



Request for Proposal

Special Event Equipment Rental Services

August 24, 2011



College of William and Mary
George Mason University
James Madison University
Old Dominion University
Radford University
The University of Virginia
Virginia Commonwealth University
Virginia Military Institute
Virginia Tech

A VASCUPP Member Institution
Issued by
Procurement and Supplier Diversity Services
Charlottesville, Virginia

Special Event Equipment Rental Services
Request for Proposal #DM082411
August 24, 2011

<u>Table of Contents</u>	Page
I. Overview of the RFP Process.....	1
II. Background Discussion and Goals of the University	2
III. Scope of Goods and Services.....	4
IV. Basis of Selection	10
V. Contents of the Proposal	11
VI. Information about this RFP	
A. Procurement Schedule.....	16
B. Issuance of RFP and Questions	17
C. Preproposal Conference	17
D. Proposal Deadline	18
E. Oral Presentations and Negotiations.....	18
F. Communications	18
G. Formation of the Agreement with the Selected Firm(s).....	19
H. Provisions Deemed Included in the Proposal.....	20
I. Rejection of Proposals	22
J. Virginia Freedom of Information Act	22
Attachment 1 - Mandatory Contractual Provisions	23
Attachment 2 - Preferred Contractual Provisions	27
Attachment 3 - Procedure for Resolution of Contractual Claims	34
Attachment 4 - Office of the VP for Management and Budget's Request for Commitment	37
Attachment 5 - Pricing Schedule Special Event Equipment.....	38

Special Event Equipment Rental
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This Request for Proposal is collaboration by the University of Virginia and James Madison University (the “University”), members of the Virginia Association of State College and University Purchasing Professionals (VASCUPP). While the University of Virginia is the lead agency in this procurement, this RFP is being issued on behalf of all VASCUPP member institutions. Any VASCUPP members, or public agencies may utilize the resulting Agreement(s). For more information on VASCUPP, see www.vascupp.org.

This Request for Proposal (RFP) has been posted on Procurement and Supplier Diversity Services web site for your convenience. Addenda and attachments are posted if issued. The RFP can be downloaded at this web site: <http://www.procurement.virginia.edu/pagerfp>. It is the firm’s responsibility to ensure that the latest version of the entire RFP and related links are reviewed prior to submission of a proposal. We encourage you to check the web site frequently for any changes prior to the due date. Call (434) 924-1346 if you have trouble accessing the RFP from the web. For questions about the content of the RFP, contact the buyer listed in Section VI, Information about this RFP. Additional information can be found on Procurement and Supplier Diversity Services web site: <http://www.procurement.virginia.edu/pagehome>

I. Overview of the RFP Process

The Rector and Visitors of the University of Virginia and James Madison University (the “University”), Virginia public corporations, seeks an experienced firm(s) to provide, deliver, distribute, set up, and/or take down event staging, tents, tables, and chairs in support of the University’s annual Finals Weekend ceremony, and James Madison’s Spring and Fall Commencement ceremonies. The University also conducts multiple diploma ceremonies in various locations around grounds. This RFP is part of a competitive procurement process, which helps to serve the University's best interests. It also provides firms with a fair opportunity for their services to be considered. The process of competitive negotiation being used in this case should not be confused with the different process of competitive sealed bidding. The latter process is usually used where the goods or services being procured can be described precisely and price is generally the determinative factor. With competitive negotiation, however, price is not required to be the determinative factor, although it may be, and the University has the flexibility it needs to negotiate with firms to arrive at a mutually agreeable relationship.

For ease of reference, each firm receiving this RFP is referred to as a "firm" and the firm selected to provide services for the University is referred to as the "Selected Firm(s)." This RFP states the instructions for submitting proposals, the procedure and criteria by which a firm may be selected, and the contractual terms by which the University proposes to govern the relationship between it and the Selected Firm(s).

It is the policy of the Commonwealth of Virginia and the University 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 and the University encourage firms to provide for the participation of small businesses and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, or other contractual opportunities.

II. Background Discussion and Goals of the University

When Thomas Jefferson founded the University in 1819, he intended it to be nothing less than a world-class institution of higher learning. Jefferson's spirit lives on – not only in the Rotunda and Academical Village he designed, and which remain treasures of American architecture, but in the University's standing as a leader in education, research, and community service.

The over 20,300 students attending the University work within a true meritocracy and live by an Honor Code unique among American universities. Each student is exposed to the widest spectrum of disciplines – from arts and athletics to humanities and technology. Our students also enjoy a unique connection to the world beyond college through the University's outstanding professional training, exemplified by its nationally ranked schools of Law, Business, and Medicine. The University as a whole has had a consistently high ranking not only among public schools, where it often heads the list, but among all American universities, public and private.

Over 12,400 permanent University faculty and staff are committed to serving both the local and national community. The University makes a real difference in the world, through its invaluable research, a hospital ranked among the nation's finest, and graduates who have consistently been among the forefront of our nation's shapers. At the University, our bright future is the direct result of our great history.

In support of its mission and in an effort to maintain the highest quality services for its customers, the University seeks an experienced and innovative firm(s) to provide, deliver, distribute, and set up event staging, tents, tables, and chairs in support of the University's special events including, but not limited to the annual graduation ceremony, and for multiple diploma ceremonies in various locations around the university grounds. The rental equipment listing is identified in Attachment 5, Pricing Schedule Special Event Equipment.

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

The academic procession down the lawn is an important rite of passage for graduating students, which only the most inclement weather (i.e. thunder, lighting, high winds, etc.) would make the outdoor ceremony unsafe, and moved indoors to the John Paul Jones Arena (JPJ).

James Madison University (JMU) is a comprehensive public institution located in Harrisonburg, Virginia with an enrollment of approximately 19,000 students and 3,000 faculty and staff. The current campus covers approximately 712 acres and 111 buildings. Over 600 individual departments on campus support seven academic divisions. Further information about the University may be found at the following website:

<http://www.jmu.edu>.

One of the University's most prestigious events is its annual commencement ceremony occurring each May (spring) and December (fall). The spring commencement consists of multiple diploma ceremonies located across campus, while the fall ceremony is smaller and takes place at the JMU Convocation Center. During the fall 2010 commencement, JMU congratulated approximately 800 students. In May 2011, JMU celebrated the commencement of nearly 3,400 undergraduate and graduate students.

The Selected Firm(s) will demonstrate flexibility in accommodating new and changing requirements, while providing reliable customer service and proven service performance. The University reserves the right to add or delete rental equipment and items from the resulting Agreements with five days written notice. New or additional items may be added with prior written notice from the University with terms and conditions to be mutually agreed upon by the University and the Selected Firm(s).

The University invites firms responding to this RFP to submit proposals that present different options for provision of the Goods and Services, and/or alternate creative proposals. The University, in its sole judgment, will consider such options and/or alternatives as long as the functionality and minimum requirements of the University are met.

The University reserves the right to award to different Selected Firms to respectively provide any part of the goods and services discussed in this RFP.

III. Scope of Goods and Services

It is the University's intent to enter into an Agreement with the Selected Firm(s) to furnish all labor, materials, tools, and resources necessary to provide special event equipment rental services to include those goods and services necessary to help the University achieve its goals as outlined in this RFP. In order to achieve this goal, the Selected Firm(s) may be requested to provide those goods and services outlined in this section.

- A. Warehousing, Delivery, and Set-Up of Equipment to include:
1. Provide Samsonite® or approved equal chairs with molded plastic seats and powder coated steel frames. .
 2. During Finals Weekend set-up, the Selected Firm(s) must provide the University with up to eight pieces of equipment designed to allow one worker to transport a stack of approximately 50 chairs from the firm's drop-off point to the various chair setup locations. This equipment will be designed to traverse a variety of surfaces with moderate obstructions and inclines, and it must not leave wheel scuffs on hard flooring or ruts in soft turf.
 3. Furnish clean, like-new condition, heavy-duty, reinforced white vinyl tent tops over aluminum pipe frames secured by strapped ground stakes.
 4. Substitution of a product, brand, or manufacturer after award is expressly prohibited, unless approved in writing by the University's Contract Administrator. The University, at its discretion, may require the Selected Firm(s) to provide a substitute item of equal or better quality, at the contracted price, if the product awarded is no longer available, subject to approval by the University's Contract Administrator.
 5. Quantities provided in this RFP are estimates, and the Selected Firm(s) will supply actual quantities ordered at the proposed price, regardless of whether the total quantities are more or less than, the estimates provided in this RFP.
 6. Installing fire extinguishers and related signs to meet code requirements and contacting the Commonwealth of Virginia "Miss Utility" service prior to staking any tents.
 7. Repair damages to any existing utilities, equipment, lawn, and/or finished surfaces resulting from the Selected Firm's performance, to the satisfaction of the University at no cost.
 8. Provide University employee's access to equipment stored in the Selected Firm's trailers at the designated staging area to perform set-up.

9. Complete a successful criminal background check in accordance with University requirements, for the Selected Firm's employees, prior to the start of set-up/take-down services if required for an event on grounds.
10. Enforce strict discipline and be responsible at all times, for all employees' actions and work performance. The University reserves the right to require the Selected Firm(s) to remove any employee whose behavior is deemed as unprofessional or objectionable.

B. Performance Requirements to include:

1. Ability to provide the entire amount of the requested equipment and services. The University values not having to manage multiple contracts for special events.
2. Equipment owned by the Selected Firm(s) is preferred to equipment secured through subcontracted rentals.
3. An experienced, professional event workforce.
4. The Selected Firm(s) will be responsible for supervising and directing the work under this Agreement and all subcontractors, that it may utilize, using its best skills and judgment. Subcontractors which perform work under this Agreement will be responsible to the prime contractor. The Selected Firm(s) agrees that it is fully responsible for the acts and omissions of its subcontractors and of persons employed by the subcontractor's, as it is for the acts and omissions of its own employees.
5. Subcontract: No portion of this work will be subcontracted without prior written consent of the University. In the event that the Selected Firm(s) desires to subcontract any part of the work specified herein, the Selected Firm(s) will furnish the University the names, qualifications, and experience of its proposed subcontractors. The Selected Firm(s) will remain fully liable and responsible for the work to be performed by its subcontractor(s) and will assure compliance with all requirements of the Agreement.

- C. Customer Service to include:
1. Analyze and recommend improvements to the University's current timeline for delivery, set up, and take down of the rental equipment.
 2. Use effective procedures to insure timely delivery and set-up for the University's scheduled special events.
 3. Utilize flexible procedures for equipment reservations and additions or deletions of rental equipment.
 4. After normal working hour's service, which may include weekends and holidays.
- D. Finals Weekend expectations for the Selected Firm(s):
1. Confirmed University Sunday Schedule for next four years:
 - a. May 19-20, 2012
 - b. May 18-19, 2013
 - c. May 17-18, 2014
 - d. May 16-17, 2015
 2. Confirmed JMU Commencement Schedule:
 - a. December 10, 2011*
 - b. May 4-5, 2012**
 - c. December 15, 2012*

*Fall Commencement Ceremony Locations: Convocation Center

**Spring Commencement Ceremony Locations: Wilson Quad, Duke Lawn, Soccer Complex, Godwin Hall, East Campus Library Lawn, Convocation Center, Festival Lawn.
 3. Provide a detailed schedule of delivery and equipment setup one to two months prior to each year's Finals Weekend.
 4. Continue the University's tradition for the most prestigious student event to set up chairs for graduation with considerable care and precision, as evidenced by the Final Exercise Site Map and Special Event Equipment Rental Photographs. [\(Click here for Special Event Equipment Rental\Start\Photo Links\)](#)

5. All sites except the University's Aquatics and Fitness Center (AFC) must be fully set up prior to the Valediction ceremony held on Saturday prior to graduation.
6. Ability to adjust outdoor chair setups due to unforeseen weather delays.

E. University of Virginia - Prior Year Finals Weekend Timeline

1. Saturday Before – the University will designate a secure parking area in the west end of Scott Stadium for the exclusive use of the Selected Firm(s) as a staging area for trucks and equipment.
2. Sunday Before – Selected Firm(s) will set up the stage and install temporary fall protection barriers for the stage located at Old Cabell Hall.
3. Monday Before –
 - Deliver 3,500 black folding chairs to the lawn at the School of Law and set up the required three stages.
 - Set up three stages and deliver the fourth stage to North Grounds Recreation.
 - Deliver and set up 1,400 black chairs at North Grounds Recreation.
 - Deliver 500 blue chairs to Memorial Gym.
4. Tuesday Before-
 - Deliver 2,500 white chairs to Darden School.
 - Begin staging black chairs in McGuffey Alley for distribution to the Lawn following day.
 - Set up two stages on The Lawn between 2nd and 3rd tiers.
5. Wednesday Before-
 - Distribute the 21,000 black chairs on the lawn: 1st tier 6,800, 2nd tier 2,900, 3rd tier 2,900 and 4th tier 7,600, and begin chair set up.
 - Set up two stages at Darden School.
6. Thursday Before-
 - Install one stage, one tent, and deliver 200 white chairs to the Miller Center.

- Install one stage and deliver 2,450 black chairs in Thornton Hall Courtyard.
 - Set up one tent and 100 white chairs at the French House.
 - Set up one stage and deliver an additional 500 blue chairs to Memorial Gym.
 - Deliver 2,000 blue chairs and set up one stage at the Aquatic and Fitness Center.
 - Complete chair set up on The Lawn.
7. Friday Before -
- Install remaining tents at specified locations.
 - Install portable toilets and wash stations in alleys around The Lawn.
 - Deliver and set chairs at locations below:
 - 400 burgundy at the Amphitheater.
 - 300 black at Breneman Courtyard (Bavaro Hall).
 - Deliver black chairs to locations below:
 - 400 to Pavilion VII Garden.
 - 300 to Kent/Dabney Courtyard.
 - 300 to Pavilion I Garden.
 - 225 to Pavilion IX Garden.
8. Saturday Before –
- Set up the 2,000 blue chairs in the Aquatic and Fitness Center.
9. Monday After - Remove:
- Stairs and staging from gyms in following order: Aquatic and Fitness Center, North Grounds Recreation Center, and Memorial Gym.
 - Portable toilets and wash stations.
 - Tents and related equipment.
10. Tuesday and Wednesday After –
- Remove all remaining stages, chairs, and equipment.

- Vacate the reserved parking area by midnight of Wednesday after finals weekend.

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

1. Capital Campaign Kick-off
2. Student Events
3. Fall Convocation
4. Major Speakers
5. Athletic Events
6. Faculty/Staff Events

IV. Basis of Selection

The University will evaluate proposals and, if a firm(s) is to be selected, select the firm on the basis of:

- A. The firm's plan to assist the University's goal in establishing an Agreement with a firm having a proven track record in delivering and installing a comparable amount of equipment on time as discussed in Section II, Background Discussion and Goals of the University, and Section III, Scope of Goods and Services;
- B. The firm's relevant experience, qualifications, and success in providing the goods and services outlined in this RFP;
- C. The firm's references from institutions of higher education, and clients, which are comparable to the University's Finals Weekend;
- D. The firm's financial proposal including but not limited to discounts, service charges, and other charges;
- E. The firm's plan for the utilization of Small, Women-owned and Minority-owned (SWAM) businesses. (In evaluating the firm's proposal, the University will assign a minimum of 10 percent of the total selection weight to this individual selection criterion.)

Note: The University reserves the right to award to different Selected Firms to respectively provide any part of the goods and services discussed in this RFP.

V. Contents of the Proposal

Proposals should include information outlined in this section. Copies of proposals must be sent as an electronic document and should be formatted as Microsoft Word sent via e-mail to dm5h@virginia.edu.

Unnecessarily elaborate brochures and other presentations beyond sufficient to present a complete and effective proposal are not desired and may be construed as an indication of a firm's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.

A. Goods and Services

1. Provide a plan of operation to achieve the objectives set forth in Section II Background Discussion and Goals of the University and Section III, Scope of Goods and Services, specifically responding to each paragraph and subparagraph in the order addressed.
2. Describe how the firm plans to provide quality equipment, delivery, chair staging mobility, set-up, and equipment removal in a timely professional manner for large, multi-location events. Include a description on how the firm will work with the University to ensure last minute schedule changes will be accommodated to the University's satisfaction.
3. Describe the firm's equipment rental services including:
 - a. Available inventory for chairs, tents, staging, tables, flooring, portable sanitation units, and any additional special event equipment.
 - b. Capability to meet the University's expanding requirements for special event equipment as the University increases the number of students and/or events.
 - c. Provide a narrative demonstrating your firm's ability to provide quality equipment to include, at a minimum, the processes utilized for cleaning, storing, moving, and replacing equipment.
 - d. Ability to provide set-up and take-down services for large, multi-location events with little or no supervision from the University.

- e. Warranty provided on all equipment and services.
 - f. Describe in detail any cancellation requirements.
4. Describe the firm's plan for customer service to include:
- a. Contingency plans for unforeseen events such as vehicle breakdowns, equipment damage in transit to the University, and/or delays due to accidents, etc.
 - b. Special Event reservation time period and days/hours notice for additions or deletions in equipment rental requirements.
 - c. Accommodating the University's preference to set up chairs as close to the actual date of the events, without compromising the ability to execute an on time professional installation.
 - d. Expected turnaround time for unanticipated events, and how shortened deadlines are met.
 - e. Consultation and guidance in determining exact needs for specific events and locations.
 - f. Ability to accommodate requests for site visits to make recommendations and suggestions concerning equipment needs.
 - g. Training, expertise, and supervision of personnel that may be assigned to service the University.
5. The University invites proposals that present different options for provision of the Goods and Services, and/or alternate creative proposals from firms. The University in its sole judgment will consider such options and/or alternatives as long as the functionality and minimum requirements of the University are met.

B. Firm Information, Personnel, References

- 1. Provide a brief history of the firm and its experience in providing major special event equipment rental services similar to those described in this RFP.
- 2. Provide information on those critical individuals assigned to work with the University including a description of their experience in providing similar

Special Event Equipment Rental Services. Specifically identify the name and contact information for the individual assigned to act as the coordinator for both the firm's proposal and any subsequent responses required of the firm as a part of the RFP process.

3. Provide uniforms for all personnel assigned to work at the University on behalf of the Selected Firm(s). Uniforms will contain the Selected Firm's name and person's name designated on the upper portion of the shirt. Uniforms must be worn at all times while on University property to designate affiliation with the Selected Firm(s).
4. Provide a list of all of the firm's clients comparable to the University indicating the length of service of each account. The University may contact and/or visit any of these accounts.
5. Provide a list of institutions of higher education with which the firm has signed a term contract.
6. Provide a list of all clients lost within the last three years, which includes:
 - a. A contact name and telephone number
 - b. Length of service at the account
 - c. Reason for the loss
7. Provide the amount of annual sales the firm has with each VASCUPP Member Institution. A list of the VASCUPP Members can be found at <https://vascupp.org/>
8. Provide the name of the individual responsible for the firm's supplier diversity program. This individual is responsible for implementing and reporting on the firm's Small, Women-owned and Minority-owned (SWAM) program as it will relate to this procurement should the firm be selected.

C. Financial Proposal

1. Describe the fees that will be charged for all of the available goods and services the Selected Firm can currently offer. Ensure fees are provided for all Goods and Services' categories proposed by the firm.

2. Describe how the University will be charged. Include any additional discounts available for early payment of invoices.
3. Provide pricing for Special Event Equipment as listed in Attachment 5, Pricing Schedule Special Event Equipment. Each item must be priced. Include all applicable hourly or daily rates. The proposed fee must include all mobilization, delivery, travel, and related expenses.
4. Provide pricing for set-up and/or take down of specific equipment (i.e. chairs, staging, tents, etc.)
5. Provide minimum order and delivery requirements for smaller special events (i.e. 1,000 chairs and greater).
6. State the firm's willingness to revise rental equipment requirements upward or downward due to schedule changes.
7. Describe additional equipment the firm has access to and can provide the University.
8. Describe how the University will benefit from cost savings by accepting the firm's proposal.
9. The University may procure additional Products and Services (“Services”) from the Selected Firm(s) throughout the term of the Agreement as a result of this RFP. The exact pricing of these Services will be determined at the time of purchase and be provided under Most Favored Nations Pricing, identified in Attachment 2, Preferred Contractual Provisions, Section M., Favored Nations.
10. State the firm’s agreement to receive payments electronically via Bank of America’s (“BoA”) ePayables® method of electronic payment or BoA’s PayMode® method of electronic payment. Prior to contract award, the Selected Firm will be required to contact University Procurement and Supplier Diversity Services’ Payment Processor Specialist group to set up its preferred method of receiving electronic payments
[Phone: (434) 924-4212 and E-mail: uva-prs-boa@virginia.edu].

D. Contractual Arrangements

1. Provide the University with any form or contract the University may be requested to sign.
2. State the firm's acceptance of Attachment 1, Mandatory Contractual Provisions.
3. State the firm's acceptance, with any proposed modifications, of Attachment 2, Preferred Contractual Provisions.
4. Provide a written statement with the firm's proposal that its principals or legal counsel has reviewed Attachment 1, Mandatory Contractual Provisions, and Attachment 2, Preferred Contractual Provisions, and agrees that these provisions will become a part of any final agreement.
5. Provide a list of clients with which the firm has signed a term contract that allows for cooperative procurement and/or if the firm has a General Service Accounting (GSA) schedule contract.

E. Site Visits

It may be necessary or desirable for the University's evaluation team of less than ten people to travel to a site chosen jointly by the firm and the University to view its operation. Each firm will indicate whether it will reimburse the University for the reasonable and actual expenses (travel, lodging, meals, etc.) incurred by the University for its travel.

F. Small, Women-owned and Minority-owned (SWAM) Business

The University is committed to the goal of non-discrimination and to giving fair consideration for all vendors in its procurement programs. The University has set a voluntary goal of doing 5% more business with SWAM firms each year. The University of Virginia's 2011 SWAM plan spend goal for firms certified by the Commonwealth of Virginia's Department of Minority Business Enterprise (DMBE) is 40%. Targets for each business segment are as follows:

Minority Business Enterprises	4.0 %
Women Business Enterprises	5.0 %
Small Business Enterprises	31.0 %

This goal does not allow for "set aside" purchases. SWAM firms must compete equally with majority firms and be able to provide the University with quality goods and services at competitive prices. To view the University of Virginia's current quarterly achievements, click here ([Current SWAM Report](#)). As this report shows, the University is in need of assistance in the Minority-owned and Women-owned categories. Please tailor your firm's SWAM plan to assist the University in meeting its goal and targets.

Specify whether the firm is a SWAM. Firms can only be considered a Small, Women-owned or a Minority-owned Business Enterprise if certified by DMBE. All certified SWAM firms will be assigned a specific identification number. No SWAM firm is required to certify under this program and no SWAM firm will be excluded from doing business with the Commonwealth because of their failure to certify as a SWAM firm.

If the firm is not a SWAM firm, describe the firm's partnering relationships with SWAM firms and how it plans to support the University's goal to increase business annually by 5% with these firms in accordance with Attachment 4, Office of the VP for Management and Budget's Request for Commitment letter.

G. Other Information

Provide any other information, which the University should consider in evaluating the firm's proposal.

VI. Information about this RFP

A. Procurement Schedule

Here is a brief schedule for this procurement, specifying the important dates and milestones:

Issue Date of RFP:	08/24/11
Preproposal Conference:	09/7/11
Deadline for Receipt of Proposals:	09/21/11

Oral Presentations/Negotiations: 10/3/11 and 10/4/11 (if needed)
Contract Award: 11/16/11

- B. Issuance of RFP and Questions
The Issuing Office for this RFP is:
Procurement and Supplier Diversity Services
University of Virginia
1001 North Emmet Street
P.O. Box 400202*
Charlottesville, Virginia 22904-4202

Attention: Diane Morse, Buyer Specialist
Telephone: (434) 982-5076
Fax : (434) 982-2690
TDD: (434) 982-HEAR
Email: dm5h@virginia.edu

Any questions concerning this RFP will be directed to Diane Morse as listed above and not to any other person at the University, with the exception of issues directly related to SWAM business and SWAM subcontracting opportunities. Such SWAM issues may be alternately directed to Les Haughton, Director Supplier Diversity , at (434) 924-7174 or lh7sn@virginia.edu. The University will determine whether any addenda should be issued as a result of any question or other matters raised.

- C. Preproposal Conference

An optional conference for firms receiving this RFP will be held on Wednesday, September 7, 2011 1:00 p.m. in Carruthers Hall Conference Room #E, Charlottesville, Virginia (map viewed at this web site: <http://www.virginia.edu/Map/>).

While attendance at this conference is will not be a prerequisite to submitting a proposal, interested parties who intend to submit a proposal are very strongly advised to attend. Attendance at this conference is advised if your firm wishes to raise any questions in connection with this RFP. Please print a copy of the RFP and bring it with you, as no additional copies will be provided at the conference. The University intends to present general information which may be helpful in the preparation of proposals and to offer firms the opportunity to ask questions

concerning this RFP. No firm may have more than two representatives present at the conference.

Firms planning to attend the Preproposal Conference should notify Rebecca Sims by email (pur-rfp@virginia.edu), no later than 3:00 p.m. on Friday, September 2, 2011 of the names, titles, and phone numbers of the individuals who will attend.

D. Proposal Deadline

All proposals must be received as an electronic document and should be formatted as Microsoft Word sent via e-mail to dm5h@virginia.edu by 3:00 p.m., Wednesday, September 21, 2011. The University may, at its discretion, accept late proposals if it is determined to be in the best interest of the University.

E. Oral Presentations and Negotiations

An oral presentation by two or more firms may be required after written proposals are received by the University. If the University requires such a presentation, the Issuing Office will schedule a time and place. Each firm should be prepared to discuss and substantiate any of the areas of the proposal it submitted, its own qualifications for the services required and any other area of interest relative to its proposal. Negotiations with two or more firms will be conducted by the University on the firms' financial proposals and proposed terms and conditions. Oral Presentations and Negotiations are tentatively scheduled for Monday, October 3, 2011 and Tuesday, October 4, 2011.

F. Communications Between the University and the firms Regarding This RFP
Informal Communications

From the date of receipt of this Request for Proposal by each firm until a binding contractual agreement exists with the Selected Firm and all other firms have been notified, or when the University rejects all proposals, informal communications

regarding this procurement will cease. Informal communications will include but not be limited to:

1. Requests from the firms to any department at the University, with the exception of Procurement and Supplier Diversity Services for information, comments, speculation, etc.; and
2. Requests from any department at the University, or any employee of the University, with the exception of Procurement and Supplier Diversity Services for information, comments, speculation, etc.

Formal Communications

From the date of receipt of this Request for Proposal by each firm until a binding contractual agreement exists with the Selected Firm and all other firms have been notified, or when the University rejects all proposals, all communications between the University and the firms will be formal, or as provided for in this Request for Proposal, or as requested by Procurement and Supplier Diversity Services.

Formal communications will include but not be limited to:

1. Preproposal Conference
2. Oral presentations
3. Site visits, Interviews, etc.

Any failure to adhere to the provisions set forth in Informal Communications and the Formal Communications sections above may result in the rejection of any firm's proposal or cancellation of this RFP.

G. Formation of the Agreement with the Selected Firm

All proposals received will first be carefully evaluated by the University, and then the University intends to conduct negotiations with two or more firms. After negotiations have been conducted, if the University chooses to make award, the University will select the firm which, in its opinion, best meets the needs of the University. Alternately, if the University determines in writing and in its sole discretion that only one firm is fully qualified, or that one firm is clearly more highly qualified than the others under consideration, it may decide to negotiate

and award an agreement to that single firm. In either event, the University intends to execute a mutually satisfactory written agreement which will reflect and largely incorporate this RFP as reconciled with any pertinent documents, such as the proposal submitted and relevant negotiation correspondence.

Because the University may choose to negotiate and award to a single firm as discussed above, each firm must include in its written proposal all requirements, terms or conditions it may have, and should not assume that an opportunity will exist to add such matters after the proposal is submitted.

Any firm(s) invited to negotiations should note that the University reserves the right to begin negotiations by combining the best aspects of submitted proposals from all responding firms as the basis for subsequent formation of any Agreement resulting from this RFP.

Firms should also note that, as described in Section H, Provisions Deemed Included in the Proposal, certain matters will automatically be deemed part of the proposal.

H. Provisions Deemed Included in the Proposal

The University will consider each proposal to include not only the matters expressly stated in the proposal as requested in Section V, Contents of the Proposal, but also other provisions which consist of two different types: those which are "mandatory" and cannot be changed by a firm in its proposal; and those which are "preferred" by the University, but which a firm may wish to alter by expressly and specifically so stating in its proposal.

The University includes mandatory provisions so that all proposals will be governed by the same basic contractual terms. The University encourages any firm which feels that a mandatory provision is unreasonable to contact the University before proposals are due so the University can consider amending the

provision. The University includes preferred provisions so that any difference between the firm and the University's preferred contractual provisions can be considered during the University's evaluation of proposals.

1. Mandatory Provisions

Each proposal received by the University in response to this RFP will automatically be deemed to include the firm's agreement to the provisions of (a) and (b) below. Although such provisions will govern the firm's proposals as submitted, the University and one or more firms may later mutually agree to amend such provisions, such as when additional time is needed to consider proposals, or when contractual negotiations or performance indicate that such amendments are appropriate.

- a. The proposal constitutes an offer by the firm which will remain open and irrevocable for a period of 120 days from the deadline for submitting proposals as stated in Section C, Proposal Deadline.
- b. If selected by the University, the provisions governing the firm's performance will include all the provisions of Attachment 1, Mandatory Contractual Provisions.

2. Preferred Provisions

Unless a firm expressly and specifically provides otherwise in its written proposal, the proposal received by the University in response to this RFP will automatically be deemed to include the firm's agreement to these provisions:

- a. The firm consents to the University contacting and obtaining any information relevant to this RFP from the references and others identified by the firm in its proposal, as well as from any other persons, firms, or organizations which the University wishes to contact; and
- b. If selected by the University, the provisions governing the firm's performance will include all the provisions of Attachment 2, Preferred Contractual Provisions.

I. Rejection of Proposals

The University reserves the right to reject any or all proposals received. Nonacceptance of a firm's proposal will mean that one or more proposals were deemed more advantageous to the University or that all proposals were rejected. Firms whose proposals are not accepted will be notified after a binding contractual agreement between the University and the Selected Firm exists, or when the University rejects all proposals.

J. Virginia Freedom of Information Act

Except as provided below, once an award is announced, all proposals submitted in response to this RFP will be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a firm as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act; however, the firm must invoke the protections of this section prior to or upon submission of its proposal, and must identify the specific data or other materials to be protected and state the reasons why protection is necessary. A firm may not request that its entire proposal be treated as a trade secret or proprietary information. Nor may a firm request that its pricing be treated as a trade secret or proprietary information, or otherwise be deemed confidential.

Attachment 1
Mandatory Contractual Provisions

A. Nondiscrimination

During the performance of this Agreement, the Selected Firm will comply with the contract provisions contained in Section 2.2-4311 (1) & (2) of the Code of Virginia or any successor provisions which may be applicable to this Agreement. Also, in accordance with Section 2.2-4343.1, the University does not discriminate against faith-based organizations.

B. Conflict of Interests

The Selected Firm represents to the University that its entering into this Agreement with the University and its performance through its agents, officers and employees does not and will not involve, contribute to nor create a conflict of interest prohibited by the Virginia State and Local Government Conflict of Interests Act (Va. Code 2.2-3100 *et seq*), the Virginia Ethics In Public Contracting Act (Va. Code 2.2-4367 *et seq*), the Virginia Governmental Frauds Act (Va. Code 18.2-498.1 *et seq*) or any other applicable law or regulation.

C. Assignment

Neither party to this Agreement will have the right to assign this Agreement in whole or in part without the prior written consent of the other.

D. Amendments

No amendment of this Agreement will be effective unless it is reduced to writing and executed by the University's Director of Procurement and Supplier Diversity Services and by the individual signing the Selected Firm's proposal or by other individuals named by either party as specified in Section E, Notices below. If the Selected Firm deviates from the terms of this Agreement without a written amendment, it does so at its own risk.

E. Notices

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

If to the University:

Eric N. Denby

Director of Procurement and Supplier Diversity Services

Carruthers Hall

University of Virginia

1001 North Emmet Street

P.O. Box 400202

Charlottesville, Virginia 22904-4202

Fax: (434) 982-2690

If to the Selected Firm:

The person signing the Selected Firm's proposal in response to the University's RFP, at the Selected Firm's address indicated in such proposal; or to such other person or address as either may designate for itself in writing and provide to the other.

F. Independent Contractor

The Selected Firm is not an employee of the University, but is engaged as an independent contractor. The Selected Firm will indemnify and hold harmless the Commonwealth of Virginia, the University, and its employees and agents, with respect to all withholding, Social Security, unemployment compensation and all other taxes or amounts of any kind relating to the Selected Firm's performance of this Agreement. Nothing in this Agreement will be construed as authority for the Selected Firm to make commitments, which will bind the University or to otherwise act on behalf of the University, except as the University may expressly authorize in writing.

G. Workers' Compensation and Employers' Liability

The Selected Firm will (i) maintain Employers Liability coverage of at least \$500,000 and (ii) comply with all federal or state laws and regulations pertaining to Workers' Compensation Requirements for insured or self-insured programs.

H. Drug-Free Workplace

The Selected Firm, its agents and employees are prohibited, under the terms of this Agreement, Code of Virginia Section 2.2-4312, and the Commonwealth of Virginia, Department of Human Relations Management Policy Number 1.05, from manufacturing, distributing, dispensing, possessing, or using any unlawful or unauthorized drugs or alcohol while on University property.

During the performance of this Agreement, the Selected Firm agrees to 1) provide a drug-free workplace for the Selected Firm's employees; 2) 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 Selected Firm's workplace and specifying the actions that will be taken against employees for violations of such prohibition; 3) state in all solicitations or advertisements for employees placed by or on behalf of the Selected Firm that it maintains a drug-free workplace; and 4) 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 agreement awarded to a Selected Firm, the employees of who are prohibited from engaging in the unlawful manufacturing, sale, distribution, dispensation, possession, or use of any controlled substance or marijuana during the performance of the agreement.

I. eVA Business To Government Registration

The eVA Internet electronic procurement solution, web site portal www.eva.virginia.gov, is the Commonwealth of Virginia's comprehensive electronic procurement system. The

portal is the gateway for firms to conduct business with state agencies and public bodies. All agencies and public bodies are expected to utilize eVA. All firms desiring to provide goods and/or services in the Commonwealth are encouraged to participate in the eVA Internet e-procurement solution. The Selected Firm is required to register in the eVA Internet e-procurement solution prior to an award being made.

J. eVA Transaction Fee

The Selected Firm agrees, by accepting an award as a result of this RFP, that it is a registered eVA vendor and will be subject to an eVA transaction fee, for which the Selected Firm will be invoiced by Commonwealth of Virginia, Department of General Services. Additional information is available at www.eva.virginia.gov.

K. Unauthorized Alien Use.

The Selected Firm warrants that it does not knowingly employ an “unauthorized alien,” as such term is defined in the federal Immigration Reform and Control Act of 1986. The Selected Firm furthermore agrees that, during the term of the Agreement, it will not knowingly employ an unauthorized alien.

Attachment 2
Preferred Contractual Provisions

A. Goods and Services

During the term of this Agreement, the Selected Firm will provide for the University the goods and services offered to the University by the firm in its proposal and/or any addenda to its proposal, which has been approved in writing by the University and as, may be further specified by the University in writing when it selected the firm.

B. Term of Agreement

The term of this Agreement will be for three years, with the ability to renew on the same or similar terms and conditions, for two additional two-year periods if mutually agreeable to the University and the Selected Firm. The Selected Firm and the University will mutually agree at least 180 days prior to each renewal period whether to renew the terms of the Agreement.

C. Contract Administrator

The University will identify a Contract Administrator for any Agreement, which results from this RFP. The individual will be the point of contact at the University for Day-to-day Operations but cannot approve amendments to the Agreement or price changes.

D. Waiver

No waiver of any right will be deemed a continuing waiver, and no failure on the part of either party to exercise wholly or in part any right will prevent a later exercise of such or any other right.

E. Indemnification

The Selected Firm will indemnify and hold harmless The Commonwealth of Virginia, The Rector and Visitors of the University of Virginia, and their agents, employees and officials from any and all costs, damage or loss, claims, liability, damages, expenses (including, without limitation, attorneys' fees and expenses) caused by or arising out of

the performance or non performance of the Agreement by the Selected Firm or its agents or subcontractors, including the provision of any services or products. The Selected Firm warrants that the products, goods, and services provided the University may be used by the University without being in violation of any copyright, patent or similar property right or claim by others and will defend, indemnify and save the University (its employees and agents) from and against any such claim.

F. Governing Law

This Agreement will be governed in all respects by the laws of the Commonwealth of Virginia.

G. Termination

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

H. Non-Appropriation

Funding for any Agreement between the University and a Selected Firm is dependent at all times upon the appropriation of funds by the Virginia General Assembly and/or any other organization of the Commonwealth authorized to appropriate such funds. In the event that funding to support this Agreement is not appropriated, whether in whole or in part, then the Agreement may be terminated by the University effective the last day for which appropriated funding is available.

I. Right of Audit

The University reserves the right to audit or cause to be audited the Selected Firm's books and accounts regarding the University's account at any time during the term of this Agreement and for three years thereafter. The Selected Firm will make available to the

University all books and records relating to performance of this Agreement as may be requested during said period. This specifically includes, but is not limited to, the right of the University to require that the Selected Firm perform self-audits within reasonable parameters established by the University.

J. Contractual Claims

This Agreement is subject to the University's policy on Contractual Claims which is provided as Attachment 3, Procedure for Resolution of Contractual Claims.

K. Insurance

Listed below is the insurance the Selected Firm must maintain under any Agreement resulting from this RFP. In no event should the Selected Firm construe these minimum required limits to be their limit of liability to the University. The Selected Firm will maintain insurance which meets or exceeds the requirements of the University with insurance companies that hold at least an A- financial rating with A.M. Best Company. No Agreement will be executed by the University until the Selected Firm satisfies the insurance requirements of the University. The Selected Firm may be required to provide the University with a valid Certificate of Insurance before providing any goods or services to the University. The University reserves the right to approve any insurance proposed by the Selected Firm.

Commercial General Liability:

The Selected Firm and any Subcontractor will maintain a minimum combined single Limit of Liability for bodily injury and property damage of \$1,000,000 per occurrence with an aggregate limit of not less than \$3,000,000 for products/completed operations and the general aggregate, also with coverage for the following coverage's:

{X}	Premises/Operations	{X}	Products/Completed Operations
{X}	Contractual	{X}	Independent Contractors
{X}	Personal Injury	{X}	Additional Insured

Automobile Insurance:

The Selected Firm and any Subcontractor will provide a minimum combined single Limit of Liability for bodily injury and property damage of \$1,000,000 per occurrence with the following coverages for vehicles operated by their employees.

{X} Any Automobile {X} Owned and Non-Owned Automobiles

*Additional Insured:

The University will be named as an Additional Insured, and the proper name is: "The Commonwealth of Virginia, and the Rector and Visitors of the University of Virginia, its officers, employees, and agents."

L. Use of Agreement by Third Parties

It is the intent of this RFP and any resulting Agreement to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institution, or any University related foundation may access the Agreement if authorized by the Selected Firm.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Selected Firm, the Agreement may be extended to the entities indicated above to purchase at fees in accordance with the Agreement. The Selected Firm will notify the University in writing of any such entities accessing the Agreement. No modification of this Agreement or execution of a separate agreement is required to participate. The Selected Firm will provide semi-annual usage reports for all entities accessing the Agreement. Participating entities will place their own orders directly with the Selected Firm and will fully and independently administer their use of the Agreement to include contractual disputes, invoicing and payments without direct administration from the University. The University will not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Selected Firm to extend the Agreement. 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 Agreement no matter the circumstances.

Use of this Agreement does not preclude any participating entity from using other agreements or competitive processes as the need may be.

M. Favored Nations

The Selected Firm represents that the prices, terms, warranties, and benefits specified in its proposal are comparable to or better than the equivalent terms being offered by the firm to any present customer.

N. The University's Authorized Representatives

The only persons who are or will be authorized to speak or act for the University in any way with respect to this Agreement are those whose positions or names have been specifically designated in writing to the Selected Firm by the University's Director of Procurement and Supplier Diversity Services.

O. Purchasing Manual

This Agreement is subject to the provisions of the Commonwealth of Virginia "Purchasing Manual for Institutions of Higher Education and Their Vendors" and any subsequent revisions, which is available at this web site: <https://vascupp.org/hem.pdf>

P. Small, Women-owned and Minority-owned (SWAM) Business Reporting

The Selected Firm will identify and fairly consider SWAM firms for subcontracting opportunities when qualified SWAM firms are available to perform a given task in performing for the University under the resulting Agreement. The Selected Firm will submit a quarterly SWAM business report to the University by the 8th of the month following each calendar quarter, specifically the months of April, July, October, and January. The Selected Firm will submit the quarterly SWAM business reports to:

Lorie Strother
SWAM Contract Administrator
Procurement and Supplier Diversity Services
E-mail: <mailto:ljs8n@virginia.edu>

The quarterly SWAM business reports will contain this information:

- SWAM firm's name, address and phone number with which the Selected Firm has contracted over the specified quarterly period.
- Contact person at the SWAM firm who has knowledge of the specified information.
- Type of goods and/or services provided over the specified period of time.
- Total amount paid to the SWAM firm as it relates to the University's account.

The Selected Firm's failure to provide SWAM reports on a quarterly basis which contain the information required by this section and/or the Selected Firm's failure to comply with the plan for utilizing SWAM businesses submitted by the Selected Firm as part of its proposal and/or negotiation response may be grounds for debarment pursuant to Section 9. G. 4 of the "Purchasing Manual for Institutions of Higher Education and their Vendors."

Q. Payment Terms

The Selected Firm may indicate payment terms of less than 30 days so long as those terms also contain a cash discount for early payment. For example: "5% 15/Net 30" would correspond to a 5% discount if paid in 15 days, otherwise net 30. The University will compute discounts from the date of delivery of goods at destination, after final inspection, and acceptance, from the date of completion of services, or from the date the correct invoice is received in the Accounts Payable Division, whichever is later. The University will take the cash discount if payment is made within the specified time frame.

Unless alternate payment terms, with cash discounts, are proposed by the Selected Firm, invoices submitted to the University by the Selected Firm for the Goods and Services described in this RFP will be paid on a Net 30 days after receipt of the Goods and Services and University receipt and approval of the corresponding invoice.

The Selected Firm agrees to receive payments electronically and provide any additional discounts that may result from paying electronically. The firm will contact the University's Payment Processor Specialist group in Procurement and Supplier Diversity Services to set up its preferred method of receiving electronic payments [Phone: (434) 924-4212 or email: uva-prs-boa@virginia.edu]. Accordingly, the Selected Firm agrees to

accept Bank of America's ("BoA") ePayables® method of electronic payment or BoA's PayMode® method of electronic payment.

R. Marketing

The University encourages the Selected Firm to appropriately and specifically market itself to applicable end-using University departments that may be interested in the Selected Firm's Goods and Services. However, the Selected Firm will not use non-specific mass marketing formats; such as, but not limited to, spam, emails and junk mail. In the event that the Selected Firm engages in non-specific mass marketing formats, the University, in its sole discretion, may choose to terminate this Agreement.

S. Future Goods and Services

The University reserves the right to have the Selected Firm provide additional goods and/or services under the same pricing, terms, and conditions to make modifications or enhancements. 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 newly introduced additional Goods and Services will be provided to the University at favored nations pricing, terms, and conditions.

T. Ordering Procedures

The University does not place verbal orders for the Goods and Services. The University may only place orders for the Goods and Services by issuing a formal written Purchase Order in advance of Selected Firm's provision of the Goods and Services. Accordingly, at the University's request, the Selected Firm will issue a proposal/quotation listing the Goods and Services desired by the University and the corresponding fees and/or fee estimates. After any necessary discussions and/or revisions, the University will issue a corresponding Purchase Order for a specified fee amount. This specified fee amount cannot be exceeded by the Selected Firm unless a new formal written Purchase Order or Purchase Order revision is issued by the University authorizing a specific additional fee amount. Under no circumstances does the University authorize the Selected Firm to

provide the Goods and Services before receipt of a formal written Purchase Order corresponding to its proposal/quotation. If the Selected Firm provides Goods and Services prior to receipt of a formal written Purchase Order, or incurs costs in excess of authorized purchase order fee amounts, it does so at its own risk.

Attachment 3
Procedure for Resolution of Contractual Claims

The Virginia Acts of Assembly of 2007, Chapter 943, Chapter 3, Exhibit P and its attachments requires contractors with the University to submit any claims, whether for money or other relief, in writing no later than 60 days after final payment; however, written notice of the contractors intention to file such a claim must be given at the time of the occurrence or beginning of the work upon which the claim is based.

The University's procedure for deciding such contractual claims is:

- A. The Selected Firm must provide the written claim to:
Assistant Director of Procurement and Supplier Diversity Services
University of Virginia
1001 North Emmet Street
P. O. Box 400202
Charlottesville, Virginia 22904-4202

- B. Although the Selected Firm may, if it chooses, attempt to resolve its claim by dealing with a University department other than the one stated in Section A above, the Selected Firm must submit any unresolved claim in writing no later than 60 days after final payment to the Assistant Director of Procurement and Supplier Diversity Services if it wishes to pursue its claim.

- C. Upon receiving the written claim, the Assistant Director of Procurement and Supplier Diversity Services will review the written materials relating to the claim and decide whether to discuss the merits of the claim with the Selected Firm. If such discussion is to be held, the Assistant Director of Procurement and Supplier Diversity Services will contact the Selected Firm and arrange such discussion. The manner of conducting such discussion will be as the Assistant Director and the Selected Firm mutually agree.

D. The Assistant Director of Procurement and Supplier Diversity Services will mail his or her decision to the Selected Firm within 60 days after receipt of the claim. The decision will state the reason for granting or denying the claim.

E. The Selected Firm may appeal the decision to:

Director of Procurement and Supplier Diversity Services
University of Virginia
Carruthers Hall
1001 North Emmet Street
P.O. Box 400202
Charlottesville, Virginia 22904-4202

by providing a written statement explaining the basis of the appeal, within 15 days after the Selected Firm's receipt of the decision.

F. Upon receiving the written appeal, the Director of Procurement and Supplier Diversity Services will review the written materials relating to the claim and decide whether to discuss the merits of the claim with the Selected Firm. If such discussion is to be held, the Director of Procurement and Supplier Diversity Services will contact the Selected Firm and arrange such discussion. The manner of conducting such discussion will be as the Director of Procurement and Supplier Diversity Services and the Selected Firm mutually agree.

G. The Director of Procurement and Supplier Diversity Services will mail his or her decision to the Selected Firm within 60 days after the Director of Procurement and Supplier Diversity Services receipt of the appeal. The decision will state the reasons for granting or denying the appeal.

H. Nothing in this Attachment 3 will preclude either party from filing a claim in any court of the Commonwealth of Virginia to seek legal or equitable remedy if a dispute should arise, in addition to such other remedies as are expressly provided in this Agreement; provided, the Selected Firm may not file such claim unless and until it has complied fully with the procedure set forth in this Attachment 3.



Office of the Vice President for Management and Budget

Attachment 4

Vice President for Management and Budget's Request for Commitment

Greetings:

The quality of service the University of Virginia is able to deliver to its customers is directly related to the excellent support we receive from you and many other outstanding suppliers of goods and services. Without you, we would not be able to fulfill our educational, health care and research missions. An important part of our procurement program involves our commitment to doing business with small, women- and minority-owned (SWaM) businesses. As one of our most important vendors, we look to you to help us achieve this objective.

We conduct substantial business with small firms. We have a particular institutional focus on developing long-term business relationships with minority- and women-owned businesses. We count on our majority firms to help us achieve our goal.

I seek your assistance in two areas. First, to the extent practical, I ask that you involve small, women- and minority-owned businesses in the delivery of services you provide to UVA. The office of Procurement and Supplier Diversity Services is ready to assist you in identifying qualified diverse business partners. Second, I seek your help in reporting your results through our quarterly subcontracting reports. The terms and conditions previously provided to your organization outlined this process.

This effort is important to us. We depend on you in so many ways – this is another way that we can partner with your company to make things better.

Sincerely,

A handwritten signature in black ink that reads "Colette Sheehy".

Colette Sheehy

Vice President for Management and Budget

Attachment 5

Pricing Schedule – Special Event Equipment

Description	Quantity	UVA/JMU	Unit Price	Total Price
Plastic folding chairs - Black	31,600	UVA		
	16,000	JMU		
Plastic folding chairs - Blue	3,500	UVA		
Plastic folding chairs – White with white frames	2,500	UVA		
	5,900	JMU		
Plastic folding chairs - Burgundy	400	UVA		
	2,350	JMU		
White Frame Tent 30' x 30'	One	UVA		
White Frame Tent 20' x 40'	Two	UVA		
White Frame Tent 20' x 20'	One	UVA		
White Frame Tent 15' x 15'	Four	UVA		
	Five	JMU		
Folding Tables 8' x 30" x 29"h	80	UVA		
	19	JMU		
White Tablecloths	30	UVA		
White Table Skirts - 14'	10	UVA		
Navy Table Skirts - 14'	Seven	UVA		
Staging 40' x 20' x 2'h with two stairways, 80' of black skirting and sixty foot of safety rail (Thornton Hall and Aquatics Center)	Two	UVA		

Description	Quantity	UVA/JMU	Unit Price	Total Price
Staging 36'x 20'x 2'h with 76' of black skirting (Law)	One	UVA		
Staging 48'x 12'x varying heights (over steps that rise approximately 40") (Old Cabell)	One	UVA		
Staging 32'x 20'x 2'h with 72' of	One	UVA		

blue skirting and two stairways (Memorial Gym)				
Staging 32' x 16' x 2'h with 64' of white skirting and one stairway (UVA – Darden; JMU – Convo Center)	One	UVA		
	One	JMU		
Staging 24' x 12' x 2'h with two stairways, 48' of blue skirting, safety rail on three sides (Miller Center)	One	UVA		
Staging 24' x 12' x 2'h with two stairways, 48' of black skirting, safety rail on back side, and 24' x 8' attached black pipe & drape (North Grounds Recreation)	One	UVA		
Staging 24' x 16' x 2'h (Godwin Hall)	One	JMU		
Staging 24' x 20' x 2'h (Duke Hall & Soccer/Lacrosse Field)	Two	JMU		
Staging 24' x 16' x 2'h w/ skirt on 4 sides (East Campus Library)	One	JMU		

Description	Quantity	UVA/JMU	Unit Price	Total Price
Staging 24' x 20' x 2'h w/ skirt on 4 sides (Wilson Quad)	One	JMU		
Staging 16' x 8' x 16''h with black skirting on four sides and one-step. (North Grounds Recreation)	One	UVA		
Staging 12' x 8' x 16''h with white skirting on four sides (delivery only) (North Grounds Recreation)	One	UVA		
Staging 8' x 4' x 24''h with one stairway and black skirting on four sides (North Grounds Recreation)	One	UVA		
Staging 16' x 12' x 24''h with black skirting on four sides (Lawn video)	Two	UVA		
Staging 12' x 8' x 16''h with one step and black skirting on four sides (Law School)	One	UVA		

Staging 8' x 8' x 16''h with one step and black skirting on three sides (Law School)	One	UVA		
Staging 8' x 8' x 24''h with one stairway and black skirting on four sides (Darden)	Two	UVA		
White Resin Stanchion w/ chain	40	JMU		
Pipe & Drape – Black – 8'ht (Convo Center)	80	JMU		
Mobile Comfort Station	One	JMU		

Description	Quantity	UVA/JMU	Unit Price	Total Price
“ADA Plus Two” Mobile Comfort Station	One	JMU		
Standard Fiberglass Portable Toilets	25	UVA		
ADA Compliant Portable Toilet	One	UVA		
Portable Multi-User Hand Wash Stations	Eight	UVA		
Grand Total				