sources to enter into a contract to furnish and/or installation of Window Treatments and Screens 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) four additional one-year periods.

BACKGROUND

James Madison University is a comprehensive university in Harrisonburg, Virginia, that is part of the statewide system of public higher education in the Commonwealth. The university offers programs at the bachelor's, master's and doctoral levels with its primary emphasis on the undergraduate student. JMU's current enrollment is approximately 22,000 full and part-time students. The university employs approximately 4,000 faculty and staff. The campus of JMU currently consists of approximately 68 Academic/Administrative Buildings, 36 Support Facilities, 34 Student Housing Buildings and multiple other properties throughout the Harrisonburg/Rockingham area.

Window treatment and screen orders occur on an as needed basis through Facilities Management (FM) and the Office of Residence Life (ORL). Window sizes vary throughout campus and roller shade and/or window treatments measurements for each building/floor will also vary. The heaviest period of dormitory window treatment and/or screen replacement is May through August when the dormitories are prepared for the upcoming fall semester. *Attachment E – Shade Sizes of Residence Halls* may be used as a reference.

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.

STATEMENT OF NEEDS

James Madison University (JMU) seeks to establish a contract(s) for a variety of window treatment products and services to be utilized on an as-needed basis. The University has identified three (3) areas where products and services are required:

- 1.) Window Treatments products
- 2.) Window Screen (insect & security) products
- 3.) Installation services of Window Treatments and/or Screens

Offerors interested in this solicitation may choose one (1), two (2) or all of the areas under the Statement of Needs section of this RFP to respond to. The successful contractor(s) shall be responsible to furnish all labor, equipment, tools, parts, materials and supervision necessary to deliver and/or install a variety of window treatments, as noted above and herein. Requests may be

made for new construction projects, renovation projects and smaller projects as needed, including satellite and remote locations of James Madison University.

JMU does not guarantee any set volume of orders resulting from this contract. JMU reserves the right to obtain cost estimates from one or more contractors prior to authorizing work as may be deemed in the best interest of the University. The University reserves the right to compete projects through a separate solicitation process at the its sole discretion. Upon approval of the quotation received by the University, an Agency Purchase Order will be issued as authority to proceed with the work. **NO WORK IS TO BE UNDERTAKEN BY THE CONTRACTOR UNTIL A WRITTEN PURCHASE ORDER HAS BEEN RECEIVED.** Contractor shall not perform work which would result in exceeding the dollar limitation of the purchase order without first having obtained written approval from the University in the form of a change order. All work will be performed during routine work hours Monday through Friday. Contractor shall not require the University to sign additional order forms or agreements for work being done under this contract. Contractor shall not use JMU owned machines and lifts to complete any work.

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

A. CONTRACTOR REQUIREMENTS. At a minimum, Contractor shall:

1. Have the ability to provide a variety of product lines with various options including styles, materials, colors, designs, etc. for existing and new areas.
2. If requested, come on-site, regardless of the order volume, to provide design and consultation services to include, but not limited to drawings, diagrams, verify measurements, product/material selections and specifications, etc.
3. Provide cost estimates based on the recommended design concept and current costs for projects of similar scope and quality within a timely manner.
4. Provide prompt customer service response to telephone and email inquiries for estimates and appointments.
5. Be responsive to problems concerning the quality of the products and/or the workmanship, installation or maintenance/repairs and provide prompt resolution of any complaints to the satisfaction of the department.
6. Provide a minimum one-year warranty on product and workmanship.
7. Provide warranty information, special care or cleaning instructions.
8. Be responsible for the pickup and removal of all debris resulting from services performed under this contract.
9. Coordinate delivery and installation with ORL and FM.
10. Have a qualified Customer Services Representative with a background in the installation of window treatments assigned to James Madison University.

11. Hold a Virginia Contractor's License, which shall remain current for the duration of the contract.

B. INSECT SCREEN REQUIREMENTS

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

C. SECURITY SCREENS REQUIREMENTS

1. **SECURITY SCREENS:** JMU currently has screen frames manufactured with heliarc welded frames, made of non-high tensile strength stainless steel alloy #304, 12-12 mesh, .82 diameter wire, or an approved equal, for heavy security.
2. **QUALITY ASSURANCE:** JMU currently has screens that meet or exceed AAMA/ANSI and the Screen Manufacturers Association specifications (SMA 600A, 10-84) tested and certified. The product certification of performance and testing shall comply with Impact

Test, Sag Test, and Forced Entry Resistance Test for each type and classification of screen unit required in each case.

3. FINISHES: Standard finish is bronze, but will vary throughout the campus.
4. HARDWARE: See above.
5. COLOR & FINISHES: See above.
6. INSTALLATION for the security screens shall be completed within fifteen (15) days after the issuance of a purchase order. However, if necessary, these time frames may be altered by JMU and agreed to by the contractor prior to the individual project.

D. REPAIR OF SCREENS

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

E. WINDOW TREATMENT REQUIREMENTS

1. Contractor shall ensure all window treatments are noncombustible or flame resistant in accordance with the Building Officials Code Administrators (BOCA) National Building Code Sections 807.1 and 807.2; ensure all window treatments will meet or exceed the National Fire Protection Association (NFPA) 701 Standards.
2. Possess and maintain a State of Virginia Contractor's all installed and/or repaired window treatments must not interfere with the correct operation of the windows where such window treatments are installed. The offeror must have the ability to supply Hunter Douglas, or an equivalent, solar and/or room darkening roller shades (*but not limited to just these items*) in various sizes, colors, and fabrics.
3. Installation will be needed on a case by case basis, and must be completed within fifteen (15) days after the issuance of a purchase order. However, if necessary, these time frames may be altered by JMU and agreed to by the contractor prior to the individual project.

F. SITE VISIT

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

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

1. Describe in detail how your firm plans to provide the products and services outlined under Section III – *Statement of Needs*, A – E, or specially to the Customer Service plan for the following:
 - a. Normal response time needed in scheduling consultations and measurement appointments
 - b. Procedure for coordinating installations
 - c. The responsiveness to problems such as manufacturer warranty, installation workmanship, etc.

2. List the manufacturer(s), type and style of all window treatments and/or screens your company can offer. This should include, but not be limited to fabric window treatments/blinds, frames, screens, window films, motorized products, and/or any products or services not already identified. (*example: Garber; Hunter Douglas; 3M; etc.*) If any products are made in-house, please specify.
3. Provide a brief history of your firm, its qualifications & experience in providing the services as described herein; to include:
 - a. Examples of completed projects, such as: Classrooms/Instruction Areas, Office and Commercial Areas; Athletic Facilities; Libraries; Residence Halls; Medical/Health Care Facilities; & Private Residence
 - b. Names, qualifications, certifications, and experience of personnel to be assigned to the James Madison University projects (*specifically the Project Manager, Representative assigned to James Madison University*)
4. State your firm's ability to meet the state of Virginia Fire and Building Code requirements.
5. Provide a copy of your firm's State of Virginia Contractor's License.
6. Provide any additional information (*such as your firm's own attaching system(s), products your company recommends that may be better than what JMU is currently using*) that the University should consider when evaluating proposals.
7. Provide pricing as outlined in Section, X – Pricing Schedule Part 1 & 2.

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** 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’ proposal.

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

B. SPECIFIC PROPOSAL INSTRUCTIONS

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

- 1. Return RFP cover sheet and all addenda acknowledgements, if any, signed and filled out as required.
- 2. Plan and methodology for providing the goods/services as described in Section IV. Statement of Needs of this Request for Proposal.
- 3. A written narrative statement to include, but not be limited to, the expertise, qualifications, and experience of the firm and resumes of specific personnel to be assigned to perform the work.
- 4. Offeror Data Sheet, included as *Attachment A* to this RFP.
- 5. Small Business Subcontracting Plan, included as *Attachment B* to this RFP. Offeror shall provide a Small Business Subcontracting plan which summarizes the planned utilization of Department of Small Business and Supplier Diversity (SBSD)-certified small businesses which include businesses owned by women and minorities, when they have received Department of Small Business and Supplier Diversity (SBSD) small business certification, under the contract to be awarded as a result of this solicitation. This is a requirement for all prime contracts in excess of \$100,000 unless no subcontracting opportunities exist.

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

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	20
2. Qualifications and experience of Offeror in providing the goods/services	20
3. Specific plans or methodology to be used to perform the services	25
4. Participation of Small, Women-Owned, & Minority (SWaM) Businesses	10
5. Cost	25
	<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.

GENERAL TERMS AND CONDITIONS

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

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

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

1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting these requirements.
 2. The contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- D. ETHICS IN PUBLIC CONTRACTING: By submitting their proposals, offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.

- E. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- F. DEBARMENT STATUS: By submitting their proposals, offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- G. ANTITRUST: By entering into a contract, the contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- H. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS RFPs: Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.
- I. CLARIFICATION OF TERMS: If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.
- J. PAYMENT:
 - 1. To Prime Contractor:
 - a. Invoices for items ordered, delivered and accepted shall be submitted by the contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state contract number and/or purchase order number; social security number (for individual contractors) or the federal employer identification number (for proprietorships, partnerships, and corporations).
 - b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
 - c. All goods or services provided under this contract or purchase order, that are to be paid for with public funds, shall be billed by the contractor at the contract price, regardless of which public agency is being billed.
 - d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.

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

2. To Subcontractors:

- a. A contractor awarded a contract under this solicitation is hereby obligated:
 - (1) To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - (2) To notify the agency and the subcontractors, in writing, of the contractor's intention to withhold payment and the reason.
 - b. The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. A contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.
3. Each prime contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency or institution, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or institution, or other appropriate penalties may be assessed in lieu of withholding such payment.
4. The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.

- K. PRECEDENCE OF TERMS: Paragraphs A through J of these General Terms and Conditions and the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors, shall apply in all instances. In the event there is a conflict between any of

the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

- L. QUALIFICATIONS OF OFFERORS: The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Commonwealth that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- M. TESTING AND INSPECTION: The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- N. ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the contractor in whole or in part without the written consent of the Commonwealth.
- O. CHANGES TO THE CONTRACT: Changes can be made to the contract in any of the following ways:
 - 1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 - 2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The contractor shall comply with the notice upon receipt. The contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the contractor's records and/or to determine the correct number of units independently; or
 - c. By ordering the contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance

with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and their Vendors. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.

- P. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and hold the contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the Commonwealth may have.
- Q. **INSURANCE:** By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with § 25 of the Rules Governing Procurement – Chapter 2, Exhibit J, Attachment 1, and 65.2-800 et. Seq. of the Code of Virginia (available for review at <http://www.jmu.edu/procurement>) The offeror further certifies that the contractor and any subcontractors will maintain these insurance coverage during the entire term of the contract and that all insurance coverage will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. **Workers' Compensation:** Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirement under the Code of Virginia during the course of the contract shall be in noncompliance with the contract.
 2. **Employer's Liability:** \$100,000
 3. **Commercial General Liability:** \$1,000,000 per occurrence and \$2,000,000 in the aggregate. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
 4. **Automobile Liability:** \$1,000,000 combined single limit. *(Required only if a motor vehicle not owned by the Commonwealth is to be used in the contract. Contractor must assure that the required coverage is maintained by the Contractor (or third party owner of such motor vehicle.)*
- R. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract over \$100,000, as a result of this solicitation, the purchasing agency will publicly post such notice on the DGS/DPS eVA web site (www.eva.virginia.gov) for a minimum of 10 days.
- S. **DRUG-FREE WORKPLACE:** During the performance of this contract, the contractor agrees to (i) provide a drug-free workplace for the contractor's employees; (ii) post in conspicuous

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

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

- T. NONDISCRIMINATION OF CONTRACTORS: An offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, sexual orientation, gender identity, national origin, age, disability, faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.
- U. eVA BUSINESS TO GOVERNMENT VENDOR REGISTRATION, CONTRACTS, AND ORDERS: The eVA Internet electronic procurement solution, website portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet eprocurement solution by completing the free eVA Vendor Registration. All offerors must register in eVA and pay the Vendor Transaction Fees specified below; failure to register will result in the proposal being rejected. Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:
- Vendor transaction fees are determined by the date the original purchase order is issued and the current fees are as follows:
1. For orders issued July 1, 2014 and after, the Vendor Transaction Fee is:
 - a. Department of Small Business and Supplier Diversity (SBSD) certified Small Businesses: 1% capped at \$500 per order.
 - b. Businesses that are not Department of Small Business and Supplier Diversity (SBSD) certified Small Businesses: 1% capped at \$1,500 per order.
 2. For orders issued prior to July 1, 2014 the vendor transaction fees can be found at www.eVA.virginia.gov.

3. The specified vendor transaction fee will be invoiced by the Commonwealth of Virginia Department of General Services approximately 60 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.
- V. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the Commonwealth of Virginia shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- W. PRICING CURRENCY: Unless stated otherwise in the solicitation, offerors shall state offered prices in U.S. dollars.
- X. E-VERIFY REQUIREMENT OF ANY CONTRACTOR: Any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with James Madison University to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to any awarded contract.
- Y. CIVILITY IN STATE WORKPLACES: The contractor shall take all reasonable steps to ensure that no individual, while performing work on behalf of the contractor or any subcontractor in connection with this agreement (each, a "Contract Worker"), shall engage in 1) harassment (including sexual harassment), bullying, cyber-bullying, or threatening or violent conduct, or 2) discriminatory behavior on the basis of race, sex, color, national origin, religious belief, sexual orientation, gender identity or expression, age, political affiliation, veteran status, or disability.

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

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

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

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

- Z. TAXES: Sales to the Commonwealth of Virginia are normally exempt from State sales tax. State sales and use tax certificates of exemption, Form ST-12, will be issued upon request. Deliveries against this contract shall usually be free of Federal excise and transportation taxes. The Commonwealth's excise tax exemption registration number is 54-73-0076K.

- 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.
- 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.

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

proposal over his signature whichever of the following notations is appropriate, inserting his contractor license number:

Licensed Class A Virginia Contractor No. _____ Specialty _____
Licensed Class B Virginia Contractor No. _____ Specialty _____
Licensed Class C Virginia Contractor No. _____ Specialty _____

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

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

- S. CONTRACTOR'S TITLE TO MATERIALS: No materials or supplies for the work shall be purchased by the contractor or by any subcontractor subject to any chattel mortgage or under a conditional sales or other agreement by which an interest is retained by the seller. The contractor warrants that he has clear title to all materials and supplies for which he invoices for payment.
- T. DELIVERY AND STORAGE: It shall be the responsibility of the contractor to make all arrangements for delivery, unloading, receiving and storing materials in the building during installation. The owner will not assume any responsibility for receiving these shipments. Contractor shall check with the owner and make necessary arrangements for security and storage space in the building during installation.
- U. FINAL INSPECTION: At the conclusion of the work, the contractor shall demonstrate to the authorized owner's representative that the work is fully operational and in compliance with contract 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.
- V. FLAME RETARDANT CERTIFICATE: Each offeror shall submit a certification in writing with their proposal that all materials used in fabricating draperies or curtains are inherently flame retardant or have been treated to meet NFPA Standard 701 (latest version), large or small scale test.
- W. INSPECTION OF JOB SITE: My signature on this solicitation constitutes certification that I have been given the opportunity to inspect the job site and am aware of the conditions under which the work must be accomplished. Claims, as a result of failure to inspect the job site, will not be considered by the Commonwealth. To schedule a site visit contact Annie Korn at kornah@jmu.edu no less than five (5) business days prior to the close of the solicitation. NOTE: Any questions as a result of the site visit must be sent to the Procurement Officer. Any changes to this solicitation will be issued as an addendum from the JMU Procurement Services Office.
- X. INSTALLATION: All items must be assembled and set in place, ready for use. All crating and other debris must be removed from the premises.
- Y. KEYS: If the Contractor is given keys for this project, it is the Contractor's responsibility to return the keys when the project is completed, as well as for the safekeeping of the keys during the project period. The Contractor shall not loan or duplicate the keys. In the event the Contractor loses the keys, they will be charged for the replacement of the keys and any locks which are rekeyed or replaced.

- Z. 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.
- AA. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.
- BB. PRODUCT INFORMATION: The bidder/offeree shall clearly and specifically identify the product being offered and enclose complete and detailed descriptive literature, catalog cuts and specifications with the bid/proposal to enable the Commonwealth to determine if the product offered meets the requirements of the solicitation. Failure to do so may cause the bid/proposal to be considered nonresponsive.
- CC. PRODUCT AVAILABILITY/SUBSTITUTION: Substitution of a product, brand or manufacturer after the award of contract is expressly prohibited unless approved in writing by the Contract Officer. The Agency may, at its discretion, require the contractor to provide a substitute item of equivalent or better-quality subject to the approval of the Contract Officer, for a price no greater than the contract price, if the product for which the contract was awarded becomes unavailable to the contractor.
- DD. STANDARDS OF CONDUCT: The work site will be occupied by students and University Personnel during the times work is performed. Contractor and Contractor's personnel shall exercise a particularly high level of discipline, safety and cooperation at all times while on the job site. Contractor shall ensure all employees are clearly identifiable, i.e., company shirt/uniform, ID tag while on James Madison University's premises. The Contractor shall be responsible for controlling employee conduct, for assuring that its employees are not boisterous or rude, and assuring that they are not engaging in any destructive or criminal activity. The Contractor is also responsible for ensuring that its employees do not disturb papers on desks, or open desk drawers, cabinets, or briefcases, or use State phones, and the like, except as authorized.
- EE. WARRANTY: All materials and equipment shall be fully guaranteed against defects in material and workmanship by the most favorable commercial warranties the contract gives any customer for such goods and services and that the rights and remedies provided therein are in addition to and do not limit those available to James Madison University by any other clause of this solicitation. A copy of this warranty should be furnished with the proposal. Should any defect be noted by the owner, the Purchasing Office will notify the contractor of such defect or non-conformance. Notification will state either (1) that the contractor shall replace or correct, or (2) the owner does not require replacement or correction, but an equitable adjustment to the contract price will be negotiated. If the contractor is required to correct or replace, it shall be at no cost to the Commonwealth and shall be subject to all provisions of this clause to the same extent as materials initially delivered. If the contractor fails or refuses to replace or correct the deficiency, the office issuing the purchase order may have the materials corrected or replaced with similar items and charge the contractor the costs occasioned thereby or obtain an equitable adjustment in the contract price.

- FF. **WORK ESTIMATES (TIME AND MATERIAL CONTRACTS):** Under this time and material contract, the contractor shall furnish the agency with a non-binding written estimate of the total costs to complete the work required. The estimate must include the labor category(ies), the contractor's hourly rates specified in the contract, and the total material cost. Material costs shall be billed at contractor's actual invoice costs (contractor shall furnish copies of all invoices for materials) or discount off the list price, whichever is specified in the contract. If the agency determines that the estimated price is not fair and reasonable, the agency has the right to ask the contractor to reevaluate the estimate. If the revised estimate is determined to be not fair and reasonable, the agency reserves the right to obtain additional quotes from other vendors. A work order will be issued to the contractor, as the authority to proceed with the work, which will incorporate the contractor's estimate and the terms and conditions of the contract. The contractor and his/her personnel shall log in with the designated contract administrator each day before and after work to confirm labor hours.
- GG. **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.
- HH. **FORCE MAJEURE:** James Madison University shall be excused from any and all liability for failure or delay in performance of any obligation under this Contract resulting from any cause not within the reasonable control of the university, which includes but is not limited to acts of God, fire, flood, explosion, earthquake, or other natural forces, war, civil unrest, accident, any strike or labor disturbance, travel restrictions, acts of government, disease, pandemic, or contagion, whether such cause is similar or dissimilar to any of the foregoing. Upon written notification from the university that such cause has occurred, Contractor agrees to directly refund all payments to the university, for services not yet performed, including any pre-paid deposits, within 14 days.

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>

PRICING SCHEDULE

The offeror shall provide pricing for all products and services being proposed as part of the proposal. The intent of the new contract is to establish hourly rates for installation services and a percentage discount off of all manufacturer's published price list(s) for products being offered under a resulting contract.

PART 1 – PROPOSED PRICING

- a. Discount off Manufacturer's Published Price List – Provide the minimum percentage off discount for each manufacturer listed under Section G.2. Offeror must be a certified dealer and/or installer of the manufacturers listed below. A copy of the published price list(s) or a website link shall be provided to the University upon request and may be published on the

University's contract portal. (Note: Different product lines within a manufacturer's catalog may have different discounts – see examples below):

The offer should provide pricing for any additional products and services included in this proposal. *(Add additional rows, as needed).*

Manufacturer	Discount off List Price
<i>(example: Hunter Douglas – all products)</i>	<i>(example: 50%)</i>
<i>(example: Graber – Blinds)</i>	<i>(example: 55%)</i>
<i>(example: Graber – Shades)</i>	<i>(example: 30%)</i>

- b. Installation Rates - Specify your firm's proposed fee(s) for providing the installation of products in accordance with the requirements listed in the Statement of Needs of this RFP. Hourly rates must be inclusive of all travel and other reimbursable expenses. The resulting contract(s) will be cooperative and pricing shall be inclusive for the attached Zone Map, of which JMU falls within Zone 2 (See Attachment D. If labor rates differ for other Zones, please include the labor rate(s) per Zone details.).

- (1) Window Treatment Installation (*prices do not include the cost of the product*)

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

- (2) Insect Screens (*price should include the cost of the screen.*)

Insect Screens	Price
Repairs:	
Reattach existing frame to window	
Remove and replace fabric & reinstall	
New:	
Remove existing & install new	
Special "Z" Frame (<i>needed on some dorms</i>):	

- (3) Security Screens (*price should include the cost of the screen.*)

Installation	Price
Repairs:	
Reattach existing frame to window	
New:	
Mill Finish (clear)	
Bronze Finish	

- (4) General Hourly Installation Rates or One-Time Fees (*If labor rates differ for other Zones, please include the labor rate(s) per Zone details. INCLUDE ALL RATES THAT MAY APPLY.*)

Installation	Rate/Hour
<i>(example: Project Manager)</i>	<i>(\$15/hr.)</i>

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- a. 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>.

PART 2 - COST EVALUATION

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

Scenario #1:

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

Scenario #2:

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

Scenario #3:

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

Scenario #4:

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

II. ATTACHMENTS

Attachment A: Offeror Data Sheet

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

Attachment C: Standard Contract Sample

Attachment D: Zone Map

Attachment E: Shade Sizes of Residence Halls

ATTACHMENT A

OFFEROR DATA SHEET

TO BE COMPLETED BY OFFEROR

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

Years _____ 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)

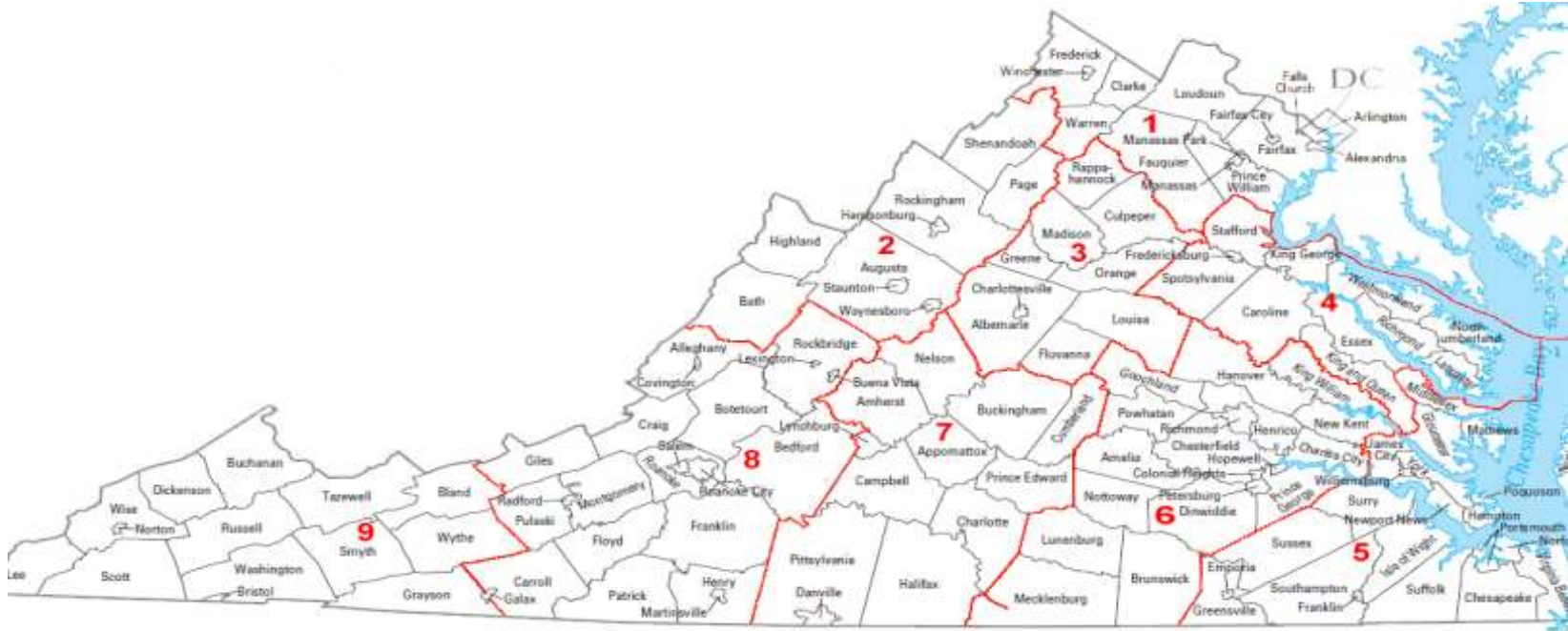
(Printed Name)

Title: _____

Title: _____

ATTACHMENT D

Zone Map



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

List of member institutions by zones

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

Attachment E – Shade Sizes of Residence Halls

Building Name	Floor	Wall to Wall	Window	Shade size
Bluestone Area				
CONVERSE (118)	1ST	77 x 58	70 x 58	75x58
CONVERSE (218)	2ND	81 3/4 x 88	68 x 88	79x88
GIFFORD (110)	1ST	48 1/4 x 84	35 x 84	46x84
GIFFORD (210)	2ND	49 x 64	34 3/4 x 64	47x84
Harper Allen-Lee (101)	1ST	33 1/4 x 86	23 x 86	31x86
Harper Allen-Lee (201)	2ND	33 1/4 x 86	23 x 86	31x86
Harper Allen-Lee (101)	SIDE WINDOW	35 1/2 x 86	25 x 86	31x86
HOFFMAN (117)	STD ALL ROOMS	70 1/2 x 63	66 1/4 x 63	69x63
LOGAN (115)	STD ALL ROOMS	72 1/2 x 83 1/2	67 x 83 1/2	70x84
SPOTSWOOD (109)	1ST	76 3/4 x 86	71 x 86	75x86
SPOTSWOOD (213)	2ND	76 1/2 x 86 3/4	72 1/4 x 86 3/4	75x86
WAMPLER (210)	RA ROOM	69 x 92	64 x 92	67x92
WAMPLER (212)	RESIDENT ROOM	32 x 72	23 1/2 x 72	30x72
WAMPLER (210)	SMALL WINDOW	32 x 32	26 1/2 x 32	30x32
WAYLAND	RESIDENT ROOM	46 1/2 X 85		46 X 85
WAYLAND	SMALL WINDOW	30 5/8 X 57		30 1/8 X 57

Building Name	Floor	Wall to Wall	Window	Shade size
Treehouses & Hillside Area				
TREEHOUSES A-D	STD ALL ROOMS	40 1/2 x 59	28 1/2 x 59	39x60
TREEHOUSES E-F	STD ALL ROOMS	41 x 59	28 1/2 x 59	39x60
HILLSIDE (110)	STD ALL ROOMS	37 x 63 1/4	28 1/2 x 63 1/4	35x64
BELL (118)	STD ALL ROOMS	37 x 55 1/8	29 1/4 x 55 1/8	35x64
MCGRAW LONG (110)	STD ALL ROOMS	37 x 63	30 1/4 x 63	35x64
Lake Area				
EAGLE (107)	RA ROOM	125 1/2 79	118 1/2 x 79	3 @ 36X80
EAGLE (111)	RESIDENT ROOM	49 x 79 1/2	40 3/4 x 79	46X80
EAGLE 2ND-8TH FL	RESIDENT ROOM			46X71
SHORTS (110)	RA ROOM	48 X 79 1/2	40 3/4 x 79 1/2	46X80
SHORTS (B315)	RESIDENT ROOM	48 X 71	40 3/4 X 71	46X71
Skyline Area				
Chandler (159)	STD ALL ROOMS	52 1/2 X 64	47 X 64	51 1/2 X64
CHESAPEAKE (111)	STD ALL ROOMS	52 1/2 X 64	47 X 64	51 1/2 X64
SHENANDOAH (108)	STD ALL ROOMS	52 1/2 X 64	44 3/8 X 64	51 1/2 X64
PAUL JENNINGS	BUILDING WIDE	RANGES FROM 20 X 100 TO 95 X 104		

Building Name	Floor	Wall to Wall	Window	Shade size
Village Area				
CHAPPELEAR (B303B)	RA ROOM 3RD FL	48 X 65 1/2	44 X 65 1/2	47X66
CHAPPELEAR (B303B)	SUITE 3RD FL	96 X 66	92 X 66	95X66
DINGLEDINE	RA ROOM 3RD	47 x 65 1/2	41 1/4 x 65 1/2	46X66
DINGLEDINE	SUITE 3RD FL	96 1/4 x 66	89 3/4 x 66	95X66
FREDERIKSON	RA ROOM 3RD FL	48 x 65	43 3/4 x 65	47X66
FREDERIKSON	SUITE 3RD FL	95 3/4 x 65	92 1/4 x 65	95X66
GARBER	RA ROOM 3RD FL	47 x 65 1/2	41 x 65 1/2	46X66
GARBER	SUITE 3RD FL	95 3/4 x 65 1/2	89 1/2 x 65 1/2	95X66
HANSON (B303B)	RA ROOM 3RD FL	48 X 65 1/2	44 X 65 1/2	47X66
HANSON (B303B)	SUITE 3RD FL	96 X 66	92 X 66	95X66
HUFFMAN	RA ROOM 3RD FL	48 x 65	43 1/2 x 65	47X66
HUFFMAN	SUITE 3RD FL	95 1/2 x 65	92 x 65	95X66
IKENBERRY	RA ROOM 3RD FL	47 1/2 x 65	41 x 65	46X66
IKENBERRY	SUITE 3RD FL	96 x 65 1/2	90 x 65 1/2	95X66
WEAVER	RA ROOM 3RD FL	47 1/4 x 65 1/2	41 x 65 1/2	46X66
WEAVER	SUITE 3RD FL	95 1/2 x 65	90 x 65	95X66
WHITE	RA ROOM 3RD FL	47 1/4 x 65	41 x 65	46X66
WHITE	SUITE 3RD FL	95 3/4 x 65	90 x 65	95X66
VILLAGE AREA	TV lounge			48 1/2 x 95