

FAUQUIER COUNTY GOVERNMENT
PROCUREMENT DIVISION
320 Hospital Drive Ste. 23
Warrenton, Virginia 20186
Phone: (540) 422-8354 Fax: (540) 422-8355

NOTICE OF CONTRACT RIDER

DATE: September 26, 2024

COMMODITY NAME: Elevator Inspection Services

CONTRACT NUMBER: 25-042-C-R

CONTRACT PERIOD: September 26, 2024, through July 2, 2025

RENEWAL OPTIONS: Two (1), one-year renewal options

CONTRACTOR: Central Elevator Inspection Services II, LLC
VN: 644885 469 Round Hill Road
Boston, VA. 22713
Attn: Robert Thornhill Co-Owner/Inspector
PH: 540-987-3111
FX: 888-391-9437
robbiethornhill@central-elevator.com

TERMS: Net 45 days

FOR FURTHER INFORMATION CONTACT: Scott Bargas, Procurement Officer III
PH (540) 422-8354
scott.bargas@fauquiercounty.gov

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT USING DEPARTMENTS: This contract is the result of a competitive bid program, and its use must follow the FCG Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

INSTRUCTIONS

1. Orders: All FCG Using Departments must order services listed by issuing FCG Purchase Orders per FCG Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 422-8351 or 8352.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a “Not to exceed” estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
3. Inspection of services provided and approval of contractor’s invoice is the responsibility of the receiving using department.
4. Any complaint as to quality of service, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via email, fax or courier.
5. Renewals: As stated on the face of this notice, two (1) one-year renewals exist on this contract. The decision as to whether to exercise the renewal option will be made by the Contract Officer, with input requested from FCG Using Departments, before the expiration of the current term, but after Loudoun County has exercised their renewal option.
6. Pricing: See attached. (*Riding VASCUUP UCPJMU 63773*)

FAUQUIER COUNTY GOVERNMENT
a political subdivision of the Commonwealth of Virginia

Contract # 57-25ajc

(Riding VASCUUP UCPJMU 63773) **Central Elevator Inspection Services II, LLC**

This Agreement is made and entered into this ___ day of **September 2024**, by the Fauquier County Government, a political subdivision of the Commonwealth of Virginia (hereinafter referred to as "Owner") and **Central Elevator Inspections II, LLC**, having its principal place of business at **469 Round Hill Road Boston, VA 22713**, hereinafter referred to as "**Contractor**".

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

SCOPE OF SERVICES: The Contractor shall provide Elevator Inspection Services

COMPENSATION: The Owner will pay, and the Contractor will accept in full consideration for the performance during the contract term "pricing as negotiated and attached".

CONTRACT PERIOD: Date of execution through July 2, 2025, with the option to renew for 2 additional 1-year periods, at the mutual agreement of both parties.

The contract documents shall consist of **and for the purpose of resolving ambiguity or conflicts shall be interpreted in the following order of priority:**

- (1) This signed form;
- (2) Fauquier County General Terms & Conditions;
- (3) RFP DKM-1149, including Addendums 1 & 2, Modifications, and Renewals 1 & 2; and
- (4) The Contract dated June 27, 2022, all which documents are incorporated herein.

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

**Central Elevator Inspection
Services II, LLC**

By: Robert J Thornhill

Title: Manager

Date: 9/25/24

Fauquier County Government
a political subdivision of the Commonwealth
of Virginia

By: _____
Kristen Hylton

Title: Procurement Manager

Date: _____



GENERAL TERMS, CONDITIONS AND INSTRUCTIONS TO BIDDERS/OFFERORS

Revised 08/05/2021

Vendor: These general rules and conditions shall apply to all purchases and be a part of each solicitation and every contract awarded by the Procurement Division, unless otherwise specified. The Procurement Division is responsible for the purchasing activity of Fauquier County, which is comprised of the Fauquier County Board of Supervisors, a body politic and political subdivision of the Commonwealth of Virginia, and the Constitutional Officers of Fauquier County, Virginia, and the Fauquier County School Board, a body corporate. The term "Owner" as used herein refers to the contracting entity which is the signatory on the contract and may be either Fauquier County or the Fauquier County School Board, or both. Bidder/Offeror or their authorized representatives are expected to inform themselves fully as to the conditions, requirements, and specifications before submitting bids/proposals: failure to do so will be at the bidder's/Offeror's own risk and except as provided by law, relief cannot be secured on the plea of error.

Subject to all Federal, State and local laws, policies, resolutions, regulations, rules, limitations and legislation, bids/proposals on all solicitations issued by the Procurement Division will bind bidders/Offerors to applicable conditions and requirements herein set forth unless otherwise specified in the solicitation.

1. **AUTHORITY**-Except as delegated in the Procurement Procedures Manual, the Purchasing Agent has the sole responsibility and authority for negotiating, placing and when necessary modifying every solicitation, contract and purchase order issued by the Owner. In the discharge of these responsibilities, the Purchasing Agent may be assisted by assigned buyers. Unless specifically delegated by the Purchasing Agent, no other Owner officer or employee is authorized to order supplies or services, enter into purchase negotiations or contracts, or in any way obligate the Owner for an indebtedness. Any purchase order or contract made which is contrary to these provisions and authorities shall be of no effect and void and the Owner shall not be bound thereby.
2. **COMPETITION INTENDED:** It is the Owner's intent that this solicitation permit competition. It shall be the Bidder's/Offeror's responsibility to advise the Purchasing Agent in writing if any language, requirement, specification, etc., or any combination thereof, stifles competition or inadvertently restricts or limits the requirements stated in this solicitation to a single source. The Purchasing Agent must receive such notification not later than five (5) business days prior to the deadline set for acceptance of the bids/proposals.

CONDITIONS OF BIDDING

3. **CLARIFICATION OF TERMS:** Unless otherwise specified, if any Bidder/Offeror has questions about the specifications or other solicitation documents, the prospective Bidder/Offeror should contact the buyer whose name appears on the face of the solicitation no later than five (5) business days prior to the date set for the opening of bids or receipt of proposals. Any revisions to the solicitation will be made only by addendum issued by the Buyer. Notifications regarding specifications may not be considered if received in less than five (5) business days of the date set for opening of bids/receipt of proposals.
4. **MANDATORY USE OF OWNER FORMS AND TERMS AND CONDITIONS:** Failure to submit a bid/proposal on the official Owner forms provided for that purpose shall be a cause for rejection of the bid/proposal. Unauthorized modification of or additions to any portion of the Invitation to Bid or Request for Proposal may be cause for rejection of the bid/proposal. However, the Owner reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject any bid or proposal which has been modified.
5. **LATE BIDS/PROPOSALS & MODIFICATION OF BIDS/PROPOSALS:**

Any bid/proposal/modification received at the office designated in the solicitation after the exact time specified for receipt of the bid/proposal/modification is considered a late bid/proposal/modification. The Owner is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private carriers or the inter-office mail system. It is the sole responsibility of the Bidder/Offeror to ensure their bid/proposal reaches the Procurement Division by the designated date and hour.

 - a. The official time used in the receipt of bids/proposals is that time stamp within the Bonfire Portal.
 - b. Late bids/proposals/modifications will be returned to the Bidder/Offeror UNOPENED, if solicitation number, acceptance date and Bidder/Offeror's return address is shown on the container.
 - c. If the Owner closes its offices due to inclement weather or other unforeseen emergency scheduled bid openings or receipt of proposals will be extended to the next business day, same time.
6. **WITHDRAWAL OF BIDS/PROPOSALS:**

A Bidder/Offeror for a contract other than for public construction may request withdrawal of his or her bid/proposal under the following circumstances:

 - a. Bids/Proposals may be withdrawn on written request from the Bidder/Offeror received at the address shown in the solicitation prior to the time of acceptance.
 - b. Requests for withdrawal of bids/proposals after opening of such bids/proposals but prior to award shall be transmitted to the Purchasing Agent, in writing, accompanied by full documentation supporting the request. If the request is based on a claim of error, documentation must show the basis of the error. Such documentation may take the form of supplier quotations, vendor work sheets, etc. If bid bonds were tendered with the bid, the Owner may exercise its right of collection.

No Bid/Proposal may be withdrawn under this paragraph when the result would be the awarding of the contract on another bid/Proposal of the same bidder/Offeror or of another bidder/Offeror in which the ownership of the withdrawing bidder/Offeror is more than five percent. In the case of Invitation for Bids, if a bid is withdrawn under the authority of this paragraph, the lowest remaining bid shall be deemed to be the low bid. No bidder/Offeror that is permitted to withdraw a bid/proposal shall, for compensation, supply any material or labor to or perform any subcontract or other work agreement for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn bid/proposal was submitted.
7. **ERRORS IN BIDS/PROPOSALS** – When an error is made in extending total prices, the unit bid price will govern. Erasures in bids/proposals must be initialed by the bidder/Offeror. Carelessness in quoting prices, or in preparation of bid/proposal otherwise, will not relieve the Bidder/Offeror. Bidders/Offeror's are cautioned to recheck their bids/proposals for possible error. Errors discovered after public opening cannot be corrected and the bidder will be required to perform if his or her bid is accepted.
8. **IDENTIFICATION OF BID/PROPOSAL ENVELOPE:** The signed bid/proposal and requested copies should be returned in a separate envelope or package, sealed and identified with the following information:

ADDRESSED AS INDICATED ON PAGE 1

IFB/RFP NUMBER
TITLE
BID/PROPOSAL DUE DATE AND TIME
VENDOR NAME AND COMPLETE MAILING ADDRESS (RETURN ADDRESS)

If a bid/proposal is not addressed with the information as shown above, the Bidder/Offeree takes the risk that the envelope may be inadvertently opened and the information compromised, which may cause the bid/proposal to be disqualified. Bids/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.

9. **ACCEPTANCE OF BIDS/PROPOSALS:** Unless otherwise specified, all formal bids/proposals submitted shall be valid for a minimum period of one hundred twenty (120) calendar days following the date established for acceptance. At the end of the one hundred twenty (120) calendar days the bid/proposal may be withdrawn at the written request of the Bidder/Offeree. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
10. **CONDITIONAL BIDS:** Conditional bids are subject to rejection in whole or in part.
11. **BIDDERS PRESENT:** At the time fixed for the opening of responses to a bid, bid contents will be made public for the information of bidders and other interested parties who may be present either in person or by representative. All bids will be opened at the time and place specified and read publicly. Bid tabulations are posted on the Procurement Division's Bulletin Board for a minimum of 10 days from award date. At the time fixed for the receipt of responses for Request for Proposals, only the names of the Offerors will be read and made available to the public.
12. **RESPONSE TO SOLICITATIONS:** In the event a vendor cannot submit a bid on a solicitation, the vendor is requested to return the solicitation cover sheet with an explanation as to why the vendor is unable to bid on these requirements. Because of the large number of firms listed on the Owner's Bidders List, it may be necessary to delete from this list the names of those persons, firms or corporations who fail to respond after having been invited to bid for three (3) successive solicitations. Such deletion will be made only after formal notification of the intent to remove the firm from the Owner's Bidders List.
13. **BIDDER INTERESTED IN MORE THAN ONE BID:** If more than one bid is offered by any one party, either directly or by or in the name of his or her clerk, partner, or other persons, all such bids may be rejected. A party who has quoted prices on work, materials, or supplies to a bidder is not thereby disqualified from quoting prices to other bidders or firms submitting a bid directly for the work, materials or supplies.
14. **TAX EXEMPTION:** The Owner is exempt from the payment of any federal excise or any Virginia sales tax. The price bid must be net, exclusive of taxes. Tax exemption certificates will be furnished if requested by the Bidder/Offeree.
15. **DEBARMENT STATUS:** By submitting their bids/proposals, Bidders/Offerees certify that they are not currently debarred from submitting bids/proposals on contracts by the Owner, nor are they an agent of any person or entity that is currently debarred from submitting bids or proposals on contracts by the Owner or any agency, public entity/locality or authority of the Commonwealth of Virginia.
16. **ETHICS IN PUBLIC CONTRACTING:** The provisions contained in *Code of Virginia* §§ 2.2-4367 through 2.2-4377 (the Virginia Public Procurement Act), as amended from time to time, shall be applicable to all contracts solicited or entered into by the Owner. By submitting their bids/proposals, all Bidders/Offerees certify that their bids/proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Bidder, Offeror, supplier, manufacturer or subcontractor in connection with their bid/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.
17. **NO CONTACT POLICY:** No Bidder/Offeree shall initiate or otherwise have contact related to the solicitation with any Owner representative or employee, other than the Procurement Division, after the date and time established for receipt of bids/proposals. Any contact initiated by a Bidder/Offeree with any Owner representative, other than the Procurement Division, concerning this solicitation is prohibited and may cause the disqualification of the Bidder/Offeree from this procurement process.
18. **VIRGINIA FREEDOM OF INFORMATION ACT:** All proceedings, records, contracts and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act (*Code of Virginia* § 2.2-3700 *et. seq.*) and § 2.2-4342 of the Virginia Public Procurement Act except as provided below:
 - a. Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.
 - b. Any competitive sealed bidding bidder, upon request, shall be afforded the opportunity to inspect bid records within a reasonable time after the opening of bids but prior to award, except in the event that the Owner decides not to accept any of the bids and to reopen the contract. Otherwise, bid records shall be open to public inspection only after award of the contract. Any competitive negotiation Offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award except in the event that the Owner decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to the public inspection only after award of the contract except as provided in paragraph "c" below. Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.
 - c. Trade secrets or proprietary information submitted by a bidder, Offeror or contractor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information and Virginia Public Procurement Acts; however, the bidder, Offeror or contractor must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary.
 - d. Nothing contained in this section shall be construed to require the Owner, when procuring by "competitive negotiation" (Request for Proposal), to furnish a statement of reasons why a particular proposal was not deemed to be the most advantageous to the Owner.
19. **CONFLICT OF INTEREST:** Contractor certifies by signing bid to the Owner that no conflict of interest exists between Contractor and Owner that interferes with fair competition and no conflict of interest exists between Contractor and any other person or organization that constitutes a conflict of interest with respect to the contract with the Owner.

SPECIFICATIONS

20. **BRAND NAME OR EQUAL ITEMS:** Unless otherwise provided in the solicitation, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the Owner

in its sole discretion determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. The Bidder is responsible to clearly and specifically indicate the product being offered and to provide sufficient descriptive literature, catalog cuts and technical detail to enable the Owner 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 competitive sealed bidding, only the information furnished with the bid will be considered in the evaluation. Failure to furnish adequate data for evaluation purposes may result in declaring a bid non-responsive. Unless the Bidder clearly indicates in its bid/proposal that the product offered is "equal" product, such bid/proposal will be considered to offer the brand name product referenced in the solicitation.

21. **FORMAL SPECIFICATIONS:** When a solicitation contains a specification which states no substitutes, no deviation therefrom will be permitted and the bidder will be required to furnish articles in conformity with that specification.
22. **OMISSIONS & DISCREPANCIES:** Any items or parts of any equipment listed in this solicitation which are not fully described or are omitted from such specification, and which are clearly necessary for the completion of such equipment and its appurtenances, shall be considered a part of such equipment although not directly specified or called for in the specifications.

The Bidder/Offeree shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully complete every part as the true intent and meaning of the specifications and drawings. Whenever the mention is made of any articles, material or workmanship to be in accordance with laws, ordinances, building codes, underwriter's codes, A.S.T.M. regulations or similar expressions, the requirements of these laws, ordinances, etc., shall be construed as to the minimum requirements of these specifications.

23. **CONDITION OF ITEMS:** Unless otherwise specified in the solicitation, all items shall be new, in first class condition.

AWARD

24. **AWARD OR REJECTION OF BIDS:** The Purchasing Agent shall award the contract to the lowest responsive and responsible bidder complying with all provisions of the IFB, provided the bid price is reasonable and it is in the best interest of the Owner to accept it. Awards made in response to a RFP will be made to the highest qualified Offeror whose proposal is determined, in writing, to be the most advantageous to the Owner taking into consideration the evaluation factors set forth in the RFP. The Purchasing Agent reserves the right to award a contract by individual items, in the aggregate, or in combination thereof, or to reject any or all bids/proposals and to waive any informality in bids/proposals received whenever such rejection or waiver is in the best interest of the Owner. Award may be made to as many bidders/Offeror's as deemed necessary to fulfill the anticipated requirements of the Owner. The Purchasing Agent also reserves the right to reject the bid if a bidder is deemed to be a non-responsive bidder.
25. **ANNOUNCEMENT OF AWARD:** Upon the award or announcement of the decision to award a contract as a result of this solicitation, the Procurement Division will publicly post such notice on the Procurement Website at <http://www.fauquiercounty.gov/government/departments-h-z/procurement>
26. **QUALIFICATIONS OF BIDDERS OR OFFERORS:** The Owner may make such reasonable investigations as deemed proper and necessary to determine the ability of the Bidder/Offeree to perform the work/furnish the item(s) and the Bidder/Offeree shall furnish to the Owner all such information and data for this purpose as may be requested. The Owner reserves the right to inspect Bidder's/Offeror's physical facilities prior to award to satisfy questions regarding the Bidder's/Offeror's capabilities. The Owner further reserves the right to reject any bid or proposal if the evidence submitted by or investigations of, such Bidder/Offeree fails to satisfy the Owner that such Bidder/Offeree is properly qualified to carry out the obligations of the contract and to complete the work/furnish the item(s) contemplated therein.
27. **TIE BIDS:** In the case of a tie bid, the Owner may give preference to goods, services and construction produced in Fauquier County or provided by persons, firms or corporations having principal places of business in the County. If such choice is not available, preference shall then be given to goods and services produced in the Commonwealth pursuant to *Code of Virginia* § 2.2-4324. If no County or Commonwealth choice is available, the tie shall be decided by lot.

CONTRACT PROVISIONS

28. **APPLICABLE LAW AND COURTS:** Any contract resulting from this solicitation shall be governed and construed in all respects by the laws of Virginia, and any litigation with respect thereto shall only be brought in the appropriate General District or Circuit Court of Fauquier County, Virginia. The Contractor shall comply with all applicable federal, state and local laws and regulations.
29. **ANTITRUST:** By entering into a contract, the Contractor conveys, sells, assigns, and transfers to the Owner all rights, title and interest in and to all causes of the 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 Owner under said contract. This includes, but is not limited to, overcharges as to goods and/or services provided in connection with this contract resulting from antitrust violations that arise under United States' or the Commonwealth's antitrust laws. Consistent and continued tie bidding could cause rejection of bids by the Purchasing Agent and/or investigation for antitrust violations.
30. **INVOICING AND PAYMENT TERMS:** Unless otherwise provided in the solicitation payment will be made forty-five (45) days after receipt of a proper invoice, or forty-five (45) days after receipt of all goods or acceptance of work, whichever is the latter.
 - a. Invoices for items/services ordered, delivered/performed and accepted shall be submitted by the Contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the contract number, purchase order number, and any federal employer identification number.
 - b. Any payment terms requiring payment in less than 45 days will be regarded as requiring payment 45 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 45 days, however.
 - c. The date of payment shall be deemed the date of postmark in all cases where payment is made by mail.
 - d. The Owner's fiscal year is July 1 - June 30. Contractors must submit invoices, especially for goods and/or services provided in the month of JUNE, for the entire month i.e. June 1 - June 30, so that expenses are recognized in the appropriate fiscal year.
 - e. Any payment made by the Contractor to the Owner shall only be made in U.S. Dollars. If payment is received in foreign currency the Owner may, in its sole discretion, reject such payment and require immediate compensation in U.S. Dollars.
31. **PAYMENT TO SUBCONTRACTORS:** A contractor awarded a contract under this solicitation is hereby obligated:
 - a. To pay the subcontractor(s) within seven (7) days of the contractor's receipt of payment from the Owner for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
 - b. To notify the Owner and the subcontractor(s), in writing, of the contractor's intention to withhold payment and the reason.

The contractor is obligated to pay the subcontractor(s) interest at the rate of one percent per month compounded monthly (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 Owner, except for amounts withheld as stated in 2 above. The date of mailing of any payment by postage prepaid 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 Owner.

32. **ASSIGNMENT OF CONTRACT:** A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Purchasing Agent.
33. **DEFAULT:** In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Owner, 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 another remedies which the Owner may have.
34. **ANTI-DISCRIMINATION:** By submitting their bids/proposals, Bidders/Offeror's certify to the Owner 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, the Virginia Human Rights Act (*Code of Virginia* § 2.2-3900 *et seq.*) and § 2.2-4311 of the Virginia Public Procurement Act. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1(E)).

In every contract over \$10,000 the provisions in A and B below apply:

- a. During the performance of this contract, the Contractor agrees as follows:
- 1) The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - 2) 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.
 - 3) Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
- b. The Contractor will include the provisions of a. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
35. **CHANGES TO THE CONTRACT:** Changes can only be made to the contract in one of the following ways:
- a. 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.
- b. The Owner 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 Owner a credit for any savings. Said compensation shall be determined by one of the following methods.
- 1) By mutual agreement between the parties in writing; or
 - 2) By agreeing in writing 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 Owner's right to audit the Contractor's records and/or determine the correct number of units independently; or
 - 3) 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 Owner with all vouchers and records of expenses incurred and savings realized. The Owner 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 Procurement Division within thirty (30) days from the date of receipt of the written order from the Procurement Division. If the parties fail to agree on an amount of adjustment, the questions of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for relieving disputes provided by the Disputes Clause of this contract. 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 Owner or with the performance of the contract generally.
- c. No modification for a fixed price contract may be increased by more than 25% or \$50,000, whichever is greater without the advanced written approval of the Board of Supervisors or the School Board, as applicable.
- 36.. **INDEMNIFICATION:** Contractor shall indemnify, keep and save harmless the Owner, its agents, officials, employees and volunteers against claims of injuries, death, damage to property, patent claims, suits, liabilities, judgments, cost and expenses which may otherwise accrue against the Owner in consequence of the granting of a contract or which may otherwise result therefrom, if it shall be determined that the act was caused through negligence or error, or omission of the Contractor or his or her employees, or that of the subcontractor or his or her employees, if any; and the Contractor shall, at his or her own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith; and if any judgment shall be rendered against the Owner in any such action, the Contractor shall, at his or her own expenses, satisfy and discharge the same. Contractor expressly understands and agrees that any performance bond or insurance protection required by this contract, or otherwise provided by the Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the Owner as herein provided.
37. **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 in accordance with this chapter, 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.

38. **TERMINATION:** Subject to the provisions below, the contract may be terminated by the Owner upon thirty (30) days advance 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.
- Termination for Convenience:** In the event that the contract is terminated upon request and for the convenience of the Owner, without the required thirty (30) days advance notice, then the Owner shall be responsible for payment of services up to the termination date.
 - Termination for Cause:** Termination by the Owner for cause, default or negligence on the part of the contractor shall be excluded from the foregoing provision; termination costs, if any shall not apply. However, pursuant to the Default provision of these General Conditions, the Owner may hold the contractor responsible for any resulting additional purchase and administrative costs. The thirty (30) days advance notice requirement is waived in the event of Termination for Cause.
 - Termination Due to Unavailability of Funds in Succeeding Fiscal Years:** When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, the contract shall be canceled without any liability or penalty to Owner.

39. USE OF CONTRACT BY OTHER PUBLIC BODIES: Except as prohibited by the current *Code of Virginia*, all resultant contracts will be extended, with the authorization of the Contractor, to other public bodies of the Commonwealth of Virginia and all currently active members of the Metropolitan-Washington Council of Governments (MWCOG) or, Mid-Atlantic Purchasing Team, to permit their ordering of supplies and/or services at the prices and terms of the resulting contract. If any other public body decides to use the final contract, the Contractor must deal directly with that public body concerning the placement or orders, issuance of the purchase order, contractual disputes, invoicing and payment. Fauquier County acts only as the “Contracting Agent” for these public bodies. Any resulting contract with other public bodies shall be governed by the laws of that specific entity. It is the Contractor’s responsibility to notify the public bodies of the availability of the contract. Fauquier County shall not be held liable for any costs or damage incurred by another public body as a result of any award extended to that public body by the Contractor.

40. **AUDIT:** The Contractor hereby agrees to retain all books, records and other documents relative to this contract for five years after final payment, or until audited by the Owner, whichever is sooner. The agency, its authorized agents, and/or Owner auditors shall have full access to and right to examine any of said materials during said period.
41. **SEX OFFENDER REGISTRY NOTIFICATION:** The Contractor shall not employ on school property any employee who is a registered sex offender and shall enforce the same restriction upon all sub-contractors and agents of Contractor. Prior to starting work and quarterly during performance of the work, the Contractor shall check the Virginia State Police Sex Offender Registry to verify sex offender status of all employees and agents of Contractor and Sub-Contractors who are employed on school property by the Contractor or Sub-Contractor. The Contractor shall furnish the Owner with evidence verifying compliance with the services.

Prior to starting work on-site, the Contractor shall submit a completed Fauquier County Public Schools “CERTIFICATION OF NO CRIMES AGAINST CHILDREN” form, a copy of which is included in this solicitation.

42. **COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS AND FEDERAL IMMIGRATION LAW:** During the term of any contract, the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth of Virginia, knowingly employ an unauthorized alien as defined in the Federal Immigration Reform and Control Act of 1986.
43. **ASBESTOS NOTIFICATION:** As required by the Environmental Protection Agency Asbestos Hazard Emergency Response Act 40 CFR, subpart E, 763.93, information regarding asbestos inspections, response actions, and post response activities is on file in a full asbestos report located in the main office of each school. Contractors bear full responsibility to review this material prior to commencing any activity at a school site.
44. **VIRGINIA STATE CORPORATION COMMISSION:** If required by law, the Contractor shall maintain a valid certificate of authority or registration to transact business in Virginia with the Virginia State Corporation Commission as required by Title 13.1 of the *Code of Virginia*, during the term of the Contract or any Contract renewal. The Contractor shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth to be revoked or cancelled at any time during the terms of the contract. If the Contractor fails to remain in compliance with the provisions of this section, the contract is voidable at the option of Owner.
45. **ADA WEBSITE-RELATED ACCESSIBILITY:** Any Contractor who performs services, designs, develops content, maintains or otherwise bears responsibility for the content and format of Owner’s website(s) or third-party programs accessed through Owner’s website(s), acknowledges receipt of, and responsibility to implement the accessibility standards found in the U.S. Department of Justice publication entitled “Accessibility of State and Local Government Websites to People with Disabilities,” available at www.ada.gov/websites2.htm or, as attached directly to the solicitation. Contractor services as noted, shall conform to § 508 of Title III of the Americans with Disabilities Act (ADA) and the World Wide Web Consortium’s (W3C) Web Content Accessibility Guidelines (WCAG 2.0 AA), most current versions, in addition to the Owner’s web accessibility policy.

DELIVERY PROVISION

46. **SHIPPING INSTRUCTIONS-CONSIGNMENT:** Unless otherwise specified in the solicitation each case, crate, barrel, package, etc., delivered under the contract must be plainly stenciled or securely tagged, stating the Contractor’s name, purchase order number, and delivery address as indicated in the order. Where shipping containers are to be used, each container must be marked with the purchase order number, name of the Contractor, the name of the item, the item number, and the quantity contained therein. Deliveries must be made within the hours of 8:00 a.m. – 2:30 p.m. Deliveries at any other time will not be accepted unless specific arrangements have been previously made with the designated individual at the delivery point. No deliveries will be accepted on Saturdays, Sundays and holidays unless previous arrangements have been made. It shall be the responsibility of the contractor to insure compliance with these instructions for items that are drop-shipped.
47. **RESPONSIBILITY FOR SUPPLIES TENDERED:** The Contractor shall be responsible for the materials or supplies covered by the contract until they are delivered at the designated point, but the Contractor shall bear all risk on rejected materials or supplies after notice of rejection. Rejected materials or supplies must be removed by and at the expense of the contractor promptly after notification of rejection, unless public health and safety require immediate destruction or other disposal of rejected delivery. If rejected materials are not removed by the Contractor within ten (10) days after date of notification, the Owner may return the rejected materials or supplies to the Contractor at his or her risk and expense or dispose of them as its own property.

48. **INSPECTIONS:** The Owner reserves the right to conduct any test/inspection it may deem advisable to assure supplies and services conform to the specification. Inspection and acceptance of materials or supplies will be made after delivery at destinations herein specified unless otherwise stated. If inspection is made after delivery at destination herein specified, the Owner will bear the expense of inspection except for the value of samples used in case of rejection. Final inspection shall be conclusive except in regard to latent defects, fraud or such gross mistakes as to amount to fraud. Final inspection and acceptance or rejection of the materials or supplies will be made as promptly as practicable, but failure to inspect and accept or reject materials or supplies shall not impose liability on the Owner for such materials or supplies as are not in accordance with the specifications.
49. **COMPLIANCE:** Delivery must be made as ordered and in accordance with the solicitation or as directed by the Procurement Division when not in conflict with the bid/contract. The decision as to reasonable compliance with delivery terms shall be final. Burden of proof of delay in receipt of goods by the purchaser shall rest with the Contractor. Any request for extension of time of delivery from that specified must be approved by the Procurement Division, such extension applying only to the particular item or shipment affected. Should the Contractor be delayed by the Owner, there shall be added to the time of completion a time equal to the period of such delay caused by the Owner. However, the contractor shall not be entitled to claim damages of extra compensation for such delay or suspension. These conditions may vary for construction contracts.
50. **POINT OF DESTINATION:** All materials shipped to the Owner must be shipped F.O.B. DESTINATION unless otherwise stated in the contract. The materials must be delivered to the "Ship To" address indicated on the purchase order.
51. **REPLACEMENT:** Materials or components that have been rejected by the Procurement Division, in accordance with the terms of the contract, shall be replaced by the Contractor at no cost to the Owner.
52. **PACKING SLIPS OR DELIVERY TICKETS:** All shipments shall be accompanied by Packing Slips or Delivery Tickets and shall contain the following information for each item delivered:
- Purchase Order Number,
 - Name of Article and Stock Number,
 - Quantity Ordered,
 - Quantity Shipped,
 - Quantity Back Ordered,
 - The Name of the Contractor.

Contractors are cautioned that failure to comply with these conditions shall be considered sufficient reason for refusal to accept the goods.

BIDDER/CONTRACTOR REMEDIES

53. **PROTEST OF AWARD OR DECISION TO AWARD:** Any Bidder/Offeree who desires to protest the award or decision to award a contract, by either Fauquier County or the Fauquier County School Board, shall submit such protest in writing to the County Administrator (if the award or decision to award was made by Fauquier County) or the Superintendent of Schools (if the award or decision to award was made by the Fauquier County School Board), no later than ten (10) days after public notice of the award or announcement of the decision to award, whichever comes first. No protest shall lie for a claim that the selected bidder/Offeree is not a responsible bidder/Offeree. The written protest shall include the basis for the protest and the relief sought. The County Administrator or the Superintendent of Schools, as the case may be, shall issue a decision in writing within ten (10) days stating the reasons for the action taken. This decision shall be final unless the bidder/Offeree appeals within ten (10) days of the written decision by instituting legal action as provided in § VIII.H.3 of the County's Procurement Policy. Nothing in this paragraph shall be construed to permit an Offeree to challenge the validity of the terms or conditions of the solicitation.
- 54.. **DISPUTES:** Contractual claims, whether for money or other relief, shall be submitted in writing to the Superintendent of Schools (if the claim is against the Fauquier County School Board) or the County Administrator (if the claim is against Fauquier County) no later than sixty (60) days after final payment; however, written notice of the Contractor's intention to file such claim shall have been given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amount agreed due in the final payment. A written decision upon any such claims will be made by the School Board (if the claim is against the Fauquier County School Board) or the County Board of Supervisors (if the claim is against Fauquier County) within sixty (60) days after submittal of the claim. The Contractor may not institute legal action prior to receipt of the School Board or Board of Supervisors (whichever is applicable) decision on the claim unless the applicable party fails to render such decision within sixty (60) days. The decision of the School Board or Board of Supervisors (as applicable) shall be final and conclusive unless the Contractor within six (6) months of the date of the final decision on a claim, initiates legal action as provided in *Code of Virginia* § 2.2-4364. Failure of the School Board or Board of Supervisors to render a decision within sixty (60) days shall not result in the Contractor being awarded the relief claimed nor shall it result in any other relief or penalty. Should the School Board or Board of Supervisors (as applicable) fail to render a decision within sixty (60) days after submittal of the claim, the Contractor may institute legal action within six (6) months after such 60-day period shall have expired, or the claim shall be deemed finally resolved. No administrative appeals procedure pursuant to *Code of Virginia* § 2.2-4365 has been established for contractual claims under this contract.



Request for Proposal

RFP# DKM-1149

Elevator Inspection Services

May 12, 2022



REQUEST FOR PROPOSAL

RFP# DKM-1149

Issue Date: May 12, 2022
Title: Elevator Inspection Services
Issuing Agency: Commonwealth of Virginia
James Madison University
Procurement Services MSC 5720
752 Ott Street, Wine Price Building
First Floor, Suite 1023
Harrisonburg, VA 22807

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

Sealed Proposals Will Be Received Until 2:00 PM on June 2nd, 2022 for Furnishing The Services Described Herein.

MANDATORY/ OPTIONAL PRE-PROPOSAL: See Special Terms and Conditions

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: Dylan Morris, Buyer Senior, Procurement Services, morrisdk@jmu.edu; 540-568-3002; (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 # DKM-1149

TABLE OF CONTENTS

I.	PURPOSE	Page	1
II.	BACKGROUND	Page	1
III.	SMALL, WOMAN-OWNED, AND MINORITY PARTICIPATION	Page	1
IV.	STATEMENT OF NEEDS	Page	1-2
V.	PROPOSAL PREPARATION AND SUBMISSION	Page	3-5
VI.	EVALUATION AND AWARD CRITERIA	Page	5-6
VII.	GENERAL TERMS AND CONDITIONS	Page	6-13
VIII.	SPECIAL TERMS AND CONDITIONS	Page	13-17
IX.	METHOD OF PAYMENT	Page	18
X.	PRICING SCHEDULE	Page	18-18
XI.	ATTACHMENTS	Page	23
	A. Offeror Data Sheet		
	B. SWaM Utilization Plan		
	C. Sample of Standard Contract		
	D. Zone Map		

I. PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals from qualified sources to enter into a contract to provide Elevator Inspection Services for James Madison University (JMU), an agency of the Commonwealth of Virginia. Initial contract shall be for one (1) year with an option to renew for 4 additional one-year periods.

II. BACKGROUND

James Madison University is a public, comprehensive university of approximately 19,927 students, 1028 full-time teaching faculty and 1,238 staff and administrators. The University is located in Harrisonburg, Virginia, a city of approximately 45,137 people located in the heart of the scenic and historically rich Shenandoah Valley. The University is known for the high quality of its academic programs, its commitment to liberal arts education and its extremely competitive admissions process.

James Madison University endeavors to procure the services of a qualified contractor to provide full inspection services of multiple elevators, chairlifts, dumbwaiters, booklift(s), stage lifts, and escalators currently operating on the main campus in Harrisonburg, VA (see attached pricing spreadsheet for current full listing).

III. SMALL, WOMAN-OWNED AND MINORITY PARTICIPATION

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

IV. STATEMENT OF NEEDS

A. Requirements:

1. The contractor shall perform all routine and periodic inspections and observe all safety tests and relief valve tests for the elevators listed in Attachment E as required by all local, state and federal laws, standards, codes and regulations.
2. The elevator inspector shall be an independent inspector and **shall NOT** be in the business of installation, maintenance and/or repair of elevators.
3. The Contractor shall only assign inspectors who are certified to perform elevator inspections by all local, state and federal laws, standards, codes and regulations.
4. The Owner reserves the right to reject any Contractor's employee who, in the Owner's opinion, is not qualified to perform work under this contract or who cannot provide satisfactory evidence of certification.
5. The contractor shall be responsible for giving immediate notice to Owner's designated representative of any apparent willful or malicious damage to the equipment covered by the contract.

6. The contractor shall be responsible for notifying Owner's designated representative (in writing within 10 business days) of the existence of development of any defects in, or repairs required to the elevator.
7. The contractor shall comply with the following procedures whenever an elevator is to be removed from service for inspection or testing:
 - a. Contractor shall notify Owner's designated representative two weeks in advance of starting date of inspections.
 - b. Contractor shall provide the Owner's designated representative with a tentative daily inspection schedule of buildings 48-hours in advance;
 - c. Notify the Owner's designated representative upon arrival at JMU and provide a daily schedule.
 - d. No elevator shall remain out of service overnight due to inspection.
 - e. The Contractor shall use the appropriate ASME inspection and test checklists to record the inspections and tests conducted.
8. The contractor shall submit a written report of the inspection or test within ten (10) business days of the completion of the inspection or test. This report shall include, as a minimum:
 - a. Name and address of the Contractor;
 - b. Name of the Contractor's employee performing and certifying the inspection or test, to include the inspector's certification number;
 - c. Date(s) the work was performed;
 - d. A detailed description of all deficiencies found and required corrective actions.
 - e. Signature of the Contractors' inspector.
 - f. A copy of the inspection checklist shall be attached to the report.
9. Upon completion of all required inspections and tests and the correction of all noted defects and shortcomings, the Contractor shall provide a signed certificate of compliance for each elevator.

B. Offerors shall provide a detailed response to each of the following:

- 1.) Describe your company's ability to perform elevator inspections.
- 2.) How long has your company performed these services?
- 3.) How do you handle routine or no-call inspection needs?
- 4.) Describe your experience working with educational institutions similar to James Madison University.

V. PROPOSAL PREPARATION AND SUBMISSION

A. GENERAL INSTRUCTIONS

To ensure timely and adequate consideration of your proposal, offerors are to limit all contact, whether verbal or written, pertaining to this RFP to the James Madison University Procurement Office for the duration of this Proposal process. Failure to do so may jeopardize further consideration of Offeror's proposal.

1. RFP Response: In order to be considered for selection, the **Offeror shall submit a complete response to this RFP**; and shall submit to the issuing Purchasing Agency:
 - a. **One (1) original and two (2) copies** of the entire proposal, INCLUDING ALL ATTACHMENTS. Any proprietary information should be clearly marked in accordance with 3.f. below.
 - b. **One (1) electronic copy in WORD format or searchable PDF** (*CD or flash drive*) of the entire proposal, INCLUDING ALL ATTACHMENTS. Any proprietary information should be clearly marked in accordance with 3.f. below.
 - c. Should the proposal contain **proprietary information**, provide **one (1) redacted hard copy** of the proposal and all attachments with **proprietary portions removed or blacked out**. This copy should be clearly marked "*Redacted Copy*" on the front cover. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. JMU shall not be responsible for the Contractor's failure to exclude proprietary information from this redacted copy.

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

2. The version of the solicitation issued by JMU Procurement Services, as amended by an addenda, is the mandatory controlling version of the document. Any modification of, or additions to, the solicitation by the Offeror shall not modify the official version of the solicitation issued by JMU Procurement services unless accepted in writing by the University. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, JMU reserves the right to decide, on a case-by-case basis in its sole discretion, whether to reject such a proposal. If the modification or additions are not identified until after the award of the contract, the controlling version of the solicitation document shall still be the official state form issued by Procurement Services.
3. Proposal Preparation
 - a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submissions of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing

agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

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

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

B. SPECIFIC PROPOSAL INSTRUCTIONS

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

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

VI. EVALUATION AND AWARD CRITERIA

A. EVALUATION CRITERIA

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

	<u>Points</u>
1. Quality of products/services offered and suitability for intended purposes	10
2. Qualifications and experience of Offeror in providing the goods/services	30
3. Specific plans or methodology to be used to perform the services	20

4. Participation of Small, Women-Owned, & Minority (SWaM) Businesses	20
5. Cost	20
	<hr/> 100

AWARD: 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 may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

VII. GENERAL TERMS AND CONDITIONS

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

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

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

reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

- I. CLARIFICATION OF TERMS: If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

J. PAYMENT:

1. To Prime Contractor:

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

VIII. SPECIAL TERMS AND CONDITIONS

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

From: _____

Name of Offeror	Due Date	Time
Street or Box No.	RFP #	

City, State, Zip Code	RFP Title
Name of Purchasing Officer:	

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

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

- D. LATE PROPOSALS: To be considered for selection, proposals must be received by the issuing office by the designated date and hour. The official time used in the receipt of proposals is that time on the automatic time stamp machine in the issuing office. Proposals received in the issuing office after the date and hour designated are automatically non responsive and will not be considered. The University is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or the intra university mail system. It is the sole responsibility of the Offeror to ensure that its proposal reaches the issuing office by the designated date and hour.
- E. UNDERSTANDING OF REQUIREMENTS: It is the responsibility of each offeror to inquire about and clarify any requirements of this solicitation that is not understood. The University will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. Therefore, all inquiries deemed to be substantive in nature must be in writing and submitted to the responsible buyer in the Procurement Services Office. Offerors must ensure that written inquiries reach the buyer at least five (5) days prior to the time set for receipt of offerors proposals. A copy of all queries and the respective response will be provided in the form of an addendum to all offerors who have indicated an interest in responding to this solicitation. Your signature on your Offer certifies that you fully understand all facets of this solicitation. These questions may be sent by Fax to 540/568-7935.
- F. RENEWAL OF CONTRACT: This contract may be renewed by the Commonwealth for a period of four (4) successive one year periods under the terms and conditions of the original contract except as stated in 1. and 2. below. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.
1. If the Commonwealth elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased/decreased by no more than the percentage increase/decrease of the other services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
 2. If during any subsequent renewal periods, the Commonwealth elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the other services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

- G. SUBMISSION OF INVOICES: All invoices shall be submitted within sixty days of contract term expiration for the initial contract period as well as for each subsequent contract renewal period. Any invoices submitted after the sixty day period will not be processed for payment.
- H. OPERATING VEHICLES ON JAMES MADISON UNIVERSITY CAMPUS: Operating vehicles on sidewalks, plazas, and areas heavily used by pedestrians is prohibited. In the unlikely event a driver should find it necessary to drive on James Madison University sidewalks, plazas, and areas heavily used by pedestrians, the driver must yield to pedestrians. For a complete list of parking regulations, please go to www.jmu.edu/parking; 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).

IX. METHOD OF PAYMENT

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

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

X. PRICING SCHEDULE

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

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

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

XI. ATTACHMENTS

Attachment A: Offeror Data Sheet

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

Attachment C: Standard Contract Sample

Attachment D: Zone Map

ATTACHMENT A

OFFEROR DATA SHEET

TO BE COMPLETED BY OFFEROR

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

Years _____ Months _____

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

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

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)

May 19, 2022

**ADDENDUM NO.: 1
TO ALL OFFERORS:**

REFERENCE: Request for Proposal No: **RFP# DKM-1150**
Dated: **May 19, 2022**
Commodity:
RFP Closing On: **June 2, 2022 at 2:00 p.m. (Eastern)**

Please note the clarifications and/or changes made on this proposal program:

1. **Question:** Can you provide an inventory list with the previous 5 year full load inspection dates on pertinent units?

Answer: See attached inventory list.

signify receipt of this addendum by initialing "Addendum # _____" on the signature page of your proposal.

Sincerely,



Dylan Morris,
Buyer Senior
Phone: (540-568-3002)

Building	Asset#	Year	Model	Stops	Weight	Type	5 year Test Last Performed	Notes
131 W Grace St - Elev 1	502553	2006	Schindler Hydro, Model 330	2	2100	Hydraulic	NA	
ISAT/CS (CISAT A1) Main Lobby - Elev 1	502391	1996	Dover	3	3000	Hydraulic	NA	
ISAT/CS (CISAT A1) Dock - Elev 2	502392	1996	Dover	4	4000	Hydraulic	NA	
EngGEO (A2) - Elev 1 (1E01)	502399	2000	Dover	4	4500	Hydraulic	NA	
EngGEO (A2) - Elev 2 (1E02)	502400	2000	Dover	4	3000	Hydraulic	NA	
Physics/Chemistry (CISAT A3) - Elev 1	502401	2004	ThyssenKrupp (TAC 20)	5	4500	Hydraulic	NA	
Bioscience (A3B) - Elev 1 (E1017)	503739		Kone EcoSpace	3	3500	Traction	2017	
Bioscience (A3B) - Elev 2 (E1032)	503731		Kone EcoSpace	4	4000	Traction	2017	
Bioscience (A3B) - Dock Lift	504214					Dock Lift	NA	
Alumnae - Elev 1	508285	2017	ThyssenKrupp	2	2100	Hydraulic	NA	
Atlantic Union Bank Center - Elev 1	509843	2020	Otis	2	3500	Hydraulic	NA	
Atlantic Union Bank Center - Elev 2	509866	2020	Otis	2	3500	Hydraulic	NA	
Atlantic Union Bank Center - Elev 3	509868	2020	Otis	3	3500	Hydraulic	NA	
Atlantic Union Bank Center - Elev 4	509828	2020	Otis	2	5000	Hydraulic	NA	
Bookstore - Elev 1	500711	2002	senKrupp (TA	4	3500	Hydraulic	NA	

Bridgeforth Stadium - Elev 1	503626	2010	Kone	4	3500	Traction	2021	
Bridgeforth Stadium - Elev 2	503624	2010	Kone	6	4500	Traction	2021	
Bridgeforth Stadium - Elev 3	503625	2010	Kone	6	4500	Traction	2021	
Bridgeforth Stadium - Elev 4	503643	2010	Kone	2	2500	Traction	2021	
Bridgeforth Stadium - Escalator 1	503720	2010	Kone			Escalator	NA	
Bridgeforth Stadium - Escalator 2	503721	2010	Kone			Escalator	NA	
Bridgeforth Stadium - Dock Lift	504236	2011	LDS-9	1	8000	Platform Lift	NA	
Burruss - Elev 1	502427	1991	Dover	5	4000	Hydraulic	NA	
Chandler (Potomac)- West B - Elev 1	502386	1998	Dover	5	4500	Hydraulic	NA	
Chandler (Potomac) - East A - Elev 2	502387	1998	Dover	5	4500	Hydraulic	NA	
Carrier Library Passenger - Elev 1	502519	1983	Dover	4	3500	Hydraulic	NA	
Carrier Library Passenger Stacks - Elev 2	502522	1975	Dominion	5	2000	Hydraulic	NA	
Carrier Library Staff - Elev 3	502521	1983	Dover	4	4000	Hydraulic	NA	
Carrier Library - Booklift	502520	1950	Otis Booklift	5	200	Cable	NA	
Champions Drive Parking Deck - Elev 1	501147	2002	Dover	5	3500	Hydraulic	NA	
Champions Drive Parking Deck - Elev 2	501148	2002	Dover	5	3500	Hydraulic	NA	

Chesapeake A West - Elev 1	502384	1999	Dover	5	4500	Hydraulic	NA	
Chesapeake B East - Elev 2	502385	1999	Dover	5	4500	Hydraulic	NA	
Chesapeake Street Parking Deck - Elev 1	508285	2018	Otis	5	3500	Traction (MRL)	2018	
Chesapeake Street Parking Deck - Elev 2	508284	2018	Otis	5	3500	Traction (MRL)	2018	
Converse - Elev 1	502390	1998	Dover	4	2500	Hydraulic	NA	
Dhall - West Campus Dining Hall - Elev 1	507980	2018	ThyssenKrupp	3	3500	Hydraulic	NA	
Dhall - West Campus Dining Hall - Elev 2	507981	2018	ThyssenKrupp	3	3500	Hydraulic	NA	
Dhall - West Campus Dining Hall - Elev 3	507051	2018	ThyssenKrupp	3	5000	Hydraulic	NA	
Duke Annex - Elev 1	504650	1970	ThyssenKrupp	5	5000	Traction	2018	
Duke East Side - Elev 2	504595	1992	ThyssenKrupp	3	5000	Traction	2018	
Dukes Dining (Phillips) - Elev 1	509679	2020	Schindler			Traction	2020	
Dukes Dining (Phillips) - Elev 2	509659	2020	Schindler			Traction	2020	
Eagle - Elev 1 (left)	502413	2009	MCE Renovation	9	2500	Traction	2019	
Eagle - Elev 2 (right)	502414	2009	MCE Renovation	9	2500	Traction	2019	
East Campus Dining - Elev 1	503303	2009	Otis	2	3000	Hydraulic	NA	
East Campus Dining - Elev 2	503302	2009	Otis	2	3500	Hydraulic	NA	

Ballard Parking Deck - Elev 1	509283	2019	Otis	4	3500	Traction	2019	
Ballard Parking Deck - Elev 2	509284	2019	Otis	4	3500	Traction	2019	
Ballard Parking Deck - Elev 3	509286	2019	Otis	4	3500	Traction	2019	
Estes Center Freight - Elev 1	503419	2010	Thyssen/Krupp Tac 20	4	5000	Hydraulic	NA	
Estes Center Passenger - Elev 3	503418	2010	Thyssen/Krupp Tac 20	3	3000	Hydraulic	NA	
Estes Center - E1250 - Wheelchair Lift	503467	2010	Porch Lift	2	750	Chain	NA	
Estes Center - E1259 - Wheelchair Lift	503463	2010	Porch Lift	2	750	Chain	NA	
Festival Conference & Student Ctr - Elev 1	502406	1998	Dover	2	2500	Hydraulic	NA	
Festival Conference & Student Ctr - Elev 2 (Svr)	502407	1998	Dover	2	4000	Hydraulic	NA	
Foundation Hall		2020	Thyssen/Krupp	4	4000	Hydraulic		
Gifford - Elev 1	502532	1992	Dover	4	2100	Hydraulic	NA	
Godwin - Elev 1	502437	2008	MCE	3	4000	Hydraulic	NA	
Grace Street Apatments - Elev 1	505277	2015	ThyssenKrupp	4	3500	Hydraulic	NA	
Grace Street Apartments- Elev 2	505276	2015	ThyssenKrupp	4	3500	Hydraulic	NA	
Grace St Parking Deck - Elev 1 (right)	503699		Dover DMC	7	2500	Hydraulic	NA	

Grace St Parking Deck - Elev 2 (left)	503700		Dover DMC	7	2500	Hydraulic	NA	
Harrison - Elev 1	502421	2005	ThyssenKrupp (TAC 20)	3	3000	Hydraulic	NA	
Harrison - Elev 2	502422	2005	ThyssenKrupp (TAC 20)	2	2500	Hydraulic	NA	
Hartman College of Business - Elev 1	509509	2020	Otis			MRL	2020	
Hartman College of Business - Elev 2	509510	2020	Otis			MRL	2020	
Health & Behavioral Science College (HBS) Elev 1	505782	2016	Otis	6	3500	Traction	2021	
Health & Behavioral Science College (HBS) Elev 2	505783	2016	Otis	6	3500	Traction	2021	
Health & Behavioral Science College (HBS) Elev 3	505784	2016	Otis	6	4000	Traction	2021	
Hoffman - Elev 1	502853	2008	Dover	4	2100	Hydraulic	NA	
Darkus Johnson - Elev 1	502533	2020		2		Hydraulic	NA	
Keezell - Elev 1	502533	1986	U.S.	6	2500	Hydraulic	NA	
Leelou Alumni Center - Elev 1	502404	2002	Dover	2	3500	Hydraulic	NA	
Logan - Elev 1	502534	2004	Northern	4	2500	Roped Hydro	2019	
Madison - Elev 1	503618	1990	Thyssen/Krupp	4	4000	Hydraulic	NA	
Madison - Elev 2	503617	1990	Thyssen/Krupp	4	3500	Hydraulic	NA	
Madison - Elev 3	503616	1990	Thyssen/Krupp	4	3500	Hydraulic	NA	
Mason Street Parking Deck - Elev 1	505805	2016	Kone	5	3500	MRL	2021	

Mason Street Parking Deck - Elev 2	505806	2016	Kone	4	3500	MRL	2021	
Mason Street Parking Deck - Elev 3	505807	2016	Kone	3	3500	MRL	2021	
Massanutten (JMAC 3) - Elev 1	502410	2006	Schindler	4	3500	Hydraulic	NA	
Memorial Butterfly Café - Elev 1	502552	1990	Schindler	4	2500	Hydraulic	NA	
Memorial EDU - Elev 2	502551	1990	Schindler	5	4500	Hydraulic	NA	
Memorial Baseball Stadium - Elev 1	503539	2010	Schindler	3	2500	Hydraulic	NA	
Memorial Softball Stadium - Elev 2	503540	2010	Schindler	3	2500	Hydraulic	NA	
Miller - Elev 1	502539	2008	MCE	4	4000	Hydraulic	NA	
Miller - Wheelchair Lift - Elev 2	502540	2008	Gensis/Garaventa Lift	3	750	Chain	NA	
Moody - Elev 1	502525	2010	MCE	3	2000	Hydraulic	NA	
Mountain (Maury) - Elev 1	503988	1975	Dominion	3	2500	Hydraulic	NA	
Music - Elev 1	502439	1985	MCE	4	5000	Hydraulic	NA	
Paul Jennings Hall - Gold - Elev 1	509139	2019	Schindler	5	3500	Traction	2019	
Paul Jennings Hall - Purple - Elev 2	509140	2019	Schindler	5	3500	Traction	2019	
Plecker APC	501132	2005	ThyssenKrupp (TAC 20)	2	2500	Hydraulic	NA	
Roberts Center Passenger - Elev 2	503416	2010	Thyssen/Krupp Tac 20	3	3000	Hydraulic	NA	
Roberts Center Freight - Elev 4	503417	2010	Thyssen/Krupp Tac 20	3	5000	Hydraulic	NA	

Roberts Center - E1116 - Wheelchair Lift	503464	2010	Porch Lift	2	750	Chain	NA	
Roberts Center - E2150 - Wheelchair Lift	503466	2010	Porch Lift	2	750	Chain	NA	
Roop - Elev 1	503985	1979	Dover	4	3500	Hydraulic	NA	
Rose Library (ECL) - Elev 1 (left)	502792	2008	ThyssenKrupp (TAC 20)	5	3500	Hydraulic	NA	
Rose Library (ECL) - Elev 2 (right)	504039	2008	ThyssenKrupp (TAC 20)	5	4500	Hydraulic	NA	
Shenandoah - East A - Elev 1	503237	2009	Otis	6	4500	Hydraulic	NA	
Shenandoah - West B - Elev 2	503242	2009	Otis	6	4500	Hydraulic	NA	
Shenandoah Hall - Connector - Elev 3	503236	2009	Otis	2	2500	Hydraulic	NA	
Shorts - Elev 1	502416	1991	ThyssenKrupp	5	4000	Hydraulic	NA	
Sonner - Elev 1	502543	1993	Dover	2	2100	Hydraulic	NA	
Student Success Center - Elev 1	504782	2014	ThyssenKrupp	2	3500	Hydraulic	NA	
Student Success Center - Elev 2	504723	2014	ThyssenKrupp	6	5000	Traction	2019	
Student Success Center - Elev 3 HC	504681	2014	ThyssenKrupp	2	3500	Hydraulic	NA	
Student Success Center - Elev 4	504784	2014	ThyssenKrupp	2	4500	Hydraulic	NA	
Student Success Center - Elev 5	504730	2014	ThyssenKrupp	5	3500	Traction	2019	
Student Success Center - Elev 6	504729	2014	ThyssenKrupp	5	3500	Traction	2019	
Studio Center - Elev 1	502550	2003	Schindler	2	2500	Hydraulic	NA	
Taylor - Elev 1	502546	1997	Dover	5	2500	Hydraulic	NA	
University Recreation Ctr Passenger - Elev 1	502393	1996	Dover	3	3500	Hydraulic	NA	
University Recreation Ctr Service - Elev 2	502396	1996	Dover	3	5000	Hydraulic	NA	
University Recreation Ctr Passenger - Elev 3	505500	2015	ThyssenKrupp	4	4500	Hydraulic	NA	
University Services Building (USB) - Elev 1	502545	1996	Dover	2	5000	Hydraulic	NA	
University Services - Dock Lift	505510	1997	Don-Bradley SL	2	15000	Hydraulic	NA	
Wampler - Elev 1	502544	1994	Dover/Thyssen 2018	5	4500	Hydraulic	NA	
Warren Hall Passenger - Elev 1	502503	1992	Dover	4	2100	Hydraulic	NA	
Warren Hall Loading Dock - Elev 2	502504	1992	Dover	5	2500	Hydraulic	NA	
Warsaw St Parking Deck - Elev 1 (left)	502603	2007	ThyssenKrupp (TAC 22)	5	3500	Hydraulic	NA	
Warsaw St Parking Deck - Elev 2 (right)	502604	2007	ThyssenKrupp (TAC 22)	5	3500	Hydraulic	NA	

Wayland - Elev 1	502536	2000	Dover	4	2100	Hydraulic	NA	
Wilson Passenger - Elev 1	502537	1989	Dover	4	2100	Hydraulic	NA	
Wilson Handicap - Elev 2	502538	2005	Schindler	2	2500	Hydraulic	NA	
Wine Price - Elev 1	503538	1956	Dover DMC	4	2500	Hydraulic	NA	
Zane Showker - (Left) - Elev 3	502446	2009	Dover	6	4000	Traction	2019	
Zane Showker - (Right) - Elev 4	502447	2009	Dover	6	4000	Traction	2019	
Zane Showker - Elev 5	502444	1991	Dover	3	3500	Hydraulic	NA	
Zane Showker - Savaria	502445	1990	V-1504		750	Hydraulic	NA	
Valley (Ashby)	502529	2000	Dover	4	2500	Hydraulic	NA	



May 26, 2022

ADDENDUM NO.: Two

TO ALL OFFERORS:

REFERENCE: Request for Proposal No: **RFP DKM-1149**
Dated:
Commodity: **Elevator Inspection Services**
RFP Closing On: June 2, 2022

Please note the clarifications and/or changes made on this proposal program:

Signify receipt of this addendum by initialing "*Addendum #2*_____" on the signature page of your proposal.

1. Question: Will electronic submittal via e-mail be sufficient for this solicitation? Does the electronic copy need to be sent via flash drive or CD with the physical proposal?

Answer: Electronic submittal via-email will not be accepted for this solicitation. Submittals must be dropped off in person or mailed before the close date and time of the RFP. Yes, electronic copy needs to accompany physical proposal submissions, flash drive and/or CD.

2. Question: How many total elevators are part of this bid portfolio?

Answer: James Madison University has a total of 132 elevators and handicap lifts, 2 escalators, and 10 material handling lifts. Further information is included in most recently updated JMU Elevator List No. 2.

3. Question: When will an award be made?

Answer: A contract will be awarded once the RFP closes and a committee of service experts evaluate all proposals.

4. Question: Are there additional tests that need to be included (FAID, Generator, Etc.)?

Answer: There is no additional testing requirements at this time.

5. Question: How are re-inspections being handled with regards to funding if a unit fails?

Answer: Compensation will be provided accordingly for a job that needs to be complete.

MSC 5720
752 Ott Street, Room 1042
Wine Price Building
Harrisonburg, VA 22807
Office of 540.568.3145 Phone
PROCUREMENT SERVICES 540.568.7935 Fax

6. Question: Will all inspections be performed during normal business hours? Please define business hours, if outside business hours, do we price for outside those hours?

Answer: Yes, all projects shall be completed between the hours of 7:30 a.m. and 4:00 p.m. Monday through Friday.

7. Question: Will there be any CAT5 (full load tests on traction elevators) due during the years of this contract? If so, please supply month and year of when they are due or the last time they were completed.

Answer: James Madison University has 2 elevators that will need full load tests in 2022. Any inspections that are required for this summer, will be with conducted through the current company that is on contract. See dates JMU Elevator List No. 2.

8. Question: Who is your current provider for this service?

Answer: Our current contracted vendor is E&F Elevator Inspections & Consulting Inc.

9. Question: Who is your current maintenance provider?

Answer: Currently, James Madison University utilizes ThyssenKrupp Elevator Americas (TKE) for maintenance services.

10. Question: Are acceptance tests part of this RFP, where newly installed elevators or renovated elevators as well?

Answer: Acceptance tests are not part of this contract.

11. Question: What happens if you add/remove devices during the contract?

Answer: Any equipment additions or removals during the timeframe of the contract will be done through a formal contract modifications.

12. Question: Who is supplying the weights for category 5 tests?

Answer: James Madison University will require the elevator maintenance contractor to supply the weights.

13. Question: Do your EMC's have a contract that requires or limits the number of inspections they can complete in a given day or amount of time? Also, industry standard for CAT1's is 6-8 completed per day and 2 CAT5's per day – please verify if this timeline will work with your EMC's or if they have specific time on site per type of inspection and how many they will complete per day so that we can price accordingly since they are the team conducting the inspection and dictating the item on site.

Answer: Our EMC's follow the industry standard.

14. Question: Do you require the EMC to be on site for the semi-annuals or can those be conducted with the QEI only? Most do not require the EMC to be on site as they are not needed, and the cost is less for the QEI to work on their own as they can complete more inspections in a given day.

Estimated amount of Semi annuals in a given day could be as high as 14-16 if they are all in the same building.

Answer: The EMC is only required to be with the QEI on the annual, and 5-year inspections.

15. Question: Who will coordinate the scheduling of inspections and testing?

Answer: All scheduling dates should be pre-approved or coordinated by University representative.

16. Question: When witnessing the CAT5, will it be an annual and a CAT5 or have the CAT5 replace the annual?

Answer: The CAT5 will replace the annual.

17. Question: Can a small business submit a bid or does the small business need to be SWaM certified?

Answer: No, any firm is eligible to submit a proposal for this RFP.

18. Question: Is there a pricing list for the offeror to fill?

Answer: The offeror should submit their own pricing schedule.

19. Question: Is a QEI (Qualified Elevator Inspector) certification sufficient for this bid?

Answer: No, a QEI certification would not be adequate enough for all projects related to this RFP.

Sincerely,
Dylan Morris
Buyer Senior
Phone: (540-568-3002)

JMU Asset #	Buiding	Bldg #	TKE ID Number	E&F ID Number	Year	Manufacturer	Model	Stops	Weight	Type	5 Year Test Last Performed	Next 5 Year Inspection Due
510045	Bioscience (CISAT A3B) Elev 1	0227	US266658	218		Kone EcoSpace		4	4500	MRL Traction	2017	2022
502553	Bioscience (CISAT A3B) Elev 2	0227	US266659	219		Kone EcoSpace		3	4500	MRL Traction	2017	2022
508303	Chesapeake Ave. Parking Deck Elevator	0317	US697033	244	2018	Otis	Gen2 GCS	5	3500	MRL Traction	2018	2023
509283	Chesapeake Ave. Parking Deck Elevator #2	0317	US697034	245	2018	Otis	Gen2 GCS	5	3500	MRL Traction	2018	2023
509284	Duke - Annex Elevator	0008	US250779	230		ThyssenKrupp	TAC 50			Traction	2018	2023
509286	Duke - East Side	0008	US250780	231		ThyssenKrupp	TAC 50			Traction	2018	2023
504214	Ballard Parking Deck Elev. #1	0318	US896878	251	2019	Otis				MRL Traction	2019	2024
503739	Ballard Parking Deck Elev. #2	0318	US896879	252	2019	Otis				MRL Traction	2019	2024
503731	Ballard Parking Deck Elev. #3	0318	US896880	253	2019	Otis				MRL Traction	2019	2024
500711	Eagle - Elev 1	0044	US266706	117	2009	MCE Renovation		9	2500	Traction	2019	2024
504236	Eagle - Elev 2	0044	US266707	118	2009	MCE Renovation		9	2500	Traction	2019	2024
503626	Logan	0023	US266742	167	2004	Northern		4	2500	Roped Hydro	2019	2024
503624	PAUL JENNINGS HALL ELEVATOR #1 - (GOLD SIDE) -	324	US877431	249						MRL Traction	2019	2024
503625	PAUL JENNINGS HALL	324	US877432	250						MRL Traction	2019	2024
503643	Showker - Left Elev #3	0112	US266710	141	2009	MCE Renovation		6	4000	Traction	2019	2024
503720	Showker - Right Elev #4	0112	US266713	142	2009	MCE Renovation		6	4000	Traction	2019	2024
503721	Student Success Center Elevator #2	0182	US264143	225	2014	ThyssenKrupp		6	5000	Traction	2019	2024
502427	Student Success Center Elevator #5	0182	US256161	228	2014	ThyssenKrupp		2	3500	Traction	2019	2024
502520	Student Success Center Elevator #6	0182	US256162	229	2014	ThyssenKrupp		2	3500	Traction	2019	2024
502519	DUKES DINING #1	325	US1028378							Traction	2020	2025
508491	DUKES DINING #2	325	US1028379							Traction	2020	2025
502521	Hartman Hall Elevator #1	337	US994385	140A		Otis	Gen2 GCS	5		MRL Traction	2020	2025
501147	Hartman Hall Elevator #2	337	US994386	140B		Otis	Gen2 GCS	5		MRL Traction	2020	2025
501148	Bridgeforth Stadium - Elev 1	0057	US266720	212	2010	Kone				MRL Traction	2021	2026
502387	Bridgeforth Stadium - Elev 2	0057	US266721	213	2010	Kone				MRL Traction	2021	2026
502386	Bridgeforth Stadium - Elev 3	0057	US266722	214	2010	Kone				MRL Traction	2021	2026
508285	Bridgeforth Stadium - Elev 4	0057	US266725	215	2010	Kone				MRL Traction	2021	2026
508284	Health and Behavioral Sciences	0286	US404385	237		Otis	Gen2 GCS			Traction	2021	2026

502385	Health and Behavioral Sciences	0286	US404476	238		Otis	Gen2 GCS			Traction	2021	2026
502384	Health and Behavioral Sciences	0286	US404478	239		Otis	Gen2 GCS			Traction	2021	2026
505782	Mason St. Parking Deck Elev #1	0302	US404327	234	2016	Kone				MRL Traction	2021	2026
505783	Mason St. Parking Deck Elev #2	0302	US404382	235	2016	Kone				MRL Traction	2021	2026
505784	Mason St. Parking Deck Elev #3	0302	US404383	236	2016	Kone				MRL Traction	2021	2026
502390	220 UNIVERSITY BLDV	980		173		Inspection Only Not On TKE Contract				Hydraulic	NA	NA
510026	ATLANTIC UNION BANK CENTER ELEVATOR (P3) -	323	Not assigned yet							Hydraulic	NA	NA
507980	131 W Grace St	0973	US266635	179	2006	Schindler Hydro, Model		2		Hydraulic	NA	NA
507981	Alumnae Hall	0001	US398132	243	2017			2	2000	Hydraulic	NA	NA
508051	ATLANTIC UNION BANK	323	Not assigned yet							Hydraulic	NA	NA
504595	ATLANTIC UNION BANK CENTER ELEVATOR (P1) -	323	Not assigned yet							Hydraulic	NA	NA
504650	ATLANTIC UNION BANK CENTER ELEVATOR (P2) -	323	Not assigned yet							Hydraulic	NA	NA
509679	Bioscience (CISAT A3B) - Dock Lift	227	US314327	220							NA	NA
509659	Bookstore	0159	US266688	166	2002	ThyssenKrupp (TAC 20)		4	2500	Hydraulic	NA	NA
502413	Bridgeforth Stadium - Dock Lift	0057	US307941	217A	2011	Aaron Bradley	LDS-9	1	8000	Platform Lift	NA	NA
502414	Bridgeforth Stadium - Escalator 1	0057	US266732	216	2010	Kone					NA	NA
503303	Bridgeforth Stadium -	0057	US266734	217	2010	Kone					NA	NA
503302	Burruss	0005	US266650	101	1991	Dover		5	4000	Hydraulic	NA	NA
509139	Carrier Library - booklift	0021	US266702	130	1950	Otis Booklift		5	200	Cable (booklift)	NA	NA
509140	Carrier Library - passenger	0021	US266698	127	1983	Dover		4	3500	Hydraulic	NA	NA
509828	Carrier Library - passenger stacks	0021	US266699	128	1975	Dominion		5	2500	Hydraulic	NA	NA
509843	Carrier Library - staff	0021	US266700	129	1983	Dover		4	4000	Hydraulic	NA	NA
509866	Champions Drive Parking	0145	US266683	160	2002	Dover		2	2500	Hydraulic	NA	NA
509868	Champions Drive Parking	0145	US266684	161	2002	Dover		2	2500	Hydraulic	NA	NA
502400	Chandler Elevator East A	0141	US266674	138	1998	Dover		2	4500	Hydraulic	NA	NA
502399	Chandler Elevator West B #1	0141	US266675	137	1998	Dover		2	2500	Hydraulic	NA	NA
503419	Chesapeake East - Elev 2	0143	US266677	105	1999	Dover		2	4500	Hydraulic	NA	NA
503467	Chesapeake West - Elev 1	0143	US266676	104	1999	Dover		2	4500	Hydraulic	NA	NA
503463	Converse	0007	US266745	112	1998	Dover		2	2500	Hydraulic	NA	NA

503418	DARCUS JOHNSON HALL	17	US740428	254							NA	NA
502406	D-Hall Elevator #1	0311	US346315	246	2018	TAC 32		3	3500	Hydraulic	NA	NA
502407	D-Hall Elevator #2	0311	US346316	247	2018	TAC 32		3	3500	Hydraulic	NA	NA
510194	D-Hall Elevator #3	0311	US346317	248	2018	TAC 32		5	5000	Hydraulic	NA	NA
503988	East Campus Dining - Elev 1	0209	US266649	134A	2009	Otis		2	2500	Hydraulic	NA	NA
502532	East Campus Dining -	0209	US266648	134B	2009	Otis		2	3500	Hydraulic	NA	NA
502437	ENGEO (CISAT A2) - Elev 2	0144	US266656	109	2000	Dover		4	4500	Hydraulic	NA	NA
507301	ENGEO (CISAT A2) -	0144	US266652	108	2000	Dover		4	3000	Hydraulic	NA	NA
507302	Estes Center - E1201 -	0201	US266623	185	2010	Thyssen/Krupp Tac 20		4	5000	Hydraulic	NA	NA
505392	Estes Center - E1250 -	0201	US266767	189	2010	Porch Lift		2	750	Chain	NA	NA
505277	Estes Center - E1259 -	0201	US266766	190	2010	Porch Lift		2	750	Chain	NA	NA
505276	Estes Center - E1265 -	0201	US266625	187	2010	Thyssen/Krupp Tac 20		3	3000	Hydraulic	NA	NA
502529	Festival Conference & Student Ctr - Elev 1	0128	US266643	110	1998	Dover		2	4000	Hydraulic	NA	NA
502421	Festival Conference & Student Ctr - Elev 2	0128	US266642	111	1998	Dover		2	2500	Hydraulic	NA	NA
502422	FOUNDATION HALL	340	US703139	255							NA	NA
509509	Gabbin	0024	US266697	131	1975	Dominion		3	4000	Hydraulic	NA	NA
509510	Gifford	0012	US266743	121	1992	Dover		4	2100	Hydraulic	NA	NA
502853	Godwin	0048	US266687	122	2008	MCE		3	4000	Hydraulic	NA	NA
502391	Grace St Parking Deck -	0191	US266672	210		Dover DMC		7	2500	Hydraulic	NA	NA
502392	Grace St Parking Deck -	0191	US266673	211		Dover DMC		7	2500	Hydraulic	NA	NA
503986	Grace St. Apartments - Dock	0277	US750779	233A		Southworth	DL5-59M				NA	NA
502404	Grace Street Apartments - Elev 1	0277	US243423	232		ThyssenKrupp	TAC 32			Hydraulic	NA	NA
502534	Grace Street Apartments - Elev 2	0277	US243424	233		ThyssenKrupp	TAC 32			Hydraulic	NA	NA
506078	Harper Allen-Lee	0003	US266746	159	2000	Dover		2	2500	Hydraulic	NA	NA
506079	Harrison - Elev 1	0013	US266751	170	2005	ThyssenKrupp (TAC 20)		2	3000	Hydraulic	NA	NA
506066	Harrison - Elev 2	0013	US266753	171	2005	ThyssenKrupp (TAC 20)		3	3000	Hydraulic	NA	NA
505805	Hoffman	0016	US266733	125	2008	Dover		4	2100	Hydraulic	NA	NA
505806	ISAT/CS (CISAT A1) - Elev 1	0127	US266664	106	1999	Dover		4	3000	Hydraulic	NA	NA
505807	ISAT/CS (CISAT A1) - Elev 2	0127	US266665	107	1999	Dover		3	4500	Hydraulic	NA	NA
502410	Keezell	0019	US266705	126	1986	U.S.		6	2500	Hydraulic	NA	NA
502551	Leelou Alumni Center	0147	US266660	111A	2002	Dover		2	2500	Hydraulic	NA	NA
502552	Madison - Elev 1 - NC 14	0188	US266759	240	1990	Dover Oildraulic		4	4000	Hydraulic	NA	NA
507234	Madison - Elev 2 - NC 15	0188	US266760	241	1990	Dover Oildraulic		4	3500	Hydraulic	NA	NA
503539	Madison - Elev 3 - NC 16	0188	US266761	242	1990	Dover Oildraulic		4	3500	Hydraulic	NA	NA
503540	Massanutten (JMAC 3)	0176	US266618	174	2006	Schindler		4	3500	Hydraulic	NA	NA
502539	Memorial - Elev 1	0972	US266638	168	1990	Schindler		5	3500	Hydraulic	NA	NA
502540	Memorial - Elev 2	0972	US266639	169	1990	Schindler		4	3500	Hydraulic	NA	NA
502525	Memorial - Freight Lift In Kitchen	0972	US750780	169A							NA	NA
502439	Memorial Baseball Stadium	0218	US266636	183	2010	Schindler		TBD	2500	Hydraulic	NA	NA

502401	Memorial Softball Stadium	0220	US266637	184	2010	Schindler		TBD	2500	Hydraulic	NA	NA
501132	Miller - Elev 1	0055	US266633	132	2008	MCE		3	3000	Hydraulic	NA	NA
503417	Miller - Elev 2	0055	US266768	132A	2008	Gensis/Garaventa Lift		3	750	Wheelchair Lift	NA	NA
503464	Moody	0025	US266696	162	2010	MCE		3	2500	Hydraulic	NA	NA
503416	Music	0100	US266755	134	1985	MCE		4	2500	Hydraulic	NA	NA
503466	Physics/Chemistry (CISAT A3)	0148	US266657	109A	2004	ThyssenKrupp (TAC 20)		5	3500	Hydraulic	NA	NA
503985	Plecker APC	0158	US266682	172	2005	ThyssenKrupp (TAC 20)		2	2500	Hydraulic	NA	NA
502792	Roberts Center - E1101 - Elevator #4 (Freight)	0213	US266627	188	2010	Thyssen/Krupp Tac 20		3	5000	Hydraulic	NA	NA
504039	Roberts Center - E1116 - Wheelchair Lift	0213	US266763	191	2010	Porch Lift		2	750	Chain	NA	NA
503237	Roberts Center - E1155 - Elevator #2 (Passenger)	0213	US266626	186	2010	Thyssen/Krupp Tac 20		4	3000	Hydraulic	NA	NA
503242	Roberts Center - E2150 - Wheelchair Lift	0213	US266765	192	2010	Porch Lift		2	750	Chain	NA	NA
503236	Roop	0062	US266740	139	1979	Dover		4	3500	Hydraulic	NA	NA
508147	Rose Library (ECL) - Elev 1	0183	US266662	177	2008	ThyssenKrupp (TAC 20)		5	3500	Hydraulic	NA	NA
502446	Rose Library (ECL) - Elev 2	0183	US266661	178	2008	ThyssenKrupp (TAC 20)		5	4500	Hydraulic	NA	NA
502447	Shenandoah - Elev A	0208	US266678	139A	2009	Otis		6	4500	Hydraulic	NA	NA
502444	Shenandoah - Elev B	0208	US266679	139B	2009	Otis		2	4500	Hydraulic	NA	NA
502445	Shenandoah Hall - Connector	0208	US266680	139D	2009	Otis		6	2500	Hydraulic	NA	NA
502543	Shorts	0041	US266717	140	1991	Dover		4	4000	Hydraulic	NA	NA
504782	Showker Elev #5	0112	US266714	143	1991	Dover		2	3500	Hydraulic	NA	NA
504723	Showker Wheelchair Lift	0112	US750782			Savaria					NA	NA
504681	Sonner	0113	US266715	145	1993	Dover		2	2500	Hydraulic	NA	NA
504784	Student Success Center Elevator #1	0182	US264113	224	2014	ThyssenKrupp		2	3500	Hydraulic	NA	NA
504730	Student Success Center Elevator #3	0182	US264112	226	2014	ThyssenKrupp		6	5000	Hydraulic	NA	NA
504729	Student Success Center Elevator #4	0182	US243395	227	2014	ThyssenKrupp		6	5000	Hydraulic	NA	NA
502550	Studio Ctr 106 W Grace	0961	US266634	165	2003	Schindler		2	2500	Hydraulic	NA	NA
502546	Taylor	0133	US266666	146	1997	Dover		5	2500	Hydraulic	NA	NA
504891	Taylor Down Under Stage Wheelchair Lift	133	US801079		1996	Ascension	SLA-2050	0	650	Hydraulic	NA	NA
504213	Taylor Lift in Attic	0133	US801080			LANGLEY	EH-102M			Hydraulic	NA	NA
509325	University Farm House	68	Not assigned yet		2019	Ram Manufacturing	79	2		Hydraulic	NA	NA
502395	Recreation Ctr - Passeng	0130	US266690	151	1996	Dover		2	3500	Hydraulic	NA	NA
502396	ty Recreation Ctr - Service	0130	US266691	152	1996	Dover		2	5000	Hydraulic	NA	NA

[illegible]



CONTRACT MODIFICATION

Date: July 26, 2022
Contract #: UCPJMU6373
Service: Elevator Inspection Services
Modification #:
Issued By: James Madison University Ph: 540-568-3002
Dylan Morris, Buyer Senior Fx: 540-568-7935
Contractor: Central Elevator Inspection Services II, LLC
Attn: Robbie Thornhill
469 Round Hill Road
Boston, Virginia 22713
Contract Administrator: Brian Clements, Facilities Management

Description of Modification Notice:

The previous contract pricing schedule is hereby replaced with the pricing schedule attached to this modification.

Except as provided herein, all terms and conditions of Contract Number UCPJMU6373 as herefore changed, remain unchanged and in full force and effect.

Central Elevator Inspection Services II, LLC

By: Robbie Thornhill
Robbie Thornhill
Name (print)

Co-Owner 7/28/22
Title Date Signed

James Madison University

By: Dylan Morris,
Dylan Morris,
Name (print)

Buyer Senior 7/26/2022
Title Date Signed

JMU Asset #	Buiding	Bldg #	TKE ID Number	CEIS ID Number	Scheduled Test Date	Manufacturer	Model	Serial	Stops	Weight	Type	YR 1: July 2022 - June 2023	YR 2: July 2023 - June 2024	YR 3: July 2024 - June 2025	YR 4: July 2025 - June 2026	YR 5: July 2026 - June 2027
503463	Estes Center - E1259 - Wheelchair Lift	0201	US266766	E-16083		Porch Lift		503463	2	750	Chain	\$125.00	\$125.00	\$125.00	\$135.00	\$135.00
503464	Roberts Center - E1116 - Wheelchair Lift	0213	US266763	E-16085		Porch Lift		503464	2	750	Chain	\$125.00	\$125.00	\$125.00	\$135.00	\$135.00
503466	Roberts Center - E2150 - Wheelchair Lift	0213	US266765	E-16086		Porch Lift		503466	2	750	Chain	\$125.00	\$125.00	\$125.00	\$135.00	\$135.00
503467	Estes Center - E1250 - Wheelchair Lift	0201	US266767	E-16082		Porch Lift		503467	2	750	Chain	\$125.00	\$125.00	\$125.00	\$135.00	\$135.00
503720	Bridgeforth Stadium - Escalator 1	0057	US266732	E-15987		Kone		20299453			Escalator	\$475.00	\$475.00	\$475.00	\$525.00	\$525.00
503721	Bridgeforth Stadium - Escalator 2	0057	US266734	E-15988		Kone		20299484			Escalator	\$475.00	\$475.00	\$475.00	\$525.00	\$525.00
502439	Music	0100	US266755	E-16045	7/20/22 - BS	MCE		3093726	4	2500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502539	Miller - Elev 1	0055	US266633	E-16042	7/20/22 - BS	MCE		3018456	3	3000	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
504681	Student Success Center Elevator #3	0182	US264112	E-16058	7/20/22 - BS	ThyssenKrupp		EBT367	6	5000	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
504782	Student Success Center Elevator #1	0182	US264113	E-16057	7/20/22 - BS	ThyssenKrupp		EBT366	2	3500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
504784	Student Success Center Elevator #4	0182	US243395	E-16059	7/20/22 - BS	ThyssenKrupp		FB0971	6	5000	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
506068	Madison - Elev 3 - NC 16	0188	US266761	E-16036	7/20/22 - BS	Dover Oldrauc		FD0498	4	3500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
506078	Madison - Elev 1 - NC 14	0188	US266759	E-16034	7/20/22 - BS	Dover Oldrauc		FD0496	4	4000	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
506079	Madison - Elev 2 - NC 15	0188	US266760	E-16035	7/20/22 - BS	Dover Oldrauc		FD0497	4	3500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502427	Burness	0005	US266650	E-16001	7/20/22 - BS	Dover		EB1863	5	4000	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502503	Warren Hall - Passenger - Elevator #1	0046	US266667	E-16068	7/21/22 - BS	Dover		FE0536	4	2100	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502504	Warren Hall - Dock - Elevator #2	0046	US266668	E-16069	7/21/22 - BS	Dover		FE0537	4	2500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502521	Carrier Library - staff	0021	US266700	E-16006	7/21/22 - BS	Dover		E59310	4	4000	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502546	Taylor	0133	US266666	E-16061	7/21/22 - BS	Dover		EC9961	5	2500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
503538	Wine Price - NC	0056	US266671	E-16075	7/21/22 - BS	Dover DMC		EJ5028	4	2500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
507301	Grace St Parking Deck - Elev 1 - NC 19	0191	US266672	E-16026	7/21/22 - BS	Dover DMC		3315937	7	2500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
507302	Grace St Parking Deck - Elev 2 - NC 20	0191	US266673	E-16027	7/21/22 - BS	Dover DMC		3315935	7	2500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502519	Carrier Library - passenger	0021	US266698	E-16004	7/21/22 - BS	Dover		EC2678	4	3500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
508491	Carrier Library - passenger stacks	0021	US266699	E-16005	7/21/22 - BS	Dominion		FD0349	5	2500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
500711	Bookstore	0159	US266688	E-16000		ThyssenKrupp (TAC 20)		EN7991	4	2500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
501132	Plecker APC	0158	US266682	E-16046		ThyssenKrupp (TAC 20)		ER7240	2	2500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
501147	Champions Drive Parking Deck - Elev 1	0145	US266683	E-16007		Dover		EL9153	2	2500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
501148	Champions Drive Parking Deck - Elev 2	0145	US266684	E-16008		Dover		EL9154	2	2500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502384	Chesapeake West - Elev 1	0143	US266676	E-16010		Dover		EJ5778	2	4500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502385	Chesapeake East - Elev 2	0143	US266677	E-16009		Dover		EJ5779	2	4500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502386	Chandler Elevator West B #1	0141	US266675	E-16002		Dover		EH8602	2	2500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502387	Chandler Elevator East A #2	0141	US266674	E-16003		Dover		EH8601	2	4500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502390	Converse	0007	US266745	E-16011		Dover		EJ0386	2	2500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502391	ISAT/CS (CISAT A1) - Elev 1	0127	US266664	E-15990		Dover		EG6024	4	3000	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502392	ISAT/CS (CISAT A1) - Elev 2	0127	US266665	E-15991		Dover		EG6025	3	4500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502395	University Recreation Ctr - Passenger Elev #1	0130	US266690	E-16062		Dover		EF1233	2	3500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502396	University Recreation Ctr - Service Elev #2	0130	US266691	E-16063		Dover		EF1234	2	5000	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502399	ENGEO (CISAT A2) - Elev 1	0144	US266652	E-15993		Dover		EK4496	4	3000	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502400	ENGEO (CISAT A2) - Elev 2	0144	US266656	E-15992		Dover		EK4497	4	4500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502401	Physics/Chemistry (CISAT A3)	0148	US266657	E-15994		ThyssenKrupp (TAC 20)		ER1000	5	3500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502404	Leelou Alumni Center	0147	US266680	E-16033		Dover		EM3153	2	2500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502406	Festival Conference & Student Ctr - Elev 1	0128	US266643	E-16019		Dover		EH6808	2	4000	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502407	Festival Conference & Student Ctr - Elev 2	0128	US266642	E-16020		Dover		EH5172	2	2500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502410	Massanutten (IMAC 3)	0176	US266618	E-16037		Schindler		B9787-01	4	3500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502421	Harrison - Elev 1	0013	US266751	E-16028		ThyssenKrupp (TAC 20)		ET0435	2	3000	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502422	Harrison - Elev 2	0013	US266753	E-16029		ThyssenKrupp (TAC 20)		ET0436	3	3000	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502437	Godwin	0048	US266687	E-16023		MCE		3259945	3	4000	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502444	Showker Elev #5	0112	US266714	E-16076		Dover		EA9365	2	3500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502525	Moody	0025	US266696	E-16043		MCE		3275123	3	2500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502529	Harper Allen-Lee Formerly Ashby	0003	US266746	E-16121		Dover		EL5473	2	2500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502532	Gifford	0012	US266743	E-16022		Dover		ED1902	4	2100	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502536	Wayland	0034	US266737	E-16072		Dover		ED1903	4	2100	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502538	Wilson - Handicap	0036	US266704	E-16074		Schindler		C0002-01	2	1800	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502543	Sonner	0113	US266715	E-16056		Dover		EA6198	2	2500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502545	University Services Elevator	0129	US266641	E-16065		Dover		EG6901	2	5000	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502550	Studio Ctr 106 W Grace	0961	US266634	E-16060		Schindler		A1862-01	2	2500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502551	Memorial - Elev 1	0972	US266638	E-16044		Schindler		3314762	5	3500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502552	Memorial - Elev 2	0972	US266639	E-16039		Schindler		HG84905-02	4	3500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502553	131 W Grace St	0973	US266635	E-15989		Schindler Hydro, Model 330		C1969-01	2		Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502603	Warsaw St Parking Deck - Elev 1	0196	US266622	E-16070		ThyssenKrupp (TAC 22)		EW5600	5	3500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502604	Warsaw St Parking Deck - Elev 2	0196	US266624	E-16071		ThyssenKrupp (TAC 22)		EW5601	5	3500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502792	Rose Library (ECL) - Elev 1	0183	US266662	E-16050		ThyssenKrupp (TAC 20)		EW5807	5	3500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
502853	Hoffman	0016	US266733	E-16030		Dover		EC4985	4	2100	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
503236	Shenandoah Hall - Connector	0208	US266680	E-16054		Otis		310903	6	2500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
503237	Shenandoah - Elev A	0208	US266678	E-16052		Otis		320903	6	4500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
503242	Shenandoah - Elev B	0208	US266679	E-16053		Otis		300903	2	4500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
503302	East Campus Dining - Elev 2	0209	US266648	E-16016		Otis		E110908 (244644)	2	3500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
503303	East Campus Dining - Elev 1	0209	US266649	E-16015		Otis		E100908 (245742)	2	2500	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
503416	Roberts Center - E1155 - Elevator #2 (Passenger)	0213	US266626	E-16047		ThyssenKrupp Tac 20		EY3951	4	3000	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
503417	Roberts Center - E1101 - Elevator #4 (Freight)	0213	US266627	E-16048		ThyssenKrupp Tac 20		EY3953	3	5000	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
503418	Estes Center - E1265 - Elevator #3 (Passenger)	0201	US266625	E-16018		ThyssenKrupp Tac 20		EY3952	3	3000	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
503419	Estes Center - E1201 - Elevator #1 (Freight)	0201	US266623	E-16017		ThyssenKrupp Tac 20		EY3950	4	5000	Hydraulic	\$150.00	\$150.00	\$150.00	\$160.00	\$160.00
503539	Memorial Baseball Stadium	0218	US266636	E-16040</												



CONTRACT RENEWAL LETTER

Date: April 18, 2023
Contract #: UCPJMU6373
Service: Elevator Inspection Services
Renewal Period: 7/3/2023 to 7/2/2024
Renewal #: 1 of 4 One-Yr
Issued By: James Madison University
Dylan Morris, Buyer Senior

Ph: 540-568-3002

Fx: 540-568-7935

Contractor: Central Elevator Inspection Services II, LLC
Attn: Robbie Thornhill
469 Round Hill Road
Boston, Virginia 22713

Contract Administrator: Brian Clements, Facilities Management

Description of Renewal Notice:

In accordance with the renewal provision of the original contract all terms, conditions, and specifications of the original contract remain the same during the contract renewal period, along with any modifications that have been incorporated up until this point. The contract pricing will remain the same.

All invoices shall be submitted within sixty days of contract renewal term expiration as well as for each subsequent contract renewal period. Any invoices submitted after the sixty day period will not be processed for payment.

Return one executed renewal notice to my attention within ten days.

Central Elevator Inspection Services II, LLC

By: Robbie Thornhill
Robbie Thornhill Robbie Thornhill
Name (print)

Co-Owner 4/19/2023
Title Date Signed

James Madison University

By: Dylan Morris
Dylan Morris, Dylan Morris
Name (print)

Buyer Senior 4/19/2023
Title Date Signed



CONTRACT RENEWAL LETTER

Date: May 14, 2024
Contract #: UCPJMU6373
Service: Elevator Inspection Services
Renewal Period: 7/3/2024 to 7/2/2025
Renewal #: 2 of 4 One-Yr
Issued By: James Madison University
Michael Morrison, Buyer Senior Ph: 540-568-6181
Fx: 540-568-7935

Contractor: Central Elevator Inspection Services II, LLC
Attn: Robbie Thornhill
469 Round Hill Road
Boston, Virginia 22713

Contract Administrator: Brian Clements, Facilities Management

Description of Renewal Notice:

In accordance with the renewal provision of the original contract all terms, conditions, and specifications of the original contract remain the same during the contract renewal period, along with any modifications that have been incorporated up until this point. The contract pricing will remain the same.

All invoices shall be submitted within sixty days of contract renewal term expiration as well as for each subsequent contract renewal period. Any invoices submitted after the sixty day period will not be processed for payment.

Return one executed renewal notice to my attention within ten days.

Central Elevator Inspection Services II, LLC

By: *Robert G Thornhill*

Robbie Thornhill

Name (print)

Co-Owner

5/14/2024

Title

Date Signed

James Madison University

By:

Michael Morrison
Michael Morrison, MS, VCCO, CUPO

Name (print)

Buyer Senior

5/14/2024

Title

Date Signed



**COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT**

Contract No. UCPJMU6373

This contract entered into this 27th day of June 2022, by Central Elevator Inspection Service II, LLC 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 July 3, 2022 through July 2, 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 DKM-1149 dated May 12, 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;
 - (d) Addendum No. One dated May 19, 2022
 - (e) Addendum No. Two dated May 26, 2022
- (3) The Contractor's Proposal dated May 28, 2022 and the following negotiated modification to the Proposal, all of which documents are incorporated herein.
 - (a) Negotiations Summary, dated June 27, 2022.

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

CONTRACTOR:

By:

Rob Thornhill

(Signature)

ROB THORNHILL

(Printed Name)

Title:

CO-OWNER / INSPECTOR

PURCHASING AGENCY:

By:

Dylan Morris

(Signature)

Dylan Morris

(Printed Name)

Title:

Buyer Senior

RFP # DKM-1149 Elevator Inspection Services
6/27/2022

1. Contractor's Pricing Schedule:

CEIS II FIVE-YEAR PRICING SCHEDULE - UPDATED JUNE 22, 2022									
Building	Asset #	Type	5 YR Test Last Performed	Next 5 YR Full Load Due Date	YR 1 Annual Inspection Pricing	YR 2 Annual Inspection Pricing	YR 3 Annual Inspection Pricing	YR 4 Annual Inspection Pricing	YR 5 Annual Inspection Pricing
Bridgeforth Stadium - Escalator 1	503720	Escalator	NA		(\$ 475.00)	(\$ 475.00)	(\$ 475.00)	(\$ 525.00)	(\$ 525.00)
Bridgeforth Stadium - Escalator 2	503721	Escalator	NA		(\$ 475.00)	(\$ 475.00)	(\$ 475.00)	(\$ 525.00)	(\$ 525.00)
Total Escalator Count	2			Total Escalator	(\$ 950.00)	(\$ 950.00)	(\$ 950.00)	(\$ 1,050.00)	(\$ 1,050.00)
131 W Grace St - Elev 1	502553	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
ISAT/CS (CISAT A1) Main Lobby - Elev 1	502391	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
ISAT/CS (CISAT A1) Dock - Elev 2	502392	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
EngGEO (A2) - Elev 1 (1E01)	502399	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
EngGEO (A2) - Elev 2 (1E02)	502400	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Physics/Chemistry (CISAT A3) - Elev 1	502401	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Alumnae - Elev 1	508285	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Atlantic Union Bank Center - Elev 1	509843	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Atlantic Union Bank Center - Elev 2	509866	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Atlantic Union Bank Center - Elev 3	509868	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Atlantic Union Bank Center - Elev 4	509828	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Bookstore - Elev 1	500711	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Burruss - Elev 1	502427	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Chandler (Potomac) West B - Elev 1	502386	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Chandler (Potomac) East A - Elev 2	502387	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Carrier Library Passenger - Elev 1	502519	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Carrier Library Passenger Stacks - Elev 2	502522	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Carrier Library Staff - Elev 3	502521	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)



RFP # DKM-1149 Elevator Inspection Services
6/27/2022

Champions Drive Parking Deck - Elev 1	501147	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Champions Drive Parking Deck - Elev 2	501148	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Chesapeake A West - Elev 1	502384	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Chesapeake B East - Elev 2	502385	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Converse - Elev 1	502390	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Dhall - West Campus Dining Hall - Elev 1	507980	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Dhall - West Campus Dining Hall - Elev 2	507981	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Dhall - West Campus Dining Hall - Elev 3	507051	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
East Campus Dining - Elev 1	503303	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
East Campus Dining - Elev 2	503302	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)

CEIS II FIVE-YEAR PRICING SCHEDULE - UPDATED JUNE 22, 2022									
Building	Asset #	Type	5 YR Test Last Performed	Next 5 YR Full Load Due Date	YR 1 Annual Inspection Pricing	YR 2 Annual Inspection Pricing	YR 3 Annual Inspection Pricing	YR 4 Annual Inspection Pricing	YR 5 Annual Inspection Pricing
Estes Center Freight - Elev 1	503419	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Estes Center Passenger - Elev 3	503418	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Festival Conference & Student Ctr - Elev 1	502406	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Festival Conference & Student Ctr - Elev 2 (svr)	502407	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Foundation Hall		Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Gifford - Elev 1	502532	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Godwin - Elev 1	502437	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Grace Street Apartments - Elev 1	505277	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Grace Street Apartments - Elev 2	505276	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Grace St Parking Deck - Elev 1 (right)	503699	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Grace St Parking Deck - Elev 2 (left)	503700	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Harrison - Elev 1	502421	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)



RFP # DKM-1149 Elevator Inspection Services
6/27/2022

Harrison - Elev 2	502422	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Hoffman - Elev 1	502853	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Darkus Johnson - Elev 1		Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Keezell - Elev 1	502533	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Leelou Alumni Center - Elev 1	502404	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Madison - Elev 1	503618	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Madison - Elev 2	503617	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Madison - Elev 3	503616	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Massanutten (JMAC 3) - Elev 1	502410	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Memorial Butterfly Cafe - Elev 1	502552	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Memorial EDU - Elev 2	502551	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Memorial Baseball Stadium - Elev 1	503539	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Memorial Baseball Stadium - Elev 2	503540	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Miller - Elev 1	502539	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Moody - Elev 1	502525	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Mountain (Maury) - Elev 1	503988	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Music - Elev 1	502439	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Plecker APC	501132	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Roberts Center Passenger - Elev 2	503416	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Roberts Center Freight - Elev 4	503417	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Roop - Elev 1	503985	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Rose Library (ECL) - Elev 1 (left)	502792	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Rose Library (ECL) - Elev 2 (right)	504039	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Shenandoah - East A - Elev 1	503237	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)

CEIS II FIVE-YEAR PRICING SCHEDULE - UPDATED JUNE 22, 2022									
Building	Asset #	Type	5 YR Test Last Performed	Next 5 YR Full Load Due Date	YR 1 Annual Inspection Pricing	YR 2 Annual Inspection Pricing	YR 3 Annual Inspection Pricing	YR 4 Annual Inspection Pricing	YR 5 Annual Inspection Pricing
Shenandoah - West B - Elev 2	503242	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)

RFP # DKM-1149 Elevator Inspection Services
6/27/2022

Shenandoah Hall - Connector - Elev 3	503236	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Shorts - Elev 1	502416	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Sonner - Elev 1	502543	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Student Success Center - Elev 1	504782	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Student Success Center - Elev 3 HC	504681	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Student Success Center - Elev 4	504784	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Studio Center - Elev 1	502550	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Taylor - Elev 1	502546	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
University Recreation Ctr Passenger - Elev 1	502393	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
University Recreation Ctr Service - Elev 2	502396	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
University Recreation Ctr Passenger - Elev 3	505500	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
University Services Building (USB) - Elev 1	502545	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Wampler - Elev 1	502544	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Warren Hall Passenger - Elev 1	502503	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Warren Hall Loading Dock - Elev 2	502504	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Warsaw St. Parking Deck - Elev 1 (left)	502603	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Warsaw St. Parking Deck - Elev 2 (right)	502604	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Wayland - Elev 1	502536	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Wilson Passenger - Elev 1	502537	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Wilson Handicap - Elev 2		Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Wine Price - Elev 1		Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Zane Showker - Elev 5	502444	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Zane Showker - Savaria	502445	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Valley (Ashby)	502529	Hydraulic	NA		(\$ 150.00)	(\$ 150.00)	(\$ 150.00)	(\$ 160.00)	(\$ 160.00)
Logan - Elev 1	502534	Hydraulic - Roped Hydro	2019	2024	(\$ 180.00)	(\$ 180.00)	(\$ 275.00)	(\$ 190.00)	(\$ 190.00)

RFP # DKM-1149 Elevator Inspection Services
6/27/2022

Total Hydro Count	89			Total Hydros	(\$ 13,530.00)	(\$ 13,530.00)	(\$ 13,625.00)	(\$ 14,430.00)	(\$ 14,430.00)
Total Roped Hydro Count	1								
University Services - Dock Lift	505510	Platform Lift - Dock Lift	NA		(\$ 125.00)	(\$ 125.00)	(\$ 125.00)	(\$ 135.00)	(\$ 135.00)
Bridgeforth Stadium - Dock Lift	504236	Platform Lift - Dock Lift	NA		(\$ 125.00)	(\$ 125.00)	(\$ 125.00)	(\$ 135.00)	(\$ 135.00)

CEIS II FIVE-YEAR PRICING SCHEDULE - UPDATED JUNE 22, 2022									
Building	Asset #	Type	5 YR Test Last Performed	Next 5 YR Full Load Due Date	YR 1 Annual Inspection Pricing	YR 2 Annual Inspection Pricing	YR 3 Annual Inspection Pricing	YR 4 Annual Inspection Pricing	YR 5 Annual Inspection Pricing
Bioscience (A3B) - Dock Lift	504214	Platform Lift - Dock Lift	NA		(\$ 125.00)	(\$ 125.00)	(\$ 125.00)	(\$ 135.00)	(\$ 135.00)
Carrier Library - Booklift	502520	Platform Lift - Cable	NA		(\$ 125.00)	(\$ 125.00)	(\$ 125.00)	(\$ 135.00)	(\$ 135.00)
Estes Center - E1250 - Wheelchair Lift	503467	Platform Lift - Chain	NA		(\$ 125.00)	(\$ 125.00)	(\$ 125.00)	(\$ 135.00)	(\$ 135.00)
Estes Center - E1259 - Wheelchair Lift	503463	Platform Lift - Chain	NA		(\$ 125.00)	(\$ 125.00)	(\$ 125.00)	(\$ 135.00)	(\$ 135.00)
Miller - Wheelchair Lift	502540	Platform Lift - Chain	NA		(\$ 125.00)	(\$ 125.00)	(\$ 125.00)	(\$ 135.00)	(\$ 135.00)
Roberts Center - E1116 - Wheelchair Lift	503464	Platform Lift - Chain	NA		(\$ 125.00)	(\$ 125.00)	(\$ 125.00)	(\$ 135.00)	(\$ 135.00)
Roberts Center - E2150 - Wheelchair Lift	503466	Platform Lift - Chain	NA		(\$ 125.00)	(\$ 125.00)	(\$ 125.00)	(\$ 135.00)	(\$ 135.00)
Total Lift Count	9			Total Lifts	(\$ 1,125.00)	(\$ 1,125.00)	(\$ 1,125.00)	(\$ 1,215.00)	(\$ 1,215.00)
Bioscience (A3B) - Elev 1 (E1017)	503739	Traction	2017	2022	(\$ 375.00)	(\$ 180.00)	(\$ 180.00)	(\$ 190.00)	(\$ 190.00)
Bioscience (A3B) - Elev 2 (E1032)	503731	Traction	2017	2022	(\$ 375.00)	(\$ 180.00)	(\$ 180.00)	(\$ 190.00)	(\$ 190.00)
Bridgeforth Stadium - Elev 1	503626	Traction	2021	2026	(\$ 180.00)	(\$ 180.00)	(\$ 180.00)	(\$ 190.00)	(\$ 400.00)
Bridgeforth Stadium - Elev 2	503624	Traction	2021	2026	(\$ 180.00)	(\$ 180.00)	(\$ 180.00)	(\$ 190.00)	(\$ 400.00)
Bridgeforth Stadium - Elev 3	503625	Traction	2021	2026	(\$ 180.00)	(\$ 180.00)	(\$ 180.00)	(\$ 190.00)	(\$ 400.00)

RFP # DKM-1149 Elevator Inspection Services
6/27/2022

Bridgeforth Stadium - Elev 4	503643	Traction	2021	2026	(\$ 180.00)	(\$ 180.00)	(\$ 180.00)	(\$ 190.00)	(\$ 400.00)
Duke Annex - Elev 1	504650	Traction	2018	2023	(\$ 180.00)	(\$ 375.00)	(\$ 180.00)	(\$ 190.00)	(\$ 190.00)
Duke East Side - Elev 2	504595	Traction	2018	2023	(\$ 180.00)	(\$ 375.00)	(\$ 180.00)	(\$ 190.00)	(\$ 190.00)
Dukes Dining (Phillips) - Elev 1	509679	Traction	2020	2025	(\$ 180.00)	(\$ 180.00)	(\$ 180.00)	(\$ 400.00)	(\$ 190.00)
Dukes Dining (Phillips) - Elev 2	509659	Traction	2020	2025	(\$ 180.00)	(\$ 180.00)	(\$ 180.00)	(\$ 400.00)	(\$ 190.00)
Eagle - Elev 1 (left)	502413	Traction	2019	2024	(\$ 180.00)	(\$ 180.00)	(\$ 375.00)	(\$ 190.00)	(\$ 190.00)
Eagle - Elev 2 (right)	502414	Traction	2019	2024	(\$ 180.00)	(\$ 180.00)	(\$ 375.00)	(\$ 190.00)	(\$ 190.00)
Ballard Parking Deck - Elev 1	509283	Traction	2019	2024	(\$ 180.00)	(\$ 180.00)	(\$ 375.00)	(\$ 190.00)	(\$ 190.00)
Ballard Parking Deck - Elev 2	509284	Traction	2019	2024	(\$ 180.00)	(\$ 180.00)	(\$ 375.00)	(\$ 190.00)	(\$ 190.00)
Ballard Parking Deck - Elev 3	509286	Traction	2019	2024	(\$ 180.00)	(\$ 180.00)	(\$ 375.00)	(\$ 190.00)	(\$ 190.00)
Health & Behavioral Science College (HBS) Elev 1	505782	Traction	2021	2026	(\$ 180.00)	(\$ 180.00)	(\$ 180.00)	(\$ 190.00)	(\$ 400.00)
Health & Behavioral Science College (HBS) Elev 2	505783	Traction	2021	2026	(\$ 180.00)	(\$ 180.00)	(\$ 180.00)	(\$ 190.00)	(\$ 400.00)
Health & Behavioral Science College (HBS) Elev 3	505784	Traction	2021	2026	(\$ 180.00)	(\$ 180.00)	(\$ 180.00)	(\$ 190.00)	(\$ 400.00)
Paul Jennings Hall - Gold - Elev 1	509139	Traction	2019	2024	(\$ 180.00)	(\$ 180.00)	(\$ 375.00)	(\$ 190.00)	(\$ 190.00)
Paul Jennings Hall - Purple - Elev 2	509140	Traction	2019	2024	(\$ 180.00)	(\$ 180.00)	(\$ 375.00)	(\$ 190.00)	(\$ 190.00)
Student Success Center - Elev 2	504723	Traction	2019	2024	(\$ 180.00)	(\$ 180.00)	(\$ 375.00)	(\$ 190.00)	(\$ 190.00)

CEIS II FIVE-YEAR PRICING SCHEDULE - UPDATED JUNE 22, 2022									
Building	Asset #	Type	5 YR Test Last Performed	Next 5 YR Full Load Due Date	YR 1 Annual Inspection Pricing	YR 2 Annual Inspection Pricing	YR 3 Annual Inspection Pricing	YR 4 Annual Inspection Pricing	YR 5 Annual Inspection Pricing
Student Success Center - Elev 5	504730	Traction	2019	2024	(\$ 180.00)	(\$ 180.00)	(\$ 375.00)	(\$ 190.00)	(\$ 190.00)
Student Success Center - Elev 6	504729	Traction	2019	2024	(\$ 180.00)	(\$ 180.00)	(\$ 375.00)	(\$ 190.00)	(\$ 190.00)
Zane Showker (Left) - Elev 3	502446	Traction	2019	2024	(\$ 180.00)	(\$ 180.00)	(\$ 375.00)	(\$ 190.00)	(\$ 190.00)
Zane Showker (Right) - Elev 4	502447	Traction	2019	2024	(\$ 180.00)	(\$ 180.00)	(\$ 375.00)	(\$ 190.00)	(\$ 190.00)
Hartman College of Business - Elev 1	509509	Traction MRL	2020	2025	(\$ 180.00)	(\$ 180.00)	(\$ 180.00)	(\$ 400.00)	(\$ 190.00)
Hartman College of Business - Elev 2	509510	Traction MRL	2020	2025	(\$ 180.00)	(\$ 180.00)	(\$ 180.00)	(\$ 400.00)	(\$ 190.00)
Mason Street Parking Deck - Elev 1	505805	Traction MRL	2021	2026	(\$ 180.00)	(\$ 180.00)	(\$ 180.00)	(\$ 190.00)	(\$ 400.00)
Mason Street Parking Deck - Elev 2	505806	Traction MRL	2021	2026	(\$ 180.00)	(\$ 180.00)	(\$ 180.00)	(\$ 190.00)	(\$ 400.00)

RFP # DKM-1149 Elevator Inspection Services
6/27/2022

Mason Street Parking Deck - Elev 3	505807	Traction MRL	2021	2026	(\$ 180.00)	(\$ 180.00)	(\$ 180.00)	(\$ 190.00)	(\$ 400.00)
Chesapeake Street Parking Deck - Elev 1	508825	Traction MRL	2018	2023	(\$ 180.00)	(\$ 375.00)	(\$ 180.00)	(\$ 190.00)	(\$ 190.00)
Chesapeake Street Parking Deck - Elev 2	508824	Traction MRL	2018	2023	(\$ 180.00)	(\$ 375.00)	(\$ 180.00)	(\$ 190.00)	(\$ 190.00)
Total Traction Count	32			Total Tractions	(\$ 6,150.00)	(\$ 6,540.00)	(\$ 8,100.00)	(\$ 6,920.00)	(\$ 8,180.00)
				ROUTINES YEARS 1-3 ARE \$80.00 PER UNIT			ROUTINES YEARS 4 AND 5 ARE \$90.00 PER UNIT		
				Total Routines	(\$ 10,640.00)	(\$ 10,640.00)	(\$ 10,640.00)	(\$ 11,970.00)	(\$ 11,970.00)
				Total Annuals	(\$ 21,755.00)	(\$ 22,145.00)	(\$ 23,800.00)	(\$ 23,615.00)	(\$ 24,875.00)
				Total by Year	(\$ 32,395.00)	(\$ 32,785.00)	(\$ 34,440.00)	(\$ 35,585.00)	(\$ 36,845.00)
				*** Re-inspection fee of \$80.00 per unit honored for entire life of contract.					

- The University will issue a purchase order upon receiving a quote. No additional terms and conditions, orders forms or signatures shall be required once a purchase order has been approved.
- The Contractor shall complete any and all services under the contract: (a) in a diligent, professional, and workmanlike manner in accordance with the highest applicable industry standards; (b) in accordance with any resulting contract and the applicable Statement(s) of Work; and (c) by an experienced and qualified personnel.
- Contractor agrees that all potential fees have been disclosed to the University and no additional fees shall be accepted.
- Contractor agrees that all exceptions taken within their initial response to RFP # DKM-1149 that are not specifically addressed within this negotiation summary are null and void.

REQUEST FOR PROPOSAL

RFP# DKM-1149

Issue Date: May 12, 2022
Title: Elevator Inspection Services
Issuing Agency: Commonwealth of Virginia
James Madison University
Procurement Services MSC 5720
752 Ott Street, Wine Price Building
First Floor, Suite 1023
Harrisonburg, VA 22807

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

Sealed Proposals Will Be Received Until 2:00 PM on June 2nd, 2022 for Furnishing The Services Described Herein.

MANDATORY/ OPTIONAL PRE-PROPOSAL: See Special Terms and Conditions

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: Dylan Morris, Buyer Senior, Procurement Services, morrisdk@jmu.edu; 540-568-3002; (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:

Central Elevator Inspection Services II, LLC

469 Round Hill Road

Boston, VA 22713

By:

Robbie Thornhill
(Signature in Ink)

Name:

Robbie Thornhill
(Please Print)

Date: 05/28/2022

Title: Co-Owner/Inspector

Web Address: www.central-elevator.com

Phone: (540) 522-9602 / (540) 987-3111

Email: robbiethornhill@central-elevator.com

Fax #: (888) 391-9437

ACKNOWLEDGE RECEIPT OF ADDENDUM: #1 RT #2 RT #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

Company Information

Central Elevator Inspection Services II, LLC

Physical Address:

469 Round Hill Road
Boston, VA 22713

Mailing Address:

P.O. Box 102
Boston, VA 22713

Phone: (540) 987-3111**Fax:** (888) 391-9437**Website:** www.central-elevator.com

Owners

Robert L. Thornhill (Bob)

bobthornhill@central-elevator.com

C: [REDACTED]

Robert G. Thornhill (Robbie)

robbiethornhill@central-elevator.com

C: [REDACTED]

Administrative Staff

Jessica Caudill, Office Manager

jessica@central-elevator.com

Cindy Sumner, Accounting Manager

cindysumner@central-elevator.com

Shelby Rubio, Project Manager

shelbyrubio@central-elevator.com

Nikki Bitters, Account Manager

nikkibitters@central-elevator.com

Diane Tiblin, Administrative Assistant

diane@central-elevator.com

Ash Boyd, Administrative Assistant

ashboyd@central-elevator.com

COMPANY HISTORY

Originally established in 1996 to meet the need for professional, qualified third-party inspection services, the current owners, father and son Bob and Robbie Thornhill, purchased Central Elevator Inspection Services II, LLC (CEIS II) in 2012.

Headquartered in Rappahannock County, Virginia, CEIS II is currently supported by four full-time and two part-time administrative employees. Our company utilizes the latest technology and communication methods to manage and assign work to our ten Qualified Elevator Inspectors (QEIs). Six of our inspectors are currently licensed to work in Virginia, including both company owners.

CEIS II consistently provides industry leading elevator inspection services in Virginia, West Virginia, and the District of Columbia. Our company's recent sale of all Maryland locations now provides us the opportunity to concentrate on our Virginia, West Virginia, and District of Columbia locations. Our main focus is providing quality services resulting in the safe operation and public use of all types of vertical transportation systems.

TEAM BACKGROUND

With experience in every facet of the elevator business, Bob Thornhill's sixty-seven years in the trade make him a master elevator professional. Bob recently acted as a member of the Virginia Department of Housing and Community Development team charged with creating a core class for new elevator inspectors.

Under his father's leadership, Robbie Thornhill entered the elevator trade thirty-three years ago as a helper. He continued to gain more responsibility, working as a mechanic, foreman, and then adjuster, before ultimately inspecting elevators and starting his own company. In 2007, Robbie earned his Qualified Elevator Inspector and Elevator Inspection Supervisor certification and maintains this high level of licensure to date.

Additional family members support the company started by the dynamic father and son partnership. Robbie's wife, Kathy Thornhill, worked for the company for over a decade prior to her retirement and proved herself invaluable in relation to office management, customer service, data collection, and scheduling management. Bob's daughter, Cindy Sumner, is a financial professional and currently works as the office's Accounting Manager. The family business is also supported by Robbie's daughter, Shelby Rubio, who currently serves the company in an administrative role as Project Manager.

EXPERIENCE

CEIS II serves thousands of customers located across Virginia, West Virginia, and the District of Columbia. CEIS II works daily to schedule inspections for the acceptance of new or modified elevator

equipment, as well as annual and semi-annual inspections of existing equipment as required by various Authorities Having Jurisdiction (AHJ).

Final acceptance test inspections and re-inspections are generally managed through the elevator company in charge of installing the equipment. CEIS II continuously maintains strong professional relationships with all major elevator companies such as OTIS, Schindler, TK Elevator and Kone, as well as smaller companies like Area Access, Elevator Technologies, Priority Elevator, Residential Elevator, Shenandoah Elevator, and Southern Elevator. CEIS II provides the same high quality and professional service to all customers, from general contracting companies like Matchbox Realty & Management Services, Inc. and Cornerstone Facility Solutions, LLC to individual building owners. On average, CEIS II processes 454 elevator inspections per month. The chart below (Figure 1.1) offers an insight into just a small sample of customers who choose to contract with CEIS II year after year.

Annual and periodic inspection schedules are maintained in-house at our office based on the requirements of each individual AHJ. CEIS II inspects under the guidance of many different AHJs and continuously works well with their professionals in communicating elevator inspection results. Although each jurisdiction's procedures differ, we meet the varying submission methods and documentation requirements in an efficient and timely manner.

Figure 1.1: Sample List of CEIS II Multi-Year Customers

Location Name	Name and Contact Information	Length of Service (Years)	Services Provided
Valley Health Systems– VA & WV	Glenn Price (540) 536-4542 gprice@valleyhealthlink.com	13	CAT-1, CAT-5, and Periodic inspections.
Washington Headquarters Services	Casie Alexander (571) 372-7532 casie.j.alexander2.ctr@mail.mil	10	CAT-1, CAT-5, and Periodic inspections for the past 10 years; Final acceptance inspections prior.
West Virginia University (WVU)	Daniel Lemasters (304) 293-6613 Daniel.lemasters@mail.wvu.edu	9	CAT-1 and CAT-5 inspections.
The Pentagon	Brian Parks (443) 622-0107	4	CAT-1, CAT-5, and Periodic inspections.
Shenandoah University	Eda Wu (540) 665-4527 ewu19@su.edu	4	CAT-1, CAT-5, and Periodic inspections.
Northern Virginia Community Colleges	Jo Brill (703) 764-5070 jbrill@nvcc.edu	4	CAT-1 and CAT-5 inspections.

UNIQUE QUALIFICATIONS

Inspectors at CEIS II have a complete understanding of the vertical transportation equipment inspection cycle. Our inspectors' expertise spans construction-use and final acceptance inspections, code violations and re-inspections, periodic inspections, as well as annual no-load, pressure, and full-load tests. CEIS II is consistently an industry leader in the quality of elevator inspections performed for all customers. This same high level of service and professionalism will be provided to James Madison University across the thorough inspection of all elevator equipment.

PLAN AND METHODOLOGY FOR PROVIDING SERVICES

As outlined in RFP# DKM-1149, section IV, para. A1-4: CEIS II will perform all periodic inspections, witness all annual inspections, and observe all safety tests and relief valve tests for all elevators listed in the proposal pricing document (see page 14) as required by all local, state, and federal laws, standards, codes, and regulations. Our elevator inspectors are independent inspectors and are not in the business of installation, maintenance, and/or the repair of elevators. CEIS II will only assign qualified inspectors, certifications detailed below, to perform elevator inspections and understands that JMU reserves the right to reject any inspector CEIS II uses who is not qualified to perform work under this contract.

CEIS II employs licensed professional Qualified Elevator Inspectors with decades of elevator construction, maintenance, and adjustment experience. Each inspector available to work at James Madison University earned and now maintains an Elevator Inspector General license certified by the Commonwealth of Virginia's State Board of Housing and Community Development. Each inspector also holds a national certification, either through the Qualified Elevator Inspector Training Fund (QEITF) or the National Association of Elevator Safety Authorities (NAESA). These accreditations certify our inspectors' understanding and enforcement of the American Society of Mechanical Engineers' (ASME) and the American National Standards Institute's (ANSI) code-based safety inspections required by the State of Virginia. Our inspectors visually and physically inspect all elevator equipment, holding the equipment maintenance professionals to a high standard of performance in order to ensure the elevator is safe for public use. The chart below (Figure 1.2) provides an estimation of the time our inspectors spend on each unit. CEIS II's method of providing service follows the Electric Elevator Checklist (see page 38), Hydraulic Elevator Checklist (see page 39), and the ASME A17.2 *Guide for Inspection of Elevators, Escalators, and Moving Walks*.

Third-party elevator inspections do not include any type of service or repair to any unit. All service and repair work is performed by the customer's elevator maintenance company. Inspections are witnessed according to the applicable code. Inspection results are recorded electronically via iPad on the appropriate inspection report forms (see "Additional Information" section for attachments of sample inspection report forms). Electronic reports will be submitted for processing as directed by the

Authority Having Jurisdiction (AHJ). As outlined in RFP# DKM-1149, section IV, para. A8-9, CEIS II will submit inspection reports within ten business days of the completion of the test and include the required details. Upon completion of all required inspections and tests and the correction of all noted defects and shortcomings, CEIS II will provide a signed certificate of compliance for each elevator.

Figure 1.2: Time Estimated Per Inspection

TEST TYPE	EQUIPMENT TYPE	TIME (HOURS)
CAT-1 No Load or Pressure Test Witnessing	Hydraulic/Traction	1-2 hrs/unit
CAT-5 Full Load Test Witnessing	Roped Hydraulic/Traction	3-4 hrs/unit
Periodic Inspection	All Elevator Unit Types	0.5-1 hr/unit

CEIS II uses a cloud-based customer relationship management (CRM) system for tracking job locations, elevator equipment, types and dates of inspections performed, and upcoming inspection and re-inspection due dates. For CAT-1 and CAT-5 test witnessing, inspectors coordinate the inspection schedule directly with the customer's designated representative as well as the elevator maintenance company. The inspector will also report the schedule to JMU as required per RFP# DKM-1149, section IV, para. A7a-c. The owner(s) and office manager of CEIS II will provide program control, data review, and scheduling management. A dedicated administrator will be provided should it be deemed necessary.

"Safety is Central" is not just our motto but a Central Elevator Inspection Services II professional standard. Thank you for the opportunity to bid on the third-party elevator inspection services for James Madison University.

Section IV

B. Offerors shall provide a detailed response to each of the following:

1.) Describe your company's ability to perform elevator inspections.

Central Elevator Inspection Services II, LLC (CEIS II) is a family-owned-and-operated Small Business Enterprise and Micro Business certified by the Department of Small Business and Supplier Diversity. Alongside over a decade of business age as a company, our licensed Qualified Elevator Inspectors (QEIs) have an average of thirty-five years experience working in the elevator trade in construction, installation, maintenance, modernization, and inspections. An administrative staff of six provides competent and efficient services in our office to bolster the work done by inspectors in the field. CEIS II prides itself on its excellent communication skills, ability to build rapport with clients, and optimization of the scheduling process for continued compliance with code regulations.

CEIS II is proud to have many years of experience servicing other higher education institutions similar to James Madison University and continues to maintain great professional relationships with these establishments. We consistently go above and beyond for our customers, providing all necessary paperwork, completing required inspections, and managing the inspection schedule in an orderly and timely manner. As a small, family-run business, we approach each job with a tailored and personalized outlook designed to create the best possible professional working relationship.

2.) How long has your company performed these services?

Father and son, Robert L. Thornhill and Robert G. Thornhill, originally established CEIS II in March 2012 and have since provided quality elevator inspection services across Virginia, West Virginia, and Washington D.C.

3.) How do you handle routine or no-call inspection needs?

CEIS II's administrative team is excellently equipped to provide prompt, updated, and accurate information to our inspectors in order to handle routine inspections efficiently and on-time. CEIS II utilizes a cloud-based customer relationship management (CRM) system for tracking locations, equipment records, inspections performed, outstanding re-inspections needed, and inspection due dates. Additionally, our extensive Salesforce data platform contains well-organized customer data, including the monthly work log reports which are reviewed by staff at least one to two months in advance. Staff regularly evaluates reports, gathers updated information from customers, and

provides up-to-date schedule assignments to inspectors in the field. Our inspectors coordinate inspection schedules directly with the customer's designated representative and the elevator company. Inspection results are recorded via iPad and submitted electronically for processing as directed by each Authority Having Jurisdiction (AHJ).

4.) Describe your experience working with educational institutions similar to James Madison University.

Currently, CEIS II proudly provides quality elevator inspection services to multiple higher education institutions including the following: Bridgewater College, Christendom College, Eastern Mennonite University, Germanna Community College, Lord Fairfax Community College, Mary Baldwin University, Northern Virginia Community College, Shenandoah University, Shepherd University, and West Virginia University. We also currently service multiple public school districts, including but not limited to Albemarle, Berkeley, Culpeper, Frederick, Greene, and Rockingham Counties. In the past, CEIS II has also been awarded the contracts for and provided quality service to Liberty University, Radford University, and Virginia Polytechnic Institute and State University.

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 10 Months 2

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 NAME/PHONE #
Northern Virginia Community College Systems	4 years	(Multiple Campuses including Alexandria, Annandale, Loudoun, Manassas, Springfield, and Woodbridge)	Jo Brill (703) 764-5070
Shenandoah University	4 years	1460 University Dr. Winchester, VA 22601	Eda Wu (540) 665-4527
The Pentagon	4 years	1400 Defense Blvd. Washington, D.C. 20301	Brian Parks (443) 622-0107
Sentara Rockingham Memorial Hospital	8 years	2010 Health Campus Dr. Harrisonburg, VA 22801	Melissa Riley (540) 689-6552
West Virginia University	9 years	650 Price St. Morgantown, WV 26505	Daniel Lemasters (304) 293-6613
Washington Headquarters Services	10 years	4800 Mark Center Rd. Alexandria, VA 22311	Casie Alexander (571) 372-7532
Quantico FBI Academy	12 years	1 Range Rd. Quantico, VA 22135	Jay Baskette (703) 283-8091
Valley Health Systems—VA and WV	13 years	1836 Amherst St. Winchester, VA 22601	Glenn Price (540) 536-4542

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

Central Elevator Inspection Services II, LLC

Physical Address: 469 Round Hill Rd., Boston, VA 22713

Mailing Address: PO Box 102 Boston, VA 22713

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: Central Elevator Inspection Services II, LLC

Preparer Name: Jessica Caudill

Date: May 28, 2022

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

If yes, certification number: 708819 Certification date: 8/28/2017

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

If yes, certification number: _____ Certification date: _____

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

If yes, certification number: _____ Certification date: _____

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

If yes, certification number: 708819 Certification date: 8/28/2017

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

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

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

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

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

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

RETURN OF THIS PAGE IS REQUIRED

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

Procurement Name and Number: **JMU Elevator Inspection Services RFP#DKM-1149**

Date Form Completed: 5/28/2022

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

Offeror / Proposer:

Central Elevator Inspection Services II, LLC
Firm

469 Round Hill Rd., Boston, VA 22713
Address

Jessica Caudill / (540) 987-3111 x1
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)
Larry Cashen 3245 Bert Koontz Rd. Taneytown, MD 21787	Larry Cashen (434) 694-3507		Elevator Inspections		
Bob Selkirk 3611 Scenic Hwy. Mt. Solon, VA 22853	Bob Selkirk (240) 299-2753		Elevator Inspections		
Dan Lipscomb 7654 Kennedy Rd. Nokesville, VA 21181	Dan Lipscomb (703) 475-9796		Elevator Inspections		
Mike Curry 8940 Tarragon Ct. Manassas, VA 20110	Mike Curry (571) 208-8429		Elevator Inspections		

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

RETURN OF THIS PAGE IS REQUIRED

Central Elevator Services II, LLC does not have any sales within the past twelve months with any of the following VASCUPP members:

- George Mason University
- James Madison University
- University of Virginia
- University of Mary Washington
- College of William and Mary
- Old Dominion University
- Virginia Commonwealth University
- Longwood University
- Virginia Military Institute
- Virginia Tech
- Radford University
- University of Virginia–Wise

CEIS II PRICING SUMMARY

Type	Qty	YR 1 Annual Inspection Pricing	YR 2 Annual Inspection Pricing	YR 3 Annual Inspection Pricing	YR 4 Annual Inspection Pricing	YR 5 Annual Inspection Pricing
Escalators	2	\$950.00	\$950.00	\$950.00	\$1,050.00	\$1,050.00
Hydros	91	\$13,680.00	\$13,680.00	\$13,775.00	\$14,590.00	\$14,590.00
Lifts	8	\$1,000.00	\$1,000.00	\$1,000.00	\$1,080.00	\$1,080.00
Tractions	32	\$6,150.00	\$6,540.00	\$8,100.00	\$6,920.00	\$8,180.00
	Total Annuals	\$ 21,780.00	\$ 22,170.00	\$ 23,825.00	\$ 23,640.00	\$ 24,900.00
		ROUTINES YEARS 1-3	\$80 per unit		ROUTINES YEARS 4-5	\$ 90 per unit
	Total Routines	\$ 10,640.00	\$ 10,640.00	\$ 10,640.00	\$ 11,970.00	\$ 11,970.00
	Total by Year	\$32,420.00	\$32,810.00	\$34,465.00	\$35,610.00	\$36,870.00
		*** Re-inspection fee of \$80/unit for years 1-3				
		*** Re-inspection fee of \$90/unit for years 4-5				

CEIS II FIVE-YEAR PRICING SCHEDULE

Building	Asset#	Type	5 Year Test Last Performed	Next 5 YR Full Load Due Date	YR 1 Annual Inspection Pricing	YR 2 Annual Inspection Pricing	YR 3 Annual Inspection Pricing	YR 4 Annual Inspection Pricing	YR 5 Annual Inspection Pricing
Bridgeforth Stadium - Escalator 1	503720	Escalator	NA		\$ 475.00	\$ 475.00	\$ 475.00	\$ 525.00	\$ 525.00
Bridgeforth Stadium - Escalator 2	503721	Escalator	NA		\$ 475.00	\$ 475.00	\$ 475.00	\$ 525.00	\$ 525.00
Total Escalator Count	2			Total Escalators	\$ 950.00	\$ 950.00	\$ 950.00	\$ 1,050.00	\$ 1,050.00
131 W Grace St - Elev 1	502553	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
ISAT/CS (CISAT A1) Main Lobby - Elev 1	502391	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
ISAT/CS (CISAT A1) Dock - Elev 2	502392	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
EngGEO (A2) - Elev 1 (1E01)	502399	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
EngGEO (A2) - Elev 2 (1E02)	502400	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Physics/Chemistry (CISAT A3) - Elev 1	502401	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Alumnae - Elev 1	508285	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Atlantic Union Bank Center - Elev 1	509843	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Atlantic Union Bank Center - Elev 2	509866	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Atlantic Union Bank Center - Elev 3	509868	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Atlantic Union Bank Center - Elev 4	509828	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Bookstore - Elev 1	500711	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Burruss - Elev 1	502427	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Chandler (Potomac)- West B - Elev 1	502386	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Chandler (Potomac) - East A - Elev 2	502387	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Carrier Library Passenger - Elev 1	502519	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Carrier Library Passenger Stacks - Elev 2	502522	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Carrier Library Staff - Elev 3	502521	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Champions Drive Parking Deck - Elev 1	501147	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Champions Drive Parking Deck - Elev 2	501148	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Chesapeake A West - Elev 1	502384	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Chesapeake B East - Elev 2	502385	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Converse - Elev 1	502390	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Dhall - West Campus Dining Hall - Elev 1	507980	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Dhall - West Campus Dining Hall - Elev 2	507981	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Dhall - West Campus Dining Hall - Elev 3	507051	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
East Campus Dining - Elev 1	503303	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
East Campus Dining - Elev 2	503302	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Estes Center Freight - Elev 1	503419	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Estes Center Passenger - Elev 3	503418	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Festival Conference & Student Ctr - Elev 1	502406	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Festival Conference & Student Ctr - Elev 2 (Svr)	502407	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Foundation Hall		Hydraulic			\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Gifford - Elev 1	502532	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Godwin - Elev 1	502437	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Grace Street Apatments - Elev 1	505277	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00

Grace Street Apartments- Elev 2	505276	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Grace St Parking Deck - Elev 1 (right)	503699	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Grace St Parking Deck - Elev 2 (left)	503700	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Harrison - Elev 1	502421	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Harrison - Elev 2	502422	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Hoffman - Elev 1	502853	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Darkus Johnson - Elev 1	502533	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Keezell - Elev 1	502533	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Leelou Alumni Center - Elev 1	502404	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Madison - Elev 1	503618	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Madison - Elev 2	503617	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Madison - Elev 3	503616	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Massanutten (JMAC 3) - Elev 1	502410	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Memorial Butterfly Café - Elev 1	502552	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Memorial EDU - Elev 2	502551	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Memorial Baseball Stadium - Elev 1	503539	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Memorial Softball Stadium - Elev 2	503540	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Miller - Elev 1	502539	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Moody - Elev 1	502525	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Mountain (Maury) - Elev 1	503988	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Music - Elev 1	502439	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Plecker APC	501132	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Roberts Center Passenger - Elev 2	503416	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Roberts Center Freight - Elev 4	503417	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Roop - Elev 1	503985	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Rose Library (ECL) - Elev 1 (left)	502792	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Rose Library (ECL) - Elev 2 (right)	504039	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Shenandoah - East A - Elev 1	503237	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Shenandoah - West B - Elev 2	503242	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Shenandoah Hall - Connector - Elev 3	503236	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Shorts - Elev 1	502416	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Sonner - Elev 1	502543	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Student Success Center - Elev 1	504782	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Student Success Center - Elev 3 HC	504681	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Student Success Center - Elev 4	504784	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Studio Center - Elev 1	502550	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Taylor - Elev 1	502546	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
University Recreation Ctr Passenger - Elev 1	502393	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
University Recreation Ctr Service - Elev 2	502396	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
University Recreation Ctr Passenger - Elev 3	505500	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
University Services Building (USB) - Elev 1	502545	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
University Services - Dock Lift	505510	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00
Wampler - Elev 1	502544	Hydraulic	NA		\$	150.00	\$	150.00	\$	150.00	\$	160.00	\$	160.00

Warren Hall Passenger - Elev 1	502503	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Warren Hall Loading Dock - Elev 2	502504	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Warsaw St Parking Deck - Elev 1 (left)	502603	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Warsaw St Parking Deck - Elev 2 (right)	502604	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Wayland - Elev 1	502536	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Wilson Passenger - Elev 1	502537	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Wilson Handicap - Elev 2	502538	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Wine Price - Elev 1	503538	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Zane Showker - Elev 5	502444	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Zane Showker - Savaria	502445	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Valley (Ashby)	502529	Hydraulic	NA		\$ 150.00	\$ 150.00	\$ 150.00	\$ 160.00	\$ 160.00
Logan - Elev 1	502534	Hydraulic - Roped Hydro	2019	2024	\$ 180.00	\$ 180.00	\$ 275.00	\$ 190.00	\$ 190.00
Total Hydro Count	90			Total Hydros	\$ 13,680.00	\$ 13,680.00	\$ 13,775.00	\$ 14,590.00	\$ 14,590.00
Total Roped Hydro Count	1								
Bridgeforth Stadium - Dock Lift	504236	Platform Lift	NA		\$ 125.00	\$ 125.00	\$ 125.00	\$ 135.00	\$ 135.00
Carrier Library - Booklift	502520	Platform Lift - Cable	NA		\$ 125.00	\$ 125.00	\$ 125.00	\$ 135.00	\$ 135.00
Estes Center - E1250 - Wheelchair Lift	503467	Platform Lift - Chain	NA		\$ 125.00	\$ 125.00	\$ 125.00	\$ 135.00	\$ 135.00
Estes Center - E1259 - Wheelchair Lift	503463	Platform Lift - Chain	NA		\$ 125.00	\$ 125.00	\$ 125.00	\$ 135.00	\$ 135.00
Miller - Wheelchair Lift - Elev 2	502540	Platform Lift - Chain	NA		\$ 125.00	\$ 125.00	\$ 125.00	\$ 135.00	\$ 135.00
Roberts Center - E1116 - Wheelchair Lift	503464	Platform Lift - Chain	NA		\$ 125.00	\$ 125.00	\$ 125.00	\$ 135.00	\$ 135.00
Roberts Center - E2150 - Wheelchair Lift	503466	Platform Lift - Chain	NA		\$ 125.00	\$ 125.00	\$ 125.00	\$ 135.00	\$ 135.00
Bioscience (A3B) - Dock Lift	504214	Platform Lift - Dock Lift	NA		\$ 125.00	\$ 125.00	\$ 125.00	\$ 135.00	\$ 135.00
Total Lift Count	8			Total Lifts	\$ 1,000.00	\$ 1,000.00	\$ 1,000.00	\$ 1,080.00	\$ 1,080.00
Bioscience (A3B) - Elev 1 (E1017)	503739	Traction	2017	2022	\$ 375.00	\$ 180.00	\$ 180.00	\$ 190.00	\$ 190.00
Bioscience (A3B) - Elev 2 (E1032)	503731	Traction	2017	2022	\$ 375.00	\$ 180.00	\$ 180.00	\$ 190.00	\$ 190.00
Bridgeforth Stadium - Elev 1	503626	Traction	2021	2026	\$ 180.00	\$ 180.00	\$ 180.00	\$ 190.00	\$ 400.00
Bridgeforth Stadium - Elev 2	503624	Traction	2021	2026	\$ 180.00	\$ 180.00	\$ 180.00	\$ 190.00	\$ 400.00
Bridgeforth Stadium - Elev 3	503625	Traction	2021	2026	\$ 180.00	\$ 180.00	\$ 180.00	\$ 190.00	\$ 400.00
Bridgeforth Stadium - Elev 4	503643	Traction	2021	2026	\$ 180.00	\$ 180.00	\$ 180.00	\$ 190.00	\$ 400.00
Duke Annex - Elev 1	504650	Traction	2018	2023	\$ 180.00	\$ 375.00	\$ 180.00	\$ 190.00	\$ 190.00
Duke East Side - Elev 2	504595	Traction	2018	2023	\$ 180.00	\$ 375.00	\$ 180.00	\$ 190.00	\$ 190.00
Dukes Dining (Phillips) - Elev 1	509679	Traction	2020	2025	\$ 180.00	\$ 180.00	\$ 180.00	\$ 400.00	\$ 190.00
Dukes Dining (Phillips) - Elev 2	509659	Traction	2020	2025	\$ 180.00	\$ 180.00	\$ 180.00	\$ 400.00	\$ 190.00
Eagle - Elev 1 (left)	502413	Traction	2019	2024	\$ 180.00	\$ 180.00	\$ 375.00	\$ 190.00	\$ 190.00
Eagle - Elev 2 (right)	502414	Traction	2019	2024	\$ 180.00	\$ 180.00	\$ 375.00	\$ 190.00	\$ 190.00
Ballard Parking Deck - Elev 1	509283	Traction	2019	2024	\$ 180.00	\$ 180.00	\$ 375.00	\$ 190.00	\$ 190.00
Ballard Parking Deck - Elev 2	509284	Traction	2019	2024	\$ 180.00	\$ 180.00	\$ 375.00	\$ 190.00	\$ 190.00
Ballard Parking Deck - Elev 3	509286	Traction	2019	2024	\$ 180.00	\$ 180.00	\$ 375.00	\$ 190.00	\$ 190.00
Health & Behavioral Science College (HBS) Elev 1	505782	Traction	2021	2026	\$ 180.00	\$ 180.00	\$ 180.00	\$ 190.00	\$ 400.00

Health & Behavioral Science College (HBS) Elev 2	505783	Traction	2021	2026	\$ 180.00	\$ 180.00	\$ 180.00	\$ 190.00	\$ 400.00
Health & Behavioral Science College (HBS) Elev 3	505784	Traction	2021	2026	\$ 180.00	\$ 180.00	\$ 180.00	\$ 190.00	\$ 400.00
Paul Jennings Hall - Gold - Elev 1	509139	Traction	2019	2024	\$ 180.00	\$ 180.00	\$ 375.00	\$ 190.00	\$ 190.00
Paul Jennings Hall - Purple - Elev 2	509140	Traction	2019	2024	\$ 180.00	\$ 180.00	\$ 375.00	\$ 190.00	\$ 190.00
Student Success Center - Elev 2	504723	Traction	2019	2024	\$ 180.00	\$ 180.00	\$ 375.00	\$ 190.00	\$ 190.00
Student Success Center - Elev 5	504730	Traction	2019	2024	\$ 180.00	\$ 180.00	\$ 375.00	\$ 190.00	\$ 190.00
Student Success Center - Elev 6	504729	Traction	2019	2024	\$ 180.00	\$ 180.00	\$ 375.00	\$ 190.00	\$ 190.00
Zane Showker - (Left) - Elev 3	502446	Traction	2019	2024	\$ 180.00	\$ 180.00	\$ 375.00	\$ 190.00	\$ 190.00
Zane Showker - (Right) - Elev 4	502447	Traction	2019	2024	\$ 180.00	\$ 180.00	\$ 375.00	\$ 190.00	\$ 190.00
Hartman College of Business - Elev 1	509509	Traction - MRL	2020	2025	\$ 180.00	\$ 180.00	\$ 180.00	\$ 400.00	\$ 190.00
Hartman College of Business - Elev 2	509510	Traction - MRL	2020	2025	\$ 180.00	\$ 180.00	\$ 180.00	\$ 400.00	\$ 190.00
Mason Street Parking Deck - Elev 1	505805	Traction - MRL	2021	2026	\$ 180.00	\$ 180.00	\$ 180.00	\$ 190.00	\$ 400.00
Mason Street Parking Deck - Elev 2	505806	Traction - MRL	2021	2026	\$ 180.00	\$ 180.00	\$ 180.00	\$ 190.00	\$ 400.00
Mason Street Parking Deck - Elev 3	505807	Traction - MRL	2021	2026	\$ 180.00	\$ 180.00	\$ 180.00	\$ 190.00	\$ 400.00
Chesapeake Street Parking Deck - Elev 1	508285	Traction - MRL	2018	2023	\$ 180.00	\$ 375.00	\$ 180.00	\$ 190.00	\$ 190.00
Chesapeake Street Parking Deck - Elev 2	508284	Traction - MRL	2018	2023	\$ 180.00	\$ 375.00	\$ 180.00	\$ 190.00	\$ 190.00
Total Traction Count	32			Total Traction	\$ 6,150.00	\$ 6,540.00	\$ 8,100.00	\$ 6,920.00	\$ 8,180.00
					ROUTINES YEARS 1-3 \$80/UNIT			ROUTINES YEARS 4, 5 \$90/UNIT	
				Total Routines	\$ 10,640.00	\$ 10,640.00	\$ 10,640.00	\$ 11,970.00	\$ 11,970.00
				Total Annuals	\$ 21,780.00	\$ 22,170.00	\$ 23,825.00	\$ 23,640.00	\$ 24,900.00
				Total by Year	\$ 32,420.00	\$ 32,810.00	\$ 34,465.00	\$ 35,610.00	\$ 36,870.00
				*** Re-inspection fee of \$80/unit for years 1-3					
				*** Re-inspection fee of \$90/unit for years 4-5					

ADDITIONAL INFORMATION



469 Round Hill Road
(Mailing) P.O. Box 102
Boston, VA 22713

P 540-987-3111

F 888-391-9437



YOUR JURISDICTION REQUIRES ELEVATOR INSPECTIONS

We'll take care of it.

Central Elevator Inspection Services provides professional elevator inspection services and third-party test witnessing as required by local jurisdictions resulting in the safe operation of vertical transportation equipment.

Central Elevator Inspection Services

- TPQEI (Third Party Qualified Elevator Inspector)
- Serves Virginia, West Virginia, and Washington, D.C.
- Utilizes reliable, experienced inspectors spread throughout the region.
- A small business, established in 2012

Our inspectors are:

- Elevator professionals, including elevator tradesmen with years of professional inspection experience
- On a team that remains intact year after year
- Industry leaders
- Professionals working with integrity

We inspect various equipment types

- Hydraulic Elevators
- Traction Elevators
- Dumbwaiters
- Escalators and Moving Walks
- Wheelchair Lifts/Handicap Lifts
- Limited Use Limited Access (LULA) Elevators
- Residential Elevators and Lifts
- Material Lifts
- Construction Elevators

Serving a variety of businesses and facilities:

- Hospitals, Medical Offices, Senior Living Facilities and Residences
- Colleges and Universities
- High Security Facilities
- Military Bases and Government Buildings
- Manufacturing Plants
- Office Buildings
- Public and Private Schools
- Hotels
- Retail Spaces and more

Visit our website for links
to requirements for your
specific jurisdiction

www.central-elevator.com



CENTRAL ELEVATOR INSPECTION SERVICES II, LLC

Updated: January 01, 2022

Sample Quality Assurance Plan - District of Columbia

INTRODUCTION:

The following Quality Assurance Plan (QA) is established to ensure consistency in the performance of inspections and subsequent reporting of results. It applies to all owners, employees and qualified sub-contractors of Central Elevator Inspection Services II, LLC who are engaged in third party Qualified Elevator Inspection (QEI) services and the corresponding reporting process. This plan is designed to meet the requirements of multiple Authorities Having Jurisdiction (AHJ).

OBJECTIVES:

- Provide a professional, highly qualified level of Qualified Inspectors.
- Provide timely coordination and execution of third-party elevator (and related equipment) inspections in order to keep customers on schedule for meeting code requirements.
- Provide timely review and submission of inspection reports to AHJ.
- Ensure ongoing training of inspectors to improve inspection and reporting skills.
- Provide quarterly reviews and a written annual summary of QA review results to AHJ. Professional-In-Charge or someone with equivalent qualifications is responsible for conducting the QA reviews quarterly and summary report generation required by this Plan.

By meeting these objectives CEIS will ensure consistent feedback and positive professional development and growth resulting in safer equipment available for public use.

PROCEDURE:

I. ESTABLISHMENT AND UPDATING OF QUALITY ASSURANCE CHECKLISTS

QA Checklists are to be used to review the various steps required to perform code compliant third-party elevator (and related equipment) inspections.

Each QA Checklist shall be in written form, and shall be dated, signed, and distributed to employees and/or contractors by the Professional-In-Charge and/or Owner.

- Inspector's standard duties follow the guidelines outlined in current ASME QEI-1 code, Standard for the Qualification of Elevator Inspectors.



- Checklists for each category of equipment follow the guidelines outlined in relevant ASME A17.2 code, Guide for Inspection of Elevators, Escalators and Moving Walks.

The Professional-In-Charge and/or Owner shall review the QA checklists on a semi- annual basis and when laws and regulations are changed to ensure they are up to date and make revisions as necessary.

II. QUALITY ASSURANCE REVIEW PROCESS

- A. Based upon the QA checklists, QA reviews will be performed by Professional-In-Charge according to the schedules set forth in Section III below.
- B. Results of each QA review will be recorded on the applicable QA Review Form (see attached forms).
- C. Upon completion of a QA review, the Professional-In-Charge and/or Owner shall meet with the employee and/or contractor to review the results and recommended corrective actions.
- D. The Owner shall maintain records of reviews and follow up actions for three years.

III. SCHEDULE OF QUALITY ASSURANCE REVIEWS

- A. Inspections
 - 1. The Professional-In-Charge shall conduct a QA Review of at least two (2) ride-along field evaluations and one (1) random field inspection per calendar quarter for each inspector; a minimum of four (4) QA Reviews per calendar year for each inspector.
 - 2. The Professional-In-Charge completing the QA review shall discuss the results of the QA review with the inspector and take appropriate follow- up actions.



IV. ANNUAL SUMMARY REPORT

1. Company Owner shall create an Annual Summary Report describing the number of reviews conducted for each employee or contractor and the results of those reviews.
2. The Annual Summary Report shall be provided to the requesting AHJ (i.e., DCRA Third Party Program Manager) by September 30 of each year.
3. The Owner shall maintain copies of the Annual Summary Report for at least three years.



ATTACHMENTS QUALITY ASSURANCE PLAN

(Examples provided on pages 25 & 26.)



QUALITY ASSURANCE PLAN INSPECTOR REVIEW FORM (ATTACHMENT 1)

Review Date:	Date of Initial Inspection:
Permit Number:	Address:
Inspector:	Present? YES / NO
Professional-In-Charge:	
Results of Initial Inspection (as applicable):	
Approved/Disapproved:	
Comments:	
Select One: IRC IBC	
Inspection Type:	
Elevator	Escalator
Other	

Code Violations or Inspection Procedures Missed:

Code Violation Missed	Inspection Procedure Missed	Life Safety Item (Yes or No)

List how you addressed any issues with the Inspector, whether any additional actions are needed, and any general comments:



QUALITY ASSURANCE ANNUAL SUMMARY REPORT (ATTACHMENT 2)

Name and Title of Person Completing:

Plan Review and Inspections

Question	Result	Action Items/Recommendations
Total Number of QA Reviews Conducted.		
Were at least four QA Reviews (field ride-along evaluations) conducted for each inspector?		
How many of the QA Reviews identified an error or omission?		
Identify the 5 most common errors or omissions.		
How many of these errors were life safety errors or omissions?		
Were all errors and omissions discussed with the employee and/or contractor, and corrective actions taken?		
Based on the QA Reviews, what employee training, workflow or other issues did you identify, and what actions did you take to address these issues?		

Owner: _____

Signature: _____

Date: _____

Robert G. Thornhill

Experience

2012–Present

Co-Owner, Manager, Inspector • Central Elevator Services II, LLC

2007–Present

Certified Elevator Inspector and Elevator Inspection Supervisor QEITF • Certification #E000104

1989–2013

Mechanic, Foreman, and Adjuster • International Union of Elevator Constructors—Local 10 • IUEC #105316

Passed International Union of Elevator Constructors mechanics exam: September 1994.

Education

Professional:

- NEIEP Elevator Apprentice Program: 1989-1993

College:

- George Mason University, Fairfax, VA: 1987-1989
- Northern Virginia Community College, Annandale, VA: 1986-1987
- Mary Washington College, Fredericksburg, VA: 1985-1986

High School:

- James Madison High School, Vienna, VA: Class of 1985 – *High School Diploma*

Certifications


QEITF #E000104 – Exp. 06/30/2023

DCRA License #ELI1300286 – Exp. 11/30/2023


DLLR License #TP05096

WV License #77 – Exp. 07/31/2022

Contact

 485 Round Hill Road
Boston, VA 22713

 (540) 522-9602

 robbiethornhill@
central-elevator.com

 www.central-
elevator.com

ROBERT K. SELKIRK

Qualified Elevator Inspector providing high-quality third-party elevator inspection services in Virginia. Military Service from 1967 to 1969 – Honorable Discharge at rank Sgt. E-5. Qualified Minority (Native American).

EXPERIENCE

2007 – PRESENT

AUTHORIZED SUBCONTRACTOR AND ELEVATOR INSPECTOR, CENTRAL ELEVATOR INSPECTION SERVICES II, LLC

JUNE 2004 – 2007

PRIVATE CONTRACTOR AND ELEVATOR INSPECTOR, CERTIFIED ELEVATOR INSPECTION SERVICES

2004

RETIRED FROM IUEC LOCAL 10

1997 – 2004

MAINTENANCE SUPERINTENDENT AND MAINTENANCE MECHANIC, DELTA ELEVATOR COMPANY

1992 – 1997

ELEVATOR MECHANIC, ELEVATOR TECHNOLOGIES- SERVICE AND REPAIR DEPARTMENT

1992 – 1997

MAINTENANCE SUPERINTENDENT, MECHANIC, AND FOREMAN, DOVER ELEVATOR COMPANY

SCHEDULE TESTS, COORDINATE MAINTENANCE ROUTES. PERFORM MAJOR REPAIRS AS A MECHANIC SUCH AS RE-CABLING ELEVATORS, RE-PACKING JACKS, AND PULLING AND REPLACING MOTORS AND BEARINGS.

1972 – 1980

MECHANIC, TEMPORARY MECHANIC IN CONSTRUCTION, AND APPRENTICE, US ELEVATOR COMPANY

QUALIFICATIONS

- Four years National Elevator Industry Educational Program (NEIEP)
- Commonwealth of Virginia Elevator Inspector General #EIG/09-0025
- Current EIWPF-QEI Certification
- Virginia Building and Code Officials Association Member
- Virginia Elevator Safety Association Member

Lawrence Stephen Cashen

Education

- Attended Southern High School Grades 9-12
- Attended Morgan State University 2 years
- Entered Military served 6 years Maryland Army National Guard
- Entered Elevator industry in 1980 completed all necessary classes to sit and pass the Mechanics Exam
- Completed QEI course and Test in 4/28/2008 and is current

Skills & Abilities

MANAGEMENT

Mechanic in charge for several elevator companies such as Thyssen Krupp and Dover Elevator. Supervised crews in both the construction and modernization departments.

SKILLS

Qualified Elevator Inspector- have performed elevator inspections for final construction, annual and five-year testing in multiple jurisdictions.

Elevator Mechanic in charge- have worked in all aspects of the industry: installed new units in the construction phase, adjusted and fine-tuned elevator prior to inspection phase, and performed service work and repair of hundreds of elevator units.

SALES

Attended job closure meetings to facilitate maintenance contracts for Elevator Company.

Meet with Building Managers and Management Companies to establish contracts for Elevator Inspections.

Experience

- Helper, Mechanic, Adjustor: Westinghouse, Dover, Armor, Amtech, Millar, Arundel, ETI, Thyssen Krupp, Elevator Industry from January 5, 1980 To January 31, 2014
- QEI Inspector Self Employed
- Authorized Sub-Contractor - Central Elevator Inspection Services II, LLC February 1, 2014 to Present

DC Elevator Inspector License # ELI1300674 issued 09/02/14 – expires 11/30/2023

WV DoL Certificate of Competency Commission # 59 issued 2014 – expires 07/31/2022

QEITF Qualified Elevator Inspector Training Fund (formerly EIWPF) Certified Elevator Inspector #000182

issued 04/25/08 – expires 04/30/2023

MD DLLR 3rd Party Qualified Elevator Inspector # TP05104 issued 01/23/14 – expires 01/15/2023

HARRY M CURRY

@ [REDACTED]

h [REDACTED]

a [REDACTED]

PROFESSIONAL SUMMARY

- Experienced Sub Contractor with strong leadership and relationship-building skills.
- Former Elevator Technician with 32 years experience. Areas of expertise include Codes Related to Elevators.
- Skilled Elevator Inspector with experience in the Elevator industry and familiar with Inspecting Elevators.

SKILLS

- Code validation skills
- Report writing
- Self-motivated
- Team liaison
- Materials preparation
- Strong verbal communication
- Interpersonal and written communication
- Conflict resolution
- Team leadership
- Extremely organized

EDUCATION

Uniontown Area Senior High School
Uniontown, PA • 1980

High School Diploma

Fayette Institute of Commerce and
Technology
45 Kerr Street, Uniontown • 1982

Associate of Arts: Architectural
Design And Drafting

WORK HISTORY

Central Elevator Inspection Services II LLC - Elevator Inspector-
Authorized Sub Contractor
Boston, VA • 11/2017 - Current

- Witness Testing of Elevators and Escalators
- Submit Inspection Reports to the Authority Having Jurisdiction
- Invoice Customers
- Maintain Compliance with Continuing Education

Kone Inc. - Elevator Technician
Beltsville, MD • 04/1985 - 11/2017

- Installation of Elevators
- Commissioning of Elevators
- Perform Inspections for Required Jurisdictions
- Handover Elevators to Owner

CERTIFICATIONS

- Virginia-License# EIG/18-0090 - Issued 04/02/18
- West Virginia-License# 97 - Expires 7/31/22
- Maryland-License# TP05156 - Expires 10/18/22
- District of Columbia-License# ELI2002010 - Expires 11/30/23
- Qualified Elevator Inspector-Certification# E001081 - Expires 4/30/24

DL

Daniel Lipscomb

OBJECTIVE

To provide high-quality third-party elevator inspection services for new, modernized, and existing elevator systems.



ADDRESS

[REDACTED]



PHONE

[REDACTED]



EMAIL

[REDACTED]

EXPERIENCE

July 2019– Present

Elevator Inspector • Lipscomb Inspection Service, LLC

Self-employed elevator inspector working as an authorized subcontractor for Central Elevator Inspection Services II, LLC.

May 2001– June 2019

Elevator Technician/Service Adjuster • Thyssenkrupp Elevator Corp.

June 1999– May 2001

Elevator Technician/Service Adjuster • Amtech Elevator Corp.

August 1998– June 1999

Elevator Technician/Service Adjuster • NOVA Elevator Company

June 1981– August 1998

Elevator Technician/Service Adjuster • General Elevator Company

July 1980– June 1981

Elevator Technician/Service Adjuster • Houghton Elevator Company

Entered the elevator industry in 1980; NEIEP certified in 1986. Retired June 2019. Over the span of my elevator technician career, my responsibilities included maintaining and troubleshooting both relay and processor-based elevator systems, to include Thyssenkrupp, Otis, Schindler, Kone, MCE, Smartrise, and others.

QUALIFICATIONS

Three years of experience as an elevator inspector where I hold a Qualified Elevator Inspector certification, as well as Virginia and West Virginia elevator inspector licenses. I possess a vast amount of elevator knowledge from thirty-nine years of experience in the elevator field, working as an elevator technician installing, maintaining, and servicing elevator systems. Factory trained in all TKE equipment, including units currently being installed; received technical training on all other makes and models.

SAMPLE INSPECTION FORMS



Central Elevator Inspection Services II, LLC

P.O. Box 102

Boston, VA 22713

Office (540) 987-3111 Fax (888) 391-9437

CAT-1 Pressure Test or No Load Test Inspection Report

<u>Location:</u>	<u>Serial#</u>	<u>Device#</u>	<u>Manufacturer</u>	<u>Type</u>
	<u>Capacity lbs:</u>	<u>Speed fpm:</u>	<u># Passengers</u>	<u>Landings:</u>

☐ Annual No Load Test Results:

	YES	NO
Did the governor and safety devices perform properly?	<input type="checkbox"/>	<input type="checkbox"/>
Oil Buffers Tested?	<input type="checkbox"/>	<input type="checkbox"/>

☐ Hydraulic Pressure Test Results:

Static (psi):	Empty Car (psi):	Working Pressure (psi):	Relief Valve (psi):
Visible Oil Leakage? <input type="checkbox"/> YES <input type="checkbox"/> NO			

Car Door Pressure (lbf)	Front/Rear
Date on flexible oil line, if equipped:	
Fire Service Phase I and Phase II Test Results: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Emergency Battery Backup Light and Bell? Select One	

Item	Code Rule	Violation Description

AHJ to issue new certificate? YES ☐ NO ☐ TO EXPIRE: _____

Elevator

Co/Mechanic

Print

Signature

Company

Date

Witnessing

Inspector:

Print

Signature

QEI#

Date

Next Routine Inspection Due	Next Test Inspection Due	Next 5 Year Full Load Due

Form CAT1-17



Central Elevator Inspection Services II, LLC

P.O. Box 102

Boston, VA 22713

Office (540) 987-3111 Fax (888) 391-9437

CAT-5 Full Load Test Inspection Report

<u>Location:</u>	<u>Serial#</u>	<u>Device#</u>	<u>Manufacturer</u>	<u>Type</u>
	<u>Capacity lbs:</u>	<u>Speed fpm:</u>	<u># Passengers</u>	<u>Landings:</u>

Empty Car Up (fpm)	Empty Car Down (fpm)	Full Car Up (fpm)	Full Car Down (fpm)
Unintended Up (inches)	Unintended Down (inches)	Ascending Car Speed:	Loss of Traction Test:
Mech Trip Speed (fpm) Car /CWT	Overspeed Switch (fpm) Car /CWT	Pull Thru (lbf) Car /CWT	Safety Slide (in) Car /CWT
125% Rated Load Tested: <input type="checkbox"/> YES <input type="checkbox"/> NO	Oil Spring Buffers Tested: <input type="checkbox"/> YES <input type="checkbox"/> NO	Auxiliary Brake Tested: <input type="checkbox"/> YES <input type="checkbox"/> NO	Rope Gripper Tested: <input type="checkbox"/> YES <input type="checkbox"/> NO
		Emergency Power Tested: <input type="checkbox"/> YES <input type="checkbox"/> NO	
		Type of Safeties:	

Hydraulic Pressure Test Results:

Static (psi):	Empty Car (psi):	Working Pressure (psi):	Relief Valve (psi):
Visible Oil Leakage? <input type="checkbox"/> YES <input type="checkbox"/> NO		Valve Sealed? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Car Door Pressure (lbf)	Front	Rear
Date on flexible oil line, if equipped:		
Fire Service Phase I and Phase II Test Results:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
Emergency Battery Backup Light and Bell?	<input type="checkbox"/> YES	<input type="checkbox"/> NO

Item	Code Rule	Violation Description

AHJ to issue new certificate? YES ☐ NO ☐ TO EXPIRE: _____

Elevator Co/Mechanic:

Print

Signature

Company

Date

Witnessing Inspector:

Print

Signature

QEI#

Date

Next Routine Inspection Due	Next Test Inspection Due	Next 5 Year Full Load Due



Central Elevator Inspection Services II, LLC

P.O. Box 102

Boston, VA 22713

Office (540) 987-3111 Fax (888) 391-9437

Location: _____

Handicap Lift/Dumbwaiter/Platform Lift Test Results

Device Number: _____ Serial Number: _____

Type: _____ Manufacturer: _____

Installed by: _____ Date: _____

Capacity: _____ lbs. Speed: _____ fpm No. of Landings: _____

☐

Hydraulic

☐

Traction

☐

Roped Hydro

5 Year Test Due: _____

Pressures (psi): Static _____ Empty _____ Full Load _____ Relief _____

Type of safety device: _____

Date of hydraulic hose replacement: _____

Violations/Recommendations: _____

Issue certificate to expire: _____

Jurisdiction: _____

Inspector: _____ QEI# _____ Date: _____
Print Sign

Mechanic: _____
Print Sign Company



ESCALATOR INSPECTION CHECK LIST

Central Elevator Inspection Services II, LLC
P. O. Box 102 Boston VA 22713
PHN (540) 987-3111 / FAX (888) 391-9437

Address: _____ DATE: _____
Jurisdiction: _____
Unit No: _____

LOWER TRUSS			UPPER TRUSS			Loaded Gaps		
	OK	NG	NA		OK	NG	NA	
Deck Plate SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Deck Plate SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lower Left
Pit Stop SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pit Stop SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency Stop SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Emergency Stop SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06"
Pit Light SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pit Light SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18"
Pit GFCI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pit GFCI	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Lower Right
L-Hnd Rail Inlet SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L-Hnd Rail Inlet SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R-Hnd Rail Inlet SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R-Hnd Rail Inlet SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06"
L-Spring Tension SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L- SK SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18"
R-Spring Tension SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R- SK SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Upper Left
L- SK SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Step Band SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
R- SK SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L - Step O.L. SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	06"
1st L - Step Upthrust SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R - Step O.L. SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	18"
1st R - Step Upthrust SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reverse Phase				Upper Right
2nd L - Step Upthrust SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Stopping Distance				
2nd R - Step Upthrust SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Over & Under Speed				06"
2nd L - Step O.L. SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Escalator Speed				18"
2nd R - Step O.L. SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L - Hnd rail speed sensor SW				
1/4 L - SK SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	R - Hnd rail speed sensor SW				
1/4 R - SK SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Machine Stop SW				
1/2 L - SK SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disconnect SW				
1/2 R - SK SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#1 Brake Torque				
3/4 L - SK SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	#2 Brake Torque				
3/4 R - SK SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Upper MSD SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lower MSD SW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	L-Comb Plate Upthrust SW				
L-Comb Plate Upthrust SW				R-Comb Plate Upthrust SW				
R-Comb Plate Upthrust SW				L- Comb Plate Horizontal SW				
L- Comb Plate Horizontal SW				R- Comb Plate Horizontal SW				
R- Comb Plate Horizontal SW				L - CTR Comb Plate Horizontal SW				
L - CTR Comb Plate Horizontal SW				R- CTR Comb Plate Horizontal SW				
R - CTR Comb Plate Horizontal SW				Stuck Key Switch				
High Water Switch				L-Broken HR Switches				
Dynamometer Calibration (Date)				R-Broken HR Switches				
Stopping Distance w/weight				Brake Torque Wrench (Date)				
M.R. Heat Detector				Smoke Detector Test				
L-Step Roller Degeneration SW				L-Chain Roller Degeneration SW				
R-Step Roller Degeneration SW				R-Chain Roller Degeneration SW				
Step Indexing PMT Tool Calibration				QEI#				

Inspector
(Print):

Inspector
(Signature):

**Central Elevator Inspection Services II, LLC**

P.O. Box 102

Boston, VA 22713

Office (540) 987-3111 Fax (888) 391-9437

Periodic/Routine Inspection Report**Location:**

Elevator Number				
Serial Number				
Manufacturer				
Landings				
Passenger				
Freight				
Dumbwaiter				
Platform Lift				
Speed (FPM)				
Capacity LBS				
Number of Passengers				
Maintenance Co.				

Item	Code Rule	Violation Description

AHJ to issue new certificate? YES ☐ NO ☐ TO EXPIRE: _____

Next Routine Inspection Due	Next Test Inspection Due	Next 5 Year Full Load Due

Witnessing Inspector: _____ QEI# _____

Print

Signature

Date



Central Elevator Inspection Services II, LLC

P.O. Box 102

Boston, VA 22713

Office (540) 987-3111 Fax (888) 391-9437

RE-INSPECTION REPORT

Location:

New Construction Acceptance? _____ Permit No. _____

Alteration? ☐ Existing? ☐ Elevator device number(s): _____

Elevator information: Capacity _____ lbs. Passengers _____ Speed _____ fpm

Violations from the previous inspection-test on _____ are now corrected.

Comments:

Approved for Certificate to Operate? ☐ Yes ☐ No

C.E.I.S. certificate issued? ☐ Yes ☐ N/A Certificate to expire: _____

Authority Having Jurisdiction: _____

Inspector: _____ QEI # _____ Date: _____
Print Sign

For Central Elevator Inspection Services use - Owner Information:

CHECKLIST FOR INSPECTION OF ELECTRIC ELEVATORS

GENERAL NOTES:

(a) See ASME A17.2-2014 for detailed Code requirements.

(b) OK = Meets requirements; NG = Insert number to identify comment on back of this Checklist; NA = Not applicable.

EV#: _____
Serial#: _____
Address: _____

☐ Passenger
☐ Freight Class _____

Rated Load: _____
Speed: _____

- ☐ Routine inspection and test
☐ Periodic inspection and test
☐ Acceptance inspection and test

Code Edition: _____
Inspected By: _____

Signature: _____ Date: _____
QEI No: _____ Certifying Organization: _____

	OK	NG	NA		OK	NG	NA
1 INSIDE OF CAR							
1.1 Door Reopening Device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.20 Winding Drum Machine and Slack Rope Device, Stop Motion Switch and Rope Fastening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Stop Switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.21 Belt or Chain Drive Machine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Operating Control Devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.22 Motor Generator	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Car Floor and Landing Sill	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.23 Absorption of Regenerated Power	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Car Lighting and Receptacles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.24 AC Drive from a DC Source	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Car Emergency Signal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.25 Traction Sheaves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7 Car Door or Gate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.26 Secondary and Deflector Sheaves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8 Door Closing Force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.27 Rope Fastenings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9 Power Closing of Doors or Gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.28 Terminal Stopping Devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10 Power Opening of Doors or Gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.29 Car and Counterweight Safeties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11 Car Vision Panels and Glass Car Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.40 Maintenance Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.12 Car Enclosure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.42 Rope Retainers or Restraints for Seismic Risk Zones, Seismic and Displacement Switches, Operation, and Door Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13 Emergency Exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
1.14 Ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
1.15 Signs and Operating Device Symbols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
1.16 Rated Load, Platform Area, and Data Plate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 TOP OF CAR			
1.17 Standby Power Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.1 Top of Car Stop Switch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.18 Restricted Opening of Car or Hoistway Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.2 Car Top Light and Outlet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.19 Car Ride	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.3 Top of Car Operating Device and Working Platforms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.20 Earthquake Inspection and Tests (Seismic Zone 2 or Greater)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.4 Top of Car Clearance and Refuge Space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 MACHINE ROOM				3.5 Normal Terminal Stopping Devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1 Means of Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.6 Final and Emergency Terminal Stopping Devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Headroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.7 Car Leveling Devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Lighting and Receptacles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.8 Top Emergency Exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Enclosure of Machine Room/Spaces, Control Room/Spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.9 Floor & Emergency Identification Numbering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Housekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.10 Hoistway Construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.11 Hoistway Smoke Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7 Fire Extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.12 Pipes, Wiring, and Ducts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8 Pipes, Wiring, and Ducts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.13 Windows, Projections, Recesses, & Setbacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9 Guarding of Exposed Auxiliary Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.14 Hoistway Clearances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.10 Numbering of Elevators, Machines, Controllers and Disconnect Switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.15 Multiple Hoistways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.11 Disconnecting Means and Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.16 Traveling Cables and Junction Boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.12 Controller Wiring, Fuses, Grounding, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.17 Door and Gate Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.13 Governor, Overspeed Switch, and Seal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.18 Frame, Counterweight Guides, and Stiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.14 Code Data Plate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.19 Guide Rails, Fastening, and Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.15 Circuit Controls, Including Static Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.20 Governor Rope	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.16 Machinery Supports and Fastenings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.21 Governor Releasing Carrier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.17 Braking System	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.22 Wire Rope Fastening and Hitch Plate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.18 Drive Machines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.23 Suspension Means	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.19 Gears, Bearings, and Flexible Connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.24 Top Counterweight Clearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				3.25 Car, Overhead, and Deflector Sheaves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				3.26 Broken Rope, Chain, or Tape Switch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CHECKLIST FOR INSPECTION OF ELECTRIC ELEVATORS (Back)

Serial#: _____

	OK	NG	NA		OK	NG	NA
3 TOP OF CAR (Cont'd)				5.7 Car Frame and Platform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.27 Crosshead Data Plate and Rope Data Tags	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.8 Car and Counterweight Safeties and Guiding Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.28 Counterweight and Counterweight Buffer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.9 Buffers and Emergency Terminal Speed Limiting Devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.29 Counterweight Safeties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.10 Compensating Chains, Ropes and Sheaves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.33 Compensating Means	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
3.34 Earthquake Inspection and Tests (Seismic Risk Zone 2 or Greater)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
4 OUTSIDE HOISTWAY				5.16 Earthquake Inspection and Tests (Seismic Risk Zone 2 or Greater)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1 Car Platform Guard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.16.1 Seismic Rope Retainers and Snag Guards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Hoistway Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.16.3(d) Verify Information on Layout Drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Vision Panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
4.4 Hoistway Door Locking Devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6 FIREFIGHTERS' SERVICE			
4.5 Access to Hoistway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.1 A17.1b -1973 through A17.1b - 1980	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6 Power Closing of Hoistway Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.2 A17.1 - 1981 through A17.1b - 1983	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7 Sequence Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.3 A17.1 - 1984 through A17.1a - 1988 and A17.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.8 Hoistway Enclosure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.4 A17.1b - 1989 through A17.1d - 2000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9 Elevator Parking Devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.5.4 Monthly Test (Test Log Completed)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.10 Emergency Doors in Blind Hoistways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
4.11 Separate Counterweight Hoistway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.5 Acceptance Checklist - A17.1 - 2000 and B44-00	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.12 Standby or Emergency Power Selection Switch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.6 Acceptance Checklist - A17.1 - 2002 and B44-02	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 PIT				6.7 Acceptance Checklist - A17.1 - 2004 and B44-04	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1 Pit Access, Lighting, Stop Switch, and Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.8 Acceptance Checklist - A17.1 - 2007 and B44-07	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Bottom Clearance and Runby	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.9 Acceptance Checklist - A17.1 - 2010 and B44-10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3 Final and Emergency Terminal Stopping Devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.10 Acceptance Checklist - A17.1 - 2013 and B44-13	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4 Normal Terminal Stopping Devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
5.5 Traveling Cables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
5.6 Governor Rope Tension Devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Comments:

CHECKLIST FOR INSPECTION OF HYDRAULIC ELEVATORS

GENERAL NOTES:

(a) See ASME A17.2-2014 for detailed Code requirements.

(b) OK = Meets requirements; NG = Insert number to identify comment on back of this Checklist; NA = Not applicable.

EV#: _____
 Serial#: _____
 Address: _____

- ☐ Routine inspection and test
☐ Periodic inspection and test
☐ Acceptance inspection and test

Code Edition: _____
 Inspected By: _____

☐ Passenger
☐ Freight Class _____

Rated Load: _____
 Speed: _____

Signature: _____ Date: _____

QEI No: _____ Certifying Organization: _____

	OK	NG	NA		OK	NG	NA
1 INSIDE OF CAR							
1.1 Door Reopening Device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.33 Tanks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Stop Switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.34 Flexible Hydraulic Hose and Fitting Assemblies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Operating Control Devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.35 Supply Line and Shutoff Valve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 Sills and Car Floor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.36 Hydraulic Cylinders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Car Lighting and Receptacles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.37 Pressure Switch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Car Emergency Signal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.38 Roped Water Hydraulic Elevators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.7 Car Door or Gate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.39 Low Oil Protection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.8 Door Closing Force	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.40 Maintenance Records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.9 Power Closing of Doors or Gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.41 Static Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.10 Power Opening of Doors or Gates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2.42 Earthquake Inspection and Tests (Seismic Risk Zone 2 or Greater)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.11 Car Vision Panels and Glass Car Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3 TOP OF CAR			
1.12 Car Enclosure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.1 Top of Car Stop Switch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.13 Emergency Exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.2 Car Top Light and Outlet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.14 Ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.3 Top of Car Operating Device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.15 Signs and Operating Device Symbols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
1.16 Rated Load, Platform Area, and Data Plate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.4 Top of Car Clearance, Refuge Space, and Standard Railing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.17 Emergency and Auxiliary Power	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.5 Normal Terminal Stopping Devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.18 Restricted Opening of Car or Hoistway Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.6 Final and Emergency Terminal Stopping Devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.19 Car Ride	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.7 Car Leveling and Anticreep Devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.20 Earthquake Inspection and Tests (Seismic Zone 2 or Greater)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2 MACHINE ROOM				3.8 Top Emergency Exit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.1 Means to Access	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.9 Floor and Emergency Identification Numbering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 Headroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.10 Hoistway Construction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 Lighting and Receptacles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.11 Hoistway Smoke Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 Enclosure of Machine Rooms/Spaces, Control Rooms/Spaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.12 Pipes, Wiring, and Ducts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 Housekeeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.13 Windows, Projections, Recesses, and Setbacks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.6 Ventilation and Heating	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.14 Hoistway Clearances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.7 Fire Extinguisher	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.15 Multiple Hoistways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.8 Pipes, Wiring, and Ducts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.16 Traveling Cables and Junction Boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.9 Guarding of Exposed Auxiliary Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.17 Door and Gate Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.10 Numbering of Elevators, Machines, Controllers and Disconnect Switches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.18 Car Frame and Stiles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				3.19 Guide Rails Fastenings and Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.11 Disconnecting Means and Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.20 Governor, Safety Rope, and Counterweight	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.12 Controller Wiring, Fuses, Grounding, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2.13 Governor, Overspeed Switch, and Seal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.21 Governor Rope Releasing Carrier	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.14 Code Data Plate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.22 Wire Rope Fastening and Hitch Plate, Counterweight Ropes, Connections, and Sheaves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.17 Freight Elevators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.23 Suspension Means	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				3.26 Broken Rope, Chain, or Tape Switch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.30 Hydraulic Power Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
2.31 Relief Valves	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.27 Crosshead Data Plate and Rope Data Tags	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.32 Control Valve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3.28 Counterweight and Counterweight Buffer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				3.29 Counterweight Safeties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CHECKLIST FOR INSPECTION OF HYDRAULIC ELEVATORS (Back)

Serial#: _____

	OK	NG	NA		OK	NG	NA
3 TOP OF CAR (Cont'd)				5.7 Car Frame and Platform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.30 Speed Test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.8 Car and Counterweight Safeties and Guiding Members - Including Roped-Hydraulic Elevators Installed Under A17.1b - 1989 and Later Editions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.31 Slack Rope Device - Roped Hydraulic Elevators Installed Under A17.1b-1989 and Later Editions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.11 Plunger and Cylinder	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.32 Traveling Sheave - Ropes Hydraulic Elevators Installed Under A17.1b-1989 and Later Editions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.12 Car Buffer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.34 Earthquake Inspection and Tests (Seismic Risk Zone 2 or Greater)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.13 Guiding Members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 OUTSIDE HOISTWAY				5.14 Supply Piping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.1 Car Platform Guard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.15 Overspeed Valve	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2 Hoistway Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5.16 Earthquake Inspection and Tests (Seismic Risk Zone 2 or Greater)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3 Vision Panels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
4.4 Hoistway Door Locking Device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6 FIREFIGHTERS' SERVICE			
4.5 Access to Hoistway	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.1 A17.1b -1973 through A17.1b - 1980	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6 Power Closing of Hoistway Doors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.2 A17.1 - 1981 through A17.1b - 1983	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.7 Sequence Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.3 A17.1 - 1984 through A17.1a - 1988 and A17.3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.8 Hoistway Enclosure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.4 A17.1b - 1989 through A17.1d - 2000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.9 Elevator Parking Device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.5.4 Monthly Test (Test Log Complete)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.10 Emergency Doors in Blind Hoistways	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.5 Acceptance Checklist - A17.1 - 2000	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.12 Standby Power Selection Switch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.6 Acceptance Checklist - A17.1 - 2002	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 PIT				6.7 Acceptance Checklist - A17.1 - 2004	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.1 Pit Access, Lighting, Stop Switch, and Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.8 Acceptance Checklist - A17.1 - 2007	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2 Bottom Clearance, Runby, and Minimum Refuge Space	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.9 Acceptance Checklist - A17.1 - 2010	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4 Normal Terminal Stopping Devices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6.10 Acceptance Checklist - A17.1 - 2013	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5 Traveling Cables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
5.6 Governor Rope Tension Device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Comments: _____

Certificate of Inspection

Elev # _____ **Capacity** _____
Located at _____ **Speed** _____
Expiration Date _____

Central Elevator Inspection Services II, LLC
P.O. Box 102 Boston, VA 22713

Owner shall report all accidents taking place in this elevator to the Building Official.
Certificate of Inspection shall be kept in a secure place on premises and available for
public review when requested.

Inspectors Signature _____
QEI # _____ **Va License #** _____

Certificate of Inspection

Elev # _____ **Capacity** _____
Located at _____ **Speed** _____
Expiration Date _____

Central Elevator Inspection Services II, LLC
P.O. Box 102 Boston, VA 22713

Owner shall report all accidents taking place in this elevator to the Building Official.
Certificate of Inspection shall be kept in a secure place on premises and available for
public review when requested.

Inspectors Signature _____
QEI # _____ **Va License #** _____

Solicitation Paper Response

Paper Response Instructions

1. Print this response form → [Print](#)
2. Complete the printed response form by entering the required information and signed the form where indicated * denotes required information.
3. Add your attachments to your response package.
4. Submit your response.
 - See the Terms and Conditions Section for submission instructions and address information.

Responses must be received prior to the Solicitation closing date and time listed for the Solicitation.

Caution: The Commonwealth reserves the right to reject responses that are not complete and accurate.

Solicitation Paper Response 2687

Procurement Folder: 102729

Solicitation: 2687

Solicitation Type: RFP

Short Description: Elevator Inspection Services

Description: Inspections of elevators during calendar year.

On Behalf Of Office: A216

Preparer Office: A216

Pre-Bid Conference Type:

Category: Non-Professional Services - Non-Technology

Sole Source/Emergency:

Work Location: James Madison University

Solicitation Version Number: 4

Amendment: 3

Status: Open

Issued Date: 5/26/2022

Closing Date: 6/2/2022

Closing Time: 2:00 PM

Time Left: 2 Days, 1 Hours

Open Responses Date: 6/2/2022

Open Responses Time: 2:00 PM

Phone: 540-568-3002

Phone: 540-568-3002

Pre-Bid Conference Date:

Pre-Bid Conference Time:

Grand Total: \$ 32,420.00 (YR.1)

Attachments

Attachment Name:

CEIS II PROPOSAL RFP#
DKM-1149

Attachment Type(Select One):

☒ Standard ☐ Proprietary

☐ Pricing

Attachment Name:

Attachment Type(Select One):

☐ Standard ☐ Proprietary

☐ Pricing

Attachment Name:

Attachment Type(Select One):

☐ Standard ☐ Proprietary

☐ Pricing

Contact Information

Dylan Morris

Email: morrisdk@jmu.edu

Phone: 540-568-3002

Fax:

Discount Information

I will offer a _____ % discount for payments made within _____ days of invoice

I will offer a _____ % discount for payments made within _____ days of invoice

Commodity Response Information

No Information Provided

Subcontractor PlanWho will be doing the work: ☒ I plan to use subcontractors ☐ I plan to complete all work**Subcontractor #1**

Company Name: _____

SBSD Cert #: _____

Contact Name:

Larry Cashen

SBSD Certification: _____

Contact Phone:

(434) 694-3507

Contact Email:

larrycashen@central-elevator.com

Value % or \$ (Initial Term): _____

Contact Address:

3245 Bert Koontz Rd. Taneytown, MD 21797

Description of Work:

Elevator Inspections**Subcontractor #2**

Company Name: _____

SBSD Cert #: _____

Contact Name:

Bob Selkirk

SBSD Certification: _____

Contact Phone:

(240) 299-2753

Contact Email:

bobselkirk@central-elevator.com

Value % or \$ (Initial Term): _____

Contact Address:

3611 Scenic Hwy. Mt. Solon, VA 22853

Description of Work:

Elevator Inspections**Subcontractor #3**

Company Name: _____

SBSD Cert #: _____

Contact Name:

Dan Lipscomb

SBSD Certification: _____

Contact Phone:

(703) 475-9796

Contact Email:

danlipscomb@central-elevator.com

Value % or \$ (Initial Term): _____

Contact Address:

7654 Kennedy Rd. Nokesville, VA 21181

Description of Work:

Elevator Inspections

Subcontractor #4

Company Name: _____

SBSD Cert #: _____

Contact Name: _____

SBSD Certification: _____

Contact Phone: _____

Contact Email: _____

(571) 208-8429

mikecurry@central-elevator.com

Value % or \$ (Initial Term): _____

Contact Address: _____

8940 Tarragon Ct. Manassas, VA 20110

Description of Work: _____

Elevator inspections

Subcontractor #5

Company Name: _____

SBSD Cert #: _____

Contact Name: _____

SBSD Certification: _____

Contact Phone: _____

Contact Email: _____

Value % or \$ (Initial Term): _____

Contact Address: _____

Description of Work: _____

Events

No Information Provided

Evaluation Criteria

No Information Provided

Reminders

No Information Provided

Terms And Conditions

No Information Provided

Acknowledge & Sign Statement

In compliance with this Request For Proposals (RFP) and all conditions imposed in this RFP, the undersigned firm hereby offers and agrees to furnish all goods and services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation, and the undersigned firm hereby certifies that all information provided below and in any schedule attached hereto is true, correct, and complete.

* Name of Firm:

Central Elevator Inspection Services II, LLC

* Date: 5/31/2022

* Street: 469 Round Hill Road

* Authorized Signature: Robbie Thornhill

Street: _____

* Printed Name & Title: ROBBIE THORNHILL CO-OWNER

* City: Boston

* DUNS: 135192800

* State/Province: VA

* Vendor ID: VS0000023191

* ZIP Code: 22713

* Phone (xxx) xxx-xxxx: (540) 522-9602

* Email Address: robbie.thornhill@central-elevator.com

Fax (xxx) xxx-xxxx: (888) 391-9437



Request for Proposal

RFP# DKM-1149

Elevator Inspection Services

May 12, 2022



REQUEST FOR PROPOSAL

RFP# DKM-1149

Issue Date: May 12, 2022
Title: Elevator Inspection Services
Issuing Agency: Commonwealth of Virginia
James Madison University
Procurement Services MSC 5720
752 Ott Street, Wine Price Building
First Floor, Suite 1023
Harrisonburg, VA 22807

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

Sealed Proposals Will Be Received Until 2:00 PM on June 2nd, 2022 for Furnishing The Services Described Herein.

MANDATORY/ OPTIONAL PRE-PROPOSAL: See Special Terms and Conditions

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: Dylan Morris, Buyer Senior, Procurement Services, morrisdk@jmu.edu; 540-568-3002; (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 # DKM-1149

TABLE OF CONTENTS

I.	PURPOSE	Page	1
II.	BACKGROUND	Page	1
III.	SMALL, WOMAN-OWNED, AND MINORITY PARTICIPATION	Page	1
IV.	STATEMENT OF NEEDS	Page	1-2
V.	PROPOSAL PREPARATION AND SUBMISSION	Page	3-5
VI.	EVALUATION AND AWARD CRITERIA	Page	5-6
VII.	GENERAL TERMS AND CONDITIONS	Page	6-13
VIII.	SPECIAL TERMS AND CONDITIONS	Page	13-17
IX.	METHOD OF PAYMENT	Page	18
X.	PRICING SCHEDULE	Page	18
XI.	ATTACHMENTS	Page	18-23
	A. Offeror Data Sheet		
	B. SWaM Utilization Plan		
	C. Sample of Standard Contract		
	D. Zone Map		

I. PURPOSE

The purpose of this Request for Proposal (RFP) is to solicit sealed proposals from qualified sources to enter into a contract to provide Elevator Inspection Services for James Madison University (JMU), an agency of the Commonwealth of Virginia. Initial contract shall be for one (1) year with an option to renew for 4 additional one-year periods.

II. BACKGROUND

James Madison University is a public, comprehensive university of approximately 19,927 students, 1028 full-time teaching faculty and 1,238 staff and administrators. The University is located in Harrisonburg, Virginia, a city of approximately 45,137 people located in the heart of the scenic and historically rich Shenandoah Valley. The University is known for the high quality of its academic programs, its commitment to liberal arts education and its extremely competitive admissions process.

James Madison University endeavors to procure the services of a qualified contractor to provide full inspection services of multiple elevators, chairlifts, dumbwaiters, booklift(s), stage lifts, and escalators currently operating on the main campus in Harrisonburg, VA (see attached pricing spreadsheet for current full listing).

III. SMALL, WOMAN-OWNED AND MINORITY PARTICIPATION

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

IV. STATEMENT OF NEEDS

A. Requirements:

1. The contractor shall perform all routine and periodic inspections and observe all safety tests and relief valve tests for the elevators listed in Attachment E as required by all local, state and federal laws, standards, codes and regulations.
2. The elevator inspector shall be an independent inspector and **shall NOT** be in the business of installation, maintenance and/or repair of elevators.
3. The Contractor shall only assign inspectors who are certified to perform elevator inspections by all local, state and federal laws, standards, codes and regulations.
4. The Owner reserves the right to reject any Contractor's employee who, in the Owner's opinion, is not qualified to perform work under this contract or who cannot provide satisfactory evidence of certification.
5. The contractor shall be responsible for giving immediate notice to Owner's designated representative of any apparent willful or malicious damage to the equipment covered by the contract.

6. The contractor shall be responsible for notifying Owner's designated representative (in writing within 10 business days) of the existence of development of any defects in, or repairs required to the elevator.
7. The contractor shall comply with the following procedures whenever an elevator is to be removed from service for inspection or testing:
 - a. Contractor shall notify Owner's designated representative two weeks in advance of starting date of inspections.
 - b. Contractor shall provide the Owner's designated representative with a tentative daily inspection schedule of buildings 48-hours in advance;
 - c. Notify the Owner's designated representative upon arrival at JMU and provide a daily schedule.
 - d. No elevator shall remain out of service overnight due to inspection.
 - e. The Contractor shall use the appropriate ASME inspection and test checklists to record the inspections and tests conducted.
8. The contractor shall submit a written report of the inspection or test within ten (10) business days of the completion of the inspection or test. This report shall include, as a minimum:
 - a. Name and address of the Contractor;
 - b. Name of the Contractor's employee performing and certifying the inspection or test, to include the inspector's certification number;
 - c. Date(s) the work was performed;
 - d. A detailed description of all deficiencies found and required corrective actions.
 - e. Signature of the Contractors' inspector.
 - f. A copy of the inspection checklist shall be attached to the report.
9. Upon completion of all required inspections and tests and the correction of all noted defects and shortcomings, the Contractor shall provide a signed certificate of compliance for each elevator.

B. Offerors shall provide a detailed response to each of the following:

- 1.) Describe your company's ability to perform elevator inspections.
- 2.) How long has your company performed these services?
- 3.) How do you handle routine or no-call inspection needs?
- 4.) Describe your experience working with educational institutions similar to James Madison University.

V. PROPOSAL PREPARATION AND SUBMISSION

A. GENERAL INSTRUCTIONS

To ensure timely and adequate consideration of your proposal, offerors are to limit all contact, whether verbal or written, pertaining to this RFP to the James Madison University Procurement Office for the duration of this Proposal process. Failure to do so may jeopardize further consideration of Offeror's proposal.

1. RFP Response: In order to be considered for selection, the **Offeror shall submit a complete response to this RFP**; and shall submit to the issuing Purchasing Agency:
 - a. **One (1) original and two (2) copies** of the entire proposal, INCLUDING ALL ATTACHMENTS. Any proprietary information should be clearly marked in accordance with 3.f. below.
 - b. **One (1) electronic copy in WORD format or searchable PDF** (*CD or flash drive*) of the entire proposal, INCLUDING ALL ATTACHMENTS. Any proprietary information should be clearly marked in accordance with 3.f. below.
 - c. Should the proposal contain **proprietary information**, provide **one (1) redacted hard copy** of the proposal and all attachments with **proprietary portions removed or blacked out**. This copy should be clearly marked "*Redacted Copy*" on the front cover. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. JMU shall not be responsible for the Contractor's failure to exclude proprietary information from this redacted copy.

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

2. The version of the solicitation issued by JMU Procurement Services, as amended by an addenda, is the mandatory controlling version of the document. Any modification of, or additions to, the solicitation by the Offeror shall not modify the official version of the solicitation issued by JMU Procurement services unless accepted in writing by the University. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, JMU reserves the right to decide, on a case-by-case basis in its sole discretion, whether to reject such a proposal. If the modification or additions are not identified until after the award of the contract, the controlling version of the solicitation document shall still be the official state form issued by Procurement Services.
3. Proposal Preparation
 - a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submissions of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the purchasing

agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.

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

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

B. SPECIFIC PROPOSAL INSTRUCTIONS

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

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

VI. EVALUATION AND AWARD CRITERIA

A. EVALUATION CRITERIA

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

	<u>Points</u>
1. Quality of products/services offered and suitability for intended purposes	10
2. Qualifications and experience of Offeror in providing the goods/services	30
3. Specific plans or methodology to be used to perform the services	20

4. Participation of Small, Women-Owned, & Minority (SWaM) Businesses	20
5. Cost	20
	<hr/> 100

AWARD: 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 may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

VII. GENERAL TERMS AND CONDITIONS

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

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

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

reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

- I. CLARIFICATION OF TERMS: If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.

J. PAYMENT:

1. To Prime Contractor:

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

VIII. SPECIAL TERMS AND CONDITIONS

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

From: _____

Name of Offeror	Due Date	Time
Street or Box No.	RFP #	

City, State, Zip Code	RFP Title
Name of Purchasing Officer:	

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

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

- D. LATE PROPOSALS: To be considered for selection, proposals must be received by the issuing office by the designated date and hour. The official time used in the receipt of proposals is that time on the automatic time stamp machine in the issuing office. Proposals received in the issuing office after the date and hour designated are automatically non responsive and will not be considered. The University is not responsible for delays in the delivery of mail by the U.S. Postal Service, private couriers, or the intra university mail system. It is the sole responsibility of the Offeror to ensure that its proposal reaches the issuing office by the designated date and hour.
- E. UNDERSTANDING OF REQUIREMENTS: It is the responsibility of each offeror to inquire about and clarify any requirements of this solicitation that is not understood. The University will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. Therefore, all inquiries deemed to be substantive in nature must be in writing and submitted to the responsible buyer in the Procurement Services Office. Offerors must ensure that written inquiries reach the buyer at least five (5) days prior to the time set for receipt of offerors proposals. A copy of all queries and the respective response will be provided in the form of an addendum to all offerors who have indicated an interest in responding to this solicitation. Your signature on your Offer certifies that you fully understand all facets of this solicitation. These questions may be sent by Fax to 540/568-7935.
- F. RENEWAL OF CONTRACT: This contract may be renewed by the Commonwealth for a period of four (4) successive one year periods under the terms and conditions of the original contract except as stated in 1. and 2. below. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.
1. If the Commonwealth elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased/decreased by no more than the percentage increase/decrease of the other services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.
 2. If during any subsequent renewal periods, the Commonwealth elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the other services category of the CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

- G. SUBMISSION OF INVOICES: All invoices shall be submitted within sixty days of contract term expiration for the initial contract period as well as for each subsequent contract renewal period. Any invoices submitted after the sixty day period will not be processed for payment.
- H. OPERATING VEHICLES ON JAMES MADISON UNIVERSITY CAMPUS: Operating vehicles on sidewalks, plazas, and areas heavily used by pedestrians is prohibited. In the unlikely event a driver should find it necessary to drive on James Madison University sidewalks, plazas, and areas heavily used by pedestrians, the driver must yield to pedestrians. For a complete list of parking regulations, please go to www.jmu.edu/parking; 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).

IX. METHOD OF PAYMENT

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

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

X. PRICING SCHEDULE

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

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

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

XI. ATTACHMENTS

Attachment A: Offeror Data Sheet

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

Attachment C: Standard Contract Sample

Attachment D: Zone Map

ATTACHMENT A

OFFEROR DATA SHEET

TO BE COMPLETED BY OFFEROR

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

Years _____ Months _____

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

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

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)

May 19, 2022

**ADDENDUM NO.: 1
TO ALL OFFERORS:**

REFERENCE: Request for Proposal No: **RFP# DKM-1150**
Dated: **May 19, 2022**
Commodity:
RFP Closing On: **June 2, 2022 at 2:00 p.m. (Eastern)**

Please note the clarifications and/or changes made on this proposal program:

1. **Question:** Can you provide an inventory list with the previous 5 year full load inspection dates on pertinent units?

Answer: See attached inventory list.

signify receipt of this addendum by initialing "*Addendum #*____" on the signature page of your proposal.

Sincerely,



Dylan Morris,
Buyer Senior
Phone: (540-568-3002)

Building	Asset#	Year	Model	Stops	Weight	Type	5 year Test Last Performed	Notes
131 W Grace St - Elev 1	502553	2006	Schindler Hydro, Model 330	2	2100	Hydraulic	NA	
ISAT/CS (CISAT A1) Main Lobby - Elev 1	502391	1996	Dover	3	3000	Hydraulic	NA	
ISAT/CS (CISAT A1) Dock - Elev 2	502392	1996	Dover	4	4000	Hydraulic	NA	
EngGEO (A2) - Elev 1 (1E01)	502399	2000	Dover	4	4500	Hydraulic	NA	
EngGEO (A2) - Elev 2 (1E02)	502400	2000	Dover	4	3000	Hydraulic	NA	
Physics/Chemistry (CISAT A3) - Elev 1	502401	2004	ThyssenKrupp (TAC 20)	5	4500	Hydraulic	NA	
Bioscience (A3B) - Elev 1 (E1017)	503739		Kone EcoSpace	3	3500	Traction	2017	
Bioscience (A3B) - Elev 2 (E1032)	503731		Kone EcoSpace	4	4000	Traction	2017	
Bioscience (A3B) - Dock Lift	504214					Dock Lift	NA	
Alumnae - Elev 1	508285	2017	ThyssenKrupp	2	2100	Hydraulic	NA	
Atlantic Union Bank Center - Elev 1	509843	2020	Otis	2	3500	Hydraulic	NA	
Atlantic Union Bank Center - Elev 2	509866	2020	Otis	2	3500	Hydraulic	NA	
Atlantic Union Bank Center - Elev 3	509868	2020	Otis	3	3500	Hydraulic	NA	
Atlantic Union Bank Center - Elev 4	509828	2020	Otis	2	5000	Hydraulic	NA	
Bookstore - Elev 1	500711	2002	senKrupp (TA	4	3500	Hydraulic	NA	

Bridgeforth Stadium - Elev 1	503626	2010	Kone	4	3500	Traction	2021	
Bridgeforth Stadium - Elev 2	503624	2010	Kone	6	4500	Traction	2021	
Bridgeforth Stadium - Elev 3	503625	2010	Kone	6	4500	Traction	2021	
Bridgeforth Stadium - Elev 4	503643	2010	Kone	2	2500	Traction	2021	
Bridgeforth Stadium - Escalator 1	503720	2010	Kone			Escalator	NA	
Bridgeforth Stadium - Escalator 2	503721	2010	Kone			Escalator	NA	
Bridgeforth Stadium - Dock Lift	504236	2011	LDS-9	1	8000	Platform Lift	NA	
Burruss - Elev 1	502427	1991	Dover	5	4000	Hydraulic	NA	
Chandler (Potomac)- West B - Elev 1	502386	1998	Dover	5	4500	Hydraulic	NA	
Chandler (Potomac) - East A - Elev 2	502387	1998	Dover	5	4500	Hydraulic	NA	
Carrier Library Passenger - Elev 1	502519	1983	Dover	4	3500	Hydraulic	NA	
Carrier Library Passenger Stacks - Elev 2	502522	1975	Dominion	5	2000	Hydraulic	NA	
Carrier Library Staff - Elev 3	502521	1983	Dover	4	4000	Hydraulic	NA	
Carrier Library - Booklift	502520	1950	Otis Booklift	5	200	Cable	NA	
Champions Drive Parking Deck - Elev 1	501147	2002	Dover	5	3500	Hydraulic	NA	
Champions Drive Parking Deck - Elev 2	501148	2002	Dover	5	3500	Hydraulic	NA	

Chesapeake A West - Elev 1	502384	1999	Dover	5	4500	Hydraulic	NA	
Chesapeake B East - Elev 2	502385	1999	Dover	5	4500	Hydraulic	NA	
Chesapeake Street Parking Deck - Elev 1	508285	2018	Otis	5	3500	Traction (MRL)	2018	
Chesapeake Street Parking Deck - Elev 2	508284	2018	Otis	5	3500	Traction (MRL)	2018	
Converse - Elev 1	502390	1998	Dover	4	2500	Hydraulic	NA	
Dhall - West Campus Dining Hall - Elev 1	507980	2018	ThyssenKrupp	3	3500	Hydraulic	NA	
Dhall - West Campus Dining Hall - Elev 2	507981	2018	ThyssenKrupp	3	3500	Hydraulic	NA	
Dhall - West Campus Dining Hall - Elev 3	507051	2018	ThyssenKrupp	3	5000	Hydraulic	NA	
Duke Annex - Elev 1	504650	1970	ThyssenKrupp	5	5000	Traction	2018	
Duke East Side - Elev 2	504595	1992	ThyssenKrupp	3	5000	Traction	2018	
Dukes Dining (Phillips) - Elev 1	509679	2020	Schindler			Traction	2020	
Dukes Dining (Phillips) - Elev 2	509659	2020	Schindler			Traction	2020	
Eagle - Elev 1 (left)	502413	2009	MCE Renovation	9	2500	Traction	2019	
Eagle - Elev 2 (right)	502414	2009	MCE Renovation	9	2500	Traction	2019	
East Campus Dining - Elev 1	503303	2009	Otis	2	3000	Hydraulic	NA	
East Campus Dining - Elev 2	503302	2009	Otis	2	3500	Hydraulic	NA	

Ballard Parking Deck - Elev 1	509283	2019	Otis	4	3500	Traction	2019	
Ballard Parking Deck - Elev 2	509284	2019	Otis	4	3500	Traction	2019	
Ballard Parking Deck - Elev 3	509286	2019	Otis	4	3500	Traction	2019	
Estes Center Freight - Elev 1	503419	2010	Thyssen/Krupp Tac 20	4	5000	Hydraulic	NA	
Estes Center Passenger - Elev 3	503418	2010	Thyssen/Krupp Tac 20	3	3000	Hydraulic	NA	
Estes Center - E1250 - Wheelchair Lift	503467	2010	Porch Lift	2	750	Chain	NA	
Estes Center - E1259 - Wheelchair Lift	503463	2010	Porch Lift	2	750	Chain	NA	
Festival Conference & Student Ctr - Elev 1	502406	1998	Dover	2	2500	Hydraulic	NA	
Festival Conference & Student Ctr - Elev 2 (Svr)	502407	1998	Dover	2	4000	Hydraulic	NA	
Foundation Hall		2020	Thyssen/Krupp	4	4000	Hydraulic		
Gifford - Elev 1	502532	1992	Dover	4	2100	Hydraulic	NA	
Godwin - Elev 1	502437	2008	MCE	3	4000	Hydraulic	NA	
Grace Street Apatments - Elev 1	505277	2015	ThyssenKrupp	4	3500	Hydraulic	NA	
Grace Street Apartments- Elev 2	505276	2015	ThyssenKrupp	4	3500	Hydraulic	NA	
Grace St Parking Deck - Elev 1 (right)	503699		Dover DMC	7	2500	Hydraulic	NA	

Grace St Parking Deck - Elev 2 (left)	503700		Dover DMC	7	2500	Hydraulic	NA	
Harrison - Elev 1	502421	2005	ThyssenKrupp (TAC 20)	3	3000	Hydraulic	NA	
Harrison - Elev 2	502422	2005	ThyssenKrupp (TAC 20)	2	2500	Hydraulic	NA	
Hartman College of Business - Elev 1	509509	2020	Otis			MRL	2020	
Hartman College of Business - Elev 2	509510	2020	Otis			MRL	2020	
Health & Behavioral Science College (HBS) Elev 1	505782	2016	Otis	6	3500	Traction	2021	
Health & Behavioral Science College (HBS) Elev 2	505783	2016	Otis	6	3500	Traction	2021	
Health & Behavioral Science College (HBS) Elev 3	505784	2016	Otis	6	4000	Traction	2021	
Hoffman - Elev 1	502853	2008	Dover	4	2100	Hydraulic	NA	
Darkus Johnson - Elev 1	502533	2020		2		Hydraulic	NA	
Keezell - Elev 1	502533	1986	U.S.	6	2500	Hydraulic	NA	
Leelou Alumni Center - Elev 1	502404	2002	Dover	2	3500	Hydraulic	NA	
Logan - Elev 1	502534	2004	Northern	4	2500	Roped Hydro	2019	
Madison - Elev 1	503618	1990	Thyssen/Krupp	4	4000	Hydraulic	NA	
Madison - Elev 2	503617	1990	Thyssen/Krupp	4	3500	Hydraulic	NA	
Madison - Elev 3	503616	1990	Thyssen/Krupp	4	3500	Hydraulic	NA	
Mason Street Parking Deck - Elev 1	505805	2016	Kone	5	3500	MRL	2021	

Mason Street Parking Deck - Elev 2	505806	2016	Kone	4	3500	MRL	2021	
Mason Street Parking Deck - Elev 3	505807	2016	Kone	3	3500	MRL	2021	
Massanutten (JMAC 3) - Elev 1	502410	2006	Schindler	4	3500	Hydraulic	NA	
Memorial Butterfly Café - Elev 1	502552	1990	Schindler	4	2500	Hydraulic	NA	
Memorial EDU - Elev 2	502551	1990	Schindler	5	4500	Hydraulic	NA	
Memorial Baseball Stadium - Elev 1	503539	2010	Schindler	3	2500	Hydraulic	NA	
Memorial Softball Stadium - Elev 2	503540	2010	Schindler	3	2500	Hydraulic	NA	
Miller - Elev 1	502539	2008	MCE	4	4000	Hydraulic	NA	
Miller - Wheelchair Lift - Elev 2	502540	2008	Gensis/Garaventa Lift	3	750	Chain	NA	
Moody - Elev 1	502525	2010	MCE	3	2000	Hydraulic	NA	
Mountain (Maury) - Elev 1	503988	1975	Dominion	3	2500	Hydraulic	NA	
Music - Elev 1	502439	1985	MCE	4	5000	Hydraulic	NA	
Paul Jennings Hall - Gold - Elev 1	509139	2019	Schindler	5	3500	Traction	2019	
Paul Jennings Hall - Purple - Elev 2	509140	2019	Schindler	5	3500	Traction	2019	
Plecker APC	501132	2005	ThyssenKrupp (TAC 20)	2	2500	Hydraulic	NA	
Roberts Center Passenger - Elev 2	503416	2010	Thyssen/Krupp Tac 20	3	3000	Hydraulic	NA	
Roberts Center Freight - Elev 4	503417	2010	Thyssen/Krupp Tac 20	3	5000	Hydraulic	NA	

Roberts Center - E1116 - Wheelchair Lift	503464	2010	Porch Lift	2	750	Chain	NA	
Roberts Center - E2150 - Wheelchair Lift	503466	2010	Porch Lift	2	750	Chain	NA	
Roop - Elev 1	503985	1979	Dover	4	3500	Hydraulic	NA	
Rose Library (ECL) - Elev 1 (left)	502792	2008	ThyssenKrup p (TAC 20)	5	3500	Hydraulic	NA	
Rose Library (ECL) - Elev 2 (right)	504039	2008	ThyssenKrup p (TAC 20)	5	4500	Hydraulic	NA	
Shenandoah - East A - Elev 1	503237	2009	Otis	6	4500	Hydraulic	NA	
Shenandoah - West B - Elev 2	503242	2009	Otis	6	4500	Hydraulic	NA	
Shenandoah Hall - Connector - Elev 3	503236	2009	Otis	2	2500	Hydraulic	NA	
Shorts - Elev 1	502416	1991	ThyssenKrup p	5	4000	Hydraulic	NA	
Sonner - Elev 1	502543	1993	Dover	2	2100	Hydraulic	NA	
Student Success Center - Elev 1	504782	2014	ThyssenKrup p	2	3500	Hydraulic	NA	
Student Success Center - Elev 2	504723	2014	ThyssenKrup p	6	5000	Traction	2019	
Student Success Center - Elev 3 HC	504681	2014	ThyssenKrup p	2	3500	Hydraulic	NA	
Student Success Center - Elev 4	504784	2014	ThyssenKrup p	2	4500	Hydraulic	NA	
Student Success Center - Elev 5	504730	2014	ThyssenKrup p	5	3500	Traction	2019	
Student Success Center - Elev 6	504729	2014	ThyssenKrup p	5	3500	Traction	2019	
Studio Center - Elev 1	502550	2003	Schindler	2	2500	Hydraulic	NA	
Taylor - Elev 1	502546	1997	Dover	5	2500	Hydraulic	NA	
University Recreation Ctr Passenger - Elev 1	502393	1996	Dover	3	3500	Hydraulic	NA	
University Recreation Ctr Service - Elev 2	502396	1996	Dover	3	5000	Hydraulic	NA	
University Recreation Ctr Passenger - Elev 3	505500	2015	ThyssenKrup	4	4500	Hydraulic	NA	
University Services Building (USB) - Elev 1	502545	1996	Dover	2	5000	Hydraulic	NA	
University Services - Dock Lift	505510	1997	on-Bradley SL	2	15000	Hydraulic	NA	
Wampler - Elev 1	502544	1994	Dover/Thyss en 2018	5	4500	Hydraulic	NA	
Warren Hall Passenger - Elev 1	502503	1992	Dover	4	2100	Hydraulic	NA	
Warren Hall Loading Dock - Elev 2	502504	1992	Dover	5	2500	Hydraulic	NA	
Warsaw St Parking Deck - Elev 1 (left)	502603	2007	ThyssenKrup p (TAC 22)	5	3500	Hydraulic	NA	
Warsaw St Parking Deck - Elev 2 (right)	502604	2007	ThyssenKrup p (TAC 22)	5	3500	Hydraulic	NA	

Wayland - Elev 1	502536	2000	Dover	4	2100	Hydraulic	NA	
Wilson Passenger - Elev 1	502537	1989	Dover	4	2100	Hydraulic	NA	
Wilson Handicap - Elev 2	502538	2005	Schindler	2	2500	Hydraulic	NA	
Wine Price - Elev 1	503538	1956	Dover DMC	4	2500	Hydraulic	NA	
Zane Showker - (Left) - Elev 3	502446	2009	Dover	6	4000	Traction	2019	
Zane Showker - (Right) - Elev 4	502447	2009	Dover	6	4000	Traction	2019	
Zane Showker - Elev 5	502444	1991	Dover	3	3500	Hydraulic	NA	
Zane Showker - Savaria	502445	1990	V-1504		750	Hydraulic	NA	
Valley (Ashby)	502529	2000	Dover	4	2500	Hydraulic	NA	



May 26, 2022

ADDENDUM NO.: Two

TO ALL OFFERORS:

REFERENCE: Request for Proposal No: **RFP DKM-1149**
Dated:
Commodity: **Elevator Inspection Services**
RFP Closing On: June 2, 2022

Please note the clarifications and/or changes made on this proposal program:

Signify receipt of this addendum by initialing "*Addendum #2*_____" on the signature page of your proposal.

1. Question: Will electronic submittal via e-mail be sufficient for this solicitation? Does the electronic copy need to be sent via flash drive or CD with the physical proposal?

Answer: Electronic submittal via-email will not be accepted for this solicitation. Submittals must be dropped off in person or mailed before the close date and time of the RFP. Yes, electronic copy needs to accompany physical proposal submissions, flash drive and/or CD.

2. Question: How many total elevators are part of this bid portfolio?

Answer: James Madison University has a total of 132 elevators and handicap lifts, 2 escalators, and 10 material handling lifts. Further information is included in most recently updated JMU Elevator List No. 2.

3. Question: When will an award be made?

Answer: A contract will be awarded once the RFP closes and a committee of service experts evaluate all proposals.

4. Question: Are there additional tests that need to be included (FAID, Generator, Etc.)?

Answer: There is no additional testing requirements at this time.

5. Question: How are re-inspections being handled with regards to funding if a unit fails?

Answer: Compensation will be provided accordingly for a job that needs to be complete.

MSC 5720
752 Ott Street, Room 1042
Wine Price Building
Harrisonburg, VA 22807
Office of 540.568.3145 Phone
PROCUREMENT SERVICES 540.568.7935 Fax

6. Question: Will all inspections be performed during normal business hours? Please define business hours, if outside business hours, do we price for outside those hours?

Answer: Yes, all projects shall be completed between the hours of 7:30 a.m. and 4:00 p.m. Monday through Friday.

7. Question: Will there be any CAT5 (full load tests on traction elevators) due during the years of this contract? If so, please supply month and year of when they are due or the last time they were completed.

Answer: James Madison University has 2 elevators that will need full load tests in 2022. Any inspections that are required for this summer, will be with conducted through the current company that is on contract. See dates JMU Elevator List No. 2.

8. Question: Who is your current provider for this service?

Answer: Our current contracted vendor is E&F Elevator Inspections & Consulting Inc.

9. Question: Who is your current maintenance provider?

Answer: Currently, James Madison University utilizes ThyssenKrupp Elevator Americas (TKE) for maintenance services.

10. Question: Are acceptance tests part of this RFP, where newly installed elevators or renovated elevators as well?

Answer: Acceptance tests are not part of this contract.

11. Question: What happens if you add/remove devices during the contract?

Answer: Any equipment additions or removals during the timeframe of the contract will be done through a formal contract modifications.

12. Question: Who is supplying the weights for category 5 tests?

Answer: James Madison University will require the elevator maintenance contractor to supply the weights.

13. Question: Do your EMC's have a contract that requires or limits the number of inspections they can complete in a given day or amount of time? Also, industry standard for CAT1's is 6-8 completed per day and 2 CAT5's per day – please verify if this timeline will work with your EMC's or if they have specific time on site per type of inspection and how many they will complete per day so that we can price accordingly since they are the team conducting the inspection and dictating the item on site.

Answer: Our EMC's follow the industry standard.

14. Question: Do you require the EMC to be on site for the semi-annuals or can those be conducted with the QEI only? Most do not require the EMC to be on site as they are not needed, and the cost is less for the QEI to work on their own as they can complete more inspections in a given day.

Estimated amount of Semi annuals in a given day could be as high as 14-16 if they are all in the same building.

Answer: The EMC is only required to be with the QEI on the annual, and 5-year inspections.

15. Question: Who will coordinate the scheduling of inspections and testing?

Answer: All scheduling dates should be pre-approved or coordinated by University representative.

16. Question: When witnessing the CAT5, will it be an annual and a CAT5 or have the CAT5 replace the annual?

Answer: The CAT5 will replace the annual.

17. Question: Can a small business submit a bid or does the small business need to be SWaM certified?

Answer: No, any firm is eligible to submit a proposal for this RFP.

18. Question: Is there a pricing list for the offeror to fill?

Answer: The offeror should submit their own pricing schedule.

19. Question: Is a QEI (Qualified Elevator Inspector) certification sufficient for this bid?

Answer: No, a QEI certification would not be adequate enough for all projects related to this RFP.

Sincerely,
Dylan Morris
Buyer Senior
Phone: (540-568-3002)

JMU Asset #	Buiding	Bldg #	TKE ID Number	E&F ID Number	Year	Manufacturer	Model	Stops	Weight	Type	5 Year Test Last Performed	Next 5 Year Inspection Due
510045	Bioscience (CISAT A3B) Elev 1	0227	US266658	218		Kone EcoSpace		4	4500	MRL Traction	2017	2022
502553	Bioscience (CISAT A3B) Elev 2	0227	US266659	219		Kone EcoSpace		3	4500	MRL Traction	2017	2022
508303	Chesapeake Ave. Parking Deck Elevator	0317	US697033	244	2018	Otis	Gen2 GCS	5	3500	MRL Traction	2018	2023
509283	Chesapeake Ave. Parking Deck Elevator #2	0317	US697034	245	2018	Otis	Gen2 GCS	5	3500	MRL Traction	2018	2023
509284	Duke - Annex Elevator	0008	US250779	230		ThyssenKrupp	TAC 50			Traction	2018	2023
509286	Duke - East Side	0008	US250780	231		ThyssenKrupp	TAC 50			Traction	2018	2023
504214	Ballard Parking Deck Elev. #1	0318	US896878	251	2019	Otis				MRL Traction	2019	2024
503739	Ballard Parking Deck Elev. #2	0318	US896879	252	2019	Otis				MRL Traction	2019	2024
503731	Ballard Parking Deck Elev. #3	0318	US896880	253	2019	Otis				MRL Traction	2019	2024
500711	Eagle - Elev 1	0044	US266706	117	2009	MCE Renovation		9	2500	Traction	2019	2024
504236	Eagle - Elev 2	0044	US266707	118	2009	MCE Renovation		9	2500	Traction	2019	2024
503626	Logan	0023	US266742	167	2004	Northern		4	2500	Roped Hydro	2019	2024
503624	PAUL JENNINGS HALL ELEVATOR #1 - (GOLD SIDE) -	324	US877431	249						MRL Traction	2019	2024
503625	PAUL JENNINGS HALL	324	US877432	250						MRL Traction	2019	2024
503643	Showker - Left Elev #3	0112	US266710	141	2009	MCE Renovation		6	4000	Traction	2019	2024
503720	Showker - Right Elev #4	0112	US266713	142	2009	MCE Renovation		6	4000	Traction	2019	2024
503721	Student Success Center Elevator #2	0182	US264143	225	2014	ThyssenKrupp		6	5000	Traction	2019	2024
502427	Student Success Center Elevator #5	0182	US256161	228	2014	ThyssenKrupp		2	3500	Traction	2019	2024
502520	Student Success Center Elevator #6	0182	US256162	229	2014	ThyssenKrupp		2	3500	Traction	2019	2024
502519	DUKES DINING #1	325	US1028378							Traction	2020	2025
508491	DUKES DINING #2	325	US1028379							Traction	2020	2025
502521	Hartman Hall Elevator #1	337	US994385	140A		Otis	Gen2 GCS	5		MRL Traction	2020	2025
501147	Hartman Hall Elevator #2	337	US994386	140B		Otis	Gen2 GCS	5		MRL Traction	2020	2025
501148	Bridgeforth Stadium - Elev 1	0057	US266720	212	2010	Kone				MRL Traction	2021	2026
502387	Bridgeforth Stadium - Elev 2	0057	US266721	213	2010	Kone				MRL Traction	2021	2026
502386	Bridgeforth Stadium - Elev 3	0057	US266722	214	2010	Kone				MRL Traction	2021	2026
508285	Bridgeforth Stadium - Elev 4	0057	US266725	215	2010	Kone				MRL Traction	2021	2026
508284	Health and Behavioral Scie	0286	US404385	237		Otis	Gen2 GCS			Traction	2021	2026

502385	Health and Behavioral Science	0286	US404476	238		Otis	Gen2 GCS			Traction	2021	2026
502384	Health and Behavioral Science	0286	US404478	239		Otis	Gen2 GCS			Traction	2021	2026
505782	Mason St. Parking Deck Elev #1	0302	US404327	234	2016	Kone				MRL Traction	2021	2026
505783	Mason St. Parking Deck Elev #2	0302	US404382	235	2016	Kone				MRL Traction	2021	2026
505784	Mason St. Parking Deck Elev #3	0302	US404383	236	2016	Kone				MRL Traction	2021	2026
502390	220 UNIVERSITY BLDV	980		173		Inspection Only Not On TKE Contract				Hydraulic	NA	NA
510026	ATLANTIC UNION BANK CENTER ELEVATOR (P3) -	323	Not assigned yet							Hydraulic	NA	NA
507980	131 W Grace St	0973	US266635	179	2006	Schindler Hydro, Model		2		Hydraulic	NA	NA
507981	Alumnae Hall	0001	US398132	243	2017			2	2000	Hydraulic	NA	NA
508051	ATLANTIC UNION BANK	323	Not assigned yet							Hydraulic	NA	NA
504595	ATLANTIC UNION BANK CENTER ELEVATOR (P1) -	323	Not assigned yet							Hydraulic	NA	NA
504650	ATLANTIC UNION BANK CENTER ELEVATOR (P2) -	323	Not assigned yet							Hydraulic	NA	NA
509679	Bioscience (CISAT A3B) - Dock Lift	227	US314327	220							NA	NA
509659	Bookstore	0159	US266688	166	2002	ThyssenKrupp (TAC 20)		4	2500	Hydraulic	NA	NA
502413	Bridgeforth Stadium - Dock Lift	0057	US307941	217A	2011	Aaron Bradley	LDS-9	1	8000	Platform Lift	NA	NA
502414	Bridgeforth Stadium - Escalator 1	0057	US266732	216	2010	Kone					NA	NA
503303	Bridgeforth Stadium - Burruss	0057	US266734	217	2010	Kone					NA	NA
503302	Burruss	0005	US266650	101	1991	Dover		5	4000	Hydraulic	NA	NA
509139	Carrier Library - booklift	0021	US266702	130	1950	Otis Booklift		5	200	Cable (booklift)	NA	NA
509140	Carrier Library - passenger	0021	US266698	127	1983	Dover		4	3500	Hydraulic	NA	NA
509828	Carrier Library - passenger stacks	0021	US266699	128	1975	Dominion		5	2500	Hydraulic	NA	NA
509843	Carrier Library - staff	0021	US266700	129	1983	Dover		4	4000	Hydraulic	NA	NA
509866	Champions Drive Parking	0145	US266683	160	2002	Dover		2	2500	Hydraulic	NA	NA
509868	Champions Drive Parking	0145	US266684	161	2002	Dover		2	2500	Hydraulic	NA	NA
502400	Chandler Elevator East A	0141	US266674	138	1998	Dover		2	4500	Hydraulic	NA	NA
502399	Chandler Elevator West B #1	0141	US266675	137	1998	Dover		2	2500	Hydraulic	NA	NA
503419	Chesapeake East - Elev 2	0143	US266677	105	1999	Dover		2	4500	Hydraulic	NA	NA
503467	Chesapeake West - Elev 1	0143	US266676	104	1999	Dover		2	4500	Hydraulic	NA	NA
503463	Converse	0007	US266745	112	1998	Dover		2	2500	Hydraulic	NA	NA

503418	DARCUS JOHNSON HALL	17	US740428	254							NA	NA
502406	D-Hall Elevator #1	0311	US346315	246	2018	TAC 32		3	3500	Hydraulic	NA	NA
502407	D-Hall Elevator #2	0311	US346316	247	2018	TAC 32		3	3500	Hydraulic	NA	NA
510194	D-Hall Elevator #3	0311	US346317	248	2018	TAC 32		5	5000	Hydraulic	NA	NA
503988	East Campus Dining - Elev 1	0209	US266649	134A	2009	Otis		2	2500	Hydraulic	NA	NA
502532	East Campus Dining -	0209	US266648	134B	2009	Otis		2	3500	Hydraulic	NA	NA
502437	ENGEO (CISAT A2) - Elev 2	0144	US266656	109	2000	Dover		4	4500	Hydraulic	NA	NA
507301	ENGEO (CISAT A2) -	0144	US266652	108	2000	Dover		4	3000	Hydraulic	NA	NA
507302	Estes Center - E1201 -	0201	US266623	185	2010	Thyssen/Krupp Tac 20		4	5000	Hydraulic	NA	NA
505392	Estes Center - E1250 -	0201	US266767	189	2010	Porch Lift		2	750	Chain	NA	NA
505277	Estes Center - E1259 -	0201	US266766	190	2010	Porch Lift		2	750	Chain	NA	NA
505276	Estes Center - E1265 -	0201	US266625	187	2010	Thyssen/Krupp Tac 20		3	3000	Hydraulic	NA	NA
502529	Festival Conference & Student Ctr - Elev 1	0128	US266643	110	1998	Dover		2	4000	Hydraulic	NA	NA
502421	Festival Conference & Student Ctr - Elev 2	0128	US266642	111	1998	Dover		2	2500	Hydraulic	NA	NA
502422	FOUNDATION HALL	340	US703139	255							NA	NA
509509	Gabbin	0024	US266697	131	1975	Dominion		3	4000	Hydraulic	NA	NA
509510	Gifford	0012	US266743	121	1992	Dover		4	2100	Hydraulic	NA	NA
502853	Godwin	0048	US266687	122	2008	MCE		3	4000	Hydraulic	NA	NA
502391	Grace St Parking Deck -	0191	US266672	210		Dover DMC		7	2500	Hydraulic	NA	NA
502392	Grace St Parking Deck -	0191	US266673	211		Dover DMC		7	2500	Hydraulic	NA	NA
503986	Grace St. Apartments - Dock	0277	US750779	233A		Southworth	DL5-59M				NA	NA
502404	Grace Street Apartments - Elev 1	0277	US243423	232		ThyssenKrupp	TAC 32			Hydraulic	NA	NA
502534	Grace Street Apartments - Elev 2	0277	US243424	233		ThyssenKrupp	TAC 32			Hydraulic	NA	NA
506078	Harper Allen-Lee	0003	US266746	159	2000	Dover		2	2500	Hydraulic	NA	NA
506079	Harrison - Elev 1	0013	US266751	170	2005	ThyssenKrupp (TAC 20)		2	3000	Hydraulic	NA	NA
506066	Harrison - Elev 2	0013	US266753	171	2005	ThyssenKrupp (TAC 20)		3	3000	Hydraulic	NA	NA
505805	Hoffman	0016	US266733	125	2008	Dover		4	2100	Hydraulic	NA	NA
505806	ISAT/CS (CISAT A1) - Elev 1	0127	US266664	106	1999	Dover		4	3000	Hydraulic	NA	NA
505807	ISAT/CS (CISAT A1) - Elev 2	0127	US266665	107	1999	Dover		3	4500	Hydraulic	NA	NA
502410	Keezell	0019	US266705	126	1986	U.S.		6	2500	Hydraulic	NA	NA
502551	Leelou Alumni Center	0147	US266660	111A	2002	Dover		2	2500	Hydraulic	NA	NA
502552	Madison - Elev 1 - NC 14	0188	US266759	240	1990	Dover Oildraulic		4	4000	Hydraulic	NA	NA
507234	Madison - Elev 2 - NC 15	0188	US266760	241	1990	Dover Oildraulic		4	3500	Hydraulic	NA	NA
503539	Madison - Elev 3 - NC 16	0188	US266761	242	1990	Dover Oildraulic		4	3500	Hydraulic	NA	NA
503540	Massanutten (JMAC 3)	0176	US266618	174	2006	Schindler		4	3500	Hydraulic	NA	NA
502539	Memorial - Elev 1	0972	US266638	168	1990	Schindler		5	3500	Hydraulic	NA	NA
502540	Memorial - Elev 2	0972	US266639	169	1990	Schindler		4	3500	Hydraulic	NA	NA
502525	Memorial - Freight Lift In Kitchen	0972	US750780	169A							NA	NA
502439	Memorial Baseball Stadium	0218	US266636	183	2010	Schindler		TBD	2500	Hydraulic	NA	NA

502401	Memorial Softball Stadium	0220	US266637	184	2010	Schindler		TBD	2500	Hydraulic	NA	NA
501132	Miller - Elev 1	0055	US266633	132	2008	MCE		3	3000	Hydraulic	NA	NA
503417	Miller - Elev 2	0055	US266768	132A	2008	Gensis/Garaventa Lift		3	750	Wheelchair Lift	NA	NA
503464	Moody	0025	US266696	162	2010	MCE		3	2500	Hydraulic	NA	NA
503416	Music	0100	US266755	134	1985	MCE		4	2500	Hydraulic	NA	NA
503466	Physics/Chemistry (CISAT A3)	0148	US266657	109A	2004	ThyssenKrupp (TAC 20)		5	3500	Hydraulic	NA	NA
503985	Plecker APC	0158	US266682	172	2005	ThyssenKrupp (TAC 20)		2	2500	Hydraulic	NA	NA
502792	Roberts Center - E1101 - Elevator #4 (Freight)	0213	US266627	188	2010	Thyssen/Krupp Tac 20		3	5000	Hydraulic	NA	NA
504039	Roberts Center - E1116 - Wheelchair Lift	0213	US266763	191	2010	Porch Lift		2	750	Chain	NA	NA
503237	Roberts Center - E1155 - Elevator #2 (Passenger)	0213	US266626	186	2010	Thyssen/Krupp Tac 20		4	3000	Hydraulic	NA	NA
503242	Roberts Center - E2150 - Wheelchair Lift	0213	US266765	192	2010	Porch Lift		2	750	Chain	NA	NA
503236	Roop	0062	US266740	139	1979	Dover		4	3500	Hydraulic	NA	NA
508147	Rose Library (ECL) - Elev 1	0183	US266662	177	2008	ThyssenKrupp (TAC 20)		5	3500	Hydraulic	NA	NA
502446	Rose Library (ECL) - Elev 2	0183	US266661	178	2008	ThyssenKrupp (TAC 20)		5	4500	Hydraulic	NA	NA
502447	Shenandoah - Elev A	0208	US266678	139A	2009	Otis		6	4500	Hydraulic	NA	NA
502444	Shenandoah - Elev B	0208	US266679	139B	2009	Otis		2	4500	Hydraulic	NA	NA
502445	Shenandoah Hall - Connector	0208	US266680	139D	2009	Otis		6	2500	Hydraulic	NA	NA
502543	Shorts	0041	US266717	140	1991	Dover		4	4000	Hydraulic	NA	NA
504782	Showker Elev #5	0112	US266714	143	1991	Dover		2	3500	Hydraulic	NA	NA
504723	Showker Wheelchair Lift	0112	US750782			Savaria					NA	NA
504681	Sonner	0113	US266715	145	1993	Dover		2	2500	Hydraulic	NA	NA
504784	Student Success Center Elevator #1	0182	US264113	224	2014	ThyssenKrupp		2	3500	Hydraulic	NA	NA
504730	Student Success Center Elevator #3	0182	US264112	226	2014	ThyssenKrupp		6	5000	Hydraulic	NA	NA
504729	Student Success Center Elevator #4	0182	US243395	227	2014	ThyssenKrupp		6	5000	Hydraulic	NA	NA
502550	Studio Ctr 106 W Grace	0961	US266634	165	2003	Schindler		2	2500	Hydraulic	NA	NA
502546	Taylor	0133	US266666	146	1997	Dover		5	2500	Hydraulic	NA	NA
504891	Taylor Down Under Stage Wheelchair Lift	133	US801079		1996	Ascension	SLA-2050	0	650	Hydraulic	NA	NA
504213	Taylor Lift in Attic	0133	US801080			LANGLEY	EH-102M			Hydraulic	NA	NA
509325	University Farm House	68	Not assigned yet		2019	Ram Manufacturing	79	2		Hydraulic	NA	NA
502395	Recreation Ctr - Passeng	0130	US266690	151	1996	Dover		2	3500	Hydraulic	NA	NA
502396	ty Recreation Ctr - Service	0130	US266691	152	1996	Dover		2	5000	Hydraulic	NA	NA

[illegible]

FAUQUIER COUNTY GOVERNMENT
a political subdivision of the Commonwealth of Virginia
Contract # 57-25ajc
(Riding VASCUUP UCPJMU 63773) **Central Elevator Inspection Services II, LLC**

This Agreement is made and entered into this 20 day of **September 2024**, by the Fauquier County Government, a political subdivision of the Commonwealth of Virginia (hereinafter referred to as "Owner") and **Central Elevator Inspections II, LLC**, having its principal place of business at **469 Round Hill Road Boston, VA 22713**, hereinafter referred to as "Contractor".

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

SCOPE OF SERVICES: The Contractor shall provide Elevator Inspection Services

COMPENSATION: The Owner will pay, and the Contractor will accept in full consideration for the performance during the contract term "pricing as negotiated and attached".

CONTRACT PERIOD: Date of execution through July 2, 2025, with the option to renew for 2 additional 1-year periods, at the mutual agreement of both parties.

The contract documents shall consist of and for the purpose of resolving ambiguity or conflicts shall be interpreted in the following order of priority:

- (1) This signed form;
- (2) Fauquier County General Terms & Conditions;
- (3) RFP DKM-1149, including Addendums 1 & 2, Modifications, and Renewals 1 & 2; and
- (4) The Contract dated June 27, 2022, all which documents are incorporated herein.

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

**Central Elevator Inspection
Services II, LLC**

By: Robert J Thornhill

Title: Manager

Date: 9/25/24

Fauquier County Government
a political subdivision of the Commonwealth
of Virginia

By: Kristen Hylton
Kristen Hylton

Title: Procurement Manager

Date: 9/26/2024

